



Facebook with Screen Reader

Creating a Post

Did you know there are various ways to share information on Facebook?

Facebook lets you post about how you're feeling, or what you're doing, and you can customize your posts with backgrounds, photos, videos, feelings, and emojis. Facebook also allows you to control who sees your post. **Try it out!**

Tip: This series is designed for people who use a screen reader. If you're not a screen reader user, be sure to check out Hadley's low vision version of this series.

Creating a Post

1. Press **CTRL + Home** to move to the top of your homepage.
2. Press **H** five times, past the **Home** button and **Stories** heading, to move to the **Publisher** edit field. Your screen reader will speak, "Create a post region."
3. **Tab** twice until you hear, "What's on your mind," and your name.

4. Press the **Spacebar** to select it and open the **Create Post** dialog with the cursor in the edit field.

Choose Who Sees Your Post

5. To first choose who sees your post, press **Shift + Tab** to move back to the **Privacy** button. Then press the **Spacebar** to select.
6. The **Post Audience** window opens with several options for who will be able to see your post:
 - **Public**
 - **Friends**
 - **Friends except**
 - **Only me**
 - **Specific friends**
 - **Custom**
7. Use the **Arrow** keys to move through the options.
8. Once you land on your desired option, press **Tab** to move to the **Done** button. Then press **Spacebar** to select.
9. Next, press **Tab** to move back to the **Edit** field.
10. Enter the text, "Spring is on its way!" Or type your own message.

Add a Background

11. **Tab** to the **Background Options** button and press the **Spacebar** to select.
12. **Tab** through the eight options in this ribbon. Stop on the one you want and press the **Spacebar** to select it.

Tip: You can also **Tab** to **More Options** and choose from a larger selection of backgrounds.

Tip: A post can't have both a background and a picture or video.

Remove a Background

If your background has too much visual clutter, remove it to make your post easier to see.

13. Press **Tab** to move back to the **Background Options** button. Press the **Spacebar** to select.
14. **Tab** once to the first option, **No Background**. Then press the **Spacebar** to select.
15. To close the background options ribbon, press **Tab** to move back to the **Background Options** button. Your screen reader now calls it the **Hide Background Options** button.
16. Press the **Spacebar** to select it and close the ribbon.

Adding to Your Post

Emojis

17. Press **Tab** to move to the **Emojis** button. Then press the **Spacebar**.

Tip: You can **Tab** between the various categories, then use the **Arrow** keys to move to your desired graphic.

18. Press **Tab** to move to the **Smileys** grouping, and then press the **Spacebar**.
19. Use the **Arrow** keys to move between options. When you find the **Smiley** you want to use, press the **Spacebar** to select it.
20. Press **Tab** twice to return to the **Emojis** button. Then press the **Spacebar** to close the **Emojis** window.

Photos or Videos

21. Press **Tab** to move to the **Add to Your Post** section.
22. Press **Tab** again to move to the **Photo/Video** button. Then press the **Spacebar** to select, opening the folder where you save your pictures.

23. Press **Shift + Tab** to move to the **Items View** list.

24. Use the **Arrow** keys to move to the desired photo. Then press the **Spacebar** to select.

Tip: A fast way to move to the file you want is to type the first letter of the filename. If you have more than one photo filename that begins with that letter, just keep pressing the letter key until you reach your file.

25. Press **Enter** to place the photo in your post.

Tip: Follow the same steps to post a video instead of a photo.

Alt Text

26. Press the **Spacebar** to select the **Edit** button.

27. **Tab** through the choices until you reach **Alternative Text**. Then press the **Spacebar** to select.

28. Press **Tab** to move to Facebook's alt text suggestion.

29. Press **Tab** again to move to the **Edit** field and type a description of your photo.

30. **Tab** twice to move to the **Save** button. Then press the **Spacebar** to select.

More Post Options

31. Explore the **Add to Your Post** options by tabbing through them:

- **Photo/Video**
- **Tag People**
- **Feeling/Activity**
- **Check In**
- **Life Event**
- **More**

Tip: If you'd like to learn more about these options, contact a Hadley learning expert.

Publishing Your Post

32. Tab to the **Post** button. Then press the **Spacebar** to select. 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.