



**we are digital**  
delivering digital inclusion training

## Social Media

### Facebook & Twitter

**facebook**

**twitter** 

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# Learning Guide



## Facebook

Facebook's privacy settings can be accessed by clicking the gear icon in the top right hand corner of your screen.



Customising your settings can help you keep personal information private. Be sure to review this section carefully so that you know who can see what.

### Privacy Settings and Tools

<b>Who can see my stuff?</b>	Who can see your future posts?	Public	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
<b>Who can contact me?</b>	Who can send you friend requests?	Everyone	Edit
	Whose messages do I want filtered into my inbox?	Basic Filtering	Edit
<b>Who can look me up?</b>	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want other search engines to link to your timeline?	On	Edit

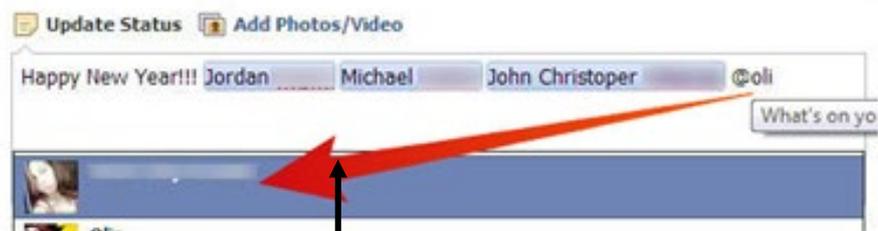
- You can change who can send you a friend request
- You can change who can look you up by email address and phone number
- You can prevent your timeline from showing up in web searches

**Tip:** You can search for people to add by adding their name, email address or phone number



## Making & Sharing Posts

To make a post, click the field at the top of your Newsfeed or Profile. You can start typing what you want to share.



**Share what's on your mind.**

**Tip:** Typing in a "@" symbol followed by a friend's name will bring up the option to tag that person in your post. They will receive a notification that you've tagged them in your post.

# Learning Guide



## Comment or Like a Post

**Liking a post is one of the most used features in Facebook and lets others know that it may be of interest to them.**

Posts that get Liked end up at the top of your friends' newsfeeds more often

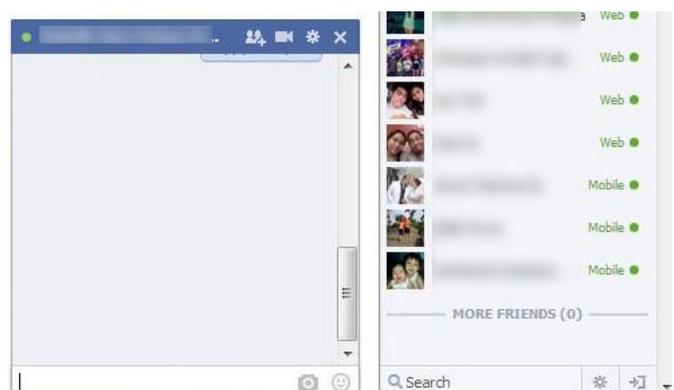
Underneath each post will be a box with your profile picture and a text field that says "Write a comment". Click the field to add your comment.



**Receive deals and early releases by being a "Facebook follower" of businesses**



**Chat with friends** - Click a friend's name from the right menu. This will open a small chat window at the bottom of the page.



**Share a link to another site.** You can link just about anything, including YouTube videos, blog articles, images, and more.

**Tip:** If you want to create a group chat, click the Friends icon with a "+" sign at the top of the chat window.

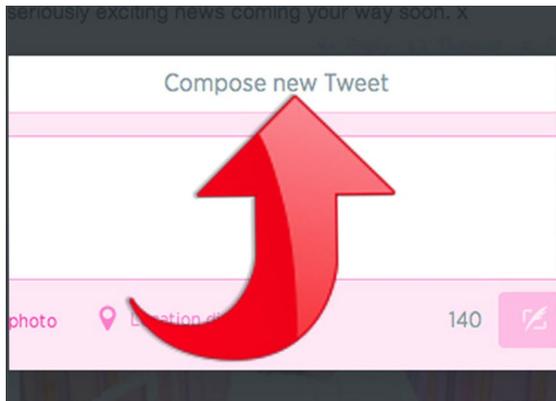
**Tip:** Organise your friends with lists - Click the "+Create List" button to create a new list. You can create lists to help separate family from friends, and business from both.

# Learning Guide



## Twitter

**Twitter is an online social networking tool in which users post 280 character updates of what is going on in their lives along with links to things they think are interesting, funny, or useful to their followers**



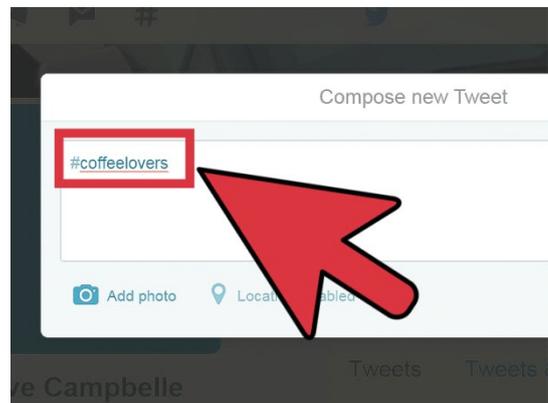
**Tweet** - a twitter single update of 280 or fewer characters, which can include @Mentions to other users, hashtags, external links, or simply regular text.

**Retweet or "RT"** - taking a tweet from one user and posting it yourself, automatically crediting the source, so that all of your followers can see the tweet.

Hashtags are one of the most important and efficient ways of organising information on Twitter. Anyone can make a hashtag at any time. Think of them as categories.

**Create your own hashtag** - Simply type a phrase of the form “#topic.” For example to talk about the weather you might want to hashtag #weather.

**Tip:** Do not put any spaces in the phrase that you want to turn into a hashtag, because the hashtag begins with the “#” and ends with the first space.



**Reference an existing hashtag in your tweet. Capitalisation does not matter so #CoffeeLovers and #coffeelovers will both work the same.**



- Use hashtags in Search and Navigation.
- Find hashtags that interest you.
- View hashtags that are most popular by looking at what is trending.
- Retweet posts that interest you to your followers.

**Tip:** Use @mentions to talk to or about someone. Click '@Mentions' to see if there are any replies to any of your 'tweets'.