Static FBML Step-by-Step:

a. Type Static FBML in Facebook's search box
b. Visit the Static FBML page.
c. On the Left side it will say Add to My Page
d. Choose which Page to add it to
e. Close the window
f. Go to your Fan Page (from Home click Ads and Pages, then Pages)
g. On your Fan Page click Edit Page
h. Find the FBML-FBML section listed
i. Click Edit
j. Edit the "Box Name" which will change the Tab name. Ex: Welcome!
k. In the main body, paste basic text and/or HTML to show what you'd like (see additional handout for HTML and ideas for coding your custom pages)
l. Click Save Changes
m. While you are there, at the very bottom click Add Another FBML Box. This will keep an open FBML section in your editing page for future use.
n. Click the title of your Fan Page at the top to get back to your page and see how you did!
o. On the wall tabs, click the + symbol to add your new page that you created to your tabs if you like.
p. If you do not like the way it turned out or want to edit it at any time go to your Wall tab, then Edit Page, and find the name of that tab in order to Edit again.

Basic HTML code for your Static FBML pages on Facebook
Here are some basic HTML tags you might want to use on your Static FBML custom Facebook Fan Page tabs, or anywhere else you need a quick snip of HTML.

To make a word clickable to another website:

<A title="whatever the name of the linked page is" HREF="http://www.whateverwhatever.com">word you want clickable</A>

To insert a picture:

<IMG SRC="http://www.whereverthepicturelives.com/picturename.jpg">

To insert a picture so that it is linked to a website:

<img src="http://www.whereverthepicturelives/picturename.jpg" alt="whatever this is a picture of including a keyword or two" border="0">

To skip down to the next line:

To skip a whole line between items:

<P>

©My Business Presence – www.MyBusinessPresence.com - karen@mybusinesspresence.com
May not be redistributed in any form without express permission from Karen Clark.

To center something:

<CENTER>whatever whatever</CENTER>

To make words **BOLD:**

<B>whatever word you want bold</B>

To make words *ITALIC:*

<I>whatever word you want italicized</I> (that is the capital letter "i")

To change the font size (1 seems to be normal small font, go up from there by changing the number and saving, then checking it):

whatever word(s) you want larger

To change the font TYPE, use a web-friendly font

special words in special font

Arial
Times New Roman
Verdana
Georgia
Comic Sans Serif
Trebuchet
Courier New

*Note: You can add multiple tags to a section, but you must always have a beginning tag and a "closing" tag (like </whatever>) in the reverse order in which you opened them, so that the pairs of tags (opening and closing) "hug" the item. Ex: <B><I>**This is bold and italic!**</I></B>*

For more HTML tips and tricks, check out the Blog at http://www.mybusinesspresence.com

Add an Application or Custom Info to Your Side Bar: Any time you add an application to your wall tabs, including a custom Static FBML tab, you have the option of putting it as an item on your left side bar instead of (or in addition to but that would be redundant) your tabs. To do this, follow these steps:

1. On your Fan Page, click Edit Page.
2. Find the application or custom FBML page you want to put on your sidebar.
3. Click Application Settings and be sure that the application/FBML has been added to your Boxes tab. You can remove it from the Tab at this point.
4. Click Okay and then go back to View Page.
5. On your Wall there is a link to Boxes on the double arrow for more tabs. Open the Boxes tab.
6. Click the pencil icon next to the item you wish to move to the side bar, and select the link that says Move to Wall tab.
7. Check your sidebar – it should be there!
8. Note that some applications only allow you to list them on the tabs, not on the sidebar. Also the space is small so if you are creating a custom FBML page you wish to have on the sidebar, be aware that only a small section of it will show up!
9. Ideas for custom sidebars – add an email newsletter signup form or widget, add your logo with a link to your website or blog, a Twitter button, or add small advertisements with graphics.

©My Business Presence – www.MyBusinessPresence.com - karen@mybusinesspresence.com
May not be redistributed in any form without express permission from Karen Clark.