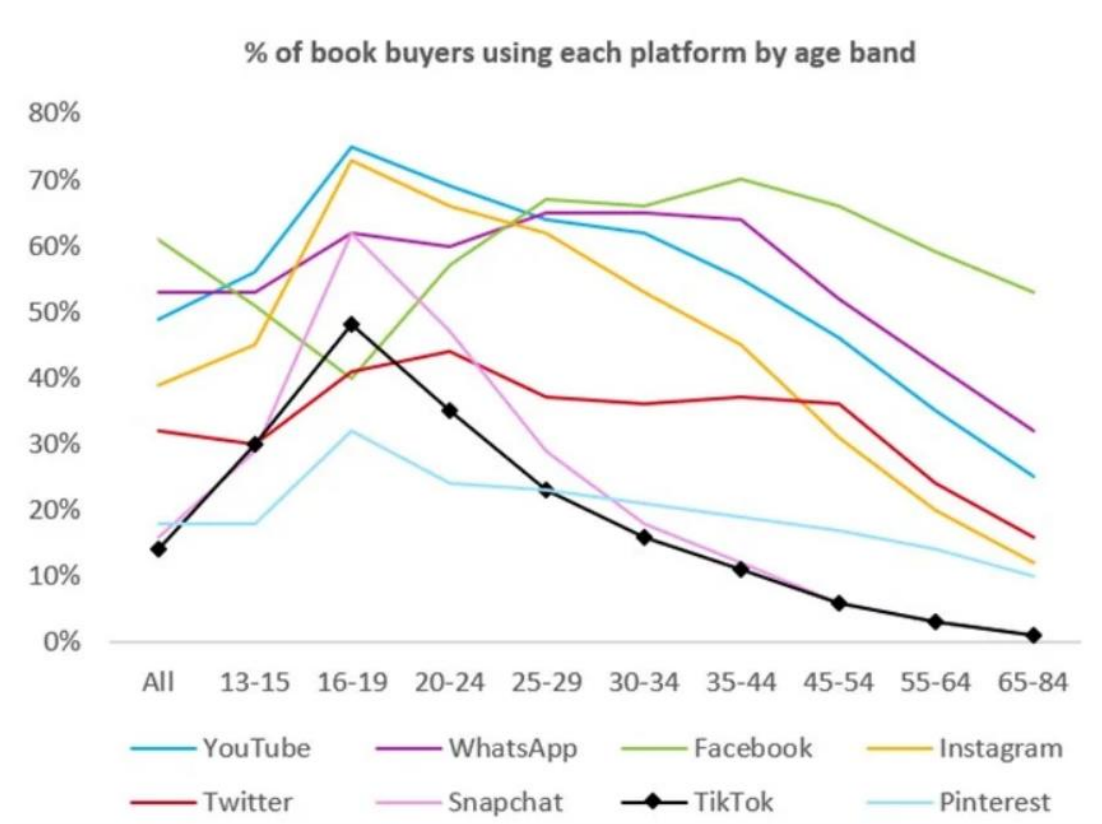




# WELCOME TO FACEBOOK TIPS

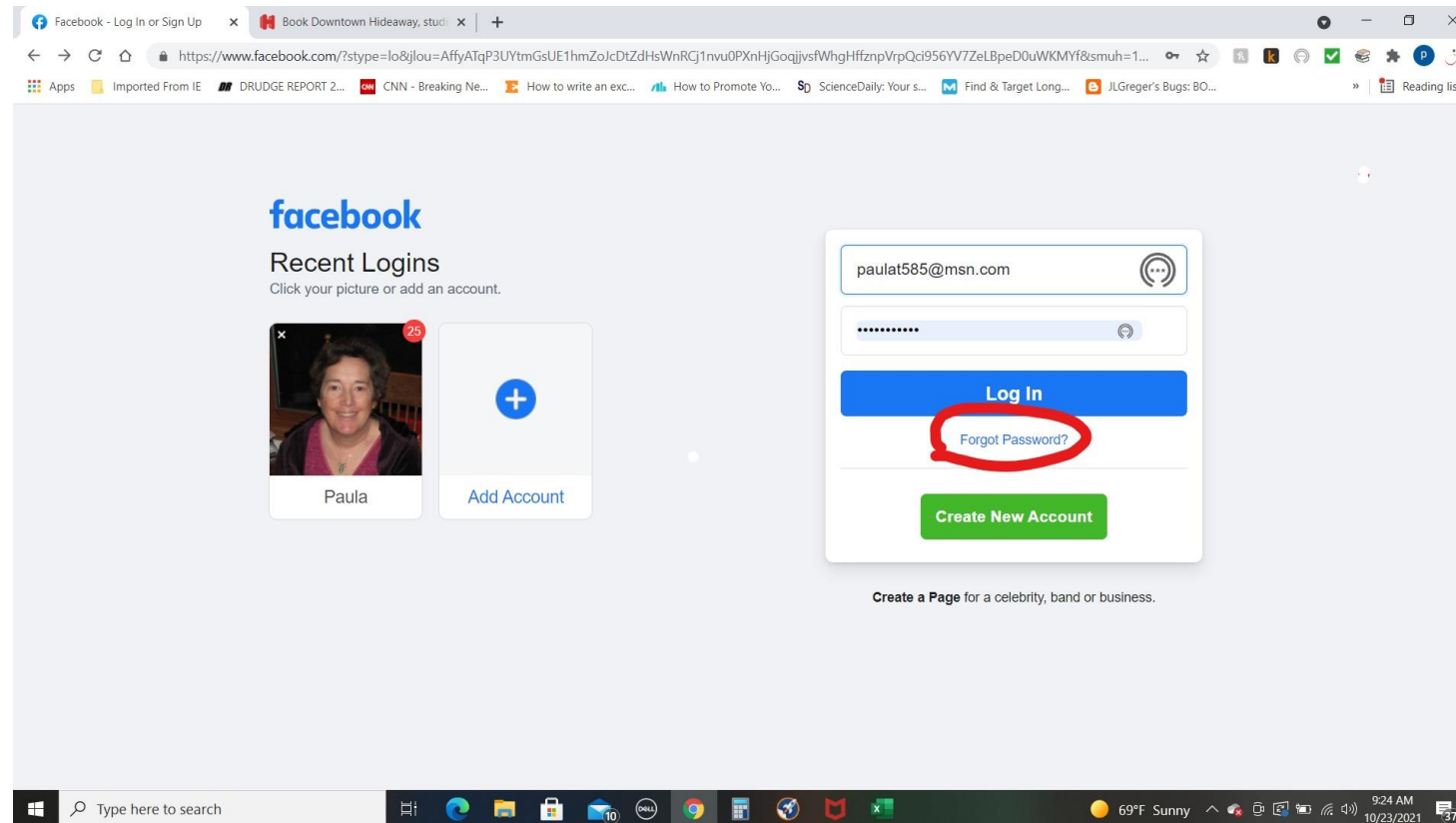
*WLOV 10/27/21*

# FACEBOOK MOST POPULAR SOCIAL MEDIA FOR AGES 35-84

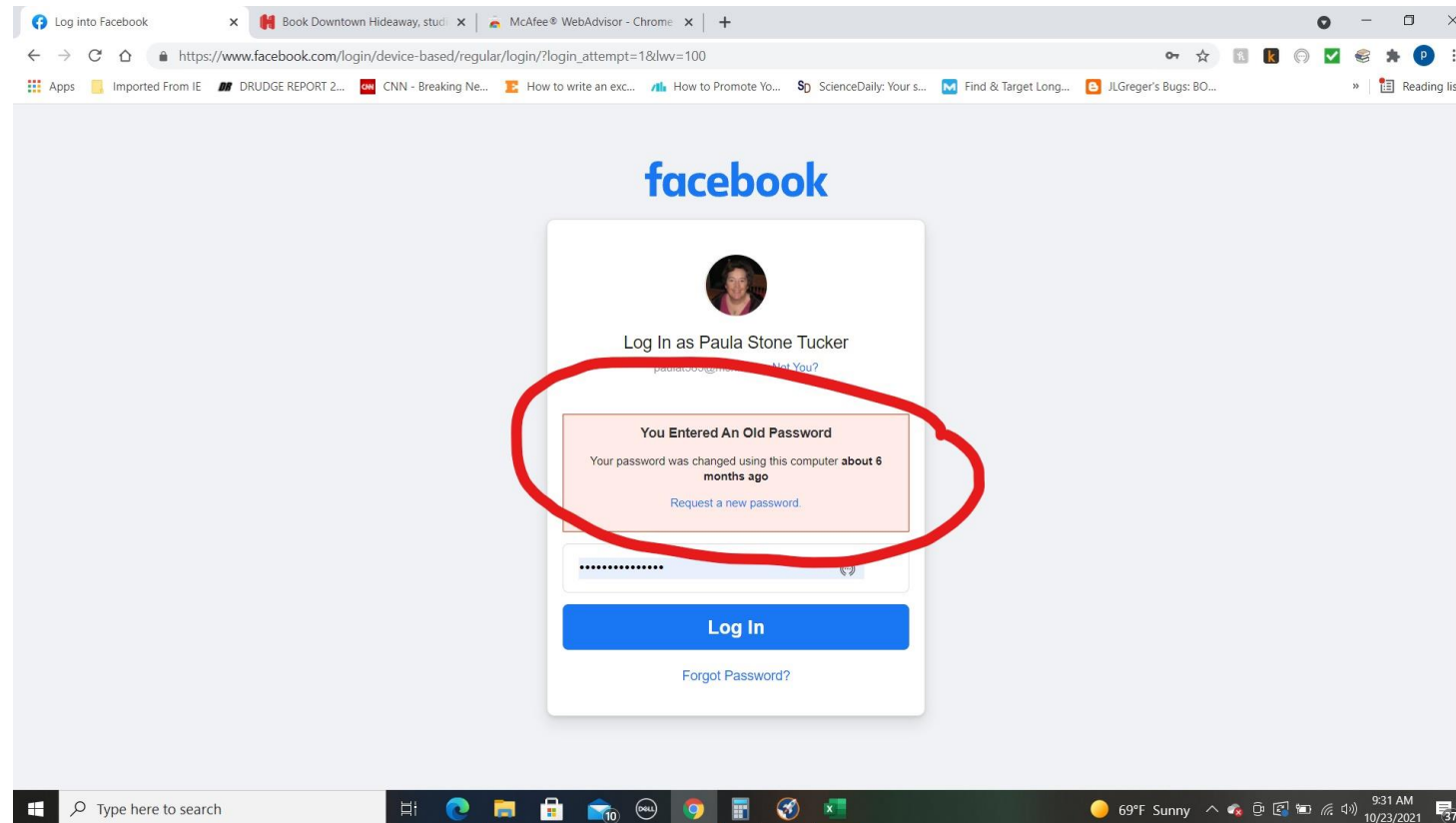


# A. GETTING STARTED

1. GO TO YOUR FB PAGE (FACEBOOK.COM)
2. SIGN IN



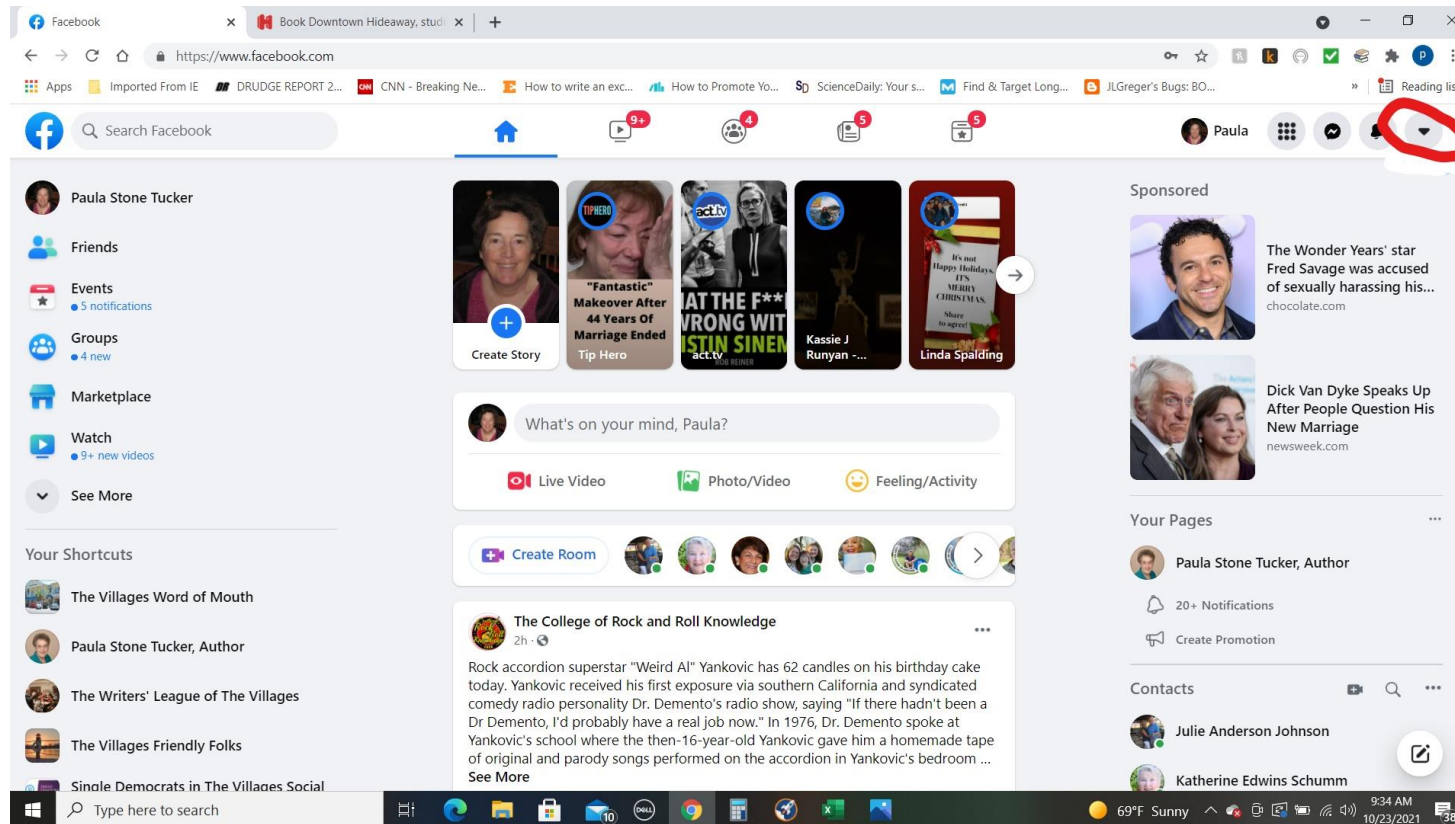
# 3. IF YOU CAN'T SIGN IN, FOLLOW FB PROCEDURE TO RETRIEVE PASSWORD





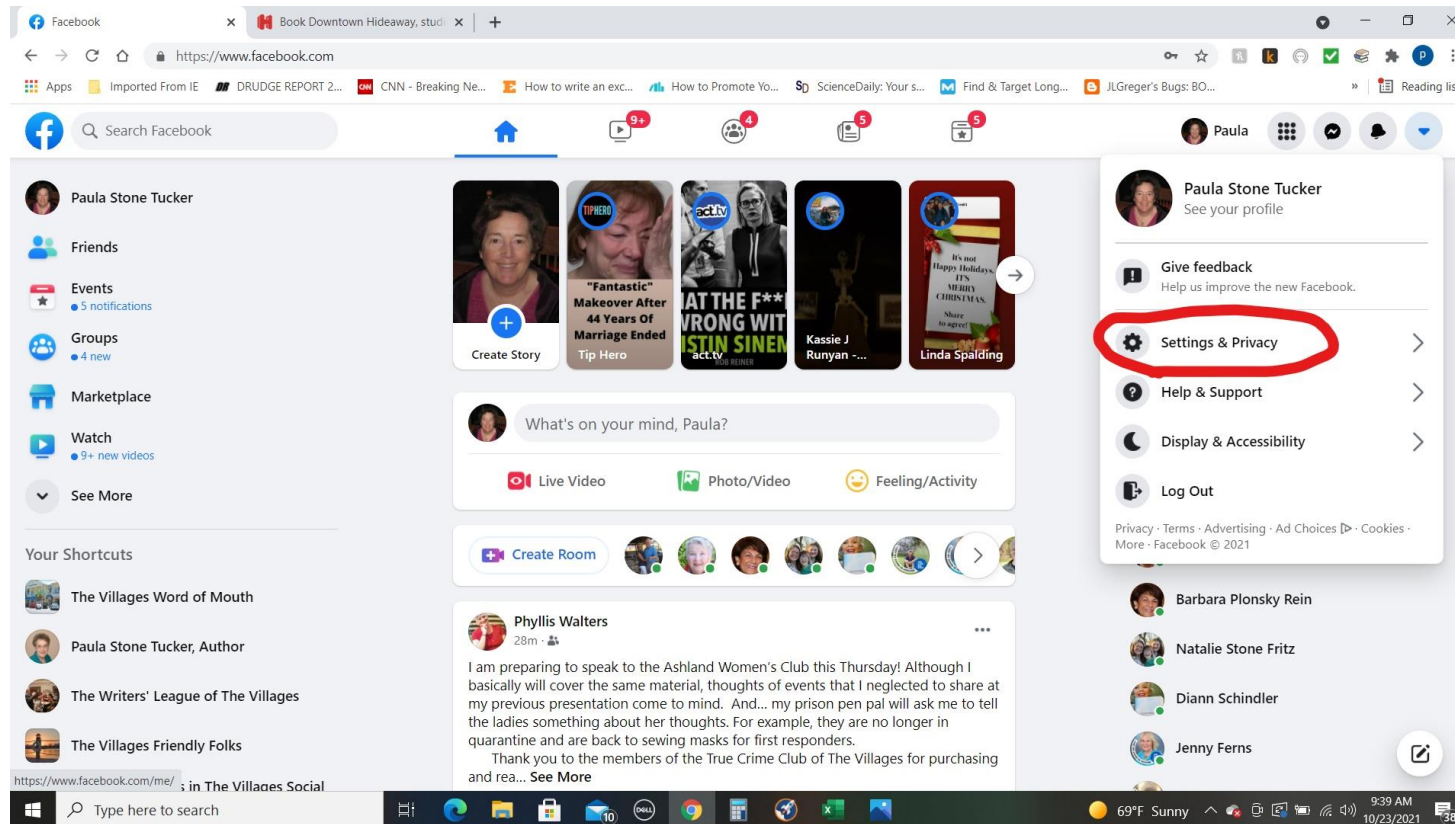
# **B. CHECK SETTINGS**

1. ON FB PAGE, CLICK ON CARET AT UPPER RIGHT TO GET TO “SETTINGS”

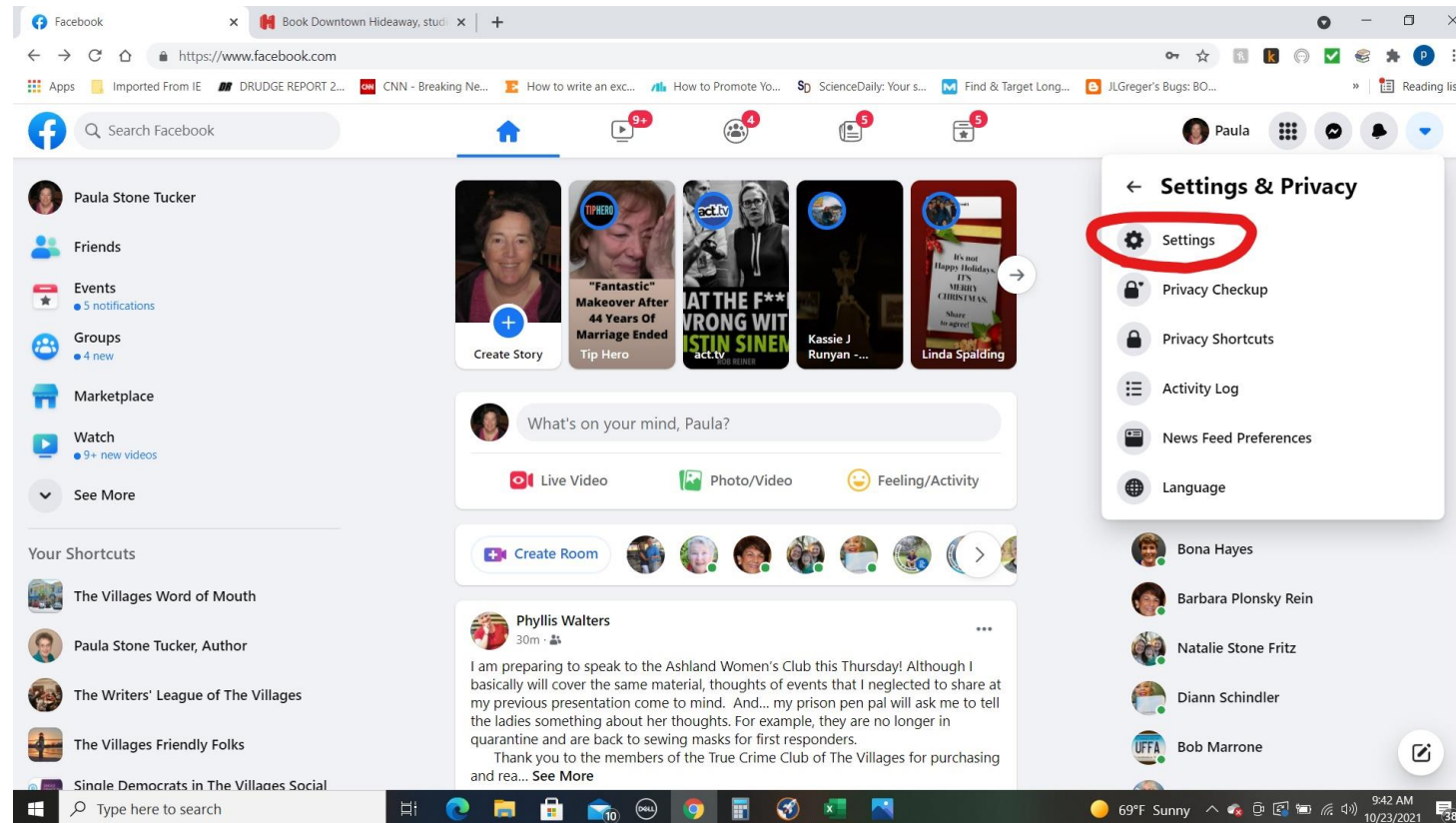


# **CHECK PRIVACY SETTINGS**

## **2. ON DROPDOWN MENU, CLICK ON “SETTINGS AND PRIVACY”**



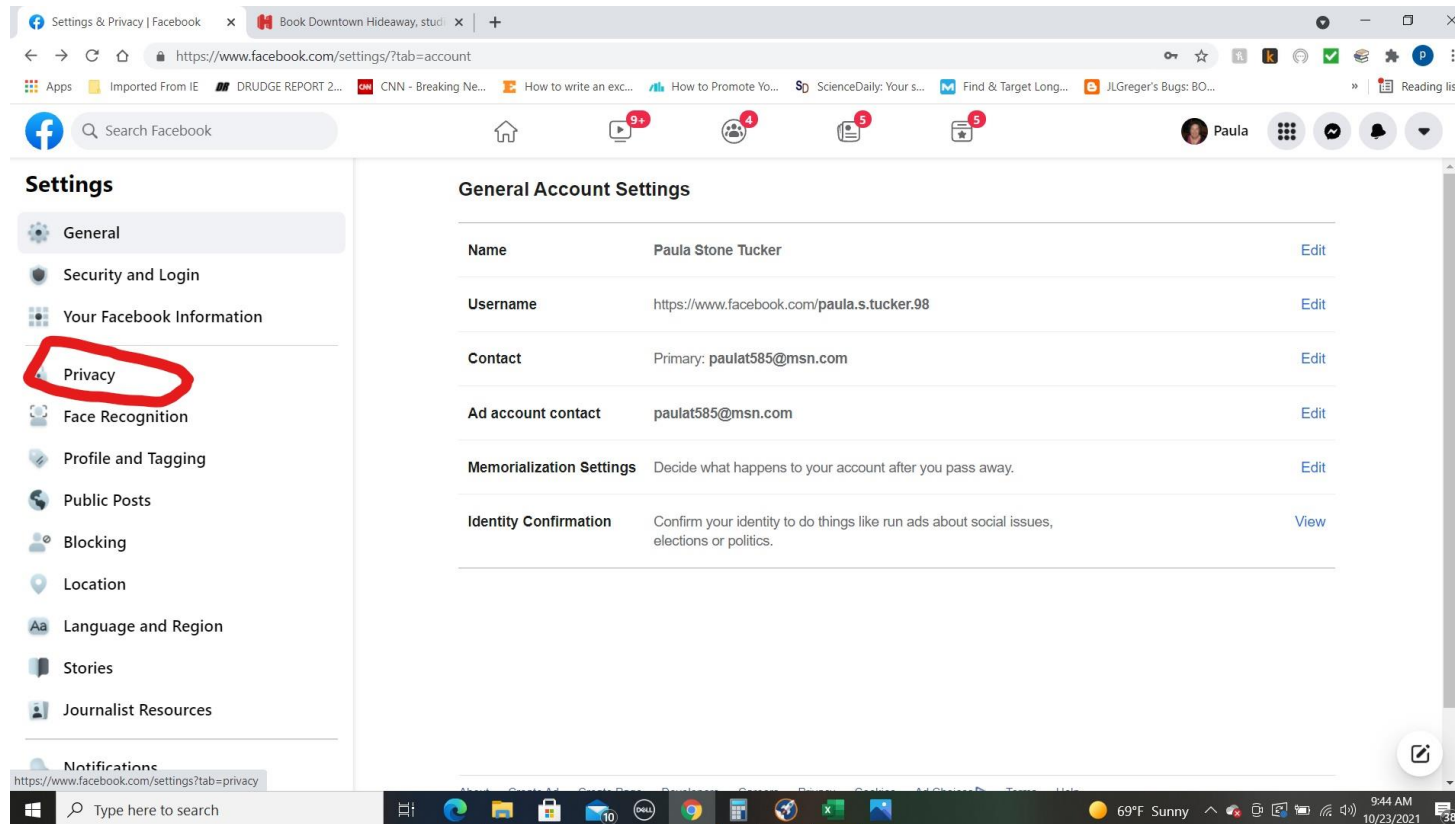
# 3. CLICK ON “SETTINGS” IN THE DROPDOWN MENU



# REVIEW YOUR PRIVACY SETTINGS

4. FOR BROADEST REACH, CHANGE YOUR SETTINGS TO “PUBLIC.”

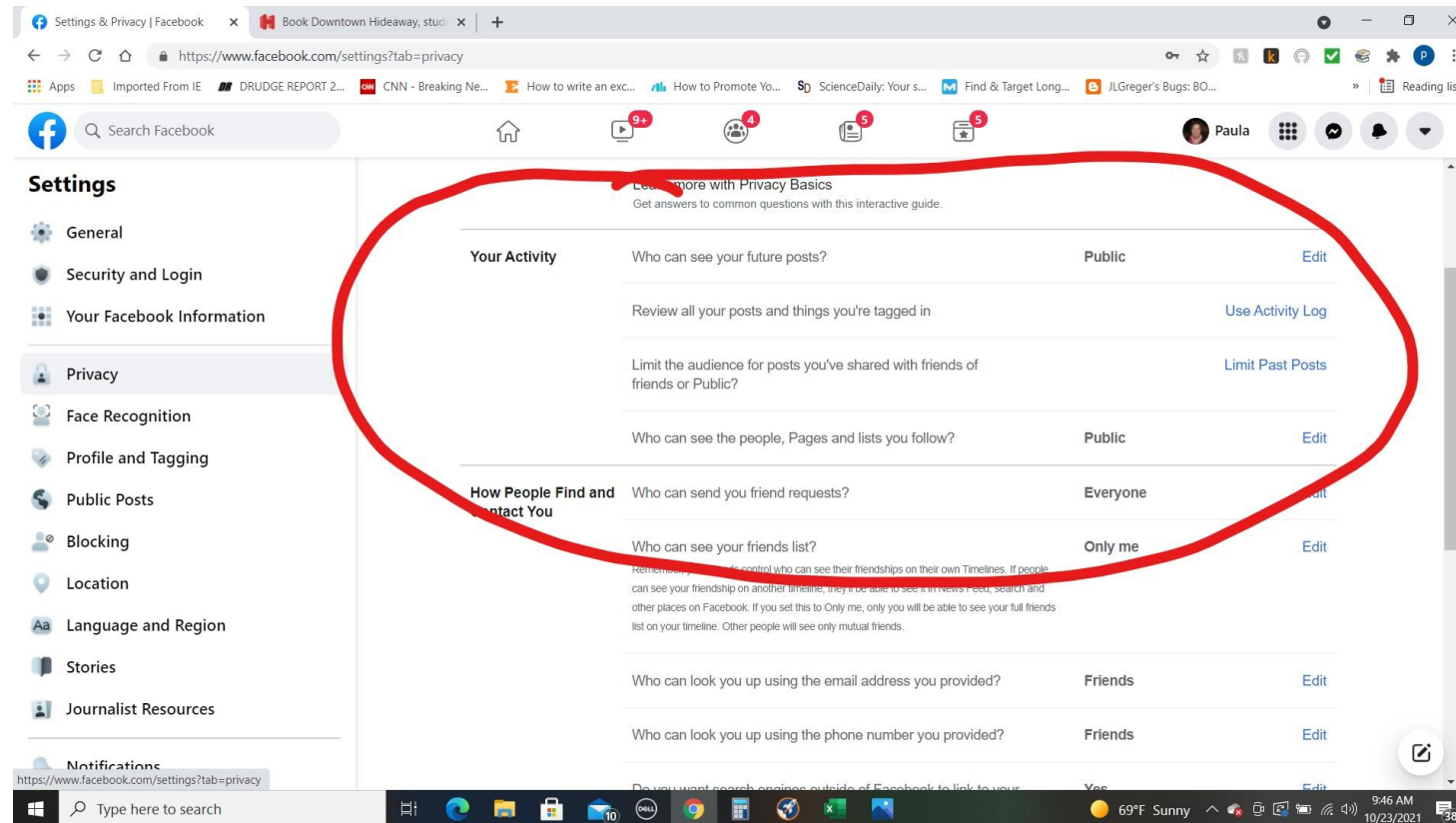
5. YOU CAN CHANGE THEM BACK LATER





# CHANGE YOUR ACTIVITY LEVEL

6. UNDER “YOUR ACTIVITY” CHANGE THE ANSWER TO “PUBLIC” SO THAT ALL CAN SEE YOUR POSTS



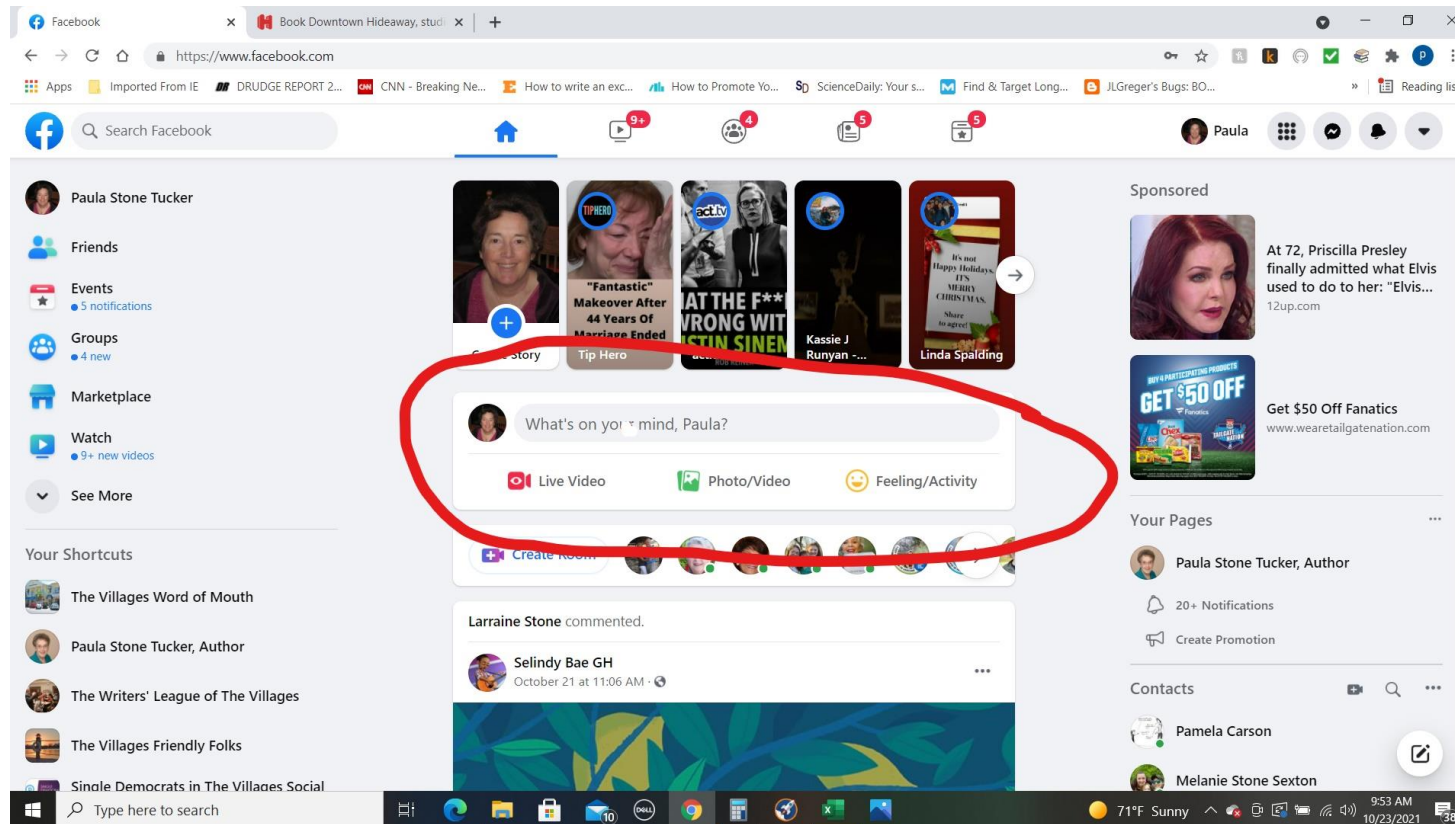
The screenshot shows the Facebook Privacy Settings page. A red oval highlights the 'Your Activity' section, which includes the following settings:

Setting	Current Value	Action
Who can see your future posts?	Public	Edit
Review all your posts and things you're tagged in		Use Activity Log
Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can see the people, Pages and lists you follow?	Public	Edit

Below the 'Your Activity' section, the 'How People Find and Contact You' section is partially visible, showing settings for friend requests, friends list, and contact methods.

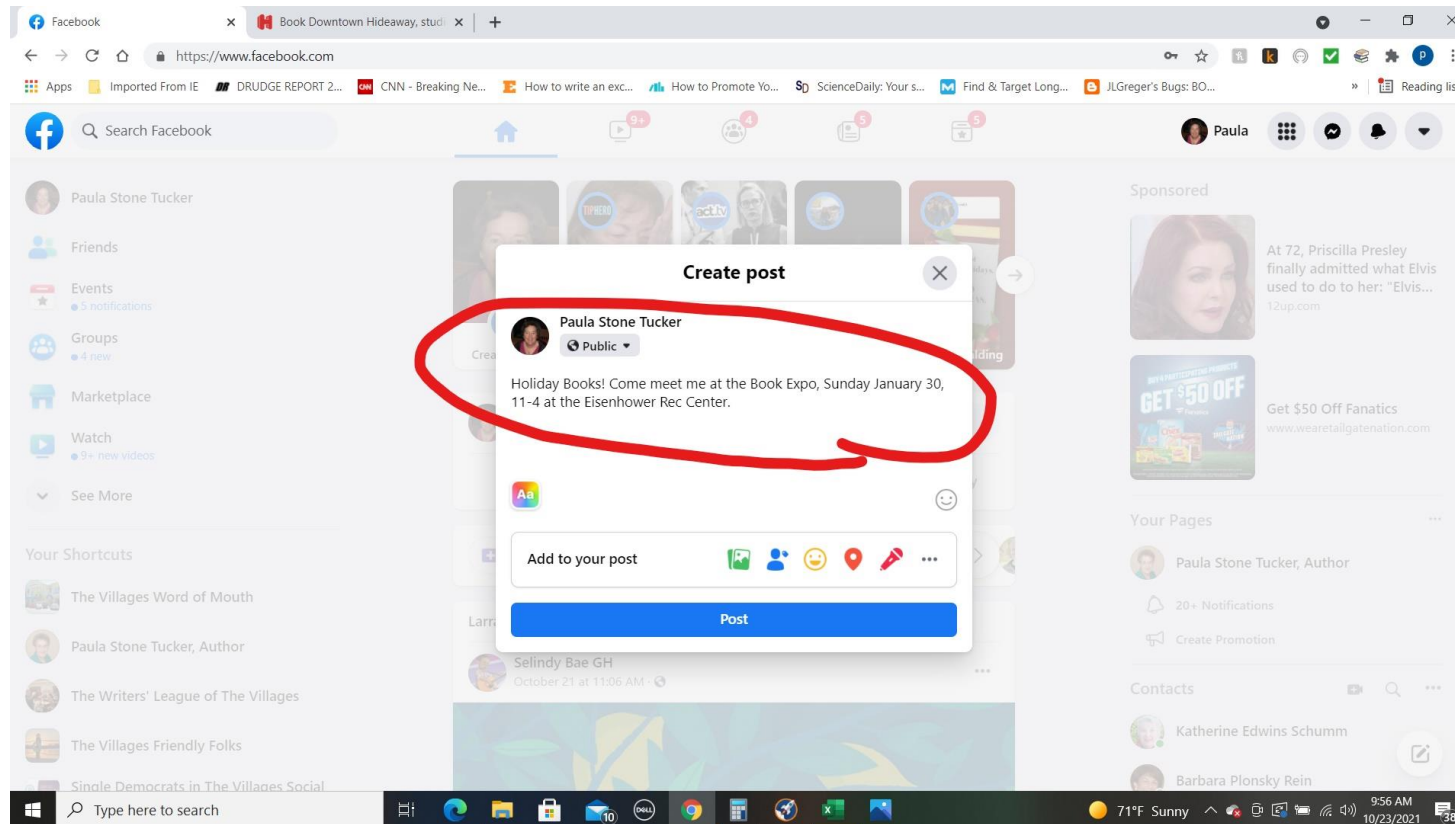
# **B. HOW TO POST A MESSAGE ON FB**

## **1. CLICK ON MESSAGE BOX NEXT TO YOUR PHOTO**



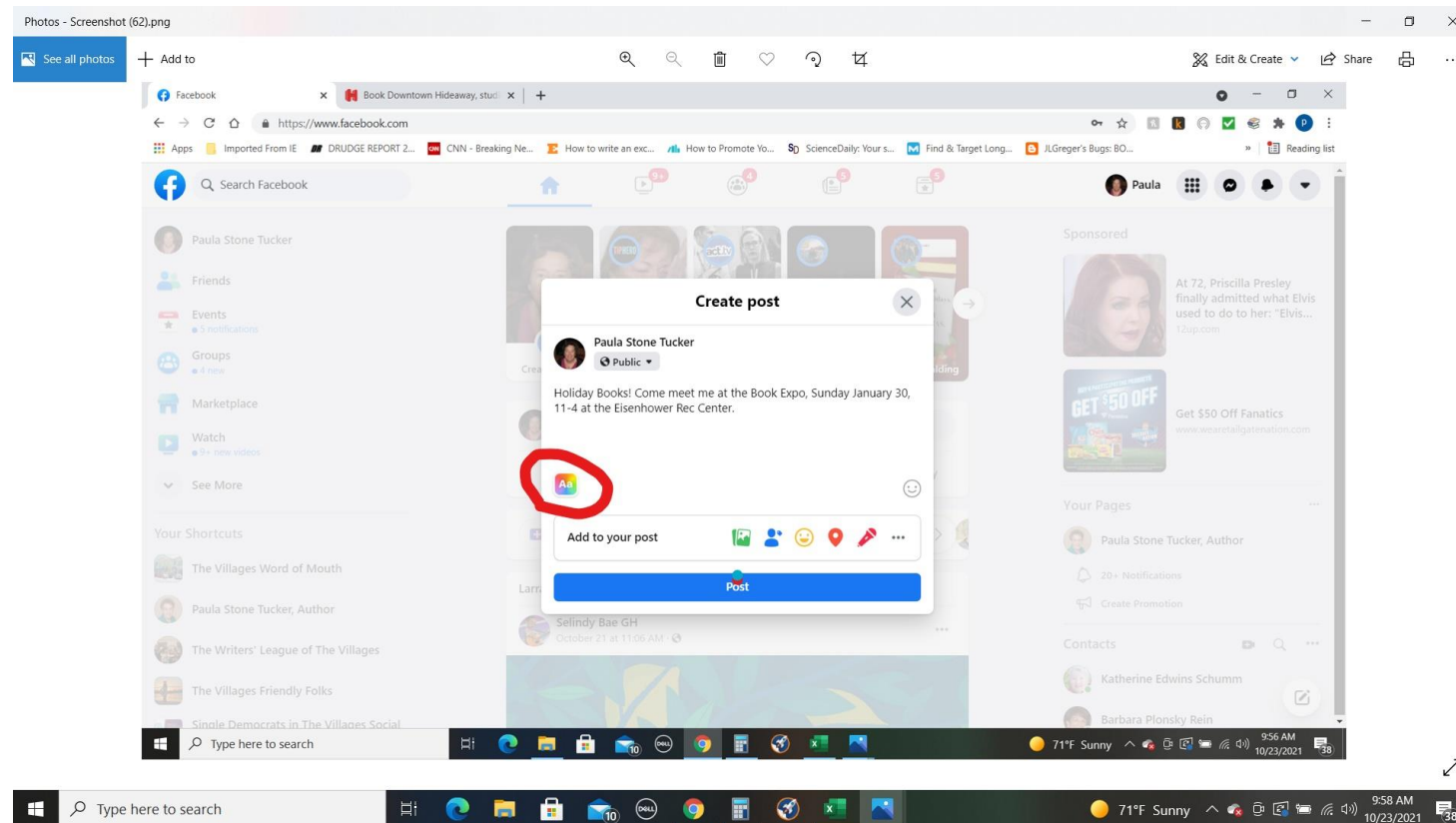
# HOW TO POST MESSAGE

## 2. TYPE MESSAGE



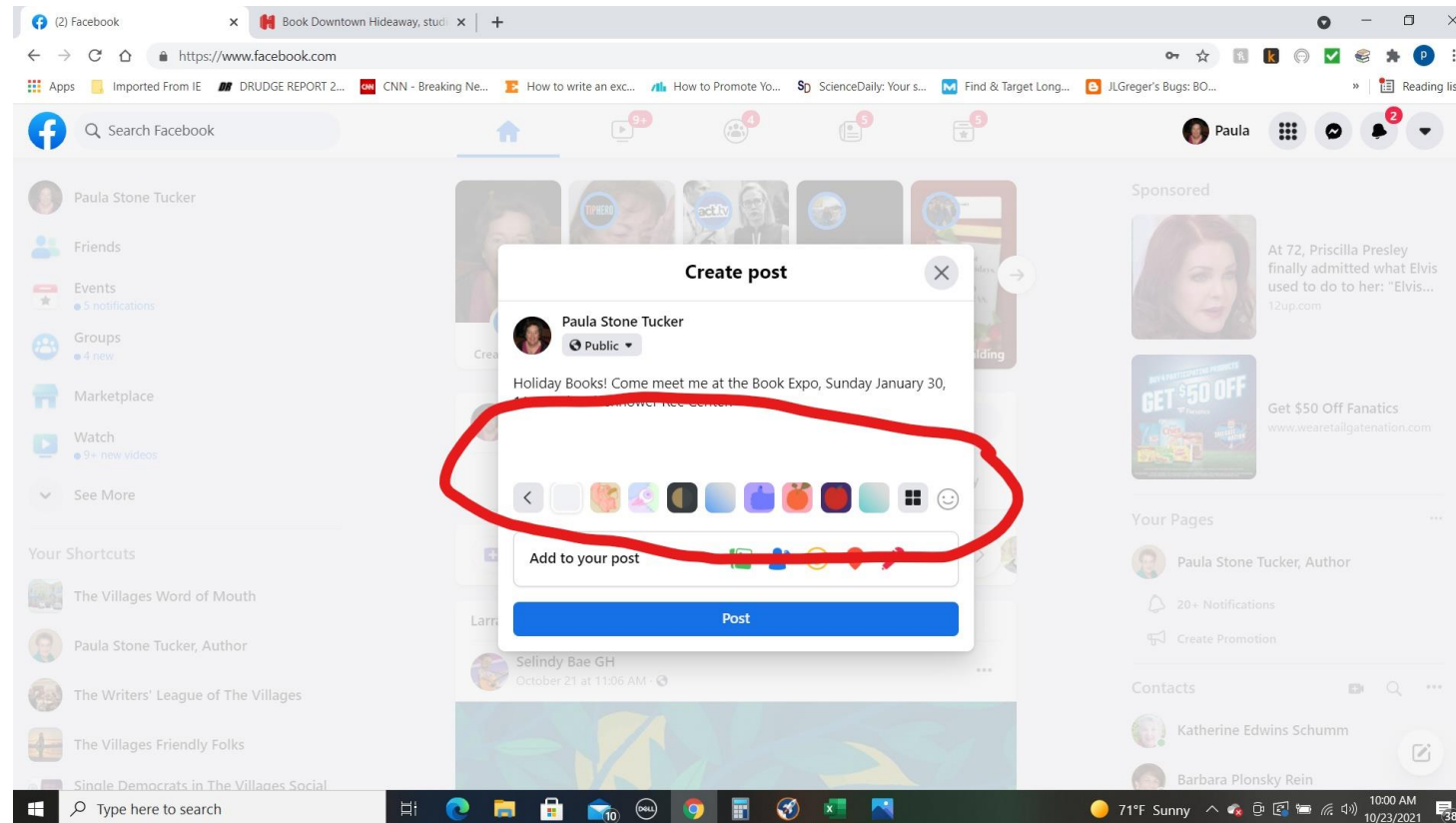
# 3. ADD BACKGROUND TO MESSAGE

## 3.1 CLICK ON ICON ON LOWER LEFT



# 3.2 SELECT BACKGROUND

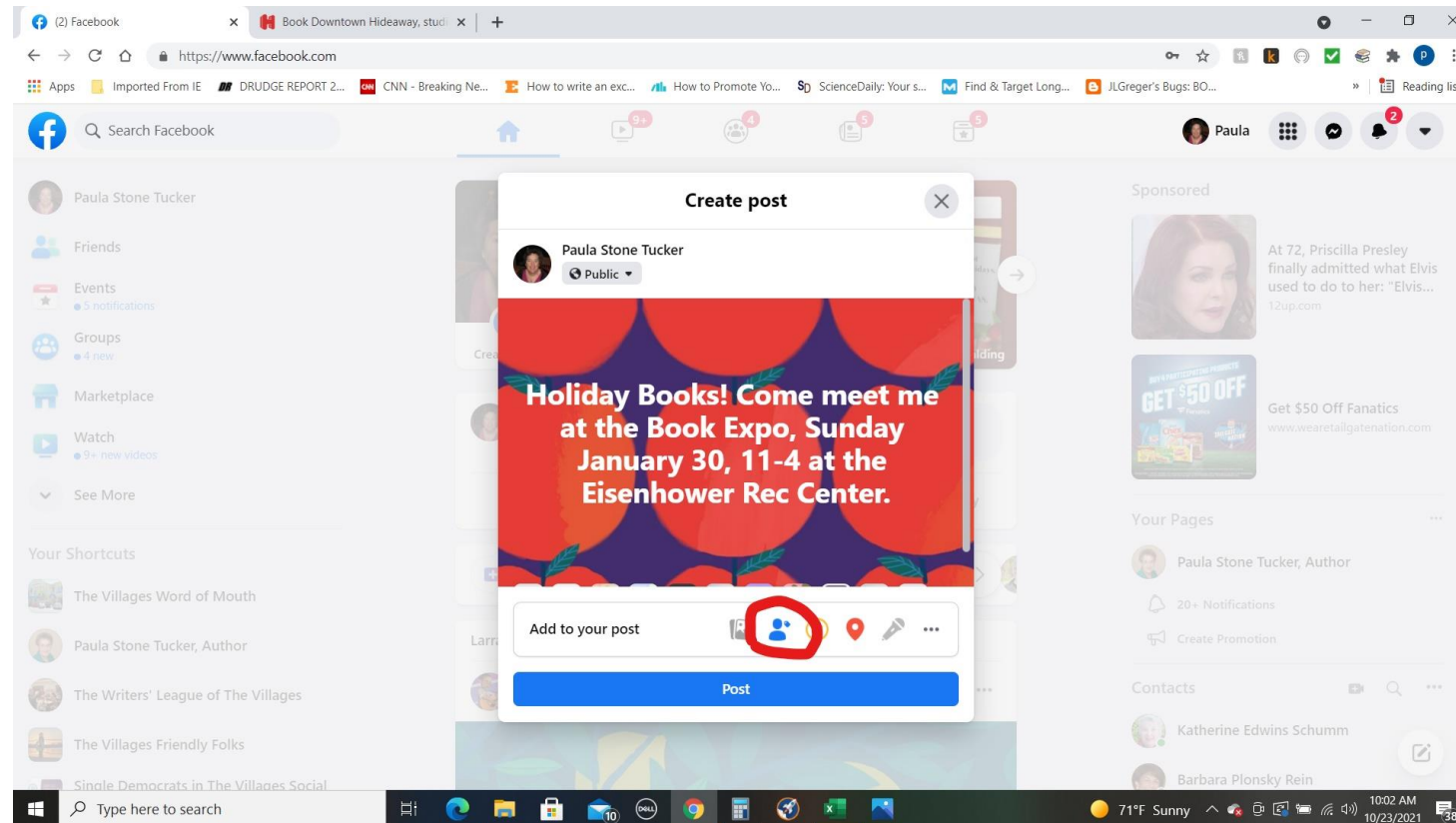
## 3.3 CLICK ON IT



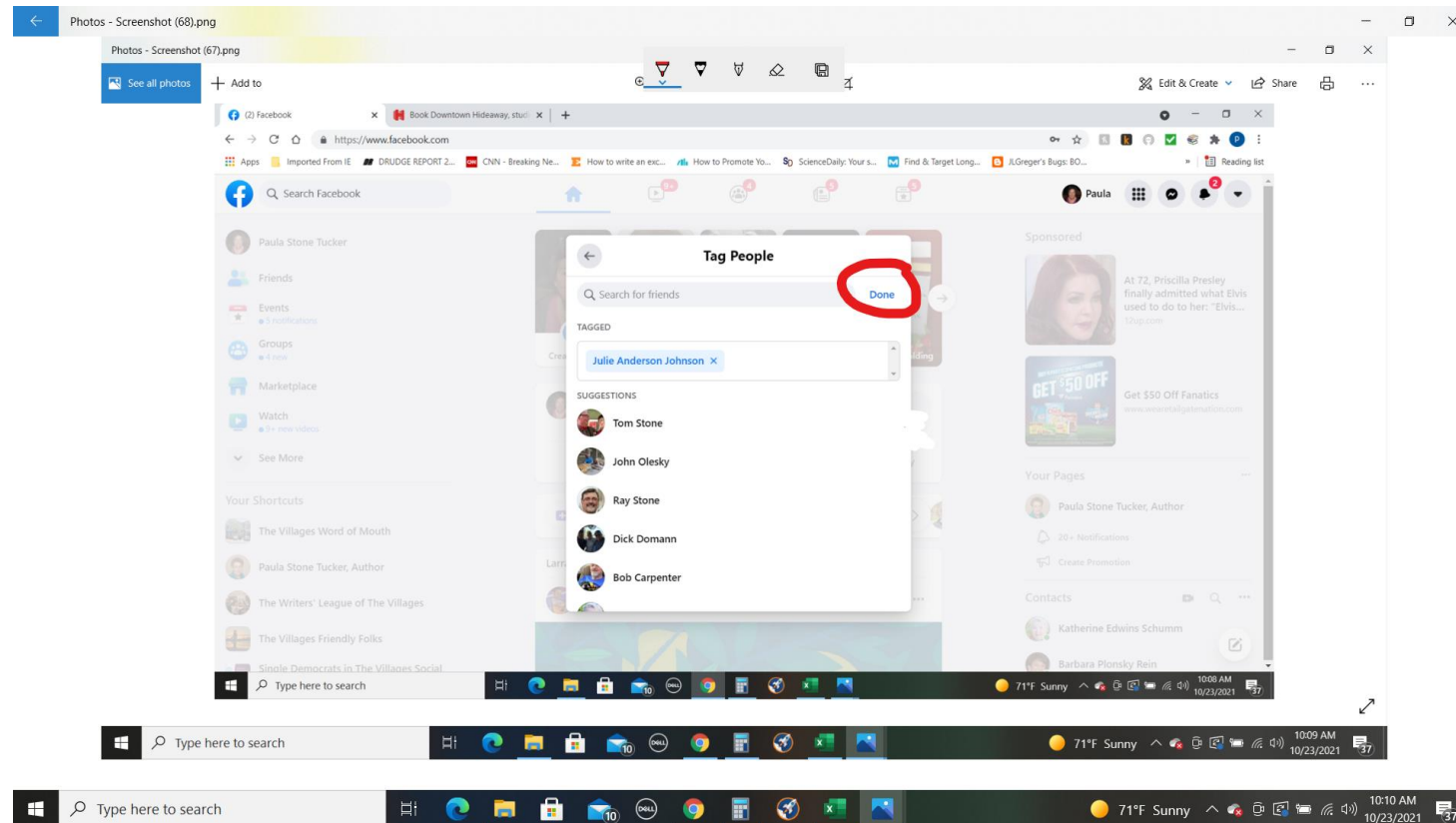


# ***TAG FRIENDS (INVITE THEM)***

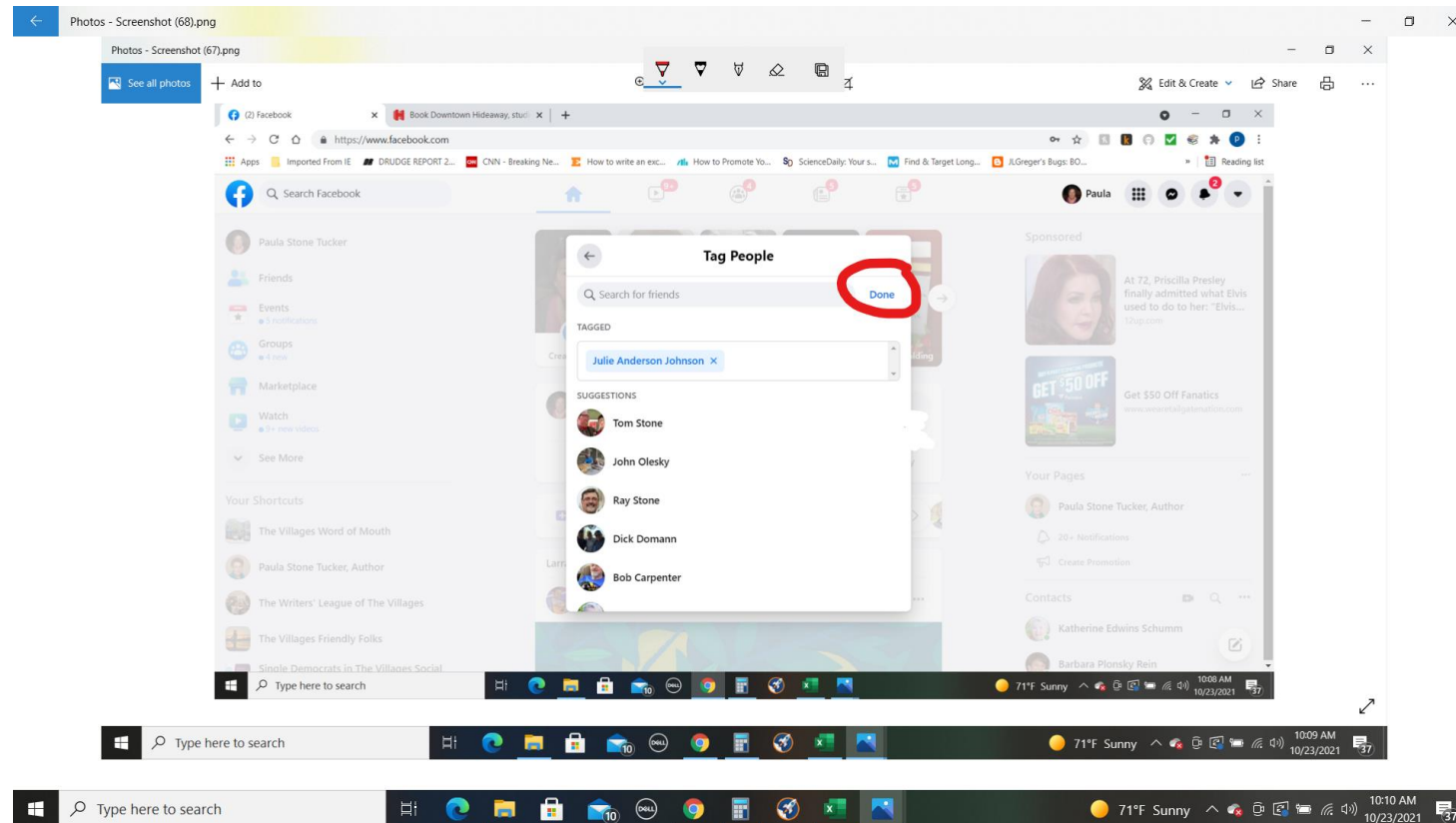
## **1. CLICK ON PERSON ICON**



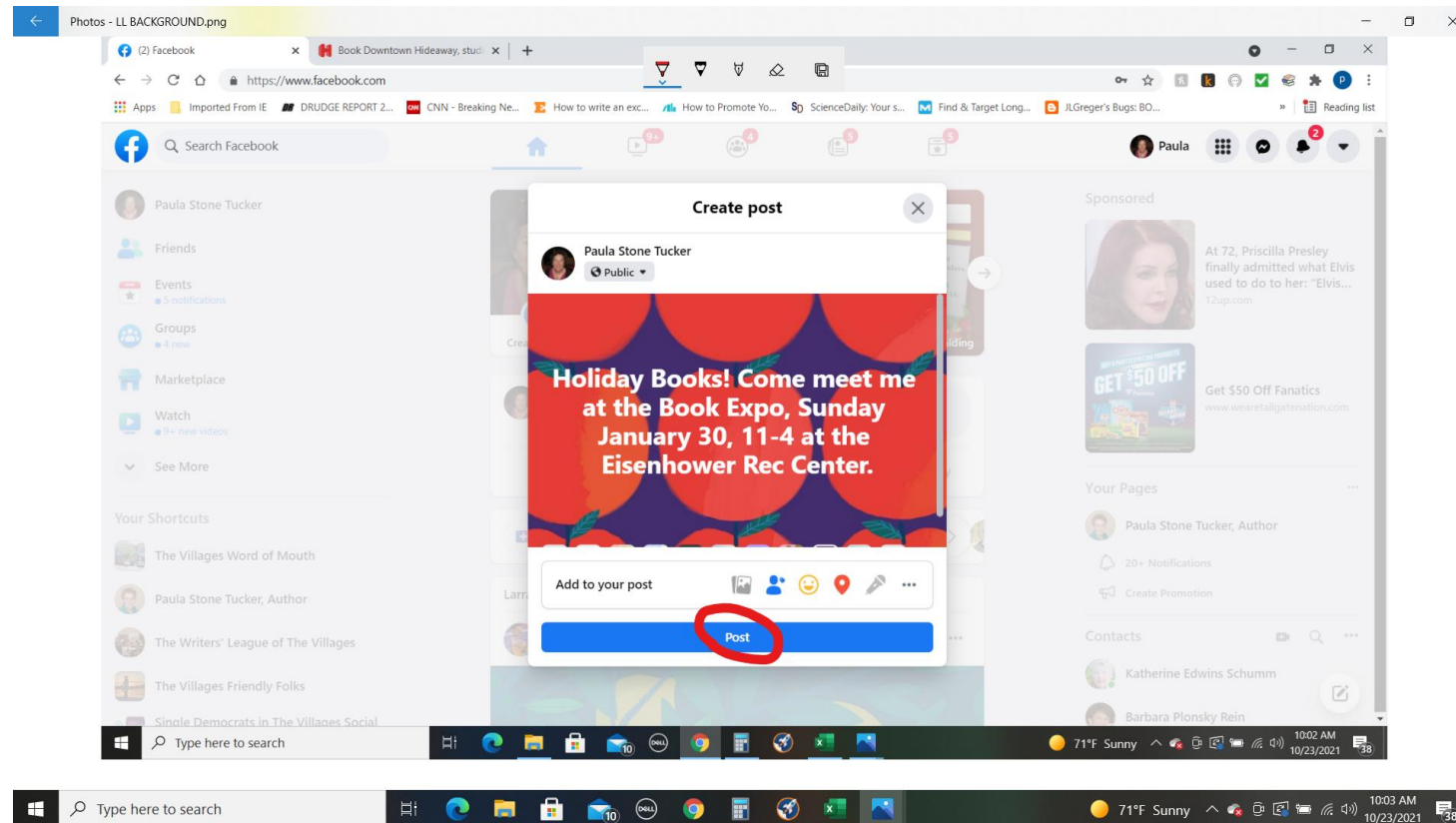
2. A MENU OF YOUR FRIENDS COMES UP
3. CLICK ON FRIENDS YOU WANT TO TAG



# 4. CLICK “DONE” IN UPPER RIGHT



# 5. CLICK “POST” AT BOTTOM OF DISPLAY



# C. HOW TO SHARE A POST—YOURS OR SOMEONE ELSE'S

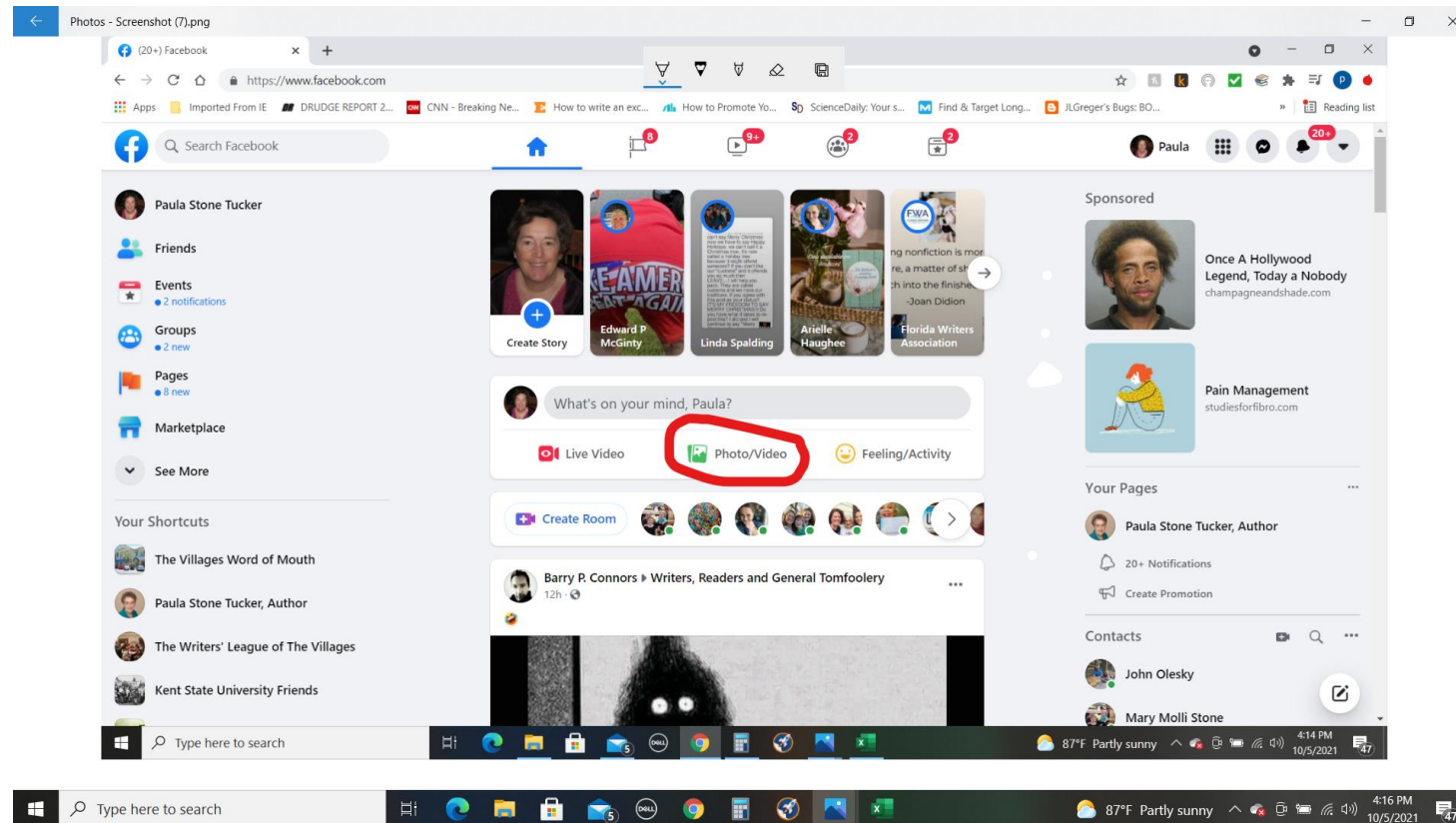
## 1. CLICK ON “SHARE” AT THE BOTTOM RIGHT

The screenshot shows a Facebook page for 'The Writers' League of The Villages'. The page features a post by Rita Boehm from October 20 at 12:35 PM. The post text reads: 'A standing room only crowd enjoyed another Storytime at Mystic Ice Cream on Monday, October 18th. Yet another fun way to promote our WLOV authors. Special thanks to Hank Kuhlman and his intrepid team (Linda Keenan, Bona Hayes, and Paula Howard) for the hard work in pulling this event together. Great job!' Below the text is a collage of images related to the event, including book covers for 'Cubby', 'StarStruck', and 'Murder of a Bear Buddy', along with photos of people at the event. The post has 59 people reached, 15 engagements, and 2 shares. The 'Share' button is circled in red. The left sidebar shows the 'Manage Page' section with options like 'Business Suite', 'Home', 'News Feed', 'Podcasts', 'Business Apps', 'Events', 'Resources & Tools', and 'Notifications'. The bottom of the page shows the Windows taskbar with the time 1:44 PM on 10/24/2021.

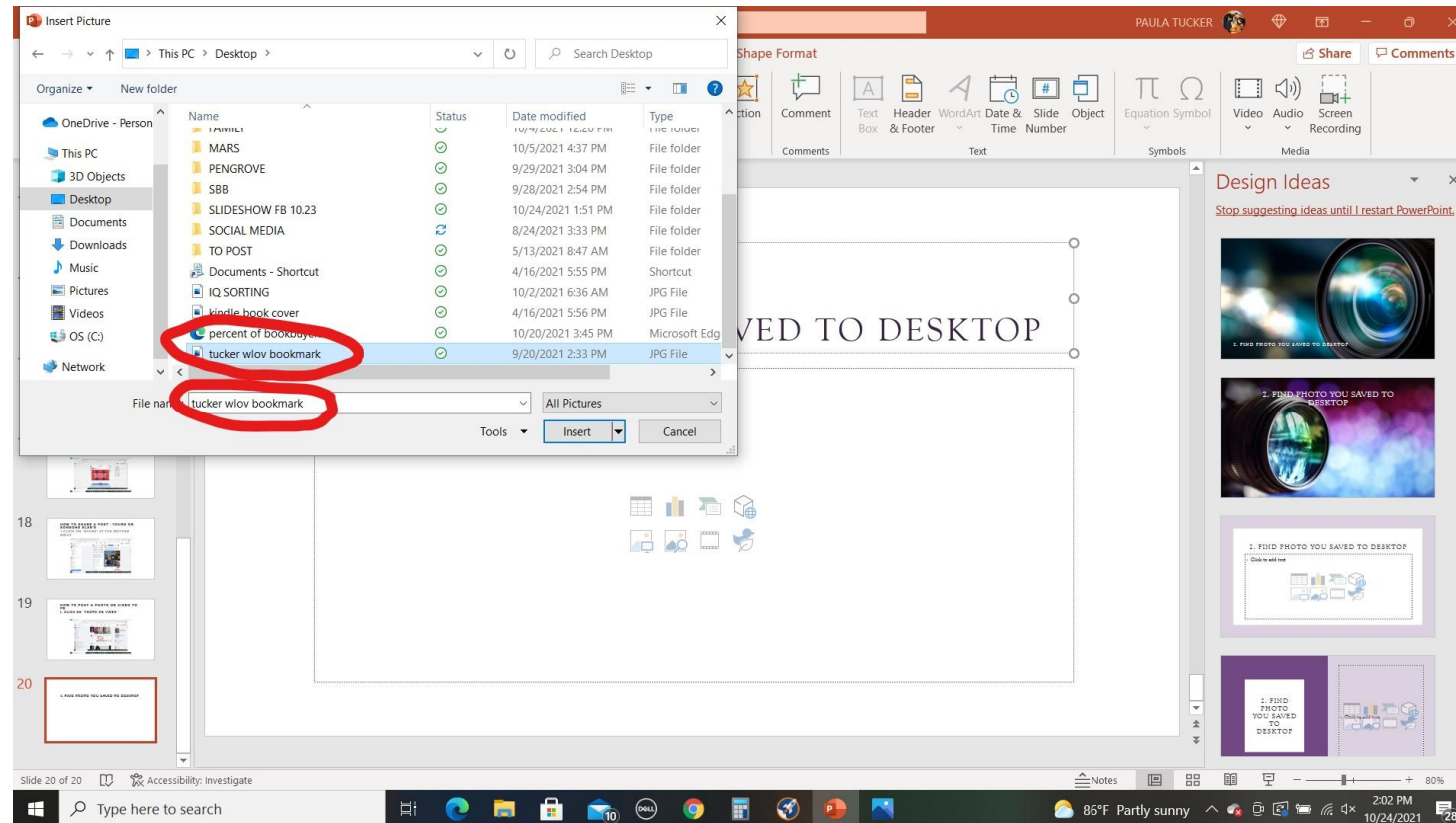


# D. HOW TO POST A PHOTO OR VIDEO TO FB

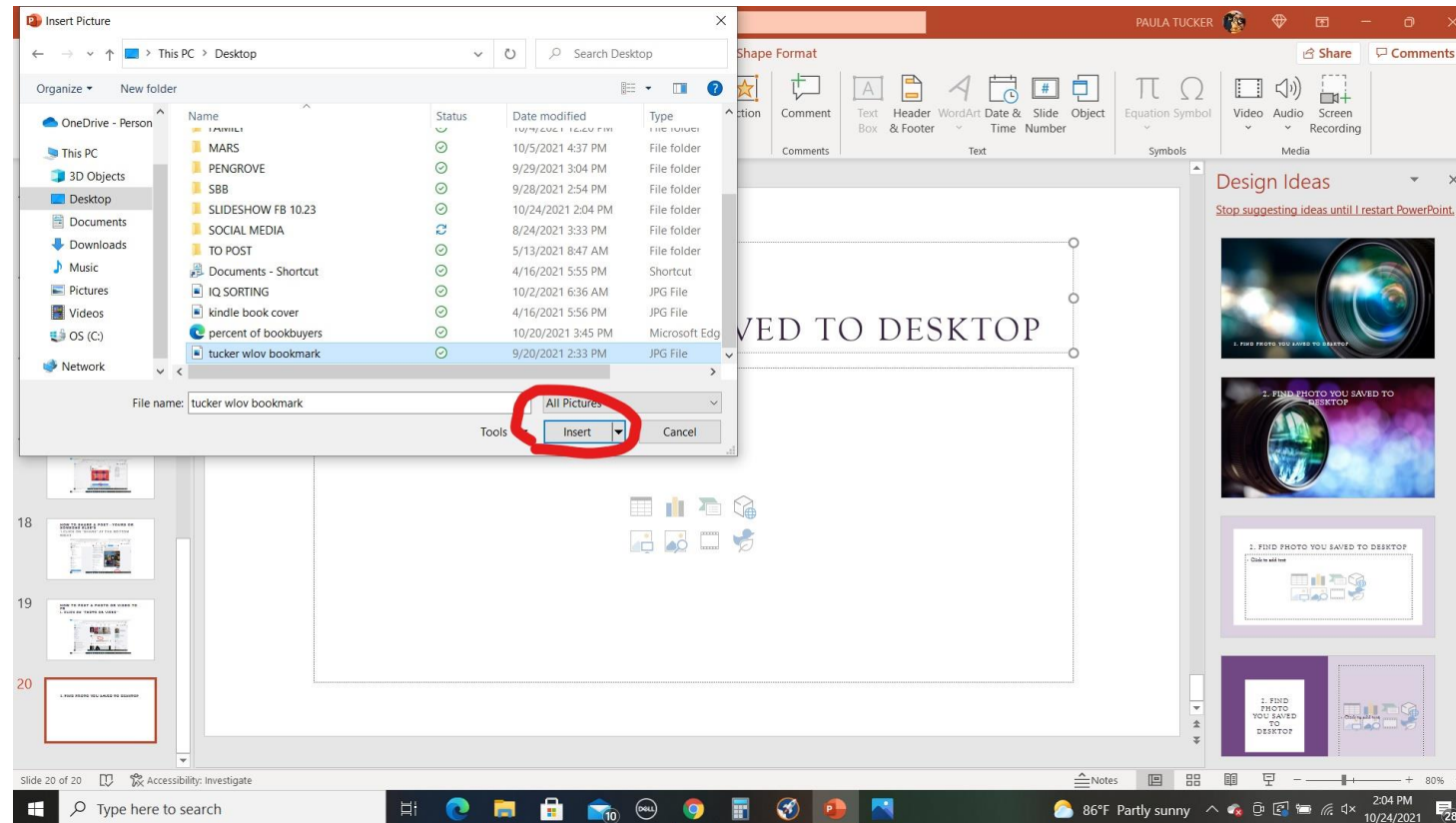
1. CLICK ON “PHOTO OR VIDEO”



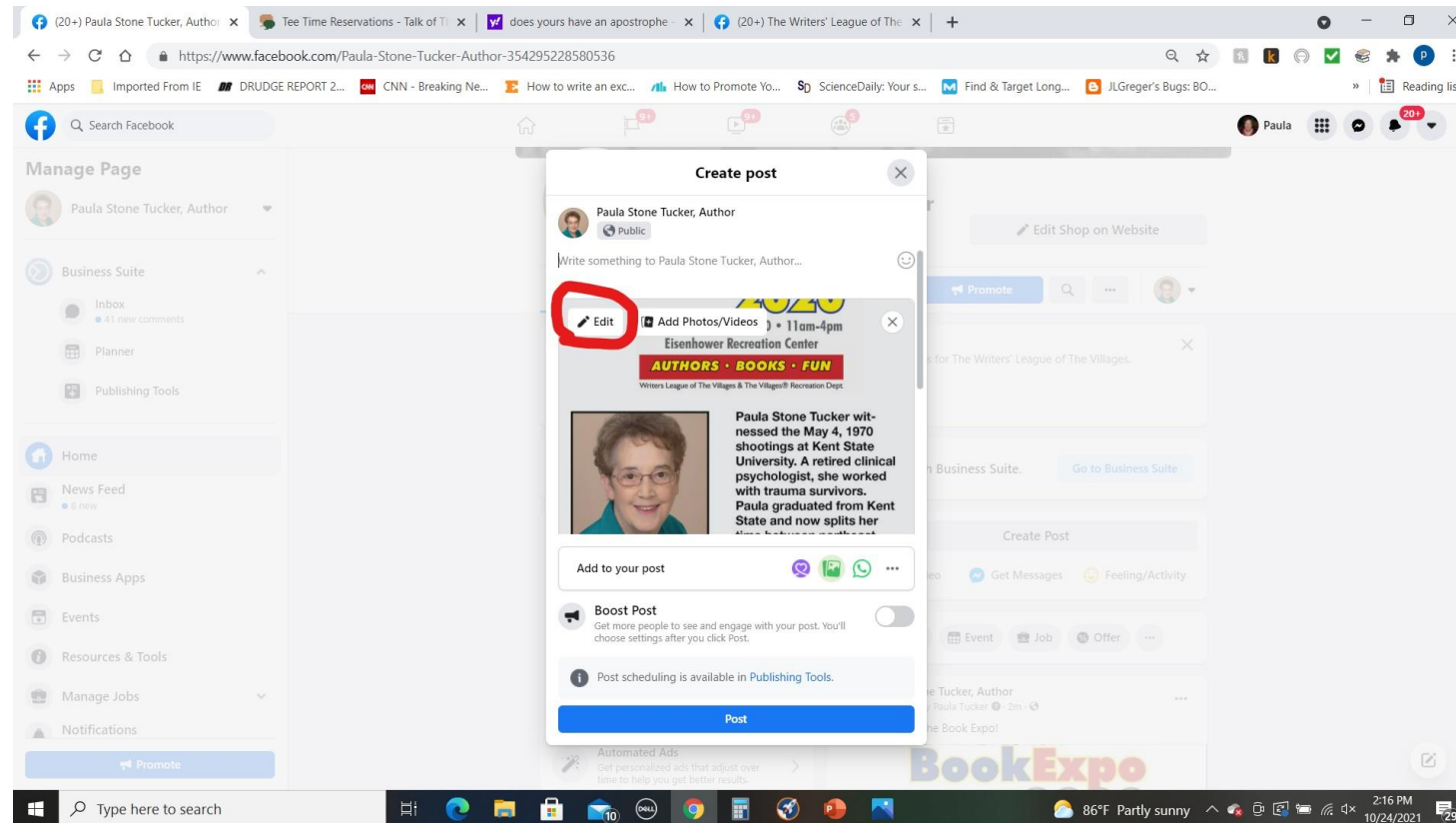
2. FIND PHOTO YOU SAVED TO DESKTOP
3. CLICK ON IT



# 4. CLICK ON “INSERT” OR “OPEN” AT BOTTOM RIGHT



# 5. CLICK ON EDIT



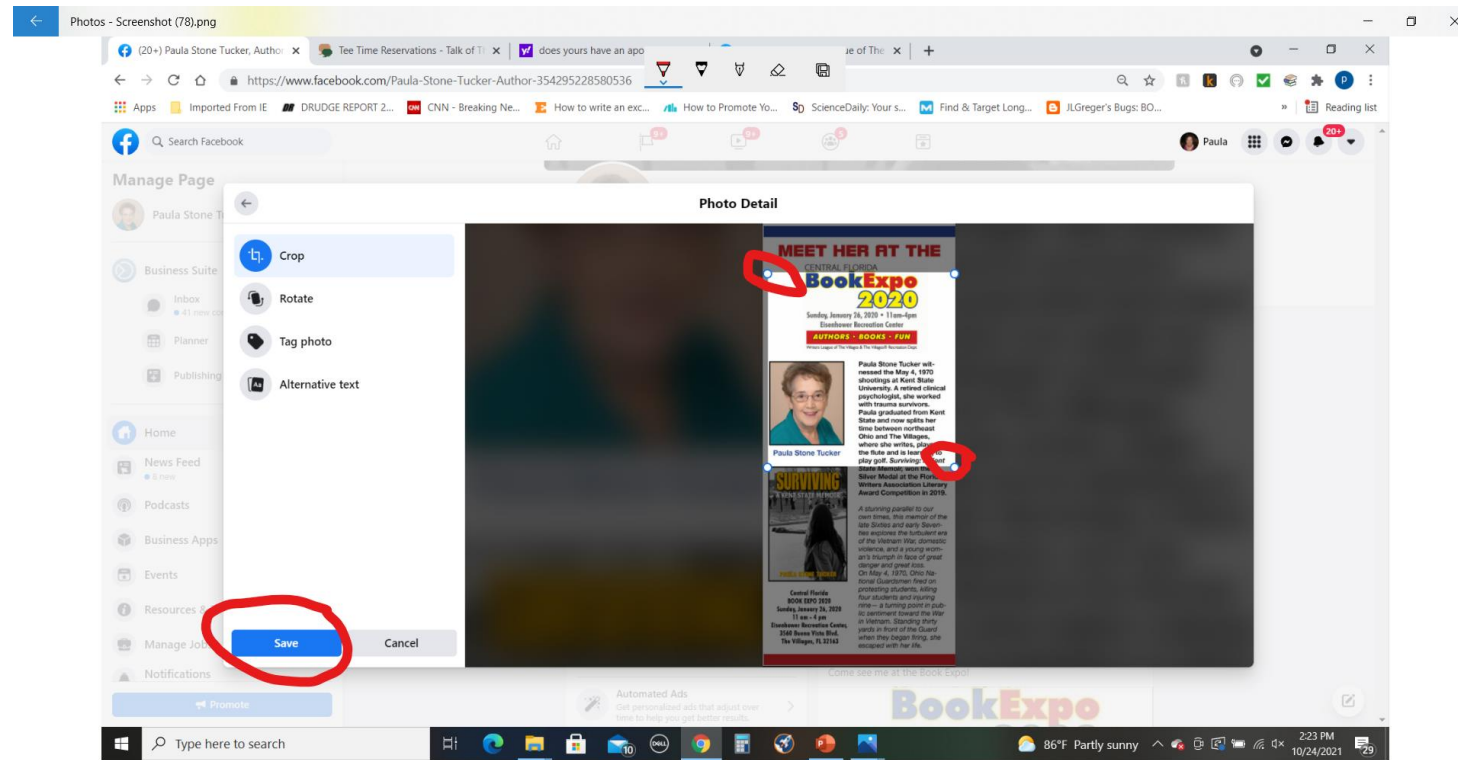
# 6. CLICK ON “CROP” AND EDIT PHOTO TO YOUR LIKING

The screenshot shows a web browser window displaying a Facebook profile page for Paula Stone Tucker. A 'Photo Detail' modal is open, showing a photo of Paula Stone Tucker. The modal has a left sidebar with editing options: 'Crop', 'Rotate', 'Tag photo', and 'Alternative text'. The 'Crop' option is highlighted with a red circle. The main area of the modal shows the photo with a blue crop box around it. Below the photo, there is a promotional banner for the 'MEET HER AT THE CENTRAL FLORIDA BookExpo 2020' on Sunday, January 26, 2020, from 11 am-4 pm at Eisenhower Recreation Center. The banner includes a small photo of Paula Stone Tucker and a book cover for 'SURVIVING A KENT STATE MEMORY'. The text on the banner describes her as a retired clinical psychologist who worked with trauma survivors, graduated from Kent State, and now splits her time between northeast Ohio and The Villages, where she writes and plays the flute. It also mentions her book 'SURVIVING A KENT STATE MEMORY' and her participation in the Central Florida Book Expo 2020.



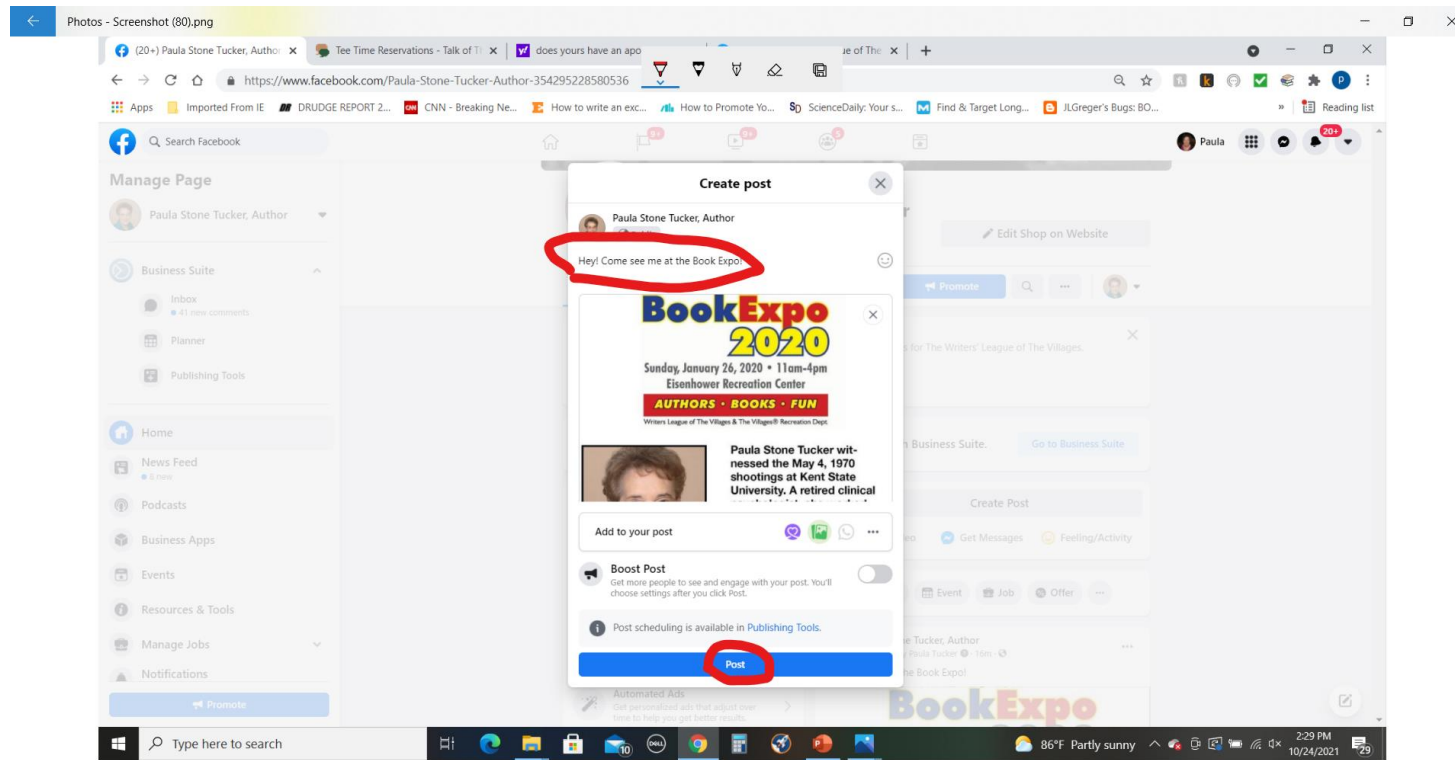
7. CROP PHOTO (USUALLY LOOKS BEST AS A SQUARE)

8. CLICK “SAVE” AT BOTTOM LEFT

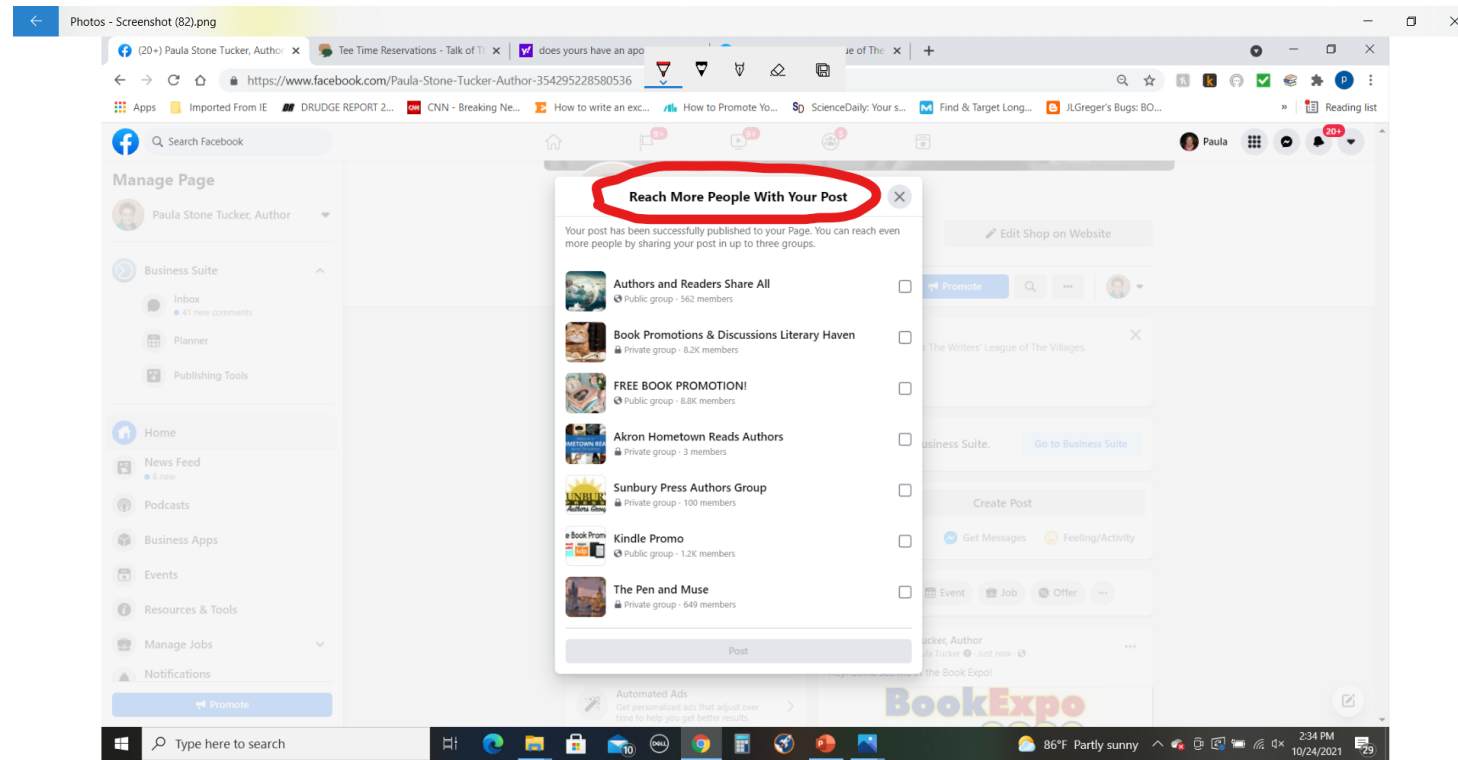


# 9. WRITE AN INVITE TO YOUR FANS

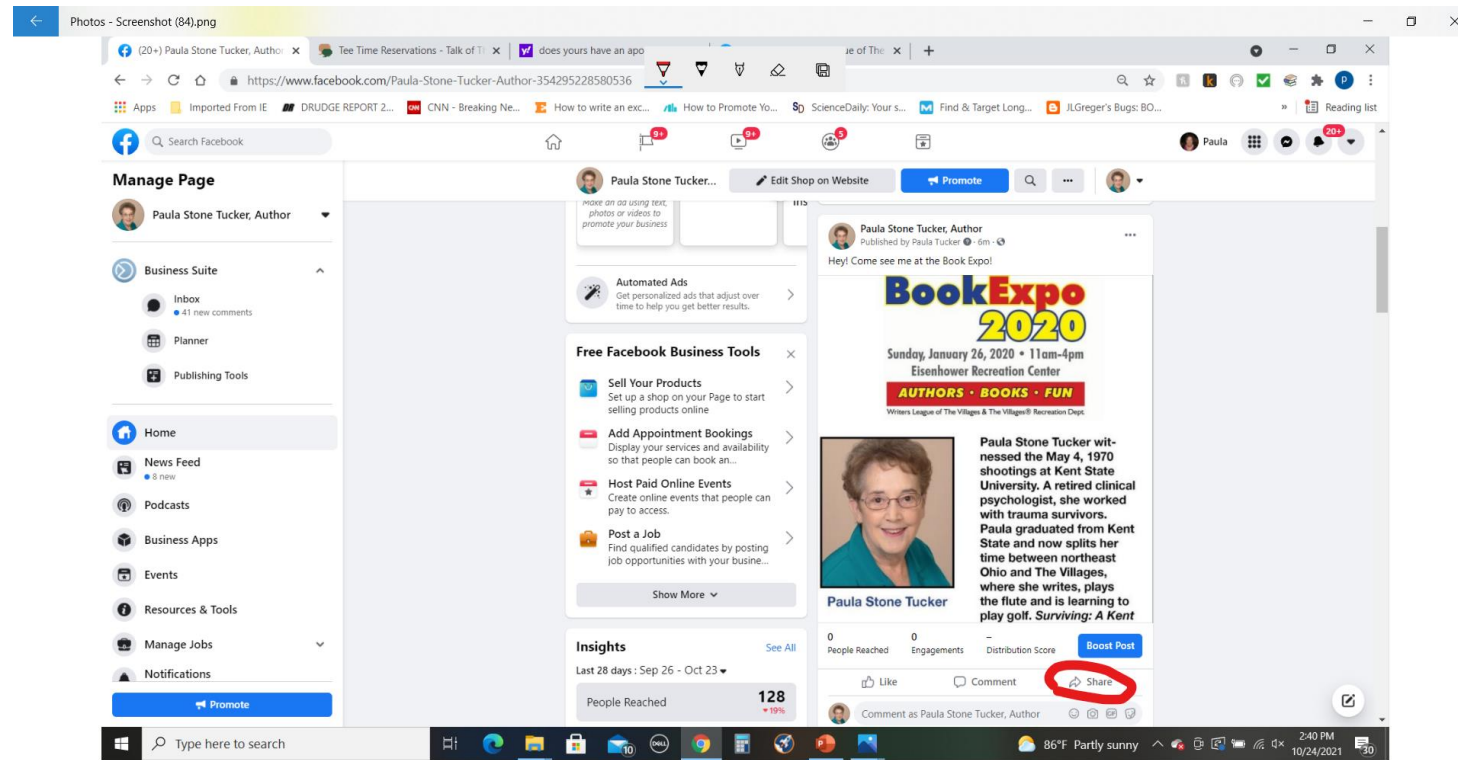
## 10. CLICK "POST"



11. AFTER YOU POST, A SCREEN COMES UP  
SUGGESTING GROUPS YOU CAN POST TO  
12. PICK 3 GROUPS



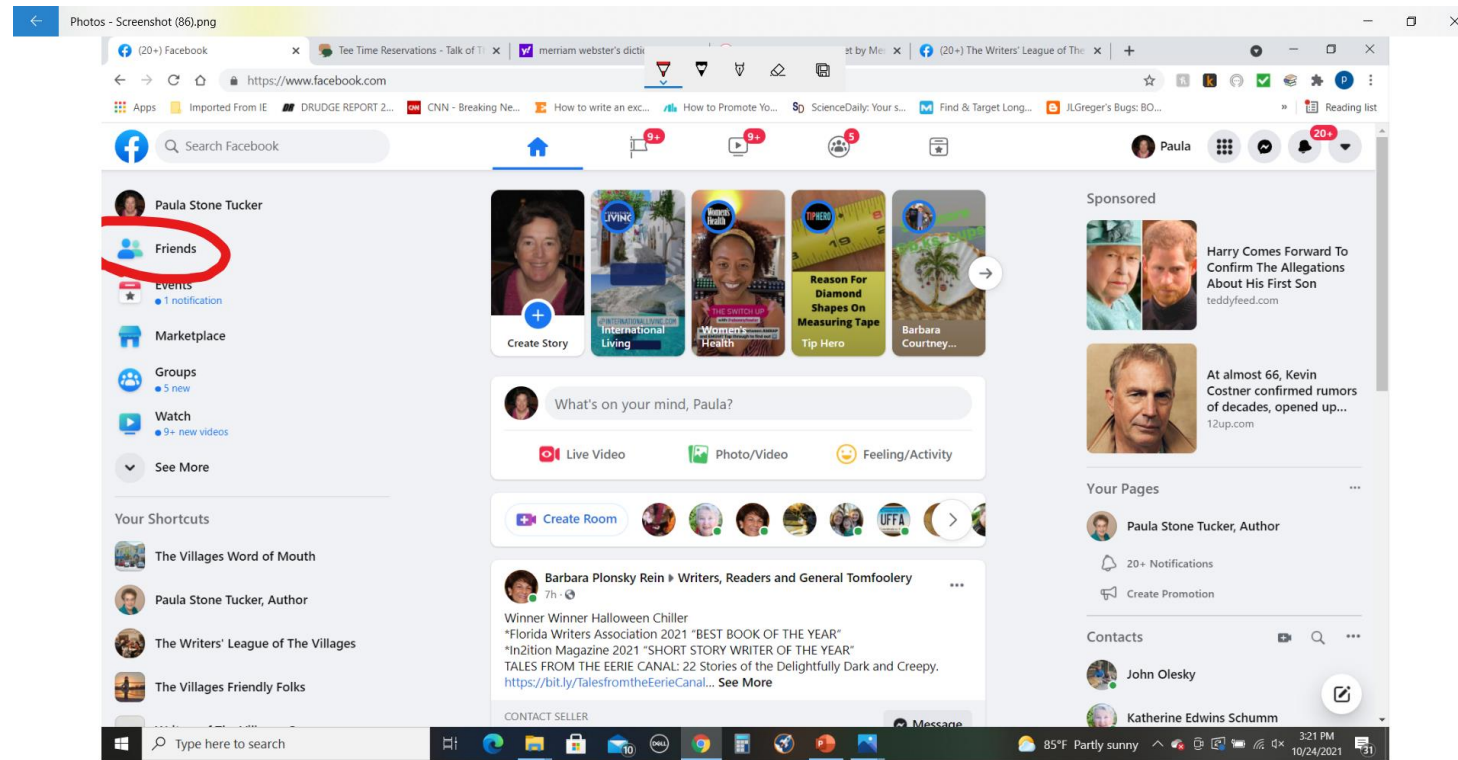
# 13. SHARE YOUR POST WITH FRIENDS, GROUPS, ETC.



# THINGS TO DO RIGHT NOW

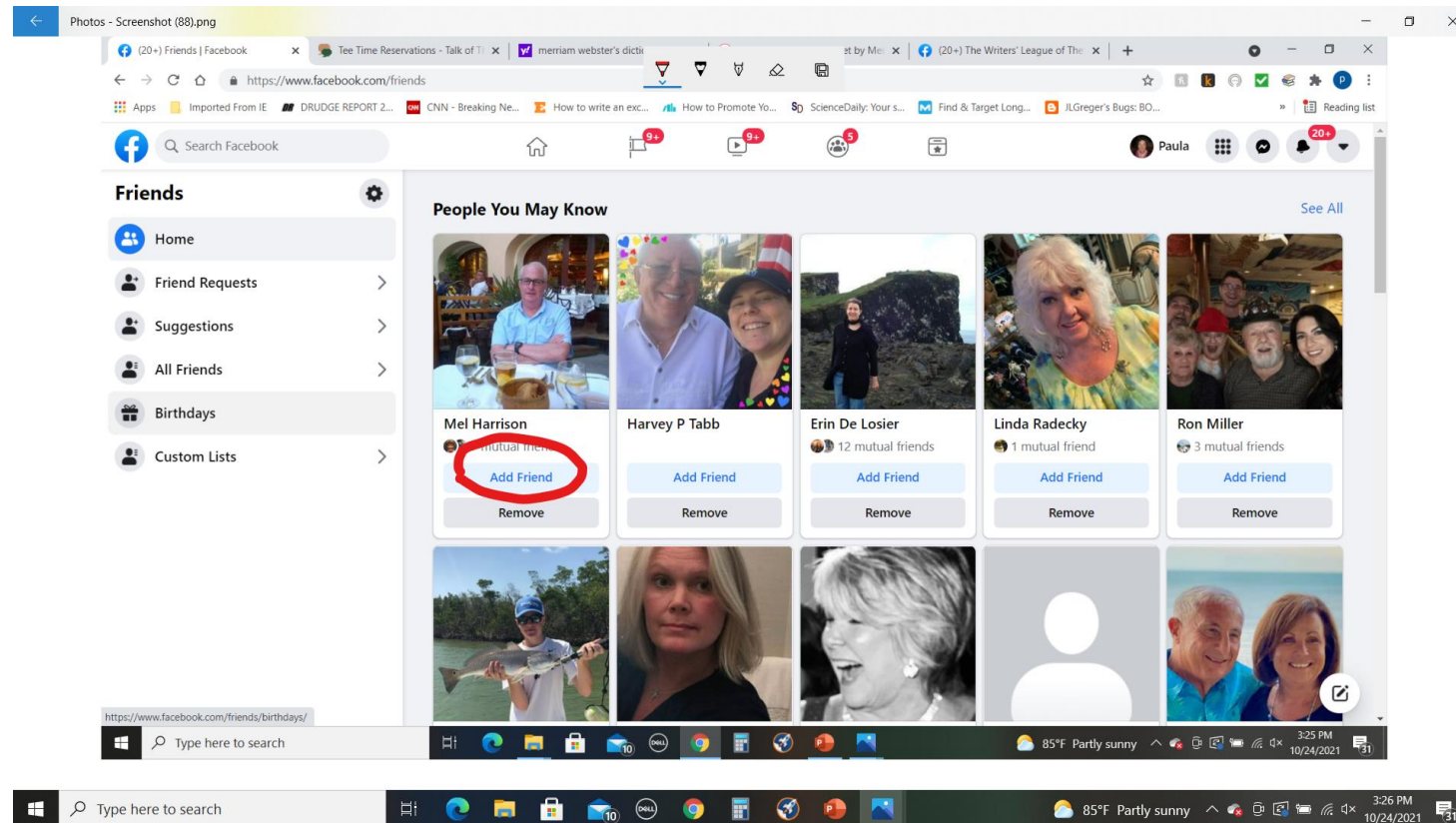
## A. SEND FRIEND REQUESTS TO YOUR VILLAGES FRIENDS

1. CLICK ON "FRIENDS" AT THE LEFT SIDE OF YOUR PAGE

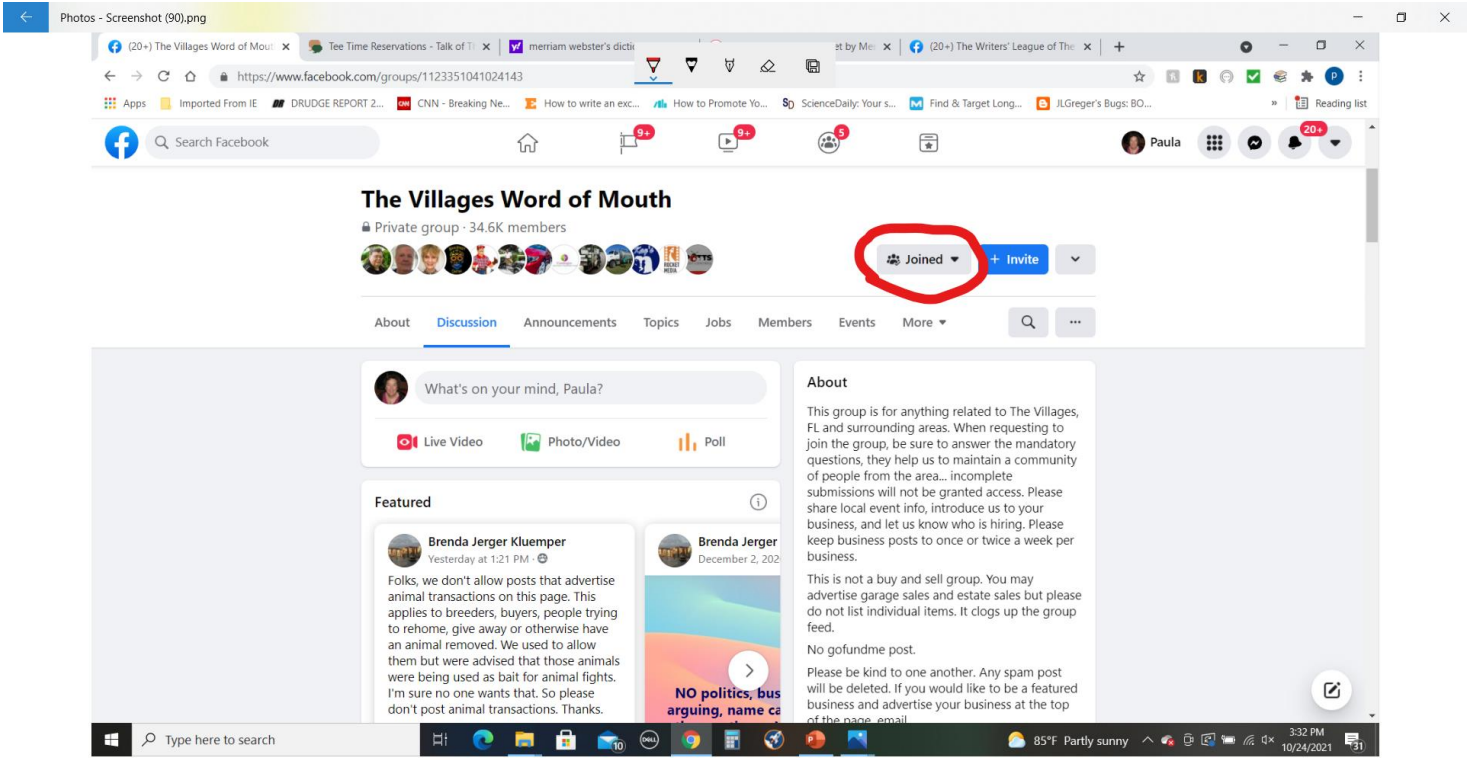




## 2. CLICK ON “ADD FRIEND”



# B. JOIN VILLAGES GROUPS ON FB (LIST AT END OF PRESENTATION)



***CONGRATULATIONS!  
YOU'RE NOW A FB EXPERT!***

***QUESTIONS???***

# ***RESOURCES***

- HOW TO POST A PICTURE TO FACEBOOK:  
<https://www.youtube.com/watch?v=gJzgngZSHrI>
- VILLAGES FB GROUPS:
- The Villages Word of Mouth, The Villages Friendly Folks
- Writers of The Villages Group, The Villages Talk
- Villages Insider, The Writers League of The Villages
- The Villages Network Page, Florida Writers Association
- Florida Writers Foundation