The Ultimate Guide to Facebook
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Facebook

https://www.facebook.com/

A social networking service that allows registered users to create profiles, upload photos and video, send messages and keep in touch with friends, family and colleagues.

Friend: personal contacts you share updates with

Newsfeed or Home page

News feed: The News Feed is a list of updates on your own Facebook Profile home page.

Search bar: search for friends, Facebook Pages

Link to profile: You can click your name to view and edit your profile or Timeline.

Recent Activity:

>   **Friend Requests**: When someone requests that you add them as a friend

>   **Messages**: When someone sends you a private message

>   **Notifications**: You'll receive a notification in an email message and on your Home page whenever someone interacts with you on Facebook.

Trending: This feature shows you what other people are posting about on Facebook

Menu: navigate to other parts of Facebook, such as your upcoming events, photos, groups, apps, and more.

Status Update: An online message or status update submitted by the user.   The information you share in the Publisher will be posted on your News feed and Timeline, as well as your friends' News feeds.

Chat: Instant message Friends on Facebook

Timeline or Profile

Profile: your personal home on Facebook, which allows you to share interesting work experiences, personal information, and much more

Timeline: includes your **posts** and **activity**, as well as things that your friends have posted on your Timeline.

Cover photo: A large picture that is only visible on your Timeline.

Profile photo: Your **profile picture** represents you across Facebook. This is the picture your friends will see when you share and comment on Facebook.

About Section: A summary of basic information you've shared about yourself.

Update info.: Change or edit your information you share on Facebook.

Status Update: An online message or status update submitted by the user.   The information you share in the Publisher will be posted on your News feed and Timeline, as well as your friends' News feeds.

Using Facebook

Post: an online message or status update submitted by the user.

> **Tag**: The action of connecting a picture or post to a Timeline or profile.

> **Set date**: Set the past date and time of your post.

> **Add location**: Add a location related to your text.

> **Add photo or video**: Add photos or video related to your text.

> **Add what you are doing or feeling**: Facebook allows you to select actions of what you are doing or feeling.

> **Set privacy settings**: Select who can or can't see your post.

Actions on your post:

> **Edit**: Edit text of post

> **Change location**: Change the location of a post.

> **Change date**: Change the date of the post.

> **Highlight**: Categorizes your post as a highlight.

> **Turn off notifications**: No longer notified when someone interacts with this post.

Remove tag: Unconnect your profile from this post (post will no longer appear on your Timeline.

Hide from timeline: Post cannot be viewed on your Timeline. It may still appear on other people's Timelines if they have a connection to it.

Delete: Delete post from Facebook.

Actions on someone else's post:

Like: when you click "Like" on a post on Facebook, you are making a connection. The connection will be displayed to your Friends.

Reactions: make further connections on a post with additional emoji or feelings including, "love", "wow", "haha", "yay", "sad" and "angry".

Comment: a response to a user's post.

Share: allows you to share a post that someone else created with *your* followers.

Advanced

I don't want to see this: See fewer posts from Friend.

Unfollow: Stop seeing posts but stay Friends.

Message/ Chat: Send a private IM when user is logged in, only users in the conversation can see. If the user is offline they will receive a notification of your message next time they log.