

Facebook Guide

To Friend or Not to Friend

How many Facebook friends should I have?

Facebook is a great way to stay in connected with your friends when you are not in direct contact with them.

As soon as you add a friend to your Facebook Friend List, their updates appear in your News Feed - you see their Status, Photos and anything else they post to their Profile.

These friends are then granted access to your personal info and stuff you post on your Facebook Profile.

If you don't want some of your info to be seen, you can adjust your Privacy Settings within Facebook.

Facebook Friends are about "*quality*" not "*quantity*". It's not a race to see how many friends you can get.

The average number of Facebook friends = 120.

The maximum number of Facebook friends = 5000.

Keep your friends to those people that you care about and you will be in great shape.

Connecting with Friends on Facebook

Friend Finder matches email addresses in your address book to people's Facebook profiles.

An email address can only be associated with one Facebook account.

Friend Finder assumes you use a web-based email like Hotmail, Gmail, Yahoo or something similar.

You give Friend Finder your email address and password, just this one time. Friend Finder scans your address book, fetches matches and reports back to you.

If you like you can check off the names of the people you want to send invites to, so they can respond and become your friend on Facebook.

If you use Microsoft Outlook or Outlook Express you need to make a file of your contacts and import it into Facebook so it can check for friend matches.

You can also search for classmates using Search for People. You can do a coworker search the same way. Or you can search by a specific name.

Common Complaint: people don't have time for another computer thing.

But Facebook can be an efficiency tool, as it is a one-stop-shop for checking with old and current friends.

Advantages to Joining Facebook:

- Helps coordinate events.
- Share phone numbers.
- Share photos.
- View friend's recommendations.

And so much more...

Tip: Invite friends not on Facebook to Events by entering their email address into the Invite People Via Email Field.

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Accepting and Rejecting Friend Requests

Friend Request is the most common type of request.

When someone finds you on Facebook and checks Add as Friend you get a request. You choose Confirm or Ignore.

Accepting a Friend Request is a private affair, but sending a request is a public affair.

When you accepted a Friend Request others will see it in their News Feed that the 2 of you are now Friends.

If you don't want to accept a Friend Request you can:

- Leave the request sitting there forever (this clutters up your account)
- You can click Ignore, the person who sent the request will never know (unless over time they notice that you are not friends, then they may ask you why - be prepared to answer this question.)
- You can click Confirm, then the first time you see something from this person on your News Feed you can click the Hide button on the right, so you won't see their stuff on your News Feed anymore - until you add them back in.

Please think carefully before you accept a request.

Tip: Adding Facebook users to your Block List keeps them from seeing any part of your Profile or contacting you.

Cutting Back Your Friend List

When your Friend List gets out of control do some spring-cleaning called Friend Pruning.

Go to your master Friend List and work your way through, if you can't remember why you accepted them or haven't used them in a long time it's ok to remove that person as a friend.

To remove that person:

- Click the **x** to the right of their name
 - Click the Remove button and they are gone
- Don't worry your friends are never told that they have lost their spot on your Friend List.*

Letting Your Voice Be Heard

Choosing the Best Way to Communicate with Facebook Friends

Status Updates - most common type.

Here you answer the question "What is on your mind?" by sharing basic text updates.

Status updates are quick, short and completely open for interpretation. These updates may seem small but they are not, when added together everyone's updates tell a story for a person or group.

Status Updates are the way news spreads quickly, as your updates go into your friends News Feeds.

Notes - similar to Blogs.

Notes are about your life, your thoughts or your latest favourite song to share with your Facebook friends.

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You don't need to send out a web address for people to see your notes, your friends will find out about your notes through their News Feed.

Blogs can be imported into Notes, and then distributed to your Facebook friends.

Wall Posts - type of message board/wall.

- The only topic on your Wall is you. *Note: Wall is now called Timeline*
- A quick way to say "I'm thinking of you today."
- It's a great way to tell someone Happy Birthday.

Messages - similar to personal email.

- Can only message 20 people at a time.
- These are private communications between people.
- There is no Forward feature like in your email. So you know your message won't be forwarded on to someone you did not want to see it.

Chat - allows you to see which of your friends are online at the same time you are.

- Send messages back and forth with any of them. (Like text messaging on your phone.)
- Click the name of the person you want to chat with, type a message and press send.

Tip: You can attach photos, videos, and Web links to private messages you send friends.

Expressing yourself through Status Updates

Status Updates are:

- Most common, it's quick, short and in the moment.
 - Use it to request info or get organized.
 - Very easy for friends to Comment on a Status.
 - This is the way news spreads quickly on Facebook.
- One update can have a big impact.*

You can dress up your Status by adding things you like:

- Web links.
- Upload photos or videos from your computer or instantly shoot a video using your Web Cam.
- Create an Event to share with people.

You can comment on Status Updates, photos and videos, notes or other posts just by writing in the Comment box beneath the object. This tells the comment's author what's on your mind, which is posted to catch other people's attention on Facebook.

There is a Privacy Settings to protect your posts from comments, if you don't want to see any comments from others.

Tip: Hover your mouse pointer over the right side of your Status Update and click Remove button to delete a Status Update.

Replying to Invitations and Requests

When you log on to Facebook you get a notice of any Event invitations, Friend Requests, or applications that you can respond to.

The Event section gives links to new invitations, as well as reminders for events you've been

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invited to. To see all of the Events click See All.

You can reply that you are attending the event by clicking Yes. Stay noncommittal with a Maybe. Or if you cannot attend choose No.

You can write an RSVP note that appears on the Event page so everyone can see it.

Facebook keeps a running calendar of your Events on this page. If you would rather not deal with an Event invitation you can ignore it, just click on the Remove from My Events Link and the event is removed from your Profile.

Request section holds all your pending invites. If you do not see this section on your screen you don't have any requests.

When you get a request or invite you can accept or ignore.

Choosing the Best Picture for Your Profile

People can identify you by your Profile Picture, especially if you have a common name.

By default your Profile Picture is a light blue silhouette, to change it to a picture of you, roll your mouse over this light blue area and click on Change Your Picture. Choose a good photo, as this is an easy way to make a good first impression - or it's the fastest way to make a bad impression.

Most people use a picture that represents what is important to them; for example, a photo with their dog, or them at the beach.

Your picture can be viewed in all searches and is available to all of Facebook. Anyone who searches for your name can see that picture.

You are not stuck with this photo - you can change it at anytime.

Tip: Take an instant Profile Picture with your computer's Web Cam. Click Change Picture and then Take a Picture.

Sharing Your Information (or Not)

Adding Personal Information to Your Profile

Setting up your Profile is important so people know you are the person they are looking for.

Info tab

Contains mostly text fields.

Click on the Info tab where you can click any of the Edit links to edit your Profile.

The Edit Profile Page is broken into various sections bases on info categories.

Basic Information

As you edit this information everyone will be able to see it by default.

Sensitive stuff, like your contact info, is only available to your friends. (This is a default setting.)

You can enter things you want to share, like your political or religious views, what type of relationship you are looking for, etc.

Relationships

You can link your Profile to your spouse or significant other; link it to parents or siblings.

Likes and Interests

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Mention a few of your favourite things, your activities, interests, music, books, movies, etc.

Once you have entered these items you are automatically linked to pages representing them, as these pages may interest you.

Education and Work

Where you went to high school and college/university. Also the various places you worked.

Contact Information

Is a one-stop address book. You can share this info with only those you want to be able to see it.

The Information box on the left side of the screen shows the info you typed into your Profile. It is an at-a-glance info area about you.

You can change what appears in the box by clicking on the pencil icon and checking the boxes of what you want to be shown. One field that is suggested you should show is your hometown.

Keep your Profile updated. For example, change it when you have a new favourite movie or book.

Tip: Click the links in the Likes and Interests section of your Profile info to see other Facebook users who share your likes.

Managing Facebook's Privacy Controls

You have the ability to control all the info in your Profile. You can choose who sees each post you make and you can hide info from people you don't know.

In every menu about privacy you can choose from similar options.

Everyone - lets everyone see your info, whether you are friends with them or not.

Friends Only - is when only your Facebook friends can see your info.

Friends of Friends - are the friends of all your Friends, which means more people can see your info.

Custom - lets certain lists of people see some of your info and it can exclude others.

Because there are so many ways to set your Privacy Settings it can take awhile to learn and use.

Most of the controls are in one place -click the Account drop down menu and choose Privacy Settings. **A page appears with 5 separate sections. The first 4 are a BIG DEAL.**

Basic Directory Information - controls who can find you, contact you, and see your basic Profile information.

Sharing on Facebook - controls who can see and comment on things you share.

Applications and Websites - you can manage all the applications and websites added to your Profile and what info flows through these apps. You can block your Profile from search engines like Google in this section.

(An App is short for Application, which can also mean software. Apple uses the word App a lot, and they have an App Store where you can buy Apps to use on your iPhone, iPad, Mac, etc.)

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Block Lists - allows you to block both users and applications from having any contact with your Profile (which is your info).

Controlling How You Share - is a detailed explanation of the way the 4 previous sections affect the information you post. This is a good section to visit when you need a reminder on how these privacy controls work.

When you see the **grey padlock icon**, click on it and you can choose from the drop down list of who you want to share this info with; Everyone, Friends of Friends, Friends Only, Customize.

Blocking Application Access to Your Facebook Profile

Applications that live on Facebook's platform and Websites that connect with Facebook, access your information to connect you with other Facebook users and personalize your online experience.

Facebook provides tools that allow you to control what content you let other sites and applications access via your Facebook account.

To change your settings go to Account, Privacy Settings, and click Edit Your Settings under the Applications and Websites section.

The *What You're Using* setting shows what Websites and Applications you are linked with. If you don't feel comfortable with an application accessing your info, delete it from this list. Just click Remove then select the site you want to deny access. You can shut off all applications by clicking on Turn Off all platform applications, and then click the box that says Select All.

Use the Game and Application Activity - to monitor who can see your recent activity on games, applications and their News Feeds.

Info Accessible Through Your Friends - you can control what info is available to applications and websites when your friends use them.

***Note:** your name, Profile picture, gender, networks and user ID (along with any other information you've set to Everyone) is available to friends' applications unless you turn off all platform applications and websites.*

Instant Personalization - is used by websites outside of Facebook to personalize what you see on their website based on your info. For example, if you dine out a lot and this is represented in your interests on Facebook, when you go to Yelp.com you may see listings of restaurants in you area.

To turn this feature off uncheck the box Enable instant personalization on partner websites and choose Confirm.

Public Search - allows you to control whether the info in your Profile shows up in searches in Search Engines (like Google). Uncheck the Enable public search and choose Confirm. This limits what you share on Facebook to only Facebook.

Setting Photo and Video Privacy

There are 2 parts to Privacy Settings when it comes to photos and videos.

First, are settings on a per photo album or per video basis.

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Then there are Privacy Settings on photos or videos you are tagged in.

The first decision you make when you create a photo album is its privacy level. Choose who you want to see your photos by using the drop down Privacy list; Everyone, Friends of Friends, Friends Only, Customize

By default Facebook sets photos and videos to Everyone. So remember to change this, if you don't want everyone to view your pictures.

When you see photos of yourself showing up in your Profile that you did not post. That is because other Facebook users tagged you in one of their photos and then posted that photo.

Tagging is how you mark who is in your photos and videos.

When you tag a friend it creates a link between that photo and their Profile, and notifies your friend that you have tagged them.

If you don't want to be tagged, un-tag yourself. Just click the Remove Tag link next to your name under the photo. The picture is un-tagged and the link to your Profile is removed.

***Tip:** Once you have un-tagged yourself from a photo or video, other users can't tag you in that photo or video again later.*

Creating Friend Lists

Friend Lists are an easy way to organize your friends on Facebook. Putting your friends into different lists allows you to share different info with different groups of people.

You could arrange your Friend List so your best friends see your party photos, while your family sees your wedding pictures.

To create a list go to your Friends page, click Create New List and give it a name, then click on or type in the names of any friends you want in that list. You can always edit the name or the membership in a list later. Just select it and click the Edit List button, then you can change the name of the list, delete or add members.

You can also go to your complete list of friends, click the Add to List to the right of their name and check the list you want to add them to.

This makes it easy to connect with the same group of friends, like the group you go biking with or your book club friends. Then the next time you want to go for a bike ride, just message that list (group).

***Tip:** Create a Friend List of your professional and work colleagues to limit their access to your personal Status Updates.*

Taking Responsibility for a Safer Facebook

Reporting Inappropriate Contact

Facebook users play big role in keeping Facebook safe.

Report any:

- Spam.
- Harassment.

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- Inappropriate content.
- Fake Profiles.

For example, look for the Report This Photo link and click on it.

The options you have depends on what you are reporting, i.e. a photo, or something else.

When you make a report it is submitted to the Facebook User Operations Team who will investigate and will disable inappropriate photos, disable fake accounts and strive to keep Facebook clean, safe and not obnoxious.

Tip: *You can report photos for removal due to nudity, drug use, violent content, or attacking individuals. (Facebook has Rules and Regulations, so just because you report something it does not mean it will be removed automatically. It will be removed if it violates Facebook's rules.)*

Sharing Content With Your Friends

You have a lot of control on who and who can't see you content on Facebook. But keep in mind your friends can share or post something you don't want on line.

There are tools to repair this problem.

Share:

There are Share links on albums, individual photos, notes, events...

This share link helps you share quickly with out using copy and paste.

The default to sharing is Post to Profile, but you can also share as a Message.

If your Profile settings are strict or you are not friends with the receiver, sharing won't work. But the privacy rules in place are a good thing.

Tagging:

Tagging can spread information about you, through a Wall/Timeline post, picture, or a note. The tag leaves a link to your Profile and adds the content to your Wall/Timeline.

Click on Remove Tag and you are instantly un-linked.

Wall Posts/Timeline Posts:

Friends can cross privacy lines using wall posts.

These are messages between friends but they can also appear on News Feeds and become very public.

To remove scroll/move your mouse to the right of the message hover there until the Remove button pops up. Then choose Delete, which removes it from your wall and your friends News Feed.

Identifying Facebook Dangers

Spam has also found its way into Facebook, through messages or wall posts, through Groups or Events trying to get your attention.

There are a number of systems in place on Facebook that keep track of spam.

If you get a message to slow down your poking or Friend Requests - this is the spam filter doing its job. Follow the directions in the warning and you should be fine.

If you receive messages from friends with odd spellings and requesting you click on odd links to

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see a photo, your friend has become a victim of spam - **do not click on them**. Chances are these messages were posted or sent without your friend's knowledge.

Send your friend a reply or an email note to let them know. Then your friend can change their password, so these kind of messages don't go out again.

Tip: If you suspect your Facebook account has been accessed without your permission, change your password immediately.

Handling Contact from People You Don't Know

When you get a Friend Request from someone you don't know or barely know, click on their name so you can see their Profile. From their wall you may find that it is a friend who changed their name or it's an old friend from high school who you recognize from their picture. You can scan their personal info and mutual friends to see if you have any connections.

If not, click Ignore to their Friend Request - this is the safest bet for privacy reasons, which also lowers your chances of getting spam.

Remember when you were told to choose "good friends" when you went to school? This old adage is still true in the Facebook world.

Blocking a Facebook user, for whatever reason, click Account and click Privacy Settings. Scroll down to Block Lists and choose Edit Your List. Then type the info from anyone you want to block.

Tip: Many Facebook users who have changed their name at some point include their former name in their Profile so old friends can recognize them easier. For example, if you are Beth Summers then got married your Facebook name may now be Beth Summers Jones.

Managing your Profile

Keeping Posts Off Your Wall/Timeline

You can turn Wall Posts off if you want to keep this info out of the public eye.

Click Account, select Privacy Settings, use Customize settings link. Scroll down to Things Others Share section, look for Friends Can Post on My Wall option, and click the box next to Enable to remove the check mark.

If you leave Wall Posts on, you can filter these post so only certain people can see them. In the box next to Can See Wall Posts and choose the setting you want i.e. Friends Only.

Setting Privacy On Basic Directory Information

You can Limit:

- Who can search for you.
- Who can send Friend Request and Messages.
- Who can see your Friend List.

You can limit basic info or filter content so only certain people can see if.

Click the Preview My Profile button at the top of the page to see what your Profile looks like after you have set/changed your Privacy Settings.

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To see what your Profile looks like to one of your friends, just enter their name in the box at the top of the screen. You will then see what they see about you.

Privacy Settings can be as detailed or as basic as you what to make them.

Turning Off or Removing Comments

The Comment option gets Facebook conversations going. Your friends can leave short replies on anything you post of Facebook.

To hide Comments click the Options link near the top, and then click Settings; there you will see options to hide the Comment from your friend by default.

You can also limit who can comment on your posts. Go to Privacy Settings and click Customize Settings, scroll down to Things Others Share section, find Can Comment On Posts option, click on the padlock symbol and select who can comment i.e. Friends Only.

If someone leaves a comment that you don't like or don't want click the Delete link below the Comment and it is removed.

You can remove comments you leave for your friends with the same Delete link.

Blocking Chat Requests

If you are on Facebook but don't have time to Chat with friends you can change your status to offline.

The icon of a little man beside the green dot and the word Chat button means you are showing to your friends that you are online. Meaning you are available to Chat with them.

Click the Chat button, click Options, and then click Go Offline. This allows you to stay on Facebook but not be interrupted by requests to Chat. The Chat button changes to reflect your offline status. Now your friends cannot send you instant messages. Also, you cannot see who of your friends is online either.

When you want to go back online for Chatting, just click the Chat button.

Hiding Status Updates

Sometimes your real life friends and your Facebook friends are not created equal. You would tell your friends different stories about different topics than you would tell your coworkers.

Privacy Settings can keep the info about your personal and professional lives separate.

Click the padlock icon below your Status Update window so you limit who sees the update.

Custom settings allows you to enter a specific list of people who can view the status update or enter the names you want to block out of the post. Once you have established a custom setting you can Make This My Default Setting by clicking its box. This will automatically apply to future Status Updates.

However, Facebook cannot prevent your friends from blabbing your info elsewhere.

Tip: Keep your secrets away from your Facebook page.

Limiting Access to a Facebook Group

You can create your own Group - a collection of users that all share certain interests (i.e. a book club). As the creator of the Group you are by default the Group Administrator, so you control its Privacy Settings - like determining who can join the group.

You can promote other group members to Admins to give them the same privileges you have, and then they can help you with the administration.

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Restrict group membership by using one of the 3 Access Settings Facebook offers.

This Group is Open is the default setting.

This Group is Closed only members of the group can see the photos, discussions, etc. People who want to join must Request to Join, then you approve or deny these requests to join.

This Group is Secret people can join the group only if you invite them. In fact they won't even know the group exists.

Turning Off Email Notifications

The little red flag on the globe icon at the top of your Facebook page shows you have notifications.

Facebook can also email you these notifications, which can mean a lot of messages coming into your email Inbox. If these emails from Facebook bother you eliminate them.

Go to Account, Account Settings, select Notifications tab, then deselect any notifications you no longer want to receive. There is an email icon (looks like an envelope) uncheck the boxes for the items you don't want, then click Save Changes button when you are done.

Blocking Friend Requests and Messages

Need to hide? Choose Account, Privacy Settings, move your mouse down to the Block Lists section and choose Edit Your Lists. Next choose who or what you what to block.

You can block messages too. Choose Account, Privacy Settings, click View Settings link. Then beside Send Me Messages choose Friends Only, if someone is not a Facebook friend they can't send you messages.

For the most part, when someone on your block list tries to find you - they can't, you have disappeared.

Managing Your Birthday

Birthdays are a big deal on Facebook. Don't be surprised to find birthday greetings from all your friends on your birthday.

There are specific Privacy controls for how you share your birthday.

On the Privacy Settings page when you go to Customize Setting link you can choose who you want to be able to see your birthday.

There are also specific controls about what people can see about your birthday. If you are sensitive about how old you are, go to your Profile, select the Info tab, under the Basic Info section click Edit, then you can choose from a drop down list to Show my full birthday in my Profile or Show only month and day in my Profile or Don't show my birthday in my Profile.

Don't forget to click then Save Changes button.

Removing Friends from Your News Feed

The News Feed is the stream of updates you see from your friends that you see on Facebook's home page when you log in.

To make sure your News Feed only contains the info you are interested in, you can set up filters.

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The default view of News Feed includes everything your friends are doing. This can get overwhelming if you have lots of friends.

When you see a News Feed item that does not interest you, choose to Hide all post from that person or Hide only posts relating to a certain application.

Hover your mouse over the upper right corner of the post and click the Hide button. Clicking on Hide John, for example, will hide all info from that person on your News Feed.

You can Hide posts from your friends Facebook Apps too. Select the Hide button again and select the Hide button related to that App. You still get posts from John, but not the game App he plays all the time.

Whenever you want to add a friend back in choose the Edit Options link at the bottom of your News Feed. Beside the person's name, i.e. John, click Add to News Feed button.