

Facebook Guide

What is Facebook?

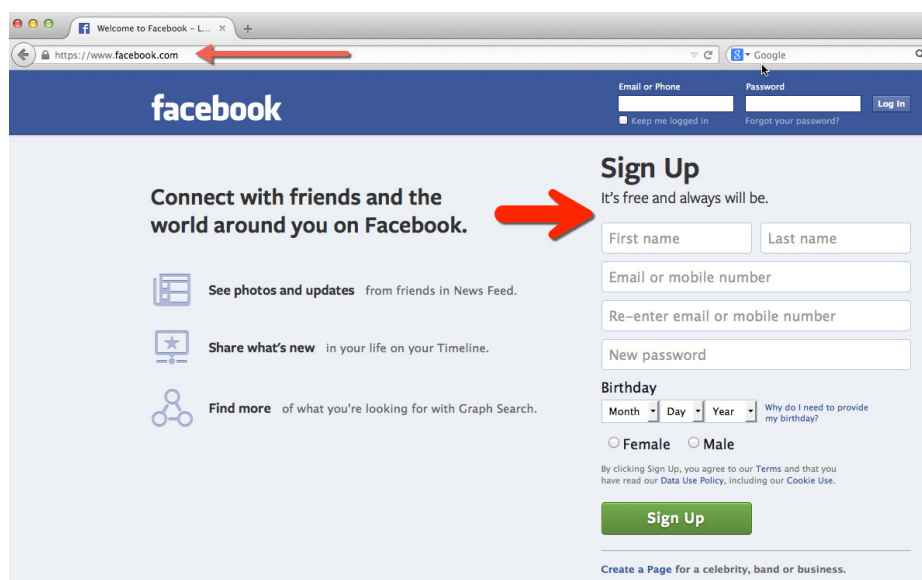
Facebook is a social networking service that lets you connect with friends, family, co-workers, and others who share similar interests.

Do I need anything special to use it?

All you need to use Facebook is an Internet connection or a mobile phone with Internet capability.

How do I start using Facebook?

1. Go to Facebook (<http://facebook.com>).
2. Sign up for a new account.
3. Facebook will send a confirmation message to the email address you provided.
Clicking on the confirmation link will complete the sign-up process.
4. Complete your profile.



How much does Facebook cost to use?

Facebook does not cost anything to use. You can purchase optional Facebook or third-party credits (e.g., *virtual currency*), which can be used to send gifts or to purchase items on applications or games, but the core service remains free to use.

How do I find my friends?

Facebook offers two ways to locate friends.

1. During the registration process, you have the option to search your email for friends already on Facebook (see image below).
2. You can also search for your friends' profiles by using the search bar at the top of any Facebook page. Once you find the person you know, click on the *Add as Friend* button to the right of their name. A friend request will be sent to that person. After a person accepts your friend request, he or she will appear on your list of Facebook friends.

Please note that some friends' privacy settings may limit your ability to see the *Add as Friend* link.


Step 1
Find your friends


Step 2
Profile Information


Step 3
Profile Picture


Are your friends already on Facebook?

Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. [See how it works.](#)

 **Gmail**
Your Email:
[Find Friends](#)

 **Windows Live Hotmail** [Find Friends](#)

 **Yahoo!** [Find Friends](#)

 **Other Email Service** [Find Friends](#)

[Skip this step](#)

💡 Facebook stores your contact list for you so that we can help you reach more people and connect friends. [Learn More.](#)

How do I follow or *like* a page?

Search for a page by using the search bar at the top of any Facebook page. Once you find the page you want, click on the link to go to the page.



To *like* the page, click on the *Like* button on that page.

Note: To view the Facebook pages that you *like*, go to your profile page by clicking on your name in the upper left corner under the word *Facebook*. Select the *More* drop down button located under your cover photo and choose *Likes*. Posts from pages that you have *liked* will be visible on your wall and news feed.

Do I have to accept a friend request?

You are under no obligation to accept a friend request. Your personal Facebook page is yours to share as you see fit.

How do I create a Facebook profile page?

Your profile page provides a quick summary of who you are, giving friends an easy way to see where you live, where you work, and more. This page allows you to personalize your profile picture and cover art to uniquely represent yourself.



To add or edit a profile picture:

1. Hover your cursor over your current profile picture or temporary image and click on the gray camera icon to add or edit your picture.
2. Click on one of the options provided to upload a picture or take a new one (using your computer).

Your cover photo, also referred to as cover art, is the larger photo at the top of your timeline. Your profile picture and cover photos are public.

To add a cover photo to your timeline:

1. Go to your timeline.
2. Click the gray camera icon in the upper left corner of your cover art.
3. Choose whether you want to upload a new photo or pick a photo from one of your existing photo albums.
4. Once you choose a photo, you can reposition it by clicking on the image and dragging it up or down.
5. Click Save.

Note: Facebook's cover photo dimensions are 851 x 315 pixels. Facebook will prompt you if your image is too small.

What is Facebook Timeline?

When the timeline was introduced, there was a lot of confusion surrounding what it would show and how it would be used. Quite simply, your timeline is a collection of your photos, posts, and actions (e.g., *likes*) that tell your story. Think of it as a narrative over which you have ultimate control. You can modify or delete anything from your timeline by hovering your cursor over the top right corner of a post and then selecting the desired action.

Here are some of the things you can do on your timeline:

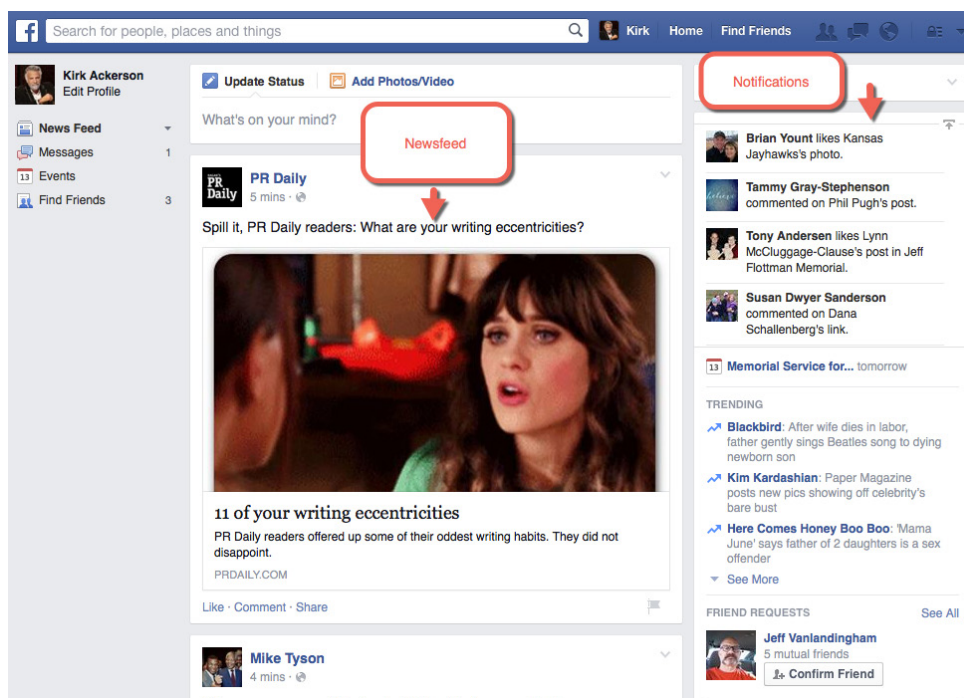
- Add a cover photo.
- Edit your basic information.
- Jump to stories from your past.
- View a log of your Facebook activity.
- Star stories you want to highlight.
- Add life events.
- Update your status.
- View and add photos.
- Share your app activity.
- See highlights from each month.



What is my home page?

Your home page displays recent posts and activities from the friends and pages that you follow. Whenever your friends (or a page you have *liked*) update a status or publish a post, the update appears in the news feed on your home page.

The stories that show in your news feed are influenced by your connections and activity on Facebook. When you click to read an article or *like* or *comment* on a post, you will see more posts from these pages or friends. Conversely, if you don't interact with a post, Facebook will deem these less important to you and limit if and when they will show in your news feed.



Privacy

Understanding your privacy settings

Facebook continually adds features to encourage sharing based on user feedback, analysis of how its members share, potential advertising (one of the ways that Facebook makes money), and eCommerce. Newly added features sometimes affect privacy settings. Be aware that there is always a chance that what you post may become public.

In mid-November, Facebook announced a new update to its privacy policies, as well as its terms and conditions for users. The company also introduced a new [Privacy Basics](#) feature that essentially acts as an introductory tutorial to the privacy controls it offers users on the site.

[Privacy Basics](#) includes a FAQ about Facebook's different privacy features, including blocking and unfriending, as well as post visibility. Using simple language and well-designed graphics, it takes users through their own privacy settings to show them privacy settings grouped by what they make visible to others, what others can do to interact with them on the site, and what kind of information they'll see in their feed from both friends and pages, and advertisers.

Each section contains an interactive walkthrough highlighting the specific features up for discussion, with slideshows that stick to one paragraph per screen, complete with a graphic illustrating where within the mobile app you can find what's being explained.

We recommend that you visit the new Facebook [Privacy Basics](#) page to learn more about ways to protect your privacy on Facebook.

Need additional help?

Facebook provides a very robust and ever-evolving *Help* section for questions ranging from posting a picture to privacy and account settings. Visit the *Help* section if you have questions at <https://www.facebook.com/help>.

