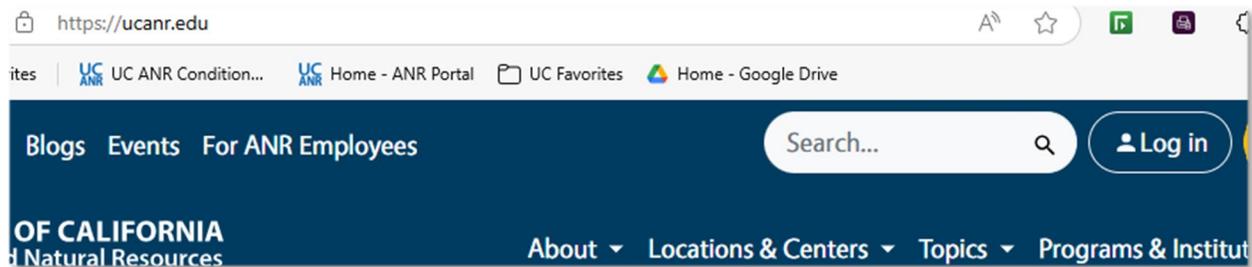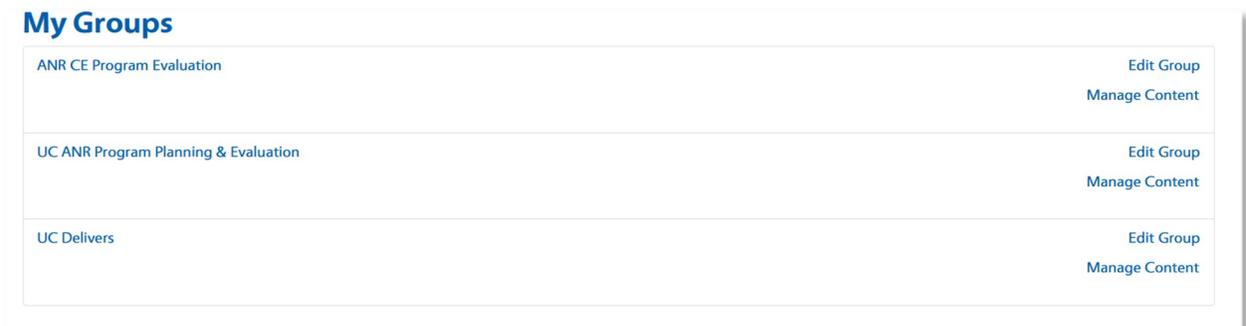# Submitting a UC Delivers Blog Post
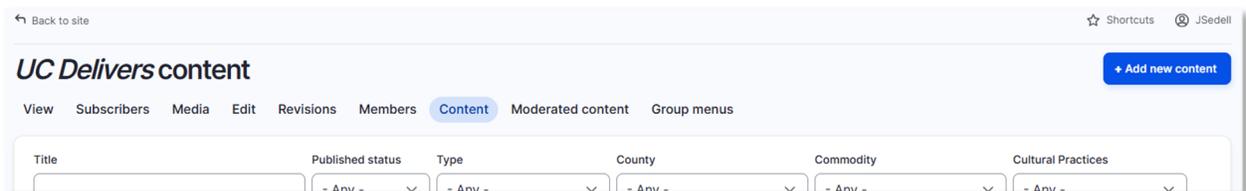
Step 1: Log into the ucanr.edu website with your ANR SSO.

Step 2: On the landing page titled "My Account," navigate to "My Groups" and click "Manage Content" for UC Delivers.
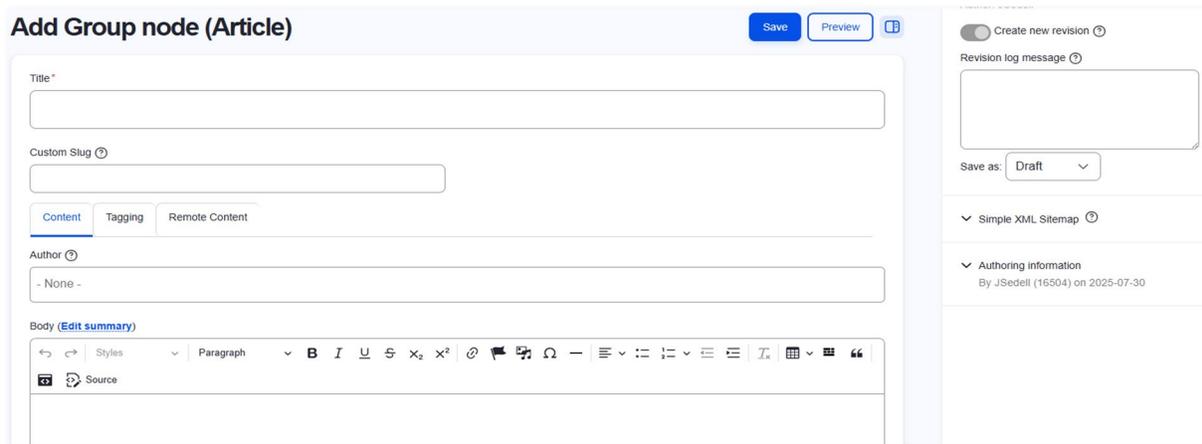

Step 3: Click the blue button in the upper right corner, "+Add new content."

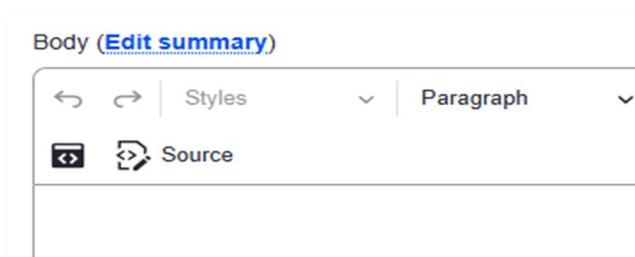**Step 4:** Land on "Add Group node (Article)."

Input your content in:
- Title
- Author
- Body: your post, organized by three sub-headings: The Issue, How UC Delivers, The Impact
    - Use "Paragraph" font for the body of the text
    - Center the 3 sub-headings (The Issue, How UC Delivers, The Impact) and use "Heading 2" font

Step 5: Click on blue link next to Body (Edit summary) to add your social media summary.

Step 6: Add your photos

Move your cursor to where you want your photo inserted and then click the media icon in the tool bar. Upload your desired photo.

Click the photo to open the photo editing toolbar. In the photo editing toolbar, click the pencil icon to add alternative text. Edit the size and position of the photo (left, right, centered) as desired.
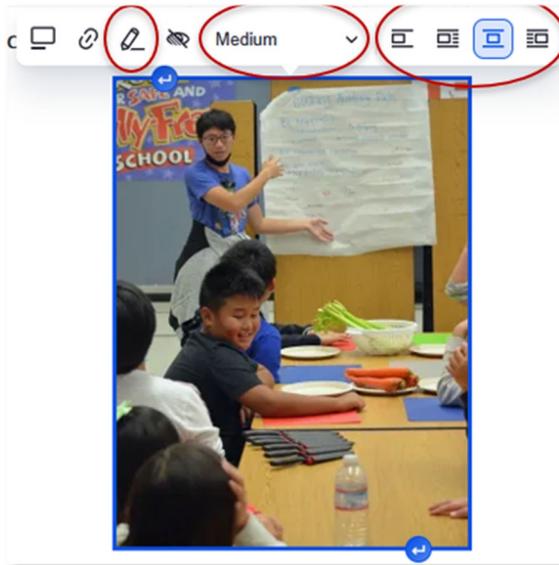
Edit Image Rodent Speed Dating

∧ Image *

blog110272.jpg (208.86 KB)   [Rename]

Alternative text *

WCRA participants learning about rodent identification from Niar

Preview   Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Step 7: Leave radial to Promote this article to UC ANR News off for now. We will turn it on once everything is final.

Step 8: Save your work! Then preview the post in the upper right-hand corner.
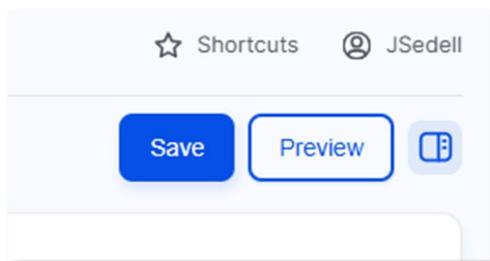
Note: When previewing your work, make sure to use the "Back to content editing" button to return to your post. If you use the back arrow in your browser, any unsaved work on your post will disappear.

Step 9: Re-organize material as needed. Save your work!

Step 10: Notify Christina Becker (christina.becker@ucop.edu) that the post is ready for review.

Until the post has been approved by the blog manager, your post will have a yellow box at the top that says, "This content is unpublished/archived." Do NOT publish the article on your own. Once the post is finalized, the blog manager (Christina Becker) will change the post to "publish."