

# Suggestions

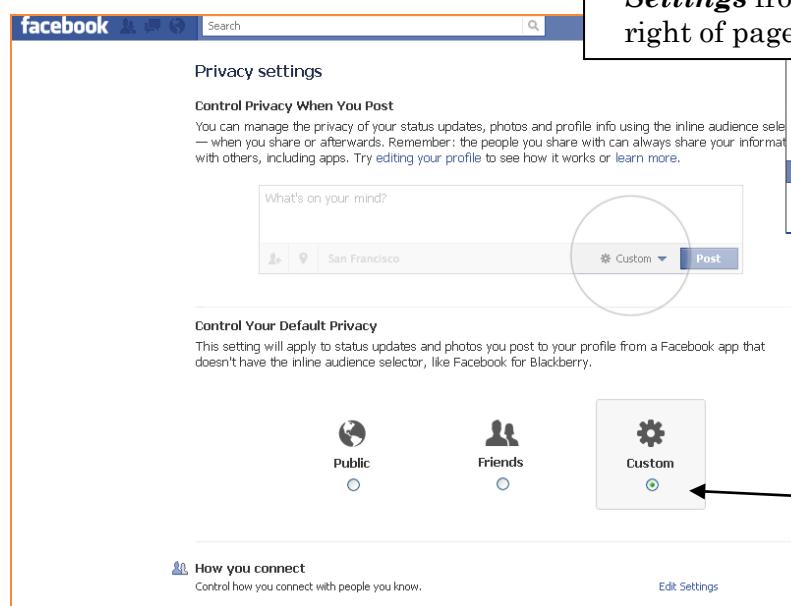
---

Facebook Considerations	Recommendations
Profile Picture	An appropriate photo of yourself or an object or cartoon character that represents you or just leave blank
Any personal info: phone and address	Leave blank
Date of birth	Don't show year
<i>Friends List</i> – only visible to your friends.	<b>Profile-&gt;Edit Profile-&gt;Family and Friends-&gt;Featured Friends.</b> Select <b>Friends</b> from <b>Audience Selector</b>
Review <i>posts</i> and <i>photos</i> you're tagged in <b>before</b> they go on your profile	Turn on <b>Profile Review</b> and <b>Tag Review</b> . Go to <b>Account &gt; Privacy Settings</b> > Scroll to <b>How Tags Work</b> , select <b>Edit</b> > Turn <b>Profile Review</b> on; Turn <b>Tag Review</b> on. <b>For minors, the Tag Review setting is turned On by default.</b>
Test the <b>View As</b> option	Go to your profile; click the <b>Edit Profile</b> button at the top right corner; click the <b>View As</b> button at the top right corner to see how your profile appears to the public or to a specific person
<b>Turn Tag Suggestions Off</b>	Set to <b>Off</b> by going to. <b>Account-&gt;Privacy Settings</b> ; Scroll to <b>How Tags Work</b> and select <b>Edit</b>
Notifications	Consider <i>ticking</i> all the boxes. Get notified about everything
Account Security	Set to secure network, https. Don't worry if later when you click on a link you get a <b>Switch to regular connection (http)?</b>
<b>Turn Friends can check you into places Off</b>	Set to <b>off</b> by going to. <b>Account-&gt;Privacy Settings</b> ; Scroll to <b>How Tags Work</b> and select <b>Edit</b>
Include me in "People here now" after I check in	Disable
Adverting Info	Set to <b>no one</b> in both places
Instant Personalisation	Disable this option but <b>not available yet</b> . See <b>Account Settings</b> Instructions below

# Privacy Settings

Facebook provides privacy settings that include how you are tagged, who can share your data, and who can see your posts. You can also manage your block lists from here, and make sweeping permissions changes to your old posts.

To modify your privacy settings, choose **Privacy Settings** from the **Account** drop down menu on top right of page



If it is not already selected, push the **Custom** button

Edit each of the Privacy Options provided and choose how you want to handle your privacy. See table for recommendations.

Public	Friends	Custom
<b>How you connect</b> Control how you connect with people you know. <input type="button" value="Edit Settings"/>	<b>How tags work</b> Control what happens when friends tag you or your content. <input type="button" value="Edit Settings"/>	<b>Apps and websites</b> Control what gets shared with apps, games and websites. <input type="button" value="Edit Settings"/>
<b>Limit the Audience for Past Posts</b> Limit the audience for posts you shared with more than friends. <input type="button" value="Manage Past Post Visibility"/>		
<b>Blocked People and Apps</b> Manage the people and apps you've blocked. <input type="button" value="Manage Blocking"/>		

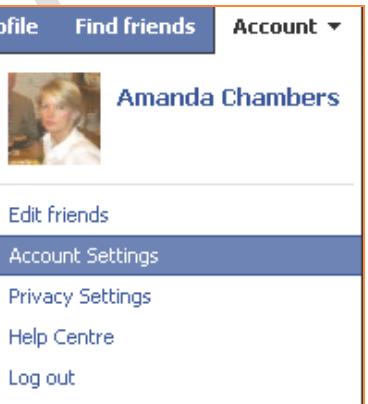
# Privacy Settings continued

Setting	Recommendation
<b>How you connect</b>	<p><b>How you connect</b></p> <p>Who can look up your profile by name or contact info? <b>Friends</b></p> <p>Who can send you friend requests? <b>Everyone</b></p> <p>Who can send you Facebook messages? <b>Friends of friends</b></p> <p>Who can post on your Wall? <b>Friends</b></p> <p>Who can see Wall posts by others on your profile? <b>Friends</b></p> <p><a href="#">Learn more</a> <b>Done</b></p>
<b>How tags work</b>	<p><b>Profile review</b> allows you to manually accept or reject whether a tag is appropriate or not, before it goes live on your profile.</p> <p><b>How tags work</b></p> <p><b>Profile review</b> of posts friends tag you in before they go on your profile (note: tags may still appear elsewhere on Facebook) <b>On &gt;</b></p> <p><b>Tag review</b> of tags that friends want to add to your posts <b>On &gt;</b></p> <p><b>Profile visibility</b> of posts you're tagged in once they're on your profile <b>Friends</b></p> <p><b>Tag suggestions</b> when friends upload photos that look like you <b>Off &gt;</b></p> <p><b>Friends can check you into Places</b> using the mobile Places app <b>Off &gt;</b></p> <p><b>Done</b></p>
<b>Apps and Websites</b>	<p><b>Apps you use:</b> You could click <b>Turn off all platform apps</b> link but kids like using the apps (games). Which applications you use can be reviewed in <b>Account Settings (see below)</b></p> <p><b>How people bring your info to apps they use:</b> Apps take some of your data to make them function, and your friends' applications take some of your data, too. If you wish, click on the <b>Edit link</b> and uncheck as many boxes as you wish then hit <b>Save Changes</b>.</p> <p><b>Instant personalisation:</b> Edit this, <b>Close</b> the video clip and uncheck the <b>Enable Instant Personalisation</b> box.</p> <p><b>Public search:</b> Edit this and uncheck the <b>Enable public search</b> box.</p>
<b>Limit the Audience for Past Posts</b>	<p><b>Manage Post Visibility:</b> this removes the 'Public' permission on all of your past posts, from status updates to uploaded photos, and replaces it with 'Friends' permission in one click.</p>
<b>Blocked People and Apps</b>	<p>Your block lists allow you to block certain people from seeing you -- to make them 'invisible' to you, and you 'invisible' to them. It also applies to applications, games and invitations to join things. It will be as though these things simply don't exist.</p> <p><b>Manage Blocking:</b> you can block people by name, or by email address. You can also unblock people later.</p>

# Account Settings

Your account settings allow you to change your password, manage your data and add further security steps to your account to prevent unauthorised access. Account settings also gives you control over your applications and notifications, as well as your mobile settings. Facebook also say that at some point in the future some of your details *may be used* for advertising, by third-party advertisers or by Facebook's adverts.

To modify your account settings, choose **Account Settings** from the **Account** drop down menu on top right of page



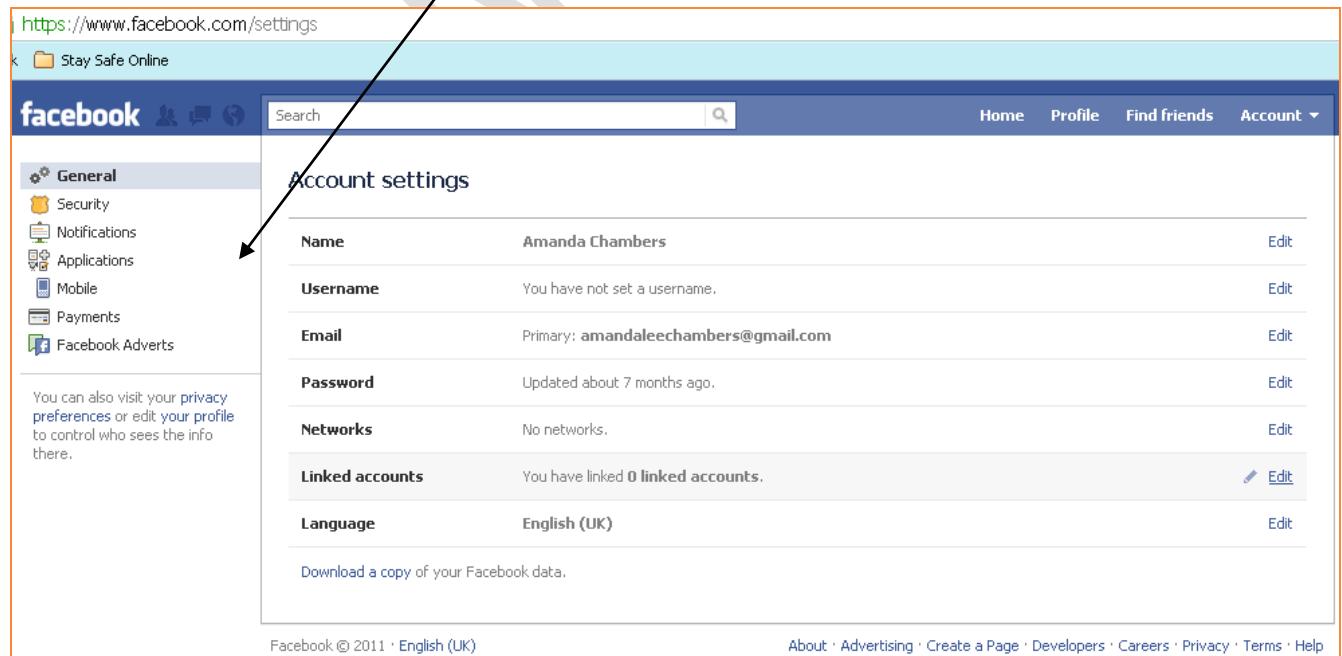
- [Profile](#)
- [Find friends](#)
- Account ▾**
- [Edit friends](#)
- [Account Settings](#)
- [Privacy Settings](#)
- [Help Centre](#)
- [Log out](#)

Any changes you make be sure to save them and in some cases you will be asked to enter your password.  
**To save these settings, please enter your Facebook password.**

Password

Save Changes
Cancel

It is worth looking at all the options, in the **Account Settings**, just to familiarise yourself with what choices are available to you.



The screenshot shows the 'Account settings' page for a user named Amanda Chambers. The left sidebar has a 'General' section selected, showing options like Security, Notifications, Applications, Mobile, Payments, and Facebook Adverts. A note says: 'You can also visit your privacy preferences or edit your profile to control who sees the info there.' The main content area displays the following settings:

Account settings	
Name	Amanda Chambers
Username	You have not set a username.
Email	Primary: amandaleechambers@gmail.com
Password	Updated about 7 months ago.
Networks	No networks.
Linked accounts	You have linked 0 linked accounts.
Language	English (UK)

At the bottom, there's a link to 'Download a copy of your Facebook data.' The footer includes links to 'About', 'Advertising', 'Create a Page', 'Developers', 'Careers', 'Privacy', 'Terms', and 'Help'.

See below for summary of each option

# Account Settings continued

Account Setting	Recommendation
<b>General Account Settings</b>	<p><b>Linked Accounts</b> can be used to synchronise your social networks and allow Facebook to log in when you are using another account. Linked accounts should be avoided, because if one account is compromised, then so could your Facebook.</p>
<b>Security Account Settings</b>	<p><b>1. Secure Browsing</b> – <b>ENABLE</b> in order to browse on a secure network (<a href="https://">https</a>) where possible. Facebook can not always use a secure network and if you get the message below, just click <b>Continue</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Switch to regular connection (http)?</b></p> <p>Sorry! We can't display this content while you're viewing Facebook over a secure connection (<a href="https://">https</a>). Would you like to temporarily switch to a regular connection (<a href="http://">http</a>) to use this application? You will have a secure connection upon your next login.</p> <p style="text-align: right;"><b>Continue</b> <b>Cancel</b></p> </div> <p><b>2. Login Notification</b> – <b>ENABLE</b> in order to get email notification when your account is accessed from a computer or mobile device that you haven't used before. First time you logon, you will be prompted for a machine name</p> <p><b>3. Login Approval</b> requires a mobile number – not recommended for kids</p>
<b>Notifications</b>	<p>You can be sent email notifications whenever actions are taken on your Facebook account that involves you. You can change which applications and features can send you notifications. As a new user it can be useful to get notifications about everything.</p>
<b>Applications</b>	<p>Applications sometimes require the ability to see certain parts of your profile in order to work. If you have any apps, monitor what info they have accessed. Remove any apps you don't use any more.</p>
<b>Mobile</b>	<p>Do not include a mobile number for both security and financial reasons. It is easy to run up a big bill by getting text messages from Facebook.</p>
<b>Payments</b>	<p>Do not store any financial information or credit card details</p>
<b>Facebook Adverts</b>	<p>Adverts can be used to contravene your privacy. In the future some of your details <i>may be</i> used by third-party advertisers or by Facebook's adverts. To prohibit this you can do the following:</p> <p>Click the link that says <b>Edit third party advert settings</b> and set it to <b>No one</b></p> <p>Click the link that says <b>Edit social adverts setting</b> and set it to <b>No one</b></p>