How to Protect your Privacy on Facebook by "Opting Out" of Default Settings

- When someone registers as a user of Facebook.com, the "default" settings allow any personal information entered and any photographs uploaded to be available to **all** other users to search and see;

- This is why it is important to "opt-out" of these default settings, in order to make your personal profile more privacy-protective.

Just follow these easy steps:

Once you sign in, click on **"privacy"** on the top-right side of the screen. The menu will have **7 separate categories** where you can determine the degree of privacy you would like.

1. Profile: You can control who can see your profile, contact information, groups, wall, photos, posts, online status, and status updates.

- In this category, select "**Only My Friends**" for your **Profile**, **Contact Information** and **Profile Features**.

2. Search: You can control who can find you in searches and what will appear in your search listing.

- In this category, select "**Only My Friends**." Further, you can also restrict which networks have access to your profile and what actions people can do with your search results, such as contact you or add you as a friend.

3. Photos: You can control who can see your photos in your album.

- In this category, select "**Only My Friends**" and "**Limited Profile**."

4. News Feed and Mini-Feed: You can control what actions show up automatically in your Mini-Feed and your friends' News Feeds.

- "**Uncheck**" any feature that you do not want your friends to know automatically when you take an action on Facebook, such as when you make a comment on a posted item or add a friend.

5. Poke, Message, and Friend Request: You can select which parts of your profile are visible to people you contact through a poke, message, or friend request.

- When you initiate contact with someone for the first time through a "poke" or email message, there is an option to "**Uncheck**" any features of your profile that you do not want them to see.

6. Notes: You can control who can see your notes.

- In this category, select "**Only My Friends**" and "**Only My Friends Can Post Comments**" or "**Turn Comments Off**."

7. Facebook Platform: You can control what information is available to applications built using the Facebook Platform.

- In this category, you can select what overall information will appear on your Facebook page to those who are not friends or not in your network. For example, you can shut off your profile picture or work history.

You also have the option of blocking specific people from viewing your profile, or customizing the information that is available to certain people on your profile.