

Facebook

- Facebook is a website that allows you to find and connect with friends, as well as make new ones.
- In this class, we'll do a quick overview of typical Facebook page elements. We'll also discuss safety and privacy on Facebook.

Your Facebook Page Layout

- Let's start with your home page, the first page you see after logging into Facebook. This page will normally keep you updated on what your friends are doing. On the left side of the page, there are a number of options.
- The first button, **News Feed** will show you posts and activity from you and your friends. This section of the page lists the status updates of your friends (generally what they're thinking of, or what they're doing.) **Top Stories** is listed first. If you scroll through these, the next section you see will be titled **Recent Stories**. In the right hand corner of both options, you'll see a link that will allow you to see more by jumping to the next. You can **Write a Comment** or **Like** anything that's posted in this center pane. Your friends will be notified that you've done so.
- The white box that is present at the top of your home screen and News Feed is for your status message box. Just click on what you're sharing (**Update Status, Add Photo/Video, Ask Question**), and type in a message. Click **Post** and you're done. If you'd like to, you can tell people where you are by checking in (the teardrop shaped icon in the lower left hand corner.) You can also choose to restrict who will see the status by clicking the down arrow next to **Friends**.
- Use the **Messages** page to send and receive email from your friends and contacts. To write a new message, click the **+New Message** box in the upper right hand corner of the page.
- **Events** will let you know if someone has invited to you to a function. You can use this to invite people to parties and events as well.
- **Find Friends** is next, and will help you connect with people you know. Clicking on **Manage Friend List** will show you all your friends. From this page, you'll be able to sort people into categories, or remove someone from your friend list entirely.
- **Lists** will generally include workplaces, schools, locations and more. These are ways to separate friends based on how you know them. You can edit these under **Find Friends** and **Manage Friend List**.
- **Apps** will list all the apps that you've allowed access to on your profile. It has featured applications, as well as the ones that your friends use most often.
- **Games** will list all the external and Facebook games that you have linked to on your profile.
- **Groups** lists causes and groups that you've elected to be part of.
- Under these categories, you'll see a few pictures of friends that are currently online. Just click the picture, and an instant message window will pop up on the bottom right hand side of the screen. You'll be able to talk to your friend in real time.
- Now let's look at the top of the page.
- Click the Facebook logo in the left corner anytime to get back to your home screen.
- You'll see several small icons to the right of the logo. The icon of people is used for friend requests. If you have any requests, this icon will have a red number on it. The second icon is for messages (email). Again, you'll know you have email because there

will be a red number over the icon. The final icon is a globe, representing notifications. These notifications tell you when someone has commented on your status, or something that you've commented on.

- To the right of these icons, you'll see a long white box. Here you can search Facebook for anything from your best friend to your favorite food. It's easy to friend request someone or become a fan of something once you've found them using this search. Take a second to become a friend of the library! Just type in "Barrington Area Library" and hit enter. Once you find us, just click **Like** and you'll get our updates.
- Clicking your picture/name will bring you to your profile page, which has info, photos, notes, and more.
- The **Home** button will bring you back to your home page, just the same as the Facebook logo will do.
- Click the down arrow to the right of the **Home** button to see and edit account information.
- The right side of the page has recently significantly changed. The top two boxes generally are ads. Under these **Events** are listed, which include parties and birthdays. Below this is a timeline of recent friend activity.
- Finally, at the bottom of the page, there will be a box that says **Chat** with a number next to it. These are the people that are online and available for chat.

Controlling Your Information

- The easiest, most important step in ensuring your privacy is to make sure you aren't providing too much information in the first place. To edit the information that is freely available, click your picture on the main page. Then look for the link on the right side of the page that says **Edit Profile**. Notice the multiple pages of information listed on the left side. Be sure to click **Save Changes** at the bottom of each screen you work with.

Changing Your Account Settings

- To access your account settings, click the down arrow in the upper right hand corner of the page. Then select **Account Settings**.
- Use the first option, **Settings (General)**, to change your name (helpful for adding your maiden name or changing your name after you marry), changing your email, and resetting a password.
- Under **Security**, find an option to deactivate your account.
- **Notifications** lets you determine which updates you would like Facebook to notify you about and shows you the most recent activity on your account.
- Change your permissions in **Apps**.
- The **Mobile** tab will help you set up cell phone updates. Note that while Facebook does not charge to send updates to your device, standard messaging rates will be applied by your phone company.
- **Payments** are used for ads and gifts on Facebook, if you so choose.
- **Facebook Ads** are ads that are responsive to the content in your profile and pages. For example, if I post the status message "Liz Kirchhoff just got a new cat" it's likely that my friends and I will see an ad for cat food on the right side of the page at some point in the near future. If you'd like to turn this off, click the link that says **Edit third party ad settings**, choose **No one** and **Save changes**. Then click **Edit social ads searching** and repeat the steps.

Changing Your Privacy Settings

- Click the down arrow in the top right corner and click **Privacy Settings**.
- Here you can decide who will be able to view your profile, information, pictures, movies, and other elements of your account. To change a setting, simply use the drop down menus to select.
- **How You Connect** has settings to control who can interact with content you post. For example, this will let you determine who can post on your wall, send you messages, and find you on Facebook.
- **How Tags Work** is an important setting because it helps you control how friends use and share your information, especially your pictures.
- **Apps and Websites** has several purposes. Click **Apps you use** and **Edit Settings** to remove apps you don't want. **How people bring your info to apps they use** lets you determine the information that your friends can share about you through their app use. **Instant personalization** is a setting that allows exterior sites to access your information to share information with your friends. Click into this setting and ensure that the box to enable this setting is unchecked.
- **Limit the audience for past posts** restricts access to older postings and content to friends only.
- Finally, you'll see an option for blocking users and apps. You can use this form to block people, invites, and applications. People and things that have been blocked will be listed on this page and can be unblocked any time.

Basic Safety on Facebook

- Most employers make a habit of checking Facebook and other internet pages before hiring employees. Please be cautious about the content that you post.
- Recently, spammers and scammers have targeted Facebook profiles. They've used these logins to get friends to contribute money to a cause. To avoid this, do not conduct any financial transactions on Facebook. Facebook has taken steps to further secure profiles so that this is less likely to happen again.
- If you have any questions or need help with Facebook, please feel free to contact the Adult Services department at (847) 382-1300 ext 370 or Liz Kirchhoff at lkirchhoff@balibrary.org.

