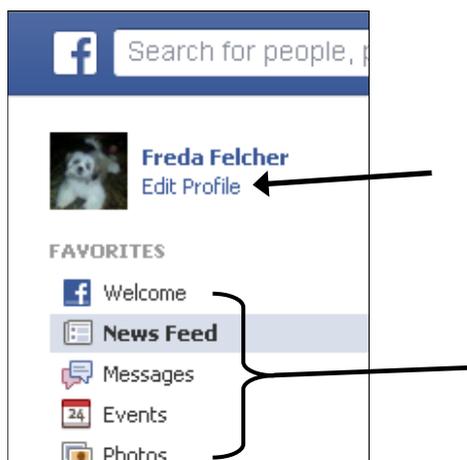# Advanced Facebook
sponsored by Middle Georgia Regional Library

Accessing Facebook

- Visit **www.facebook.com** & login with your e-mail address & password.
- If you have trouble signing in, you may need to click "Forgot your password?" & follow the prompts.

Changing Information on Your Facebook Profile

On the Home screen, find your name & profile picture in the upper left corner. Click "Edit Profile" under your name.

On the following page, you will be able to add or delete information from your Facebook profile. Please note that the "Edit Profile" page will not allow you to edit or delete posts.

> **Your Home screen features a handy menu on the left. It provides quick links to lots of features like Photos, Events, Messages, Friends, Groups, Apps, and more.**

Photos

Changing Your Profile Picture

- You can change your profile picture on the "Edit Profile" page. Simply move your mouse over your profile picture and click the "Edit Profile Picture" button.

- You then have the following options:
  - Take Photo — take a photo using a webcam
  - Upload Photo — upload a photo that already exists on your computer
  - Edit Thumbnail — Set how your photo will look as a small icon
  - Remove — Remove this picture

Most of the time, you will upload a photo that already exists on your computer.

> **Cover photos & profile pictures are public & can be seen by anyone.**

Changing Your Cover Photo

On the "Edit Profile" page, move your mouse over your cover photo until you see the button to "Change Cover." You can then choose a new cover photo from your already existing photos, upload a new cover photo, reposition the current one, or remove it.

Creating a Photo Album

Go to the Home screen. From the menu on the left, click "Photos." On the next page, click "Create Album." Select which photos will upload. As the images upload, you will be able to caption them and edit your photo album details.

Events

Creating an Event
Go to the Home page. From the menu to the left, click "Events." On the next page, click the "Create Event" button. A dialogue box will appear where you can enter event details.

Choose <u>privacy settings</u> for this event: Public, Friends of Guests, or Invite Only

Select which friends you want to invite.

Clicking "Create" will create an event page where you can edit event details and invite people.

Create New Event

Name	Freddy's 40th
Details	Lordy, lordy, Freddy's 40! Join us as we celebrate our friend Freddy on his birthday.
Where	📍 Bonefish Grill
From	9/21/2013 8:00 pm EDT
To	9/21/2013 10:00 pm
Privacy	👥 Friends of Guests ▾

Invite Friends   Create   Cancel

You can easily access your Event page again to make any necessary adjustments. Just click on "Events" on the left menu of the Home page.

Groups

Groups allow you to communicate with a select group of people. Groups are great for keeping in touch with clubs, church or community groups, or colleagues about a specific shared interest.

Creating a Group
On the Home page, click "Create Group" from the menu on the left. A dialogue box will open where you can name the group, select its privacy settings, and select members for the group. Clicking the "Create" button will create a group page where you can edit the group description, add members, change privacy settings, and more.

Privacy Settings

In the upper right corner of the screen, you'll see a small padlock icon. This is a shortcut to your general privacy settings.

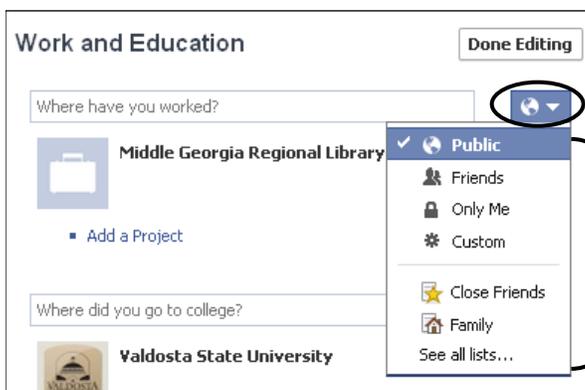### Profile Information Privacy Settings

Even though the content you post may be viewable only by "Friends," you'll want to make sure your personal information is protected, too. Visit the "Edit Profile" page, & you'll see these options under the little "World" icon:

Work and Education   Done Editing

Where have you worked?   🌐 ▾

✓ 🌐 Public
👥 Friends
🔒 Only Me
✾ Custom

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- Add a Project

⭐ Close Friends
🏠 Family
See all lists...

Where did you go to college?

Valdosta State University

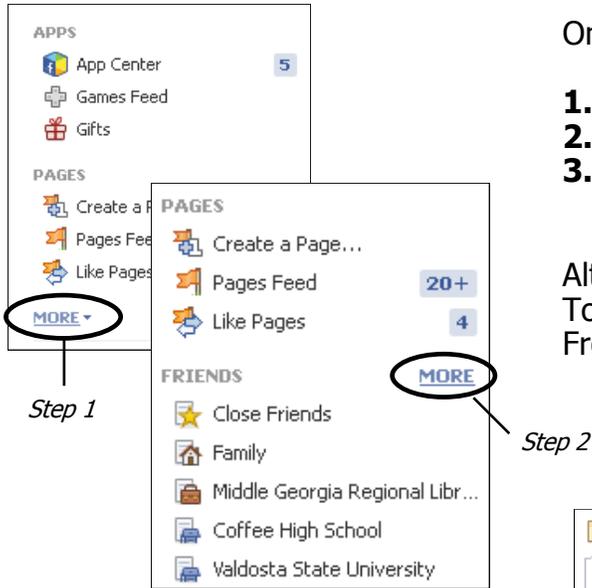**Public** — anyone can see the information
Friends — only those on your Friends list can see the information
Only Me — only you will be able to see the information
Custom — set up a custom list of Friends who can view the information

Creating Lists of Friends

Step 1

Step 2

On the Home screen, look at the menu to the left.

1. Click "More" at the bottom of the menu.
2. You will see a "Friends" category appear. Click "More" again.
3. On the next page, you will see the button to "Create List." Name the list and add friends to it.

Alternatively, you can use one of the pre-made lists provided. To add people to a pre-made list, click the list link. From the next page, you can add people to the list.

Once you have created a list, you can control who out of your Facebook friends can see certain things you post. When posting something, use the Audience Selector (shown right) and click "Custom" to use your lists.

The best way to learn about Facebook is to play around with it! Use the menu on the Home screen to access many features. Click the features to figure out what they do.

 If you need assistance, you can always access Facebook's "Help" feature by clicking the gear icon in the upper right corner, then click "Help."

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