

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 Newsfeeds of your friends. Likewise, the information they share fills your Newsfeed. 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. 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 newsfeed. 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 messages (the chatbox icon in the bar at the top of the page) 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

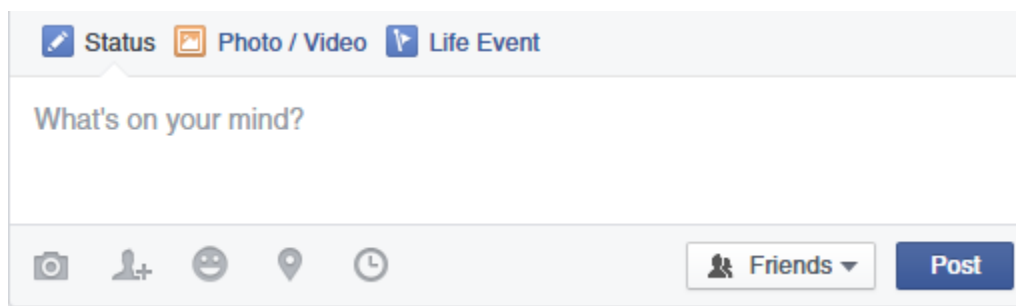
Whether you write a post in the box at the top of your newsfeed or directly on your timeline, it will appear for all your friends to see (unless you have configured your privacy settings in a different way). You can manage your overall privacy settings by clicking on the lock icon in the blue bar at the top of the screen. You can also choose privacy settings individually for each post you write.



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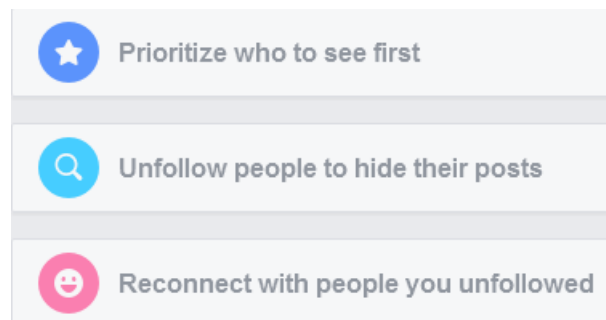
Click on the dropdown arrow on the Friends button next to the Post button to set who will be able to see this specific post. You can choose groups of people to share with or customize down to specific people you do or do not want to see your post. Click on the camera icon to upload a photo or video. The pinpoint icon (between the clock and the smiley face) allows you to add a location to your post. To tag a friend, click the person with a plus sign icon 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.



Questions? Contact Adult Services at askref@elmwoodparklibrary.org or 708-395-1217.

