

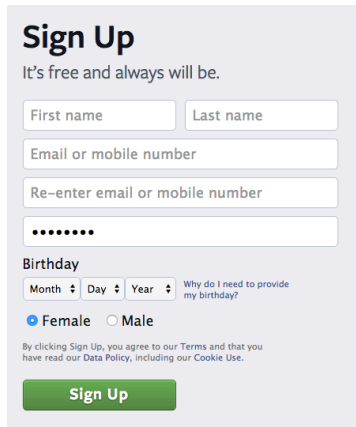
How to Create a Facebook page and Facebook Fan Page

To create a Facebook page follow these steps:

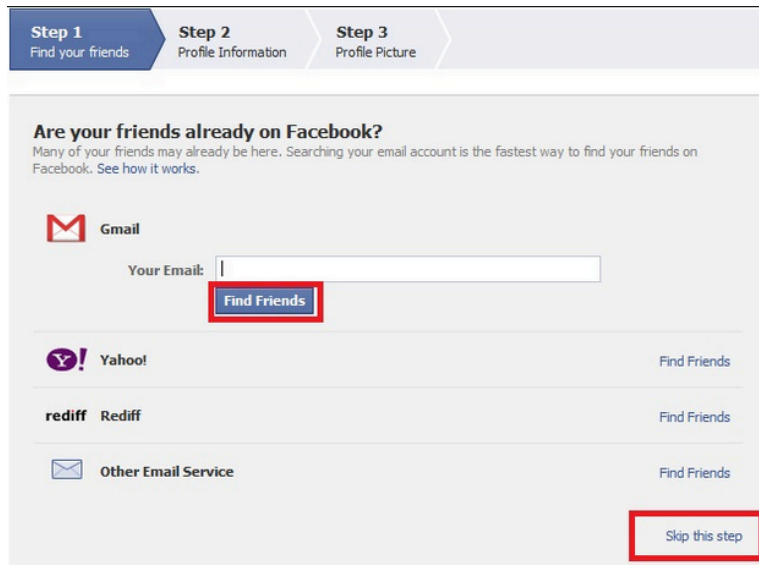
1. Go to Facebook.com, click on the Sign Up button



2. Complete the form and then click Sign Up. Be sure to write down your password somewhere you can find it but not everyone else!

The image shows the Facebook Sign Up form. It includes fields for "First name", "Last name", "Email or mobile number", and "Re-enter email or mobile number". There is a password field with a strength indicator. Below these are "Birthday" dropdowns for "Month", "Day", and "Year", and radio buttons for "Female" and "Male". A "Sign Up" button is at the bottom.

3. Complete your profile. Step 1 will ask you to enter your email address to find Friends on Facebook, just look on the lower right hand corner to click "Skip This Step" for now.

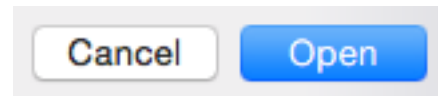
The image shows the Facebook profile setup screen. It has a progress bar at the top with "Step 1 Find your friends" selected. The main heading is "Are your friends already on Facebook?". Below this is a "Gmail" section with a "Your Email:" field and a "Find Friends" button. There are also "Find Friends" buttons for "Yahoo!" and "rediff Rediff". At the bottom right, there is a "Skip this step" button.

Step 2 will ask for you school background. Again, here you can complete the information or choose to skip this step.

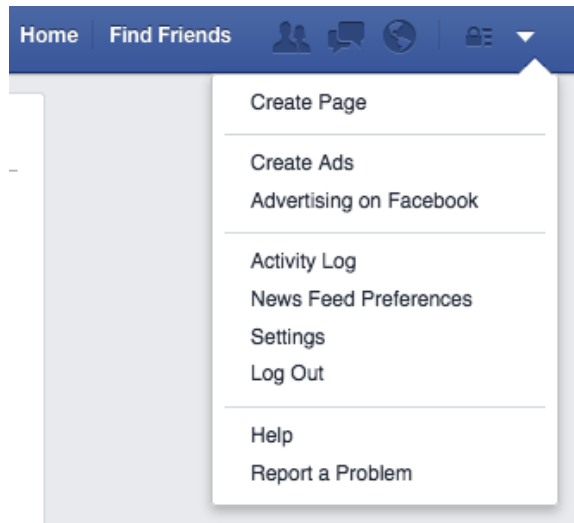


The screenshot shows a three-step progress bar at the top. Step 1 is 'Find your friends', Step 2 is 'Profile information' (highlighted in blue), and Step 3 is 'Profile Picture'. Below the progress bar, the main heading is 'Fill in your Profile info' with a subtext: 'This information will help you find your friends on Facebook.' There are three input fields: 'Secondary School', 'College/University', and 'Employer'. At the bottom left is a 'Back' link, and at the bottom right are 'Skip' and 'Save & Continue' buttons. The 'Save & Continue' button is highlighted with a red underline.

Step 3 will ask you to upload a picture so that when you start to add friends and people look for you they will be able to know that it's you and not someone else with the same name. You can use any picture you have stored on your computer, when you click on Add Picture it will open a search box for you to go find the picture, click on it to select it, then click open on the bottom right hand corner of the box:



Now that a basic profile has been created you can create new pages, especially the one for your small business that we have been discussing. Once you are logged in to Facebook, you'll look to the far top right of your screen and click on the down pointing arrow to open a menu, then click on Create Page.



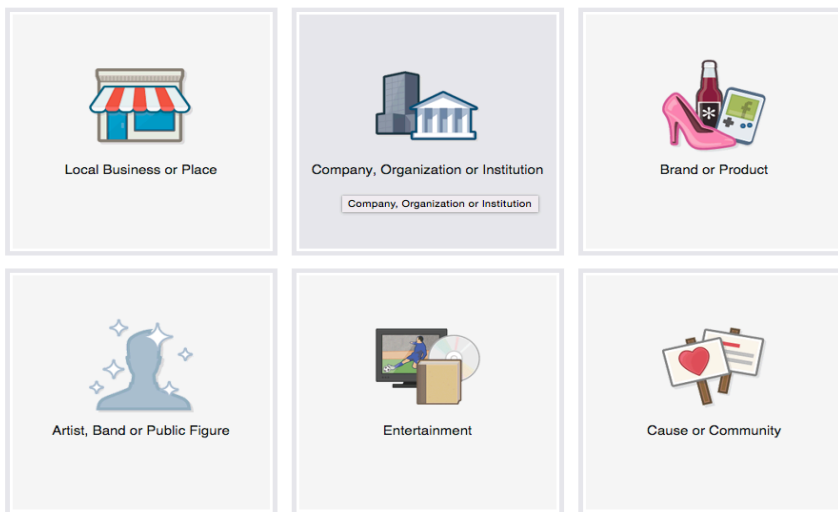
Choose Local Business or Place

Create a Page

Pages I Like

Pages I Manage

Create a Facebook Page to build a closer relationship with your audience and customers.



Add the closest category and complete your business name and contact information:

Local Business or Place

Food/Grocery

Sample Farm Name

Street Address

City/State

Zip Code

Phone

By clicking Get Started, you agree to the Facebook Pages Terms.

Get Started

Then select Get Started. Your business page is now showing with your contact information on the left and room for you to create status updates on the right.

Status Photo / Video 31 Event, Milestone +

What have you been up to?

This is what your page will look like to someone coming to it for the first time. The small square on the left is where the profile photo you uploaded would show up. The larger gray section behind that is called the Cover photo and that is a great place for a photo of your business.

Business Name
Professional Services · Add A Category

Create Call-to-Action Share Hootlet ...

Timeline About Photos Reviews More

ABOUT

Status Photo / Video 31 Event, Milestone +

What have you been up to?

EARLIER IN 2015 HIGHLIGHTS

Now your page is ready and you want the right people to Like it.