

Facebook helps you connect and share with the people in your life.



# facebook

*For Beginners*



## COMPUTER TRAINING CENTER

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**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 on facebook, 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** page--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

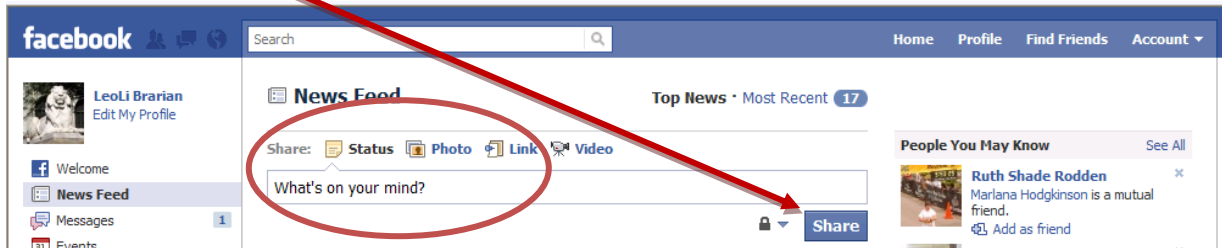


Point at each object on the Blue Bar starting from the left

- Facebook logo—same as the Home button also same as the News Feed
- Friend requests-shows pending friend requests
- Messages—shows snippets from your five most recent messages
- Notifications—indicates when someone does something to your profile such as tagged you in a photo or written on your wall.
- 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.
- Find Friends—will find all the contacts in your email address book and send Facebook invitations to them. Not always a good idea.
- Home—same as News Feed.
- 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 on Status. 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 **Share**. It will appear in real time in the Facebook news feed of your friends.

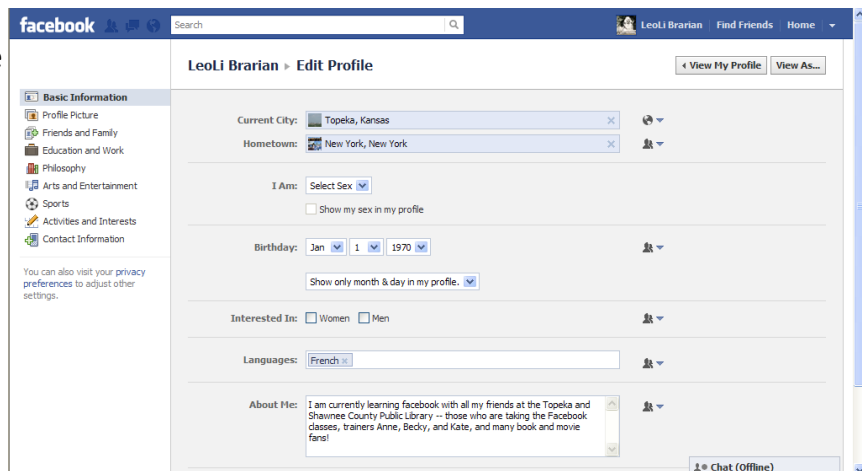


**Wall or Profile Page** – this is the page your friends see or the page you see when you go to a friend’s page. Click on **Profile** to see it.

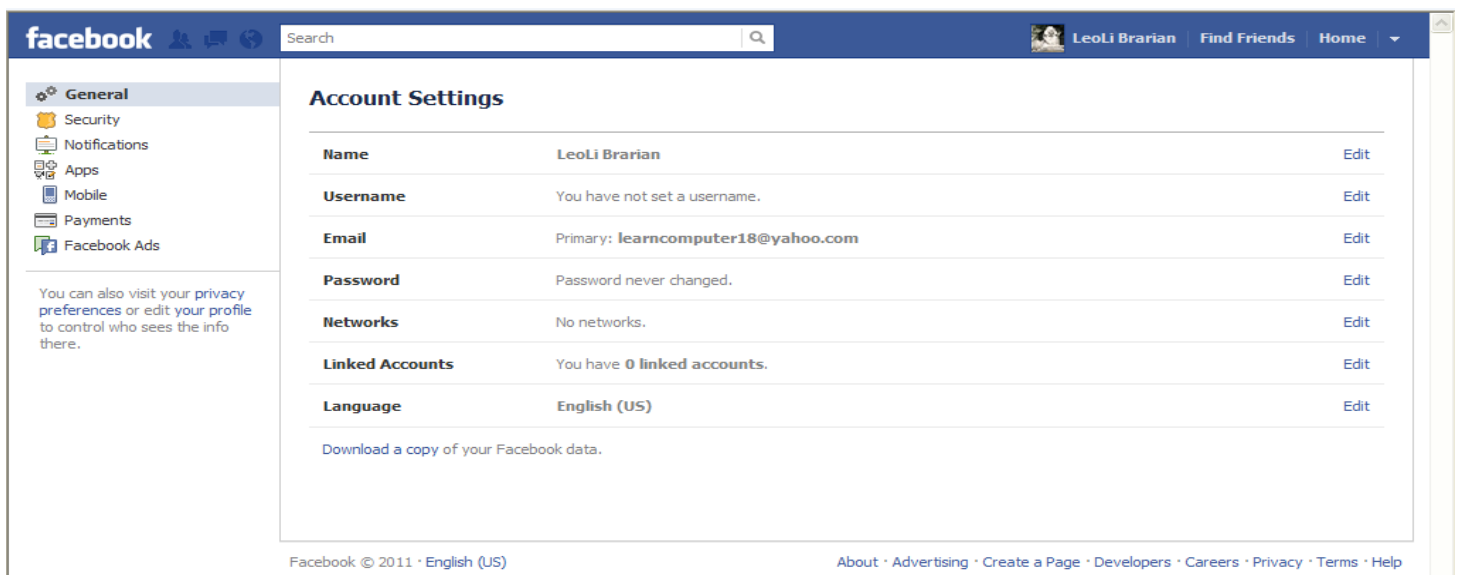
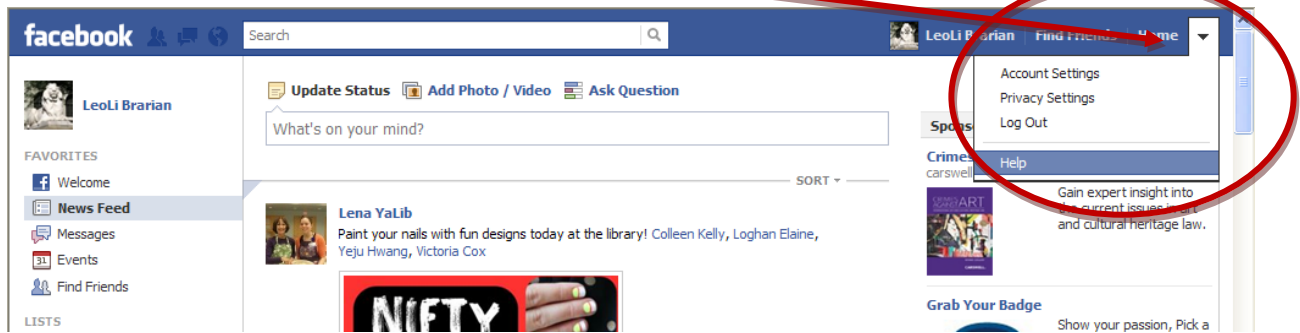


You can edit or add to the information at the top of the page. Click on **Edit Profile**.

Click on the headings on the left side of the screen to add the information you want.



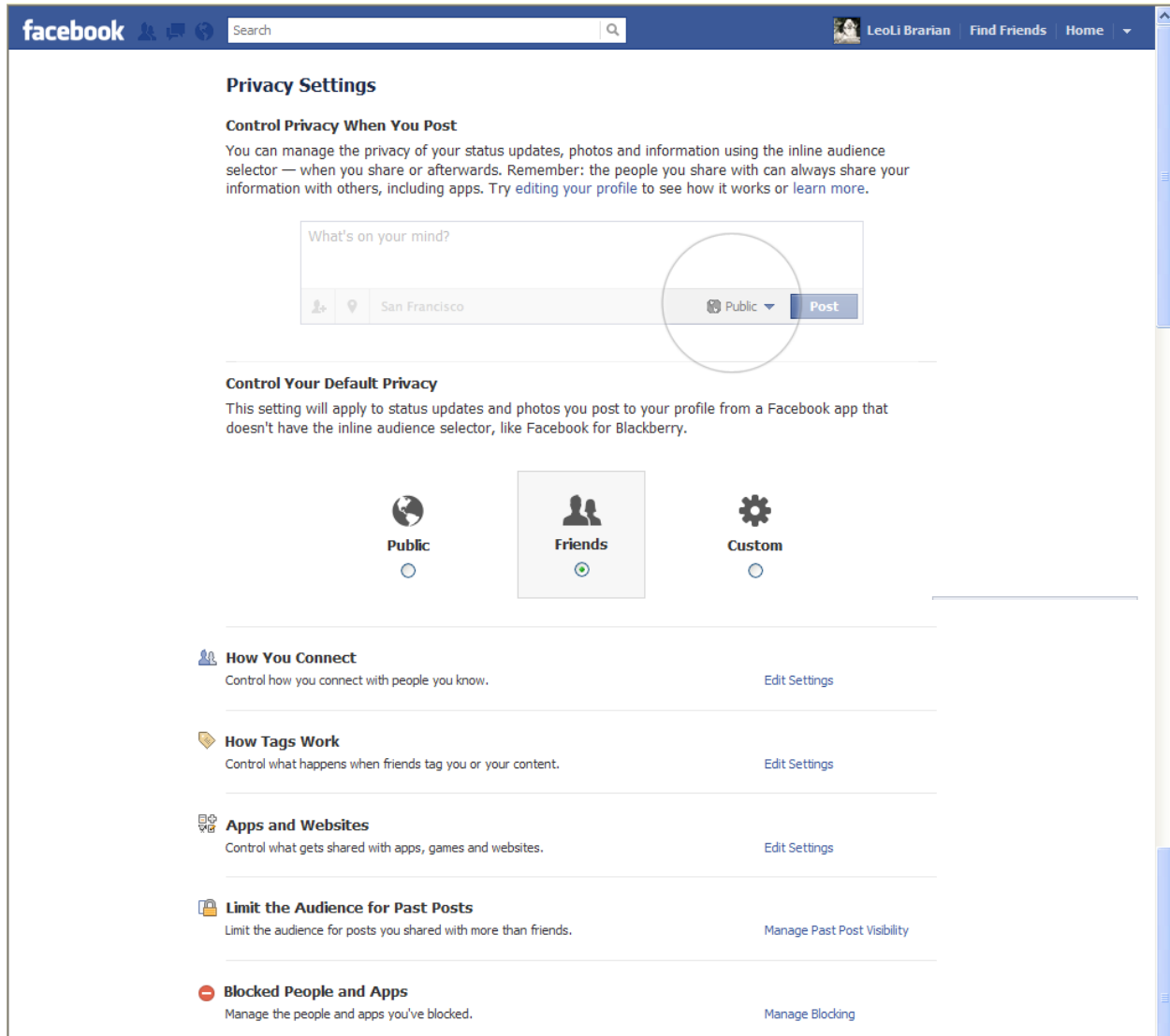
**Account Settings – Click on Down Arrow – Click on Account Settings**



- Click on **Edit** to make changes.
- Don't change your name unless you need to. You are allowed only 1 name change.
- Username is not required.
- 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.



The screenshot shows the Facebook Privacy Settings page. At the top, the Facebook logo and navigation links are visible. The main heading is "Privacy Settings". Under "Control Privacy When You Post", there is a text box for a post with a "Public" audience selector circled in red. Below this, the "Control Your Default Privacy" section shows three options: "Public", "Friends" (which is selected), and "Custom". The "Friends" option is highlighted with a green checkmark. Below these sections are several other settings categories, each with a description and a link to "Edit Settings":

- How You Connect**: Control how you connect with people you know. [Edit Settings](#)
- How Tags Work**: Control what happens when friends tag you or your content. [Edit Settings](#)
- Apps and Websites**: Control what gets shared with apps, games and websites. [Edit Settings](#)
- Limit the Audience for Past Posts**: Limit the audience for posts you shared with more than friends. [Manage Past Post Visibility](#)
- Blocked People and Apps**: Manage the people and apps you've blocked. [Manage Blocking](#)

## Uploading or Changing a Profile Picture

To upload a profile picture:

1. Place your mouse over the upper right corner of your current profile picture or temporary image, and click on the pencil icon that appears.
2. Select "Browse" to find a photo on your computer to upload.
3. Select the photo to upload, check the box certifying that you have the right to distribute the picture, and click "upload picture." 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

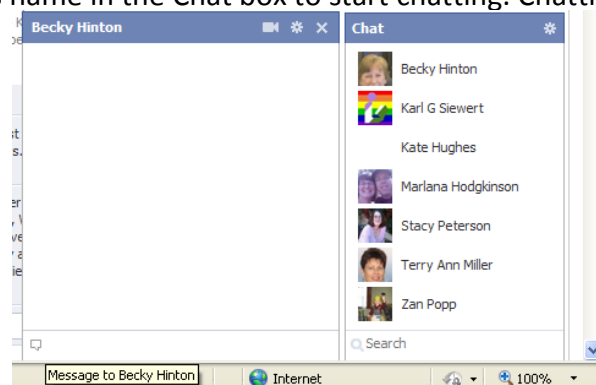
There are several ways to create a new photo album. Click on the "Photos" tab on your news feed or profile page and click the "Create an Album" button. You will then be directed to select the photos you want to upload from your computer Pictures folder or flash drive. To upload multiple photos at once,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

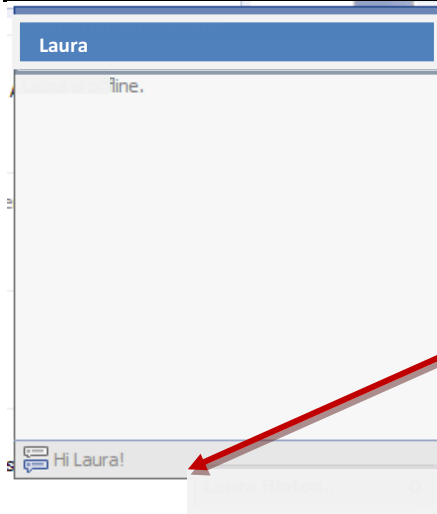
After you select photos to upload, you are prompted to choose an album title, the photo quality and a privacy setting for the album. You can adjust the privacy setting later, too. A progress bar will indicate the status of your upload. Once it has completed, select the "Create Album" button, and you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

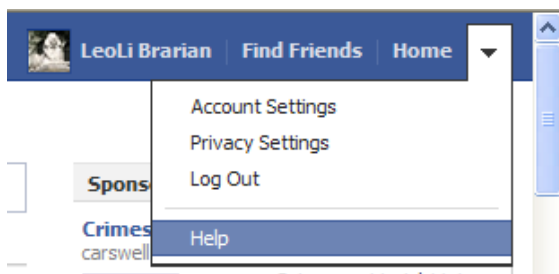
Click on your friend's name in the Chat box to start chatting. Chatting is a form of text messaging.





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.

## Understand 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](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.