

## Social Media Monday: Facebook



Facebook is a social network for connecting with friends, family, and acquaintances of all kinds. It gives the user a platform to instantly share photos, comments, updates, links, videos, and more with people they know. The information and media you share on Facebook fills the news feeds of your friends. Likewise, the information they share fills your news feed. It is important to consider what you are sharing and who you are sharing it with before actually posting something. Once information is posted, it is out there and it can be difficult to truly delete it. Facebook does offer privacy options and settings, which will be covered in this course.

To create an account, visit [www.facebook.com](http://www.facebook.com). You will need an email address or phone number to sign up. Once you are signed in, you will see this bar at the top of the page:



The search bar on the left side allows you to find friends, businesses, bands, events, and more. Click on your name to visit your profile. The Home button takes you back to your news feed. Click on Find Friends to use your email contacts to locate people you know, or search by city, school, or employer for friends. The three icons to the right of the Find Friends button will light up as new friend requests, messages, or other notifications come in. The lock icon allows you to quickly change your privacy settings (who can see your posts, who can contact you.) To log out, click on the down arrow icon at the far right.

### Your Profile

Click on the camera icon on the small square to the left of your name on your profile to upload a profile picture. This photo will show up along with your posts and any comments you make on friends' posts. It is also the photo people will see when they search for you. The cover photo offers space for a larger, landscape style photo at the top of your profile.

When viewing your profile, your Timeline displays first. This is a combination of your posts and things friends have posted on your Timeline. When you post on someone's Timeline, it is visible for everyone to see. Use Messenger to send a private message to one or more people. Click on the About section of your profile to add more details about yourself, like where you went to school or where you work. Hover over the More tab on your profile to begin adding interests like movies, books, TV shows, sports teams and more. After you add these, they display on the left side of your Timeline on your profile.

### Writing Posts

Whether you write a post in the box at the top of your news feed or directly on your timeline, it will appear for all your friends to see (unless you have configured your privacy settings in a different way.) You can manage your overall privacy settings by clicking on the small down arrow in the blue bar at the top right of the screen. Click on Settings, then click on Privacy. You can also choose privacy settings individually for each post you write.



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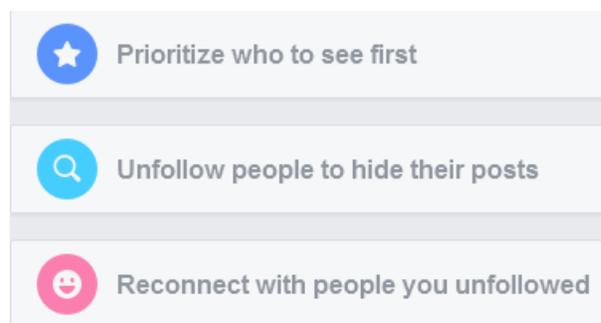
When you start a post, a new mini window will pop up. Click on the dropdown arrow on the Friends button at the bottom left of this window to set who will be able to see this specific post. You can choose groups of people to share with or customize down to specific people you do or do not want to see your post. Click on the camera icon to upload a photo or video. To tag a friend, click on Tag Friends or type the @ symbol followed by your friend's name. They will be notified that you tagged them in the post.

Use the # (hashtag) with a term (no spaces) in your post to file it alongside other posts that include the same hashtag. For example, search for #FridayReads to see all posts including that hashtag. This is a good way to see what people are saying about a subject or to join in on a discussion. Your privacy settings will trump the functionality of the hashtag. If you want your post to be visible to everyone, make sure to set it to Public before you post it.

### Customizing Your News Feed

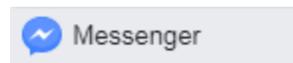
As you continue to add friends and follow pages on Facebook, your newsfeed can become cluttered. Facebook shows you what it imagines you want to see, but you can also tell Facebook what to show you or not show you. Click on the down arrow icon at the right side of the blue bar on the top of the page, then click on News Feed Preferences. You can select friends or Pages that you want to appear at the top of your News Feed every time. You can unfollow friends or pages (you will still remain connected to them

on Facebook but their posts will not appear in your News Feed.) If you unfollow someone, you can always reconnect with them in this menu to get them back into your News Feed.

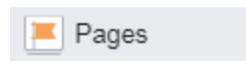


### Other Facebook tools

These tools appear in the menu on the left of your news feed.



If you want to send someone a private message, use messenger. This will not show up in anyone's news feed.



Do you have a business or organization that needs a Facebook presence? Create a page and invite people to like it.





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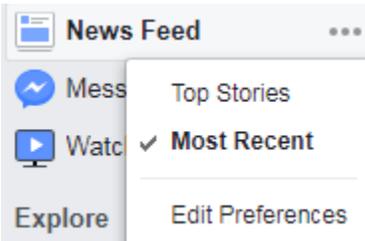
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13 Events

Create an event to share with friends. You can mark events as "Going" or "Interested" to keep track of them on Facebook.

Saved

Three dots appear at the top right of every post. From there, you can save the post for later. Access your saved posts from this icon. You may have to click on See More in the menu on the left of your newsfeed to see the Saved icon.



Click the three dots next to News Feed to toggle between "Top Stories" and "Most Recent." Facebook shows you what it thinks you want to see in "Top Stories" while "Most Recent" is a chronological view of your feed. You can also get to your news feed preferences from this menu.

**Questions? Contact Adult Services at [askref@elmwoodparklibrary.org](mailto:askref@elmwoodparklibrary.org) or 708-395-1217.**

