

Series 2 - Facebook Tips & Tricks

Welcome back to a series of computer related articles brought to you by VistaSol Computer Solutions. Over the coming weeks we are going to be featuring articles based on the theme of 'How do I . . .?'

In this week's article we are continuing our new series of articles based on the theme of 'facebook':

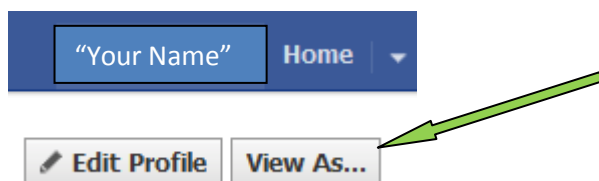
Part 4 – How do I Change my Privacy Settings on facebook?



Check your Privacy Settings

Before you proceed with this article, the first thing you need to do is check how your facebook 'Profile' appears to the general public when they carry out a search for your name or click on your profile picture. Follow these steps to view your 'Public Profile' (bear in mind that this article was written last week, and that facebook keep changing their design – hopefully, this is accurate.)

1. Login to your facebook account
2. To the right of the top blue bar, click on your name
3. Click on the 'View As...' button



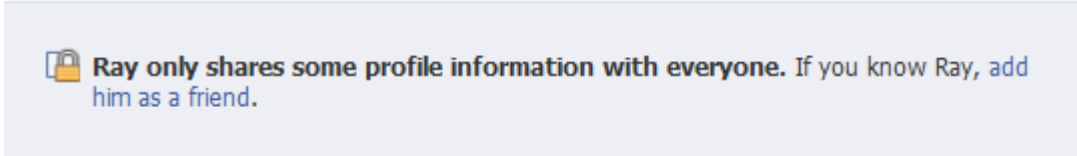
Don't be alarmed at this stage! You should see **all** of your private information.


At the top of this page you will see a new text area which says "This is how your profile looks to you..." Look for the word 'public' on the line below and click on it.

This is how your profile looks to you...

Use this tool to see how your profile appears to a specific friend or the public. Remember, a post that appears on your profile. Other types of stories can be removed individually or

Carefully check the information as it is presented on the screen, if your profile is secure, most of your personal information will disappear and you should only see a couple of profile pictures, your email address and something to the effect that you only share some profile information with everyone.

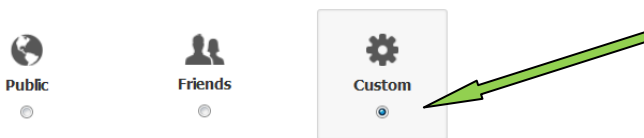


 **Ray only shares some profile information with everyone.** If you know Ray, add him as a friend.

If that's all you can see, then your profile privacy is set securely. If however, you can still see **all** your information e.g. photos, phone numbers, and other personal information which you would rather not share with strangers, then you should read on!

Control Your Default Privacy

To change your default privacy information, click on the 'Account' menu option, and then select 'Privacy Settings'. Look for the heading 'Control Your Default Privacy'



If there is a blue dot in the circle under 'Public' you should consider changing this by clicking on 'Friends' or use the 'Custom' option to be more selective.

Other Privacy Settings

You may also wish to check the other options listed under the default privacy settings, such as 'How you connect', 'How tags work', etc. Click on the 'Edit Settings' to review your privacy settings for each of these options.

Other Considerations

Facebook have recently improved some of your privacy settings by making them more visible, e.g. when posting new status messages you can now control who can view them by clicking on the 'custom' option under your new status message before you 'Post'. You can also select who you are with, and where you are.



That's all there is to it – Stay safe, and review your privacy settings often