

## Articles, Videos & Documents

### ARTICLES

There are multiple ways to post an article. Here is a [video tutorial](#).

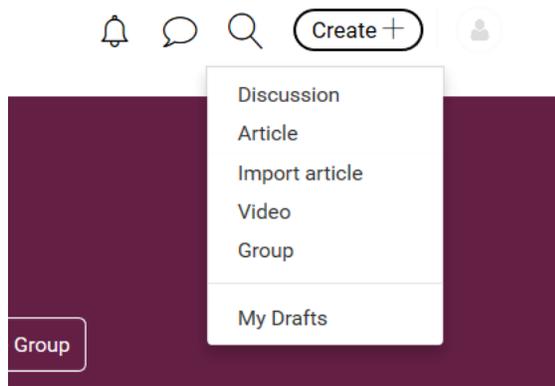
#### **Option 1 – Import the Article**

The first option imports the text of an article directly into Member Connect. This will allow people to add comments inline. However, not all websites allow articles to be imported, including *JPEN* and *NCP*. We do suggest trying this method first.

Select “Create” in the top right corner, and “Import article” from the dropdown menu. Then, enter the link, select the appropriate group, and follow the prompts.

Here is a [sample](#) of an article that was imported.

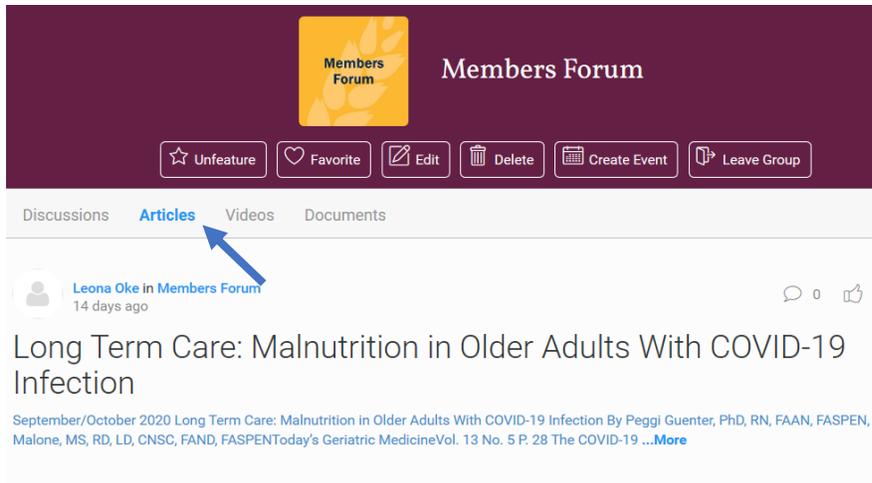
To comment in line with the article, simply hover over the paragraph and a speech bubble will appear to the right of the text. You may also comment at the bottom of the article.



#### **Option 2 – Post a link to an article via Create**

You may post a link to an article by selecting “Article” from the Create dropdown menu and following the prompts. Once you enter some text in the larger text box, the formatting and insertion menu will appear at the top left. Select “link” to enter a link to the article.

The benefit of this method is that the post will appear in the selected group’s sub-navigation menu under “Articles.” In the image on the next page, the “Long Term Care” article is an imported article.



Additionally, you may choose to simply add a discussion post with the link. Just remember it will not filter your article to the correct section (“Articles”) within your group.

## Videos

Similar to posting an article, the way you post a video will help with filtering within your group so that it appears under “video” in the navigation menu on the group’s dashboard. Here is a [video tutorial](#).

### **Option 1 – Create/Video**

Use the “Create” dropdown menu and select “video.” This method works only for videos from YouTube or Vimeo.

Like importing an article, this allows for unique features, such as timestamped comments. Members can enter comments at certain points within the video, or at the bottom. The timestamp will appear in the left-hand corner of your comment.

### **Option 2 – Create a Post**

You may create a post straight from the “Post” page. In the editing bar, select “video” if the video is from YouTube or Vimeo. Otherwise, select “link” to enter the url.

## DOCUMENTS

Documents may be uploaded on the Group’s dashboard. The image on the next page shows where to find the upload area.

If a PDF is uploaded, the full text will appear within the post. Comments may be made on different pages of the document. There is also an area for general comments.

If the document is uploaded in a different format, people will have the option to download the document. General comments may be posted.

Members Forum

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Dashboard Discussions Articles Videos Documents

Latest posts Show all

Salewa Akintilo / 2021-01-13 12:21 PM  
How to Update Your ASPEN Profile  
0 comments 0 likes 19 views

Leona Oke / 2021-02-26 09:23 AM  
Long Term Care: Malnutrition in Older Adults With COVID-19 Infection  
0 comments 1 like 10 views

Leona Oke / 2021-02-25 03:11 PM  
Physician Spotlight: Keith Miller, MD, FACS  
1 comment 1 like 12 views

Salewa Akintilo / 2021-01-14 11:16 AM  
U.S. Hospitals Try To Bend But Not Break As They Wait For COVID 19 Vaccine To Kick In  
0 comments 1 like 10 views

Members Manage

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Drag and drop files or [click here](#) to upload

## Questions & Next Steps

Learn more about Member Connect's functionality by visiting (ASPEN page.) If you have questions, [email](#) us today!