



Facebook is a social networking website and service where users can post comments, share photographs and links to news or other interesting content on the Web, play games, chat live, and stream live video. You can even order food with Facebook if that's what you want to do. Shared content can be made publicly accessible, or it can be shared only among a select group of friends or family, or with a single person.

Please note you have to be 13 years old and over to create an account on Facebook. If you are not old enough, you can still complete this badge to learn for the future.

KEY FEATURES



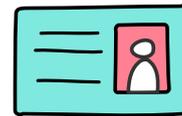
Privacy

Facebook allows you to maintain a friends list and choose privacy settings to tailor who can see content on your profile.



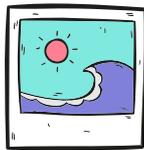
Interaction

Facebook supports interactive online chat and allows you to comment on your friend's profile pages (sometimes called "walls") in order to keep in touch, share information or just say to say "hi".



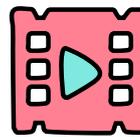
Groups

Facebook supports group pages, fan pages and business pages that let businesses use Facebook as a vehicle for social media marketing.



Photos

Facebook allows you to upload photos and maintain photo albums that can be shared with your friends.



Live video

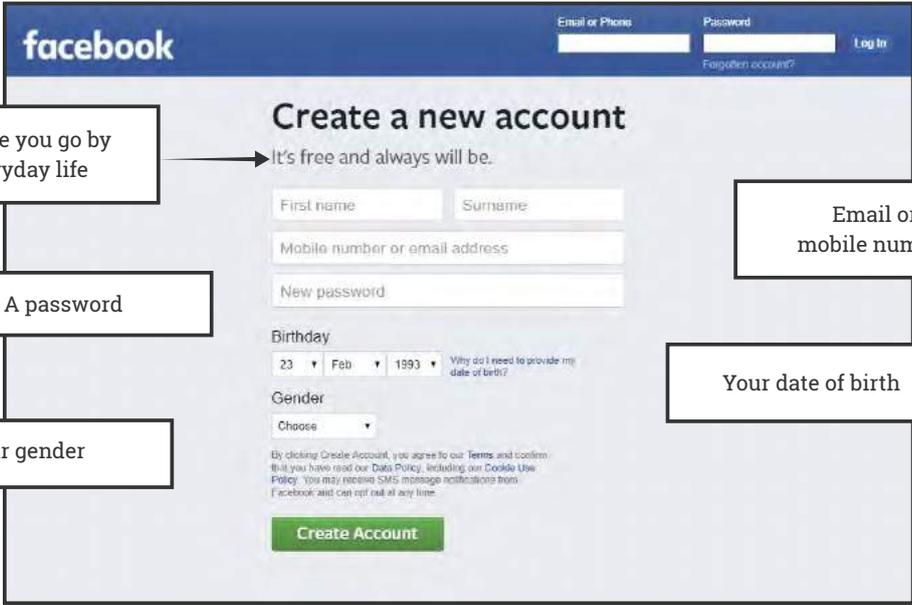
You can stream video live using Facebook Live.

CREATE AN ACCOUNT

To create a Facebook account go to:

[facebook.com](https://www.facebook.com)

In order to create an account you will need to provide:



The screenshot shows the Facebook 'Create a new account' form. Callouts point to the following fields:

- The name you go by in everyday life:** Points to the 'First name' and 'Surname' fields.
- A password:** Points to the 'New password' field.
- Your gender:** Points to the 'Gender' dropdown menu.
- Email or mobile number:** Points to the 'Mobile number or email address' field.
- Your date of birth:** Points to the 'Birthday' dropdown menu.

Once you click the 'Create Account' button, you will need to confirm your email address or mobile number to let Facebook know that they are sending your account information to the right place. Be sure to confirm your email address or mobile number as soon as possible because you may not be able to use your account until you've confirmed that your details are correct.

To confirm your mobile number, enter the code you receive via text message (SMS) in the box that shows up when you log in.

To confirm your email address, click or tap the link in the email sent to you by Facebook when you created your account.

What does make a password strong

When you create a new password, make sure that it's at least 6 characters long. Try to use a complex combination of numbers, letters and symbols.

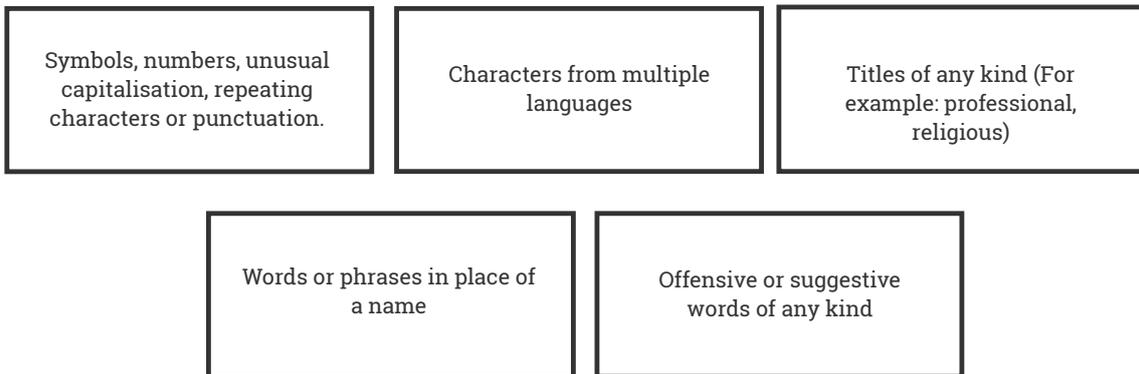
If you see a message letting you know the password you entered isn't strong enough, try mixing together uppercase and lowercase letters. You can also make the password more complex by making it longer with a phrase or series of words that you can easily remember, but no one else knows.

Keep in mind that your Facebook password should also be different from the passwords you use to log into other accounts, like your email or bank account.

What's in a name?

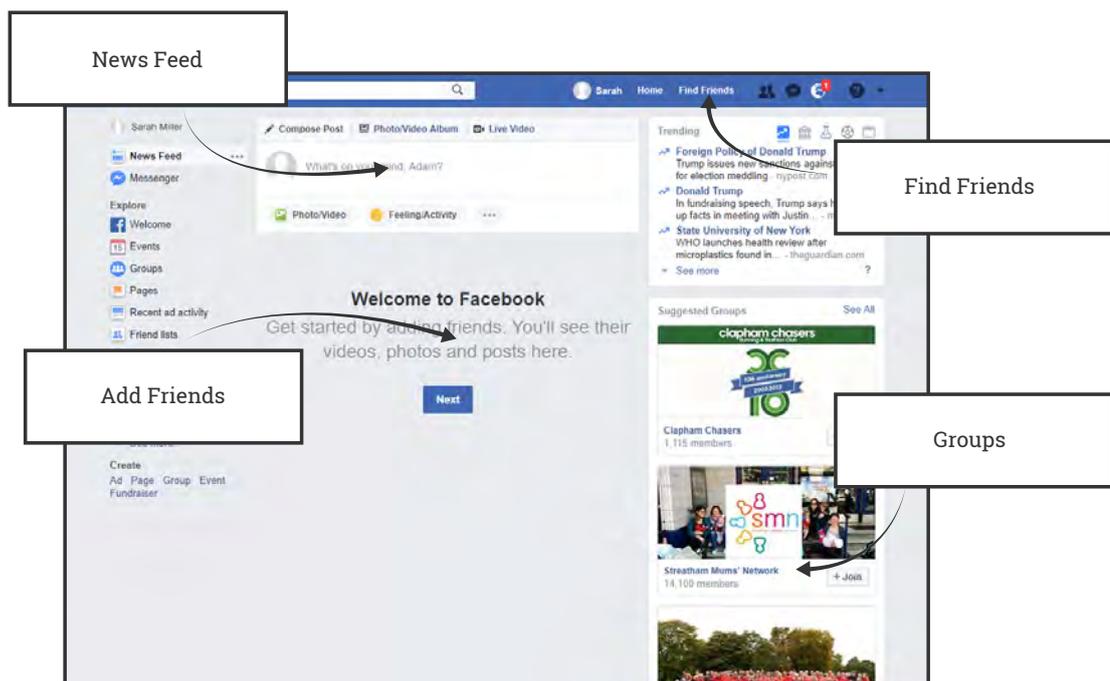
Facebook is a community where everyone uses the name they go by in everyday life, this makes it easier to know who you're connecting with. The name you use on Facebook should also appear on an ID or document from Facebook's ID list. You can use a nickname as a first or middle name if it's a variation of your authentic name (like Bob, Rob or Robbie instead of Robert). Facebook also allows you to list another name on your account such as your maiden name, nickname, or professional name. When you create a Facebook profile it is for individual use only and isn't suitable for your business, organisation or idea - for this, you should create a 'Page'.

Your name can't include:



YOUR HOMEPAGE

Your home page is what you see when you log into Facebook. It includes your News Feed, the constantly updating list of posts from friends, Groups and other connections you've made. You can react to things you see or search for people and topics that matter to you.



ADDING FRIENDS TO FACEBOOK

Add a friend

- 1 Tap and enter your friend's name, email or mobile phone number.
- 2 Select their name, or tap 'See more results' if you don't see your friend.
- 3 To send someone a friend request, click on the 'Add Friend' button next to their name. Some people might not have the button 'Add Friend' next to their name, depending on their privacy settings.

Upload your existing contacts

Many people think it is useful to upload their contacts into Facebook. If you want to do this, Facebook make it very easy to do so. All you have to do is upload them from your mobile phone or email account, for example. However, don't feel pressurised to upload your contacts if you don't want to. If you choose to do so, you can add friends who already have a Facebook account, or invite people who don't have an account to create one.

Using the People You May Know feature

To add someone as a friend from 'People You May Know', you can send them a friend request. 'People You May Know' suggestions come from things like:

Having friends in common, or mutual friends

Being in the same Facebook group or being tagged in the same photo

Your networks
(example: your school, university or work)

Contacts you've uploaded

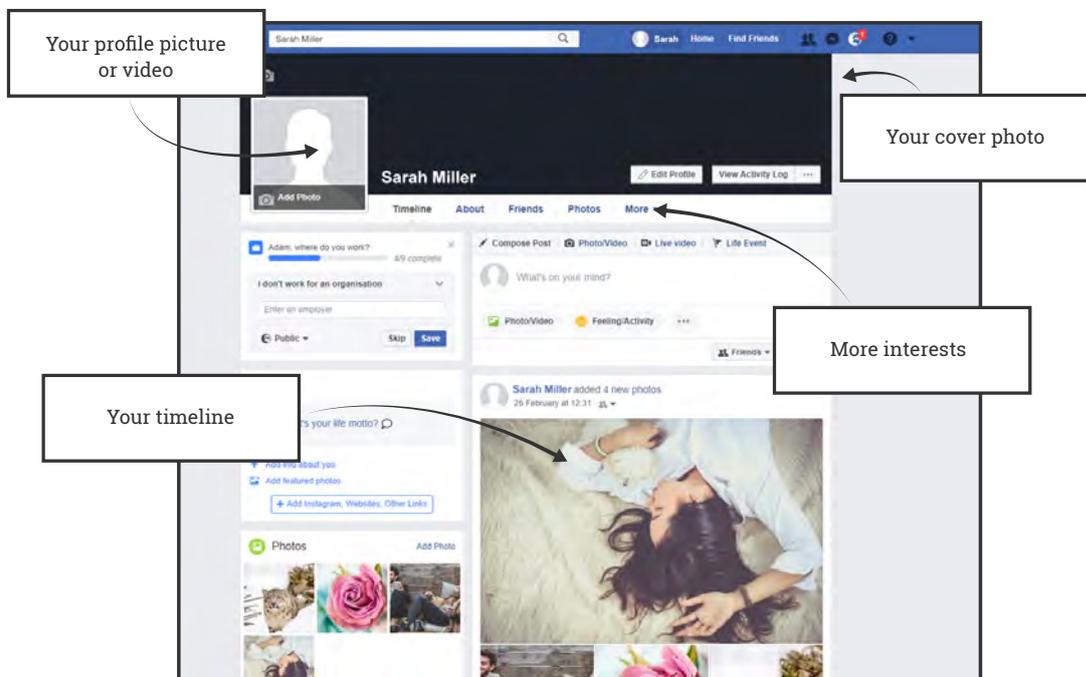
YOUR PROFILE

Your profile tells your story. You can choose what to share, such as interests, photos and personal information like your hometown, and who to share it with.

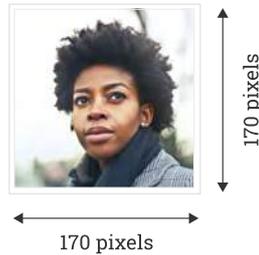
Your profile also includes your **Timeline**, where you can see your own posts and posts you've been tagged in. Your **Timeline** and tagging settings will help you manage tags and review who can add and see things on your **Timeline**.

You can also choose to show interest categories, from sports to music which will then appear on your profile under the more button.

If you're using a profile for professional purposes, you may want to avoid these sections unless they are industry-relevant or they offer relevant insight to connections.



Your profile picture



Your Facebook profile picture is the square photo on the left side of your profile. It's the same photo that shows up on other people's walls or homepages when you post. For that reason, your profile picture should be a headshot. Your current profile picture is always public.

The image you choose for your profile picture should be square and clear in small and large sizes.

It displays at 170x170 pixels on your Page on computers, 128x128 pixels on smartphones and 36x36 pixels on most feature phones.

Add or change your profile picture:

- 1 Go to your profile and hover over your profile picture.
- 2 Click 'Update Profile Picture'.
- 3 Upload a photo from your computer.
- 4 Or you can select a photo you've already uploaded or one you're tagged in.
- 5 You can choose to add a frame.
- 6 Crop your photo and click 'Save'. If you don't want to crop your photo, click 'Skip Cropping' in the bottom left, then click 'Save'.

Your profile video

Alternatively, you can also take or upload a video of up to 7 seconds to use as your profile video. Profile videos appear at the top your profile just like a profile picture.

Add a profile video from iPhone

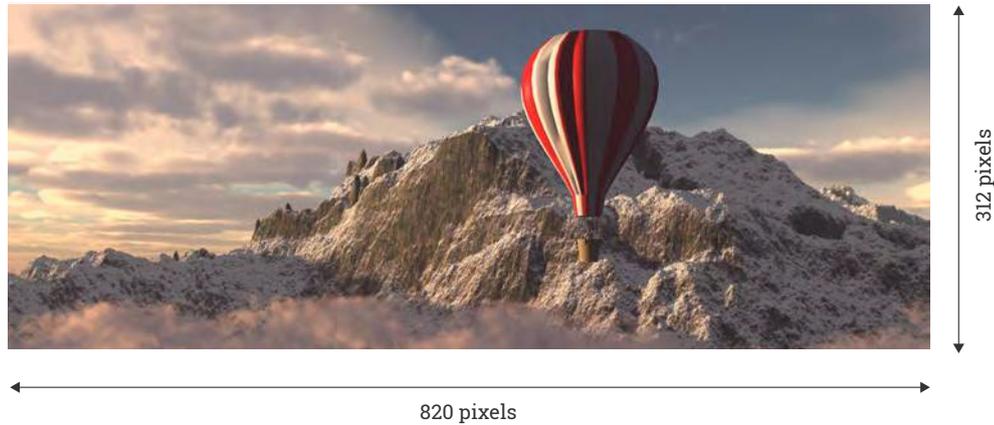
- 1 Go to your profile and tap your profile picture or video.
- 2 Tap 'Take a New Profile Video' to take a new video or tap 'Select Profile Video' to choose a video on your phone.
- 3 Record a new video or select a video already on your phone.
- 4 Tap 'Use'.

You can currently only add a profile video from iPhone or Android.

Add a profile video from Android

- 1 Go to your profile and tap your profile picture or video.
- 2 Tap 'Take a New Profile Video' to take a new video or tap 'Select Profile Video' to choose a video on your phone.
- 3 Tap 'Next', then tap the bar at the bottom of the screen to choose a thumbnail for your video.
- 4 Tap 'Use'.

Your cover photo



Your Facebook cover photo is the large image that appears behind your profile picture. The larger size of this image offers opportunities for you to make an impression.

Like your profile picture, cover photos are public, which means anyone visiting your profile will be able to see them.

It displays at 820 pixels wide by 312 pixels high on your Page on computers and 640 pixels wide by 360 pixels high on smartphones.

The image must be at least 400 pixels wide and 150 pixels high. It loads fastest as an RGB JPG file that's 851 pixels wide, 315 pixels high and less than 100 kilobytes.

Add or change your cover photo

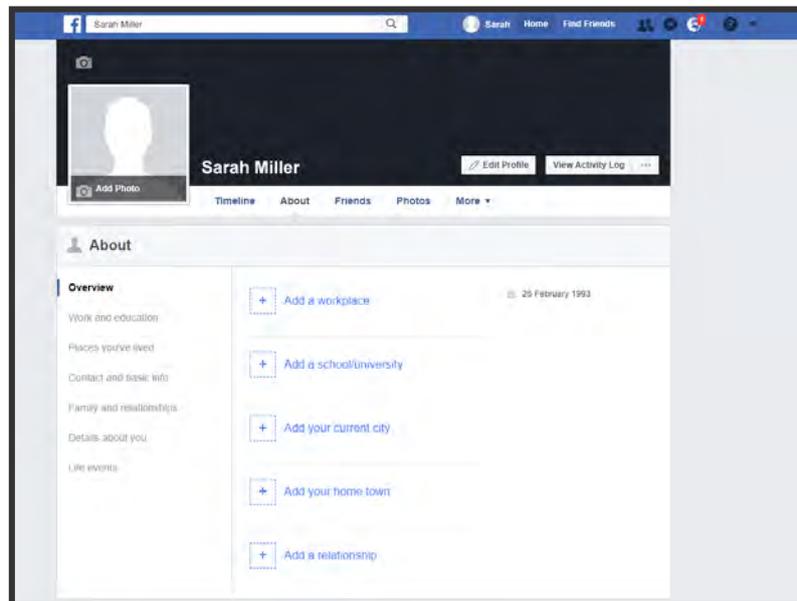
- 1 Go to your profile and hover over 'Update Cover Photo' in the top-left of your current cover photo.
- 2 Click 'Update Cover Photo'. If you don't currently have a cover photo, click 'Add Cover Photo'.
- 3 Choose whether you want to upload a new photo or pick a photo from one of your existing photo albums.
- 4 Once you choose a photo, you can reposition it by clicking the image and dragging it up or down.
- 5 Click 'Save Changes'.

YOUR PROFILE - ABOUT TAB

Use the **About** tab on your Facebook profile or page to share information about either yourself or your company, depending on the type of account you set up. For personal profiles, the **About** tab contains a selection of topics from which you can update the following fields:

Work and education	Places
Contact and basic info	Family and relationships
Details about you	Life events

Each of these sections can be further expanded in additional tabs within the **About** tab. You can change who is able to view each piece of information in your bio by editing the audience setting so certain information can only be viewed by friends or by yourself.



YOUR PROFILE - PHOTOS TAB

Facebook photos you've added or have been tagged in will also figure prominently on your profile. Make sure you keep a close eye on photos you're being tagged in so you can untag anything you don't want others seeing on your page. To avoid this process you can also turn on Timeline review, which allows you to approve tags before they appear on your profile.

