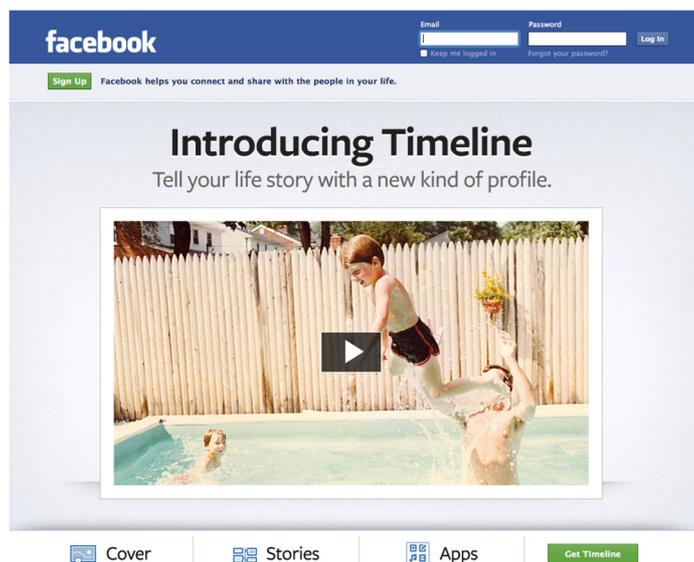




Safer Internet Day 2012 – Overview of Facebook Timeline

First announced in September 2011, Timeline has been described as Facebook's most revealing revamp. Mark Zuckerberg said that Timeline will allow users to "tell the whole story of their life on a single page". Timeline will become compulsory for all users in a matter of weeks. Watch the Facebook video introduction for a quick overview: www.facebook.com/about/Timeline.



When users upgrade to Timeline they will have **7 days** to review their page before it becomes available to everyone else. Like everything else on Facebook, users will be able to carefully manage the content that is visible to others – if they choose to do so. This short guide aims to provide some information about the key features of Timeline and how it can be managed.

Basically, Timeline replaces the Facebook wall and is what others will see when they visit a profile page. There are four main sections to the Timeline.

1. Cover

This is the top of the Timeline page that has the profile picture (1), cover image (2) (which users can select), basic information, friends list (3), photos (4) and apps. Basically this is what used to appear on the left hand side of a profile page but it has a more attractive look and an easy-to-use feel about it.



2. Your stories

This is a place where users can share and highlight posts, photos and 'life events' on the Timeline. The stories section is the place where users can post information from any time in their lives from the present day back to the day they were born!

It is possible to feature (5) (make an article or photo larger) or remove (6) specific items from the Timeline.

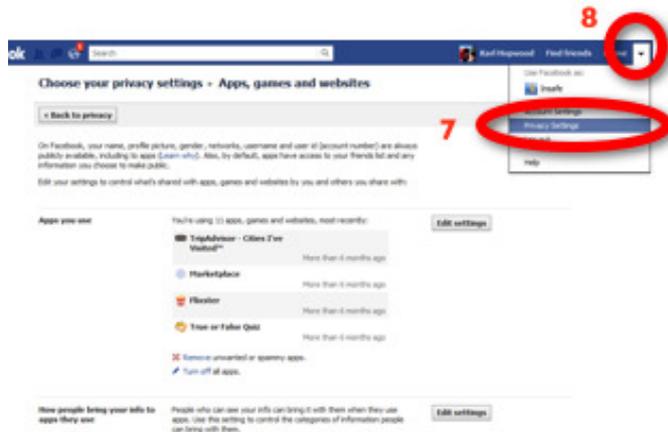


In the stories section, users will find updates about the number of friends they added in a given month, status updates, comments from friends, photos uploaded and likes. Again all of this can be hidden from the Timeline if users do not want to share the information with friends.

3. Apps

This section allows users to share their interests and activities with others (music, film, social apps etc). Some care is needed when using apps that allow sharing and users need to consider whether they are happy for all of their friends to know when they have been reading or watching something that could potentially be embarrassing. The more apps being used, the more difficult it can be to keep track of what is being shared. Users can control the information that is being shared and see a list of apps that are being used by going to the privacy

settings section (7) which can be found by clicking on the arrow next to Home at the top right hand corner (8) of all Facebook pages.



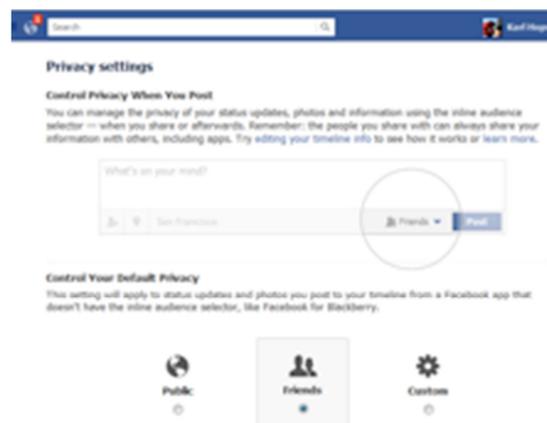
It is also worth remembering that apps all have access to users' information. This may not be a problem but, once again, the more apps being used, the more difficult it can be to remember just what information is being shared and who can see it.

4. Timeline navigator



This new feature allows users to quickly scroll to a specific time (year or month) on a Timeline. Located on the right hand side of the page, it provides much faster access to content that could only previously be accessed by scrolling down through masses of information. Potentially this could pose a problem as it means that anyone wanting to find information about a user can do so much more quickly and efficiently than in the past. The future employer or university admissions tutor having a quick look at potential candidates was not likely to spend time scrolling through huge amounts of content going back five years, but now that this is much easier to do, it may be more likely to happen. Once again, users can take control by ensuring that their privacy is set carefully so that only friends are able to access content on their Timeline.

Possibly the most important privacy control on Facebook is the default privacy setting (see below) as this allows users to decide who can see status updates and photos unless specified otherwise.



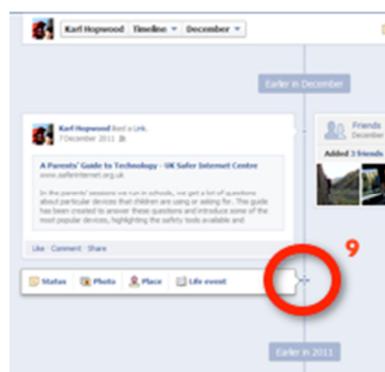
As usual, this can be accessed by clicking on the arrow next to the Home button at the top right hand side of the page and selecting privacy.

Adding events to a Timeline



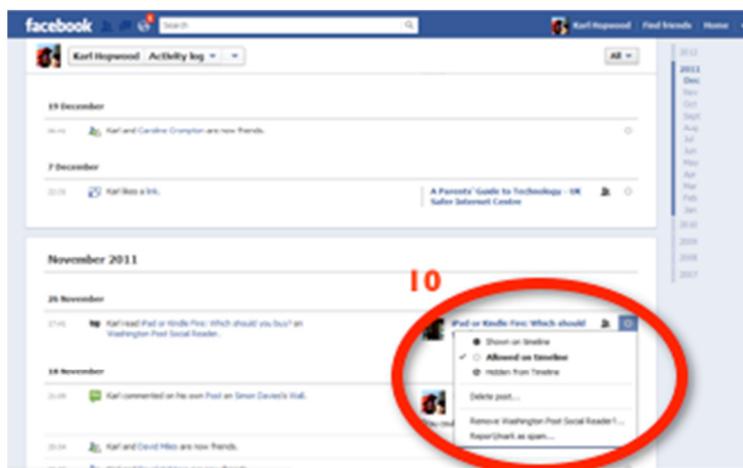
Some users will want to fill in some of the gaps in their Timeline by adding in additional events. This can be done by clicking on 'life event' which can be found at the top of each Timeline.

It is also possible to add an event using the Timeline and positioning the mouse over the vertical line running down the middle so that a plus sign appears (9). Users can then click on the plus sign and add an event.



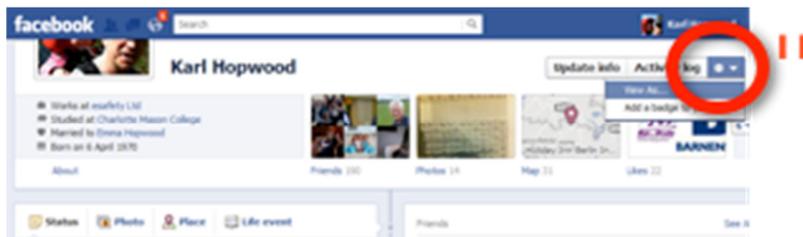
Activity log

This can be found at the top of a Timeline, just below the cover image. The activity log (10) allows users to see everything that they have done on Facebook since they signed up and it is possible to use the log to manage the content that others can see.



It's always a good idea for users to see how their profile looks to someone else and this is particularly important now that it is easier for people to scroll back through content that may have been posted years ago.

To use the 'View As...' function, click on the gears symbol (11) next to the Activity log button at the top of the Timeline and choose View As...



It is then possible to see how Timeline will look to a specific friend (**12**) or the general public (**13**).



For further information and resources please visit the Insafe website at www.saferinternet.org.