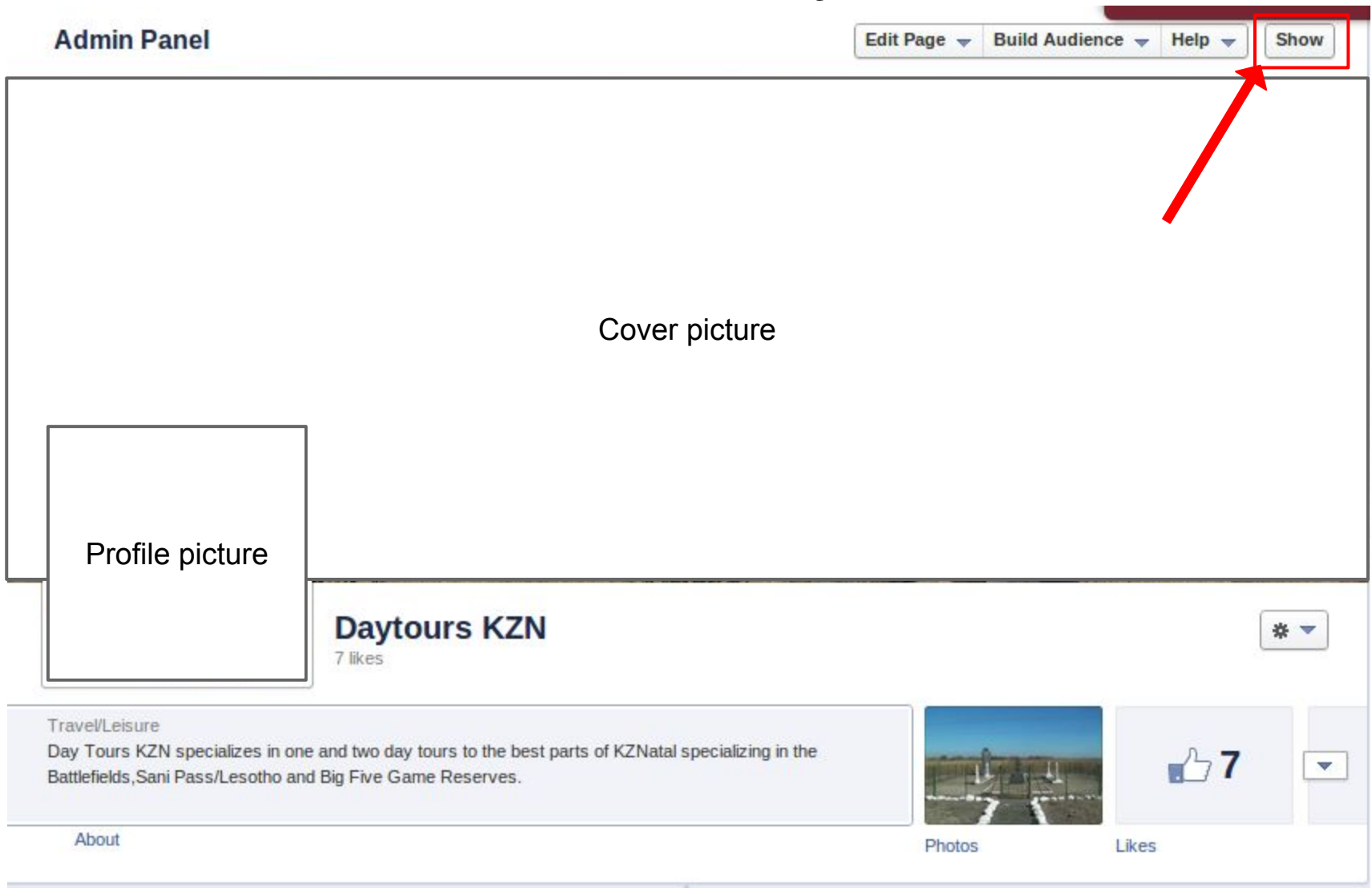


Facebook Page Guide

This guide covers the use of Facebook pages.

Facebook Page













The Facebook Page as seen by others. Click "Show" to see the full Admin Panel.

Facebook Page Admin Panel

Admin Panel

Edit Page ▾Build Audience ▾Help ▾Hide

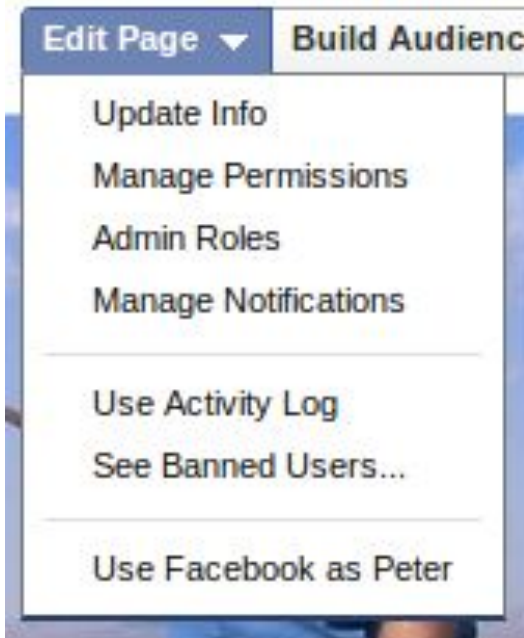
Notifications See All	Messages See All
 <p>You have no new notifications</p> <p> Share something on your Page</p>	 <p>No new messages.</p> <p>When you get a new message, it will appear right here. To turn messages off, uncheck the box next to the Messages option in your admin settings.</p>
New Likes See All	Insights
 <p>No new likes</p> <p> Invite Email Contacts</p>	 <p>You need 23 more likes on your Page to get access to insights about your activity.</p> <p>7 likes</p>
	Invite Friends
	 Friend 1 Invite ×
	 Friend 2 Invite ×
	 Friend 3 Invite ×
	 Friend 4 Invite ×

This is the Admin Panel of a Facebook page.

This portion of the page is only viewable by people who are authorized administrators.

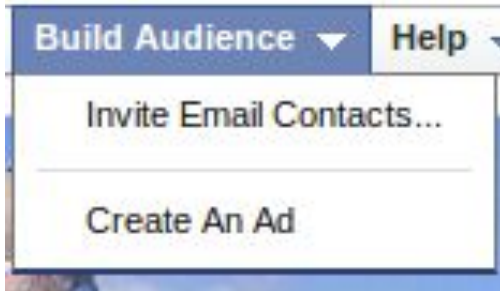
Admin Panel - Edit Page Menu

The Edit Page menu is for changing the core information of a Facebook Page. The options are listed below.



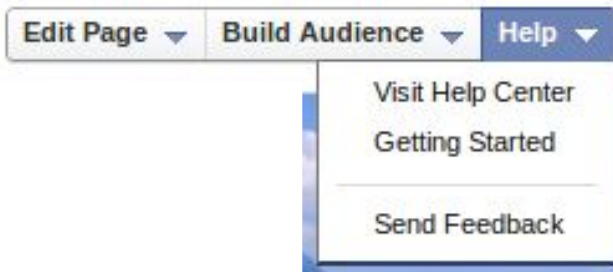
- Update Info - Information like page name, address, phone no. etc.
- Manage Permissions - manage what other users can do
- Admin Roles - assign administrators and what they can do
- Manage Notifications - should you get notified when someone comments or posts something on your page?
- Use Activity Log - what's been happening on your page
- See Banned Users... - who has been blocked from accessing the page
- Use Facebook as **YOU** - when viewing your page, the default is to post as the page, this option allows you to switch back to your personal profile when posting

Admin Panel - Build Audience Menu



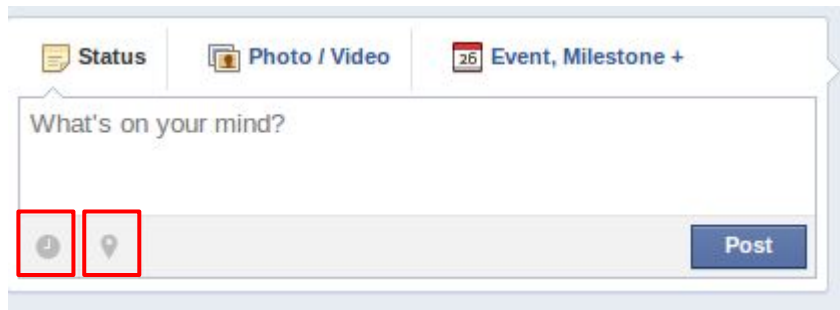
- Invite Email Contacts - send email to your email contacts and invite them to like your page
- Create An Ad - create an advertisement to be shown on Facebook

Admin Panel - Help Menu



- Visit Help Center - go to Facebook's help pages
- Getting Started - Facebook's guide to using pages
- Send Feedback - send feedback to Facebook

Update Status

A screenshot of a social media status update interface. At the top, there are three tabs: 'Status' (selected), 'Photo / Video', and 'Event, Milestone +'. Below the tabs is a text input area with the placeholder text 'What's on your mind?'. At the bottom left of the input area, there are two small gray buttons: a clock icon and a location pin icon, both highlighted with red squares. At the bottom right of the input area is a blue 'Post' button.

The Status box is for adding a status update to your page.

A status update is usually one of the following:

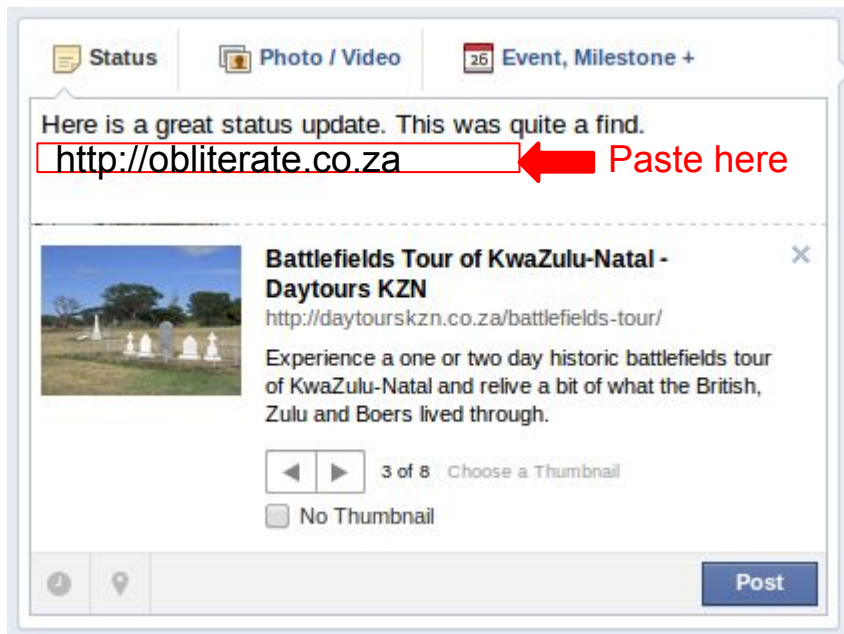
- text only - eg. "Just had awesome time at X with Y and Z. Thanks guys."
- text plus link - eg. "These website guys rock. <http://obliterate.co.za> "

Two gray buttons at the bottom left:

- clock - set a time when this status update will show eg, tomorrow, 9am.
- location - set the location where this status takes place

Click the "Post" button to update the status.

Status Update with Link

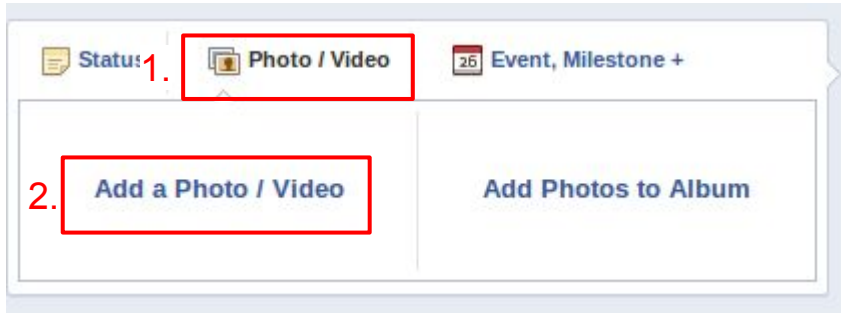


Go to the page on the website you want to share. Copy the URL as shown above. Ctrl+L, then Ctrl+C to copy, then Ctrl+V to paste into the status update.

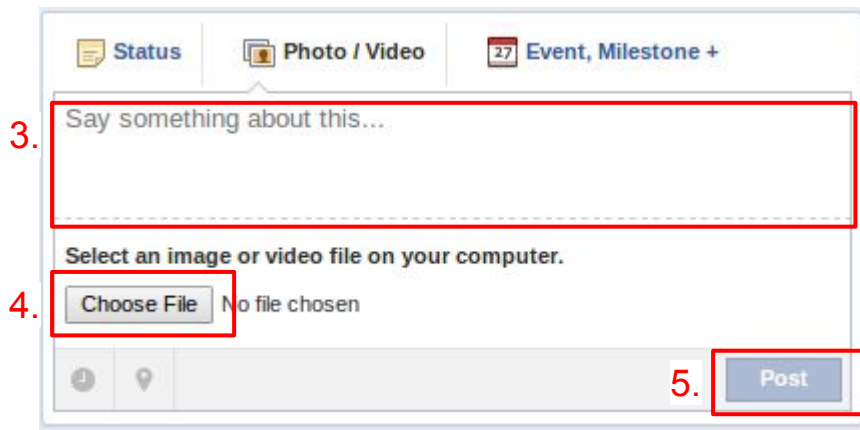
When updating your status with a link, Facebook takes an excerpt and image from the page that's linked to.

You can select the image you'd like to be shown using the < and > arrows. Or remove the image completely from the preview by selecting "No Thumbnail".

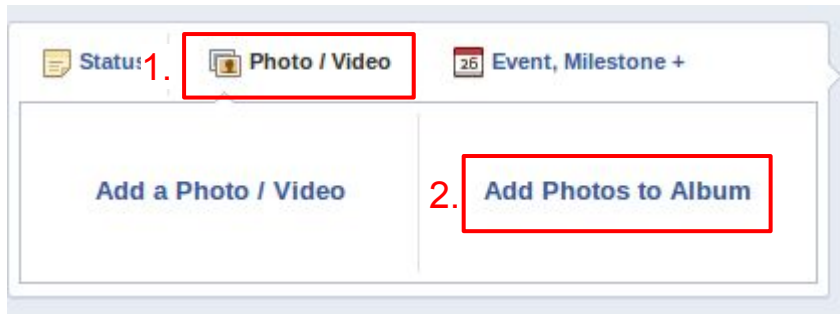
Add a Photo or Video



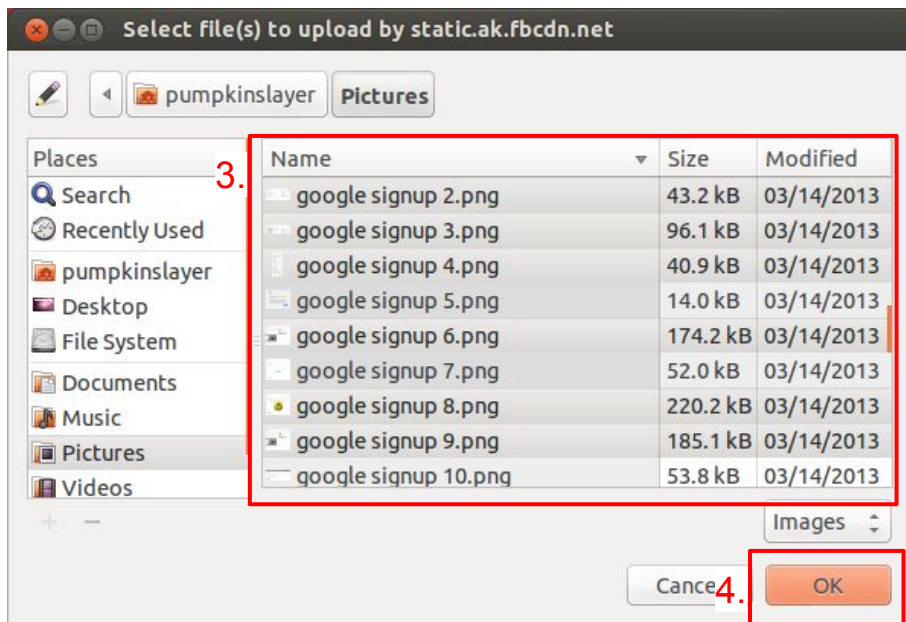
1. Click "Photo / Video"
2. Click "Add a Photo / Video"
3. Write a brief snippet about the picture or video.
4. Choose the file to upload from your computer.
5. Click "Post" to update your status.



Add a Photo Album (1 of 3)



1. Click "Photo / Video"
2. Click "Add Photos to Album"
3. Select all the photos you want to upload (Note: you will have the option to upload more before creating the album)
4. Click "OK" to continue.



Add a Photo Album (2 of 3)

[illegible]

The album upload page lets you add comments, locations and people to the photos in the album.

These details can be added to the album as a whole, and to the individual pictures.

Details are covered in the following pages.

Add a Photo Album (3 of 3)

1.

2.

3.

4.

1. Name the album
2. Describe the album
3. Add the location the pictures were taken
4. Add the date the pictures were taken
5. Add description to individual pictures
6. Tag people in the picture
7. (Optional) Add more photos
8. Click "Post Photos" to complete the photo upload and publish the album

5.

6.

7. ☐ High Quality

8.

