

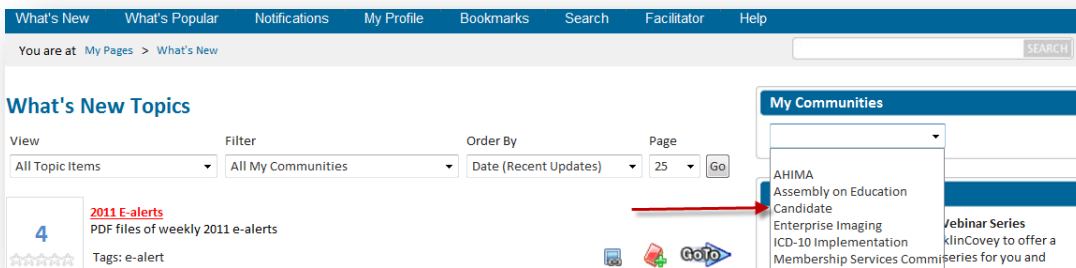


Posting a Comment

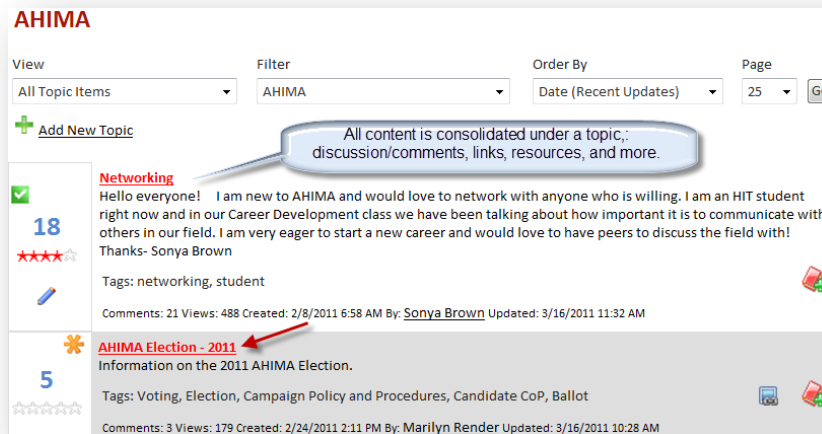
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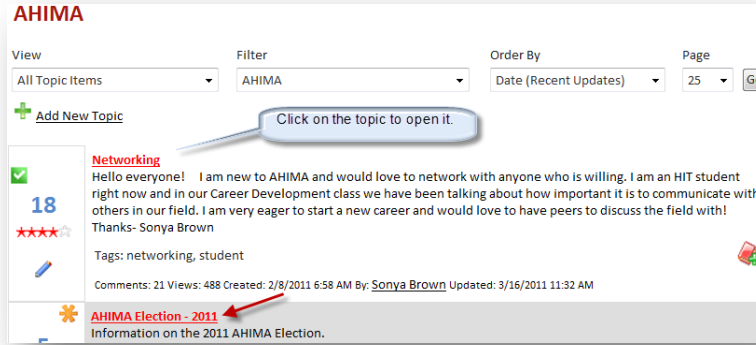
When you are first enter the CoP, select the My Communities drop down on the right side of your Personal Page or any page. Select the dropdown arrow to navigate to a specific community.



Topics—Topics are listed within the community. All content is listed within the topic—links, resources, workspace, comments (discussions), and events. All the information rests in one place. Use the icons to see what is included within a topic. For additional help, see the **Topic Icon Guide** help guide.



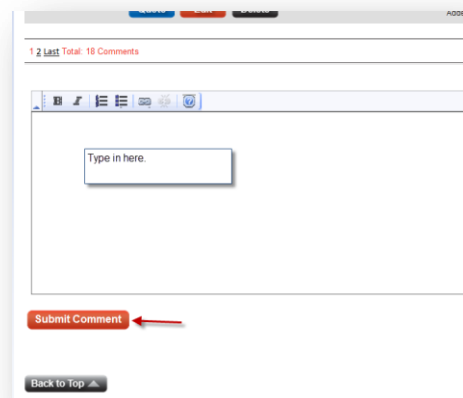
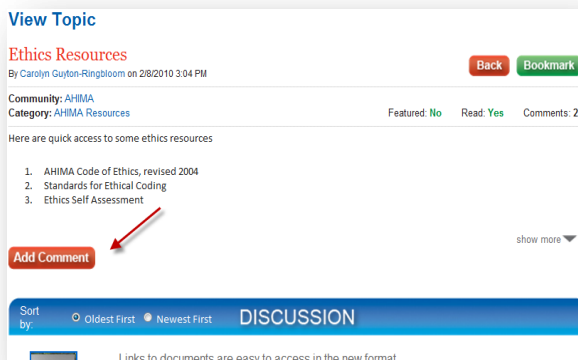
Open a Topic—to view the content by selecting the topic title. You can add links, documents, or provide a comment (discussion thread) on this page. Choose the **Back** button to close the topic. You can add a comment to a current topic by opening the topic title either from your Personal Page or from a community page.



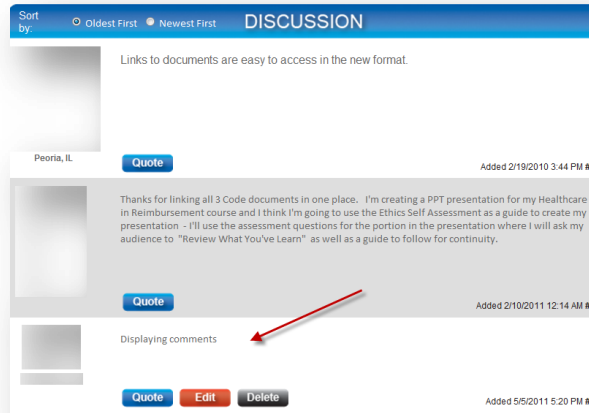
Topic Page— Here is an example of a topic that is open. You can see all the content, including **Description**, and **Discussion** on the left and **Resources**, **Collaboration**, and **Workspace** on the right. You are able to print, subscribe, and bookmark from here as well.



Add a Comment— once you have the topic open, click on the **Add Comment** button on the left side. The Comment box will appear (right). Or scroll to the bottom of the comments and insert directly in the Comment box.



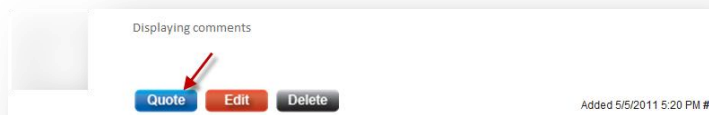
Type in your comment and then select **Submit Comment**. The comment will appear at the **end** of all the comments. (Members' profiles on the left have been deleted for privacy.)



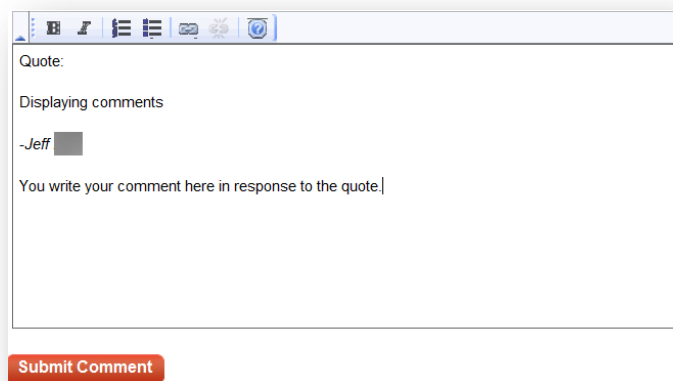
For a comment you posted, you will be able to edit or delete it.



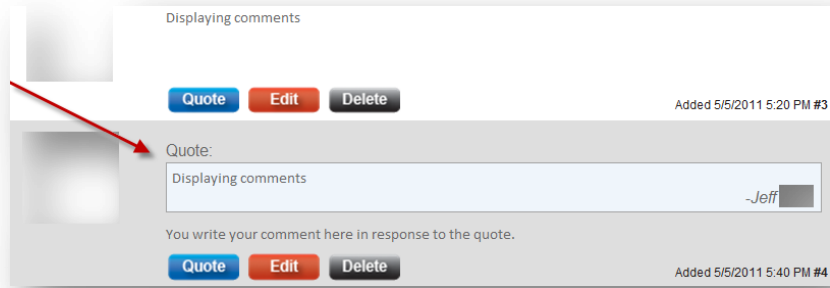
Quoting a Member—You may quote another member's comment. Choose the quote button of the member's comment you would like to quote.



The member's comment will appear in the comment box with his/her name. Write your comment and then choose Submit Comment.

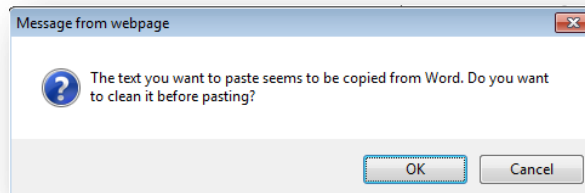


Your comment will display with the quote highlighted in a box. It is great to be able to respond to other members even if theirs wasn't the last comment.

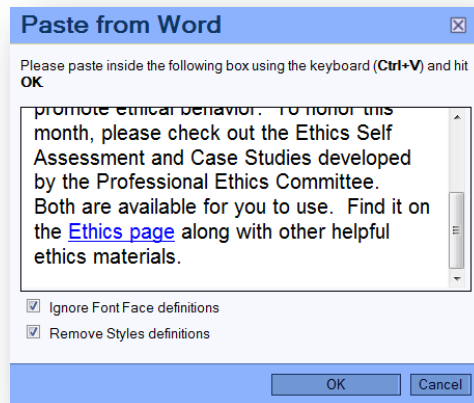


Copying Text into a Comment—You are able to develop content for your comment in a word document and then paste it into the Comment box. Here is how you do that:

1. Create your comment in a word processing program and then copy the text.
2. Click the **Submit Comment** button. Place your cursor in the comment box and paste the text using Ctrl + V
3. This pop-up will appear. Choose OK



4. The **Paste from Word** pop-up box will appear. Use Ctrl + V and paste the comment. Check the Remove Styles definitions box on the bottom and press OK.



5. Your comment will appear. Also, the comment box will enlarge to fit your content.

