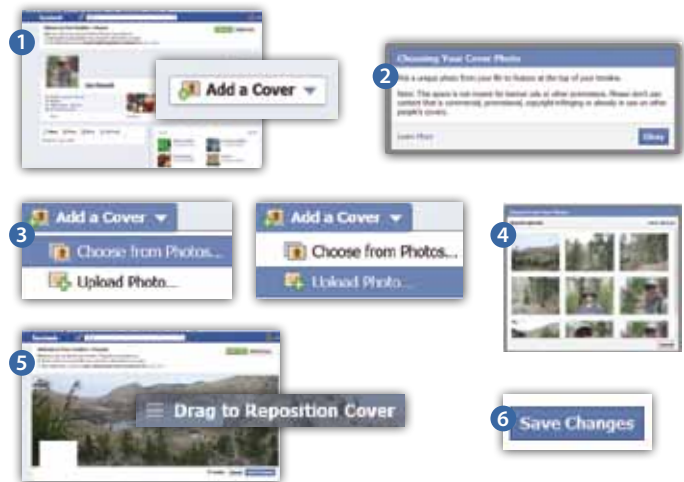# WebsiteCompass

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Managing Your Facebook Timeline

TUTORIAL
How to Add a Timeline Cover
Provide a visual context for your Timeline.

1. Toward the top of your main profile screen, click "Add a Cover."

2. A message warning you not to post promotional items will appear. Click "Okay."

3. To choose a photo from your Facebook collection, select "Choose from Photos…." OR, to upload a photo from your computer, select "Upload Photo…."

4. Browse to and select the photo you want to use.

5. To reposition the photo, use your mouse pointer to move it up or down.

6. When you're happy with your cover, click "Save Changes."

TUTORIAL
How to Edit, Remove, or Hide a Timeline Post
Customize which posts can be viewed and who can view them.

1. Scroll down to your timeline stories.

2. Hover over the post you want to adjust. A star and pencil icon will appear in the upper right corner of the post.

3. To make the post more prominent, click the star icon.

4. To edit, remove, or hide, click the pencil icon, click your selection, and follow the instructions from there.

5. To change who can view the post, hover your mouse pointer over the world, friend, gear, or padlock icon in the upper left section of the post. Click the down arrow, click your selection, and follow the instructions from there.

TUTORIAL
How to Edit or Remove a Facebook Photo Album or Individual Photo
Now's the time to weed out any questionable shots.

1. Beneath your cover, click the "Photos" thumbnail.

2. Browse to the album you want to adjust.

3. Click the "Edit Album" link.

4. To delete the entire album, at the bottom of the dialog box, click "Delete Album."

5. To edit specific photos within the album, at the bottom of the dialog box, click "Edit Photos."

6. Make your changes and, at the bottom of the screen, click "Save Changes."