

Creating a post on Facebook

Quick Start Guide

Version no: 1.0

Copyright@

Table of Contents

Overview.....	4
Understanding post audience	4
Creating a post on Android	4
Creating a post on iOS	5
Creating a post on web	6
Reference	7
Appendix.....	8

Overview

Creating a post on Facebook allows you to share updates, photos, videos, links, and other content with your friends, followers, or the public.

The process of creating a post can vary slightly on the device, such as Android, iOS, or web. But the basic steps involve,

- Composing your message.
- (Optional) Adding media or tags.
- Choosing your audience.
- Publishing the post to your timeline or page.

Prerequisites

- A smart device such as mobile phone, laptop, or desktop.
- Good internet connection.
- Allow access to your Camera roll and media files.

Understanding post audience

Facebook allows you to select the audience for each specific post from the following options:

- **Public:** Anyone on or off Facebook can see the post.
- **Friends:** Your friends on Facebook can see the post.
- **Friends except...:** Don't show the post to some friends.
- **Specific friends:** Only selected friends from Facebook can see the post.
- **Only me:** Only you can see the post.
- **Close friends:** Your custom list can see the post.

Your post is visible in Feed, on your profile, and in search results.

Creating a post on Android

Facebook allows you to easily create and share posts directly from **Facebook** app in your android mobile.

To create,

1. On your Android mobile, open **Facebook**.
2. On the home screen, select one of the following options to open **Create post** section.
 - **Post Creation Box**
 - **+ icon**
3. (Optional) In the text column of the **Create post** section, select the **Text language** icon to change language of your text.
4. On the **Create post** section, perform the following actions to edit post:
 - Select **Photo/video** to add photos or videos from your Gallery or Camera.
 - Select **Tag people** to identify and connect other users involved in your post.
 - Select **Feelings/activity** to indicate "How are you feeling?" or "What are you doing?".
 - Select **Check in** to add location to your post.

- Select **Live video** to go live on your Facebook account.
 - Select the **Background color** icon to choose background from the suggested list.
 - Select **Camera** to capture a photo or video, edit, or add effects for the post.
 - Select **GIF** to search GIFs across apps and add to the post.
 - Select **Life event** to create Life events and add to the post.
 - Select **Music** to add music to the post.
 - Select **Get calls** to add your Phone number and country code in your post.
5. On the **Create post** section, perform the following actions to personalize your post:
- Select the **Audience Selector** icon to choose who can see your post. For more information, see [Selecting your post audience](#).
 - Select **+ Album** to create new album or select existing album to the post.
 - Select the **Share to Instagram Toggle** to switch on/off automatic sharing to Instagram.
 - Select the **Crosspost to Threads Toggle** to share to Threads.
 - Select the **AI label Toggle** to add AI Label to the post.
6. On the top right corner of the **Create post** section, select **Post** to share your content on Facebook.

The post is now published on your timeline and visible to your selected audience.

Creating a post on iOS

Facebook allows you to easily create and share posts directly from **Facebook** app in your iPhone.

To create,

1. On your iPhone, open **Facebook**.
2. On the home screen, select one of the following options to open **Create post** section.
 - **Post Creation Box**
 - **+ icon**
3. On the **Create post** section, perform the following actions to edit your post:
 - Select **Photo/video** to add photos or videos from your Gallery or Camera.
 - Select **Tag people** to identify and connect other users involved in the post.
 - Select **Feelings/activity** to indicate “How are you feeling?” or “What are you doing?”.
 - Select **Check in** to add location to the post.
 - Select **Live video** to start broadcasting live on your Facebook account.
 - Select the **Background color** icon to choose background from the suggested list.
 - Select **Camera** to capture a photo or video, edit, or add effects for the post.
 - Select **GIF** to search GIFs across apps and add to the post.
 - Select **Life event** to create Life events and add to the post.
 - Select **Music** to add music to the post.
 - Select **Tag event** to associate your post with an event.
 - Select **AI images** to generate images using artificial intelligence directly within Facebook.
4. On the **Create post** section, perform the following actions to personalize your post:
 - Select the **Audience Selector** icon to choose who can see your post. For more information, see [Selecting your post audience](#).
 - Select **+ Album** to create new album or select existing album to the post.

- Select the **Share to Instagram Toggle** to switch on/off automatic sharing to Instagram.
 - Select the **Crosspost to Threads Toggle** to share to Threads.
 - Select the **AI label Toggle** to add AI Label to the post.
5. On the top right corner of the **Create post** section, select **Post** to share your content on Facebook.

The post is now published on your timeline and visible to your selected audience.

Creating a post on web

Facebook allows you to access Facebook through a web browser of your smart device to create a post.

To create,

1. On the browser screen, open facebook.com.
2. Perform any of the following actions to open **Create post** section:
 - On the top of the Facebook page, select **Post Creation Box**.
 - On the top right corner of the home screen, select **Menu → Post**.
 - On the Left pane of the home screen, select the **Profile icon → Post Creation Box**.
3. On the **Create post** section, Select the **Post audience** icon to choose your audience. For more information, see [Selecting your post audience](#).
4. In the **Add to your post** column of the **Create post** section, perform the following actions to edit your post:
 - Select the **Background** icon to change background of the post.
 - Select the **Emoji** icon to add emojis to the post.
 - Select **Photo/video** to add photos and videos in the post.
 - Select **Tag people** to identify and connect other users involved in your post.
 - Select **Feelings/activity** to indicate “How are you feeling?” or “What are you doing?”.
 - Select **Check in** to add location to the post.
 - Select **GIF** to search GIFs across apps and add to the post.
 - Select **Live video** to start broadcasting live on your Facebook account.
 - Select **Life event** to create Life events and add to the post.
5. At the bottom of the **Create post** section, select **Post** to publish the post on your Facebook page.

The post is now published on your timeline and visible to your selected audience.

Reference

Appendix