

# Facebook Basics

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## Facebook Facts:

- **Facebook** is a popular free **social networking website** launched in 2004 by founder Mark Zuckerberg.
- Facebook allows users to create **profiles**, upload **photos** and **videos**, send **messages** and share **media**.
- Facebook is reported to have **2 billion** monthly active **users** worldwide as of June 2017.
- Facebook is **constantly evolving**. Features and controls change frequently. The company has altered the look and function of pages many times over the years.

## Signing Up:

To register for a Facebook account you need:

- **E-mail address or mobile phone**
- **Must be at least 13 years old**

Go to [www.facebook.com](http://www.facebook.com)

If you see the signup form, fill out your name, email address or phone number, password, birthday and gender. If you don't see the form, click **Sign Up**, then fill out the form.

The image shows a screenshot of the Facebook 'Sign Up' page. At the top, there are fields for 'Email or Phone' and 'Password', with a 'Log In' button and a 'Forgot account?' link. Below this is the 'Sign Up' heading and the text 'It's free and always will be.' The form includes fields for 'First name', 'Last name', 'Mobile number or email', and 'New password'. The 'Birthday' section has dropdown menus for month (Aug), day (28), and year (1999), along with a link 'Why do I need to provide my birthday?'. There are radio buttons for 'Female' and 'Male'. A green 'Create Account' button is at the bottom. A blue link at the very bottom says 'Create a Page for a celebrity, band or business.' Two callout boxes with red arrows provide additional instructions: one points to the 'Email or Phone' field, and the other points to the 'Create Account' button.

If you already have a Facebook account, **sign in** here using your **email address** or **phone number**.

Once you create your account, you'll need **to confirm your email address or phone number**. Facebook will send you either an email or a text message to help you confirm your account.

## The Facebook Menu Bar:

Wherever you end up within Facebook, the **menu bar** at the top of the window will give you the needed options to navigate Facebook—you can be able to access your profile, newsfeed, settings, and more.

- Profile
- Newsfeed
- Friend Requests
- Messenger
- Notifications
- Help

## Profile Pages:

**Profile Picture** and **Cover Photo** are some of the first things people will see on Facebook—choose images that present the online image you want.

**People You May Know** suggests friends based on mutual friends and shared networks. You do not have to friend any of them and can remove the field by clicking the X in the top right corner of the box.

The **Publisher** appears on your News Feed and Timeline and allows you to post **status** updates—text photo or video.

All of your activity on Facebook—posts, photos, comments, and more—appear on your **Timeline**.

## Home Page/News Feed:

See what your friends and followed groups, pages, and people are up to on your **News Feed**.

To react to a post, click **like** or **comment**. To **share** it, click share and select the person or group with whom you want to share it.

Explore or create **pages, events** and **groups** through these shortcuts.

Create a **friend list** to make sharing posts with specific people easier.

Review your history on Facebook with **On This Day**

The image shows a screenshot of a Facebook News Feed. The left sidebar contains navigation options: News Feed, Messenger, Watch, Marketplace, Shortcuts, Explore, and Create. The main feed shows a post from 'All Saints' Episcopal Church' about a 'Refugee welcome dinner'. Below the post are interaction buttons for Like, Comment, and Share. The right sidebar features 'Your Ads', 'Trending' news items, and 'Sponsored' ads. Red arrows point from text boxes to specific elements: one points to the 'News Feed' shortcut, another to the 'Friend Lists' option in the Explore section, a third to the 'On This Day' option, and a fourth to the 'Share' button on a post.

## Facebook Vocabulary:

There is some important vocabulary particularly associated with using Facebook. Below is a list of some of the most common and useful terms.

- **News feed**—constantly updating list of posts from friends, Pages, and other connections you've made
- **Timeline**—your timeline shows all of your activity on Facebook: status updates, photos, comments, and more.

- **Profile**—your profile is like a mini biography and can include a range of basic information about you. Remember that you can choose most of what you share on your profile, and can change your privacy settings, but your name, profile picture will always be visible to everyone on Facebook.
- **Status**—a way to share events, thoughts, experiences, photos, and more with friends.
- **Like**—a way to let someone or even many people know you like or approve of something. When you like something three things will happen:
  1. Anyone who can see the post will see that you liked it.
  2. There will be a post on your Timeline that you liked it.
  3. The person who posed will get a notification that you liked it.
- **Tags**—tags are a way to identify a person, place, thing, or idea in a post or photo. On Facebook, tags are usually used to identify people or places or draw the attention of a particular person in a post or photo. You can change your settings so that you can review posts or photos in which you are tagged before the tags appear on Facebook.
- **Friend**—someone you are connected with on Facebook. When you add someone as a friend, they can see your profile and posts.
- **Messages**—the messages function allows you to send anyone on Facebook, even people with whom you are not friends, a private message. Messages function similarly to email, but are limited to people signed up for Facebook.
- **Chat**—the chat function allows you to talk privately with friends in real time, rather like instant messaging or texting.
- **Group**—a group is a collection of people connected on Facebook who like or are interested in the same things. These can include clubs, books or authors, bands, neighborhoods, and more.
- **Event**—an event on Facebook is a great way to organize! You can post event information, invite people to attend, and keep people up to date on changes.
- **Page**—a profile for celebrities, brands, and businesses. Follow a page to be kept up to date on what they're doing.
- **Notification**—you get notifications on Facebook when something happens that more-or-less directly involves you. You get notifications when friends post on your timeline, someone tags you in a photo,
- **Block**—when you block someone, they will not be able to see your profile, send you friend requests, or send you messages.

### Want to learn more?

- Goodwill Community Foundation—<https://www.gcflearnfree.org/facebook101>
- Techboomers—<https://techboomers.com/p/facebook>
- Facebook Help Center—<https://www.facebook.com/help>
- Digital Learn—access through the library website.

