Social Networking and Online Communities

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**What is this phenomenon?** Where one can post thoughts, receive messages from other users, show case music and art and link to other homepages of online friends and acquaintances around the world. Communicate totally online. Websites such **as MySpace, Facebook, Twitter and LinkedIn** – all foster communication and friendship with others ~ penpals of the past.

**ROLE**: a hangout and flirt zone for teens, stage for musicians and comedians and artists to showcase their work, networking zone for professionals. It may become addictive and time consuming or maybe life consuming if you let it.

The first online community was **CLASSMATES.COM**, in order to find old schoolmates.

**Which one is for me?** Where your friends are – most will stay with only one application.

**DANGERS**: careful what you reveal online, stalkers, bullies, and pedophiles do exist, they may not be who they say they are – as its an anonymous environment. Case of Megan Myers of Dardeen Prairie/O’fallon, MO

**Can anyone sign up?** Yes, but age restrictions apply, offensive material is prohibited, no copy righted material uploaded to share.

**How do I sign up?** Use your real identity or use an alter ego/persona. PWs: at least 6 characters in length (letters and #s), do not let anyone have this information – keep it private.

**Whats this verification code?** This ensures that its not being created by a “bot” which is an automatic form filling program. Its to ensure a HUMAN enters in the data.

**Is there a cost?** No, most are free unless you want to pay for premium service such as ad removal.

**What do I need?** Email Account, internet service, updated computer, free time.

**Where can I access it?** Any PC or MAC with internet access such as your home, hotel, cyber café, library, wifi hotspots

If you use a computer OTHER THAN YOURS, remember to **LOG OFF**, so no one else can act as you. YOUR ID/PW should remain private.

**Can I login at work or at school?** Check with your boss or IT dept/help desk. It could be against policy or it maybe blocked by the server.

**Email Account, where?** Gmail.Com, Hotmail.Com, Yahoo.Com they are all free, do not use your normal email address, and do not give your work address. Create a new – junk email address for online communities.

**What do I need?** COMPUTER, keep it updated with patches, keep the AntiVirus updated to avoid viruses/malware, internet browser (Firefox, IE, Safari (MAC)), Adobe Flash as videos will require this application.

**PhotoEditing Software**: if you want to alter your digital photos prior to uploading try using the following applications

**GIMP** (gimp.org)

**PICASA** (picasa.google.com)

**PHOTOSHOP** (adobe.com) – ***we do offer this class in continuing ed dept***

**PAINTSHOP** **PRO** (jasc.com)

**Music software:**

**AUDACITY** (audacity.soiurceforge.net)

**REAPER** (reaper.fm)

**ILIFE** (apple.com) MAC

**GARBAGEBAND** (apple.com) MAC

**??QUESTIONS??** Look for the FAQs page or an email address for support or an 800#.

**BE AWARE:** Colleges and Employers are using these sites to check on current and potential employees to see what their character maybe. People have been denied employment and been fired for what they’ve posted.

**Identity Theft:** Someone who’s acting as you – you need to contact the websites administrators

**Harassment/Threats:** you need to contact the police if they are contacting you via phone or physically after you’ve blocked them from your WEBSITE.

**URL** > universal resource locater – website address http://[www.facebook.com/prettygirlblueeyes](http://www.facebook.com/prettygirlblueeyes), this is referred to as your HOME PAGE or HELLO page.

**Can I upload photos?** Yes, but they must be in the format of JPG, GIF and 600k in size

**LINKEDIN.COM** > a place for working professionals to share resume and network in order to be recognized and find possible jobs with potential employers who scan the site

**NET ETTIQUETTE** – there are rules believe it or not, <http://www.albion.com/netiquette/>

**STAY PRIVATE**

* + - Do not let others know if you are online or not
    - Do not post inappropriate material
    - Do not give personal information out or stats about you
    - Approve others comments before they are posted for all to see
    - Don’t allow pictures to be forwarded
    - Only allow group invites from friends you know

**MAINTAIN SECURITY**

* + - Use passwords with mixed letters and #s and change it regularly
    - Don’t share your passwords with others
    - Always log out
    - Don’t let friends play on your site
    - Never have computer remember login
    - Never give your Credit Card information out or type it in
    - Never pay for codes – free on websites – google them –layouts. Backgrounds, etc.
    - Never accept downloads from sites you are not familiar with
    - Use antivirus software and keep it updated

**MY SURVEY OF MY “CIRCLE OF FRIENDS, FAMILY, COLLEAGES”**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ONLINE COMMUNITIES** | **AGE RANGE** | **FRIENDS** | **FAMILY** | **COLLEAGES** |
| **MYSPACE** | 14-35 yr |  |  |  |
| **FACEBOOK** | 15 – 24 yr |  |  |  |
| **TWITTER** |  |  |  |  |
| **LINKEDIN** |  |  |  |  |

**MYSPACE**

**How can I find my friends?** **SEARCH** or **FIND** for individuals, **BROWSE** for random people with same interests**, INVITE, REQUEST**

If you do not want to receive “REQUESTS” via email from others seeking you, disable this under the ACCOUNT SETTINGS area.

**OUT OF OFFICE:** Yes, with **MYSPACE**, you can **under VIEW > EDIT AWAY MESSAGE** under **ACCOUNT SETTINGS**

To **view all** friends, VIEW ALL IN FRIENDS on Hello Page or you can DRAG/DROP thumbnails to reorder.

Change **TOP FRIENDS** > at bottom of friends area on Hello page, you can reorder

**Can I delete my account?** Yes, 48 hrs later you can re-establish it with the email address you used previously.

**MYSPACE EMAIL** – is only within MYSPACE it does not go out to normal email addresses. Yes, there is an **ADDRESS** **book** also.

COMMENTS – are allowed to be posted for all to see – but you have the ability to BLOCK, DELETE and APPROVE prior to it being seen by the world (check SETTINGS)

**CHAT (Instant Messaging, IM)** real time messages with others on MYSPACE, You must enable this in **ACCOUNT SETTINGS**. Usually with several in your “CIRCLE”

**CHAT ROOMS** – they are policed by moderators, with a whole slew of people

**GROUPS** – policed by moderators, participation ongoing interest of subject

**FORUMS** – drop in when you have a question that needs an answer to a problem – like a **bulleting board / message board / discussion board**.

**OTHER FEAUTURES:** besides Email, IM, Images

**EVENTS**

**CALENDAR**

**BLOGGING** – post thoughts in journal page (image, music, video, opinions)

**MUSIC** – artists in all genres you can listen to

**FILM** -

**BOOKS** – book chats

**GAMES** – online and downloadable, free and fee based, games and puzzles

**SCHOOLS** – shows most popular listing of school communities

**COMEDY** – watch sketches of comedians and jokes in a forum

**SETTING UP** **PRIVACY and SECURITY** – found in **ACCOUNT SETTINGS**

[Twitter.com](http://twitter.com/)[**http://twitter.com/**](http://twitter.com/)

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**What is TWITTER?**

Twitter has grown into a real-time short messaging service that works over multiple networks and devices (cellphones, computers, ipod).

**What can we do with it?**

In countries all around the world, people follow the sources most relevant to them and access information via Twitter as it happens—from breaking world news to updates from friends.

[http://tbn1.google.com/images?q=tbn:LTkRB8ED8k4OcM:http://www.bgsu.edu/departments/greal/llc/index/logo_facebook.jpg](http://images.google.com/imgres?imgurl=http://www.bgsu.edu/departments/greal/llc/index/logo_facebook.jpg&imgrefurl=http://www.bgsu.edu/departments/greal/llc/&usg=__npGzpISceZMPvMBiIN4skDGVcKQ=&h=385&w=1024&sz=25&hl=en&start=2&um=1&tbnid=LTkRB8ED8k4OcM:&tbnh=56&tbnw=150&prev=/images?q=facebook+logo&hl=en&rlz=1R2GGIE_en&sa=N&um=1)[**http://www.facebook.com/**](http://www.facebook.com/)

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Fill out the form: your full name, your current status, [email address](http://www.ehow.com/how_2081063_set-up-facebook-account.html), a password and your birthday. You'll be asked to type in a series of letters and numbers for a security check as well as check a box saying that you understand and agree to the terms of use and privacy policy. Click the "Sign up now!" button when you have completed the form.

Wait for your confirmation [email](http://www.ehow.com/how_2081063_set-up-facebook-account.html). When you get the email, click on the link in the email to confirm that you did in fact register for a Facebook account. You will then be logged into Facebook.

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**How to Permanently Delete Your Facebook Account**

Decide to permanently delete your account, or deactivate your account and option to reactivate it in the future.

If deactivation is your account, all your personal data, photos, interests, friends etc are saved. You retain the option to re-activate your account at any time.

To permanently delete your Facebook account, it is reccomended by Facebook user groups  
that you delete everything that is related to your profile. This includes; pictures, friends, messages, wall-posts, news-feeds, mini-feeds, posted items, interests, groups, fan pages, applications, gifts, etc.

Next go to:  
<http://www.facebook.com/help/contact.php?show_form=delete_account> and click “SUBMIT”   
  
After a couple weeks, you will no longer have the option to re-activate your account and your account will be deleted.

#### **Join a Work Network/Co-Workers**

Step 1

Log on to Facebook (see Resources below). If you have recently registered, you will see a welcome screen with steps for getting started. Number 1 is joining a network.

Step 2

Click on "My Account" from the navigation menu if you do not get the new user welcome page. Choose the "Networks" tab. You should each of the networks you already belong to.

Step 3

Enter a work [email address](http://www.ehow.com/how_2031194_join-work-network.html) in the appropriate form and click "Join Work Network." You must have a valid email address from an approved company to join a work network (see Resources below).

Step 4

Watch your [email](http://www.ehow.com/how_2031194_join-work-network.html) for the confirmation that should arrive immediately. Just click on the link to authenticate your email address, and you're all set on your new work network. If you do not receive the email, visit the Facebook Help section (see Resources below).

Step 5

Browse for coworkers. Once you have signed up for a work network, you may browse other users in your network. You will only be able to see their names and photos unless you request them as friends.

**Change Your Primary Network**

Step 1

Decide which network you would like people to see first when you add friends, leave notes and send messages.

Step 2

Follow the "My Accounts" link from the navigation menu.

Step 3

Select the "Networks" tab of the My Accounts page. You should see all of the networks you have joined, along with the ability to add another.

Step 4

Click on the "Make Primary" link next to the network you want to identify with most. The change will take effect immediately.

Facebook encourages you to find old friends and meet new ones. As you find friends, you can add them to your account, opening up a range of options for sharing your news and daily happenings.

**Add Friends Quickly to Your Profile**

Log on to Facebook to start searching for your friends (see Resources below).

Click on "My Friends" page. You will see a list of your current friends with a few quick details about them.

Click on either the "Friend Finder" tab or the "Search Your Address Book" link to import your contacts. Both will take your to a short form asking for your external [email address](http://www.ehow.com/how_2031197_add-friends-facebook.html) and password.

Enter your [email](http://www.ehow.com/how_2031197_add-friends-facebook.html) address and password in the proper form fields. Only contacts from Hotmail, AOL, Gmail, MSN and Yahoo accounts can be directly imported, as you'll notice from the drop-down menu.

Click the "Find Friends" button. You will be taken to a page with your external address book specs, including a count of the contacts who are already your friends on Facebook.

Check the boxes next to the contacts you want to add and hit the "Add to Friends" button. Your request will be sent to your friend's account for their approval.

**Find Friends on Facebook**

Follow the "Search" link after logging in to Facebook. You will be given the option of searching for people in and out of your network.

Enter a name in the "Search For" box. You only need to enter two letters if you aren't quite sure of the spelling. Use the drop-down menu to select the network you want to search.

Use "Advanced Search" if you want to find a friend based on criteria that include his or her email address, favorite activities and political views.

Click on the "Add to Friends" link next to your friend's name. While you can't view his or her profile, you can use the photo and basic details to decide if you're adding the right person.

# How to Add and Share Photos On Facebook

By creating photo albums, you can easily let your friends who are not on Facebook (if there are any!) take a look at your photos as well

#### **Upload Photos to Facebook**

Step 1

Log in to Facebook and head to the "My Photos" page (see Resources below).

Step 2

Create an album by clicking the "Add Album" button. You will need to fill in a name for your album, the location of the photos and a brief description.

Step 3

Decide who you want to see your photos. Choose a privacy level from the drop-down choices.

Step 4

Click the "Create Album" link. You will be prompted to download a small application that will make uploading photos to Facebook a snap. With some browsers, you will be asked to "trust" the script.

Step 5

Browse to the photos on your [computer](http://www.ehow.com/how_2031198_share-photos-facebook.html) you want to upload. Check the box next to each photo you want to add to your album. When you have finished selection pictures, click the "Upload" button.

Step 6

Add a caption to the images you uploaded.

Step 7

Tag the photo with your friend's name. Just mouse over the photo and click on a person's face. If that person is a Facebook friend, select his or her name; otherwise enter a new name in the box. You will be asked to provide an [email address](http://www.ehow.com/how_2031198_share-photos-facebook.html) for non-Facebook members.

Step 8

Select the photo you want to be your album cover by checking the box near the photo. When you have finished making changes, click "Save Changes."

#### **Share Your Photos**

Step 1

Head to the "My Photos" page after logging in to Facebook. You will see all of your available albums.

Step 2

Click "View" under the album you want to share.

Step 3

Hit the "Share" button. You will be prompted to add a comment and recipients. You can share your album with friends outside Facebook by entering their [email addresses](http://www.ehow.com/how_2031198_share-photos-facebook.html). Select "Post This on Your Profile" if you want to post the album on your profile.

Step 4

Click "Share" and wait for the confirmation that your album has been sent.

**How to Add a Video to Facebook**

1. Step 1

Log into your Facebook account. Click on the PROFILE tab at the top of the page.

1. Step 2

If you want to record a video to add, click the VIDEO icon at the top of the page (under WALL, INFO, PHOTOS, etc.) and then click RECORD. If you have a webcam, you can record a video and it will go directly to your Facebook page.

1. Step 3

If you want to add a video you have recorded and saved to your [computer](http://www.ehow.com/how_4582650_add-video-facebook.html), click the VIDEO icon at the top of the page and click UPLOAD. You will browse your hard drive and choose the video to upload. (Note: The upload process can take a while. Just be patient and don’t click away or you will have to start over.)

1. Step 4

You can also add a video to your profile that you see on someone else’s Facebook page. Just click on the video, and underneath you will see COMMENT and SHARE. Click SHARE. You can either post the video to your profile or send it to friends in your address book.

1. Step 5

You can also add [videos](http://www.ehow.com/how_4582650_add-video-facebook.html) directly from YouTube. Just go to the YouTube site and find the video you want to add to your profile. Under the video, you will see icons for sharing options such as Digg, StumbleUpon, and Facebook. Click the Facebook icon and you will have the option to post the video to your profile, or to send to friends in your Facebook address book.

1. Step 6

The sharing option above also applies to most other sites that host videos such as Google Videos, Yahoo Videos, AOL Videos, Meta Café, Flickr, etc. If you find a video on the internet, chances are that you can upload it to Facebook through a sharing function.

**How to Add Applications to a Facebook Page**

Log on to your [Facebook[http://images.intellitxt.com/ast/adTypes/2.gif](http://www.ehow.com/how_2057853_add-applications-facebook-page.html)](http://www.ehow.com/how_2057853_add-applications-facebook-page.html) page and click the word "Applications" on the left column of your screen. You should already have several pre-inserted applications such as Photos, Groups, Events and Marketplace.

Step 2

Look at the applications you already have. There will be a list in front of you. You can choose to remove applications, but you can have as many applications as you want if you'd like to keep them all.

Step 3

Click "Browse more applications" in the right corner to see the full directory of applications.

Step 4

Browse through the "Recently Popular," "Most Users" and "Newest" tabs at the top of the list, or the various categories in the right column. This will help you find the applications you are looking for.

Step 5

Click on the application you'd like to add. A screen telling you what the application entails will appear. Click "Add Application" on the right side of the screen. The application will appear in your list in the left column.

Step 6

Your new application will appear when you log onto Facebook. You can also access it by clicking on the name in the left column.

**Jazzing up your FaceBook**

Go to **PageRage** at http://www.pagerage.com and install Yontoo Layers. This is a browser plug-in for Firefox 3 or Internet Explorer 7 or 8. Yontoo Layers must be installed to your browser in order for the layouts to work.   
  
Note: You have to click the button that says “get plug-in” on the redirected page. It's roughly 24kb and installs instantly.

Step 2

Follow the installation instructions. You may need to click “allow” in order for the application to install, and you may need to restart your browser after the installation.

Step 3

You're ready to start with facebook layouts! Easy, right? In a separate tab, go log in to your Facebook account.

Step 4

Now, go back to the PageRage tab (with your facebook still open) and browse through the different themes available (there are 600 at the time of this writing). You can find them on the left of the screen, under “layouts.” Choose the one you like. Cute, dark, emo, love, nature, whatever thrills you.

Step 5

Click “select” under the layout of your choice. You will get the following message: “Allowing PageRage Super Profile access will let it pull your profile information, photos, your friends' info, and other content that it requires to work.” Click “allow.”

Step 6

It will process the request in a couple of seconds, and bam – the facebook layout is applied. Refresh you page and check it out.

Step 7

Now, go and tell your friends. They will need to install the app too in order to see the changes.

**PIECES OF FLAIR application**

Start out by adding the Pieces of Flair application to your Facebook page. Click on the tab at the bottom of your Facebook page that says applications. Now click browse more applications. Type in Pieces of Flair in the [search box[http://images.intellitxt.com/ast/adTypes/2.gif](http://www.ehow.com/how_5197715_add-pieces-flair-facebook.html)](http://www.ehow.com/how_5197715_add-pieces-flair-facebook.html) and find the application. Now add the Pieces of Flair application to your Facebook page.

Step 2

Once you have the application on your Facebook page, you can start searching for different Pieces of Flair to add. Open up the Pieces of Flair application and click browse at the top of the page. You will now be able to search for different Pieces of Flair by typing in keywords or searching through most popular Pieces of Flair.

Step 3

Once you find a piece of flair that you would like to add to your Facebook page, click add next to the picture. Once you have added pieces of flair to your collection, you can move them by clicking arrange at the top of the page. Click and drag your pieces of flair wherever you want on your bulletin board.

Step 4

You can add your Pieces of Flair application to your Facebook profile by clicking the + sign at the top of the (What's on your mind) box. This will open a new box where you will need to type in Pieces of Flair in the bottom search box. Once you are finished, you will be able to see your Pieces of Flair on your Facebook profile.

**REMEMBER THIS**

* Change your privacy settings after you add each new network. Facebook allows you to customize your *privacy level to ensure only the people you want to see your profile can*.
* If someone has contacted you inappropriately, start by *blocking them found in the My Privacy page.*
* Don't worry about complete strangers seeing your profile. Only your friends can see anything more than your name, network and profile photo. With that in mind, be careful whom you accept as your friend.
* Head to the Help section if you need help importing addresses from your mail application on your computer (see Resources below).
* You can always add more photos by editing a current album.
* Visit the Help section for help creating albums and sharing photos with friends (see Resources below).

[http://tbn3.google.com/images?q=tbn:Q67fk3UlhhZuDM:http://www.troteclaser.com/en-US/news/PublishingImages/myspace_logo.jpg](http://images.google.com/imgres?imgurl=http://www.troteclaser.com/en-US/news/PublishingImages/myspace_logo.jpg&imgrefurl=http://www.troteclaser.com/en-US/news/Pages/Trotec_Myspace.aspx&usg=__QnKP8o3UT2hMespymN9ly3ysBfc=&h=483&w=2303&sz=83&hl=en&start=2&um=1&tbnid=Q67fk3UlhhZuDM:&tbnh=31&tbnw=150&prev=/images?q=myspace+logo&hl=en&rlz=1R2GGIE_en&um=1)[**http://www.myspace.com/**](http://www.myspace.com/)

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