



Using Twitter

Created by the Columbia Basin Alliance for Literacy

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Desneiges Profil

4/10/2013

Using Twitter

What is Twitter?

The



Story

In today's world, people want information now and delivered in a way that is simple and to the point. In the technology world, using short message service, or what we refer to as SMS, is probably the most efficient way to communicate. Twitter uses SMS to help you access information about news, events, friends and other things of interest to you on your mobile device or computer. In 140 characters you can spread the word about things that matter to you and follow others who inspire you. When co-founder Jack Dorsey dreamt of the idea, he envisioned a system of communicating that would "make it so simple that you don't even think about what you're doing, you just type something and send it". After the company's full launch in April 2007, Twitter grew and by February 2010, 50 million tweets were sent each day. This number grew to 140 million by March 2011. In 2012, Twitter was listed as #11 on the list of top 500 websites visited by people across the globe.

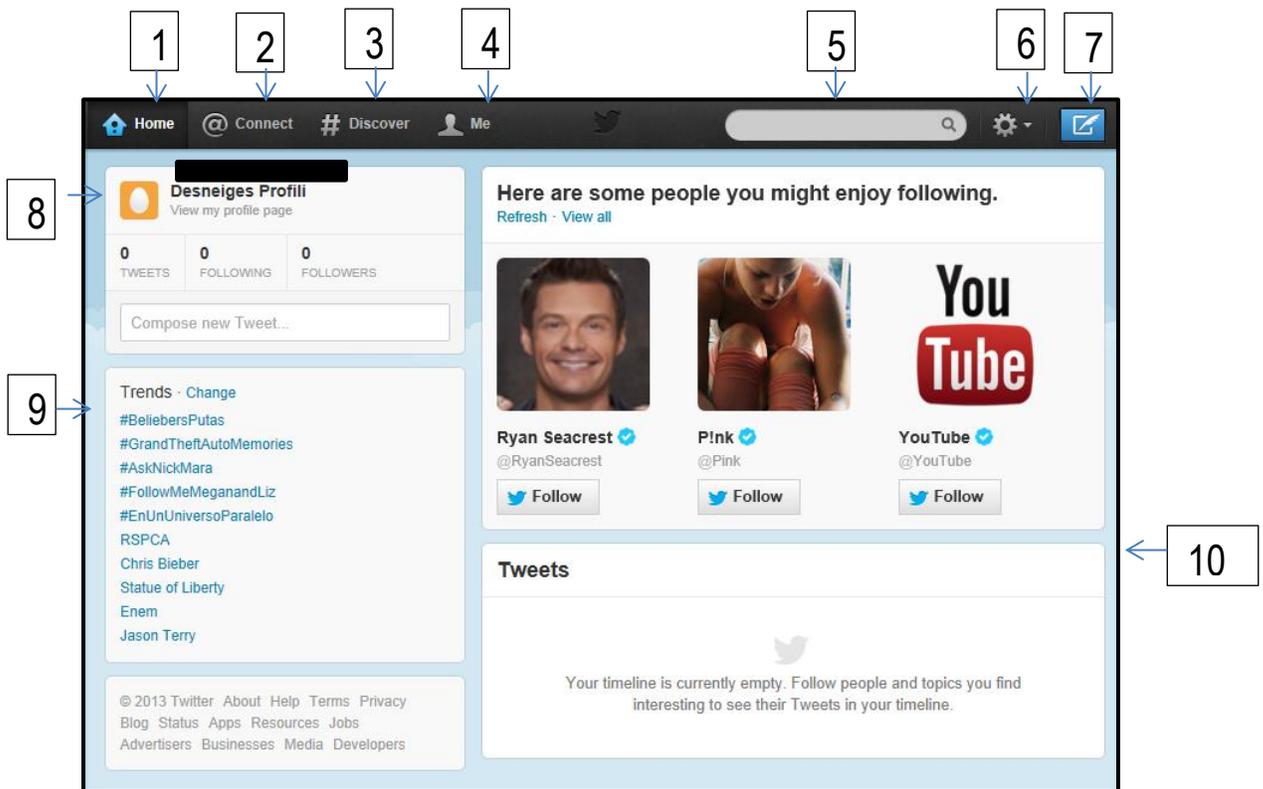
Why Twitter?

The definition of twitter is "chirps from birds" and "a short burst of inconsequential information," and this is exactly what this product was meant to do. When you get a message from a friend on your mobile device, there is a buzzing or alert that sounds a little like a tweet from a bird.

Twitter was born and tweet was the name given to the messages!

Using Twitter

What will you find on Twitter?



1. **Home tab** – Takes you to your Home page - the place to find your Profile information, listing of tweets, people you follow and people who follow you.
2. **Connect tab** – Displays how people on Twitter are interacting with you - either by retweeting your tweets, mentioning you or your tweets or sending you a private tweet.
3. **Discover tab** – Displays new sources of information for you to follow - See your Tweets, Activity, Who to Follow, Find Friends, and Browse Categories of people and things to follow.
4. **Me tab** – Displays an overview of your account with your Tweets, photos, stats, and information about who you are, including following, followers, favourites and more.

Using Twitter

What will you find on Twitter?

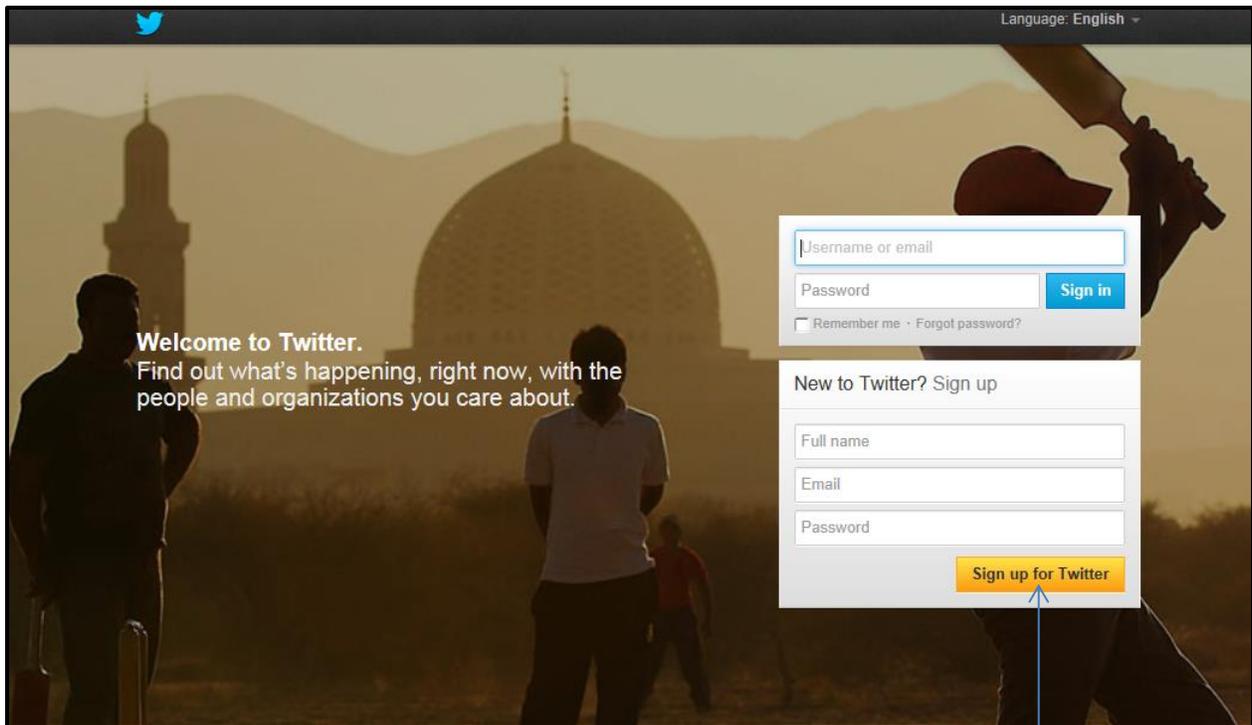
5. **Search** – Helps you look for people, places and information.
6. **Settings tab** – Allows you to edit your profile, adjust settings, create keyboard shortcuts, view direct messages and sign out.
7. **Compose new tweet** – Provides a place to type and send a tweet.
8. **Start Window** – Displays # of tweets, followers and those you follow along with a shortcut to posting a new tweet.
9. **Trends** – Shows you the hottest trends on Twitter that you may want to follow.
10. **Tweets** – Displays current tweets from you and those you follow.

Using Twitter

How do you sign up for Twitter?

Signing up for Twitter

1. Go to twitter.com.
2. Fill in the information on the sign up page and click **Sign up for Twitter**.

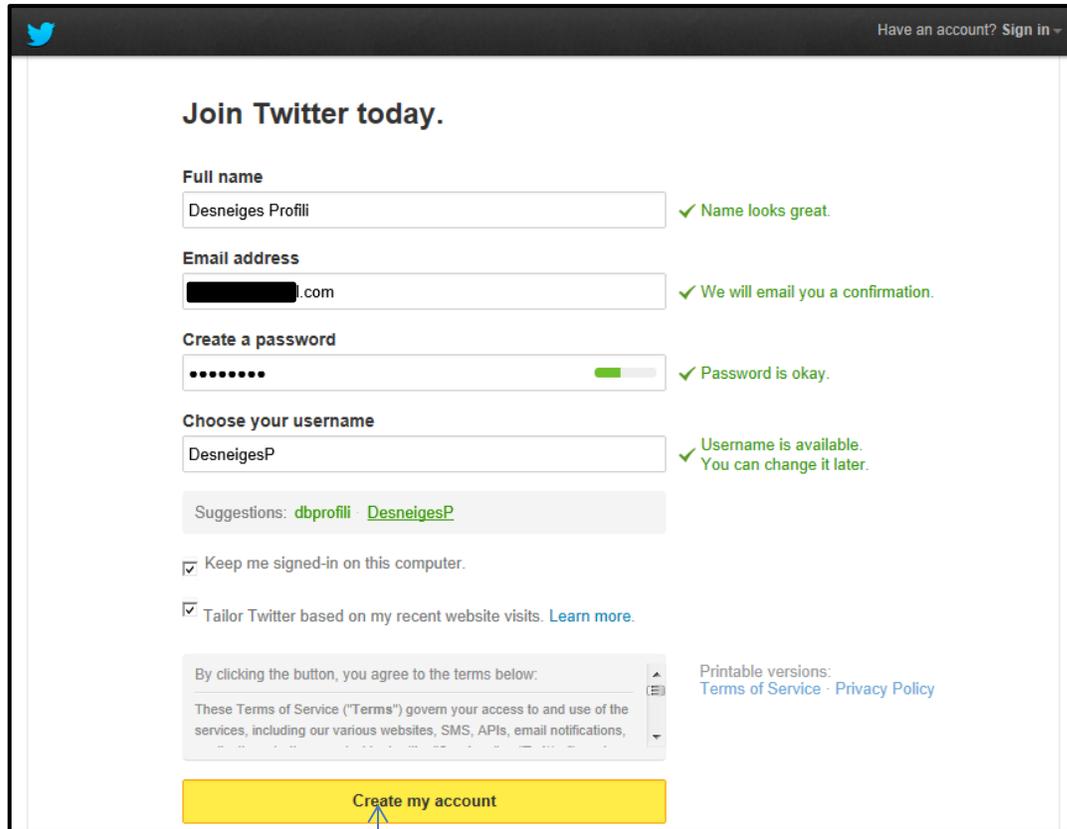


Click

Using Twitter

How do you sign up for Twitter?

3. Fill in the form on the sign up page.



The screenshot shows the Twitter sign-up page with the following fields and messages:

- Full name:** Desneiges Profili. Message: ✓ Name looks great.
- Email address:** [redacted].com. Message: ✓ We will email you a confirmation.
- Create a password:** [redacted]. Message: ✓ Password is okay.
- Choose your username:** DesneigesP. Message: ✓ Username is available. You can change it later.

Below the fields, there are two checked checkboxes:

- Keep me signed-in on this computer.
- Tailor Twitter based on my recent website visits. [Learn more.](#)

At the bottom, there is a yellow button labeled "Create my account".

Click

Twitter will provide you with a username and suggestions. You may choose to keep the one suggested or type in a new one.

4. Click on **Create my account** when finished.
5. Go to your email. Twitter will send an email to the address you provided.
6. Click on the confirmation link to complete the sign up process.

Using Twitter

How do you edit your Twitter profile?

Your “Profile” is what people on Twitter will see about you. Choosing what to include in your profile depends on what you will use it for. Before going any further, decide if Twitter will be used as a professional tool, social tool or both. Twitter is perfect for those who want to use it for professional purposes as you have the power to decide what to share and how to share it.

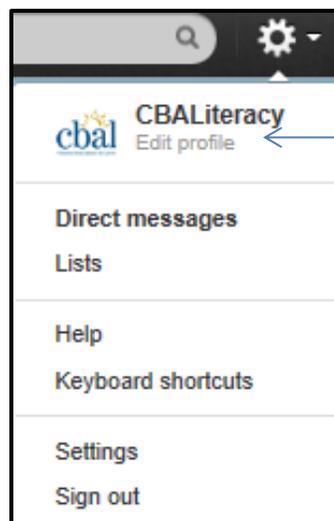
Editing Your Profile

1. Click on the settings button on the toolbar.



Click

2. Click on **Edit profile**.



Click

Using Twitter

How do you edit your Twitter profile?

3. The Profile window will appear.

You can change your photo, header, website or blog address, include a short bio about yourself and share tweets on your Facebook page.

Changing your Profile Photo

1. Click on **Change photo**.



2. Click on **Choose existing** or **Take photo**.

3. Select a photo from your files or choose to take one using the camera on your computer. Once the photo is successfully loaded it will appear on your page.



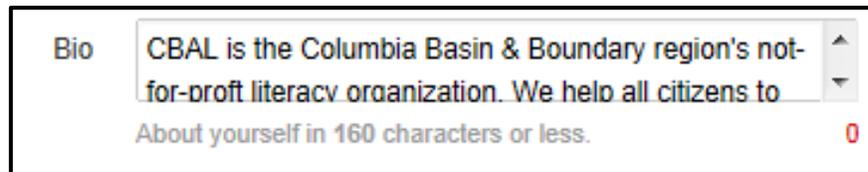
Using Twitter

How do you edit your Twitter profile?

Your profile will help you gain followers, convince followers to take action (like going to your website) and help Search Engines connect people to you.

Creating a Bio

1. Go to **Profile**.
2. Click in the **Bio** window and type your bio in 160 characters or less.



A screenshot of the Twitter bio editing interface. It shows a text input field with the text "CBAL is the Columbia Basin & Boundary region's not-for-profit literacy organization. We help all citizens to". Below the input field, there is a character count "About yourself in 160 characters or less." and a red "0" indicating the remaining character count. The word "Bio" is visible on the left side of the input field.

3. Click on  .
4. Click on  and your bio will appear. This is what people will see about you when they search Twitter.



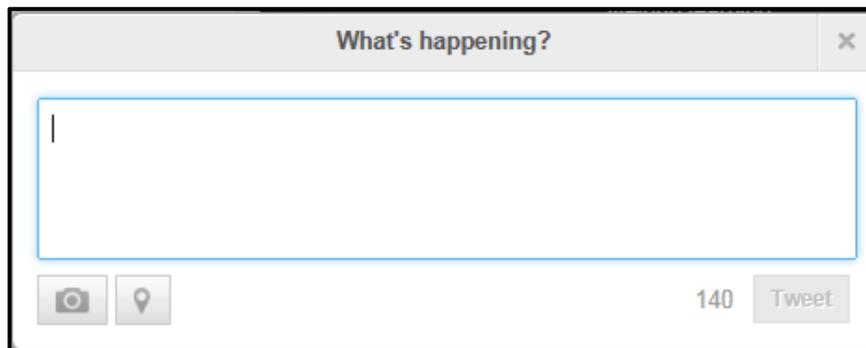
Using Twitter

How do you post a tweet?

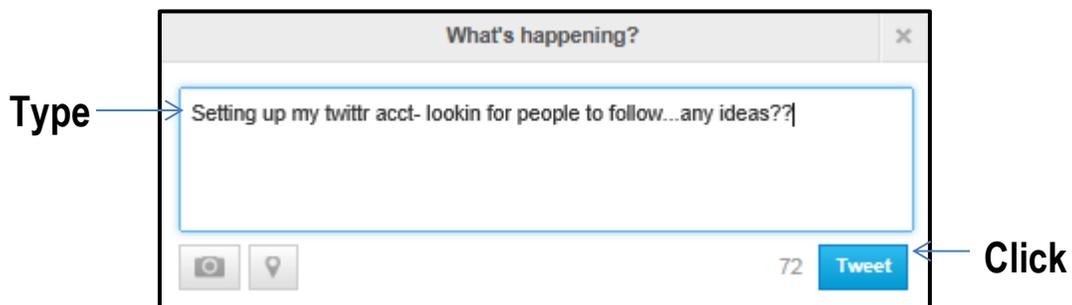
Posting a Tweet

1. Click on  .

The window below will appear. You can type in a message, share a photo, and add a location.



2. Type your message in the text box or click the camera icon to add a photo from your computer. Click **Tweet**.



Next to the Tweet button appears a number. That number is the number of characters you have left to use in your post.

In your Home window, your Tweet will appear in the Tweets section.

Using Twitter

How do you find people and things to follow on Twitter?

The purpose of Twitter is to help you network with people, businesses and organizations. There are a number of ways to find things that interest you on Twitter.

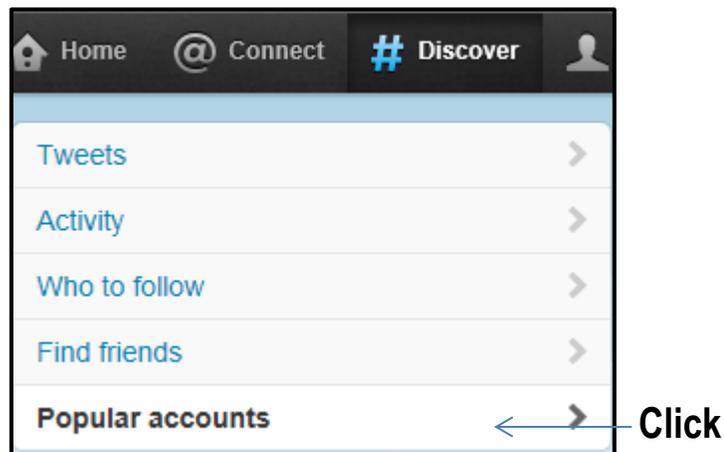
Finding Popular Accounts

1. Click on the **Discover** tab on the toolbar.



Click

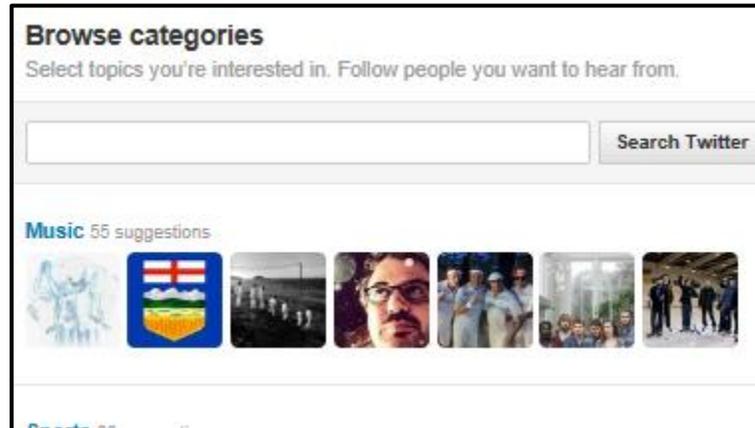
2. Click on the **Popular Account** option on the left-side of the screen.



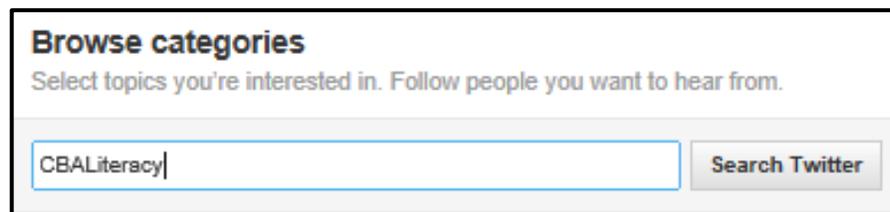
The Browse categories window will open and a list of popular categories with everything from news, music, and politics to sports and entertainment will appear.

Using Twitter

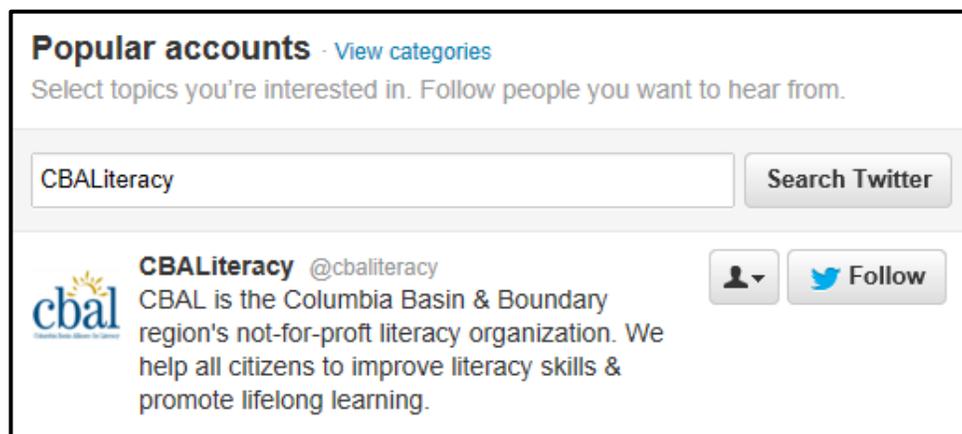
How do you find people and things to follow on Twitter?



3. Click on a topic that interests you or type a topic in the search box. Click on **Search Twitter**.



Results for your search request will appear in the window.

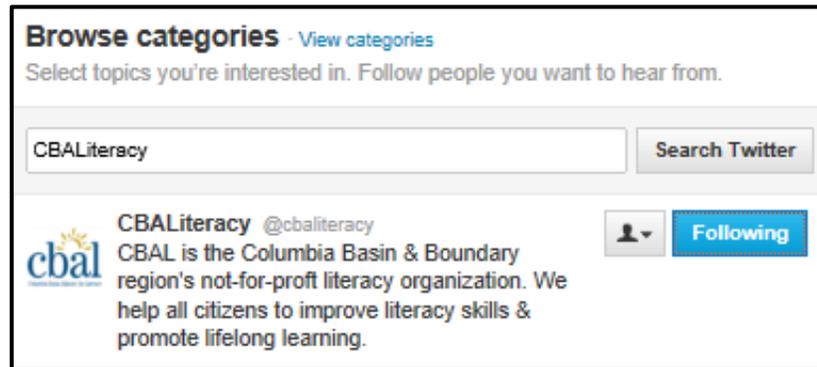


Using Twitter

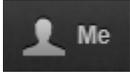
How do you find people and things to follow on Twitter?

4. Follow the person, organization or business by clicking on  .

The window will refresh and you will see that you are now following their tweets.



Unfollowing Someone

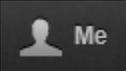
1. Click on  .
2. Click on **Following**. A list of the people/organizations you are following will appear .
3. Place your cursor over  beside the name of the person you wish to **Unfollow**.
 will now read **Unfollow** and the box will turn red.
4. Click on **Unfollow**.

Using Twitter

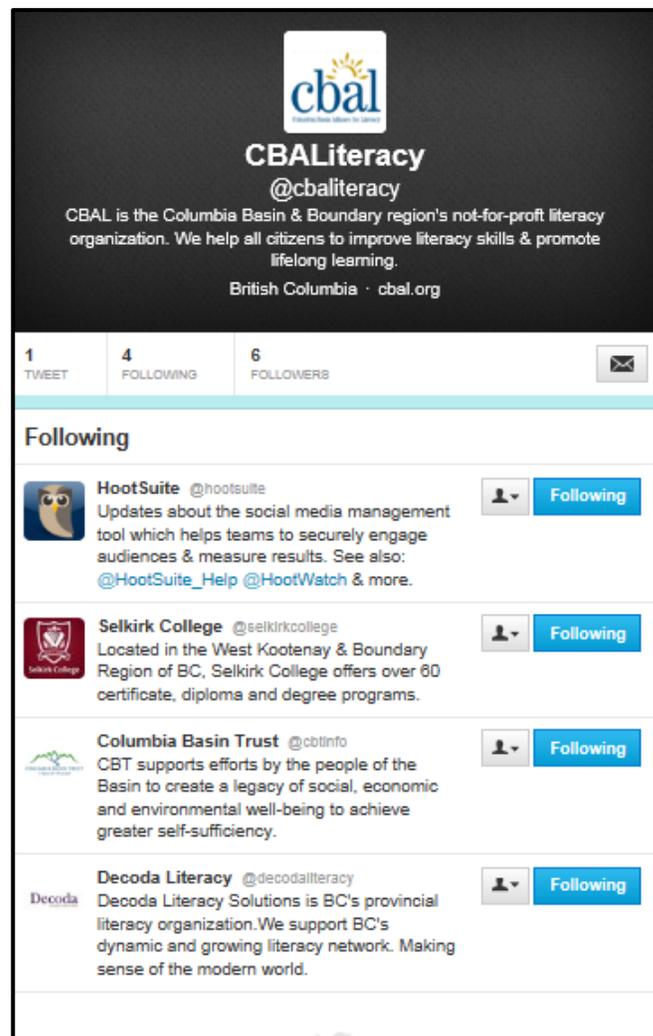
How do you find people and things to follow on Twitter?

One way to find people and things to follow on Twitter is to check what the people you are following ... follow.

Finding things to Follow

1. Click on  .
2. Click on **Following**.

A window showing those you “follow” will appear.



Using Twitter

How do you find people and things to follow on Twitter?

3. Click on one of the people/organizations you follow.



Their profile will appear.

4. Click on **Following**.



A list of all the people the person/organization is following will appear.

5. Choose to follow any of these people/organizations by simply clicking on the  button.

Using Twitter

How do you use hashtags in Twitter?

Twitter has helped to revolutionize the way we communicate. However, understanding Twitter jargon can be quite complex. In this section we will look at how Twitter can be used to organize, share and categorize information.

Hashtags (#) are used to identify key words or topics in a tweet. For instance, if you were holding an event called Learning 4 Life in Nelson, BC you could create a hashtag for that event - #L4LNelson. That way anyone who wanted to learn about the event or follow what was happening at the event could just search #L4LNelson.

You should not use a hashtag that other people have already used unless you would like your tweets to be connected in some way. Once it has been created, anyone can search for and follow a hashtag.

Using # Hashtags

1. Type the name of a hashtag you wish to use in the search box on the toolbar.
2. Click **Enter**.



Type

A listing of any and all tweets using that hashtag will appear. If no results are found, that hashtag has not been used before.

Using Twitter

How do you use hashtags in Twitter?

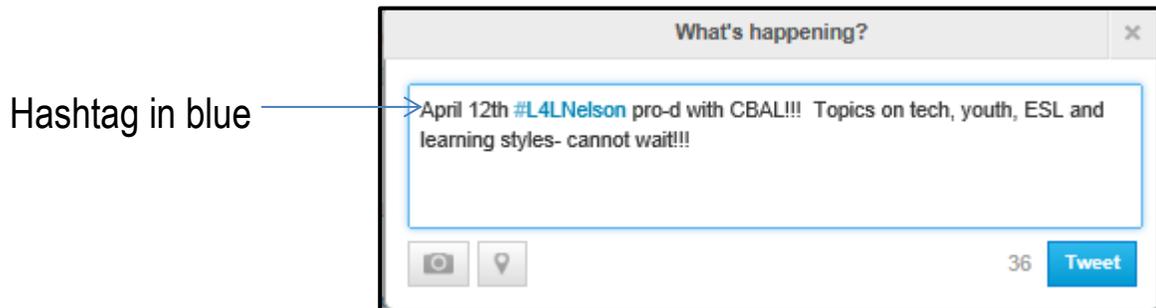
3. Click on the **Compose** new tweet button and type your message using the hashtag. The hashtag can appear at the beginning, middle or end.



Click

In the message box, the hashtag will appear in blue to help people follow messages containing that hashtag.

4. Click on **Tweet**.



Hashtag in blue

Following a Hashtag

1. Type a hashtag in the search box. Most popular and recent tweets including that hashtag will appear.



Type

Using Twitter

How do you use hashtags in Twitter?

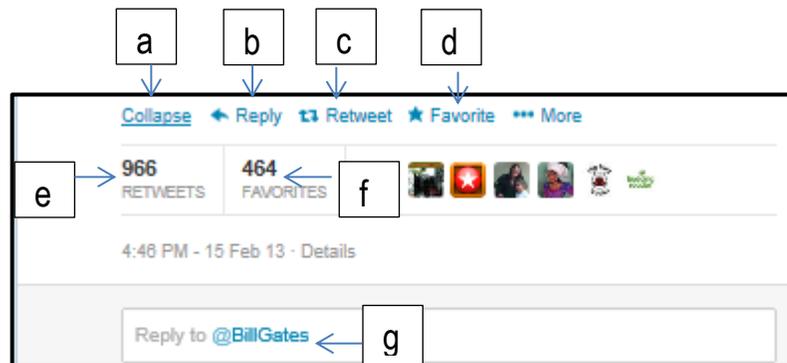
2. A listing of tweets will appear.



3. Click **Expand** to view more on the person or those who were following the tweet. The window will expand to show a variety of other options you can use.

Using Twitter

How do you use hashtags in Twitter?



- a) Collapse window.
- b) Reply to the person who posted the tweet.
- c) Post this tweet to your twitter account.
- d) Mark this tweet as one of your favourites (as you would a webpage)
- e) Show how many times this tweet has been retweeted by other people on Twitter.
- f) Show how many people marked this tweet as one of their favourites.
- g) Reply to the person who posted the tweet.

Using Twitter

How do you retweet a tweet?

Retweeting Tweets

1. Click on the **Home tab**.
2. Look in your **Tweets** section and find a tweet you like.
3. Place your cursor over the tweet.

The message below will appear.



Click

4. Click on **Retweet**.

The message will be posted to your Twitter feed.

Using Twitter

How do you mark a tweet as your favourite?

Marking a Tweet as a Favourite

1. Click on **Home**.
2. Look in your Tweets section and find a tweet you like.
3. Place your cursor over the tweet and click **Favourite**.



A green arrow means you have retweeted the post and a yellow means you marked it as a favourite.

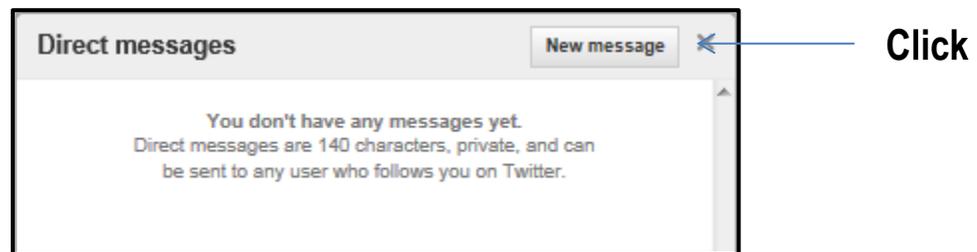
Using Twitter

How do you send a direct message on Twitter?

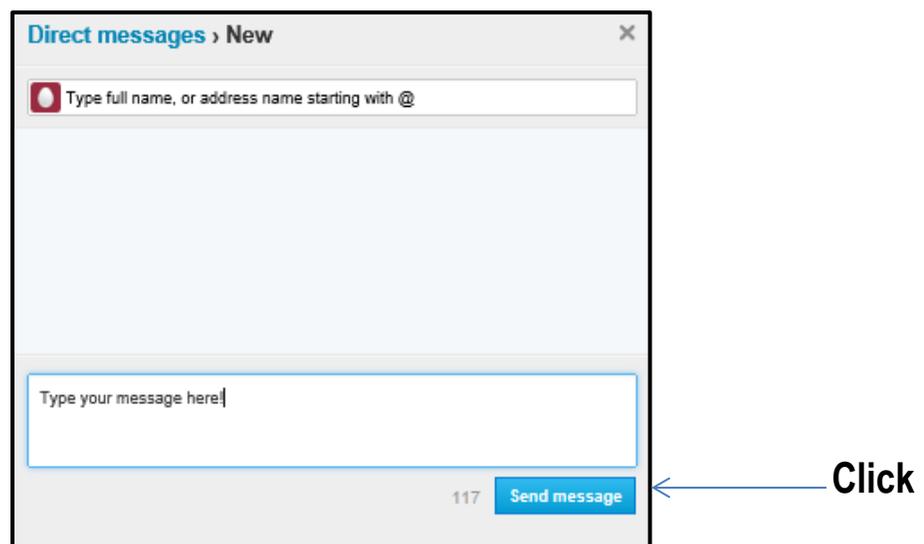
In Twitter you can send a private, or direct, message to someone, but only if the person is following you on Twitter.

Sending Direct Messages

1. Click on  .
2. Click on **Direct Messages**. A new window will appear.
3. Click on **New Message** in the top right corner.



4. Type in name of person or organization in top text window and your message in the bottom text window. Click on  .



Using Twitter

How do you use lists in Twitter?

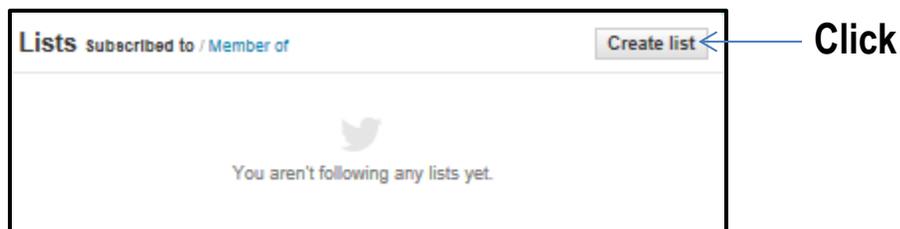
Lists are used to create a timeline of tweets about a certain topic and within a select group of followers. You can join a list or you can create your own. With lists you can only follow tweets, you are not able to send direct messages.

Creating a List

1. Click on .
2. Click on **Lists**.



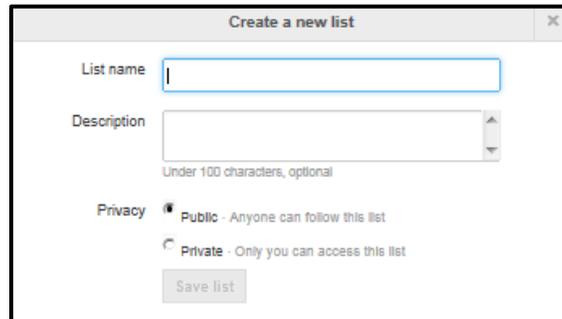
3. Click on **Create list**.



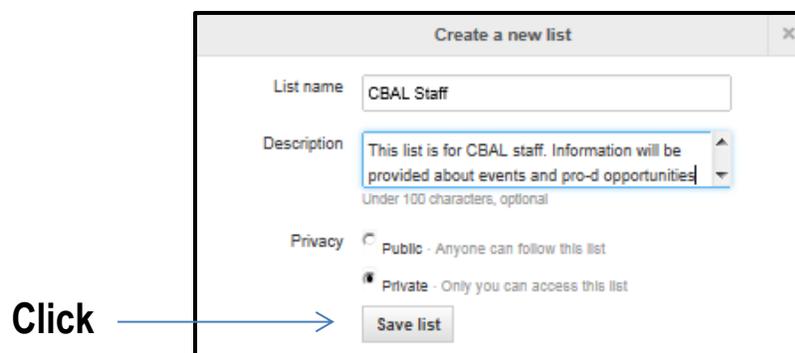
Using Twitter

How do you use lists in Twitter?

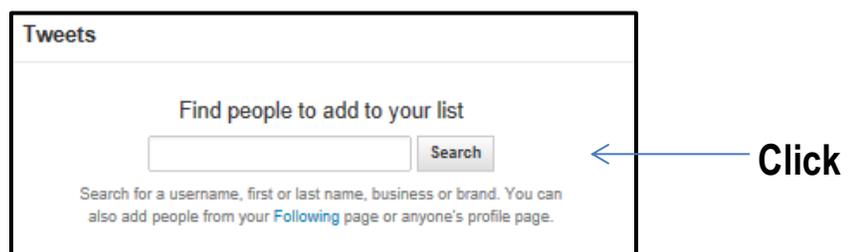
A new window will appear.



4. Type the name of your list, a description and choose whether you want it Public (anyone can choose to subscribe to list) or Private (you control who is added and removed).
5. Click on **Save list** when you are finished.



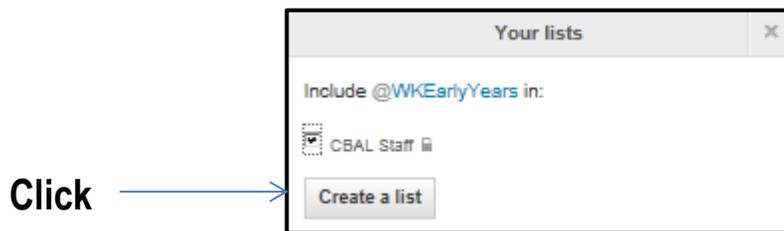
6. Type the name of the person or organization you would like to include in your search box. Click on **Search**.



Using Twitter

How do you use lists in Twitter?

7. Click on **Following**, then click on  .
8. Click on **Add or remove** from lists.
9. Choose the list you would like to add this person or organization to, then click **Create a list**.



10. Close the window by clicking on  .

Removing a Member from a List

1. Click on  .
2. Click on **Lists**.

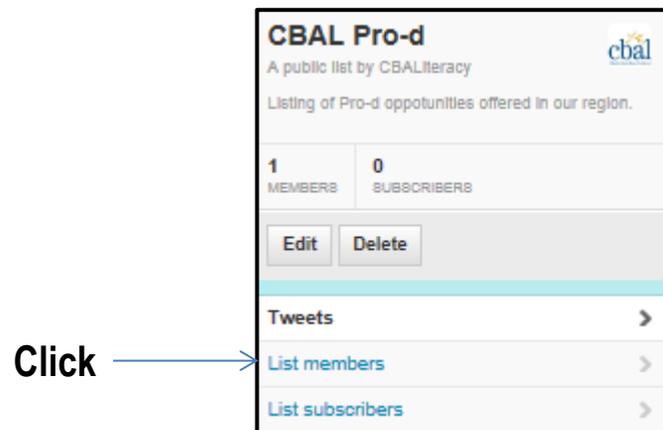


Twitter will display the Lists you have created.

Using Twitter

How do you use lists in Twitter?

3. Click on the list you would like to edit.
4. Click on **List members**.



A list of members will be displayed.

5. Click on  beside the name of the member you would like to remove from the list.
6. Click on **Add or remove** from lists, then choose the list you would like to remove the member from.
7. Close the window by clicking on  .

Viewing Tweets in a List

1. Click on the **Me** tab.
2. Click on **Lists**.

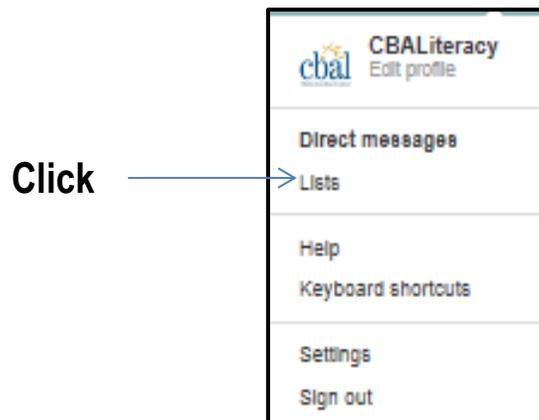
Using Twitter

How do you use lists in Twitter?

3. Click on the list you would like to view. Tweets will appear from all people and organizations included on that list.

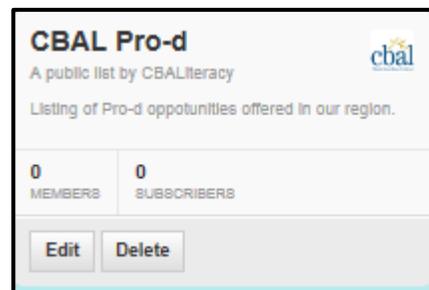
Deleting a List

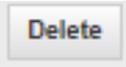
1. Click on .
2. Click on **Lists**.

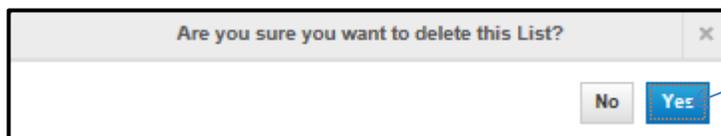


Twitter will display the Lists you have created.

3. Click on the list you would like to delete.



4. Click on . A message will appear asking you to confirm that you would like to delete the list. Click **Yes**.



Click

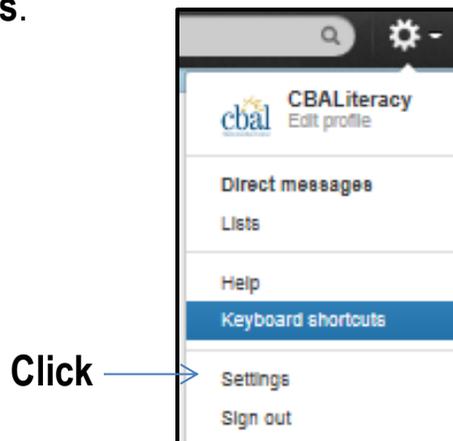
Using Twitter

How do you personalize your Twitter page?

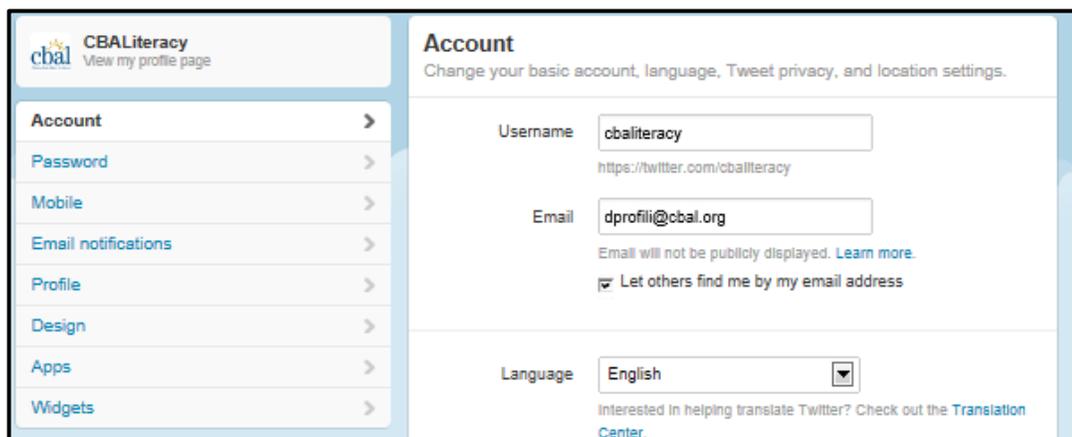
Personalizing your Twitter page is both useful and fun. Personalize your background style and much more. You can update your account, password, notifications, profile and design and create a widget (placing your twitter feed on a blog or website).

Personalizing Your Page

1. Click on .
2. Click on **Settings**.



3. Edit your account settings.

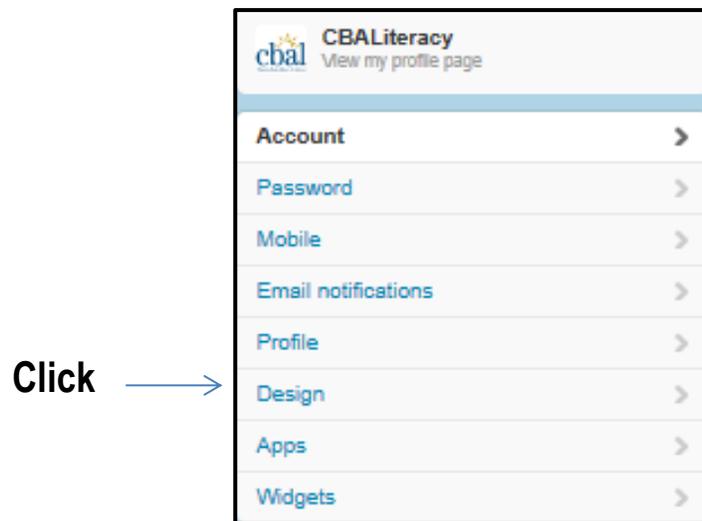


Using Twitter

How do you personalize your Twitter page?

Changing your Twitter Design

1. Click on  .
2. Click on **Settings**.
3. Click on **Design**.



A window will appear that shows the backgrounds you can choose. Choose one or create your own customized theme.

Using Twitter

How do you personalize your Twitter page?

Design
Customize the way Twitter looks for you and how your profile looks to others.

Pick a premade theme



[Check out Themeleon »](#)
Thousands of background patterns & color palettes available to customize your Twitter profile.

Customize your own
See your changes instantly; they're not saved until you click "Save changes." [Learn more.](#)

Background 

Maximum file size of 2MB

Tile background

4. Click on a background to see a preview. If you like it, click

[Save changes](#)

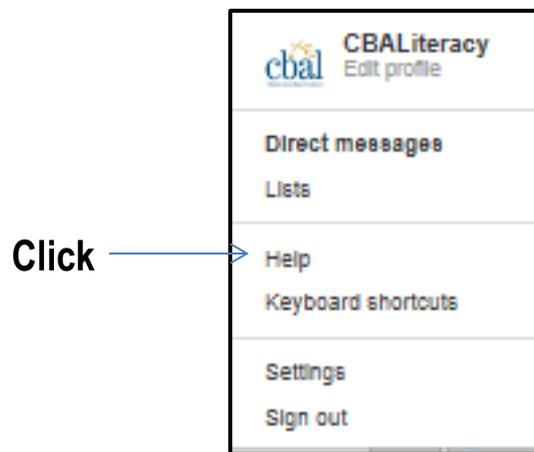
Using Twitter

How do you get help with Twitter?

Twitter provides its users with a number of ways to access help. One of the most effective and simplest ways to get help with Twitter is to go to the Help section.

Getting Help with Twitter

1. Click on .
2. Click on **Help**.



The **Help** window will appear.

3. Click on topics or use the search box to find answers to all of your questions!

