BILL'S HOME TECH
Home & Small Business Tech Solutions

BILL'S COMPLETE MANUALS · NO. 7

Facebook

Staying close to family and friends online — explained in plain English, one step at a time

A plain-English guide for every Facebook user

Take your time — you can't break it

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For the Facebook app and website · facts current November 2026

What's Inside

This is your Facebook manual. Read it in any order and at your own pace — there is no test, and you can't fall behind. Keep it nearby and reach for whatever you need. Every feature comes with what it actually does *for you*, and slow step-by-step directions anyone can follow. Facebook changes its screens from time to time, so if a button sits in a slightly different spot on yours, don't worry — I'll always tell you what to look *for*, and the idea stays the same.

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PART 1

Getting Started with Facebook

What Facebook is, how to get in, the layout of the app and the website, and the handful of buttons that run everything. Start here.

CHAPTER 1

A Note from Bill

Hello, and welcome. Whoever is holding this book right now — this is for **you**. Maybe your children set up Facebook for you and you've never felt sure what to touch. Maybe you've used it for years and still feel there's more to it. Maybe you just want to see photos of the grandchildren without worrying you'll do something wrong. Wherever you're starting from, you've come to the right place, and I'm glad you're here.

I'm Bill. Helping folks feel at home with their technology is what I do every day, and I wrote this book the same way I'd sit down next to you at your kitchen table: patiently, in plain English, with no rushing and no fancy words. If I ever use a term you don't know, I'll stop and explain it right then — you won't have to look anything up.

Why Facebook is worth your time

Facebook, at its heart, is a way to stay close to the people you love without leaving your chair. It's where your family shares photos of birthdays and vacations, where old friends turn up again after years, where your church or your town posts what's happening this week. For a lot of folks, it has become the family bulletin board — the place where everyone gathers. Learning your way around it means you get to be part of that, every day, on your own terms.

This book is yours — read it any way you like

You do not have to read these pages in order, and there is no test at the end. Start on page one, or flip straight to the chapter that answers today's question. Fold the corners, underline things, scribble in the margins. Keep it in the drawer by your chair and pull it out whenever you need it. It's a reference, not a race — you cannot fall behind.

The big promise: you truly can't break it

Here is the most important thing in this whole book, so I'll say it plainly. **You cannot break Facebook by tapping around and exploring.** You can't delete your account by looking at a menu. You can't accidentally post something just by reading. Nearly everything on Facebook can be undone, taken back, or hidden — and I'll show you how as we go. Tapping, swiping, and poking at the screen to see what happens is exactly how everyone learns, including me.

WHAT THIS DOES FOR YOU

Why this matters

When you stop worrying about breaking something, you start actually using it — and that's when Facebook becomes genuinely useful: seeing the grandkids grow up, keeping up with old friends, and feeling connected to your community without leaving home.

A word about safety, right up front

I'll be honest with you, because that's how I do things. Facebook is wonderful for staying connected, but it is also a place where scammers go fishing, precisely because so many kind, trusting people gather there. I am not telling you this to frighten you — I'm telling you because a little know-how makes you nearly scam-proof, and this book has a whole section (Part 6) devoted to it. You can enjoy Facebook *and* be safe. The two go together.

And I'm only a phone call away

This book will carry you a long way on your own. But if you ever get truly stuck, you are never stuck alone — that's not how I do things. Call me at **(330) 200-8042** and we'll work it out together, with no judgment and no eye-rolling. There is no such thing as a silly question. The only bad question is the one you talked yourself out of asking.

— Bill

CHAPTER 2

What Facebook Actually Is

Before we touch a single button, let's answer the simplest question of all: what *is* this thing everyone keeps talking about?

A bulletin board for the people you know

The easiest way to picture Facebook is as an enormous bulletin board, like the one at the library or the community center — except this one is shared with your family and friends, wherever they live. People "pin" things to it: a photo, a few words about their day, a funny video, news about a new grandbaby. You can read what others have pinned, and you can pin your own. That's the whole idea. Everything else is just details.

Facebook is run by a company called **Meta**, and it's free to use — you don't pay anything to have an account. (The company makes its money by showing advertisements, which is why you'll see them mixed in. More on those later.)

> GOOD TO KNOW
> **"Social media" is just people, online**
> You'll hear Facebook called "social media." Don't let the term put you off — it simply means a place on the internet where people share things with each other and chat. Facebook is the most popular one, and the one most of your family is likely on.

Two ways to use it: the app and the website

There are two doorways into Facebook, and they lead to the same place with all the same friends and photos. You can use whichever you like — or both.

- **The app** — a little blue square with a white "f" on it that lives on your phone or tablet. You tap it to open Facebook. This is how most people use it day to day.
- **The website** — you open your internet program (such as Safari, Chrome, or Edge) on a computer and go to **facebook.com**. This is handy on a larger screen with a keyboard.

Throughout this book I'll describe the **app on a phone**, since that's what most folks use, and I'll point out where the website works a little differently. The words you look for are almost always the same in both places.

TIP

Same account, every device

Your Facebook account isn't stored on any one gadget — it lives up on the internet. So you can check Facebook on your phone in the morning and your computer in the afternoon, and it's the very same account, with all your friends and photos, in both. Nothing to copy over.

CHAPTER 3

Getting In: Your Account, Email, and Password

To use Facebook you need an **account** — your own personal spot on it. If a family member already set one up for you, wonderful; skip ahead to logging in. If not, here's how it works, step by slow step.

What an account is made of

A Facebook account is just two things joined together: a way to identify you (your **email address** or mobile phone number) and a secret **password** that proves it's really you. Guard the password like a house key — we'll talk much more about that in Part 7.

Creating a new account

1. Open the Facebook app, or go to **facebook.com**. Look for **Create new account** and tap it.
2. Type your **first and last name** — use your real name, as your friends will search for it.
3. Enter your **email address** or **mobile phone number**. Facebook will send a short code there to confirm it's really yours; type that code in when asked.
4. Choose a **password** — make it something only you would know (Part 7 shows you how to pick a strong one).
5. Fill in your **birthday** and tap through the final questions. That's it — you have an account.

> **HEADS UP**
>
> **Use your own email, and write the password down somewhere safe**
>
> If someone helps you set up the account, make sure it's tied to *your* email, not theirs — otherwise Facebook's "forgot password" messages go to the wrong person. Write your email and password on a card and keep it somewhere private at home (not stuck to the computer). If you ever get locked out, those two facts are the key back in.

Logging in and out

Once you have an account, you rarely need to log in again on your own phone — it remembers you. But it's good to know how.

To log in

1. Open the app or go to facebook.com.
2. Type your email (or phone number) and your password in the two boxes.

3. Tap **Log In**. You're in.

To log out

You generally *don't* need to log out on your own private phone — staying logged in is normal and safe there. But if you're using someone else's device or a public computer, always log out: open the menu (we'll find it next chapter), scroll to the very bottom, and tap **Log Out**.

STAY SAFE

Never log in from a link someone sent you

Always open Facebook the way you normally do — your own app, or by typing facebook.com yourself. If an email or text says "log in here to fix your account" with a button to press, **don't**. That's the single most common trick for stealing passwords. Real Facebook never needs you to log in through a link in a message.

CHAPTER 4

The Lay of the Land: Finding Your Way Around

When Facebook first opens, there's a lot on the screen, and that can feel busy. Let's slow right down and name the few things that matter. Once you know these, the rest falls into place.

The News Feed — the main screen

The screen you land on is called your **News Feed** (or just "Feed"). It's the running list of posts from your friends, family, and the Pages and groups you follow, newest nearer the top. You scroll through it by resting a finger on the glass and **sliding up**, the way you'd unroll a long scroll of paper. We give the Feed its own part later on.

The row of buttons (the navigation bar)

Along the **top** of the app (on a phone) sits a row of small picture-buttons that take you to the main areas of Facebook. They may be along the bottom on some phones, or down the left side on a computer, but they do the same jobs. Here's what each one is for:

Button	Where it takes you
House	Home — takes you back to your News Feed from anywhere. Your "front porch."
Two people / Friends	Friend requests and finding people you know.
Play button / Video	Videos and short clips (sometimes called Reels or Watch).
Shop bag / Marketplace	Buying and selling things locally (covered later, carefully).
Bell	Notifications — alerts about likes, comments, birthdays, and requests.
Three lines (Menu)	The master menu: Settings, your profile, groups, help, and Log Out.

TIP

The house always takes you home

Just like on your phone's Home Screen, if you ever tap something and feel lost on Facebook, look for the little **house** button and tap it. It carries you straight back to your News Feed — safe, familiar ground. You can always start over from there.

The menu (three lines) is your control room

The button made of **three stacked lines** — often called the "hamburger" menu because it looks a little like one — is the most important button to remember. Tapping it opens a long list that includes your profile, your groups, your saved items, **Settings & privacy**, the **Help Center**, and **Log Out** right at the bottom. Whenever this book says "open the menu," this is the button I mean.

The search box — Facebook's front desk

Near the top you'll usually see a **magnifying-glass** symbol or a box that says **Search**. Tap it, type what you're looking for — a friend's name, a town, a business — and Facebook finds it. It's the fastest way to locate almost anything, and we'll use it often, especially for finding friends in the next part.

WHAT THIS DOES FOR YOU

Four buttons and you can run the whole thing

You don't need to memorize every icon. If you know the **house** (home), the **three lines** (menu), the **bell** (notifications), and the **magnifying glass** (search), you can get anywhere on Facebook. Everything else you'll pick up naturally as you go.

CHAPTER 5

Getting Comfortable: Taps, Scrolls & Nothing to Fear

Facebook runs on the very same finger-moves as the rest of your phone or tablet. If you've used your phone at all, you already know these — and if Facebook is your first real adventure, these few moves are all you'll ever need. Let's name them so nothing feels mysterious.

The handful of moves

- **Tap** — one light touch to choose or open something. You never need to press hard; the glass feels the gentlest touch.
- **Scroll** — rest a finger on the screen and slide it up to move down a list (or down to go back up). This is how you read your Feed.
- **Press and hold** — touch and keep your finger there a moment to bring up extra choices, like the row of reactions on a post.
- **Pinch to zoom** — to make a photo bigger, put two fingers on it and spread them apart; pinch them together to shrink it back.

TIP

There's no wrong tap you can't walk back from

If you tap something and the screen changes in a way you don't recognize, don't panic and don't start pressing everything. Just look for the **house** (Home) button, or the **back arrow** in the top-left corner, and you'll retrace your steps. Curiosity is rewarded here; you really can't hurt a thing by exploring.

WHAT THIS DOES FOR YOU

Confidence is the real skill

The folks who get the most from Facebook aren't the ones who memorized the most — they're the ones who relaxed and started tapping around. Once you believe you can't break it (and you can't), the whole thing opens up. That belief is worth more than any single instruction.

CHAPTER 6

Making Facebook Easier to See & Hear

If the writing on Facebook feels small, or the brightness bothers your eyes, you have more control than you might think — and nothing here is permanent, so feel free to try things and change them back.

Bigger text

The simplest fix lives in your *phone's* own settings, and it makes text bigger everywhere, Facebook included. On most phones, open your phone's **Settings**, look for **Display** or **Accessibility**, and find **Text Size** — then drag the slider until the words are comfortable. (My iPhone and Android manuals walk through this in detail if you'd like.)

Dark mode — easier on the eyes at night

Facebook can switch to a **dark** background with light writing, which many folks find restful in the evening. Open the **menu**, look for **Settings & privacy**, then **Dark mode**, and try it. If you don't care for it, switch it right back to Light — no harm done.

Turning sounds and vibrations down

If Facebook's little dings and buzzes are too much, you can quiet them in the **Notifications** settings (we cover these fully in Part 8), or simply turn your phone's ringer down. You're always in charge of how loud — or how quiet — Facebook is.

WHAT THIS DOES FOR YOU

Set it up for your eyes, not someone else's

There's no prize for squinting. A minute spent making the text larger and the screen comfortable means every photo and message from your family is a pleasure to read instead of a strain. Make it yours.

PART 2

Your Profile & Your Privacy

Your profile is your page on Facebook. Here's how to set it up the way you like — and, just as important, how to control exactly who can see what. We do privacy early, on purpose.

CHAPTER 7

Your Profile, in Plain English

Your **profile** is your own page on Facebook — your corner of the bulletin board. It holds your name, your picture, a little about you, and the things you've posted over time. When a friend taps your name, this is what they see. Let's set it up so it feels like you, without sharing a single thing you'd rather keep private.

Getting to your profile

1. Open the **menu** (the three lines).
2. At the very top you'll see your name and photo — tap it.
3. That's your profile. Everything about you lives here.

Your profile picture and cover photo

Two pictures appear at the top of your profile. The small round one is your **profile picture** — the little photo that appears beside everything you do, so friends recognize you. The wide one behind it is the **cover photo**, a decorative banner (a landscape, flowers, the grandkids — whatever you like).

To change your profile picture

1. On your profile, tap your current **profile picture** (or the little camera symbol on it).
2. Choose **Select Profile Picture** and pick a photo from your phone.
3. Adjust it so your face is nicely centered, then tap **Save**.

> TIP
>
> **A clear photo of your face is best**
>
> Use a recent, friendly photo where your face shows clearly — it helps old friends find and recognize you. A picture of a flower or a pet is fine too, but a face makes reconnecting easier.

The "About" section — share only what you want

Facebook invites you to fill in details about yourself: hometown, where you worked, your birthday, relationship, and so on. Here's the honest truth: **you do not have to fill in any of it.** Share only what you're comfortable with the world (or your friends) knowing. I'll show you in the next chapter how to control who sees each piece.

STAY SAFE

Leave off the details a stranger could misuse

I'd gently suggest **not** publicly listing your full birth date (year and all), your home address, or your phone number. These are exactly the details that help a scammer or a thief. Your friends already know how to reach you — Facebook doesn't need it posted for everyone to see.

CHAPTER 8

Privacy: Who Can See Your Stuff

This is one of the most important chapters in the book, so take your time with it. Facebook lets *you* decide who can see the things you share. Get this set the way you like it once, and you can relax and enjoy the rest.

The three audiences, explained

Almost everywhere on Facebook, when you share something, you choose its **audience** — who's allowed to see it. There are three main choices, shown by little symbols:

- **Public** (a globe) — *anyone* on Facebook can see it, friend or stranger. Use this rarely, and only for things you truly don't mind the whole world seeing.
- **Friends** (two people) — only the people you've accepted as friends can see it. This is the setting I recommend for most folks, most of the time.
- **Only me** (a padlock) — nobody but you can see it. Handy for things you want to keep but not share.

> GOOD TO KNOW
> **"Friends" is the comfortable middle**
>
> For everyday posting, **Friends** is the sweet spot: your family and the people you've chosen can see your photos and news, and complete strangers cannot. If you remember one privacy idea from this whole book, let it be this one.

Setting who can see your future posts

You can set a standing preference so that everything you post from now on goes to **Friends** only, unless you change it for a particular post.

1. Open the **menu**, then tap **Settings & privacy**, then **Settings**.
2. Look for a section about **Audience and visibility**, and tap **Posts** (sometimes called "Who can see your future posts").
3. Choose **Friends**.

The Privacy Checkup — Facebook walks you through it

Facebook has a wonderful guided tool called **Privacy Checkup** that reviews your most important settings with you, one friendly screen at a time. I recommend running it today, and again every few months — Facebook sometimes shifts things when it updates, and this

catches anything that moved.

1. Open the **menu**, then **Settings & privacy**.
2. Tap **Privacy Checkup**.
3. Work through the sections it offers — who can see what you share, how to keep your account secure, how people can find you, and your data settings. Tap through at your own pace; it explains each one.

WHAT THIS DOES FOR YOU

Fifteen minutes that buys you peace of mind

Running Privacy Checkup once, slowly, is the single best thing you can do for your comfort on Facebook. When you know strangers can't see your family photos and can't easily pester you, the whole experience relaxes. It's worth the quarter of an hour.

Checking how your profile looks to others

Facebook lets you see your own profile exactly as a stranger (or a particular friend) would — a great way to confirm you're only sharing what you intend.

1. Go to your **profile**.
2. Tap the **three dots** (···) near your name or the Edit Profile button.
3. Choose **View As**. You'll now see your profile the way the public sees it. If anything shows that you'd rather hide, you know to go adjust it.

CHAPTER 9

Hiding Your Friends List & Controlling Who Finds You

Two more privacy settings are worth doing once, because they quietly shut down a common scam before it can start. Don't worry if the exact menu wording differs a little on your phone — look for these ideas.

Why hide your friends list?

If a stranger can see your whole list of friends, a scammer can copy it — then pretend to be you, send fake friend requests to all your friends, and try to trick them. Hiding the list takes away that tool. Your friends can still see each other; the *public* just can't browse your whole circle.

To hide your friends list

1. Go to your **profile** and tap **Friends**.
2. Tap the **three dots** or a pencil/edit symbol, and look for a privacy option.
3. Set **Who can see your friends list** to **Friends** or **Only me**.

Controlling who can look you up and send requests

In **Settings**, under a section usually called **How people find and contact you**, you can decide a few helpful things:

- **Who can send you friend requests** — you can limit this to **Friends of friends** so total strangers can't easily reach you. (Facebook doesn't let you turn requests off entirely, but this narrows them a lot.)
- **Who can look you up using your email or phone number** — set these to **Friends** (or "Only me") so your account doesn't pop up for strangers who happen to have your number.
- **Whether search engines outside Facebook can link to your profile** — turning this off keeps your page out of general internet searches.

SCAM ALERT

A "second" request from a current friend is a red flag

If you get a friend request from someone who is **already** on your friends list, it is almost certainly a **fake account** set up in their name. Don't accept it. Instead, message your real friend another way and let them know someone is impersonating them. We cover this "clone" scam fully in Part 6.

FROM BILL

Set it once, then forget it

These settings aren't something you fiddle with daily. Spend twenty quiet minutes setting them the way you like — Friends-only posts, hidden friends list, limited lookups — and then you're done. If you'd like a hand doing it the first time, that's exactly the kind of thing I'm glad to walk you through on the phone.

CHAPTER 10

Your Timeline & the Activity Log

Your **Timeline** is simply the stream of your own posts and photos on your profile, newest at the top, going back through the years. It's your scrapbook. And Facebook keeps a private list — the **Activity Log** — of things you've done (posts, likes, comments), which only you can see and which makes tidying up easy.

Reviewing and cleaning up old posts

1. Go to your **profile** and scroll down to see your older posts.
2. To remove one, tap the **three dots** in its corner and choose **Move to trash**.
3. To review lots at once, open the **Activity Log** (in the menu under your profile or Settings). From there you can hide or delete old items in a batch.

"Limit past posts" — one tap to tidy years of sharing

If, years ago, you posted things as "Public" and would rather they were Friends-only now, Facebook has a single switch that changes *all* your past public posts to Friends at once. Look in **Settings** under **Audience and visibility** for **Limit past posts** (or "Limit who can see past posts"). One tap, and years of old sharing is tidied.

WHAT THIS DOES FOR YOU

A clean slate whenever you want one

Nothing you ever posted is stuck in place. Whether it's one embarrassing photo or a decade of old updates, you can hide or remove it in a few taps. That means you can use Facebook freely, knowing you can always tidy the record later.

CHAPTER 11

Who Can Tag, Comment On & Post to Your Profile

Beyond who can *see* your things, you can also control who can *add* to them — who may tag you, comment, or post on your profile. These little settings keep your corner exactly as calm as you like it.

Tag review — approve before it appears

When a friend "tags" you in a photo or post (labels it as being about you), it can show up on your profile. You can turn on **tag review** so that nothing tagged appears on your profile until *you* approve it. Look in **Settings** under **Profile and tagging**.

Limiting comments and profile posts

- **Who can post on your profile** — you can set this to **Only me** if you'd rather no one else write on your page.
- **Who can see what others post on your profile** — keep it to Friends, or hide it.
- **Comments** — for any single post, you can limit who's allowed to comment, handy if a post is getting unwanted replies.

> **TIP**
>
> **Profile and tagging settings live together**
>
> Most of these controls sit in one spot: **Settings** > **Profile and tagging**. It's worth a one-time visit to set them how you like — then your profile behaves itself without any further thought.

PART 3

Connecting with People

The whole point of Facebook: finding the people you know, becoming friends, and understanding groups and Pages. Here's how to build your circle safely.

CHAPTER 12

Finding Friends & Family

Facebook comes alive once you're connected to the people you care about. Let's find them. The main tool is that **search box** (the magnifying glass) we met earlier.

Searching for someone by name

1. Tap the **search box** at the top.
2. Type the person's **full name**. If it's a common name, add their town — for example, "Mary Johnson Kent Ohio."
3. Look through the results. Each shows a photo and name; tap the one that looks right to open their profile and make sure it's really them.

> **TIP**
> **Check the photo and mutual friends before you're sure**
> Several people can share a name. Before sending a request, glance at the profile picture and look for **mutual friends** (people you both know) — that's a strong sign you've got the right person. If there's no photo and no shared friends, be a little cautious.

Sending a friend request

On Facebook, you connect with someone by becoming **friends** — but only if you both agree. You send a **friend request**; they accept it; now you can see each other's posts.

1. On the person's profile, tap the **Add Friend** button.
2. That sends them a polite request. Nothing happens on their end until they choose to accept.
3. When they accept, you'll get a notification (the bell), and you're now friends.

Accepting — or declining — requests sent to you

When someone wants to be your friend, you'll see a number on the **Friends** button or a notification. You are always in charge of who you let in.

1. Tap the **Friends** (two people) button to see who's asked.
2. For each request, you'll see **Confirm** (accept) and **Delete** (decline).
3. Tap **Confirm** only if you actually know and want to connect with the person. If you're unsure, it is perfectly fine to tap **Delete** — they are never told you declined.

SCAM ALERT

You do not have to accept strangers

Scammers send friend requests to people they've never met, hoping you'll accept out of politeness. **You owe no one your acceptance.** If you don't recognize the name and face, and you share no real friends, just tap Delete. A good rule: friend people you'd say hello to in person. Everyone else can wait.

Unfriending and removing a connection

If you ever want to quietly disconnect from someone, you can **unfriend** them — they're not notified, and they simply stop seeing your friends-only posts (and you theirs).

1. Go to the person's **profile**.
2. Tap the **Friends** button (it shows you're connected).
3. Choose **Unfriend**. Done, quietly.

CHAPTER 13

Friends, Following & Blocking — the Difference

Facebook has a few different kinds of connection, and the words can blur together. Here's a plain-English sorting-out.

Term	What it means
Friend	A two-way connection you both agreed to. You each see the other's friends-only posts.
Follow	A one-way connection: you see someone's *public* posts without being friends. Common for Pages and well-known people.
Page	A public profile for a business, celebrity, news outlet, church, or group. You *follow* (or "like") a Page rather than friend it.
Group	A gathering of people around a shared interest or place — a hobby, a town, a club. You *join* a group.
Block	A firm wall: a blocked person can't see you, message you, or find you on Facebook at all. For stopping someone bothering you.

Following without friending

Sometimes you want to see someone's or something's public posts — a favorite author, a local news station, a museum — without a personal friendship. That's **following** (on a Page, the button often says **Like** or **Follow**). It's one-way and public, so there's nothing private being shared.

GOOD TO KNOW

You can follow your town and your interests

Following local Pages — your city, your library, the county fairgrounds, a favorite restaurant — is one of the nicest uses of Facebook. Their news turns up in your Feed, and you stay in the loop on what's happening close to home, all without friending anyone.

CHAPTER 14

Groups: Finding Your People

Groups are one of the best-kept secrets of Facebook, especially for staying connected to a community. A group is a gathering of people around something they share — a town, a hobby, a health condition, a church, a class reunion, grandparents who garden. You join, and you see posts from everyone in it.

Finding and joining a group

1. Tap the **search box** and type a topic or place — "Portage County yard sale" or "model trains" or "Kent Ohio community."
2. Tap **Groups** in the results to see matching groups.
3. Open one that interests you and tap **Join**. Some groups let you in right away; others ask a question or two and have a person approve you — that's normal and a good sign the group is looked after.

Public vs. private groups

- **Public group** — anyone can see the posts, even without joining.
- **Private group** — only members can see what's posted inside. Many of the friendliest groups are private, which keeps the conversation among members.

TIP

Groups are where Facebook feels like a community

If the main Feed ever feels noisy, groups are the cure. A small local or hobby group is often warm, helpful, and on-topic — people swapping advice, photos, and news about the one thing you all care about. Try joining one for your town and one for a hobby.

STAY SAFE

Watch for sales pitches and "admins" messaging you privately

Even good groups attract the occasional scammer. Be wary if a stranger from a group messages you privately with an offer, a prize, or an investment — or if someone claiming to be a group "admin" asks for money or personal details. Real group business happens in the group, out in the open, not in private messages asking for your information.

CHAPTER 15

Pages, Businesses & Verified Checkmarks

A **Page** is the public face of a business, a public figure, a news outlet, a charity, or an organization. You follow Pages to get their updates. Understanding Pages also helps you spot fakes.

Following a Page

Search for the business or person, open their Page, and tap **Follow** (or **Like**). Their posts will begin to appear in your Feed. To stop, open the Page again and tap **Following**, then **Unfollow**.

The blue checkmark — what it does and doesn't mean

You'll sometimes see a small **blue checkmark** beside a name. It means Facebook has confirmed the account really belongs to that well-known person or business — a useful sign of the genuine article. But be careful: scammers make *copycat* Pages without the checkmark, using the real logo and name. The checkmark is a point in favor; its absence on a "big brand" page is a reason for caution.

SCAM ALERT

Real companies don't run contests from a lookalike Page

A common trick is a fake Page using a famous company's name and logo, announcing that "you've won" and asking for a fee or your details to claim the prize. Genuine companies don't work that way. If a prize seems to come out of nowhere and wants money or personal information, it's a scam — no matter how real the logo looks.

CHAPTER 16

People You May Know & Finding Lost Friends

One of the quiet joys of Facebook is reconnecting with people you'd lost touch with — an old neighbor, a cousin, a friend from high school or the service. Facebook offers a couple of gentle tools to help, and a little know-how finds almost anyone.

"People You May Know"

On the **Friends** screen you'll see a list called **People You May Know** — Facebook's suggestions, based on mutual friends, your hometown, and the like. Browse it slowly; you'll often spot a familiar face. Tap **Add Friend** if you know them, or just scroll on past. (Facebook may suggest strangers too, so apply the same "would I say hello in person?" rule.)

Searching cleverly for someone

- Try their **full name plus a town** — "Robert Miller Ravenna Ohio."
- If a name is common, add a **school, employer, or a mutual friend's name** to narrow it.
- Remember people may use **nicknames** or a **maiden name** — try the versions you knew them by.

WHAT THIS DOES FOR YOU

A doorway back to people you thought were gone

Many folks tell me the best thing Facebook ever did for them was bring back a friend they'd assumed they'd never hear from again. It's a real gift. Take an afternoon, search for a few names from your past, and see who turns up. You might make someone's whole week.

CHAPTER 17

Tagging: What It Means When a Name Gets Linked

"Tagging" sounds technical but it's a simple idea: it **links a name to a photo or post**. When your daughter posts a family photo and tags you, your name becomes a little link in it, and the photo may also appear on your own profile. Understanding tags helps you stay in control of what shows up about you.

Being tagged by others

When someone tags you, you usually get a notification. If you've turned on **tag review** (Part 2), you approve it before it appears on your profile. If you'd rather not be tagged in something, tap the three dots on the post and choose **Remove tag** — your name comes off it (the post itself stays on their page).

Tagging someone yourself

1. While writing a post, type the @ symbol followed by the person's name, or tap the **tag** icon.
2. Pick their name from the list that appears. It turns into a link.
3. Only tag people who'd be happy to be tagged — it's polite, and it keeps everyone comfortable.

> **TIP**
>
> **Tagging is how family photos reach everyone**
>
> When one person posts the reunion photos and tags everybody in them, each person gets notified and the pictures find their way to all the family profiles. It's a lovely way to make sure nobody misses the memories.

CHAPTER 18

Close Friends & Sorting Who Sees What

As your friends list grows, you may want to share some things with *everyone* and other things with just a chosen few. Facebook lets you sort friends into lists — most usefully a **Close Friends** list — so you can aim a post at exactly the right people.

Using Close Friends

- Add someone to **Close Friends** from their profile (look under the Friends button) or in the Close Friends list in your menu.
- When you post, choose **Close Friends** as the audience to share only with them — perfect for a family update you'd rather not broadcast to every acquaintance.
- Nobody is told which list they're on, so there's no awkwardness.

Acquaintances and restricted friends

You can also mark some people as **Acquaintances** (they see less of your posting) or place someone on a **Restricted** list — they stay a "friend" but only ever see your Public posts. The Restricted list is a tactful way to keep a nosy acquaintance connected without giving them a window into your life.

WHAT THIS DOES FOR YOU

Share the right thing with the right people

These lists let one Facebook account serve your whole life gracefully — close family get the personal updates, the wider circle gets the public ones, and you never have to over-share or under-share. A little sorting, set up once, and every post lands where you want it.

PART 4

The News Feed & Posting

Reading what friends share, reacting and commenting, and posting your own photos and news — with full control over who sees it. This is Facebook's daily heartbeat.

CHAPTER 19

Reading Your News Feed

The **News Feed** is the main screen — the running list of posts from your friends, family, groups, and Pages. Let's get comfortable reading it.

Scrolling and what you'll see

Rest a finger on the screen and **slide up** to move down the list; slide down to go back up. Each post might be a few words someone wrote, a photo, a video, a shared news story, or a life event like a birthday. Posts aren't strictly newest-first — Facebook guesses what you'll find most interesting — so don't worry if the order seems a little mixed.

GOOD TO KNOW

Why you see the same post again, or an ad

Facebook sometimes shows a popular post more than once, and it mixes in **advertisements** (marked with the small word "Sponsored"). That's normal and how the free service pays for itself. You can scroll right past anything that doesn't interest you.

Seeing newer posts first

If you'd rather see posts in plain time order, newest first, look in the **menu** for **Feeds** (or "Most recent"). It's a tidier, calmer way to read, and many folks prefer it. The exact spot moves around with updates, so if you don't find it, no harm done — the regular Feed works fine.

CHAPTER 20

Reacting, Commenting & Sharing

When you see something you like, Facebook gives you gentle ways to respond. None of them is complicated, and none can be done by accident in a way you can't undo.

The Like button and reactions

Beneath each post is a **Like** button (a thumbs-up). Tap it once to show you liked the post; tap again to take it back. If you **press and hold** the Like button, a little row of faces pops up — **Love, Haha, Care, Wow, Sad, Angry** — so you can react more exactly. Slide your finger to the one you want and lift off.

Reaction	When to use it
Thumbs-up (Like)	A simple "I like this" — the everyday response.
Heart (Love)	Stronger warmth — for a sweet photo or happy news.
Hug (Care)	"Thinking of you" — kind for someone having a hard time.
Haha	Something made you laugh.
Wow	Surprise or being impressed.
Sad / Angry	For sad news, or something that upsets you.

Writing a comment

1. Tap **Comment** (the speech-bubble) under a post.
2. A keyboard appears. Type your message — "Beautiful, Mary!" or "Happy birthday!"
3. Tap the little **send arrow** (or "Post") to share your comment. Everyone who can see the post can see your comment.

TIP

You can fix or delete a comment

Made a typo or wish you hadn't said something? Press and hold your own comment and you'll get options to **Edit** or **Delete** it. Nothing is carved in stone — you can always tidy up after yourself.

Sharing someone else's post

If you see something you'd like your own friends to see, tap **Share**. You can add a few words of your own and choose who sees it, just like your own posts. Sharing is a nice way to pass along a lovely photo or a useful notice.

HEADS UP

Pause before sharing news and "warnings"

A lot of alarming posts — dire warnings, miracle cures, "share this before it's deleted" — are false, even when a friend shared them in good faith. Before you pass something frightening along, it's worth a quick check (a web search of the claim often settles it). Slowing down keeps you from accidentally spreading a hoax.

CHAPTER 21

Posting Your Own News & Photos

Now the fun part: sharing your own corner of life. Posting is simple, and — this is important — you choose exactly who sees each thing you post.

Writing a simple post

1. At the top of your Feed or profile, tap the box that says **What's on your mind?**
2. Type whatever you'd like to share — a thought, some news, a hello.
3. Before you post, look for the **audience button** (it says Public, Friends, or similar) and set it to **Friends** if it isn't already.
4. Tap **Post**. It now appears in your friends' Feeds.

Adding a photo (or several)

1. In that same "What's on your mind?" box, tap **Photo/Video** (often a little green picture icon).
2. Pick one or more photos from your phone. Tap to select; a checkmark shows which you've chosen.
3. Add a few words if you like, check your audience is set to **Friends**, and tap **Post**.

WHAT THIS DOES FOR YOU

This is how the family stays close

A single photo of the garden, the grandkids, or Sunday dinner — posted to Friends — lands in the Feeds of everyone who loves you, and they get to feel near even when they're far. The comments and hearts that come back are a small, daily joy. That's the heart of why Facebook is worth it.

Choosing the audience for a single post

Even if your standing setting is Friends, you can change the audience for one particular post — tap the audience button before posting and pick Public, Friends, Only me, or a custom list. Handy when you want to share a community notice publicly but keep family photos to Friends.

Editing or deleting something you posted

1. Find your post and tap the **three dots** (⋯) in its top corner.

2. Choose **Edit post** to fix the words, or **Move to trash** / **Delete** to remove it entirely.
3. A deleted post is gone from everyone's view. (It sits in a trash bin for a short while in case you change your mind, then clears.)

TIP

Nothing you post is permanent

This is worth repeating because it relaxes people: you can always edit or delete anything you've posted. If you ever share something and immediately think better of it, just delete it. No harm done.

CHAPTER 22

Memories, Birthdays & Life Events

Facebook has a few gentle features that many folks come to treasure. Here are the nicest.

Memories — a look back

Each day, Facebook can show you **On This Day** memories — posts and photos from this same date in past years. It's a lovely, surprising little gift: a photo of a trip from five years ago, a grandchild who's grown so much. Look for **Memories** in the menu.

Birthdays — never miss one again

Facebook reminds you of friends' birthdays, so you can send a quick note. When a friend has a birthday, you'll get a notification; tap it and type a short message on their page. It's one of the kindest, easiest uses of Facebook — a small hello that means a lot.

GOOD TO KNOW

Keep your own birthday private if you prefer

If you'd rather people not know your exact birth date, remember you can set who sees it (see Part 2). You can let friends see the day and month for well-wishes while hiding the year — a nice middle ground.

CHAPTER 23

Photo Albums: Keeping Your Pictures Tidy

When you post a lot of photos, **albums** keep them gathered by occasion — "Florida 2026," "Grandkids," "The Garden" — the way you'd keep photo albums on a shelf. It makes your pictures easy to find and lovely to look back through.

Creating an album

1. Go to your **profile** and find **Photos**, then **Albums**.
2. Tap **Create Album**, give it a name, and choose who can see it (Friends is a good default).
3. Add photos from your phone, and tap **Post**. You can add more to the same album anytime.

WHAT THIS DOES FOR YOU

Your memories, organized and shareable

An album lets you share a whole trip or a grandchild's first year in one tidy place, instead of a scattered handful of posts. Family can flip through the lot and leave a comment on their favorites. It's the digital version of passing the photo album around the living room.

CHAPTER 24

Stories: The Circles Along the Top

Along the very top of your Feed you'll see a row of **little circles** with friends' faces in them. These are **Stories** — photos or short clips that a friend shares just for the day. They're a casual, in-the-moment way to share, and they **disappear after 24 hours**, which many folks find relaxing.

Watching a Story

Tap any circle to watch that friend's Story full-screen. It plays for a few seconds; tap the right side to move to the next, or the left to go back. Tap the **X** (or swipe down) to leave. That's all there is to it — no pressure to respond.

Sharing your own Story (optional)

If you'd like to try it, tap the circle marked **Your Story** or **Create Story**, choose a photo, and share. Remember it'll be visible to your audience for a day, then vanish on its own. If Stories aren't your cup of tea, you can happily ignore them — they're entirely optional.

> **GOOD TO KNOW**
>
> **Stories are low-stakes on purpose**
>
> Because a Story disappears by the next day, people use it for little everyday moments — a sunset, a coffee, the dog — without feeling it's a "big post." You never have to make any, but watching friends' Stories is a pleasant way to feel close to their daily life.

CHAPTER 25

Videos, Reels & Watch

Facebook is full of video, from family clips to cooking demonstrations to old music. Knowing the few words and buttons lets you enjoy it — and avoid getting stuck in it.

Playing a video

Many videos start playing **silently** as you scroll past. Tap the video to hear it and see it larger; tap the **speaker** symbol to turn sound on or off. Tap away or scroll on when you're done. Simple.

Reels and Watch

- **Reels** are very short videos, shown one after another. Swipe up to go to the next. They can be fun, but they're designed to keep you scrolling — so set a limit for yourself if you like.
- **Watch** (the Play-button icon) is Facebook's area for longer videos and shows, a bit like a TV guide. Browse it when you're in the mood for something to watch.

HEADS UP

It's fine to watch — just mind the clock

Video on Facebook is designed to be hard to stop — one clip rolls into the next by design. There's nothing wrong with enjoying it, but it's easy to look up and find an hour gone. If that ever bothers you, simply decide "three videos, then I'll put it down," and treat the phone like the TV remote: you're in charge of the off switch.

CHAPTER 26

Saving Posts to Enjoy Later

Ever scroll past a recipe, an article, or an event you meant to come back to — and never find it again? Facebook lets you **save** any post to a private list, like tucking a clipping into a drawer. Only you can see what you've saved.

Saving and finding a post again

1. On any post, tap the **three dots** in its corner.
2. Choose **Save post** (a little bookmark). It's filed away privately — the poster is never told.
3. To find your saved things later, open the **menu** and tap **Saved**. There they all are, waiting.

TIP

A tidy way to keep recipes and ideas

Saving is wonderful for the things you don't want to act on this minute but don't want to lose — a recipe to try this weekend, an article to read with your coffee tomorrow, a craft idea. No more frantic scrolling to re-find that thing you saw. Just save it and move on.

PART 5

Messenger: Private Conversations

Facebook's built-in way to send private messages, photos, and make video calls — free, and one of the best ways to see a far-away face. Plus how to spot a message that isn't what it seems.

CHAPTER 27

What Messenger Is

Everything we've covered so far is about *sharing* — posts that friends can see. **Messenger** is different: it's for **private** conversations, one-to-one or in a small group, like passing notes rather than posting on the bulletin board. Only the people in the conversation see it.

Where to find it

In the Facebook app, look for the **Messenger symbol** — a speech bubble, often with a little lightning bolt — near the top of the screen. Tapping it opens your list of conversations. On some phones Messenger is a separate app with its own blue-and-purple bubble icon; either way it's the same messages.

GOOD TO KNOW

Messenger and texting are cousins, not twins

Messenger works a lot like text messaging, but it travels over the internet (your Wi-Fi or data) rather than your phone plan — so it's free and works even to friends in other countries. The person you're messaging also needs to be on Facebook/Messenger.

CHAPTER 28

Sending Messages & Photos

Starting a conversation

1. Open **Messenger** (the speech bubble).
2. Tap the **pencil** or **New message**, then type a friend's name and pick them.
3. Type your message in the box at the bottom and tap the **send arrow**. Your friend gets it right away.

Replying and sending a photo

- To reply, just open the conversation, type, and send — your messages stay in a tidy back-and-forth thread you can scroll up through anytime.
- To send a **photo**, tap the little **picture** or **camera** icon by the message box, choose a photo, and send. Grand for sharing one quick snapshot with one person.
- You can also send a **voice message** by holding the microphone icon and speaking — lovely when typing is a bother.

TIP

A green dot means they're online now

A small **green dot** on a friend's picture in Messenger means they're on Facebook right this minute — so a message will likely get a quick reply. No dot just means they'll see it next time they look. No need to wait by the phone either way.

CHAPTER 29

Video & Voice Calls — Seeing Their Face

For my money, this is one of the most wonderful things Facebook does. Through Messenger you can make a free **video call** — you see and hear each other, live, across any distance. For grandparents far from grandchildren, it's priceless.

Making a video or voice call

1. Open the **conversation** with the person (or group) you want to call.
2. Near the top you'll see a **video camera** icon (for video) and a **phone** icon (for voice only). Tap the one you want.
3. It rings on their end. When they answer, there you both are. To hang up, tap the red **phone** button.

WHAT THIS DOES FOR YOU

A face is worth a thousand texts

Being able to *see* your people — watch a grandchild show you a drawing, see that a friend looks well — does something a phone call can't. It's free, it works on the phone you already have, and after you've done it once it's easy. If you learn one new thing from this book, I'd love it to be this.

TIP

Prop the phone up and use good light

For a comfortable video call, lean your phone against a stack of books or a cup so you don't have to hold it, and sit facing a window or lamp so your face is well lit. Little things that make a big difference.

CHAPTER 30

Message Requests & Messages from Strangers

Not every message comes from a friend. Facebook keeps messages from people you're not connected to in a separate spot called **Message Requests** — a kind of waiting room, so strangers can't barge straight into your main inbox.

Finding and handling message requests

1. In Messenger, look for **Requests** or a **Message requests** folder (often a small link near the top).
2. Open it to see messages from people you don't know. You can read without replying.
3. You can **Accept** (move it to your inbox), **Delete**, or **Block** the sender. When in doubt, delete — the sender is never told.

SCAM ALERT

Strangers who message you are usually up to something

A kind-sounding message from a stranger — "Hello dear, how are you today?" — is one of the oldest tricks on Facebook, often the opening of a **romance scam** (Part 6 covers it fully). Real new friends introduce themselves and have mutual friends. You never have to answer a stranger, and you certainly never have to send anyone money. Delete and move on.

STAY SAFE

Never share codes or click odd links in messages

If *anyone* in a message — even an account using a friend's name — asks you for a verification code, your password, or money, stop. And don't tap links in messages that promise prizes or warn your account is in trouble. When something feels off, it's completely fine to not reply, and to call me if you'd like a second opinion.

CHAPTER 31

Group Chats & Sharing in Messenger

Messenger isn't only one-to-one. You can have a **group chat** — a single conversation with several people at once — which is wonderful for keeping the whole family or a circle of friends in one place. Planning a get-together, sharing news, passing around photos: a group chat makes it easy.

Starting a group chat

1. In Messenger, tap the **pencil** or **New message**.
2. Tap **more than one** name to add several people.
3. Give the group a name if you like ("Smith Family," "Thursday Golf"), then start typing. Everyone in the group sees each message and can reply.

Leaving or muting a busy chat

If a group chat gets too chatty, you don't have to put up with the constant buzzing. Open the chat, tap its **name** at the top for options, and choose **Mute** (silences alerts while you stay in the group) or **Leave** (steps out entirely). You're always in control of the noise.

WHAT THIS DOES FOR YOU

One place for the whole family

A family group chat becomes a cozy, always-on kitchen table: someone shares a photo, someone else a bit of news, and you're all gently in touch through the week without anyone having to arrange anything. Many families treasure theirs.

PART 6

Staying Safe: Scams on Facebook

The most important part of this book. Facebook is a favorite hunting ground for scammers — so let's make you nearly scam-proof. Calm, clear, and no fear-mongering.

CHAPTER 32

How Scammers Think (So You Can See Them Coming)

Before the specific scams, let me hand you the master key. Nearly every scam, no matter how it's dressed up, works the same way underneath. Once you can feel that pattern, you'll spot trouble a mile off — and you won't need to memorize a hundred different tricks.

The three feelings scammers reach for

- **Urgency** — "Act now! Your account will be deleted in 24 hours!" They rush you so you don't stop to think. Real companies don't threaten you into hurrying.
- **Fear** — "Your account has been hacked," "There's a warrant," "Your grandson is in jail." Fear makes good people do things they'd never normally do.
- **Something for nothing** — a prize, an inheritance, a sweetheart, a can't-miss investment. If it seems too good to be true, it is. Every single time.

FROM BILL

My one rule that stops nearly every scam

Here it is, plain: **Slow down, and never send money, codes, or personal information because of a message.** Scams only work when they rush you. The moment you pause, step away, and check with a real person — me, your bank, your family — the spell breaks. There is no emergency on Facebook so urgent that you can't take ten minutes to make a phone call first.

Things no honest person or company will ever ask

- Your Facebook **password** or a **verification code** texted to you.
- Payment by **gift cards** (Apple, Amazon, Google Play), **wire transfer**, **cryptocurrency**, or a money app to a stranger. These are the scammer's favorite because they can't be undone.
- **Secrecy** — "don't tell anyone," "keep this between us." Honest dealings are never secret.

STAY SAFE

Gift cards are a giant red flag

Burn this into memory: **no real business, government office, or utility is ever paid in gift cards.** Not the IRS, not Medicare, not Microsoft, not your electric company, not Facebook. If anyone — ever — tells you to buy gift cards and read them the numbers, it is 100% a scam. Hang up, stop messaging, and call me if you'd like.

CHAPTER 33

The Impersonation ("Clone") Scam

This is the most common Facebook scam aimed at folks like us, so let's take it slowly.

How it works

A scammer copies a friend's public photo and name to make a **fake account** that looks just like them. Then they send *you* a friend request. You think, "Didn't I already friend Dave?" but accept to be polite. Soon "Dave" messages you — warm and chatty — and before long there's a story: he's come into money through a grant, or he needs a little help, and would you... That "Dave" is a stranger.

How to spot and stop it

- A friend request from someone **already on your friends list** — the tell-tale sign.
- A brand-new account with few friends, few photos, and a recent "joined" date.
- The conversation turns, sooner or later, to **money**, a **grant**, a **prize**, or a **crypto investment**.

1. Don't accept, and don't engage about money.
2. Contact your real friend **another way** — a phone call or text — and ask if they made a new account. Usually they didn't.
3. **Report** the fake account to Facebook (next chapter shows how) and tell your friend so they can warn others.

SCAM ALERT

"Have you heard about the government grant?"

One wildly common version: a friend's cloned account messages you excitedly about a "government grant" or "winnings" they got, and urges you to apply through an "agent." The agent then asks for a fee or your bank details. There is no grant. It's a scam wearing your friend's face. Don't send anything; report it.

CHAPTER 34

Romance Scams

Romance scams are among the cruelest, because they prey on kindness and loneliness, and they can unfold over weeks or months. Knowing the pattern is your best protection.

The pattern

- A charming stranger (often claiming to be working far away — an oil rig, the military overseas, a doctor abroad) friends or messages you out of the blue.
- They're attentive and affectionate quickly, and they always have a reason they can't meet in person or video-call clearly.
- Eventually there's a crisis — a medical bill, a stuck shipment, a plane ticket home — and a request for money, gift cards, or crypto. The requests keep coming.

STAY SAFE

If you've never met them in person, never send money

A plain, protective rule: **no one you've only met online should ever receive money from you** — no matter how real the feelings seem, no matter the emergency. A genuine person will understand and won't pressure you. Pressure for money is the proof it's a scam. If you're unsure, talk to someone you trust before doing anything.

FROM BILL

There's no shame here — and it's never too late to stop

These scammers are professionals who do this all day; being targeted says nothing bad about you, and plenty of sharp, sensible people have been fooled. If you ever worry you're caught up in one, the kindest thing you can do is talk to someone — family, or me. No lecture, no judgment. We just help you stop the bleeding and get you safe.

CHAPTER 35

Marketplace, Prize & Account Scams

Marketplace and the "verification code" trick

Facebook **Marketplace** lets neighbors buy and sell locally — genuinely useful, and we'll cover using it safely in Part 8. But one scam deserves a warning now. A "buyer" says they want to be sure you're real and asks you to share a **code** they've sent to your phone. **Never share it.** They're using it to hijack a phone account in your name. A real buyer never needs a code from you.

Prize, lottery & inheritance scams

"Congratulations, you've won!" — a lottery you never entered, a prize from a lookalike company Page, a long-lost relative's fortune. The catch is always the same: pay a "fee," "tax," or "shipping" first, or hand over your bank details. You cannot win a contest you didn't enter, and real winnings never require you to pay up front.

"Your account will be disabled" scams

A message or post claims to be from "Facebook Security" or "Meta Support": your account broke a rule and will be deleted unless you "confirm" by clicking a link and logging in. The link leads to a fake copy of Facebook built to steal your password. Facebook delivers real notices *inside* the app, never by demanding you log in through a message link.

SCAM ALERT

Fake "tech support" pop-ups and calls

Sometimes a scary message fills your screen — "Your computer is infected! Call this number!" — or you get a call from "Microsoft" or "Apple." Real tech companies don't do this. Don't call the number, don't let anyone take control of your computer, and don't pay. Close the page (or restart the device) and, if you'd like, call me and we'll check it out properly.

TIP

When something feels off, that feeling is usually right

You've got decades of judgment about people; it still works online. If a message, offer, or "friend" gives you a funny feeling in your gut, listen to it. Pause, don't reply, and check with someone. Being cautious costs you nothing; being rushed is what costs people.

CHAPTER 36

Phishing: Fake Links & Fake Login Pages

"Phishing" (said "fishing," and that's exactly what it is) is when a crook dangles a bait message hoping you'll click a link and hand over your password. It's behind a huge share of stolen accounts, and once you see how it works, you'll dodge it every time.

How the trick works

You get a message, email, or post — "Your account will be disabled," "Someone tried to log in," "You've been mentioned in a video!" — with a **link** to tap. The link leads to a page that looks exactly like Facebook's login, but it's a counterfeit. The moment you type your password there, the crook has it.

How to beat it, every time

- **Never log in through a link** someone sent you. Open Facebook the way you always do — your own app, or by typing facebook.com yourself.
- **Distrust urgency.** "Act in 24 hours or else" is the sound of a scam, not of Facebook.
- **Look, don't leap.** Odd web addresses, spelling mistakes, and a greeting that isn't your name are all tells. But honestly, the first rule alone keeps you safe.

SCAM ALERT

"Is this you in this video?"

A classic phishing message, often from a hacked friend's account, reads "OMG is this you?" with a video link. Tapping it leads to a fake login that steals your password — and then sends the same message to all *your* friends. Don't tap. Message your friend another way to let them know they've been hacked.

CHAPTER 37

Investment, Crypto & "Get Rich" Scams

A newer breed of scam promises to grow your money fast — through "cryptocurrency," a "trading platform," or a tip from a new online friend who's done ever so well. These can be slick and convincing. The warning signs, happily, are always the same.

What they look like

- Promises of **big, guaranteed returns** with "no risk." (Real investing never guarantees big returns, and anyone who says so is lying.)
- A friendly "mentor" or sweetheart who shows you screenshots of their profits and offers to help you do the same.
- Pressure to "invest" through a particular website or app, often with **cryptocurrency** — and then pressure to put in more, or fees to "withdraw" your winnings.

STAY SAFE

If you can't get your money back out, it was never there

The cruel signature of these scams: your "account" shows lovely profits, but when you try to withdraw, there's always one more fee, one more tax, one more delay. The money is gone the moment you send it. Before investing a cent anywhere you heard about on Facebook, talk to a real, licensed financial person you found independently — and talk to your family.

FROM BILL

Run it past someone before you send a dime

I'm not a financial advisor, and I won't pretend to be one. But I can tell you this: every single "amazing opportunity" that arrives through a Facebook message or a new online friend deserves a hard pause and a conversation with people who love you before any money moves. That one habit — talk first, send never-in-a-hurry — protects more folks than anything else I know.

CHAPTER 38

A Field Guide: Spotting a Fake at a Glance

Let's gather everything into one quick-reference table you can keep by the chair. When something arrives and you're not sure, run down this list. If you see the warning signs, you already know what to do: slow down, don't send anything, and check with someone.

If you see…	What it probably means
A friend request from a current friend	A cloned/fake account — don't accept
"You've won!" for a contest you didn't enter	A prize scam — ignore it
A request for gift cards, wire, or crypto	Always a scam — no exceptions
"Verify yourself" by sharing a texted code	An account-hijack attempt — never share codes
Urgent threat to "your account" with a link	Phishing — don't click; open Facebook yourself
A fast online romance that needs money	A romance scam — never send money
Guaranteed big investment returns	An investment scam — talk to family first
"Is this you in this video?" + link	Phishing from a hacked friend — don't tap

WHAT THIS DOES FOR YOU

You now know more than most

If you've read this part, you are better prepared for Facebook scams than a great many people half your age. You don't need to be afraid — you need to be *unhurried*, and now you are. Enjoy Facebook with a calm, confident eye. And when in doubt, my phone's always on: (330) 200-8042.

CHAPTER 39

If You've Already Been Caught: What to Do Now

If you're reading this because something has already happened — you sent money, shared a code, or clicked a bad link — take a slow breath. You are not foolish, and you are not alone; this happens to sharp, careful people every single day. What matters now is acting calmly to limit the damage. Here's exactly what to do.

Right away

1. **Stop all contact** with the scammer. Don't send another cent, and don't believe promises that paying "one more fee" will get your money back — it won't.
2. **Change your Facebook password** at once (and your email password too, if that may be exposed), and turn on two-factor authentication.
3. **Call your bank or card company** if money or card details were involved. Tell them it's fraud; they can often stop or reverse recent charges and watch your account.
4. If you paid by **gift card**, call the card's company (the number is on the back) right away — occasionally funds can still be frozen if you act fast.

Then

- **Report it** to Facebook (three dots → Report), and to the U.S. Federal Trade Commission at **reportfraud.ftc.gov**. Reporting helps investigators and may help others.
- **Tell someone you trust** — family, or me. Talking about it is not weakness; it's how you get help and stop it going further.
- **Watch for follow-up scams.** Once scammed, you may be targeted by a fake "recovery service" that promises to get your money back for a fee. That's another scam. Real help doesn't work that way.

> **FROM BILL**
>
> **No judgment — let's just get you safe**
>
> Please don't suffer in silence out of embarrassment. I have helped many good people through exactly this, and not once have I thought less of them — the scammers are professionals, and being targeted says nothing about you. Call me at (330) 200-8042 and we'll go through it together, calmly, and lock everything back down. That's what I'm here for.

PART 7

Locking the Doors: Account Security

How to keep your own account safe and sound — a strong password, a second lock, spotting a break-in, and knowing how to report and block. Peace of mind, set up once.

CHAPTER 40

A Strong Password, Made Simple

Your password is the front-door key to your Facebook account. A good one keeps intruders out; a weak one is an open window. The good news: a strong password is easy to make and easy to remember.

What makes a password strong

- **Long** beats complicated. A phrase of a few words is both strong and memorable — something like **PurpleKettle-River7** is far better than a short jumble.
- **Unique** to Facebook — don't reuse the same password you use for email or the bank. If one place is breached, the others stay safe.
- **Not guessable** — skip your name, birth year, pet, or "password123."

Changing your password

1. Open the **menu**, then **Settings & privacy**, then **Settings**.
2. Find **Password and security** (or "Security and login").
3. Tap **Change password**, type your old one once and your new one twice, and save.

TIP

Write it down — on paper, at home

Forget the advice about never writing passwords down; for most folks at home, a small notebook kept in a private drawer is safer than a weak password you can actually remember. Just don't carry it in your wallet or stick it on the computer. Paper in a drawer at home is fine.

CHAPTER 41

Two-Factor: A Second Lock Worth Having

Two-factor authentication — don't let the name scare you — simply means a **second lock** on your account. After your password, Facebook also asks for a short code sent to your phone. So even if a crook learned your password, they still couldn't get in without your phone in their hand. It's the strongest single thing you can do to protect your account.

Turning it on

1. Open the **menu**, then **Settings & privacy**, then **Settings**.
2. Tap **Password and security**, then look for **Two-factor authentication**.
3. Choose **Text message (SMS)** for the simplest option, confirm your phone number, and enter the test code Facebook sends. Done — the second lock is on.

WHAT THIS DOES FOR YOU

The lock that lets you relax

With two-factor on, you can stop worrying about your account being stolen — even a determined crook is stuck without your phone. It adds a few seconds now and then when you log in somewhere new, and buys you a great deal of peace. Well worth it.

STAY SAFE

But remember — that code is yours alone

The very code that protects you is the one scammers try to trick out of you (see Part 6). Facebook will never message you asking you to *read back* a code. The code is for you to type into Facebook yourself, never to tell another living soul.

CHAPTER 42

Is My Account Hacked? Signs & Recovery

Now and then an account does get broken into — often because someone fell for a fake login page. Here's how to tell, and how to get it back.

Warning signs

- Friends say they got **odd messages** from you that you didn't send.
- Posts appear on your page that **you didn't write**.
- You're suddenly **logged out** and your password no longer works.
- Your name, photo, or email on the account has **changed** without you doing it.

What to do

1. Try to **log in and change your password** right away. If you can still get in, that alone often locks the intruder out.
2. If you're locked out, go to **facebook.com/hacked** (type it yourself), which walks you through recovering the account.
3. Turn on **two-factor** (previous chapter) so it can't happen again.
4. Check **Where you're logged in** under Password and security, and log out any device you don't recognize.
5. Warn your friends — a quick post — so they ignore any bad messages sent in your name.

> **FROM BILL**
>
> **Call me — this is exactly what I'm here for**
>
> Recovering a hacked account can feel overwhelming, and the clock-feeling makes it worse. You don't have to do it alone. Call me at **(330) 200-8042** and we'll go through it together, calmly, step by step, and get you back in. This is bread-and-butter work for me, and there's no judgment in it at all.

CHAPTER 43

Blocking, Reporting & Unfollowing

You have firm, easy tools to deal with anyone who bothers you or anything that doesn't belong. Using them is your right, and no one is ever told you did.

Blocking someone

Blocking builds a wall: a blocked person can't see you, message you, or find you on Facebook. It's the right tool for a persistent pest or a scammer.

1. Go to the person's **profile** (or tap their name on a message).
2. Tap the **three dots** and choose **Block**.
3. Confirm. They vanish from your Facebook, and you from theirs. They're not notified.

Reporting a fake account, post, or message

Reporting tells Facebook something is wrong — a fake account, a scam, a nasty post — so they can take it down and protect others. It's quick and anonymous.

1. Tap the **three dots** on the profile, post, or message.
2. Choose **Report** (or "Find support or report").
3. Pick the reason that fits — "Fake account," "Scam or fraud," and so on — and send it. You've done a good turn for the next person, too.

Unfollowing to quiet your Feed

If a friend's posts clutter your Feed but you don't want to unfriend them, you can **unfollow** — you stay friends, but their posts stop showing up. Tap the three dots on one of their posts and choose **Unfollow**. They're never told. A gentle way to keep the peace.

WHAT THIS DOES FOR YOU

You are always in charge of your own corner

Block, report, unfollow, unfriend — these put you firmly in control of who and what is in your Facebook life. You never have to put up with someone unpleasant or unsafe. A few taps, and your corner is calm and yours again.

CHAPTER 44

Login Alerts & Your Logged-In Devices

Two more gentle safeguards round out your account's security — both found under **Settings** > **Password and security**, and both worth a one-time look.

Login alerts — a tap on the shoulder

You can ask Facebook to **notify you** whenever your account is signed into from a device or place it doesn't recognize. If you ever get such an alert and it wasn't you, you'll know at once to change your password. Turn on **login alerts** (sometimes "Get alerts about unrecognized logins").

Checking where you're logged in

1. Open **Settings** > **Password and security**.
2. Tap **Where you're logged in**. You'll see a list of phones, tablets, and computers currently signed into your account.
3. See anything you don't recognize? Tap it and choose **Log out** — then change your password to be safe.

WHAT THIS DOES FOR YOU

An early-warning system you set up once

Login alerts mean you'd find out about a break-in within minutes, not weeks — and the logged-in list lets you slam the door on any device that shouldn't be there. Two minutes to set up, and your account quietly watches its own back from then on.

CHAPTER 45

Why You See Certain Ads (and Taming Them)

Facebook is free because it shows **advertisements**, marked with the small word "Sponsored." You can't remove ads entirely, but you can understand them and quiet the ones you dislike — which also happens to protect your privacy.

Why that ad is following you around

If you looked at, say, garden hoses online and now see hose ads on Facebook, that's **targeted advertising** — advertisers try to show you things based on what they think you're interested in. It can feel uncanny, but it's automatic, not a person watching you. You have settings to rein it in.

Hiding ads and adjusting preferences

- On any ad, tap the **three dots** and choose **Hide ad** — you'll see fewer like it.
- In **Settings**, look for **Ad preferences** (or "Ads") to limit how your information is used to pick ads.
- Never buy from an ad in a hurry. If something catches your eye, look the company up separately before handing over any card details.

SCAM ALERT

Too-good-to-be-true ads are often fakes

Scammers buy ads too. An ad for a famous brand at a wild discount, or a "going out of business" sale from a store you've never heard of, is frequently a fake that takes your money and sends nothing. Stick to retailers you know, and look up any unfamiliar seller before you buy.

PART 8

Everyday Facebook & When to Call Bill

The useful odds and ends — Marketplace, Events, taming notifications, saving your memories — plus a plain cheat-sheet and an honest word about when to pick up the phone.

CHAPTER 46

Marketplace: Buying & Selling Safely

Marketplace is Facebook's version of the classified ads — neighbors buying and selling locally: furniture, tools, a used mower, a car. It can be genuinely handy. Used with a little care, it's safe; the care is the whole trick.

Having a look

1. Tap the **Marketplace** button (the little shop/storefront icon).
2. Browse by category, or use the search box for something specific — "recliner," "snow blower."
3. Tap any listing to see photos, the price, roughly where it is, and a **Message** button to ask the seller a question.

Buying safely

- **Meet in a public place** in daylight — a busy parking lot, or a police station's "safe exchange" spot. Bring a friend.
- **Pay in cash** for local pickups, or a payment method you trust. Be wary of anyone pushing an odd payment app or asking for deposits before you've seen the item.
- **See it before you pay.** If a deal is unusually cheap and the seller invents reasons they can't meet, walk away.

SCAM ALERT

The code trick, again — and overpayment

On Marketplace, never share a **verification code** a "buyer" texts you (it's the account-hijack trick from Part 6). And beware anyone who "accidentally" overpays and asks you to refund the difference — their original payment is fake and will vanish, leaving you out the refund. Cash, in person, for local deals keeps it simple and safe.

CHAPTER 47

Events, Groups Revisited & Following Along

Events — invitations and local happenings

Facebook **Events** are invitations and listings for things happening — a grandchild's graduation party, a church supper, a town festival. If you're invited, you'll get a notification; open it and tap **Going**, **Interested**, or **Can't go**. You can also search Events to see what's on near you this weekend.

Getting the most from groups

We met groups in Part 3; here's a tip for enjoying them. Turn on notifications for just your **one or two favorite** groups (open the group, tap the bell or Notifications, choose a level you like) and leave the rest quiet. That way the groups you love reach you, without the others buzzing your phone all day.

TIP

Quality over quantity

You don't need to join fifty groups or friend everyone you've ever met. A handful of good friends and one or two warm groups make for a far nicer Facebook than a crowded, noisy one. Curate it like you'd curate a quiet dinner table.

CHAPTER 48

Taming Notifications & Saving Your Memories

Quieting the noise

The **bell** alerts you to activity. If it buzzes too much, you can dial it back so only what matters reaches you.

1. Open the **menu**, then **Settings & privacy**, then **Settings**.
2. Find **Notifications**.
3. Turn *off* the kinds you don't care about (game invites, suggestions, far-off "birthdays of people you barely know") and keep the ones you do (messages, comments on your posts, close friends' birthdays).

Keeping a copy of your photos and posts

Everything you've shared over the years — photos, posts, messages — can be **downloaded** to keep a copy of your own. It's a comfort to have your memories safe off Facebook too.

1. Open **Settings & privacy**, then **Settings**.
2. Look for **Your information** or **Download your information** (sometimes under "Accounts Center").
3. Choose what to include (photos are the big one) and request it. Facebook prepares a file and lets you know when it's ready to save.

WHAT THIS DOES FOR YOU

Your memories, doubly safe

Downloading a copy of your Facebook photos means that even if something ever happened to your account, your pictures of the family and the years gone by are still yours, saved on your own device or a drive. Worth doing once a year.

CHAPTER 49

Deactivating or Deleting — and Taking a Break

It's your account, and you can step back from it any time — temporarily or for good. Knowing you can leave makes staying feel more like a choice.

If you want to…	What it does
Take a break	Use "Snooze" or unfollow to quiet things without leaving. Good for a noisy spell.
Deactivate	Hides your profile temporarily. Friends can't see it, but everything is saved and comes back the moment you log in again. Reversible.
Delete	Permanently removes your account and everything in it after a waiting period. Not reversible — be sure, and download your photos first.

You'll find both **Deactivation and deletion** under **Settings** > **Accounts Center** > **Personal details** (wording varies). If you're only tired or overwhelmed, I'd suggest deactivating or just taking a break rather than deleting — it leaves the door open.

CHAPTER 50

Facebook on a Computer vs. the Phone

Everything in this book works on both the phone app and the Facebook website on a computer — same account, same friends, same photos. Some folks prefer the bigger screen and keyboard of a computer, especially for writing longer messages or looking at photos. Here's how the two compare.

Task	Phone vs. computer
Getting in	Phone: tap the blue "f" app. Computer: open your web browser and type facebook.com.
The menu	Phone: the three lines. Computer: look along the top and the left-hand column, where the same choices live.
Typing	A computer keyboard is easier for longer notes; the phone is handier on the go.
Photos	Both show your photos; a larger screen can be lovelier for viewing albums.
Messages	Messenger works in both; on a computer it opens in its own window.

TIP

Use whichever suits the moment

There's no need to choose one forever. Many folks check Facebook on the phone during the day and sit down at the computer in the evening for a proper look and a longer catch-up. It's the very same Facebook either way — pick whatever's comfortable right now.

STAY SAFE

On a shared or public computer, always log out

On your own private phone, staying logged in is fine. But if you ever use a library computer or a friend's device, remember to **log out** when you're done (the menu, then Log Out at the bottom) so the next person can't get into your account.

CHAPTER 51

Your Facebook Cheat-Sheet

Tear this page out, or fold its corner. These are the everyday moves, all in one place.

Getting around

To do this…	Do this
Go back to the main screen	Tap the house (Home)
Find a person, Page, or group	Tap the magnifying glass (Search), type the name
See alerts and requests	Tap the bell (Notifications)
Reach Settings, profile, Log Out	Tap the three lines (Menu)
Open private messages	Tap the speech-bubble (Messenger)

Everyday actions

To do this…	Do this
Like a post	Tap the thumbs-up (hold it for more reactions)
Comment	Tap the speech-bubble under the post, type, send
Post a photo	Tap "What's on your mind?" → Photo/Video → set to Friends → Post
Video-call a friend	Open their Messenger chat → tap the video camera
Add a friend	Open their profile → Add Friend
Delete your post	Three dots on the post → Delete

Staying safe

Situation	What to do
Friend request from a current friend	Don't accept — likely a fake; tell your real friend
Stranger messages you	You can ignore or delete — you owe no reply
Anyone asks for money, codes, gift cards	Stop. It's a scam. Don't send. Call Bill if unsure
"Your account will be deleted" link	Don't click — open Facebook yourself instead
Someone's bothering you	Block and Report (three dots → Block / Report)

CHAPTER 52

A Plain-English Glossary of Facebook Words

Facebook has a vocabulary all its own, and the words can make simple things sound harder than they are. Here's a plain-English dictionary of the terms you'll meet. Keep it handy for the first few weeks; soon you won't need it.

Word	What it means
Account	Your personal spot on Facebook, opened with your email and password.
Profile	Your own page — your name, photo, and the things you've posted.
News Feed (Feed)	The main screen; the running list of posts from friends and Pages.
Post	Anything you share — words, a photo, a video, a link.
Friend	A two-way connection you both agreed to.
Follow	Seeing someone's public posts without being friends.
Page	The public profile of a business, figure, or organization.
Group	A gathering of people around a shared interest or place.
Like / React	Tapping a thumbs-up (or a face) to respond to a post.
Comment	Writing a reply under a post.
Share	Passing someone's post along to your own friends.
Tag	Linking a person's name to a photo or post.
Messenger	Facebook's private messaging; chats, photos, video calls.
Story	A photo or clip that disappears after 24 hours.
Reel	A very short video.
Marketplace	Facebook's local buying and selling classifieds.
Notification	An alert (the bell) about activity — likes, comments, requests.
Sponsored	The small label marking an advertisement.
Block	A wall that hides you from someone entirely.
Report	Telling Facebook something is a scam, fake, or abusive.

CHAPTER 53

Quick Fixes: When Something Won't Work

Now and then Facebook acts up — a photo won't load, the app freezes, you're logged out. Before you worry, try these simple fixes, which solve the great majority of everyday hiccups.

The five things to try, in order

1. **Check your internet.** Facebook needs Wi-Fi or data. If other things won't load either, that's the culprit — move nearer your router or check your connection.
2. **Close and reopen the app.** Fully close Facebook and open it fresh. This clears most little glitches.
3. **Restart the phone or tablet.** Turn it off and on again. It's the oldest fix in the book because it so often works.
4. **Update the app.** An out-of-date app can misbehave. Check your phone's app store for a Facebook update and install it.
5. **Give it a little time.** Sometimes the trouble is on Facebook's end, not yours. Try again in an hour.

TIP

"Have you tried turning it off and on again?" really is the answer

It sounds like a joke, but restarting the app — or the whole device — genuinely fixes most everyday problems. It's the first thing I try on a call, and nine times in ten it's all that's needed. Never deletes a thing, either.

FROM BILL

When the quick fixes don't do it, that's what I'm for

If you've tried the five steps and something's still not right, don't spend your whole afternoon wrestling with it. That's exactly the moment to call me at (330) 200-8042. A fresh pair of eyes often sorts it out in minutes, and you get your afternoon back.

CHAPTER 54

When to Call Bill

I built this book so you could do most things on Facebook yourself, at your own pace, with confidence. And you can. But part of doing things well is knowing when a task is worth handing to someone who does it every day — so you can spend your time enjoying Facebook instead of wrestling with it. Here's my honest take on when to pick up the phone.

Good reasons to call

- You think your account may be **hacked**, or you're **locked out** and the recovery steps aren't working.
- You got a message or "offer" that feels off and you'd like a **second opinion** before you do anything — always a good call, never a bother.
- You want help doing your **privacy and security settings** properly the first time, together, so you can stop worrying about them.
- You'd like to sit down and **learn** — video calls to the grandkids, posting photos, setting up Messenger — with a patient person beside you.
- Something just isn't working the way this book describes, and you've tried once or twice.

What working with me is like

I'm Bill, and I run **Bill's Home Tech** right here in Portage County, Ohio. I've spent **30+ years** helping people feel at home with their technology, and I treat every call the way I'd want my own parents treated: patiently, in plain English, with no rushing, no jargon, and never, ever any eye-rolling. There is no such thing as a silly question with me.

How to reach me	
Call or text	(330) 200-8042
Book online	billshometech.com/book
Where I serve	Portage County, Ohio and nearby
What it costs	Fair, honest, and told to you up front — no surprises

FROM BILL

You're never a bother — that's the whole job

Some folks hesitate to call because they don't want to be a nuisance. Please don't feel that way. Helping you is not an interruption to my work — it *is* my work, and it's work I love. Whether it's a five-minute question or setting up everything from scratch, I'm glad to help. That's what I'm here for.

GOOD TO KNOW

If you reach my website, you may meet Sophie

When you visit billshometech.com, you might be greeted by **Sophie**, my friendly assistant on the site. She can answer quick questions and help you book a time with me. She's there to make reaching me easier — but a real person (me) always does the actual help.

Thank you for letting me be your guide through Facebook. Take your time, enjoy seeing your people, stay safe, and remember — you really can't break it, and you're never stuck alone. I'm proud of you for learning something new.

— Bill