

# Facebook 101

## Facebook for Beginners

MELANIE COCHRILL

<http://cochrillconnection.weebly.com/>

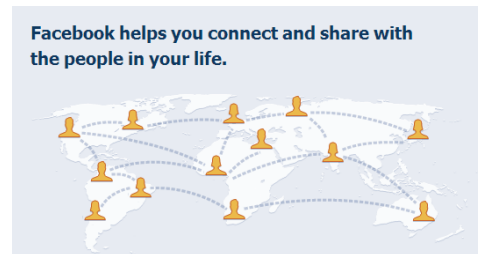


# Facebook 101: Facebook for Beginners

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## Introduction

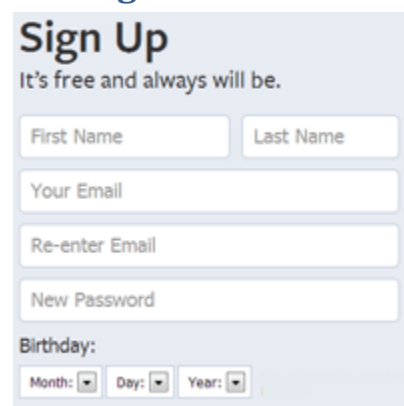


Facebook is the world's most popular social media network. It is a site used to connect with people, companies and organizations and to share information, photos, websites and more.

Facebook was originally created for college students, by Harvard University student, Mark Zuckerberg, in 2004. It is now for anyone 13 or older and it has over a billion users, from people, companies, organizations and even pets.

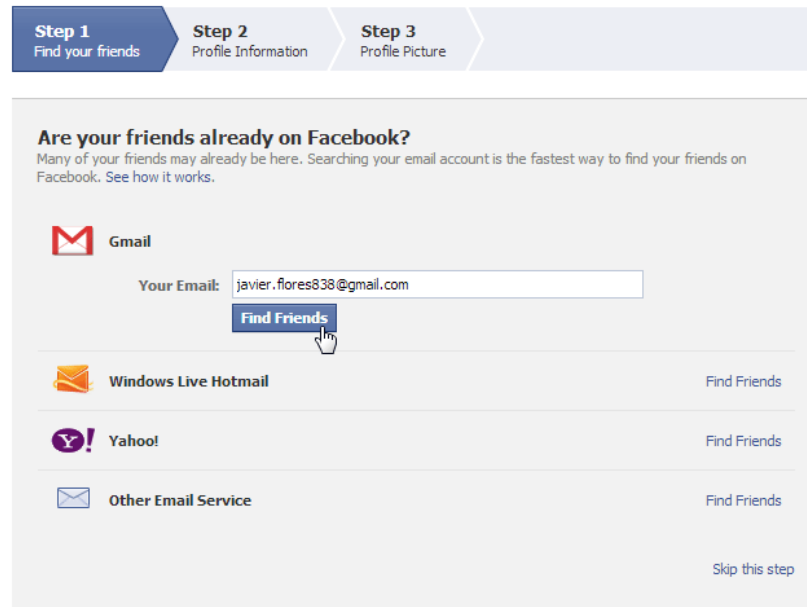
How you choose to use Facebook is up to you. You can use it to connect to others, to share information and photos, or just to have access to games, sweepstakes, coupons and other Facebook-only offers. There are numerous ways to configure the privacy settings depending on what you want to share.

## Getting Started on Facebook

A screenshot of the Facebook "Sign Up" form. The title "Sign Up" is in large bold letters, followed by the tagline "It's free and always will be." Below this are several input fields: "First Name" and "Last Name" (small boxes side-by-side), "Your Email", "Re-enter Email", and "New Password" (each in its own box). At the bottom, there is a "Birthday:" label followed by three dropdown menus for "Month:", "Day:", and "Year:". The entire form is set against a light blue background.

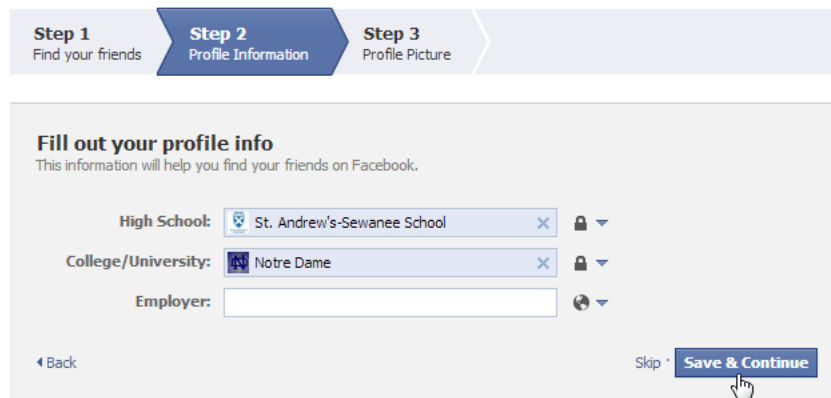
You must create an account before you are able to use or access Facebook. You need an email address to register. Follow these steps to register:

1. Go to [www.facebook.com](http://www.facebook.com)
2. Fill out the Sign Up text boxes. You may need to answer a security question by entering the CAPTCHA code shown.
3. Step 1: Find your friends



The screenshot shows the Facebook sign-up process at Step 1: Find your friends. At the top, there are three steps: Step 1 (Find your friends), Step 2 (Profile Information), and Step 3 (Profile Picture). The main heading is "Are your friends already on Facebook?" with a subtext: "Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. See how it works." Below this, there are four options for finding friends: Gmail, Windows Live Hotmail, Yahoo!, and Other Email Service. The Gmail option is selected, and the email address "javier.flores838@gmail.com" is entered in the "Your Email:" field. A "Find Friends" button is visible below the email field. At the bottom right, there is a "Skip this step" link.

- a.
  - b. You can use your current email to find contacts based on the contacts you have in your email account.
  - c. You can skip this step if you would like.
4. Step 2: Profile Information



The screenshot shows the Facebook sign-up process at Step 2: Profile Information. At the top, there are three steps: Step 1 (Find your friends), Step 2 (Profile Information), and Step 3 (Profile Picture). The main heading is "Fill out your profile info" with a subtext: "This information will help you find your friends on Facebook." Below this, there are three fields: "High School:" with a dropdown menu showing "St. Andrew's-Sewanee School", "College/University:" with a dropdown menu showing "Notre Dame", and "Employer:" with an empty text box. Each field has a small "x" icon to clear the selection and a lock icon. At the bottom left, there is a "Back" link. At the bottom right, there is a "Skip" link and a "Save & Continue" button.

- a.
  - b. You can add as much or as little information in your profile as you wish. You can fill out your high school, college/ university and/or employer.
  - c. If you entered this information, Facebook will suggest Friends for you. If you would like to add them, click the "+1 Add Friend" button. You can select Skip here as well.
  - d. You can skip to keep this step.
5. Step 3: Profile Picture

Step 1  
Find your friends

Step 2  
Profile Information

Step 3  
Profile Picture

### Add People You Know

Debbie Cook

+1 Add Friend

Shirley J. Edwards

+1 Add Friend

Tere Watkins

+1 Add Friend

Back
Skip
Save & Continue

- - You can add a profile picture or image to personalize your page.
  - You can take a picture with your webcam.
  - You can skip this step.
- Click the "Save & Continue" button.
  - You will see the "Welcome to Facebook" page.

facebook
Javier Flores
Find Friends
Home

Javier Flores

FAVORITES
Welcome
News Feed
Messages
Events
Photos
Find Friends

FRIENDS
Close Friends
Family

APPS
App Center
Games Feed
Music
Notes
Links
Pokes

PAGES
Like Pages

Friends on Chat

## Welcome to Facebook, Javier.


- Search your email for friends already on Facebook**  
People on Facebook find an average of 20 friends and family using the Facebook Friend Finder. Have you found all of your friends? Try it.  
  
Find Friends
- Get to know your privacy settings**  
You control how you share your stuff with people and apps on Facebook.  
Take a Privacy Tour
- Find people you know**  
Search by name or look for classmates and coworkers.



Public
Friends
Friends except Acquaintances

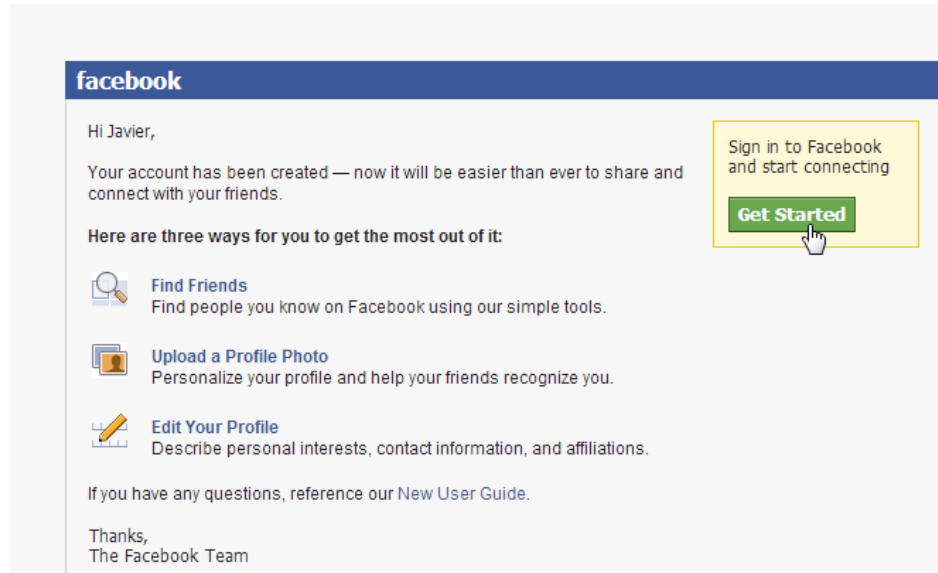
Public
Friends
Friends except Acquaintances

a.

- b. Facebook will send a confirmation email to the email address you used to create your account. You will not be able to access all of the options and features in Facebook until you have done so.
- c. Login to your email and open the confirmation email from Facebook. Click the link in the email to confirm your email address.

Welcome to Facebook - get started now! 

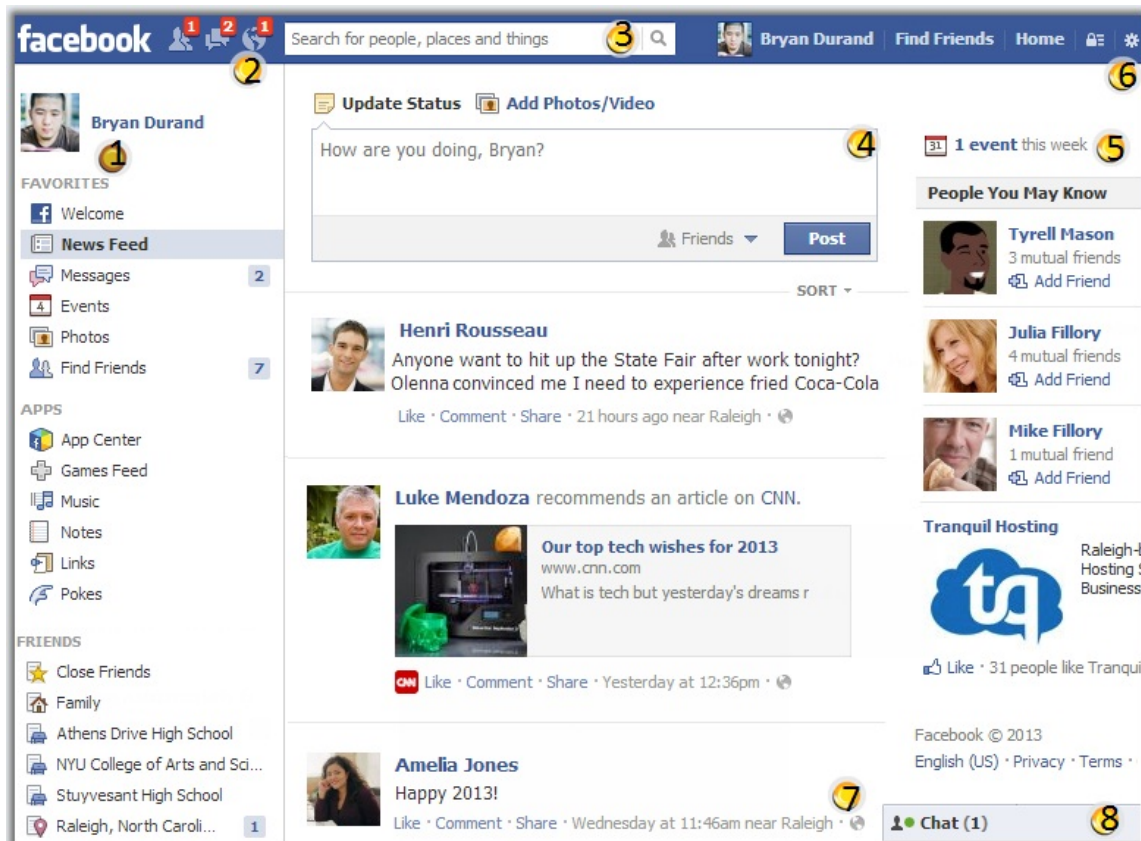
 **Facebook** <update+zrdpo1vpdezz@facebookmail.com>  
to me 



- d.
- e. When you click the link in the confirmation email, you will be brought to the Facebook home page for your account. You will then have full access to Facebook's options and features.
- f. NOTE: All notifications that you set up in Facebook will now be sent to this email address.

## Facebook Home Page

The Facebook home page is where all of your friends' updates, activities and posts will show. You can adjust whose updates are shown on the home page. All of these updates are shown on the home page in the News Feed. This page is all about your friends and fan pages and their status updates.



1. Navigation Pane: how to navigate to your lists for Favorites, Apps, Friends, Groups and more
2. Requests/ Messages/ Notifications: alerts to inform you of the number of new Friend Requests you have waiting for action, the number of new private Messages you have waiting , and the number of new Notifications you have, which could be having you tagged in a post or picture, status updates from Friends, and more. By clicking on the icons, you will receive more information.
3. Search Bar: to search for Friends, Apps, Fan Pages, etc...
4. Publisher: how to share status updates, photos and more
5. Events/ Suggestions/ Ads: where to see event reminders, birthday reminders, page and friend suggestions. Facebook will personalize these based on your use and your friends' use of Facebook.
6. Toolbar: provides quick access to your settings, privacy shortcuts and your profile page
7. News Feed: shows new status updates from friends, suggested pages, and more in a constant stream, with the newest information or events at the top. You are able to like and comment on these posts.
8. Ticker and Chat Pane: view your Friends' most recent updates and chat with them

## Facebook Profile Page (aka Timeline)

The Profile Page is about you and the personal information and updates that you share. You can access it by clicking on your name on the Tool Bar in the top right corner.

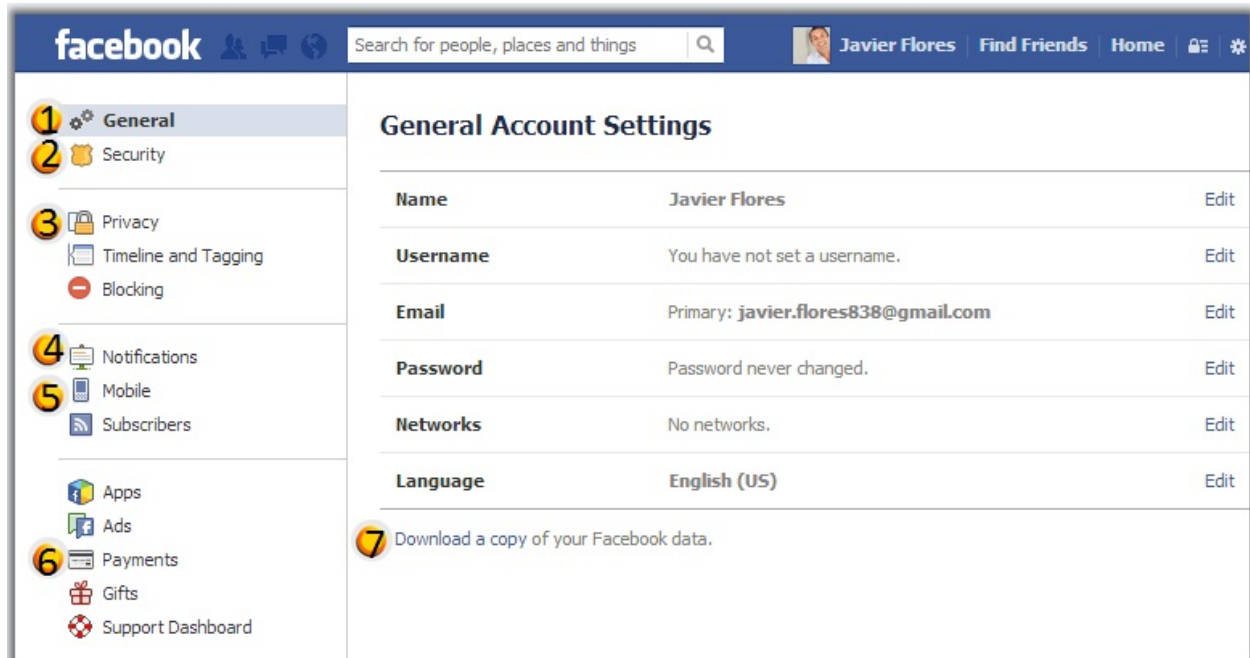
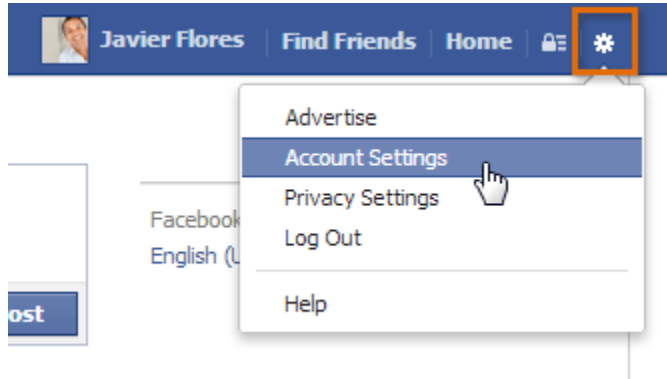


1. Profile Picture: represents you on all posts and comments that you create. It can be changed by hovering over it and clicking the edit option that appears.
2. Access Profile Page: click this to gain quick access to your profile page
3. Quick Summary: shows the basic personal information you have shared and can be hidden by changing privacy settings
4. About You: easy access to view and edit the personal information you have entered, including information about your education, work history, relationships status and more
5. Publisher: how to share status updates, photos and more
6. Timeline: includes status updates and posts you have made as well as items your friends have posted on your timeline. You and your friends are able to like and comment on these posts.
7. Cover Photo: the large photo that is only visible on your profile page. It can be changed by hovering over it and clicking the 'change cover' option that appears.
8. Favorites Bar: shortcuts to your Friends, Photos, Likes, Map Points of Interest and more



## Account Settings

The settings on your account can modify your password, notifications, personal information, privacy settings and more. They are optional and can be changed at any time. To access the Account Settings, click the gear wheel in the Tool Bar in the top right corner.



1. General: edit your name, username, email, password, etc...
2. Security: edit your security settings , including notifications when someone signs into your account from a new location

## Security Settings

|                            |   |                      |
|----------------------------|---|----------------------|
| <b>Security Question</b>   | Setting a security question will help us identify you.                          | <a href="#">Edit</a> |
| <b>Secure Browsing</b>     | Secure browsing is currently <b>enabled</b> .                                   | <a href="#">Edit</a> |
| <b>Login Notifications</b> | Login notifications are <b>disabled</b> .                                       | <a href="#">Edit</a> |
| <b>Login Approvals</b>     | A security code is <b>not required</b> when logging in from an unknown browser. | <a href="#">Edit</a> |

- a.
- b. **DEACTIVATING ACCOUNT:** You can deactivate your account from the Security Settings
  - i. Select the Deactivate option at the bottom of the Security Settings
  - ii. Choose the reason
  - iii. You can opt out of emails from Facebook
  - iv. NOT the same as DELETING your account
- c. **DELETING ACCOUNT:** by deleting your account it can never been recovered and is permanently removed
3. **Privacy:** control your privacy settings {described in detail later in this document}
4. **Notifications:** where you set what you want Facebook to email you about, can be easily turned on or off
5. **Mobile:** where to link your mobile phone to your Facebook account
6. **Payment Settings:** Facebook is free, but this is where you add money for certain games and applications that require Facebook credits.
7. **Download Facebook Data:** how to download a copy of the information/data Facebook has regarding you, including posts, photos, and profile information

## Facebook Privacy

The privacy settings on Facebook are complex. It is wise to read through all of the information on Facebook about their privacy settings to fully understand them. Remember that information put onto the internet is never 100% safe, protected or retractable.

## Privacy Basics

Learn more about cookies and similar technologies.

### Data Use Policy

Last updated: December 11, 2012

#### Information we receive and how it is used

Learn about the types of information we receive, and how that information is used.

#### Sharing and finding you on Facebook

Get to know the privacy settings that help you control your information on facebook.com.

#### Other websites and applications

Learn about things like social plugins and how information is shared with the games, applications and websites you and your friends use off Facebook.

#### How advertising and Sponsored Stories work

See how ads are served without sharing your information with advertisers, and understand how we pair ads with social context, such as newsfeed-style stories.

#### Cookies, pixels and other system technologies

Find out how cookies, pixels and tools (like local storage) are used to provide you with services, features and relevant ads and content.

#### Some other things you need to know

Learn how we make changes to this policy and more.



If you have questions or complaints regarding our Data Use Policy or practices, please contact us by mail. If you are located in the U.S. or Canada, our mailing address is Facebook Inc., 1601 Willow Road, Menlo Park, CA 94025. If you are located outside the U.S. or Canada, our mailing address is Facebook Ireland Ltd., Hanover Reach, 5-7 Hanover Quay, Dublin 2 Ireland. You may also contact us through this [help page](#).


#### More resources


- [Interactive Tools](#)
- [Minors and Safety](#)
- [View the complete Data Use Policy](#)


SOURCE: <https://www.facebook.com/about/privacy/> (as of 02/12/2013)


- Facebook's defaults are set to public, meaning all information you post is visible to the Facebook public.
- Some information will always be public, no matter what you have your settings at. (name, profile picture, gender, etc...)
- Connecting to third-party website and applications, you are giving permission to share your information.
- Facebook uses facial recognition software.
- REMEMBER: If you never want it to come back to you or to be seen by everyone, DO NOT POST IT!


## Privacy and Minors


 **Access my profile information**  
Likes, Music, TV, Movies, Books, Quotes, About Me, Activities...[See More](#)

 **Access my contact information**  
Online Presence

 **Access my family & relationships**  
Significant Other and Relationship Details and Family Members and Relationship Status




 **Access my photos and videos**  
Photos Uploaded by Me, Videos Uploaded by Me and Photos and Videos of Me

 **Access my friends' information**  
Political Views, Family Members

 **New App Dashboard**

### Family Safety Center

We believe safety is a conversation and a shared responsibility among all of us. That's why we provide the information, tools and resources you'll find here.

 Like  Send  403,534 people like this. Be the first of your friends.



#### Our Philosophy

Safety is an ongoing conversation among everyone who uses Facebook.



#### The Facebook Community

Each of us plays a role in creating a safe environment.



#### Tools & Resources

Learn about your account settings, safety best practices and more.



#### Parents

Help your teens play it safe on Facebook.



#### Teachers

Learn and teach about how to use social media wisely.



#### Teens

Be smart. Use good judgment whenever you're online.



#### Law Enforcement

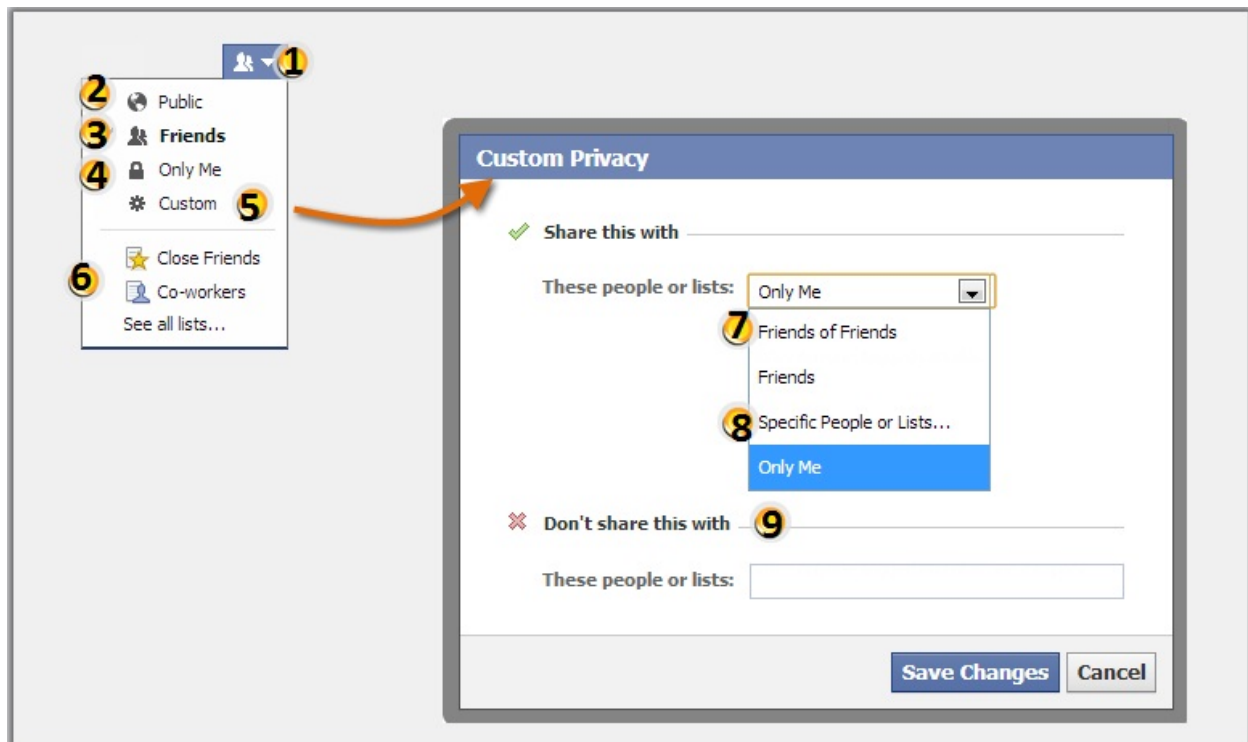
Learn how Facebook works with your local law enforcement.

SOURCE: <https://www.facebook.com/safety> (as of 02/12/2013)

Facebook is not allowed for minors under the age of 13. There are extra privacy options for minors under 18, but they do still show up in public search results. Parents and Caregivers should closely monitor minors and their Facebook accounts, as well as working closely together to set privacy levels.

## Custom Privacy

It is highly recommended to customize your privacy settings to levels you are comfortable with. Remember, Facebook's default settings are all public.



1. Visibility Selector: customize who can see your information
2. Public: everyone on Facebook
3. Friends: people you have added as friends
4. Only Me: prevents all others from seeing information
5. Custom: customizes and allows you to place additional restrictions
6. Lists: way to organize your friends, such as Family or Co-workers
7. Friends of Friends: visibility for your friends and their friends
8. Specific People: visibility for select people only
9. Don't Share this With: hides information from specific people

## Privacy with Apps and Games



**FarmVille 2**  
Farming comes to life in a 3D world!

[Play Game](#) [Leave App](#)

44 million people play this game

**ABOUT THIS APP**  
Grow and harvest beautiful crops, raise adorable animals, and craft delicious treats on your very own lifelike 3D farm.  
  
Who can see posts this app makes for you on your Facebook timeline: [?]  

Friends ▼

**THIS APP WILL RECEIVE:**


- Your basic info [?]
- Your email address (lukemendoza44@hotmail.com)
- Your birthday

By proceeding, you agree to FarmVille 2's [Terms of Service](#) and [Privacy Policy](#) · [Report App](#)


[View in App Center](#)



While using Facebook, you may receive invitations from friends to join them in playing games or using apps in Facebook. Most are free, and many were developed outside of Facebook. While they may be free, their payment comes in the form of you sharing your information. When signing up with them, you must give them permission to use your information. It can include viewing your information, posting to your Timeline and more. After adding an app once, it will not ask you again for your permission or privacy setting. Most apps and games allow you to customize your privacy settings when installing them. Beware, as you may also be giving access to your friends' timelines and information as well.

## Facebook on the Web

Facebook is everywhere these days. You will find the infamous Facebook  on nearly every website you visit nowadays. More and more sites allow you to login using your Facebook account, which is also known as using a Facebook Platform. When you do this, you are allowing all of the information that is set to Public to be shared with that other site. You can control much of this by editing your App Settings in Facebook.

## Privacy Settings



**Julia Fillory** [Find Friends](#) [Home](#)  

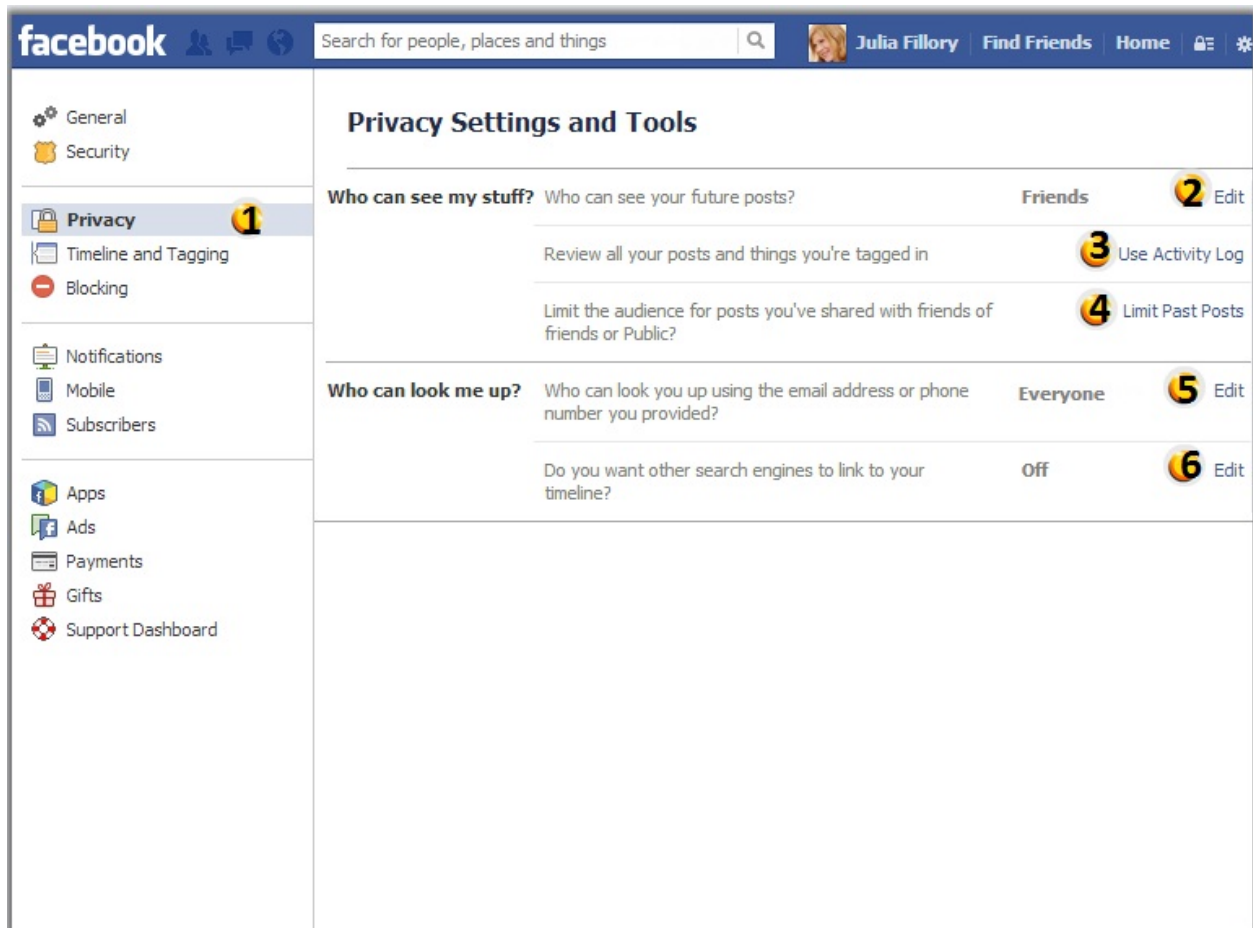
Advertising

Account Settings

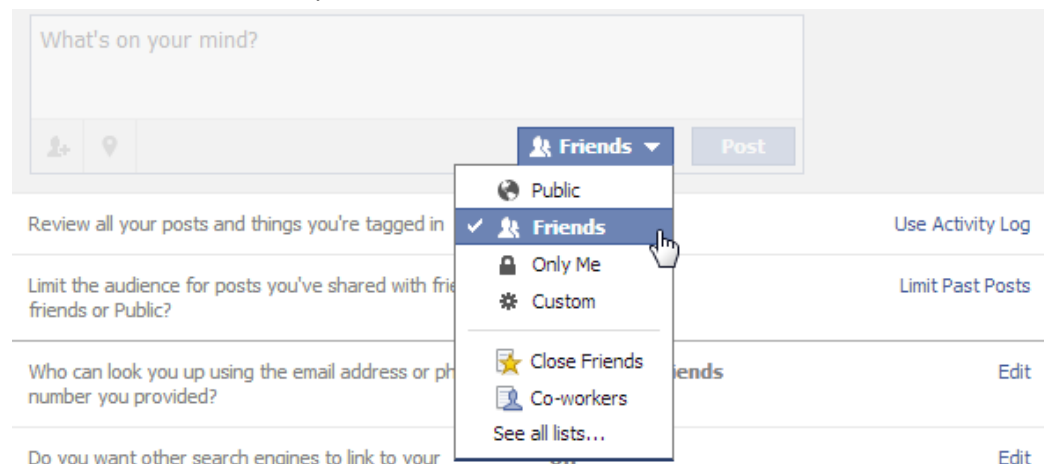
**Privacy Settings**

Log Out

Help



1. Navigation Pane: access your Privacy settings
2. Audience Selector: edit to whom your information is visible

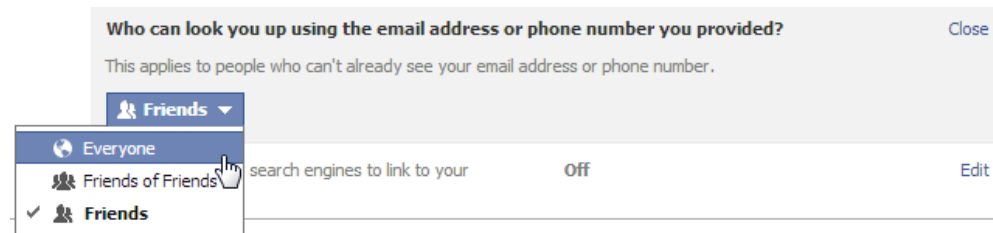


- a. Do you want other search engines to link to your timeline?
3. Activity Log: review posts you have made and those in which your friends have tagged you



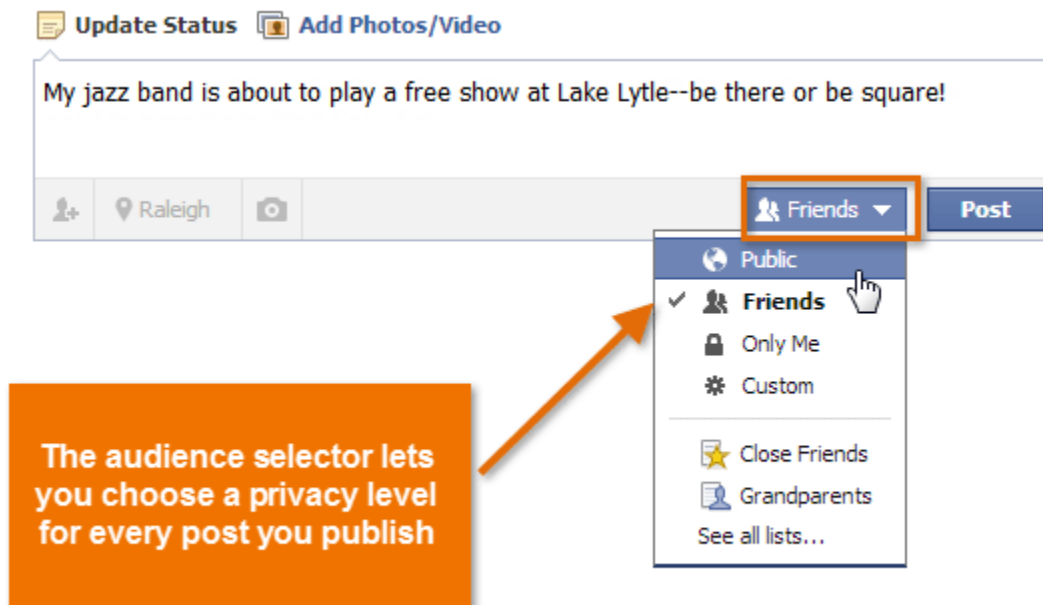


- a.
4. Limit Past Posts: edit and limit the past posts that are visible
  5. Search Preferences: edits who can find you on Facebook



- a.
6. Search Engine Indexing: edit if you do NOT want your profile to be found by search engines

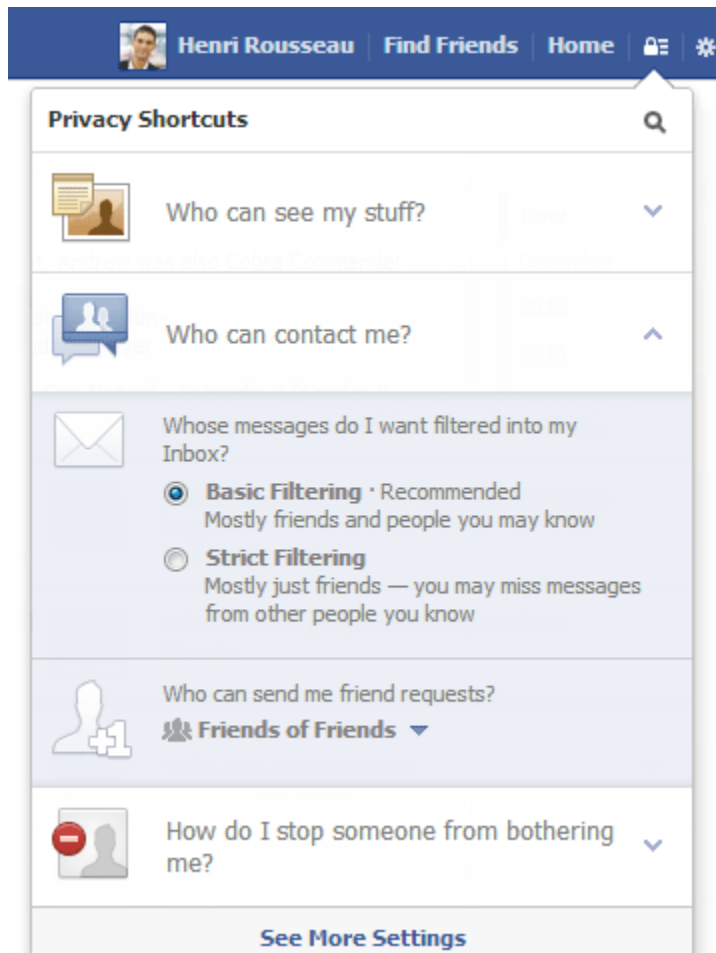
## Audience Selector



Remember to always double check the audience you have set before publishing a post or update on Facebook. Posts are shared with the most recent audience selection. For example, if you chose Friends, it will remain as Friends until you change it again.



## Privacy Shortcuts



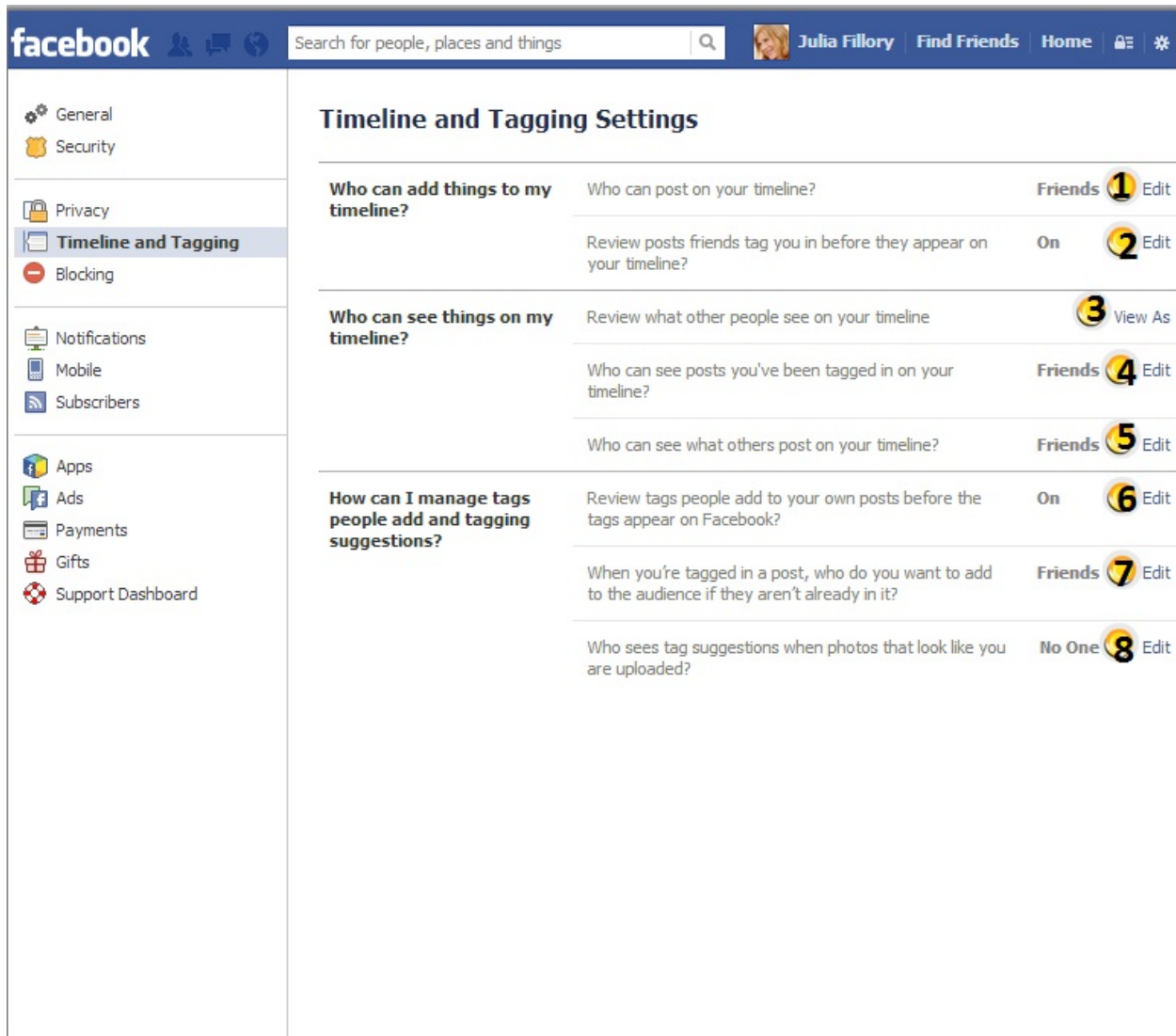
In 2012 Facebook created a quick access to the Privacy Settings. It is located on the Tool Bar in the top right corner. You can also restrict who you will accept Friend requests from in Facebook.

## How Tags Work



Tags are ways to identify people and 'tag' them so that they are tied to a post, update or photo.

## Timeline Review and Tagging



The screenshot shows the Facebook 'Timeline and Tagging Settings' page for a user named Julia Fillory. The left sidebar contains navigation links: General, Security, Privacy, Timeline and Tagging (selected), Blocking, Notifications, Mobile, Subscribers, Apps, Ads, Payments, Gifts, and Support Dashboard. The main content area is titled 'Timeline and Tagging Settings' and contains several sections with settings and numbered callouts (1-8) for specific features.

| Section   | Setting  | Value   | Callout | Action  |
|---|--|---------|---------|---------|
| Who can add things to my timeline?                        | Who can post on your timeline?   | Friends | 1       | Edit    |
|   | Review posts friends tag you in before they appear on your timeline?                               | On      | 2       | Edit    |
| Who can see things on my timeline?                        | Review what other people see on your timeline  |         | 3       | View As |
|   | Who can see posts you've been tagged in on your timeline?  | Friends | 4       | Edit    |
|   | Who can see what others post on your timeline?   | Friends | 5       | 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      | 6       | Edit    |
|   | When you're tagged in a post, who do you want to add to the audience if they aren't already in it? | Friends | 7       | Edit    |
|   | Who sees tag suggestions when photos that look like you are uploaded?                              | No One  | 8       | Edit    |

1. Timeline Permissions: who can posts on your Timeline, by default all Friends can post to your Timeline
2. Timeline Review: when enabled, you are contacted whenever a friend tags you in a post, photo, etc... It is strongly recommended to have this enabled.
3. View Profile As: allows you to view your profile page as someone who is not your friend



- a.
- b. The above example is with Facebook settings on the highest level available.
4. Friends' Tags Permissions: who can see you tagged in items by your friends, default is friends of friends. It is recommended to change this to Friends or Only Me.
5. Friends' Post Permissions: edits the people who can see what your friends have posted on your timeline
6. Review Tags: allows you to review tags before they are available for others to view
7. Add Audience for Tag: edits who can see the items you are tagged in
8. Tag Suggestions: when turned on, Facebook will try to identify you in your friends' photos and videos using facial recognition software

## Setting Privacy for Apps, Games and Websites

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

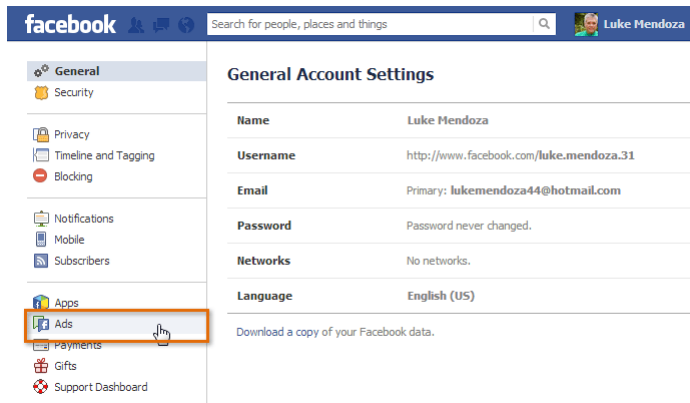
- Apps you use** (1): A toggle switch to 'Use apps, plugins, games and websites on Facebook and elsewhere?' (2). Below this is a list of connected apps: Rotten Tomatoes (Public, Edit, X), LinkedIn (Public, Edit, X), and Pinterest (Last logged in: December 21, Close).
- Posts on your behalf** (4): A dropdown menu set to 'Friends'.
- This app needs** (5): A section for 'Your basic info' with a question mark icon.
- This app can also** (6): A section for 'Post on your behalf' with a heart icon and a text box stating 'This app may post on your behalf.' (X).
- Last data access** (7): A section for 'Basic Information' with links for 'See details' and 'Learn more'.
- When to notify you?** (8): A dropdown menu set to 'The app sends you a notification'.
- Legal**: Links for 'Privacy Policy' and 'Terms of Service'.
- Remove app** (9): A button to remove the app.
- Apps others use** (10): A section for 'People who can see your info can bring it with them when they use apps. Use this setting to control the categories of information people can bring with them.' (Edit).
- Instant personalization** (11): A toggle switch set to 'On' for 'Lets you see relevant information about your friends the moment you arrive on select partner websites.' (Edit).

The Apps Settings contain general settings that apply to apps, games and websites that you have connected to via your Facebook login information. These controls:

- Prevent your Friends from sharing information about you when they connect with an app
  - Disable the Instant Personalization feature, which shares your public information with partner websites
  - Turn off all platform apps and websites
1. Apps You Use: lists all apps you have installed or linked to your Facebook account
  2. Turn Off Platform Apps: turns off all platform apps that might access your information but will also disconnect you from any site you have linked to Facebook via your login
  3. Edit App Permissions: edits/ modifies permissions for apps
  4. Posting Audience: edits visibility
  5. App Requirements: view what information apps require
  6. App Permissions: edit permissions you have given to apps
  7. App Data Settings: see what personal information apps have used
  8. App Notifications: edit when you receive notifications from apps

9. Remove Apps: removes apps
10. Apps Others Use: edit information that apps used by your friends can access from you. It is recommended to uncheck every box.
11. Instant Personalization: allows other websites to personalize information shown to you, done by using your public information. Sites who do this do not automatically post to your Timeline.

## Ads and Additional Privacy

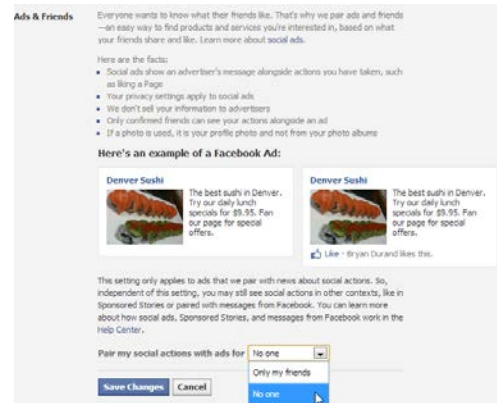


facebook Search for people, places and things Luke Mendoza

**General Account Settings**

|          |   |
|----------|---|
| Name     | Luke Mendoza                            |
| Username | http://www.facebook.com/luke.mendoza.31 |
| Email    | Primary: lukemendoza44@hotmail.com      |
| Password | Password never changed.                 |
| Networks | No networks.                            |
| Language | English (US)                            |

Download a copy of your Facebook data.



**Ads & Friends**

Everyone wants to know what their friends like. That's why we pair ads and friends — an easy way to find products and services you're interested in, based on what your friends share and like. Learn more about social ads.

Here are the facts:

- Social ads show an advertiser's message alongside actions you have taken, such as liking a Page
- Your privacy settings apply to social ads
- We don't sell your information to advertisers
- Only confirmed friends can see your actions alongside an ad
- If a photo is used, it is your profile photo and not from your photo album

**Here's an example of a Facebook Ad:**

**Denver Sushi**

The best sushi in Denver. Try our daily lunch specials for \$9.95. Fan our page for special offers.

**Denver Sushi**

The best sushi in Denver. Try our daily lunch specials for \$9.95. Fan our page for special offers.

Like · Bryan Durand likes this.

This setting only applies to ads that we pair with news about social actions. So, independent of this setting, you may still see social actions in other contexts, like in Sponsored Stories or paired with messages from Facebook. You can learn more about how social ads, Sponsored Stories, and messages from Facebook work in the Help Center.

Pair my social actions with ads for

No one Only my friends No one

Save Changes Cancel

Ads also use your information and can have privacy settings edited by you.

# Blocking

facebook

Search for people, places and things

Luke Mendoza

Find Friends

Home

General

Security

Privacy

Timeline and Tagging

Blocking

Notifications

Mobile

Subscribers

Apps

Ads

Payments

Gifts

Support Dashboard

Manage Blocking

Restricted List

When you add friends to your Restricted list they can only see the information and posts that you make public. Facebook does not notify your friends when you add them to your Restricted list.

Edit List

Block users

Once you block someone, that person can no longer be your friend on Facebook or interact with you (except within apps and games you both use and groups you are both a member of).

Block users:

Add name or email

Block

Block app invites

Once you block app invites from someone, you'll automatically ignore future app requests from that friend. To block invites from a specific friend, click the "Ignore All Invites From This Friend" link under your latest request.

Block invites from:

Type the name of a friend...

You haven't blocked invites from anyone.

Block event invites

Once you block event invites from someone, you'll automatically ignore future event requests from that friend.

Block invites from:

Type the name of a friend...

Block apps

Once you block an app, it can no longer contact you or get non-public information about you through Facebook. [Learn More.](#)

Block apps:

Type the name of an app...

You have not blocked any apps.

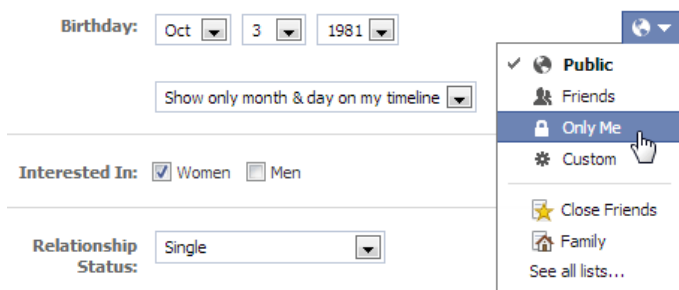
You may choose to block certain people or applications to stop them from bothering you. When you block someone, they can no longer communicate with you via Facebook.



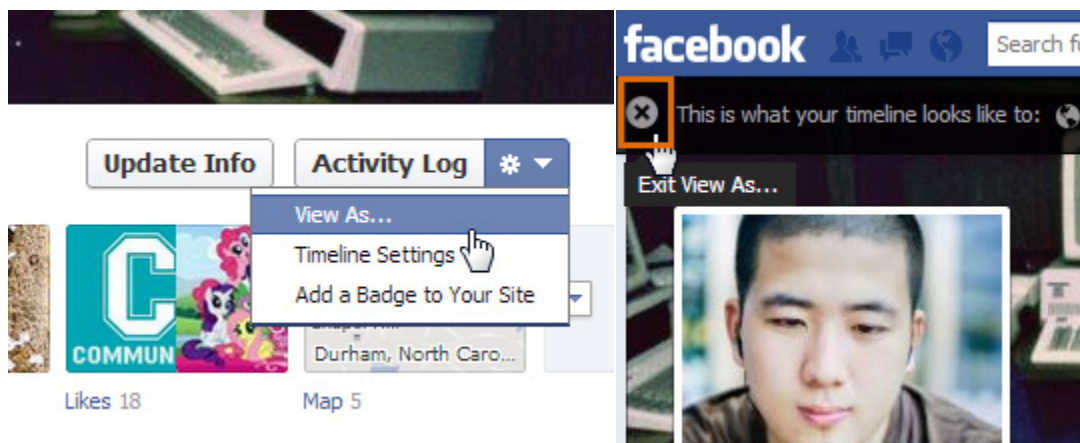
## Creating Your Profile



Your Profile page is the page that communicates who you are and what you like. You can add as much or as little as you would like to share.



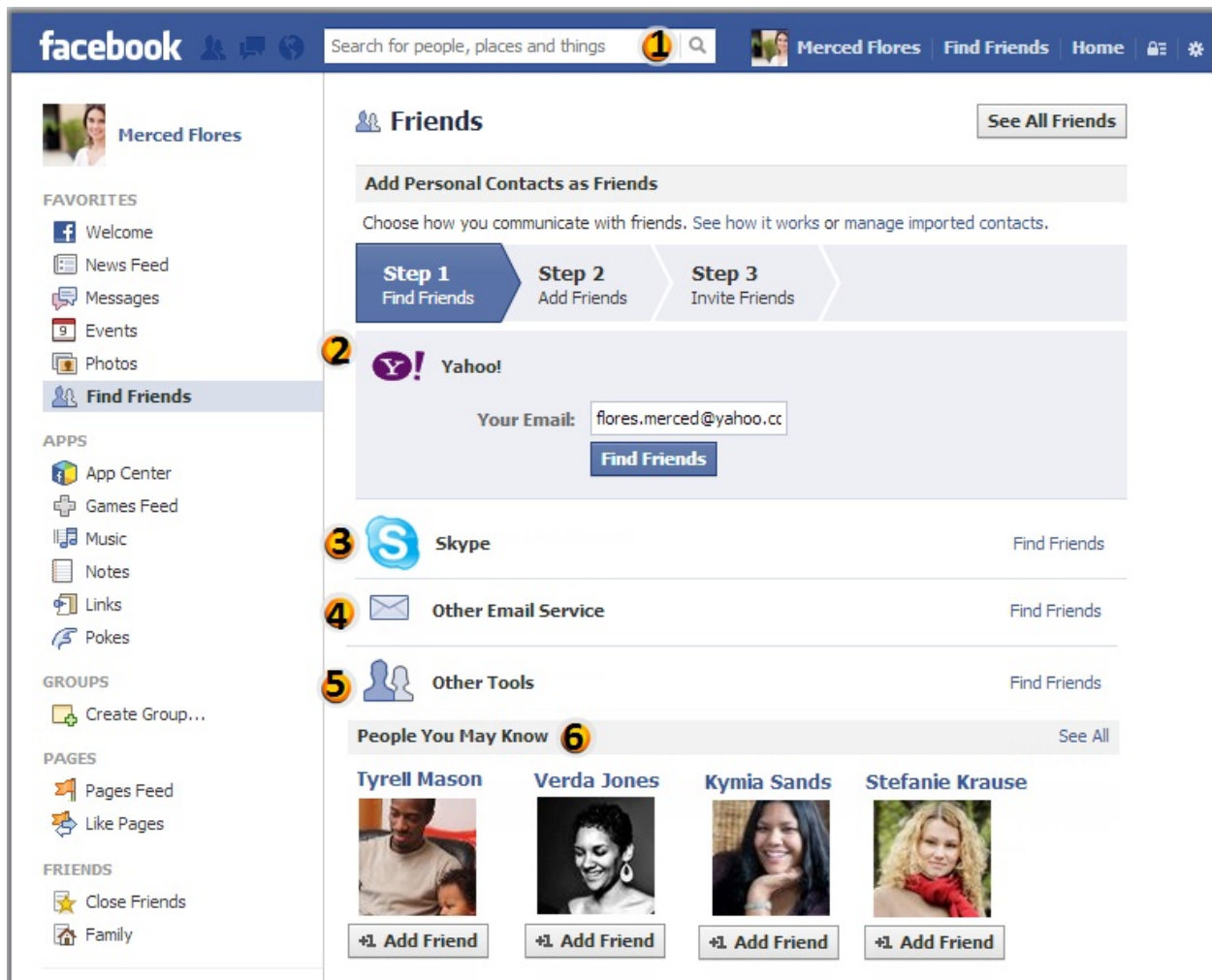
You can control your privacy by setting your audience for separate parts of your profile.



To check your privacy settings, you can change how you view your page.

## Finding Friends

To really embrace Facebook, you will want to connect to friends. There are several ways to find friends.



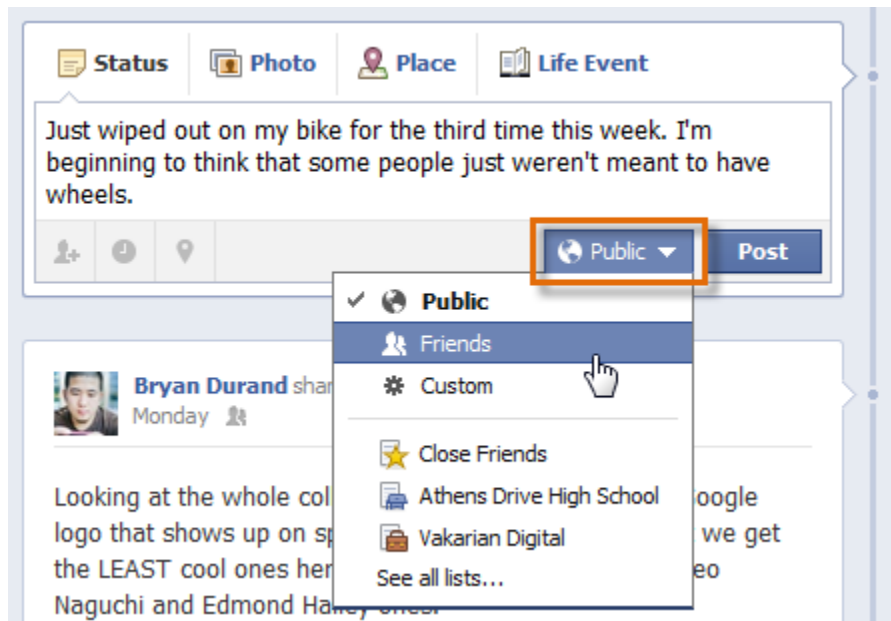
1. Search Bar: search for people by entering names or email addresses
2. Your Default Email Address: search for people in your email contact list
3. Other Services: search for people in your other services' contact lists
4. Other Email Service: search for people in your email contact list from another email you have
5. Other Tools: search for people in other contact lists, such as Outlook, or other exported contact lists
6. People You May Know: connect with other people you may know in this list, which is generated by your location, personal information or your friends

## Friend Requests

After finding your friends, you need to send them friend requests. Your friend will have to accept your request before they show up in your list of friends.

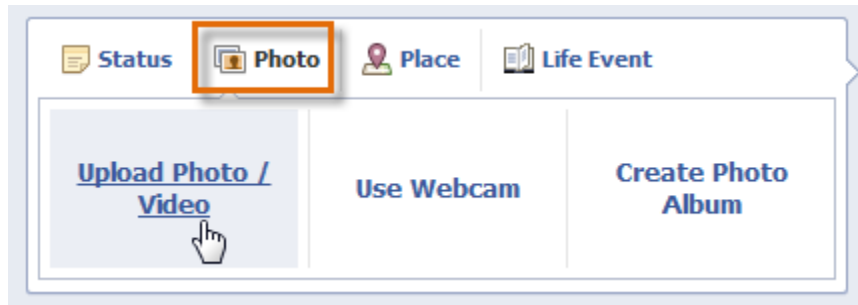


## Sharing Status Updates and Your Timeline

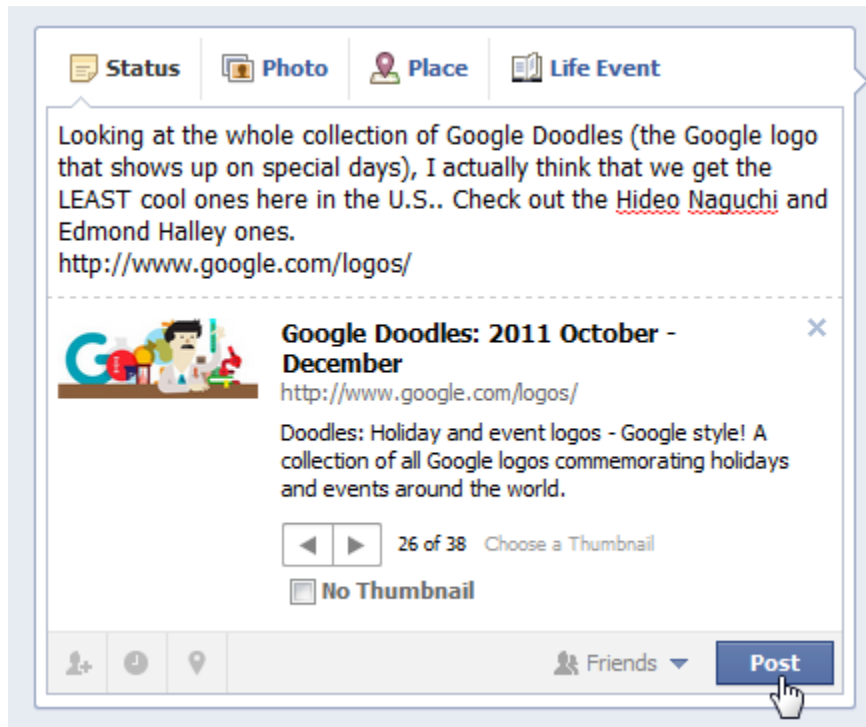


Status updates are one of the primary functions used in Facebook. This is where you update people on your thoughts, what is going on in your life, and one place to easily share your photos. Be sure to adjust your audience as needed. Remember to always double check the audience you have set before publishing a post or update on Facebook. Posts are shared with the most recent audience selection. For example, if you chose Friends, it will remain as Friends until you change it again.

## Sharing Photos



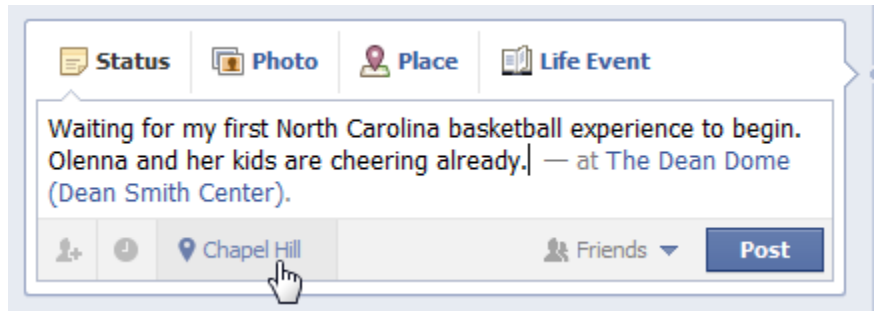
## Sharing Links



## Tagging Friends

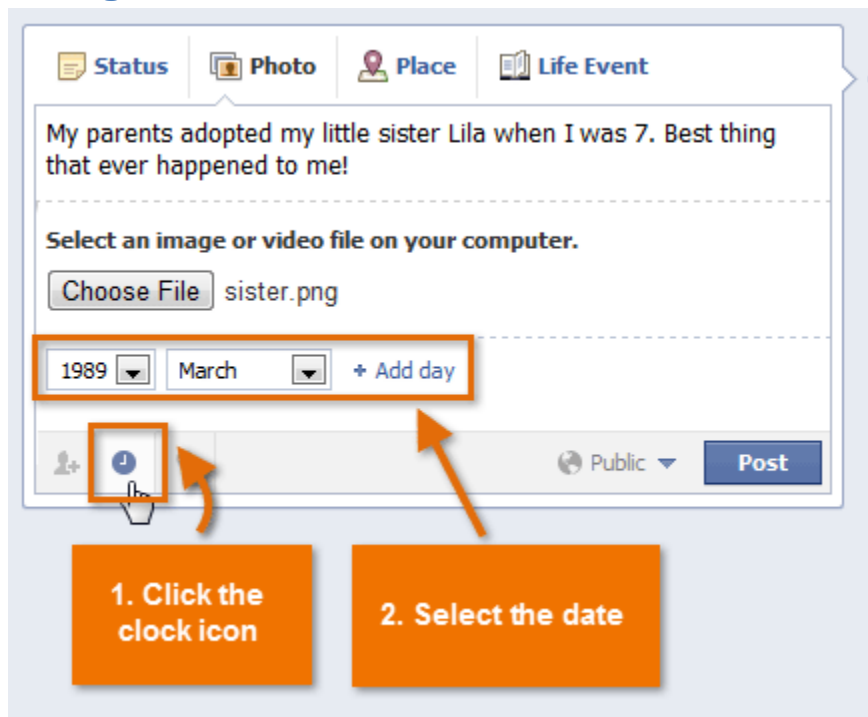


## Adding a Location



The image shows the Facebook post creation interface. At the top, there are four tabs: Status, Photo, Place, and Life Event. The 'Place' tab is selected. Below the tabs, the text of the post is: "Waiting for my first North Carolina basketball experience to begin. Olenna and her kids are cheering already." followed by a location tag "at The Dean Dome (Dean Smith Center)". Below the text, there is a row of icons: a person icon, a clock icon, a location pin icon, and a dropdown menu labeled "Friends". The location pin icon is highlighted with a mouse cursor, and the text "Chapel Hill" is visible next to it. To the right of the icons is a blue "Post" button.

## Adding Times or Past Events



The image shows the Facebook post creation interface. At the top, there are four tabs: Status, Photo, Place, and Life Event. The 'Status' tab is selected. Below the tabs, the text of the post is: "My parents adopted my little sister Lila when I was 7. Best thing that ever happened to me!". Below the text, there is a section for adding media: "Select an image or video file on your computer." with a "Choose File" button and the filename "sister.png". Below this, there is a date selection area with two dropdown menus: the first shows "1989" and the second shows "March", followed by a "+ Add day" link. Below the date selection area, there is a row of icons: a person icon, a clock icon, a location pin icon, and a dropdown menu labeled "Public". The clock icon is highlighted with a mouse cursor. Below the icons is a blue "Post" button. Two orange callout boxes are present: the first says "1. Click the clock icon" with an arrow pointing to the clock icon, and the second says "2. Select the date" with an arrow pointing to the date selection area.

1. Click the clock icon

2. Select the date

## Adding Life Events

**Status** **Photo** **Place** **Life Event**

- Work and Education ▶ Add a Job... Retired...
- Family and Relationships ▶
- Living ▶ Add a School...
- Health and Wellness ▶ Studied Abroad...
- Milestones and Experiences ▶ Volunteer Work... Military Service...

Select a Life Event from the menu, then enter additional details in the dialog box

### Studied Abroad at University of Cologne

German Language and Literature · August 2003 to June 2004

Spent a year learning German; forgot everything immediately after.

Location: Cologne, Nordrhein-Westfalen, Germany

School: University of Cologne

Studying: German Language and Literature

Who With: [Add friends]

From: 2003 August + Add day

To: 2004 June + Add day

Story: Spent a year learning German; forgot everything immediately after.

Public Save Cancel

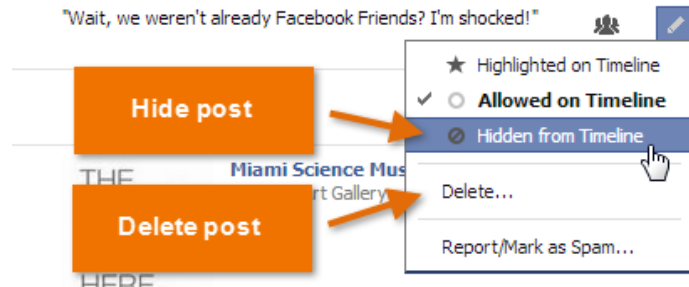
## Activity Logs



1. All Facebook Activity
2. Timeline Review: approve posts before they show up on your timeline
3. Posts: recommended to check 'Posts You're Tagged In' and 'Posts by Others'
4. Photos/ Likes/ Comments: review tagged photos of you and as well as recent likes and comments



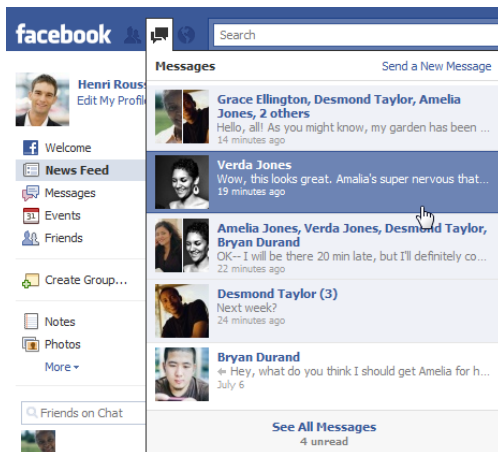
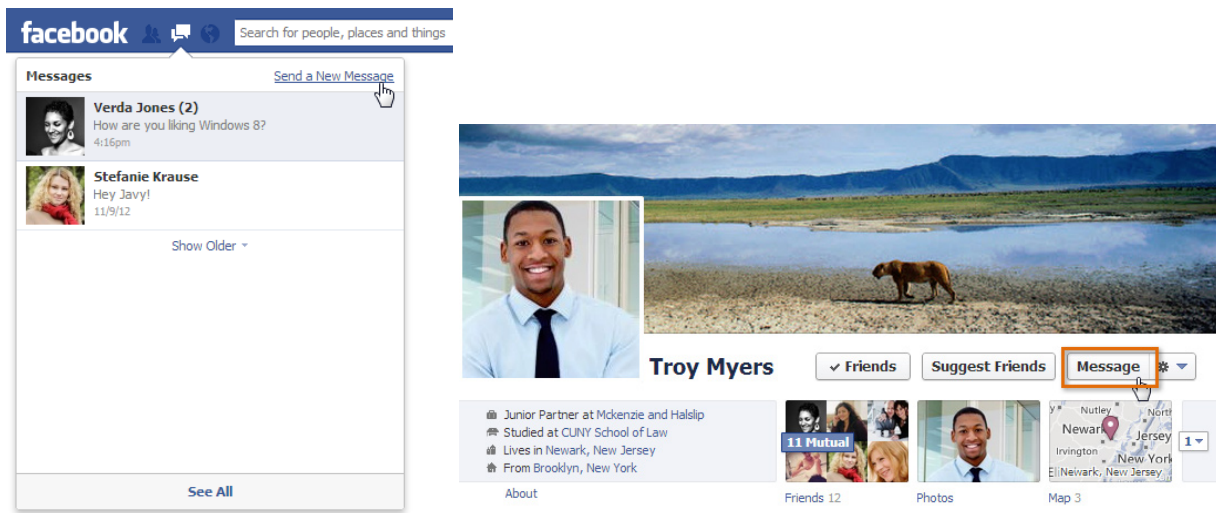
5. Recent App Activity
6. Only Me Activity: will be hidden from timeline with this setting
7. Hide or Delete Posts



- a.
8. Audience Selector

You can also hide, delete and edit posts directly from your timeline.

## Private Messages



Facebook allows for private messaging. You can message individuals singly or in multiples.

SOURCES: Colorado State Library, GCF