social media 101

HOW TO MAKE A POST

OPEN your *Facebook* or Instagram and click the **+** symbol or *"Create Post"* option.

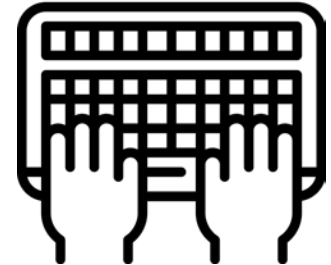**SELECT** the photo or video from your camera roll you want to post.

ADJUST the size and add any image filters or music you like.

You can **ADD** the location and **TAG** the people in the photo you're posting. To tag someone's account, you'll need to know what their handle, or name, is on that social platform and type *"@"* followed by their handle without any spaces.

WRITE your caption. Be sure to not reveal personal information or go over the designated character limit for that social media platform. Consider including *hashtags*, which are a way to catalog and find that topic. To make a hashtag, type the *"#"* symbol followed by the desired word or phrase without any spaces.

When satisfied with your post, **HIT** the *"post"* or *"share"* option.

To make a *story*, which is a limited 24-hour post, you will **SELECT** your profile image to create your story, then basically follow steps 2-6 from above, along with option to make your post public to the world or private to only those who follow you.

👁️ HOW TO VIEW A POST

For regular posts, you go to the home screen and scroll up and down, but for stories, you go to the home screen, look at the top row of circular profiles, and scroll left and right to click whichever you want to view.

💬 HOW T0 COMMENT ON A POST

Select the *"Comment"* or *"Reply"* option and type your comment.

NOTE: Comments are public, so be aware you are not sending a private message.

➡️ HOW T0 SHARE A POST

If you see a post you'd like to share with someone, click the arrow button and type in the handle of the person you want to send it to, along with whatever private message you'd like to include. You'll be able to have private conversations with your mutuals in your direct messages, or DMs.