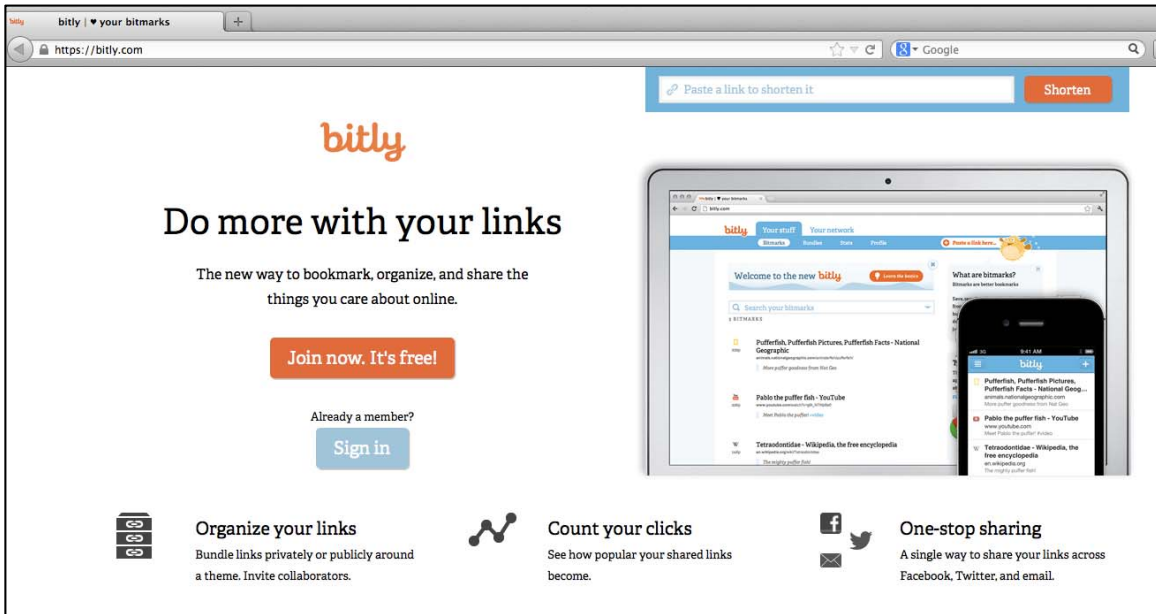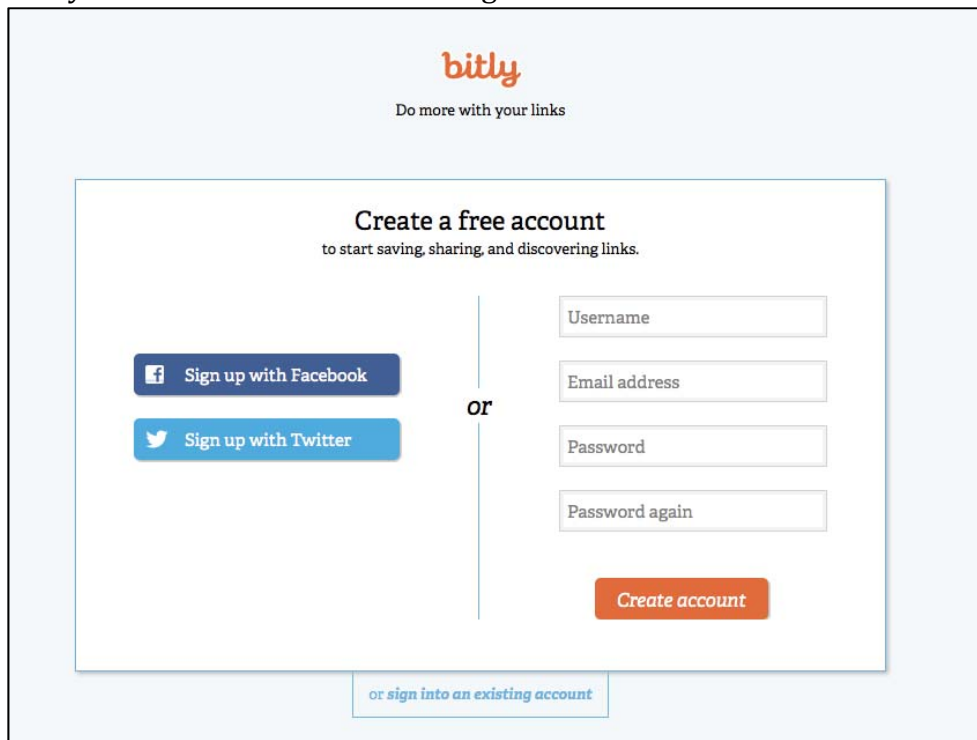# SOCIAL MEDIA EMPIRE
3 Tips For Facebook

1) How to create short links (good to use instead of long URLs, affiliate links and as a way to track how many people have clicked on your link):

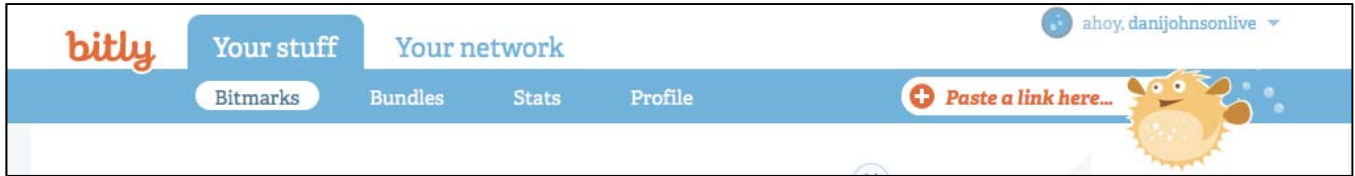   a. Go to http://bit.ly and click "Join now. It's free!"

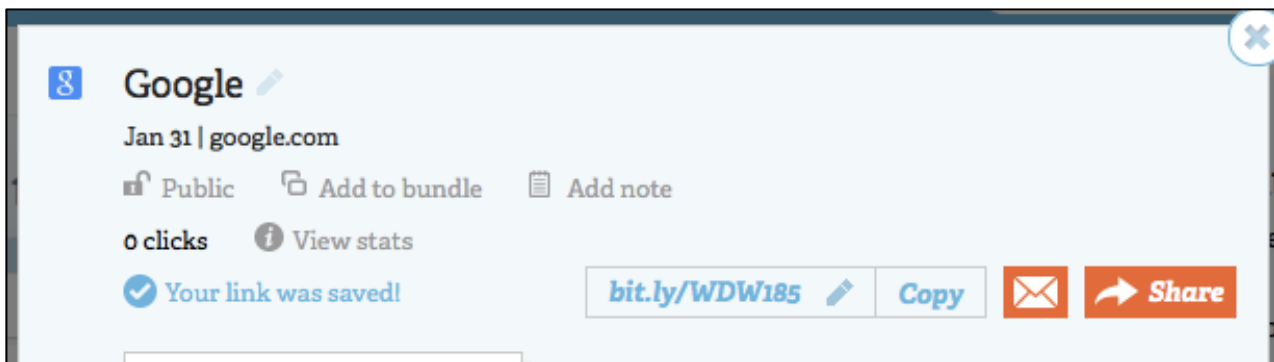   b. Create your account or connect through FB or Twitter

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c. Copy and paste your URL (for example: http://www.Google.com) in the box at the top right that says "Paste a link here…"

d. The short "bit.ly" link is generated, so click "copy" and can paste this short link anywhere
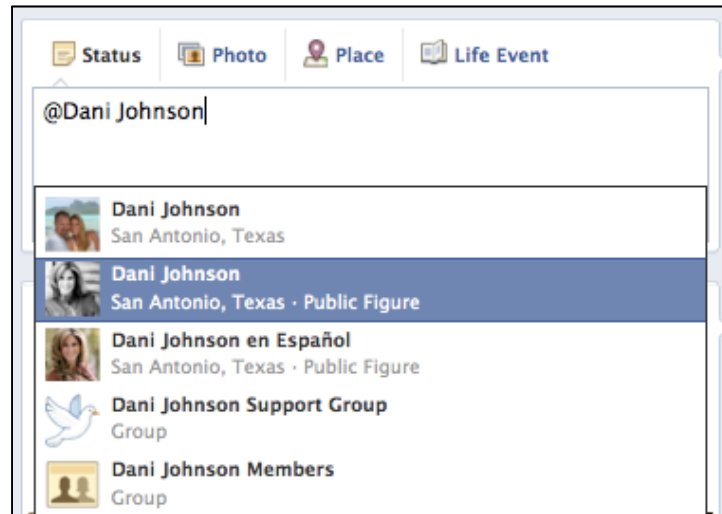

e. **TIP:** Make sure to go back and view stats, this will give you an idea what links and post content are keeping your friends interested.

2) **Tagging Facebook Fan Pages**

a. In order to tag a Facebook Fan Page in ANY post (i.e. in your status updates, comments, event details or messages), you use the "@" symbol.

b. For example, in the status box of your personal FB profile, type **@Dani Johnson** and you see a dropdown box of names appear. Choose the page you want to tag.

 For More Information visit www.DaniJohnson.com
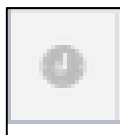
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c. **TIP:** If the dropdown box does not appear, delete all text, tag the Facebook Fan Page first and then enter the other text.

3) **Schedule Facebook Posts (schedule future posts for your Facebook Fan Page)**

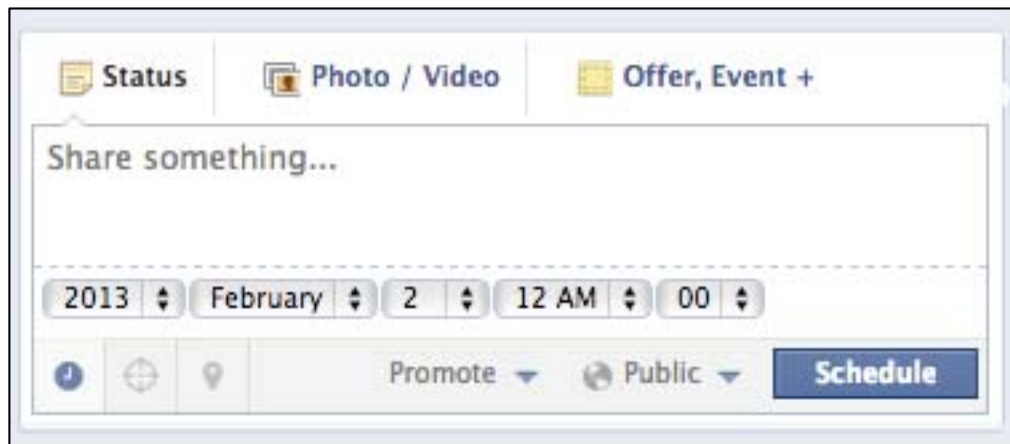a. Choose the type of post you want to post (status, photo/video, offer, event, etc)

b. Click the little clock icon in the left-hand bottom corner.

c. Choose the future year, month, day, hour and minute when you want your post to be posted then click "Schedule"

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d. **TIP:** You have to click the year first before the month pops up, and you must select the month before the date will appear and so on...