

FACEBOOK BASICS

A Guide for PU3A FaceBook Novices

Some of the new users of the PU3A Facebook Group have said it is a new experience for them and they are unsure how to use the facility.

This document may help with the very basics of use – it is written from the perspective of Windows Users – those with Macs and Apple devices may find differences apply

Chances are if you are viewing this document you have already navigated to the Group – however if you are in another group but want to move to the PU3A Group then it should be visible in the list on the left of your screen once in Facebook as shown below



Just click on the group name *PU3A General Group*. In the example above the group names have a little box with a number in to the left of the group name – this shows how many new posts have been entered since the last time you visited

Posting a NEW String

To start a new string/topic you need to enter it in the section shown below (in red box) at the opening screen of the group

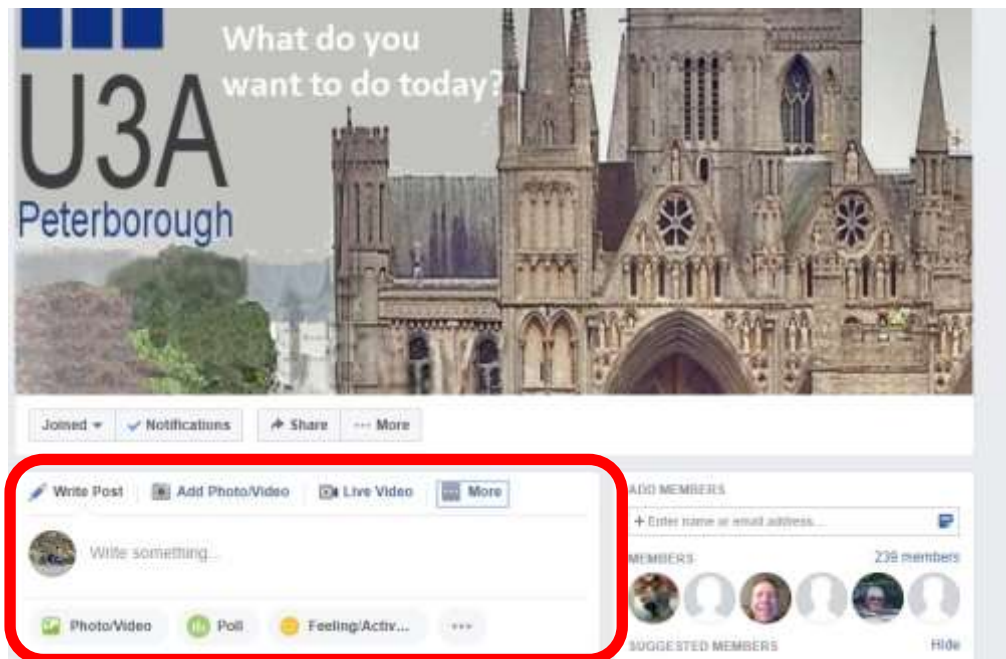


Fig 1

Click your cursor where it says "Write Something". The window will change to that shown below.

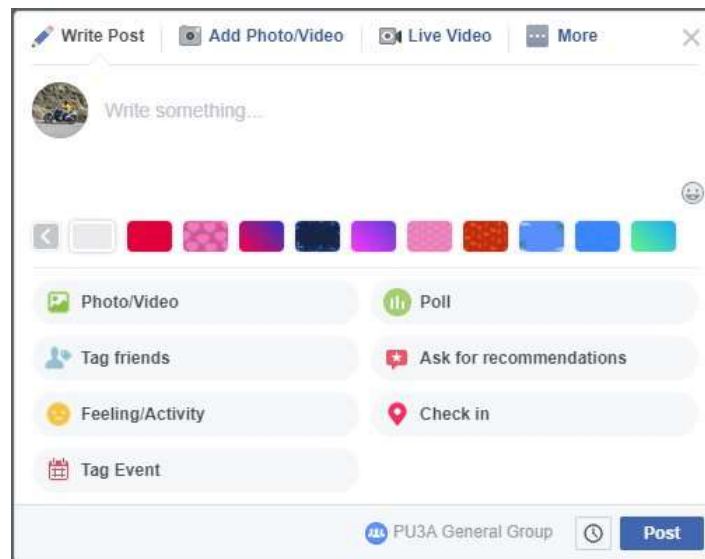


Fig 2

Type whatever is on your mind (PU3A topics only). The first few words will come up in large type, but once you increase the words the typeface becomes smaller. You can give your entry a background design by clicking on a selection in the row of coloured icons below your typing (personally I am not too keen on this – but it is your choice)

To add a photo to appear in the post click on the “Add Photo/Video” above where you have been typing. The screen below appears.

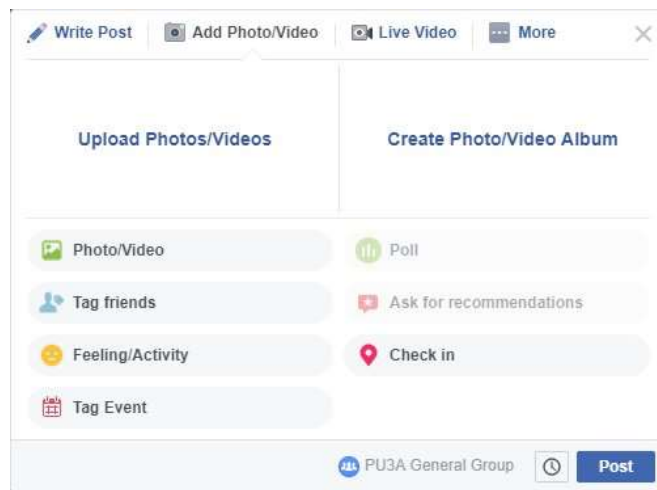


Fig 3

To add a single photo click Upload Photos/Videos and you will be shown your computers file system. Navigate to the photo you wish to post and click the photo – then click Open in that window. If you wish to add subsequent photos to the post then click the + sign next to the first photo (as shown below)



Fig 4

Select another photo and do as above.

At the bottom of the screen (as in Fig 3) you click on **Post** (bottom right) to enter your new string.

Adding a new comment to an existing string

If you want to add a new comment on a string then there is a field at the bottom of the string saying “Write a Comment” (Fig 5) – click in the box and type away. However please note – if you want to start a new paragraph (good English always looks better) then DON’T, as normal, just hit your ENTER key – that will post what you have typed at that point. What you have to do is hold down the SHIFT key and then hit ENTER – then start typing again. Repeat until finished. Once complete then hit the ENTER key and your post will load



Fig 5

Should you wish to add a photo to your comment then click on the little camera icon in the box and add a photo as previously described.

If you want to add an emoticon (smiley etc) then click on the smiley next to the camera and select the type of emoticon you wish to use.

To Reply to a Specific Comment

Sometimes you may wish to respond directly to a comment in a string rather than generally on the string itself.

To do this each previous comment has a link saying Reply as shown below.



When you click on that a new response box opens with the original posters name already entered – this is a flag to let that poster know someone is replying to their comment (N.B. – you can delete that name, but there is little point – or you can take out the last name by clicking on it and hit DEL - it will still notify with just the first name. Then type your reply and hit enter when finished (same applies on paragraphing as in previous section).

Liking etc

You may just want to give a thumbs up or show merriment at someone’s post. To do this hover your mouse over the “Like” link as below.

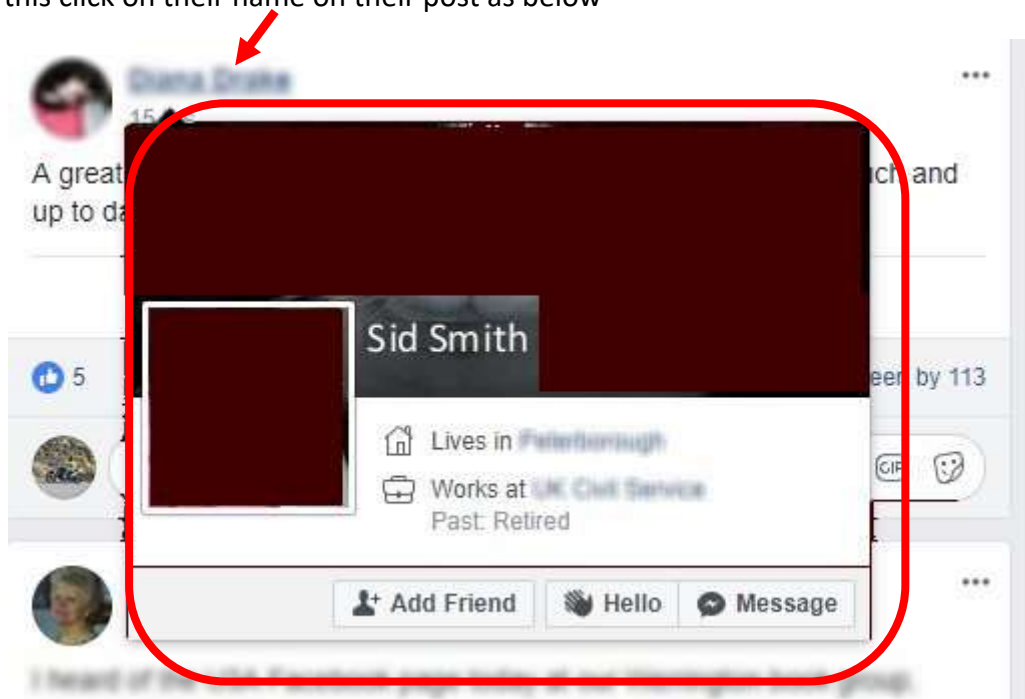


A small list of icons appear – choose the one you want and click it. You will then be added to the list showing “likes”, “laughs” and “dislikes” etc for the comment.

Who Posted That?

You may want to know who someone is who has posted – or possibly send them a PM (Private Message) – don’t forget to be nice in PMs though, they know who you are 😊

To do this click on their name on their post as below



From there you have options to “Add as a friend” (note they have every right to turn you down – not everyone “Friends” all the world and his mate) – You can say “Hello” although I don’t know quite what that does – or you can send them a Private Message that is only

visible to them. Not everyone replies – not everyone even looks, so if you don't get a reply just accept they don't want to.

If Someone Simply Bugs You With Their Posts

Not all of us think down the same lines, and sometimes people in public forums may post something you really aren't interested in but they keep getting replies and you keep getting notifications about it that you don't want to see – You can turn off Notifications for individual posts if you want.

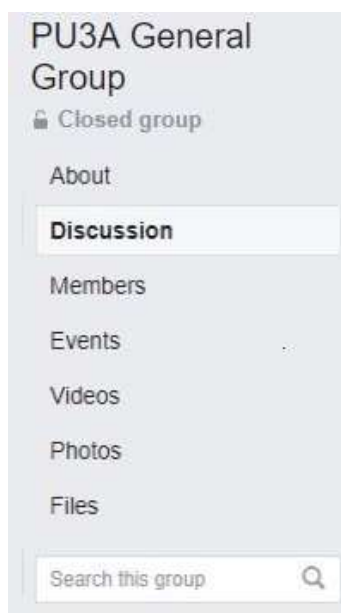
To do this – at the right side of the original post there is an ellipse (three little dots "⋮") – click on it and another menu is presented.



Click on Turn Off Notifications For this Post and you will not get reminders about anything that is added to the string.

You can also report a post that is inappropriate from this menu – but be aware, just because you object it may not be deemed as “inappropriate” by admin under the rules of the group, so may remain.

Navigating the Main Left Menu



This is found on the left of your page and can be used for the following

- About – This will show you the “Rules” of the group
- Discussion is simply the list of Comments and Strings
- Members – this shows a list of ALL Members of the group
- Events – currently we don’t use this – but if we do start to we will give you “instructions”
- Videos – if there are any videos added in the group you can show just the videos by selecting this without any text
- Photos – selecting this will show ALL posted photos in the group but no text that goes with them
- Files – If any “fixed” files are added to the group this is where you can view them
- Search – You can use this to search ALL strings for key words – type what you are looking for and click the spy glass – a list of strings containing your searched word is presented.

Be aware that there are some Facebook users who like to “Friend” everyone they meet, even if that meeting was just to say hello and you are never likely to meet them again. Don’t feel bad if you turn down such requests – you have the choice who you want in your “Friends” list. When a request turns up either Accept them if you want to see their postings on all topics they view (not just inside PU3A group) or Decline/Reject the Friend request.

If you do “Friend” someone then change your mind later you can “Unfriend” (horrible Facebook term) them by going to your Friends list and hover over the box next to their name and select Unfriend.

We hope this guide helps new users

PU3A Committee