SILVER PROJECT

Social Networking Manual

An introduction to social networks for over-sixties

Silver PROJECT

Stimulating ICT Learning for actiVe Eu elders

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Silver Project

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SILVER PROJECT

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UNIT 1. INTRODUCTION TO SOCIAL NETWORKING

Even if you don't feel comfortable with the Internet or use it only for e-mails and other "serious" things, you must certainly have heard about social networks. Maybe you have just heard about them through friends or relatives or on the news. The most famous social networks are Facebook, MySpace and YouTube, while other "minor" ones include Flickr and Bebo

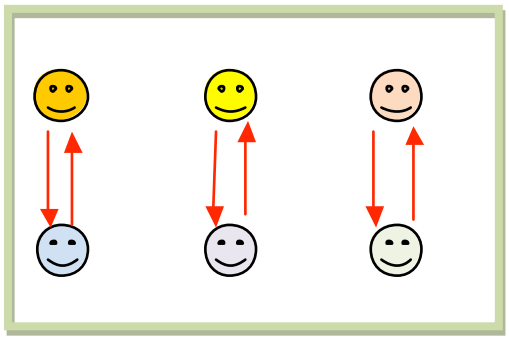
Recently, social networks have become a true mass phenomenon. In June 2009, for example, over 276 million people registered with Facebook, the largest social network at present.

So, what is a social network?

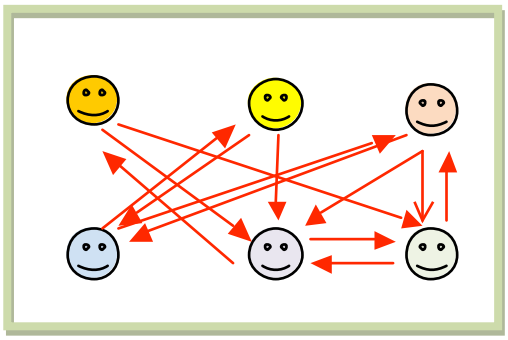
A social network is a set of related individuals: friends, clients or simple acquaintances.
In everyday life, we are all part of at least one social network: i.e., at present, your classmates studying ... Social networks!

Each member in this group has social relations with various members. This number varies, even greatly, over time. As you meet new people, old friendships may become less important.

A social network is flexible. New relations begin and end every day. Moreover, the concept of a network emphasizes the complexity of social relationships. This is not just a clear, linear system in which everyone has one or two friends, but a complex system constituted by an unpredictable number or relations as in a spider web.



Linear Model of Social Relationships



Social Network Model

A social network on the Internet operates in more or less the same way. You need to create a personal page (your "personal profile") by inserting your name (or your nickname or pseudonym), photo and other information. Then you can begin your "social life" by visiting the pages of friends or of people you don't know (who could be friends of friends).

"Becoming friends" on a social network is similar to becoming friends in real life. It means that you will have access to other persons' pages (kind of "virtual houses"), see their photos, see who their friends are and, if you and them are interested, get to know each other, exchange greetings, information, jokes, photos, videos, etc.

Well, then, you may ask yourself why we should complicate our real life with a virtual replica? If I have to say something to my neighbour isn't it easier to drop by or give her a ring? If I want to know how my niece is doing at university, isn't better to make a phone call?

The answer to all these questions is both yes and no.
Being part of a social network does not mean that you abandon your real contacts, skip tea with your friends, miss out on chats at the bar or stop phoning your relatives. It is a different way of communicating, cultivating friendships and making new friends in a fun, quick and inexpensive way. It is a further opportunity to meet and communicate, not a reason to abandon everyday meetings and communication.
Just like television did not put an end to radio or cinema, social networks are not going to put an end to real life. Quite to the contrary, they will enrich it.

REASONS TO USE SOCIAL NETWORKS	
eet new people and share common interests	49%
It's a good way to keep updated	25%
Express opinions and consult information on major topics	61%
Keep in touch with friends and relatives	47%
Viewing other people's profiles	57%
Specific reasons: looking for a partner, professional networking, etc.	25%

Reasons why Social Networks are used according to a Microsoft survey

What a Social Network Looks Like (Usually)

Social networks can be divided into two major categories: internal or closed networks and external or open networks (the most famous include: MySpace, Facebook and Twitter).
An internal network is a closed community formed around a group of people in a company, association, etc. A closed network can also be based on a common interest or be created by a number of users from an open network. An open or external network is public and accessible to all Internet users. It can be a vast set of people not limited by themes or characteristics (like

Facebook) or a thematic network dedicated to a particular subject (cooking, sports, etc.).

Nonetheless, all these types of networks share the same type of approach: users load information and photos, create a personal profile and become friends with other users.

Often, members who want to become friends have to confirm the friendship request. If, for example, Maria wants to become friends with Luigi, she has to send him a friendship request. Luigi will have to accept or deny this request. This system limits indiscriminate access to one's profile connecting it to the privacy and protection system at the basis of every social network.

Social networks continuously evolve and adopt new communication and entertainment opportunities.
One of the most important recent innovations concerns social networking via mobile telephony. Many social networks have a simplified and easily legible version for mobile phones that allows members to participate at any time directly through their mobiles.

Other social networks, such as Twitter, are actually based on mobile telephony and the main access is phone and not computer based. Social networks are a realm in expansion and evolution.
In order to understand them better, let's stop the theory here.

It's time to join a social network!

Activities

Here are some activities that you can do individually or in groups to become acquainted with the world of social networks.

ACTIVITIES:

- **Make a list of all the social networks that you know or have heard of;**

- **Conduct a search on Internet for social networks and compare the results to the list you have compiled;**

- **Integrate the two lists and add a brief description to each social network (specific functions, thematic focus, etc.).**

UNIT 2. FACEBOOK 1

Registering to Facebook
General Profile Settings
Settings, Privacy and Security

Facebook is currently considered to be the "King" of social networks as it is the most widespread social network all around the world. It is easy to use and provides many functions that make it entertaining. Getting to know how it works is an excellent way of approaching the world of social networks. Moreover, once you have become an "expert" Facebook user, it will be far easier to use any other type of social network, as, except for the differences in options and graphics, the basic mechanisms are the same.

Introduction to Facebook

The first thing to do is to visit the website:

www.facebook.com

This is what the login window looks like.

If English is not your mother tongue, don't worry. The system works in various different languages. Just select your preferred language in the lower bar and the language will change throughout the page.

This access page allows users to register.
The first step is to fill out the fields on the right-hand side of the page with your personal identification data.

In the following picture, we have inserted the data to create a typical user profile belonging to an imaginary Ms. "Maria Rossi".
In order to register, you need to have an active e-mail address to receive the notifications that are automatically sent out concerning activities about your profile (i.e., a friend has written to you, someone sent you a photo, etc.).
The "new password" that is requested will be your Facebook password (NOT the password for your e-mail account). You will use it to access your page. For Maria Rossi's registration, whose e-mail is mariarossisocialnetwork@virgilio.it, the new password we have chosen (that is encrypted by the black dots) is socialnetwork.

A Once you have inserted all this information, you can click on "Sign Up" (shown here as "Iscriviti" in the Italian version).
A new window will appear: this is the "Security Check". This is part of the Facebook security system and ensures that programmes (or viruses) are not able to automatically create new profiles.

The system will ask you to copy words and/or numbers that are written in a peculiar manner (indeed, sometimes not even very legible) to make sure that the registration is being performed by a human! Don't worry if you don't get it right at first. This often happens because the words are written "badly". In fact, the system allows you to change the words to be copied or to listen to the words via an audio system.

Attention: once you click on the "Sign Up" button (the second time), you are declaring that you have read and accepted the conditions of use and privacy regulations of the social network. So, read them!

You can ask for different words

Accept Facebook Rules

After the second click on "Sign Up" (and if you have copied the security check words correctly), you will have to define your profile (i.e., a page where you can provide information about yourself and perform activities such as finding friends).

Profile definition has 3 steps:

1. Finding friends
2. Profile information
3. Profile picture

The first window is about "finding friends" and helps you find people you know who are already using Facebook and that you may like to have as friends. If you still do not have any friends on Facebook, or do not know about them, or if you are uninterested in this step, you can skip it.

Step 2 asks for personal information on your studies and work.
For Maria Rossi, we indicated an arts degree in 1968 and Rome Acme as her place of work.
These indications are not obligatory (like the preceding and subsequent ones) and will be used to identify school and university classmates and work colleagues. In fact, Facebook was initially created as a social network for American college students.

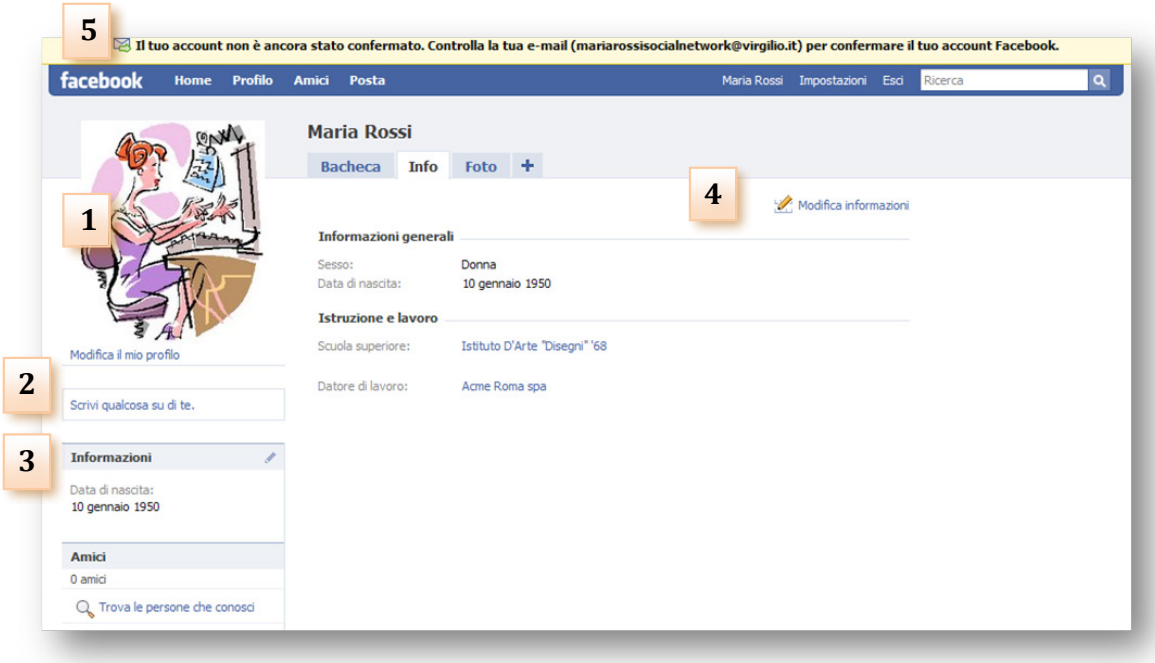
Step number three requests a photograph or image to be inserted. This is important … otherwise what sort of a Facebook would it be?
As our Ms. Maria Rossi is just a virtual user, we don't have any photos of her, but we can still imagine what she looks like. Let's imagine that she is an elegant lady with many different interests. We can portray her as she writes on her computer.

To insert the photo in her profile, if we already have a digital photo saved on our computer, all we have to do is click on "upload a photo". In this case, a window will open up and allow us to browse through our folders to find the correct file. If you have a computer with a web-cam, you can snap a photo right then and load it up to your profile.
If you are not happy about your photo, don't worry: you can change it at any time!

Have you saved this information and continued?
Good: this is an important moment … because

You are now about to access your Facebook profile for the first time !!!

And here it is …



This is what your Facebook page will look like or, more precisely, what the "Info" section looks like. This section summarizes all your information (or Maria's in this case).

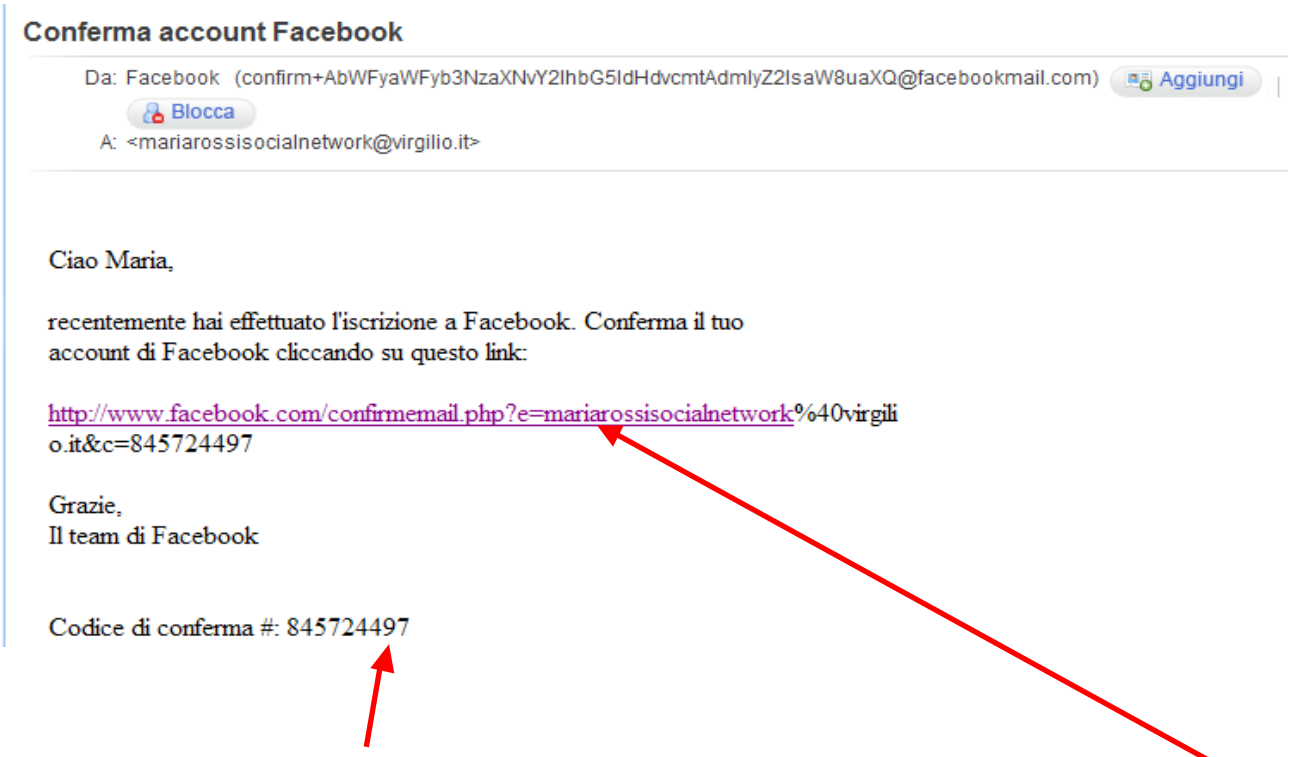
The user photo is on the left (1).

Under the photo is a small space to "write something about you" (2). Click on it and it will allow you to write whatever you like: a phrase, a verse, a quote or anything else that is representative of you or that you simply like.

Lower down, section (3) indicates the date of birth that you inserted when you registered. While publishing a lady's date of birth may not seem very polite … it does ensure that you receive lots of birthday wishes from our Facebook friends.

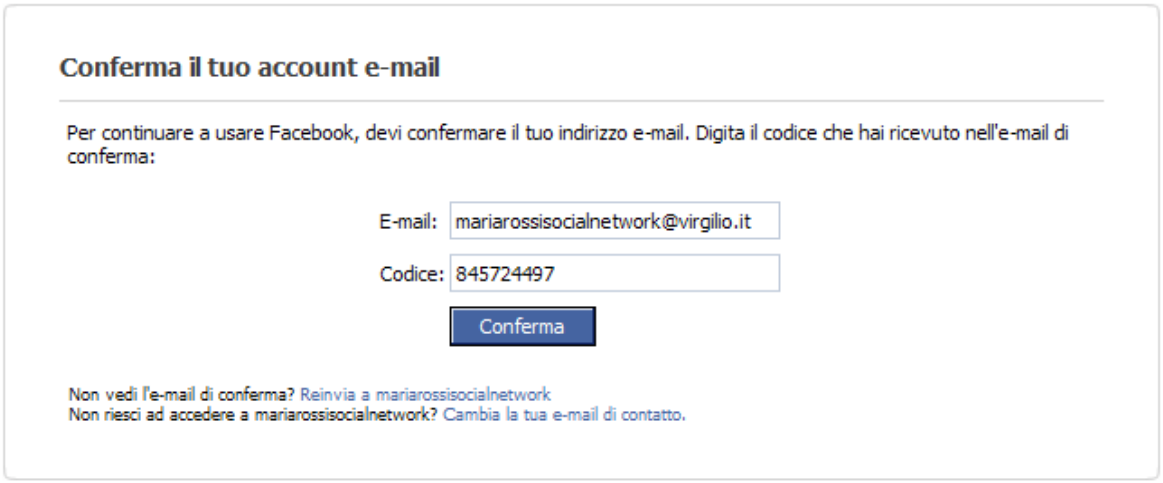
In the centre, right below the username, is the general, education and work information and (not shown here) other types of information even further down.
It is important that you remember that all of this information can be changed at any time by clicking on "Modify Information" (4). Moreover, you can eliminate all of it, if you decide you don't like Facebook or get tired of it. This issue will be dealt with separately. At present, we will cover all the actions that can be performed by clicking on "Settings" on the upper right blue bar.

The first screenshot shows the links to various sections on the blue bar and, above that, a yellow bar (5) that indicates, "Your account has not been confirmed. Check your e-mail …". This means that you have to check your e-mail account, the one you used to register in Facebook, and open up the registration confirmation e-mail like this one:

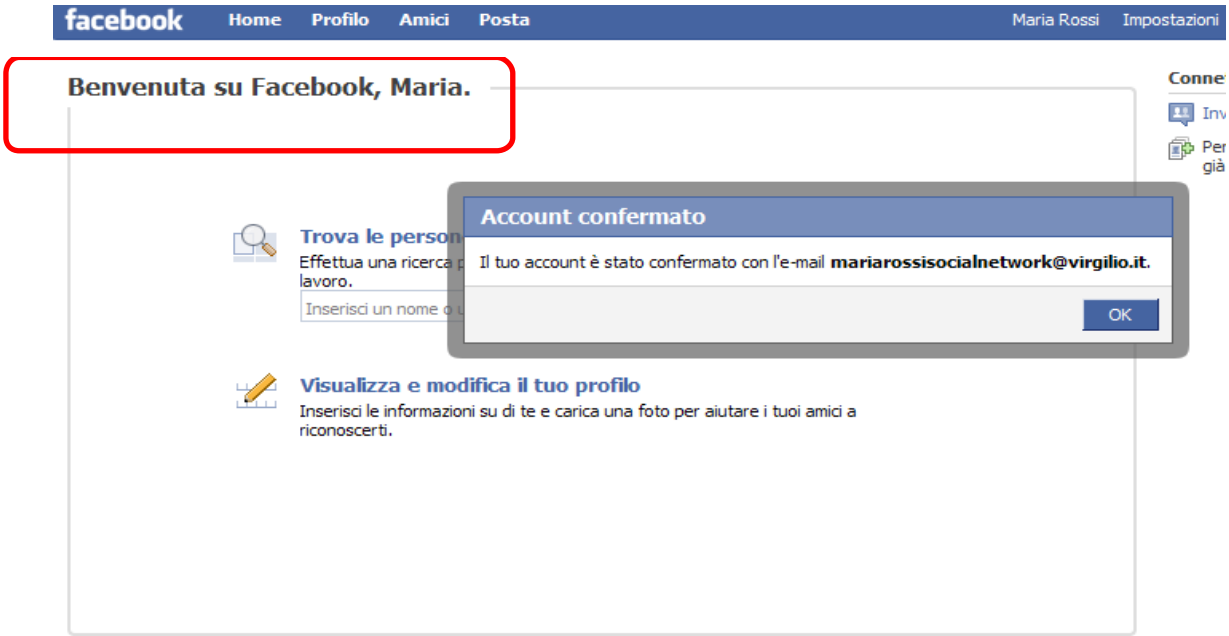


It usually arrives within a few minutes. All you have to do is read the confirmation code that was sent to you. This code must be copied into the

window that opens up when you click on the link in the e-mail message.

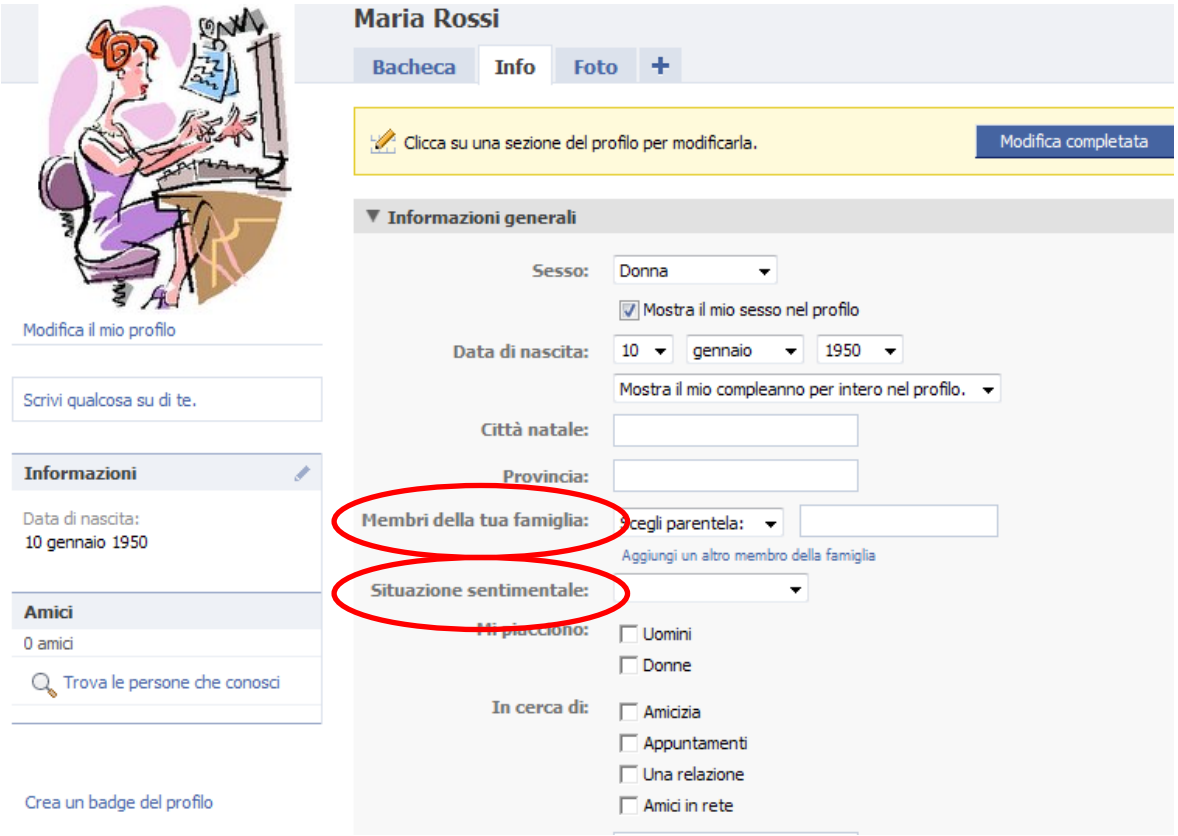


Now, the registration procedure is truly complete. And Facebook officially welcomes you and reminds you about the e-mail account that you have confirmed.

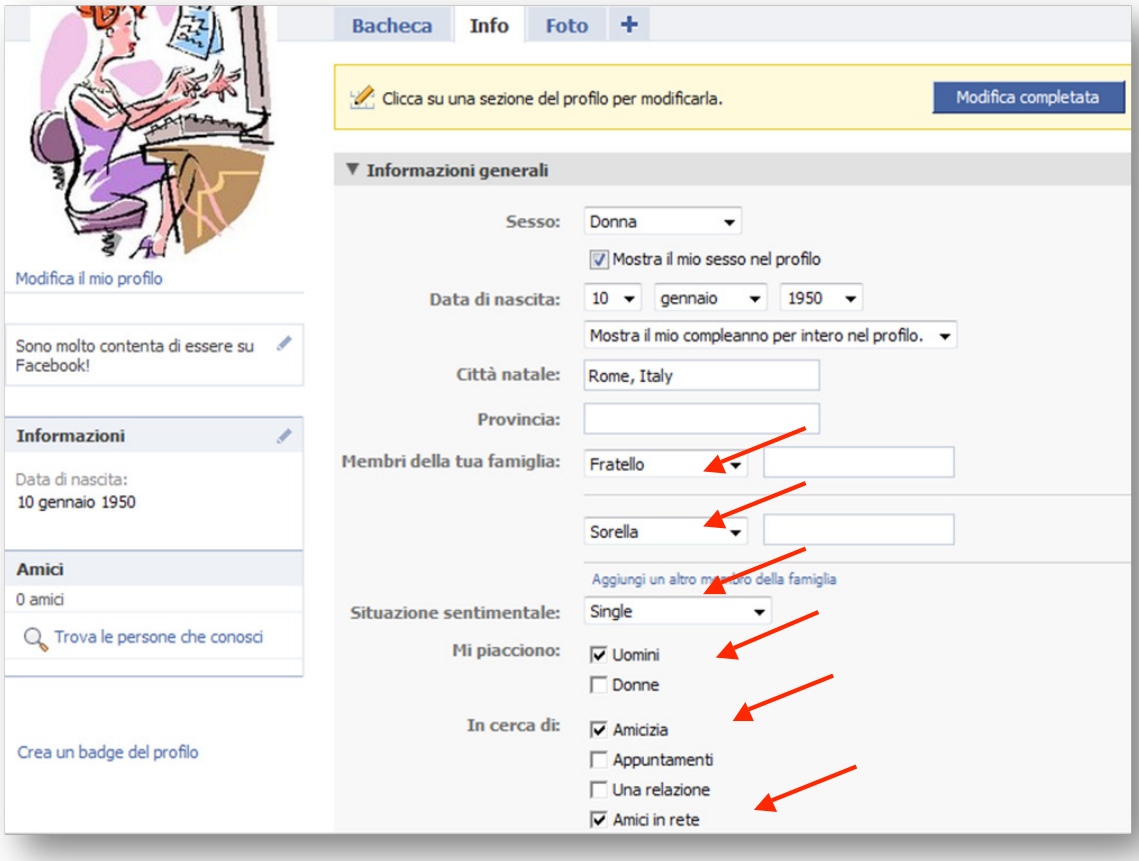


Enriching Your Profile

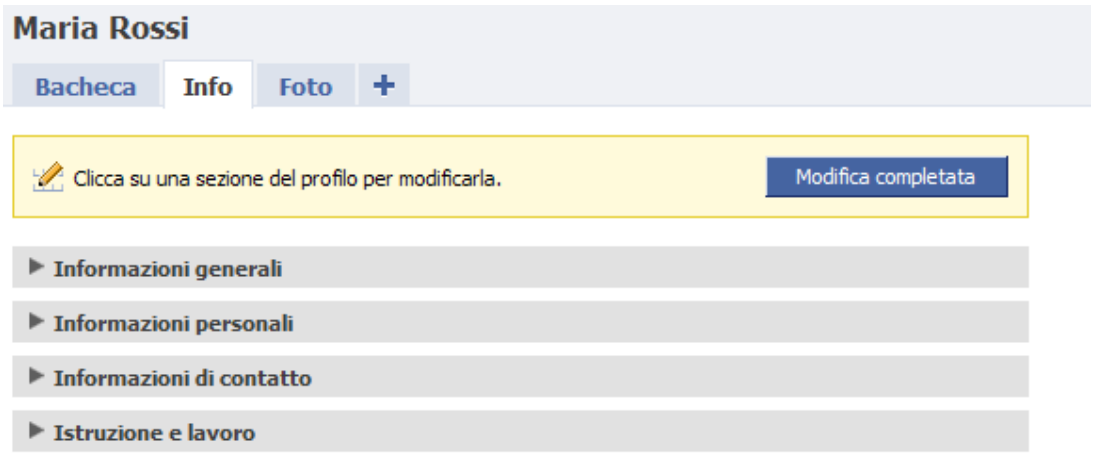
Let's go back to your profile and insert further information that will help old and new friends to recognize or get to know you better.
You are in the "General Information" subsection of "Info". Besides birth data, you can (nothing is obligatory) insert information about your family and sentimental status.



Maria, apparently, has a brother and a sister, is single and heterosexual, but doesn't want (at least for now) to use Facebook to find her twin soul …

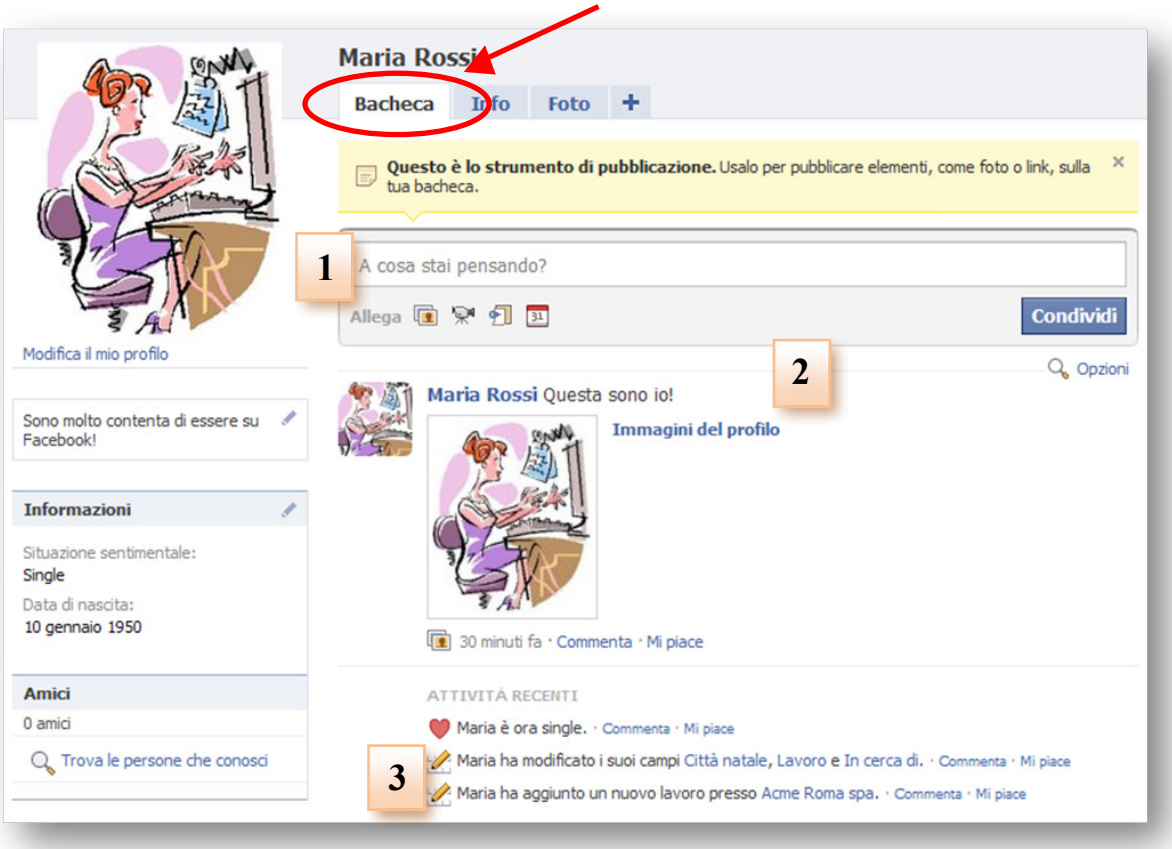


The same section allows you to insert various other types of information via other subsections.



Now, let's turn to the "Wall". This is the most interesting area as this is where you can write and read messages, upload and download photos, etc. It is the heart of the social life on Facebook. In fact, the yellow bar (see below) provides you with information on the page content and indicates that it is the "sharing" tool to publish content.

This is what your page will look like:



The most important part of the wall is the blue bar (1) that contains the "Write something …" request.
This allows you to share (exactly what the button you have to click on is called) information on what you are doing, thinking, etc. What you write will not only appear on your wall, but also on the homepage of all your friends who will be informed in real time about what you are doing.

The blue bar also displays small icons of objects that can be attached together (or in place of) the phrase that describes what you are thinking or doing. You can attach photos, videos, links to other sites, news items and more. This, too, is a way of sharing thoughts, impressions and emotions with your friends.

Right below the blue bar is the profile photo (2) that Maria has just uploaded (the time elapsed since it was uploaded is also indicated: 30 minutes) together with the comment that Maria associated with it.

By clicking on "Comment" you can leave a further comment on a photo and all other friends will be able to comment on it, too, when they see it. By clicking on "Like" you can indicate that you … like a photo! (or no longer like it.)

Further down, there is the list of "Recent Activities" (3). These are Maria's most recent actions. In this case, the page displays the information that Maria has inserted in the "Info" section.

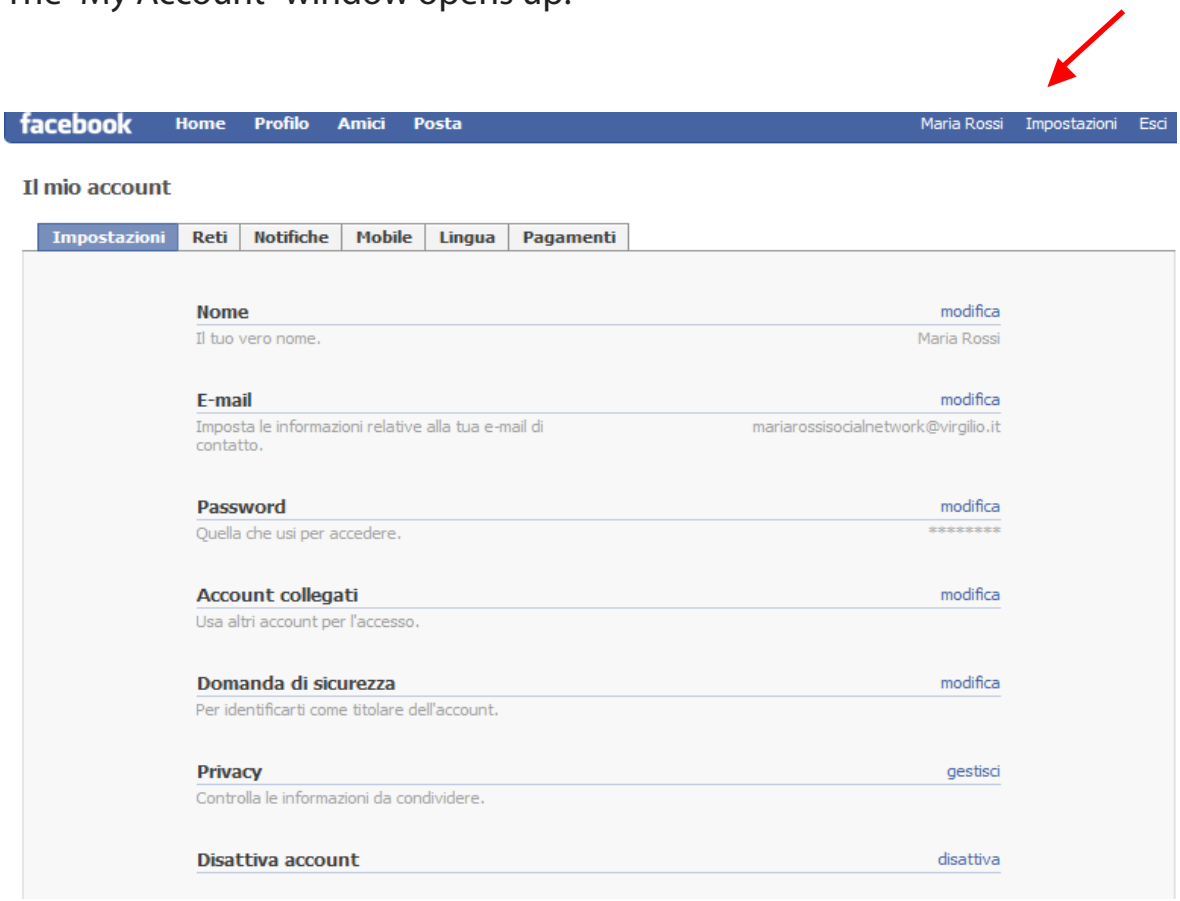
The following screenshot shows how Maria shares the joy of becoming a part of Facebook with her friends. She has inserted a comment on the profile photo indicating that she likes it.

Maria Rossi
Bacheca
Info
Foto
+
sto pensando che devo trovare nuovi amici e cominciare la mia nuova vita sociale su Facebook!
Allega
Condividi
Opzioni
Elimina
Maria Rossi Questa sono io!
Immagini del profilo
30 minuti fa · Commenta · Non mi piace più
Ti piace.
Maria Rossi alle 11.30 del 15 luglio
appena trovo una foto vera la metto...

Settings, Privacy and Security

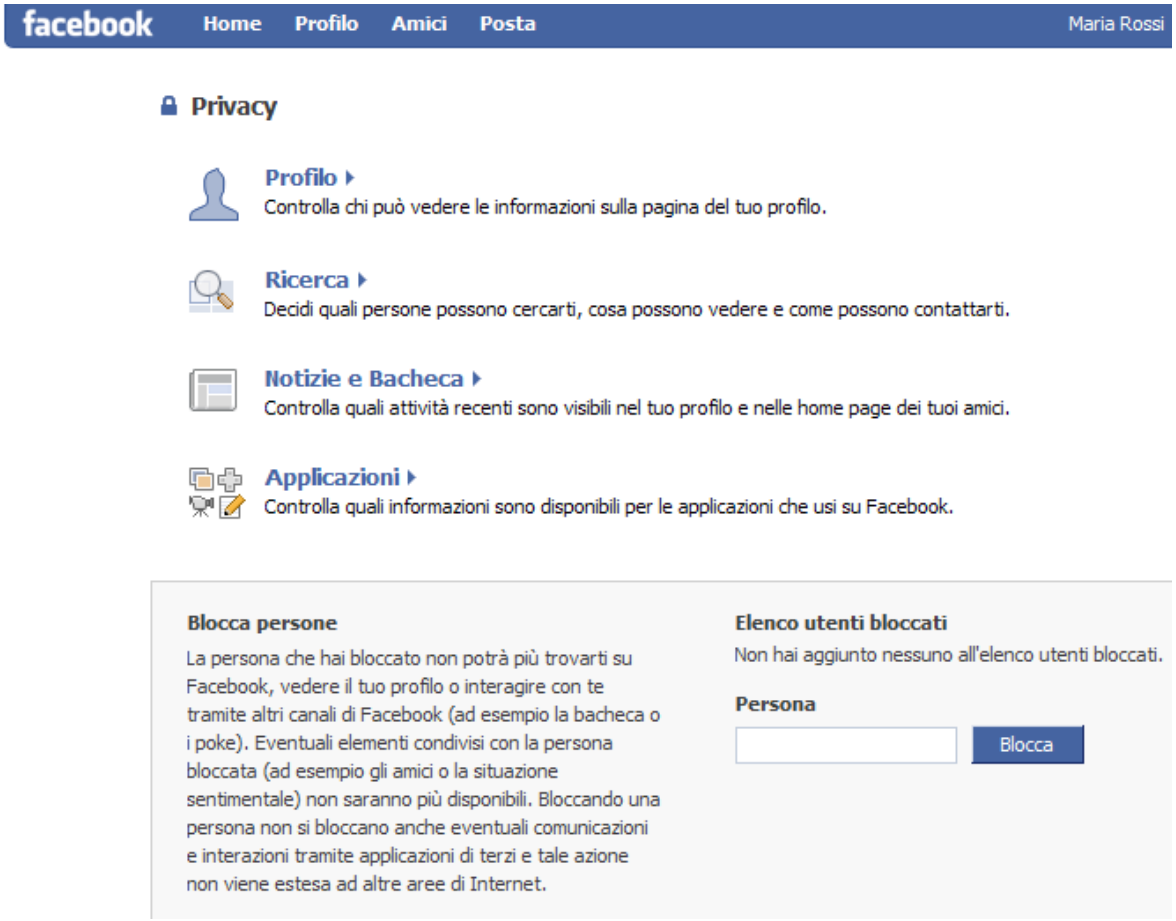
The safety of data and privacy is an issue that worries many people who first begin using social networks. They fear that others may access their page and illegally use the available information.
However, social networking systems have taken these issues into consideration and provide users with a series of options that allow each person to decide to what point to make their data and activities public.

The Facebook user, for example, can regulate access to his profile by clicking on "Settings" on the upper blue bar next to his or her name.
The "My Account" window opens up:

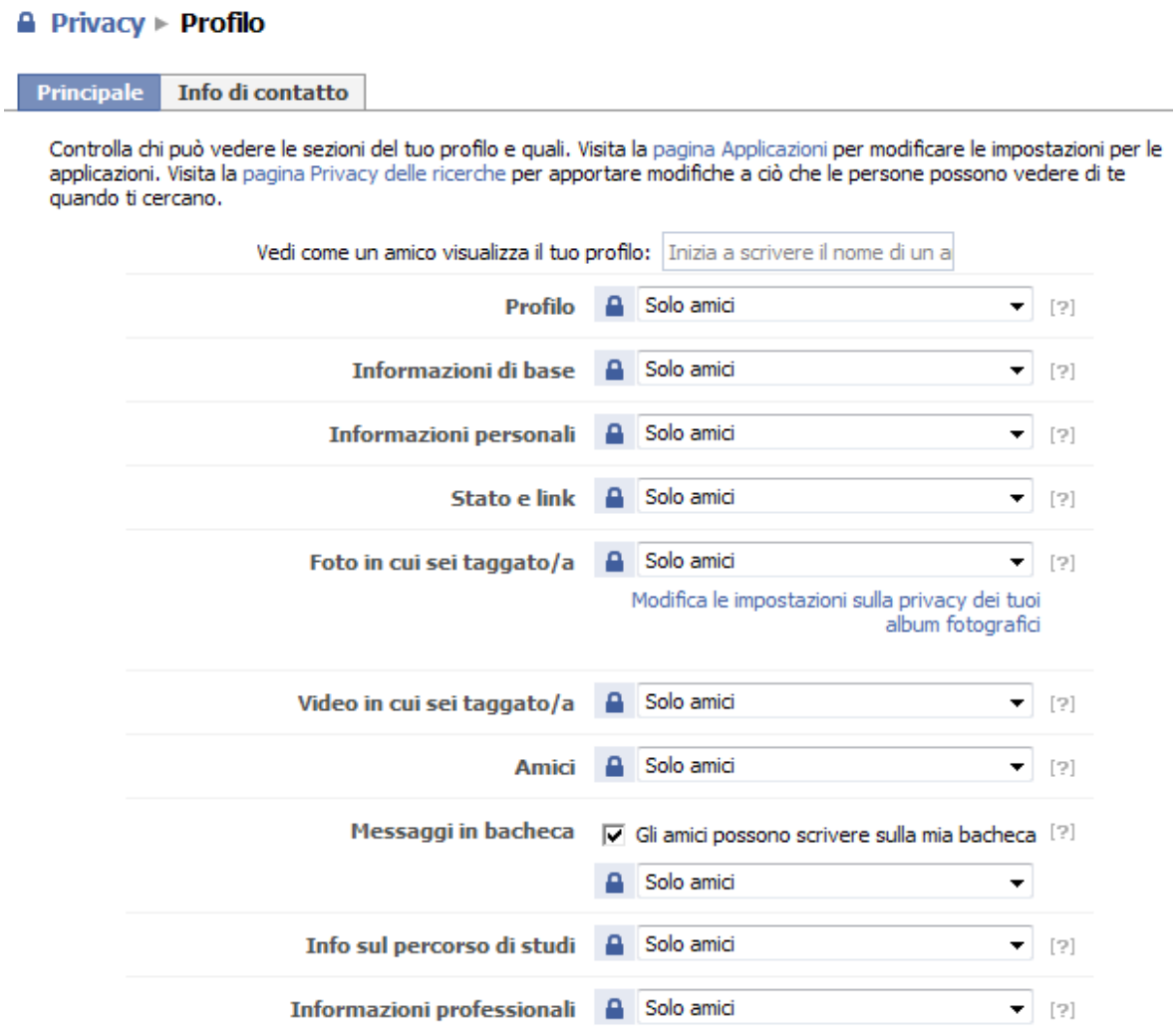


By clicking on the blue links on the right, you can modify your name, e-mail address, password, etc.
However, the most important settings are those concerning user privacy.

Click on the privacy option:



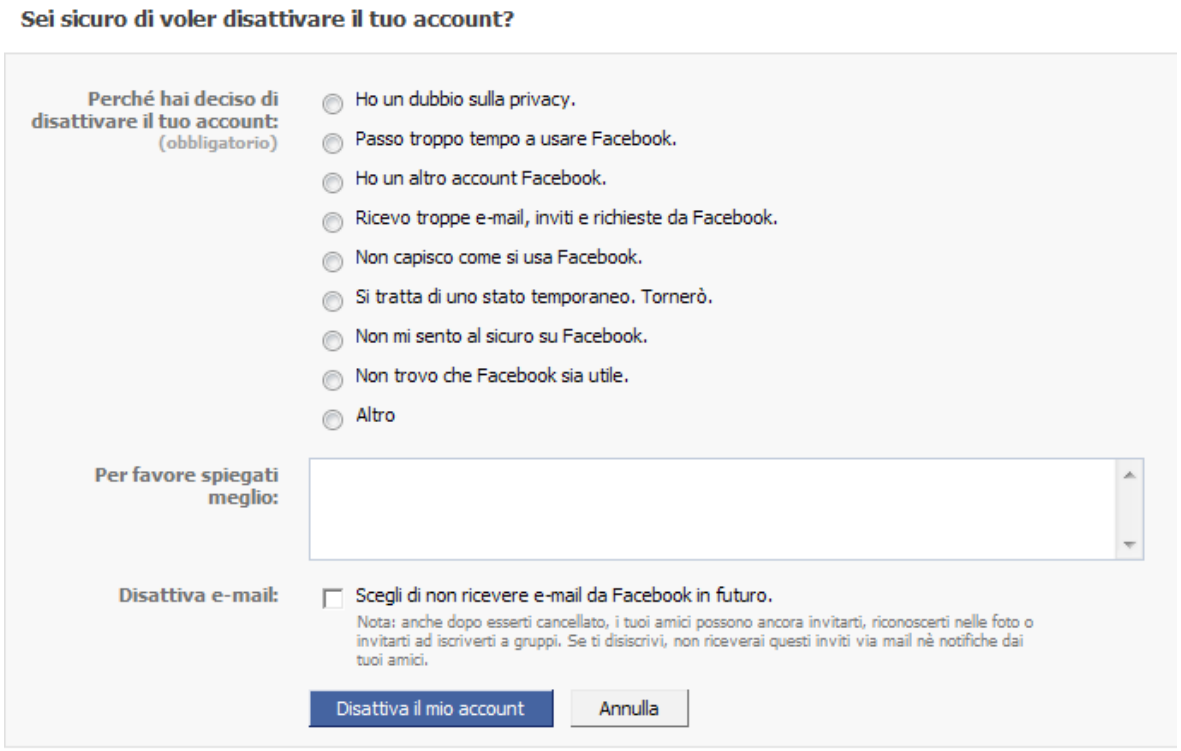
In the privacy section, the most important part is the one that concerns your profile and it allows you to decide who can see what of your profile contents. Let's see how to set your profile up in terms of privacy.



As this screenshot shows, you can decide who can see your content, section by section: whether everyone, only your friends or the friends of your friends.

This possibility to fully control all of the settings concerning your privacy should ease your mind. You can restrict or allow access to your data at any time.

Moreover, you can decide – at any point and for any reason – that you no longer want to be on Facebook.
You want to "leave" the social network. This can be done through the "Deactivate Account" subsection of "My Account".
The system will request why you want to deactivate our account, "leave" or cancel your Facebook profile. This information is useful to the social network administrators, but you are not obliged to respond. If you are certain that you want to leave Facebook, all you have to do is click on "Deactivate my account."



UNIT 3. FACEBOOK 2

Requesting and Accepting Friends
Joining a Group
Becoming a Fan
Sharing a Vide

New and Old Friends

Once your profile has been set up with all the information that you consider most important, it's time to look for friends.

Requesting Friendship

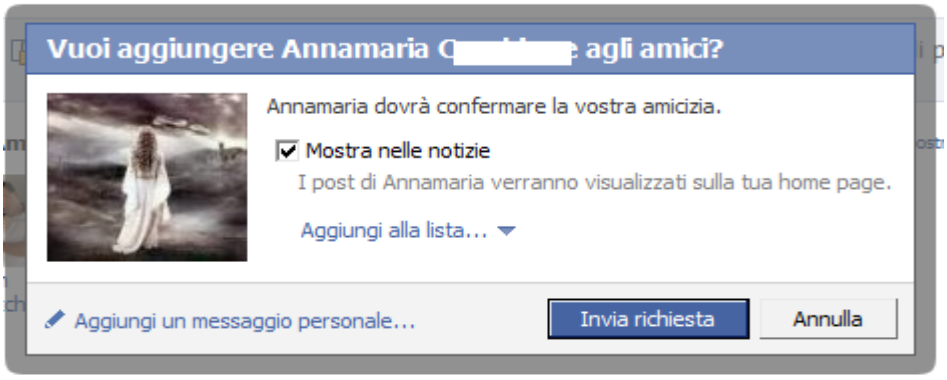
At this point, Maria Rossi decides to look for an old friend by typing her first and last name into the search window on the upper right-hand side and clicking on the magnifying lens icon.

Such a search could provide an entire series of people with the same name. The photo or image associated with a name becomes essential in this case to identify the person you are looking for. This first screenshot also shows you the friends of the person you are looking for (only their names and profile photos). This can also be useful information to understand if you have found the right person. In this case, Maria has recognized her friend Annamaria and clicks on her name.

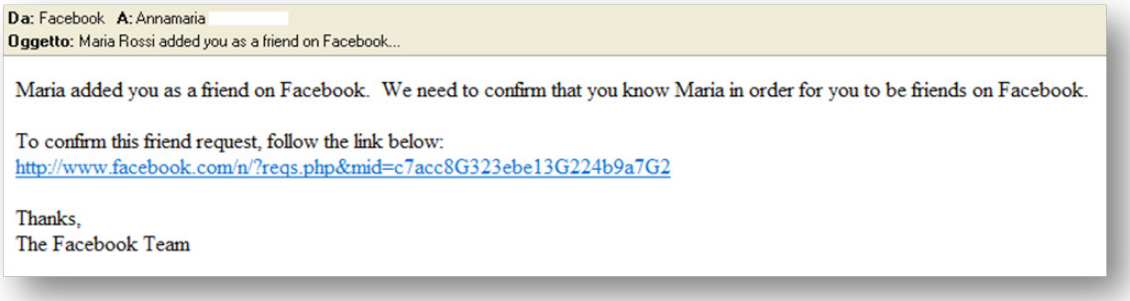
This is what the page that appears looks like. If the profile is not public, which means that only friends can see the contents (as in most cases) the section

with the padlock indicates that you must be accepted as friends before you can access the desired page.

If you want to proceed with the friend request you must click on "Add as a Friend". And this window will appear:



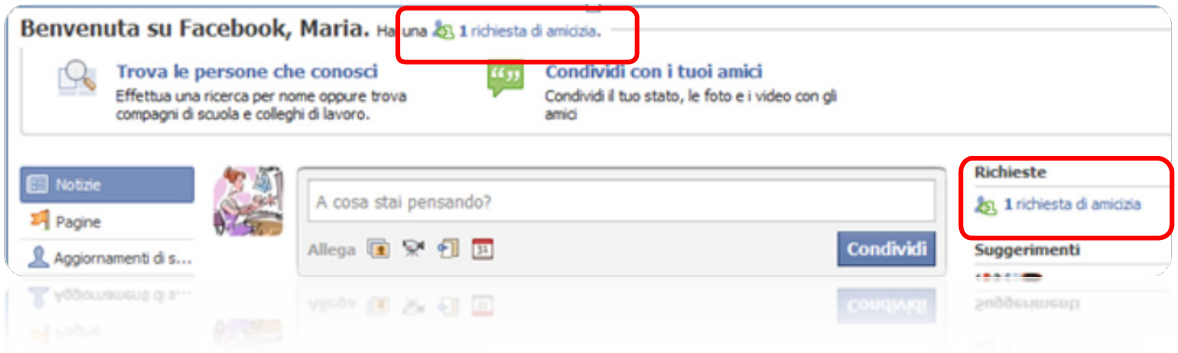
After having clicked on "send request" the system will present a "safety check" (once again, you'll have to copy strange words …). If you are on the receiving end of the friendship request, you will receive an e-mail indicating that a person, Maria in this case, would like to be your friend. In order to accept the friendship request, we must click on the link in the e-mail.



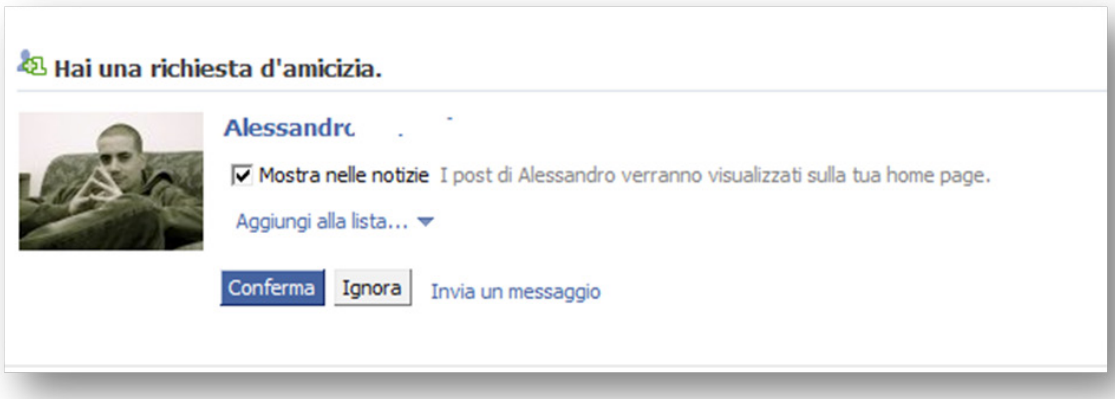
Annamaria accepts Maria's friendship request. Now, Maria will appear amongst her friends and vice-versa. Both Maria and Annamaria will be able to access each other's contents.

Accepting Friendship Requests

When someone requests your friendship this will be indicated on your "homepage" both in the upper part and in the right-hand corner amongst the requests.



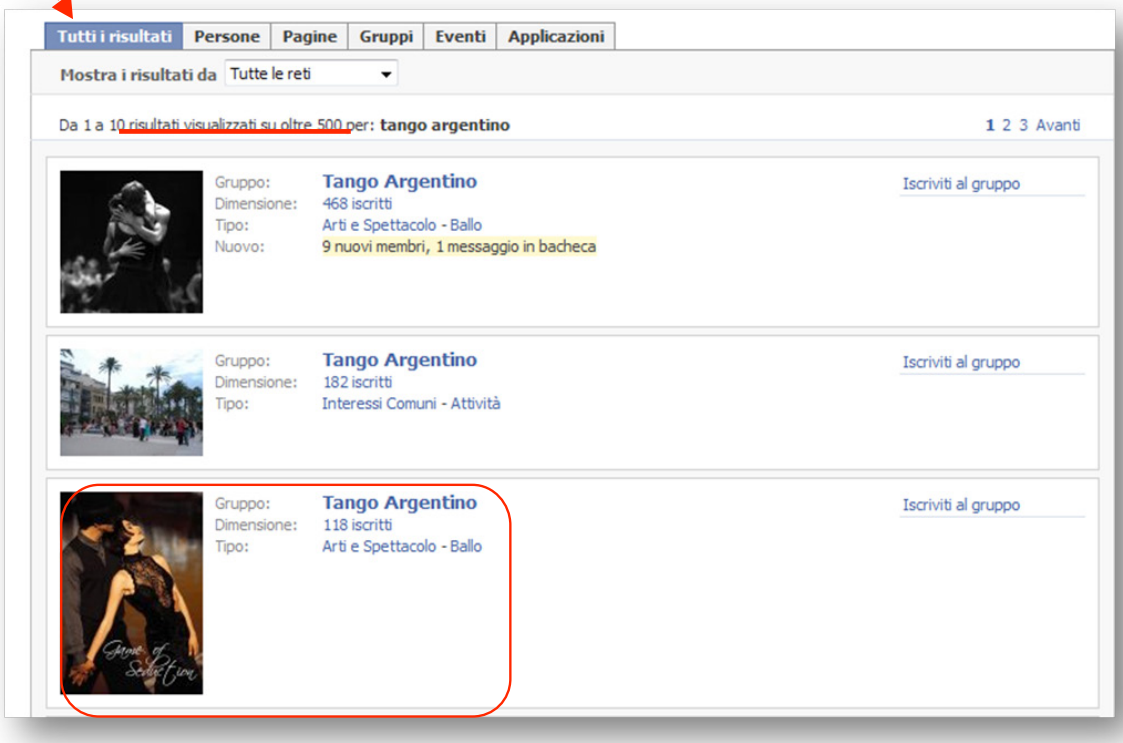
Clicking on this will open up a window with the name and photo of the person requesting your friendship. In this case, it is Alessandro.



Confirm by clicking on the "confirm" button.
The system indicates that there are no other "friendship requests" and that Alessandro is officially your friend on Facebook. So, you can now see all of his photos.

Joining a Group

As you may remember, our friend Maria is a fan of Argentinean Tango (she indicated it in her "Info" section").
Social networks provide you with the opportunity of finding others who share your same interests and sharing opinions, information and invites to events (concerts, exhibitions, etc.). Facebook has "interest groups" ranging from football teams to singers, actors and board games! Joining one of these groups is fun because it puts you in direct contact with those who have your same interests and passions.
So, Maria decides to look for other people who like Argentinean Tango. The research procedure is always the same whether we are looking for individuals, groups or other organizations. We have to write out the name or a brief description in the search space on the upper right hand corner.
Maria performed a search for "Argentinean Tango". All the search results appear. In this case, there is a vast series of results (more than 500). The screenshot shows us the first ten. Unless you are looking for a particular group you know about, you can stop at this list and choose one that looks interesting from the search results.
In this case, Maria chooses to sign up for the third group that already has 118 members.



Maria clicks on "Join Group". A confirmation window pop up and Maria must confirm her desire to join the group.

At this point, the official group page opens up.

The "official" group photo, which you had already seen miniaturized in the results list, is in the upper right hand corner.
Right below that, you can access the discussion area (2) that is already open, invite friends to join the group or leave the group (removing your membership) if you are not interested. We can also publish a small box with

a photo of the group and a short descriptive text to promote the group on your profile by clicking on "Share" (3).

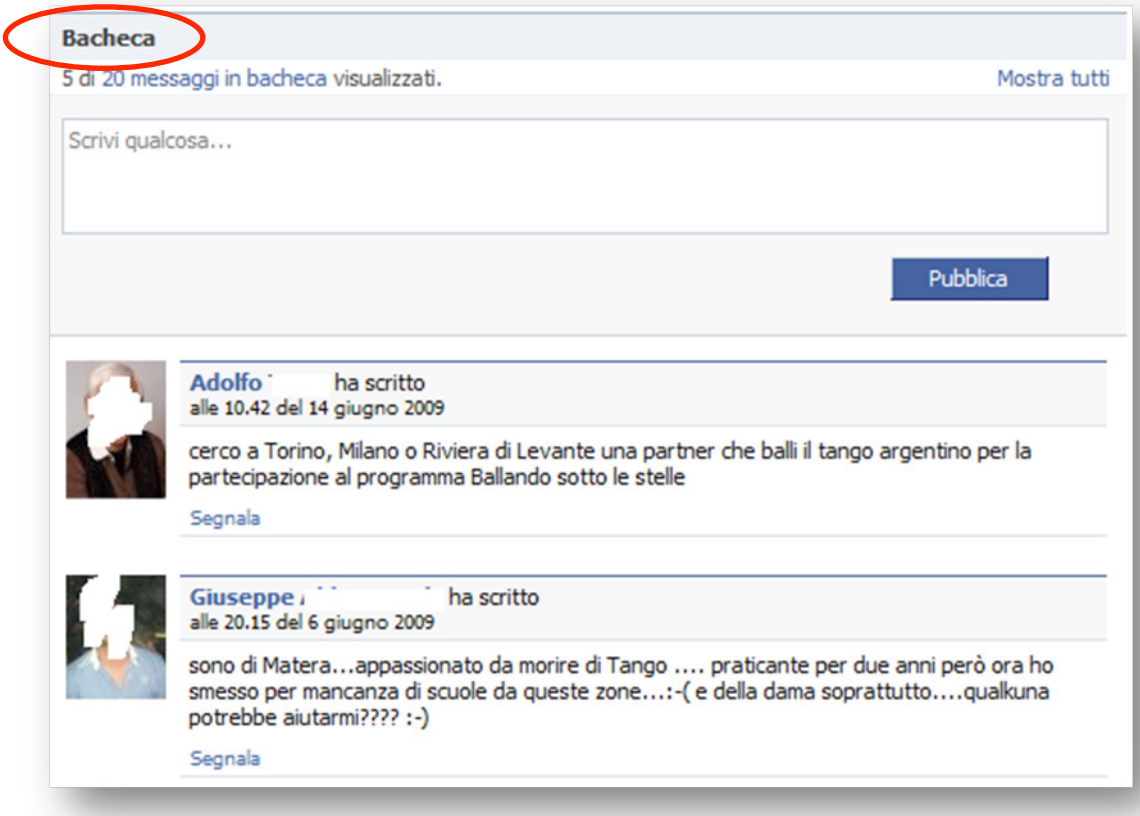
Basic information (type of group and a brief description) is listed just beneath the official group name along with contact information and the founder's e-mail (4).

Beneath that information (5) you will be able to see some of the group members, their photos and their names.

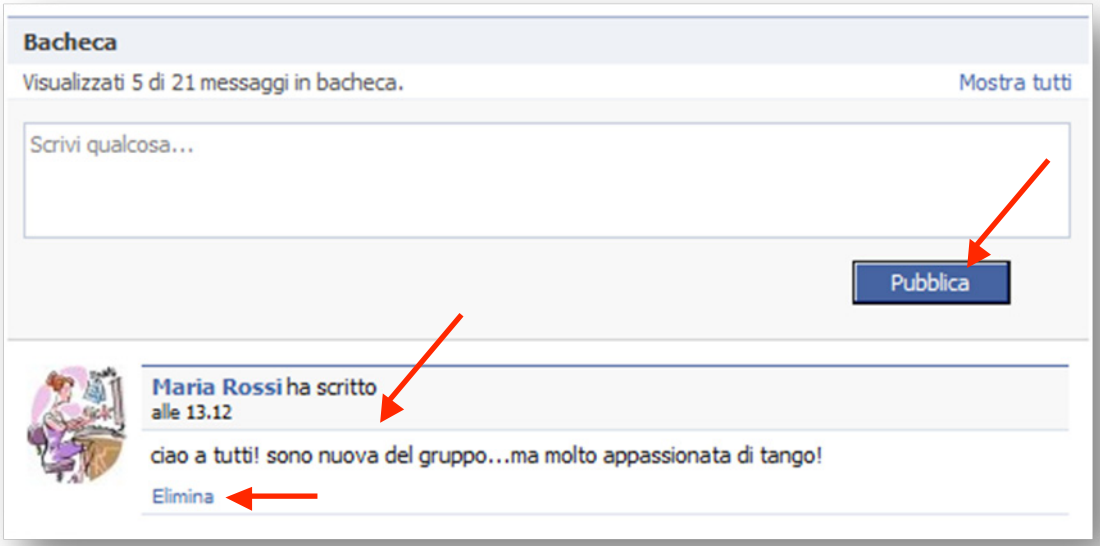
The lower part of the page is reserved to the interaction amongst group members.

It's the group wall where everyone can write something.

Below that are the most recent messages left on the wall by members. And there's even someone looking for dancing partners!



Even Maria has decided to write something to introduce herself to her new community of virtual friends. She writes a comment and then clicks on the "share" button. The comment is immediately published and becomes the most recent listed message. If Maria decides that she doesn't like her message, she can cancel it by clicking on "remove".

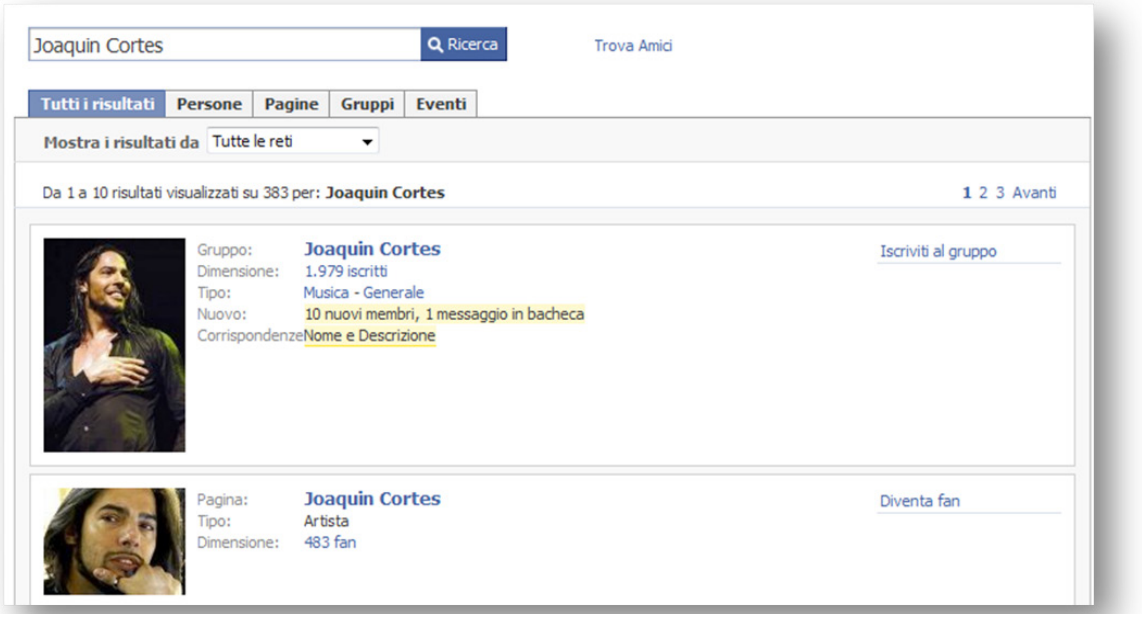


Maria is happy and she wants to let all her friends know about the group she has joined. So, she writes a message on her personal wall and her comment is published next to her name.
However, this wasn't really necessary. The system automatically records all user activity and publishes them on your personal profile.

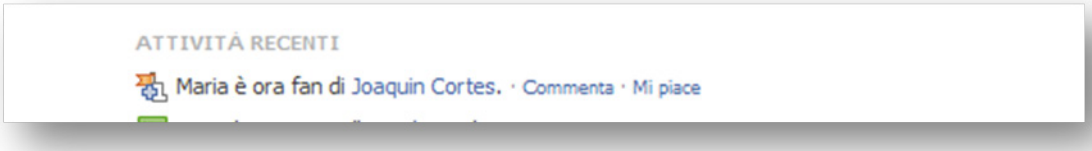
Becoming a Fan

Besides loving Argentinean Tango, Maria adores the famous Flamenco dancer Joaquin Cortes. Facebook and other social networks provide many pages dedicated to famous people - actors, singers, dancers, etc. - created by the stars themselves ("official pages") or by others.
These pages may be created as groups, such as the Tango one that Maria joined, or as simple profiles with a special function that allows people to become fans.

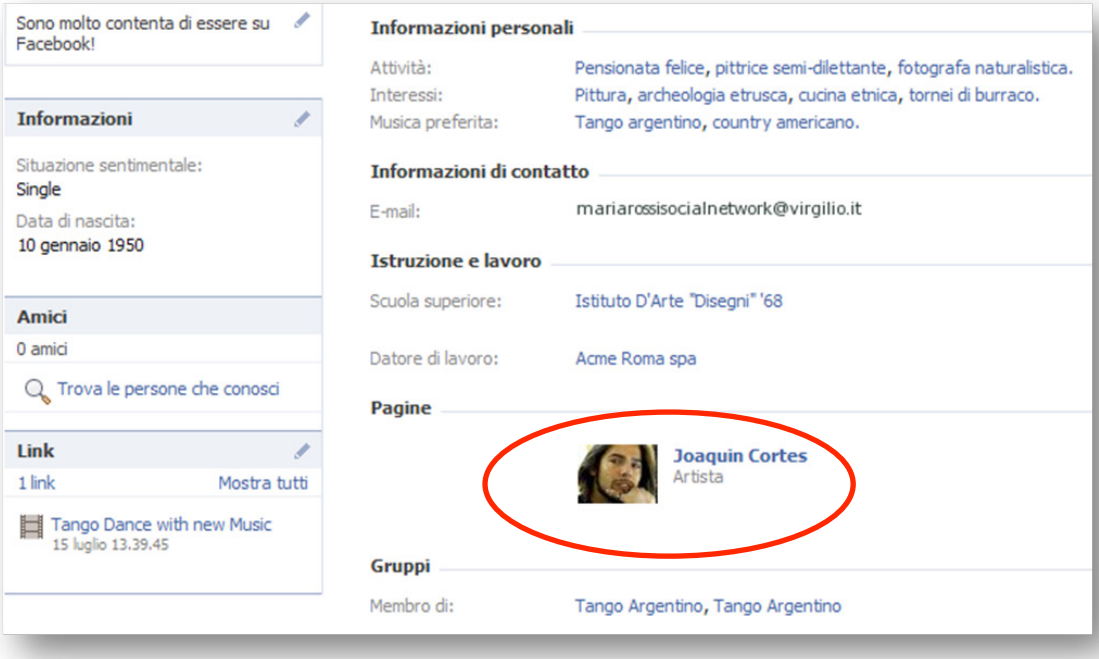
"Becoming a fan" of your favourite star is not only gratifying, but also keeps one automatically informed on the new information that is uploaded to the star's homepage. If, for example, the dates for a new concert are added, or a new photo is uploaded, a fan will automatically be notified on his personal page.
Furthermore, the fact that you are someone's fans also – and automatically enriches the personal information in your Info section.
So, how does one become a fan?
First of all, you must look for the star you are interested in through the search function. You immediately get a list of results like the one below for "Joaquin Cortes".



In this case, the first result provides a group, while the second is a profile with the "Become a Fan" option, which is what you were looking for.
Click on "Become a Fan" The button will become "You are a fan."
And your wall will be immediately updated.



Your "Info" section is also updated: yet another element to present yourself to your friends with.



Sharing a Video

Your personal profile on Facebook, just like on many other social networks, can easily be enriched with multimedia material. We can upload photos, videos, news, images and more to your profile to make it aesthetically more pleasant and richer in content.

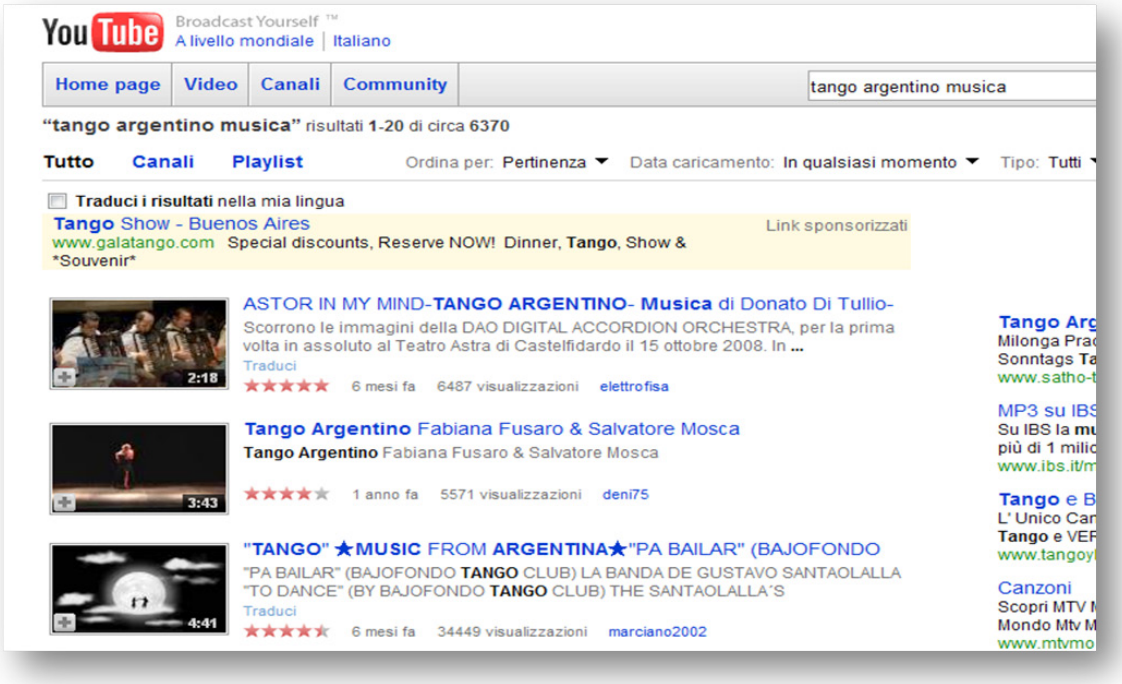
This can be done through a very interesting characteristic of social networks. Social networks can interact and this makes it very easy to transfer material such as photos, videos and games, from one social network to another. As a matter of fact, social networks are expressly designed to allow this type of exchange.

Let's turn back to Maria's passion for Argentinean Tango for a concrete example.

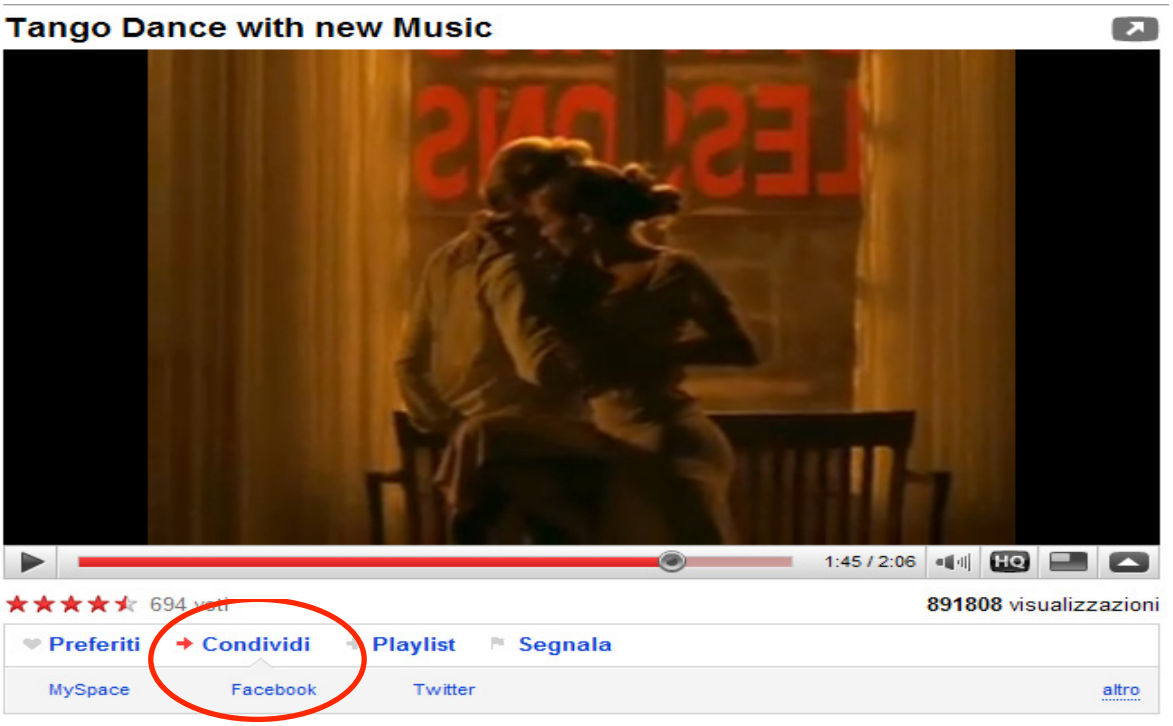
Maria often watches YouTube to see videos of events, interviews and other material on Tango.

Now that she has a Facebook profile, she can share these videos with her friends. This may even help turn one of her friends into a tango enthusiast!

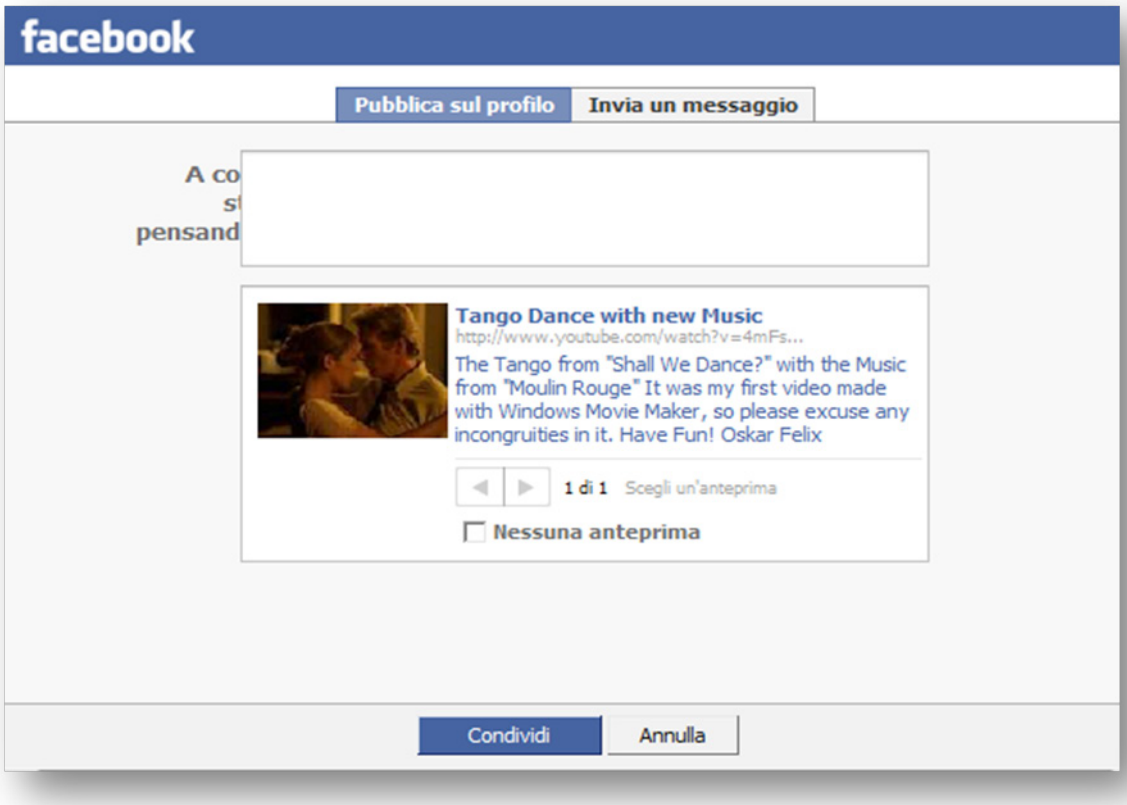
Maria can search for "Argentinean Tango" on the YouTube home page.
And these are the results she gets:



Browsing through the results, she finds a nice photo of Richard Gere and Jennifer Lopez dancing. It's a video from the "Shall We Dance?" movie that Maria loves.



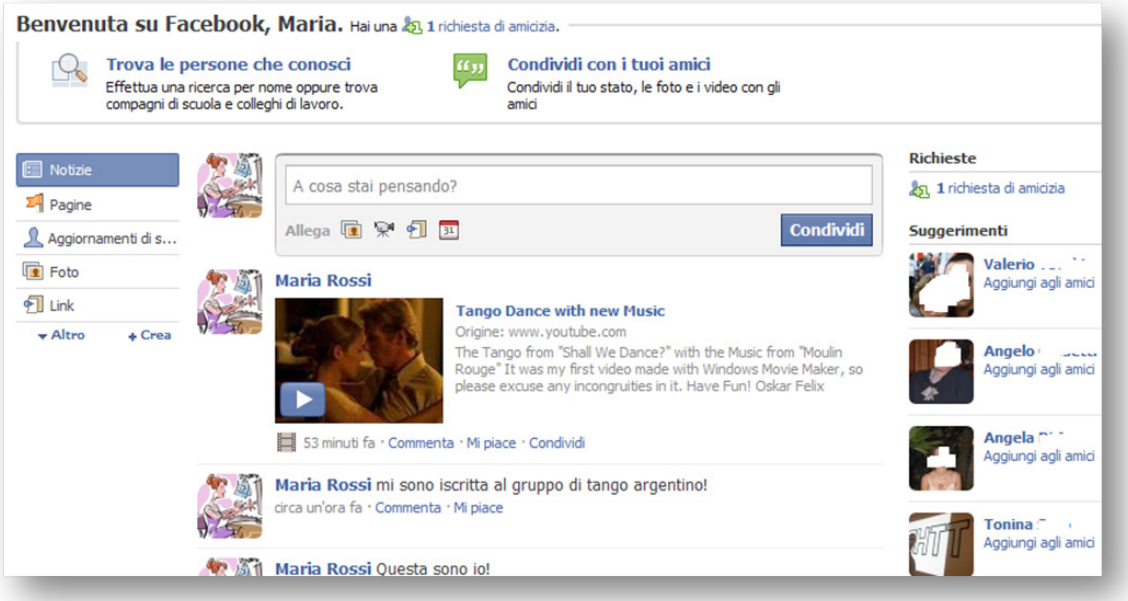
Right below the video are options that include "Share" to three different social networks: MySpace, Facebook and Twitter. This is what we were speaking about: all you need to do is click on the Facebook option and the video will be automatically uploaded to your profile.



Click on the "Share" that appears from Facebook and the video will be embedded onto your wall together with the description accompanying it on the original YouTube page.

As usual, your friends will be able to leave comments, show whether or not they liked the video and even share it with their own friends.

The video will appear on your homepage along with all your other activities.



Activities

Here are some activities that you can do individually or in groups to become acquainted and learn how to use Facebook. In particular, these activities concern creating a network of friends and sharing resources.

Requesting and Accepting Friends

Joining a Group

Becoming a Fan

Sharing a Video

ACTIVITIES:

- **Update your profile (frequently change the contents on your wall and add new messages);**

- **Look for friends and acquaintances that are already on Facebook and ask for their friendship: start with your classmates;**

- **Join at least one group addressing your interests and hobbies;**

- **Look for your favourite starts and become a fan of at least two;**

- **Together with other classmates:**

o **explore the options provided by your profile and understand how you can create a group;**

o **create a group for your social networking course;**

o **fill the group's space with contents you have created: messages, photos and videos.**

UNIT 4. FACEBOOK 3

Sharing Photographs
Facebook Chat
Notifications
Sharing a Link
Gifts

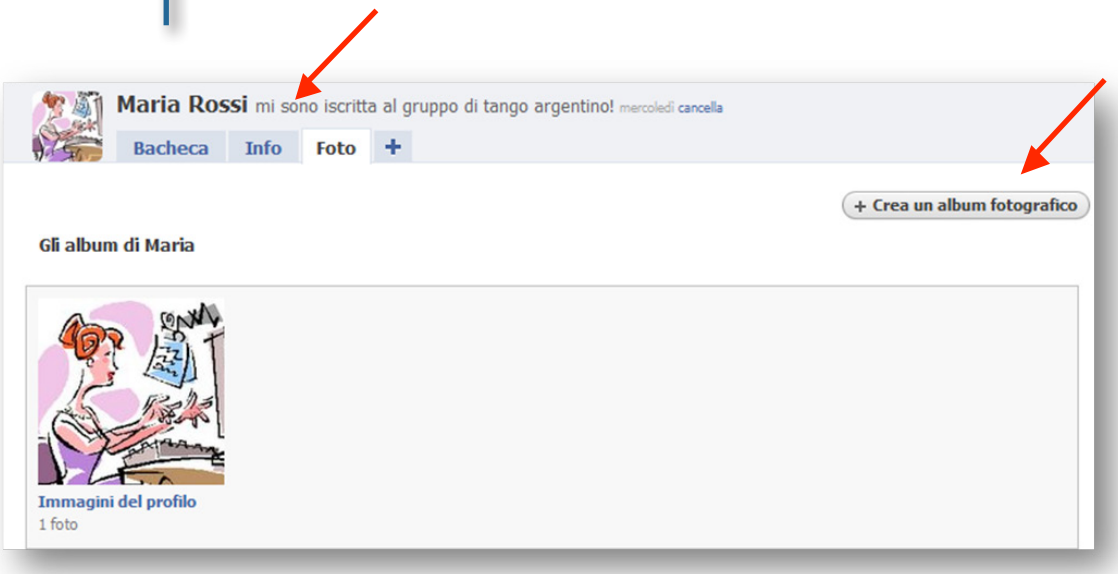
Sharing Photographs

Sharing photographs is one of the most used features of Facebook. It is very simple to do and nearly everyone has a digital camera these days.

Facebook provides a quick and fun service that sends the photos in which your friends appear to them.

Let's start. "Photos" is one of the three main sections of your Facebook page. When you open it, your photos appear in a square.

This is Maria's photo section. At present, it only contains her official profile photo. The "create a photo album" button is on the right.



Clicking on it opens up a subsection called "add new photos".

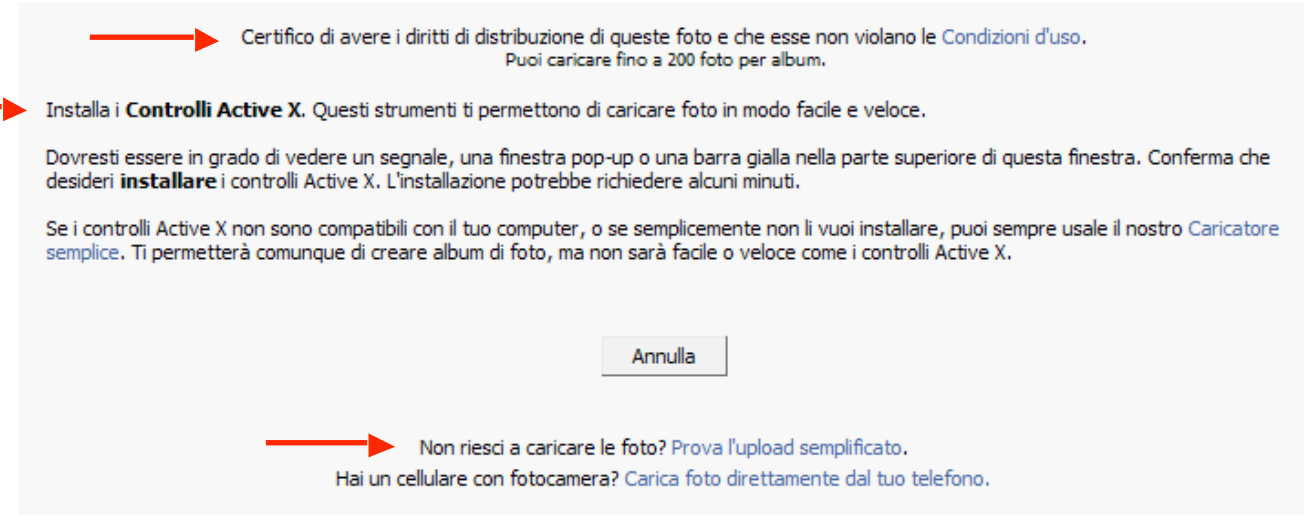
Maria decides to insert a couple of photos of her two cats. She calls the album "My Cats". She also indicates where the photos were taken. And if she wanted to, she could also add other information in the "Description" field.

Safeguarding the privacy of your photographs is important. The system inquires whether you want to make them visible to everyone, only to your friends or to a select group of friends. Maria decides to make them public and chooses "Everyone" and then clicks on "Create Album".

The next screenshot displays the Facebook security and privacy system. It asks you to confirm that you can use the photos that you are about to upload. This is obvious if they are your photos. If the photos portray other people, however, you should always ask yourself whether they may mind you publishing these photos. In any case, you can eliminate or hide the photos in any moment by modifying your privacy settings.

You are also asked to install a special "Control Active X" programme to upload your photos. Unfortunately, this programme often leads to problems and blocks the system.

Problems may occur during this phase, in which case the system will suggest you try the "simple upload." (Upload is the opposite of download!)



Maria opts for the simplified upload. The following screenshot appears and indicates that the "My Cats" album already exists.
Just like when you add an attachment to an e-mail, the system will ask you to browse through your computer folders to identify the photos that you wish to upload.
Again, before uploading the photos, you will have to confirm your right to use those images.

Maria has inserted two photos of her cats.
Maria is now provided with the opportunity to add or change the information and settings that she has chosen. She can, for example, add captions to each photo. The system also enables us to choose any photo as the album cover. Maria decides to choose the following photo for the album cover.

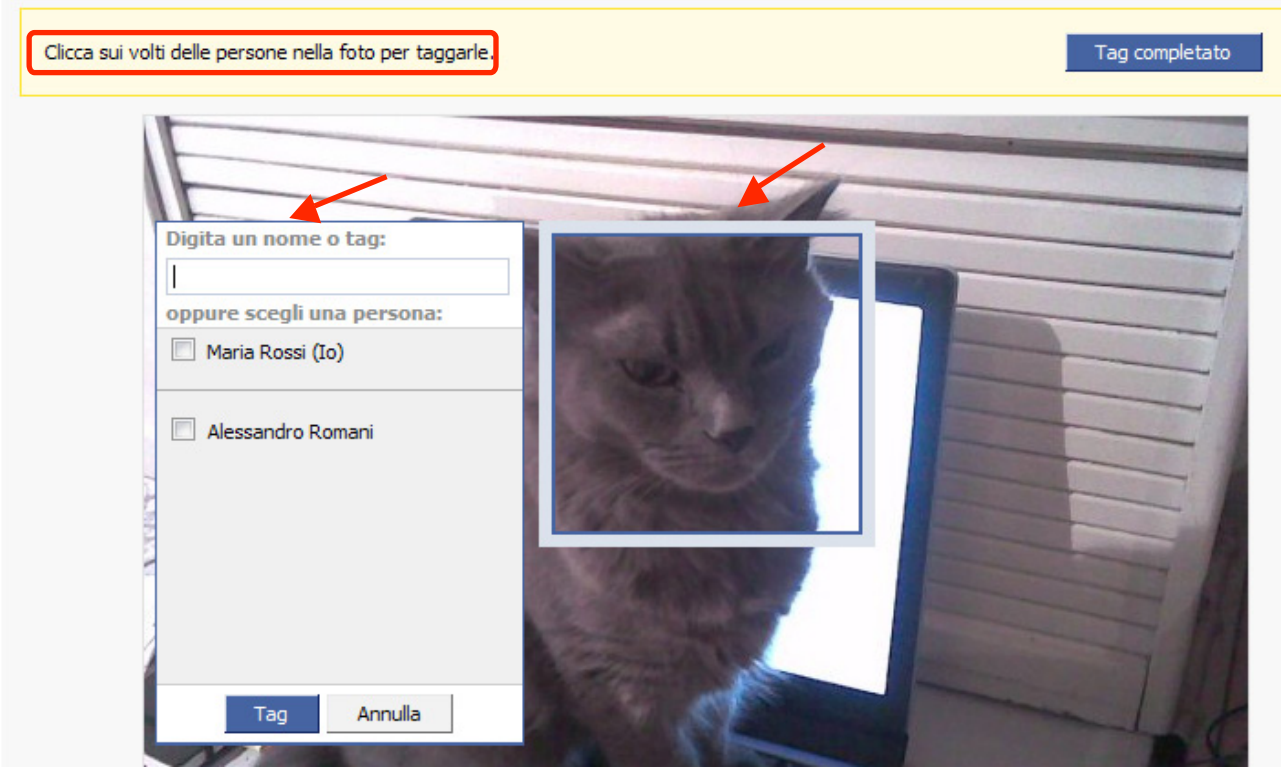
This is the second photo that Maria has uploaded with its caption.
The name of the photo album is on the right-hand side. There is also a space to enter comments below that.

The most interesting options are located on the right: besides the "share" option, you can choose to publish this photo to your profile (if you are not Maria) or decide to "tag" the photo.

"Tagging" means to "label" something. In this case, we are adding labels with the name of people (or cats) that appear in the photos.
Let's see how it works.

We clicked on "Tag this photo".
The system asks us to click on the face of the person (…or cat) that we wish to tag.
Clicking on the cats face opens up two boxes: one to click on the person to tag and the other to specify the person's name.

Usually, the tagged person is also the one to whom you wish to send the photo. Practically, it's the technologically advanced version of "do you like this photo? I'll have a copy made for you."
Other times, as in this case, the tagged cat has no Facebook profile, so the photo is going to be sent to anyone. Maria, however, wants to send it to her cat-loving friend Alessandro.



Facebook Chat

Alessandro will automatically receive the tagged photo on his Facebook profile. In fact, Alessandro is on-line when the photo appears on his profile and wants to immediately tell Maria that he has seen it.

On the lower right-hand side of our Facebook page, there is a small bar that shows us which of our friends are currently on-line. Alessandro notices that Maria is on-line and clicks on her name. This opens up a small chat window.

Chatting is one of the top activities on the Internet and it can be done on Facebook, too. In practice, chatting is the exchange of instantaneous messages that appear on the other person's Facebook page as soon as you hit "enter".

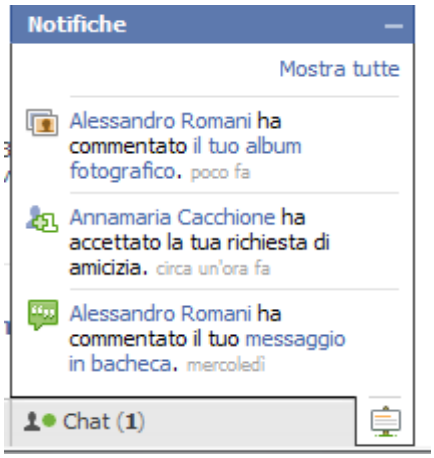
Alessandro uses the chat to tell Maria that he has received the photo and also left a comment.

As a matter of fact, Maria is immediately notified about the comment.

Notifications

A notification is an indication that something has happened to your Facebook page: someone has written on your wall, has sent you or tagged you in a photo, invited you to take a quiz, etc.
New notifications are indicated in the lower right-hand corner of your Facebook page by a red call-out indicating the number of new notifications.

By clicking on the notification signal, a list will open up indicating all of your new notifications together with some of your old ones. In this case, the notification concerns the fact that Alessandro has commented on the photos that Maria uploaded.



Cliccando sulla notifica del commento di Alessandro possiamo leggere il commento che ha lasciato. Maria legge, e a sua volta lascia un altro commento di ringraziamento per l'apprezzamento di Alessandro.

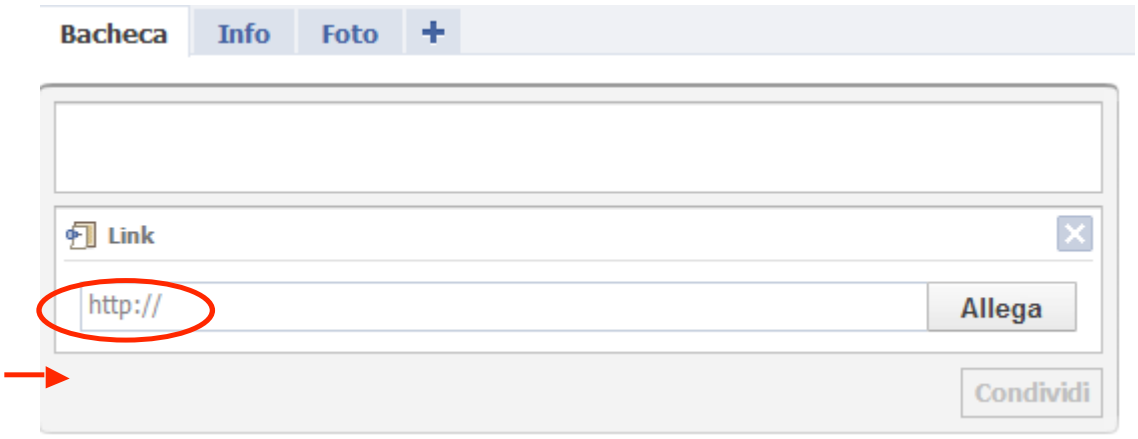
The photos and comments are also immediately published on the wall.

Sharing a Link

Besides photos and videos, you can also share website with your friends.

Our wall has a button to share website addresses. To use it we have to click on the "Link" button that appears next to the photo and video options.

An address bar will open up with the initial "http://" of an URL address.



Now, all you have to do is copy and paste the address and click on the "Share" button. The address of the site together with its complete title and description will appear on your wall.

Gifts, Quizzes and More

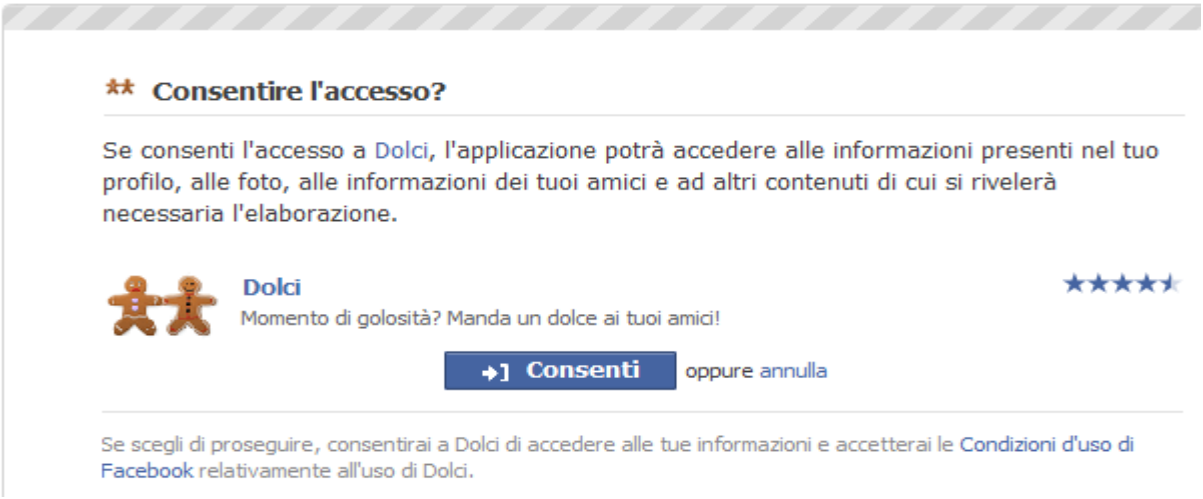
One of the most unexpected and entertaining aspects of social networks like Facebook is the opportunity to exchange virtual gifts and participate and socialize through fun games.

Let's take a look at the virtual gifts.

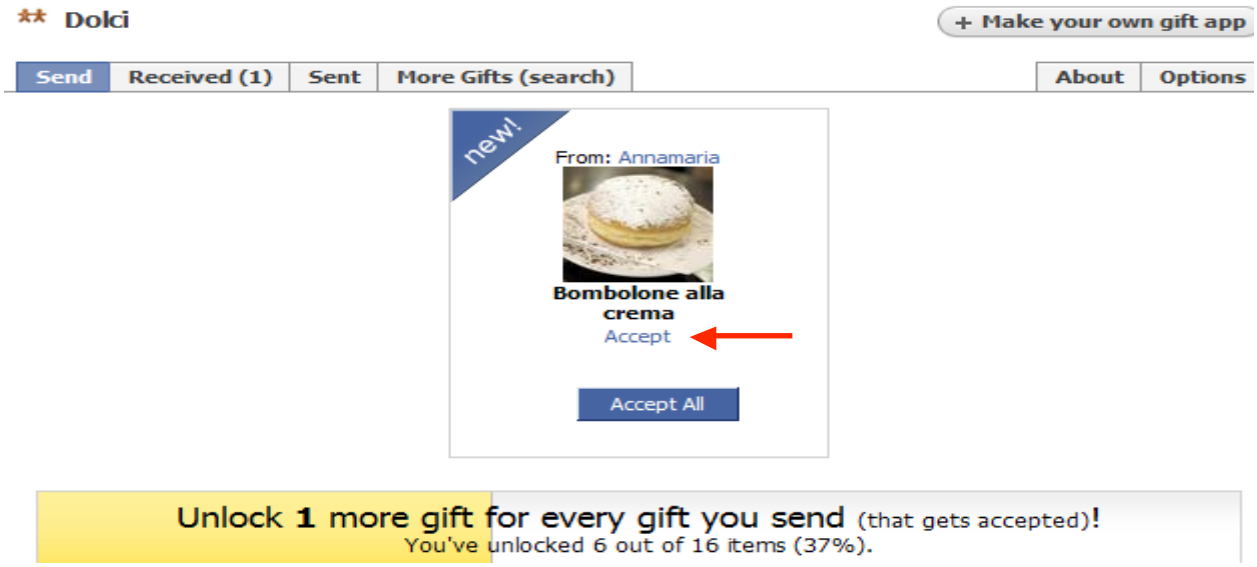
All types of virtual gifts exist: flowers, photographs, cartoon images, soft animals, etc. In this case, Maria receives a notification that she has received a "cake". In particular, as Maria can see on her wall, it's a cream-filled donut: virtual, but with a very realistic photo.

Just as if it were a real gift, we can exchange gifts by sending a cake or something else. The system automatically provides us with the opportunity to send a cake back (and even add other friends).

Maria decides to send a cake to two friends.
By clicking on "Send cakes" we are asked to confirm our acceptance of the fact that the use of this application requires to access our data.
Maria clicks on "Agree" to continue.

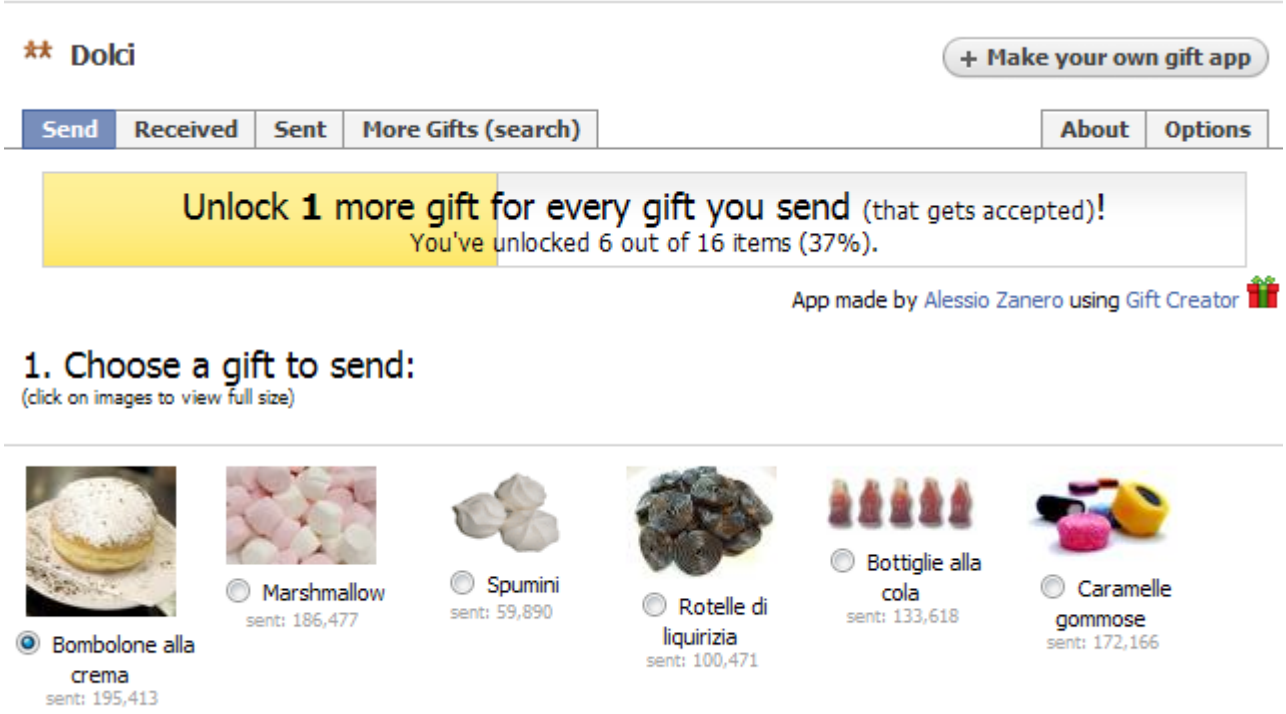


We must then "officially" accept that the donut will be sent.



This is important because for every gift that you send, you will have one extra type of gift to choose from when sending someone a gift. In this case, Maria can only choose from 6 of the total 16 cakes. Every time she sends another cake and it is accepted, she will have more cakes to choose from for the next time.

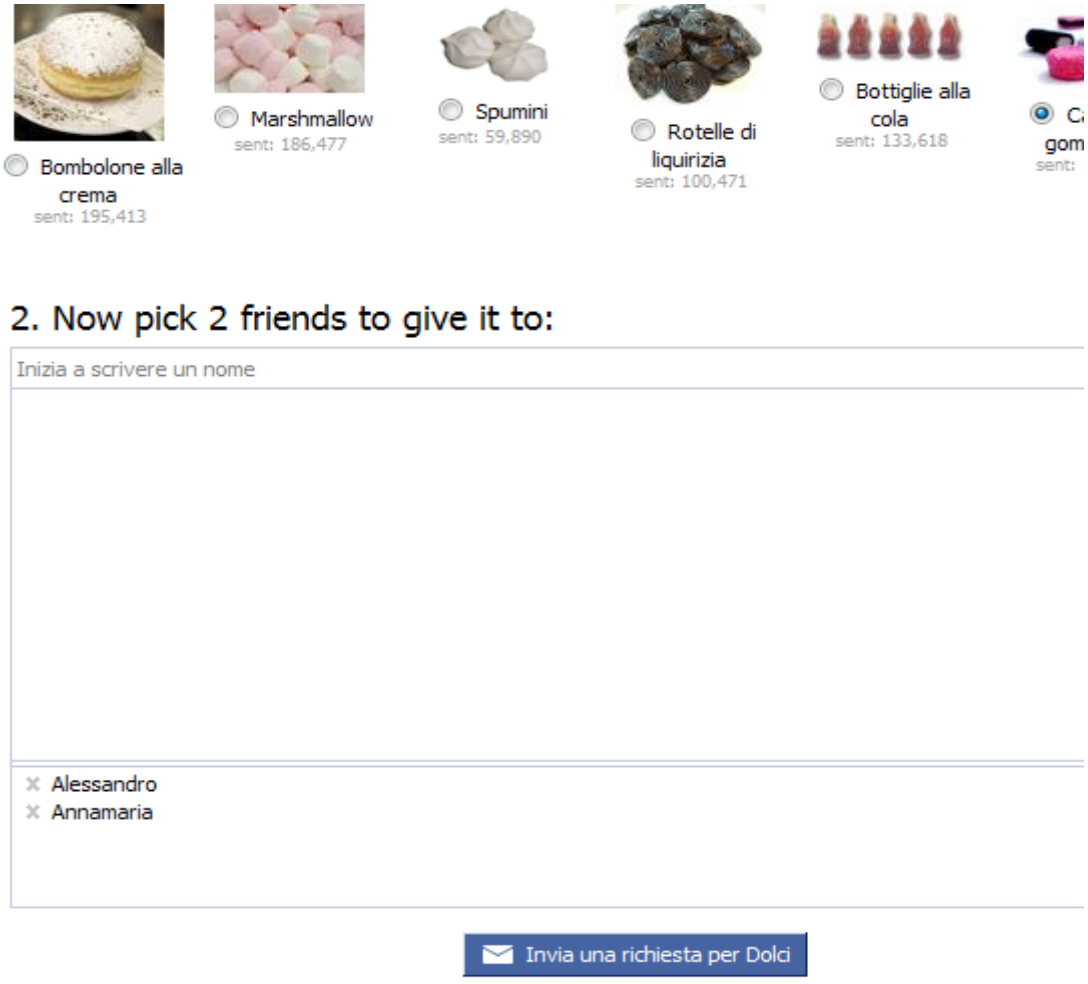
Maria accepts her donut. She can now choose from 6 cakes to send to her friends as a gift.



Maria chooses the sweets.

The system asks for two friends and Maria selects Annamaria and Alessandro.

Then, she clicks on "send cake request".



The system will ask her to confirm this gift and provide a preview of the notification her friends will receive.

If you desire, you can also add a message to your gifts. Maria writes, "Hope you have a great evening!" and then clicks on "send".

The information about these gifts is automatically published on Maria's wall and that of her two friends. Maria also decides to add a message to her wall.

Maria Rossi mandare dolci virtuali mi ha fatto venire viglia di un bel tiramisù! poco fa cancella
Bacheca
Info
Foto
+
Allega
Condividi
Opzioni
Maria Rossi mandare dolci virtuali mi ha fatto venire viglia di un bel tiramisù!
2 secondi fa · Commenta · Mi piace
Maria Rossi vi auguro una dolce serata!
SENT
Maria sent a Caramelle gommose to Alessandro Romani and Annamaria Cacchione using Dolci.
10 secondi fa · Commenta · Mi piace · Send Dolci

Activities

Here are some activities that you can do individually or in groups to become acquainted with Facebook and share resources.

Sharing Photographs

Facebook Chat

Notifications

Publishing a Link

Gifts

ACTIVITIES:

- **Create one or more photo albums;**

- **Tag the friends that appear in the photos, if they are on Facebook;**

- **Together with your classmates: create a course photo album in the group page and tag each other;**

- **While you are on-line in class, use the chat to communicate and comment on your notifications;**

- **Conduct an Internet search on the historical period you are most interested in and/or have discussed in class and share the sites you identify on your wall;**

- **Exchange virtual gifts;**

- **Take some quizzes and invite friends to do so, too, and compare**

FFLICKR: A COMMUNITY FOR SHARING PHOTOGRAPHS

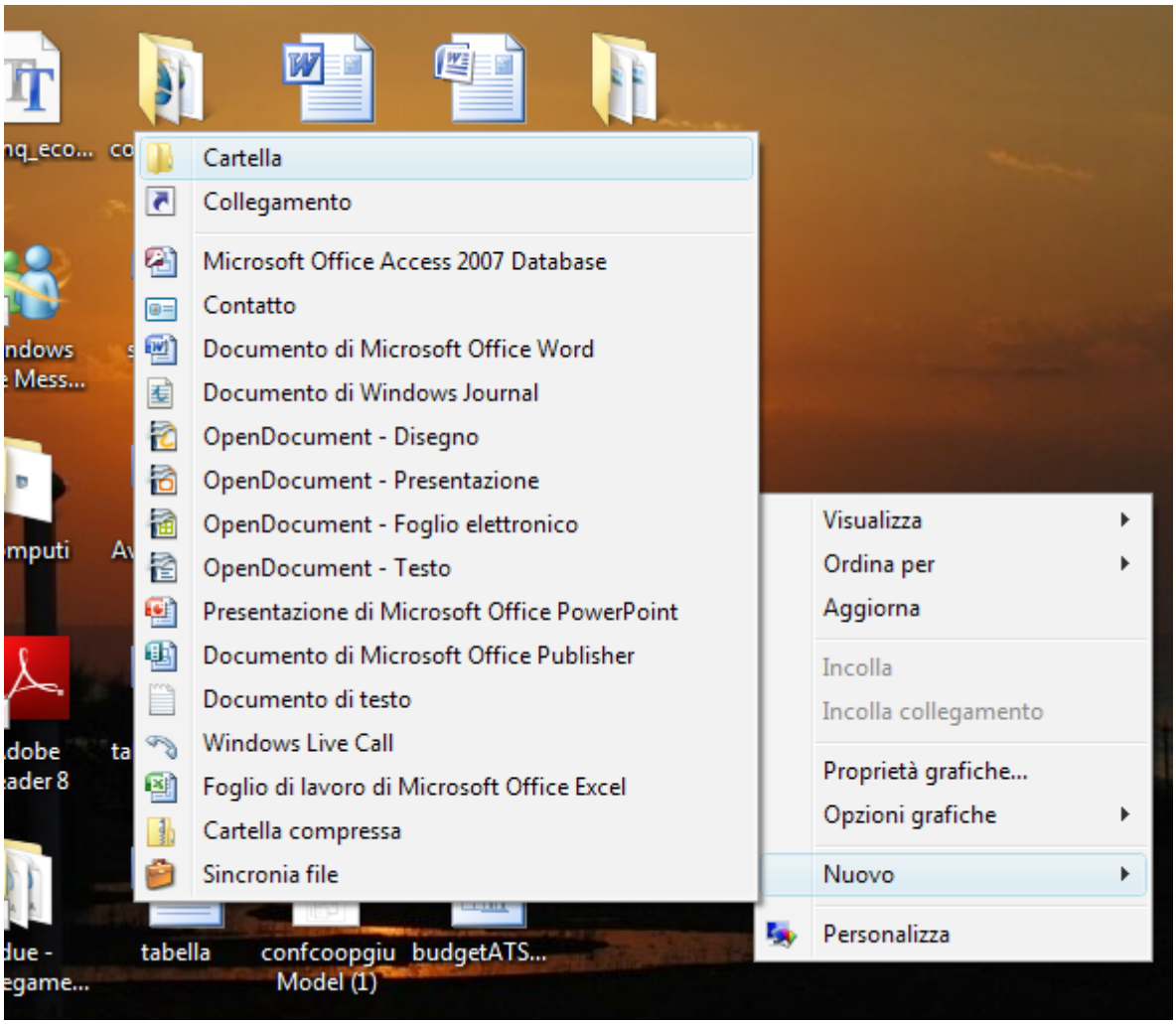
Rather than a classic social network like Facebook, Flickr is a virtual community for sharing photos on a web platform.

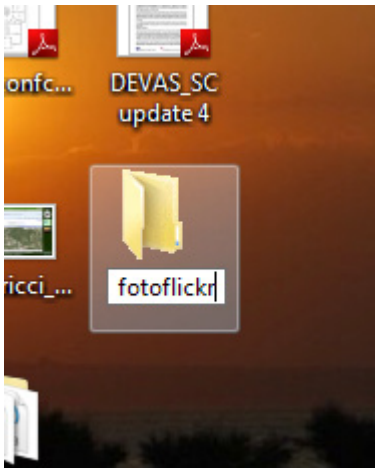
For further information…

http://it.wikipedia.org/wiki/Flickr

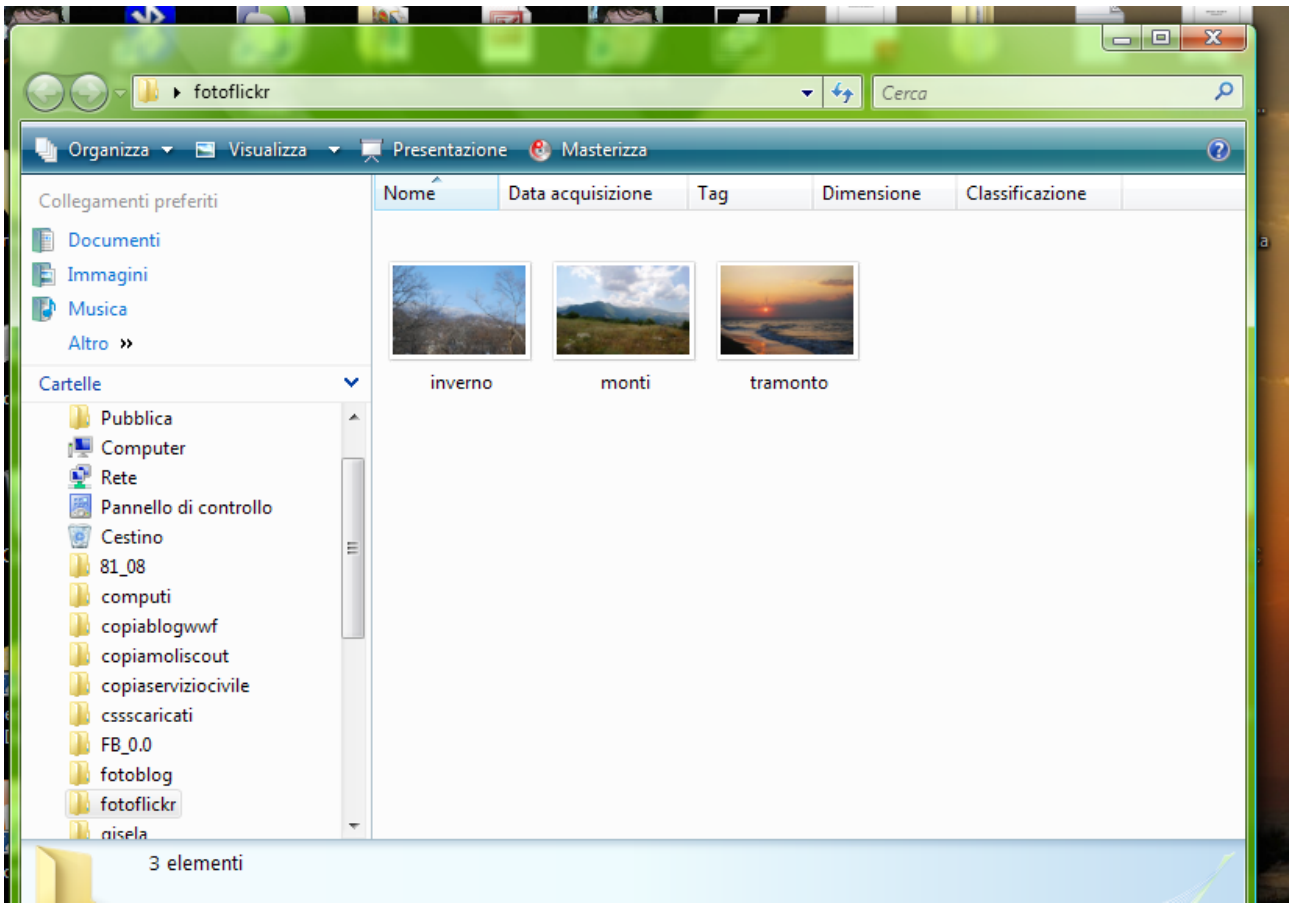
How do you use Flickr?

First of all, we must choose the photos that we want to share and place them in an easily identifiable folder (i.e., on the desktop) called "fotoFlickr".





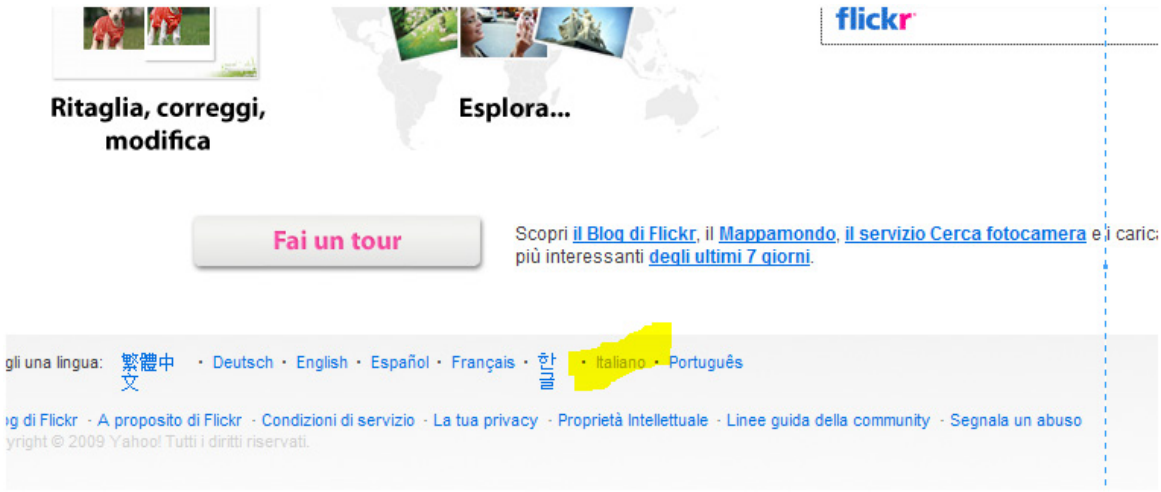
Your "fotoflickr" folder contains 3 landscape photographs.



Now, you can connect to the Internet and access Flickr.

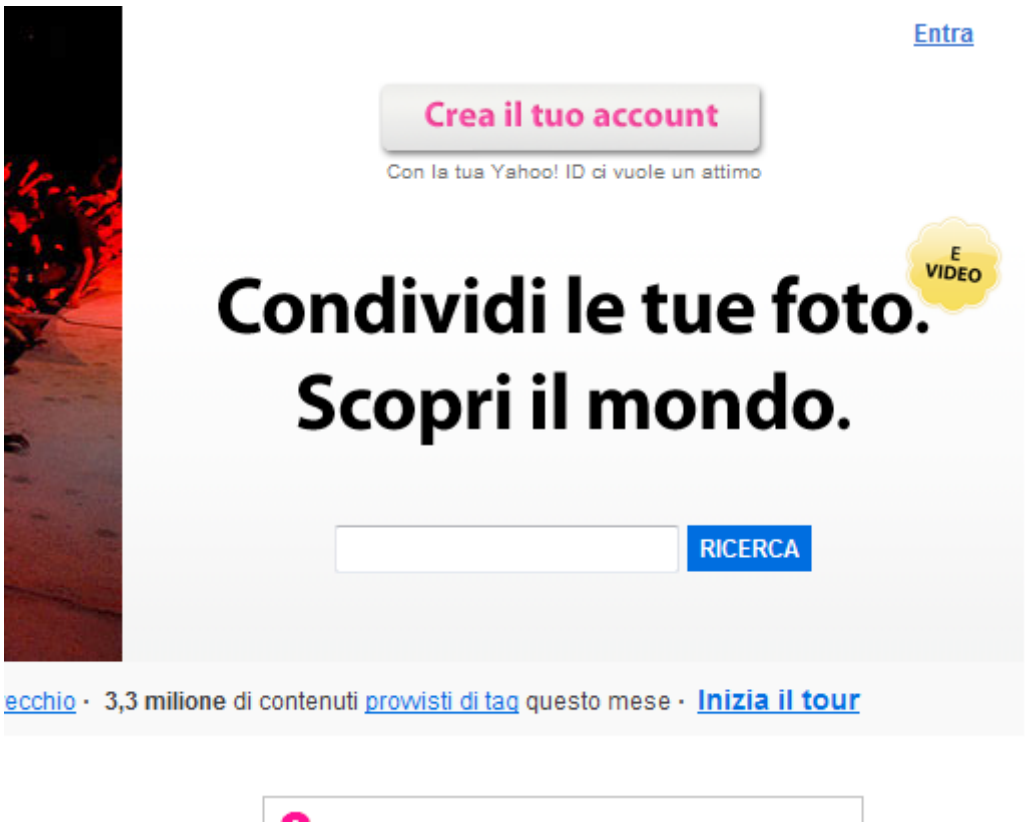
www.flickr.com

If this were not to happen, you can select your language from the lower bar.



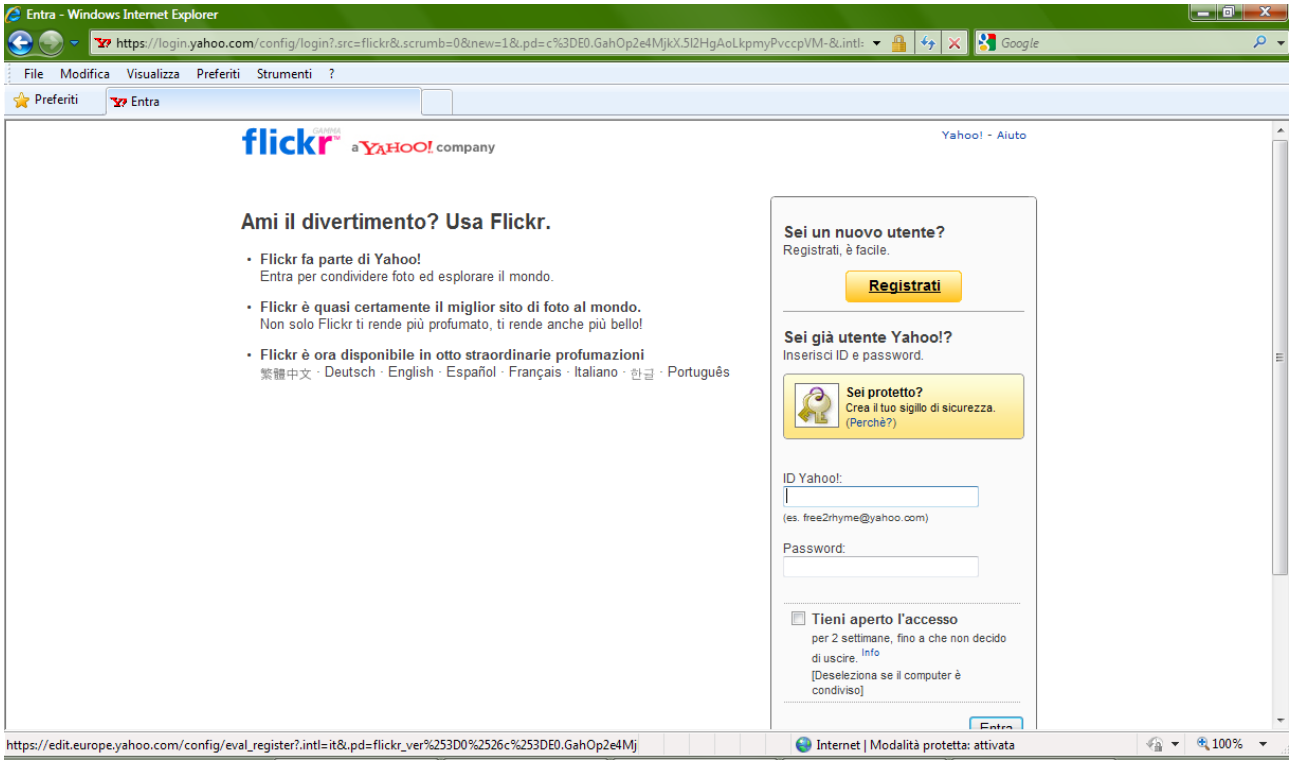
As with any other site that allows you to share resources, you will need an account to access Flickr.

An account is like an address (with a name and password) that you can use to access reserved areas and upload/download files.



Click on "Create Your Account". As Flickr is property of Yahoo, you will be re-addressed to a Yahoo page by the system. In fact, the system will ask you to register with Yahoo even if you already possess a Yahoo account. Well, it just means you will end up with an extra Yahoo address!

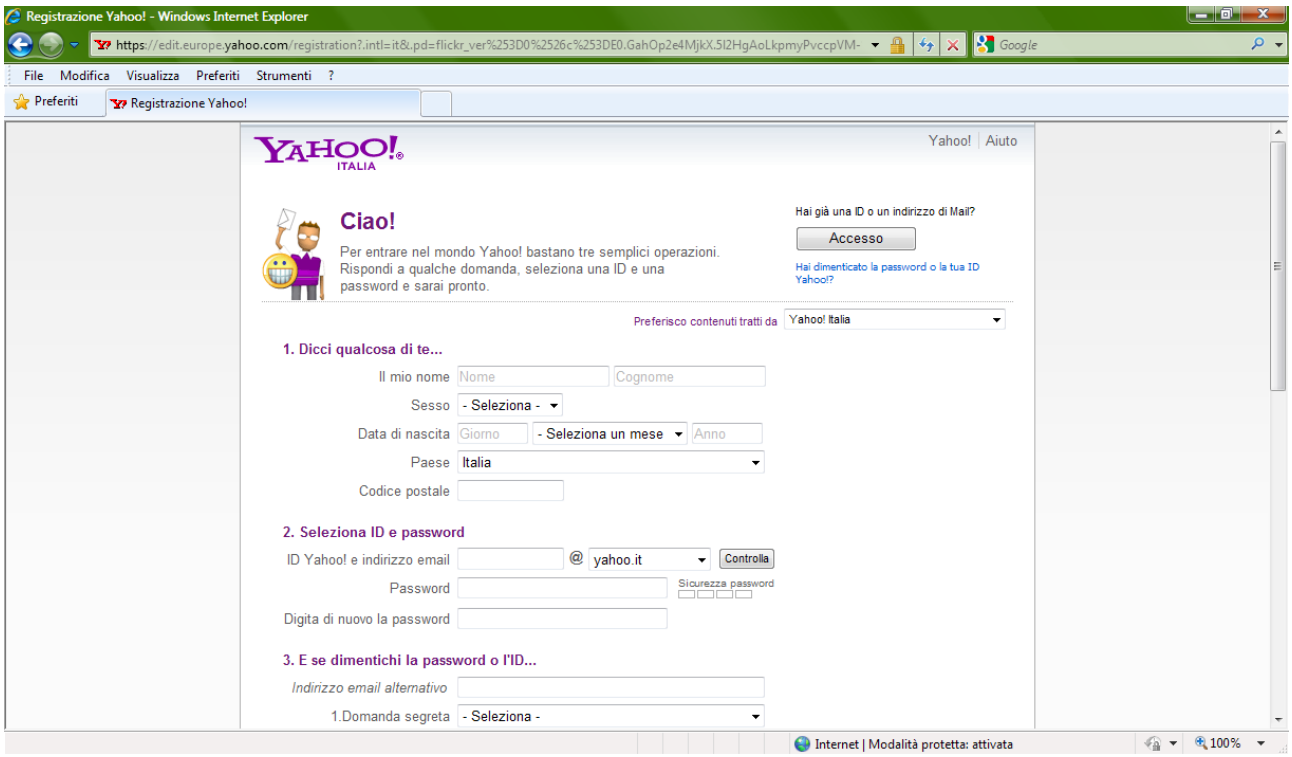
Insert your personal data (name, last name, date of birth, etc.). Now choose a name for your Yahoo address (i.e., mario.rossi@yahoo.it) and a password, a safety code word.

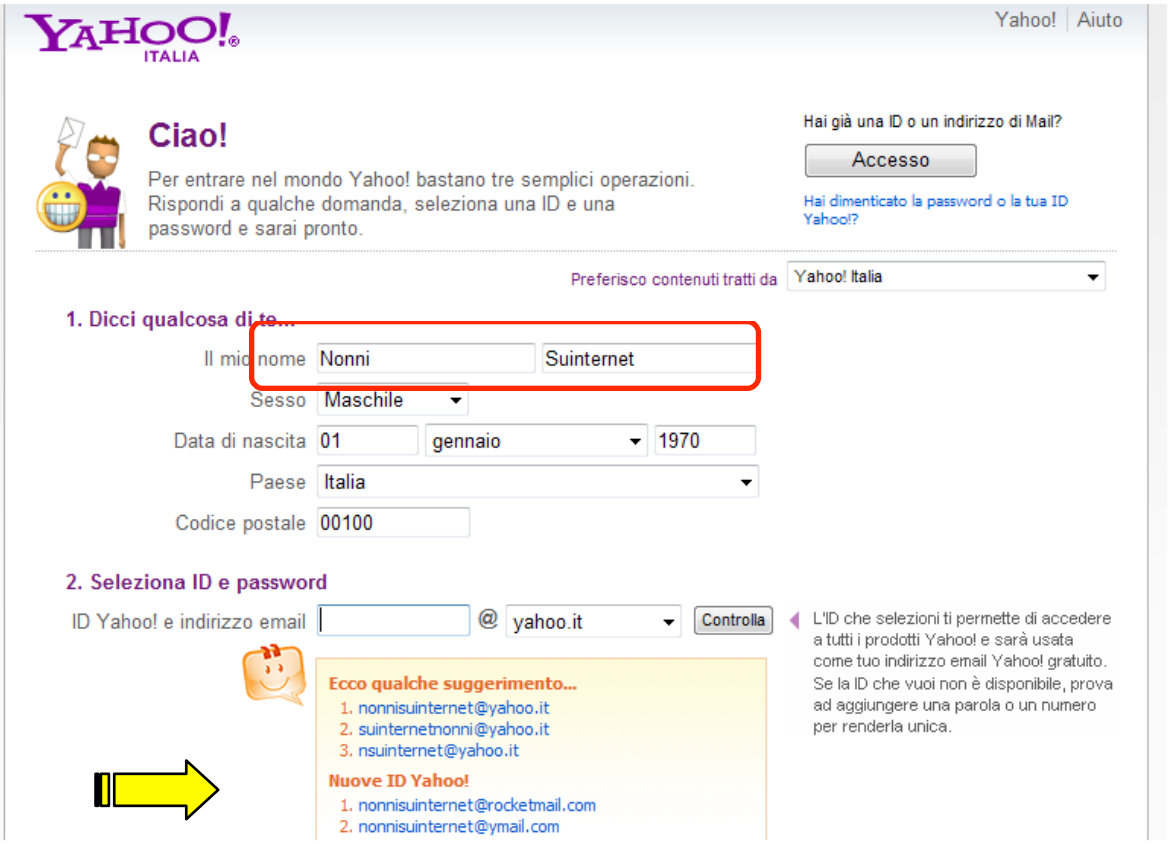


In this example, we will create an account for Grandparents on the Internet for Project SILVER.

So, the name will be "Grandparents" and the last name "ontheInternet"! The date of birth will be the first of January 1970 (a little young for a grandparent … maybe).

When you insert the data, the system will automatically suggest possible addresses. In this case, the system suggests: nonnisuinternet@yahoo.it.

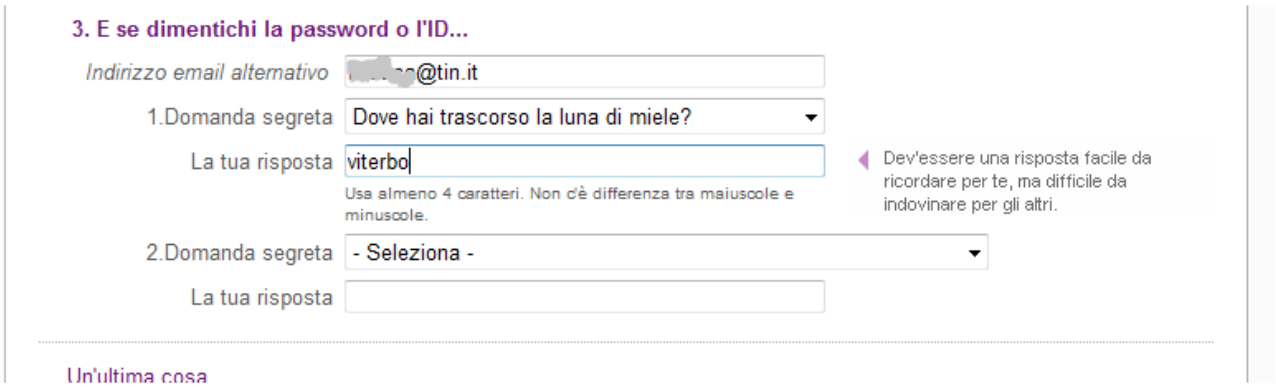



YAHOO! ITALIA
Yahoo! | Aiuto
Ciao!
Per entrare nel mondo Yahoo! bastano tre semplici operazioni. Rispondi a qualche domanda, seleziona una ID e una password e sarai pronto.
Hai già una ID o un indirizzo di Mail?
Accesso
Hai dimenticato la password o la tua ID Yahoo!?
Preferisco contenuti tratti da Yahoo! Italia
1. Dicci qualcosa di te...
Il mio nome Nonni Suinternet
Sesso Maschile
Data di nascita 01 gennaio 1970
Paese Italia
Codice postale 00100
2. Seleziona ID e password
ID Yahoo! e indirizzo email @ yahoo.it Controlla
L'ID che selezioni ti permette di accedere a tutti i prodotti Yahoo! e sarà usata come tuo indirizzo email Yahoo! gratuito. Se la ID che vuoi non è disponibile, prova ad aggiungere una parola o un numero per renderla unica.
Ecco qualche suggerimento...
1. nonnisuinternet@yahoo.it
2. suinternetnonni@yahoo.it
3. nsuinternet@yahoo.it
Nuove ID Yahoo!
1. nonnisuinternet@rocketmail.com
2. nonnisuinternet@ymail.com

Choose a password: innon70.

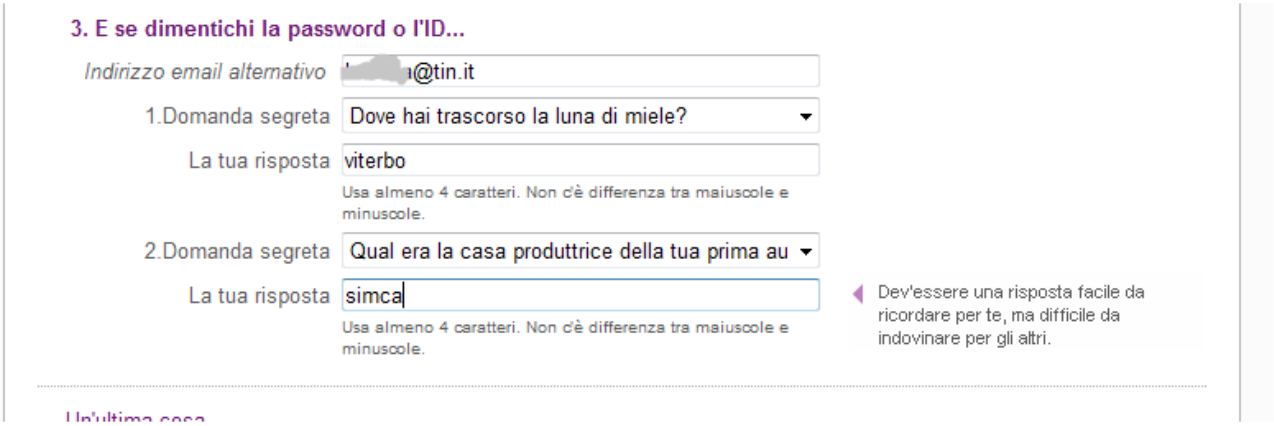
The system will also evaluate the security level of your chosen password: 75% for "innon70". This is safe enough. Let's move on.

The third point asks you to insert data that will help you access your account if you were to forget your ID (name/e-mail address) and password.



Provide a valid e-mail address and select a question (or provide one of your own).

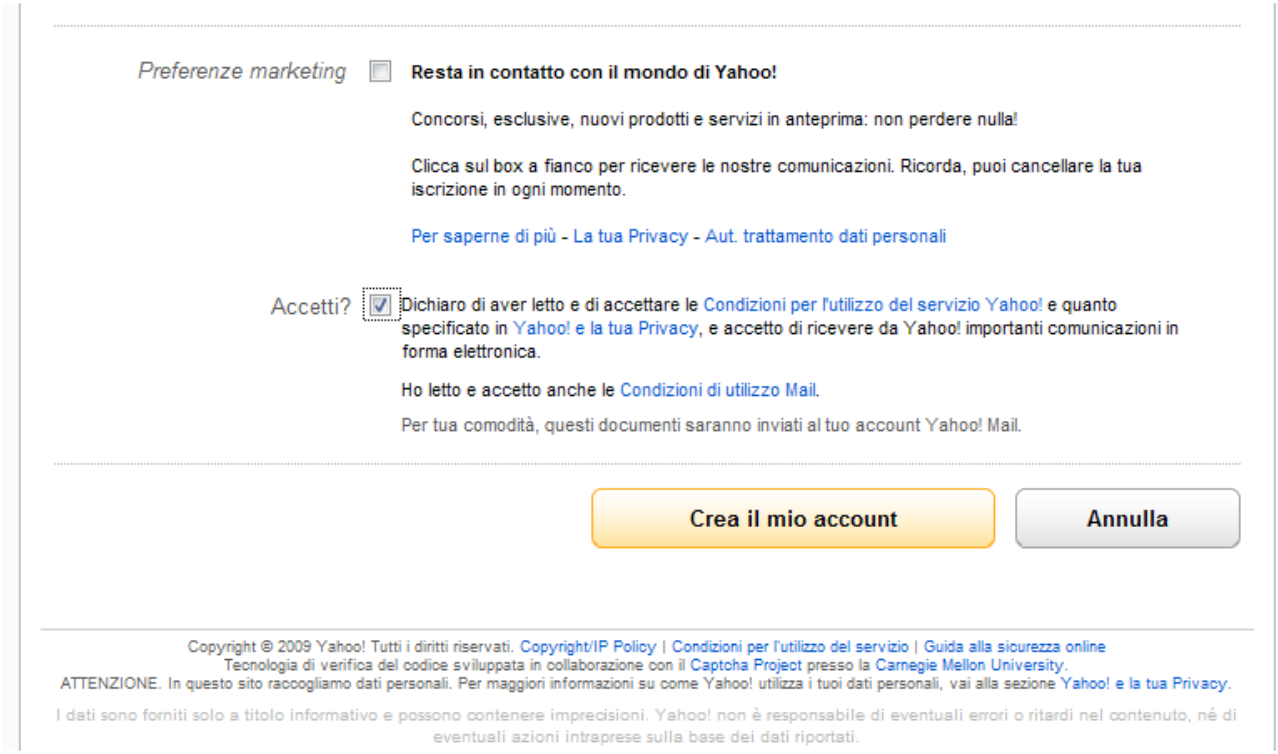
The system will use this question and answer to identify you in the future, if you were to lose or forget your username and password.



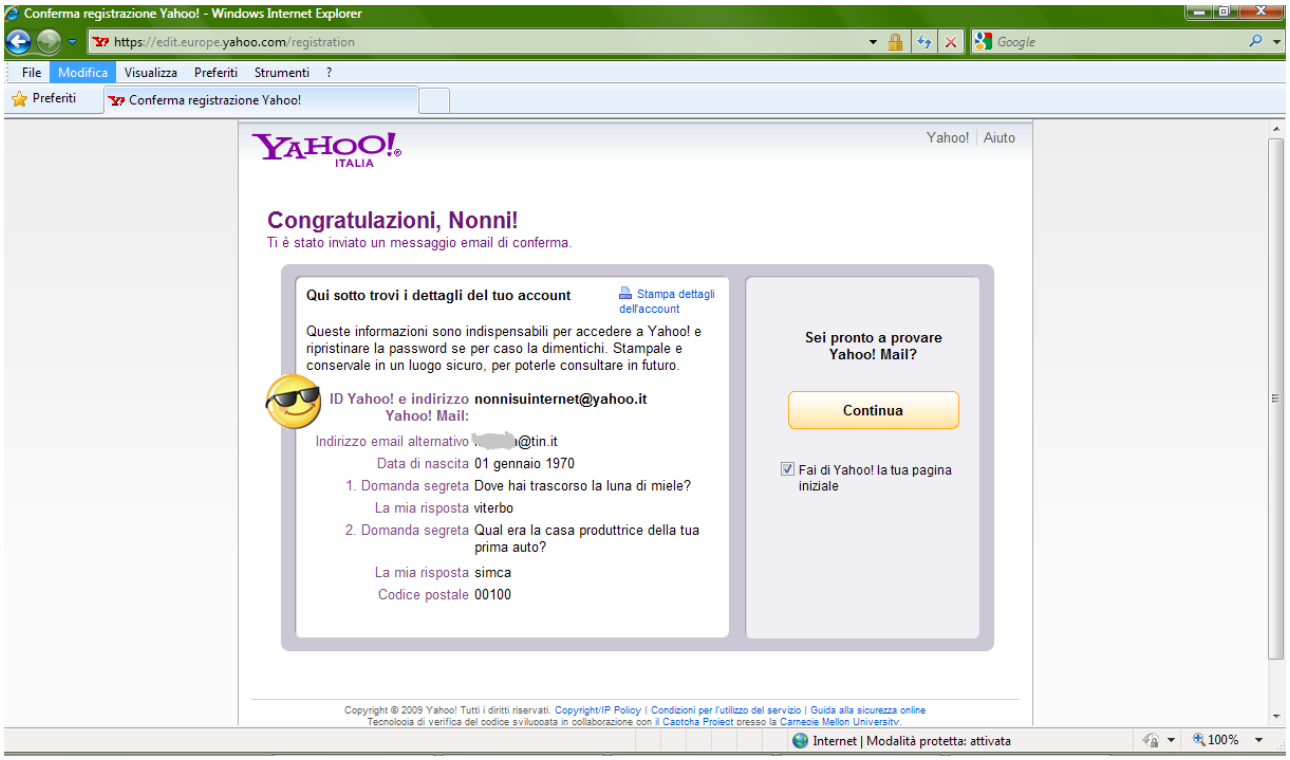
As a further security measure that makes sure that accounts cannot be created automatically (computers can do this and more!), the system will ask you to copy a series of letters and numbers into a box. Only a human, not a machine can perform this action correctly. This allows the system to verify that we are a "real" person and proceed with the registration. If you make a mistake, don't worry. You can try again and again!

You have almost finished opening your account.

The system asks you to accept the site regulations and, in particular, the privacy rules. By clicking on the active link, you can read the site rules. Then, click on "accept" and on "create my account".



The system will summarise the data you have inserted and officially welcome you as a new member of the community.



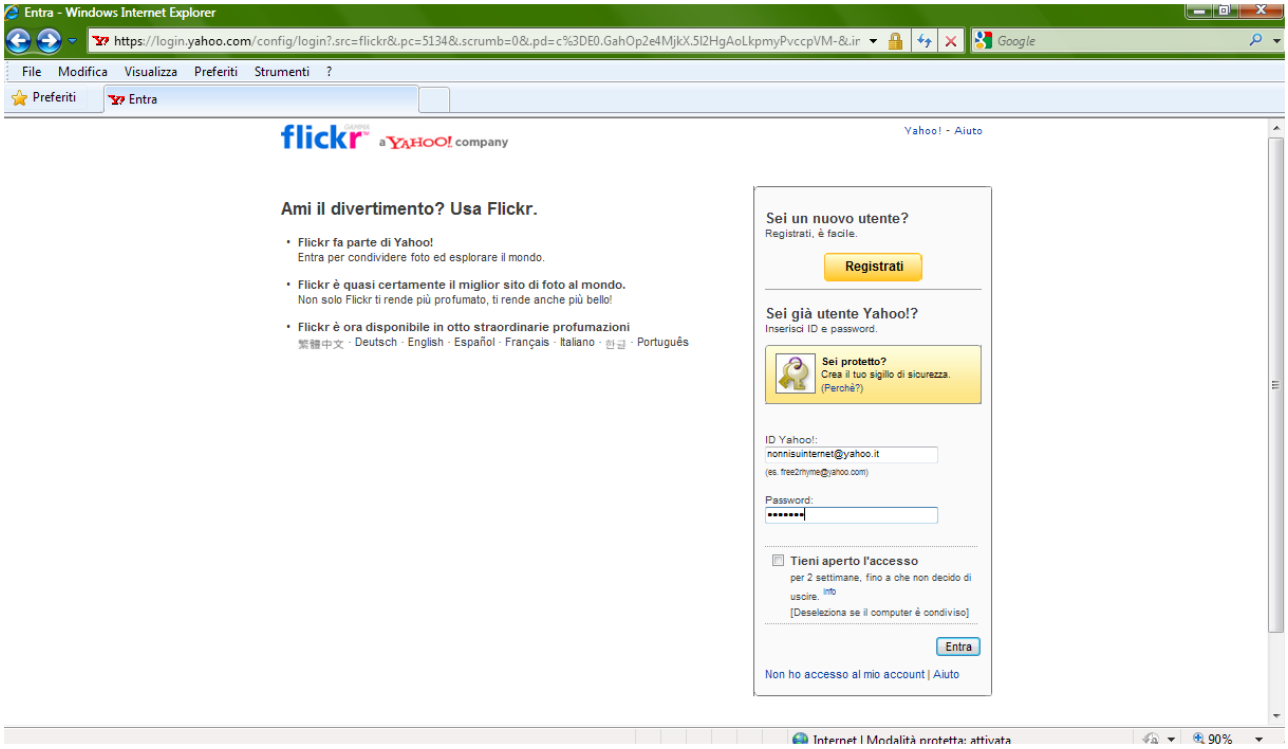
If you wish to access your new e-mail account, you have to click on "Continue".

First, however, if you do not want Yahoo to be our homepage (the page that opens up automatically when you start your web browser) you will have to click on and remove the • symbol from the "make Yahoo your homepage" option.

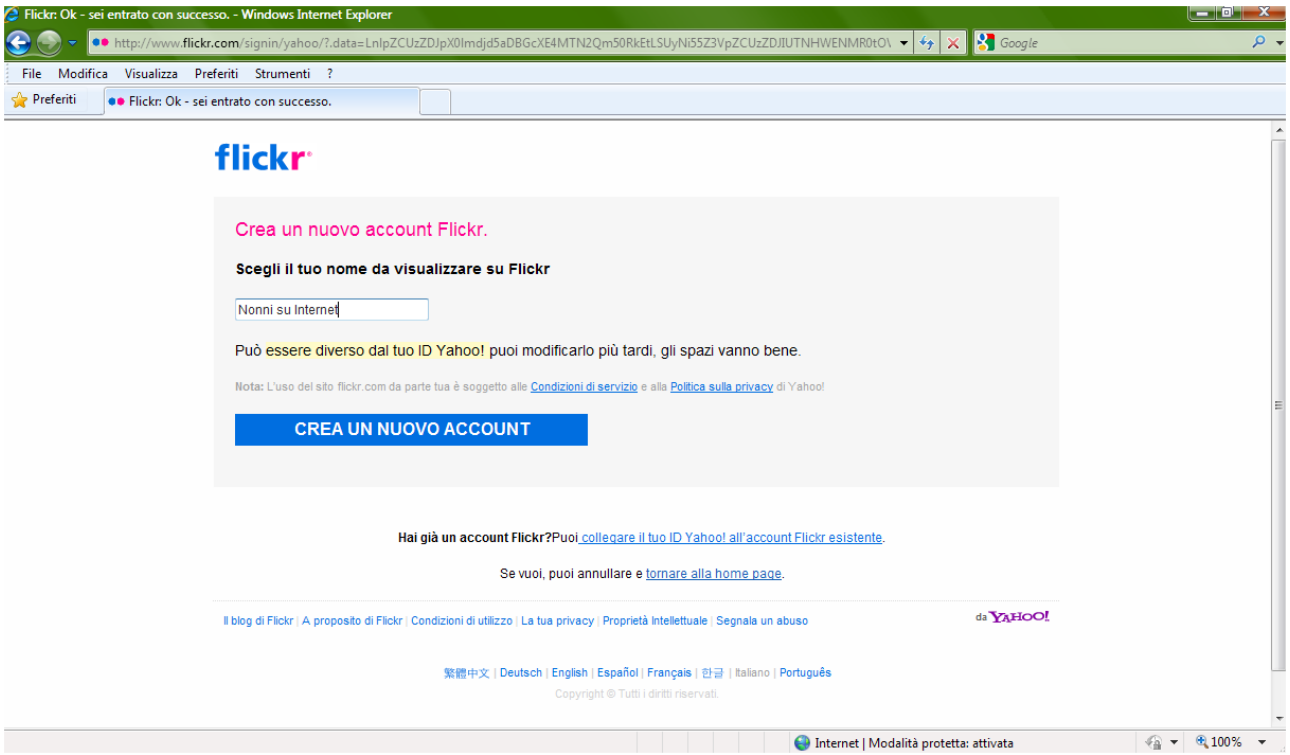
If you are not interested in accessing your new e-mail account, you can access Flickr:

www.flikr.com

Click on "Enter".



Fill out all the fields with your new yahoo account/userid (grandparentsontheinternet@yahoo.it) and the password (innon70). You can also click on the option that allows the system to remember you so you don't have to type these back each time you access Flickr. Click on "Enter."



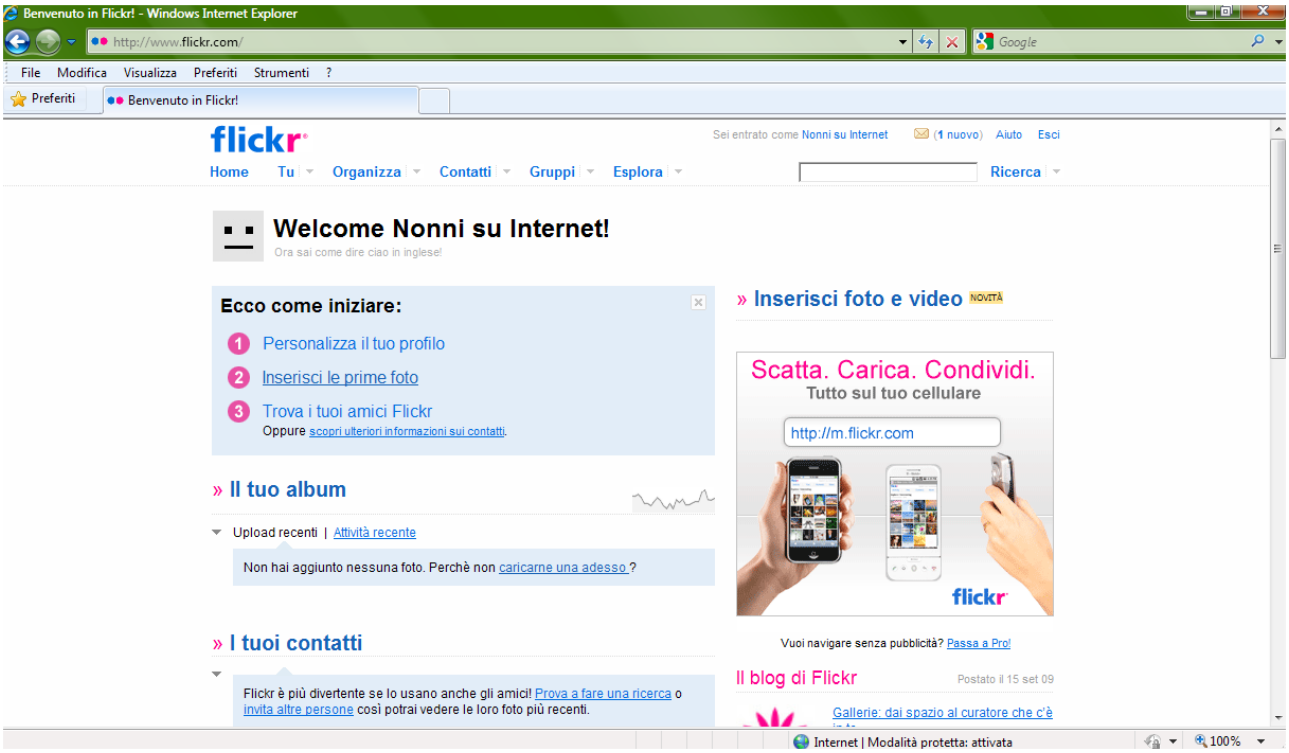
Choose the name that you would like to use: the one that your friends will recognize you by. Of course, the one you have already inserted may be just fine.

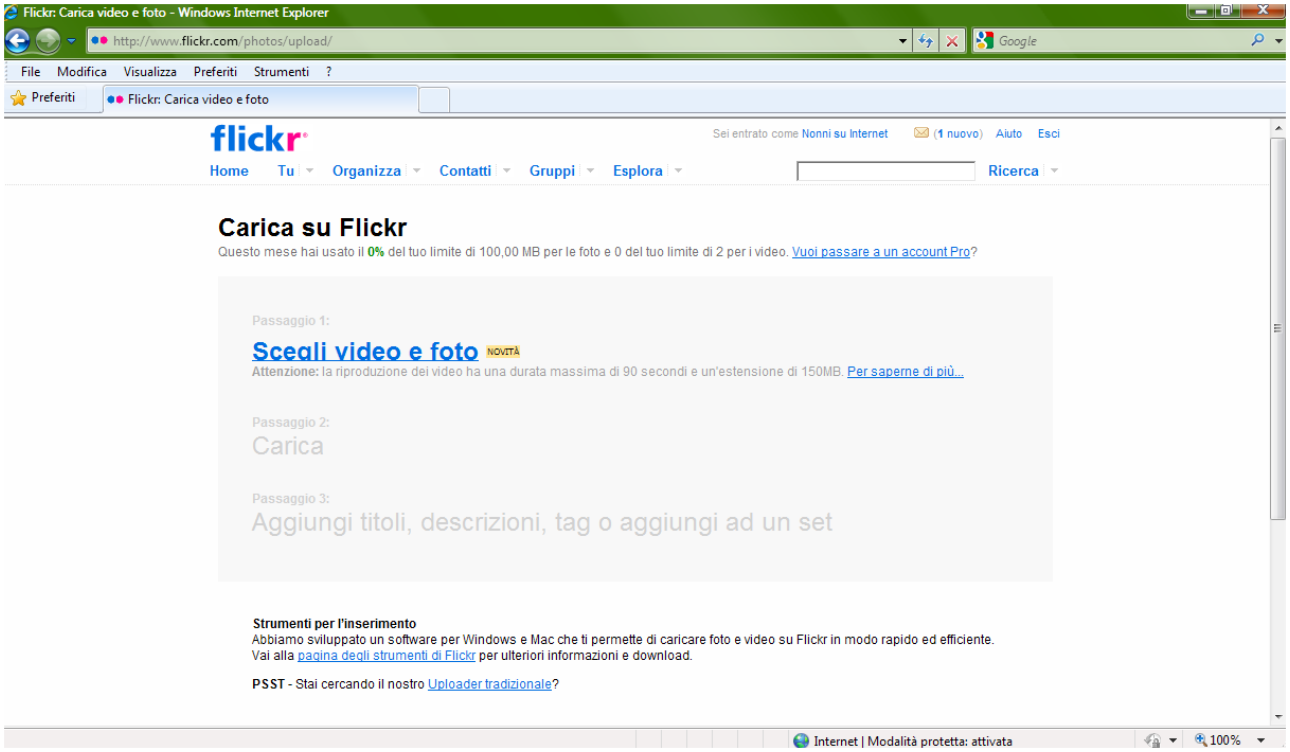
In the example, we have decided to use "Grandparents on the Internet".

From now on, that will be the system name.

You can do many different things on Flickr (it's a community of photographers in which we can spend a lot of time!), but let's stick to uploading your photographs at present.

Click on "insert photographs".





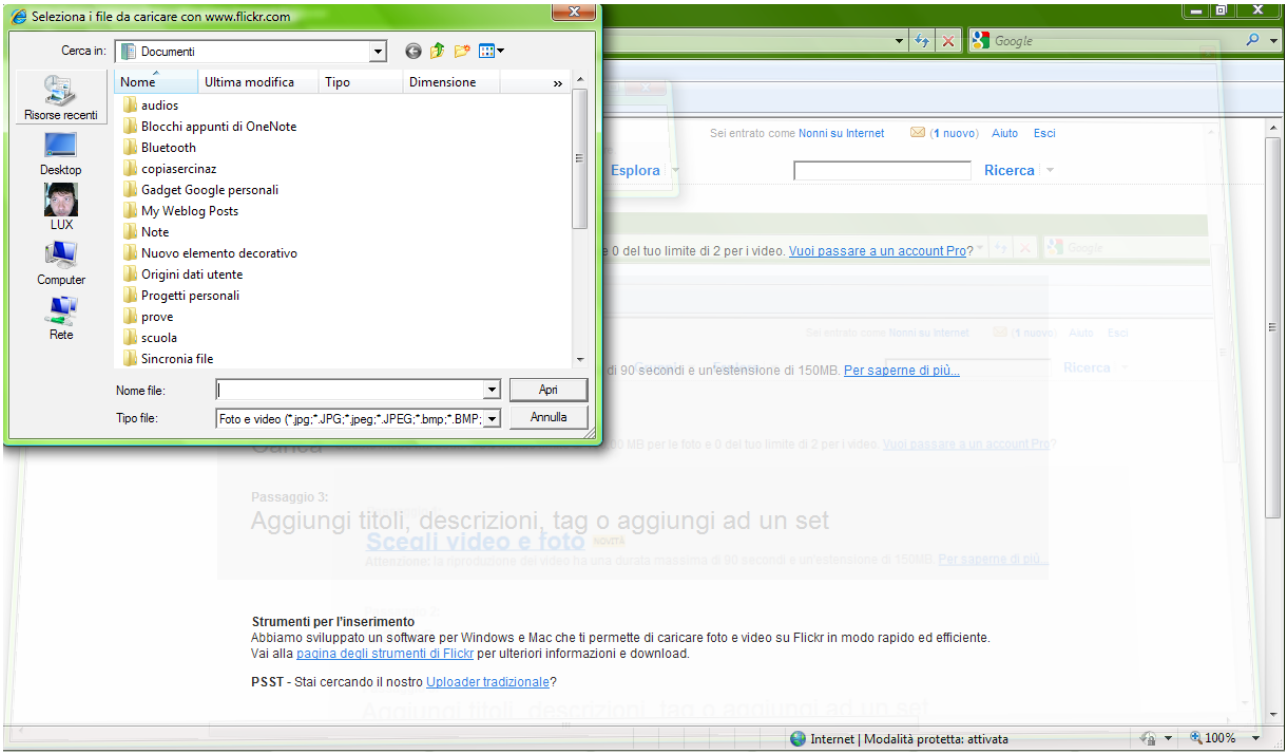
The system will limit the overall size of the files you can upload.

Your upload limit is 100 megabytes/month. If you need more, you have to opt for a "pro account" which charges a monthly fee. To understand if the 100 MB limit is sufficient to you, you have to know the number of photos you wish to upload and their definition, which determines the file dimensions.

Videos can also be uploaded to Flickr, but let's stick to photos.

Click on "choose photos and videos".

As usual, the system will allow you to browse through your folders to identify the photos to upload.

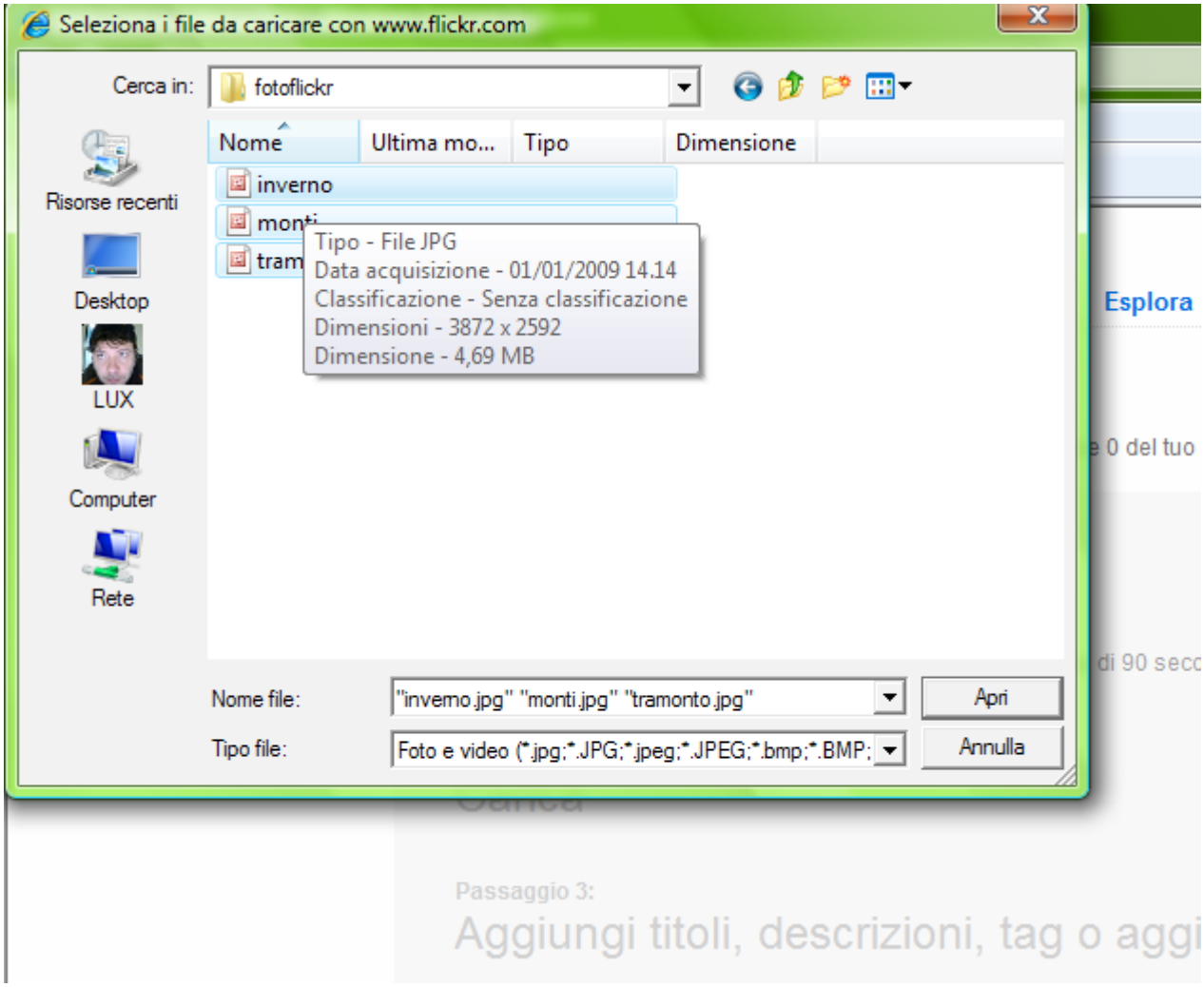


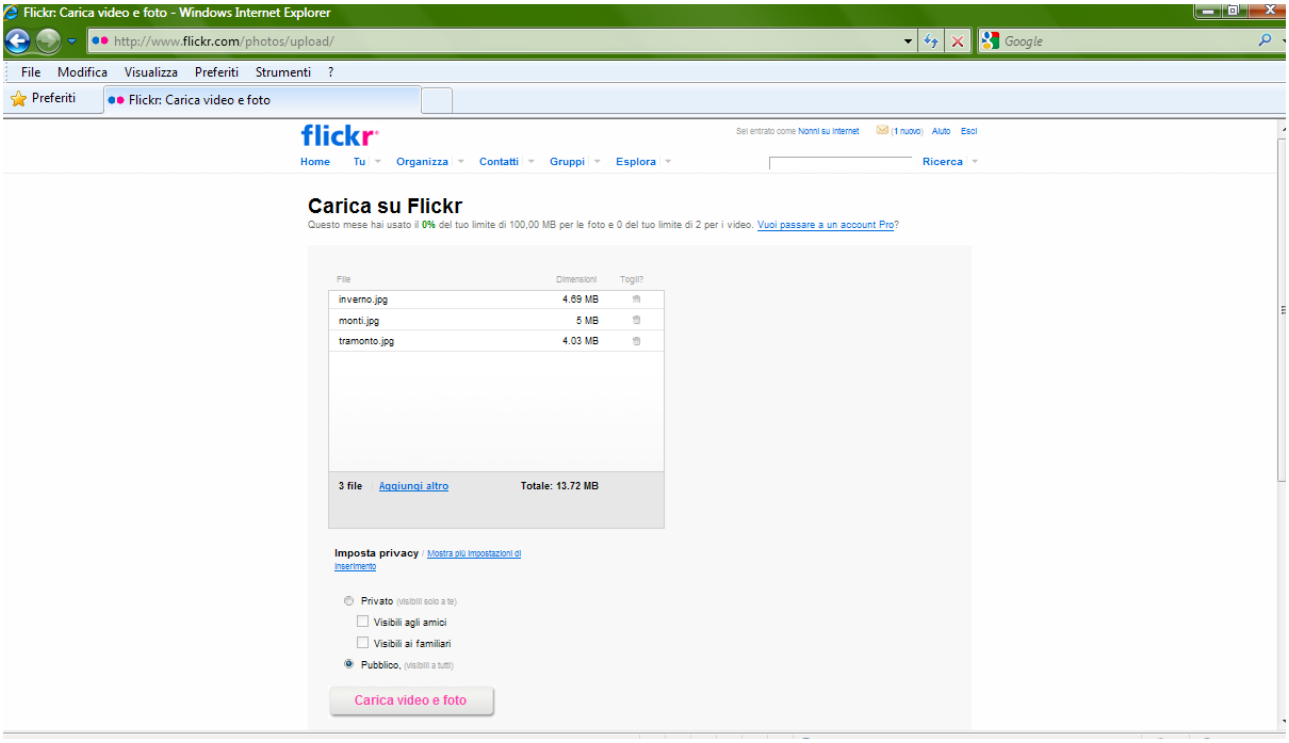
A new window will open up to allow you to select the files on your computer.

At this point, you have to find the "fotoflickr" folder that you created on your desktop.

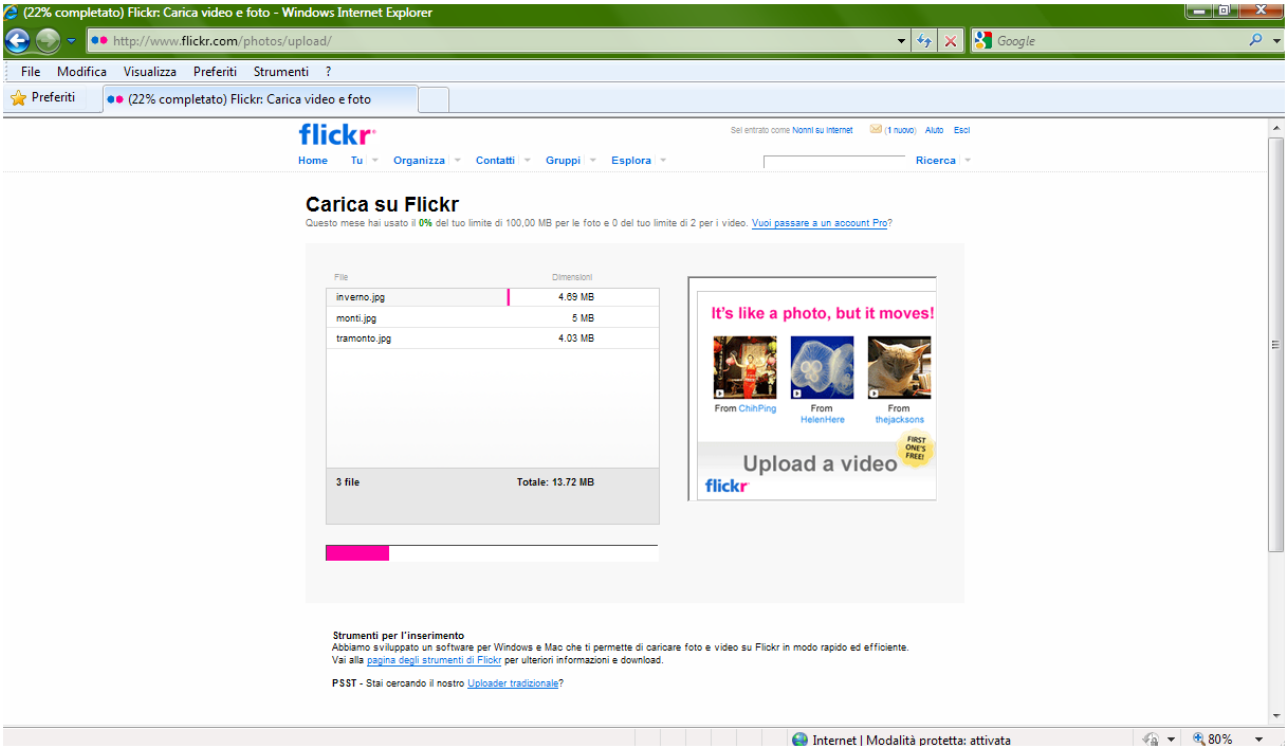
Open the folder and make sure your files are there. Each file is 4.69 MB: these are high definition photographs. At this point, we can decide to reduce their size (and definition) or ignore the fact. They will only occupy 13-14 MB on Flickr.

The system allows you to select multiple photos and upload them simultaneously. Click on "Open".


Seleziona i file da caricare con www.flickr.com
Cerca in:
fotoflickr
Nome
Ultima mo...
Tipo
Dimensione
inverno
monti
tram
Tipo - File JPG
Data acquisizione - 01/01/2009 14.14
Classificazione - Senza classificazione
Dimensioni - 3872 x 2592
Dimensione - 4,69 MB
Risorse recenti
Desktop
LUX
Computer
Rete
Nome file:
"inverno.jpg" "monti.jpg" "tramonto.jpg"
Tipo file:
Foto e video (*.jpg;*.JPG;*.jpeg;*.JPEG;*.bmp;*.BMP;
Apri
Annulla
Esplora
Passaggio 3:
Aggiungi titoli, descrizioni, tag o aggi

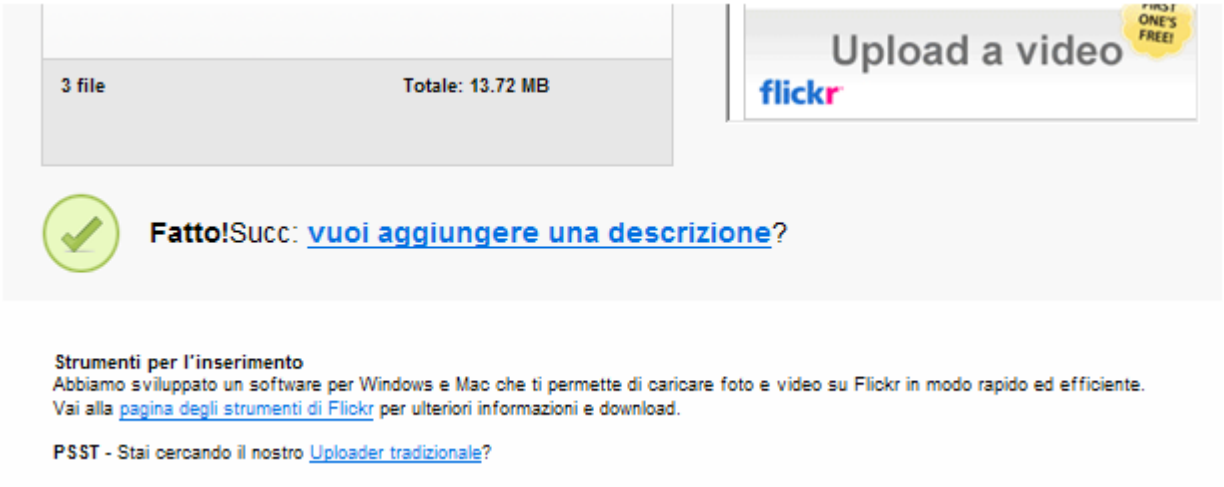


The web page provides information about your photos and prompts you to research and insert further information as well as asking whether the photo-viewing privileges should be public or private. You are proud of your photos, so you select "public" and upload the images

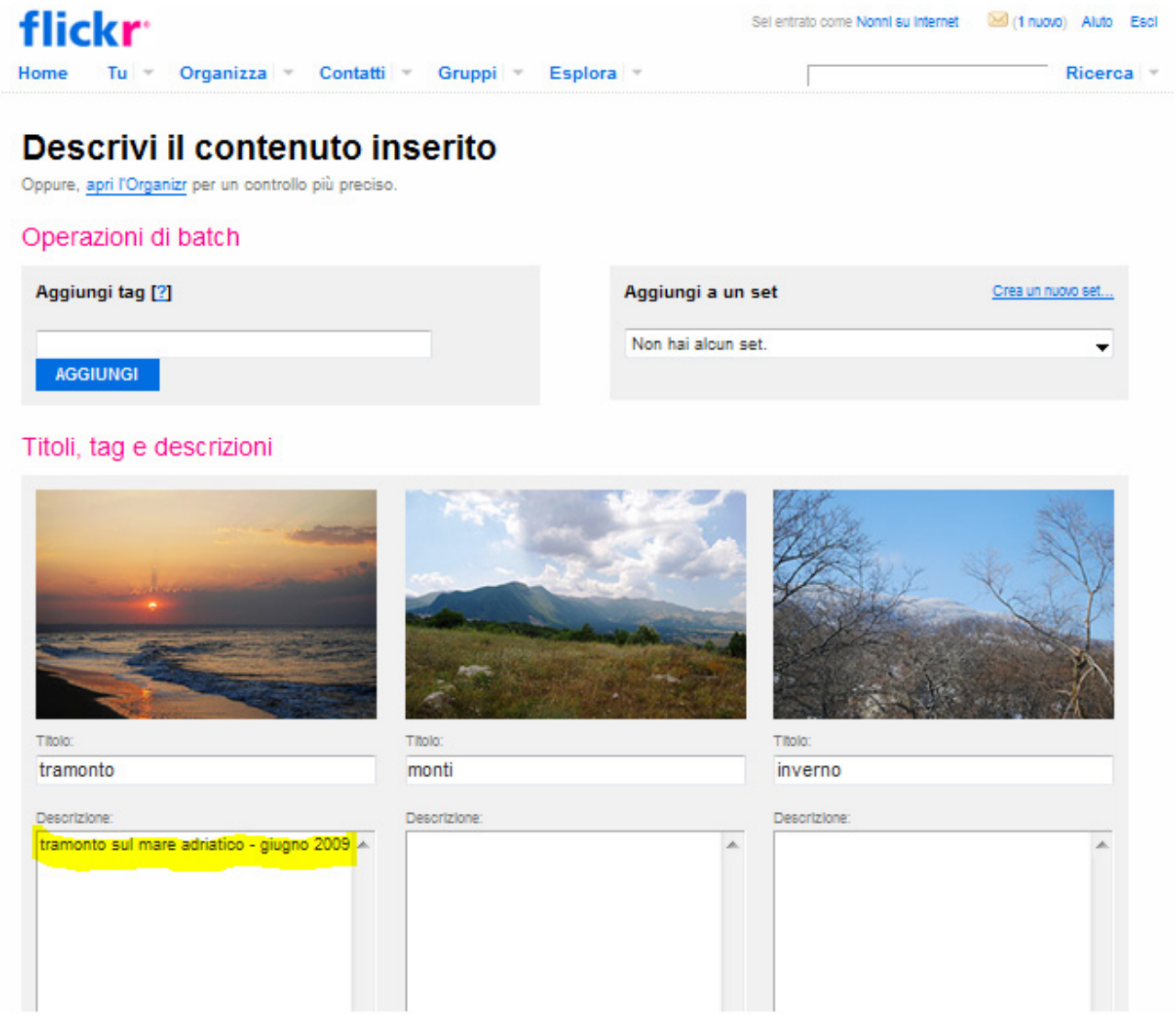


The new screenshot displays the upload indicator: an estimate of the upload processing time. The amount of time necessary to upload the photos depends on your Internet connection and

the size of the photos … if you don't have a fast connection, you'll have to be patient!



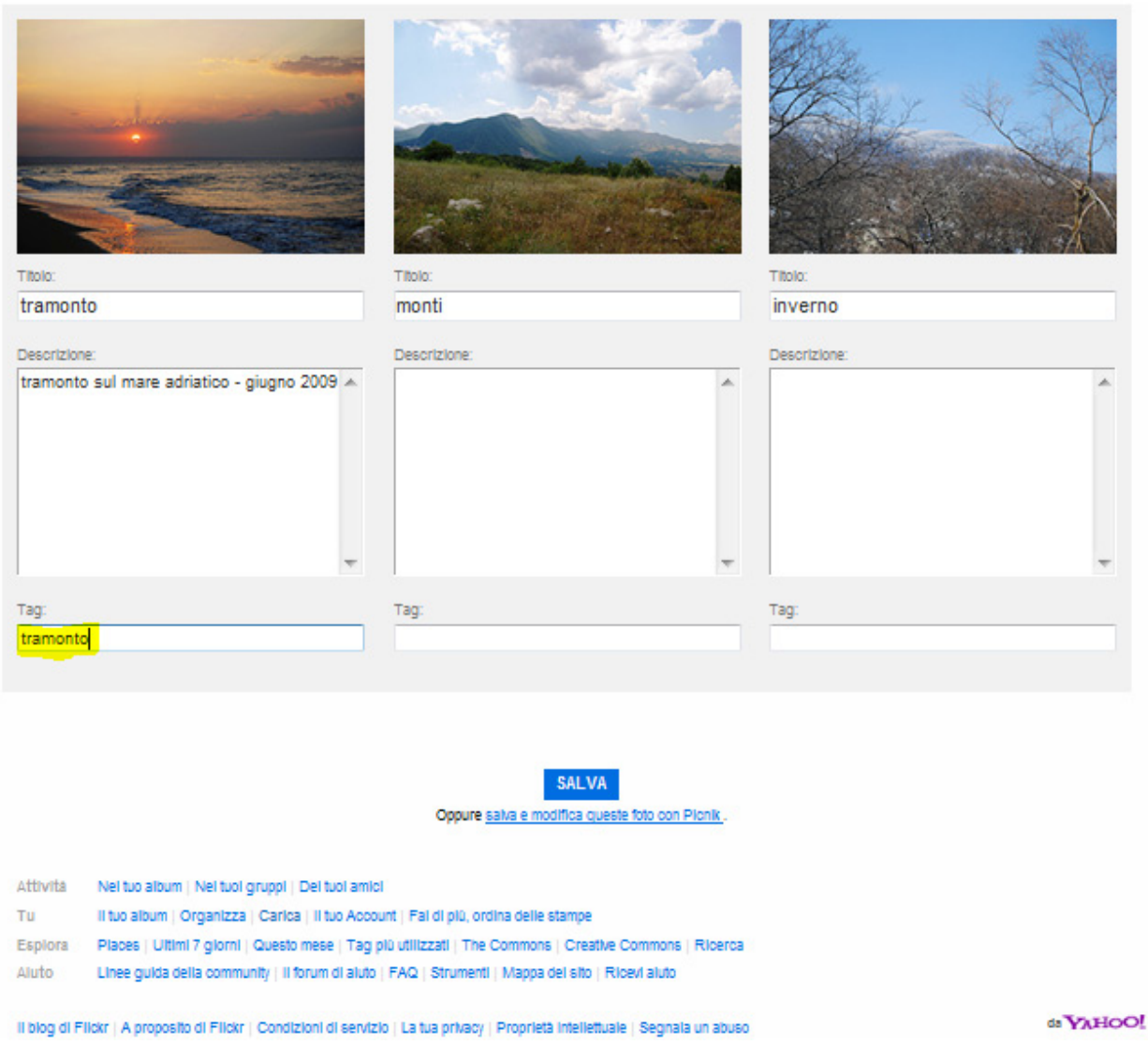
The system will communicate when the upload is terminated and ask you to provide a description for the photographs



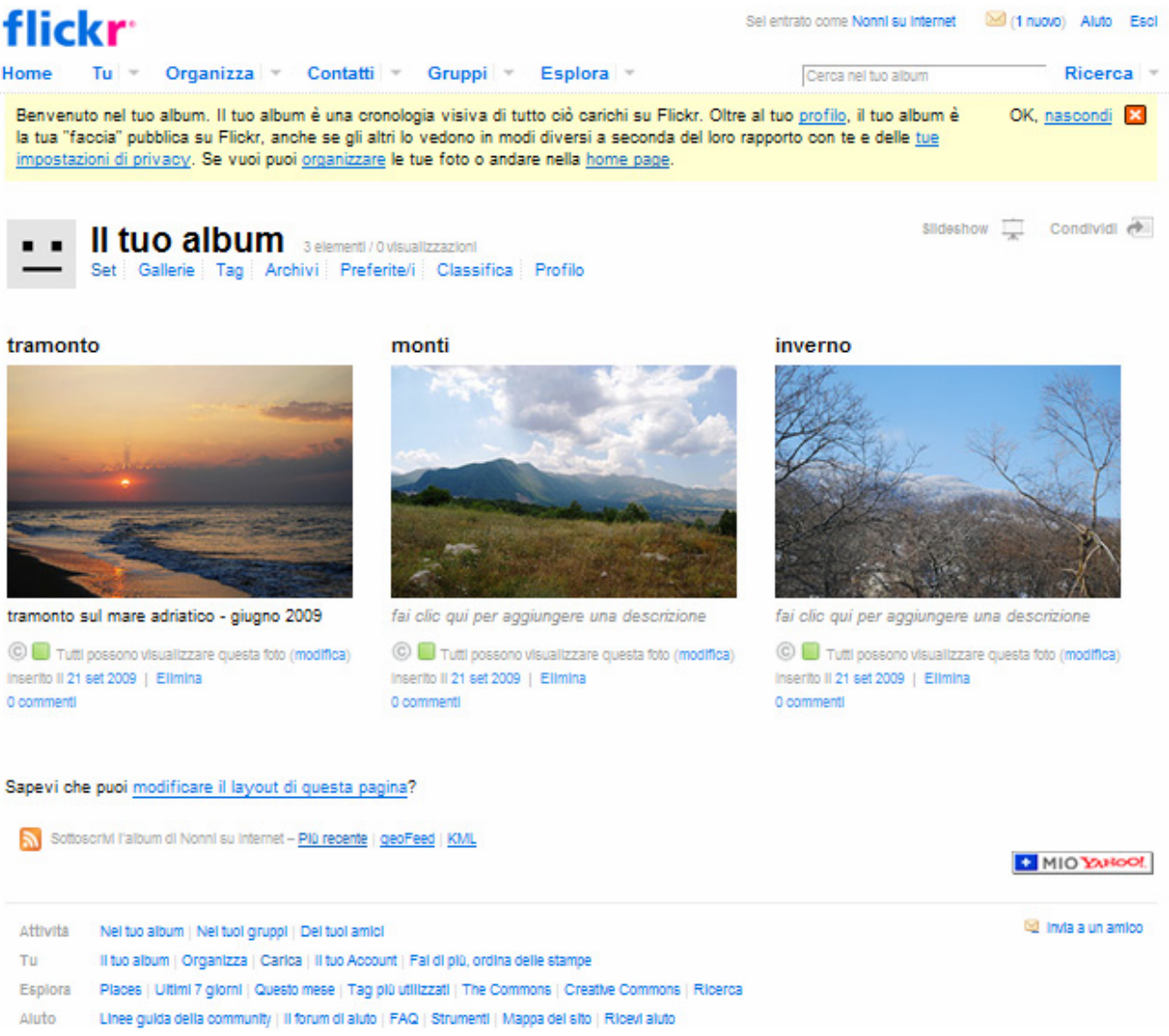
You can even add a "tag".

What is a "tag"?

A tag is short definition, a key word. It's not mandatory, just add one if you want.



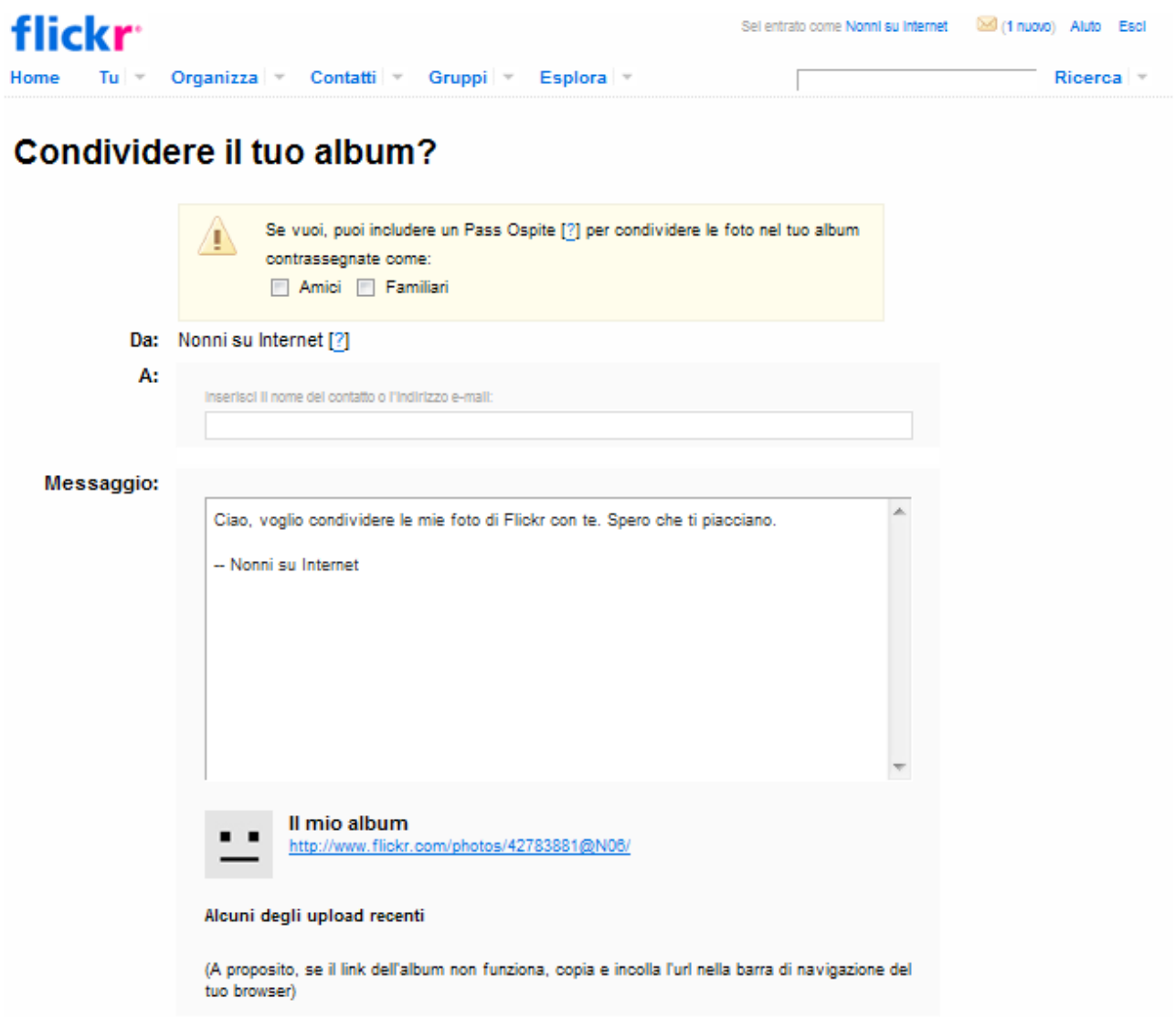
Once you are finished click on "save".

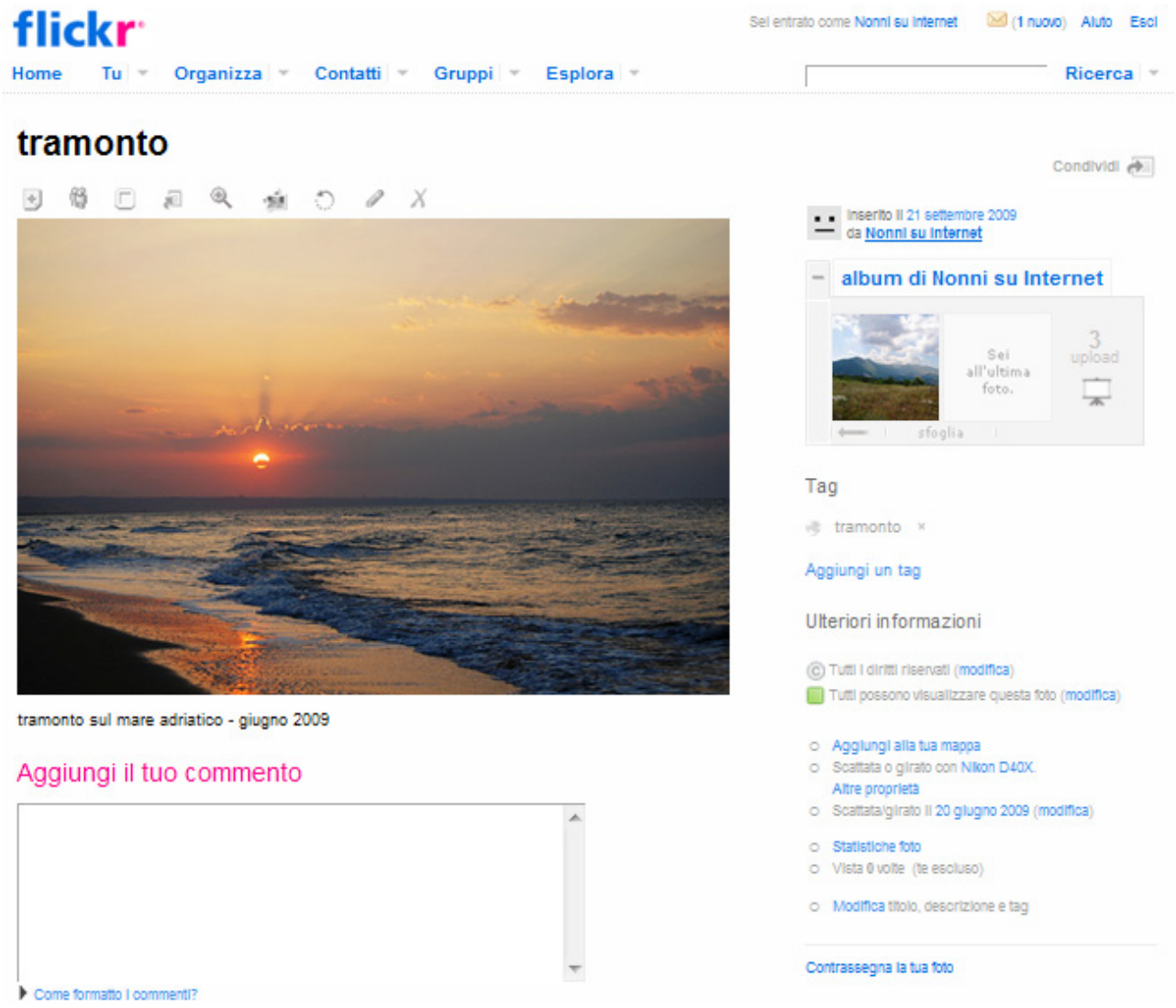


At this point, you have various options for your photos (organize, classify, partially modify, etc.), but the most important thing is that your photographs are now on the Internet and can be seen by your friends and everyone, as you have made them public.

We can send a friend an e-mail with a link to your new Flickr photo album.

If you click on "send to a friend" a link will be sent to the friends you choose with an invitation to see your photos. The message can be customized.


flickr
Sei entrato come Nonni su Internet
(1 nuovo)
Aiuto
Esci
Home
Tu
Organizza
Contatti
Gruppi
Esplora
Ricerca
Condividere il tuo album?
Se vuoi, puoi includere un Pass Ospite [?] per condividere le foto nel tuo album contrassegnate come:
Amici
Familiari
Da: Nonni su Internet [?]
A:
Inserisci il nome del contatto o l'indirizzo e-mail:
Messaggio:
Ciao, voglio condividere le mie foto di Flickr con te. Spero che ti piacciano.
-- Nonni su Internet
Il mio album
http://www.flickr.com/photos/42783881@N06/
Alcuni degli upload recenti
(A proposito, se il link dell'album non funziona, copia e incolla l'url nella barra di navigazione del tuo browser)



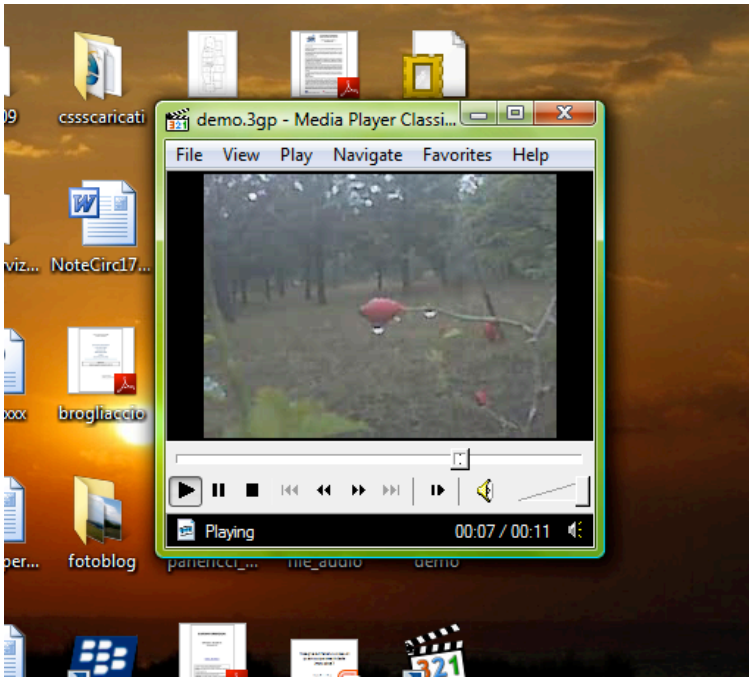
You can add comments or wait for your friends to leave one … hopefully a positive one!

If you click on the magnifying lens, you can select the photo-viewing dimension. You can also use the photos in other sites or blogs by copying the html code.

You will also discover that the maximum "large" photo size is 1024x685 pixels, while your photos were originally 3872x2592 pixels! The system has automatically reduced the size of your files to align them with the Internet standard. This does not affect the photo quality or beauty, but makes them a little lighter and easier to access.

Happy Photography!!

YOUTUBE: SHARING VIDEOS



We spent last Saturday out in the country. It was raining and we shot some short videos with our mobile phone.

When we got home, we downloaded the videos on to our computer and had fun editing them, adding music and titles.

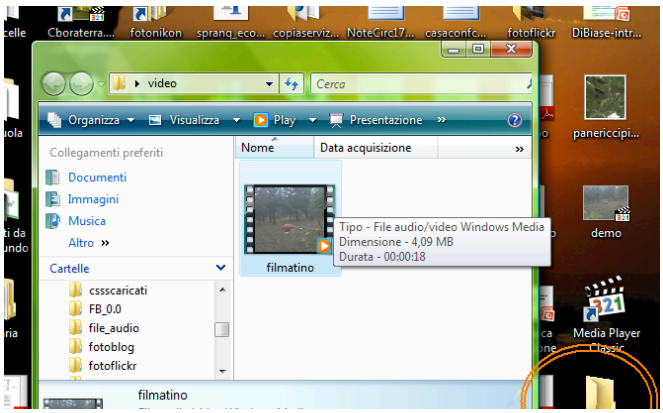
We are really please with the result and would like to share this video with all our friends … and the whole world!

Sure, we could send it as an e-mail attachment, but there's another way to do this, especially as video enthusiasts!

Yes, we can upload it to the Internet.

And YouTube is the most famous video site.

www.youtube.com



First let's get ready. In order to avoid having to look through our files and directories, we create a new folder on the desktop and call it "video" and transfer our video file to it.

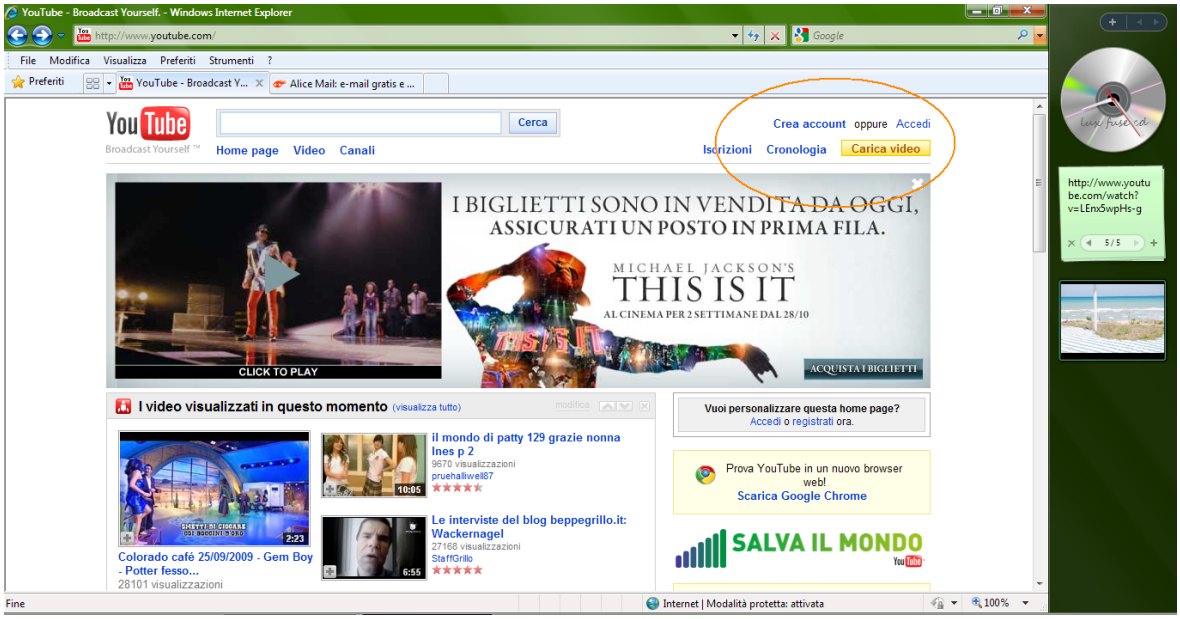
Our edited video now lasts 18 seconds and is 4.09 MB.

The video also has a ".wmv" extension (the final part of the file name that comes after the dot). This is a standard windows operative system file (windows media video).

Video extensions vary greatly and depend on the technology that was used to shoot and/or edit them, as well as on the characteristics that are required (definition, size, audio, colour intensity, etc.). In general, the greater the video quality is, the larger the file.

Now, we are ready to load a first video on to the Internet and show it to the world!

Connect to Internet and go to the following address www.youtube.com



The URL address is international but the system should automatically load in your language. You will need to register and create an account in order to upload a video.

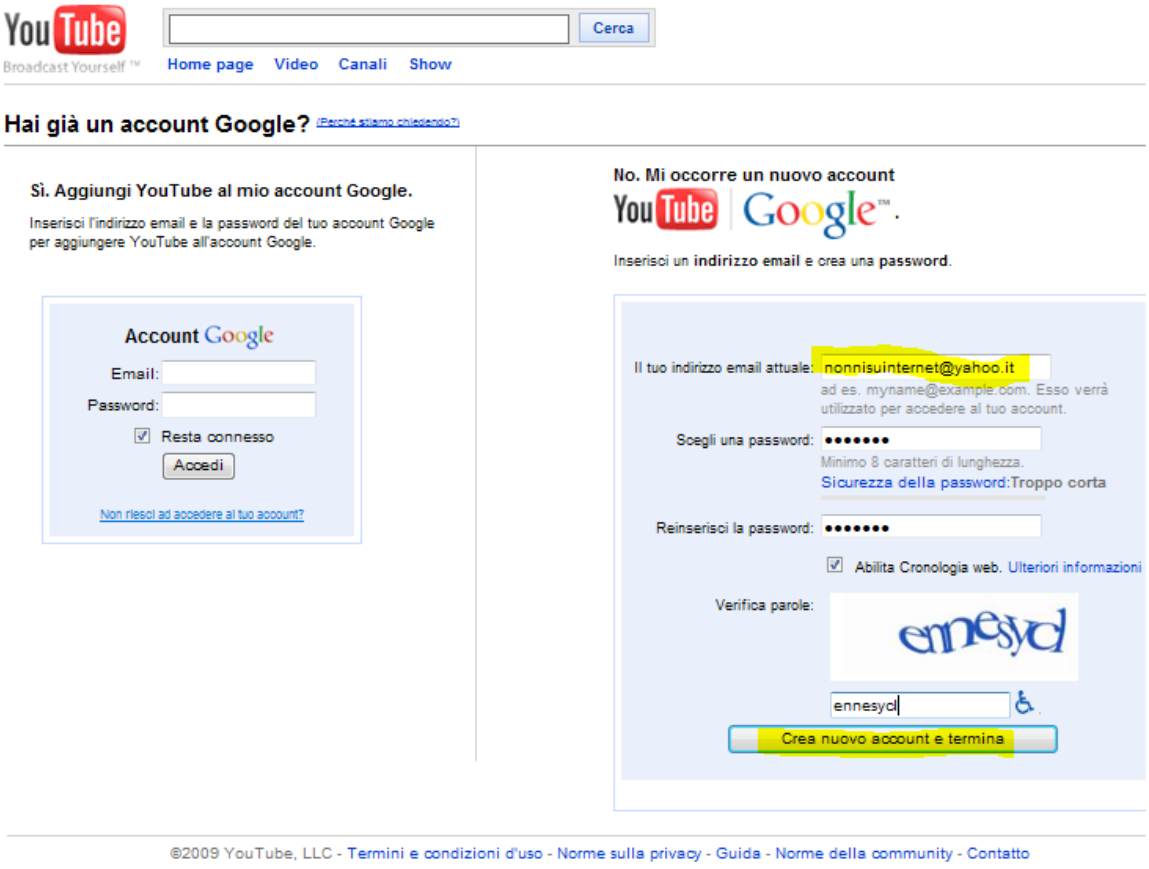
We have already seen how to create an account on Facebook and Flickr. Surely, you already have an e-mail account and know how to do this.

Nonetheless, if this is your first account, here is how to proceed.

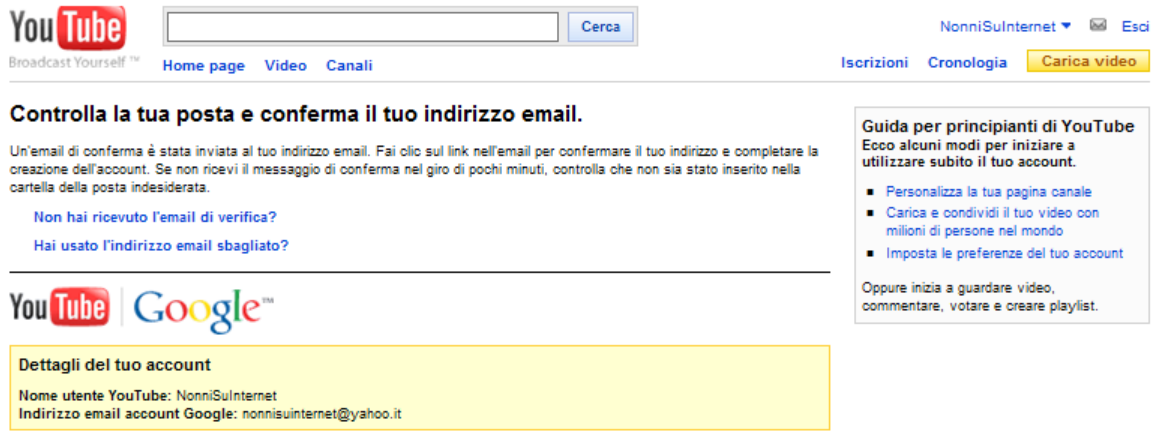
Insert your personal data (name, last name, date of birth, etc.). Choose amongst the options provided by the system (i.e., receive communications from YouTube on activated services). An important step concerns privacy. The system will ask you to accept its rules and treatment of your personal data. Follow the provided links, read the rules and, if you agree, click on "accept". (If you do not agree and do not accept the regulations, you will not be able to continue the registration process.)

Google owns YouTube. So, if you already have a Google account, registration is simple: all you have to do is add YouTube to your Google profile.

If you have a different account, the system will associate it automatically with Google and YouTube.

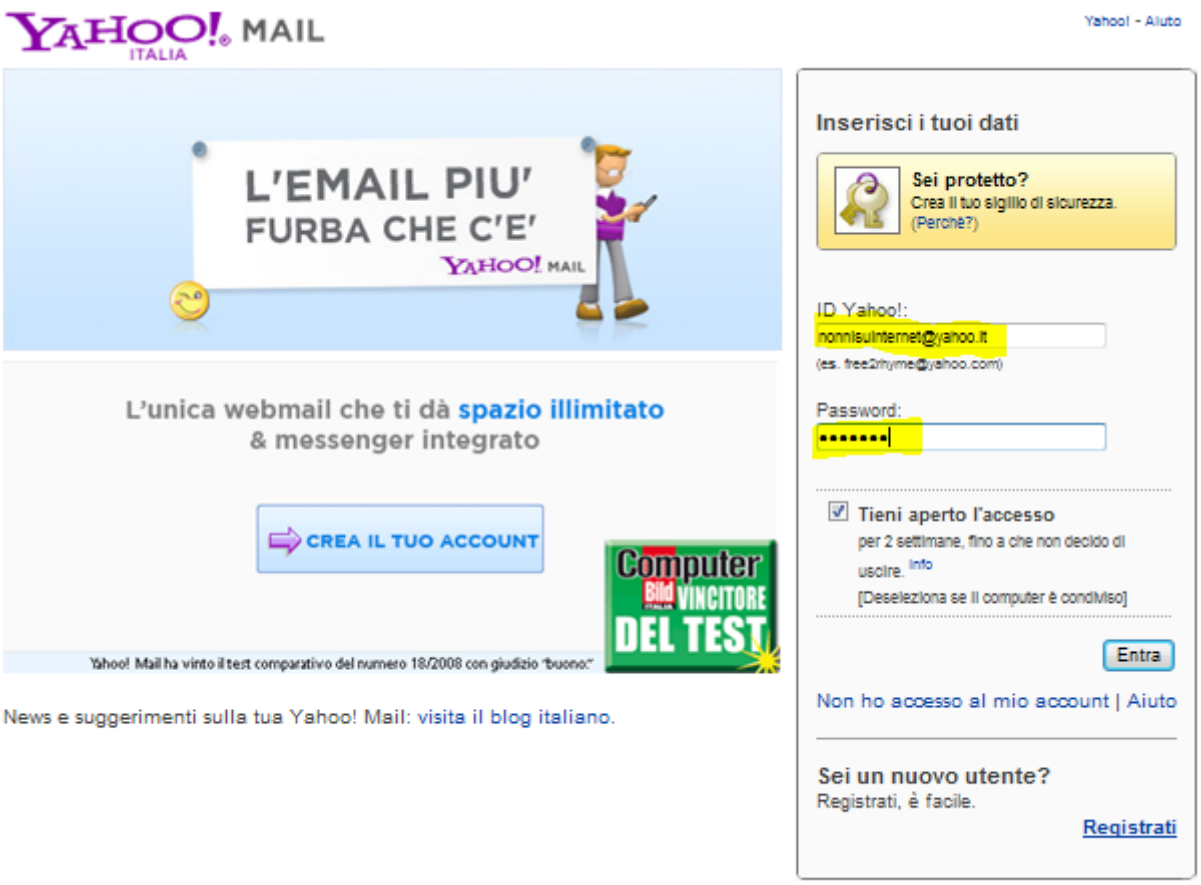


You can, for example, use the Flickr mail account and just expand the password to the required 8 characters: innon1970.



Now, check your mailbox.

Insert your username and password ("innon70" in this case).

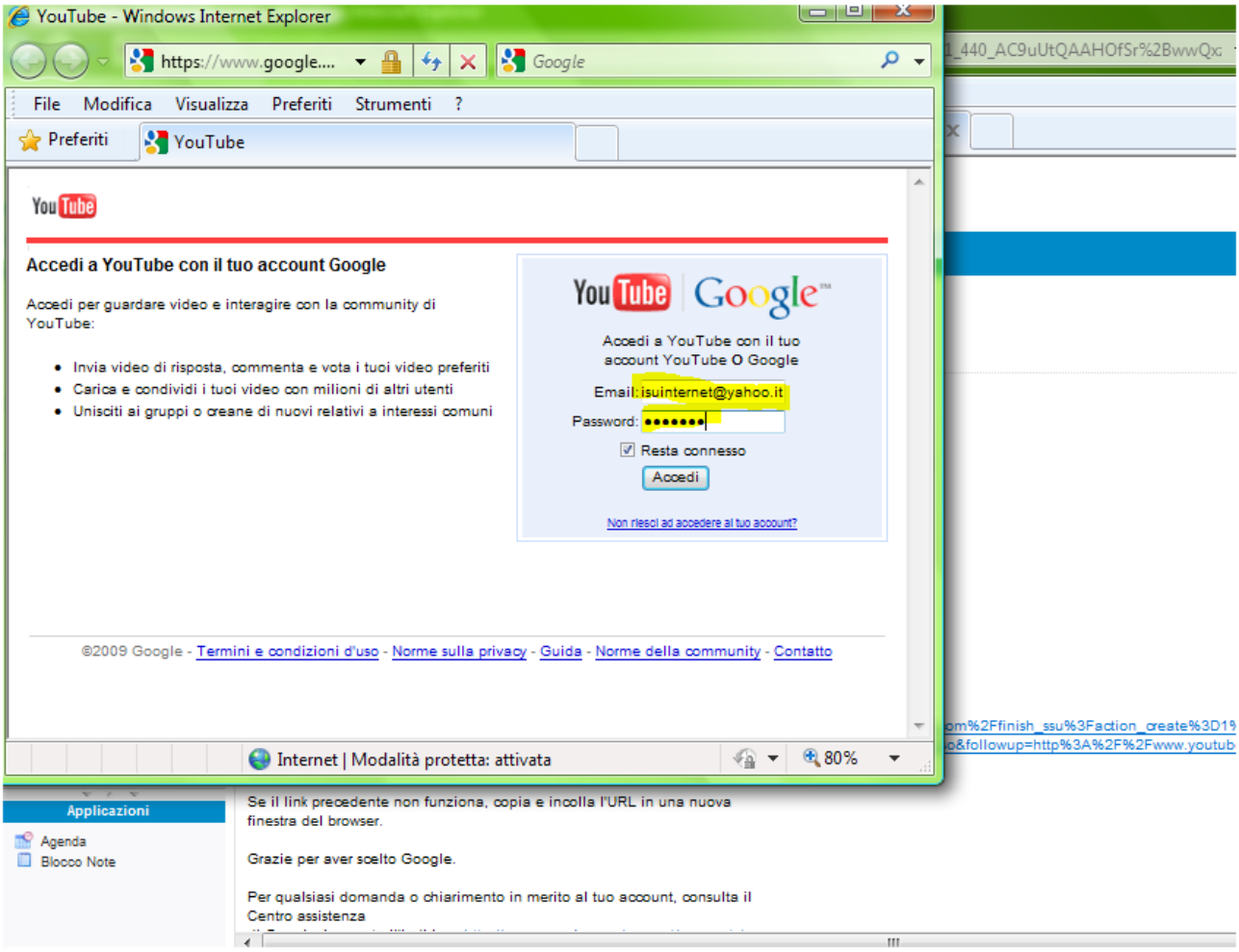


There is a new message for you.

It's a welcome message from Google asking you to click on the link to confirm your registration.

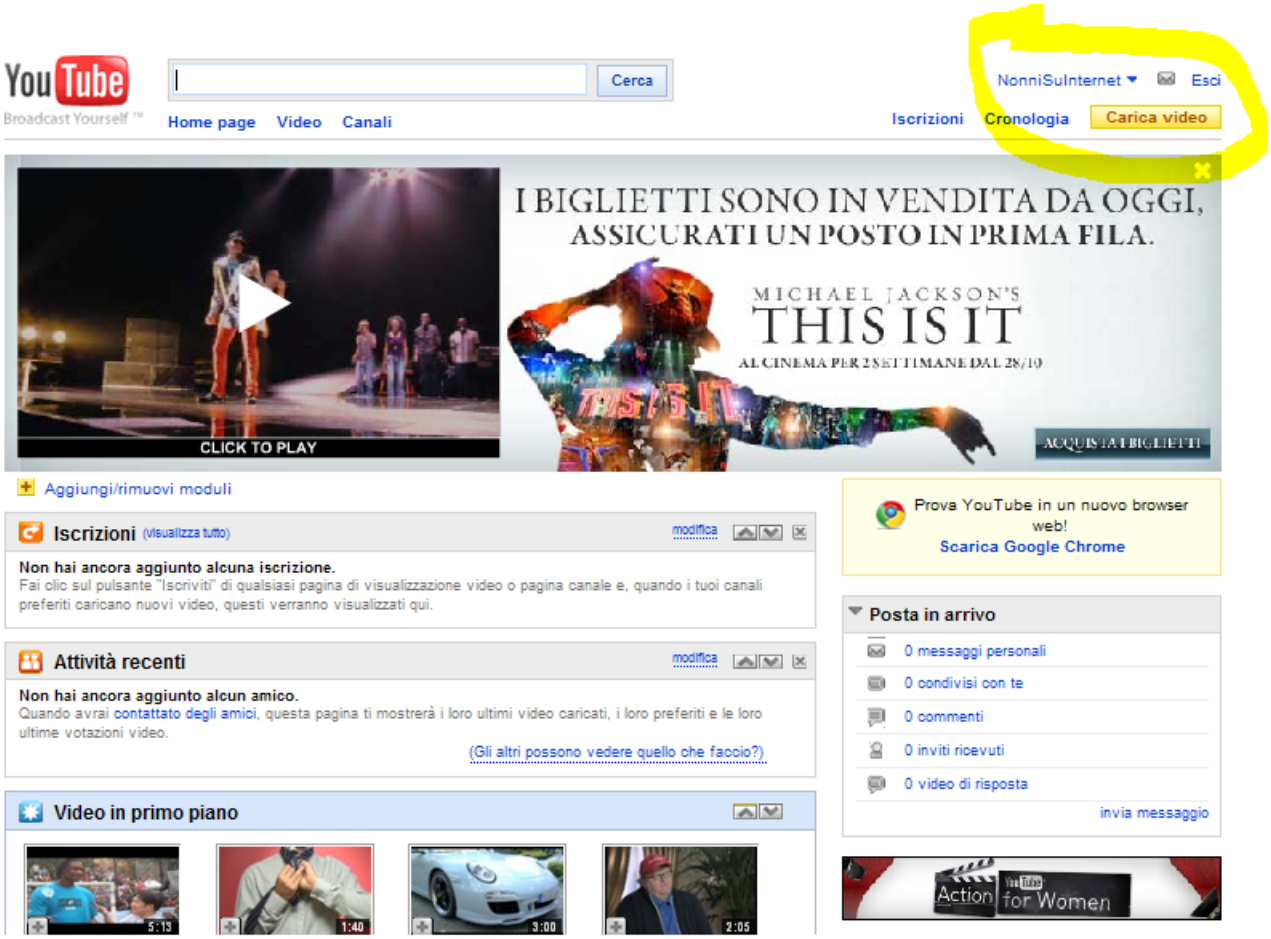
Now, you can access YouTube.

Use your YouTube password: innon1970.



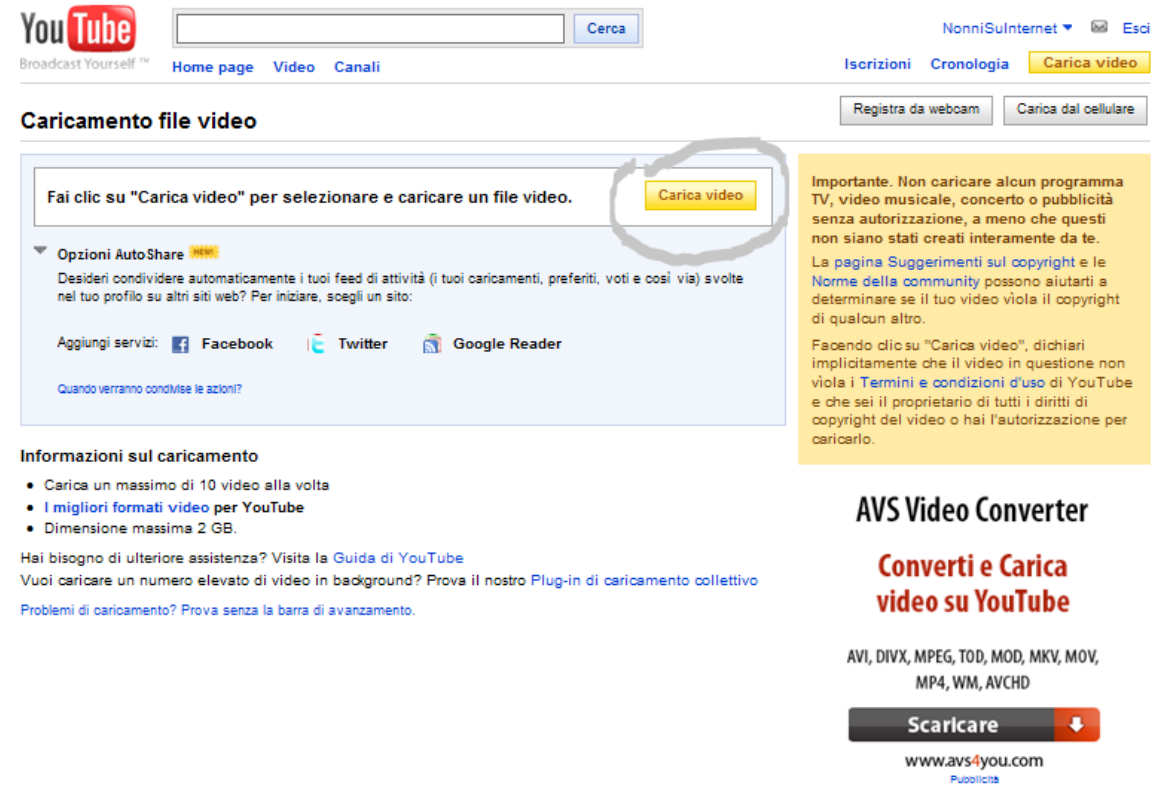
Your personal YouTube page will open up.

Your homepage confirms that you have no activity to date. You haven't signed up for any channels (YouTube works a little bit like a television. You can sign up for thematic channels and directly access theme-specific videos) nor do you have any YouTube friends, yet. You have no messages, videos sent or videos received.

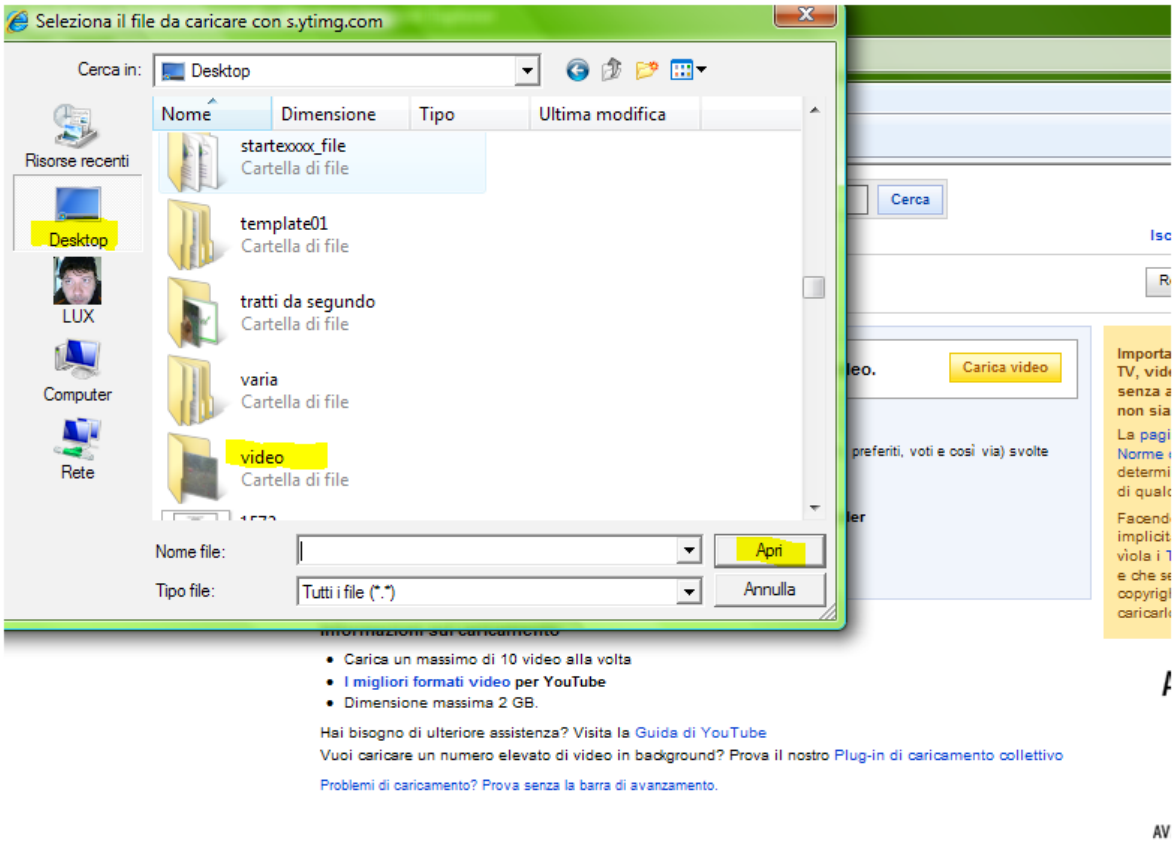


It's time to get active!

Go to "load video".

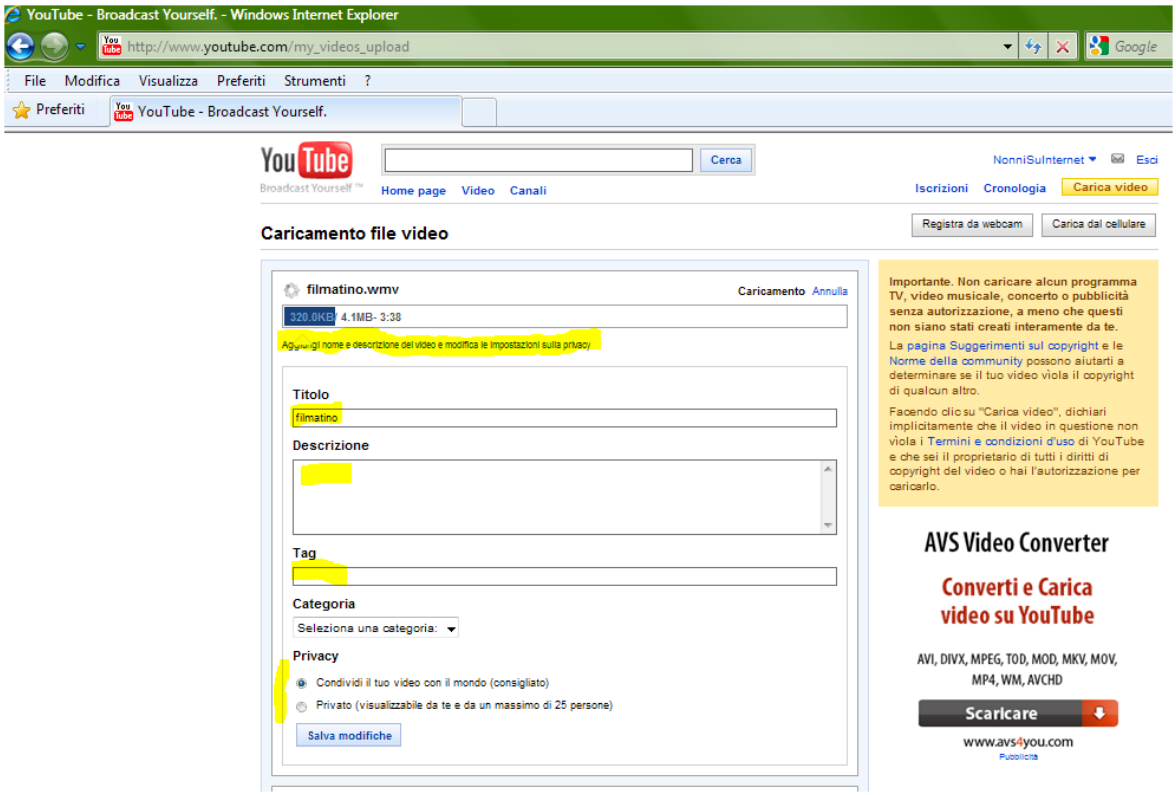


Browse your computer folders to find the video you wish to upload.



Open the "video" folder and look for your video file (entitled "filmatino").

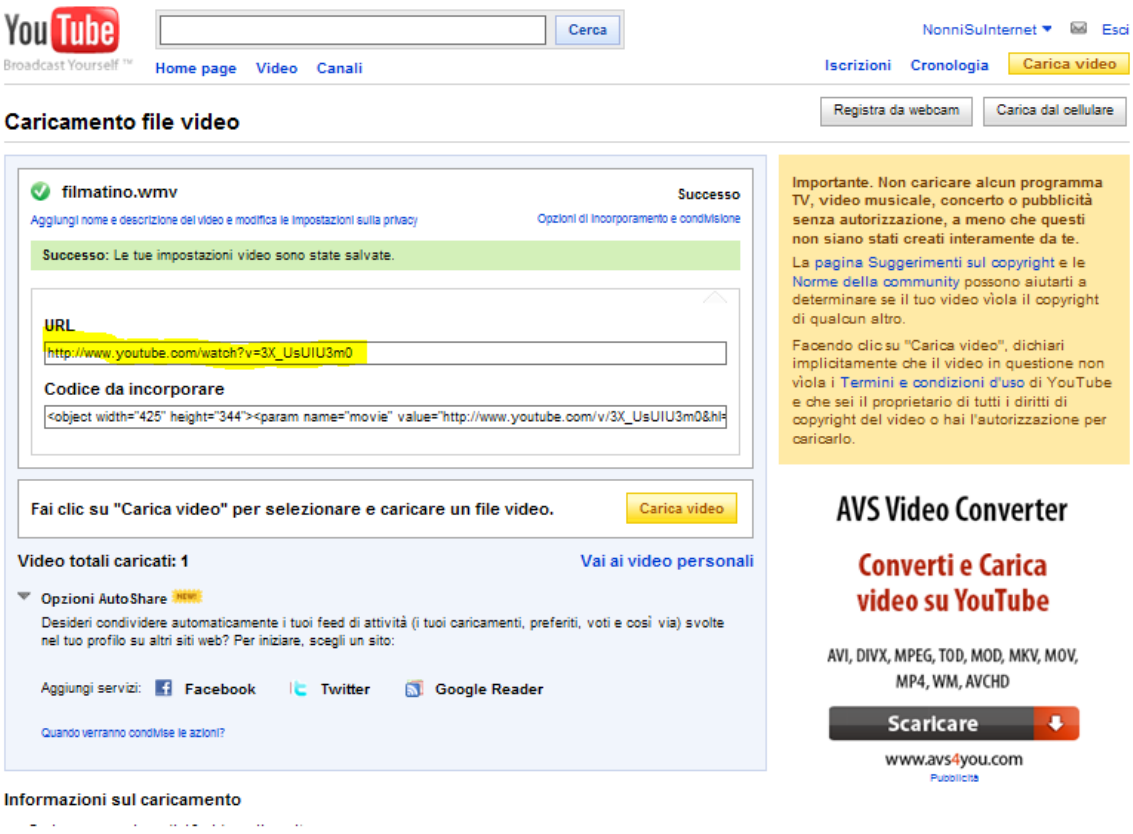
You are given the opportunity to add further information: change the video title, insert a description, tag it, decide who can view it (public, accessible to everyone, or private).



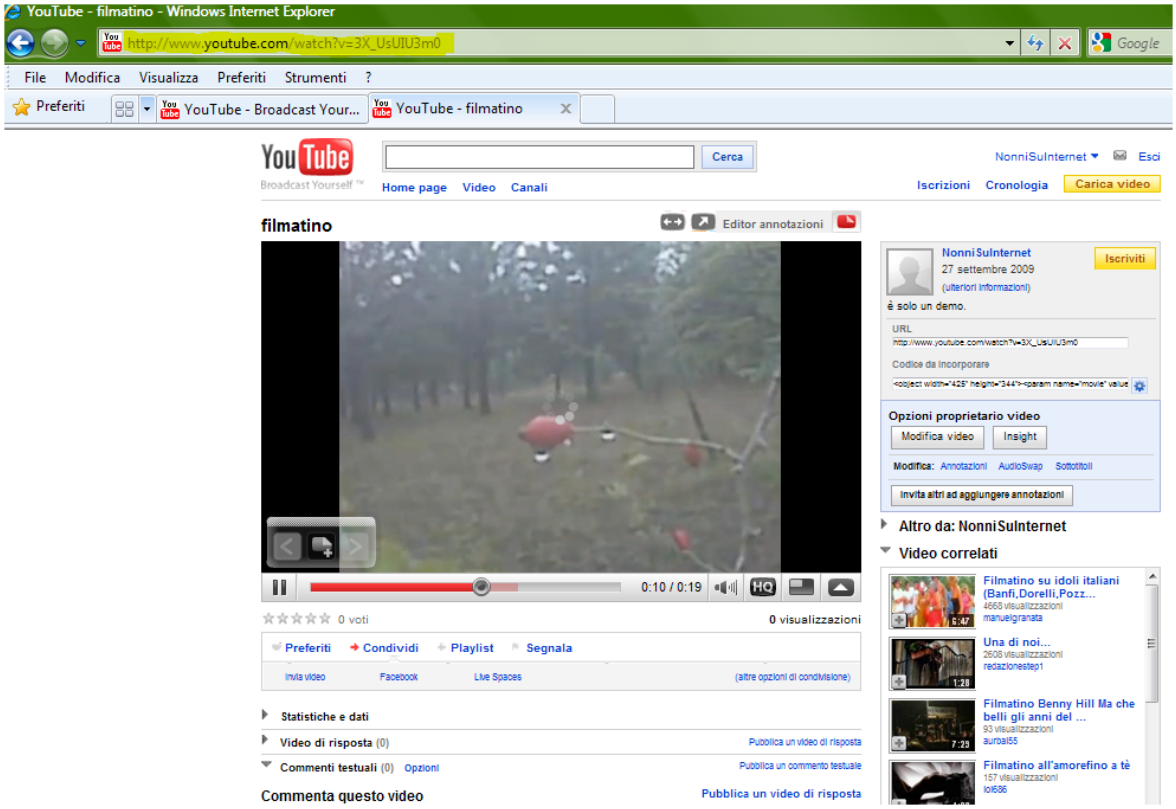
Your video is now uploaded.

You could upload another … but surely you want to see the one you just uploaded!

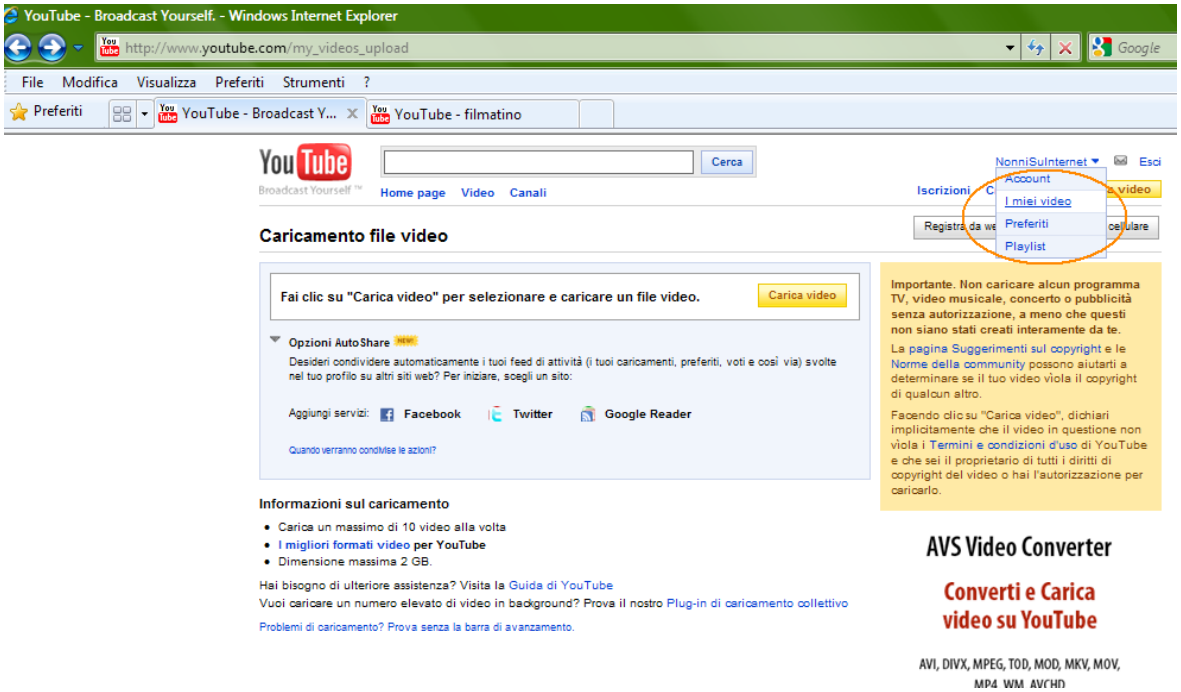
In order to see it, you can copy the video code (highlighted in yellow in the URL section) and paste it onto your web browser.



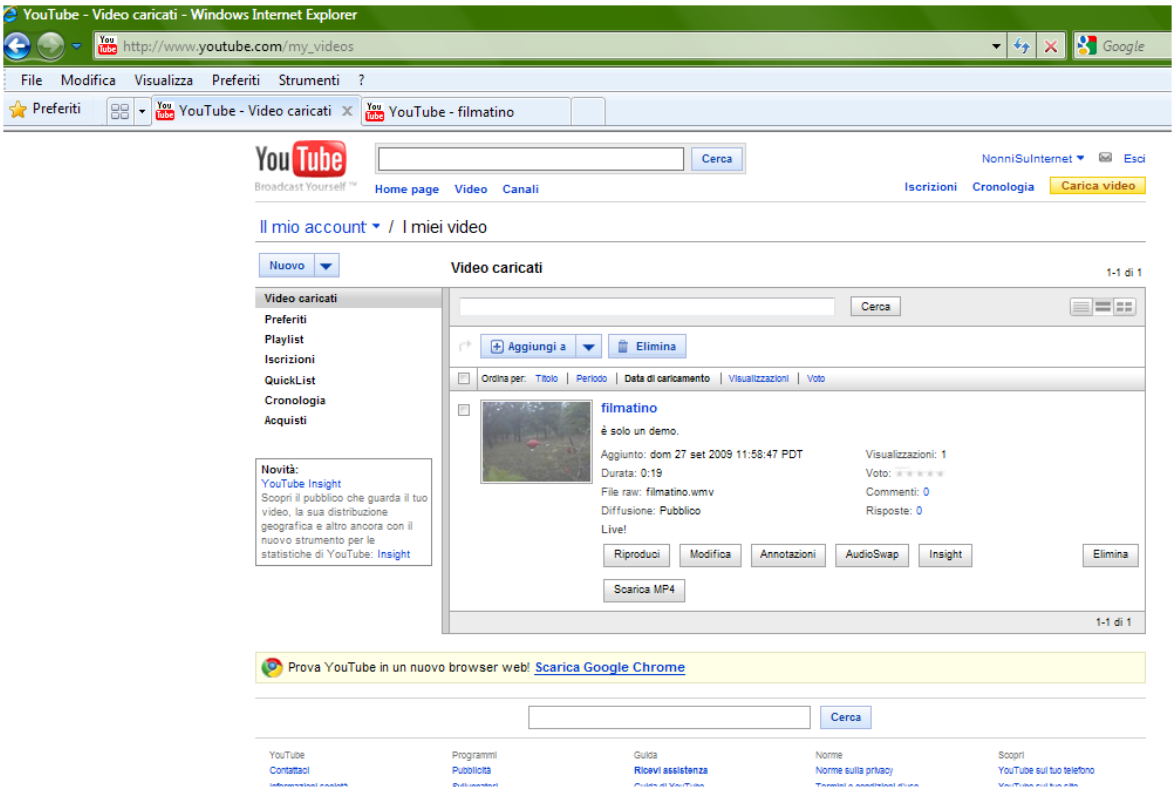
And here it is … Exciting!



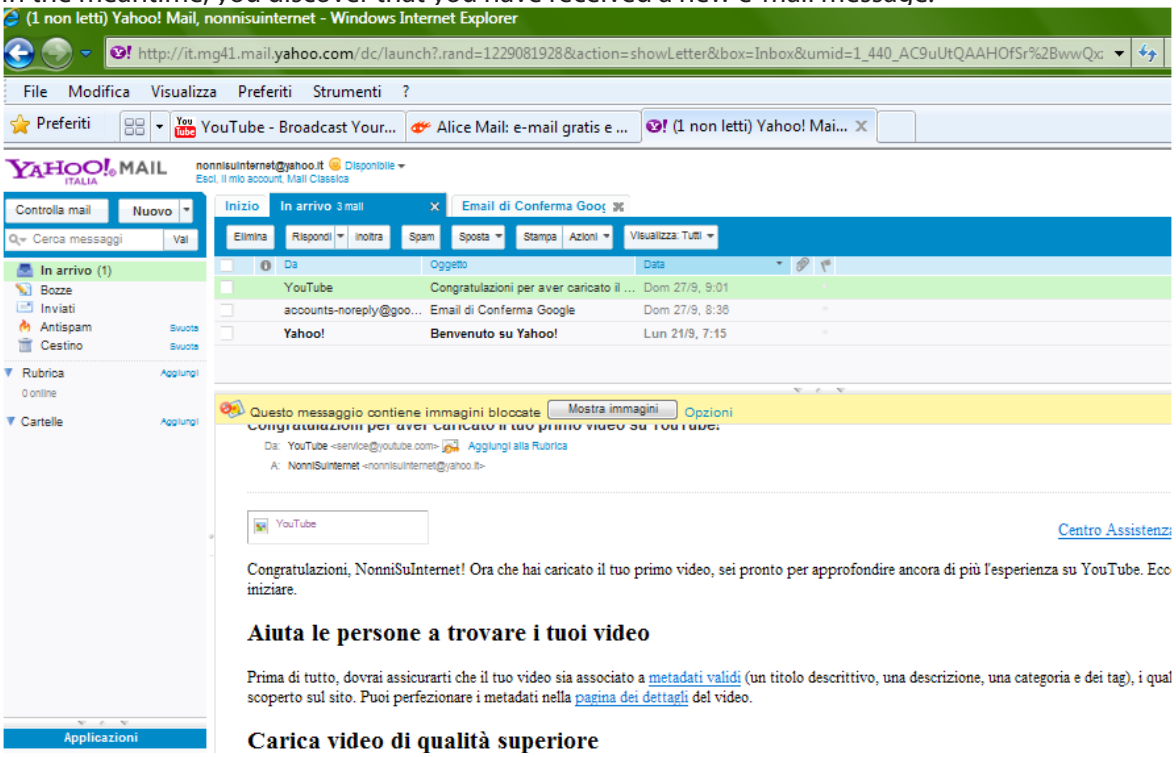
Or you can click on "My Videos" in the upper right-hand corner.



Your personal YouTube page opens up. This page lists all your activities (in the left hand column) and videos (in the centre). Let's take a look at the "filmatino" preview.



In the meantime, you discover that you have received a new e-mail message.



It's from YouTube and congratulates you on registering.

Congratulations, GrandparentsontheInternet! Now that you have uploaded your first video, you are ready to delve into the YouTube experience. Here are some tips:

Help people find your videos

First of all, you will have to make sure your video is associated to metadati validi a good title, a description, a category and a series of tags that will allow your video to be viewed. You can improve your video metadata at pagina dei dettagli.

Upload high quality videos

If you wish to improve the quality of future videos, take a look at these tips impostazioni e sui formati dei video and video in alta qualità (HQ) in our help centre.

Automatically share videos with friends and family

You can now automatically share your uploaded videos (and other activities) on your Facebook, Twitter and Google Reader profiles at AutoShare. If you accept, AutoShare will update the selected services when uploaded videos are published.

Promote your video

When you are ready, you can promote your video via e-mail incorporandolo or on your blog via Video sponsorizzati to acquire a position on high-traffic pages. While you are at it, you can also make sure that your channel reflects your personality, just like your videos, personalizzandolo.

Understanding how you video is viewed

This is a fundamental tool Insight, which provides you with all kinds of information about who is watching your video, where they are and much more. This information can help you to adapt your video to the public: i.e., by adding subtitles so that your fans in Japan can understand what you are saying or by viewing a detailed analysis of where you are getting the most views. (Keep in mind, that you will usually need at least a day to use the Insight data on video viewing.)

So, go for it! If you need a hand, go to Centro assistenza or ask other users for help at Forum di assistenza per la community di YouTube.

- The YouTube Team

The e-mail lists the main activities that we can perform with YouTube. Now, just start experimenting!!!

...And good videos!