

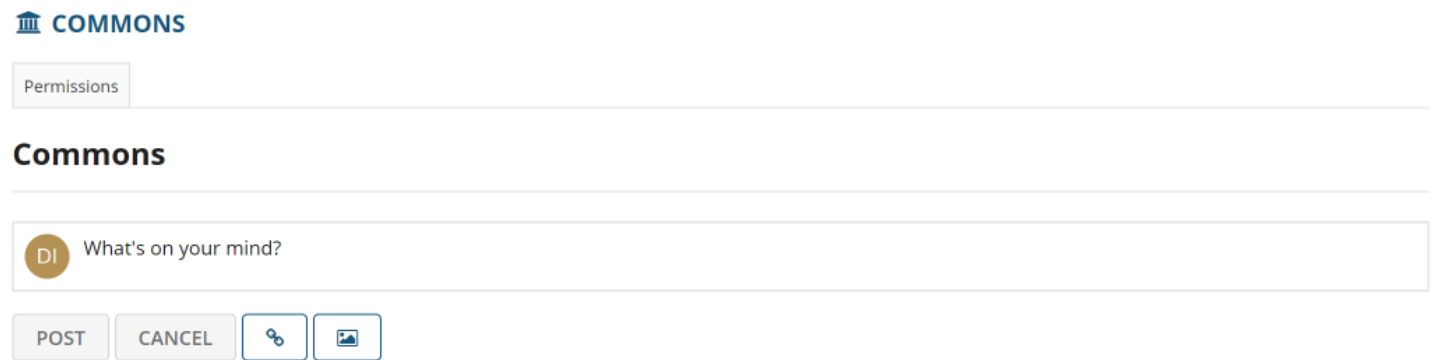
How do I create a post in Commons?

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.

DI Check out this article!

POST CANCEL  

Enter the link and click Insert.

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Display text:



Link to:

Load thumbnail

Enter the text to display for the link, the URL of the link, and then click **Insert**. You can also add an image if you would like.



Click the Insert an image button.

DI [Help name the new baby hippo!](#) Check out this article!

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Select Choose File.

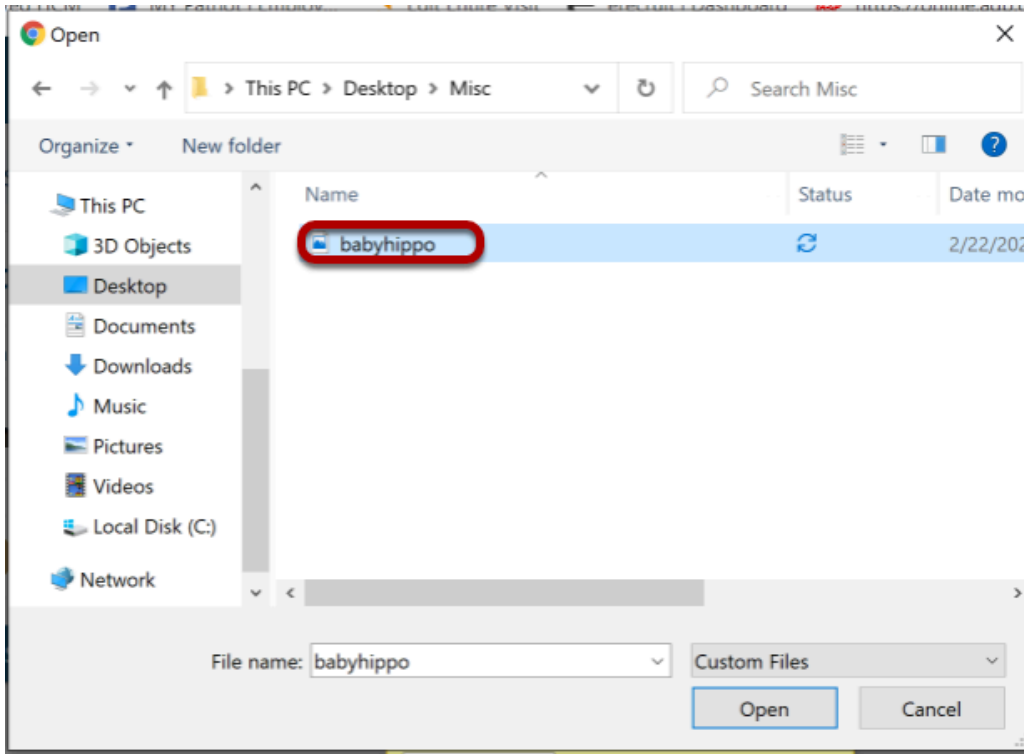
DI [Help name the new baby hippo!](#) Check out this article!

POST CANCEL  

Choose an image file. It must be a png, gif, or a jpeg, no bigger than 50MB.

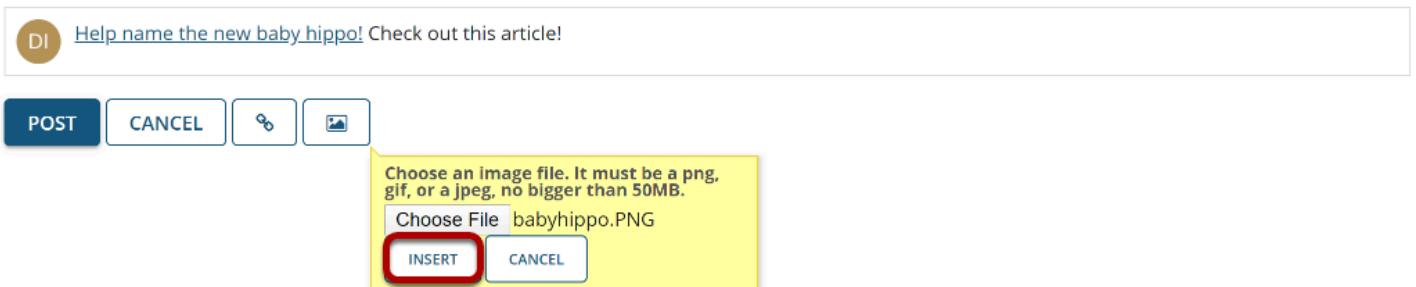
No file chosen

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.

DI What's on your mind?

POST CANCEL  

DI **Demo Instructor** [Help name the new baby hippo!](#) Check out this article!



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