Intro to Facebook - July 16, 2015
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[Note: FB changes various details fairly often, so the following may have changed or will change somewhat. See articles on p.4. Please let me know if you see any typos, etc.]

Facebook (FB) is a social networking website because it makes online communication with friends and family easier. One can also share photographs or links from the Web, search for long-lost friends or chat online interactively. It differs from email or text messaging by connecting and sharing with many people at the same time - for example, a great way to announce the birth of a child or a return from vacation (but not that you are away). Clicking “Like” lets everyone know that you enjoy a post or site (or are sympathetic to something sad).

Some useful Links (www.starr.net/is/fb has these and more so you need not type them):

<table>
<thead>
<tr>
<th>Feature</th>
<th>URL</th>
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<tbody>
<tr>
<td>Tutorial</td>
<td><a href="http://www.gcflearnfree.org/facebook101">www.gcflearnfree.org/facebook101</a></td>
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<tr>
<td>Sign up personal account</td>
<td><a href="http://www.facebook.com">www.facebook.com</a></td>
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<tr>
<td>FB Help Center</td>
<td><a href="http://www.facebook.com/help/">www.facebook.com/help/</a></td>
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<tr>
<td>Privacy Settings</td>
<td><a href="http://www.facebook.com/help/325807937506242/">www.facebook.com/help/325807937506242/</a></td>
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<tr>
<td>Glossary of Terms</td>
<td><a href="http://www.facebook.com/help/219443701509174/">www.facebook.com/help/219443701509174/</a></td>
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<tr>
<td>Example of a FB group</td>
<td><a href="http://www.facebook.com/groups/swapshopjoks/">www.facebook.com/groups/swapshopjoks/</a></td>
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</tbody>
</table>

Start slowly: The trick is to not try everything at once. Start by sending friend requests to a few friends and family members and reading their Timeline (see below). Once you are more familiar, you can upload photos and/or begin exploring other FB features. Given the numerous FB icons that link to other FB pages, a good strategy is to try remembering a few basics and click around on the others! Sometimes when the mouse hovers over an icon a small rectangle will appear with text explaining that icon, such as in the TRENDING area.

BASICS: Three main pages are available – your Home page, your Timeline, and the Timeline of friends.

- The Home page (above image) opens when you sign in to FB with a login and password. The News Feed (or Wall) is the default. It shows some, but not all, comments that friends and liked organizations have shared and lets you navigate to other parts of FB such as Favorites, Groups, Friends, Chat, Timeline... Comments can be by Top Stories(default) or Most Recent (click on the dropdown icon near upper left). Only you can see this page.

- The Post box is for sharing status update, photos, links, and more. The info you share will be posted on your News Feed and Timeline, and friends' News Feeds. The icons appear after you click “What's on your mind?” The setting is Friends can see posts.

Click your name (to right of search icon) to view and edit your Timeline. Click on About, Friends, Photos, or More to add or change these. Click the 3 dots to see how others see your Timeline. Click on a friends name to see and/or post to their Timeline. About on the Timeline page seems the same as Edit Profile on the Home page.
• The **Search Bar** finds friends, FB Pages, nearby places, news articles, etc. It is usually, perhaps always, visible at the top of the window.

• **View Activity Log**: a history of recent activity.

• **Friend Requests**: When someone requests you add them as a friend.

• **Deleting** seems to be somewhat hidden. The photos section is a good example. Click on **photos** near the **timeline**. Then click on a photo you wish to change. **Delete** is hidden in the **options** section. 

• **Trending Stories**: to show what other people are posting on FB. Click a **story** to see more posts about it.

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**A FEW ICONS**

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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>FB icons at the top-right of the home page. <strong>They are hard to see!</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>![Friend]</td>
<td>![Inbox]</td>
<td>![Notification]</td>
<td>![Privacy]</td>
<td>![Dropdown]</td>
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1. The **“Friend Request”** icon shows friends suggested by FB that you can add, as well as requests from those you know. Another way to add friends, **not recommended**, is allowing FB to use the contacts saved in your email.
2. The **Inbox** icon shows your latest Inbox messages. Also Likes or mentions of you by friends. Click **See All** at bottom to go to the “**other inbox**” for **non-friend** messages.
3. The **Notification** icon lists the latest updates related to your FB activity.
4. The **Privacy** shortcut icon lets you set who sees your posts, who can contact you, how to stop a bothersome person.
5. The **Dropdown** icon has a **menu** with other choices, including **settings**.

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**Two more icons worth knowing** and clicking: the **gear** is for setting or options; the **i** for info.

**The Privacy Settings** page has a group of general controls for a FB account. To view and adjust these click ![scroll] near the upper-right corner of any FB page. Select Settings from the dropdown menu. Select Privacy on the left. Click a setting to edit it. The Privacy shortcut icon ![privacy] links to the most relevant privacy settings. To control privacy, you can choose your audience when you post. The Privacy Checkup is reached by clicking ![privacy] at the top of any page. **The Privacy Checkup** is for reviewing and adjusting privacy settings. For tips on controlling information, see [www.facebook.com/about/basics](http://www.facebook.com/about/basics).

**Selecting an Audience for Stuff You Share**
The **audience selector tool (AST)** is offered most places you share status updates, photo, etc. Click inside the box and then who to share with. Note: **AST** remembers the audience you shared with the last time you posted and uses the same audience when you share again unless you change it. [www.facebook.com/help/211513702214269](http://www.facebook.com/help/211513702214269).
**MISC comments**

**FB Chat** is similar to instant messaging. Friends who were recently on FB or the web are listed on the right side of the Home page. Hold the mouse over a name for some info. Click on the name to write the text. Or go to the Timeline, click Friends near the page top and again on the left. Then hover the mouse on the friend you wish to text.

Many questions can be answered by doing an [Internet search](https://www.facebook.com/help/contact/191122007680088) for FB and a question. Example: how delete FB account. [www.facebook.com/help/delete_account](https://www.facebook.com/help/delete_account) has the answer to deletion and deactivation.

By default, **anyone on FB can add you as a friend**. To change this: Click the account menu 📡 on top right of any Facebook page and select Settings. Click Privacy in left column. Click Edit next to “Who can send you friend requests?” Select from the dropdown menu.

**Profile pictures** are public. They appear as thumbnails in various places throughout FB, mainly with postings. This helps friends identify your posts and comments on Facebook. The About link on the Timeline leads to your profile which can be written and edited. Dropdown icons next to Public and Options give a short menu.

FB on **Mobile Devices** (tablet, phone, iPod) looks different than on a laptop or desktop computer and may be more difficult until you are more familiar. FB works with Android, iPhone, iPad systems although new FB features may begin with only one of these.

**Photos** are a popular application on FB. Users can upload an unlimited number of photos, compared with other services such as Photobucket and Flickr. Privacy settings can allow an album to be set so that only friends can see it, while the privacy of another album can let all Facebook users see it.

**While you are away** (from [www.clarkhoward.com/safeguard-your-home-during-summer-vacation](https://www.clarkhoward.com/safeguard-your-home-during-summer-vacation)) People posting vacation photos to FB may find that insurers can use that as an excuse to deny a claim for break-ins when they determine people have posted about vacation while still on vacation. Insurers can invoke due care or reasonable care clauses as justification.

**Privacy**: Anyone can see your **public info**, which includes your name, profile picture, cover photo, gender, username (e.g. irene.starr.7), and networks such as your schools. Users can control who sees other information they have shared, as well as who can find them in searches, through their privacy settings. Facebook analyzes your activity on its site. Facebook uses your usage of FB to deliver content it deems relevant. That may be inside your news feed or in advertisements.

To **download all the data in your FB account** click 📡 (hard to see!) at the top right of any FB page and select Settings. Click **Download a copy of your FB data** at the bottom of the list. Click Start My Archive. Because this download may have personal info, it should be stored carefully. (download is advisable before deleting an account)

To **deactivate an account** click the account menu 📡 at the top right of any FB page. Select Settings. Click Security in the left column. Choose Deactivate your account then follow the steps to confirm. Logging in reactivates it.

To **permanently delete an account**, with no option for recovery, log into your account and go to [www.facebook.com/help/delete_account](https://www.facebook.com/help/delete_account). It may take up to 90 days to delete all of the things posted, like photos, status updates or other data stored in backup systems. While FB is deleting this information, it is inaccessible to other FB users. Some info remains after deleting an account. For example, friends may still have messages from you even after you delete your account.

**Account Removal Request for Someone Sick, Injured or Otherwise Incapacitated** [www.facebook.com/help/contact/191122007680088](https://www.facebook.com/help/contact/191122007680088)
To open a free FB account you need an email address and a few minutes to follow these steps (or similar ones, as FB seems to often be a work in progress):

2. Enter your personal information and desired password, then click Sign Up. According to FB, “Providing your birthday helps make sure you get the right FB experience for your age. To change who sees this, go to the profile About section. For details, please visit our Data Policy.” Terms and Cookie Use have more details.
3. You can add friends by giving FB permission to access your email contacts. My thought is to skip this step and add friends one by one, at least until you know FB better.
4. You can add info about your education, location, and career. Click Save & Continue when finished. Or click Skip to add this information later.
5. If you gave access to your contacts, FB will suggest friends based on the info in step 4.
6. After a few more steps such as adding your photo, the Welcome to FB page will appear. FB will send you an email that you must confirm to finish the sign up process.

<table>
<thead>
<tr>
<th>Two July 2015 articles (links at <a href="http://www.starr.net/is/fb/">www.starr.net/is/fb/</a>)</th>
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**Facebook Gives Users More Control Over Their News Feeds**

By Vindu Goel, posted to nytimes.com on July 9, 2015 (partially in printed NY Times on 7-13-15)

“A perennial complaint from Facebook users is that they don’t have much control over what appears in their news feed, the main flow of posts on their Facebook home page or app screen. The social network’s mysterious computer algorithm analyzes thousands of signals, then spits out what it thinks you want to see based on the kinds of posts you have liked in the past and who you tend to interact with or ignore on the service.

On Thursday, Facebook announced a set of features that will give each person more control over what he or she wants to see. In essence, you get to reprogram the algorithm.

The most important new control allows you to tell Facebook that certain friends and pages — your spouse, your best friend, your child’s school, or hey, your favorite New York-based news organization — are so important to you that you want to see everything that they post. Facebook will then put those posts at the top of your feed. ...”


**How to Start Liking Facebook Again: Fixes for the Biggest Complaints,** The social network doesn’t make it easy, but there are solutions to almost all users’ major issues,  By Joanna Stern July 14, 2015

“Want to get someone really riled up? Just ask about Facebook. **FB -0.47 %**

“An email every time someone posts ‘Congrats!’ after I do?!” “If I see that photo of my sister’s ex-boyfriend’s mom’s uncle’s not-very-cute new puppy in my feed one more time, I’m going to...” “Really? Everyone needs to know that I ‘like’ Velveeta cheese?”

When I asked our readers about their Facebook pet peeves—on Facebook, of course—I quickly received over 500 complaints. I’m calling it: We now whine more about the social network than the DMV and customer support lines.

Here’s the difference, though. We, Facebook’s 1.4 billion users, could stop using it at any time. But then how would we ever be able to find out what’s become of our high school gym teacher? ...”