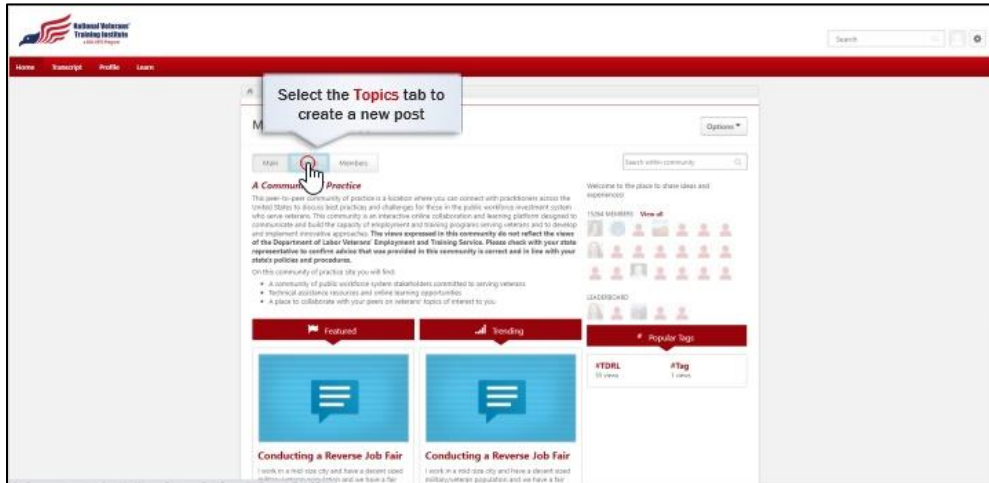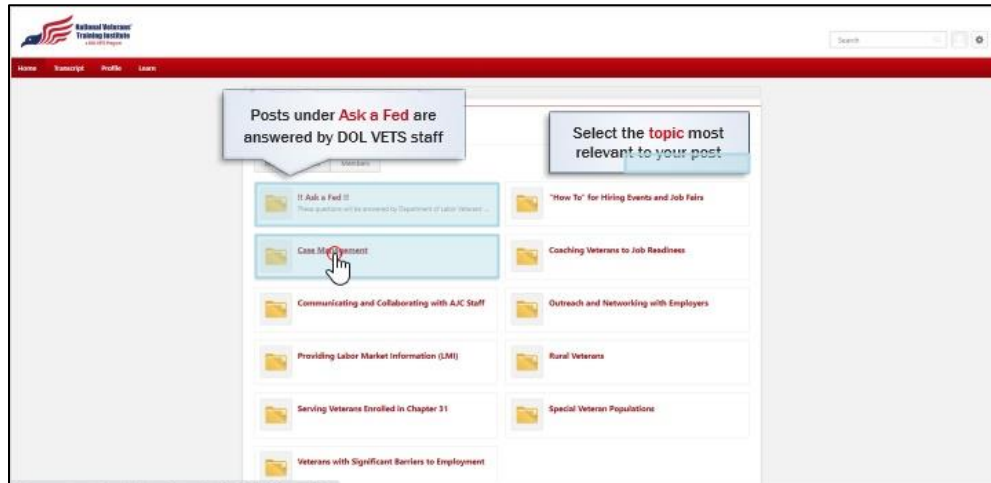# Creating Posts in Making Careers Happen for Veterans

1.1

You can participate in the Making Careers Happen for Veterans: Community of Practice by interacting with existing posts or by creating a new post. To create a new post, select the Topics tab on the Making Careers Happen for Veterans homepage.

1.2

On the Topics page, you can identify the topic you wish to post under by selecting one of the listed topics, or by entering search terms into the Community Search field to find related topics or posts. If you have a question you want answered by DOL VETS staff, post your question under the Ask a Fed topic. Otherwise, select the topic most relevant to your post, such as Case Management, which will take you to its topic page.

1.3
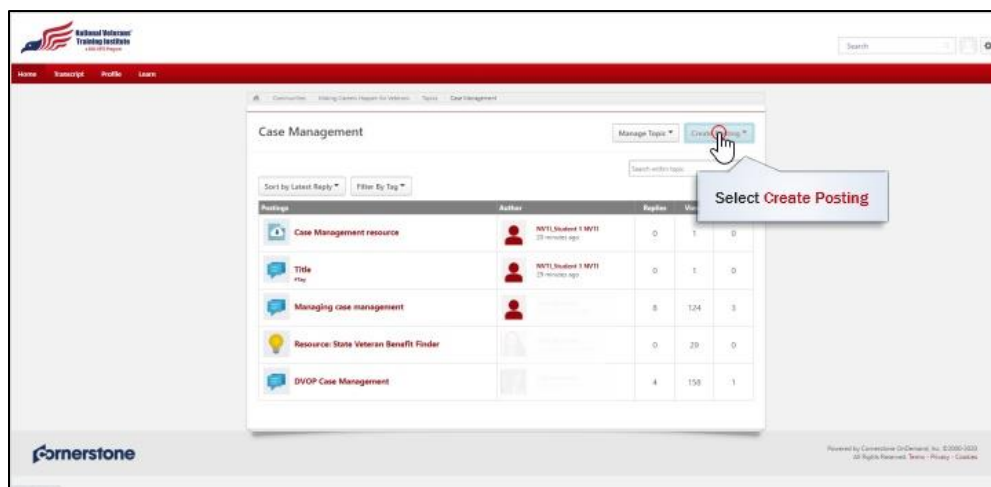
The topic page will list all posts created under this topic. To create a new post, select Create Posting.

1.4
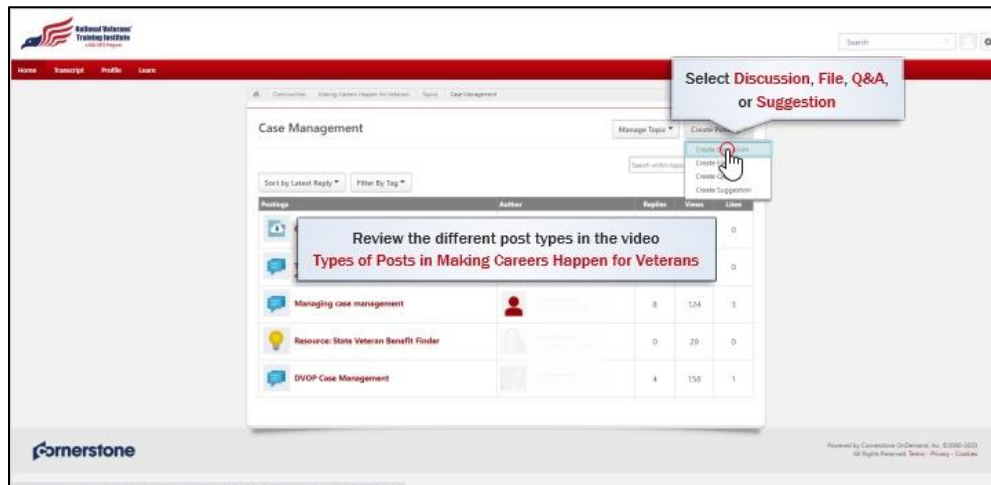
From the drop-down menu that appears, select the post type (Discussion, File, Q&A, or Suggestion) that best fits your post. These post types are covered in a separate video titled Types of Posts in Making Careers Happen for Veterans. For this example, the Discussion post is selected, which opens the Discussion post editor.

1.5
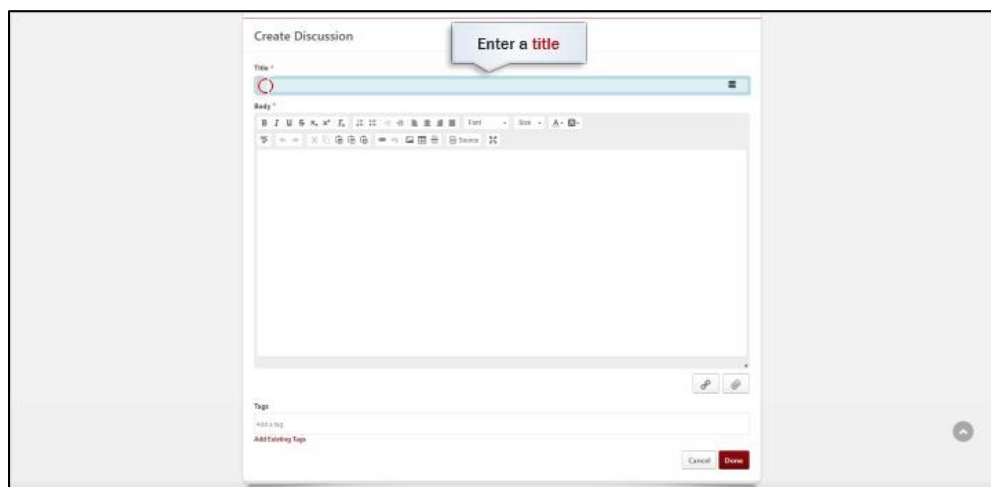
The post editor contains several fields. First, you are required to enter a title in the Title text field. Titles that are short and descriptive work best.

1.6
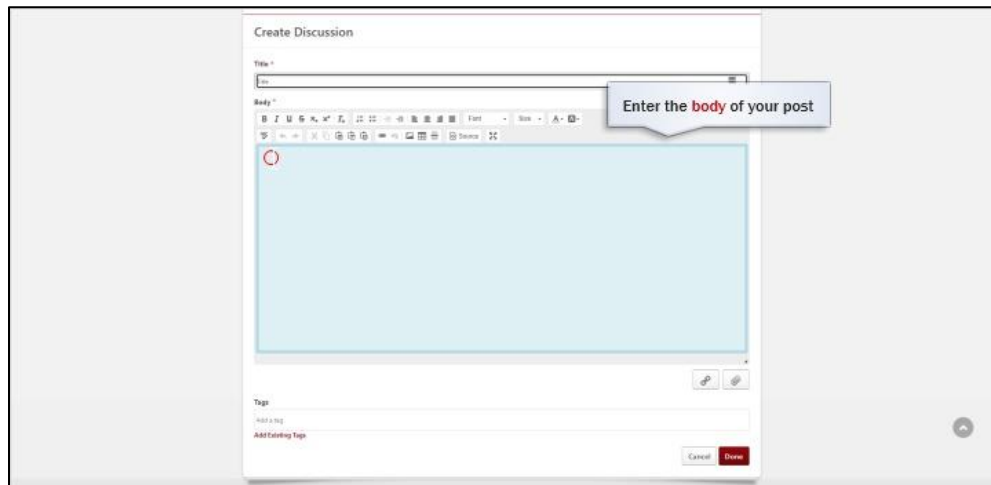
Next, you are required to enter text into the Body field with the content of your post. When posing a question to the community, make sure the question you are asking is clear. You can use the text formatting editor to emphasize your question or other important text.

1.7
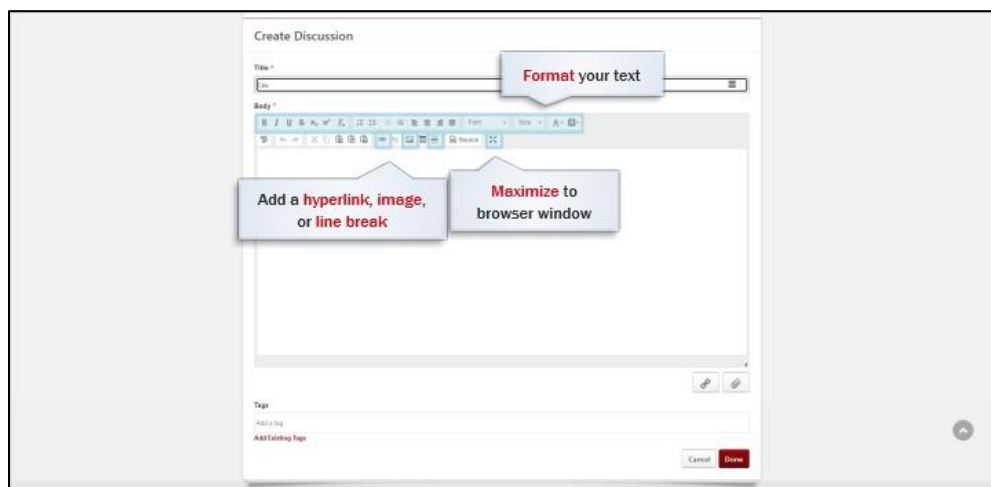
The editor also gives you the option to add a hyperlink, attach an image, or add a line break to your post. You can also select the Maximize button to expand the Body field to the full height of your browser window.

1.8
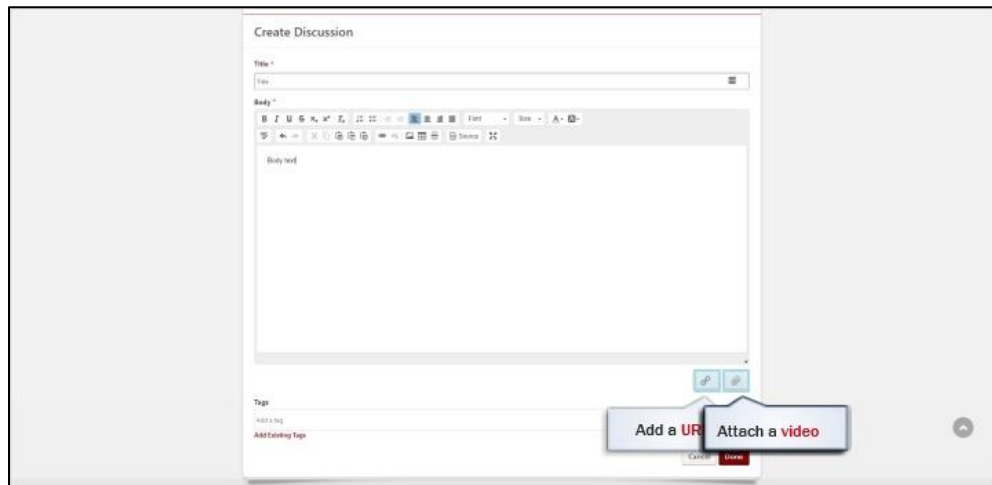
Once you have finished creating the text of your post, you then have the option to add a URL preview or attach a file using the buttons just below the Body field. There are variety of file types you can attach, including Word documents, PDFs, PowerPoint presentations, images, and audio and video files, among others.

1.9
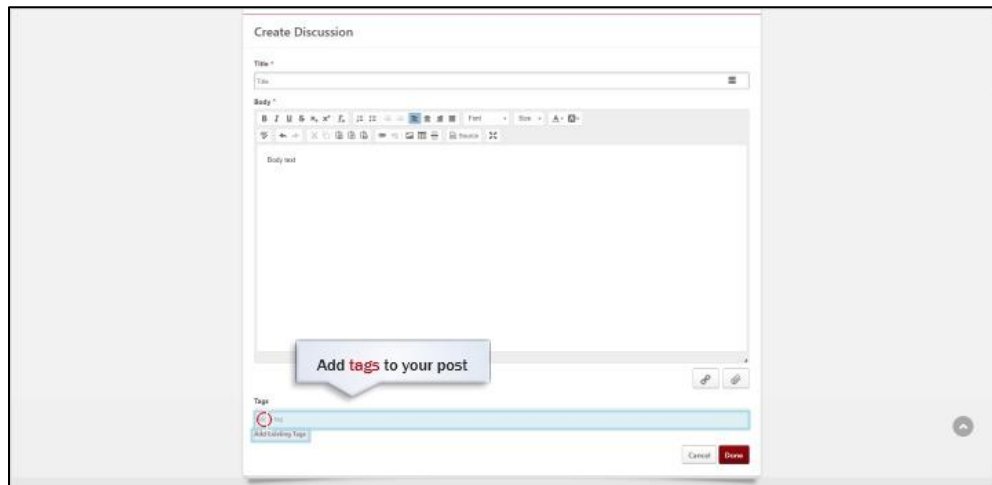
The last step is to scroll down the page and decide whether to add any tags to your post to make it easier to find. Tags can be used to find posts that have similar content within the community. To add a tag, it's recommended that you select Add Existing Tags to search for and add tags that already exist within the community. If you cannot find an appropriate tag, you can enter text into the Tags field and then press enter to add that tag to your post. Tags can begin with letters or numbers but cannot begin with special characters such as a hashtag, and they generally should not include spaces. Then select Done when you're ready to publish your post.

1.10
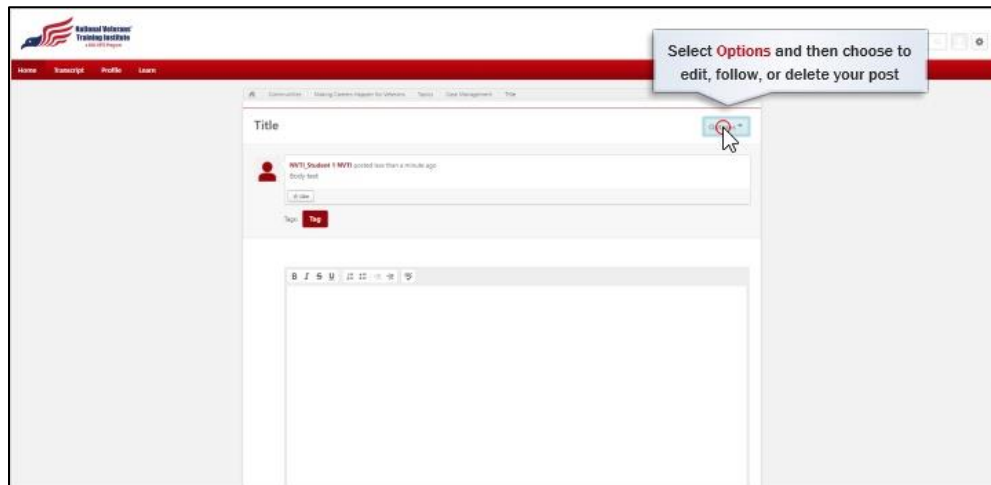
Your published post will then appear. Once your post is published, you can select the Options button and then choose to edit, follow, or delete your post using the options in the drop-down menu. It's recommended that you select the option to follow your post, as otherwise you will not receive automatic email notifications if your post receives replies or likes from other members.

1.11
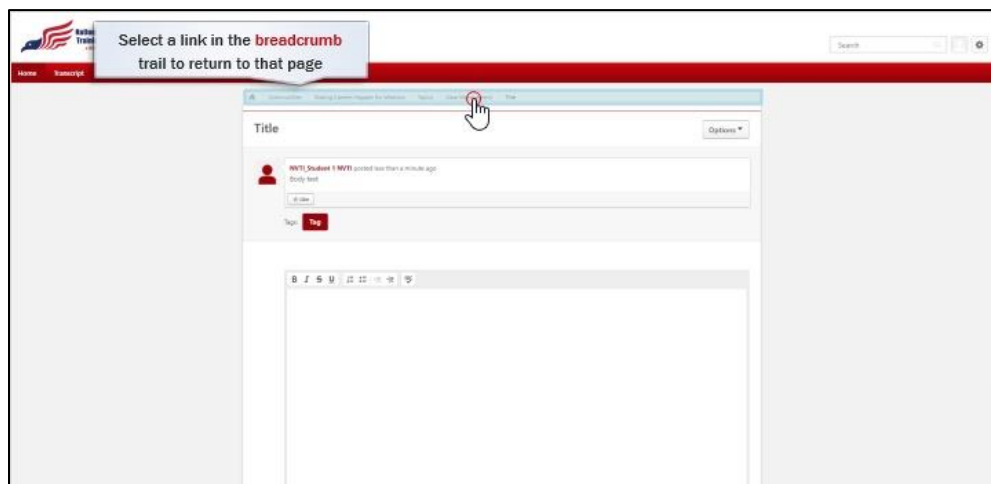
The easiest way to return to the topic page from your post is to select the topic link in the breadcrumb trail at the top of the page. In this example, selecting Case Management will return to the Case Management topic page.

1.12
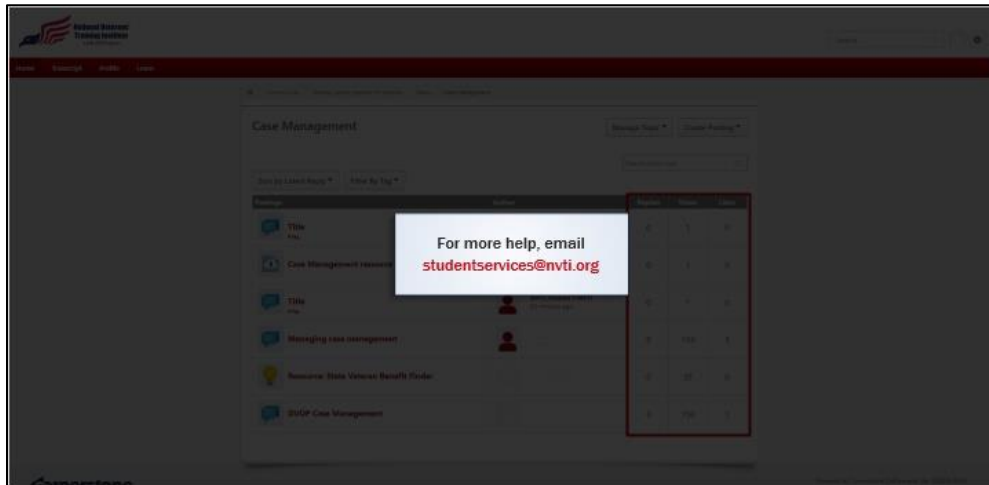
Back on the topic page, the posting table displays the total number of replies, views, and likes associated with each post. This allows you to track the activity your post receives.

Now you should be able to create new posts Making Careers Happen for Veterans. For more help, you can email studentservices@nvti.org.