User Friendly Facebook Notes

How to Get Started on Facebook:

1. Go to facebook.com
2. Look under Sign-Up.
3. Type your first name in.
4. Type your last name in.
5. Type your email in.
6. Confirm your email.
7. Create a password you will remember.
8. Choose your gender.
9. Put your birthday in; Month, Day, Year.

- Facebook requires all users to provide their real date of birth to encourage authenticity and provide only age appropriate access to content. You can hide this information on your profile if you choose to.

1. Click Sign-Up.
2. You’re registered to use Facebook now.
3. You can see if your email contacts are already on Facebook. If you don't want to do that; skip this step.
4. Enter your profile information; High School, College/University, and Employer. This step will also help to find your friends.
5. Upload a picture from your computer or take a picture with your webcam to use.

How to Edit Profile:

1. Click on Edit Profile.
2. Edit any information that you want on your profile.
3. When you have what information you want to share click save changes.
4. Click on the down arrow next to your name in the RIGHT upper corner; click on account settings, there you can edit: general information, security, notifications, subscribers, apps, mobile, payments, and Facebook ads.
5. Click on the down arrow next to your name in the RIGHT upper corner; click on privacy settings, there you can edit you sees your posts and information, how you connect, profile and tagging, apps and websites, limit the audience for past posts, and blocked people and apps.

How to Change Profile Photos:

1. Click on Edit Profile Picture.
2. On the drop down menu, there are three options: Choose from Pictures, Take Photo, or Upload Photo.
3. If you already have photos on your profile you can click on: Choose from Photos.

-Choose your profile picture.

-You can also crop the photo to how you want it to show up as.

1. If you don't have any photos on your profile you can click on: Take Photo.

-By clicking on Take Photo will take you to settings for your webcam.

-When the window for your webcam comes up click on 'Allow'.

-You are then ready to take a photo from your webcam.

1. If you don't have any photos on your profile you can click on: Upload Photos.

-See section 'How to Upload Photos/Videos.

How to Upload Photos/Videos:

1. Click on Add Photos/Video.
2. If you have photos/video on your computer that you want to add, click on: Upload Photos/Video. Then click on browse and select which photos/videos you want to upload and click: Post.
3. If you want to make a video and post it, click on: Use Webcam. When the window for the webcam comes up, it will have an 'Adobe Flash Player Settings' window for the privacy of the webcam. Click on 'Allow' and if you don't want to do this step again click 'Remember' and then close. Next, click on the red button with the white circle in the middle. When you’re done click the same button.
4. If you have photos that are already on your computer and in a folder, click on: Create Photo Album. Select which photos you want to upload; you want to upload multiple photos left click the mouse and drag over which photos you want to upload and click ok. When upload is complete click Post Photos.

How to Update your Status:

1. Click on Update Status. Type what you want it to say; then click Post.

How to Post Comments/Like Comments/Share Posts:

1. Look under anyone's posts you'll see 'Like', 'Comment', and sometimes 'Share'. Click 'Like' if you like the post. Click 'Comment' to comment on the post. Click 'Share' to share the post.
2. When you click 'Share' you can post it to your profile and write something to go with it.

How to Message other Users:

1. On the left side of your screen you’ll see under your name a section named “Favorites”. Under favorites you’ll see “News Feed”, “Messages”, and “Events”. Click on “Messages” it’ll take you to your Facebook inbox. At the top of the page you’ll see “+ New Message”; click this button and compose your message. When finished composing your message click send.

How to Confirm Friend Requests:

1. In the top LEFT corner next to the white “Facebook” there is an icon of 2 bust outlines, click on it.
2. After clicking on the icon if you know the person requesting to be your friend, click “confirm”.
3. If you don’t know the person requesting to be your friend, click not “now”.