

# DO THIS IMMEDIATELY

## 8 Privacy Settings

1. **Shout out! But, to friends only!** Make your status updates – your posts -- visible to your friends only, not to everyone or to your friends' friends.

To do this, click on the Account down arrow, click Privacy Settings. Under "Sharing on Facebook," click on the link "Customize settings." In the list of "Things I Share," visit "Posts by me" and use the drop down menu and change the default setting to "Friends Only." Review the whole list. I've changed most of mine to "Only Me" by clicking on the "customize" option in each drop down. When the "Custom Privacy" window opens, click the drop down and you'll see the "Only Me" choice.

2. **Protect your real world privacy.** Prevent Facebook from tracking your movements in the real world. There are THREE places you have to visit to do this.
  - a. At "Places I check in to," click on the down arrow and scroll down to Customize. That's where you will find "Only Me." Save setting.
  - b. Right below that, uncheck the Enable box that follows "Include me in 'People here now' after I check in."
  - c. Scroll down to "Things others share." At "Friends can check me in to Places." Click on "Edit settings." Make sure the setting is on "Disabled." If not, click the down arrow and scroll to "Disabled." Click "Okay."
3. **Achieve a modicum of photo/video privacy.** Don't let anyone see pictures of you that others post on your page, unless you want to.

Under "Things others share," visit the first item: "Photos and videos I'm tagged in." Click the down arrow to use the "Custom" option and change to "Only Me." Click "Save setting."

4. **Be my REAL friend.** Hide your Friends List from the world, as best you can.

To do this, click on the Account down arrow, click on Privacy Settings. Then click "View settings" under Basic Directory Information. Slide down to the fourth item, "See my friend list," and click on the down arrow next to the word "Everyone." Select "Friends Only," or customize to "Only Me," depending on your need for privacy. You can also designate WHO can see your list, by clicking on the "Specific people" option under "Custom." You can chose to have your list visible to one or many, your family or club members. Remember: Your Friends List is always visible to you and, sadly, to applications and now to some websites you visit and interact with.

5. **Stop the gossip!** As best you can, you need to control what happens to your information when your FRIENDS sign up for an application or website.

To do this, click on the Account down arrow, click Privacy Settings. There are three category listings across the bottom of the page. Under the first one, "Applications and Websites" click on the "Edit your settings" link. At "Information accessible through your friends," click "Edit settings." Uncheck all the boxes that show up in the dialog box. Note that "your name, profile picture, gender, networks and user ID (along with any other information you've set to everyone) is available to friends' applications unless you TURN OFF "platform applications and websites," one of the first options on "Applications you use." Save changes and click "OK."

6. **Shutter the blinds on voyeurs (well, sort of).** Keep your activities on applications and games out of activity reports and off the wall.

At "Game and application activity," click the down arrow at "Friends Only" and customize to "Only me."

7. **Turn off Big Brother.** This is a controversial program by which your information (your walk through Cyberspace AND your Facebook information) is shared BY DEFAULT with Facebook's "partners," which so far are only Yelp, Pandora, Scribd, Rotten Tomatoes and Microsoft.

At "Instant personalization," Click "Edit Settings." Scroll to the bottom and make sure the box is unchecked. Click "Confirm." Click "Back to applications."

8. **Don't expose yourself to the world.** Take your Facebook presence off Google, Bing, Yahoo and all other search engines.

At "Public search," click "Edit settings," then make sure the "Enable public search" box is unchecked.