

P R E S C O T T M A C U S E R G R O U P

Sharing knowledge and building friendships.

FACEBOOK



How to set up and use Facebook

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FACEBOOK

How to Use Facebook

All of the following was extracted from [WikiHow.com](http://www.wikihow.com/Use-Facebook). This review is intended to be a guideline for anyone new to Facebook. Everything in **this color** is a link. Take advantage of them.

<http://www.wikihow.com/Use-Facebook>

1. Building Your Profile

- Fill out the **Sign Up** form.
- Click the **Sign Up** button.
- Add a friend or two.
- Enter in your education and current employer.
- Add a photo of yourself.
- Verify your account.
- Fill out the rest of your profile.
- Set the privacy options for each piece of information you add.

2. Setting Your Privacy Options

- Click the **Gear** icon in the top-right corner of the Facebook page.
- Review your available options.
- Check your Timeline and Tagging settings.

3. Adding Friends and Family

- Check your **Timeline** and Tagging settings.
- Use the "**People I may know**" tool.
- Organize your friends with Lists.
- Respond to friend requests.
- Unfriend people you no longer want to connect with.

4. Making and Sharing Posts

- Share what's on your mind.
- Comment on a friend's post.
- Share a link to another site.
- Like pages on Facebook.

5. Uploading Photos and Video

- Click the "**Add Photos/Video**" button at the top of your newsfeed.
- Create a photo album.

Delete photos you've uploaded.

6. Creating and Attending Events

Create an event.
Set your event privacy.
Send out the invites.
Manage your event.
Respond to event invites.

7. Chatting with Facebook Friends

Click a friend's name from the right menu.
Add more people to your conversation.
Send files through chat.
Review your past chats.

8. Staying Safe and Healthy on Facebook

Treat other people well and stay safe.
[Defeat your Facebook addiction.](#)
[Avoid wasting time.](#)
Kick your Facebook game addiction.
[Permanently delete your Facebook account.](#)

9. Using Facebook for Your Business

[Get more fans for your Facebook page.](#)
[Advertise on Facebook.](#)
Add Facebook 'Like' to Blogger.

10. Facebook Help

Sample Internet Rules
Facebook Tips and Tricks
<http://www.makeuseof.com/search/?q=facebook> (additional research)

11. Community Q&A

(The following questions are answered in the above link.)
How do I send a message to someone privately so it won't appear on their Facebook page?
If I like something, does it show up on my friends' pages?
Can I block friends from posting on my page without unfriending them?
Can I block specific people from seeing my posts on a friend's page?
How do I "follow" someone? What does this actually mean?
How do I send a Facebook reply to just one person?
What happens when you poke someone on Facebook?

How can I delete a photo I already posted?
How can I chat with people on Facebook?
How do I reply to comment on my post?
How do I delete comments from friends on Facebook?
Can I use Facebook without making a profile?
Why can I only see my friends' posts?
If I set my Facebook to "public," can everyone see my posts?
Can a husband and wife share a Facebook account? If so, what is the proper way to note who is making comments, etc.?
If I mess up my information, how do I delete the incorrect info and insert the proper data?
Is there a way to post something with a past date?
Is it safe to accept friend requests from women in foreign countries?
Can a person tell if I am viewing their page?
Can friends see my contacts and photos on my phone?
I can't open the ads I see on my Facebook page. What can I do?

