

Instructions for Using Facebook



Step 1: Creating a Facebook Account

Facebook is a great way to connect with people and communities. In order to create a Facebook account, you must have either a valid email or mobile number.

Create an Account on a Computer

To create an account on a laptop or desktop, open your web browser and type in www.facebook.com into the search bar. When the page loads, there should be a section labeled “Create a New Account” on the left side of the page.

Fill in the blank spaces with your information and then click “Sign Up”.

Next, a message will appear asking for a confirmation code. This code will be either in your email inbox or in your text messages. Be sure to check your junk mail if you cannot find the email. Once you have the code, type it in and click “continue”.

At this point, your account has been created.

Create an Account on a Mobile Device

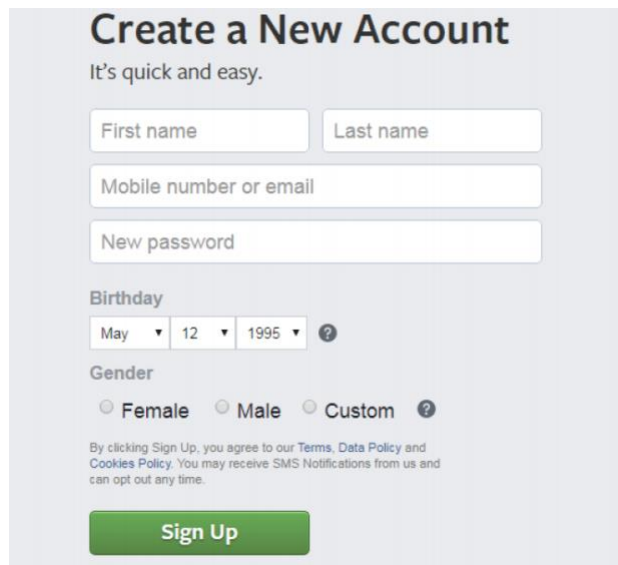
To create an account on a smart phone or tablet, first download the Facebook app to your device. This is done through the App Store on Apple products and Google Play for Android and other products. The Facebook app should look like this:



After you have downloaded the app, it should appear on your home screen. Click the app to open it. On the opening screen there should be a button which says, “Create a Facebook Account”. Click this button and then click “Get Started”.

Fill in the blank spaces with your information and then click “Sign Up”.

Next, you will be asked to either fill in your mobile number or use your email address. After you

A screenshot of the Facebook 'Create a New Account' form. The form is titled 'Create a New Account' and has the subtitle 'It's quick and easy.' Below the title are four input fields: 'First name', 'Last name', 'Mobile number or email', and 'New password'. Underneath these fields is the 'Birthday' section, which includes a dropdown menu for the month (set to 'May'), a dropdown for the day (set to '12'), and a dropdown for the year (set to '1995'). Below the birthday section is the 'Gender' section, which has three radio button options: 'Female', 'Male', and 'Custom'. At the bottom of the form, there is a green 'Sign Up' button. A small disclaimer at the bottom of the form reads: 'By clicking Sign Up, you agree to our Terms, Data Policy and Cookies Policy. You may receive SMS Notifications from us and can opt out any time.'

Step 2: Learning the Facebook Vocabulary

At this point, your account has been created.

Profile

Your Facebook profile is your page. This is what your friends will see when they search for you. To find your profile page, click on your name in the top right hand corner. On mobile devices, you will need to click the three lines in the bottom right corner in order to see your name.

Once you are on your profile you are able to see your profile and cover picture and basic information. You can also find all your friends, photos, and posts you've made in the past.

Home/Newsfeed

The newsfeed is your main page on Facebook. This is where you will be when you launch the site or app. Here you can scroll through posts your friends, groups, or pages have made. You can find this page by clicking the 'Home' icon at the top of every page.

Friends

Adding friends on Facebook is how you connect with those you know. When you accept a friend request, you are allowing that person to see your Facebook profile and what you post. You can add new friends by searching Facebook for the person you are looking for and sending them a friend request.

When you receive a friend request, you have the option to either accept or decline.

Messenger

Facebook messenger is a place to privately talk to your friends. On mobile, you will need to download a separate application called Facebook Messenger. It should look like this:



Groups

Groups are places on Facebook where people with similar interests and/or backgrounds can form a community. To join a group, you can make a request which will be accepted or declined by the group admins. If your request is accepted, you will get a notification stating that you are now a part of that group. Members of a group can also invite you to join. You then have the opportunity to accept or decline their invitation.

An example of a group could be "Glenbrook North High School Class of 72" or our own "FaveCrafts Community".

Pages

A Facebook page is similar to a profile but is typically for a business or other organization. On a business's page, you can find their phone number, address, hours, and reviews. You can also see any photos or posts the page has made. To stay connected to a page, you 'like' it.

There is a page for almost every website we publish. Search "RecipeLion" on Facebook to see an example of one of our pages.

Step 3: Adjusting your Privacy Settings

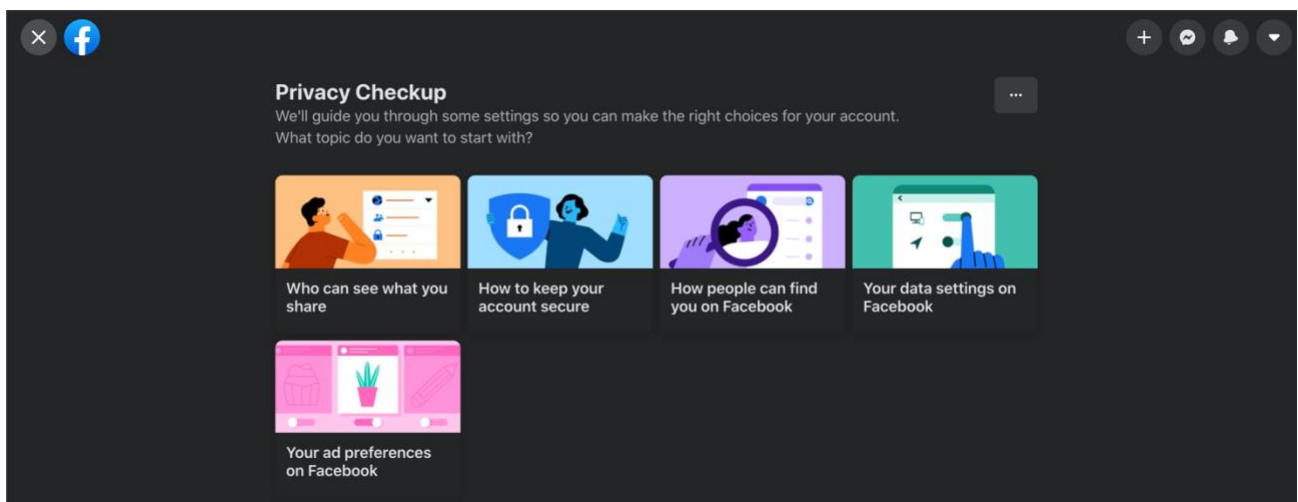
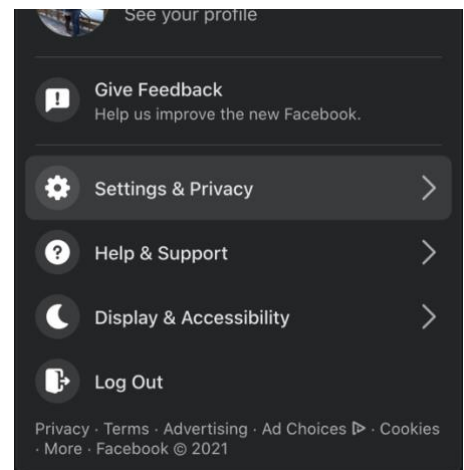
It is easy to change the settings on your account to make it as private or public as you want.

Adjusting Settings on a Computer

To start, click the down arrow in the top right corner and select "Settings & Privacy" from the drop down menu. Then choose "Settings". Once you are on the Settings page, choose "Privacy" from the list to the left.

The quickest way to adjust these settings is to choose "Check a few important settings" but you can also adjust these settings manually.

"Check a few important settings" will bring you to the page pictured below. This guide will walk you through the process of adjusting your settings.



First, choose the three lines in the bottom right corner of your screen. Scroll down until you see “Settings & Privacy” and click it. Then choose “Settings” from the drop down menu.








Once you have reached the Account Settings page, scroll down to “Privacy”. The most important section is labeled “Privacy Settings” but you may want to adjust the other groups of privacy settings as well.

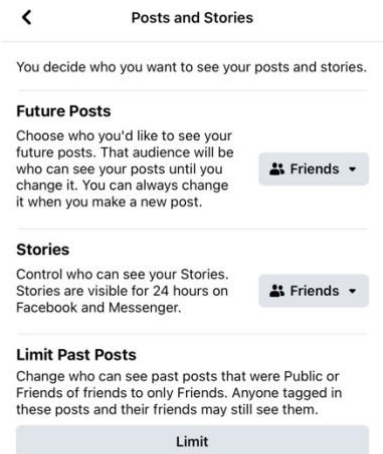
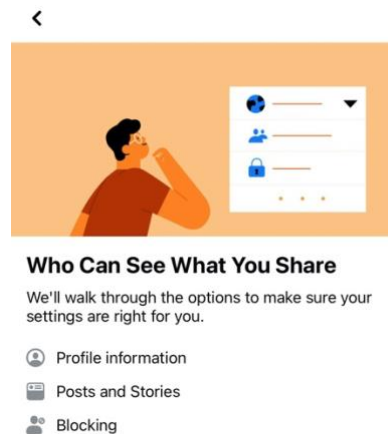
The quickest way to adjust these settings is to choose “Privacy Settings” and then “Check a few important settings” but you can also adjust these settings manually.

“Check a few important settings” will bring you to the pages pictured below. This guide will walk you through the process of adjusting your settings.

Privacy

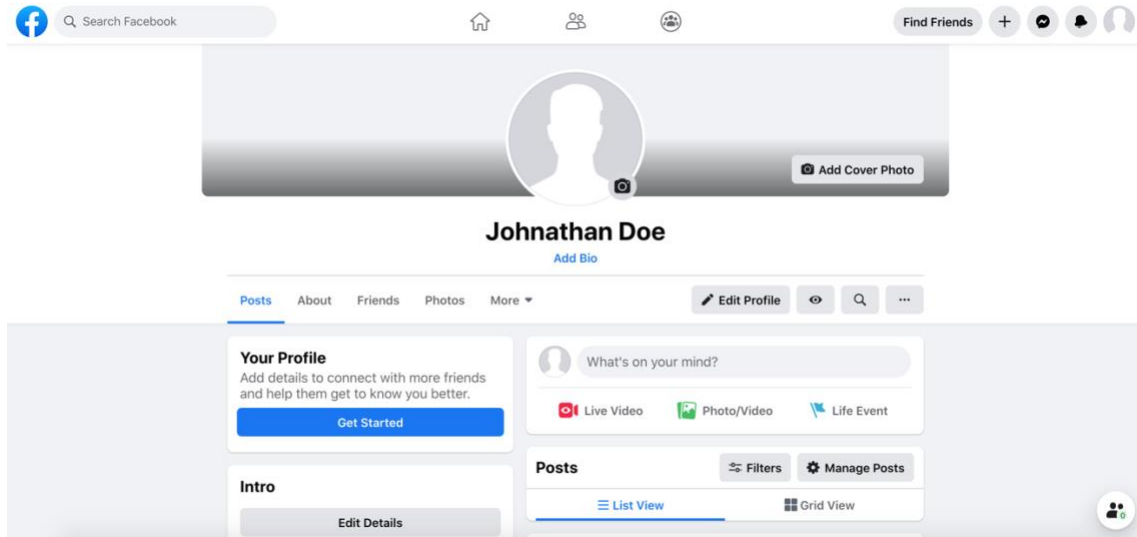
Control who sees what you do on Facebook, and how data helps us personalize experiences.

-  **Privacy Settings**
Control who can see your posts and content, as well as who can search for you.
-  **Face Recognition**
Choose whether we recognize you in photos and videos.
-  **Profile and Tagging**
Decide who can interact with you and your posts on Facebook.
-  **Public Posts**
Manage who can follow you, and who can comment on your public posts.
-  **Blocking**
Review people you previously blocked.
-  **Location**
Manage your location settings.
-  **Active Status**
Show when you're active.



Step 4: Customizing your Profile

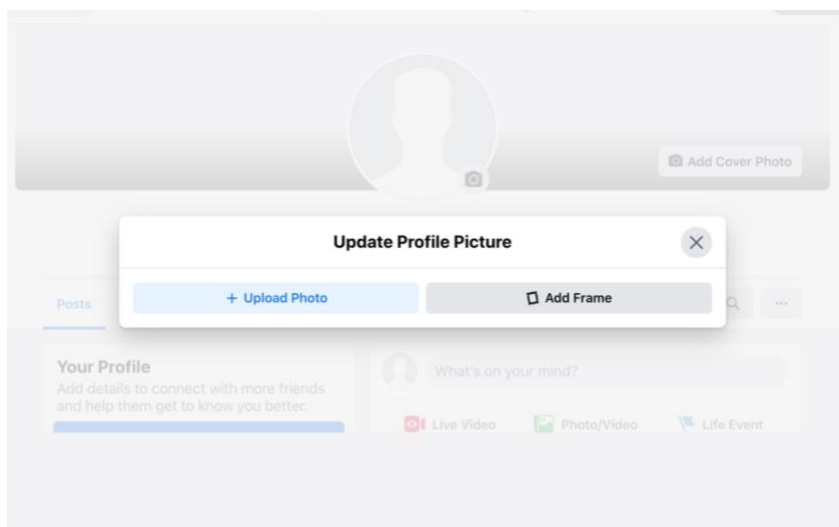
Remember, you can navigate to your Facebook profile by clicking your name on the top of your screen. (On mobile, click the three lines at the bottom right and then click your name.) The page will be laid out differently on mobile than on a computer but the information will remain the same.



Profile Picture

Your profile picture is the photo which appears next to your name. Your friends will see this photo when they see your posts, when they search for you, and when they visit your profile page.

To add a profile picture, you can click the camera icon on the placeholder profile photo. This will allow you to upload an image from the files on your computer or mobile device.



Cover Photo

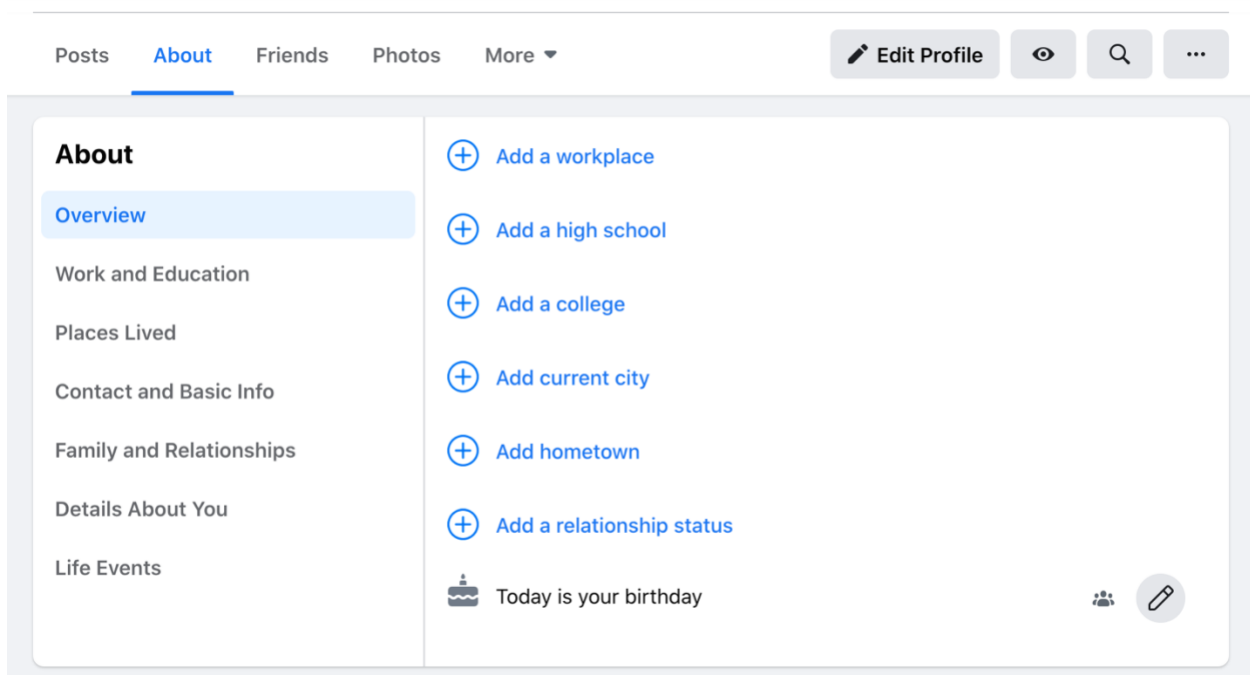
Your cover photo will only be seen on your profile page. It appears like a banner at the top of your profile. You can add a cover photo by choosing the camera icon labeled with “Add Cover Photo”.

Profile Information

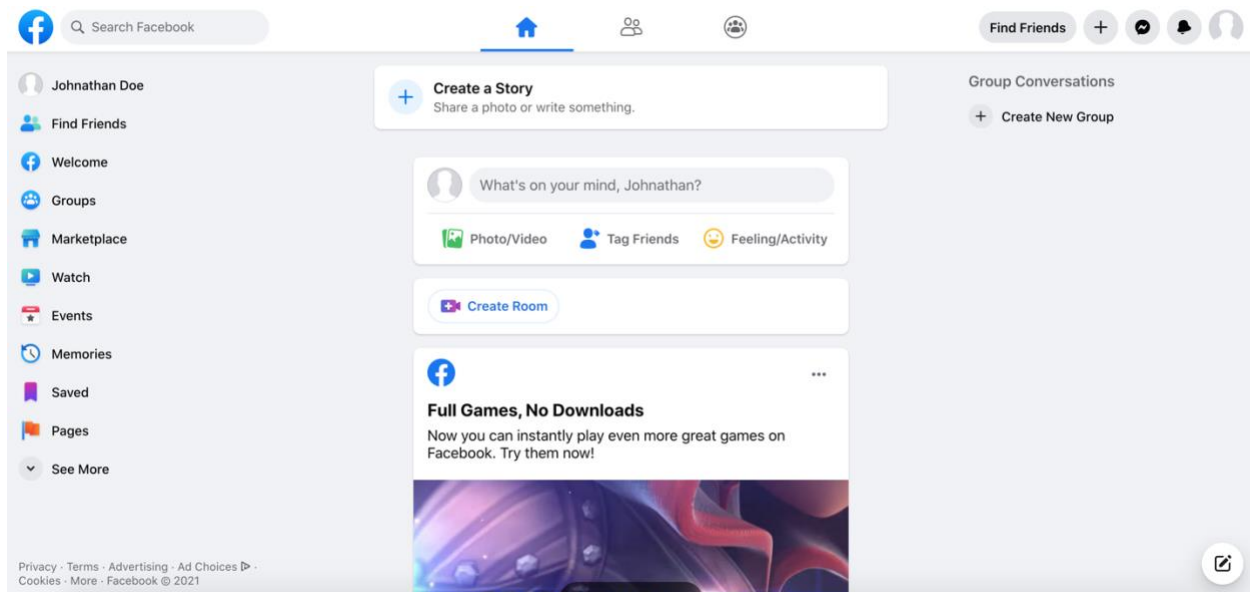
You can add as much or little information here as you want. Who can see this information depends on how you set up your privacy settings. This information can include a short bio, current city, workplace, school, hometown, relationship status, and much more.

To enter your profile information, click “Edit Profile”. This will bring up a page where you can edit basic information. If you would like to add more information, scroll all the way down and click “Edit Your About Info”.

“Edit Your About Info” will take you to the page pictured below.



Step 4: Getting Familiar with the Homepage



Search Bar

The search bar can be found at the top left of the page. Here you can search the names of people you would like to add as a friend, the names of groups you would like to join, and more.

To add a friend via the search bar, type in their name, choose the correct profile, and hit the “Add Friend” button. This will send them a request they can then either accept or deny. Once they have accepted your request, you will get a notification that you are now friends.

Create a Story

A Facebook story is a place where you can add a picture or video for a short period of time. Your story and the stories of your friends will appear at the top of your newsfeed. Click “Create a Story” to add a photo to your story.

Create a Post

When you create a post, you are posting something for all your Facebook friends to see. You may want to write out a message or attach a photo. The area to create a post will always be below the stories near the top of the newsfeed. There will be a text box prompting you by saying “What’s on your mind?”

You can also “tag” friends in posts. This will send them a notification that you created a post regarding them. Depending on your privacy settings, their friends may also be able to see your post.

Create Room

The Create a Room function on Facebook is relatively new. This acts as a video call service similar to Skype, Facetime, or Zoom. Click “Create Room” to get started. You will be prompted to send invites to any friends you want to join your video call.

Newsfeed

The main section of the homepage is the newsfeed. This is where you will be able to scroll through the posts your friends, groups, and pages make or share.

This newsfeed will begin below the ‘Create Post’ section. Scroll down to continue seeing posts. The posts may not always be organized chronologically.

Chat

The chat function can be used to instant message with friends who are currently online. This function is located in the bottom right corner of your homepage. If you want to private message someone who is not online at the moment, go to Facebook Messenger.

The chat function button will look like this:



Notification Bar

Your notification bar runs across the top of your screen with the search bar. The notifications can be found at the top right of your screen.



Most of your notifications will be found by clicking the bell icon. Here you will be notified of friend requests, comments and ‘likes’ on your posts, and more. A red circle will appear above

Step 5: Learning to Use the “Watch” Feature

Finding Videos

From your homepage, chose “Watch” from the list on the left or choose the play button icon at the top of the page. The ‘Home’ of your watch page will feature popular videos that Facebook

thinks you would like. You can also search for content you are interested in. For example, you might search for the word “crochet” or you could search for a page like “FaveCrafts”.

Finding Live Videos

On the “Watch” page, you can choose “Live” from the list on the left side of the screen. This will show you currently live content. If a group you’re apart of goes live, you will be notified. You can access the notification by clicking the bell icon on the top right section of your screen.

Step 6: Staying Safe on Facebook

Be aware of scammers

Scammers are relatively common on Facebook so be sure to watch out for them. It can be possible for scammers to hack into accounts. To avoid this, be sure to keep your password and recovery information secure. If you receive a message from a family member or friend that seems suspicious, be sure to verify off of Facebook. Avoid any suspicious looking links and do not send bank or other important information through Messenger or the chat function.

Look out for fake friend requests

Fake friend requests may come in a couple different forms. You may receive a friend request from someone you do not know. Be suspicious of friend requests with unknown names and/or photos. To confirm this is a real account, check how recently it has been updated and look at the number of friends they have.

Another form of fake friend request could be one that looks like it comes from a person you know. If you are already friends with someone, be cautious with accepting a new request for that same person. Check their profile to see if there is any realistic activity and check with that person outside of Facebook.

Be skeptical with information

Step 7: Connecting with Prime Communities

received through any social media.

Now that you have set up your new Facebook account, you can start to find pages and groups you are interested in. There are many ways to connect with us on Facebook! Check out this list of all our Facebook pages and groups.

Pages

- [AllFreeChristmasCrafts](#)
- [AllFreeCrochet](#)
- [AllFreeCrochetAfghan Patterns](#)
- [AllFreeDIYWeddings](#)
- [AllFreeHolidayCrafts](#)
- [AllFreeJewelryMaking](#)
- [AllFreeKidsCrafts](#)
- [AllFreeKnitting](#)
- [AllFreePaperCrafts](#)
- [AllFreeSewing](#)
- [CheapThriftyLiving](#)
- [CreativeIncomeBlog](#)
- [DIYideaCenter](#)
- [FaveCrafts](#)
- [FaveQuilts](#)
- [ILikeCrochet](#)
- [ILikeKnitting](#)
- [RugHookingMagazine](#)
- [Wildfowl Carving](#)
- [AllFreeCasseroleRecipes](#)
- [AllFreeCopycatRecipes](#)
- [AllFreeSlowCookerRecipes](#)
- [Cookstr](#)
- [EverydayDiabeticRecipes](#)
- [FaveGlutenFreeRecipes](#)
- [FaveHealthyRecipes](#)
- [FaveSouthernRecipes](#)
- [Mr. Food Test Kitchen](#)
- [RecipeLion](#)
- [RecipeLion Cooking Club](#)
- [TheBestDessertRecipes](#)
- [TheWatchIndex](#)
- [TheWineBuyingGuide](#)

Groups:

- [AllFreeCrochet Community](#)
- [AllFreeSewing Community](#)
- [AllFreeKnitting Community](#)
- [CraftPaperScissors DIYers](#)

- [FaveCrafts Community](#)
- [Wildfowl Carving Magazine Community](#)
- [Rug Hooking Magazine Community](#)