

# QUICK GUIDE TO FACEBOOK



Created for the Fundamental Digital Literacy Skills Program

Funded by the  
Government  
of Canada

Canada 

Presented in  
partnership by  
your local library and



CHINOOK  
ARCH REGIONAL  
LIBRARY SYSTEM

**Facebook is one of the most popular social media platforms, meaning it provides a digital space for users to interact with each other and the wider Internet. Most people use it as a way of staying in contact with friends and family, and even reconnecting with friends from the past.**

Users create a profile and can then post comments on their own account (known as a wall), or on someone else's wall or in response to a comment.

The Facebook homepage – the first place you go to after logging in – is called the news feed, and it will collect all the recent posts from your friends, as well as posts from other pages that you like (profiles for organizations or groups) and anything else Facebook thinks you will be interested in. If you visit the Best Buy website, for example, your Facebook will track that and show you ads for Best Buy in your news feed. Chances are you will also get links to news articles from newspapers that you may read online, such as the Calgary Herald or Global News.

Facebook also has an instant messaging service called Messenger, which many people use for private and group chats. Instant messaging is similar to texting, only it uses the Internet to send and receive messages rather than a phone service.

Facebook has many benefits that include helping you build and maintain relationships, and feel a greater sense of connectedness, but there are some things to be aware of: some people find social media has an impact on their physical and mental health. It is very easy to spend a lot of time on Facebook, simply following the interesting links that appear on your wall and checking in on friends. Mentally, Facebook can heighten feelings of anxiety as you see other people going out and doing things, or even the feeling that you can never catch up with all the news that appears on your news feed.

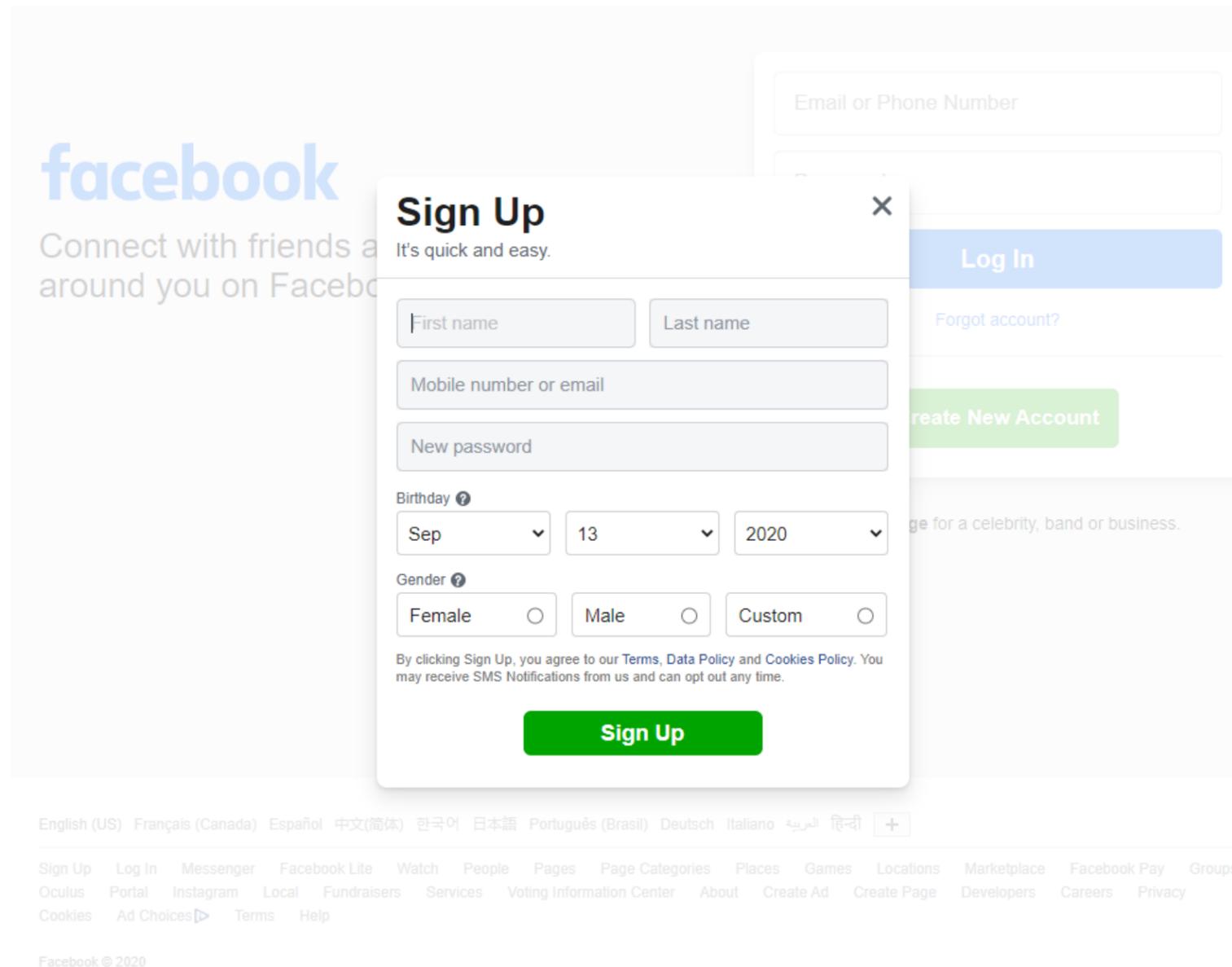
As with all technology, users should weigh the pros and cons of using Facebook in their own lives and determine what amount of usage they will benefit from.



# HOW TO ...

## SIGN UP:

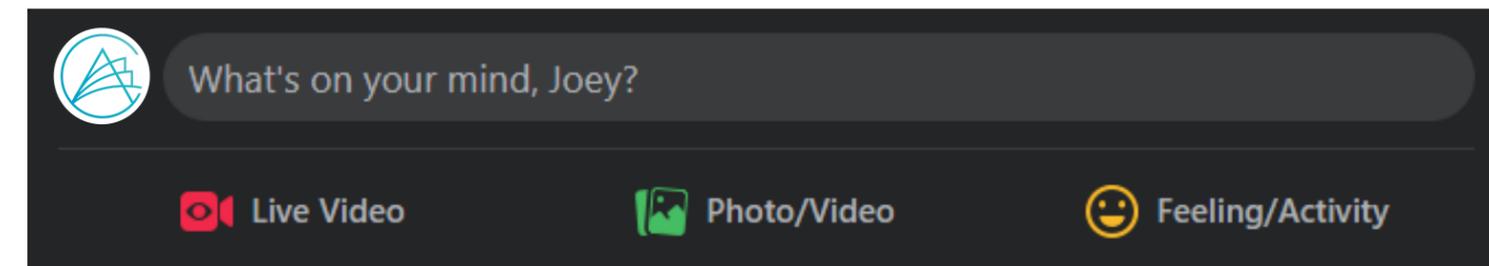
1. Go to [www.facebook.com](http://www.facebook.com)
2. Click “Create New Account”
3. Fill in the required information



# HOW TO ...

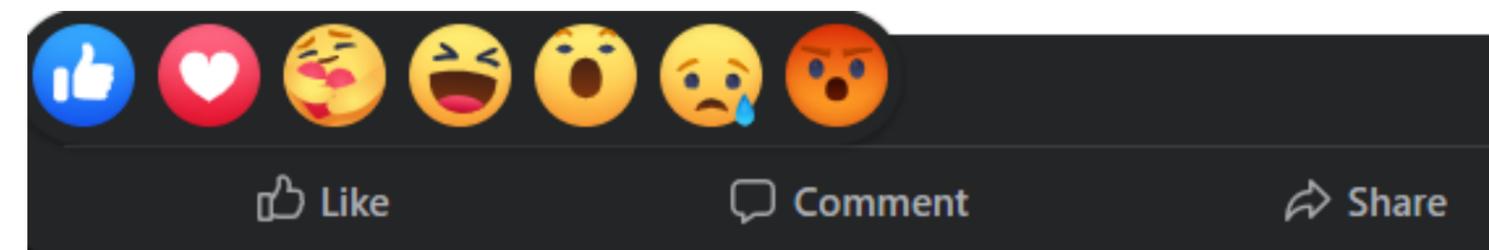
## MAKE A POST:

1. Click the textbox next to your profile picture at the top of your newsfeed (Facebook's homepage) – look for the sentence “What’s on your mind?”
2. Enter what you want to say, like “It’s going to be a great day!”
3. Add a photo or video from your device by clicking the photo button right under the textbox



## ADD A COMMENT OR REACTION:

1. To interact with someone else's post, look for the “Like” and “Comment” buttons underneath the post – hold your cursor over the “Like” button to see the range of available reactions, that include like, anger, laughter, love, care, amazement, and sadness



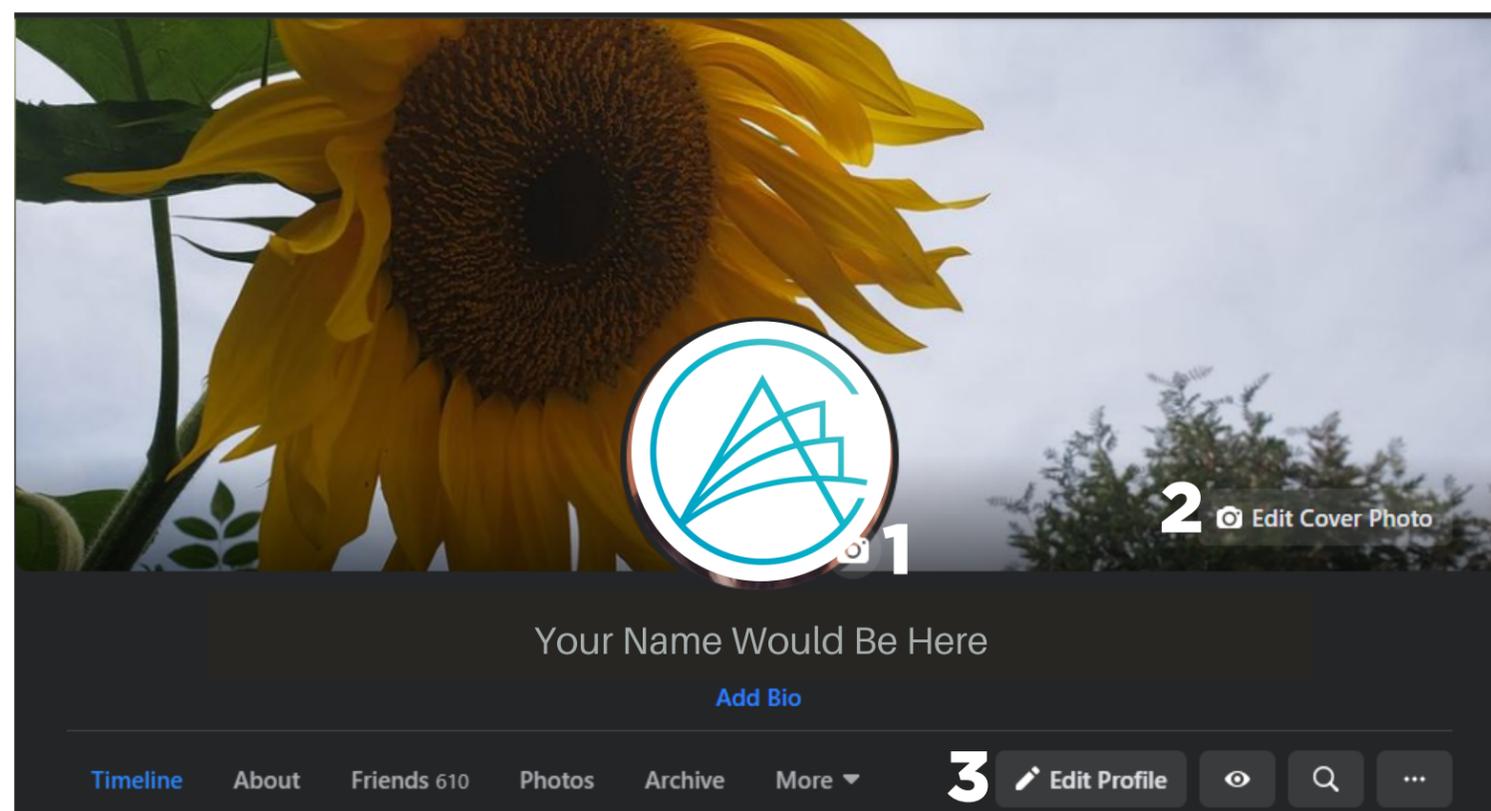
## WRITE ON SOMEONE ELSE'S WALL

1. To write on someone else's wall (profile), go to their profile and look for the textbox with “Write something to (friend's name)”



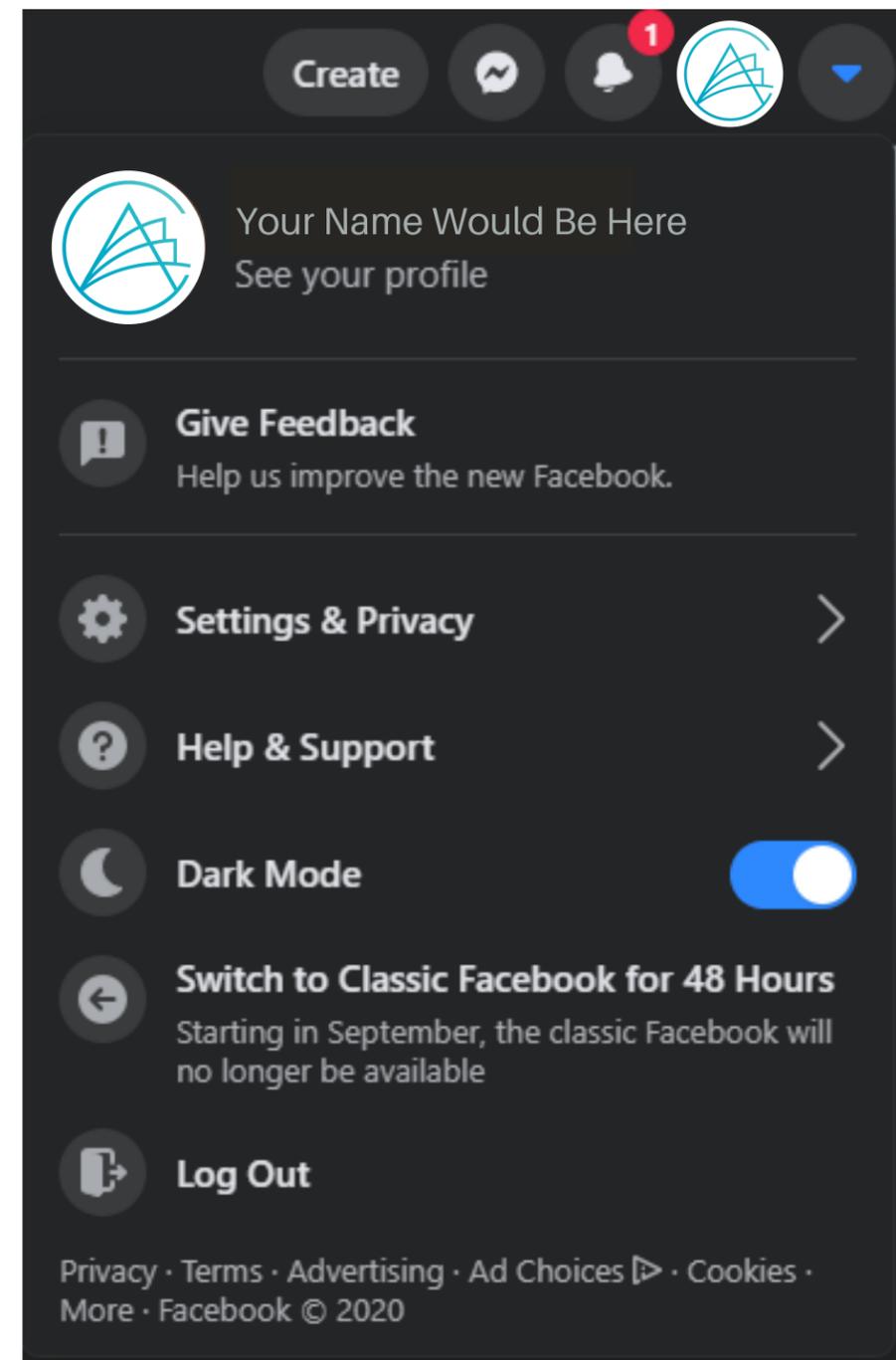
# EDIT YOUR PROFILE

1. Click on your profile picture at the top of the page to go to your profile
2. To change your profile picture, click on the camera image next to your current profile picture; change your cover photo by clicking on the button labeled “Edit Cover Photo”
3. Change information on your profile by going to the “Edit profile” button near your profile images
  - on the pop-up window, scroll to the bottom to the button labeled “Edit Your About Info”
  - next to each line of information you will see two symbols: the first one determines your privacy level, and the image will reflect who can see that information (padlock for only you, globe for public, and others); the second are three dots which will give you editing options for that line of information



# ADJUST YOUR PRIVACY SETTINGS

1. Click the button with a downward arrow located at the top right-hand side of the screen
2. Click the option labeled “Settings & privacy”
3. You will see two options: “Privacy Checkup” and “Privacy shortcuts”
  - Privacy Checkup has five topics that you can quickly go through, which walk you through adjusting your main privacy settings
  - Privacy shortcuts take you to more in-depth privacy settings for you to adjust, such as your password reset, alerts for unfamiliar logins, clearing your activity, and deleting your account



# GLOSSARY

**Comment:** A response to another user's post.

**Friend:** The term used by Facebook to represent the connections you make. This is the highest level of access you can have to others' information.

**Group:** People with similar interests or a common purpose can create or join a specific group to have private discussions. Most groups on Facebook are private and you have to request to join.

**Hashtag:** A hashtag (AKA pound sign, #) is used to annotate a post, and therefore sort it with other posts of a similar nature. If you are looking for specific information, you can search via hashtags.

**Like:** This is another way you can respond to a post. Hover your cursor over the "Like" button with a thumbs-up image to see a range of reactions you can use, including the traditional like, anger, sadness, and laughing reactions. If you are using a mobile device, hold your finger on the "Like" button to see these reaction options.

**Messenger:** This is Facebook's instant messaging service, a way to directly communicate with a friend (or group) without making a post on their wall that can be seen by their other friends.

**News feed:** This is Facebook's homepage, where users can see all the new updates from their friends and pages they follow.

**Page:** This is another way of referring to a user's wall or profile, though it is most often used when talking about an organization or professional. You can follow a page, meaning you will see updates and can make comments, but you will not access any personal information the way you can with a friend.

**Post:** A post is any comment that you make on your own or someone else's wall.

**Profile:** This is where you enter your user information. You can choose how much is revealed and to whom (friends only or public, for example).

**Share:** This feature allows you to share things you see on the Internet or Facebook on your own page, highlighting them for your friends. Many websites like news organizations have a Facebook-specific button under a heading titled "Share" that will link it to your page.

**Story:** A string of videos or images that lasts for 24 hours and can be shared with specific people or the public. In addition to the images, you can add comments to explain the story. If you are on holiday you might create a story about an attraction you visit.

**Tag:** Tagging allows you to link an image or video back to another person, usually someone who is in or involved with a photo or video (as a courtesy, it is a good idea to ask someone if you can tag them, as they may not want the image permanently linked to them).

**Wall:** This is your personal page on Facebook, where you can see your profile information, media, and posts you have made or someone else has made on your wall.