

Discussion Post Walkthrough

1. To access all the discussion threads and to make comments, you will need to click on the correct community. Once there, you will click on the discussion tab. When the screen loads you have many options: you can click on a post you'd like to read and comment on; you can favorite/follow topics that interest you; you can even create your own discussion posts by clicking on the **Post New Message** button.

1 to 12 of 12 threads (23 total approved posts)

Most Recently Updated ▾

Posts in my communities ▾

50 per page ▾

POST NEW MESSAGE



Thread Subject	Replies	Last Post
Fashion, Print and the Future	0	2 days ago by Heidi Ashley
★ 2017 Women in Print Survey	1	3 days ago by Lane Hickey-Wiggins Original post by Taylor Mitchell
★ Communication Subcommittee	3	10 days ago by Heidi Ashley Original post by Taylor Mitchell
★ WIP Interests Subcommittee	2	one month ago by Heather Roden Original post by Taylor Mitchell
★ Breakfast program/agenda	0	one month ago by Taylor Mitchell
★ Sub Content Subcommittee	0	one month ago by Taylor Mitchell

2. When creating a new discussion post, this is the screen that you will see. You can type in your message into the blank body or paste it from a previously created word document if you prefer. You also can cross-post a message, so that it will appear in the current community but also the selected community as well.

POST A MESSAGE

To

WOMEN IN PRINT ALLIANCE ▾

Cross Post To

NO ADDITIONAL DISCUSSIONS ▾

From

Taylor Mitchell

Subject

Yes ☐

Automatically insert content preview for links

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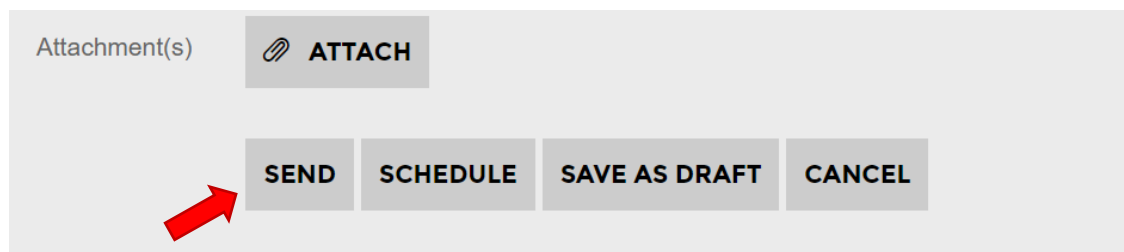
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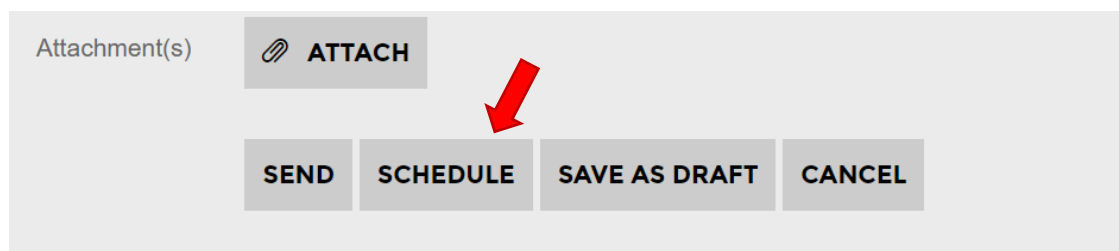
3. Once you've finished creating your post, you have a wide variety of options for posting or delivering your message. For this general section, pretend that you want to publish your post; you will then press the send button.



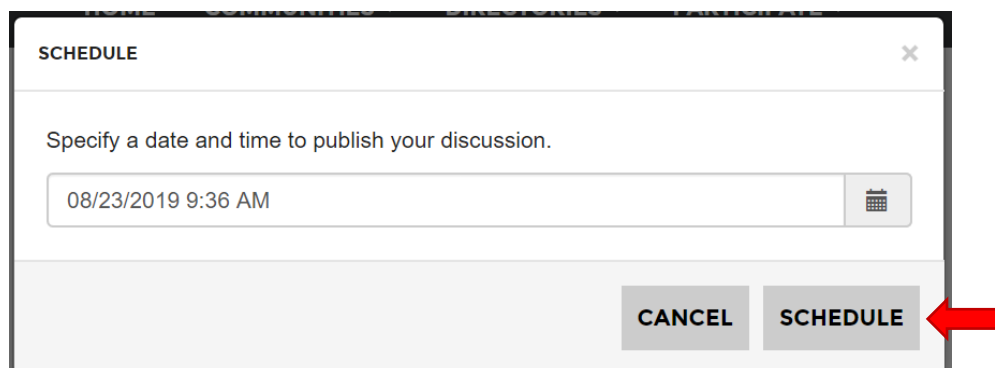
4. When the screen loads up, you will see your post as a live discussion thread; Which can be found under the discussion homepage at the very top – depending on your settings.

What happens if I want to Schedule a post?

5. If you had a discussion post that you wanted to send at a specific time – or wanted to be live at a particular date – you can click the schedule button instead of hitting send.

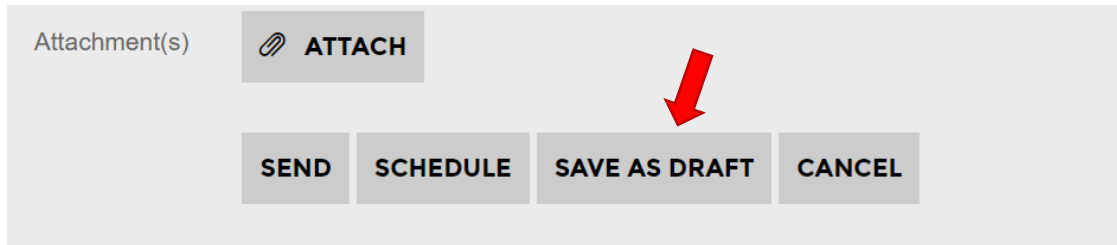


6. It will take you to a pop-up screen, that allows you to pick a specific date and time that you would want the discussion post to go live. After you pick out your specifics, you hit schedule, and the system will take care of the publishing for you. However, as a precaution, you should always double-check that at the scheduled time, the discussion went live.

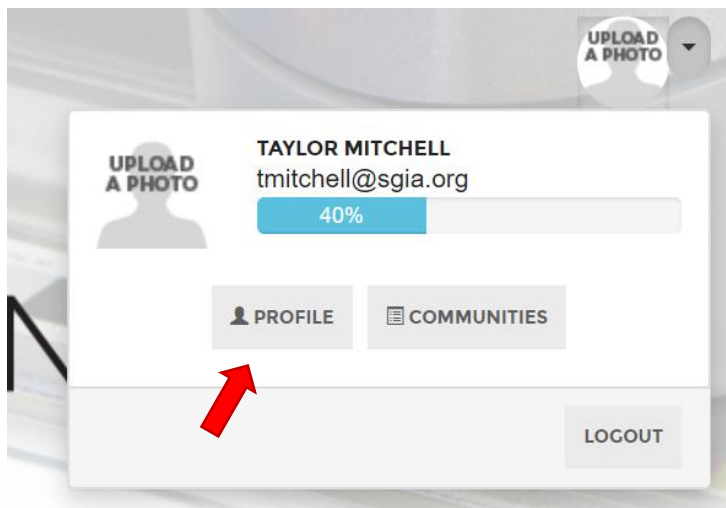


What happens if I want to save a draft and go back to it?

7. Once you completed a discussion post, but you wanted to have more time, you could save the discussion post as a draft. This allows you to keep your message without sending any posts or email notifications to the rest of the committee.



8. To access your saved discussion post, scroll to the top of the screen and press the down arrow by your headshot. It will pop-up a compacted box that has your basic information. From there, you will press the profile button.



9. Once you are at your profile homepage, you want to click on the down arrow by the **My Contributions** tab. It will pull a drop-down option, and from there you will want to press **List of Contributions**.



10. When the new screen loads, you will want to pick the saved discussion post draft – so you can either edit, post, or scrap the message.

MY CONTENT


1 to 15 of 15 total

HOTSPOT

DRAFT Saved By [Taylor Mitchell](#) Aug 23, 2019 8:40 AM

Found In : [Women In Print Alliance](#) \ [edit draft](#)

11. Once you are finished going over your body of your discussion post, you have another set of options on how you want to handle the deliverance of your message. Whether that be to post it live; schedule a time; save it again as a draft (will not create a new one); or if you want to scrap the post entirely.


Attachment(s)  **ATTACH**

SEND **SCHEDULE** **SAVE AS DRAFT** **DELETE DRAFT** **CANCEL**

How do I reply to a comment?

12. After selecting a discussion that you are interested in reading and commenting on, you have an array of options. If you click on the drop-down arrow, you will see additional responses presented to you. To distinguish them, we will discuss the top three choices that you will most likely use.

0 **RECOMMEND**

REPLY 

- Reply Privately
- Mark As Inappropriate
- Pin post to top
- Edit

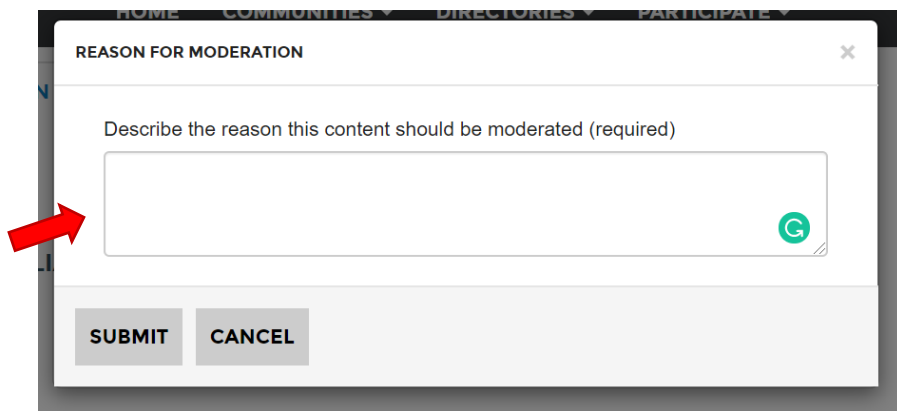
13. The first option would be to click the reply button that is beside the drop-down button. This type of reply would reply directly to the discussion thread. It would be a public comment that everyone would be able to see and could comment on themselves.

The screenshot shows a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other formatting options. Below the toolbar is a large text area for composing the message. At the bottom left, there is a 'Signature' link. At the bottom right, there is an 'UPLOAD FILE' button and a row of four buttons: 'CANCEL', 'SAVE AS DRAFT', 'SCHEDULE', and 'SEND'.

14. The second type of reply replies directly to the sender, but not to the discussion thread. This creates a private comment that only the commenter and the targeted sender would see; thus, disconnecting it from the public thread.

The screenshot shows a form titled 'REPLY TO SENDER'. It includes fields for 'To' (Heidi Ashley), 'From' (Taylor Mitchell), and 'Subject' (RE: 2017 Women In Print Alliance Survey Posted). Below these fields, a message states: 'The following message has been sent to you in response to your Discussion message'. There is a checkbox labeled 'Yes' for 'Automatically insert content preview for links'. At the bottom is a rich text editor with a toolbar similar to the one in the first screenshot.

15. The final option provided that will be useful is **Mark as Inappropriate**. This will mark any post, comment, or a published article so that the community admin can monitor and decide whether the post should be pulled, and the contributor should be restricted. This should not be used lightly but to create and maintain a healthy and open environment for the community you serve.



REASON FOR MODERATION

Describe the reason this content should be moderated (required)

SUBMIT **CANCEL**

If you have any further questions or need more help with the discussion thread, please let me know by emailing me at tmitchell@sgia.org.