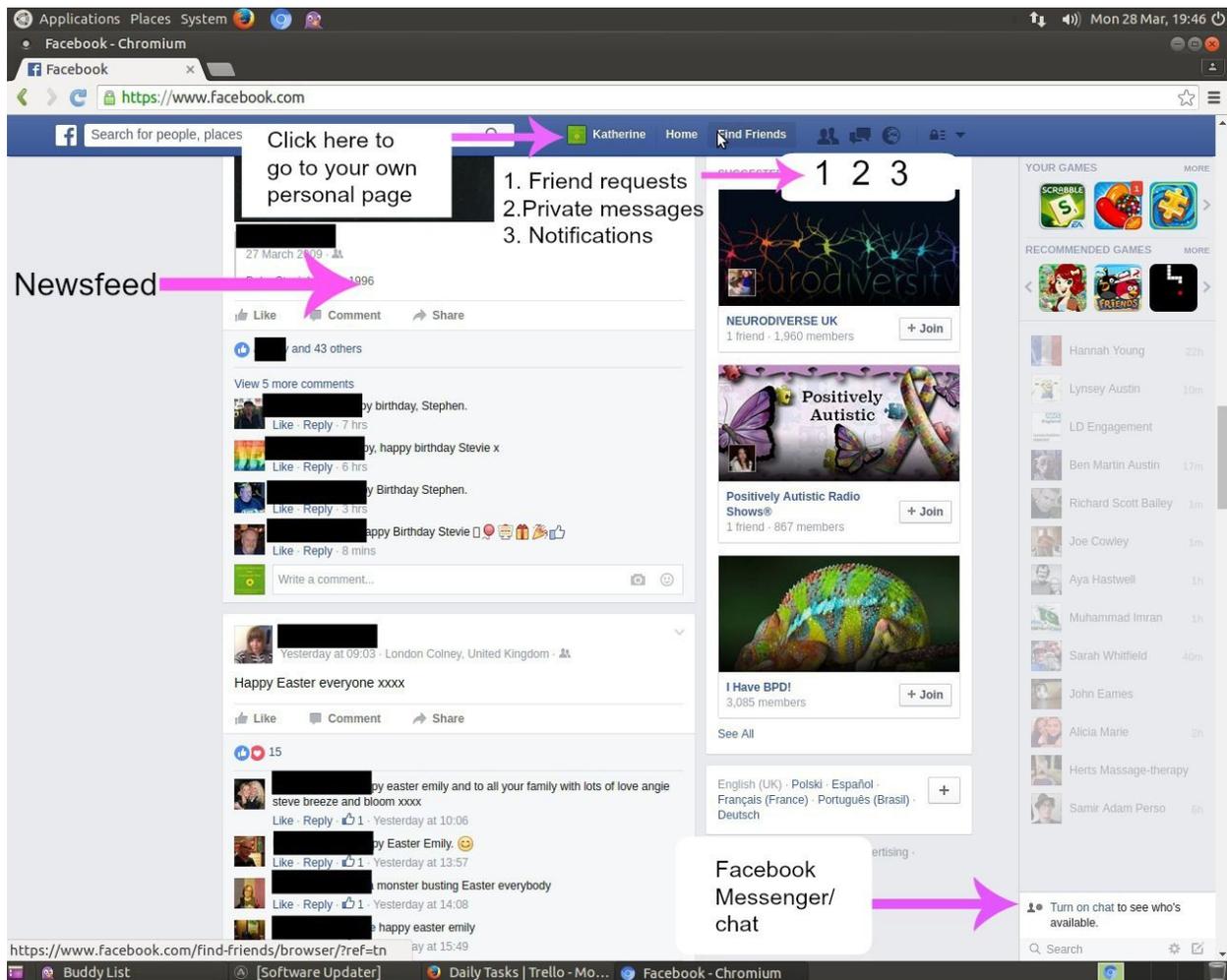


## Facebook

The image below is a typical view you will see when you first log into your Facebook account. It is known as your 'home screen'.

The blue bar along the top of your browser screen allows you to navigate between your homescreen, personal Facebook page, pending friend requests (1), private messages (2) and notifications (3).



### Friend requests

The icon with the two people in shows any pending friend requests you have received and the status of any you have sent out to others.

### Private messages

Facebook allows you to send and receive private messages (like emails) and these can be opened by clicking on the icon number 2.

### Notifications

Notifications could include any comments posted by friends on a post/photo or video you have shared, any 'likes' you have received for comments or other posts you have made or any new posts made on any groups you are members of or pages you have liked.

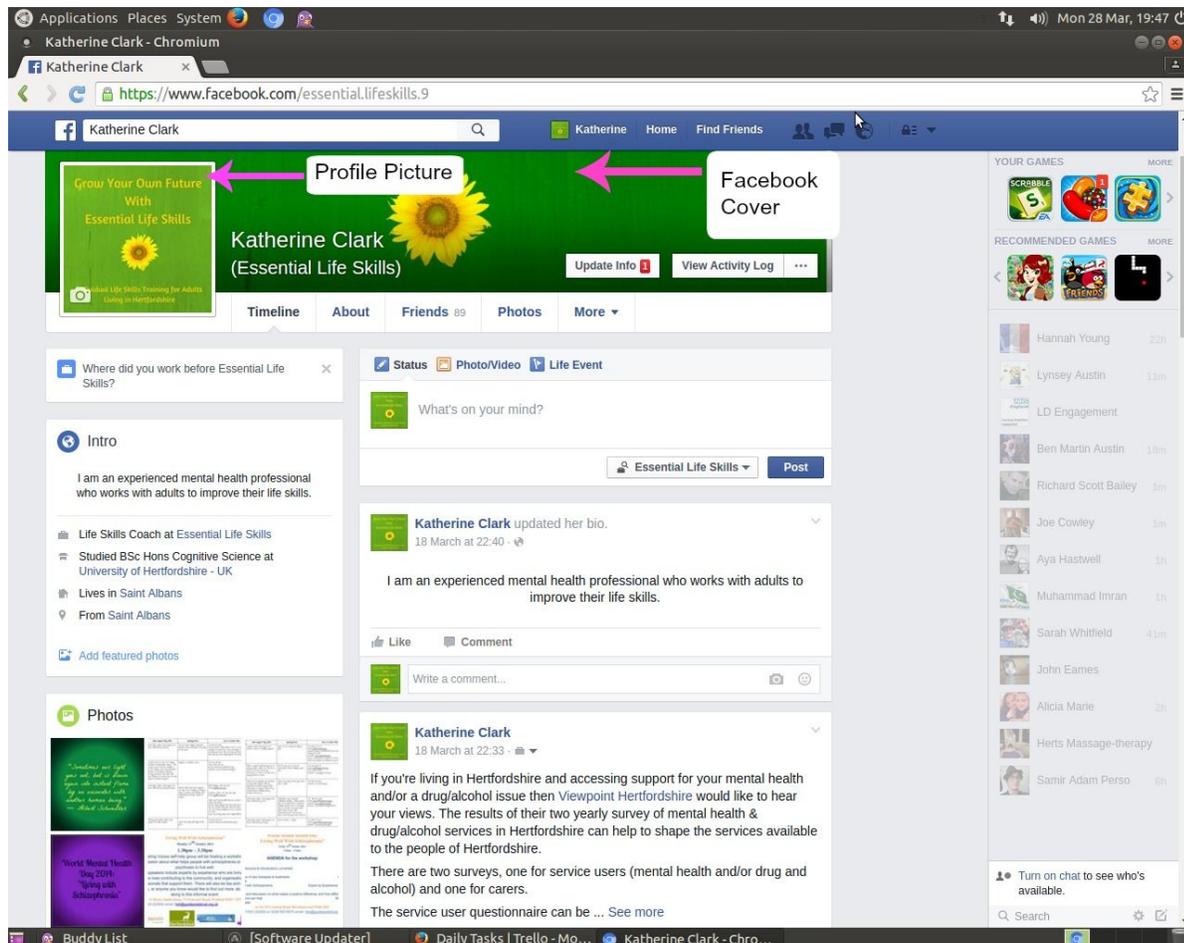
From time to time you will see a little red number appear beside one of these. This number relates to the number of new messages/updates you have received since you last checked. Periodically you will also see numbers appear beside the 'Home' button on the blue bar. This number tells you how many new posts your friends, pages you have liked or groups you have joined have made since you last looked at the home page.

### Newsfeed

The section down the middle is the newsfeed and this is where all the new posts, photos, videos and comments from your friends will appear.

The next section to the right is where Facebook displays adverts for Facebook groups and pages. The final column on the far right tells you who out of your friends is currently online and using Facebook's instant messenger or chat function. Facebook will automatically assume you wish for your friends to see that you are online. If you want to disable this click 'turn off chat' located in the bottom box (labeled Facebook messenger in the picture on the previous page).

This page is how your personal Facebook page will look. You can get to your own page by clicking where the your name appears in the top blue bar.



### Profile Picture and Facebook Cover

The square box on the top, left of the page is where a person would upload a personal profile picture and the strip along the top of the page is the persons 'cover' and this can be personalised like the profile picture.

Under the cover image are 5 tabs: 'Timeline', 'About', 'Friends', 'Photos' and 'More'.

### Timeline

The timeline is the name Facebook gives to the stream of posts and status changes you have made on your own page. This is the screen currently showing and the default screen that appears when you visit a personal page.

### About

Next to the timeline tab is the about section. This is where you can add in information such as your marital status, religious beliefs, and political affiliations. You can also add in your job role and the name of the organisation you work for, where you studied, your hometown and where you are originally from. An abbreviated version of this information can also be seen in the box titled 'Intro'.

### Friends

If you click on the 'Friends' tab all of the friends you have on Facebook will appear. A small section of these will also appear on your personal page below the box marked photos. This can not be seen on the picture below.

### Photos

The photos tab is where all the pictures you have uploaded will appear. You have the option of creating albums which are folders in which you can group photos. Any pictures that your friends have tagged you in will also appear here and so will any pictures you have used as profile pictures.

### More

The tab marked 'More' is a drop down menu for any apps you may have added to your Facebook page or other social media accounts that you may have linked to your Facebook page, such as Twitter or Instagram. This section also allows you to add films and books that you've liked, places you have visited and 'checked in'.

### Checking in

Checking in is a feature on Facebook where you can update your status and share with people where you are at that time. Most businesses are stored within the directory on Facebook so if you were visiting a coffee shops or pub you can share this with people by 'checking in'.