Facebook 101

An introduction to Facebook for NACDL members

Opening a Facebook Account
Facebook Basics
Creating a Page
Opening a Facebook Account

Step 1. Open an Internet browser, and go to www.facebook.com
Opening a Facebook Account

Step 2. Fill your information into the form on the right
Opening a Facebook Account

Step 3. Find friends that are already on Facebook
Opening a Facebook Account

Step 4. Add a profile picture
Opening a Facebook Account

Step 3: Profile Picture

Upload Your Profile Picture

Select an image file on your computer (4MB max).

By uploading a file you certify that you have the right to distribute this picture and that it does not violate the Terms of Service.

Browse

Save & Continue
Opening a Facebook Account

Choose a picture of yourself, then click “Open”
You now have a personal Facebook account!

Just check your email for a confirmation and the process will be complete.
Facebook Basics
Privacy

If this will be a personal account, you will likely want the default to be “Friends”.

The list to the right can help you fine tune how much you share and with whom.

If this is a professional account, “Public” will be the better option.

Custom will give you the option to hide certain types of data such as pictures from certain individuals or groups of people.
Click on the Facebook logo in the upper left hand corner to view your “Newsfeed” where you can see a stream of posts from your friends.
Post a Status

When you click on the button in the upper right hand corner with your name and picture, your wall or “Timeline” will show up.
Your Profile

Click on “Update Info” to view and edit information like employers, music and movies you like, contact information or favorite quotes.
Posting to Your Own Wall

You can type into this box anything you would like to share, for example a “status”

Just click “Post” to publish the status
Posting to Your Own Wall

You can use this same process to post videos, articles or nearly anything else with a web address by copying and pasting the link into the status box.

A preview of what the link is will often pop up automatically, for example, this Washington Post article by NACDL Past President Lisa Wayne.
Posting to Your Own Wall

You can change who sees a post with this button.
Posting to Your Own Wall

With this button at the bottom left of the status box, you can “tag” other people on Facebook.
Posting to Your Own Wall

With this button you can indicate where you are. This is called “Checking-in”
Creating a Page
Creating a Page

Step 1. Go to the www.facebook.com home page. Make sure you are logged out. Click “Create a Page”
Creating a Page

Step 2. Select the type of Page. This will likely be “Local Business or Place” of “Company, Organization or Institution”
Creating a Page

Step 3. Select the type of business or organization and add the name. Make sure to agree with the Pages Terms. Then click “Get Started”
Creating a Page

Step 4. Select an appropriate picture in the same way you did for your personal profile picture, then click “Next”
Creating a Page

Step 5. Add a description, website, Twitter account (more on that later), etc. and click “Save Info”
You now have a Facebook Page!