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Profile

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

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.
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!

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.
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.
Friends

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

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.
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.
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.

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.
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.

This is where you create a post.
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.
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.

Clicking on a friends message under the message tab automatically opens that.
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.

In the top bar you can start a phone call, video call, or add more people into the current discussion.

You can type your messages into here. You can also drag and drop files including photos, MP3’s, and even Microsoft Office documents.
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.

New Friend Requests

New message/chat

When someone posts to your wall, tags you in a post or photo, and other various things you’re involved with
Settings

Click the arrow on the right hand side of the navigation bar to access settings.
Under settings you can change your name, password, privacy settings, block other users, and manage your notification settings among other things.

- Set security options and change your password
- Change privacy settings
- Turn specific notifications on or off
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!
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!

You can click here to create your own event.
Groups is a 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!

Click here to create your own group

Search for groups by category here.
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.
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!

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.
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.
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.
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.
Live Video

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

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.