



Facebook

Create a post on Facebook

Quick Start Guide

Version 1.0

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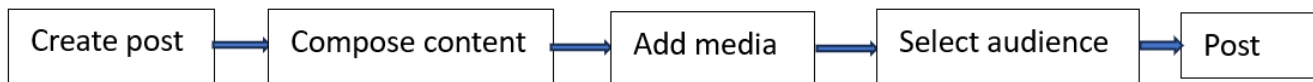
Overview

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

Purpose to create 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 helps you to understand how to create a post on Facebook. It also helps you to understand how to attach different media options for your post.

Prerequisites

- Phone or computer with a web browser and application installed.
- Registered email or phone number and password.

Create a post

You need to log in to your Facebook account. After you are logged in, you are directed to news feed where you can view posts from friends, family, and pages that you follow.

Before posting choose your audience.

1. Below your name, select the audience selector drop-down on **Create post** screen.
 - **Friends:** Anyone can see your post.
 - **Friends except:** Exclude specific people.
 - **Specific friends:** Share only with chosen people.
 - **Close friends:** You can create a custom audience by specifying which groups or individuals you want to exclude or include.

Post using application on mobile

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

Post text message

You can only share text as your post.

To create a text post, do one of the following:

1. On your home screen, locate **What's on your mind?** at the top of the screen.
2. From the Menu (three-line icon on the right pane).
 - Select your profile picture.
 - Scroll down and locate **What's on your mind?**
3. From your home page.
 - Select your profile picture.
 - Scroll down and locate **What's on your mind?**
4. Type the text in **What's on your mind?**
5. Select **POST**.

Your post now appears on 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?** and then select **Background colour**
2. Choose background colours for your text. Select six dots on right pane for few more colours.
3. Select **Next** and **POST**.

Your post is now shared.

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 few more images, select **Add More** on below pane.
5. Type your text in **Say something about this photo..** (optional).
6. Select **POST**.

Your image is now shared.

Share an video

You can attach videos to your post.

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

Your video 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 photo or video instantly and select **DONE**.
4. To add few more photos/video,select **Add More** on below pane.
5. Type your text in **Say something about this photo..** (optional).
6. Select **POST**.

Your captured Photo/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. Choose emojis.
3. Goto **ACTIVITIES** tab and select images that are displayed or by searching in search bar.
4. Select **POST**.

Your activity images 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 the place in search bar or select from places that is displayed.
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 the image in search bar or select from images that is displayed.
3. If you want to text you can type in **Say something about this photo**.
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?** and choose **Life event**.
2. Select a category.
3. Enter the title and complete the other fields on the screen.
4. If you want, you can add photos or videos.
5. Select **NEXT** and **POST**.

Your event is now shared.

Share Music

You can share music.

1. Select **What's on your mind?** and choose **Music**.
2. Search the music in search bar or select from files that is displayed.
3. Select **Done** and **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, choose your media files to attach or upload.
3. Select **Tag people**.
4. Choose from the people displayed, or search for someone in the search bar.
5. Select **POST**. Your post is now shared with tagged audience.

Share Live video

You can share Live video.

1. Select **What's on your mind?** and choose **Live video**.
2. Allow camera and microphone access.

3. Add details:
 - Write description
 - Choose your audience
 - Tag people, add location or Feeling/activity (optional)
4. Select **Go Live** to start broadcasting.
5. When finished select **Finish** and **Done**.
Video will be 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 only share text as your post.

To create a text post, do one of the following:


1. On your home page, locate **What's on your mind?** at the top of the page.
2. From the Menu (three-line icon on the right pane).
 - Select your profile picture.
 - Scroll down and locate **What's on your mind?**.
3. Select the profile picture on top right pane.
 - Select your user name.
 - Scroll down and locate **What's on your mind?**.
4. Select the profile picture on top left pane and locate **What's on your mind?**.
5. Select **POST**.

Your post now appears on 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?** and then select a small square on left pane with text Aa.
2. Choose background colours for your text. Select four dots on right pane for few more colours.
3. Select **POST**.

Your post is now shared.

Share an image

You can attach photos to your post.

1. To share image choose one the following:
 - Select **What's on your mind?** and choose **Photo/video..**
 - Select **Photo/video** below **What's on your mind?** on the home page.
2. Browse and upload image from your device gallery.
3. Select **Next**.
4. To add few more images, select **Add More** on below pane.
5. Type your text in **Say something about this photo..** (optional).
6. Select **POST**.

Your image is now shared.

Share an video

You can attach video to your post.

1. To share image choose one the following:
 - Select **What's on your mind?** and choose **Photo/video..**
 - Select **Photo/video** below **What's on your mind?** on the home page.
2. Browse and upload video from your device gallery.
3. Select **Next**.
4. To add few more images, select **Add More** on below pane.
5. Type your text in **Say something about this photo..** (optional).
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. To share image choose one the following:
 - Select **What's on your mind?** and choose **Feeling/activity**.
 - Select **Feeling/activity** below **What's on your mind?** on the home page.
2. Choose emojis.
3. Goto **ACTIVITIES** tab and select images that are displayed or by searching in search bar.
4. Select **POST**.

Your activity images are 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 the place in search bar or select from places that is displayed.
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 the image in search bar or select from images that is displayed.
3. Type in **What's on your mind?**(optional).
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. Choose three dots on right pane and select **Life event**.
3. Select a category.
4. Enter the title and complete the other fields on the screen.
5. You can add **Photos/Videos**(optional).

6. Select **DONE** and **POST**.

Your 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** if you are using OBS, Streamlabs)
3. Select **Go Live** on left pane
4. Type in **Add title**
5. Check your camera/microphone preview.
6. Select **Go Live** to start streaming.
7. When finished, select **End Live Video**.

The 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 people displayed, or search for someone in the search bar.
5. Select **POST**. Your post is now shared with tagged audience.

Frequently Asked Questions

Can I edit or delete a post after publishing?

Yes

- 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 stats.

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.
- Reinstall the app.
- Restart your device.

Best Practices

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