



Facebook Basics:

social networking

Facebook:

The purpose of Facebook is to help you remain in contact with friends and family as well as reconnect with people from your past. Sign up by going to Facebook.com and filling in the required information.

Log in to Facebook from Facebook.com. Log out by clicking on the arrow at the top right of the screen and then clicking on Log Out.

Friending:

Find friends using the search box at the top of the screen. Search for a person's name or e-mail address. After searching, look at each profile and any associated photographs to make sure you are friending the correct person.

To send a friend request, click on Add Friend. To accept a friend request, click on the button at the top right of the screen that looks like two people. Click on the Confirm button after the person's name.

Ignoring a friend request is acceptable. Either ignore the request or click on Not Now.

Search for Facebook pages using the search box at the top of the screen. Click on "Like" to like the page. This means posts on that page will appear in your news feed.

Posting:

Adding information to your timeline is called posting. Posts are the updates people see about you. Posting can be done from the screen with the news feed or the profile page.

Facebook users have developed an unofficial system of etiquette.

- Do not over-post. People grow tired of reading mundane posts made multiple times each day.
- Remember that the Internet is permanent. Do not post anything you might regret later.
- Understand that determining a person's tone is difficult to do when reading a post online. Sarcasm will often be misinterpreted.
- Use common sense when posting.
 - Typing online can feel impersonal, but remember that real people are reading what you have written. Do not post anything you would not say to the person if you were speaking with him face-to-face.
 - Facebook is also informal, so posting information that is important and personal is not appropriate. Family members and close friends will appreciate being notified of major events such as pregnancies, deaths, and weddings through more traditional methods before reading about them on Facebook.
 - Facebook is also public. Current and prospective employers often look at posts and pictures on employees' Facebook pages.

Messaging:

Messaging refers to sending a private message to a Facebook friend. If the friend is currently online, his name will have a green dot next to it and he will receive the message instantly. If he is not currently online, he will receive the message the next time he logs in to Facebook.

News Feed:

The news feed is the first screen visible after logging in to Facebook. The feed consists of posts from friends and pages you have liked. The feed is automatically sorted by what Facebook refers to as “Top Stories.” Using the drop-down menu under News Feed on the left side of the screen, you can sort the posts by Most Recent instead.

Acting on Friends’ Posts:

Three main actions can be taken after reading a friend’s post.

- You can like the post by clicking on the word “Like” at the bottom of the post.
- You can comment on the post by typing in the box below the post and pressing Enter.
- You can also share the post by clicking on the word “Share” at the bottom of the post. This copies the post and adds it to your timeline.

Settings:

Check Facebook’s privacy settings regularly. Edit the notification options if you would like to receive more or fewer e-mail notifications.

Profile:

The profile contains options to add a wealth of personal information to your account. When adding information be aware that some of it is or may become public depending upon your privacy settings. Your profile also contains lists of pages, celebrities, etc. that you have liked through your account.

Photos:

Add photos by going to your profile and clicking on the word “Photos” near the top of the screen. Begin by clicking on “Create Album.” This will prompt you to select a picture for the new album. Locate the picture using the navigation window which appears, click on the picture, and click on “Open.” Add additional pictures to the album by clicking on the plus sign. Name and describe the album using the boxes near the top left of the screen. When you have finished creating the album, click on “Post” near the bottom left of the screen.

Tips:

- Remember Facebook etiquette.
- Be smart. The Internet is public and forever.
- Check privacy settings regularly.
- Don’t be afraid to ask for help.