

facebook

# Facebook 101

## A Guide to Using Facebook And Managing your Privacy

Teri Greenfield

# Facts

- Founded in 2004 by Mark Zuckerberg, the name comes from the paper document often issued to college freshmen to help them get acquainted on campus.
- Facebook is a social networking website open to anyone 13 years of age or older.
- Facebook users can create and customize their own profiles with photos, videos, and information about themselves.
- Friends can browse the profiles of other friends and write messages on their pages, and play games.
- Many businesses and organizations use Facebook to promote upcoming events, increase awareness of their cause, and communicate with their members/customers.
- There are over 400 million Facebook users.

# By the end of this Presentation you will know:

- About the various types of pages on Facebook.  
The elements of a Facebook profile.
- How to sign up for Facebook.
- How to manage your privacy settings.
- What people DO on Facebook!
- How to do basic things like write a status update, upload a photo, make a comment and join a group.
- How to manage your News Feed and hide things you don't want to see regularly.

# Your Home Page

Also known as your “wall” or your “profile page”

Type your Status update or “post” here.

Search box

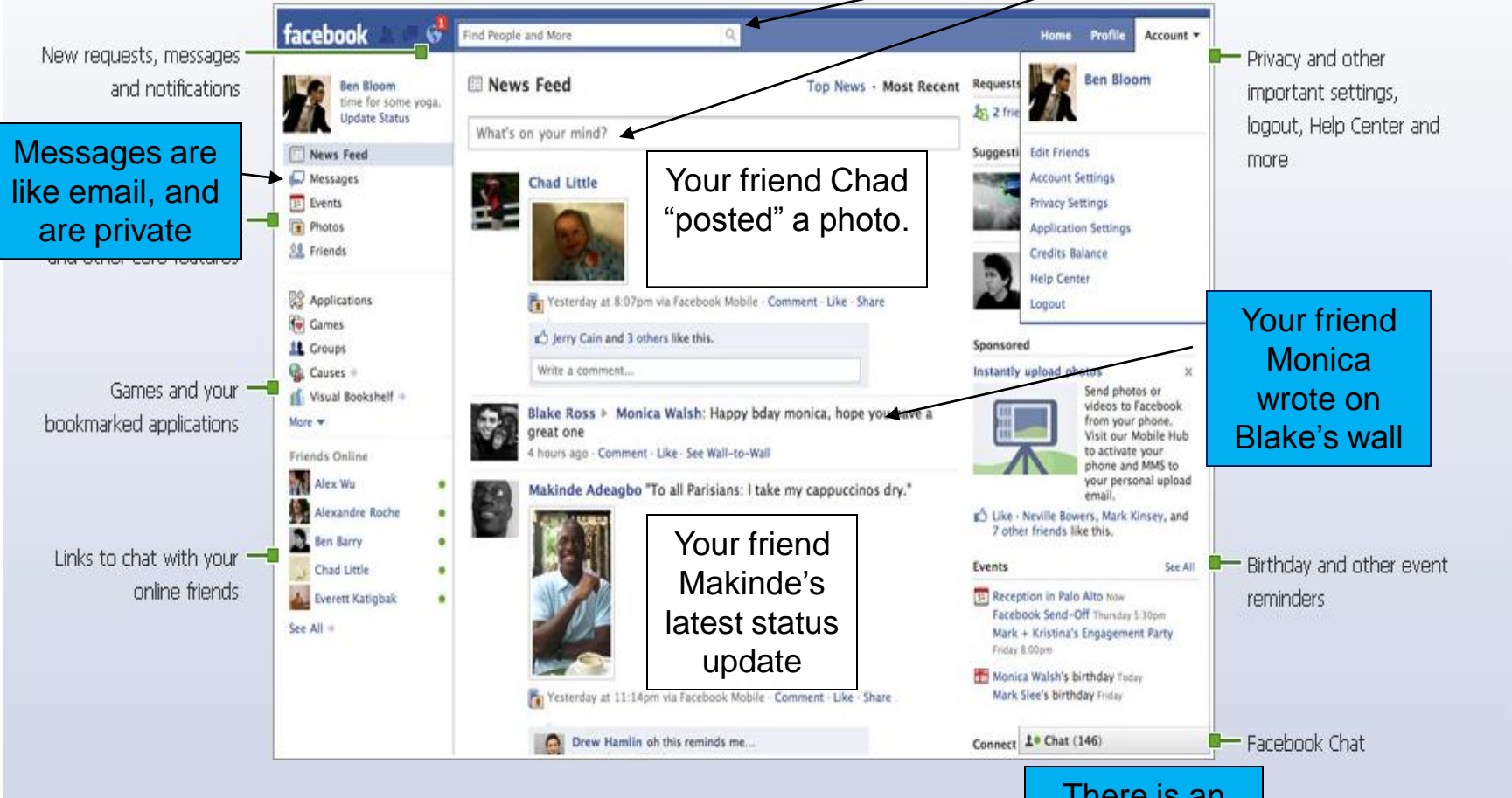
Messages are like email, and are private

Your friend Chad “posted” a photo.

Your friend Monica wrote on Blake’s wall

Your friend Makinde’s latest status update

There is an offline mode.



# A Friend's Wall

The screenshot shows a Facebook profile page for a user named Gary. The page layout includes a top navigation bar with the Facebook logo and a search bar. Below this is a profile picture of Gary and a woman, with options to 'Send Gary a Message' and 'Poke Gary'. The main content area features a 'Write something...' text box for posting a status update, with an 'Attach' button and a 'Share' button. Below the text box is a 'RECENT ACTIVITY' section showing interactions like 'Gary commented on Felisa Ma... status' and 'Gary and Naida Ordonio are now friends'. A photo post by Gary is visible, titled 'You & Me & other cool stuff!' by Felisa Marie, with 31 photos. The bottom of the page shows a comment section with a 'Write a comment...' box and a 'View all 8 comments' link.

Click here to return your own page.

Most recent status update

The info tab is the same thing as a profile page.

This photo appeared in his News Feed, and even though I'm not a friend of the person, I can see it.

# An Organization Page



Suggest to Friends

We are a nonprofit organization that provides Internet-related services and support to local nonprofit organizations, public agencies, schools and individuals - since 1993.

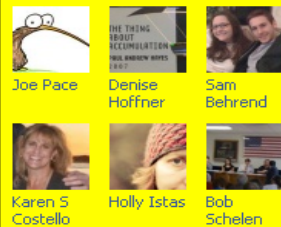
<http://www.dcn.org>

Community Calendar:  
<http://events.dcn.org>

## Information

Location:  
1623 Fifth St., Suite I  
Davis, CA, 95616  
Phone:  
(530) 750-1170

## 135 People Like This



## Favorite Pages

Davis Community Network



Click here to like or "become a fan".

Wall Info DCN.org Photos Discussions

Davis Community Network + Others Davis Community Network Just Others



**Davis Community Network** It was great to see so many of you at Celebrate Davis yesterday!



Friday at 2:47pm · Share

4 people like this.



**Davis Community Network** DCN will be at Celebrate Davis on Thursday, May 13th. Come by our booth and say hello!  
May 4 at 6:08pm

2 people like this.



**Mary Northup** I stopped by the booth already!  
Thursday at 7:10pm · Flag



**Tsui Chang** Thanks for stopping by, Mary!  
Friday at 9:18am · Flag



**Davis Community Network** DCN's SimpleSites are based on Plone. Plone's the best of the content management systems. DCN's way ahead of the curve, as always.



## 10 Fun Plone Facts In Honor Of World Plone Day — Groundwire

[groundwire.org](http://groundwire.org)

It's World Plone Day! You say: "I have no idea what Plone is." We say: "It's a Content Management System (CMS)." You say: "I have no idea what a Content Management System is." We say: "It's software that allows nontechnical people to easily publish and edit content on t..."

See More

April 28 at 3:51pm · Share

Kari Peterson likes this.



**Tsui Chang** Examples of local websites using Plone -- DJUSD,

Click here to share this post on your profile.



# A Group Page

This type of page asks you to "join".

The screenshot shows a Facebook group page for "Food Allergies". At the top left is the group's profile picture, a circular logo with "FA" inside, and the name "Food Allergies" with the tagline "regrouping people who suffer from food allergies". Below this is an "Information" section with a yellow background, detailing the group's category, description, and privacy settings. To the right of the profile picture is a "Join" button. Below the "Join" button are tabs for "Wall", "Info", "Discussions", and "Video". The main content area displays three posts. The first post is by Sandy Malek, sharing a link to a blog about lactose intolerance. The second post is by Racheal Esmay Schulze, asking for advice on food for a child with allergies. The third post is by Farah Jiwa Bhanji, asking for gluten-free bread recipes. Below the third post is a comment by Leslie Rosenberg Chiappetti, who has shared two recipes: "Brown Rice Flour Blend" and "Cinnamon Raisin Biscuits".

**Food Allergies** [Join](#)

**Wall** **Info** **Discussions** **Video**

**Sandy Malek** Hey - I just read this really great blog about calcium and lactose intolerance.... <http://bit.ly/coXbwv>

**lactose intolerance, lactagen, lactose intolerance symptoms, dairy allergy, milk allergy, calcium |.**  
bit.ly  
Getting the right amount of calcium everyday can be hard, especially if you are lactose intolerant! Using Lactagen helps you eat dairy anf get all the calcium you need!

Friday at 11:32am · [Share](#) · [Flag](#)

**Racheal Esmay Schulze** Hi  
does anyone have good recpies of any kinds for a 14mth old who is allergic to egg, sucrose, fructus, sugar, milk  
we have just been advised of this after 6mths of unexplained vommiting and runny poos  
would love any suggestions  
especially for finger food for car  
Thanks in advance  
Racheal  
Friday at 6:51am · [Flag](#)

**Farah Jiwa Bhanji** Anyone has gluten free, egg free bread recipe they would like to share? Thanks  
May 9 at 7:14pm · [Flag](#)

[View all 7 comments](#)

**Leslie Rosenberg Chiappetti** Brown Rice Flour Blend  
MAKES 4 CUPS

...  
[See More](#)  
Friday at 3:43pm · [Flag](#)

**Leslie Rosenberg Chiappetti** Cinnamon Raisin Biscuits  
MAKES 12 BISCUITS  
Chestnut and buckwheat flours add nutrition and structure to any recipe. Chestnut flour gives these biscuits a light, rich taste. Buckwheat lends a hint of whole-grain nutty flavor. Either will render delicious biscuits. For a special country-style

# A Fun Group Page

Common with teenagers!



The screenshot shows a Facebook group page for 'Arthur'. The page header features the group name 'Arthur' in a stylized font with a cartoon character. Below the header, there are navigation tabs for 'Wall', 'Info', 'Photos', 'Discussions', 'Reviews', and 'Boxes'. The main content area displays three posts, each with a small Arthur character icon, the text 'All those years i watched Arthur, I never knew what animal he was.', and engagement metrics like '1 MILLION FANS!! HOORAAAAYY!!!! :D' and '465 people like this.'. A sidebar on the right contains advertisements for 'Nissan of Folsom Lake' and 'Fun in Sacramento'. At the bottom left, there is a section titled '1,042,629 People Like This' with a grid of profile pictures and names.

All those years i watched Arthur, I never knew what animal he was. [Like](#)

Wall Info Photos Discussions Reviews Boxes >>

All those years i watched Arthur, I never knew wha... + Others

All those years i watched Arthur, I never knew wha... Just Others

 All those years i watched Arthur, I never knew what animal he was. 1 MILLION FANS!! HOORAAAAYY!!!! :D  
April 17 at 8:33pm  
465 people like this.  
[View all 303 comments](#)

 All those years i watched Arthur, I never knew what animal he was. having fun isnt hard! when you've got... a tv to watch arthur on! :D see how i changed that up a little? eh? :D  
April 6 at 11:22pm  
262 people like this.  
[View all 185 comments](#)

 All those years i watched Arthur, I never knew what animal he was. when will my admin learn! if ur gonna post something random mention arthur at the end! and if ur gonna post anything random at all! get the lyrics right!! ahaha oh btw arthurs awesome ♥  
April 3 at 5:36am  
153 people like this.  
[View all 125 comments](#)

 All those years i watched Arthur. I never knew what animal he was. dot

**1,042,629 People Like This**

 Nina Duran	 Elleemo releyv Hayes	 Umar Jamil
 Keshia Harrelson	 Abbie Mulcairn	 Carys Ide

**Create an Ad**

**Nissan of Folsom Lake**

NOT A SCAM!!!!  
WIN A FREE IPAD!!!

Become the 6,000th to "Like" Nissan of Folsom Lake and win a free iPad! Just click the "like" icon [Like](#)

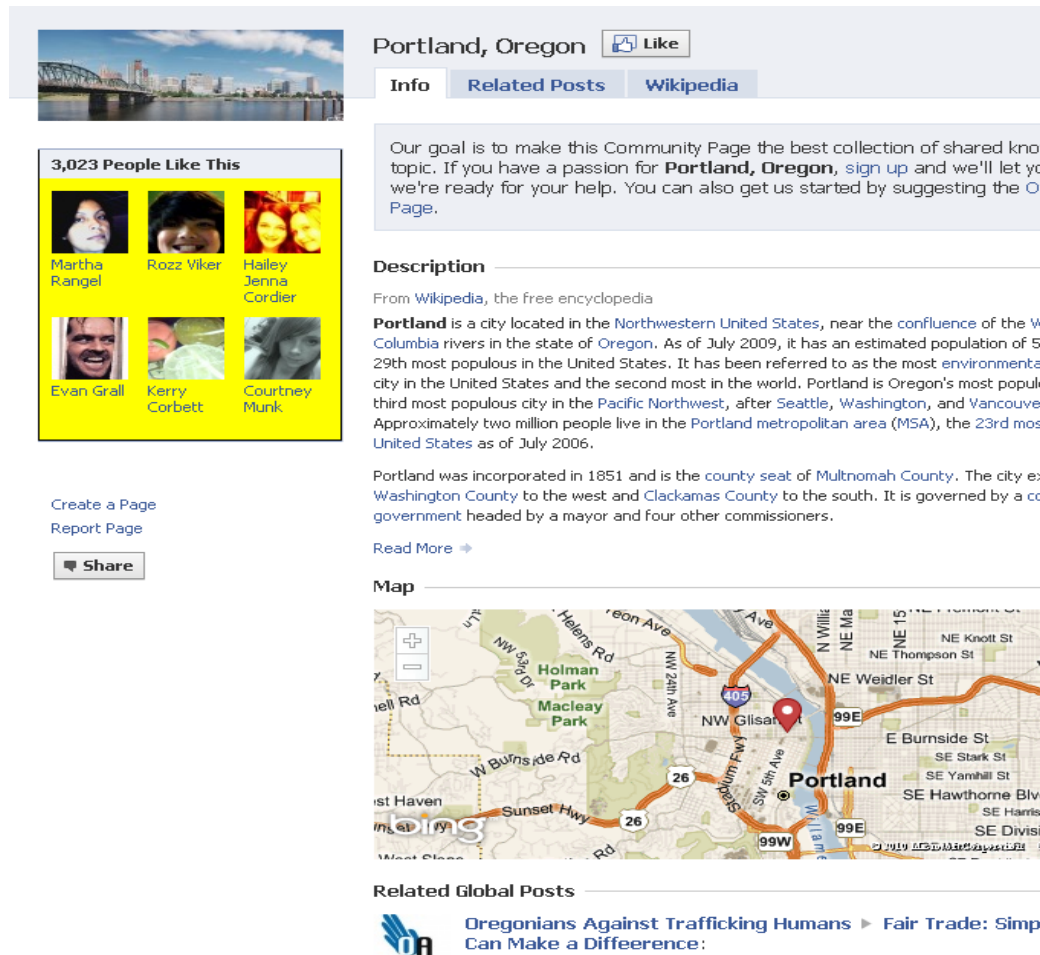
**Fun in Sacramento**

An incredible idea on the area's best for activities and more. (also know how to get up to 90% off!) [Like](#)

**Sacramento Business List**



# A Community Page



The screenshot shows a Facebook Community Page for "Portland, Oregon". At the top, there is a cover photo of a bridge over a river. Below the cover photo is a navigation bar with "Info", "Related Posts", and "Wikipedia" tabs. A "Like" button is visible next to the page name. A description box contains the text: "Our goal is to make this Community Page the best collection of shared know... topic. If you have a passion for **Portland, Oregon**, sign up and we'll let you... we're ready for your help. You can also get us started by suggesting the Of... Page." Below the description is a "Description" section with a link to Wikipedia. A "Map" section shows a map of Portland, Oregon, with a red pin indicating the city center. At the bottom, there is a "Related Global Posts" section with a post from "Oregonians Against Trafficking Humans" titled "Fair Trade: Simple Ways You Can Make a Difference:". On the left side of the page, there is a section titled "3,023 People Like This" with a grid of six profile pictures and names: Martha Rangel, Rozz Viker, Hailey Jenna Cordier, Evan Grall, Kerry Corbett, and Courtney Munk. Below this section are links for "Create a Page", "Report Page", and a "Share" button.

Community Pages are a new type of Facebook Page dedicated to a topic or experience that is owned collectively by the community connected to it. Just like official Pages for businesses, organizations and public figures, Community Pages let you connect with others who share similar interests and experiences.

# How to Sign up

- Go to [www.facebook.com](http://www.facebook.com).
- Enter your information and click 'Sign Up'.
- You will be sent a email with a link to confirm your registration.
- You will be given the option to search your email address book to see which of your friends are already on Facebook by entering your email login information. I recommend you skip this step.



**Sign Up**  
It's free and anyone can join

Full Name:

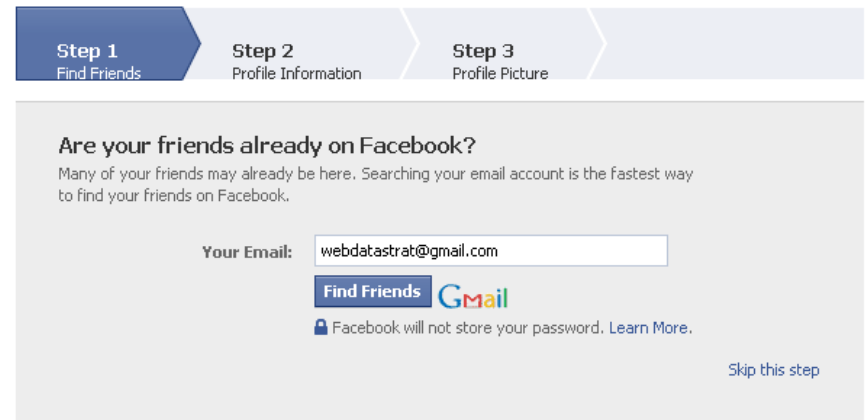
Your Email:

New Password:

I am:

Birth day:     
Why do I need to provide this?

By clicking Sign Up, you are indicating that you have read and agree to the [Terms of Use](#) and [Privacy Policy](#).




**Step 1** Find Friends

**Step 2** Profile Information

**Step 3** Profile Picture

**Are your friends already on Facebook?**  
Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook.

Your Email:



Facebook will not store your password. [Learn More.](#)

[Skip this step](#)

Step 1 Find Friends   **Step 2 Profile Information**   Step 3 Profile Picture

**Fill out your Profile Info**  
This information will help you find your friends on Facebook.

High School:

College/University:


Employer:

◀ Back   Skip · **Save & Continue**

- Based on the information you enter, Facebook will make friend suggestions for you.
- Next upload a picture to your profile.

Step 1 Find Friends   Step 2 Profile Information   **Step 3 Profile Picture**

**Set your profile picture**



**Upload a Photo**  
From your computer

OR

**Take a Photo**  
With your webcam

◀ Back   Skip · **Save & Continue**



**Butch Green**  
Edit My Profile

**f Welcome**

- News Feed
- Messages
- Events
- Photos
- Friends

- Applications
- Games
- More

**Friends Online**  
No one is online.

## **f Welcome to Facebook, Butch.**

### **1 Search your email for friends already on Facebook**

Your Email:

webdatastrat@gmail.com

**Find Friends**

Facebook will not store your password. [Learn More.](#)

### **2 Fill out your profile information**

Help your friends find you by filling out some basic profile information.

**Edit Profile**

### **3 Activate your mobile phone**

- Receive texts with your friends' Status Updates and Messages instantly.
- Update your Status and Message friends using SMS.



[Register for Facebook Text Messages](#)

[Already received a confirmation code?](#)

### **4 Find people you know**

Search by name or look for classmates and coworkers.

Enter a name or email



### **5 Control what information you share**

[Learn more about privacy on Facebook.](#)

This sends you to a page that describes Facebook's privacy policy. It doesn't show you how to modify the settings.

# Enter Profile Information

Click here to return to the sign up page. This always returns you to your "home" page.

The screenshot shows the Facebook profile edit interface for a user named 'Butch Green'. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links: 'Basic Information' (selected), 'Profile Picture', 'Relationships', 'Likes and Interests', 'Education and Work', and 'Contact Information'. Below these links is a note about privacy settings. The main content area is titled 'Butch Green' and includes a 'View My Profile' button. The form fields are as follows: 'Current City' and 'Hometown' (text boxes); 'Sex' (dropdown menu set to 'Male') with a 'Show my sex in my profile' checkbox; 'Birthday' (dropdowns for month, day, and year set to 'Jun', '29', '1986') with a 'Show my full birthday in my profile' dropdown menu; 'Interested In' (checkboxes for 'Women' and 'Men'); 'Looking For' (checkboxes for 'Friendship', 'Dating', 'A Relationship', and 'Networking'); 'Political Views' and 'Religious Views' (text boxes); 'Bio' (text box); and 'Favorite Quotations' (text box). At the bottom of the form are 'Save Changes' and 'Cancel' buttons. A 'Chat (0)' indicator is visible in the bottom right corner.

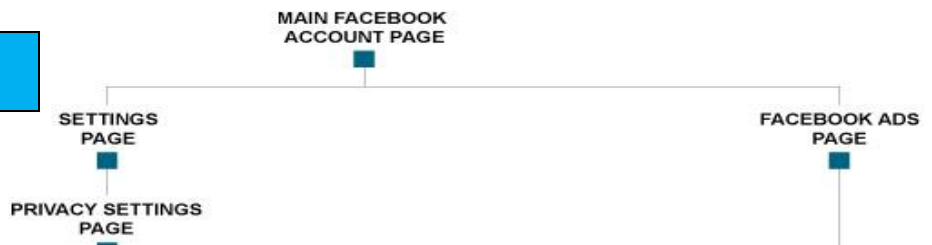
Drop down to show options

# Privacy

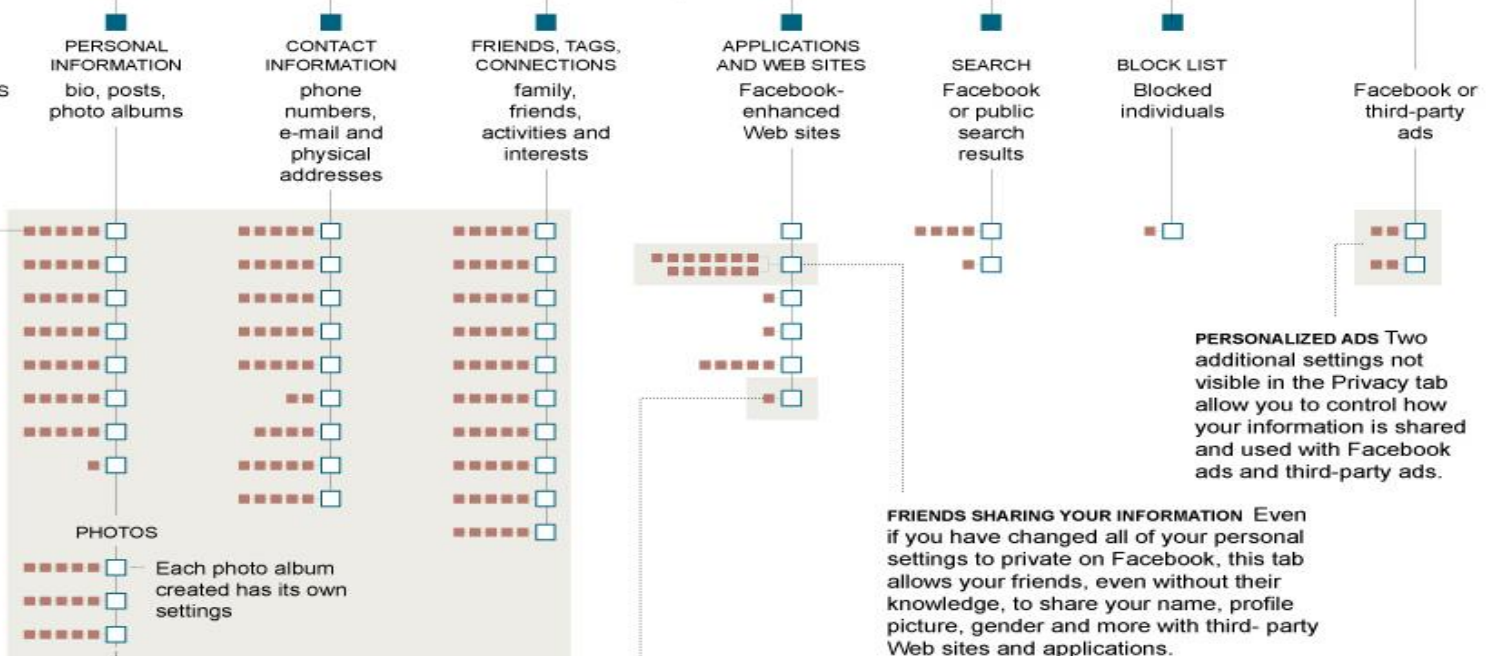
- Lately a very controversial topic.
- Facebook is making many changes, very quickly.
- There are now over 50 settings with more than 170 options.
- You should regularly revisit your privacy pages. Facebook doesn't notify you when changes are implemented.

# Privacy Settings on Facebook

- WEB PAGE ON FACEBOOK
- SUBCATEGORY
- PRIVACY SETTING OPTION



SUBCATEGORIES INCLUDE:



**WHO CAN SEE YOU** Most privacy settings come with five suboptions to decide who can see your personal information. For higher levels of privacy, select "Only Friends," or "Only Me" from the Customize tab.



**THE 'LIKE' BUTTON** This setting allows some Facebook partners, including CNN, Pandora and Yelp, to personalize their Web sites using your personal information and in some instances the browsing habits of your friends.



Allow select partners to instantly personalize their features with my public information when I first arrive on their websites.

**ALLOW YOUR FRIENDS TO SHARE:**

- Status updates
- Online presence
- Website
- Family and relationship status \*
- Relationship details (significant other, looking for, etc.)
- My videos
- My links
- My notes
- My photos
- Photos and videos I'm tagged in \*
- About me
- My birthday
- My religious and political views

**Save Changes**

**PERSONALIZED ADS** Two additional settings not visible in the Privacy tab allow you to control how your information is shared and used with Facebook ads and third-party ads.

**FRIENDS SHARING YOUR INFORMATION** Even if you have changed all of your personal settings to private on Facebook, this tab allows your friends, even without their knowledge, to share your name, profile picture, gender and more with third-party Web sites and applications.

New York Times,  
<http://www.nytimes.com/interactive/2010/05/12/business/facebook-privacy.html>

# Privacy: Quick and Easy\*

1. Posts by You

2. Photos

Privacy/Photos

Privacy/Friends, Tags and Connections

3. Contact info

4. What your friends can share about you

5. Personalization

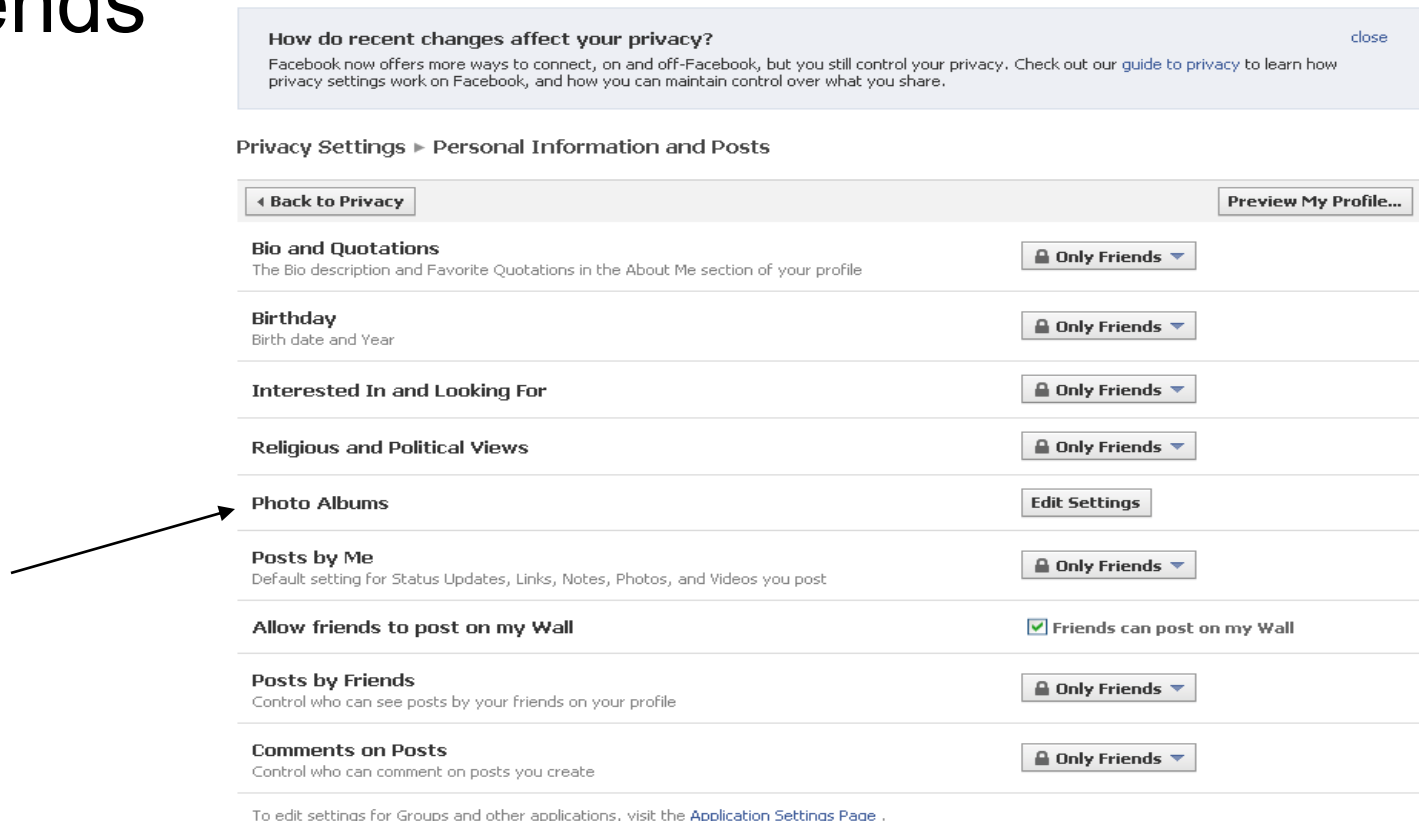
6. Ads

\*Thanks to [http://www.huffingtonpost.com/2010/05/13/facebook-privacy-settings\\_n\\_575732.html#](http://www.huffingtonpost.com/2010/05/13/facebook-privacy-settings_n_575732.html#)



# 1. Manage Posts by You

These default to everyone. Change to “Only Friends”



**How do recent changes affect your privacy?** close  
Facebook now offers more ways to connect, on and off-Facebook, but you still control your privacy. Check out our [guide to privacy](#) to learn how privacy settings work on Facebook, and how you can maintain control over what you share.

Privacy Settings ▶ Personal Information and Posts

[← Back to Privacy](#) [Preview My Profile...](#)

<b>Bio and Quotations</b> The Bio description and Favorite Quotations in the About Me section of your profile	<a href="#">Only Friends</a>
<b>Birthday</b> Birth date and Year	<a href="#">Only Friends</a>
<b>Interested In and Looking For</b>	<a href="#">Only Friends</a>
<b>Religious and Political Views</b>	<a href="#">Only Friends</a>
<b>Photo Albums</b>	<a href="#">Edit Settings</a>
<b>Posts by Me</b> Default setting for Status Updates, Links, Notes, Photos, and Videos you post	<a href="#">Only Friends</a>
<b>Allow friends to post on my Wall</b>	<input checked="" type="checkbox"/> Friends can post on my Wall
<b>Posts by Friends</b> Control who can see posts by your friends on your profile	<a href="#">Only Friends</a>
<b>Comments on Posts</b> Control who can comment on posts you create	<a href="#">Only Friends</a>

To edit settings for Groups and other applications, visit the [Application Settings Page](#).

# 2. Photos of You

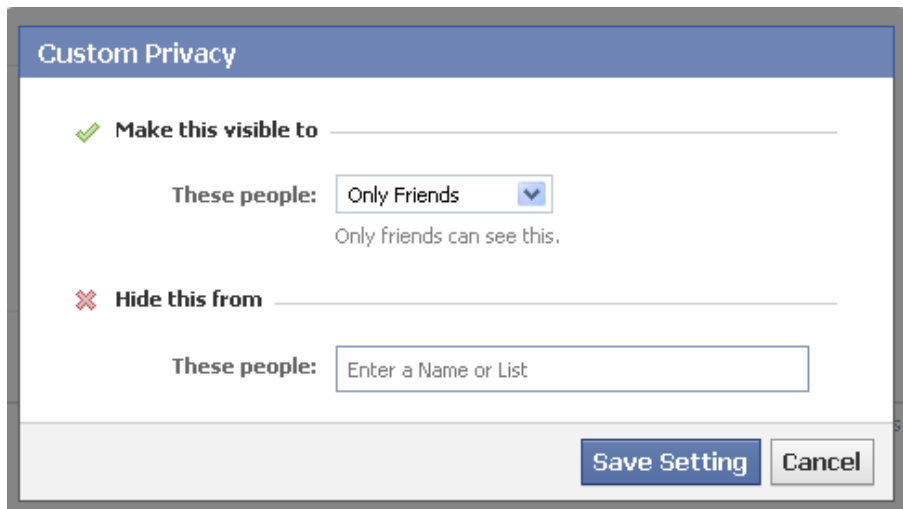
Privacy ▶ Photos

Control who sees each of your photo albums.



The screenshot shows the 'Profile Pictures' privacy settings. On the left is a small photo of a man and a woman. To the right, a dropdown menu is open, showing the following options: 'Only Friends' (selected), 'Everyone', 'Friends of Friends', 'Only Friends' (with a bullet point), and 'Customize'.







If you have already created albums, you will have to restrict every previous album individually



The screenshot shows the 'Custom Privacy' dialog box. It has a blue header with the text 'Custom Privacy'. Below the header, there are two sections: 'Make this visible to' (with a green checkmark icon) and 'Hide this from' (with a red X icon). Under 'Make this visible to', there is a dropdown menu set to 'Only Friends' and the text 'Only friends can see this.' Under 'Hide this from', there is a text input field with the placeholder 'Enter a Name or List'. At the bottom right, there are two buttons: 'Save Setting' and 'Cancel'.

# 2. Photos of You

Privacy Settings

-  **Personal Information and Posts**  
Control who can see your photos and videos, and who can post to your wall
-  **Contact Information**  
Control who can contact you on Facebook
-  **Friends, Tags and Connections**  
Control whether your friends, tags and connections can see your profile
-  **Applications and Websites**  
Control what information is available to third parties
-  **Search**  
Control who can see your search results
-  **Block List**  
Control who can interact with you on Facebook

Privacy Settings > Friends, Tags and Connections

These settings only control the information people can see on your profile. This information, such as your Pages and list of friends, is still public, so it could appear elsewhere on the site and be accessed by applications you and your friends use. [Learn more.](#)

[← Back to Privacy](#) [Preview My Profile...](#)

<b>Friends</b>	<b>Only Friends</b> ▾
<b>Family</b> Members of your Family	<b>Only Friends</b> ▾
<b>Relationships</b> Relationship Status and Anniversary	<b>Only Friends</b> ▾
<b>Photos and Videos of Me</b> Photos and Videos you've been tagged in	<b>Only Friends</b> ▾
<b>Current City</b>	<b>Everyone</b> ▾
<b>Hometown</b>	<b>Everyone</b> ▾
<b>Education and Work</b> Schools, Colleges and Workplaces	<b>Only Friends</b> ▾
<b>Activities</b>	<b>Everyone</b> ▾
<b>Interests</b>	<b>Everyone</b> ▾
<b>Things I Like</b> Music, Movies, Books, Television	<b>Everyone</b> ▾

To edit your Networks, visit your [Account Page](#).

# 3. Contact Info

## Privacy Settings



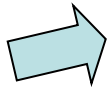
### Personal Information and Posts

Control who can see your photos and videos, and who can post to your wall



### Contact Information

Control who can contact you on Facebook and see your contact information and email



Privacy Settings ▶ Contact Information

[◀ Back to Privacy](#)

IM Screen Name	<input type="lock"/> Only Friends ▼
Mobile Phone	<input type="lock"/> Only Friends ▼
Other Phone	<input type="lock"/> Only Friends ▼
Current Address	<input type="lock"/> Only Friends ▼
Website	<input type="lock"/> Everyone ▼
<b>Add me as a friend</b> Control who can add you as a friend from search results and from your profile	<input type="lock"/> Everyone ▼
<b>Send me a message</b> Control who can send you a message from search results and from your profile	<input type="lock"/> Everyone ▼
stgreen@omsoft.com	<input type="lock"/> Only Friends ▼

Do you want people to be able to find you? Do you want more friends or fewer?

# 4. What your friends can share about you



## Applications and Websites

Control what information is available to Facebook-enhanced applications and websites

Privacy Settings ▶ Applications and Websites

[← Back to Privacy](#)

<b>What you share</b> Learn about what you share when using applications and websites	<a href="#">Learn More</a>
<b>What your friends can share about you</b> Control what your friends can share about you when using applications and websites	<a href="#">Edit Settings</a>
<b>Blocked Applications</b> Block specific applications from accessing your information and contacting you	<a href="#">Edit Blocked Applications</a>
<b>Ignore Application Invites</b> Ignore application invites from specific friends	<a href="#">Edit Ignored Friends</a>
<b>Activity on Applications and Games Dashboards</b> Control who can see your activity in the Friends' Recent Activity, Friends' Applications and Friends' Games sections of these pages	<a href="#">🔒 Only Friends ▼</a>
<b>Instant Personalization Pilot Program</b> Control how select partners can personalize their features with my public information when I first arrive on their websites	<a href="#">Edit Setting</a>

# 4. What your friends can share about you

Privacy Settings ▶ Applications and Websites

← Applications and Websites

### What your friends can share about you through applications and websites

When your friend visits a Facebook Platform application or website, they may want to share certain information to make the experience more social. For example, a greeting card application may use your birthday information to prompt your friend to send a card.

If your friend uses an application or website that you do not use, you can control certain types of information the application can access. Please note that applications will be able to access your Name, Profile Picture, Gender, as well as any information that is visible to Everyone. They will also be able to access your [Connections](#), except the Connections noted with an asterisk below. In those cases, although the information is considered a Connection, you can control whether an application can access it.

- Status updates
- Online presence
- Website
- Family and relationship status \*
- Relationship details (significant other, looking for, etc.)
- My videos
- My links
- My notes
- My photos
- Photos and videos I'm tagged in \*
- About me
- My birthday
- My religious and political views

Save Changes

# 5. Personalization

## Instant Personalization Pilot Program

Control how select partners can personalize their features with my public information when I first arrive on their websites

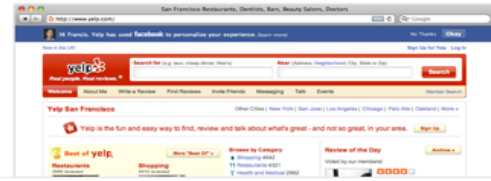
Edit Setting

Privacy Settings ▶ Applications and Websites

◀ Applications and Websites

**Facebook's instant personalization pilot program helps you connect more easily with your friends on select partner sites.**

You'll find a personal and social experience the moment you arrive on our select partner sites -- currently Microsoft Docs.com, Pandora, and Yelp. We're working closely with these partners in a pilot program so you can quickly connect with your friends and see relevant content on their sites. These sites personalize your experience using your public Facebook information.



When you arrive on these sites, you'll see a notification from Facebook at the top of the page.

You can easily opt-out of experiencing this on these sites by clicking "No Thanks" on the blue Facebook notification on the top of partner sites.

Allow select partners to instantly personalize their features with my public information when I first arrive on their websites.

Please keep in mind that if you opt out, your friends may still share public Facebook information about you to personalize their experience on these partner sites unless you block the application. [Learn more.](#)

If this is checked, third party applications can adjust their ad offerings based on what you post to Facebook.

# 6. Facebook Ads

Home Profile Account ▾

Edit Friends  
Manage Pages  
Account Settings  
Privacy Settings  
Application Settings  
Help Center  
Logout

My Account

Settings Networks Notifications Mobile Language Payments Facebook Ads

**Ads shown by third party applications**  
Facebook does not give third party applications or ad networks the right to use your name or picture in ads. If this is allowed in the future, this setting will govern the usage of your information.

Allow ads on platform pages to show my information to

Save Changes Cancel

**Ads shown by Facebook**  
Facebook strives to create relevant and interesting advertisements to you and your friends. Here are the facts about Facebook Ads:

- Facebook Ads are sometimes paired with social actions (e.g., liking a Page) that your friends have taken.
- You only appear in Facebook Ads to your confirmed friends. If a photo is used, it is your profile photo and not from your photo albums.
- Facebook doesn't sell your information to advertisers.
- Facebook actively enforces policies that help protect your experience with third party applications and ad networks.

Show my social actions in Facebook Ads to

Save Changes Cancel

**Sample Ad**

**Celebs on Facebook**  
Interested in what your favorite celebs are doing on Facebook? Become a fan of Celebs on Facebook and be the first to find out!

Claudia Park, Namita Gupta, and 2 other friends are fans.

Become a Fan of Celebs on Facebook

**Sample Ad**

**Denver Sushi**

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

Nan Gao is a fan.

Become a fan



# Manage Notifications

It's a good idea to get a notification when you have been tagged in a photo, video, or someone writes on your wall. The rest are your choice. If they are all checked, you will receive many emails.

My Account

Settings Networks **Notifications** Mobile Language Payments Facebook Ads

### Notifications

Facebook notifies you whenever actions are taken on Facebook that involve you.  
Each Facebook application has its own notification settings. Click the checkbox to change the settings for that application.  
Send email notifications to **webdatastrat@gmail.com** when someone...  
Send notifications to my phone via SMS.

	Email	SMS
<b>f Facebook</b>		
Sends me a message	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adds me as a friend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confirms a friendship request	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Posts on my Wall	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pokes me	<input type="checkbox"/>	<input type="checkbox"/>
Has a birthday coming up (weekly email)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asks me to confirm friend detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requests to list me as family	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confirms a family request	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suggests a friend to me	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adds a friend I suggested	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I invited joins Facebook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tags me in a post	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments on a post I was tagged in	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suggests a profile picture for me	<input checked="" type="checkbox"/>	<input type="checkbox"/>

All of these should be looked at as well.

- Groups
- Photos
- Pages
- Notes
- Links
- Events
- Video
- Wall Comments
- Gifts

Also allow Facebook to send updates about...

**f Other updates from Facebook**

# I'm here now. What do I do?

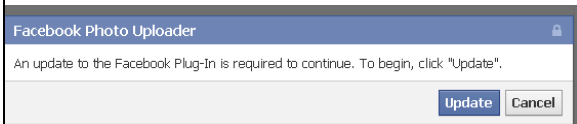
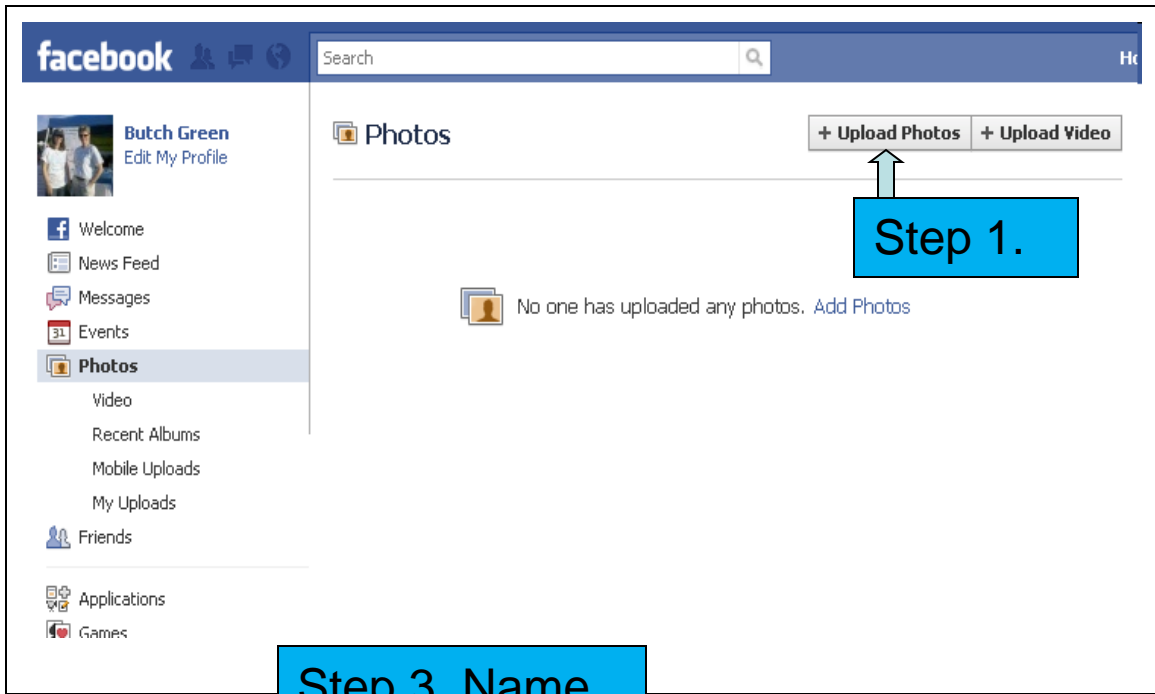
- Add friends
  - Use the Search box to look for friends on FB. You are given the choice to send the request or send only a message, or both.
- Respond to friend requests
  - You decide whether or not you confirm or ignore the request.
  - You can also block people if you don't want someone to find you.

# I'm here now. What do I do?

- Write a status update (post)
- Comment on a friend's status update, photo, link, or video
- “Like” a friend's status update, photo, link or video
- Write on a friend's wall
  - Be careful that you don't write your own status update on a friend's wall.
  - Click on Facebook in upper left to return to your home page.

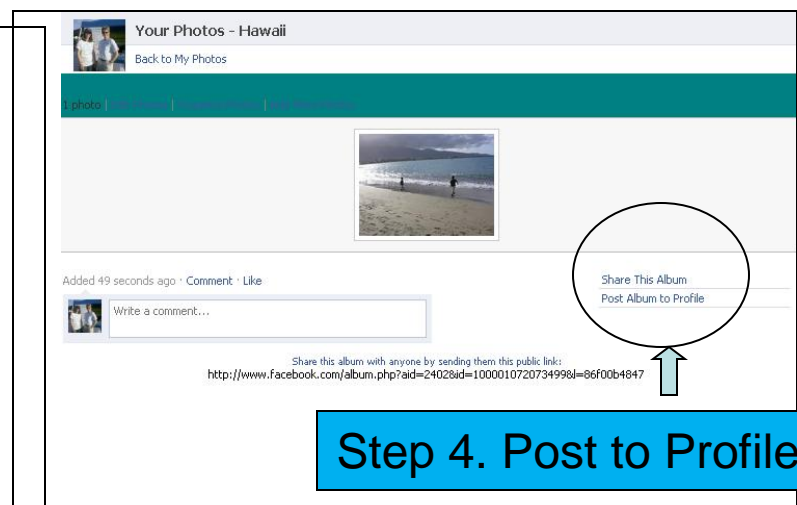
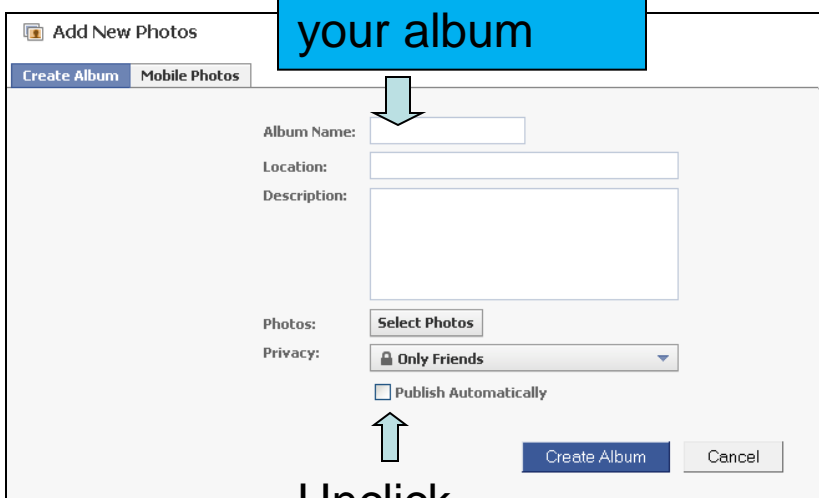
# Uploading Photos

- You can upload a photo within a status update OR
- You can create a photo album OR
- You can upload from your phone
- Be sure to check privacy settings
- Don't upload photos unless you know it is okay with the people in the photos. Especially children.
- You can choose to “tag” your photos or let others do that.



**Step 2.**  
Download  
Photo  
uploader

**Step 3.** Name  
your album



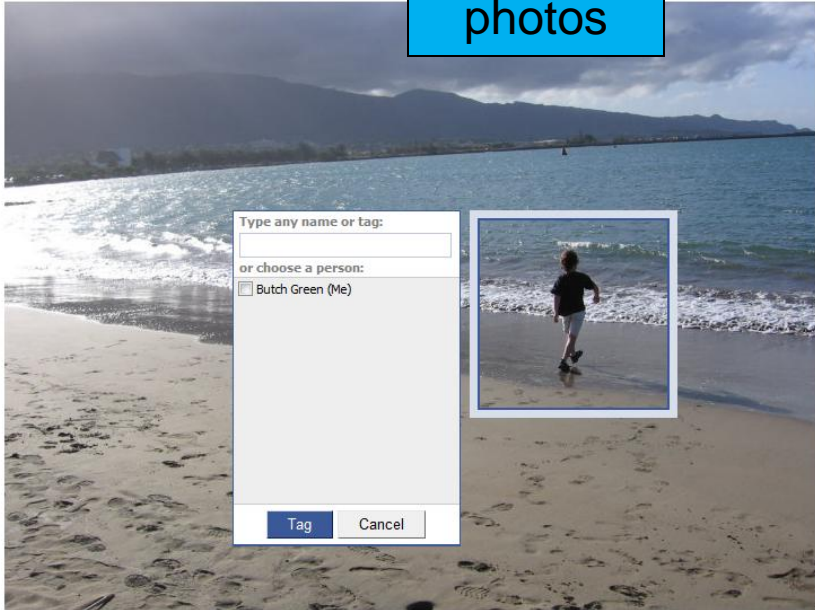
# My Photos - Hawaii

Photo 1 of 1 [Back to Album](#) · [My Photos](#)

Click on people's faces in the photo to tag them.

Done Tagging

**Step 5.  
Tag your photos**



Add a caption

From your album:  
Hawaii

Added May 16 · [Comment](#) · [Like](#)

Share



Write a comment...



Tag This Photo

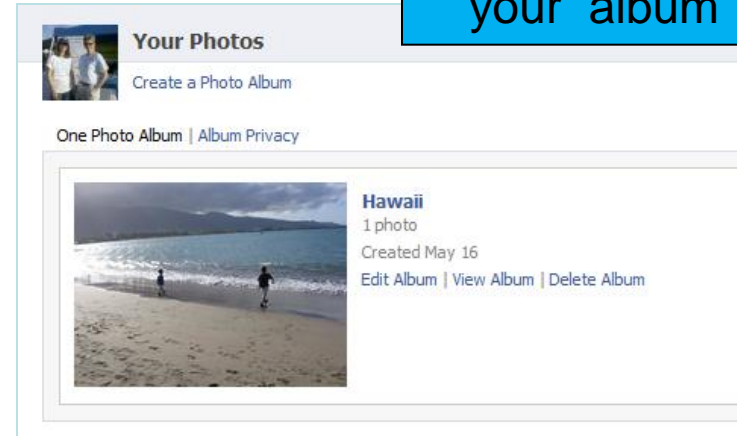
Edit This Photo

Delete This Photo

Make Profile Picture

In this photo: [Butch Green \(photos | remove tag\)](#)

**Step 6. Manage your album**



**Step 7.  
Tag your photos**

## Edit Album - Hawaii

### Unpublished Photos

You have uploaded photos which have not yet been published to your profile wall or News Feed. You can publish them later when you've finished editing your album, adding comments, and tagging your friends.

Don't ask again for these photos

Publish Now

Skip

[Edit Photos](#) [Add More](#) [Organize](#) [Edit Info](#) [Delete](#)

[Back to Album](#)

Caption:

In this photo: [Me remove](#)



This is the album cover.  
 Delete this photo.

Save Changes

Cancel

# Playing Games

**Teri Thorpe Greenfield**  
Edit My Profile

- News Feed
- Messages (5)
- Events (5)
- Photos
- Friends (1)

Applications

- Games**
- Ads and Pages
- Groups (1)


More

Chat with Friends  
Go Online

FB tells you what games your friends are playing.

**Games** 0 credits · Get Info

**Your Games**

 **Hua Me** (2 friends)  
 has purchased 1 Maintenance Manager · [Click here to play!](#)


[See all your games](#)

**Friends' Games**


<ul style="list-style-type: none"><li>Family Feud</li><li>Scramble</li><li>Mahjongg Dimensions</li></ul>	<ul style="list-style-type: none"><li>Lexulous</li><li>SCRABBLE</li><li>Birthday Cards</li></ul>
<ul style="list-style-type: none"><li>FarmVille</li><li>FishVille</li><li>My Town</li></ul>	<ul style="list-style-type: none"><li>Bejeweled Blitz</li><li>Mafia Wars</li><li>Lexulous</li></ul>
<ul style="list-style-type: none"><li>birthday Cards</li><li>FarmVille</li><li>Café World</li></ul>	<ul style="list-style-type: none"><li>Scramble</li><li>SCRABBLE</li><li>Friend Wheel</li></ul>
<ul style="list-style-type: none"><li>Castle Age</li><li>FARKLE</li><li>Texas HoldEm Poker</li></ul>	<ul style="list-style-type: none"><li>World at War</li><li>MindJolt Games</li><li>Tetris Friends</li></ul>
<ul style="list-style-type: none"><li>FarmVille</li><li>Birthday Cards</li><li>Roller Coaster Kingdom</li></ul>	<ul style="list-style-type: none"><li>SCRABBLE</li><li>Scramble</li><li>PathWords</li></ul>


[See all friends](#)


**Facebook Credits**


 **Get Credits with your Mobile Phone** ×  
Get Credits with your phone for use in your favorite games.  
[Get Credits Now](#)


**Featured Games**

 **Play Tiki Farm** ×  
Ni... playing Tiki Farm.  
[Play Now](#)

 **Play Tiki Resort** ×  
a Barrett and Cast are playing Tiki Resort.  
[Play Now](#)

 **Play Happy Aquarium** ×  
... Perez and Wendy Radding are playing Happy Aquarium.  
[Play Now](#)

 **Play Happy Island** ×  
Take a break with this fun Facebook app. Add it now!  
[Play Now](#)

 **Play Mahjongg Dimensions** ×  
ifer playing Mahjongg Dimensions.  
[Play Now](#)

# Managing Your News Feed

The image shows a screenshot of the Facebook News Feed interface. At the top, there is a search bar and a toggle switch for 'Top News' and 'Most Recent'. Below this is a text input field for 'What's on your mind?' and a post by 'Butch Green' with the text 'Facebook has so many options to check.' and 'about a minute ago'. An 'Edit Options' link is visible below the post. A blue callout box points to the toggle switch with the text 'You can toggle between these.' Below the main feed is a 'News Feed Settings' dialog box. It contains sections for 'Show More' and 'Hide' with input fields for friend names. The 'Number of Friends' section has a text input field set to '5000' and a 'Save' button.

You can toggle between these.

**What is the difference between Top News and Most Recent?**  
Top News aggregates the most interesting content that your friends are posting, while the Most Recent filter shows you all the actions your friends are making in real-time.

Increase this to 5000




# Managing Your News Feed



The image shows a screenshot of a Facebook profile page for a user named Butch Green. The page is divided into a left-hand navigation menu and a main content area. The navigation menu includes options like 'Welcome', 'News Feed', 'Messages', 'Events', 'Photos', 'Friends', 'Recently Updated', 'Status Updates', 'Applications', 'Games', and 'More'. The 'Status Updates' option is highlighted in blue. The main content area shows a 'Status Updates' section with a '+ Update Status' button and a list of updates. The first update is from Butch Green, dated Sunday at 10:17am, with the text 'Facebook has so many options to check.' Below it is another update from Butch Green, dated Sunday at 3:50pm, with the text 'This is a silly status update.' A blue callout box with white text and two arrows pointing to the 'Status Updates' menu item and the 'Status Updates' section header contains the text: 'Click here to see just your friends' status updates or just photos.'

# Removing Friends' Game Updates from your News Feed



Daryl [\[Profile\]](#) [Hide](#)

LEVELED UP! Mafia Wars

Daryl got promoted to Level 320 in Mafia Wars and is celebrating by offering a special bonus to their friends for a limited time!

Yesterday at 8:08pm via Mafia Wars · [Comment](#) · [Like](#) · [Get the special bonus](#)

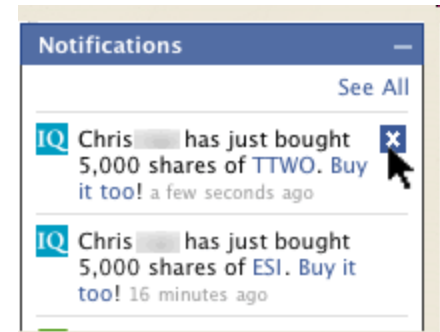
Facebook will then ask you if you want to hide the person or the application. Click the name of the game.

[Hide Daryl](#) [Hide Mafia Wars](#) [Cancel](#)

Success! You'll now no longer see updates on the games your friends are playing on Facebook, and you'll see more links, photos and status updates instead.

Mafia Wars has been hidden from your News Feed. To manage who appears in News Feed, [Edit Options](#).

You can hide your friend's game notifications or all notifications from that game. You can also click here to delete them from your notification list.



Notifications [See All](#)

**IQ** Chris [\[Profile\]](#) has just bought 5,000 shares of TTWO. Buy it too! a few seconds ago [x](#)

**IQ** Chris [\[Profile\]](#) has just bought 5,000 shares of ESI. Buy it too! 16 minutes ago

# Frequently asked questions

- **What if I want to delete something I wrote?**

*Any comment you make has a delete option under it.*

- **How do I delete something on my Wall?**

*Hold your mouse on the right side of the item and you will see a “Remove” option.*

- **What if I don’t want to be someone’s friend?**

*You click “Ignore”. You have to decide whether you want to “friend” everyone who asks you.*

- **What is Private and what is Public?**

*Anything on your Wall or the Info section of your Profile is public. You set the options to “only friends”, “friends of friends” or “everyone”.*

*In addition, every group you “join” or “like” will be recorded on your wall, unless you change the settings.*

- **What is “Wall to Wall?”**

*That is a conversation between you and another friend. If you both have mutual friends, they will see this conversation unless you change the settings.*

# Frequently Asked Questions (cont.)

- **Why did “Become a Fan” change to “Like”?**

*Facebook: “We believe this change offers you a more light-weight and standard way to connect with people, things and topics in which you are interested.”*

- **Is there a difference between “liking” something a friend posts and liking a page?**

*Yes. When you click “Like” on a Page, you are making a connection to that Page. The Page will be displayed in your profile, and in turn, you will be displayed on the Page as a person who likes that Page. The Page will also be able to post content into your News Feed. When you “like” something a friend posts, it is only associated with that post.*

# Links

- <http://mashable.com/guidebook/facebook/>
- <http://www.businessinsider.com/how-to-lock-down-your-facebook-profile-2010-5#>
- <http://www.nytimes.com/interactive/2010/05/12/business/facebook-privacy.html>
- [http://www.huffingtonpost.com/2010/05/13/facebook-privacy-settings\\_n\\_575732.html](http://www.huffingtonpost.com/2010/05/13/facebook-privacy-settings_n_575732.html)

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