

Facebook Tutorial

If you have any questions feel free to get a hold of me

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General Rules:

- Don't post anything you don't want someone else seeing... I know it is silly but I gotta say it
- Don't purchase anything through an ad on Facebook, your credit card could be linked to your account
- If you create anything make sure the privacy setting is on "Only Friends" or "Friends only" (with one exception which I will talk about)
- "It can be addicting if your not careful, it wastes a lot of time, and allows many people to creep on you if your not careful." From Cor...

Registering

Sign Up
It's free and anyone can join

First Name:

Last Name:


Your Email:

New Password:

I am:

Birthday:
Why do I need to provide this?

Security Check
Enter both words below, separated by a space.
Can't read the words below? Try different words or an audio captcha.

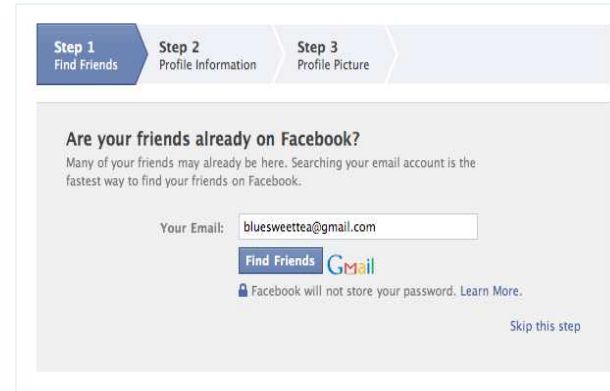


Text in the box:

- Go to www.facebook.com
- On that page will be an “Sign Up” area.
- ****Be sure to remember your email and password, you will use these any time you login****
- In put information, then click sign up
- There will be a “Security Check” where you will need to input the letters in the box, again click sign up.
- You are now signed up with Facebook!

Facebook Terms Getting Start

- Profile: the page that others see. Contains the information you would like to share with others.
- Friends: those who have requested/you've requested to be able to see you profile
- New Feed: highlights of what your "friends" are doing
- Notifications: Facebook will let you know when someone has left something for you or an update has been made
- Status: "What is on your mind?" This is away of updating people on the random things you're think
- Tagging: someone or you has labeled a photo that you are in. It creates a link to your profile from the photo.



- ****There will be a confirmation email that comes to your email. You must click on the link at some point to complete the sign up process****
- The beginning screen that appears will help you set up some of the basics: ie. find friends, profile information, and profile picture.
- Your profile is what other people see when they click on the link to your page.
- **The info you put in on "Profile Information" and your "Profile Picture" will be visible to others.**

Home Screen

This main bar shows notifications, and will always be at the top of the screen

The screenshot shows the Facebook home screen layout. At the top is a blue navigation bar with the Facebook logo, a search bar, and links for Home, Profile, and Account. Below this is a left-hand navigation menu with options like News Feed, Messages, Events, Photos, Friends, Applications, Games, and Groups. The main content area is titled 'News Feed' and includes a 'What's on your mind?' text box. It displays several posts: a post by Kelina Victor about a biscuit, a post from 'Bibles for America' with a Bible icon, and a post by Francis Y. Chow. On the right side, there are sections for 'Connect With More Friends' (with an email input field) and 'Get Connected' (with options like 'Who's on Facebook?').

<These are updates by your friends, you can comment or like them.

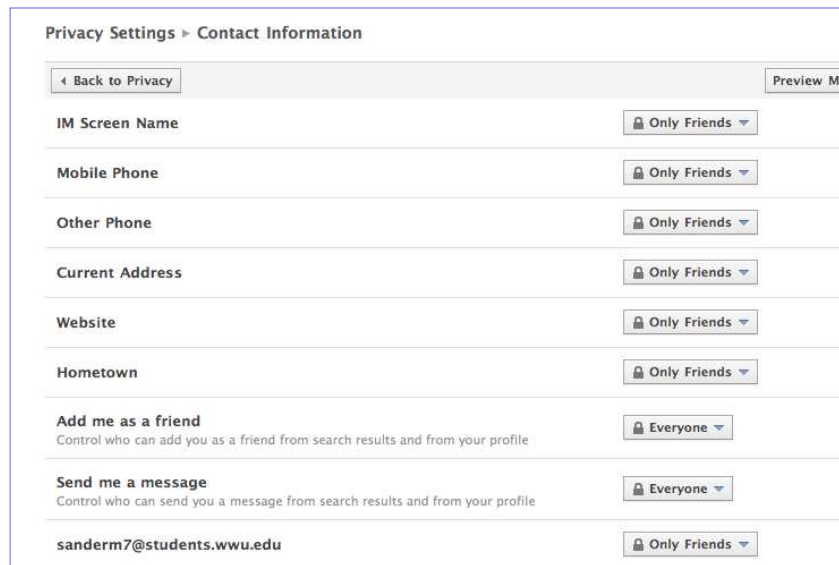
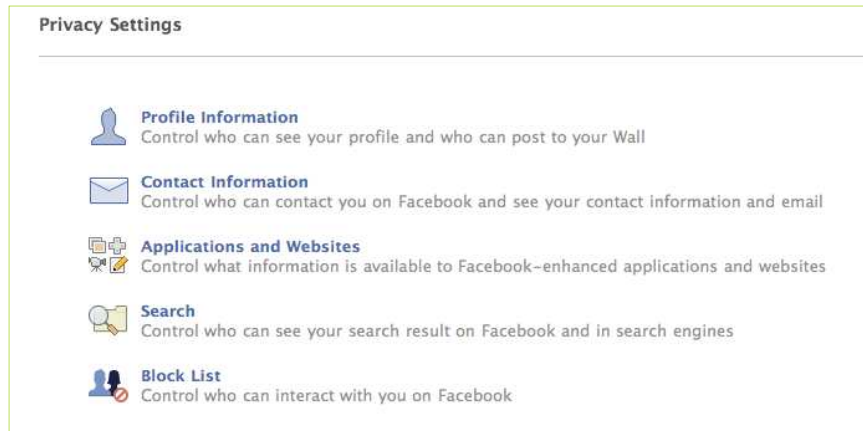
^ This shows, different links you can click on to view different things

Privacy!



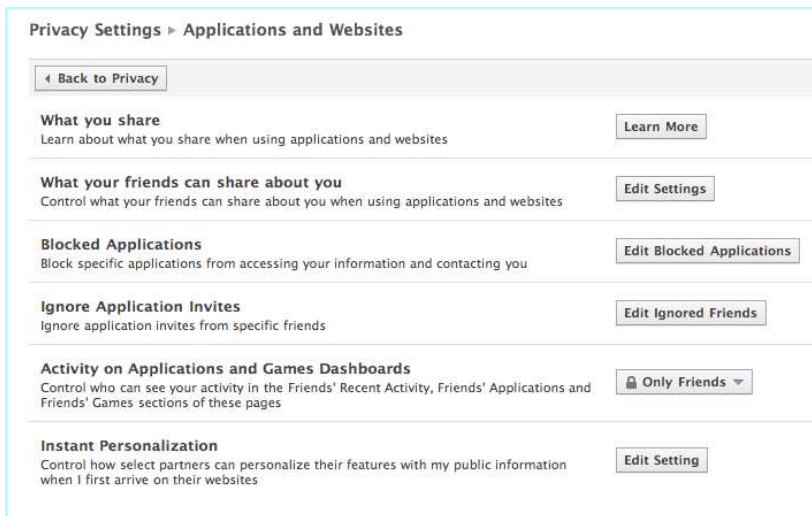
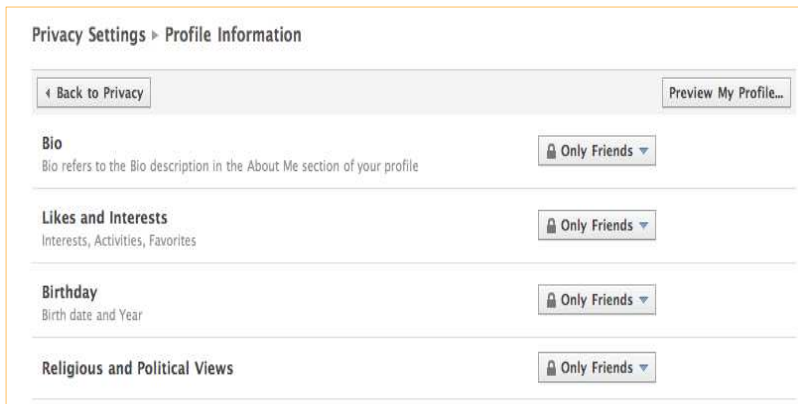
- Up in the Right corner is a tab labeled “Account”
- Click on it once and a drop down menu will appear
- You can access both the “Account Settings” and “Privacy Settings” through here
- The “Help Center” will be useful in case you have questions

Privacy Settings



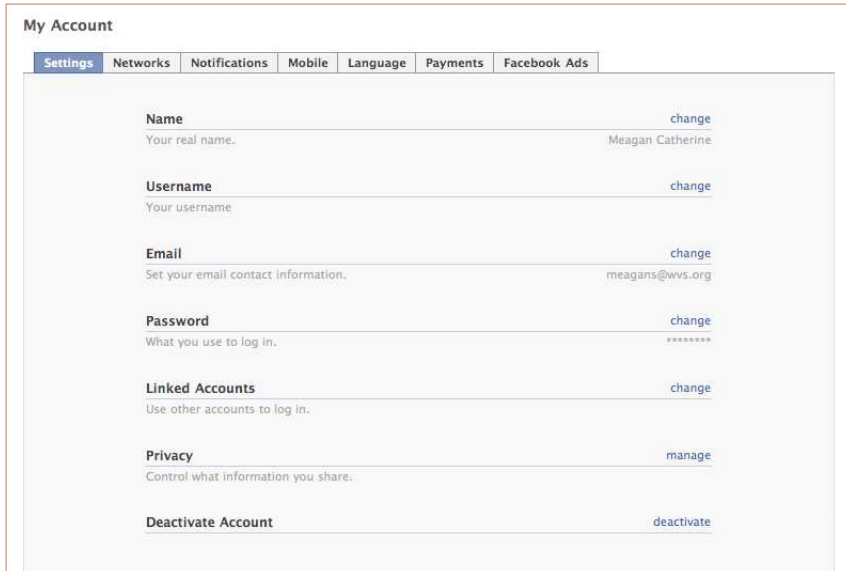
- The first picture is the main “Privacy Settings” page. To change any of the privacy settings simply click on the link.
- The second picture is the “Contact Information” page. On this page it is best to have everything set to only friends.
- **** Here is the one expect to the “Only Friends” rule: “Add me as a friend” and “Send me a message” are safe to have as everyone****
- When finished click on the “Back to Privacy” button

Privacy Settings



- The top picture is the “Profile Information” link. Everything should be set to “Only Friends”
- If there is an “Edit Settings” button, I would suggest looking at it and seeing if there are any changes you would like to make

Account Settings



My Account

Settings Networks Notifications Mobile Language Payments Facebook Ads

Name [change](#)
Your real name. Meagan Catherine

Username [change](#)
Your username

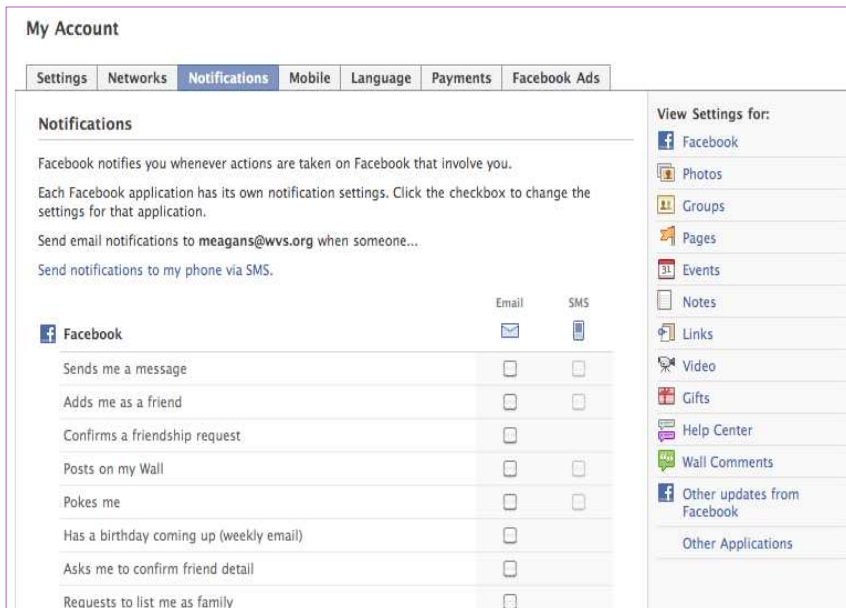
Email [change](#)
Set your email contact information. meagans@wvs.org

Password [change](#)
What you use to log in. *****

Linked Accounts [change](#)
Use other accounts to log in.

Privacy [manage](#)
Control what information you share.

Deactivate Account [deactivate](#)



My Account

Settings Networks **Notifications** Mobile Language Payments Facebook Ads

Notifications

Facebook notifies you whenever actions are taken on Facebook that involve you.
Each Facebook application has its own notification settings. Click the checkbox to change the settings for that application.
Send email notifications to meagans@wvs.org when someone...
Send notifications to my phone via SMS.

	Email	SMS
Facebook	<input type="checkbox"/>	<input type="checkbox"/>
Sends me a message	<input type="checkbox"/>	<input type="checkbox"/>
Adds me as a friend	<input type="checkbox"/>	<input type="checkbox"/>
Confirms a friendship request	<input type="checkbox"/>	<input type="checkbox"/>
Posts on my Wall	<input type="checkbox"/>	<input type="checkbox"/>
Pokes me	<input type="checkbox"/>	<input type="checkbox"/>
Has a birthday coming up (weekly email)	<input type="checkbox"/>	<input type="checkbox"/>
Asks me to confirm friend detail	<input type="checkbox"/>	<input type="checkbox"/>
Requests to list me as family	<input type="checkbox"/>	<input type="checkbox"/>

View Settings for:

- Facebook
- Photos
- Groups
- Pages
- Events
- Notes
- Links
- Video
- Gifts
- Help Center
- Wall Comments
- Other updates from Facebook
- Other Applications

- The top picture is the main “Account Settings” page. Click the “Notifications” tab to get to the second picture.
- Picture two: where it says email, some boxes will be checked and others won’t. **You want them all unchecked!**
- This way you not get emails each time someone does anything to your page
- Click through the others as you want. “Facebook Ads” is a good one to look at. Make sure Facebook is not sharing your info with outside companies

Profile

The image shows a Facebook profile page for Meagan Catherine. The page layout includes a top navigation bar with the Facebook logo, a search bar, and links for Home, Profile, and Account. The profile header features the name 'Meagan Catherine', a status update 'SHELL DAY! Time to add another shell for our monthly anniversary... 1,2,3,4,5,6! on Saturday clear', and a 'Status' link. Below the header are tabs for Wall, Info, Photos, Boxes, and Tabs. The main content area contains a status update input field with the placeholder 'What's on your mind?' and a 'Share' button. Below this are tabs for 'Meagan + Friends', 'Just Meagan', and 'Just Friends'. The feed shows two posts: one by Bekah Christine about a photo shoot and one by Meagan Catherine about a shell anniversary. A 'RECENT ACTIVITY' section shows Meagan becoming friends with Jamie Cremin, liking Cassie Jones's status, and commenting on Carri Zinkan's status. A 'Profile Pictures' section shows a photo of Meagan and a friend from April 18. The right sidebar contains advertisements for 'Discover@ Student Card' and 'Computer Animation School' (Dave School). The left sidebar shows the profile picture, 'View Photos of Me (43)', 'Edit My Profile', a bio field, and an 'Information' section listing siblings (Yana Johnston, Alicia Johnston) and parents (Karen Powers, John Sanders). A 'Friends' section shows 88 friends with a 'See All' link and a grid of friend profile pictures.

Profile picture

Profile picture

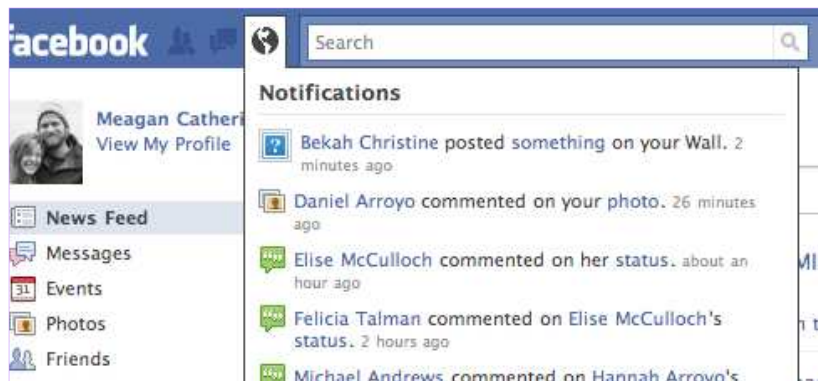
Place to update status

Shared information

Space where friends comment and other updates are shown

Friends online to chat with

Notifications



- This shows you if there is an update.
- If you click on the link a drop down menu will show the update.
- You can click on the link to be taken to the update, or click on the name to be taken to the person's profile
- The two people are friend request: you can choose to add or ignore them
- The quote bubbles are messages -- which can also be found on the left side tool bar
- The globe is all other notifications

Editing Info



Meagan Catherine Can anyone think of things that someone should know when the you wish you'd've know from the start? on Monday clear

Wall Info Photos Boxes

About Me [Click on this to edit your "Info">](#) [Edit](#)

Basic Info Sex: Female

Siblings: Yana Johnston
Alicia Johnston

Parents: Karen Powers



Basic Information Profile Picture Relationships Likes and Interests Education and Work Contact Information

Visit your privacy settings to control who can see the information on your profile.

Meagan Catherine [View My Profile](#)

Current City:

Hometown:

Sex: Show my sex in my profile

Birthday: July 21, 1987

Interested In: Women Men



Networking

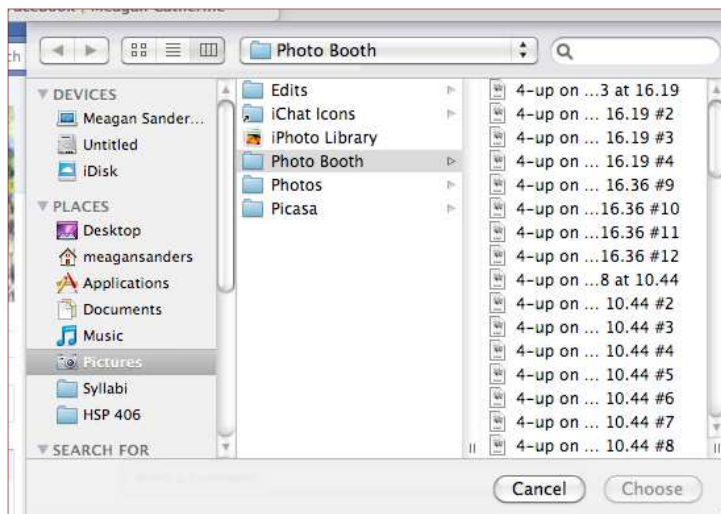
Political Views:

Religious Views:

[Save Changes](#) [Cancel](#)

- The second picture shows what the editing area looks like
- On the left there are option to edit pieces of your profile
- At the end be sure to click on "Save Changes"

Changing your Profile Picture



- If you roll over your profile picture with your mouse a “Change Picture” icon will appear.
- If you click on it the menu in the top picture will appear. Click on “Upload a Picture”
- A screen will pop up and click on “Choose File”
- A menu with access to your files will come up. Choose you’re the photo and click “I Inload”

Pictures



- The top photo is the main pictures page. To make a new album click “Upload Photos”
- To create a new fill out the information. The only thing you have to fill in is the “Album Name”

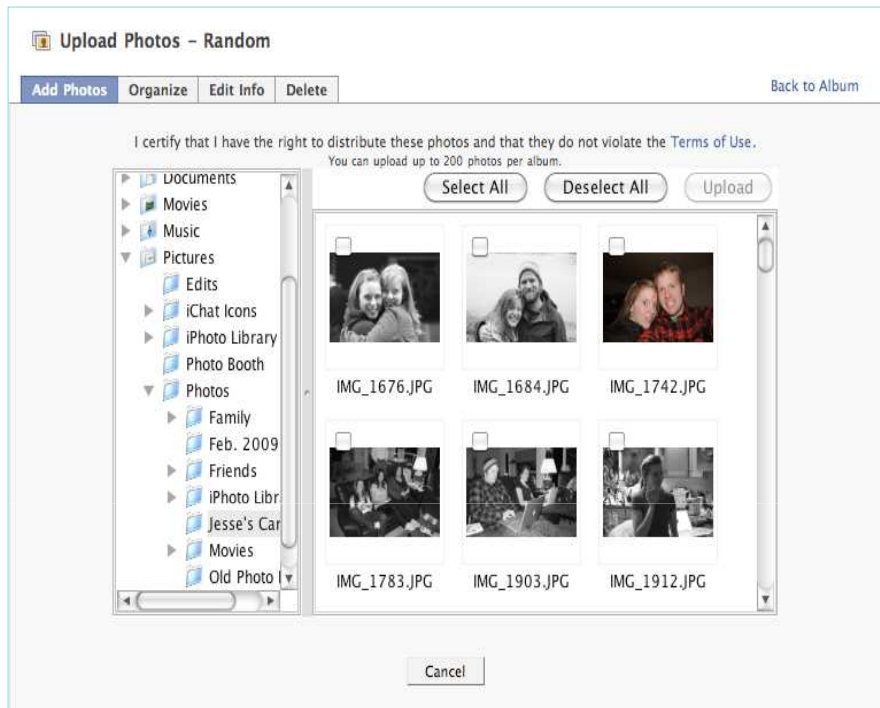
A screenshot of the "Add New Photos" form. The form has two tabs: "Create Album" (selected) and "Mobile Photos". The form contains the following fields:

- Album Name:
- Location:
- Description:
- Privacy:

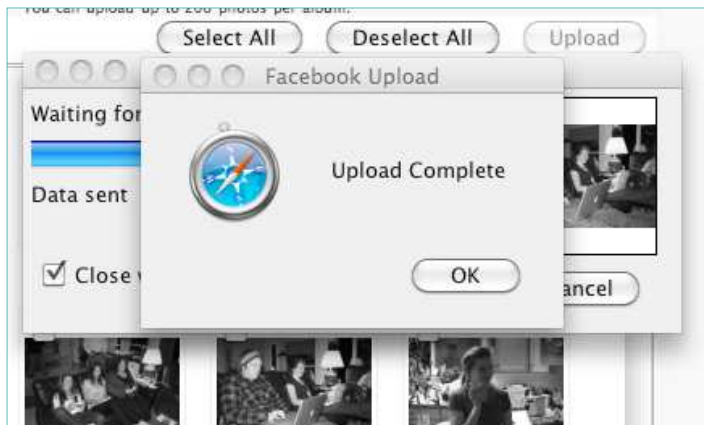
At the bottom of the form are two buttons: "Create Album" and "Cancel".

- **** Make sure to change each “Privacy” setting to “Only Friends” any time you make a new album****

Uploading



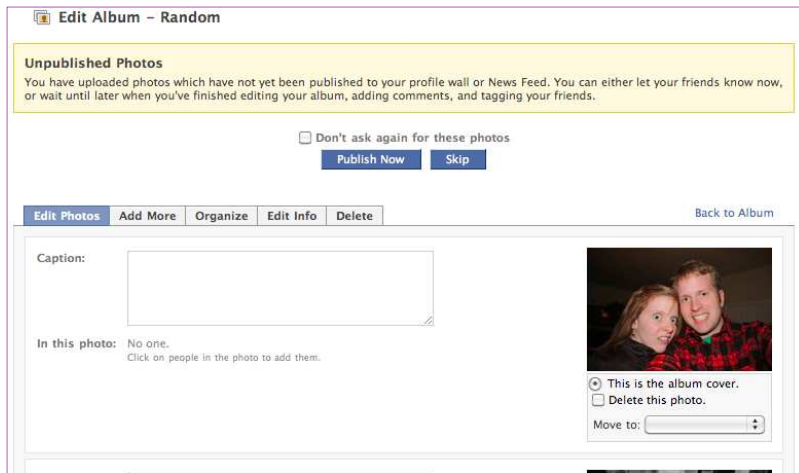
- This is the uploader area. This is where you will select photos to upload by clicking in the little box on the corner of each photo.
- On the left is the area where you locate the folders where your photos are saved
- When finished click up load and you will get the “Upload Complete” pop up than click “Ok”



If you are having issues, FB does have a “Simple Uploader” The link will be at the bottom of starting upload page. Click on “Trouble uploading photos? [Try our Simple Uploader](#)”

Trouble uploading photos? Try the Simple Uploader.
Use iPhoto on your Mac? Check out the Facebook Exporter for iPhoto.
Got a camera phone? Upload photos straight from your phone.

Editing Album



- After your pictures are uploaded, you can edit the album. You can add captions, tag people, move photos from one album to another.
- Other options are linked in tabs.
- When you are finished editing click “Publish Now” and your album will be visible on your profile
- The photos can be found on your profile under the photos tab
- One you click on the tab, you will see photos with you tagged in them. If you scroll down, at the bottom of the page you able to see your albums