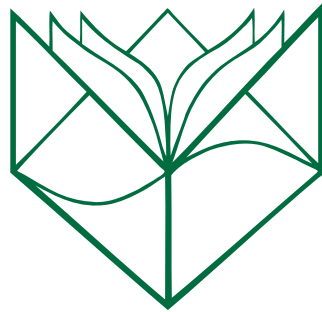


FACEBOOK BASICS AT THE DEERFIELD PUBLIC LIBRARY



DEERFIELD
PUBLIC LIBRARY

CLASS OUTLINE:

- 1) What is Facebook?
- 2) Signing up for an account
- 3) Tours — Your newsfeed, your profile, and your friends' profiles
- 4) Sharing your information — updating your status vs. writing on a friend's "wall"
- 5) Uploading photos and choosing a profile picture
- 6) Changing your privacy settings
- 7) Basic Facebook Security Rules
- 8) Questions, Answers and Review

EXPECTED OUTCOMES:

- 1) Knowledge of what Facebook is
- 2) Understanding of how to sign up for an account with Facebook
- 3) Knowledge of what Facebook looks like and how to share information via Facebook
- 4) Understanding of how privacy settings work on Facebook and how to avoid sharing your information with someone you don't want to share it with.



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WHAT IS FACEBOOK?

Facebook is a social networking site that allows its users to share pictures and updates on their lives with their family and friends through the Internet. I

- it was originally founded in 2004 as a network for Harvard students, and was later expanded first to all colleges, then to high schools, and finally to the general public.
- Facebook now boasts over 54 million unique pages and 1.28 billion monthly users.
- Facebook is available on any type of technology via the direct website log in or as used through an app.
- Facebook has developed and released its off-shoot app Facebook Messenger and is currently is the works to add voice-to-text accessibility.
- Facebook also allows you to use its interface as a log in, connecting your accounts to different websites and giving the user the convenience of using one log in and password.



SIGNING UP FOR AN ACCOUNT

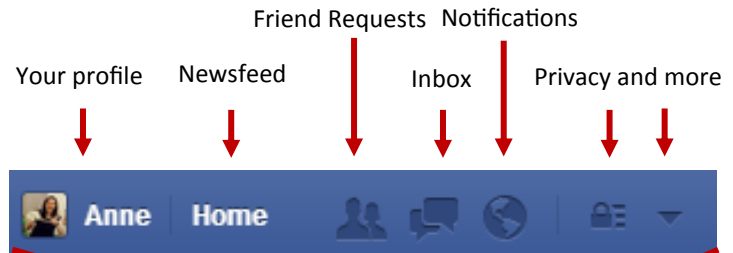
Signing up for an account with Facebook is very easy. Whenever you go to their homepage (facebook.com), you are greeted with the sign up form. If you already have an account, you can put in your email address or phone number and password up at the top ; to sign up for an account, just fill out the information on the main part of the page! Pressing the green **Sign Up** button will start you on your way to having an account.

Facebook walks you through the initial process of setting up an account, getting a profile picture, and **friend-**ing people.

A screenshot of the Facebook sign-up page. The page has a dark blue header with the Facebook logo on the left and login fields on the right. The main content area is light blue and features a 'Sign Up' section. On the left, there are three icons with text: 'See photos and updates from friends in News Feed.', 'Share what's new in your life on your Timeline.', and 'Find more of what you're looking for with Graph Search.' The 'Sign Up' section includes a sub-header 'Sign Up' and the text 'It's free and always will be.' Below this are input fields for 'First Name', 'Last Name', 'Your Email', 'Re-enter Email', and 'New Password'. There is a 'Birthday' section with dropdown menus for 'Month', 'Day', and 'Year', and radio buttons for 'Female' and 'Male'. A green 'Sign Up' button is at the bottom of the form. At the very bottom of the page, there is a footer with various links and the copyright notice 'Facebook © 2014 - English (US)'.

YOUR NEWSFEED

Your Facebook **Newsfeed** is the place to see what all your friends are up to! You also can get updates from any pages that you **like**, whether those are blogs, news sources, businesses, actors/actresses, musicians, schools, or any of the other number of entities that can create Facebook pages.



The screenshot shows the Facebook Newsfeed interface with several sections highlighted by red boxes:

- Your Info:** Profile picture, name (Anne Jamieson), Edit Profile, News Feed, Messages, Events.
- Your Groups:** e-Bible Study, The League of Drav..., Create Group, Find New Groups.
- Your Apps:** Games, On This Day, Mobile, Games Feed.
- Friend Groups:** Close Friends, Family, Oak Park, Illinois..., Detroit, Michigan..., River Forest, Illino..., Dominican University, Holland, Michigan..., Sociology/Social Wor..., Joint Archives of Holl..., Hope College Pho..., Hope Academic Sup..., The McGreal Cente..., Oak Park Public Lib..., Deerfield Public Li..., Andover High School, Hope College.
- News Feed:** Update Status, Add Photos/Video, "What's on your mind?", Post by The Mary Sue (3 mins), Post by Emily Axen (1 hr), Post by Susan Strang Golden (1 hr).
- Events:** Casey Nelson and 1 other.
- Things that are trending:** Gaza Strip, Skye McCole Bartusiak, Rick Perry.
- Ads:** Warby Parker (glasses), Olive Garden (breadsticks).

Updates from friends and entities you've liked.

YOUR PROFILE AND YOUR FRIENDS' PROFILES

Your Facebook **Profile** is the place where all of the information about you is collected into one area. It contains all of the statuses you've made, all of the pictures you've uploaded or have been **tagged** in, and anything that your friends have written to you on your **wall**.

Quick information about you.

Profile picture

Cover photo

Anne Jamieson

Update Info View Activity Log ...

Timeline About Photos 2,058 Friends 742 More

What was your position at Joint Archives of Holland?

Status Photo / Video Place Life Event

What's on your mind?

ABOUT

- Studied Library Science at Dominican University
Past: Hope College and Andover High School
- Lives in Chicago, Illinois
- Studies Library Science at Dominican University
Past: Hope College and Andover High School
- Lives in Oak Park, Illinois
- From Bloomfield Hills, Michigan

PHOTOS - 2,058

Tag more photos

Megan Harper was with Anne Jamieson.
July 19

Unlike · Comment · Stop Notifications · Share

AT&T Wireless Customers
att.com

Exclusive offer: U-verse TV & Internet \$49/mo for 12 mos PLUS \$250 Reward Card-see details

Chase Hyatt Credit Card
creditcards.chase.com

Smart chip technology and no foreign transaction fees. Learn more and apply now.

Chat (Off)

Posts from you and your friends.

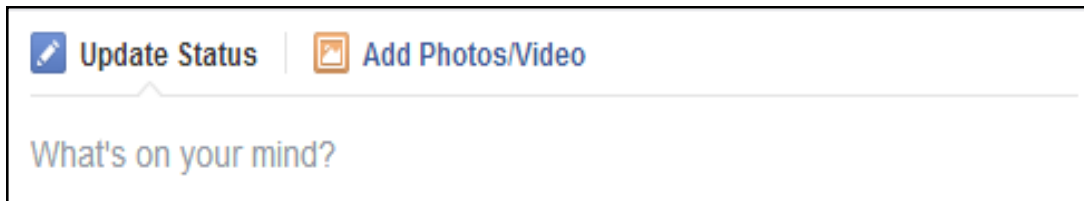
The profiles of your friends on Facebook will look exactly the same; the only differences are that instead of a status update box, there will be an option to **post** and you won't be able to edit any of the items that appear on their profiles the same way you'd be able to edit the ones on your own profile.

SHARING INFORMATION: UPDATING YOUR STATUS

The main way that you share what's going on in your life with all of your friends on Facebook is by updating your status. You can do this from two different locations, but the result is the same: your friends will be able to see your status update. They can choose to **comment** on an update or **like** it.

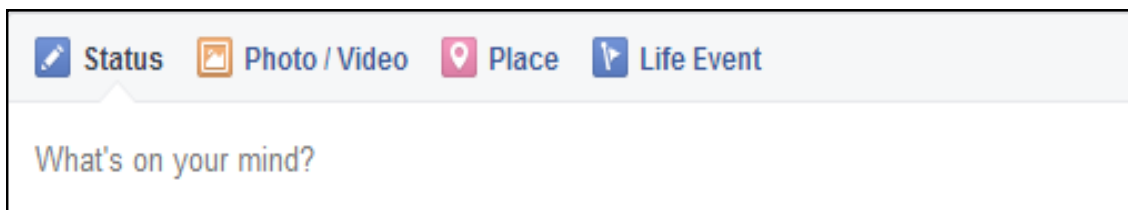
Update Your Status from Your Newsfeed

At the top of your newsfeed, you'll notice that there's a bar with "Update Status" on it. Typing in here and pressing **enter** will update your status.



Update Your Status from Your Profile

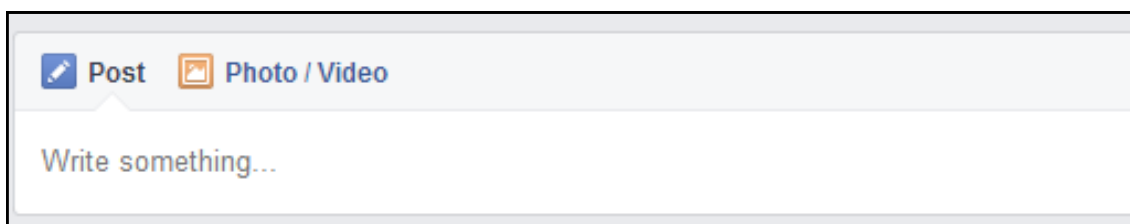
When you're on your profile, the first thing that comes up will always be a status update bar. It looks very similar to the one on your newsfeed, but you can choose to tag a specific place or put in a **life event** as well as update your status or upload a photo/video.



SHARING INFORMATION: WRITING ON A FRIEND'S WALL

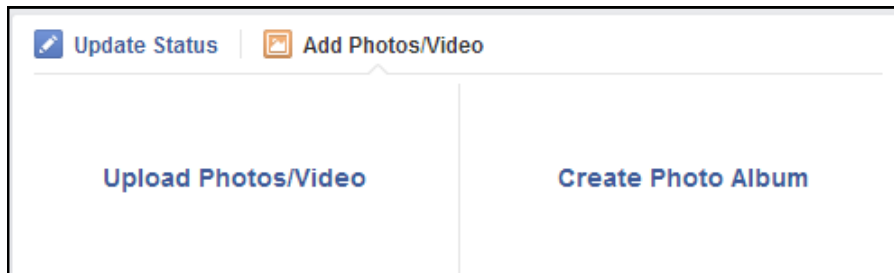
If you want to make sure that a specific friend sees an update, or you find something that you want to share with them particularly, but you don't mind other people also seeing it, then you want to write on your friend's **wall**.

When you go to their profile, you'll notice that at the top of their posts is a box that is similar to the **Update Status** box on your profile; however, instead of **status**, it says **Post**. Typing in the box underneath and pressing **Post** will send the information to that person. It will also allow their friends to see it on their newsfeeds, as well as your friends.

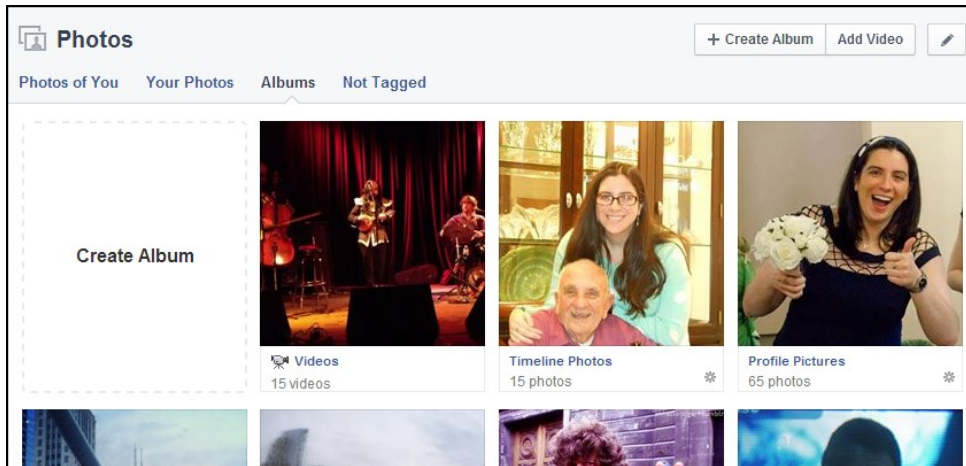


UPLOADING PHOTOS

There are two different ways you can upload photos onto Facebook. The first and simplest way is to use the same box on your newsfeed as you did to update your status. Just click **Add Photos/Video** instead and either **Upload Photos/Video** or **Create Photo Album**. From there, you can take photos directly from your hard drive and put them on Facebook.



The other way to upload photos is to go from your profile page into the photos. From there, you can create new photo albums and upload photos directly into that album.



CHOOSING (AND UPDATING) A PROFILE PICTURE

Your **profile picture** is the most important (and the most public) photo on your profile. It's the representation of you that is first seen whenever someone is on Facebook. It appears in the top left corner of your profile and next to all comments or status updates you make. Essentially, it is your avatar in the digital world.

REMEMBER: YOUR PROFILE PICTURE IS ALWAYS PUBLIC.

Tips on Choosing a Profile Picture

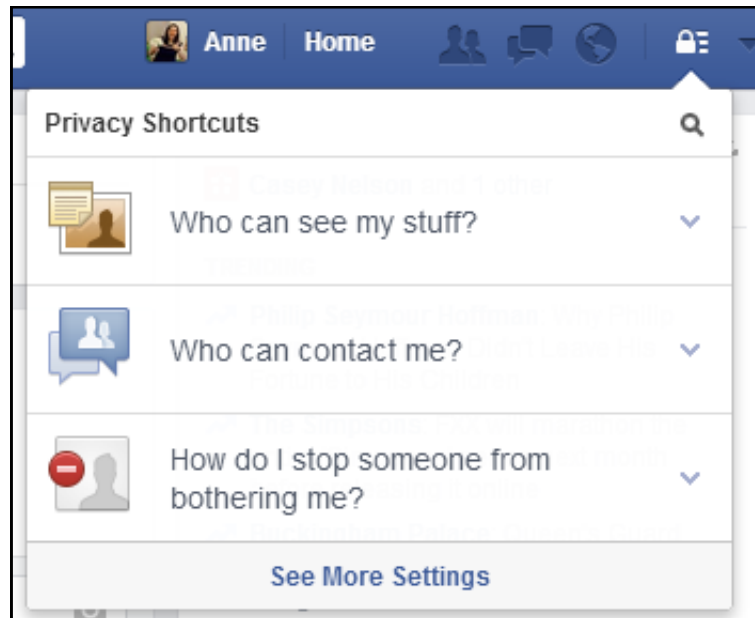
- Choose a picture that has a good view of your face (not a car or a flower) so people know who you are!
- Pick a picture in which you are the main subject — it's confusing when there are too many people in the picture!

To update your profile picture, simply go to your profile and click on the camera in the lower left corner of your current profile picture, then follow the instructions to change it to something else!



UPDATING YOUR PRIVACY SETTINGS

The quickest and easiest way to update your privacy settings is to click the little lock button at the top right of your newsfeed screen. Clicking on any of the three shortcuts that appear leads you directly into areas of Facebook settings that pertain to security.



The other way to change your security settings is to go to the down arrow, click **Settings**, and go into the privacy settings from there.

Privacy Settings and Tools			
<ul style="list-style-type: none">GeneralSecurityPrivacyTimeline and TaggingBlockingNotificationsMobileFollowersAppsAdsPaymentsSupport DashboardVideos	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?	Friends of Friends Edit
		Whose messages do I want filtered into my inbox?	Strict Filtering Edit
	Who can look me up?	Who can look you up using the email address you provided?	Everyone Edit
		Who can look you up using the phone number you provided?	Everyone Edit
		Do you want other search engines to link to your timeline?	No Edit

The settings shown above are a medium-high security setting (only friends can see posts, only people who are friends of friends can send friend requests, and the messages in my inbox are filtered for whether or not it appears to be spam and whether or not they're from someone I know, and search engines can't link to my timeline). To be more secure, it would be advisable to change who can look you up using your email address or phone number to either friends of friends or just friends.

BASIC FACEBOOK SECURITY RULES

1. What happens on the Internet stays on the Internet **FOREVER**, so be careful what you post.
2. In that same vein, remember that what happens on Facebook is visible to everyone on your friends list, so don't post anything you wouldn't want to have someone overhear you saying in a public place. The same goes for pictures — if you wouldn't want someone to see it on a billboard in Times Square, don't post it on Facebook!
3. Never accept a friend request from someone you don't know in real life.
4. Never respond to a message from someone you don't know in real life.
5. Also, don't respond to a message that is a hyperlink with only random numbers and letters (no discernable website address).
6. Make sure to update your password on a regular basis — and don't give out your password to anyone!
7. Respect each others' privacy — if someone doesn't want to be tagged in photos or status updates, don't tag them! And if you know something sensitive about them and want to talk to them about it, use direct messages, not wall posts to discuss it.

A SOCIAL NETWORKING GLOSSARY

Comment — Commenting on an update on Facebook allows you to interact with the person that has posted the update, picture, link, etc. and any of their friends who also are commenting on it.

Cover Photo — A landscape, broader picture that is an optional addition to your Facebook profile page. It can be of anything, and serves as a sort of banner for visitors to your page.

Direct Message — On social media, sending a direct message is a lot like sending an email — only the specific people the message is sent to can see the contents of that message. It is sometimes just called **messaging**.

Friend (both a noun and a verb) — in the noun sense, the people who have access to what you post (your “friends”). In the verb sense, “to friend” someone on social media is to allow them access to what you post.

Life Event — Facebook allows you to put important events in your life into your online profile — for example, dates you started school or a job (or left school or a job), entered (and exited) relationships, got engaged, married, etc.

Like — “Liking” something is a way to acknowledge that you have seen an update and are happy for that person (for example, when someone posts “Finally got a new job!” you can “like” that update) but you don’t have something specific to say. You can also like individual comments on a post.

Post — Posting something on Facebook is similar to sticking a Post-It note up on a wall — anyone with access to that wall can see it, but it’s directed to someone specific.

Profile — The place where all of your information is collected and easily accessible. Your friends’ profiles have all of their information.

Profile Picture — The first photo that someone sees and associates with you. It’s up in the corner of your profile and it appears next to any status updates or comments you make.

Social Media Site — A website or application which enables users to create and share content or participate in social networking online.

Status — A short, quick blurb about your life or something important that you want to share with all of your friends (example: “Happy to announce I’m moving to Rogers Park in July! I’m very excited!”).

Tagging — Being “tagged” in something means that your profile is connected to the event. It could be in a picture (in which case that picture would come up on your profile), a status, or a comment.

Upload — When you take something from your computer’s hard drive and put it onto an Internet application (like Facebook or as an attachment in an email), you’ve **uploaded** it.

Wall — On Facebook, the place where your posts and anything sent publically to you from your friends. Appear.