

## Farcebook Instructions

To access our class's Facebook account complete the following steps for the first time.

1. Go to facebook.us
2. In the Log-in box in the upper right hand corner, type this code: \_\_\_\_\_

A green rectangular box with the text "Login Code" in white at the top left. Below it is a white input field. To the right of the input field is a green button with the word "Login" in white.

3. Click **Create Your Own "Farce" Book**.



4. This will take you to the Student Directory where you will see your character's page once you have finished it. Click **Create/Edit Profile**.



5. Type your name in the box labeled **Student Name** and click **Proceed**.

A green navigation bar with rounded corners. On the left, it says "FARCE" BK.us\* in white. On the right, there are links for "Student Directory", "Help", and "Logout" in white. Below the bar is a menu of options: "Your Name", "Selection", "Profile Starter", "General Info", "Mini-Feed", "Contact Info", "Personal Info", "Education Info", "Work Info", "Messages", "Status", "Friends", "Photos", "Groups", "Related", "Causes", "Banners", and "Finished". The "Your Name" option is highlighted in red.

Welcome to the "Farce" book profile builder. Please enter your first and last name to retrieve your information. This is how your profiles are found so make sure you enter your name the same way each time you are here.

Student Name



- Click **New Profile** and type the name of your book by **Profile Heading** and the name of your protagonist by **Profile Name**. Click **Select Image** and upload the image you saved for your protagonist. Click **Save and Proceed**.

“FARCE” BK.us\* Student Directory Help Logout

*Your Name Selection **Profile Starter** General Info Mini-Feed Contact Info Personal Info Education Info Work Info Messages Status Friends Photos Groups Related Causes Banners Finished*

Here, you begin creating a profile for the person your teacher has assigned. The first thing we need to know is the profile heading (the name that goes in the upper left corner of the profile), name and image. You will not be able to change the Profile Name once it is created. When you are finished with this information, click the "Save & Proceed" button. Click "Select Image" to choose and upload a profile picture from your computer. Find valuable websites about your profiled person, and copy and paste links into the "Link" areas. Everytime you press the "Save & Proceed" button, all of your information from the page you are on is saved.

Profile Heading  Link

Profile Name  Link

Profile Image (190 x 200)

- Use the words at the top to select which part of the profile page you want to work on. Be sure to click **Save and Proceed** before moving to a new section.
- When working with the sections **Messages, Friends, Photos, Groups, Related, and Causes**, click **Add/Update** before clicking the **Save and Proceed** button.

“FARCE” BK.us\* Student Directory Help Logout

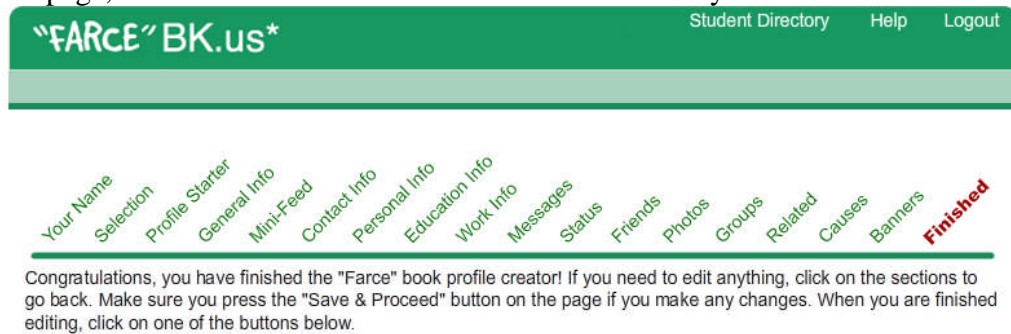
*Your Name Selection Profile Starter General Info Mini-Feed Contact Info Personal Info Education Info Work Info Messages Status Friends Photos **Groups** Related Causes Banners Finished*


Enter the groups to which this person belongs. Enter as many as you like. After each group, press the "Add/Update Group" button. When all the groups have been added, click "Save & Proceed."

Group Name

Group Name  Link

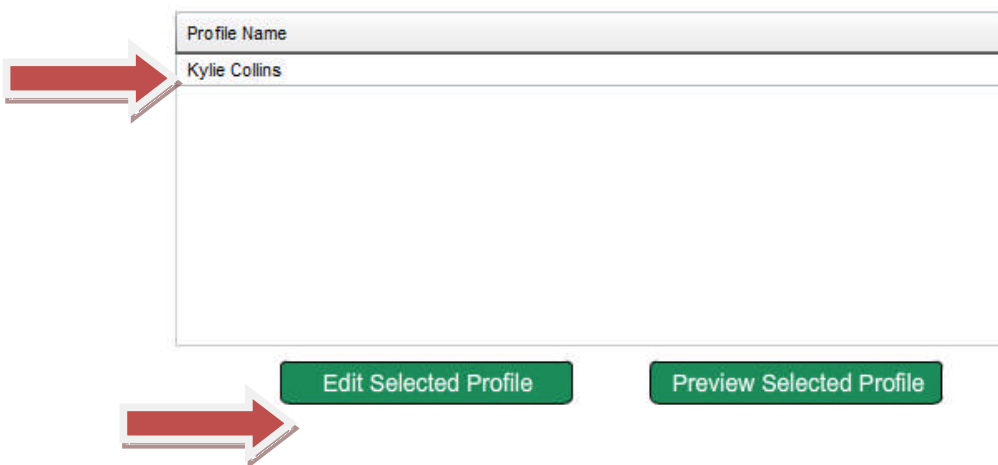
- To preview the profile page, click **Finished**. You will still be able to edit your page. Then click **Preview** and the page will open in a separate window. After examining the profile page, close the window and then click on the section you want to work on.



 <b>Preview Profile</b> Click this button to open a preview of your profile in another window.	<b>Finished Editing</b> Click this button to send the finished profile over to your teacher. If you make any changes you will have to resend it.	<b>Select Profile</b> Click this button to select another profile to edit or to create a new profile.	<b>Student Directory</b> Click this button to return to the student profile directory.
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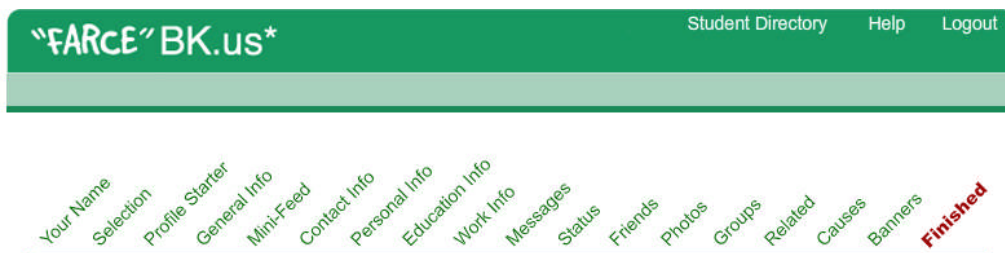
To log-in to work on the farcebook page after you have set up your account, follow these steps.

- Go to farcebook.us
- Log-in using our code: \_\_\_\_\_
- Click **Create Your Own “Farce” Book**.
- This will take you to the Student Directory where you will see your character’s page once you have finished it. Click **Create/Edit Profile**.
- Type your name in the box labeled **Student Name** and click **Proceed**.
- Now you will see your protagonist’s name listed under **Profile Name**. Click on the name to highlight it, and then click **Edit Selected Profile**.







To submit your Farcebook page so that it will appear under the student directory, follow these steps:

1. Log-in if you are not already.
2. Click **Finished**, and then click **Finished Editing**. Once your page has been reviewed, it will now appear in the Student Directory that is visible when anyone in the class logs in.



Congratulations, you have finished the "Farce" book profile creator! If you need to edit anything, click on the sections to go back. Make sure you press the "Save & Proceed" button on the page if you make any changes. When you are finished editing, click on one of the buttons below.

			
Click this button to open a preview of your profile in another window.	Click this button to send the finished profile over to your teacher. If you make any changes you will have to resend it.	Click this button to select another profile to edit or to create a new profile.	Click this button to return to the student profile directory.