

## What Is Facebook?

- A way to meet friends
- A way to connect with peers
- A way to find love
- A Social Network

You can create a Facebook page for:

- Yourself (Personal Page)
- Local Business or Place
- Company or Organization
- Artist, Band or Public Figure
- Brand or Product
- Cause or Community

Even if you already have your own Facebook page, you can create another page for one of the above. You can only have ONE Personal Facebook page.

## How To Start Using Facebook

Go to [facebook.com](https://www.facebook.com) and fill in the form on the right half of the page.

Facebook requires that you use your real name now, as this helps people learn more about who they are communicating with online. Be sure the rest of your information is accurate, too. If you ever need to recover your account, you will NEED all of this information handy!

Also, you should set a password of at least 8 characters, with at least:

**1 Capital Letter, 1 Lowercase Letter, 1 Number, and 1 Symbol.**

Facebook doesn't require this, and in fact, you can use a 6 character password in all lowercase, but this would be extremely easy for someone with the right skills to "guess". Your password should be easy to remember, but hard for others to guess.

Facebook will also have you set up Security Questions, so that if you ever lose access to your account (forget your password, etc.), you can answer these questions to reset your password. **IT IS EXTREMELY IMPORTANT THAT YOU DO NOT MAKE THESE**

**SECURITY QUESTIONS EASY TO GUESS, EVEN FOR A CLOSE RELATIVE!**

9 out of 10 complaints with Facebook is that somebody "hacked my account". All that really happened was that they figured out your easy password, or your commonly known security questions' answers. Making these impossible for people to guess (or look up) will make your account more secure. You may not think that somebody will know what school you graduated from, but that is a publicly accessible piece of information.

**ONCE YOU SET YOUR SECURITY QUESTION, THERE IS NO WAY TO CHANGE IT!**

If they let you choose your OWN Security Question, make it tough to guess, but easy for you to remember, and be sure the answer is spelled correctly...

You will need an email address (one you check regularly). If you ever have problems, Facebook uses this to contact you. If you don't access an email account regularly, it may be shut down, making it harder for you to recover a lost password or account you can't get into.

## “Friends”

When you meet someone you know or like on Facebook, you can “**Friend**” them. Friending someone is like letting everyone know you are Friends with them.



1. Type what you want to search in the search box at the top of any page.
2. Then hit the ENTER key, and a page will pop up with results you can click to see their Facebook page.
3. On the Facebook page, click “Like” or “Add Friend”.
4. The person will be contacted, and if they accept your Friend request, you will be set as Friends on Facebook.

If you change your mind about being friends, you can “**Un-Friend**” them:

1. Go to the person’s Facebook page, and mouse over the Friend button at the top
2. There will be an option to “Unfriend” them

You can also “**Block**” another user:

1. Click the Privacy lock icon in the top right
2. Click “How do I stop someone from bothering me?”
3. Enter their Facebook name or email
4. Verify it is the right user, and click “Block”

## Groups

Groups are private spaces where you can keep in touch with people by sharing updates, photos or documents. You can create a group on your News Feed page using the link on the left side menu. Then add Friends or other users to the Group, and they can post to that Group. Groups can be Open, Closed, or Secret. **Open Groups** can be seen by anyone, and all members can be seen. With **closed Groups**, you can see members, but not posts. **Secret Groups** will not show up at all to people who are not members of the group.

## The “Like” Button

- Used to let others know what you like/what you are interested in
- You “Friend” other Facebook users.  
You “Like” products, movies, musicians, etc.
- Can be found on almost ANY website. Just click it, and Login to your Facebook to Like the website on your Facebook page.
- Like the Fulton County Public Library by going to our Facebook page(s):  
<https://www.facebook.com/FCPLR>  
<https://www.facebook.com/FCPLFulton>  
<https://www.facebook.com/FCPLAubbee>

## The “Follow” button

- When you want to keep up with someone
- Typically used by celebrities/companies
- Must be activated on the account to use
- You must Like someone/something before you can follow them
- Helps you keep track of changes you’d like to know about



## Networks

Facebook allows you to join networks, based on criteria such as your high school, university, employer, hometown or current city, to make it easier for people to find you.

## The Facebook Bar (At the top of every Facebook page)

Access anywhere and anything on Facebook using these links.



## The Various Pages On Facebook

### Welcome:

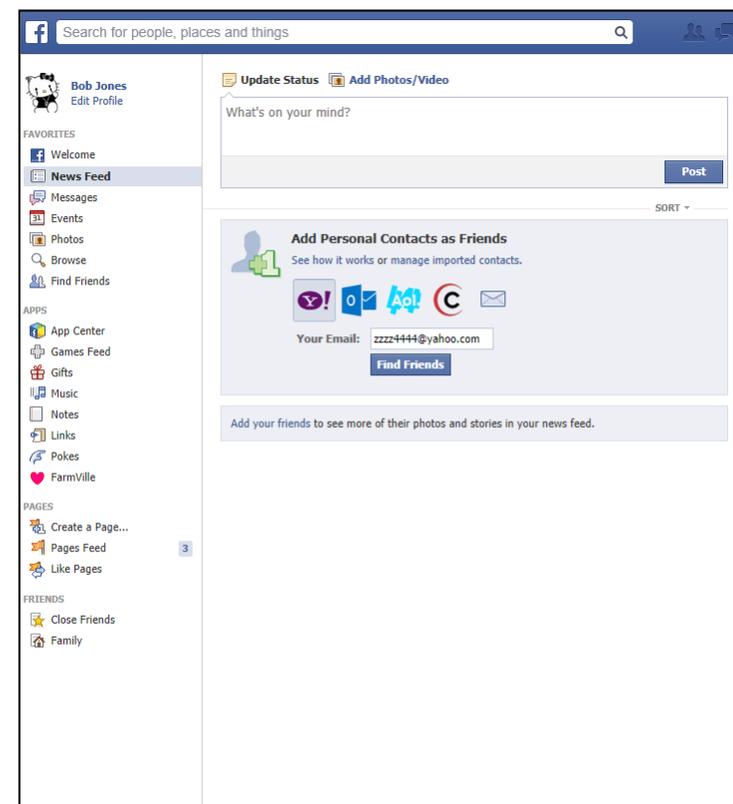
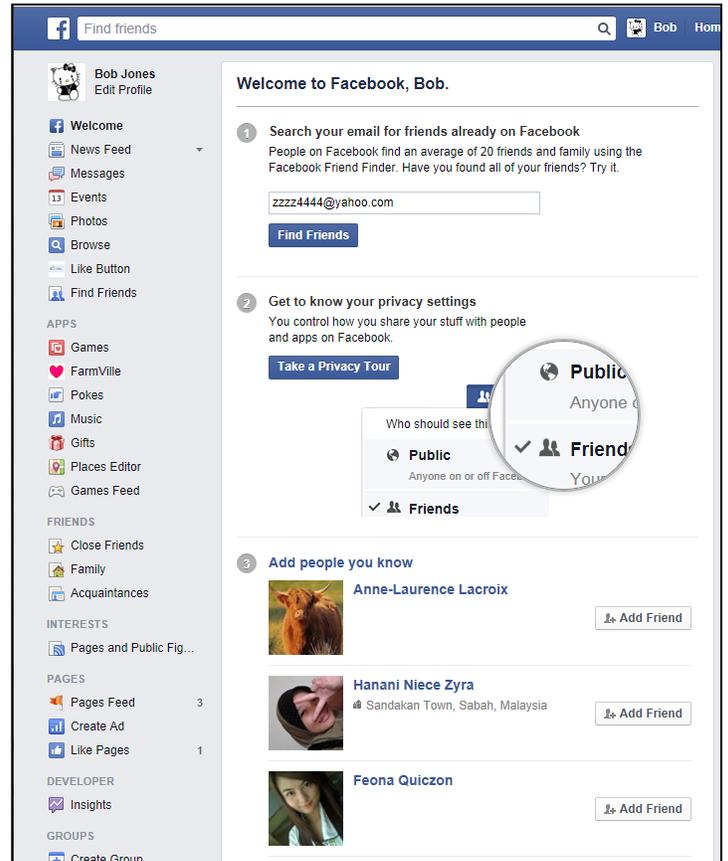


An introductory screen to help you set up your account and find friends.

Not used very often after the first time setup.

You can let Facebook automatically check your email contacts list, and send Friend requests that way, but it may send them to people you don't want to "Friend", like business emails, or others who are not "Friends" but just "Email Acquaintances".

It's better to just search for people one at a time with their email addresses.



### News Feed:

The place where you keep up with Friends' interests/events. Nobody sees this but you.

To get back to the News Feed from anywhere else on Facebook, just click the "f" button in the top-left corner.

The items on the Left Menu link to the various things you can do on Facebook.

If you have a few you use often, you can add them to your "Favorites", and they will appear at the top of the Menu. Hover over the icon you want to make a Favorite, and click the gear to the left of it. Then click "Add To Favorites".

Favorites can be rearranged by clicking the gear next to the item and clicking Rearrange.



## ←The Timeline

Your Profile Page. Everything you do on Facebook is recorded here, so people can keep up with you. Each time you "Like" something, it shows up here, in separate sections, such as "Music", "Sports", "Movies", etc.

Post status updates, mark life events, upload photos, mark places you've been, etc.

You can change who sees your Timeline in Privacy settings.

Change what is shown on your Timeline by clicking "More", and then "Manage Sections". You can rearrange what order the Sections are in on the Timeline here, too.

## Uploading Photos

Share your favorite pictures with others:

1. On your News Feed page, click Add Photos/Video
2. Click Upload Photos/Video
3. Select the file from your computer
4. Click Open
5. For large groups of pictures with a common theme, choose "Create Photo Album"



## Tags

Tagging is simply marking photos/posts, so that they can be found easier in the future.

Since pictures don't have searchable text, tagging them makes them easier to find!

Tags should typically be one word each, separated by commas.

To tag, type something about the picture, such as:

- Who is in it (names/nicknames)
- What is in it (objects/items)
- Where it was taken (place)
- When it was taken (date)
- Why it was taken (event)
- What it is about (details)

## Settings:

Allows you to change nearly any aspect of how you use Facebook.

### General

The basics: username, email, password, language, etc.

### Security & Privacy

Possibly the most overlooked aspect of Facebook, and the most important.

**Privacy Settings** determine who can access the information on your page(s), and who can see your personal information.

**Security Settings** determine how you login to Facebook, and helps keep hackers out.

Facebook changes their defaults all of the time, so it is important to check on your account's Privacy & Security settings after setting up an account.

You can change things like:

- Who can see on your Timeline
- Who can see your future and past posts
- Who can send you friend requests
- Who can post to your timeline
- Who can look you up using your email address or phone number
- Whose messages go to your "Inbox" & whose go to "Other"
- Whether or not your Facebook page can be found using Google
- Review and delete any photos of you tagged by other people
- Review Friends' posts in which you are tagged BEFORE they get posted
- Review Friends' tags on YOUR posts before they are added
- Review whether or not autotagging is used for pictures of you
- Review which users you have Blocked and/or Unblock them
- Notifications when someone may be trying to access your account
- Set up Login Approval (using your cell phone)
- Set up a password reset Code Generator on your phone's Facebook app
- Set custom passwords for Facebook apps, different from your Facebook password
- Change which web browsers can be used to access your Facebook account
- Review where (in the world) you are currently logged in at

### Apps/Games

Part of the fun of Facebook is playing games with your Friends. In fact, you may even meet NEW friends while playing games!

Just click the "App Center" link on your Facebook page.

Then just click on a Game or App name to use it!

Some games require Flash Player, Shockwave Player or Java to work properly:

<http://adobe.com>

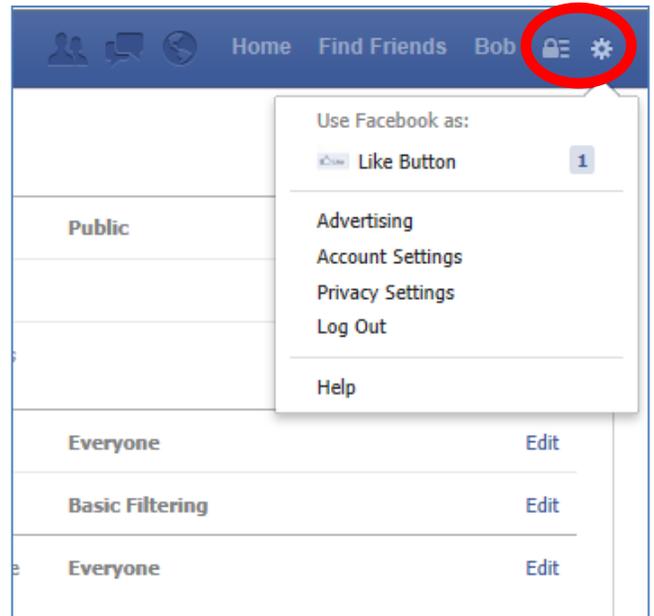
<http://java.com>

## Facebook Mobile App

- An App for your cellphone or tablet device
- Let's you update your status, upload photos, check your Friends' status updates, etc. while on the go
- Facebook has apps for:
  - Apple devices (via App Store)
  - Android devices (via Google Play)
  - Blackberry devices (via BlackBerry World)
  - some select other devices

## Privacy Settings

- Most overlooked, but most important
- Decide:
  - Who can see your info/your page
  - Who can search for you
  - Who can contact you
  - Who to block completely
- Two places to check:
  - The lock icon at the top-right next to your username
  - The gear button, under "Privacy Settings"



## Trusted Contacts

Trusted contacts are friends you can reach out to if you ever need help getting into your Facebook account (ex: you forget your Facebook password and can't get into your email account to reset it).

After you set up trusted contacts, next time you can't get into your account your trusted contacts can access special, one-time security codes from Facebook via a URL. You can then call your friends to get the security codes and use those codes to access your account.

To add trusted contacts to your account:

1. Go to your [Security Settings](#)
2. Click on the Trusted Contacts section
3. Click Choose Trusted Contacts
4. Choose 3-5 friends and confirm your choices

## Resetting Your Facebook Password

1. Go to [facebook.com](http://facebook.com)
2. In the top right, click **Can't log in?**
3. Type the **email, phone number** or **username** associated with your account, then click **Search** and follow the on-screen instructions

**Note:** Facebook can email or text you a recovery option, but only to the address of phone that you have set it up with! If you are changing your phone or email, be sure to update your account info!

If you cannot access your email or cell phone, you might still be able to get in if you can remember the answer to your **security question:**

When you go through the **Can't log in** process above, click the **No longer have access to these?** link under the list of email addresses.

Or you may also get **help from your Trusted Friends** on your Facebook:

1. Follow the above **Can't log in** process, and you will receive a set of instructions that includes a URL. The URL contains a special security code that only your trusted contacts can access. Call your friends and give them the URL so that they can open the link and give the security code to you.
2. Use the security codes from your friends to access your account.

If all of these options fail, it would be best to just create a new Facebook account and start fresh.

## "I can't get Facebook to work right!"

Are you sure it's Facebook? Try the following:

- Try going to a different website. If other websites won't load, the problem is with your internet.
- If there is something specific you can't do, try doing it on a different website. For example, if you can't upload photos on Facebook, try doing it on Flickr, or in your email. The problem might be on your end, and not Facebook's.
- Be sure you have the latest Java & Flash Player:  
<http://java.com> , <http://adobe.com>  
If you have already updated them, you might actually need to uninstall them and reinstall them, as the installations can become corrupted (though this is rare).
- Facebook is just a computer system like your computer. Its connection might go down for a bit, and they do update their website semi-regularly. Try again in a few minutes to be sure it's not just a brief hiccup.

<http://www.facebook.com/help/>

## Deactivate or Delete Your Facebook Account

If you get tired of using Facebook, or want a break from it, you can deactivate your account without losing it or any info on it:

1. Click the account menu at the top right of any Facebook page
2. Click **Settings**
3. Click [Security](#) in the left column
4. Click **Deactivate your account**

If you are certain you'll never want to use Facebook again, you can Delete Your Account:  
[http://www.facebook.com/help/delete\\_account](http://www.facebook.com/help/delete_account)

## Downloading your info

If you are going to delete your account, you might want to get your data from Facebook first. This is all of the data that Facebook has and archives about you (some of which it shares with other companies):

1. Click The Account menu at the top right of any Facebook page and select **Settings**
2. Click **Download a copy of your Facebook data** below General Account Settings
3. Click **Start My Archive**

What information is available can be found in the Appendix A at the end of this document.

## What happens when a Facebook user dies?

It is illegal for someone who is NOT the owner of the Facebook account to access it (i.e., log in as that user), even after they are dead.

You can, however, request to set up a Memorial Page for this user if they were close to you:

[http://www.facebook.com/help/contact.php?show\\_form=deceased](http://www.facebook.com/help/contact.php?show_form=deceased)

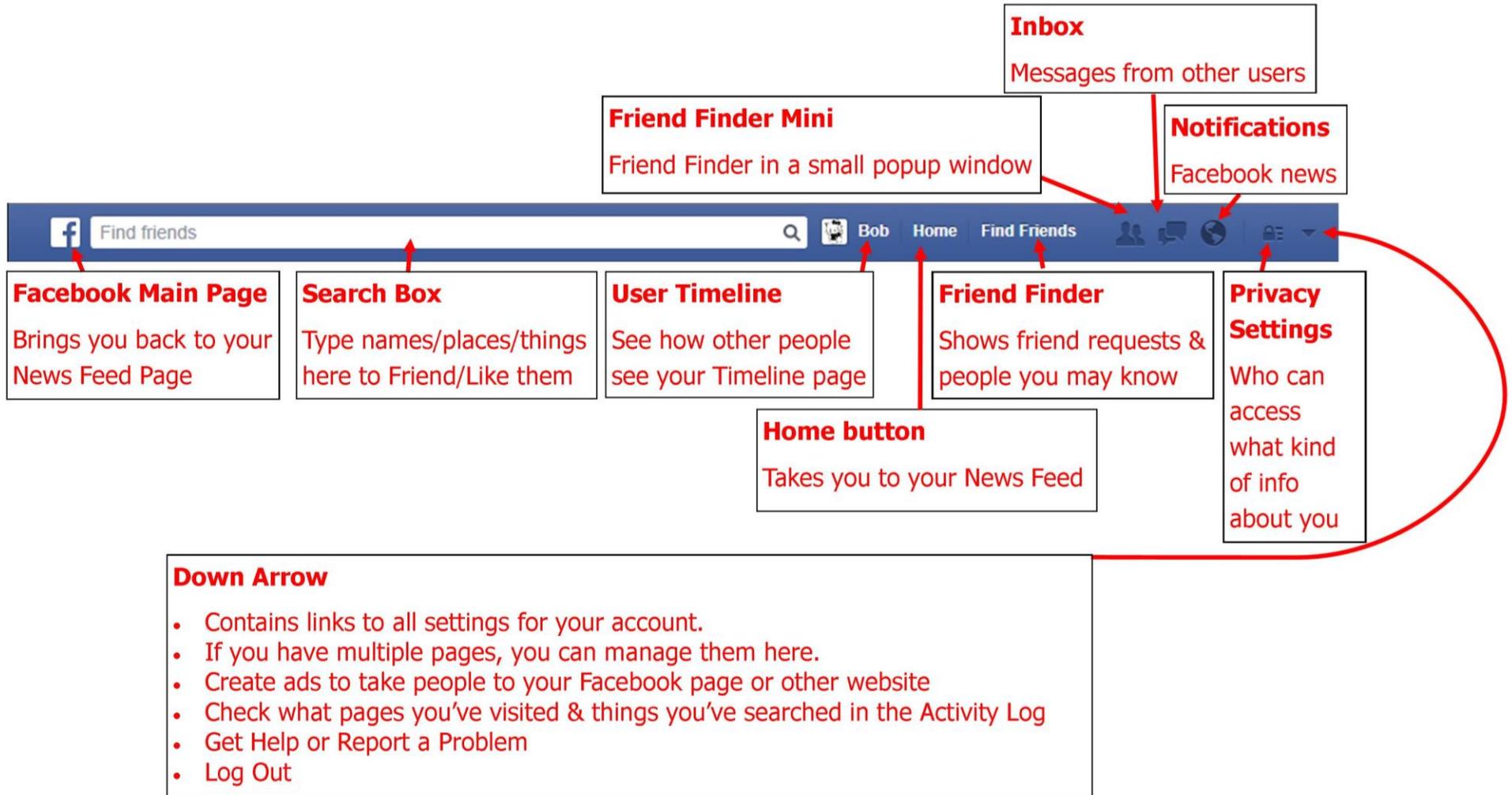
If you were a relative, you can also request that their page be removed.

In both cases, proof of death must be submitted in the form above.

A few rules:

- Memorialized accounts cannot be modified in any way. This includes adding or removing friends, modifying photos or deleting any pre-existing content posted by the person.
- Depending on the privacy settings of the deceased person's account, friends can share memories on the memorialized Timeline.
- Anyone can send private messages to the deceased person.
- Content the deceased person shared (ex: photos, posts) remains on Facebook and is visible to the audience it was shared with.
- Creating a Timeline in remembrance of an already deceased person is **not allowed**. You should create a **Page** or a **group** for this purpose instead.

## Appendix A: The Facebook Bar



## Appendix B: Your Facebook Information

What info is available?	What is it?	Where can I find it?
About Me	Information you added to the <b>About</b> section of your Timeline like relationships, work, education, where you live and more. It includes any updates or changes you made in the past, too.	Activity Log Downloaded Info
Account Status History	The dates when your account was reactivated, deactivated, disabled or deleted.	Downloaded Info
Active Sessions	All stored active sessions, including date, time, device, IP address, machine cookie and browser information.	Downloaded Info
Ads Clicked	Dates, times and titles of ads clicked (limited retention period).	Downloaded Info
Address	Your current address or any past addresses you had on your account.	Downloaded Info
Ad Topics	A list of topics that you may be targeted against based on your stated likes, interests and other data you put in your Timeline.	Downloaded Info
Alternate Name	Any alternate names you have on your account (ex: a maiden name or a nickname).	Downloaded Info
Apps	All of the apps you have added.	Downloaded Info
Birthday Visibility	How your birthday appears on your Timeline.	Downloaded Info
Chat	A history of the conversations you've had on Facebook Chat (a complete history is available directly from your messages inbox).	Downloaded Info
Check-ins	The places you've checked into.	Activity Log Downloaded Info Activity Log
Connections	The people who have liked your Page or Place, RSVPed to your event, installed your app or checked in to your advertised place within 24 hours of viewing or clicking on an ad or Sponsored Story.	Activity Log
Credit Cards	If you make purchases on Facebook (ex: in apps) and have given Facebook your credit card number.	<a href="#">Account Settings</a>
Currency	Your preferred currency on Facebook. If you use Facebook Payments, this will be used to display prices and charge your credit cards.	Downloaded Info
Current City	The city you added to the <b>About</b> section of your Timeline.	Downloaded Info
Date of Birth	The date you added to Birthday in the <b>About</b> section of your Timeline.	Downloaded Info
Deleted Friends	People you've removed as friends.	Downloaded Info
Education	Any information you added to Education field in the About section of your Timeline.	Downloaded Info
Emails	Email addresses added to your account (even those you may have removed).	Downloaded Info
Events	Events you've joined or been invited to.	Activity Log Downloaded Info
Facial Recog. Data	A unique number based on a comparison of the photos you're tagged in. We use this data to help others tag you in photos.	Downloaded Info
Family	Friends you've indicated are family members.	Downloaded Info
Favorite Quotes	Information you've added to the Favorite Quotes section of the <b>About</b> section of your Timeline.	Downloaded Info
Followers	A list of people who follow you.	Downloaded Info
Following	A list of people you follow.	Activity Log

Friend Requests	Pending sent and received friend requests.	Downloaded Info
Friends	A list of your friends.	Downloaded Info
Gender	The gender you added to the <b>About</b> section of your Timeline.	Downloaded Info
Groups	A list of groups you belong to on Facebook.	Downloaded Info
Hidden from News Feed	Any friends, apps or pages you've hidden from your News Feed.	Downloaded Info
Hometown	The place you added to hometown in the <b>About</b> section of your Timeline.	Downloaded Info
IP Addresses	A list of IP addresses where you've logged into your Facebook account (won't include all historical IP addresses as they are deleted according to a retention schedule).	Downloaded Info
Last Location	The last location associated with an update.	Activity Log
Likes on Others' Posts	Posts, photos or other content you've liked.	Activity Log
Likes on Your Posts from others	Likes on your own posts, photos or other content.	Activity Log
Likes on Other Sites	Likes you've made on sites off of Facebook.	Activity Log
Linked Accounts	A list of the accounts you've linked to your Facebook account	<a href="#">Account Settings</a>
Locale	The language you've selected to use Facebook in.	Downloaded Info
Logins	IP address, date and time associated with logins to your Facebook account.	Downloaded Info
Logouts	IP address, date and time associated with logouts from your Facebook account.	Downloaded Info
Messages	Messages you've sent and received on Facebook. Note, if you've deleted a message it won't be included in your download as it has been deleted from your account.	Downloaded Info
Name	The name on your Facebook account.	Downloaded Info
Name Changes	Any changes you've made to the original name you used when you signed up for Facebook.	Downloaded Info
Networks	Networks (affiliations with schools or workplaces) that you belong to on Facebook.	Downloaded Info
Notes	Any notes you've written and published to your account.	Activity Log
Notification Settings	A list of all your notification preferences and whether you have email and text enabled or disabled for each.	Downloaded Info
Pages You Admin	A list of pages you admin.	Downloaded Info
Pending Friend Requests	Pending sent and received friend requests.	Downloaded Info
Phone Numbers	Mobile phone numbers you've added to your account, including verified mobile numbers you've added for security purposes.	Downloaded Info
Photos	Photos you've uploaded to your account.	Downloaded Info
Photos Metadata	Any metadata that is transmitted with your uploaded photos.	Downloaded Info
Physical Tokens	Badges you've added to your account.	Downloaded Info
Pokes	A list of who's poked you and who you've poked. Poke content from our mobile poke app is not included because after the recipient has viewed the content it's permanently deleted from our systems.	Downloaded Info

Political Views	Any information you added to Political Views in the About section of Timeline.	Downloaded Info
Posts by You	Anything you posted to your own Timeline, like photos, videos and status updates.	Activity Log
Posts by Others	Anything posted to your Timeline by someone else, like wall posts or links shared on your Timeline by friends.	Activity Log Downloaded Info
Posts to Others	Anything you posted to someone else's Timeline, like photos, videos and status updates.	Activity Log
Privacy Settings	Your current privacy settings (former settings are not saved).	<a href="#">Privacy Settings</a>
Recent Activities	Actions you've taken and interactions you've recently had.	Activity Log Downloaded Info
Registration Date	The date you joined Facebook.	Activity Log Downloaded Info
Religious Views	The current information you added to Religious Views in the <b>About</b> section of your Timeline.	Downloaded Info
Removed Friends	People you've removed as friends.	Activity Log Downloaded Info
Screen Names	The screen names you've added to your account, and the service they're associated with. You can also see if they're hidden or visible on your account.	Downloaded Info
Searches	Searches you've made on Facebook.	Activity Log
Shares	Content (ex: a news article) you've shared with others on Facebook using the <b>Share</b> button or link.	Activity Log
Spoken Languages	The languages you added to Spoken Languages in the <b>About</b> section of your Timeline.	Downloaded Info
Status Updates	Any status updates you've posted.	Activity Log Downloaded Info
Work	Any current information you've added to Work in the About section of your Timeline.	Downloaded Info
Vanity URL	Your Facebook URL (ex: username or vanity for your account).	Visible in your Timeline URL
Videos	Videos you've posted to your Timeline.	Activity Log Downloaded Info