

Friends of the San Antonio Public Library – Face Book Page

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<https://www.facebook.com/FOSAPL/>

Want something posted?

- Send a message to the page with the information and any graphics/images you want included.
 - o Send as soon as possible – the more time it has posted, the more time people have to see it
 - o Messages received will be posted to the page within 48 hours unless otherwise specified in the message

How to use Face Book to “Win Friends and Influence People”

- Post a variety of things: images, articles, animations, and/or graphics/GIFs (Graphics Interchange Format)
 - o Post at least 3 times a week, no more than 1-2 times a day
- Only have pages that are maintained and up to date
- Grammar, spelling, and punctuation matter!

Hashtag: #: ex #BookCellar

- Hashtags turn topics and phrases into clickable links in your posts on your timeline or Page. This helps people find posts about topics they're interested in. To make a hashtag, write # (the number/pound sign) along with a topic or phrase and add it to your post.
 - o No spaces or punctuation within the item to be “hashtaged”
 - Alpha/numeric only

Tag: ex @Name

- If you tag a friend in your status update, anyone who sees that update can click on your friend's name and go to their profile. Your status update may also show up on that friend's timeline. When you tag someone, they'll be notified.