Procedural Documentation on Instagram (User manual)

Instagram is one of the most useful and popular social network nowadays. It is a **content** sharing app that includes both pictures, videos etc available on both Android and I phone. You can share your content with a group of people for different purposes. You can create different type of accounts depending on your need or choice. It also provides a platform for people to earn through **advertisement** of their products, selling products on online shopping stores etc. Nowadays it is on **trend** as it is becoming one of the top social network for raising **awareness** among people.

1. Installation:

Download Instagram from play store for Android and App store for I phone.

2. Creating Account:

Open Instagram, you'll get an option of "Create your account"

a. Enter your Full name.
b. Create a password for your Account with at least 6 letters or numbers.
c. You'll get an option for saving your login info or not. It's up to you.
d. Enter your birthday. It will be private. Nobody will see it. Click Next to continue.
e. Add your username or use Instagram's suggestion. You can change this at any time. It's better to use their suggestion as you can change it later. Click next to continue.
f. Enter your mobile number or sign up with e-mail. Nobody will see it. After entering, click next.
g. Enter the confirmation code that you'll receive on mobile number or e-mail depending on the option you choose. In case if you don't get the confirmation code click on "I didn't get the code". You'll get a new code again. After entering confirmation code click on Next.
h. You'll get "Agree to Instagram's terms and policies". Read all the policies for details. After reading, click "I agree".
i. Add a profile picture or skip. It's up to you.

j. Now, you'll get an option of "Get Facebook suggestions" for finding people you know from Facebook with accounts center. Click on continue to add or skip if you don't want to add. It's up to you.

k. You'll get an option of "Allowing Instagram to access your contacts?" Click Allow if you want to and do not allow if you don't want to.

l. Now your account has been created.

m. Instagram offers three kind of accounts to its users. Your account is by default public. You can categorize it.

- **Public Account:**

     Instagram by default creates your account public. If you want your account to be public then don't change it.

- **Private Account:**

     To switch to private:
  - Go on your profile and click on upper right top corner, click it.
  - Click on "Settings and privacy".
  - Now click on "Account privacy".
  - To switch to private, turn it on.

- **Business Account / Professional Account:**
  - Go on your profile. Click on upper right corner, click it.
  - Click on "Settings and privacy".
  - Now click on "Account type and tools".
  - Click on "switch to professional account".
  - Now you'll get guidelines regarding to your professional account. Read them one by one and click "continue".
  - You'll get an option of "What best describes you?" Choose any option from the suggested ones. Click "Done".

3. Editing Profile:

a. Go on your profile. Click on "Edit Profile".

b. To change your profile picture, click on "Edit picture or avatar".
- Click on "new profile picture".
- Now select from your Gallery on Android and Photos for I phone.
- Click on "Next".
- Click on upper right corner for applying it.

c. To change your name, click on Name, edit it and click on done. You can only change your name twice within 14 days.

d. To add pronouns, click on pronouns.

- Select the language.
- Now add pronouns which you want so that people would refer to you accordingly.
- Below there, there is an option of "Show to Followers only". Click on it to turn it on if you want to show your pronouns to only your followers.
- Now click on right top corner in order to save it.

e. Click on "Bio". Explain what you want to. Below there you'll find an option of adding links.

- Click on "Add link".
  - **i.** There are two options for adding links.
    - To add any URL, click on add external link, give it a title.
    - The other option is "Add Facebook profile". Click on it and add your profile's link.

f. There is an option for Gender. To add, click on it and select one.

g. After editing your profile click on upper right corner to save all changes.

4. Uploading stories:

a. Open the first page of your account.
b. Click on upper left corner to upload your story. You'll find two options.
   - To share it with your all followers:
     - Now select any picture or video from your gallery on Android and photos on I phone.
     - Click on lower left corner on option of "Your story". Your story will be uploaded.
   - To share it with some of your friends but not with all followers click on "Close friends".
     - To edit list of your close friends, Go on you profile.
     - Click on upper right corner.
     - Click on "Close friends" option.
     - Now add your close friends, click "Done".

5. Posting your content:

a. Open the first page of your account.
b. You'll find a plus sign in bottom tab bar. Click on it.
c. To add a **post** click on post option.
  - Select picture from your gallery on Android and photos on I phone.
  - Click on "Next"
  - To apply any filter, choose any filter.
  - Other editing options are in "Edit" option.
  - After editing, click on "Next".
  - To add a caption below your post, click on "Write a caption".
  - To add location, click on "Add location".
  - To tag people on your posts, click on "Tag people".
    - Tap on your post and you'll get a keyboard. Now mention that account you want to tag. Click on right top corner to save it.
    - To invite collaborators for more views, click on "Invite collaborators", invite a collaborator by mentioning their account.
  - To add background music on your post, click on "Add music". Now, choose any song of your choice.
  - To share your post on Facebook, turn the button on.
  - Now click on upper right corner on option of "Share".

d. To add a **reel/video** click on "REEL" option.

  - Select the content of video from your gallery on Android and photos on I phone.
  - Now you'll find multiple options for editing your reel.
    - To add more clips in your Reel, click on "Add clips".
    - To edit speed, timing etc click on "Edit video". You'll find these options there.
    - Click on "Next".
  - To add a caption below your Reel, click on "Write a caption".
      To tag people on your posts, click on "Tag people".
    - Tap on your post and you'll get a keyboard. Now mention that account you want to tag. Click on right top corner to save it.
    - To invite collaborators for more views, click on "Invite collaborators", invite a collaborator by mentioning their account.
  - To add location, click on "Add location".

- In case you don't want to post it or save it for later, click on "Save draft".
- To post your reel click on "Share".

6. Interacting and exploring:

a. To **follow people** for interaction and exploring, go on your explore page, you'll find explore sign on bottom tab bar.

- Search for account that you want to **follow**.
- Tap on option "Follow". If the account that you want to follow is public then you'll not need to request for it, in case the account is private, the icon will show "requested" and when the person on other side will accept it, you'll follow them.

b. To message/voice message someone, **DM** word is used in this app. Go on your first page of account. Click on right top corner.

- Type any account name whom you want to chat with.
- Click on the account. You'll get the inbox. Send them message/voice message. Request will be send to them in their DM requests. If they will accept, you will be able to interact.

c. To **call/video** call your friend, go in DM's.

- Click on your friend's inbox. On upper right corner, you'll find options to call/video call your friend.

d. To come **Live**, Go on the first page of your account.

- Click on "Your story".
- You'll find an option of "LIVE"

7. Limiting your interaction with some people:

a. To **block** people who you want to, Go on their account.
- Click on the upper right corner on the option of three horizontal dots.
- You'll find option of "Block". Click on it.

b. To **report** people, who are posting some spam things, spreading hate towards any religion, spreading false news and beliefs, go on their account.

- Click on the upper right corner on the option of three horizontal dots.
- You'll find option of "Report". Click on it.

- You will have to give reason of reporting according to guidelines of Instagram.

c. To **restrict** some accounts go on their account.

- Click on the upper right corner on the option of three horizontal dots.
- You'll find option of "Restrict". Click on it.

d. To **restrict** someone's **DM**, go in their inbox.

- Click on their id name from inbox.
- Click on three vertical dots given there as option.
- Click on the option "restrict". Now they will no longer be in your DM's. Instagram will not let them know this. Your chat will be in DM request.

8. Changing password:

- To change your password, go on your profile.
- Click on upper right corner on option of three horizontal lines.
- Tap on "settings and privacy".
- Tap on "Accounts center".
- Tap on "Password and security".
- Click on "Change your password".
- Give your current password, type your new password, re type and click on "Change password".

9. Deleting, Temporarily deactivating account:

- To **delete** account, go on your profile page.
    - i. Click on the upper right corner on option of three vertical lines.
    - ii. Go on option of "Settings and privacy".
    - iii. Click on "Accounts center".
    - iv. Click on "Personal details".
    - v. Click on "Account ownership and control".
    - vi. There you'll find option of "Deactivation or deletion".
    - vii. Give reason for deletion.
    - viii. Give your username and password.
    - ix. You can download your data from option of "download data".

x. Then Instagram will give you a date of deletion of your account, until then you can request for getting your account back in case you change your mind.

- To **deactivate** account, go on your profile page.

i. Click on the upper right corner on option of three vertical lines.

ii. Go on option of "Settings and privacy".

iii. Click on "Accounts center".

iv. Click on "Personal details".

v. Click on "Account ownership and control".

vi. There you'll find option of "Deactivation or deletion".

vii. Give reason for deactivating, your account will be deactivated until you login again.