

# Index

## A

About (navigation button),  
45, 134

About (page). See  
biography

accepting  
Event invitations,  
237–238  
friend requests, 74–75

account  
confirming, 9–10  
creating, 3–12  
deactivating, 279–280  
deleting, 280  
logging in, 22–24  
logging out, 25–26  
securing, 277–278  
settings, 270  
changing name,  
272–273  
changing password,  
273–275  
email notifications,  
276–277

activity log, 278

albums. See photo albums

audio calls, 228

## B

Bingo Blitz, 183

biography, 56  
adding information to,  
57–59  
editing, 59–61  
opening, 56–57  
privacy of, 59–61,  
259–261

blocking users, 267–270

browsers, 4, 227

## C

camera  
using for video calls,  
227–228  
using to take Profile  
picture, 17–19,  
51–52

Candy Crush Saga  
finding, 164–165  
playing, 169–173  
setting up, 167–169

Candy Crush Soda Saga, 183

cell phone number, signing  
up with, 5, 9–10

changing  
cover photo, 55–56  
email notifications,  
276–277  
name, 272–273  
password, 273–275  
Profile picture, 48–52

Chat, 36, 208–209, 221  
audio calls, 228  
availability, 223–225  
Chat Box, 225  
Chat List, 223  
opening, 222–223  
requests, 208–209  
using, 225–226  
video calls, 227–228

comments, 98  
making, 137, 145–146,  
200  
reading, 100–101,  
127–128, 198

replying to, 102–103  
with stickers, 146–148

confirming account, 9–10

cover photo, 45  
adding, 53–55  
changing, 55–56  
removing, 56  
repositioning, 56

creating an account, 3–12

## D

deactivating account,  
279–280

deleting  
account, 280  
Events, 252–254  
friends, 77  
games, 176  
photos from album,  
120–121  
posts, 103–104

Discover Groups button,  
34, 189

Discover Groups page,  
189–190

downward-pointing  
arrow, 31

## E

Edit Profile button, 33

8 Ball Pool, 183

email  
confirming, 9–10  
contacts, 7–8  
notifications, 276–277  
signing up with, 5

email entry error, 11

emoji, 89  
Events, 232  
    canceling, 252–254  
    creating, 240–247  
    deleting, 252–254  
    editing, 252–253  
Event page, 233–236  
Events Manager,  
    239–240  
invitations  
    receiving, 233  
    receiving responses  
    to, 250–251  
    responding to,  
    237–238  
    reviewing, 239–240  
    sending, 247–249  
posting to Event page,  
    238–239  
privacy, 234, 242  
RSVP box, 235, 251  
Events button, 33, 239–240  
existing account error, 12

## F

Facebook features, 2–3  
Facebook Toolbar, 28–31  
Family Feud & Friends 2, 183  
f button, 29  
feeling, adding to post,  
    89–90, 113, 238–239  
File Explorer window, 14, 16  
Find Friends button, 30, 34  
finding  
    friends, 66–68  
    skipping, 7–8  
    tips for, 65–66  
games, 160  
    by category, 161–163  
    by name, 163–165  
    by popularity, 166–167

Groups, 188  
    by category, 188–190  
    by specific interest,  
    190–192  
forgotten password, 25  
friend requests, 75  
    accepting, 74–75  
    receiving, 74  
    receiving answer to, 74  
    rejecting, 74–75  
    restricting, 266–267  
    sending, 72–73  
friends  
    adding, 72  
    confirming identity of,  
    68, 70–72  
    finding, 66–68  
    skipping, 7–8  
    tips for, 65–66  
keeping up with, 149  
playing games with,  
    117–182  
posts from, 135  
    commenting on, 137  
    reacting to, 136  
    receiving, 144–148  
    saving photos from,  
    138–139  
privacy settings for,  
    64–65  
Profiles of, 134–135  
    posting on, 139–143  
    viewing, 76, 132–133  
removing, 77  
tagging in posts, 86–88  
unfollowing, 78–79  
Friends box, 134–135  
friendship notification  
    button, 30, 74–75

## G

games  
    categories, 156, 161  
    cost of, 157  
    deleting, 176  
    exiting, 173–174  
    finding, 160  
    by category, 161–163  
    by name, 163–165  
    by popularity, 166–167  
    inviting friends, 181–182  
    playing, 169–173  
    playing with friends,  
    177–182  
    privacy, 157–158, 168–169  
    rating, 163  
    resuming, 174–175  
    setting up, 167–169  
    types of, 156  
Games button, 34, 158–159  
game search box, 164  
Games page, 158–159  
game tiles, 162–163  
Groups, 186–187  
    closed, 188  
    description, 194–195  
    finding, 188  
    by category, 188–190  
    by specific interest,  
    190–192  
Group page, 194–195  
joining, 196–197  
leaving, 203–204  
number of members of,  
    194–195  
posts  
    making, 197–199  
    photo, 198–199  
    responding to,  
    200–202  
privacy, 187–188

- public, 187
- secret, 188
- staying current with, 203
- unfollowing, 203–204

## H

- hacked account,
  - reporting, 278
- Help Center, 281–282
- Home button, 29

## I

- images. *See* photos
- internet browsers, 4, 227
- Intro box, 46, 134–135.
  - See also* biography
- invalid email error, 11
- inviting friends
  - to Events, 247–249
  - to play games, 181–182

## J

- joining
  - Facebook, 3–12
  - Groups, 196–197

## L

- leaving
  - Facebook, 279–280
  - Groups, 203–204
- liking posts, 98–99, 135–136, 201–202
- live chat. *See* Chat
- location
  - adding to Events, 242, 244
  - adding to photo albums, 119
  - adding to photo posts, 113

- adding to text posts, 91–93
- viewing on Event invitations, 234
- logging in, 22–24
- logging out, 25–26, 277

## M

- Mahjong, 166, 173, 175
- Message Center, 209
- message notification button, 30, 218
- messages, 208–209
  - opening, 209–210
  - reading, 217–220
  - replying to, 220–221
  - requests, 208–209
  - sending
    - GIFs, 216–217
    - new messages, 212–214
    - photos/videos, 215
    - stickers, 216
    - viewing, 211–212
- Messages Box, 218
- Messages button, 33
- Messenger, 209–212
- Messenger button, 209
- mobile number
  - entry error, 11
  - signing up with, 5, 9–10

## N

- navigation buttons, 45
- navigation pane, 45
- News Feed button, 33
- News Feed page, 27–28, 34–35
  - and friends, 64, 78, 149–153
  - and Groups, 202
  - posting from, 96

- notification button, 30
- notifications
  - about Events, 233, 250
  - about friend requests, 74–75
  - about Group membership, 196–197
  - about messages, 217–218
  - about posts, 98–101, 127, 144–145, 198
  - email, 276–277

## O

- opening
  - Facebook, 4, 22
  - Messenger, 209

## P

- password
  - changing, 273–275
  - choosing, 7
  - error, 12
  - forgotten, 25
- photo albums, 117. *See also* photos
  - adding photos to, 120–121
  - allowing others to add photos to, 119–120
  - creating, 117–120, 122
  - date of photos, 119, 120
  - description, 119
  - location of photos, 119
  - photo quality, 119, 120
  - privacy, 121–122
  - removing photos from, 120–121
  - viewing, 123–126

- photos, 108. *See also*
    - cover photo;
    - Profile picture
  - albums. *See* photo albums
  - location of, 113
  - posting, 110–115
    - to Groups, 198–199
    - with a feeling, 113
    - with a message, 112–113
    - with a tag, 113
  - privacy, 113–114
  - saving, 138–139
  - tagging friends in, 113
  - viewing, 45, 115, 134–135
  - of yourself, 115
  - Photos (navigation button), 45, 135
  - Photos button, 34
  - playing games. *See* games posts, 82, 85–86
    - comments. *See* comments
  - creating, 82
    - to Events, 238–239
    - with a feeling, 89–91
    - on friend's Profile, 140–143
    - to Groups, 197–199
    - with a location, 91–93
    - from News Feed page, 96
    - from Profile page, 83–85
    - tagging friends, 86–88
  - deleting, 103–104
  - liking, 98–99, 135–136, 201–202
  - photo, 141–143, 151.
    - See also* photos
  - privacy, 94–95, 262–265
  - text, 150–151
  - video, 141–143, 151–152
  - viewing
    - on News Feed page, 149–150
    - on Timeline, 97
  - web links, 152–153
  - privacy, 258–259
    - blocking users, 267–270
    - of Events, 234, 242
    - friend requests,
      - restricting, 266–267
    - with friends, 64–65
    - of games, 158–159, 168–169
    - of Groups, 187–188
    - of photo albums, 121–122
    - of photos, 113–114
    - of posts, 94–95
      - all future posts, 262–263
      - all older posts, 264–265
      - an older post, 263–264
    - of Profile, 41, 144
    - biographical information, 59–61
    - viewing as public, 259–261
  - Privacy Checkup, 284
  - privacy lock icon, 30
  - private messages.
    - See* Chat; messages
  - Profile button, 29, 33
  - Profile page, 40
    - editing. *See* biography layout, 44, 134–135
    - navigation pane, 45
    - privacy, 41, 144
    - viewing, 42–43
      - a friend's, 132–133
      - as public, 259–261
  - Profile picture, 12, 48
    - adding from Mac computer, 12–14, 16–17
    - adding from Windows computer, 12–15
    - changing, 48–52
    - cropping, 50
    - privacy, 19
    - taking with camera, 17–19
  - Public Domain Pictures, 108–109, 116
- ## R
- reactions
    - adding to Group posts, 201–202
    - adding to posts, 136
    - receiving on posts, 99–100
  - rejecting
    - Event invitations, 237–238
    - friend requests, 74–75
  - replies, to posts. *See* comments
  - reporting hacked account, 278
  - requests
    - friend, 74–75, 266–267
    - joining Group, 196–197
    - message, 208–209
  - restricting friend requests, 266–267

## S

saving photos, 138–139  
search box, 29  
searching  
    for friends, 66–68  
    skipping, 7–8  
    tips for, 65–66  
for games, 160  
    by category, 161–163  
    by name, 163–165  
    by popularity, 166–167  
for Groups, 188  
    by category, 188–190  
    by specific interest,  
    190–192  
security, 277–278. *See also*  
    privacy  
    activity log, 278  
    logging out, 25–26, 277  
    password  
    changing, 273–275  
    choosing, 7  
    reporting hacked  
    account, 278  
sending messages. *See*  
    Chat; messages  
settings, 270  
    changing  
    name, 272–273  
    password, 273–275  
    email notifications,  
    276–277  
Settings page, 270–271

Side Menu, 31–34  
signing up, 3–9  
    confirming email/phone  
    number, 9–10  
    problems with, 11–12  
social networks, 2  
Solitaire Live, 183  
solutions to activities,  
    285–302  
stickers  
    on posts, 146–148,  
    200–201  
    sending, 216

## T

tagging friends, 86  
    in posts, 86–88, 113,  
    238–239  
    privacy, 94–95  
taking Profile picture, 17–19,  
    51–52  
Timeline, 44, 46–47  
    posting from, 83–84,  
    110–114  
    privacy, 259–261  
    viewing posts on, 97,  
    144–145  
Timeline (navigation  
    button), 45  
Toolbar, 28–31  
troubleshooting  
    Help Center, 281–282  
    signing up, 11–12

## U

unfollowing  
    friends, 78–79  
    Groups, 203–204  
unfriending, 77–78  
updating  
    cover photo, 55–56  
    Profile information, 59–61  
    Profile picture, 48–52  
uploading  
    cover photo, 53–55  
    photos. *See* photos  
    Profile picture, 12–17

## V

video calls, 227–228  
video posts, 141–143,  
    151–152  
videos, 110. *See also* photos

## W

webcam. *See* camera  
web link posts, 152–153  
Welcome button, 33  
Word Battle, 177–182  
WordCrack, 163  
Words with Friends, 183  
workplace, adding to  
    biography, 57–59