Sherry Kinkoph
Gunter

Sams Teach Yourself Facebook® in 10 Minutes

Sams Teach Yourself Facebook® in 10 Minutes
Copyright © 2010 by Pearson Education, Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-672-33087-2
ISBN-10: 0-672-33087-3

Library of Congress Cataloging-in-Publication data is on file.

Printed in the United States of America

First Printing August 2009

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Pearson Education, Inc. cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an "as is" basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

Bulk Sales

Pearson Education, Inc. offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales. For more information, please contact

U.S. Corporate and Government Sales

1-800-382-3419

corpsales@pearsontechgroup.com

For sales outside of the U.S., please contact

International Sales

international@pearson.com

Associate Publisher
Greg Wiegand

Acquisitions Editor
Michelle Newcomb

Development Editor
Joyce Nielsen

Managing Editor
Patrick Kanouse

Project Editor
Jennifer Gallant

Copy Editor
Water Crest Publishing, Inc.

Indexer
Tim Wright

Technical Editor
Vince Averello

Publishing Coordinator
Cindy Teeters

Book Designer
Anne Jones

Compositor
Bronkella Publishing LLC

Introduction

Anyone in the know has heard the buzz about Facebook. It's a hot topic these days, and shows no signs of letting up. If you're ready to get to the bottom of this Internet sensation and find out how to utilize this social networking phenomenon for yourself, this is the book for you. Social networks are a bit daunting at first, but don't worry. This book will show you how to navigate the site and make use of its various features in no time at all. By the end, you'll feel like you can Facebook with the best of them!

About This Book

As part of the *Sams Teach Yourself in 10 Minutes* guides, this book aims to teach you the ins and outs of using Facebook without wasting a lot of precious time. Divided into easy-to-handle lessons that you can tackle in 10 minutes each, you learn the following Facebook tasks and topics:

- How to painlessly set up a Facebook account
- How to create and manage a profile page, including how to add a profile picture
- How to connect with friends and make new ones
- How to communicate by messaging, chatting, and posting status updates
- How to track what your friends are doing and what they're up to on Facebook
- How to upload photos and videos to share with friends
- How to share your common interests and hobbies through groups
- How to add applications to get more out of your Facebook experience
- How to sell and buy stuff in the Marketplace

- How to use Facebook's mobile features
- How to create pages for a professional business or organization
- How to keep yourself safe on Facebook
- How to conduct yourself on the site and follow Facebook's terms of service and unspoken etiquette rules

After completing these lessons, you'll know everything you need to know to get the most out of your time on Facebook.

Who This Book Is For

This book is geared toward anyone interested in learning their way around Facebook. Whether you're a new user or a seasoned participant, or you're just learning how to navigate the new and improved interface, this book shows you each major feature of the site and how to make use of it. For example, have you always wanted to start your own group? Have you ever wondered how to invite people to a party? Or perhaps you've always wanted to look for more applications to try but didn't know how to find them? You'll learn how to do these tasks, and more.

Each lesson focuses on a particular subject, such as communicating on Facebook or using the Photos application. You can skip around from topic to topic, or read the book from start to finish.

What Do I Need to Use This Book?

To use this book, all you really need is a healthy dose of curiosity to find out what you can do on Facebook. To use Facebook itself, you'll need a computer, a web browser, and an Internet connection. That's it. Facebook is free to use, so if you've got those three things, you're all set.

Conventions Used in This Book

Whenever you need to click a particular button or link in Facebook, you'll find the label or name for that item bolded in the text, such as "click the **Delete** button." In addition to the text and figures in this book, you'll also encounter some special boxes labeled Tip, Note, or Caution.

Tip

Tips offer helpful shortcuts or easier ways to do something.

Note

Notes are extra bits of information related to the text that might help you expand your knowledge or understanding.

Caution

Cautions are warnings or other important information you need to know about consequences of using a feature or executing a task.

Screen Captures

The figures captured for this book are mainly from the Internet Explorer web browser (version 8.0). If you use a different browser, your screens may look slightly different.

Also keep in mind that the developers of Facebook are constantly working to improve the website. New features are added regularly, and old ones change or disappear. This means the pages change often, including the elements found on each, so your own screens may differ from the ones shown in this book. Don't be too alarmed, however. The basics, though they are tweaked in appearance from time to time, stay mostly the same in principle and usage.

LESSON 3

Connecting with Friends

In this lesson, you learn how to use the Facebook Friends features to connect with friends online. You learn how to find friends, respond to friend requests, and view and organize friend lists.

Finding Friends

Because you can't really have a social network without friends in some form or fashion, let's get started with learning how to connect with people on Facebook. Many people find themselves invited to join Facebook by their friends who are already online. If this is the case for you, you already have some friend connections to get you started. If you're brand-spanking new to Facebook, you'll have to start finding friends from scratch.

Joining a Network

One of the easiest ways to start connecting on Facebook is to join a network. On Facebook, a network is an online community to which you belong. A network can be as simple as a geographical area, such as your region of the country or your city. Colleges and universities, high schools, companies, and organizations can all be networks on Facebook. When you join a network, anyone else on the network can view your profile (unless you change your profile's privacy setting). By joining a network, your chances of encountering people you know increase dramatically, as well as opportunities for meeting new people who share the same interests.

Depending on the network, such as a school or workplace, you may be required to have a working email address through the organization in order to sign up on their network. If you join a regional or city network, Facebook allows you to join only one area at a time. You cannot be a part of both the Chicago network and the New York City network, for example.

To join a network, follow these steps:

1. Click the **Settings** link on the blue navigation bar; then click **Account Settings**.
2. From the My Account page, click the **Networks** tab. Facebook displays any networks you've joined listed on the left and a field on the right for joining more, as shown in Figure 3.1.

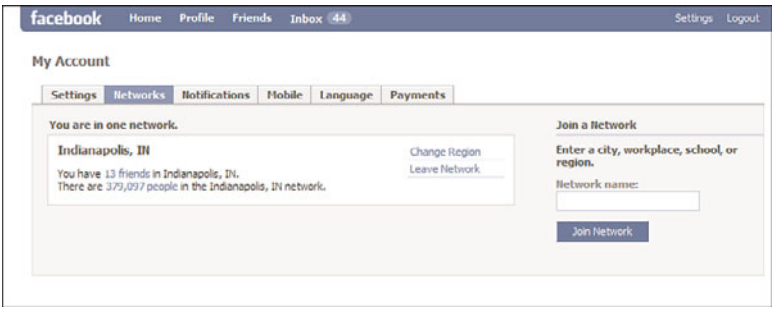

FIGURE 3.1 Use the Networks tab on the My Account page to join networks.

3. Under the Join a Network area, click in the **Network name** box and start typing the workplace, city, region, or school name.

   If Facebook recognizes the entry, it displays a list of possible matches. Click one to join. If there are requirements for joining the network, Facebook alerts you.

After you join a network, it's added to the list on the Networks tab. You can use the associated links to change your network region or leave the network entirely if you no longer want to participate.

Tip

If you don't see a network for your area or company, you can contact Facebook and ask them to create one.

Looking Up Friends

It's easy to look up people on Facebook and establish online connections. For example, if you want to find an old high school chum or look to see if a family member has a profile on the site, you can use the Facebook tools to perform a search. As of this writing, Facebook is revamping its search tools, so the steps and screens you see on your browser window may vary from what you see here. The principles, however, remain the same. You can search for friends to your heart's content using features found on the Friends page, shown in Figure 3.2. Simply click the **Friends** link in the blue navigation bar at the top of the page to navigate to the page. You can also hover your mouse pointer over the **Friends** link in the navigation bar and directly click **Find Friends** to get to the page. The Friends page opens to the Find Friends tools automatically, however, you can always click the Find Friends link to view the tools again later.

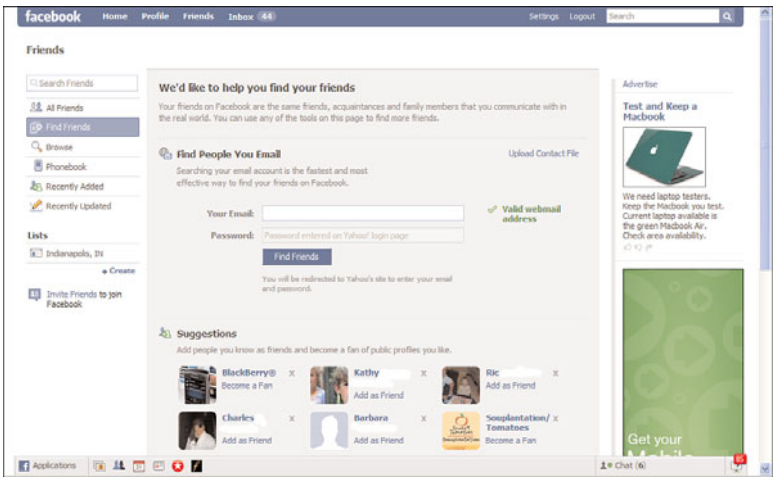

FIGURE 3.2 Use the Friends page to locate friends on Facebook or through your email account.

The Find Friends page is all set up to help you locate friends through your email account, offer friend suggestions if you already have some friends, or search for people by name. The top portion of the page focuses on finding friends based on your email client's address book or contacts list. In other words, Facebook checks your email address book against users' email addresses on the site and tells you about any matches. You'll have to okay access to your email client to perform this task.

Note

To search through your contacts or address book, you must give Facebook the password for the email account. If you're not comfortable doing this, you may want to forgo this search method entirely. To learn more about Facebook's privacy and security settings, see Chapter 5, "Guarding Your Privacy."

The middle portion of the page lists suggestions based on people you've already added to your list. These are typically friends of friends. You can click the **Add as Friend** link beneath a name to invite them to be your friend. This area of the page also lists pages you can become fans of, if interested, that your friends are already supporting.

The bottom portion of the page, shown in Figure 3.3, displays a search tool you can use to look for specific names on Facebook. There's also a tool for looking for connections via your instant message (IM) names.

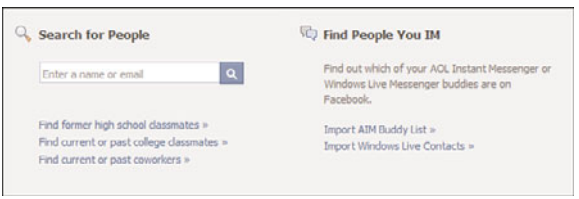

FIGURE 3.3 You can use the Search for People feature to look for people you know on Facebook.

Tip

You can click the **Invite Friends** link on the left side of the page to invite people you know to join Facebook. When you click the link, a message form appears that you can fill out and email to people you want to invite.

To search for someone on Facebook, just click in the text box under the Search for People area of the page and type in a name; then click the **Search** button or press the **Enter** or **Return** key. Facebook displays a results page with any matches, similar to Figure 3.4. Depending on how common the name is, you may have to scroll through and view each match to determine if it's the right person or not. If in doubt, you can always send an email message inquiring whether it's the person you think you know or not using the **Send a Message** link.

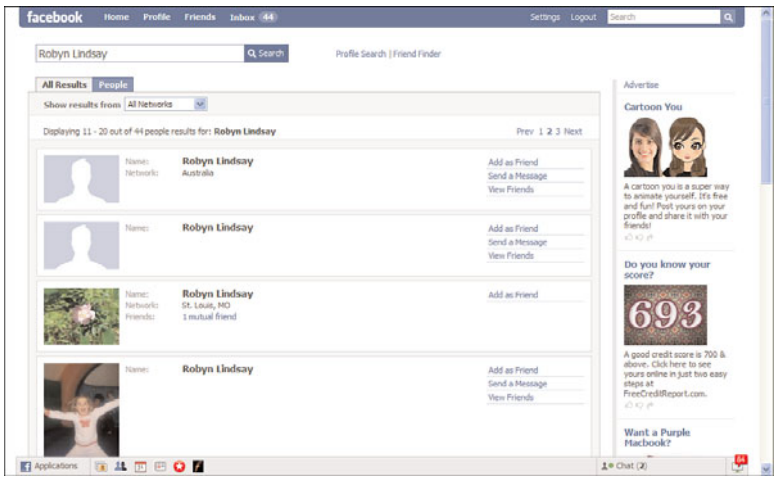

FIGURE 3.4 When you conduct a search, Facebook displays a results page with possible matches. It's up to you to figure out who exactly you're looking for.

From the results page, you can click the **Profile Search** link at the top and conduct a more detailed search based on profile information. If you click the **Friend Finder** link, the same Friends page information opens again as shown in Figure 3.2.

Tip

To search for AOL Instant Messenger or Windows Live Messenger buddies, choose a link under the Find People You IM area of the Friends page. You can look up people you contact using instant messaging.

You can also conduct a search for someone using the **Search** field at the top of the Facebook page on the blue navigation bar.

When you do finally find a friend on Facebook, you can send him or her a friend request by clicking the **Add as Friend** link. When you click the link, a box pops up, shown in Figure 3.5. Facebook lets you know that the person will have to confirm you as his or her friend first. You can use the box to add a personal message to the request. You can also choose to categorize the friend if you have organized your friends into lists (learn more about this later in the chapter).

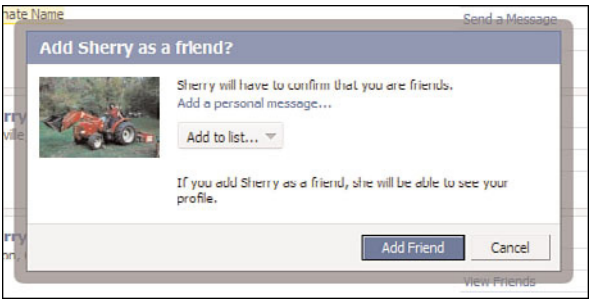

FIGURE 3.5 You have the option of sending a personal message along with your friend request.

Tip

When you add a new friend, you can use Facebook's friend suggestion feature to connect the person to other friends you both know. This feature is especially helpful if your friend is new to Facebook. Open the person's profile page and scroll down a bit under his or her profile picture to find the **Suggest Friends for** link. Click it to open a box for selecting friends to suggest and send along to the people you think might be interested in knowing the new friend.

Responding to Friends Who Find You

While you're busy inviting people to be your friend, don't forget to look for friend requests from other people. When you're the lucky recipient of an invitation from another Facebook user, it appears on your Home page as a friend request up in the requests area. Facebook also alerts you with an email if you've turned on the requests feature. In the top-right corner of the Home page, shown in Figure 3.6, Facebook lists any notifications you have waiting to deal with, such as friend requests or event invitations.

FIGURE 3.6 Remember to check your requests area for requests and invitations.

Click the **friend requests** link to open the Requests page, shown in Figure 3.7, which lists all kinds of requests, including invitations for joining groups, causes, responding to party invites, game challenges, and more.

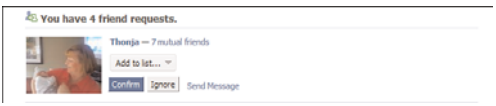

FIGURE 3.7 The Requests page keeps a running list of all your requests, including friend requests.

If you're having trouble remembering who the person is or how you might know him, you can click his picture to view his profile first, and then decide to add him as a friend or not. You can also click the **mutual friends** link and learn which mutual friends you have in common. If you're still having trouble figuring out who the person is, you can click the **Send Message** link and fire off an email message—perhaps to diplomatically authenticate that it's the person you think it is, or maybe just to say hello.

If you've organized your friends into lists (which is covered in the next section), you can choose to categorize the person to a particular list using the **Add to list** pop-up menu before you actually confirm him as a friend.

If you decide you'd rather not befriend the person on Facebook, you can click the **Ignore** link. This makes the request disappear without approval.

To process a friend request and make it official, you can simply click the **Confirm** link next to the person's picture, as shown in Figure 3.7. Facebook immediately adds the person to your friends list and gives you options for suggesting new friends, adding details about the friend, or writing on the person's wall, as shown in Figure 3.8.

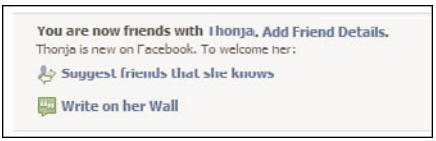

FIGURE 3.8 Facebook displays this information immediately after you confirm a friend request.

Viewing and Editing Friends

After you start accumulating friends on Facebook, you'll want to view their profiles from time to time and see what they're up to online, or check out their latest photo or video postings. For starters, when you open your profile page, Facebook displays a random list of friends in a little Friends box area on the left side of the page. You can click a friend to view his or her profile. There are far more ways to view as well. The best place to begin is on the Friends page. The Friends page offers all kinds of ways to view, filter, and organize your friends on Facebook.

Tip

All the box areas on your profile page are editable, including the Friends box. Just click the **Edit** button—the button that looks like a tiny pencil icon—in the upper-right corner of the area and choose an option. In the case of the Edit box for friends, you can choose to increase or decrease the number of friends displayed in the area, or choose to show only certain friends.

Viewing Friends

There are several routes you can take to the Friends page. You've already learned how to open the Friends page to the search options earlier in this lesson. Now you'll learn how to view your friends list. You can click the **Friends** link on the Facebook navigation bar at the top of the page and then click **All Friends**. You can also hover the mouse pointer over the **Friends** link and click **All Friends**. In addition, you can also click the **See All** link found in the Friends box area on your profile page and then click **All Friends**. Any of these paths will take you to a page displaying your list of friends, similar to Figure 3.9.

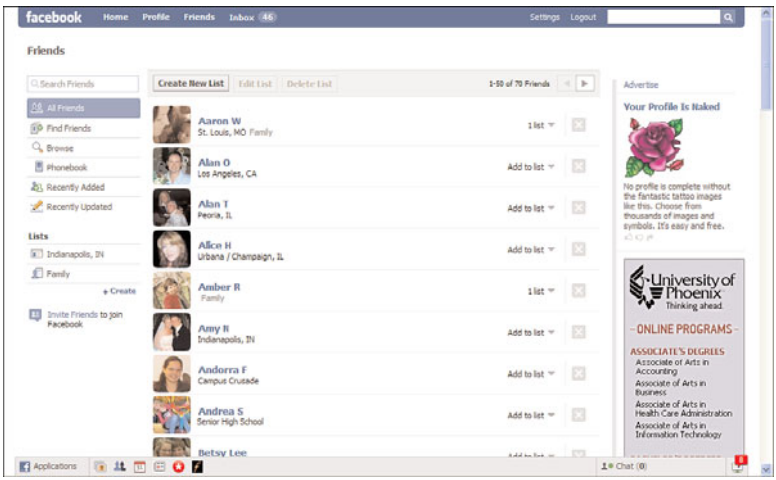

FIGURE 3.9 The friends list is simply a page or pages listing all your Facebook friends.

To view any friend's profile in the list, just click the person's name or photo. There are a couple of filters you can use on the left side to filter the list and show recently added friends, or friends who have updated their status. You can click the **Browse** link, for example, to browse friends based on their network.

If your friends have added phone information to their profiles, such as a cell phone number, you can click the **Phonebook** link and view their contact information.

Organizing Friends into Lists

If you like organization, you'll love Facebook's friend lists. You can group your friends into lists, which is particularly useful if you have hundreds of them on Facebook. For example, you may have a list for family and another for close friends, and still another list filled with casual acquaintances. Lists can help you keep track of different groups at different times, or send out messages to everyone in a group all at once.

If you're like most people, you probably talk about some subjects with everybody and other subjects with only those who are close to you. For example, you may freely express your political or religious views, but not everyone on your friends list or network may want to share in those views. So you end up having private conversations with some, and more public conversations with others. You can make sure your separate worlds don't collide on Facebook using friend lists as a tool for communicating and organizing.

To create a friend list, follow these steps:

1. Navigate to the Friends page and click **All Friends**.
2. Click the **Create List** button at the top of the lists area.
3. In the Create New List box (see Figure 3.10), type a name for the new list and press **Enter** or **Return**.
4. You can scroll through and click on people you want to add to the new list, or you can type their names in the field at the top of the box.
5. When you finish adding friends to the list, click the **Create List** button.

After you create a new list, Facebook saves it and displays the Home page showing only the status updates and news feed of the people on the list you just made. To return to the normal news feed again that shows all your friends, just click the **News Feed** link on the upper-left side of the Home page. Anytime you want to view the news feed with just the friends from the list you created, just click its name on the Home page. You can also click the list name from your Friends page.

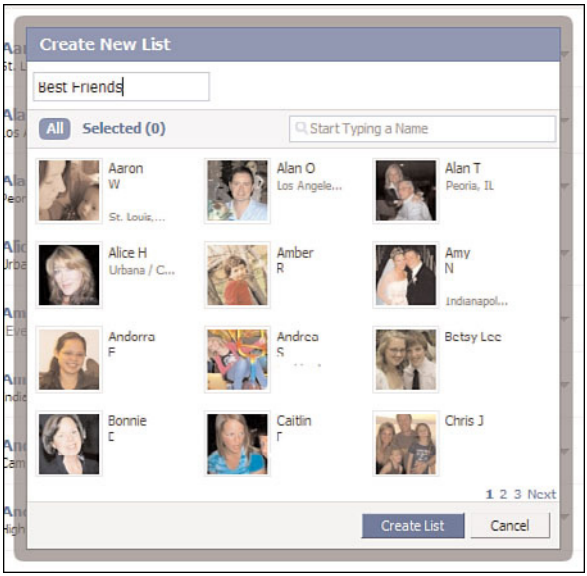

FIGURE 3.10 You can use the Create New List box to whip up a specialized list of Facebook friends.

You can easily add names to a list, or remove names. The list is just for you; no one else can see your lists. To edit your list, return to the Friends page and click the list. Click the **Edit List** button and make your changes. When you finish, click the **Save List** button.

To remove a list entirely, display the list and click the **Delete List** button; then click **Delete List** from the box that appears.

You can use Facebook's emailing features to email everyone on a list all at once. To learn more about sending messages in Facebook, see Lesson 7, "Communicating Through Facebook."

Un-Friending Friends

As your friends list grows, you may encounter an occasion in which you want to "un-friend" someone. For example, if the person turns out to be a notorious spammer or you have a falling out of some kind, you can

remove the person from your list, or perhaps you want to pare down your list to just people you actually know in some way. There's no official declaration of this action; however, if your friend goes looking for you in her friend list, your name won't appear anymore.

To remove a friend, display his or her profile page and click the **Remove from Friends** link located near the bottom-left area of the page. You can also click the person's name on your Friends page friends list (see Figure 3.9) and click the **X** button to the right of the person's name. A prompt box appears, as shown in Figure 3.11. Click the **Remove** button to finalize the removal.

FIGURE 3.11 A friend removal action is permanent.

There's no undo button for a friend removal. If you do want to "re-friend" them again at a later time, you'll have to beg them to be your friend again through a friend request.

Summary

In this lesson, you learned how to join a network, look for friends on Facebook, and respond to friend requests. You also learned how to view your friend list and organize your friends into other lists. Finally, you learned how to "un-friend" a friend. In the next lesson, you learn how to use Facebook's Help Center and find some tips for conducting yourself on the website.

Index

A

abuse, reporting, 63
accessing
    account info, 27
    Help Center, 46-48
accounts
    access, controlling, 51-52
    information, accessing, 27
    security, sharing content and information, 43
    signing up for, 13-18
activating text messaging feature, 200-201, 204
adding
    comments to videos, 118
    info to profile, 20-22
    photos to albums, 103
    picture to profile, 22-24
    videos, 114, 117
adjusting
    app settings, 167-169
    Wall privacy settings, 67
advertising
    Marketplace, 189-190
    Oodle, 189
    your Page, 187
albums, 95
    creating, 101-103
    inviting people to view, 107
    opening, 96
    photos
        adding, 103
        editing, 112
        organizing, 111-112
        people, tagging, 109-110
        publishing, 105-107
        uploading with Simple Uploader, 108
    viewing, 98
allfacebook.com, 176
Application Directory, 162
    apps, browsing, 164-166
Applications bar, 161
apps, 157
    adding, 166
    browsing, 164-166
    controlling, 59-62
    displaying, 169-170
    Events, 143-145
    Facebook Verified App badge, 162
    finding, 162
    friendship, 159
    Marketplace, 189-190
        listings, creating, 195-198
        listings, viewing, 193-195
        navigating, 191-192
        subscribing to, 193
    privacy issues, 159
    rearranging, 170

removing, 169
requests
blocking, 163
responding to, 163-164
searching for, 167
settings, adjusting, 167-169
Video, 206
We're Related, 159

B

best practices for security and safety, 50-51
blocking
app requests, 163
people, 62-63
blogging, 90-92
bookmarking websites, 87
browsing
apps, 164-166
events, 146-148
groups, 129, 134-135
with mobile browser, 205
building a profile, 18-19
info, adding, 20-22
picture, adding, 22-24

C

changing your status, 26
Chat tool, 93-94
closed groups, 126
comments, adding to videos, 118
comparing profile pages and Pages, 172-174
confirming groups, 132
content sharing, 43
controlling
account access, 51-52
applications, 59-62
News Feed and Wall, 58-59
profile privacy, 54-56
searches, 56-58
creating
albums, 101-103
events, 150-154
friend lists, 38-39
groups, 135-139
Markeplace listings, 195-198
Pages, 178-182
profile, 18-19
info, adding, 20-22
picture, adding, 22-24
customizing
mini-feed, 72-73
privacy settings, 53-54
applications, controlling, 59-62
News Feed and Wall, controlling, 58-59
people, blocking, 62-63
profile privacy, 54-56
searches, controlling, 56-58
Wall, 73

D

deleting
apps, 169
groups, 142
discussion boards, 132
displaying
apps, 169-170
joined groups, 134
Dr. Pepper Page, 172

E

editing
apps, 167-169
Pages, 184-186

photos, 112
videos, 119
enhancing notes with HTML, 92
etiquette, 44-46
events, 143
browsing, 146-148
creating, 150-154
linking to groups, 155
locating, 145-146
managing, 154-156
RSVPing, 148
searching for, 148
sharing, 148
Events app, 143-145
expanding Chat tool window, 94

F

Facebook Mobile page, 200
Facebook Verified App badge, 162
filling out Page info, 183-184
filtering
news feeds, 74, 87
Wall postings, 70
Find Friends page, 32-34
finding
apps, 162, 167
events, 145-148
Pages, 176-177
finding friends, 31-34
following Pages, 176-177
friends list, creating, 38-39
friends
finding, 31-34
organizing into lists, 38-39
responding to, 35-36
un-friending, 39-40
viewing, 37
friendship apps, 159

G

gifts, sending, 89
Gifts application, 89
groups, 125
categories, browsing, 134-135
confirming, 132
creating, 135-139
deleting, 142
discussion boards, 132
displaying, 134
invitations, 133
joined groups, viewing, 134
joining, 130-131
managing, 140-142
related events, linking, 155
searching for, 128-130
Groups app, 128

H

Help Center, accessing, 46-48
hiding
postings, 74
stories, 74
history of Facebook, 7
Home page, 9
HTML (HyperText Markup Language), enhancing notes, 92
Hughes, Chris, 7

I

Inbox, messages
managing, 83-84
replying to, 82
sending, 85-86
sending/receiving, 80-83
status indicators, 83
invitations to groups, managing, 133
inviting people to view albums, 107

J-K-L

joined groups, viewing, 134
joining
    Facebook, 13-18
    groups, 130-131
    networks, 29-31

linking groups to events, 155
links, sharing, 86-88
listings (Marketplace)
    creating, 195-198
    viewing, 193-195
live streaming, 73
locating
    apps, 162, 167
    events, 145-148
    Pages, 176-177
locating groups, 128-130
looking up friends, 31-34

M

Mafia Wars, 159
managing
    events, 154-156
    groups, 140-142
    messages, 83-84
    notifications, 75-77
    Pages, 185-186
managing your Wall, 67
marketing
    with Pages, 174-175
    your Page, 187
Marketplace, 189-190
    listings
        creating, 195-198
        viewing, 193-195
    navigating, 191-192
    suscribing to, 193
    suspicious deals, reporting, 190
marking messages, 84
mashable.com, 176
messages
    managing, 83-84
    marking as unread, 84
    replying to, 82
    sending, 85-86
    sending/receiving, 80-83
    status indicators, 83
mini-feeds, 65
    customizing, 72-73
mobile features, 199-200
    photos/videos, uploading, 206
    text messaging
        activating, 200-201, 204
        messages, sending, 205
    web browsing, 205
Muskovitz, Dustin, 7
My Groups page, 134

N

navigating the Marketplace, 191-192
networks, joining, 29-31
News Feed and Wall, controlling, 58-59
news feeds, 65
    filtering, 74, 87
    tracking, 73-75
    video, playing, 117-118
notes, publishing, 92
Notes feature, blogging, 90-92
notifications, 66
    managing, 75-77
    subscribing to, 77
    versus requests, 77

O

Oodle, 189
open groups, 126

opening albums, 96
options, Chat tool, 94
organizing
    friends into lists, 38-39
    photos, 111-112

P

Pages, 171
    advertising, 187
    creating, 178-179, 181-182
    Dr. Pepper, 172
    editing, 184-186
    info, filling out, 183-184
    locating, 176-177
    managing, 185-186
    marketing with, 174-175
    taking offline, 184
    unsubscribing to, 177
    updates, sending, 186
    versus profile pages, 172-174
people, blocking, 62-63
per impression ads, 187
photos
    albums, 95
        creating, 101-103
        opening, 96
        photos, adding, 103
        viewing, 98
    editing, 112
    organizing, 111-112
    people, tagging, 109-110
    publishing, 105-107
    sharing, 95-96, 100
    tagging, 100
    uploading, 103-105, 206
        Simple Uploader, 107-108
    viewing, 97-99
Photos application, 97
    photos
        sharing, 100
        viewing, 99
picture, adding to profile, 22-24
playing videos, 117-118
poking, 88
postings
    filtering, 70
    hiding, 74
    removing from Wall, 69
privacy, 49-50
    applications, controlling, 59-62
    apps, 159
    best practices, 50-51
    News Feed and Wall, controlling, 58-59
    people, blocking, 62-63
    profile privacy, 54-56
    searches, controlling, 56-58
    setting, customizing, 53-54
    terms of service page, 42
    Wall settings, adjusting, 67
profile pages, 10-11. *See also* Pages
    creating, 18-19
    info, adding, 20-22
    photos, viewing, 97
    picture, adding, 22-24
    privacy, controlling, 54-56
    versus Pages, 172-174
    Wall
        changing status, 26
        viewing, 25
Publisher, 68
    web content, sharing, 86-88
publishing
    notes, 92
    photos, 105-107

R

rearranging apps, 170
receiving messages, 80-83
recording videos, 120-123
registration process, 14-18
removing
    apps, 169
    Wall postings, 69
replying to messages, 82
reporting
    abuse, 63
    spam, 127
    suspicious deals in Marketplace, 190
requests
    from apps
        blocking, 163
        responding to, 163-164
    versus notifications, 77
responding
    to app requests, 163-164
    to friends, 35-36
restrictions for using video, 113
RSS (Really Simple Syndication), subscribing to notifications, 77
RSVPing to events, 148

S

safety, terms of service page, 43
Saverin, Eduardo, 7
searches, controlling, 56-58
searching
    for apps, 162, 167
    for events, 148
    for groups, 128-130
    for Pages, 176-177
secret groups, 126
security, 49-50
    account access, controlling, 51-52
    best practices, 50-51
sending
    gifts, 89
    messages, 80-86
    Page updates, 186
    text messages, 205
settings for apps, adjusting, 167-169
Share Bookmarklet tool, 87
sharing
    content and information, terms of service page, 42
    events, 148
    photos, 95-96, 100
    videos, 113-114
    web content, 86-88
shortcuts, 161
signing up for an account, 13-18
Simple Uploader, uploading photos, 107-108
SMS (Short Message Service), 199
spam, 127
starting
    albums, 101-103
    new groups, 135-139
status, updating on your Wall, 68-69
status indicators (messages), 83
stories, 65-66
    hiding, 74
    mini-feed, customizing, 72-73
subscribing
    to Marketplace, 193
    to notifications, 77
SuperPoke, 88
suspicious deals, reporting in Marketplace, 190

T

tabs, displaying for apps, 169-170
tagging
    people in photos, 109-110
    photos, 100
taking Pages offline, 184
terms of service page, 41
    account security, 43
    content, 43
    privacy, 42
    safety, 43
    sharing content and information, 42
text messaging feature, 199
    activating, 200-201, 204
    messages, sending, 205
toolbars, Applications, 161
tracking news feeds, 73-75

U

un-friending friends, 39-40
unblocking people, 63
unsubscribing to Pages, 177
updating
    Pages, 186
    Wall status, 68-69
Upload Photos page, 103
uploading
    photos, 103-108, 206
    videos, 115, 206

V

Video app, 206
videos
    adding, 114, 117
    comments, adding, 118
    editing, 119
    recording, 120-123
    restrictions for use, 113
    sharing, 113-114
    uploading, 115, 206
    viewing, 117-118
viewing
    albums, 98
    conversations, Wall-to-Wall, 71
    friends, 37
    joined groups, 134
    Marketplace listings, 193-195
    photos, 99
    photos on profile pages, 97
    videos, 117-118
    Wall, 25

W-X-Y-Z

Wall
    customizing, 73
    postings
        filtering, 70
        removing, 69
    privacy settings, adjusting, 67
    status, updating, 26, 68-69
    stories, 66
    viewing, 25
    writing on friends', 70-71
Wall-to-Wall conversations, viewing, 71
We're Related apps, 159
web browsing with mobile browsers, 205
web content, sharing, 86-88
websites, bookmarking, 87
Wordscraper, 159
writing on friends' Wall, 70-71