

Quick Start Guide: Creating a Facebook Post

This guide provides step-by-step instructions to create and publish a Facebook post using your profile on your web browser.

Prerequisites

- You must have an active Facebook account
- You must have logged in to your account

Steps

For creating a Facebook post,

1. On your Facebook **Home** tab, on the top left corner, next to your profile picture, click the **What's on your mind?** text area.
2. A new **Create post** window opens. In the **What's on your mind?** text area, type the content of your post.
3. Below the text area, use the **Add to your post** section to add additional content. Optionally, click on that section to see additional options to add to your post. Some of the content options are listed below.
 - Photo/video: Click the green **Photo/video** icon, to add photos or videos from your computer.
 - Tag people: Click the blue **Tag people** icon, to tag your friends in the post.
 - Feeling/activity: Click the yellow **Feeling/activity** icon to share what you are feeling or doing.
 - Check in: Click the orange **Check in** icon to search and add your location to the post.
 - GIF: Click the teal **GIF** icon to select and add a GIF (Graphics Interface Format) to your post.
4. Select your audience: Below your profile picture, click the dropdown that lets you select your audience who can view your post. You can select from multiple options like **Friends**, **Public** (default option), **Custom** and others.
 - Goal: inform, invite, or promote. Audience: Public / Friends / Group / Page.
5. Click the blue **Post** button to publish your post.
6. After you publish the post, you can manage it by clicking the three dots (...) next to your post.