



Kentucky Association of Conservation District Employees

Conservation Learning, Education, and Resource Training

How to Create a Facebook Post

April 2025

This training is brought to you by the KACDE professional development committee. The intent of this short training is to aid in the understanding of different topics for administrators, educators, and technicians alike.

Steps to Create a Facebook Post:

- 1. Open Facebook:**
 - Open the **Facebook app** on your phone or go to www.facebook.com on your computer and log in to your account.
- 2. Go to Your News Feed or Profile:**
 - On your **News Feed**, you'll see a box at the top that says "**What's on your mind, [Your Name]?**" (on mobile or desktop).
 - You can also post directly from your **Profile** by clicking on your profile picture or name and finding the post box there.
- 3. Write Your Post:**
 - Tap or click in the box that says, "**What's on your mind?**" and start typing your message.
 - You can share anything—thoughts, an update, a question, or even a link to a website.
- 4. Add Photos, Videos, or GIFs (Optional):**
 - To add a **photo** or **video**, click on the **photo/video icon** (camera or video icon) in the post box and choose a file from your device.
 - To add a **GIF**, click the **GIF icon** (available on mobile and desktop) to search for a fun animation.
 - If you just want to share a link, you can paste the URL in the post box, and Facebook will automatically generate a preview.
- 5. Choose Who Can See Your Post:**
 - Just below your name, there's a **privacy setting** (such as "Friends," "Public," or "Only Me"). Tap or click it to choose who can see your post.
 - Public** means anyone can see it, and **Friends** limits it to your Facebook friends.
- 6. Add Hashtags or Tags (Optional):**
 - You can use **hashtags** (#) to make your post more discoverable (e.g., #Conservation).
 - You can also **tag** people by typing @ followed by their name to mention them in your post.
- 7. Post It:**
 - When you're ready, click or tap the **Post** button (usually blue) to share your post with your selected audience.

And you're done! Your post will now appear on your timeline or in the News Feed of the people you've selected.