

A Guide to Facebook

For Beginners



facebook®

Digital Skills
Sessions, by:



Newcastle Libraries

By the end of this guide you will:

- Be able to set up a Facebook account
- Change privacy settings on your Facebook account
- Find and add your Facebook friends

Facebook

You have the ability to create your own personalised profile pages with websites such as Facebook (www.facebook.com). You can set up your profile page for free on these sites – list your interests, join groups, post photos and video, play games and chat to friends. Even meet up with long lost school friends. Businesses and local councils are becoming more accessible through these social networking websites. Newcastle Libraries have a profile on Facebook at www.facebook.com/NewcastleLibraries.

Setting up an account – you will need an email account for this.

Log onto <http://www.facebook.com> Fill in your name, email address, password, gender and date of birth here then click 'Create an account'



The screenshot shows the Facebook 'Create an account' page. At the top left is the Facebook logo. To the right are fields for 'Email or Phone' and 'Password', with a 'Log In' button. Below the logo is the text 'Facebook helps you connect and share with the people in your life.' followed by a network diagram of people icons. The main heading is 'Create an account' with the subtext 'It's free and always will be.' The form includes fields for 'First Name', 'Last Name', 'Your email address', 'Re-enter email address', and 'New Password'. Below these is a 'Birthday' section with dropdowns for 'Day', 'Month', and 'Year', and radio buttons for 'Female' and 'Male'. At the bottom of the form is a green 'Create an account' button. A red arrow points from the text above to this button.

If you have any contacts in your email account Facebook will search them and find out if they are already on Facebook. Click on 'Find Friends' to search your email contacts.

You don't have to do this, if you don't want to just press 'Skip this step'

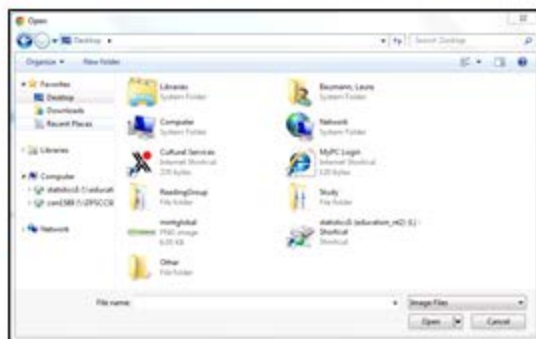
You can add information about school, university and/or jobs here if you want.

You don't have to do this, if you don't want to just press 'Skip this step'

You can upload a picture of yourself that is already saved on your computer or you can take a picture if you have a webcam. Once your picture has been uploaded click on 'Save & continue'.



If you choose to upload a photo you will be asked to choose a picture saved on your computer. Click on 'Browse' and the box below will appear, or a similar one depending on your operating system.



Find and select the photo to upload, and click open. Wait until Facebook has uploaded the picture to your account, then click Next.

Once you have completed the above steps you will be taken to your Profile page where you will be asked to go to your email to complete the sign up process.

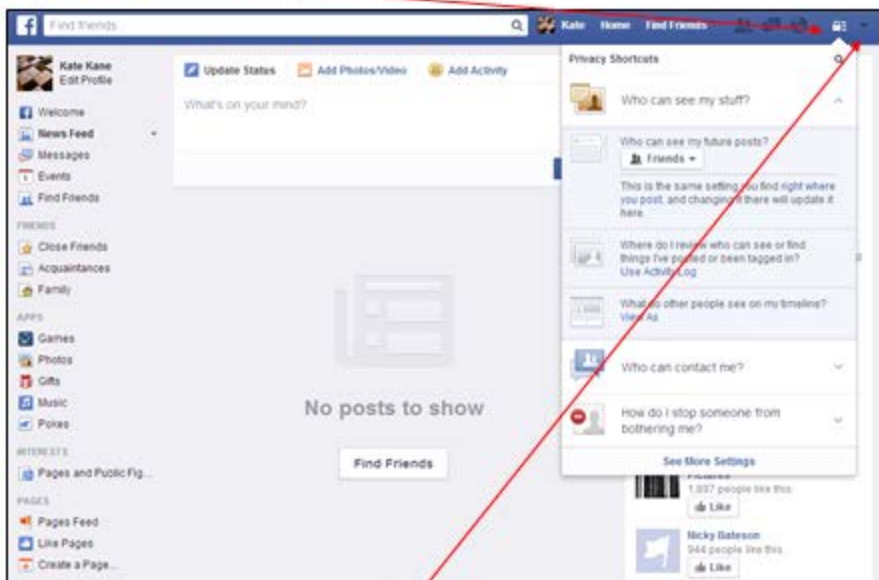
Once you receive this email click on the blue box 'Confirm your account'. If you are unable to do that, copy the code underneath and go back to Facebook and click 'Enter the code' in the yellow banner. This message will appear, just click 'Okay' and you are done.

Privacy settings

As with anything you do online it is important that you are careful about what kind of information you share with others. We would strongly recommend the following:

- Never share your password with anyone.
- Adjust your privacy settings to match your level of comfort, and review them often.
- Be cautious about posting and sharing personal information, especially information that could be used to identify you or locate you offline, such as your address or telephone number.
- Report users and content that violate Terms of Use.
- Block and report anyone that sends you unwanted or inappropriate communications.

1) To change your privacy settings click on the lock with the three lines next to it and your privacy shortcuts will open.



Alternatively you can click on the little down arrow next to it, go to 'Settings' and then click on 'Privacy' in the left hand side menu.



Who can see my stuff?

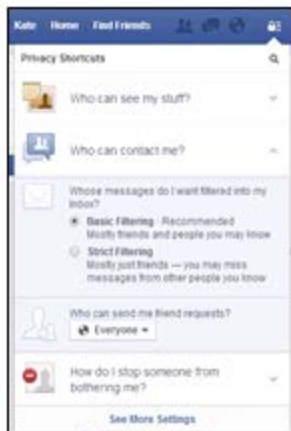
Edit who can see your posts, you can make them public, show only to friends, show only to you or create a custom user group. In your Activity Log you can not only see what you have done, but also all the posts that you have been tagged in and revoke the tag or leave it as is.

If you want to see how your Profile looks like to a certain person click on 'View As'.

Who can contact me?

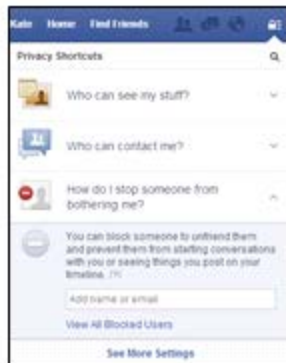
Choose who can drop a message in your inbox. Basic Filtering allows strangers to contact you as well as your friends. Strict filtering only allows your friends to contact you.

Receiving friend requests can be limited to 'Friends or Friends'.



How do I stop someone from bothering me?

If there are people on Facebook that you want no contact with whatso ever just block them either by name or email. You can also unblock people in the future.



Clicking on 'See More Settings' will get you to the same screen as the alternative route would have taken you.

The screenshot shows the Facebook 'Privacy Settings and Tools' page. On the left is a navigation menu with categories: General, Security, Privacy (selected), Notifications, Mobile, Followers, Apps, Ads, Payments, Support Dashboard, and Videos. The main content area is titled 'Privacy Settings and Tools' and contains several rows of settings:

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Everyone	Edit
	Whose messages do I want filtered into my inbox?	Basic Filtering	Edit
Who can look me up?	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want other search engines to link to your timeline?	Yes	Edit

Timeline and Tagging

Choose 'Timeline and Tagging' next to review these settings. Here you can manage who can post on your timeline, if you want to review posts before they are posted on your timeline and also who can see things on your timeline. Tagging is when someone links your username to a picture or a post; these posts do usually show up in your timeline. You can review these tagged posts before they go public and give your consent if you are okay with them. You can also limit the group of people that can see posts that you have been tagged in.

The screenshot shows the Facebook 'Timeline and Tagging Settings' page. The left navigation menu is the same as in the previous screenshot, with 'Timeline and Tagging' selected. The main content area is titled 'Timeline and Tagging Settings' and contains several rows of settings:

Who can add things to my timeline?	Who can post on your timeline?	Friends	Edit
	Review posts friends tag you in before they appear on your timeline?	Off	Edit
Who can see things on my timeline?	Review what other people see on your timeline?		View As
	Who can see posts you've been tagged in on your timeline?	Friends of Friends	Edit
	Who can see what others post on your timeline?	Friends	Edit
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	Off	Edit
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Friends	Edit
	Who sees tag suggestions when photos that look like you are uploaded? (This is not yet available to you.)	Unavailable	

Facebook Ads

Now find 'Ads' in the left side menu. The best option for your privacy here is to choose 'No One' for both options 'Third Party Sites' and 'Ads and Friends'.

Finding Friends



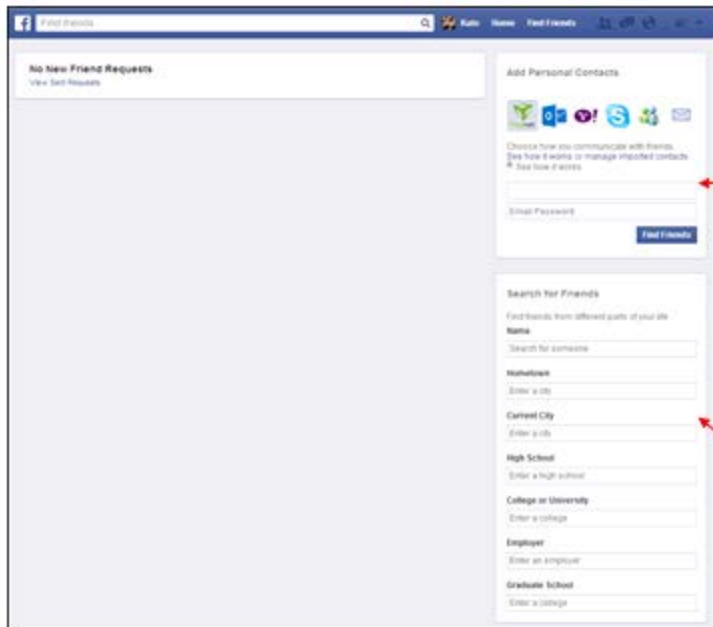
There are two ways of finding friends, either a) type in a name in the search box or b) click on the 'Find Friends' link.

- a) Type a name in the search box, in this example 'Jane Doeson'



If you wish you can filter your search results with the Categories given above. Click on 'Add Friend' if you found the person you were looking for.

- b) Click on 'Find Friends' which will bring up this page, showing also your 'New Friend Requests'.



Search for people by going through your email or Skype contacts. Just add your email address and the password for that email account to have Facebook search through your contacts.

You can also perform an more advanced search for Friends. You can find people that went to the same High School as you or college, people in your hometown etc. Keep in mind that Facebook can only find people that have provided this information.

After you have provided some information about you and added some friends you can also click in the search box and click on 'People I may know' from the drop down menu.



Online Safety Scorecard

Questions	Things to look for...	Where to look...	Scoring criteria		
Is the site written by a respected and reliable source?	<ul style="list-style-type: none"> • .gov.uk - Government • .ac.uk - University or academic institution • .nhs.uk - NHS • .org.uk – Charity or non-profit organisation • .com – Commercial • .co.uk - Commercial 	In the address bar where the URL stands	.gov.uk .ac.uk .nhs.uk .org.uk	Score 1	
Is the information up-to-date?	Are the pages dated? This should include the dates the site/page was created and or last reviewed	Usually on the bottom of the page.	Pages dated	Score 1	
Are all the links working correctly?	Broken links reflect a poorly maintained site	When you click on a link you are redirected to a "404 Error Page – Page cannot be found"	Links working	Score 1	
Does the site have sufficient privacy protection?	Does the site require you to register, enter your e-mail address, or answer personal questions before you can access information? Personal information may be sold or shared	Does not apply to online shopping sites or social media sites.	No information required	Score 1	
Is there a privacy policy?	If personal information is collected, does the site have a privacy policy that clearly states how the information will be used?	Usually in the link collection on the bottom of the page. Links may be called 'Policies', 'Privacy Policy', 'About' etc.	Privacy policy	Score 1	
			Total Score (out of 5)		

Newcastle Libraries Disclaimer

The internet is a worldwide network of computers, and we have no control over the information available on it. Information available on the Internet may be inaccurate, biased or of poor quality. We can accept no responsibility for the validity or quality of information available.

We cannot vouch for the security of internet sites; therefore you should take care when giving out personal details and be aware that any financial transactions are undertaken at your own risk.