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DigiSkiPasS – Digital Skills Passport for Senior

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FACEBOOK





FACEBOOK: USAGE

Facebook is a social network that offers several features to connect with friends and family, share interests and passions, and discover new information.

Here are some of the most common ways to use Facebook:

Share:

- Post photos, videos, text, and links
- Create stories and streams
- Share other users' posts

Interact:

- Comment and like posts
- Send private messages
- Participate in groups and communities
- React to posts with emojis



Connect:

- Finding Friends and Family
- Send friend requests
- Follow pages and profiles of interest
- Create events and join events created by others



Discover:

- Find new information and news
- Follow influencers and brands
- Playing Online Games
- Learning new things





In addition to these basic features, Facebook also offers many tools for businesses and professionals.

Here are some examples:



- Create a Facebook page for your business
- Serve ads
- Manage your online presence
- Analyze data and statistics

Facebook is a versatile tool that can be used in a number of ways. The best way to use it depends on your needs and interests.

Here are some tips for using Facebook mindfully:

- Protect your privacy
- Manage your time online
- Beware of fake news
- Report inappropriate content
- Be respectful to others



By using Facebook consciously and responsibly, you can make the most of its potential to stay connected with the people you love, discover new information and interests, and grow your business





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SIGN UP FOR FACEBOOK

Here are the key steps to sign up and start using Facebook:



1. Visit the Facebook website or download the app from the Google Play Store or App Store.
2. Create a new account by clicking on the appropriate button.
3. Fill in your required personal details: first name, last name, phone number or email address, and a secure password.
4. Select your date of birth and gender.
5. Confirm your account via the code sent to your phone number or email address.
6. Complete your profile by adding a photo and other personal information.
7. Explore Facebook, add friends, join groups, and start sharing content.

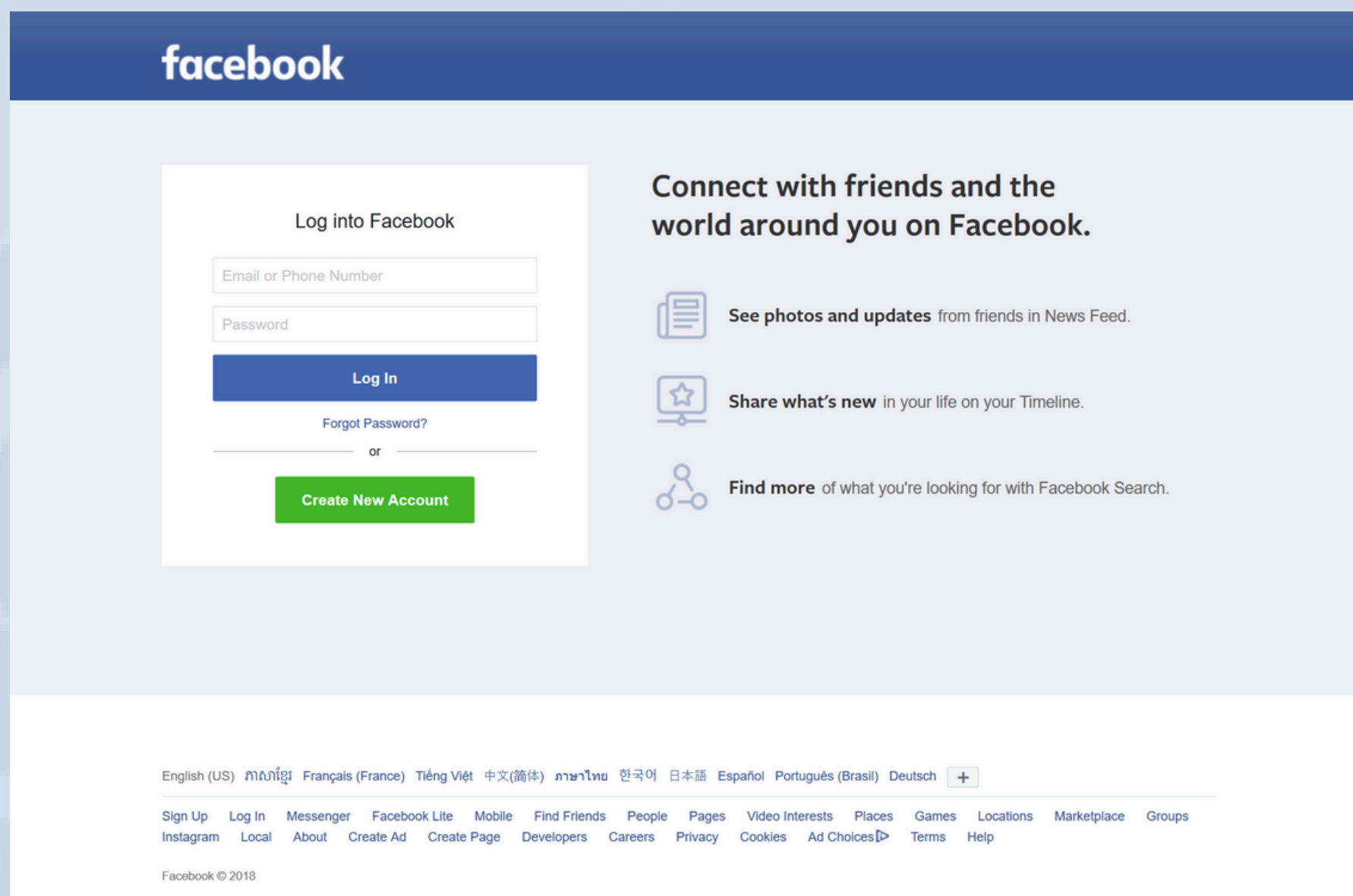
Remember to configure your privacy settings to control who can see your posts and personal information.



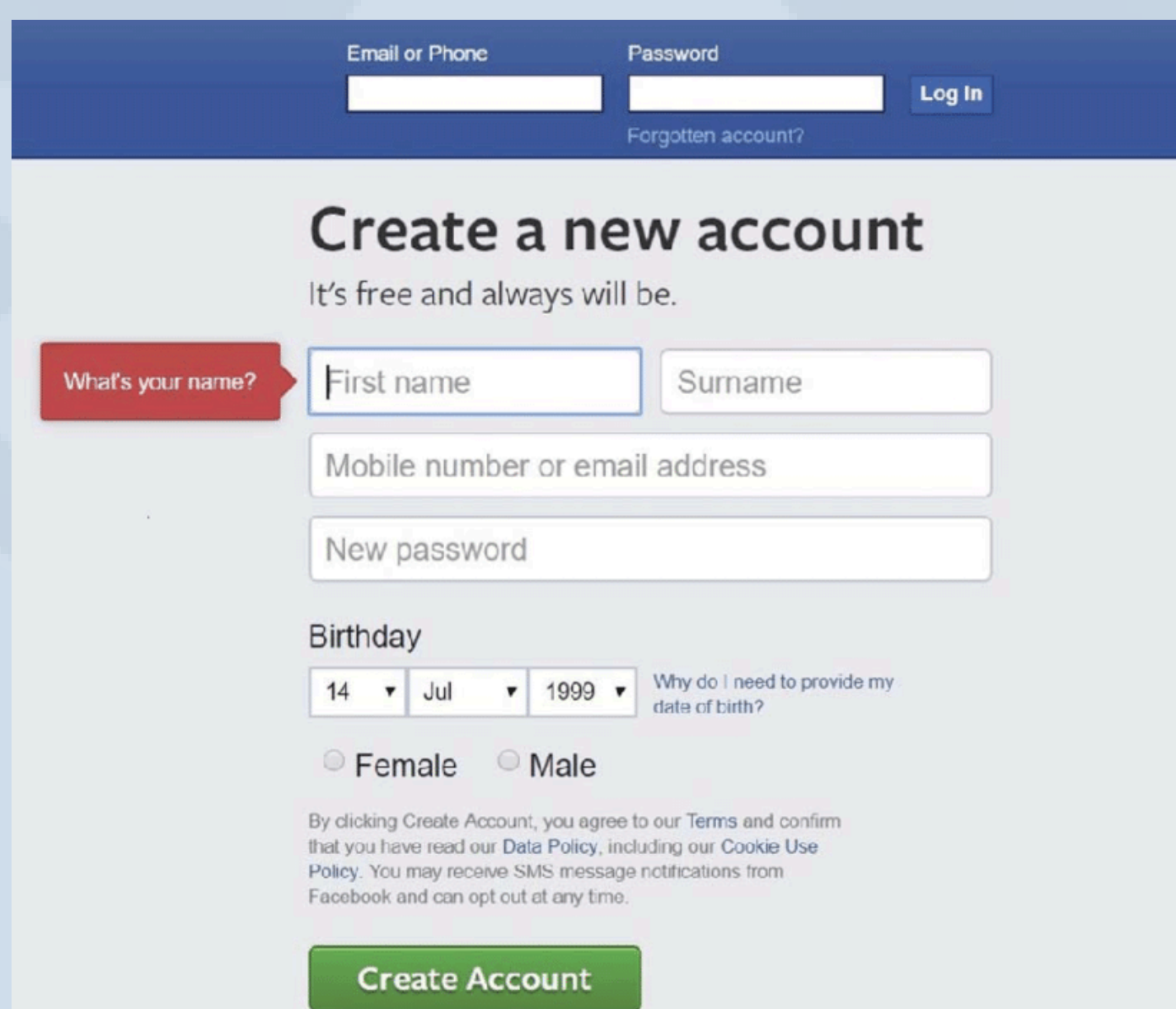


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Here are all the steps necessary to start using the platform according to what has been written so far.



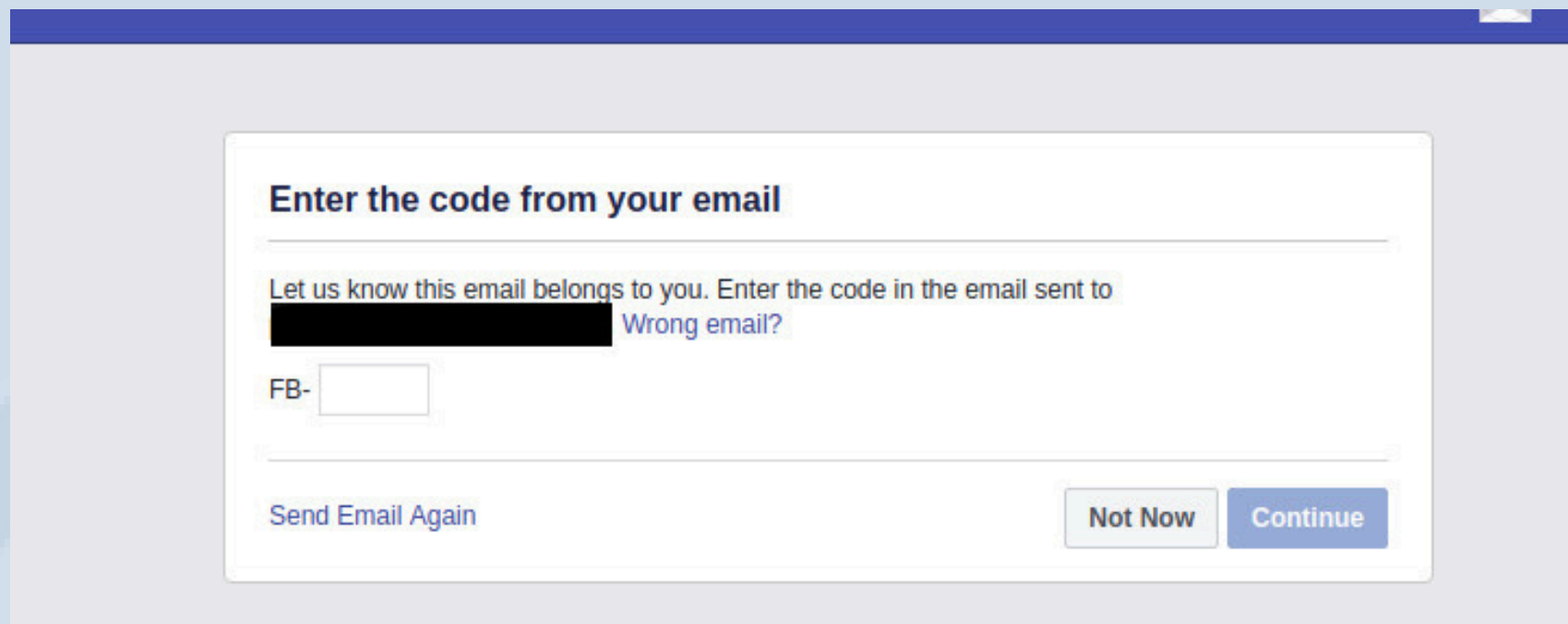
To get started, go to the facebook.com website and click on **Create new account**, you will have to enter your name, surname, mobile or email number, a password, your date of birth, your gender and click on Register.



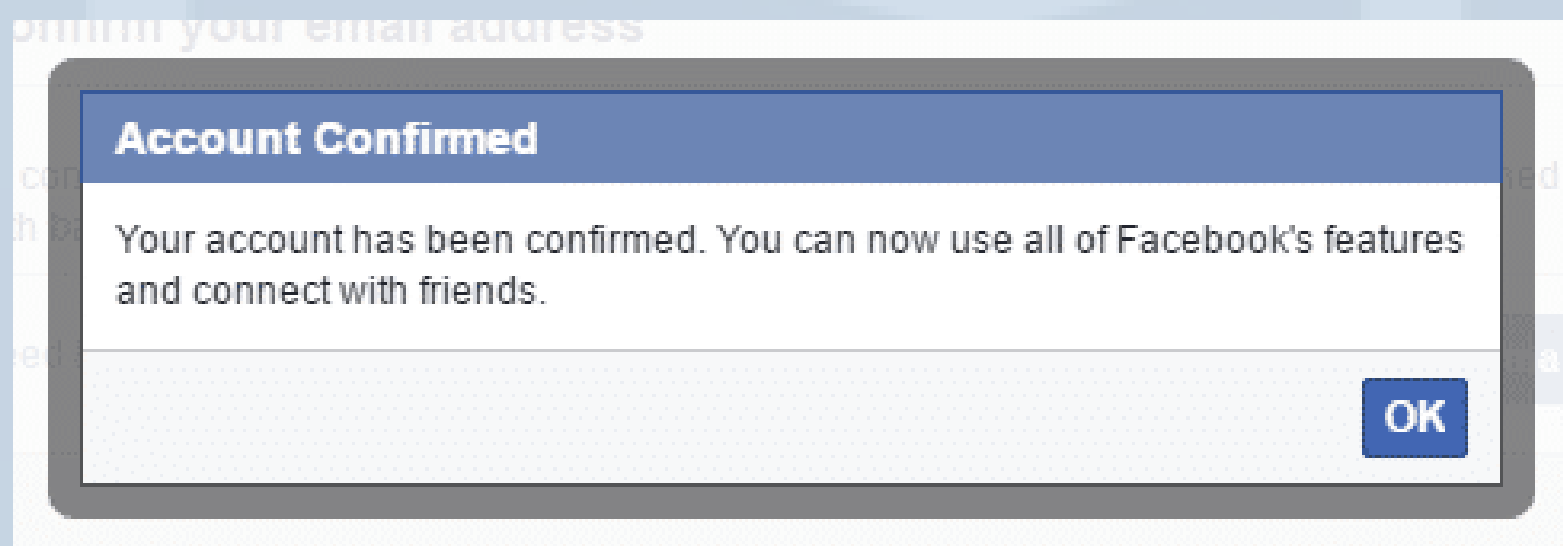


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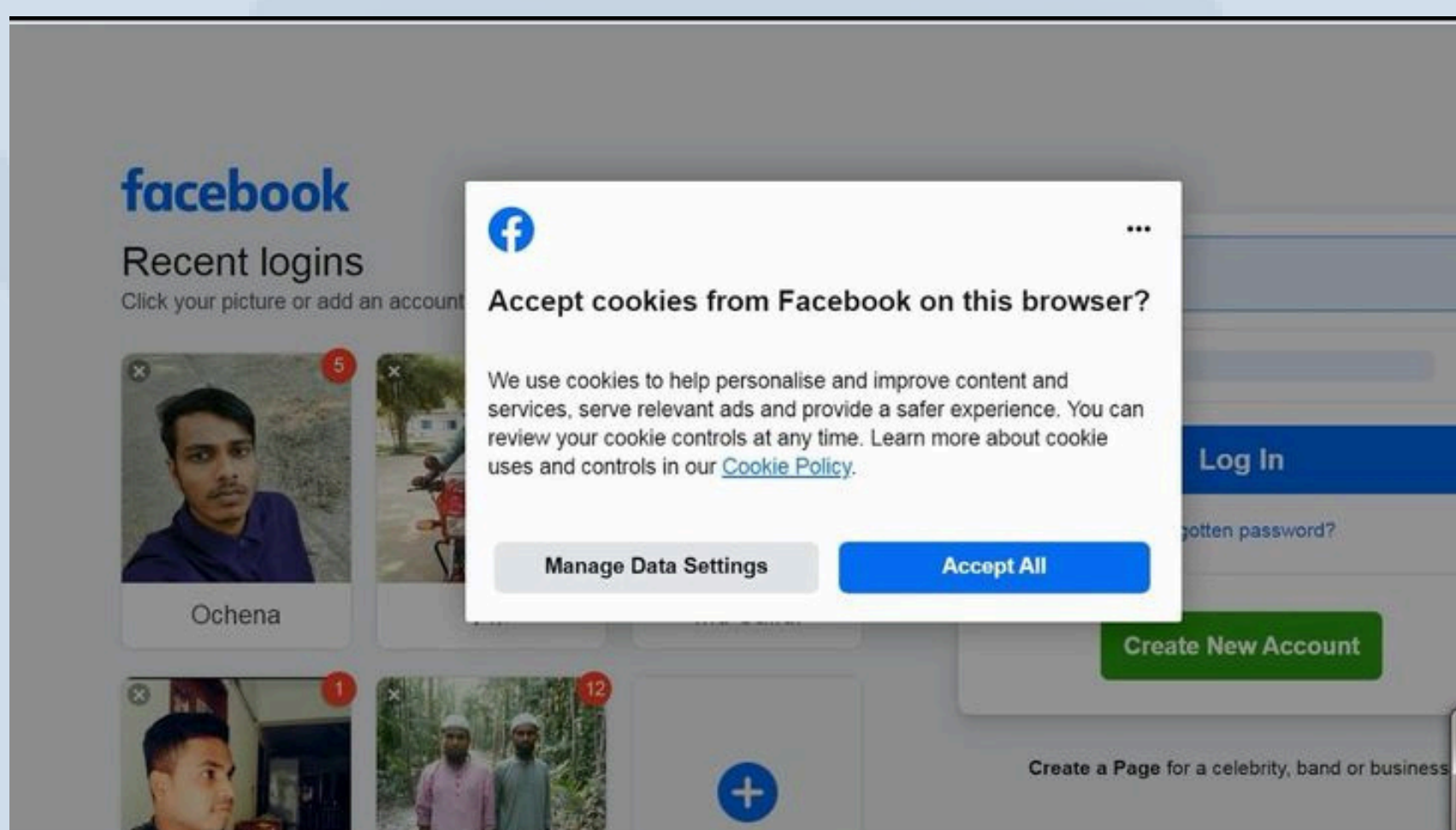
You will be sent an email or text message with a code to enter to confirm your registration



At this point we receive confirmation of our registration. Let's remember the email address and password we used for the next logins.



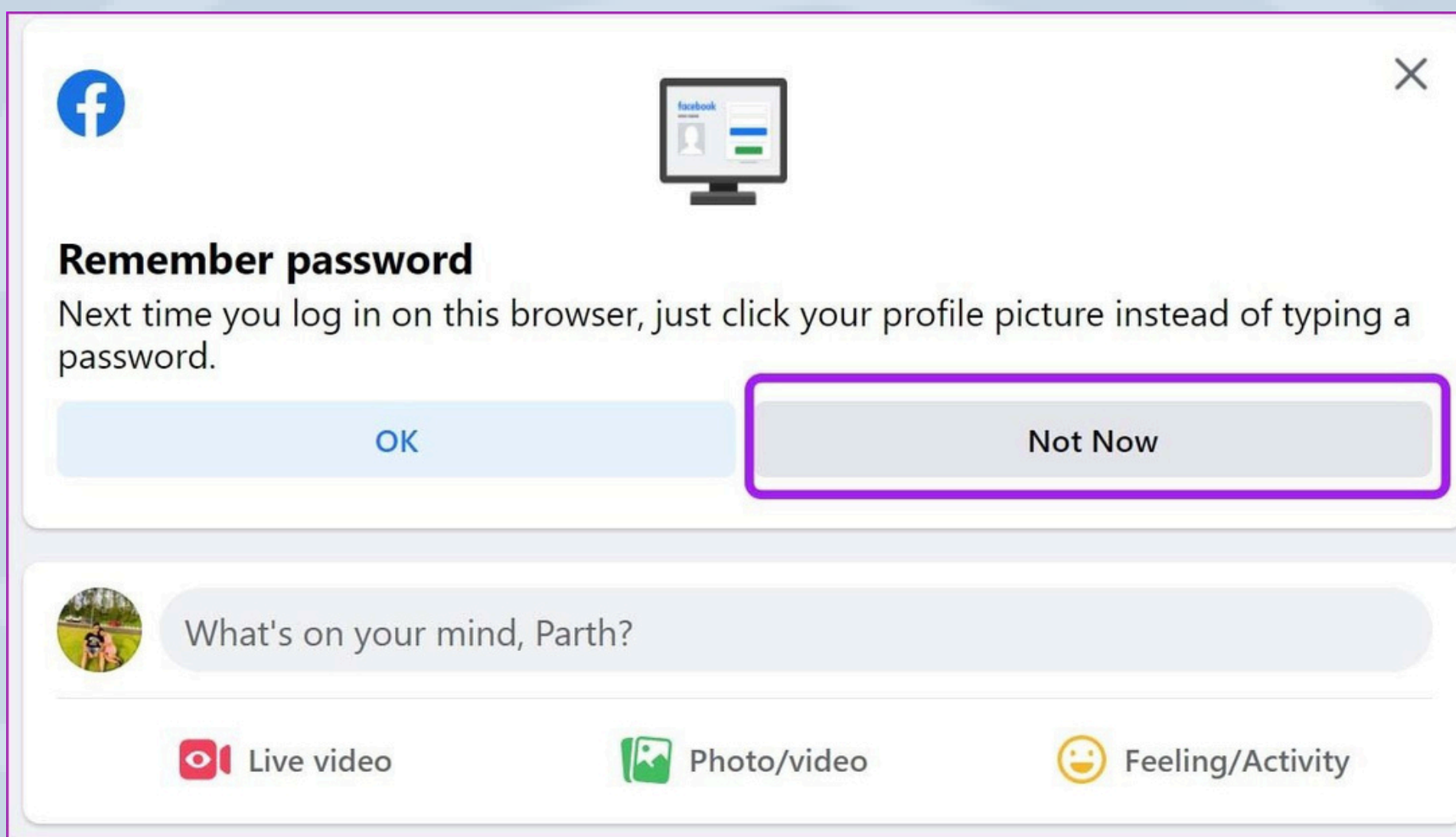
When you first log in you will be asked to confirm the use of cookies, we can select the item **allow only essential cookies**.



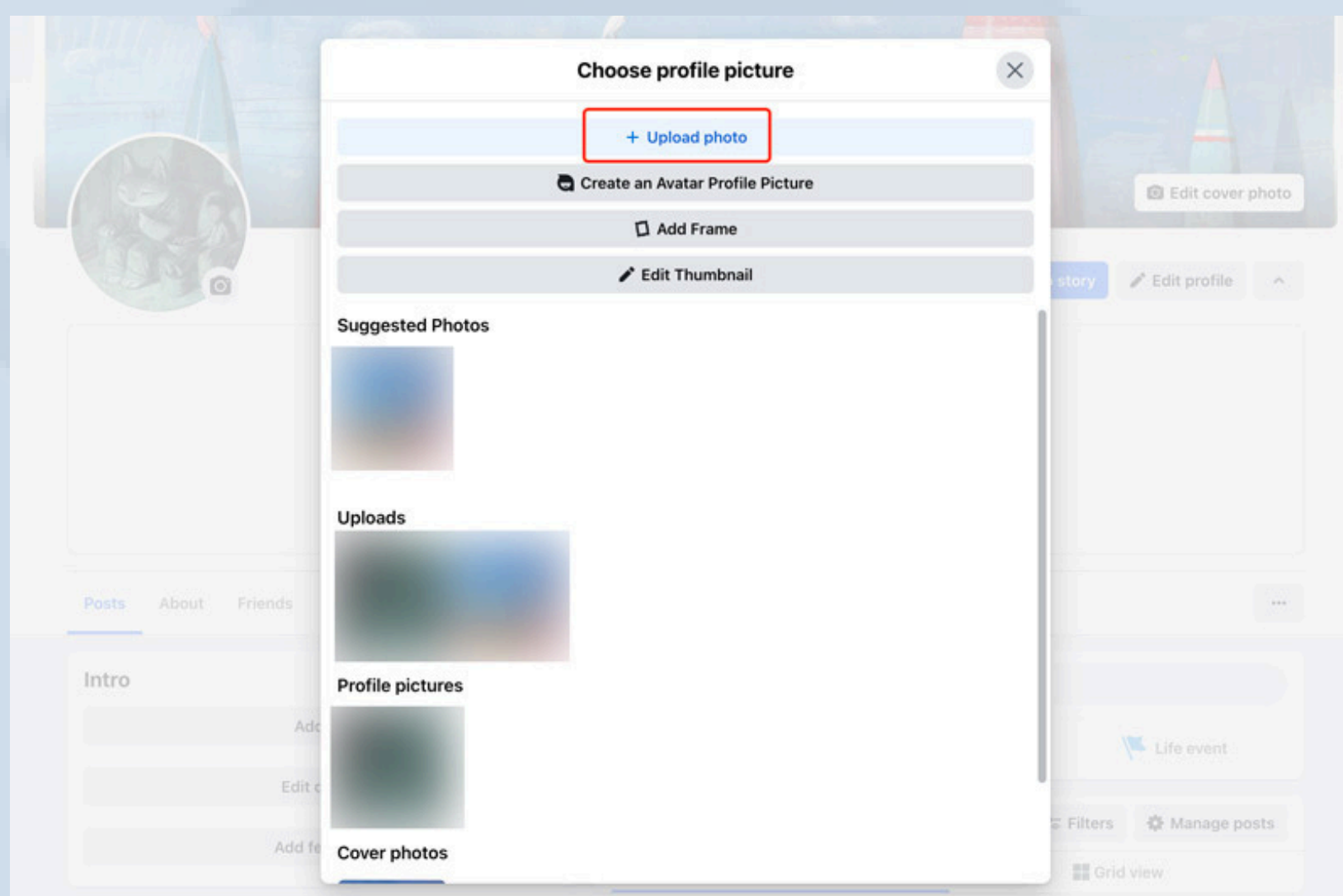


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Once you have completed these operations, you will find yourself in front of this page with some tips for your Facebook profile. You'll be asked if you want to memorize your password so you don't have to type it in every time. If you are using your own personal device, you can click on **Ok**



Facebook will suggest you upload a profile picture, start searching for and adding people you know to your friends, and learn about the various privacy settings.





SYNC YOUR MOBILE DEVICES

To set the privacy of your Facebook profile, you can follow these steps:

1. Click your profile picture in the top right of Facebook.
2. Select Settings & Privacy, then click Settings.
3. Under Audience & Visibility, click the option whose privacy you want to change.



For example, to change the privacy of your posts:

- In the Audience & Visibility section, click Posts.
- Select Who can see your future posts? and choose from Public, Friends, Only Me, or other custom settings.

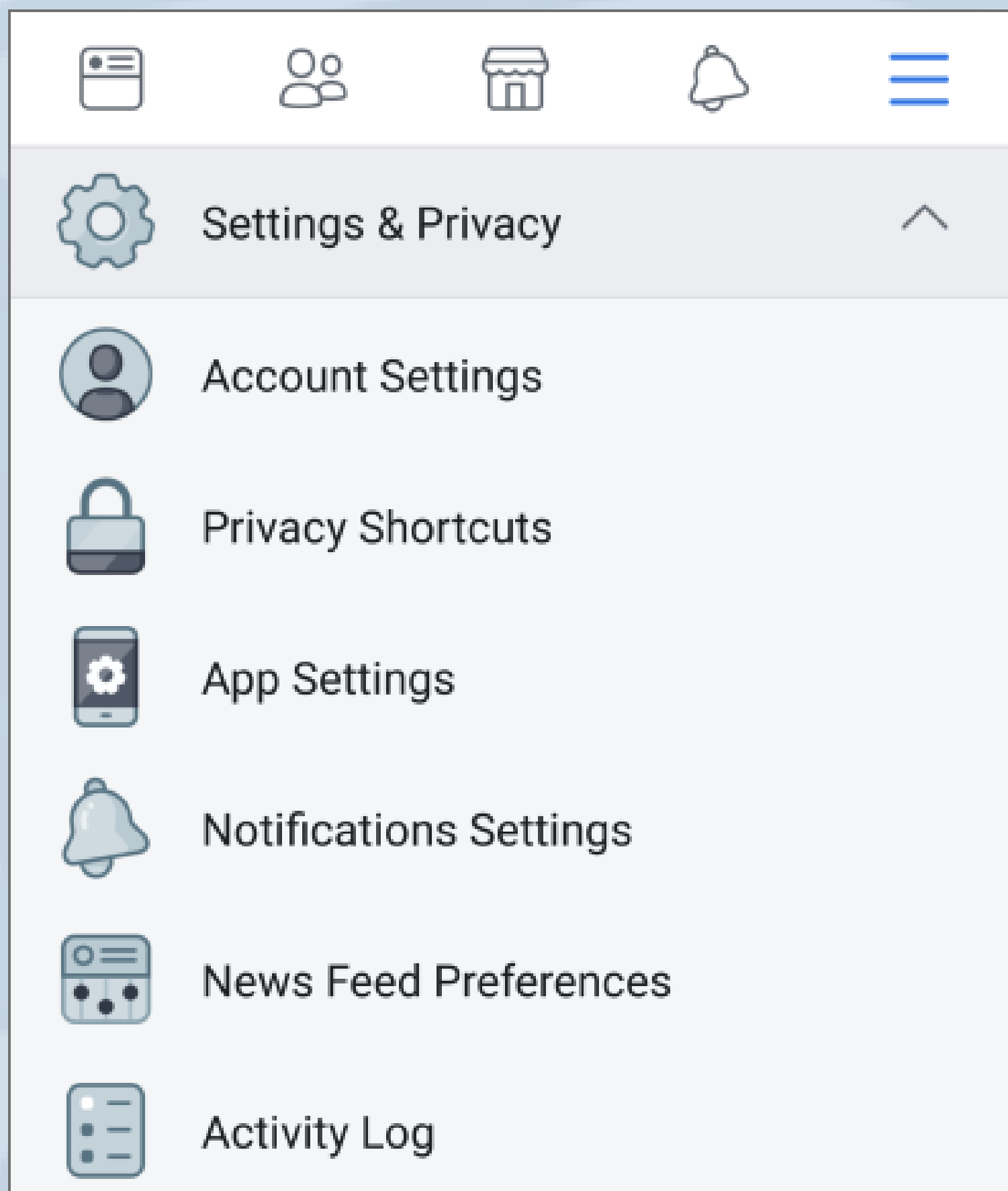
Additionally, you can manage the visibility of other content like Stories and Reels, limiting who can see them. Remember that you can always run the Privacy Checker to make sure you're only sharing your information with the people you want.





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In the privacy settings you can select who you want to see your post: go to the top right of your profile picture and click on it then select settings and **privacy**

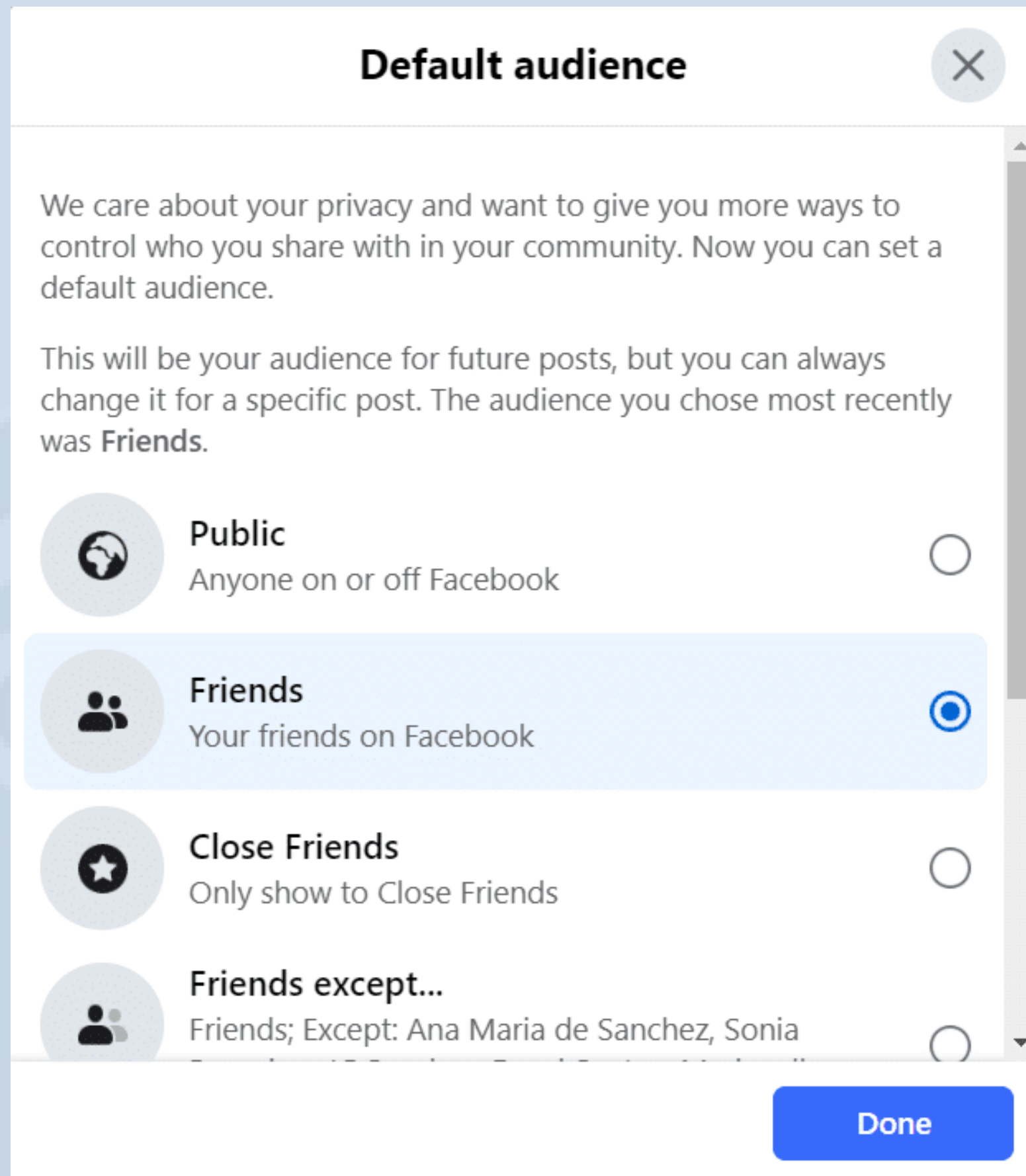


Then select **Settings** and on the left **Default Audience Settings** and here you can decide who will be able to see your posts

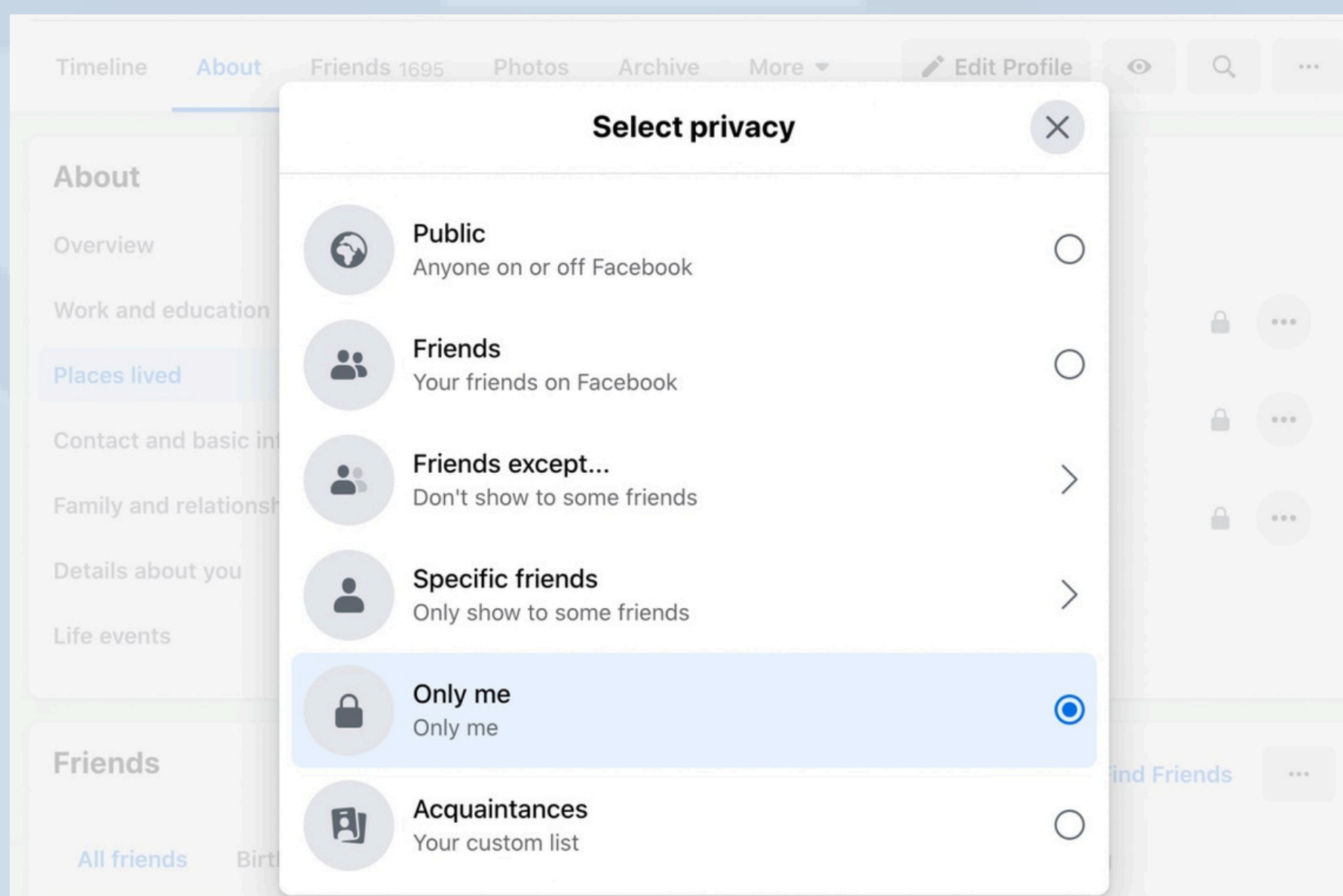




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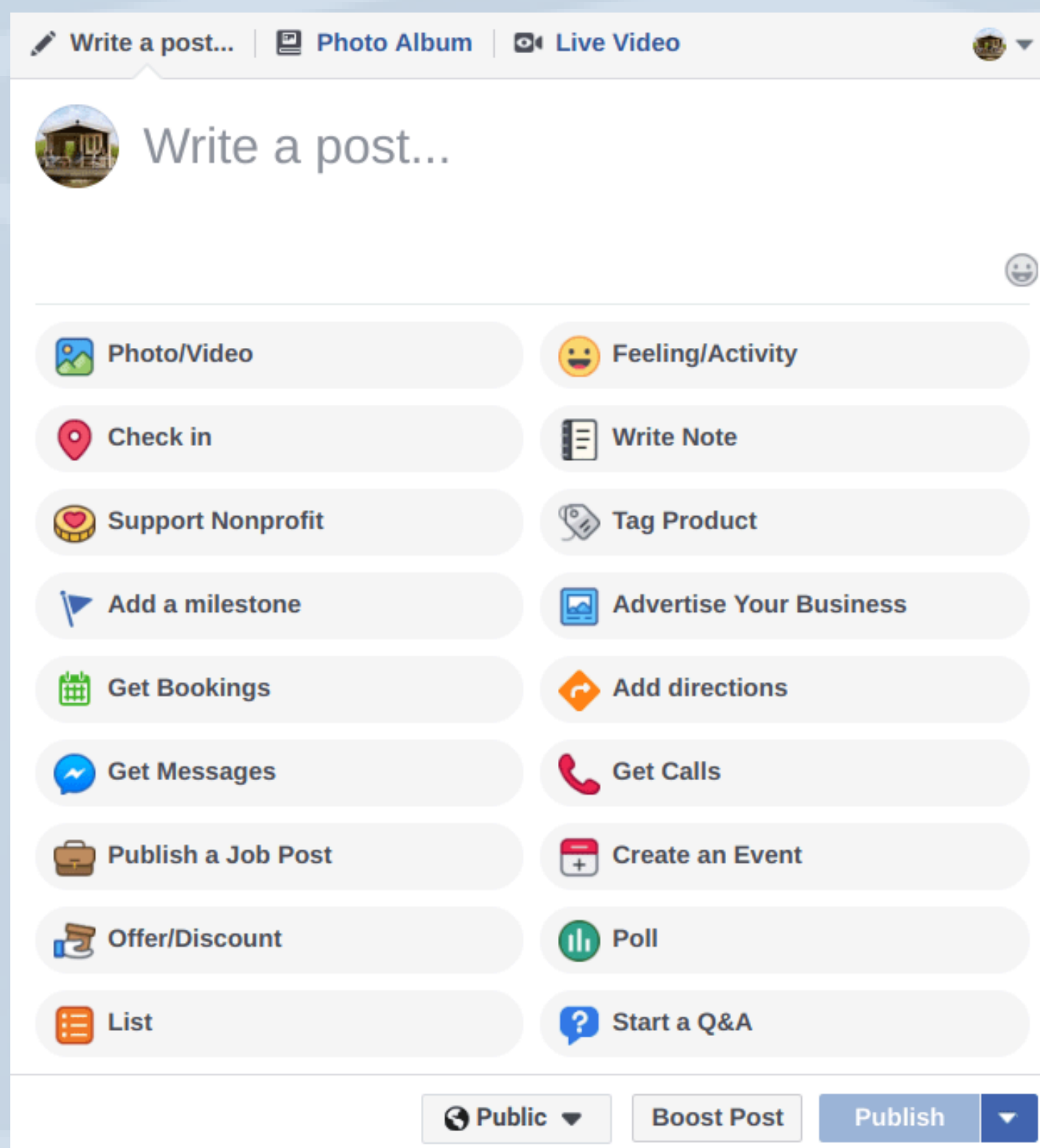
You will be able to select the preset voices: **Everyone, Friends, or Custom** and in this case make choices for each voice that will be proposed to us.





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Now you can start writing and adding photos and videos or your moods, activities or places where you are to your post or insert gifs; then just click on publish and the post will appear on Facebook visible to those who fall under our privacy settings.



On the main page that will open to you every time you go to the site or open the application, you will have the opportunity to see the Stories of all your friends and family.





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THE MAIN FUNCTIONS OF FACEBOOK

- **Post sharing:** Users can share texts, images, and videos with their friends or publicly.
- **Stories and Reels:** You can post content that disappears after 24 hours, similar to Instagram stories.
- **Messenger:** A messaging feature to chat with friends.- **Groups:** Users can join groups based on common interests or create new ones.
- **Pages:** For businesses, brands, celebrities, and other entities to connect with fans and customers.
- **Marketplace:** A platform where users can buy and sell items locally.
- **Events:** To create and manage events, invite attendees, and follow updates.
- **Facebook Watch:** To watch videos and live broadcasts.- **Facebook Dating:** A dating feature to find potential romantic partners.
- **Facebook Ads:** To create targeted advertisements to promote products or services.

These features are designed to improve the interaction and connection between users, allowing them to stay connected, share interests and information, and discover new content.

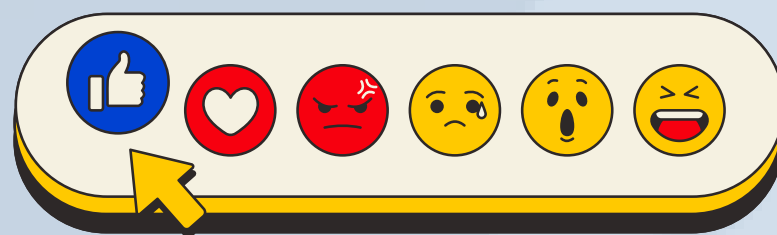




To use Facebook to share news and insights, you can follow these steps:



1. Find or create the content you want to share, whether it's an article, a blog post, or a status update.
2. Log in to your Facebook account and go to your news feed or profile.
3. Click on "What are you thinking?" or "Write something here..." to start creating a post.



4. Embed the content you want to share. You can:- Write a status update and include a link to the article or insight.- Upload photos or videos that relate to the story.- Use the "Share" feature to repost content from other Facebook pages or profiles.
5. Customize your share by adding your own comment or opinion on the content.
6. Set the privacy of the post by choosing who can see it (for example: Public, Friends, Only me, or a custom list).
7. Publish the post** by clicking on "Mail"

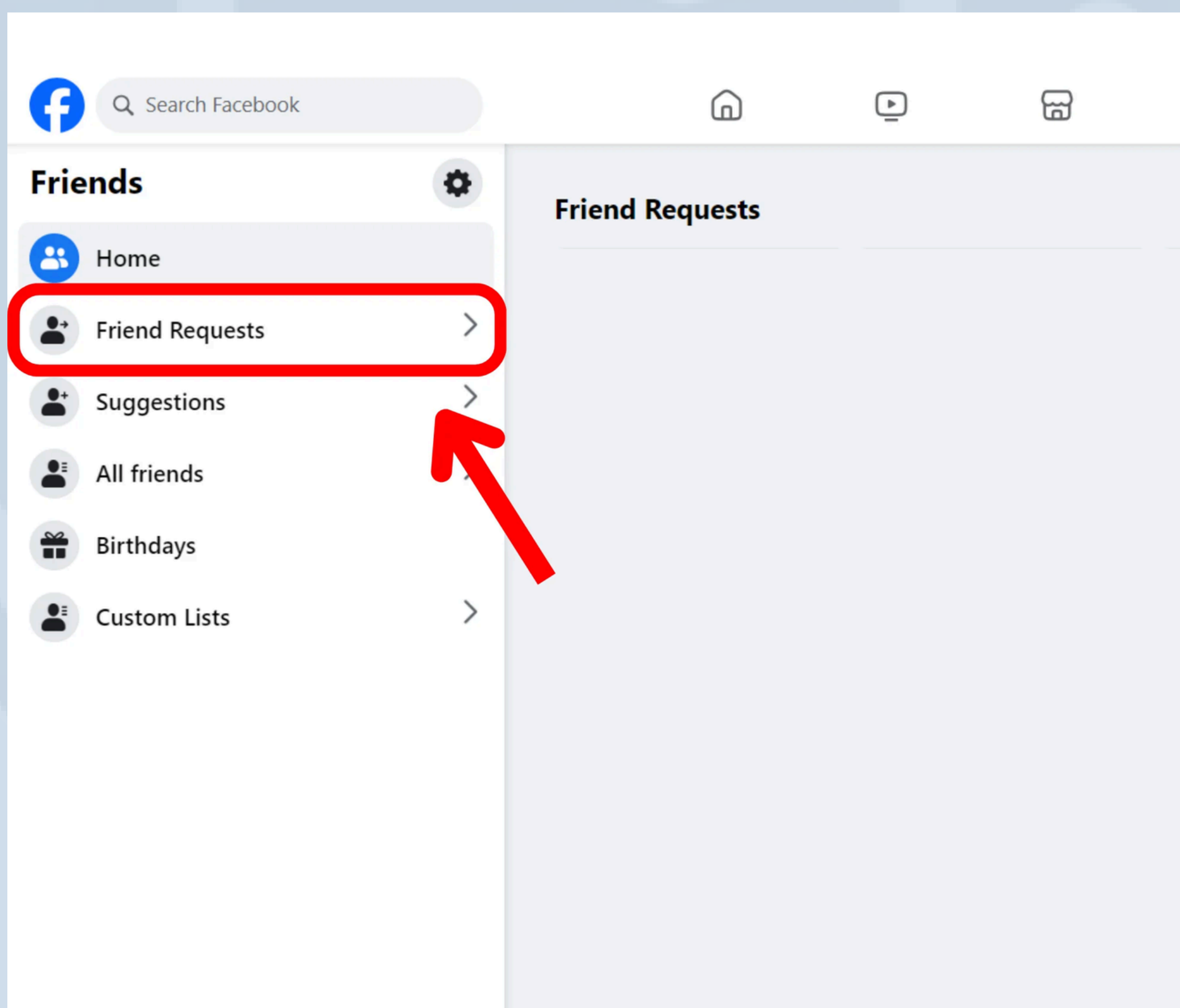




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Remember to share news from reputable sources and respect the copyrights and privacy of others. Additionally, it's important to consider the impact of the news you share and how it might affect your friends and followers.

For now, nothing appears in our Feed yet because we haven't yet searched for friends or started following specific pages that can fill our Feed with their content.

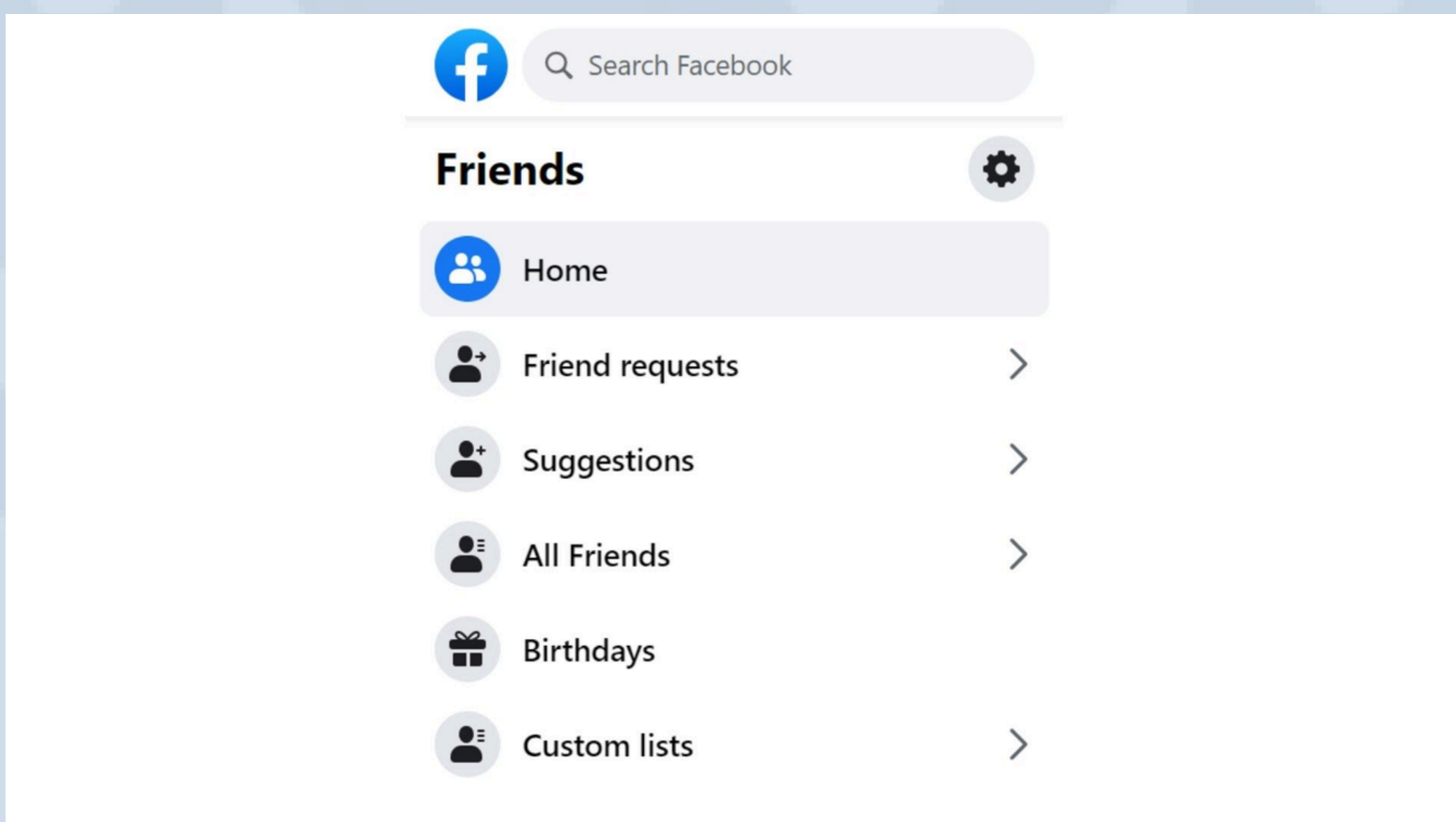




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By clicking on Find Friends you will go to a section of the app where you will have the option to manage your friend requests or suggestions because the platform will suggest people that it believes you want or can add to your friends; On the left you will find the menu to manage everything.

You will be able to manage friend requests, suggestions, see all your Facebook friends and their birthdays so you don't forget to make wishes and personalized lists where you can manage people by inserting them in the lists: close friends, friends with restrictions or acquaintances or create new ad hoc lists (work colleagues, family members, etc.).





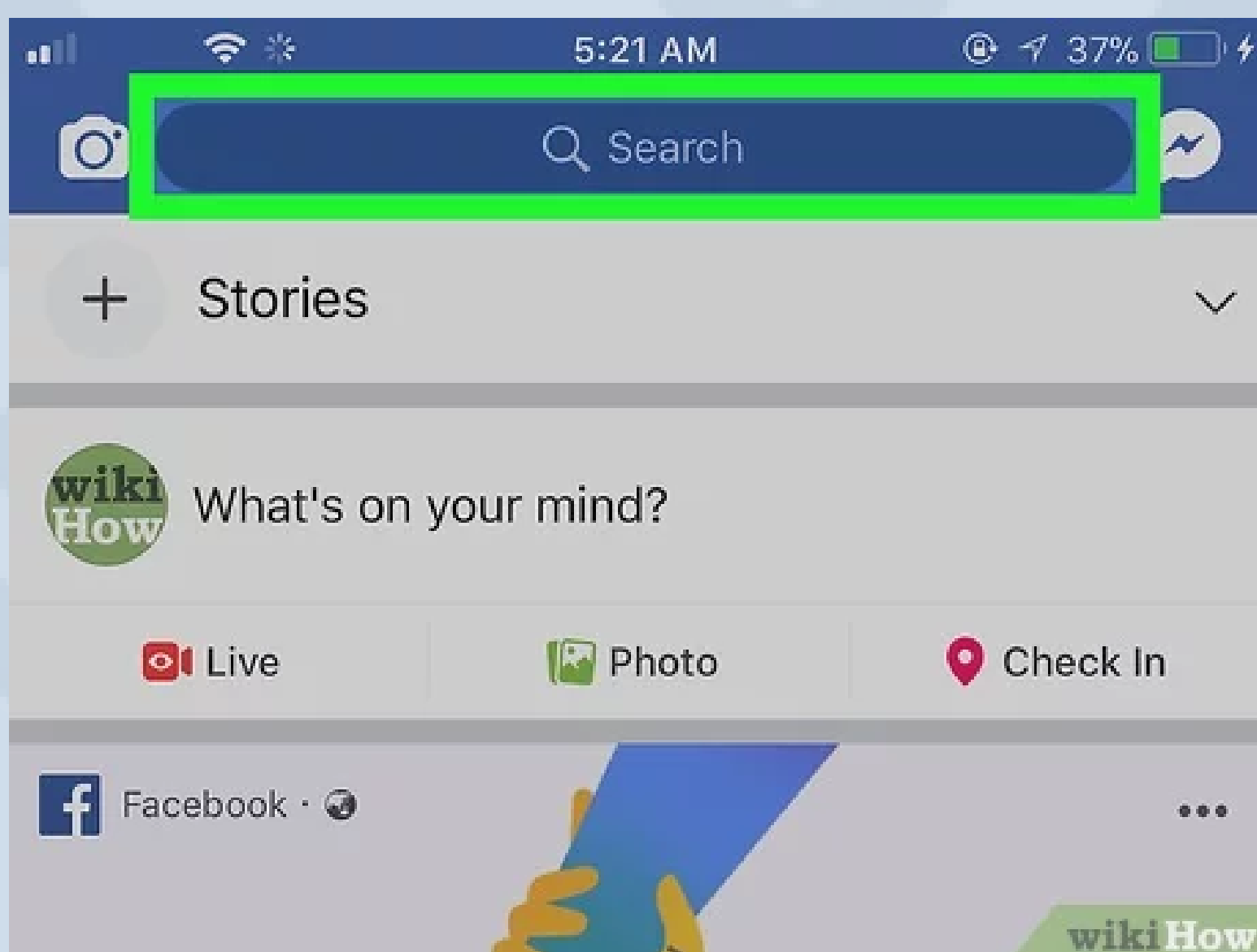
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Adding a person to your Facebook friends is a very simple process, just search for them on Facebook and once you find them (if any) just click add friends; That person will receive a notification with your friend request and will decide whether or not to accept it.

You'll be able to send this person a message and add photo and video files, stickers or gifs, send a like, or send an audio message.

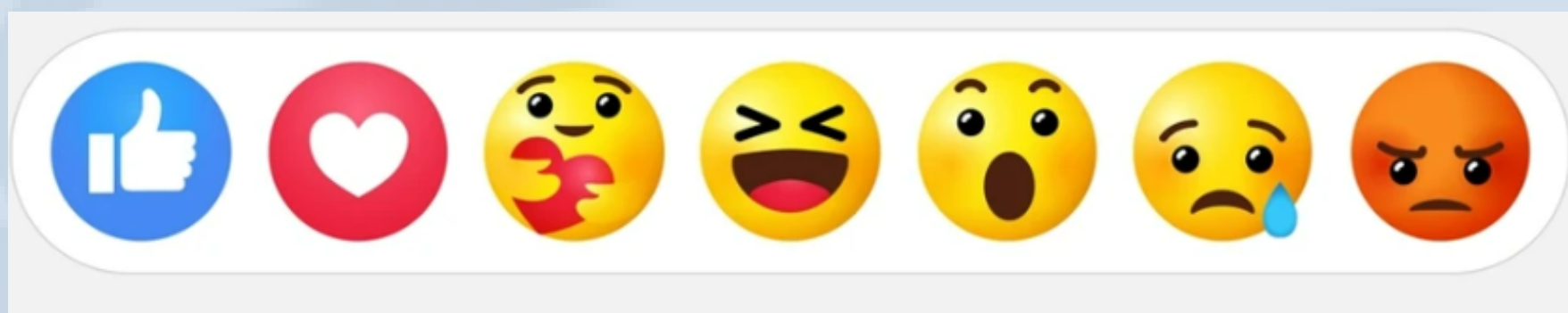
By scrolling through a person's profile, you will be able to see all their posts, photos, all their friends, where they work, the school they attend or have attended, where they are now, if they are in a relationship, and more, as long as their privacy settings allow it.





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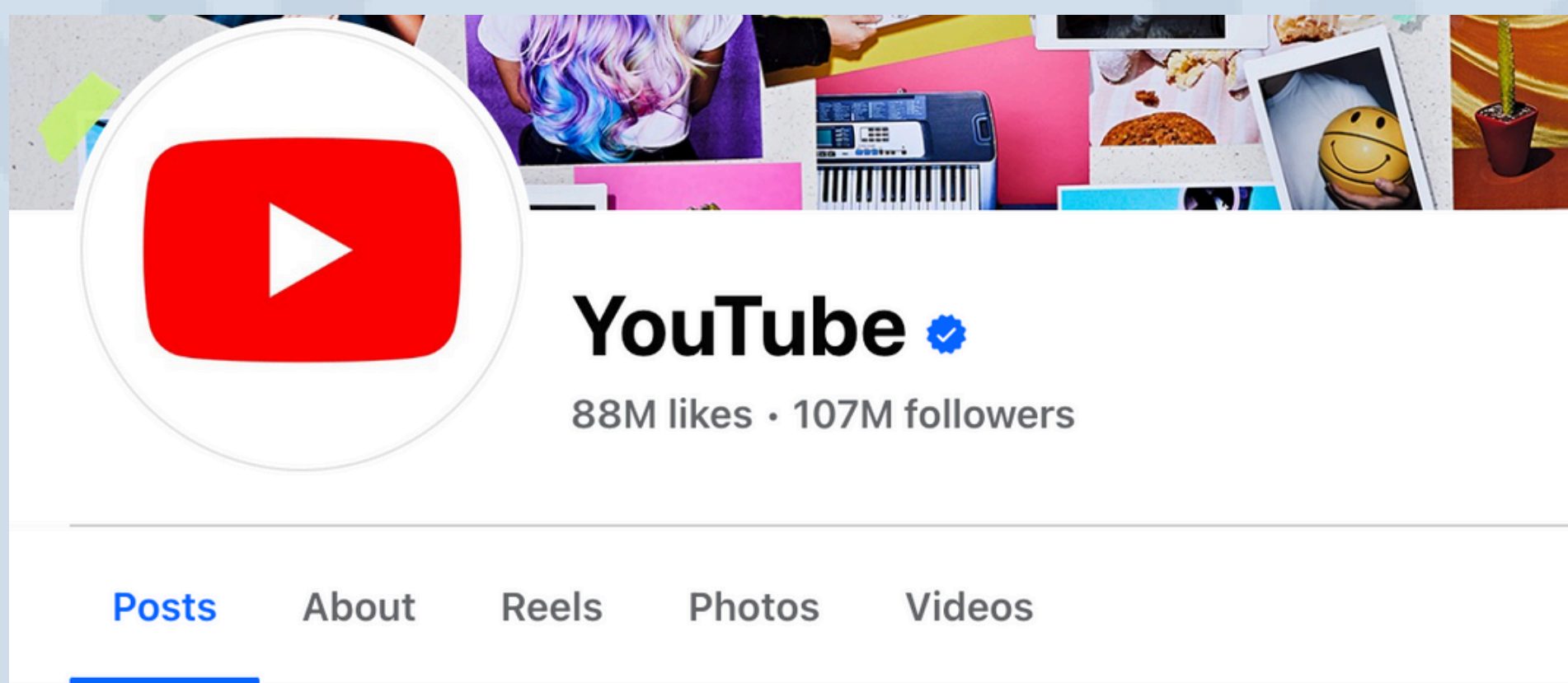
Facebook, however, also allows you to follow Pages, search for them on the search bar, perhaps by topic, click on the result that seems most interesting to us and start discovering their profile; You'll be able to scroll through their posts and be able to like or add other reactions with emoticons:



heart, hug, laughter, amazement, sadness, anger.

You can also leave comments under posts or share them with your friends, send them on Messenger via message or share them on a friend's profile, you can copy the link of the post or embed it on your website.

here, for example, is the YouTube Facebook page





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You will be able to find all the information on the page, the contact email, their website and their hours; by scrolling you will be able to see all their photos and videos, you will be able to like the page and in this way you will start to follow it and then their posts will gradually appear on your Facebook homepage.

You can also block the page or invite friends to follow it.

By adding friends, following pages, and subscribing to groups, your Feed will fill up with their news, posts, videos, and articles. A feed is the constantly updated list of Stories that you see in the middle of your homepage. Your feed includes status updates, photos, videos, links, app activity and likes from people, Pages and groups you follow on Facebook.

