



Facebook for Beginners

What is it?

Facebook is a free (ad supported) social networking website launched in February 2004 and boasts over 1 billion users. Originally intended for use only by college students, Facebook now allows anyone 13 years or older to become a member. People of all ages are taking advantage of its features. Lately, the largest growing Facebook audience is above college age. There are many social networks, but Facebook is one of the most popular worldwide.



Users of Facebook create profiles with status messages, photos, lists of interests and things they 'like,' contact information, and other personal information. Communicating with Facebook "friends" and other users can be done through public or private messages or a chat feature. Users can also create and sign up to receive the updates of "pages." Some of these pages are just for fun, others are means of advertising. There is also an option to join networks organized by workplace, school, or college.

While Facebook is a fun way to keep in touch with friends and relatives, it has been banned at many schools and offices in order to discourage employees from wasting time using the service. It can be a big time sink if you're not careful. Privacy is another concern with Facebook. In order to soothe fears about privacy, Facebook allows users to choose their privacy settings, including who can see which parts of their profile. It is very important to customize your privacy settings since everyone is willing to share information to different degrees.

For official information and news about Facebook, visit www.newsroom.fb.com. If you have specific questions, you can talk to a librarian here or schedule a one-on-one appointment for help. There's a lot to cover so don't worry if you still have questions after this session.

To Sign Up and Use Facebook, You'll Need...

- ✓ Computer or other device
- ✓ Internet connection (free Wi-Fi at the library)
- ✓ Email address
- ✓ To remember both your Facebook and email usernames and passwords!

Signing Up

Go to www.facebook.com. This is both the login screen (at the top) and the Sign Up screen.

To sign up for a Facebook account...

- Enter your first name and last name as you'd like it to appear on your Facebook account. Facebook requires real names be used today (in the past they allowed nicknames).
- Enter the email address you'd like to use with your Facebook account. You can receive email updates when someone posts to your Facebook page. Re-enter your email address to confirm it's right.
- Create a password for your Facebook account. Be sure to memorize it or write it down!
- Enter your birthday using the drop-down arrows next to the Month, Day, and Year. If you don't want your birthday (or the year) to appear on your profile, it can be changed in the privacy settings later.
- Select your gender.

- Click on Sign Up.
- Facebook will send the email account you used a confirmation notice. Open your email and click the link to confirm.

Some Things to Know About Facebook

- **A Big Deal** – There are over 1 billion users on Facebook worldwide. Hopefully including your friends!
- **Never Finished (like fashion)** – Facebook is always changing things like layouts, buttons, locations, etc. These changes may add features or try to make things easier to use, but these efforts don't always work out. Keep clicking around and using Facebook and you'll get the hang of changes over time.
- **Data Vampires** – Facebook wants as much information as you'll give them. Sometimes it's helpful to provide more information, sometimes it might not be. Enter as much or as little information in your profile as you would like, but be protective of your privacy. If you don't enter something in now, you're always able to enter it in later. (In the News Feed, click 'Edit Profile', in Timeline, click 'Update Info')
- **There's an App for that** – Facebook has customized applications available for many devices such as iPads, Android tablets, and many smartphones. Each application is different but all provide the same basic features. These apps are often changed, so make sure to keep up with updates.
- **Forget Me Not** – If you forget your password, it can be recovered. But the recovery process is difficult, so you should try to avoid using it if at all possible.

News Feed (click 'Home')

If you click on the Home button (at the top of the screen toward the right), you will see a feed of your friends' postings and status updates. There are different methods of sorting this feed, and ways to hide news feed posts if they don't interest you. Click 'Like' on an item if you think it's cool, interesting, neat, or *like-able* in any way. Click 'Comment,' type a message, and hit enter on your keyboard if you want to put in your two cents about something a friend posted. Controls at the top of the news feed allow you to post content that will appear in your friends' news feeds. (See next section)





Posting

Facebook today allows for posting a wide variety of types of content from one interface (pictured above). Sometimes these controls might look a bit different. Left click into the white box below 'Update Status,' type a message, and then click 'Post,' to put a text-based message on your profile. Click 'Add Photos/Video,' to post photos or videos. The upside down arrow next to the 'Post' button allows you to pick who sees your posts if you have made any lists of friends. Other buttons in this interface allow you to tag specific friends, add your location, caption a picture, or add smiley faces and other emoticons.

Chat (Inbox)

Posts are public messages for large subsets or all of your friends. Facebook also allows for private messaging. These are messages that can be sent back and forth instantly through the 'Chat' feature or they can work like

email in the 'Inbox'. Chat button:  Chat (Off) Inbox button: . If you try to chat with someone and they are not currently on Facebook (offline), the message will be sent to their inbox. You can also see previous inbox messages in chat windows.


Timeline

Click on your name on the upper left-hand side of the page or click on your name in the upper right-hand side of the page. Your timeline (formerly known as the “wall”) is everything on the page that will load, and anything posted here can be seen by some or all of your Facebook friends (depending on your privacy settings). Your friends can post comments, photos, and video to your timeline. Timeline displays your recent activity. Timeline has a similar interface for posting new content near the top.

Adding or Changing Your Profile Picture

Once you are on your timeline, find where it says your full name near the top toward the left. To the left of that should be a blank square if you have not yet added a profile picture or your current picture if you have already done so. Place your mouse over that square. A button should appear that says ‘Edit Profile Picture’ or something similar. Click that button, and then click ‘Upload Photo.’ Clicking ‘Upload Photo’ will bring up a window for you to navigate your computer to find your picture. Once you’ve selected the picture you want, click ‘Open’ to upload the file.

Privacy Settings

Since Facebook is a rich service with many different ways to post and types of content that can be posted, there are lots of privacy settings to be changed. Click on the lock or the gear  buttons near the top right of the screen to access and change your settings. The lock allows you to see some of your most important settings. The gear lets you access and change all settings. There are tons of settings, so read and click carefully.

Beware of Phishing

The term phishing refers to an unknown entity using underhanded means to attempt to acquire sensitive information from internet users such as usernames, passwords, and credit card details by appearing to be a trustworthy entity. Communications claiming to be from social networking sites (such as Facebook), auction sites like eBay, or IT administrators are often used to trick unsuspecting users into clicking on their links. Phishing often occurs through email and usually instructs users to enter information at a fake website that looks nearly identical to the real website. Facebook administrators are aware of certain phishing scams targeting their website, and they suggest following a few basic rules when you’re online.

- Use an up-to-date web browser.
- Verify that you're logging in from a legitimate Facebook page with the facebook.com domain (or, similarly, the correct domain name for other sites)
- Be cautious of any message, post, or link you find on Facebook (or any other site) that looks suspicious or requires an additional login
- Do not respond to requests for usernames and passwords that you get in your email.

If you need further assistance, don't hesitate to:

- Email or call **Jason Pinshower, Instruction and Technology Librarian**, at jpinshower@indiantrailslibrary.org or **847-279-2255**
- Call us at **847-279-2240** for over the phone support or to set up a one-on-one session.
- Stop by **the 2nd floor Information Desk** for assistance.

Also, don't forget that all of the services offered by the library are free of charge. You can check out a full listing of our computer classes and registration options at <http://www.indiantrailslibrary.org/events/>



INDIAN TRAILS
PUBLIC LIBRARY DISTRICT