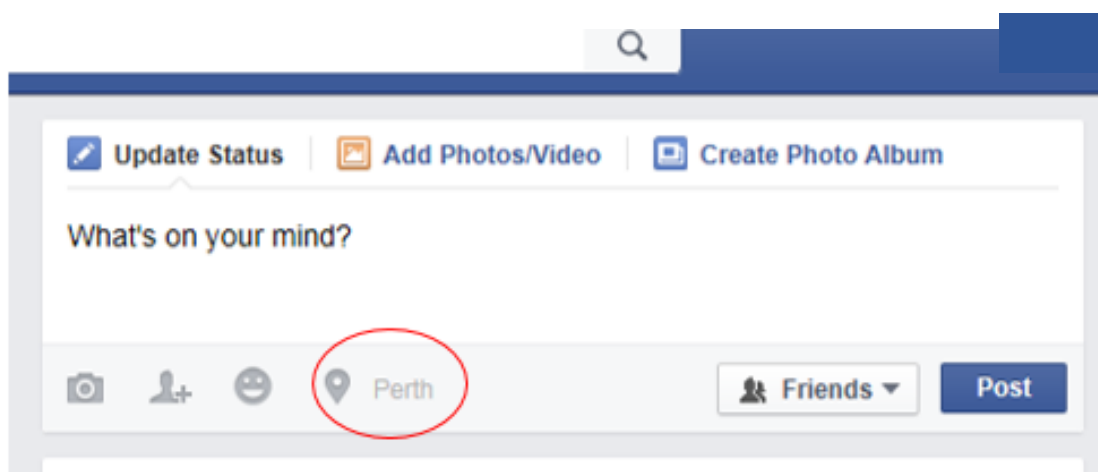


Tagging/Location: A Step by Step Guide

- To upload an image, select **Add Photos/Videos** on the **top of the page**
- To create an album simply click on the button “Create Photo Album”.
- Once you have uploaded photos, you are able to tag the image with the people who are pictured and/or the location in which it was taken
- To do this, simply click on the image you have uploaded and then select either **Tag Photo** to tag a friend in the image or **Edit** to determine who sees the photo (**for greatest security select Friends or Custom**), its description and associated tags
- To check in at a location – select the **Location icon** on your profile home page and type in the place you want to tag.



- In the next box you are able to select who sees this post – for greatest security select **Friends** or **Custom**
- For more information on geo-tagging see the module on Developing Personal Knowledge. There is information on geo-tagging in the Cybersafe practices. It is important to understand geo-tagging before you post images online.

Active Sessions

Log off from your **'Active Sessions'** if you have accidentally left yourself logged on (for example, if you logged on at a friend's house, and forgot to log off). You can log out of this session from home through your profile homepage.

- To do this, click on the **privacy shortcuts**
- Click on "Security"
- Click on "Where You've Logged in"
- Clicking "End All Activity" will log you out of **all devices** or scroll through the individual logins and click on a specific "End Activity" to log you out of **individual devices**.



A screenshot of the Facebook interface showing the 'Security Settings' page. The left sidebar contains navigation links: General, Security (highlighted), Privacy, Timeline and Ta..., Blocking, Language, Notifications, Mobile, Followers, Apps, Adverts, Payments, Support Inbox, and Videos. The main content area is titled 'Security Settings' and lists several options: Login Alerts, Login Approvals, Code Generator, App Passwords, Trusted Contacts, and Your Browsers and Apps, each with an 'Edit' link. Below this is the 'Where You're Logged In' section. It shows the 'Current session' with details: Location (Perth, WA, Australia (Approximate)) and Device Type (Firefox on Windows 7). There is an 'End All Activity' link. A message states: 'If you notice any unfamiliar devices or locations, click 'End Activity' to end the session.' Below this, there are expandable sections for 'Desktop (2)', 'Facebook for iPhone (2)', 'Messenger (3)', 'Apple OS Integration (2)', and 'Facebook for iPad (1)'. The 'Desktop (2)' section is expanded, showing two entries: one from 7 September at 18:48 on Firefox on Windows 7, and another from 6 September at 16:44 on Chrome on Windows 7. Each entry has an 'End activity' link.