



Facebook

Women with Disabilities Victoria



Easy English





Hard words

This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we write what the hard word means.

You can get help with this book



You can get someone to help you

- read this book
- know what this book is about



- find more information.



About this book



This book is written by
Women with Disabilities Victoria.



This book is about Facebook.

What is Facebook?

Facebook is a **social media** website that helps people connect.

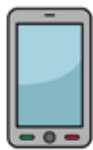


Social media is a way to connect with people online.

For example, on



- a computer



- a phone



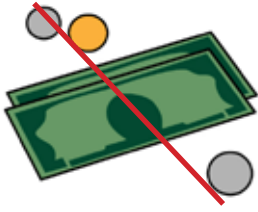
- an iPad.

You can use Facebook on a computer or device at home or somewhere else.

For example, the library.



What is good about Facebook?



Facebook is free.

You can do lots of things on Facebook.

For example, you can



- connect with people you know



- connect with new people and groups



- share information about yourself



- share photos and videos



- send messages to people



- find information about people and groups.

Facebook helps you to keep in touch with people who live far away.



How to set up Facebook

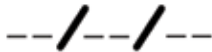
To use Facebook you need to make an **account**.

Your Facebook account has your information.

For example



- your name



- your date of birth



- your phone number



- your email address.



When you have an account you need to make a **profile**.

Your Facebook profile might have your photo and some personal information.



Your privacy and safety

Your privacy and safety online is important.

You can choose



- the information you put on Facebook



- who you want to see your information.

To check or change your privacy settings



- 1 log in to Facebook

- 2 click on the **drop down arrow** on the top right of your screen



- 3 click on **settings**

- 4 click on **privacy** on the left of your screen.

- 5 follow the instructions.



You can read more about privacy and safety online.



You can ask someone you know to help.



Go to this Easy English information online
[www.esafety.gov.au/image-based-abuse/
support/quick-guides/easy-read](http://www.esafety.gov.au/image-based-abuse/support/quick-guides/easy-read)

You can also go to this information online
www.esafety.gov.au/women

How to add friends on Facebook



You can add friends on Facebook.



When you add friends you can share information and photos.



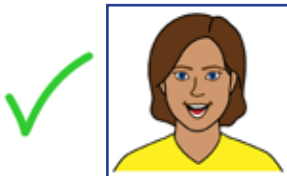
To add friends on Facebook



1 go to the search box at the top of your computer screen



2 type the name of the person you want to connect with



3 check the photo to make sure it is the right person



4 click **Add Friend** to send a **friend request**.



Friend request means you ask a person to connect with you.



The person can say **yes** or **no**.

If someone sends you a friend request you can say **yes** or **no**.



Next steps



Now you have set up Facebook you can

- share information



- share photos and videos



- send personal messages to friends and family



- join groups you like



- read your **news feed**
 - a news feed gives you updates about people and groups you are connected to



- **like** Facebook pages
 - when you like a page you get news about the person or group.

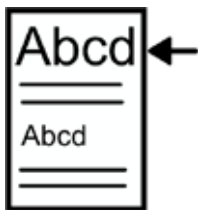


You can also make Facebook more **accessible**.



Accessible might mean

- you can read information with a screen reader



- you can choose different text sizes



- you can choose to turn text on or off when you see a video.



You can contact Facebook for ways to make your page more accessible.

www.facebook.com/help/141636465971794

You can contact Facebook to give feedback about accessible options.

www.facebook.com/help/contact/169372943117927?show_form=accessibility





More information

For more information contact
Women with Disabilities Victoria.



Call 03 9286 7800



Website www.wdv.org.au

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Email wdv@wdv.org.au



National Relay Service

TTY 133 677

Then ask for 03 9286 7800

Speak and Listen 1300 555 727

Then ask for 03 9286 7800

Internet relay users connect to the NRS

Then ask for 03 9286 7800



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