

# Facebook



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This bestselling "Missing Manual" has been updated to help you take advantage of everything Facebook now offers. Each page in this informative and entertaining book is designed to help you with specific Facebook tasks, such as signing up, networking, shopping, joining groups, finding or filling a job, and a whole lot more. You'll learn how to create your own Facebook page and make connections with other members in no time. Then, bingo! Instant access to all the folks you're connected with, the people they're connected with, and so on. The clear, concise information and visual examples in this book will help you: join Facebook networks for your alma mater, your job, or other interests; look up old friends, find new ones, and decide who you'd like to keep

track of; contact members by virtually poking them, or leaving notes on their message boards; get automatic updates from Facebook friends and send updates of your own; buy and sell using Facebook's marketplace and classified ads; find a job or hire employees by combing through the member pool; use Facebook as a collaborative tool to keep team members, co-workers, clients, and projects up to date; and, stay safe by using a multi-pronged approach to ensuring your privacy.

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