



Basics of the use of computer and ICT

Facebook and Messenger



Introduction

The booklet you are reading is part of a series of booklets.



The series of booklets teaches you how to use the computer and internet.



The booklets are written using the easy to read and to understand language.



Each booklet is about a different topic.

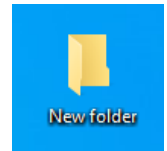
All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard



2. Desktop: move files, create and delete folders



3. Accessibility features - Keyboard shortcuts



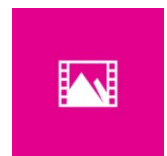
4. USB memory



5. Microsoft Word



6. Video Editor



7. Digital safety



8. Google Chrome



9. Google Maps



10. YouTube



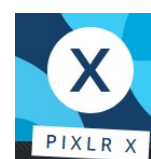
11. Gmail



12. Facebook and Messenger



13. Pixlr X



14. Curriculum Vitae Europass



**The series of booklets has been written by experts
from 7 organizations.**

The 7 organizations are:

Associazione Uniamoci Onlus from Italy



Asociacija "Aktyvus Jaunimas"
from Lithuania



Centro Social e Paroquial Santos Martires
from Portugal



Tallinna Tugikeskus JUKS from Estonia



IES El Greco from Spain



I.E.S. EL GRECO

Towarzystwo Wspierania Inicjatyw
Spoecznych Alpi from Poland



Università Degli Studi Di Catania from Italy



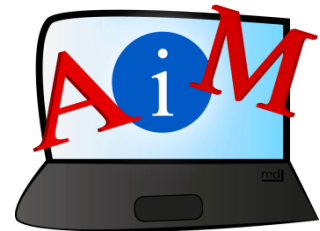
You can find more easy to read and to understand information about the project on its website:

<https://accessibleinformationmaterial.blogspot.com/>

The series of books has been created as a result of an **Erasmus+** project.



This Erasmus+ project is called Accessible Information Material.



VOCABULARY

Erasmus+ is a programme of the European Union that funds different kinds of projects.



Facebook

Introduction

Facebook is a social network.

A **social network** is a place on the internet where you can share information with other people.

If you want to register on Facebook you need an e-mail address.

If you do not have an e-mail address you can check how to create it reading the booklet number 11.

This is the symbol of Facebook:

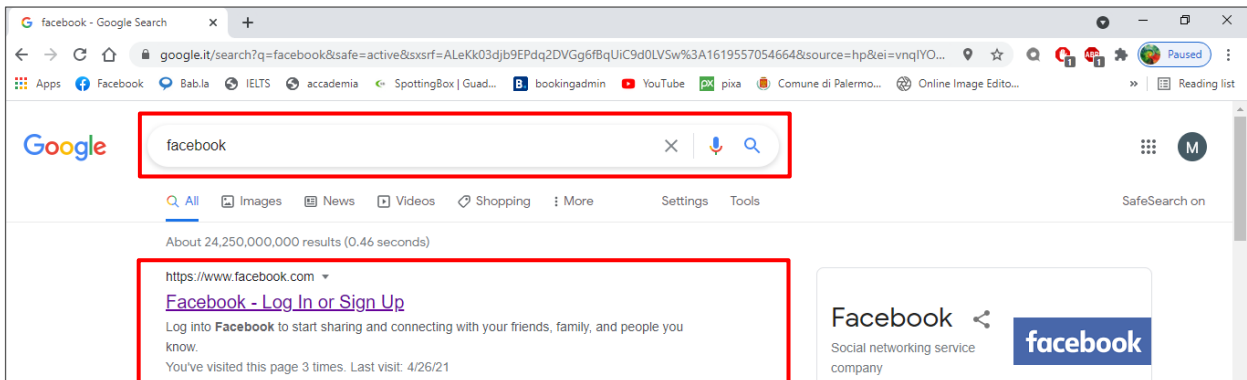


Start using Facebook

- Open **Google** on your computer.
- Write **Facebook** in the space next to the symbol of the magnifying glass and press **Enter** from the keyboard.
- Click on the first link of the list.



The right link is **facebook.com**



- Click on the green button **Create New Account**

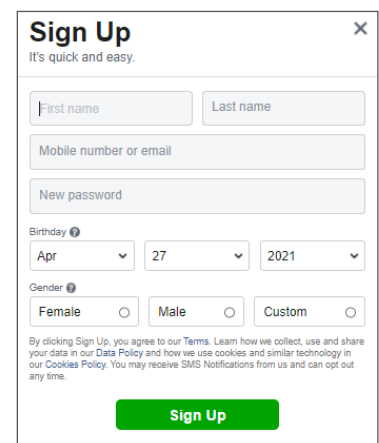
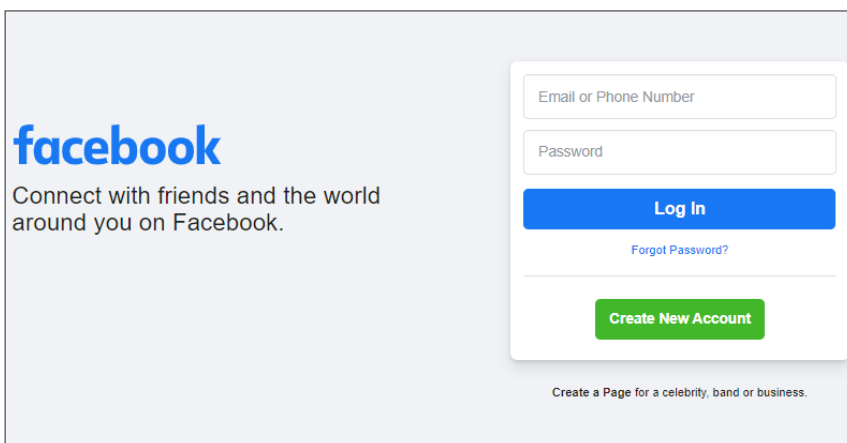


- Fill the window that appears with the required information:

first name, last name, mobile number or email, password, birthday and gender.

The **password** is made of 6 or more letters, numbers and punctuation marks.

- Choose the password that you prefer, for example Paul1990.



- To add your birthday,



A screenshot of a birthday selection form. It features three dropdown menus. The first dropdown is labeled 'Birthday' and contains the text 'Feb'. A red square highlights the downward arrow of this dropdown. The second dropdown contains the number '2'. The third dropdown contains the year '1988'.

click on the arrow next to the written month.

The list of the months of the year will appear.

Click on your **month of birth**.

Then click on the arrow next to the written day.

The list of days from 1 to 31 will appear.

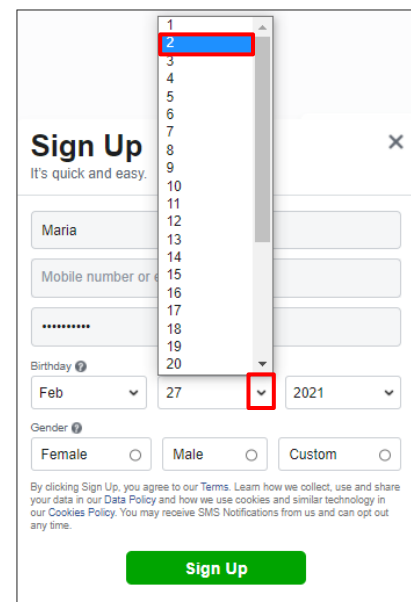
To look for your **day of birth**,

move the arrow of the mouse on a number.

The number will become blue and you can

go down or up the list using the arrows

on your keyboard.



A screenshot of a sign-up form titled 'Sign Up' with the subtitle 'It's quick and easy.'. The form includes fields for 'Name' (containing 'Maria'), 'Mobile number or email', 'Birthday' (with a dropdown menu open showing a list of numbers from 1 to 20, where '2' is highlighted in blue), and 'Year' (containing '2021'). There are also radio buttons for 'Gender' (Female, Male, Custom). A green 'Sign Up' button is at the bottom. A red box highlights the downward arrow of the birthday dropdown.

Do the same to add your **year of birth**.




A screenshot of a birthday selection form. It features three dropdown menus. The first dropdown is labeled 'Birthday' and contains the text 'Feb'. The second dropdown contains the number '2'. The third dropdown contains the year '1988'. A red square highlights the downward arrow of the third dropdown.

Before to go on,

make sure that you have added your birthday correctly.

- If you are **female**, click on the circle next to the written Female.
- If you are **male**, click on the circle next to the written Male.

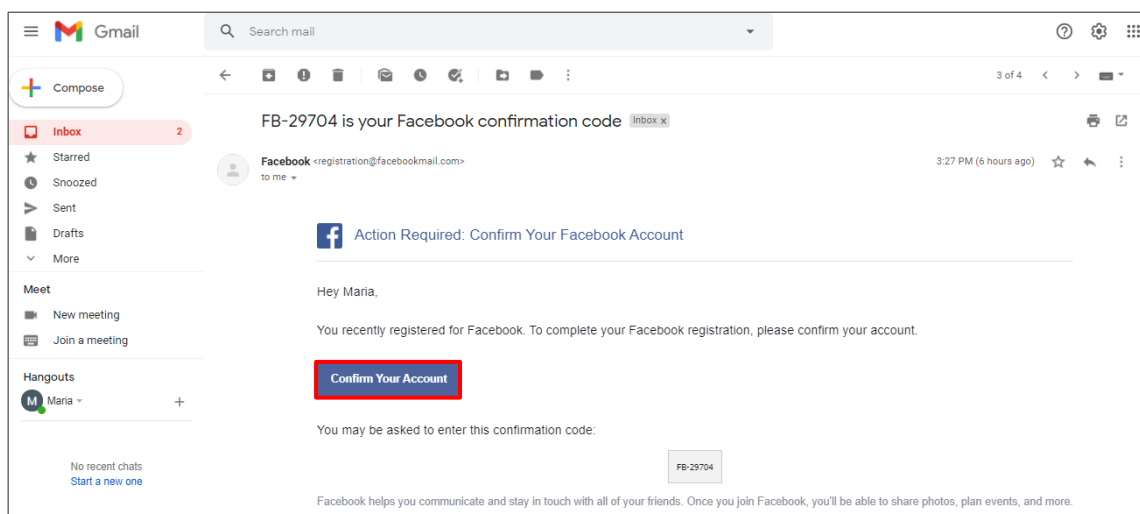
Birthday [?]
 Feb 2 1988
 Gender [?]
 Female Male Custom

- Click on the green button with the writing **Sign Up**. 

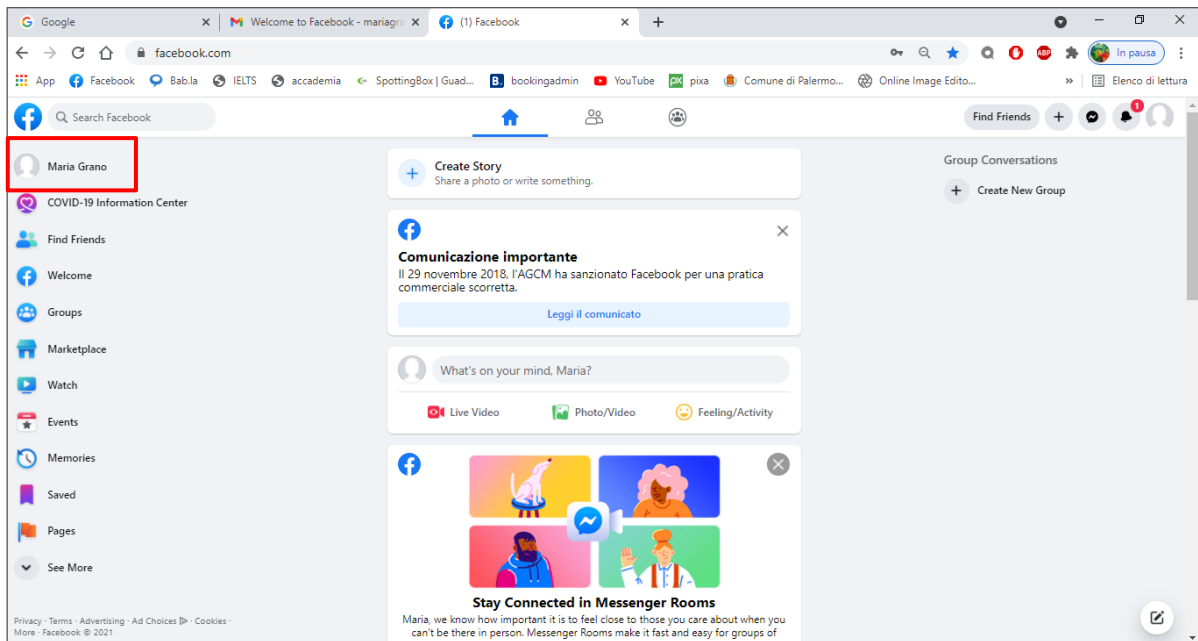
Now a confirmation email has been sent to your email address.

- Open your **email** in a new tab.
- Click the email you got from Facebook to open it.
- Click the blue button with the writing **Confirm Your Account**.





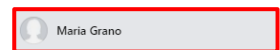
You will be addressed to your new **Facebook profile**.



How to build your profile

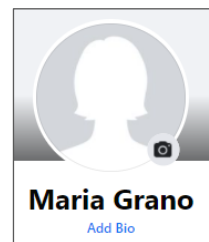
Add or change profile picture

- Click on your name in the left top of your screen.

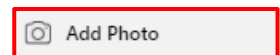


Your profile page will open.

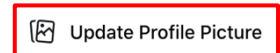
- Click on the circle with the shape of a head.



- Click on **Add photo** to add your profile picture.

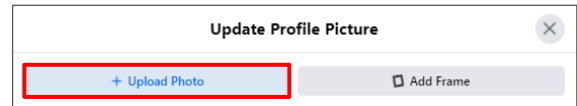


- Click on **Update Profile Picture**



to change your profile picture.

- Then click on **+ Upload Photo**



to upload a photo from your computer.

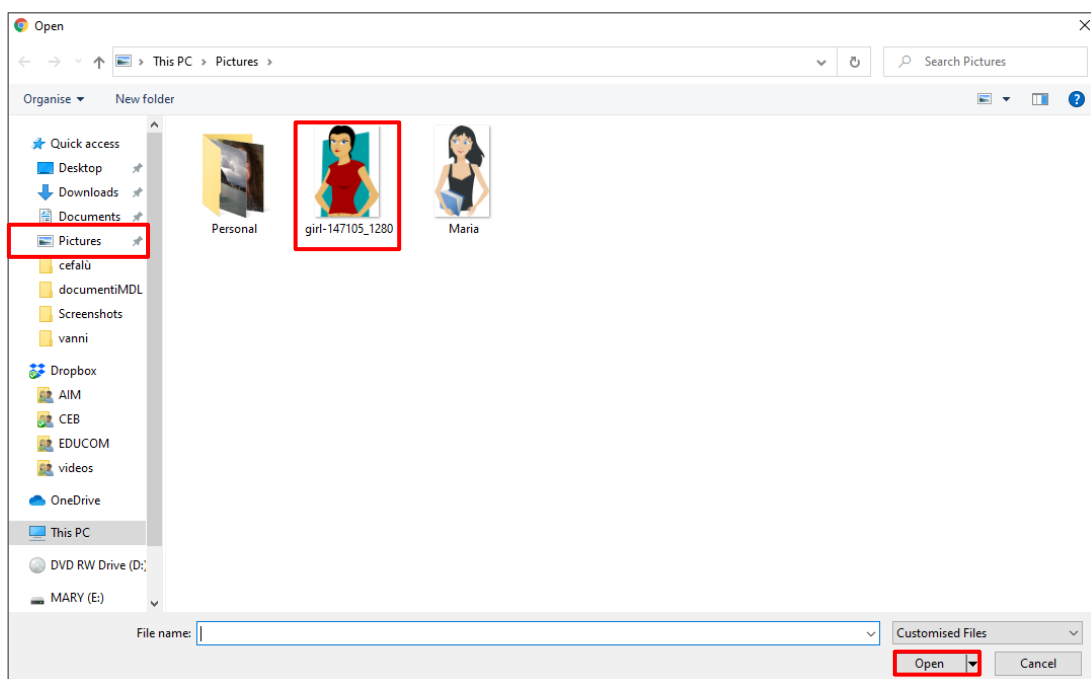
If you want to be easily recognized by your friends on Facebook you should use a photo of yourself.

A window will appear to allow you to find the picture in the computer.

- Click the folder where you stored the picture, from the list on the left side of the window.

You may have this folder on Desktop, in Picture or Downloads.

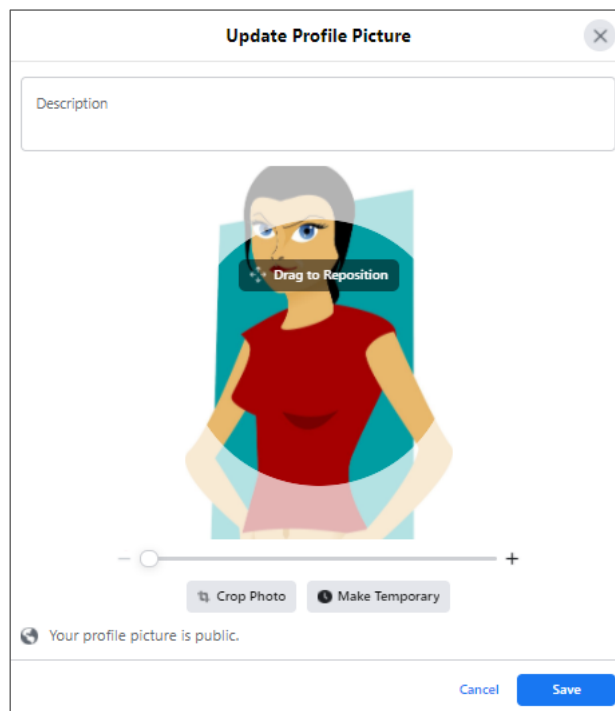
The folder will open in the window.



- You have to look for the photo that you want as a profile on Facebook.

- Click on the photo and click on **Open**. 

A window will open with your photo.



- You can add a description. 

- To decide what part of the photo will appear in the circle you can move the photo: click in the circle and move the mouse.

- If you click on **Crop Photo** it will become squared. 

- If you click on **Make Temporary**,



your profile picture will stay for a while and then it will be automatically back to the previous one.

You have to choose for how long you want this profile picture, selecting the duration among the proposals that will appear when you click on the arrow next to 1 week.

Click on the desired duration.

- If you click on **+** you will **zoom in** the photo and if you click on **-** you will **zoom out** the photo again.

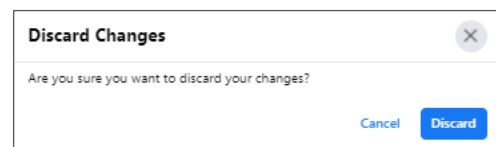


- If you realize that you do not like the picture you can click on

Cancel

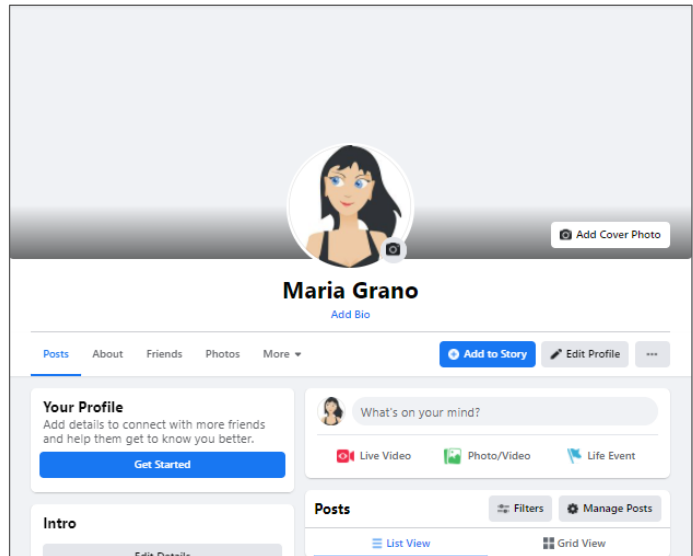
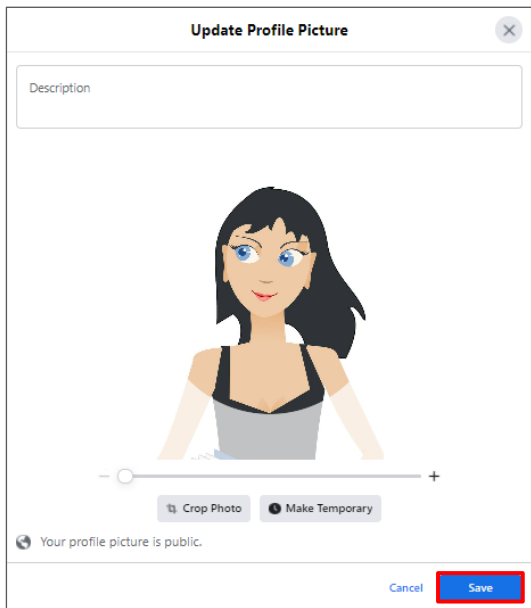


and on **Discard** in the next window.



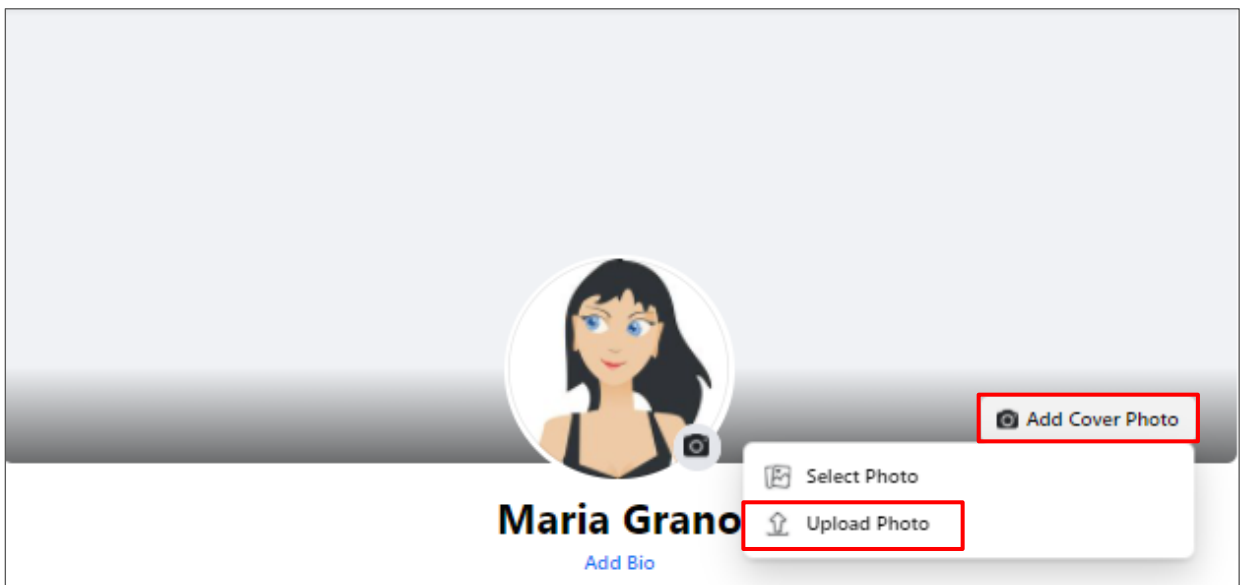
Now you will be able to upload another picture.

- If you like the photo you chose, click on **Save** and it will be your profile picture.

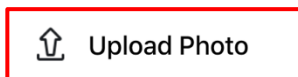


Add cover photo

- In your profile page, click on **Add Cover Photo**.



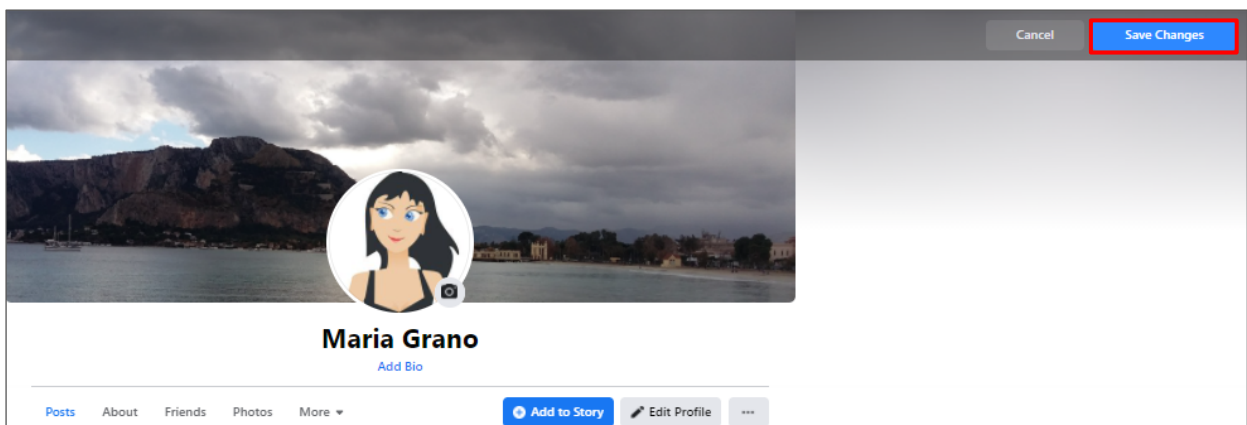
- Click on **Upload Photo**.



A window will appear to allow you to find the picture in the computer.

- Select the folder and then the desired photo.

- Click on **Open**.



Your cover photo will appear on your profile page.

If you click on the photo and move the mouse at the same time you will move the photo.

- When the photo is in the position that you like, click on **Save changes** in the right top of the screen.

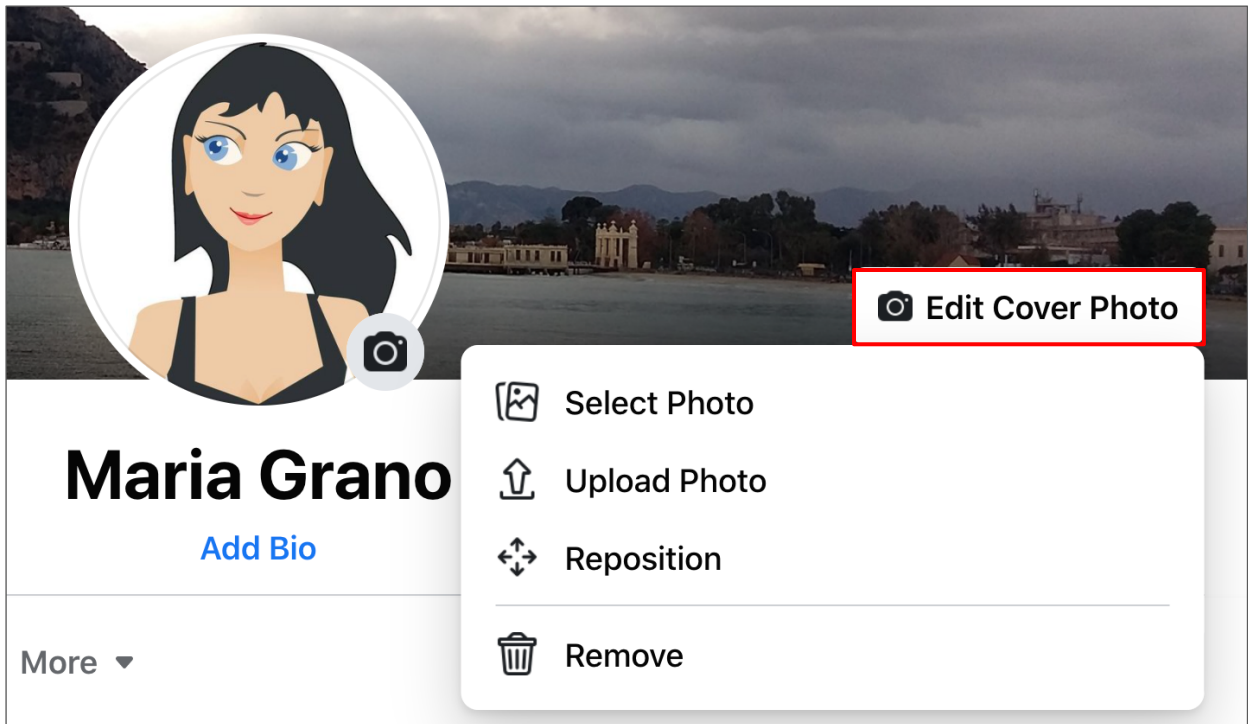


- If you want to upload another picture instead or no photo at all, click on **Cancel**.



Change Cover Photo

- Click on **Edit Cover Photo** on your profile page to change your cover photo.



- Click on **Select photo** if you want to select the cover photo among the photos that you have already uploaded on Facebook.

- Click on **Upload photo** if you want to select the cover photo from your computer.

- Click on **reposition** if you just want to move a bit your actual cover photo.

- Click on **Remove** if you do not want a cover photo in your profile.

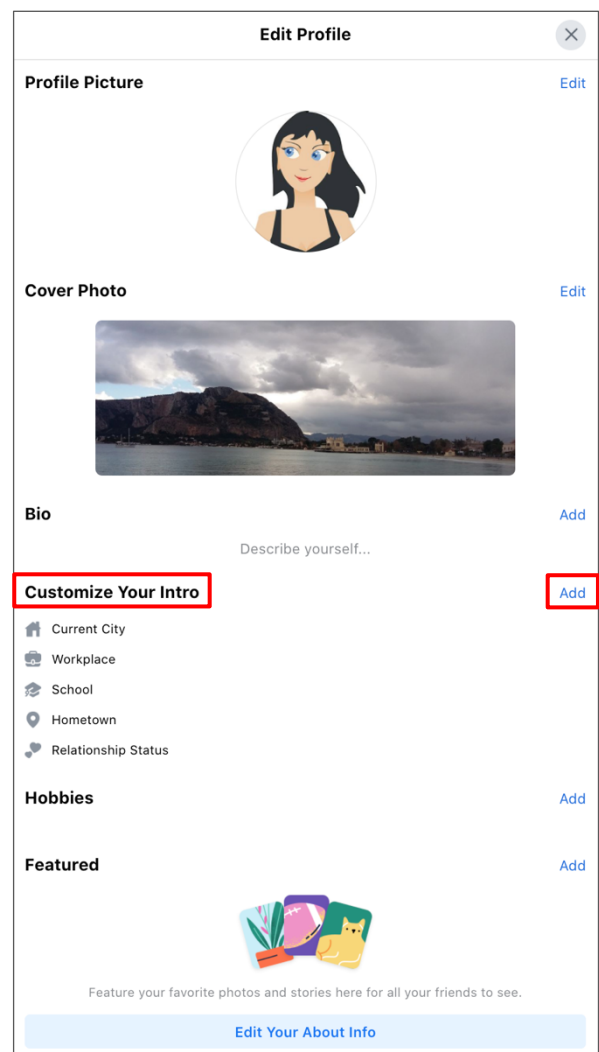
Edit Profile

- Click on **Edit Profile** on your profile page.



A window will open.

- Click on **Add** next to **Customize Your Intro** to add information about you.



You can add all the information or just some of them.

Edit Details

Customize Your Intro
Details you select will be public and won't post to News Feed.

Work
+ Add a workplace

Education
+ Add a high school
+ Add a college

Current City
+ Add current city

Hometown
+ Add hometown

Relationship
+ Add a relationship status

Websites
To feature links on your profile, set the audience to Public.

Social Links
To feature links on your profile, set the audience to Public.

[Update Your Information](#)

For example, if you want to add your **workplace**:

- Click on **Add a workplace**.
- Click in the rectangles and type the required information.

About

[Overview](#)

Work and Education

Places Lived

Contact and Basic Info

Family and Relationships

Details About You

Life Events

Company


Position

City/Town

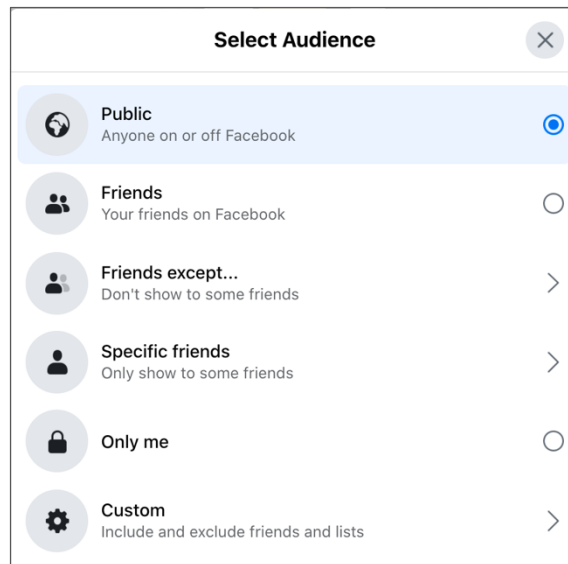
Description

Time Period
 I currently work here

From

- Tick **I currently work here**, if you are still working there.
- Select the years by clicking on the button **Year** and then directly on the year.
- If you click on **Public** you can decide who can read those information. 

A window will open.



Click on **Public** if you like that everyone can see those information.

Click on **Friends** if you want that only your Facebook friends can see those information.

Click on **Friends except...** if you want to hide those information only to some of your friends.

In this case the list of your friends will be shown and you have to select the ones that cannot see your information.

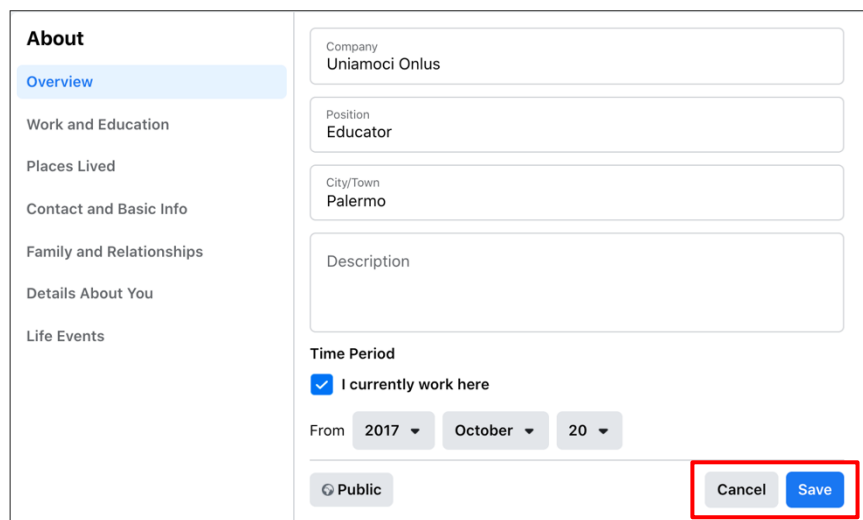
Click on **Specific friends** if you want that only some of your friends can see those information.

In this case the list of your friends will be shown and you have to select the ones that can see your information.

Click on **Only me** if you want those information visible only for you.

- Click on **Save** to save the information on your profile.

- Click on **Cancel** to delete the information that you have added.

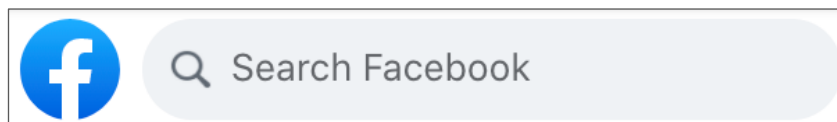


The image shows a screenshot of a profile editing interface. On the left is a sidebar with the 'About' section selected, containing sub-sections like 'Overview', 'Work and Education', 'Places Lived', 'Contact and Basic Info', 'Family and Relationships', 'Details About You', and 'Life Events'. The main area contains a form with the following fields: 'Company' (Uniamoci Onlus), 'Position' (Educator), 'City/Town' (Palermo), and a 'Description' text area. Below these is a 'Time Period' section with a checked checkbox 'I currently work here' and a 'From' date selector set to 2017, October, 20. At the bottom, there is a 'Public' privacy setting and two buttons: 'Cancel' and 'Save', which are highlighted with a red rectangular box.

For your safety we suggest you to not add your telephone number to your profile.

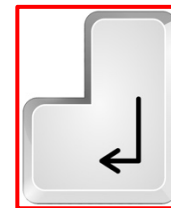
Add Friends

- Type the name and surname of a person that you want to add as a **friend on Facebook** in the space with the magnifying glass, on the top left side of the screen.



- Press the **Enter** key on your keyboard.

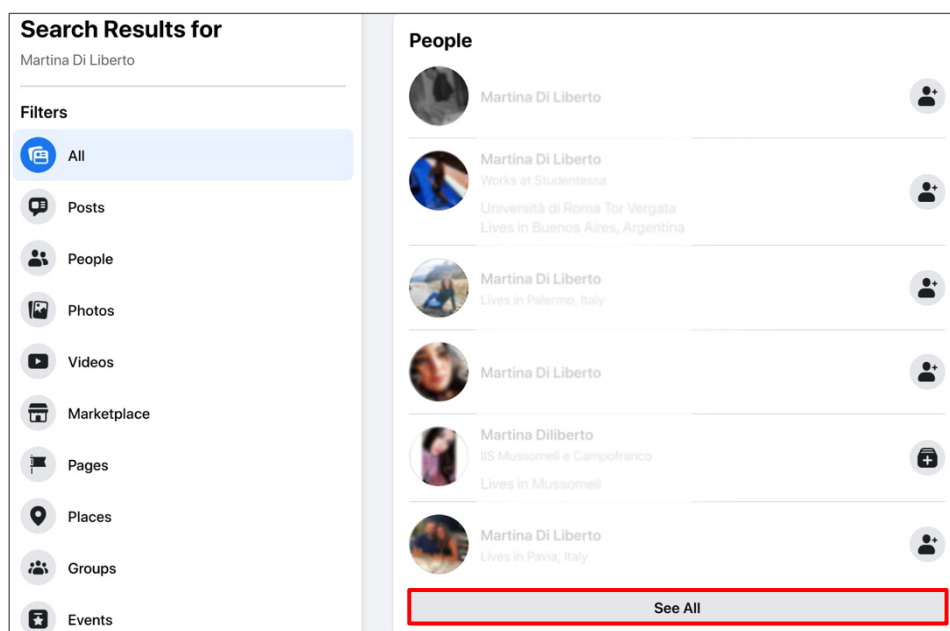
A list of people with that name will appear.



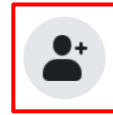
Look at the photo to find your friend.

If you cannot find him among the first people shown,


click on **See All**.



- When you find your friend, click on this symbol, to send him a **friend request**.



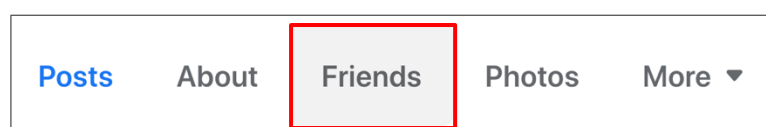
If you want to be sure that it is the right person, click on the name or the photo to open his profile, before sending the friend request.

If you open the profile and you want to send the friend request to that person, click on **Add Friend**,  under his cover photo.

That person can decide if to accept you as a friend on Facebook or not.

To have that person among your friends, you have to wait until he or she accepts your request.

If you click on **Friends** in the bar under your profile picture, you have the possibility to see the **list of your friends** and to search among them.




If somebody will send you a friend request, you will receive a **notification**.

It means that a red number will appear on the button

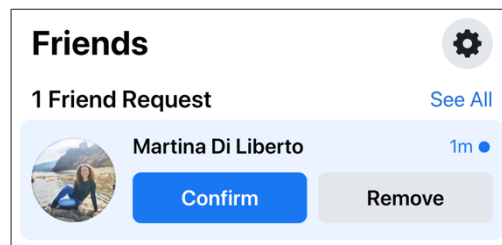


on the top middle side of the screen.

- Click on  and the friend requests will be shown on the left side of the page.

- Click on the person's name to see an overview of the profile and check if you know that person.

Under the name and photo of the person there are two buttons.



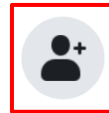
- Click on **Confirm** if you want to add that person among your friends.

- Click on **Remove** if you do not want to add that person among your friends.

Make sure to add only people that you really know.

Below the Friends requests, Facebook proposes to you some people you may know.

Have a look on them and if you like you can send them a friend request by clicking on **Add Friend**.

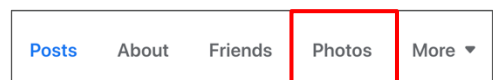


Add Albums

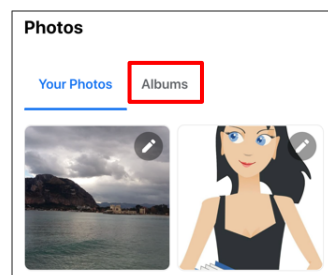
You can create an album with the pictures of your birthday party for example, or with the pictures of your holidays.

To create an album you need to have the photos in your computer.

- Click on **Photos** in your profile page.



- Click on **Albums**.



- Click on **Create Album**.



- Click on **Upload Photos or Videos**.



A window will appear to allow you to find the photos and videos in the computer.

You may have them on Desktop, in Images, in Downloads or in your Smartphone or camera.

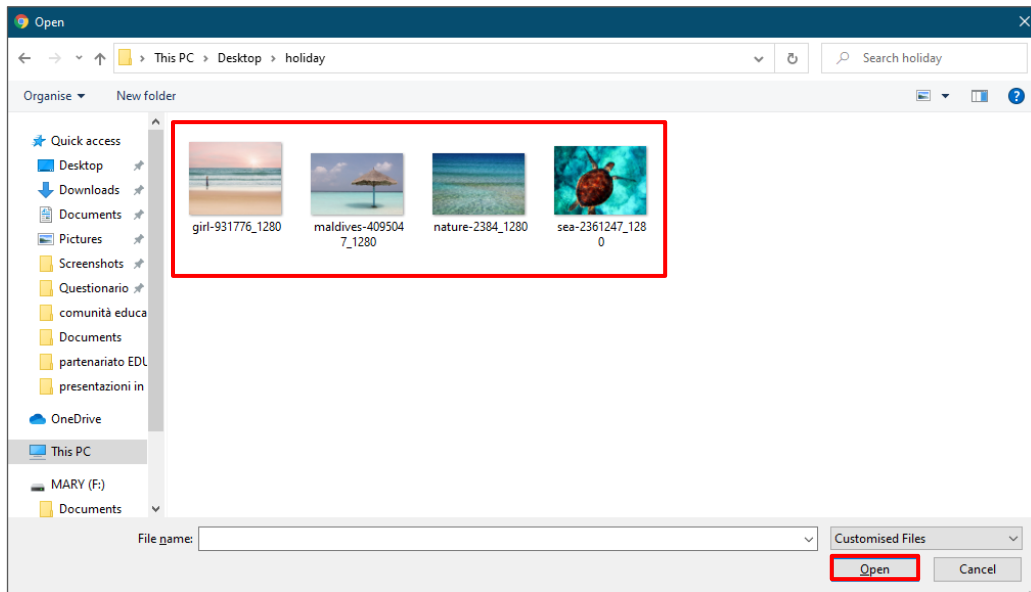
If the photos are in your Smartphone or camera, you have to connect them to the computer through a cable.

- Click the folder where you stored the photos or videos, from the list on the left side of the window.

When you click on Desktop, on the name of your USB memory or on the name of your phone or camera from the list on the left of the window, all the things that are stored in that place are shown in the main area of the window.

- **Click on the folder where the photos or videos are stored.**

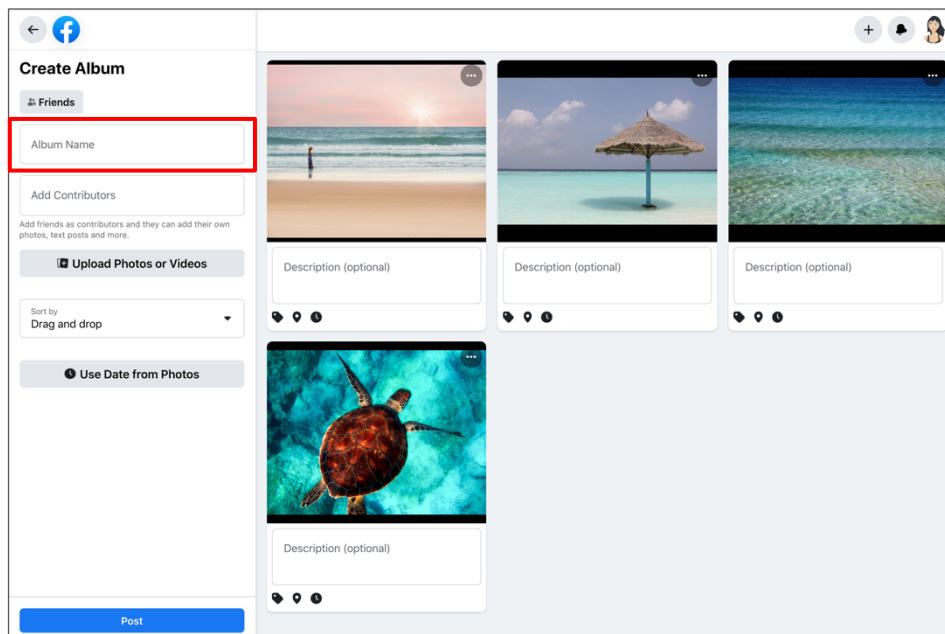
The folder will open in the window.



You have to look for the photos or video that you want to upload on Facebook.

- Select them and click on **Open**.

A window will open with the photos you have chosen.

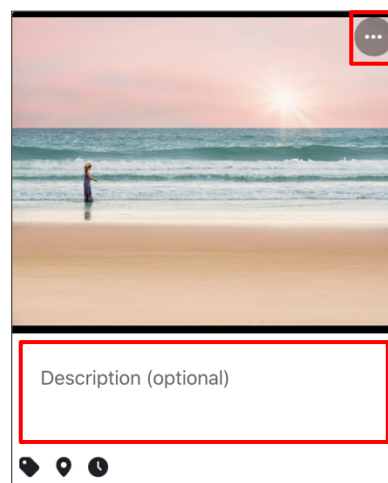


- Click on the writing **Album Name** and type the name of the album, for example Holiday.

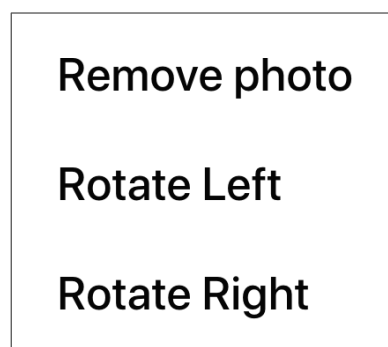
Album Name
Holiday

On the right side you can see all the photos.

Under each photo there is a space where you can write something about it, if you like.



- Click on the **three dots** over each photo, to modify the photo, a menu will appear:



- Click on **Remove photo** to delete the photo from the album.

- Click on **Rotate Left** or on **Rotate Right** to rotate the photo.


You can click it several times till you find the right position of the photo.

Below each photo there are some **symbols**:



 is to **tag** people in the photo.

To **tag** means to say that those people are with you in that photo.

- To tag click on  and then Click on the face of the person and start to type his name.

A list of people will appear.

- Click on your friend from the list.

Repeat the same for all your friends in the photo.

 is to add a **location** to the photo.

For example if the photo has been made in a restaurant or in a city and you want to show it to the people:

- Click on  and start to type the name of the restaurant.

- Click on the restaurant among the suggested options.

 is to add **date and time** to the photo.

Usually Facebook puts the date of the current day.

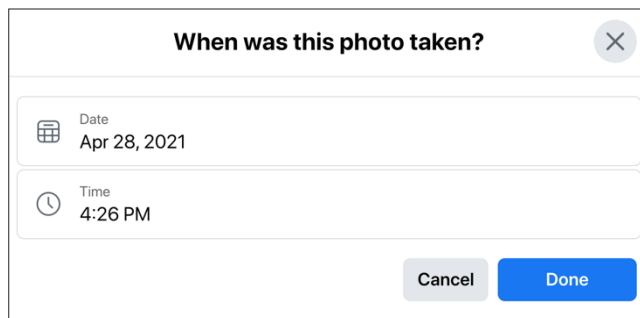
- Click on 

- Click on **Date** and select the day by clicking on it.

You can move backwards and forward among the months using the arrows.

- Click on **Time** to select the time from the menu that will appear.

- Click on **Done** to save the changes.



 **Friends** is to decide **who can see the album**.

If you do not change it, only your friends can see the photos.

If you are not happy with it, you can change it by clicking on it and choosing what you prefer from the list.

- Click on **Post** to save and put the album online.

Post

How to create a post

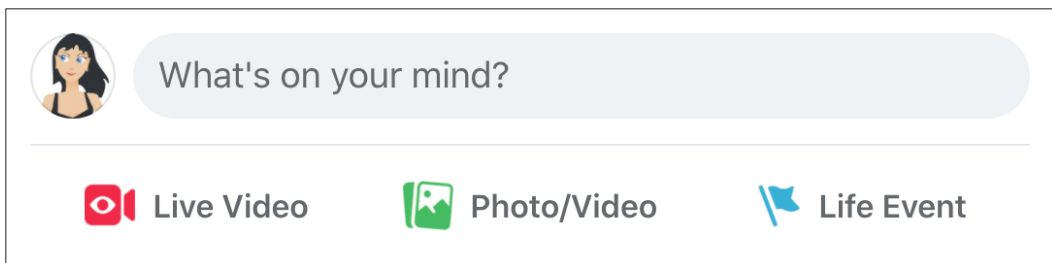
Open your profile page.

Your profile page is the one that appears when you click on the button with your photo and name.

- Click on **Posts**

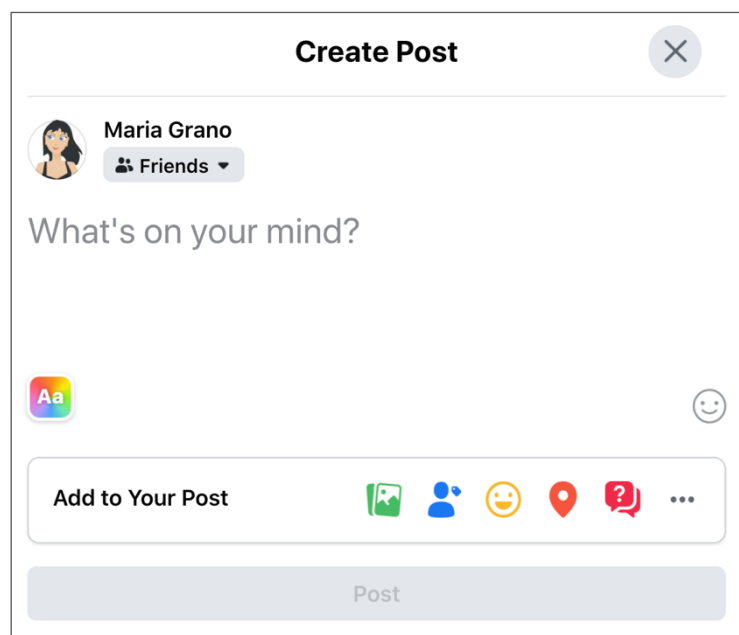


- Click on the space next to your photo.




The window **Create a Post** will open.

- Start to type a phrase by clicking on the space under your photo.




Under the space where to type there are some buttons.

- To choose a **background** for your text, click on 

- To **add a photo or a video** click on 

If your post is also addressing some of your friends you can **tag** them.

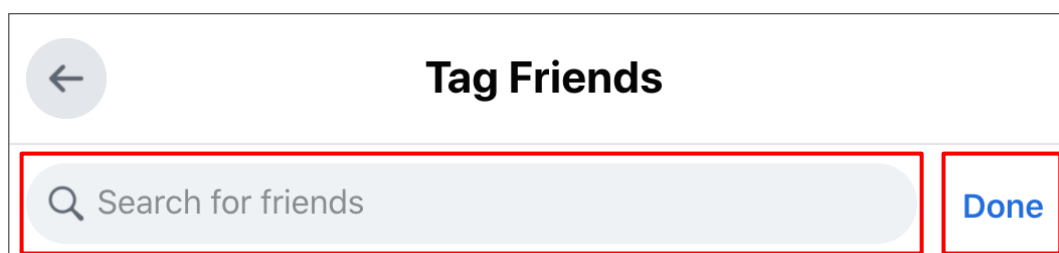
If you tag your friends they will receive a notification and they will react to your post.

- To **tag** your friends, click on 

A new window will appear.

Type the name of your friend next to the magnifying glass.

A list of friends will appear and you have to click on your friend.



You can add other friends, typing their names next to the magnifying glass.

When you have finished with tagging, click on **Done**.

- You can also add a **feeling or an activity**.

A feeling is to tell others how you are feeling, for example happy or sad.

An activity is, for example, eating or travelling.

For example: if you are at the restaurant for a pizza, you may post the photo of your pizza and choose the feeling “hungry”, or you may post a photo of you at the table and add the activity “eating pizza”.

- To **add a feeling or an activity**, click on



A list with feelings will appear.

Choose the one you are interested in and click on it.

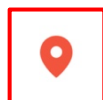
Click on Activities.

A list of activities will appear.

Choose the one you are interested in and click on it.

Click on the specific activity from the list that will appear.

- To add a **location** click on



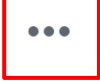
Start to type the name of the place and select it from the list.

When your post is ready for publication, click on

Post


The button **Post** is located at the bottom of the window.

Modify and delete a post

- **To modify a post**, click on the three dots  on the top right side of the post on your profile page.

- Click on **Edit Post**. 

- Modify what needs to be changed and click on **Save**.


- **To delete a post**, click on the three dots 

on the top right side of the post on your profile page.

- Click on **Move to trash**. 

- Click on **Move**.

How to see and interact with your friends' posts

- To see your friends' posts, click on the button **Home** in the middle of the bar on the top of the page. 

Now on the top of the page you will find the window to create a post.

Below it, there are your friends' posts.

You can have a look at them just scrolling down the page.

If you find a post interesting, you can click on it.

Sometimes the posts are links to websites, so if you click on the post the website will open and you can read the entire news.

Below each post there are 3 buttons.

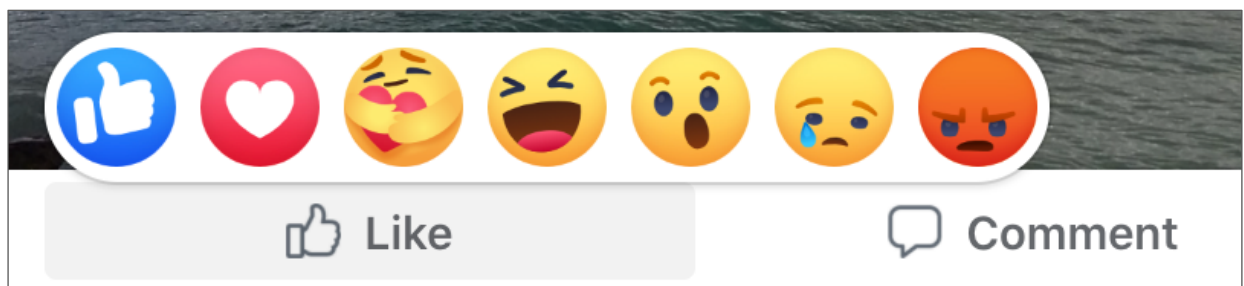


- If you move the mouse on the button **Like**,

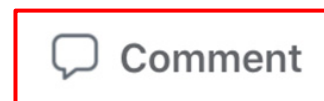


some reactions to the post will appear.

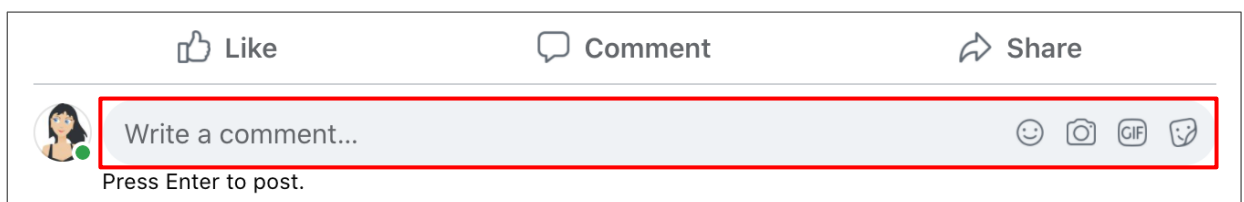
Choose the one you prefer and click on it.



- Next to Like there is the button **Comment**



If you click on Comment, a line where to type will appear and you can edit your comment.



Click **Enter** on your keyboard to put your comment online.

If you made some mistakes you can **change or delete your comment.**

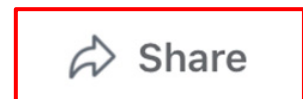
- Click on  next to your comment.
- Click on **Edit** or **Delete**.

If you choose **Edit** your comment will be editable again and you can fix it.

If you choose **Delete** a window will open.

If you still want to delete it click again on **Delete**.

- Next to Comment there is the button **Share**.



If you click on it you have several possibilities.



Share now (Friends) means to share immediately the post on your profile page with a click.

Share to News Feed will address you to a window where to create your own post with the post you are sharing.

Send in Messenger allows you to send the post to a friend in private message.

- If you click on it, you can type a message in the space next to your photo.

- Start to type your friend's name next to the magnifying glass and click on your friend from the list that will appear.

- Click on **Send** next to the photo and name of your friend.

Share on a friend's profile will address you to a window where to look for your friend profile.

- Start to type your friend's name next to the magnifying glass and click on your friend from the list that will appear.

The window for the creation of the post will appear.

- Add what you like to the post and click on **Post**.

How to see interesting posts

The online newspapers, the shops and the organizations usually do not have a Facebook Profile but they have a Facebook Page. On their Facebook page they publish news, offers, activities.

So, if you want to keep yourself informed:

- Type the name of the newspaper, shop or organization next to the magnifying glass on the top left side of the screen.

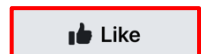
- Press the **Enter** key on your keyboard.



- Click on the result to open the page.

Read the information to be sure that it is the one you were looking for.

You can **like the page** by clicking on the button **Like**.



To read the posts of that page in your home page:

- Click on the three dots




- Click on **Follow Settings**.

- The option **Default** proposed by Facebook is all good.

- Click on **Update**.


To log out and log in from Facebook

If you use your personal computer, you can always stay logged in.



When you finish using Facebook, just **close** its window by clicking on the  on the top of the Facebook window.

If you use a computer that can be used by other people too, it is better to log out from Facebook before leaving the computer.

To log out from Facebook

- Click on the small circle with your photo on the right top side of the screen.
- Click on **Log Out** at the end of the list that will appear. 

To log in into Facebook

- Open **Google** on your computer.
- Write **Facebook** in the space next to the symbol of the magnifying glass and press **Enter** from the keyboard. 
- Click on the first link of the list.
- Type your **email** in the upper white line.
- Type the **password** in the lower white line.
- Click on the button **Log In**. 

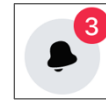
Where to check if you have notifications?

Notifications make you aware of what is happening on your

Facebook profile:

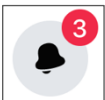
- If somebody tagged you in a post or in a photo.
- If it is some of your friends' birthday.
- If somebody reacted to your post.

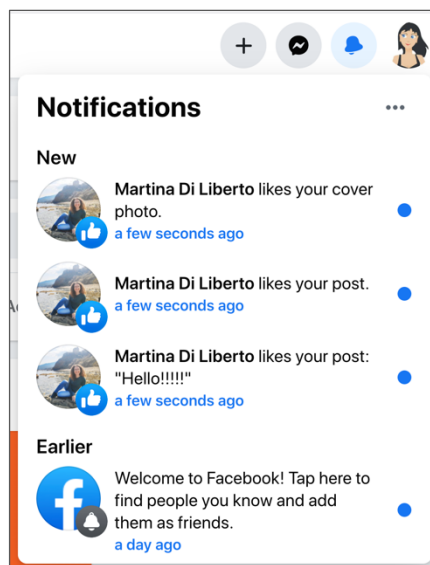
If you receive notifications you will see a red circle with a number over the symbol of the notifications.



This symbol is on the right top side of the screen.

The number is the number of new notifications that you have.

- Click on  to see the list of notifications.
- Click on the single notification to open the related post.



How to use Messenger

Introduction

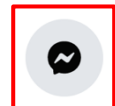
Messenger is the chat associated with Facebook.

It allows you to send messages and to make video calls with your Facebook friends and with other people.

How to use Messenger

To open messenger when you are in your Facebook Profile:

- Click on its symbol on the right top side of the screen.

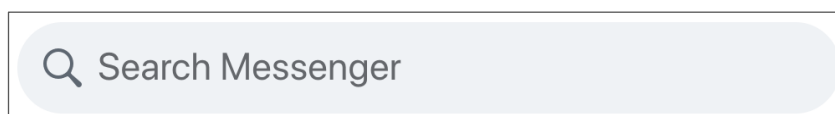


- To **enlarge** the window click on



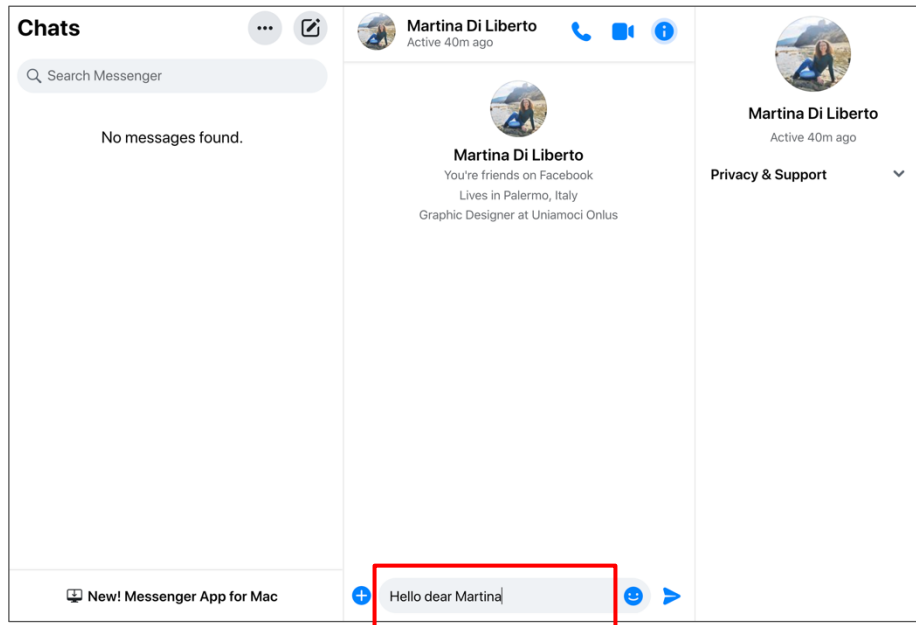
To search the person to whom you want to send messages:

- Click on the grey space with the magnifying glass, on the top left side of the screen.





- Start to type the name and click on the button with the name and photo of your friend, to open the chat.

The content of the chat will appear in the main part of the screen.



On the bottom of the screen there is a grey bar where you can start to type your message.


- After typing, press **Enter** on your keyboard or click on the **arrow** next to the message to send the message. 

- If you want to send an **emoticon**, click on the smiling face next to the space where to type. 

A window with the emoticons will open.

Click on the emoticon that you like and it will appear on the typing bar.

- If you like you can add some text.

- Press **Enter** on your keyboard or click on the arrow next to the message to send the message. 

To send a photo or a video to your friend click on



- Select the photo or video that you want to send from your computer.

- Click on **Open**.

Press the **Enter** key on your keyboard, or click on the arrow next to the message to send it.



To send a sticker to your friend click on



- Click on one of the categories proposed.

- Click on the sticker that you like, to send it immediately.

To add a GIF click on



A GIF is a moving image.

- Write the topic of the GIF next to the magnifying glass:

for example clap.

- Scroll down the GIFs and click on the GIF that you like, to send it immediately.

To send a file click on



on the left bottom side of the screen.

A file is for example a music, a pdf document or a word document.

- Click on



- Select the file from your computer.

- Click on **open**.

- Press the **Enter** key on your keyboard, or click on the arrow next to the typing space to send the file.



If your friend sends you something you like click on



next to the typing space.

To start an audio call with your friend click on



on the top right side of the screen.

The audio call will start automatically.

- To end the audio call click on



To start a video call with your friend click on



on the top right side of the screen.

The video call will start automatically.

- To end the video call click on



Basics of the use of computer and ICT

Easy to read authors: Eleonora Di Liberto, Cátia Brôco, Julián Antonio Díaz-Toledo Gómez, M^a Sagrario López Sánchez, M^a Rosa Sánchez López Guerrero, Veronika Juknevičienė, Živilė Paulauskaitė, Roberta Piazza, Valentina Perciavalle, Simona Rizzari, Anna Krasnowska, Malle Oberpal, Kaja Vaabel.

Easy to read Graphic technicians: Martina Di Liberto, Sandra Belchior, Julián Antonio Díaz-Toledo Gómez, Tomáš Karnecki, Simona Rizzari, Piotr Grzegorz Bendiuk, Malle Oberpal, Kaja Vaabel.

The proofreading of this easy to read text has been done by F. Ortiz Martinez.

Illustrations in the introduction from <https://pixabay.com/it/>



<https://accessibleinformationmaterial.blogspot.com>



Co-funded by the
Erasmus+ Programme
of the European Union

"The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."