

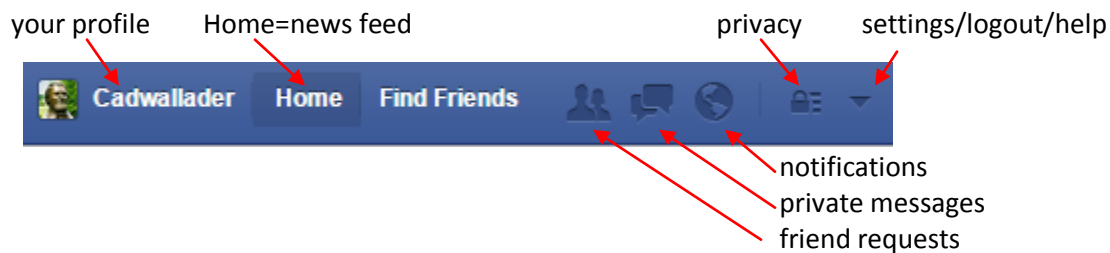


# Facebook: the basics

To set up an account go to [www.facebook.com](http://www.facebook.com). You will need to enter your name, email or mobile number, and a password (make this different from your email password!).

There are four main screens to look at on Facebook: 1) your profile, 2) an individual friend's profile, 3) your news feed (also called Home; information from all of your friends), and 4) your privacy shortcuts (covered in part 2). Easily move between these screens using the basic navigation bar at the top of the screen.

## Basic navigation



## Part 1: Your profile

Click on your name next to the search bar to see your profile:



**Timeline** – where you see your own posts, or things people posted about you

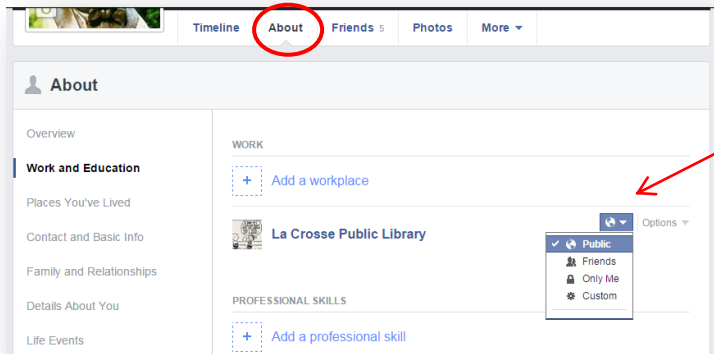
**About** – information about you

**Photos** – photos you posted, or photos of you that other people posted

**Friends** – people you are friends with

## About

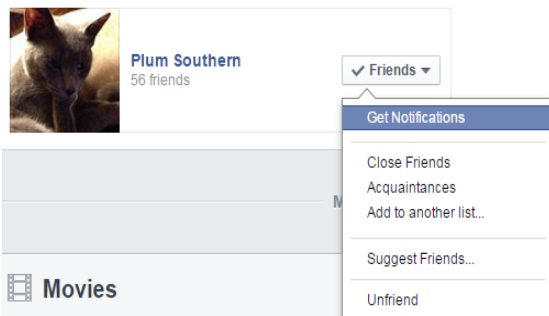
Add information about where you live, where you went to high school, etc. This is optional, but helps you find people you may know.



You can set individual privacy levels for each area of your profile.

## Friends

See your list of friends, access their individual profiles, unfollow them (you won't see them in your news feed, but they will see you) unfriend them, and sort them into lists.



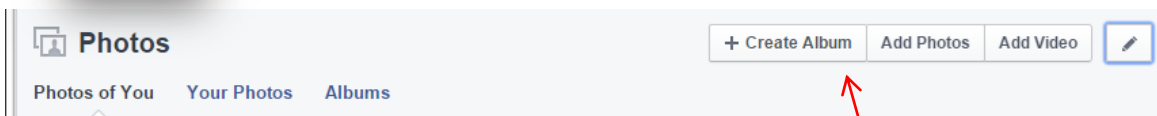
“Add to another list” lets you categorize your friends into groups. This allows you to send messages to only that group.

## Photos

### Add a profile picture

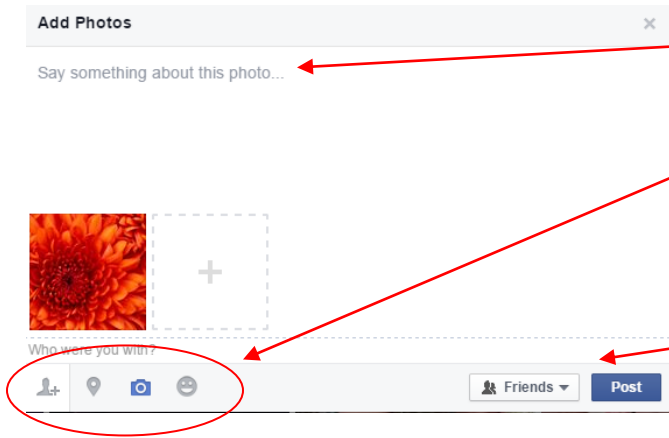


Hover over the profile picture and click Add / Update Profile Picture. Cover photos and Profile Pictures are always public!



- Photos of you = pictures other people tagged you in
- Your photos = pictures you uploaded
- Albums = collections of photos you uploaded

Create Album if you have multiple photos of the same event; otherwise use Add Photos

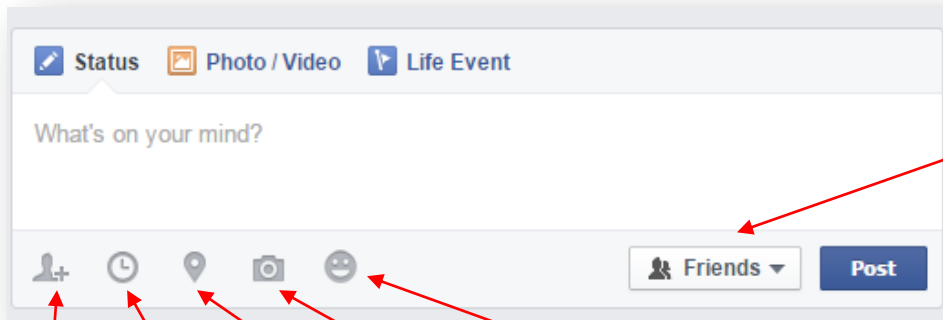


Say something = write a description

- Tag people
- Add a location
- Add more photos
- Add how you're feeling

Who can see these photos?  
Post = make public / save

Update your status You can update a status from your profile or your Home screen.



who can see this?

Post = make public

- tag people
- set date/time
- set location
- add a photo
- how you are feeling

Part 2: Finding friends and seeing their profiles



Search for people, places, etc. This is how you find people or places to like or friend.

**People** = you "friend" people. It is easier to post to a person's profile rather than a page.

**Pages** = you "like" pages. Places like La Crosse Public Library, La Crosse Tribune, businesses, etc. (although sometimes celebrities and politicians have a page even though they are people).

Search for friends' names in the search bar at the top. Click "Add Friend" to send them a friend request. When they accept your request, you will be friends with each other. Pages don't need to "like" you back.

## Person (Add Friend)



## Page (Like)



On your friend's profile, you can see their posts, photos, information, their list of friends, and more. You can also privately message them. On a business's page, you might also see reviews.

## Like or comment on a post

Show appreciation for or interest in something someone else posted by liking it.

Click dropdown menu for options to edit, hide or delete.

You may see hashtags # on a post. #tbt is "throwback Thursday." Hashtags are ways to group posts on similar topics. Only posts that have public privacy settings can be seen by others. Search for hashtags in the search bar (eg. #nature)

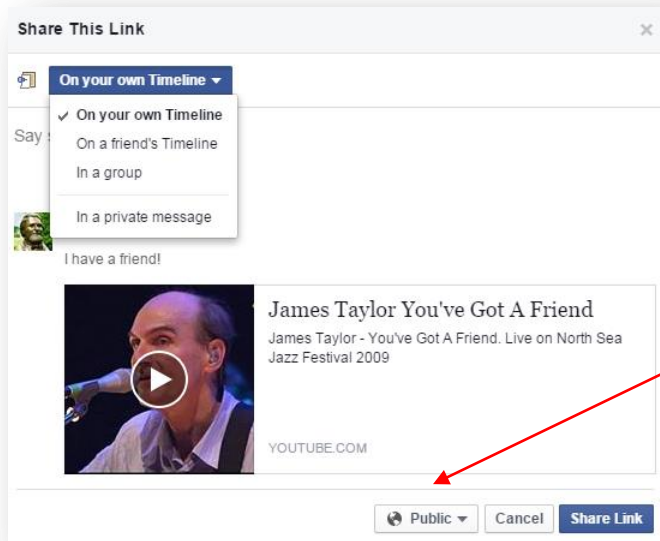
Like Comment **Share** See below

Like Comment (write it in the box) Attach a photo or sticker

Annotations on the screenshot include:

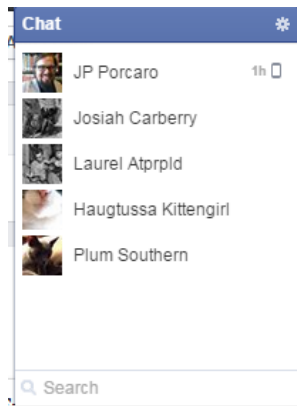
- A red circle around the 'Share' button with the text 'See below'.
- A red circle around the dropdown menu icon with an arrow pointing to it and the text 'Click dropdown menu for options to edit, hide or delete.'
- A red circle around the 'Like' button in the bottom interaction bar with an arrow pointing to it and the text 'Like'.
- A red circle around the comment input box with an arrow pointing to it and the text 'Comment (write it in the box)'.
- A red circle around the photo/sticker icon with an arrow pointing to it and the text 'Attach a photo or sticker'.

## Sharing

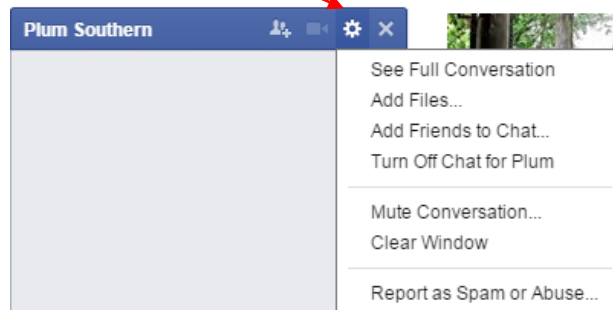


You can also control who sees the post (Public or Friends)

**Chatting** A chat box is located in the bottom right corner or on the right side of the screen. You can see if people are online if there is a green dot by their name. Click on someone's name to chat with them (this is the same thing as a private message). You can also access private messages through the basic navigation icon at the top of the screen:



Click the gear for more settings



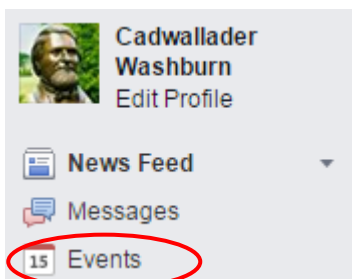
## Part 3: Home (News Feed)

This is where you'll see posts from your friends and pages you've liked, as well as ads. Facebook tries to show the most relevant items (things that have the most comments, etc). You can change to "most recent" by clicking Home, and clicking the dropdown arrow next to News Feed on the top left.

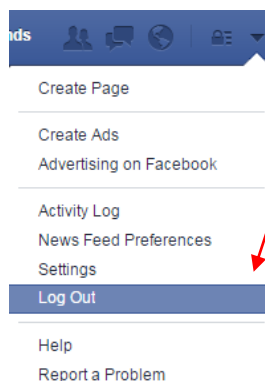


Click the dropdown arrow on any post to remove it or stop seeing similar posts, or save the link for later.

**Events** From your Home page, you will see a link for events along the left side. Click it to create an event, or respond to an event you've been invited to.



## Log out



Make sure to log out when you aren't using your own computer.

Find out more at: <https://www.facebook.com/about/basics/>

Get help! <https://www.facebook.com/help>

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