

How To Create a Facebook Account

Information covered:

- how to create a new account
- view and edit the different parts of your profile
- search for people you know and how to add friends
- settings

1. How to create a new facebook account

- In your web browser go to <http://www.facebook.com>. This will bring you to the login page. In the future, after you have an active account you will login on the top of this page.
- To “Sign Up” you will fill in the information requested in the bottom section of this screen.
 - Full Name =
 - Your Email =
 - New Password = (this will be a password of your choosing)
 - I am = (selected from the drop-down menu)
 - Birthday... (Facebook requires all users to provide their real date of birth as both a safety precaution and as a means of preserving the integrity of the site. You will be able to hide this information from your profile if you wish.)
- With all of the fields filled in you click the “Sign Up” button and you will be taken to a screen alerting you that a confirmation email has been sent to your email.
- Go to your email and follow the instructions in the email to activate your account.
- When you follow the link and login into Facebook for the first time (and only on the first time) there will be a Wizard that will help you fill in some information for your profile. Including things such as School history, city/location, and possible friends.
- Follow the steps through the wizard and know that anything you enter can always be edited and changed at your convenience. At the end you will be taken to your account’s Home page...

2. Your profile, what is here and what to do with it...

- When you first login to your account you are taken to a Home (I am underlining the words that are links on your account) page. This page has a News Feed, which shows any actions or comments that any of your friends or groups you are attached to have taken. It is like a RSS feed of your facebook friends.
- At the top navigation bar you see Home, Profile, Friends, and Inbox. Profile is the section that you edit and add information about yourself. We will cover your Profile more below, Friends shows all your friends and allows some sorting options, and Inbox is where you will find messages if someone sends one to you.
- On the far left side of the profile is a column that has the photo of yourself that you will upload, core information about yourself (networks you belong to, your birthday should you choose to display it, and your Current City. It also displays a snapshot of your friends and if you ever upload any photo albums a snapshot of those will also display in this far left column.
 - To upload a photo you take your mouse to where the picture should be and select Change/edit your Profile Picture. You have different options here, we will be uploading a Picture. (the other options are if

you have a camera on your computer or there are other photos of you already on Facebook that you want to pick from.

- When you select Upload you will get a dialog box that will allow you to Browse and find the picture on your computer to upload – it needs to be a jpg and no larger than 4 mb.
 - The right side (and majority of) your profile is the main viewing area of your profile. Depending on the tab that you are on (positioned next to your photo) you see your Wall, Info, Photos and Boxes.
 - Wall: this is your own personal RSS feed, this area tracks if you change your status, add any new friends, add new photos or if photos of you are added and 'tagged' by others. For example if we put the status in to Pat's profile "Pat is creating her new facebook profile!" and Post it we will see that show up on her Wall
 - Info: this is the page where you fill in the information about yourself, including basic demographics, personal information, contact information, education and work, and if you join any groups or pages. Will fill in the basic information for Pat now. To come back and add or change at any time just click the "Edit Information" link on this page
 - A group or page is usually formed around a common interest, both fun and serious, and created by a facebook member who is interested in the topic. Some examples are I am a member of an alumni group for my college and one where people with the last name O'Neil are members. Pages are created by the organization that it represents. For example PACE now has a page that you can become a "fan" of. This means you can have a discussion forum, connect with other fans of pace message each other, send messages to all the fans....
 - This section is somewhat like a resume in the sense that this is what you tell others about you.
 - Photos (will not be visible until you have pictures): This area includes any photos you upload of yourself (either as your profile picture or in a photo album). The other photos that appear here are if, once you have added friends, anyone uploads a picture and tags you in it. This means they label you in the picture as your self, this links the photo to your profile and so it will show up on your Photos page.
 - If a photo of you is uploaded that you do not wish to have linked to you you have the option to "remove tag" which does not delete the photo but does take it off of your profile.
 - Boxes(will not be visible until you have applications that will show up as Boxes): This is where applications that you have added to your profile show up. Applications are additional things you can join/add to your Facebook profile; it takes information from your profile and plugs it into the application. One example is a fun quizzes application where you and all the people using that application can compare their quiz answers. You can search applications or sometimes people will invite you to use it.
3. How to find people on Facebook and add them as a friend.
- You can search for people on Facebook from any page. You do so by typing in the name of the person you are looking for in the top right hand corner of the top navigation bar – the Search box.

- You can use a whole name, just first or just last, the more specific you are the fewer names/photos you will have to sort through.
- Once you have found the person you want you will see that on the right hand side of their listing you can select the "Add as Friend" this will give you a box where you can add a personal message and confirm that you would like to add this person as a friend. The next step will be for the person you have requested to accept your friend request from her profile the next time she logs in. Once that is done you will see her show up in your Friends snapshot on your profile page.

4. Settings

- You can easily use Facebook as a fun social tool as well as a professional networking tool by setting your privacy settings the way you want them.
- Settings from the top navigation bar allow you to select what information is displayed on your profile and how as well as what other people can see of you. This can be split among your friends by using Friend lists.
 - To create a Friend list go to the Friends link in the navigation bar and on the left hand side select Make a New List – I labeled mine Professional – once you have the list you can return to the Settings menu. You will go here to add certain friends to this list after becoming your friend.
- A good reason to do this is it allows you to share fun family photos or photos with friends and not necessarily show them or other messages to contacts you would like to use for professional networking.
- Settings – Privacy select Manage and then Profile. In here you can determine who sees what. If you want to have the professional group not see any photos that have been tagged of you use the pulldown menu to select Customize and then say who you want to see it with the exception of, in this case, the Professional friend list. You can do this for any of the other sections as well.

This covers the basics to get you started in Facebook and if you have any questions please do not hesitate to contact Katie at Katie@pacenet.org or 415-749-6851 ext. 1504.