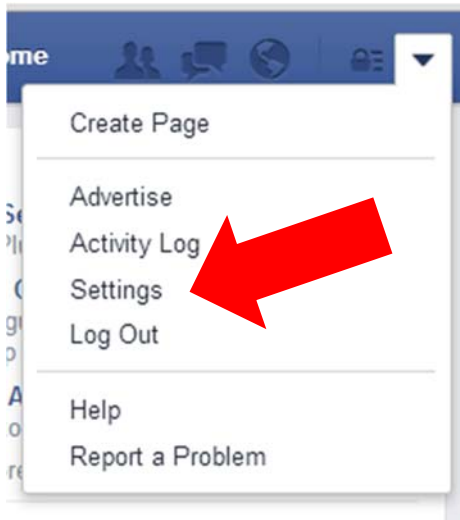


How to Adjust Privacy Settings on Facebook

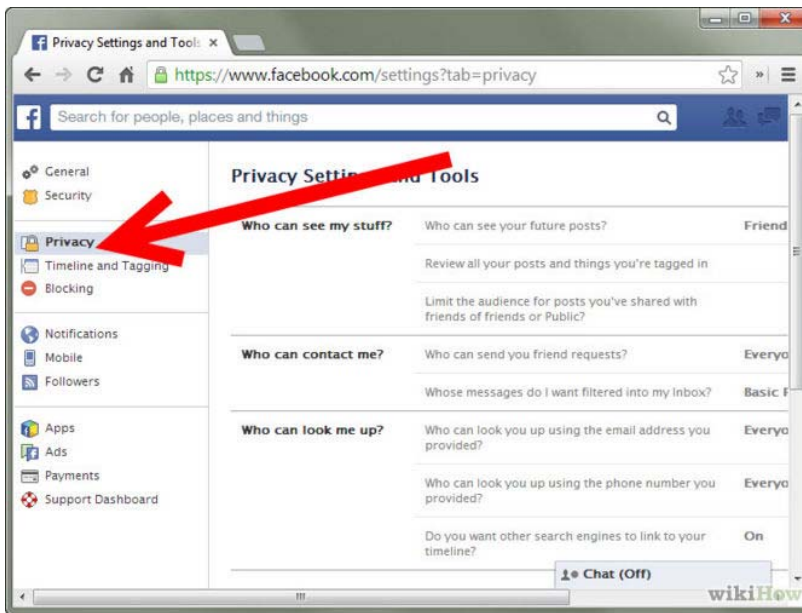
1. Log in to Facebook.



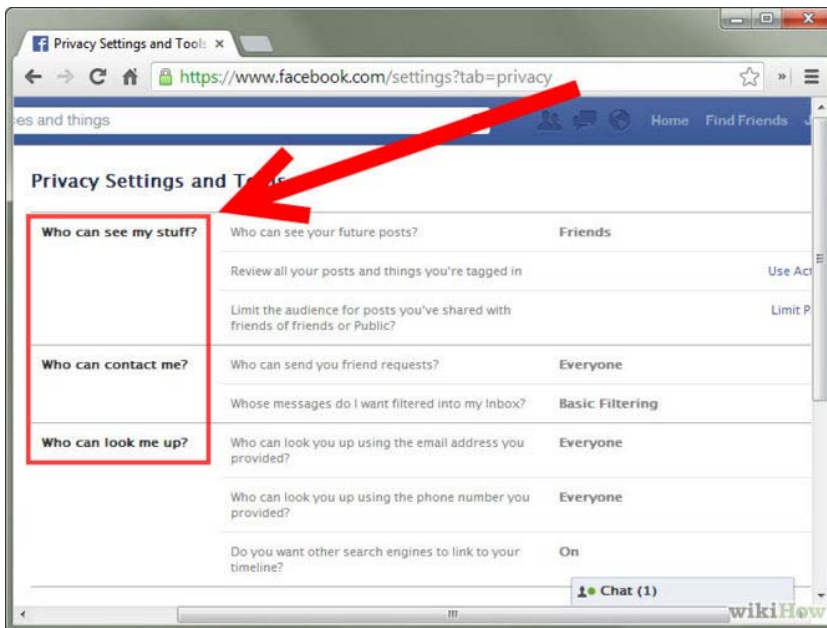
2. In the top right hand corner click the arrow pointing downward and select “settings”



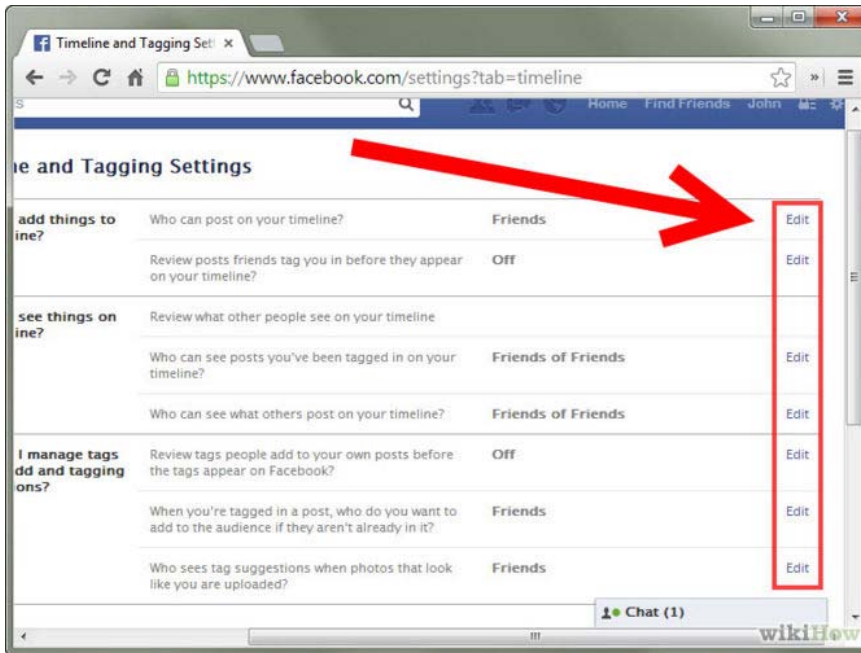
3. Decide how private you want your profile to be by clicking “privacy” in the left hand column.



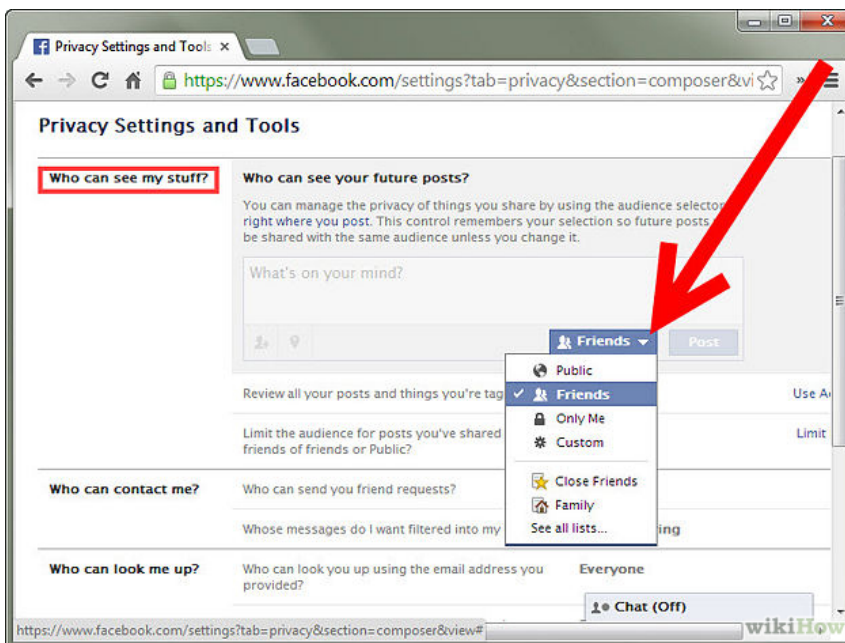
4. In the “Privacy” section you can decide who can see your posts, contact you and look you up.



5. To change who can see your posts, contact you or look you up, go to the right hand side and click edit in any section.



6. You will be shown a drop-down box that lets you choose to share posts with
 - a. The “public” (everyone on Facebook)
 - b. Your “friends” (only the people you’ve accepted friend requests from)
 - c. “Only me” (you are the only one who can see the post)
 - d. “Custom” setting (pick one or a few friends to see a specific post)



7. You can also block people who you don't want to communicate with by clicking “blocking” in the left hand column.

The screenshot shows the Facebook 'Manage blocking' interface. On the left is a navigation menu with options: General, Security, Privacy, Timeline and Tagging, **Blocking** (highlighted with a red arrow), Notifications, Mobile, Followers, Apps, Adverts, Payments, and Support Dashboard. The main content area is titled 'Manage blocking' and contains several sections:

- Restricted List**: Includes an 'Edit List' link and a description: 'When you add friends to your Restricted list they can only see the information and posts that you make public. Facebook does not notify your friends when you add them to your Restricted list.'
- Block users**: A section with a text input field 'Add name or email' and a 'Block' button.
- Block app invites**: A section with a text input field 'Type the name of a friend...'.
- Block event invitations**: A section with a text input field 'Type the name of a friend...'.
- Block apps**: A section with a text input field 'Type the name of an app...' and a list of blocked apps: 'Mafia Wars Unblock' and 'Bitstrips Unblock'.

8. Insert the names or emails of people who you do not want to communicate with and Facebook will block any attempt they make to contact you.

This screenshot shows the same Facebook 'Manage blocking' interface, but with an orange arrow pointing to the 'Block users' section. The navigation menu is identical to the first screenshot. The 'Block users' section is highlighted, showing the text input field 'Add name or email' and the 'Block' button. The other sections (Restricted List, Block app invites, Block event invitations, and Block apps) are visible but not highlighted.