

# facebook 101

- ❖ Facebook has become one of the dominant social networking sites.
- ❖ Facebook lets you create Friend Lists and share photos, videos, links, status updates, and much more with your friends.
- ❖ As you discover the ways this social networking site works, use this handy reference to help you find people on Facebook, communicate with friends, and figure out what to do as soon as you log in.

## Common Facebook Terminology

If you're new to Facebook, you'll run into some unfamiliar terminology. Here are some common Facebook terms and their definitions; get to know them so you can get the most out of Facebook:

<b>Your wall</b>	<b>is where you and your friends can write on your Profile.</b> <ul style="list-style-type: none"><li>➤ Your friends may write on your wall to communicate with you, congratulate you, embarrass you, and more.</li><li>➤ You post on your own wall to let your friends know what you're up to.</li></ul>
<b>The News Feed</b>	<b>is a continuous stream of updates about your friends' activities on and off Facebook.</b> <ul style="list-style-type: none"><li>➤ It appears on your Home page.</li></ul>
<b>A Poke</b>	<b>is a casual gesture that means "I'm thinking of you."</b> <ul style="list-style-type: none"><li>➤ The person you Poke receives the Poke on her Home page when she logs in and has the choice to Poke you back.</li><li>➤ Only she (and not her friends) is aware that you Poked her.</li></ul>
<b>Your Profile</b>	<b>is your page.</b> <ul style="list-style-type: none"><li>➤ It contains your photos and videos, a list of your friends, your recent activities, and anything else you choose to include on it.</li></ul>

## Top Five Things to Check When You Log Into Facebook

Facebook is all about staying in touch with friends. Right after you log into Facebook, check out which of your friends has a birthday coming up, the requests you've received, and what your friends are up to.

### Check Your . . . What It Is - How to Do It

<b>1. Requests Friends asking to connect with you.</b>	<ul style="list-style-type: none"> <li>➤ Click the Friend requests icon next to the Facebook logo on the Home page.</li> <li>➤ If you have pending requests, an indicator will appear.</li> </ul>
<b>2. Upcoming Birthdays and Events A list of upcoming events, and friends' birthdays occurring today</b>	<ul style="list-style-type: none"> <li>➤ Check the Events box in the right column of the Home page.</li> <li>➤ For birthdays, only the names of those friends who have listed their birthdays will show.</li> </ul>
<b>3. Inbox Messages from friends, groups or events you're a part of, or businesses you subscribe to.</b>	<ul style="list-style-type: none"> <li>➤ Click the Message link on the left side of the Home page.</li> <li>➤ A number appearing in parentheses indicates the unread messages count.</li> </ul>
<b>4. News Feed A continuous stream of updates about your friends' activities on and off Facebook</b>	<ul style="list-style-type: none"> <li>➤ Look at the Home page – the continuous stream flows down the wide center column.</li> </ul>
<b>5. Friends Online A list showing which of your friends are online and free to chat</b>	<ul style="list-style-type: none"> <li>➤ Look at the list on the left side of the Home Page underneath your applications.</li> <li>➤ A green dot means that friend is online.</li> </ul>

## Finding People You Know on Facebook

A popular way to use Facebook is to find people from your past or get to know friends of friends. To find people you know on Facebook and to build your Friends list, check out this table, which outlines a few easy ways to do just that.

### What to Do - How to Do It

<p><b>See which people in your e-mail address book or instant messenger (IM) buddy list are on Facebook</b></p>	<ul style="list-style-type: none"> <li>➤ Click Friends in the left column of the Home page; then choose Find Friends.</li> <li>➤ Facebook allows you to import from a variety of popular e-mail and IM services.</li> </ul>
<p><b>Search your classmates and coworkers</b></p>	<ul style="list-style-type: none"> <li>➤ Click Friends in the left column of the Home page, choose Find Friends, and then use the Find Classmates and Find Coworkers section, located beneath Search for People.</li> </ul>
<p><b>Look at your friends' friends</b>          - <b>There's a good chance you know the friends of your friends.</b></p>	<ul style="list-style-type: none"> <li>➤ To view their friends, go to their Profiles and click the See All link in the Friends box in the left column.</li> </ul>
<p><b>Check out suggestions</b>          - <b>Based on which friends you already have, Facebook has ideas about people you might know.</b></p>	<ul style="list-style-type: none"> <li>➤ Check out the Suggestions box in the right column of your Home page to see whom Facebook suggests.</li> </ul>
<p><b>Keep an eye on your friends' feeds</b></p>	<ul style="list-style-type: none"> <li>➤ Whenever your friends make new friend connections, stories about those connections appear on their Profiles and may also appear in your News Feed.</li> <li>➤ You probably know many of the same people as your friends, so keep your eyes peeled for these stories.</li> </ul>

## Celebrating Your Friends' Birthdays on Facebook

Celebrating birthdays on Facebook is a great way to show your friends you care about them. Facebook birthday celebrations are fun, inexpensive, and easy to do. Here's how:

### What to Do - What It Is - How to Do It

<p><b>Write on their walls</b></p>	<ul style="list-style-type: none"> <li>➤ A wall is an informal, public forum on each person's Profile. It usually fills up with well-wishes on a person's birthday.</li> <li>➤ Go to a friend's Profile, find Publisher at the top of the screen and enter your message.</li> </ul>
<p><b>Poke them</b></p>	<ul style="list-style-type: none"> <li>➤ A Poke is a casual gesture that can mean "I'm thinking of you."</li> <li>➤ Only the recipient is aware of your Poke.</li> <li>➤ Go to a friend's Profile and click the Poke link under the Profile picture.</li> </ul>
<p><b>Run them a Happy Birthday ad</b></p>	<ul style="list-style-type: none"> <li>➤ If you really want to impress someone, you can buy an ad for one day only and target it at a network or small region that is likely to know your friend.</li> <li>➤ Click Advertising on the bottom of any page, and click Create an Ad.</li> <li>➤ Be sure to target it to a small enough group that your friend is likely to see it.</li> </ul>
<p><b>Write them a note</b></p>	<ul style="list-style-type: none"> <li>➤ A Note, similar to a blog entry, is a free-form post that you can write and share with your friends.</li> <li>➤ Click the Notes icon in the left column of the Home page; then click Write a New Note.</li> <li>➤ Be sure to tag the birthday boy or girl in the Note so they see it!</li> </ul>
<p><b>Call them</b></p>	<ul style="list-style-type: none"> <li>➤ This is a good old-fashioned verbal birthday wish.</li> <li>➤ Go to their Profile, click the Info tab, and look for their phone number under Contact info. Use your phone to call them — maybe sing!</li> </ul>

## Communicating with Your Friends on Facebook

Meet up with friends on Facebook. You can communicate with your friends on Facebook in a whole host of ways: chatting, writing on their Walls, sending messages, and more.

### What to Do - What It Is - How to Get There

<p><b>Send a message</b></p>	<ul style="list-style-type: none"> <li>➤ Similar to an e-mail, but short, sweet, and no need to remember any e-mail addresses.</li> <li>➤ Go to your friend's Profile. Click Send a Message, located beneath the Profile picture.</li> </ul>
<p><b>Chat Talk to someone right here, right now . . . provided that person is online.</b></p>	<ul style="list-style-type: none"> <li>➤ You can have as many simultaneous chat conversations as you can keep track of.</li> <li>➤ Click the Chat bar in the lower-right corner of any Facebook page. Look to see which of your friends have green dots next to their names, and then click the name of whomever you'd like to chat with.</li> </ul>
<p><b>Write on their walls</b></p>	<ul style="list-style-type: none"> <li>➤ To communicate with friends in public, to tease them, or to congratulate them for something their friends might want to hear about, write on their walls.</li> <li>➤ Go to the Profile of any friend and write in the Publisher at the top.</li> <li>➤ Any of their friends who come to their Profile will see what you wrote.</li> </ul>
<p><b>Send a mobile message</b></p>	<ul style="list-style-type: none"> <li>➤ When you're out and about and have something you want to say to a friend who's not with you, you can send the friend a message through Facebook using your phone.</li> <li>➤ Set up Facebook Mobile as described in the first section of this book. Then send a text message to FBOOK with the word "message," the person's name, and the message you want to send.</li> </ul>
<p><b>Write something on your own Profile</b></p>	<ul style="list-style-type: none"> <li>➤ If you have something you think might interest friends, but you're not sure who or how much, you can write on your own Profile. Your friends may read it in their News Feed or see it when they visit your Profile.</li> <li>➤ Go to your own Profile. In the Publisher at the top of the Wall tab, click Update Status and write whatever you think might interest some of your friends.</li> <li>➤ Wait for the comments and messages to trickle back.</li> </ul>

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