



Tips for Tech Savvy Seniors

Introduction to Social Media

Advanced Guide: Part 3

Now you've set up Google, Facebook and Twitter accounts, it's time to make the most of them. Social media offers the perfect way to share your photos and videos with family, friends and the whole world, as well as see other people's photos and videos.

Uploading a single photo/video to Facebook

Facebook allows you to upload photos or videos, and lets you decide who can see them.

- Start by going to **www.facebook.com** and logging in with the email address and password for your Facebook account.
- Click the **What's on your mind?** box to open the **Create post** panel.
- At the bottom, next to the words **Add to your post**, click the **photo icon**.
- Use the **Windows File Explorer** to find the photo or video you want to upload, for example, in the **Pictures folder**.
- Facebook may require a few moments to upload and process your photo or video.
- When the photo or video appears, click **Post** to publish it. By default it will only be seen by **Friends**, but you can change this to show **Everybody** or only selected friends.
- Your photo/video will appear in the **News Feed** section of your Facebook profile, and your friends will be able to comment on it.
- Facebook processes a video file after you upload it, so it may take a while to appear. Facebook will send you a notification when the video is ready.

Uploading multiple photos on Facebook

To upload multiple photos into a single Facebook post, repeat the above steps until the **File Explorer** window appears:

- You can select multiple photos by holding **Ctrl**, clicking each photo you want, and then clicking **Open**.
- The first few of these photos will appear in the **Create post** panel. To see all the photos in a grid layout, click the **Edit all** button.
- You can **tag** your friends by clicking on their face if they appear in the photo.
- Click **Post** to add this group of photos to your Facebook **Feed**. They appear as a collage, so click any photo to be able to scroll through the whole group.
- On your **Profile page**, click **Photos** to see all your photos in one place. This is useful for finding photos that are no longer in your Feed.
- The **Photos view** has an **Albums** option. You can create and name a new album and add photos to it directly.

Uploading to Twitter

As well as 280-character messages, Twitter lets you attach a photo or a short video to each tweet.

- Go to **www.twitter.com** and sign in with your Twitter name and password.
- Click the **What's happening?** box, type in a quick bit of text if you want, and then click the **Media** icon.
- The **File Explorer** window appears, like with Facebook, and you can select a single photo or multiple photos in the same way.
- Your photo or photos will be shown on the screen as they will appear to all your Twitter **followers**, and if you're satisfied, click **Tweet**.

Uploading to YouTube

Use your Google account to sign in to YouTube, and get access to lots of tools for uploading your own videos.

- Go to **www.youtube.com** and if you aren't already signed in, do so with your **Gmail address and password**.
- Click on the **Create** icon to the right of the **Search Bar** and choose **Upload video**.
- If this is the first time you've uploaded to YouTube, follow the steps to create your **YouTube channel**.
- When this is done, you can access **YouTube Studio**, which has an **Upload videos** panel.
- Use the **Select Files** control to choose a video from your computer and click **Open** to begin uploading it.
- Follow the steps on the **Upload video** panel to add all the information YouTube requires.
- When you get to the **Visibility** page, you can choose from **public** (everyone), **unlisted** (anyone with a web link), and **private** (only people you choose).
- When you get to the end of the upload step, click **Publish**. Well done!
- You can delete a video from YouTube forever by signing in at **studio.youtube.com** and clicking **Content**. A list of your videos will appear, and you can click the three dots on each one and choose **Delete Forever** from the menu.