

Sherry Kinkoph  
Gunter

Third  
Edition

Sams **Teach Yourself**

# Facebook®

in **10**  
**Minutes**

**SAMS**



Sams **Teach Yourself**

# Facebook<sup>®</sup>

in **10 Minutes**

**Third Edition**

**SAMS**

800 East 96th Street, Indianapolis, Indiana 46240

## **Sams Teach Yourself Facebook® in 10 Minutes, Third Edition**

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## About the Author

**Sherry Kinkoph Gunter** has written and edited oodles of books over the past 20 years covering a wide variety of computer topics, including Microsoft Office programs, digital photography, and web applications. Her recent titles include *Easy Microsoft Word 2010*, *Craigslist 4 Everyone*, *Teach Yourself VISUALLY Microsoft Office 2007*, and *Microsoft Office 2008 for Mac Bible*. Sherry began writing computer books back in 1992 for Macmillan, and her flexible writing style has allowed her to author for a varied assortment of imprints and formats. Sherry's ongoing quest is to aid users of all levels in the mastering of ever-changing computer technologies, helping users make sense of it all and get the most out of their machines and online experiences. Sherry currently resides in a swamp in the wilds of east central Indiana with a lovable ogre and a menagerie of interesting creatures. Sherry is also hopelessly addicted to Facebook.

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# Dedication

*Special thanks go out to Michelle Newcomb, for allowing me the opportunity to tackle this third edition of a very fun project; development editor Robin Drake, for her dedication and patience in shepherding this project; to copy editor Paula Lowell, for ensuring that all the i's were dotted and t's were crossed; to technical editor Vince Averello, for skillfully checking each step and offering valuable input along the way; and finally to the production team at Pearson, for their talents in creating such a helpful, much-needed, and incredibly good-looking book. Also, special thanks to all my Facebook friends (you know who you are) and their avid interest in helping with this project. Finally, extra-special thanks to my loveable cohort, Shrek (a.k.a. Matty), for his constant support and irrepressible humor.*

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As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

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# Introduction

With more than 800 million active users and growing, ignoring the buzz about Facebook ([www.facebook.com](http://www.facebook.com)) is hard. It's an ever-present topic these days, and it shows no signs of letting up. If you're ready to get to the bottom of this Internet sensation and find out how to use 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 shows you how to navigate the site and make use of its various features in no time at all. By the end, you'll feel as if 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 and work with the new timeline
- ▶ How to connect with friends and make new ones, plus organize them into specialized lists
- ▶ 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, links, 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 and protect your privacy 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 his or her 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 have you 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.

## **How 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 (PC or Mac), a web browser (any kind will do), and an Internet connection. That's it. Facebook is free to use, so if you have those three things, you're all set and ready to go.

If you use a smartphone, iPhone, or iPad, you can also tap into Facebook's features.

## 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 9.0) or from the Safari web browser (version 5.0.5). If you use a different browser, your screens might 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 use.

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## LESSON 9

# Sharing Photos

*In this lesson, you learn how to view and add photos in Facebook. You'll learn how to create an album, upload pictures, and publish the whole thing on Facebook. You'll also learn how to tag people in your photos and organize your photos within Facebook.*

## Sharing Photos on Facebook

Would you believe that Facebook is the largest photo-sharing site on the Web? It's true. It surpasses popular sites such as Photobucket and Flickr, among others. Facebook users upload millions of photos each month. Why? Reasons include because it's easy, a fun way to share stuff about yourself, a perfect way to connect with others, and a great marketing tool, just to list a few. It might also help that Facebook lets you post gobs of photos. As of 2011, users have uploaded more than 100 billion photos on the social networking site. That's a lot of pictures.

Photos you add to Facebook are organized into photo *albums*, just as you would do with printed photographs at home. An album can hold 1 photo or up to 200. You can also create as many albums as you want. You might make an album of vacation pictures, artistic images, snapshots of your friends and family, and so on. When you post photos, you can add captions and tag people in the photos, and other users can add comments to your photos.

All your photo activities on Facebook are handled through a built-in application called, appropriately, Photos. The application, which is part of the default apps available when you start your Facebook account, offers tools for uploading, organizing, and sharing photos.

You can share photos on your profile page (also known as the timeline), in the news feed out on the Home page, in messages and notes, in group

postings, and more. One of the easiest ways to view your friends' photos is when you see them posted as a story on the news feed on your Home page, as shown in Figure 9.1. Just click a photo to open the image in its own window, or click the album name located next to the photo to open the associated album.



**FIGURE 9.1** Posted photos often appear as stories on the news feed on your Home page.

**TIP:** If you click the Photos app listed on the Home page, you can open a news feed display showing all the recently posted photos from your Facebook friends. If you don't see the link listed under the Apps heading, click the More link next to the Apps heading and then click Photos.

Another way to view photos is on profile pages. For example, if you're viewing your friend's page, you can click a photo in her timeline, or you can click her **Photos** link and view her listed albums. Figure 9.2 shows an example of photos posted on the timeline of a profile page.

When you select a photo to view, Facebook displays it in the photo viewer window, as shown in Figure 9.3, as a larger image. If there is more than one photo in the album, you can click the navigation arrows on either side of the image to move back and forth between pictures.

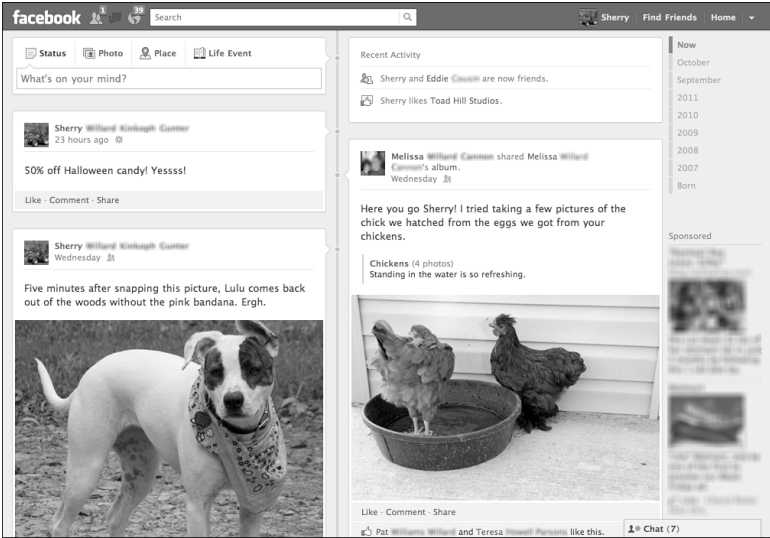


FIGURE 9.2 Another way to view photos is on profile pages.



FIGURE 9.3 The Facebook photo viewer lets you see larger versions of your photos.

The viewer window has options for commenting, sharing the photo with others, tagging someone in the photo, or reporting any photo that violates the Facebook terms of service. Not that you need to be reminded, but some restrictions apply as to what types of photos you can share on Facebook. So if you're hoping to start your own online pornography magazine, Facebook is not the way to go. You can check out Facebook's Terms of Service page to learn more about rules and conduct on the site. See Lesson 3, "Finding Help with Facebook Services and Etiquette," to find out more.

**NOTE:** Tagging is when you identify someone in the photo, and Facebook sends out a notification to the person and mentions it in her timeline. Learn more about tagging later in this lesson.

To add your two cents about the photo, click in the comment box and start typing. Press **Enter (Return)** to post the comment. You can also "Like" a photo or share it on your profile page and news feed. Click the **Like** link to add a thumbs-up icon below the photo. Click the **Share** link to open the Share this Photo dialog box where you can share the image on your timeline, in another friend's timeline, in a group, or in a private message.

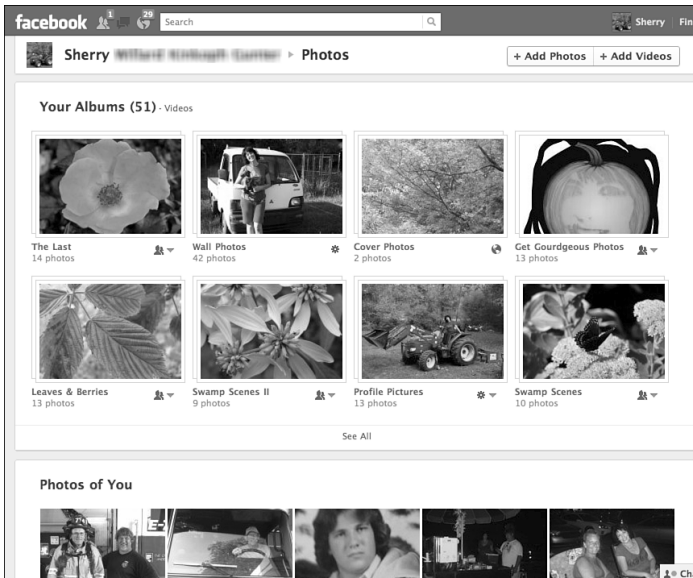
To exit the window and return to what you were doing on Facebook, just click the **Close** button located in the upper-right corner of the viewer, or press the **Esc** key.

Viewing photos is easy enough, but if you're looking for an all-encompassing spot to view your own photos, visit the Photos page. The next section tells you how.

## Viewing the Photos Page

To find your way to the Photos page, click the **Photos** link located at the top of your timeline, underneath your name and cover image. When clicked, the link takes you to the Photos page, as shown in Figure 9.4. The

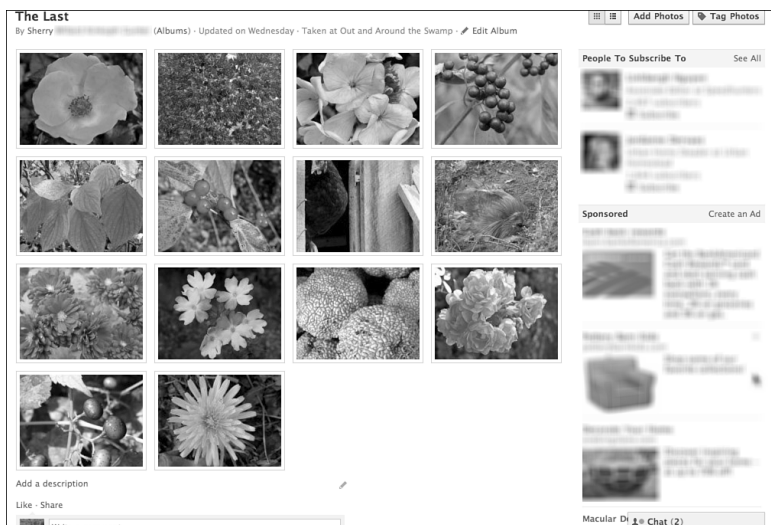
top section of the page lists all your uploaded albums, including your profile pictures. The bottom portion of the page lists all the photos in which you've been tagged. You can view a specific photo album, which displays thumbnails of the images it contains, or you can view full-size individual pictures just by clicking an image. (You just learned about the photo viewer in the previous section to see enlarged photos.)



**FIGURE 9.4** Use the Photos page to view your photo albums or upload pictures.

To view an album, click the album name. Take a look at a typical album page, as shown in Figure 9.5. Here you can view thumbnail images of the album's content.

As with the individual photos you view with the photo viewer window, you can also add comments to an album and find options for sharing it with friends. You might need to scroll down the page a bit to find the links and comment area. Comments are a great way to converse about the picture, the subject, or the experience it represents. Seeing entire conversations unfold in the comment sections of a single photo or album cover is not uncommon.



**FIGURE 9.5** You can view an album to display thumbnail images of the pictures it contains.

To share an album with another friend, you can click the **Share** link on the album page to open the Share this Album dialog box. From there, you can share the album by posting a link on your timeline or by emailing a link to a friend.

## Adding Your Own Photos

Now that you know a little about how to view photos in Facebook, it's time to add some of your own. First, you need to locate and decide which photos you want to share online. After you've figured that out, you're ready to create an album and upload some photos.

**NOTE:** You can add a photo in your status update box, too, and post it directly onto your timeline (previously known as the Wall). Just click inside the box, click the **Photo** link (on your profile page) or **Add Photo/Video** link (on the Home page), and then choose an option. You can upload a single photo, grab one from your camera (as long as it's attached to your computer), or start a brand-new album from the status update box.

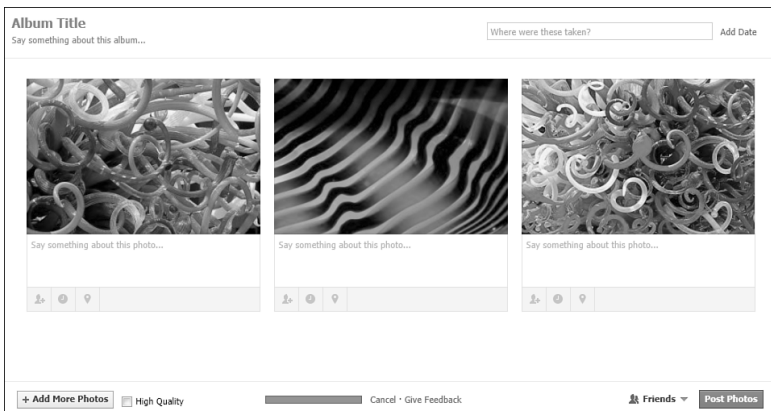
You can easily create a new photo album from the Photos page. You can also control who has access to your photos using the audience selector control. First, you'll select which photos you want to upload; then you can fill out the album name and description details and post the pictures.

Follow these steps to start an album for the first time:

1. From your profile page, click the **Photos** link to open your Photos page.
2. Click the **Add Photos** button.
3. A standard Select Files or Open Files dialog box appears listing your computer's contents. Navigate to the folder containing the pictures you want to upload and select the files.

To select multiple photos, you can hold down the **Ctrl** key and click filenames (Mac users can hold down the **Command** key), or if the photos are contiguous, you can hold down the **Shift** key and select the last file in the sequence.

4. Click **Open**. Facebook uploads the files, as shown in Figure 9.6, and you can fill in details about each photo or the album in general.



**FIGURE 9.6** After you've selected which files to upload, you can specify an album name, location, and audience.

5. To name the album, click the **Album Title** area and type a name for the album.
6. To add a description, click the **Say something about this album** area and type a brief description about the pictures.
7. Optional: In the **Where were these taken** box, type the location in which the pictures were taken and use the Add Date option to add a date, if applicable.
8. Use the **Say something about this photo** area under each picture to add a caption.
9. Click the **Audience Selector** drop-down arrow and select your audience for the album, such as **Public** or **Friends**.

**TIP:** When you activate the Custom option in the audience selector drop-down menu, a separate dialog box form opens, and you can specify who you want to allow and even who you do not want to allow access to your photos. You can specify people by name, and you can choose to allow an entire customized friend list.

10. When you're done filling out information, click **Post Photos**. Facebook posts the albums on your timeline. To view it at any time, you can open your Photos page and select the album name.

**TIP:** The album name and other details you enter during the upload process aren't set in stone. You can edit these items at any time, such as changing the audience to just a specific list of friends or changing the album name when you think of something more fitting. To edit album details such as these, see the section "Organizing and Editing Your Photos" later in this lesson.

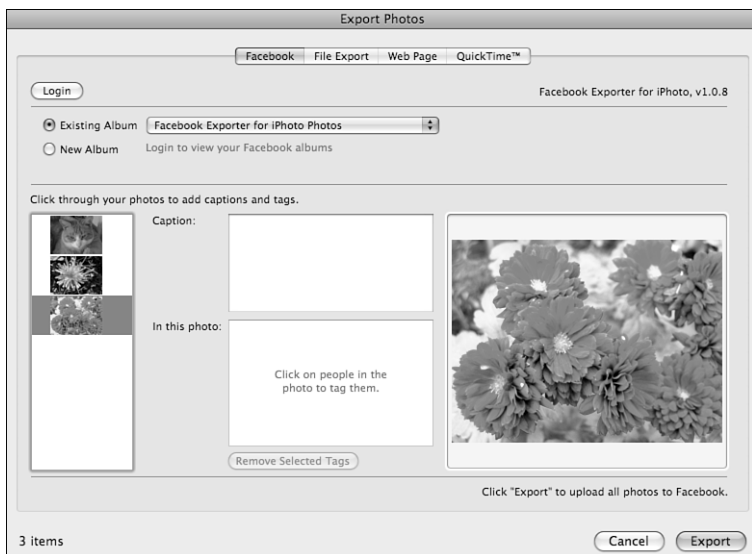
**NOTE:** You can invite people outside the Facebook website to view your albums using the public link Facebook provides. Open the album to the Edit Album page and scroll to the bottom to find a unique URL you can copy and paste into an email message. The recipient can then follow the link and view your images. Of course, it would be cooler if they would just join in the fun and make a Facebook account, but that's not required.

NOTE: Back in Lesson 2, “Setting Up a Facebook Account,” you learned how to add a profile picture. You can add more profile pictures whenever you want. All your profile pictures are organized in a default album called, appropriately, Profile Pictures. To view this album, just look for it among the other albums on your Photos page. You can edit existing photos, add new ones, and remove ones you no longer want.

## Using Other Photo Uploaders

If you’re a Mac user, you can add the iPhoto Exporter application to your computer and use it to upload photos from the iPhoto application directly. To find your way to the app, type **Facebook Exporter for iPhoto** into the search box at the top of any Facebook page and press **Enter (Return)**. Click the **Facebook Exporter for iPhoto** name in the search results listing. Click the **Download App** button and download the Facebook Exporter for iPhoto application. You can then install the application and use iPhoto to upload photos into a Facebook album.

iPhoto Exporter simply adds a Facebook tab to the Export Photos dialog box, as shown in Figure 9.7, where you can create a new album for Facebook or insert the photos in an existing album. You can also use the dialog box to add captions and tags before uploading the images. To navigate to the dialog box and see for yourself, open iPhoto and select the files you want to import. Next, click the **File** menu, and then click **Export**. When the Export Photos dialog box opens, you’ll have to log in to your Facebook account to start the process. After your browser logs you in, you’re returned to the Export Photos dialog box, where you can continue the process of uploading the files. Just click the **Export** button and follow the prompts. When the import is complete, you can review the album on Facebook and approve the uploaded images. After you’ve approved the images, you can post the album to your profile, and you’re done.



**FIGURE 9.7** Mac users can add a Facebook tab to iPhoto's Export Photos dialog box for uploading image files.

If you have photos on a camera phone, you can upload them to Facebook, too. Depending on the type of phone you use, you might need to follow different uploading procedures. For example, you can use your personalized upload email address to upload photos from a feature phone, or if you're using an iPhone, a completely different set of steps is required. Learn more about Facebook's mobile features in Lesson 16, "Making Facebook Mobile."

## Tagging Photos

Tagging is a popular activity on Facebook. Tagging is when you identify someone in a story, photo, or video. When you tag people, Facebook lets them know with a notification so they can go take a look at the story. The tag also appears as a story in their mini-feed on their profile page. In the case of photos, you can tag people to identify them in the picture. You can even tag people in a photo who aren't on Facebook and send them an email message.

To tag a person in a picture, follow these steps:

1. Open the photo you want to tag.
2. Click the **Tag This Photo** link.
3. The mouse pointer turns into a cross-hair pointer when you move it over the photo. Click the person or area you want to identify in the photo to open a tag box, as shown in Figure 9.8.



**FIGURE 9.8** You can tag people in a photo to identify them.

4. Click a name from the list or type in the person's name.

If you type someone's name who isn't in your Friends list, you have the option of emailing the person a link to the image, even if they don't have a Facebook account.

5. Click the **Tag** button, and the person is tagged.
6. Click the **Done Tagging** link when you finish tagging everyone in the photo.

When you add a tag, anyone viewing the photo can move his or her mouse over the people in the photo and view the tag that points out who each person is. Very handy, don't you think?

To de-tag a person, you can reopen the photo and click the **Edit** link, then click the **X** button next to the person's name and click the **Save** button to finish the edit. People you've tagged can also remove their tags from your photos using the same step.

You can also tag yourself in someone else's photos, but they'll have to approve of the tag before everyone else can see it.

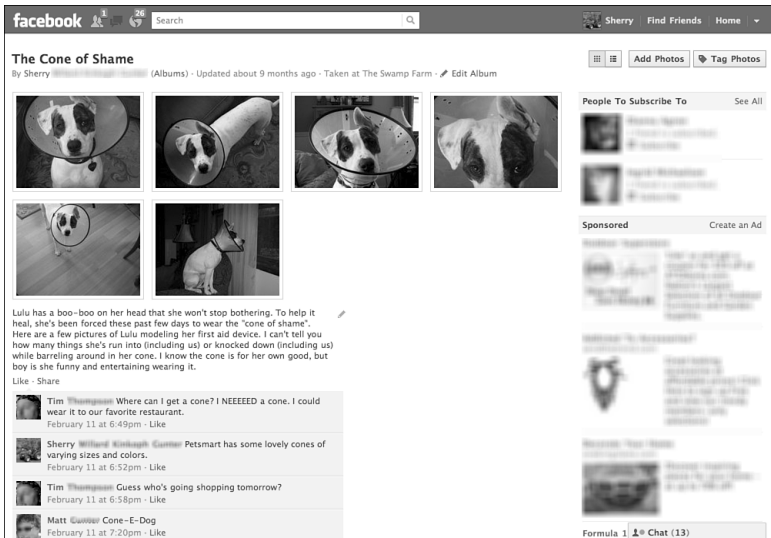
New to Facebook, you can also tag locations in your photos. Click the **Add Location** link in the photo viewer window and specify a location where the photo was taken. You can type a specific location or choose an existing place, such as a city. Use the **Change Date** link to designate a special date for the photo.

## Organizing and Editing Your Photos

Organizing and editing your photos after you have created an album is easy. For example, you might decide you need to reorganize the photos or add captions. Or you might want to delete a photo or completely remove an entire album.

To revisit an album and make changes, click the **Photos** link on your profile page. Locate the album you want to work with, and then click the album name to open the album. Facebook displays all the thumbnail images included in the album, similar to Figure 9.9. You can reorganize your photos in this view. Simply click and drag them around on the album page to reposition their order.

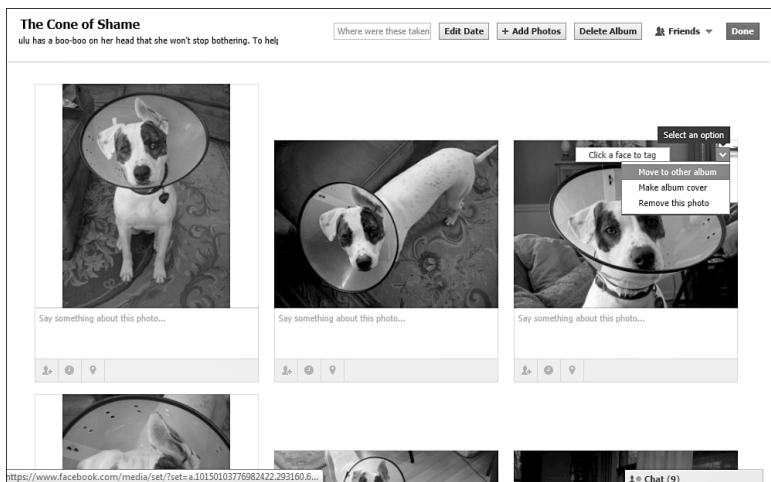
What about adding more photos, you ask? That's easy. If you click the **Add Photos** button in the top-right corner, you can upload more photos.



**FIGURE 9.9** To edit an album, start by opening the album's thumbnail view.

**NOTE:** There are two view modes you can use while displaying your album's thumbnails: Album View and Comment View. Album View shows the pictures horizontally at the top of the page and the comments down below. Comment View displays the pictures vertically, with the comments along the side. You can flip back and forth between views using the buttons up in the top-right corner of the page.

If you want to edit album details, such as the title or individual photos, click the **Edit Album** link (refer to Figure 9.9). This opens the Edit Album page, shown in Figure 9.10. This page displays all the photos, along with options for adding or editing captions, deleting a photo, moving a photo to another album, or designating a new album cover. The album cover is just the photo that appears as the main photo in the listing of albums and when the story is posted on your timeline or news feed. By default, the Photos application makes the first photo the album cover, but you can choose any photo in the album as the cover.



**FIGURE 9.10** Open an album's Edit Album page to find options for editing, organizing, and deleting albums.

You have several editing options to choose from, as follows:

- ▶ To change the album name, description, or location, click the existing text at the top of the page and type in new information.
- ▶ To change the date for the album, click the **Edit Date** button and choose another.
- ▶ To add a caption, click in the **Description** box below each photo and type one up.
- ▶ To add photos, click the **Add Photos** button and choose more photos to upload.
- ▶ To change who sees your album, click the audience selector drop-down arrow and choose another setting, such as Friends or a custom list.
- ▶ To make a photo the album cover, click the **Select an Option** drop-down arrow (see Figure 9.10) and choose **Make album cover**.

- ▶ To remove a photo you decide you don't want to include, click the **Select an Option** drop-down arrow (see Figure 9.10) and choose **Remove this photo**.
- ▶ To relocate the photo to another existing album, click the **Select an Option** drop-down arrow and choose **Move to other album**. If this is your first album, you won't see this option.
- ▶ To save all the changes you make to the Edit Album page, click the **Done** button located at the top of the page.
- ▶ If you click the **Delete Album** button at the top of the page, you can delete the entire album, photos and all. When activated, this option is permanent.

NOTE: The photos you remove aren't really gone. They still exist somewhere in Facebook's storage servers. For that reason alone, always be careful about what photos you do post online, avoiding photos that embarrass, or ones that violate the site's terms of service. You may think someone cannot find them again, but they're still out there somewhere. It's better not even to post questionable photos in the first place. When in doubt, opt out!

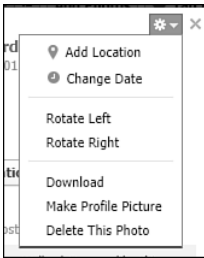
Finally, the photo viewer window itself, shown in Figure 9.11, also offers a couple of editing options you can put to use. For example, does your photo need to be readjusted vertically or horizontally? Do you need to add a caption to a single photo? Do you want to tag a friend in a photo? You can do all of this from the photo viewer. From the album's page of thumbnails, click a photo to open the viewer window.



**FIGURE 9.11** You can also edit individual photos using the photo viewer window.

Here are several editing options to pursue:

- ▶ To add a caption or change the date, click the **Edit** button and use the fields that appear to add a caption, set a new date, or change who can view your photo. Be sure to click the **Done Editing** button to save your changes.
- ▶ To tag a friend in the photo, click the **Tag Photo** button and follow the steps you learned in the previous section.
- ▶ To add a location, click the **Add Location** button and type in a location.
- ▶ To use the photo as your profile picture, click the drop-down arrow next to the tiny cog icon, as shown in Figure 9.12, and choose **Make Profile Picture**.



**FIGURE 9.12** Click the drop-down arrow to view more editing options.

- ▶ If you're viewing a friend's photo in the viewer window, you can click the drop-down arrow (the tiny cog icon) and click **Download** to download the photo to your own computer.
- ▶ To remove a photo you decide you don't want to include, click the drop-down arrow and click **Delete this Photo**.
- ▶ To change a photo's orientation, click the drop-down arrow and click either **Rotate Left** or **Rotate Right**.

## Summary

In this lesson, you learned how to upload and publish photos to share on Facebook. You learned how to tag people in a photo, use various uploaders, and edit albums. In the next lesson, you learn how to share videos.

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