

# Facebook for Adults

## Basic Vocabulary

**Friend:** Often used as a verb; connect to people on facebook by “friending” them. Everyone from a grade school pals to coworkers to distant cousins is likely to friend you.

**Network:** You can affiliate your profile with a larger Network, such as a university or city. This makes it easier for people to find you.

**Status:** A short statement about your current activity (similar to a “tweet” on Twitter).

**Wall:** Every profile has a wall section where others can write public messages and see your past activity.

**Tag:** Any of your friends may post a photo of you and “tag” it so that it links to your profile (and your profile links to the photo). You can un-tag these photos if desired.

## I’m Concerned about Privacy...

You should be! Fortunately you have a lot of control in this area. By clicking on “Settings” and then “Privacy Settings” at the top of the home page, you can control exactly who sees what. For instance, you can create a small list of friends who see your complete profile and pictures of you, while others only see basic work info. You can disable your Wall if you don’t want to receive public messages.

## How is Facebook useful for professionals?

- Communicate with many people at once with a “Group” for your organization
- Create an “Event” to promote an activity and get a headcount of attendees (*pictured at right*).
- Post links to news articles, YouTube videos, or your blog
- Get feedback on an idea through your Friends’ comments

The screenshot shows a Facebook event page for "SLAPSG Summer Picnic". The event is hosted by the "Special Libraries Association -- Pittsburgh Student Group" and is categorized as "Other - Carnival" with a "Global" network. It is scheduled for Saturday, June 20, 2009, from 11:00am to 3:00pm at Schenley Park. The description includes a request for guests to bring a dish to share and a list of confirmed guests: Oliver Batchelor, Robyn Reed, Erin Cartwright, Michelle Crouch, Anita Riley, and Jamie Keller. The page also features a "Your RSVP" section with options for "Attending", "Maybe Attending", and "Not Attending", and a "Share" button.

**Read More on Facebook etiquette:**

[http://www.pcworld.com/businesscenter/article/154374/facebook\\_etiquette\\_five\\_dos\\_and\\_donts.html](http://www.pcworld.com/businesscenter/article/154374/facebook_etiquette_five_dos_and_donts.html)