

# The Internet Bloke

PRESENTS

## FACEBOOK SECURITY

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*How To Keep Strangers  
Away From  
Your Private Information*

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TheInternetBloke.com

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# WHY BOTHER ABOUT FACEBOOK SECURITY?

Almost everyone knows that Facebook is an online social network – the place where you can talk to friends and family via your computer. People on Facebook post links to home videos, play games like Frontierville or Café World, find out that an uncle in England has a headache today. Jesse is going camping this weekend.

Facebook has become so universal that people have become pretty casual about using it. Which is a BIG mistake, because a lot of the stuff you put on Facebook for the eyes of your friends might also be seen by your employers, your teachers, or criminals.

In fact, unless you have taken active steps to prevent it, a lot of your facebook information could be visible to anyone with a facebook account.

Your privacy is valuable. Don't throw it away. Here's how to set up your Facebook account so that people can see only what YOU want them to see. [How to Set facebook Privacy Settings](#)

Most facebook users just accept the default Facebook security settings. This is a BIG mistake, because many of them are not set up in your best interests!

They're set up in **Facebook's** best interests. And Facebook doesn't really do much to tell you about how to change them.

Did you know that **anyone** on Facebook might be able to see:

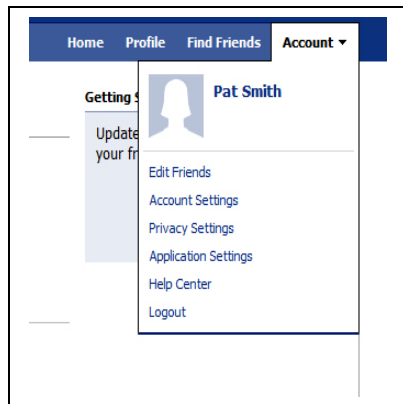
- Your Date of Birth
- Your personal photos
- Your current exact location anywhere in the world
- Your mobile phone number
- Your wall posts
- And lots more.

**And you'll never even know that they have seen it.**

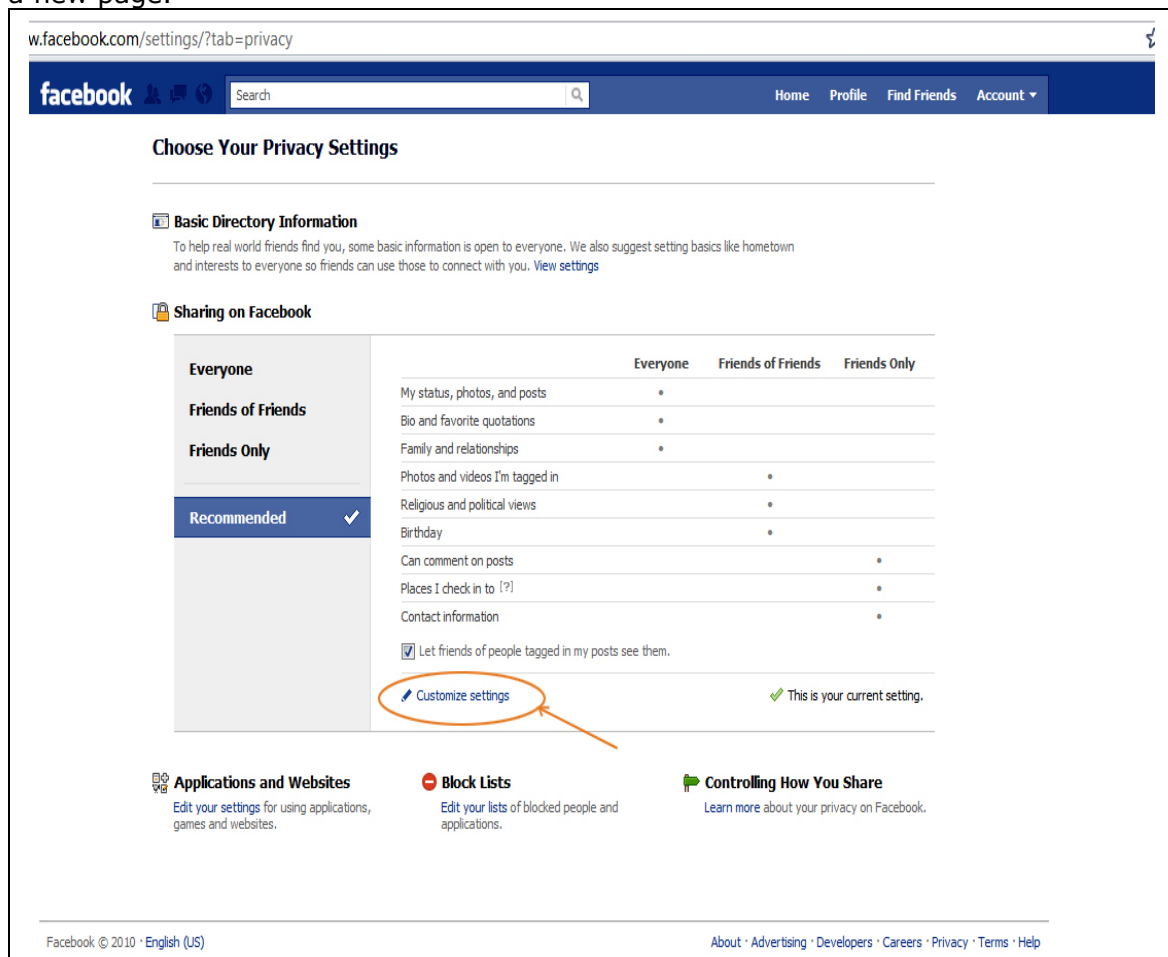
Follow these simple steps and you'll take care of the biggest security "leaks". And make sure that others can see what YOU want them to see.

# HOW TO SECURE YOUR FACEBOOK ACCOUNT.

**Step One:** Go up to the word "Account" in the blue menu bar at the top of the page (Right Top Corner). Click on it, and a menu will drop down...



**Step Two:** Select "Privacy Settings" from that drop-down menu. You will be taken to a new page.



Go straight down to the small blue words "Customize settings" (circled in orange on the screenshot) and **click on that link**. You'll be taken to another new page...

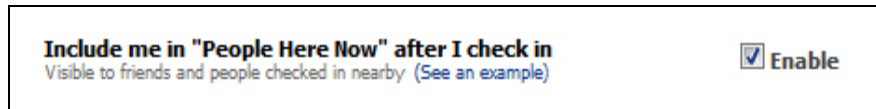
The screenshot shows the Facebook privacy settings interface. At the top, there's a navigation bar with the Facebook logo, a search bar, and links for Home, Profile, Find Friends, and Account. Below this is the title 'Choose Your Privacy Settings' with a sub-link 'Customize settings'. There are two buttons: 'Back to Privacy' and 'Preview My Profile'. A descriptive sentence reads: 'Customize who can see and comment on things you share, things on your Wall and things you're tagged in.' The settings are organized into two main sections: 'Things I share' and 'Things others share'. Each setting includes a lock icon and a dropdown menu. In the 'Things I share' section, settings include 'Posts by me' (Everyone), 'Family' (Everyone), 'Relationships' (Everyone), 'Interested in and looking for' (Everyone), 'Bio and favorite quotations' (Everyone), 'Website' (Everyone), 'Religious and political views' (Friends of Friends), 'Birthday' (Friends of Friends), 'Places I check in to' (Friends Only), and 'Include me in "People Here Now" after I check in' (checked/Enable). In the 'Things others share' section, settings include 'Photos and videos I'm tagged in' (Friends of Friends), 'Can comment on posts' (Friends Only), 'Friends can post on my Wall' (checked/Enable), 'Can see Wall posts by friends' (Friends of Friends), and 'Friends can check me in to Places' (Edit Settings).

Each one of the buttons with the little lock symbols has a drop-down menu, as you can see by the little downward arrows beside the words they contain. Possible settings offered by the drop-downs are:



**Step Three:** Before you touch any of these buttons, however, **go straight down to the end of the "Things I share" section.** You'll see it is enabled (checked) by default.

## LOCATION TRACKING



If there is a tick in this box, Facebook will display your actual location to people who are viewing your page. **I recommend that you REMOVE THIS TICK.**

What's the danger of leaving the tick there? Well, Facebook will display your profile thumbnail **photo** while **pinpointing you on an actual map!**

So if you are logged in on a mobile device, or an internet cafe, people will be able to see EXACTLY where you are at that moment. You may or may not want this to happen, depending on the circumstances. (And you can change this setting to suit at any time)

To learn more, check out the [Facebook Places](#) section on Facebook.

### Step Four:

Go back to the top and (using the drop-down options) select the settings you prefer for each section. There is no "wrong or right" for these selections – just what works for you, and your desired level of privacy and security.

If you're a business, you may want your settings to be fairly open, so people can learn about you and what you do. If you're a young person, you'll want to restrict your settings. (Ask your parents to help you with this.)

# WHAT DO THE PRIVACY SETTINGS MEAN?

According to Facebook itself, here's what their security settings do:

<b>"Everyone"</b>	Contains status updates and information that people may want to share with a larger audience. <b>All Facebook users</b> will be able to see information labelled "Everyone" if you are over 18 years old.
<b>"Friends of Friends"</b>	Your friends, and all of THEIR friends will be able to see this information. You might want to have this setting on photos and videos, which are often relevant to friends of your friends.
<b>"Friends Only"</b>	Only people that you have accepted as friends will be able to see information with this setting. You should have this setting on your contact information and other things that you only want your friends to see.

There is also a fourth category in the drop-down options – "**Customize**". This category allows you to post to specific groups or individuals on a one-time, post-by-post basis.

**"Customize" overrides your default post settings.**

Note that (depending on other settings) people outside your specifications ***may still see your post***, if you allow them to see your Wall (news feed). It's always best to assume that nothing is ever private, once it's posted on the net! "Customized" specific settings ought to block all but the most determined seeker from seeing things you don't want them to see.

## *PRIVACY SETTINGS FOR PHOTOS*

Another privacy setting you most likely won't need to set immediately (till you're ready to upload photograph albums) can be found immediately below the "Include me in "People Here Now" after I check in" section:

[Edit album privacy for existing photos.](#)

Don't forget about this section, when you're uploading photographs in future. It can be really useful if you don't want Joe Public to see the million-and-one baby photos you're uploading for your mother in Spain to pore over.

## WHAT YOU NEED TO HIDE FROM "EVERYONE":

Here's the settings that I suggest you hide from EVERYONE.

- Your birth date (or birth year, at the very least)
- Photos you are "tagged" in
- Your home address
- Your home phone
- Mobile phone

If you don't want photos to become public, at least set "Photos and videos I'm tagged in" to "Friends Only". (Remember, this does not mean your photos won't be seen – just ones where someone has "tagged" you – attached your name to an image.)

## FRIENDS LISTS

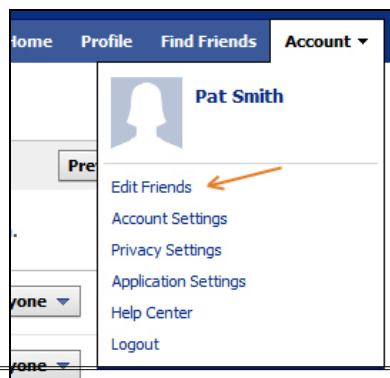
You can create lists of people in Facebook that will allow you to "fine tune" what each group will see. For example, you might want to have workmates as your friends, but don't want them to see stuff about your personal friends and family.

(Groups and pages can also be used for this, but Lists are the simplest to use)

You can make a list that contains the names of your school friends, another for your close friends and family, one for workmates, etc. You can have many different lists.

**The main purpose of putting people into Friends lists is to apply different privacy settings to each group. For example, you can set it up so that your work friends will not see the things you share with your family**

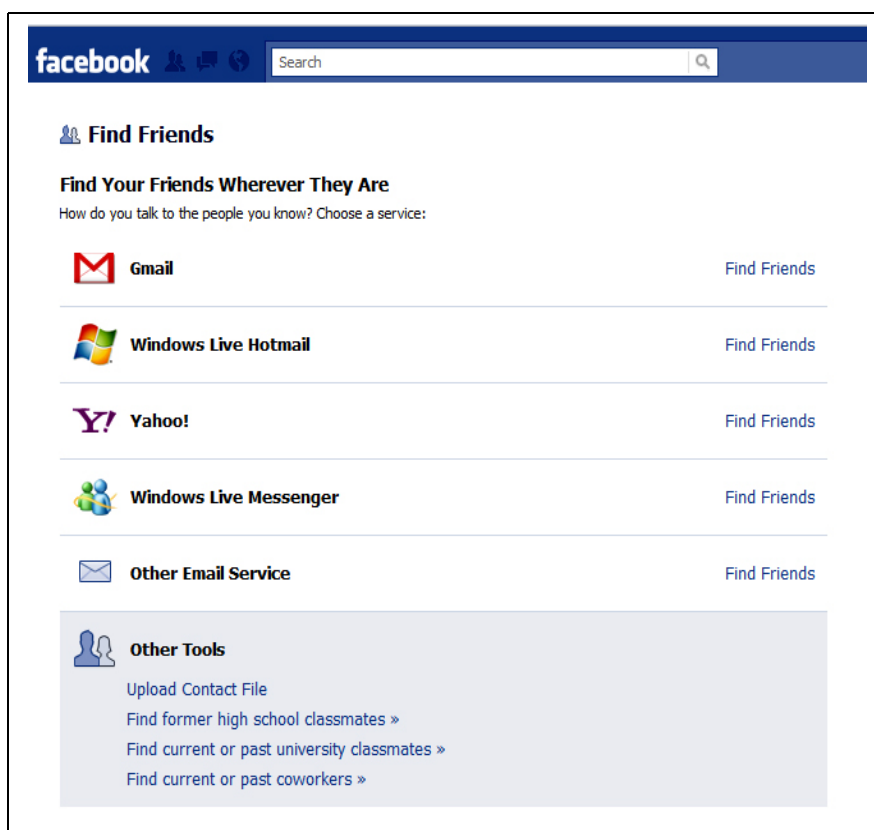
**A person can be put onto more than one friend list.** But be aware that their particular privacy settings will always default to the group that has the most secure setting. In other words, if you have John Briggs in three lists, one of which doesn't allow him to see your profile information and two that do, he will not be able to see your profile information in all three lists he belongs to. It's a good idea, therefore, to plan your Friends lists by security setting level as well as by subject.



***Making a Friends list*** is very easy: You start by again going to the "Account" tab in the Top Right corner of the main (blue) menu bar, and choosing "Edit Friends" from the drop down menu.

The page you're taken to will allow you to very quickly create groups from pre-existing sources such as your Yahoo contacts, Gmail address book, Windows Live messenger, as well as allowing you to find contacts via Search, or upload your own custom contact file.

As you click on each heading, it opens up to allow you to refine your search or input



**Tip:** Incidentally, if you ever find yourself getting lost or confused while browsing Facebook pages, **clicking the white "Facebook" word embedded within the blue menu bar will always bring you straight back to "Home"** (your News Feed, or Wall).

**OK, THAT'S IT. I HOPE THAT THIS HAS HELPED YOU TIGHTEN UP YOUR FACEBOOK SECURITY SETTINGS.**

Please feel free to forward this file to your friends. It can also be downloaded at [www.TheInternetBloke.com/FacebookSecurity.pdf](http://www.TheInternetBloke.com/FacebookSecurity.pdf)

**The Internet Bloke's Fan Page:** [www.TheInternetBloke.com/fan](http://www.TheInternetBloke.com/fan)

**Business Owners:** If you want to learn how to set up a Facebook page for your business, you can purchase my very affordable "[Facebook for Business](http://theinternetbloke.com/sales/facebook-for-business)" guide at <http://theinternetbloke.com/sales/facebook-for-business>

Contents of my Facebook for Business guide is on the next page.

**Regards,  
Eric Gaudins  
The Internet Bloke.**

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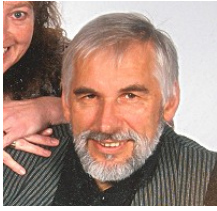
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**Purchase the "Facebook for Business" guide at**  
<http://theinternetbloke.com/sales/facebook-for-business>



## So - Who's The Internet Bloke, and Why Should I listen to him?

**Hi, I'm Eric Gaudins.**

I explain Internet related stuff in ways that people can understand. i.e. without all the buzzwords, jargon, and endlessly boring technical crap that either locks up your brain, or puts you to sleep.

Since 1999 I've been working with small business owners and helped them with internet advice, services, and other online business needs

I have also written several instructional guides for newcomers to the internet so that they can make sound decisions about their internet businesses. I also write articles about many internet topics that are relevant to small business owners.

### **DISCLAIMER & LEGAL NOTICE:**

The information in this guide represents the views and opinions of the author, Eric Gaudins, as of the date of publication.

Because the internet changes so quickly, the author reserves the right to alter and update these views based on the new conditions.

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