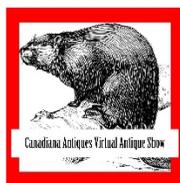


## TUTORIAL FOR POSTING:



### THE CANADIANA ANTIQUES VIRTUAL ANTIQUE SHOW

Start your post by joining the Facebook group: <https://www.facebook.com/groups/942676159137439/>

#### TIPS:

**TEXT:** Make your main text and descriptions in an email or WORD. Then use the copy/paste selection to make your post.

**COLLAGE PHOTO:** When you have all your items photographed, make a collage photo of all items.

If your collage app doesn't allow more than 8 or 9 photos, make yourself 4 squared one and make a collage of the four. You can find on Google many apps for collage photos. Those are the ones some dealers use:

- <https://www.photocollage.com/>
- <https://www.canva.com>
- **Photoshop Xpress** app for Android phone.

**CAD/USD:** To convert your CAD to USD, you can use any rate converter on internet (EX: [www.we.com](http://www.we.com)). Your bank will charge some fees if you accept USD found by CCN, SQUARE, Paypal, Check or Transfer. You can round up the price by a few dollars for bank charge fees. EX: \$450 CAD (\$345 USD)

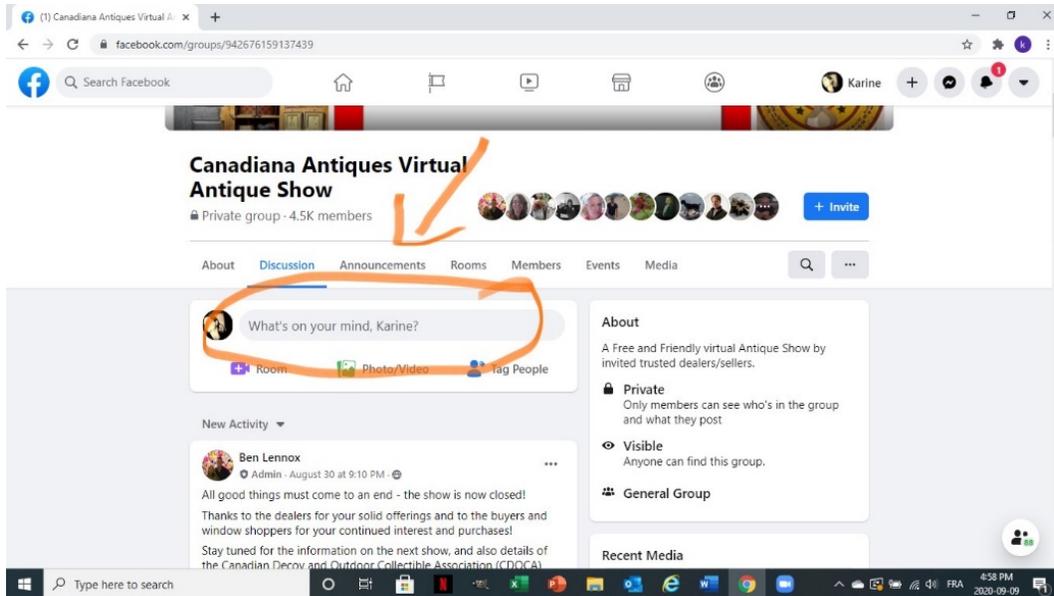
**SHIPPING:** If you are willing to ship internationally, specify it. If an item is too big or fragile, clarify that it is pickup or delivery only under item description. I find that any item smaller than a small side table can be shipped with Canada Post.

#### START YOUR POST

Follow these instructions:

1. FIRST, make sure to read the post requirements. Posts that are not uniformed will be rejected. When your post is finalized and ready to go, Double check the requirements!!! Please advise the admins so we can approve it.
2. Start your post on a computer only to avoid any Facebook glitches. Once your post is up and pending, you will be able to go back with your android phone or a computer, whenever you want, to make changes, add captions, or add photos.

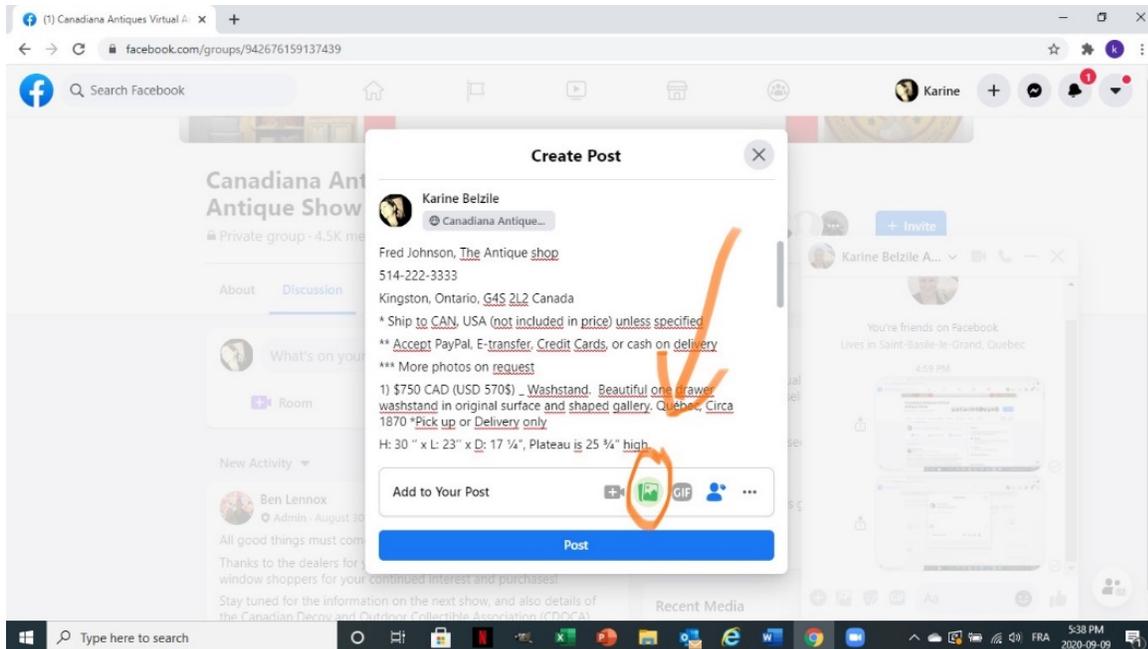
3. On the group page, click on “What’s on your mind...”



4. Copy paste your main text into the text section “Write something”

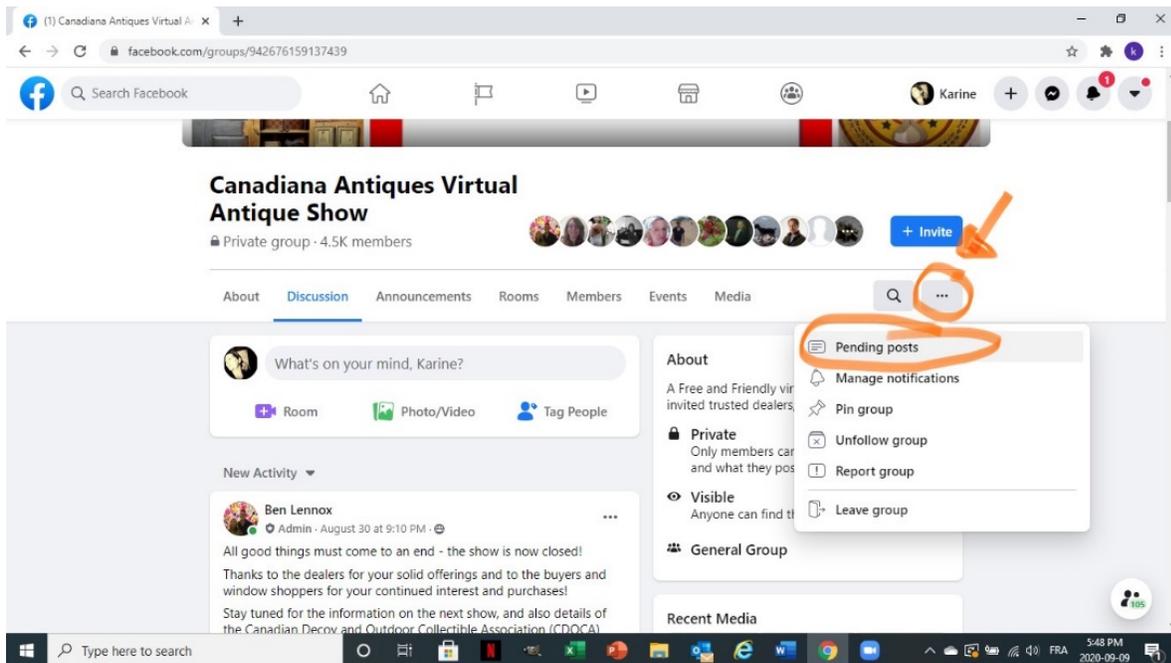
5. Add pictures by clicking on the photo icon:

**\*TIPS:** if you made your photos with your phone, you will be able to upload your photos by editing your post once it’s created with your computer. Just go under “Pending post” and “Edit post” with your phone after.



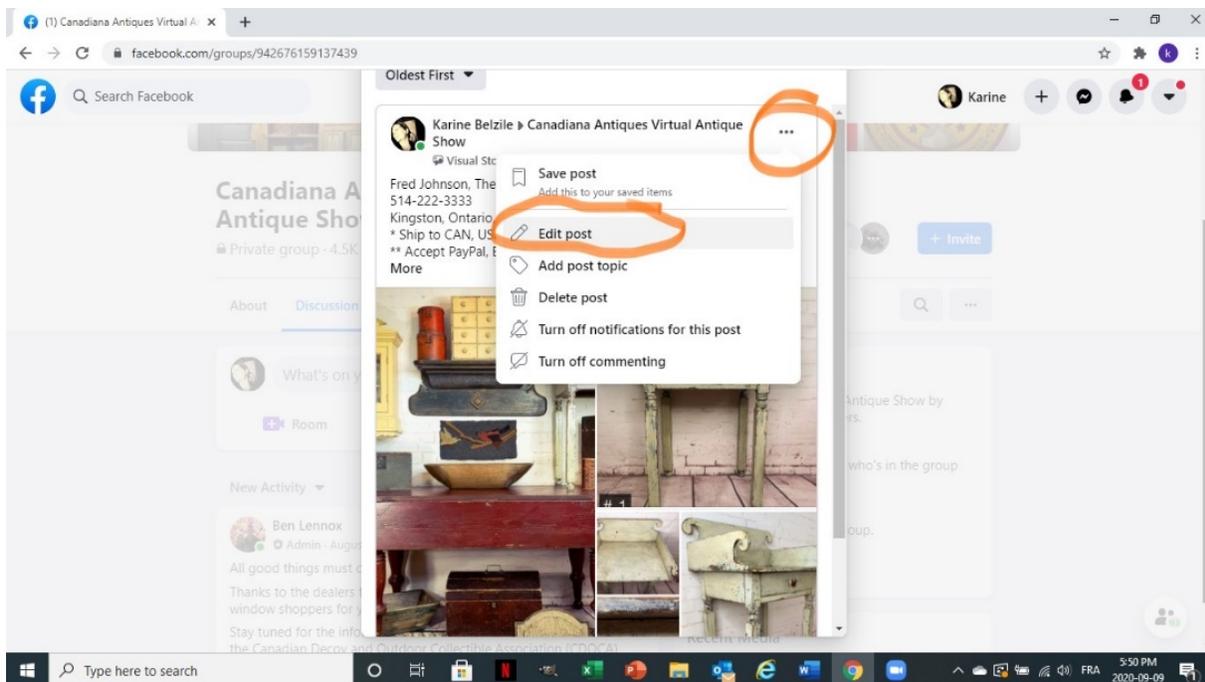
6. Click on “Post”

7. Your post will now be under “pending post”. Click on the 3 dots on the right side of the bar menu and select pending post.



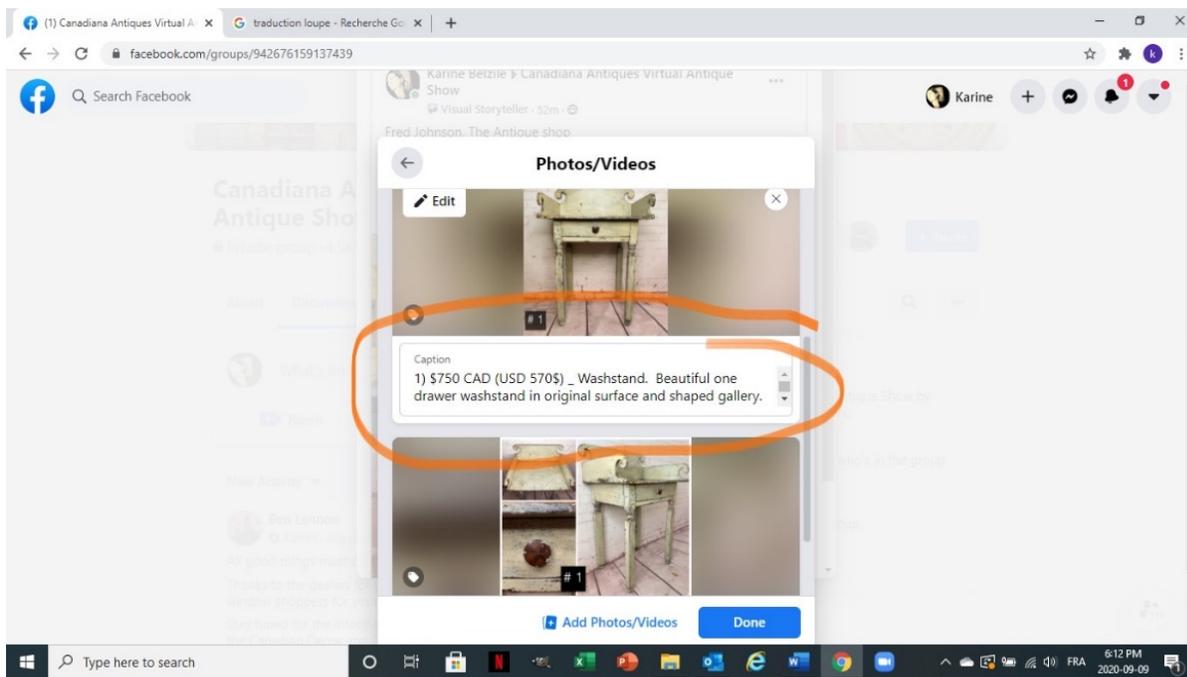
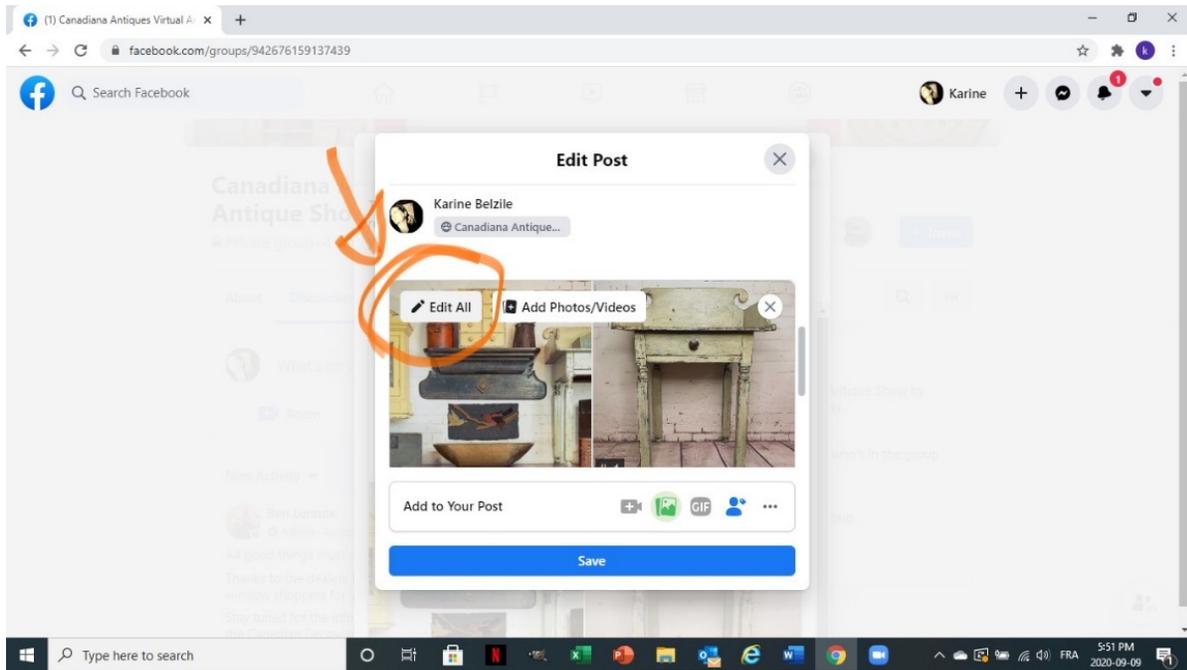
8. **EDIT POST:**

You will now be able to add captions under each photo, make changes, add photos, or move them around. You can have access to your pending post and edit it until it is finalized and ready to go. **The post will not be visible to anyone except the page administrators**, until it is published on the group on show opening night.

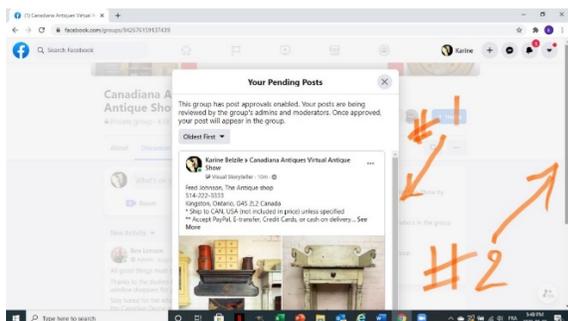


9. To add captions: Scroll down your post and drag your mouse on your pictures. A menu will appear. Select "Edit all".

10. Add caption under each photo (except in the first collage or booth photo):



**TIPS:** Make sure your scroll down both scrolling bars to view your post: One beside your post and the other one at the far right of your screen.

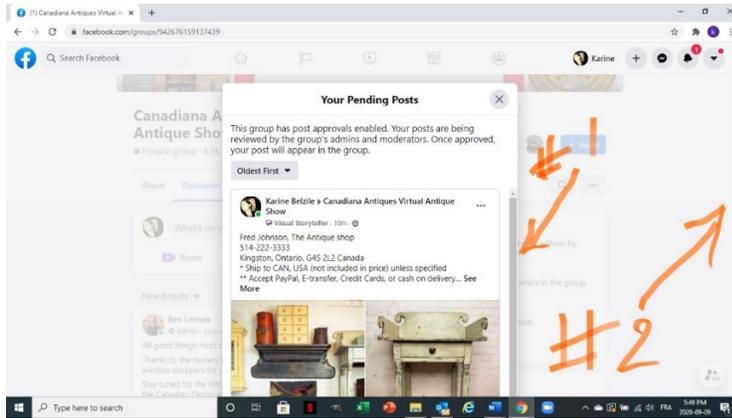


## TROUBLE SHOOTING

### 1) I DON'T SEE MY PHOTOS:

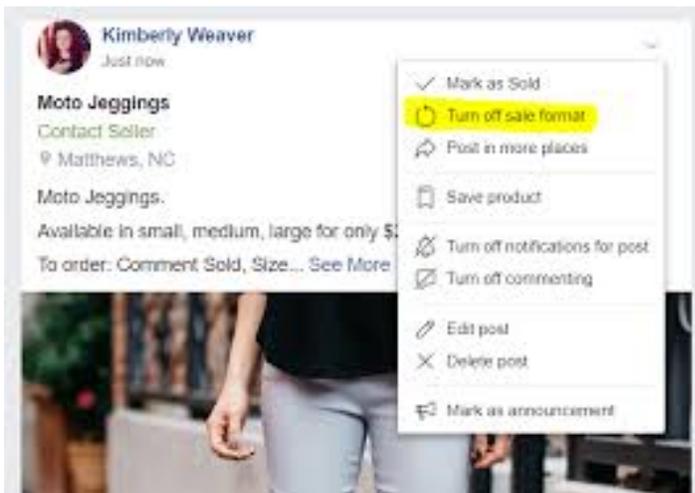
Make sure your scroll down both scrolling bars to view your post:

One beside your post and the other one at the far right of your screen.



### 2) I'M GETTING A SALE FORMAT POST:

Remove sale format under the 3 dots on top of your post and select “Turn off sale format”.



### 3) I'M NOT GETTING THE “Turn off sale format” IN MENU:

If you do not see this option, you will need to redo your post. Follow these instructions:

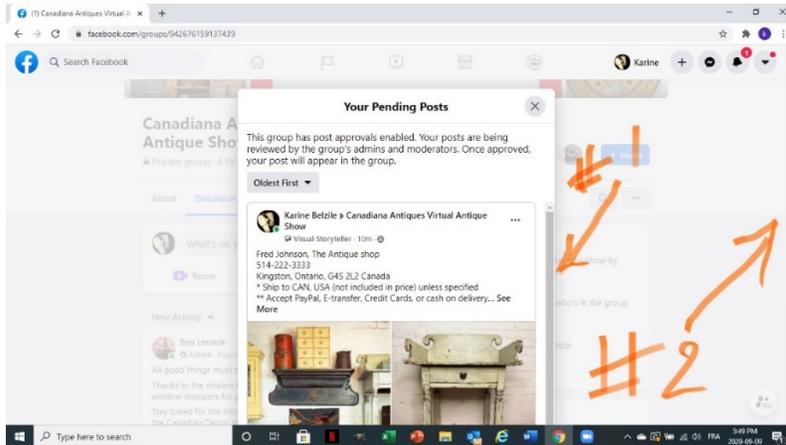
Delete your post and do this on a computer only. Start over by creating a new post **but don't add ANY text**, leave it empty, just add a photo. Then Click “Post”. Go in your pending post and Select “Edit post”. Add your text and photos there.

### 4) I MADE MORE THEN ONE POST BY MISTAKE:

No problem! You can delete the post YOU DON'T WANT to keep. We admin have access to your post, we can also delete it for you.

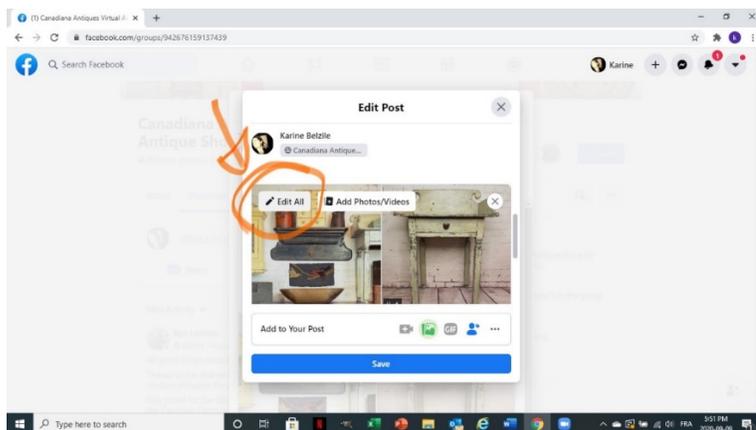
**5) I MADE MORE THEN ONE POST BY MISTAKE AND CAN'T SEE THEM BOTH:**

Again, no problem! It is probably because you did not notice the scroll bar at the far right of your screen.



**6) I CAN'T MOVE MY PHOTO COLLAGE IN FRONT:**

Go in your pending post, select edit post and then drag your mouse over the first photo you posted. The "Edit all" will appear, Click on it. Then you will be able to move around your picture by clicking and hold the photo to drag it further up.



**7) NOTHING SEEMS TO WORK! Then it is time to reboot! Get out of facebook, restart your computer.**

\*\*If you counter some problems, check these. If it doesn't solve the problem, please contact:

- Karine Belzile, by Messenger or [Kbelzile@videotron.ca](mailto:Kbelzile@videotron.ca), 514-865-6645
- Ben Lennox, by Messenger or [ben\\_lennox@hotmail.com](mailto:ben_lennox@hotmail.com), 519-500-4029