Using the HPS Facebook Page

Facebook is a great way for you to share your experiences of growing and looking at Hardy Plants, and to see what other people are doing. You do not need a Facebook account to look at the HPS page but you do need an account to post information onto the page.

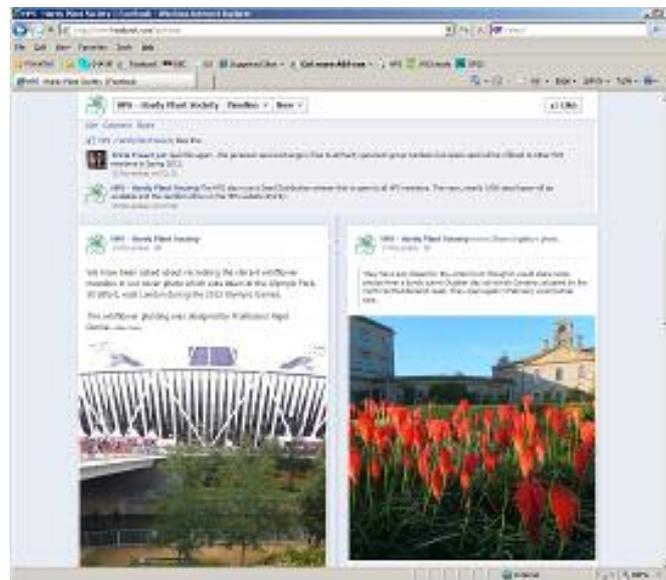To access the Hardy Plant Society's Facebook page, go to

www.facebook.com/hpshome

If you get a message, as shown below, asking you to Log in or Sign Up, simply click on the Close button.

Information is displayed in the form of a "timeline" running down the page, with the most recent items at the top and the earliest items at the bottom. You will need to scroll down in order to see the older items.

Items can be posted by any Facebook user and they can contain both text and images.

Signing up for a Facebook account

Before you can post anything on Facebook, you will need to sign up for a Facebook account. This is free. Just click on the "Sign Up" button and follow the instructions.
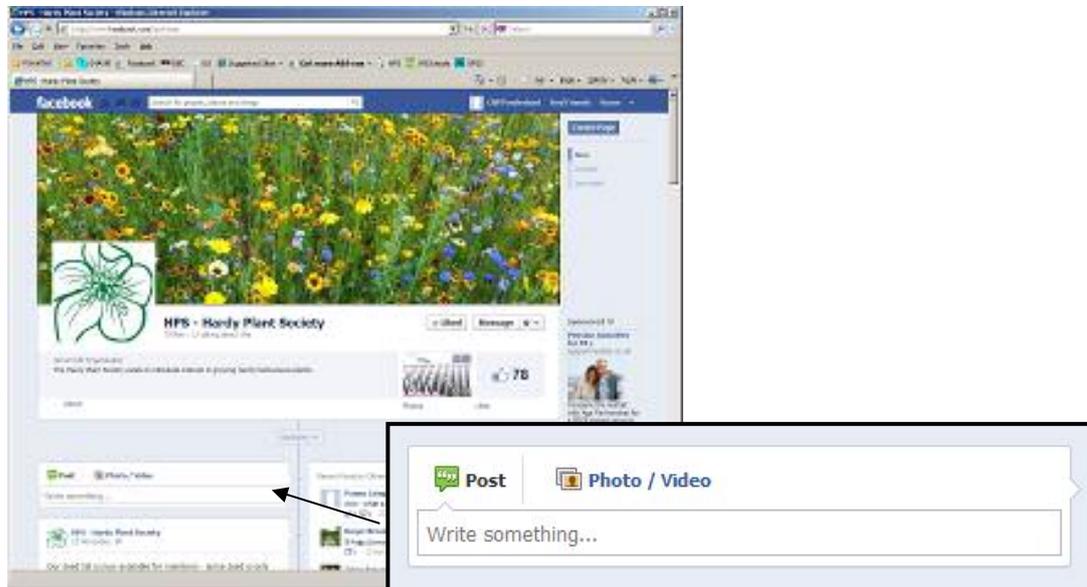

Warnings
1. **We strongly recommend that you provide the absolute minimum amount of information about yourself. You can always add more.**
2. **After you sign up, you will get messages asking you to become "friends" with other people. Even if you know these people, they have not asked you to become their friend. These messages are generated by Facebook.**

Signing up to Facebook will also create you a page of your own but you do not have to use this page if you don't want to.

When you log on to Facebook, you may notice a few differences.
1. Messages will now have an extra line below them, that say "Like, Comment, Share".
   a. Like will email you if the item changes.
   b. Comment allows you to add a comment to this item.
   c. Share will add this item to your own page.
2. There is an extra item below the header that allows you to create a new item.

Commenting on an existing item.

Go to the item that you want to add a comment to and click on the word "comment" on the line at the bottom of the item.

This will bring up an extra box for you to type or copy your comment into. Please remember that it will post the comment as soon as you press the Enter or Return key.

Anybody looking at the item will then see your comment at the bottom of the item.

Creating a New Item

If your item only contains text, simply go to the box under the header that says "Write something..." and enter your text. You can copy text from another source by putting the cursor into the box, clicking the left mouse button and then holding down the Control key whilst pressing the letter V on your keyboard. (You will, of course, first need to cut or copy it from the other source).
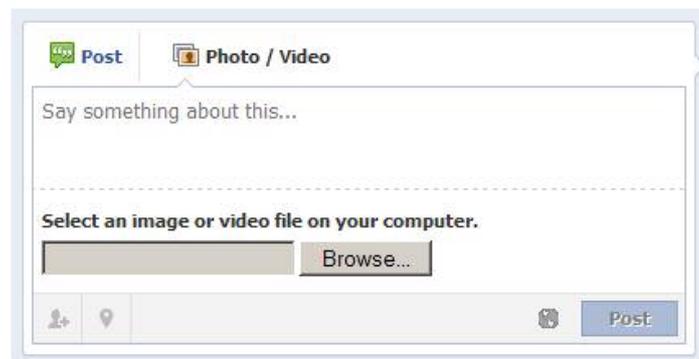

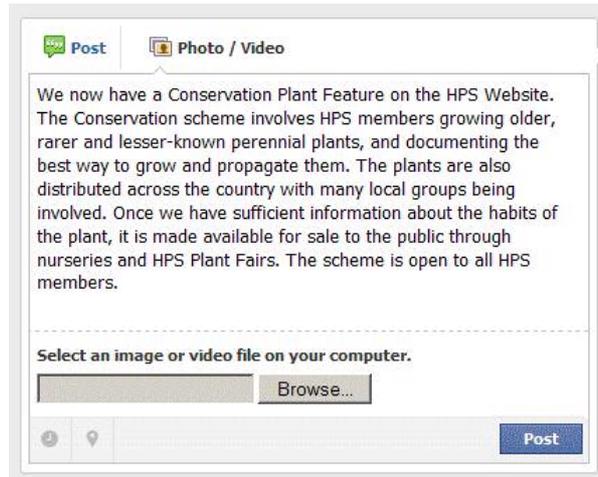Note that you cannot format the text in Facebook.

If your item contains a photograph or video, click on the words Photo/Video
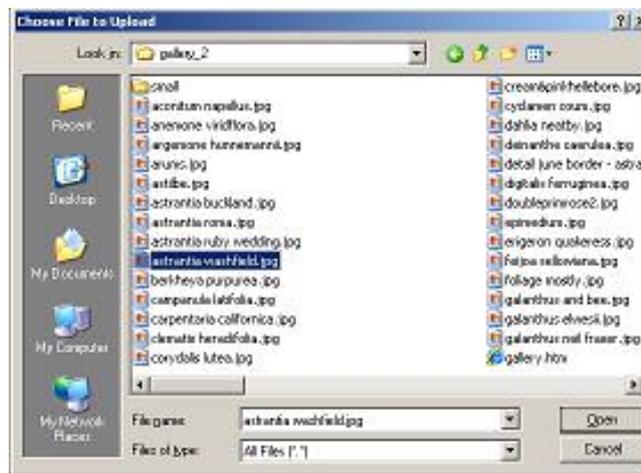

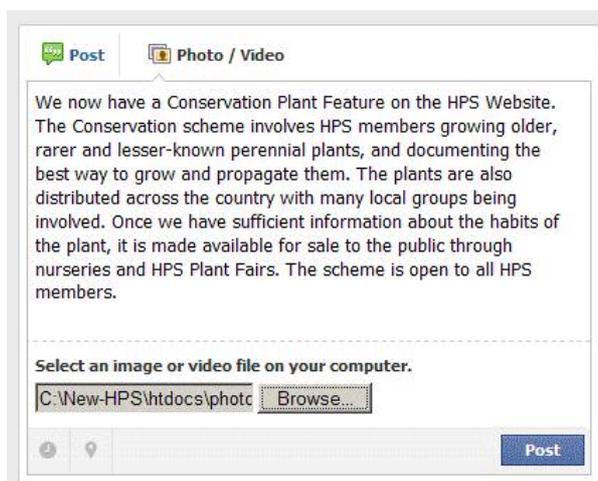Next, click on Attach Photo/Video. This will open up into a two layered box.

At the bottom is a Browse button so you can select the photo or video. Above it is a space for you to write about your photo/video.

Type or copy your words into the top area and then click on "Browse..." in order to select your picture.

Navigate to the picture that you want to use and then click "Open" or, on some computers, the "Choose a file" facility.

The full name of the picture will now appear in the Facebook box. (Note that the picture itself will not appear until you have posted the message on Facebook).

Press Post in order to post your new item onto the Facebook page.

Although your post will initially be visible to yourself, it will only be visible to others as a line in the box marked "Recent posts by others." It will have to be promoted into the timeline by a Facebook administrator. (This also means that it doesn't matter if you make a mistake. We can delete incomplete messages or those that have obviously been posted in error).

If your message is urgent, please email facebook@hardy-plant.org.uk asking the Facebook administrator to promote your item as soon as possible. You can also email us to delete a message if you have posted it in error.

If you still don't feel confident about posting messages onto Facebook, simply email your text and pictures to us at facebook@hardy-plant.org.uk and we will post them for you.

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HPS Webmaster
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