

# A Gleneagles Computer Club Workshop


## HOW TO SIGN UP FOR facebook

Go to [www.Facebook.com](http://www.Facebook.com). Fill in all appropriate information then click "Sign Up".  
**Do not confuse your email password with your Facebook password.**



Screenshot of the Facebook sign-up page. The page title is "Welcome to Facebook". The URL in the address bar is <http://www.facebook.com/index.php?h=3dd83e447e4906c4de6fe150743d25eb&eu=9B5WFOJ1J9Wtb>. The page features the Facebook logo and a navigation bar with "Email" and "Password" input fields, a "Login" button, and a "Keep me logged in" checkbox. The main content area is titled "Sign Up" and "It's free, and always will be." It includes a "Get Facebook Mobile" button and a "Sign Up" button. A box with the text "Fill in these boxes then click 'Sign Up'" has red arrows pointing to the "First Name", "Last Name", "Your Email", "Re-enter Email", "New Password", "I am:", "Birthday", and "Sign Up" fields.

Here is an example of the form completed for Joe Mattarasz.



Screenshot of the Facebook sign-up page with the form filled out for Joe Mattarasz. The "First Name" field contains "Joe", the "Last Name" field contains "Mattarasz", the "Your Email" field contains "clcc4924@yahoo.com", the "Re-enter Email" field contains "clcc4924@yahoo.com", the "New Password" field contains "\*\*\*\*\*", the "I am:" dropdown menu is set to "Male", and the "Birthday" dropdown menus are set to "Nov", "22", and "1965".

You must enter the security phrase just as it appears (lower and/or upper case letters and spacing). If the first one is confusing, click "try different words".

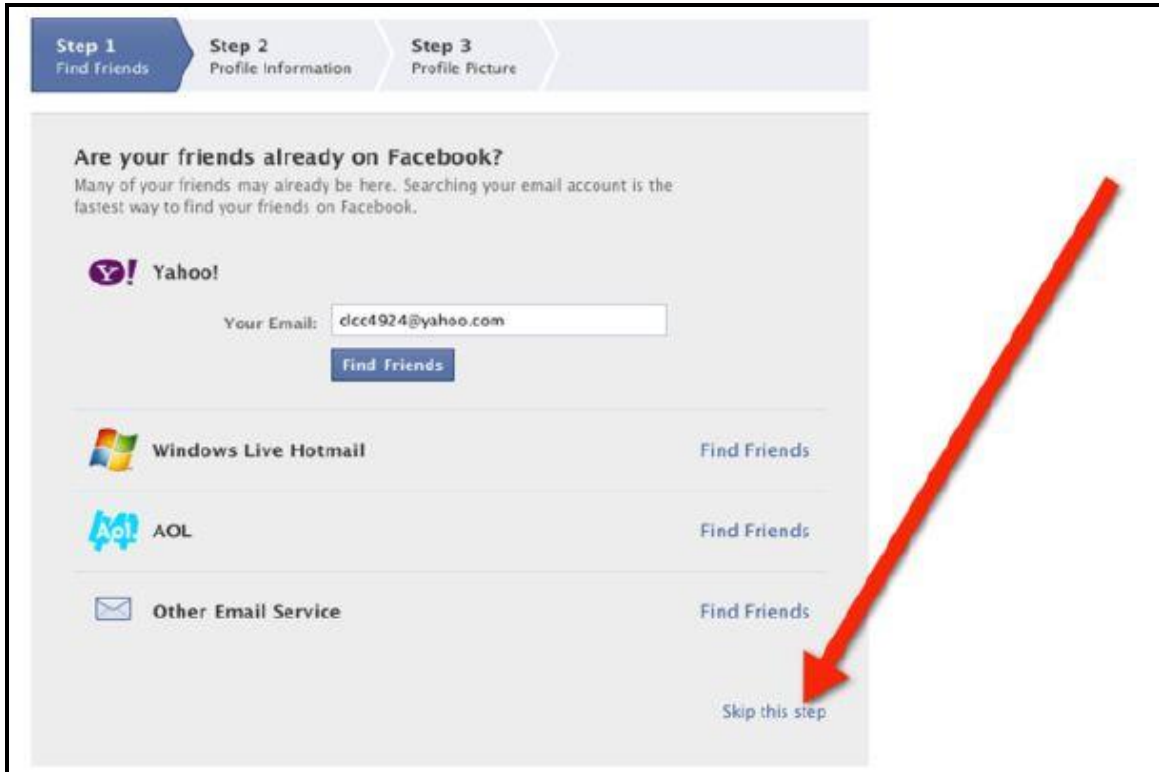


Screenshot of the Facebook sign-up page showing the security check step. The "Security Check" section is titled "Security Check" and includes the text "Enter both words below, separated by a space. Can't read the words below? Try different words or an audio captcha." The words "that" and "exhumes" are displayed in a stylized font. The "Text in the box" field contains "that exhumes". There are "Back" and "Sign Up" buttons. At the bottom, there is a link to the "Terms of Use and Privacy Policy".

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When you begin to register, you are asked whether or not you'd like to add friends from your email address book. I always skip this step because there is ample time later to look for friends.

We will skip all steps that are possible to skip and get immediately to the setting of privacy parameters.

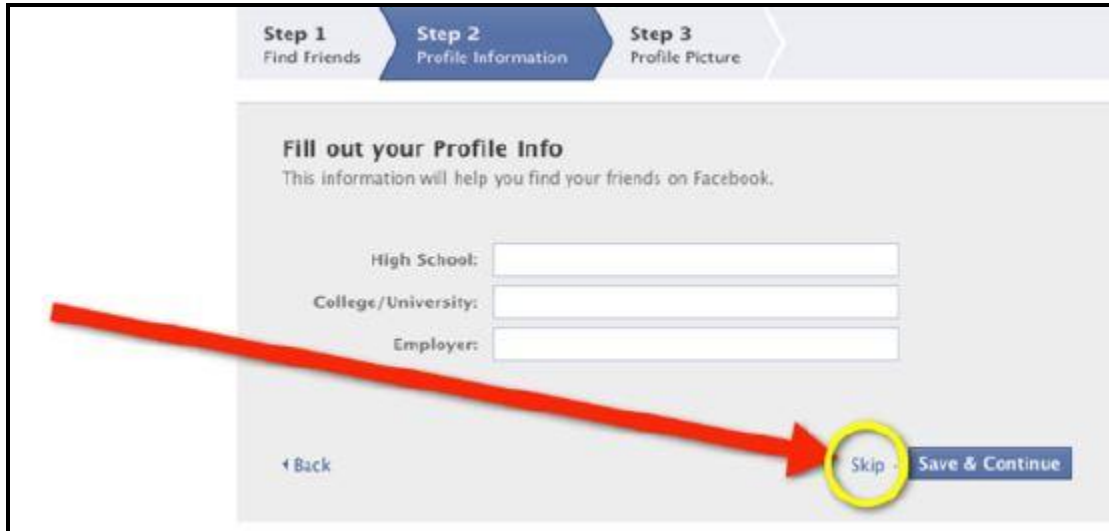


You can skip this step also. If you make any entries, Facebook will present you later with some names of people who have made the same entries. These are potential friends.

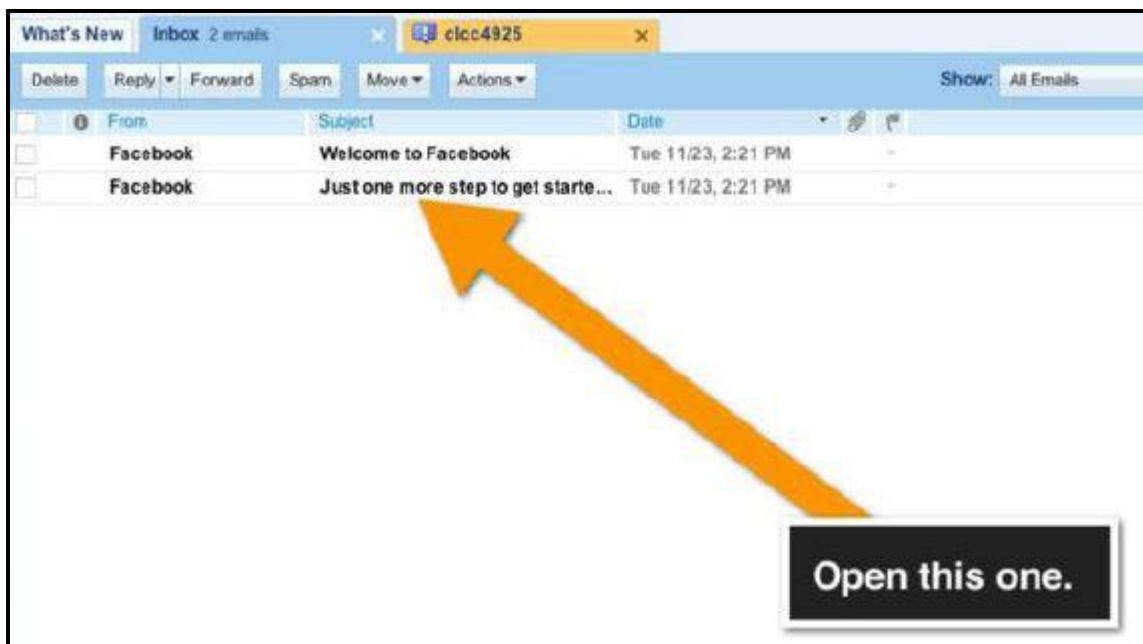


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Skip this step also. We will add a picture in later steps.

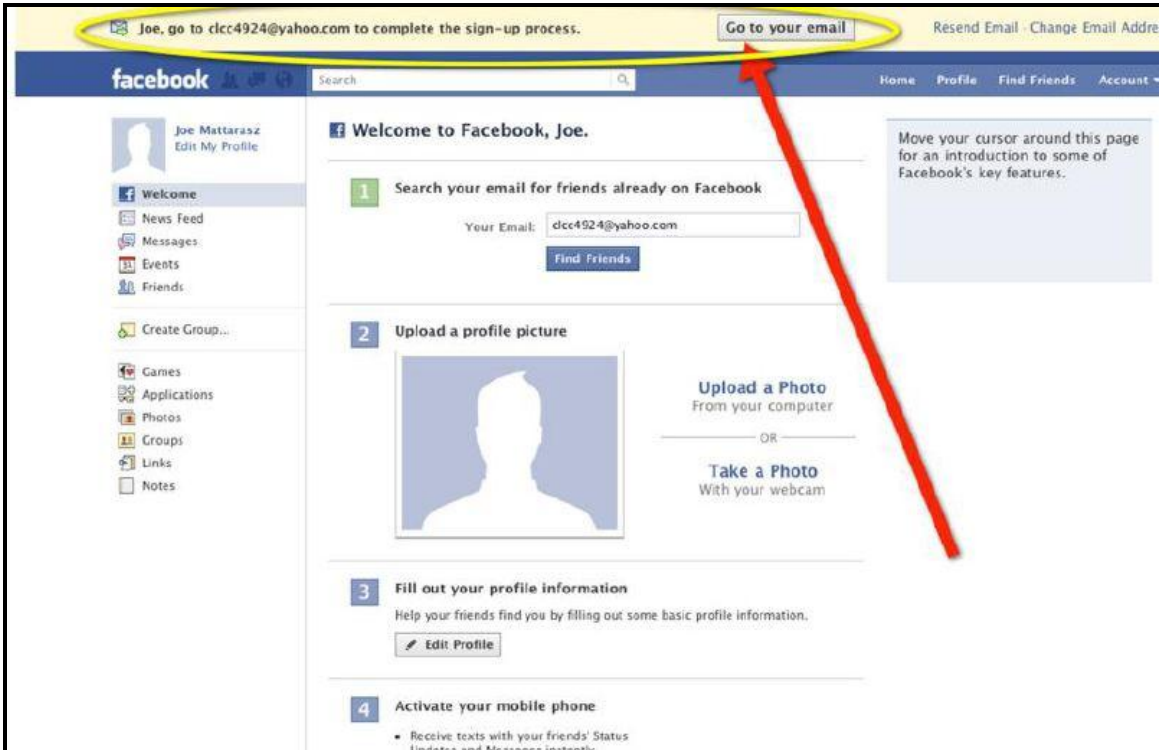


In order to properly register for Facebook, you will have to respond to the email that they will send to your email address.



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Here is the email that Joe received.

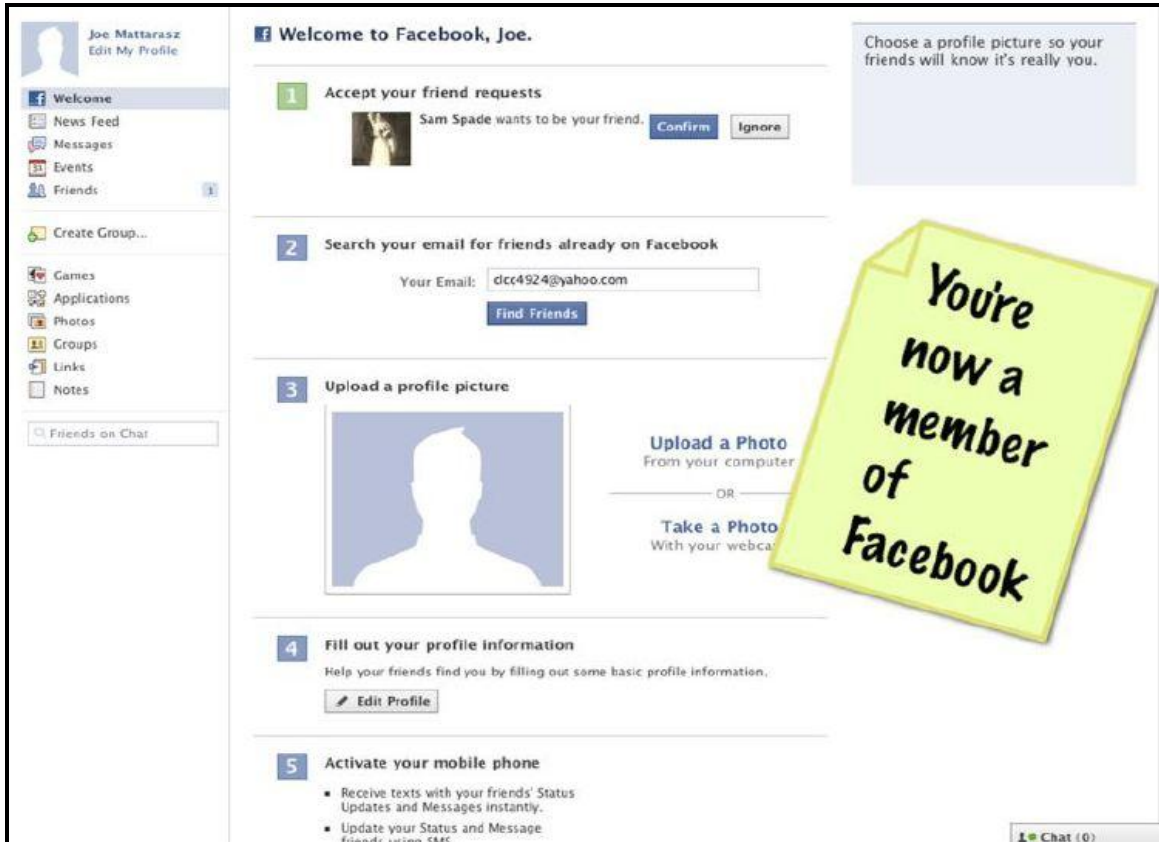


Here is the link that must be clicked in order to complete the registration.

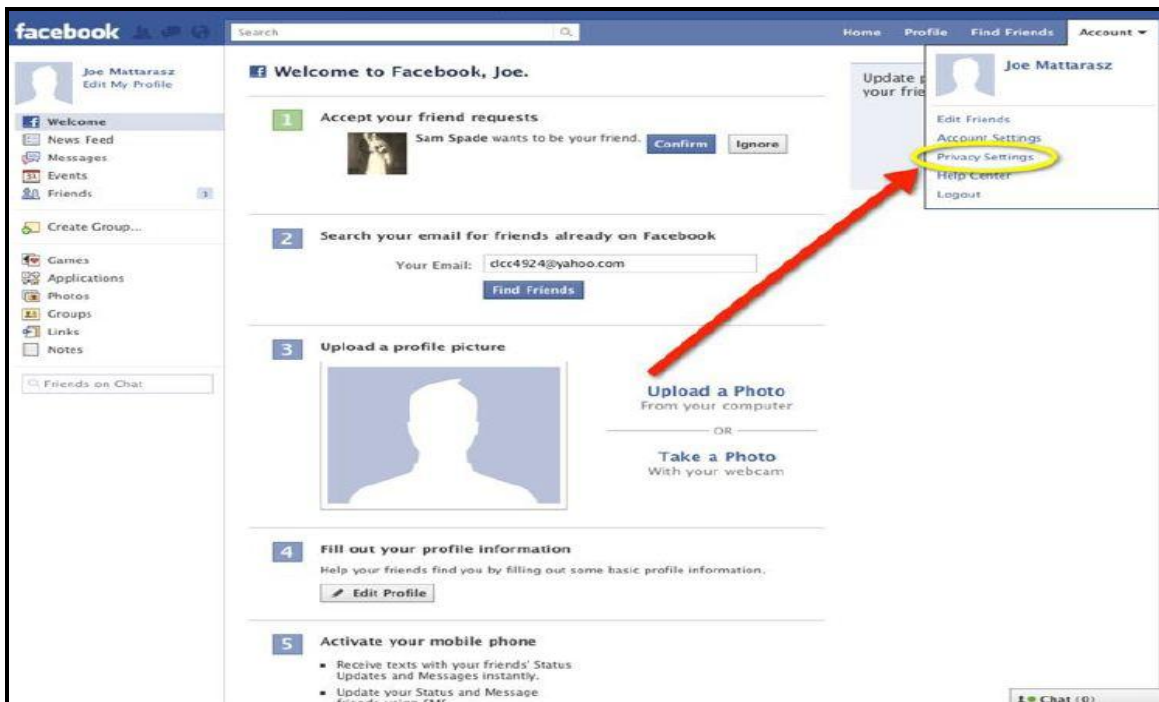


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Now, as a member, you can begin to add items and set parameters



We will first concentrate on the privacy parameters for Facebook. This is a very important step and must be done with extreme care and thought.



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Here are the defaults settings that Facebook will use if you make no changes.

**Choose Your Privacy Settings**

**Connecting on Facebook**  
Control basic information your friends will use to find you on Facebook. [View Settings](#)

**Sharing on Facebook**  
These settings control who can see what you share.

	Everyone	Friends of Friends	Friends Only
Your status, photos, and posts	*		
Bio and favorite quotations	*		
Family and relationships	*		
Photos and videos you're tagged in		*	
Religious and political views		*	
Birthday		*	
Permission to comment on your posts			*
Places you check in to [?]			*
Contact information			*
<input checked="" type="checkbox"/> Share a tagged post with friends of the friend I tag			

[Customize settings](#) ✔ This is your current setting.

**Applications and Websites**  
Edit your settings for using applications, games and websites.

**Block Lists**  
Edit your lists of blocked people and applications.

**Controlling How You Share**  
Learn more about your privacy on Facebook.

Let's look at the detailed parameters that were set by Facebook and change them to suit our priorities.

**Choose Your Privacy Settings**

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Photos and videos you're tagged in		*	
Religious and political views		*	
Birthday		*	
Permission to comment on your posts			*
Places you check in to [?]			*
Contact information			*
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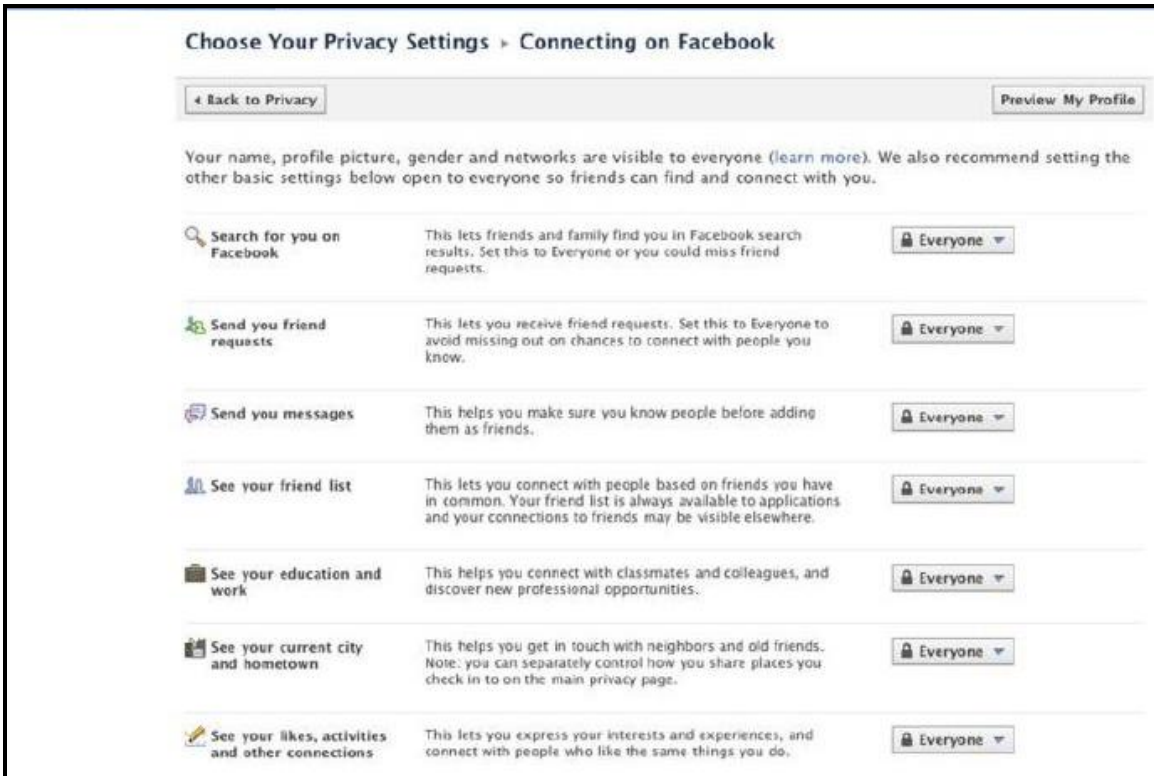
**Block Lists**  
Edit your lists of blocked people and applications.

**Controlling How You Share**  
Learn more about your privacy on Facebook.

*Annotations:*  
- Red circle: "Click here first" pointing to "View Settings".  
- Red circle: "Click here next" pointing to "Customize settings".  
- Yellow circles around "Everyone" settings for "Your status, photos, and posts", "Bio and favorite quotations", "Family and relationships", "Photos and videos you're tagged in", "Religious and political views", "Birthday", "Permission to comment on your posts", "Places you check in to [?]", and "Contact information".  
- Red arrows point from the "Customize settings" link to each of these yellow circles.

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The next few slides deal with the detailed setting of privacy parameters.



**Choose Your Privacy Settings > Connecting on Facebook**

[← Back to Privacy](#) [Preview My Profile](#)

Your name, profile picture, gender and networks are visible to everyone ([learn more](#)). We also recommend setting the other basic settings below open to everyone so friends can find and connect with you.

<b>Search for you on Facebook</b>	This lets friends and family find you in Facebook search results. Set this to Everyone or you could miss friend requests.	Everyone ▾
<b>Send you friend requests</b>	This lets you receive friend requests. Set this to Everyone to avoid missing out on chances to connect with people you know.	Everyone ▾
<b>Send you messages</b>	This helps you make sure you know people before adding them as friends.	Everyone ▾
<b>See your friend list</b>	This lets you connect with people based on friends you have in common. Your friend list is always available to applications and your connections to friends may be visible elsewhere.	Everyone ▾
<b>See your education and work</b>	This helps you connect with classmates and colleagues, and discover new professional opportunities.	Everyone ▾
<b>See your current city and hometown</b>	This helps you get in touch with neighbors and old friends. Note: you can separately control how you share places you check in to on the main privacy page.	Everyone ▾
<b>See your likes, activities and other connections</b>	This lets you express your interests and experiences, and connect with people who like the same things you do.	Everyone ▾

Each entry can be set for different audiences. Choose carefully and thoughtfully.



**Choose Your Privacy Settings > Connecting on Facebook**

[← Back to Privacy](#) [Preview My Profile](#)

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<b>Search for you on Facebook</b>	This lets friends and family find you in Facebook search results. Set this to Everyone or you could miss friend requests.	Everyone ▾ Everyone Friends of Friends Friends Only
<b>Send you friend requests</b>	This lets you receive friend requests. Set this to Everyone to avoid missing out on chances to connect with people you know.	Everyone ▾
<b>Send you messages</b>	This helps you make sure you know people before adding them as friends.	Everyone ▾
<b>See your friend list</b>	This lets you connect with people based on friends you have in common. Your friend list is always available to applications and your connections to friends may be visible elsewhere.	Everyone ▾
<b>See your education and work</b>	This helps you connect with classmates and colleagues, and discover new professional opportunities.	Everyone ▾
<b>See your current city and hometown</b>	This helps you get in touch with neighbors and old friends. Note: you can separately control how you share places you check in to on the main privacy page.	Everyone ▾
<b>See your likes, activities and other connections</b>	This lets you express your interests and experiences, and connect with people who like the same things you do.	Everyone ▾

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## Choose Your Privacy Settings » Connecting on Facebook

[Back to Privacy](#) [Preview My Profile](#)

Your name, profile picture, gender and networks are visible to everyone (learn more). We also recommend setting the other basic settings below open to everyone so friends can find and connect with you.

<b>Search for you on Facebook</b>	This lets friends and family find you in Facebook search results. Set this to Everyone or you could miss friend requests.	Everyone
<b>Send you friend requests</b>	This lets you receive friend requests. Set this to Everyone to avoid missing out on chances to connect with people you know.	Everyone
<b>Send you messages</b>	This helps you make sure you know people before adding them as friends.	Everyone
<b>See your friend list</b>	This lets you connect with people based on friends you have in common. Your friend list is always available to applications and your connections to friends may be visible elsewhere.	Everyone
<b>See your education and work</b>	This helps you connect with classmates and colleagues, and discover new professional opportunities.	Everyone
<b>See your current city and hometown</b>	This helps you get in touch with neighbors and old friends. Note: you can separately control how you share places you check in to on the main privacy page.	Everyone Everyone Friends of Friends Friends Only Customize
<b>See your likes, activities and other connections</b>	This lets you express your interests and experiences, and connect with people who like the same things you do.	Everyone

## Choose Your Privacy Settings » Customize settings

[Back to Privacy](#) [Preview My Profile](#)

Customize who can see and comment on things you share, things on your Wall and things you're tagged in.

### Things I share

<b>Posts by me</b> <small>Default setting for posts, including status updates and photos</small>	Everyone
<b>Family</b>	Everyone
<b>Relationships</b>	Everyone
<b>Interested in and looking for</b>	Everyone
<b>Bio and favorite quotations</b>	Everyone
<b>Website</b>	Everyone
<b>Religious and political views</b>	Friends of Friends
<b>Birthday</b>	Friends of Friends
<b>Places I check in to</b>	Friends Only
<b>Include me in "People Here Now" after I check in</b> <small>Visible to friends and people checked in nearby (See an example)</small>	<input checked="" type="checkbox"/> Enable
<a href="#">Edit album privacy for existing photos.</a>	

### Things others share

<b>Photos and videos I'm tagged in</b>	Friends of Friends
<b>Can comment on posts</b> <small>Includes status updates, friends' Wall posts, and photos</small>	Friends Only
<b>Friends can post on my Wall</b>	<input checked="" type="checkbox"/> Enable

[Chat \(0\)](#)

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You are now ready to exercise some of your Facebook powers! This page allows you to make changes to many aspects of your Facebook pages. Let's skip this page for now (the next screen shows the scrolled version of this page).

**Welcome to Facebook, Joe.**

1 **Accept your friend requests**

 Sam Spade wants to be your friend. [Confirm](#) [Ignore](#)

2 **Search your email for friends already on Facebook**

Your Email:  [Find Friends](#)

3 **Upload a profile picture**



**Upload a Photo**  
From your computer

OR

**Take a Photo**  
With your webcam

4 **Fill out your profile information**

Help your friends find you by filling out some basic profile information.

[Edit Profile](#)

5 **Activate your mobile phone**

- Receive texts with your friends' Status Updates and Messages instantly.
- Update your Status and Message friends using SMS.


[Chat \(0\)](#)

Move your cursor around this page for an introduction to some of Facebook's key features.

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Prior screen, scrolled down to see the rest of what's available.

Facebook (1)



**Upload a Photo**  
From your computer

OR

**Take a Photo**  
With your webcam

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**4 Fill out your profile information**  
Help your friends find you by filling out some basic profile information.

[Edit Profile](#)

---

**5 Activate your mobile phone**

- Receive texts with your friends' Status Updates and Messages instantly.
- Update your Status and Message friends using SMS.

[Register for Facebook Text Messages](#)

Already received a confirmation code?

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**6 Find people you know**  
Search by name or look for classmates and coworkers.

[Q](#)

---

**7 Control what information you share**  
Learn more about privacy on Facebook.

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Let's first look for possible friends by going "Home" and searching for people by name



Here we are searching Facebook for a person named Ernie Milton.



This is the result of the search. Click on the person's name to be taken to that person's profile (this is a way to check that it is the person you think it is).



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Let's now go back "home" and begin entering some narrative...the real guts of Facebook. You may have to click "Home" twice to get to the next screen.



If the profile is of the correct person and you want to be "friends," then click on "Add as a Friend".

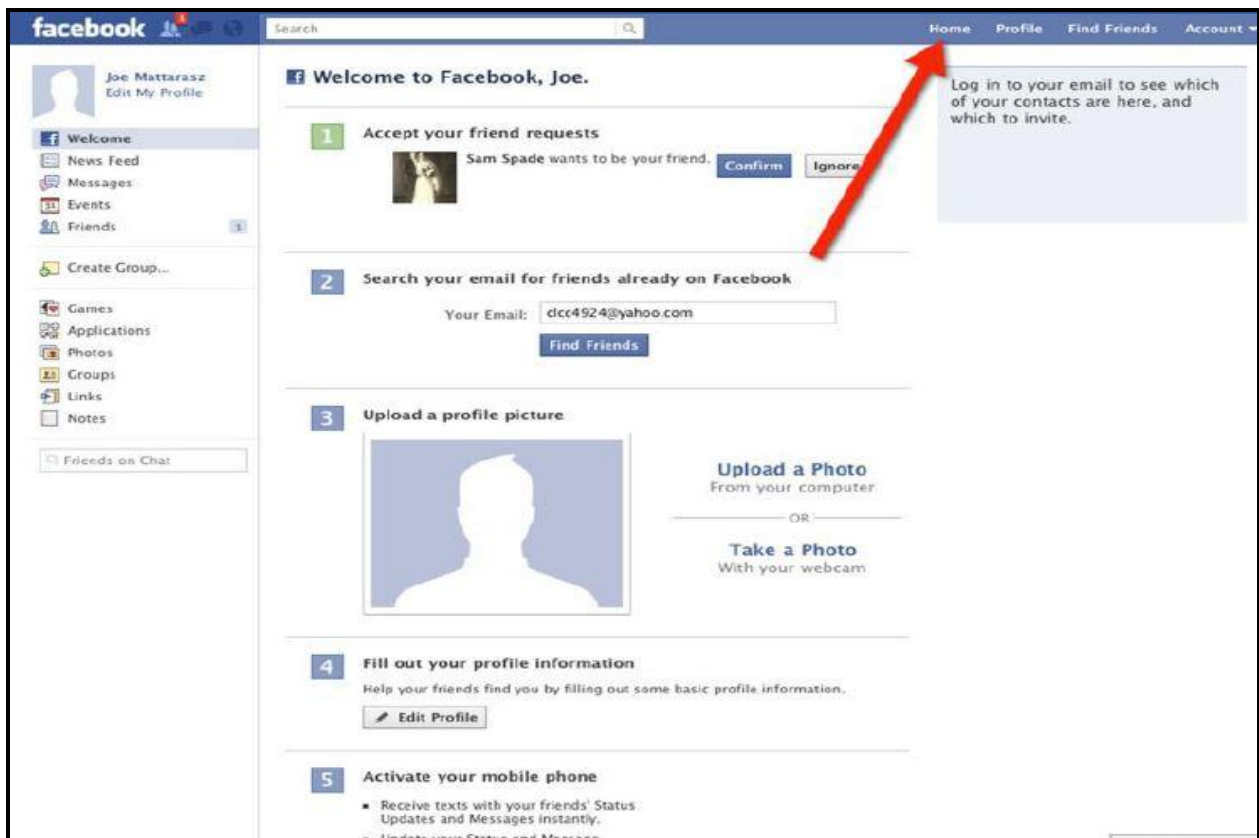


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A message is then sent to the person asking that you be accepted as a friend. The person can accept or reject that request. You will find out only by waiting to see if you have a new friend on your Facebook pages.



Let's now go back "home" and begin entering some narrative...the real guts of Facebook. You may have to click "Home" twice to get to the next screen.



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Here is where you may enter comments and other items on your Facebook page for publication to all those folks that you set in your privacy parameters.



When you first click in the writing box, you will be presented with this information box. Read it!



After you write your comment, you have the capability of deciding who can see the writing.



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Self explanatory. READ IT!!!

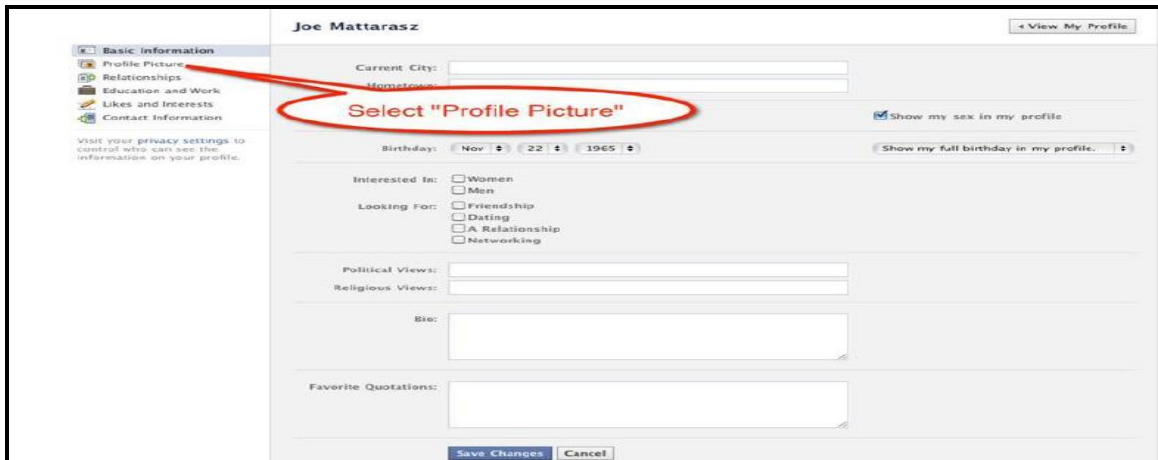


Here's what it looks like when you've completed your entry. This comment is visible to all those whom you have chosen when you set your privacy parameters.



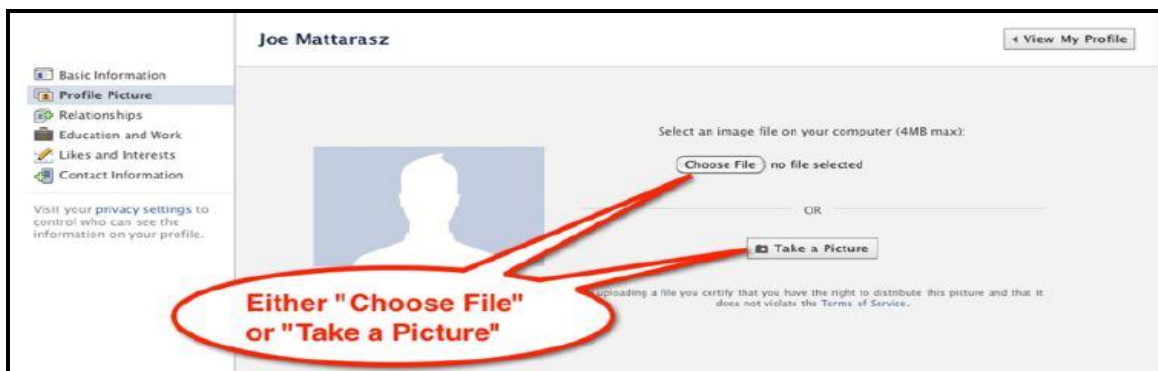
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Find the picture you want and open it, or take a photo with your Videocam.  
Facebook will upload it onto your page.



Now we're going to add a picture to the profile.

If you are not going to use the videocam, you must know where the picture is.  
It's a good idea to copy your photo from wherever it is (flashdrive, my pictures, camera card, etc)  
to the desktop to make it easy to find.



My Facebook name: \_\_\_\_\_

My Facebook password: \_\_\_\_\_

## HOW TO SIGN UP FOR facebook

A Gleneagles Computer Club Workshop

Presented by Marty Troum