Answers found here!

Facebook: The Missing Manual. Facebook’s popularity is skyrocketing, drawing more than 400 million people to this combination online village green, personal website creator, and souped-up address book. But one thing you won’t get when signing up is a printed manual. Enter Facebook: The Missing Manual, Second Edition—the witty, authoritative guide you need, now revised and updated to include all of Facebook’s latest features.

The important stuff you need to know

- **Getting started, getting connected.** Signing up is easy, but the real payoff comes when you tap into networks of coworkers, classmates, and friends. This book explains it all—including how to pick and choose who gets to see what, and how to steer clear of people you want to avoid.

- **Adding applications.** Ranging from silly (fortune cookies and video games) to serious (goal tracking), thousands of mini-programs can transform your Facebook account into an addictive, one-stop resource. Learn how to find and install your favorites.

- **Facebook for grownups and businesspeople.** Facebook isn’t just for Junior anymore. Thousands of companies and business professionals use the site for everything from project collaboration and advertising to filling (and finding) jobs. This book is written for adults of all ages.

- **Protecting your privacy.** Creeps are everywhere online, but on Facebook you can feel especially exposed with so much personal info on display. This book offers an easy-to-follow, multi-pronged approach to staying safe.

E. A. Vander Veer has authored or edited more than 15 computer books, covering everything from Excel basics to JavaScript and XML. Her work has appeared in dozens of online and print publications, including *Byte, The Writer, Salon*, and CNN.com.
# Contents

<table>
<thead>
<tr>
<th>The Missing Credits</th>
<th>vii</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
</tbody>
</table>

## Part One: From Signing Up to Staying Connected

### Chapter 1
**Getting Started** .................................. 9
- Signing Up for an Account ........................................ 10
- Step 1: Finding Your Friends on Facebook ...................... 14
- Step 2: Creating Your Profile .................................. 14
- Step 3: Adding a Picture of Yourself ........................... 17
- Confirming Your Facebook Registration ....................... 18
- Viewing Your Profile ......................................... 19
- Viewing Your Facebook Home Page ............................. 32
- Changing Account Info ...................................... 33

### Chapter 2
**Joining a Network** .................................. 35
- How Networks Work ........................................... 36
- Viewing the Networks You’re Already On ....................... 37
- Joining a Network ........................................... 38
- Leaving a Network ......................................... 41
- Suggesting a New Network .................................. 42

### Chapter 3
**Finding and Adding Friends** .......................... 43
- How Facebook Friends Work ................................ 44
- Finding Friends ............................................... 45
- Inviting People to Be Your Friend ............................ 52
- Responding to Friend Requests ................................ 54
- Viewing Your Friends ....................................... 57
- Organizing Your Friends .................................... 58
- Breaking Up: Unfriending Friends ........................... 62
<table>
<thead>
<tr>
<th>Chapter 8</th>
<th>Going Shopping</th>
<th>129</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Marketplace Application</td>
<td>130</td>
</tr>
<tr>
<td></td>
<td>Finding and Viewing Marketplace</td>
<td>131</td>
</tr>
<tr>
<td></td>
<td>Placing an Ad</td>
<td>133</td>
</tr>
<tr>
<td></td>
<td>Finding Stuff</td>
<td>138</td>
</tr>
<tr>
<td></td>
<td>Answering an Ad</td>
<td>139</td>
</tr>
</tbody>
</table>

### Part Three: Doing Business on Facebook

<table>
<thead>
<tr>
<th>Chapter 9</th>
<th>Hiring and Getting Hired</th>
<th>143</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recruiting New Hires</td>
<td>144</td>
</tr>
<tr>
<td></td>
<td>Vetting Prospects</td>
<td>151</td>
</tr>
<tr>
<td></td>
<td>Looking for a Job</td>
<td>152</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter 10</th>
<th>Collaborating on Projects via Facebook</th>
<th>157</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keeping in Touch</td>
<td>158</td>
</tr>
<tr>
<td></td>
<td>Exchanging Files</td>
<td>162</td>
</tr>
<tr>
<td></td>
<td>Keeping Up to Date with Feeds</td>
<td>173</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter 11</th>
<th>Advertising on Facebook</th>
<th>175</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Facebook Pages: Profiles for Bands, Brands, and More</td>
<td>176</td>
</tr>
<tr>
<td></td>
<td>Social Ads (Targeted Announcements)</td>
<td>182</td>
</tr>
<tr>
<td></td>
<td>Connect Facebook to Your Website with Widgets</td>
<td>188</td>
</tr>
<tr>
<td></td>
<td>High-Dollar Options</td>
<td>191</td>
</tr>
</tbody>
</table>

### Part Four: Privacy and Power Tools

<table>
<thead>
<tr>
<th>Chapter 12</th>
<th>Customizing Facebook and Adding Applications</th>
<th>195</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Modifying Your Home Page and Profile</td>
<td>196</td>
</tr>
<tr>
<td></td>
<td>Facebook Applications: An Overview</td>
<td>198</td>
</tr>
</tbody>
</table>
Chapter 13
Playing It Safe: Facebook Privacy ........................................... 207
  Privacy and Facebook: An Overview........................................ 208
  Deciding How Much to Share............................................... 210
  Controlling Access to Your Account...................................... 211
  Adjusting Your Privacy Settings............................................ 212
  Fighting Back............................................................................... 222

Chapter 14
Facebook Mobile ........................................................................ 225
  How Facebook Mobile Works.................................................. 226
  Setting up Facebook Mobile................................................... 227
  Using Facebook Mobile......................................................... 231
  Facebook Help........................................................................... 238
  Getting Help from Other Facebook Members............................ 239
  Contacting Facebook............................................................. 241
  Useful Facebook-Related Websites.......................................... 242

Index............................................................................................ 245
About the Author

E.A. Vander Veer started out in the software trenches, lexing and yacking and writing shell scripts with the best of them. She remained busy and happy for years writing C++ programs and wresting data from recalcitrant databases. After a stint as an Object Technology Evangelist (yes, that’s an actual job title), she found a way to unite all her passions: writing about cool computer stuff in prose any human being can understand. Books followed—over a dozen so far—including *PowerPoint 2007: The Missing Manual*, *JavaScript for Dummies*, *XML Blueprints*, and the fine tome you’re holding right now. She lives in Texas with her husband and daughter. Email: emailamoore@rgv.rr.com.

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The Missing Manual Series

Missing Manuals are witty, superbly written guides to computer products that don’t come with printed manuals (which is just about all of them). Each book features a handcrafted index; cross-references to specific pages (not just chapters); and RepKover, a detached-spine binding that lets the book lie perfectly flat without the assistance of weights or cinder blocks.

Recent and upcoming titles include:

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QuickBase: The Missing Manual by Nancy Conner
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Your Money: The Missing Manual by J.D. Roth
Maybe a Facebook invitation showed up in your email inbox and you’re trying to decide whether to join the site. Maybe you were alarmed when you heard your kids mention *poking* each other on Facebook. Maybe the Wall Street buzz caught your attention when Facebook—a whippersnapper of a website that didn’t even exist until 2004—clocked in at a breathtaking value of $15 billion. Or maybe you’ve noticed that Facebook mentions are regularly making it into your favorite local and national news programs.

However you heard about it, everybody seems to be talking about Facebook. And for good reason: In an astonishingly short period of time, Facebook has grown from an online yearbook for college kids to an Internet juggernaut with over 400 million members.

So what *is* Facebook, anyway? It’s a free-to-use, wildly popular *social-networking site*—which just means it’s a way to connect with other people—that combines the best of blogs, online forums and groups, photo sharing, and much more. By tracking the connections its members make with each other, Facebook makes it easy to find and contact people—everyone from old friends and roommates to new customers, new bosses, and even folks you’ve never met before who share your interests.

*Note* If you’re thinking that Facebook sounds a lot like MySpace, you’re right. The difference? In a word, positioning. Facebook does pretty much the same stuff as MySpace, but in a cleaner, more controlled, more professional way. MySpace’s blinking, flashing, online teen haven now boasts far fewer members than Facebook. And over half of all new Facebook members count themselves among the 25-and-older crowd, so it’s not just for college kids anymore.
How Facebook Works

First, you type in your personal and professional information—as much or as little as you’re comfortable sharing. (Most folks add extras such as photos, videos, and audio clips.) Then, you establish connections with groups of Facebook members, like everybody who went to your alma mater, or everybody who works at your company. Finally, you add individual connections to other members, such as the guys on your soccer team, your next-door neighbor, and the two or three old flames you’re still speaking to. Bingo: Instant access to the personal and professional details of all the folks you’re connected to, the folks they’re connected to, and so on. You can think of Facebook as a 400-million-plus-entry searchable Rolodex—on steroids.

The two parts of the site you interact with most often are:

- **Your profile.** Your profile is the page that other Facebook members—friends, relatives, coworkers, long-lost roommates, potential bosses, and so on—see when they look you up on Facebook (you can, of course, view your own profile, too). The Wall and Mini Feed parts of your profile make it easy for your friends to see what you’re up to. The figure below shows a sample profile.
• **Your Home page.** The majority of your Facebook Home page is taken up by a *News Feed* (page 82) that chronicles your friends’ Facebook activities. The right side of the page shows stuff you might want to act on: requests your friends have made, upcoming birthdays, and so on. It also lists any requests—to befriend someone or to install an application (page 198) one of your friends found useful, for example—that require your attention. To get to your Home page, click either the word “facebook” or “Home” at the top of any Facebook screen. Page 83 shows you what a typical Home page looks like.

**What You Can Do on Facebook**

Like all social-networking sites, Facebook blurs the line between personal and professional: Your boss is just as likely to be on Facebook as your kids. Still, most folks focus on either professional or personal stuff when they’re on the site. The following sections list some of the things you can do on Facebook.

**Social Activities**

Facebook began as a social-networking site for college kids (it was started by a Harvard student), and personal interactions are still the main reason people sign up. You can:

• **Look up (and be looked up by) long-lost pals.** Facebook wouldn’t be very useful if no one used their real names—you wouldn’t be able to find anybody! But since it’s fun to find people and have them find you (and because Facebook’s official policy requires truthfulness), members tend to provide their real names, photos, and personal details. Chapter 3 teaches you how to search for people on Facebook.

• **Make new friends.** Facebook makes it easy to search out and contact folks with similar interests, whether you like Pedro Almodóvar movies or are frustrated with Geometry 102. And because your personal info is available for other Facebook members to see, you can learn a little about someone before you decide to contact or befriend him. Online special-interest *Groups* (Chapter 6) let you exchange views with like-minded Facebook members, and *events* (Chapter 7) let you arrange face-to-face meetings with other members.
• **Keep in touch with far-flung friends and family.** Other Facebook members can sign up for regular updates from you. For example, you can send out party updates to fellow students stuck in study hall, or share photos of your new granddaughter. Likewise, you can sign up to get updates about what your friends and family members are doing. Chapter 5 teaches you all about automatic updates.

• **Make yourself heard.** Facebook’s blogging feature (called *notes*—see page 95) lets you put text and photos on your profile. Think beefed-up online journal.

• **Buy and sell stuff.** *Marketplace* (Chapter 8), Facebook’s answer to classified ads, lets you buy and sell stuff online using a credit card.

• **Keep tabs on your kids.** Facebook started out as a way for students to meet online, and it’s still big with college and high-school kids. Getting acquainted with Facebook not only helps you understand the language your kids are speaking; it also gives you a frank look into their online social lives.

### Professional Uses for Facebook

You don’t have to be out of work to benefit from social networking. More and more professionals are turning to Facebook to mingle, headhunt, advertise, and work more effectively. Here are some of the work-related things you can do on Facebook:

• **Find a gig.** The resumé you post on Facebook can be as extensive as you want (headhunters use Facebook, too), and there’s always the want-ads in Facebook’s *Marketplace* (Chapter 8). But because jobs often go to the best-qualified friend-of-a-friend, Facebook’s ability to show you who’s friends with who can be even more useful—maybe one of your friends knows the hiring manager, say.

• **Find an employee.** Facebook can help you recruit—and even vet—new hires (see Chapter 9).

• **Keep up to date on team projects.** Subscribing to *feeds* (page 89) and *notifications* (page 86) keeps you in the loop regarding upcoming deadlines and other details, such as whether team members on the other side of the building are still online or have left for the day.

• **Collaborate.** Use Facebook’s *Walls* (page 74), *notes* (page 95), and *Groups* (Chapter 6) to exchange ideas, photos, and more; *messages* (page 66) to send email; and *events* (Chapter 7) to schedule meetings and lunch dates.
• **Market yourself, your products, or your company.** For relatively little scratch, Facebook gives you a couple ways to promote things:

  — **Pages** are special, interactive profiles for companies, bands, celebrities, and nonprofit organizations that you can create for free.
  
  — **Ads** can include graphics and text; they appear in Facebook’s ad space (the lower-right part of any screen).

Big-bucks sponsor companies have even more marketing options. Chapter 11 explains all your choices.

### About This Book

Facebook is a terrifically fun and useful site, and compared to a lot of other websites, it’s remarkably easy to use. But that’s true only if you already know what you want to do on Facebook, and—most important—why.

That’s where this book comes in: It’s the book you **should** have been able to download when you registered for Facebook. It explains what kinds of things you can do on the site and how to go about doing them. You’ll find tips for diving headfirst into Facebook without looking like a newbie, keeping in touch with your friends, expanding your social circle, and using Facebook as a poor-man’s business-collaboration tool. This book also guides you through the staggering forest of privacy options so you can get the most out of Facebook with the least amount of risk (see Chapter 13).

This book is designed for readers of every skill level, from I-just-plugged-in-my-first-computer-yesterday to Internet expert. Concise intros lead you into step-by-step instructions of how to get stuff done. The Notes scattered throughout the text give you alternatives and additional info, and the Tips help you avoid problems.

### Missing Manuals on Facebook

You can find Missing Manuals’ own home on Facebook by typing **Missing Manuals** into the Search box at the top of any Facebook screen. Use the Page’s **Wall** (page 74) or **discussion board** (page 119) to post feedback about this book or any Missing Manual. And the Page is a great place to meet other folks who are fans of Missing Manuals—or to become a fan yourself (see page 180).
About MissingManuals.com

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Part 1
From Signing Up to Staying Connected
Getting Started

Google, the iPod, spam: Only a handful of technological forces have gone from tiny to towering seemingly overnight, and Facebook is part of this elite group. One big reason: Setting up a Facebook account couldn’t be easier. In the time it takes to say “howdy,” you too can be part of the frenzy.

Then—if you like—you can fill out an optional Facebook profile, a series of questions regarding your likes, dislikes, educational and professional background, and so on. You can even include photos of yourself. The more accurately and completely you describe yourself to Facebook, the more useful you’ll find the site. (After all, headhunters and old college buddies can’t find you if you fake your information.) This chapter shows you how to sign up for an account, fill out your profile, and get to your personalized Facebook Home page.
Signing Up for an Account

Facebook accounts are free, and have only two requirements: You need a working email address, and you have to be over 13 years old. Here's how to sign up:

1. **Point your web browser to** [www.facebook.com](http://www.facebook.com). If you’re on a Windows computer, you’ll get the best results with Internet Explorer or Firefox. If you’re on a Mac, use Firefox or Safari. (If you’re not familiar with Firefox [it’s free], check out [www.firefox.com](http://www.firefox.com).)

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**Tip** Of course, the more info you give Facebook, the greater the risk that someone will steal or misuse that information. See Chapter 13 for ways to get the most out of Facebook while minimizing your risk.

**Tip** You probably don’t want to sign up for Facebook using your cellphone because there’s quite a bit of typing involved, but you can in a pinch; see Chapter 14.
2. **In the Sign Up area, fill out all the fields.** Facebook doesn’t let you skip any fields, but you can change your answers later (page 33).

   — **First Name/Last Name.** Facebook expects you to use your real name, not an alias. Don’t type in the name of a group or company, and don’t include special characters like parentheses or titles such as Mr., Ms., or Dr.

   If you like, after you finish the sign-up process you can add your maiden name to your account so people you knew before you got hitched can find you. To do so: At the top of any Facebook page, click the Account link and select Account Settings from the drop-down menu. On the page that appears, click Name and type your full maiden name in the Full Alternate Name field. You’ll see that Facebook is already set up to include your maiden name on your profile and in search results should any old flame be looking for you. Click the Change Alternate Name button when you’re done.

   **Tip** For the most part, it’s up to you whether or not you give Facebook accurate personal details. But Facebook actually uses a combination of computer programs and real, live humans to weed out obviously bogus registration details. Type in Elvis Presley or Mickey Mouse for your full name, for example, and there’s a good chance your registration won’t go through.

   — **Your Email.** Make sure you type in a working email address. If you don’t, you won’t receive the confirmation message Facebook sends you, and therefore won’t be able to complete the sign-up process. If you’re interested in joining your employer’s or school’s Facebook network (Chapter 2), use your work email address (kris_kringle@acme.com) or your student email address (kris_kringle@asu.edu), respectively. If you’re worried about privacy, sign up for a free email address from a site such as www.mail.yahoo.com or www.gmail.com and give Facebook this new email address.

   **Note** Facebook limits you to one personal Facebook account per email address.

   — **New Password.** Make up a six-character or longer, case-sensitive password (you can use numbers, letters, and punctuation), and then jot it down in a notebook or some other safe place so you don’t forget it.
— **Birthday.** Make sure the year you choose puts you over age 12—Facebook doesn’t let under-13s use the site.

**Tip** Facebook requires you to hand over your birth date when you’re creating a personal account. But because not everyone wants to share her age with the world, the site gives you a way to hide your birth date from fellow Facebook members (see page 22).

When you finish, click the Sign Up button. If you forgot to fill out any of the fields, you’ll see the Sign Up page again, this time with a message at the top that reads, “You must fill in all of the fields.” If you filled everything in to Facebook’s satisfaction, you’ll see a second Sign Up page, explained next.

— **On the second Sign Up page, type the security check words into the “Text in the box” field.** This step is to make sure you’re a real, live person and not a computer (computers can’t read the squiggly text).

**Tip** If you wait too long to type in the words that appear above this field—say you get called away from your computer and leave the half-finished Sign Up page overnight—Facebook may refresh the words and ask you to type in the new ones.
— **Click the green Sign Up button.** Ideally, you should click both the Terms of Use link and the Privacy Policy link and read both of them *before* you click this button. In reality, though, you’d need 3 hours and a law degree to make sense of them. And because Facebook reserves the right to change them any time it gets the urge, you’d have to keep re-reading them every day. So just click Sign Up and be done with it. After you do, Facebook displays a three-step process you can use to find folks you know who are already on Facebook, and then describe yourself (by creating a Facebook *profile* and, optionally, uploading a picture of yourself) so that folks can find *you*.

**Tip** Here’s the gist of Facebook’s terms of use and privacy policy: Be nice (don’t spam anybody or post pirated stuff), be honest (leave out personal details if you must, but make sure the details you *do* give Facebook are accurate), and don’t blame Facebook for anything bad that happens (like your office Christmas party pictures ending up in *National Enquirer* after you post them on Facebook). Break these rules, and Facebook can boot you off the site.

**Tip** If you’re called away from your computer or need to log out of Facebook before you complete the three-step get-started-on-Facebook process, no problem: Just log into your favorite email program using the email address you typed into Facebook’s registration page. In your inbox, you’ll find a welcome message from Facebook containing three icons you can click to begin (or complete) each of the three steps.
Step 1: Finding Your Friends on Facebook

The whole point of being on Facebook is to get—and stay—in touch with people. So it’s no big surprise that the first of Facebook’s three setup steps gives you a chance to find out which of the folks you regularly email is already on Facebook. Page 47 covers this step in detail, but here’s the gist:

1. **On the Getting Started screen, make sure Step 1: Find Friends is selected.**

2. **Type in the email address you use to communicate with the most pals** (or, alternatively, leave in the email address you used when you registered for your Facebook account) and then type in the password to that email account.

3. **Click Find Friends.** When you do, Facebook scans your email account for email addresses and tries to match each one to a Facebook member profile.

   **Note** If you don’t use a Web-based email address (such as your_name@gmail.com, your_name@yahoo.com, or your_name@aol.com), Facebook may not have any luck finding friends based on your address (you may even see an error message about the site being unable to import contacts from that address). In that case, just continue with the setup process and add friends later using the methods explained in Chapter 3.

If you regularly use email to keep in touch with pals and don’t mind handing over the password to your email account (and that’s a big if), the steps outlined above can be a quick way to add a bunch of your real-life friends to your Facebook social circle quickly and easily. But if you’d prefer to locate your friends on Facebook yourself after you’ve had a chance to create a profile (explained next)—or just don’t feel comfortable giving email account info to Facebook—you’ve got options that you can come back to when you’re ready, as Chapter 3 describes. For now, click the “Skip this step” link to move along and start building your profile.

Step 2: Creating Your Profile

A Facebook **profile** is a collection of facts about you: everything from where you went to school and how old you are, to what kind of romantic relationship you’re in (or hope to be in) and your favorite TV shows. All your Facebook friends and fellow network members can see your profile details (except for the Facebook members you explicitly exclude; see Chapter 13).
Facebook automatically creates a bare-bones profile for you based on the info you entered when registering, and then gives you the opportunity to add just a couple more details concerning work and school that help you connect with Facebook friends quickly and easily. Whether or not you add additional details—and how much you add—is up to you.

**Tip**  
If you **do** decide to flesh out your profile, brevity and truthfulness pay off by helping Facebook connect you with like-minded folks. That’s because Facebook automatically lists your profile answers in the search results of other members. The site can also suggest potential friends by matching your profile info with that of other members; see Chapter 3.

When polishing your profile, ask yourself:

- **What do I want to get out of Facebook?** If you just want to check out your ex’s Facebook profile, you don’t need to waste time crafting one of your own. But if you hope to use Facebook to do some networking and land a job, spending some time building your profile is definitely worth the effort.

- **How security conscious am I?** Although Facebook’s success is based, in part, on its scrupulous commitment to member privacy, the sad truth is that everything you put on the Internet is subject to possible misuse and theft—including what’s in your Facebook profile. So think twice about including political, religious, sexual, and other sensitive proclivities unless revealing these details is absolutely necessary. For example, if you registered for Facebook specifically to connect with other political activists in your area, fill out the political section of your profile; otherwise, skip it.

- **How much time do I want to spend on this?** Profile building can be a huge time suck. If you’re anxious to start using Facebook, just add a few details now. You can always add more later (page 21).

**Tip**  
If all you add to your profile is one detail, make it a flattering picture of yourself (see page 17). Doing so is quick, easy, and lets folks who already know you identify you right off the bat—even if your name is John Smith.
To add basic school and work details to your Facebook profile:

1. **On the Getting Started screen, make sure Step 2: Profile Information is selected.**

2. **Click in the High School field, start typing the name of the school you attended, and—when Facebook displays your high school—click to select it.**

3. **Repeat step 2 for the College/University you attended (or are attending) and the Company you currently work for.** If you went to a bunch of colleges or have worked for a bunch of companies, you can list them all; see page 26.

4. **Click Save & Continue.** Facebook displays a list of members you might know based on the schools and workplace you selected. To friend (page 53) one or more of the folks listed, click the “Add as friend” link that appears below the person’s picture. When you finish, click Save & Continue.

   *Note* Where you went to school and where you work are the most useful pieces of info to Facebook when it comes to matching you up with possible friends. To describe yourself more fully, flip to page 26.

If you’d rather not add anything at all to your profile at this point, click Skip. (You can always come back and add to your profile later; page 21 tells you how.)
Step 3: Adding a Picture of Yourself

Until you add a picture to your profile, Facebook displays a dorky blue-and-white outline of a guy with a cowlick. Replacing that outline with a picture of yourself is a good idea because it helps searchers identify you more easily. To add a picture to your profile:

1. **On the Getting Started screen, make sure Step 3: Profile Picture is selected.**

2. **Click the “Upload a Photo” link.**

   *Tip* Technically, if you have a webcam set up on your computer, you can tell Facebook to snap your photo by clicking the “Take a Photo” link and smiling into your webcam. But odds are that you have a better shot of yourself lying around on your hard drive than you’ll be able to get with this method.

3. **In the Upload Your Profile Picture dialog box that appears, click Browse to search your computer for the 4-megabytes-or-less .jpg, .gif, or .png picture file you want to add to your profile.** After you select the picture you want, Facebook automatically adds it to your profile. (Page 28 shows you how to change it.)
Confirming Your Facebook Registration

After you register for an account, Facebook sends a confirmation email to the address you typed in while you were registering.

![Facebook Account Confirmation](image)

Most of Facebook’s useful features (such as letting you join Groups and discussions) don’t work until you confirm your registration, so you want to do so as soon as you get a chance. Here’s how:

1. **In your Facebook inbox, click the “Check your email” registration reminder message that appears, or just open your email program the way you usually do.** Either way, in your email program’s inbox, you’ll find a message from Facebook asking you to confirm that you want to join.

   ![Warning](image)

   **Tip** Facebook’s pretty quick about responding to registration requests. Typically, the confirmation email shows up in your inbox within a couple of minutes.

2. **In your email program, click the link in the confirmation email or cut and paste the link into your web browser.** Bingo: Facebook displays a welcome message on your newly created, personalized Facebook Home page. Congratulations—you’re officially registered! (You’re automatically logged in, too.)
Viewing Your Profile

Taking a look at your profile from time to time is a good idea because it lets you see yourself as other Facebook members see you. To view your profile:

1. **Make sure you’re registered (page 10) and logged in (page 211).** If you just finished registering by clicking the link in the confirmation email, you’re already logged in.

2. **Head to the top of any Facebook screen and click Profile.** Your profile comes with three built-in tabs to help organize your personal information: the Wall tab (page 74 describes your Wall and how it works), the Info tab (which you use to update your profile information as shown in this section), and the Photos tab (you use this to create and edit photo collections; see page 163). If you find yourself adding mountains of details, such as links or video clips, to your profile, you can click the + tab to create additional tabs and avoid cluttering your profile—page 197 shows you how.
The profile that appears lists all the info you’ve given Facebook. If you’ve just registered, the only details you see are the bare-bones ones Facebook got from you during the registration process.

**Note** Until you tell Facebook differently, anyone on Facebook can see your profile (except for sensitive stuff like your birthday and your political and religious views, which only your friends—and their friends—can see). To fine-tune who can see what, head to the top right of any Facebook page and click the Account link, select Privacy Settings from the drop-down menu, and then click Profile Information. Chapter 13 has more details.

3. **Click the Info tab.** Facebook displays four main categories of profile information (you may need to scroll down to see them all): Basic, Personal, Contact, and Education and Work.

**Note** If you’ve already added some profile info, you’ll see that information listed instead of the four main categories. To get to the screen with the four categories, click the Edit Information link in the upper-right part of the Info tab.
Adding Basic Info

Most of the information Facebook categorizes as “basic” really isn’t all that useful. You’ll probably just want to type in your hometown and country and skip the rest. (You can skip all of it, if you like; none of it’s required.) Here’s how to add basic info to your profile:

1. **At the top of any Facebook screen, click the Profile link.**

2. **On the page that appears, click the Info tab.**

3. **Make sure the Basic section is expanded.** If it’s not, you won’t see any fields to fill in. To fix that, click the flippy triangle next to the word “Basic” and then you should see a bunch of fields including Sex, Birthday, and Current City.

4. **Fill in as many of the following fields as you like:**
   - **Sex.** From the drop-down list, choose Male or Female.

**Tip** To keep “male” or “female” from appearing on your profile (which may help cut down the number of hey-baby-wanna-get-lucky messages you receive), turn off the “Show my sex in my profile” checkbox.
— **Birthday.** If you accidentally gave Facebook the wrong date when you signed up, you can change it here. To hide your age or birthday from folks who can see your profile, from the “Show my full birthday in my profile” drop-down list, choose “Show only month & day” or “Don’t show my birthday”.

— **Current City.** Start typing, and Facebook makes suggestions so you can select your city instead of typing the whole thing out. Filling in this field is useful if you plan to attend in-person events (page 121) advertised on Facebook.

— **Hometown.** Filling this in can help long-lost pals identify you.

— **Home Neighborhood.** Type in any borough, barrio, or other neighborhood description you like; Facebook doesn’t match this name against what you entered in the Hometown field.

— **Family Members.** If any of your clan is on Facebook (or if you want them to be), you can list them here. This can be useful for organizing family reunions and remembering important birthdays. First, click the Select Relation field and then, from the drop-down list that appears, choose Son, Sister, or one of the other relationship options. Then, in the blank field next to the Select Relation field, type in the person’s name. To list more folks, click the “Add another family member” link and repeat the process.

*Note* Unless you plan to use Facebook as an online dating service, you can probably skip the next item.
— **Relationship Status.** Click this field to announce your availability (or lack thereof). If you’re interested in using Facebook to meet the love of your life, create a wish list by turning on the checkboxes next to the appropriate “Interested in” and “Looking for” choices.

**Note** If you do decide to fill out the Relationship section of your profile, keep in mind that Facebook—like all communities, online and off—assigns very specific meanings to what might seem like innocent labels. Choosing a Relationship Status of “It’s Complicated” or indicating that you’re “In an Open Relationship”, for example, pretty much guarantees that sooner or later you’ll receive the electronic equivalent of mash notes. (Adding provocative photos to your profile makes that even more likely, of course.)

— **Political views.** Cast your vote for Liberal, Conservative, or another label from this drop-down list (the list appears when you start typing).

— **Religious Views.** Start typing in this field and Facebook provides a list you can choose from. If you feel the need, you can expound on your theological leanings in the About Me field of the Personal section, explained next.

5. **When you’re finished, click Save Changes.** Or, if you want to discard what you entered, click Cancel.

**Adding Personal Info**

Thanks to its roots as a souped-up yearbook for college students, Facebook encourages you to wax rhapsodic about such personal details as your hobbies and your favorite TV shows. To add that kind of info, follow these steps:

1. **At the top of any Facebook screen, click the Profile link.**

2. **On the page that appears, click the Info tab.**

3. **Scroll down to the Personal Information section and make sure it’s expanded (if it’s not, click the flippy triangle next to the Personal Information link).**

4. **In the section that appears, type as much as you like into any of the fields: Activities, Interests, Favorite Music, Favorite TV Shows, Favorite Movies, Favorite Books, Favorite Quotations, and About Me.**
5. **When you finish, click Save Changes and Facebook automatically updates your profile.** (Click Cancel to discard your changes.)

**Adding Contact Info**

After you register, Facebook members can contact you several different ways, including sending you a message in Facebook and writing on your Facebook **Wall** (page 74). But if you like, you can give folks additional ways to contact you by listing your street address, phone number, and instant messaging screen names. Here’s how:

1. **At the top of any Facebook screen, click the Profile link and then click the Info tab.**

2. **Scroll down to the Contact Information section and make sure it’s expanded (if it’s not, click the flippy triangle next to the words “Contact Information”).**
3. **In the Contact Information section that appears, fill in as many of the following fields as you like.**

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**Tip** Clicking the lock icon next to a field lets you tell Facebook who you want to let see the contents of that field: Everyone on Facebook, only your Facebook friends, only your Facebook friends plus their friends, or a specific list of people (like all of your bowling buddies who use Facebook, say). For example, by clicking the lock icon next to Mobile Phone, you can make it so that Sarah (who went to high school with you) can’t see your cellphone number when she pulls up your Facebook profile, but George (who’s one of your Facebook friends) can. See Chapter 13 for details.

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— **Emails.** Clicking the Add/Remove Emails link lets you change your contact email (the one Facebook uses to get in touch with you).

— **IM Screen Name(s).** If you have an account with an instant messaging service such as AIM (AOL Instant Messenger), you can add your instant messaging alias or screen name to your account. Doing so lets anybody looking at your Facebook profile see if you’re logged into your instant messaging program (Facebook displays a green dot next to your screen name when you’re logged in). If you’re logged in, people with an instant messaging program installed on their computers can click your screen name to start messaging you.

To add a screen name, type it into the field and then, from the drop-down list, select your instant messaging service. Your choices are AIM, Google Talk, Skype, Windows Live, Yahoo, Gadu-Gadu, and ICQ. Facebook lets you add up to five different screen names.

— **Mobile Phone, Land Phone, Address, City/Town, Neighborhood, Zip.** If you wouldn’t feel comfortable heading to your local community center and tacking up a flyer listing your phone number and street address, you probably don’t want to add these details to your Facebook profile.

— **Website.** You can list multiple websites; just make sure you type each URL (such as http://www.mycoolsite.com) on its own line. Feel free to skip the http:// part; Facebook adds it automatically.
4. **When you’re finished, click Save Changes, or click Cancel to discard your changes.**

**Adding Education- and Work-Related Info**

If you’re a student or work at a decent-sized company, adding a few school- or work-related details to your profile is well worth the time. After all, the whole point of Facebook is to try to mimic your real social circles—and if you’re like most folks, a lot of your real-life friends are fellow students and coworkers.

You may have added basic school- and work-related info right after you registered for Facebook (page 16). Taking the time to add to these details is handy for connecting with long-lost pals, because Facebook lets you search for people based on matching profile details. So, for example, you can easily look up folks who worked at the same pizza place you waitressed at in college.

To add details about the school you go to (or attended in the past):

1. **At the top of any Facebook screen, click the Profile link and then click the Info tab.**
2. Scroll down to the “Education and Work” section and make sure it’s expanded (if it’s not, click the flippy triangle next to “Education and Work”).

3. Fill out any of the following fields that appear (they’re all optional):
   - **College/University.** As soon as you start typing, Facebook pops up a helpful list of schools you can choose from. You can add up to five different colleges or universities.
   - **Year.** Choose your graduation year from the drop-down list.
   - **Attended for.** Your choices are College or Graduate School.
   - **Concentration.** Type in the subject you majored (or minored) in. If you double-majored, click “Add another concentration” to add up to three different subjects.
   - **High School.** Facebook lets you list up to two different high schools.
— **Class Year.** Choose the year you graduated high school from the drop-down list.

— **Employer.** When you start typing, Facebook displays a list of companies it knows about. If your company is among them, select it from the list; if not, just type in the name.

![Employer input field](image)

— **Position, Description, City/Town.**

— **Time Period.** Turn on the “I currently work here” checkbox if you’re still at this job, and then click to select the month and year you started. If you leave this checkbox turned off, Facebook displays another set of Month/Year fields so you can enter the date you left the company.

**Tip** You can list up to five different employers/jobs by clicking the “Add another job” link.

4. **When you’re finished, click Save Changes or Cancel.**

**Adding or Changing Profile Pictures**

Until you add a picture of yourself, your Facebook profile is about as visually appealing as a plain brown wrapper. You may have added a picture during the registration process (page 17). If you didn’t—or if you did but want to change it—you can do so easily by creating or editing a Profile Picture Album containing multiple pictures, each of which you can give an optional caption.
If you haven’t uploaded a profile picture yet, here’s how:

1. **At the top of any Facebook screen, click the Profile link.**

2. **On the page that appears, click the “Upload a Photo” link below the placeholder picture.**

3. **In the Upload Your Profile Picture box that appears, click Browse to search your computer for the image file you want to add to your profile.** Make sure the image you choose is a .jpg, .gif, or .png file that weighs in at 4 megabytes or less (it probably will—JPG, GIF, and PNG files tend to be pretty small). If you need help, the Tip on page 163 tells you how to check a file’s type and size. After you select the file you want, Facebook automatically adds it to your profile. The next time you view your profile (page 19), you see your picture instead of the dorky outlined head.

If you’ve already added a picture to your Facebook profile and want to change it:

1. **At the top of any Facebook screen, click the Profile link and then click the Photos tab.**
Tip If you've already uploaded a bunch of pictures and simply want to swap out your current profile picture for another that you've uploaded: At the top of any Facebook screen, click the Profile link; then, click the Photos tab. On the page that appears, click the picture you want to replace your current profile picture with (depending on how you've organized the photos you've already uploaded, you may have to click on an album first, and then a picture). On the screen that appears, scroll down and click the Make Profile Picture link and, in the confirmation box that appears, click Okay.

2. On the Albums page that appears, click the Profile Pictures album.

3. On the “Your Photos - Profile Pictures” page that appears, click the Change Profile Picture link.

4. On the Edit Profile Picture page that appears, click Browse to search your computer for the image file you want to add. Choose a .jpg, .gif, or .png file that’s smaller than 4 megabytes.
5. **Turn on the “I certify...” checkbox.** You can click the “Terms of Use” link to read the legal nitty-gritty of what you’re agreeing to, but here’s the bottom line: Don’t add a picture that you didn’t personally shoot (or draw, or airbrush, or whatever).

6. **Click the Upload Picture button.** The next time you view your profile (page 19), Facebook displays your new picture.

If you like, you can tweak your picture or add more pictures to your Profile Picture Album from the Edit Profile Picture page. Here are your options:

— **To upload an additional picture** to your Profile Picture Album, simply repeat steps 4–6.

— **To change your profile picture to another picture you’ve already added,** click the Profile Picture Album link (it’s on the left, below your current picture). Then, in the window that appears, click the photo you want. Finally, at the bottom of the window (scroll way down), click the Make Profile Picture link and, in the confirmation box that appears, click the Okay button.

— **To add a caption to your profile picture,** click the Profile Picture Album link and then click Edit Photos. In the window that appears, head to the Caption field that’s next to your profile picture; type your text and then click Save Changes. (Captions appear when folks viewing your photo albums mouse over pictures.)

— **To delete a picture from your Profile Picture Album,** click the Profile Picture Album link, click the image you want to remove, and then click Delete This Photo.

Facebook displays a tiny thumbnail version of your profile picture in various places around the site depending on your Facebook activities. For example, if you join a Group (Chapter 6), Facebook includes your thumbnail in the Members section of the Group’s profile page. And when you become friends with another member, your thumbnail appears on that person’s Friend List (page 58).

Sometimes Facebook uses only a part of your profile picture as the thumbnail, and it might pick a weird portion of the image. Fortunately, you can control which section of the image it displays. To tweak the thumbnail version of your profile picture, on the Edit Profile Picture page, mouse over the thumbnail until your cursor turns into a four-headed arrow; then drag to move the contents of the picture around in its teensy-tiny frame. When you’re happy with the way things look, click Save Thumbnail Version.
Viewing Your Facebook Home Page

After you’ve registered with Facebook, the site creates a Home page just for you. To see it:

1. **Point your web browser to** [www.facebook.com](http://www.facebook.com). You see a generic welcome page with a spot for you to log into Facebook on the right.

2. **Log in.** If you always access Facebook from the same computer, you may find that your email address already appears in the Email field. If not, type in the email address and password you gave Facebook when you registered, and then click the Login button.

3. **After you finish your Facebook session, click the Account link in the upper-right part of any Facebook screen and then select Logout.** Doing so prevents other folks from getting into your profile and designating you as being “In an Open Relationship,” say.
Changing Account Info

Some of the stuff you share with Facebook—like your password, for example—isn’t for public consumption. Because these details are between you and Facebook, they’re not part of your profile, but are part of your Facebook account. To change account details:

1. **At the top-right corner of any Facebook screen, click the Account link and, in the list that appears, click Account Settings.** On the screen that appears, make sure the Settings tab is selected.

2. **Click the name of one or more of the following fields:**
   - **Name.** If your name changes after you register with Facebook—due to a marriage or divorce, for example—you can update it instead of canceling your membership and re-registering. One caveat: Because Facebook runs your name change through security checks to spot potential fraud, the change won’t take effect immediately. (Think days, not hours.)
   - **Username.** Confusingly, usernames have nothing to do with the name you give Facebook when you register for an account, and they don’t appear anywhere on your profile. In Facebook parlance, a *username* is an optional name you can use to make the URL people see when they pull up your Facebook profile look neater.
For example, say your brother heads to your Facebook profile. In his browser’s address bar, he sees something like this: \texttt{http://www.facebook.com/#!/profile.php?ref=profile&id=100000598910304}.
But after you choose a username, he’ll see something like this instead: \texttt{http://www.facebook.com/eileendover}.

\begin{note}
At the time of this writing, usernames aren’t available to all Facebook members.
\end{note}

\begin{itemize}
\item \textbf{Email.} If your email address changes, here’s where you let Facebook know.
\item \textbf{Password.} For security reasons, you have to type in your old password, and then enter your new password twice.
\item \textbf{Linked Accounts.} If you regularly use another site, such as Google or Yahoo, and then switch over to Facebook (hey, there are worse morning-coffee routines), you can save time by telling Facebook to log you into Facebook automatically each time you log into Google (or Yahoo, or MySpace).
\item \textbf{Privacy.} Facebook lets you decide who gets to see the info you share with the site. Privacy is a big issue with potentially nasty ramifications, so Chapter 13 is devoted to understanding and customizing your privacy settings.
\item \textbf{Deactivate Account.} If you don’t like Facebook, you can just stop using it, but Facebook gives you a better way to break things off. By \textit{deactivating} your account, you get a chance to tell Facebook’s designers why you don’t like it (actually, you can’t deactivate until you \textit{do}). And turning on the “Opt out of receiving emails from Facebook” checkbox during the deactivation process lets you stop Facebook-related notifications and invitations from appearing in your inbox.
\end{itemize}
2 Joining a Network

What Facebook does best is track connections between people who’ve joined the site. The easiest way to make a bunch of Facebook connections in one fell swoop is to join a network—a group of people who have work or school in common: in other words, fellow employees at a company or graduates and current attendees of a particular school. Joining a network takes a lot of the grunt work out of finding interesting real-world groups and events, shopping for local stuff, and contacting real-life friends and coworkers. You can’t just join any ol’ network, though—there are some restrictions, as this chapter explains. And if you want to create a new network, you can suggest it to Facebook. Read on for the full scoop.

Note Facebook used to let you join regional networks based on where you live, but the company recently decided that these networks weren’t worth the trouble and pulled them. After all, it’s unlikely you’re friends with everyone in your town just because they happen to live in your town. So no more regional networks on Facebook.
How Networks Work

A Facebook network is simply a group of people who work or go to school (or who used to work or go to school) in the same place. You’ll probably want to join at least one network as soon as you register, because until you do, the only folks whose profiles you can see are those you specifically tell Facebook you want to be friends with (see Chapter 3).

Note

You can’t see a network member’s profile until you join that network, but you can see a few public details, such as the member’s profile pictures and friends.

When you join a network, two things happen:

• You get immediate access to the Facebook profiles of all fellow network members, as well as access to the network’s Groups, events, market listings, and other goodies. There are a few exceptions: Some Facebook members choose to hide their profiles, and some Groups and events are restricted (see Chapter 13). But you still get access to a mountain of dishy details—all of which are potentially useful and interesting to you because you have something big in common with all the other network members: the school you go (or went) to, or the company you work (or worked) for.

Note

Another way to home in on people who share a common interest (such as Oprah fans, marathon runners, or needle felters) is by creating or joining a Facebook Group. See Chapter 6 for the skinny on Groups.

• Everybody else in the network can look up your profile information—including a running list of all the things you’ve been doing in Facebook. Network members can also see your hometown, your political views, your contact email address, and everything else you added to your profile. And by viewing the Mini Feed (a running list of your—and, optionally, your friends’—activities on Facebook) that automatically shows up on your profile, they can also see that an hour ago you uploaded a picture, half an hour ago you joined a Group, and two minutes ago someone wished you Happy Birthday.
Joining a Network

Viewing the Networks You’re Already On

Maybe you’ve already joined a network. Maybe you can’t remember if you have or you haven’t. To see which networks you’ve already joined:

1. **At the top right of any Facebook page, click the Account link and, in the drop-down list that appears, click Account Settings.**
2. **On the My Account screen that appears, click the Networks tab.**

The tab that appears lists all the networks you belong to. To see who else is in a particular network, scroll down to the network you’re interested in and click the “XYZ people” link.

![Facebook Networks Tab](image)

**Note** Facebook automatically adds the *Global network* (see the next section for info on this unexclusive club) to everybody’s account, but it doesn’t appear in your list of networks or anywhere else. Like air, the Global network simply exists.

### Joining a Network

When you register, Facebook automatically adds you to the not-super-useful Global network, which gives you access to globally organized groups and events. But you definitely want to join at least one more network. Technically, you can belong to as many as five different networks, but if you’re like most people, two or three (a network for your work, your school, and maybe that fresh-out-of-college gig you left a few years back) fills the bill.

You can’t just join any old network—you need a valid email address that matches the workplace, college, or high school network you want to join. For example, if your email address is `frank_furter@ibm.com`, Facebook lets you join the IBM workplace network. If your email address is `guy_wire@asu.edu`, you can join the Arizona State University college network.

Fortunately, you’re not limited to one email address (and therefore one network). You can join multiple networks as long as you have multiple valid email addresses—for example, an address from the school where you got your undergrad degree, one from the school where you earned your master’s, and one from your employer. To join multiple networks, follow the steps in this section, once through for each email address.
To join a network:

1. **At the top right of any Facebook page, click the Account link and, in the drop-down list that appears, click Account Settings.**

2. **On the My Account page that appears, click the Networks tab.**

3. **In the “Network name” field, start typing the name of a school or company and, when Facebook displays the network you want, click to select it (you may have to click through the alphabetical list to find the one you want).** If the school or company name is really long, you can save yourself a little typing by entering the city where the school or company is located instead; when you do, Facebook pops up a helpful list of suggestions.

**Note** High school networks don’t work the same as other Facebook networks. The biggest difference is that you can’t join a high school network using the steps in this list. Instead, when you register for Facebook—using either a valid high school email address or by responding to an invitation from a Facebook member who goes to your high school—Facebook automatically plops you in the correct high school network. If you’re not using a valid high school email address, you have to be confirmed by a handful of friends—other Facebook network members who can vouch that they know you and that you attend the high school that matches your email address—before Facebook will let you in. And you can only switch high school networks once every 6 months.
4. Depending on whether you’re joining a school or company network, type in your work email address or your school status (undergrad, grad, or faculty), school year (when you graduated), and school email. You need to have a company-issued email address to join a company's network, and a school-issued email address to join a school’s network.

Tip If you’ve already graduated, no sweat: Alumni email addresses work, too. If you don’t have one, contact your college to see if you can wrangle one. And if you don’t see your company or school listed, you can ask Facebook to add it to its network list (see page 42).

5. **Click the Join Network button.** If the email address you typed in step 4 matches the company or school you chose, Facebook sends a confirmation message to that address. (If the address doesn’t match, Facebook displays an error message.)

A confirmation email has been sent. Follow the confirmation link in that email.

6. **Open your favorite email program, find the network confirmation message Facebook sent,** and follow the instructions in the email to confirm that you are who you say you are and that you really do want to join the network. Now when people search for you on Facebook, your network appears under your name.

If you’ve already graduated, no sweat: Alumni email addresses work, too. If you don’t have one, contact your college to see if you can wrangle one. And if you don’t see your company or school listed, you can ask Facebook to add it to its network list (see page 42).
7. **If you like, join additional networks (you can have up to five total).**
   To do so, simply follow steps 3–6 for each network.

8. **If you join more than one network, tell Facebook which one you want to be your primary network.** Facebook automatically earmarks the first network you joined as your primary network, which means that when folks search for you on Facebook, they see this network listed under your name. (Your choice of primary network also affects your search results, because Facebook sorts your search results starting with the ones that match your primary network.) If the first network you joined isn’t the one you feel is most “you,” change your primary network. To do so: On the Networks tab of the My Account page, find the network you want to be your primary one and click Make Primary. Then, when Facebook kicks up a confirmation box, click the Make Primary button.

![Networks Tab](image)

**Leaving a Network**

If the CEO of your company gets hauled into court on fraud charges and you’re suddenly not so thrilled about people knowing where you work, you might want to drop your work network. You can leave any (or all) of the networks you join; just be aware that when you do, you forfeit the right to see your fellow network members’ profile details and participate in network-related events and Groups. To leave a network: On the Networks tab of the My Account page, scroll down to the network you want to jettison and click the Leave Network link. In the confirmation box that appears, click the Leave Network button. You’re outta there!
Suggesting a New Network

Maybe you work for a small company or went to school in a tiny backwater town. If you check Facebook’s network listings and don’t see a network that describes where you work or go to school, you can ask Facebook to add your school or company to its network listings. Just follow these steps:

1. **Point your web browser to one of the following:**
   - For work networks: http://www.facebook.com/help/contact.php?show_form=add_work
   - For college networks: http://www.facebook.com/help/contact.php?show_form=add_college
   - For high school networks: http://www.facebook.com/help/contact.php?show_form=hs_add

2. **Fill out the fields that appear and, when you finish, click Submit.** Because actual people need to approve your request, expect to wait a few days—or even weeks—for Facebook to get back to you. There’s no guarantee they’ll approve your request, but if your network suggestion is reasonable, you’ll probably get a thumbs-up.

**Tip** To save yourself from typing all that gobbledygook, head to this book’s Missing CD page at www.missingmanuals.com, where you’ll find a clickable list of all the links mentioned in this book.
In real life, your social network consists not just of people who work or study where you do, but also of people you’ve formed one-on-one relationships with: teachers, ex-sisters-in-law, bowling buddies, and so on. It’s the same with Facebook: You start with a network of school or work buddies (see Chapter 2), and then add friends one at a time. You can even use Facebook to look up old friends and find new ones.

Why would you want to enlarge your Facebook social circle? Well, having friends is really the whole point of joining Facebook. You get to swap life-in-progress tidbits (both serious and silly), share what you’re reading, play online games...the list is endless. But first you need to gather your pals. Read on to learn how.
How Facebook Friends Work

In the world of Facebook, a friend is any Facebook member who has agreed that you two have something in common. Maybe you play on the same softball team, volunteer at the local animal shelter together, or keep running into each other at parties thrown by the same ex-roommate. Maybe you dated, took a road trip together, or you’re second cousins twice removed. How you know a Facebook friend doesn’t matter; all that matters is that you both agree that you know each other.

Facebook has no way of verifying the relationships between friends. But one of the major differences between Facebook and MySpace—the other big social networking site—is that Facebook strongly encourages truthfulness. So, while having a zillion “friends” is considered a status symbol on MySpace, it’s not on Facebook. On Facebook, the goal is to put together a manageable list of people you actually know—and actually care about keeping up with.

Two people become Facebook friends when one person extends an invitation and the other person accepts, or confirms, it. When you become friends with someone in Facebook, three things happen:

- **You appear on your friend’s Friend List (page 58) and on her profile page (and vice versa).** On Facebook, as in life, you’re known by the company you keep: Everyone with access to your friend’s profile (or yours) can see the relationship between the two of you. And with the click of a mouse, folks can hop from your friend’s profile to yours, or from your profile to your friend’s.

- **You can see your friend’s profile (and vice versa) even if he’s not in your network.** This means you can see the events he’s planning to attend, the Groups he’s joined, and all the other people he’s friends with, among other details. (The exception to this is if your friend has specifically blocked you from seeing certain personal details, as explained on page 222.)

Note: One of the best, most addictive things about Facebook is its confessional nature. Facebook profiles encourage members to pontificate about subjects that don’t often come up in polite conversation. So, when you’re friends with someone in Facebook, you might be surprised at the juicy details you learn about them.
• You receive automatic updates in your News Feeds (page 82) chronicling your friend’s Facebook activities (and vice versa).

Tip  Chapter 5 explains how to sign up for updates on your friends’ Facebook activities and how to customize the updates your friends get about you.

Finding Friends

Before you can make someone your friend, you first have to find that person on Facebook. The site gives you four different ways to do this:

• You can look up real-life friends and acquaintances who are already Facebook members.
• You can invite real-life friends and acquaintances who aren’t on Facebook yet to join the site.
• You can search for Facebook members you’ve never met but who share your interests (such as a background in server-side technology or a passion for container gardening).
• You can browse through the potential friends Facebook suggests for you (based on criteria such as both of you going to college at the same time and sharing a common Facebook friend).

Finding People Who Are Facebook Members

Some of your real-life friends and acquaintances might already be on Facebook. To find them, use one of the following search methods:

• Search for Facebook members by name. To do so:
  1. Type the person’s name in the search box at the top of any Facebook screen and then press Enter.
2. On the search results page that appears, click the People link on the left hand side to weed out extraneous results, such as Groups and applications that happen to contain your searchee’s name. Facebook displays a list of people matching the name you typed in. If the list is gigantic, you can narrow your search by typing in a location, school, or workplace, and then clicking the Refine Search button.

In Facebook, all clickable links are blue. If one of the names you see in your search results (or on your Friends List, or anywhere else in Facebook) is blue, then clicking it takes you straight to that person’s profile (or as much of the profile as the person has granted you access to; see page 211).

- **Search for Facebook members who are classmates, ex-classmates, or coworkers.** At the bottom right of any Facebook screen, click the Find Friends link. On the page that appears, scroll down to the “Search for People” section and click the appropriate link. Facebook customizes these links based on the information you’ve provided, so the links will read something like, “Find classmates from [your high school],” “Find classmates from [your college],” and “Find coworkers from [your company].”

If you’re new to Facebook, you’ll also have a Find Friends link in the upper right of your Facebook screen. Clicking it takes you to the same place as clicking Find Friends link in the lower right.
The screen that appears depends on which link you click and how many details you added to your profile. For example, if you already told Facebook you graduated from Arizona State University in 1990, then clicking “Find classmates from [your school]” displays a list of members whose profiles mention that they attended Arizona State in 1990. If, on the other hand, you haven’t added any work-related details to your profile and click the “Find current or past coworkers” link, Facebook displays a screen you can use to type in the company you want.

Tip If you don’t see the person you’re looking for on the search results page that appears, click the More Search Options link in the upper right to enter info about the person you’re seeking out.

- **Search for people you regularly email from your Web-based email account.** If you have a Web-based email address (such as your_name@gmail.com, your_name@yahoo.com, or your_name@aol.com), you can give Facebook your email account password and let it scan your email address book for matching Facebook members.
Here’s how: At the bottom right of any Facebook screen, click the Find Friends link. In the Find People You Email section of the page that appears, simply type in your email address and password and then click Find Friends. If Facebook finds members who match the email addresses in your address book, it displays them; if it doesn’t find any matches, it pops up a message box asking if you’d like to try a different Web-based email account.

**Note** Keep in mind that when you enter your email account password, you’re handing over some pretty sensitive info to Facebook. After all, that password is the virtual key to your email account, your address book, and probably a bunch of other personal goodies. While Facebook is a reputable outfit and pledges not to store your password, you might want to skip this step if this whole sharing business makes you queasy.

- **Search for people you regularly instant message.** If you use AOL Instant Messenger (AIM), ICQ Chat, or Windows Live Messenger, you can give Facebook your IM screen name and password and let it scan your buddy list for matching Facebook members. To do so: At the bottom right of any Facebook screen, click the Find Friends link. Scroll down the page that appears to the Find People You IM section. Then click the appropriate “Import contacts from” link to display fields where you can enter your screen name and password, ICQ number and password, or Windows Live ID; then click Find Friends. Facebook either displays matching Facebook members, or a message box asking if you’d like to try your search again (you don’t; if Facebook didn’t find any matches the first time, it won’t find any matches the second).

- **Search for people you regularly email using a list of contacts.** Depending on the email program you use, you can export a list of email addresses from your email program and let Facebook scan the list for matching Facebook members. (If you use a Web-based email account, see page 47.) To do so: At the bottom right of any Facebook screen, click the Find Friends link. In the Find People You Email section, click the Upload Contact File link. On the screen that appears, either tell
Facebook to scan your Outlook contacts, or (if you use another email program, such as Mozilla Thunderbird or Mac OS X Address Book) first click the “Upload a contact file” link, and then click the “How to create a contact file…” link, followed by the name of the appropriate email program. Then follow the instructions you see to create and upload an email contact file Facebook can read. After you finish, click Find Friends. Facebook either displays the Facebook members whose email addresses match those on your list, or displays a link you can use to get technical help.

**Finding People Who Aren’t Facebook Members**

You can’t add people to your Friend List unless they’re Facebook members. But say you’ve got a few real-life pals you wish would sign up for the site so you could keep in touch more easily. Facebook gives you an easy way to invite these people to join:

1. **On the right side of your Facebook Home page, find the Connect With Friends section and click the “Invite friends to join Facebook” link.**

2. **On the Invite Your Friends page that appears, type in your non-Facebook-pals’ email addresses, separated by commas; then type in a quick message (if you like) and click Invite.** Facebook sends invitations to all the addresses in the “To:” field.

**Tip** If you have more than a handful of email addresses to type in, consider having Facebook grab them from your Web-based email account (page 47) or from a file you export from your email program (page 48).
Finding New Friends

Back in the olden days of Facebook, the site gave its members an easy way to connect with each other one-on-one based on shared interests and other profile information, such as political views, hobbies, or favorite bands. You simply typed in what kind of folks you wanted to meet—for example, single moms in your area who like to knit—and bingo: You got an instant list of potential pals, complete with built-in conversation opener.

You can still search for kindred spirits on Facebook; after all, it’s one of the reasons Facebook is so popular. But to keep from becoming a giant spam free-for-all, the site has changed the way you search. Rather than the advanced search feature you used to use, Facebook now offers four different ways to find like-minded members:

- **Friend suggestions.** Facebook suggests folks you might be interested in being friends with based on criteria such as your profile details and the friends you already have. To see these suggestions: At the bottom right of any Facebook screen, click the Find Friends link. On the page that appears, scroll down to the Suggestions section.

  **Tip** A couple of friend suggestions always appear on the right side of your Home page (which you get to by clicking the Facebook logo in the top left of every Facebook screen). You can see the rest of Facebook’s friend suggestions by clicking the tiny See All link that appears next to the suggestions on your Home page.

- **Groups.** If you want to meet fellow history buffs or gardeners (or folks interested in any other topic or activity), Facebook **Groups** are a good place to start. To search Facebook Groups: At the top of any Facebook screen, type the topic you’re interested in into the Search box, and then hit Enter. On the left side of the search results page that appears, click the Groups link to narrow your results.
You can find out more about Groups—including how to create one—on page 107.

• **Keyword search.** Searching member details for a specific phrase or keyword, wherever it appears, isn’t for the fainthearted (the phrase “like looking for a needle in a haystack” comes to mind). Still, depending on what kind of topic or activity you’re searching for, it might yield good results. The more unusual the topic or activity, the better your chances of finding what you’re looking for. To search member details: At the top of any Facebook page, type what you’re looking for into the Search field and then hit Enter. On the left side of the search results page that appears, click the People link.

If you decide to conduct a keyword search, prepare for a mountain of results. Also keep in mind that Facebook displays results no matter which member detail matches your keyword or what words or phrases surround it. For example, searching for “bears” will find both the guy who founded “Citizens Against Bears” and the lady who listed “The Zygote Bears” as her favorite band, among a zillion other results.
• **Third-party search applications.** If you don’t find what (or who) you’re looking for using Facebook’s search feature, you can try a search application (see page 198 for the scoop on Facebook applications). To find one of these search applications: At the top of any Facebook screen, type **Search** in the Search field, hit Enter, and then click the Applications link on the left side of the screen that appears.

![Facebook Search Applications](image)

**Note** Facebook applications vary in quality, and they all look and work a little differently. So after you find one you think looks interesting, you’ll want to spend a couple minutes checking out its reviews and playing with it to see if it works for you. To find out more about Facebook applications, flip to Chapter 12.

**Inviting People to Be Your Friend**

You can’t just add people to your Friend List willy-nilly; they have to be Facebook members *and* agree to be added.

**Tip** Page 49 explains how to invite non-Facebook members to join the site.

To invite a Facebook member to be your friend:

1. **Search for the person you want to befriend** (see page 45).

**Note** If you send a friend request to someone who can’t normally see your profile— they’re not in your network, for example— Facebook temporarily grants that person access to the basic, work-related, and education-related portions of your profile (page 20) so she can make an informed decision about whether or not to accept your invitation.
2. **If your search returns the person you’re looking for, click the “Add as friend” link you see just below (or to the right of) the person’s profile picture.** If you don’t find the person you’re looking for, you can invite her to join Facebook (page 49).

![Image of a Facebook profile](image)

**Note** If you don’t see the “Add as friend” link, it’s because the person you’re trying to befriend has adjusted her privacy settings to block friend requests (see Chapter 13 for details).

3. **Fill out the confirmation box that appears and then click Send Request.** In the confirmation box, Facebook gives you the option of including a note along with your request; simply click the “Add a personal message” link. You may also see a couple of other options: If you’ve created any Friend Lists (page 58), you can click the “Add to List” button to preemptively add the person to a Friend List. And if you’ve activated your cellphone with Facebook (see page 227), you can turn on the “Subscribe via SMS” checkbox to have that person’s posts sent to your phone.

After you click Send Request, Facebook may display a Security Check dialog box where you have to type in a couple of words to confirm that you’re a real, live person. After that, you see a Friend Request Sent dialog box that includes friend suggestions (friends of your soon-to-be friend) for you to consider. (Click “Add as friend” if you’re interested, “Close” if you’re not.) Whether or not you pursue any of these additional social possibilities, Facebook automatically sends an invitation to your would-be friend’s email address and posts a friend request to her Facebook Home page (page 3). While you’re waiting to hear back from your friend, she appears in your Friend List accompanied by a Friend Request Pending label. If your friend agrees to the friendship and responds either to the email or the Facebook request (page 55), Facebook adds your name to her Friend List (sans the “pending” label), and her name to yours. Facebook also sends you a **notification** (see page 86) letting you know that she confirmed the friendship.
Responding to Friend Requests

When someone tries to add you to her Friend List, two things happen: Facebook sends you an email invitation and posts a little notice on your Home page telling you that you have a friend request. At that point, you’ve got two choices: You can confirm the request or ignore it, either in Facebook or right from your email program.

Confirming Email Requests

If you’re the type of person who checks her email every hour (or every 5 minutes) but only logs onto Facebook every couple of days, you’ll want to handle friend requests from inside your email program. Here’s how:

1. **Look in your email inbox for a message with the subject “[Somebody] added you as a friend on Facebook...”**
2. **Open the message and click the confirmation link.** Doing so whisks you to the Facebook page where you can confirm your friendship as explained in the next section.

### Confirming Requests in Facebook

Some people log into Facebook whenever they’re in front of a computer. If you’re one of them, it’s easier to respond to friend requests from your Facebook Home page than to fire up your email program and wade through your inbox looking for invitations. To confirm a friend request from inside Facebook:

1. **At the top of any Facebook page, click the Friend Requests icon just to the right of the word “facebook”**. The icon looks like the heads and shoulders of two little people (hover your cursor over the icons to see what each one is called). Above it, you’ll see a red icon indicating how many friend requests you have. When you click it, Facebook takes you to the Confirm Requests page.

   **Note**  
   Friend requests also appear on the upper-right side of your Home page under Requests. (If you don’t have any friend requests, you won’t see any listed under Requests.) Simply click the “friend request(s)” link there to view them.

2. **Make sure you want to accept the request, and then click Confirm.** After you click Confirm, you’re Facebook friends with that person. Easy, huh?
Ignoring a Friend Request

In Facebook as in life, there will be times when someone extends the hand of friendship and you just don’t want to shake it. After all, confirming a friend request doesn’t only give your new pal access to a big chunk of your personal life; it also lets the world know that you think enough of the guy to declare yourself his friend. If you get a friend request from someone you’ve never heard of, say, or whose profile paints a picture so creepy you want to lock your virtual door, all you have to do is quietly remove all traces of the request and get on with your life. To do so:

1. **Sign into Facebook (page 32) if you’re not already there.** Don’t click the link in the friend request email you received, or you’ll confirm the friendship.

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**Note** If you’ve never heard of the person who sent you the friend request, the message he sent doesn’t make sense, or the two of you have no friends in common, then you probably want to click the person’s name and check out his profile to make sure the request is on the up-and-up. Clicking the Send Message link lets you feel the person out a little before deciding whether to accept the request.

**Tip** To see what friends you and your new friend have in common, Facebook lets you know by displaying a “[number] mutual friend(s)” link after the person’s name on the Confirm Requests page. Simply click this link to see the acquaintances you have in common. Or, on her profile page, find the Mutual Friends section below her profile picture.
2. At the top of any Facebook page, click the Friend Requests icon just to the right of the word “facebook”.

3. On the screen that appears, click Ignore. That’s all you have to do: Facebook instantly removes the red number above the Friend Requests icon “friend request” link from your Home page.

Note: The guy who sent the invitation won’t be notified that you’ve officially ignored him; he just won’t receive a confirmation that you’re friends.

4. Back in your email program, delete the friend-request email.

Viewing Your Friends

Facebook automatically displays six randomly selected friends from your primary network (page 39) in the Friends section of your profile.

To see more than these six friends—or to see more details about each of your friends—you’ve got a few options. You can:

- See all of your friends in one fell swoop. You’ve got two options:
  — On your profile page, click the See All link in the Friends section.
  — At the top right of any Facebook screen, click the word Account, and then click Edit Friends. On the left side of the page that appears, click the All Connections link.

- See friends who’ve changed their profiles lately. At the top right of any Facebook screen, click the word Account, and then click Edit Friends. On the left side of the page that appears, click the Recently Updated link.

- See friends who are online right this minute. At the bottom right of any Facebook screen, the number that appears to the right of the word “Chat” tells you how many of your Facebook friends are currently logged into the site. Click the Chat link and a window pops up showing you exactly which of your friends are currently logged into Facebook.
Organizing Your Friends

The options Facebook gives you for viewing your friends are great if you have only a handful of pals. But if you’re a hardcore social butterfly with dozens or even hundreds of friends, you’ll want to organize your friends into separate lists that reflect how you categorize them in your mind.

Tip
To send a real-time chat message to a friend, in the Chat window, simply click the name of the person you want to chat with. A green dot means the friend is actively using the site (and so is probably going to see your message); a half-moon shape means the friend is logged into Facebook but hasn’t done anything on the site for 10 minutes (and so may be out on a doughnut run). See page 71 for details on chatting.

• **See your friends organized by whether they’re college friends, work friends, or friends who live close to you.** At the top right of any Facebook screen, click the word Account, and then click Edit Friends. On the left side of the page that appears, click the Browse link. Then, on the page that appears, click the “Browse by” drop-down menu and choose College (to see friends who belong to college networks), Work (to see friends who belong to work-related networks), or City (to see friends grouped by the city they listed on their profiles).

Note
When you choose College, Work, or City, Facebook displays an additional field you can use to show only those pals who belong to a specific college or work network, or who live in a specific city.
For example, imagine that in addition to your workplace network, you’re involved in a book club, a softball league, and a 12-step program. Creating four separate lists lets you keep track of your different social circles at a glance. And because Facebook lets you send the same message to all the friends on a single list all at once (see page 66) and even invite everyone on the list to join the same Group (Chapter 6) or event (Chapter 7), creating separate Friend Lists helps you communicate with folks quickly and reduces the risk of having your worlds collide.

Note: Friend Lists are for your eyes only—your friends never see which lists, if any, you’ve added them to.

Creating a Friend List

Facebook lets you create up to 100 different Friend Lists, each of which can contain up to 1,000 names. (Of course, unless you’re a politician, you probably won’t need anywhere near that many.) Here’s how to create a Friend List:

1. At the top right of any Facebook page, click the Account link and then click Edit Friends; on the left side of the page that appears, click the All Connections link.
2. On the page that appears, click the Create New List button.
3. In the “Enter a Name” field of the box that appears, type in a name for your list and then hit Enter. In the following example, the list’s name is “out-of-town family”.

Finding and Adding Friends 59
4. **Add some friends to your list.** The easiest way is to click the thumbnail pictures of the people you want to add to your list. (Clicking a thumbnail once turns it blue to let you know you’ve selected it; clicking again deselects it.) Alternatively, you can click in the “Start Typing a Name” field and type in names one at a time.

5. **When you finish, click Create List.** Your newly created list appears on the Friends page (click Account, then Edit Friends to get there) beneath the Lists heading. It also appears on your Home page (page 32) when you click the Friends link on the left-hand side of the screen. When you view thumbnail pictures of any of the friends you’ve added to the list, the list’s name appears next to those people’s names.

**Tip** You can add the same person to multiple Friend Lists.

### Viewing a Friend List

To see all the people on a particular Friend List:

1. **At the top right of any Facebook screen, click the Account link and then click Edit friends.**
2. **On the left side of the screen that appears, look for the Lists heading and, below it, click the name of the Friend List you want to view.** Facebook displays the names and profile pictures of the friends you've added to that list.

If you want to see what everyone on a particular friend list has been up to lately, head to your Home page by clicking the word “facebook” at the top of any screen. On the left side of the screen, click the Friends link. Then just click the name of the list you want to see and Facebook shows you those friends’ recent activities.

### Editing a Friend List

Online or off, social circles and friendships change over time. After you've created a Friend List (page 59), you can change its name, add people to it, or delete folks from it.

To rename a list:

1. **Go to the left side of your Home page and click the Friends link.** Facebook displays all you Friends Lists below the Friends link.

2. **Click the name of the list you want to change.**

3. **On the page that appears, click the Edit List button.**

4. **In the dialog box that appears, click the Edit Name link and then make your change.** When you finish, click the Save List button.

**Note** Alternatively, you can change the name of a Friend List by clicking the Account link at the top of any Facebook screen and then clicking Edit Friends. On the left side of the page that appears, click the name of the list you want to rename and then, at the top of the screen, click the Edit List button and then follow step 4 above.

To add friends to an existing list:

1. **At the top right of any Facebook page, click the Account link and then click Edit Friends.**

2. **On the left side of the screen that appears, click the All Connections link.**

3. **In the list that appears, find the friend you want to add.**

4. **To the right of the person’s name, click “Add to List”** (or “[#] List” if you've previously added the person to a list) and, from the drop-down list that appears, choose which list you want to add him to.
To delete friends from a list, follow the steps for adding a friend to an existing list, but in step 4 instead of selecting a list you want to add the person to, select the list the person is already in (it has a checkmark next to it). Facebook removes the person from that list and deletes the checkmark.

Deleting a Friend List

Maybe you created a Friend List and find you never use it. Or maybe the number of friends on one of your Friend Lists dwindled to nothing. Whatever your reason, deleting a Friend List is easy:

1. View the list you want to delete (page 60).
2. Go to the top of the list and click the Delete List button. Then, in the confirmation box that appears, click Delete List.

Breaking Up: Unfriending Friends

Breaking up is never easy, but sometimes you just gotta do it. Say one of your Facebook friends stabs you in the electronic back by posting inappropriate stuff on your Wall (page 74) or spamming all your other friends, and you really have no choice but to cut him loose. To remove someone from your collection of Facebook friends:

1. At the top right of any Facebook page, click the Account link and then click Edit Friends.
2. **On the left side of the page that appears, click the All Connections link.**

3. **Scroll to the name of the person you want to “unfriend,” and then click the X that appears to the right of his name.**

4. **In the confirmation box that appears, click Remove.** You’re friends no more.

**Tip** Alternatively, if you’re on someone’s profile page, scroll down the screen until you spot the “Remove from Friends” link, then click it.

**Note** Unlike quietly ignoring a friend request, unfriending someone sends a clear message. Because Facebook friendship is reciprocal, removing a friend means you disappear from your former friend’s All Connections List—an unmistakable rebuff.
Sending Messages to Friends

Just like your email program, Facebook lets you send private messages to other Facebook members. “Great,” you’re probably thinking, “just what I need: yet another inbox to check.” But before you skip to the next chapter, you might want to give these tools a chance.

First off, Facebook makes exchanging messages dead simple—even easier than regular email. And then there are the slightly zany—but slightly addictive—ways to keep in touch with others that no email program can match. In an effort to mimic the different ways we interact with people in real life, Facebook lets you poke (give a virtual “Hey, how ya doin’?” wave to) friends; write on their virtual message boards; and send silly digital gifts. Even if you’re not persuaded by any of this, it’s still worth understanding the messaging system since, soon enough, you’ll no doubt get a Facebook message from one of your friends.
Sending Messages

Lots of websites offer free Web-based email, and Facebook is one of them—sort of. As a Facebook member, you can send private messages to any other Facebook member (whether or not they’re on your Friend List), and to regular email addresses. But only other Facebook members can send you Facebook messages. In other words, when you register for Facebook, you don’t get a YourName@Facebook.com email account; people have to sign up for Facebook and follow the steps below if they want to send a message to your Facebook inbox.

Sending Messages to Friends

Most of the messages you send, of course, will be to people you already know. Facebook gives you a simple set of tools that will look familiar to anyone who’s used email before. Here’s what you do:

1. **At the top of any Facebook screen, click the icon that looks like two speech bubbles, and then in the drop-down menu that appears, click the “Send a New Message” link.** Or, if you’re on your Home page, click Messages link on the left side of the screen and then click the “+ New Message” button on the right side of the page that appears. Either way, Facebook displays the New Message box.

2. **In the “To:” field of the Compose Message box, start typing your friend’s name (if she’s a Facebook member), email address (for non-Facebook members), or the name of a Friend List (page 55).** As soon as you begin typing, Facebook displays a list of your friends and Friend Lists. To select a name, click it or use the up and down arrow keys to select the name, and then hit Enter. If you’re sending a message to a non-Facebook member, simply type in the person’s full email address. You can add multiple recipients, if you like; just click after you enter each one and then start typing again. (See page 68 for more on sending messages to multiple people.)
Why would you want to use Facebook to send a message to someone who’s not a Facebook member? Two reasons: First, you’re already in Facebook and don’t have to waste time switching over to your email program (or can’t, if you’re using someone else’s computer). Second, you want to lure this non-member friend into your Facebook social circle by giving her a taste of Facebook’s coolness. When your friend clicks the Facebook-generated “Click to Reply” link in your email, she’s whisked to a Facebook page she can use to preview Facebook messaging, as well as to get more info and sign up.

Tip
After you’ve added a recipient’s name, you can delete it by clicking the X Facebook displays after it, or by hitting the Delete key.

3. **Fill in the “Subject:” field and then type your message.** If you want to pass along a link to a website (or to a photo or video on the Web), mouse down to the Attach section and click the photo, video, or link icon. When you finish, click Send.

4. **If a security box like the one on page 12 appears, type in the security words you see and then click Submit.** Facebook sends your message and stores a copy in your Sent messages, which you can view by heading to your Home page, clicking the Messages link on the left, and then clicking the Sent link that appears below it.

**Sending Messages to People You’re Not (Yet) Friends With**

Facebook lets you send a message to any Facebook member, even if she’s not on your Friend List and doesn’t belong to any of your networks.
To send a message to a non-friend Facebook member:

1. **Head to either the profile of the person you want to contact, or the person’s listing on your search page (page 45).**

2. **Click either the “Send [Name] a Message” link (which you find on a person’s profile below their picture) or the “Send a Message” link (which you find in search results).** Whichever link you click, up pops the Compose Message box shown on page 67. Simply type your message and send it off as explained in the previous section.

### Sending a Message to More Than One Person

Because Facebook was designed to help people communicate online just as they do offline, the site makes it easy to send a message to an individual—but a little harder to send the same message to dozens of people all at once. If you go too far down that path, the Facebook design team reasoned, you’re talking spam. After all, how often do you whip out a bullhorn and address a real-life crowd of dozens?

Facebook decided to cap the number of people you can send a message to at 20, so you can use the basic message-sending instructions on page 66 and type in a combination of Facebook friends’ names and email addresses to send your message to up to 20 people. Another option is to create a Friend List (page 59) containing all the people you want to send the message to. Then, on the Compose Message box, head to the “To:” field and type the name of the list. But if you try to send a message to a Friend List that includes more than 20 people, Facebook will display a “Cannot add list” message and remind you of its 20-person limit.

### Note

An exception to the no-spam rule is that Facebook lets you send the same message to every member of a **Group** (Chapter 6)—although even then, Facebook theoretically caps the number of recipients at 5,000. (The cap is theoretical because some Facebook members have had their accounts suspended for sending messages to a lot fewer than 5,000 people.)
Receiving Messages

When someone sends you a message via Facebook, two things happen:

• **You receive the message in your Facebook inbox.** To alert you that you have a message, Facebook displays a little red box above the Messages icon at the top left of any Facebook screen (the icon is just to the right of the word “facebook”). To open your inbox, head to the top of your screen and click the Messages icon, then click See All Messages; if you’re on your Home page, you can also click the Messages link on the left side of the screen. Then click either the subject line or the first line of any message to see it in its entirety.

• **You receive the message in your regular email program.** Facebook sends the message to your primary email address.

**Note**
Your primary email address is the one you used when you registered for the site (unless you’ve changed it since then). To change your primary email address, at the top of any Facebook screen, mouse over Settings and choose Account Settings; on the screen that appears, click Email.

**Tip**
If you spend a lot of time on the site and regularly check your Facebook inbox, you don’t really need to have Facebook messages sent to your regular email address, too. To make it so you only receive Facebook messages in your Facebook inbox, head to the Email Notifications page (to get there, simply click the “Want to control which emails you receive from Facebook?” link at the bottom of any email Facebook sent to your regular email address) and turn off the checkbox next to “Sends me a message”.

Sending Messages to Friends 69
Viewing Your Facebook Inbox

It’s easy to tell if you have a new Facebook message even without opening your inbox. Just take a look the blue menu bar at the top of any Facebook screen. If you see a red number right above the icon that looks like two little speech bubbles (it’s the second icon to the right of the word “Facebook”), you’ve got a new message (or two, or more). Click that icon and a list of your most recent messages appears. To see your full inbox, click the See All Messages link at the bottom of the list.

Facebook puts a big blue dot in front of any message you haven’t read yet, and highlights the entire listing in light blue. Facebook automatically lists all your messages, even ones you’ve already read. If you only want to see the ones you haven’t read, click the word “Unread” in the upper-right part of your screen. Clicking a sender’s name or picture shoots you directly to that person’s profile, which is handy if you don’t recognize him.

Note A little left-pointing arrow in front of a message listing means you’ve replied to the message. Clicking the X on the right side of a listing deletes the thread that message belongs to. (A thread is a bunch of messages with the same subject line.)
Reading and Responding to Messages

To read a message in your inbox, click either the subject line or first line of the message and Facebook displays the whole message.

Tip A particularly cool feature of Facebook’s inbox is that when you display a message that’s the latest in a long, drawn-out, back-and-forth thread, Facebook zips you down to the most recent message so you don’t have to read through the long list of exchanges and hunt for the latest one.

To reply to the message, simply type your response in the Reply box, and then click Send. To delete the message without replying, click the Delete button near the top of your screen.

Chatting

Facebook’s built-in chat feature lets you send messages to friends who are online when you are. Because chat messages—unlike regular Facebook messages—pop up on your friends’ screens immediately after you send them, they’re handy for exchanging quick updates. (“Hey, we still meeting for lunch in 5 minutes?” “Yeah, I’m headed out the door now!”)

To send a chat message:

1. **At the bottom right of any Facebook screen, click the button.** The number that appears in parentheses beside the word “Chat” tells you how many of your Facebook friends are currently logged into the site (and, therefore, how many folks you can potentially send chat messages to).

2. **In the Chat window that appears, click the name of the friend you want to chat with.** A green dot beside a person’s name means that person is logged in and active. A green crescent moon means the person is logged into Facebook, but hasn’t typed anything in a few minutes (and so may be out getting a cup of coffee).

3. **In the person-to-person window that appears, type in your message and then hit Enter.** As soon as you do, your message appears on your friend’s screen in a similar person-to-person chat window.
4. **Send additional chat messages, if you want, by repeating step 3.**
When you’re finished with your conversation, you can hide the chat window by clicking anywhere on the blue bar that runs across the top of it.

![Chat window](image)

**Note**
Because chat messages can pop up on your screen, they can be seriously annoying. To keep super-chatty folks from being able to chat with you, put them on a list (page 58) named, say, SuperChatties. Then, in the Chat box (at the bottom of any Facebook screen, click Chat), click the Friend Lists tab and make sure the checkbox next to the SuperChatties list is turned on. Then when SuperChatties appears in the chat box, click the green-and-white Go Offline icon (it looks like a capsule on its side) to the right of the list’s name. Doing so hides the fact that you’re online and, therefore, “chattable” from everyone on the SuperChatties list and changes the green-and-white Go Offline icon to a grey-and-white Go Online icon (which you can click when you’re in the mood to field one of those long-winded conversations). If you don’t feel like chatting with anyone, in the Chat window, click the Options tab and then click Go Offline.

When someone sends you a chat message, Facebook plays a sound and up pops the Chat window, where you see the sender’s profile picture along with their message. To reply, simply type your message in the bottom of the window and hit Enter.

**Tip**
You can customize the Chat window so that it stays up all the time instead of popping up, and so that it doesn’t play a sound every time someone chats at you—both of which are useful if you expect to do a lot of chatting. In the Chat window (at the bottom of any Facebook screen, click Chat), click Options. Then turn off the checkbox next to “Play Sound for New Messages” and turn on the checkbox next to “Keep Online Friends Window Open”.
Poking

Poking sounds a lot more provocative than it is. Giving someone a poke in Facebook is nothing more than the electronic equivalent of asking someone, “Hey, what’s up?” Pokes appear as a “You were poked by [name]” message on the recipient’s Home page.

Tip Poking—like sneaking up behind someone and tapping her shoulder—isn’t really good for much beyond the yuk factor. Depending on you and your pals’ tolerance for friendly nudging, poking either gets the award for Silliest Social Aid or Most Annoying Thing Ever. If you’re in the latter camp, you’ll find notifications (page 86) similar but more useful.

Note You can poke any Facebook member—you don’t have to be friends with the pokee or belong to the same network. But if you poke someone who doesn’t normally have access to your profile, be aware that he’ll be able to see the basic, work-, and education-related portions of your profile for a week post-poke. But letting a pokee see your profile is rarely a problem. After all, if you’re that worried somebody might discover your passion for the Bay City Rollers, you shouldn’t poke him in the first place.

To poke someone:

1. Find the person you want to poke by viewing your Friend List (page 60) or using Facebook’s Search box (page 45).
2. Click the “Poke [name]” link on the person’s profile (page 46). The link is below the person’s picture.
3. In the confirmation box that appears, click Poke. You briefly see a “You have poked [name]” message, and the damage is done: Your poke message appears on the pokee’s Home page, complete with a link she can use to poke you back.
Writing on Walls

One of the sections on every Facebook member’s profile is a forum called the Wall. A Wall is a place for your Facebook pals to share interesting photos, videos, websites, and character insights. By default, the only people’s Walls you can write on are your own and your friends’. But since Walls are part of profiles, anyone who can view your profile can see your Wall messages. You can think of Walls as a 21st-century version of the dry-erase message boards they used to have in dorm rooms: an informal place to brag, tease, show solidarity, get attention, and occasionally impart useful information.

Tip You can find several Facebook applications (such as FunWall, SuperWall, and Graffiti) that let you add photos, video clips, and even virtual spray paint to your friends’ Walls. Flip to page 198 to learn about applications.

Note Because friendly jokes can sometimes get out of hand, Facebook lets you remove any Wall posts you don’t like (page 77) and restrict who can see your Wall (page 213).

Writing on a Friend’s Wall

Writing on someone’s Wall is a more public way of expressing yourself than sending your friend a message, because all your friend’s friends will see your Wall post (unless you remember to tell Facebook to keep it between you and your friend, as explained on page 76). Good candidates for Wall posts include thanks, congratulations, birthday greetings, and other tidbits your shared connections might find interesting or useful.
To write on your own Wall, follow the steps below, but start at your own profile instead of a friend’s. If you like, you can adjust who sees the stuff you put on your own Wall by clicking the Options link (look just below the Share button on your profile) and then clicking Settings.

To write on a friend’s Wall:

1. **On your friend’s profile, make sure the Wall tab is selected. You should see a text box that says “Write something...”** If you don’t see the text box, you’re out of luck: Your friend has restricted access to her Wall.

2. **Type your message in the text box.**

3. **If you want to upload a photo or video, send a gift (page 78), or add a link to a website, head to the Attach section and click the icon for what you want to add.** (Mouse over each icon for a quickie description.) Depending on which icon you click, Facebook displays additional fields and instructions for completing your attachment.

**Tip** You can skip typing in the http:// part of the website address if you like—Facebook automatically adds it for you.
4. **If you decided to share a link, choose which thumbnail you want to accompany your link.** Facebook pulls a site description and a handful of thumbnails from the site for you to choose from. To check out the various thumbnails, click the arrow buttons that appear. To skip the graphic, turn on the No Thumbnail checkbox.

**Tip** If you change your mind about sharing a link, click the X in the upper-right part of the Link box.

5. **Optionally, tell Facebook who you want to let view your message.** Ordinarily, your message can be viewed by your friend as well as all her friends, but you can restrict access to just your friend (or just her friends) by clicking the Filters link.

6. **Click Share.** Your message appears on your friend’s Wall.
Responding to a Wall Post

When someone writes on your Wall, you can have a chuckle and leave it at that—or you can respond in one of the following ways:

- **Write something on the poster’s Wall.** Clicking the “See Wall-to-Wall” link below the person’s post displays a history of your and your friend’s posts to each other’s Walls, and lets you add a new post.

- **Respond to the post on your own Wall.** Clicking the Comment link skips the back-and-forth history and just lets you type in your response. Clicking Like adds your name—accompanied by a thumbs-up icon—to the post.

- **Delete the post.** You can delete any post from your own Wall, no matter who posted it. To do so, mouse over the post until the Remove link appears on the right side of the post, click Remove, and then click Delete in the confirmation box.

- **Tip** You can also delete messages you’ve posted on a friend’s Wall. To do so, go to that person’s profile, scroll down to the Wall post you want to get rid of, and then click Remove.

*Note* Some Facebook applications (page 198) let you attach other stuff to the messages you post on people’s Walls. The Graffiti application, for example, lets you decorate your friend’s Wall with virtual spray paint.

*Note* Depending on the content of the Wall post, you may see additional options, such as Share (which lets you email the Wall post to other buddies).
Sending Gifts

A Facebook gift is a virtual greeting card–style icon you can send to someone, accompanied by a personal message. You can choose from hundreds of professionally designed graphics, most of them of the smiley-face-and-teddy-bear variety. After you send a gift, it appears on the recipient’s profile—in the Gifts section, on the recipient’s Wall, or both, depending on whether you decide to make the gift public or private.

Note  The occasional exchange of gifts is part of what makes any good relationship tick—online and off. In recognition of this, Facebook has made it easy for members to give each other not just virtual gifts, but music clips, charitable-donations-in-the-name-of gifts, and even actual, physical gifts (think chocolate!).

Facebook charges for its gifts in credits. Currently, one Facebook credit will set you back ten cents, and the average virtual gift costs 10 credits ($1); you pay by entering your credit card or cellphone number at the end of the gift-giving process. (Real-life gifts, as you may have guessed, run anywhere from a bit to a lot pricier.) To get around the $1 price tag for virtual gifts, check out the Free Gifts application (see page 198).

Note  As this book went to press, there were rumors that you’d soon be able to pay for Facebook credits using PayPal, so don’t be surprised if you see that option, too.

To send someone a Facebook gift:

1. On your profile, scroll down until you see the Gifts section (you may have to click the blue Gifts header to see the whole Gifts section), and then click “Give a Gift”.

78  Chapter 4