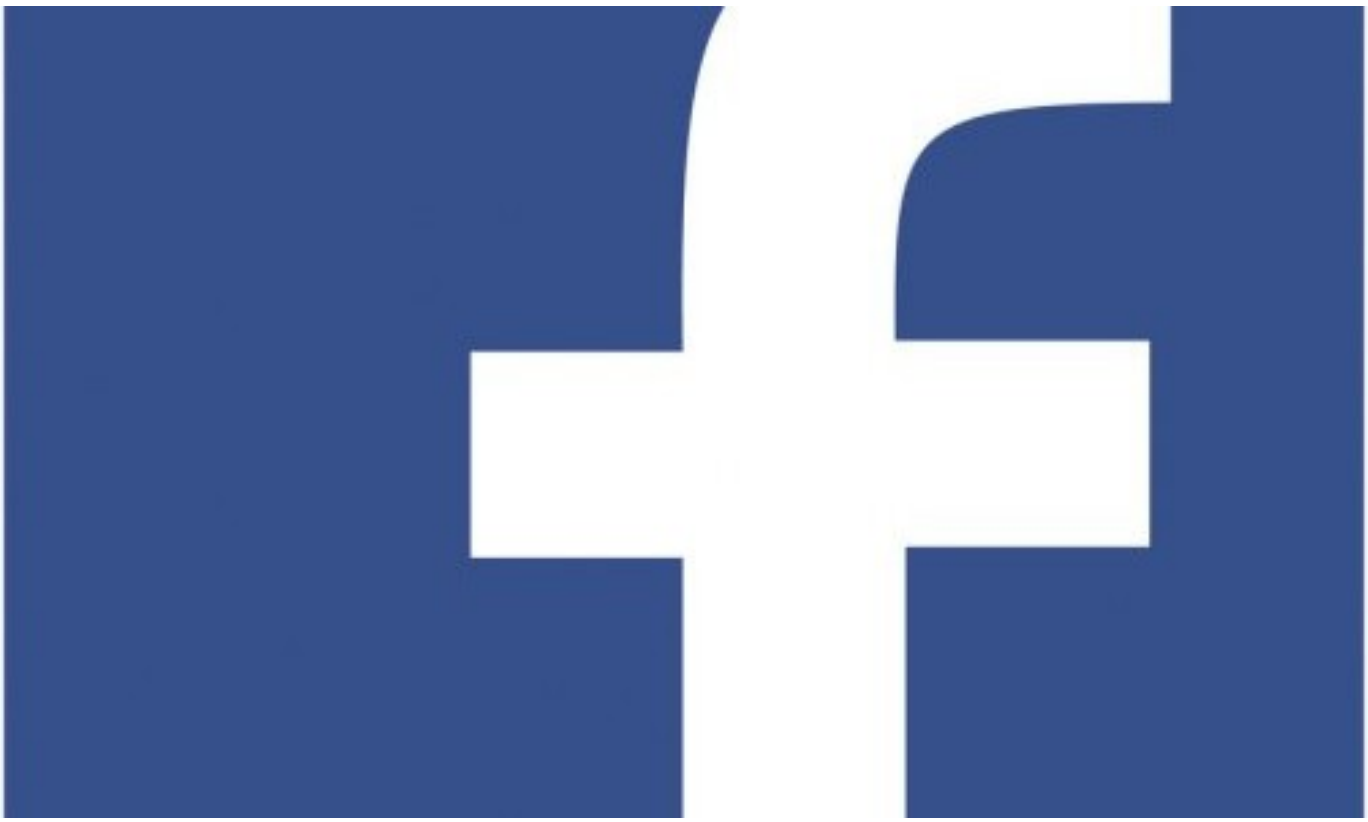

Facebook Guide

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Part I

Introduction

1 Introduction

This is the Introduction Chapter to the online help guide for the easy use of **Facebook**.

1.1 Welcome

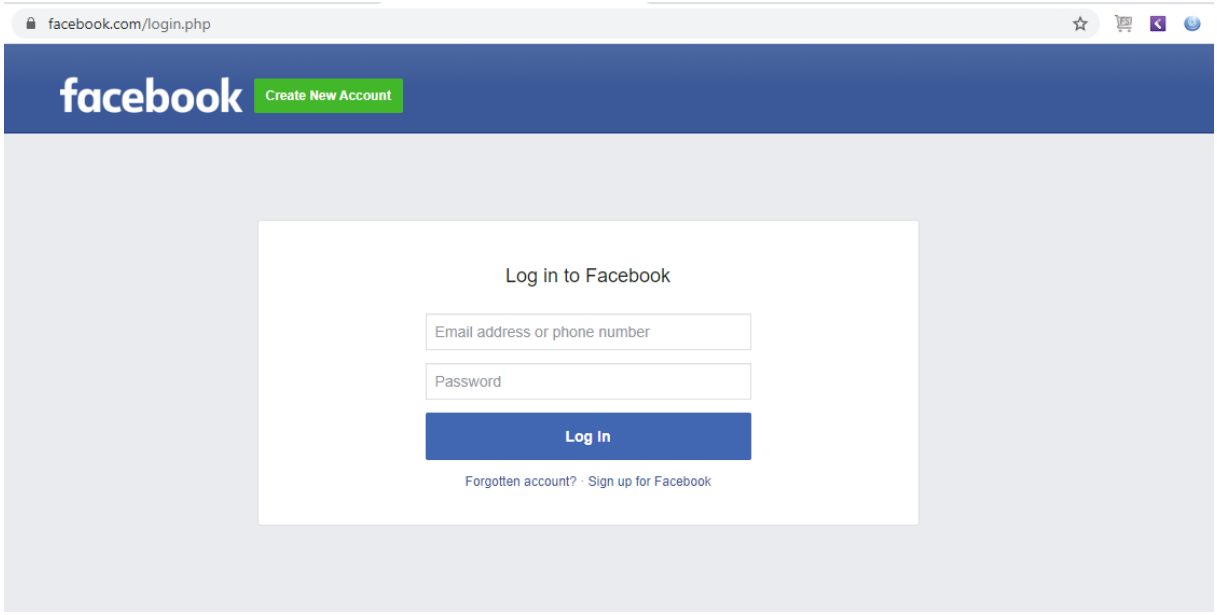
Welcome to the Facebook Online Help. Facebook is a social network platform connecting millions of lives around the world. Millions of users are using Facebook to get in touch with their family, friends and creating groups to share their interests and interaction, livening lives worldwide. This help file helps you to use Facebook efficiently.

1.2 Creating an account

How to create a new facebook account

1. Open your Internet browser (**Google, Firefox, Opera** etc).

2. Type www.facebook.com in the URL box. The **Facebook** webpage is displayed.



3. Click **Create New Account**. The Webpage displays additional fields to create an account.

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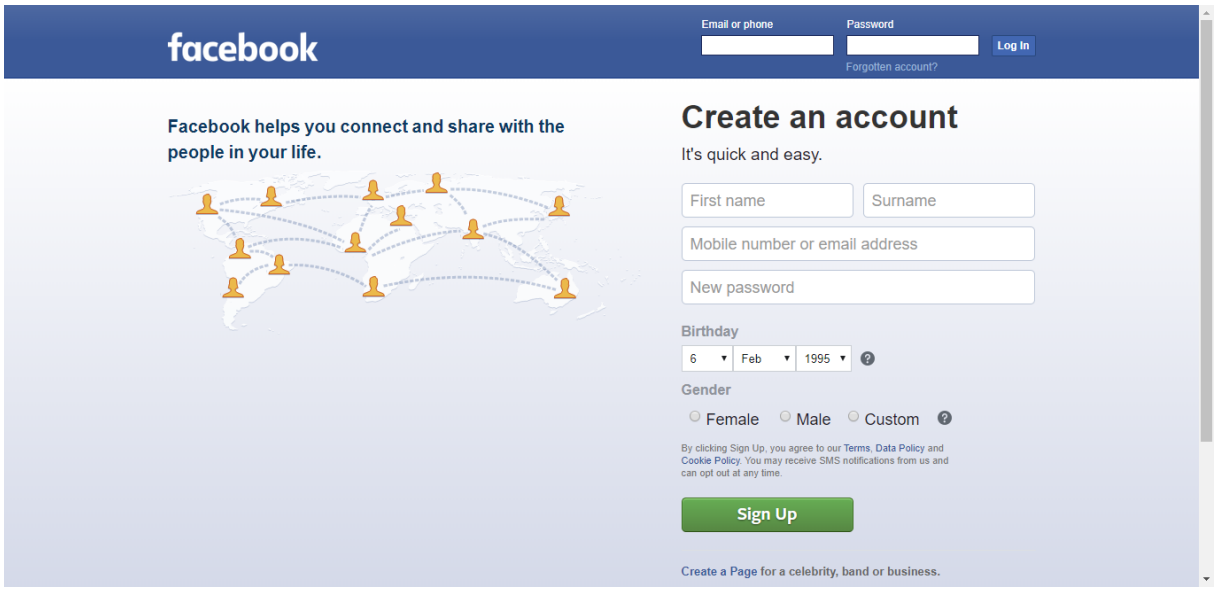

4. Enter your First Name in the **First name** field under **Create an account**.

5. Enter your surname in the **Surname** field.

6. Enter your Mobile number or email address in the **Mobile number or email address** field.

7. Enter your password in the **New password** field. Choose a Password of minimum 8 letters

Note: Passwords are case sensitive

8. Enter your Date of Birth in the date of birth field by choosing the day, month and year from the **Birthday** drop-down fields.

9. Choose your Gender from the given options by selecting the appropriate radio button.

10. Click **Sign up**.

1.3 How to Login

This topic explains How to Log in and How to Log out from your Face Book Account

To log in to Facebook

1. Open your Internet browser (**Google, Firefox, Opera** etc).

2. Type www.facebook.com in the URL box. The **Facebook** webpage is displayed.

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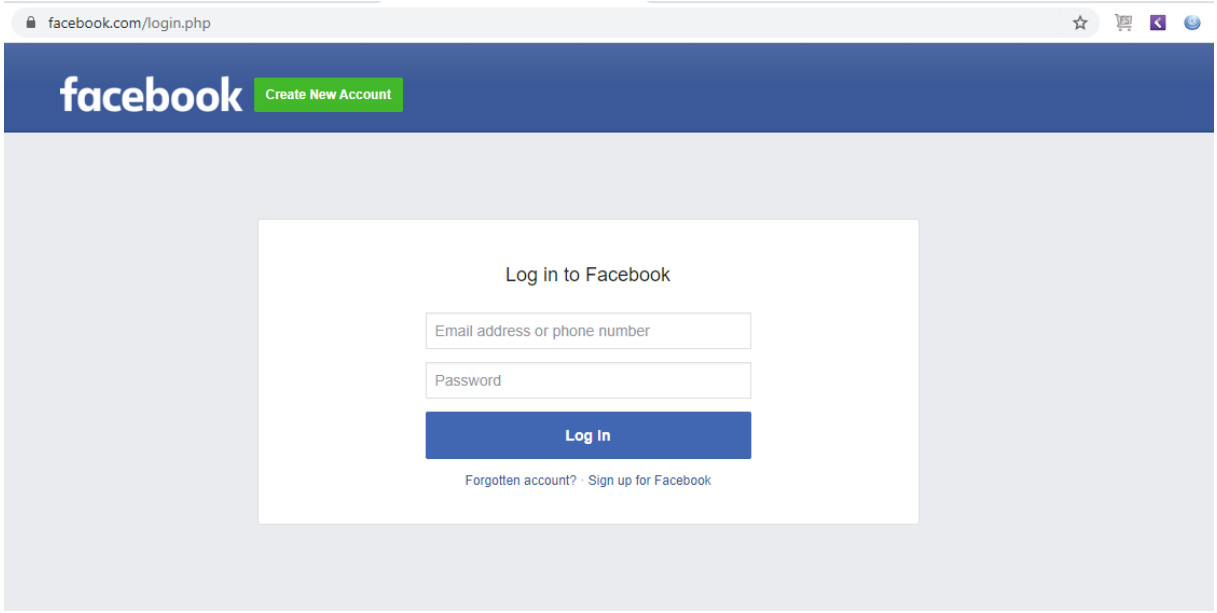


3. Enter your phone number or email id in the **Email address or phone number** field.

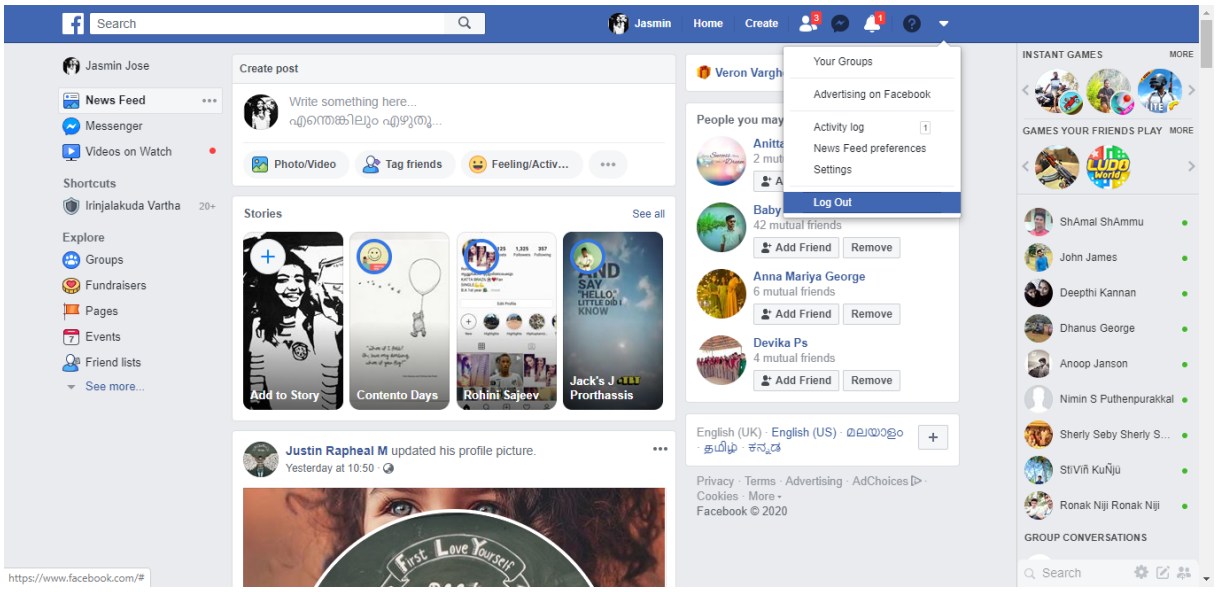
4. Enter the Password in the **Password** field.

Note: Passwords are case sensitive

4. Click **Log In**. If your login was successful the opening page (dashboard) of Facebook is displayed.

To Log Out

1. Click the arrow of the drop-down situated in the top right of the home page.



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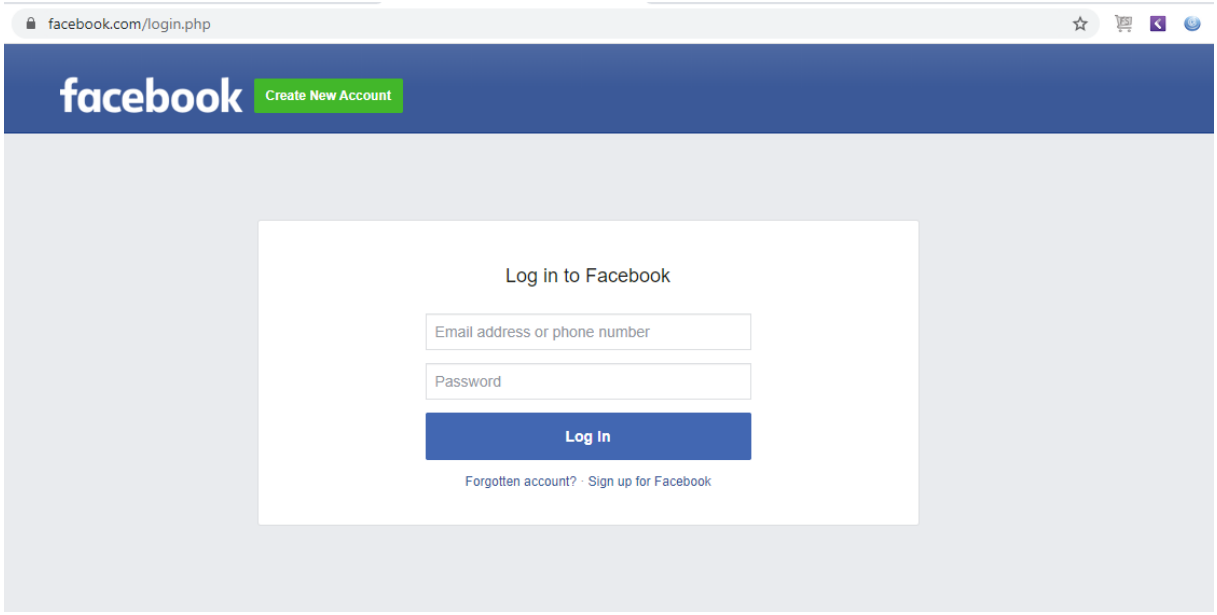
2. Click **Log Out** from the menu.

Note: It is recommended that you Log Out of Facebook particularly if you are using the application in a public place such as a Cyber-Cafe.

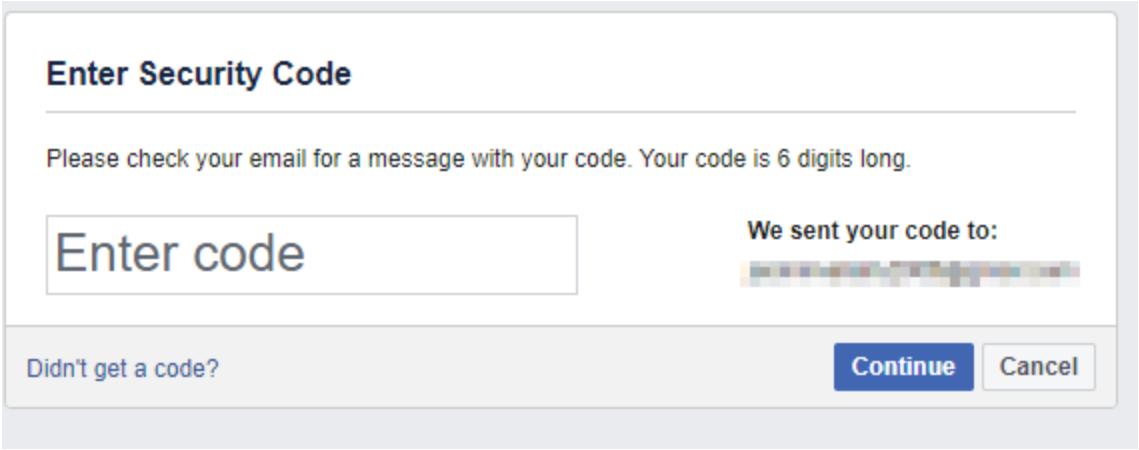
1.4 Forgot password

This Topic helps you to Recover your Facebook account Password.

To reset your password



1. Click the **Forgotten account?** link on the **Log in** page. A 6 digit code is sent to the email address to which your **Facebook** account is linked. A dialog box appears.



2. Enter the six digit code from the email sent to you, in the field that displays "**Enter code**".

3. Click **Continue**. A dialog box appears.

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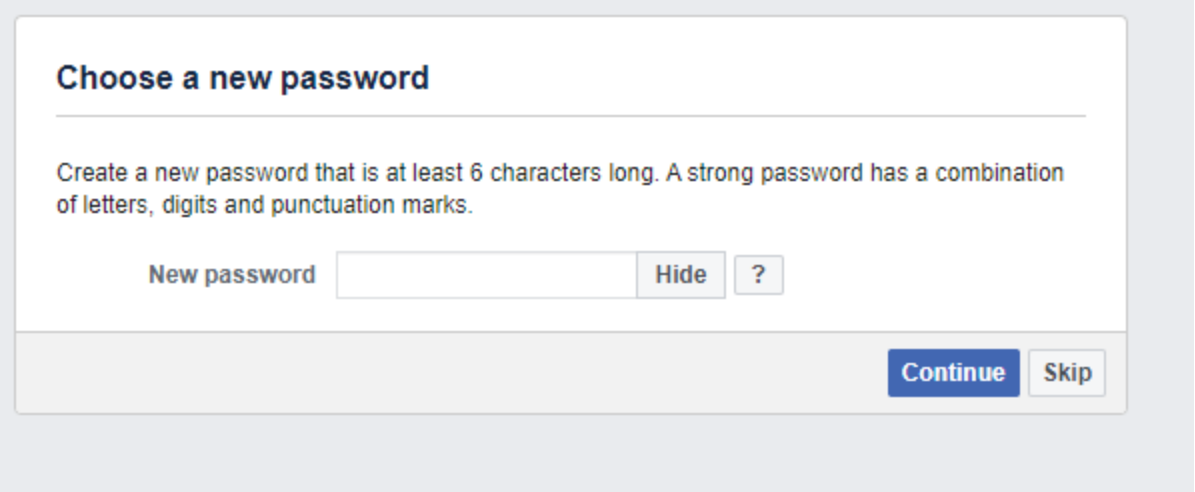
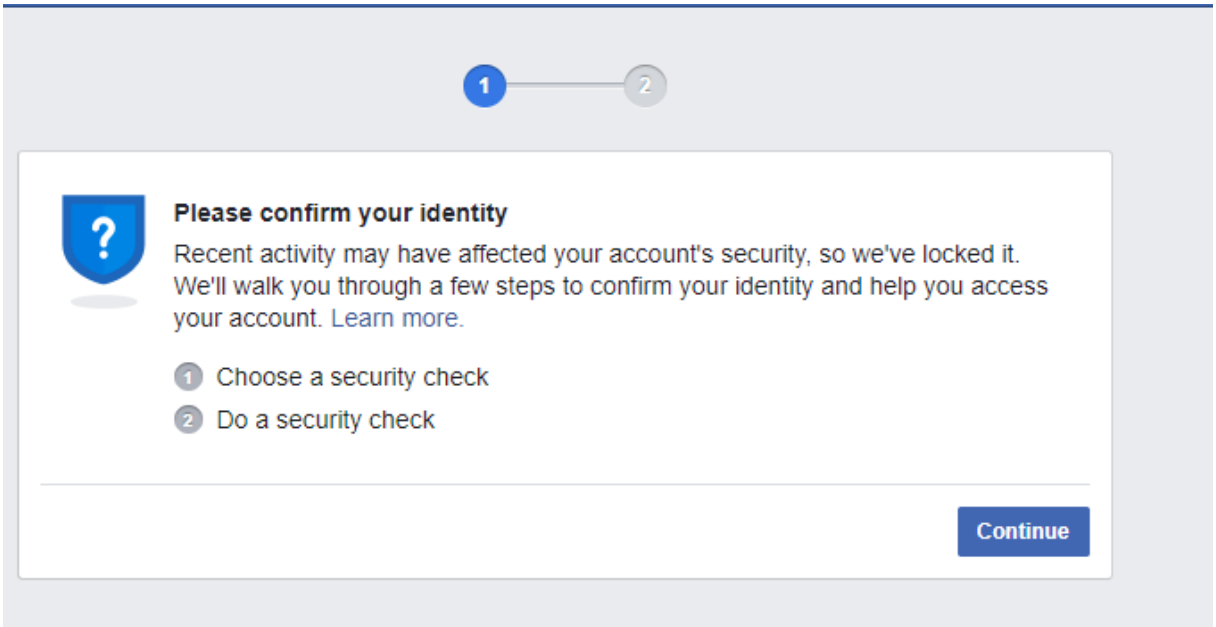


4. Enter a password in the **New password** field and click **Continue** when done. A dialog box appears. This dialog is used to confirm your identity.



5. Click **Continue**. A dialog box appears.

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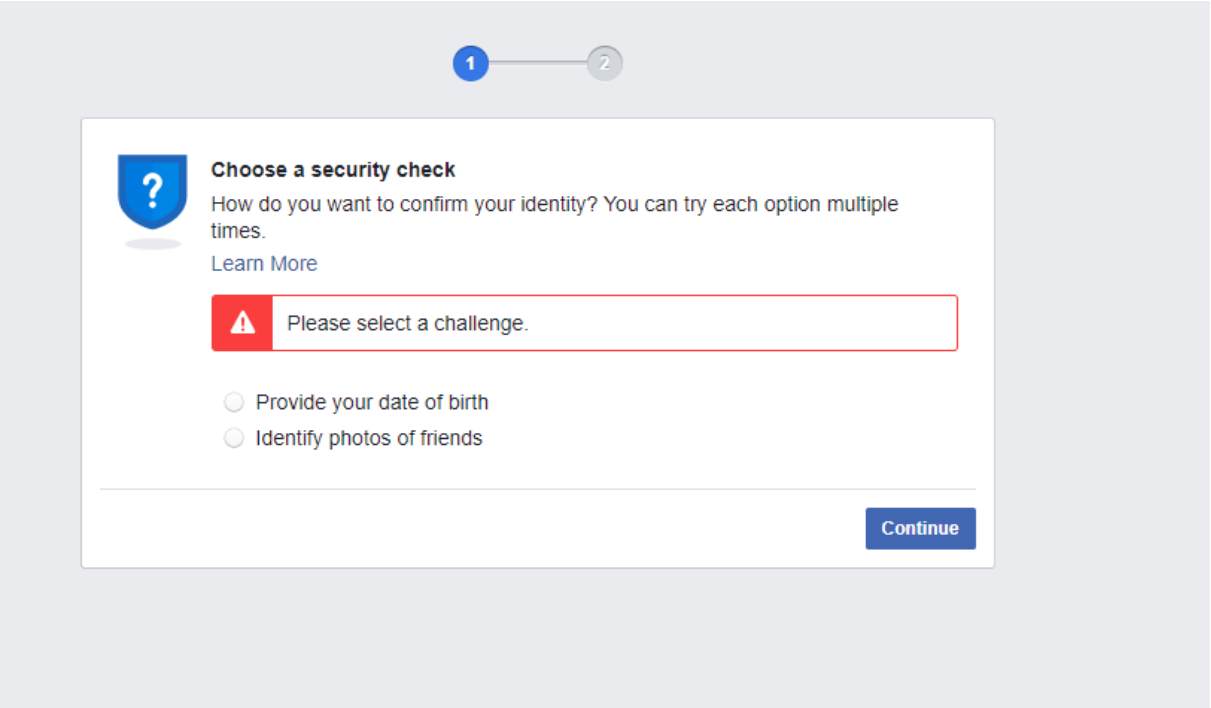
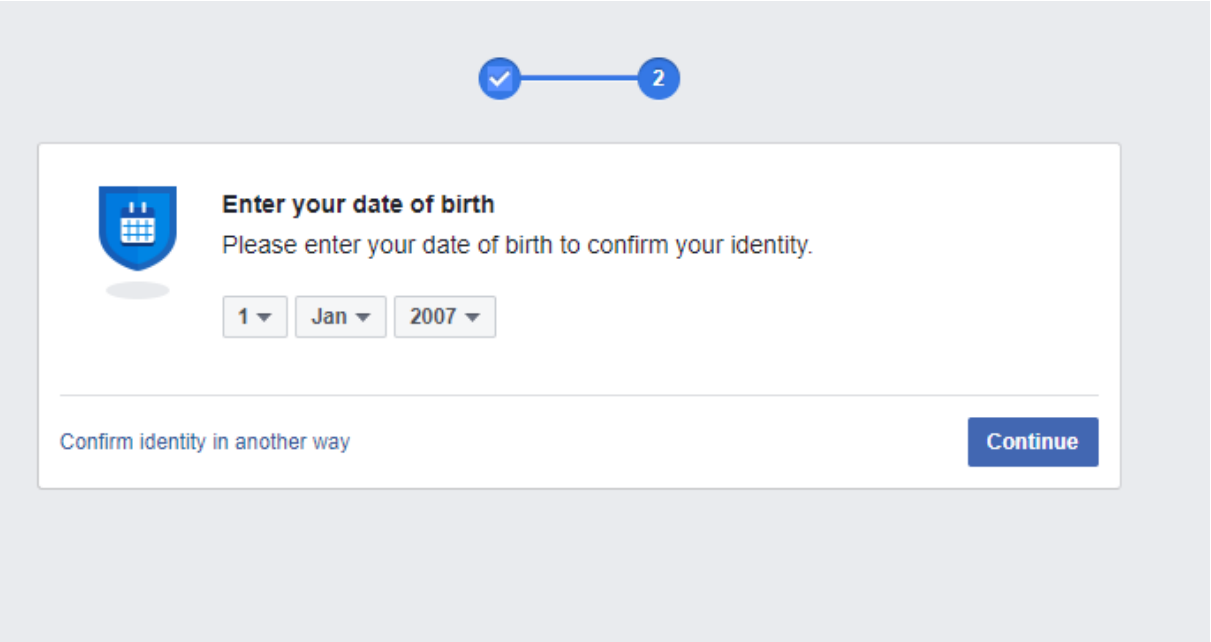


6. Select one of the radio buttons and click **Continue**. In the example the **Provide your date of birth** radio button is selected. A dialog box appears.



7. Select your date of birth using the drop-down controls for **Day**, **Month** and **Year** and click **Continue** when done. A dialog box appears.

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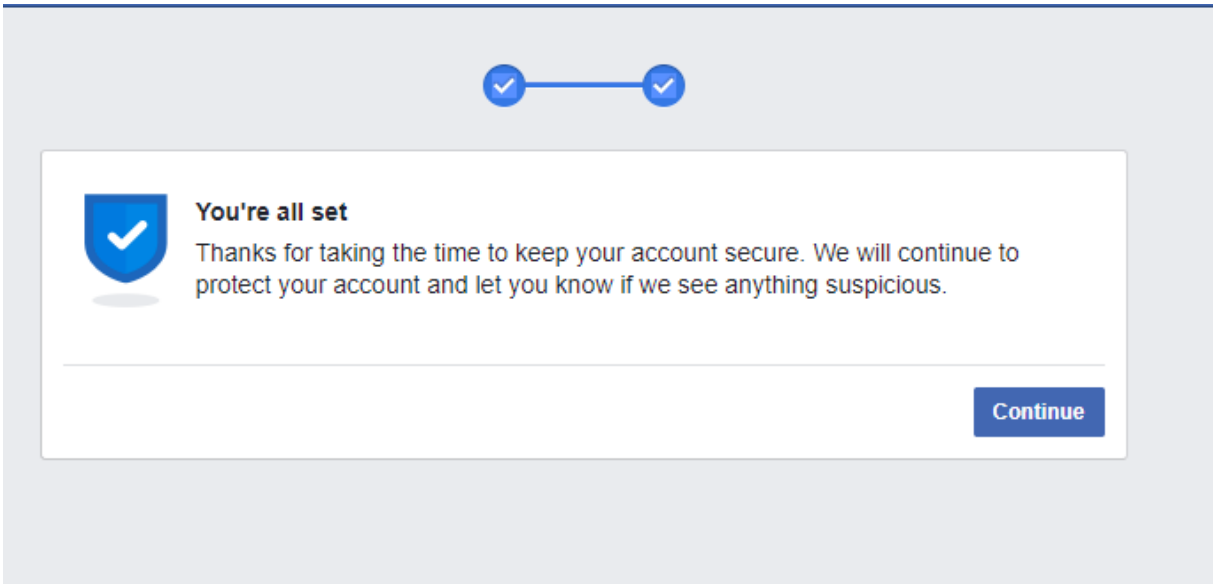
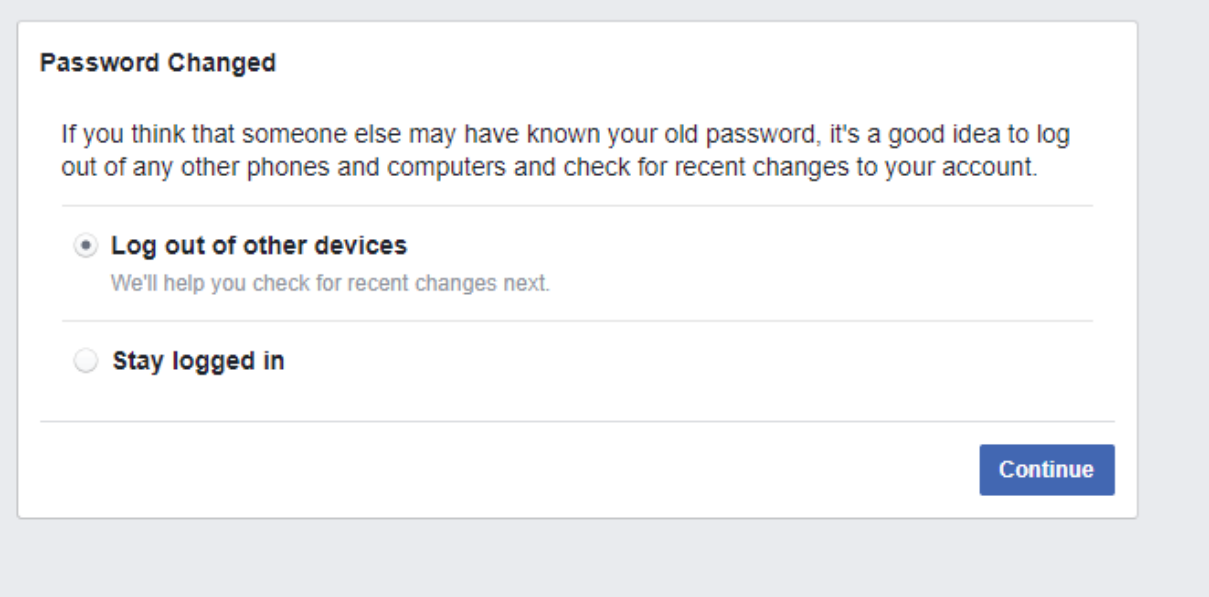


8. Click **Continue**. A dialog box appears.



9. Select the **Log out of other devices** radio button.

Note : If you don't wish to log out from other devices select the **Stay logged** radio button from the given options.

10. Click **Continue**. A dialog Box appears.

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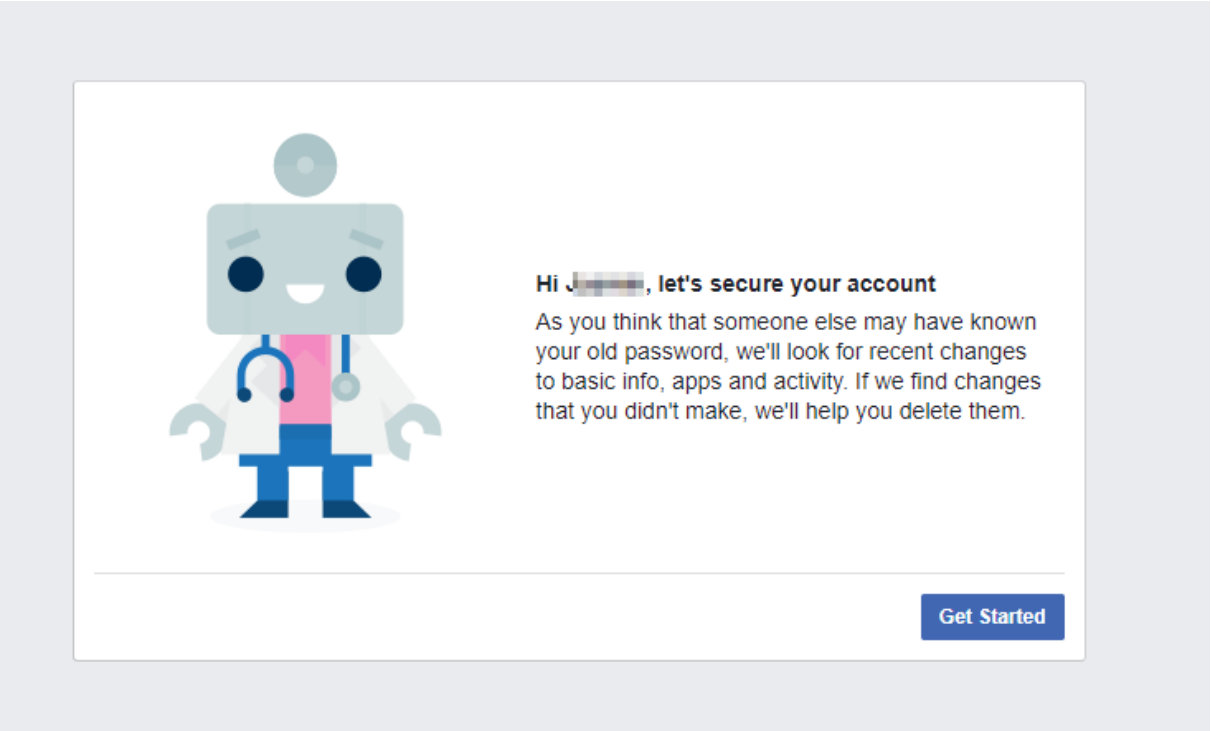
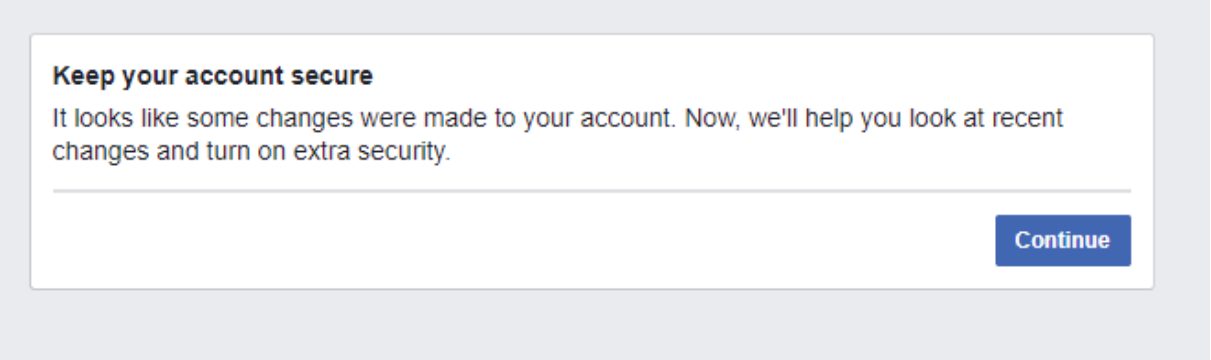


11. Click **Get Started**. A dialog Box appears.



12. Click **Continue**. A dialog Box appears.

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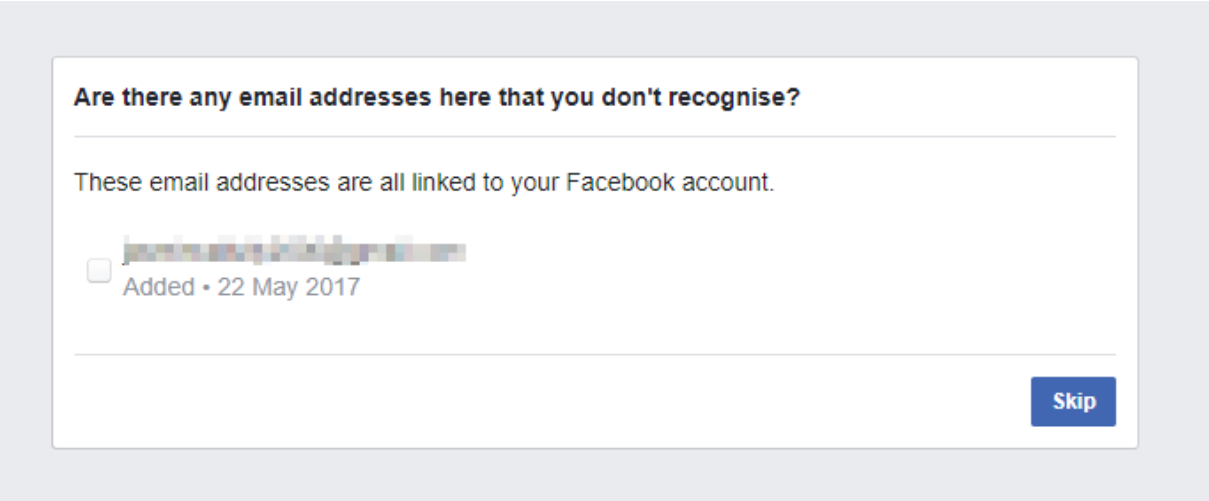
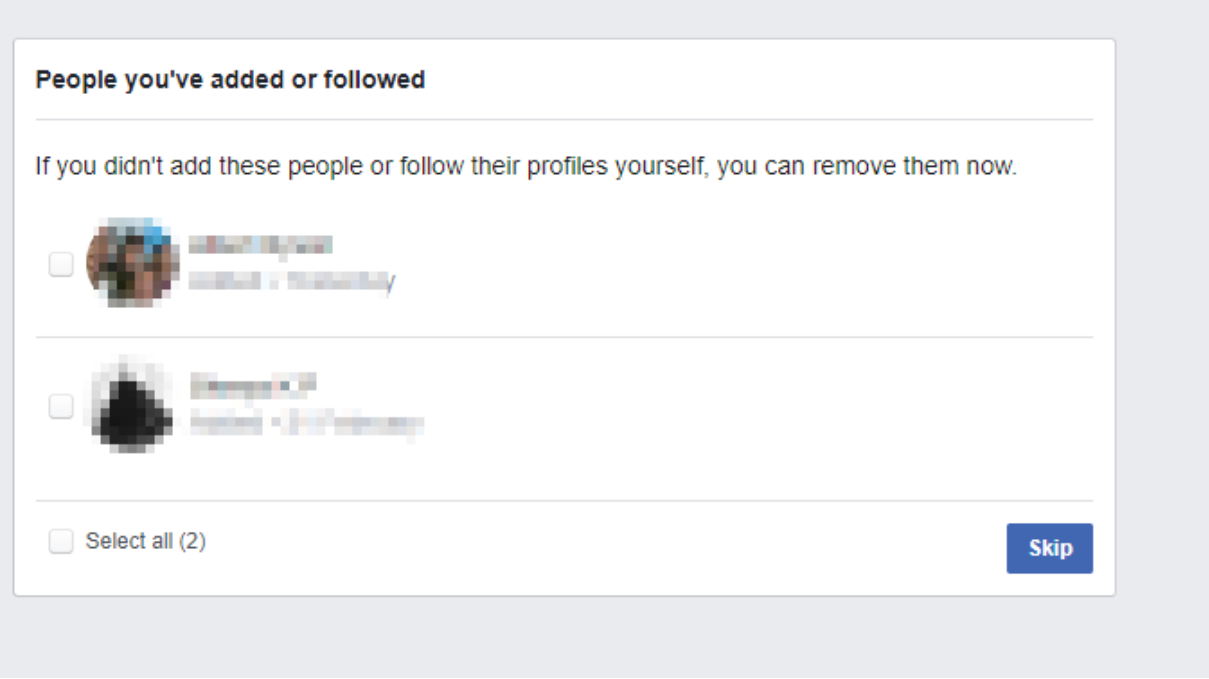


13. Click **Skip**. A dialog Box appears.



Note : In the example two profiles are displayed in the dialog Box. If you don't add these people or follow their profiles yourself, you can remove them.

14. Click **Skip**. A dialog box appears.

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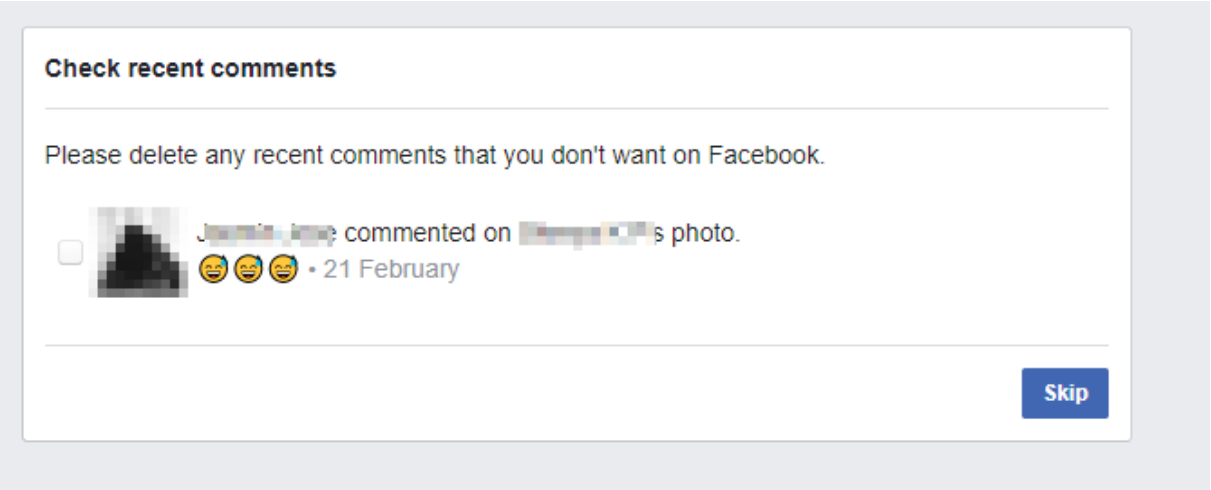
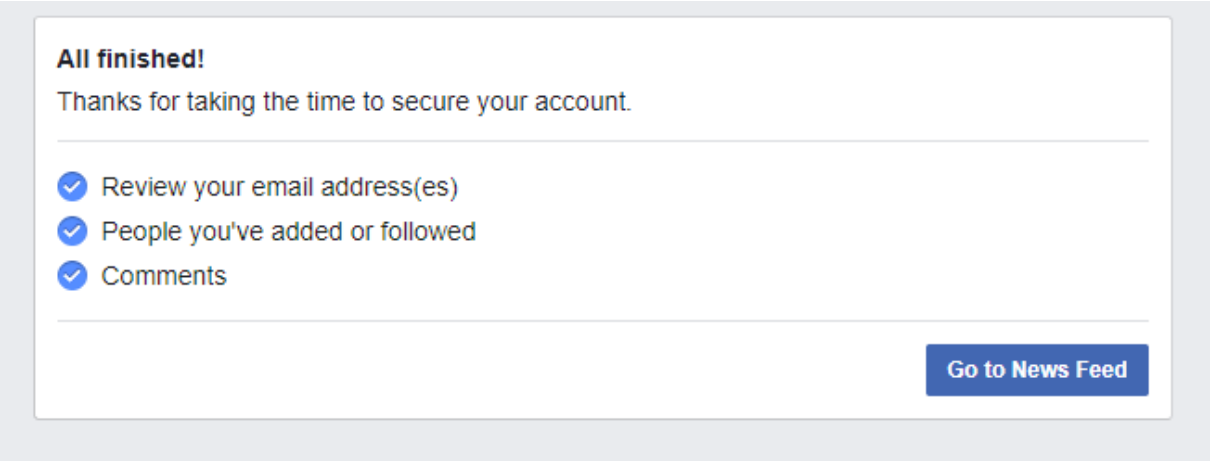


Note: You can delete comments that you don't want on Facebook by selecting the checkbox.

15. Click **Skip**. A dialog Box appears.



16. Click **Go to News Feed** and your Facebook account opens.

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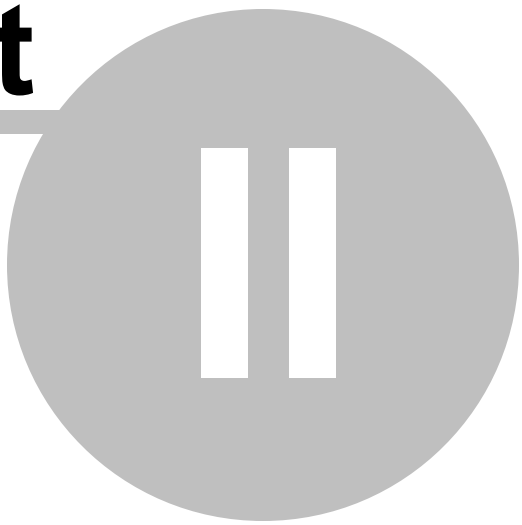
Part



Basic Operations

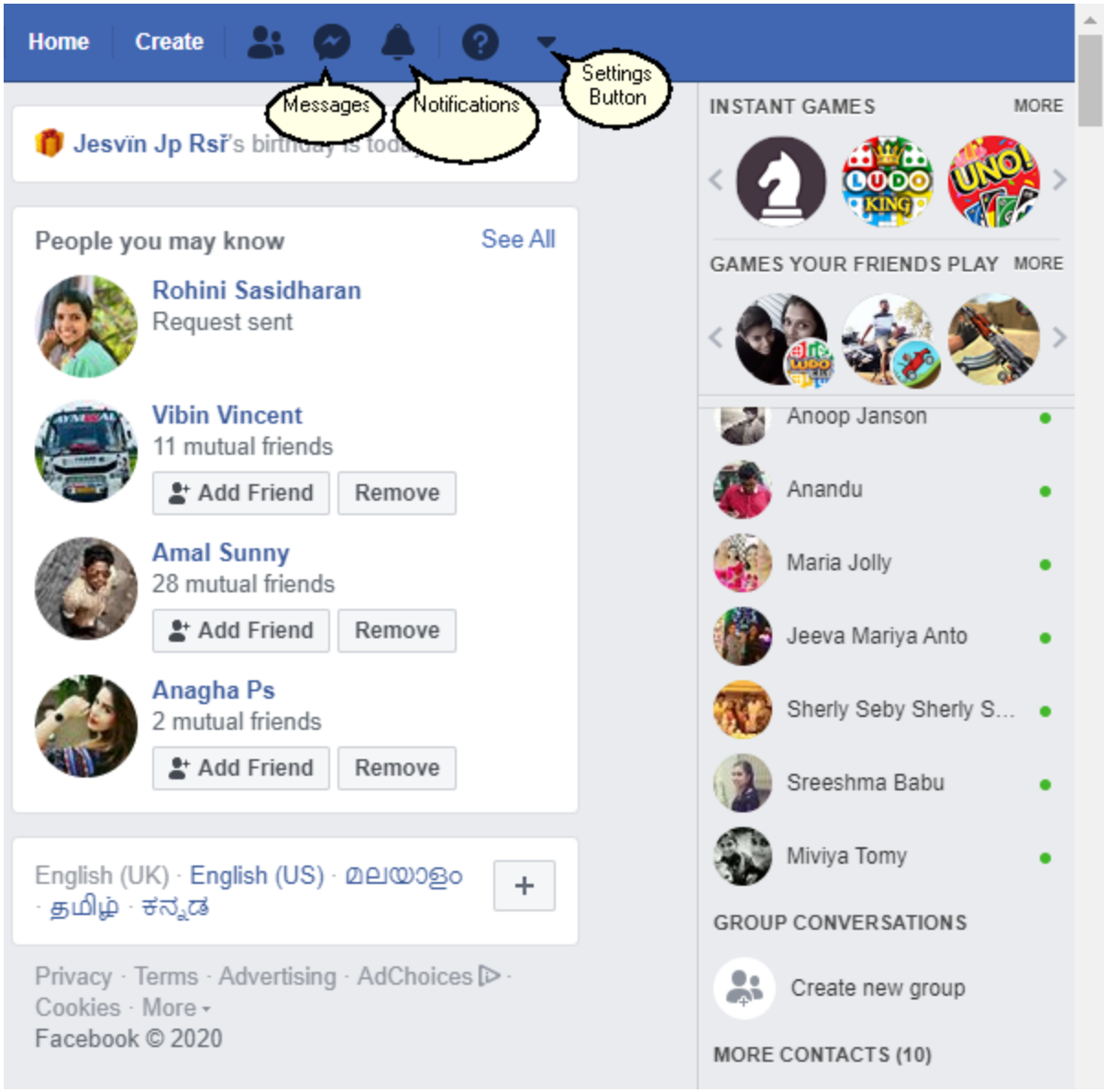
2 Basic Operations

This chapter explain some basic and common operations in Facebook.

2.1 How to Navigate in Facebook

This help you to Navigate different sections in Facebook.

Click the buttons indicated by the call-outs to move to the sections they indicate.



In the image below several sections are indicated with labels. Here is a brief description of them.

Search Field - Search for friends and Facebook Groups here by entering words or names. Press Enter or click the "Lens" icon of the field.

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Friend requests - Click this icon to both view and send friend requests. A new friend request appears as a number as seen for the **Messages** icon in the image below.

Messages - Click this icon to view messages from contacts and new prospective friends.

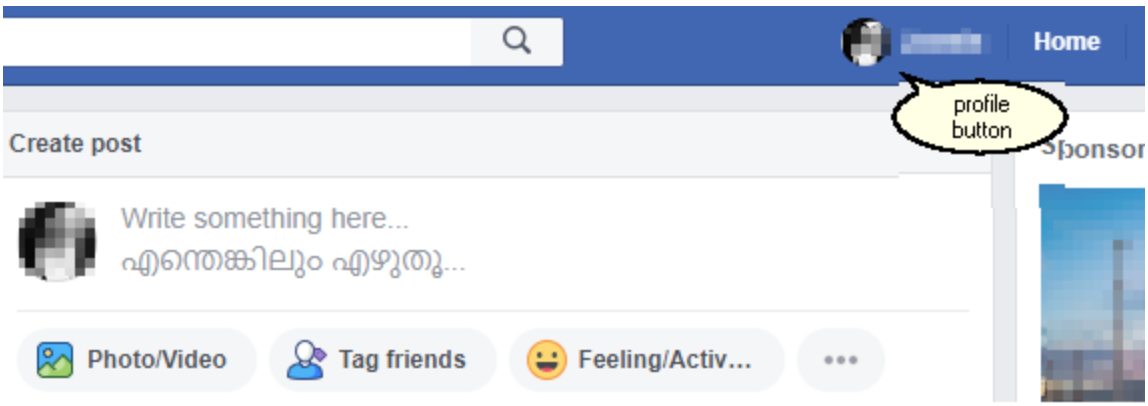
Notifications - Click this icon to view notifications about new posts from friends and groups.

You can also go to the various sections such as **Fundraisers**, **Pages**, **Groups** etc by clicking on the icons located on the left side column of the page.

2.2 How to upload a Profile picture

This Topic helps you to upload your Profile picture on your Facebook Account.

1. Sign in to your Facebook Account.
2. Click your **Profile** button.



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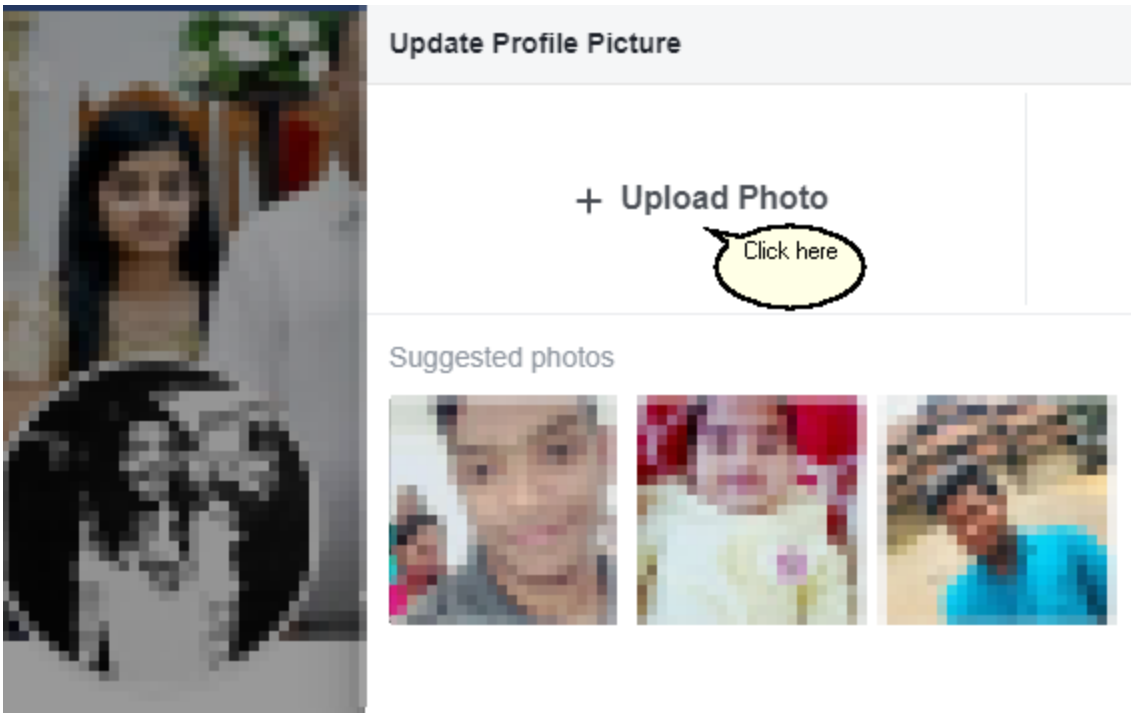
3. Click your Profile picture as indicated in the image below.

4. Click Upload photo.



5. Select an Image from your gallery.

6. Click the **Save** Button.

Note: If you don't wish to post the picture click the **Cancel** button and later click **Leave the page**.

2.3 How to Write your Bio

This topic discusses how to write your Bio page.

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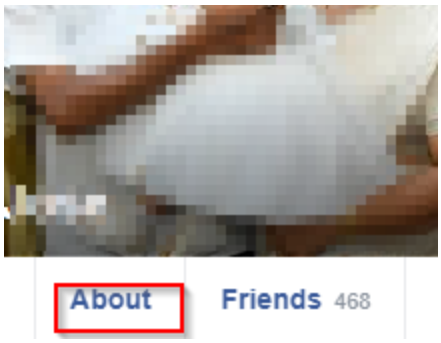
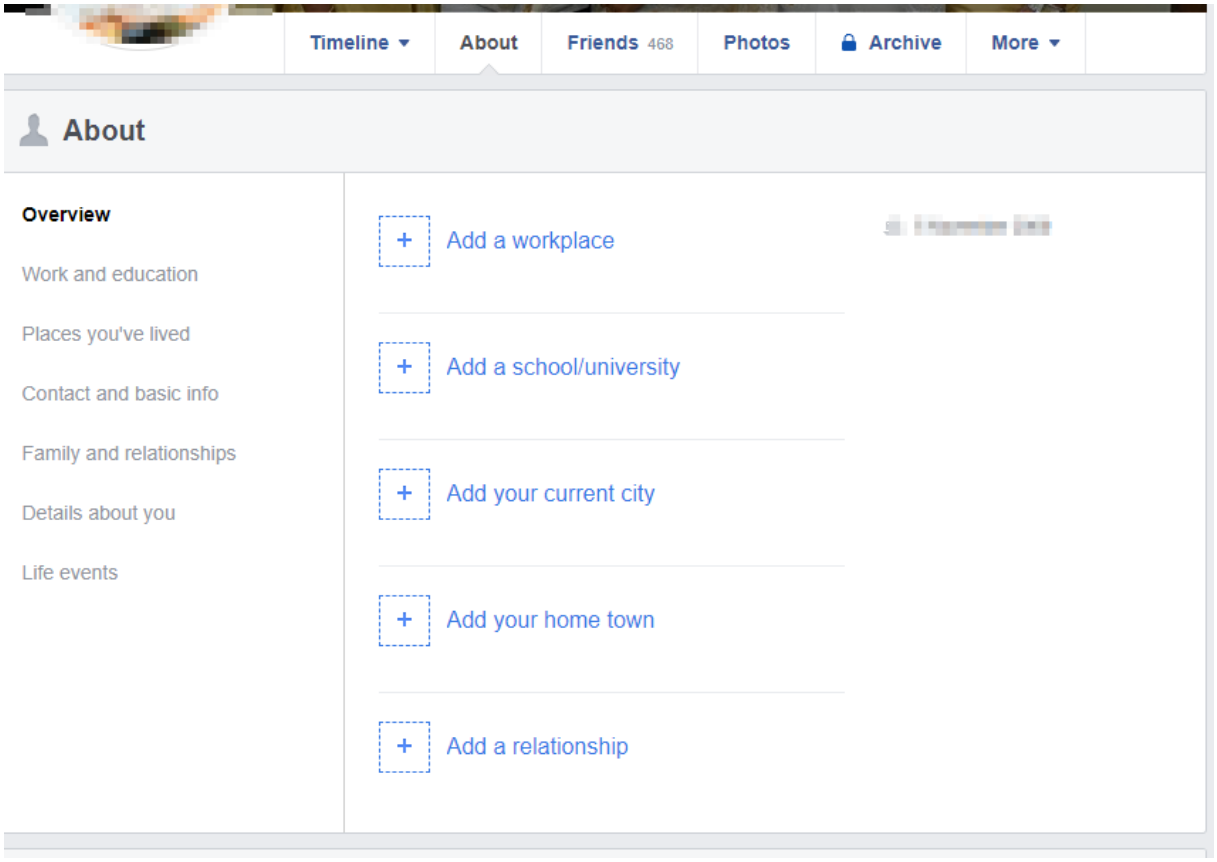
To write your bio

1. Sign into your Facebook Account.
2. Click your Bio Picture to be taken to your Profile Page.
3. Click **About** on this page.



The page displays additional fields and forms.



Here under the various sections information about Workplace, Schooling, University, Address, Current City, etc., can be added.

To add details about your workplace

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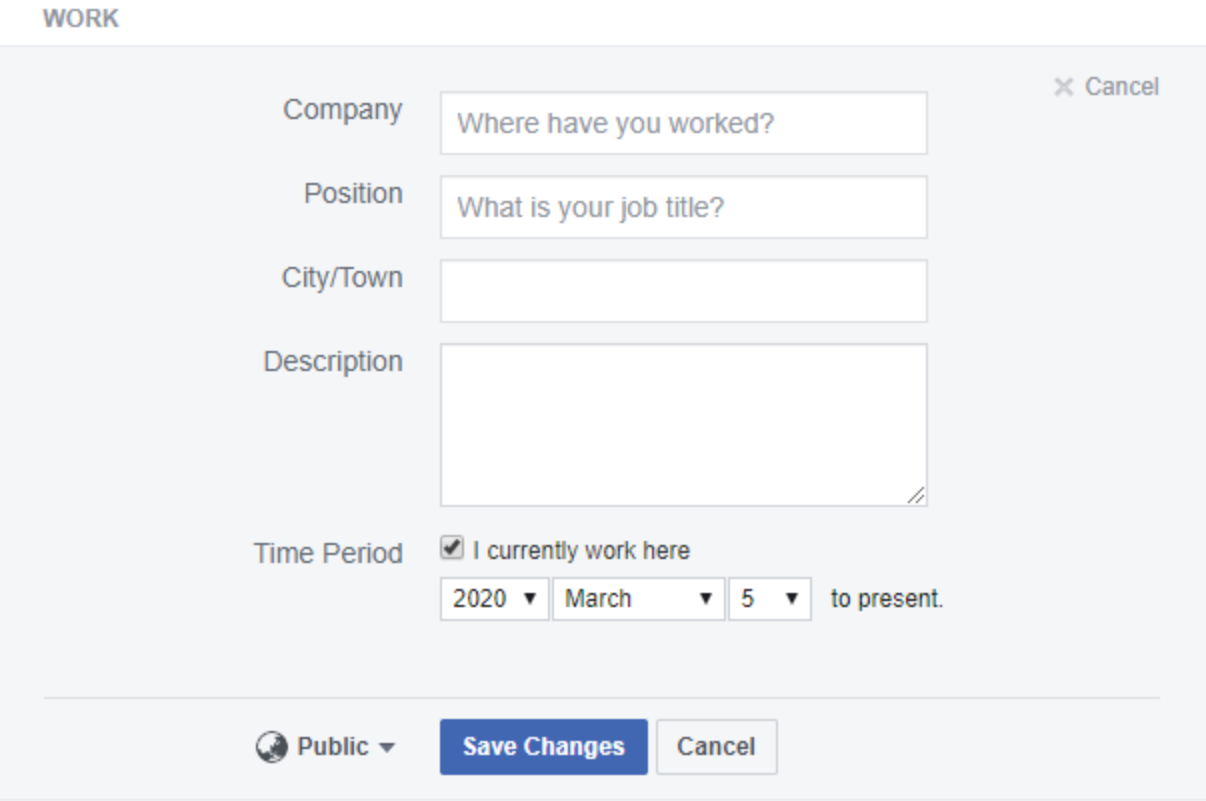
1. Click the **Add a workplace**. Additional fields are displayed.



2. Enter your company's name in the **Company** field.

3. Type your Job position in the **Position** field.

4. Enter the place where you work in the **City/Town** field.

5. Add a brief description about your work in the **Description** box.

6. Check the I currently work here check-box under Time period and use the drop down lists for year, month and day of month to select a date of start of work.

7. Click **Save Changes**.

Note: You can choose to display this information (applies to the others such as School, Relationship etc.,) Publicly or restrict using the drop-down next to the **Save Changes** button.

To add your professional skill

1. Click **Add a Professional Skill**. Additional fields are displayed.

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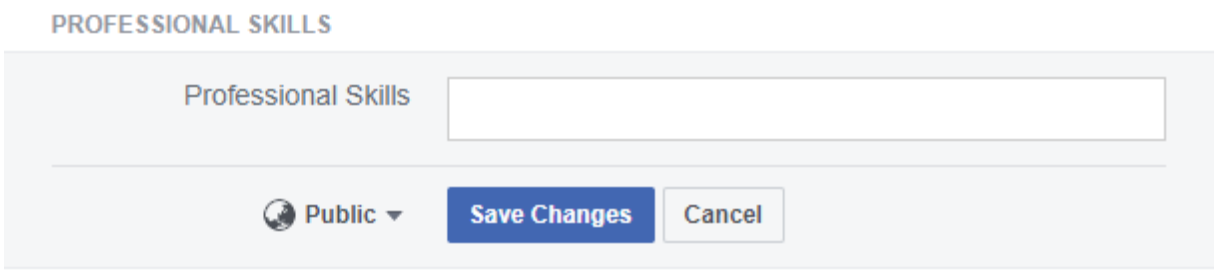
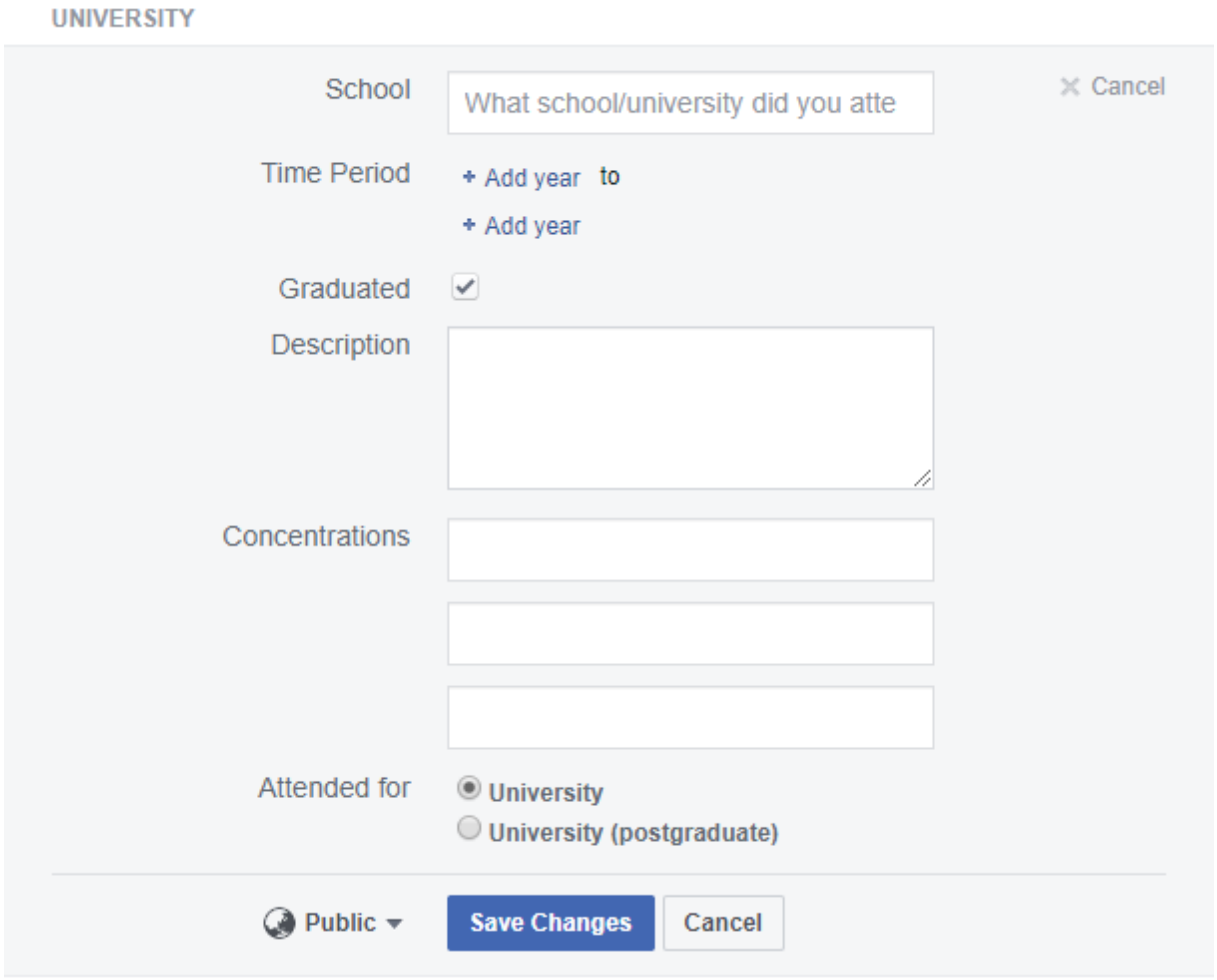


2. Enter a skill in the Professional Skills field.
3. Click **Save Changes**.

To Add the University where you studied

1. Click **Add a university**. The following fields are displayed.



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2. Enter the name of your University in the **University** field.

3. Click the **Add Year** buttons to add a start year and end year for the Time period of your University study. A drop-down is displayed from where you can select the years.

4. Check the **Graduated** checkbox if you are a Graduate.

5. Add a description about your University in the **Description** Box.

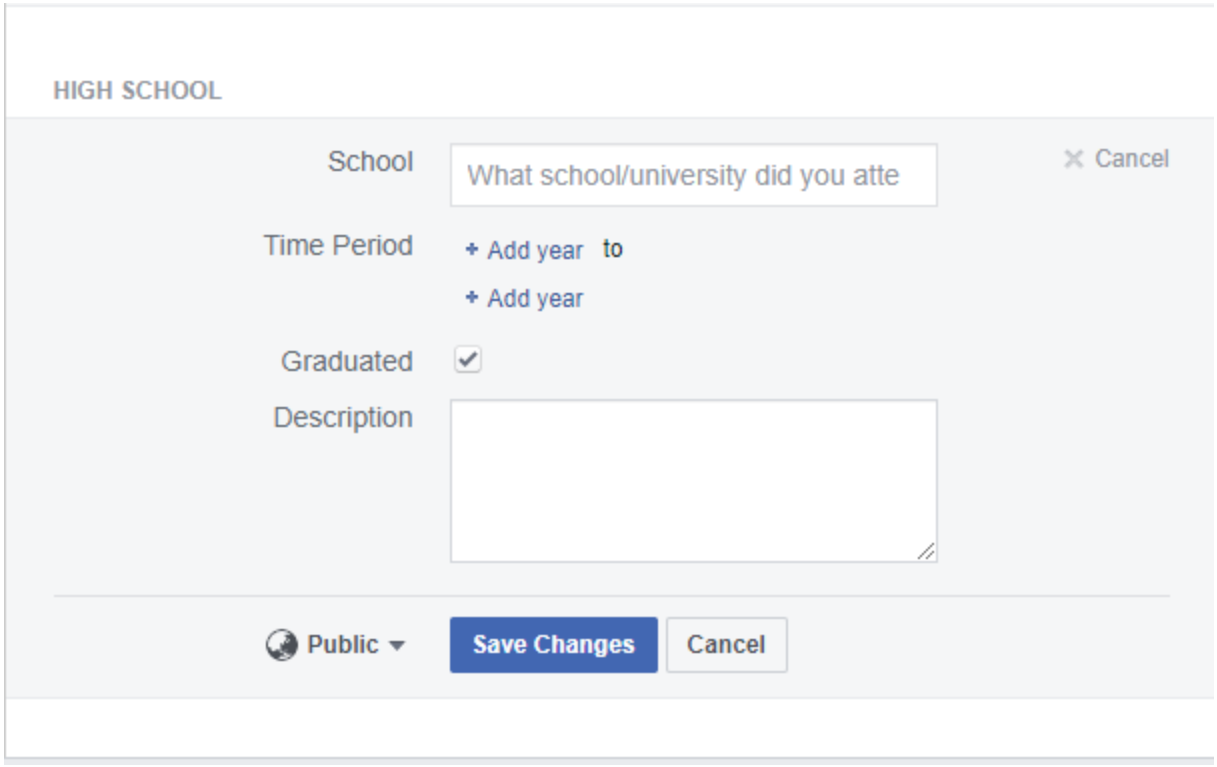
6. Add the subjects and fields of study in the boxes under **Concentration**.

7. Select the radio button for **University** or the radio button for **University/Postgraduate**.

8. Click **Save Changes**.

To add school information

1. Click **Add a high school**. The following fields are displayed.



2. Enter the name of your school in the **School** field.

3. Click the **Add Year** buttons to add a start year and end year for the Time period of your study at school. A drop-down is displayed from where you can select the years.

4. Check the **Graduated** field if you graduated from High School.

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5. Add a description about your School education in the **Description** box.

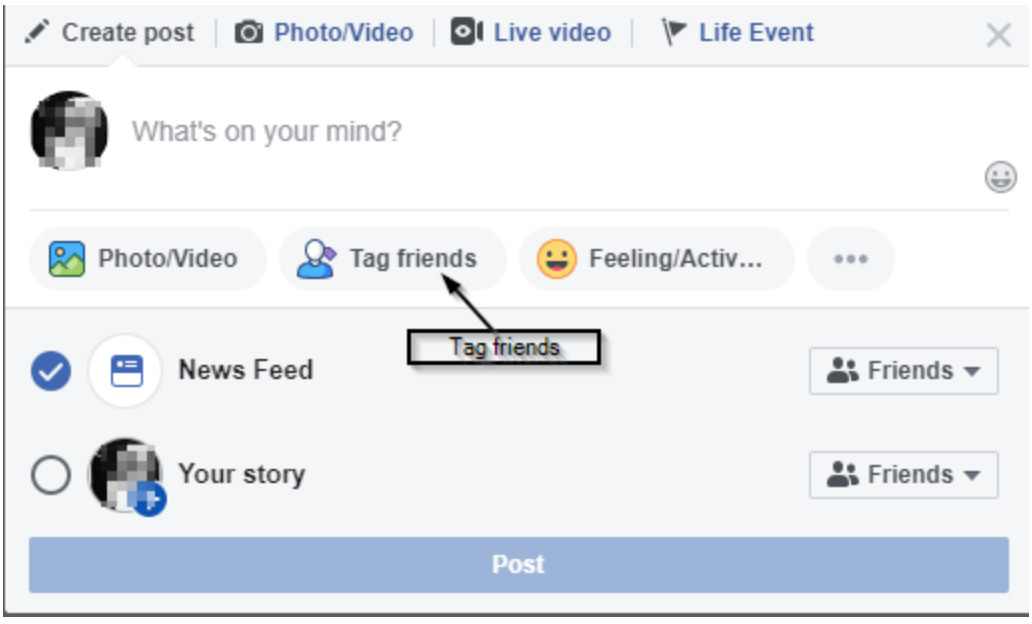
6. Click **Save Changes**.

2.4 How to make a post in Facebook

This topic explains how you can create posts in your Facebook Account.

1. Sign in to your Facebook account.

2. Click **Create post** or click **What's on your mind?** in the box below the **Create post** button.



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A dialog box appears. At this stage several posting options exist. a) Type content in the "Whats on your mind?" box. b) Upload a picture or video via the **Photo Video** option. c) Tag friends via the **Tag friends** option, in which case they will receive notifications d) Add feelings and status via the **Feeling/Activ...** e) Add emojis via the **emoji** link and more.

3. Click **Post**.

Note: You can select your favorite colors from the options. You can even add the post to **Your story** or **News Feed** and send it to particular friends and groups via the options provided.

2.5 How to Like, Comment and share a post

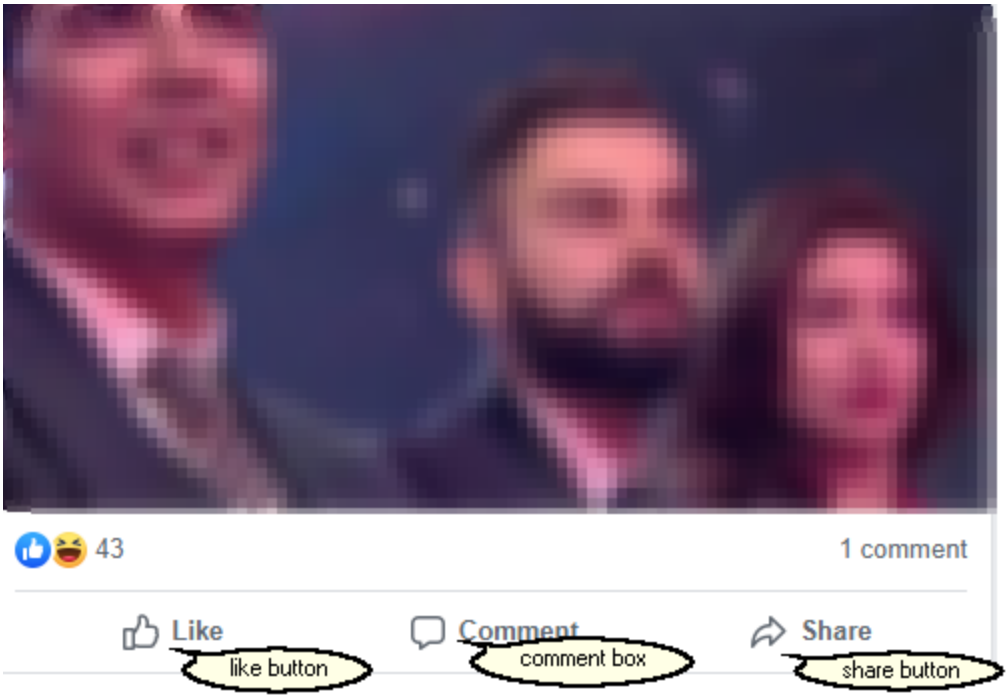
This Topic help you to Like , comment and share a post in facebook.

To like comment and share posts

1. Sign in to your Facebook Account.

2. Scroll down to the page to see your posts.

3. Click the **Like** button under the post to like a post. You can also position mouse pointer on the like button and select an Emoji that suits the post.



4. Click **Comment** to comment on a post and type your comment with emojees, stickers or text in the box that appears.

5. Click the **Like** button to like the post. Once liked you can click it again in case you wish to unlike it.

6. Click the **Share** Button to share a post .

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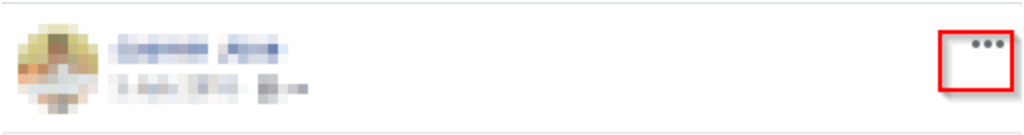
Note: There are several ways to share your post. You can share the post with your friends, groups, share to your story, share as a message or share to timeline.

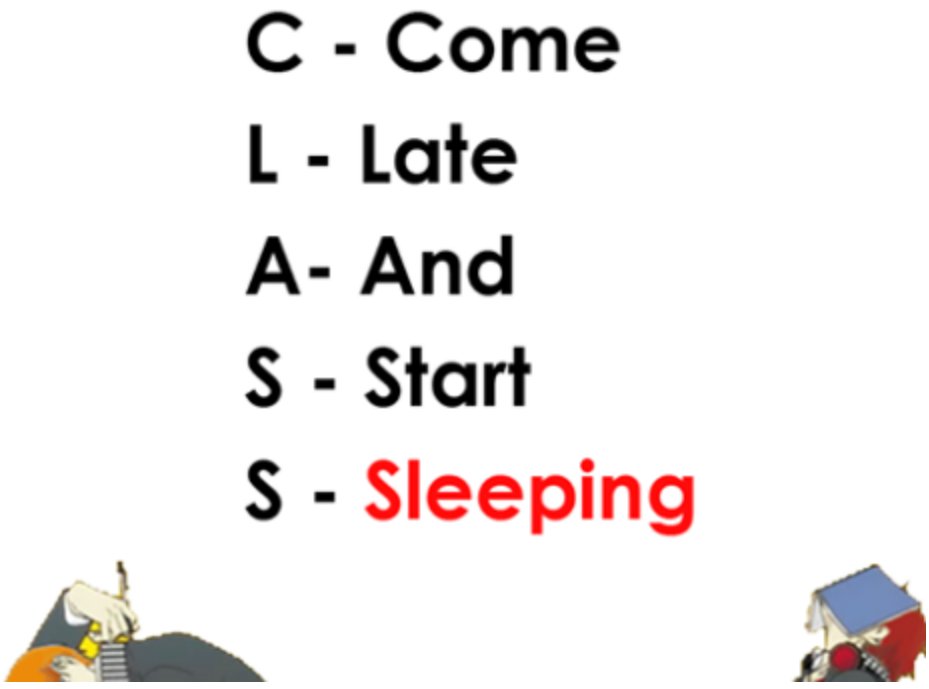
2.6 How to delete a post from your Account

This topic explains how to delete a post in your Facebook account

To delete a post

1. Sign into your Facebook account.
2. Scroll down to your post that you wish to delete.
3. Click the ellipsis button located at the top right of the post.





4. Click on **Delete** from the menu that pops up.

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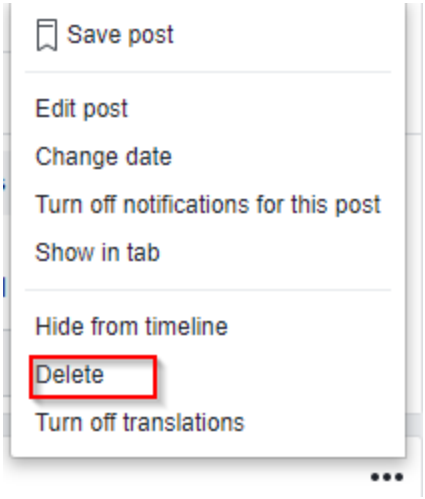

A confirmation message box is displayed.

5. Click **Delete**.

2.7 How to send and Accept friend request

This Topic explains how to accept and send friend requests.

To Accept Friend requests

1. Go to your Facebook Account.

2. Open the friend requests by clicking on the icon indicated below.

Take a look at the requests sent from friends and acquaintances.

3. Click the **Confirm** button of a request to add that friend into your list of friends.

To Send Friend requests

1. Type your Friends Name or groups Name in the Search field and click the lens icon. Facebook displays the search results.

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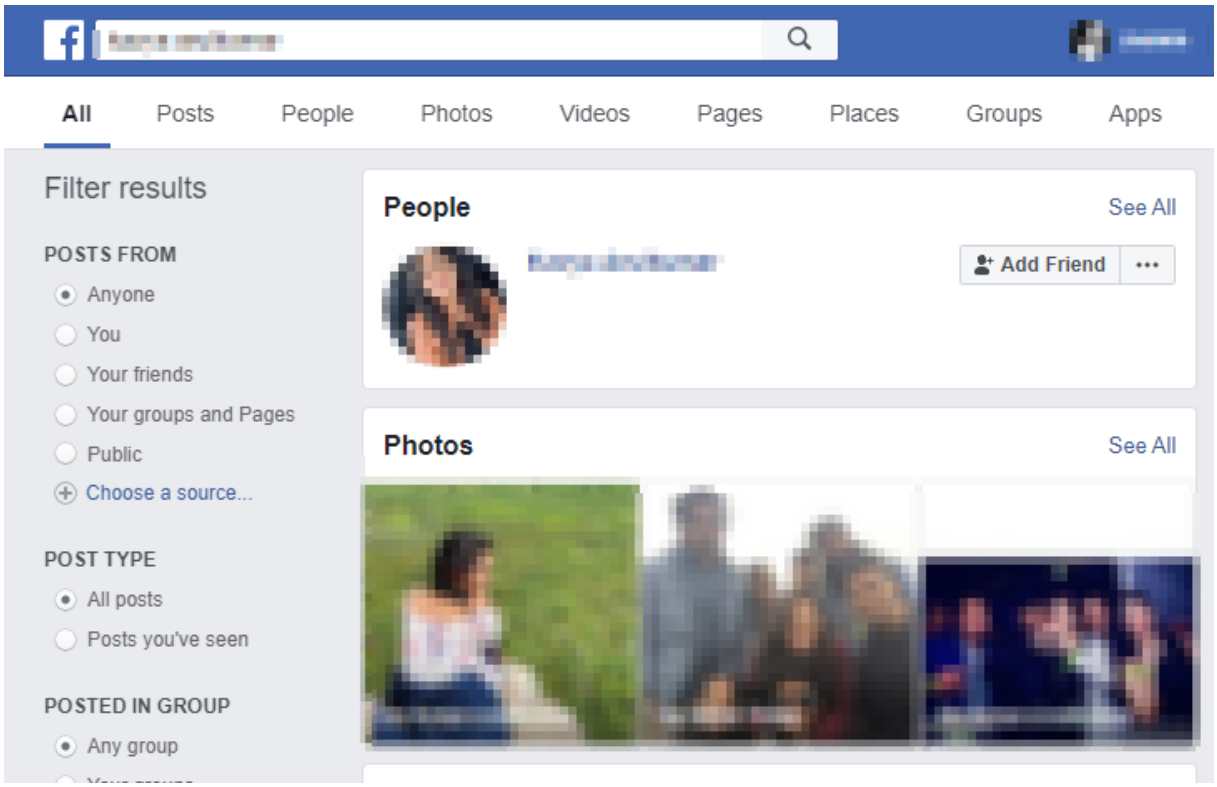

2. Click on a friend's account and the account Opens.

3. Click **Add Friend**.

Note : **C**heck your friend's cccount before sending and confirming Friend requests.

2.8 How to send messages

This Topic explains how to send messages in **Facebook** and use **Facebook Messenger**.

1. Sign into your Facebook account.

2. Click the **Message** icon.

Note: New messages are indicated by a number beside the icon just as there is one "2" for **Notifications** in the image.

The Messenger Chat box appears.

3. View friends who are active.

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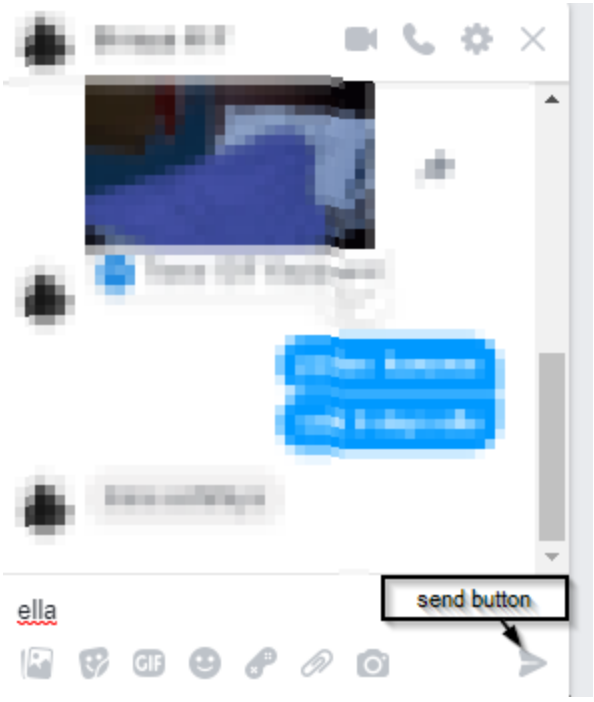
4. Open a Chat Box by clicking on a friend you wish to chat and send messages.

Note: You can also send messages to a friend who is not active. The message is seen by the friend whey they open their messages as you did.

5. Type your message in the box.



6. Click the Send Button or press Enter on your keyboard. Once the message is received your friend may chat with you.

2.9 How to Tag Your friends in your Post

This Topic explains how you can tag your friends in your Facebook posts.

1. Sign into your Facebook account.

2. Create your Facebook Post. Refer to topic How to make a post in Facebook 25 for details.

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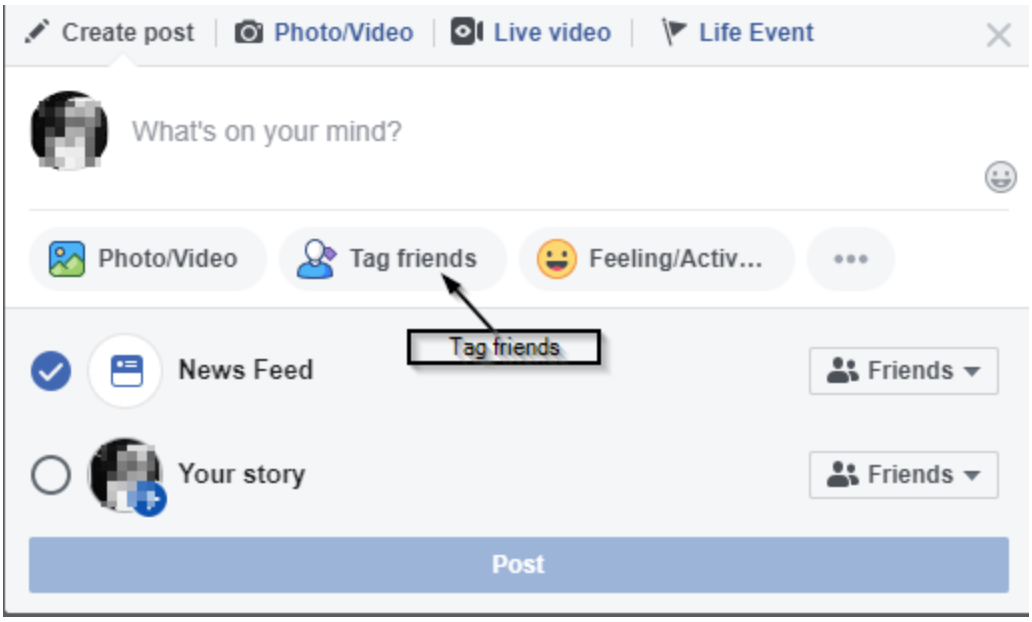

3. Click **Tag friends**. A pop-up displays your Friends list.

4. Tag friends by choosing one or more of your friends from the list.

6. Click **Post** when your post is complete.

Note: Tagged friends receive a notification that they were tagged by you.

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