

Facebook Basics

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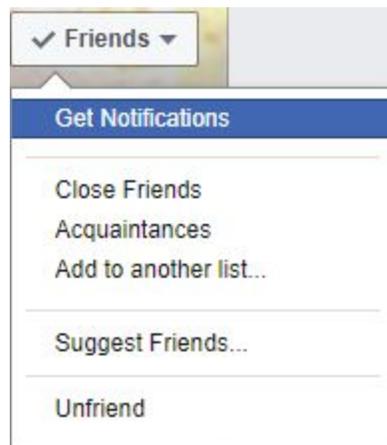
This is quick introduction on using Facebook. It can be used on your PC, Mac, Tablet, and Smartphone. For many it has totally replaced email to stay in contact with friends and family. There is not enough time to get into all the details. This is just a quick overview.

Whenever an action occurs in Facebook, an email is sent to your registered email address. This is by default and can be an annoyance. To stop that from happening choose settings and then notifications then email. Select what you want to be sent to you in an email. I only get important notifications.

Friends:

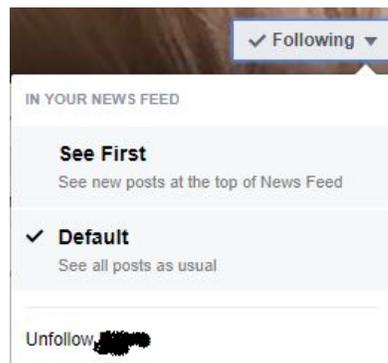
Notifications pop up in the lower right of your screen whenever they post something.

Not everyone is really your friend. Be clear by changing their status with you to Acquaintances



Newsfeed:

Unfollow people to No longer see their posts in your timeline. To see Them you go directly to their page.



Profile

Profile picture

Cover photo

About

Birthdate - you can hide your mo-da and/or your birth year

Posting

On your profile you choose who sees the post: Public, Friends... Only Me

On someone else's profile, if they allow you to do so

Tagging pictures puts pictures on someone else's profile, if they have not blocked that feature

Go into Settings > Timeline and Tagging Settings to limit who can post or tag to your timeline

Who sees your posts?

Messaging is private

Posting is public

Making a post private

Comments made on other People's post will be seen By everyone who can see That post. It is not a private comment



Some reminders:

If you only want one person to see your post, send it on messenger

If you do not want to see someone's posts in your newsfeed, unfollow them

If you do not want the world to see your posts, do not post them as public