Clean up your Footprint

"Watch your Step"

Cleaning up Social Media

- Facebook
- Twitter

How to clean Facebook

1. *Log onto Facebook*
2. *Set Your Profile to Private.*

   - Click on the arrow tab near "home" at the top of the page
   - Scroll down to privacy settings
   - Control your default settings
   - Switch from "public" to "friends"—this will only allow the people you "friend" to view your page.
     - Or you can click on custom and specify your restrictions even further—for example, you can type in The University of Mexico so no one affiliated with the school will be able to see your profile.

How to clean Facebook

3. *Block unwanted posts from appearing in your Newsfeed.*

- Click "Home" on the top of the screen to view your news feed.
- Then scroll down the feed until you find an example of an update you want to hide.
    - For example, locate a "Mafia Wars" post if you want to block all "Mafia Wars" game update posts.
- Move your mouse cursor over the post and click the blue "X" that appears in the upper-right corner.
- Then select which posts you want to hide from the options that appear.
    - For example, to hide all "Mafia Wars" posts, click the "Hide Mafia Wars" option. To hide all updates from a particular person or profile, select the account name.
- Confirm the block when prompted.

How to clean Facebook

4. *Remove apps that you no longer use from your Facebook account.*

- Click "Account" and "Privacy Settings" from the upper-right corner of the screen, and then scroll down to the bottom of the page.
- Locate the Apps and Websites section along the lower-left side of the screen and click "Edit Your Settings."
- Under the Apps You Use section and beside "Unwanted and Spammy Apps," click "Remove."
- Click the desired app, and then click "Remove App." When prompted for confirmation, click "Remove."
- Repeat this process for all the apps you want to remove.

How to clean Facebook

5. Delete posts from your Wall that you find embarrassing, rude, annoying or otherwise problematic.

- Move your mouse cursor over the post and click the blue "X" that appears in the upper-right corner of the post.
- Click to confirm that you want to delete the post.

How to clean Facebook

6. Hide your updates that appear on your Wall from specific people.

- You have two options when it comes to posting hidden messages. You can specify who sees the message by blocking everyone but a specific person, or you can block a specific person from seeing the post.
- Type the text for your post and click the privacy lock icon found in the lower-right corner of the screen.
- Then click "Customize" from the menu that appears.
- To hide the post from everyone except for specific people, select "These People" from the Make This Visible To section.
- Then enter the name or names of the people you want to see the post.
- To hide the post from specific people, enter the names of the recipients you do not want to see the post in the "These People" box located under the Hide This From section.
- After you configure the privacy settings for the post, click "Save Setting" to close the Privacy Settings window.
- Click "Share" to post the update. You can click the "Make This My Default Setting" option if you want to use these settings for all future updates.

How to clean Facebook

7. *Delete unnecessary or unwanted photos from your profile.*
    - Click "Profile" on the top of the screen
    - Click "Photos" from the left side of the screen.
    - Review the photos you posted and delete the ones you no longer want associated with your account.
    - Delete photos that appear as part of an album by clicking the album and clicking the "Edit Album" option.
    - Then click "Edit Photos" from the pop-up screen that appears.
    - This allows you to mark specific photos for deletion.
    - You also can remove the tag that associates other people's pictures with your profile by clicking on the photo and selecting the "Remove Tag"

How to clean Facebook

8. Restrict Tagging.
- Under the Privacy Settings go to Timeline and Tagging
- Edit Settings
- Review Posts Friends Tag You in Before They Appear on Your Timeline>On.
- This will help control any inappropriate photo-tagging mix ups.

How to clean Facebook

9. Restrict Public Search.

- Go to Privacy Settings
- Apps, Games, Website
- Public Search
- Edit Settings
- Disable Public Search.

How to clean up Twitter

1. **Get rid of spammers.**
   - If you haven't paid attention to who you follow, you will be shocked to see how many spammers have piled up.

2. **Unfollow inactive accounts.**
   - Why follow someone who last tweeted several months or a year ago?

3. Think before you post.
   - Everything you post on Twitter can be seen by anyone. Deleting a Tweet does NOT mean it has been erased