

Making Facebook Safe

There are numerous settings in Facebook that can influence your overall privacy. Below are some suggestions for what you should consider to ensure Facebook is as private as you would like it to be.

After you have opened a Facebook account, review the following settings and adjust them appropriately for your privacy goals. Do this on a computer, not using a mobile device, because the mobile devices don't offer all of this functionality and the interface to them may be different than on a computer.

Please note that Facebook changes its interfaces fairly often. If you don't find the directions below to be exactly correct, just look around. You will probably find the same info, but possibly in a new place or with a new name.

Updating Your Settings

We will be addressing settings that you can get to from each of the buttons highlighted by an oval below. These are all found on your Timeline page that you get to by clicking on your name just to the right of the search field on the News Feed menu bar.

Your Timeline page has the following menu items at the top that you will use to set up your Facebook preferences and ensure that your account is safe.



Edit Profile Button

Sometimes this button is labeled **Update Info** instead of **Edit Profile**. If Facebook thinks you need to update this information, it changes the text of the label to **Update Info**.

This is where the bulk of your [public](#) information is established and updated.

- **Edit Profile** - Set or change your profile photo and your cover photo here. Both of these photos are always public. When you add or change your profile picture, it appears in a few different places on Facebook:
 - Facebook will create a post of your new profile photo on your Timeline that may also show up in your friends' News Feeds.

- The photo will appear in your Profile Pictures album.
- A thumbnail version of the photo will appear next to your name in different places throughout Facebook. This helps friends identify your posts and comments on Facebook.
- **Edit Bio** – Supply any biographical information you want to make public about yourself.
- **Edit Featured Photos** – You can choose up to 5 photos that will also be seen by anyone who visits your page (ie, these become public photos)
- **Customize Your Intro** – The sections here are also found in **About** that you can get to from the menu buttons on your Timeline. However, you can easily establish which pieces of information in your **About** are public by checking or unchecking the box by each piece of information.

About Button

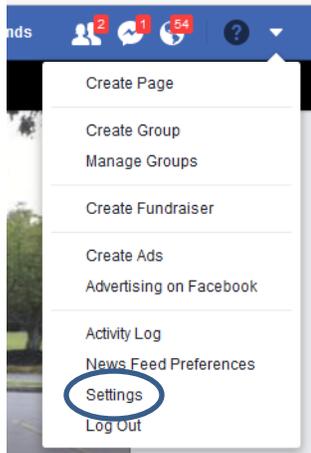
You can get to your About Information by clicking on **About** in your Timeline menu or by clicking on **Edit Your About Info** at the bottom of the **Edit Profile/Update Info** dialog.

Go through each of the sections following **Overview**. Provide only the information you want to make available on Facebook. Once you have added information to one of these sections, if you hover over the people icon that shows on the right, you can easily see who can see this particular piece of information (eg, Public, Friends, Friends except acquaintances, only me, ...) Edit this information to change these choices. You will want to consider addressing:

- Work and Education
- Places You've Lived
- **Contact and Basic Info** – Consider making your birth year visible by 'Only Me', but you may choose to let Friends know your Birth Date.
- Family and Relationships
- Details About You
- Life Events

Privacy and Security Settings

Click the ▼ triangle at the top right of any Facebook page and choose **Settings**



Now go through each of the sections in the left column. Pay particular attention to these topics:

- **General** - Name: Women may want to add their maiden name as an alternate name so that you can be found by that name. This will allow old classmates to locate you. You can also choose whether this name shows in your Timeline.
- **Security and Login** – You can choose 3 to 5 friends to contact should you get locked out of your account. If you forget your password, one of these friends can help you get it back.
- **Privacy** – This controls who can see your posts, who can contact you and who can look you up. Pay particular attention to **Who can see my Stuff?** for these settings:
 - **Who can see your future posts?** – You can set the default visibility of your posts here. It is a good idea to set this to Friends or Friends except acquaintances (something other than Public). When you create a new post, you can change the visibility of that post. This will create a new default visibility for future posts.
 - **Who can see your friends list?** – To protect yourself from a stranger who creates a Facebook page that pretends to be your, set this to something other than Public. If you trust your friends, you can let them see your entire friends list. If you set this to *Only me*, your friends will only see your mutual friends. (Should someone try to spoof your Facebook account, you can easily correct this by following Facebook’s Help -> Report a Problem.)
- **Timeline and Tagging** – These settings control who can add to your timeline, who can see things on your timeline, as well as managing tags people add.
- **Notifications** – Suggest you review these. If you rarely look at Facebook, you might want to get an email when certain actions take place so you know

to look at Facebook. If you spend a lot of time in Facebook, those emails are probably just annoying.

Privacy Basics (from Facebook)

For more information see the following help screens provided by Facebook. There are more topics found at Privacy Basics than are listed below. This document only discusses those that are directly affecting the safety and security of your Facebook account.

Privacy Basics - <https://www.facebook.com/about/basics>

[Manage Your Privacy](#) and **Take the Privacy Checkup** by pressing the button at the bottom of the page.

[Stay Safe and Secure](#) and **Take the Security Checkup** by pressing the button at the bottom of the page.

For a few more tips on keeping your account secure, check out Facebook's advice on:

[What can I do to keep my account secure?](#)

(<https://www.facebook.com/help/213481848684090>)

Verify Your Results

This is an important task to do periodically to be sure that you are not sharing more information with the public than you intend.

You can see what your profile looks like to other people by using the **View As** tool. To use **View As**:

1. Go to your profile (ie your Timeline) and click
2. Click **View As...** in the dropdown menu.
3. You'll see what your profile looks like to the public. To see how your profile appears to a specific person, such as a friend or coworker, click **View as Specific Person**, type their name and press enter.
4. Be sure to check out each menu button, so you can see which photos and friends others can see, in addition to your About information.

Friends Button

Your Facebook Friends are listed here. Notice that you can specify which friends are Close Friends or just Acquaintances. The default is just Friend. If you take the time to identify close friends and acquaintances, then you can limit the audience of your Facebook posts to choices such as *Friends except Acquaintances*.

For some reason, Facebook tends to drop off posts from some of your friends in the News Feed. Also, you may have some friends that you want to see posts from right

away. Here's how you can customize settings to make Facebook show you posts you want to see.

1. Open your list of Friends (by clicking on **Friends** at the top of your Timeline).
2. Hover over your friend until a mini page pops up. Now hover over the **Friends** button in this mini page. Here you can choose whether you want a notification when this friend posts to Facebook and set your level of friendship (close, just a friend, or acquaintance).
3. The center button lets you choose whether to **See First** or just **Follow** (Default) this friend. If you specify See First, posts from this friend will now near the top of your News Feed.
4. Alternatively, you can go to your friend's page and click on the **Friends** button there.

Photos Button

To edit the privacy settings for photo albums you've posted:

1. Go to your profile and click **Photos**
2. Click **Albums**
3. Click on the album you want to change the privacy of
4. Click **Edit**
5. Use the [audience selector](#) tool under **Privacy** to control who can see your album.

Only the person who posted an album can change its privacy settings. Find out what to do [if you don't like a photo you're tagged in](#).

You can choose an audience for individual photos in the following albums:

- Profile Pictures
- Cover Photos
- Mobile Uploads
- Timeline Photos

To adjust the privacy settings of photos you've posted to these albums:

1. Click the photo to expand it
2. Click on the [audience selector](#)
3. Select the audience you want to share the photo with

Note: Some photos, like your current profile photo and cover photo, are always [public](#).

View Activity Log Button

This log shows you every post you have made on Facebook. If you need to change the privacy setting on a particular post, this is a good place to locate that post so you can change the setting or delete it.

How to Eliminate Annoying Game Posts in your News

If you are getting posts in your News Feed that you don't want to see (for example, posts from people playing Facebook games like Farmville), you can get rid of these posts by locating such a post in your News Feed, hover over the very pale down arrow next to the post and making the appropriate selection, such as **Hide...**