Facebook Basics at
The 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.
**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. 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 it’s 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.
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.

**Updates from friends and entities you’ve liked.**
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.

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.
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.

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.

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.