



Manual

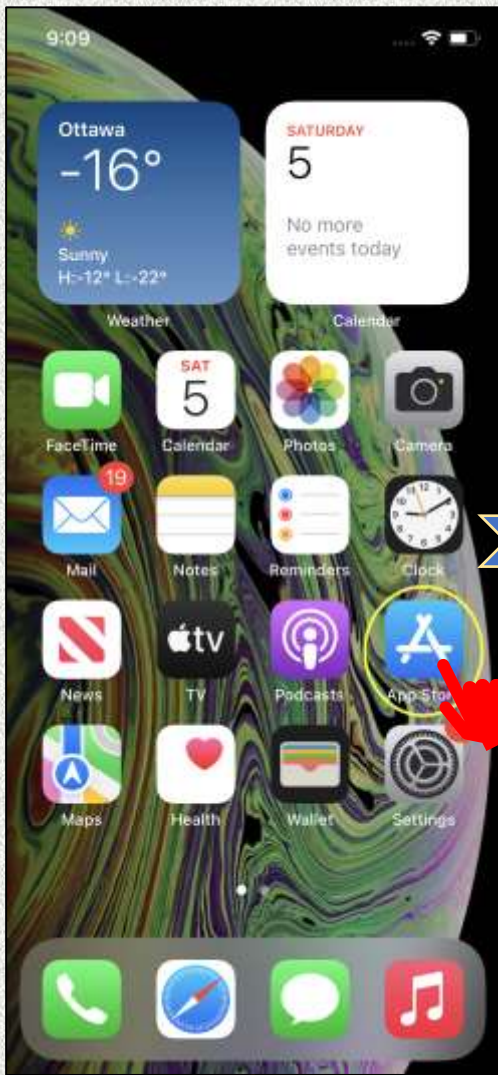
Index

*click on the text to go to your topic directly

- ❖ [How to download Facebook App \(via iOS-iPhone/iPad\)](#)
- ❖ [How to download Facebook App \(via Android\)](#)
- ❖ [How to open Facebook \(via Windows or MAC\)](#)
- ❖ [How to create an account through Facebook App](#)
- ❖ [How to create a Facebook Account on Desktop](#)
- ❖ [Facebook Account Overview](#)
- ❖ [How to upload a profile picture on Facebook](#)
- ❖ [How to upload a cover picture on Facebook](#)
- ❖ [How to find Facebook Settings & Privacy on Android](#)
- ❖ [How to find Facebook Settings & Privacy on iPhone/iPad](#)
- ❖ [How to keep your Facebook account secure via App](#)
- ❖ [How to keep your Facebook account secure on desktop](#)
- ❖ [Facebook guide for Privacy for App](#)
- ❖ [Facebook guide for Privacy for Desktop](#)
- ❖ [How to Post on Facebook](#)
- ❖ [How to Like a post on Facebook](#)
- ❖ [How to Comment on Facebook](#)
- ❖ [How to Share a post on Facebook](#)
- ❖ [How to find GANG Facebook page on mobile/tablet](#)
- ❖ [How to find GANG Facebook page on desktop](#)
- ❖ [GANG's Facebook page](#)
- ❖ [Facebook Help](#)
- ❖ [Facebook Videos](#)

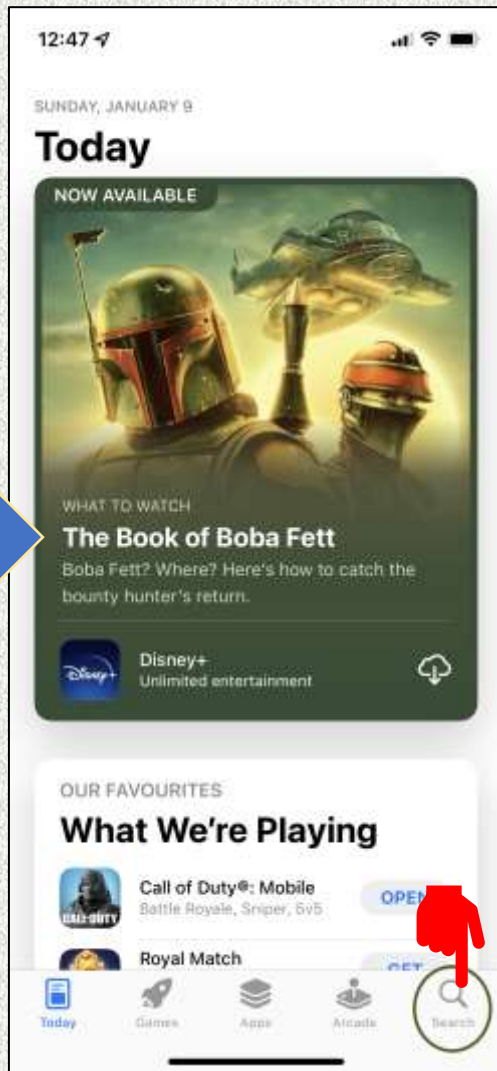
How to download
Facebook App
(via iOS- iPhone/iPad)





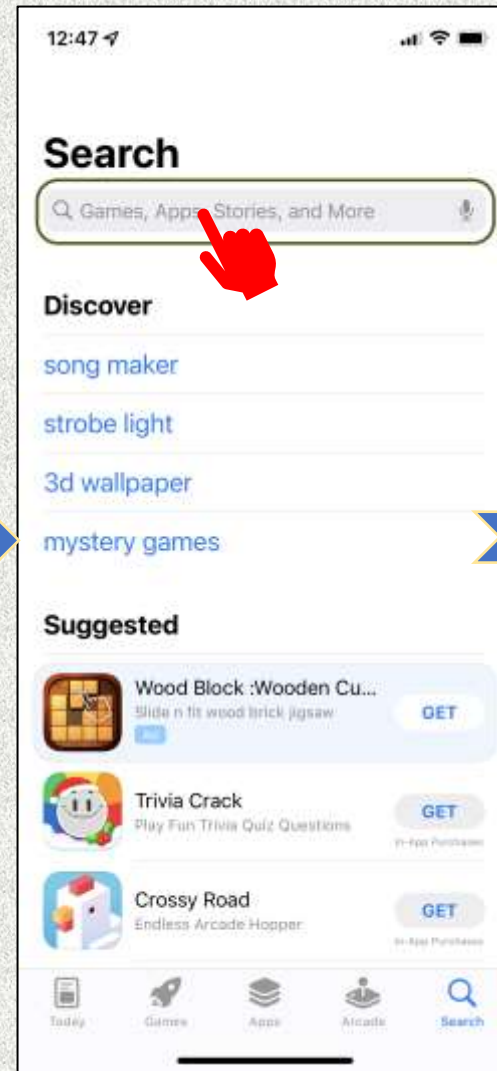
1

Tap open "App Store"
on your iOS device



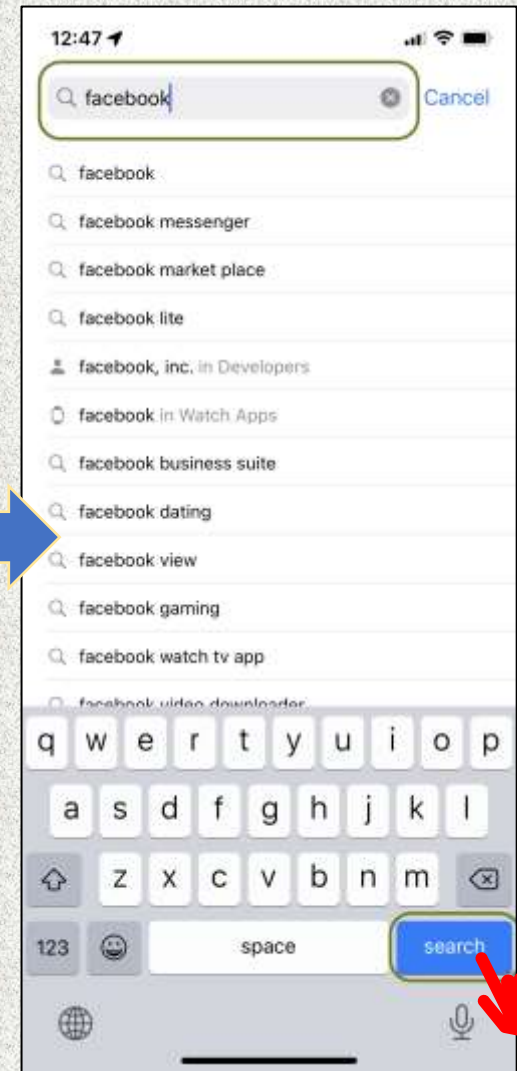
2

In your App Store
page, tap on the
"Search" button



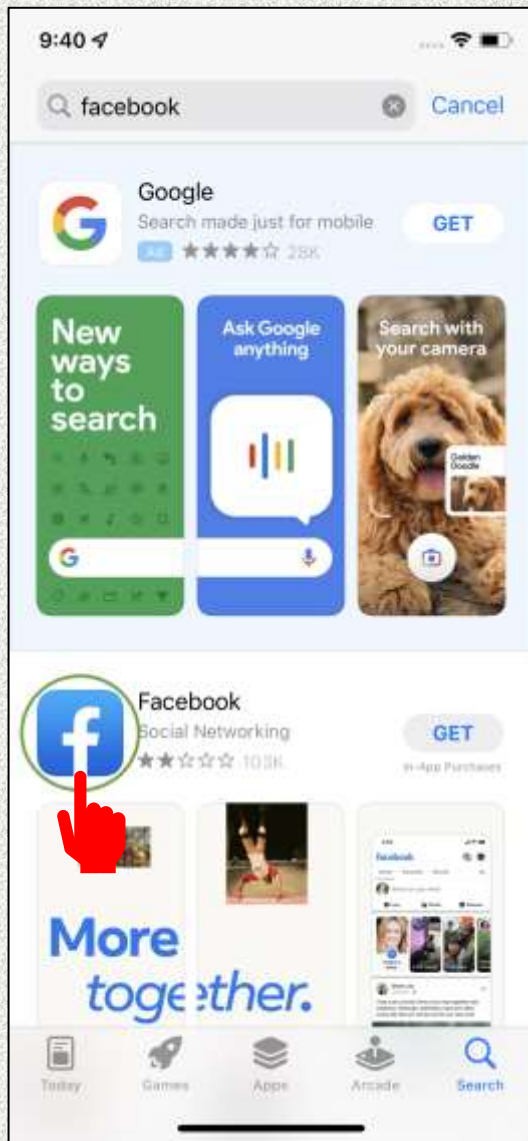
3

Tap on the search bar
to start typing on your
search page



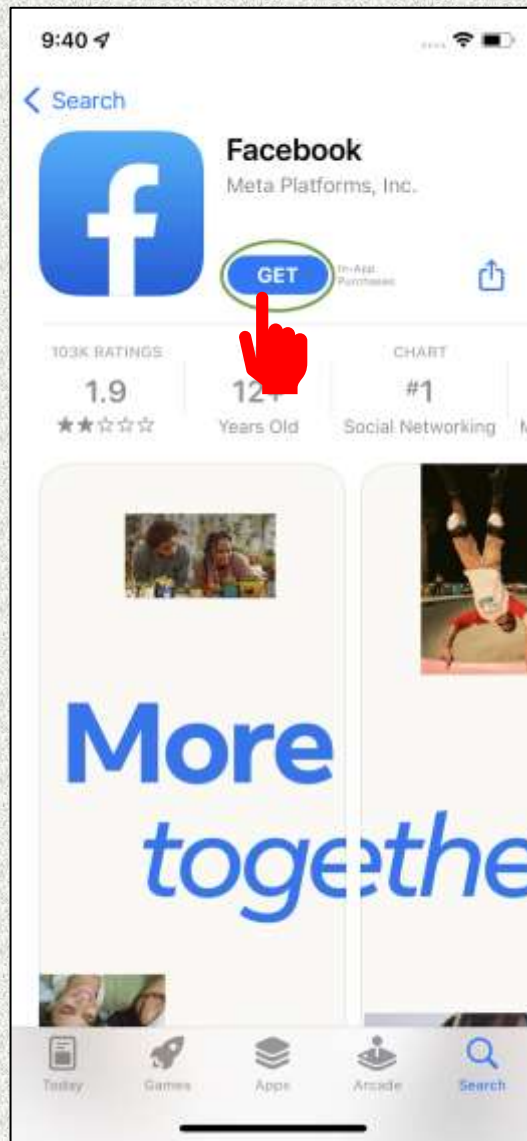
4

Type "facebook" on
the search bar and tap
on "Search"



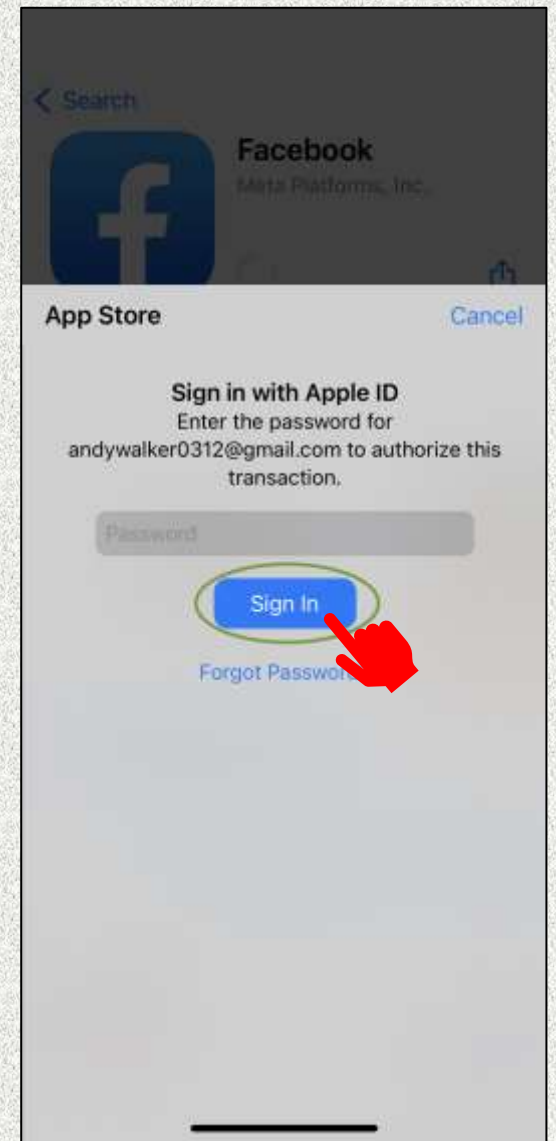
5

On your Search results,
tap on Facebook icon



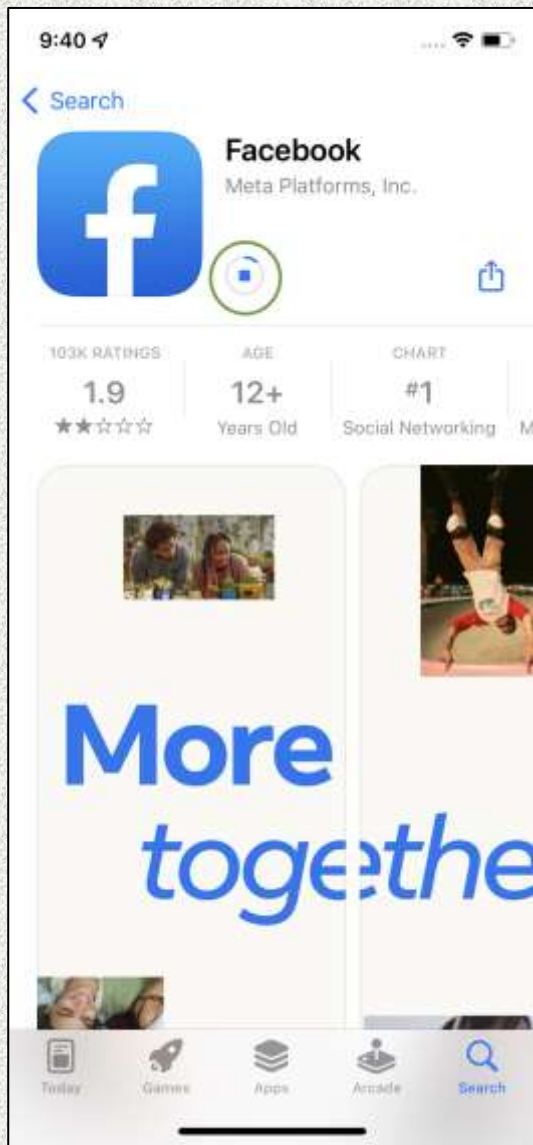
6

Facebook App page will
open up. Tap on "Get" to
get the app on your device



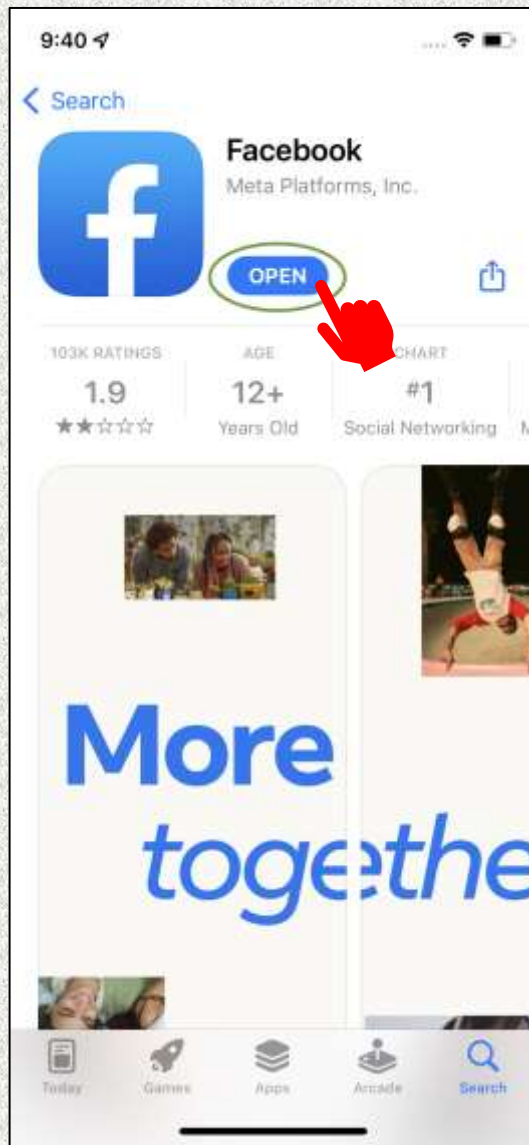
7

To authorize the installation of the app,
apple I.D password might be required.
Tap on "Sign in" after typing your
password



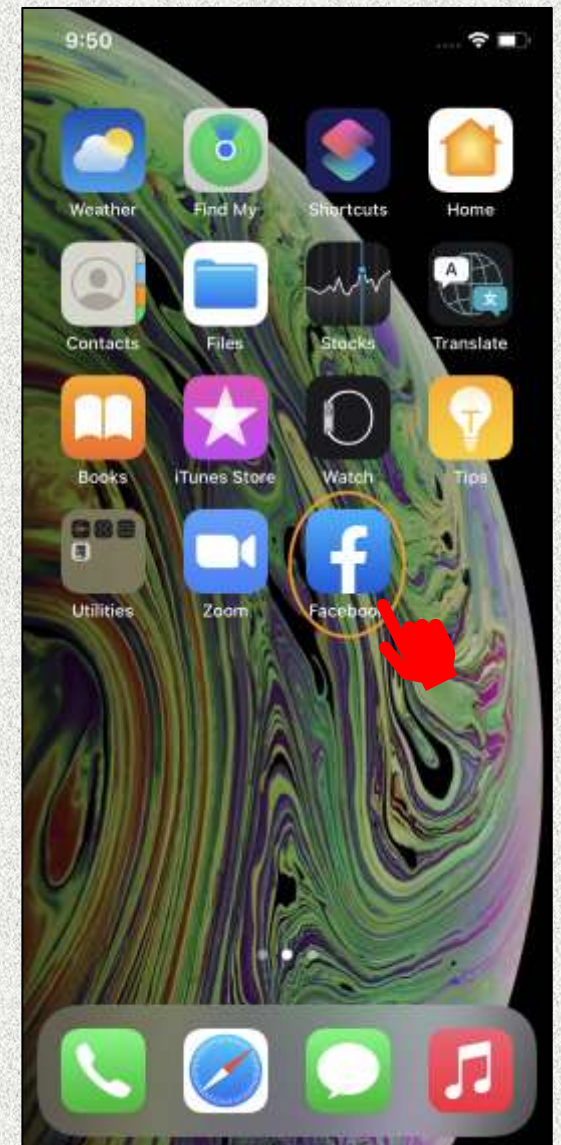
8

Installation of the App will start, wait for the download to complete



9

Installation of the App is completed. You can tap "Open" to open the app.

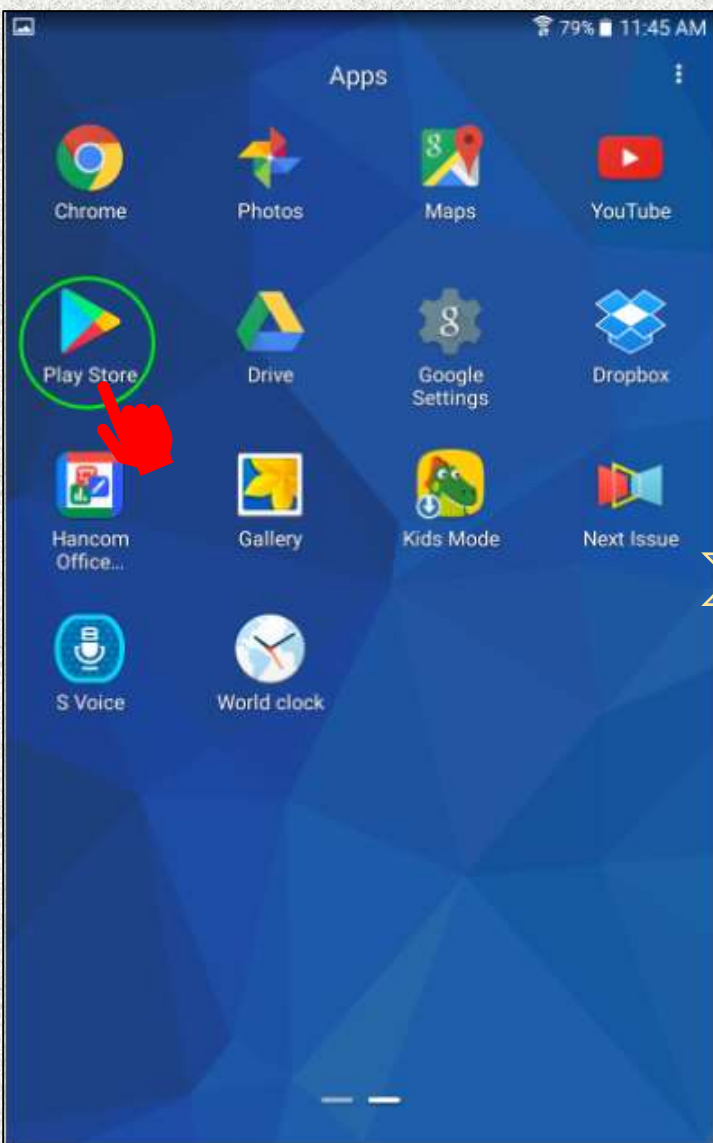


10

App shortcut will be created. Tap on "Facebook" to open the App

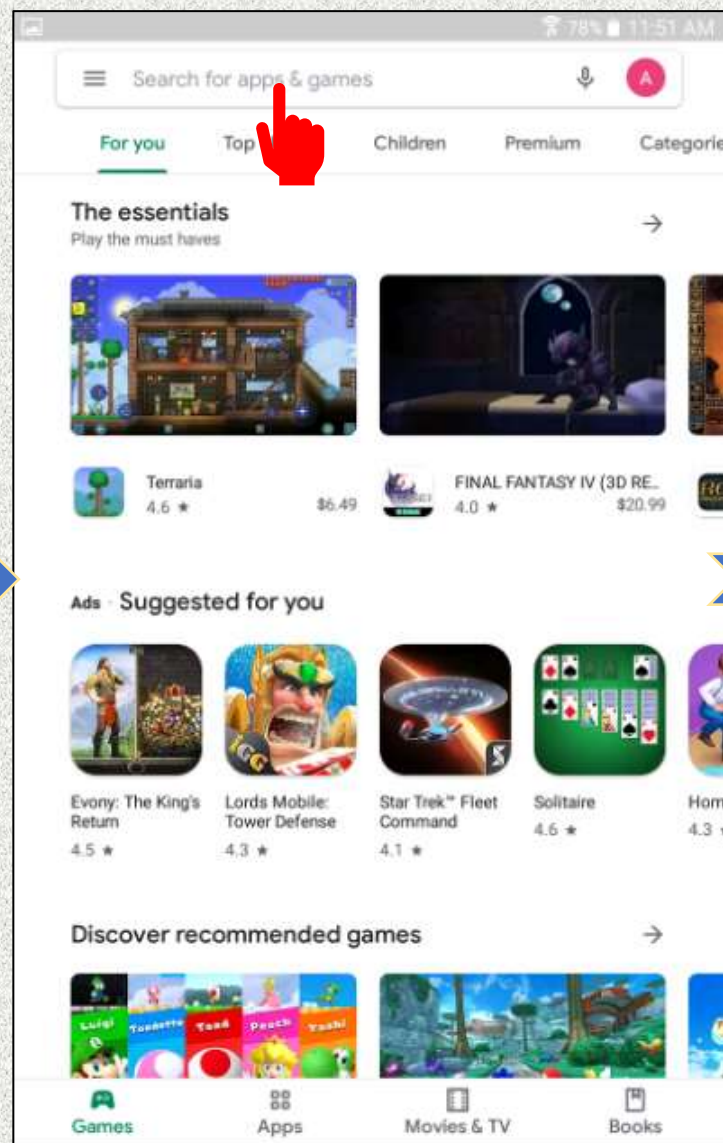
How to download Facebook App (via Android)





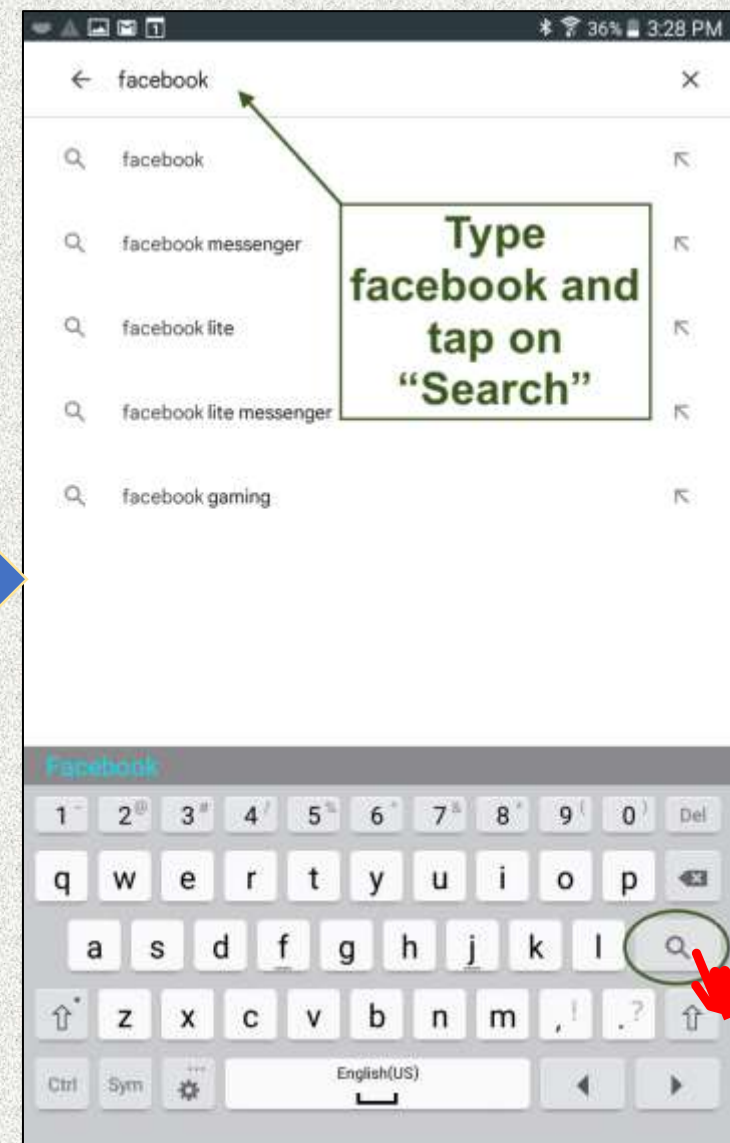
1

Tap on "Play Store" to open Play Store.



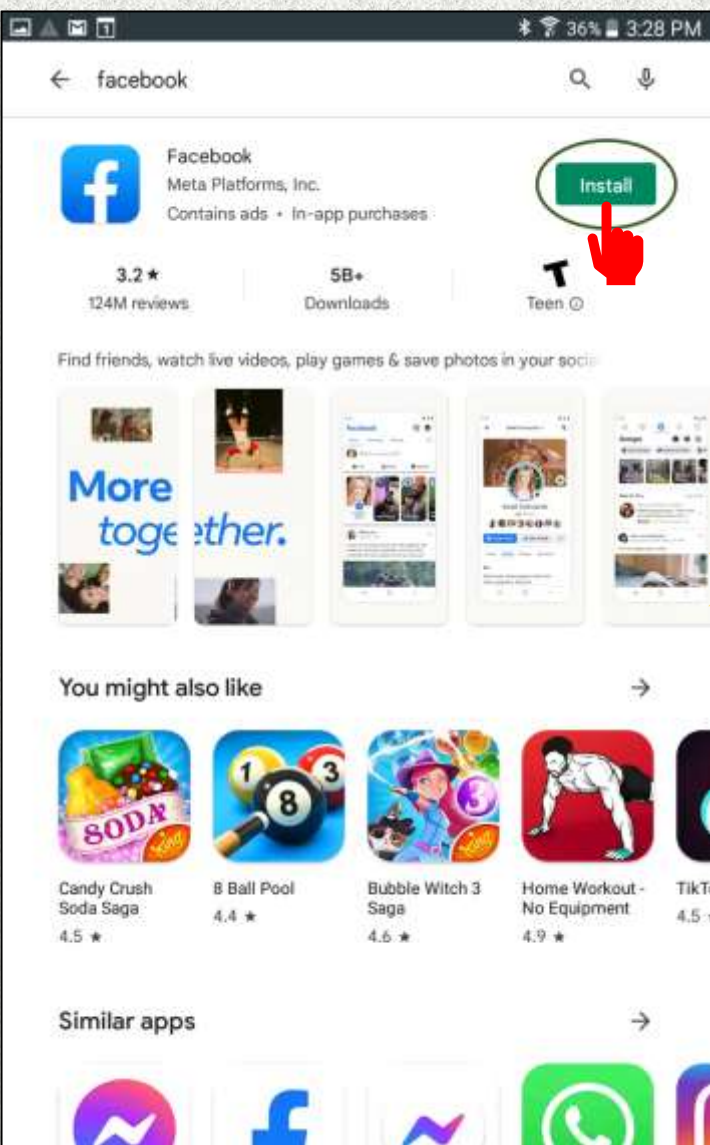
2

Tap on the Search Bar to start typing



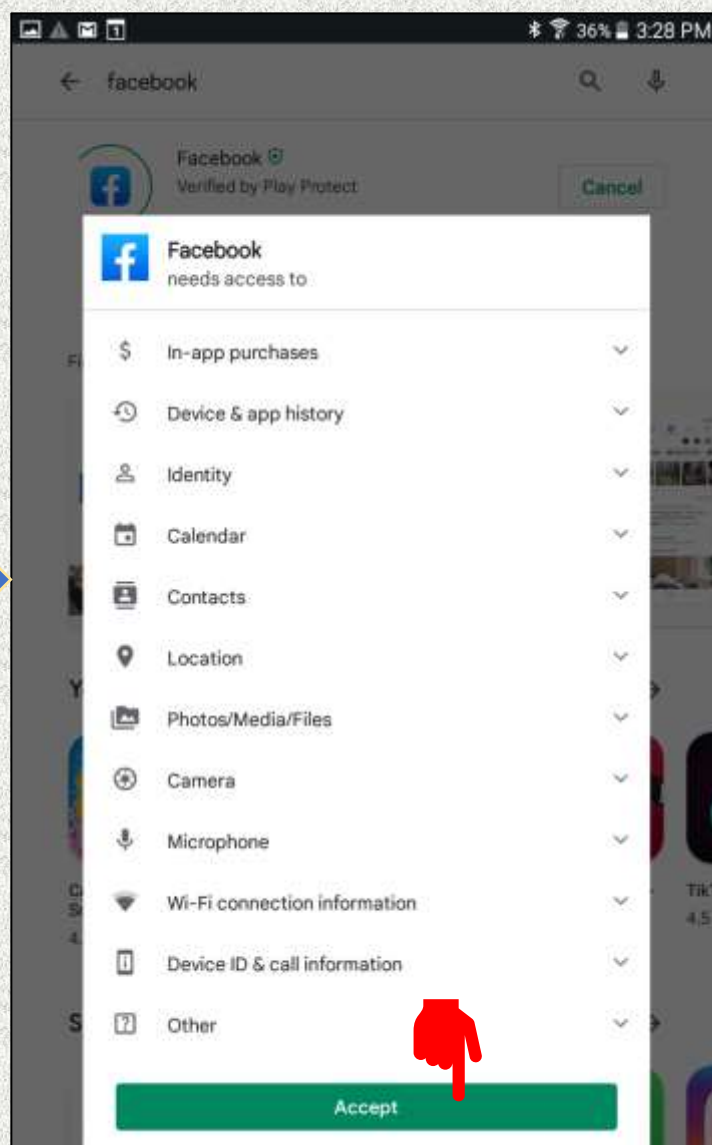
3

Type "facebook" on the search bar, then tap on 🔍



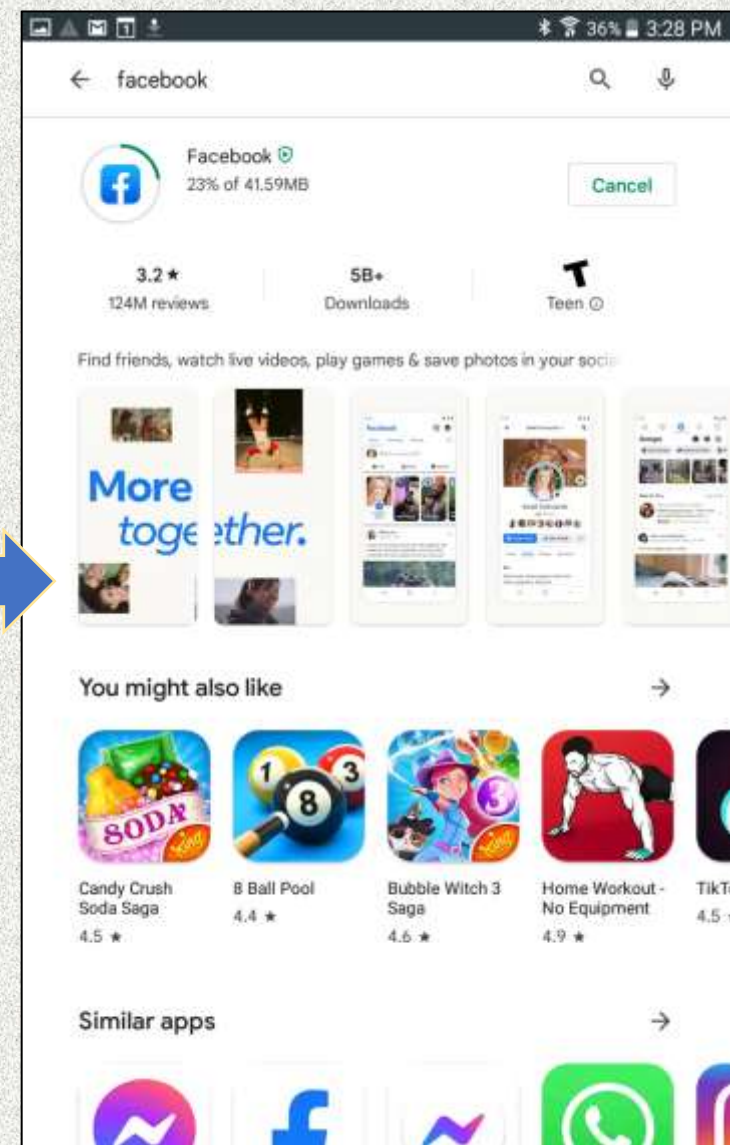
4

Tap on "Install" button to get the App



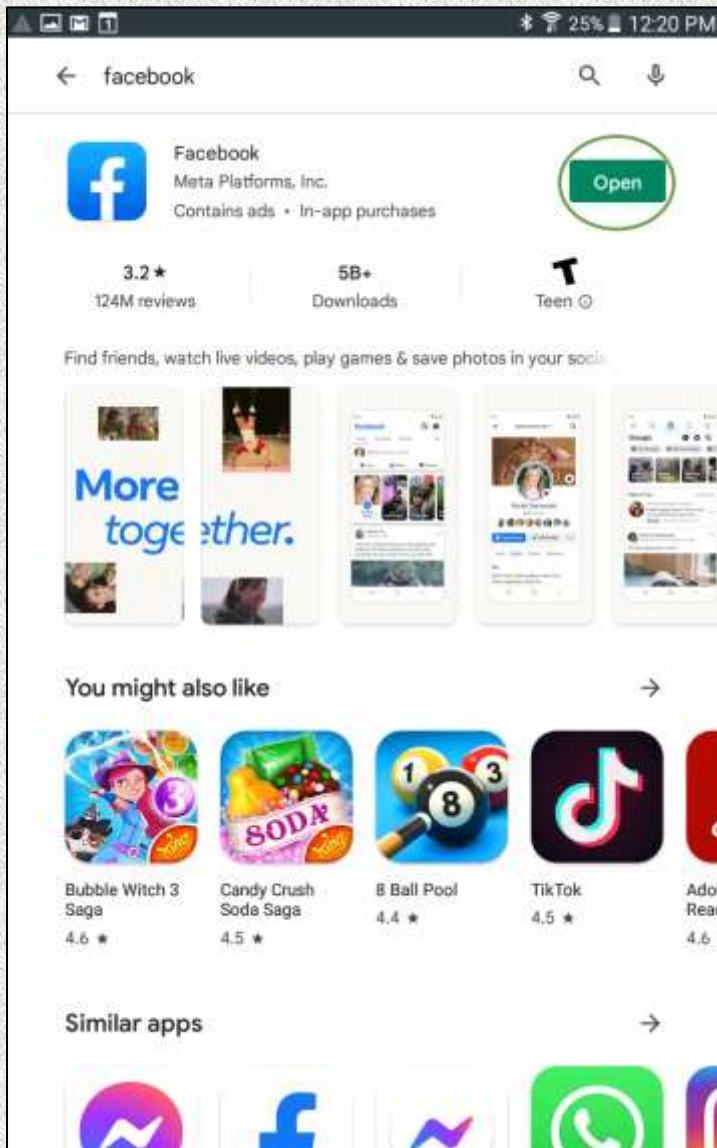
5

Tap on "Accept" to give permission to begin download



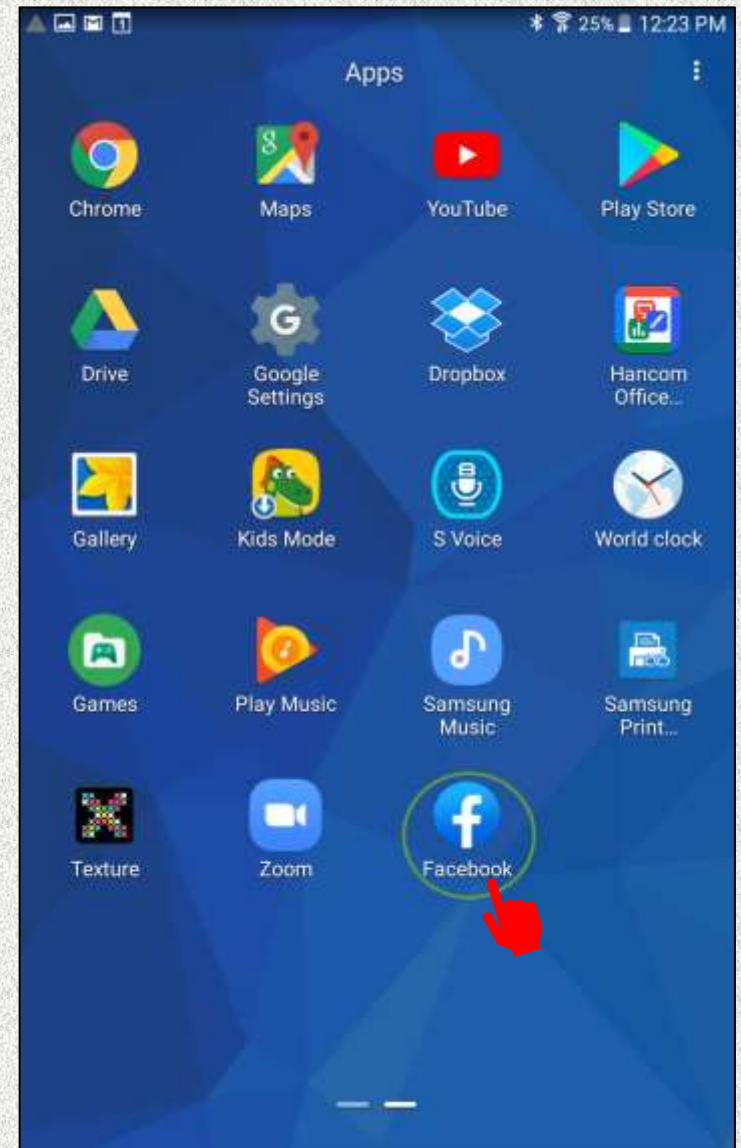
6

Installation of the App will start, wait for the download to complete



7

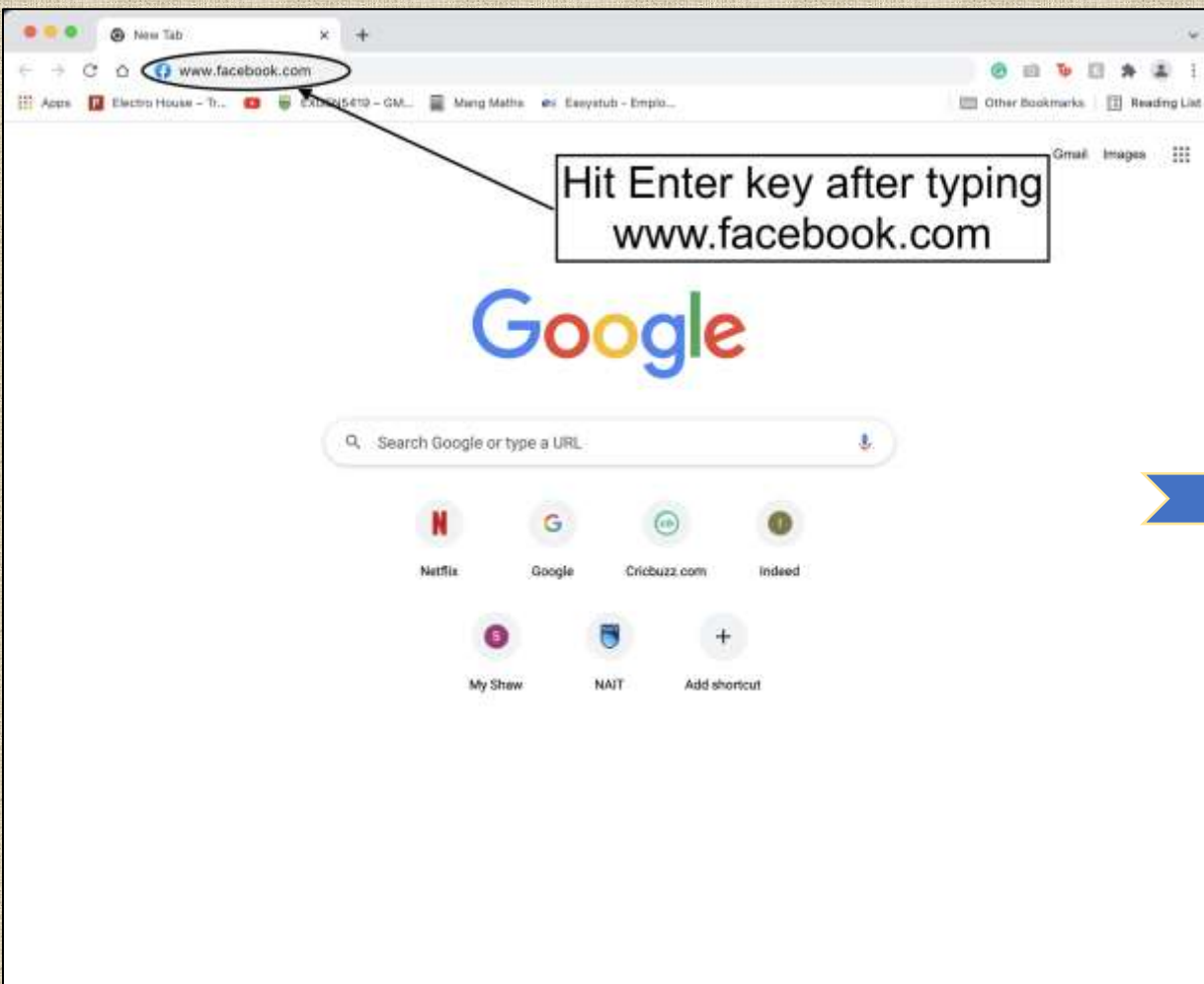
Installation of the App is completed. It will now show Open



8

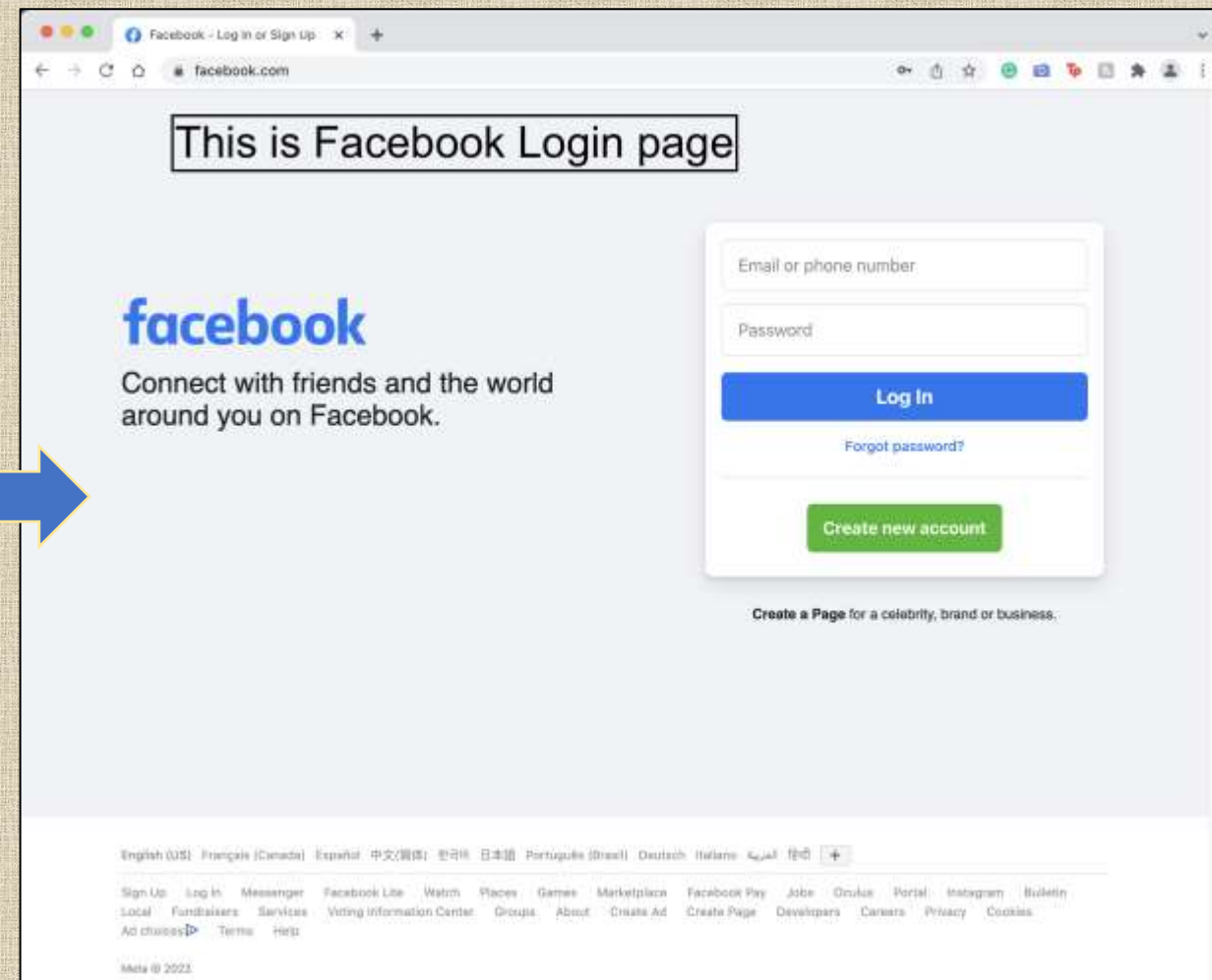
App shortcut will be created. Tap on "Facebook" to open the App

How to open Facebook
(via Windows or MAC) 



1

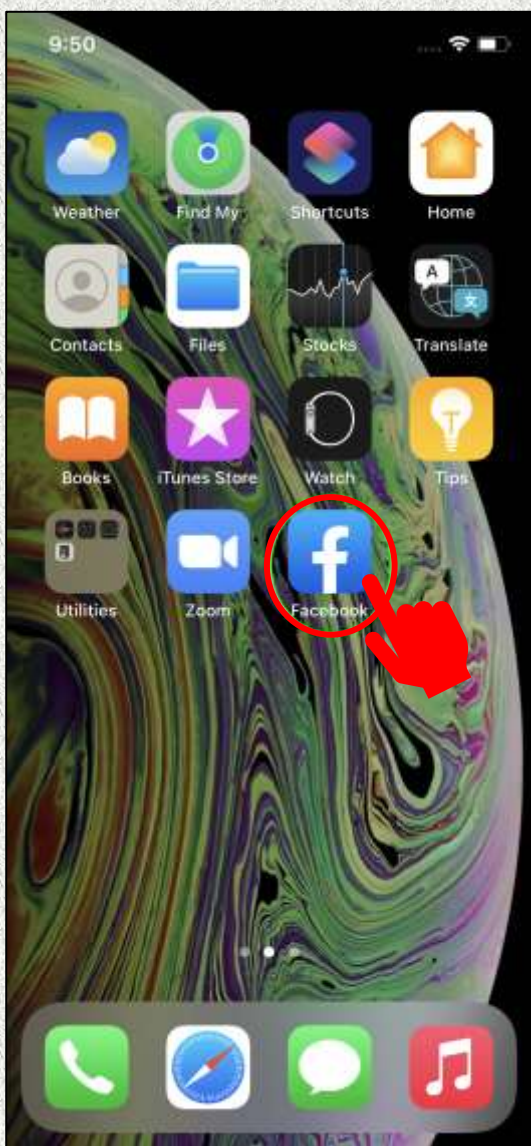
Open any web browser you have in your computer system.
Type www.facebook.com in the search bar and press Enter



2

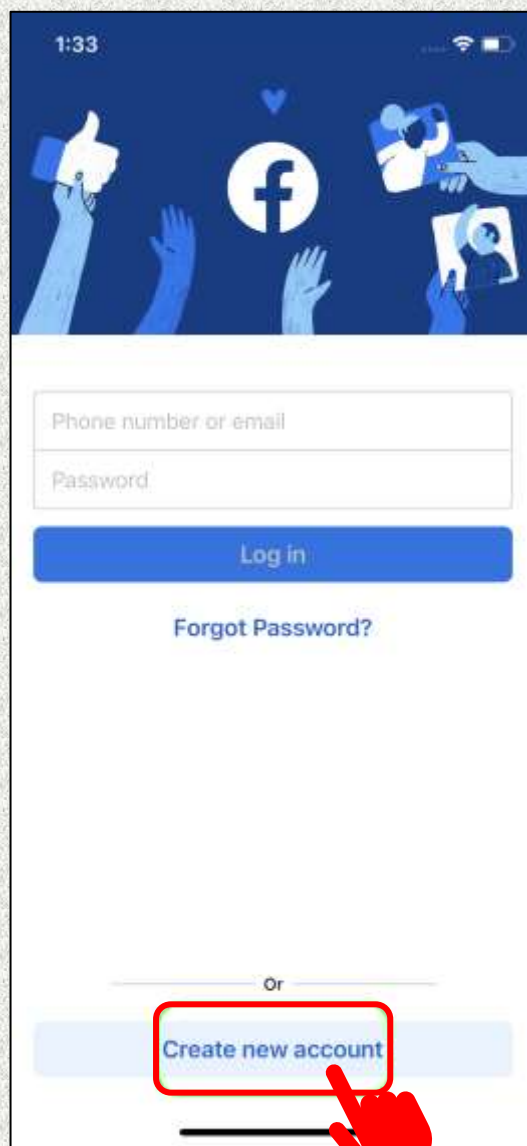
Facebook login page will open. Type in your email address and password if you already have a Facebook Account else click on “Create new account”

How to create an account through Facebook App



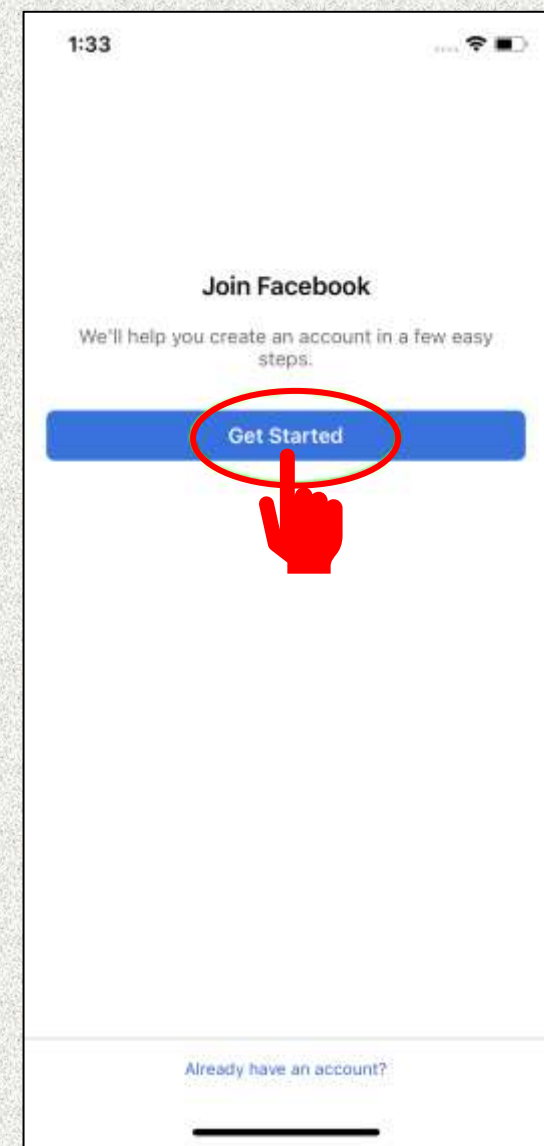
1

Tap on "Facebook" app on your device home screen to open



2

Tap on "Create new account"



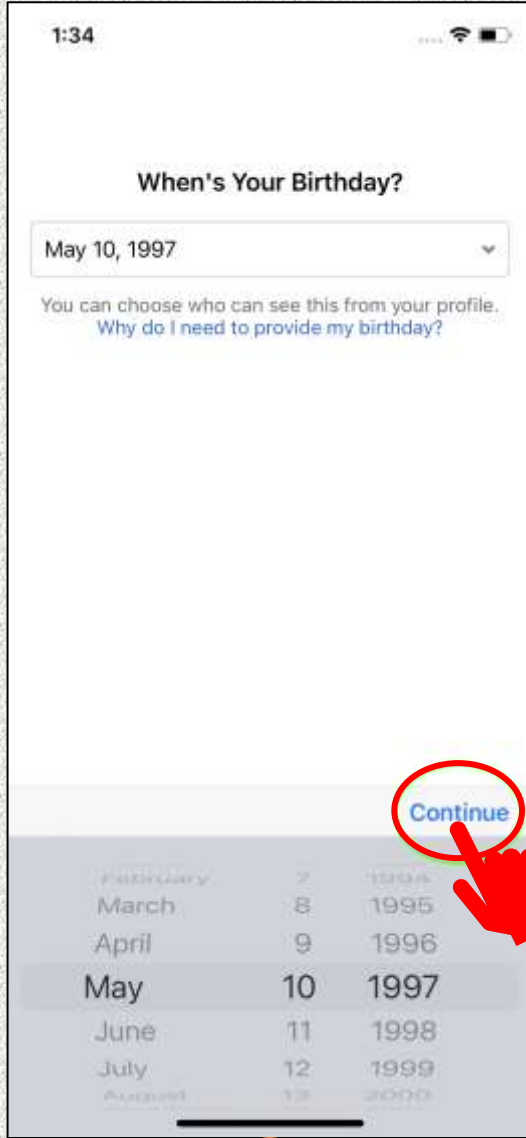
3

Tap on "Get Started" to start the process



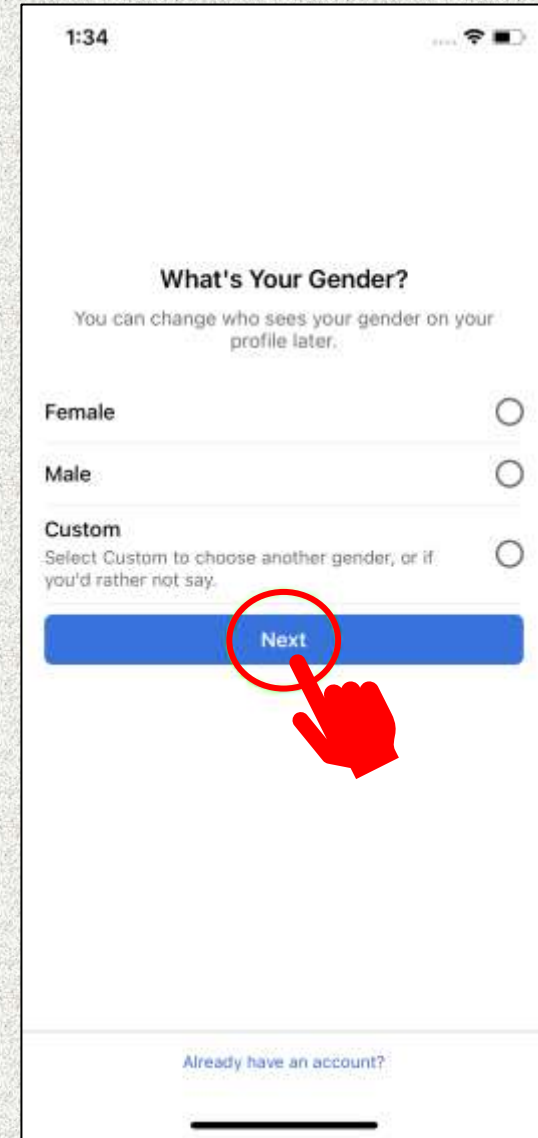
3

Enter your first and last name and tap on "go"



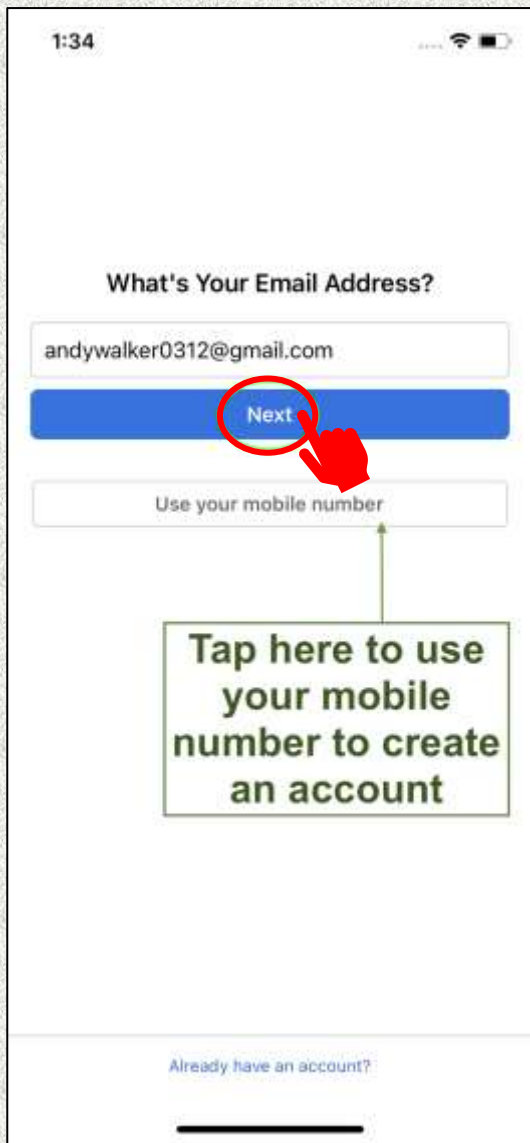
4

Select your birthdate and then tap on "Continue"



5

Select your Gender and then tap on "Next"



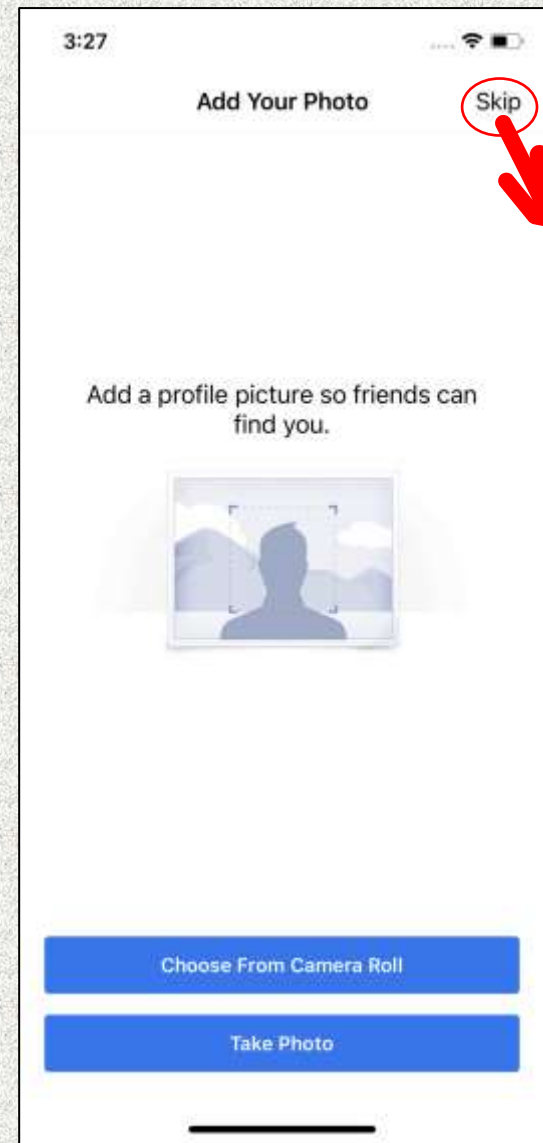
6

Enter your email address or phone number to create an account and tap on "Next"



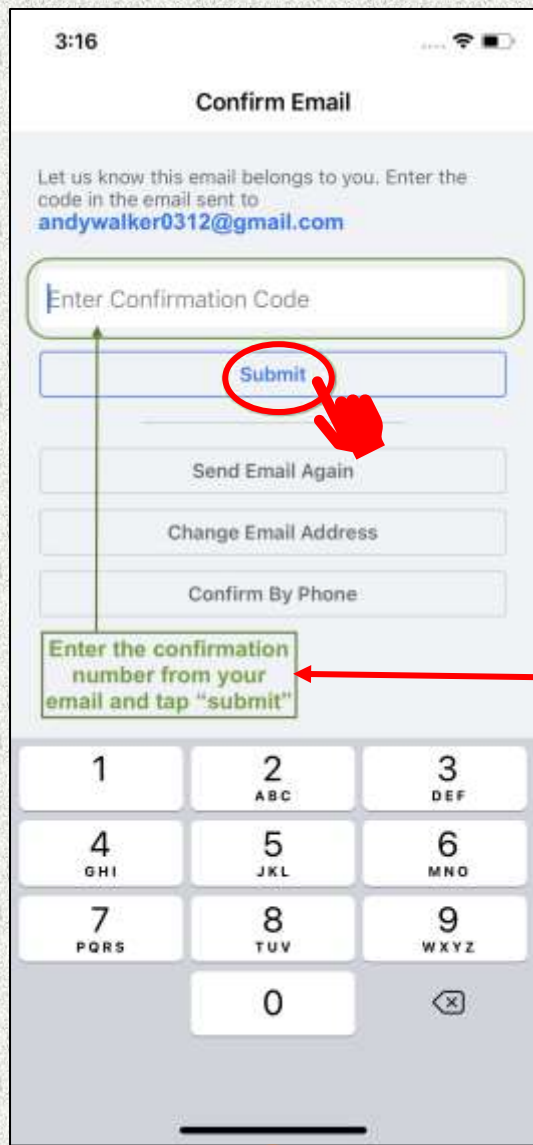
7

Create a password that you can remember and then tap on "go"



8

You can add a profile picture now or to add later tap "Skip"

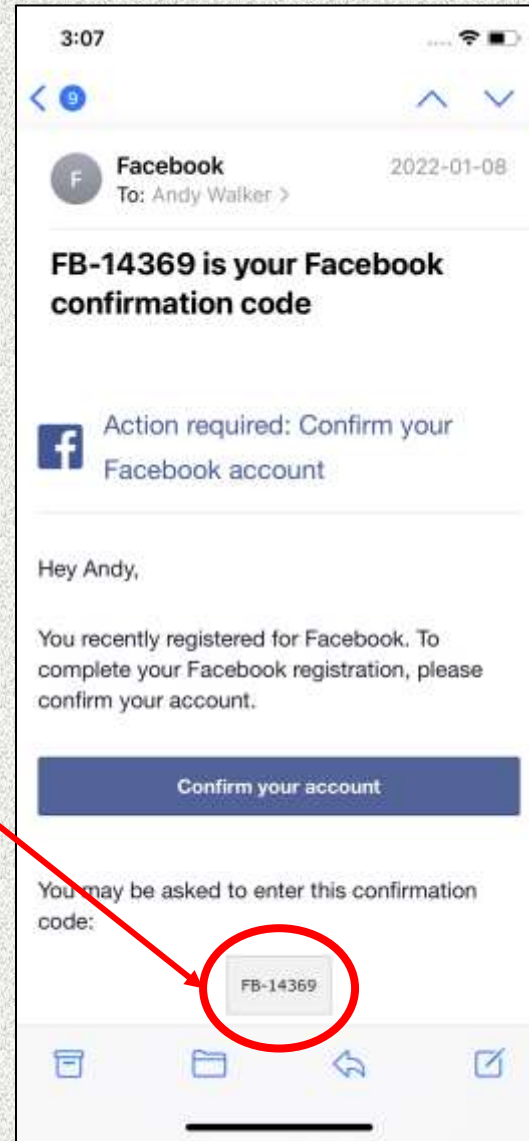


10

A confirmation code will be sent to your email. Enter the code and tap "Submit"

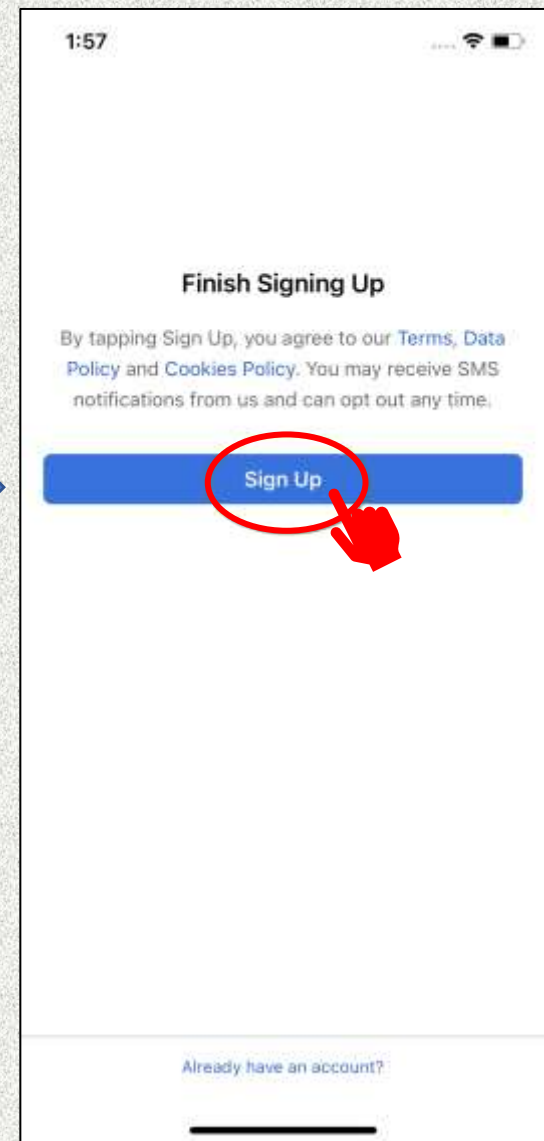
FB-14369

Copy the code from the email from Facebook



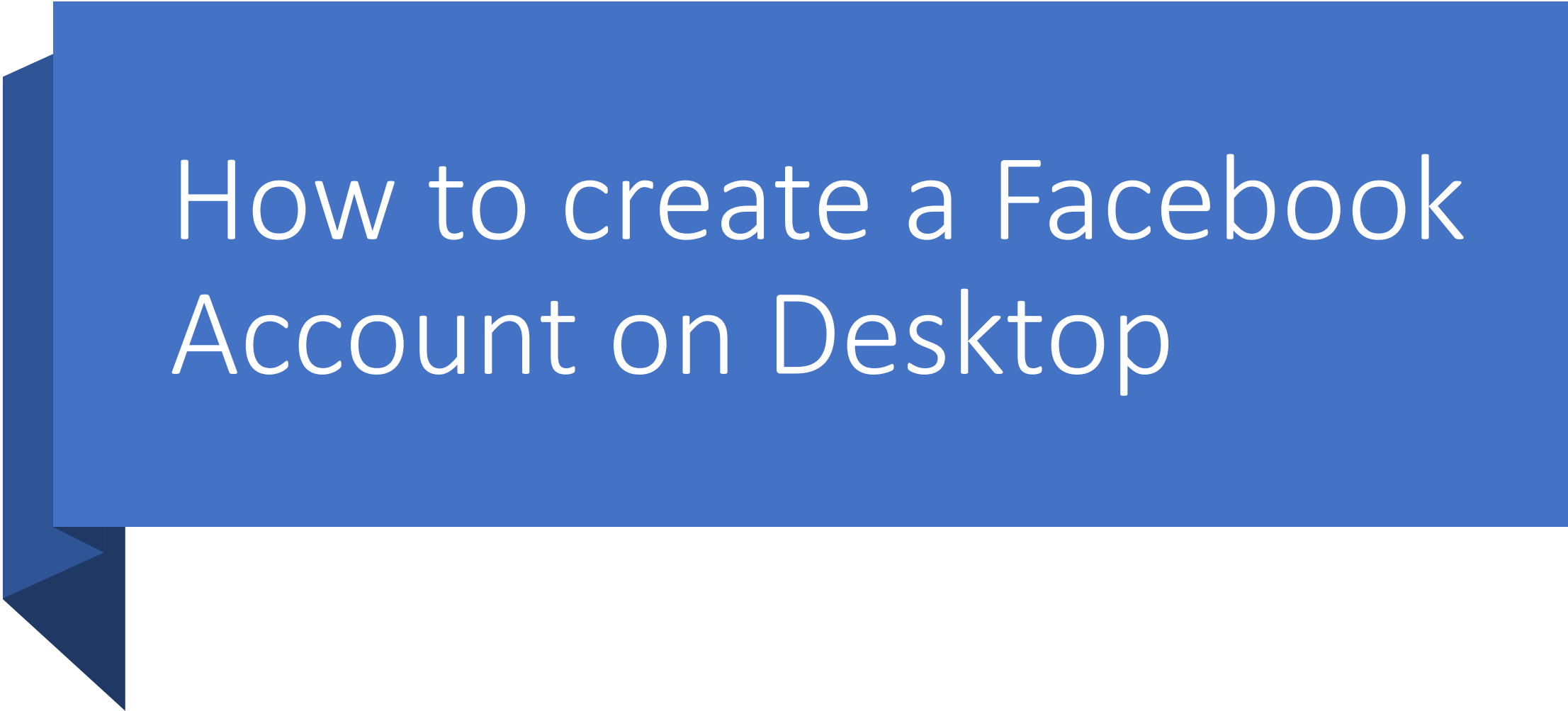
11

Open your email and find the email from Facebook with a confirmation code

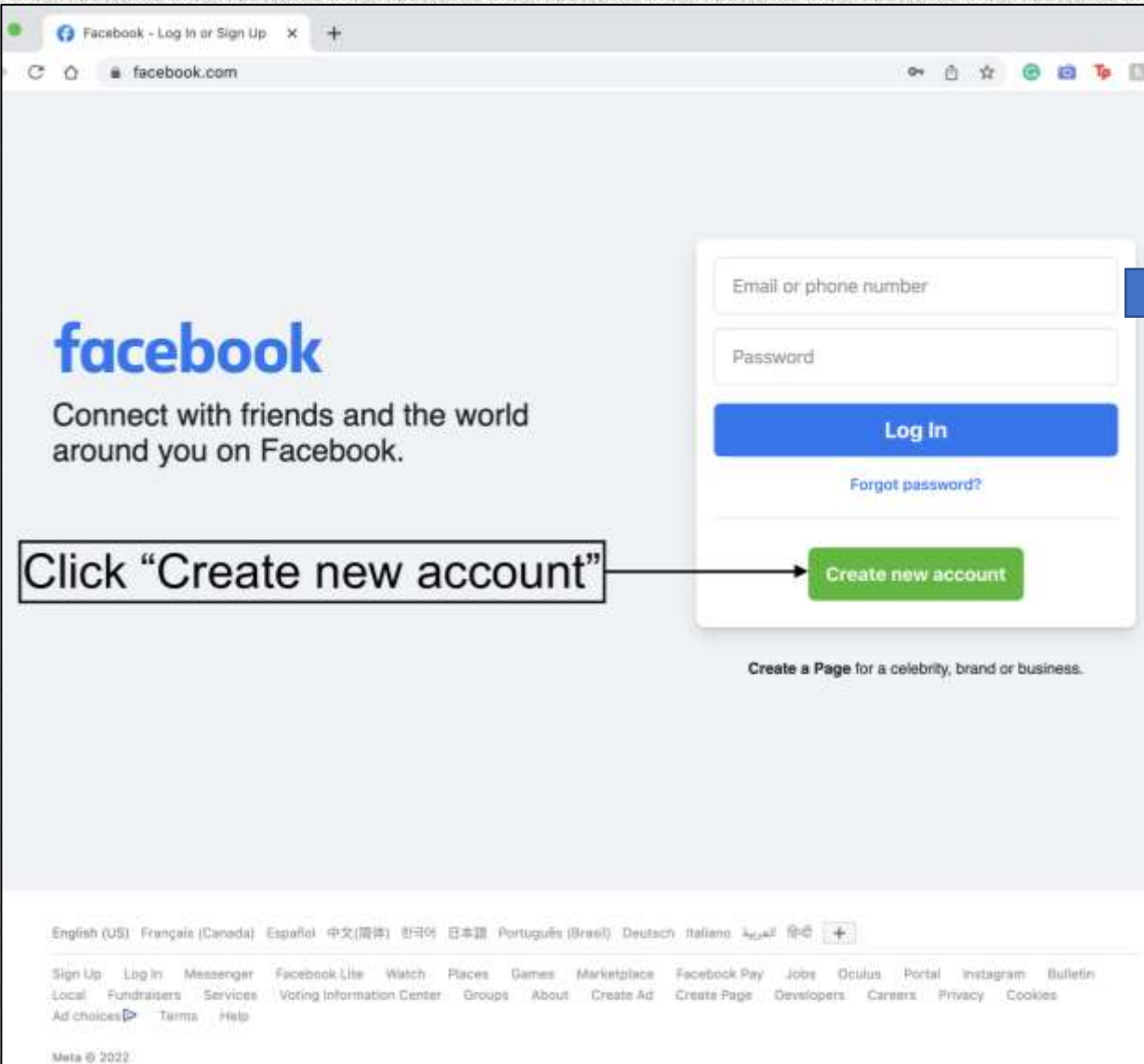


12

Tap on "Sign Up" to complete the process

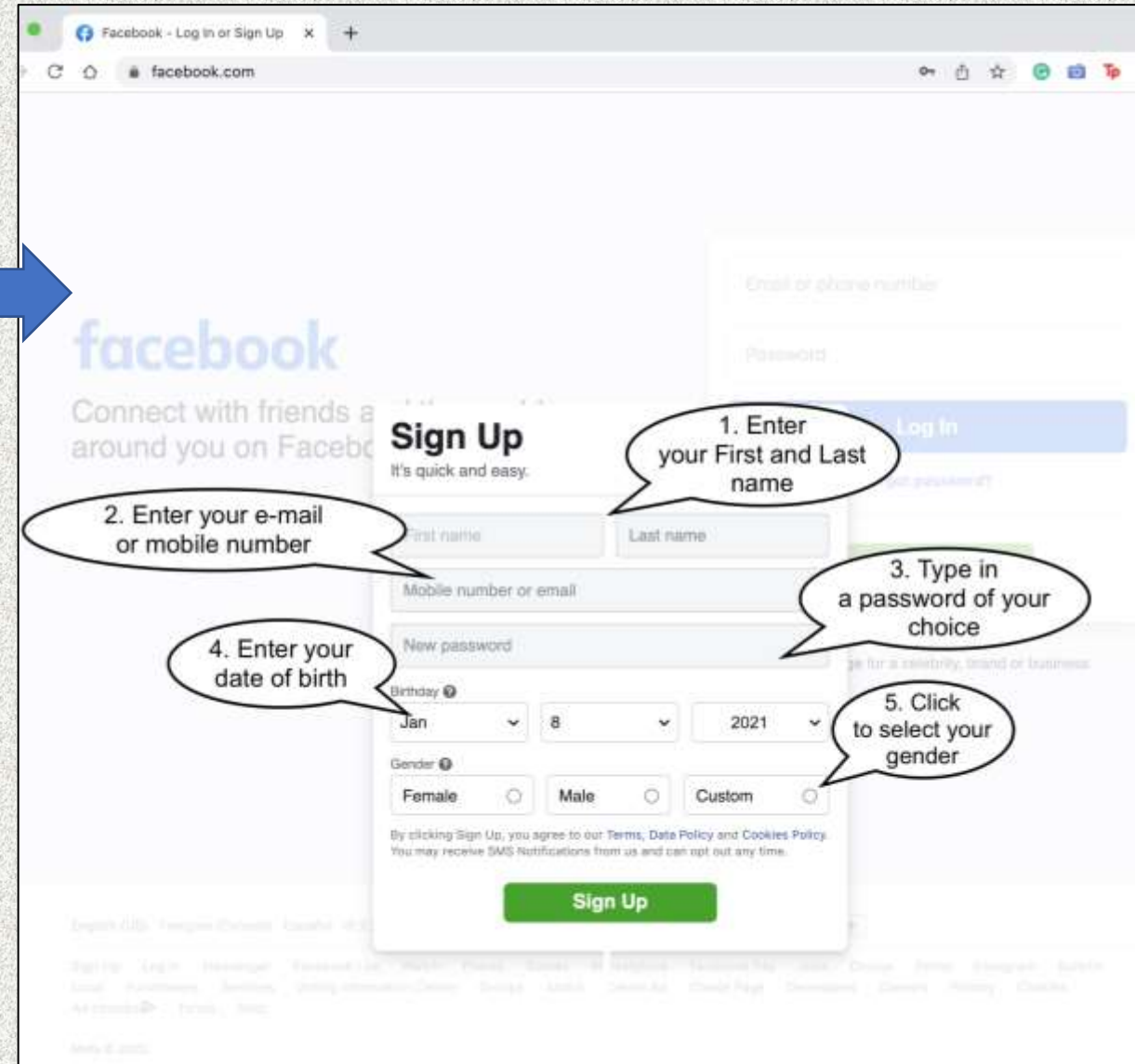


How to create a Facebook Account on Desktop



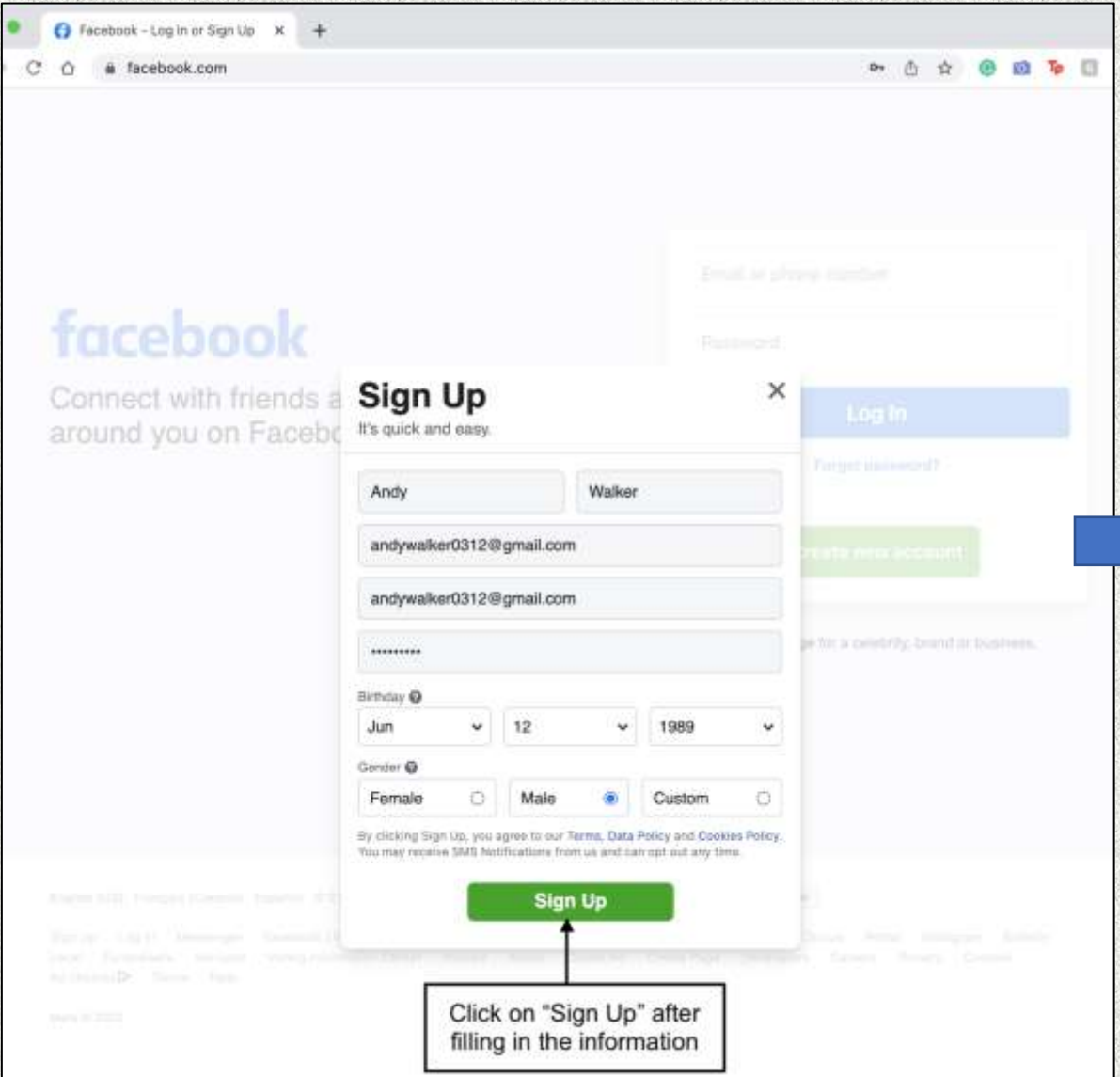
1

When login page will open click on
"Create new account".



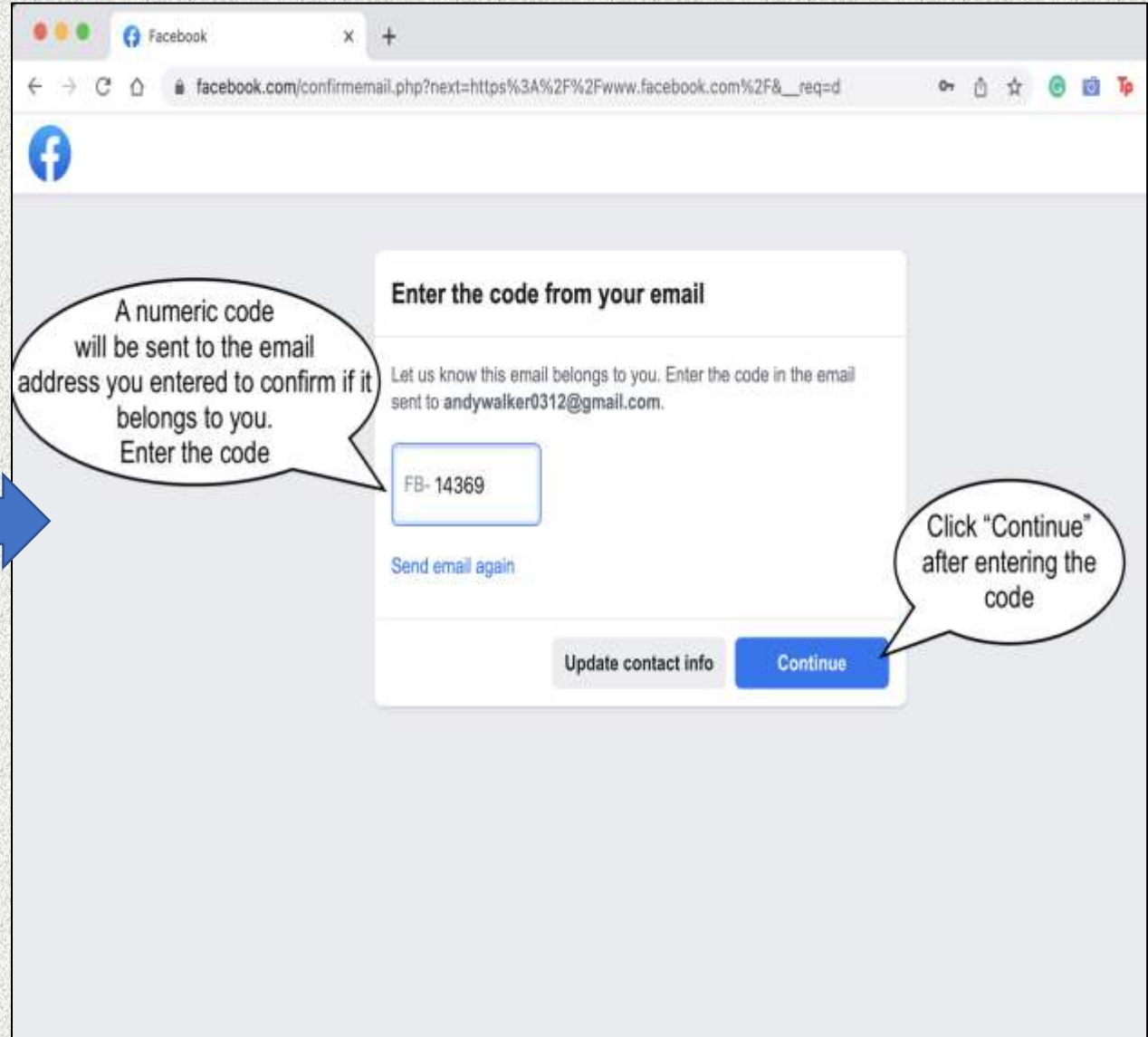
2

A sign page will open to fill-in your details.



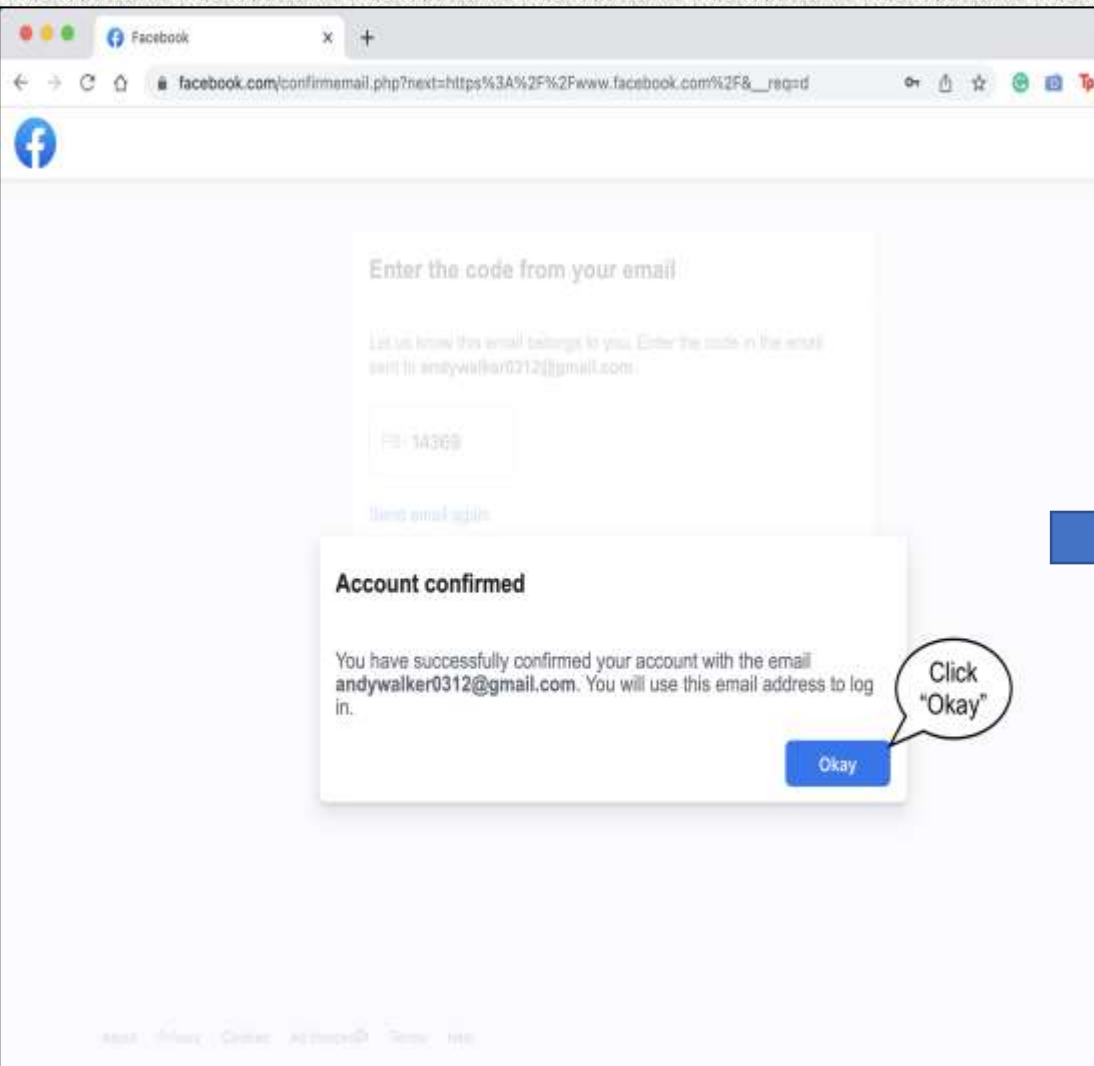
3

Click on "Sign Up" after filling in the information.



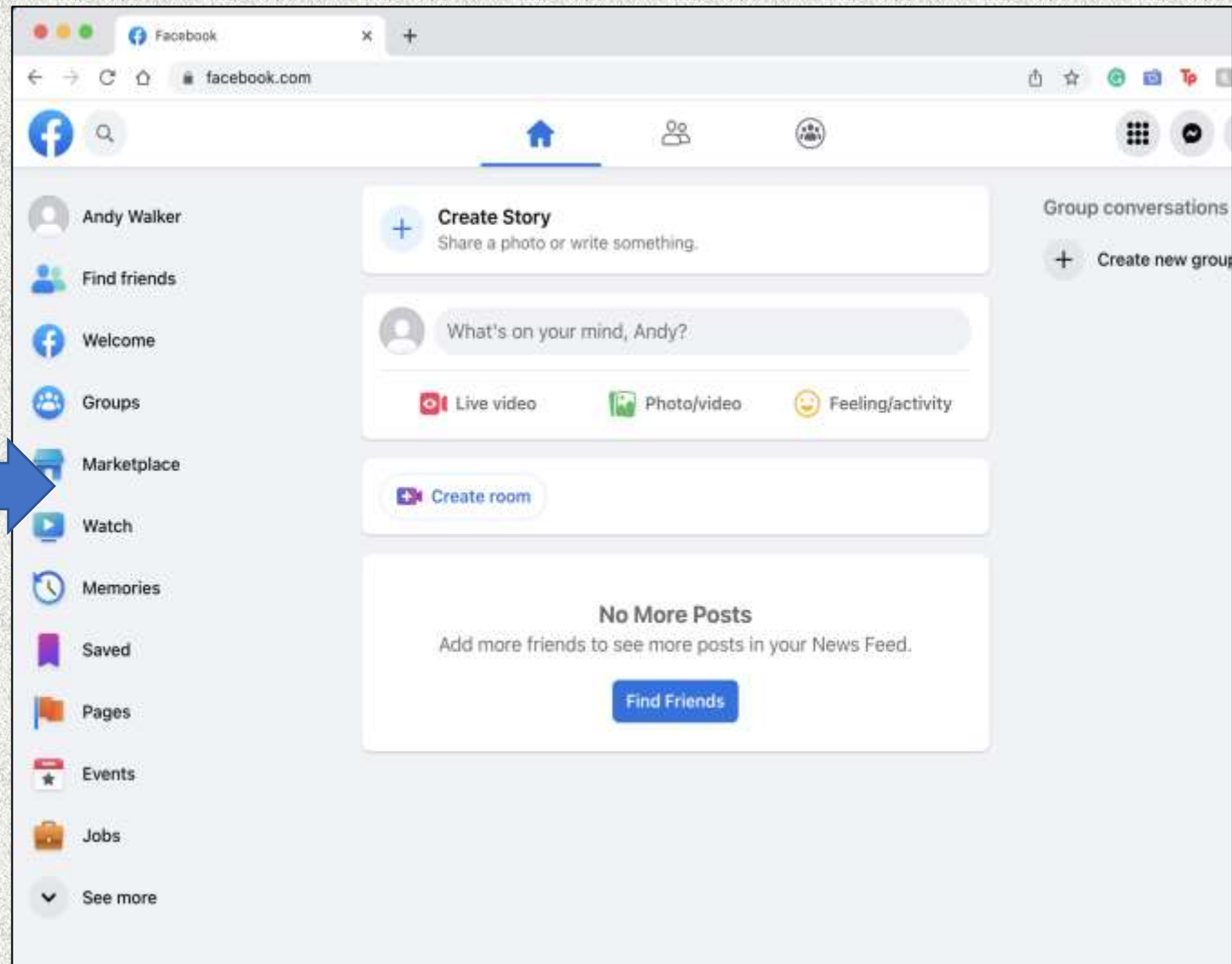
4

Enter the numeric code sent your email address to confirm it belongs to you and click "Continue"



5

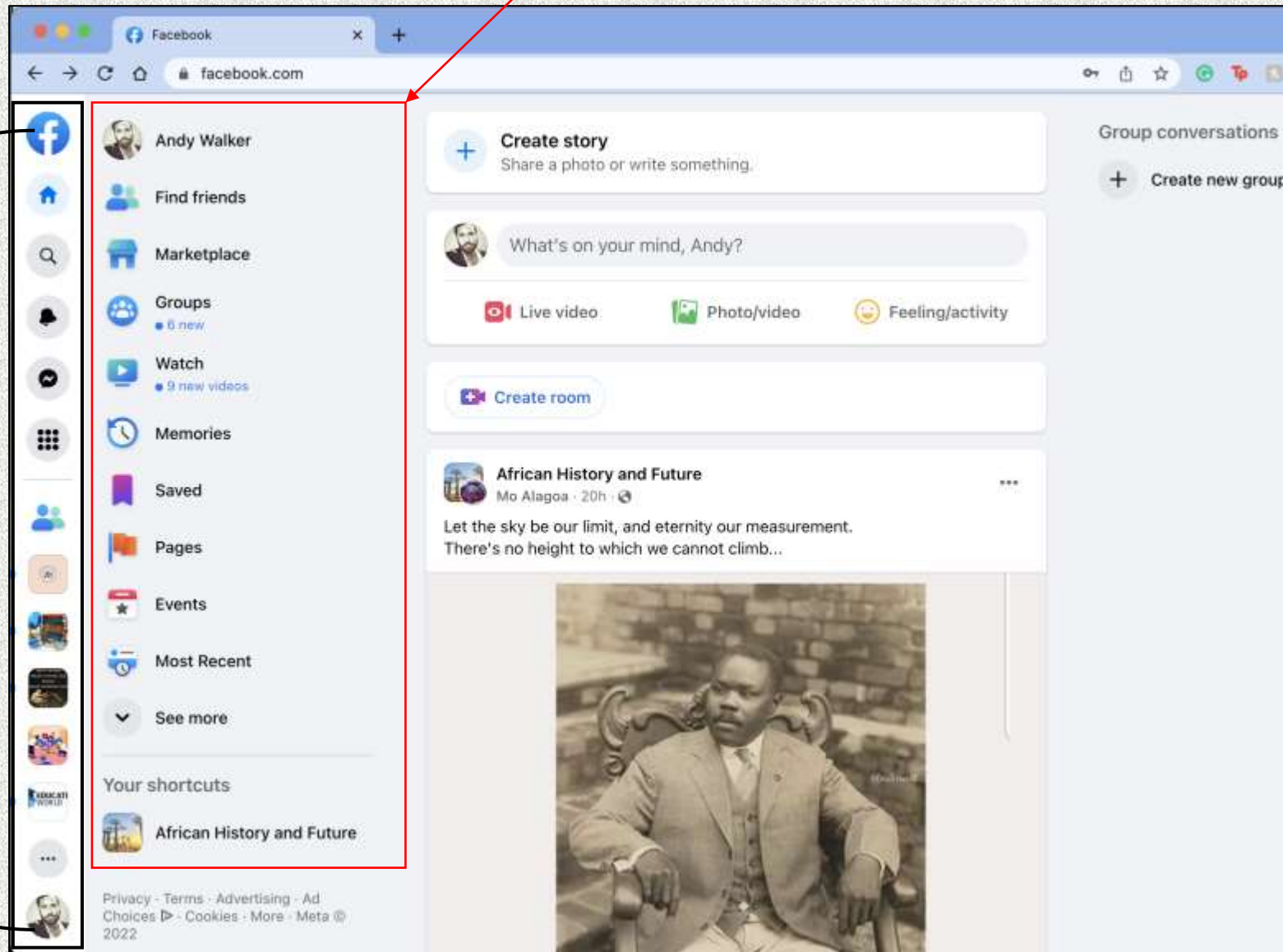
Account Confirmation prompt will appear.
Click "Okay".



6

Your Facebook account is created. Your homepage will open.

Navigation Bar 2



Navigation
Bar 1

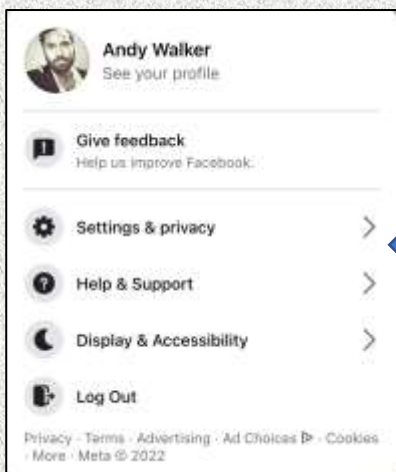
Facebook
Account
Overview

Navigation Bar 1

You can search for people, posts, photos, videos, places, Pages, groups, apps, links, events and more on Facebook.

Facebook Messenger is a FREE mobile messaging app used for instant messaging, sharing photos, videos, audio recordings and for group chats. The app, which is free to download, can be used to communicate with your friends on Facebook and with your phone contacts.

Find Friends: Click here to connect with others that you may know you on Facebook.
Friending on Facebook helps you stay connected with people you care about. Adding a friend means you may see each other's activity in Feed, Stories and Photos.



Clicking here will open a menu to go to Settings & Privacy, Your Profile and can log out from your account from here

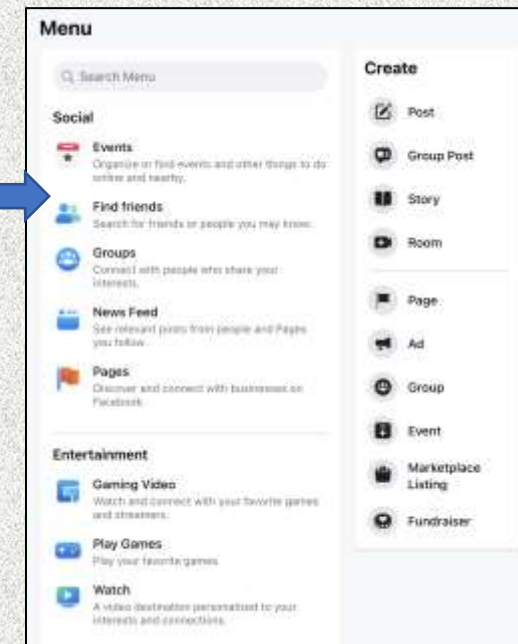


Your home page is what you see when you log into Facebook. It includes your Feed, the constantly updating list of posts from your friends, groups you're in, Pages you follow and more. Clicking these buttons will take you back to the homepage

The bell icon is where you can view all your Facebook notifications. Notifications are updates about Facebook activity.

Clicking on these dots will open a Menu where shortcuts are present to create a post, story, groups

The shortcut of the groups you follow are present here



Navigation Bar 2

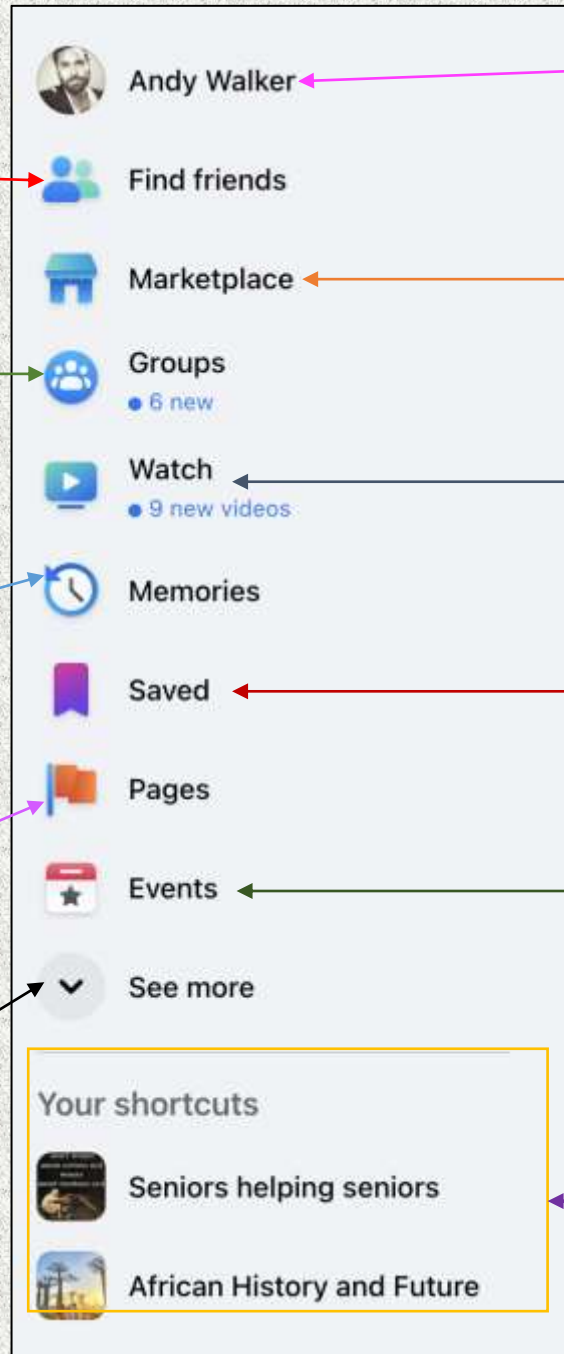
Find Friends: Click here to connect with others that you may know you on Facebook.

Groups are a place to communicate about shared interests with certain people. You can create a group for anything — your family reunion, your after-work sports team or your book club.

You'll see things like your Facebook posts, posts you were tagged in and anniversaries in Memories.

Click here to go to the pages you followed. You can like or follow a Page to get updates from business, organizations and public figures.

Continued in next page



Clicking here will take you to your Profile/Timeline. Your profile tells your story. You can see your own posts and posts you've been tagged in.

Clicking here will take you to Marketplace where, you can buy and sell items with people in your community on Facebook.

Click here to visit Facebook Watch to discover videos and original shows.

Click here to view your collection of Saved Facebook posts and videos.

Events let you organize and respond to gatherings in the real world with people on Facebook. You can also find events near you to attend.

The shortcut of the groups you follow are present here

Navigation Bar 2

Click here to manage any Facebook ad campaigns that you have created.

Click to view posts on Community help, where people can either offer aid to others within their community, or request help with tasks from locals.

This feature makes it easy for people to connect to the expert support they need when struggling with mental health issues.

Favorites enables people to designate up to 30 friends and pages to include, and posts from them will appear higher in News Feed and be highlighted with a badge.

Click here to watch Live Gaming on Facebook

Clicking here will take you to Facebook Messenger where you can send instant messages to your friends and family on Facebook

Click here to find out most recent (latest) posts on Facebook on your feed



Click here to create an Ad on Facebook.

Click here to get more information on Climate change

Click here to get the information regarding COVID-19

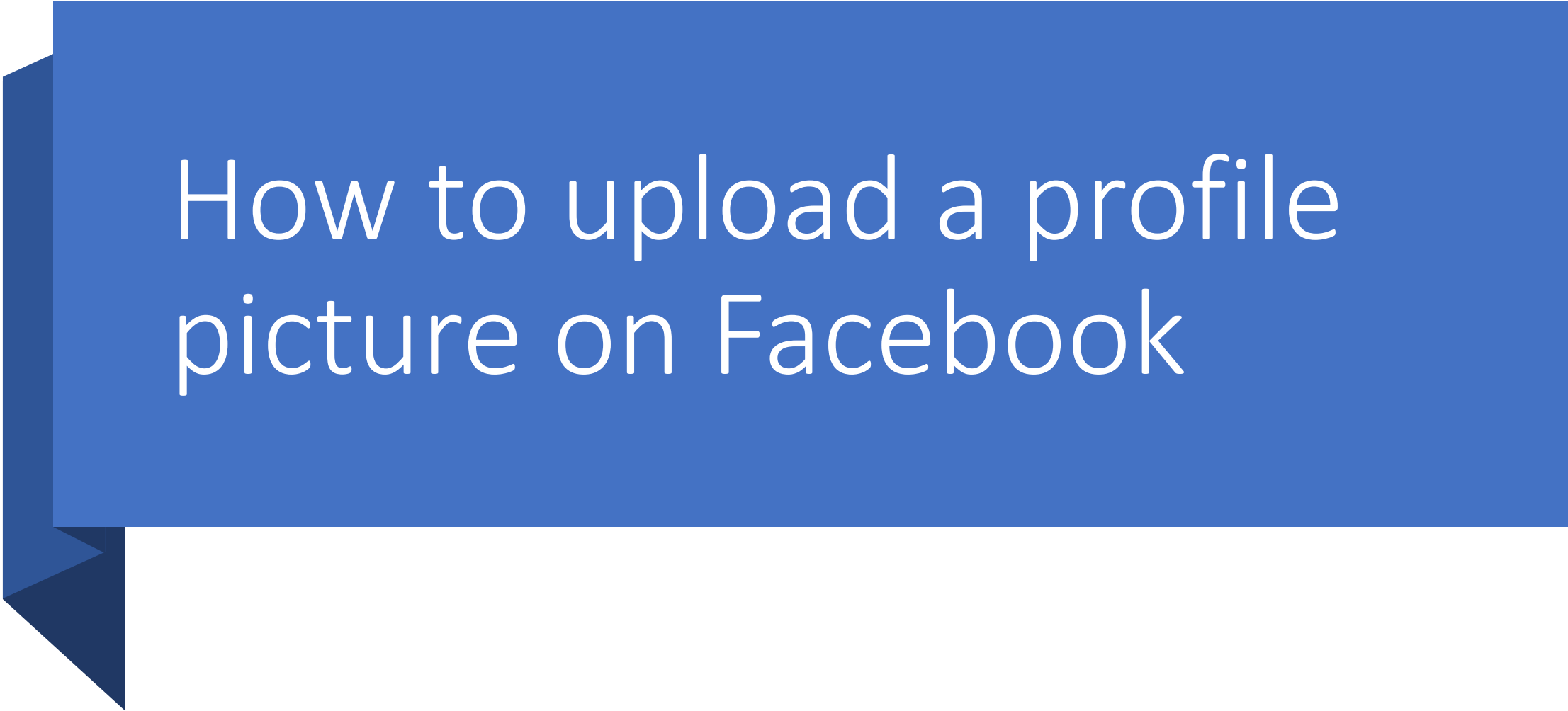
Facebook Pay lets you make secure payments on Facebook, Instagram, and Messenger.

Fundraisers on Facebook helps to donate or raise money for yourself, a friend or a non-profit to support the causes you care about.

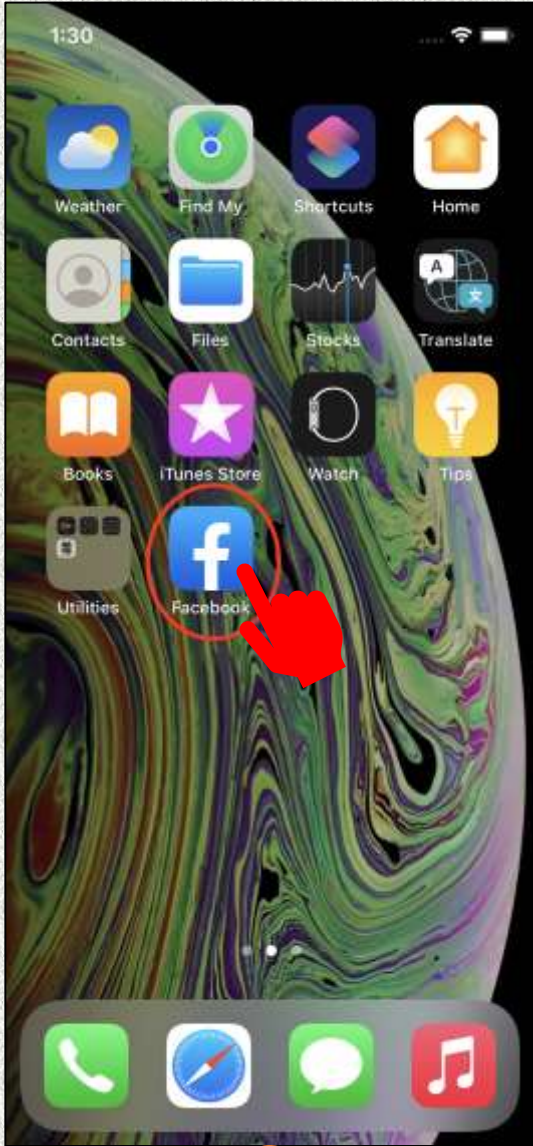
Click here to watch Live Videos on Facebook

“Messenger Kids” lets parents download the app on their child’s phone or tablet, create a profile for them and approve friends and family with whom they can text and video chat from the main Messenger app.

Click here to play games on Facebook

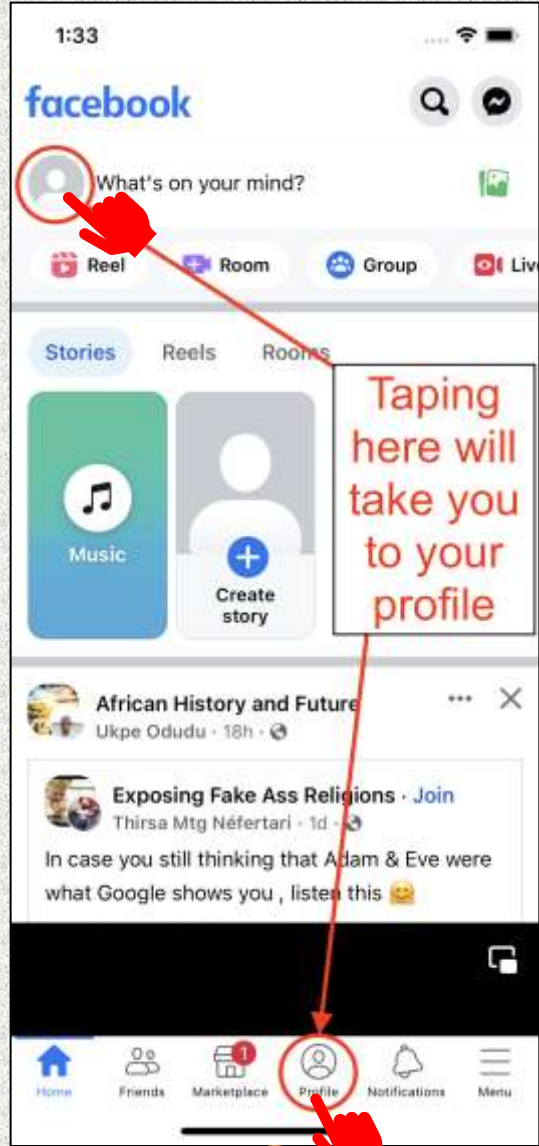


How to upload a profile
picture on Facebook



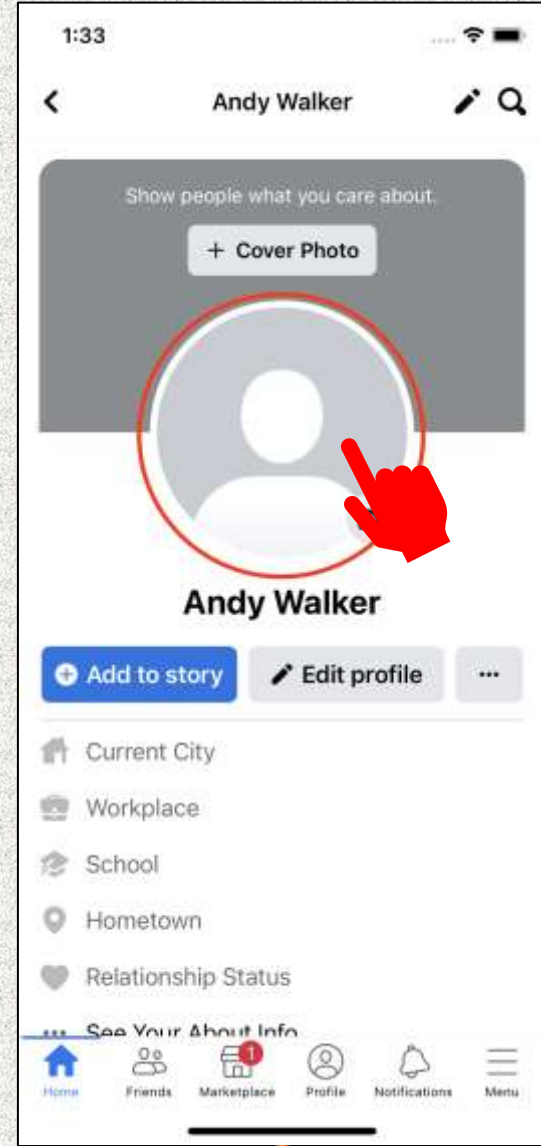
1

Tap on "Facebook" app on your device home screen to open



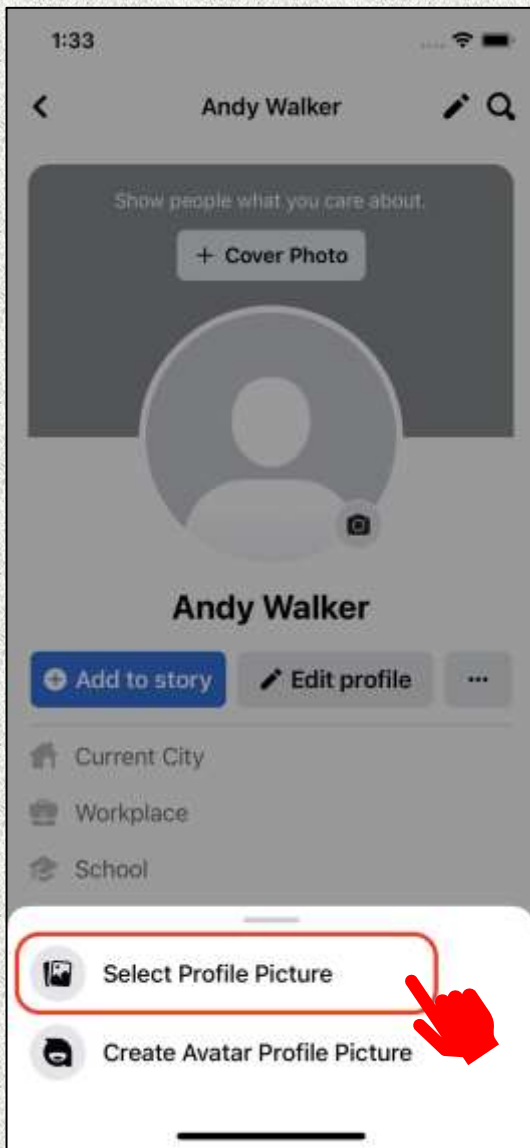
2

Tap on the profile icon which will open your profile page



3

Tap here. This is the place your profile picture will be. A pop-up menu will open



4

Tap on "Select Profile Picture" which will take you to your device images



5

Tap on the picture you want to select. You can also click a new picture by tapping the camera icon on the right top corner.

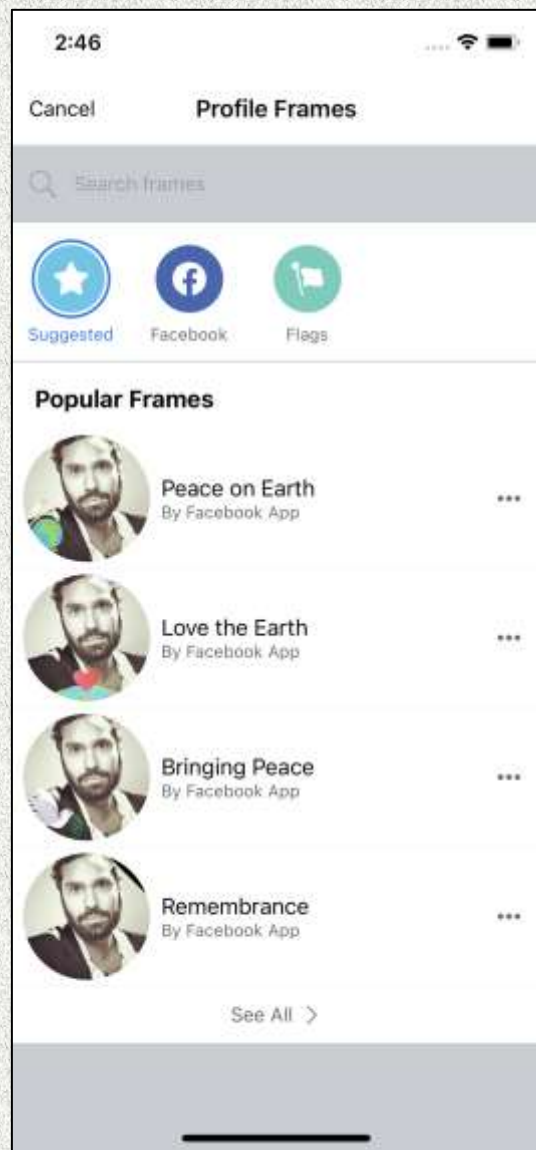


6

1. add a themed frame to your profile image by tapping "FRAMES", step 7 shows some frames
2. Tap "Edit" to edit your profile picture as needed.

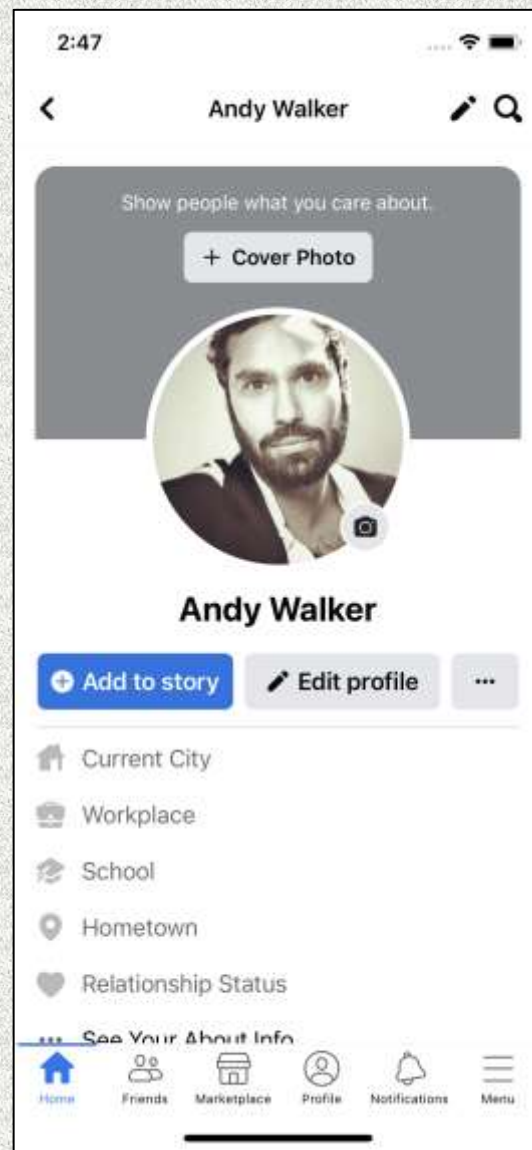
3. Tap "Save" to change your profile picture to your newly selected ones

4. You can add a title to your picture by tapping here. Also, you can change the audience by tapping the "To" option and selecting "Friends only"



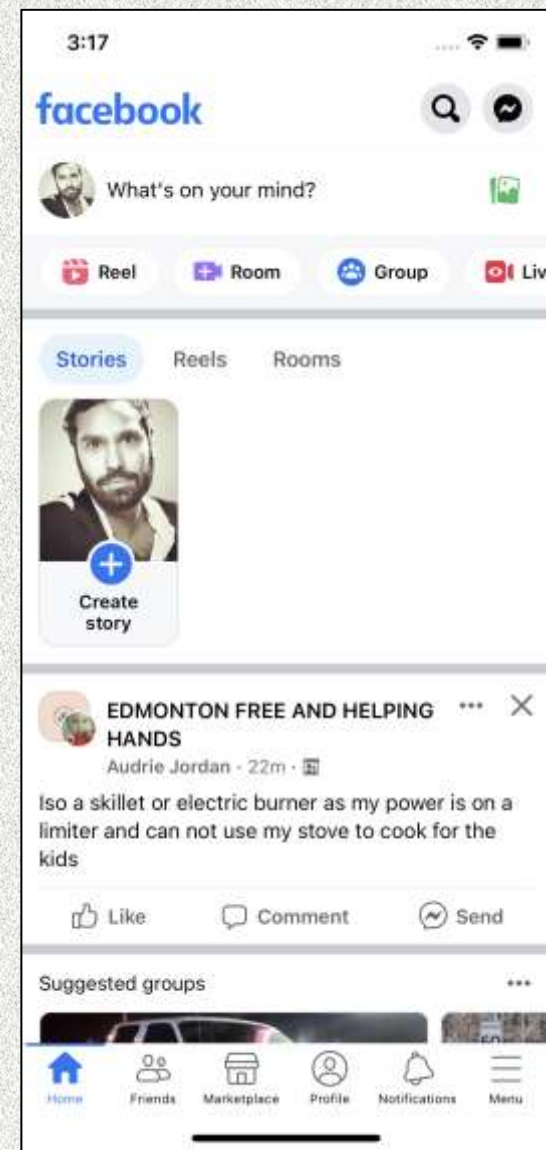
7

Some Profile Frames



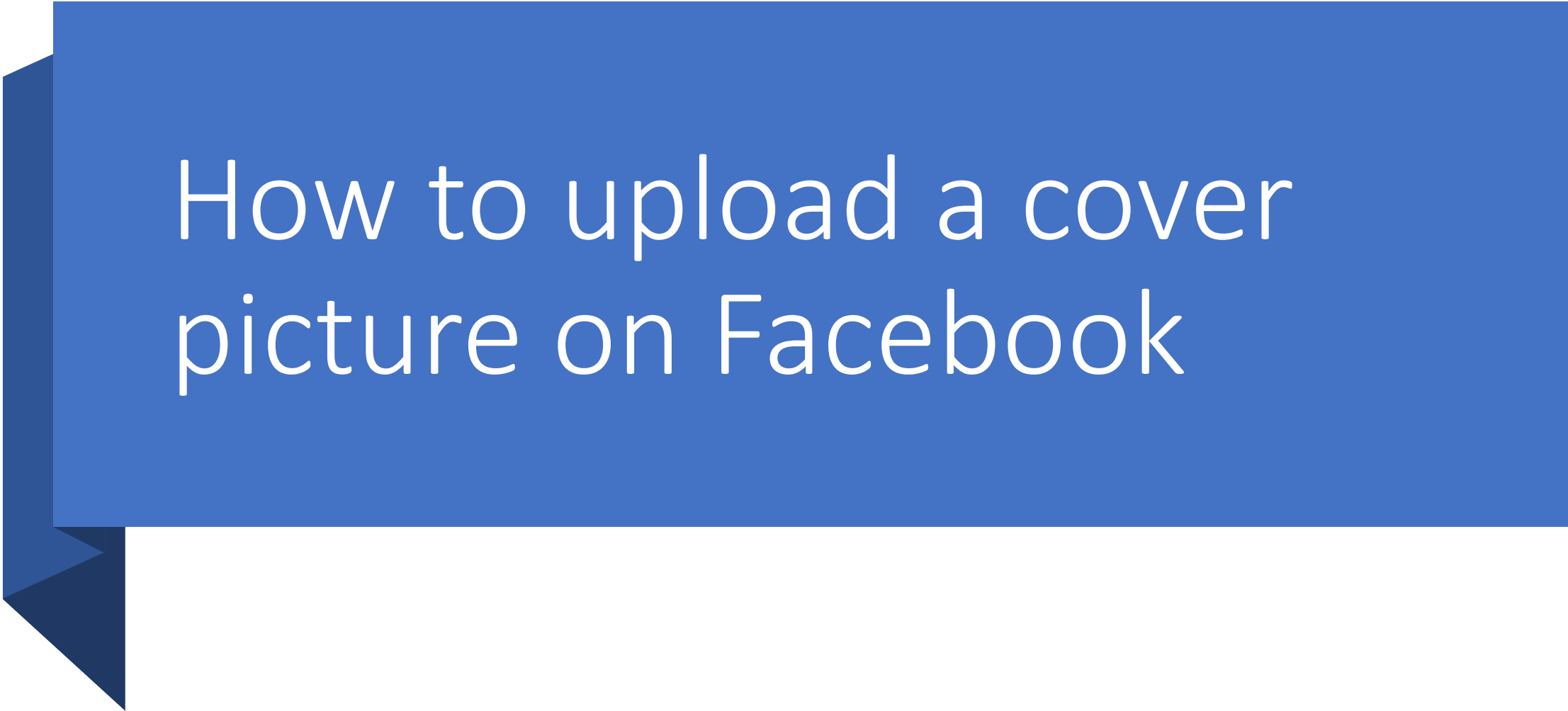
8

Once you tap Save on step 6,
profile picture will be
updated on your profile

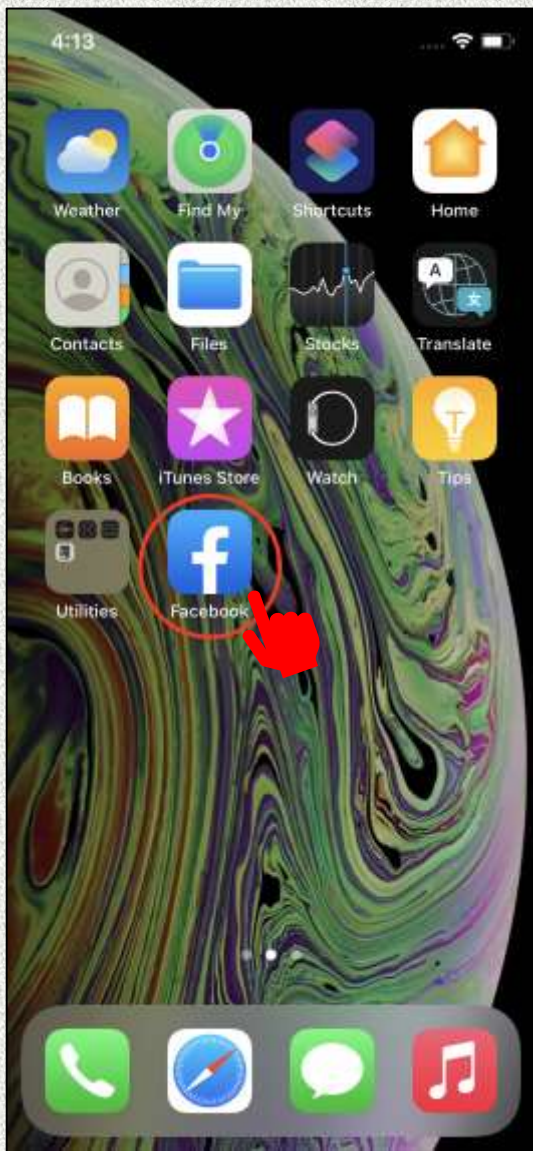


9

Updated profile picture will also
be shown on your homepage

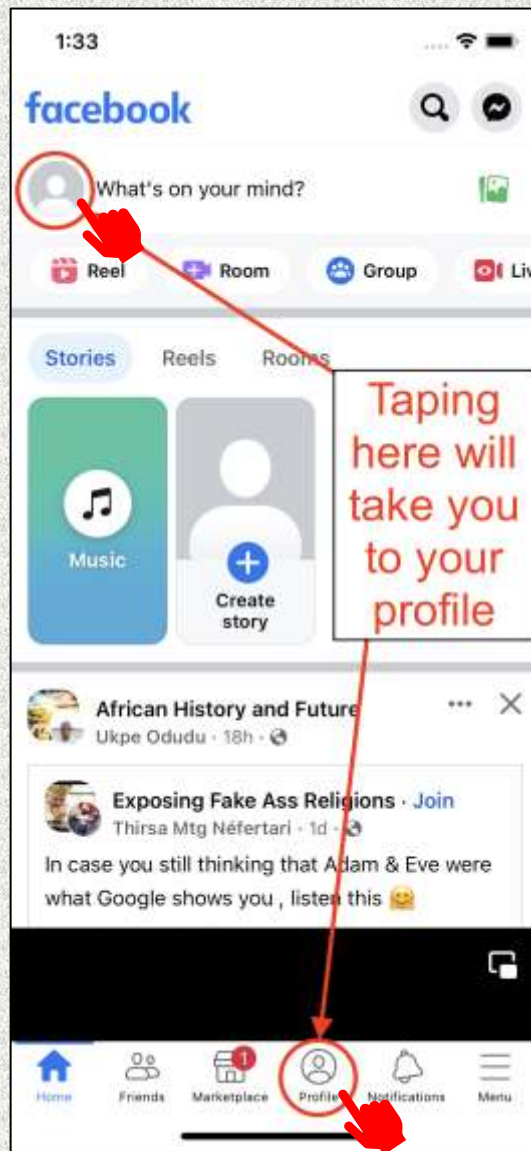


How to upload a cover picture on Facebook



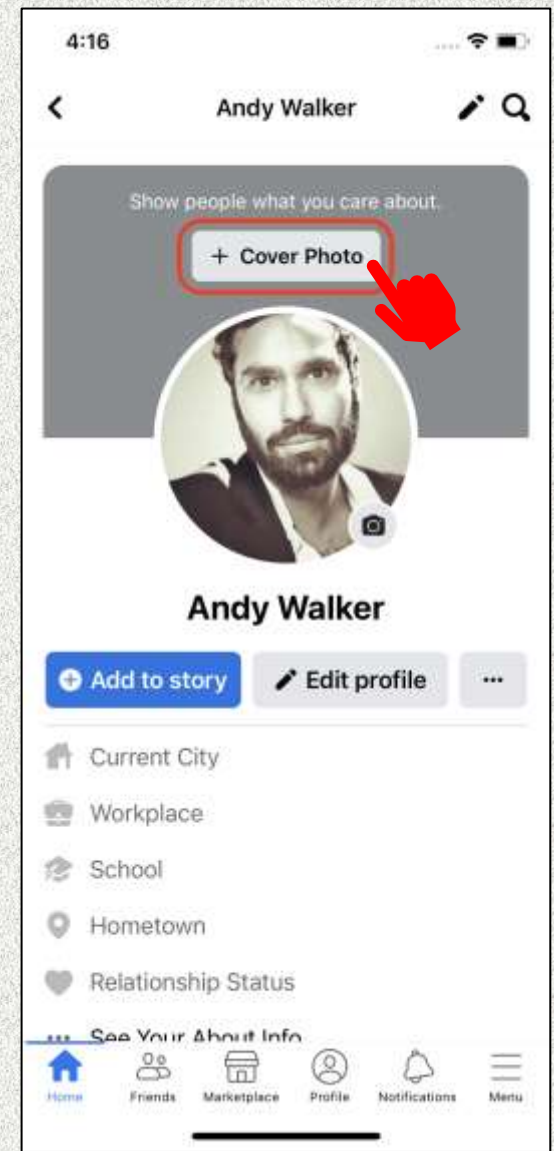
1

Tap on "Facebook" app on your device home screen to open



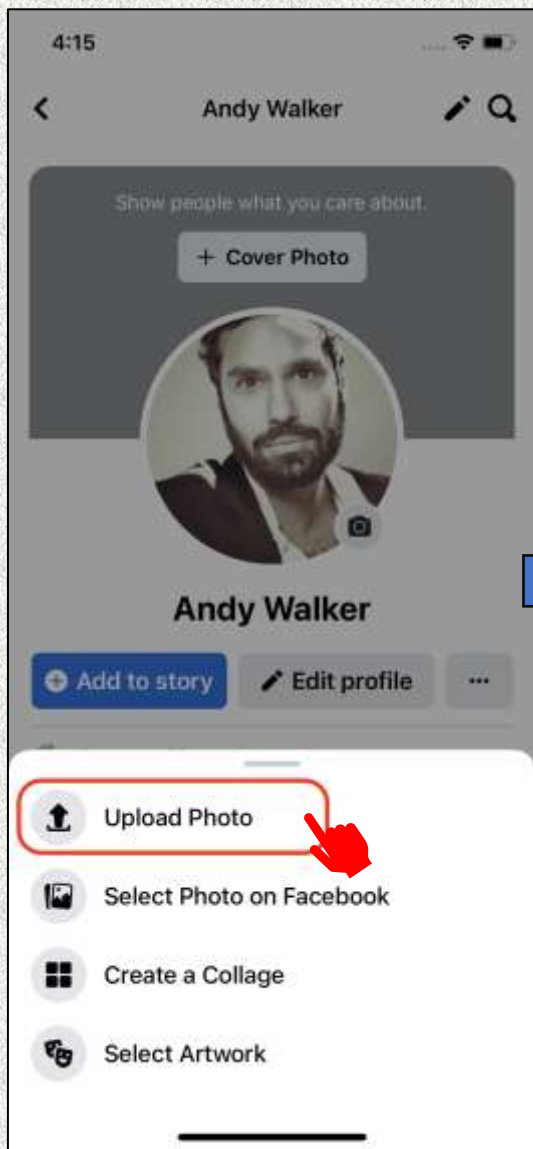
2

Tap on the profile icon which will open your profile page



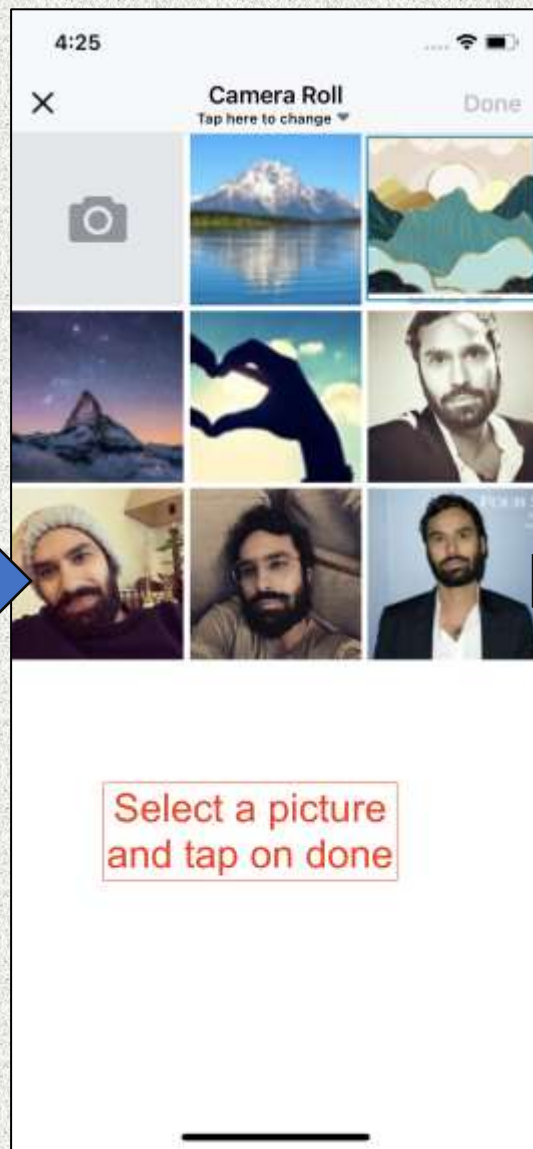
3

Tap here. This is the place your cover photo will be. A pop-up menu will open



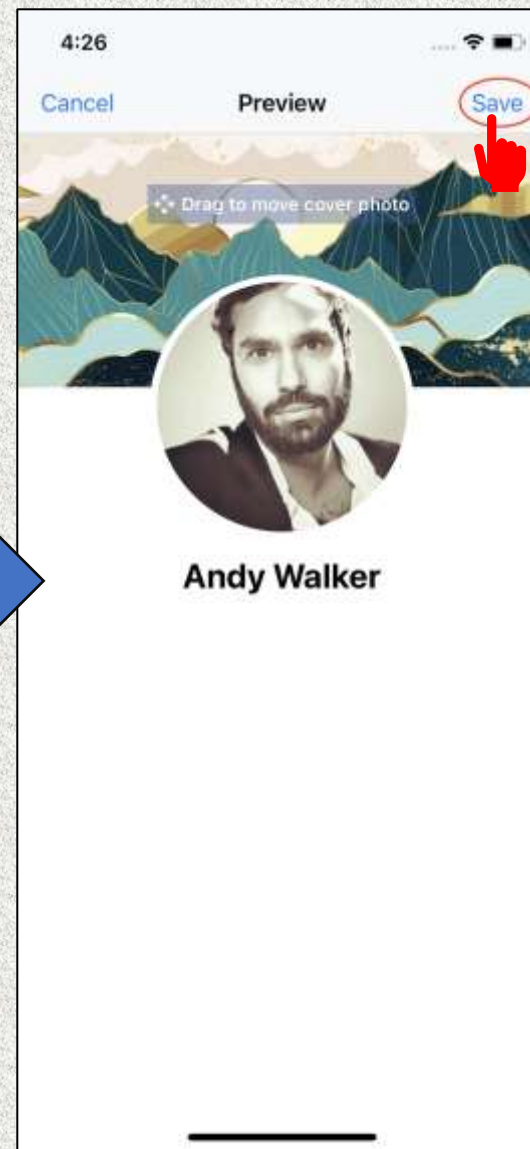
4

Tap on "Upload Photo" which will take you to the Camera Roll of your device.



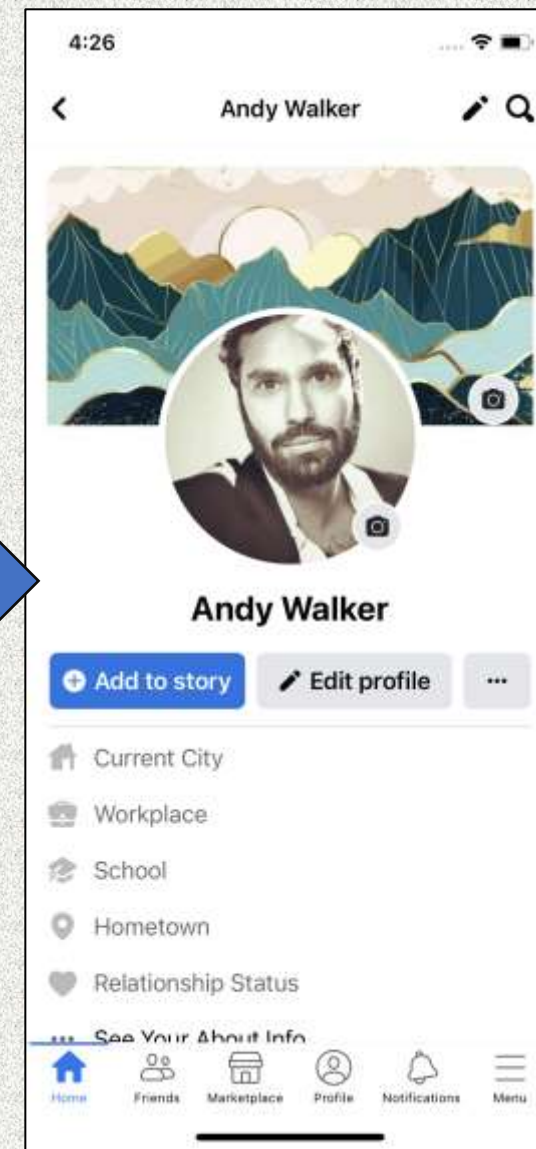
5

Tap on the picture you want to select. You can also select pictures from Facebook by tapping on "Select Photos on Facebook"



6

You can adjust the picture and then tap "Save"

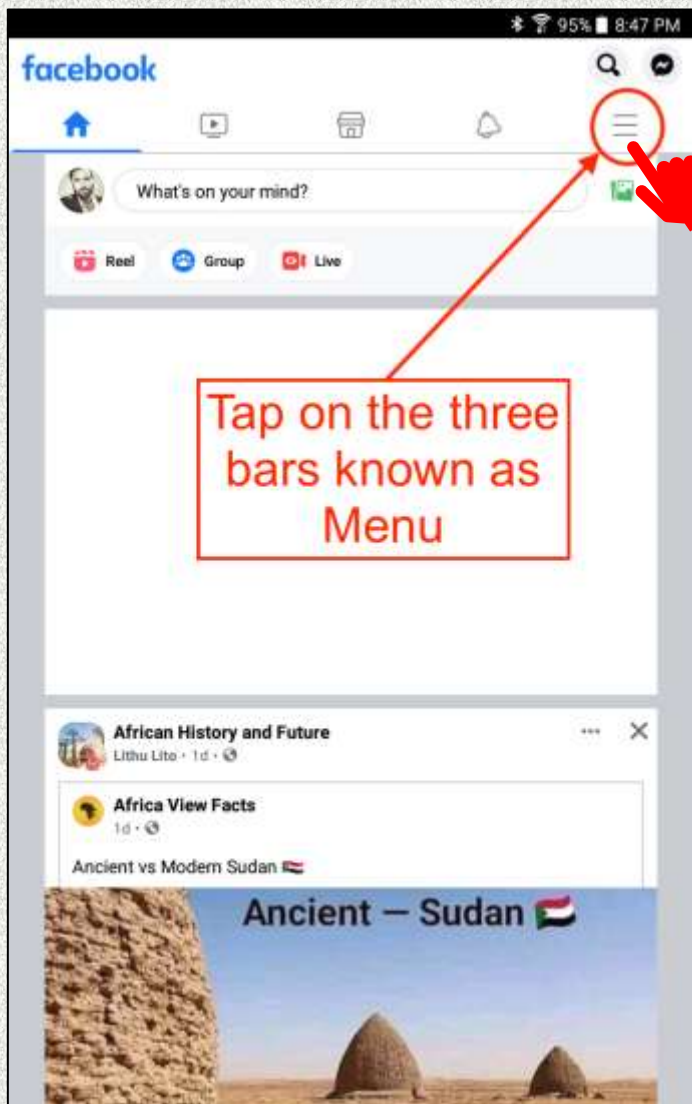


7

Your cover photo will be updated behind your profile picture.

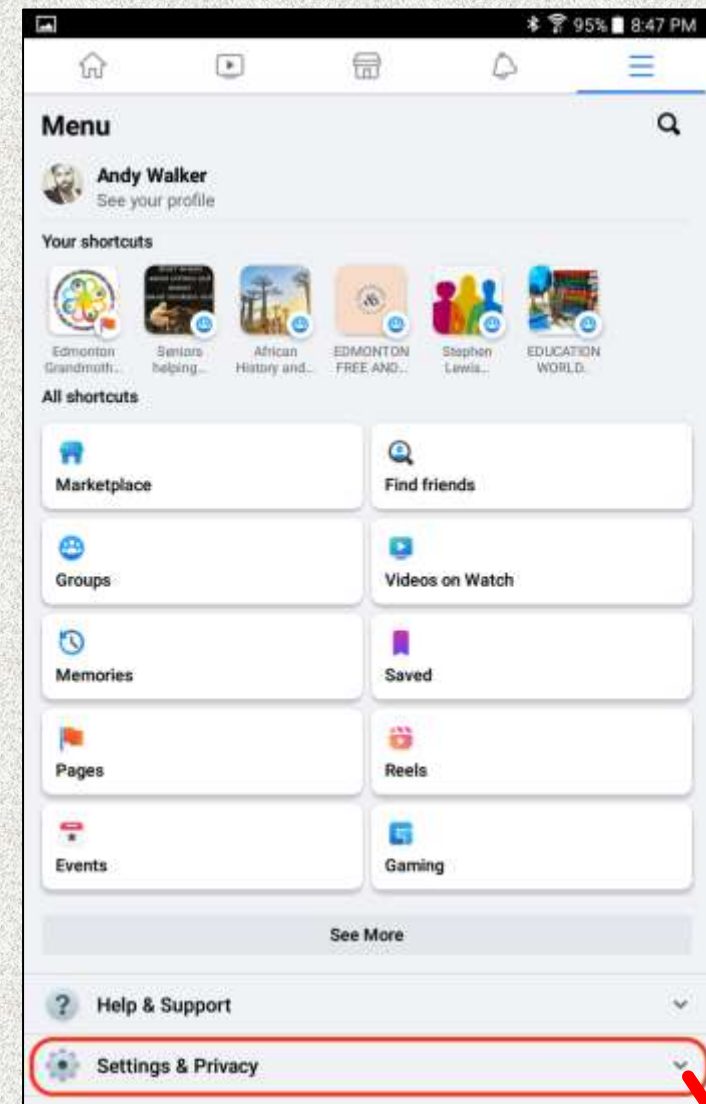
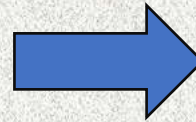
How to find Facebook Settings & Privacy on android devices





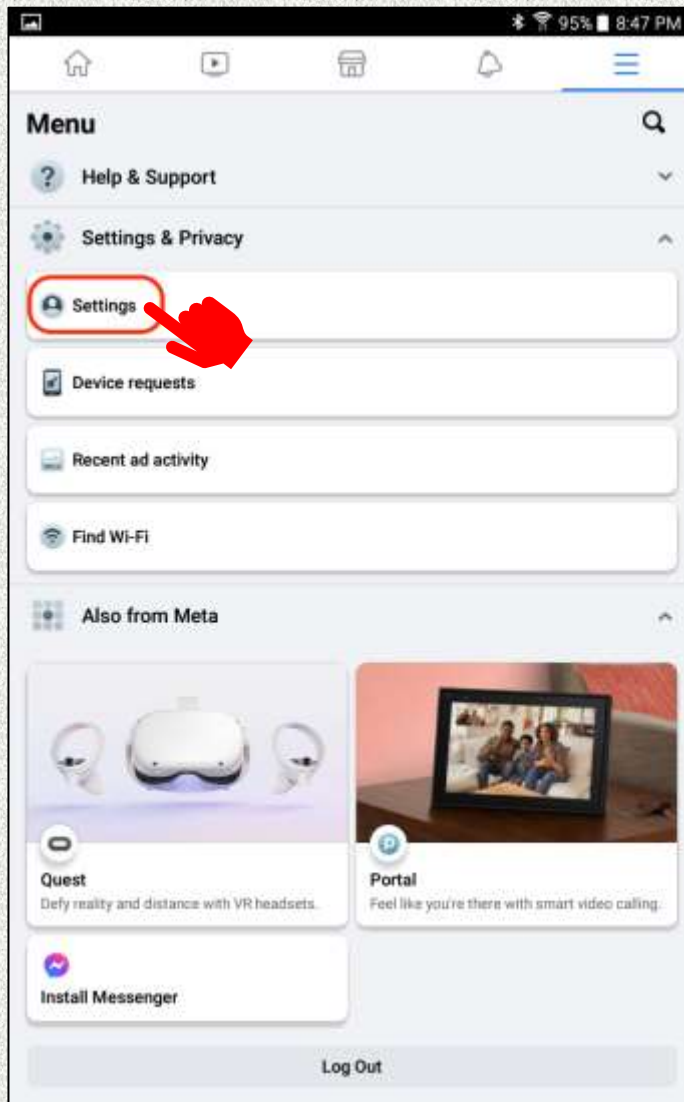
1

When you open your Facebook app, tap on three bars icon named as “Menu”



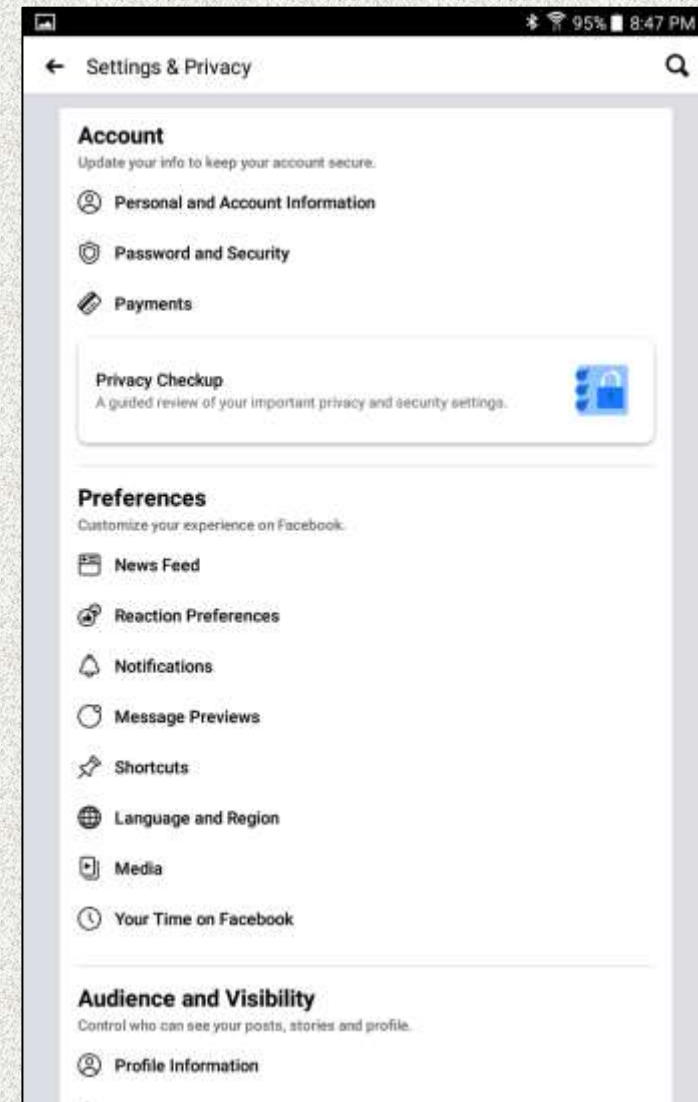
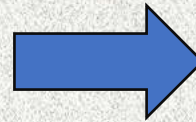
2

On the Menu page, tap on settings & privacy button located at the bottom. Drop down menu will open.



3

Tap on settings button to open Settings & Privacy page

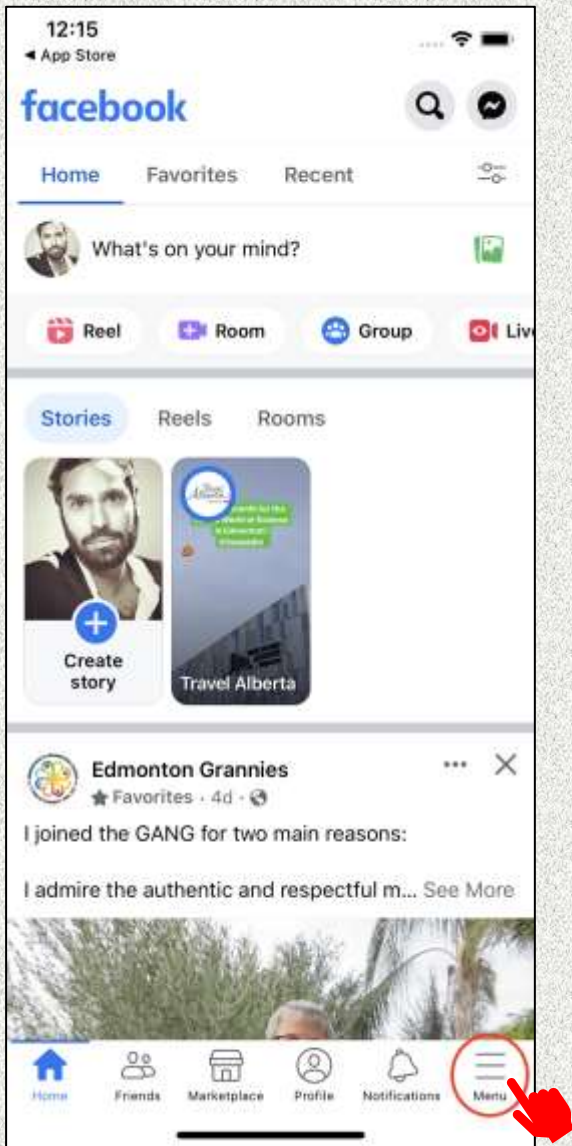


4

Your Settings and privacy page for the Facebook will open. It consists of different sections which are explained [here](#)

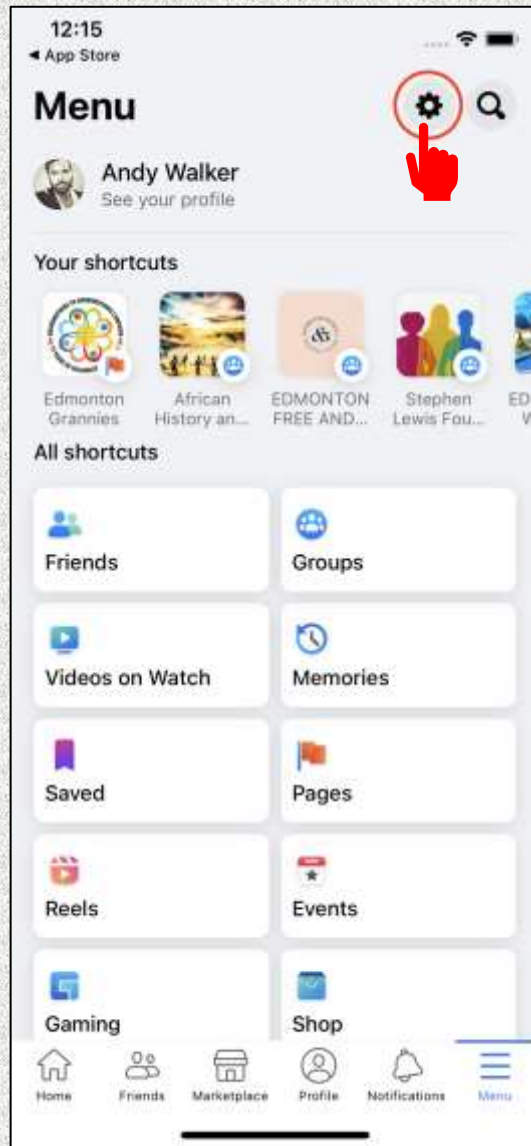
How to find Facebook Settings & Privacy on iPhone/iPad





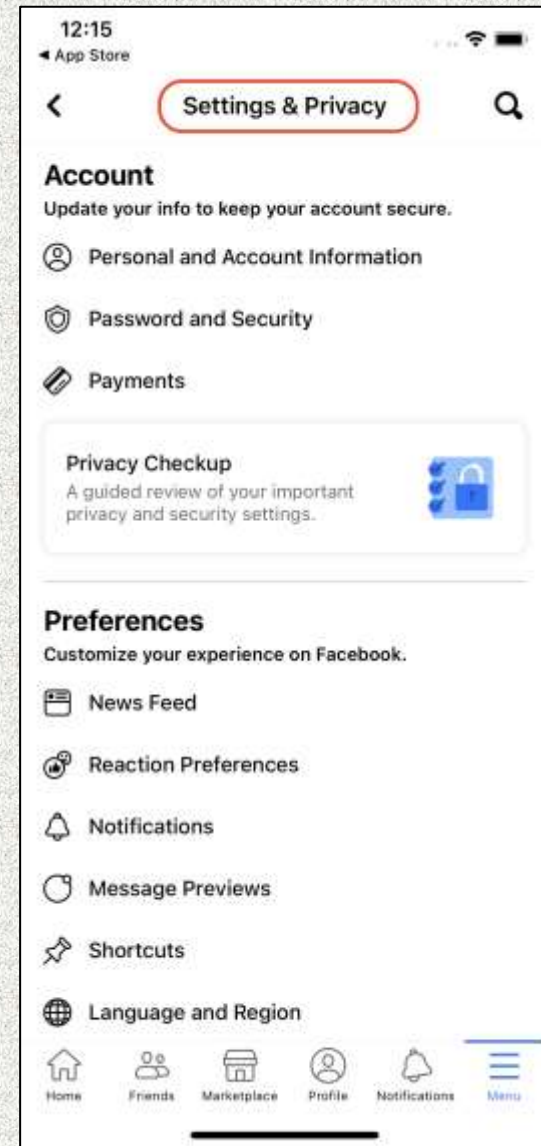
1

When you open your Facebook app, tap on three bars icon named as "Menu"



2

Tap on settings icon located at the top right near search button.

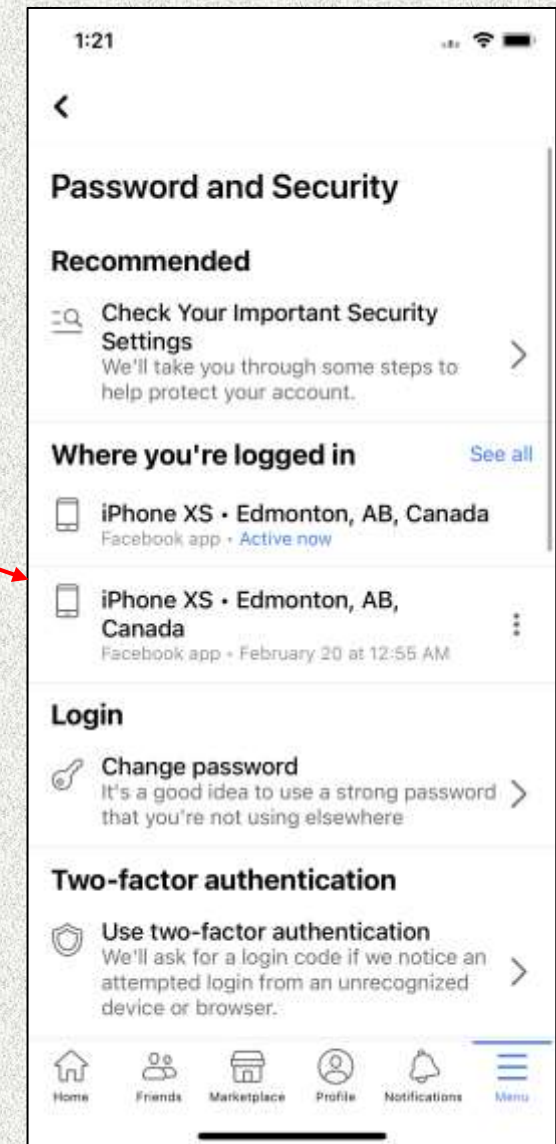
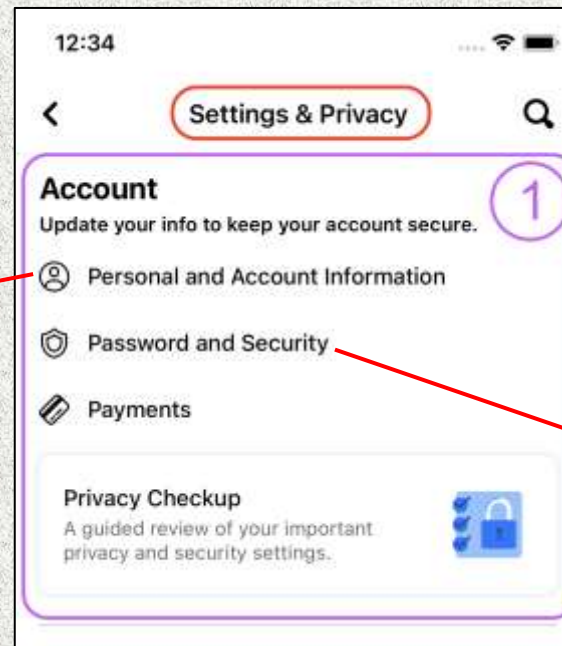
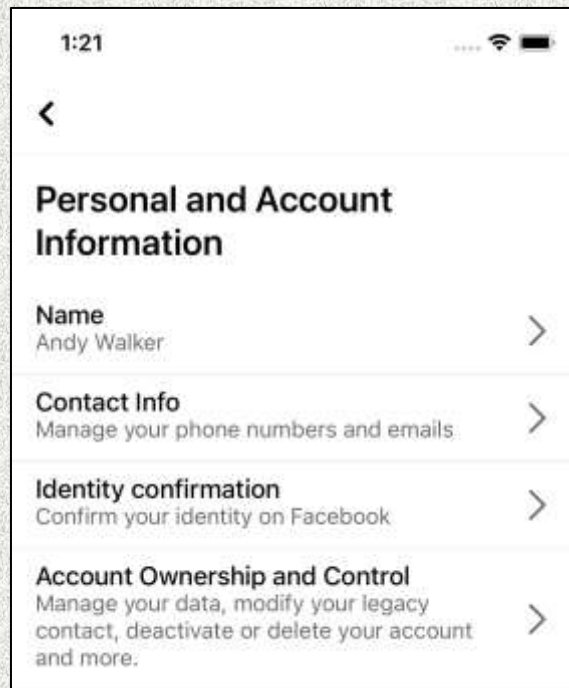


3

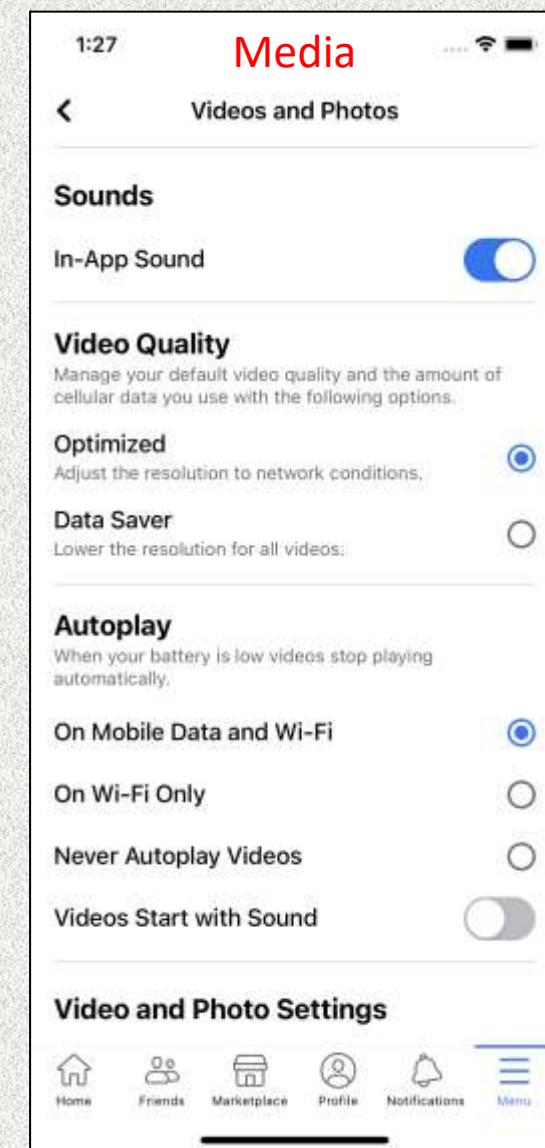
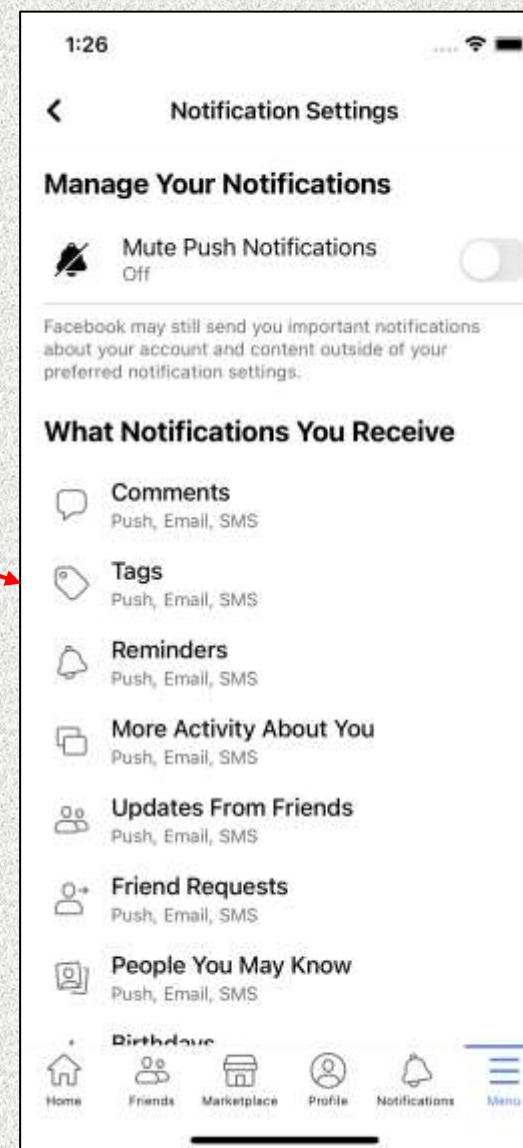
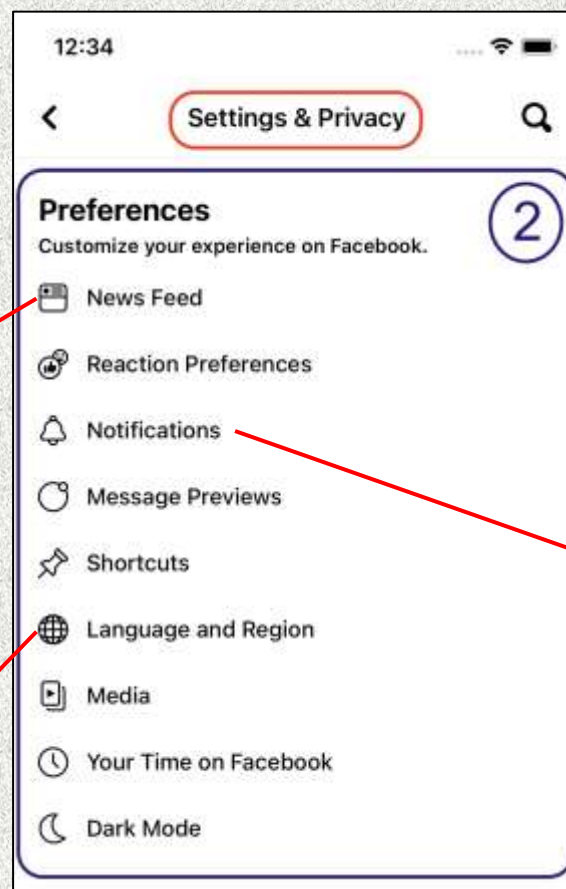
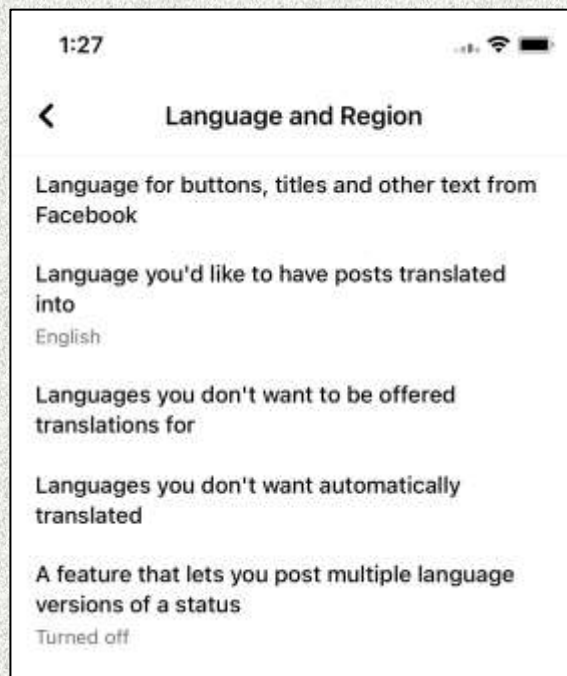
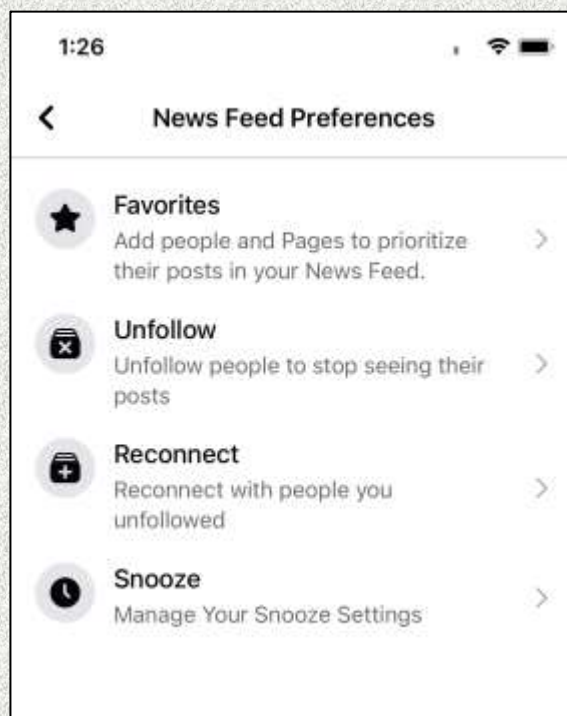
Your Settings and privacy page for the Facebook will open. It consists of different sections

A blue ribbon graphic with a folded end on the left side, containing white text.

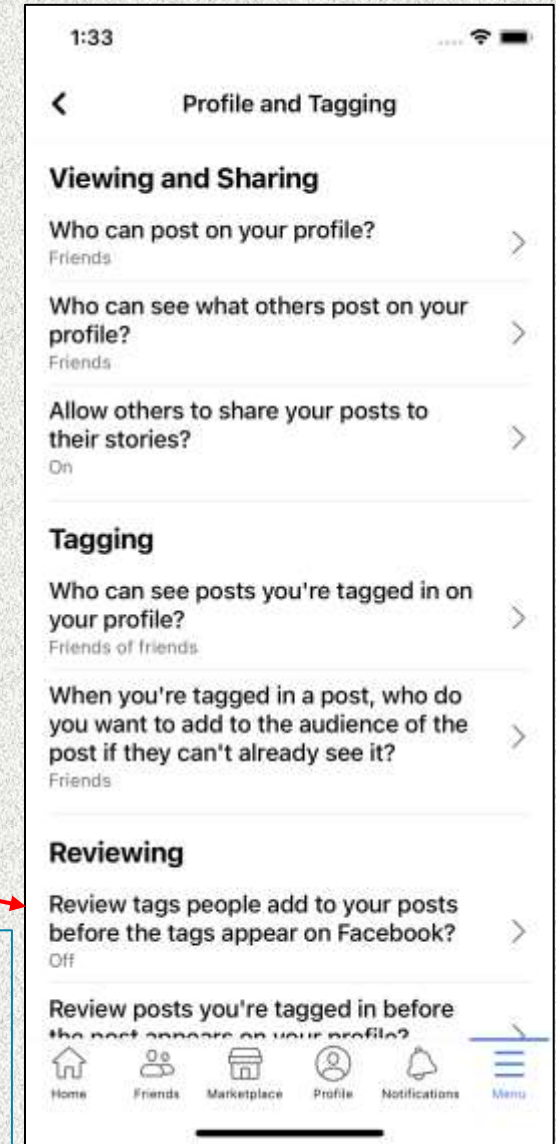
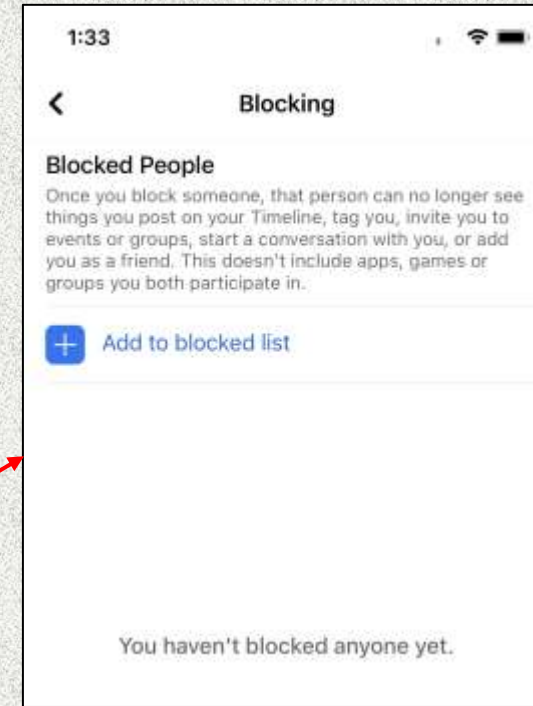
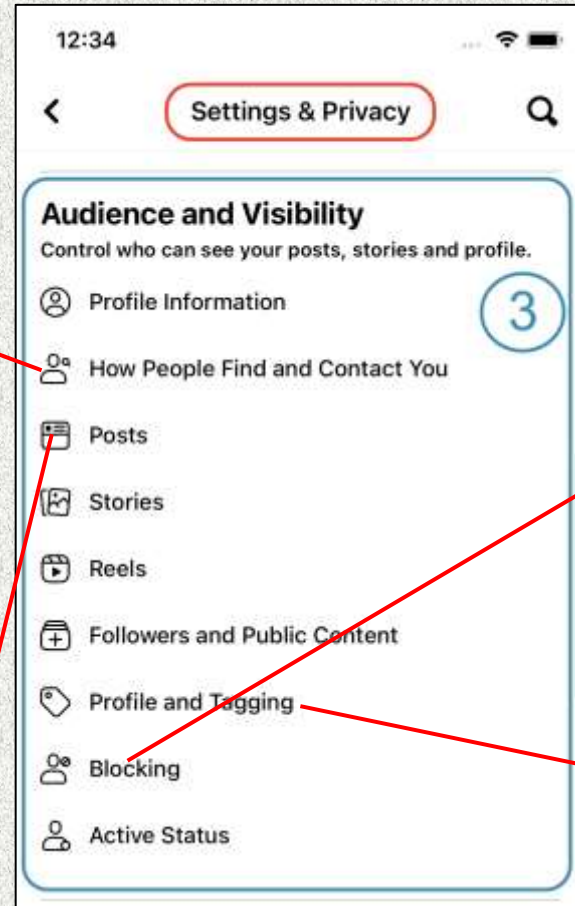
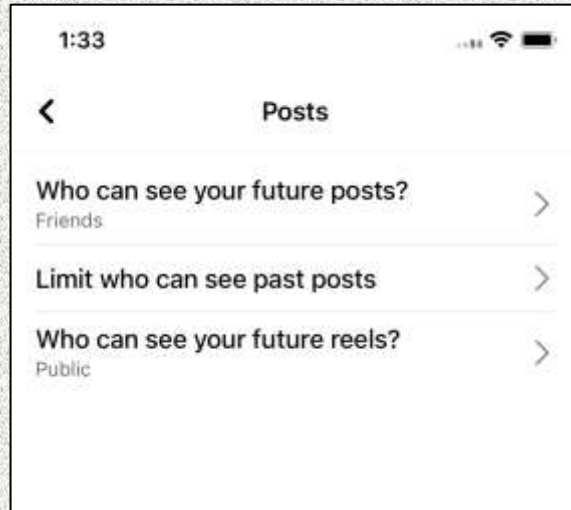
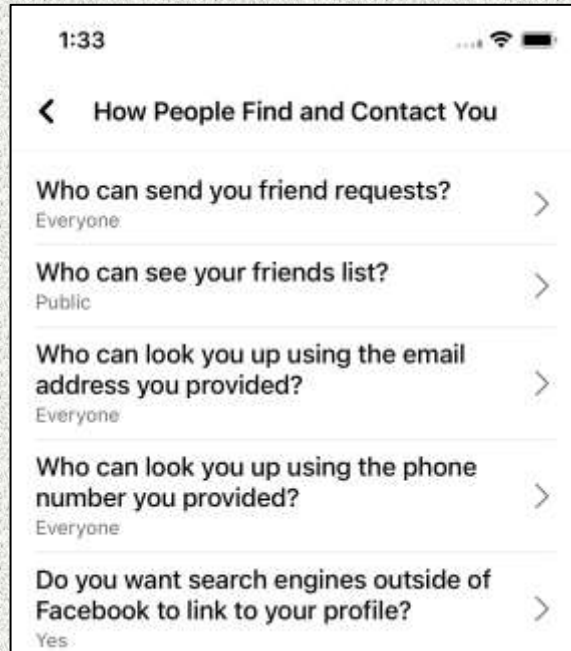
How to keep your
Facebook Account Secure
via Facebook App



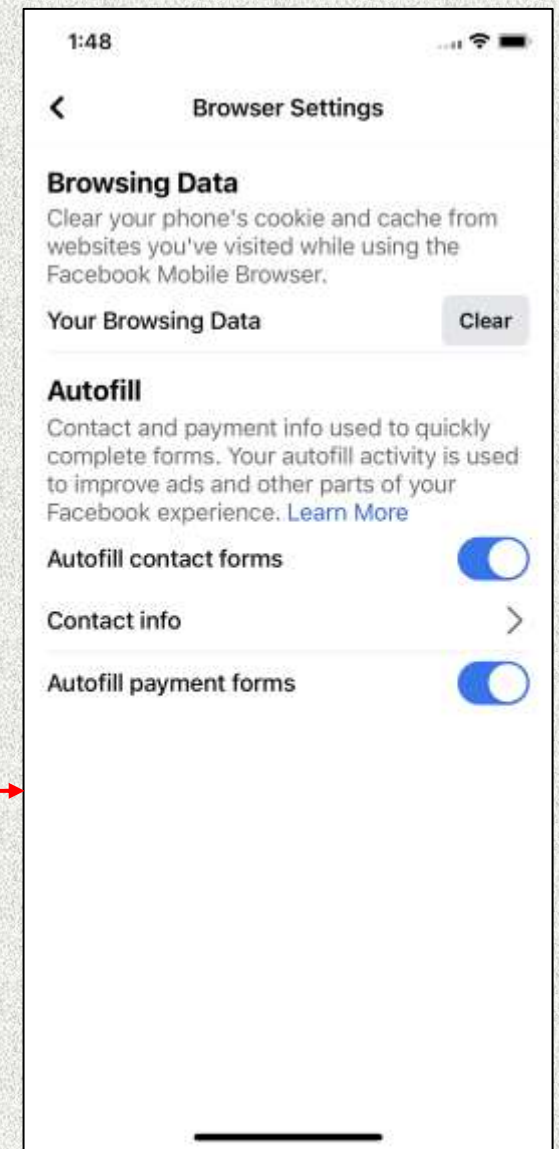
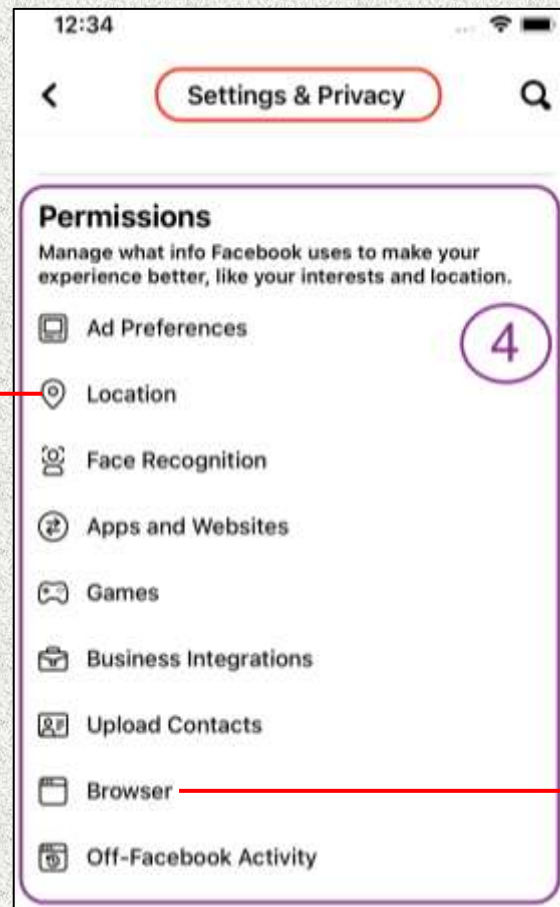
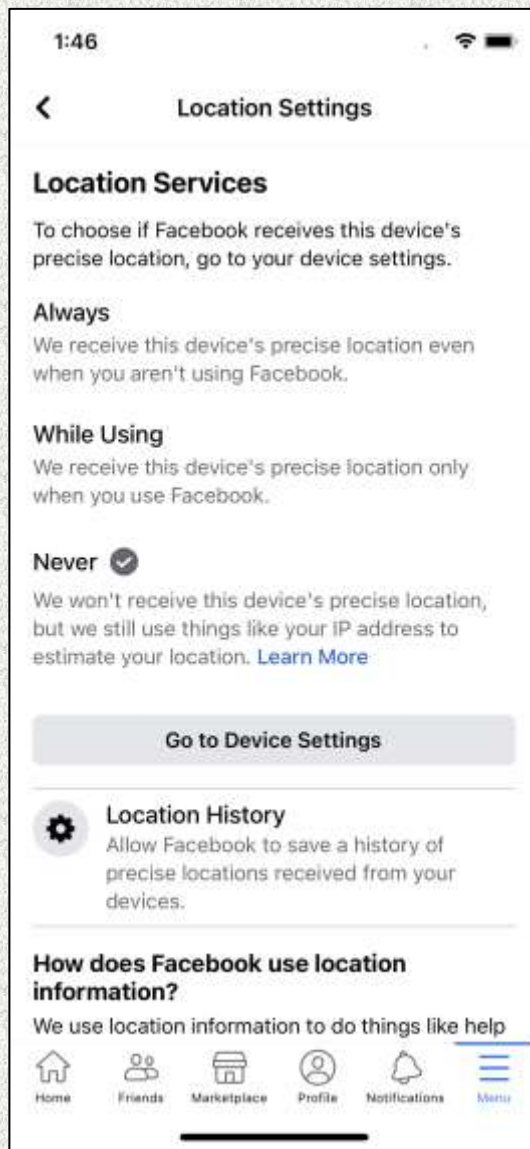
The first section covers your Account settings. Here you can view & change your personal information, passwords & payments



The second section covers your Preferences. Here you can manage your notifications, change your language and News Feed preferences and Media settings

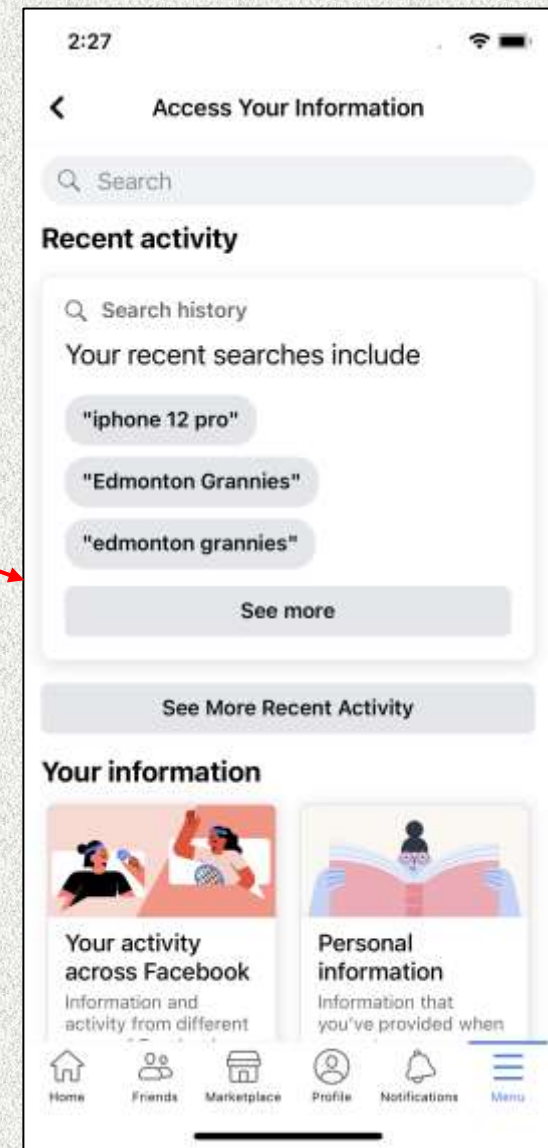
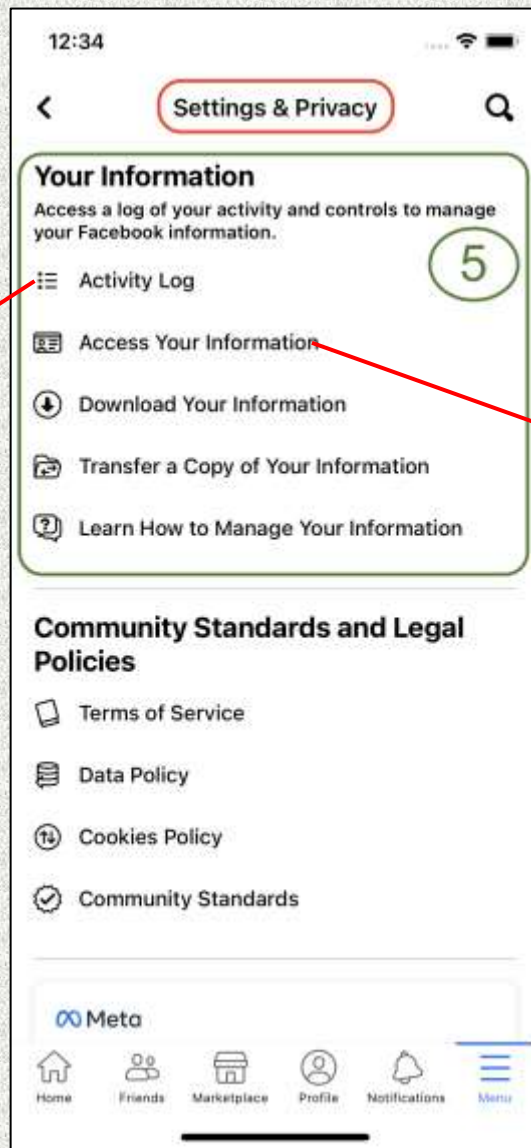
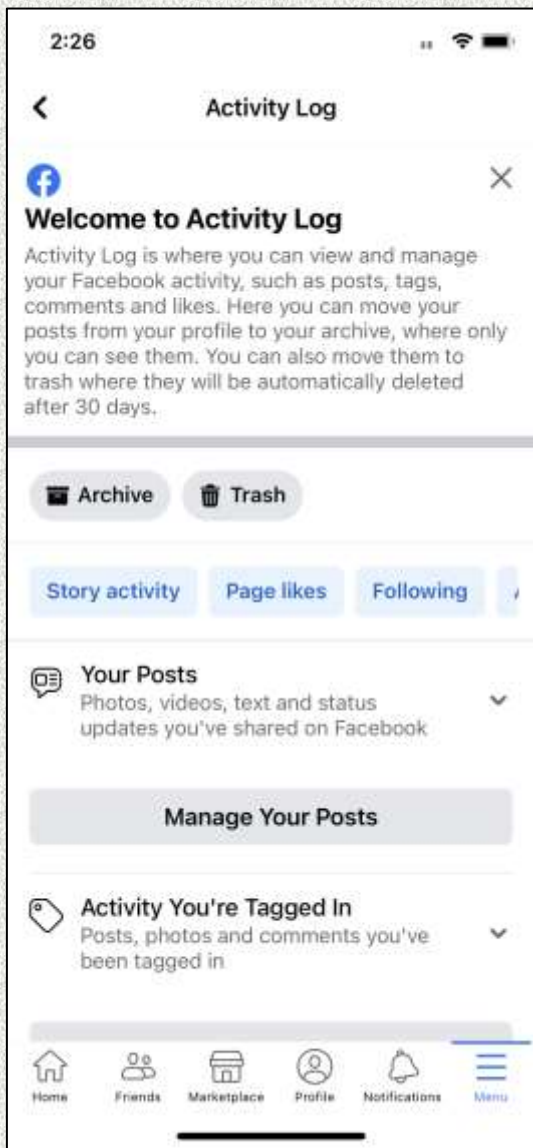


The third section covers your audience and visibility. Here you can modify your audience, like who can see your posts, who can tag you on posts and can block people.



The Permissions section of the settings covers your location services, browser activity & other settings

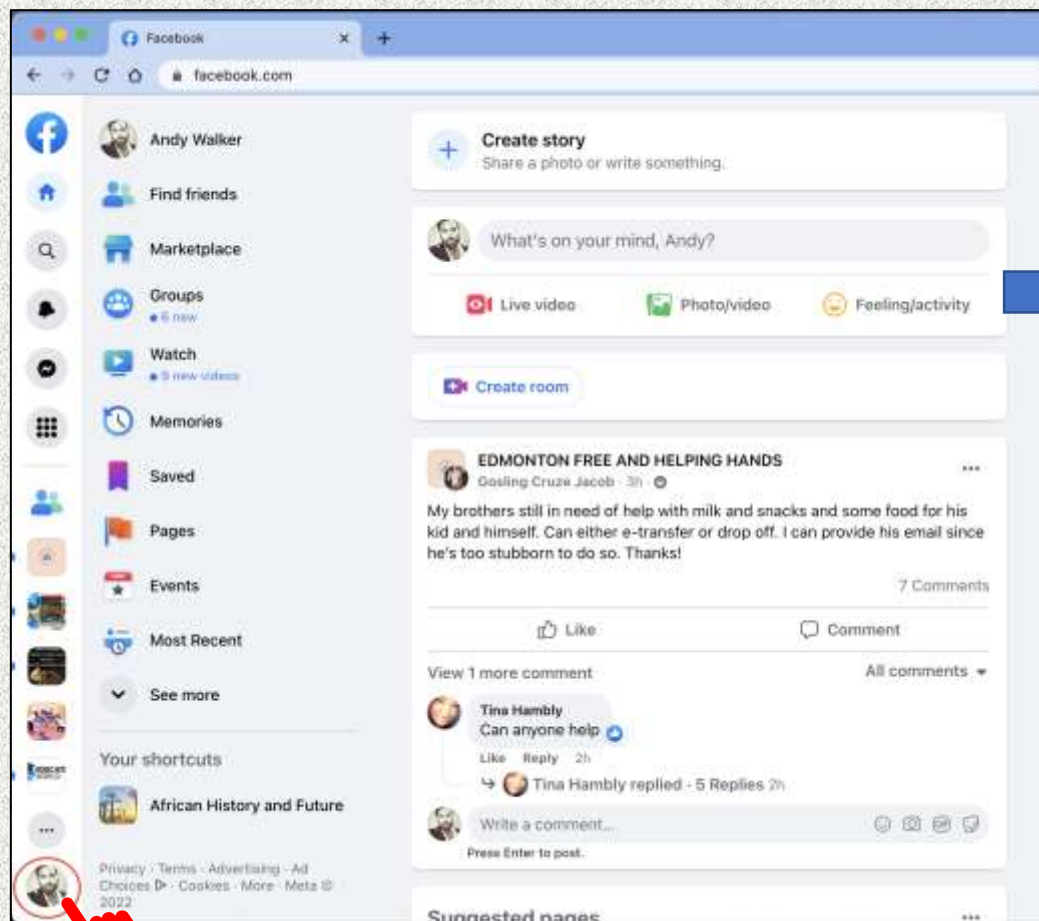
Change your location settings here.
Select "Never" if you don't want Facebook to know your location.



The Your Information section contains all your activity logs and controls your Facebook information

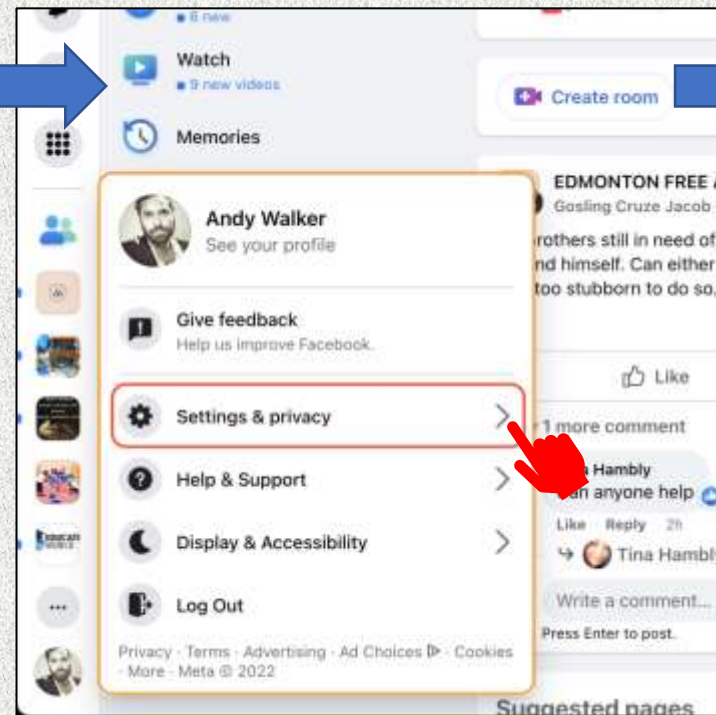
A blue ribbon graphic with a folded end on the left side, containing white text.

How to keep your
Facebook Account Secure
on website



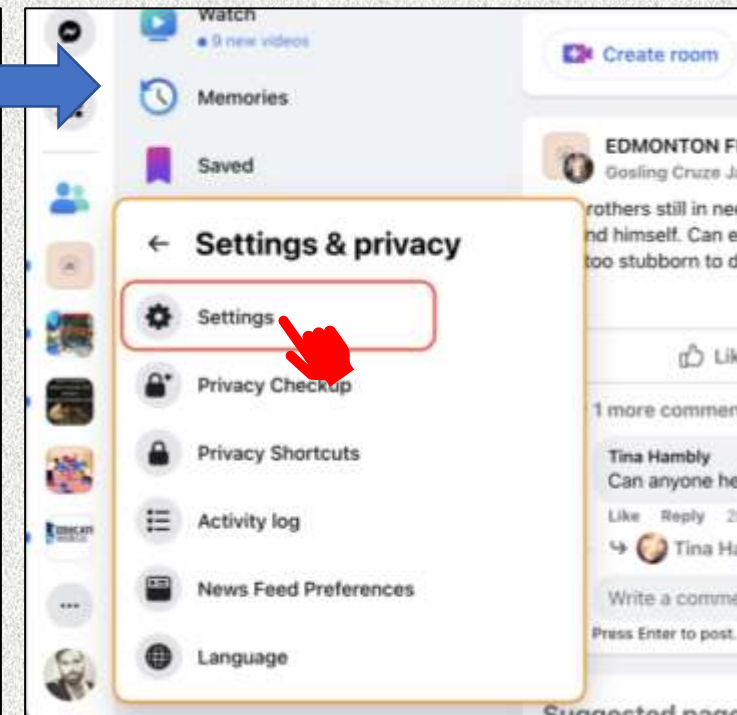
1

Open your Facebook account in a browser. Click here which will open a menu



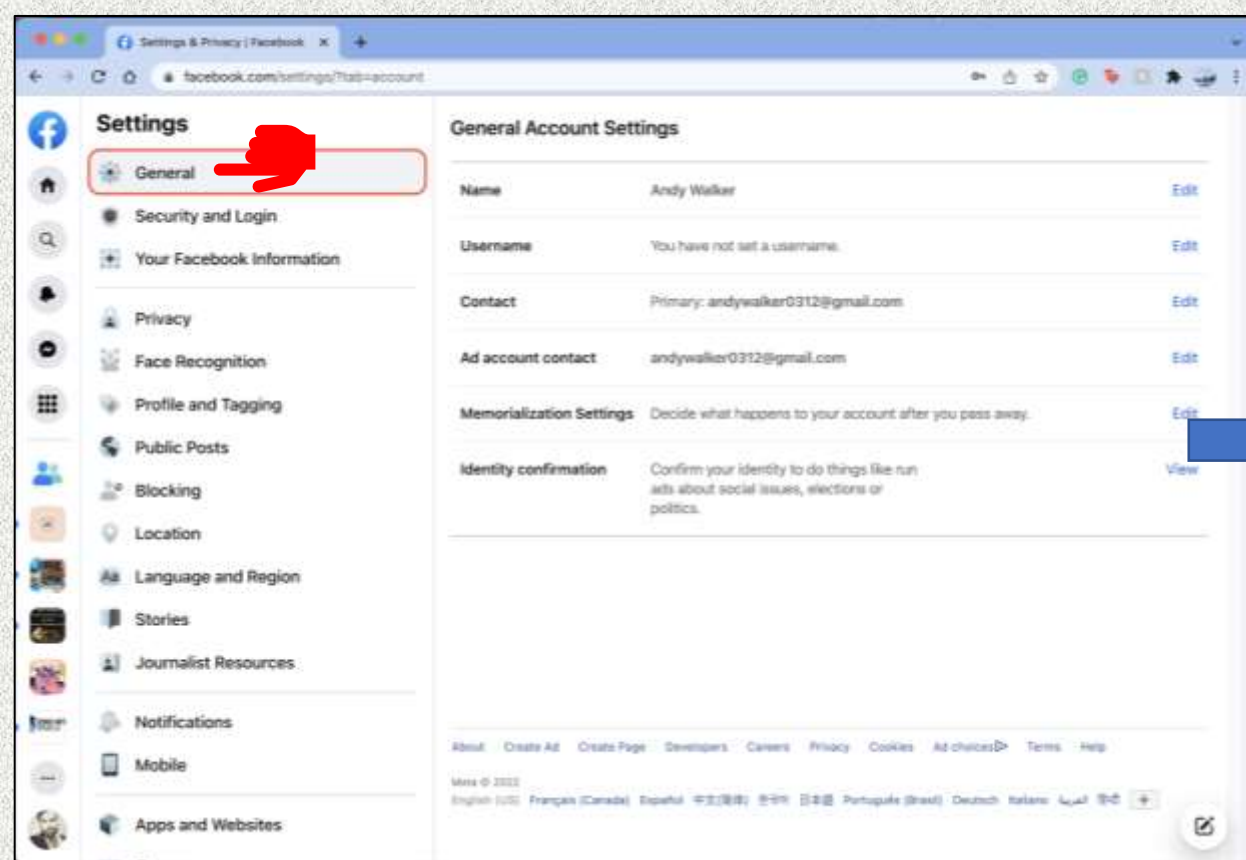
2

Click on "Settings & Privacy" to open settings menu



3

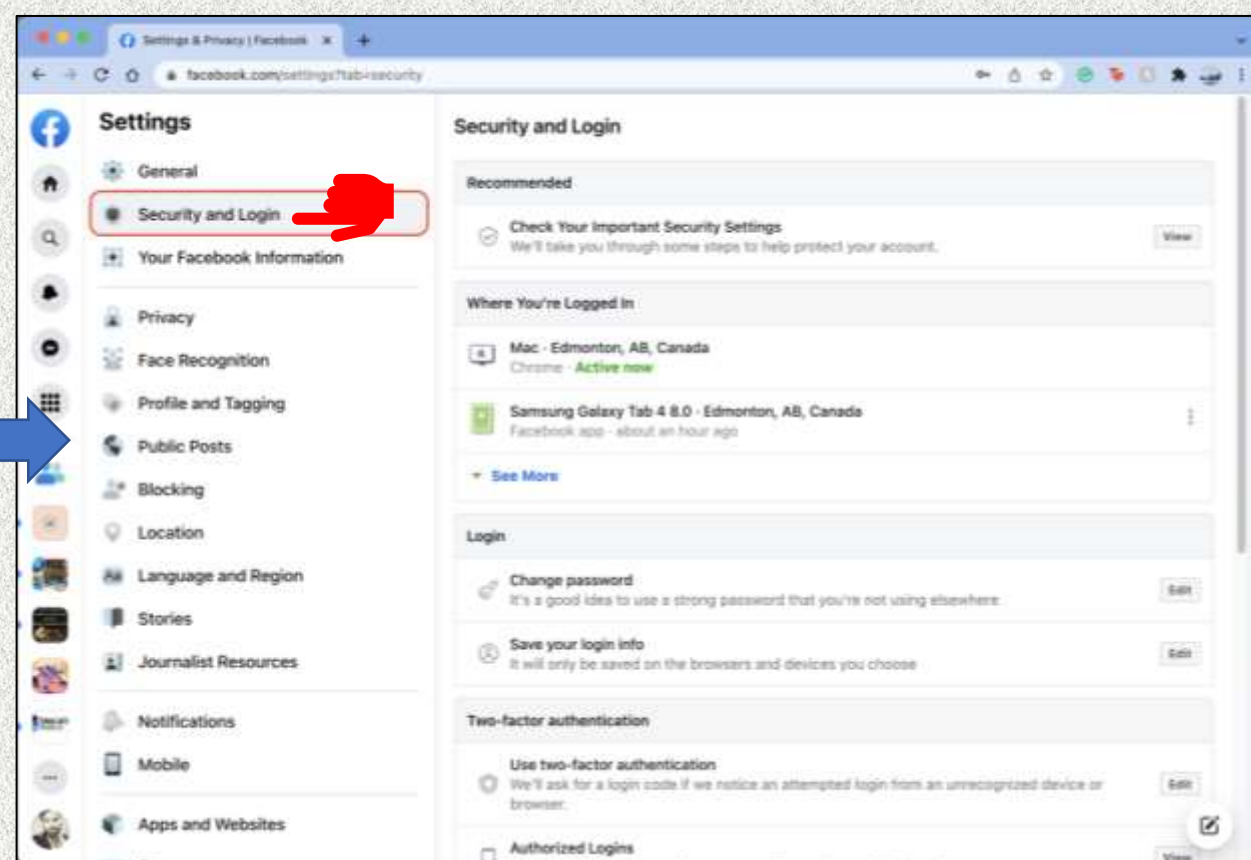
Click on "Settings" to open your settings page



4

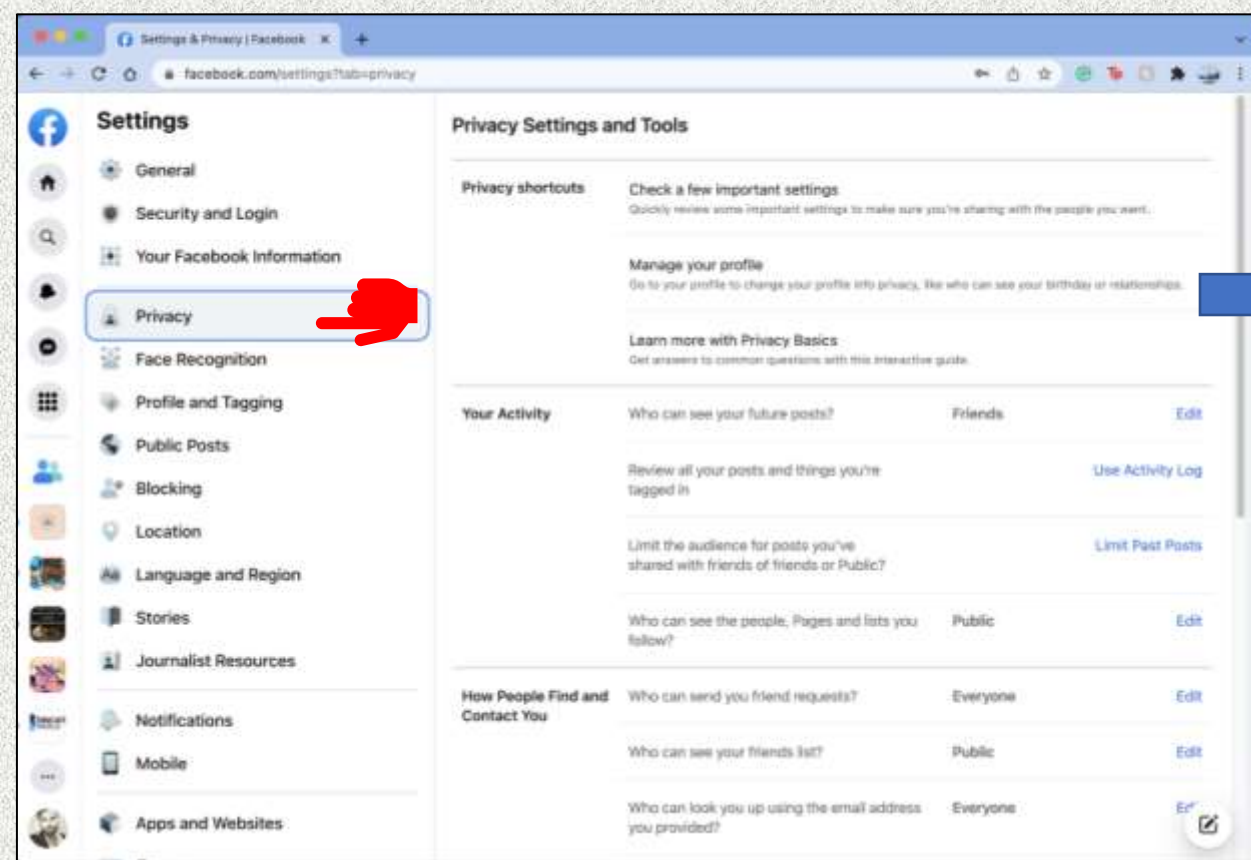
Settings page will open. Navigate the tabs from your left side.

General Account Settings covers your Account information. Here you can view and edit your name, contact settings and much more



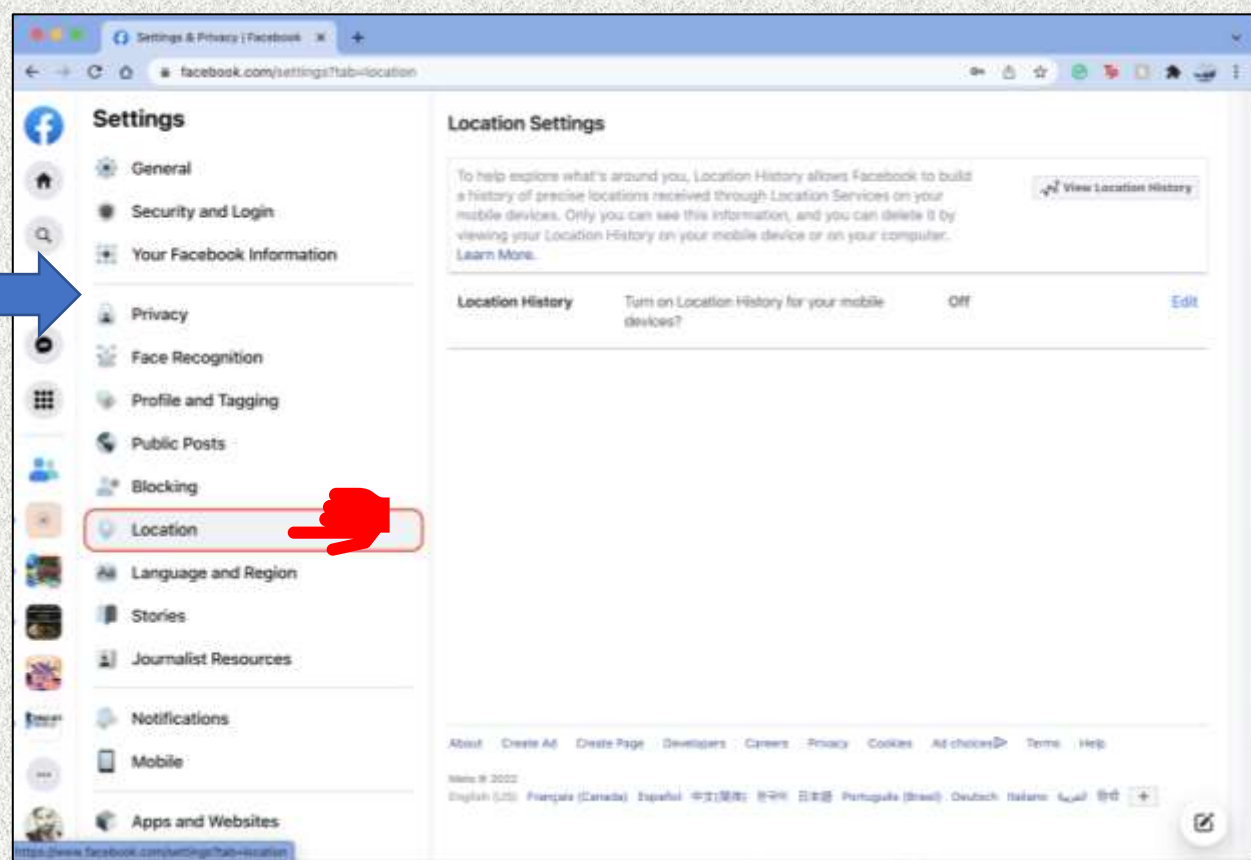
5

Click on “Security and Login” tab to open security & login settings. Here you can change your password, see what devices you’re currently using, enable extra security features and much more



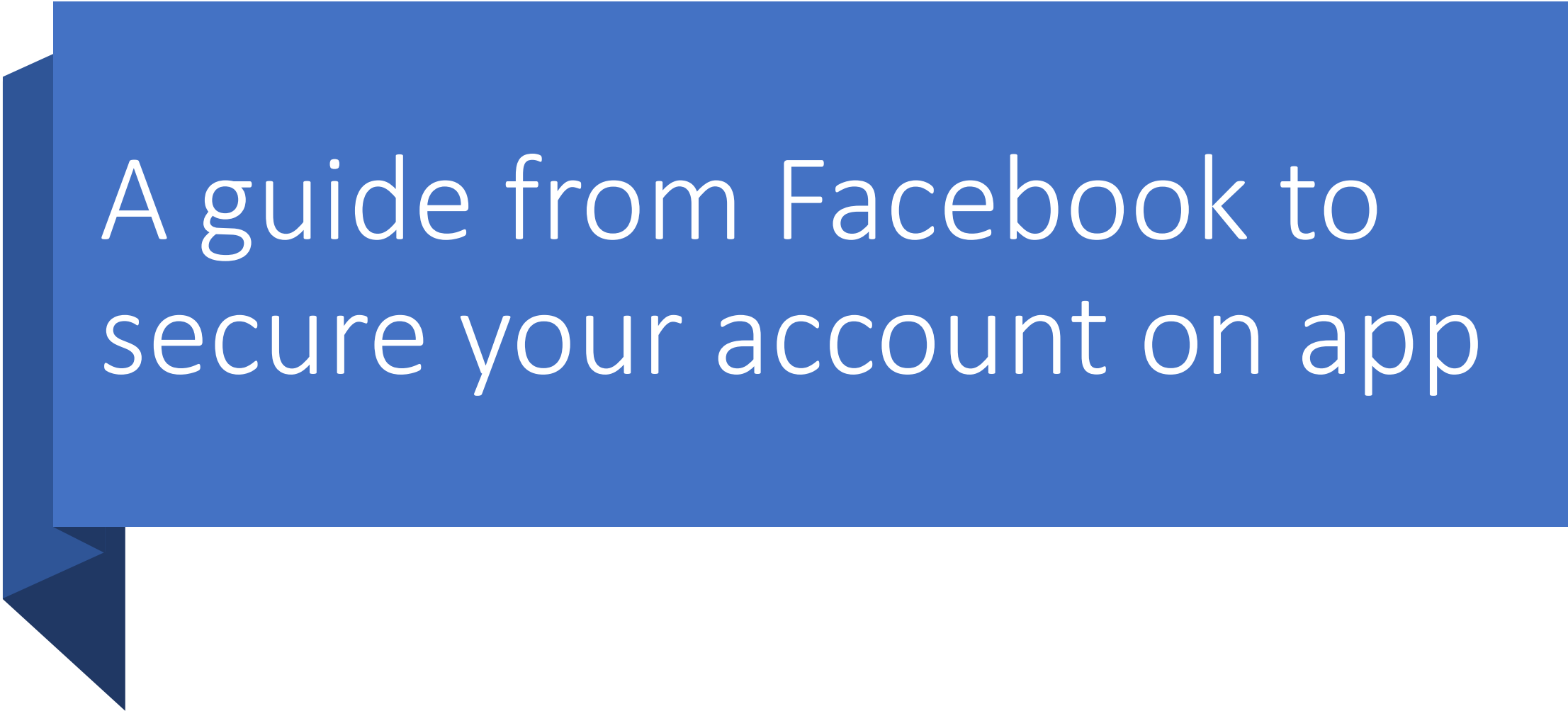
6

Click on “Privacy” tab to open privacy settings. Here you can modify your audience, like who can view your posts, your personal information on your timeline, who can tag you on posts and can change how people find you on Facebook

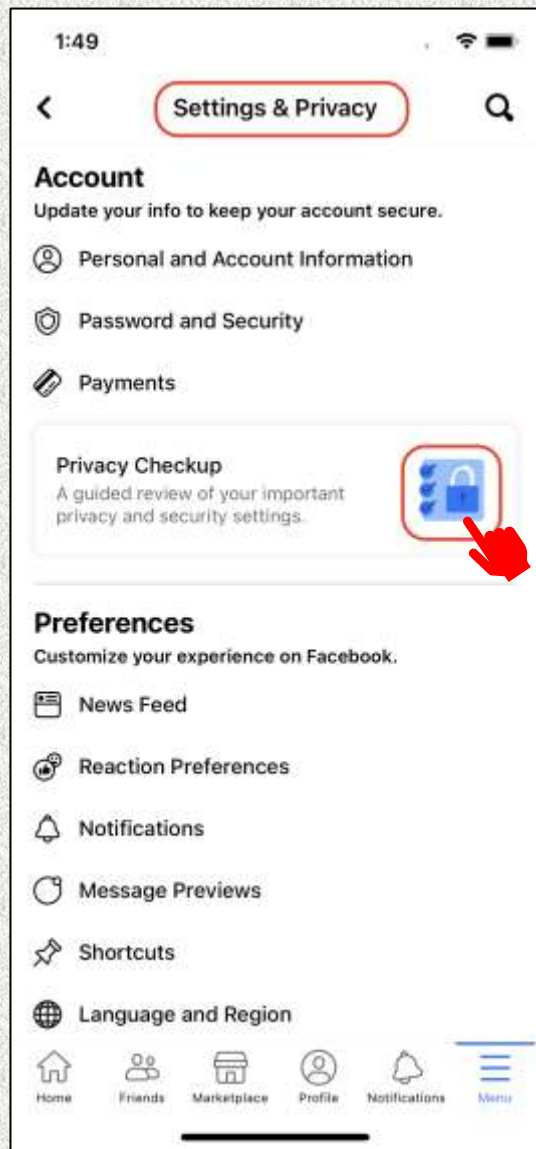


7

Click on “Location” tab to open location settings. Here you can view your location history tracked by Facebook and can also change your location settings. Select “Off” if you don’t want Facebook to know your location.

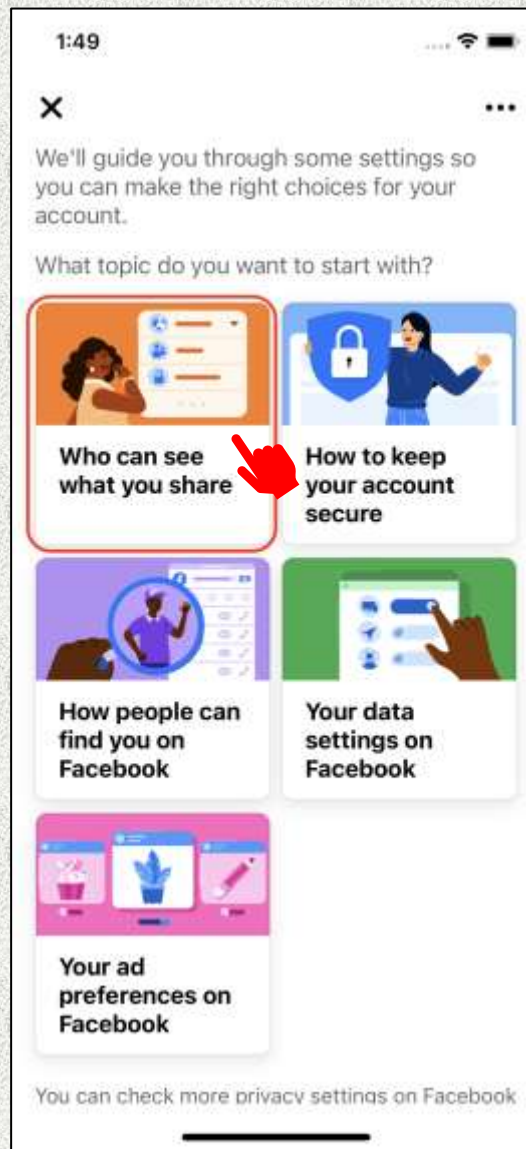


A guide from Facebook to
secure your account on app



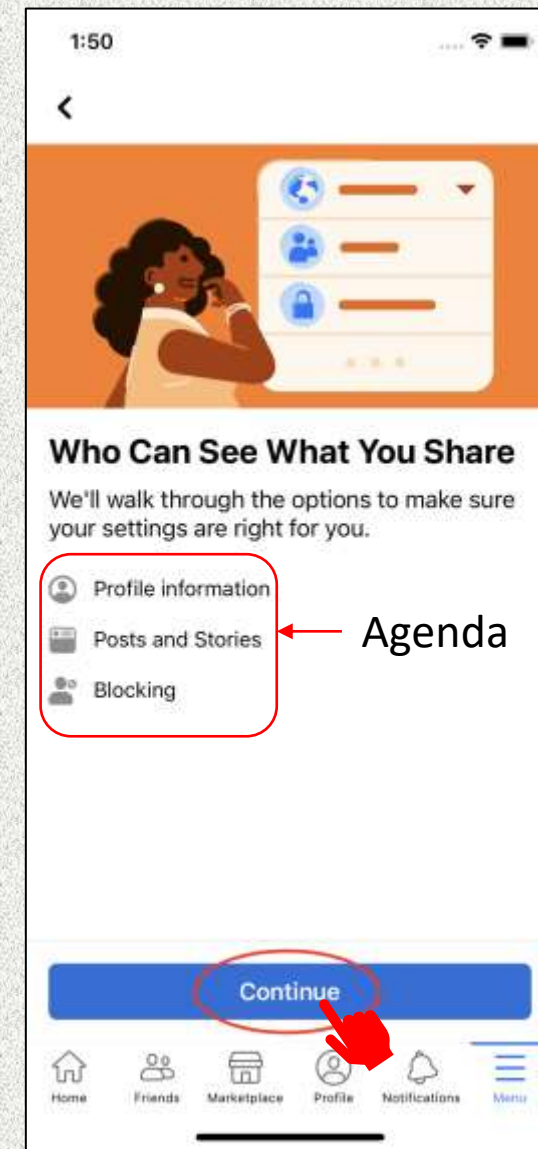
1

[Open your settings and privacy page.](#) Tap here to open Privacy Checkup menu



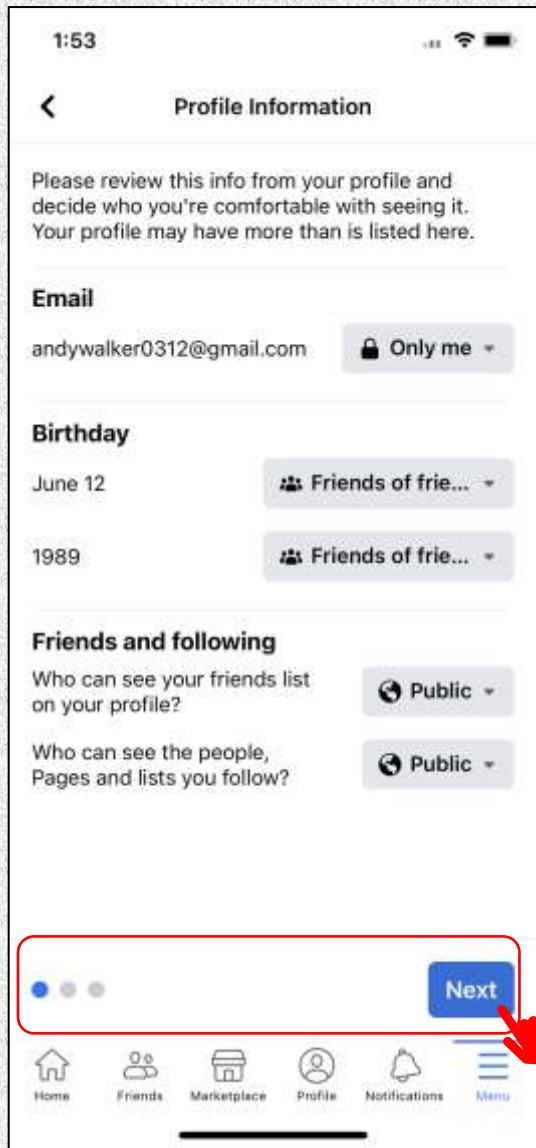
2

Privacy Topics menu will open. Tap on the topic of your choice



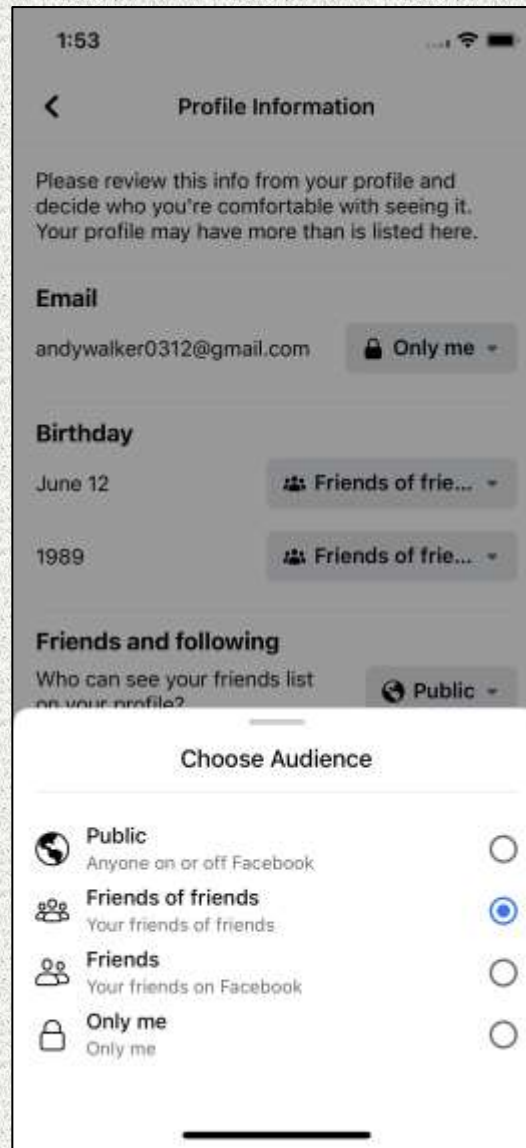
3

The topic of your choice will open and will show the agenda of the topic. Tap on "Continue" to begin



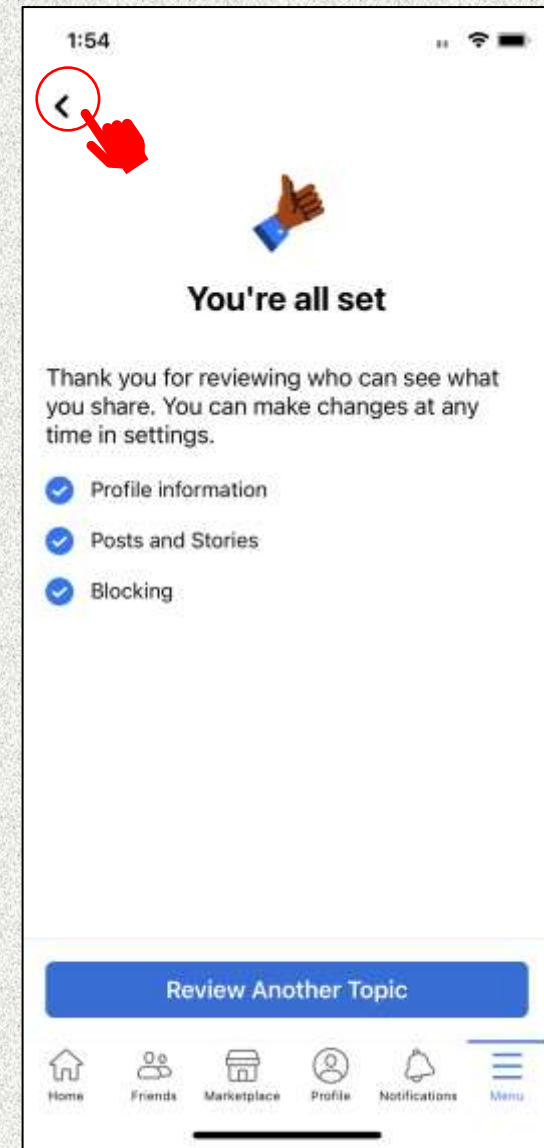
4

Facebook then will take you step-by-step to cover all agendas. Tap on “Next” to view next agenda.



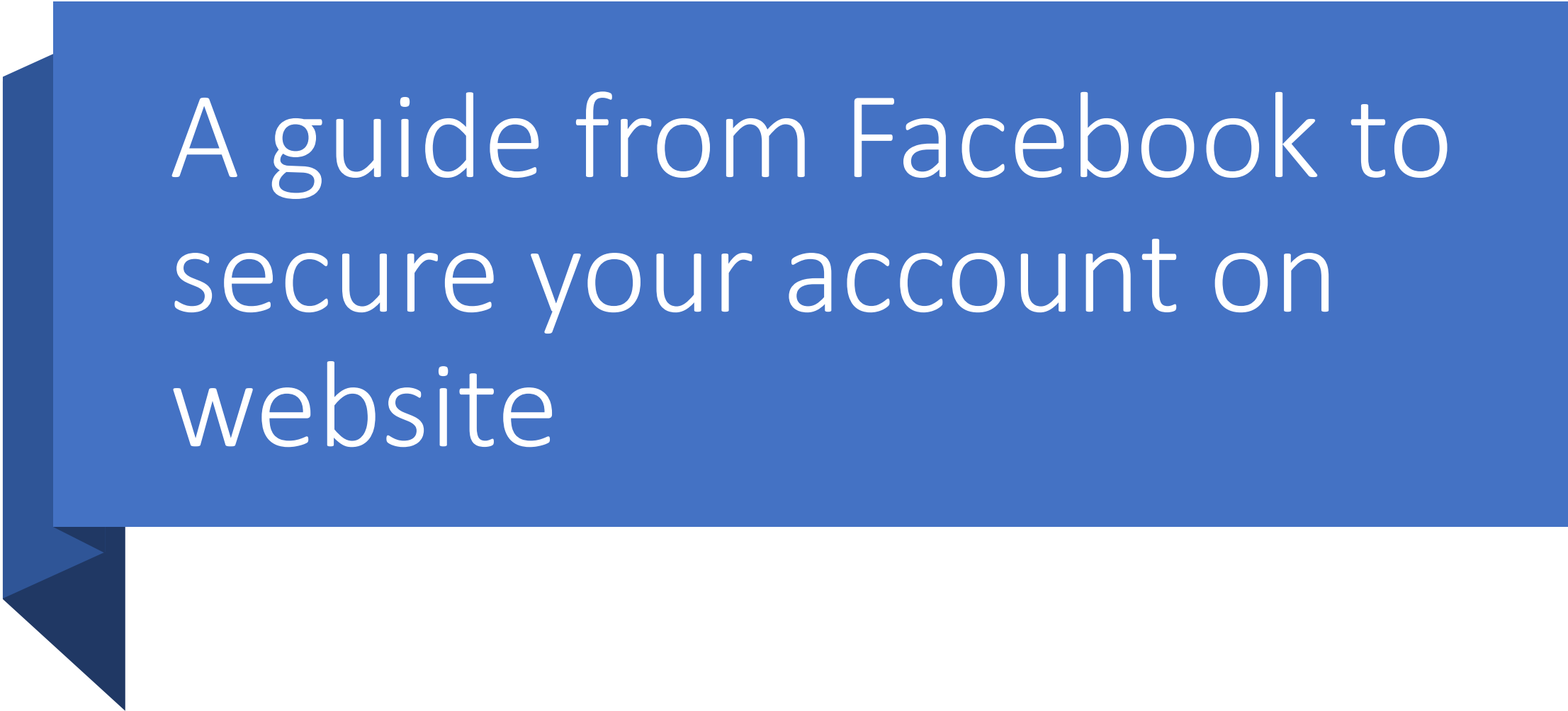
5

Choose your audience to share your information. Select friends if you just want to share with your Facebook Friends

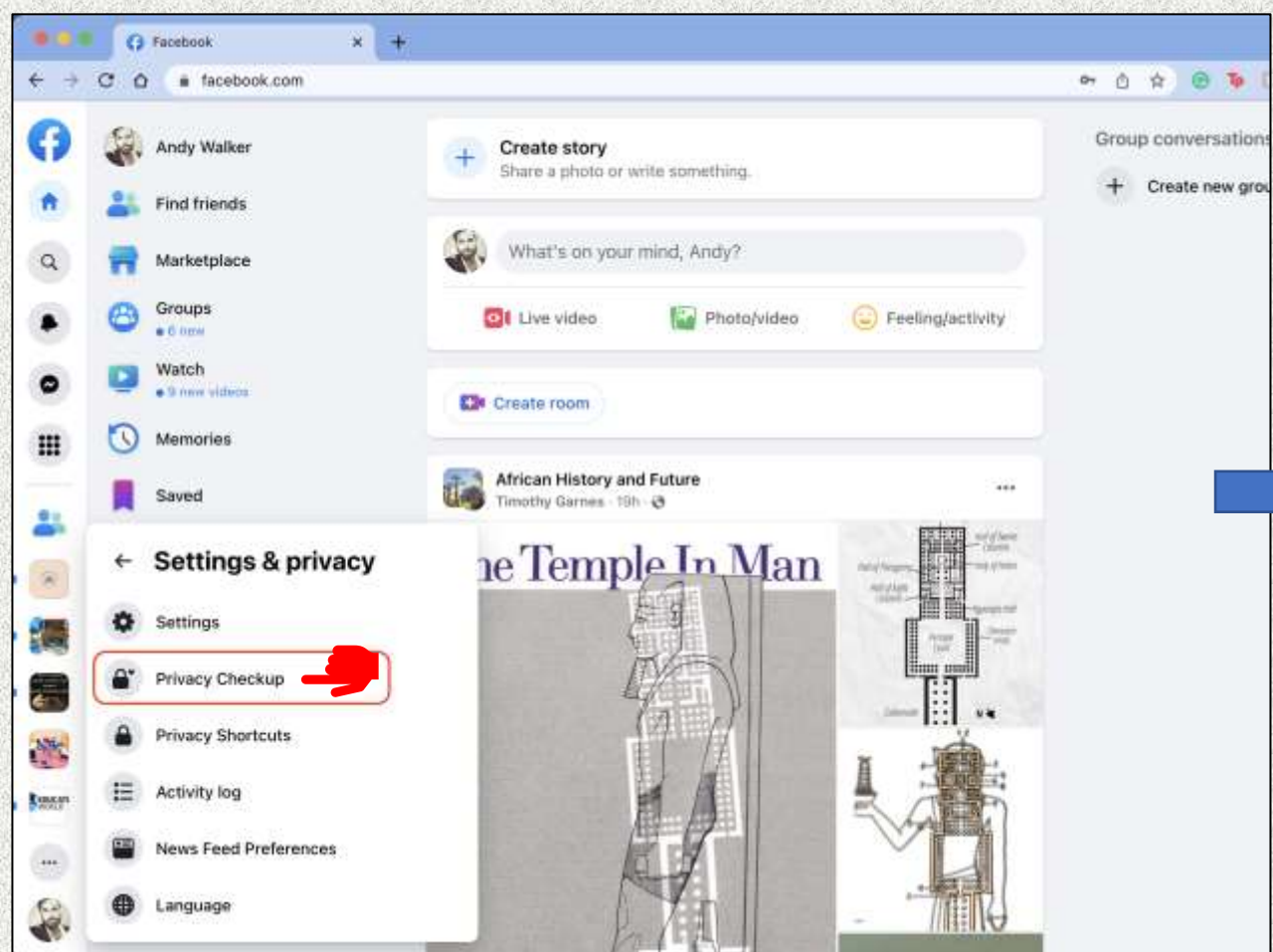


6

After making necessity changes, tap here to go back or tap on “review another topic”

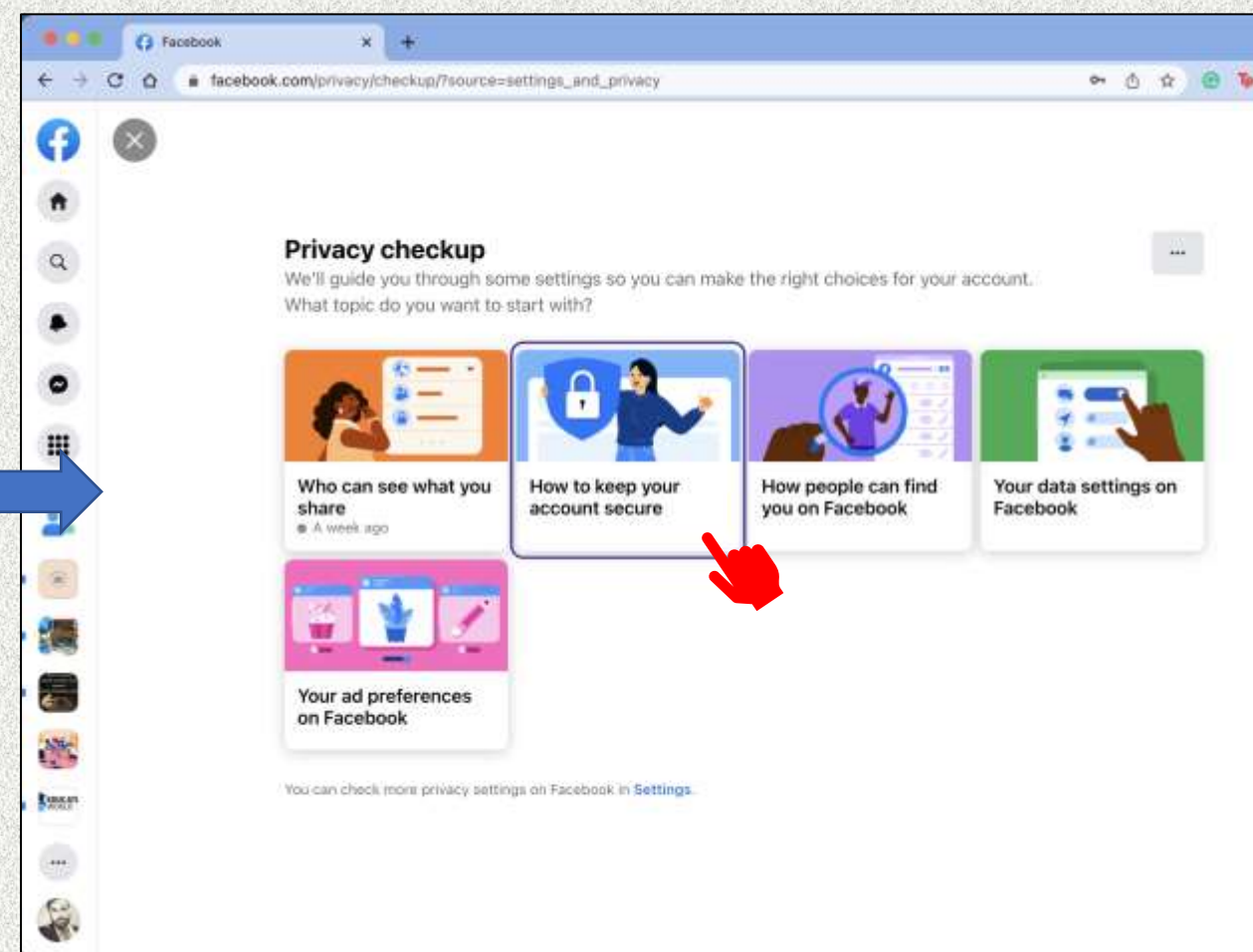


A guide from Facebook to
secure your account on
website



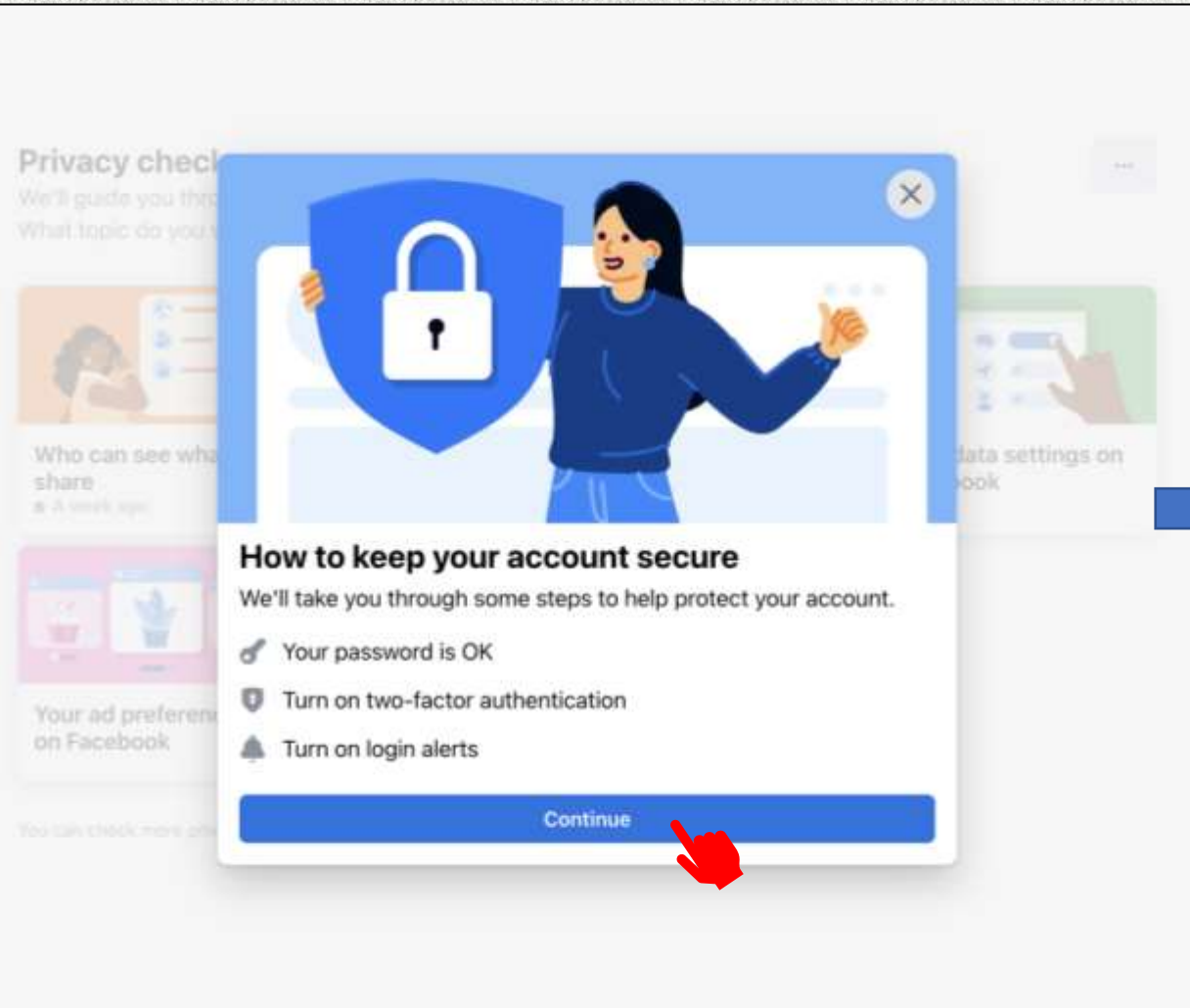
1

Go to your [Settings and Privacy](#) menu.
Click on “Privacy Checkup” button which
will open Privacy checkup menu



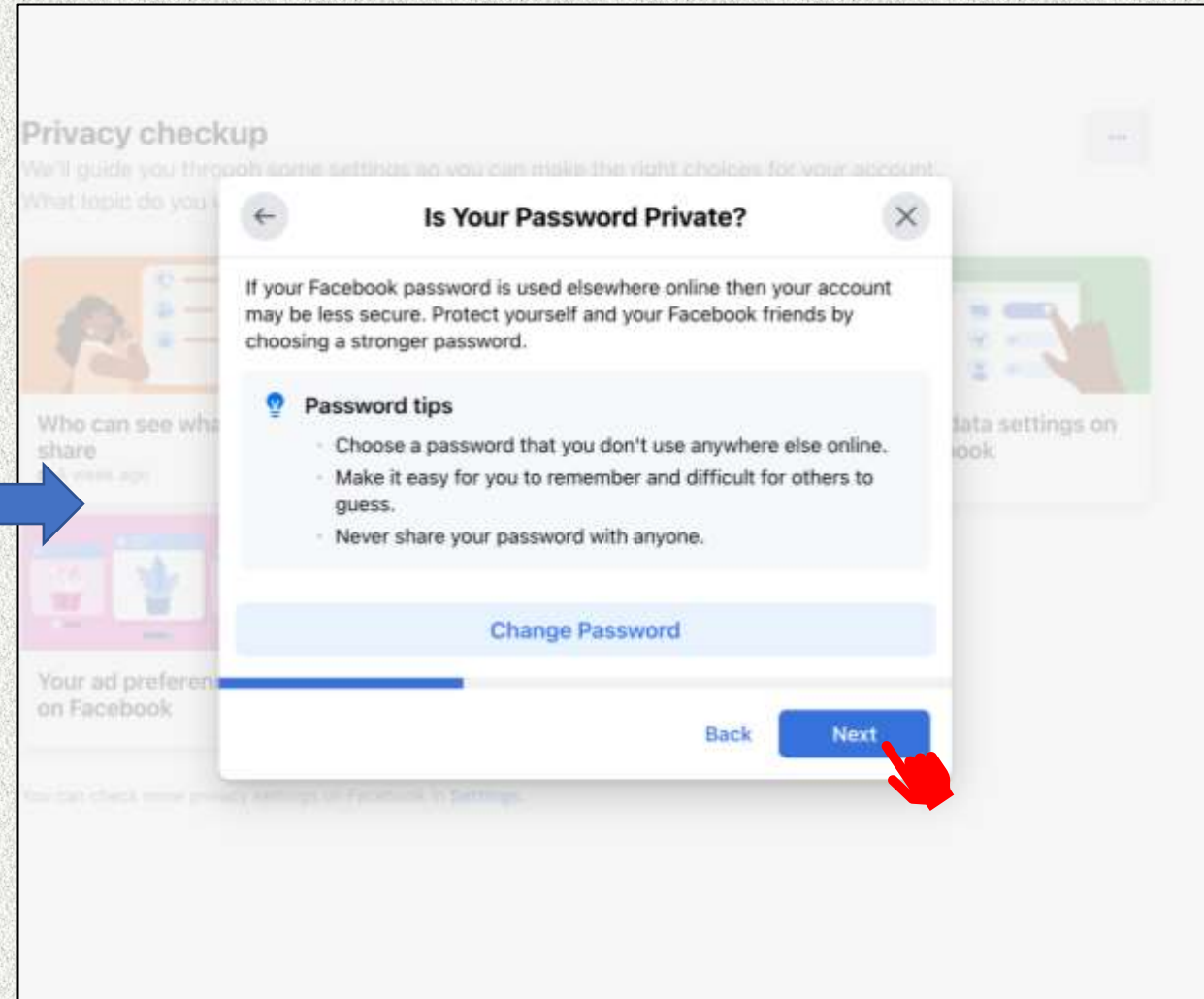
2

Privacy Topics menu will open.
Click on the topic of your
choice.



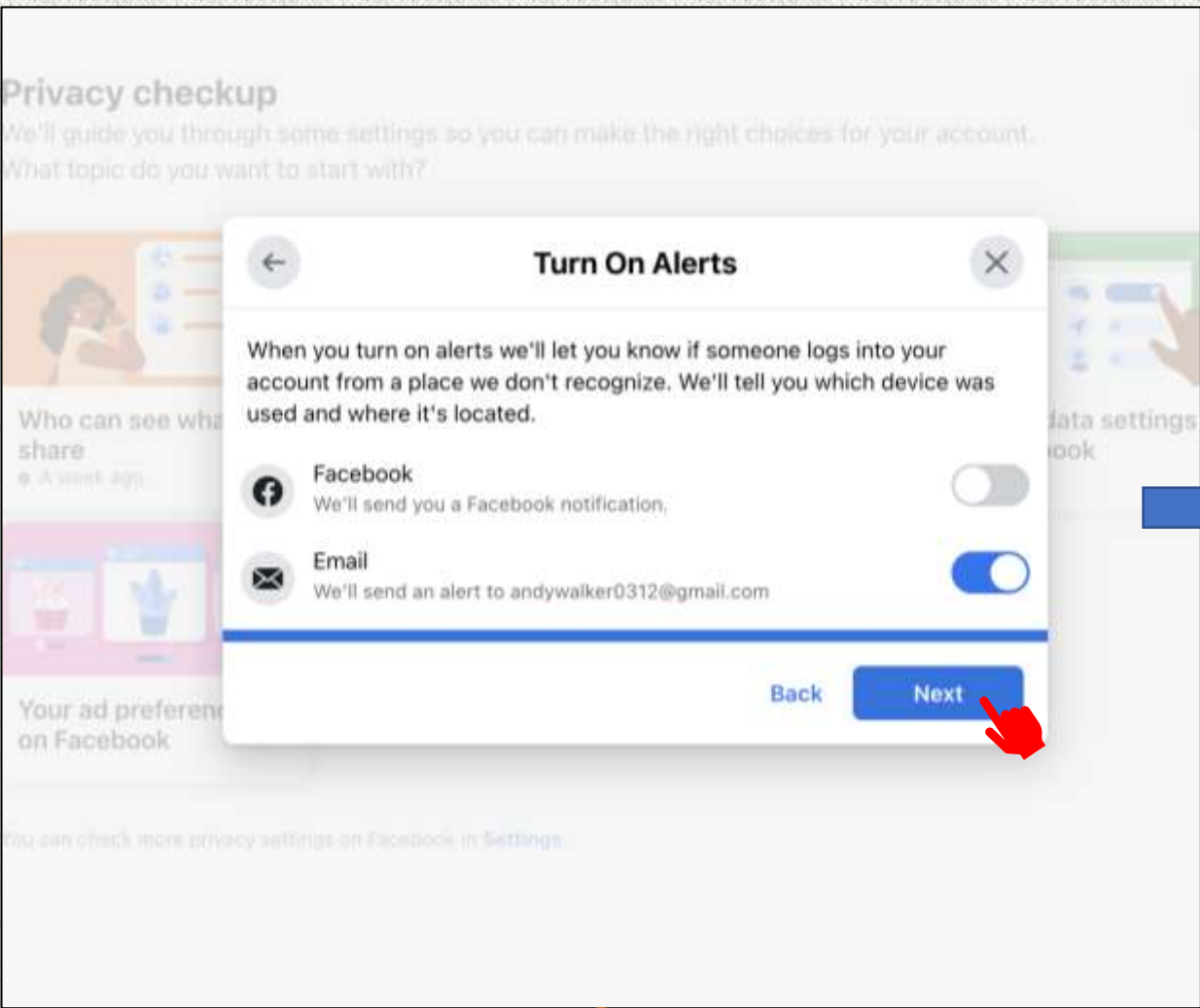
3

The topic of your choice will open and will show the agenda of the topic. Click on "Continue" to begin



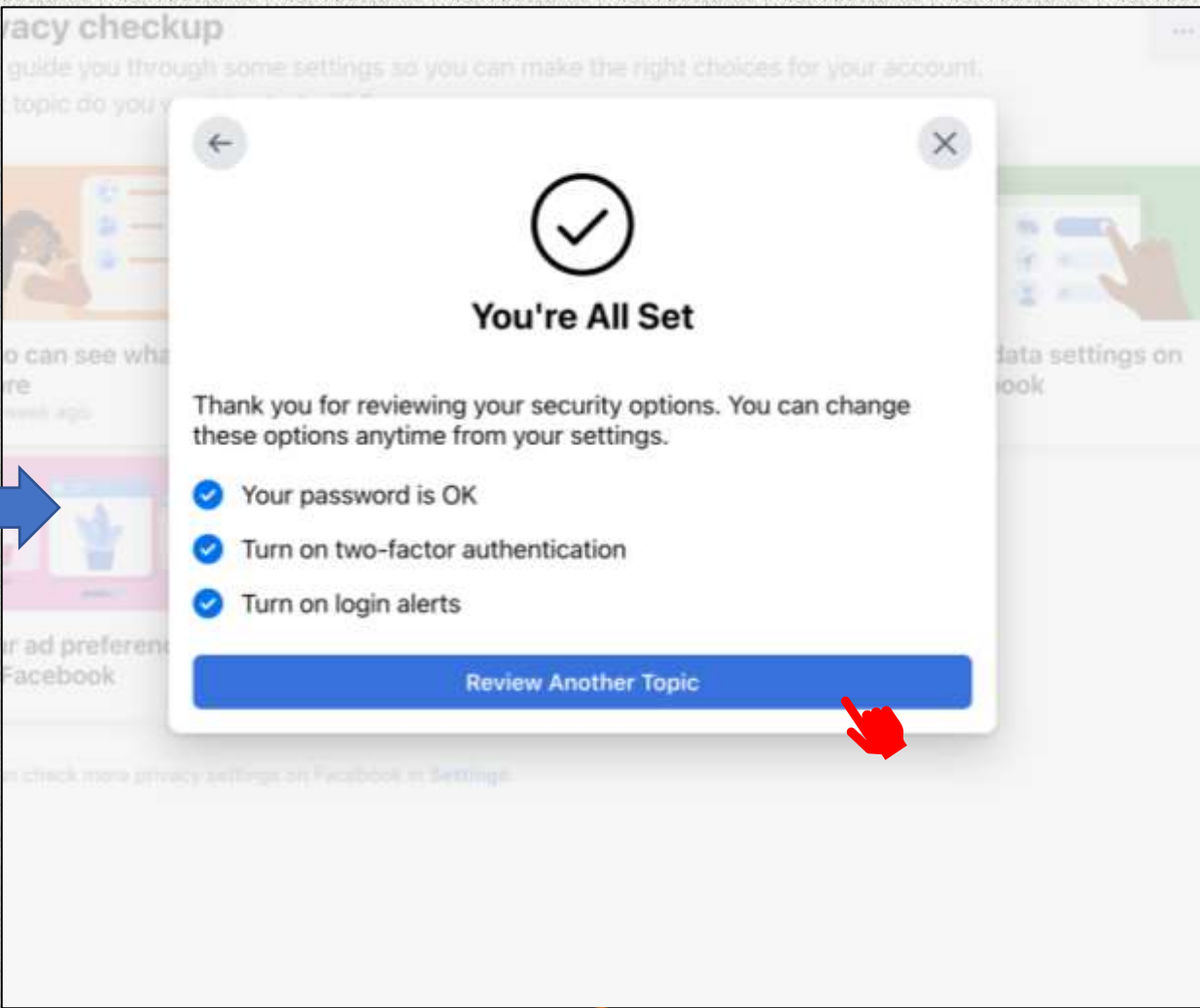
4

Facebook then will take you step-by-step to cover all the agendas of the topic. Click on "Next" to view next agenda.



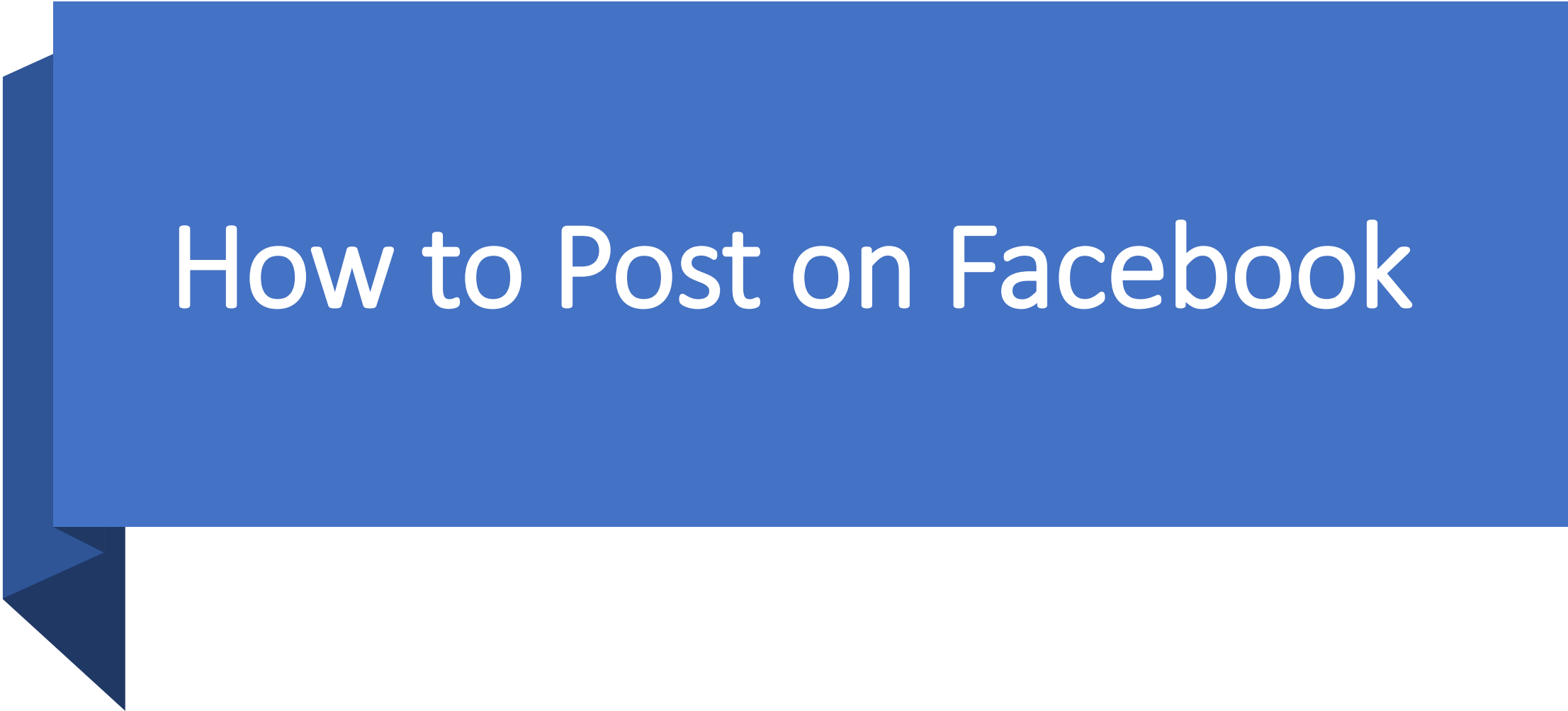
5

Go through each agenda. Turn on your alerts, change your password and can also turn on two-factor authentication for extra level of security

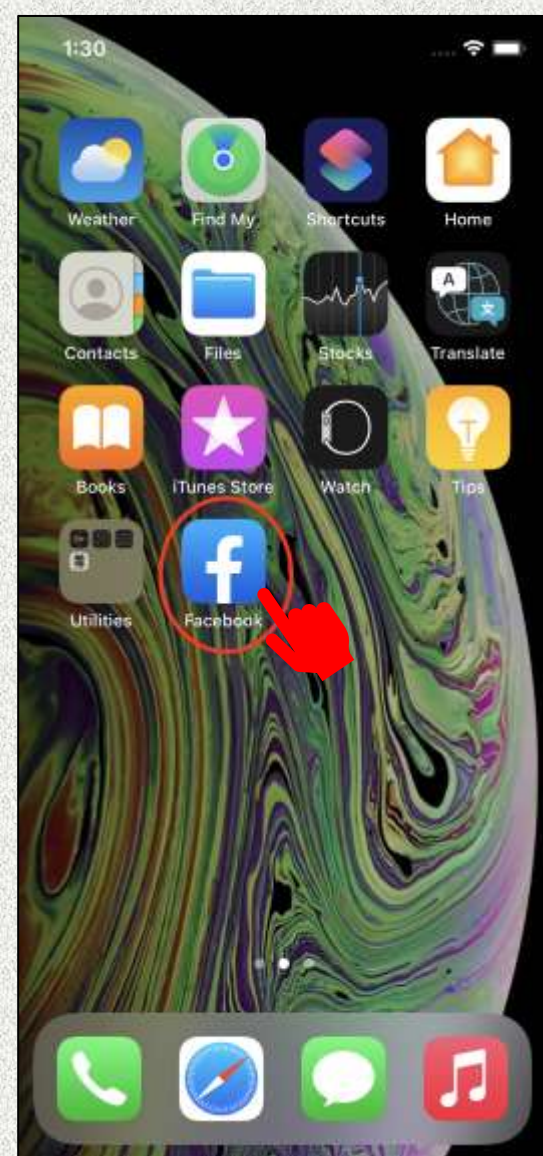


6

After making necessity changes, go back or close the window. Tap on “Review Another Topic” which will take you to another topic

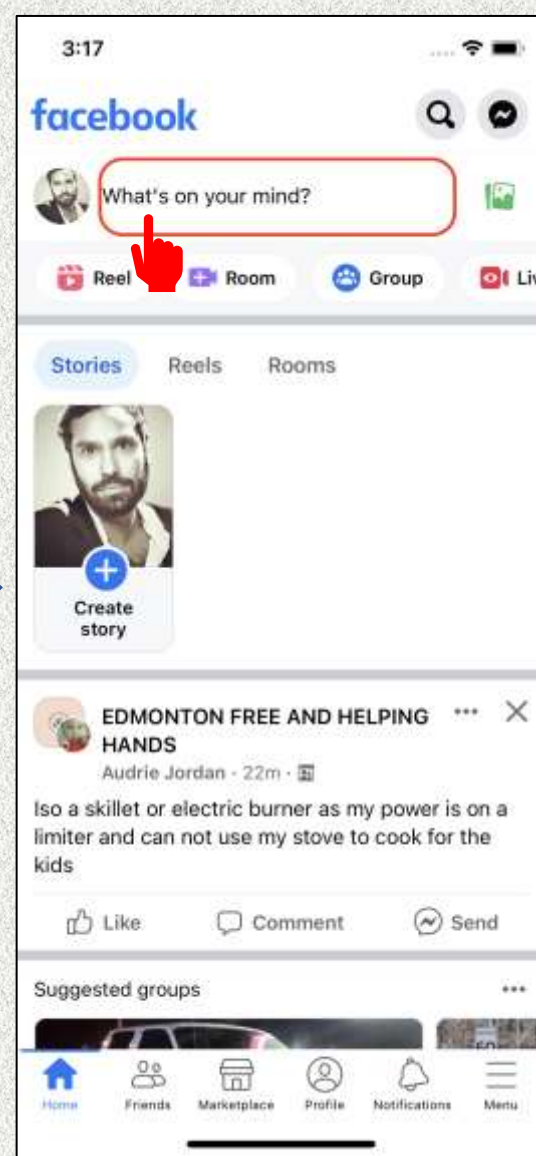


How to Post on Facebook



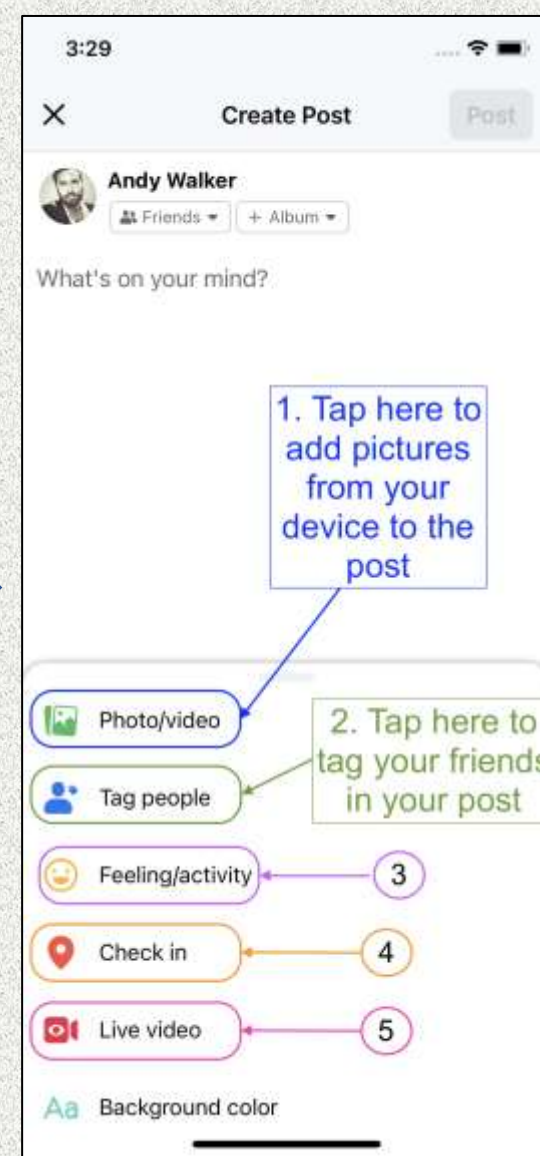
1

Tap on "Facebook" app on your device home screen to open



2

Tap on "What's on your mind?" which will take you to Create post page

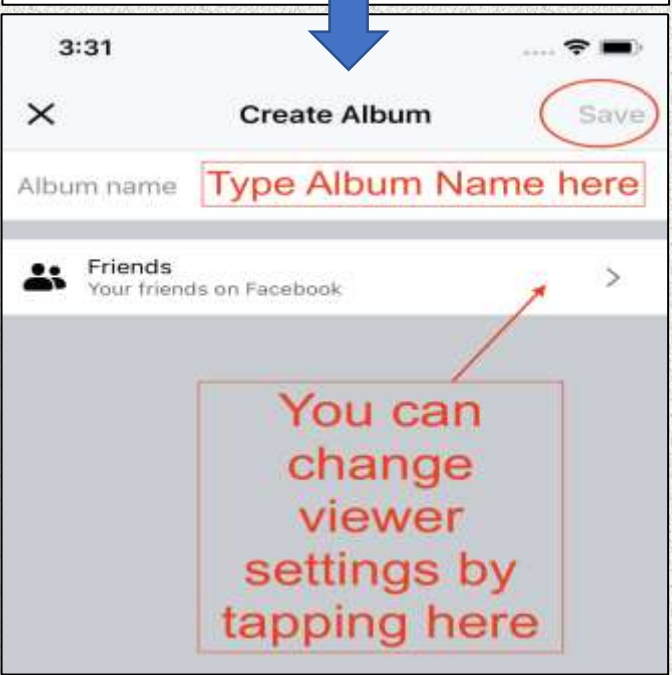
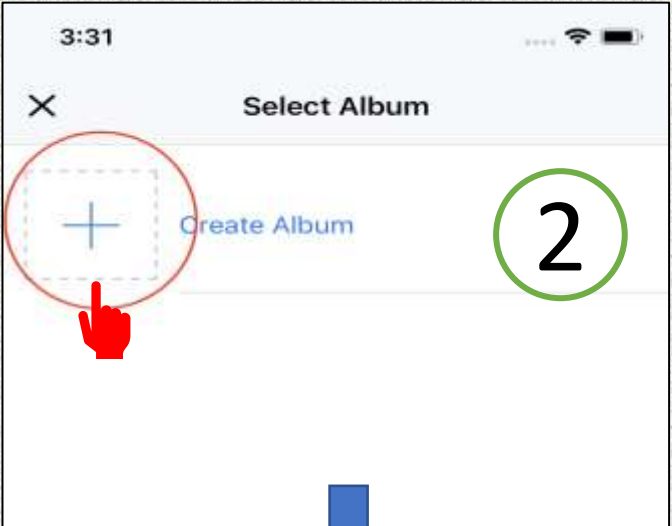


3

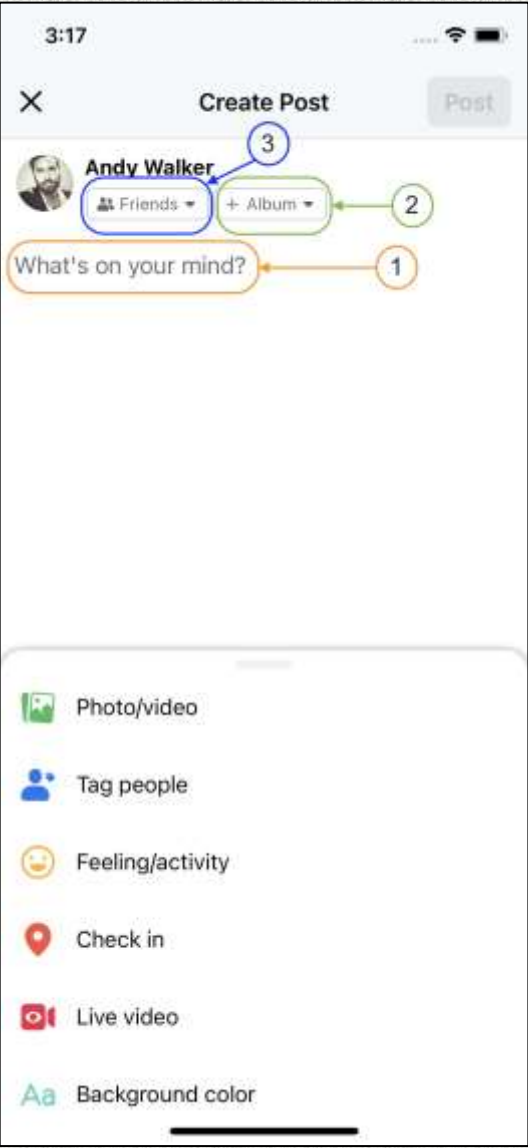
1. Tap here to add pictures/videos to your post
2. Tap here to tag people
3. Tap here to share Emoticons of exactly what you're feeling. Step 3.1 shows some feeling/activity

4. Tap here to add a location

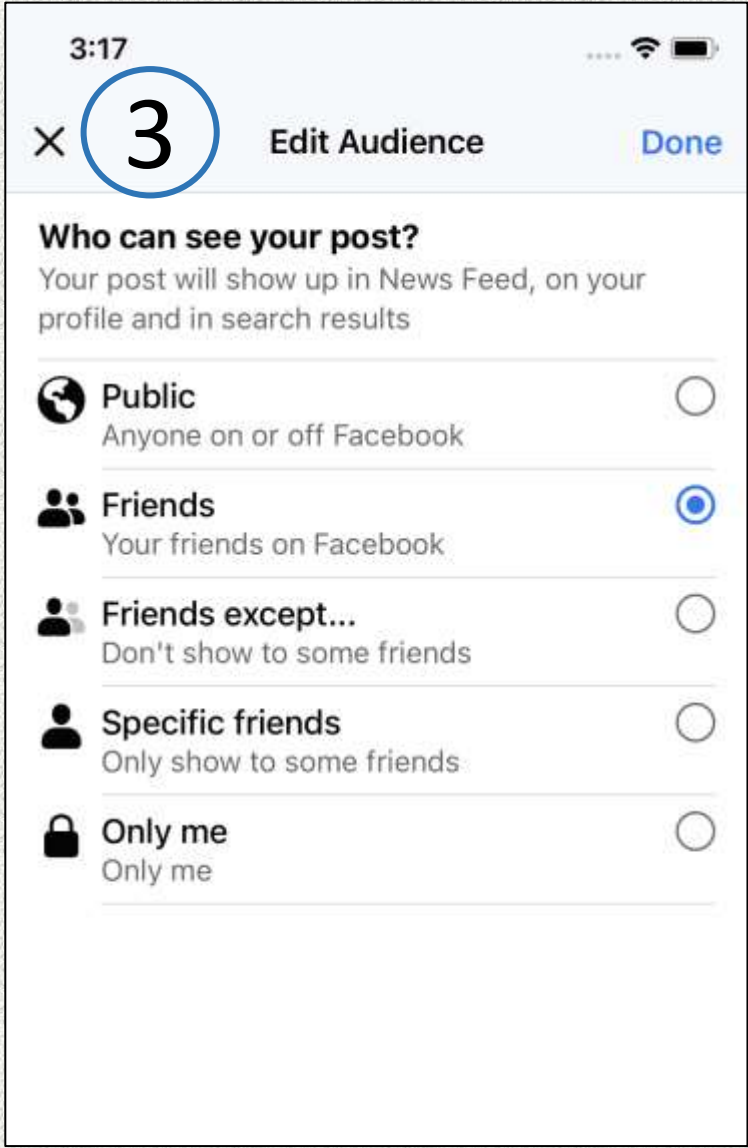
5. Facebook Live lets you livestream events, performances and gatherings on Facebook. Viewers can watch from a phone, computer or connected TV.



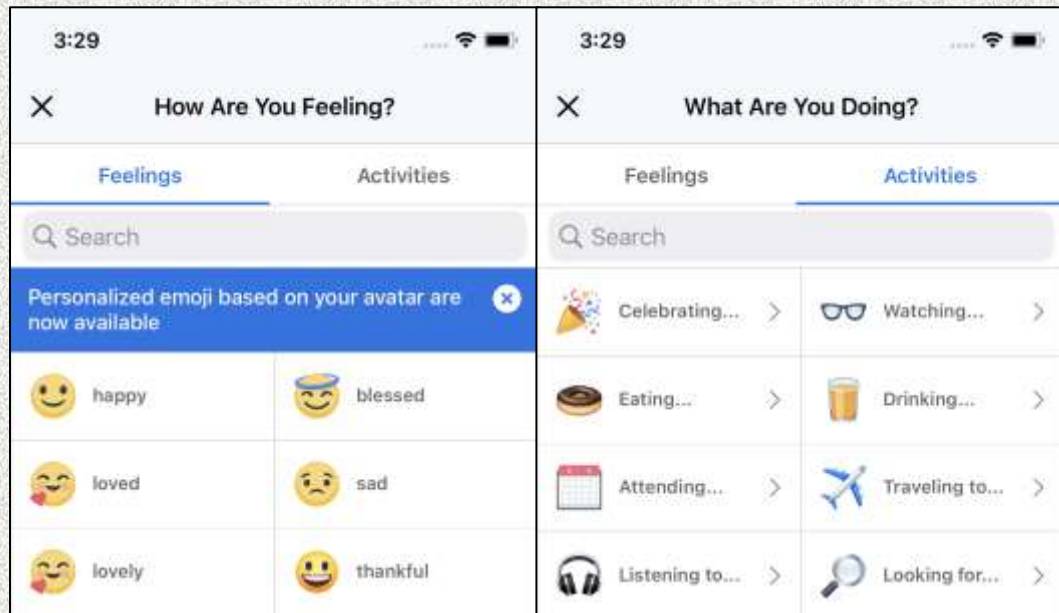
2. You can create an album for your posts if it include pictures/videos



1. Tap here to add text to your post

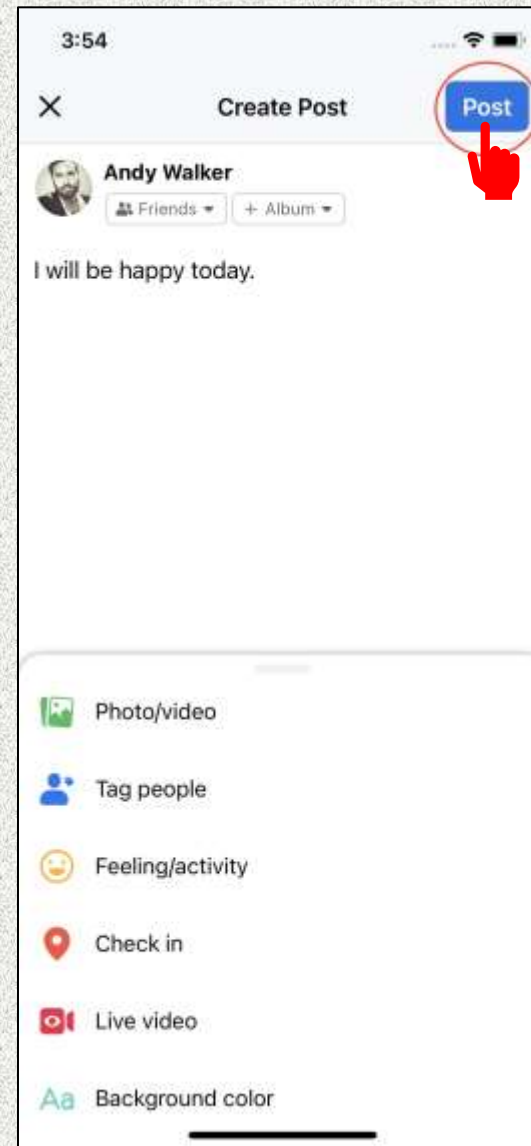


3. Tap here to change who can view your posts



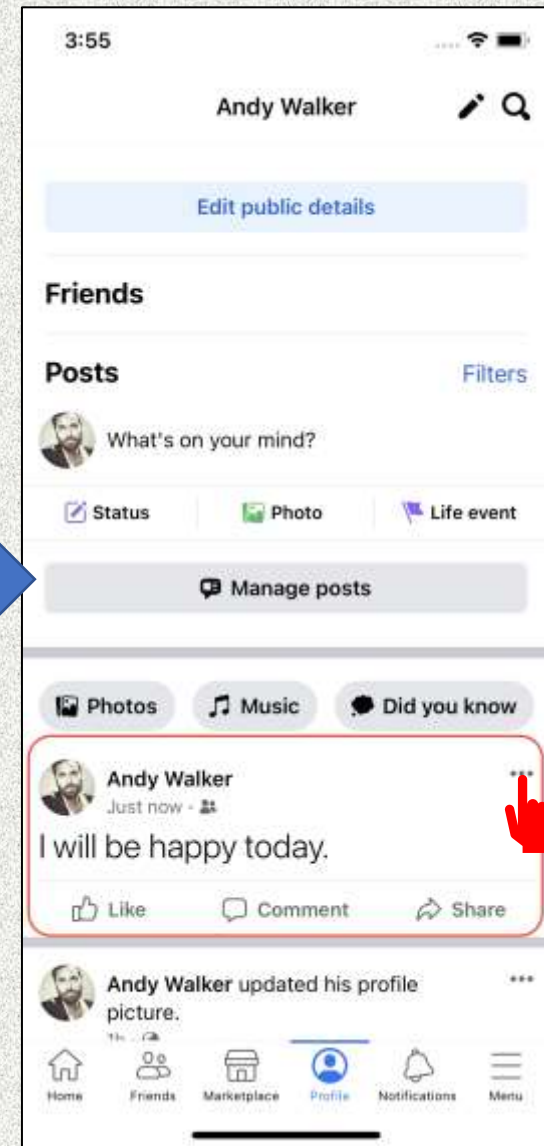
3.1

Emotion or activity to
add to the post.



4

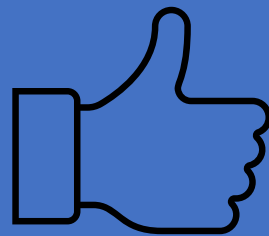
Tap on "Post"



5

Your post will be shown on
your timeline. Tap here to
edit the post

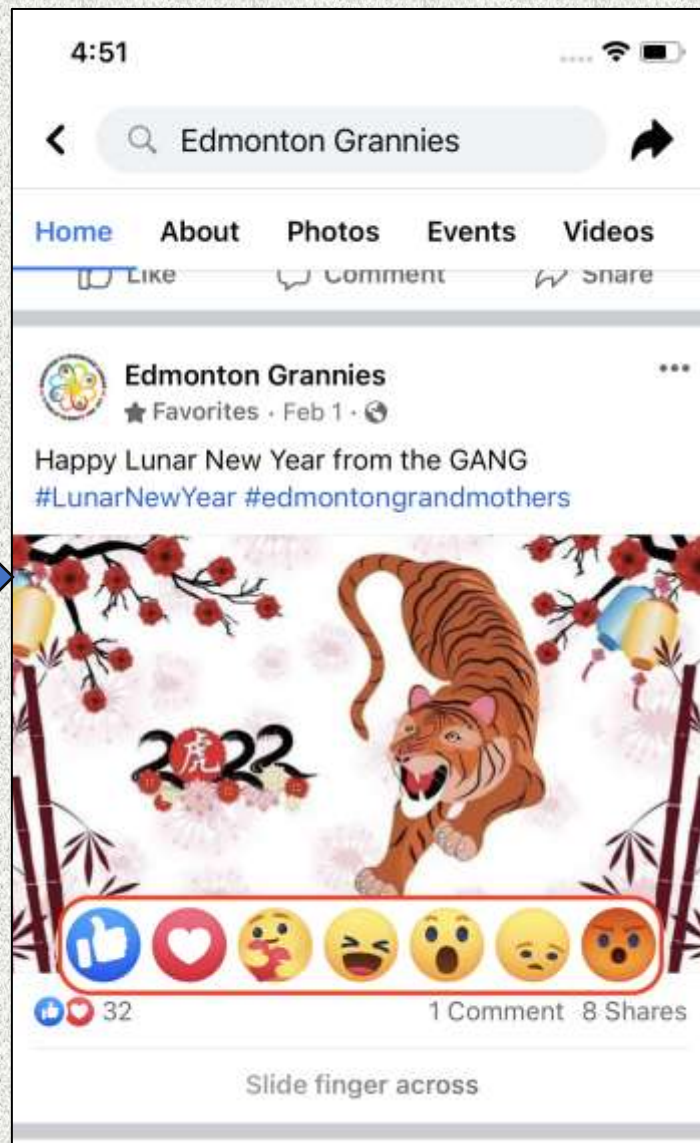
How to Like a post on Facebook





1

Select a post you want to like. A like button is shown in the bottom left corner and the number of likes is shown on top of that. Tap and hold the button



2

There are other "Like" options, such as a smiling face or a heart, that you can use to "react" to a post rather than simply giving it a thumbs-up. Select one.



3

"Like" option will be highlighted once you've liked the post. Number of likes also increase.

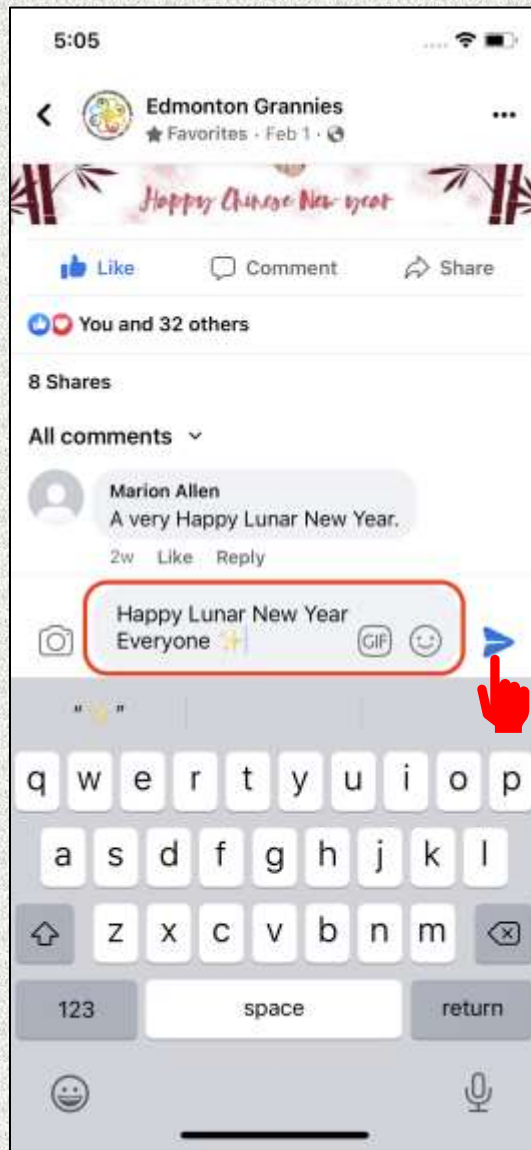
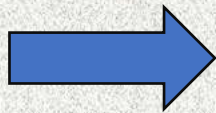
How to Comment on Facebook





1

Tap on "Comment" to see other comments and enable your own comments. 



2

Type your comment in the box. When you are satisfied, tap the blue send button next to it to publish your comment on Facebook.



3

Your comment will be added. You can also edit & like your comment

How to Share a post on Facebook





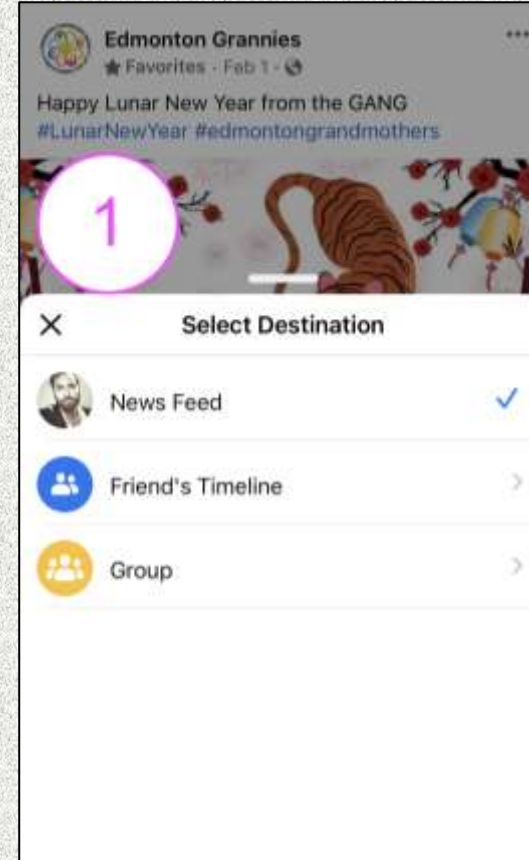
1

Locate the post you want to share. Tap on "Share" to share this post on your timeline

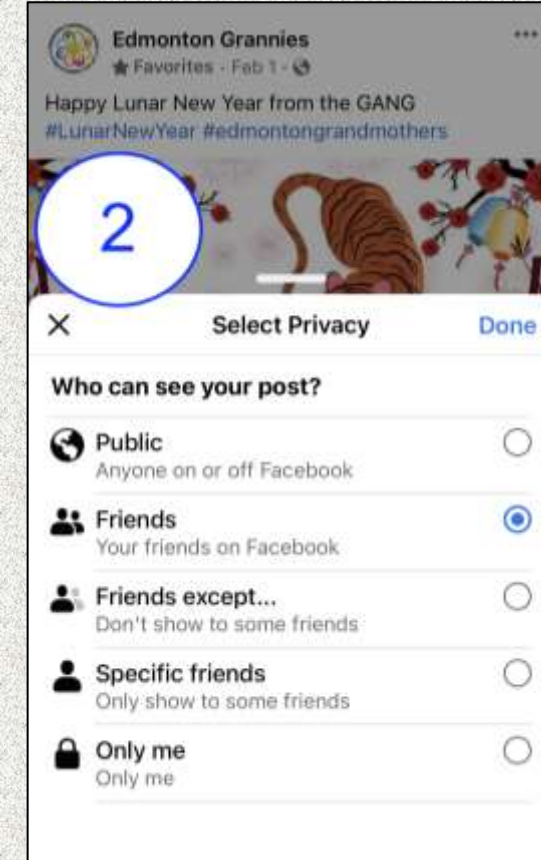


2

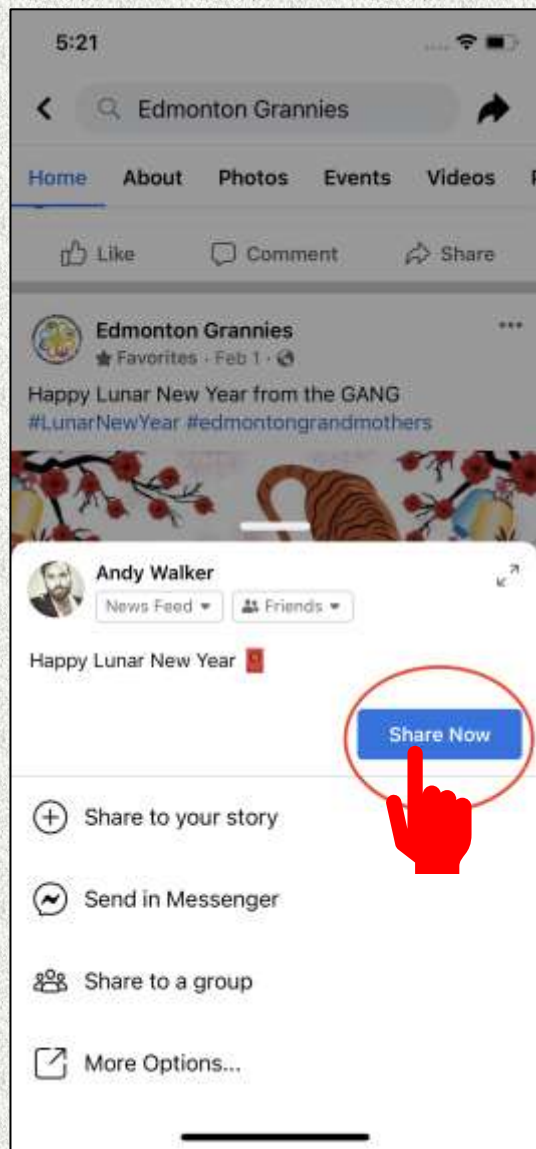
Sharing page will open. Add text to the text area for the post
 Tap here to share the post to your story
 Tap here to send the post in your messenger
 Tap here to share it to the group



Select a destination of your shared post by tapping on "News Feed"



Tap here to change the audience, who can view your posts



3

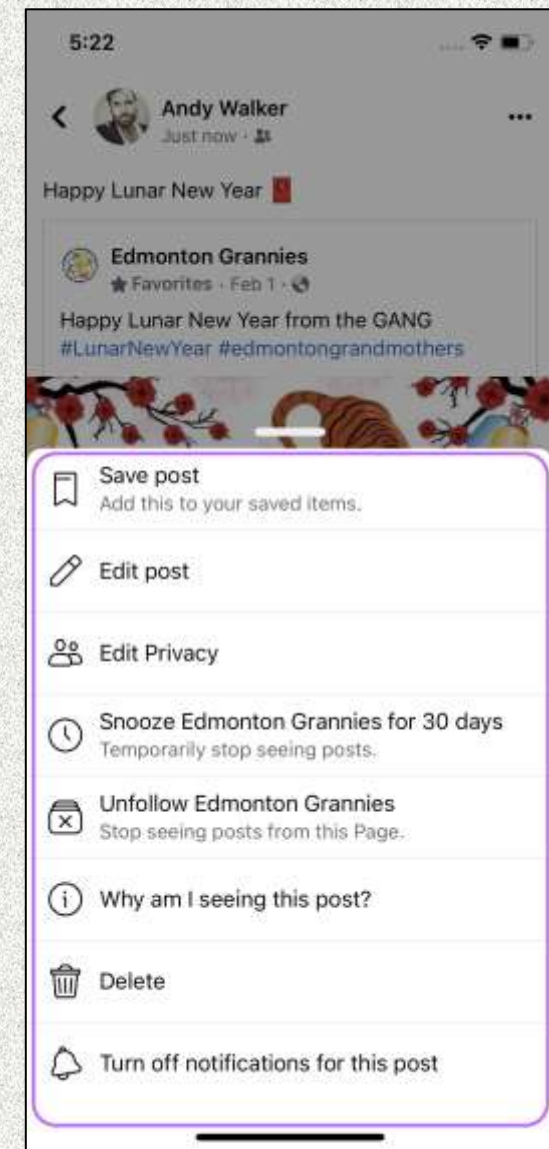
Tap on "Share Now" to share the post.



4

Your post will be shared on your timeline and the destination you chose.

Tap on three dots to edit the post

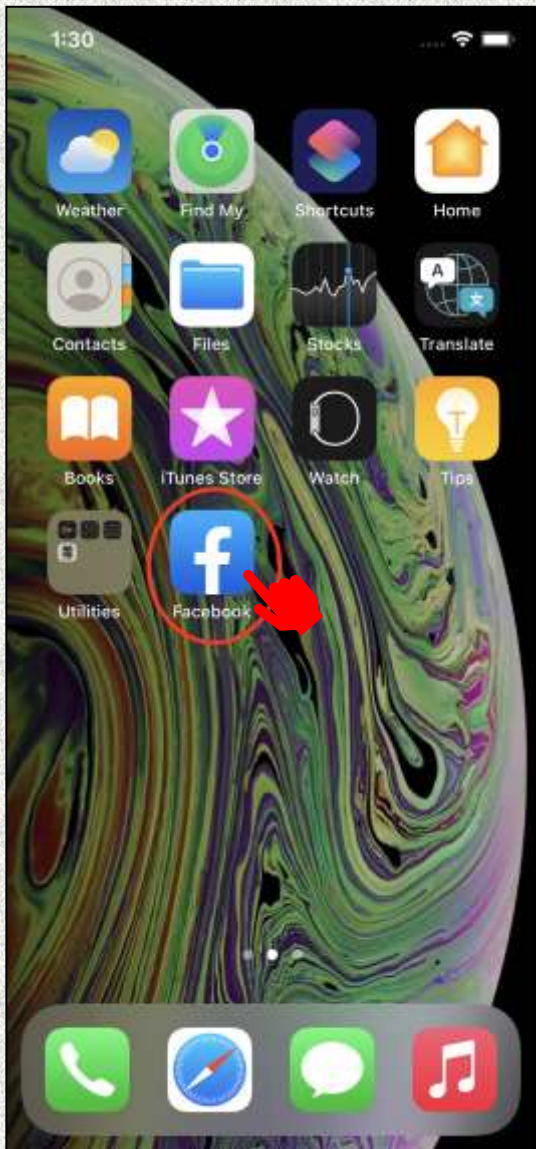


5

Tapping on three dots will open a list of changes you want to perform on your post.

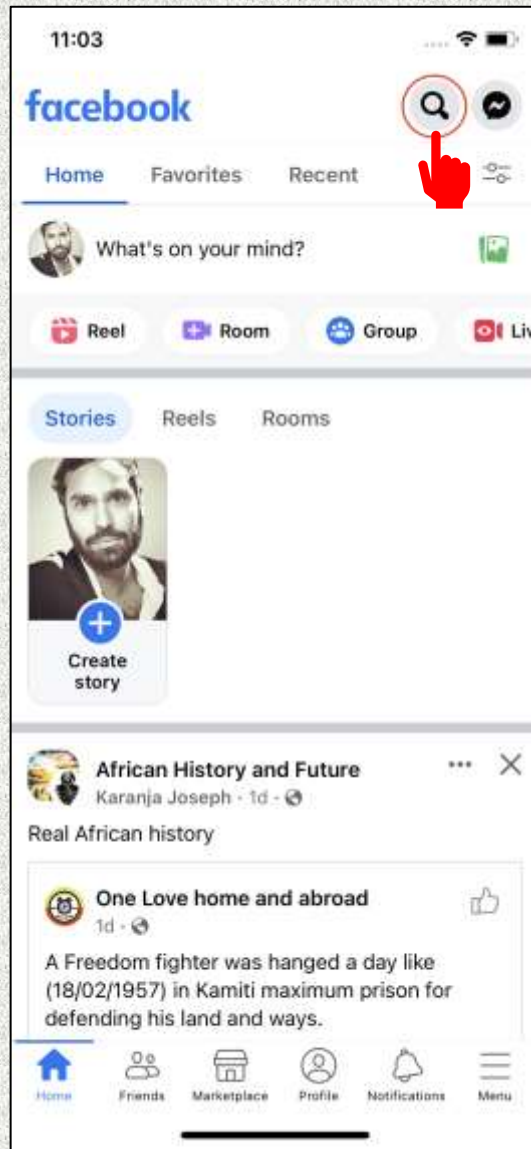
How to find GANG
Facebook page on
mobile/tablet





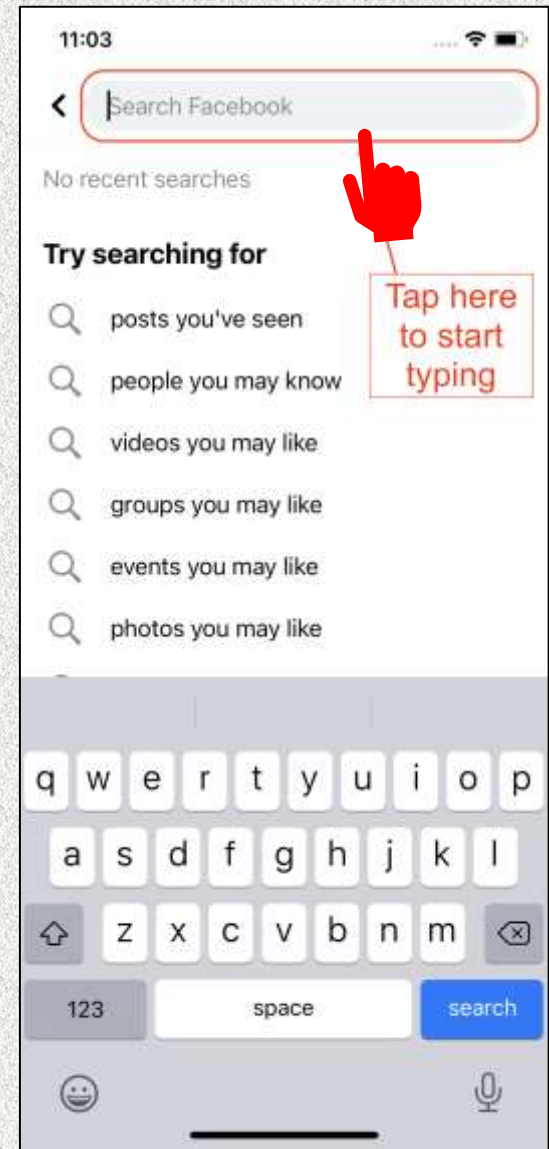
1

Tap on "Facebook" app on your device home screen to open Facebook



2

On your Facebook homepage, tap on the "Search" button



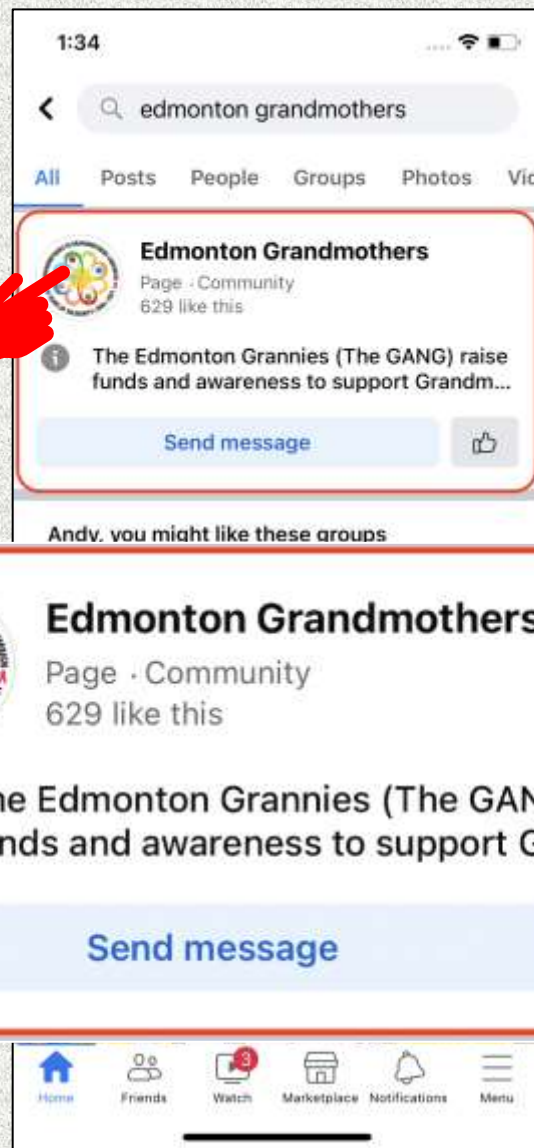
3

Tap on the search bar to start typing on your search page



4

Type "Edmonton Grandmothers" on the search bar and then tap on "search"



5

Search results will appear. Find Edmonton Grandmothers community page. Tap on the name to go the page.

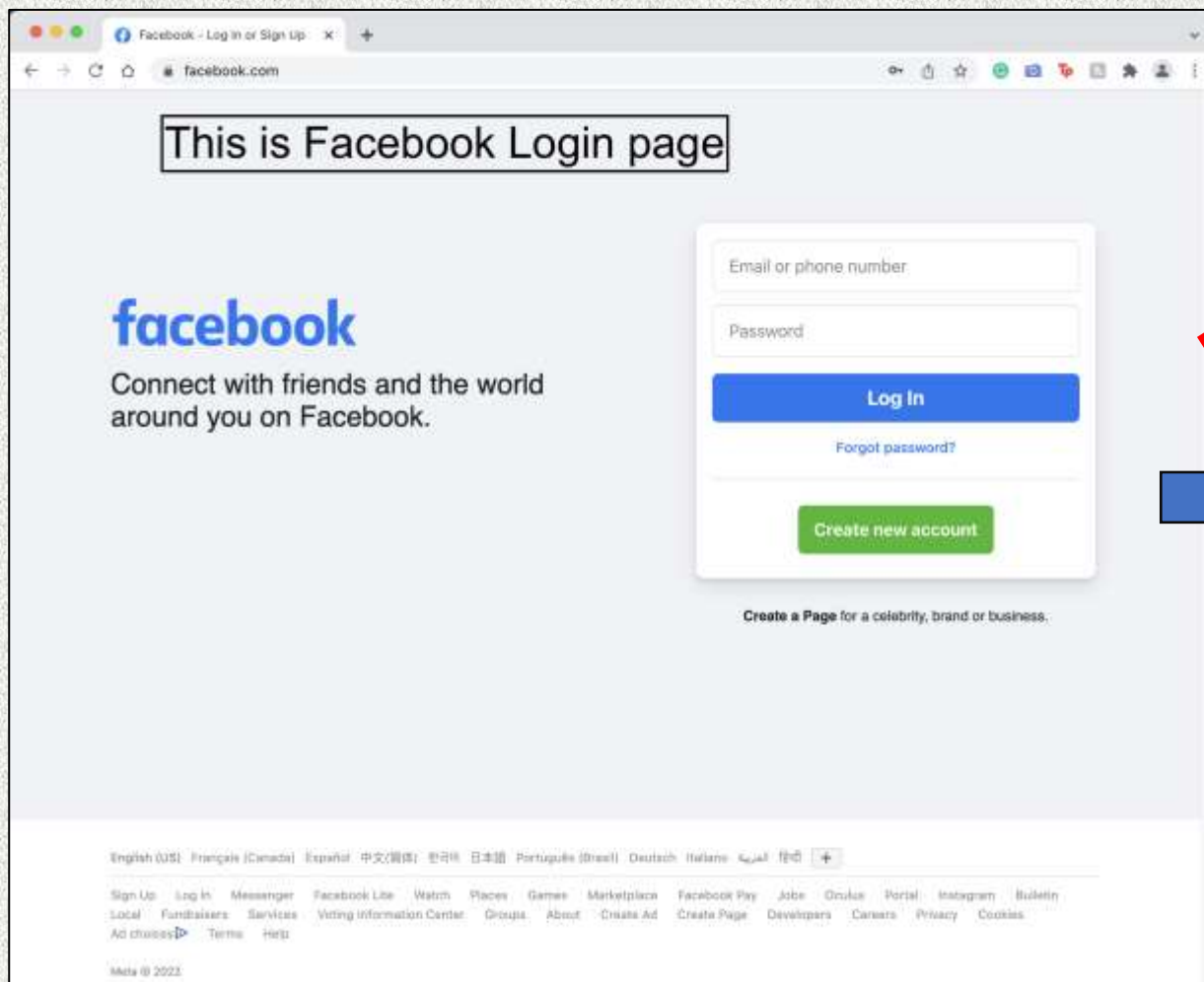


6

Edmonton Grandmother page will open. Tap on "Like" to show your support

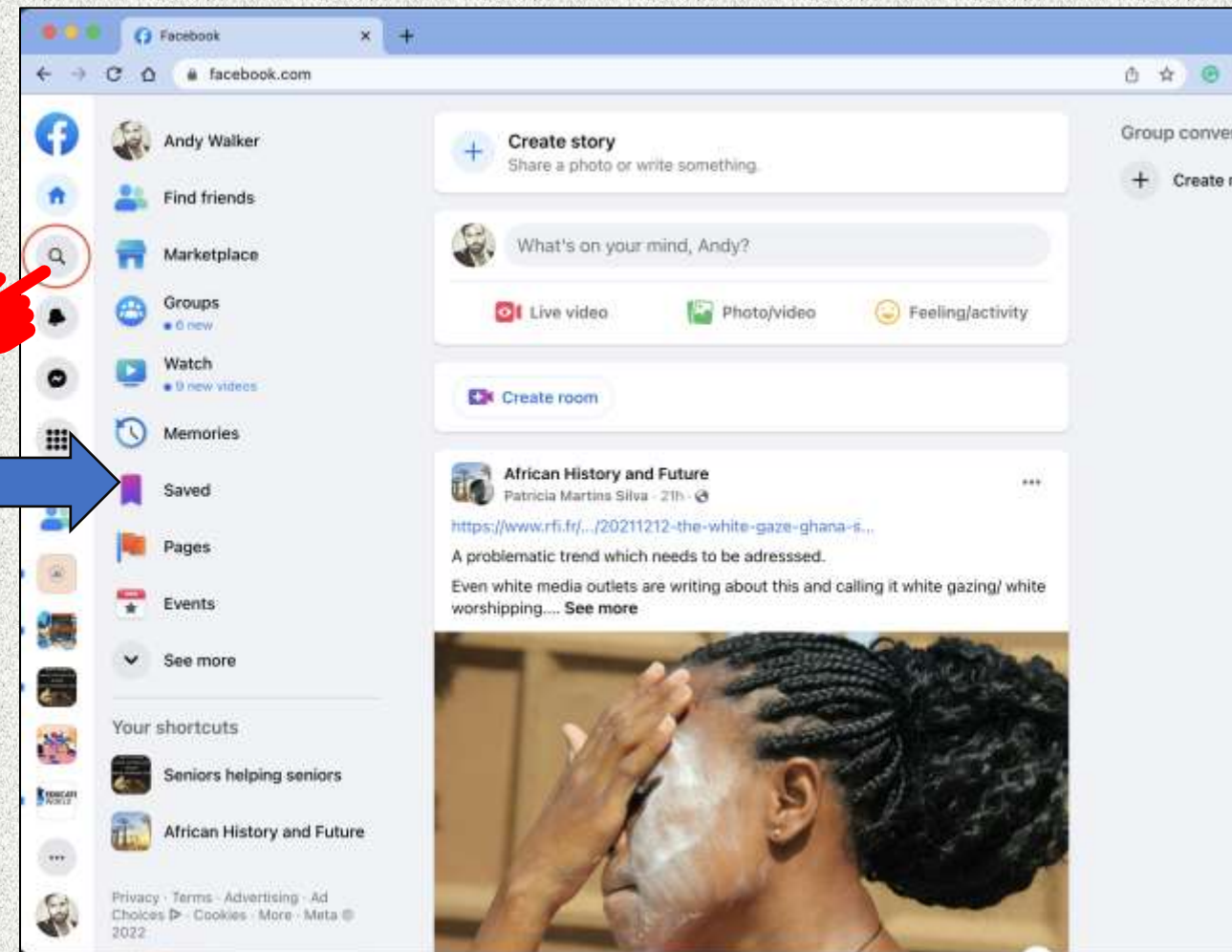
How to find GANG Facebook page on desktop





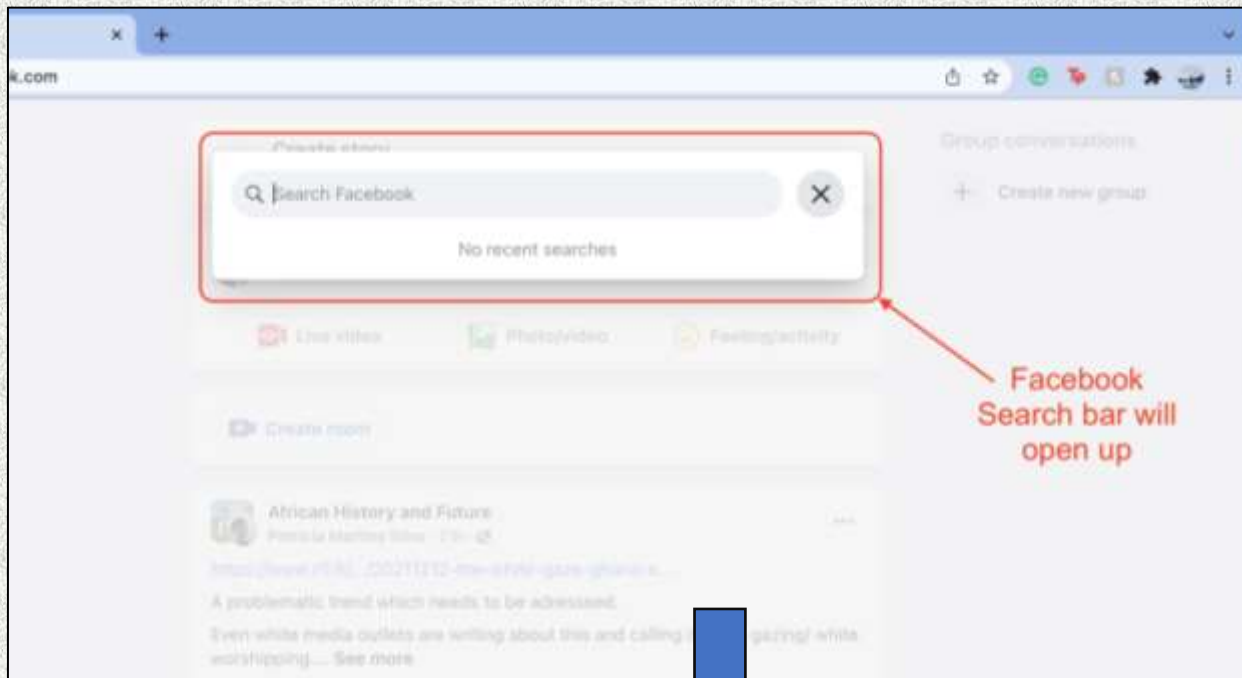
1

Open any web browser you have on your desktop and type www.facebook.com
Login to Facebook account by typing your email address or phone number and password.



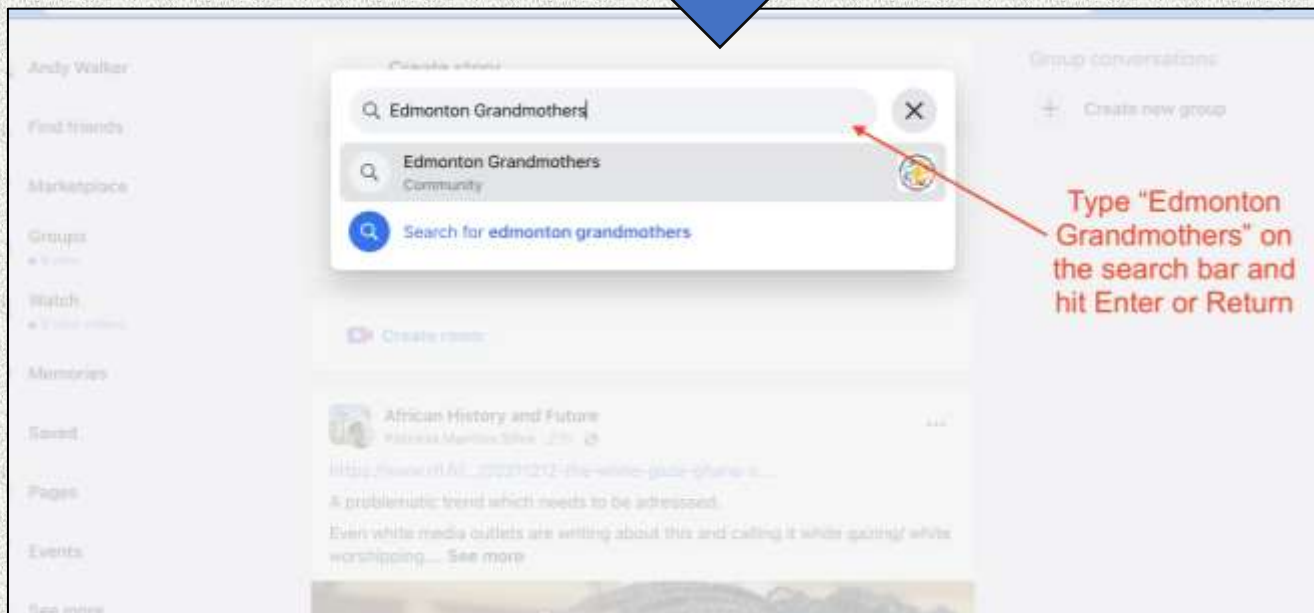
2

Your Facebook Homepage will open.
Click on "Search🔍" button.
Facebook Search bar will open.

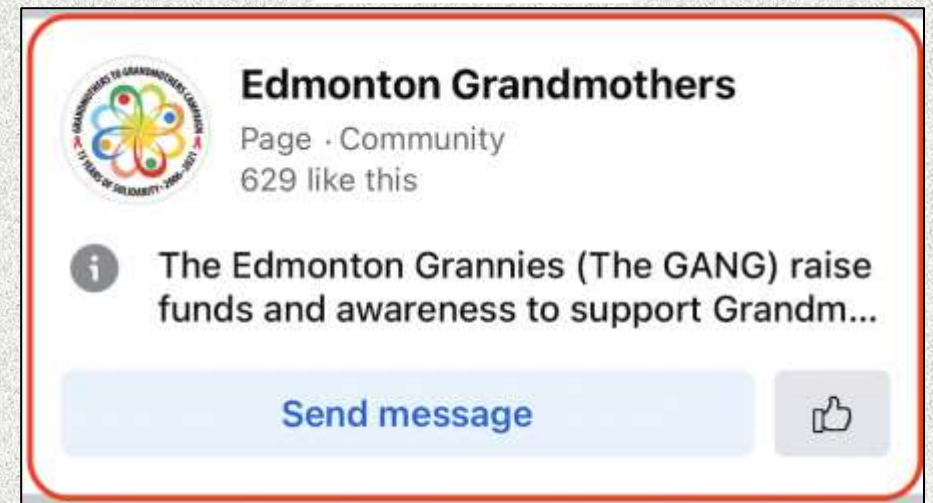
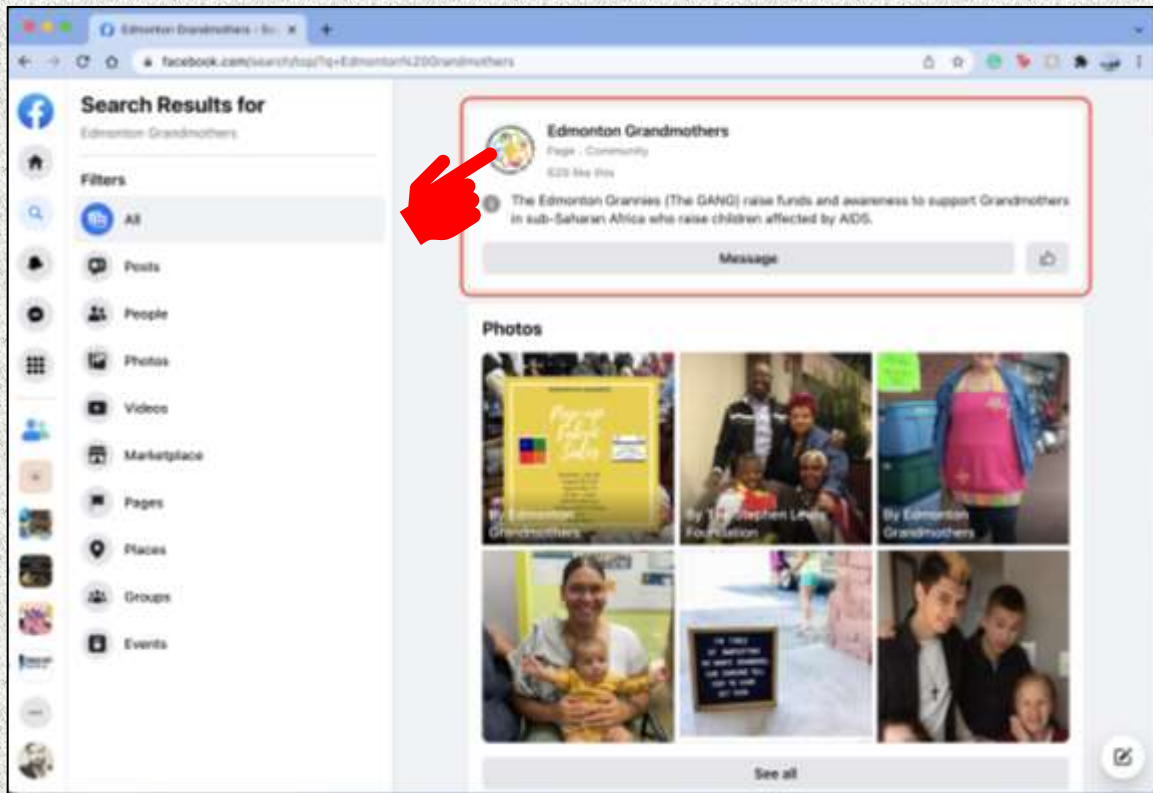


3

Facebook Search bar will open.
On the search bar, type
“Edmonton Grandmothers”
and hit enter or return. Search
results will show.



GANG’s Facebook page is named
as “Edmonton Grandmothers”

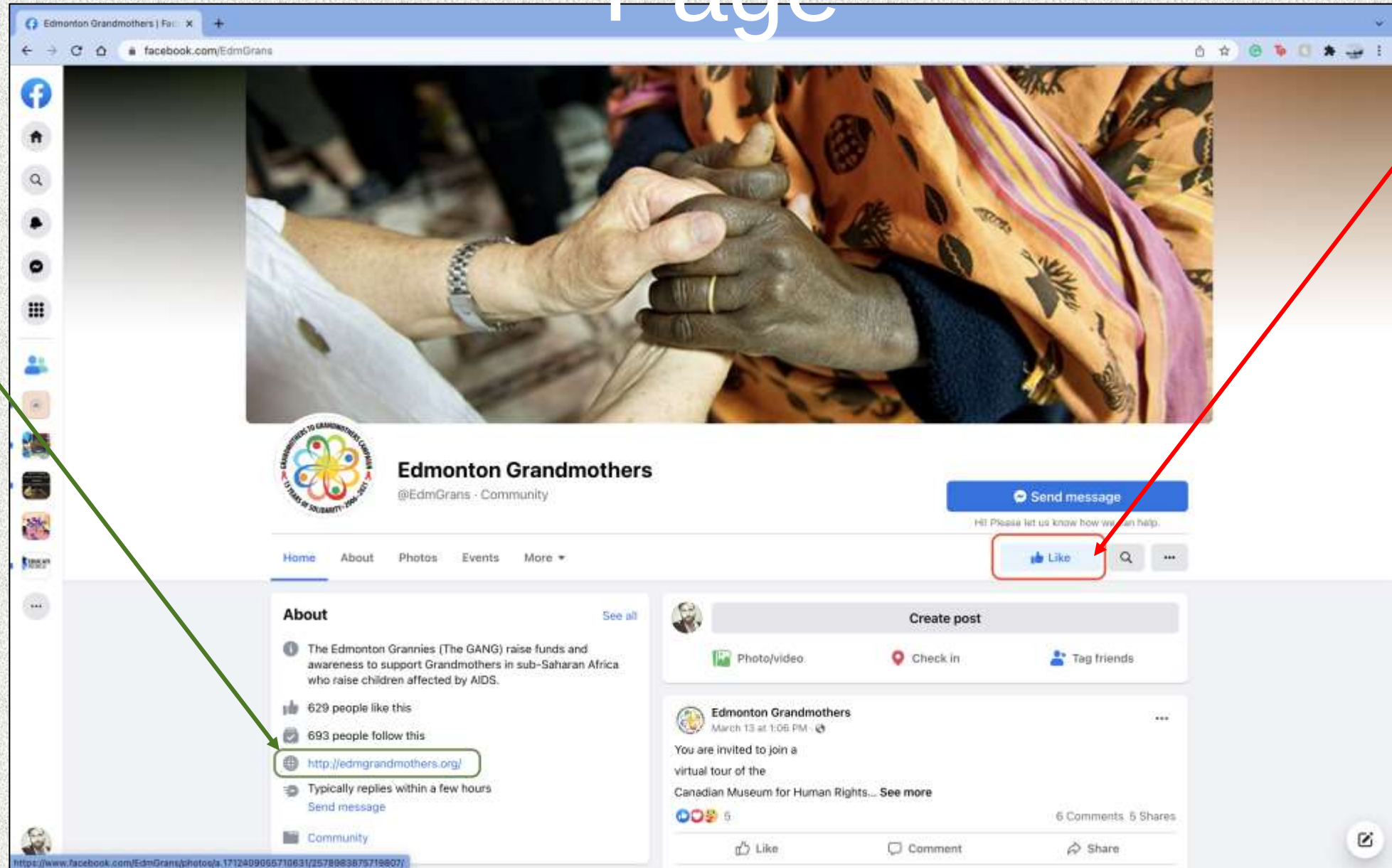


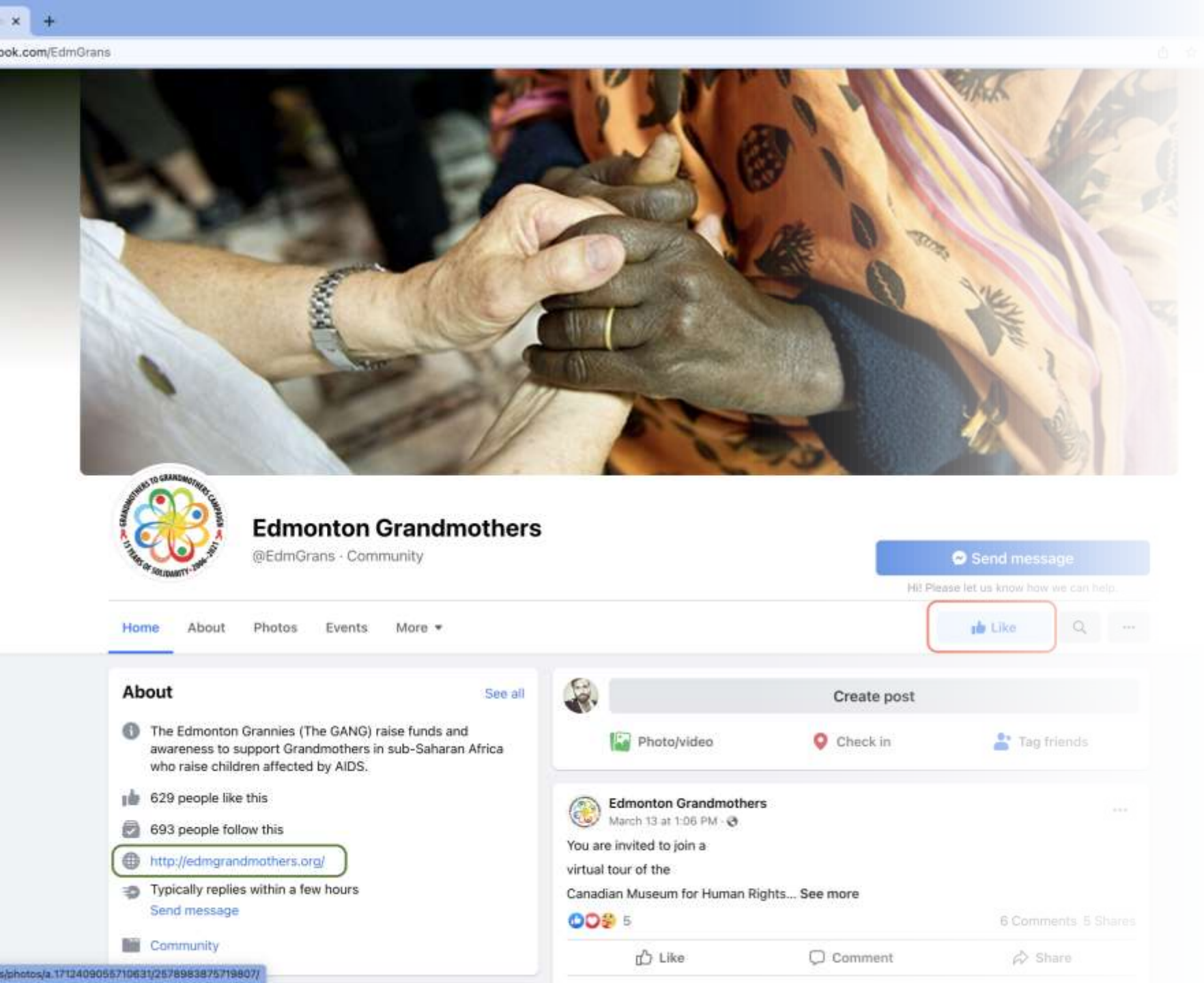
4

Search results will be displayed. Find Edmonton Grandmothers Community Page. Click here to go to the page. GANG's Facebook page will open.

GANG's Facebook page has a label like this.

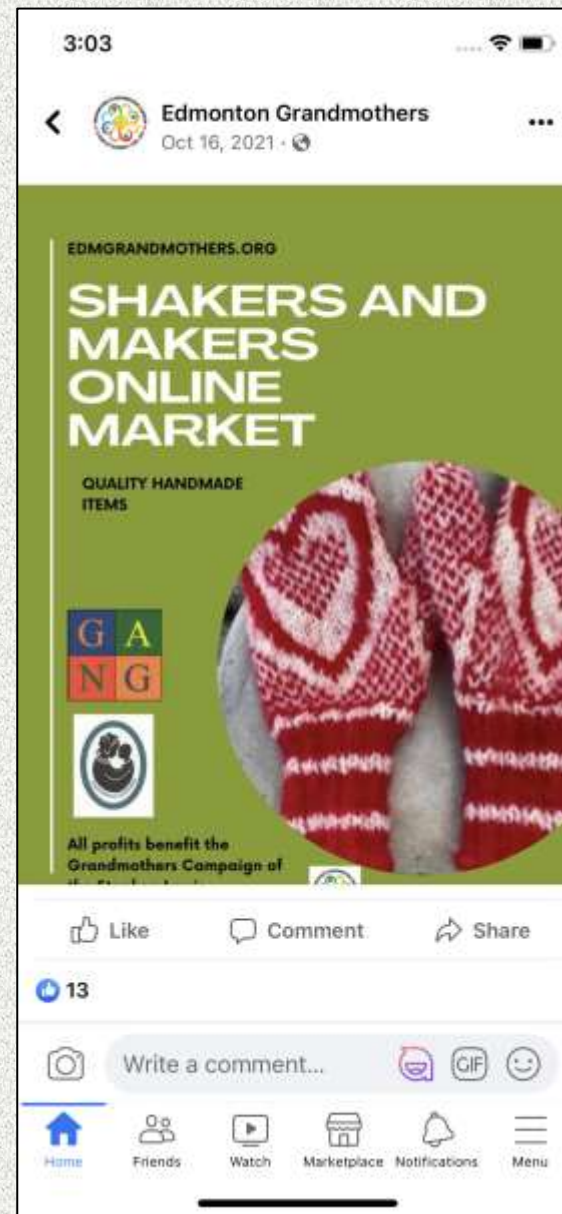
GANG Facebook Page





GANG Facebook Page

- Publishing and Promoting their work online.
- Communication with GANG members
- The page helps the users to learn about the work of the organization and build network of fans
- This increases the popularity of your work and gives greater credibility to the GANG.



Useful information like sales and upcoming events



Memories from all the events





Sneak peek of the items available in the online store

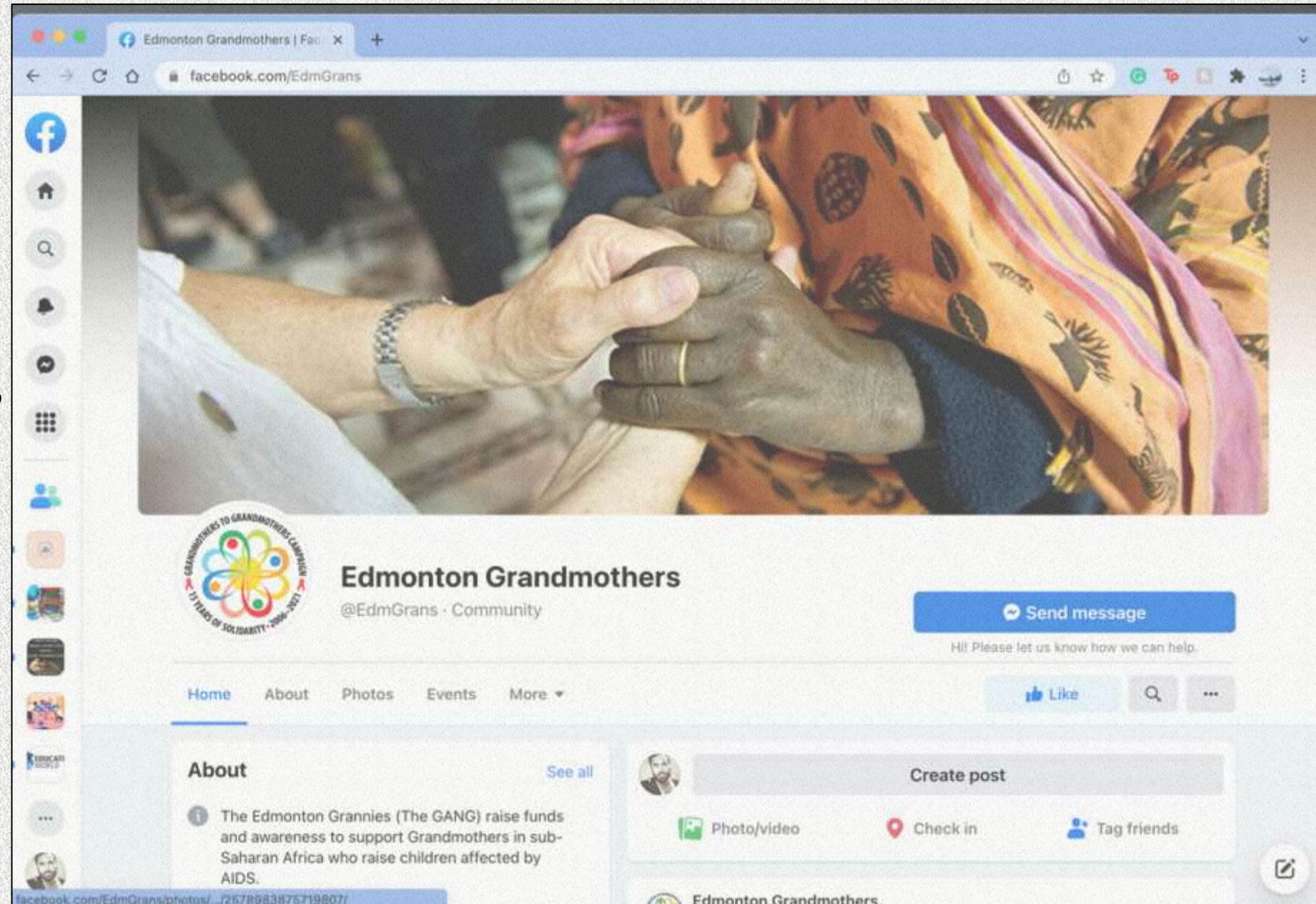




The Pop-up Fabric sale

All this information is available on GANG's Facebook Page.

Help Grandmothers promote their stories and reach more people through Facebook simply by liking, commenting and sharing their posts.



Facebook Help

- Click on this link <https://www.facebook.com/help> to know about the topics not included in this manual.
- You can go here to troubleshoot any basic account related problems, like account access, account settings and notifications, privacy and security concerns, Marketplace questions, issues with groups, and issues with pages.

Facebook Videos

Step-by-step instructional videos are just a click away.

[Click here to watch Facebook App for mobile/tablet](#)

[Click here to watch Facebook for desktop \(Windows/MAC\)](#)