

**Sun City Summerlin Computer Club
Seminar**

**Facebook Basics
2025**

**Tom Burt
August 28, 2025**

Agenda



- **Introduction: What is Facebook?**
- **Setting up a Facebook Account**
- **Navigating Your Facebook Space**
- **Friends: Finding, Adding, Un-Friending**
- **Posting to Your Facebook Space**
- **Messaging to Friends, Groups**
- **Other Facebook Features ...**
- **Facebook Cautions**
- **Facebook Etiquette**

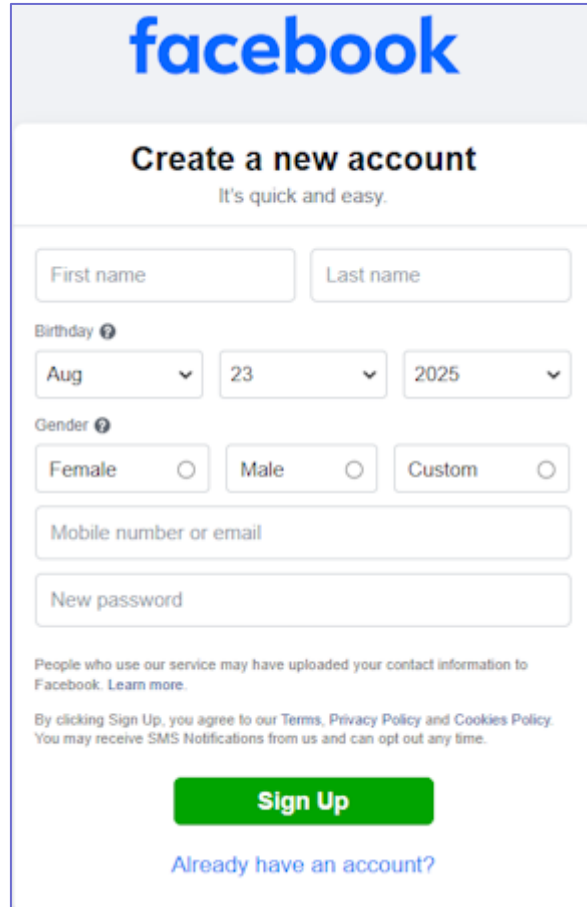
Thanks to Kaynella Williams and Howard Verne

Introduction: What Is Facebook?



- **Largest Social Media Website**
 - *About 3 billion monthly average users (MAUs)*
 - *Works like a mix of BLOG and Bulletin Board*
- **Electronic gathering place / public square / marketplace**
 - *Share Information, ideas, messages, pictures and videos with Friends*
 - *Connect with present and past friends, family, colleagues, neighbors*
 - *Connect from computers, tablets and phones via the Internet*
 - *Still popular with all ages*
- **Convenient way to communicate**
 - *Post information, news & images once and all your Friends potentially see it*
 - *You see information, news & images posted by all your Friends*
 - *You can also use Messenger for communicating with individuals or small groups*

Setting Up a Facebook Account

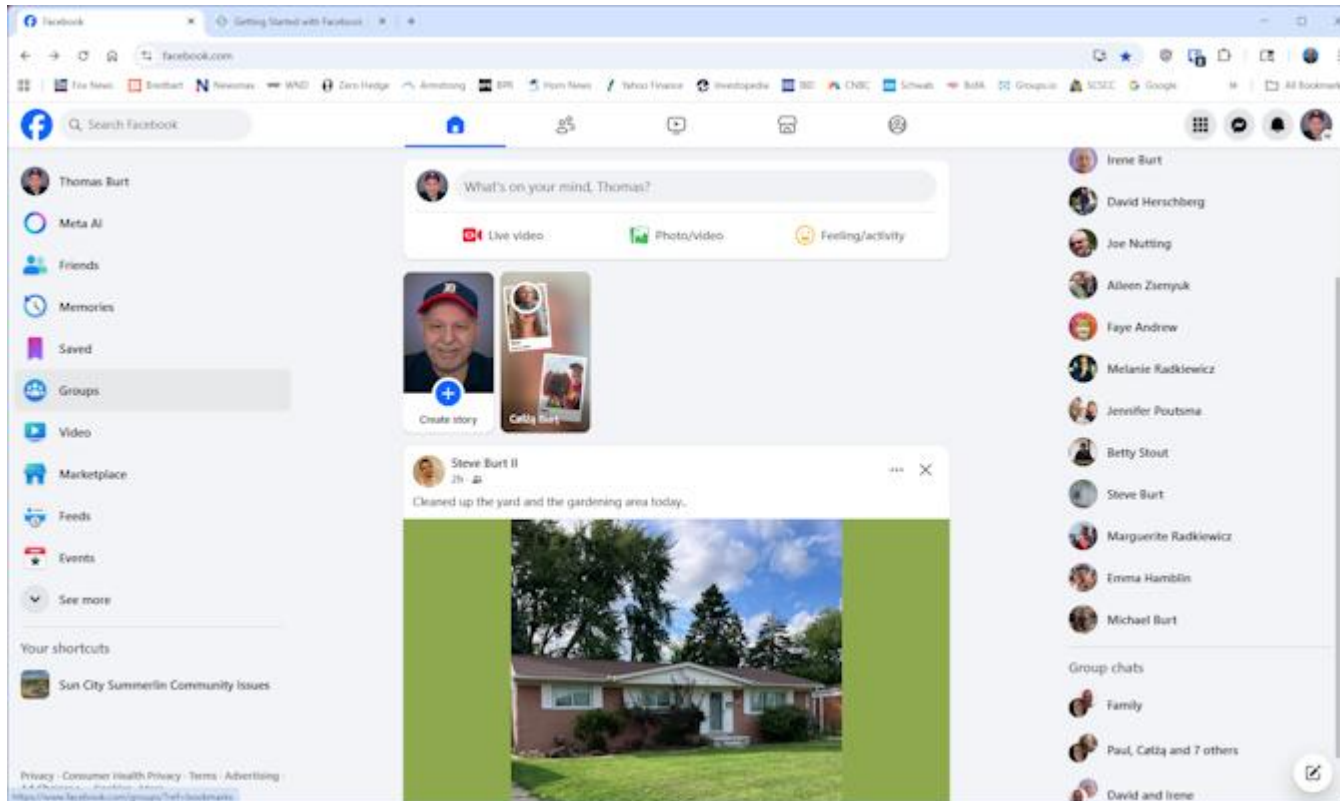


The image shows the Facebook registration page. At the top is the Facebook logo. Below it is the heading "Create a new account" with the subtext "It's quick and easy." The form includes fields for "First name" and "Last name", a "Birthday" section with dropdowns for month (Aug), day (23), and year (2025), and a "Gender" section with radio buttons for "Female", "Male", and "Custom". There are also input fields for "Mobile number or email" and "New password". At the bottom, there is a green "Sign Up" button and a link "Already have an account?".

- You need to register a Facebook Login ID and Password
 - Go to www.facebook.com
 - Click the “Create New Account” button
 - Fill in the information boxes to suit
 - Use a **strong, unique** password (at least 12 characters long) (Upper & lower case letters, digits, special characters)
 - Click the “Sign up” button
 - Follow the prompts.
- Facebook rules don’t allow duplicate accounts or fake accounts
 - Will take steps to prove you’re a human
 - May ask to take a video snapshot

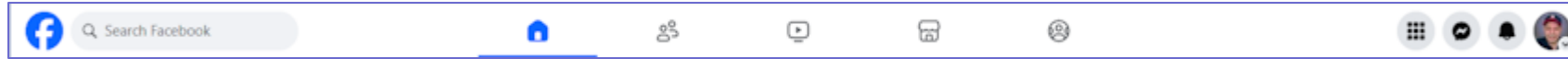
Navigating Your Facebook Space (1)

Facebook Home Area



- **5 sub-areas:**
 - *Navigation across the top*
 - *Navigation down the left*
 - *Posting section top center*
 - *Time-line mid center*
 - *Contacts down the right*
- **Let's explore each ...**

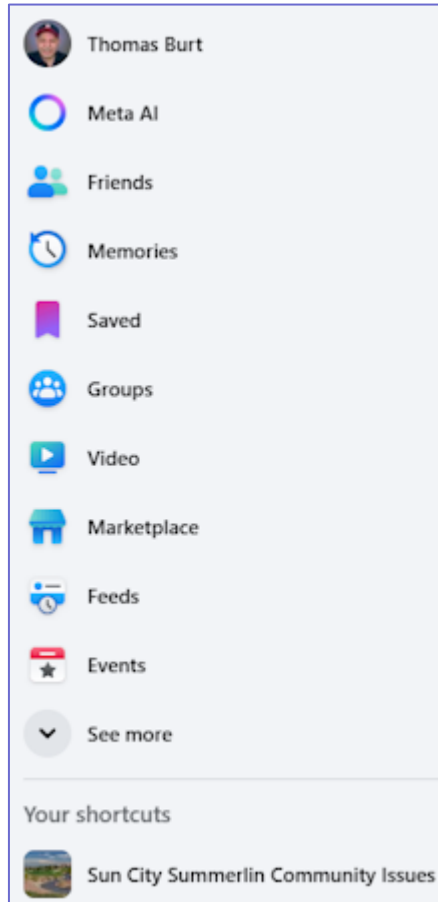
Navigating Your Facebook Space (2)



Facebook Top Navigation Band

- **Blue “f”** icon (left end) takes you to your Home area.
- **Search** window provides a generalized search of the site.
- **Home** icon takes you to your Home area.
- **People** icon takes you to your Friends area.
- **Videos** icon takes you to a collection of video clips.
- **Marketplace** icon takes you to the Facebook marketplace (classified ads).
- **Groups** icon takes you to the Groups area.
- **Menu** icon (9 dots) opens a large menu pane with many choices.
- **Messenger** icon (black zigzag) takes you to the Messenger / Chats pane.
- **Notifications** icon (bell) takes you to the Notifications pane.
- **Circle** icon (with face) opens a menu of choices including Settings, Logout.

Navigating Your Facebook Space (3)

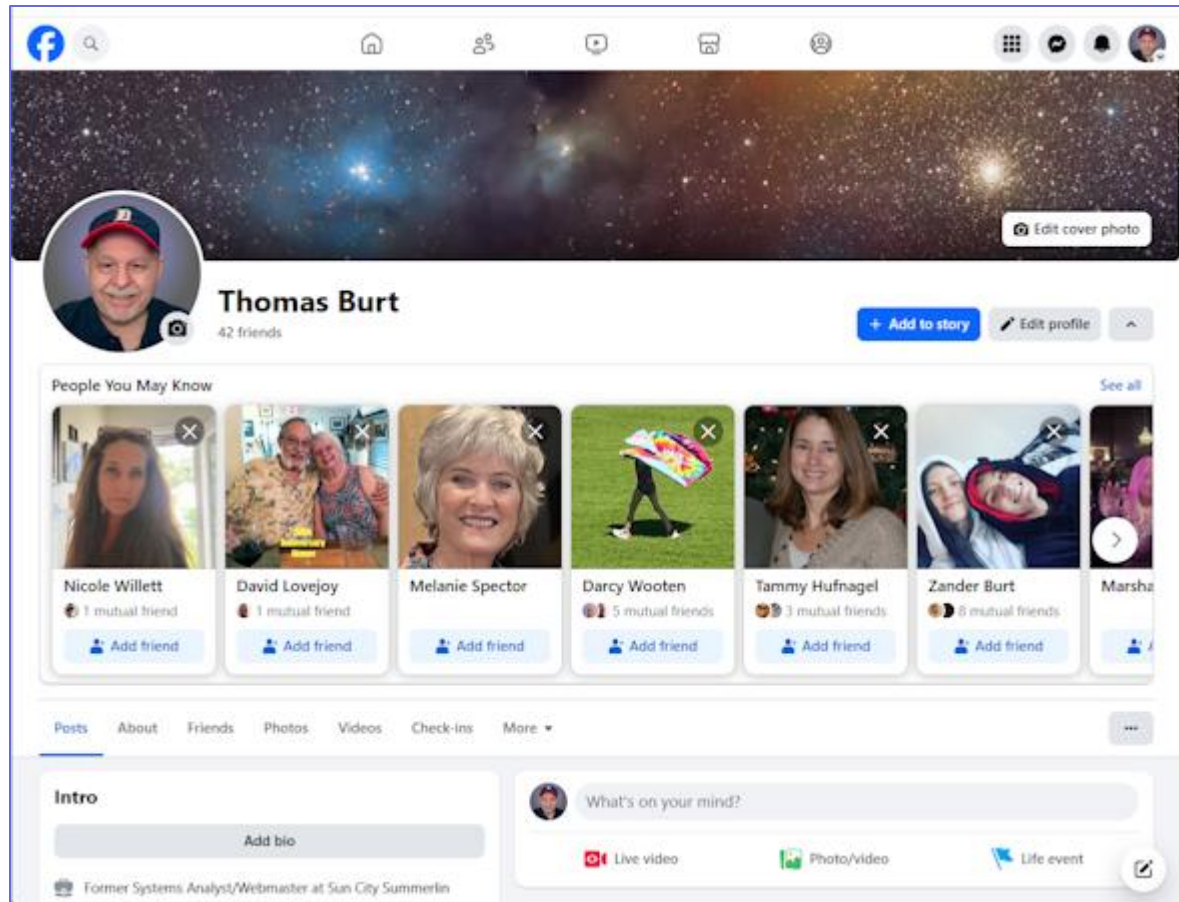


Facebook Left-side Navigation Pane

- **Name** link takes you to your “Wall” / “Profile area”.
- **Meta AI** link opens Meta AI chatbot in a new browser tab.
- **Friends** link take you to your Friends area.
- **Memories** link takes you to your saved memories area.
- **Saved** link takes you to your Saved items (if any).
- **Groups** link takes you to groups you belong to.
- **Video** icon takes you to an area where you can watch videos.
- **Marketplace** link takes you to the classified ads area.
- **Feeds** link takes you to any feeds being sent to you.
- **Events** link takes you to an area of event notices.
- **See more** link opens a secondary menu including “Birthdays”.

Navigating Your Facebook Space (4)

Facebook Profile Area (Your “Wall”)



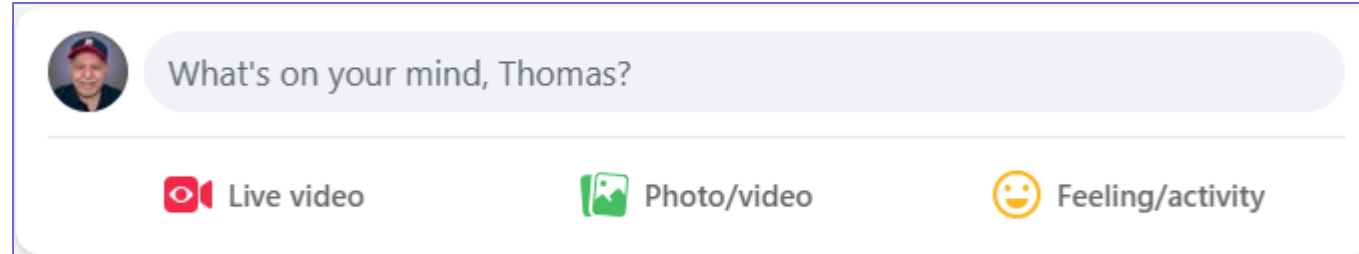
- Place where you post all information:
 - *Biography / Resume*
 - *Pictures, videos, text*
 - *Profile picture*
 - *Cover photo*
- Information on your “Wall” may or may not be visible to Friends or “All”.
- Has many of the same actions as the “Time-line” area.
- Let’s explore ...

Friends: Finding, Adding, Un-Friending

- Several ways to connect with new Friends:
- Go to your Profile / Wall and scan “People you may know”. This will display a list of pictures with captions underneath.
 - *Click the “Add friend” link. This will send a “Friend request” to that person. They need to confirm. You can click the “X” on a picture in “People you may know” to remove it from the list.*
- On your Home area, click the Friends link in the left-hand pane. This will display a list of “Friend Requests” and the list of “People you may know”.
 - *You can accept a Friend Request by clicking the “Confirm” button. That will connect you with the requesting person.*
 - *You can click the Delete button to remove that “Friend request”.*
 - *In the “People you may know” list you can click either the “Add friend” button or the “Delete button.*
- You can also use the Facebook search to find someone. Type in the name and a list of potential matches will appear. Click the “Add friend button to the right of the desired match.
- To Unfriend or Unfollow a Friend go to the Friends area and then select “All friends” to display a list of Friends on the left.
 - *Click the 3-dots menu (“...”) for a menu of choices including “Unfriend”, “Unfollow”, “Block”*
 - *If you’ve previously Unfollowed or Blocked someone, the menu will say “Follow” or “Unblock”*

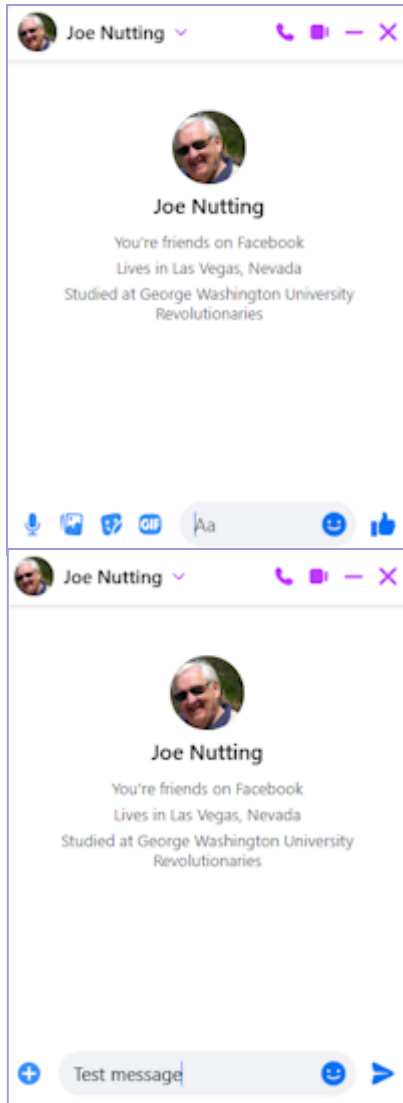
Posting to Your Facebook Space

Facebook Posting Area



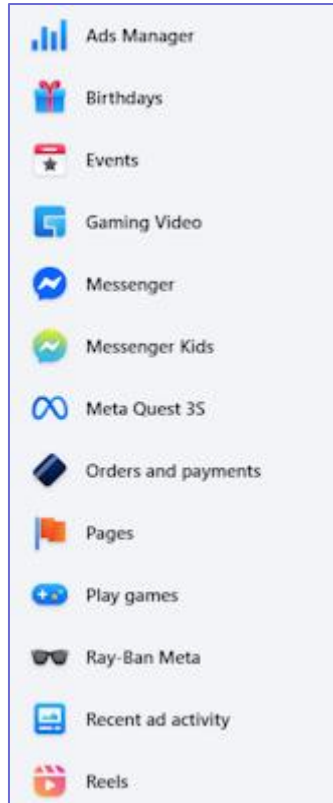
- **Click in “What’s on your mind” and type text.**
- **Click Live video icon to record and post a video clip. (Web-cam needed).**
- **Click Photo/video icon to post a photo or video. (Can be from your Facebook gallery or you can upload.)**
- **Click Feeling/activity icon to post an emoji with text.**

Messaging to Friends and Groups



- **Facebook Messenger is similar to sending text or email messages. Doesn't use the cell network; it uses Facebook's Internet connection.**
- **Various ways to send messages:**
 - *From the Home area, in your Contacts list, click the desired contact. A "chat" window will open up (image at upper left).*
 - *Start typing in the "Aa" box near the bottom. The chat box will change to look like the one at the bottom. Type the rest of your message. For paragraph breaks, press Shift +Enter. When finished, press Enter or click the Send icon (right arrow icon).*
 - *You can click the emoji icon to insert emojis into the message. Click the Plus icon to attach a file, record a voice clip or other embellishments.*
- **If a Friend is not in your contacts, you can message them.**
 - *Go to the "All friends" list and click the 3-dots menu "..." next to that friend*
 - *Choose "Message <their name>" and the "chat" window will open. Any prior message history will be displayed.*
- **Incoming messages appear in the Messages (Chats) pane.**
 - *Click the zig-zag icon to open the Chats pane and view messages.*
- **Once you send or receive a message to/from a Friend, that friend is added to your Contacts list.**
- **Facebook Messenger also supports Group Chats (of Contacts).**
 - *Sending a message or a reply to a Group Chat sends it to all members of the Group.*

Other Facebook Features



- In your Home area, in the left-hand pane, click “See more” to open additional links (I won’t cover all of these).
 - *Birthdays: lists upcoming birthdays of your Friends in date order.*
 - *Events: takes you to an area where you can see events in your area or elsewhere. You can also create your own events and see events created by your friends.*
 - *Gaming Video: takes you to a catalog of video game reviews and previews.*
 - *Messenger: takes you to an expanded view of your Messenger area.*
 - *Orders and payments: Takes you to your Facebook payments area.*
 - *Pages: Takes you to a catalog of content creators’ Facebook pages.*
 - *Play Games: Takes you to a catalog of online games you can play.*
 - *Reels: Takes you to an area where all kinds of random short video clips are shown. Reels may also appear in your time-line area. Caveat! Some of the video clips are “risque”. Many are just silly.*

Facebook Cautions

- There's an acronym attributed to SciFi author Robert Heinlein: TANSTAAFL!
 - *Put another way: "If the product or service is FREE, then YOU are the real product."*
- Facebooks makes money by collecting information and using that for marketing.
 - *Facebook is watching and even timing everything you do. That data is used to curate what ads you see, what videos are served up, what kinds of "public" posts appear on your time-line.*
 - *Facebook also sells that information to other enterprises, who also use it to market to you.*
- Be **very** careful about what information you share on Facebook Wall.
 - *Unwise to post your home address, financial account numbers, social security number.*
- Be careful about posting details on your time-line
 - *Example: Posting that you're going away on vacation on such and so dates. This potentially tells burglars when is the best time to break into your house. Even if you limit visibility to Friends only", you may have picked up Friends who aren't really your friends.*
- Be careful about accepting Friend requests, especially if you don't know the person.
 - *Be wary when the Wall of a Friend request is not visible. These are usually people wanting to market their products or services but may be malicious actors.*
- A lot of what you see on Facebook is fake. Don't believe everything you see.
 - *With AI generators, photo-realistic pictures and videos can now be produced.*

Facebook Etiquette

- Important to remember that Facebook is a place for sharing.
- DO:
 - *Acknowledge others' posts with Likes or brief comments to congratulate for good news, or enjoyable posts and to sympathize or commiserate for less joyful news.*
 - *Keep posts and comments brief. If you have something lengthy to share, put it into a .pdf document and upload that. Then link to it in your post.*
 - *Remember that anything you post will live on the Internet forever. Even if you delete something later, it's probably been copied elsewhere or captured by web archive sites. Also, anything you've posted can be subpoenaed for legal proceedings.*
- DON'T:
 - *Type in ALL CAPS. It's the visual equivalent of SHOUTING!*
 - *Repost (share) political screeds you've received from others. They just clutter up others' time-lines*
 - *Make nasty Comments about others or their posts. Disagree with facts and rational arguments.*
 - *Post x-rated images or videos of yourself and/or your SO or others. Facebook blocks a lot of that, but not all. Kids also use Facebook. And, again, anything you post will live on the Internet forever.*
 - *Post pictures or videos of other people without first getting permission.*

Open Discussion