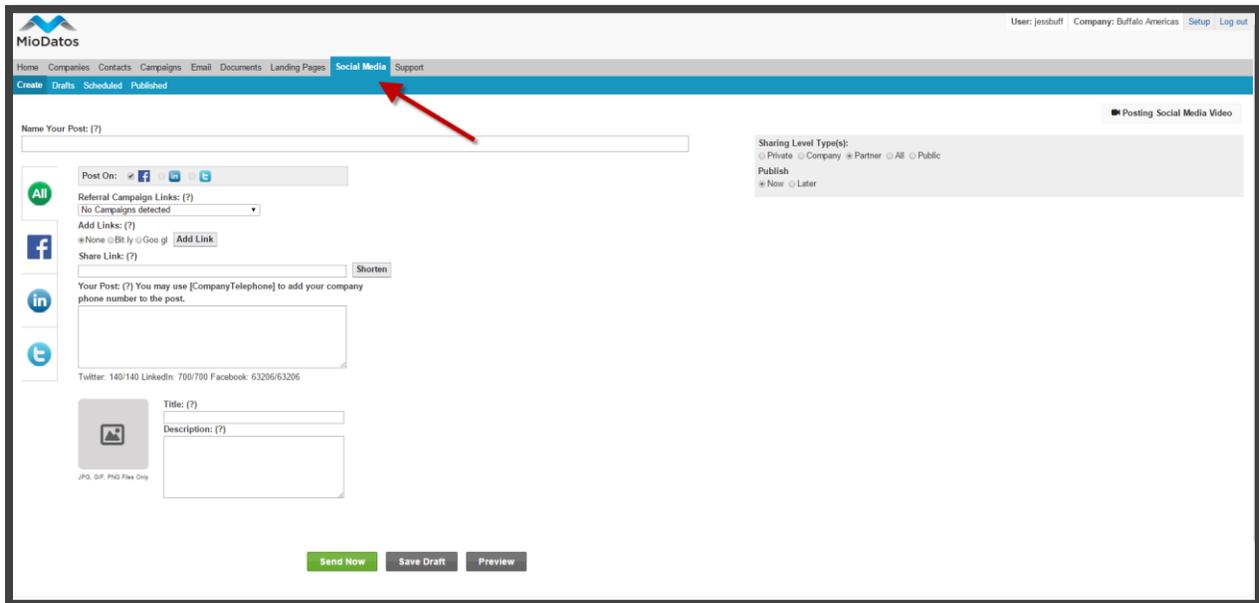


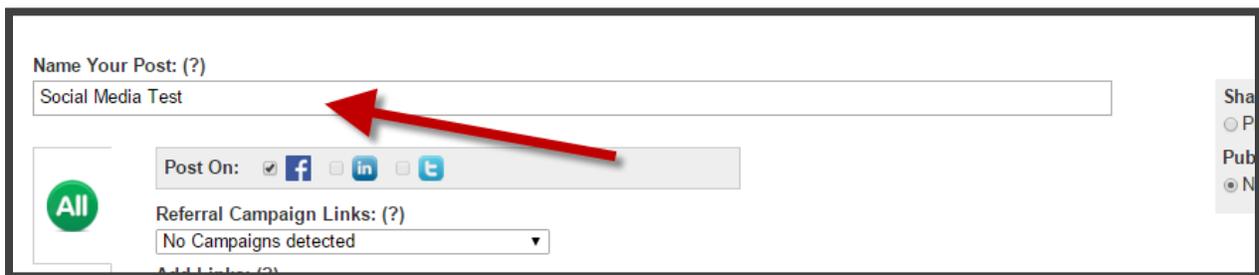
How To Create A Social Media Post

1) Click Social Media on the menu bar.



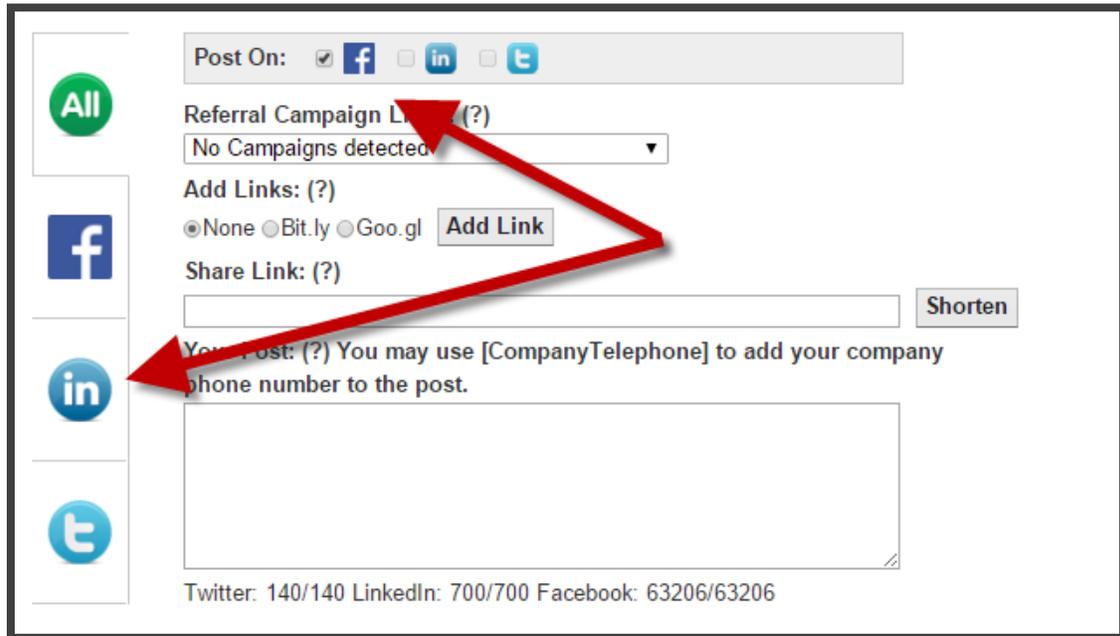
2) Name your post.

Note: This is the title of what your social media post can be found in MioDatos. This is for your own personal reference; it does not appear anywhere in your post, link or image.



3) Choose which platforms your social media post will be used on.

Note: To use the All function, you must have all social media accounts connected to MioDatos. Otherwise, you will only be able to create a post for the specific platforms you have connected. You can choose to create your post in the All tab, or in the designated platform tab.



Post On: f in t

All

Referral Campaign Link (?)
No Campaigns detected

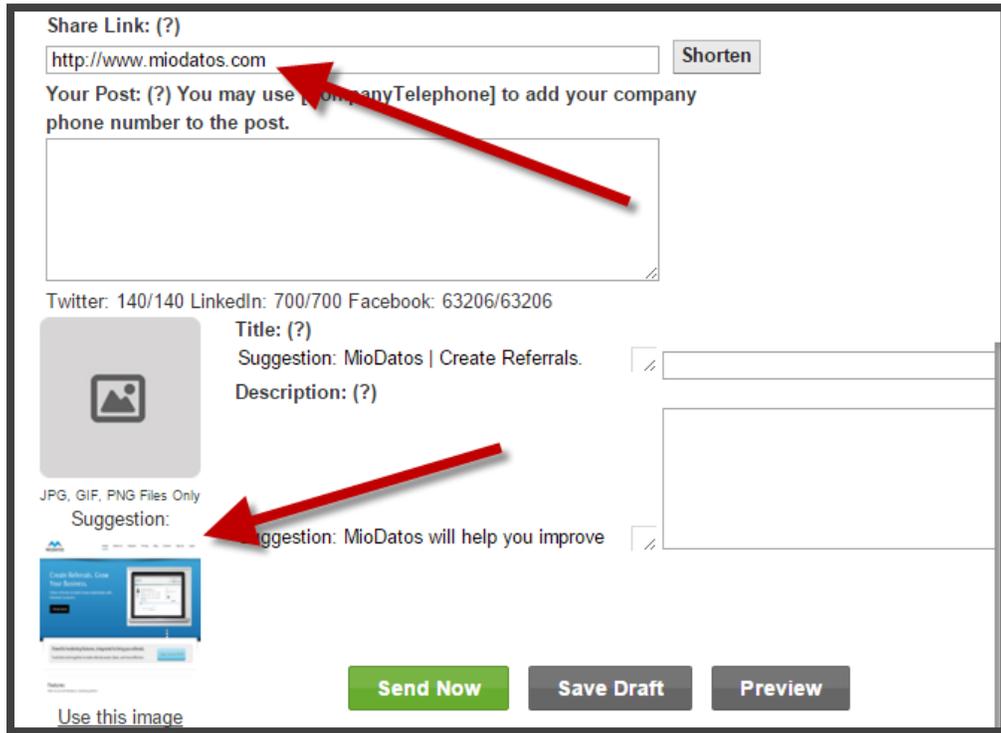
Add Links: (?)
 None Bit.ly Goo.gl

Share Link: (?)

Your Post: (?) You may use [CompanyTelephone] to add your company phone number to the post.

Twitter: 140/140 LinkedIn: 700/700 Facebook: 63206/63206

- 4) Add a link to your post. If your link is long, you can click the shorten button to shorten it to a Bit.ly or Goo.gl link if desired. Once a link is added, an image will auto-populate from the website and appear in the image upload window. You have the option to either upload a new image, or use the suggested image.



Share Link: (?)

Your Post: (?) You may use [companyTelephone] to add your company phone number to the post.

Twitter: 140/140 LinkedIn: 700/700 Facebook: 63206/63206

JPG, GIF, PNG Files Only

Suggestion:

Use this image

5) Enter the content you for your social media post in the Your Post section.

Note: You will need to pay attention to the character count, especially if you are creating a post in the All tab. Each social media platform allows for a different number of characters, so if you are using All to post to Facebook and Twitter, your post will be cut off at 140 characters on Twitter – even if you have entered more information. If you are concerned about post length and having to limit what you type for all platforms, it is a good idea to create your social media posts separately.

Your Post: (?) You may use [CompanyTelephone] to add your company phone number to the post.

This is a test post. This post will appear on your social media feed. Make sure to include hashtags in order to help the visibility of you



Twitter: 0/140 LinkedIn: 560/700 Facebook: 63065/63205

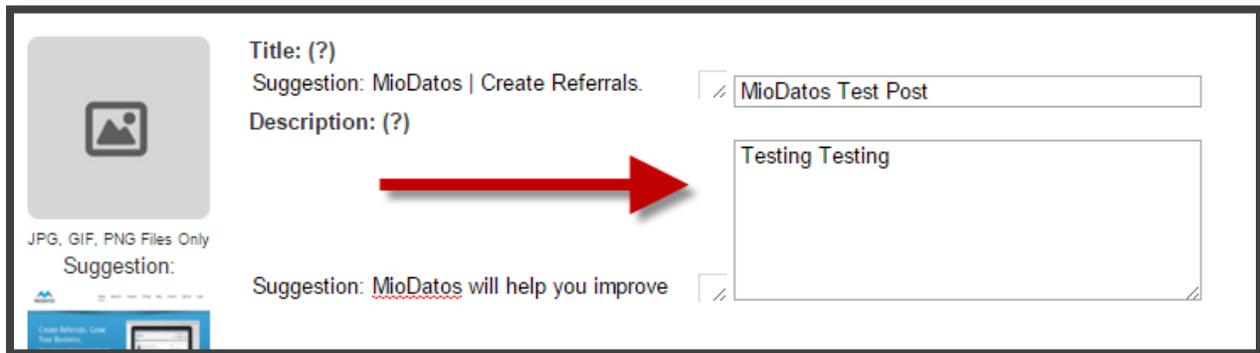
Your Post: (?) You may use [CompanyTelephone] to add your company phone number to the post.

This is a test post. This post will appear on your social media feed. Make sure to include hashtags in order to help the visibility of your post.

Twitter: 0/140 LinkedIn: 553/700 Facebook: 63058/63205



- 6) Enter the title that will appear as your link title, and the text to appear underneath your link. MioDatos will offer suggestions that auto-populate based on alt-data pulled from the website, or you can add your own.

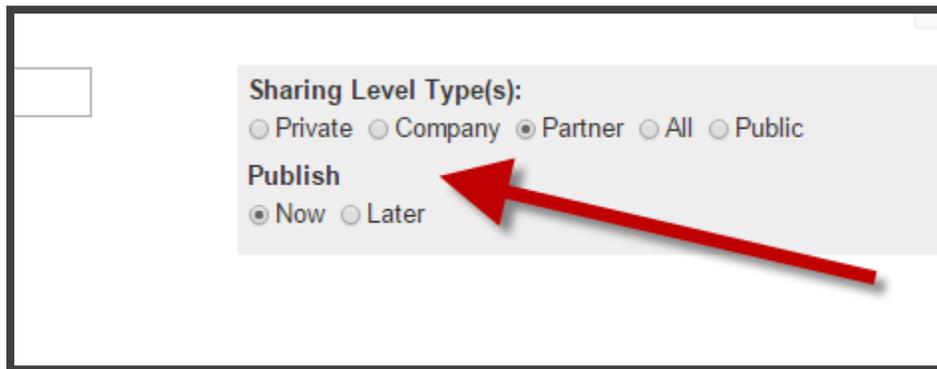


The screenshot shows a form with the following fields and content:

- Title: (?)**: A text input field containing "MioDatos Test Post".
- Suggestion: MioDatos | Create Referrals.**: A text input field containing "Testing Testing".
- Description: (?)**: A text input field containing "Testing Testing".
- Suggestion: MioDatos will help you improve**: A text input field containing "Testing Testing".

A red arrow points from the "Suggestion: MioDatos | Create Referrals." field to the "Description: (?)" field.

- 7) Choose the privacy setting for your post, and the publishing schedule.
Note: If this post is to be used in a campaign, neither publishing setting applies. Simply click Save Draft at the bottom of the page.



The screenshot shows a form with the following fields and content:

- Sharing Level Type(s):**
 - Private
 - Company
 - Partner
 - All
 - Public
- Publish**
 - Now
 - Later

A red arrow points to the "Publish" section.

- 8) If you choose to publish your post without adding it to a campaign, choose **Now** or **Later**. To publish the post after you are finished, choose **Now**. If **Later** is chosen, designate the date and time the post will be published, as well as whether or not this is a recurring post.

Note: Recurring posts will publish the exact same post the number of times you designate.

Publish

Now Later

Nov 2015 01 : 00 AM

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Recurring Post?

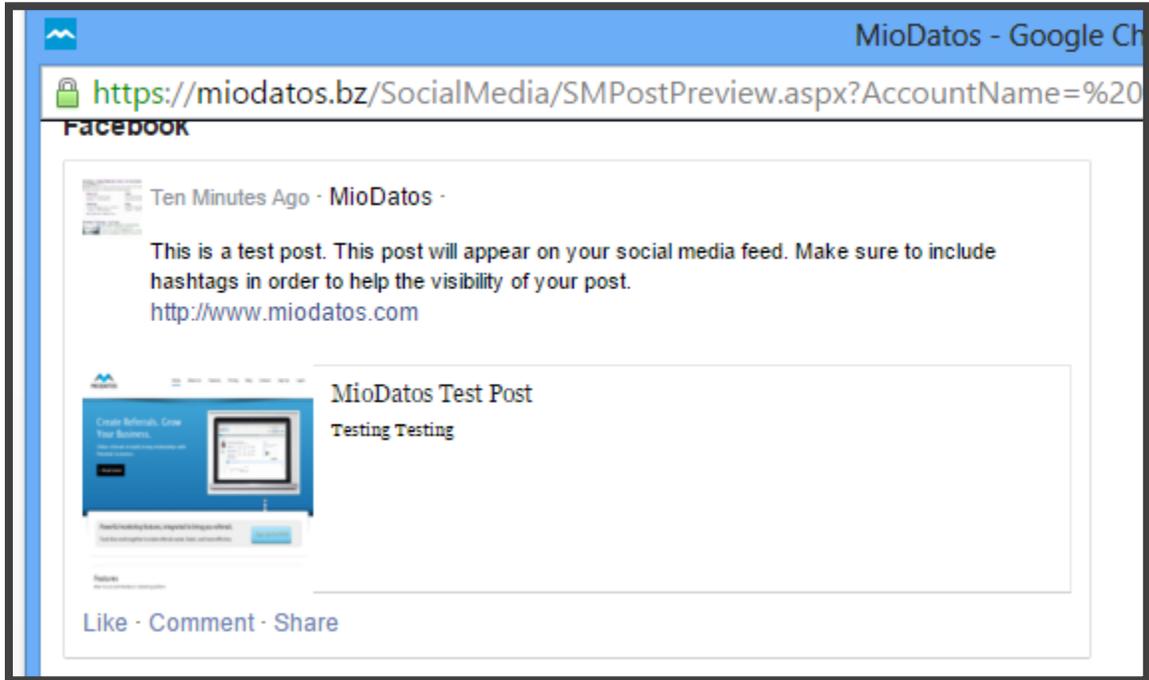
How Often?

Every Day

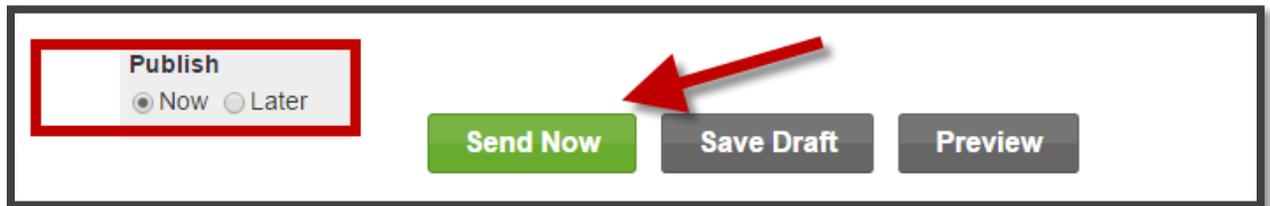
How Many Times shall it be Repeated?

1

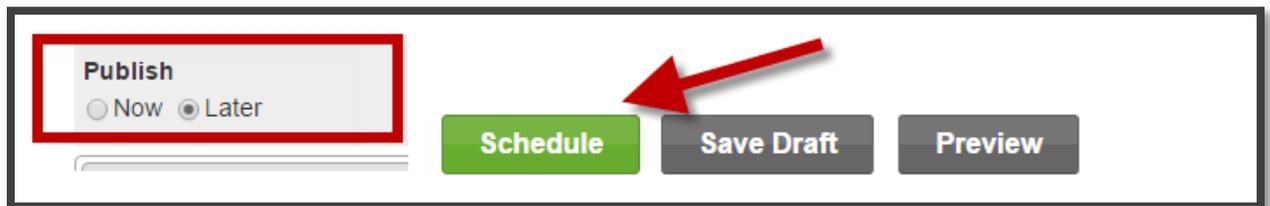
- 9) Click the preview button to preview how your post will appear on each social media platform.



10) Publish, Schedule or Save a Draft of your post. These buttons change based on the publishing schedule of your post. If you choose to Publish Now, click the Send Now button.



If you choose to publish your post at a later date, click the Schedule button.



If this post is to be used in a campaign or needs to be edited later, click Save Draft.

