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## Objectives

By the end of class learners will:

1. Become familiar with the Facebook Home Page.
2. Post a Status update containing a comment and a picture.
3. Know how to adjust Facebook security settings.
4. Set up a Facebook photo album and add pictures to it.

A follow-up to Facebook Part 1, this class offers more in-depth coverage of the many features Facebook has to offer, including sharing photos, links, status updates, notes, and events. Registration begins February 16

# Facebook 102

By Ken Gross, Program Director  
Posted Jan. 10, 2016, at 4:24 p.m.

**Tuesday, Jan. 19, 2016 3 p.m. to 4 p.m.**

**Location:** Camden Public Library, 55 Main St., Camden, ME

**For more information:** 207-236-3440; [librarycamden.org/event/tech-tuesday-facebook-102/](http://librarycamden.org/event/tech-tuesday-facebook-102/)

'Facebook 102' covers privacy settings: Who can see your photos? How do you exclude your name from being used in advertisements? And much, much, much more. Please note this is NOT an introductory class, and a basic understanding and prior use of a Facebook account is required. Please call the library to sign up, 236-3440. Bring your device and arrive 15 minutes early to connect to the network.

*This post was contributed by a community member. [Submit your news →](#)*



## Facebook Navigation Bar (or “Ribbon”)



Home, or News  
Feed page

- ➊ **Search Box:** Type a name or a topic in the box.
- ➋ **Friend Requests:** See people who want to be your friend. Click individuals' names to view their profiles.
- ➌ **Messages:** View messages sent to you by other Facebook members. Only the person and you can view the message. You may send a message to more than one person at a time.
- ➍ **Notifications:** When people comment on your posts or leave a message on your “wall,” these are notifications.
- ➎ **Home/Newsfeed:** Takes you to your NewsFeed page. That’s where you can see all posts from your Facebook friends and pages that you like.
- ➏ **Timeline:** Click your name to view your timeline
- ➐ **Privacy Shortcuts:** Answers to most of your privacy questions.
- ➑ **Settings:**
  - Create Group
  - New Groups
  - Create Page: Create a Facebook Page
  - Create Ads: Advertise on Facebook
  - Advertising on Facebook
  - Activity Log: Posts & Pics made by you or that involve you
  - News Feed Preferences
  - **Settings: All of the settings for your account**
  - Logout: Exit Facebook
  - Help: Online Facebook help
  - Report a problem

## Your Home Page

When you first log into Facebook.com, you will most likely be taken to your Home page, which contains your NewsFeed.

If you are on another Facebook page, or in a Facebook app and you want to get back to your Home page, click the  logo in the top-left corner of the screen, or click on “Home”.

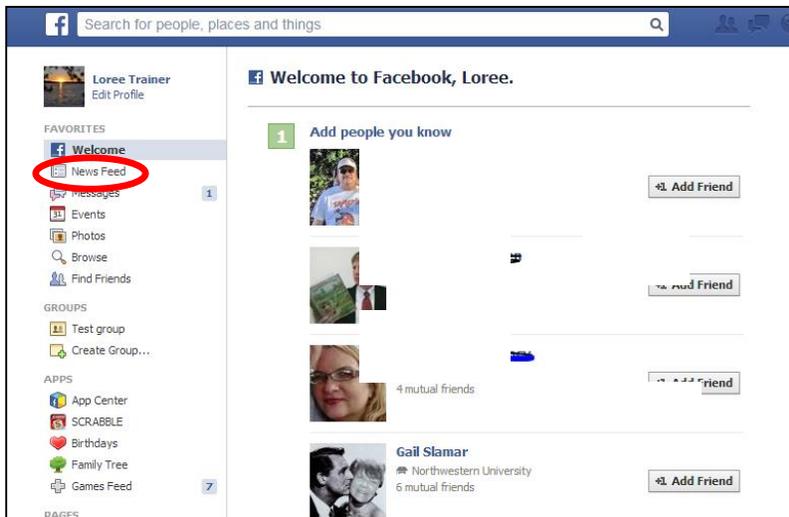


## Your NewsFeed

Your *NewsFeed* is a stream of updates from you, your Friends, and other pages or people you follow. The NewsFeed is the part of Facebook you will probably use the most, since it's the place where you can see and comment on what's happening with all of your friends. When your friends post status updates, photos, links, or anything else, their posts will appear as stories in your NewsFeed.



If you're just getting started with Facebook, typing in Facebook.com or clicking the  logo may take you to a *Welcome page* instead of your NewsFeed. To get back to your NewsFeed from the *Welcome page*, just click the NewsFeed tab in the left sidebar. The Welcome page should stop showing up after you've been on Facebook for awhile.



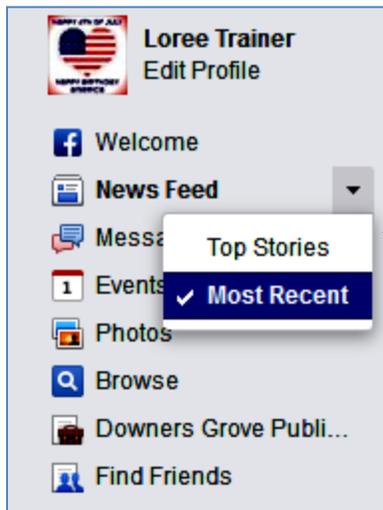
## Managing Your NewsFeed

Your NewsFeed lets you see all of your friends' updates in one place, but you might find that you have way too many posts and that important posts from friends are getting “lost in the shuffle”. Facebook offers several ways to control what shows up on your NewsFeed and how it is displayed.

### **Sorting Your NewsFeed**

You may sort the stories in your NewsFeed by choosing whether to view the most recent stories first, or your “Top Stories\*”, first.

To Sort Your NewsFeed, click the down arrow to the right of NewsFeed in the left sidebar and select a sorting option.



Select Top Stories to see the stories that Facebook considers most important\* to you at the top of your Newsfeed

Select Most Recent to see the most recently posted stories at the top of your Newsfeed, regardless of who they are from.

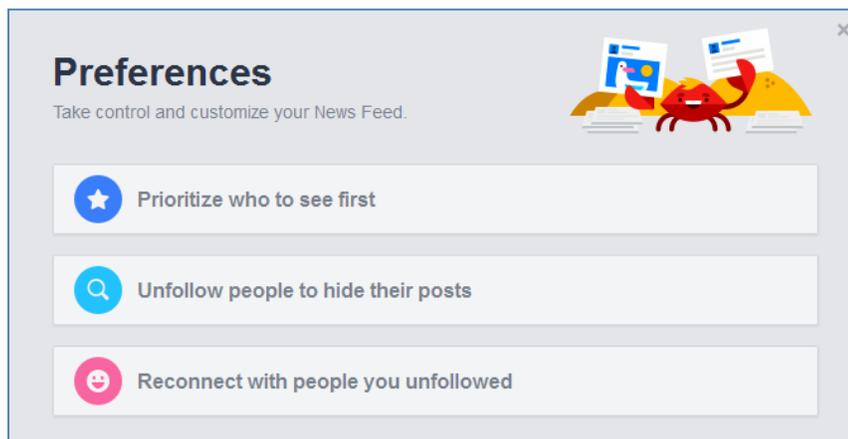
Your NewsFeed will be sorted.

\* Facebook designates something a Top Story based on a secret Facebook formula that attempts to judge what you're going to like most by counting "likes" and comments from other users, your relationship to the person who made the post (close friend or just acquaintance), and the type of story it is (is it just a game update, or from a page you have “Liked”).

Facebook has recently added a feature where you can choose which friends' updates you want to see at the top of your newsfeed. If you "hover" your mouse pointer over "News Feed" in the left sidebar, you will see a gray rosette.



Click on the rosette, then click on "Edit Preferences".



Facebook takes you to a screen where you can tailor how your posts are displayed and in what order. You can prioritize your friends' updates shown in your news feed, unfollow people to not see any updates from them (they will still be your "Friend"), or start following people again that you unfollowed in the past.

## Responding to posts on your Newsfeed



When see a post in your Newsfeed, you have the option to respond with a Comment, or to Like the post.

Recently, Facebook added an option to choose what kind of “Like” you want for the post, giving you a set of emojis to choose from.

To see these, hover over the Like button and your choices are displayed:

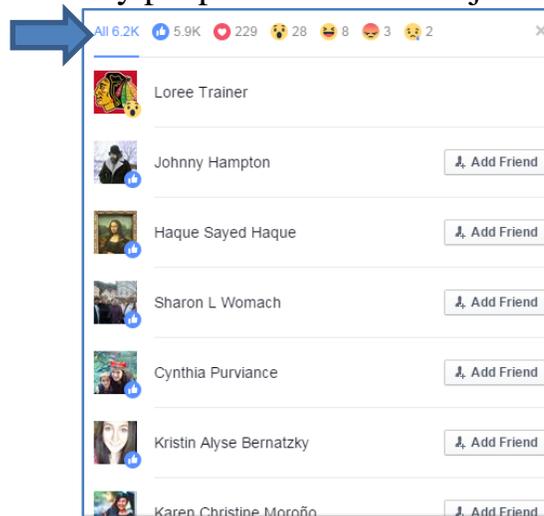


Your choices of emojis are, respectively, : Like, Love, Haha, Wow, Sad, or Angry. When you hover over each of the emojis, the meaning of each one is displayed. Click on the one you want to use, or click in an area outside of the Newsfeed to cancel the “Like”.

You can also see which people used each emoji to “Like” the post by hovering over one of the emojis. For instance, here you can see a partial list of the people who “Liked” the post. Because there are 5000+ Likes, the last line says “and 5959 more”.



If you click on the phrase “You and 5959 more” you will get another screen that shows you exactly how many people used each emoji to Like the post:



To type a comment to the post, just click on Comment, then type your comment in the area labeled “Write a Comment”. When you are done, just hit Enter. Or, click on an area outside your Newsfeed to discontinue your comment.

## Hiding, Saving, or Reporting a Post

When a post in your news feed is not something you want to see, you can report it to Facebook by clicking on the down arrow at the far right of the post. Facebook will display a submenu of choices.



When the submenu is displayed, click on “I don’t want to see this” to have just this post taken out of your NewFeed. You can also choose to “Unfollow” the sender of the message so that you will no longer see any posts from them in the future.

Other options you have for the post include:

- **Report this Post:** Tell Facebook that the subject of the post is not something you want to see in the future.
- **Turn On Notifications:** When you click this, you get notified when anyone else comments on the post.

## Sharing Status Updates

To post a written status update, click in the space labeled “What’s on your mind?” at the top of either your NewsFeed or your Timeline and enter your update. You have several options for adding information to your Post.



The screenshot shows the Facebook status update interface. At the top, there are three tabs: "Update Status" (selected), "Add Photos/Video", and "Create Photo Album". Below the tabs is a text input field with the placeholder "What's on your mind?". To the right of the input field is a callout box that says "Add a location to your post". Below the input field is a row of icons: a camera icon, a person icon with a plus sign, a smiley face icon, and a location pin icon. Below these icons are the text "Downers Grove" and a dropdown menu labeled "Friends". To the right of the dropdown menu is a blue "Post" button. Below the screenshot are four callout boxes with arrows pointing to specific elements: 1. A box pointing to the camera icon: "Choose a video or picture file to upload as part of your post-must be JPG, PNG, GIF, or TIFF file." 2. A box pointing to the person icon: "Tag people in your photo." 3. A box pointing to the smiley face icon: "Add an 'emoji' to say what you are doing." 4. A box pointing to the "Friends" dropdown menu: "To choose who can see this status update, click on the audience selector\*\*. This is VERY important: the best way to control what people can find about you is to choose the audience of the individual things you share."

When you are done with options for your message, Click .

Your Friends will be able to read your status updates in their NewsFeeds and comment on them if they want. Your updates will also be posted on your own NewsFeed.

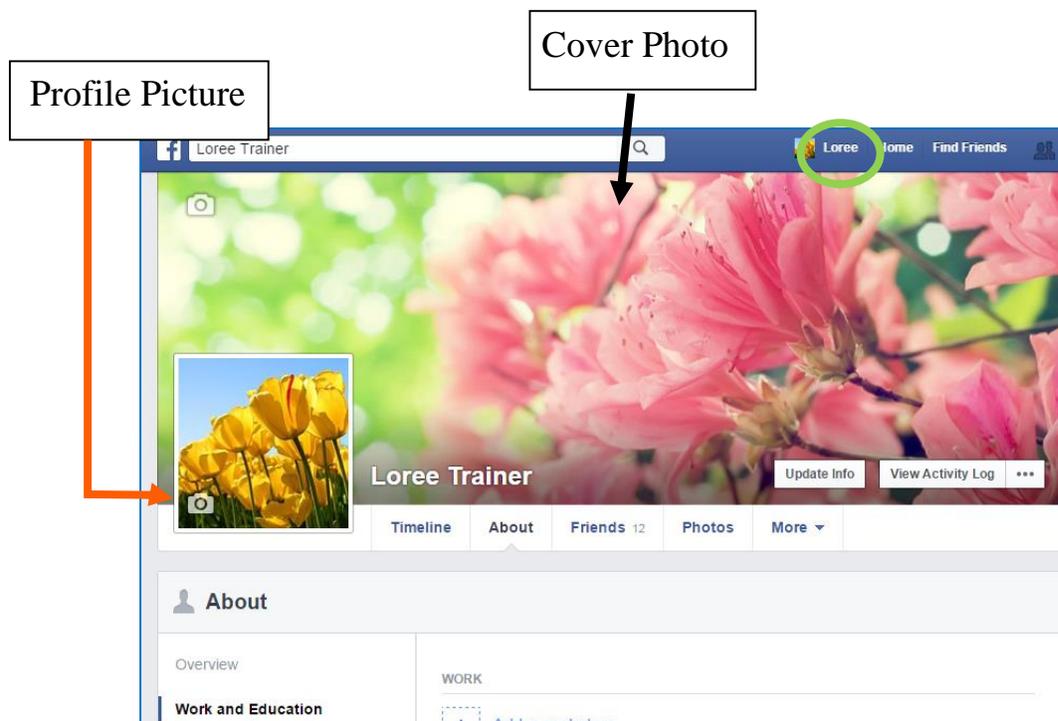
\*\* Whatever you change your audience selector to now will become the default privacy setting for anything new you post in the future, until you change it again. For example, if you choose Public for this post, your next post after this will also be Public *unless you change the audience selector again*. This one tool appears in multiple places, such as your privacy shortcuts and privacy settings. When you make a change to the audience selector tool in one place, the change updates the tool everywhere else it appears.

## Your Facebook Profile

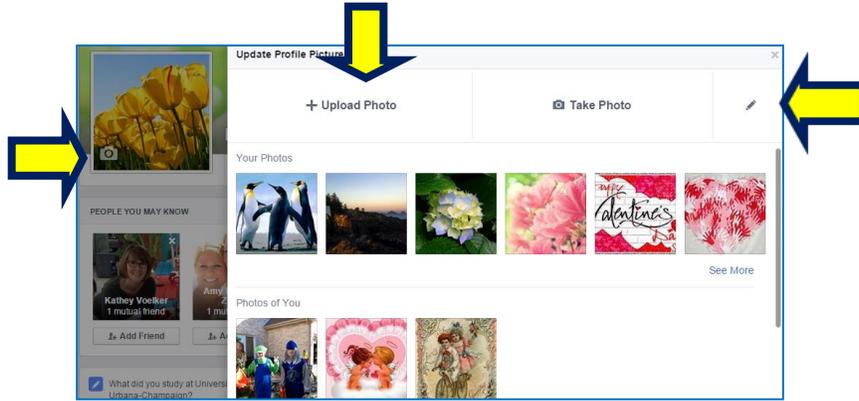
Your Facebook Profile is your own personal page, listing your friends, interests, favorite TV programs, music, and movies, and recent activity on Facebook. Your Profile page appears whenever you or anyone else goes to your Profile, and also includes your public Profile picture, Cover photo, and Timeline.

Your Profile Picture is the public picture that friends see next to your name everywhere on Facebook, and is also the public picture that shows up when people search for you. Your Cover Photo is the large rectangular image at the top of your Timeline, behind your Profile picture.

In addition to pictures, your *Profile page* also includes the personal details and information about you that *you want to share*.



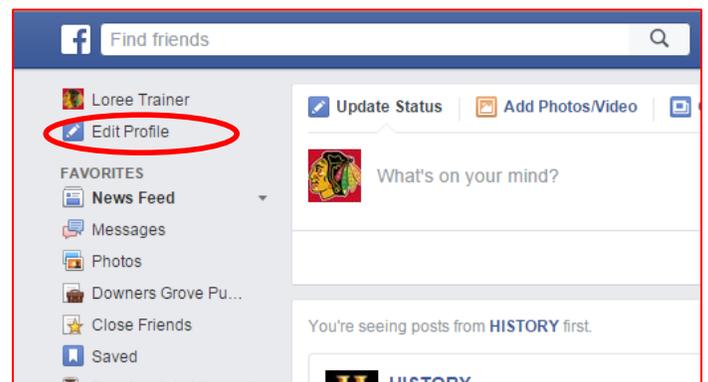
To change your profile picture, click on the camera in your Profile picture box, then click **Upload Picture** to select a file from your computer or flash drive, **Take Photo** to take a new photo if you have a webcam on your computer, or the pencil icon to edit the thumbnail of an existing Profile picture.



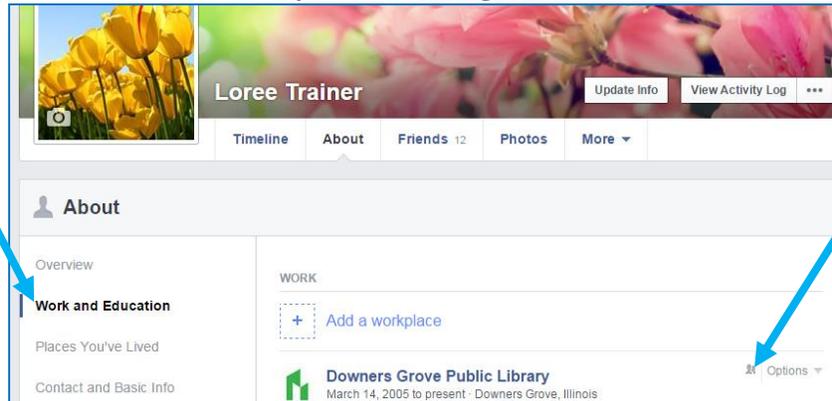
To change your cover photo, click on the camera in the upper left corner of the cover photo box, then click on one of the options in the drop-down menu box.



To edit any of your profile information, first click on your name in the blue Facebook ribbon or on “Edit Profile” in the top part of the left sidebar, then select Update Info.



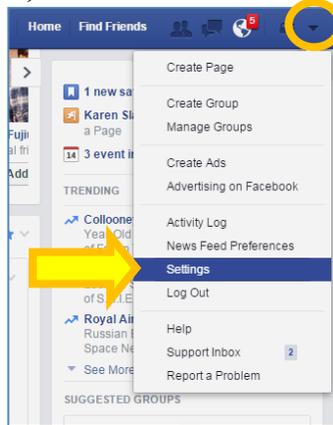
Click on the category of information you want to edit. Edit any or all of the information you would like in any of the categories.



Use the audience selector to choose who should see this information.

## Your Account Settings

To view or change settings for your account, first click on the down arrow in the far right of the Facebook ribbon, then click on “Settings”.



## General Account Settings

When you first click on settings, your General account settings will appear.

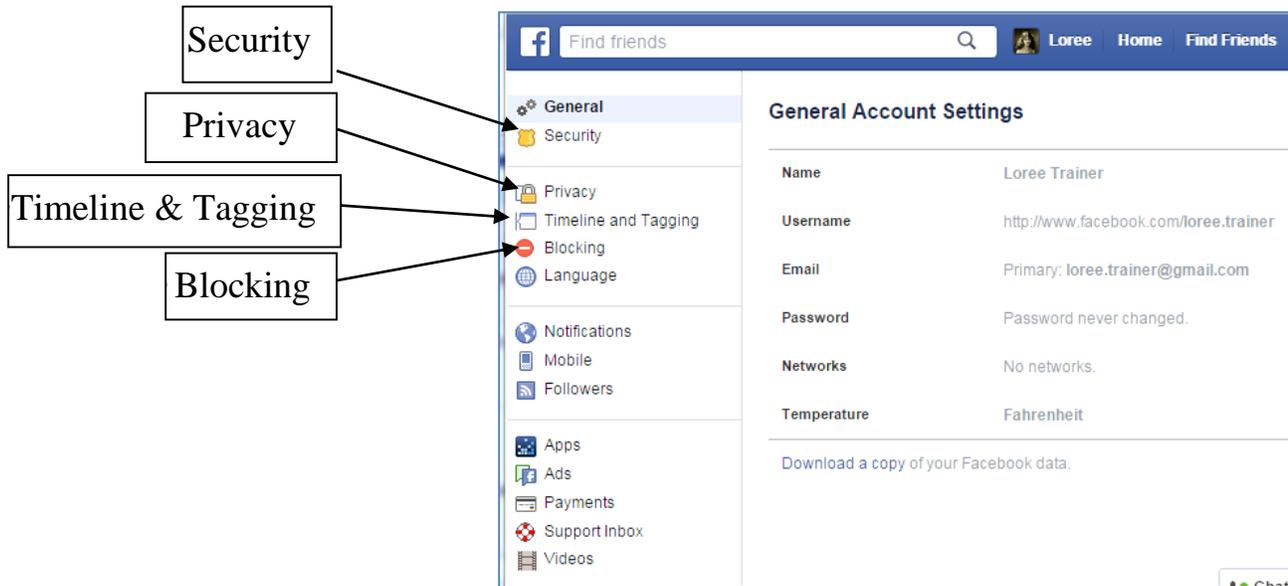
- Click on Edit to the right of any information that you want to change.
- Save your changes or Cancel.

General Account Settings		
Name	Loree Jensen Norberg	<a href="#">Edit</a>
Username	http://www.facebook.com/ljnorberg	<a href="#">Edit</a>
Email	Primary: loreejn@gmail.com	<a href="#">Edit</a>
Password	Password last changed over a year ago.	<a href="#">Edit</a>
Networks	No networks.	<a href="#">Edit</a>
Temperature	Fahrenheit	<a href="#">Edit</a>
<a href="#">Download a copy of your Facebook data.</a>		

You may also download a copy of your Facebook data to get a copy of what you've shared on Facebook, including includes your Timeline info, postings, messages, and photos. Most of this information is available to you by just logging into your account, but it also includes some information that is not available to you, such as the ads you have clicked on or the IP addresses that are logged when you access Facebook from different computers.

## Security Settings

To edit your account's security settings, Click on the word "Security" in the leftmost column of the Settings page.



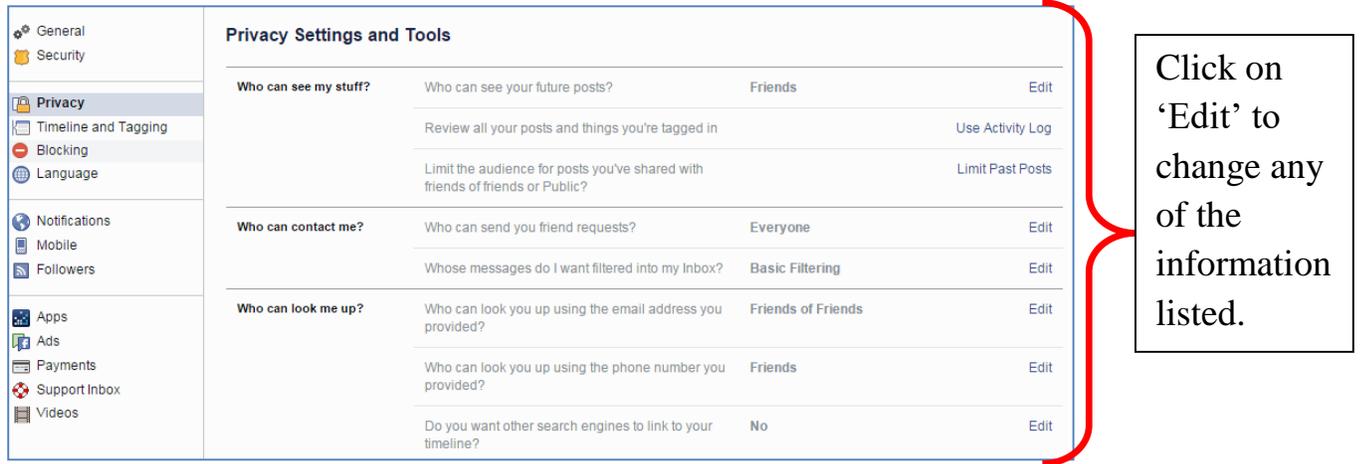
The Security Settings menu will appear. Click on "Edit" to change any of the information listed, and follow the instructions.

Security Settings		
<b>Login Alerts</b>	Get an alert when anyone logs into your account from a new device or browser.	<a href="#">Edit</a>
<b>Login Approvals</b>	Use your phone as an extra layer of security to keep other people from logging into your account.	<a href="#">Edit</a>
<b>Code Generator</b>	Use your Facebook app to get security codes when you need them.	<a href="#">Edit</a>
<b>App Passwords</b>	Use special passwords to log into your apps instead of using your Facebook password or Login Approvals codes.	<a href="#">Edit</a>
<b>Trusted Contacts</b>	Pick friends you can call to help you get back into your account if you get locked out.	<a href="#">Edit</a>
<b>Your Browsers and Apps</b>	Review which browsers you saved as ones you often use.	<a href="#">Edit</a>
<b>Where You're Logged In</b>	Review and manage where you're currently logged into Facebook.	<a href="#">Edit</a>
<b>Legacy Contact</b>	Choose a family member or close friend to care for your account if something happens to you.	<a href="#">Edit</a>
<b>Deactivate Your Account</b>	Choose whether you want to keep your account active or deactivate it.	<a href="#">Edit</a>

↖ You can deactivate your Facebook account by clicking here.

## Privacy Settings

To edit your account’s privacy settings, click on the word “Privacy” in the leftmost column of the Settings page.

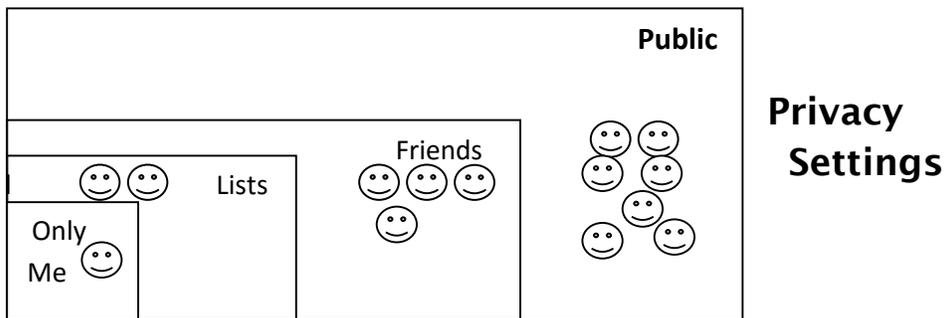


The screenshot shows the Facebook 'Privacy Settings and Tools' page. On the left is a navigation menu with options: General, Security, Privacy (highlighted), Timeline and Tagging, Blocking, Language, Notifications, Mobile, Followers, Apps, Ads, Payments, Support Inbox, and Videos. The main content area is titled 'Privacy Settings and Tools' and contains several sections:

- 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? **Everyone** [Edit](#)
  - Whose messages do I want filtered into my inbox? **Basic Filtering** [Edit](#)
- Who can look me up?**
  - Who can look you up using the email address you provided? **Friends of Friends** [Edit](#)
  - Who can look you up using the phone number you provided? **Friends** [Edit](#)
  - Do you want other search engines to link to your timeline? **No** [Edit](#)

A red bracket on the right side of the screenshot points to the 'Edit' links, with a callout box containing the text: "Click on 'Edit' to change any of the information listed."

When you first sign into Facebook, your privacy settings automatically default to **Public**. Public includes everyone on Facebook and anybody who looks for your name on the Internet. If you don’t want your Facebook page to be an “open book,” you should review the privacy settings for your account and change them if necessary.



## Timeline and Tagging Settings

What is TAGGING? Tagging simply identifies someone else in a post, photo or status update that you share. A tag may also notify that person (via a post in their notifications) that you have mentioned them or referred to them in a post or a photo, and may also provide a link back to their profile.

You can tag someone in a photo that you share to identify that person in the photo. If your Facebook friend posts a photo, and you are part of that photo, then usually only the FB friend and her friends (or whichever audience she chooses) will see the photo. But, if she TAGS you in the photo, then potentially YOUR friends will see it too. You can also tag someone in a picture, even if they are not in the picture, to make sure that they see that post. For instance, if you post a picture of a young child, you may tag that child's parent in the photo (even if the parent is not in it) to make sure the parent sees it.

You can tag someone in a status update by typing “@” and then choosing their name from the list that Facebook displays before you type your update.

One setting that many people recommend you change is “Who can post to your timeline?” Since all of your friends see whatever is on your timeline, do you want to allow others to post items to it?

Timeline and Tagging Settings			
Who can add things to my timeline?	Who can post on your timeline?	Friends	Edit
	Review posts friends tag you in before they appear on your timeline?	On	Edit
Who can see things on my timeline?	Review what other people see on your timeline		View As
	Who can see posts you've been tagged in on your timeline?	Only Me	Edit
	Who can see what others post on your timeline?	Custom	Edit
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	On	Edit
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Only Me	Edit
	Who sees tag suggestions when photos that look like you are uploaded?	No One	Edit

Click on ‘Edit’ to change any of the information listed.

## Blocking

To manage blocking for your account, click on the word “Blocking” in the leftmost column of the Settings page. From this screen, you can block users, apps, and invites you see in your Timeline.

The screenshot shows the 'Manage Blocking' settings page. It is divided into several sections:

- Restricted List:** Includes an 'Edit List' button highlighted with a red box.
- Block users:** Features a search box 'Add name or email' and a 'Block' button.
- Block app invites:** Features a search box 'Type the name of a friend...' with a dropdown menu showing 'Ricky Slamar Unblock'. A callout box with an arrow pointing to the search box says: 'You can block game invites from ‘Gerty Gamer’ without blocking Gerty herself by entering her email in Block app invites from \_\_\_\_\_.'
- Block event invites:** Features a search box 'Type the name of a friend...'.
- Block apps:** Features a search box 'Type the name of an app...' and a list of apps with 'Unblock' links: Farm Heroes Saga, CastleVille, Candy Crush Saga, Solitaire Blitz, and Bike Race. A callout box with an arrow pointing to the search box says: 'You can block ALL invites or gaming news from Farmville or any other app by entering the app name in Block apps.'
- Block Pages:** Features a search box 'Type the name of a Page...'.



When you block someone you are also “Un-friending” them. They will not be notified that you blocked them. But if you ever change your mind you will need to re-friend them and they will be sent notification of that and will then know that you had blocked them previously.

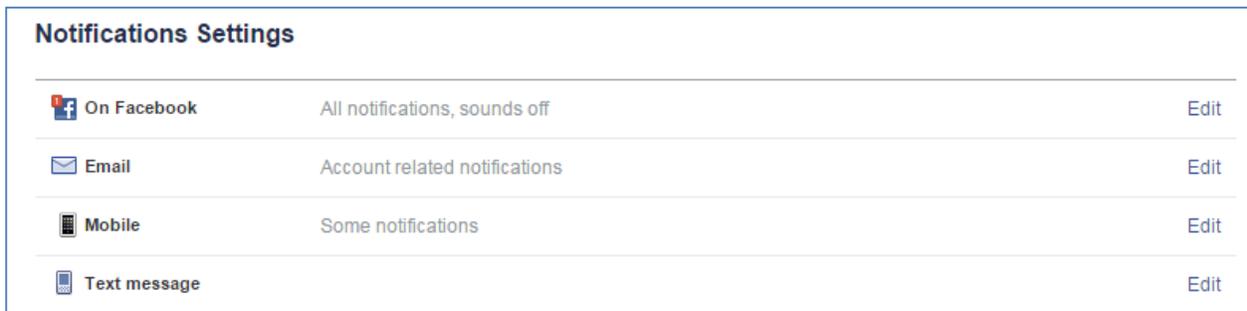
Sometimes a better alternative is to add them to your **“Restricted list”** at the top of the “Manage Blocking” section. This is a less-drastring way of blocking someone *without* Unfriending them. If you click on Edit List, Facebook will present you with a box where you can enter the names of Friends you want to have Restricted Access to your account. “Restricted Access” means that they cannot see posts or pictures posted from you unless they are marked for Public access.

The Friends you put on this list will not know you have restricted their access, and you can still see their posts and pictures.

You can remove this Friend from the restricted list at any time by returning to this page and clicking on “Edit List”.

## Managing Notifications Settings

To manage notification settings for your account, click on the word “Notifications” in the leftmost column of the Settings page. From this screen, you can manage what you get notified about and how you get those notifications.

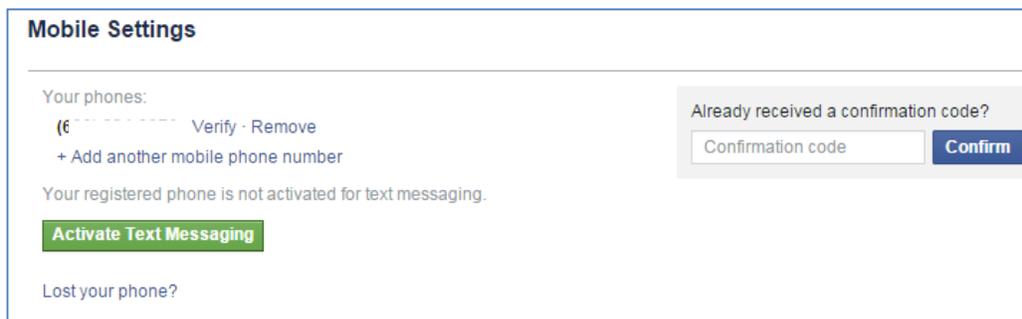


The screenshot shows the 'Notifications Settings' page. It features a table with four rows, each representing a notification channel. Each row includes an icon, the channel name, the current notification status, and an 'Edit' link.

Notifications Settings			
	On Facebook	All notifications, sounds off	<a href="#">Edit</a>
	Email	Account related notifications	<a href="#">Edit</a>
	Mobile	Some notifications	<a href="#">Edit</a>
	Text message		<a href="#">Edit</a>

## Mobile

You can also have Facebook send text message notifications to your cell phone, but you must be willing to share your phone information with Facebook. Once you do that, go to the “Mobile” page under Account Settings and follow the instructions. Then you can set up notifications via text when you’re on the go.



The screenshot shows the 'Mobile Settings' page. It displays a section for 'Your phones:' with a partially masked phone number and options to 'Verify' or 'Remove'. Below this is a '+ Add another mobile phone number' link. A message states 'Your registered phone is not activated for text messaging.' and there is a green 'Activate Text Messaging' button. To the right, there is a confirmation code input field and a 'Confirm' button. At the bottom, there is a 'Lost your phone?' link.

## Followers & Following

Your “Followers” are Facebook friends, and also people who are not Facebook friends but who have chosen to “Follow” you. They can see your public posts in their News Feed, but are not Facebook friends. You automatically follow people you’re friends with, but they won't show up in your Following section.

You can choose to unfollow your friends and still remain friends. You will no longer see updates from them in your Newsfeed and they will not get a notified that you stopped following them.

You can also follow the posts of people you are interested in who are not your friend (like celebrities). Open that person’s Timeline pages, then look near the top of the person’s Timeline page, next to the Add Friends button, and you’ll see a “Follow button”. Click it.



The Differences between Friending and Following someone:

- First, you don’t need a person’s approval to follow him on Facebook; you simply sign up to follow a person, and then that person’s public status updates automatically show up in your news feed. The other person is not even aware that you’re following him.
- The second difference is that, unlike friending, following is a one-way street. That is, you see posts from the person you follow, but she doesn’t see posts from you. It’s more like the following process on Twitter than being a traditional Facebook friend; it turns posting into a one-way broadcast rather than a two-way communication.

If you want to unfollow a person, return to his or her Timeline page, mouse over what is now the Following button, and select Unfollow.

## Apps

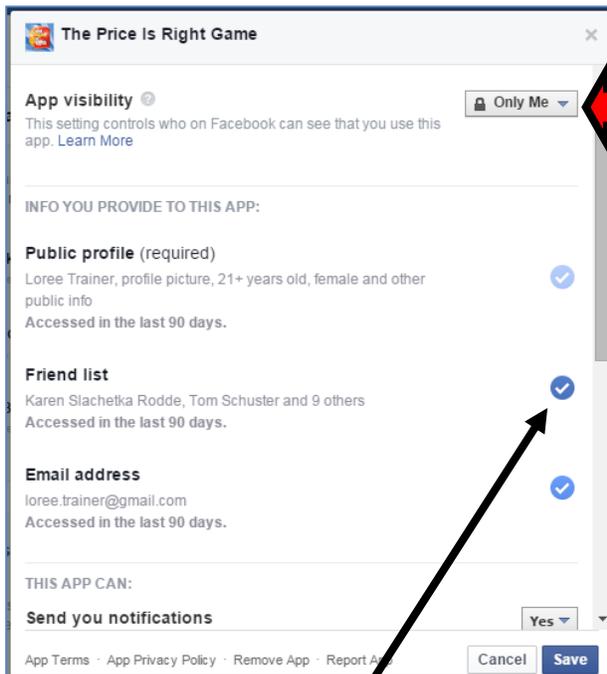
At some point, you may want to use Facebook apps and games. You should understand that most of these apps are created by third-party developers, not by Facebook itself. Although most apps and games are free, you “pay” for them by giving them access to your information. When you sign up for an app or game, you must give the app permission to access the public Facebook information it wants. Click on “Review the info you provide” to see exactly what information the app will get.



The screenshot shows the Facebook app page for 'Bingo Showdown'. The app is rated 4.5 stars and has 100,000 players. The main image displays a bingo game interface with a star in the center that says 'BINGO! 6th'. To the right of the main image is a 5x5 bingo card with numbers: 2, 29, 32, 54, 62; 5, 56, 74; 3, 27, 39, 51, 67; 1, 38, 75. Below the main image are several smaller game icons. On the right side of the page, there are buttons for 'Play Now' and 'Send to Mobile'. Below these buttons is a warning message: 'By clicking on "Play Now" or "Send to Mobile" above, Bingo Showdown will receive the following information:'. A link labeled 'Review the info you provide' is circled in red. Below this link is another warning: 'By proceeding, you agree to Bingo Showdown's Terms of Service and Privacy Policy'. At the bottom of the right side, there are options to 'Share', 'App Page', 'Block', and 'Report a Problem'. At the very bottom, it says 'Available on iPhone, iPad, Android, Facebook.com'.

Although the app will not allow you to play the game or install it without allowing it some access, most apps and games let you change app settings and limit their actions after you've installed them. This lets you use the audience selector to limit how the app or game displays your information and to who. For instance, if the app is allowed post to Facebook, you can limit the visibility of what the app posts on your timeline to "Only Me". This way, your friends/family/co-workers are not alerted every time you score a Bingo.

When you click on Apps in the settings tab, you are shown a list of the apps that you have installed through Facebook on your computer. Click on one to see more information about it.



The new box shows you the information that the App is getting from Facebook about you, and the "App Visibility", which means who will see posts that the App makes to your timeline.

If the default for this app to post to your timeline is Friends, or Friends of Friends, that means that these people will get a message whenever you do well at Scrabble or win at Bingo.

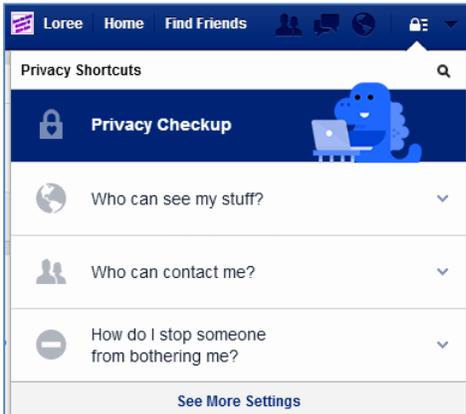
Change that to "Only Me" if you do not want your FB friends to receive notifications from the App.

Some information from you is required to use the app. But if the checkmark shown is dark and not "greyed out", you are able to click on it and disallow the app from getting that information. The circle will become blank. ○

## Shortcuts to Privacy Settings

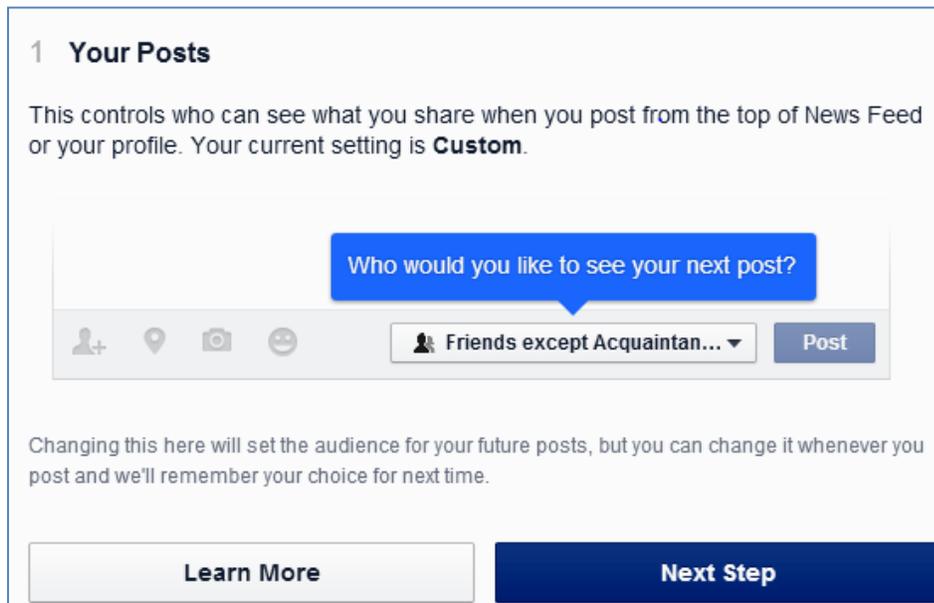


Click  in the right side of the Navigation Bar to access Privacy Shortcuts

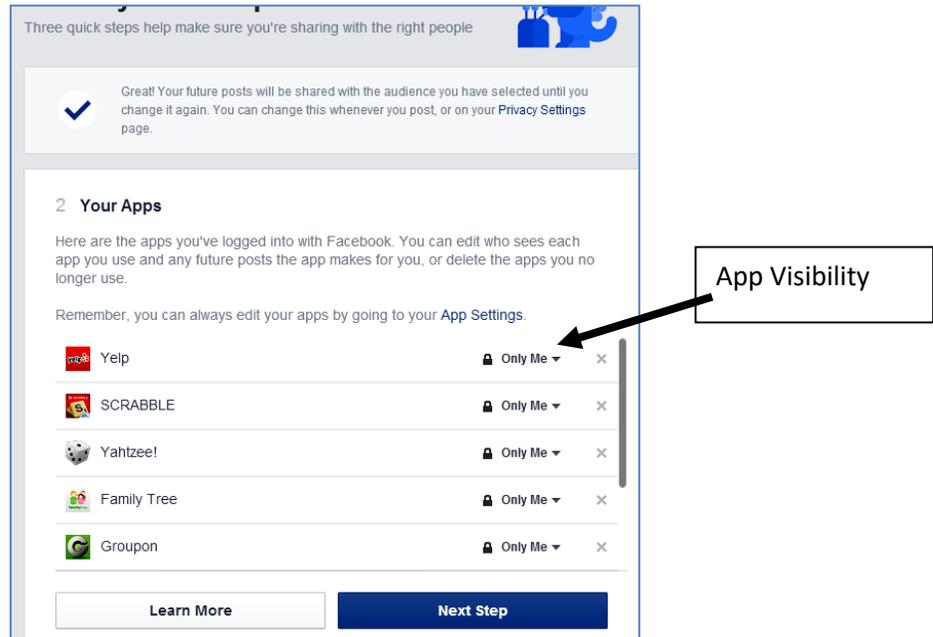


Privacy Check-up was recently added to Facebook as a way to make it easier for users to make sure their privacy settings are the way they want them. However, it has been our experience that it does not show up for everyone, If you do have this option, you should do the Privacy Checkup at least once every three months.

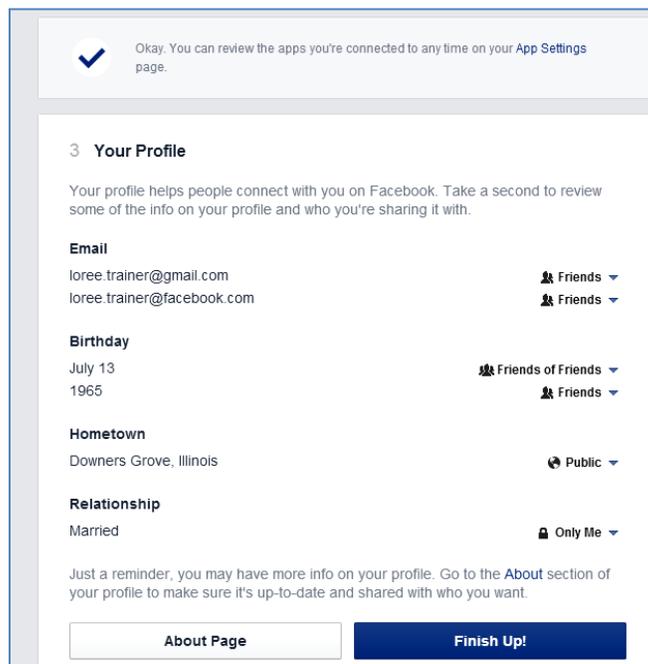
The first step is to review the audience for things that you post, like status updates. Click on 'Next Step' when you are finished.



The second step focuses on settings for the apps you use with Facebook. You should review all the apps listed and delete the ones you no longer use. Also check to make sure that apps postings on your behalf (like when you win at Scrabble or Bingo) are seen by the audience you want.

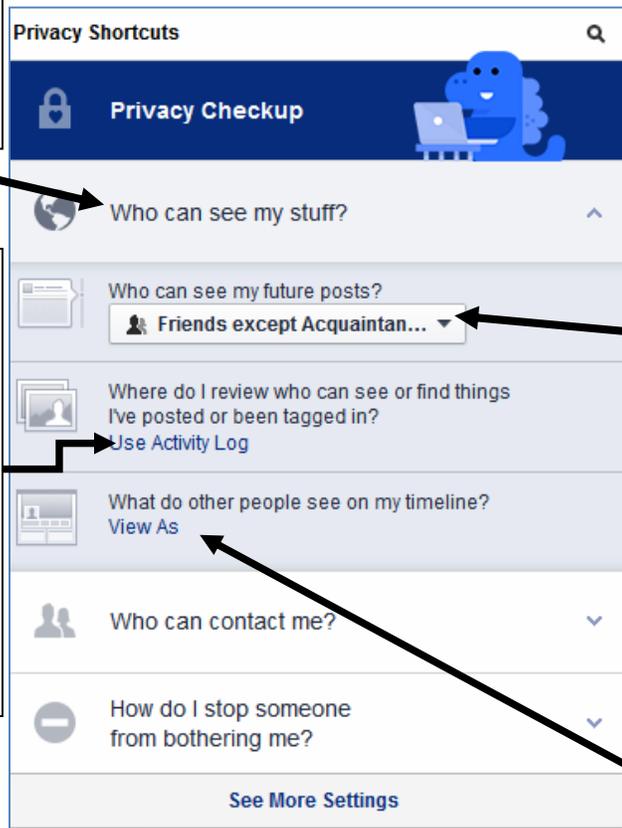


The third, and final step, allows you to edit your profile information and use the audience selector to make sure you're sharing it with who you want to.



Click **Who can see my stuff?** A submenu pops up with several choices.

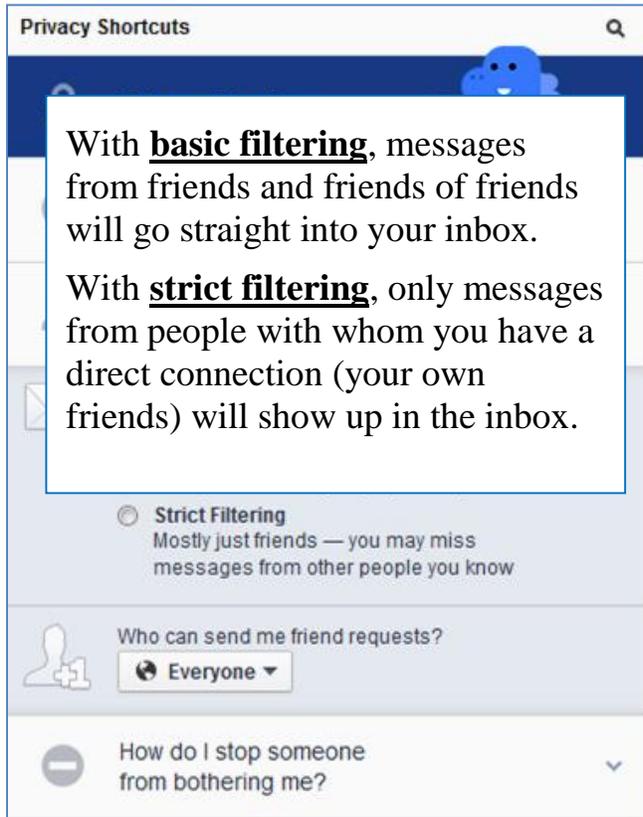
Clicking here will take you to your Activity Log, where you can see all your postings and Likes. You can also get to the activity log from your Profile page.



Click the down arrow next to **Who can see my future posts?** and use the audience selector select who can see your posts from the choices.

Click here to see what your Profile page and Timeline look like when others see it.

Next, click on Who can contact me? Again a drop-down menu appears.



Click the down arrow to select who can send you friend requests.



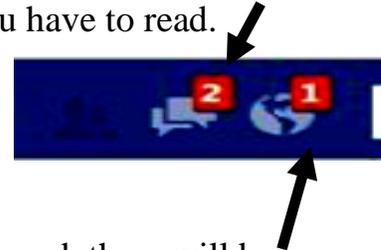
## Notifications of Friends' Activity

Notifications appear in the right side of the “Ribbon” on top of any page on Facebook. When you have a new notification, a red square will appear above the respective icon with the number of new notifications you have received:

When you are sent Friend requests, you will see a number in the red box above the Friends icon indicating the number of requests waiting for your decision.



When you have private messages in your inbox, there will be a number above the messages icon indicating the number of new messages you have to read.

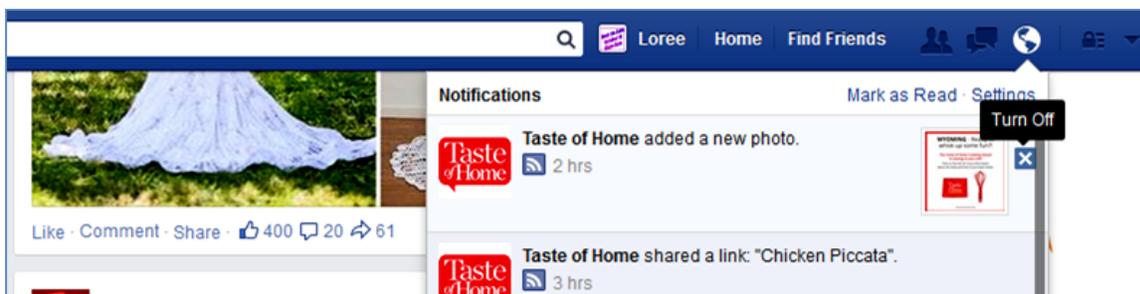


When you have new notifications of Friends' activities to read, there will be a number above the globe indicating the number of items you need to read. This is different than your NewsFeed.

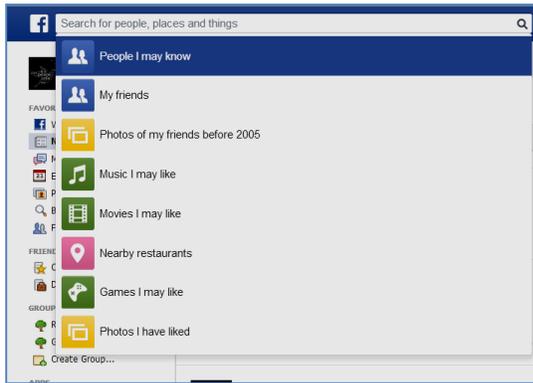
## Controlling Notification Contents

You can control what kinds of notifications you get by updating your notifications settings. You can also decide to stop seeing a certain type of notification right when you see the “red alert” for it by doing the following:

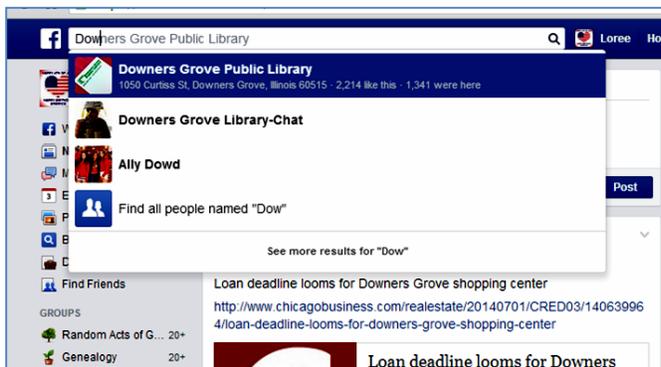
1. Click the  Globe Notifications icon;
2. From the list, hover your mouse over the notification you want to stop seeing, and click the X that appears
3. Click on Turn Off, or if you've changed your mind click “Keep on.”



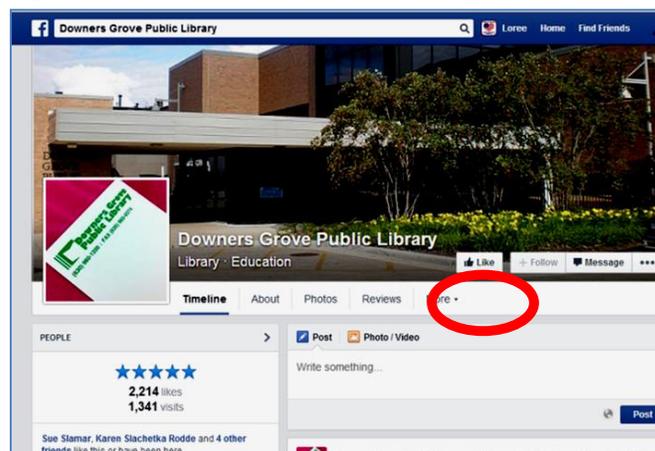
## Searching for People, Places, and Things



Click in the search box at the top of your Facebook page. You can search for people (think sports teams, favorite musicians, TV or movie stars), places (like the Library), friends & photos of friends, things (like your high school alumni group), etc.



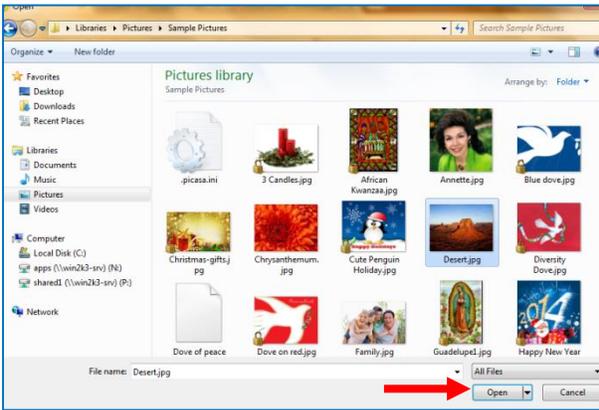
If what you are searching for has its own web page, Facebook will display a list containing that web page at the top. When you click on it, you are taken to the site, where you can click on "Like" to get updates in your news feed. With people you know, you generally have to be Facebook Friends in order to get their updates.

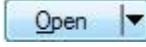


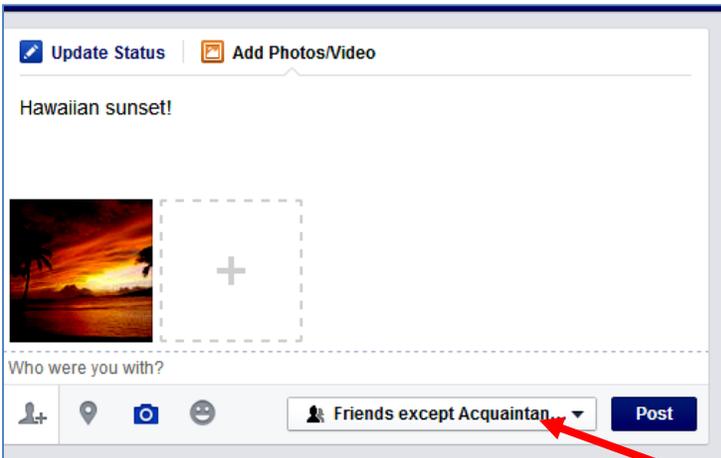
## Adding Photos



From NewsFeed, click **Add Photos/Video**.  
Then click **Upload Photos/Video**.



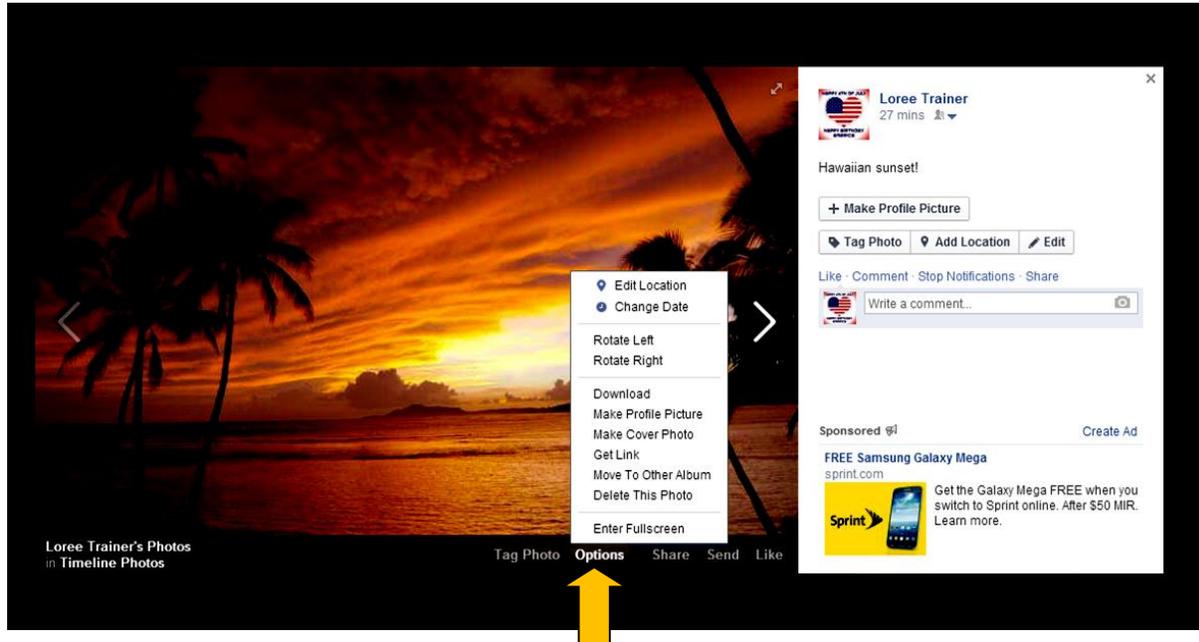
Find the picture on your computer or flash drive that you want to upload, highlight them, and click .



Type in comments or other information, use the “Audience Selector” to limit who can see the picture, then Click  . The Picture will be posted to your Timeline and your News Feed.

## Editing Photos

Options for editing photos in Facebook are limited to rotating the picture, deleting it, tagging photo subjects, or adding location & time information. **You may not edit a photo until after you have posted it.**



To edit, go to Photos (left sidebar, or on your Timeline page), find the photo you want to edit, then double-click on it. The large version of the picture is displayed. Move your mouse to the bottom right of the large image to see the edit menu displayed. Click on “Options” to bring up the submenu of editing options.

### ***Important Points About Sharing Photos and Videos***

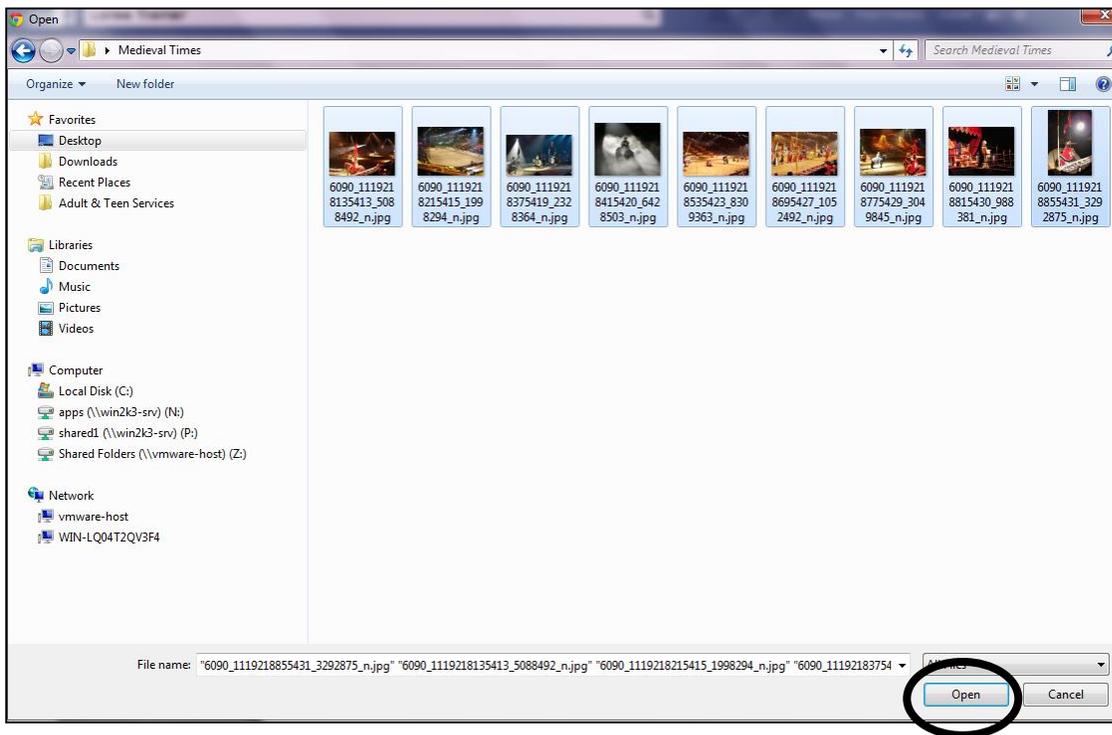
- **Do not upload anything you do not have permission to upload.** Don't upload entire YouTube videos or copyrighted photos without giving credit to the author. Share links to those items on your Timeline instead.
- **Be careful about the photos and videos you upload.** Before sharing images of your friends & family, think about whether the content is inappropriate, embarrassing, or too personal. If you think maybe your friend(s) or family would be uncomfortable or upset with other people seeing what you are uploading, DON'T.
- **Use the audience selector to limit the people who can view your photos.** While your friends might be excited to see pictures from your most recent party, you might not want your boss to see them. Always consider who will be seeing your photo albums versus who you want to see them.

## Creating a Photo Album

In **NewsFeed**, click **Add Photos/Video**. Click **Create Photo Album**.

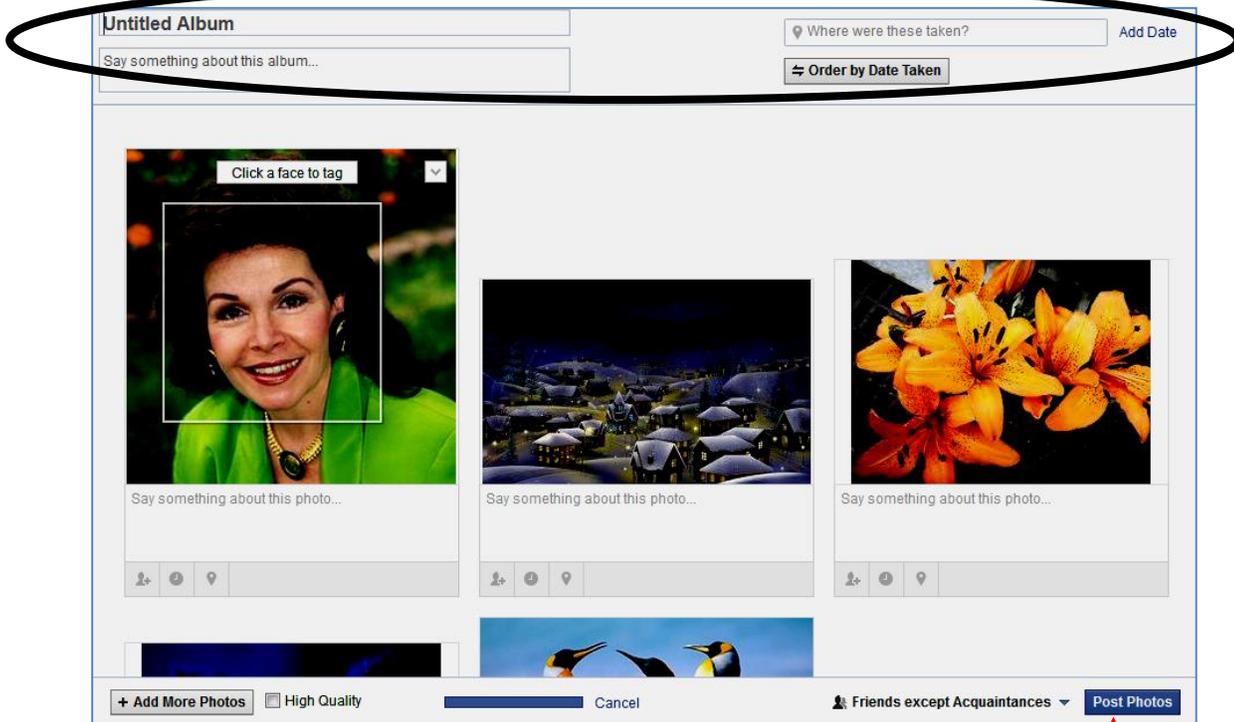


Select\*\* the picture or pictures you want to upload from your computer or Flash drive and Click 



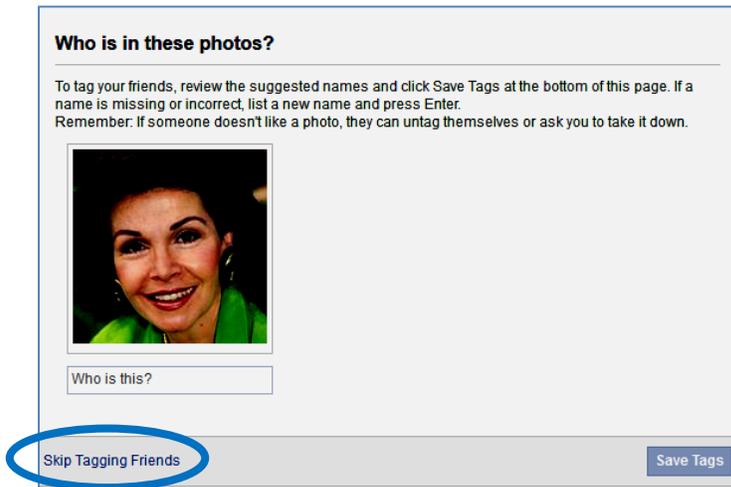
**\*\*To select all the photos displayed, click the first photo then hold down the *Shift* key on the keyboard and click the last photo. To select more than one photo (but not all) from a group, hold down the *Ctrl* key on the keyboard as you click the *LEFT* mouse button for each photo you want to select.**

If you want to add this information, type in an album title, location where the pictures were taken, date they were taken, and any comments about the album.



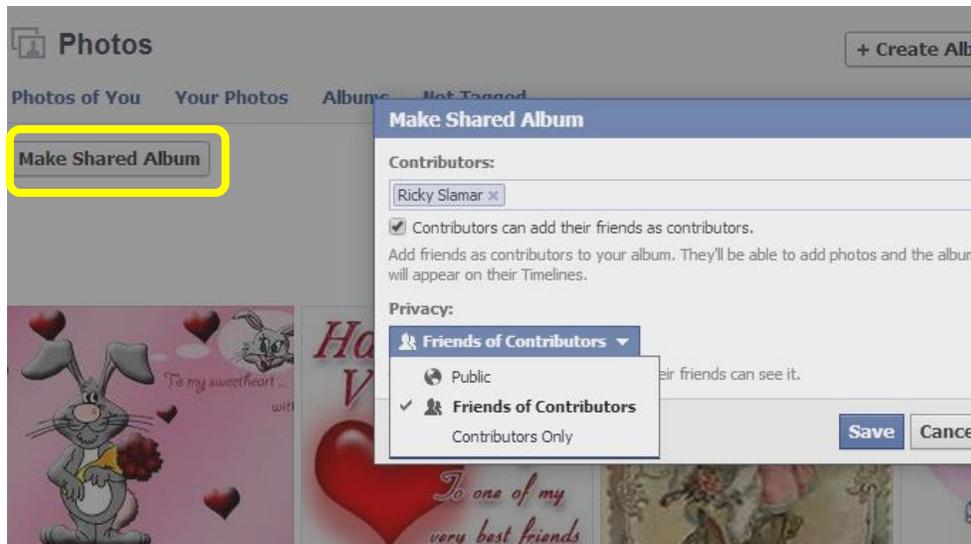
Use the audience selector to make sure you are only sharing your photos with the people you want to see them, then click **Post Photos**.

Facebook may come back and ask you to Tag the faces in the photos so it can use its facial recognition algorithm to automatically tag these people in future photos. This is optional.



## Shared Albums

Creating a family photo album that other family members can add pictures to is a lot of fun! To create a shared album:



--Go to an album you've already created.  
--Click Make Shared Album in the top left corner  
--Type in contributors' names. NOTE: They must be on Facebook  
--Select your level of privacy  
--Click **Save**

- People you name as contributors will be able to view, add photos, and add contributors to the album. You can also choose who can see the shared albums you create.
- If you're a contributor but not the creator (or owner) of the album, you can add photos but you won't be able to adjust the privacy of the album.
- When you add contributors to an album, the album may be visible on their timelines. *Remember that anyone tagged in the album photos, as well as their friends, may be able to view the album as well.*
- Privacy settings:
  - a. If you choose Public, anyone can be able to see the photos.
  - b. If you choose Friends of Contributors, then Contributors, people tagged in photos, and the friends of people tagged may be able to view the photos.
  - c. If you choose Contributors Only, Contributors and people tagged in album photos can see the photos.

## Getting a web address for photos in your album

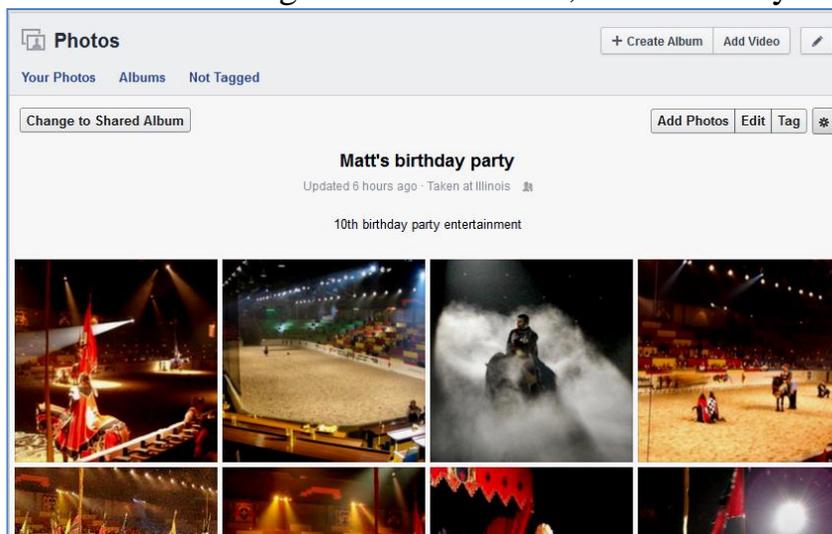
Under the  button, the other option listed besides Delete is "Get Link". Clicking on this will provide you with a web address for the picture album so you can share it with non-Facebook friends.

## Editing Photo Albums

Facebook offers the following options for editing photo albums:

- Adding or deleting photos;
- Tagging people in album photos;
- Changing viewing permissions for pictures;
- Changing the order of pictures in the album or designating a cover photo;
- Adding date, time, place, or comments to the photos or album;
- Deleting the album.

To edit your photo album, go to your Photos page, click on albums, double click on the album name to go to its edit screen, then choose your option.



## Deleting a Photo Album

First, click on your name, then click “Photos”, then “Albums” to bring up a display list of your photo albums. Double-click on the album you want to delete.



There are 2 ways to delete a photo album:

1. Go into Edit for the album and click on the  in the edit menu. Facebook will ask you if you are sure you want to delete the album (and photos in it).
2. Bring up the album, then click the  instead of Edit. One of the two options in the next menu is “Delete”. Again, Facebook will ask you to confirm you want to delete before it will actually delete the album.

## Sending & Receiving Private Messages

You can communicate via Instant Messaging with your Facebook friends *on desktop or laptop* computers using Facebook Chat. If you are using a mobile device to access Facebook, you must download a separate application called “Facebook Messenger”. Facebook Messenger is free and is available on iOS, Android, Windows Phone and some feature phones. To get the app, go to [fb.me/msgr](http://fb.me/msgr) or visit the app store on your phone or tablet.

### Accessing messages you have received



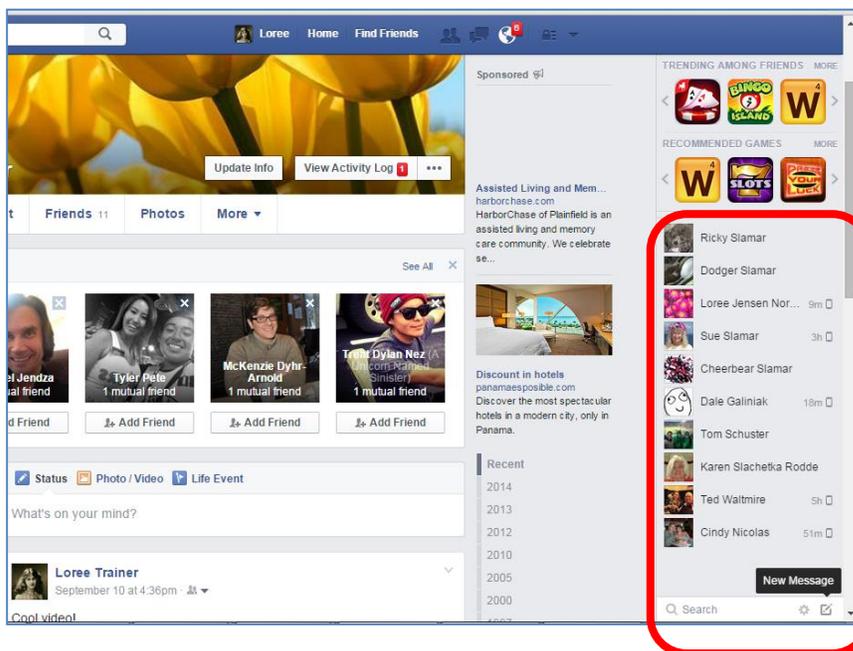
When there are unread messages in your inbox, you will see a red number located above the message icon. First click the message icon, then click either “Inbox” or “Other” to read your messages. Inbox is where most of the messages from your friends will be. The “Other” box is where spam emails and others are put.

### Sending Messages



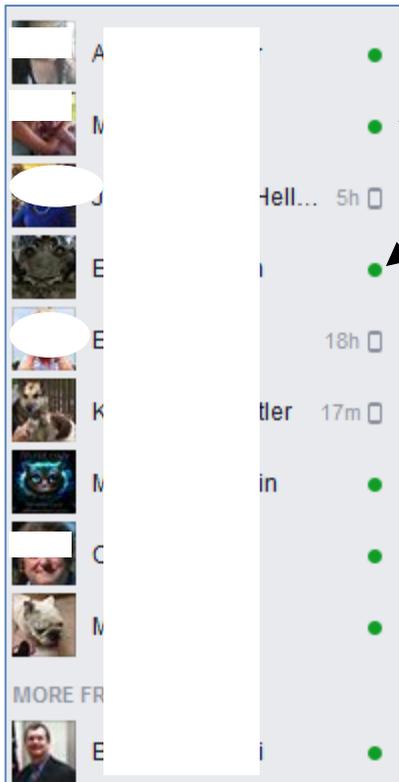
All message recipients must be on Facebook.

To send a private message using Facebook Chat on your desktop computer:



From the Facebook Home page, Click the name of the friend you want to chat with from your chat sidebar. If you don't see your friend's name, use the search box at the bottom of your sidebar to find them.

## Chat Sidebar



### Your Friend's Chat status:

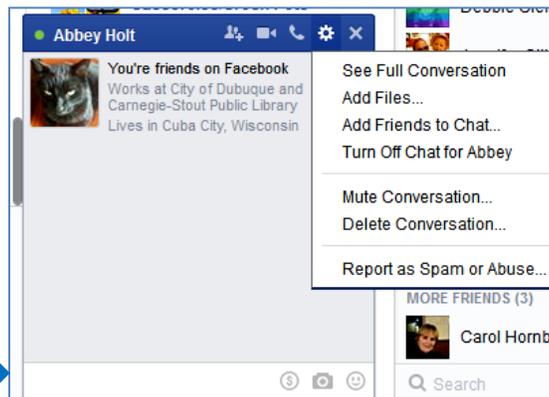
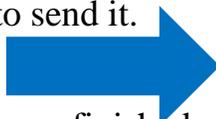
A green circle ● means that the friend is on Chat or Facebook Messenger and is available to chat.

Friends with a phone ☎ next to their name have downloaded one of the Facebook apps (ex: Messenger or Facebook for iPhone.) If there is also a time listed along with the phone, they have turned off chat and this indicates the amount of time they have been off chat.

Friends with no icon next to their names are off chat and is not on Facebook Messenger. Your message will still go directly into their inbox

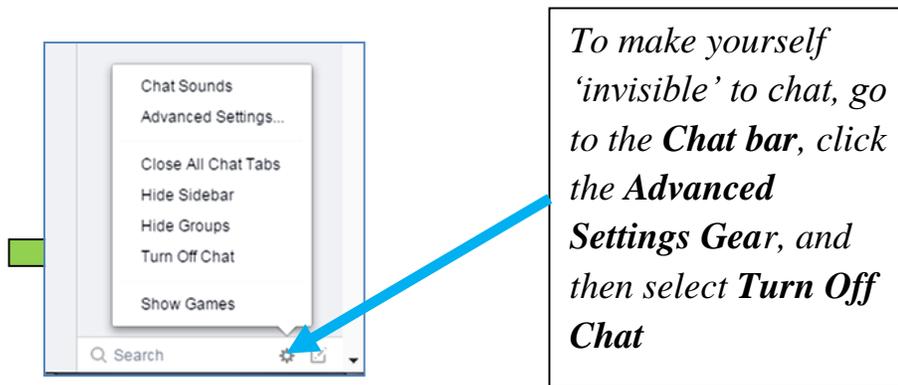
When you select a Friend's name and click on it, Facebook will display a message box where you can add more friends to the chat, send a video call, make a voice call, change chat options, or just send a typed message. (You must have a camera and microphone attached to your computer to send video or audio messages).

Type your text message here and click Enter or Return to send it.

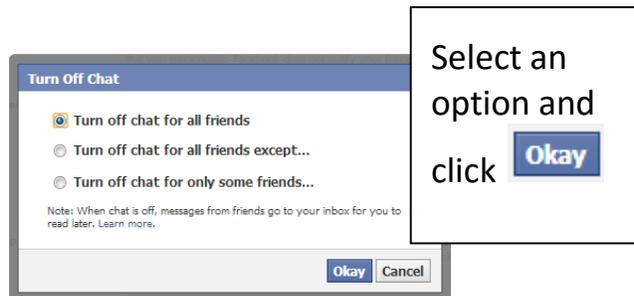


When you are finished with Chat, click  to close the chat window.

**Note:** Even though you closed the Chat window, you are still showing as “available to chat” on your friends’ Facebook pages.

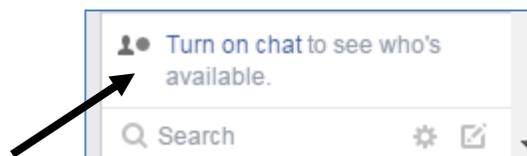


To make yourself 'invisible' to chat, go to the **Chat bar**, click the **Advanced Settings Gear**, and then select **Turn Off Chat**



Select an option and click **Okay**

Note: While chat is off, chat messages from friends go automatically to your inbox for you to read later. You'll also receive them as messages on any mobile Facebook apps you have installed on your phone.

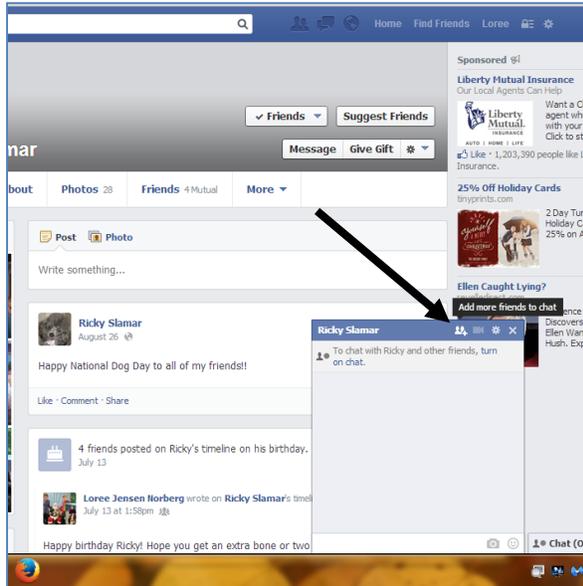


To restore your ability to chat, click here in the lower right corner of your screen.

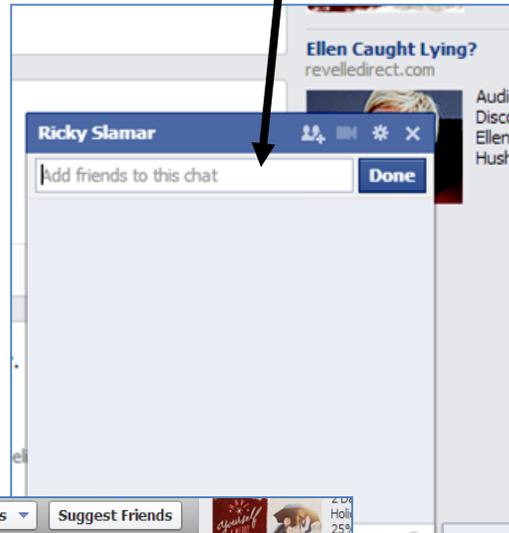


**Sending Messages to More Than One Recipient**

If you would like to send the message to more than one recipient, click on the “Add more friends to chat” icon in the blue ribbon

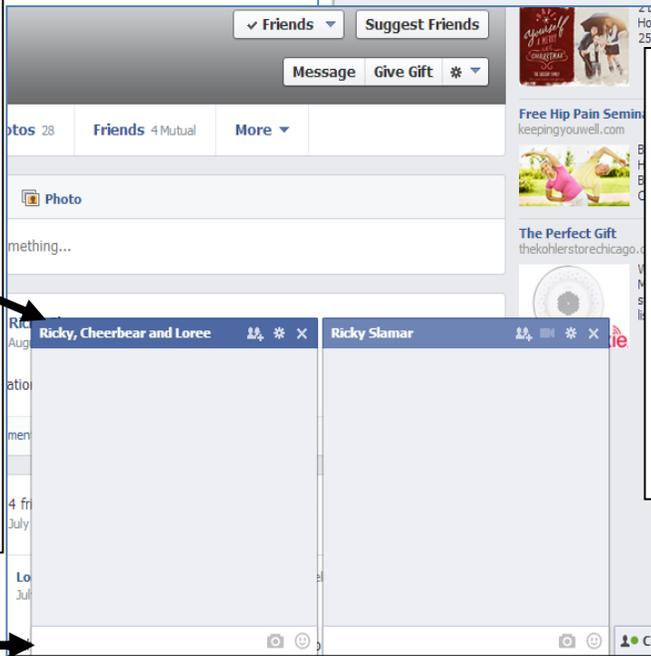


*Facebook will then present you with an extra line where you may enter additional recipients for your message.*



*Click 'Done' when all recipients are entered. Facebook will then show a new message box with all recipients listed.*

*Type your message here, and Click 'Enter' to send, as before.*



*When you are done messaging, make sure to click the 'X' in the upper right corner of each message box to close the box.*

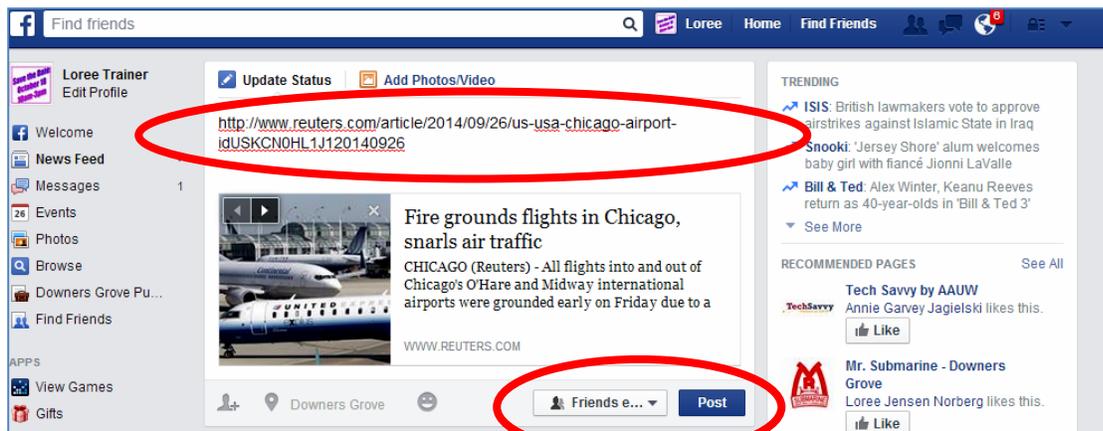
## Posting a Link to a Website

Sometimes you may want to post a link to a current news item or site on the Internet for your friends to see.

1. Do not close your Facebook session! Instead, open an additional tab window and go to the website you want to get your video from (YouTube is a good source).
2. To copy the website address, first click in the address bar of the link you wish to post. Then **RIGHT** click it to copy the address or hold down the **Ctrl** key on the keyboard and at the same time click the **C** key on the keyboard



3. Go back to your Facebook Home Page/Newsfeed and click in the box that says, “What’s on your mind?”
4. Paste the link in the box by **RIGHT** clicking in the box and selecting Paste. Facebook will open the link and show you content from your link, but will not post it to your newsfeed or timeline yet.

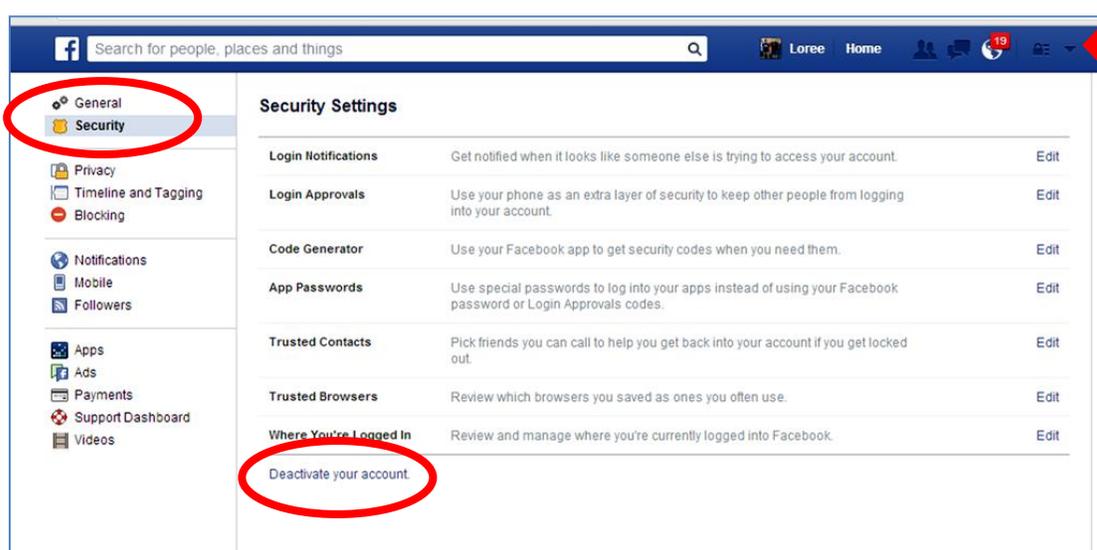


By default, Facebook will show a small picture with your link content. You can choose to not include a “thumbnail” picture, by clicking the “X” in the upper right corner of the picture to close it.

5. Click on the Audience selector to set who is allowed to see this, then click **Post**. The link will be posted to your Newsfeed and your Timeline.

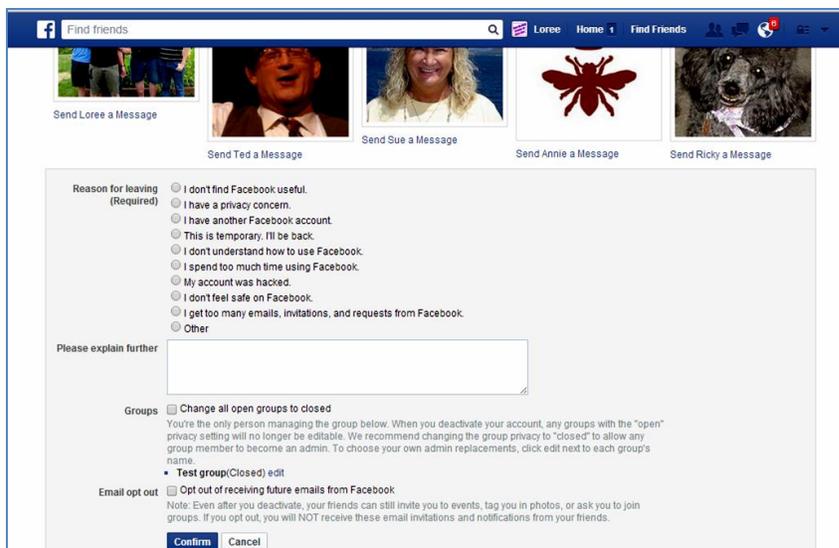
## Deactivating Your Facebook Account

Click on Account Settings, then click on “Security” on the left side of the screen.



Click **Deactivate your account** at the bottom of the screen.

Now you will see a confirmation screen requiring you to give a reason why you are deactivating your account, and of course giving you a chance to cancel.



Click **Confirm** or Cancel.

If you decide to deactivate your account, you can reactivate it in the future by logging in with the email address associated with your deactivated Facebook account and your Facebook password. Your profile along with your friends, photos, etc., will be restored.

## Links for Later

### **Creating Groups in Facebook**

<http://www.gcflearnfree.org/facebook101/facebook-groups>

### **More About Facebook Privacy**

<http://www.gcflearnfree.org/facebook101/4>

<http://www.gcflearnfree.org/facebook101/5>

Facebook's data use policies <https://www.facebook.com/about/privacy/>

### **Miscellaneous**

Five alternatives to unfriending someone on Facebook:

<http://mashable.com/2013/03/22/facebook-unfriend-tips/>

Facebook Etiquette:

<http://www.techlicious.com/tip/facebook-etiquette-avoid-these-5-common-mistakes/>

Facebook Lists 101: See only what you want to see

<http://www.komando.com/tips/332670/facebook-lists-101-see-only-what-you-want-to-see>

Top 5 Myths About Facebook:

<http://electronics.howstuffworks.com/tech-myths/5-myths-about-facebook.htm>