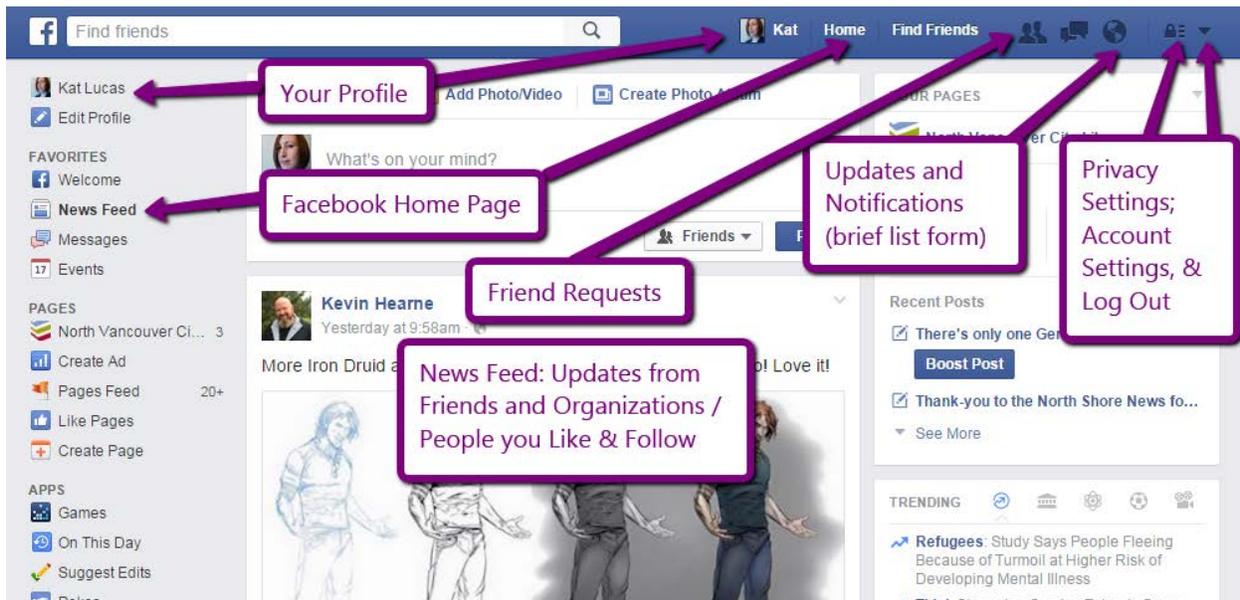


Intro to Facebook

1. Home Page Layout & Navigation



The **blue navigation bar** at the top has a search bar to find friends, people, groups, and organizations. It also includes a links to:

- Your **Profile** - your profile pic with your name
- The **Home** page – also known as the “**News Feed**”(a.k.a. News Feed)
- **Find Friends** – by using your email address
- Review **Friend Requests** – both those you’ve sent and those you’ve received
- Quick access to **messages** and **notifications**, your **privacy** and **account settings**, and the **log out** option (the drop-down arrow)

When you’re on your **Home** page (a.k.a. News Feed), the **navigation bar down the far left column** of the page has access to various Facebook activities and options, like editing your profile, your events and groups, Apps you’ve logged into with Facebook, messages, and pages you like.

The middle of the Facebook Homepage is your actual **News Feed** – it displays updates and activity from your friends and people/organizations you follow.

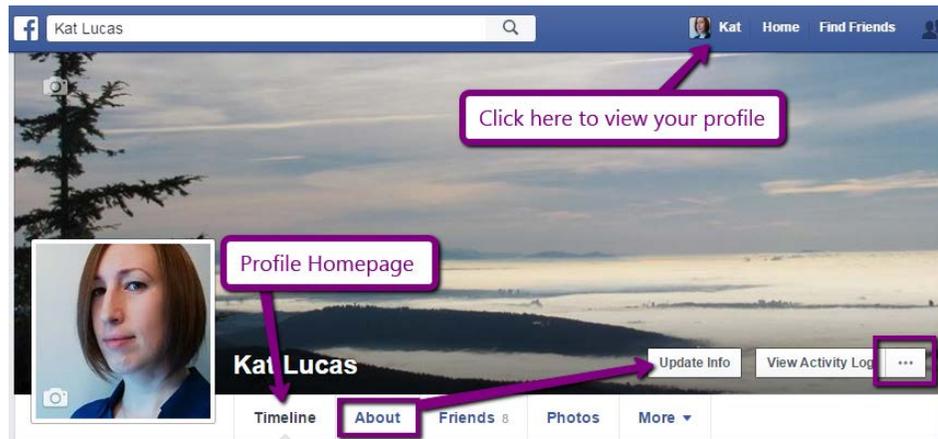
The **column on the far right** of the screen is usually advertisements.

The blue navigation bar will always appear, whether you’re on your Profile or your Home page, so to return to your News Feed at any time, click **Home**.

2. Your Profile

Your profile page is where you include **information about yourself**. Get there by clicking on your picture in the top blue navigation bar:

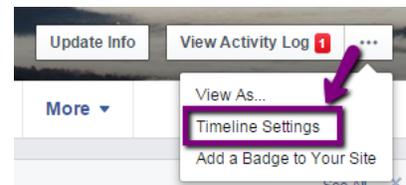
In the **white bar** next to your picture, you have a number of sections to your profile, including the default **Timeline** view (a journal of what you've done on FB), **About** (your personal information), **Friends**, and **Photos** you've added. **More** has a list of other categories where you can "like" various items in order to share your interests with your friends – for example, books, TV, or movies.



i. The Timeline

The timeline is the main page of your profile – it's what people first see when they look you up on Facebook. It's a chronological journal of your life, and things you've done on Facebook. Your friends can also post things to your timeline (although you can adjust your settings so they can't) to share things with you directly – if they post to your timeline you're sure to see it, whereas if they post to the general newsfeed you might miss it.

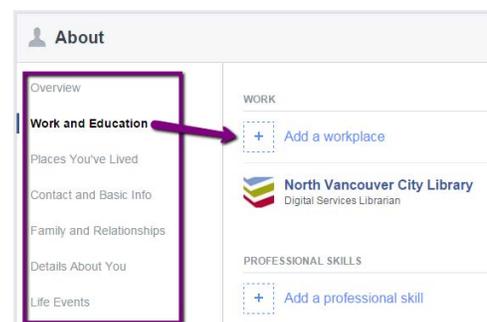
To adjust your timeline settings click on the **"..."** next to **"View Activity Log"** and click **Timeline Settings**. From here you can also edit who has permission to see your timeline and more. For example, if you want, you can **Edit** the "Who can post on your timeline" and chose **"Only Me"**. For all of these categories, you can usually choose between **Only Me**, **Friends**, **Friends of Friends**, and **Public** when selecting who can see or add to your timeline.



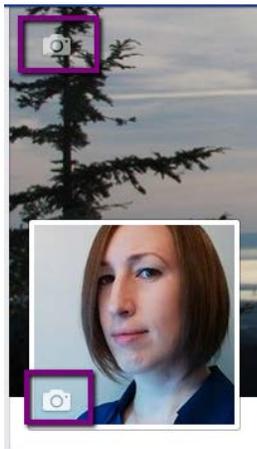
ii. Updating your Personal Info

Your personal information is collected in the **"About"** tab of your profile. To update it, click **Update Info**.

Scroll down, and choose from any of the **"About" Categories** on the left. You can then add the details in the spaces on the right, for example, places you've worked, family members, places you've lived, etc. You can also control **who can see this information** as you add it in (i.e. your Friends or Everyone) – more on this in the **Privacy** section of this handout.



iii. Changing your Profile & Cover Pictures



To add or change your **Profile** or **Cover** photos, click on the camera icon located on the left of the photos (top left for the cover, bottom left for the profile):

For your **Profile** photo, you can upload a photo from your computer, or choose a photo already in Facebook. You also have the option here to **Take a Photo** if you're on a device that has a webcam built in – tablets and phones definitely will; computers may or may not.

When choosing a photo, keep in mind that old friends might be looking for you, and they might need a few clues to identify you from all the other people who might have similar names!

For your **Cover** photo, you'll have options to **Choose from My Photos** – these are ones you already have posted in Facebook – or **Upload Photos** from your computer. Once you've loaded a Cover photo, you can use the **Reposition** option to move it into a position you like by dragging it and dropping it where you want it, as you'll probably have to crop out some portions of it to fit in the space.



3. Finding Friends

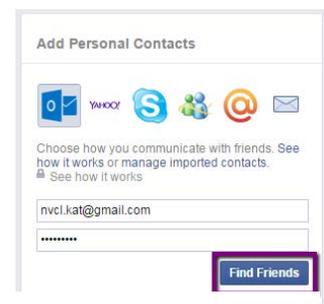
There are three basic ways to find friends. The most common way of finding friends – especially when you're first getting started – is by using your email address.

i. Using your Email Address

Facebook can use the contacts in your email account to find friends for you. Just click on the **Find Friends** button in the top blue navigation bar.



On the right side of the screen you'll see the **Add Personal Contacts** box. If you have an account with Microsoft (Outlook, Hotmail, Live), Yahoo, Skype, Rogers, Telus, or Shaw, you can enter your **Email Address** and the **Password** to that account into the box. Facebook will look at your contacts from that account, and try to find any of those contacts with Facebook accounts.



From your contacts in that account, Facebook will produce a list of people who also have Facebook accounts. You can **click on their name to view their profile** (although some will have set them to private), or if you're sure it's them you can just click **Add Friend**.

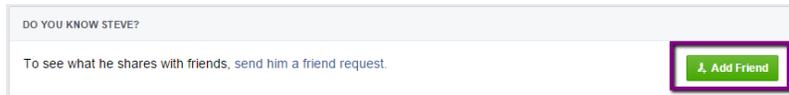


Facebook will send a **Friend Request** to that person. If they accept it, you'll get a notification that you're now Facebook Friends, and you will begin seeing any posts that the person shares in your News Feed.

Note that this method does not work for Gmail accounts; you'll have to use a different set of instructions to access your Gmail contacts: <https://www.facebook.com/find-friends/index.php>

ii. Friends of Friends

Once you have a few friends from your contacts, the next - and easiest - way to find more friends is



by looking at your friends' friends. Facebook will regularly give you suggestions of people you might know based on your current friends, and you can send friend requests to any of them. You'll also see Friends of Friends in posts on your News Feed, and in the Comments/Likes section. You can click on their names and to see their profiles, and use the "Add Friend" button to send friend requests.

iii. Searching

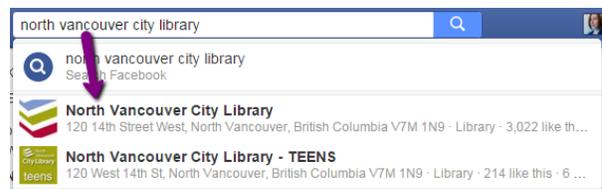
Finding the person you're looking for through a general Facebook search is much harder, as so many people can have the same/similar names, and not everyone uses a Profile Picture that's actually of them. But it's a good last-resort option! Just go to **Find Friends** in the blue bar at the top, and use the **Search for Friends** box – you can just search by name, or use the Hometown, Current City, or other limiters to try to narrow down the search.



iv. Liking & Following Organizations, Groups, & Public Figures

In addition to friends, family, and acquaintances, you can also use Facebook to connect with businesses, community organizations, and public figures.

To search for an organization, group, and/or public figure's page, use the **search bar in the blue navigation bar** at the top. As you type, Facebook will provide suggestions, so you can use the options it provides, or click Enter (or the magnifying glass) to see all the options. When you find what/who you're looking for, **click on their name to view their profile**.



Once you've opened their profile, you'll see the **Like** button. Clicking **Like** means that the page will show up under your "Likes" in your **Profile**. It also will post a story to your News Feed that you "Like" this page.



Liking a page also means that you're automatically **following** it, so **you'll see that organization/person's posts in your News Feed**, and (depending on your settings) get notifications when they post something. If you decide that you no longer want to follow an organization or public figure, you can unfollow them by going to your **Profile**, clicking **More**, and choosing **Likes**. You'll see a list of all the organizations and public figures you've liked; find the one you don't want anymore, and uncheck the **Follow** box.

Note that public figures don't always have a public page that you can follow; often you'll just see an "About" the person, with the content usually just coming from a Wikipedia entry. While there is a "Like" button, it just means you "Liked" the **Topic**, but you're not actually following anything.



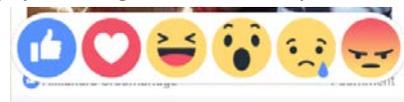
4. The News Feed

The News Feed is the main way that you'll interact with Facebook on a day-to-day basis. It contains everything **posted, liked, or commented on** by you and your friends, and by people/organizations you follow. However, *nobody else sees your News Feed* – they'll see your posts/likes/comments on their own News Feeds, or they can view your Profile and Timeline if they choose to go into it, but that's it.

Your News Feed will be in one long list, organized by the most recent and/or most popular items from your friends. You can just choose to read it (this is a good way to start!), or you can choose to interact.

i. Posts: Likes, Reactions, Comments & Sharing

Interacting with your friends' posts is the best way to get started participating on Facebook. A **Like** (giving a thumbs up) is a nice way to let your friends know that you enjoyed or agree with their posts. But, a "Like" is just one type of **reaction**, but there are other reactions you can choose from: **Love, Laugh, Wow, Sad, or Angry**. To see the reactions, either **mouse over** (or **tap and hold the Like button** on a mobile device) to choose from something other than the standard "Thumbs Up"-Like. You can also like people's comments just as you like people's posts.

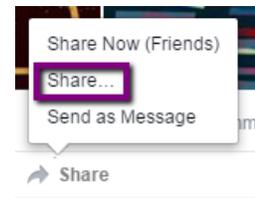


Posts from your friends will automatically have a comment box for you, but posts from organizations or people you follow won't – just click the **Comment** button to make it appear. Then type in your comment and click **Enter**. You can also attach photos to your comments by clicking the camera icon.



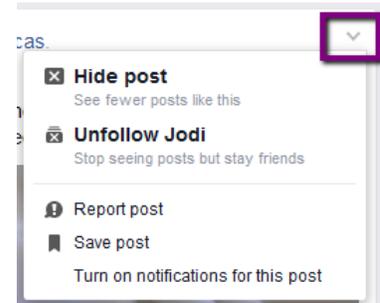
If you see a post on your newsfeed – say from an organization that you follow – that you want to post on your own timeline and share with your friends,

click the **Share** button. The **Share Now (Friends)** option will share it on the News Feed and your friends will see it. If you **Send as a Message** you can privately share it with an individual person. You can also choose the **Share...** link for more options, for example sharing it with a specific group you're a part of.



ii. Hiding Posts & Unfollowing People

Let's face it, sometimes people will post things and/or comments that you just don't want to see. And sometimes people just post *way too much* stuff (that you don't want to see). **Click the arrow at the top right of the post**, and you've got a couple of options to deal with that: you can **hide individual posts** if you just don't like one post, or you can **Unfollow** the poster completely. This means that you'll still stay friends with them, but you won't get their posts in your News Feed.

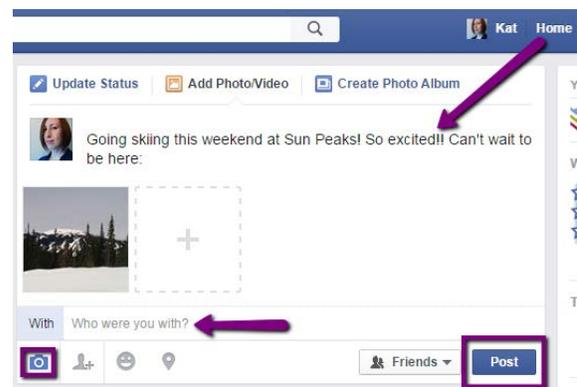


5. Posting & Sharing

i. Updating your Status

A Facebook status is a simple post that you can use to share your "thoughts, whereabouts, or important information" with your friends. It's usually "very short and gives information without going into too much detail"¹.

To update your status, go to your News Feed page, and type your message in the bar at the top of your feed where it says "**What's on your mind?**" You can also attach photos to a post, **tag people in it** (so that they get notified that you've made a post mentioning them), or attach a location to your post so people know where you are or were.



ii. Photos

While attaching photos to a Status Update is the fastest way to share a few photos, you can also create **Albums** when you have a larger number of photos to share. To create a photo album, the pictures must be saved to your computer. To create an album, go **Home**, and in the Status Update box, click **Create Photo Album**.



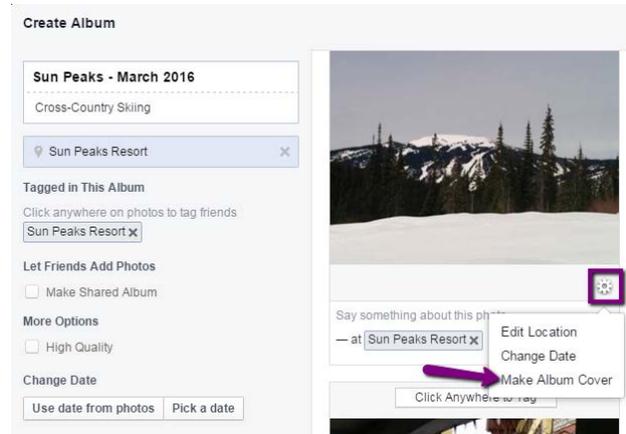
Find the photos on your computer – you can select one at a time, or multiple photos – and click **Open**. Facebook will begin to upload the photos. You can then give your album a **name, description**, and even

¹ <http://whatis.techtarget.com/definition/Facebook-status>

attach a location to it. You can also **tag friends** whose pictures appear in the album so they know you've posted photos of them.

To choose which picture will be the album cover, click the **Gear Icon** in the bottom corner of the one you want, and choose **Make Album Cover**.

You can re-order the photos by dragging and dropping them into the order you want. You can always add additional photos by clicking the bit **Add Photos** box. When you're finished, click **Post**.



iii. Links & Web Content

If you find a photo, article or webpage that you want to share with your friends, there are a few ways to do so. Most websites already have sharing features built in – check for them near the top of the page, or in the columns on the left or right of the page, and look for the **blue** “Like,” “Share,” or just the “F” icon (see image for common social media sharing icons).



You usually have the choice between just giving something a “Like”, or just “Share” it by creating a new post. Either choice will allow you to make a comment on the site before you post it.

If you don't see a built-in sharing option on the website, you can just copy/paste the website address into a Status Update and post that, along with your comments.

6. Privacy & Security

i. Basic Settings

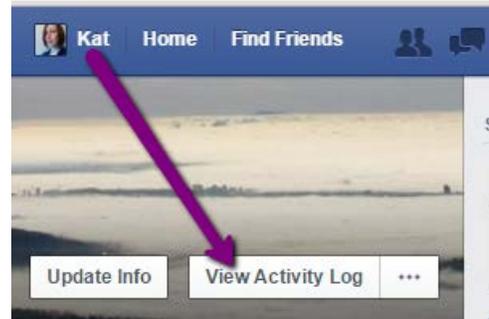
Facebook is designed to be social; therefore, it defaults to the most public view available for your posts, profile, and timeline. But too much sharing may be unwise – it's best to set the defaults as to who can see your posts to “friends.” That way, only the people you already know can see your comments about travel, work, and so on. But be aware that **you can't control what your friends do with information you post** – they could repost or comment to others so beware, and don't post anything you wouldn't be comfortable with everybody/anybody seeing.

Regardless, it's a good idea to go through your Privacy Settings carefully to make sure you know who can see your information. Most of the **Privacy settings** can be accessed through the **Lock Icon** at the top right of the screen. A quick way to get started is to do a **Privacy Checkup** using the three main categories:

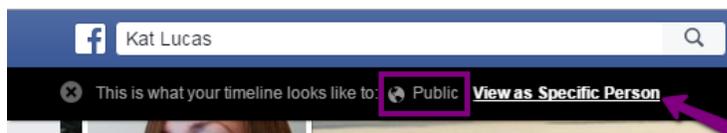
1. Click on **"Who can see my stuff?"** and make sure the "Who can see my future posts" drop-down is set to **Friends**. From this point on, every post you create will default so that it can only be viewed by your friends. You can override this at the posting level if you wish (but don't forget to change it back afterwards!).



To review what other people are posting about you, use the **Activity Log** and you'll see a timeline of posts related to you.



One very useful tool is the **View As** option – it allows you to view your own timeline and profile as if you were just a person from the general public.



You can also choose to view your profile as a specific person, so that, for example, you can see what your information looks like to one of your friends.



2. The **"Who can contact me?"** option defaults to allowing "Everyone" to contact you. You may wish to change this to **"Friends of Friends"** so that only your friends and people that they know can contact you on Facebook.

3. If someone is bothering you with messages or inappropriate posts, you can simply block them by entering their name or email address into the box in the **"How do I stop someone from bothering me?"** section (below the "Who can contact me" section).



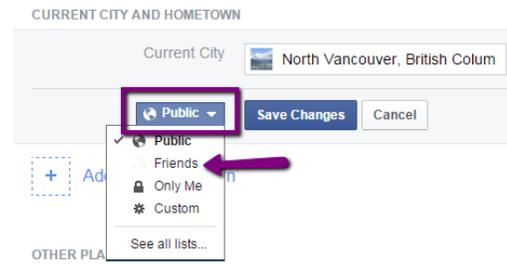
ii. Profile Information

The next important thing to check is to look at your Profile itself from a privacy point of view. Go to your Profile page and click **“Update Info”** – you’ll see the sections for your Workplace, Place You’ve Lived, Family & Relationships and more.



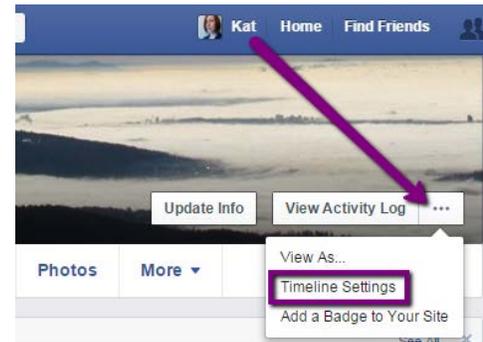
Go into each category and review the information listed; for each item of information, hover your mouse just to the right of it, and you will see an icon that will tell you who can currently see this information.

If you want to change this, click that icon, and choose who you want to be able to see this. Don’t forget to click **Save Changes** once you’re done.



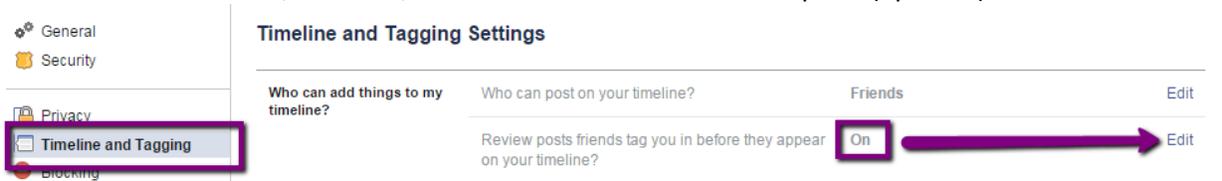
iii. Tagging & Timeline

Other people can tag you in pictures that they take so that you show up on their Facebook page. You don’t have any control over what other people say about you in the News Feed, or whether they post your picture, but you can control whether or not the images go into **your own Timeline** (remember, the Timeline is what people see when they click on your profile – no one can see your News Feed).



To do this, you’ll need to turn on the **review requirement** for friends who tag you in pictures. From your profile page, click the **“...”** next to **View Activity Log**, and choose **Timeline Settings** from the drop-down:

Start by checking whether the option to “Review posts friends tag you in before they appear on your timeline” is **On**. If it’s **Off**, click **Edit**, and then choose to **Enable** the option (optional).



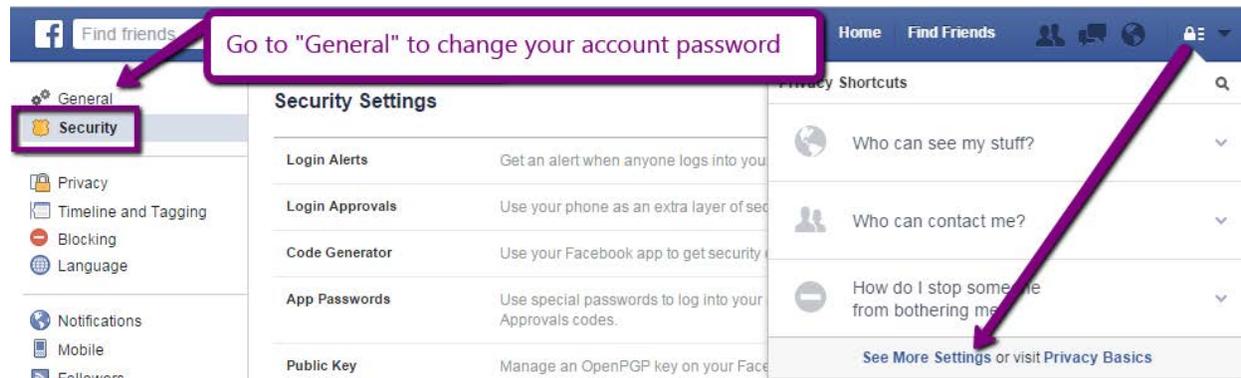
If you enable this, you’ll need to regularly go to the **View Activity Log** (accessed from your **profile** page) to review and choose whether or not people’s posts about and/or tags of you will go into your **Timeline** or not.



iv. Security

Remember that Security is not the same thing as Privacy. Privacy deals with how much information you want to disclose, whereas Security is all about the integrity of your account.

To access your Security Settings, click on the **Privacy Icon** and choose **See More Settings**. Then click the **Security** option from the left column.



From here you can choose to be notified if your account is accessed by a new device (i.e. computer, tablet or phone), require login approval on a new device, and so on. You can also **Deactivate Your Account** from here, if you want to leave Facebook.

If you need to change your password, click **General** (just above Security in the Settings menu).

7. Resources:

This is only a brief intro to what you can do on Facebook! For more information, try out some of the following resources. Happy Facebooking!

i. Books:

- **On the Library shelves:** Check out the non-fiction section (3rd floor) at 006.754
- **Safari eBooks:** www.nvcl.ca/databases > Safari. You'll need to log in with your library card and PIN. The search for "Facebook" in the search bar.

ii. Video Tutorials & Online Resources

- **Lynda.com:** www.nvcl.ca/databases > Lynda.com. You'll need to enter your library bar code number and PIN if you're outside the library. You'll need to create an account (give it your email address). Then type "Facebook" into the search bar for great online courses.
- **GCF Learn Free:** <http://www.gcflearnfree.org/facebook101>

iii. Personal Attention:

- **Book a 1-on-1 appointment** with a library staff member: either fill in a form (provided) or email techconnect@cnv.org. Or email me at kucas@cnv.org. Please provide clear contact information so we can set the appointment.