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Take Along Tutor:

Getting Up to Speed with Facebook

We've all heard about social networking sites like MySpace, Twitter, and Facebook. Many of us have questions about them, though. What do these sites do? Why do so many people use them? How can I use them? Today, we will examine Facebook, a user-friendly networking site with a variety of fun and functional applications.

Social Networking

Social networking websites facilitate the creation of online "communities" or common-interest groups. They allow groups of people to share thoughts, ideas, news, and information with each other via the Internet. Members of a social network can email, instant message, or blog their activities and ideas. Communications can be private, to a select group, or public for all to see. You, as the user, determine the type of message that you send or post.

People use social networking sites for a variety of purposes. For many users, social networking sites are a place to connect with friends and family from around the globe. Once everyone has an account on the same networking site, everyone can communicate with each other. Social networking sites are also a great tool for business and public relations, educational settings, nonprofit groups, and social clubs for the same reason – everyone can keep up-to-date on current news and events.

Getting Started

To begin using Facebook (or any other social networking website), you will need to create an account. Facebook accounts are free, and you control the level of privacy that you would like to have for your account. To sign up for a Facebook account, go to their website at www.facebook.com and fill out the sign-up form (see next page).

You are required to provide a small amount of information about yourself (this is for liability reasons on Facebook's part – anyone posting offensive or threatening items can be dropped from their site). Type in your first and last name, and then type your email address. Next, create a password – be sure to make it complicated enough to be hard to guess, but something that you will remember. You will also need to select whether you are male or female, and you will need to provide your birth date. According to the Facebook website, "Facebook requires all users to provide their real date of birth to encourage authenticity and provide only age-appropriate access to content. You will be able to hide this information from your profile if you wish, and its use is governed by the Facebook Privacy Policy." Once you have filled in all of the necessary information, click on the "Sign Up" button.

Sign Up

It's free and anyone can join

First Name:

Last Name:

Your Email:

New Password:

Gender:

Birthday:

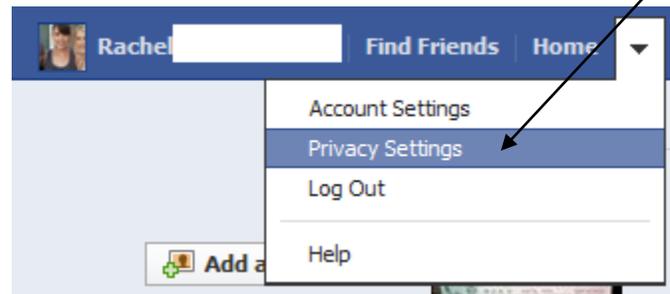
Why do I need to provide this?

[Create a Page for a celebrity, band or business.](#)

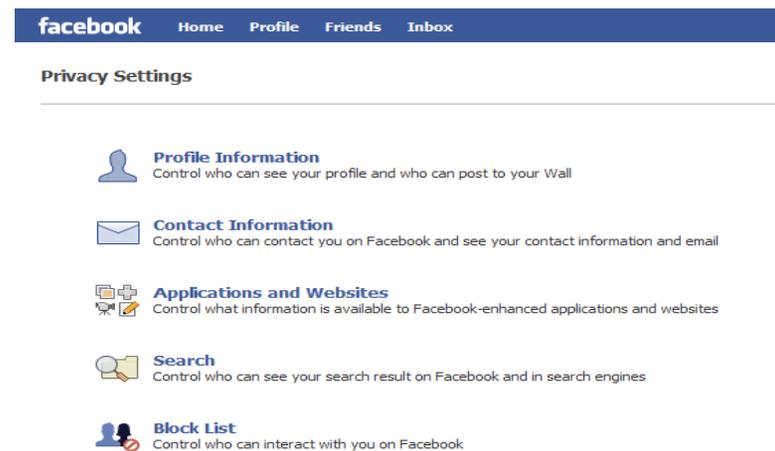
Your profile information goes here.

Protecting Your Privacy on Facebook Using Settings

Facebook allows you to have as much (or as little) privacy as you would like to have. You can change your privacy settings to protect, or promote, your profile information. To change your privacy settings, click on the drop-down arrow at the top right side of the Facebook screen, and choose "Privacy Settings."



The Privacy Settings menu will appear. Click on the link for the items that you would like to edit.

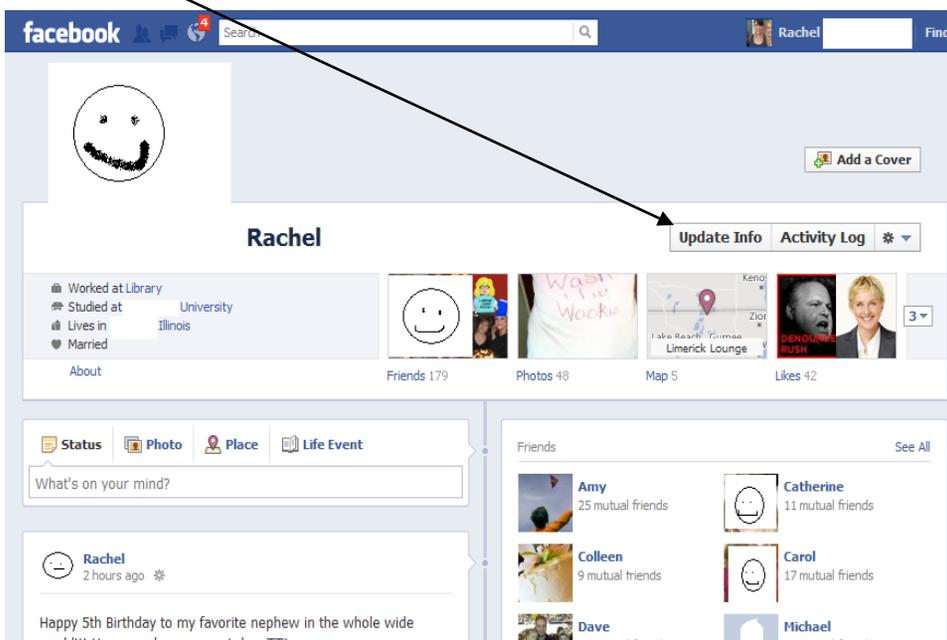


For more information on controlling and managing your Facebook privacy settings, please see AllFacebook.com's privacy article at

http://allfacebook.com/facebook-privacy-fix-timeline_b75559

The Timeline

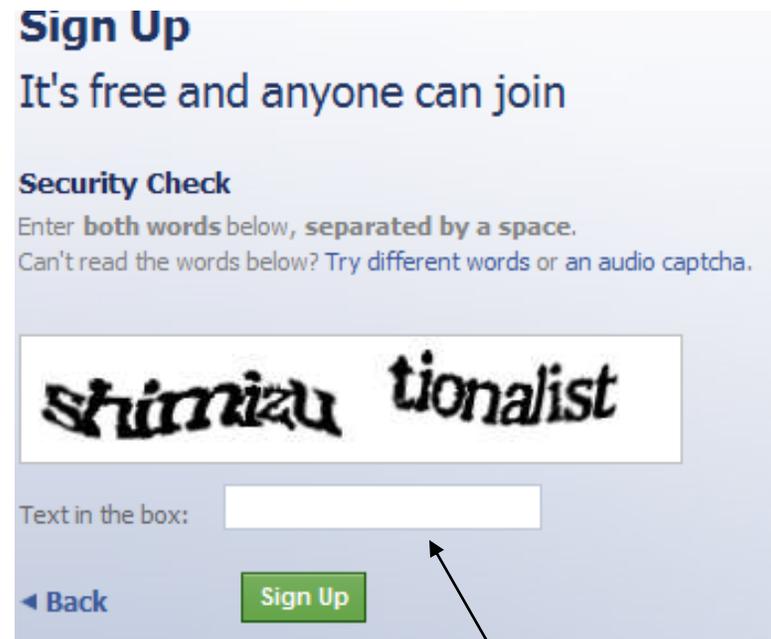
The Timeline consists of information for and about you. Posts that friends make to you, directly, will appear here on your Timeline in chronological order. You also have access to your detailed profile information, photos, friends, and other activities that you choose to join (causes, links to relatives, etc.). Links to these are located on your Timeline. To edit and make changes to your profile, click on the “Update Info” button at the top of your Timeline.



You can also update your status, view and upload photos, “check in” (say that you are currently visiting) a location, or add a life event to your Timeline. Click on the appropriate tab and enter the information that you would like added to your Timeline (see below).



The next step is a security check. Facebook uses a code system to prevent spammers from creating bulk accounts (several accounts at once, using a computer application). Type in the words that appear in the white box; the words may look like gibberish, but you must type them exactly as they appear. When you have finished, click on the “Sign Up” button.

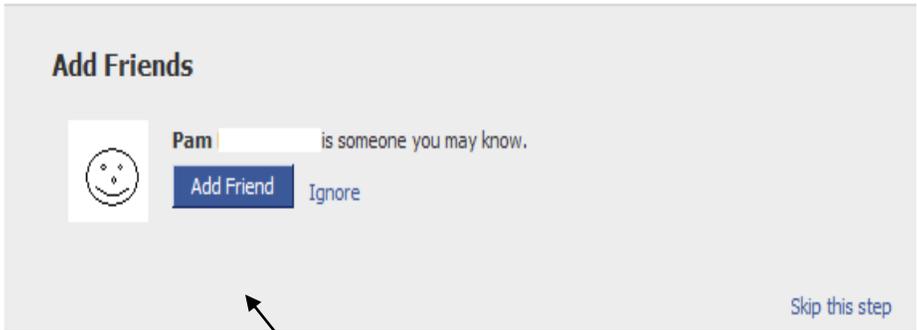


2) Enter the security code exactly as it appears.

Making Friends on Facebook

Friending is the act of requesting permission to contact and communicate with a Facebook user.

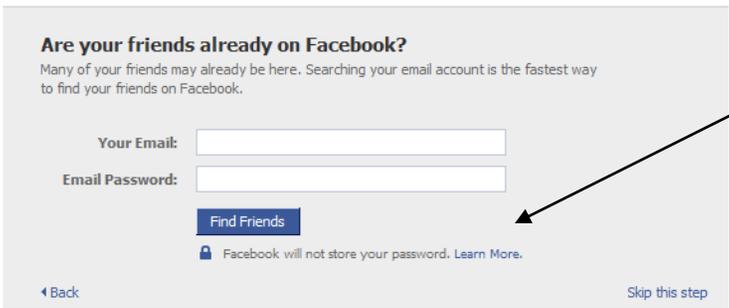
You send a friend request; the person you are “friending” can then decide whether or not they want to allow contact with you. When other people send you friend requests, you can decide whether or not to become “friends” with them. You may only allow contact with those people that you want to communicate with.



Click on the "Add Friend" button to send someone a friend request.

Click here to skip this step.

The next step is to locate friends and family on Facebook. You may search by name using Facebook's search tool. You can also utilize Facebook's email function, which will try to match email addresses in your email account with email addresses on Facebook. Just enter your email address and your email account password. Facebook will scan your email address book for addresses that match email accounts on Facebook. You can then "Friend" these people. Once they confirm that you are friends, you will be able to access their profiles, see their photos, send messages, and more.



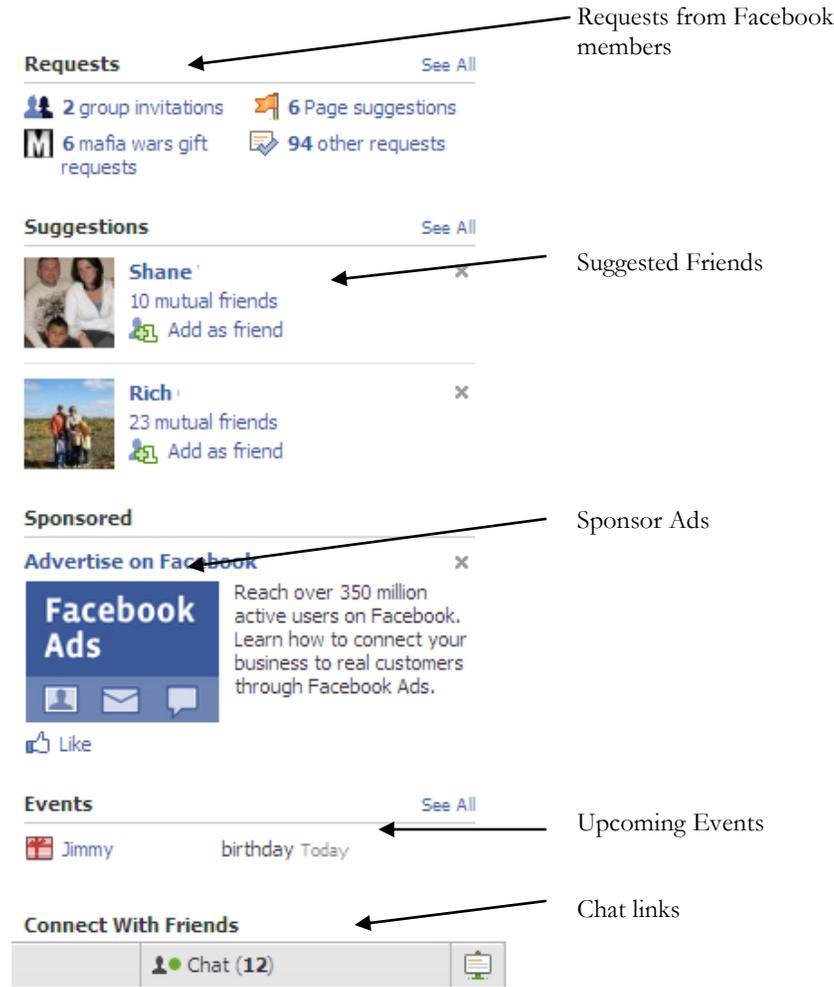
Search for Facebook friends by using your email address book!

Another way to maximize your experience on Facebook is to add information about yourself to your profile. Facebook will make

(unless you create privacy settings that prevent certain people from seeing your posts – see your "Privacy" handout).

Your home page also includes your News Feed – this is an ongoing blog with posts that your friends have made to their Facebook pages. "News Feed" shows you a compilation of popular posts that your friends have made on Facebook. The "Ticker" also appears here. The Ticker is a digest of recent activities by friends, in a shorter form. The Ticker appears along the right side of the Home page.

Your home page also provides a list of links along the right side of the page. These links include:



Requests from Facebook members

Suggested Friends

Sponsor Ads

Upcoming Events

Chat links

Home – The first page you will see, each time you login to Facebook. If you move away from the Home page, you may return to it at any time by clicking on the Home selection (Please note: The Facebook “Home” page is different from your browser’s home page!)

Profile – The profile selection will take you to your profile page. Your profile page includes your wall and other information about you. We will discuss the profile page more in a little while.

Friend Requests – The friend request icon tells you if you have any pending friend requests (people who have asked to be friends with you). Just click on the icon to see your pending requests. The friend request icon also contains a search tool for locating friends – just click on the link and type in names to search. Facebook will also make friend suggestions for you – these suggestions appear along the right side of your main Facebook page. The more friends you make on Facebook, the more friends suggestions you will receive, and the more friend lists you can create.

Messages – Clicking on the Messages icon will take you to your Facebook email. You can send and receive emails through Facebook.

Account – The settings link will allow you to view and change all of your privacy, account, and application settings. It also gets you to the Facebook help page.

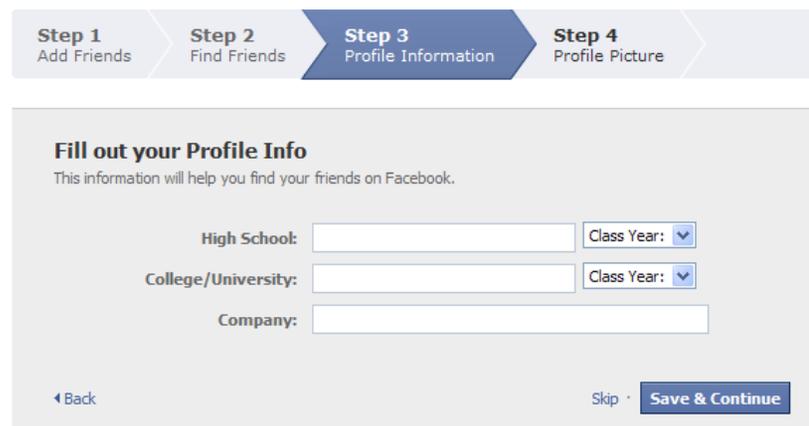
Your Home Page

Once you have logged in to Facebook, the first page that you see is the “Home” page. Your home page allows you to view items about your friends on Facebook; it also allows you to create posts or “status updates” of your own. To post a status for yourself, simply click inside of the box labeled “What’s on your mind?” and type something. Your status can be a greeting, message, quote, link or anything you would like.



When you have entered a status, click on the “Share” button to post your status. Your status will be visible to anyone whom you become friends with

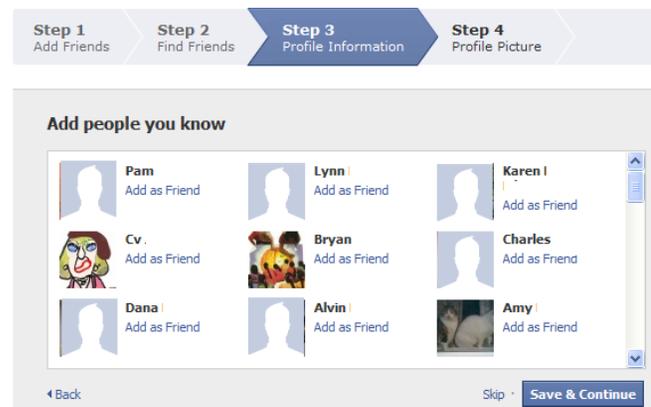
“friend suggestions” to you based on similarities, like same school, company, etc.



The more information you add to your profile, the more friend suggestions Facebook can make. Later, you can edit your profile settings to limit the amount of information that other people can see – both for “Friends” and people who may be looking for friends.

Choosing More People to Add as Friends

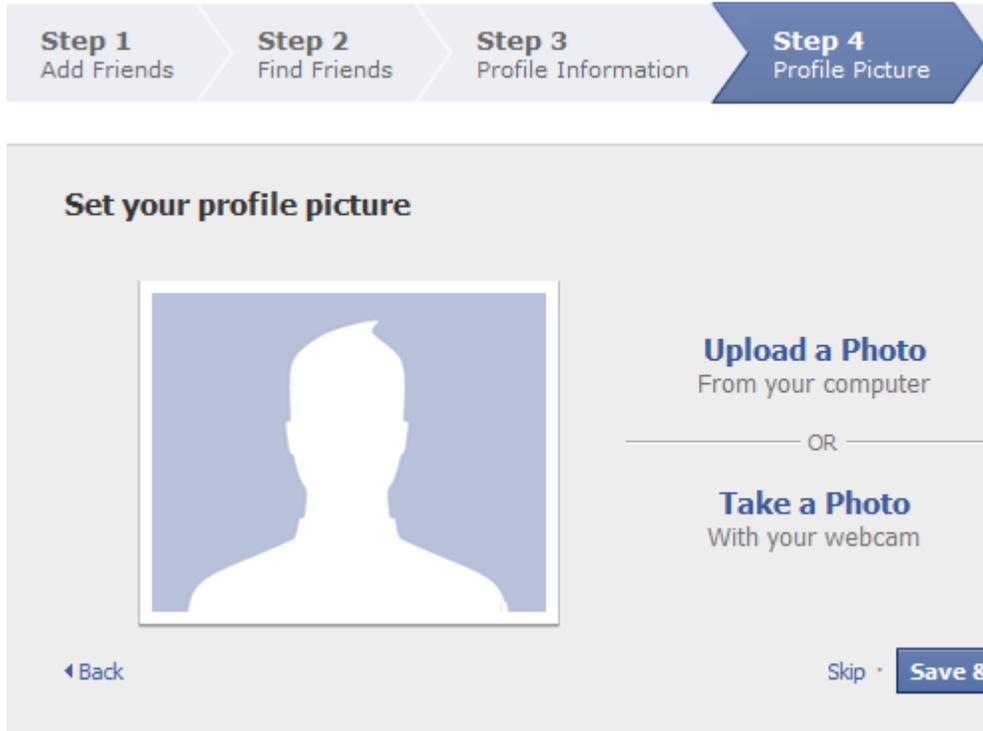
Once you have filled out your profile information, Facebook will begin suggesting more people that you may know on Facebook. Many profiles will have photos, making it easy for you to determine if it’s someone you know. Many profiles, however, will have no photo or photos of an object, item, or person other than themselves. You can click on their image to see a little more about them. Ultimately, you need to use your judgment when selecting people to send a friend request. When you are done, click on “Save & Continue.”



When you are finished, click on “Save & Continue.”

Finally, you can choose to upload a photo for your profile.

Click on "Upload a Photo" to add a previously saved photo to your profile. You can also use your webcam to take a photo for your profile. When you are done, click on "Save & Continue." To skip this step, click on "Skip."



You have successfully created a profile! You can view your profile on Facebook each time you login. To login to Facebook, simply enter you email address and password at the top of the Facebook page (www.facebook.com), then click on the Login button.



Using Facebook

The following links are found at the top of all Facebook pages:

Page Banner – The blue strip across the top of the web page is the Facebook page banner. It has the name of the site, as well as your friend requests, messages, and notifications icons. The banner also has a "Home" link to return you to your profile page, a profile link, and a drop-down menu for Account Settings.

