

## Putting your best face forward on Facebook

By understanding and configuring basic privacy settings you will get more control over what others see about you on Facebook. Use the following tips to tailor and test the right settings for you.

### Getting started

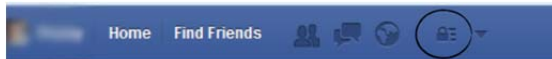
Once you have your Facebook account think about what information you want to make available. You might want to:

- manage what clients can see about you
- post updates and family photos just for close family members to see
- post updates and photos for your friends, and not your family or the general public, to see
- make posts about topics related to your professional interests for the general public to see (or not see)
- participate in groups without group members who are not your Facebook friends viewing your general posts and photos.

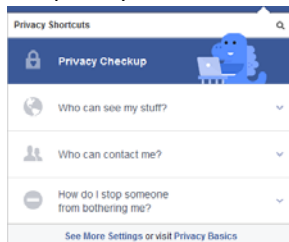
### Facebook privacy shortcuts

Facebook privacy shortcuts give you quick access to some privacy settings and tools such as Who can see my stuff?, Who can contact me? and How do I stop someone from bothering me?

To access privacy shortcuts using a web browser, once you are logged into Facebook click the Privacy shortcuts icon.



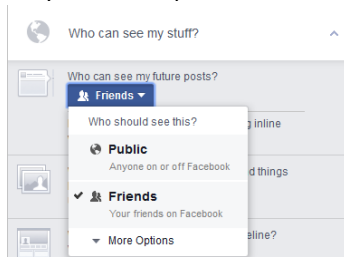
The privacy shortcuts menu will display



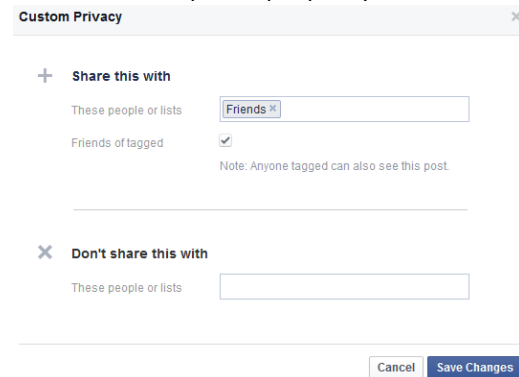
To access privacy shortcuts using the Facebook app on your smartphone, in the app select the three horizontal bars to open settings and scroll down to privacy shortcuts.

### Privacy shortcuts - Who can see my stuff?

You can use the Who can see my stuff menu to set defaults for your future posts.

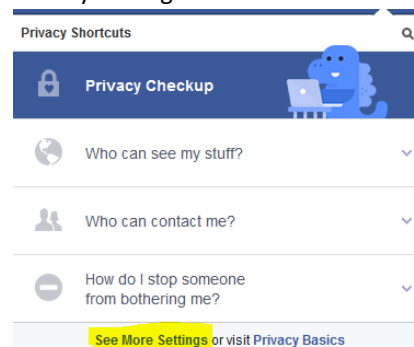


And customise this further through More Options to open Custom Privacy settings to include or exclude Friends of Friends and/or specific people by default.

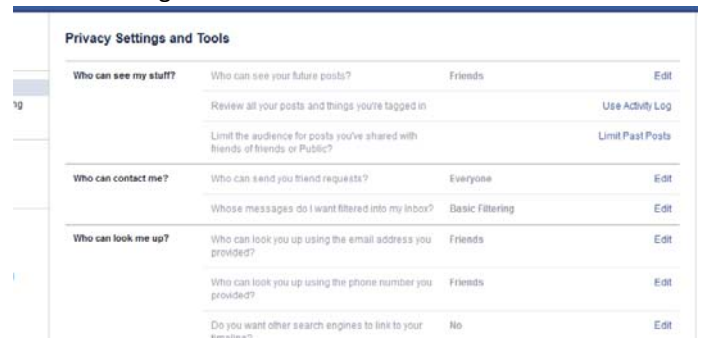


### More settings

In Privacy shortcuts, select More Settings to open the Privacy Settings and Tools menu.



In the Privacy Settings and Tools menu you can fine tune the defaults for who can post on your timeline, the audience of past posts, whether photos that others have tagged you in appear on your timeline, and other privacy related settings.



Click Timeline and Tagging from the left menu to adjust who can post to your Timeline and how posts and photos you are tagged in all appear on your Timeline.

Here is an example of Timeline and Tagging Settings that:

- do not allow posts from others on your Timeline to be visible to anyone but you
- require your approval for posts and photos, that you are tagged in, to appear on your timeline
- provide you with a notification if your friends have tagged you in a post or photo

### Timeline and Tagging Settings

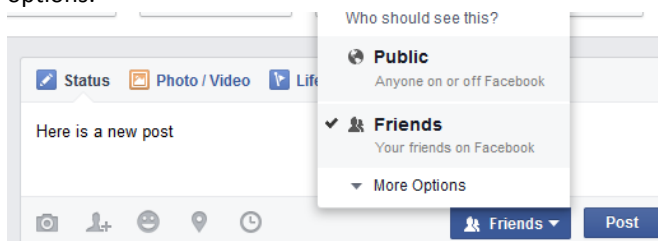
Who can add things to my timeline?	Who can post on your timeline?	Only Me
	Review posts friends tag you in before they appear on your timeline?	On
Who can see things on my timeline?	Review what other people see on your timeline	
	Who can see posts you've been tagged in on your timeline?	Only Me
	Who can see what others post on your timeline?	Only Me
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	On
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Only Me
	Who sees tag suggestions when photos that look like you are uploaded?	No One

There is no Facebook option that stops any of your friends tagging you in their posts and photos. The only options available are to:

- not have these appear in your Timeline (see Timeline and Tagging settings above)
- ask your friends not to tag you in posts and photos
- remove your tagged name from a friend's post or photo when you receive a tagging notification

### Making posts and uploading photos

When you make a new post or upload a photo to your own Timeline, choose the audience by selecting from the Share options.

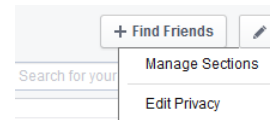


### Finally

When you are posting updates and photos, think about what audience you want to share that post or photo with. Keep adjusting your Facebook settings until what people see in your profile is what you want them to see. Every month, check back and view your Timeline as others (general public, family, friends and colleagues) see it.

### Show or hide your Friends

You can show or hide your Friend list for various audiences. Select the edit icon on the Friends tab.

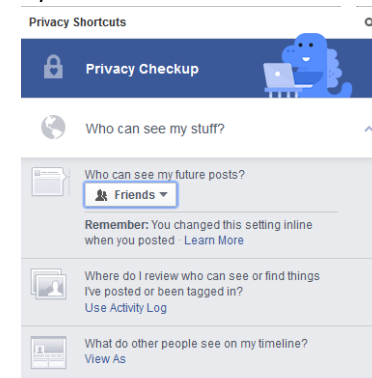


### Privacy shortcuts - What do other people see on my Timeline?

This is a useful feature that allows you to view your profile as someone else, seeing what they would see about you on your Facebook Timeline.

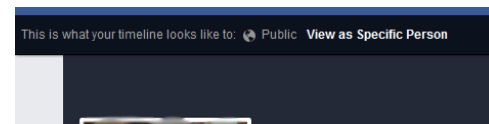
#### To see what other people see on your Timeline

1. In Privacy shortcuts, select What do other people see on my Timeline?



2. The View as window opens with a special bar along the top. The initial view you see is the public view of your Facebook profile - the view someone sees if they are not your Facebook Friend and, if you have default Facebook settings, not a Friend of a Friend.

Remember to click through the various Facebook tabs to see the full view of your public Facebook profile including Timeline, About, Friends, Photos and all the tabs under And More.



By clicking View as a Specific Person, you can enter a specific friend's name to see what they would see if they looked at your Timeline.

