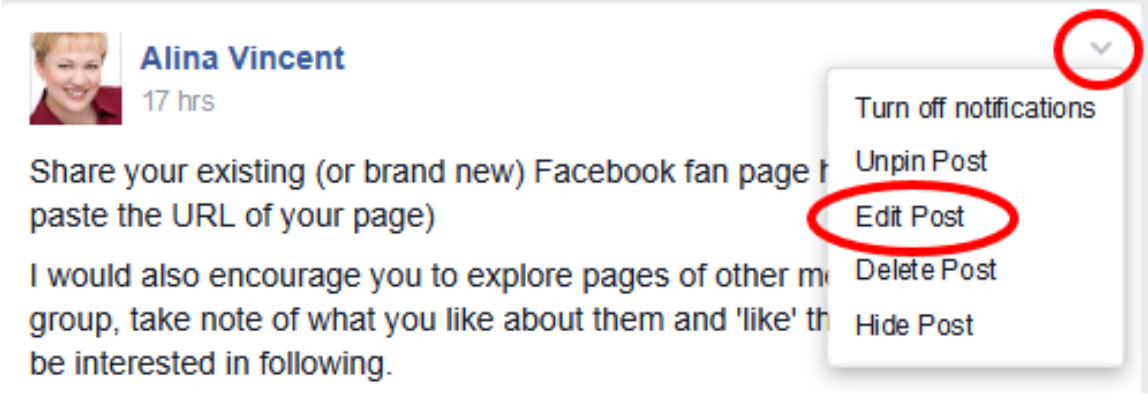
Facebook Shortcuts and Tips

1) **If you typed something wrong, or need to add something to your post – no worries, you can edit it!**

   Click on the little arrow in the top right hand corner of your post. In the dropdown menu that appears choose "Edit Post". Once you are done making changes – press "Enter", or click on "Done Editing".



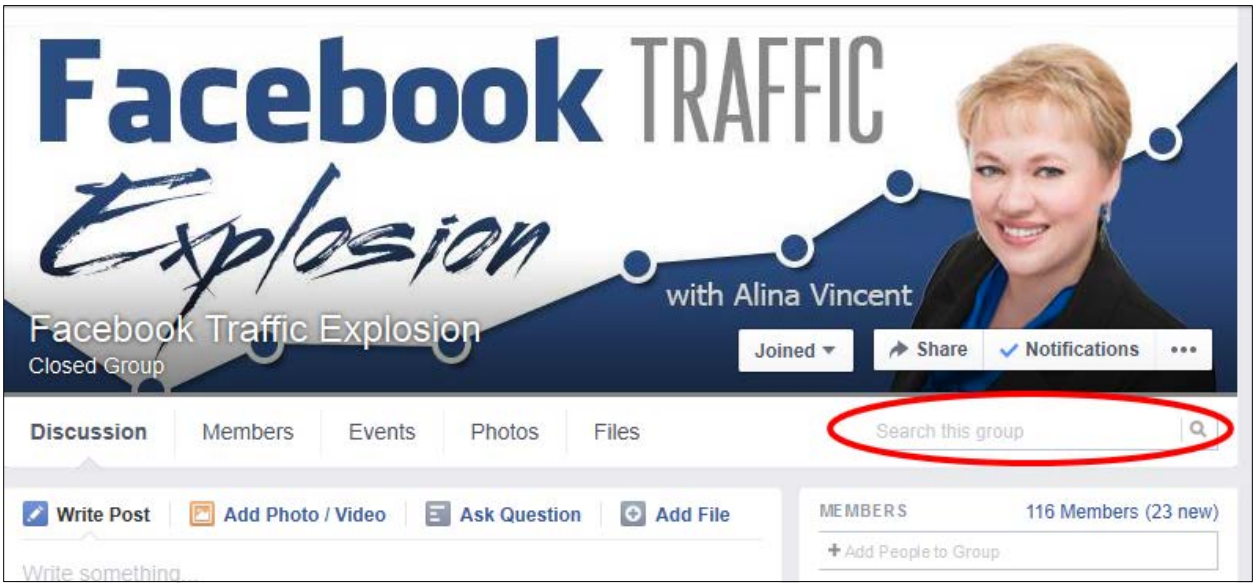
2) **Before making a new post in a group, check if it fits into one of the existing threads, if it's a continuation of a conversation, or a completely new thought…**

It's much easier to navigate a group with fewer threads – when posts are grouped by subject or conversation. Try to add your comments or questions to the existing threads, instead of starting a new conversation. Only start a new post if it doesn't fit into one of the existing posts.

For example, if there is an "Introductions" thread – post your introduction there, instead of making a new post. If there is a thread for "Questions", add your questions to that post. It makes is easier for the group moderator, ensures that your post gets attention and doesn't get buried, and helps everyone in the group to find all related information in one place.

3) Use the "Search" function in a group to find a thread or a post.

The easiest way to find a thread in a group is to use the Search box. For example, if you are posting your assignment for Quotes challenge and looking for the right thread, simply type 'Quotes' in the search box, hit "Enter" and all posts that mention "quotes" will be displayed.



4) Always check the "Pinned Post" – the post at the very top of a group page.

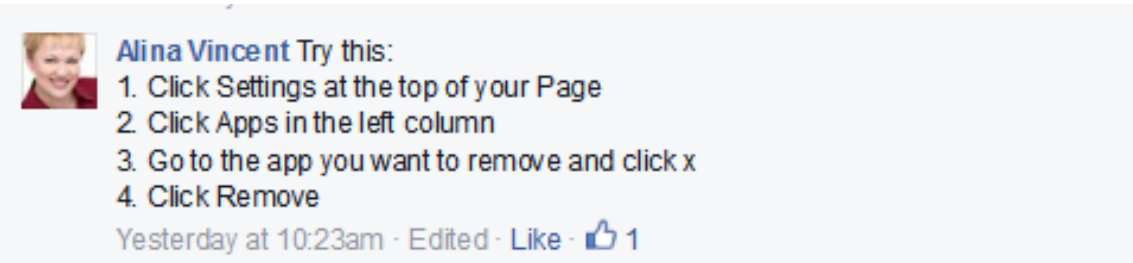
The "Pinned Post" usually contains the most important information for the group – don't miss it. It often contains the most current updates or current discussions.

In Facebook Traffic Explosion, pinned post will change and will correspond to the current challenge or the most recent announcement.

Sometimes Facebook collapses the pinned post and it makes it harder to see, especially on mobile devices. Make sure not to miss it!

5) If you want to spread your comment onto several lines, there is an easy way to do it.

If you want to add a line break to your comment in a post – hold “Shift” down and press “Enter”. This will create a line break.



6) You can create a shortcut to a group to make it easier to find.

To make a group easier to find, add it to your Favorites. When you are in the group, click on “…” in the bottom right corner of the cover photo, and select “Add to Favorites”. A shortcut to the group will now appear on the menu on the left hand side of your screen for easy access.



7) If you want to attract attention of a particular person – tag them.

Active groups on Facebook could get really busy and not everyone has time or desire to read every post. If you are trying to attract the attention of a particular person (a member or a moderator), make sure to 'tag' them in your post or comment. Simply start typing his/her name, and Facebook will give you suggestions of people with that name. Click on the person's name to tag them. Facebook will then notify the person that someone "mentioned" them in a post.

Note: everywhere else on Facebook you have to be "friends" with people in order to tag them. A great thing about groups is that you don't have to be "friends" to tag people in the same group!

