



Facebook for Low Vision

Creating a Post

Did you know there are several options for sharing information on Facebook?

Facebook lets you post about how you're feeling, what you're doing, and your current location. You can also add text, photos, and videos to your posts. **Try it out!**

Tip: This series is designed for people with low vision. If you use a screen reader, be sure to check out Hadley's screen reading version of this series.

Creating a Post

1. Log in to your Facebook account to access your homepage.
2. Place your cursor in the **Publisher** edit field at the top of your News Feed. A **Create Post** window opens with the cursor in the edit field.
3. Enter the text, "I'm feeling great today!"
4. Select the **Background** button below your text.

Tip: This button shows the upper and lowercase letter A on a rainbow background to indicate that by selecting it, you can change the color or image behind your text.

5. Select the **More** button (looks like four squares) at the right end of the **Backgrounds** ribbon to open a **Choose Background** window with more choices.
6. Click and drag the scroll bar on the right side of the window to scroll through the choices.
7. When you find one that matches your mood, select it with your mouse pointer.
8. Close the background ribbon by selecting the **left caret** button on the left side of the ribbon.
Tip: If you are posting a photo or video, you don't have the option to choose a background.
9. To remove the background before you post your message, select the **Background (Aa)** button again and then select the **blank** background option to return to your original post.

Adding to Your Post

10. Explore the **Add to Your Post** options below the post edit field:
 - **Read Aloud:** Reads your text aloud and highlights words and sentences as they are read.

- **Photo/Video:** Add photos or videos by selecting from a folder or using drag-and-drop. Contact a Hadley learning expert to find out how to add alt text to your photo.
- **Tag People:** Tag your friends in posts. When you tag a friend, your post is added to their timeline.
- **Feeling/Activity:** The **Feelings** option offers various feelings/emojis. The **Activities** option offers various activities/icons.
- **Check In:** Add your location to let your friends know where you are.
- **Life Event:** Choose from various categories to announce a life event, like a new baby, new pet, loss of a loved one, graduation, etc.

Tip: A post can include as many or as few of these extras as you choose.

Selecting an Audience for Your Post

11. Use your pointer to select the **drop-down arrow** on the right of the **Friends** button below your name and status.
12. The **Post Audience** window opens, showing several options for who will be able to see your post:

- **Public**
- **Friends**
- **Friends except**
- **Only me**
- **Specific friends**
- **Custom**

13. Select the radio button next to the option you prefer. Then select the **Done** button at the bottom right.
14. Select the **Post** button at the bottom of the window. Your friends can now see and react to your post.

Now you know how to create and personalize posts. Try another workshop to learn how to react to your friends' posts.