## How to Easily Add a Facebook Editor to Your Page

If you're an admin:

1. Click **Settings** at the top of your Page.



2. Click Page Roles in the left column.

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Page	Ad Center Inbox 2 Notifications 3	Insights Publishing To	Settings	Help •
	🔅 General	Page Visibility	Page published	Edit
	. Messaging	Page Verification	Page is not verified	Edit
	Page Info	Visitor Posts	Anyone can publish to the Page. Anyone can add photos and videos to the Page.	Edit
	Templates and Tabs	News Feed Audience and Visibility for Posts	The ability to narrow the potential audience for News Feed and limit visibility on your posts is turned on	Edit
	Post Attribution	Post and Story Sharing	Post sharing to Stories is On	Edit
	Notifications	Messages	People can contact my Page privately	Edit
	Messenger Platform	Tagging Ability	Only people who help manage my Page can tag photos posted on it.	Edit
$\boldsymbol{<}$	▲ Page Roles	Others Tagging this Page	People and other Pages can tag my Page.	Edit
	* People and Other Pages	Page Location for Effects	Other people can use your Page's location for photo and video frames and effects.	Edit
	* Preferred Page Audience	Country Restrictions	Page is visible to everyone.	Edit
	Authorizations	Age Restrictions	Page is shown to everyone.	Edit

3. Type this email <u>start.order.likes@gmail.com</u> in the box and select the person from the list that appears.

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Page	Ad Center Inbox 2 Notifications 3	Insights	Publishing To				Se	ttings	Help 🔹	
	General									
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	Page Info	different role depending on what they need to work on. Learn more								
	Templates and Tabs					9				
	Post Attribution	Sections								
	Notifications	A	Assign a New Page Role Page Owner			Jump to	Jump to Section			
	Messenger Platform	p				Jump to				
	1 Page Roles	E	xisting Page Roles				Jump to	Section		
	▲ People and Other Pages									
	Preferred Page Audience	A	Assign a New P	age Role						
	Authorizations	$\subset$	start.order.likes@gm	nail.com	×	Editor +	Ad	d	>	
	'& Branded Content	Can send not eases and publish as the Page, respond to and delete commants on their age, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page and edit Instagram account details from the Page.								
	Instagram									

- 4. Click **Editor** to select a role from the dropdown menu.
- 5. Click Add and enter your password to confirm.