



# facebook® basics

Tech Department  
Matt Harmon, Jerry Michel, and Josh Heisler  
269-781-7821 ext. 27  
June 22, 2017

# What We'll Cover...

- Profile

- Timeline
- About
- Friends
- Photos/Albums
- Editing Profile
- View Activity Log

- Navigation Bar

- Search
- Home/Newsfeed
- Creating a Post
- Find Friends
- Chat/Messages
- Notifications
- Settings

- Explore bar

- Events
- Groups
- Pages
- Marketplace
- Games
- Town Hall
- Jobs
- Live Video

# Profile

This is where you can view and edit information about yourself. Add photos, find friends, see your interactions with others, and more!

The image shows a Facebook interface. At the top, there is a search bar with the text "Find people, photos, posts..." and a magnifying glass icon. To the right of the search bar, the user's profile picture and name "Paige" are displayed, enclosed in a red box. Below the search bar, the left sidebar contains the "News Feed" button, which is also enclosed in a red box. A red arrow points from the "News Feed" button to a text box. Another red arrow points from the text box to the user's profile picture and name in the top right. The text box contains the following text: "To access your profile just click on your name under the search bar to the left or click on your name on the top right next to the 'Home' button." Below the text box, the "Battle Creek Bombers" post is visible. The right sidebar shows a "Trending" section with various links and a "Suggested G" section at the bottom.

Find people, photos, posts...

Paige

Home Find Frie

Paige Turner

Create a Post Photo/Video Album Live Video

News Feed

Messenger

EXPLORE

Groups

Pages

Events

Friend Lists

Fundraisers

To access your profile just click on your name under the search bar to the left or click on your name on the top right next to the "Home" button.

Battle Creek Bombers

3 hrs ·

Bombers Continue to Roll, Earn Third-Straight Sweep and Seventh-Straight

Trending

Notre-Dar  
Man attack  
Dame in F

McDonal  
McDonald  
Corporate

George C  
George Ar  
Twins Ella

See More

Suggested G

# Timeline

See everything you've posted, what others have shared with you, and the interactions you've had with friends! Share your thoughts, photos/videos, and life events with the world. This is your story!

The image shows a Facebook profile page for 'Paige Turner'. The profile picture is a photo of a young woman. The page has tabs for 'Timeline', 'About', 'Friends', 'Photos', and 'More'. The 'Timeline' tab is highlighted with a red box and an arrow pointing to it. Below the tabs, there is a status update box with the text 'What is your position at Marshall District Library?'. To the right of this box is a red box containing the text 'Tell the world what's on your mind. Use this box to post thoughts, photos, and more.' with an arrow pointing to the status update box. Further right, there is a post creation area with options for 'Status', 'Photo/Video', 'Live Video', and 'Life Event'. Below these options is a text input field with the placeholder 'What's on your mind?'. To the right of the input field is a red box containing the text 'Use this filter to choose who's allowed to see your post.' with an arrow pointing to the 'Friends' dropdown menu. The 'Post' button is also visible.

**Paige Turner** Edit Profile View Activity Log ...

Timeline About Friends Photos More ▾

What is your position at Marshall District Library?

Status Photo/Video Live Video Life Event

What's on your mind?

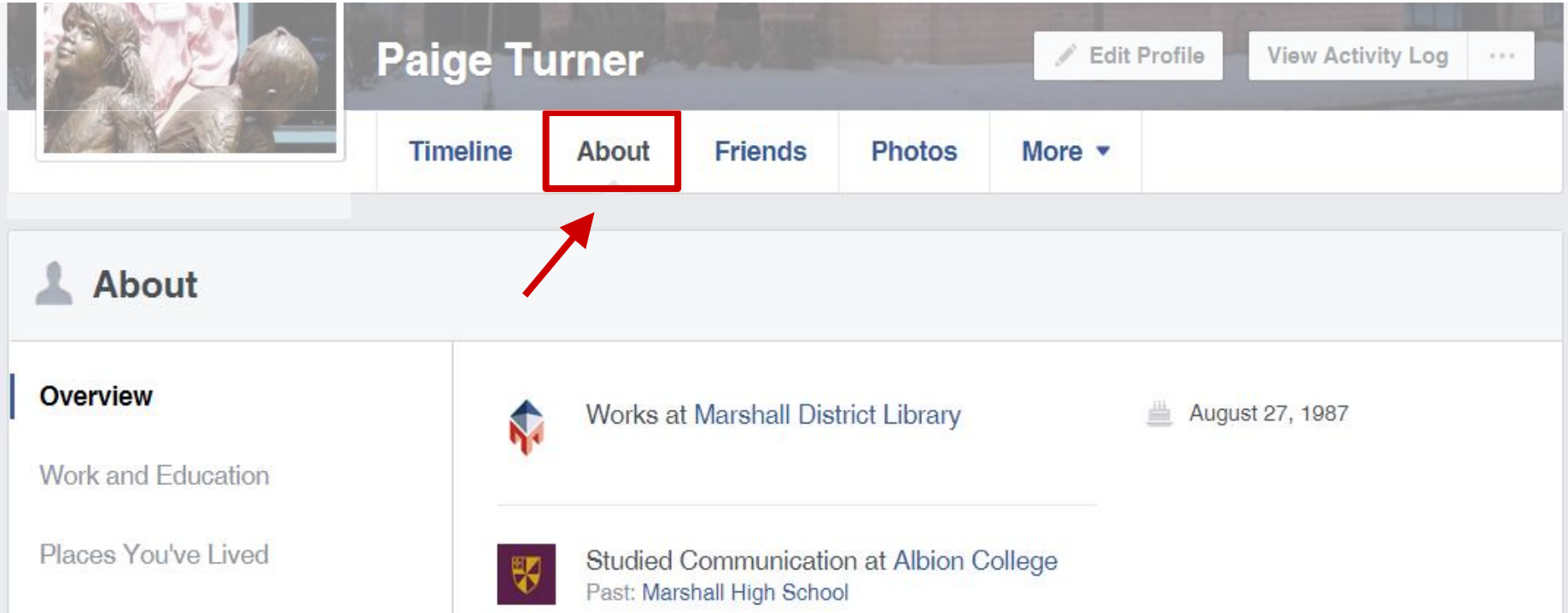
Friends ▾ Post

Tell the world what's on your mind. Use this box to post thoughts, photos, and more.

Use this filter to choose who's allowed to see your post.

# About

This is where you can view and edit your personal information. Where you work, family and relationships, places you've lived, your contact info, and other personal information about yourself.



The screenshot shows a Facebook profile for Paige Turner. The profile picture is a photo of two young girls. The name 'Paige Turner' is displayed in large white text on a dark background. To the right of the name are two buttons: 'Edit Profile' and 'View Activity Log'. Below the name is a horizontal menu with five tabs: 'Timeline', 'About', 'Friends', 'Photos', and 'More'. The 'About' tab is highlighted with a red rectangular box, and a red arrow points to it from below. Below the menu, the 'About' section is visible, featuring a person icon and the word 'About'. Underneath, there is a vertical list on the left with 'Overview' selected, followed by 'Work and Education' and 'Places You've Lived'. To the right of this list, the 'Overview' section displays two items: 'Works at Marshall District Library' with a location pin icon and a birthday icon showing 'August 27, 1987', and 'Studied Communication at Albion College' with a college crest icon and the text 'Past: Marshall High School'.

Paige Turner

Edit Profile View Activity Log

Timeline About Friends Photos More

About

Overview

Work and Education

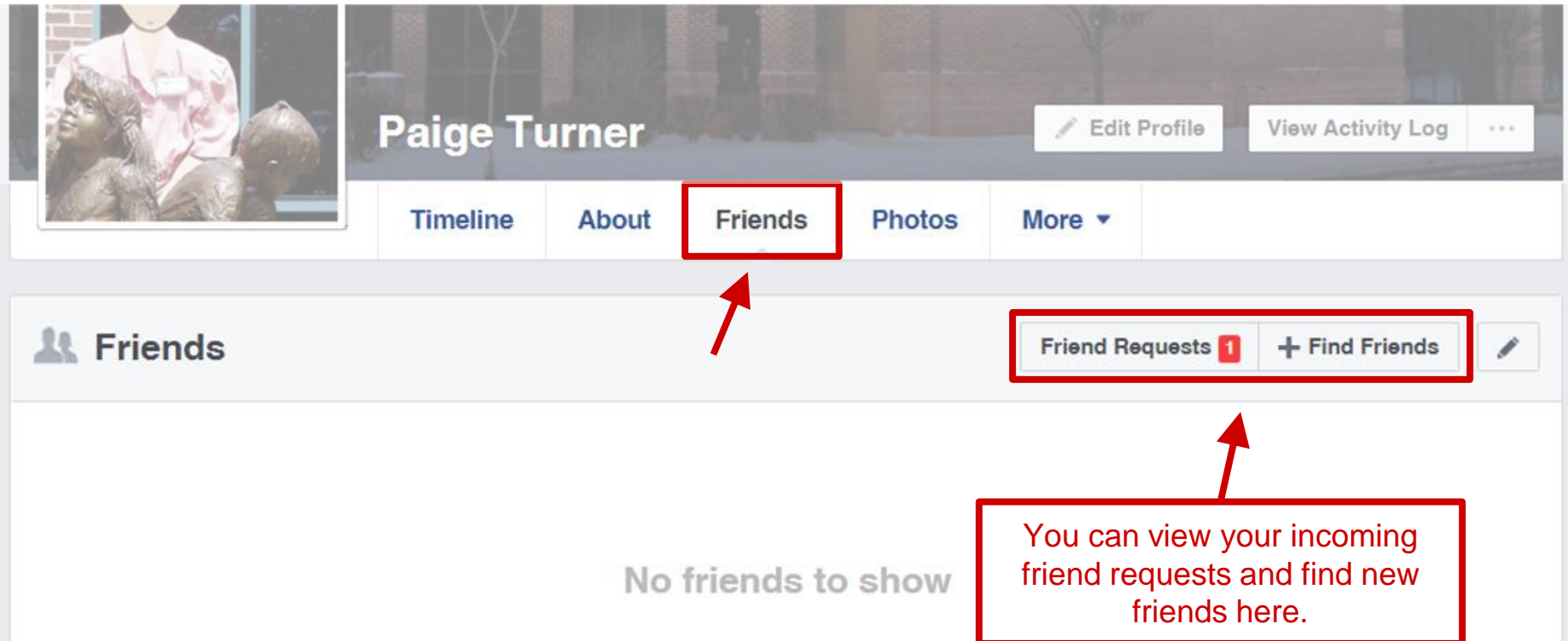
Places You've Lived

Works at Marshall District Library August 27, 1987

Studied Communication at Albion College  
Past: Marshall High School

# Friends

Here you can see all of your current Facebook friends, view friend requests, and find new ones!



The image shows a Facebook profile for 'Paige Turner'. The profile picture is on the left, and the name 'Paige Turner' is in the center. To the right of the name are buttons for 'Edit Profile', 'View Activity Log', and a three-dot menu. Below the name is a navigation bar with tabs: 'Timeline', 'About', 'Friends' (highlighted with a red box and a red arrow), 'Photos', and 'More'. Below the navigation bar is a sub-header for the 'Friends' tab, which includes a 'Friends' icon and text, and buttons for 'Friend Requests' (with a red box and a red arrow pointing to it) and '+ Find Friends'. Below the sub-header, the text 'No friends to show' is displayed. A red box with a red arrow points to the 'Friend Requests' button, and a red box with a red arrow points to the '+ Find Friends' button. A red box with a red arrow points to the 'Friends' tab in the navigation bar.

Paige Turner

Edit Profile View Activity Log ...

Timeline About Friends Photos More ▾

Friends

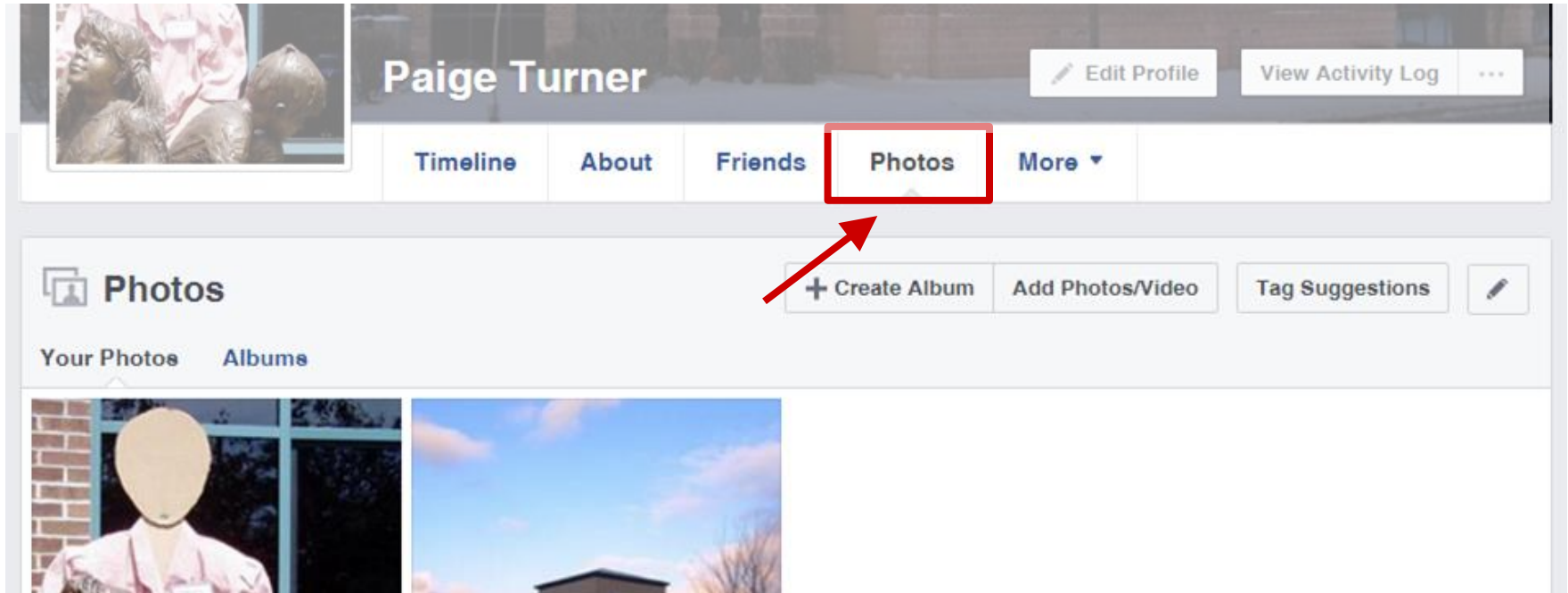
Friend Requests 1 + Find Friends

No friends to show

You can view your incoming friend requests and find new friends here.

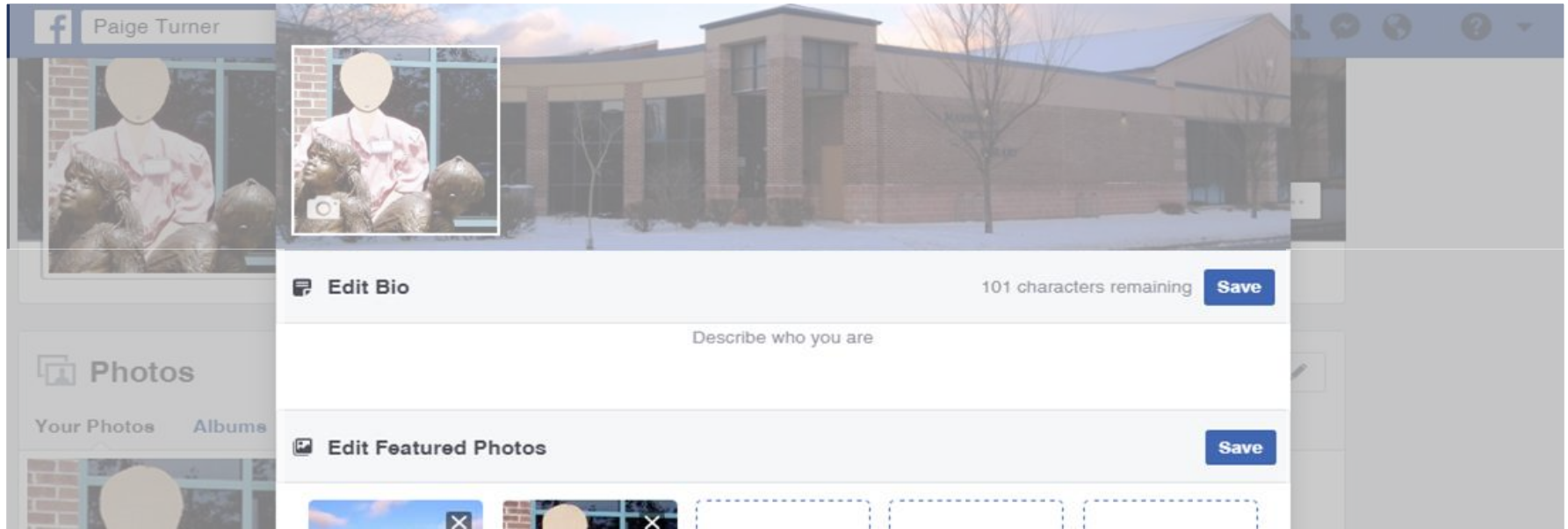
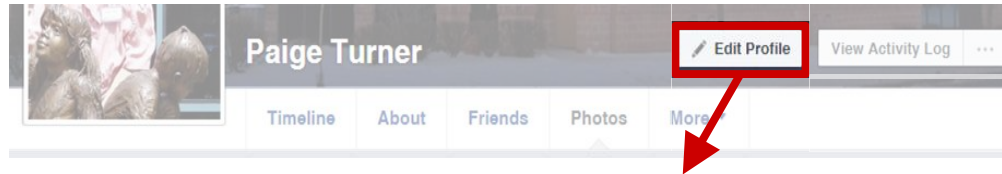
# Photos/Albums

Add photos/videos, see tag suggestions, and create albums.



# Editing Profile

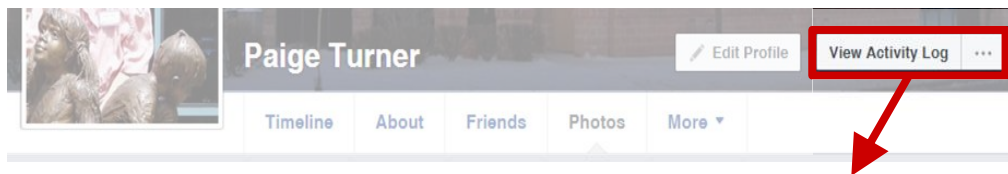
Edit your bio, edit featured photos, customize your intro, and it's also another way to edit some of the information in the "About" tab.





# View Activity Log

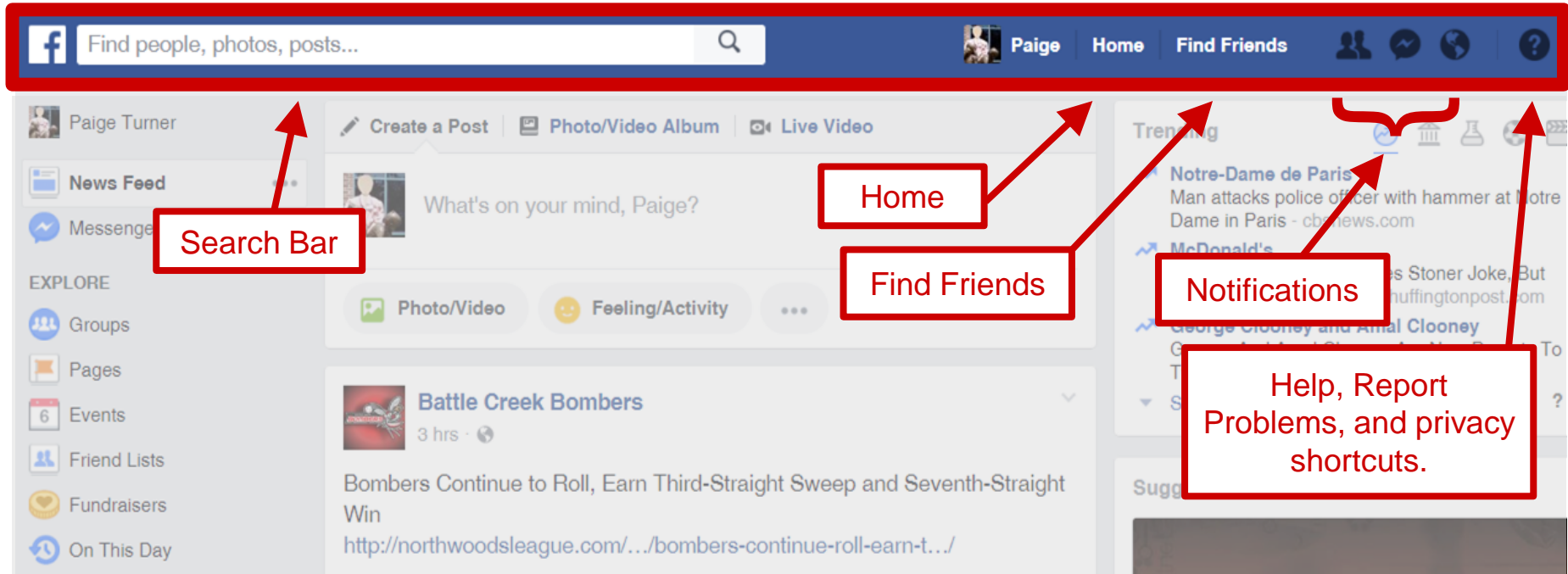
A log showing every interaction you've made with Facebook. Including adding friends, liking pages, and adding favorite books.



A screenshot of the Facebook Activity Log page. The top navigation bar includes the Facebook logo, a search bar with 'Paige Turner', and links for 'Paige', 'Home', and 'Find Friends'. On the left, there is a 'Filters' sidebar with options: 'Activity Log' (selected), 'Timeline Review', 'Your Posts', 'Posts You're Tagged...', 'Posts by Others', 'Posts You've Hidden', 'Photos', and 'Likes'. The main content area is titled 'Activity Log' and features a search bar labeled 'Activity Search'. Below this, the activity is organized by month, showing 'June 2017', 'May 2017', 'April 2017', 'March 2017', and 'February 2017'. Each month entry is followed by the text 'No posts'.

# Navigation Bar

The navigation bar is the blue bar that runs across the top of Facebook. It allows quick access to friends, messages, games, and just about everything Facebook has to offer.



# Search

You can use the search bar on the top left to search for just about anything on Facebook. Games, people, places, pages, photos, and more.

The screenshot shows the Facebook search interface. A red box highlights the search bar at the top left, which contains the text "Find people, photos, posts...". Below the search bar is a dropdown menu titled "RECENT SEARCHES" with a list of search results. A red arrow points to the search bar. The search results list includes:

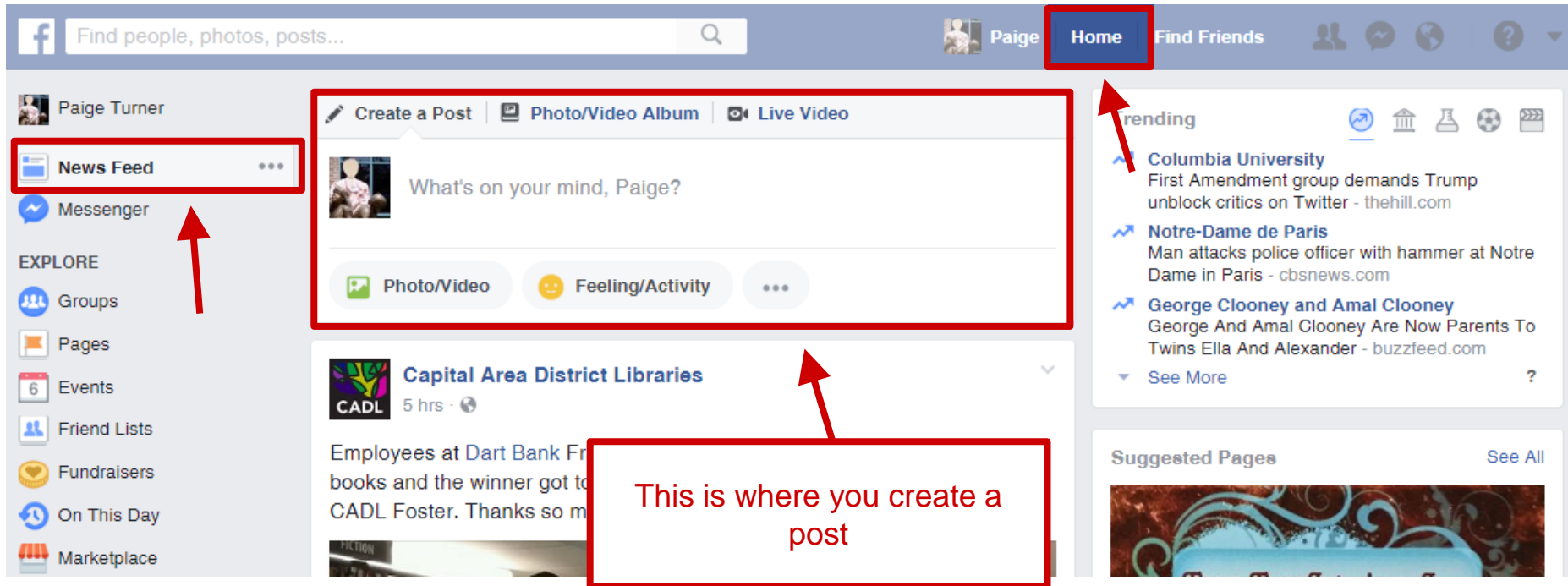
- Michigan Boys in Blue
- Kelly Dykwell
- tekonsha library
- Tekonsha Township Library
- epic reads
- Veronica Hetke
- Tekonsha Library
- branch district libray

The background shows the Facebook home page with a blue header bar containing the user's name "Paige" and navigation links "Home" and "Find Friends". A "Trending" section on the right lists topics like "Columbia University" and "Notre-Dame de Paris".

Just click in the search bar up top and type what you're looking for. Whether it's a person, photo, game, a post, or anything else. If what you're looking for comes up in the drop down menu just click on it. If not you can press enter or click on the magnifying glass to bring up more results.

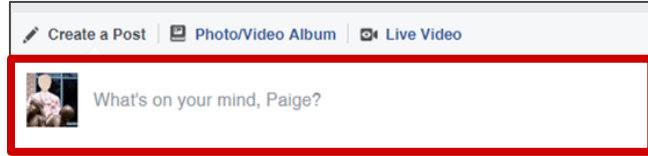
# Home/Newsfeed

The home page is the page that comes up when you log in to Facebook. Here you have access to the navigation bar along the top and the explore bar on the left. You can make posts from here, see what your friends and pages you've liked are posting, and see what's trending on Facebook.

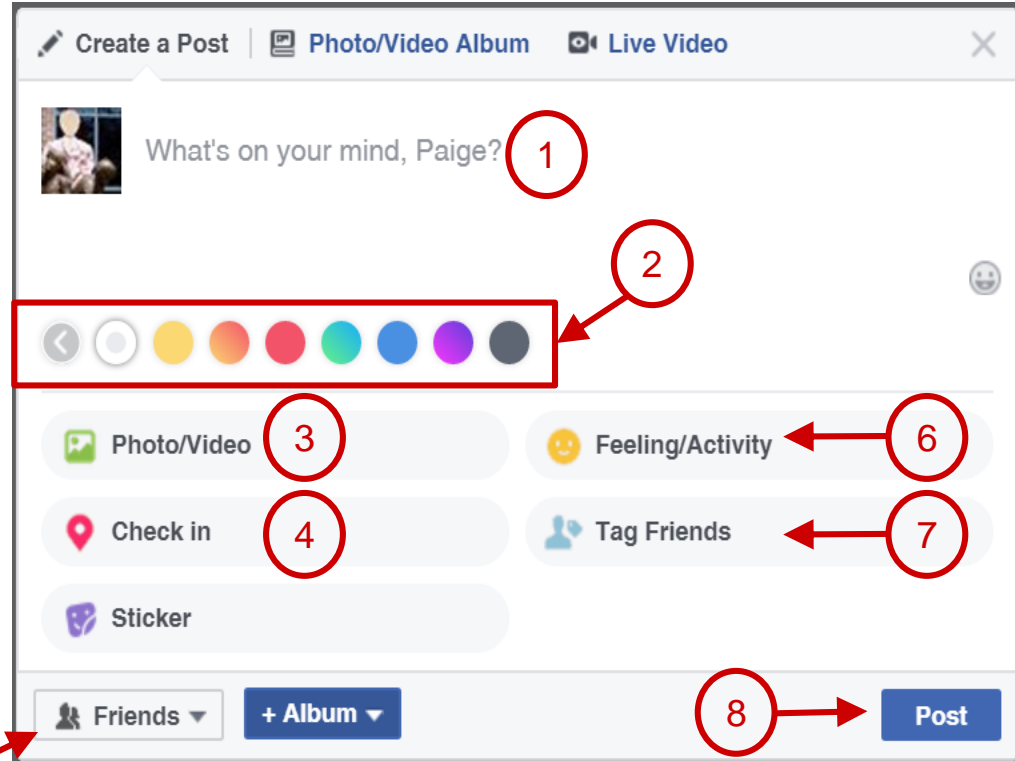


# Creating a Post

To create a post from your home screen click in the box under create a post.



- 1 Add text to your post
- 2 Change the look and color
- 3 Add photo/video from your computer.
- 4 Add your location
- 5 Filter who can see the post
- 6 How you're feeling / what you're doing
- 7 Tag friends in your post
- 8 Click post when you're done!



# Find Friends

The Find Friends tool is the best way to find people on Facebook. It shows your current friend requests, suggests people you may know, and has an in depth tool on the right hand side for finding people.

**Find Friends**

**Respond to Your Friend Request**  
[View Sent Requests](#)

**Erik Bell**  
Founder at Erik and sons mowing  
From Marshall, Michigan  
[Confirm](#) [Delete Request](#)

**People You May Know**

**Veronica Hetke**  
Library Assistant at Marshall District Library  
[Add Friend](#) [Remove](#)

**Add Personal Contacts**

Choose how you communicate with friends. See how it works or manage imported contacts.

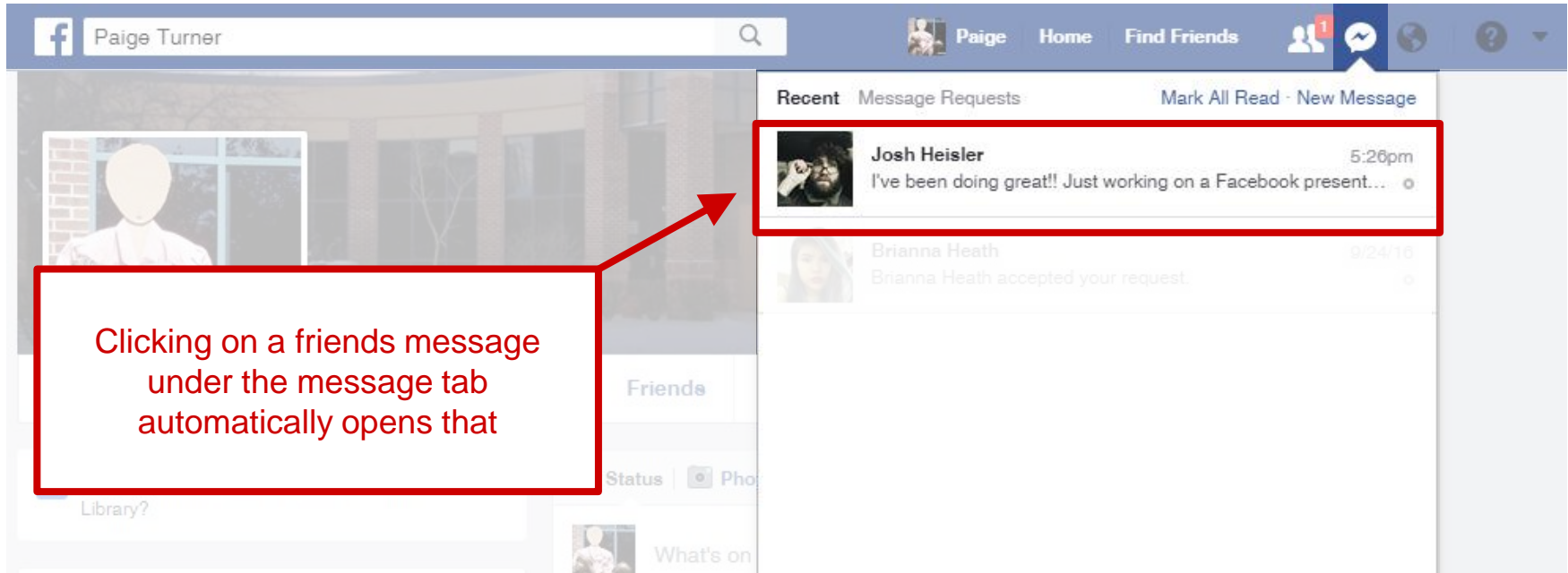
Your Email

[Find Friends](#)

**Search for Friends**

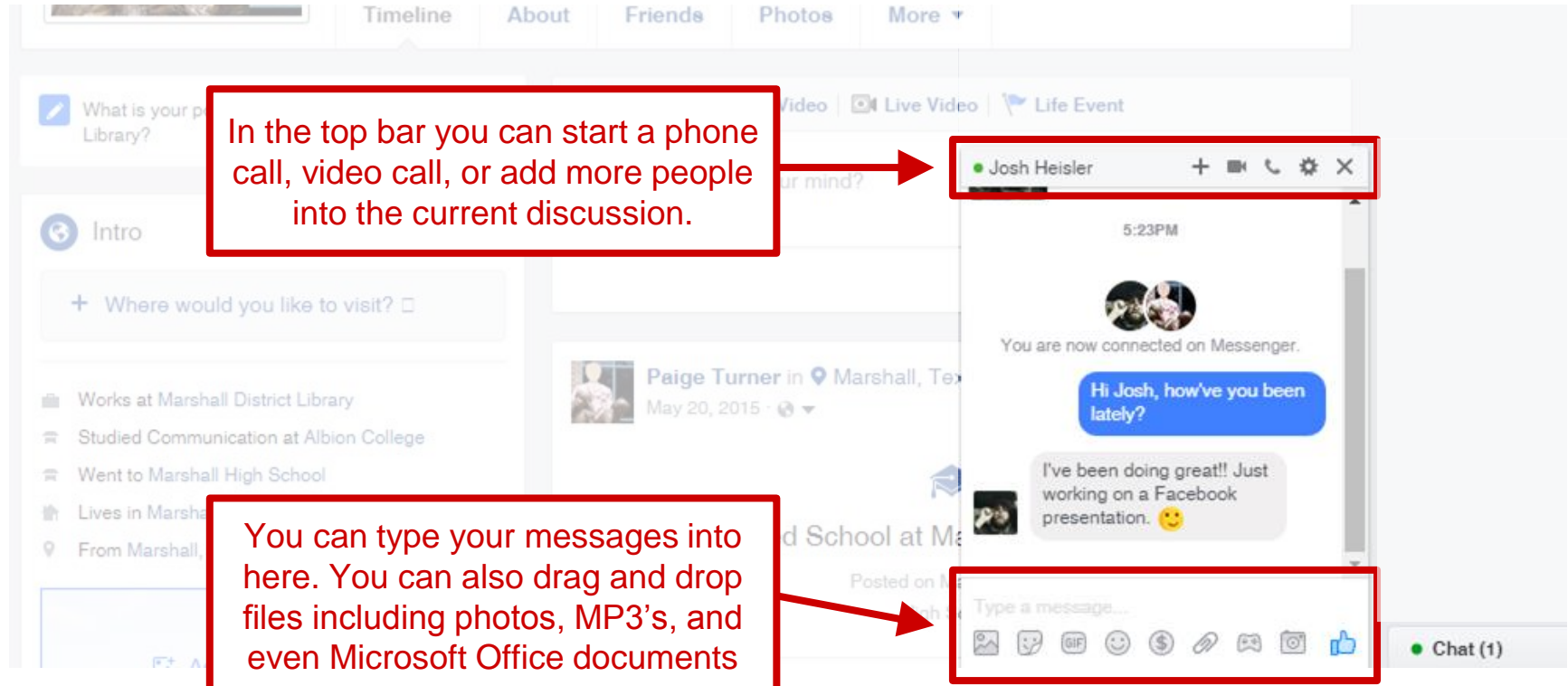
# Chat/Messages

This is how you can send private messages, chat with friends, send photos/files, and make phone calls and video calls. Chat and messages are completely connected to each other, so everything you send/receive as a message will also show up in chat.



# Chat/Messages (Continued)

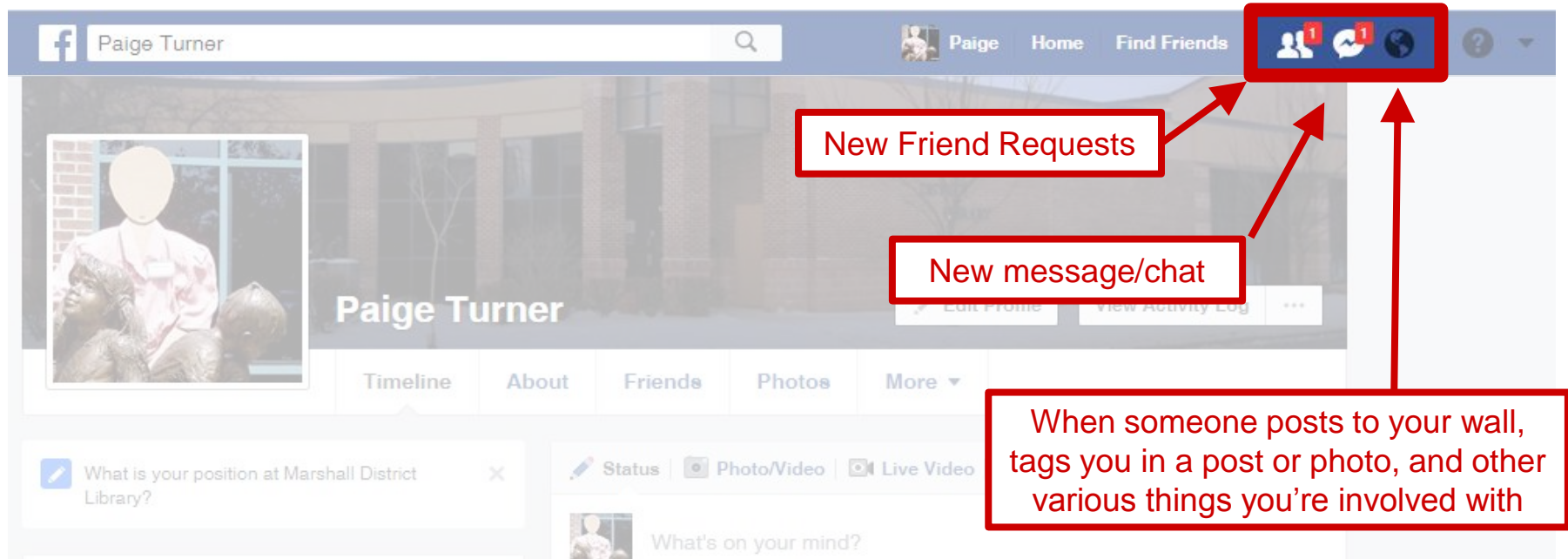
The chat feature is Facebook's instant messenger. It's located in the bottom right and can be used for instant messaging, making phone calls, live video chat, and even sending photos/files.





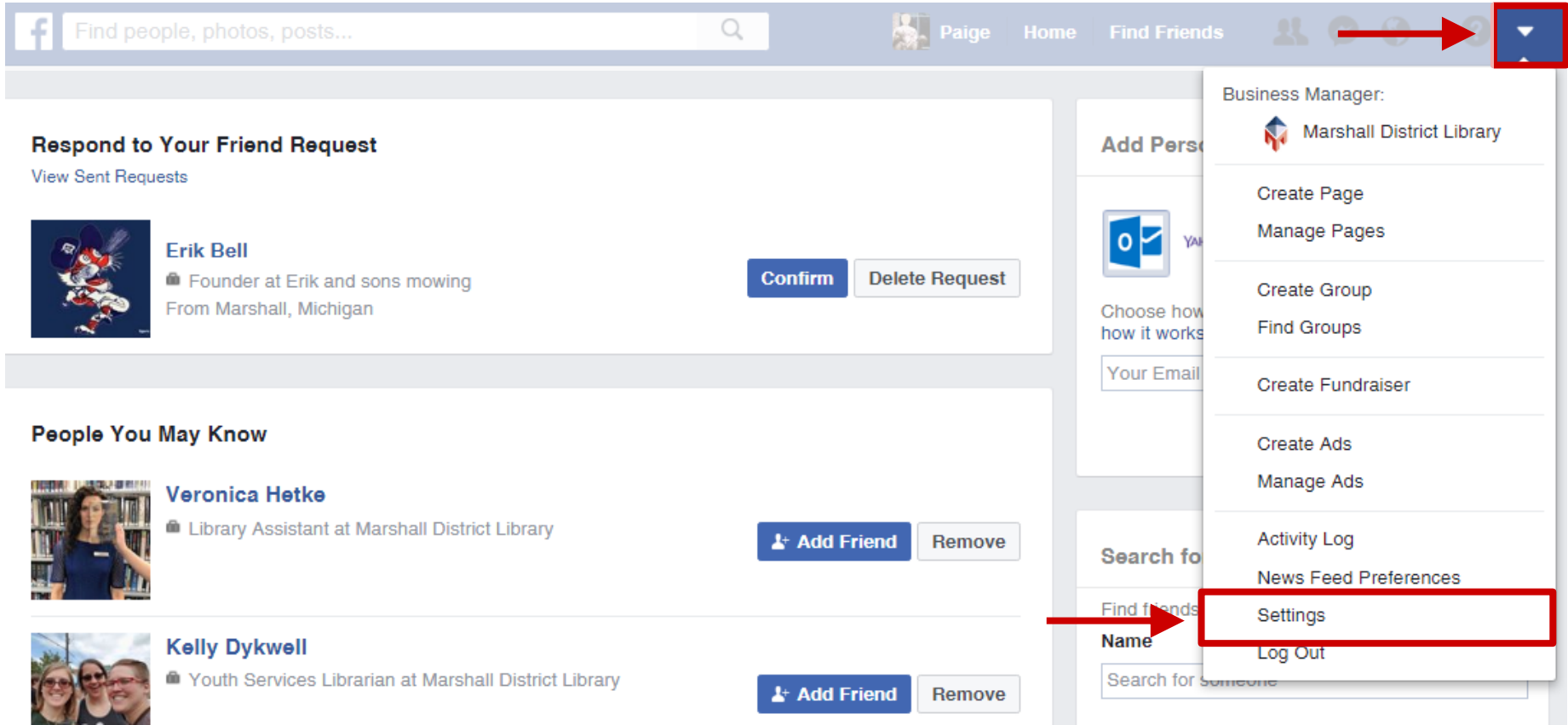
# Notifications

When these icons are white with a little red number that's a notification. The number simply shows how many new notifications you have. Just click on the icon to see what they are.



# Settings

Click the arrow on the right hand side of the navigation bar to access settings.



The image shows a Facebook interface with a settings menu open. The navigation bar at the top includes the Facebook logo, a search bar, and links to 'Paige', 'Home', and 'Find Friends'. On the right side of the navigation bar, there is a red arrow pointing to a small downward-pointing arrow icon. This icon is highlighted with a red box. A dropdown menu is visible, listing various options: 'Business Manager:', 'Marshall District Library', 'Create Page', 'Manage Pages', 'Create Group', 'Find Groups', 'Create Fundraiser', 'Create Ads', 'Manage Ads', 'Activity Log', 'News Feed Preferences', 'Settings', and 'Log Out'. The 'Settings' option is highlighted with a red box. A red arrow points from the 'Settings' option to the 'Add Friend' button of the first person in the 'People You May Know' section.

Find people, photos, posts...

Paige Home Find Friends

**Respond to Your Friend Request**  
View Sent Requests

**Erik Bell**  
Founder at Erik and sons mowing  
From Marshall, Michigan

Confirm Delete Request

**People You May Know**

**Veronica Hetke**  
Library Assistant at Marshall District Library

Add Friend Remove

**Kelly Dykwell**  
Youth Services Librarian at Marshall District Library

Add Friend Remove

Business Manager:  
Marshall District Library

Create Page  
Manage Pages

Create Group  
Find Groups

Create Fundraiser

Create Ads  
Manage Ads

Activity Log  
News Feed Preferences  
Settings  
Log Out

# Settings (Continued)

Under settings you can change your name, password, privacy settings, block other users, and manage your notification settings among other things.

The screenshot shows the Facebook 'Settings' page. On the left is a sidebar menu with categories: General, Security and Login, Privacy, Timeline and Tagging, Blocking, Language, Notifications, Mobile, Public Posts, Apps, Ads, and Payments. The 'General Account Settings' section is expanded on the right. Red arrows point from text boxes to specific settings: one from 'Set security options and change your password' to 'Security and Login', another from 'Change privacy settings' to 'Privacy', and a third from 'Turn specific notifications on or off' to 'Notifications'.

**General Account Settings**

Name	Paige Turner	Edit
Username	username.	Edit
Contact	Primary: jen@marshalldistrictlibrary.org	Edit
Ad account contact	jen@marshalldistrictlibrary.org	Edit
Temperature	Fahrenheit	Edit
Manage Account	Modify your Legacy Contact settings or deactivate your account.	Edit

**Annotations:**

- Set security options and change your password (points to Security and Login)
- Change privacy settings (points to Privacy)
- Turn specific notifications on or off (points to Notifications)

# Explore Bar

The explore bar can be used for quick access to a lot of really neat things on Facebook. Including groups, pages, events, the marketplace, live video, games, jobs, town hall, and many more!

The screenshot shows the Facebook interface with the Explore Bar highlighted by a red box on the left. The Explore Bar contains the following items:

- EXPLORE
- Groups
- Pages
- Events
- Friend Lists
- Fundraisers
- On This Day
- Marketplace
- Live Video
- Games

A red arrow points from the 'Groups' icon in the Explore Bar to the 'Capital Area District Libraries' post in the News Feed. The post is from CADL, posted 1 hour ago, and reads: "We are proud to partner with [Volunteers of America](#) to provide personal care items for homeless veterans in our area. Between today, June 9, and July 14, please bring donations to select branches during open hours. More info: <http://bit.ly/1Ltk8Pk>".

The top navigation bar includes the Facebook logo, a search bar, and links to Home, Find Friends, and a menu icon. The right sidebar shows Trending topics and Suggested Pages.

# Events

Here you can view upcoming events and birthdays. You can browse all public events coming up in your area, create your own, and invite your friends!

The screenshot shows the Facebook Events interface. At the top is a navigation bar with the Facebook logo, a search bar, and user profile information for 'Paige'. Below the navigation bar, the left sidebar contains a menu with 'Events' (highlighted with a red box), 'Calendar', 'Birthdays', 'Discover', and 'Past'. The main content area has tabs for 'All', 'Invites', and 'Hosting'. A red box highlights the '+ Create Event' button in the top right of the main area, with a red arrow pointing to it from a central text box. Another red box highlights the '+ Create Event' button in the bottom left of the sidebar, with a red arrow pointing to it from the same central text box. The central text box contains the text 'You can click here to create your own event.' Below this, it says 'No events coming up. Why not host your own?'. On the right, there is a section titled 'EVENTS HAPPENING THIS WEEK' with a 'See More' link. It lists four events: 'Low Country Crawfish Boil M...', 'Corks for Conservation', 'Super Saturday Sign-Up Cele...', and 'Family Fish n' Float 2017'.

Find people, photos, posts...

Paige Home Find Friends

Events

Events

Calendar

Birthdays

Discover

Past

+ Create Event

All Invites Hosting

+ Create Event

You can click here to create your own event.

No events coming up. Why not host your own?

EVENTS HAPPENING THIS WEEK See More

**Low Country Crawfish Boil M...**  
Tomorrow at Dark Horse Brewin...  
137 guests  
Interested · Going

**Corks for Conservation**  
6 PM at Binder Park Zoo  
245 guests  
Interested · Going

**Super Saturday Sign-Up Cele...**  
Tomorrow at Jackson District Li...  
49 guests  
Interested · Going

**Family Fish n' Float 2017**  
Tomorrow at Stuart's Landing  
by Marshall Recreation Dept.

# Groups

Groups is great way to interact with people that have similar interests. You can find groups by searching for a specific group, browsing different topics, or even start your own!

The screenshot shows the Facebook Groups section. At the top, there's a search bar with the text "Find people, photos, posts..." and a magnifying glass icon. To the right of the search bar, there's a navigation bar with "Paige", "Home", and "Find Friends". Below the navigation bar, there's a "Groups" tab and a "Discover" tab. A red box highlights the "+ Create Group" button in the top right corner, with an arrow pointing to it from a text box that says "Click here to create your own group". Below the "Discover" tab, there are several category tiles: "Identity and Relationships", "Buy and Sell", "Spiritual and Inspirational", "Funny", "Food", and "School and Education". A red box highlights the "Identity and Relationships" category, with an arrow pointing to it from a text box that says "Search for groups by category here." Below the "Identity and Relationships" category, there are sub-categories: "Dating", "Friendship", "Marriage", and "Family". Below the sub-categories, there's a group card for "Traxxas TRX-4 So" with 2,013 members. To the right of the "Discover" section, there's a "Local" section with a group card for "DC2 Bad Boy Jail - reasonable christi..." with 2,843 members and a "+ Join" button.

Find people, photos, posts...

Paige Home Find Friends

Groups Discover

Click here to create your own group

+ Create Group

Identity and Relationships

Buy and Sell

Spiritual and Inspirational

Funny

Food

School and Education

Identity and Relationships

Dating Friendship Marriage Family

Traxxas TRX-4 So 2,013 members

Local

DC2 Bad Boy Jail - reasonable christi... 2,843 members + Join

Search for groups by category here.



# Pages

Pages are public profiles for businesses, brands, celebrities, causes, and other organizations. When you become a fan of these profiles their posts show up in your newsfeed just like your friends.

 Find people, photos, posts... 

 Paige Home Find Friends     

Top Suggestions Invites **Liked Pages** Your Pages Create Page



**Michigan State Spartans** ✓  
School Sports Team, Stadium,  
Arena & Sports Venue, College &...



**Robbie Williams** ✓  
Musician/Band



**Michigan Boys in Blue**  
Author



**Review Liked Pages**  
Review your Page likes to  
make sure that they're an  
accurate reflection of what  
you're interested in.

**Get Started**

# Marketplace

Marketplace is Facebook's version of Craigslist. A store where anyone can sell anything. You can search or browse what others are selling and sell stuff of your own!

The image shows a screenshot of the Facebook Marketplace interface. At the top, there is a search bar with the text "Find people, photos, posts..." and a magnifying glass icon. To the right of the search bar, there is a profile picture of a person named "Paige" and navigation links for "Home" and "Find Friends". Below the search bar, there is a "Marketplace" header with a shopping bag icon. To the left of the header, there is a "Browse" button. Below the header, there is a search bar with the text "Search Marketplace" and a location dropdown menu set to "Marshall, MI". To the right of the search bar, there is a blue button with the text "+ Sell Something". Below the search bar, there are filters for "40 mi away", "Price", and "Category". On the left side, there is a "Categories" list with icons for Home, Entertainment, Clothing, Family, Electronics, Hobbies, and Vehicles & Bicycles. In the center, there are three listings: "Crosby Dryer" for \$25, "Electric Dryer" for \$25, and "Two Guitars Need Strings" for \$30. Red arrows point from text boxes to the search bar and the "+ Sell Something" button.

Find people, photos, posts...

Paige Home Find Friends

Marketplace

Browse

Buying

Selling

Categories

- Home
- Entertainment
- Clothing
- Family
- Electronics
- Hobbies
- Vehicles & Bicycles

Search Marketplace

Marshall, MI

+ Sell Something

40 mi away Price Category

Use this search to see if anyone in your area is selling an item you're looking for

Click here to post items on Facebook that you want to sell

Crosby Dryer \$25

Electric Dryer \$25

Two Guitars Need Strings \$30



# Games

There are TONS of free games to play on Facebook. Some of them you can play right in your browser and some you have to download an app for.

The screenshot shows the Facebook Games interface. At the top, there's a navigation bar with the Facebook logo, a search bar labeled 'Games', and user profile information for 'Paige'. Below this is a secondary navigation bar with tabs: 'Find Games', 'Instant Games', 'Activity', and 'Download Gameroom' (which is highlighted in blue). To the right of these tabs is a search bar labeled 'Search for games...'. Below the tabs is another navigation bar with links: 'Home', 'Top Charts', 'Casual', 'Battle', and 'Casino'. To the right of these links is a 'Platform:' dropdown menu set to 'Facebook'. The main content area features a large banner for 'Pet Savers' (Match 3 Game by Plexonic) and 'Match-3 Pet Saving Adventure!'. To the right of the banner is a section titled 'Hot Games · See More' containing a list of games: 'Bingo Bay' (Bingo), 'Frozen Dragon Gems' (Match 3), 'Flower Forest Blast' (Puzzle), 'Red Crucible: Reloa...' (Action), and 'Trophy fishing 2' (Simulation). At the bottom of the page, there is a link for 'Gameroom Featured · See More'.

Games

Paige Home Find Friends

Find Games Instant Games Activity Download Gameroom

Search for games...

Home Top Charts Casual Battle Casino

Platform: Facebook

**Pet Savers**  
Match 3 Game by Plexonic

**Match-3 Pet Saving Adventure!**


**Hot Games · See More**


- Bingo Bay** Bingo
- Frozen Dragon Gems** Match 3
- Flower Forest Blast** Puzzle
- Red Crucible: Reloa...** Action
- Trophy fishing 2** Simulation





**Gameroom Featured · See More**


# Town Hall


Town Hall is a new and easy way to find out about your government officials and how to contact them. It's also a great place to find out about upcoming local elections.




 Paige Home Find Friends





 Paige Turner


 News Feed


 Messenger


EXPLORE


 Groups


 Pages


 Events


 Friend Lists


 Fundraisers

 On This Day

 Marketplace

 Live Video

 Games


 Town Hall


**Your Representatives** [Follow All](#)


We found 8 of your representatives on Facebook.

Showing representatives for 124 W Green St, Marshall, MI 49068-1536, United States  
[Edit Address](#)


STATE

**David Maturen**  
Michigan State Representative for District 63  
[Follow](#) [Contact](#)

**Brian Calley** ✓  
Lieutenant Governor of Michigan  
[Follow](#)

 **Constituent Badge** [Off](#)

Turn on to show your badge on all your comments to your representatives, including comments you've already made.  
[Learn more.](#)



 **Voting Reminders** [On](#)







You're receiving reminders about upcoming elections in your area.

English (US) · Español · Português (Brasil) · Français (France) · Deutsch [+](#)


# Jobs

Here you can find jobs that have been posted in your area, search for specific jobs, and most of the time apply right through Facebook.

 Find people, photos, posts... 

 Paige Home Find Friends     

### Jobs on Facebook





#### LOCATION


Marshall, Michigan (40 miles) [Change](#)

#### INDUSTRY


- ☐ Business Service
- ☐ Employment Agency
- ☐ Nonprofit Organization
- ☐ Region
- ☐ Restaurant
- ☐ Cargo & Freight Company
- ☐ American Restaurant

#### Jobs at Nearby Businesses

 **G Force Automotive**   
Automotive Repair Shop · 4.3 ★

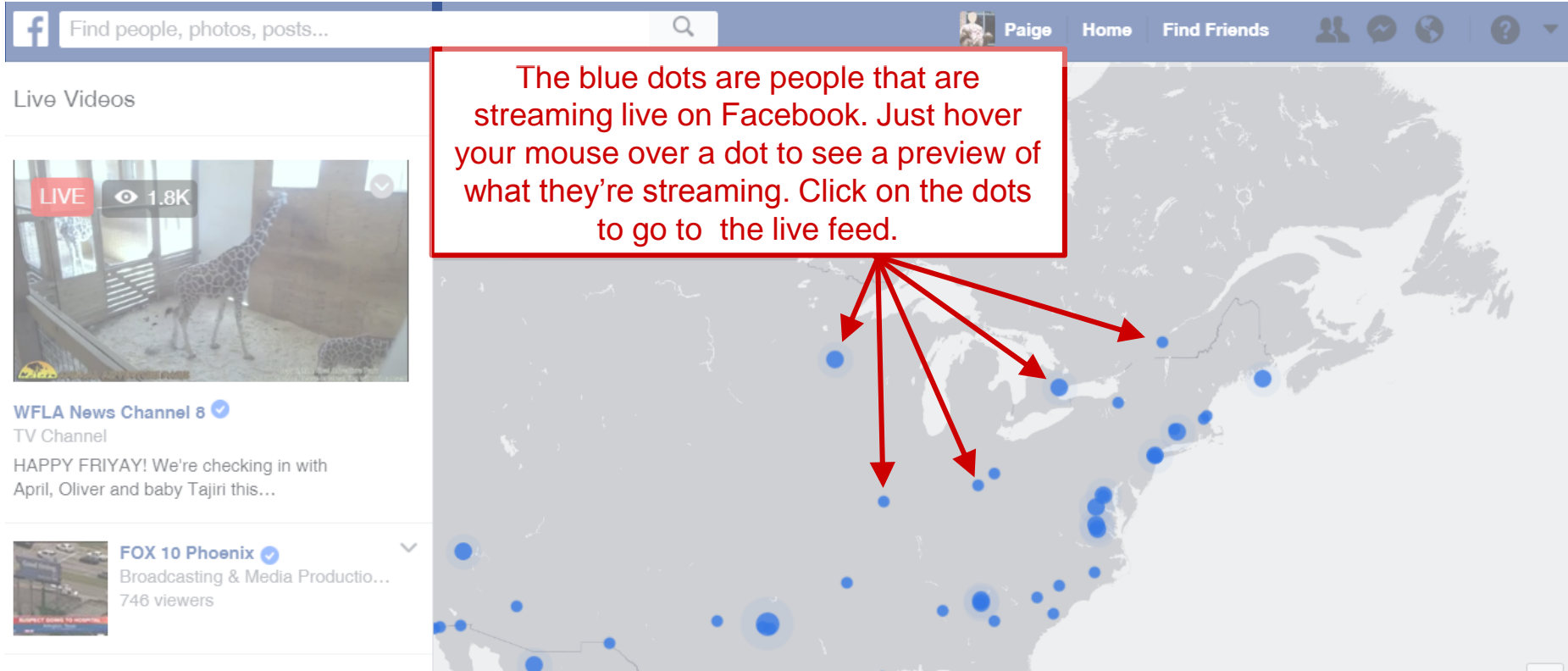


Get notified about new job openings.

 **Subscribe**

# Live Video

This allows you to see who's streaming live video from around the world!



The screenshot shows the Facebook Live Video interface. At the top, there's a search bar with the text "Find people, photos, posts..." and a search icon. To the right of the search bar, there's a profile picture of "Paige" and navigation links for "Home" and "Find Friends". Below the search bar, there's a "Live Videos" section. On the left, there's a video player showing a giraffe with a "LIVE" badge and "1.8K" viewers. Below the video player, there's a post from "WFLA News Channel 8" with the text "HAPPY FRIYAY! We're checking in with April, Oliver and baby Tajiri this...". Below that, there's a post from "FOX 10 Phoenix" with the text "Broadcasting & Media Productio..." and "746 viewers". On the right, there's a map showing the locations of live streams. A red box with a red border contains the text: "The blue dots are people that are streaming live on Facebook. Just hover your mouse over a dot to see a preview of what they're streaming. Click on the dots to go to the live feed." Five red arrows point from the text box to five blue dots on the map, illustrating the functionality described in the text.

Find people, photos, posts...

Live Videos

**LIVE** 1.8K

**WFLA News Channel 8** ✓  
TV Channel  
HAPPY FRIYAY! We're checking in with April, Oliver and baby Tajiri this...

**FOX 10 Phoenix** ✓  
Broadcasting & Media Productio...  
746 viewers

The blue dots are people that are streaming live on Facebook. Just hover your mouse over a dot to see a preview of what they're streaming. Click on the dots to go to the live feed.