

Customizing Privacy Settings on Your Facebook Profile

by Jessica Schiff on March 13, 2009

This document covers only a few sections of privacy settings including Creating a Friend List, Editing Privacy Settings on Friend List, and adding a New Friend to the List. It does not cover privacy settings for your wall postings or other sections of your profile.

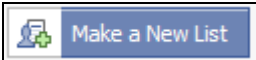
For additional information, read Nick O'Neill's [10 Privacy Settings Every Facebook User Should Know](http://www.allfacebook.com) posted to www.allfacebook.com.

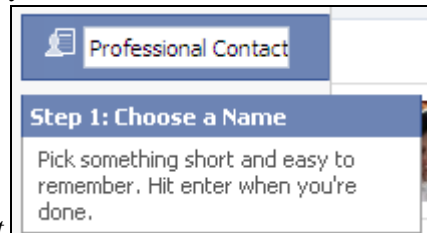
I. Creating a Friend List

1. Log in to Facebook

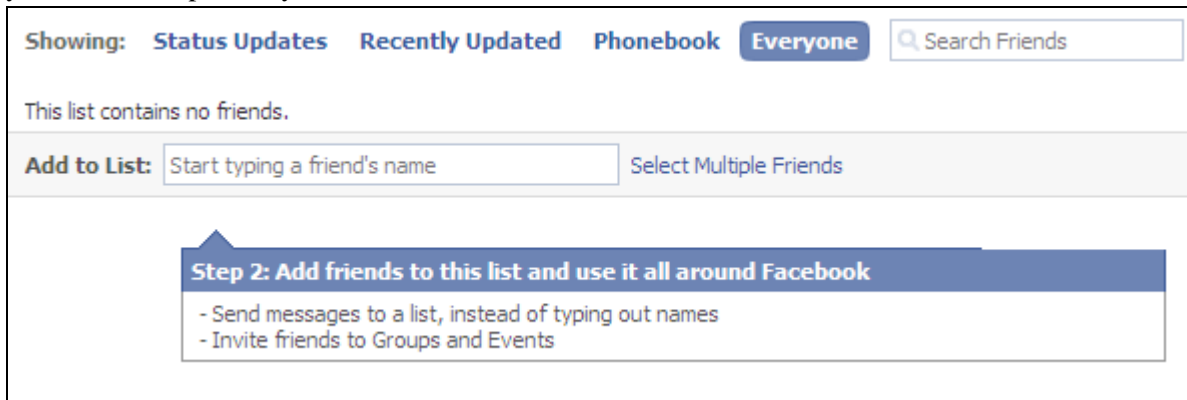
2. In the top blue ribbon, click the  tab (ignore the drop-down menu)

3. On the *All Friends* page, in the left column you see options for your *Friend Lists*.

Select  > type a name for this *Friend List* > press **Enter**



3a. If you already have Friends who you would prefer they only see a limited amount of information on your Facebook profile, you can add them now in the *Add to List*: text box

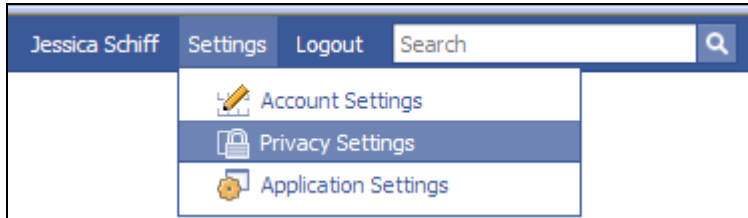


OR

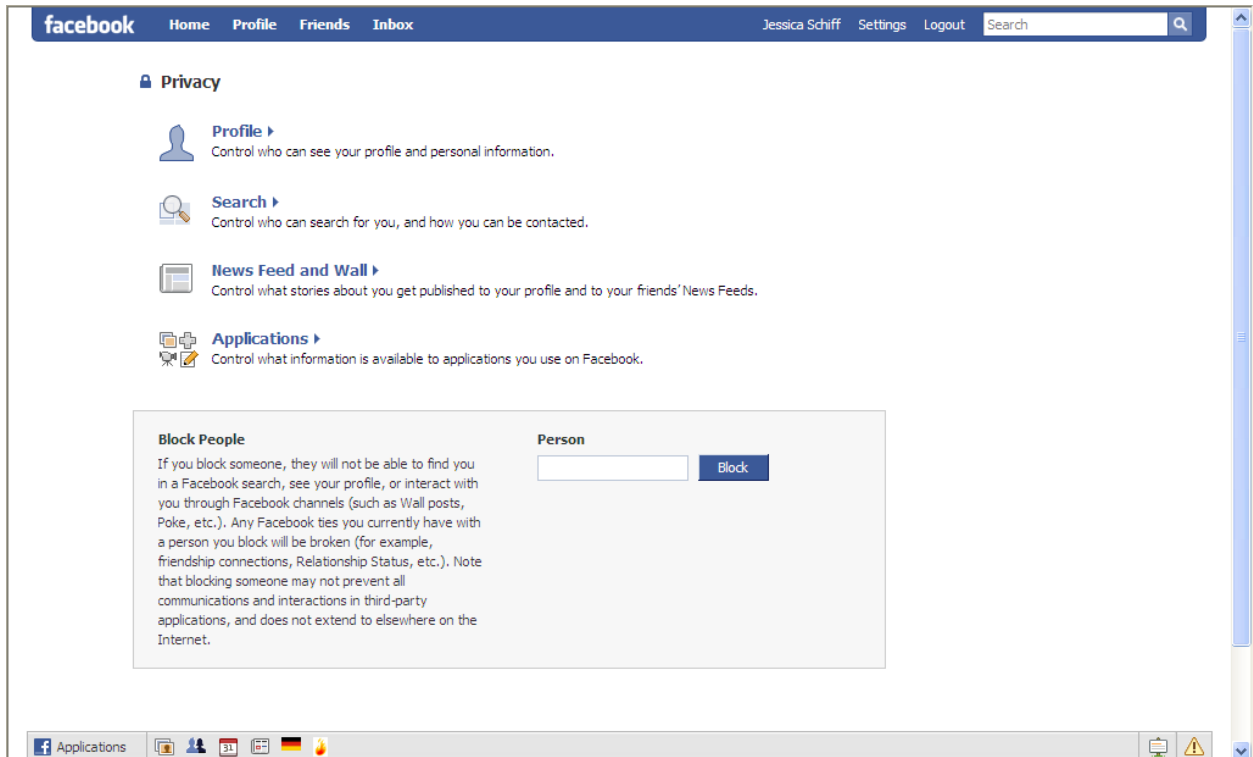
3b. If you do not yet have Friends to add to this list, they can be added later to the *Friend List* and once you have edited your Privacy Settings, they will see a customized (limited) view of your profile.

II. Editing Privacy Settings on a Friend List

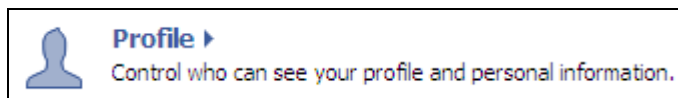
1. In the top blue ribbon, hover over *Settings* and select **Privacy Settings** from the drop-down menu



2. The *Privacy* page lists the categories that you can control access to. Additionally, if you would like your profile to be unavailable to specific individuals, you can use the *Block People* function



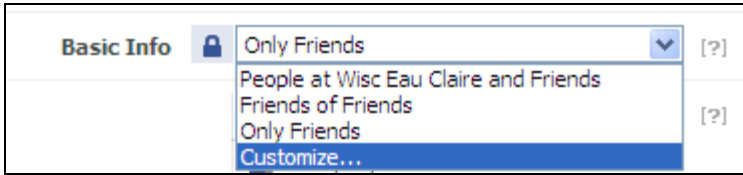
3. Click



By default, your privacy settings are not very limited. Manually, you can make changes based on the type of connection an individual has to you on Facebook. For example: *Friend* (one individual), *Friends of Friends*, a *network*, or *Customize*.

We will use the *Basic Info* section for our example.


4. Starting with *Basic Info*, from the drop-down menu select **Customize...**

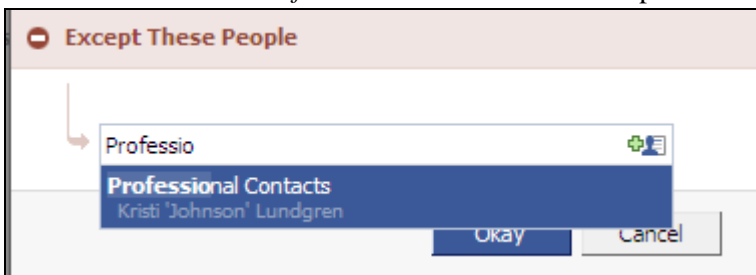


For those interested in truly “locking down” their profiles, the Customize option on the drop-down menu next to each subject area will be used frequently.

5. The *Basic Info* window provides options for editing *Who Can See This?* In the Friends section choose an option for the type of Friends who are allowed to view the Basic Info.



6. Repeat step 5 for the *Networks* section
7. The *Except These People* section is where your *Friend List* comes in. Begin typing the name of the *Friend List* you created in Part I. The *Friend List* name appears below the text box. Press **Enter** or click  to add the *Professional Contacts* as an exception to *Who Can See This?*

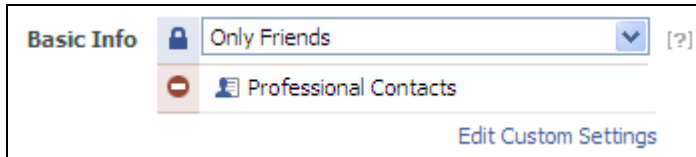


NOTE: By including a list or individual in the Except These People section, that individual or list cannot view this information.

8. Click **Okay**

You have created a customized setting that allows your Friends to view your *Basic Info* but restricts access to the *Professional Contacts* list.

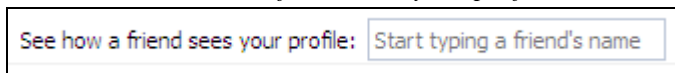
8. You are now back to the *Privacy > Profile* page. In the *Basic Info* section you see *Edit Custom Settings*, which indicates that you have created custom settings for that section of your profile. You can click the *Edit Custom Settings* link to edit or make changes.



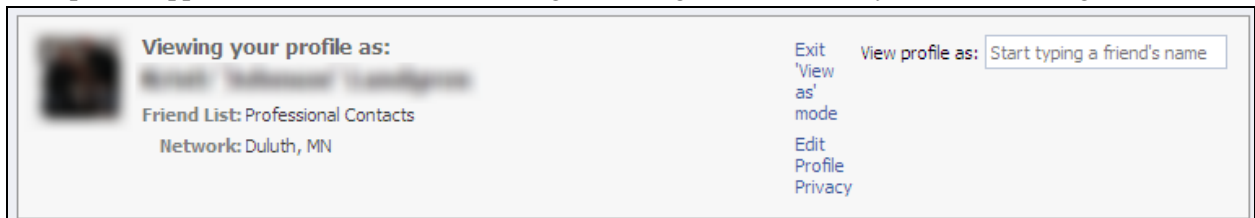
9. Repeat steps 4-8 for all other *Basic* sections (Personal Info, Status Updates, Photos Tagged of You, etc)

10. Once you have customized your settings and have at least one friend in your professional contacts Friend List, you can preview your profile the way that the Professional Contacts List will see it.

At the top of the page, type the name of a Friend who you've added to your Professional Contacts List into the *See how a friend sees your profile* text box and press **Enter**



11. Your profile appears with an additional heading indicating the Friend that you are simulating:



12. Scroll down to verify that the settings you've created have appropriately limited access to this individual (who is a member of the *Professional Contacts Friend List*) when they view your profile.

For example, if you do not want this individual to see person *Photos* of you, in the *Privacy Settings*, in the *Photos Tagged of You* section, you need make sure you've properly customized your settings for *Photos Tagged of You* (photos that may have been uploaded by others) as well as for each of your own *Photo Albums* (photos that you personally have uploaded) to restrict access.

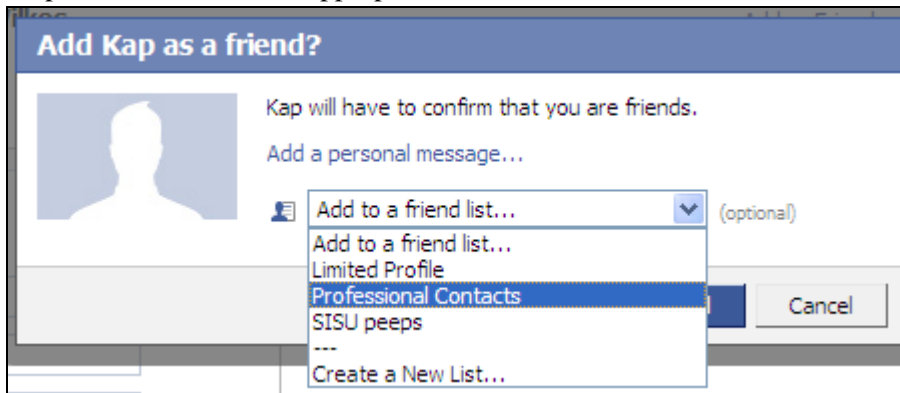
NOTE: You may not be able to completely control all of the photos that have been uploaded by others.

13. You can use the *Edit Profile Privacy* link to edit and customize your *Privacy Settings*.

III. I have a Friend, a Friend List, and Customized Privacy Settings...now what?

Once you have created a Friend List, as you invite others to be your friend, you will have the opportunity to add them to that Friend List right away. Likewise, if someone invites you to be their Friend, before accepting the invitation, you can indicate whether or not you would like them included on a specific Friend List.

1. I would like to add Kap as my friend. She is a Professional Contact. I have searched for her name and clicked *Add as Friend*.
2. In the *Add Kap as a friend?* window, I will add Kap to my Professional Contacts list by selecting the drop-down menu and the appropriate Friend List:



3. Then I click  to invite Kap to be my Friend.

NOTES:

Kap will never know that I've put her in a customized list. She will not know that there are other parts of my profile that she cannot see.

The Create a New List... option on the drop-down menu in step 2 will allow you to create a list on the fly. Keep in mind you will still need to manually customize the Privacy Settings.

You can have multiple Friend Lists with different customized settings.

You can manually add current Friends to your Friend Lists as well.

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