

The Facebook logo, consisting of the word "facebook" in white lowercase letters on a dark blue rectangular background.

facebook®

# 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](https://www.facebook.com/)

The screenshot shows a Firefox browser window with the Facebook homepage. The address bar contains the URL <https://www.facebook.com/>, which is highlighted by a red arrow. The page features the Facebook logo, a login section with fields for 'Email or Phone' and 'Password', and a 'Sign Up' section with fields for 'First Name', 'Last Name', 'Your Email', 'Re-enter Email', and 'New Password'. A red-bordered box highlights the text 'Step 1. Open an Internet browser, and go to [www.facebook.com](https://www.facebook.com/)'. The Windows taskbar at the bottom shows various application icons and the system clock displaying 12:37 PM on 6/26/2012.

# Opening a Facebook Account

The screenshot shows the Facebook homepage in a Firefox browser. The browser's address bar displays "facebook.com" and "https://www.facebook.com/". The page features the Facebook logo on the left and login fields on the right. The login fields include "Email or Phone" and "Password" with a "Log In" button. Below the login fields, there is a "Sign Up" section with the text "It's free and always will be." The sign-up form contains the following fields: "First Name" (Ivan), "Last Name" (Dominguez), "Your Email" (idominguez@nacdl.org), "Re-enter Email" (idominguez@nacdl.org), "New Password" (empty), "I am:" (Male), and "Birthday:" (Month, Day, Year). A green "Sign Up" button is located at the bottom of the form. A red arrow points from the login fields to the sign-up form. A red-bordered box highlights the sign-up form with the text "Step 2. Fill your information into the form on the right".

Step 2. Fill your information into the form on the right

# Opening a Facebook Account

Firefox Find your friends

http://www.facebook.com/gettingstarted/

facebook Joe Nacdl

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.

Windows Live Hotmail  
Your Email:   
[Find Friends](#)

Yahoo! [Find Friends](#)

AOL [Find Friends](#)

Other Email Service [Find Friends](#)

[Skip this step](#)

Step 3. Find friends that are already on Facebook

2:51 PM 6/26/2012

# Opening a Facebook Account

The screenshot shows a Firefox browser window with the URL [http://www.facebook.com/gettingstarted/?step=upload\\_profile\\_pic](http://www.facebook.com/gettingstarted/?step=upload_profile_pic). The page is titled "Profile Picture" and shows the user "Joe Nacdl". The setup process is in "Step 3 Profile Picture".

The main content area is titled "Set your profile picture" and features a placeholder image of a person's silhouette. To the right of the placeholder are two options, both circled in red and pointed to by red arrows:

- Upload a Photo**  
From your computer
- Take a Photo**  
With your webcam

Below the options is a "Save & Continue" button. A red-bordered box on the left side of the page contains the text:

Step 4. Add a profile picture

At the bottom of the page, there is a footer with "Facebook © 2012 · English (US)" and a list of links: "About · Advertising · Create a Page · Developers · Careers · Privacy · Cookies · Terms · Help". The Windows taskbar at the bottom shows the time as 2:58 PM on 6/26/2012.

# Opening a Facebook Account

Firefox Profile Picture

http://www.facebook.com/gettingstarted/?step=upload\_profile\_pic

facebook Joe Nacdl

Step 1 Find your friends Step 2 Profile Information Step 3 Profile Picture

Upload Your Profile Picture

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

Browse...

Cancel

Take a Photo With your webcam

Back Skip Save & Continue

Facebook © 2012 · English (US) About · Advertising · Create a Page · Developers · Careers · Privacy · Cookies · Terms · Help

3:10 PM 6/26/2012

# Opening a Facebook Account

The screenshot shows a Firefox browser window with the Facebook profile editing page. A 'File Upload' dialog box is open, displaying the 'Pictures' folder. A file named 'joe' is selected and circled in red. A red arrow points from this file to the 'Open' button, which is also circled in red. Another red arrow points from the 'Open' button towards the bottom of the dialog box. A text box on the right side of the dialog box contains the instruction: 'Choose a picture of yourself, then click "Open"'. The background shows the Facebook interface with the user's name 'Joe Macdl' and various navigation options.


Choose a picture of yourself, then click "Open"

**f** Welcome to Facebook, Joe.

**1** Search your email for friends already on Facebook

People on Facebook find an average of 20 friends and family using the Facebook Friend Finder. Have you found all of your friends? Try it.

**Find Friends**

 Facebook won't store your password.

**2** Upload a profile picture



**Upload a Photo**

From your computer

OR

**Take a Photo**

With your webcam

**3** Add people you know

or IP...

or A...

**You now have a personal Facebook account!**

Just check your email for a confirmation and the process will be complete



# Facebook Basics

# Privacy

The image shows a screenshot of the Facebook Privacy Settings and Tools page. The browser address bar shows the URL <https://www.facebook.com/settings?tab=privacy>. The page title is "Privacy Settings and Tools". On the left sidebar, there are navigation options: General, Security, Privacy (selected), Timeline and Tagging, and Blocking. The main content area is titled "Privacy Settings and Tools" and contains several settings sections:

- Who can see my stuff?** (Currently set to Friends):
  - Who can see your future posts? (Friends)
  - Review all your posts and things you're tagged in
  - Limit the audience for posts you've shared with friends of friends or Public?
- Who can contact me?** (Currently set to Everyone):
  - Who can send you friend requests? (Everyone)
  - Whose messages do I want filtered into my Inbox? (Basic)
- Who can look me up?** (Currently set to Everyone):
  - Who can look you up using the email address you provided? (Everyone)
  - Who can look you up using the phone number you provided? (Everyone)
  - Do you want other search engines to link to your timeline? (Yes)

Annotations in red boxes provide additional context:

- Top right:** "If this will be a personal account, you will likely want the default to be 'Friends'"
- Middle right:** "If this is a professional account, 'Public' will be the better option."
- Bottom right:** "Custom will give you the option to hide certain types of data such as pictures from certain individuals or groups of people"
- Bottom left:** "The list to the right can help you fine tune how much you share and with whom"

# Your Newsfeed

Firefox Facebook

http://www.facebook.com/

facebook Search for people, places and things Joe Nacdl Find Friends Home

Joe Nacdl

FAVORITES

- Welcome
- News Feed**
- Messages
- Events
- Find Friends

FRIENDS

- Close Friends
- Family

APPS

- Apps and Games
- Photos
- Music
- Notes
- Links
- Pokes
- Facebook Camera
- Facebook Messenger for iPhor
- Facebook Messenger for Andr

Friends on Chat

Joe. Your Friends Are Waiting

You May Know [See All](#)

- [Erika Vera](#)  
[Add Friend](#)

More Friends

Your Friends Are Waiting

The friend finder is better than ever. Try it.

Your Email

Email Password

**Find Friends**

Facebook won't store your password.

Facebook © 2012

- English (US)
- Privacy
- Terms
- Cookies
- Advertising
- Help
- More

Update Status Add Photo / Video Ask Question

What's on your mind?

Friends Post

Facebook © 2012

English (US) Privacy Terms

Cookies Advertising Help

More

Joe Nacdl

[http://www.washingtonpost.com/opinions/taking-dna-samples-should-be-limited/2012/05/06/gIQA8hoU6T\\_story.html](http://www.washingtonpost.com/opinions/taking-dna-samples-should-be-limited/2012/05/06/gIQA8hoU6T_story.html)

**Taking DNA samples should be limited**  
[www.washingtonpost.com](http://www.washingtonpost.com)

Like · Comment · Share · 51 minutes ago

Chat

4:34 PM 6/27/2012

# Post a Status

Firefox Joe Nacdl Taking DNA samples should be limite... x +

http://www.facebook.com/joe.nacdl?sk=wall new york times nacdl

Latest Headlines NACDL NACDL CMS Login Page etc

facebook Search for people, places and things

Joe Nacdl Find Friends Home

Edit Profile View As...

Update Status Add Photo / Video

What's on your mind?

Public Post

Update privacy settings, manage your friends, find help and more.

People You May Know See All

This is your Wall. Update your status, share photos, post links, and upload videos for your friends to see.

Joe Nacdl added a job at NACDL to his timeline.

Like Comment Update Your Work 23 hours ago

RECENT ACTIVITY

Joe changed his profile picture. Like Comment

Joe changed his Residence. Like Comment

Find Friends

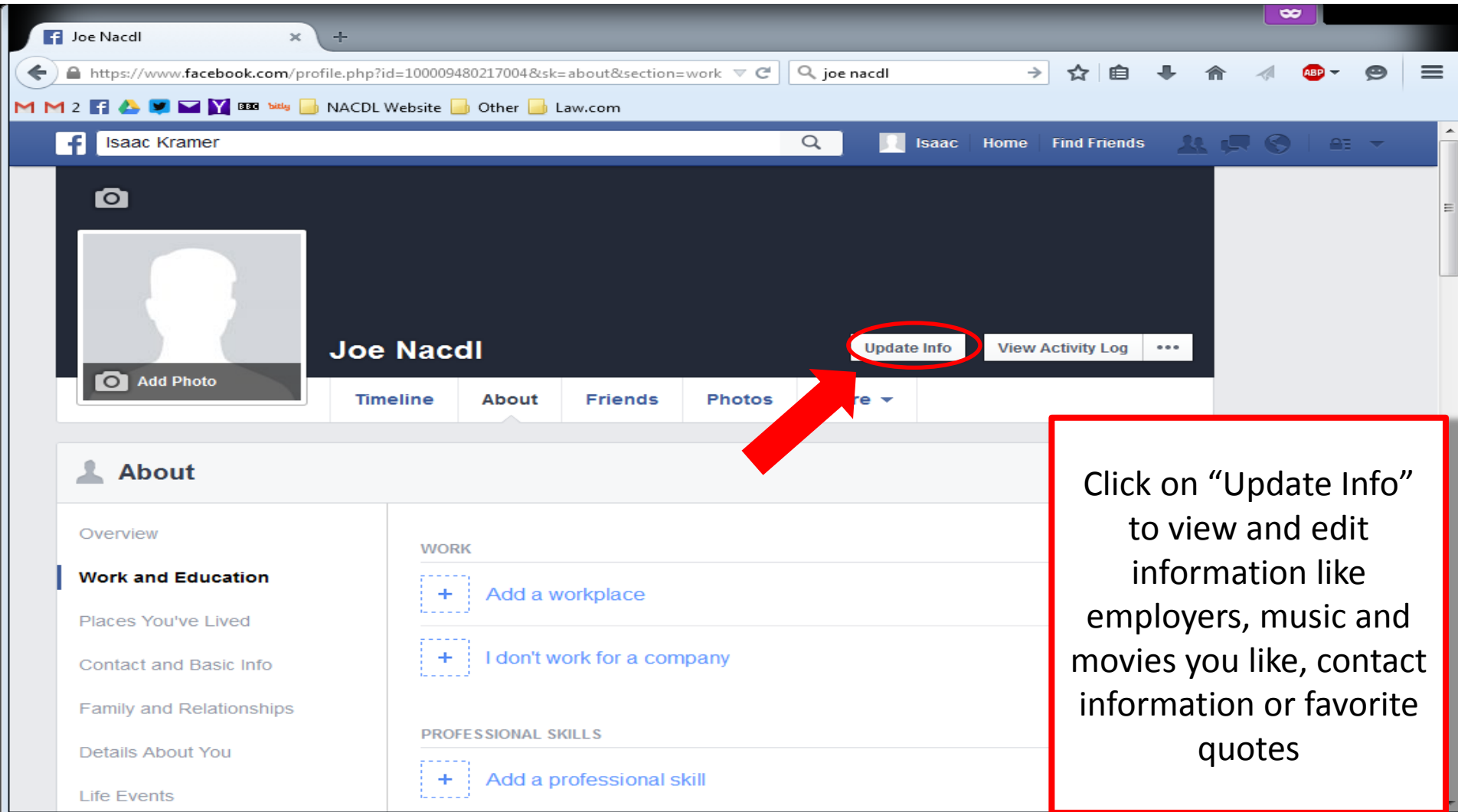
Facebook won't store your password.

Chat

2:02 PM 6/27/2012

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



The image shows a screenshot of a Facebook profile page for Joe Nacdl. The browser address bar shows the URL: <https://www.facebook.com/profile.php?id=100009480217004&sk=about&section=work>. The profile name is Joe Nacdl, and the page is set to the 'About' section. The 'Update Info' button is circled in red, and a red arrow points to it. Below the profile name, there are tabs for 'Timeline', 'About', 'Friends', 'Photos', and 'More'. The 'About' section is expanded, showing 'Work and Education' and 'Professional Skills' sections. The 'Work and Education' section has two options: 'Add a workplace' and 'I don't work for a company'. The 'Professional Skills' section has one option: 'Add a professional skill'. A red-bordered box on the right contains the following text:

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

The image shows a screenshot of a Facebook profile page for 'Joe Nacdl'. The browser window is Firefox, and the address bar shows 'http://www.facebook.com/joe.nacdl?sk=wall'. The profile information includes 'Worked at NACDL', 'Born on January 1, 1980', and 'Add your school' and 'Add your hometown' options. The main content area is titled 'What's on your mind?' and contains a text input field, a location selector, a privacy dropdown set to 'Public', and a blue 'Post' button. A red oval highlights the text input field and the 'Post' button. A red arrow points from the 'Post' button to a text box on the right that says 'Just click "Post" to publish the status'. Another red arrow points from the text input field to a text box on the left that says 'You can type into this box anything you would like to share, for example a "status"'. The left sidebar shows 'Wall', 'Info', and 'Photos' options. The bottom of the page shows a Windows taskbar with various application icons and a system tray with the date '6/27/2012' and time '2:02 PM'.

facebook Search for people, places and things Joe Nacdl Find Friends Home

Joe Nacdl Edit Profile View As...

Update Status Add Photo / Video

What's on your mind?

Public Post

Update privacy settings, manage your friends, find help and more.

People You May Know See All

Just click "Post" to publish the status

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

Wall Info Photos

Joe Nacdl added a job at NACDL to his timeline.

23 hours ago

Like Comment

Like Comment

Facebook won't store your password.

Chat

2:02 PM 6/27/2012

# Posting to Your Own Wall

Firefox Joe Nacdl Taking DNA samples should be limite... x +

http://www.facebook.com/joe.nacdl?sk=wall

Latest Headlines NACDL NACDL CMS Login Page etc

facebook Search for people, places and things Joe Nacdl Find Friends Home

Joe Nacdl

Worked at NACDL Born on January 1, 1980 Add your school Add your hometown Edit Profile

Update Status Add Photo / Video

[http://www.washingtonpost.com/opinions/taking-dna-samples-should-be-limited/2012/05/06/gIQA8hoU6T\\_story.html](http://www.washingtonpost.com/opinions/taking-dna-samples-should-be-limited/2012/05/06/gIQA8hoU6T_story.html)

**Taking DNA samples should be limited**  
<http://www.washingtonpost.com/opinions/t...>

1 of 1 Choose a Thumbnail  
No Thumbnail

Public Post

This is your Wall. Update your status, share photos, post links, and upload videos for your friends to see.

Joe Nacdl added a job at NACDL to his timeline.

Wall Info

Add a Picture of Yourself  
Choose a profile picture so your friends see it's really you.

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

RECENT ACTIVITY

3:35 PM 6/27/2012

# Posting to Your Own Wall

The screenshot shows a Firefox browser window displaying the Facebook profile of Joe Nacdl. The browser's address bar shows the URL <http://www.facebook.com/joe.nacdl?sk=wall>. The Facebook interface includes a search bar, navigation links for 'Home', 'Find Friends', and 'Edit Profile'. The profile information for Joe Nacdl is visible, including his work at NACDL and birth date. The 'Update Status' section is active, showing a text input field and a 'Post' button. A dropdown menu is open, showing privacy options: Public (checked), Friends, Only Me, Custom, Close Friends, and Family. A red arrow points to the 'Public' option. A red box highlights the text 'You can change who sees a post with this button'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:42 PM on 6/27/2012.



# Posting to Your Own Wall

Firefox Joe Nacdl Taking DNA samples should be limite...  
http://www.facebook.com/joe.nacdl?sk=wall new york times nacdl  
Latest Headlines NACDL NACDL CMS Login Page etc

facebook Search for people, places and things Joe Nacdl Find Friends Home

**Joe Nacdl** Edit Profile View As...  
Worked at NACDL Born on January 1, 1980 Add your school Add your hometown Edit Profile

Update Status Add Photo / Video  
What's on your mind?  
Who are you with?  
Friends Post

With this button at the bottom left of the status box, you can "tag" other people on Facebook

Wall Info Photos Notes Friends Subscriptions  
Find Friends Best Friends Coworkers Classmates

Joe Nacdl added a job at NACDL to his timeline.

Account Protection Your account protection status: Low Increase Protection  
Find More Friends Joe, Try Friend Finder Find friends the easy way using the automatic friend finder.

3:46 PM 6/27/2012

# Posting to Your Own Wall

Firefox Joe Nacdl Taking DNA samples should be limite...  
http://www.facebook.com/joe.nacdl?sk=wall  
facebook Search for people, places and things Joe Nacdl Find Friends Home

**Joe Nacdl**  
Worked at NACDL Born on January 1, 1980 Add your school Add your hometown Edit Profile

Update Status Add Photo / Video

What's on your mind?

Where are you?

Friends Post

With this button you can indicate where you are. This is called "Checking-in"

Add a Picture of Yourself  
Choose a profile picture so your friends see it's really you.

People Add Friend

Account Protection  
Your account protection status: Low  
Increase Protection

Joe, Try Friend Finder  
Find friends the easy way using the automatic friend finder.

Joe Nacdl added a job at NACDL to his timeline.

3:57 PM 6/27/2012

# Creating a Page

# Creating a Page

The screenshot shows the Facebook homepage in a Firefox browser window. The address bar displays the URL [https://www.facebook.com/index.php?styp=lo&lh=Ac\\_gbcCdTeMtMtG](https://www.facebook.com/index.php?styp=lo&lh=Ac_gbcCdTeMtMtG). The page features the Facebook logo, login fields for "Email or Phone" and "Password", and a "Log In" button. Below the login fields, there is a "Sign Up" section with the text "It's free and always will be." and several input fields for "First Name", "Last Name", "Your Email", "Re-enter Email", and "New Password". There are also dropdown menus for "I am:" (Select Sex) and "Birthday:" (Month, Day, Year). A red box highlights the "Sign Up" section, and a red arrow points to the "Create a Page" link, which is circled in red. The text "Create a Page for a celebrity, band or business." is visible below the "Sign Up" button.

Step 1. Go to the [www.facebook.com](http://www.facebook.com) home page. Make sure you are logged out. Click "Create a Page"

[Create a Page](#) for a celebrity, band or business.

4:42 PM  
6/27/2012

# Creating a Page

Firefox Create a Page | Facebook

facebook.com https://www.facebook.com/pages/create.php

Latest Headlines NACDL NACDL CMS Login Page etc

## Create a Page

Create a Facebook Page to build a closer relationship with your audience and customers.

- Local Business or Place
- Company, Organization or Institution
- Artist, Band or Public Figure
- Entertainment
- Cause or Community

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

4:48 PM 6/27/2012

# Creating a Page

The screenshot shows the Facebook 'Create a Page' process. The browser window title is 'Create a Page' and the URL is 'http://www.facebook.com/pages/create.php?ref\_type=sitefooter'. The Facebook navigation bar is visible at the top, showing the user's name 'Joe Nacdl' and options like 'Find Friends' and 'Home'. The main content area displays several page creation options: 'Local Business or Place', 'Company, Organization or Institution', 'Artist, Band or Public Figure', 'Entertainment', and 'Cause or Community'. The 'Company, Organization or Institution' option is highlighted with a red circle and a red arrow. This option includes a dropdown menu set to 'Legal/Law', a text input field containing 'Law Offices of Joe Nacdl', a checked checkbox for 'I agree to Facebook Pages Terms', and a 'Get Started' button. A red-bordered box on the right contains the following text:

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"

The Windows taskbar at the bottom shows various application icons and the system clock indicating 11:04 AM on 6/28/2012.

# Creating a Page

Firefox Facebook

http://www.facebook.com/pages/getting\_started?page\_id=125334997607284#

facebook Search for people, places and things Joe Nacdl Find Friends Home

### Set Up Law Offices of Joe Nacdl

1 Profile Picture 2 About

Upload From Computer Import From Website

Next

About · Create an Ad · Create a Page · Developers · Careers · Privacy · Cookies · Terms · Help

http://www.facebook.com/ajax/pages/nax/save.php?page\_id=125334997607284&step=profile\_pic

Chat 11:16 AM 6/28/2012

Step 4. Select an appropriate picture in the same way you did for your personal profile picture, then click "Next"

# Creating a Page

Firefox Facebook

http://www.facebook.com/pages/getting\_started?page\_id=125334997607284&step=about

facebook Search for people, places and things Joe Nacdl Find Friends Home

### Set Up Law Offices of Joe Nacdl

1 Profile Picture 2 About

This is the official page of the Law Offices of Joe Nacdl.

http:// Add Another Site

Visit Help Center **Save Info** Skip

About · Create an Ad · Create a Page · Developers · Careers · Privacy · Cookies · Terms · Help

Chat 11:31 AM 6/28/2012

Step 5. Add a description, website, Twitter account (more on that later), etc. and click "Save Info"



# You now have a Facebook Page!

