UF|IFAS
UNIVERSITY *of* FLORIDA

How to Post on Blogs.IFAS.UFL.EDU

UF/IFAS has more than 700 bloggers across Florida and roughly 100 blogs. There are blogs for Extension, research, departments, programs, schools, + more! Thank you for being a part of the UF/IFAS Blogging Community!

Blog Post Checklist.

- ☐ Log in to Blogs.IFAS with your Wordpress credentials **http://blogs.ifas.ufl.edu/wp-admin/**.
- ☐ Go to Posts > Add New.
- ☐ Insert proof-read content.
- ☐ Edit content in Wordpress (add headings, links, quotes etc.)
- ☐ Insert proof-read Title.
- ☐ Upload Featured Image from approved source.
- ☐ Select Category/ies.
- ☐ Add Tags.
- ☐ Click Publish!

Image Editing Video Tutorials.

- Featured image editing using Photoshop, Pixlr, and Paint: **https://www.youtube.com/watch?v=gzvzmqR0DAA&t=2s**
- Photo Editing using Canva: **https://www.youtube.com/watch?v=wmRmgsYhn2I&feature=youtu.be**
- Photo editing using GIMP: **https://mediasite.video.ufl.edu/Mediasite/**
- Formatting Images within Blog Posts: **https://www.youtube.com/watch?v=iqFzoc8GQLY&feature=youtu.be**

Tags.

- ~5-7 Tags per post. Keyword or key phrase.
- Avoid repetitive variations i.e.: horse, horses, equine. Stick with just one.
- Use Author Name as a Tag.
- Some Tags send your post to relevant feeds.
- Reference the UF/IFAS Blog Tag Lexicon: **http://branding.ifas.ufl.edu/social-media-and-blogs**

Categories.

- You must select at least one Category (Sub-Category is optional).
- Uncheck CHANGE CATEGORY.
- Do not use Uncategorized.
- Do not add a new Category.

Looking for more info? Follow this link for more resources for UF/IFAS bloggers:
https://ics.ifas.ufl.edu/our-services/blogging/
Branding.ifas.ufl.edu provides recorded trainings on a variety of topics:
http://branding.ifas.ufl.edu/training/