

# Facebook

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## User Tracking

You’ve probably noticed that when you shop for something on one website, ads in Facebook immediately appear for whatever it is you were just looking for. This is not a coincidence but it’s not black magic either. In short, it comes down to primarily two things (there are others, but these are the important ones): unique identifiers and web cookies.

### Unique Identifiers

If you want to understand how to make your online presence more secure and more private, you need to understand the basics of how companies collect and collate your data in the first place.

When you log into Facebook, your login credentials require your email address. This email address is your [unique identifier](#).

How do companies use this to collect information? Because this email address is associated only with you, every time this email address appears in an advertiser database, it can be directly linked to your Facebook account. So if you use the same email address for everything, all data you have shared with each of those companies *could* become aggregated into a single file.

Just how important are these unique identifiers to Facebooks business model? When Apple rolled out its iOS with App Tracking Transparency in 2021, Facebook estimated that change would cause Facebook to lose around \$10 billion dollars.

## Web Cookies

In electronic terms, cookies are not a delicious baked good, but are instead bits of code that hold information about what you are doing. Cookies are what allow you to place an item in your online shopping cart, browse around for other items, and then purchase all those items at one time. Without cookies, the web would not be particularly interactive, because your information could not be saved from one page view to another.

Unfortunately, cookies can be used by “third parties” to track what you are doing, and Facebook does a lot of this. If you see a Facebook “Like and Share” button on a web page, then Facebook is collecting information about what you are doing on that page.

Facebook collects this information **whether you have a Facebook account or not**.

Facebook collates and uses this information **whether you have a Facebook account or not**.

## Privacy

In 2022, Facebook turned over Messenger chat records to the Nebraska police after being served with a warrant.

### Apps Sharing Personal Data ( - 2019)

- Apps shared data with Facebook, including private health information like women’s periods and pregnancy attempts.
- Apps shared this data with Facebook even if the user **DID NOT** have a FB account.

## Facebook Controversies

Facebook requires that users be who they say they are, which theoretically allows the company to remove suspicious users and fake accounts, however, that has not stemmed the tide of fake news, violence, fake accounts, and hate speech that has been one of the more controversial aspects of the site.

Many major controversies stem from privacy and issues and concerns and scandals, where Facebook has made the supposedly private data of users available to advertisers and analysts.

### Scams

- Scam ads
- Hidden statistics about people viewing your profile
- Look at this embarrassing video of you!
- Shocking news & headlines

### Retaining users’ deleted videos (2018)

Even if a user deleted their video, that content still remained on Facebook’s servers.

### Data-Breaches 2018-2021

A data breach is when protected information is accessed by unauthorized parties. This can come from a bad actor breaking into a database, or from a security failure, such as a website failing to protect and encrypt data tables.

- June 2013: personal data of 6 million users (1%) exposed
- May 2018: private posts of 14 million users (1%) made public
- September 2018: attackers gained access to 50-90 million user (2-4%) accounts
- March 2019: 600 million (25%) passwords saved in plaintext
- April 2019: 540 million (22%) records found on a public server
- April 2019: Facebook harvested email contacts of 1.5 million new users
- September 2019: 419 million (17%) user ID, phone number full name, gender, location found on an exposed server
- December 2019: 309 million (12%) phone numbers, names, user IDs found on an exposed server
- April 2020: 267 million profiles sold on the dark web for \$540 (five hundred and forty dollars).
- April 2021: 533 million profiles (19%) names, addresses, phone numbers, birthdays etc from users in 106 countries were posted *for free* on a forum.

(%) the percent of all active Facebook users affected

### **Scraping Public Profiles**

At one point this data could have included: email address, phone number, location, attended events, liked pages, groups, photos, and all public comments and posts. This data can then be linked to all other kinds of public records (ie voter records) as well as behavior on other websites.

Even if a person leaves social media—or *never joins*—the posts of their friends give “potential predictive accuracy” of 95% of their future activity.

### **World-Wide Election Meddling**

In 2020, low-level data scientist Sophie Zhang turned down a \$64k severance package requiring an NDA to write an 8,000-word exit memo when she left Facebook. In it she gave evidence of how Facebook has made election interference both common and easy, and how Facebook ignored the problem.

### **Rohingya (2018-2019)**

Incitement of genocide against Rohingya in Myanmar (2018) resulting in the murder of over 24,000 Rohingya and the creation of over 700,000 refugees in Bangladesh.

In Myanmar, the Facebook app was so popular, people used *Facebook* and *internet* interchangeably.

### **India (2019-2021)**

An anonymous Facebook employee created a test account to follow groups and pages in India that were promoted by the platform (and only those groups and pages). In less than three weeks their feed was swamped with hate speech and viral content, including violence and gore (such as a beheaded man). Additionally, both Facebook and WhatsApp were accused of helping to spread hate speech and fake news, including posts that led to a riot that killed 53 people.

### **Russian Meddling**

Russians created thousands of social media accounts pretending to be Americans, paid for Facebook ads during the 2016 campaign that reached 126 million FB users. These ads were not just pro-Trump and anti-Clinton, but aimed at manipulating Democratic voters as well, with campaigns to skip voting or use bogus voting methods. See also: Cambridge Analytica.

## Cambridge Analytica (2014-2018)

Readers took a “personality” survey through a downloaded app, which also scraped data from their profile AND the profiles of their friends. Only 270k users took the survey and consented to data harvesting, however [Cambridge Analytica](#) collected data on over 50 MILLION users.

- 2016 US Election (Trump, Cruz)
- Brexit Vote
- 2018 Mexican General Election (IDP)

We also got access to census data. Unlike developing nations with less stringent privacy controls, the U.S. government won't provide raw data on specific individuals, but you can get information, down to the county or neighborhood level, on crime, obesity, and illnesses such as diabetes and asthma. A census block typically contains six hundred to three thousand people, which means that by combining many sources of data, we could build models that infer those attributes about individuals. For example, by referencing risk or protective factors for diabetes, such as age, race, location, income, interest in health food, restaurant preference, gym membership, and past use of weight-loss products (all of which are available in most U.S. consumer files), we could match that data against aggregated statistics about a locality's diabetes rates. We could then create a score for each person in a given neighborhood measuring the likelihood that they had a health issue like diabetes—even if the census or consumer file never directly provided that data on its own.

-- Wylie, Christopher. *Mindf\*ck* (2019)

## Anti-Trust?

Facebook (like most other tech companies) has a record of gobbling up smaller companies. However, it is documented that Facebook acquired many of these smaller companies because they saw them as competition.

Meta, Facebook's parent company, owns the following companies:

Facebook  
Giphy  
Instagram

Messenger  
Oculus VR  
Threadsy

WhatsApp  
Onavo  
CTRL-labs

It also owns a number of companies you have never heard of, such as those for created for marketing, advertising, mobile, and many *many* more.

Theoretically, these purchases could be seen as allowing Facebook to create a better product, however, there are two important things to note.

First, in a pending case filed in 2021, the FTC alleged:

“Facebook's actions have suppressed innovation and product quality improvements. And they have degraded the social network experience, subjecting users to lower levels of privacy and data protections and more intrusive ads. The FTC's action today seeks to put an end to this illegal activity and restore competition for the benefit of Americans and honest businesses alike.”

This case is still ongoing.

Second, some of this can be glimpsed in actions taken by Facebook after acquisition, when the company took actions that were often in direct opposition to stated goals of the founders.

Advertising isn't just the disruption of aesthetics, the insults to your intelligence and the interruption of your train of thought. At every company that sells ads, a significant portion of their engineering team spends their day tuning data mining, writing better code to collect all your personal data, upgrading the servers that hold all the data and making sure it's all being logged and collated and sliced and packaged and shipped out... And at the end of the day the result of it all is a slightly different advertising banner in your browser or on your mobile screen.

Remember, when advertising is involved you the user are the product.

-- [WhatsApp Blog, 2012](#)

A re-share button would give Instagram less power to demonstrate model behavior; everyone would just be focused on going viral.

...

The founders thought it would violate the expectations you had when you followed someone. You followed them because you wanted to see what they saw and experienced and created. Not someone else.

-- Sarah Frier *No Filter* (2020)

## Censorship

Censorship is defined as “a system in which an authority limits the ideas that people are allowed to express and prevents books, movies, works of art, documents, or other kinds of communication from being seen or made available to the public, because they include or support certain ideas”

It is important to note that censorship is illegal only when the *government* engages in it.

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

– The First Amendment to the U.S. Constitution

Categories of speech that fall outside protection are:

- hate speech
- child pornography
- defamation / slander
- incitement to violence
- true threats of violence.

Individuals and non-governmental groups (which includes social media sites such as Facebook) are entirely within their rights to remove any content they want.

The problem with Facebook's content moderation is that it is uneven and frequently biased. There are a variety of reasons for this, including (but not limited to):

- Community moderators are generally outsourced to other countries
- Automatic bans certain types of pictures, such as breasts, even of those pictures are historical artwork or medical posts

Additionally, problems are caused by Facebook's [algorithm](#) which populates news feed. This algorithm promotes content that gains attention (likes, shares, and comments) rather than content based upon your interests.

- Elites are regularly exempt from content moderation by the sites "cross check" or XCheck, which at one point exempted 5.8 million users
- Activists are often suspended for *pointing out* hate speech and racism

Is Facebook now a quasi-public space? Chuck Johnson lost a similar case against Twitter in 2018.

## Public Discourse and Mental Health

In 2021, whistleblower Frances Haugen released copies of confidential documents, showing that Facebook hid the harms it knew the site was causing, instead focusing on growth rather than safeguarding its users.

How does this work?

A post that receives high "engagement" (likes, shares, and comments) is promoted in user feeds, and research found the posts that have the most engagement are negative ones—posts that are "hateful, divisive and polarising."

Facebook made a heralded change to its algorithm in 2018 designed to improve its platform—and arrest signs of declining user engagement. Mr. Zuckerberg declared his aim was to strengthen bonds between users and improve their well-being by fostering interactions between friends and family. Within the company, the documents show, staffers warned the change was having the opposite effect. It was making Facebook, and those who used it, angrier. Mr. Zuckerberg resisted some fixes proposed by his team, the documents show, because he worried they would lead people to interact with Facebook less.

-- The Wall Street Journal (2021) *The Facebook Files*

## Emotional Manipulation

A 2014 study published in the PNAS found that user responded to the tone and emotion of posts they saw in the Facebook News Feed. When the feed was manipulated to show more positive items, users responded with more positive posts of their own. When the feed was manipulated to display negative items, users were more likely to post their own more negative content.

## And Yet...

Despite these issues, Facebook does have the potential to be a force for good, allowing people to remain in contact across distances in a manner that was unimaginable a half century ago. It has also been useful in emergencies, allowing affected individuals to "check in" and let friends and family know they are safe, which could help to reduce some of the burden on phone lines and cell towers during such times.

## Making Your Facebook Use More Secure

Here are the top things you can do to make using Facebook safer:

- Do **NOT** use the Facebook [app](#) on your phone. Use a [web browser](#) on your phone instead.
- Do **NOT** use the Facebook Messenger app on your phone.
- Install a browser on your computer / device that you **ONLY** use for Facebook.
- Go through all your Facebook privacy settings.
- Do **NOT** use Facebook to log into other websites; create unique login credentials for every site.
- Regularly remove third-party apps permissions.
- Use privacy and security [add-ons](#) to restrict access to your browsing history.
- Create and use an email account that is unique for Facebook.

## Using Facebook

Facebook looks (and sometimes works) differently, depending upon whether you are using a computer or a mobile device. And the Facebook app does not look the same on [iOS](#) devices as it does on [Android](#) devices.

The rest of the document is divided into parts: Facebook on a computer, the Facebook app on an Android device, and the Facebook app on an iOS (apple) device.

At the end of the document are and references to help you translate a little bit of what you'll see online.

### Posts

There are typically two ways you can post to your timeline: writing a post, or sharing a post from another person or group. When you create or share something on your timeline / wall, that post is displayed on your wall.

Anything you post on your wall—even something you are sharing from someone else's wall, gets its own comment section on your wall. This means that comments you make on posts on other people's walls will not appear on your wall.

### Public vs Friends vs Groups

Your posts can have four levels of accessibility: public, friends, specific friends, and only me.

#### Public



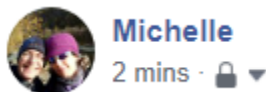
#### Friends



#### Selected Friends



#### Only Me



Posting something to the public means that anyone in the world who access Facebook can see what you posted. Friends means that the post will be visible to everyone in your friends list. Selected Friends posts are displayed to a group or a handful of friends. Only Me is precisely what it sounds like.

If you change the post visibility when you are creating the post, that setting will “stick” and be the setting for all posts going forward. You do have the ability to change the visibility of a post after it has been created, and in usually this is easier than trying to remember to change the visibility the next time you post.

### News Feed

Your News Feed displays posts from family and friends as well as groups and businesses you have liked and/or followed. The News Feed is the main part of Facebook—it's what you see when you first log into the website.



You have two options to make minor modifications to this. One is to hide posts by specific groups or individuals, and the other is to toggle see first for specific pages or individuals.

## **Hiding Posts**

### **Hide post**

Hide this specific post from your wall / news feed. This is good if you want to ignore a single, specific post.

### **Snooze for 30 days**

Hide posts from this person for a month. This is something that is useful in the month before an election.

### **Hide all from / Unfollow**

This allows you to stop seeing posts from someone, but still remain friends with them; you can see their posts by going to their wall.

## **Facebook Settings**

Over the years, Facebook settings have gotten more and more complicated making it is sometimes difficult to find a specific setting. Use the search function whenever possible—the location of any setting has probably changed since they last time you checked it.

## **Activity Settings**

### **Friend Requests**

Setting this to Friends of friends limits the audience of people who can make friend requests, however, it means that if you don't have friends in common, you can't receive a friend request from someone.

### **Friends List**

This sets who can see your list of friends.

### **Profile Visibility to Search Engines**

Do you want your Facebook page to come up in a google search of your name? My answer is no. You have to decide this for yourself.

### **Who Can Post on your Timeline**

This allows you to restrict who want leave messages on your wall / timeline. If you have family members who passive-aggressively share things on your timeline, restricting this might be useful.

### **Tagged Post Visibility**

If someone tags you in a post, who do you want to see that post?

### **Review of Tagged Posts**

If someone tags you in a post, do you want to OK it before other people can see it?

### **Off-Facebook Activity**

Facebook has a privacy / security setting that allows you to see how you are being tracked by third parties when you are not actively using the Facebook site. I highly recommend you peruse and clear this list, as well as turning off future tracking (Disconnect future activity). [Off-Facebook activity](#)

### **Location History**

Location history is for the Facebook app on your mobile device. Through the website you can toggle it on or off.

### **Comments**

Notifications when someone comments on one of your posts.

## Tags

Notifications when someone names in a comment on a post.

## Logged Actions

Why does Facebook seem to know everything about you? Because it tracks and logs everything you do. I recommend going through your logged actions and clearing all history.

## Ad Preferences

Ad Preferences are where you can set your ad preferences. Unfortunately, this does not stop Facebook from collecting data on you from other websites, it only keeps Facebook from (theoretically) using that data to give you tailored ads.

To reduce the amount of tracking Facebook does, you will need to delete the Facebook apps from your smart devices, change your [unique identifiers](#) (email and phone number), and takes steps to block Facebook [cookies](#) within your web browser(s).

## Partner Data

Personalized ads based on your activity on other websites, apps or offline.

## Demographic Categories

### Ads shown off of Facebook

Can advertisers choose to reach you through ads off Facebook.

### Social Interactions

This allows your friends to see if you have liked or interacted with a product or brand.

### Video Auto-Play

Does a video automatically start playing as you scroll past?

### Password

### Two-Factor Authentication

Do you use [two-factor authentication](#) to access the website?

## Notifications

Notifications are updates you can receive about what has happened on Facebook. By default, Facebook wants you to know ABSOUTELY EVERYTHING ALL THE TIME. This is designed to keep you using Facebook and can be overwhelming.

I highly recommend turning *off* SMS and Email notifications. This helps keep you from being constantly pulled back into Facebook.

- **Red Alert Notifications:** Notifications that appear above the bell icon. When you have a new notification, a red bubble will appear with the number of new notifications you've received.
- **SMS Notifications:** Notifications that are sent to your phone via text message.
- **Email Notifications:** Notifications you receive via email. Facebook sends a message to your email to let you know you have been tagged in a post or something similar.
- **Push Notifications:** Notifications that appear when you're not actively using Facebook.

## How to Delete Facebook

First, remember that Facebook and Messenger are linked, so deleting your Facebook account also deletes your access to Messenger. If you currently use Messenger you will want to make sure you have a new messaging app in place before ditching Facebook. You will also want to inform your family and friends you are deleting messenger, so you can come up with an alternate way of keeping in touch.

Secondly, you may want to download and save all your Facebook data. You will need to do this through a web browser, not the phone or tablet app.

Thirdly, you will want to make sure you do not have any accounts, apps, or websites that use your Facebook login. If you do, you will need to change the login information for every site or app you want to keep after deleting your Facebook account.

Once you've got your backups and alternatives in place, delete (or deactivate) Facebook and Messenger from your phone and/or tablet. This does NOT delete your account, it just makes it harder for Facebook to track you and collect data about you.

Some people believe in going through and deleting all your past Facebook posts and pictures, however, if you have been on Facebook for a while, this process could take days, meanwhile all your data is still backed up somewhere on one of Facebook's servers.

Finally, you can deactivate or delete your account. Deactivating means the account is taken down temporarily—and you can also use Messenger even with a deactivated Facebook account.

Once you've done all that, it's time to do the same thing for Instagram and Whatsapp.

Because Facebook is constantly changing its format and settings around, here are several different links with step-by-step instructions for deactivating or deleting your Facebook Account.

How to deactivate or delete your Facebook account

<https://www.malwarebytes.com/blog/news/2021/06/how-to-deactivate-or-delete-your-facebook-account>

How to Delete Your Facebook Account <https://www.pcmag.com/how-to/how-to-delete-your-facebook-account>

Deleting Facebook? Follow These Steps Carefully <https://www.cnet.com/tech/services-and-software/deleting-facebook-follow-these-steps-carefully>

How to delete Facebook, Instagram and WhatsApp—and take your data with you  
<https://www.popsci.com/diy/how-to-delete-facebook>

How to Permanently Delete Your Facebook Account <https://www.wired.com/story/how-to-delete-your-facebook-account>

## Facebook Website

You can access the Facebook website on any device—including a phone or tablet. Facebook has worked to make the app a more user-friendly and has deliberately broken Messenger if you attempt to access it via the website on a phone. But otherwise you can do anything on the website you can on the phone or tablet app.

### News Feed (Browser)

#### Hiding Posts (Browser)

1. Click on the ellipse (...) beside the post that offends you.
2. From the menu, select your desired option.

#### Hide post

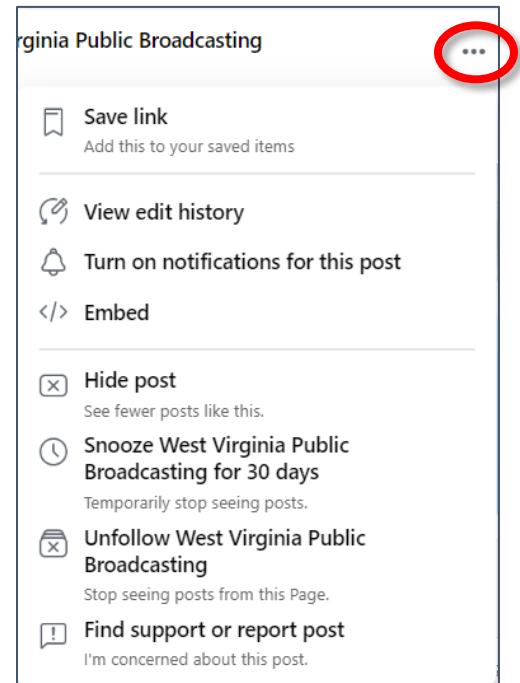
Hide this specific post from your wall / news feed. This is good if you want to ignore a single, specific post.

#### Snooze for 30 days

Hide posts from this person for a month. This is something that is useful in the month before an election.

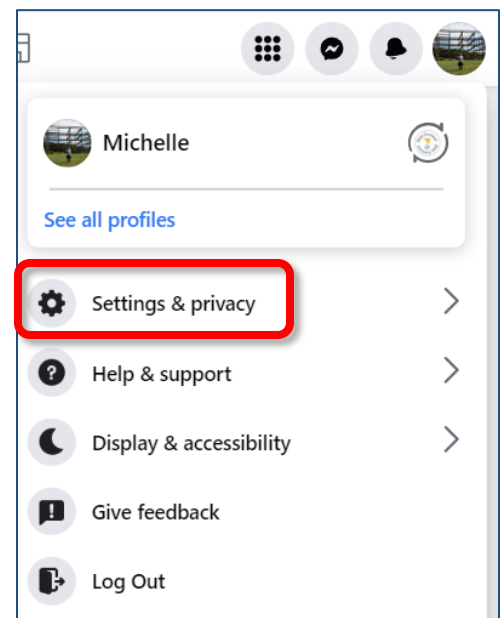
#### Hide all from / Unfollow

This allows you to stop seeing posts from someone, but still remain friends with them; you can see their posts by going to their wall.

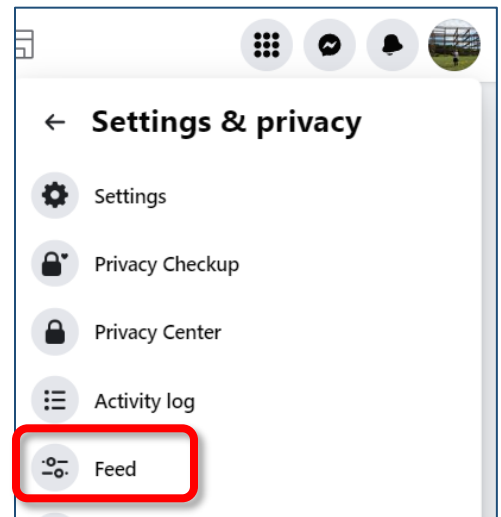


### News Feed Preferences (Browser)

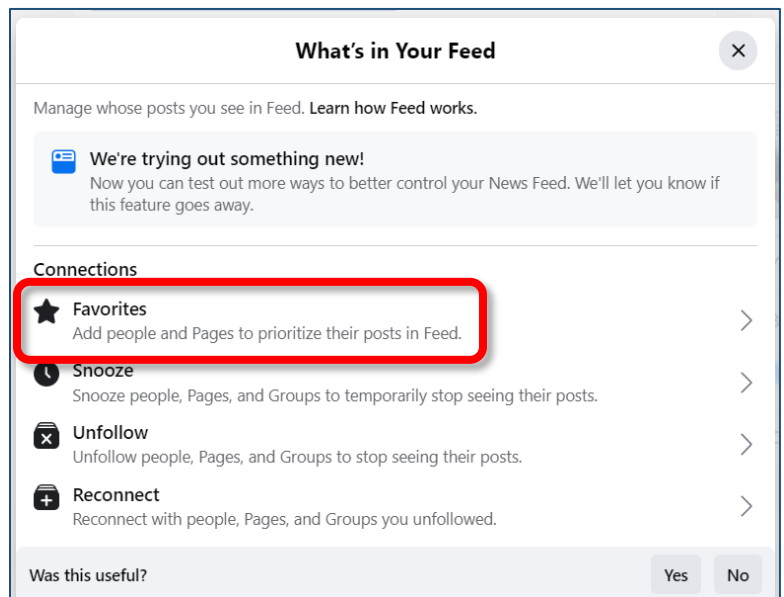
1. In the top right corner of the Facebook window, click on your Account icon (the circle with your profile picture).
2. From the drop-down menu select **Settings & privacy**.



3. In the Settings & Privacy section, select **Feed**.

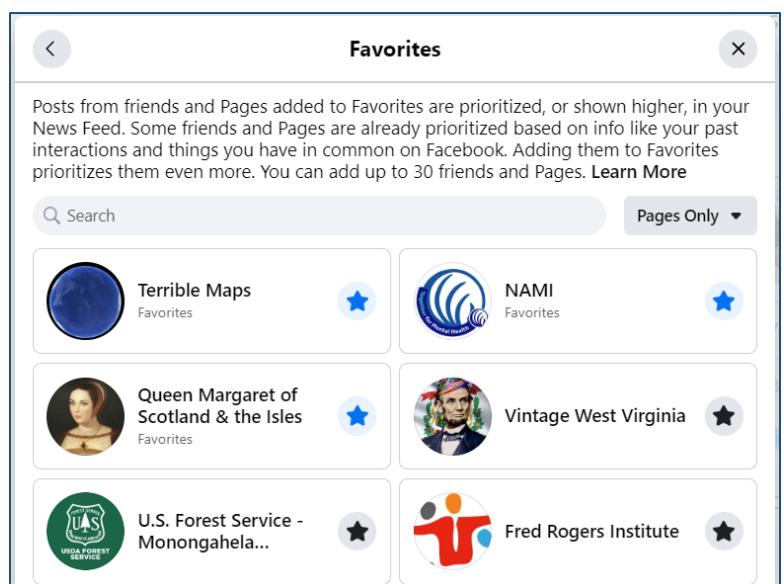


4. In the What's in Your Feed dialog box, select **Favorites**.



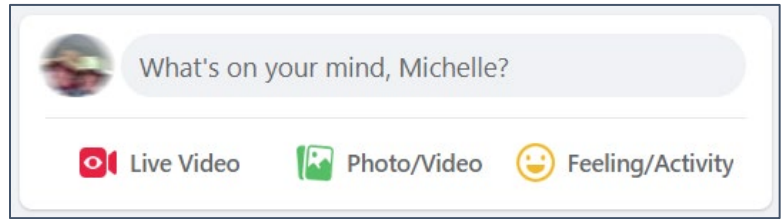
5. Click the star icon beside the picture of someone whose posts you want to make sure you see.

6. Once you're finished, click the bracket icon in the top left corner to return to your settings or the X icon in the top right corner to close all the settings.

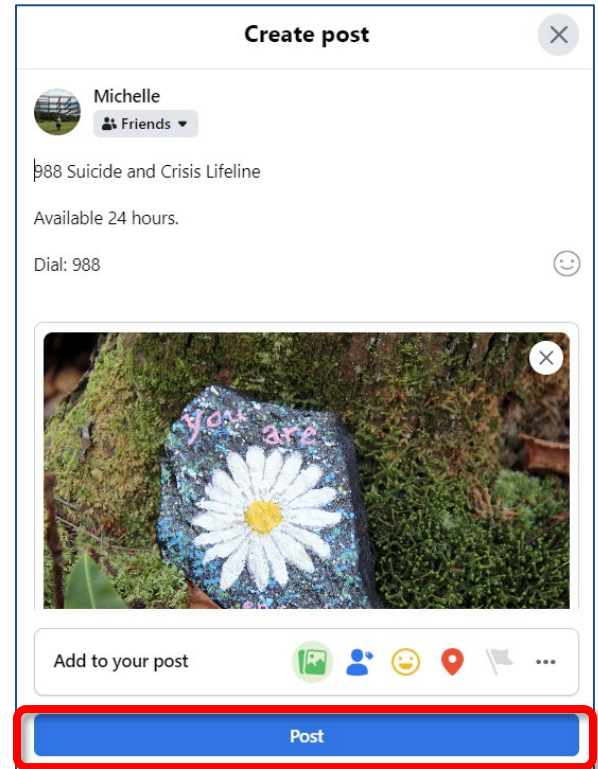


## Writing Posts (Browser)

1. In your newsfeed or on your profile, click in the post area.

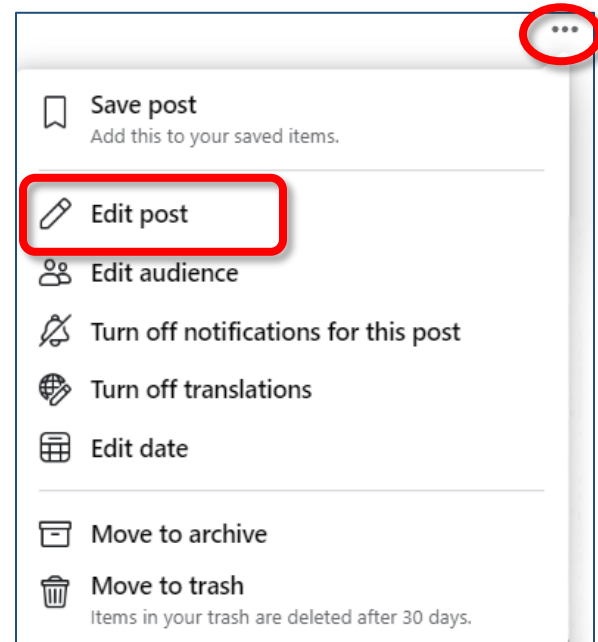


2. Where it says What's on your mind, enter what you want to say. Click the links to add pictures, tag friends, or add emoticons. You can also drag pictures from windows explorer into the post to add them.
3. Once you've added everything, click **Post**.



## Editing Posts (Browser)

1. Once you have created a post, you can edit or delete it. In the top right corner of your live post, click the **ellipse (...)**.
2. From the pop-up menu, select the desired option.
3. These options are also available on comments you make to other's posts.

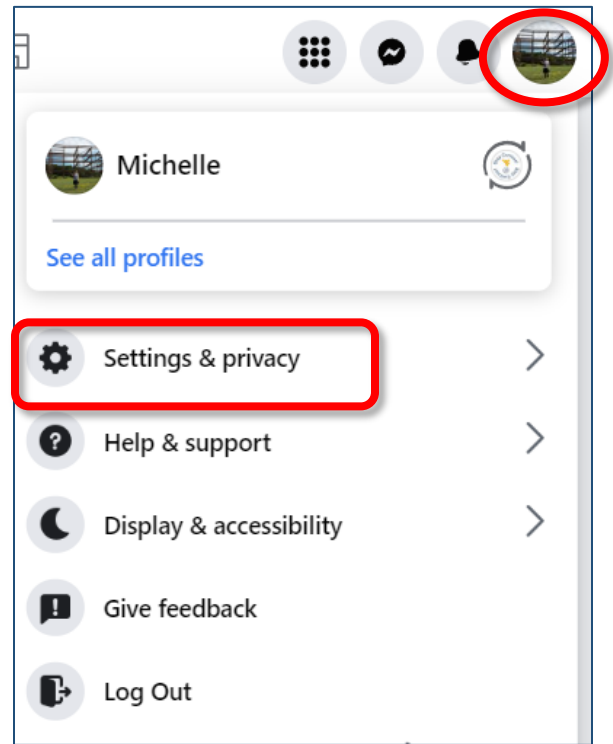


## Settings (Browser)

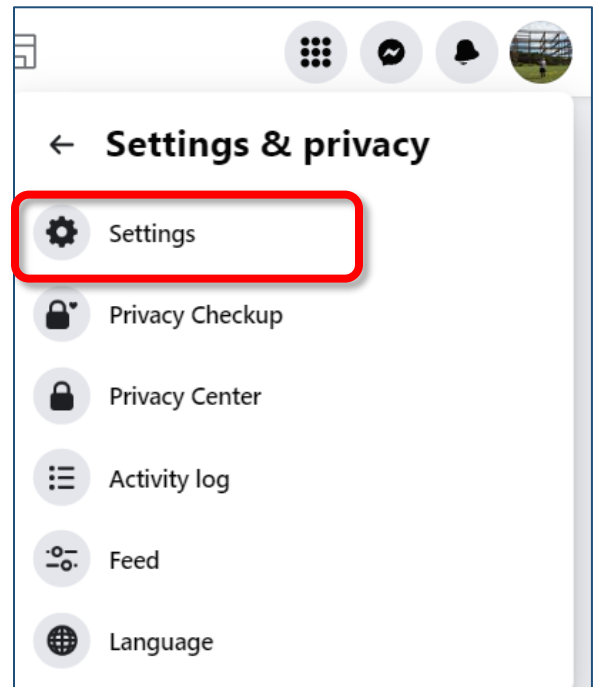
Settings are where you will go to check on your privacy and security, as well as to do things like tweak your notifications.

### Accessing Your Facebook Settings (Browser)

1. In the top right corner of the Facebook window, click on your Account icon (the circle with your profile picture).
2. Select **Settings & privacy**.



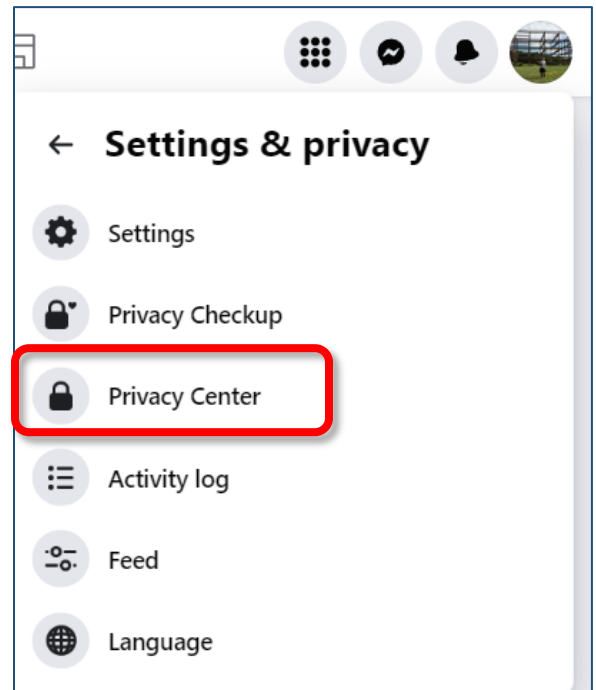
3. From the menu, select **Settings**.





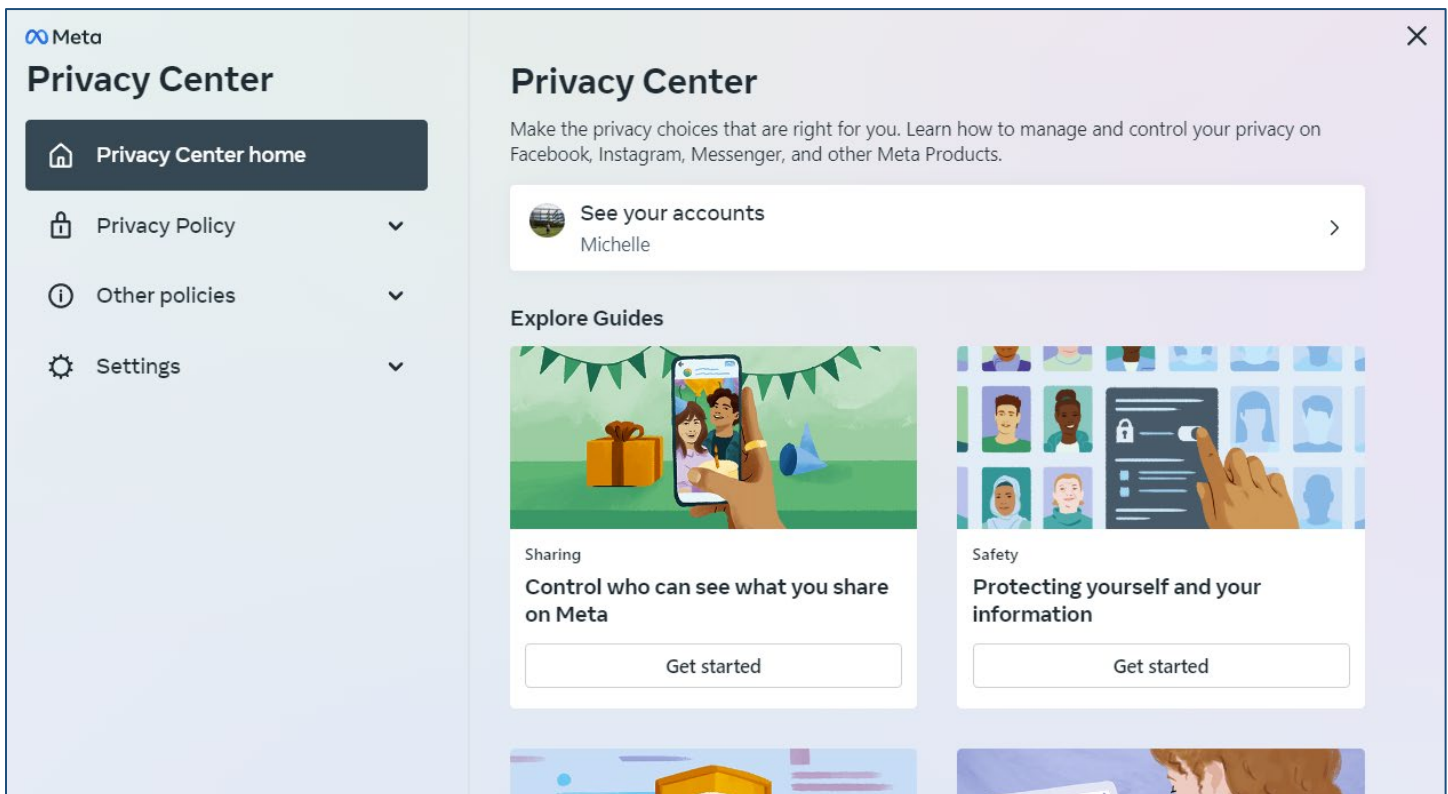
## Privacy (Browser)

1. Open your Facebook **Settings** (p 15).
2. In the left pane, select **Privacy Center**.



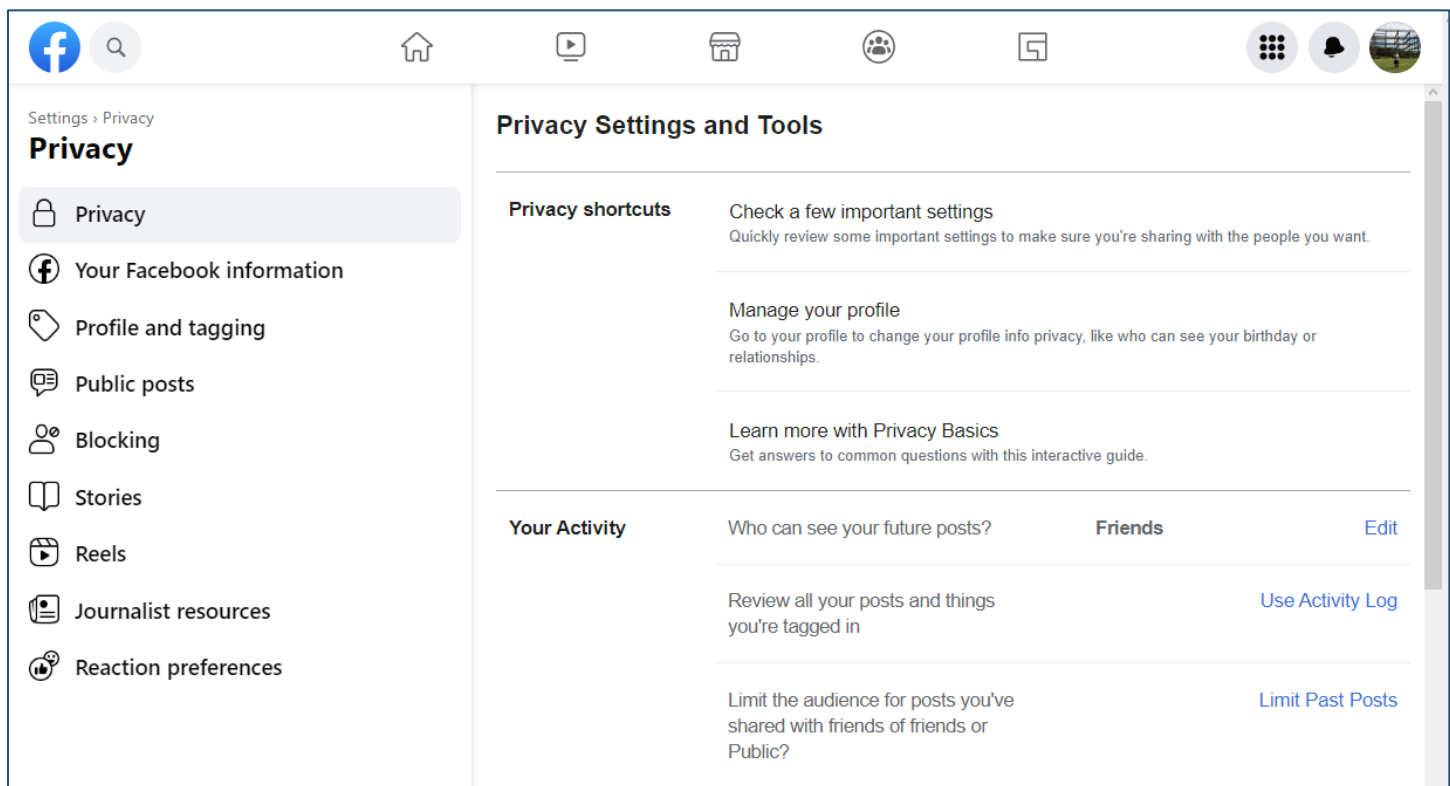
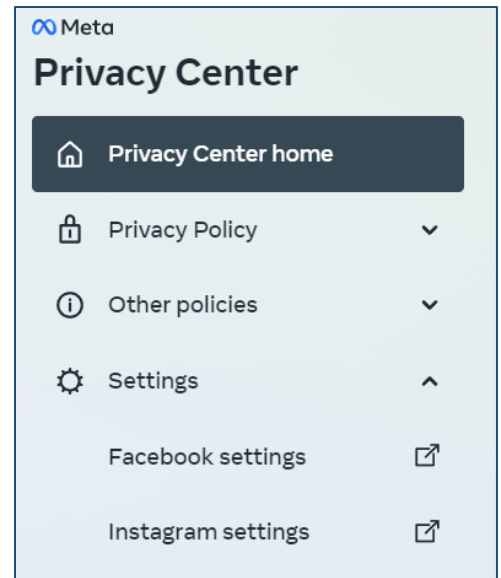
## Privacy Center (Browser)

Facebook has created “Privacy Center” which has guides for learning more about the various options in the right pane. Unfortunately this can create extra clicking around to find specific settings.

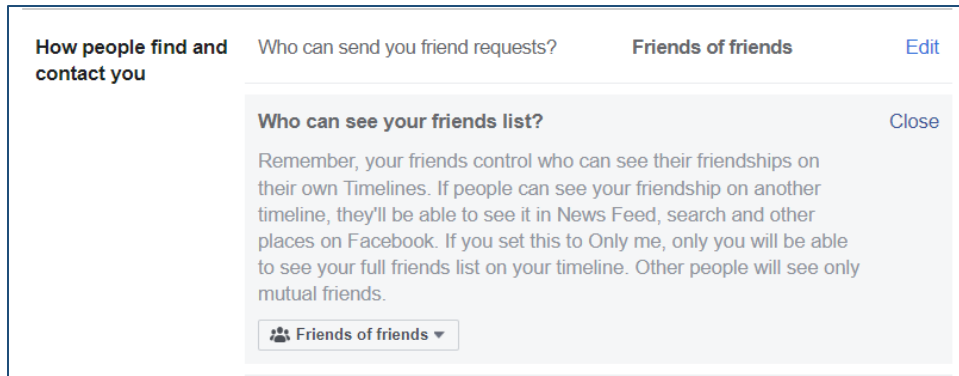




To quickly find specific options, in the left pane click **Settings** and then **Facebook Settings**.



## Laptop or Desktop Modifying (Many) Privacy Settings (Browser)



1. Find a setting you want to modify.
2. Click **Edit**.
3. At the bottom of explainer, select an option.
4. Once you have selected the desired option **DO NOT CLICK** Close. Clicking close will NOT save your desired option. Instead click on a different setting (any other Edit button, for instance)

### Friend Requests

Account > Settings & Privacy > Settings > Privacy > Privacy Settings and Tools > How people find and contact you > Who can send you friend requests?

### Your List Facebook Friends

Account > Settings & Privacy > Settings > Privacy > Privacy Settings and Tools > Who can see your friends list?

### Profile Visibility to Search Engines

Account > Settings & Privacy > Settings > Privacy > Privacy Settings and Tools > Do you want search engines outside of Facebook to link to your profile?

### Who Can Post on your Timeline

Account > Settings & Privacy > Settings > Privacy > Profile and Tagging > Profile

### Tagged Post Visibility

Account > Settings & Privacy > Settings > Privacy > Profile and Tagging > Tagging

### Review of Tagged Posts

Account > Settings & Privacy > Settings > Privacy > Profile and Tagging > Reviewing

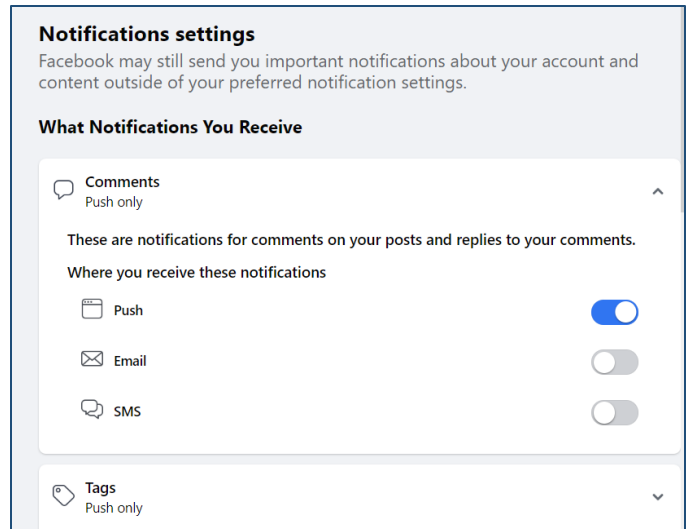
### Location History

Location history is for the Facebook app on your mobile device. Through the website you can toggle it on or off

## Notifications (Browser)

Account > Settings & Privacy > Settings > Notifications

- Comments
- Tags
- Friend Requests
- Browser Notifications
- Email Notifications



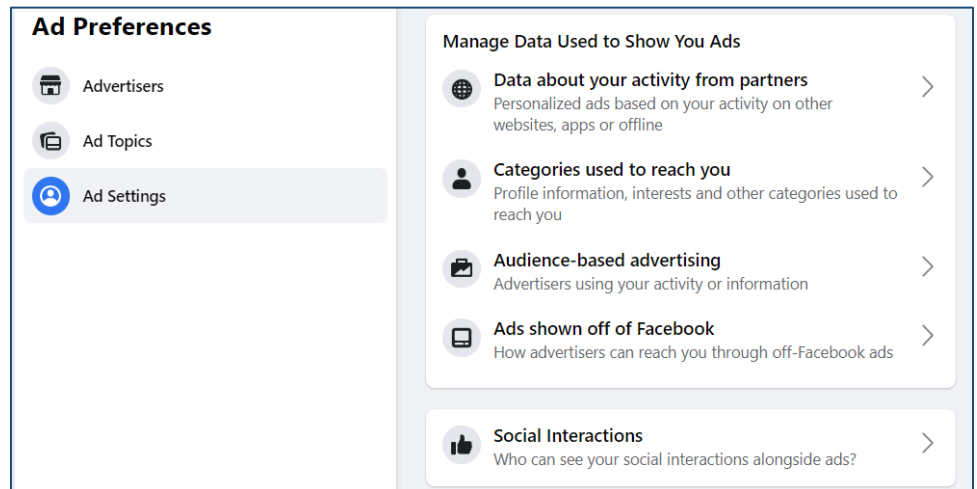
## Logged Actions

Account > Settings & Privacy > Activity Log

## Ad Preferences

Account > Settings & Privacy > Settings > Ads > Ad Settings

- Partner Data
- Demographic Categories
- Ads shown off of Facebook
- Social Interactions



## Video Auto-Play

Account > Settings & Privacy > Settings > Videos

## Changing Your Password

Account > Settings & Privacy > Settings > Security and login > Login

## Two-Factor Authentication

Account > Settings & Privacy > Settings > Security and login > Two-Factor Authentication

## Close Your Account

Account > Settings & Privacy > Settings > Privacy > Your Facebook information > Deactivation and deletion

## **Apps within Facebook (Browser)**

As we saw with the Cambridge Analytica scandal, Facebook apps have disseminated your data in ways you probably are not comfortable with. It's important to see what apps have access to your information, and to remove apps that are not integral to your Facebook experience.

### **Seeing Your Facebook Apps & Games (Browser)**

1. Open your **Settings**.
2. Select **Settings & privacy**, then click **Settings**.
3. Select **Apps and Websites** in the left side menu.

### **Removing Apps & Games (Browser)**

1. In the list of active apps, find the app you want to remove.
2. To the right of the app is a very faint check box. Click inside that box to select the app (or apps) to be deleted.
3. Click the **Remove** button.
4. A dialog box opens making sure you want to remove the app. Place a **check** in the box beside the text asking if you want to delete all posts, photos and videos.
5. Click **Remove**.

### **Blocking Apps & Games (Browser)**

1. Click your profile picture in the top right of Facebook.
2. Select **Settings & privacy**, then click **Settings**.
3. Click **Security and login** in the left menu.
4. Click **Apps and Websites** in the left menu.
5. Scroll down to **Preferences**, then next to **Apps, websites and games**, click **Turn Off**.

## **Messenger (Browser)**

Using Facebook Messenger generally gives people the ability to see if you are online. I do not recommend using the Facebook Messenger App on your mobile device, for privacy and security reasons, so we're going to look at FB messenger in the web browser.

### **Facebook Chat Options (Browser)**

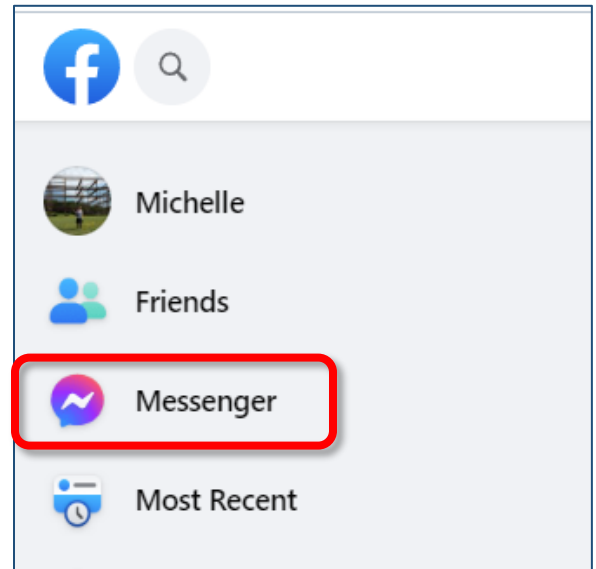
One of the ways Facebook pushes you to use Facebook Chat / Messenger is by putting it right in your face. Luckily, you can close your chat box and turn off your active status. This will keep people from knowing when you are online.

### **Using Facebook Messenger in Your Browser**

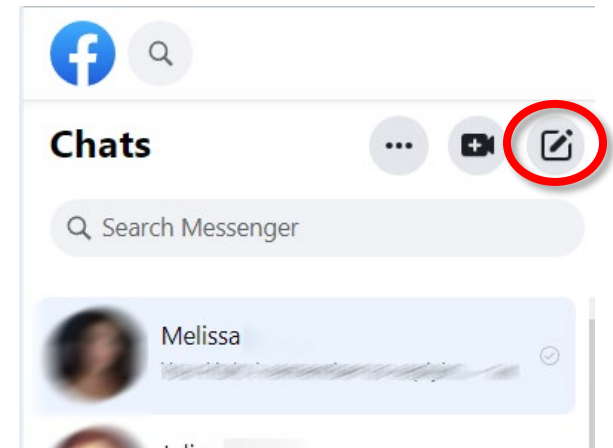
If you are not using the Messenger app or the chat box, Facebook is going to make it more annoying for you by forcing you to go to a separate page. Just keep in mind that Facebook is making things less easy precisely so you will use the app. Although it is not as convenient, I recommend having private conversations through a messaging app, such as Skype or Signal.

## Using Messenger in Your Browser

1. In the top left corner of the Facebook window, beneath your news feed, click on the **Messenger** link.

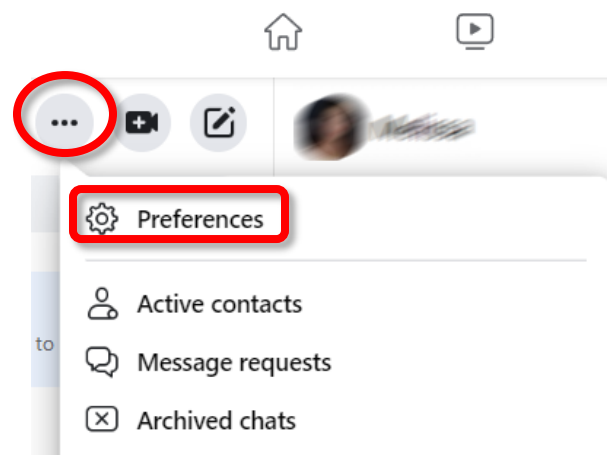


2. A list of ongoing chats appears in the left pane. Click on any chat to add to the message thread.  
**OR**  
Click the **New Message** icon to create being a new chat.

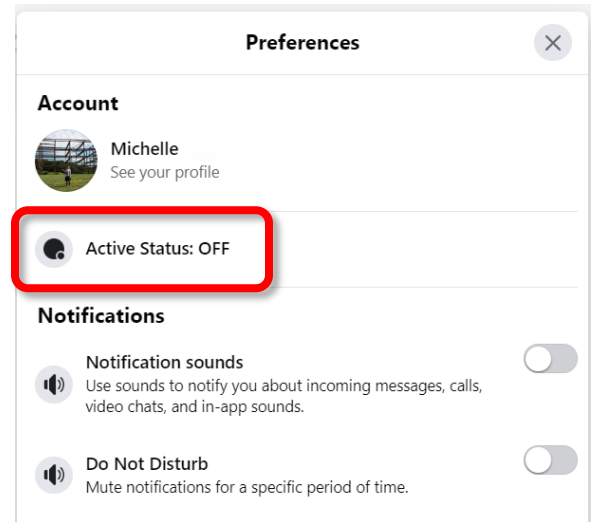


## Turning off Active Status

1. Open Messenger.
2. Click the **Options** (ellipse) icon
3. From the drop-down menu, select **Preferences**.

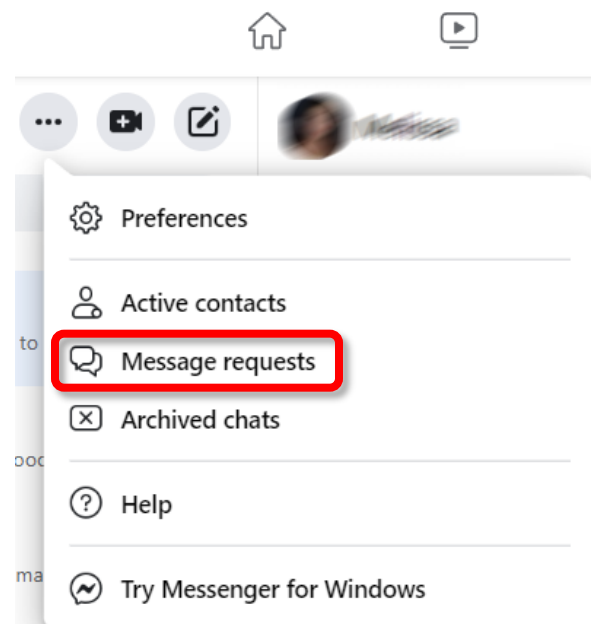


4. Toggle **Show when you're active**.
5. Click the **X** in the top right corner.

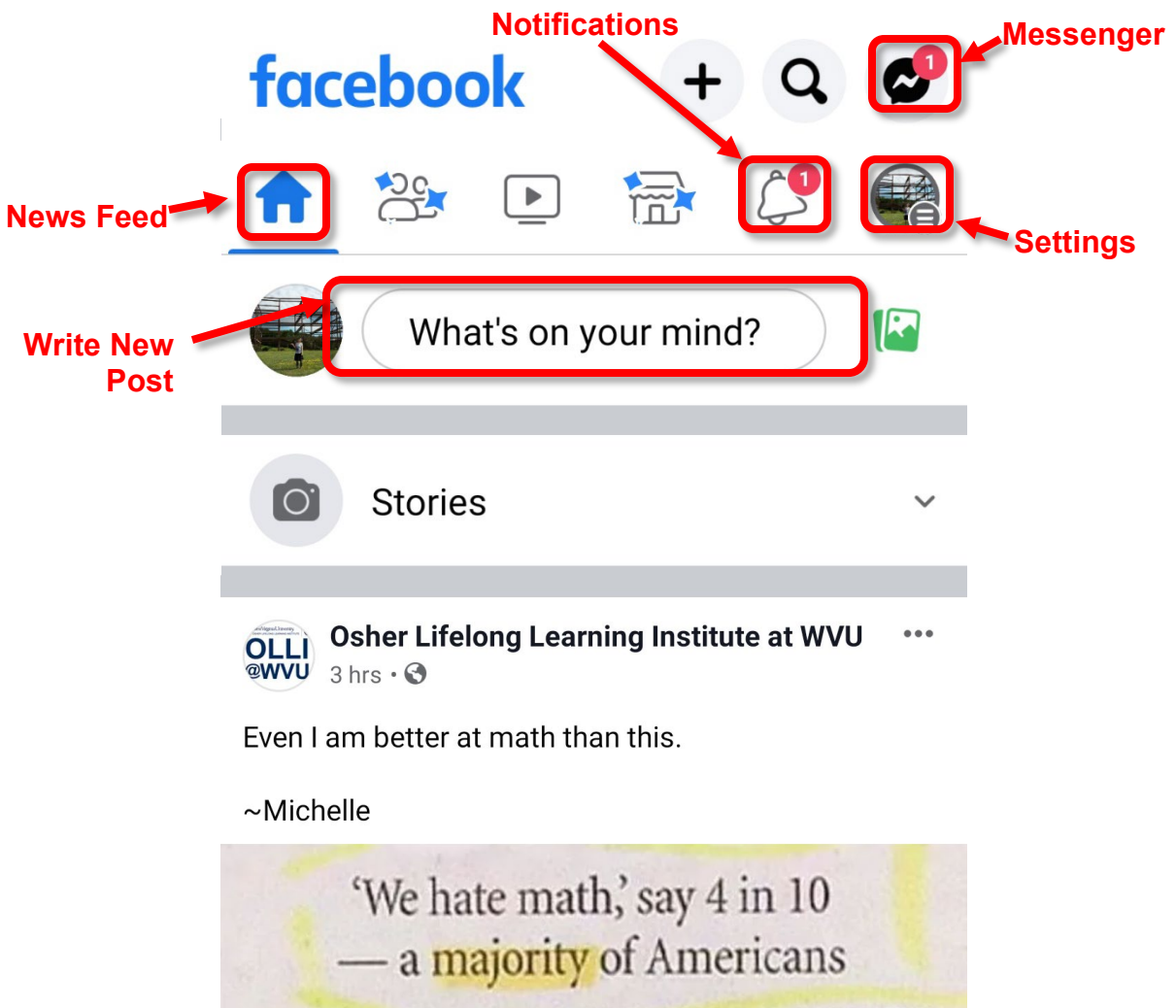


### Finding Missed Chat Messages

1. If you are not already a friend with someone, Facebook hides those conversations in a folder called **Message Requests**.
2. Check this folder occasionally to see if anyone has tried to contact you.



# Facebook App on Android



## News Feed (Android)

### Hiding Posts (Android)

1. Click on the ellipse (...) beside the post that offends you.
2. From the menu, select your desired option.

### Hide post

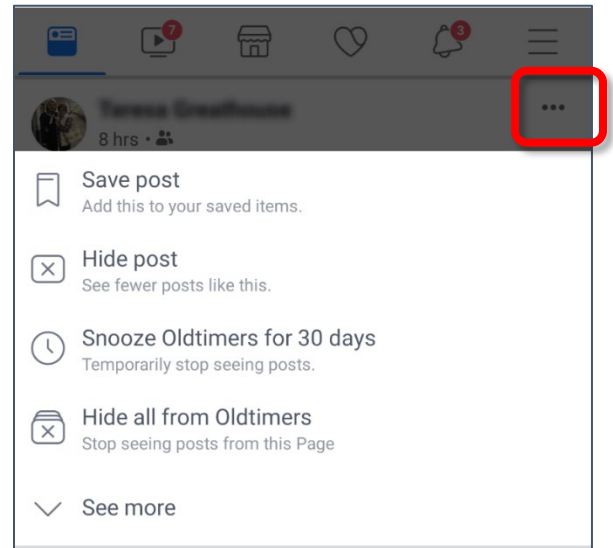
Hide this specific post from your wall / news feed. This is good if you want to ignore a single, specific post.

### Snooze for 30 days

Hide posts from this person for a month. This is something that is useful in the month before an election.

### Hide all from / Unfollow

This allows you to stop seeing posts from someone, but still remain friends with them; you can see their posts by going to their wall.

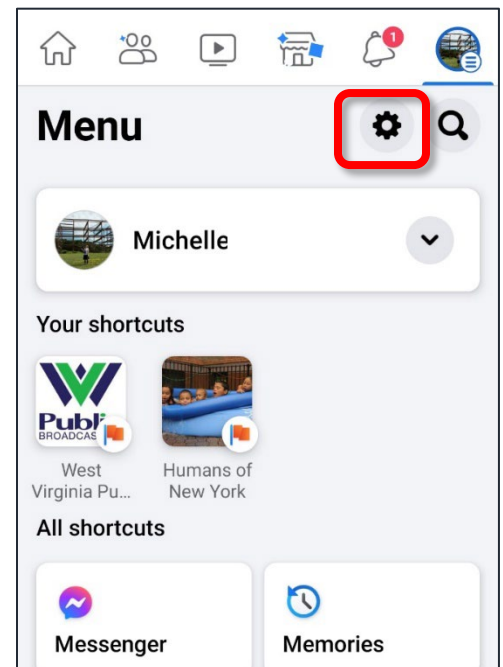


## Facebook Settings (Android)

Facebook is constantly modifying and changing their website and app, so the easiest way to find anything is to go to settings and then search for the specific setting you want to change.

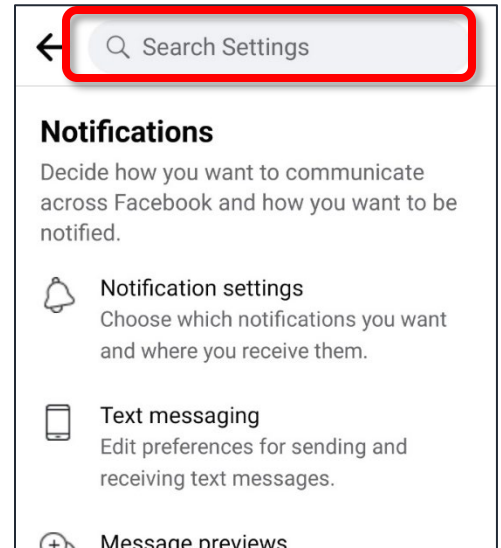
### Settings (Android)

1. In the upper right corner of the Facebook window, click the **Settings** icon.
2. In the menu that appears, click the **Gear (settings)** icon.



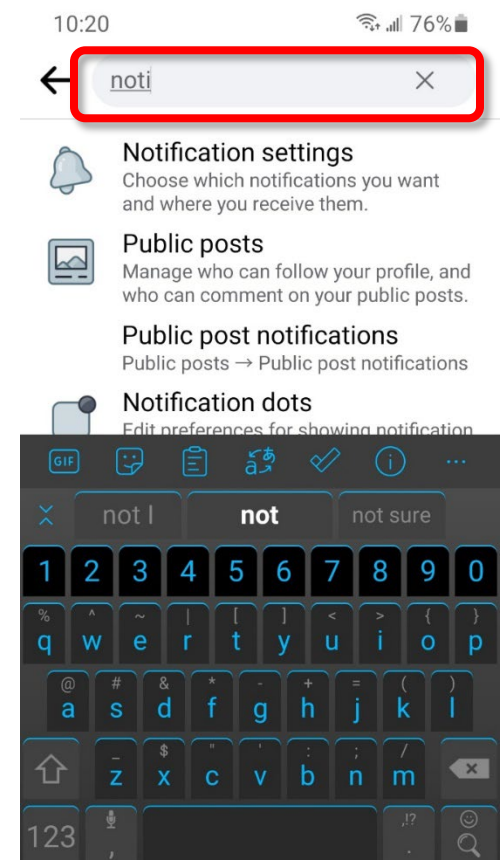


3. Tap in the **Search Settings** box.



4. Start to tap in the name of the settings you want to modify, but as “notifications” or “privacy”.

5. As soon as you see your desired option appear, tap it.

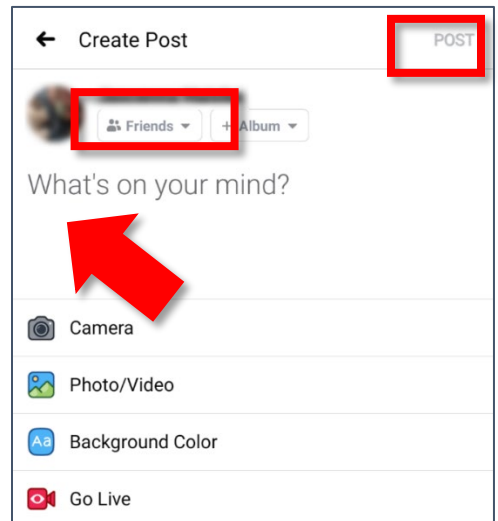


Some of the important settings you will want to check are listed on page 8.

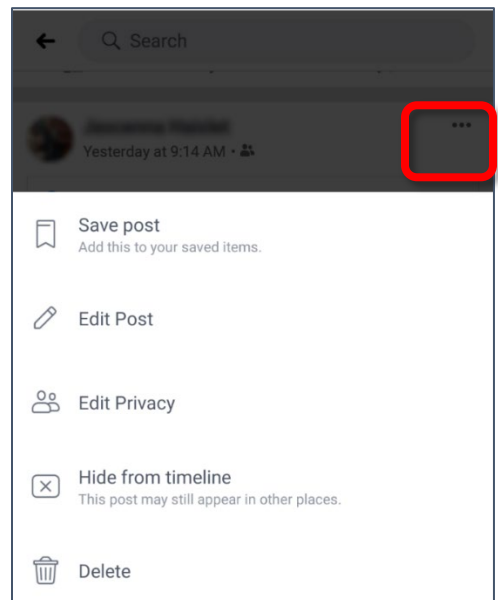
## Posts (Android)

### Writing Posts (Android)

1. In your newsfeed or on your profile, tap in the post area.
2. Type whatever you want to say. Tap the links to add pictures, tag friends, or add emoticons.
3. Once you've added everything, tap **Post** in the top right corner.

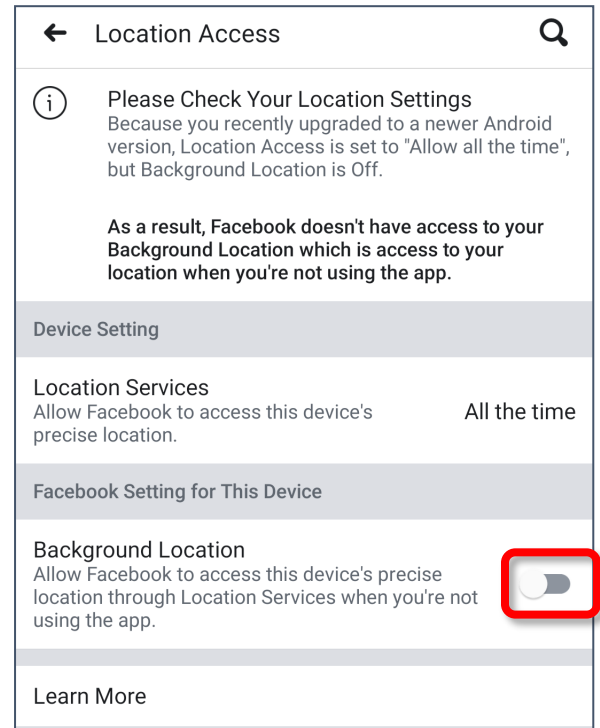


4. Once you have created a post, you have the option to edit or delete what you posted. In the top right corner of your live post, click the **ellipse (...)**.
5. From the menu that appears, select the desired option.
6. The ellipse is also available to edit or delete comments you make to others' posts.

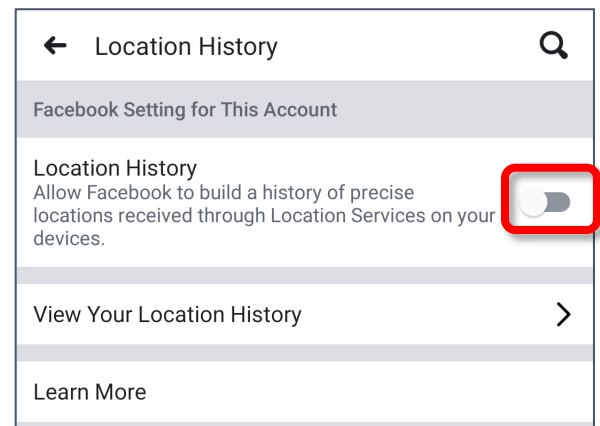


## Location Settings (Android)

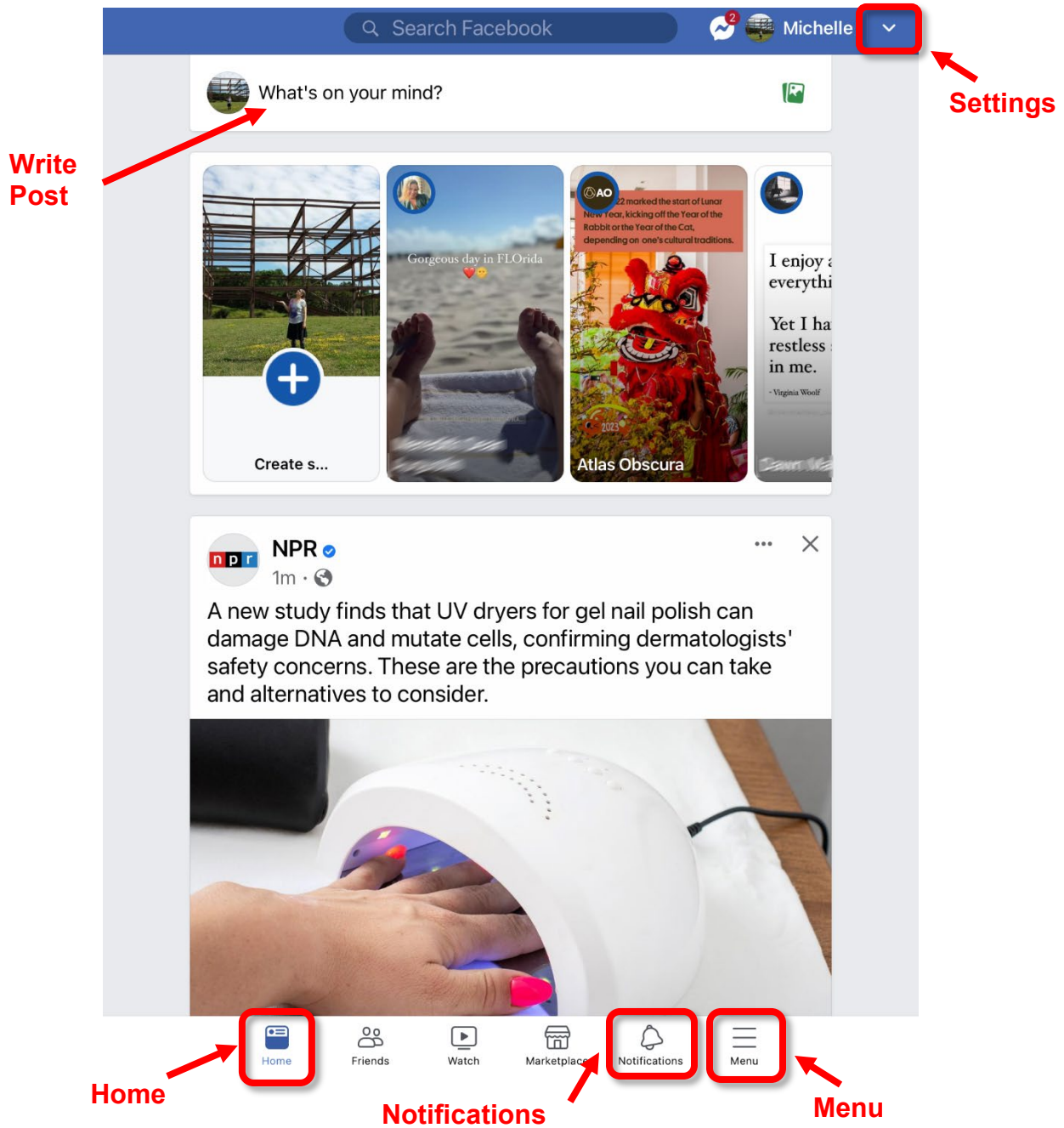
1. Open your **Settings**.
2. Search for **Location**.
3. Facebook will act like it is vitally important it knows where you are at all times. It is **NOT**.
4. Toggle **OFF** the setting to give Facebook **Background Location**. Facebook definitely does NOT need to know where you are when you are not using the app.
5. Select **Location Services** (under Device Setting) and change this setting to **Never**. Or if you use Check-in, you can set it to when you are actively using the app. But I highly recommend **Never**.



6. You should also clear your location history and tell Facebook is cannot build a location history. This won't change what information Facebook has used in the past, but it will keep Facebook from using your location going forward.



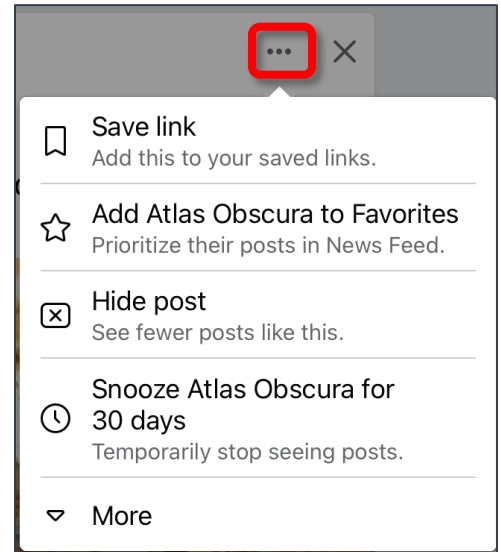
# Facebook App on iOS



## News Feed (iOS)

### Hiding Posts (iOS)

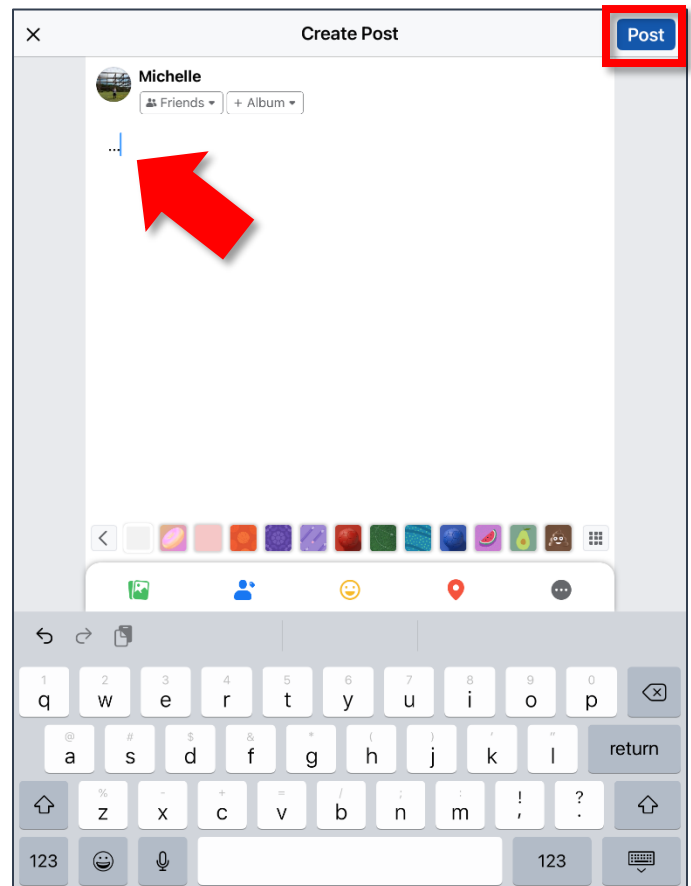
1. Click on the ellipse (...) beside the post that offends you.
2. From the menu, select your desired option.



## Posts (iOS)

### Writing Posts (iOS)

1. In your newsfeed or on your profile, tap in the post area.
2. Tap in the **What's on your mind** area and type what you want to say. Click the links along the bottom to add pictures, tag friends, or add emoticons.
3. Once you've added everything, tap **Post**.
4. Once you have created a post, you have the option to edit or delete what you posted. In the top right corner of your live post, click the **ellipse (...)**.
5. From the menu that appears, select the desired option.
6. The ellipse is also available on comments you make to others posts to edit or delete.



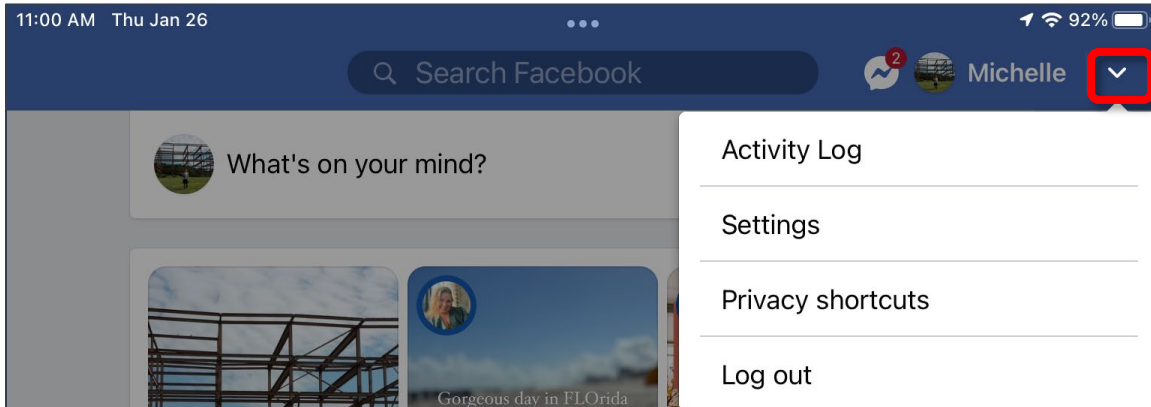
## Facebook Settings (iOS)

Obviously, my first recommendation is to NOT use the Facebook app on your phone, but if you are going to use the app, there are definitely settings you should delve into.

### Accessing Facebook Settings (iOS)

1. Open the Facebook app.
2. In the lower right corner, click the three parallel lines over the word **More** and then select **Settings & privacy**.
3. Scroll down through the list until you see **Settings & Privacy**.
4. The menu expands out, select **Settings**.

OR



1. In the top right corner click the down arrow beside your name, and from the menu select **Settings**.

Some of the important settings you will want to check are listed on page 8.

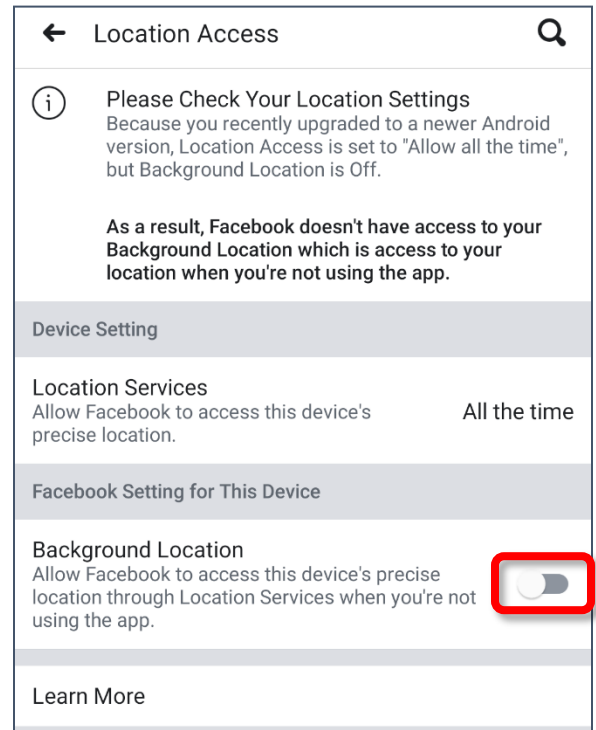
## Location Settings (iOS)

In general, unless you use Check-in, there is no reason to allow Facebook to know your location. I recommend turning all location settings off. If this setting has been on, assume that Facebook knows precisely where you live, and all the places you frequently visit, including the homes and family members and your favorite stores.

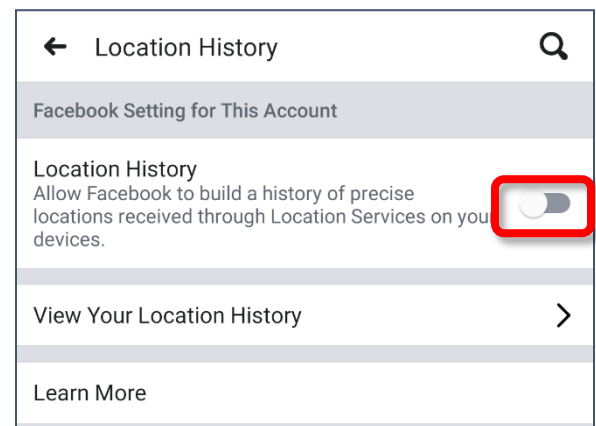
### Accessing Your Location Settings (iOS)

1. Open your Settings, then scroll down to the **Security** section.
2. Select **Location**.

3. Facebook will act like it is vitally important it knows where you are at all times. It is **NOT**.
4. Toggle **OFF** the setting to give Facebook **Background Location**. Facebook definitely does NOT need to know where you are when you are not using the app.
5. Select **Location Services** (under Device Setting) and change this setting to **Never**. Or if you use Check-in, you can set it to when you are actively using the app. But I highly recommend **Never**.



6. You should also clear your location history and tell Facebook is cannot build a location history. This won't change what information Facebook has used in the past, but it will keep Facebook from using your location going forward.



## Web Browsers

| Product | Site  |
|---------|---|
| Chrome  | <a href="https://www.google.com/chrome/">https://www.google.com/chrome/</a>                         |
| Firefox | <a href="https://www.mozilla.org/en-US/firefox/new/">https://www.mozilla.org/en-US/firefox/new/</a> |
| Opera   | <a href="https://www.opera.com/">https://www.opera.com/</a>   |

## Web Browser Add-Ons

| Product          | Availability                       | Site  |
|------------------|------------------------------------|---|
| AdBlock Plus     | Firefox, Chrome, Safari            | <a href="https://adblockplus.org/">https://adblockplus.org/</a>                 |
| Disconnect       | Firefox, Chrome, Safari, IE        | <a href="https://disconnect.me/disconnect">https://disconnect.me/disconnect</a> |
| Do Not Track Me  | Firefox, Chrome, Opera, Safari, IE | <a href="https://abine.com/index.html">https://abine.com/index.html</a>         |
| Ghostery         | Firefox, Chrome, Safari, IE        | <a href="https://www.ghostery.com/">https://www.ghostery.com/</a>               |
| HTTPS Everywhere | Firefox, Chrome, Opera             | <a href="https://www.ghostery.com/">https://www.ghostery.com/</a>               |

## Texting Apps that Work over WiFi

Whatsapp: <https://www.whatsapp.com/>

Telegram: <https://telegram.org/>

Snapchat: <https://www.snapchat.com/>

Skype: <https://www.skype.com/en/>

Signal: <https://signal.org/>

Hangouts: <https://hangouts.google.com/>

## Phone Apps

### Closing Apps on an Android Device

1. Tap the Recent Applications Menu button, usually at the lower left of the screen. A list of open apps appears
2. To close an individual app, click the **x** beside the app or swipe right on the app.
3. To close all open apps, if available, tap **Close All**.

To be clear, stopping an app frequently leaves parts of that app still running in the background. To end all processes of that app, you need to force stop the app.

### To Force Stop Apps on an Android Device

1. Open your device settings. (Typically available from the list of all applications or by pulling down from the top of the screen to open the system tray, and tapping the gear icon.)
2. From the list of available settings, choose **Apps** or **Applications**. (Depending upon your phone.)
3. Scroll through the list to find the specific app you want to close and/or keep from running in the background.
4. Towards the top of the screen, tap the **Force Stop** button.
5. The device asks if you are sure you want to do this, tap **Force Stop**.

### Closing Apps on an iOS Device

1. Double tap on the home button to bring up a screen that displays the open apps.

**OR**

Swipe up twice from the bottom of the screen.

2. Drag an app up towards the top of the screen to close it.



## Emoticons

|        |              |
|--------|--------------|
| (.V.)  | Alien        |
| O:-)   | Angel        |
| X-(    | Angry        |
| ~:O    | Baby         |
| :-D    | Big Grin     |
| (*v*)  | Bird         |
| :-#    | Braces       |
| </3    | Broken Heart |
| =^.^=  | Cat          |
| *<:o)  | Clown        |
| O.o    | Confused     |
| B-)    | Cool         |
| :_(    | Crying       |
| :'(    | Crying       |
| \:D/   | Dancing      |
| *_*    | Dazed        |
| :O3    | Dog          |
| #-O    | Doh!         |
| :*)    | Drunk        |
| //_ ^  | Emo          |
| >:)    | Evil Grin    |
| <><    | Fish         |
| :-)    | Frown        |
| :)     | Frown        |
| :-)    | Frowning     |
| =P     | Frustrated   |
| :-P    | Frustrated   |
| 8-)    | Glasses      |
| \$_ \$ | Greedy       |

|         |                         |
|---------|-------------------------|
| :->     | Grin                    |
| =)      | Happy                   |
| :-)     | Happy                   |
| :)      | Happy                   |
| #       | Hashtag                 |
| <3      | Heart                   |
| }       | Hug                     |
| :-      | Indifferent             |
| X-p     | Joking                  |
| :-)*    | Kiss                    |
| :-*     | Kiss                    |
| :*      | Kiss                    |
| (-){(-) | Kissing                 |
| XD      | Laughing                |
| =D      | Laughing Out Loud       |
| )-:     | Left-handed Sad Face    |
| (-:     | Left-handed Smiley Face |
| <3      | Love                    |
| =/      | Mad                     |
| :-)(-:  | Married                 |
| @       | Mention                 |
| <:3)~   | Mouse                   |
| ~,~     | Napping                 |
| :-B     | Nerd                    |
| ^ _ ^   | Overjoyed               |
| <l:o    | Partying                |

|         |                     |
|---------|---------------------|
| :-/     | Perplexed           |
| =8)     | Pig                 |
| @~)~~~~ | Rose                |
| =(      | Sad                 |
| :-)     | Sad                 |
| :)      | Sad                 |
| :S      | Sarcastic           |
| :-@     | Screaming           |
| =O      | Shocked             |
| :-O     | Shocked             |
| :-)     | Smile               |
| :)      | Smile               |
| :-Q     | Smoking             |
| :>      | Smug                |
| :P      | Sticking Tongue Out |
| :O      | Surprised           |
| :-J     | Tongue in Cheek     |
| :-&     | Tongue Tied         |
| =-O     | Uh-oh               |
| :-\     | Undecided           |
| :-E     | Vampire             |
| =D      | Very Happy          |
| ;-)     | Winking             |
| ;)      | Winking             |
| -O      | Yawn                |
| 8-#     | Zombie              |

## Acronyms

**AF:** As (naughty word)  
**AFK:** Away from Keyboard  
**BTW:** By the Way  
**B/C:** Because  
**BFF:** Best Friends Forever  
**BRB:** Be Right Back  
**CU:** See You  
**CYT:** See You Tomorrow  
**DGMW:** Don't Get Me Wrong  
**EOD:** End of Discussion  
**EOM:** End of Message  
**F2F:** Face to Face  
**FAQ:** Frequently Asked Questions  
(pronounced fak to rhyme with pack)  
**FREX:** For Example  
**FTW:** For the Win  
**FWIW:** For What It's Worth  
**FYI:** For Your Information  
**GR8:** Great  
**HTH:** Hope This Helps  
**ICYMI:** In Case You Missed It  
**IDC:** I Don't Care  
**IDK:** I Don't Know  
**IIRC:** If I Remember/Recall Correctly  
**IMHO:** In My Humble Opinion  
**IMO:** In My Opinion  
**IOW:** In Other Words  
**IRL:** In Real Life  
**J/K:** Just Kidding  
**L8R:** Later  
**LOL:** Laugh(ing) Out Loud  
**MYOB:** Mind Your Own Business  
**noob / noob:** Newbie

**NNTR:** No Need to Reply  
**NOYB:** None of Your Business  
**NP:** No Problem  
**NRN:** No Reply Needed  
**NSFW:** Not Safe for Work  
**OMG:** Oh My God  
**OMY:** On My Way  
**OTOH:** On the Other Hand  
**OT:** Off Topic  
**OTP:** On the Phone  
**ROTFL:** Rolling on the Floor Laughing  
**RTFM:** Read the Fantastic Manual  
**RU:** Are You  
**SFLR:** Sorry for Late Reply  
**SO:** Significant Other  
**TBC:** To Be Continued  
**THX:** Thanks  
**TIA:** Thanks in Advance  
**TL;DR:** Too Long Didn't Read  
**TMI:** Too Much Information  
**TTYL:** Talk to You Later  
**TUVM:** Thank You Very Much  
**TYT:** Take Your Time  
**UR:** You Are / Your  
**woot / WOOT:** Hooray! Yay! Yippee!  
**WS:** Wait  
**WFM:** Works for Me  
**WRT:** With Regard To  
**WTH:** What the H(eck)  
**WTF:** What the (naughty word)  
**YMMV:** Your Mileage May Vary

# Technology Glossary

## **Add-on**

An accessory piece of software designed to increase the capability of the software to which it is appended.

## **Address Bar**

In a web browser or windows explorer, it is a rectangle, usually towards the top of the window, that shows you the current location or address of your web page or file.

## **Address Book**

See [Contacts](#)

## **Alexa**

Amazon's virtual assistant.

## **Algorithm**

A set-of rules to be followed in calculations or problem-solving operations. Algorithms are frequently used to manipulate data sets.

## **Android**

Googles mobile operating system, built on open source software.

## **Anti-Virus**

A program that protects you from malicious software. Most anti-virus programs have options for purchasing additional security measures such as firewalls, email scanning, etc.

## **App**

Short for [Application](#).

## **Apple ID**

This is the username and password that you create with Apple to link a specific device to your Apple account. If you have an iPad and an iPhone, you use the same Apple ID with both of those devices.

## **Apple**

Technology company that designs and develops hardware and software.

## **Application**

An application is a piece of software that lets your device do something, like play music or give directions. An application is the same thing is a program.

## **Autocorrect**

Auto correct is when your phone automatically changes what you were typing to what *it thought* you wanted to type.

## **Autoplay**

When you visit a website and music or video starts playing without asking.

## **AVI**

Audio Video Interleave. A multimedia format for audio and video files.

## **Backup**

A copy of computer data that is taken and stored somewhere else, to be used in the event of data loss.

## **BCC**

Blind carbon copy. Covertly send a copy of the message to a third party. The primary recipient cannot see the person was added.

## **Biometric**

Unique physical characteristics that are be used for recognition. The most common types of biometric identifiers are fingerprints, voice, face, iris, and palm/finger veins.

**Blockchain**

Also Block Chain. A list of records (blocks) linked using cryptography. These records are a cryptographic hash of the previous block, a timestamp, and transaction data. Blockchains are generally used on a peer-to-peer network. Data in one block cannot be altered without changing all other blocks.

**Bluetooth**

A wireless technology that allows data to be shared over short distances using short-wave UHF radio signal. The name comes from Harald "Bluetooth" Gormsson, king of Denmark and Norway, who united the Scandinavians.

**Boolean**

A system of logical propositions. Common Boolean operators: AND, OR, NOT, “ “, ( ) . Based on the work of George Boole.

**Browser Add-on**

See [Browser Extension](#).

**Browser Extension**

A small software module that is used to customize a web browser.

**Browser Hijack**

Where a malicious piece of software modifies a web browser's settings without your permission.

**Browser**

Short for [Web Browser](#).

**Brute Force Attack**

Where a hacker tries many passwords for passphrases in an attempt to break into an account. The longer the password (or passphrase) the harder it is for someone to succeed with this type of attack.

**Byte**

A unit of digital information that consists of eight bits. A byte is the number of bits used to encode a single character of text.

**Cache**

Temporary storage space that allows your computer to quickly bring up information, such as previously viewed web pages.

**Cambridge Analytica**

A British political consulting firm that used misappropriated digital assets, data mining, and other processes to influence political elections around the world.

**CC**

Carbon copy. Send a copy of the message to someone else. The primary recipient can see this person received the message.

**Cellular Data**

The connection a cell phone makes to a cell tower that allows you to do things like surf the internet, download emails, and send MMS messages.

**Cloud**

Storage that is physically somewhere other than where you are. Cloud storage is generally accessible from multiple devices, because those files are stored on a hard drive that belongs to a company that hosts the cloud service. Cloud storage is like a self-storage unit for your electronic files, except you can access your stuff from anywhere.

**Cloud Service**

A service provided by a third party or company that allows you to provide access to files and applications remotely.

**Codec**

A device or program that encodes/decodes a data stream, such as an audio file, for storage.

**Contacts / Contact List**

A collection of screen names and the various data associated with them, such as email addresses and telephone numbers.

**Cookie**

A piece of data that a website saves on your computer. Cookies were designed to save user information such as preferences or logins but can sometimes be read by third parties. Cookies are also used to collect browsing data long-term.

**Cortana**

Microsoft's virtual assistant.

**CPU**

Central Processing Unit. The bit of a computer or electronic device that processes information.

**Cryptocurrency**

A digital asset that uses strong cryptography and is designed to work as a form of money. They used decentralized control, or a public financial database to keep track of who owns what.

**Cryptography**

Greek for "hidden writing", it is the study of secure communication—creating protocols to keep third parties from reading private messages.

**Data Breach**

The release of secure or private information. A data breach can be accidental or malicious, such as when an individual hacks into a system to steal information.

**Database**

An organized collection of information. Complicated databases link information between multiple tables allowing for analysis of the contained information. An address book is a basic database.

**Denial of Service Attack (DOS)**

A cyber-attack where the malefactor seeks to make a network resource (such as a website) unavailable by flooding the target with requests or visits.

**Directory**

A system that catalogs / organizes computer files.

**Displayport**

A high-quality audio-visual cable capable of transmitting HD and 4k.

**DNS**

Domain Name System. The phonebook of the Internet.

**DNS Hijacking**

Where a malefactor redirects visitors from a valid website to a different destination—often one that exists to steal data.

**Domain Name**

The string of text that identifies a place on the Web. A basic domain name is a word or abbreviation followed by a period followed by the domain extension: wvu.edu

**Domain**

The sometimes arbitrary grouping that designates what a website does or where it is based. The most common domains are .com .net .edu and .org. The domain is what you should check first when you want to verify the authenticity of a website.

**Download**

To move data and files from the internet or a server to your computer or mobile device.

**DRM**

Digital Rights Management. A format that protects electronic media from being illegally copied.

**DVD**

Digital Video Disc / Digital Versatile Disc. A digital optical disc data storage system.

**DVI**

Digital Video Interface. A video display interface that connects your computer to your monitor.


**Email Header**

The portion of an email message that contains the routing information. The header can be used to help determine if a message is fraudulent.

**Email**

Email is an electronic letter sent from one email address to another email address. Email addresses always have an @ (at sign) in them. Sending an email on your phone requires the use of cellular data. Each email address is unique, and email addresses are often used as unique identifiers or login credentials by databases.

**Emoji**

Small images used to represent emotions, ideas, or expressions. 

**Emoticons**

Representations of facial expressions using keyboard characters. These are used to portray moods or feelings. For example, a smiling face could be :) or ☺

**Encryption**

The encoding of data so that only authorized persons or devices can read/view the information. The stronger the encryption, the more unlikely it is that a malfasant could decode the intercepted data through a brute force attack.

**EPUB**

Electronic Publication. A digital book format that allows you to read your eBook on any electronic device. EPUB files are reflowable.

**eReader**

eBook reader that use black and white eInk screens that give a similar reading experience to physical books.

**Ethernet**

Wired networking technology that allows multiple computers to talk to one another via a protocol (set of rules). Ethernet is used when speed, stability, and security are needed.

**EULA**

End-User License Agreement. The legal contract between a software vendor and the user of that software. It specifies the rights and restrictions which apply to the use of the software.

**External Storage**

Devices that store data outside of a computer or other electronic device. They are often removable, such as USB thumb drives.

**Facebook**

An online media and networking company.

**Facial Recognition**

Technology capable of identifying or verifying a person from a digital image. Facial recognition can be used to unlock an electronic device.

**File Extension**

Also called a filename extension or file type, is the identifier suffix for a computer file name, and tells you the kind of program needed to open the file. By default, these extensions are hidden, but can still be used in search. If you change a file extension, that file will most often break.

**Firewall**

A security system that monitors incoming and outgoing network traffic to prevent unauthorized access to a system.

**Folder**

See [Directory](#).

**Follow**

Choose to see another user's posts in their content feed.

**Force Stop**

A way to completely stop an app that is running in the background. An app that has been closed may still have bits active and collecting data.

**GB**

Gigabyte. A computer memory unit equal to 1000 megabytes. The prefix giga means  $10^9$ .

**GIF**

Graphics Interchange Format. An image format that is often used in logos and animated pictures.

**Google**

A technology company that specializes in services and products related to the internet.

**GPS**

Global Positioning System is a piece of hardware that allows a device to contact a satellite to determine the location of the device in latitude and longitude. On most devices, software makes these data points usable to the end user by placing them on a map.

**GUI**

Graphical User Interface (pronounced gooey). The windows, icons, menus, and pictures that allow you to interact with your computer using your mouse. Windows 10 and Mac OS (Big Sur) are operating system GUIs.

**Hard Drive**

A data storage devices that stores and retrieves digital data. In your computer, this is where all your programs are installed and files saved.

**Hardware**

The electronic components of a device; the bits you can touch. A cell phone, a keyboard, and a CPU are all hardware.

**HD**

High Definition. Generally a higher resolution and quality than standard definition video.

**HDMI**

High-Definition Multimedia Interface. Audio/video interface for transmitting uncompressed data. Cable that connects your computer to your monitor, or your DVD player to your TV.

**HDR**

High Dynamic Range. A photographic process where a camera takes multiple pictures at different exposures and combines them into a single image—this allows all areas of your image to be well-exposed, but can also look unreal if used too much.

**Heat Map**

A heat map is a visual representation of data that allows you to see phenomenon as clusters or over space.

**Home Screen**

The main screen of a computer or mobile device. Home screens are typically personalized by the user so that no two home screens will look alike.

**Hotspot**

A type of Wireless Access Point. A device that allows you access the internet from a public place. Hotspots are generally open and unsecured and you should assume any data you submit is visible to people with ill-intent.

**Hover text**

When you hold your cursor over a hyperlink, the document should display the URL for that link. This allows you to verify links.

**http**

Hypertext Transfer Protocol is how data is moved between a website and an end user.

**https**

Hypertext Transfer Protocol (Secure) is an encrypted form of http. This protects against interference or snooping by third parties.

**iCloud**

Apple's cloud service.

**Icon**

A graphic representation of a program, file or function.

**Information Security**

The protection of data and the mitigation of risks, generally on computer networks.

**Install**

A process that writes the code used to run the program (application) onto the hard drive of your device. Installing a piece of software embeds it into the device and allows it to work.

**Internet**

A system of inter-connected computer networks.

**iOS**

Apple's mobile operating system.

**iPad**

Apple's tablet computer, running iOS.

**iPhone**

Apple's cellular phone, running iOS.

**iPod**

Apple's music player. The iPod is general similar to an iPhone, only without cellular service.

**ISBN**

International Standard Book Number. A numeric commercial book identifier that is unique for every edition and variation of a book.



**ISP**

Internet Service Provider. Company you pay so you can have internet at home.

**iTunes**

Apple's music service.

**JPG / JPEG**

Joint Photographic Experts Group. A [lossy](#) compression format for digital images.

**Keylogger**

Keystroke logger (also keyboard capture). A piece of hardware or a software program that can record every key struck on the keyboard.

**LAN**

Local Area Network. A group of computers / devices that share a common communications line.

**Location Bar**

See [address bar](#).

**Location Services**

Information from GPS, wireless access points, cell towers, and Bluetooth devices that helps your phone know where you are.

**Lock Screen**

The opening screen or interface of an operating system. A lock screen keeps unauthorized users from accessing the data and information on a device.

**Lossless Compression**

A form of data encoding that maintains the original quality of the file but at the cost of having a large file size.

**Lossy Compression**

A form of data encoding used to reduce file size at the cost of data quality.

**Mbps**

Megabits Per Second. The speed of your internet service.

**Messenger**

An app that allows users to send text messages and images to other users in a system.

**Metadata**

A data set that give you information about other data. A card catalog contains metadata.

**Micro-SD**

Micro-Secure Digital Card. Smaller size [SD card](#), used in phones and lightweight devices. Comes with an adapter that allows for the transfer for files from a portable device to a computer.

**MMS**

Multimedia Messaging Service is a kind of text messaging that allows you to send text messages that contain pictures or audio, as well as messages longer than 160 characters or to multiple people.

**MOBI**

Mobipocket. The proprietary ebook format for the Amazon Kindle. MOBI files are reflowable.

**Mobile Carrier**

A wireless service provider that allows users to connect portable devices (such as phones) to the internet through a cellular service.

**Mobile Data**

Wireless internet access through a cellular data connection.

**MP3**

Moving Pictures Experts Group Layer-3. A coding format for digital audio.

**MP4 / MPEG4**

Moving Pictures Experts Group Layer-4. A coding format for digital multi-media, commonly video.

**MPEG**

Motion Picture Experts Group. A standard for encoding and compressing video.

**NDA**

Non-Disclosure Agreement. A legally binding contract where parties agree not to share sensitive or confidential information.

**Network**

A group of computers connected for the purpose of sharing resources. A network can be as small as two computers or as vast as the Internet.

**News Feed**

The main page of Facebook, where you see content posted by users you have chosen to follow. These content can be text or images.

**Notification**

A message displayed by an electronic device to provide an alert, reminder, or other communication.

**Online Chat**

Real time communication over the internet through (generally short) text messages.

**OS**

Operating System. The base upon which software and apps are added. An Apple device generally uses iOS (iPhones) or macOS (laptop computers). PCs typically used the Windows OS, but there are other operating systems, such as Linux that can be installed. Non-Apple cell phones frequently use some form of the Android OS. How your device looks and works is dependent upon the operating system installed.

**P2P**

[Peer-to-Peer](#)

**Passcode**

This is the secret code to get into a specific device. If you have an iPhone and an iPad, they can have different passcodes. You can sometimes use a fingerprint instead of a passcode to get into a device.

**Password Manager**

A program that stores electronic passwords.

**Password**

The secret code to access a restricted resources. Passwords are usually required to use a minimum of eight characters, and contain special characters, such as numbers or upper case letters.

**PayPal**

A method of online money transfer and payments.

**PDF**

Portable Document Format. Once an Adobe proprietary format, now one of the most common formats for sharing digital documents.

**Peer-to-Peer**

A distributed that shares tasks or work between devices of the same level.

**Phishing**

A fraudulent attempt to gain personal or sensitive information, by sending an email or creating a website that pretends to be from a real company or person, but is not.

**Play Store**

Google's app store, where users can download or purchase programs to run on their Android devices.

**PNG**

Portable Network Graphics. A [lossless](#) compression type for digital images.

**Podcast**

A digital audio file made available on the Internet for downloading to a computer or mobile device, typically available as a series, new installments of which can be received by subscribers automatically.

**Post**

A message, comment, image, or other item that is placed on the internet, generally on a website.

**Predictive Text**

An input technology that guesses what you want to type both from what you are currently typing and, if you have allowed the software to learn, from what you have typed in the past. Predictive text makes typing faster and easier if you have good software on the back end.

**Privacy**

The information that is shared between your device and the external resources to which it is connected, as well as how that information is used, and with whom that information is shared.

**Program**

A program is a piece of software that lets your device do something like send a text message or video chat. A program is the same thing as an application.

**Public Network**

An electronic connection where the traffic between devices is visible to anyone.

**Reflowable**

An ebook format that layout depending upon the output device. MOBI and EPUB are reflowable formats, which means the number of words on the page change, depending upon the page / text size.

**Reply All**

A response to an electronic message that is returned to ALL recipients of the original message.

**Reply**

A response to an electronic message.

**Ripping**

Extracting digital content from a container, such as a CD or DVD. Ripping a CD means that the music is copied without loss from the CD to your computer.

**ROT-13**

One of the most basic forms of encryption; a substitution encryption where characters are rotated 13 places.

**Router**

A networking device that forwards data between networks.

**RTFM**

Read The *Fantastic* Manual.

**Scraping**

Web scraping, web harvesting, web data extraction is extracting data from websites—gathering up information available on a public website.

**SD**

Standard Definition. The lowest quality rating for digital streaming.

**SD Card**

Secure Digital Card. Removable memory that is used in devices like cameras, because it can be easily switched out when full. Allows for easy transfer of files from device to computer without a cable.

**Search**

A computer command that allows you to find specific files on your computer that meet a designated category, such as file type, or date modified.

**Search Engine**

A software system designed to find information on the web. The results from a search engine can be webpages, files, or images. Generally, behind the scenes a program runs an algorithm that crawls through the web cataloging everything it sees. This catalog is then organized by a different program where pages are associated with various terms.

**Security**

Protecting electronic systems from theft or damage. This can be protection from physical theft, but often refers to electronic damage, where systems can be disrupted or data stolen.

**Server**

A device (or program) that allows you to access something not on the device you are physically touching. A mail server stores your email and drops it to your device upon request. A web server allows you to connect to the internet.

**Settings**

An app that allows you to customize your computer, device, or program.

**Siri**

Apple's personal assistant.

**Smart Device**

An electronic device that connects to other devices or the internet through a wireless protocol such as Bluetooth or Wi-Fi.

**Smart TV**

A television with a network port to allow you to watch streaming services (and other internet content) without having to use an additional device.

**SMS**

Short Messaging Service. A brief message that is sent from one phone number to another phone number. SMS does not use cellular data.

**Snooping**

Unauthorized listening in to data transmission.

**Snopes**

One of the first internet fact-checking resources, Snopes started as a site to debunk urban legends, but expanded into general fact-checking. (<https://www.snopes.com/>)

**Social Media**

Interactive computer technologies and websites that allow for the sharing of information. Facebook is the most famous social media site, and allows friends to connect automatically, but LinkedIn is another type of social networking site, that focuses on career and job networking.

**Software**

The programs that run on your computer or phone. Can also be called an application.

**Sort**

To organize information in a prescribed sequence, such as alphabetically, or oldest to newest.

**Spam**

Unsolicited electronic messages (especially advertising).

**Spoofing**

When a person or program pretends to be someone else, by falsifying data, to gain access to your account or data.

**Spyware**

A piece of malicious software that secretly installs itself to gather information about the user or device.

**SSD**

Solid State Drive. A storage device for your computer that saves data on chips instead of a mechanical platters.

**Status Bar**

A graphical element, usually at the top or bottom of a device's screen, that displays information about the state of the device. Some settings commonly found on the status bar are sound/volume, time, and battery life.

**Streaming Device**

An object, such as Roku stick or Fire stick, you purchase that plugs into your existing TV so you watch video through the device on your existing television.

**Streaming Service**

An online provider of entertainment (music, movies, etc.) that delivers the content via an Internet connection to the subscriber's computer

**Sync**

See [synchronize](#).

**Synchronize**

When a file is synced, changes to that file are saved are pushed from one device to all other devices with access to that file, via a remote server.

**Tag / Tagging**

A keyword or term added to the metadata of a piece of information. In social media, when someone is tagged, they are alerted to a post made by another user.

**Taskbar**

A graphical user interface (GUI) that is typically along the bottom of your window, and usually shows you what programs are actively running as well as important information about the operating system.

**TB**

Terabyte. A measure of computer storage equal to 1000 gigabytes or trillion bytes. The prefix tera means  $10^{12}$ .

**Terms of Service**

The rules you agree to abide by when you sign up use an online service.

**Text Message**

A brief message that is sent from one phone number to another phone number via a protocol called SMS. Text messages are generally limited to 160 characters, and messages with more characters than that will be broken down into multiple messages when sent. Text messages are asynchronous: a message sent to someone whose phone is off is delivered when their phone is turned back on. Text messages generally do not require cellular data but do require a cellular connection.

**Thumb Drive**

[USB Flash Drive](#)

**TIFF / TIF**

Tag Image File Format. Lossless digital image format that was developed originally for scanners as an alternative to multiple proprietary formats.

**Timeline**

A display of items in chronological order. Twitter has a timeline; Facebook has a news feed.

**TL;DR**

Too Long, Didn't Read

**TOS**

Terms of Service

**Trojans**

A type of malicious computer virus that presents itself as a useful item, such as a document.

**Two-Factor Authentication**

This is a way to make both your device and your account more secure. When you log into your Apple ID on a new iPad (or iPhone) for the first time OR you log into iCloud from a computer you have never used before, Apple wants you to verify that YOU are the person attempting to access your account.

**TXT**

[Text message.](#)

**Unfollow**

To stop seeing a user's posts in your timeline or news feed. On Facebook, you can unfollow someone by still remain friends with them.

**Uninstall**

The removal of a software program or application from the operating system of a device. Although uninstall removes the visible aspects of a program, there are often bits and pieces of the program left behind.

**Unique Identifier**

A piece of data that is unique to a record. Telephone numbers and email addresses are often used as unique identifiers, because no two individuals have the same ones. Unique identifiers allow data records to be linked across databases.

**Upload**

To move files from your computer to a cloud service or network.

**URL**

Uniform Resource Locator is the address of a space on the web. Every website has a unique address, and that address can often tell you something about the web page you are visiting.

**URL Bar**

See [address bar](#).

**USB**

Universal Serial Bus. This is the industry standard for cables that connect devices and their peripherals through a wire. This connection can be used for both communication and power. There are several types of USB connections: USB-A, USB-A 3.0, mini-USB, micro-USB, and the newest standard, USB-C.

**USB Flash Drive**

Also: USB thumb drive. A small USB data storage device that is removable, rewritable, and can be easily carried in a pocket.

**User Data**

Any type of data generated by people interacting with software programs. User data includes: Explicit Data, which is given by a user directly such as name, address, email, and phone number; Implicit Data, which is not provided by the user directly but gleaned through analysis of user interactions, such as pages visited, session duration, or type of device; and finally External Data which has been gathered from third parties with whom an organization has a relationship.

**Username**

Also called account name, login ID, user ID. The credentials you use to access an electronic resources, such as your computer or a website. Every account on a website or device must be unique to that service, so as to keep account information separate.

**VGA**

Video Graphics Array. A connector that takes video signal from a computer and takes it to the monitor (or projector).

**Virtual Personal Assistant**

A software program that performs tasks or services based upon verbal commands. Some of the most well-known services are Siri and Alexa.

**Viruses**

A piece of malicious software that inserts itself into another software program that it uses to replicate itself. Ransomware is a software virus.

**WAV**

Waveform Audio File Format. An audio file standard for uncompressed audio.

**Web**

Also called the World Wide Web, this is an information space on the Internet that is accessible from devices such as computers, cell phones, and tablets, using a URL as the address.

**Web Browser**

A software program that allows you to access sites on the Internet, or web.

**Web Cookie**

See Cookie.

**Website**

a location connected to the Internet that maintains one or more pages on the World Wide Web

**Wi-Fi**

Short for wireless (the “fi” is an arbitrary syllable added on)

**Widget**

A graphical element that displays information or provides quick access to certain parts of an app. Mobile devices frequently have a weather widget that is linked to your weather app, and which tells you the current temperature and forecast.

**Wireless Access Point**

A device that allows your device to access the internet. If a wireless access point (or router) does not have a password, it is unsecure, and you should assume that anyone can see what you are doing on your device.

**Wireless Router**

A piece of hardware that allows devices to connect to the internet without being plugged into the wall. Your wireless at home should be password protected, so that strangers cannot access all devices in your home using that wireless network.

## Wireless

A technology that allows computers to connect to a network and/or the internet without using a physical connection. Wireless is available in an area when a wireless access point (also called a hotspot) has been created and made accessible to devices. Public wireless is less secure and caution should be used (ie, don't make purchases or send private emails over a wireless network). Private wireless networks (such as in your home) should be secured with a password.

## World Wide Web

An information system on the Internet which allows documents to be connected to other documents by hypertext links, enabling the user to search for information by moving from one document to another.

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