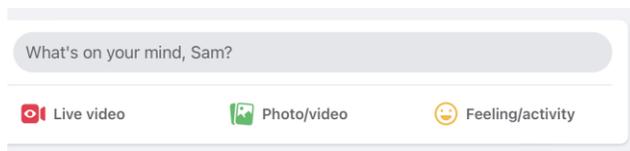


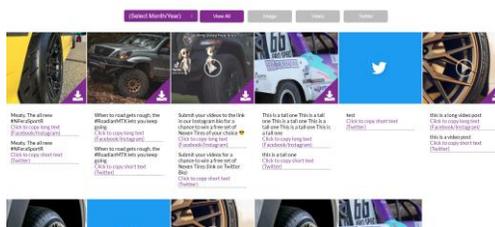
Social Media Posting Instructions

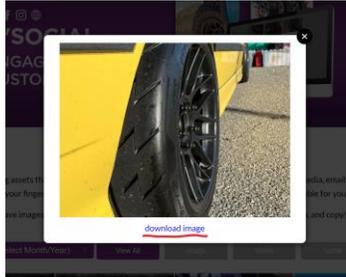
Facebook:

1. Go to Facebook through the app or website in a separate window.
<https://www.facebook.com>
2. Log into your account.
3. Go to the home page or your profile page. Both work.
4. Select the “Photo/video” options at top. (The green button below the text bar that says “what’s on your mind.”)



5. Select your audience. (If posting for Nexen, click Public)
6. Go back Nexen Media Library webpage: <http://nexentiregarage.ignitedsgn.com/media-library/>
7. Find and select a post you would like to share.
8. Click the image you would like to download. A preview screen will pop up with an option to download the image/video
 - Image/video will be saved to the download folder on your computer or into your phone’s media library





9. Next, click the button that says, "Click to copy long text."
 - After you click the button, you can paste the text into the Facebook/Instagram text section.

Click to copy long text
(Facebook/Instagram)

10. Go back to the Facebook webpage/app and paste text then upload the photo/video just downloaded.
11. Press Post.