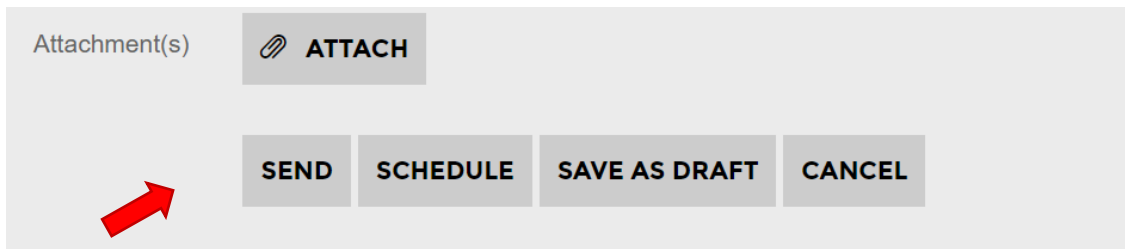


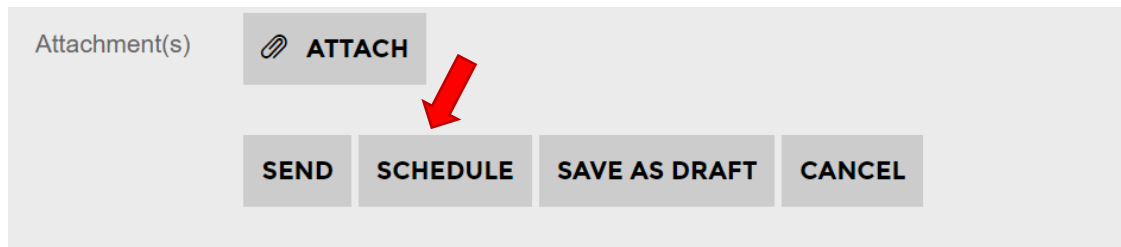
- Once you've finished creating your post, you have a wide variety of options for posting or delivering your message. For this general section, pretend that you want to publish your post; you will then press the **Send button**.



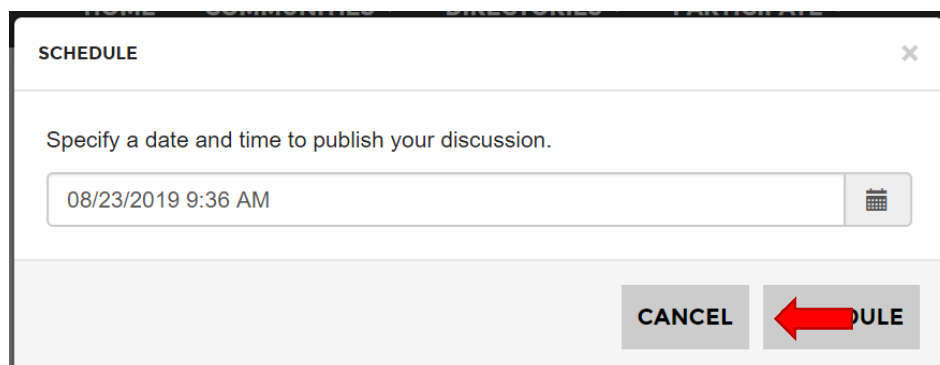
- When the screen loads up, you will see your post as a live discussion thread; which can be found under the discussion homepage at the very top (depending on your screen display settings).

What happens if I want to Schedule a post?

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

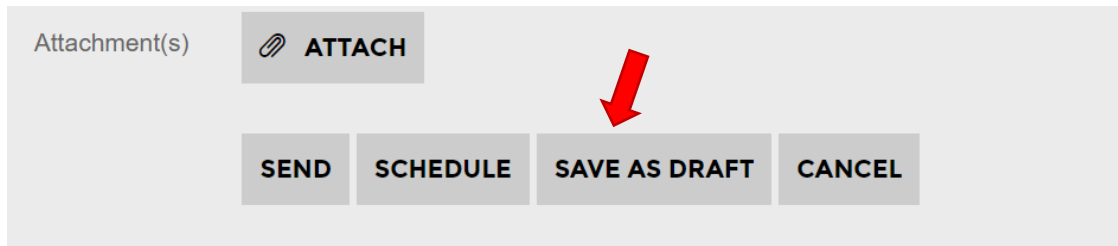


- It will take you to a pop-up screen, that allows you to pick a specific date and time that you would want the discussion post to go live. After you pick out your specifics, you hit the **Schedule button**, and the system will take care of the publishing for you. *However, as a precaution, you should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

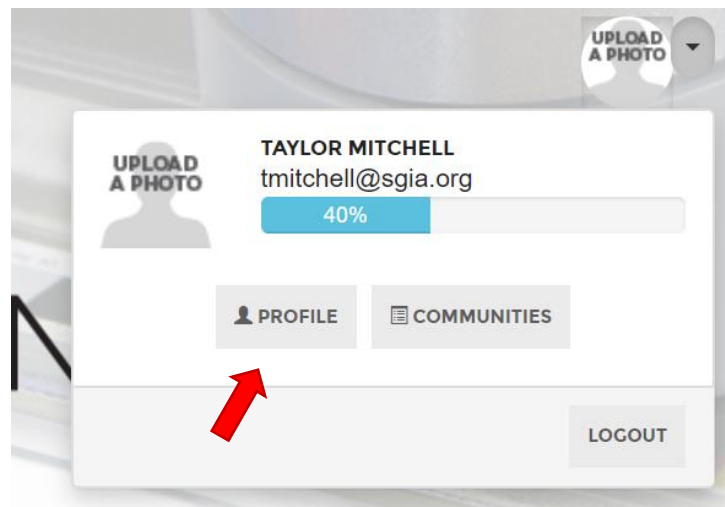


What happens if I want to save a draft and go back to it?

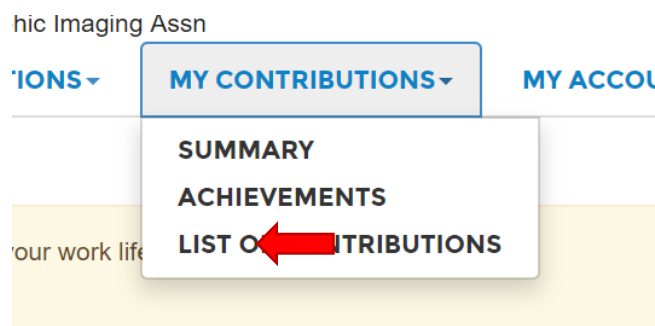
- Once you completed a discussion post, but you wanted to have more time, you could save the discussion post as a draft – click the **Save as Draft button**. This allows you to keep your message without sending any posts or email notifications to the rest of the committee.



- 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.



- 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 the 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?

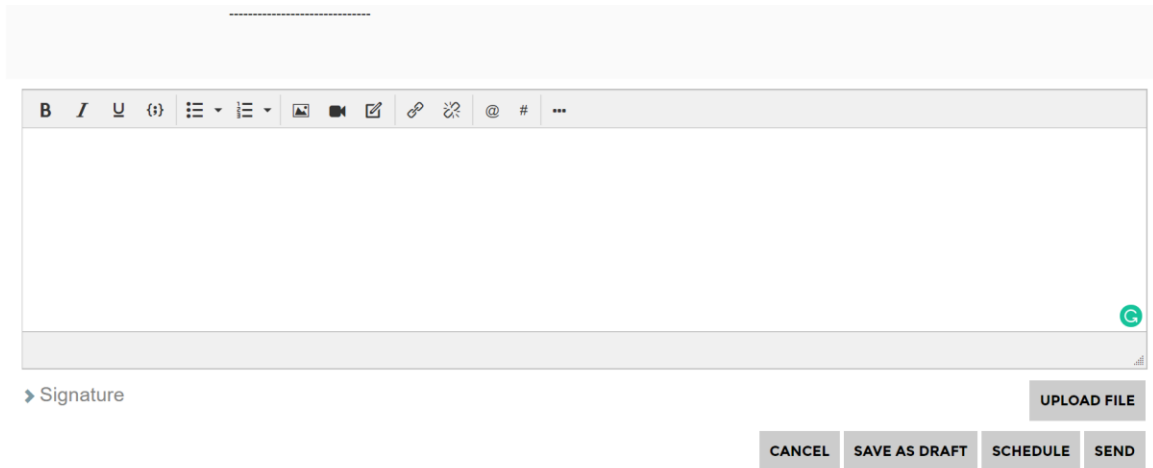
12. After selecting a discussion that you are interested in reading and commenting on, you have an array of options. If you **click on the drop-down arrow**, you will see additional responses presented to you. To distinguish them, we will discuss the top three choices that you will most likely use.

0 RECOMMEND

REPLY 

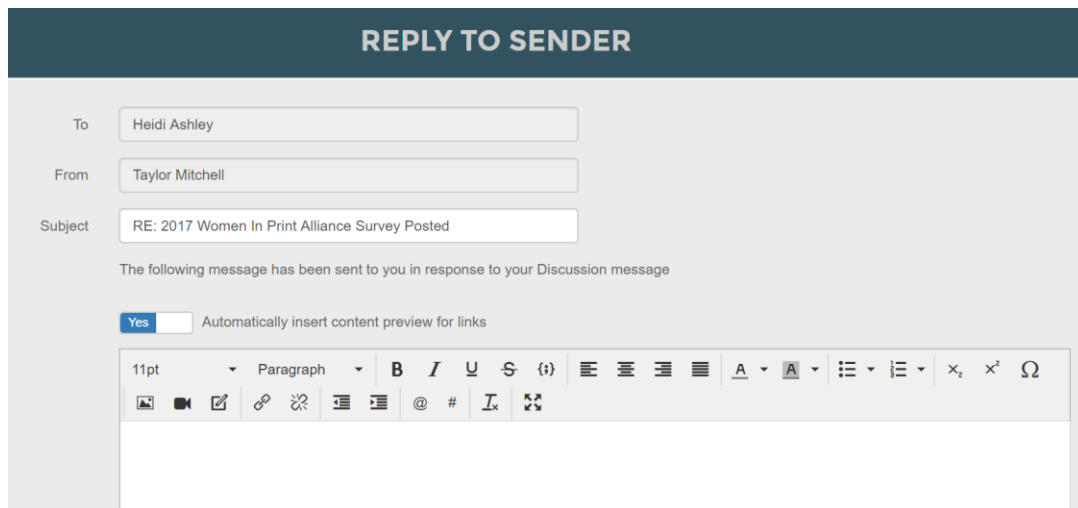
- Reply Privately
- Mark As Inappropriate
- Pin post to top
- Edit

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.



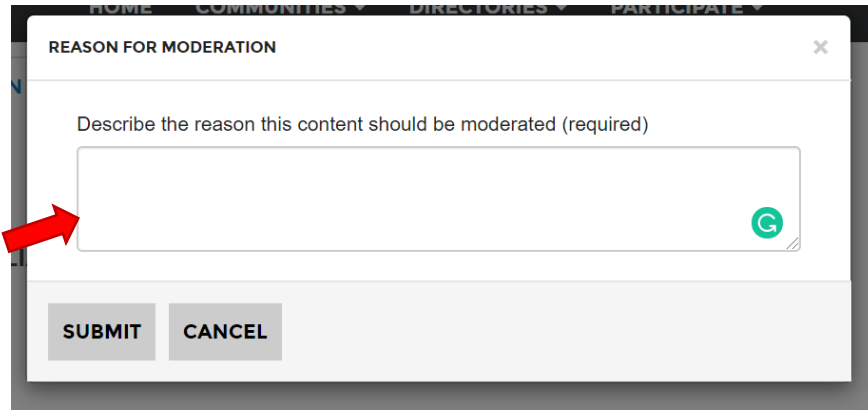
The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, align, justify, text color, background color, font size, font family, link, unlink, @, #, and a more options menu). Below the toolbar is a large text area for composing the reply. At the bottom left, there is a 'Signature' field with a right-pointing arrow. At the bottom right, there is an 'UPLOAD FILE' button. Below these are four buttons: 'CANCEL', 'SAVE AS DRAFT', 'SCHEDULE', and 'SEND'.

14. The **second option** 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' in a dark blue header. Below the header, there are three input fields: 'To' (containing 'Heidi Ashley'), 'From' (containing 'Taylor Mitchell'), and 'Subject' (containing 'RE: 2017 Women In Print Alliance Survey Posted'). Below these fields, there is a line of text: 'The following message has been sent to you in response to your Discussion message'. Below this text is a checkbox labeled 'Yes' and the text 'Automatically insert content preview for links'. At the bottom, there is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, align, justify, text color, background color, font size, font family, link, unlink, @, #, Ix, and a more options menu). Below the toolbar is a large text area for composing the reply.

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.