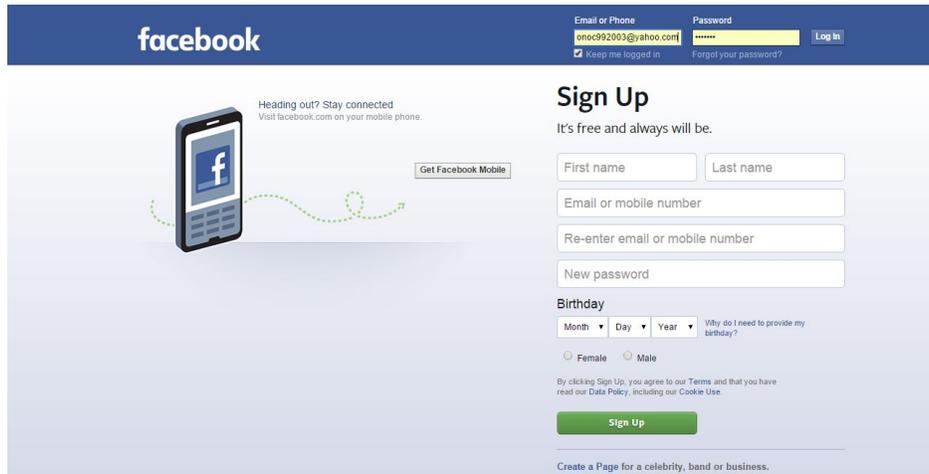


Facebook Training

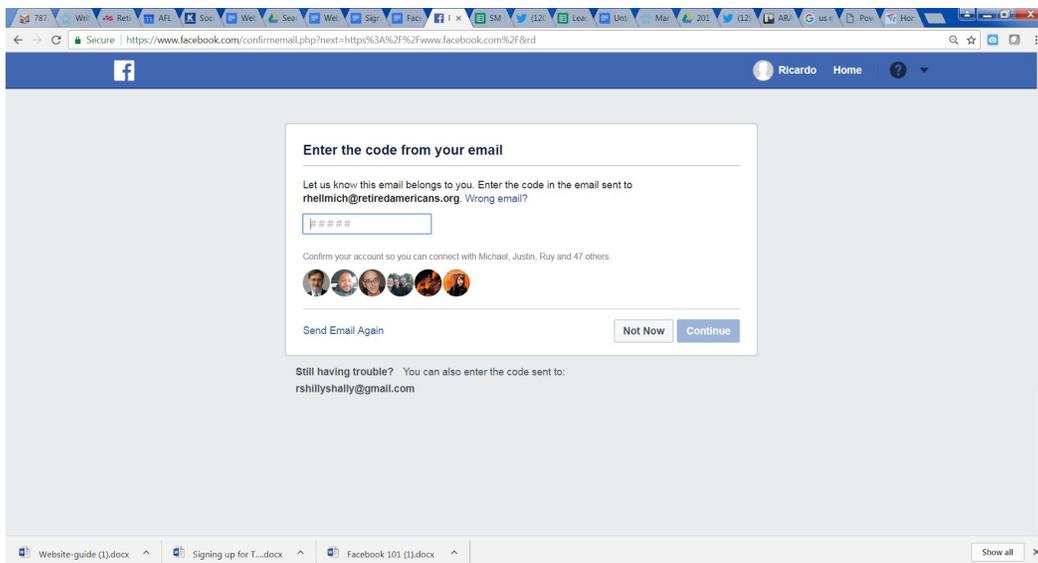
Signing up



The screenshot shows the Facebook sign-up interface. At the top, there are fields for 'Email or Phone' (containing 'enoc92003@yahoo.com') and 'Password'. Below these are checkboxes for 'Keep me logged in' and a link for 'Forgot your password?'. The main heading is 'Sign Up' with the subtext 'It's free and always will be.' The form includes fields for 'First name', 'Last name', 'Email or mobile number', and 'Re-enter email or mobile number'. A 'New password' field is also present. Under the 'Birthday' section, there are dropdown menus for 'Month', 'Day', and 'Year', along with radio buttons for 'Female' and 'Male'. A 'Sign Up' button is at the bottom. A mobile phone icon is shown on the left with the text 'Heading out? Stay connected. Visit facebook.com on your mobile phone.' and a 'Get Facebook Mobile' button.

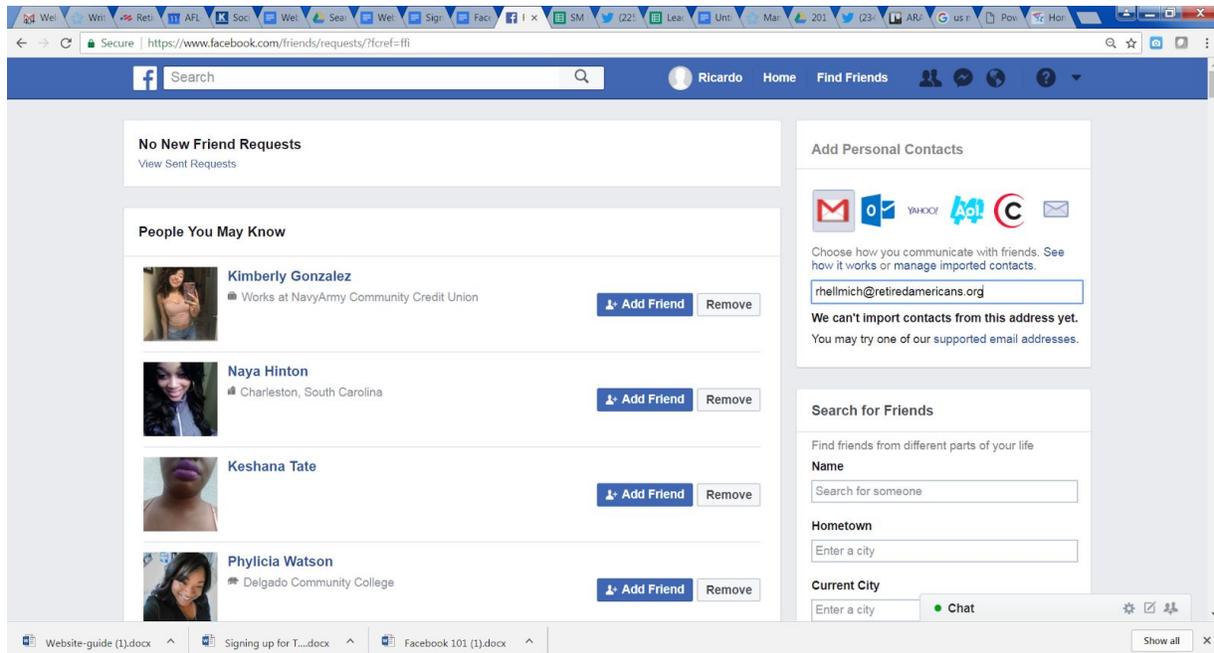
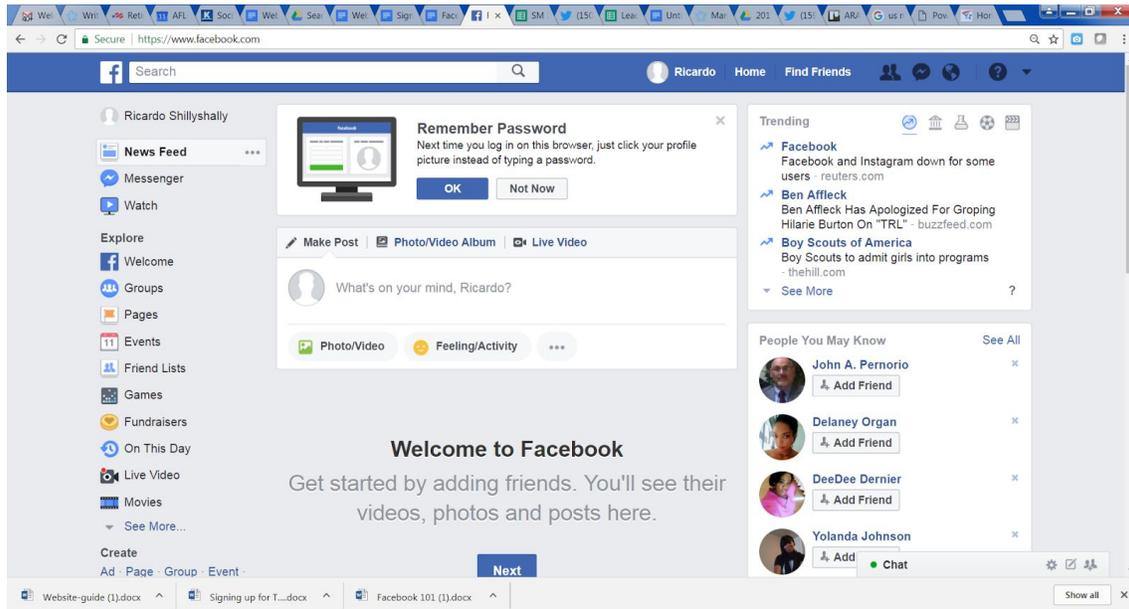
Step 1: Open your web browser and go to www.facebook.com. You will be taken to the page pictured above and given the option to sign up. Enter your name, email address, date of birth, and a password of your choosing. Make sure to write this information down and keep it in a safe place as it can be difficult to recover later.

Step 2: You will have to verify your email by typing in the 5 digit code Facebook sends to you (as shown below), so make sure you register an email address that you have access to. Once verified, you will receive a pop up screen that says "You have successfully confirmed your account with X email. You will use this email address to log in." Click okay.



The screenshot shows a browser window displaying the Facebook email verification page. The URL in the address bar is 'https://www.facebook.com/confirmemail.php?next=https%3A%2F%2Fwww.facebook.com%2F8rd'. The page has a blue header with the Facebook logo and the name 'Ricardo'. The main content area is titled 'Enter the code from your email'. It contains the text: 'Let us know this email belongs to you. Enter the code in the email sent to rhelmich@retiredamericans.org. Wrong email?'. Below this is a text input field with a placeholder '#####'. Underneath, it says 'Confirm your account so you can connect with Michael, Justin, Ray and 47 others.' followed by a row of profile picture icons. At the bottom of the form are two buttons: 'Send Email Again' and 'Continue'. Below the form, there is a link: 'Still having trouble? You can also enter the code sent to: rshillyshally@gmail.com'. The browser's taskbar at the bottom shows several open documents: 'Website-guide (1).docx', 'Signing up for T...docx', and 'Facebook 101 (1).docx'.

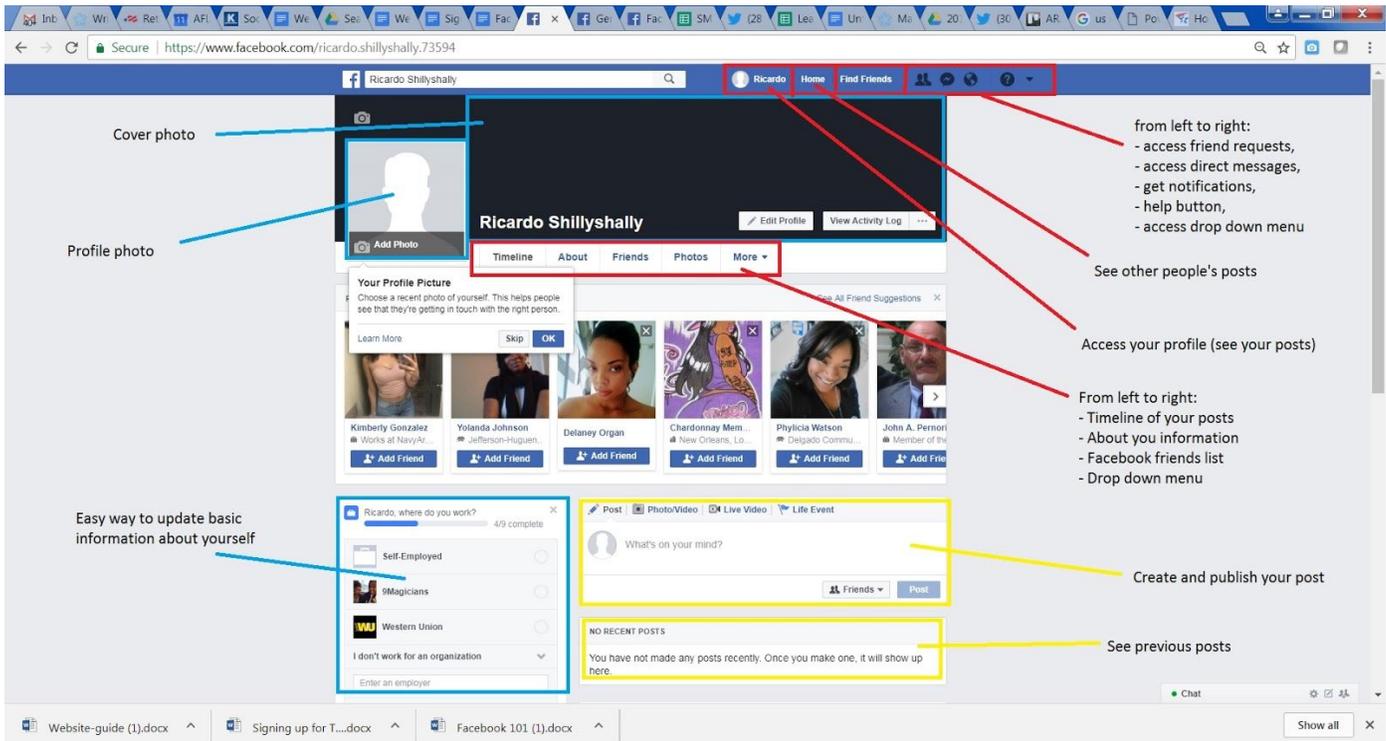
Step 3: You will be taken to your timeline screen (top image below). Hit “next” under the text that says “Welcome to Facebook get started by adding friends.” On the next screen (bottom image below), you can add friends based on suggestions that Facebook provides and/or add your personal contacts as friends by entering your email address in the box in the upper right hand corner.



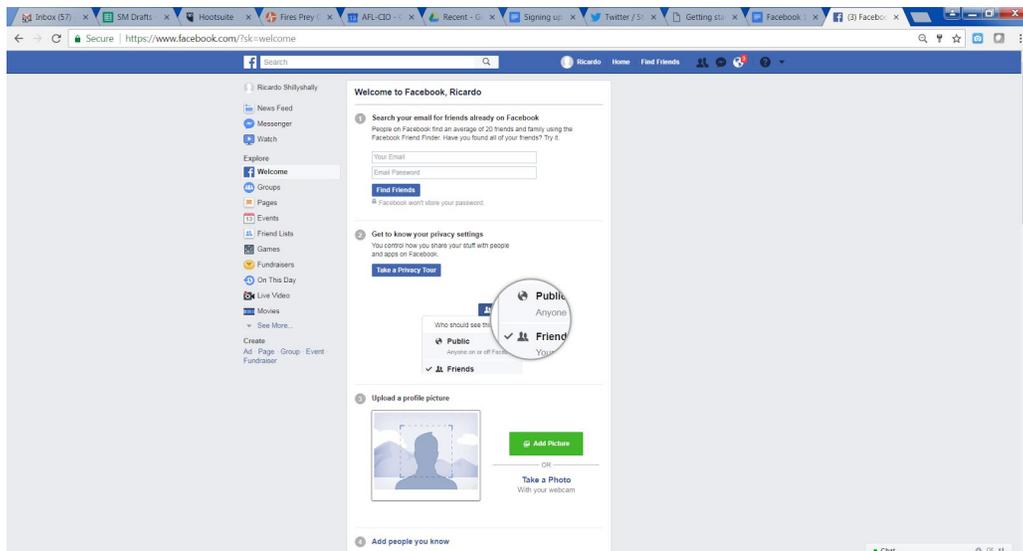
Setting up your profile

Overview: You can get to your profile screen by clicking on your name (next to the search bar in the upper right hand corner). Once you are there, you can change your profile and cover photos and update your information. Below is a diagram identifying aspects that are most relevant to you. Red boxes/lines mark things that are used for navigation, blue boxes/lines mark profile content, and yellow boxes/lines mark things used for posting and seeing posts).

Photos: You can change your cover and profile photos by clicking the camera icons within the upper left hand corner of each space.



Setup if you sign out: If you sign out of Facebook before finishing setup, the following screen will appear when you sign back in. You can choose to explore all the options provided on this screen and update your profile picture by clicking the green "Add picture" button.



Posting on Facebook

Posting from your profile page:

Step 1- You can create and publish posts from your profile page by going to the status bar that asks “what’s on your mind?” Click inside the box to start drafting your post.

Step 2- You can customize your post by adding photos/videos to the post, tag people, add emotions, check in (let people know you’re at a certain place or event), etc. by using the buttons along the bottom of the box. You can also curate who will see your post (your friends or the general public) from here.

Step 3- When you’re ready to publish your post, press the “post” button.

Posting from your home screen:

Step 1- You can create and publish posts from your home page (where you can see other people’s posts) by going to the status bar at the top that asks “what’s on your mind?” Click inside the box to start drafting your post.

Step 2- You can customize your post by adding photos/videos to the post, tag people, add emotions, check in (let people know you’re at a certain place or event), etc. by using the buttons along the bottom of the box. You can also curate who will see your post (your friends or the general public) from here.

Step 3- When you’re ready to publish your post, press the “post” button.

Liking, Commenting, Sharing

Overview: You can like, comment, and share someone else’s post by clicking the symbols at the bottom of the post. Click the thumbs up symbol for like, speech bubble for comment, and the arrow for sharing.