THE PROOF SERIES

A SENIOR'S SIMPLE GUIDE TO FACEBOOK

Facebook Proof

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PROUDLY CANADIAN



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Facebook Proof: A Senior's Simple Guide to Facebook

FREE SAMPLE CHAPTER

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GETTING STARTED

Choose the device you will use

Facebook works on a phone, tablet, or computer; begin with the one you already know best.

Choose device › Official app or site › Secure device › Begin

1. On a phone or tablet, open the official app store and search for Facebook.
2. Check that the app is published by Meta Platforms, Inc., then install it.
3. On a computer, use your usual browser and enter the Facebook address yourself.
4. Keep the device updated and protected with its own screen lock.

! **Good to know:** The app and website do the same main jobs, although buttons may sit in different places.

Take care: Do not install an app from a message, pop-up, or unfamiliar download page.

TALE

FACEBOOK PROOF STORY

A familiar moment

Arthur learned on his tablet because the larger screen was kinder to his eyes. The phone could wait.

GETTING STARTED

Create one account

One carefully made account is easier to protect than several accidental duplicates.

Create account › Your details › Unique password › Confirm

1. Open Facebook and choose Create new account.
2. Enter the name you use in everyday life and your correct date of birth.
3. Add an email address or mobile number you control.
4. Create a unique password, finish the prompts, and confirm the code Facebook sends.

! **Good to know:** Record which email address or phone number belongs to the account, but never write the password beside it.

Take care: A confirmation code is for the Facebook screen that requested it. Never read it to a caller.

TALE

FACEBOOK PROOF STORY

A familiar moment

Mabel created two accounts by forgetting which email she used. Her cousins spent a month friending both Mabels.

GETTING STARTED

Sign in and sign out

Signing in opens your account; signing out closes it on that device.

Open › Sign in › Use Facebook › Log out

1. Open Facebook and enter your email address or mobile number.
2. Enter the password and tap or click Log in.
3. On a shared device, do not save the password when the browser asks.
4. To sign out, open Menu, scroll down, and choose Log out.

! **Good to know:** On your own locked phone, staying signed in is usually convenient; shared computers are different.

Take care: Never sign in on a device controlled by someone you do not trust.

TALE

FACEBOOK PROOF STORY

A familiar moment

Frank signed out of his own phone every evening until he realized he was creating tomorrow's puzzle.

GETTING STARTED

Build a recognizable profile

A clear profile helps real relatives know they found the right person.

Profile › Edit › Photo › Review audience

1. Open your profile by tapping your picture or name.
2. Choose Edit profile and add a clear, recent profile photo.
3. Add a cover photo only if you want one.
4. Review details such as hometown or school, adding only what helps friends recognize you.

! **Good to know:** You can be recognizable without publishing your address, phone number, or full birthday.

Take care: Before saving profile details, use the audience control to limit who can see them.

TALE

FACEBOOK PROOF STORY

A familiar moment

Eileen used a photo of her hydrangea. Lovely flower; difficult for classmates to identify at a reunion.

GETTING STARTED

Know the main areas

Five landmarks do most of Facebook's work.

Home › Friends › Bell › Menu

1. Home or Feed shows a changing stream of posts.
2. Friends holds requests and suggestions.
3. Notifications, shown by a bell, tells you about activity.
4. Menu opens saved items, groups, settings, help, and other tools.

! **Good to know:** Messenger may appear as a speech-bubble icon or as a separate app.

TALE

FACEBOOK PROOF STORY

A familiar moment

The Menu button is Facebook's junk drawer: useful, crowded, and never arranged quite as remembered.

GETTING STARTED

Return to the Feed

When you feel lost, Home is the reliable reset button.

Lost? › Tap Home › Feed appears › Continue

1. Look for the house-shaped Home button.
2. Tap or click it once to return to the Feed.
3. Scroll down to see more posts and up to see earlier ones.
4. Use your device's Back button only when you want the previous screen.

! **Good to know:** On a computer, clicking the Facebook symbol often returns to Home.

TALE

FACEBOOK PROOF STORY

A familiar moment

Helen escaped a maze of menus by tapping Home. No rescue helicopter was required.

GETTING STARTED

Make Facebook easier to read

Larger text and fewer alerts make the service calmer.

Text size › Screen zoom › Fewer alerts › Test

1. Increase text size in your phone, tablet, or browser settings.
2. Use screen zoom if buttons remain too small.
3. Open Facebook notification settings and turn off alerts you do not need.
4. Keep security and direct-message alerts on until you understand them.

! **Good to know:** Change one setting at a time, then test it for a day.

TALE

FACEBOOK PROOF STORY

A familiar moment

Ray enlarged the text and discovered the comments had not been whispering after all.

GETTING STARTED

Learn the three-dot menu

Three dots usually mean more choices for the item beside them.

Find dots › Open menu › Read choices › Choose or close

1. Find three dots beside a post, comment, profile, photo, or message.
2. Tap or click once to open the menu.
3. Read every choice before selecting one.
4. Tap outside the menu or press Back to close it without changing anything.

! **Good to know:** The menu changes with the item: a post may offer Save, while a profile may offer Block.

TALE

FACEBOOK PROOF STORY

A familiar moment

Nora thought three dots meant the sentence was unfinished. On Facebook, they usually mean the options are hiding.

FRIENDS AND FAMILY

Search for someone

A name plus one useful clue can find the right person faster.

Search › Filter People › Compare clues › Verify

1. Tap Search and type the person's full name.
2. Choose People from the result filters when available.
3. Compare profile photo, location, mutual friends, work, or school.
4. Open the profile and confirm enough details before sending a request.

! **Good to know:** Ask the person how their name appears on Facebook if the search is crowded.

Take care: A matching photo is not proof; fake accounts can copy photos.

TALE

FACEBOOK PROOF STORY

A familiar moment

George searched for John Smith and met most of the English-speaking world.

FRIENDS AND FAMILY

Send a friend request

A friend request asks to connect; it does not begin a friendship from nothing.

Verify profile › Add friend › Wait › Connected

1. Open the correct person's profile.
2. Tap or click Add friend.
3. Wait for the person to accept; do not send repeated requests.
4. If the button changes to Cancel request, the request is still waiting.

! **Good to know:** A short message through another known channel can help a distant relative recognize you.

Take care: Do not send requests to strangers merely because Facebook suggests them.

TALE

FACEBOOK PROOF STORY

A familiar moment

Irene sent one request and then checked every six minutes. Facebook had not misplaced it; her cousin was gardening.

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