



Introduction to Facebook

Edit Your Profile

1. Click on Edit Profile (top left on news feed page).
2. To change your picture, hover over it and then click on the pencil icon.
3. To change your personal information, click the edit button on each section.

Finding People

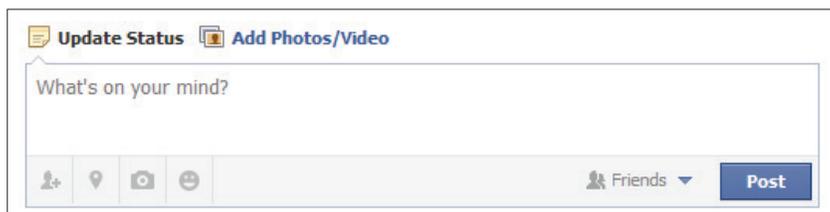
1. Type their name in the search box. Then send a friend request.
2. Look at your home page for the People You May Know section on the right.
3. Go to your Profile page. Click on Friends tab. Then click on Find Friends tab and browse suggestions.

Privacy Settings

1. **Public:** Everyone can see your posts, pictures, comments.
2. **Friends:** Only people that you are friends with on Facebook can see your posts, pictures, etc.
3. **Friends of Friends:** People that are friends of your friends can see your posts, pictures, etc. This will include people you don't know.
4. **Only me:** Only you can see your facebook posts, pictures, etc.
5. **Custom:** When you create an update or post a picture, you can customize who can see it and who can't from your friend list.

Posting a Status Update

1. To create a status update, use this box.



2. To post a picture, click on the camera icon. This will open your computer files. Select a photo and click upload.
3. To "Tag" someone in your picture:
 - Click the picture.
 - At the bottom, click Tag Photo.
 - Click a face in the picture. This will open a box to type the name of the person you want to tag in the photo. Then click "done tagging".
4. To do a Check In:



- Click the location icon and type in your location, business, event and then click post.

5. To pick the audience for your post, click the Friends box at the bottom. Then choose your audience from the drop down menu.



Want to Learn More?

★ Visit <http://www.gcflearnfree.org/facebook101>