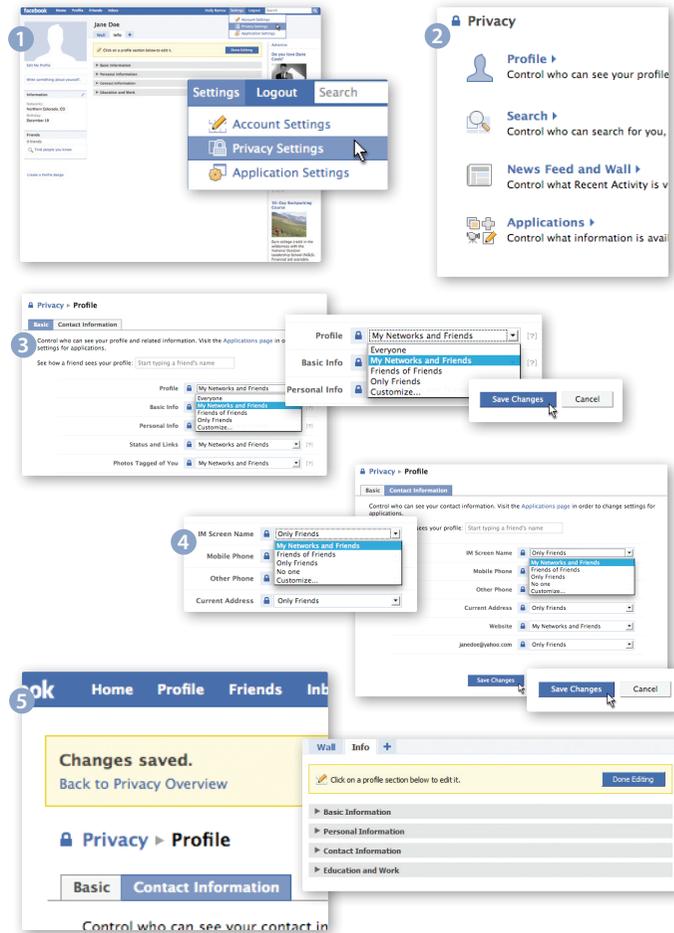


TUTORIAL

Choosing Privacy Settings for Your Facebook Account

1. With your Facebook profile page open, click your cursor arrow on the “Settings” tab located on the blue banner and then select “Privacy Settings” from the resulting drop-down menu.
2. The Privacy window will open where you will have four privacy categories to choose from — Profile, Search, News Feed and Wall, and Applications. You can also block people from seeing your profile by entering the individual’s name in the “Block People” section and then clicking on the “Block” button. For this tutorial, we will choose Profile Privacy settings. Click on the Profile link to get started.
3. When the Privacy>Profile page appears, you will be defaulted to the “Basic” tab where 10 topics (Profile, Basic Info, Personal Info, Status and Links, Photos Tagged of You, Videos Tagged of You, Friends, Wall Posts, Education Info, and Work Info) will be listed, each with its own drop-down menu. One by one, select the privacy level you desire. You can choose from: Everyone, My Network and Friends, Friends of Friends, Only Friends, or Customize. Once you have made it through the 10 topics, click on the “Save Changes” button.
4. Next, select the “Contact Information” tab. Here, six topics (IM Screen Name, Mobile Phone, Other Phone, Current Address, Website, and your e-mail address) will be listed, each with its own drop-down menu. One by one, select the privacy level you desire. Examples of settings are: My Network and Friends, Friends of Friends, Only Friends, No One, Everyone, or Customize. Once you have made it through the six topics, click on the “Save Changes” button.
5. Click on the “Back to Privacy Overview” link to continue setting privacy levels for the remaining privacy categories.



Facebook Lingo

- APP** Third-party application that allows creative uses of Facebook such as playing games, shopping, or sending virtual flowers.
- BLOCK** Using privacy settings to prevent unwanted members from viewing your profile.
- FEED** List of your most recent activities on Facebook.
- GRAFFITI** An app that allows you to draw rather than just write on a friend’s wall.
- NOTES** Blogging feature where you can write longer messages.
- POKE** Fun, easy way to acknowledge a friend without leaving a message.

- POST** Writing a message on your page or someone else’s.
- PROFILE** Shows information about you plus activities on your page and your friends’ pages.
- STATUS** Small box labeled “What’s on your mind?” where you write short messages that will be seen automatically by all of your friends on their home pages.
- TAG** Labeling your friends in photos. You can see their names when you mouse over the photo.
- WALL** Main part of a home page where messages are posted.