



Facebook

Create a post on Facebook

Quick Start Guide

Version 1.0

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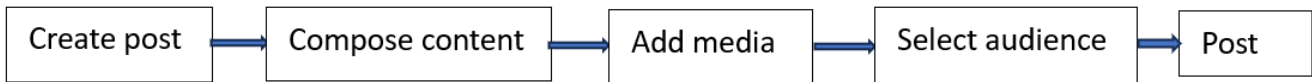
Overview

Facebook launched in February 2004 as a school-based social network at Harvard University. Mark Zuckerberg and Eduardo Saverin, both students at the time, created the platform

Purpose to creating a post

- Share updates, thoughts, or announcements
- Upload media such as photos and videos
- Engage with friends, groups, or page followers
- Promote events, links, or business content

Flow to create a post



Purpose of this guide

This guide explains how to create a post on Facebook and how to attach different media options for your post.

Prerequisites

- A phone with Facebook application or computer with a web browser installed.
- A registered email address or phone number and password.

Create a post

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1. Log in to your Facebook account.
 2. After you log in, home page appears. You see posts from friends, family, and the pages you follow.
 3. Before you post, choose your audience.
- Select the audience selector drop-down below your name on the **Create Post** screen.
 - **Friends:** Share your post with all your friends.
 - **Friends except:** Exclude specific people.
 - **Specific friends:** Share only with chosen people.
 - **Close friends:** Create a custom audience by including or excluding specific groups or individuals

Create post using mobile application

Create your own post by logging in to mobile application and follow below steps.

Post a text message

You can share text as your post.

1. On your home screen, select **What's on your mind?** at the top.
 - Or, open the **Menu** (three-line icon), select your profile picture, scroll down, and select **What's on your mind?**.
 - Or, from your profile page, scroll down and select **What's on your mind?**.
2. Type your text.
3. Select **Post**.

Your post now appears on your home screen.

Change the background of a text message

You can set background colours for your text message.

1. Select **What's on your mind?**, then select **Background colour**
2. Choose a background colour. Select six dots on right pane to see more colours.
3. Select **Next**, then **POST**.

Your text post is now shared with a background color.

Share an image

You can attach photos to your post.

1. Select **What's on your mind?** and choose **Photo/video**.
2. Browse and upload image from your device gallery.
3. Select **Next**.
4. To add more images, select **Add More** on below pane.
5. (Optional) Enter text in **Say something about this photo..**
6. Select **POST**.

Your image post is now shared.

Share a video

You can attach videos to your post.

1. Select **What's on your mind?** and choose **Photo/video**.
2. Select and upload a video from your device gallery.
3. Select **Next**.
4. To add more videos, select **Add More** on below pane.
5. (Optional) Enter text in **Say something about this photo..**
6. Select **POST**.

Your video post is now shared.

Share Photo/videos using Camera

You can attach photos and videos to your post by instant capture.

1. Select **What's on your mind?** and choose **Camera**.
2. Allow camera access.
3. Capture a photo or video, then select **DONE**.
4. To add more photos or video, select **Add More** on below pane.
5. (Optional) Enter text in **Say something about this photo..** (optional).
6. Select **POST**.

Your captured Photo or video is now shared.

Share Feeling/activity

You express how you are feeling or what you are doing by selecting on emojis and activity images.

1. Select **What's on your mind?** and choose **Feeling/activity**.
2. Select an emoji.
3. Go to the **ACTIVITIES** tab and select an activity, or by search for one.
4. Select **POST**.

Your feeling or activity is now shared.

Share Check in

You post your location. Useful for businesses or when you are sharing photos of places you have visited.

1. Select **What's on your mind?** and choose **Check in**.
2. Search for a location or select one from the list.
3. Select **POST**.

Your location is now shared.

Share GIF

You post GIF images.

1. Select **What's on your mind?** and choose **GIF**.
2. Search for a GIF or select one from the list.
3. (Optional) Enter text in **Say something about this photo**.
4. Select **POST**.

Your GIF is now shared.

Share Life event

Share and remember important moments from your life.

1. Select **What's on your mind?** and choose **Life event**.
2. Select a category.
3. Enter the title and complete the fields on the screen.
4. (Optional) Add photos or videos.
5. Select **NEXT**, then **POST**.

Your life event is now shared.

Share Music

You can share music.

1. Select **What's on your mind?** and choose **Music**.
2. Search for a song or select one from the list.
3. Select **Done**, then **POST**.

Your music is now shared.

Tag friends in a post

Tag friends in your text posts, photos, videos, life events, activities, or check-ins. When you tag someone, they receive a notification. Tagging also adds context to the post by involving people.

1. Select **What's on your mind?**.
2. Type your text and (optional) attach media.
3. Select **Tag people**.
4. Choose from the suggested people, or search for people.
5. Select **POST**. Your post is now shared with tagged audience.

Share Live video

You can share Live video.

1. Choose one of the following:
 - Select **What's on your mind?** and choose **Live video**.
 - Open the Menu (top right), select your profile, scroll down, and select **Live**.
 - From your profile (left pane), scroll down and select **Live**.

2. Allow camera and microphone access.
3. Add details:
 - Write a description.
 - Choose your audience.
 - (Optional) Tag people, add a location, or select a feeling/activity.
4. Select **Go Live** to start broadcasting.
5. When finished select **Finish**, then **Done**.

Your live video is now posted on your home screen.

Post using web browser

Create your own post by logging in to web browser and follow below steps.

Post text message

You can share text as your post.

1. On your home page, select **What's on your mind?** at the top.
 - Or, open the Menu (three-line icon), select your profile picture, scroll down, and select **What's on your mind?**.
 - Or, select your profile picture on the top-right pane, choose your user name, scroll down, and select **What's on your mind?**.
 - Or, select your profile picture on the top-left pane and locate **What's on your mind?**.
2. Type your text.
3. Select **Post**. Your text post now appears on your home page.

Change the background of a text message

You can set background colours for your text message(optional)

1. Select **What's on your mind?**, then select the small square (Aa) on the left pane.
 2. Choose a background color. Select the four dots on the right pane to see more colors.
 3. Select **POST**.
- Your text post is now shared with a background color.

Share an image

1. Select one of the following:
 - What's on your mind? → Photo/video.
 - Photo/video below What's on your mind? on the Home page
2. Upload an image from your device.
3. Select **Next**.
4. (Optional) Select Add More to upload more images.
5. (Optional) Enter text in **Say something about this photo...**
6. Select Post. Your image is now shared.

Share an video

You can attach video to your post.

1. Choose one of the following:

- Select **What's on your mind?** and choose Photo/video.
- Or, select Photo/video below **What's on your mind?** on the home page.

2. Upload a video from your device.

3. Select **Next**.

4. To add more videos, select Add More.

5. (Optional) Enter text in **Say something about this video....**

6. Select Post. Your video is now shared.

Share Feeling/activity

You express how you are feeling or what you are doing by selecting on emojis and activity images.

1. Choose one of the following:

- Select **What's on your mind?** and choose Feeling/activity.
- Or, select Feeling/activity below **What's on your mind?** on the home page.

2. Select an emoji.

3. Go to the **Activities** tab and select an activity, or search for one.

4. Select Post. Your feeling or activity is now shared.

Share Check in

You post your location. Useful for businesses or when you are sharing photos of places you have visited.

1. Select **What's on your mind?** and choose **Check in**.

2. Search for a location or select one from the list.

3. Select **POST**.

Your location is now shared.

Share GIF

You post GIF images.

1. Select **What's on your mind?** and choose **GIF**.

2. Search for a GIF or select one from the list.

3. (Optional) Enter text in **What's on your mind?**.

4. Select **POST**.

Your GIF image is now shared.

Share Life event

Share and remember important moments from your life.

1. Select **What's on your mind?**.

2. Select the three dots on right pane and select **Life event**.

3. Select a category.

4. Enter the title and complete the fields on the screen.

5. (Optional) Add photos or videos.

6. Select **DONE**, then **POST**.

Your life event is now shared.

Share Live video

You can share Live video.

1. To share **Live video** choose one the following:
 - Select **What's on your mind?** and choose **Live video**.
 - Select **Live video** below **What's on your mind?** on the home page.
2. Select a video source as **Webcam** or **Streaming software** (OBS, Streamlabs)
3. On left pane,select **Go Live**.
4. Enter a title in **Add title**
5. Check your camera/microphone preview.
6. Select **Go Live** to start streaming.
7. When finished, select **End Live Video**.

Your recording is saved and shared on your home page.

Tag friends in a post

Tag friends in your text posts, photos, videos, life events, activities, or check-ins. When you tag someone, they receive a notification. Tagging also adds context to the post by involving people.

1. Select **What's on your mind?**.
2. Type your text, choose your media files to attach or upload.
3. Select **Tag people**.
4. Choose from the list, or search for people.
5. Select **POST**. Your post is now shared with tagged audience.

Frequently Asked Questions

Can I edit or delete a post after publishing?

- **Edit:** Select the three dots (...) on your post, then choose Edit post.
- **Delete:** Select the three dots (...) → Move to trash

How do I check post-performance?

- **On personal profiles:** You can only see likes, shares, and comments.
- **On Pages:** Use Facebook insights to view reach, engagement and audience statistics.

Troubleshooting

Issue 1: My post is not publishing.

- Check your internet connection.
- Refresh the page or app.
- Try posting from another device or browser.

Issue 2: The app crashes when I try to post.

- Update the application from google play(or App Store)
- Reinstall the app.

- Restart your device.

Best Practices

- Use 1-3 relevant hashtags.
- Keep your color scheme clean and consistent.
- Use simple and direct language.
- Limit posts for about 1-3 short sentences.