

# ICT for Social Networking

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## Table of Contents

Introduction .....	5
Symbols .....	6
1. Social Networks .....	7
Advantages and Disadvantages. Benefits. ....	7
2. Facebook .....	11
2.1. Registration.....	11
2. Facebook .....	29
2.2. Basic functionalities. ....	29
2. Facebook .....	36
2.3. Privacy settings. ....	36
2. Facebook .....	47
2.4. Profile Settings.....	47
2. Facebook .....	56
2.5. Search for, add and remove friends .....	56
2. Facebook .....	66
2.6. Post. Delete postings. ....	66
2. Facebook .....	82
2.7. Like, comment and share postings. ....	82
2. Facebook .....	88
2.8. Chat.....	88

## Table of Contents

3. Skype .....	97
3.1. Introduction .....	97
3. Skype .....	99
3.2. Install Skype .....	99
3. Skype .....	108
3.3. Generate Skype-Account .....	108
3. Skype .....	116
3.4. Find Skype Conversation-partners.....	116
3. Skype .....	122
3.5. Use Skype for calling.....	122
3. Skype .....	132
3.6. More about calls via Skype .....	132
4. Twitter .....	142
4.1. What is Twitter?.....	142
4. Twitter .....	143
4.2. Front page.....	143
4. Twitter .....	144
4.3. Tweet and Retweet.....	144
4. Twitter .....	145
4.4. Hashtag.....	145

## Table of Contents

4. Twitter .....	146
4.5. Function principle .....	146
4. Twitter .....	147
4.6. Trends .....	147
4. Twitter .....	148
4.7. Advantages and disadvantages .....	148
5. Other networks.....	149
5.1. Google+.....	149
5. Other networks.....	152
5.2. Xing – Employee, Employer .....	152
5. Other networks.....	153
5.3. LinkedIn, StayFriends .....	153
6. Blogs .....	154
6.1. Starting a blog.....	154
6. Blogs .....	160
6.2. Basic functions.....	160
6. Blogs .....	164
6.3. Profile settings. ....	164
6. Blogs .....	167
6.4. Posts.....	167

**ICT for Social Networking** is a complete course designed for adult learners. In addition, the topic **Blogs** is also intended for young people. The course aims to build ICT skills in operating with social networks and blogs so that social inclusion can be strengthened, as well as active participation in societal life. The main emphasis is placed on Facebook, Skype and Blogs, whereas the other social networks such as Twitter, Google+, etc. are only very briefly presented.

The course is based on blended learning, learning by doing and intergenerational cooperation. It is built around the following topics: Advantages and Disadvantages of Social Networks, Facebook, Skype, Twitter, Other Social Networks such as Google+, Xing, Stayfriends, etc., and Blogs.

At the end of the course the learners are expected to:

- know the advantages and disadvantages of social networks and be able to use them for their benefit;
- be able to independently use the functionalities of the social networks taught;
- be able to successfully participate in social networking;
- raise their motivation to use ICT for socializing, learning and personal growth;
- improve their intergenerational cooperation.

Course components:

- Textbook for face-to-face study;
- Internet-based material for self-study;
- Final on-line test for self-assessment.



Classroom



Tips



Self-study

# 1. Social Networks

## Advantages and Disadvantages. Benefits.



A social network is a social structure made up of individuals, groups of individuals or organizations connected by ideas, views, financial benefits, friendships, traditions, etc.

Sharing of information is the core of a social network. Each member of the social network, who is connected with other members and share any information within the social network, is called a “node“. The number of lines (ties) by means of which each node is connected with the neighbour nodes define the dimension of the respective node. The most intensive sharing of information is implemented among big nodes such as families, school environment, work place, friends.

Within a social network social contacts are established and maintained. This is a place where the behaviour patterns of an individual are built up. Strong friendships based on common interests are established, information is shared, ideas are generated.



### ADVANTAGES

1. Social networks allow individuals to connect with each other, to keep in contact with people of similar interests, to share opinions and ideas.
2. Social networks help people to solve some problems in a very easy way, e.g. buying a new car, finding a new house or a new job, etc.
3. Social networks help individuals to get to know other people who have the same problems, as well as to receive advice and support from them.
4. Social networks help society. People gather on-line to fight alcohol and drug addiction, obesity, etc.



### DISADVANTAGES

1. Social networks incite people to spend more time on-line and less time on face-to-face communication. They offer a lot of time-wasting activities and a few productive ones. People who often use them are more predisposed to social isolation. Parents spend less time with their children and couples spend more time in Internet than on being together.

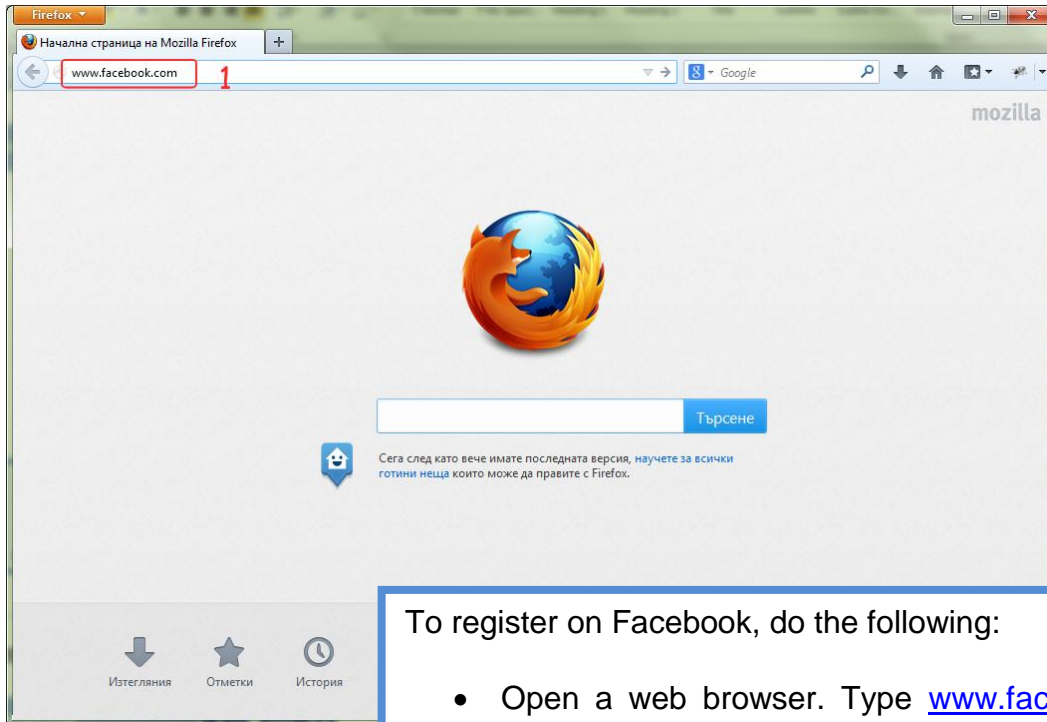
2. Social networks serve the needs of direct marketing. They generate high profits from the advertisements of goods and services. The networks collect personal information about the users and use it for personalized ads according to the individual interests of the users.

3. The information published in social networks is public and can be downloaded even after it has been deleted by the user. This leads to a lot of risks in relation to sharing personal information. On-line bullying is a big problem as well. Social networks do not possess algorithms for verifying the real users. In many cases there are fake users. Social networks create a fake feeling of safety, which in turn may result in real or virtual thefts.



### Benefits

1. Unlike TV, radio and printed media social networks allows for a dialogue. Within the media existing so far people were passive readers, viewers or listeners. However, within social networks they are active actors in communication – they comment, publish, share information, which enables them to creatively express themselves in a new environment.
2. Social networks are a very powerful tool for changing public opinion. They are an effective way of mass announcement by using “by-word-of-mouth” method thus appearing an alternative approach to the traditional ways of communication.
3. Social networks can facilitate learning and skill development by supporting peer-to-peer learning, collaboration and diverse cultural expression.
4. Social networks can facilitate intergenerational dialogue since they are based on sharing interests, knowledge, opinions, etc. involving all generations.



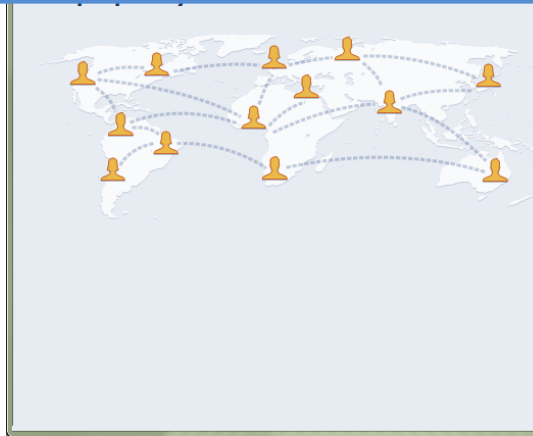
To register on Facebook, do the following:

- Open a web browser. Type [www.facebook.com](http://www.facebook.com) and press **Enter** on the keyboard.



Facebook homepage is divided into two sections:

- Section 1: **Log in**;
- Section 2: **Sign up** (registration)



If you are a registered user, use Section 1. Type your username and password and log in.

**Sign Up**  
It's free and always will be. **2**

1

3

4

5

Birthday

6    Why do I need to provide my birthday?

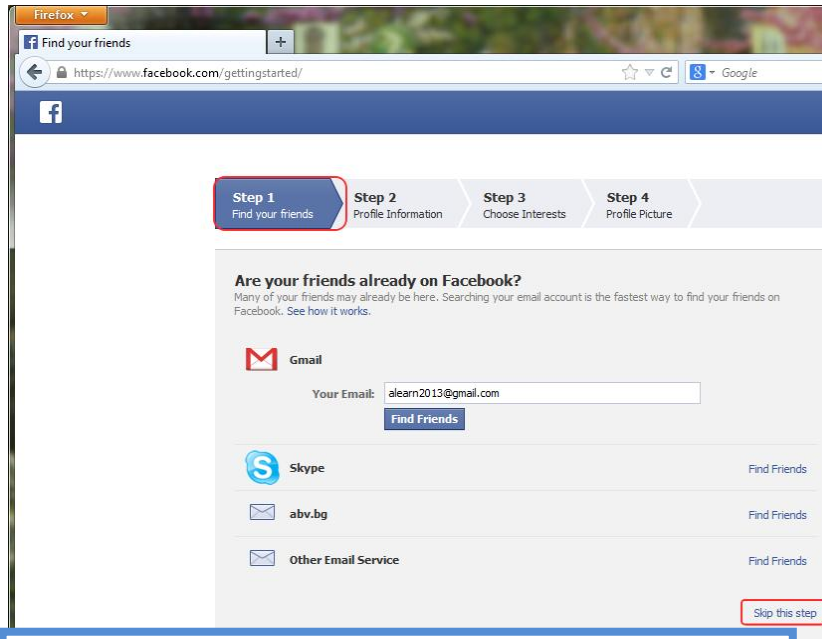
7 ☐ Female ☒ Male

By clicking Sign Up, you agree to our [Terms](#) and that you have read our [Data Use Policy](#), including our [Cookie Use](#).

8

If you are not a registered user, fill in the required data in Section 2:

- 1) Field 1 – first name;
- 2) Field 2 - surname;
- 3) Field 3 – e-mail address;
- 4) Field 4 – e-mail address again;
- 5) Field 5 – password;
- 6) Field 6 - birthday;
- 7) Field 7 - gender;
- 8) Click the **“Sign-Up”** button



The screenshot shows the Facebook registration process in a Firefox browser. The address bar displays 'https://www.facebook.com/gettingstarted/'. The page has a blue header with the Facebook logo. Below the header, there's a progress bar with four steps: Step 1 (Find your friends), Step 2 (Profile Information), Step 3 (Choose Interests), and Step 4 (Profile Picture). Step 1 is highlighted with a red box. The main content area is titled 'Are your friends already on Facebook?' and includes a subtext: 'Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. See how it works.' Below this, there are three options for finding friends: Gmail, Skype, and Other Email Service. Each option has a 'Find Friends' button. The Gmail option is selected, and the text 'Your Email: alearn2013@gmail.com' is visible. A red box highlights the 'Skip this step' button at the bottom right of the page.

Now you are a registered user! Before entering your profile, you should complete your registration by filling in some personal information. There are 4 steps to follow.

#### **STEP 1:** Find your friends

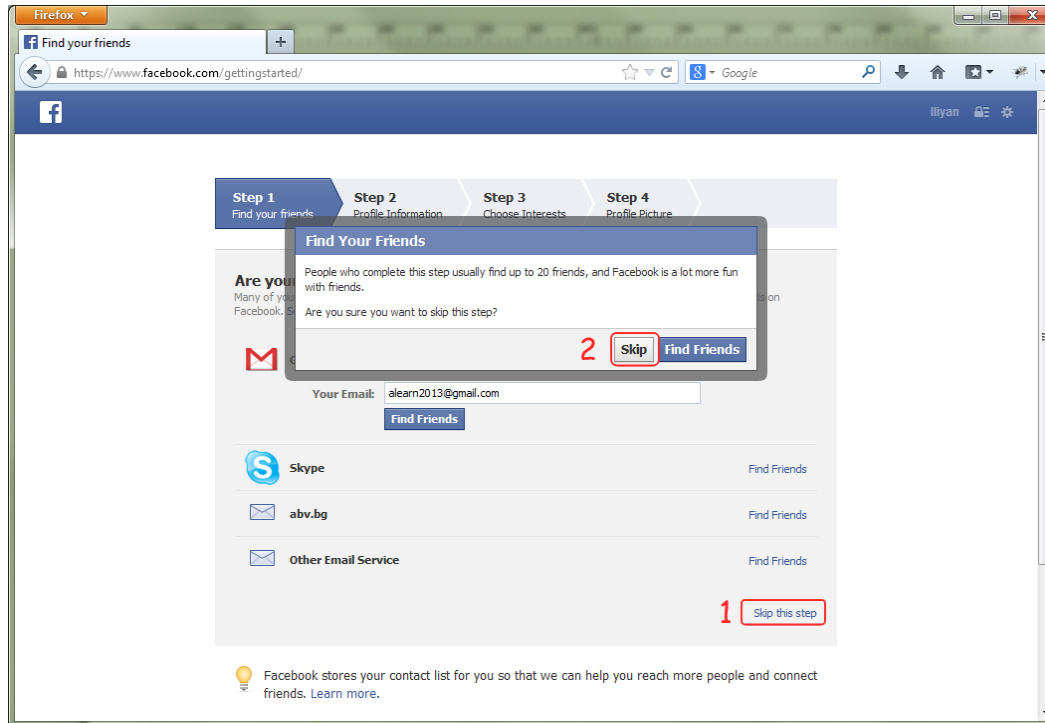
Enter your e-mail or Skype address. Facebook will automatically take your contacts from there and will check if there are users with these data in order to offer them as your friends.



You could use “**Skip this step**” option since you will be able to search and find friends in different ways later.

## 2. Facebook

### 2.1. Registration



Select “**Skip this step**” option [1]. Confirm this by clicking the “**Skip**” button in the dialog box [2].

## 2. Facebook

### 2.1. Registration

Firefox

Profile Information

https://www.facebook.com/gettingstarted/?step=classmates\_coworkers

Step 1 Find your friends

**Step 2 Profile Information**

Step 3 Choose Interests

Step 4 Profile Picture

**Fill out your profile info**  
This information will help you find your friends on Facebook.

High School: kozma tr

College/University:

Employer:

Current City:

Hometown:

Back

Your schools and e You can manage th Timeline.

connect with cl editing the

About Create Ad Create Page Developer Career

СОУ "Козма Тричков" Vratsa · School

СОУ "Козма Тричков" Враца Vratsa, Vratsa, Bulgaria · School

СОУ "Козма Тричков" Vratsa, Vratsa, Bulgaria · School

Kozma Trichkov Vratsa · School

kozma tri4kov School

SOU "Козма Тричков" Vratsa · School

Козма Тричков Враца School

СОУ "Козма Тричков" Vratsa, Vratsa, Bulgaria · Local Business

СОУ "Козма Тричков" Випуск 2... Author

СЪЮЧЕНИЦИ ОТ СОУ "КОЗМА ТР... Community

#### STEP 2: Profile information

Enter information in the five fields: high school, college/university, employer, current city, hometown. If a drop-down list with similar names opens, check whether the name you are entering is among those.

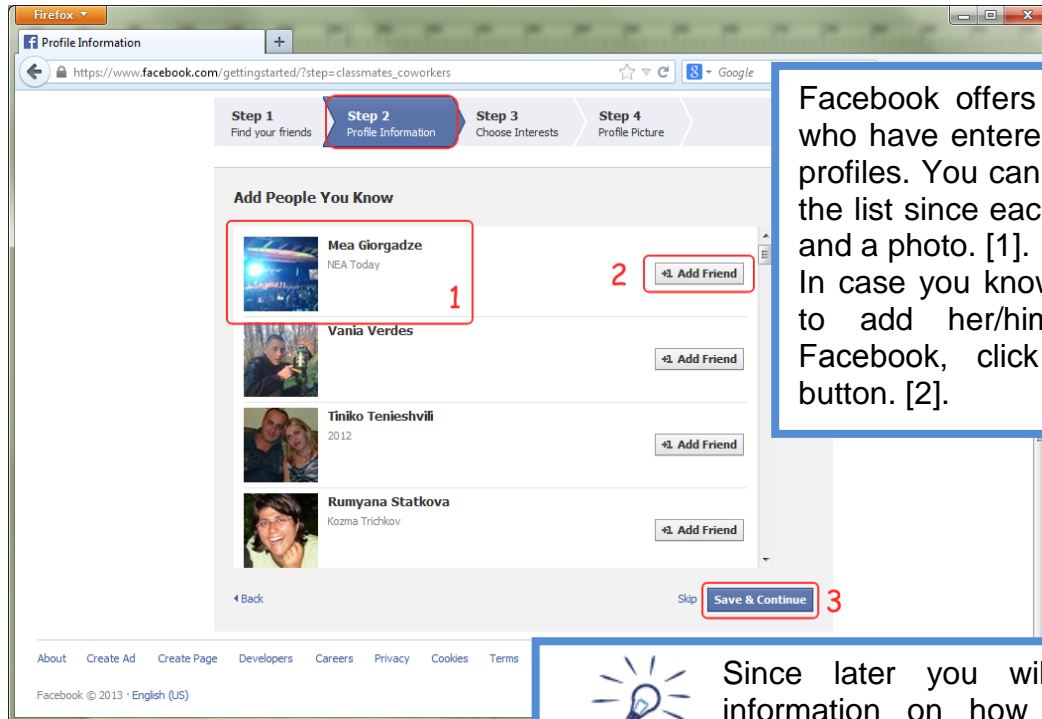
If you are not willing to enter any data, you can leave the respective field empty since you will have a lot of opportunities to add this information later.



Though Facebook can recognize names typed in different languages, it is better to enter information in these fields in your native language.

## 2. Facebook

### 2.1. Registration



Facebook offers you a list of people who have entered similar data in their profiles. You can easily get oriented in the list since each person has a name and a photo. [1].

In case you know someone and want to add her/him as a friend in Facebook, click the **“Add Friend”** button. [2].



Since later you will be provided with information on how to search and find friends, you can skip this step by clicking the **“Save&Continue”** button [3].

## 2. Facebook

### 2.1. Registration



#### STEP 3: Choose interests

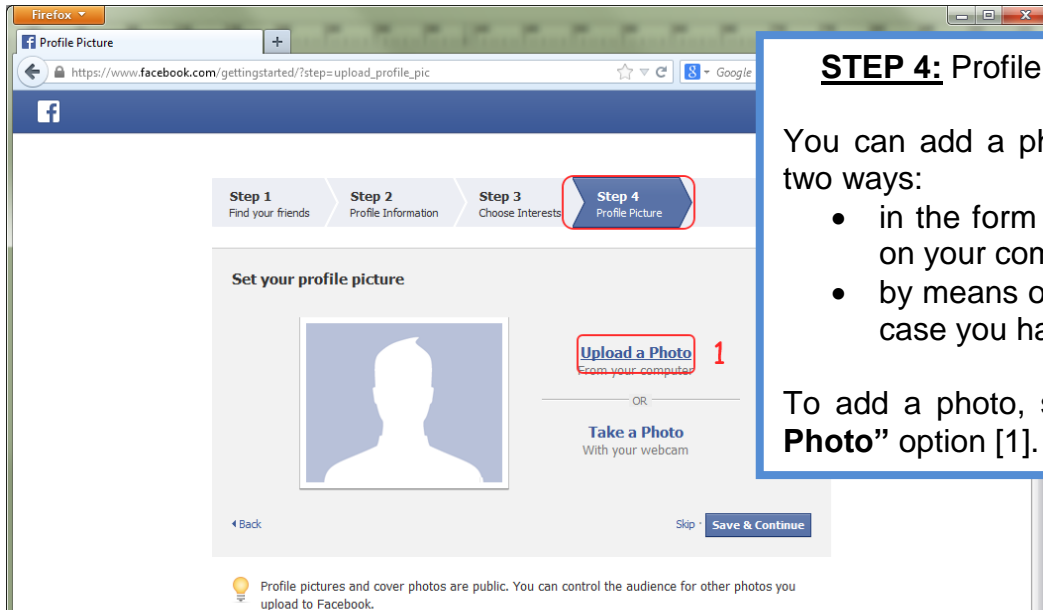
You are offered to get interesting stories told by people in Facebook, to like some popular people, etc. In this way you will subscribe to receive information about them.



Since later you will be provided with information on how to do this, you can skip this step by clicking the “**Save&Continue**” button [3].

## 2. Facebook

### 2.1. Registration



#### STEP 4: Profile picture

You can add a photo to your profile in two ways:

- in the form of a file saved earlier on your computer;
- by means of your web camera (in case you have one).

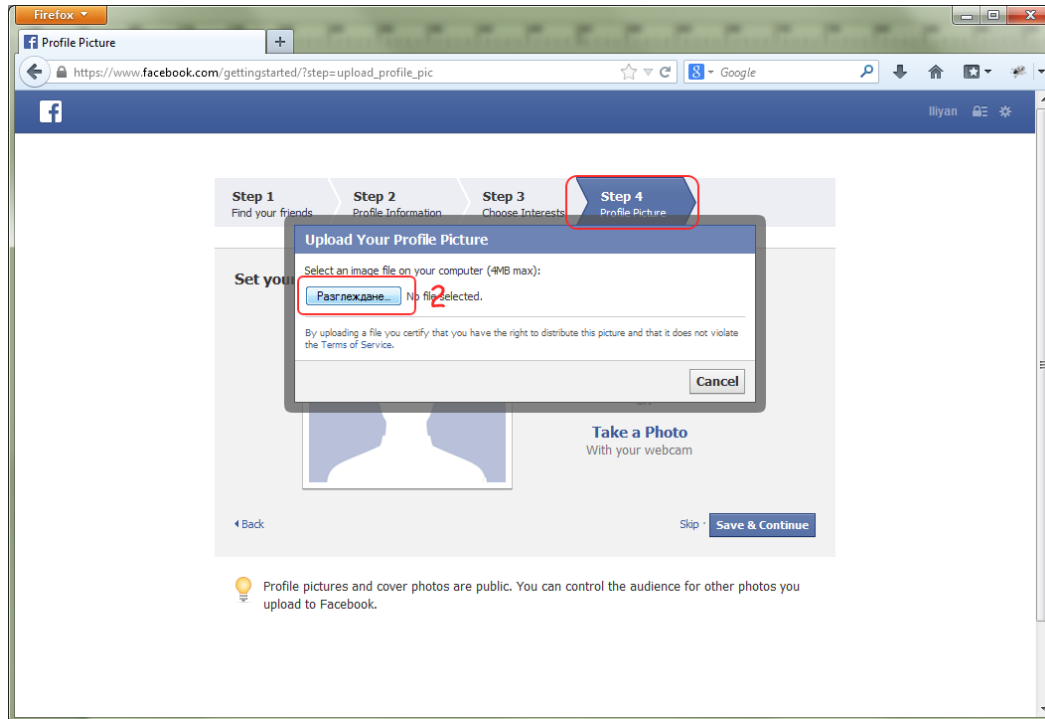
To add a photo, select the **“Upload a Photo”** option [1].



It is better to add a photo to your profile. In this way not only will your friends find you easily but you will also avoid your profile being considered “faked” by the other users.

## 2. Facebook

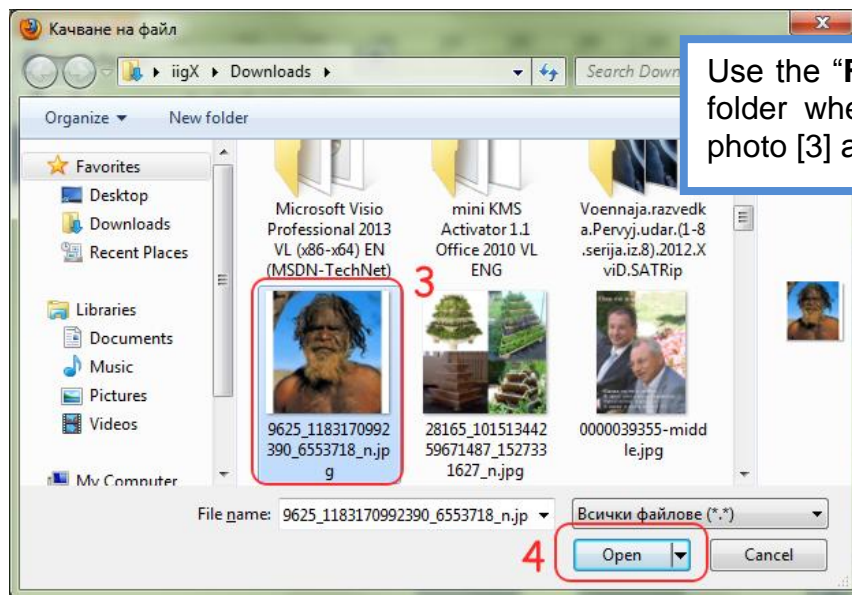
### 2.1. Registration



In the opened “Upload Your Profile Picture” dialogue box, click the “**Browse**” button [2].

## 2. Facebook

### 2.1. Registration



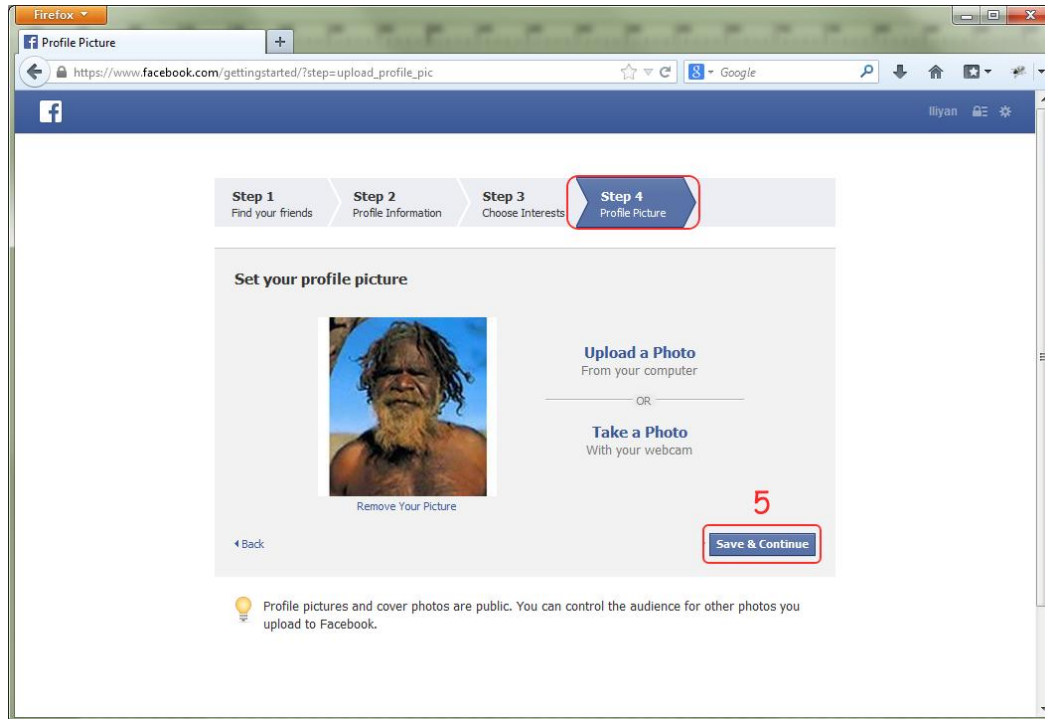
Use the “**File Upload**” navigator to reach the folder where your photo is saved. Select a photo [3] and click the “**Open**” button [4].



Always upload your own photo in order to avoid possible copyright problems.

## 2. Facebook

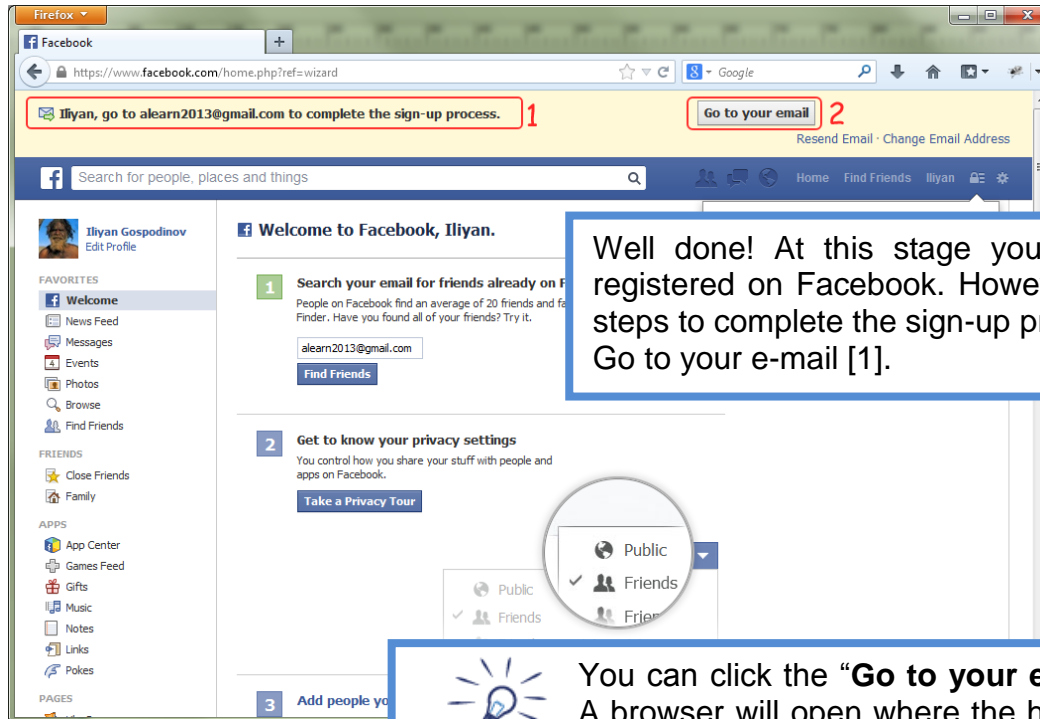
### 2.1. Registration



After uploading your photo, click the “**Save&Continue**” button [5].

## 2. Facebook

### 2.1. Registration

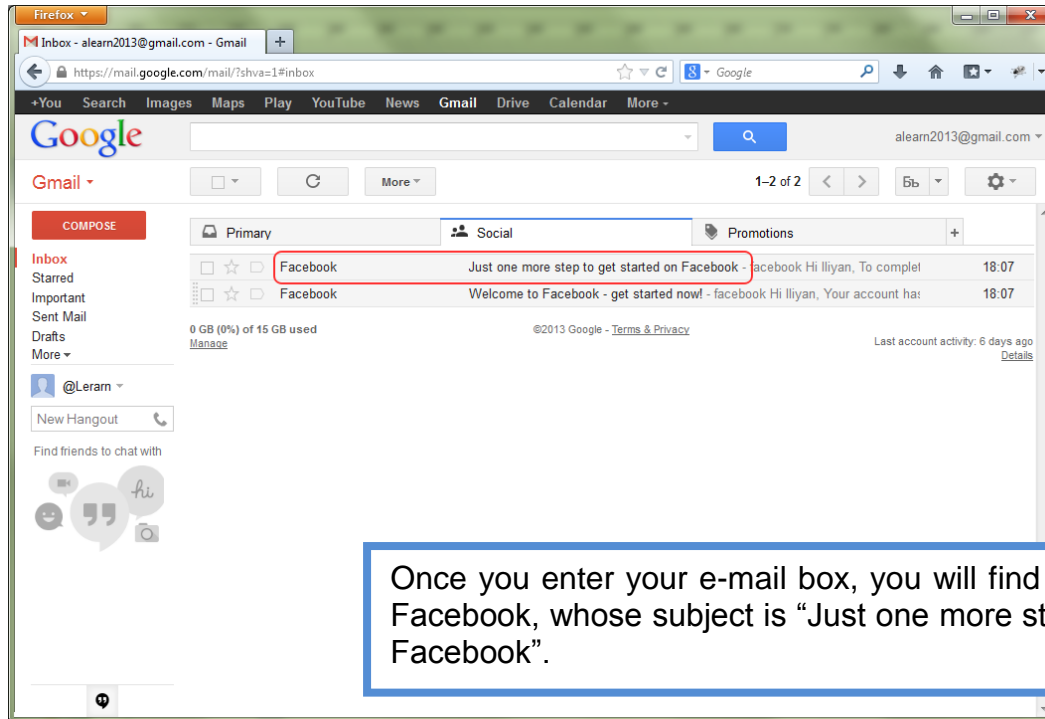


Well done! At this stage you have successfully registered on Facebook. However, there are more steps to complete the sign-up process. Go to your e-mail [1].

You can click the **“Go to your e-mail”** button [2]. A browser will open where the homepage of your e-mail will be loaded.

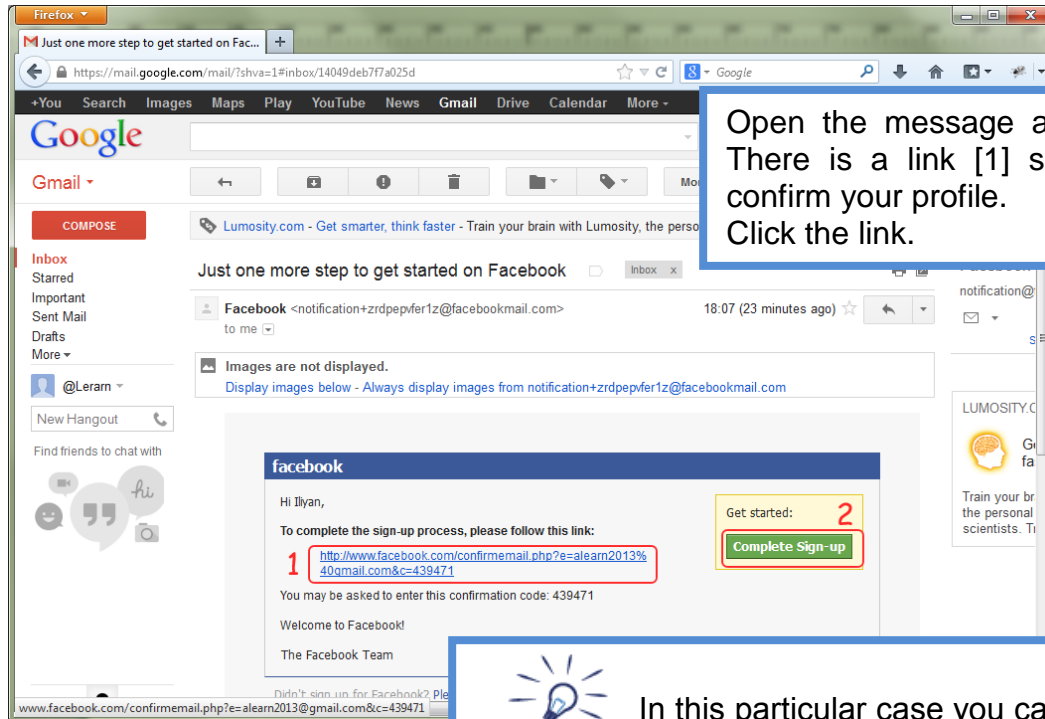
## 2. Facebook

### 2.1. Registration



## 2. Facebook

### 2.1. Registration



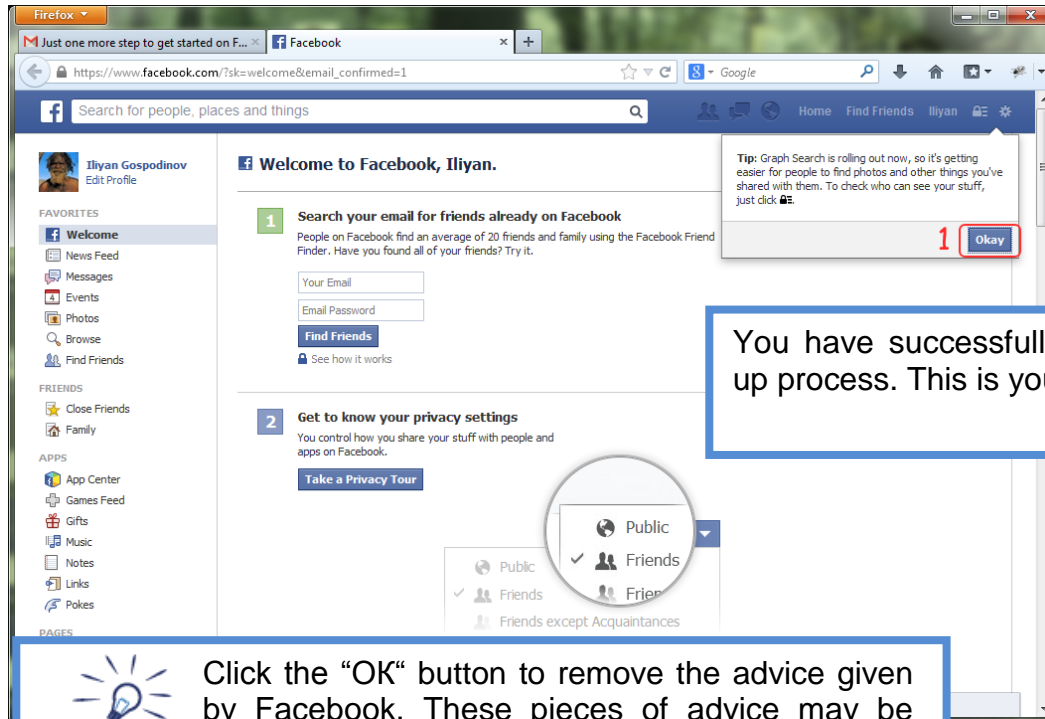
Open the message and read it carefully. There is a link [1] sent by Facebook to confirm your profile. Click the link.



In this particular case you can click the “Complete Sign-up” button [2]. By clicking this button you will do the same as by clicking the link.

## 2. Facebook

### 2.1. Registration



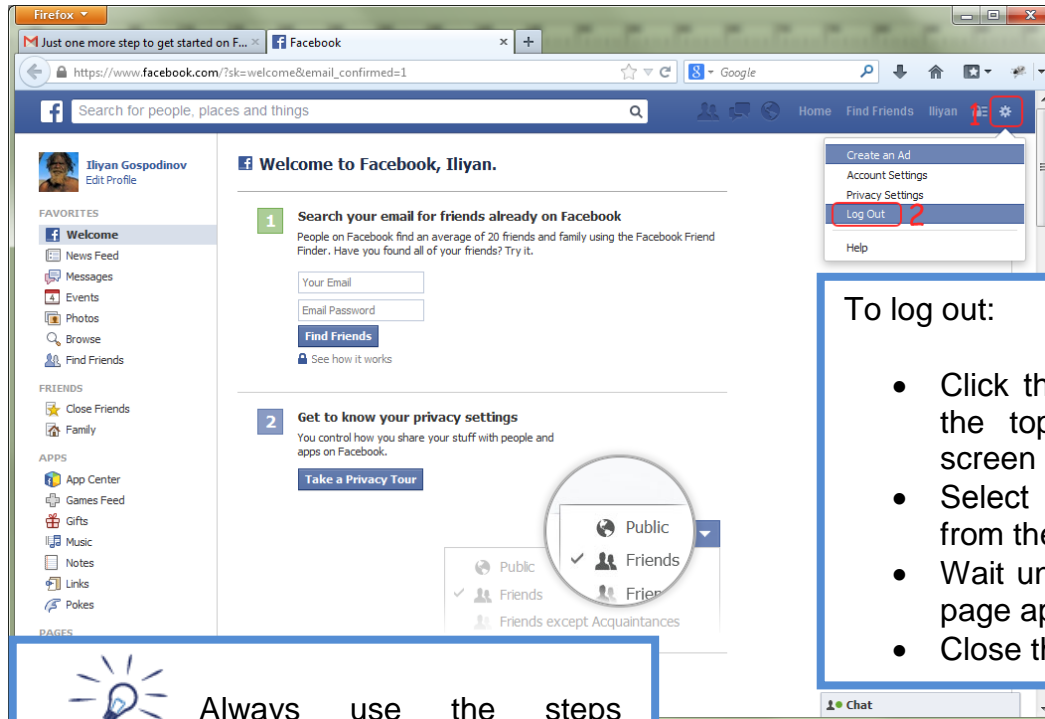
You have successfully completed the sign-up process. This is your profile.



Click the “OK” button to remove the advice given by Facebook. These pieces of advice may be useful but sometimes they can get a little bit tedious.

## 2. Facebook

### 2.1. Registration



To log out:

- Click the “gear-wheel” icon at the top right corner of the screen [1].
- Select the “Log Out” option from the drop-down list [2].
- Wait until the Facebook home page appears.
- Close the browser.



Always use the steps described to log out properly.

## 2. Facebook

### 2.1. Registration

Just one more step to get started on F... Welcome to Facebook - Log In, Sign ...

facebook

Email or Phone 1 Password 2 Log In 3

alearn2013@gmail.com \*\*\*\*\*

Keep me logged in Forgot your password?

Heading out? Stay connected  
Visit facebook.com on your mobile phone.

Get Facebook Mobile

To log in:

- Type your e-mail address in field 1
- Type your password in field 2
- Click the “Log In” button [3].

Re-enter Email

New Password

Birthday

Month Day Year Why do I need to provide my birthday?

Female Male

By clicking Sign Up, you agree to our Terms and that you have

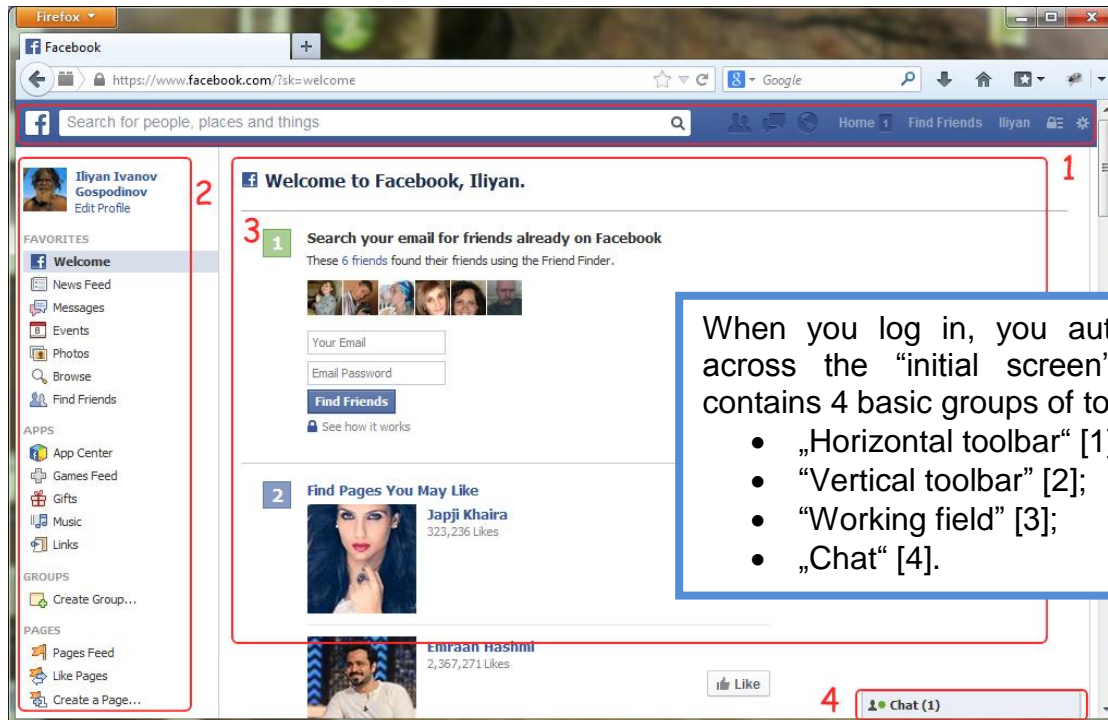


Try to log in and log out several times.

This will improve your self-confidence and will develop a habit to always observe this procedure.

## 2. Facebook

### 2.2. Basic functionalities.



When you log in, you automatically come across the “initial screen”. This “screen” contains 4 basic groups of tools to work with:

- „Horizontal toolbar“ [1];
- “Vertical toolbar” [2];
- “Working field” [3];
- „Chat“ [4].

## 2. Facebook

### 2.2. Basic functionalities.



The horizontal toolbar has the following functionalities:

- A search engine [1];
- A “**Friends**” button [2];
- A “**Chat**” button [3];
- A “**Notifications**” button [4];
- A “**Home**” link [5];

- A “**Find friends**” link [6];
- A “**Your name**” link [7];
- A “**Privacy Shortcuts**” button [8];
- A “**Settings**” button [9].

## 2. Facebook

### 2.2. Basic functionalities.

When clicking the “**Friends**” button [2] or the “**Find Friends**” link [6], a page called “**People you may know**” opens. It is one of the possibilities for finding “friends” in the social network. Details on how to search for friends are given in 2.5. of this chapter.

When clicking the “**Home**” link [5], a wall opens, where you can share information with all your friends.

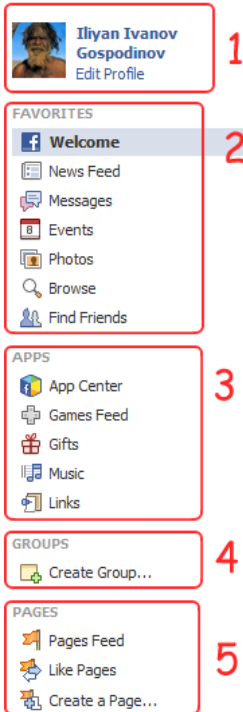
When clicking the “**Your name**” link [7], your timeline opens, where your postings are located in a chronological order.

When clicking the “**Chat**” button [3], a page for exchanging messages among users opens. Details on how to chat are given in 2.8. of this chapter .

When clicking the “**Privacy Shortcuts**” button [8], a drop-down menu opens, where shortcuts to privacy settings and tools are available.

When clicking the “**Notifications**” button [4], a drop-down menu opens where there are notifications related to the actions performed by the system, as well as to the ones performed by your friends.

When clicking the “**Settings**” button [9], a drop-down menu opens, where you have access to “**Account Settings**”, “**Privacy Settings**” and “**Log Out**”.



The vertical toolbar contains several sections with links to single pages, groups or possibilities for system settings.

The first section “**Profile**” [1] contains your photo and the name of your profile. There is also a link to edit those data.

The second section “**Favourites**” [2] contains links to different pages and tools to work with. They are arranged in such a way that the most visited ones are at the top.

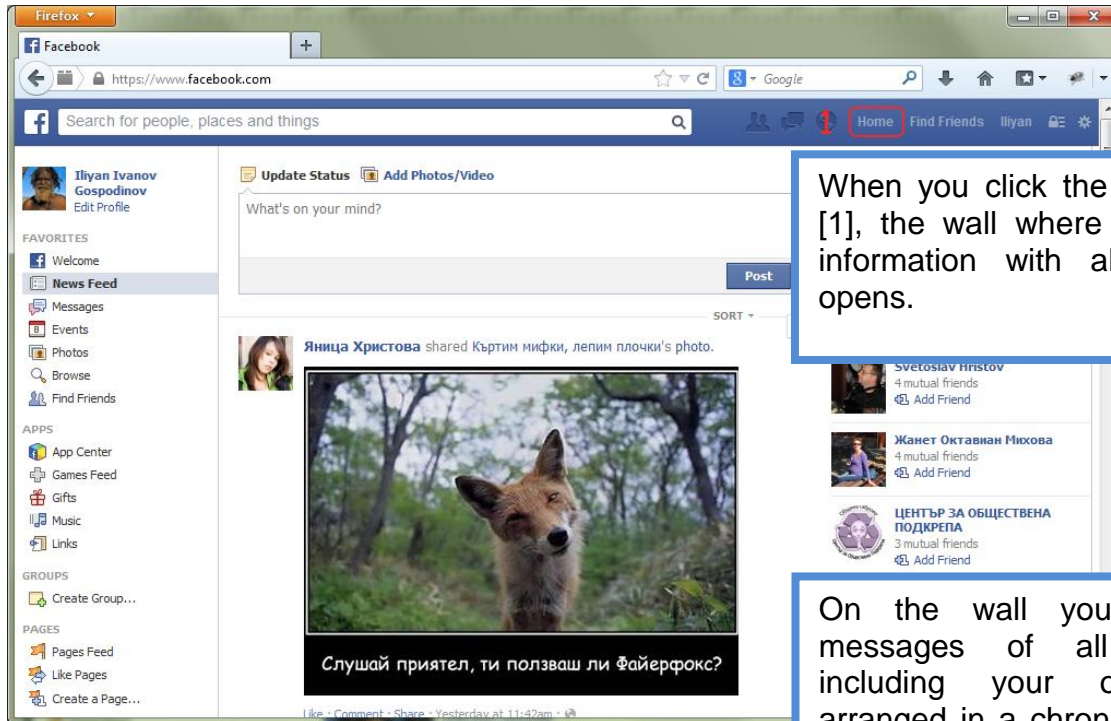
The third section “**Applications**” [3] contains links to different applications from the application centre, games, music, etc.

The fourth section “**Groups**” [4] contains links to different user groups that you are member in, as well as groups created by you.

The fifth section “**Pages**” [5] contains links to pages of other users, pages that you have liked, most visited pages by you, or pages that you have created.

## 2. Facebook

### 2.2. Basic functionalities.



When you click the “**Home**” button [1], the wall where you can share information with all your friends opens.

On the wall you can see the messages of all your friends, including your own messages, arranged in a chronological order. At the top of the wall there is a posting tool.

## 2. Facebook

### 2.2. Basic functionalities.



When you click the link with your name [1], your timeline opens. Only the information posted by you is shown in a chronological order.



Get to know in details the basic functionalities of Facebook. The faster you get familiar with them, the more successfully you will communicate with the users of this social network.

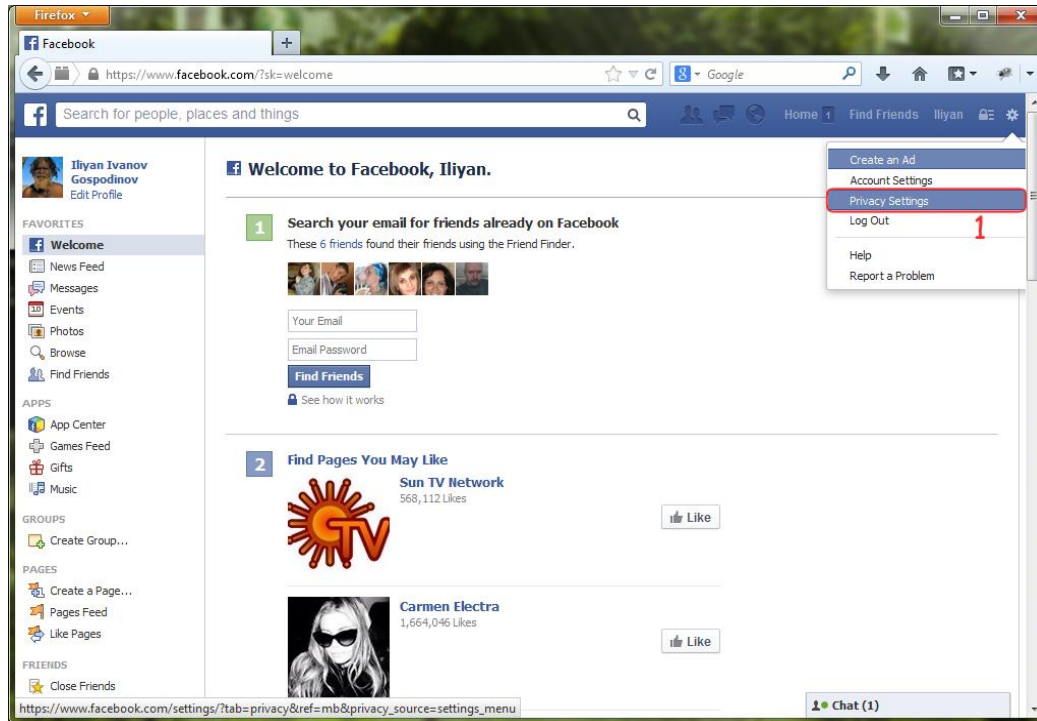


#### **Self-study tasks:**

- 1) Have a look at the horizontal toolbar. See the functions of each button or link there.
- 2) Have a look at the vertical toolbar. See the functions of each link there.
- 3) Have a look at the “common wall”.
- 4) Have a look at your own wall.

## 2. Facebook

### 2.3. Privacy settings.



Click the “**Settings**” button and select the “**Privacy Settings**” option [1].

## 2. Facebook

### 2.3. Privacy settings.

The “**Privacy Settings**” page contains three important sections:

- 1) „Privacy“ [1];
- 2) „Timeline and tagging“;
- 3) “Blocking”.

Firefox

Privacy Settings and Tools

https://www.facebook.com/setting

Search for people, places and things

General

Security

**Privacy** 1

Timeline and Tagging

Blocking

Notifications

Mobile

Followers

Apps

Ads

Payments

Support Dashboard

### Privacy Settings and Tools

<b>Who can see my stuff?</b>	Who can see your future posts?	Friends	2 Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
<b>Who can contact me?</b>	Who can send you friend requests?	Everyone	Edit
	Whose messages do I want filtered into my Inbox?	Basic Filtering	Edit
<b>Who can look me up?</b>	Who can look you up using the email address you provided?	Public	Edit
	Who can look you up using the phone number you provided?	Public	Edit
	Do you want other search engines to link to your timeline?	On	Edit

In each section the data is placed in three columns. The first column contains the names of the fields, the second one – the current data, and the third – the “**Edit**” link [2].

To edit data in the respective field, click the “**Edit**” button in the third column.

## 2. Facebook

### 2.3. Privacy settings.

Firefox

Privacy Settings and Tools

https://www.facebook.com/settings?tab=privacy&section=composer&view

Search for people, places and things

**Privacy Settings and Tools**

**Who can see my stuff?**

**Who can see your future posts?**

You can manage the privacy of things you share by using the audience selector right where you post. This control remembers your selection so future posts will be shared with the same audience unless you change it.

What's on your mind?

Public Friends Only Me Custom Close Friends Gabrovo, Bulgaria Area See all lists...

Review all your posts and things you're

Limit the audience for posts you've shared with friends or Public?

Who can contact me?

Who can send you friend requests?

Whose messages do I want filtered into my inbox?

Who can look me up?

Who can look you up using the email address you provided?

Public

Use Activity Log

Limit Past Posts

Edit

Edit

Edit

Chat (1)

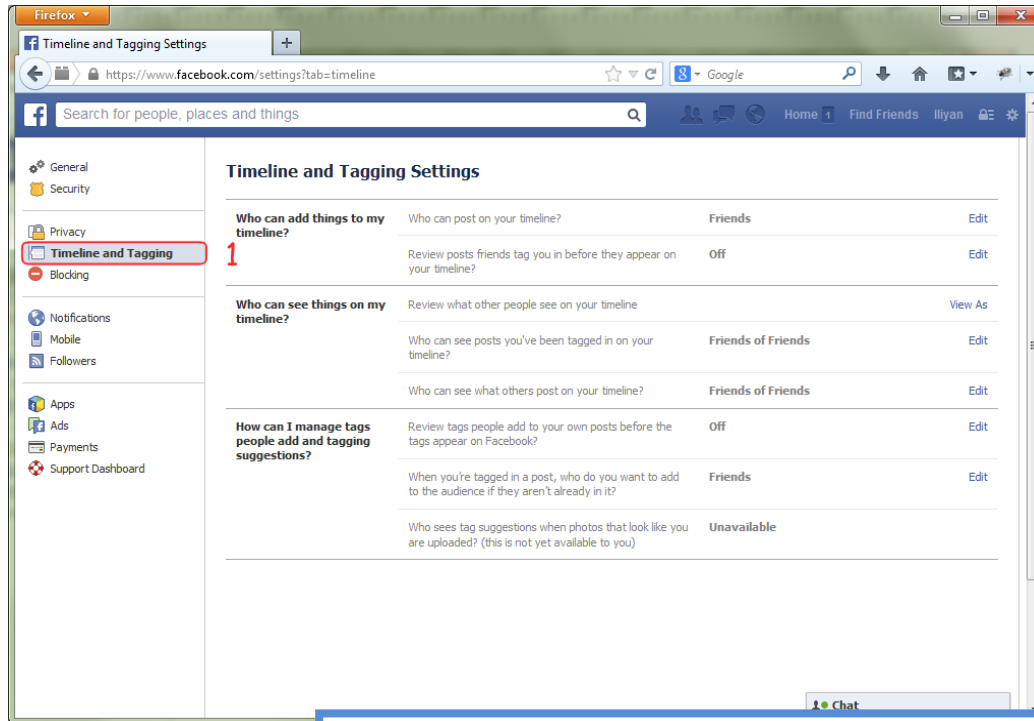
From the drop-down menu [1] choose the people who can see your data. Then click the "Close" link [2].



In this case we show how to edit the option "Who can see my stuff". The editing of the other options is done in the same way.

## 2. Facebook

### 2.3. Privacy settings.



The second section is “Timeline and Tagging” [1]. It contains all settings in relation to the data placed in your timeline.

## 2. Facebook

### 2.3. Privacy settings.

The third section is “Blocking” [1]. It blocks the access of users to your timeline, the access of different application to your data, etc.

**Manage Blocking**

**Restricted List** [Edit List](#)

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.

**1 Block users**

Once you block someone, that person can no longer see things you post on your timeline, tag you, invite you to events or groups, start a conversation with you, or add you as a friend. Note: Does not include apps, games or groups you both participate in.

**Block users:**  **2** **Block** **3**

**Block app invites**

Once you block app invites from someone, you'll automatically ignore future app requests from that friend. To block invites from a specific friend, click the "Ignore All Invites From This Friend" link under your latest request.

**Block invites from:**

**Block event invites**

Once you block event invites from someone, you'll automatically ignore future event requests from that friend.

**Block invites from:**

**Block apps**

Once you block an app, it can no longer contact you or get non-public information about you through Facebook. [Learn more.](#)

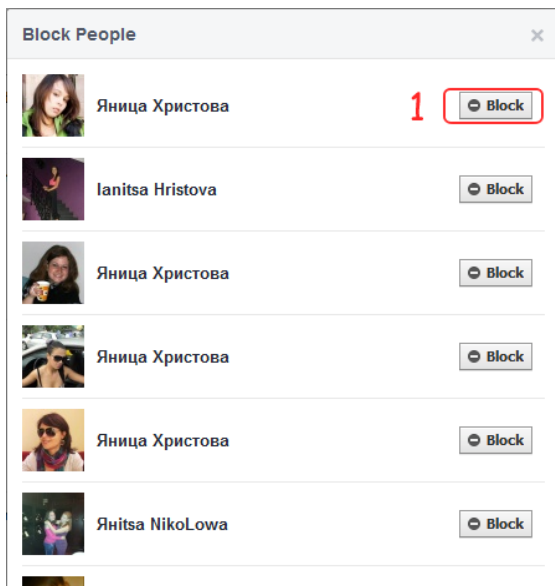
[Chat](#)

<https://www.facebook.com/settings?tab=blocking#>

To block the access of a given user to your timeline, type in the name of the user in the “**Block users**” field [2]. Then click the “**Block**” button [3].

## 2. Facebook

### 2.3. Privacy settings.



In the opened window click the “**Block** (name of user)” button to confirm blocking.

The system will show you a list of users that are closest to your request. Select the user you are searching for and click the “**Block**” button [1].

#### Are you sure you want to block Яница?



##### Яница will no longer be able to:

- See things you post on your timeline
- Tag you
- Invite you to events or groups
- Start a conversation with you
- Add you as a friend

If you're friends, blocking Яница will also unfriend her.

##### Instead, you may want to:

- Send Яница a message  
Яница may not know she is bothering you. [Let her know.](#)
- Remove Яница from your news feed  
[Stop seeing her posts without blocking her](#)

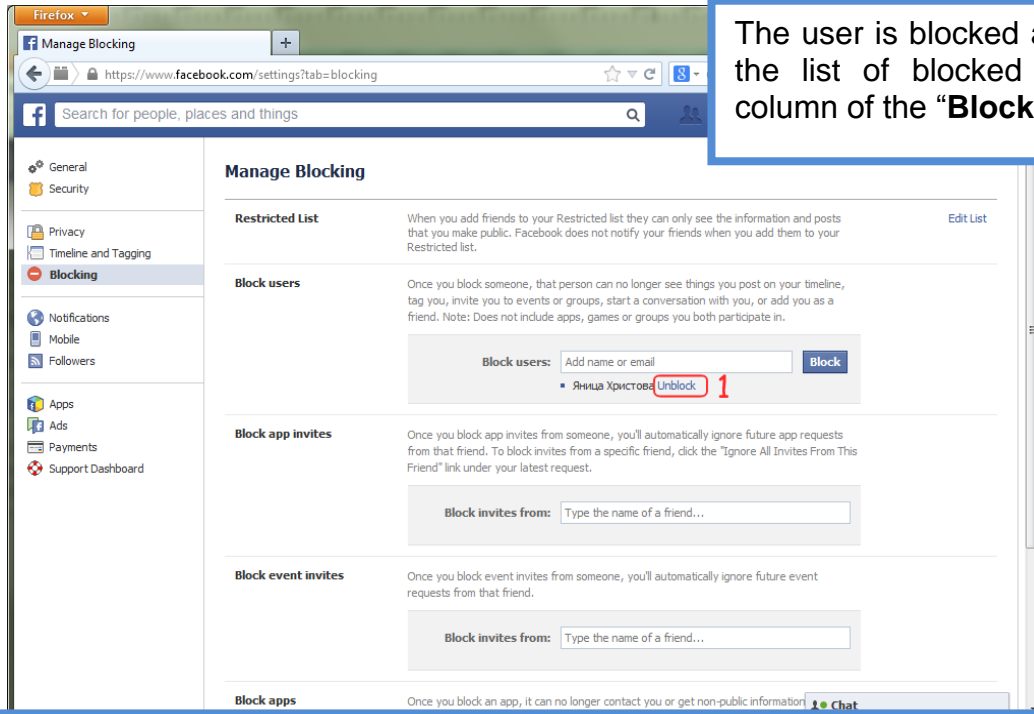
1

**Block Яница**

Cancel

## 2. Facebook

### 2.3. Privacy settings.

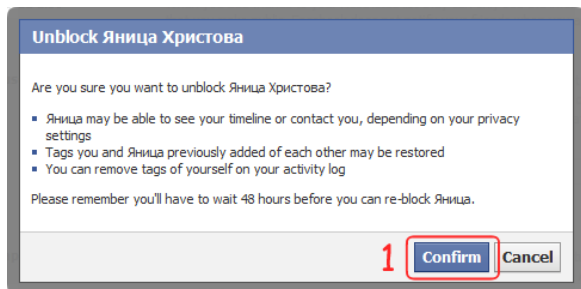


The user is blocked and his/her name is in the list of blocked users in the middle column of the “**Block users**” option.

To unblock the blocked user, click the “**Unblock**” link [1] next to the name of the respective user in the list of blocked users.

## 2. Facebook

### 2.3. Privacy settings.



In the opened window click the “**Confirm**” button to confirm unblocking. The user is unblocked and her/his name is deleted from the list of blocked users.

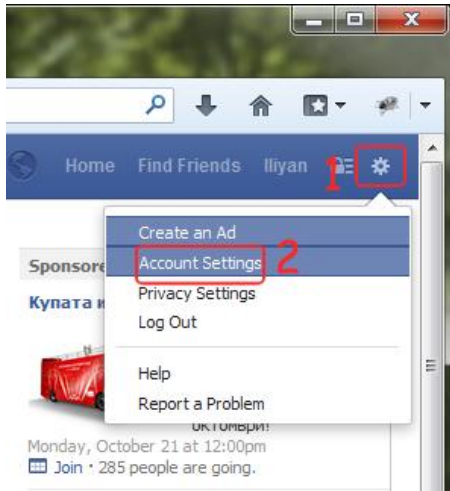


#### Self-study tasks:

- 1) Find the “**Privacy Settings**” page“.
- 2) Look at the content of the “Privacy” section and get to know its functions.
- 3) Look at the content of the “Timeline and Tagging” section and get to know its functions.
- 4) Look at the content of the “Blocking” section and get to know its functions.

## 2. Facebook

### 2.4. Profile Settings

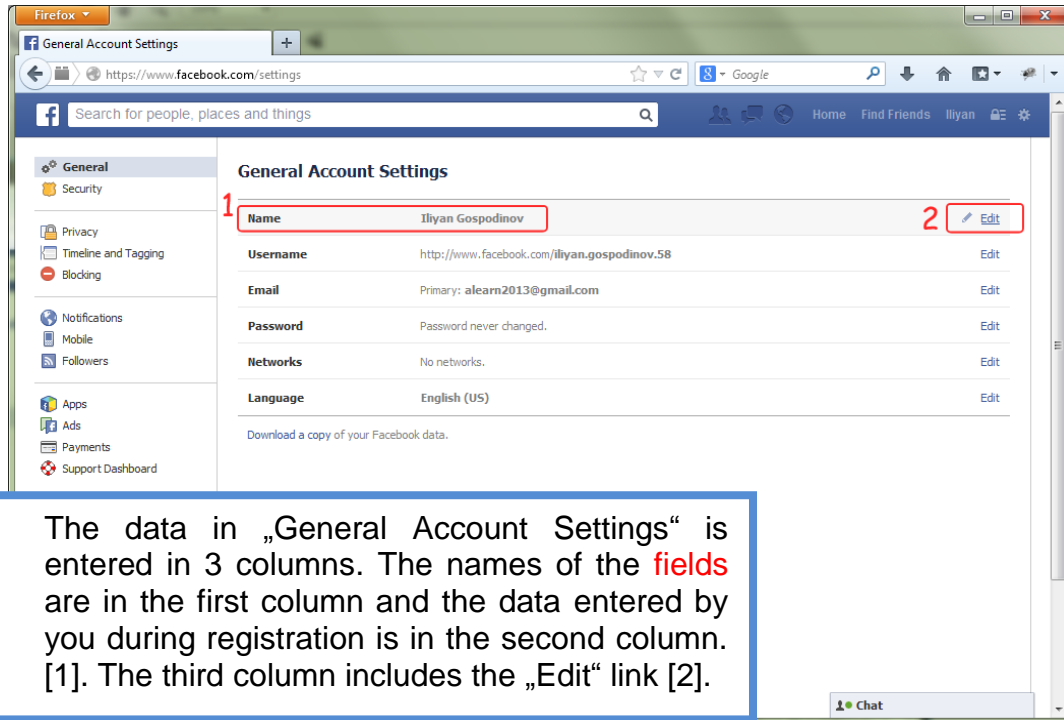


To edit data in your profile, log in by using your username and password.

Select the „**Settings**“ option [1] at the top on the right. From the drop-down menu select the „**Account Settings**“ option [2].

## 2. Facebook

### 2.4. Profile Settings



The screenshot shows the Facebook 'General Account Settings' page in a Firefox browser. The left sidebar contains a menu with options: General, Security, Privacy, Timeline and Tagging, Blocking, Notifications, Mobile, Followers, Apps, Ads, Payments, and Support Dashboard. The main content area is titled 'General Account Settings' and contains a table of settings. The table has three columns: the first column lists the setting names, the second column shows the current values, and the third column contains an 'Edit' link for each setting. The 'Name' setting is highlighted with a red box and a red number '1'. The 'Edit' link for the 'Name' setting is also highlighted with a red box and a red number '2'.

Field	Value	Action
Name	Iliyan Gospodinov	Edit
Username	http://www.facebook.com/iliyan.gospodinov.58	Edit
Email	Primary: alearn2013@gmail.com	Edit
Password	Password never changed.	Edit
Networks	No networks.	Edit
Language	English (US)	Edit

Download a copy of your Facebook data.



The data in „General Account Settings“ is entered in 3 columns. The names of the **fields** are in the first column and the data entered by you during registration is in the second column. [1]. The third column includes the „Edit“ link [2].

To edit data, click the „Edit“ link [2].

## 2. Facebook

### 2.4. Profile Settings

The screenshot shows the Facebook 'General Account Settings' page. A red box labeled '1' highlights the 'Name' section, which includes fields for First, Middle, Last, and a 'Display as' dropdown. Below this is a 'Language-specific name (optional)' section with fields for First and Last in Bulgarian. Another red box labeled '2' highlights the 'Password' field, which is required to save changes. A third red box labeled '3' highlights the 'Save Changes' button at the bottom left. A text box on the right explains the editing process.

Firefox

General Account Settings

https://www.facebook.com/settings?tab=account&section=name&view

Search for people, places and things

General

Security

Privacy

Timeline and Tagging

Blocking

Notifications

Mobile

Followers

Apps

Ads

Payments

Support Dashboard

General Account Settings

Name

1

First: Iliyan

Middle: Ivanov

Last: Gospodinov

Display as: Iliyan Ivanov Gospodinov

Please note: You can only change your name 4 more times, so make sure to use your real name. Don't add any unusual capitalization, punctuation, characters or random words. [Learn more.](#)

Language-specific name (optional): Display your name in a different language to people who use Facebook in that language. [Learn more.](#)

Language: Български

First: Илиян

Last: Господинов

Alternate name: Optional [?]

☒ Include this on my timeline

To save these settings, please enter your Facebook password.

2

Password: .....

3

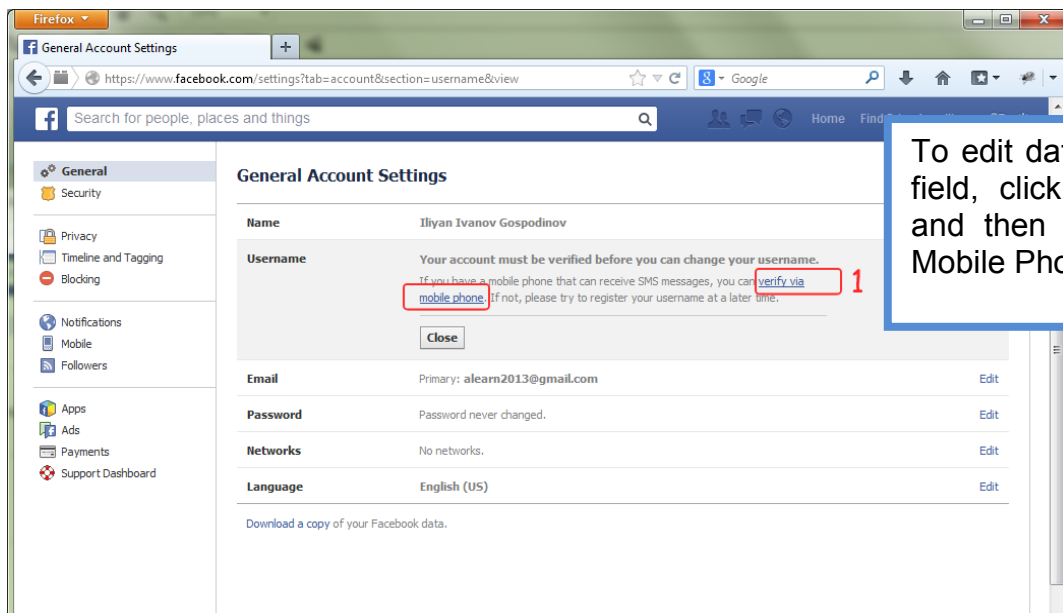
Save Changes Cancel

Chat

You can edit only the data in the **fields** [1]. When you finish editing, you must type in your password in field [2]. Then click the „Save Changes“ button [3].

## 2. Facebook

### 2.4. Profile Settings



The screenshot shows the Facebook 'General Account Settings' page in a Firefox browser. The left sidebar contains links for General, Security, Privacy, Timeline and Tagging, Blocking, Notifications, Mobile, Followers, Apps, Ads, Payments, and Support Dashboard. The main content area is titled 'General Account Settings' and lists various account details. The 'Username' section is highlighted with a red box, showing a message: 'Your account must be verified before you can change your username. If you have a mobile phone that can receive SMS messages, you can [verify via mobile phone](#). If not, please try to register your username at a later time.' The 'verify via mobile phone' link is also highlighted with a red box and a red number '1' next to it. Below the 'Username' section, there are sections for Email, Password, Networks, and Language, each with an 'Edit' link. At the bottom, there is a link to 'Download a copy of your Facebook data.'

To edit data in the “Username” field, click the “Edit” link first and then click the “Verify via Mobile Phone” link.



By clicking the “Verify via Mobile Phone” link, you verify that the user is real. Your profile is connected to a real user. Please use this option and type in your mobile phone number. This improves the security of your profile.

## 2. Facebook

### 2.4. Profile Settings

Confirm Your Number

Country code: Bulgaria (+359) 1

Phone number: 896577439 2

Confirm number by: ☒ Sending me a text

To choose who you share your phone number with, visit your Timeline. To learn more about how information on your Timeline is used, visit our [privacy policy](#).

3 Continue Cancel

This verification is very simple. The system will ask you about your mobile phone number. Then it will send a sms with a 6-digit number. It will require from you to type in the received number. If you did everything correctly, your account will be “Validated”.

From the drop-down menu „Country code“ [1] select your country. In the „Phone number“ field [2] type in your mobile phone number. Click the „Continue“ button [3].

## 2. Facebook

### 2.4. Profile Settings

Your account must be verified before you can change your profile picture.

### Enter Your Confirmation Code

1 You should receive a text at +359 89 657 7439 with your confirmation code soon.

Resend Code (please wait at least 5 minutes before requesting another code)

2

Type in the code received as a sms in the field [1]. Then click the „Confirm“ button [2].

### Number Confirmed

Thanks for confirming your phone number. You can also:



**Share your phone number with:**

 Friends ▾

Tip: To change who can look you up by phone number, visit your privacy settings.

1

The system will verify the code typed in by you. If it is correct, it will notify you by a respective message.

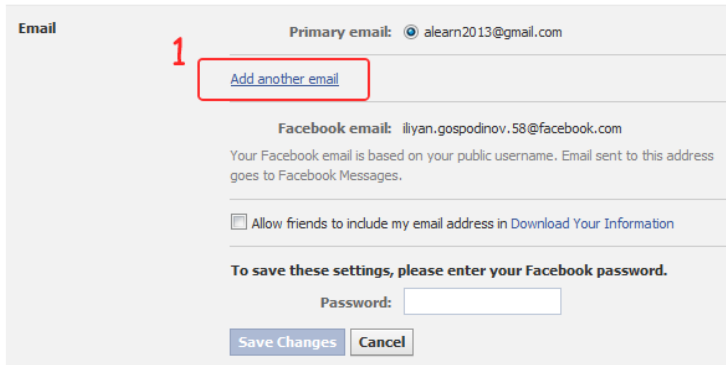
Click the „Save Settings“ button [1].

The screenshot shows the Facebook 'General Account Settings' page in a Firefox browser. The page title is 'General Account Settings' and the URL is 'https://www.facebook.com/settings?tab=account&section=username&view'. The left sidebar contains navigation links: General, Security, Privacy, Timeline and Tagging, Blocking, Notifications, Mobile, Followers, Apps, Ads, Payments, and Support Dashboard. The main content area is titled 'General Account Settings' and contains several sections. The 'Name' section shows 'Iliyan Ivanov Gospodinov' with an 'Edit' link. The 'Username' section shows 'Your public username is the same as your address for:' followed by a list of links: 'Timeline: facebook.com/iliyan.gospodinov.588' and 'Email: iliyan.gospodinov.588@facebook.com'. Below this, the 'Username' field is highlighted with a red box and labeled '1'. The field contains 'iliyan.gospodinov.588' and a green checkmark icon with the text 'Username is available'. Below the field, a 'Note' section states: 'Your username can only be changed once and should include your real name. [?]'. Below the note, a message says 'To save these settings, please enter your Facebook password.' followed by a 'Password:' label and a password input field highlighted with a red box and labeled '2'. Below the password field, there are two buttons: 'Save Changes' (highlighted with a red box and labeled '3') and 'Cancel'. The bottom section of the page shows 'Email' (Primary: alearn2013@gmail.com), 'Password' (Password never changed), and 'Networks' (No networks).

You can edit your user name in the field [1]. The system will verify whether the username is available and a respective message will be displayed. When you finish editing, you must type in your password in field [2]. Then click the „Save Changes“ button [3].

## 2. Facebook

### 2.4. Profile Settings



Email

Primary email: alearn2013@gmail.com

1 [Add another email](#)

---

Facebook email: ilian.gospodinov.58@facebook.com

Your Facebook email is based on your public username. Email sent to this address goes to Facebook Messages.

---

☐ Allow friends to include my email address in [Download Your Information](#)

---

To save these settings, please enter your Facebook password.

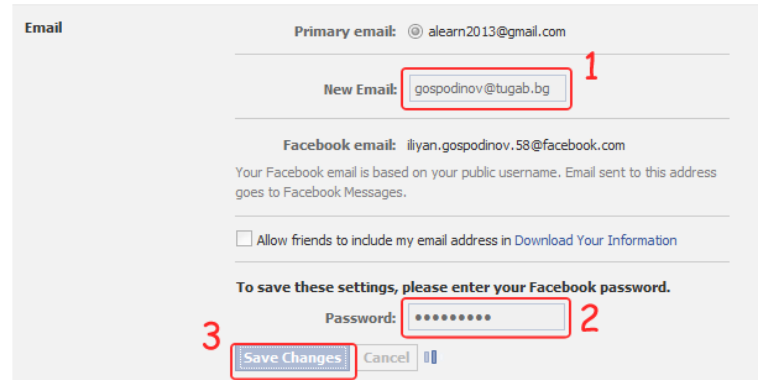
Password:

[Save Changes](#) [Cancel](#)

To edit data in the „E-mail“ field, you should follow the steps described above. However, you cannot edit an e-mail that has already been entered. You can only add or remove e-mails. Select the „Add another e-mail“ link [1].

In the „New e-mail“ field [1] type in the address of another e-mail you want to use.

Type in your password in field [2]. Then click the „Save Changes“ button [3].



Email

Primary email: alearn2013@gmail.com

---

New Email:  1

---

Facebook email: ilian.gospodinov.58@facebook.com

Your Facebook email is based on your public username. Email sent to this address goes to Facebook Messages.

---

☐ Allow friends to include my email address in [Download Your Information](#)

---

To save these settings, please enter your Facebook password.

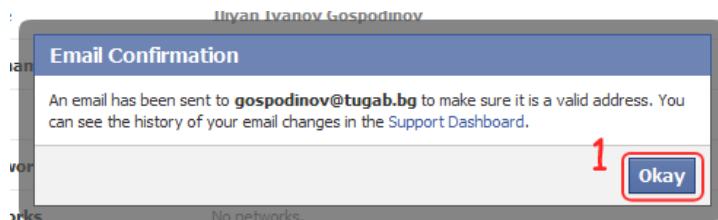
Password:  2

3 [Save Changes](#) [Cancel](#)

## 2. Facebook

### 2.4. Profile Settings

The system will send a message to the e-mail typed in by you. Click the „Okay“ button [1]. Then open a browser and check your e-mail.



The message sent includes a link to verify the e-mail typed in by you. Click the link [1] to confirm the new e-mail typed in by you.

facebook

To verify that you own gospodinov@tugab.bg, please follow this link:

<https://www.facebook.com/confirmcontact.php?c=632103&x=1&gfid=AQCqaSozf-c2JfEs>

You may be asked to enter this confirmation code: 632103

## 2. Facebook

### 2.4. Profile Settings

**Email**

Primary email: ☐ alearn2013@gmail.com **1** ☒ gospodinov@tugab.bg Remove

[Add another email](#)

**Facebook email:** iliyan.gospodinov.58@facebook.com

Your Facebook email is based on your public username. Email sent to this address goes to Facebook Messages.

☐ Allow friends to include my email address in [Download Your Information](#)

To save these settings, please enter your Facebook password.

Password:  **2**

**3**

Now you can change the address of the e-mail you use as a username and where you receive messages. Select an e-mail [1]. Type in your password in field [2]. Then click the „Save Changes“ button [3].

Use the same steps to remove an e-mail.

Click the „Undo“ link [1] next to the e-mail address you want to remove.. Type in your password in field [2]. Then click the „Save Changes“ button [3].

**Email**

Primary email: ☒ gospodinov@tugab.bg ☐ alearn2013@gmail.com **1** Undo

[Add another email](#)

**Facebook email:** iliyan.gospodinov.58@facebook.com

Your Facebook email is based on your public username. Email sent to this address goes to Facebook Messages.

☐ Allow friends to include my email address in [Download Your Information](#)

To save these settings, please enter your Facebook password.

Password:  **2**

**3**

## 2. Facebook

### 2.4. Profile Settings

The screenshot shows the Facebook 'General Account Settings' page in a Firefox browser. The left sidebar contains navigation links: General, Security, Privacy, Timeline and Tagging, Blocking, Notifications, Mobile, Followers, Apps, Ads, Payments, and Support Dashboard. The main content area is titled 'General Account Settings' and displays user information: Name (Iliyan Ivanov Gospodinov), Username (http://www.facebook.com/iliyan.gospodinov.58), and Email (Primary: alearn2013@gmail.com). The 'Password' section contains three input fields: 'Current:', 'New:', and 'Re-type new:'. The 'Current:' field is marked with a red box and the number 1. The 'New:' field is marked with a red box and the number 2. The 'Re-type new:' field is marked with a red box and the number 3. Below these fields, the text 'Password strength: Strong' is displayed in green, and 'Passwords match' is also in green. A red box with the number 4 highlights the 'Save Changes' button. Below the password section, there are sections for 'Networks' (No networks.) and 'Language' (English (US)), each with an 'Edit' link. At the bottom, there is a link to 'Download a copy of your Facebook data.' and a 'Chat' button.

General Account Settings	
Name	Iliyan Ivanov Gospodinov
Username	http://www.facebook.com/iliyan.gospodinov.58
Email	Primary: alearn2013@gmail.com
<b>Password</b>	
Current:	..... 1
New:	..... 2
Re-type new:	..... 3
Password strength: Strong	
Passwords match	
4 <a href="#">Save Changes</a> <a href="#">Cancel</a>	
Networks	No networks. <a href="#">Edit</a>
Language	English (US) <a href="#">Edit</a>
<a href="#">Download a copy of your Facebook data.</a>	
<a href="#">Chat</a>	

To change your password, select the „Edit“ link

In the „Current“ field [1] type in the password you have used so far.

In the „New“ field “ [2] type in the password you want to use in the future.

In the „Re-type new“ field [3] type in the same password as that in field [2].

Then click the „Save Changes“ button [4].



#### **The right password**

- is a combination of small and capital letters plus digits and symbols (e.g. S can be replaced by \$ and O by zero, etc.);
- has at least eight characters (the more the characters, the harder it can be stolen or recognized by hackers);
- is easy to remember and is not written anywhere.



#### **Easy to remember passwords**

- Create an abbreviation from the first letters of each word of the refrain of a song;
- Choose two short words which cannot be associated with one another and make a combination by using symbols and digits, e.g. „Sky11office“, „Slow!12street“:

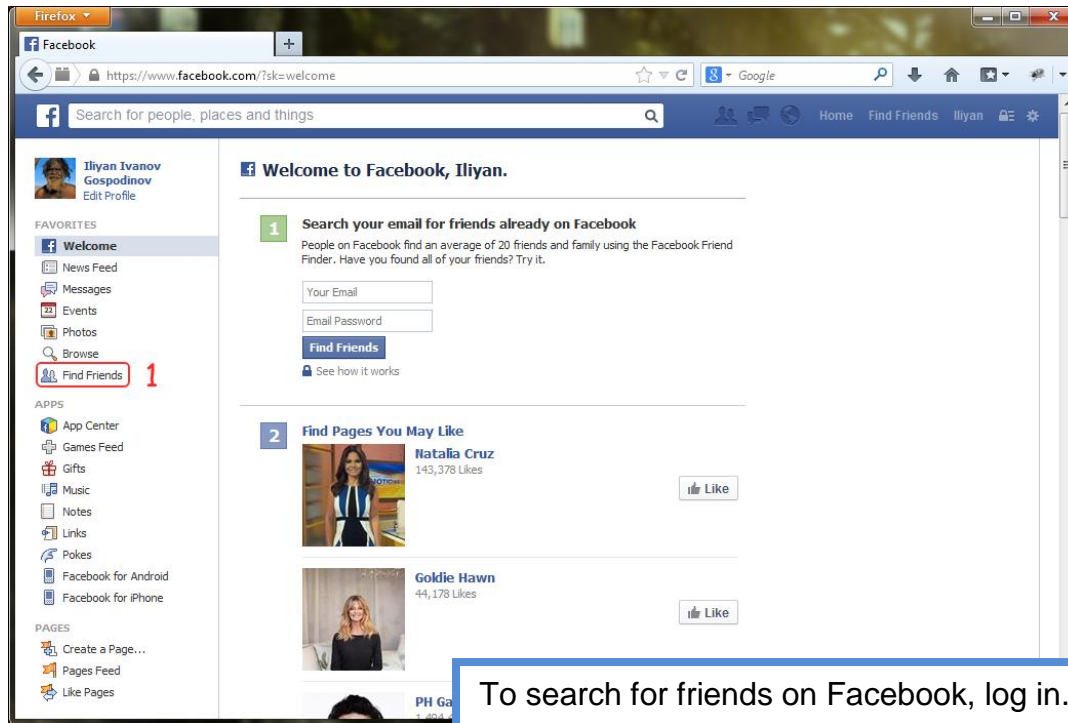


#### **Self-study Tasks:**

- 1) Change your name;
- 2) Add an e-mail;
- 3) Change your password;
- 4) Using the above tips, create 3 passwords that you think are appropriate and other 3 that you think are inappropriate. Justify your choice.

## 2. Facebook

### 2.5. Search for, add and remove friends

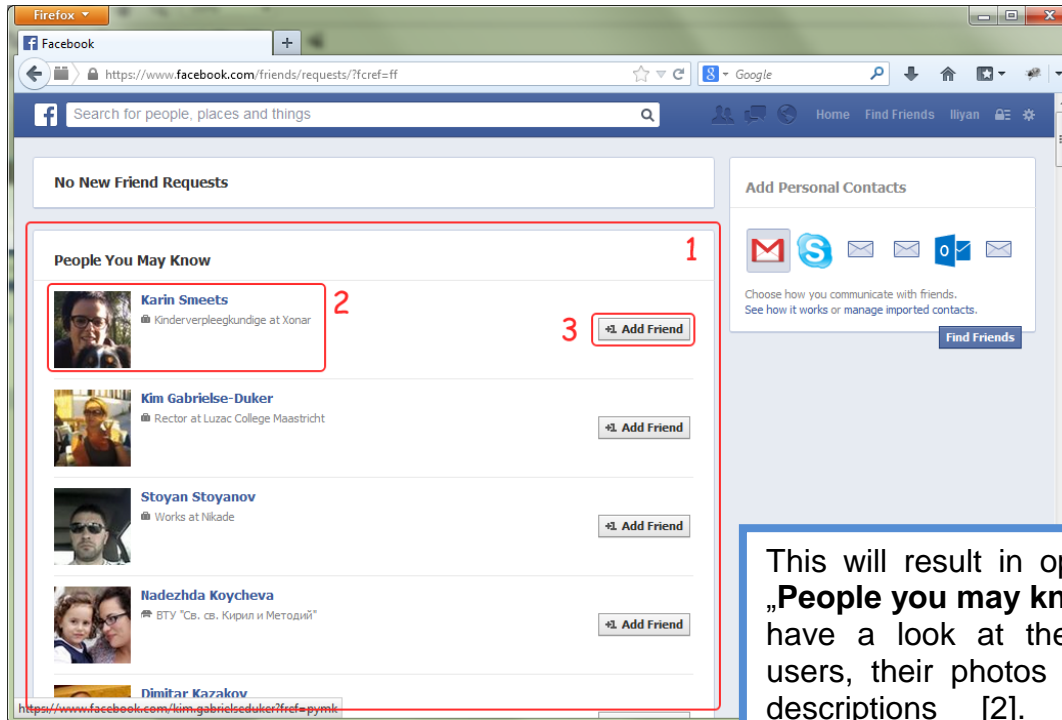


To search for friends on Facebook, log in.

There are two ways to search for friends. The first one is to click the „**Find Friends**“ link [1].

## 2. Facebook

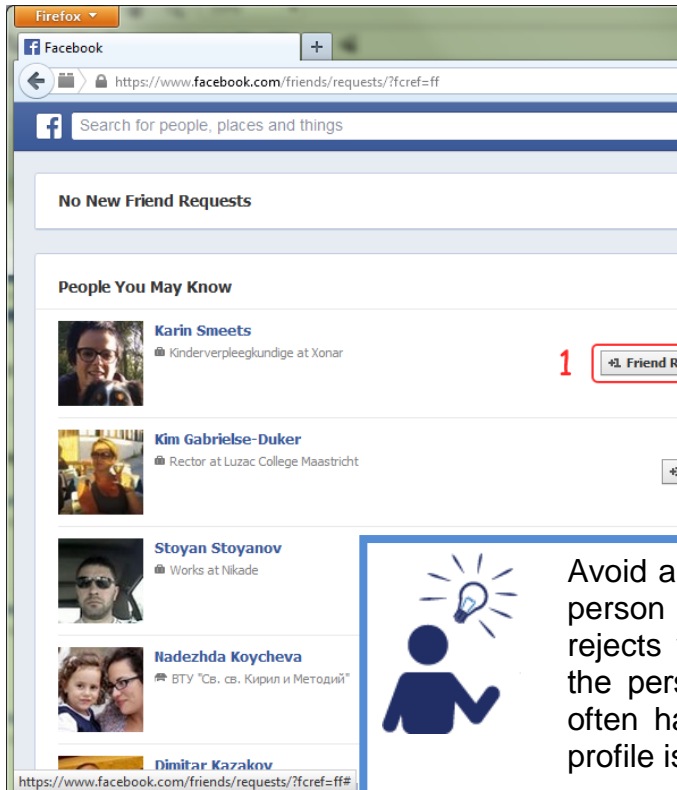
### 2.5. Search for, add and remove friends



This will result in opening the page „**People you may know**“ [1]. You can have a look at the names of the users, their photos and brief profile descriptions [2]. If you know somebody, you can click the „**Add Friend**“ button [3].

## 2. Facebook

### 2.5. Search for, add and remove friends



When clicking the „**Add Friend**“ button, it changes into a „**Friend Request Sent**“ button [1].

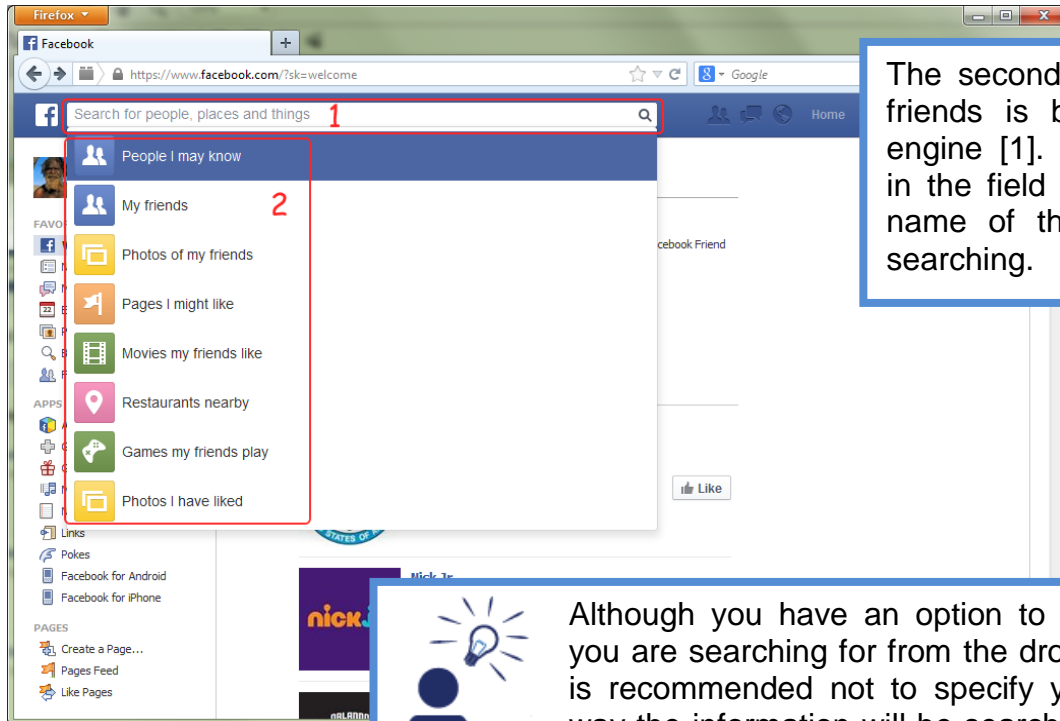
In the social network you cannot add friends randomly. Before accepting your friend request, the network always requires confirmation on behalf of the other side that the person knows you.



Avoid adding friends if you are not sure that this is the person you know. It is not favourable if the other side rejects your friend request. It becomes even worse if the person confirms that s/he doesn't know you. If it often happens, it may result in announcing that your profile is fake or blocking your profile.

## 2. Facebook

### 2.5. Search for, add and remove friends



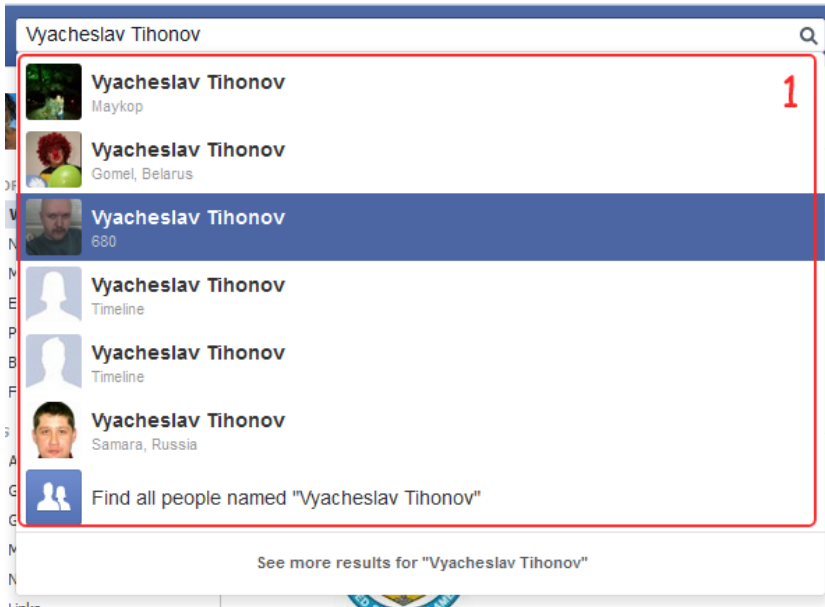
The second way to search for friends is by using a search engine [1]. Position the cursor in the field [1] and type in the name of the person you are searching.



Although you have an option to select what exactly you are searching for from the drop-down menu [2], it is recommended not to specify your search. In this way the information will be searched in all information groups.

## 2. Facebook

### 2.5. Search for, add and remove friends

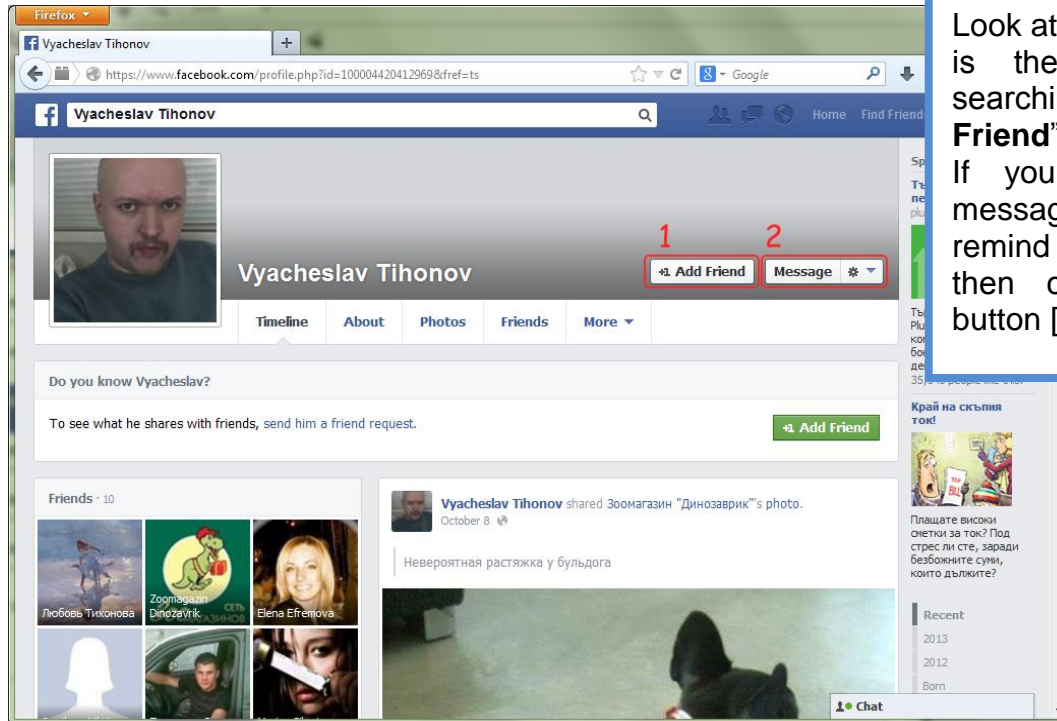


The search result will be visualized in the form of a drop-down menu [1], containing several user profiles.

Go through the users found. If you can conjecture which profile belongs to your „friend“, click on it by pressing the left button of the mouse. In this way you will enter her/his profile and will receive more detailed information about the user.

## 2. Facebook

### 2.5. Search for, add and remove friends

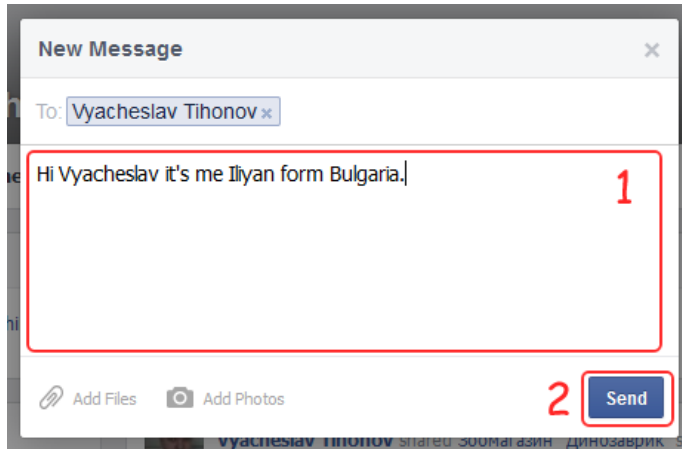


Look at the user profile. If this is the “friend” you are searching for, click the “**Add Friend**” button [1].

If you want to send a message to your friend to remind her/him who you are, then click the “**Message**” button [2].

## 2. Facebook

### 2.5. Search for, add and remove friends



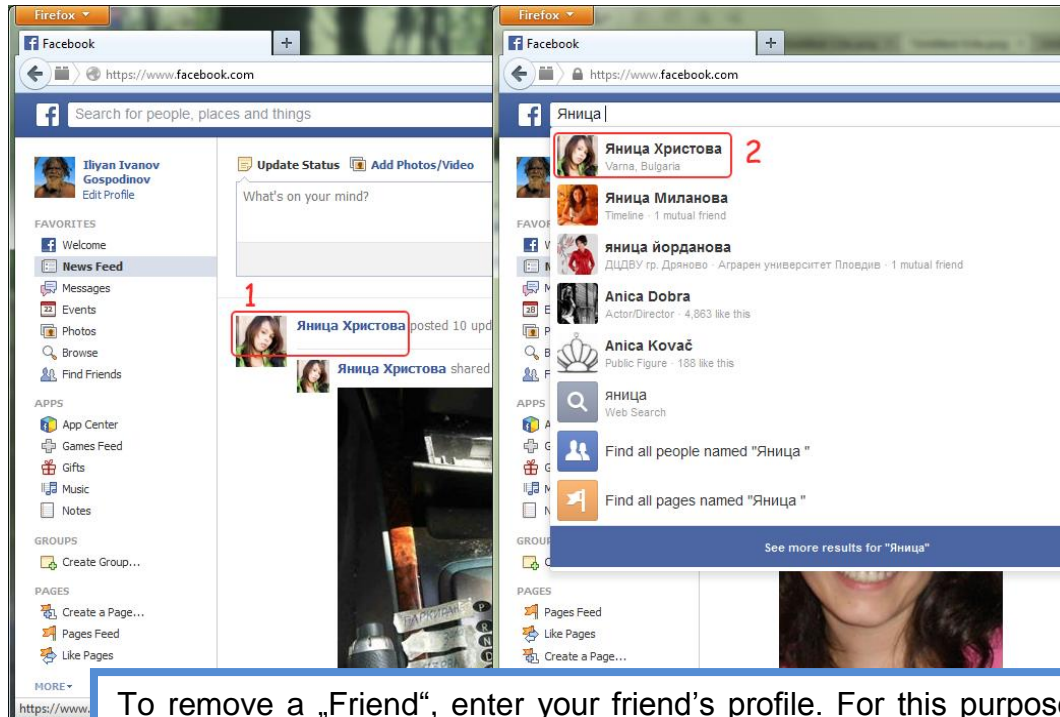
In the „**New Message**“ window there is a text field [1] where you can type in your message. Then click the „**Send**“ button [2].



The click of the „**Add Friend**“ button does not automatically make you friends. You should wait for confirmation on behalf of the other side.

## 2. Facebook

### 2.5. Search for, add and remove friends



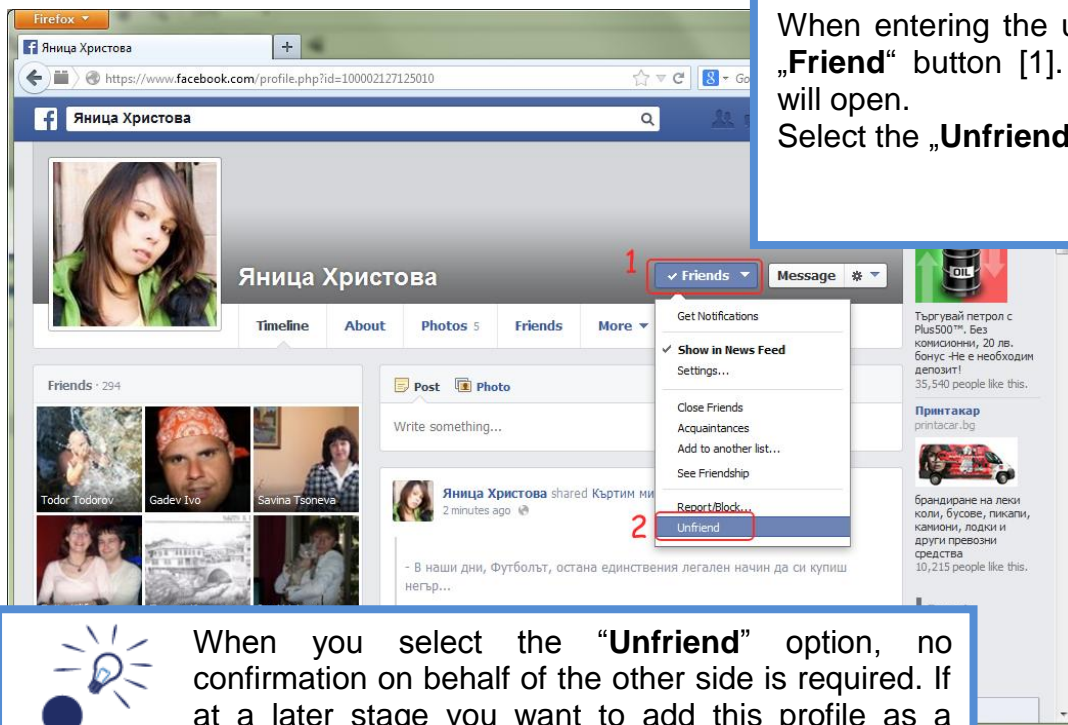
To remove a „Friend“, enter your friend’s profile. For this purpose find a post of hers/his on your wall and click on her/his name or photo [1], or use a search engine [2].

## 2. Facebook

### 2.5. Search for, add and remove friends

When entering the user profile, click the „**Friend**“ button [1]. A drop-down menu will open.

Select the „**Unfriend**“ option [2].



When you select the „**Unfriend**“ option, no confirmation on behalf of the other side is required. If at a later stage you want to add this profile as a “friend”, you should start the “Add Friend” procedure from the very beginning.

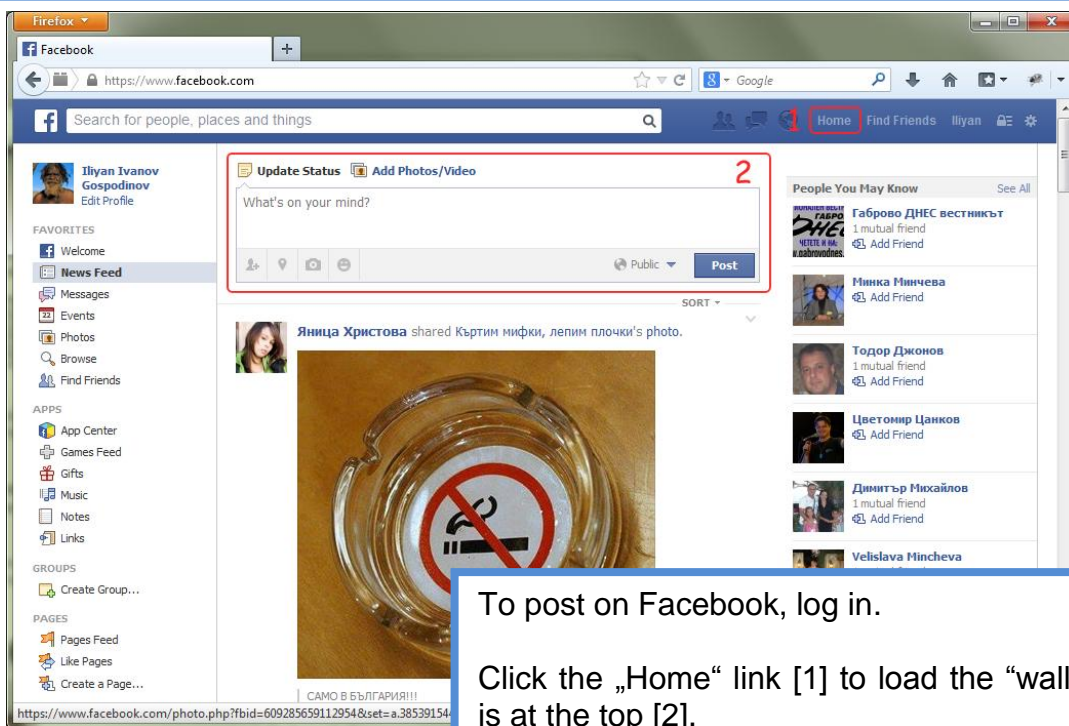


#### **Self-study tasks:**

- 1) Find three friends of yours by using the first method described - going through the list of possible friends. Add them as “friends”.
- 2) Find three friends of yours by using the second method described – the search engine. Add them as “friends”.
- 3) Find as many users from the group you are studying in as possible and add them as “friends”.
- 4) Choose one person from the group you are studying in and remove her/his profile.
- 5) Find the profile of your teacher. Add her/him as a “friend” and send her/him a message containing the number of the friends you have added from the group and the name of the person you have removed.

## 2. Facebook

### 2.6. Post. Delete postings.



To post on Facebook, log in.

Click the „Home“ link [1] to load the “wall”. The posting form is at the top [2].

## 2. Facebook

### 2.6. Post. Delete postings.



Who can see your postings:

- „Public“ – all users;
- „Friends“ – only your friends;
- „Only Me“ – only you.

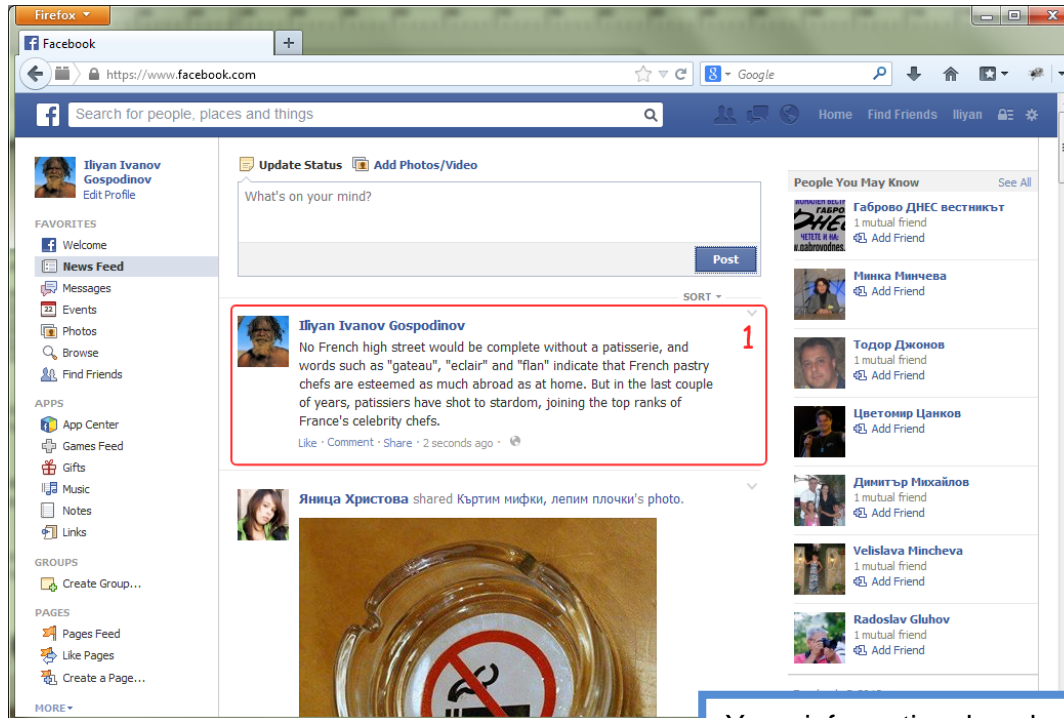
The posting form has the following elements:

1. “Update status” – for posting text;
2. “Add Photos/Videos” – for posting graphic files;
3. A field for writing a message.
4. “Public” – a drop-down menu specifying who can see your postings;
5. A “Post” button.

To post a text, click the „**Update Status**“ link [1]. In the field [3] type in the message you want to post. From the drop-down menu [4] choose who can see your posting. Click the „**Post**“ [5] button.

## 2. Facebook

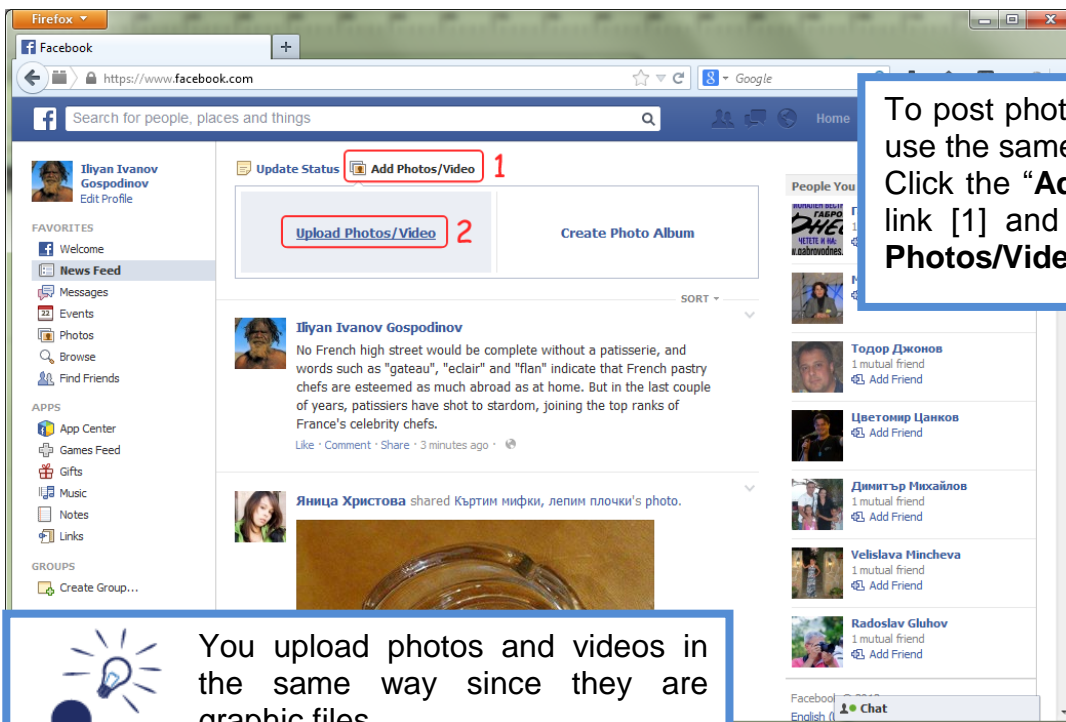
### 2.6. Post. Delete postings.



Your information has been posted [1] and the users you have specified can see it.

## 2. Facebook

### 2.6. Post. Delete postings.

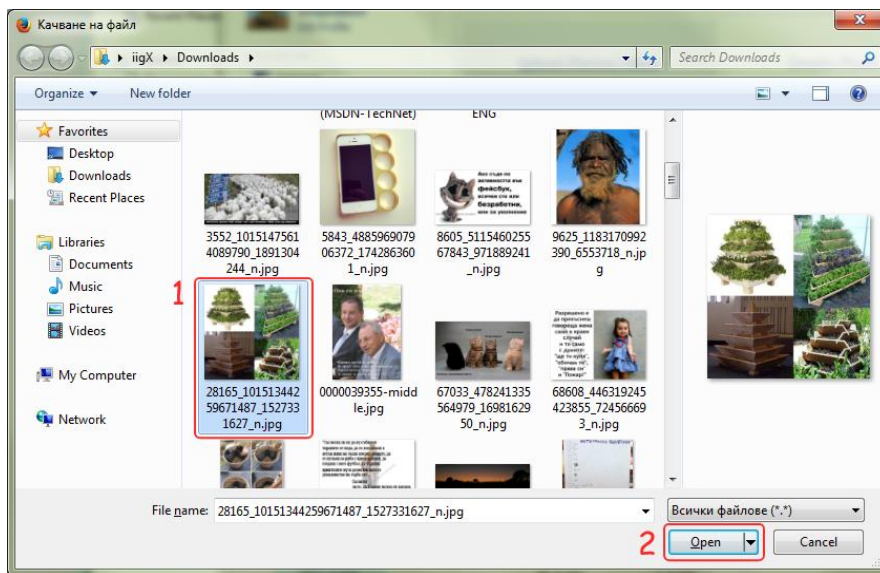


To post photos and videos, you use the same form. Click the “**Add Photos/Videos**” link [1] and then the “**Upload Photos/Videos**” link [2].

You upload photos and videos in the same way since they are graphic files.

## 2. Facebook

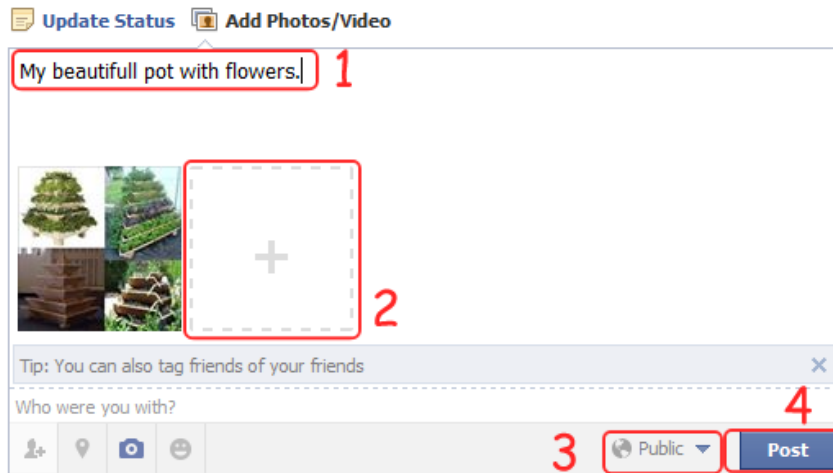
### 2.6. Post. Delete postings.



A window “**Upload File**” will open. Navigate until you reach the folder where the photos you want to post are. Select the photo you want to post [1] and click the „Open“ button [2].

## 2. Facebook

### 2.6. Post. Delete postings.



The screenshot shows the Facebook 'Update Status' interface. At the top, there are links for 'Update Status' and 'Add Photos/Video'. Below these is a text input field containing 'My beautifull pot with flowers.' and a red box with the number '1'. To the left of the text field are three small thumbnail images of potted plants. To the right of these thumbnails is a large dashed red box with a plus sign inside, labeled with a red '2'. Below the text field is a tip: 'Tip: You can also tag friends of your friends'. Below the tip is a section titled 'Who were you with?' with icons for adding friends, location, photo, and video. At the bottom right, there is a red box with the number '3' around the 'Public' dropdown menu and a red box with the number '4' around the 'Post' button.

The selected photo appears in small size in the posting form. In the text field [1] you can type in any additional information related to the photo. You can add more photos to the same posting by clicking on the field [2]. When you are ready to post, do not forget to specify who can see your posting [3]. Then click the **Post** button [4].



In most cases your postings will be public so you can skip step [3]. However, if you post personal information, it is highly recommended to limit the access to it by specifying who can see it.

## 2. Facebook

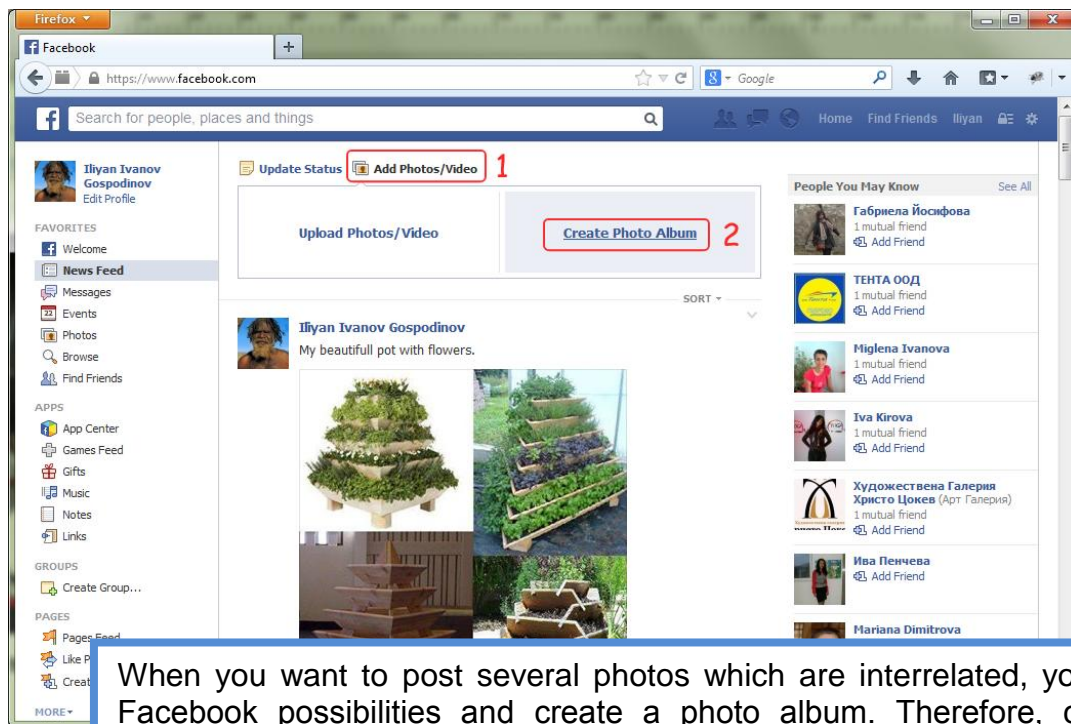
### 2.6. Post. Delete postings.

Your information has been posted [1] and the users you have specified can see it.

The screenshot shows a Facebook web interface in a Firefox browser. The address bar displays <https://www.facebook.com>. The search bar at the top says "Search for people, places and things". The left sidebar contains navigation links: FAVORITES (Welcome, News Feed, Messages, Events, Photos, Browse, Find Friends), APPS (App Center, Games Feed, Gifts, Music, Notes, Links), GROUPS (Create Group...), and PAGES (Pages Feed, Like Pages, Create a Page...). The main content area shows a post by **Iliyan Ivanov Gospodinov** with the text "My beautifull pot with flowers." and a red box around it with a red "1" in the top right corner. The post features four images of a tiered wooden planter box filled with various green plants. Below the images are the options "Like · Comment · Share · a few seconds ago". The right sidebar lists friends: Regent Gabrovo, Стефан Маринов, Velislava Mincheva, Иван Николов, ЦЕНТЪР ЗА ОБЩЕСТВЕНА ПОДДРЪКА, Hristo Burov, and Захарна къща Мина-Елит. The footer shows "Facebook © 2013" and links for "English (US) · Privacy · Terms · Cookies · More".

## 2. Facebook

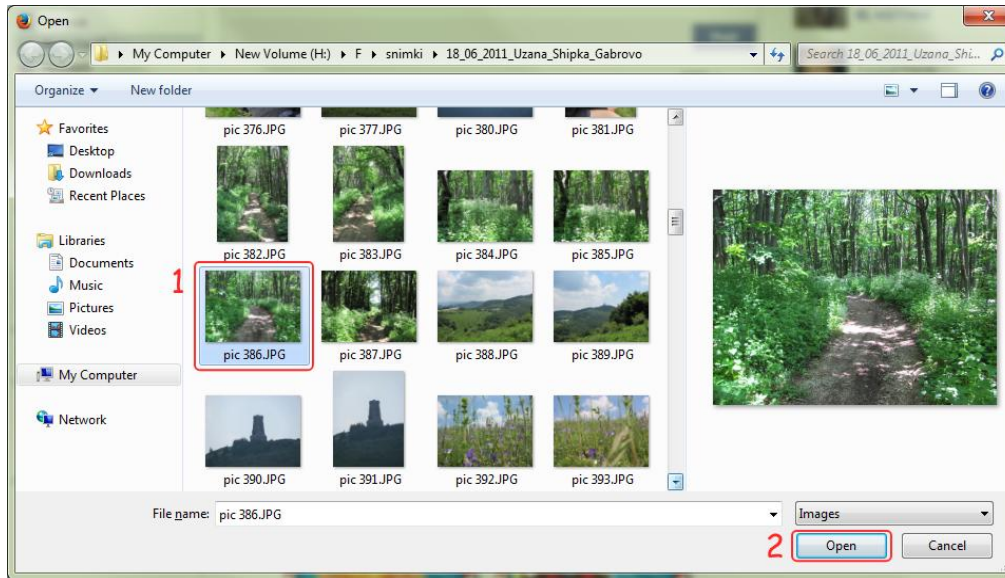
### 2.6. Post. Delete postings.



When you want to post several photos which are interrelated, you can use the Facebook possibilities and create a photo album. Therefore, click the “**Add Photos/Video**” link [1] and then the „**Create Photo Album**“ link [2].

## 2. Facebook

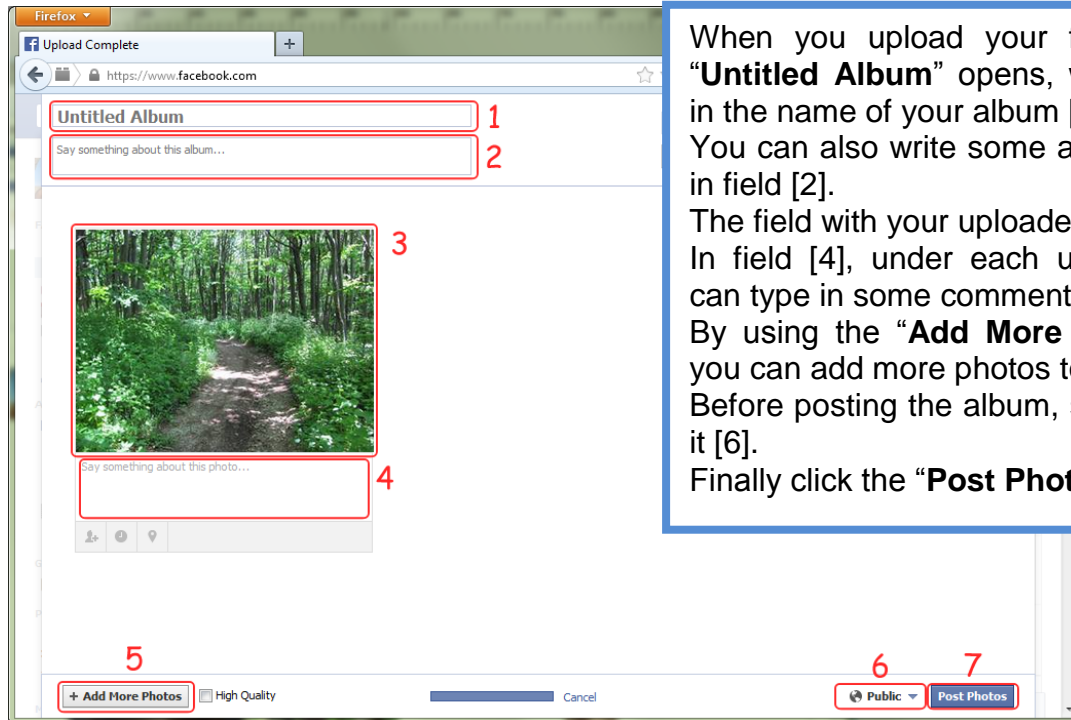
### 2.6. Post. Delete postings.



By clicking the links a window „Upload file“ will open. Navigate until you reach the folder where the photos you want to post are. Select the photo you want to post [1] and click the „Open“ button [2].

## 2. Facebook

### 2.6. Post. Delete postings.



When you upload your first photo, a page “**Untitled Album**” opens, where you can type in the name of your album [1].

You can also write some additional information in field [2].

The field with your uploaded photos is [3].

In field [4], under each uploaded photo, you can type in some comments.

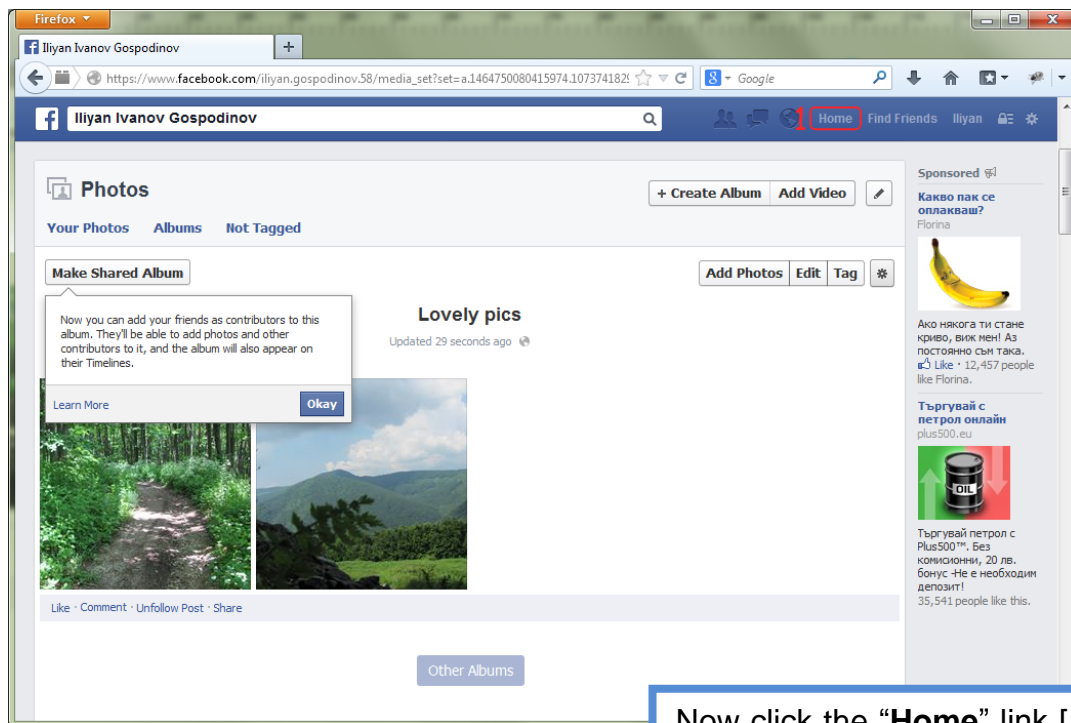
By using the “**Add More Photos**” button [5], you can add more photos to your album.

Before posting the album, specify who can see it [6].

Finally click the “**Post Photos**” button [7].

## 2. Facebook

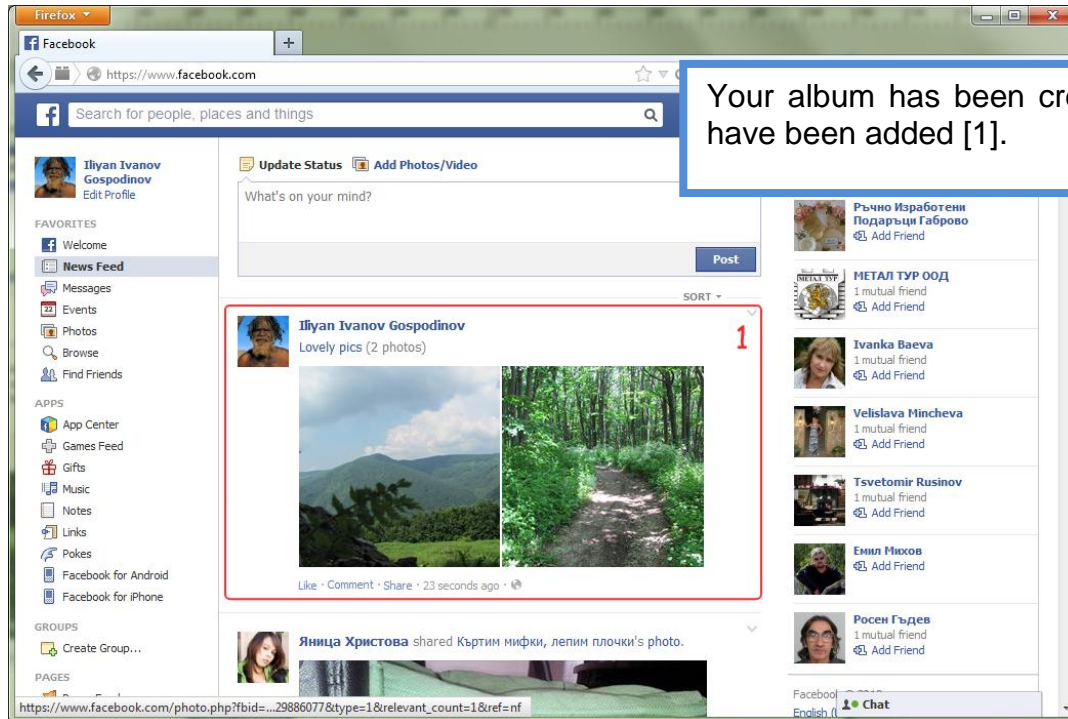
### 2.6. Post. Delete postings.



Now click the “**Home**” link [1] to go back to the “wall”.

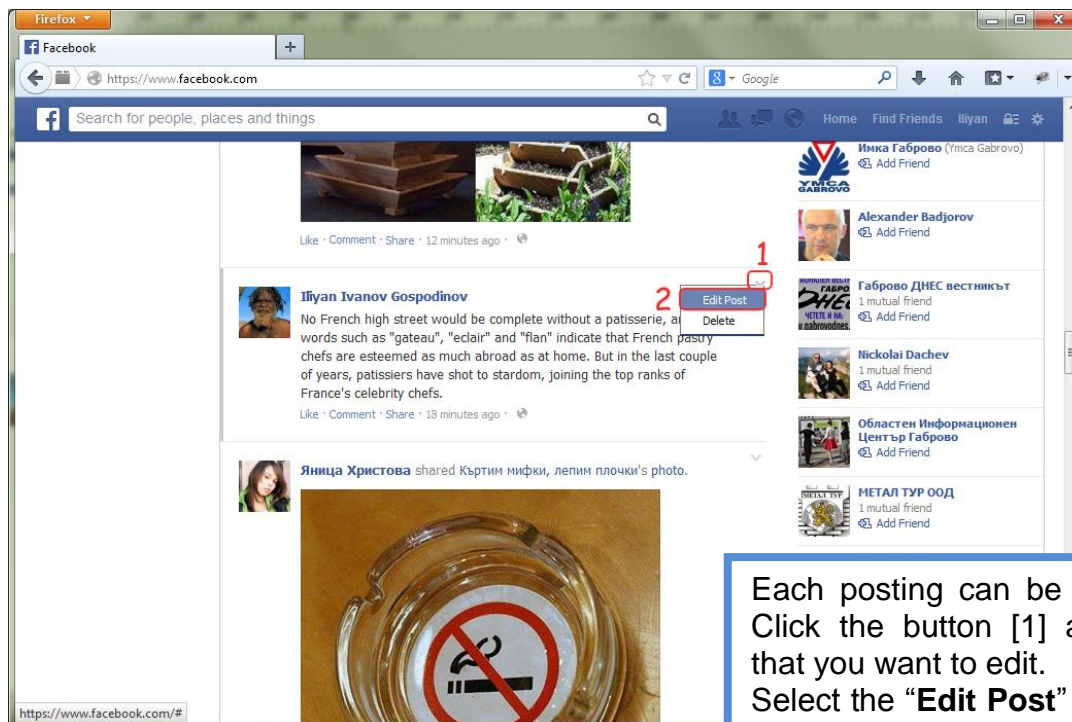
## 2. Facebook

### 2.6. Post. Delete postings.



## 2. Facebook

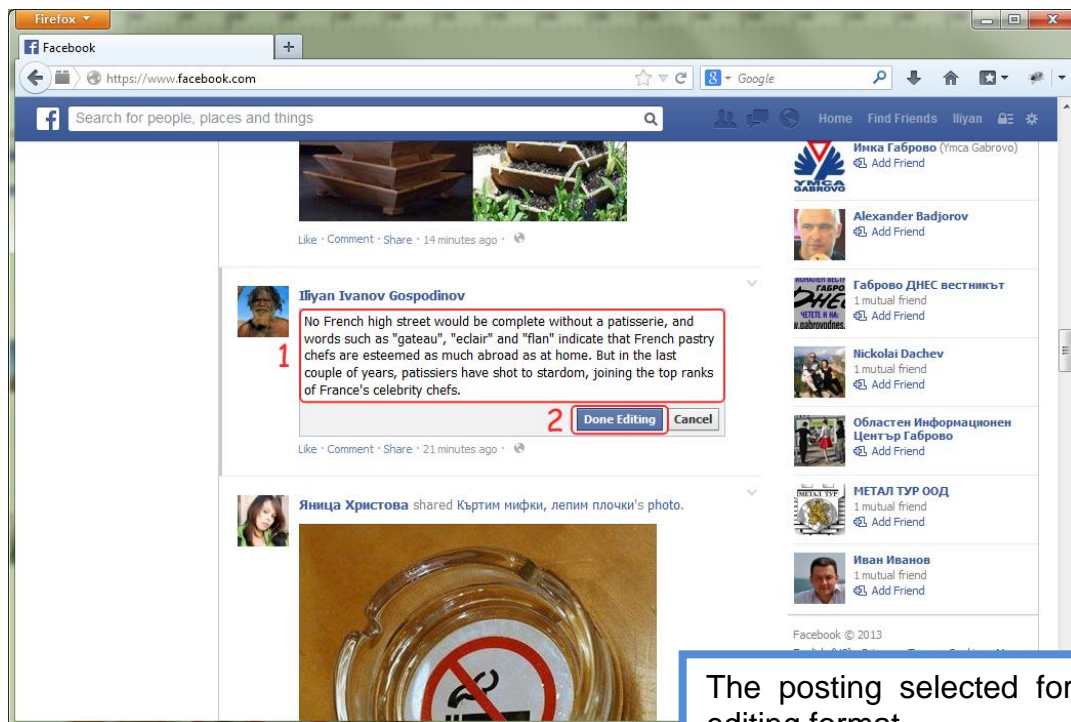
### 2.6. Post. Delete postings.



Each posting can be edited or deleted. Click the button [1] above the posting that you want to edit. Select the **"Edit Post"** option [2] from the drop-down menu.

## 2. Facebook

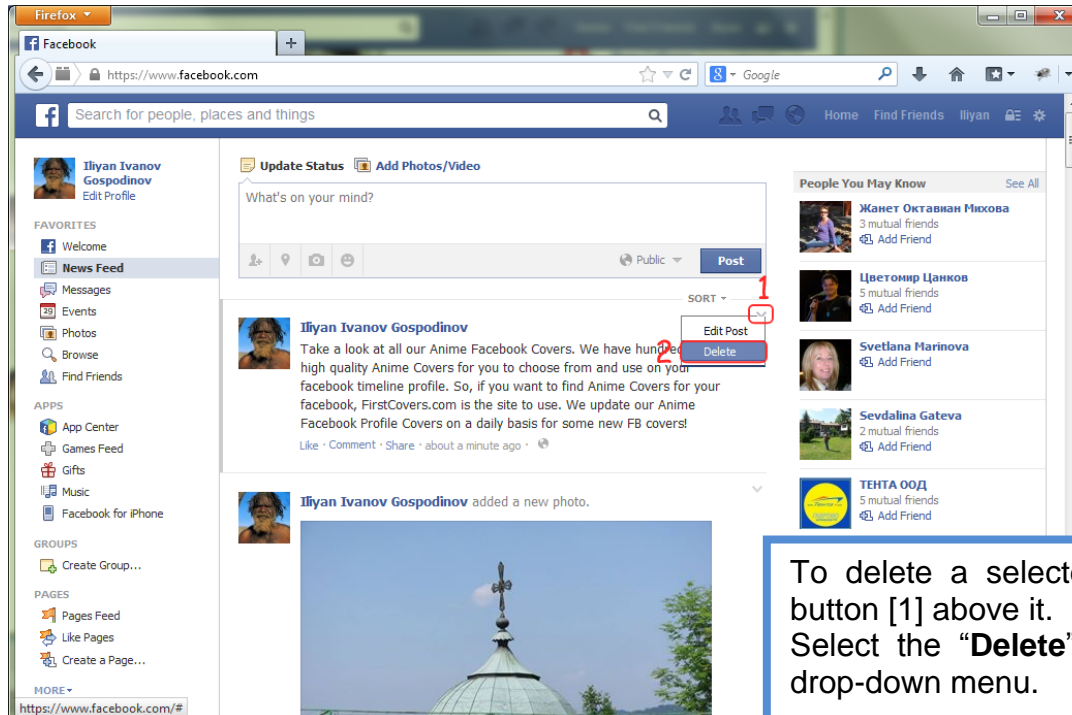
### 2.6. Post. Delete postings.



The posting selected for editing opens in an editing format.  
Edit the text of your posting in the text field [1].  
Then click the „**Done Editing**“ button [2].

## 2. Facebook

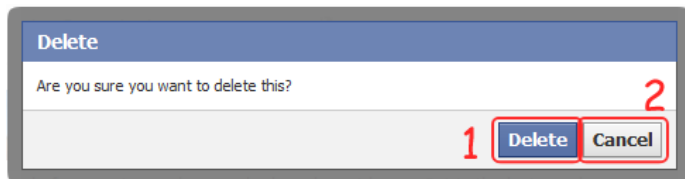
### 2.6. Post. Delete postings.



To delete a selected posting, click the button [1] above it. Select the **"Delete"** option [2] from the drop-down menu.

## 2. Facebook

### 2.6. Post. Delete postings.



Click the “**Delete**” button [1] to confirm deleting or the “**Cancel**” button [2] to cancel deleting and go back to the “wall”.



#### Self-study tasks:

- 1) Post 3 texts that can be seen by all user;
- 2) Post 3 texts that can be seen by your friends only;
- 3) Post 1 photo and a text that can be seen by all user;
- 4) Post 1 photo and a text that can be seen by your friends only;
- 5) Create an album with at least 5 photos;
- 6) Edit at least 1 posting. Add “EDITED” to the text at the top;
- 7) Delete at least 1 posting taking into account that there must be at least 1 posting on the “wall”.

## 2. Facebook

### 2.7. Like, comment and share postings.

Iliyan Ivanov Gospodinov **1**

Bhutan - a land of pristine natural beauty and spectacular scenery - is a dream tourist destination, with its own citizens regarded as among the world's happiest: <http://bbc.in/19RcmPt>

But don't all rush at once, as visits to the country are limited - and international visitors from outside the South Asian region have to pay \$250 (£155) a day in advance. The fee includes accommodation, travel and food. **2**



Like · Comment · Share · about a minute ago · Edited · **3**

Each posting consists of 3 elements:

- the name of the person who posts [1];
- the very posting [2];



- three links related to your response to the posting [3].

The three links “**Like**”, “**Comment**” and “**Share**” are designed to provide the user evaluation of each posting.

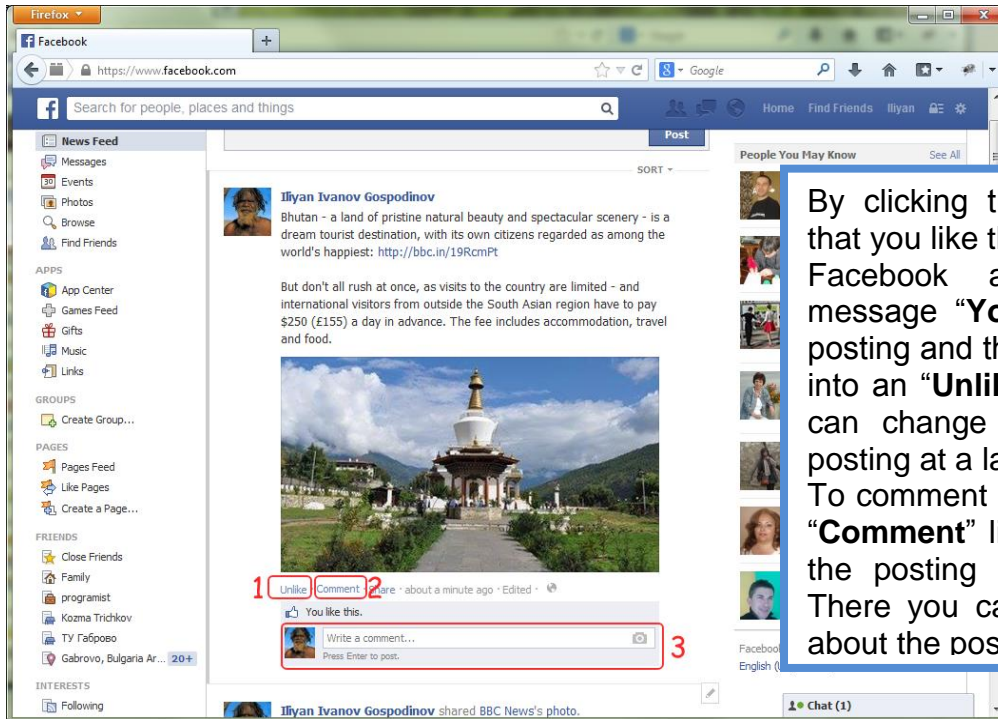
When clicking the “**Like**” link, you express a positive opinion about a given posting. A link to the respective posting appears on the walls of your friends.

When clicking the “**Comment**” link, you can express your opinion in relation to the respective posting.

When clicking the “**Share**” link, a copy of the respective posting is added to your wall so that all your friends can see it.

## 2. Facebook

### 2.7. Like, comment and share postings.



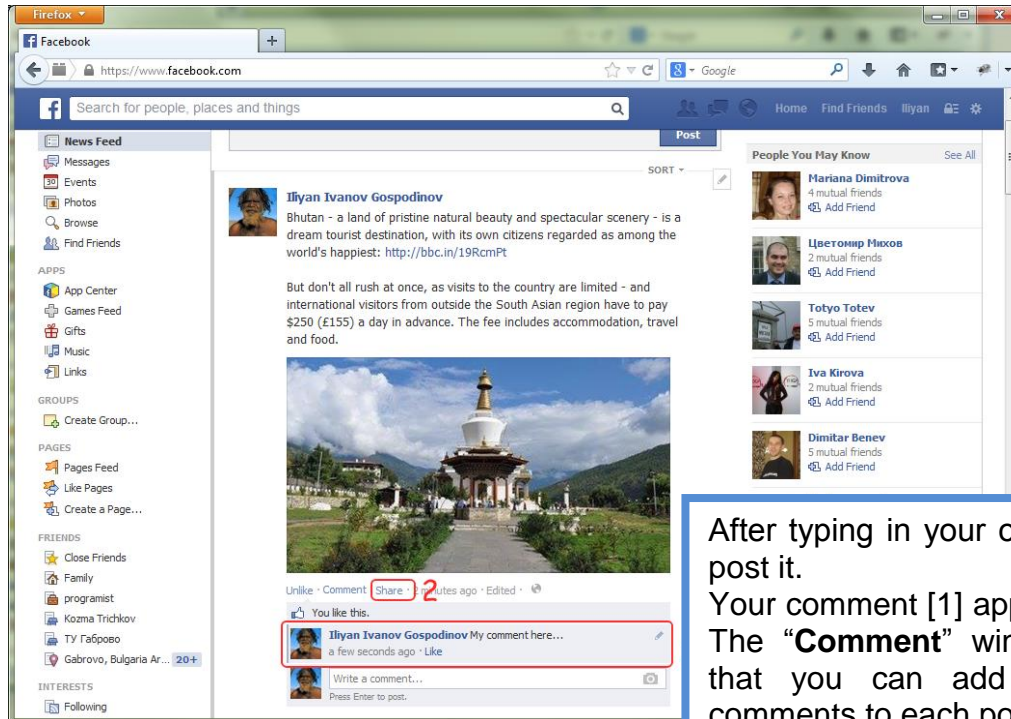
By clicking the “**Like**” link you say that you like the posting [1].

Facebook automatically adds a message “**You like this**” under the posting and the “**Like**” link is changed into an “**Unlike**” link. In this way you can change your response to the posting at a later stage.

To comment a given posting, use the “**Comment**” link [2]. At the bottom of the posting a text field opens [3]. There you can type in your opinion about the posting.

## 2. Facebook

### 2.7. Like, comment and share postings.



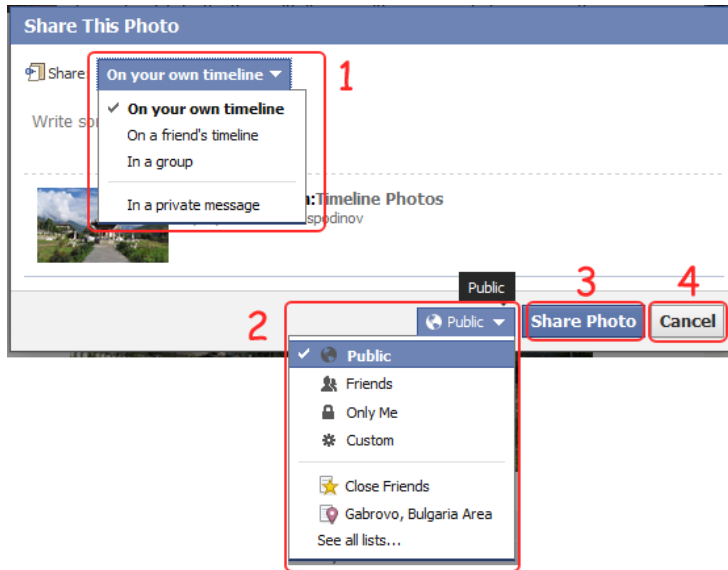
After typing in your opinion, press “**Enter**” to post it.

Your comment [1] appears under the posting. The “**Comment**” window remains open so that you can add unlimited number of comments to each posting.

To share a posting, click the “**Share**” link [2].

## 2. Facebook

### 2.7. Like, comment and share postings.



To share a posting, choose where you want to post the shared posting [1].

- \* On your own timeline;
- \* On a friend's timeline;
- \* In a group;
- \* In a private message.

You can add some text to the shared posting.

You should specify who can see the shared posting [2]. Then click the **"Share"** button [3].

If at a given step you decide not to share the respective posting, use the **"Cancel"** button. [4].



Depending on the type of the shared posting – a photo, a text or a link to an external web site, the **"Share"** button [3] can change. For example, **"Share Photo"** if you share a photo.

## 2. Facebook

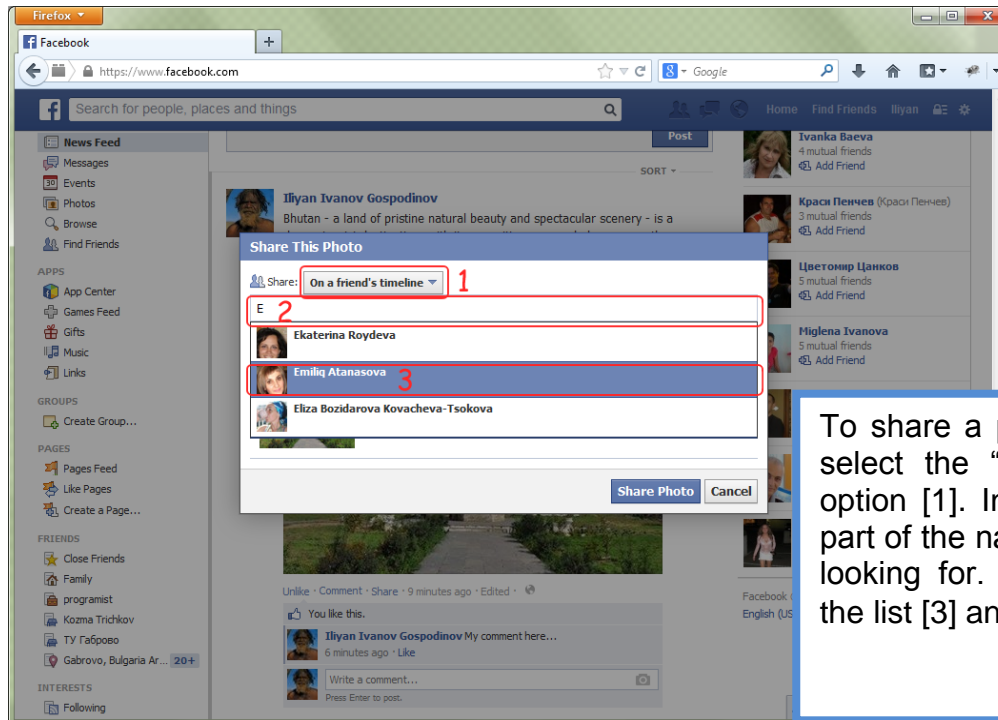
### 2.7. Like, comment and share postings.

#### Success

This was successfully posted to your timeline.

1

If you have shared the posting successfully, the system let you know by publishing an appropriate message [1].



To share a posting on a friend's wall, select the **"On a friend's timeline"** option [1]. In the text field [2] type in part of the name of the "friend" you are looking for. Choose the "friend" from the list [3] and click the **"Share"** button.

## 2. Facebook

### 2.7. Like, comment and share postings.



As active users of Facebook, you are expected to express your opinion about the postings on your wall (no matter whether they are yours or your friends'), to like and share postings. In this way information will be spread faster and will reach more people. However, you should be careful and balanced. Otherwise you may bother and annoy your friends.



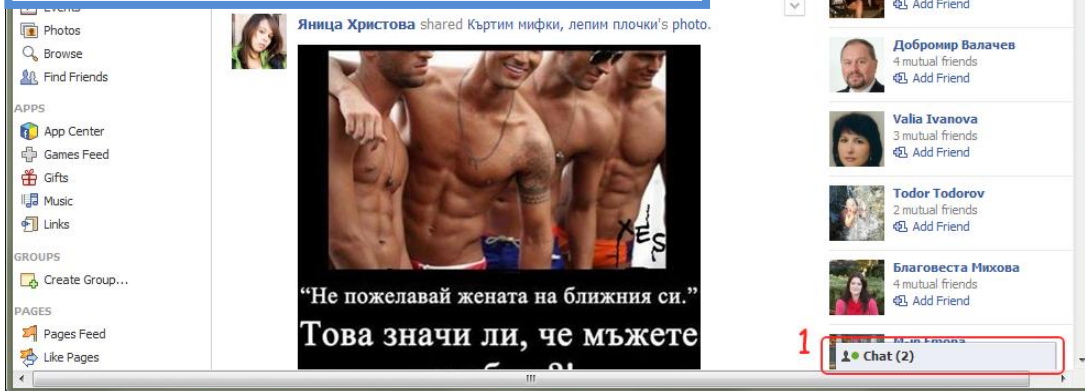
#### **Self-study tasks:**

- 1) Visit the walls of three friends of yours and like at least 1 posting of each friend.
- 2) Find and like 3 postings on your wall, posted by other people.
- 3) Find and share 3 postings on your wall.
- 4) Find and share 3 postings on your friends' walls.
- 5) Find and share at least 1 posting on the wall of your teacher.
- 6) Visit the wall of your teacher and comment at least 1 of the postings shared by the other participants in the training.
- 7) Visit the wall of your teacher and like the postings shared by all participants in the training.

## 2. Facebook

## 2.8. Chat.

There are two ways of chatting.  
The first is simple, fast and unengaging. The users can perform other activities while chatting.  
The second is a powerful and convenient tool with more features. However, it requires the attention of the users and the latter cannot perform other activities while chatting.



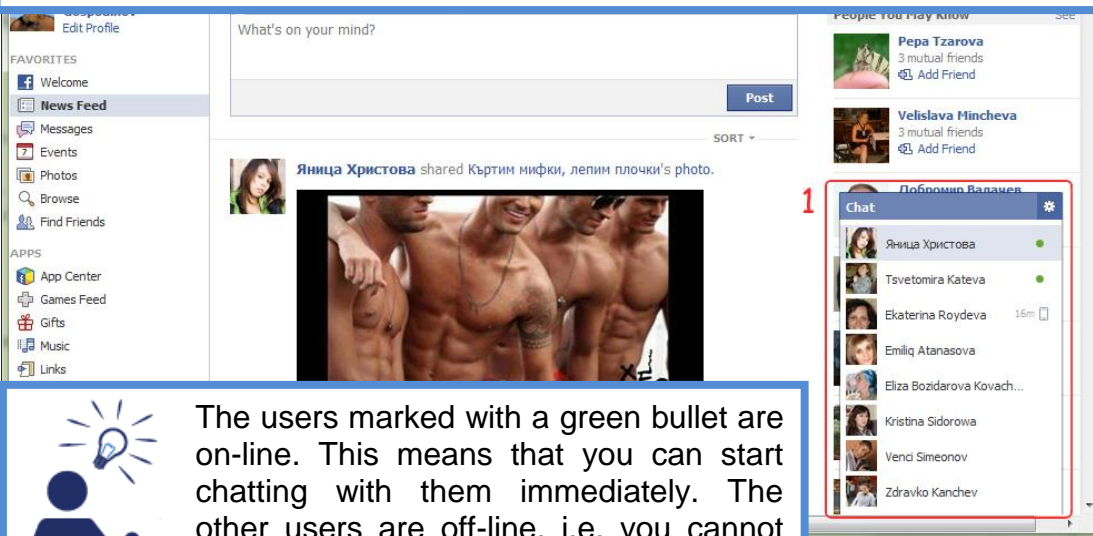
Click the „Chat“ link [1] at the bottom on the right.

## 2. Facebook

### 2.8. Chat.

In the chat window that opens [1] you see the users (your friends) you can chat with. The green bullets against the names of the users show that the latter are on-line (in this case user 1 and 2). The third user (3) got off-line 16 minutes ago. The other users have not used the chat for the last 60 minutes.

Click on the name of the user you want to chat with.



The users marked with a green bullet are on-line. This means that you can start chatting with them immediately. The other users are off-line, i.e. you cannot chat with them and they will receive your message when they get on-line.

## 2. Facebook

## 2.8. Chat.

When you click on the name of the user you want to chat with, a chat window opens. It has the following features:

- A field for typing in your message [1];
- A field where you can see the chronology of your chat [2];
- A button to add more friends to the chat [3];
- A button for video calling [4];
- A button for additional settings of chat tools [5];
- A button for closing the chat with this "friend" [6];



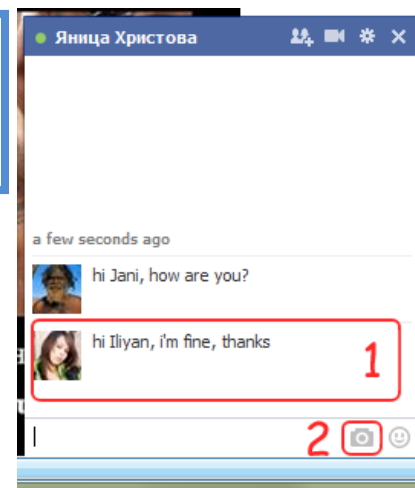
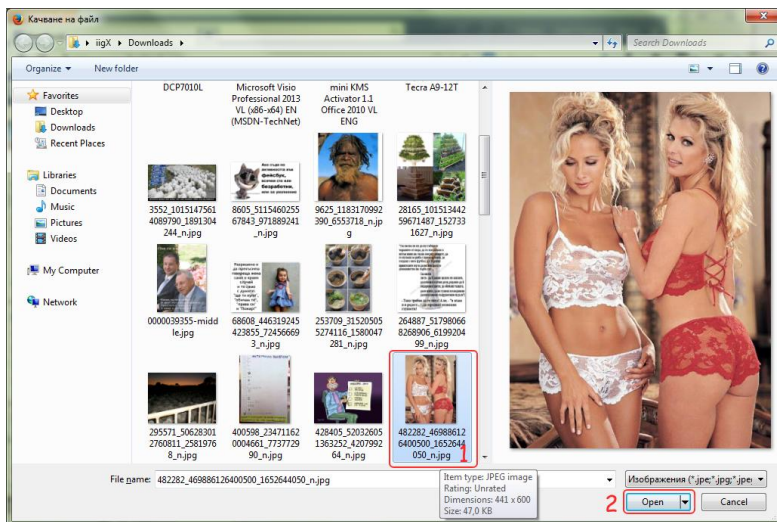
Type in your message in field [1] and press “**Enter**”. Your message has been sent to the user and it is moved to the window [2].

## 2. Facebook

## 2.8. Chat.

The answers of your “friend” are visualized in the field of chat chronology [1].

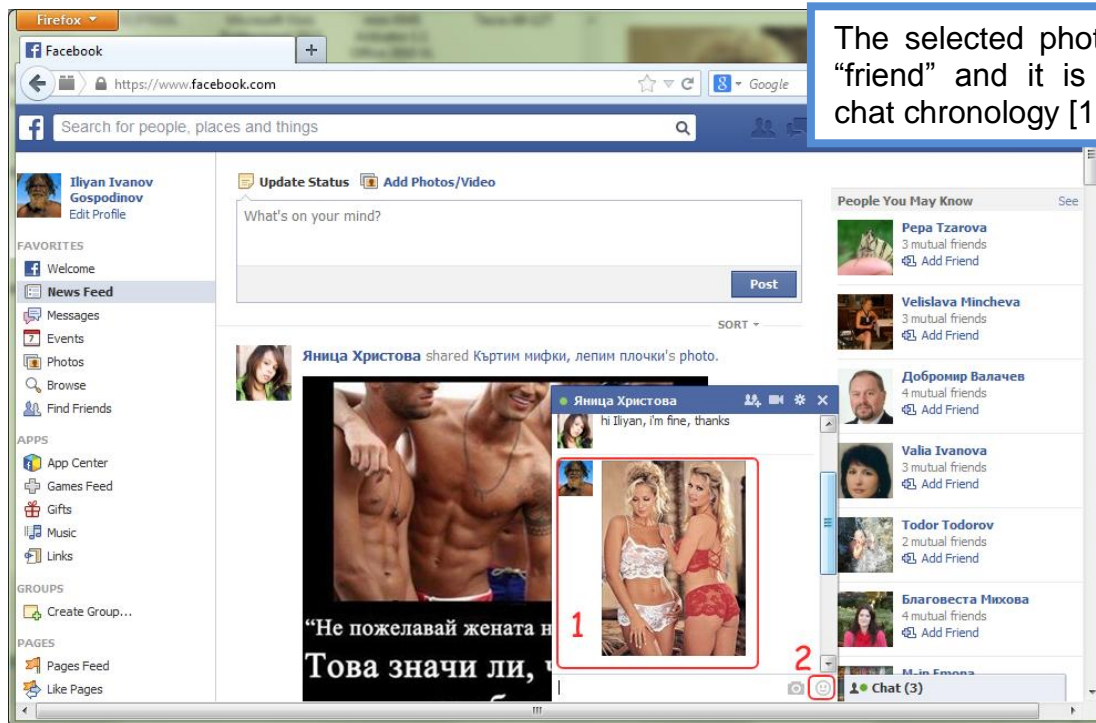
Along with sharing messages you can use photos and emoticons when chatting. To add a photo, click the “**camera**” button [2].



To select a photo, navigate to the folder where the photo you want to send is. Select the photo [1] and click the „Open“ button [2].

## 2. Facebook

### 2.8. Chat.



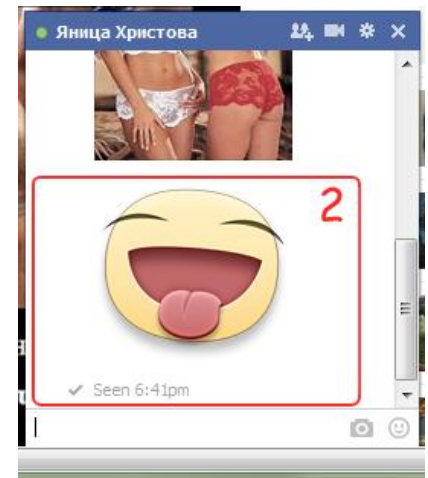
## 2. Facebook

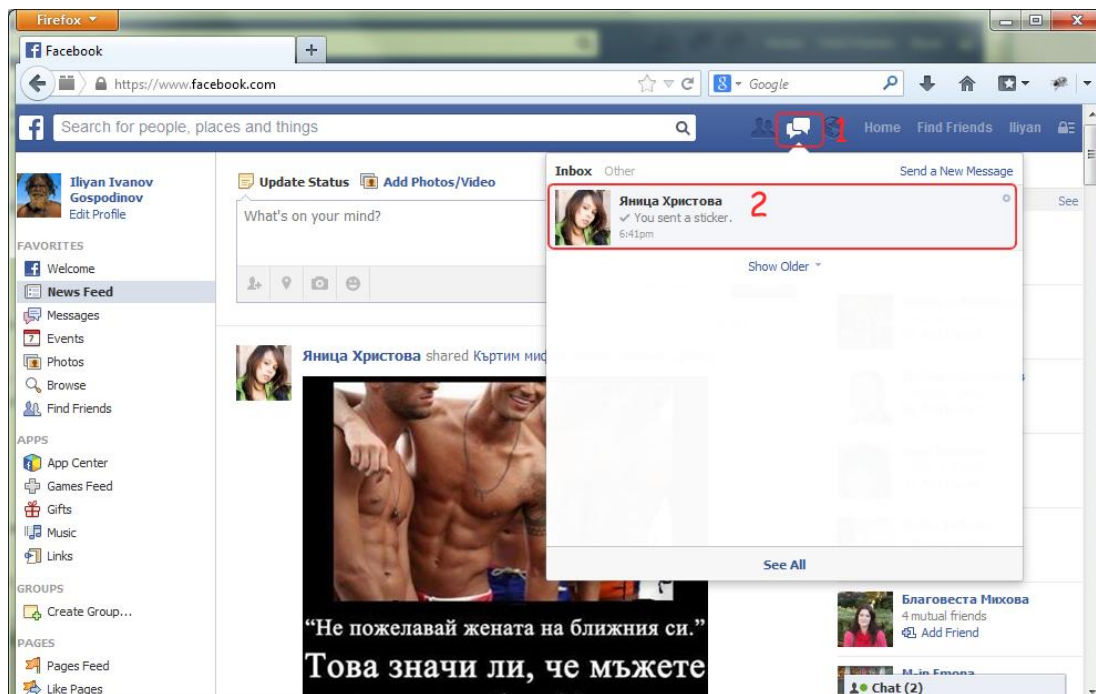
### 2.8. Chat.



Select an emoticon from the list [1] and click on it.

The selected emoticon is sent to your "friend" and it is visualized in the chat chronology [2].

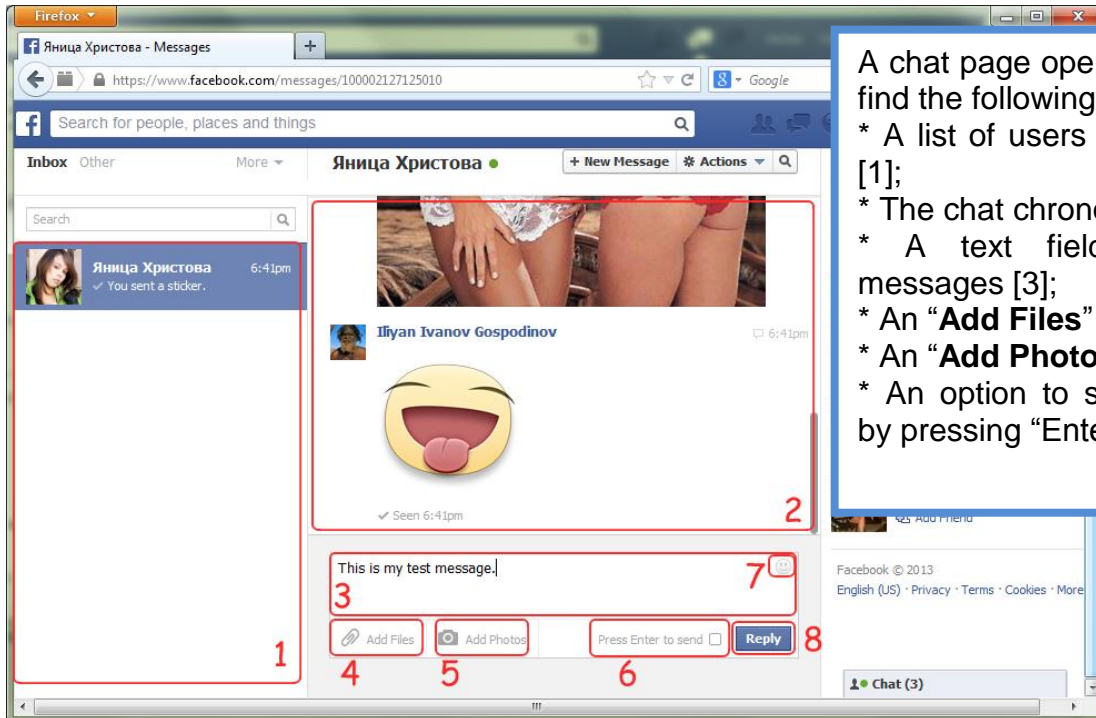




To use the second method of chatting, click the „**chat**“ button [1]. Choose the user you want to chat with from the drop-down menu [2].

## 2. Facebook

### 2.8. Chat.



A chat page opens, where you can find the following features:

- \* A list of users you can chat with [1];
- \* The chat chronology so far [2];
- \* A text field for typing in messages [3];
- \* An “**Add Files**” button [4];
- \* An “**Add Photos**” button [5];
- \* An option to send the message by pressing “Enter” [6] (fast chat).

- \* An “**emoticon**” button [7] to add emoticons to the chat;
- \* A “**Reply**” button to send messages.



The chat tool connects you immediately with all your “friends” that are on-line. Fast communication can save your time and efforts. If you use a microphone and a camera, it can provide an audio and video connection, which can save your money.



### **Self-study tasks:**

- 1) Chat with at least 3 friends of yours by using the first method. During the chat session do the following:
  - \* share messages;
  - \* add a photo;
  - \* add an emoticon
- 2) Leave an off-line message to your teacher;
- 3) Open the chat page (by using the second method) and do the following:
  - \* continue the chat session with the users that you have already shared messages with;
  - \* use the “**Add Files**” button to send a file to the user you are chatting with;
  - \* accept a file from the user you are chatting with.

## 3. Skype

### 3.1. Introduction



- Skype is free of charge
- Videocalls – talk and see your conversation partner
- Send and receive messages
- Send and receive video messages

You can use **Skype** with:

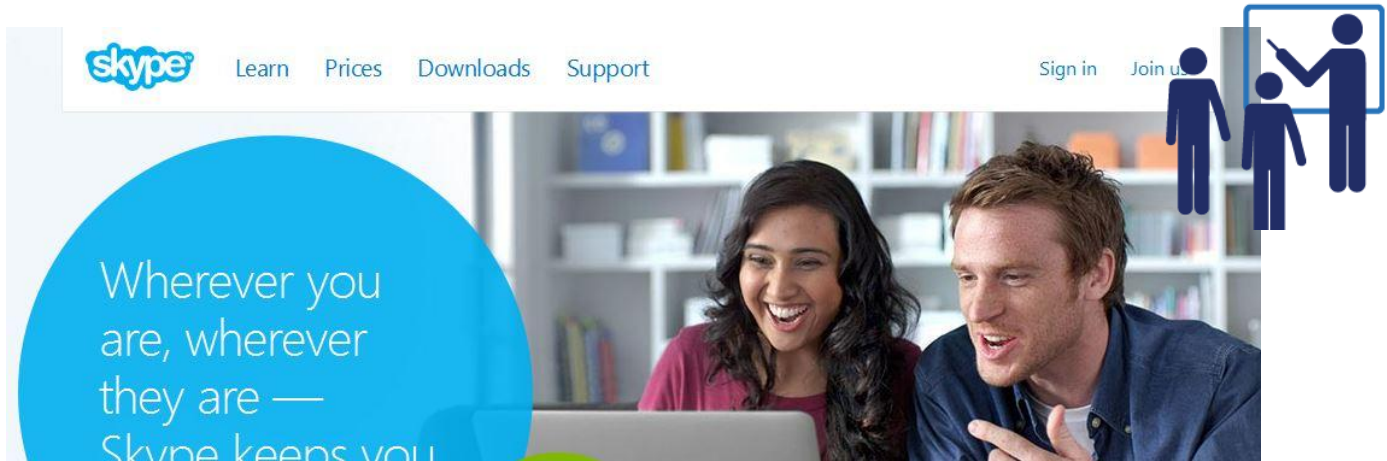
- PC with Webcam and Headset
- Laptop with integrated camera, speakers and micro
- Tablets
- TV (depends on configuration)
- Smartphones, Mobiles, Telephones

In the Skype Learningmodule, the lectures are separated in:

- 3.2. Installation
- 3.3. Account
- 3.4. Contacts: Find Skype conversation-partners
- 3.5. Use Skype for calling
- 3.6. More about calls via Skype

## 3. Skype

### 3.2. Install Skype



Goal: Use Skype-programme on your own PC

- Download of Skype free of charge
- Enter in browser: [www.skype.com](http://www.skype.com)

## 3. Skype

### 3.2. Install Skype



#### 1st step: Download Skype

Visit Skype.com and chose Downloads in the menu bar. Follow instructions.

### 3. Skype

### 3.2. Install Skype



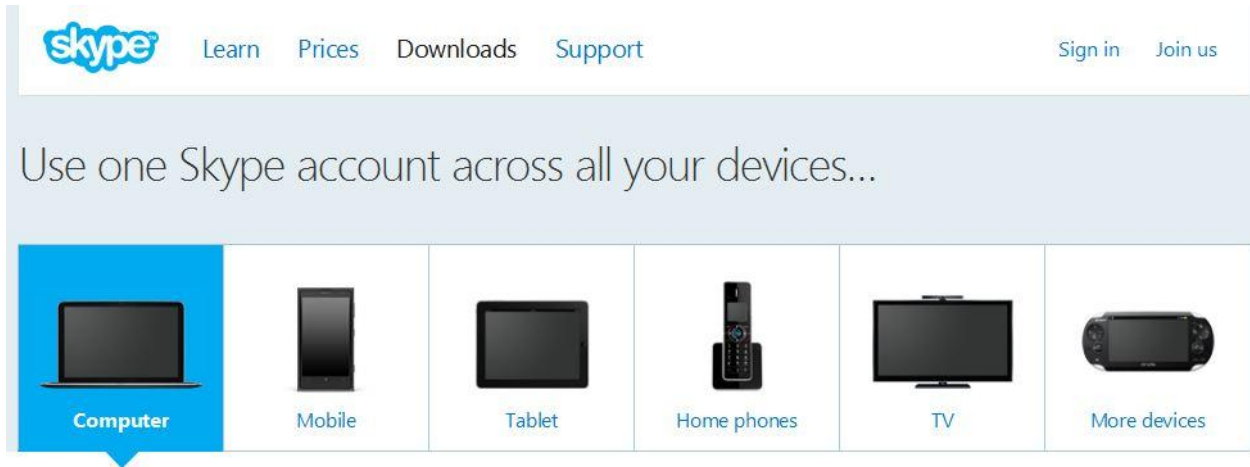
#### 2nd step: Choose language

You can choose the language of the instructions

You find the choosing window at the end of the Skype websites.

## 3. Skype

### 3.2. Install Skype



#### 3rd step: Choose equipment

Where do you want to install your Skype account?

- PC, mobile phone, tablet, tv etc.

## 3. Skype

### 3.2. Install Skype

Get Skype for Windows desktop ↓

[System requirements](#)

\*A fair usage policy applies.

Still need help? [Visit support for more information](#)

or choose another version



Windows 8

We've reimagined Skype. Never miss a moment with the people that matter to you most.

[Learn about Skype for Windows 8](#)



Mac

Send messages, call to say hello and share what's happening with video on your Mac.

[Learn about Skype for Mac](#)



Linux

Try out the latest version of Skype for Linux and multitask like never before.

[Learn about Skype for Linux](#)

#### 4th step: System requirements

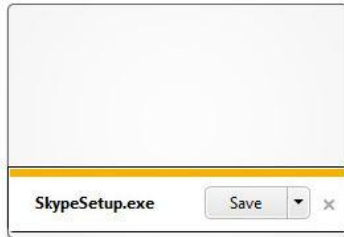
Which system software do you have?

- Windows 7
- Windows 8 or Mac or Linux

## 3. Skype

### 3.2. Install Skype

#### Setup Skype for Windows



##### Step 1

Save the Skype Setup Application to your computer.



##### Step 2

Find and double click the Skype Setup file then follow the simple steps to complete the installation.



##### Step 3

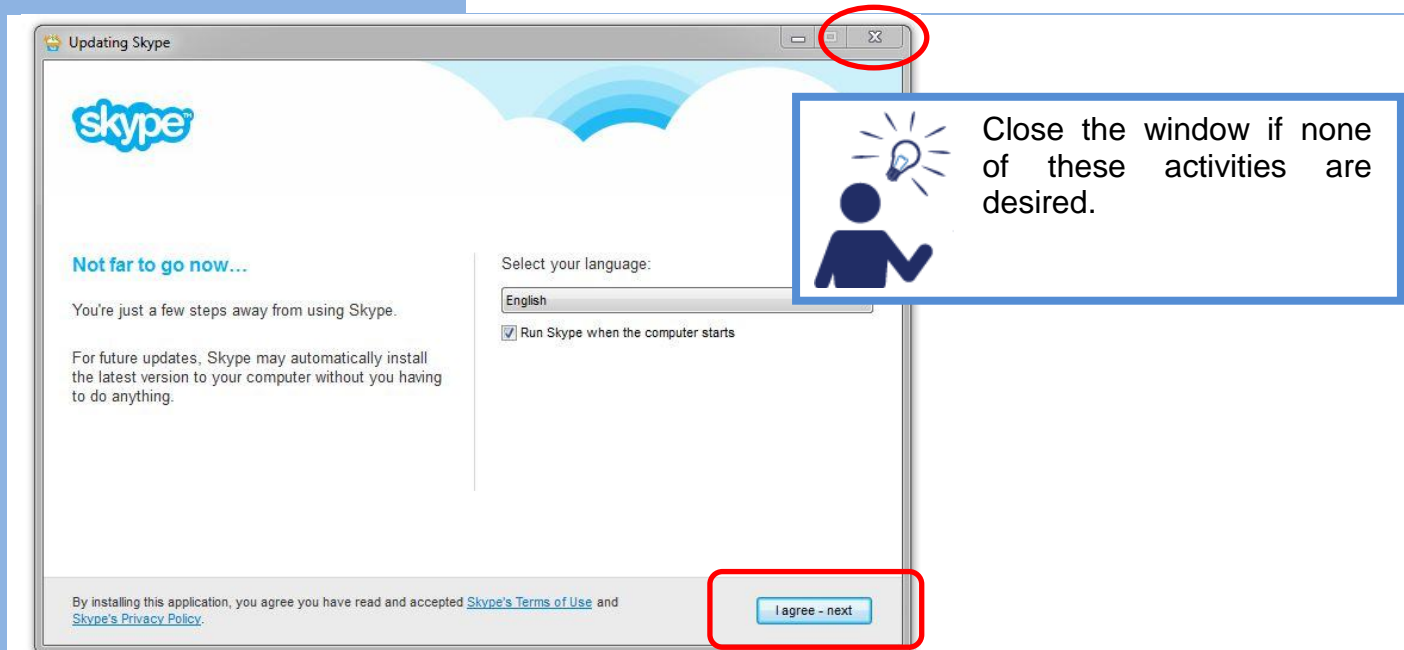
Launch the Skype application and sign in with your Skype Name and password.

#### 5th step: Installation

- Follow the instructions step by step.

### 3. Skype

#### 3.2. Install Skype

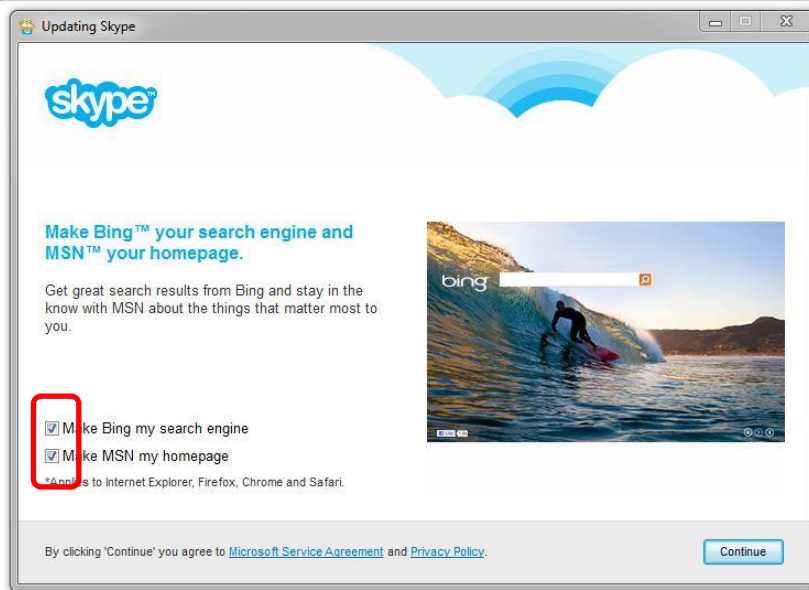


#### Questions during Installation

- Activating the „Agree“ button, your version of Skype will be updated automatically.
- Again the language of Skype can be chosen.
- You can decide if Skype starts automatically when Windows is started. You're available then without explicitly start Skype.

### 3. Skype

### 3.2. Install Skype



#### Questions during Installation

- Following presets Bing is set up as search engine, MSN as homepage.
- If this is not desired, remove the check marks in front of the continue button.

## 3. Skype

### 3.2. Install Skype

Sign in

Create an account

Skype Name


[Forgotten your Skype Name?](#)

Password


[Forgotten your password?](#)


Sign me in


Alternatively, sign in with


 Microsoft account


A Messenger, Hotmail or Outlook.com account.

 Facebook

 Do more. Get more.  
Save more.


 Call landlines and  
mobiles from Skype.

 Answer phone calls  
on Skype with a  
Skype Number.

 Let friends leave  
voice messages when  
you're busy.

#### Result of the Installation

- You successfully installed the Skype programme.
- The log-in screen appears.
- You can enter your Skype-name and password.

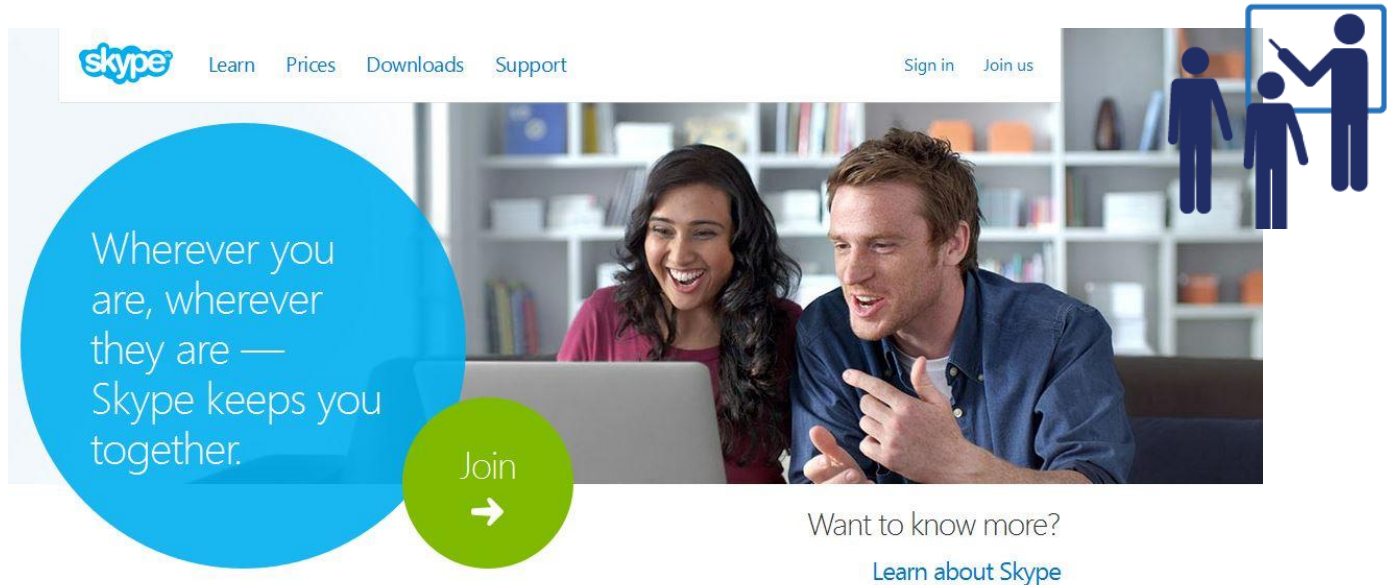
The logo features a blue computer monitor with the text '@Learn' in a stylized font on its screen.

#### Self-study tasks:

- 1) Install skype at home on your computer

## 3. Skype

### 3.3. Generate Skype-Account

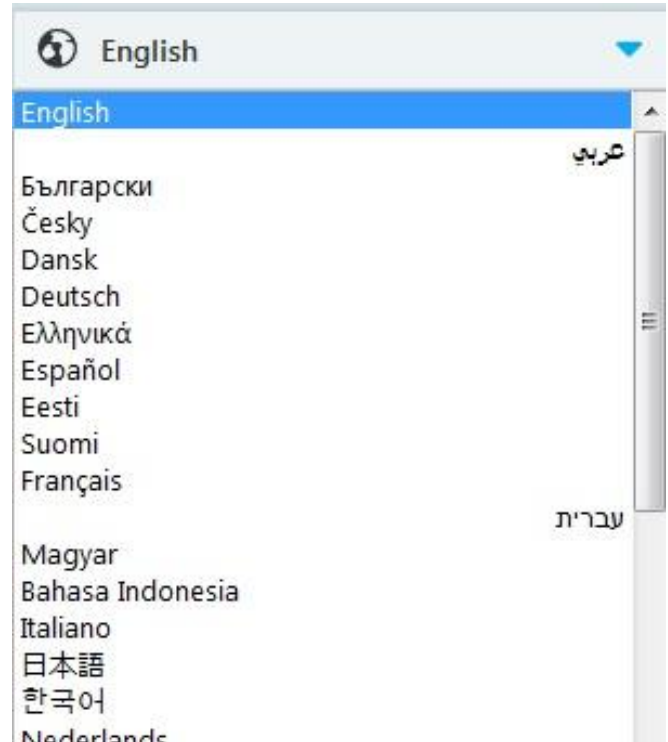
The image shows the Skype homepage banner. At the top, there is a navigation bar with the Skype logo, links for 'Learn', 'Prices', 'Downloads', and 'Support', and buttons for 'Sign in' and 'Join us'. The main visual is a photograph of a smiling man and woman looking at a laptop. Overlaid on the left is a large blue circle containing the text 'Wherever you are, wherever they are — Skype keeps you together.' Below this is a green circle with the word 'Join' and a right-pointing arrow. In the top right corner, there is a blue icon of three stylized figures, with one figure pointing at a screen, enclosed in a blue rectangular box. Below the main image, the text 'Want to know more?' is followed by a blue link 'Learn about Skype'.

Aim: To sign up in Skype and choose a Skype name.

- [www.skype.com](http://www.skype.com)

### 3. Skype

#### 3.3. Generate Skype-Account

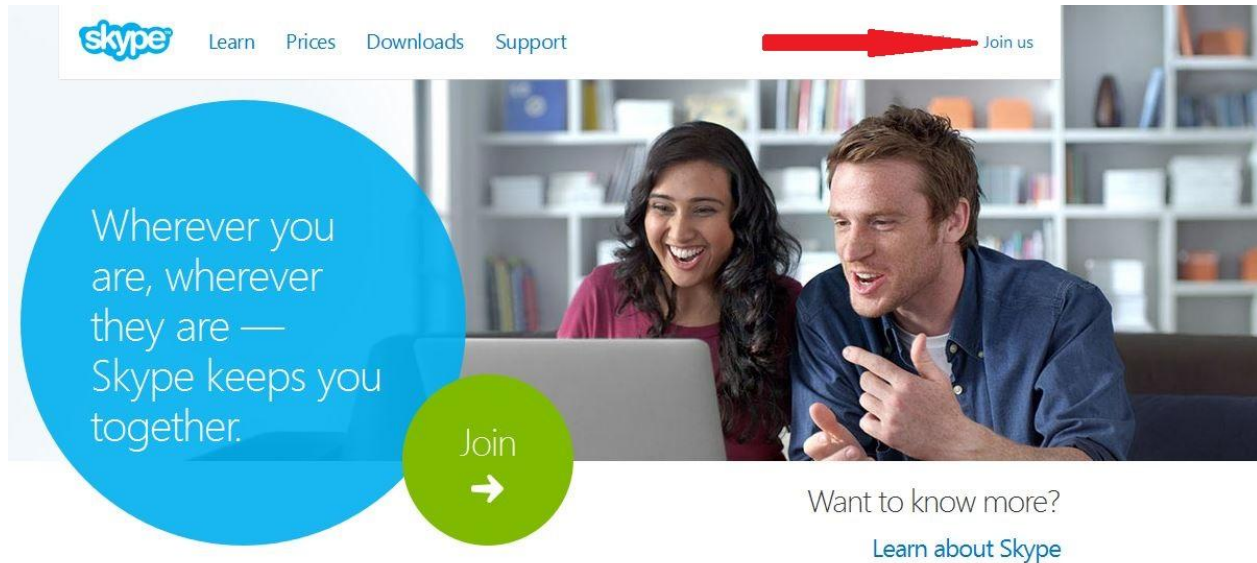


#### 1st step: Choose language

- You can choose the language of the instructions.
- You find the choosing window at the end of the Skype websites.

## 3. Skype

### 3.3. Generate Skype-Account



#### 2nd step: Register on Skype

The red arrow shows where to start the registration.

## 3. Skype

### 3.3. Generate Skype-Account

First name\*  
Johanna

Last name\*  
Schiller

Your email address\*  
schiller@zawiw-ulm.de

Repeat email\*  
schiller@zawiw-ulm.de

Note: no-one can see your email address.

#### Profile information

Note: anyone on Skype can see your profile information.

Birthday  
Day  Month  Year

Gender

Country/Region\*

City

Language\*

#### 3rd step: Profile Information

You have to fill in the marked spaces.

- Name and last name
- E-Mail address
- Country
- Language

## 3. Skype

### 3.3. Generate Skype-Account

Inform me about new products, features, and special offers. When you sign up for SMS notifications, our first SMS will allow you to get Skype on your mobile (where applicable, your operator may charge you for receiving SMS messages).

☐ By SMS

☒ By email



Can't read the text in the box?



Refresh



Listen



Help

Type the text above here\*

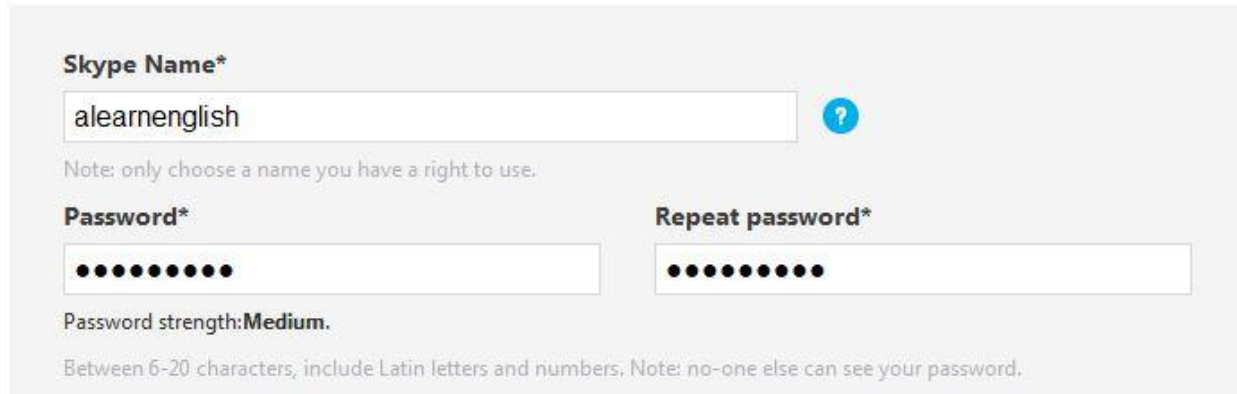
3283458

#### 4th step: Insert Code

The Code has to be entered to grant access

## 3. Skype

### 3.3. Generate Skype-Account



The screenshot shows the Skype account creation interface. It features a light gray background with white input fields. The 'Skype Name\*' field contains the text 'alearnenglish' and has a blue circular help icon to its right. Below this field is a note: 'Note: only choose a name you have a right to use.' The 'Password\*' and 'Repeat password\*' fields are shown with black dots representing masked characters. Below the password fields, the text 'Password strength: Medium.' is displayed. At the bottom, a note states: 'Between 6-20 characters, include Latin letters and numbers. Note: no-one else can see your password.'

**Skype Name\***

alearnenglish ?

Note: only choose a name you have a right to use.

**Password\***

●●●●●●●●

**Repeat password\***

●●●●●●●●

Password strength: **Medium.**

Between 6-20 characters, include Latin letters and numbers. Note: no-one else can see your password.

#### 5th Name: Choose Skype Name

Insert Skype name ( no spaces or special characters)

Insert password (2x) (level of security is checked)

## 3. Skype

### 3.3. Generate Skype-Account

Yes, I have read and I accept the [Skype Terms of Use](#) and the [Skype Privacy Statement](#)

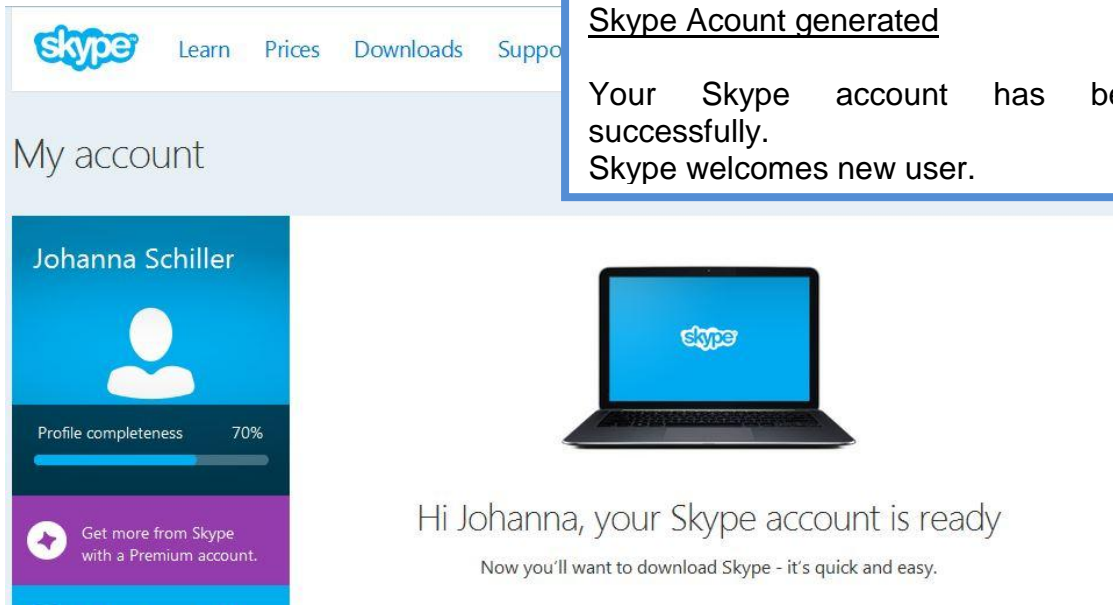
I agree - Continue

#### 6th step: Confirm input

Click „accept“ (accept General Terms and Conditions)  
Your Skype name is checked simultaneously

## 3. Skype

### 3.3. Generate Skype-Account



The screenshot shows the Skype website's account generation page. At the top, there is a navigation bar with the Skype logo and links for 'Learn', 'Prices', 'Downloads', and 'Support'. Below this, the heading 'My account' is visible. On the left side, there is a user profile card for 'Johanna Schiller' with a placeholder profile picture. Below the name, it shows 'Profile completeness 70%' with a progress bar. At the bottom of the card, there is a purple button that says 'Get more from Skype with a Premium account.' In the center of the page, there is an image of a laptop displaying the Skype logo on its screen. Below the laptop, the text reads 'Hi Johanna, your Skype account is ready' and 'Now you'll want to download Skype - it's quick and easy.' To the right of the laptop image, there is a blue-bordered box containing the text: 'Skype Account generated', 'Your Skype account has been generated successfully.', and 'Skype welcomes new user.'



#### Self-study tasks:

- 1) Create account: also at home.

### 3. Skype

#### 3.4. Find Skype Conversation-partners



1st step: Open Skype

The Skype – Icon



Choose Icon on your desktop  
and activate with double-click.

### 3. Skype

#### 3.4. Find Skype Conversation-partners



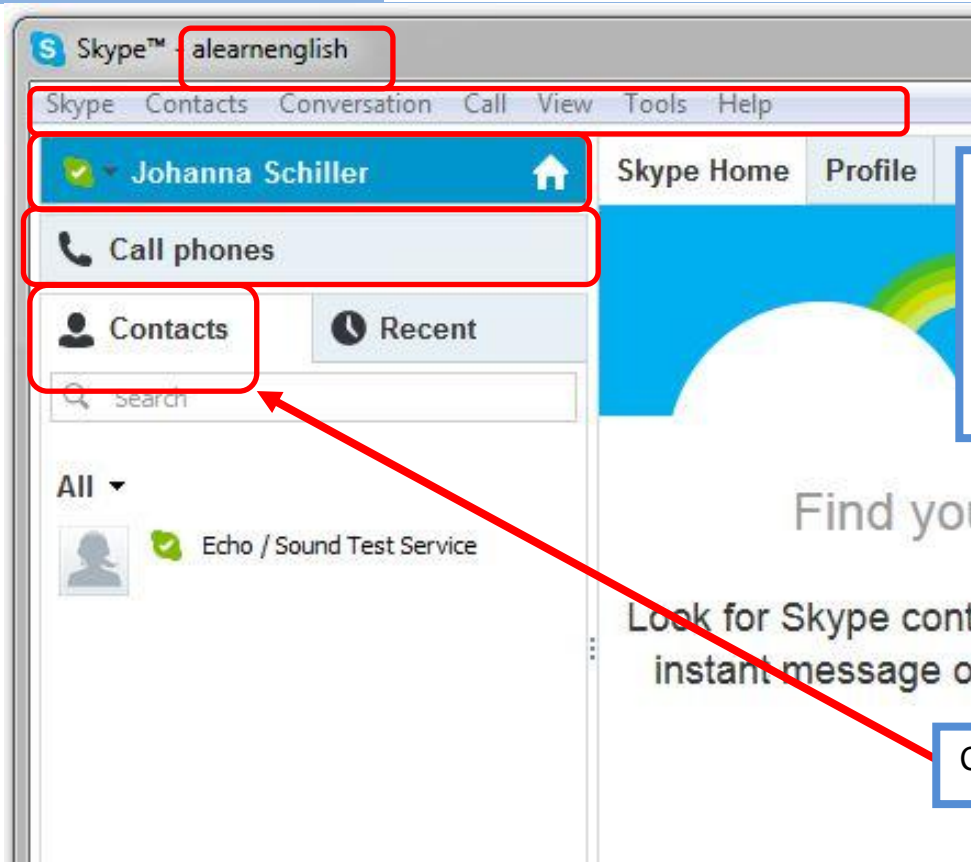
2nd step: Log in for calling

Log in at Skype with name and password

### 3. Skype

### 3.4. Find Skype Conversation-partners

- 1
- 2
- 3
- 4



#### 3rd step: Startscreen

- 1 personal Skype name
- 2 Menu bar
- 3 Status and name
- 4 Symbol bar

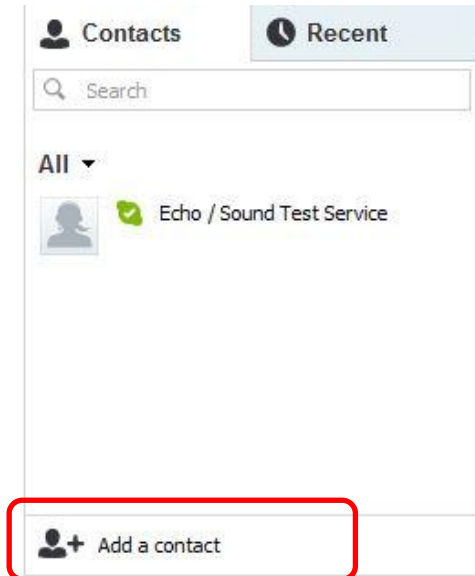
Contact list is empty

### 3. Skype

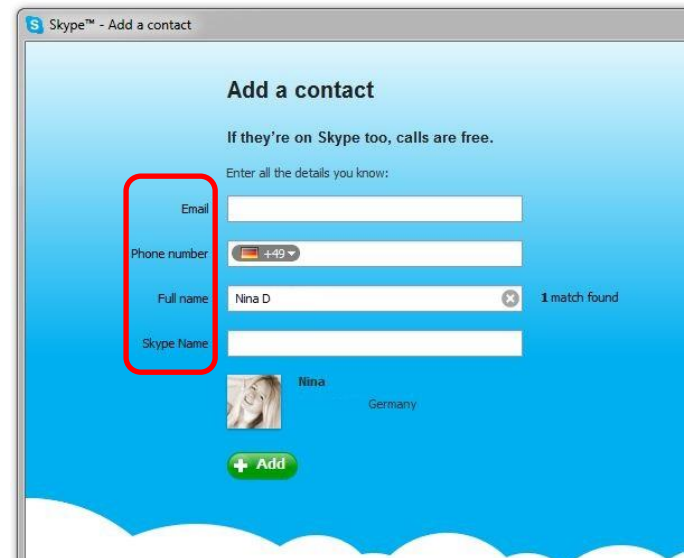
#### 3.4. Find Skype Conversation-partners

##### 4th step: Search Conversation partnerStartscreen

Enter a name, telephone number or e-mail-address in the search box

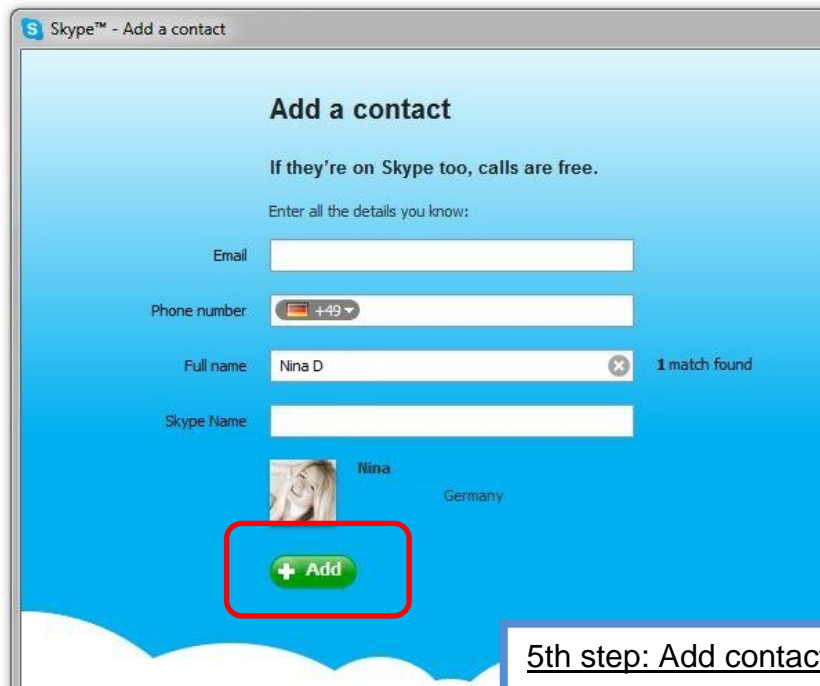


All search results are listed



### 3. Skype

#### 3.4. Find Skype Conversation-partners

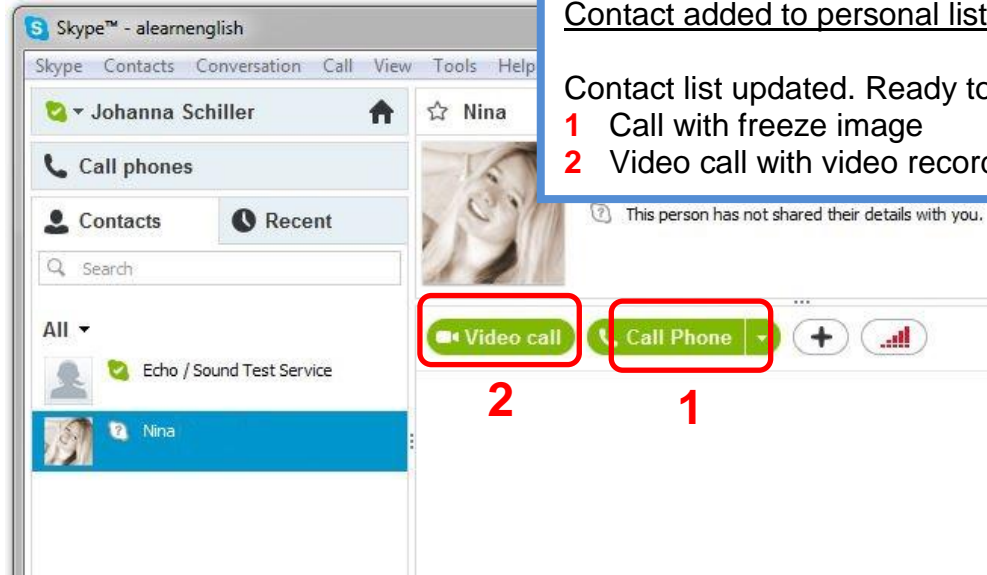


##### 5th step: Add contact

The contact is added to your personal list, a request for contact is sent to your new contact

### 3. Skype

#### 3.4. Find Skype Conversation-partners



#### Contact added to personal list

Contact list updated. Ready to make a call.

- 1 Call with freeze image
- 2 Video call with video recording



#### Self-study tasks:

- 1) Find contacts.

### 3. Skype

### 3.5. Use Skype for calling



### 1st step: Open Skype

## The Skype – Icon



Choose Icon on your desktop  
and activate with double-click.

### 3. Skype

#### 3.5. Use Skype for calling

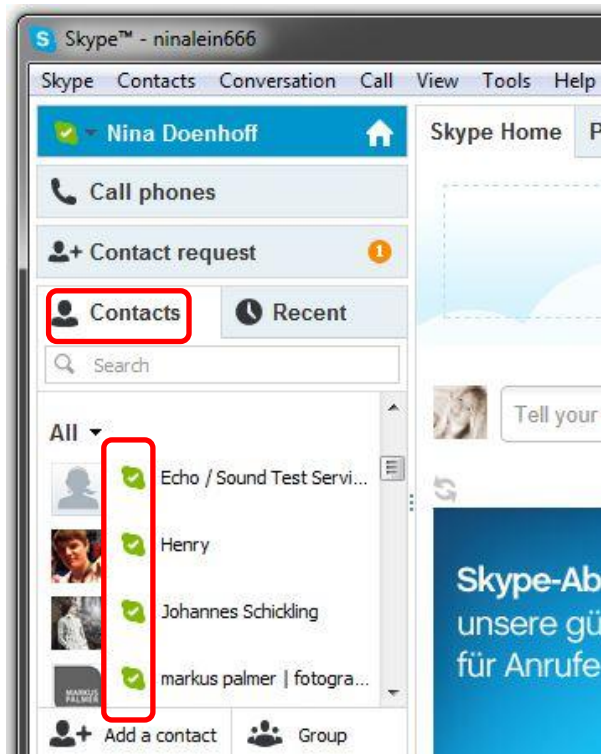


2nd step: Log in for calling

Log in to Skype with Skype-name and password

### 3. Skype

#### 3.5. Use Skype for calling



##### 3rd step: Choose dialogue partner

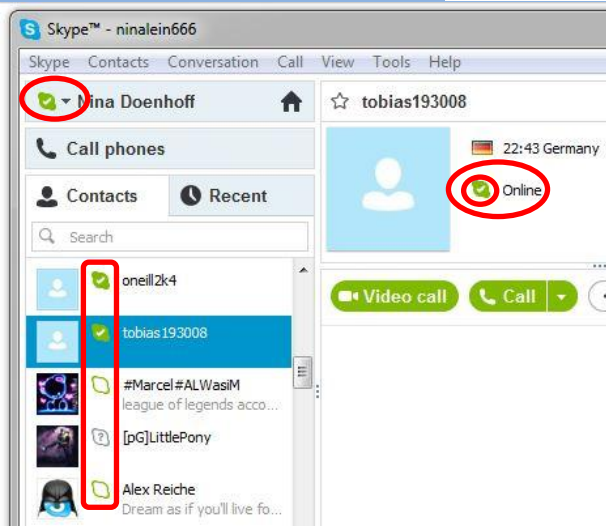
Choose a dialogue partner out of the list of contacts.

Who is available right now?

The personal status of the contact shows you.

### 3. Skype

#### 3.5. Use Skype for calling



#### Status of dialogue partner



Contact is online;



Logged in to Skype but not at desk,  
call is possible;



Logged in to Skype, doesn't want to be  
disturbed;



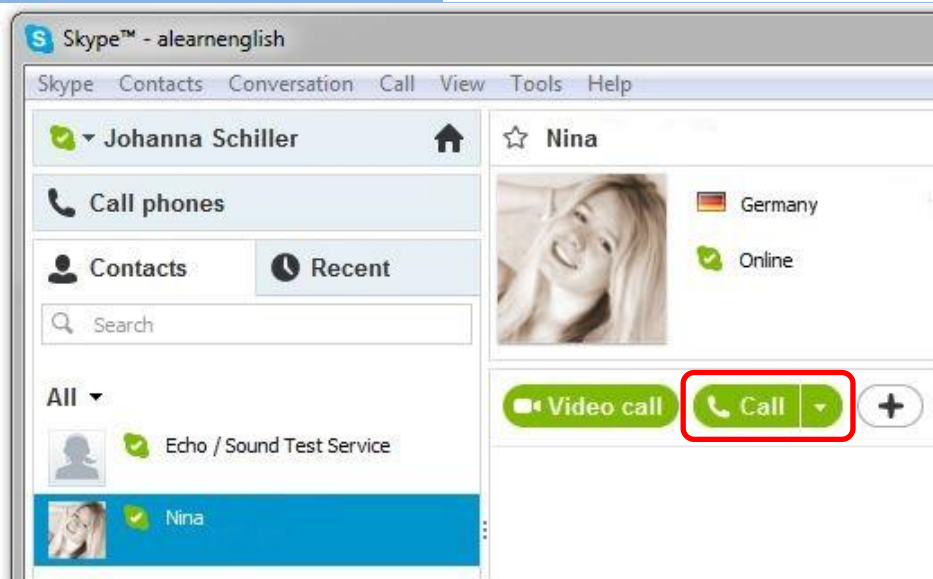
Not logged in to Skype;



Request for contact not accepted yet.

### 3. Skype

#### 3.5. Use Skype for calling



4th step: Make call

Click the "call" button to make a call

## 3. Skype

### 3.5. Use Skype for calling



#### 5th step: Configurate connection

While connection is configured, the requested dialogue partner hears a ringing noise

### 3. Skype

#### 3.5. Use Skype for calling

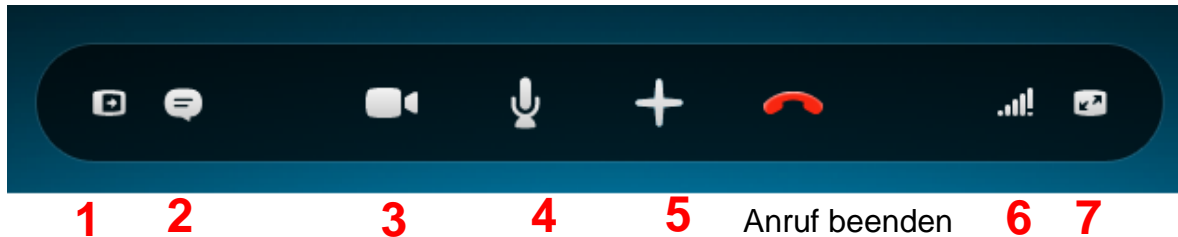


#### 6th step: Connected

The dialogue partner accepted the call. Now a conversation can be started.

### 3. Skype

#### 3.5. Use Skype for calling



#### Symbols of the calling list

- 1 Blend in/out contacts;
- 2 Blend in/out chat window, send instant messages;
- 3 If webcam is connected show picture;
- 4 Mute microphone;
- 5 Attach details to the conversation (data, contacts);
- 6 Adapt call modulations;
- 7 Activate / deactivate fullscreen.

### 3. Skype

#### 3.5. Use Skype for calling

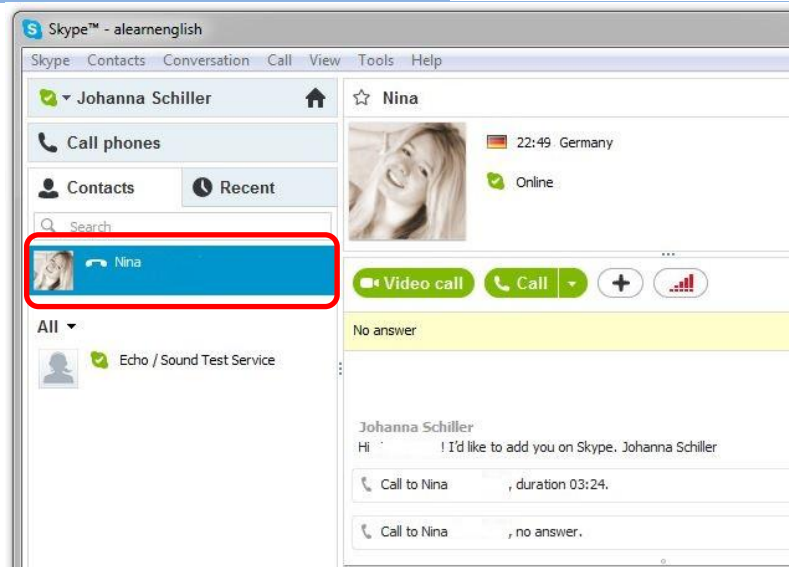


#### 7th step: End Call

The conversation may be stopped any time.

## 3. Skype

### 3.5. Use Skype for calling



#### End Call

Your dialogue partner hang up.

The connection ended.

Your first call motivates to get more Skype contacts

Further tutorials will show you how.

### 3. Skype

### 3.6. More about calls via Skype



### 1st step: Open Skype

## The Skype – Icon



Choose Icon on your desktop  
and activate with double-click.

### 3. Skype

#### 3.6. More about calls via Skype

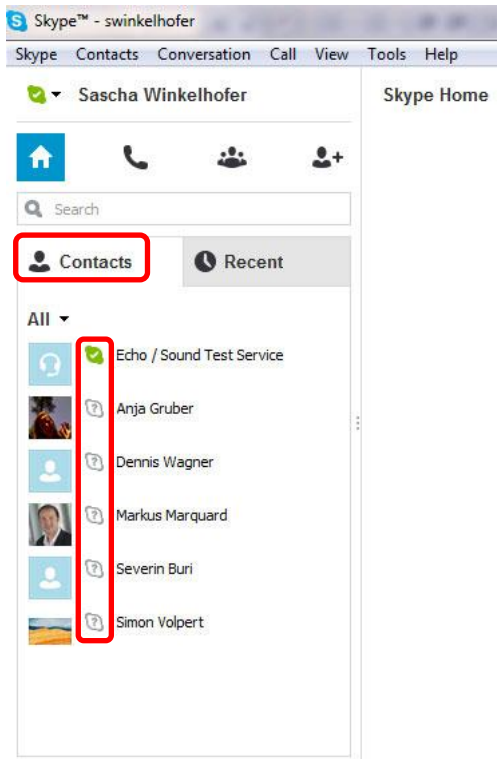


2nd step: Log in for calling

Log in to Skype with Skype-name and password

## 3. Skype

### 3.6. More about calls via Skype

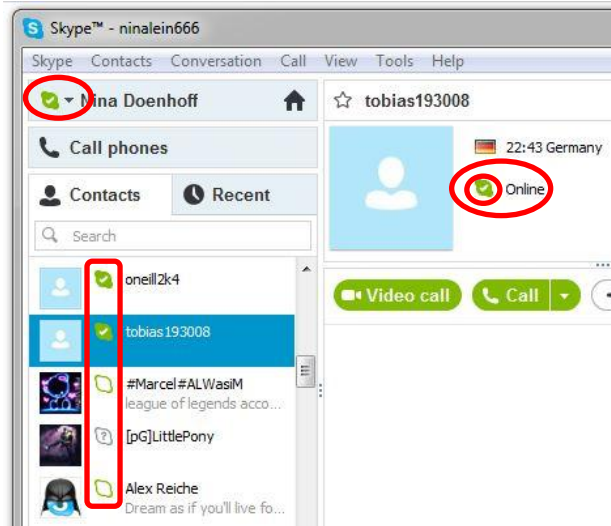


#### 3rd step: chose dialogue partner

Chose a dialogue partner out of the list of contacts.  
Who is available right now?  
The personal status of the contact shows you.

## 3. Skype

### 3.6. More about calls via Skype



#### Status of dialogue partner



Contact is online;



Logged in to Skype but not at desk,  
call is possible;



Logged in to Skype, doesn't want to be  
disturbed;



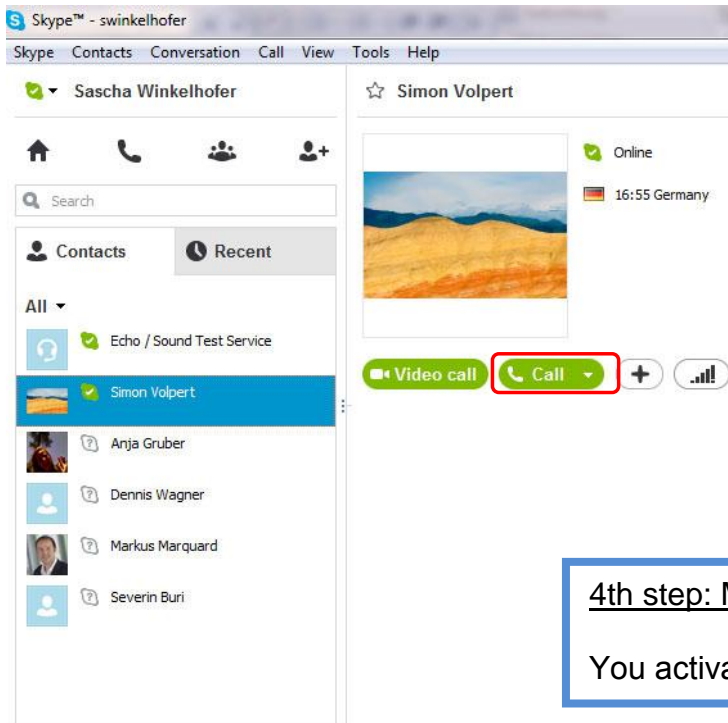
Not logged in to Skype;



Request for contact not accepted yet.

### 3. Skype

#### 3.6. More about calls via Skype



#### 4th step: Make call

You activate the call by clicking on the „Call“ Button

### 3. Skype

#### 3.6. More about calls via Skype

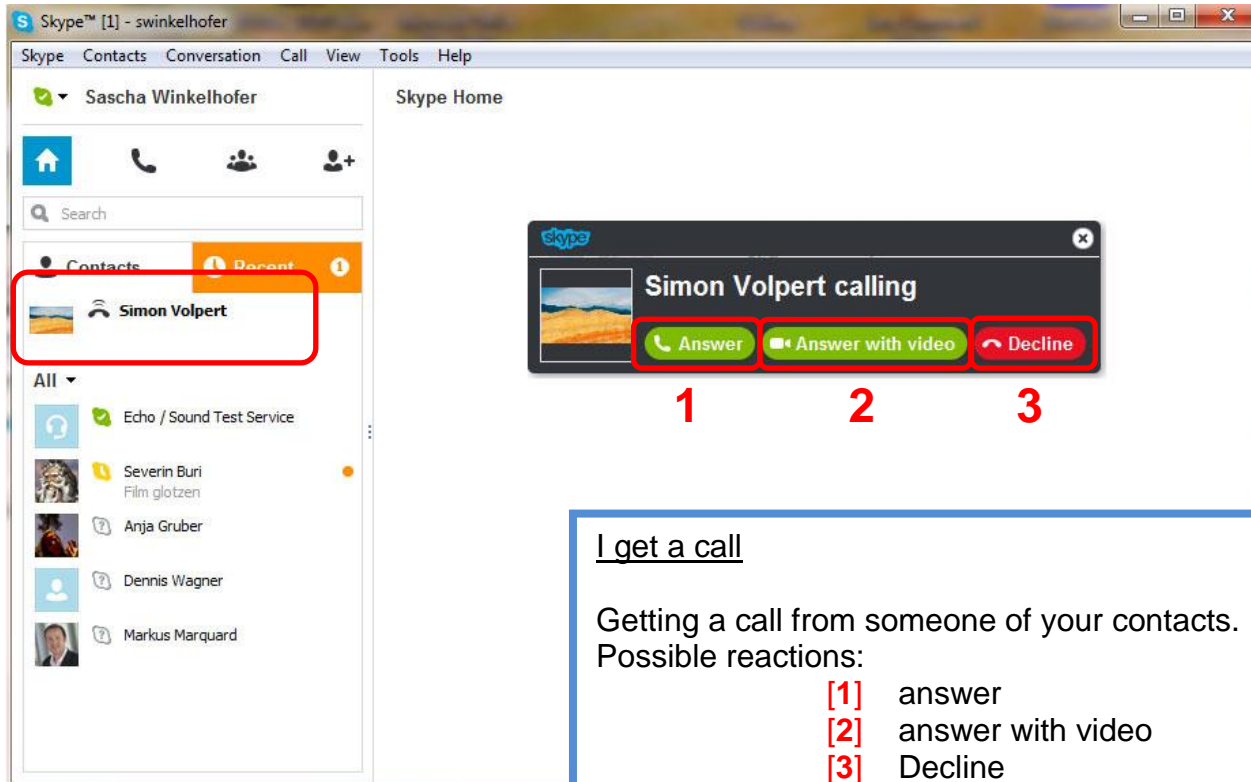
##### 5th step: Loading connection

While the connection is made, the conversation partner hears a ringing noise



## 3. Skype

### 3.6. More about calls via Skype



The image shows a screenshot of the Skype application window. On the left, the 'Contacts' list is visible, with 'Simon Volpert' highlighted by a red rectangle. On the right, a call notification window titled 'Simon Volpert calling' is displayed. This window contains three buttons: 'Answer' (labeled with a red '1'), 'Answer with video' (labeled with a red '2'), and 'Decline' (labeled with a red '3'). Below the notification window, a text box contains the following text:

I get a call

Getting a call from someone of your contacts.  
Possible reactions:

- [1] answer
- [2] answer with video
- [3] Decline

### 3. Skype

#### 3.6. More about calls via Skype

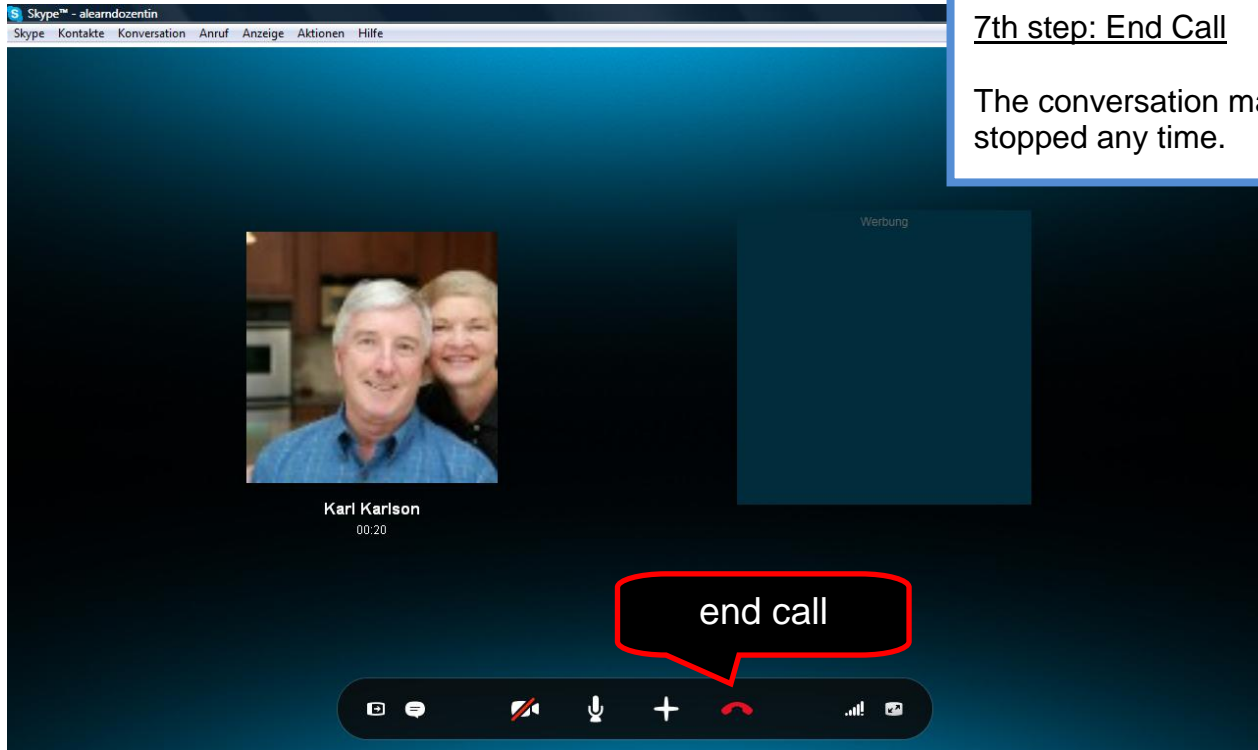


6th step: Connection made

The conversation partner accepted your call-conversation can start now.

## 3. Skype

### 3.6. More about calls via Skype

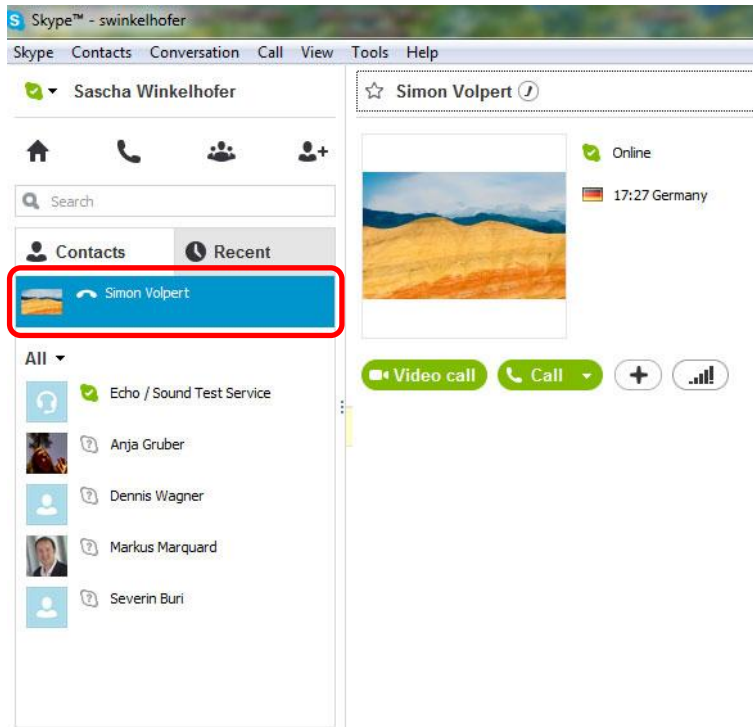


#### 7th step: End Call

The conversation may be stopped any time.

### 3. Skype

#### 3.6. More about calls via Skype



#### Phonecall ends

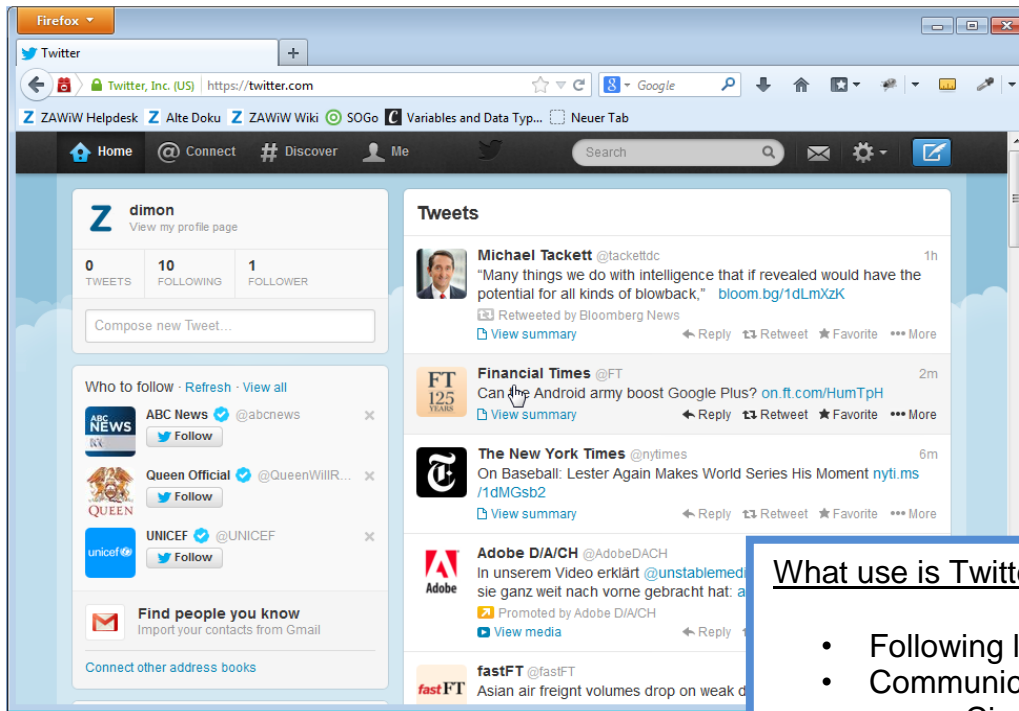
Your dialogue partner hang up.  
The connection ended.



- Social Network
  - To network with friends, companies and interesting people
- Short Message Service
  - max. 140 signs
- Logo Twitter

## 4. Twitter

### 4.2. Front page



#### What use is Twitter for?

- Following latest news and trends
- Communication with
  - Circle of friends
  - Fans
  - Firms

## 4. Twitter

### 4.3. Tweet and Retweet

# Tweet

#### Tweet

- Short public message
- Often with
  - Link
  - Hashtag (Catchphrase)
  - Reference to another Tweet
  - Picture
  - Position (GPS)

#### Retweet

- Response to a Tweet
- Therefore building of communication strands (Threads)



Barack Obama @BarackObama  
The Senate passed  
days ago. Let's get  
[pic.twitter.com/TMM](http://pic.twitter.com/TMM)

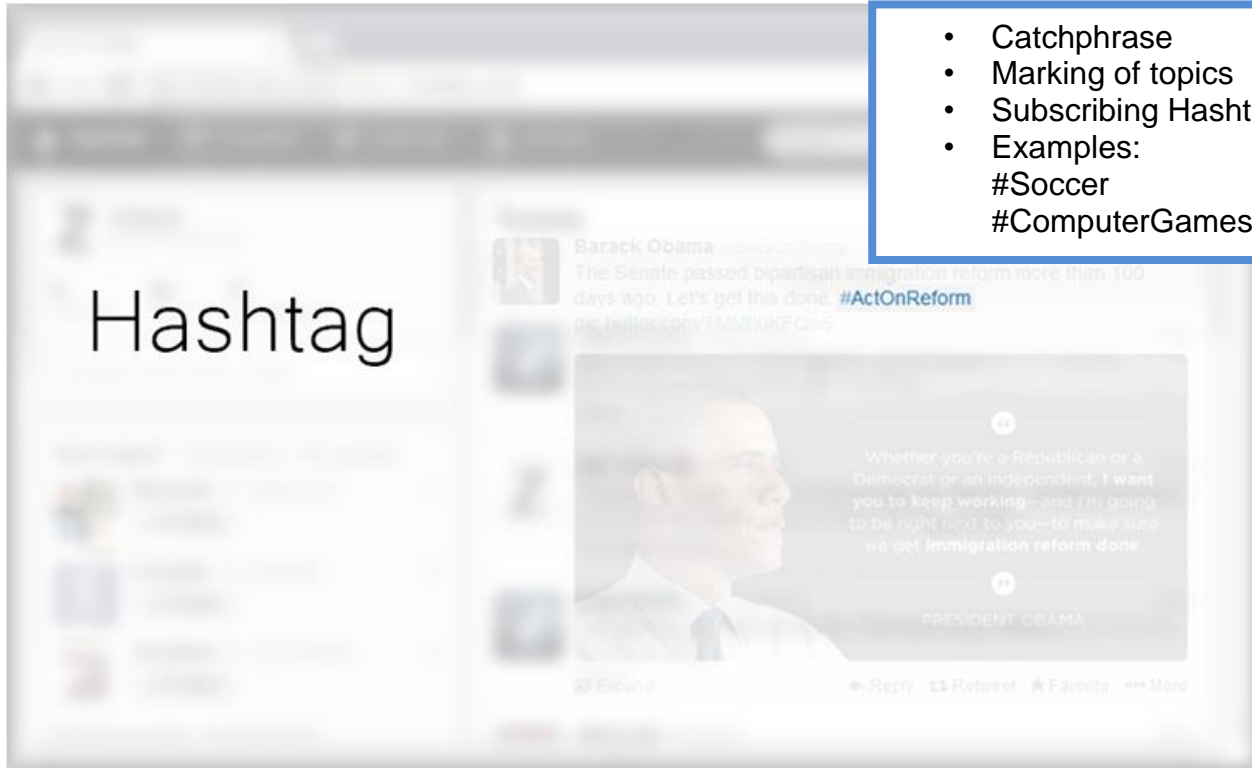


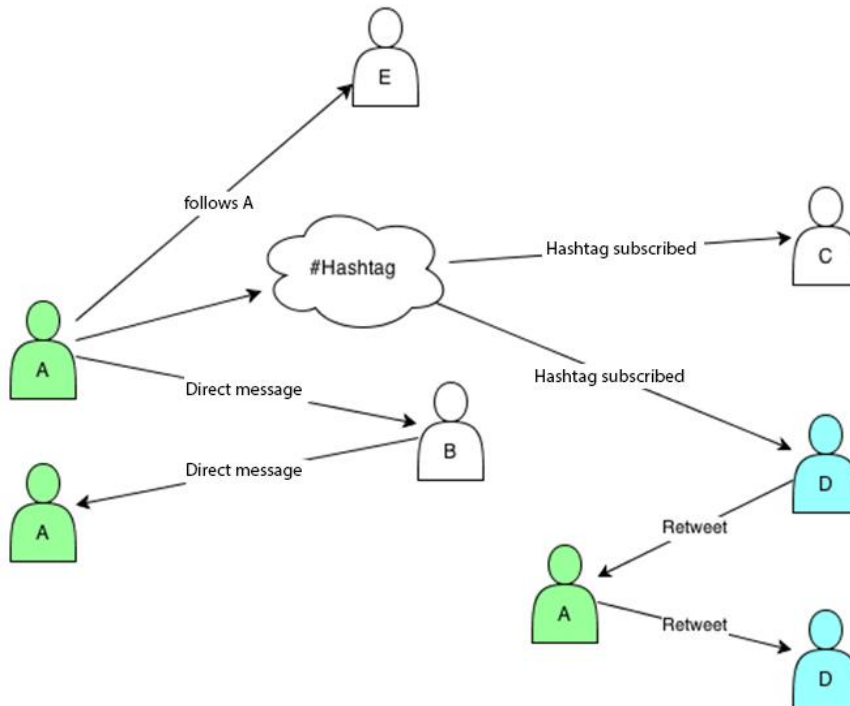
 Expand

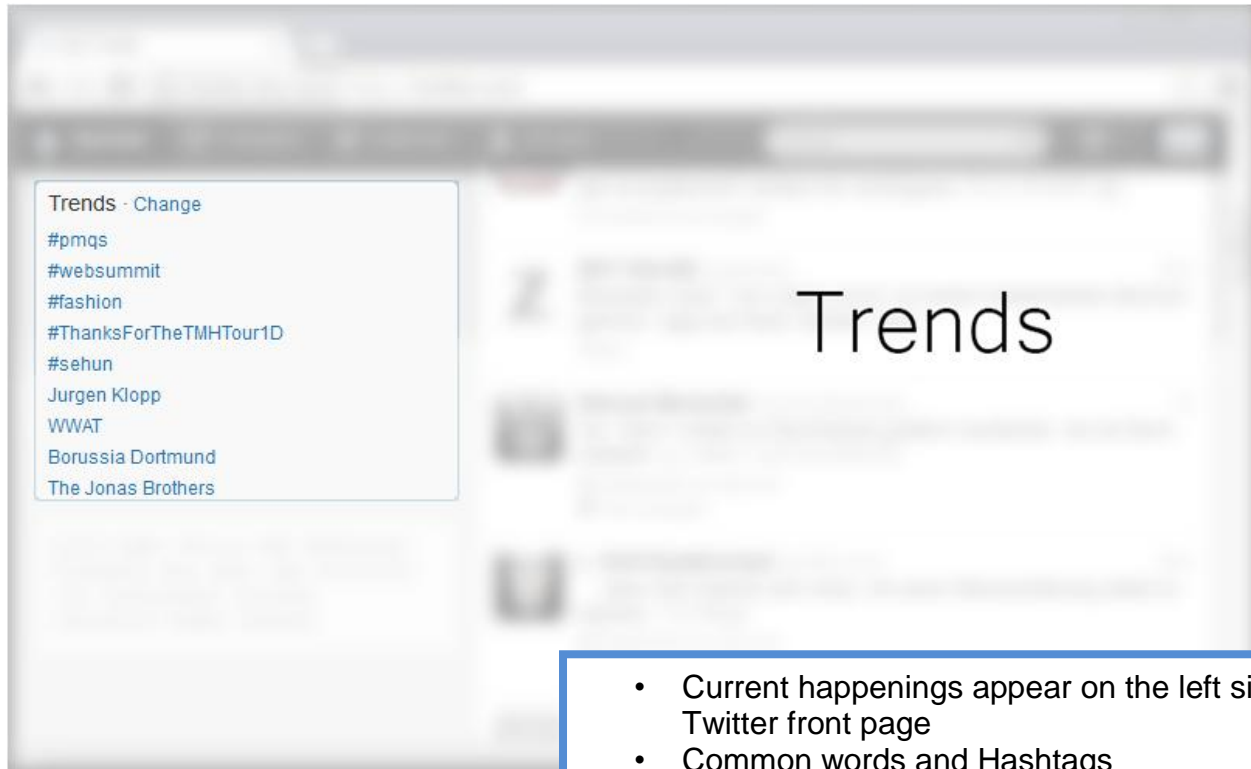
 Reply  Retweet  Favorite  More

# Hashtag

- Catchphrase
- Marking of topics
- Subscribing Hashtags
- Examples:  
#Soccer  
#ComputerGames







- Current happenings appear on the left side of Twitter front page
- Common words and Hashtags

## 4. Twitter

### 4.7. Advantages and disadvantages

- Fast transmissions of concise information and pictures
- Rapidly building of public communication networks for organisation
  - Example: #OWS while „Occupy Wall Street“ protests

- Often not much information content
- Communication is mainly open (except of private messages)



#### **Self-study tasks:**

- 1) As self-study activity please have a look at a random twitter page at home. Chose whatever you're interested in, e.g.  
[https://twitter.com/European\\_Union](https://twitter.com/European_Union)  
<https://twitter.com/ALearnCommunity>

## 5. Other networks

### 5.1. Google+



- Social network
- Friends lists (Circles)
- Hashtags
- Following
- Communities

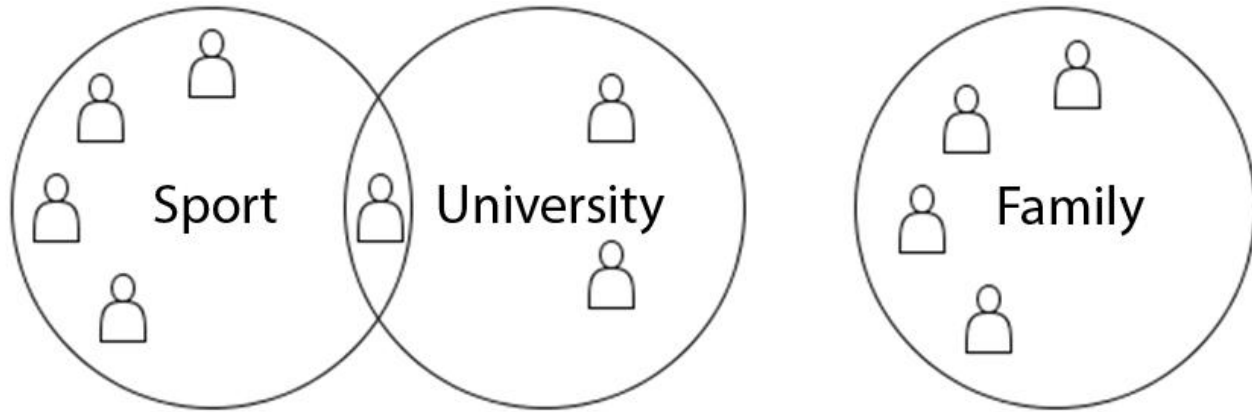


#### Friend lists (Circles)

- Sort friends in different friends lists
- Possible Overlapping
- Therefore all people are (as in reality) not equal friends

## 5. Other networks

### 5.1. Google+ Circles



## 5. Other networks

### 5.1. Google+ Hashtags, Following, Communities

- Catchphrase
- Marking topics
- Subscribing of Hashtags

- Examples  
#Soccer  
#ComputerGames

#### Following

- Subscribing all notifications of a person/firm/brand
- Automatic notification about news

#### Communities

- Groups with key subject
- Administration by the creator and of his own termed moderators
- Joining is public or just with invitation
- Examples
  - Photography
  - University group

## 5. Other networks

### 5.2. Xing – Employee, Employer



- Social network for business contacts
- Help for mediation between employer and employee

#### Employee

- Completes job profile
  - Curriculum vitae
  - Contact data
  - Wishes (game)
- Free decision of which data should be published

#### Employer

- Can implement a specific search for an employee who matches the idea accurate

#### Premium model

- Additional / better functions with paying
  - Extended search
  - Information about visitors of your profile
  - Directly messages
  - Ad-free
  - ...

## 5. Other networks

### 5.3. LinkedIn, StayFriends



- Similar to XING
- International network for bussiness contacts and job exchange



- Social network
- Finding former schoolmates
- Rating schools

#### StayFriends - Searchoptions

- Search for
  - Country
  - City
  - School
  - Year

#### StayFriends – Profile

- Profile
  - Name
  - Contact data
  - School
- Enter / draw up class lists



#### **Self-study tasks:**

1) As self-study activity please have a look at one or two of the presented networks. Chose whatever you're interested in, but don't feel pledged to register.

<https://de.linkedin.com/>

<http://www.stayfriends.de/>

## 6. Blogs

### 6.1. Starting a blog.



To enter the blog, upload the project web site <http://a-learn.eu>. Then select the “Blogs” menu [1].

## 6. Blogs

### 6.1. Starting a blog.



Select the language version of your blog [2].

## 6. Blogs

### 6.1. Starting a blog.

The screenshot shows a Firefox browser window displaying the homepage of a blog titled "@Learn's Blog". The URL in the address bar is "a-learn.eu/blog/". The page header includes the "@Learn" logo, the text "526384-LLP-1-2012-1-BG-GRUNDTVIG-GMP", and "With the support of the Lifelong Learning Programme of the European Union". The main content area features a post titled "Hello world!" with the text "Welcome to WordPress. This is your first post. Edit or delete it, then start blogging!". The post is categorized as "UNCATEGORIZED". A calendar widget on the right side of the page shows the month of November 2013. The calendar has days of the week (M, T, W, T, F, S, S) and dates (1-30). The date 23 is highlighted with a red circle and labeled with a red '3'. A "Login" button is visible in the top right corner, labeled with a red '4'. A red box labeled '1' highlights the post area, and a red box labeled '2' highlights the calendar area.

The homepage of the blog has the following components:

- 1) A blog with the postings done so far;
- 2) A calendar;
- 4) Log in

Select the “**Log in**” option [4].



The dates on the calendar can be active (links) and inactive (text).  
The active date [3] means that there was a posting on this date. By clicking on the active date, you will load the postings posted on this date.  
The inactive date means there were not any postings on this date.

## 6. Blogs

### 6.1. Starting a blog.



1 Username

2 Password

☐ Remember Me

3

[Lost your password?](#)

[← Back to @Learn's Blog](#)

To log in, do the following:

Type in your user name [1].

Type in your password [2].

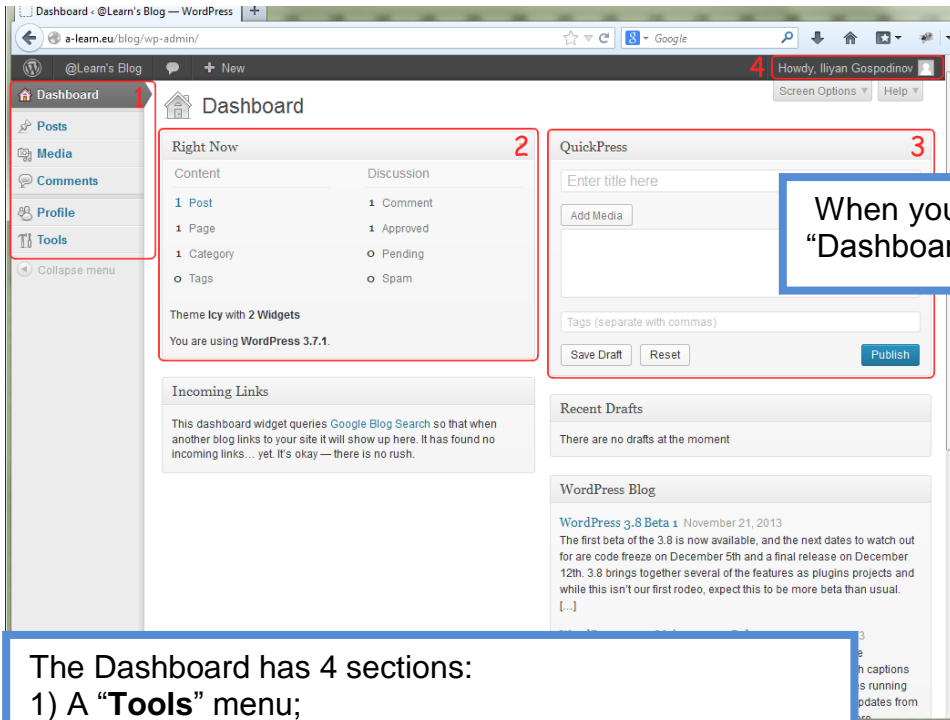
Click "**Log in**" [3]



You will receive your user name and password during the training.

## 6. Blogs

### 6.1. Starting a blog.



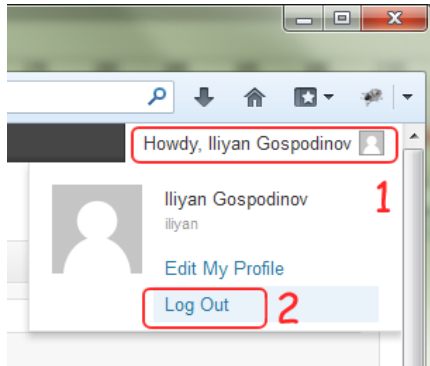
When you log in, you come across the “Dashboard”.

The Dashboard has 4 sections:

- 1) A “**T**ools” menu;
- 2) Statistics in relation to the state of the blog;
- 3) A form for quick posting;
- 4) A “**S**ettings” menu

## 6. Blogs

### 6.1. Starting a blog.



To log out, select the “**Settings**” option [2].

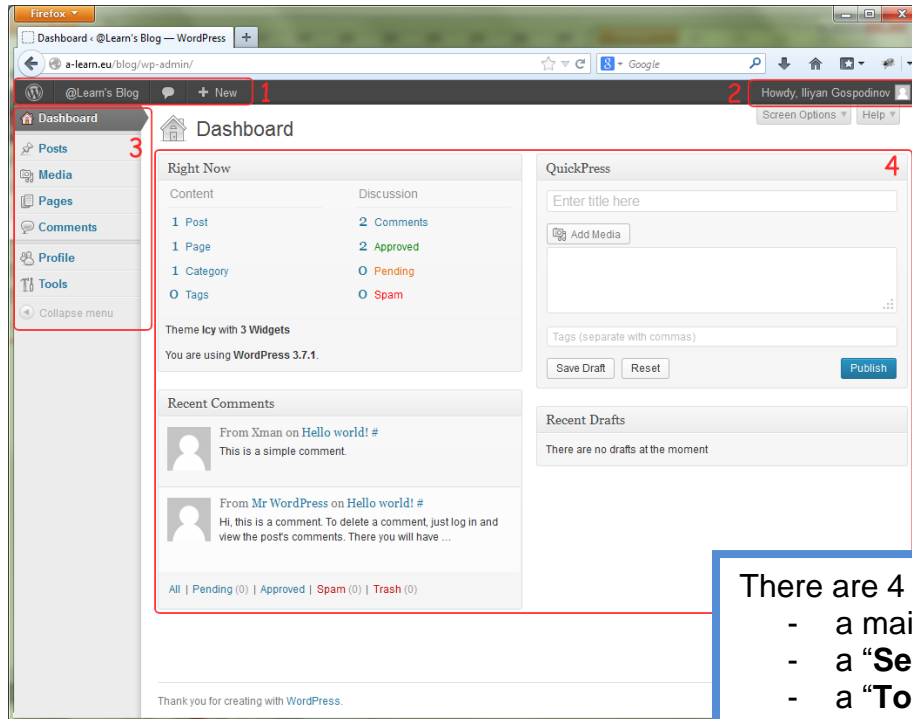


#### Self-study tasks:

- 1) Log in and out several times so that you get confident.
- 2) Look at the “Tools” menu.

## 6. Blogs

### 6.2. Basic functions.

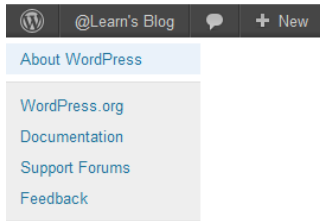


There are 4 sections:

- a main menu [1];
- a “**Settings**” menu [2];
- a “**Tools**” menu [3];
- a working field [4].

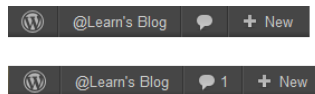
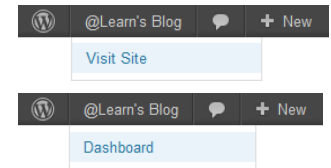
## 6. Blogs

### 6.2. Basic functions.



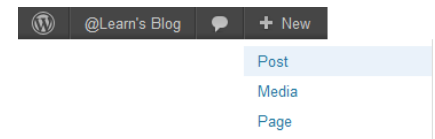
The main menu has several menus. The first one is „**About WordPress**“ where the user has access to different types of documentation related to WordPress.

The second one is “**Blog**” where you can click on “Visit Site” and see how your blog will look like for the users. If you want to go back, use the same menu by clicking on the “Dashboard”.



The third one is “**Comments**” where you can track and manage the comments to your postings. The new comments are marked with a digit next to the very menu. This digit shows the number of the available comments.

The fourth one is “**New**” where you have access to the tool for creating new text or media postings or pages to your blog.



## 6. Blogs

### 6.2. Basic functions.

Howdy, Iliyan Gospodinov 



Iliyan Gospodinov  
iliyan

[Edit My Profile](#)


[Log Out](#)

2

#### The “Settings” menu

You have two options:

- To edit your profile [1];
- To log out [2].

 Dashboard

 Posts


 Media

 Pages

 Comments

 Profile

 Tools


 Collapse menu


#### The “Tools” menu

It contains the required tools for creating and managing your text or media posts, pages and comments to posts.



The options of the menu contain sub-options which appear on the right upon using the mouse. If you select the main menu, the sub-options appear under it.


 Dashboard

 Posts


 Media

 Pages

 Comments

 Profile

 Tools

 Collapse menu

All Posts

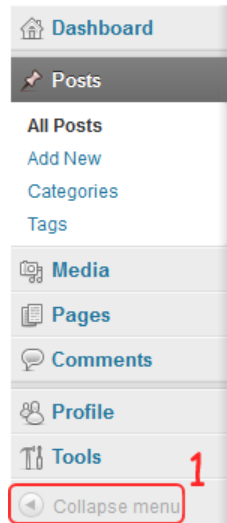
Add New

Categories

Tags

## 6. Blogs

### 6.2. Basic functions.



To facilitate your efforts, there is an option “**Collapse menu**” [1]. If you select this option, the “**Tools**” menu collapses and only the icons can be seen. In this way there is a larger space for the working field. If you select again this option [2], the menu recovers its original form.

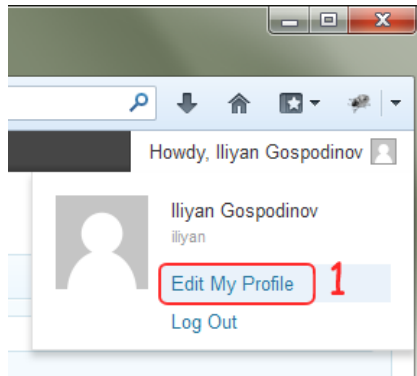


#### Self-study tasks:

- 1) Look at the main menu;
- 2) Look at the “**Tools**” menu
- 3) Collapse the “**Tools**” menu several times;
- 4) Look at the “**Settings**” menu, “**Edit My Profile**” option.

## 6. Blogs

### 6.3. Profile settings.



To edit the data in your profile, select the “**Edit My Profile**” option [1] from the “**Settings**” menu.



## 6. Blogs

### 6.3. Profile settings.

The screenshot shows the WordPress Profile settings page. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, Profile (highlighted), and Tools. The main content area is titled 'Profile' and includes a 'Help' button. The settings are organized into three main sections, each highlighted with a red box and a number:

- Personal Options (1):** Includes settings for the Visual Editor (checkbox to 'Disable the visual editor when writing'), Admin Color Scheme (radio buttons for Blue and Gray), Keyboard Shortcuts (checkbox to 'Enable keyboard shortcuts for comment moderation'), and Toolbar (checkbox to 'Show Toolbar when viewing site').
- Name (2):** Includes input fields for Username (filled with 'ilijan'), First Name (filled with 'Iliyan'), Last Name (filled with 'Gospodinov'), Nickname (required, filled with 'ilijan'), and a dropdown for 'Display name publicly as' (filled with 'Iliyan Gospodinov').
- Contact Info (3):** Includes input fields for E-mail (required, filled with 'gospodinov@tugab.bg') and Website (empty).

The information in your profile is divided into several topics.

- Personal options: information about some settings in order to work better with the admin panel [1];
- Name: username, first and last name, nickname, how to display your name [2];
- Contact info: e-mail and web site [3];

## 6. Blogs

### 6.3. Profile settings.

- Biographical info [4];
- A possibility to change your password [5];
- A button to update your profile [6].



You can update data in several or all sections at one and the same time, but the corrections are valid only if you click the **“Update Profile”** button [6].



#### Self-study tasks:

- 1) Edit the colour scheme of your profile
- 2) Complete your personal data;
- 3) Enter some biographical info.

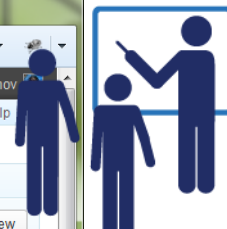
## 6. Blogs

### 6.4. Posts.

The screenshot shows the WordPress 'Add New Post' page in a Firefox browser. The address bar shows 'a-learn.eu/blog/wp-admin/post-new.php'. The left sidebar contains a 'Tools' menu with 'Add New' highlighted. The main content area has a title field with 'My first publication', a text editor with 'This is my first publication here.', and an 'Add Media' button. The right sidebar shows publication settings like 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. Red boxes and numbers 1 through 5 highlight specific elements: 1 points to the 'Posts' menu item, 2 points to the 'Add New' button, 3 points to the title field, 4 points to the text editor, and 5 points to the 'Add Media' button.

To post, log in and select the “**Posts**” option [1], “**Add New**” [2] from the “**Tools**” menu.

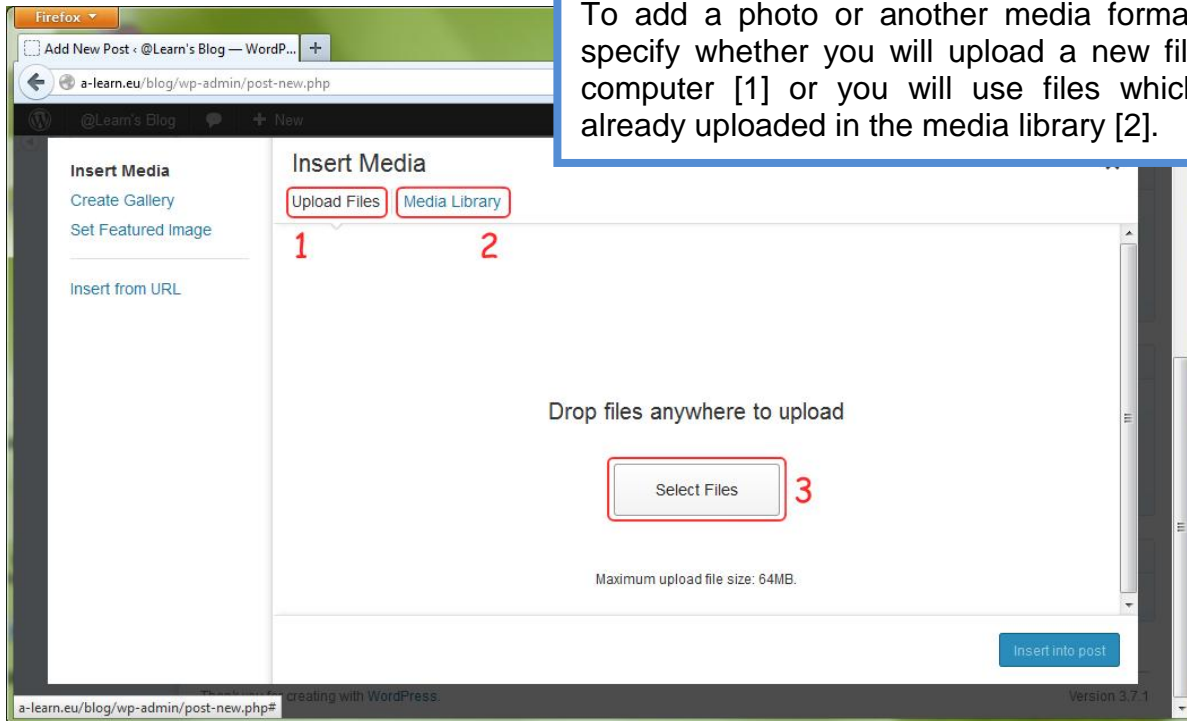
Type in the topic of your publication [3]. Then type in the text of your publication [4]. To add a photo or another media format, use the “**Add Media**” button [5].



## 6. Blogs

### 6.4. Posts.

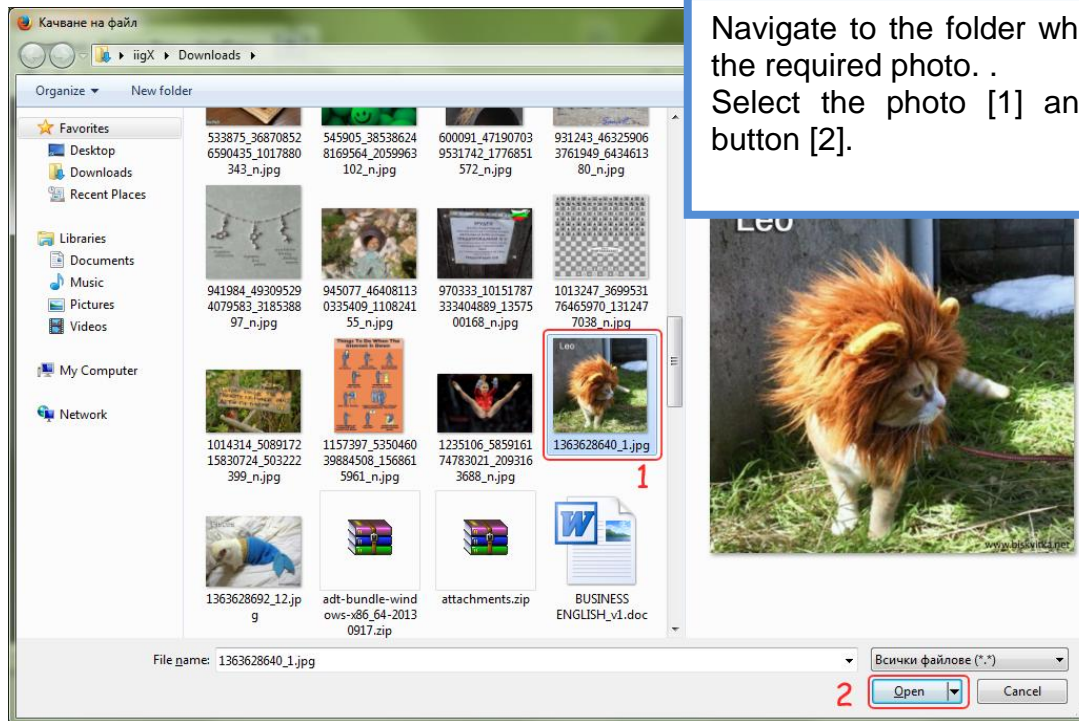
To add a photo or another media format, you must specify whether you will upload a new file from your computer [1] or you will use files which you have already uploaded in the media library [2].



Then click the “**Select Files**” button [3].

## 6. Blogs

### 6.4. Posts.



Navigate to the folder where you have saved the required photo. .  
Select the photo [1] and click the “Open” button [2].



Wait for a while. The photo is being uploaded on the server and added to your media library.

Select the photo [1] and click the “**Insert into post**” button [2].

## 6. Blogs

### 6.4. Posts.

Firefox

Add New Post - @Learn's Blog — WordP...

a-learn.eu/blog/wp-admin/post-new.php

@Learn's Blog + New

Dashboard

Posts

All Posts

Add New

Categories

Tags

Media

Pages

Comments

Profile

Tools

Collapse menu

Add New Post

My first publication

Permalink: <http://a-learn.eu/blog/?p=13>

Add Media


Visual Text

B I ABC

Paragraph

U

1



Path: p

Word count: 6

Draft saved at 3:12:16 pm.

Publish

Save Draft

Preview

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

[Move to Trash](#) 2 [Publish](#)

Format

Categories

All Categories Most Used

☐ Uncategorized

[+ Add New Category](#)

The selected photo [1] has been added to your publication.

To publish information, click the **"Publish"** button [2].

## 6. Blogs

### 6.4. Posts.

The screenshot shows the WordPress 'Posts' management interface. The 'Posts' menu is selected in the sidebar, and the 'Posts' section is active. The main content area displays a list of published posts. The first post, 'My first publication', is highlighted with a red box and labeled '2'. Below it, the 'Edit' link is labeled '3' and the 'Trash' link is labeled '4'. The second post, 'Hello world!', is also visible. The interface includes search bars, filters, and a table of posts with columns for Title, Author, Categories, Tags, and Date.

Title	Author	Categories	Tags	Date
My first publication	Iliyan Gospodinov	Uncategorized	—	1 min ago Published
Hello world!	iig75	Uncategorized	—	19 hours ago Published

Select the “Posts” option from the “Tools” menu [1]. All publications appear in the working field. Your publication is at the top [2]. At this level users can see it. You can edit it by clicking the “**Edit**” link [3] or delete it by clicking the “**Trash**” link [4].



When you delete your publication, it is not completely deleted from your blog. The users cannot see it because it is removed to the “Trash” [1].

You can either restore [2] or permanently delete [3] each deleted publication. You cannot restore the respective publication if it is permanently deleted.



### Self-study tasks:

- 1) Create a text publication;
- 2) Use the “**Edit**” option and add a photo to your publication;
- 3) Delete the publication;
- 4) Restore the deleted publication.