



Tech Savvy Seniors

Introduction to Social Media

Part 3 Advanced Guide



TOPIC	INTRODUCTION TO SOCIAL MEDIA – PART 3
<p>UPLOADING PHOTOS AND VIDEOS TO SOCIAL MEDIA SITES</p>	<p>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.</p>
<p>WHO IS THIS WORKSHOP FOR?</p>	<p>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 while attending the Introduction to Social Media Part 2, or created them independently of the Tech Savvy Seniors workshops.</p>
<p>WHAT YOU'LL NEED</p>	<ul style="list-style-type: none"> ▶ 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.
<p>WHAT YOU'LL LEARN</p>	<p>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.</p>

TIMETABLE

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.

SUBJECT	DURATION
Introduction and review	10 minutes
Uploading to Facebook	45 minutes
Break	15 minutes
Uploading to Twitter	25 minutes
Uploading to YouTube	35 minutes
Summary	10 minutes
TOTAL	140 minutes

SUBJECT

INTRODUCTION AND REVIEW

TIME

10 minutes

RECAP



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 and videos. 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.

SUBJECT

UPLOADING TO FACEBOOK

TIME

45 minutes

OVERVIEW



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. Photos 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.

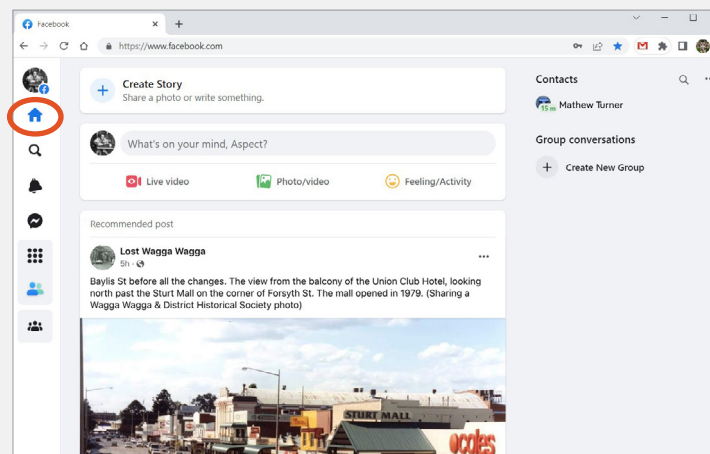
UPLOADING A PICTURE TO FACEBOOK



Posting a single picture in Facebook is pretty 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 the **Home** icon on the left of the page.

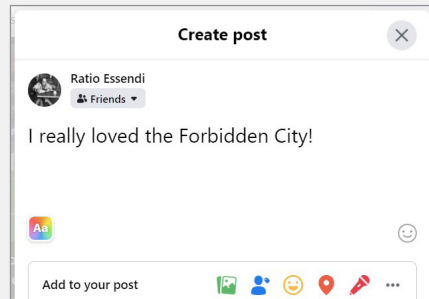


UPLOADING A PICTURE TO FACEBOOK



Now, click on the **What's on your mind?** box and type in any comment you want to be posted with the image. It can be a simple description of the photo (**I really loved the Forbidden City**), 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.

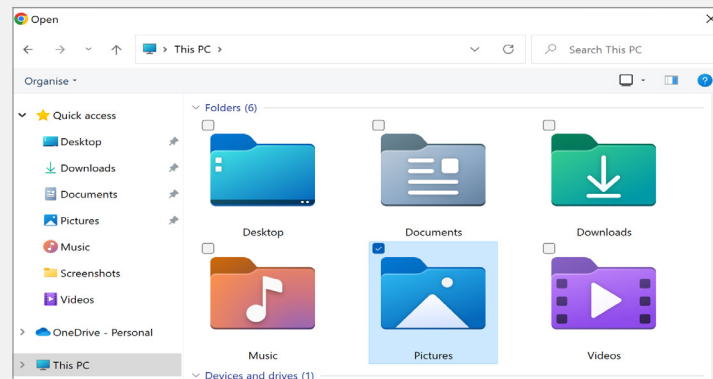


← Type a message into the **Create post** box and then click the photo icon to add an image.

At the bottom of the **Create post** box, you'll see the words **Add to your post** and some icons. Click on the **photo icon**. A photo frame appears. Click on **Add photos/videos**.

In Windows, the File Explorer window will display. If you downloaded your photos from a digital camera, they're most likely stored in the **Pictures** library. On the left, under **This PC**, you'll see a link to **Pictures**.

This will show all the photos and folders in your **Pictures** directory.

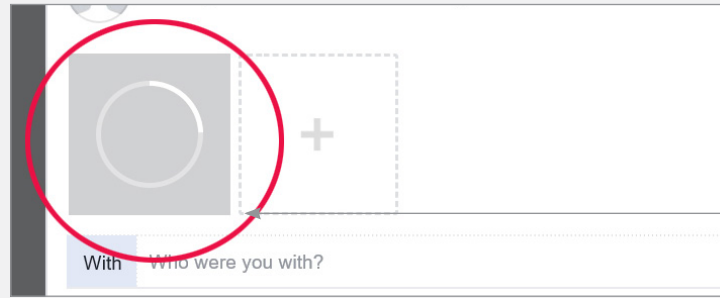


← Use the File Explorer to find and select photos stored on your computer.

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

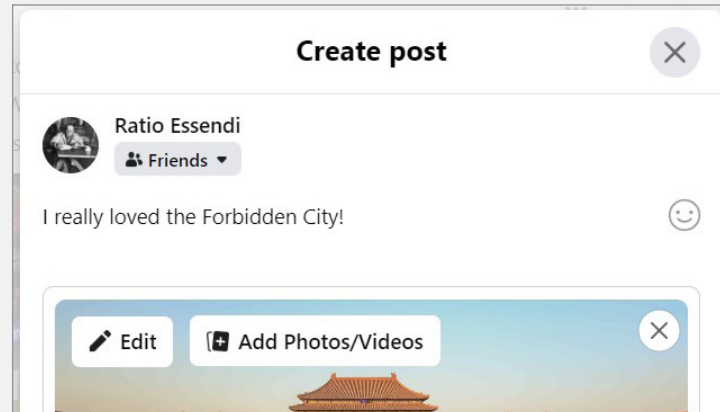
You'll be taken back to the Facebook main page, and your image will begin to upload. Facebook has to copy (upload) the photo from your computer, so depending on the speed of your internet connection and the size of the photo, it can take a few seconds to complete the photo. While this is happening a small animated bar appears below the box to show you it's working.

UPLOADING A PICTURE TO FACEBOOK



A progress wheel indicates your photo is uploading

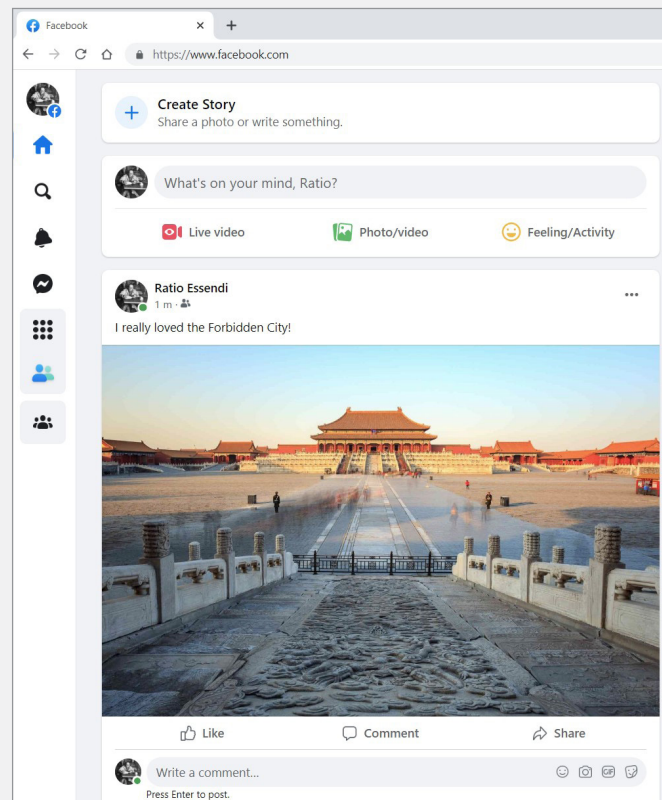
When the upload is complete, all you have to do is click on **Post**.



Click **Post** to publish your photo and message

By default the post will only be for your Friends, but you can also make it public by clicking on the **Friends** button under your name and choosing **Public** from the **Select audience** panel.

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

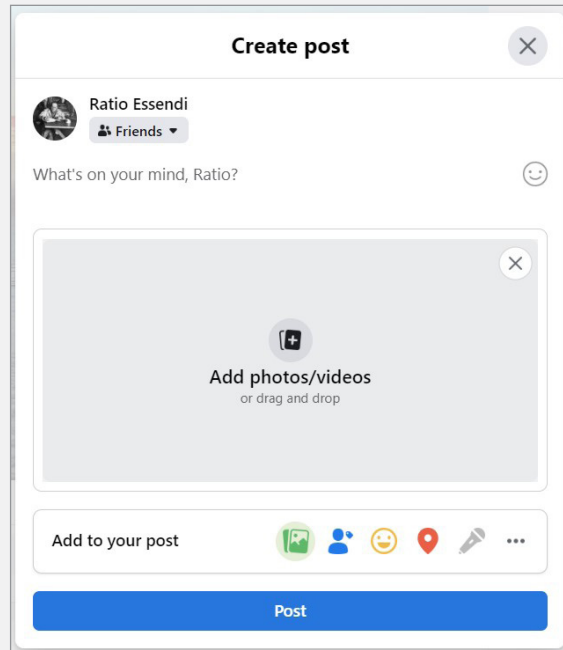


UPLOADING A PICTURE TO FACEBOOK



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

Just under the **What's on your mind?** box at the top of your Feed, you can see the **Photo/video** icon and link. Click to open the **Create post** panel, and then click the **Add photos/videos** icon in the centre of the panel.

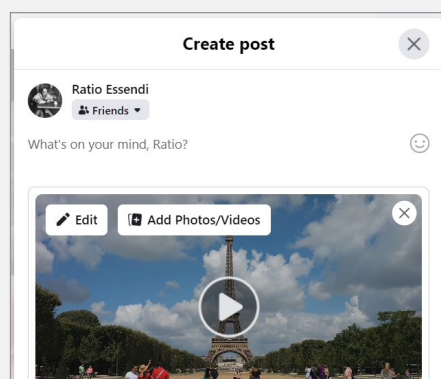


Type in a comment about your video if you like, then click **Add photo/videos**.

This brings up the File Explorer, exactly the same as with the photos.

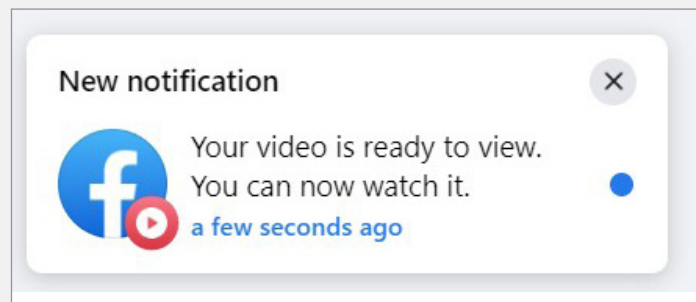
This time, your file might be in the **Photos** or **Videos** folder.

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



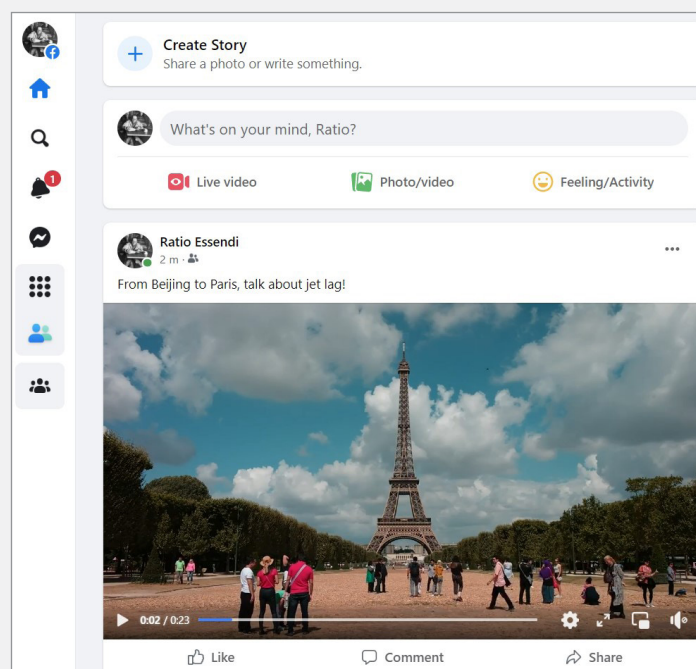
The **Create post** panel will reappear and you can see a thumbnail for your video. Click **Post**. The video won't appear instantly in your **Feed**, even after the upload is complete. Facebook first has to convert the video to something that can be played over the internet. That might take a few minutes. You'll see a little pop up in the bottom left of the page when the video is ready.

UPLOADING A PICTURE TO FACEBOOK



The video will now be visible in the **Feed** (yours and that of your Friends). You'll see a still image from the video, and a **Play** button in the middle of the image. The video will play automatically, but without sound. Click the volume button to un-mute the sound.

To pause or stop playback, click on the **Play** button.



POSTING MULTIPLE PHOTOS ON FACEBOOK



So you've uploaded a single photo with a post, but Facebook allows you to upload a group of photos at the same time, so they all appear together as a single post on your Feed. It's a quick and easy way to share photos you might want kept together, such as from a day out, or a family birthday.

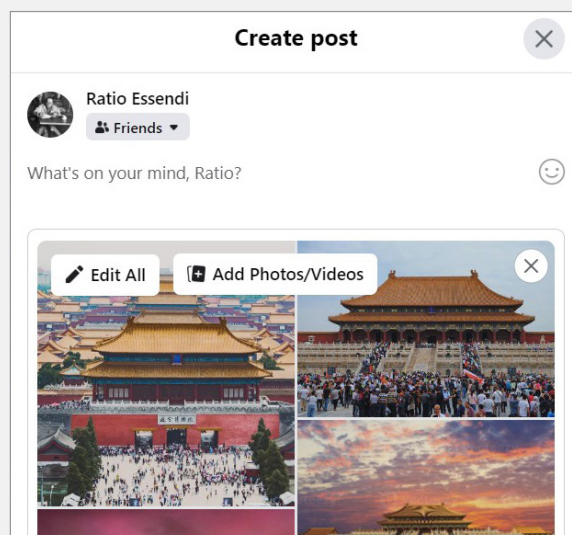
Click on the **What's on your mind?** box and follow the process for adding a single photo. Click on the **photo icon**, and then click on **Add photos/videos** in the middle of the panel.

The File Explorer will immediately appear. You can add photos one by one, but it's much quicker to 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 post, click on **Open**. Don't worry if you didn't grab every one; you can add more photos to the post later.

The photos will appear in the **Create post** panel as a preview collage. You'll see the first five or so photos here, and on the last photos, you'll see a number showing how many more photos there are in this post.

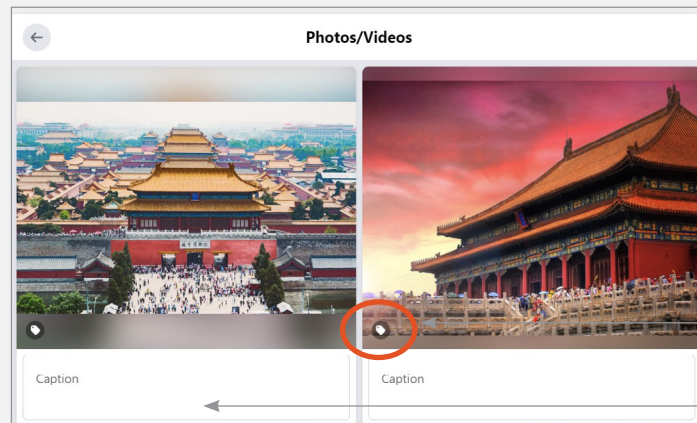


Facebook shows you a preview collage of the first few photos in the post.

POSTING MULTIPLE PHOTOS ON FACEBOOK



Put your mouse over the **Create post** panel to show some extra controls. If you want to add any more photos to this post now, you can click the **Add photos/video** button. Or click the **Edit all** button to show a grid of the photos with space for a caption under each one.

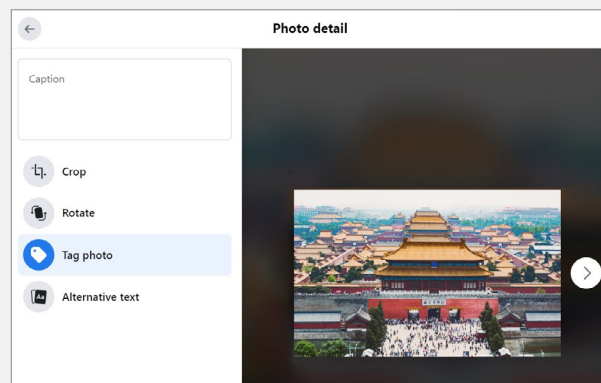


Click the tag symbol to see tagging options.

Type a caption under each photo if you like.

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. **Tagging** enables you to identify people in photo. You can also click the little **Tag photo** icon in the bottom left of each image, to go to the **Photo detail** panel.

Anybody you tag will be sent a notification that you've posted a picture that includes them!



To tag your photos, click on a square around a face (or anywhere in the photo) and enter a name, it will search for them in Facebook.

When all the photos have completed uploading, and you've finished adding details, click on **Post** at the bottom of the panel.

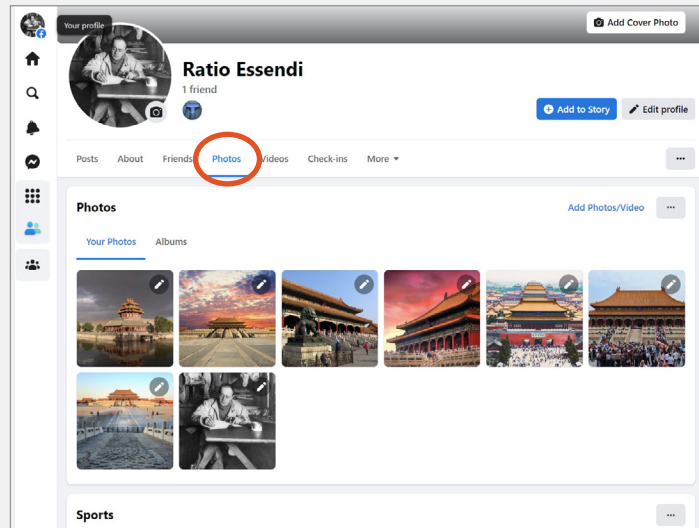
In your **Feed**, and in the Feed of all your Friends, your post will appear, showing a collage of some or all of the pictures. To see the full post, click any photo to open it by itself, and then use the controls that appear to scroll back and forth through the album.

To add more photos to this post, click the three dots in the top right of the post, and choose **Edit post**. Put your mouse over the top photo in the **Edit post** panel, and the **Add photos/videos** button appears. Click it to add more photos.

VIEWING ALL YOUR PHOTOS

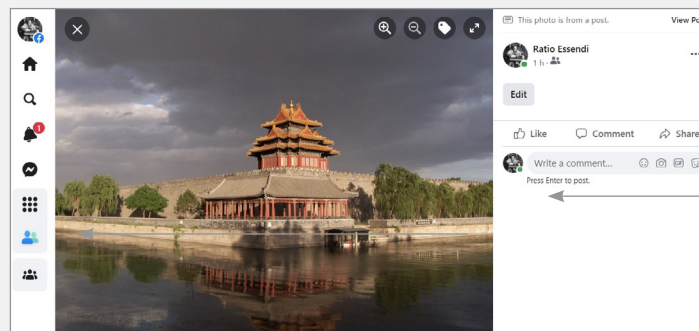


When you post photos to Facebook, they also appear on your profile page. Click on your profile icon, then **See your profile**. At the top of the profile page, click on **Photos**.



The view includes thumbnails of photos. To view a full version, just 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.



When the arrow controls appear, click them to move to the next or previous image.

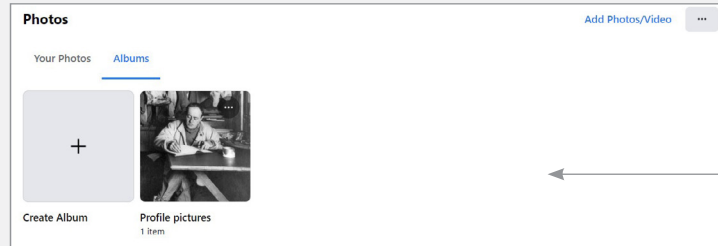
To go back to the thumbnail view, just click on the **X** in the black circle. This appears on the top left when you move your mouse over the image.

The **Photos** view is how you can see all the photos you've uploaded to Facebook, and where you can find photos that are no longer visible on your **Feed**.

POSTING PHOTOS IN AN ALBUM



Another way to post photos is by creating an Album. From the **Photos** view, click **Albums**, and then **Create Album**.

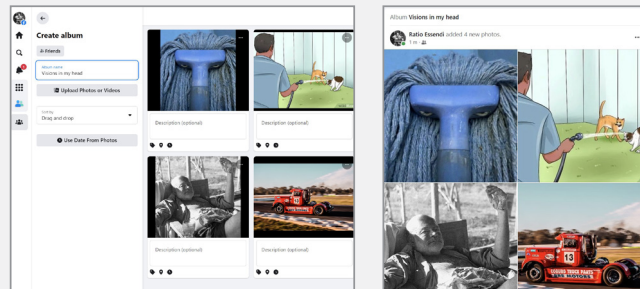


Click **Create Album** to start adding photos to a new album.

The **Create Album** page appears. You can type in an **Album name**, then click the **Upload Photos or Videos** button. Choose the photos you want using File Explorer, and they will appear as thumbnails.

When you click **Post**, the Album will appear in your **Feed**, and also it will appear on your **Profile page**, in the **Photos** view. Albums have their own section here.

This makes the album easier for your friends to find later on, and you can use their **Profile page** and **Photos** view to see their pictures too.



SUBJECT

UPLOADING TO TWITTER

TIME 

25 minutes

OVERVIEW



Lots of people love to use Twitter to keep the world informed about their doings. In addition to the 280 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 is worth a thousand words! Attaching a picture to a tweet is very simple.

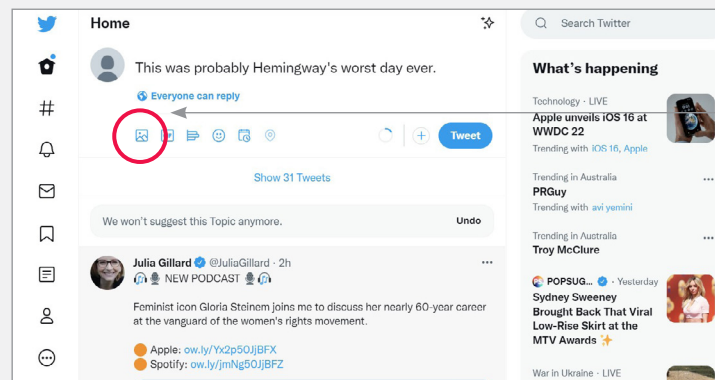
ATTACHING AN IMAGE TO A TWEET



Go to **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 **What's Happening** box.

When you compose a tweet, you'll see an icon on the bottom left of the **What's Happening** box that looks like a photo of mountains. Type your tweet (remember, 280 characters or less), then click on the **Media** icon.



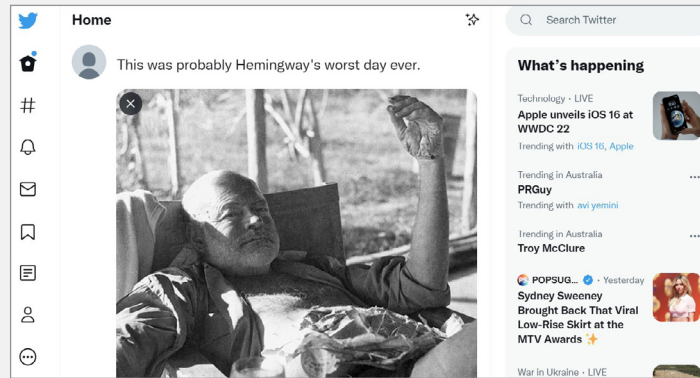
The **Media** icon lets you upload an image

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 attach multiple photos if you wish, although Twitter does not have albums like Facebook.

ATTACHING AN IMAGE TO A TWEET

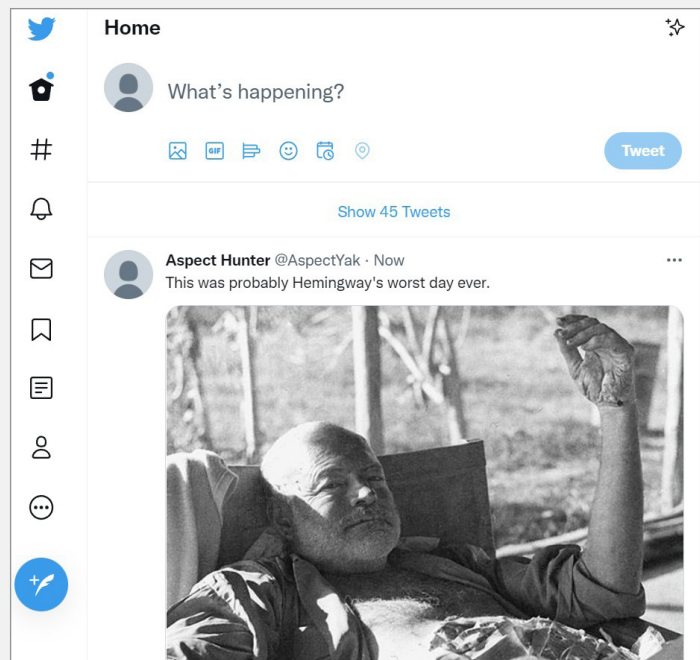


Back on the Twitter page, a preview of the image displays below the tweet.



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 and your image will appear.



PUTTING WEB LINKS INTO TWITTER

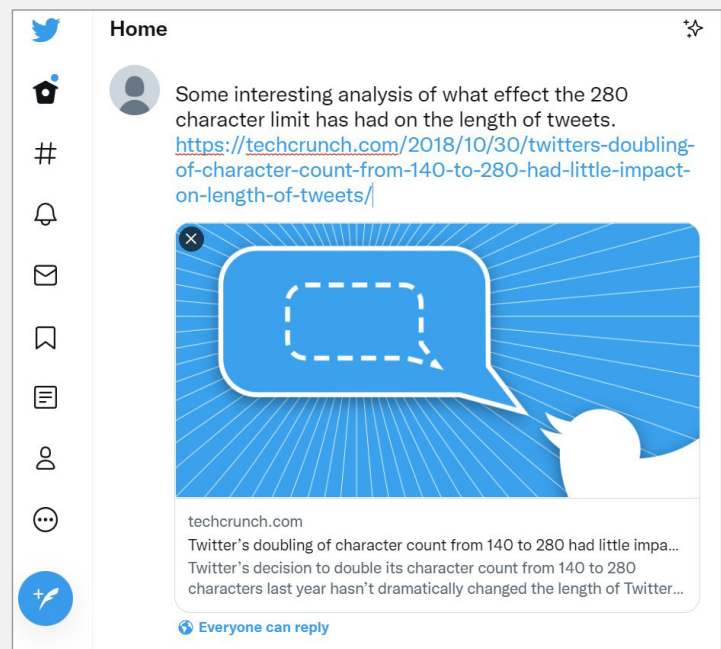


Although it's not directly related to posting images on Twitter, it's worth talking a little bit about posting web links to Twitter.





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 280 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. Even though you still might be able to see the full link when you post it into the Compose Tweet window, it won't count as that many characters towards your 280 limit.

Type in your tweet, and also type or paste in the website address you want to share.



Click on **Tweet**. When it appears in your feed (or in that of your followers), the link may look different or Twitter might even replace it entirely with a description of the page and a picture. Clicking the shortened link or the picture will take you to the page you originally linked to.

<p>SUBJECT</p>	<p>UPLOADING TO YOUTUBE</p>
<p>TIME </p>	<p>35 minutes</p>
<p>OVERVIEW</p> 	<p>You can post 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.</p> <p>YouTube lets you create channels, which are collections of videos from a specific person (in this case, you).</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>CREATING A YOUTUBE CHANNEL</p> 	<p>Go to www.youtube.com</p> <p>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.</p>  <p>Now click on Create, which looks like a video camera icon with a plus inside it to the right of the Search bar at the top of the window. Then from the drop-down menu that appears, click Upload video.</p> <p>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.</p>

Use a Google account to sign into YouTube

CREATING A YOUTUBE CHANNEL



As a rule, it's safer to stay anonymous online. Many 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. You can also add a unique channel profile picture by clicking the circle above your name. If you already have a profile picture set up with your Google account, it may appear here, so you might want to choose something different just for YouTube.

How you'll appear

UPLOAD PICTURE

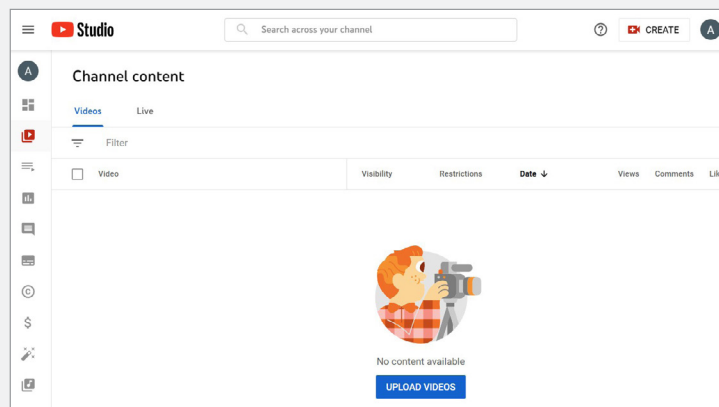
Name
Aspect Hunter

By clicking Create Channel you agree to YouTube's Terms of Service. Changes

← YouTube channel setup

Click **Create Channel** when you're ready.

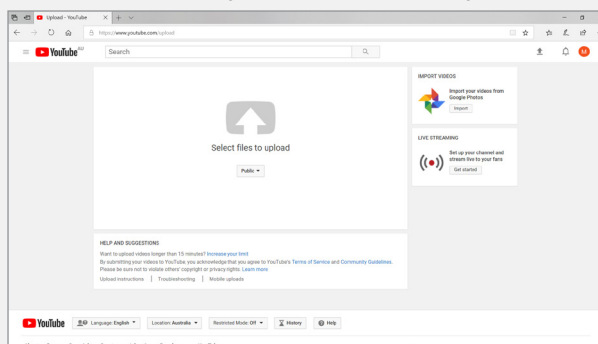
You've now created a channel, which you only have to do once (you can create more channels, if you're super keen). As well, you can now visit **YouTube Studio**, which is the part of YouTube dedicated to uploading videos, managing who sees them, and has lots more options for your channel.



UPLOADING A VIDEO TO YOUTUBE



You've just finished the **Creating a YouTube Channel** activity, and whenever you click on **Create** in the future, you will be taken to the **Upload videos panel on YouTube Studio**, ready to add videos to your channel.



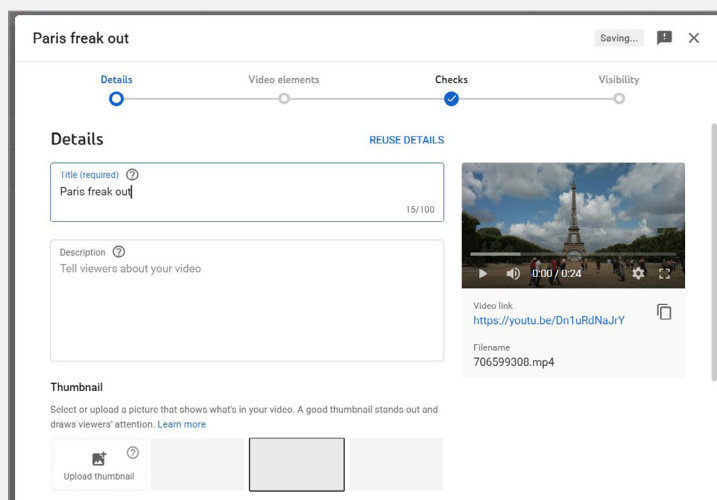
YouTube upload page.

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 computer, when you click the **Create** button, you can choose **Go live** from the drop-down menu, and get started with streaming video across the web to friends (and strangers!).

For now, we're going to upload from the computer. Click on **Select Files**.

Once again, the File Explorer will appear. Find the video file you want to upload, and double-click it or click to select it and then click **Open**. YouTube will upload the video and then start getting it ready. Notice at the top of the panel, it says that until you set the video to public, it is **Saved as private**. At the bottom of the panel, you can see the upload progress, and YouTube will also report if it finds any technical issues with the file.



The Upload videos panel on YouTube Studio.

UPLOADING A VIDEO TO YOUTUBE



While you wait, you can add some details to the video:

- ▶ First, click on the **Title box** and give the video a catchy name (by default, YouTube uses the file name)
- ▶ It's up to you if you want to add a **Description**. It can be something quite simple, like "Paris trip video" or a paragraph or two. The more detail you add, the more likely your video will appear when people search YouTube.
- ▶ If you scroll down the panel, you'll see the **Audience** section for your video, where you need to confirm that **No, it's not made for kids**. Once that's taken care of, you can click **Show More** to see options for tags, subtitles, and more.

After you've filled in the required **Details**, just keep clicking the **Next** button until you see the **Visibility** page. This is where you choose to make your video public, or keep 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.

If you click **Private**, a blue **Share Privately** link appears. Click the link to open a panel with options and instructions for sharing your video.

For now we'll just make the video public.

When the video is completed its upload, and YouTube has processed it, you'll see the **Publish** button. Click it to make the video go live.

Save or publish
Make your video **public**, **unlisted**, or **private**

Private
Only you and people you choose can watch your video

Unlisted
Anyone with the video link can watch your video

Public
Everyone can watch your video

Set as instant Premiere

Schedule
Select a date to make your video **public**

Before you publish, check the following:

Do kids appear in this video?
Make sure you follow our policies to protect minors from harm, exploitation, bullying, and violations of labor law. [Learn more](#)

Looking for overall content guidance?
Our Community Guidelines can help you avoid trouble and ensure that

Checks complete. No issues found.

BACK **PUBLISH**

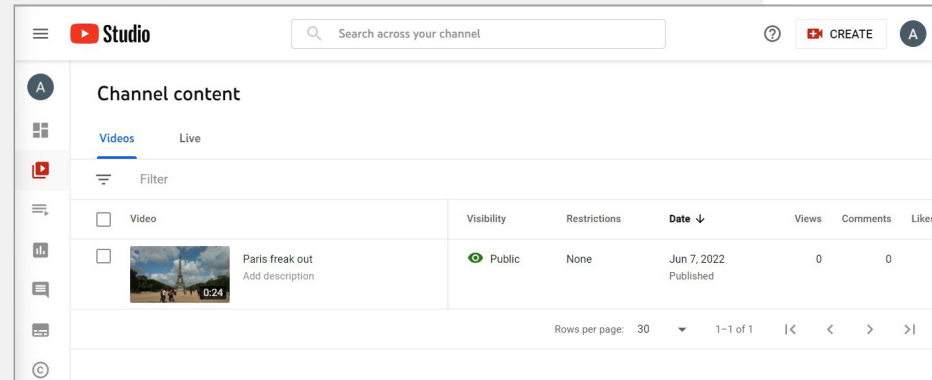
UPLOADING A VIDEO TO YOUTUBE



When the **Video published** panel appears, congratulations! You can use the icons in this panel to share the video on social media, or send your friends the direct **Video link**.

Now you'll see your Youtube Studio **Channel content** page. This is a list of everything published to your channel. To visit this page next time, go to **studio.youtube.com**, sign in with your Google account, and click the **Content** icon in the menu on the left.

The **Channel content** view in **YouTube Studio** lets you change privacy settings, edit, and delete videos.

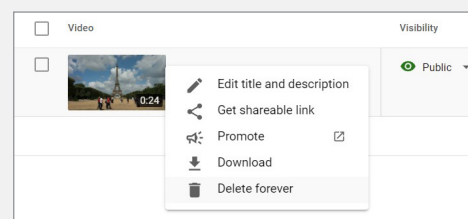


Click the thumbnail of the video you want to edit. This opens the **Video details** view, where you can change the **Visibility** (public or private), **Description**, and even the **Title** of your video. If you had a private video that you want to add permissions to, this is how you do it.

Now let's check out your video on the main YouTube site! Visit **youtube.com** and check you are signed in with your Google account. Then click your **profile icon** in the top right and choose **Your channel** from the drop down menu.

Your channel page is visible to the public, and it shows a list of all the videos you've uploaded so far. The **Manage Content** button will open a page where you can make changes to any video.

To delete a video altogether, go to **studio.youtube.com**, click the **Content** icon, and find the video in the list. Hold your mouse over the thumbnail and some icons will appear. Click the three dots to open a menu of options, including **Delete forever**. Watch out - it means what it says! There's no way to retrieve a video if you delete it accidentally.



There is a lot more to explore and discover when it comes to uploading videos on YouTube, so don't be afraid to experiment.

SUMMARY

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:

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. 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/
- ▶ Twitter help: support.twitter.com
- ▶ YouTube help: support.google.com/youtube/

GLOSSARY



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