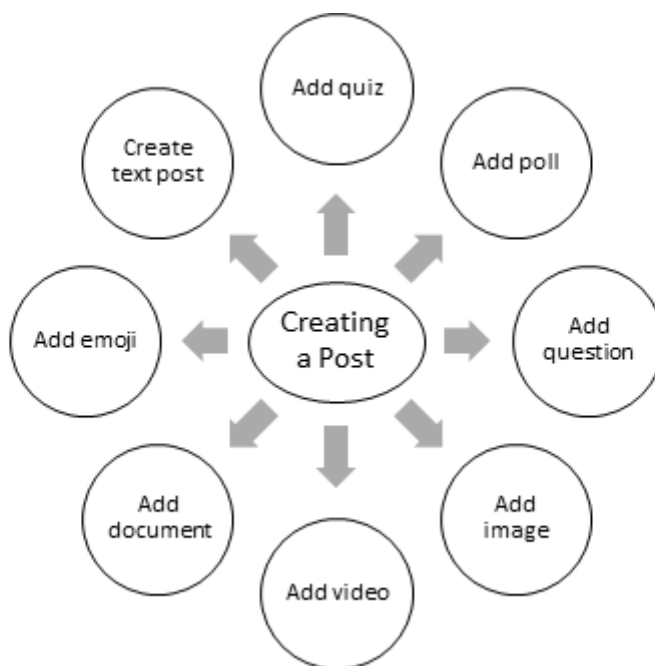# Overview

Creating a post allows you to share content, engage, and communicate with the community members. This guide explains multiple methods for creating a post.

Options to Create a Post
The illustration below outlines different ways of creating a post.

Create Text Post: Share information, updates, or thoughts using a simple text-based post.
Add Quiz: Engage users by creating an interactive quiz.
Add Poll: Collect opinions or feedback with a quick poll.
Add Question: Spark discussions by posting a question.
Add Image: Enhance your post by uploading images or infographics.
Add Video: Improve engagement by sharing a video.
Add Document: Share important resources by uploading documents.
Add Emoji: Make your post more expressive by adding emojis.

Prerequisites

- Stable internet connection
- Active account
- Tech Writers Tribe app

Creating a Post on Tech Writers Tribe App

This section helps you accomplish the following:

- Create a text-only post
- Add a quiz
- Add a poll
- Ask a question
- Share an image
- Share a video
- Share a document

Create a Text-only Post

Adding a text post helps you to convey your message instantly.
To create,

1. On your device, open the **Tech Writers Tribe** app.
2. On the home page, perform one of the following:

- On the left pane, select **Create a post**.
- On the middle pane, select the **Share something with the community** box.
- In the **Share something with the community** box on the middle pane, select the **+** icon.

3. In the **Create Post** window, perform the following:
   a. In the **What do you want to talk about** box, type your message.
   b. (Optional) On the top-right pane, expand the **Add Tag** dropdown menu and select one of the following:

- API
- AI
- English
- Documentation tools
   c. On the bottom pane, select **Post**.
   Note: You can edit or delete your post as needed.

Your text post is now visible to others.

Add a Quiz

Adding a quiz enhances engagement, assesses knowledge, and promotes interactive learning within the community.
To add,

1. On your device, open the **Tech Writers Tribe** app.

2. On the home page, perform one of the following:

- On the left pane, select **Create a post**.
- On the middle pane, select the **Share something with the community** box.
- In the **Share something with the community** box on the middle pane, select the **+** icon.

3. In the **Create Post** window, perform the following:
   a. Select the **Add Quiz** icon.
   b. In the **Add a Quiz** page, enter the required details.
   For example, as displayed below.

c. On the bottom pane, select **Add**.

Your quiz is now visible to others.

Add a Poll

Adding a poll helps in collecting opinions in a short time. It also encourages participation and interaction from your audience.
To add,

1. On your device, open the **Tech Writers Tribe** app.
2. On the home page, perform one of the following:

- On the left pane, select **Create a post**.
- On the middle pane, select the **Share something with the community** box.
- In the **Share something with the community** box on the middle pane, select the **+** icon.

3. In the **Create Post** window, perform the following:

a. Select the **Add poll** icon.

b. In the **Add a Poll** page, enter the required details.

For example, as displayed below.

c. On the bottom pane, select

Add.

Note: You can edit or delete your post as needed.

Your poll is now visible to others.

Add a Question

Posting a question allows you to seek guidance and share knowledge. It also helps you build a strong knowledge-sharing community.

To add,

1. On your device, open the **Tech Writers Tribe** app.
2. On the home page, perform one of the following:

- On the left pane, select **Create a post**.
- On the middle pane, select the **Share something with the community** box.
- In the **Share something with the community** box on the middle pane, select the **+** icon.

3. In the **Create Post** window, perform the following:

a. Select the **Add question** icon.

The **Add a Question** page appears.

b. In the **Add your question here** box, enter your question.

c. On the bottom pane, select **Add**.

Note: You can edit or delete your post as needed.

Your question is now visible to others.

Add an Image

Sharing an image enhances communication, engagement, and clarity of your content. It also helps you to explain complex content visually.

To share:

1. On your device, open the **Tech Writers Tribe** app.
2. On the home page, perform one of the following:

- On the left pane, select **Create a post**.
- On the middle pane, select the **Share something with the community** box.
- In the **Share something with the community** box on the middle pane, select the **+** icon.

3. In the **Create Post** window, perform the following:
   a. Select the **Add photos** icon.
   b. In the **Add Photos** window, perform one of the following:

- Drag and drop method:
  i. On your device, open File Explorer or Finder and select your image.
  ii. In the **Add Photos** upload box, drag and drop your image.
- Browse and select method:
  i. Select the **Drag and drop or click here to browse your files** box.
  The File Explorer or Finder application opens.
  ii. In File Explorer or Finder, select and open your image.
  The image appears in the **Add Photos** Window.
  Note: You can upload a maximum of 25 images per post.
  c. On the bottom pane, select Add.

Your image is now visible to others.

Share a Video

Video sharing lets you visually demonstrate a process and engage your audience effectively.

To share,

1. On your device, open the **Tech Writers Tribe** app.
2. On the home page, perform one of the following:

- On the left pane, select **Create a post**.
- On the middle pane, select the **Share something with the community** box.
- In the **Share something with the community** box on the middle pane, select the **+** icon.

3. In the **Create Post** window, perform the following:
   a. Select the **Add video** icon.
   b. In the **Add Video** window, perform one of the following:

- Drag and drop method:
  i. On your device, open File Explorer or Finder and select your video.
  ii. In the **Add Video** upload box, drag and drop your video.
- Browse and select Method:
  i. Select the **Drag and drop or click here to browse your files** box.
  The File Explorer or Finder application opens.

ii. In File Explorer or Finder, select and open your video.

The video appears in the **Add Video** window.

Note: You can upload a maximum of 1 video per post.

c. On the bottom pane, select Add.

Your video is now visible to others.

Share a Document

Sharing a document allows you to access important information anytime and maintain recor.
To share,

1. On your device, open the **Tech Writers Tribe** app.
2. On the home page, perform one of the following:

- On the left pane, select **Create a post**.
- On the middle pane, select the **Share something with the community** box.
- In the **Share something with the community** box on the middle pane, select the **+** icon.

3. In the **Create Post** window, select the **Add Documents** icon.
4. In the **Add Documents** window, perform one of the following:

- Drag and drop method:
  a. On your device, open File Explorer or Finder and select your document.
  b. In the **Add Documents** upload box, drag and drop your document.
- Browse and select method:
  a. Select the **Drag and drop or click here to browse your files** box.
  The File Explorer or Finder application opens.
  b. In File Explorer or Finder, select and open your document.
  The document appears in the **Add Documents** window.

5. On the bottom pane, select **Add**.
   Note: You can edit or delete your document as needed.

Your document is now visible to others.

Frequently Asked Questions

- **How can I tag someone in my post?**
  Use @ followed by the username to tag a person. For example, @sudha.

- **How do I pin a post?**
  Only admins can pin posts. If you want your post to be pinned, contact the admin.

- **How do I report an inappropriate post?**

1. Select the three-dot menu (⋮) on the post.
2. Select **Report Post** and select the reason for reporting.
   The admin team will review the report.

- **Can I recover a deleted post?**
  You cannot recover a post after you delete it.

Best Practices

- Use relevant hashtags. For example, `#TechnicalWriting`, `#APIWriting`.
- Tag relevant members using `@username`.
- Encourage engagement by asking questions and replying to comments.
- Maintain a professional and respectful tone.