This is your **"Timeline"** page which you access by clicking on your name/profile pic.
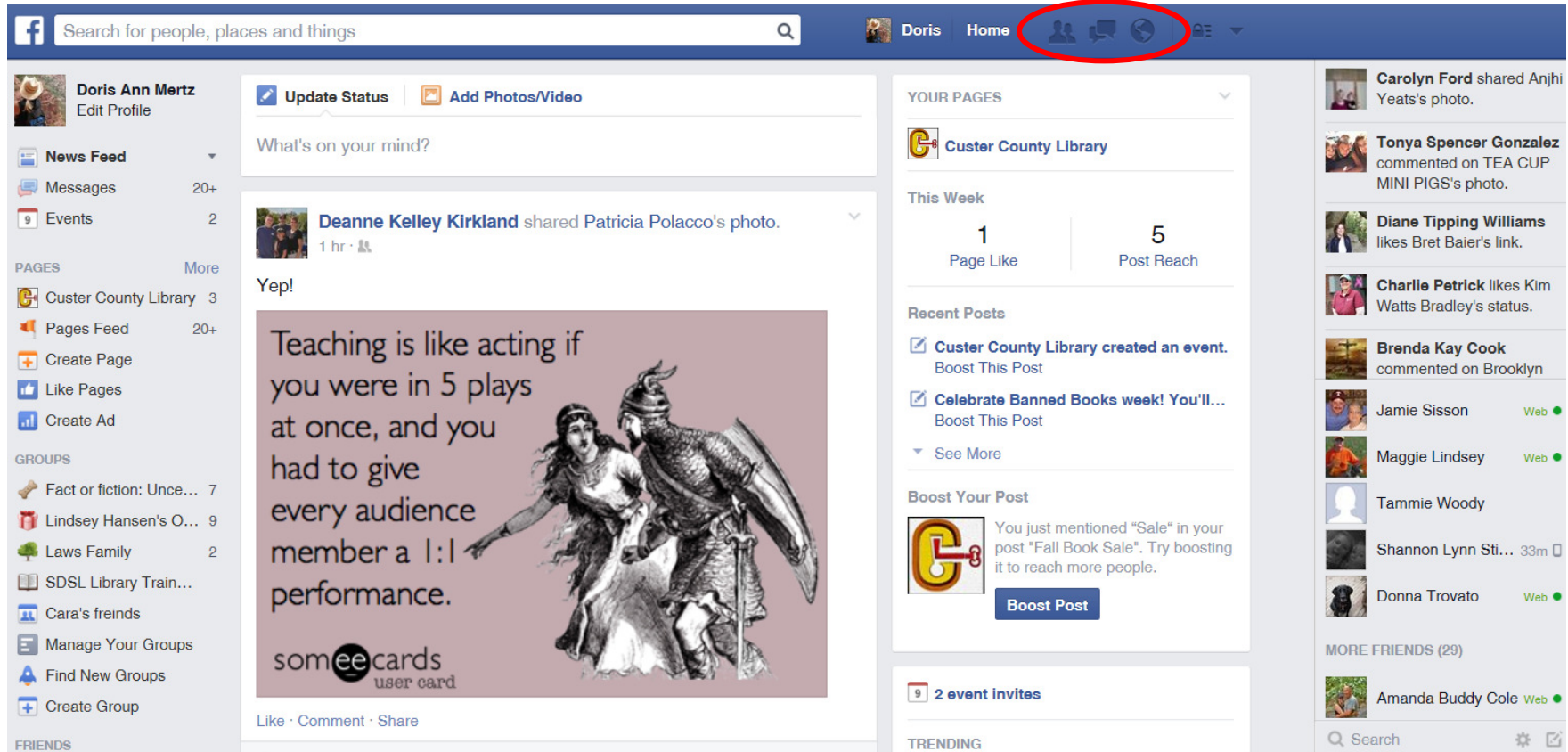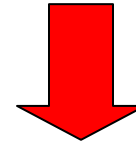

Go to this page to:
- update your "Status"
- add photos/videos
- click on "Photos" to "Create Album"
- click on "Friends" to search for your friends
- click on "About" to see and update your profile information

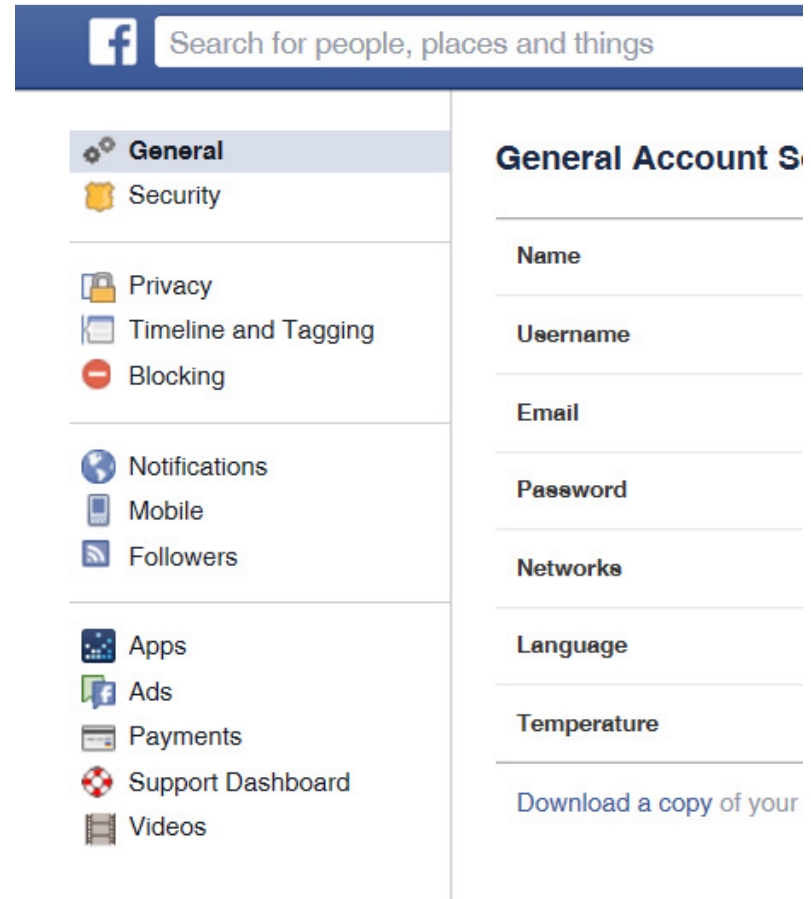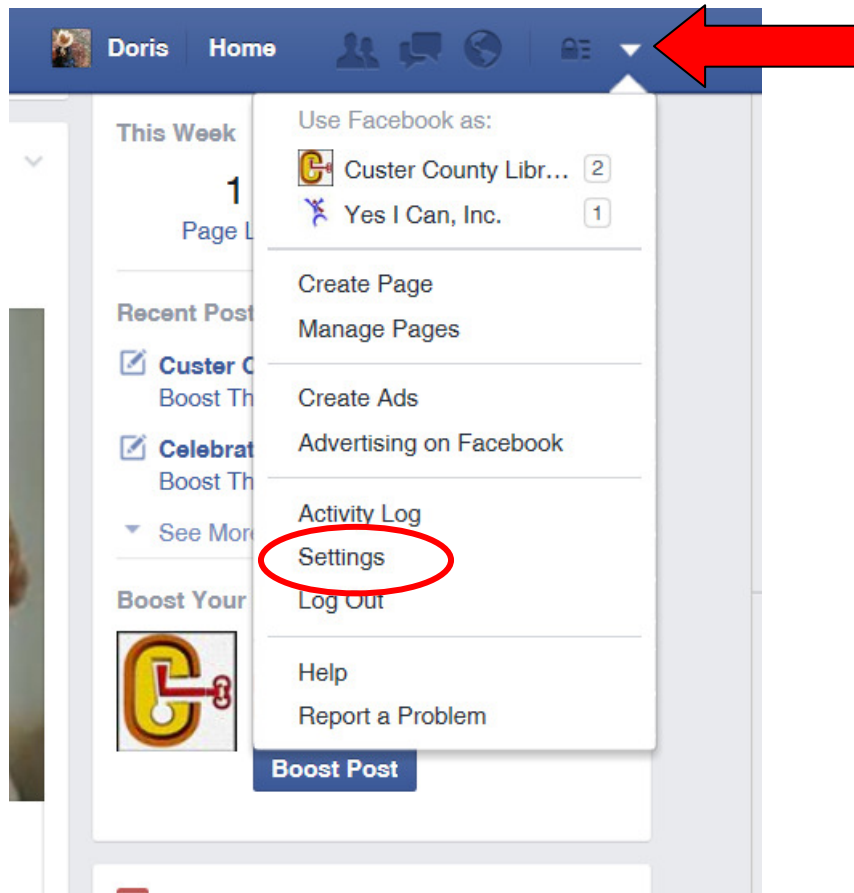This is your **"Newsfeed"** page which you access by clicking on "Home".

Go to this page to:
- see what your friends have posted most recently.
- Access "Pages," "Groups," "Apps."

You can access your "Friend Requests," "Messages," and "Notifications" from either page.

Adjusting Your Settings

Click on the down arrow to find your **"Settings"**

The Settings menu allows you to:
- Edit your **"General"** information
- Change your **"Security"** settings
- Edit your **"Privacy"** settings, i.e. who can see your stuff, who can contact you, who can look you up.
- Edit your **"Timeline"** settings, i.e. who can add things to your timeline, and who can see things on your timeline. You can review posts you are "tagged" in before they are allowed on your timeline.
- **"Block"** people, so they cannot see things on your timeline, tag you, or start a conversation with you.
    - Edit your **"Notifications"** – You can control what you are notified about and whether you receive notifications via e-mail, etc…

Adding Photos

- To add a photo you can simply click on the "Photo/Video" icon on your "Timeline."
- If you only have a few photos, click on "Upload Photos/Video"
- If you have a lot of photos to upload, you can "Create Photo Album." This is a good option to use when you want to upload photos from a vacation.
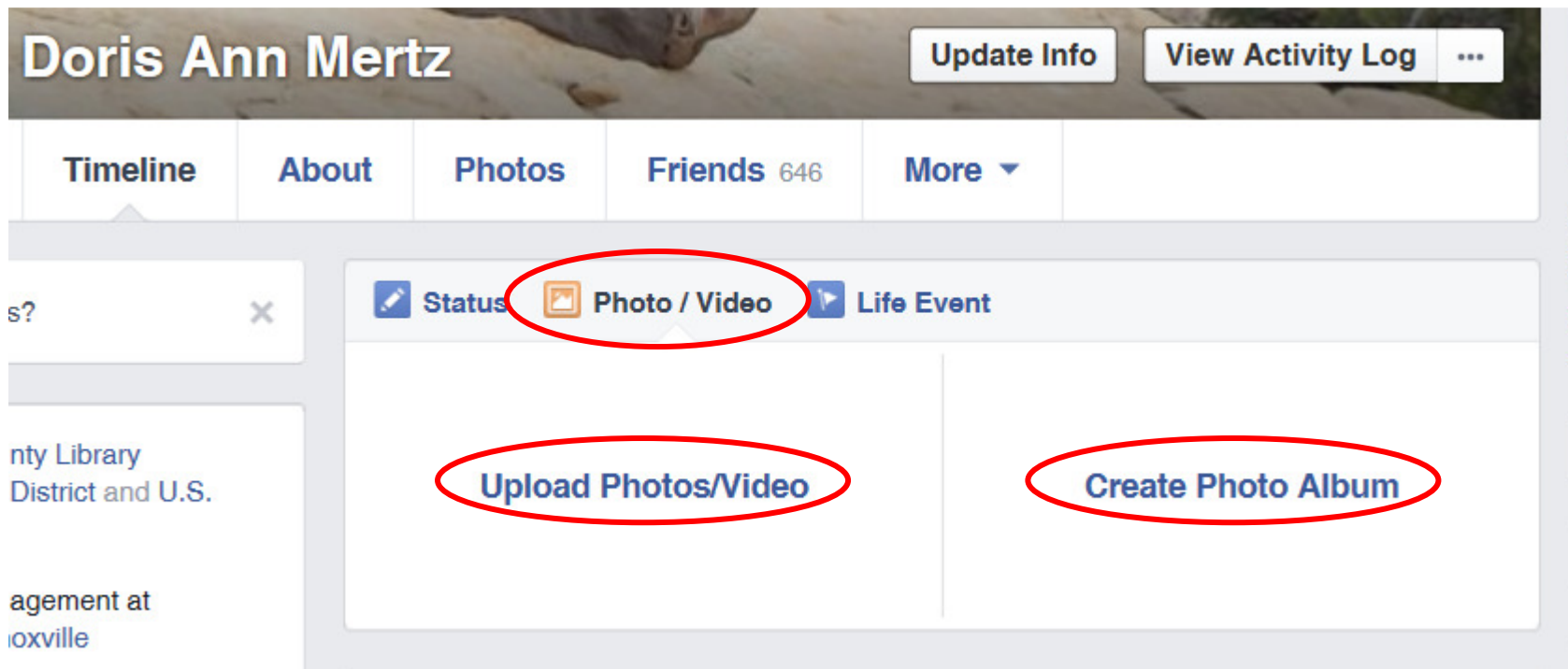
- When you click on either, your computer will take you to the file menu to choose photos to upload.
- To upload a series of photos, hold the **shift** and choose the first and last photos from your collection.
- To upload select photos, press the **control** button and choose the photos you want by clicking on them.

Creating an Album

- You can Name your Album, say something about the album, say something about individual photos, control who sees it, record dates, record where taken, etc…

How to Avoid Annoying Posts

- If someone's posts are annoying you, but you don't want to "unfriend" him/her, you have an option.
- The best thing you can do is "Unfollow" them. You can still go look at their page if you want to see what is going on in their lives, but you don't have to have your newsfeed clogged up with stuff you don't care to know about.

Private Messaging

- Private messaging can be accomplished by using the "Message" icon. No one else can see this conversation. You can even send pictures through private messaging if you don't want others to see them.
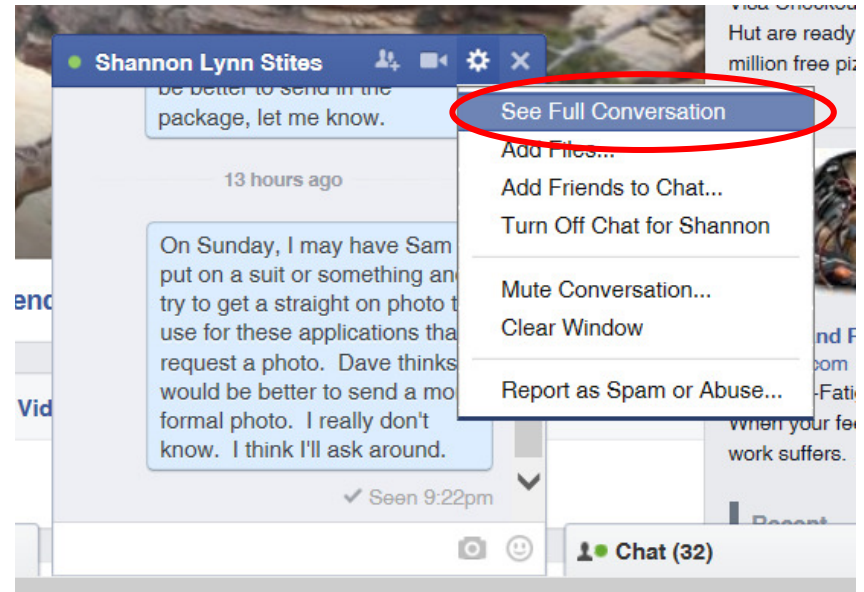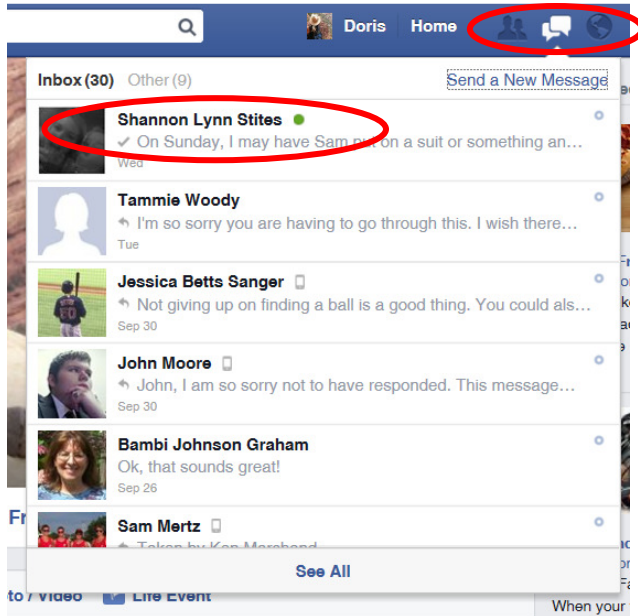
If you ask to **"See Full Conversation,"** you will get a larger window in the center and can more easily look back at the previous messages. Hitting **"enter"** will allow you to form paragraphs.