

# Facebook Dos and Don'ts

**Date:** May 14, 2010 10:21 AM

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**Tags:** [facebook](#), [google](#), [IntelBuilder](#), [search engine marketing](#), [social media](#), [social media marketing](#)

**Permalink:** <http://bit.ly/bbDqBz>

As Facebook soaring in popularity and becoming more popular than Google, people should be cautious when creating their personal or business pages. The most important thing to pay attention to when creating your [Facebook page](#) is profile settings. Make sure you check the appropriated boxes based on the privacy you wish to have. Below you will find some tips, do and don'ts that may help you protect your privacy and avoid scams and embarrassment.

DO Consider the Following:

## Use Your Friend Lists

Facebook describes friend lists as a feature which allows “you to create private groupings of friends based on your personal preferences. There are a few very important things to remember about friend lists:

- You can add each friend to more than one friend group
- Friend groups should be used like “tags” as used elsewhere around the web
- Friend Lists can have specific privacy policies applied to them

Using friend lists is useful for organizing your friends if you have a lot of them. Having lists also helps if you wish to send the same email to all the friends in that group.

## Remove Yourself From Facebook Search Results

Visit your search privacy settings page. Under “Search Visibility” select “Only Friends” (Remember, doing so will remove you from Facebook search results, so make sure you want to be removed totally. Otherwise, you can select another group, such as “My Networks and Friends” which I believe is the default.)

Click “Save Changes”

By default, Facebook makes your presence visible to the network you are in. Frequently, people aren't aware of their visibility, so this is one of the first settings that users wish to modify. By selecting “Customize” from the search visibility drop down you can make your settings even more granular.

## Remove Yourself From Google

Visit the same search privacy settings to control the visibility of your public search listing which is visible to Google and other search engines. You can turn off your public search listing by not marking the box next to the phrase “Create a public

search listing for me and submit it for search engine indexing.

### **Avoid Photo/Video Tags**

To avoid infamous tagged photo or video from showing up in all of your friends news feeds do the following: Visit your profile privacy page and modify the setting next to “Photos Tagged of You”. Select the option which says “Customize...” and a box like the one pictured below will pop up.

Select the option “Only Me” and then “None of My Networks” if you would like to keep all tagged photos private. If you’d like to make tagged photos visible to certain users you can choose to add them in the box under the “Some Friends” option. In the box that displays after you select “Some Friends” you can type either individual friends or friend lists.

### **Protect Your Albums**

Visit "Photos Privacy" page from which you can manually configure the visibility of each album Set your setting according to your preferences. If you wish your photos to be viewed only by your friends, make sure you choose that option.

Things NOT to DO

### **Password**

Do not use the same password used for your banking or email address. Consider using letters and numbers and different case letters. If it is hard enough that even you can't remember, write it down and stash in place only you would know.

### **Birthday**

Do not leave your full birth date on your Basic Profile. You can choose not to show your birthday at all or have certain variations, such as month and day only.

### **Travel and Vacation Announcements**

Do not make announcements of your oncoming vacations and/or trips. You can write and post pictures after you come back. Safety first!

### **Name Drops**

Avoid using names of your Immediate family (spouses, significant others, children). If the picture is intended for your friends and family, they will know and recognize the pictures without names.

## **Supervision**

Do not leave your teenagers unsupervised. Facebook limits its members to ages 13 and over, but there are children younger than that find have access to Facebook. If you have a young child or teenager on Facebook, the best way to provide oversight is to become one of their online friends. Use your e-mail address as the contact for their account so that you receive their notifications and monitor their activities.

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