

# All about social media

Tips about Facebook, Twitter, YouTube and Skype



This is an Easy Read version of Disability Wales' **'Social media factsheets'**

March 2015



# How to use this document

This is an Easy Read version. The words and their meaning are easy to read and understand.



You may need help and support to read and understand this document. Ask someone you know to help you.

Some words may be difficult to understand. These are in **bold blue writing** and have been explained in a box beneath the word.

If any of the words are used later in the booklet they are shown in **normal blue writing**. If you see words in **normal blue writing**, you can look up what they mean in **Hard words** on page 16.



Where the document says 'we', this means Disability Wales.

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## Introduction



This guide is all about the good things you can get out of using **social media**.

**Social media** is websites and **apps** that let you create and share content - like photos, videos and information.



**Apps** is short for **applications**. These are pieces of software that let you use **social media** on a mobile phone or tablet.



# 1. Facebook

Facebook is the most popular **social network** on the internet. Over 1 billion people use Facebook. That is 1 in 7 of all the people in the world.

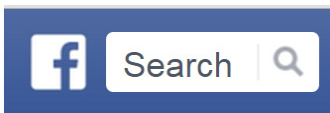


A **social network** is a website where you can:

- Share photos and videos
- Find out interesting things that are happening
- Speak to people.

## Good things about Facebook

### Find your friends and keep in touch



Because so many people are on Facebook it is easy to find people you know. Just type their name into the 'search' box at the top of the page.



If you find it difficult to get out and about Facebook can help you stay in touch with people. You can find out what your friends are doing and then chat to them about it.

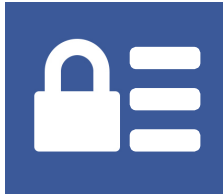


**Top tip:** If you do not want people to find you on Facebook you can control this in the privacy settings.



## Share things you like with your friends

Facebook lets you share information with your friends. This could be photos or videos. Or it could be an update about what you have been up to.



**Top tip:** You can control who sees what you share on Facebook. For example, you may only want some of your Facebook friends to see your photos. You can do this in the privacy settings.



## Follow things that interest you

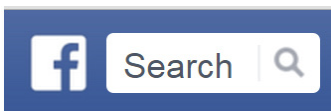
Facebook is great for keeping up to date with things that interest you.



Because Facebook is so popular lots of people and businesses have their own Facebook page. For example, sports teams, bands, celebrities, movies, even places where you go on holiday.



All you have to do is 'like' the Facebook page and you can keep up to date with news, photos and videos. You can also chat with other people who 'like' that page.



**Top tip:** You can search for things that interest you in the 'search' box at the top of the Facebook website.

## Find information and advice



There is a Facebook page for anything and everyone. For example, you may want to ask someone about what wheelchair is the best to buy. Or you may want to find out about your rights.



**Top tip:** There are group pages where you can talk about things in private. You have to ask to be a member of a group page.

## Privacy and security settings



Facebook has many privacy and security settings. You can control lots of things, including:

- Who sees the information that you share
- The information you see from other people
- Who can put information on your profile page – this is the page about you
- Who can find you on Facebook.

## Keep out!



**Top tip:** When you join Facebook you have to choose a password. Passwords are like keys to your home. So it is very important to keep your password safe.



When you first join Facebook your security settings will be ‘public’ – this means that anyone can find you and see your profile page. Even if they are not your Facebook friend.



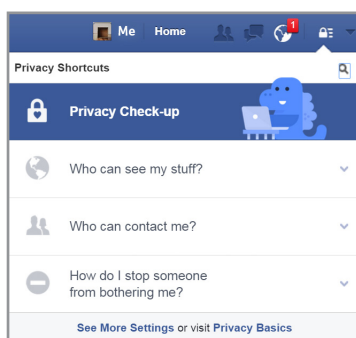
**Top tip:** It is very important to make your Facebook profile ‘private’. Ask someone that you can trust to help you choose the right security settings for you.



You can use the Privacy Check-up to check you are not sharing information with people who should not see it. To use the Privacy Check-up:



1. Click the padlock icon on the top right of any Facebook page



2. Select Privacy Check-up. The Privacy Check-up will help you make sure that you are sharing your information with the right people.



**Top tip:** If you do not like someone you can ‘block’ them. This means that they will not be able to speak to you. And you won’t see any of their information on Facebook.

## 2. Twitter



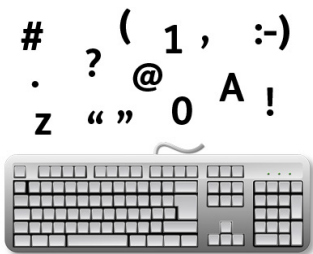
Twitter is a popular **social network** on the internet. Lots of people use Twitter to keep up to date with the things they are interested in.



On Twitter you can share short messages that are called **tweets**.

**Tweets** are short messages up to 140 characters long.

A **character** is anything that can be typed using your computer keyboard. It includes letters, numbers, spaces and symbols like full stops.



## Good things about Twitter

### 1. Chat to friends

Follow your friends and send them **tweets**. You can talk about things that are happening right now. For example, something in the news, or on TV.



Your **tweets** will show up on your profile page and are sent to people who follow you. But remember – anyone can see what you write, even if they don't follow you.



**Top tip:** If you want to send a message that is private you can send a 'direct message'. Only the person you send it to will be able to see it.





## Keep up to date with your interests

You can also follow the things you are interested in. For example, TV programmes, sport teams, bands, and celebrities.

Search Twitter 

**Top tip:** You can find friends and things you're interested in by using the search box at the top of the Twitter website.

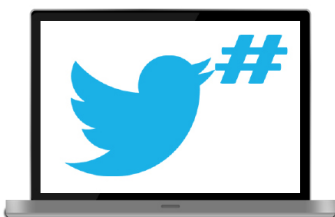


## Find people like you

You can find other people who have the same interests as you. Or who have the same disability.



You can talk to them and share experiences. This may help you cope with things you find hard and make you feel less alone.



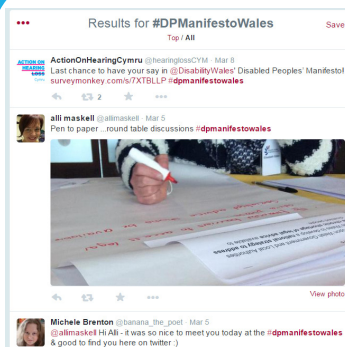
**Top tip:** On Twitter people explain what they are talking about by including a **#Hashtag** in their tweet. You can click on a **#Hashtag** to find more tweets about that subject.

For example, to find out what people are saying about disability, search for **#Disability**.

# Campaigning



Twitter is a quick way of sending information to lots of people. So lots of protests are organised or take place on Twitter.



**Top tip:** If you cannot go to an event or a protest you can still get involved by following the **#Hashtag** for the campaign.

For example, the **#Hashtag** for Disability Wales' campaign to get more rights for disabled people in Wales is: **#DPManifestoWales**.



# Equality

You can join in with chats that are happening on Twitter with no **discrimination**.



**Discrimination** means being treated unfairly because you are different.

For example, you can talk to people who don't know that you are disabled, or what religion you are. So they cannot treat you unfairly because of it.

### 3. YouTube



YouTube is a popular website on the internet for watching and sharing videos. You can also put your own videos on YouTube.

You can search for videos that interest you. They could be:



- Music videos

- Cartoons



- Clips from TV programme

- Films



- Videos by other people

- Videos that teach you how to do something.

+ Add to   Share   ... More

Add to



Favourites

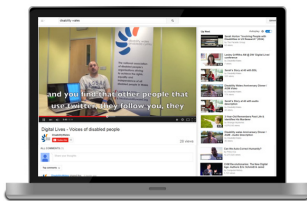
**Top tip:** You can save a video you like by clicking 'favourite'. You can put the video in a list so you can easily find it and watch it when you want.

# Good things about YouTube

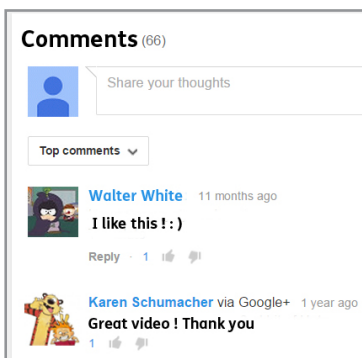


You can watch videos that teach you how to do new things like:

- Baking
- Playing guitar
- How to apply for benefits
- How to make your computer or iPad more accessible.

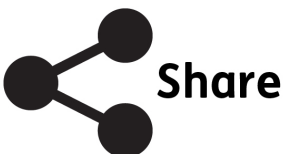


**Top tip:** When you are watching a video YouTube lets you know about other videos that you may like. You can see these other videos on the right side of the computer screen.



You can write what you think about videos in the 'comments' box under the video.

You can make a playlist. A playlist is a list of videos that play one after the other.



**Top tip:** You can share videos with friends by clicking on the 'share' button. If you use Facebook or Twitter you can share the video so the people who follow you can watch it.



## 4. Skype

Skype is like a telephone for your computer. It uses the internet to make calls. With Skype you can chat for free to other people who have Skype.



You can:

- Video call people for free. This means you will be able to see the person you are speaking to. And they will see you.



- Make cheap calls to house phones and mobile phones.



- Send computer files and photos.



- Make a group call.

Hi Sam, what are you up to?

I'm going to the cinema, do you want to come? Film starts at 8pm

Great! See you there 😊

- Send messages. This is like sending a text message on a mobile phone.

# Good things about Skype

## Chat to people face to face



You can video call any other person who has Skype for free. It's a good way of keeping in touch with family and friends who you do not get to see often.

## It's accessible



Skype video calling is good for people who are deaf or who have problems with hearing. You can video call other people who lip read or use BSL – British Sign Language.



There are many services online that translate for Skype users. You can video call someone who does not use BSL - a translator will translate what you say so you can understand each other.



**Top tip:** This means you can have a video interview over Skype. Or speak to someone who speaks a different language.

## Group chats

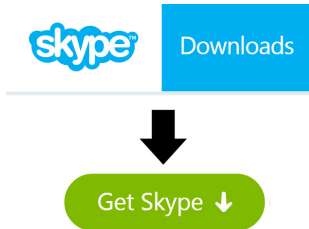


You can speak to more than one person at the same time. If you have important news this is a good way to tell a lot of people at the same time.



## It's free

Skype is free! You can talk to anyone, anywhere in the world, for free. As long as they have Skype and the internet.



## How to get Skype:

1. Go to [www.skype.com](http://www.skype.com) and click 'Downloads' and then 'Get Skype'. Then follow the instructions. You may need to ask someone for help with this.



2. Sign up to Skype by making a new account. If you have a Microsoft account you don't need to create a new account for Skype - you can sign in by using your Microsoft account. You can also sign in with your Facebook account.



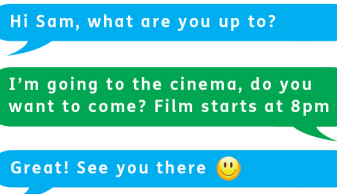
3. To find people you know write their name in the 'search' box.



**Top tip:** You can find people who you are friends with on Facebook and who use Skype by clicking 'Connect to Facebook'.



4. Start chatting! Click on the person you want to talk to then click on the symbol for video call or call.



You can also send them a message. Just start typing in the message box and press enter on your keyboard.

# Hard words

## Apps

Apps is short for **applications**. These are pieces of software that let you use **social media** on a mobile phone or tablet.

## Character

A character is anything that can be typed using your computer keyboard. It includes letters, numbers, spaces and symbols like full stops.

## Social media

Social media is websites and **apps** that let you create and share content - like photos, videos and information.

## Social network

A social network is a website where you can:

- Share photos and videos
- Find out interesting things that are happening
- Speak to people.

## Tweets

Tweets are short messages up to 140 **characters** long.