Tech Savvy Seniors Queensland is a partnership between the Queensland Government and Telstra, to deliver training to Seniors through public libraries across Queensland.

INTRODUCTION TO SOCIAL MEDIA

Part 3
Now that we’ve set up accounts with Facebook, Twitter and Google, it’s time to make the most of them! One of the most popular uses for social media is sharing photos and videos you’ve taken. Rather than having to carry around a physical photo album or DVDs you’ve created, you can now just upload them to the internet and they can be viewed at any time, from anywhere. You can share your entire photo collection with friends on Facebook, for example, and they can share theirs with you.

You will be looking for ways to quickly and easily share photos, videos and message with others using existing Facebook, Google (Gmail) and/or Twitter accounts. You may have set these these while attending the *Introduction to Social Media Part 2*, or created them independently of the Everyone Connected workshops.

- An internet-connected laptop or desktop computer; either your own or supplied by the workshop organisers. You may need to share a computer with others in the workshop.
- Facebook, Google (Gmail) and Twitter accounts.
- Saved photos and videos for uploading to Facebook, YouTube and Twitter.

In this session you’ll find out how to upload both individual photos and entire photo albums to Facebook. We’ll also look at adding photos and web addresses to tweets, as well as creating your own YouTube channel and uploading videos to it to share with the world.
This session will be broken into four parts, with a 15-minute break in the middle. As always, feel free to ask questions at any time.

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<th>SUBJECT</th>
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<td>Introduction and review</td>
<td>10 minutes</td>
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In our last social media workshop we set up three separate social media accounts: one for Facebook, one for Twitter and one for Google (the latter works on YouTube). This workshop we’re going to put those accounts to good use, and upload our photos and videos to these social media services.

This will enable friends and family (and followers, and the whole world, if we choose) to see our favourite photos. No need to carry photo albums, DVDs or videotapes around with you – it will all be online, accessible from anywhere at any time.

For the workshop you will need some photos and at least one video stored on the computer you’re using. If you have some on your phone or digital camera, you can copy them across to the computer before the workshop, and we can use them for the various activities during the session.
If you have a Facebook account, you’ll find it very easy to attach digital photos to a post. If you don’t have a Facebook account yet, we’d suggest attending our Introduction to Social Media Part 1 and 2 workshops, or your presenter can walk you through the process of creating one.

You can upload both photos and videos to Facebook. It works on the same model as other Facebook posts – you create a post, and then attach an image.

You can go even further, and upload an entire photo album. This album can be Tagged, which means that you can make notes on who is in each photo, where they were taken and when. If you tag a photo, each person who is tagged will get a special notice that you’ve uploaded a photo of them.

Posting a single picture in Facebook is extremely easy. There’s a very simple option to do so when you create a post.

Go to www.facebook.com and log in with your Facebook username and password.

Click on News Feed on the left.
Now, click on the text box in the **Update Status** window, type in any comment that you want to be posted with the image. It can be a simple description of the photo (Crazy dog ate my pie!), a comment or whatever you choose. You can even leave it blank if you want. Don’t click **Post** just yet. We want to add the image first.

![Update Status window with text box and Post button](image)

At the top of the Update Status box, you'll see a link: **Add Photo / Video**. Click on it.

(Note that if you're using a computer with a webcam attached, you can also use the webcam to take a picture of you right now. You can do this by clicking on **Use Webcam**. We're assuming here that you're using a photo you've already taken).

![Update Status window with Add Photo / Video, Use Webcam, and Create Photo Album options](image)

A new **Browse** button will appear. Click on it.

![Update Status window with Browse button](image)

This brings up the file explorer. This is a very important screen, and it’s one that you'll encounter a lot in this workshop. This is used to navigate through your computer to find a specific file.

![Windows file explorer page](image)
On the left, you have your top-level directories, and then you can double-click on folders navigate down through them. (If you have trouble with double-click, you can also single-click, then click Open).

If you’re using Windows 7 or 8 and you downloaded your photos from a digital camera, they’re most likely stored in the Pictures library. On the left, under Libraries, you’ll see a link to Pictures. Click on it.

This will show all the photos and folders in your Pictures directory (as well as any other directories you’ve added to your library).

When you find the picture that you want to post, you can either double-click on it or click on it once and select Open.

You’ll be taken back to the Facebook main page, and the field next to the Browse button will now have a directory and file name in it.

You can change some of the settings as normal. By default the post will only be for your Friends, but you can also make it public by clicking on the Friends button and changing it to public.

Now all you have to do is click on Post.

The post may take a little longer than normal to work. Facebook has to copy (upload) the photo from your computer, so depending on the speed of your internet connection and the quality of the photo, it can take a few seconds to complete the photo. While this is happening, a small animated bar appears above the box to show you it’s working.
When it’s done, the post will appear in your News Feed and that of your Friends, just like any other post. The picture will be on full display.

Friends (and you) can comment on it just like any other post.

Now let’s post a video. The process is very similar to posting a photo.

As before, click on News Feed on the left.

Now, click on the text box in the Update Status window, type in any comment that you want to be posted with the video.

At the top of the Update Status box, you’ll see a link: Add Photo / Video. Click on it.

Now click on Upload Photo / Video.

A new Browse button will appear. Click on it.

This brings up the file explorer, exactly the same as with the photos.

This time, it’s likely that your videos are stored in your Videos Library (if you’re using Windows 7 or 8). On the left, under Libraries, you’ll see a link to Videos. Click on it.
When you find the video file that you want to post, you can either double-click on it or click on it once and select **Open**.

You'll be taken back to the Facebook main page, and the field next to the **Browse** button will now have a directory and file name in it.

Click on **Post**.

It's likely that a Facebook copyright warning will appear (if this is the first time you've uploaded a video). As long as the video does not breach copyright, you can click **Agree**.

Because videos are generally much larger than photos, they will take a lot longer to upload. A window should appear telling you the progress of the upload.

When it's done, you can click on **Close**.

The video won't appear instantly in your **News Feed**, even after the upload is complete. Facebook first has to covert the video to something that can be played over the internet. That might take a few minutes. Be patient!
When it is done, the post will appear in the News Feed (yours and that of your Friends). You'll see a still image from the video, and there's a Play button in the middle of the image. Left-click on that Play button to start the video playing.

Click on it again to pause or stop the playback.

So you've uploaded a single photo with a post, but Facebook allows you to upload entire photo albums as well. The process is actually very similar to uploading a single photo.

Go to News Feeds and follow the process for adding a single photo by clicking on Add Photo / Video above the Status Update box. Instead of clicking on Upload Photo / Video, however, click on Create Photo Album.

The file browser will immediately appear. You can use this to select a single photo to start your photo album, but you can also use a special technique called multi-select. This lets you select more than one file. There are several ways of doing this:

- You can hold down the Ctrl button on your keyboard while you (single) left-click on the photos you want include in your album. Each one will be highlighted as you do.
You can draw a box around the items you want to select. Left-click on an area of blank space in the window, and hold down the left mouse button when you do. Now move your mouse, and you'll see it draws a box. Make this box cover all the items you want to include in the album, then release the left mouse button.

If you hold down Ctrl on your keyboard and press a, every file in the current directory will be selected (this is known as Select All).

When you have selected the photos you want to include in the album, click on Open. Don't worry if you didn't grab every one; you can add more photos to the album later.

The Facebook Photo Album page will appear. You'll also see a progress bar for the upload of the photos. As each photo is uploaded, it will appear in the album.
While you wait, you can give the album a name, a date, and add a comment. Click on where it says Untitled Album and change it to a more meaningful name. You can also click where it says Say Something About this Album to add a comment, on the Where Were These Taken box to add a location, and on the Add Date button if you want to give it a date.

You can also add comments to each individual photo if you like, by clicking in the Say Something About this Photo box underneath them.

When all the photos are completed uploading, click on Post Photos on the bottom right of the page.

If Facebook detects that there are people in the photos, it now takes you to a special page, which allows you to tag the photos. Under each photo, there’s a box that says Who is in this Photo? If you want, you can type the names of the people in the photos, separated by a comma if there’s more than one. This is called Tagging, and you can only add tags for people who are in your Friends list. Anybody you tag will be sent a notification that you’ve posted a picture that includes them! For now you can just skip this step by clicking on Skip Tagging Friends.
Click on the Facebook logo to go back to your main page.

In your News Feed, and in the News Feed of all your Friends, an Album post will appear, showing thumbnails of some or all of the pictures. To see the full Album, you or they can just click on the Album title.

![Album View](image)

In the full Album view, you can add photos to the Album just by clicking on the Add Photos button and repeating the process from earlier.

Facebook has a special Album View. If you click on the title in an Album post, you’ll be taken to the Album View page.

The view includes thumbnails (miniaturlised versions) of photos. To view a full version, just double-click on the photo you want to blow up.
You’ll also see, when you move your mouse over a blown-up image, that left and right arrows appear in the image. Clicking on either of these takes you to the previous or next image.

To go back to the thumbnail view, just click on the Album title again, which appears on the bottom left when you move your mouse over the image.

So what happens when the Album post disappears from the News Feed, how do you find it then? Well, the good news is that the Album will always be associated with your profile.

At the top of the Facebook page, click on your name. This will take you to your Profile page.

Next you’ll see, just under your name, a link to Photos. Click on it.

This will show you all the albums you’ve posted. Clicking on any one will take you to it.

You can also do this with other people on your Friends list, to see all the Albums they have posted as well. Click on their name in your Friends list. This will take you to their Profile page. Then click on Photos to see all the albums they have posted. Now they can see all your photos and you can see all theirs!
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<tr>
<th>SUBJECT</th>
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<tr>
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**Overview**

Lots of people love to use Twitter to keep the world informed about their doings. In addition to the 140 characters you’re allowed, a single tweet can also have a photo attached.

Commonly it’s a mobile phone photo or a simple digital camera shot, showing all your followers what you’re doing or seeing. After all, a picture tells 1000 words!

Attaching a picture to a tweet is very simple.

**Attaching an Image to a Tweet**

Go to [www.twitter.com](http://www.twitter.com) and log in using the username and password we set up in the Introduction to Social Media Part 2 workshop.

Click on the **Compose a Tweet** box.

When you compose a tweet, you’ll see a little icon on the bottom left of the Compose box in the shape of a camera. Compose your tweet (remember, 140 characters or less), then click on the **Camera** icon.

The file explorer window appears, just like it did when attaching images to Facebook. Use it to find the image you want to attach to the tweet and click **Open**. You can only attach one image to a given Tweet (Twitter does not have albums like Facebook).
Back in the Twitter page, you'll see a thumbnail of the image below the tweet.

You can click on Tweet to send it off into the ether. It might take a moment to send, since, as with Facebook, it has to upload the image from your computer.

In your Twitter feed, and in the feed of everybody who follows you, the new tweet will appear. You won't see the image in the tweet; instead there will be a web link to the image that you can click on.

If you click on the link, you'll see the image full size.
Although it’s not directly related to posting images on Twitter, it’s worth talking a little bit about posting web links to Twitter.

It’s common for people to share web links on Twitter. If you find a great website you’d like to share with your followers, you can post a link to that site in your tweet. The problem is you only have 140 characters, and many web addresses are too long.

Twitter has a solution for that, however, and it’s very simple. It automatically shortens any links that you type or paste into the box.

Strangely, you can’t do this from the main window. You have to click on the Compose button on the top of the Twitter page. Click on the Quill icon.

The What’s Happening box will appear. Now type in your tweet, and also type or paste in the website address you want to share.

If you’ve gone over your 140-character limit, you’ll see a note below the box that says the link will be shortened.

Click on Tweet. When it appears in your feed (or in that of your followers), the link will have been changed, probably to something like bit.ly/P6m2em. Clicking on it, however, still takes you to the page you originally linked to.
You can share videos using Facebook, and it's great for sharing them with friends and family. It's not a great forum for sharing them with the world, however. For that, YouTube is a much better option.

YouTube lets you create channels, which are collections of videos from a specific person (in this case, you).

YouTube also supports much higher quality video than Facebook. If you're a true video buff, you'll appreciate the quality of videos you can upload to it.

YouTube videos are by default public -- that is, anyone in the world can see them. You can also make them private, however, so that just people you give permission to can view the videos you've posted.

You need a Google account to upload videos to YouTube. If you attended either our previous Introduction to Social Media workshops or our Introduction to Email workshops, you should already have one of those set up.

Go to www.youtube.com.

Sign in with your Google account username and password (if you have a Gmail account, that's also a Google account). If you've recently used Gmail or other Google services, you may be already logged in, and your name will appear on the top right of the page. If not, click on the Sign In button then enter your Google username and password.

Now click on Upload, next to the Search bar at the top of the window.

You will be asked to give yourself a username, which will also be the name of your YouTube channel. This can be your nickname (if it's not already taken by another YouTube user), a pseudonym or even a topic name. For example, if your plan is to upload a series of knitting tutorials, you might give yourself the username KnittingExpert.
As a rule, it’s safer to stay anonymous online. Most people do not use their real names as usernames on YouTube or in other public forums.

Type your chosen username into the field provided. YouTube will let you know if it’s already taken. Just below the name, YouTube will also give you a web address. This will be the permanent web address for your channel. By going to that web address in the future, you (and anyone you send the link to) will instantly be able to see all the videos you’ve uploaded.

Click **Next** when you’re ready.

You’ll now be given a set of options for your videos in that channel. These options relate to user comments on your videos. Unless you don’t want people to be able to **Like** your videos or comment on them, you can leave them all ticked.

Click on **All Done!** when you’re ready. You’ve now created a channel, which you only have to do once (you can actually create more channels in the future if you’re super-keen, but for now we’ll just stick to the one).
You’ve just finished the Creating a YouTube Channel activity, and whenever you click on Upload in the future, you will be taken to the upload page.

YouTube gives you two options for uploading videos. You can use video files that are stored on your computer, or you can record directly from a web camera attached to your computer.

We’re going to do the former today, but if you have a webcam on your home computer, you can actually just click on Record from Webcam. Your web camera will activate and a window will pop up showing what it sees. Then you can click on Record and make a video direct to YouTube. You don’t have to save it on your computer at all.

For now, we’re going to upload from the computer. Click on the big Select Files from Your Computer button.

Once again, the file explorer will appear. Find the video file(s) you want to upload to YouTube. You can actually upload more than one video at a time if you want, using the multi-select technique we talked about when creating Facebook photo albums on page 9 (Ctrl+click).

The uploading page will appear, with a progress bar as the file is copied from your computer.
While you wait, you can add some details to the video:

- First, click on the bar just under **Title**, and give the video an appropriate name (by default, YouTube uses the file name).
- Then, click in the field under **Description**. Provide a useful description of the contents of the video. Something like **Chairman Meow playing with a ball of yarn** will do.
- You can also give the video tags, though these are optional. Tags are quick descriptors used in video searches. You could add, for example: **cute, pets, cat**. Likewise, you can choose a category by clicking on the dropdown list on the right (again, totally optional).

Before moving on, you can choose to make the video public or private. Under **Privacy Settings** there's a button. Click on it and you get to choose between making a video public, unlisted or keeping it private.

If it's public, anybody in the world can see the video by going to your channel, and it might turn up in their video searches.

If it's unlisted, anybody with a direct web link to the video can see it, but it won't be visible in your channel and it won't turn up in searches. In other words, only people who know the 'secret' web address will be able to watch it.

If it's private, only people you choose can view the video at all. They need to have a Google/YouTube account, and you need to enter their email addresses or YouTube usernames into the field provided. You can’t add names just now; you have to use the **Video Manager** later (if you select **Edit** in the Video Manager on this video, you’ll see a field where you can type in names).

For now we’ll just make the video public.

When the video is completed its upload, a green tick will appear next to the title.
You will also be provided with a direct web link where you can view this video. If you want to share it with friends, you can send them that web link.

Now we can head to the Video Manager. Click on the Video Manager button. (Video Manager is also accessible at any time by clicking on your Username at top of the window, then on Video Manager).

Click on Uploads on the left. This shows you a list of all the videos you’ve uploaded.

You can change the description and the privacy settings on each video by clicking on the Edit button next to the video. If you had a private video that you want to add permissions to, this is how you do it.

Now you can check your channel, to see if the videos are listed there. Click on your Username at the top of the window, then on My Channel. This takes you to your Channel page.

You’ll see all the videos you’ve uploaded so far here (unless you marked them as unlisted). Clicking on either the video title or the thumbnail, you can start playback of the video. If you’ve marked the video as public, anybody else in the world can, too!

There’s much more to explore with YouTube, and don’t be afraid to experiment. In the settings you can make it so that a certain video auto-plays when people visit your channels. You can see details on the number of views your video has had, check and moderate comments on the video, and much more.

If you ever want to delete a video, just go to your Video Manager and click on Uploads. Check the box next to the video you want to delete, then click on the Actions button and select Delete.
Congratulations, you've taken the first steps towards mastering the art of sharing pictures and videos on the internet. Now you should be able to:

**SUMMARY**

**TIME**

- **10 minutes**

**RECAP**

- Upload individual photos as well as collections of photos to Facebook for sharing with friends and family
- Attach a picture to a tweet, which is a handy way of quickly sharing a funny or interesting snapshot
- Create a channel on YouTube, and populate it with a collection of videos you've created.

This is just the beginning of your journey into social media, however. There's so much more you can do here, from playing games on Facebook, to creating personalised playlists and preferences in YouTube, to retweeting and using hashtags in Twitter. Don't be afraid to read the online guides and ask questions in online help forums. You may be surprised how willing people are to help you out!

**USEFUL WEBSITES**

If you need to know more, we suggest heading to the help pages of the individual services:

- Facebook: [www.facebook.com/help/](http://www.facebook.com/help/)
- Twitter help: [support.twitter.com](http://support.twitter.com)
- YouTube help: [support.google.com/youtube/](http://support.google.com/youtube/)
<table>
<thead>
<tr>
<th>TERM</th>
<th>EXPLANATION</th>
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<tr>
<td>BLOG</td>
<td>A kind of online journal.</td>
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<tr>
<td>CHANNEL (IN YOUTUBE)</td>
<td>A collection of videos from a single YouTube user.</td>
</tr>
<tr>
<td>FACEBOOK</td>
<td>A popular social networking site.</td>
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<tr>
<td>FACEBOOK APPS</td>
<td>Add-ons for your Facebook page that let you play games and perform other group activities with friends.</td>
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<tr>
<td>FLICKR</td>
<td>A website for sharing photos.</td>
</tr>
<tr>
<td>FOLLOWER (ON TWITTER)</td>
<td>A person who receives all the tweets (see below) from the followed person.</td>
</tr>
<tr>
<td>FRIEND (FACEBOOK)</td>
<td>A person who can see your Facebook profile, photos and any updates you make to your page.</td>
</tr>
<tr>
<td>GMAIL</td>
<td>Google Mail. An email service provided by Google.</td>
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<tr>
<td>GOOGLE LOGIN</td>
<td>A single account and password that works for all of Google's many social media and other services.</td>
</tr>
<tr>
<td>INSTANT MESSAGE</td>
<td>A text message that is sent and received instantly (like a phone text, but usually free).</td>
</tr>
<tr>
<td>MICROSOFT ACCOUNT</td>
<td>A single account and password that works for all of Microsoft's social media and other services. It also serves as a login for Windows 8.</td>
</tr>
<tr>
<td>ONLINE</td>
<td>Connected to the internet/available for chat.</td>
</tr>
<tr>
<td>SKYPE</td>
<td>A program for text, voice and video messaging.</td>
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<tr>
<td>TWEET</td>
<td>An individual message on Twitter.</td>
</tr>
<tr>
<td>TWITTER</td>
<td>A social media service that lets people send short messages across the internet.</td>
</tr>
<tr>
<td>URL</td>
<td>Universal resource locator. Another name for a web address.</td>
</tr>
<tr>
<td>VOICE OVER IP</td>
<td>A technology that allows you to use the internet to make phone (voice) calls.</td>
</tr>
<tr>
<td>YOUTUBE</td>
<td>A site for sharing videos.</td>
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</table>
TECH SAVVY SENIORS

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