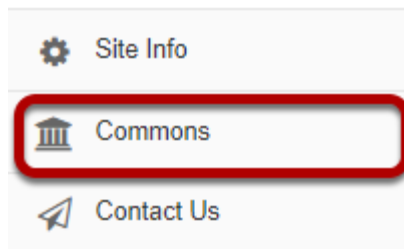


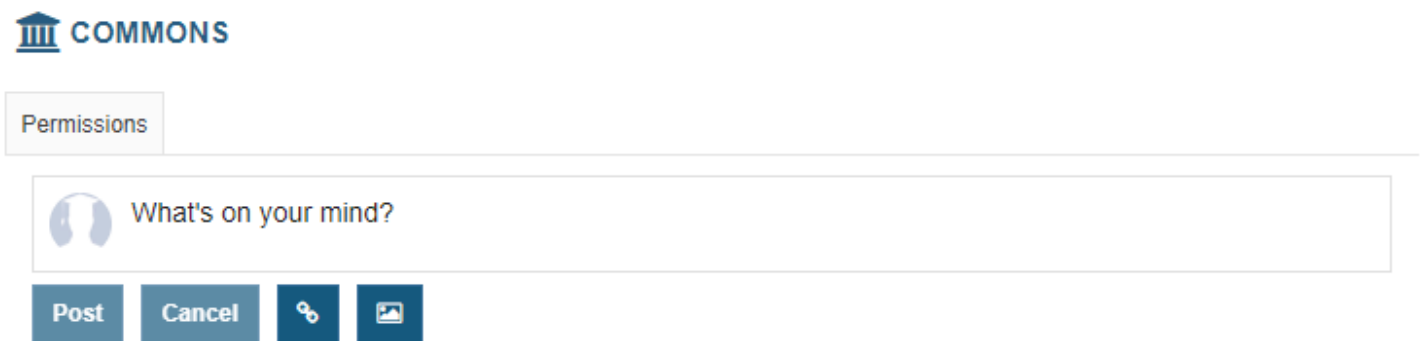
How do I create a post in Commons?

Go to the Commons tool.



Select the **Commons** tool from the Tool Menu of your site.

The Commons page will display.



The text box at the top of the page will always start off with "What's on your mind?" until you type something into the box.

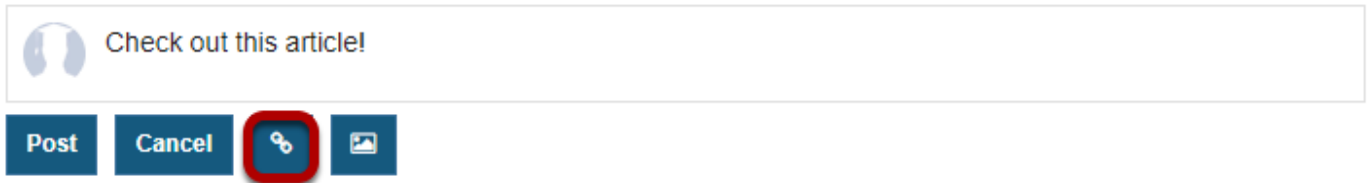
Add text.



Type your text into the box.

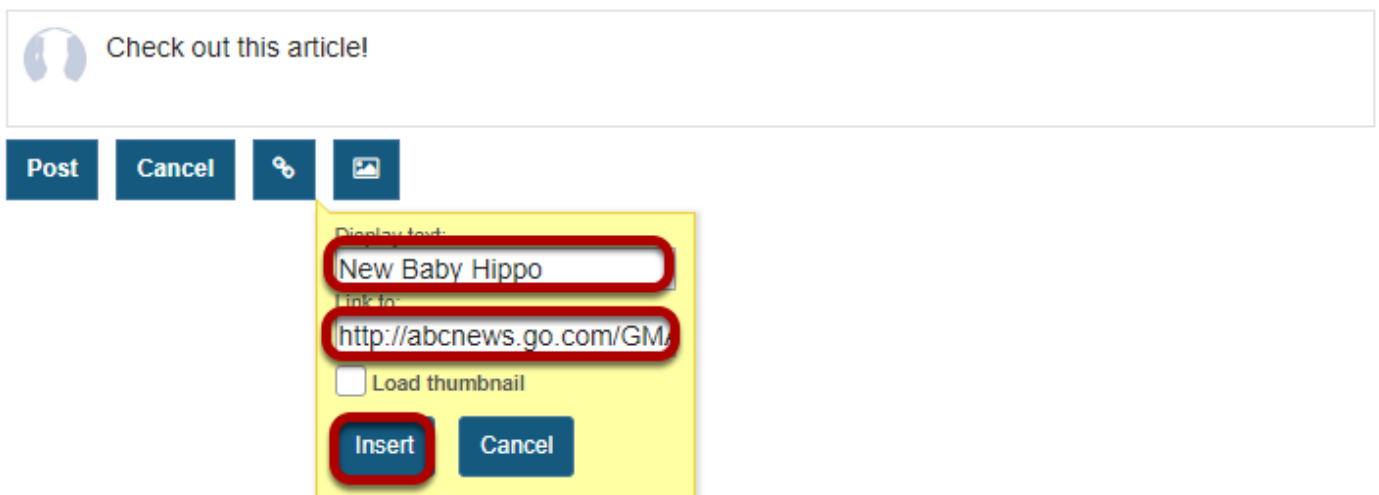
And/or add a link. (Optional)

Click the Insert a link button.



A screenshot of the Commons post editor. At the top, there is a text input field containing the text "Check out this article!" and a small profile icon on the left. Below the text field, there are four buttons: "Post", "Cancel", "Insert a link" (which is highlighted with a red circle), and "Insert an image".

Enter the link, and click Insert.

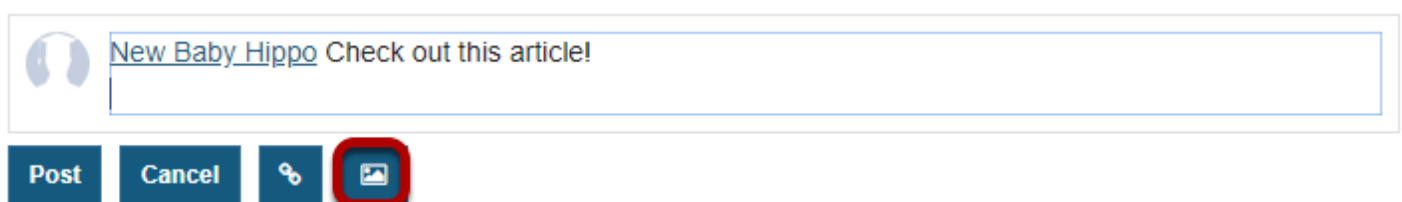


A screenshot of the Commons post editor showing the "Insert a link" dialog box. The dialog box has a yellow background and contains the following elements: a "Display text:" label with a text input field containing "New Baby Hippo"; a "Link to:" label with a text input field containing "http://abcnews.go.com/GM/"; a checkbox labeled "Load thumbnail" which is currently unchecked; and two buttons at the bottom, "Insert" and "Cancel". The "Insert" button is highlighted with a red circle.

Enter the text to display for the link, the URL of the link, and then click **Insert**.

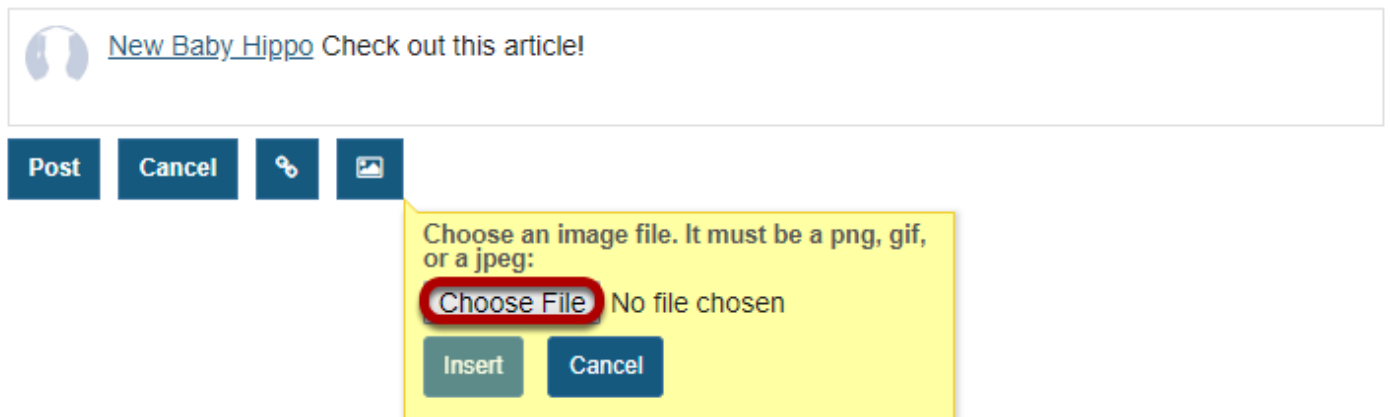
And/or add an image. (Optional)

Click the Insert an image button.

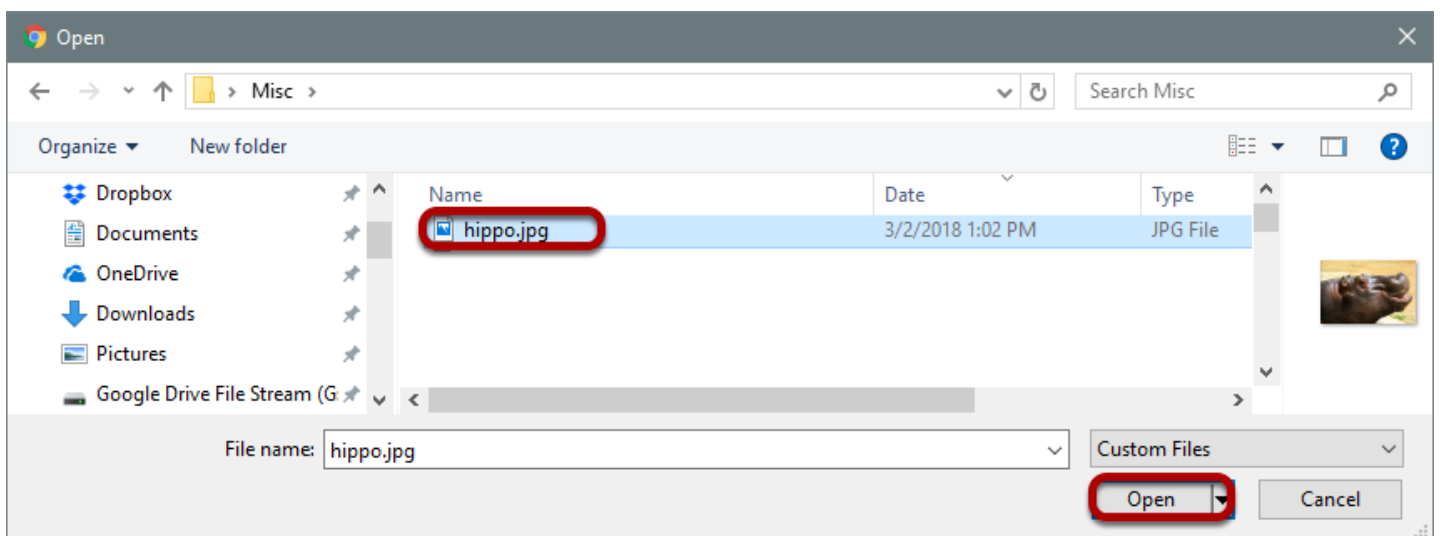


A screenshot of the Commons post editor. The text input field now contains the text "New Baby Hippo Check out this article!". Below the text field, there are four buttons: "Post", "Cancel", "Insert a link", and "Insert an image" (which is highlighted with a red circle).

Select Choose File.

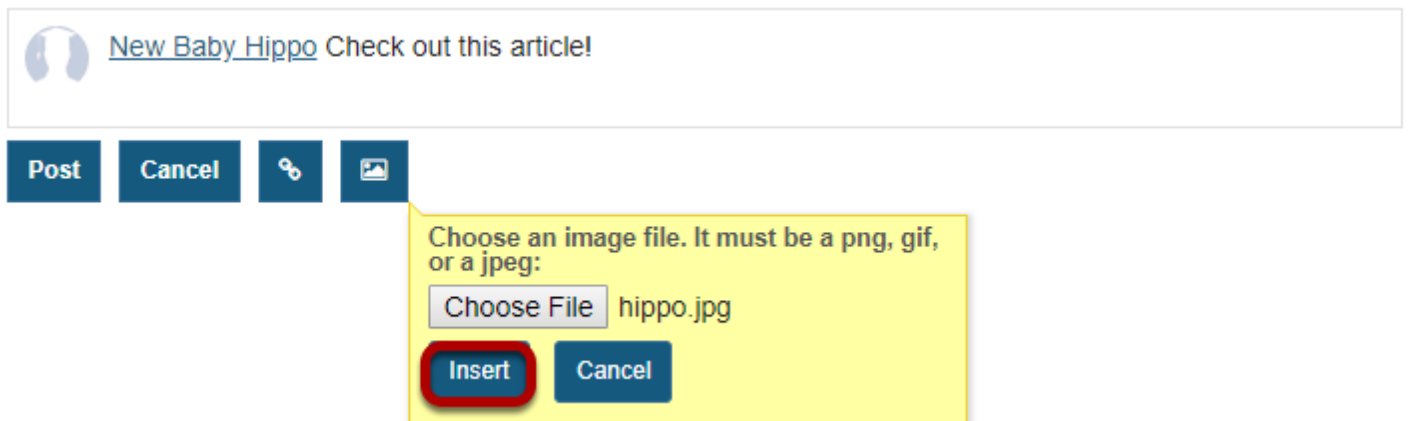


Select the file.



Click on the name of the image. Then click **Open**.

Click Insert.



Click Post.



Click Post to submit the post to everyone on the site with access to view it.

View post.



What's on your mind?

Post

Cancel



Instructor Demo [New Baby Hippo](#) Check out this article!



[Reply](#) [Edit](#) [Delete](#) 03/02/2018 1:26 PM