

Facebook Basics



Objectives

1. What is Facebook?
2. Creating/Editing Your Profile
3. Privacy on Facebook
4. Find/Remove Friends
5. Updating Your Status
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7. Games!

What is the Facebook?



Facebook is a social networking site that allows you to create a personal profile page that can contain information about you (name, birthday, family relationships, political and religious affiliations, hobbies/interests, favorite quotes, education and work information), photos, groups you are a member of on Facebook, and spaces to post thoughts and opinions. It is a way to communicate and connect with friends and acquaintances. As of December 2015, there were more than 1 billion active users on Facebook all around the world, and it continues to grow.

Creating a Profile

In order to use Facebook, you must set up a “profile,” or an account with certain personal information. When you first visit Facebook, you will see a page like the one below. To create a profile, at the minimum, you must give your first and last name, e-mail address, gender, and birthdate. You will also need to create a password for your account.

A screenshot of the Facebook sign-up page. At the top left is the Facebook logo. To the right are input fields for 'Email or Phone' and 'Password', with a 'Log In' button and a link for 'Forgot account?'. The main heading is 'Sign Up' with the text 'It's free and always will be.' Below this are input fields for 'First name', 'Last name', 'Mobile number or email', and 'Re-enter mobile number or email'. There is a 'New password' field. The 'Birthday' section includes dropdown menus for 'Month', 'Day', and 'Year', and a link 'Why do I need to provide my birthday?'. Below that are radio buttons for 'Female' and 'Male'. At the bottom, there is a green 'Create Account' button. On the left side of the form, there is an illustration of a thumbs-up gesture with a red heart above it, and a group of stylized people holding up a large smartphone. Below the illustration, it says 'Thanks for stopping by! We hope to see you again soon.'

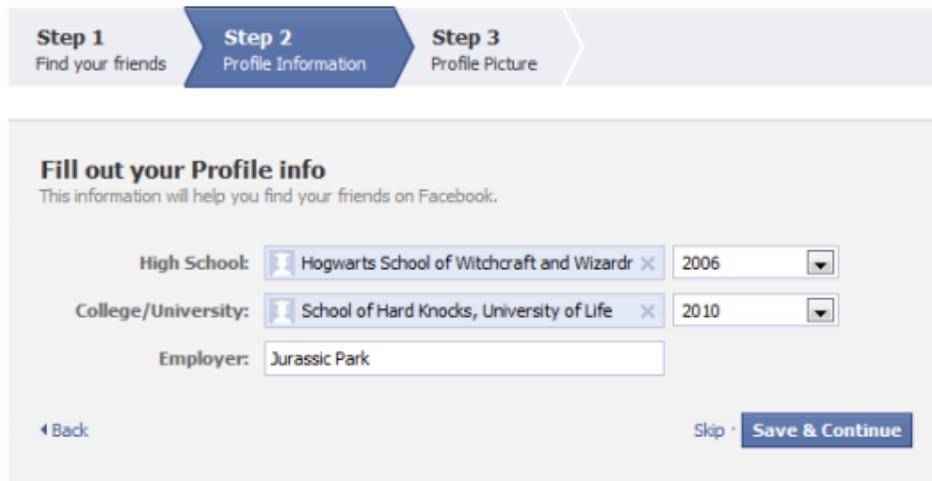
Other people will be able to see your name, but you can choose to hide the rest of your information. Conversely, you can add as much information to your profile as you like. Once you click the green “Create Account” button, a confirmation notice will be sent to your e-mail. You will need to visit your e-mail in order to complete the sign-up process.

When you return to Facebook, you will be guided through a three-step process to build your profile. **First**, Facebook will ask you if you want to find your friends who are already on Facebook—it will do this by accessing your e-mail address book. We **do not recommend** that you do this.

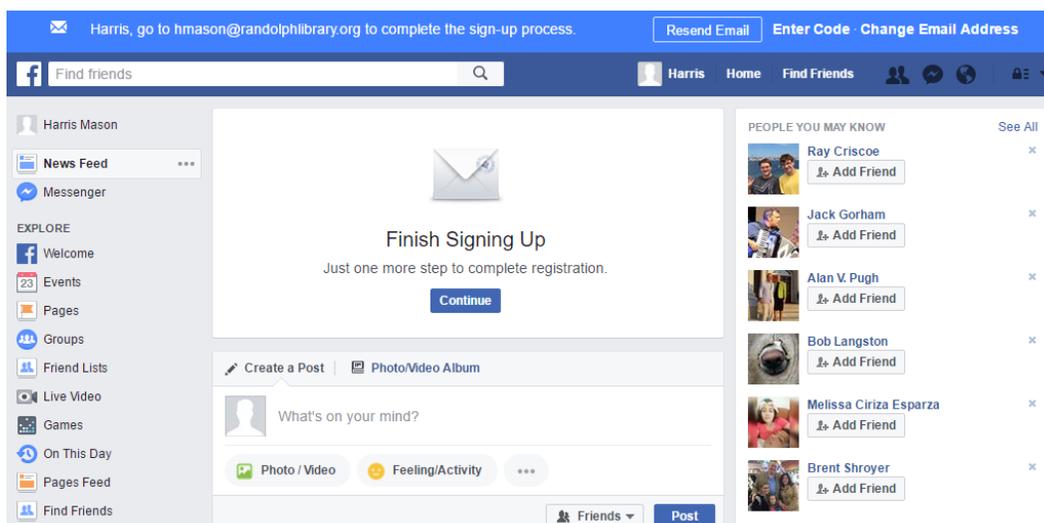
Providing your e-mail address and password to a third-party is a serious security and privacy breach. You do not need to feel like you need to provide this information. It is a convenient way to find your friends, but there are other ways to find friends too.

When you skip the step, Facebook will try one more time to get you to use this service. Again, feel free to press “Skip Step.”

The **second step** asks you to fill in additional profile information: your education and employer. You can choose to add this information, or you can opt to skip it. The benefit of adding this information is that it will make it easier for old classmates and co-workers to find you.



Lastly, it will ask you to finish signing up. Click on “continue” and it will ask for a code from the email that you used when you signed up. This is the last step necessary. You can then upload a profile picture if you want. This will make it easier for your friends to recognize that your profile belongs to the real you, especially if you have a common name. You can either upload a photo that you already have saved on your computer, or take a new photo if your computer has a webcam built in. You can change your photo at any time, so if you get a new haircut or are simply tired of your profile picture, you can change that any time.



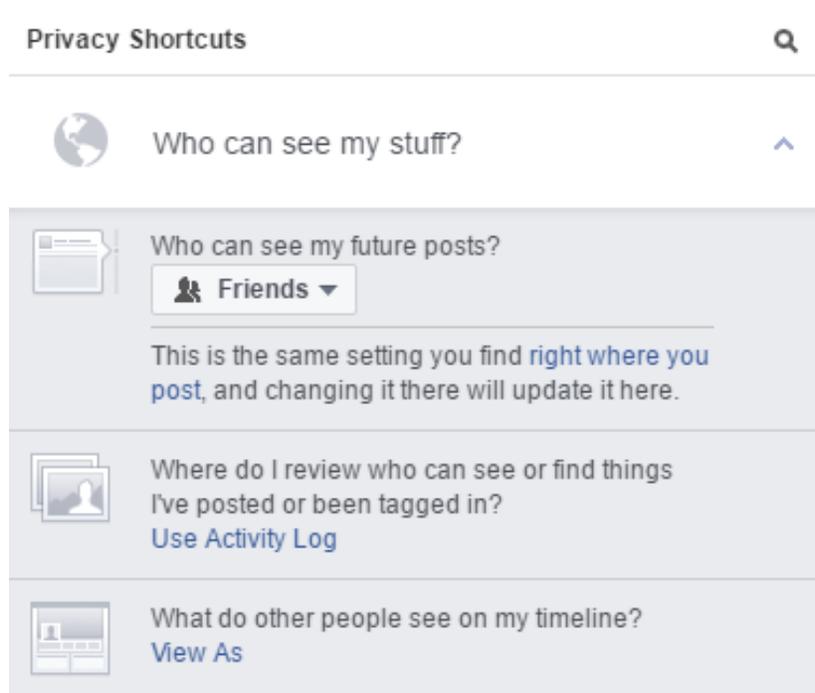
At this point, your basic profile will be set up. It will include your name, birthday, photo, and work and education information. You can add or take away more later.

Privacy on Facebook

You can decide to share certain information (such as your photos and work history) with everyone and other more sensitive information (such as your birth date, e-mail address and phone number) with just your friends. You can adjust privacy settings for most of your information, as well as for the content you later post to Facebook. Certain basic information is always available to everyone. In order to change your privacy settings, find the menu in the top right corner of your screen:

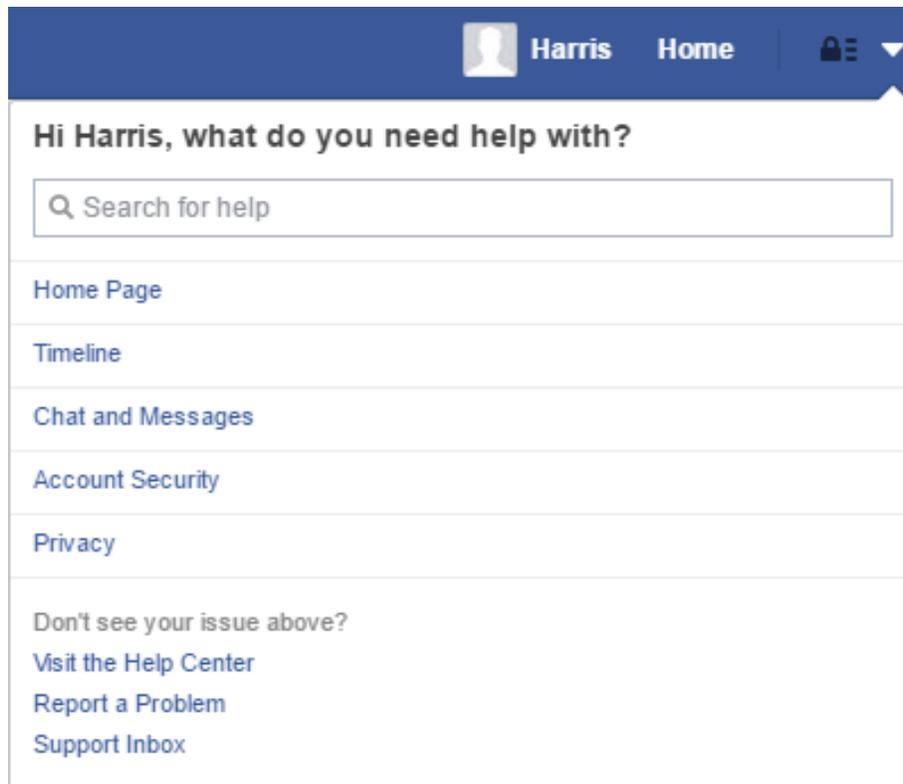


The first step in your Privacy Checkup is to decide who you would like to see your posts. Your default will probably be set to “Friends,” but you can change it to different options:



Facebook privacy policies change often, so one website has started a guide that is always up to date: <http://lifehacker.com/5813990/the-always-up-to-date-guide-to-managing-your-facebook-privacy> (link still active as of 2/8/2017)

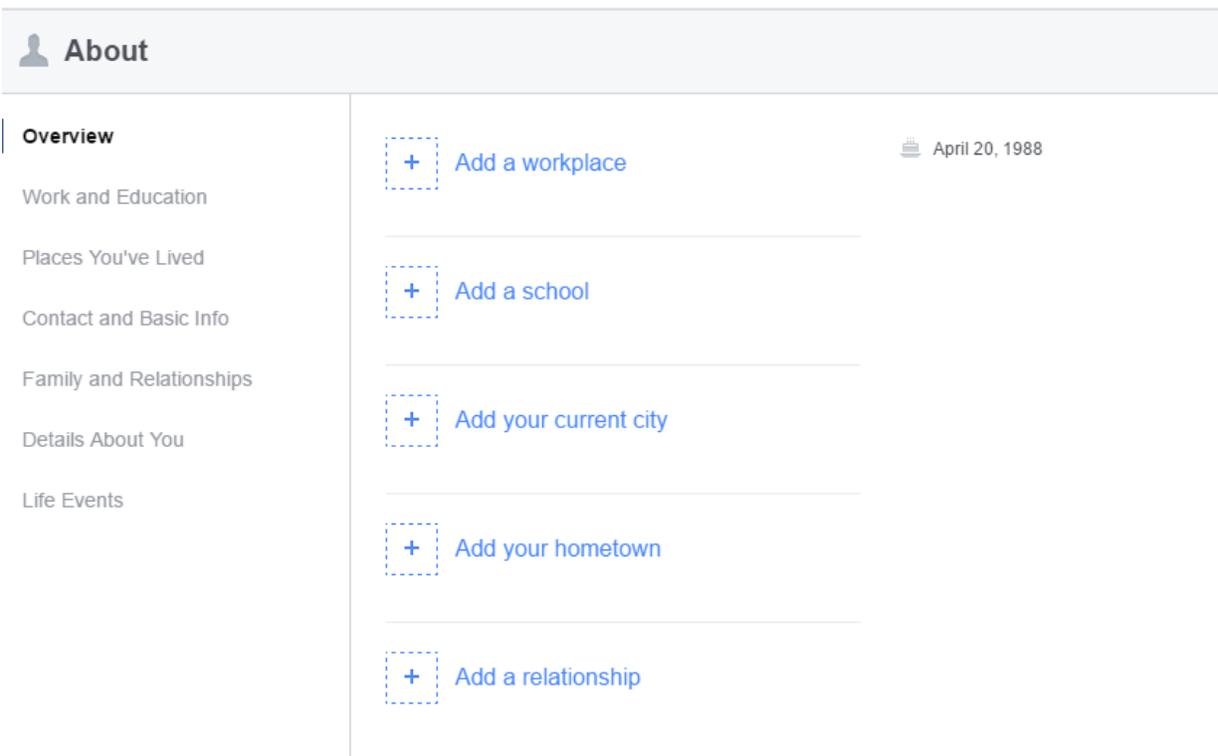
If you find that you need more help in setting up your Privacy Settings, you can go to the Privacy page in the Facebook Help Center. To get to that page, click on the down arrow that is next to the Privacy lock icon on your home page, and click “Help”. Next, choose the “Privacy” option that comes up in the new menu. This will take you to a page that has more options:



Editing Your Profile

Now that you have your basic profile set up, and you understand how the privacy settings work, you may want to go back and edit your profile. To do this, go to your Timeline by clicking on your name at the top of your screen. Next, click on the “About” tab. You will then be taken to the page that has all of your personal information.

When you begin to type in a new field, whether it is work and education, places lived, etc., Facebook will start to give you suggestions of places that already exist. If you work at a small business that has few employees, you may not be able to find your workplace. However, you do have the option to enter in something that doesn't exist.



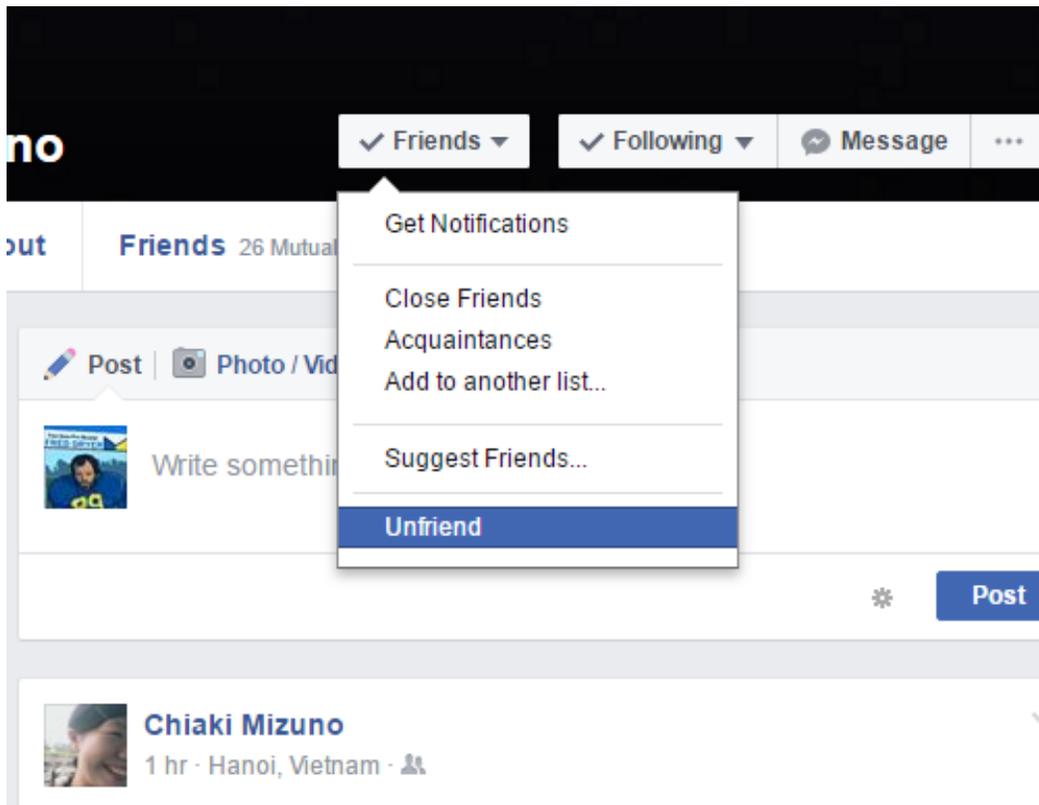
Finding Friends

Facebook is most useful when you use it to keep in touch and connect with people in your life, whether through sharing messages, photos, or favorite news stories. When you connect with someone on Facebook, this process is called “friending” and the person you are connected to is called your “Facebook Friend.” The best way to find people you know in Facebook is to search for them by name. Enter a person’s name in the search box at the top of the page and wait for a drop down box to appear with a list of suggestions.



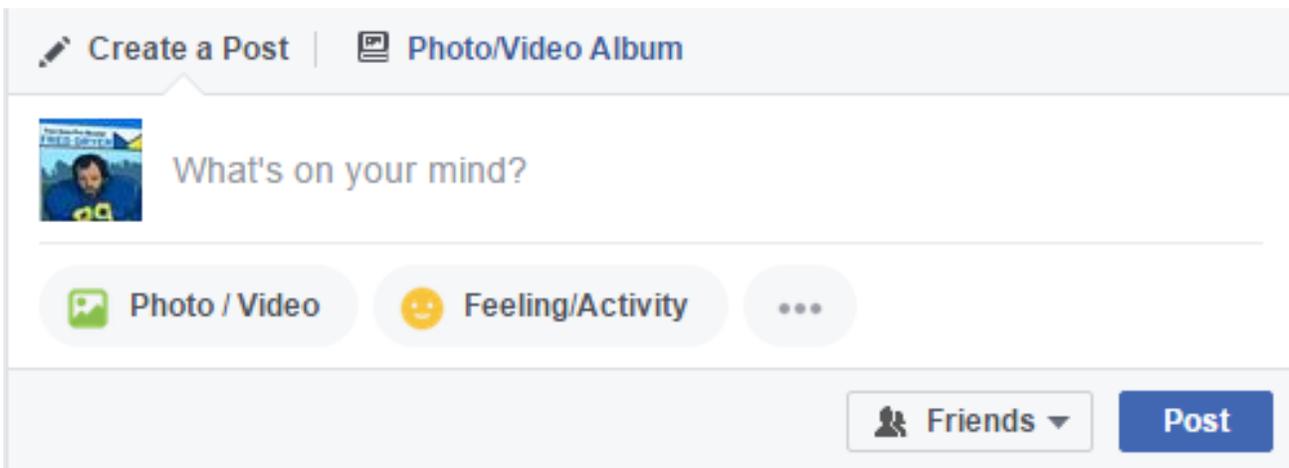
Once you click on a friend, it will take you to their unique page. Click on the grey **+Add Friend** box on the top right of their page to become their friend. The next time you log into Facebook, you will also see a notification, letting you know that you have a new Facebook Friend.

Once you have friends on Facebook, you can check out their profiles, write notes on their timelines or send them messages. To **Remove a friend**, go to the Friends tab on your timeline, and click on the “Friends” icon next to the friend you want to remove. A box will pop up, and you can then click on “Unfriend.” Be careful as you will *not be asked* if you’re sure you want to unfriend them! But don’t worry, they won’t get a message letting them know you unfriended them.



Updating Your Status

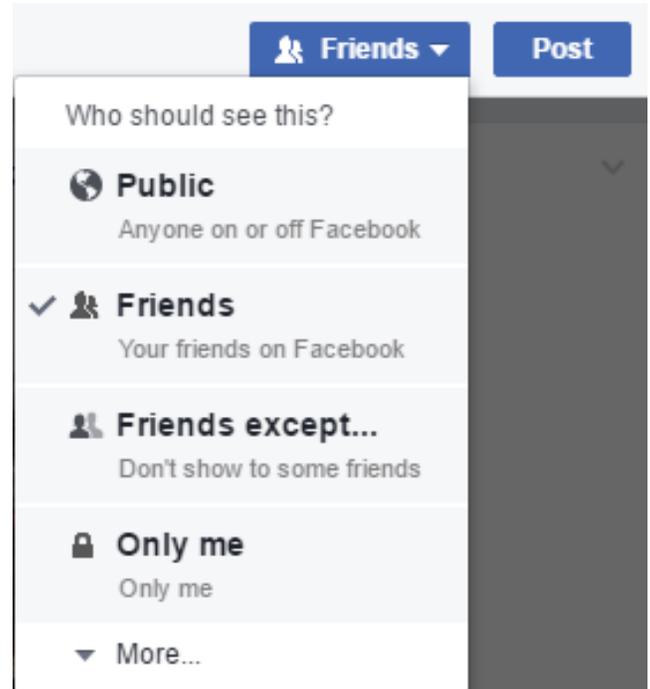
One of the most popular features of Facebook is updating your status. When Facebook first started, the Status feature only allowed you to select an option from a pre-made list. For example, you could select that you were “at work,” “at home,” “at school,” etc. Now, the possibilities of the status are nearly endless. Some people use this feature to give basic info. like the first statuses were, but most people go beyond that. Facebook asks you in your status box, “What’s On Your Mind?” You can take this literally and type out your every thought, you can tell a funny story about your day, you can talk about a delicious meal you recently had, or you can type out the lyrics to a song that is stuck in your head – the choice is yours.



This icon allows you to “tag” a friend in your status update. If you click on this icon, you can start typing your friend’s name until Facebook finds them – in order to tag them, you must be friends with them on Facebook!

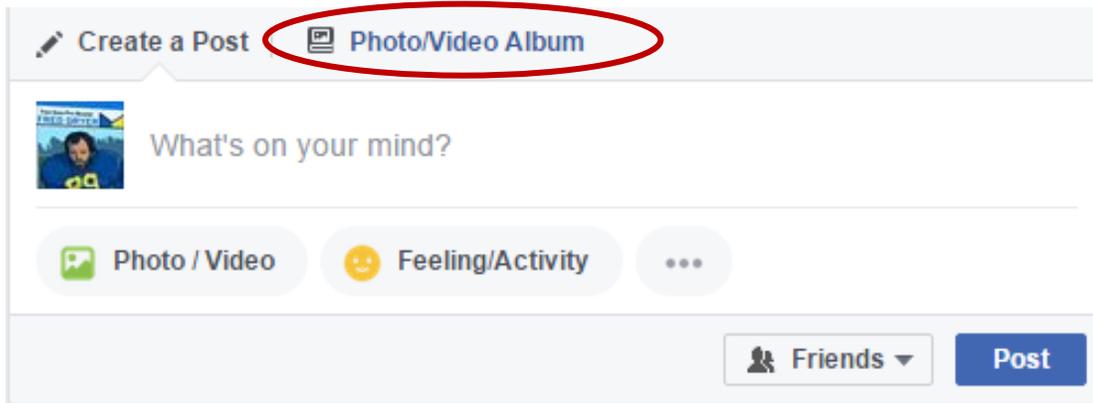
Tagging a friend associates them with your post. They will receive a notification that you have tagged them, and if they have their privacy settings set a certain way, they may have to approve the tag before it is final.

However, once the tag is set, your friends and their friends will be able to see the post.



Uploading Photos

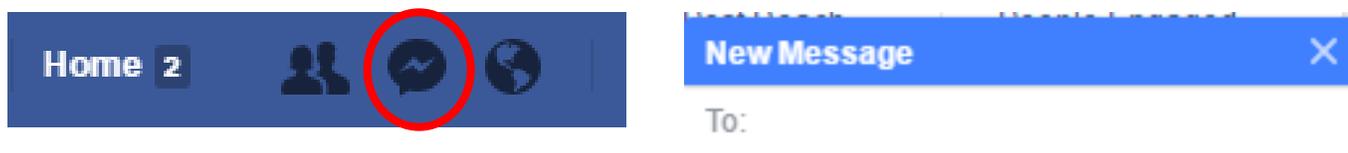
One great thing about Facebook is that you can upload your pictures to share with your friends. You can even organize your photos into different albums. The easiest way to upload a photo is in the Status box shown on the previous page. This is best for when you only have one or two pictures that you want to post quickly and aren't worried about them having their own album.



Sending Messages

In Facebook, you can send private messages. These messages can be sent to one friend, or to many at the same time. When you send a message, only the person(s) you send it to will be able to view it – kind of like sending an e-mail. You can send in messages the same sort of material that you can post on your timeline – text, photos, videos, and links.

To send a message, click on the **Message bubble icon** at the top of your screen. Select “Send a New Message.” When you do this, the message box will pop up at the bottom of your screen. Now, in the **To:** box, start typing the name of the friend you’d like to message. Facebook will recognize their name (just like in tagging) and you will be able to select the name. After you’ve selected the first name, you can continue to add as many names as you’d like – just remember that everyone you send the message to will see who all you included in the recipients, and when they reply, everyone in the message will get that reply.

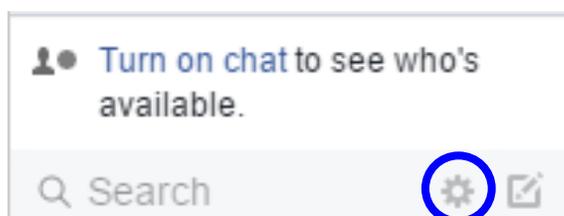


Once you have your message ready, you can either hit Enter on the keyboard or click **Send** to send your message! If you get a reply to your message, you will get a red number bubble that will show up on your message icon at the top of your screen.

The number indicates how many unread messages you have. Keep in mind that you may have multiple conversations going when you see that number (It doesn’t mean that the last person you messaged sent you multiple messages).

Facebook Chat

Chatting with Facebook friends is a good way to have a conversation. You can choose this option if you want to have a back-and-forth dialogue with a friend, rather than an e-mail style message. To chat with a friend, scroll to the bottom right of your Facebook home page to find the Chat box. It will probably be off if you have never used it before.



When you click on the box, you will turn your chat on. To turn it back off, click on the **gear icon** and choose the turn off chat option. The main purpose of the Chat function is so that you can talk to friends who you know are online and available for chatting.

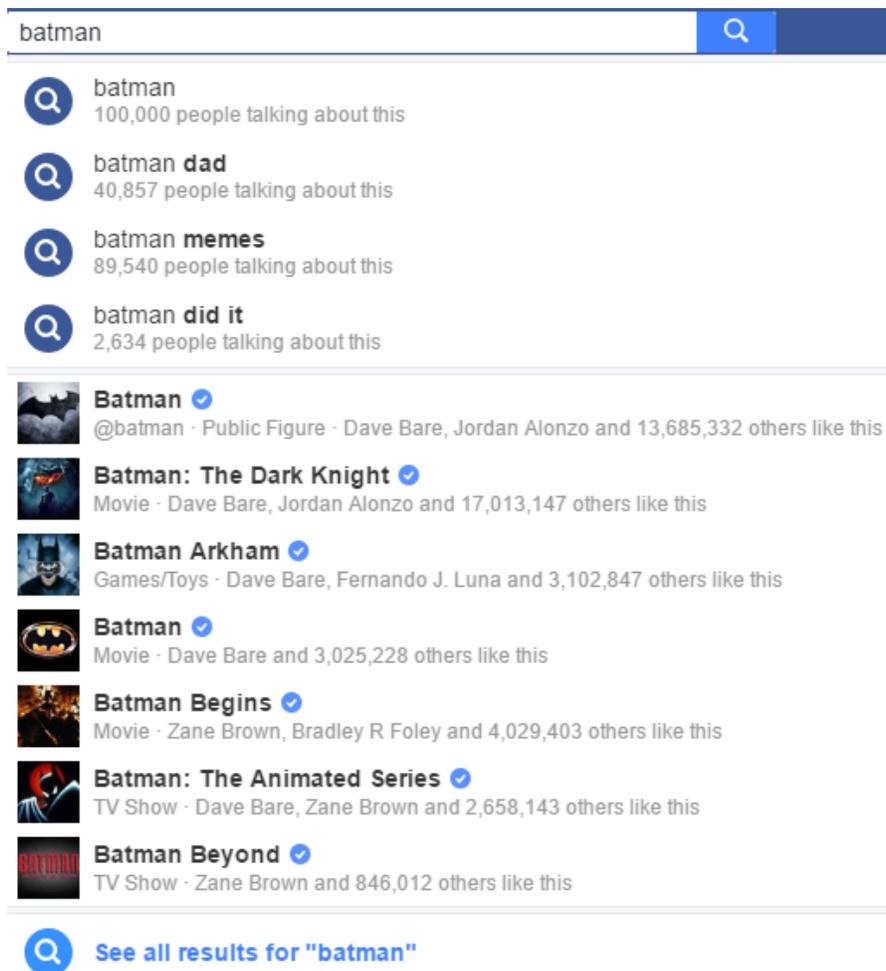
Note: There is a very small difference between **Facebook messages** and **chat**. Sending messages can be like a chat conversation if the recipient is also online – it will then look just like a chat conversation.

Finding Pages

Pages can be many things. Musicians, sports teams, celebrities, books, and TV shows often have their own Facebook Page that users can “like” or become fans of. Additionally, local organizations and businesses can also have pages to promote their mission or product. When you “like” a page, you will start to see posts from that page on your News Feed (i.e. Homepage) – just as you see your friends’ posts.

You can also create your own page if you’re interested, but that goes a bit beyond the scope of this class. However, the setup for a page you create is similar to the setup you go through in creating your Facebook profile. To find a page, search for the person/thing that you want to start following. Do this by searching in the same box that you used to find your friends. When you start typing, Facebook will start to auto-fill suggestions.

Some people/things may have more than one page – for that, you will have to use your judgment on which one you’d rather “like.” Here’s what comes up when you type “batman” into the search box:



The screenshot shows a search bar with the text "batman" and a magnifying glass icon. Below the search bar, there are several search suggestions, each with a magnifying glass icon and the number of people talking about it:

- batman (100,000 people talking about this)
- batman **dad** (40,857 people talking about this)
- batman **memes** (89,540 people talking about this)
- batman **did it** (2,634 people talking about this)

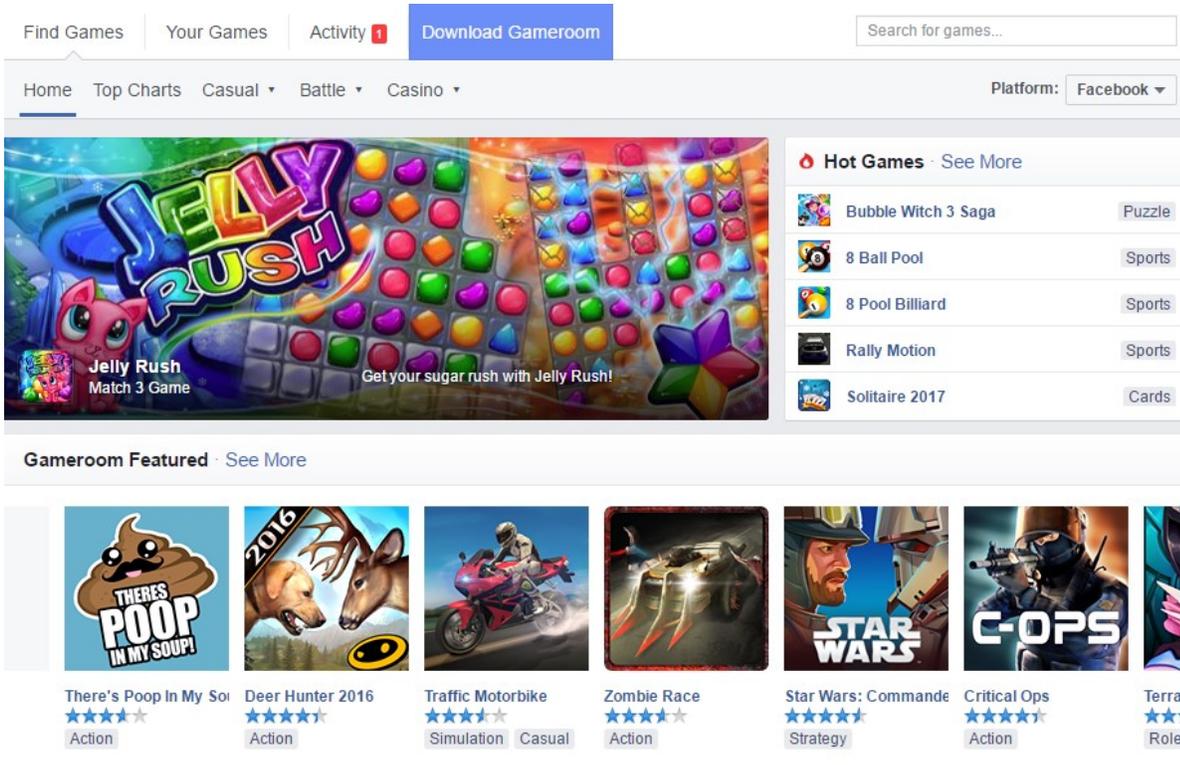
Below the suggestions, there are several Facebook pages listed, each with a profile picture, name, and a blue checkmark:

- Batman** (Public Figure) · Dave Bare, Jordan Alonzo and 13,685,332 others like this
- Batman: The Dark Knight** (Movie) · Dave Bare, Jordan Alonzo and 17,013,147 others like this
- Batman Arkham** (Games/Toys) · Dave Bare, Fernando J. Luna and 3,102,847 others like this
- Batman** (Movie) · Dave Bare and 3,025,228 others like this
- Batman Begins** (Movie) · Zane Brown, Bradley R Foley and 4,029,403 others like this
- Batman: The Animated Series** (TV Show) · Dave Bare, Zane Brown and 2,658,143 others like this
- Batman Beyond** (TV Show) · Zane Brown and 846,012 others like this

At the bottom, there is a magnifying glass icon and the text "See all results for 'batman'"

Games!

And lastly, are games! Many of our patrons use Facebook as an outlet for free and fun games to play. On the Facebook homepage on the left hand side of the screen is a tab marked “Explore”. Underneath are a series of options including Games. Click on Games in order to take you to the main page for gaming. There are hundreds of games to find and play. Note: in the top right hand corner of the page you can search for a specific game if you don't see one you want.



When you click on a game you want to play a window will appear giving you a summary of the game and a blue button at the bottom marked “Play Now”. You will then be directed to another page where you choose to either “Play on Gameroom” meaning in your browser or install the game for free on your computer hard drive.

