Sauced Out

Facebook Tutorial

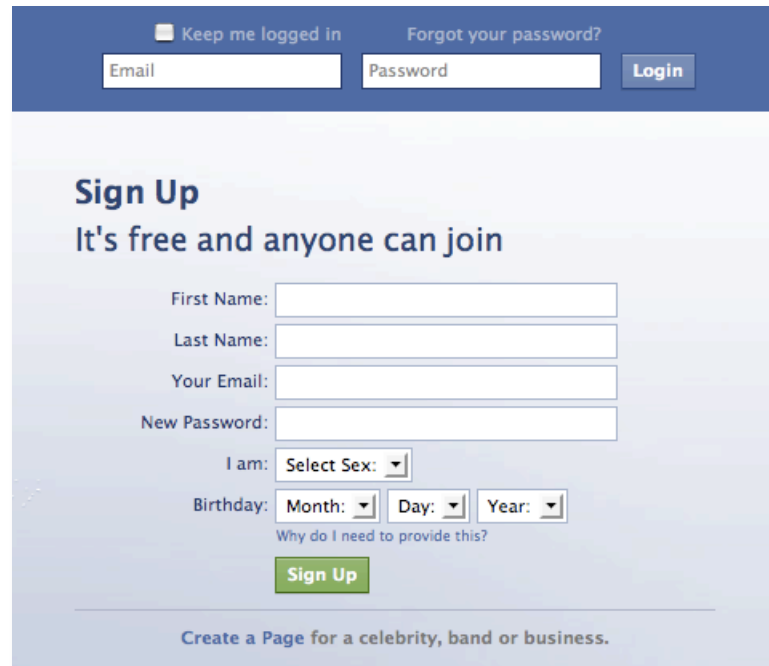## Step 1: Creating an Account.

If you already have an account, login up at the top of
Facebook.com
To create an account for yourself or your business either fill in
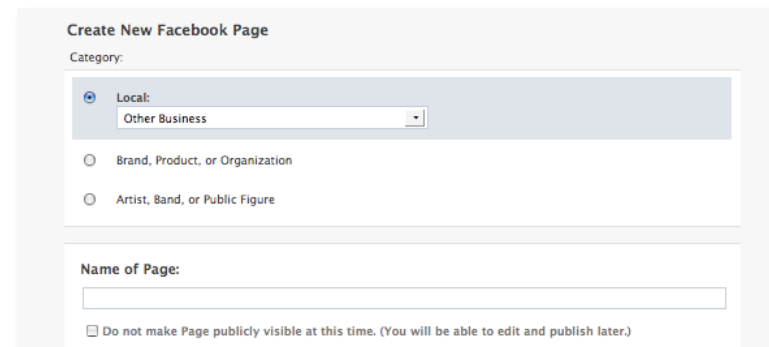the information on the front page (as shown in picture) or click
on the **Create a Page** to create an account for a business.

Step 2: Pick a category and name

Pick the category that best fits what you'd like to promote on
Facebook. Don't worry if you don't find a perfect fit, but pick
the closest match since you won't be able to change your
category.

The name of the Page should be exactly the same as the name of
the business, organisation, product, band or individual it
represents. **Click "Create Page".**
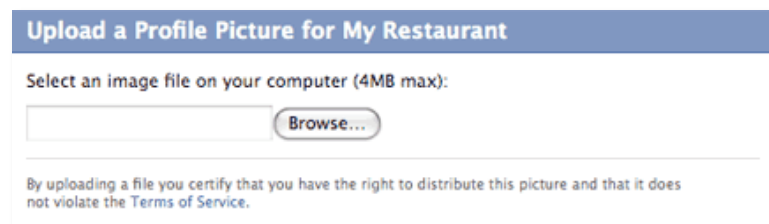
Step 3: Add a profile picture

Click "upload a picture" near the top and upload the graphic or
photo that best represents you. Make sure that your brand is
clear even as a "thumbnail," since the image will appear at that
reduced size throughout the site (for example, on fans' profiles
and on their friends' Home pages).
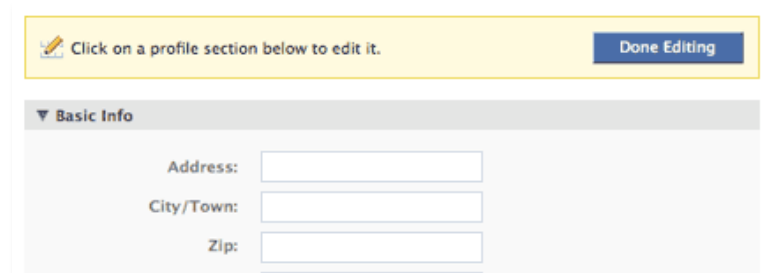
Step 4: Add information

Click "Add information to this Page" underneath the profile
picture and enter as much basic and detailed information as you
can. The fields available will depend on your Page type. The
more details you can add about who you are, what you do, and
when and where customers can buy your products, the more
successful you will be.

Step 5: Make it rich and engaging

Like user profiles, Pages have multiple tabs. By default, your Page has a Wall tab for you and your fans to share content, an Info tab for you to share business information, and a Boxes tab for application modules. You can choose to devote entire tabs to several Facebook applications, such as Photos, Reviews, and Discussion Board. In addition, applications built by outside developers can choose to use Page tabs.

The more rich content you add, the more ways users can interact with it and spread that connection to their friends. Post photos of products, employees, and customers. Add video clips of your bar or restaurant in action. 'Behind the scenes' content often works well. List an event for your grand opening or in-store sale. Write a note about upcoming promotions. The choices are yours and all these features are free and unlimited.

Step 6: Publish

Click the "publish this Page" link to share your Page the with world. Unlike a phone book listing or website, this public profile has the power to let your customers engage their friends on your behalf.

Optimize your Page's performance by clicking the "Edit Page" link and setting a variety of controls. For instance, you can control the default-landing tab for users who are not yet fans of your Page. You can also choose whether or not to allow fans to share Wall posts, photos, and more; allowing these will enrich your Page and increase its reach across Facebook.

Step 7: Update Regularly

Updating your Page regularly with fresh photos, upcoming events, and the latest promotions means your Page won't just look like a profile, it will feel like one, and that will keep users coming back. Facebook users are used to getting information sorted by what happened most recently. If you keep your Page active, which you can do through mobile integrations and applications, you'll find that your fans are more engaged and more interactive.

You can also send some or all of them messages by clicking "Send an Update to Fans" in the upper-left of your Page (under the profile picture). Updates are useful for sending out announcements like promotions, sales or events.
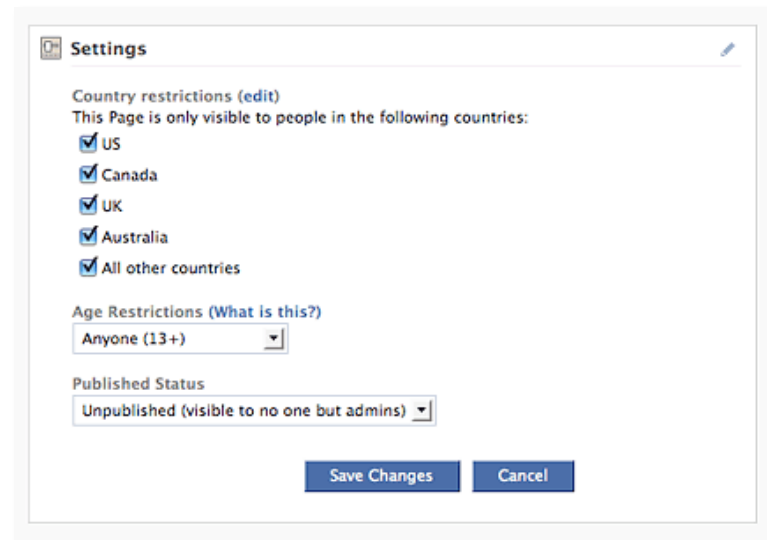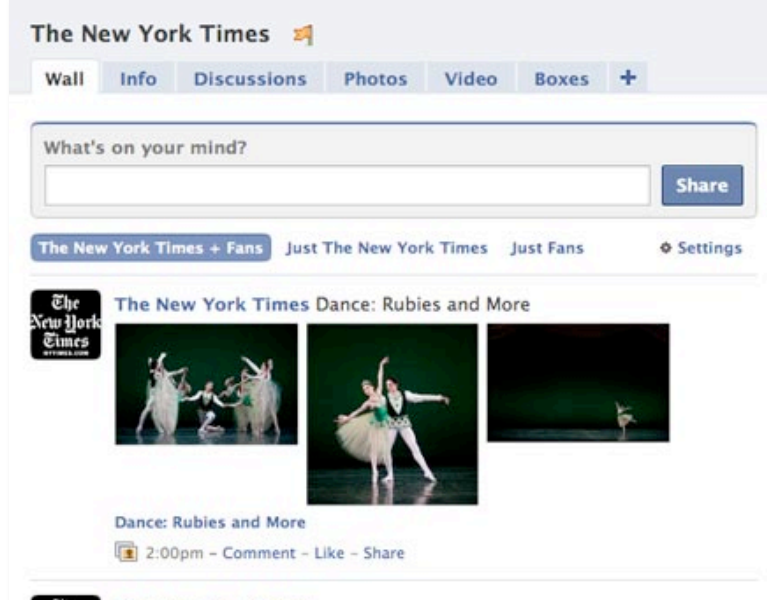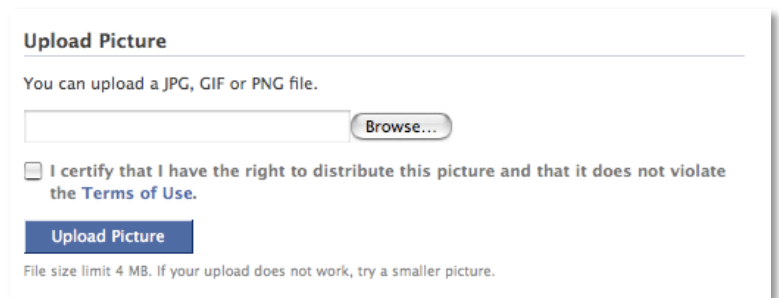
Once you're set up, here's some information to get you going!

Changing a profile picture:

You can add or change a profile picture in any of the
following ways:

- To set a photo that you or a friend has already
  uploaded to Facebook as your profile picture, select
  "Make Profile Picture" at the bottom right when
  you are viewing the photo.
- To upload a picture that you have saved on your
  computer, move your mouse over your profile
  picture and click the pencil icon. Select "Upload a
  picture" from the drop-down menu and follow the
  on-screen directions.
- To take a new profile picture using your webcam, move your mouse over your profile picture and click the pencil icon. Select
  "Take a picture" from the drop-down menu and follow the on-screen directions. If you choose to take a picture using your
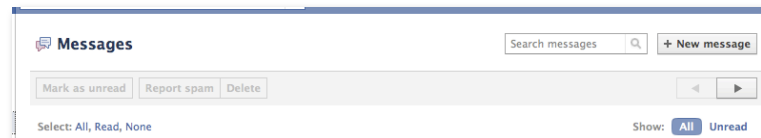 webcam, you may first have to allow your Flash player to access your webcam.

You can edit the thumbnail version of your profile picture at any time by moving your mouse over your profile picture, clicking the
pencil icon, and selecting "Edit Thumbnail." If you wish, you can also remove your profile picture by moving your mouse over your
profile picture, clicking the pencil icon, and selecting "Remove your Picture."

Messages & Inbox:

Where is my Inbox?
To access your Facebook Inbox, just click the "Messages" link
located in the left navigation column. Alternatively, you can
click the Messages notification icon, which is located in the top
navigational bar. Clicking this icon will show you a preview of the most recent messages you've received and give you
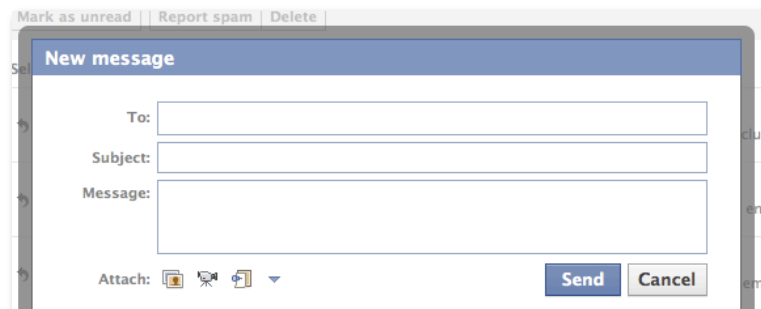the option to send a new message.

You can send a message to another user on Facebook by following these steps.

1. Initiate a message in any of the following ways:
   - While viewing someone's profile, click the "Send a Message" link under their profile picture.
   - Type someone's name into search and click the "Send a Message" link that appears on the right side of any search result.
   - Click on "Messages" in the left column of your home page, and select the "New Message" button. Enter the name of a friend,
   friend list, or an email address you would like to message.
2. Type a subject and a message.
3. Click "Send." The person or people you send the message to will be notified the next time they log in.

In addition to sending messages you can send files with the message by just clicking the 'Attach' section below the message field. You
can send a photo, video, or links.

What is a thread?
A message "thread" is created when one message is sent to
multiple recipients. If you respond to the message and click the
blue "Reply" button, your response will be sent to everyone that
is included in the thread. If you would like to reply to one
person that has responded to the thread individually, just click
the "Reply" link located to the right of that person's message.
This conversation will begin a new thread between you and the
recipient.

The Wall:

How to Use the Wall

The Wall is the centre of your profile for adding new things, like photos, videos, notes and other application content. The Publisher at the top of your Wall allows you to update your status and share content through many different kinds of Wall posts.

You can also add content to your friends' Walls by using the Publisher box that appears at the top of their profiles.

How do I edit my Wall privacy settings?

To remove or delete a particular Wall story:

1. Hover your mouse over the right corner of the Wall story
2. Click the "Remove" button
3. Select "Delete" in the dialogue box.

Note that once you have deleted the content you cannot restore it.

To control the types of content that can be seen on your Wall:

1. Go to the Privacy Settings page from the Account drop down menu
2. Click on the "Profile Information" link.
3. Update the "Posts by Me" and "Posts by Friends" sections to your desired privacy level. For example, if you only want your friends to be able to see your Wall, simply adjust the settings for both of these options to "Only Friends."

To turn off Wall stories published by specific applications:

1. Go to the Application Settings page from the Account drop down menu.
2. Click the "Edit Settings" link next to the application you would like to edit.
3. Select the Additional Permissions tab in the box that appears and uncheck the box next to "Publish recent activity to my Wall."
4. Click the "Okay" button.

The Publisher

The Publisher lets you share content on Facebook. It is located at the top of both your home page and on your profile. Typing in the Publisher text box and clicking "Share" updates your status. Clicking inside the text box displays additional types of content that you can share:

- Link (add a web address to external content)
- Photos (upload a photo, create an album, or take a webcam photo)
- Video (upload a video or record a webcam video)
- Note (add from Facebook's Notes application)
- Import (add external blogs or RSS feeds)
- Gifts (add from Facebook's Gift Shop)

Once you have added content, you will still need to click "Share" in order to publish a story. To exit the submenu for a specific type of content, simply click the "X" in the upper-right corner of the Publisher box.

The Publisher also allows you to select a privacy setting for every post you make. After clicking inside the text box, or attaching your content, look for the lock icon next to the "Share" button. Clicking on it will bring up a menu that lets you choose who will be able to see your post, from Everyone, to Friends, to Friends of Friends.
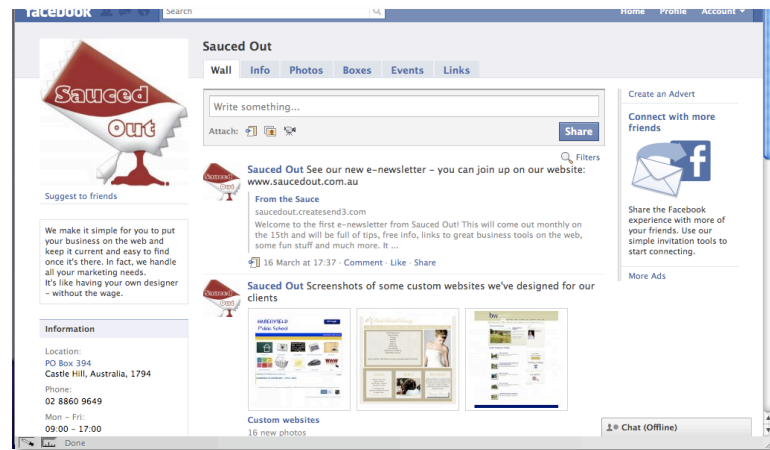
Tagging Your Status and Posts

Now you can tag your friends and other things you're connected to in your Facebook status and other posts. This feature works with the Publisher box that appears on your home page and profile page.

1. Type the "@" symbol in the Publisher text field, either to start the post or as a new word with a space before it.
2. Directly after the "@" symbol, type any part of the name you would like to tag. A new drop-down menu will appear with all matching entries. You can tag friends, Pages, groups, events and applications.
3. Click the name you would like to tag. It will appear as a blue link in your post. You can tag multiple different names in the same post.

People who can see your post will be able to click through to view the profile, Page, group or event you tag, but only if the existing privacy settings permit this.

Tagging allows you to more actively mention your friends and other things you are connected to on Facebook. It also lets you direct a post at specific people while still keeping the conversation open. Friends you tag will receive a notification and Wall story that you have tagged them, and also when someone else comments on a post they are tagged in.
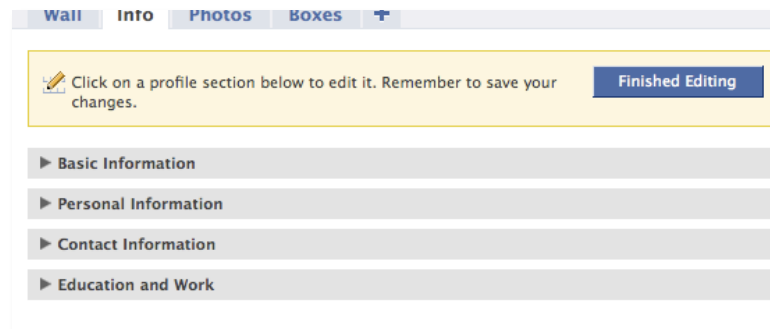
You can tag the following things in a post:

- Your confirmed friends
- Pages you are a fan of
- Events you are attending
- Your groups
- Applications you've used

How do I edit my profile?

To edit your profile, first go to your profile.

1. Select the Info tab.
2. Click "Edit Information" at the top-right.
3. Update information in the available fields.
4. Click "Save Changes."

Where are my notifications?

All notifications, friend requests, and new messages will appear in the upper left corner of the site. When you have a new notification, a red bubble will be displayed over the corresponding feature with the number of new notifications you have received.

Keep in mind that you can click these icons at any time for additional actions related to that feature, such as clicking the Message notification icon to see a preview of your Inbox or send a new message, or clicking the Friend Request icon to find more friends on the site.

Control what email notifications Facebook sends to you; simply go to the "Notifications" tab of the Account page.
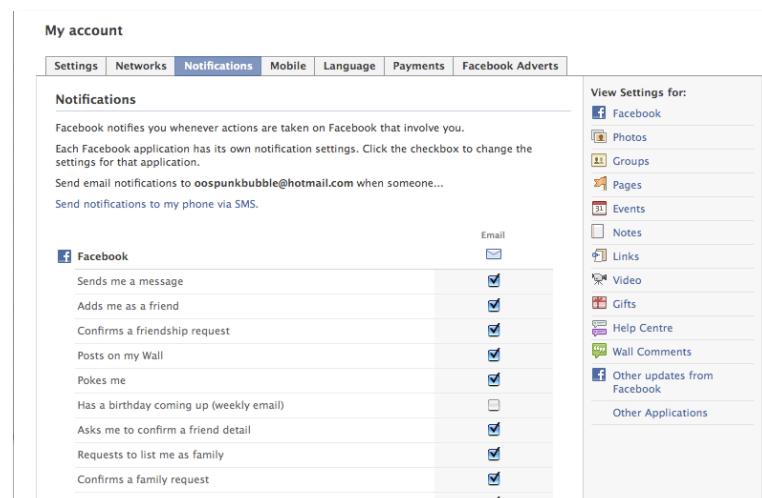
How do I add a friend?

Just use **Facebook Search** to find the person you know and then click on the "Add as Friend" button to the right of their search listing. A friend request will be sent to that person. Once they confirm that they actually are friends with you, they will show up on your Friends List.

How do I suggest a friend to someone?

1. Click the "Suggest Friends for [Name]" link found at the bottom of any friend's profile page. Or, after confirming a friend request from a new user, click the "Suggest friends that he/she knows" link. A window of all of your friends will appear.
2. Select the friend(s) you want to suggest. To find a particular friend, you can type their name in the "Find Friends" field or scroll through your complete Friends List. You can click the "Filter Friends" drop-down to sort your friends by network or Friend List.
3. Once you make all of your selections, click the "Send Suggestions" button. Each friend that you selected will receive an invitation to add the new user as a friend.

How do I block someone?

1. Go to the Privacy Settings page and click "Block List." Enter the name or email address of the person you want to block in the appropriate field and click "Block."
2. If you cannot find someone using the Person search field, try going to their profile page. You can block them by navigating to the "Report/Block this Person" link at the bottom of their profile page. Once you click this link, check the "Block this person" box and then click "Submit."
3. Lastly, please note that you can block someone through the "Report" link located next to messages in your Inbox.

How do I remove or delete a friend?

If you would like to remove a friend, navigate to the person's profile and click the "Remove from Friends" link at the bottom of the page. If you select this option, you will be removed from the person's Friends List as well. You will need to repeat the friend confirmation process if you wish to be friends with this person again.

How do I hide stories from a particular application (e.g., a quiz) from appearing in News Feed?

Hover over the upper right corner of the application story and a "Hide" button will appear. Click on the "Hide" button to prevent all stories from that particular application from appearing on your home page. If the story is from an application that was created using a separate parent application, all stories from the parent application will also be prevented from appearing on your home page.

How do I add photos and create an album?
To create an album and upload photos, take the following steps:

1. Go to your profile.
2. Click the Photos tab.
3. Click the "Create a Photo Album" button.
4. Follow the on-screen directions. If you have not yet done so, you may be prompted to first install the Facebook Plug In, which allows easy uploading of your photos. Please click "Install" and "Allow" to any prompts that appear while the application is uploading. If you are having any trouble installing or using the photo upload application, try the simple version located at the bottom of the "Add More Photos" tab.
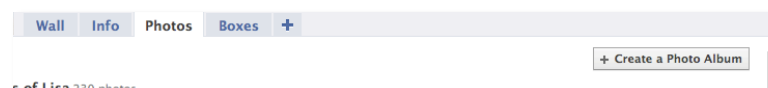
For photos to appear under the "View Photos of" profile link, you will need to be tagged in the photos. To tag yourself in a photo that you have uploaded, just go to the photo and click the "Tag This Photo" link beneath it, then select "me."

How does tagging work? How do I remove a tag?
To tag your photos, please follow the steps below:

1. Go to the Photos page and select "My Photos."
2. Click the "Edit Album" link of the album that you want to tag.
3. Click on a person's face in the photo and then select their name in the box that pops up. If their name is not in the box, you can type it in the text field. If you need to tag yourself, select "me."
4. Repeat this process for everyone in the photo that you would like to tag.
5. Click "Save Changes" when you are done.

To remove the tag from a photo that someone else has uploaded and tagged you in, simply view the photo, and then choose "remove tag" at the bottom next to your name.
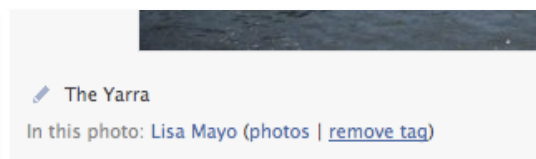
How do I edit the privacy settings for my photo albums?
To edit your album privacy, follow the steps below:

1. Go to the photo album.
2. Click the "Edit Photos" link at the top of the screen.
3. Select the Edit Info tab.
4. Update your album privacy.

You can also access the photo album privacy settings by going to your Privacy Settings page, clicking "Profile Information," and then choosing a setting next to "Photo Albums."
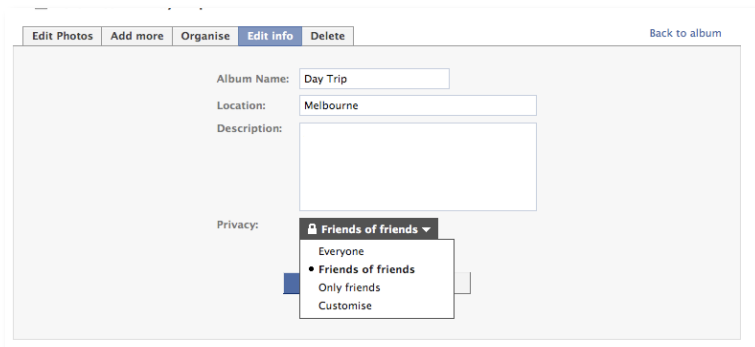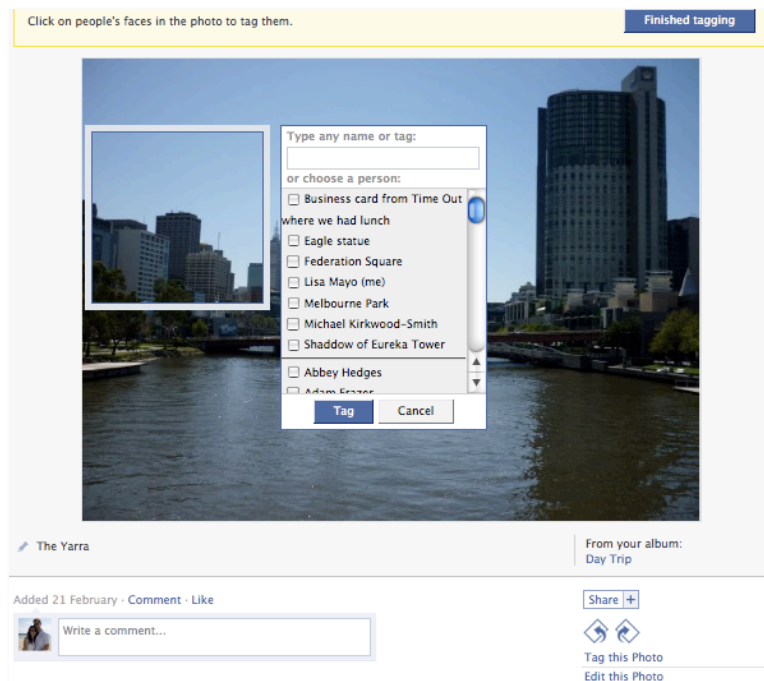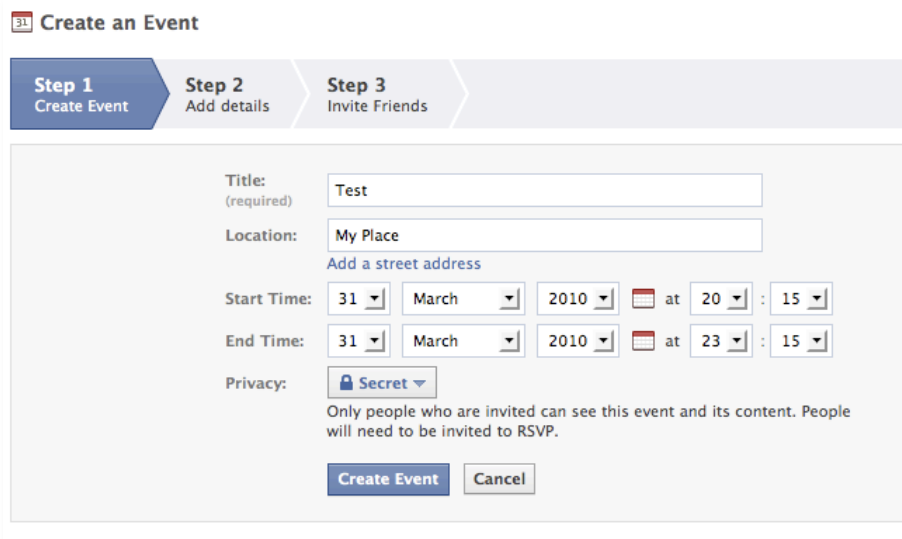
Events

Creating Events

You can create an event by going to the Events page (Located on your Home page, under your profile picture) and then clicking "**Create an Event**" in the top right side corner of your page. From here, you can customize the event, edit its privacy settings and invite guests.

You must include:

- Event name host
- Type
- Time
- Location.

What are the privacy options for events?

1. **Open**: Anyone can add themselves to the guest list without receiving an invitation or being approved by an admin. They can see the event information and all associated content (e.g., photos, Wall posts and videos).
2. **Closed**: People must be invited to be on the guest list. Everyone can see the event info and request that the admin send them an invitation. Only those people who have received an invitation can see the event Wall and photos. People who are not invited will not see stories about closed events.
3. **Secret**: The event cannot be found in searches. These events are invitation only. People who have not been invited cannot view the event info, Wall, or photos. They also will not see any stories about the event.

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Add event details.

Invite your guests in step 3 or invite guests to your event, by clicking the "Invite People to Come" beneath the event's photo.

How do I block a person from an event?
To block a person from an event, follow the steps below:

1. Go to an event that you administrate.
2. Click the "Edit Guest List" link.
3. Select "Blocked."
4. Click the "Block People" link.
5. Enter the name of a person you want to block and click "Find."
6. Select the person and click "Block."

How do I get a map or directions link to appear?

If an admin has listed a valid street address on the Edit Event page, people will be able to view a map and directions to the event's location by clicking "**View Map**" below the event's location.

How do I delete an event that I created?
Admin has the option to cancel an event. A "Cancel This Event" link can be found on the Event page. If you cancel the event, an email will be sent to everyone who was invited. You have the option of writing a personal note that explains why you are cancelling the event.