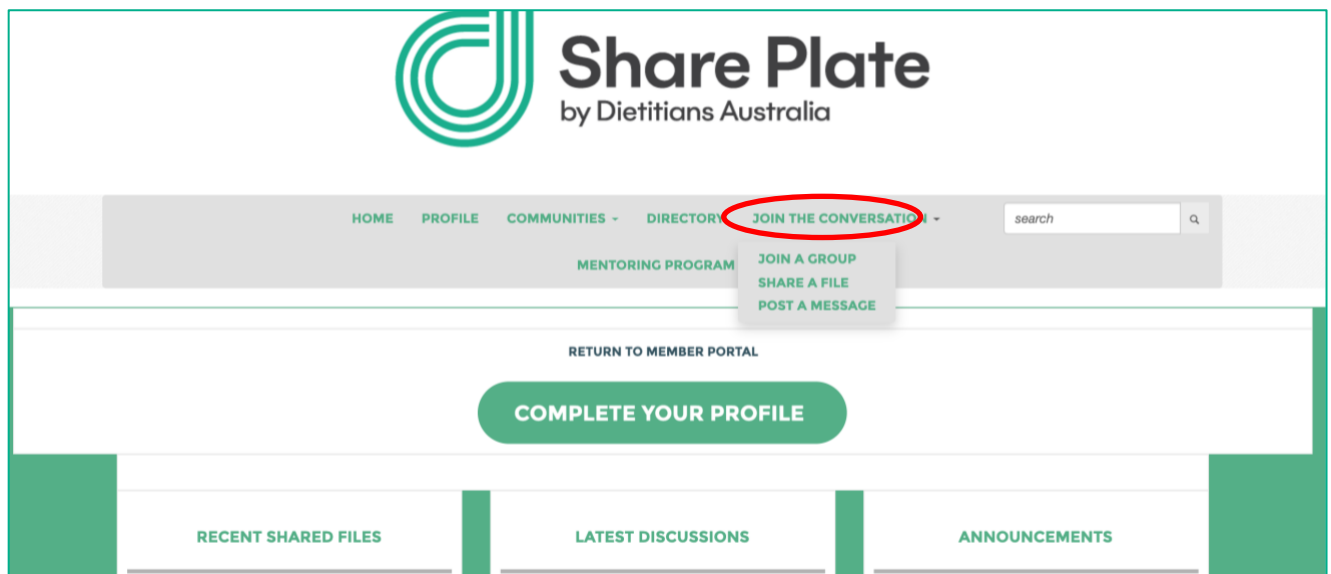


# How to join the conversation on Share Plate

## A guide for contributing to Share Plate communities

- share resources to community libraries
- start a new discussion thread in a community

## Sign into Share Plate and click 'JOIN THE CONVERSATION'



You'll then be prompted to either ['SHARE A FILE'](#), or ['POST A MESSAGE'](#).

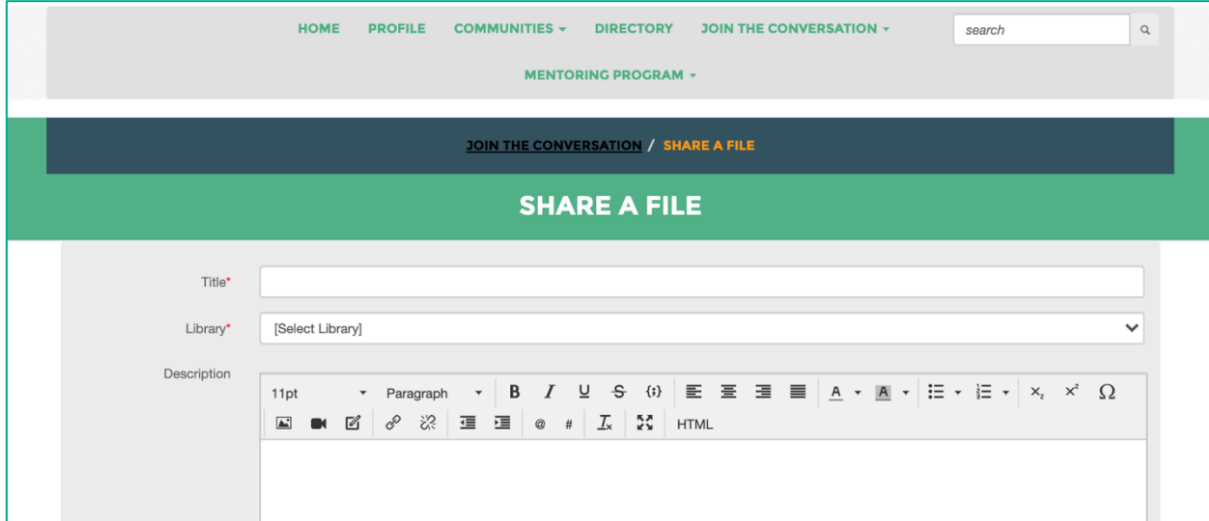
## Share a File

### Step 1: Click 'SHARE A FILE'

You will be directed to a page that allows you to post and share files to your Share Plate communities.

A 1/8 Phipps Close, Deakin ACT 2600 | T 02 6189 1200  
E [info@dietitiansaustralia.org.au](mailto:info@dietitiansaustralia.org.au) | W [dietitiansaustralia.org.au](http://dietitiansaustralia.org.au)  
Dietitians Association of Australia | ABN 34 008 521 480

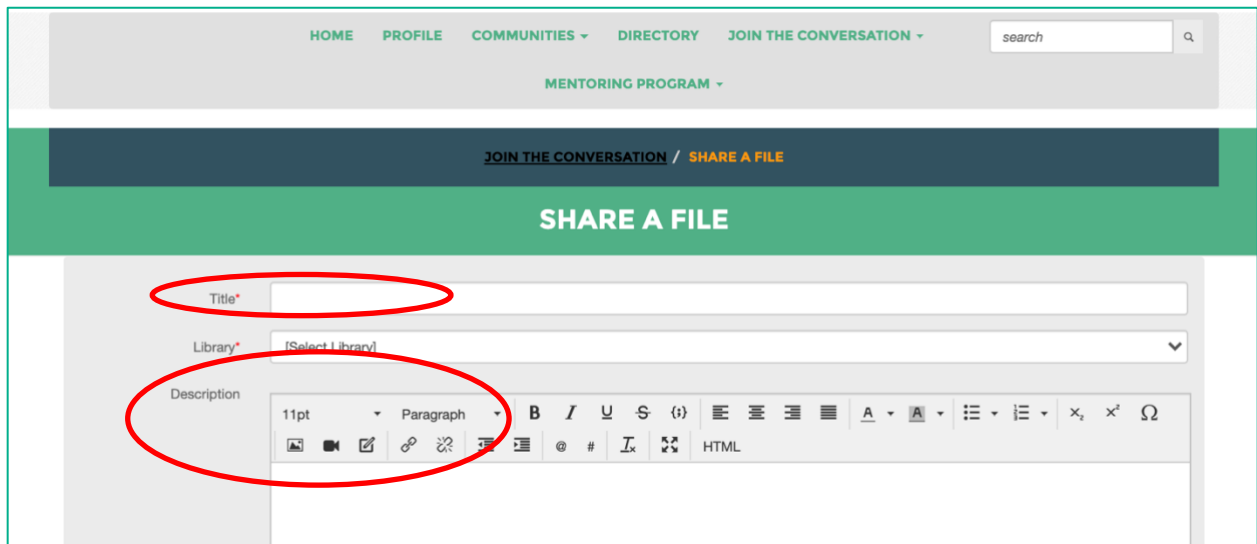
*Dietitians Australia and the associated logo is a trademark of the Dietitians Association of Australia.*



The screenshot shows the 'SHARE A FILE' form. At the top, there is a navigation bar with links for HOME, PROFILE, COMMUNITIES, DIRECTORY, and JOIN THE CONVERSATION. A search bar is located on the right. Below the navigation bar, there is a dark blue banner with the text 'JOIN THE CONVERSATION / SHARE A FILE'. The main heading is 'SHARE A FILE'. The form includes a 'Title\*' field, a 'Library\*' dropdown menu with '[Select Library]' selected, and a 'Description' field with a rich text editor toolbar. The toolbar includes options for font size (11pt), paragraph style, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, text color, background color, and HTML source code.

## Step 2: Provide information about the resource to be shared

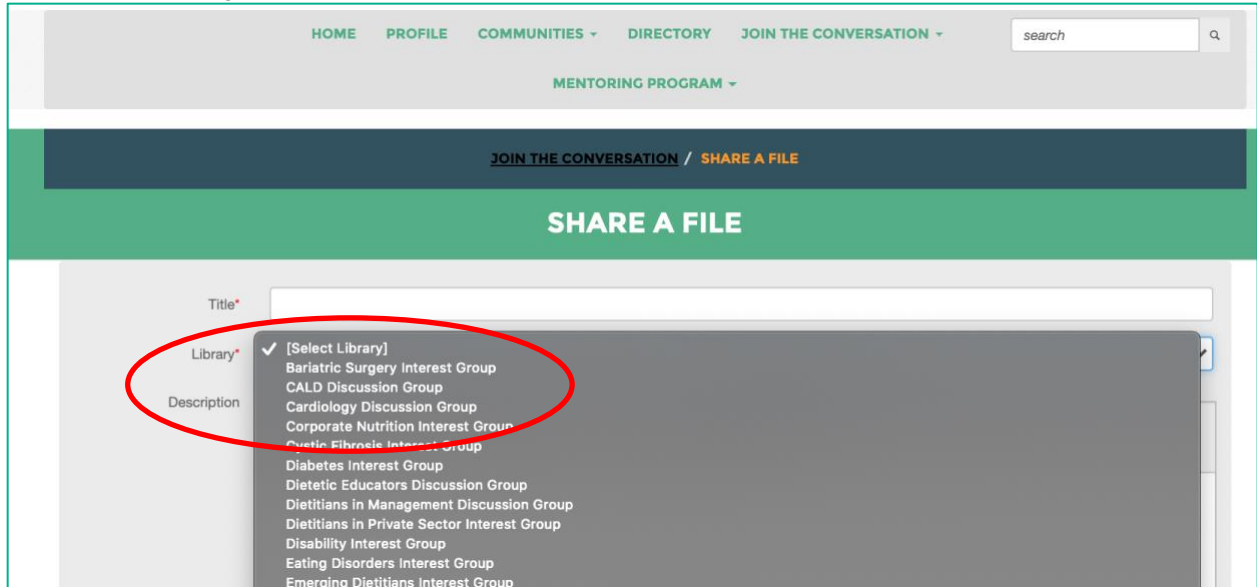
Name your file and provide a short and succinct description about the resource you are choosing to share. It is important that the title clearly describes the contents of the file, so that other users intuitively understand what is being shared.



This screenshot is identical to the one above, but with two red circles highlighting the 'Title\*' and 'Description' fields to indicate where the user should provide information about the resource to be shared.

## Step 3: Provide a Community Library for the file destination

Click the 'Library' drop-down to allocate a destination for your file. The resource will be shared in the Library area of your selected community.

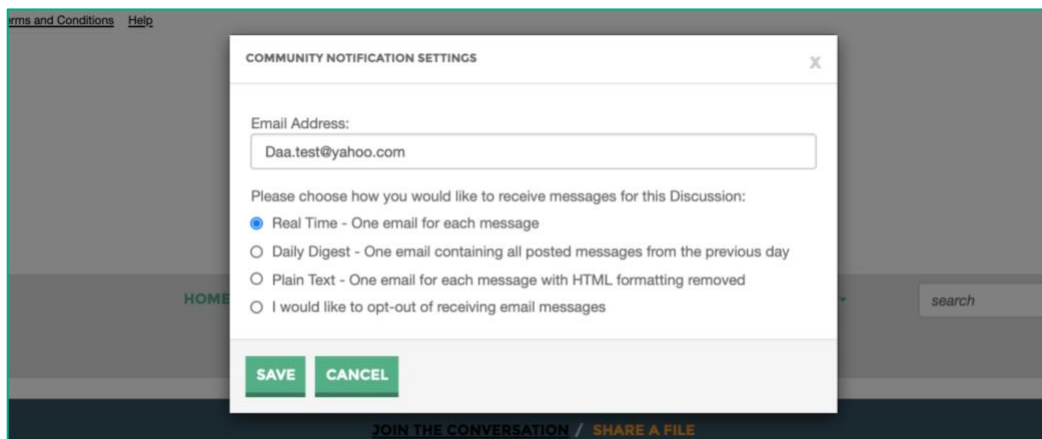


Repeat this step as prompted to allocate the resource to any existing sub-folders in your designated library

#### Step 4: Choose how you would like to receive notifications for the discussion of your Shared File.

If you would like to be notified each time a comment is posted, select 'Real Time'. If you would like to be notified about the discussion once a day, select 'Daily Digest'. If you wouldn't like to receive notifications at all, select 'I would like to opt-out of receiving email messages'.

More information about managing community email notification settings can be found in ['understanding different email notification preferences'](#).



Click 'SAVE' once you have made your selection.

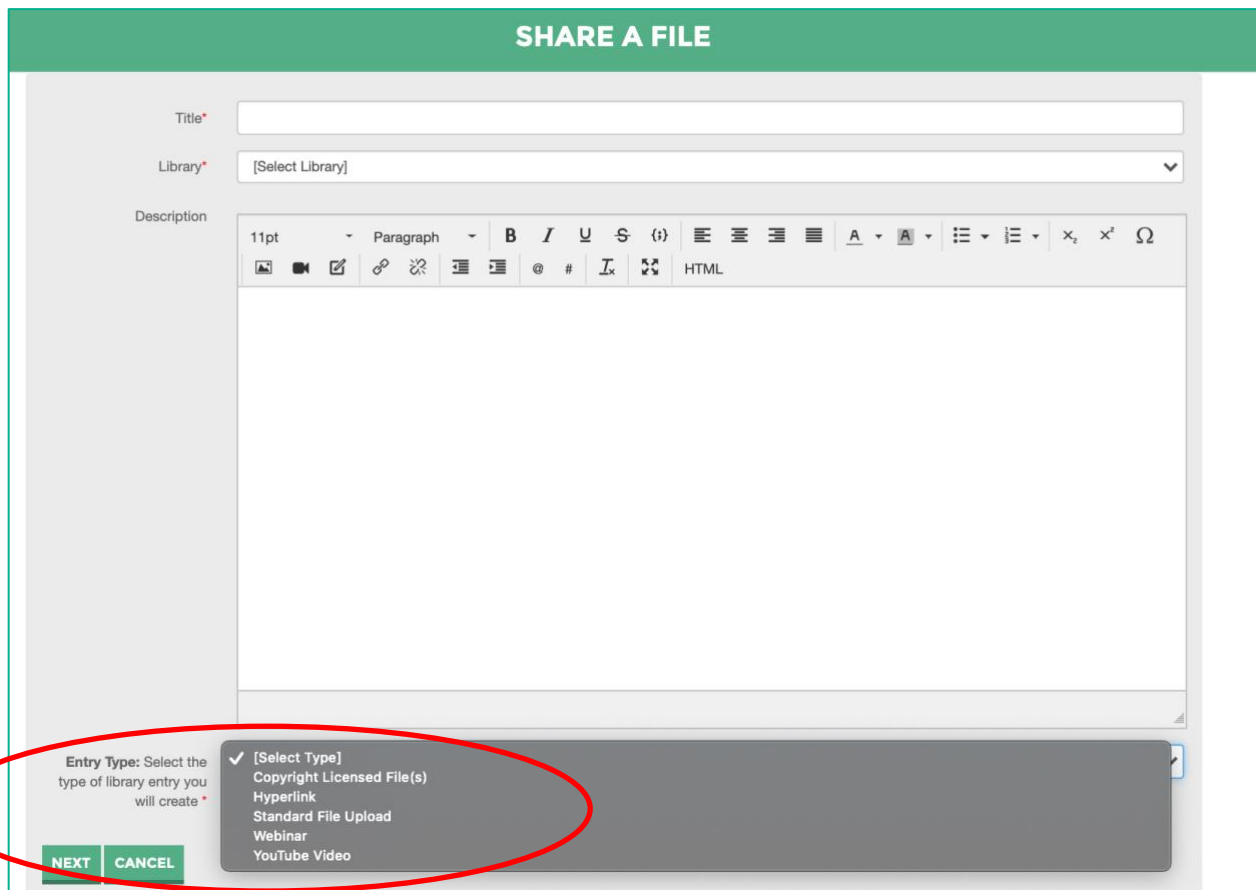
How to join in the conversation on Share Plate

## Step 5: Select an entry type

Click the drop-down menu next to 'Entry Type' and choose the type of file you would like to share. Share Plate supports multiple file types including hyperlinks, standard files (Word, Excel, PowerPoint), webinars, images, and YouTube videos.

Most entry types will be standard files, however, be aware of any copyright licensed material you are choosing to share. Make sure you select 'Copyright Licensed File(s)' if so.

Once satisfied, click 'NEXT' to upload your file.

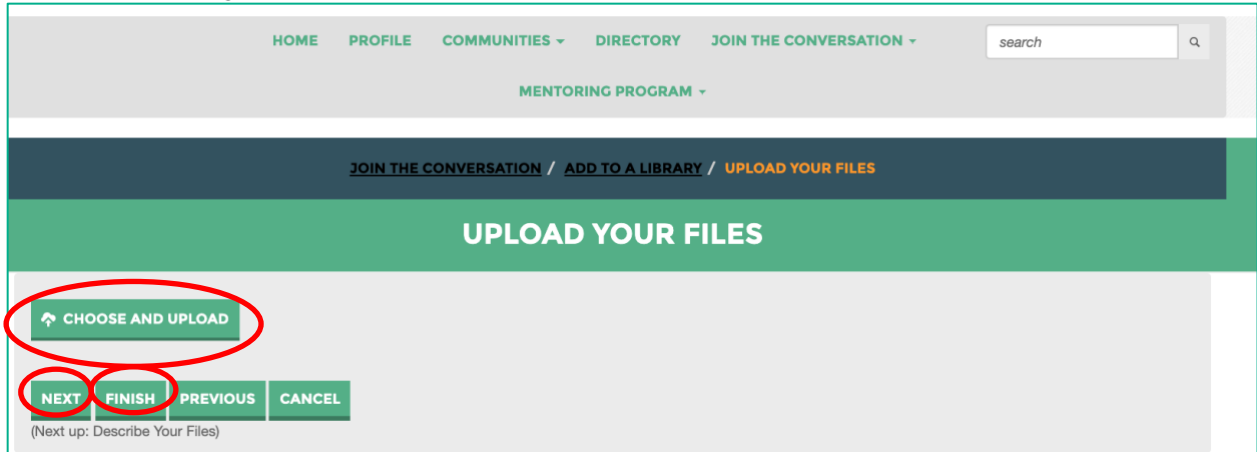


The screenshot shows a web form titled "SHARE A FILE". It includes a "Title\*" text field, a "Library\*" dropdown menu with "[Select Library]" selected, and a "Description" text area with a rich text editor toolbar. At the bottom, the "Entry Type" dropdown menu is open, showing options: "[Select Type]", "Copyright Licensed File(s)", "Hyperlink", "Standard File Upload", "Webinar", and "YouTube Video". The "NEXT" and "CANCEL" buttons are also visible. A red circle highlights the "Entry Type" dropdown menu and the "NEXT" button.

## Step 6: Choose and upload your file

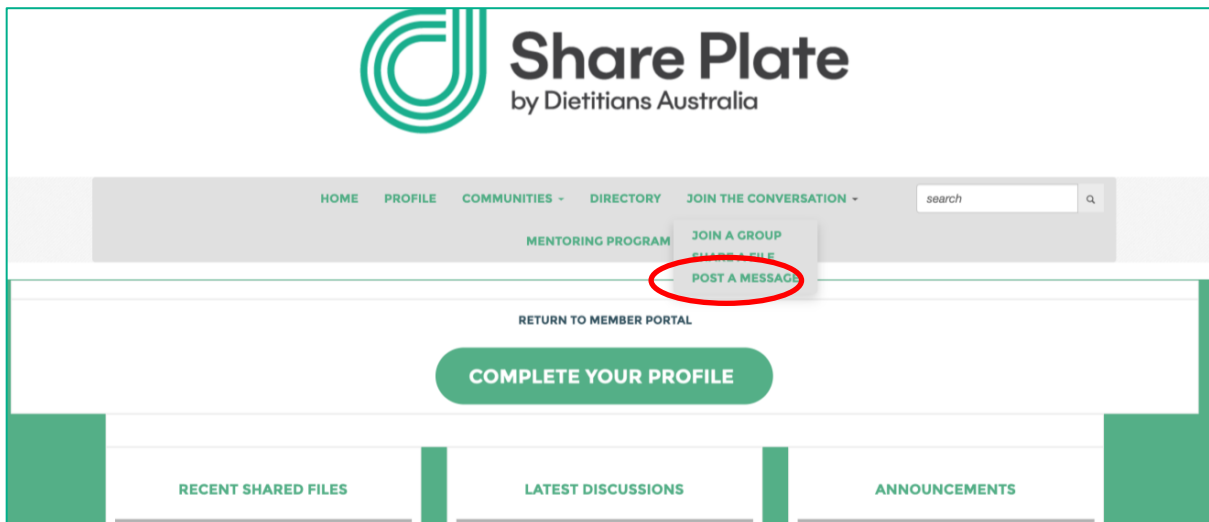
Click 'CHOOSE AND UPLOAD' to select the file in your browser.

Select 'NEXT' if you would like to add tags to your file, and then click 'FINISH' to upload the file to your selected destination.



## Start a new discussion thread in a community

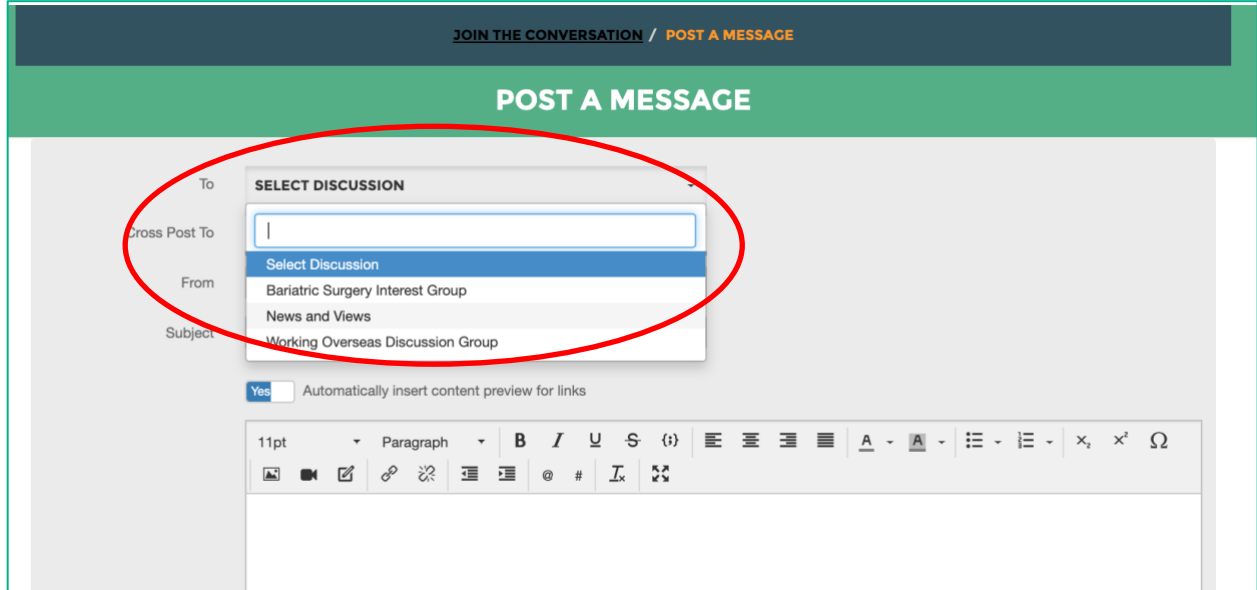
### Step 1: Click 'Post a message'



You will be directed to the ['POST A MESSAGE'](#) page.

### Step 2: Click the 'To' drop-down menu, and select the community in which you would like to post

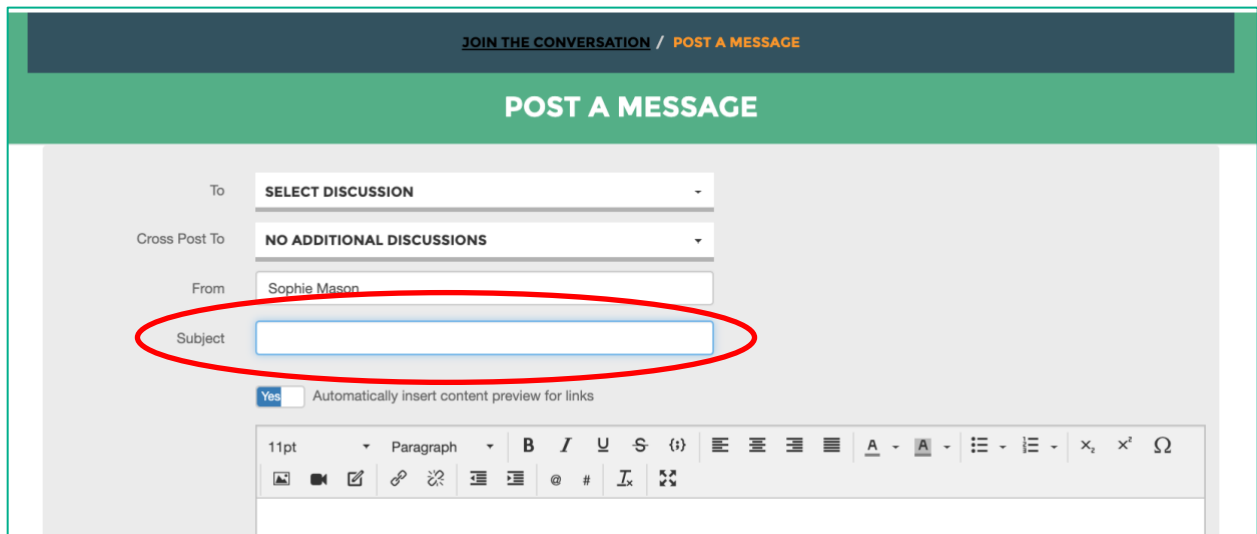
If you would like to post the same message in more than one community, select an additional community in the 'Cross Post To' drop-down menu.



The screenshot shows the 'POST A MESSAGE' form with the 'To' dropdown menu open. The menu lists 'Select Discussion', 'Bariatric Surgery Interest Group', 'News and Views', and 'Working Overseas Discussion Group'. A red circle highlights the dropdown menu and the 'Cross Post To' field.

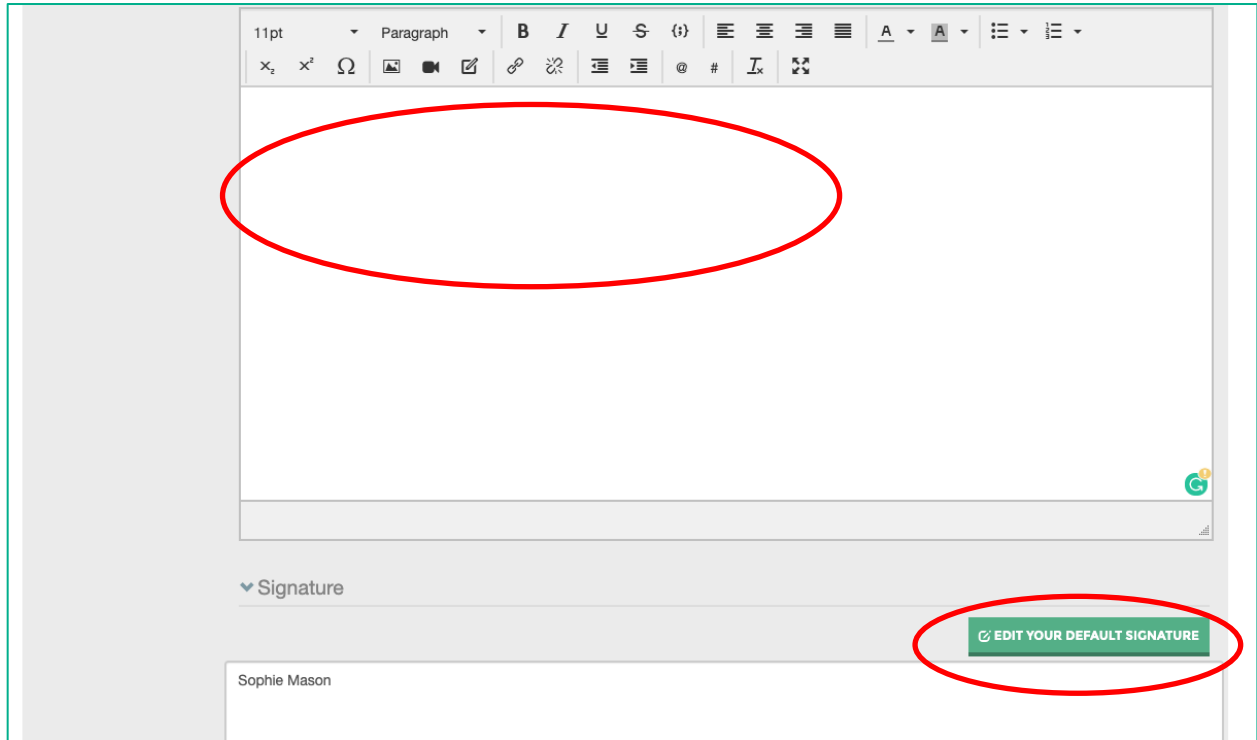
### Step 3: Enter the subject title for your discussion post

It's important that the subject title clearly describes the theme of your discussion, so that other members intuitively understand the contents of your post. This increases the likelihood that others will engage with your post and contribute in discussion.

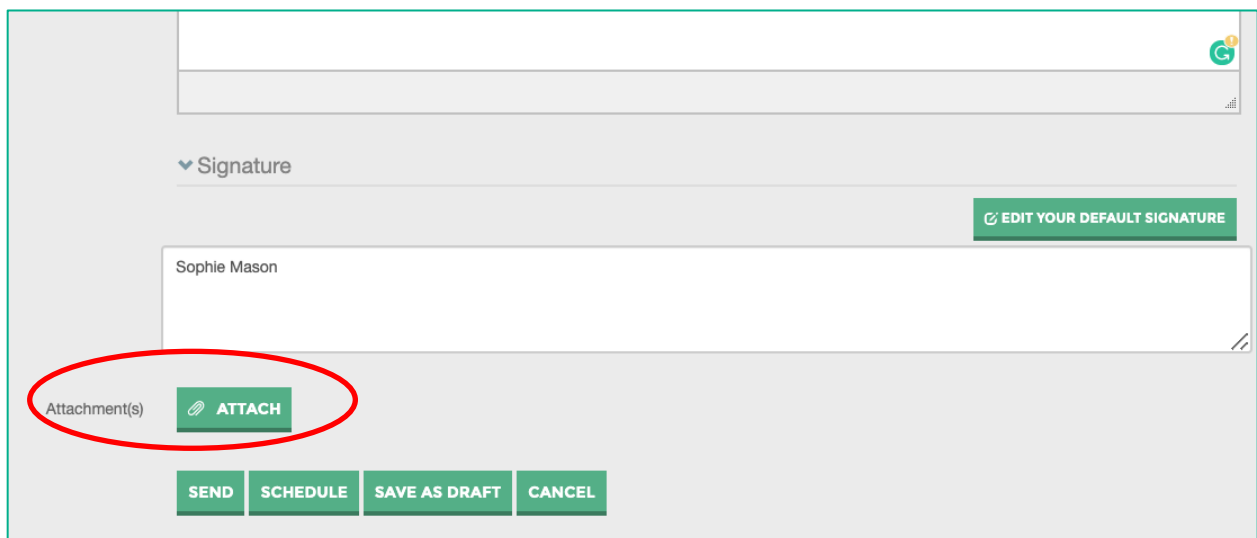


The screenshot shows the 'POST A MESSAGE' form with the 'Subject' field highlighted by a red circle. The 'To' dropdown is set to 'SELECT DISCUSSION', 'Cross Post To' is 'NO ADDITIONAL DISCUSSIONS', and 'From' is 'Sophie Mason'.

**Step 4: Compose the contents of your discussion post as well as any edits to your default signature.**



**Step 5: Click 'ATTACH' and browse for any files you would like to include your discussion post**

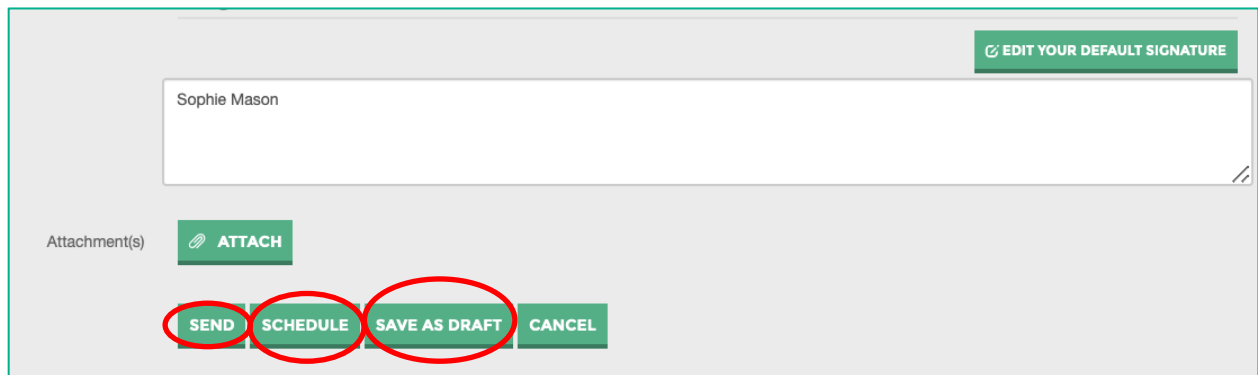


## Step 6: 'SEND' or 'SCHEDULE' your post for discussion.

If you would like to make later changes to your post, click 'SAVE AS DRAFT' to save your progress.

Once you are satisfied with the contents of your post, select 'SEND' to post in your community.

Alternatively, you may click 'SCHEDULE' to select a date and time for your message to be automatically posted in your community.



EDIT YOUR DEFAULT SIGNATURE

Sophie Mason

Attachment(s) ATTACH

SEND SCHEDULE SAVE AS DRAFT CANCEL

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Congratulations! You're now ready to join the conversation in Share Plate. For other tips and resources visit <https://shareplate.dietitianaustralia.org.au/help>