Getting Started

Your Timeline

1. Notification Buttons – displays notifications from Facebook hubs.
2. Timeline – a chronological view of all posts and content added by you or others.
3. Settings Button – contains controls for your account and privacy settings, as well as access to Help.

Glossary of Facebook Terms

- Friend – someone you know personally and have connected to your Facebook account. You will be able to see their updates, and they will be able to see yours.
- Interest List – a list of interactive content that interests you.
- Like – a quick way to show that you like content on Facebook, such as a post, comment, picture, or page.
- Group – a place for personal communication within a small group or community, such as a club or organization.
- Page – a presence for an official business or public figure.
- Poke – a quick way to say hello without sending a message.
- Stories – posts or other content that appear in a News Feed.
- Tag – creates a link to a person’s timeline to use in identifying a photo or mentioning a friend in a post.

Navigating Facebook

There are two main pages to navigate between on Facebook.

- Timeline – contains your personal information and profile, including pictures, status updates, notes, and life events.
- Home – contains your News Feed and links to your groups, apps, friend lists, pages, and interests.

Managing Notifications

Click the Notification buttons to view updates.

- Friend Requests button – opens your list of recent friend requests. You can click Confirm to accept a friend request sent to you by another user, or Not Now to hide a request you don’t wish to accept. (The other user will not be notified if you chose Not Now option.)
- Inbox button – loads conversations between you and other users. Click on a message to display it in full.
- Notifications button – displays general notifications such as event invites, comments, or likes you’ve received.

Adding Information to your Profile

1. Click on your User Name to view your Timeline.
2. Click the About tab or Update Info.
3. Click the button beside the section you want to add to, including Work and Education, Living, Relationship, Basic Information, Family, and more.
4. Enter your information into the boxes provided.
5. Optional: Click the Privacy button and select a Friend list or visibility level for the information.
6. Click Save.

Changing your Profile Picture

1. On your Timeline, hover your mouse cursor over your current profile picture or the default image.
2. Click the button.
3. Select Upload Photo from the drop-down menu.
4. Choose a photo from your files and click Open.
5. Optional: To take a profile picture with your webcam, select Take Photo... from the drop-down menu. Click Set as Profile Picture once you have taken a picture you like.

Using the Timeline

Posts or tags made by you or others will appear automatically on your personal Timeline. You can jump to certain parts of your Timeline by clicking on a year in the right pane of your Timeline screen.
Note: Timeline replaces the Wall feature.

Posting a Timeline Update

1. On the Timeline page, click in the What’s on your mind? box at the top of your page to open the Share menu.
2. From here, you can do one of the following:
   - To post a Status update, enter a short message.
   - To tag a person, date, location, or feeling to your Status update, click one of the Sharing buttons and enter in the details.
   - To post a photo or photo album, click the Photo button. Select Upload Photos/Video or Create a Photo Album. Select a photo or video and click Open.
   - To post your current location, click the Place button. Enter your current place in the Where are you? box.
   - To add a life event such as a trip or new job, click the Life Event button. Select a category of life events and choose the specific event you wish to share about.
3. Optional: To determine who can see the update, click the Arrow button and select a privacy level or Friend list.
4. Click the button to post your update.

Deleting from your Timeline

1. On the Timeline, hover your mouse cursor over the upper right corner of the post you wish to delete.
2. Click the Edit or Remove button that appears.
3. Select Delete... from the drop-down menu.
4. Click Delete to confirm deletion.

Note: You can also hide a post on your Timeline instead of deleting it entirely by selecting Hide from Timeline from the drop-down menu.
Home Page

The News Feed
Your News Feed displays all your friends, pages, and app’s activities in a large feed on your Home page. You can view, comment on, or “like” content that is posted by others. Click the Facebook logo or the button to access your News Feed.

Sorting your News Feed
You can organize the way stories appear on your News Feed.
1. Click the button.
2. Optional: To sort stories on the News Feed by the most activity, check Top Stories.
3. Optional: To sort stories on the News Feed by the time of posting, check Most Recent.

Adding a Friend on Facebook
Once you have added a Friend, their recent posts will appear in your newsfeed. Your posts will appear in their News Feed.
1. Enter the name of a Facebook user you wish to add to your friend List in the Search bar at the top of the page.
2. Click the name of the person you wish to add.
3. Click Add Friend button on their Timeline.
4. Your request will be sent to the user for approval. When your request is accepted, you will receive an update on your News Feed.

Organizing Friends with a List
Sort your Friends into Lists to specify different associations. For example, you might have a list for family or work friends. You can post content exclusively to them, or filter your News Feed to show only their updates. You can create a custom list, or use the three default lists:
- Restricted List: see only public content.
- Acquaintances List: appear less often in your News Feed.
- Close Friends List: appear more often in your News Feed.

Creating a Custom List
1. Click on the name of the friend you want to add to your new list.
2. Hover your mouse cursor over the button.
3. Select Add to another list... from the drop-down menu.
4. Click New List.
5. Enter a name for your list.
6. Press the Enter key.

Hiding a Friend on your News Feed
If you wish to see less frequent updates from a Friend, but don’t want to unfriend them completely, you can hide them on your News Feed.
1. Click on the Friend you wish to hide.
2. Click on the button.
3. Uncheck the Show in News Feed option from the drop-down menu.
4. Optional: To limit the Friend from seeing your updates, check Acquaintances in the drop-down menu. The next time you make an update to your Timeline, click the arrow button and set the post security to Friends except Acquaintances.

Follow a Post
Following a post means you get directly notified about updates.
1. Hover your mouse cursor over the upper right corner of the post.
2. Click on the Follow button that appears.
3. Select Follow Post from the drop-down menu.
4. Optional: Click Unfollow to stop receiving updates from it.

Like a Page
Liking a Page connects you to that content. You may receive News Feed updates from that Page in the future. Access your pages by clicking the Pages Feed on your Home page.
1. Click the Page you wish to like.
2. Click the button.
Note: Other users will be able to see that you Like this Page.

Add an Interest
1. Click the Add Interests... link in the pane.
2. From here, you can do one of the following:
   - To follow an existing list, click Follow beside one of the lists in the Suggestion space.
   - To create your own list, click Create List. Check pages or people to include and click Next. Enter a list name, set the visibility, and click Done when you are finished.

Using the Ticker
Ticker displays simple, real-time News Feed updates on the right pane of your Home page. To interact with a story on the Ticker:
1. Hover your mouse cursor over the story.
2. In the preview window, do one of the following, as applicable:
   - To comment on a post, enter text in the Write a comment... space. Press Enter to post the comment.
   - To like a post, click Like.
   - To repost something onto your own Timeline, click Share. Enter a description in the Write something... space. Click Share Link.
   - To view a story in the original context, click on the story.
3. Optional: To hide the Ticker, click the Hide Ticker button.
Facebook Extras

**Using Hashtags**
Hashtags allow you to join a wider conversation about a subject by linking into a keyword with a hashtag (＃). When posting a status or commenting on a post, simply enter the hashtag (＃) followed by the keyword. You can use hashtag keywords that are being cycled by other users or create your own. Click the hashtag to see all posts using the same keyword.

**Join an Existing Group**
1. Enter the name of the group you wish to join in the Search bar on the Home page.
2. Click the group that appears in the search result.
3. On the group’s page, click Join Group.

**Create a New Group**
1. In the Left pane, click the Create Group button.
2. In the Group Name: box, enter a name for your group.
3. In the Members: box, enter the names of Friends you wish to add to the group.
4. In the Privacy: space, click the button to choose whether you would like your group’s membership and posts to be Open or Closed.
5. Optional: To make the group invisible to everyone except its’ members, click the button to set the group to Secret.
6. Click Create.

**Conversations on Facebook**
You can choose to use Facebook chat feature to connect to your Friends instantly, or opt to receive messages through the Inbox for you to read later. To turn off chats and only receive messages through your Inbox, click the Chat sidebar. Click the Options button and select which chats you would like to turn off. You can turn off chatting entirely, or simply select which Friends you wish to chat with or avoid by clicking the buttons beside each option.

**Using the Inbox**
1. Click on the Inbox button.
2. Click Inbox to access messages from people you know or click Other to see messages that come from unknown sources.
3. Optional: To send a new message, click Send a New Message. Enter a Friend or email address in the To: box, type your message into the Write a message... space. Click Add Files or Add Photos if you wish to add an attachment. Click Send.

**Sending a Chat**
1. Click Chat bar on the bottom right corner of your screen.
2. Click on a Friend in the Chat sidebar to open a chat window.
3. From here, you can do one of the following:
   - **To send an instant message**, type your message and press the Enter key to send it.
   - **To use an emoticon**, click the Emoticon button and select the emoticon you wish to use.
   - **To send a file by instant message**, click the Attach button and select a file from your computer. Click Open. The file will appear in your message window.

**Video Calling**
1. Click Chat sidebar on the bottom right corner of your screen.
2. Click on the Friend you wish to video call.
3. Click the Video Call button.
4. If this is the first time you have used video calling, click Install to set up video calling.

**Group Chatting**
1. Click Chat sidebar on the bottom right corner of your screen.
2. Click on one of the Friend you wish to group chat with.
3. Click the Options button.
4. Select Add Friends to Chat... from the drop-down menu and enter the names of the Friends you wish to add to the chat.
5. Click Done when you are finished.
6. Click on the Friends of people you have invited can. Select Add Friends to Chat... from the drop-down menu and enter the names of the Friends you wish to add to the chat.
6. Click Done when you are finished.

**Navigating Photos**
1. On your Home page, click the Photos link in the Left pane.
2. From here, you can view your photos by clicking Photos of You, Photos, Albums, or Not Tagged.

**Creating a Photo Album**
1. On your Home page, click the Photos link in the Left pane.
2. Click the + Create Album button.
3. Select the photo you wish to add or select many photos at once by holding down the Control button while you click photos.
4. Click Open.
5. Optional: To enter a title or fill in other album details, click in the Untitled Album space.
6. Optional: To tag a person in a photo, click on a face and enter the name of the person you wish to tag.
7. Click Post Photos to make your album public.

**Creating an Event**
1. Click Events button in the Left pane.
2. Click Create Event.
3. Enter event details such as Name, Details, Where, and When.
4. Click the arrow on the Friends of Guest button to set the privacy of the event from one of the following options:
   - **Public**: Anyone can see or attend the event.
   - **Friends of Guests**: Friends of people you have invited can see or attend the event.
   - **Invite Only**: The event appears invisible to anyone who has not been invited.
5. Check or uncheck the Guests can invite friends option.
6. Click Create when you are finished.
7. Click the Invite Friends button to add guests by checking their picture or typing their names into the Search bar.
8. Click Save.

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Security

Blocking a User
1. Click the Settings button on the Home page.
2. Click Privacy Settings.
3. Click on the Blocking link in the left pane.
4. In the Block users section, enter a name or email in the Block users: box.
5. Click Block.
Note: To unblock a user, click the Security button at the top of the page. Click How do I stop someone from bothering me? Click View All Blocked Users. Click Unblock.

Making a Restricted List
A Restricted list is a Friend list you can populate with people you would only like to see your public Timeline posts.
1. Click on the Friend you wish to restrict.
2. On that Friend's Timeline, click the friends drop-down menu.
3. Select Add to another list... from the drop-down menu.
4. Check Restricted from the drop-down menu.
Note: Friends you have added to the Restricted list will not be notified.

Limiting your Searchability
If you want to limit who can search for and add you on Facebook:
1. Click the Settings button.
2. Click Privacy Settings.
3. Click Edit beside one of the options in the Who can look me up? section to limit who can search for you on Facebook.
4. Click Close when you are finished.
Note: To limit your visibility in search engine results such as Google, click Edit beside the Do you want other search engines to link to your timeline? section. Uncheck the Let other search engines link to your timeline box.

Recovering a Hacked Account
If you notice spam links or events created in your account that you did not create, your account may have been hacked. Hackers can gain access to your account if you have clicked on any suspicious links or logged in to a fake Facebook page. To recover your account:
1. Click the Settings button.
2. Select Account Settings from the drop-down menu.
3. Click Edit in the Password section.
4. Enter your current password in the Current box.
5. Enter the new password in the New and Re-type new boxes.
6. Click Save Changes.

Changing Timeline Security
1. On the Timeline, click the Settings button.
2. Select Timeline Settings from the drop-down menu.
3. From here, do one of the following:
   - To restrict other users from posting on your Timeline, click Edit in the Who can add things to my timeline section. Check Only Me.
   - To manually approve tags before they are added to your Timeline, click Edit in the Who can add things to my timeline section. Check Enabled to turn on reviewing tags.
4. Click Close when you are finished.

Settings

Change Display Name
1. Click the Settings button on the Home page.
2. Click Account Settings.
3. Click on the General link in the left pane.
4. Enter in a new name in the First, Middle, and Last: boxes.
5. Click the arrow on the Display as: box to set the order of your display name.
6. Click Save Changes.

Change Notification Settings
To change what Facebook sends you notifications for:
1. Click the Settings button on the Home page.
2. Click Account Settings.
3. Click on the Notifications link in the left pane.
4. Optional: To choose how you are notified, click View or Edit in the How You Get Notifications section.
5. Optional: To set what activities you are notified about, click View or Edit in the What You Get Notified About.

Logging Out
1. Click the Settings button on the Home page.
2. Click Log Out.

Help

Using Facebook Help
1. Click the Settings button on the Home page.
2. Select Help from the drop-down menu.
3. Help results will display for the section of Facebook you are currently using. Click on one of the suggested Help topics to open the result.
4. Optional: To search for a specific Help keyword, enter a word or phrase into the Search bar at the top of the Help window. Search results will display below as you type.

Visiting the Help Center
1. Click the Settings button.
2. Select Help from the drop-down menu.
3. Click Visit the Help Center.
   From here, you can do one of the following:
   - To see common Help topics, click on one of the tiles on the Help Center home page.
   - To browse general Help topics, click on a topic in the left pane of the Help Center home page. Click to select a subtopic.
   - To return to a previous page in Help, click the Back button.

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