



How to Set a FiledBy Link on Facebook

1.) Step 1 – Find your URL.

- a. From a new internet browser, go to <http://www.filedby.com>
 - i. Click the “login” button at the top of the screen to get started.

Sign In!

Username:

Password:

- b. On your Account page, you should see an area below your Photo that says “To send a direct link to your FiledBy site cut and paste your url below”. Place your mouse cursor in the box and copy the contents of the box.
 - i. To select the entire contents of the box, hold down the Ctrl key and press the “A” key on your keyboard.
 - ii. Hold down the Ctrl key again and press the “C” key to copy the contents to your clip board.

To send a direct link to your FiledBy site cut and paste your url below

<http://www.filedby.com/author/hamilton>

2.) Step 2 – Add your Link to your Facebook Wall.

- a. From a new internet browser, go to <http://www.facebook.com>.
 - i. Enter the assigned Login information and click “Login”.

Remember Me [Forgot your password?](#)

Email Password

Source: <http://www.facebook.com>

- b. Click the Link icon on your Wall.

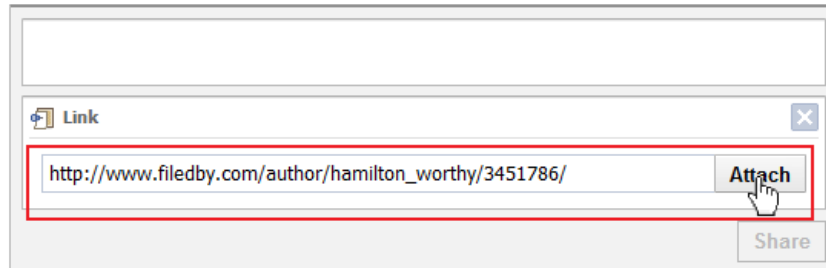
What's on your mind

Attach

[Options](#)

Source: <http://www.facebook.com/home.php?>

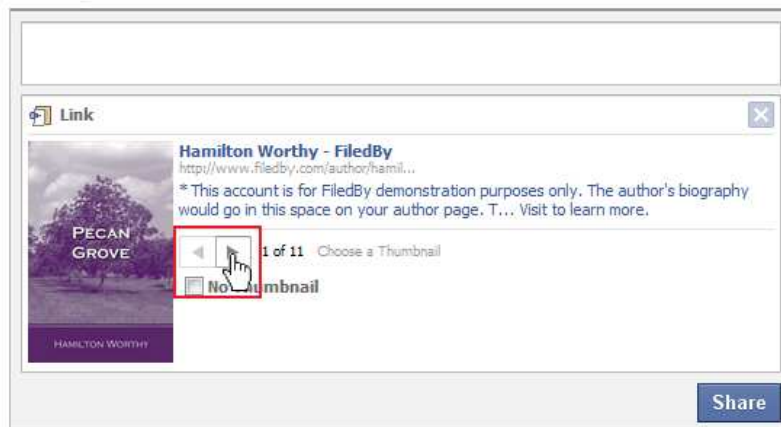
- c. Paste the URL of your FiledBy site into the Link box and click "Attach".
 - i. To paste, hold down Ctrl and press the "V" key on your keyboard.



Options

Source: <http://www.facebook.com/home.php?>

- d. Use the arrows beside the picture to select the picture you want to appear beside your link.



Options

Source: <http://www.facebook.com/home.php?>

- e. Click the "Share" button to add the link to your Facebook Wall.

Share

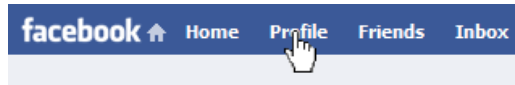
Source: <http://www.facebook.com/home.php?>



Source: <http://www.facebook.com/home.php?>

3.) **Step 3 – Add your FiledBy URL to your Facebook Profile.**

- a. Click the “Profile” link in the blue bar at the top of the page on Facebook.



Source: <http://www.facebook.com/home.php?>

- b. Click the “Info” tab.



Source: <http://www.facebook.com/profile.php?>

- c. Click the “Edit Information” link.



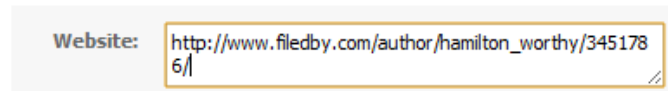
Source: <http://www.facebook.com/profile.php?>

- d. Select “Contact Information”



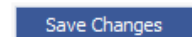
Source: <http://www.facebook.com/profile.php?>

- e. In the “Website” field on the Contact Information page, type or paste the URL to your FiledBy site.



Source: <http://www.facebook.com/profile.php?>

- f. Click “Save Changes”.



Source: <http://www.facebook.com/profile.php?>

If you have any questions about adding a FiledBy link to your Facebook, please email us at info@filedby.com and we'll be glad to help!