Why Facebook?

There are many benefits to using social media websites. Jack is able to keep in touch with friends and family that he might not always see. He can also use social media to connect with old classmates. Businesses use social media to connect with customers and even scout out for potential employees.

image: dolphfyn / shutterstock.com

There are a few different types of social media websites. Jack can use sites like Facebook and twitter to connect with people and share his thoughts, pictures, videos, and other online content with the people he chooses.

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No matter what social media Jack uses, it is important that he remember several key items:

-He is in control of what information people can access.

-If Jack does not want someone to know something, he simply should not provide it on social media.

-A social media website is not going to make Jack publicize anything that he wants private. However, even if Jack as privacy settings on his account, he should be careful about what he posts and check his privacy settings.

-Also, Jack shouldn't post anything that he doesn't want current or future employers to know about.

Signing Up

Facebook is one of the most popular social networking sites. They have over 750 million users. On Facebook, you can create status updates, share pictures, share videos, and even message others. Jack would like to set up a Facebook account to connect with family members that don't live in his area. Creating a Facebook account is quick, easy, and free.

By using his internet browser to go to www.facebook.com, Jack can sign up. This is also where Jack would go to login in after he has signed up for his account. To sign up for Facebook, Jack needs to give them some basic information. His first and last name, his email address, is birthday, and his gender. Jack also needs to create a secure password for the site. Once Jack has typed in all the correct information, he clicks "Sign up" and Jack has his Facebook account.
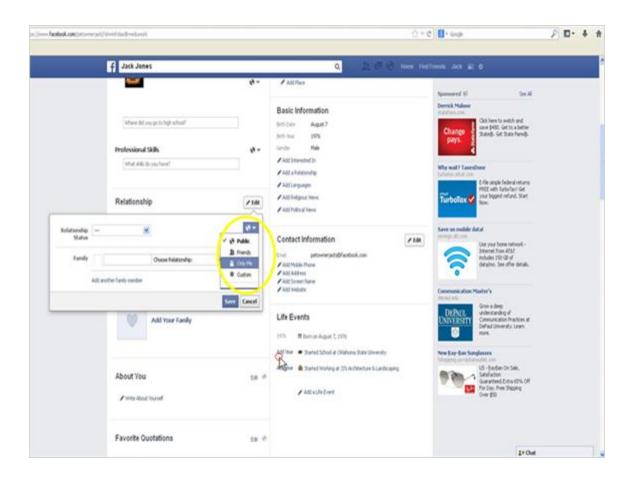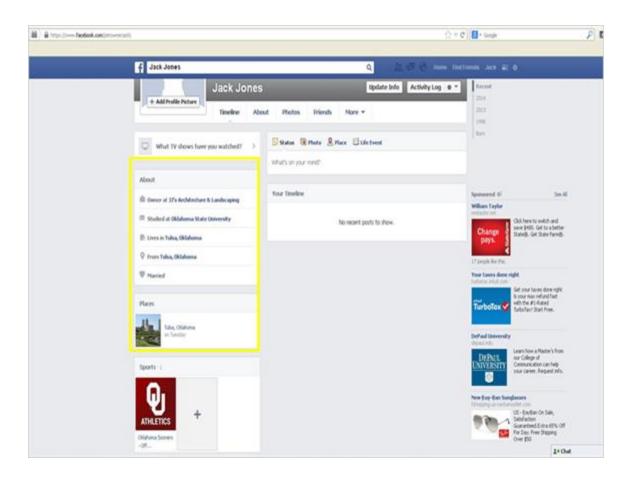
Profiles

After Jack logs in, he is greeted by his Facebook timeline. This is where Jack would go to view posts, pictures, etc. added by his friends. The first thing Jack wants to do is update his profile. He can do that by using the Facebook main menu at the top right of the screen. By clicking his own name, Jack is brought to his profile page. This is where all the information that Jack fills out will end up. This page is viewable by the public, if Jack wishes, or by just his friends. To begin to update his profile, he can either click the "About" button or the "Update Info" button.

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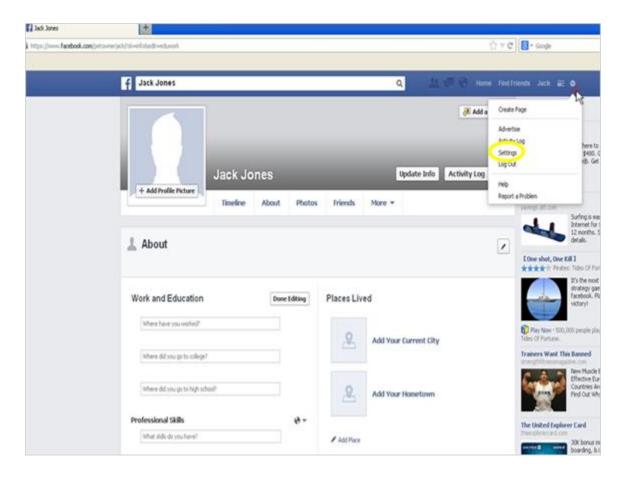
Once Jack is done adding things to his about section, he clicks back onto his profile to view all of his information on the left of the screen. This information is only viewable if Jack has his profile set to public. If he has his profile set to friends only, limited amounts of information is able to be seen by someone that does not have Jack friended.
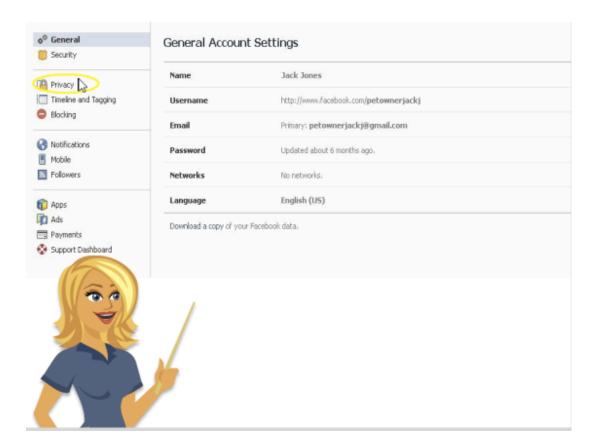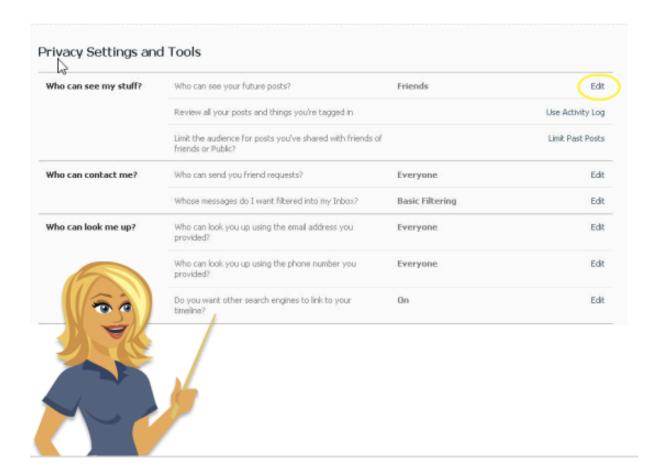
Privacy

It is important that Jack looks at his privacy settings. On the upper right of the screen, Jack needs to click on the gear icon. Then he clicks "Settings" from the menu that drops down.
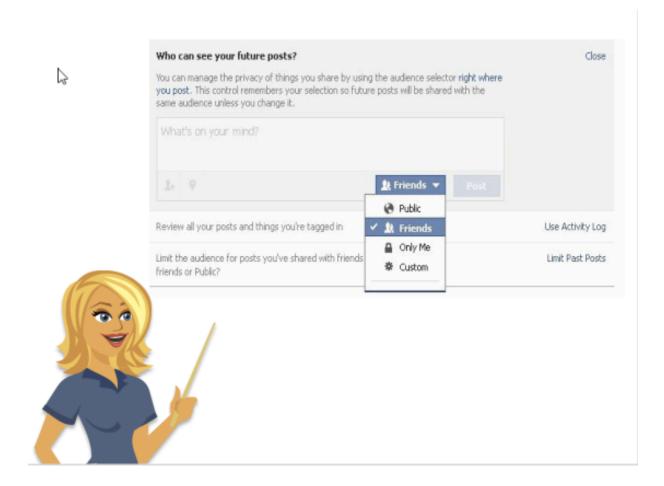
From this page, Jack clicks the Privacy option on the left. This is where Jack can edit all his privacy settings. This includes who can see what Jack posts.

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Everyone	Edit
	Whose messages do I want filtered into my Inbox?	Basic Filtering	Edit
Who can look me up?	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want other search engines to link to your timeline?	On	Edit

By clicking the "Edit" option on the right, a privacy window will come up.
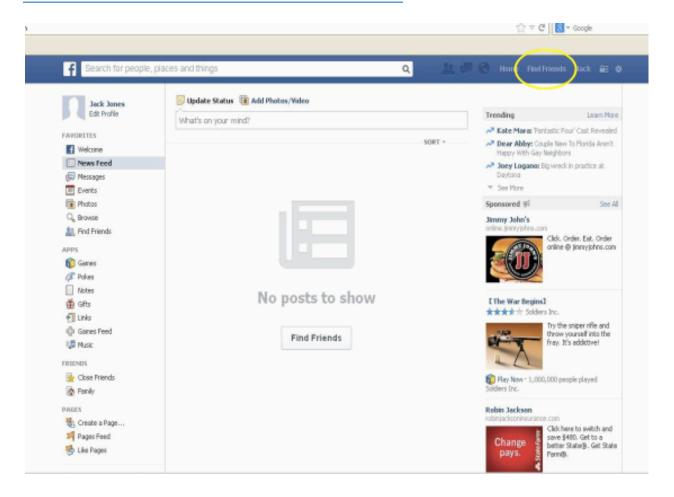
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Right now, Jack's updates are set to "Public." He can change this by clicking the dropdown menu. By leaving it "Public" anyone can view what he updates. By clicking "Friends," only people that he has friended can view his updates. There is also an option to make his posts visible to only him or to create a custom list of people that can view his updates.
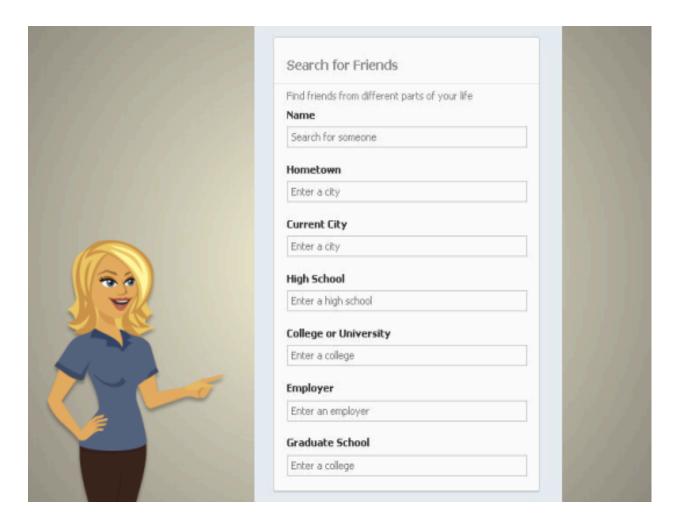
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Friends

When Jack is ready to find people on Facebook, he clicks the "find friends" button. Jack can also search for friends using the search bar on the top right. For now, Jack wants to enter specific information about people to find them. When Jack clicks the "find Friends" option, he is brought to a screen where he can enter information.

Search for Friends

Find friends from different parts of your life

Name

Search for someone

Hometown

Enter a city

Current City

Enter a city

High School

Enter a high school

College or University

Enter a college

Employer

Enter an employer

Graduate School

Enter a college

Jack can find his friends by names, emails, college, current employer, or more.
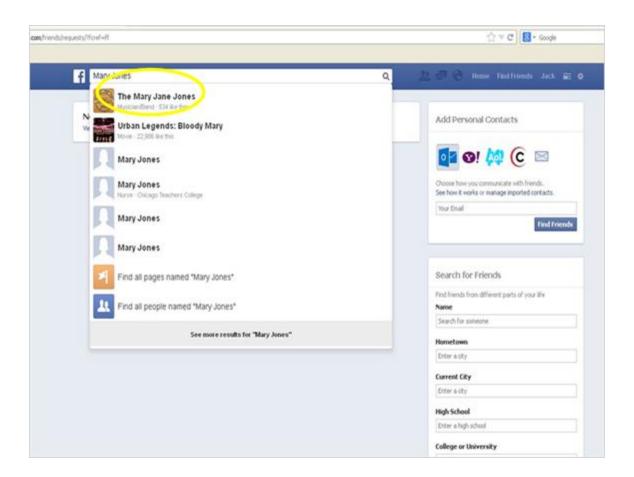
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A list will come up sowing Jack the people that fit within his search results. To find out more about each person, Jack can click on their profile to view more information about them. Make sure the person you add is the correct person. People might have the same name, but may be different than who you are looking for. When Jack is ready to add someone as a friend, he simple clicks the "Add Friend" button.

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Friends don't automatically get added to your Facebook page, they have to approve you first. When Jack has a pending friend request, it shows up in the top right of the screen. When Jack clicks on it, he can see who has requested to add him and either click "confirm" to accept the friendship or hit "not now" to deny the friendship.
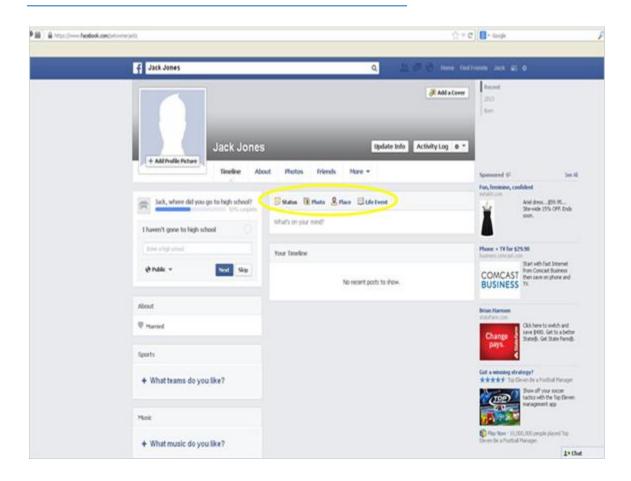
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Jack can also find friends by using the search bar to type in the person's name. Doing it this way allows Jack to see other choices, including pages for bands, books, and even celebrities.

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Facebook

When Jack is ready he can start updating his Facebook. By going to his profile page, Jack can start making status updates. By clicking on the "What's on your mind" box, Jack can type anything he would like. He can also add photos or even places, and create what Facebook calls Life Events.

Let's look at Jack's status updates so we can see the options he has. If Jack wants to add a picture to his update, he click on the photo icon. This will take Jack to a screen where he can choose photos off of his computer. Jack can add several photos to his update, if he wanted to. If Jack just wants to add text, he simply types and hits "Post" when he is done. Jack can also include someone's name by typing it. If that Jack is friends with that person, there name will come up and link to their Facebook page. He can also add a place by clicking "Place" and typing in the name of the location. If the location is listed on Facebook, Facebook will add a link. When Jack is ready to post, he clicks "Post". If he wants to change who can view a post, he clicks the drop down menu next to "post" and choose public, friend, friends of friends, and other options.

Once Jack updates his status, other people can comment on it. If Jack has the status as "friends only", then friends can comment on it. If Jack has his update as "public", then anyone who views it can comment on it. If Jack wants to reply back, he clicks on the empty text box at the bottom of the post and begins typing. After hitting enter, his comment will appear.

Once Jack has added all of his friends that he would like to connect with on Facebook, he can begin using it. By going to his timeline, he can view all the things his friends post, including his own. Jack can also update his own status from the timeline at the top. Jack can continue to use the top right main menu to search for people, go back to his profile, read messages, find out who requested to friend him, and view notifications when people reply to his post. He can also continue to edit his privacy settings anytime he would like.

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