TECH SAVVY SENIORS

INTRODUCTION TO SOCIAL MEDIA

PART 3 ADVANCED GUIDE

IT'S HOW
WE CONNECT

NSW
GOVERNMENT

VICTORIA
State
Government

Queensland
Government

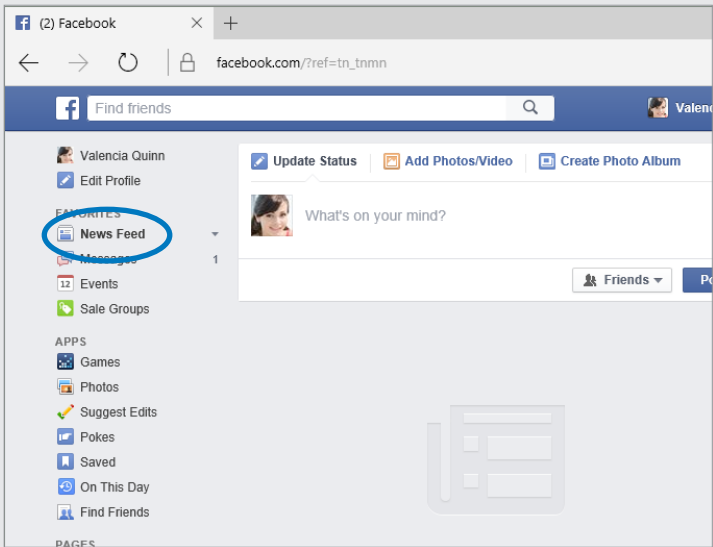|	
TOPIC	**INTRODUCTION TO SOCIAL MEDIA – PART 3**
UPLOADING PHOTOS AND VIDEOS TO SOCIAL MEDIA SITES	Now that we've set up accounts with Facebook, Twitter and Google, it's time to make the most of them! One of the most popular uses for social media is sharing photos and videos you've taken. Rather than 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.
WHO IS THIS WORKSHOP FOR?	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 Tech Savvy Seniors workshops.
WHAT YOU'LL NEED	▶ 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.
WHAT YOU'LL LEARN	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.

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 ①	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.
UPLOADING A PICTURE TO FACEBOOK 🖥	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 of the page.

UPLOADING A PICTURE TO FACEBOOK

Now, click on the text box in the **Update Status** window and type in any comment you want to be posted with the image. It can be a simple description of the photo (**Baby Mia looks so cute!**), 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.
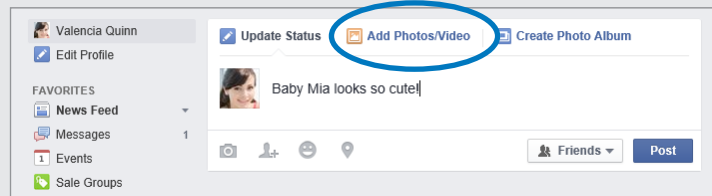

Type a message into the Update Status box, then click Add Photos/ Video to upload an image

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

In Windows 10, 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 **My Pictures** directory (as well as any other directories you've added to your library).
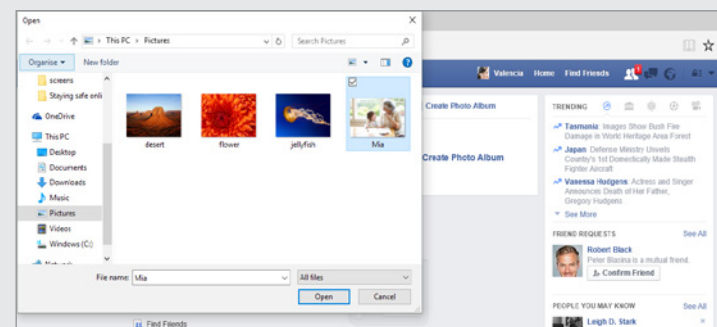

Use the File Explorer to find and select photos stored on your computer

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

You'll be taken back to the Facebook main page, and your image will begin to upload. The image may take a little longer than normal to appear. 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
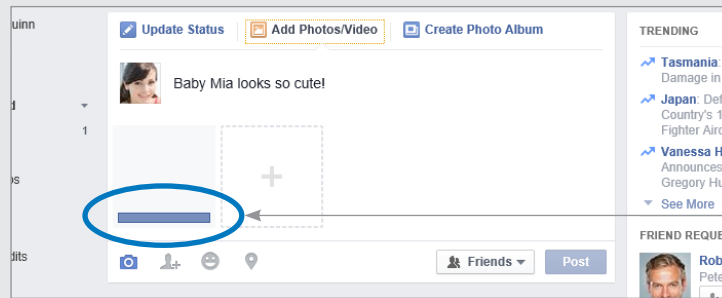
A progress bar indicates your photo is uploading

When the upload is complete, all you have to do is click on **Post**.
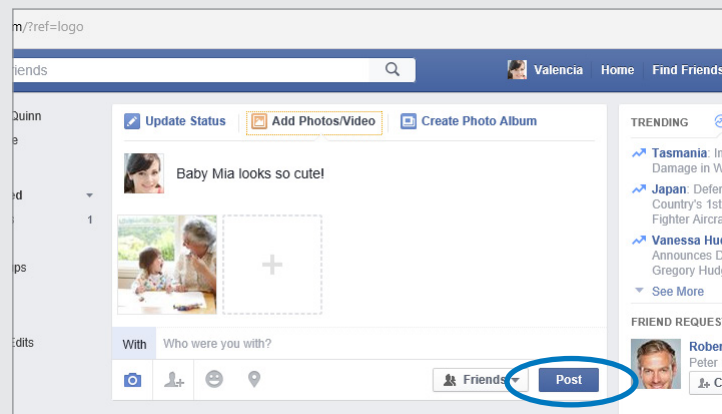
Click Post to publish your photo and message

By default the post will only be for your Friends, but you can also make it public by clicking on the **Friends** button and changing it to public.

Friends (and you) can comment on it just like any other post.
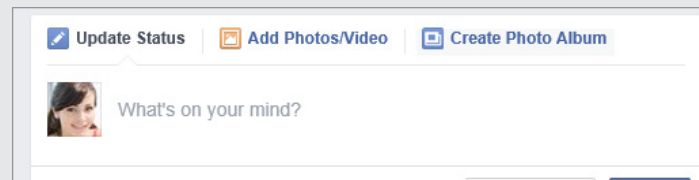
UPLOADING A VIDEO TO FACEBOOK

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 and 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 Photos / Video**. Click on it.

Select Add Photos/ Video to upload a video, and type a message into the Update Status box

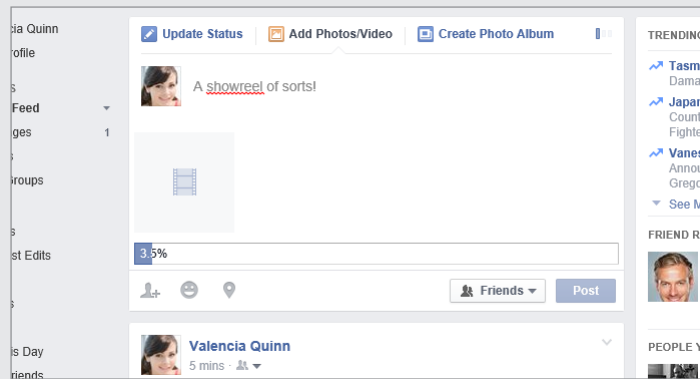This brings up the File Explorer, exactly the same as with the photos.
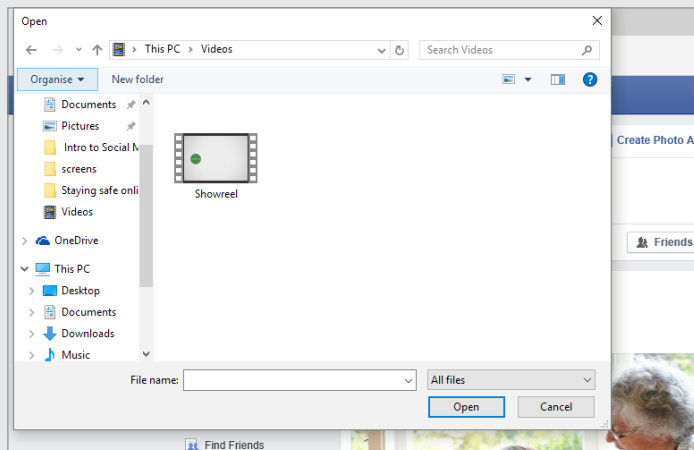
This time, it's likely that your videos are stored in **Videos**. Check on the **Videos** link.
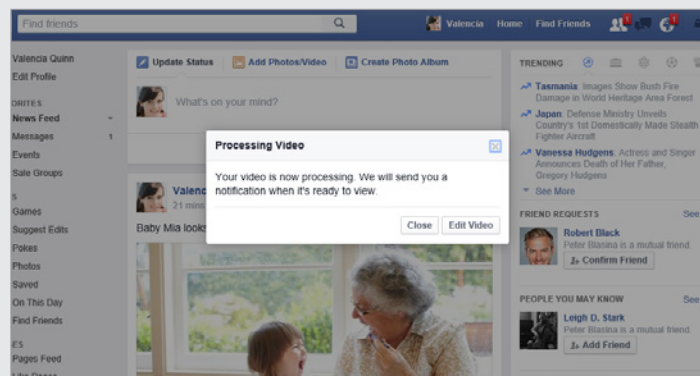
When you find the video file you want to post, you can either double-click on it or click on it once and select **Open**.

You'll be taken back to the Facebook main page. 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.

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 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.
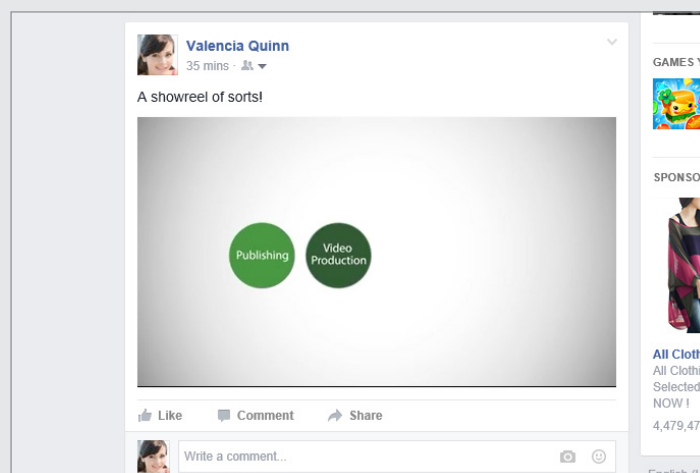
CREATING A FACEBOOK PHOTO ALBUM

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 Photos / Video** above the **Update Status** box. Instead of clicking on **Upload Photos/ Video**, however, click on **Create Photo Album**.
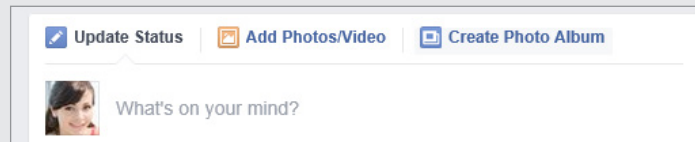
Select Create Photo Album to upload multiple photos at once

The File Explorer 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:
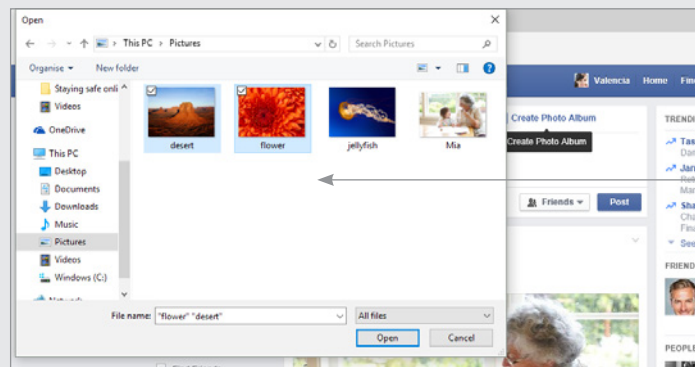
Photos you select will be highlighted

▶ 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.

CREATING A FACEBOOK PHOTO ALBUM

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.
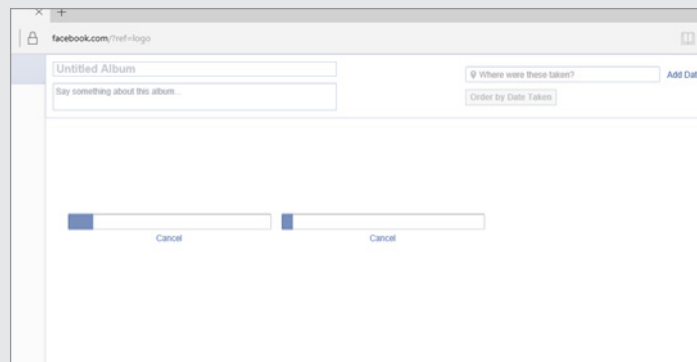
Type in some details for your album while the photos upload

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.
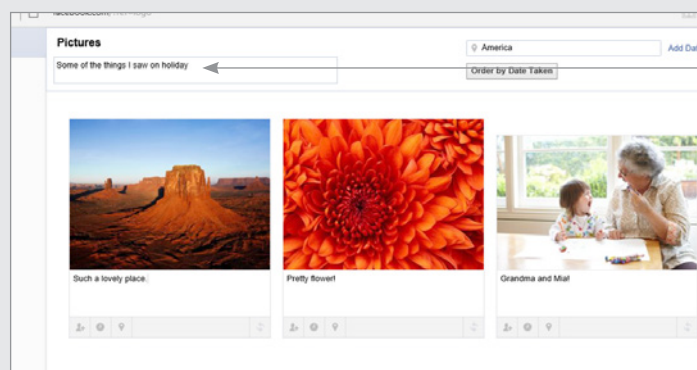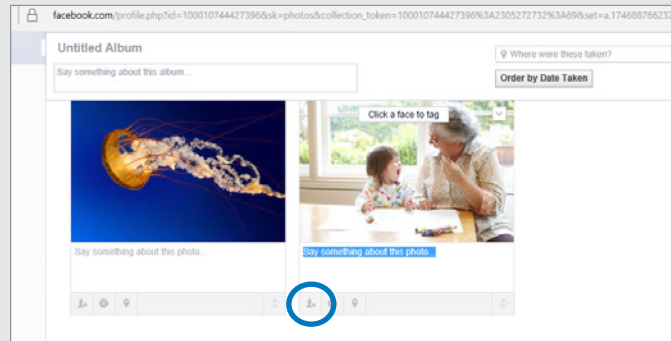

Type a title for your albums

Type some notes about each photo

When all the photos have 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. **Tagging** enables you to identify people in photo. 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!
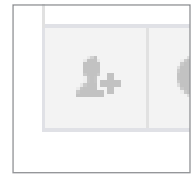
CREATING A FACEBOOK PHOTO ALBUM

This icon lets you tag people in the photo

To tag your photos, click the icon at the bottom left of the image box (it's looks like a person next to a + sign). Type the names of the people in the photos, separated by a comma if there's more than one. 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.**

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.
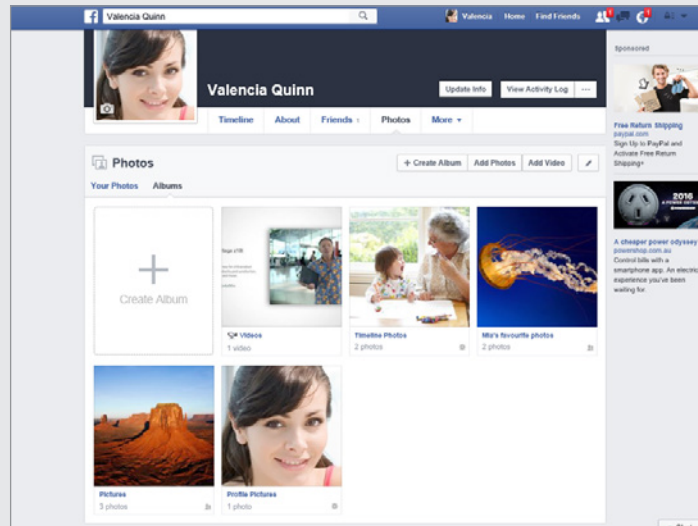
VIEWING AN ALBUM

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.
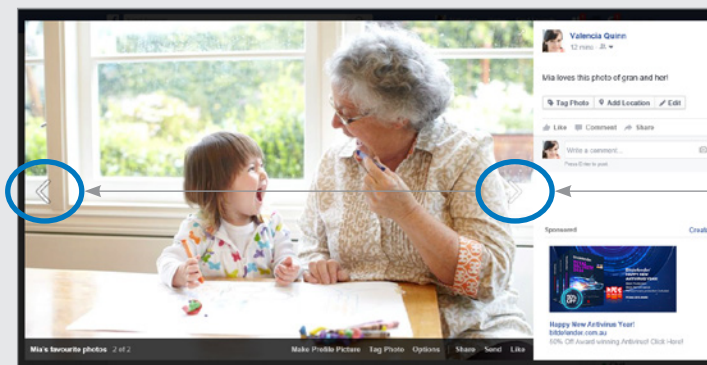

The Facebook Album View page displays all your photo albums

VIEWING AN ALBUM

The view includes thumbnails 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.

Click the arrows to move to the next or previous image

To go back to the thumbnail view, just click on the album title again. This 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? The good news is that albums will always be associated with your profile, so are easy to access.
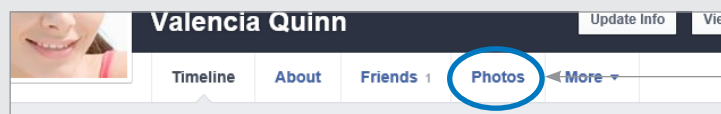
USING PROFILES TO ACCESS ALBUMS

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.

Click Photos to access all your albums

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!

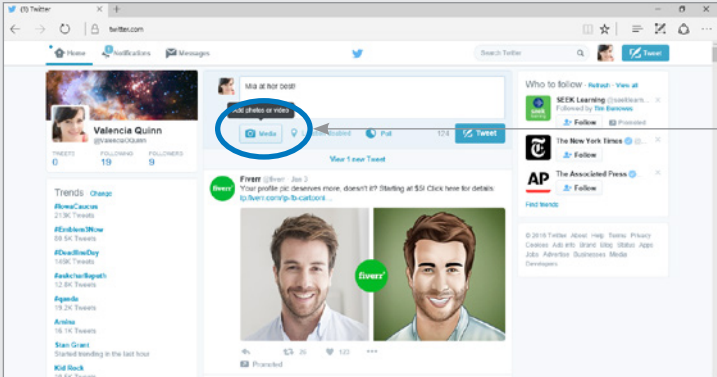|	
SUBJECT	**UPLOADING TO TWITTER**
TIME 🕐	25 minutes
OVERVIEW ①	Lots of people love to use Twitter to keep the world informed about their doings. In addition to the 140 characters you're allowed, a single tweet can also have a photo attached. Commonly it's a mobile phone photo or a simple digital camera 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** 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 a little icon on the bottom left of the What's Happening box in the shape of a camera. Type your tweet (remember, 140 characters or less), then click on the **Camera** icon. The camera 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 only attach one image to a given tweet (Twitter does not have albums like Facebook).

ATTACHING AN IMAGE TO A TWEET

Back in the Twitter page, a thumbnail of the image displays below the tweet.
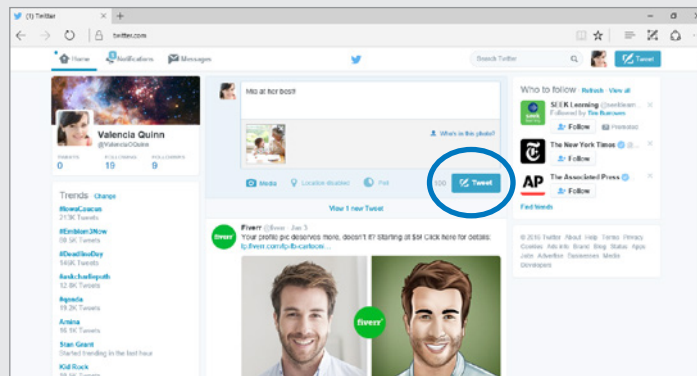
You can click on **Tweet** to send it off into the ether. It might take a moment to send, since, as with Facebook, it has to upload the image from your computer.

In your Twitter feed, and in the feed of everybody who follows you, the new tweet and your image will appear.
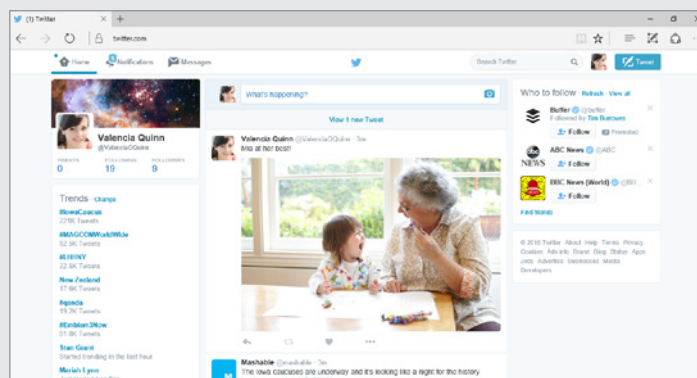
PUTTING WEB LINKS INTO TWITTER

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 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 don't do this from the main window, but by clicking on the **Tweet** button (represented by a quill) at the top right of the Twitter window.

Next, 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.

Click the Tweet add a website link
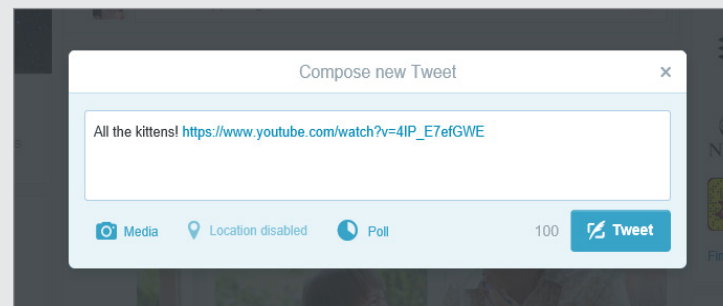
Click on **Tweet**. When it appears in your feed (or in that of your followers), the link will have been changed**.** Clicking on it, however, still takes you to the page you originally linked to.

SUBJECT	**UPLOADING TO YOUTUBE**
TIME 🕐	35 minutes
OVERVIEW ①	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.

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. |
| **CREATING A YOUTUBE CHANNEL** | 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**. |

Use a Google account to sign into YouTube

CREATING A YOUTUBE CHANNEL

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.
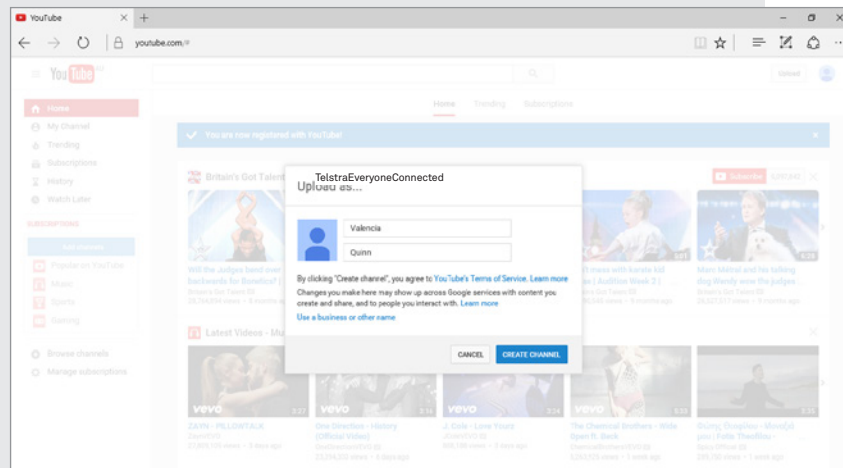
YouTube channel setup

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

You've now created a channel, which you only have to do once (you can actually create more channels in the future if you're super-keen, but for now we'll just stick to the one).
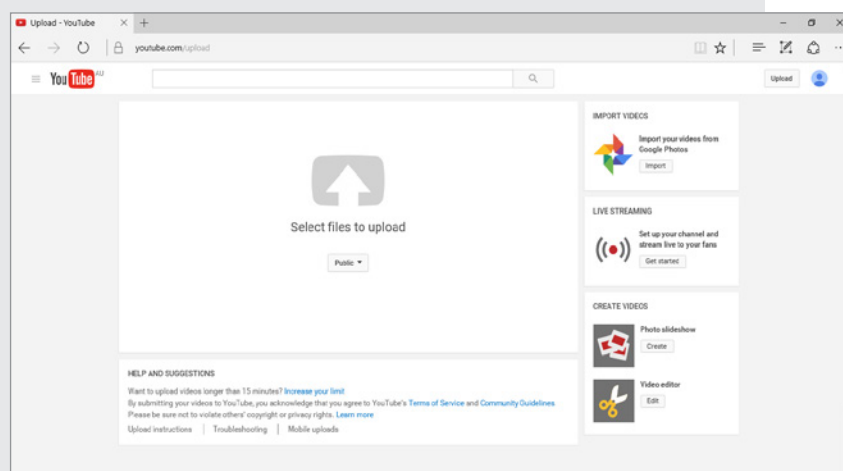
UPLOADING A VIDEO TO YOUTUBE

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 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.
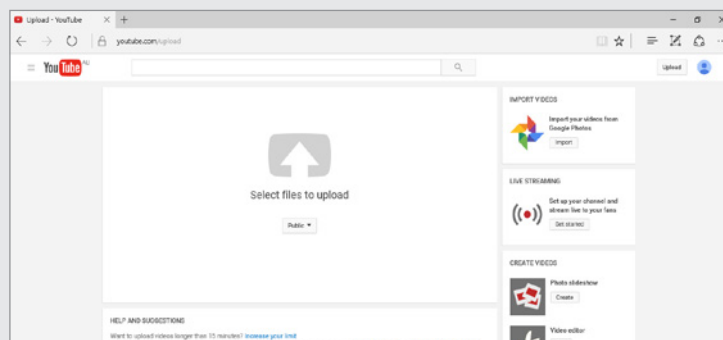
We're going to do the former today, but if you have a webcam on your computer, you can just click on **Get Started** on the **Live Streaming** box to start sending videos across the web to friends.

For now, we're going to upload from the computer. Click on **Select Files to Upload**. You can choose whether the video is public or private by clicking on the **Public** drop-down menu and selecting either **Public Unlisted** or **Private**. We'll get to more about what this means on the next page, so for now, leave it as public.

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 10 (**Ctrl+click**).

The uploading page will appear, with a progress bar as the file is copied from your computer.
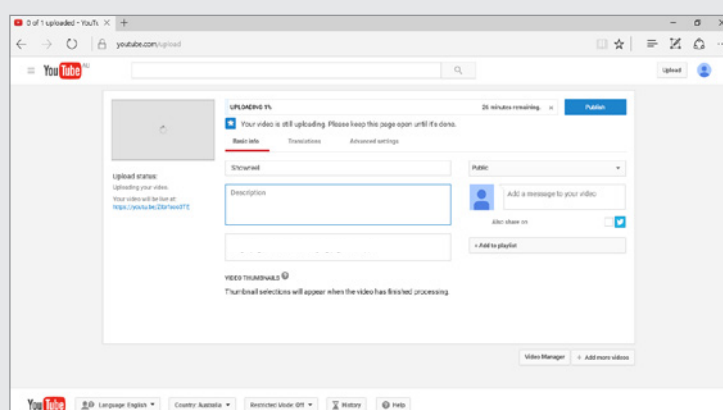
YouTube upload page

UPLOADING A VIDEO TO YOUTUBE

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

▶ First, click on the bar just under **Basic Info**, 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 drop-down 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, the page will change and display a **Publish** button. Click it to make the video go live.
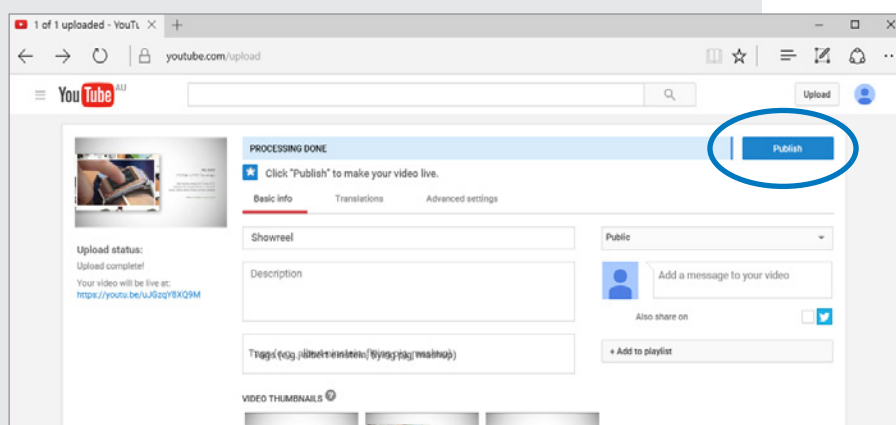
UPLOADING A VIDEO TO YOUTUBE

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 **Videos** on the left. This shows you a list of all the videos you've uploaded.

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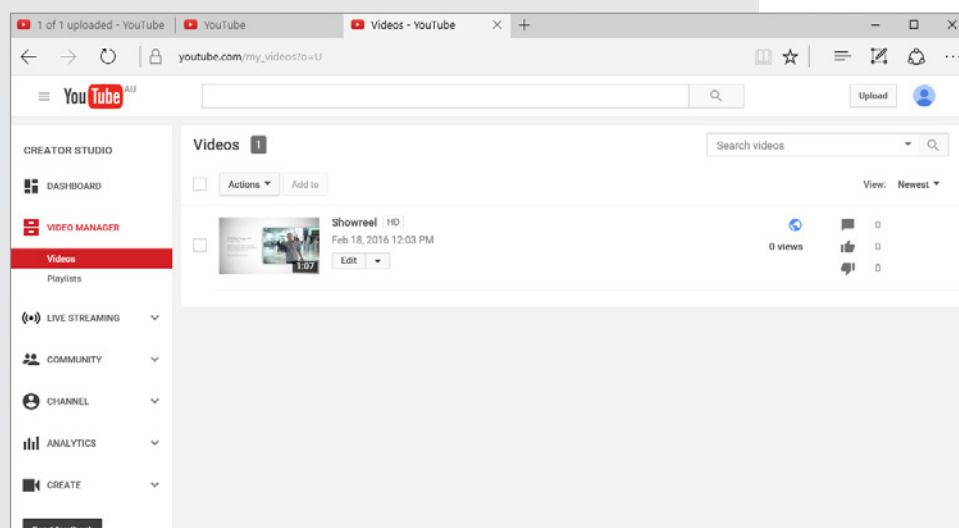
You can change the description and the privacy settings on each video by clicking on the **Edit** button next to the video. If you had a private video that you want to add permissions to, this is how you do it.

Now you can check your channel, to see if the video is listed there. Click the three lines to the right of the YouTube logo at the top of the page display a menu, then select **My Channel** to go 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 **Videos**. Check the box next to the video you want to delete, then click on the **Actions** button and select **Delete**.

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, 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/**

- 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 LOGIN	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.

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