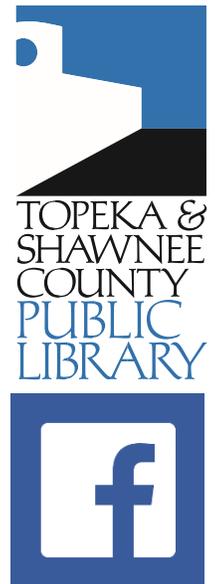


Facebook for Beginners

Create a Facebook account and learn the basics of this popular social networking site. View newsfeed, find with search, look at timeline, and review privacy settings. Facebook and email passwords needed.



FACEBOOK is a world-wide social networking website and currently, with Twitter, the most popular. To create a Facebook page go to www.facebook.com and provide your first and last name, an email address, a password (not the same as your email password), and a birthday. To have a page, participants should be 13 or older.

FACEBOOK is constantly changing. The look of your page, friends, application and privacy settings, networks and groups, and posts for the Facebook feed may be different day to day. Check your Account regularly. **HOME** page, also call the **News Feed**: This is the first page you see when you log into your account. Here you can see what your friends have written.



Start from the top –The Blue Bar



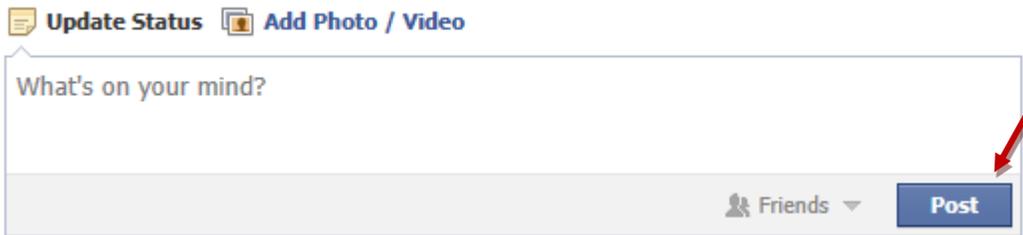
Point at each object on the Blue Bar starting from the left

- Facebook logo—same as the Home button also same as the News Feed
- Search box—Use this to find people, groups, events, and applications.
- *Your name*--also called the Wall or Profile. This is the page your friends see.
- Home—same as News Feed.

- Find Friends—will find all the contacts in your email address book and send Facebook invitations to them. Not always a good idea.
- Friend requests—shows pending friend requests
- Messages—This is how you write a message to someone that only they will see.
- Notifications—indicates when one of your Facebook friends has posted or done something else on Facebook. They may have liked your photo or written on your wall.
- A little down arrow. Click here to get account Information, privacy & security settings.

Status

Post your status for your friends to read and see the status and posts of those you have friended on Facebook. Click in the box that says **“What’s on your mind?”** A status is a short statement, quote, quip, or question you post to your page. When finished typing, click on . It will appear in real time in the Facebook news feed of your friends.



Wall or Timeline – this is the page your friends see or the page you see when you go to a friend’s page. Click on **Your Name** to see it.



You do not need to add any information. Facebook only requires your name, email address and birth date and you can choose to not display your birth date or

You can edit or add to the information at the top of the page. Click on **Update Info**.

Update Info or change profile information. You do not need to do this until you feel comfortable adding it to your profile.

Click on the  button to add or change options. Click on **Save Changes** when finished.

About

- Overview
- Work and Education**
- Places You've Lived
- Contact and Basic Info
- Family and Relationships
- Details About You
- Life Events

WORK

 Add a workplace

 **Topeka and Shawnee County Public Library**
Training Assistant · January 2010 to present · Topeka, Kansas
I help dozens of computer users learn the current trends of computer social networking thru Facebook and other websites.

 **Topeka & Shawnee County Public Library**

PROFESSIONAL SKILLS

 Add a professional skill

COLLEGE

 Add a college

 **Queens College, City University of New York**
Movies · Books · Flushing, New York

 Hometown

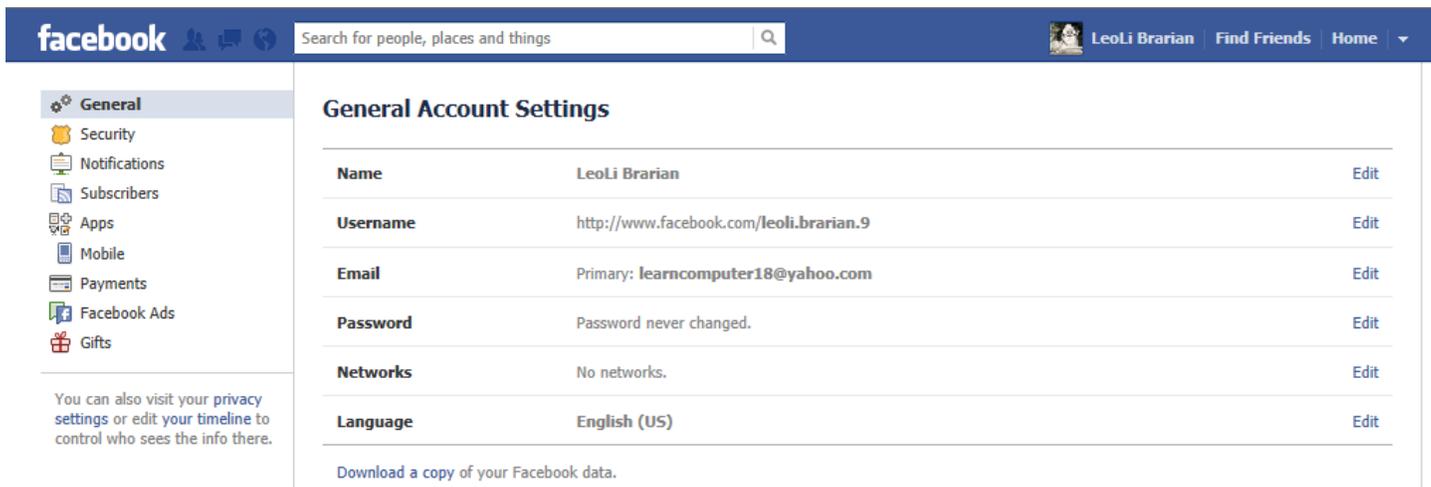
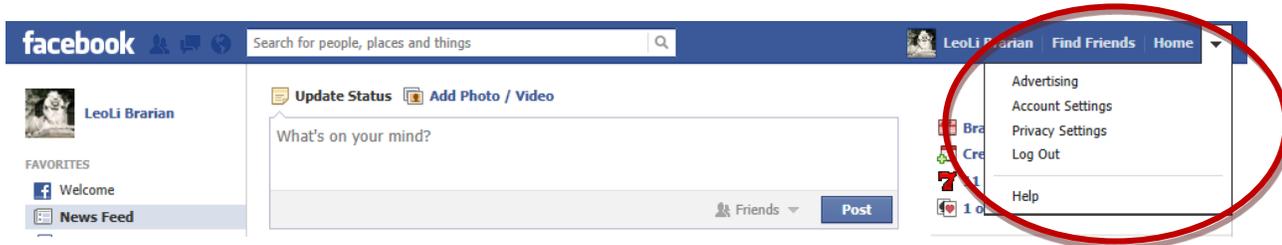
Relationships and Family

 Add Your Relationships 

Favorite Quotations

 Add a Favorite Quotation 

Account Settings – Click on the **down arrow** to the right of **Home** –Click on **Account Settings**



Click on **Edit** to make changes.

Don't change your name unless you need to. You are allowed only 1 name change every 6 months.

Username is not required.

Change your email address if needed.

Change your password if it is the same as your email account password.

Privacy Settings

From the ACCOUNT tab, choose the **Privacy** option. The 'Friends Only' option affords you best control of who sees your information and posts; however, remember that once information is posted to the internet many can have access to your information.

Privacy Settings

Control Privacy When You Post
 You can manage the privacy of your status updates, photos and information using the inline audience selector — when you share or afterwards. Remember: the people you share with can always share your information with others, including apps. Try editing your profile to see how it works or learn more.

What's on your mind?
 San Francisco Public Post

Control Your Default Privacy
 This setting will apply to status updates and photos you post to your profile from a Facebook app that doesn't have the inline audience selector, like Facebook for Blackberry.

Public Friends Custom

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Friends of friends	Edit
Who can look me up?	Who can look you up using the email address you provided?	Friends	Edit
	Who can look you up using the phone number you provided?	Friends	Edit
	Do you want search engines outside of Facebook to link to your profile?	No	Edit

Uploading or Changing a Profile Picture

To upload a profile picture:

1. Place your mouse over the current profile picture or temporary image, and click on the camera icon.
2. Select **UPLOAD PHOTO** to find a photo on your computer or device to upload.
3. Select the photo. If the picture is an acceptable size and file type, it will display.

If you have a laptop computer with a built in camera or a separate webcam, you can choose **"Take a Picture"** to take an instant profile picture. Be sure to select "Allow" so that Facebook can access your camera and microphone. Then, click the camera icon to take a picture, and choose "Save Picture" to set it as your profile picture.

You can also set any photo in which you are tagged as your profile picture by viewing the photo and selecting "Make Profile Picture."

Sharing Photos

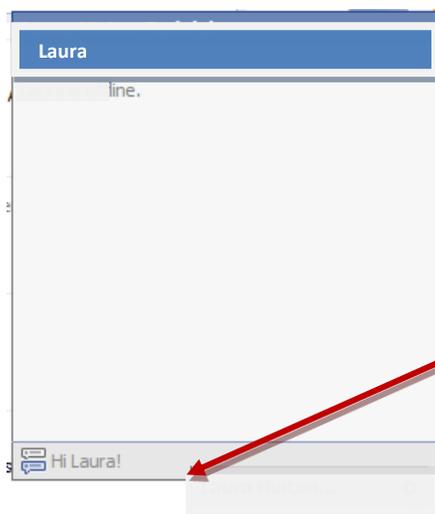
There are several ways to create a new photo album. Click on the "Photos" tab on your news feed or profile page and click the "Create an Album" button. You will then be directed to select the photos you want to upload from your computer Pictures folder or flash drive. To upload multiple photos at once, hold down the Control button on your keyboard while clicking on image files. Click "Open" once you have selected your photos.

After you select photos to upload, you are prompted to choose an album title, the photo quality and a privacy setting for the album. You can adjust the privacy setting later, too. A progress bar will indicate the status of your upload. Once it has completed, select the "Create Album" button, and you will be directed to the new album.

Another way to upload photos is to go to the Profile page and click the "Photos" filter on the left side of the page. Click the "Upload Photos" button at the top and continue to choose the photos for sharing.

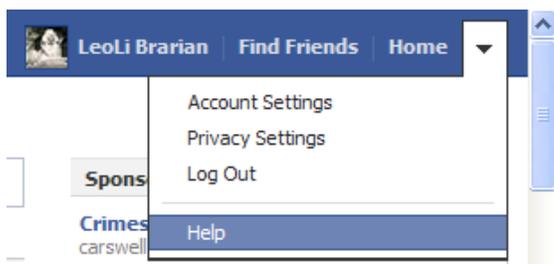
Chat – find it in the lower right corner of the Facebook window.

Click on your friend's name in the Chat box to start chatting. Chatting is a form of text messaging.



At the bottom of the chat window, type in the box. Although the box appears small, you can type as much as you want. When finished, press enter. You will see the message in the upper (larger) portion of the chat window.

Click on **Options** to go offline. Offline means that your friends will not know that you are on Facebook.



Click on **Down Arrow** to find the **Help Center**. Facebook changes often. To get updated information, go to the Help Center.

Also under **Down Arrow** is **Logout**. Click on Logout to end your Facebook session especially if you are using a public or shared computer.

Difference between Deactivating and Deleting an Account

If you decide that Facebook is not your cup of tea, you must understand the difference between deactivating and deleting your Facebook account.

Deactivate Account

deactivate

From **Account > Account Settings**, you will see an option to Deactivate Account. Deactivation simply puts your Facebook account in a suspended state. All your profile information, pictures, friends, and wall posts remain intact on Facebook servers, but are not accessible to other Facebook users including your friends. You can resume using Facebook as before simply by logging into Facebook again.

If you wish to permanently delete your account, you need to submit your request to https://ssl.facebook.com/help/contact.php?show_form=delete_account.

This will remove all your information from Facebook servers, and there will be no way to access or recover your account and profile information again.

1515 SW 10th Avenue | Topeka, KS 66604 | 785 580-4400
Computer Training Center | class@tscpl.org | 785 580-4606

