



Facebook with Screen Reader

Ways to Enhance a Post

When creating a post, Facebook provides several tools to notify friends called, “**tagging**.” Tagging a friend creates a link to their profile.

Add **emoticons** to express feelings or describe activities. Use the **Check-in** tool to let others know you’re safe after an emergency like a natural disaster. And add a **Life Event** to inform your Facebook friends of events like a new baby or pet.

Tagging a Friend

1. When creating a post, **Tab** past the **Photo/Video** button until you reach the **Tag People** button. Use the **spacebar** to select it.
2. Start typing your friend’s name in the **Search** edit field. Their profile appears in the results list.
3. **Arrow** to the name and press **Enter** to tag your friend in your post.

Tip: You can tag more than one person in a post.

4. When you're finished selecting friends to tag, **Tab** to the **Done** button and press the **spacebar** to activate it. The friend's name appears with your name at the top of your post.

Tip: Your post appears in the timeline of any friends you tag. For example, if you tag each person in a group photo, they will each see a notification on their homepage.

Tip: Anyone who sees your tagged post can click your tags to go to that friend's profile.

Adding a Feeling Emoticon

5. **Tab** to the **Feelings/Activity** button and select it with the **spacebar**.
6. In the window that opens, the **Feelings** heading is selected by default. **Tab** to the **Search** field and **Down arrow** through the emoticons list.
7. Press **Enter** when you find the **Feelings** emoticon you want to add to your post (for example, Happy, Excited, Crazy, etc.).
8. The emoticon is put in your post next to your name and will read, "[Your Name] is feeling happy (or whichever feeling you chose)."

Adding an Activity Emoticon

9. Tab to the **Activities** heading in the **Feelings/Activity** window and press **Enter**.
10. **Down arrow** through the **Activities** emoticons, (Celebrating, Watching, Eating, etc.), and press **Enter** when you find the one you want to use.
11. The **Activity** is put in your post and included next to your name.

Checking In

12. Tab to the **Check-in** button and select it with the **spacebar** to open the **Search for Location** window.
13. **Tab** to the **Edit** field. Screen reader speaks, “Where are you?”
14. Search for a city, business, park, or other location and **Down arrow** through the results list until you find your location. Press **Enter** to select it.
15. Your location is now included in your status.

Tip: If the location isn't linked to a picture or video you post, a map will appear below your status.

Tip: A post can include as much or as little extra information as you choose.

Adding a Life Event

16. **Tab** to the **Life Event** button and use the **spacebar** to activate it.
17. **Tab** through the categories in the **Life Event** window (Work, Education, Relationship, Family).
18. Use the **spacebar** to select the different categories to see what options are available. When you find one you like, press **Enter** to select it.
19. Tab through the options until you reach the **Edit** field and enter a title for your event.
20. **Tab** to the **Done** button and press **Enter** to close the window.
21. An illustration of your **Life Event** appears in your post.

Tip: Select the **Edit** button to add a photo.

22. Tab to the **More** button (three horizontal dots) next to the **Life Events** button and select it with the **spacebar** to explore additional options to add to your post.
23. Select the **Back arrow** to return to the final steps.
24. When you're finished customizing your post, **Tab** to the **Post** button at the bottom of the window.
25. An icon of your **Life Event** replaces the illustration. Your post will appear in your friends' **Newsfeeds**.