

**A step-by-step tutorial on how to use...**



Created by the Association of Indiana Counties



**Step 1.** Go to [www.facebook.com](http://www.facebook.com), and you'll see the "sign up" section on the right hand side of the page. Enter your first and last name, your e-mail address (which you will re-enter to confirm that it is accurate), a password, your sex, and your birthday. Then click the green "sign up" button.

**Step 2.** You will be asked if you wish to find friends via your e-mail account (where contacts are usually stored). If you wish to find friends this way simply click on your e-mail provider, enter your e-mail address and e-mail password, and then click the “find friends” button. Or, if you wish to search for friends manually at a later time, simply click “skip this step” at the bottom right of the page.

**Step 1**  
Find your friends

**Step 2**  
Profile Information

**Step 3**  
Profile Picture

### Are your friends already on Facebook?

Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. [See how it works.](#)

 **me.com**

Your Email:

Email Password:

**Find Friends**

 Facebook won't store your password.

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 **Windows Live Hotmail** [Find Friends](#)

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 **Yahoo!** [Find Friends](#)

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 **Other Email Service** [Find Friends](#)

[Skip this step](#)

**Step 3.** You will be asked to fill out some basic profile information, so that possible connections can begin to “find” you on Facebook. This basic information includes the high school you attended, the college/university you attended, and your employer. You may fill out this information and click the “save and continue button”, or you may choose to skip this step by clicking “skip” at the bottom right of the page.

The screenshot shows a three-step progress bar at the top. Step 1 is 'Find your friends', Step 2 is 'Profile Information' (highlighted in blue), and Step 3 is 'Profile Picture'. Below the progress bar, the main content area is titled 'Fill out your profile info' with the subtitle 'This information will help you find your friends on Facebook.' There are three input fields: 'High School:', 'College/University:', and 'Employer:'. At the bottom left is a 'Back' button with a left arrow, and at the bottom right are 'Skip' and 'Save & Continue' buttons.

**Step 1**  
Find your friends

**Step 2**  
Profile Information

**Step 3**  
Profile Picture

**Fill out your profile info**  
This information will help you find your friends on Facebook.

High School:

College/University:

Employer:

◀ Back

Skip **Save & Continue**

**Step 4.** You will be asked to set your profile picture – this picture will be visible to your friends and anyone who searches for you, depending on your privacy settings (please see Step 7). You can either upload a photo from your computer or take a photo with your webcam, and then click the “save and continue” button. If you choose to add a photo later, simply click “skip” at the bottom right of the page.

The screenshot shows a three-step onboarding process. Step 1 is 'Find your friends', Step 2 is 'Profile Information', and Step 3 is 'Profile Picture', which is currently active. The main content area is titled 'Set your profile picture' and features a placeholder image of a person's silhouette. To the right of the placeholder, there are two options: 'Upload a Photo From your computer' and 'Take a Photo With your webcam', separated by 'OR'. At the bottom left is a 'Back' button with a left arrow, and at the bottom right are 'Skip' and 'Save & Continue' buttons.

**Step 1**  
Find your friends

**Step 2**  
Profile Information

**Step 3**  
Profile Picture

### Set your profile picture



**Upload a Photo**  
From your computer

OR

**Take a Photo**  
With your webcam

◀ Back

Skip · **Save & Continue**

**Step 5.** View your news feed, or search for people, places and things. Clicking on “Facebook” at the top left of the page will take you to your homepage, or “News Feed” – here you will find all recent activity by your friends (statuses, photos, news articles, videos, etc.). Activity is posted as it happens. On the upper right side of the page you can also view upcoming events to which you’ve been invited, friends’ birthdays, and more. If you wish to search for a specific person, place, or thing, enter the name(s) in the search bar at the top of the page and a list of related profiles and pages will pop up – simply click on the one you want.

The screenshot shows the Facebook interface for a user named 'County Official'. At the top, there is a search bar and navigation options like 'Update Status', 'Add Photo / Video', and 'Ask Question'. The main news feed contains several posts:

- Eye on Government:** A post from National Journal promoting a mobile app for following convention updates. It includes the NJ logo and the website URL [www.nationaljournal.com/mobile](http://www.nationaljournal.com/mobile).
- County Highway Officials:** A post with a yellow 'YIELD' sign icon, discussing motorcycle safety and providing links to education courses.
- Rachel Recorder was tagged in Arthur Auditor's photos:** A post featuring two images: one of stacks of yellow folders and another of a white office printer.

On the right side of the page, there are several sponsored advertisements:

- Politics:** An ad encouraging users to 'Like' and share content to help reach 5 million likes.
- Free Card Reader:** An ad for a mobile card reader.
- Energy For America:** An ad for American Energy with a price tag showing a discount from \$2.89 to \$1.99.
- Amazing Prizes Here! Song Burst:** An ad for a song contest where users can win an Ultrabook.
- Creative Writing Degree:** An ad for Full Sail University's creative writing program.

The left sidebar shows navigation options for 'County Official', including 'News Feed', 'Messages', 'Events', 'ADS', 'PAGES', 'GROUPS', and 'APPS'.

**Step 6.** Update your status, upload a photo or video, or ask a question. This is where your friends will learn more about YOU! Icons toward the top of the page direct you to the action you want to perform. To update your status (that is, tell your friends what you're currently thinking, doing, etc.), simply enter text into the bar that says, "What's on your mind?" and click the "post" button when you're done. To add a photo or video, click on "add photo/video" and then select whether you want to upload a photo/video, use your webcam, or create a photo album. To ask your friends a question (such as whether they consider your county office efficient), click on "ask question", enter your question into the bar that says, "Ask something", add poll options if you want your friends' answers to be specific, and then click the "post" button.

## Update Status



The screenshot shows the top navigation bar with three icons: a speech bubble for 'Update Status', a camera for 'Add Photo / Video', and a question mark for 'Ask Question'. Below this is a text input field containing the placeholder text 'What's on your mind?'. At the bottom of the input area, there are icons for adding a location and a privacy dropdown menu set to 'Friends'. A blue 'Post' button is located on the right side.

## Add Photo/Video



The screenshot shows the top navigation bar with the same three icons as the previous screenshot. Below the navigation bar is a white box containing three buttons: 'Upload Photo / Video', 'Use Webcam', and 'Create Photo Album'.

## Ask Question



The screenshot shows the top navigation bar with the same three icons. Below the navigation bar is a text input field containing the placeholder text 'Ask something...'. Below the input field are three rows, each starting with a plus sign and the text 'Add an option...'. At the bottom of the input area, there is a checkbox labeled 'Allow anyone to add options', a privacy dropdown menu set to 'Friends', and a blue 'Post' button.

**Step 7.** Adjust your privacy settings to fit your needs. Clicking on the small arrow at the very top right of the page will open a drop-down menu containing several options – select the “privacy settings” option. You will be taken to a page where you can adjust a variety of privacy settings concerning your Facebook page including: who sees your status updates and photos, how you connect with people you know, timeline and tagging options, and blocking people and apps. *(See Steps 8-10 for more information on how to connect with people you know, timeline and tagging options, and blocking people and apps.)* To adjust your default privacy settings (that is, who can view most of the statuses, photos, etc. that you post), remain on the main privacy settings page and click on the privacy icon of your choice – “public” means anyone (friends or not) can view your posts; “friends” means only friends you add or approve can view your posts; and “custom” means you can choose from options ranging from “only me” (which allows only you to view your posts) to certain lists of friends (such as co-workers, high school friends, etc.).

*To view a screenshot of the “privacy settings” page, please refer to the next page of this document.*

**For more info on how to connect with people you know, please see Step 8.**



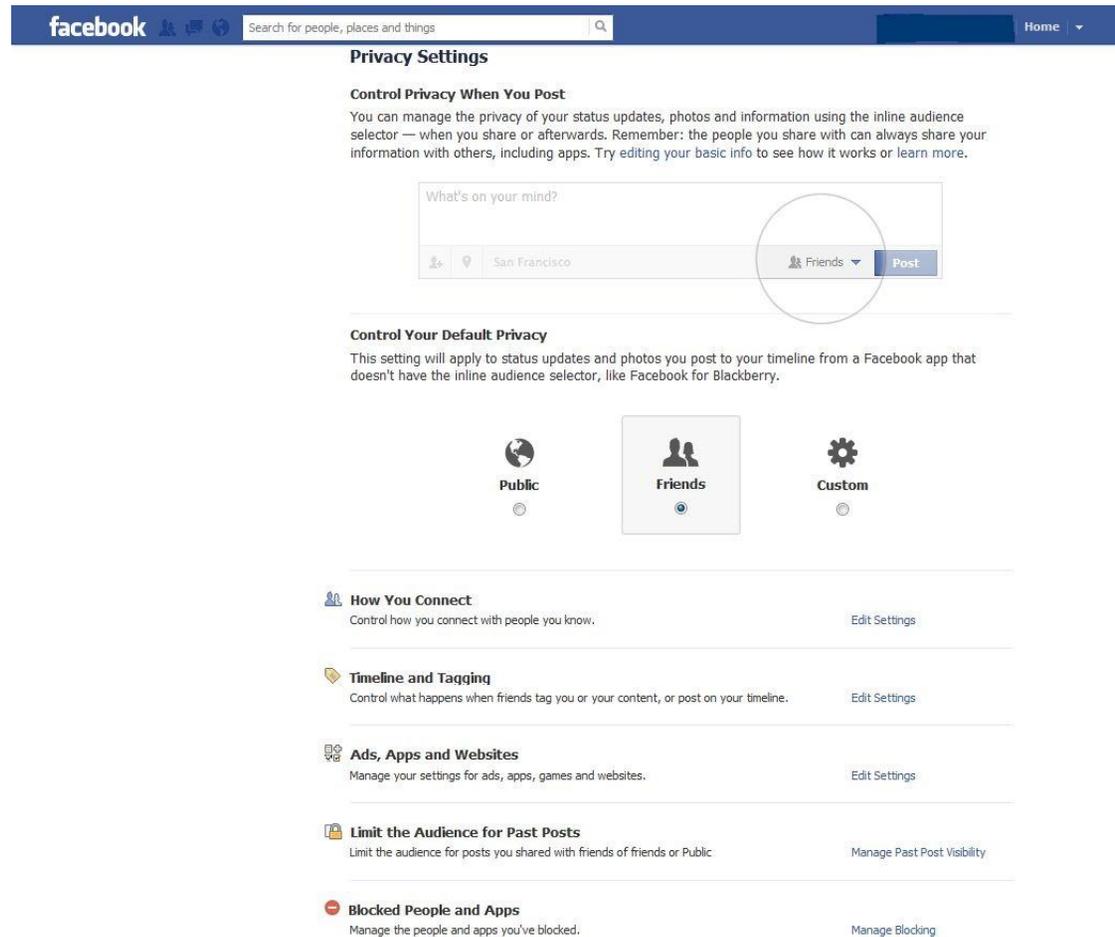
**For more info on timeline and tagging options, please see Step 9.**



**For more info on how to block people and apps, please see Step 10.**



Below is a screenshot of the “privacy settings” page, where you can adjust a number of settings related to your privacy on Facebook:



The screenshot shows the Facebook Privacy Settings page. At the top, there is a navigation bar with the Facebook logo, a search bar, and a 'Home' dropdown menu. The main heading is 'Privacy Settings'. The first section is 'Control Privacy When You Post', which explains that users can manage the privacy of their status updates, photos, and information using an inline audience selector. Below this text is a simulated post creation interface with the text 'What's on your mind?' and a location tag 'San Francisco'. A red circle highlights the 'Friends' dropdown menu and the 'Post' button. The second section is 'Control Your Default Privacy', which states that this setting will apply to status updates and photos posted from a Facebook app that doesn't have an inline audience selector. Below this text are three options: 'Public', 'Friends', and 'Custom'. The 'Friends' option is selected and highlighted with a blue border. The bottom section lists several other privacy settings: 'How You Connect', 'Timeline and Tagging', 'Ads, Apps and Websites', 'Limit the Audience for Past Posts', and 'Blocked People and Apps', each with a brief description and a link to 'Edit Settings'.

**facebook** Search for people, places and things Home

### Privacy Settings

**Control Privacy When You Post**  
You can manage the privacy of your status updates, photos and information using the inline audience selector — when you share or afterwards. Remember: the people you share with can always share your information with others, including apps. Try editing your basic info to see how it works or learn more.

What's on your mind?  
San Francisco Friends Post

**Control Your Default Privacy**  
This setting will apply to status updates and photos you post to your timeline from a Facebook app that doesn't have the inline audience selector, like Facebook for Blackberry.

Public Friends Custom

**How You Connect**  
Control how you connect with people you know. [Edit Settings](#)

**Timeline and Tagging**  
Control what happens when friends tag you or your content, or post on your timeline. [Edit Settings](#)

**Ads, Apps and Websites**  
Manage your settings for ads, apps, games and websites. [Edit Settings](#)

**Limit the Audience for Past Posts**  
Limit the audience for posts you shared with friends of friends or Public. [Manage Past Post Visibility](#)

**Blocked People and Apps**  
Manage the people and apps you've blocked. [Manage Blocking](#)

**Step 8.** Control how you connect with people. Click on the “edit settings” button to the right of the “how you connect” section, and a pop-up window will appear. By clicking on the boxes with arrows on the right side of the pop-up window, you will access drop-down menus allowing you to personalize with whom you want to connect. Each drop-down menu gives you the option to connect with: 1) everyone; 2) friends of friends; or 3) friends (only). If you want a lot of individuals to find you, add you as a friend, and be able to communicate with you, select “everyone” for these options. To be more selective on who can find you, add you as a friend, and be able to communicate with you, select either “friends of friends” or “friends” (depending on how restrictive you want to be). When you are done making your selections, simply click the “done” button and you will return to the “privacy settings” page.



The screenshot shows a settings window titled "How You Connect" with a blue header. It contains four rows, each with a question on the left and a dropdown menu on the right. All dropdown menus are currently set to "Everyone". At the bottom left is a "Learn more" link, and at the bottom right is a blue "Done" button.

Setting	Current Selection
Who can look up your timeline by name?	Everyone
Who can look you up using the email address or phone number you provided?	Everyone
Who can send you friend requests? [?]	Everyone
Who can send you Facebook messages?	Everyone

**Step 9.** Control what happens when friends tag you or your content, or post on your timeline. Click on the “edit settings” button to the right of the “how you connect” section and a pop-up window will appear. By clicking on the boxes with arrows on the right side of the pop-up window, you will access drop-down menus allowing you to personalize: who can post on your timeline, who can see what others post on your timeline, and who can see posts you’ve been tagged in on your timeline. If you wish to dispense information to the public through your Facebook page but you do not want anyone to have the ability to post their own comments on your page, select “no one” as the option for who can post on your timeline. By selecting this option, you can post as much as you want on your page, but no one else has the ability to post on your page.

You also have the ability to approve posts that your friends “tag” you in before they appear on your page’s timeline. By clicking on the arrows to the right of these sections within the pop-up window, a new pop-up window will appear allowing you to click the “enabled” button if you wish to review tags before they are posted. These pop-up windows also give you an explanation as to what “tag review” means. If you do not want anyone to include you in a post or photo without your permission, select “enabled” as the options for these “tag review” sections. When you are done making your selection, click the “back” button and you will return to the previous pop-up window.

When you are done making all of your selections on the “timeline and tagging” window, simply click the “done” button and you will return to the “privacy settings” page.



The image shows a screenshot of the Facebook 'Timeline and Tagging' settings window. The window has a blue header with the title 'Timeline and Tagging'. Below the header, there are six settings rows, each with a text label on the left and a control on the right. The controls include drop-down menus and toggle switches. At the bottom right of the window is a blue 'Done' button.

Setting	Value
Who can post on your timeline?	Friends
Who can see what others post on your timeline?	Friends
Review posts friends tag you in before they appear on your timeline	On
Who can see posts you've been tagged in on your timeline?	Friends
Review tags friends add to your own posts on Facebook	On
Who sees tag suggestions when photos that look like you are uploaded?	No One

**Step 10.** Manage the people and/or apps you wish to block (or have blocked). Click on the “manage blocking” button to the right of the “blocked people and apps” section and you will be taken to a page containing various options for blocking people and apps. If you wish to remain friends with certain individuals on Facebook but want to restrict what they can see on your page, click on the “edit list” link to the right of the “add friends to your restricted list” section and a pop-window will appear. Select the “friends” option from the drop-down menu on the upper left side of the pop-up window, and all of your friends will appear in the window. Scroll manually through the photos or type in a friend’s name in the search bar, and when you have found an individual whose access you wish to restrict, simply click on the individual’s picture to add them to the “restricted” list (you can click on multiple photos to add several people to the list at once). When you are done making your selections, click the “finish” button and you will return to the “manage blocking” page.

The “block users” section of the page allows you to block an individual from being your friend and interacting with you on Facebook. To block an individual, simply enter the person’s name in the “name” box and click the “block” button. If you wish to unblock a person who has already been blocked, simply click the “unblock” link next to the name.

The next two sections allow you to block app invites and event invites from individuals. If a person keeps sending you invites to use apps or to attend events and you don’t want to receive them anymore, simply enter the person’s name in the “name” box and click on the person’s name when it pops up under the box. To unblock a person, click the “unblock” link next to the name.

The last section allows you to block apps from accessing your information through Facebook. To block an app, enter the name of the app in the “name” box and click on the app’s name when it pops up under the box. To unblock an app, click the “unblock” link next to the name.

*To view a screenshot of the “manage blocking” page, please refer to the next page of this document.*

Below is a screenshot of the “manage blocking” page, where you can adjust a number of settings related to people and apps that can access your information on Facebook:

The screenshot shows the Facebook 'Manage Blocking' settings page. At the top, there is a navigation bar with the Facebook logo, a search bar, and a 'Home' dropdown menu. Below the navigation bar, the page title is 'Choose Your Privacy Settings > Manage Blocking'. A 'Back to Privacy' button is located at the top left of the main content area.

The main content area is divided into several sections, each with a title, a description, and a list of blocked items with an 'Unblock' link:

- Add friends to your Restricted list:** When you add friends to your Restricted list they can only see the information and posts that you make public. Facebook does not notify your friends when you add them to your Restricted list. [Edit List.](#)
- Block users:** Once you block someone, that person can no longer be your friend on Facebook or interact with you (except within apps and games you both use and groups you are both a member of).
  - Name:  [Block](#)
  - Email:  [Block](#)
  - Samantha Surveyor [Unblock](#)
    - Cornelius Commissioner [Unblock](#)
    - Abe Assessor [Unblock](#)
    - Rick Recorder [Unblock](#)
    - Connie Council [Unblock](#)
    - Chloe Clerk [Unblock](#)
- Block app invites:** Once you block app invites from someone, you'll automatically ignore future app requests from that friend. To block invites from a specific friend, click the "Ignore All Invites From This Friend" link under your latest request.
  - Block invites from:
- Block event invites:** Once you block event invites from someone, you'll automatically ignore future event requests from that friend.
  - Block invites from:
  - Cameron Coroner [Unblock](#)
    - Mister I. T. [Unblock](#)
- Block apps:** Once you block an app, it can no longer contact you or get non-public information about you through Facebook. [Learn More.](#)
  - Block apps:
  - Docs [Unblock](#)
    - Pandora [Unblock](#)
    - Yelp [Unblock](#)
    - FrontierVille [Unblock](#)
    - Pioneer Trail [Unblock](#)
    - Socialcam [Unblock](#)
    - Viddy [Unblock](#)
    - MyCalendar - Birthdays [Unblock](#)
    - Slotomania [Unblock](#)
    - Texas HoldEm Poker [Unblock](#)
    - Diamond Dash [Unblock](#)

## Helpful Hints:

- **Don't be afraid to explore the pages of Facebook and change your settings multiple times to see what works best for you.** Facebook is perhaps best learned through trial-and-error, so if you are unhappy with who can currently send you messages or who can find you and add you as a friend, feel free to change your settings.
- **Privacy setting options and manage blocking options can be very helpful if you are dealing with a difficult person or situation.** You may add a "friend" who only wishes to post irrelevant information to your page or who sends you inappropriate or threatening messages. These things can happen, but don't panic - you have options to put an end to such behavior. By changing your privacy setting options, you can prevent individuals from posting comments or information directly on your page. If you feel the need to cut off communication with them entirely, add their names to the "blocked users" section and they will no longer have the means to contact you through Facebook.
- **Utilize the "help" section of Facebook.** Clicking on the small arrow at the very top right of the page will open a drop-down menu containing several options - select the "help" option at the bottom of the menu. A pop-up window will appear in the upper right corner of the screen, giving you a few general areas in which you may need help, or you can enter some search terms in the "search for help" box. If you still cannot find the answer to your question or if you need to report a problem, simply click the "visit the help center" link or the "report a problem" link at the bottom of the pop-up window and follow the instructions.
- **Have fun with it!** You have taken a big step in reaching out to your constituents through a whole new form of communication, and Facebook can certainly be a helpful tool in dispensing information to people in a fast and easy way. Keep your constituents coming back by updating your page on a regular basis and including information that would be helpful to them, such as your duties as a county elected official or the services your office provides.