

# Twitter Handout

## SIGN UP

- Go to [www.twitter.com](http://www.twitter.com) – Click on Get Started/Sign Up/Join Today.
- Enter a name (If you want your friends to find you to “follow” your tweets, you should use your real name.)
  - Choose a password
- Type in a valid email. (Twitter will use this to send a confirmation email - and, depending on your settings, notifications when, for example, someone new “follows” you, or retweets a tweet of yours, etc.)
  - Check box to let others find you by searching for your email address (but your email address itself will not be displayed).
- For now - skip entering a phone #. If you enter a phone #, Twitter will seek to verify it by having you enter it ON THE PHONE WHOSE NUMBER YOU ENTERED.
- Choose a username (which will be your *@catchy name*)
- Choose photo for your account (Profile icon: View Profile: click on Camera Box to browse to a photo on your computer.)
- This creates an URL for your Twitter homepage: [www.twitter.com/yourusername](http://www.twitter.com/yourusername)

## BASIC OPERATIONS

<i>Action</i>	<i>Appears Where?</i>
<b>Tweet</b>	<ul style="list-style-type: none"> <li>• in Sender’s Profile page and Home page</li> <li>• in Home timeline of those Following sender</li> </ul>
<b>Any Tweet starting with @username</b>	<ul style="list-style-type: none"> <li>• in Sender’s Profile page</li> <li>• in the @username’s Notification tab</li> <li>• in the @username’s Home timeline IF he/she is Following sender</li> <li>• in Home timeline of anyone Following BOTH sender and recipient</li> </ul>
<b>Reply to Tweet - automatically begins with @name of original tweeter</b>	<ul style="list-style-type: none"> <li>• in Sender’s Profile page</li> <li>• in the @username’s Notification tab</li> <li>• in the @username’s Home timeline IF he/she is Following sender</li> <li>• in Home timeline of anyone Following BOTH sender and recipient of Reply</li> </ul> (Recipients can click on Reply Tweet to see what Tweet it responds to.)
<b>Retweets</b>	<ul style="list-style-type: none"> <li>• on the Retweeter’s Profile and Home page</li> <li>• in the Notifications tab of the original Tweeter</li> <li>• in the Home timeline of the Retweeter’s Followers</li> </ul>

<p><b>Quote Tweet</b> - Retweet to which you add a comment in the Retweet Comment field</p>	<ul style="list-style-type: none"> <li>• on the Retweeter’s Profile and Home page</li> <li>• in the Notifications tab of the original Tweeter</li> <li>• in the Home timeline of the Retweeter’s Followers</li> </ul>
<p><b>Mention</b> - a Tweet w/an @username someplace in the Tweet.</p>	<ul style="list-style-type: none"> <li>• On Senders Profile page.</li> <li>• In the Mentioned @Username’s Notifications tab</li> <li>• in the @username’s Home timeline IF he/she is Following sender</li> <li>• in Home timeline of anyone Following the sender</li> </ul>
<p><b>Direct Message</b> - private message via email or SMS to specified person/entity (kind of like IM -Instant Message)</p>	<ul style="list-style-type: none"> <li>• Goes only to the SMS/Email address specified in the DM.</li> </ul>
<p><b>Share a Tweet</b> - via DM</p>	<ul style="list-style-type: none"> <li>• Goes only to the Email/SMS addresses specified.</li> </ul>
<p><b>Include</b> Photo/Video, Poll, or your Location in your Tweet</p>	<p>Open a Tweet space – click on the icons under the text space.</p>

### **FIND PEOPLE/NEWS OUTLETS/GROUPS TO FOLLOW**

- The people you choose to “follow” may or may not choose to “follow” you.
- Use the Search window to search for people/groups by name, username, email address - or phone #.  
 DEMO: Search for NARFE; search for Rob Wittman; search for your Congressperson/Senator.
- Click on the 0 Profile and Settings icon: Settings and Privacy: Find Friends.  
 If you have a Gmail or certain other email accounts, this will search the email addresses in your Gmail contact list/address book and ID any that have a Twitter account.
- Send emails to your contacts - containing the URL for your Twitter homepage, asking if they have a Twitter account and asking them to Follow you.
- Once you Follow someone/group, you can check who they are Following - and who their

Followers are - to see if you know any of them.

### **HASHTAGS (#Topic)**

- Hashtags (#Topic) – operate to collect together all tweets on the #Topic in one Tweet stream.
- Create a Hashtag - by simply typing a # in front of a topic/category in your Tweet.
  - Example: Typing #AprilFool in your Tweet creates the Hashtag #AprilFool. Thereafter, whenever others type #AprilFool in their Tweets, those Tweets will be collected under that Hashtag.
- Find Tweets pertinent to a #Topic - by clicking on the Hashtag in a Tweet - or by searching for that Hashtag.

### **USING TWITTER SEARCH**

- Can view the results by the Tabs: Top, Latest, People, Photos, Videos, News, Periscopes.
- Can also Filter the results by: From Anyone v. from Followers; from Anywhere v. Near; in what language.
- Advance Search (Filter:Advanced Search)- has even more choices - e.g., with specific words; Tweets from/replies to/retweets of a specific account; sent from specific location; within specific dates.
- Save a Search – More Icon: Save Search.

### **MISCELLANEOUS**

- Notification tab on your Home Twitter page
  - Shows your Followers and actions taken in response to your Tweets – Likes, Retweets, and Replies. Also shows Mentions.
- Lists – to assign the persons/entity you’re following into a category - and then see only the Tweets of those on the list.
  - Create List – 0 Icon: Lists: Create List - type in a name for the list. Choose Public or Private.
  - Add people/entities to the List – Go to the Page of a target person: More Icon: Add to List: List you want to add them to.
- Mute an account - remove its Tweets from your Timeline - without Unfollowing them. You will still receive their Tweets in your Notifications tab. Click on their Tweet: More icon: Mute. OR Go to their Profile page: Gear icon: Mute.
  - To check which accounts you’ve Muted: 0 Profile and Settings icon: Muted Accounts.
- Block an account – prevents an account from contacting you, seeing your Tweets, or your seeing their Tweets, finding your Tweets in a search, viewing your Followers/Following lists. Click on their Tweet: More icon: Block. OR Go to their Profile page: Gear icon: Block.
  - To check which accounts you’ve Blocked: 0 Profile and Settings icon: Blocked Accounts.
  - A Blocked Account can see they are Blocked - by visiting your Profile page.
- A Follower Retweets too much, cluttering up your Tweet stream: Go to his/her/its Tweet page, click on the Menu Icon: Turn Off Retweets.

### **SETTINGS AND PRIVACY INFO** (Click on Profile icon: Settings and Profile)

- Change Account Username and Password
  - Account Info - also states the URL for your Tweet account. You can email this URL to

- friends - to allow them to find you on Twitter - and then “follow” you.
- Set time zone
- Choose Privacy settings
  - Default: Allow anyone to tag you in photos.
  - Default: Let others find you by searching for your email address (They have to already know your email address to do this; the email address you entered at signup is not publicly disclosed.)
  - Default: Your Tweets are publicly available. Check “Protect My Tweets” – which will allow only those you approve to “follow you” and receive your Tweets.
- Choose what emails to receive
- Choose what notifications to receive - when someone “likes” or re-tweets your tweets, or someone new “follows” you, etc.