

Twitter 101

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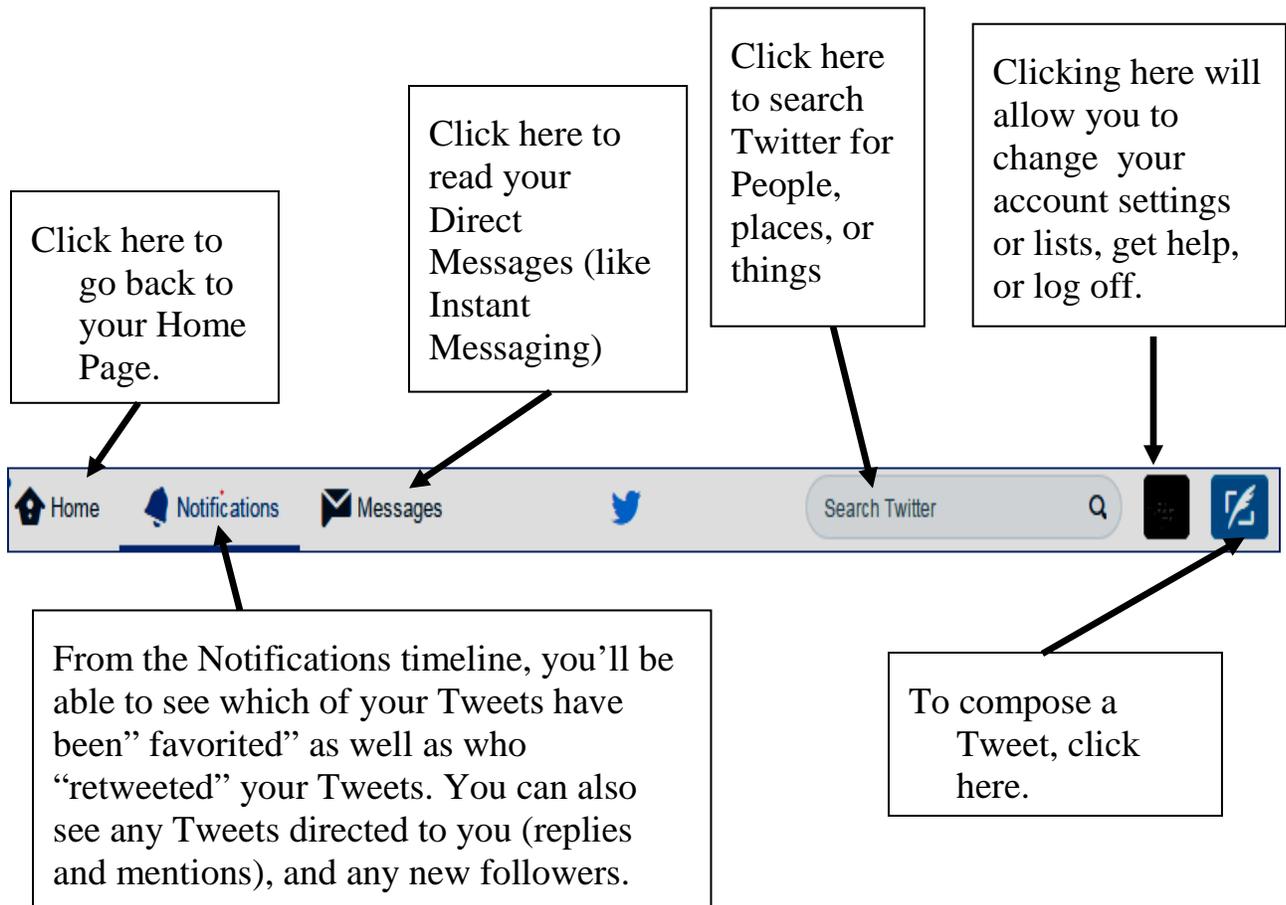
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Objectives

By the end of class:

- Learners will create a Twitter account.
- Learners will “Tweet” to another account.
- Learners will access “Tweets” made to their accounts.

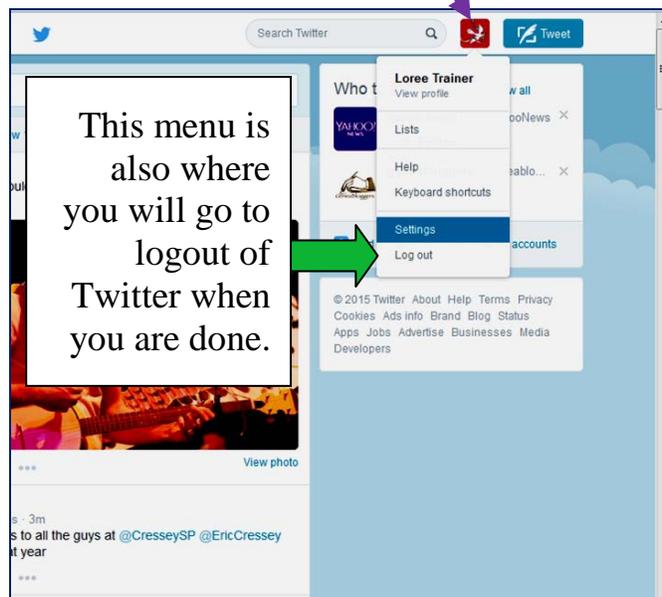
Twitter Ribbon



Twitter 101 -- continued

Managing Your Twitter Settings

To access your Twitter settings, click on your picture on the right side of the Twitter ribbon, and then click on “Settings”.



Click on
“Security and
privacy” to
review
important
options for
your account



LoreeT
@LoreeTrainer

- Account** >
- Security and privacy >
- Password >
- Cards and shipping >
- Order history >
- Mobile >
- Email notifications >
- Web notifications >
- Find friends >
- Muted accounts >
- Blocked accounts >
- Design >
- Apps >
- Widgets >
- Your Twitter data >

Protected Tweets may only be visible to your Approved Twitter followers (see more in Security section).

Public Tweets (the default setting) are visible to anyone, whether or not they have a Twitter account.

Checking this will **add current location information** to all your Tweets. Some people like to use this to **share more information about where they are**, but if you want extra privacy you should **uncheck** this option.

Twitter can customize the kind of tweets you see based on your **internet browsing history**. If you'd rather that Twitter not access your browsing history, **uncheck** this option.

This is about Twitter posting advertising on your timeline!

Security

Login verification Don't verify login requests
 Send login verification requests to my phone
You need to [add a phone](#) to your Twitter account to enable this feature on the web.
 Send login verification requests to the Twitter app
Approve requests with one tap when you enroll in login verification on Twitter for iPhone or Twitter for Android. [Learn more](#)

Password reset Require personal information to reset my password
When you check this box, you will be required to verify additional information before you can request a password reset with just your @username. If you have a phone number on your account, you will be asked to verify that phone number before you can request a password reset with just your email address.

Log in with code Allow my account to log in with either a password or login code
You will be able to log in with your password, or by requesting a secure login code. [Learn more](#)
 Always require a password to log in to my account
You will be asked for your password every time you log in. This means you will not be able to log in by simply receiving a login code (via SMS or email). [Learn more](#)

Privacy

Photo tagging Allow anyone to tag me in photos
 Only allow people I follow to tag me in photos
 Do not allow anyone to tag me in photos

Tweet privacy Protect my Tweets
If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. [Learn more](#)

Tweet location Add a location to my Tweets
When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. [Learn more](#)
[Delete all location information](#)
This will delete all location information from past Tweets. This may take up to 30 minutes.

Discoverability Let others find me by my email address

Address book [Manage your contacts](#)
Contacts you've uploaded to Twitter from your address book.

Personalization Tailor Twitter based on my recent website visits
[Learn more](#) about how this works and your additional privacy controls.

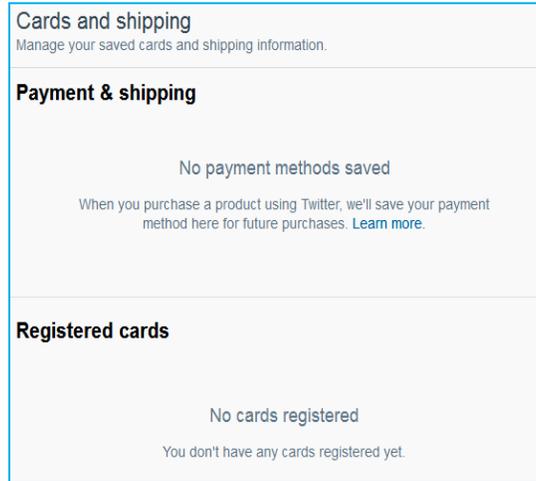
Promoted content Tailor ads based on information shared by ad partners.
This lets Twitter display ads about things you've already shown interest in. [Learn more](#) about how this works and your additional privacy controls.

Twitter for teams Allow anyone to add me to their team
 Only allow people I follow to add me to their team
 Do not allow anyone to add me to their team
Organizations can invite anyone to Tweet from their account using the teams feature in TweetDeck. [Learn more](#).

Direct Messages Receive Direct Messages from anyone
If selected, you will be able to receive messages from any Twitter user even if you do not follow them.

[Save changes](#)

You may use this screen to save credit card information for things that you purchase through Twitter.



Cards and shipping
Manage your saved cards and shipping information.

Payment & shipping

No payment methods saved

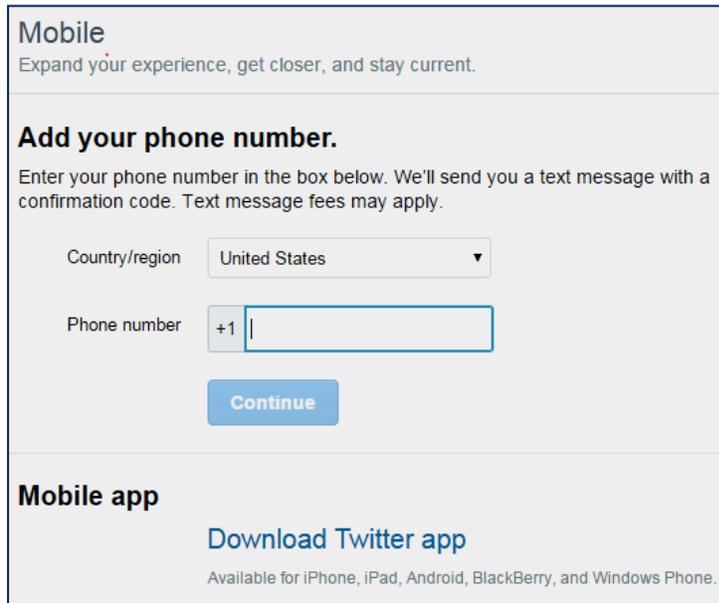
When you purchase a product using Twitter, we'll save your payment method here for future purchases. [Learn more.](#)

Registered cards

No cards registered

You don't have any cards registered yet.

If you want to have Twitter on you mobile phone, use this screen to connect your phone number to your Twitter account:



Mobile
Expand your experience, get closer, and stay current.

Add your phone number.

Enter your phone number in the box below. We'll send you a text message with a confirmation code. Text message fees may apply.

Country/region

Phone number

[Continue](#)

Mobile app

[Download Twitter app](#)

Available for iPhone, iPad, Android, BlackBerry, and Windows Phone.

Do you want to be notified when there is activity related to your “Tweets”?
Use these screens to handle that.

Web notifications are pop-ups that appear in your web browser to notify you about DMs, follows, favorites, Tweets and Retweets, from people you follow (when you are also logged in to twitter.com). They allow you to easily reply to a Tweet or DM, retweet or favorite a Tweet, or follow someone back.

Email notifications
Control when and how often Twitter sends emails to you. [Learn more.](#)

Email is enabled. Turn off

Activity related to you and your Tweets

Email me when

- My Tweets are marked as favorites
Tailored for you ▼
- Tweets I'm mentioned in are marked as favorites
Tailored for you ▼
- My Tweets are retweeted
Tailored for you ▼
- Tweets I'm mentioned in are retweeted
Tailored for you ▼
- My Tweets get a reply or I'm mentioned in a Tweet
Tailored for you ▼
- I'm followed by someone new
- I'm sent a direct message
- Someone emails a Tweet to me
- Someone from my address book joins Twitter

Updates from Twitter

Email me with

- News about Twitter product and feature updates
- Tips on getting more out of Twitter
- Things I missed since I last logged into Twitter
- News about Twitter on partner products and other third party services
- Participation in Twitter research surveys
- Suggestions for recommended accounts
- Suggestions based on my recent follows

Save changes

Web notifications
Receive notifications in your web browser. These settings do not change your notifications timeline. [Learn more.](#)

Activity related to you and your Tweets

Notify me when

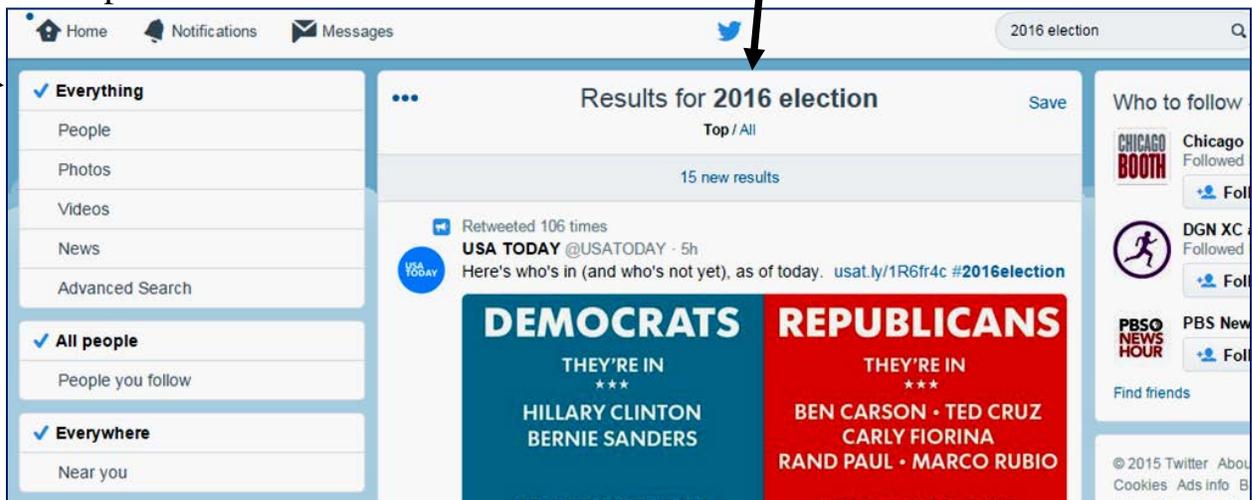
- My Tweets are retweeted
Tailored for you ▼
- My Tweets are marked as favorites
Tailored for you ▼
- My Tweets get a reply or I'm mentioned in a Tweet
Tailored for you ▼
- I'm followed by someone new
- I'm sent a direct message

Save changes

Using the Search Bar

Now that you've created an account and adjusted security, it's time to start finding other Twitter users to follow. Start by following people or organizations you know. Search for their names or their @handles directly and enter those into the box labeled "Search Twitter."

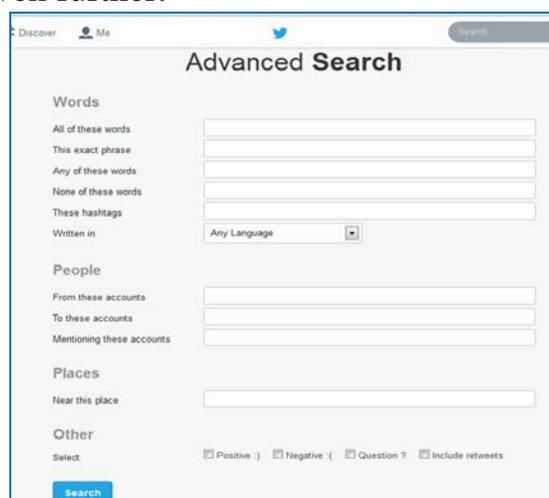
You can find whatever you want on Twitter just by typing a subject into the Search Bar at the top of the screen. Just typing in "2016 election" generates a pop-up menu of possible searches.



You can click on one of these topics to get a list of ALL Tweets about that topic. The default Twitter setting is "Everything."

If you want to narrow the results for your search you can use one of the options listed on the left side of the page to limit what is shown.

If you choose the "Advanced Search" option, you will have the opportunity to narrow your search even further:



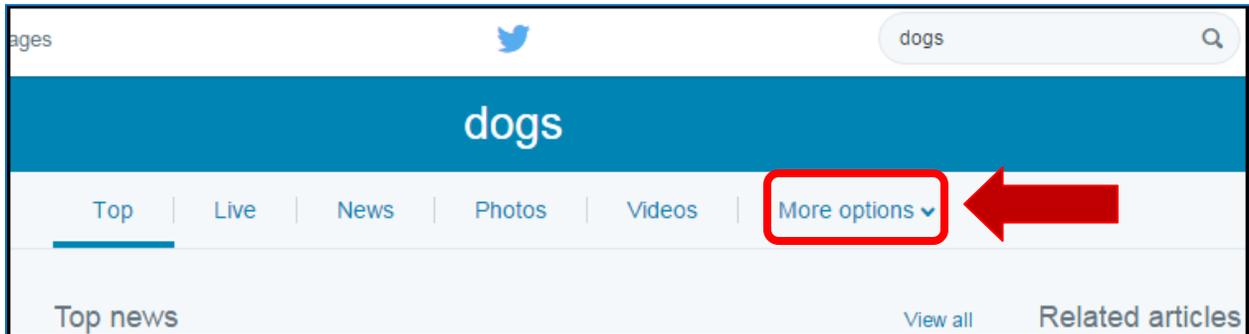
Hashtag Searches

Another way to search for Tweets is to do a “Hashtag” search. You can click on a hashtag in a Tweet on your screen to find more Tweets using the same hashtag, or you can enter a hashtag directly in the Search bar to get the same result. For example, typing “ #2016 election” into the search bar will return a list of ALL Tweets containing the hashtag “2016 election.”

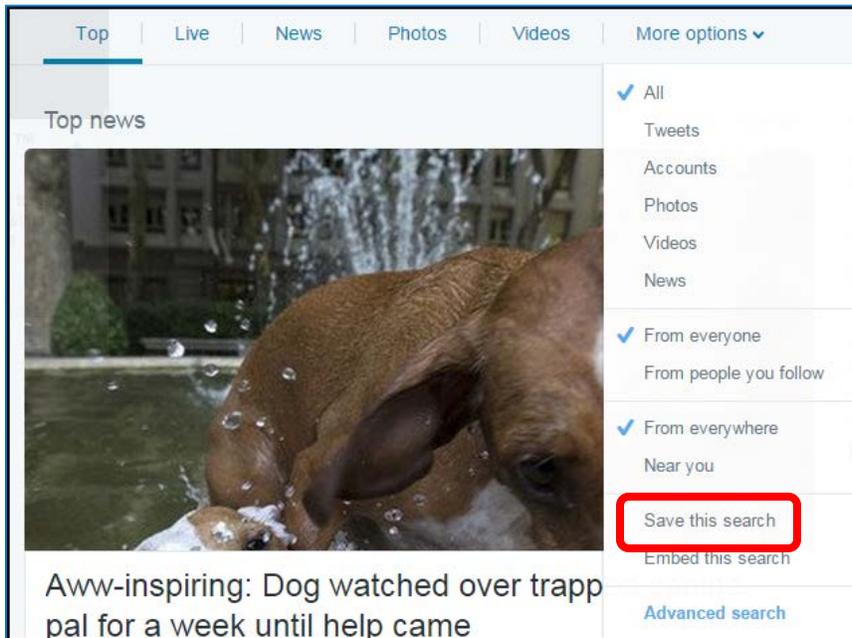


Saving a Search

If you want to save your search so that you can come back to it in the future, just click on the “More options” button below the Results title.

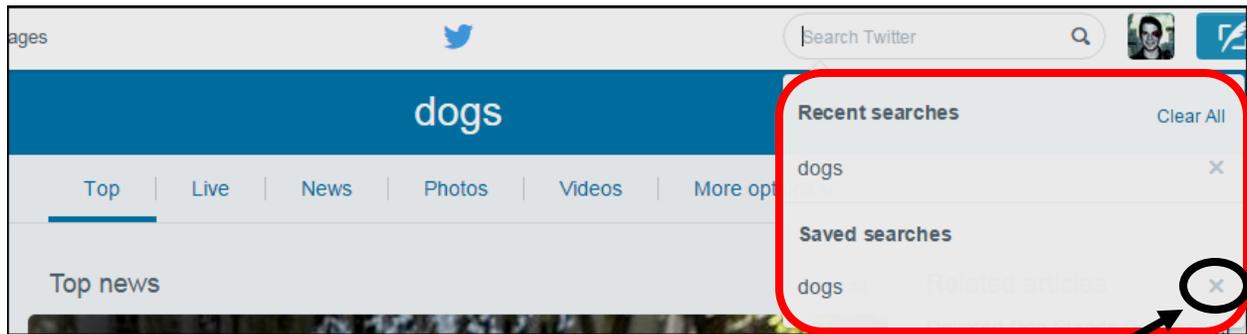


Then click the “Save this search” button on the list.



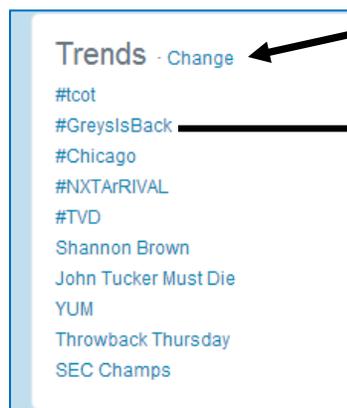
NOTE: When a saved search is executed again, it will yield updated results.

When you want to go back to a saved search, click anywhere in the search box at the top of the page, then scroll to your Saved Searches and click on the search you want to execute again.



To delete a Saved Search, click in the search bar to see the list of saved searches, then click on the “X” to the right of the Saved Search you want to delete.

Trending Topics: For explorative searching, you can look at the “Popular Trends” on the lower left of every Twitter page. The default for trends listed is Twitter’s idea of tailored trends for you, based upon who you follow and their interests. If you would like to change the topics listed to reflect more locally trending topics, click on the word “Change” and choose a major city from Twitter’s pop-up menus.



To see Tweets relating to any of the trending topics, click on the topic. Notice the Hashtag (#) symbol before some of the topics. This indicates that the word listed is a keyword or topic in others’ Tweets. Click on it to search for Tweets that contain the same word as a topic.



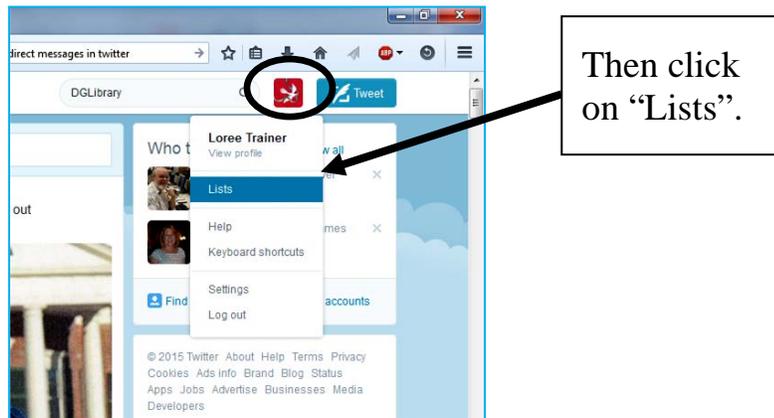
Organizing Your Timeline (or Feed, or Stream):

Your most recent tweets appear at the top of your Timeline each time you click on “Home” or refresh the page. Other than that, it is up to you to organize your incoming Tweets in a way that is easiest for you to use. One of these ways is by using Lists.

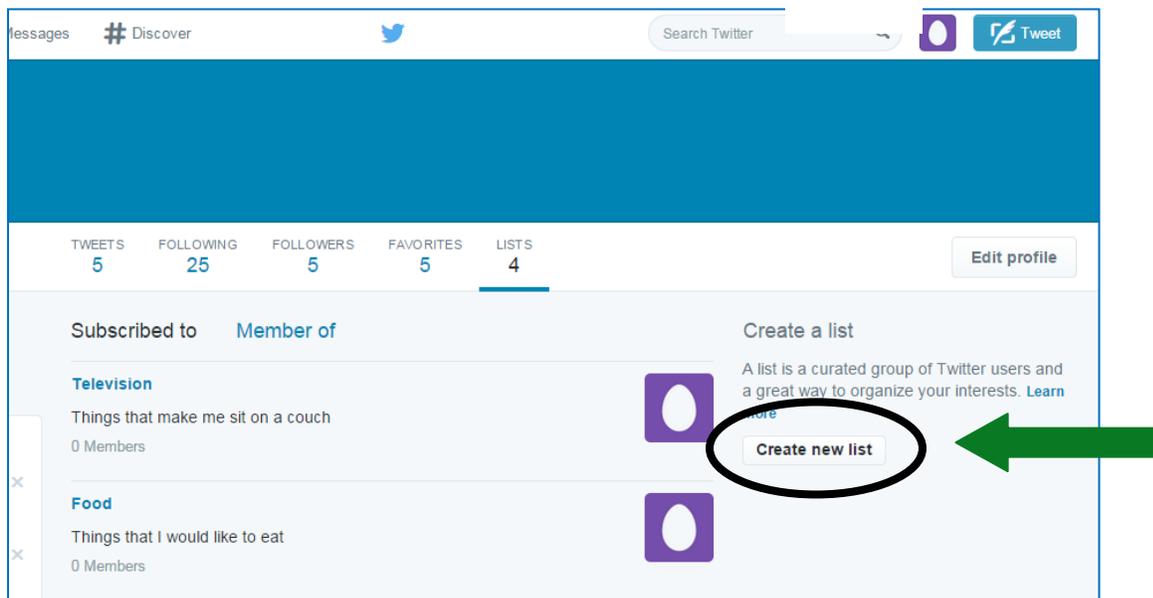
Lists

Lists allow you to group updates from the people you follow in a way that makes it easier to check. Each list is like a mini-timeline of the people you have added to that list, so you can look at only the updates from those groups.

To create a list, first click on your picture on the Twitter Ribbon.

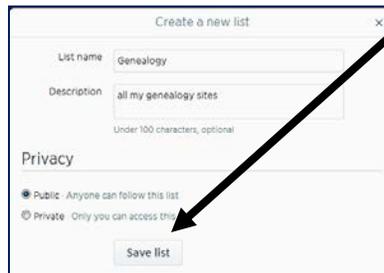


Twitter will display a summary of any lists you have already created, along with the option to “Create new list”. Click on that.

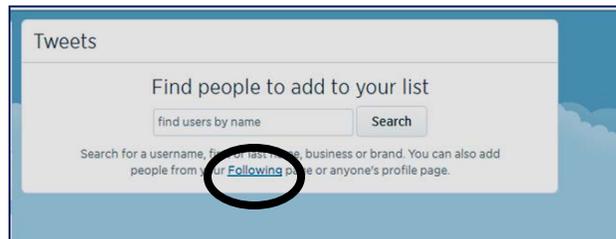


Twitter 101 -- continued

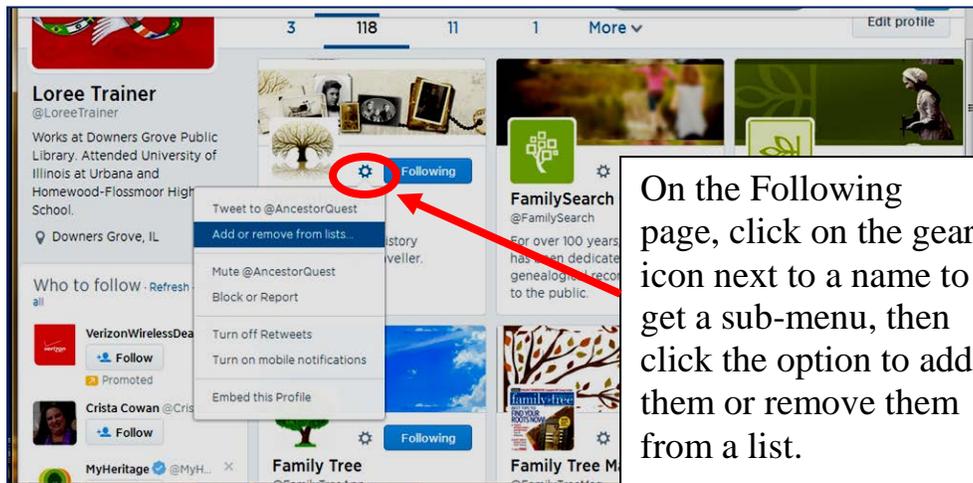
Twitter responds by presenting a screen for you to enter the list name and description. Type in the requested information and click Save list.



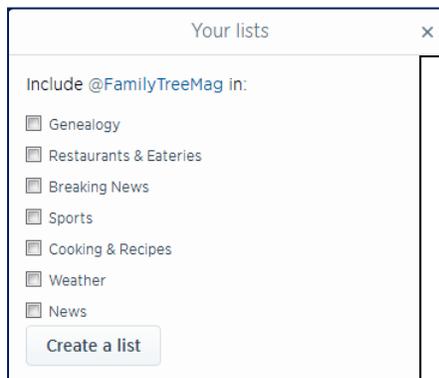
Twitter saves the list and asks you to add people to your list.



You may either type in new names to follow and add to this list, or click on “Following” to go to find people you already follow to add this list.



On the Following page, click on the gear icon next to a name to get a sub-menu, then click the option to add them or remove them from a list.



When the “Your lists” box appears, click on the box or boxes for the list(s) you want to include the person in, or create a new list to include this person.

When you are done, just close the box by clicking on the “X” in the upper right corner.

Favorites

Using favorites is another way to organize your Tweet timeline. When you designate a Tweet as a favorite, you are saving important Tweets for posterity, or maybe saving a Tweet because you want to get back to it later. To designate a tweet as a favorite, just hover over the tweet and click **Favorite** to save it.



When you want to go back to it later, just click on your profile picture on the Twitter Ribbon, then click “View Profile” selection, then on the **Favorites** tab.



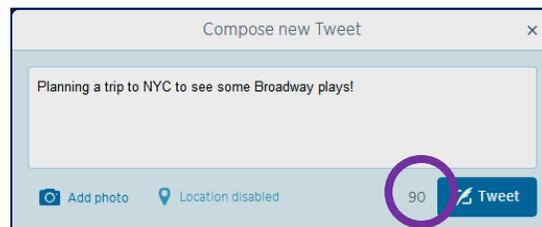
Posting Tweets

You can post tweets of up to 140 characters. This can include Tweets that you type yourself or links to media like photos or videos.

On the Twitter homepage, click in the “What’s happening” box in the middle of your Home page to get a box where you can type your Tweet. Or, you can click the Tweet button  from any Twitter page to also get that box.

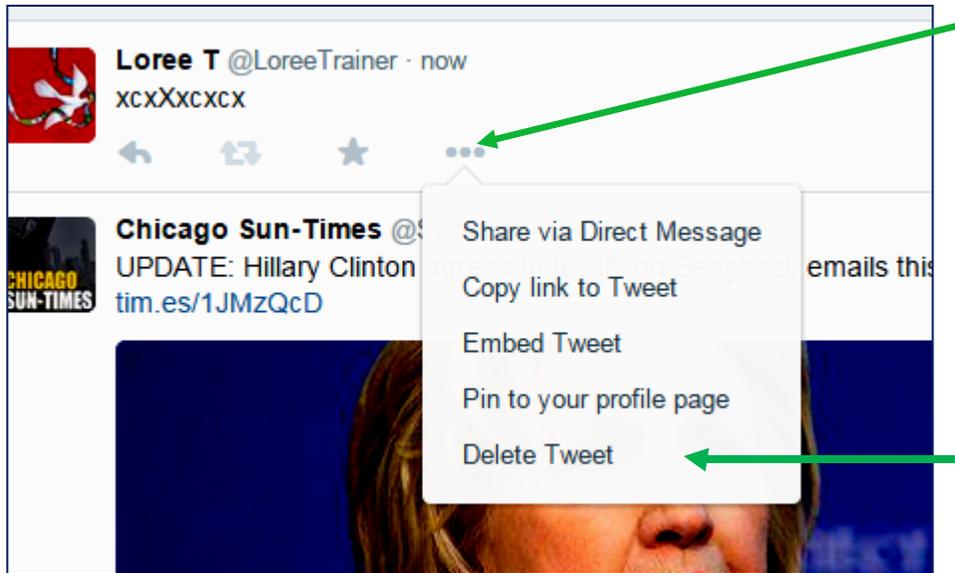


Make sure your update is fewer than 140 characters. Twitter will count the characters for you! As you type your Tweet, the remaining characters left show up as a number next to the Tweet symbol box.



Click the Tweet button to post the Tweet to your profile. You will immediately see your Tweet in the timeline on your homepage.

Deleting a Tweet



If you make a mistake or change your mind about posting a Tweet you just posted, it is easy to delete it, as long as you were the person that posted it. You cannot delete Tweets that were posted by other people.

Find the Tweet you want to delete and click on the triple dots below it. Then choose “Delete Tweet” from the bottom of the menu that pops up.



Note: Deleted Tweets are sometimes still visible for a little while in Twitter search, but they will go away as soon as the page is refreshed.

Retweets and Replies

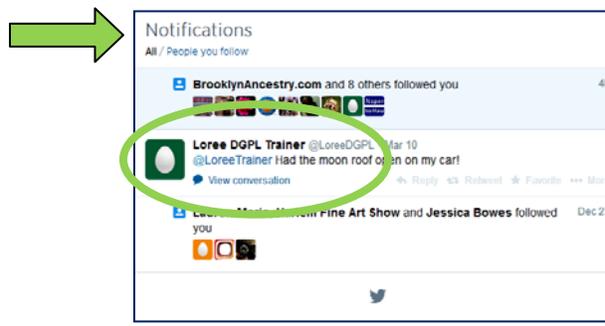
To Retweet a Tweet from someone and share it with your followers, simply click on the “Retweet” option  , click on it, then click again on  when Twitter displays the secondary confirmation box.

In your own timeline, a Retweet looks just like other Tweets except that the “Retweet” symbol is highlighted and in color, along with the number of times the post has been Retweeted. If another Twitter user Retweets one of your Tweets, you will see notification of this in your Notifications tab on the Ribbon.

A **Reply**” is any update posted by clicking the **Reply** button  on a Tweet. After you click that, a box is displayed with the words “@ _____”, with the name of the person you are replying to. Then you type in a reply comment and click on  to finish. The reply tweet will appear in your timeline like this:



Any Tweet that you see in your timeline that is a reply to one of your Tweets begins with your username and will show up in your Notifications tab and the Mentions tab on the Notifications page.



What's the Difference Between Retweet and @Reply?

Retweet means what it says—re-sending someone else's tweet to all of your followers. They can then retweet it to their followers and so on. The biggest difference between a retweet and @reply is that you can't say anything about the original tweet before you send it onto your followers. It's like clicking "Like" for a Facebook post but not being able to write a comment.

@reply lets you reply to a Tweet from a single user, AND say something about it. Also, it lets you send the tweet to specific people—whether or not they're your followers. Just add the symbol @ before their Twitter names. For example, I could type @Ellen DeGeneres in my response to a tweet, and it would appear in her Twitter feed.



Other notes about Replies:

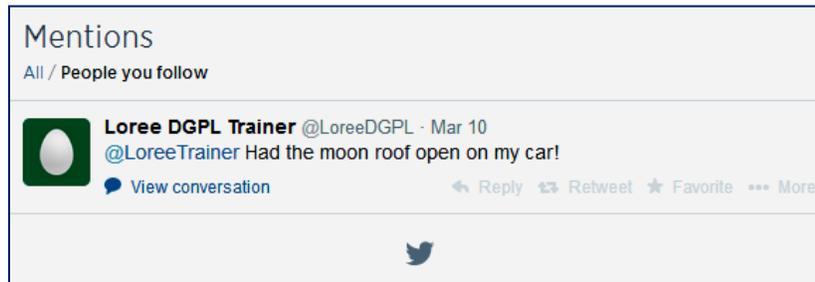
--If you see an "@reply in your timeline or Mentions/Interactions tab and you don't remember which Tweet was replied to, just click on the Tweet reply, and Twitter will show you the entire content of the original Tweet along with the reply.

--People with protected Tweets can only send @replies to their approved followers

--If someone sends you an @reply and you are not following the user, the reply will not appear on your Tweets timeline. Instead, the reply will appear in your Mentions tab. You can click People you follow at the top of the Mentions timeline to only display mentions from users you are following.

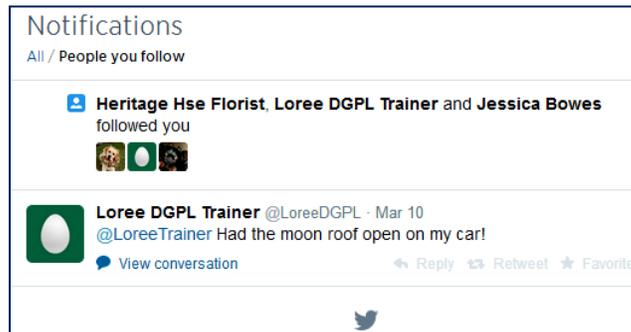
Mentions

A mention is any Twitter update that contains "@username" anywhere in the body of the Tweet. All @replies to your Tweets are Mentions. If you include more than one person's name in your Tweet and you use the @username format, all of those people will see the Tweet in their Mentions tab. You can choose to see Mentions only about people you follow, or about everyone who follows you.



Notifications

The Notifications screen also displays replies to your Tweets, but in addition shows other activity related to you. This can be the latest retweets by others of your tweets, - @Replies and @Mentions directed to you, and the Twitter names of anyone who has followed you recently.



Posting Photos to Twitter

1. Click the blue Compose new Tweet button.
2. Click or tap on the  icon in the lower left of the compose box.
3. Select the image file you want to upload from your computer or flash drive; if you're tweeting with a smartphone or have a camera in your computer, you will also have the option to take a photo from your device.
4. Once a photo is selected, you will see a thumbnail image (or file name) appear as an attachment. You can select up to 4 images to tweet at once.
Note: Animated GIFs cannot be included in Tweets with multiple images.
5. You can “tag” people in your photo (like in Facebook) by clicking on the  button and typing in a full name or an @ username, then tapping **Done**. (**Note:** Tags cannot be applied to animated GIFs.)
6. Type your message and select Tweet to post your message and photo.



NOTE: You can also post photos in direct messages.

Things to know about photos within Tweets:

- File size must be 3MB or less.
- Image must be a JPEG, GIF, or PNG file.
- You can delete a photo by deleting the Tweet that contains it. Once a Tweet is deleted, the photo will no longer be available from Twitter.
- Only approved followers will be able to see photos from accounts with protected Tweets.
- Photos posted in protected Tweets and deleted photos will not show up in search results.
- Photos included in public Tweets may show up in Twitter search results.

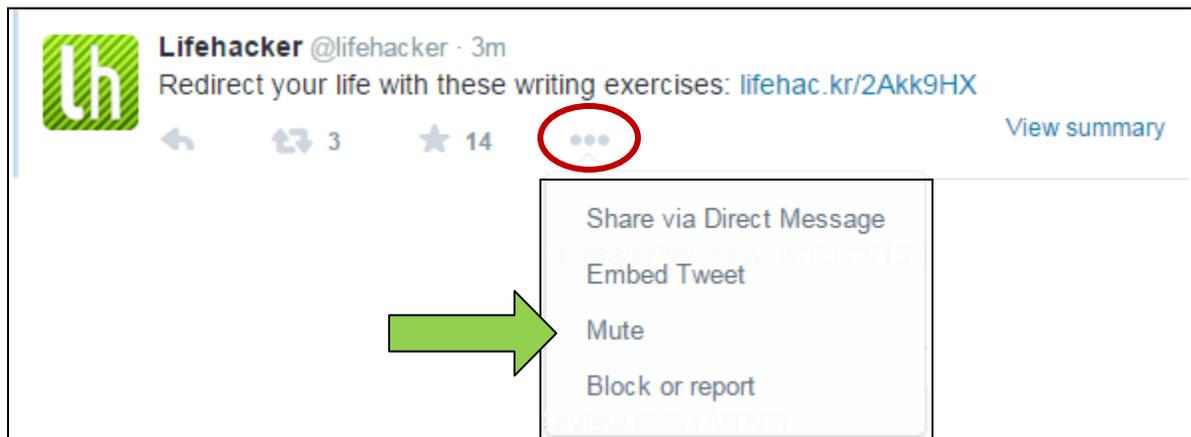
Managing Offensive Twitter Accounts

Occasionally you may encounter a tweet that you find offensive, or even may break Twitter rules. There are a number of ways to manage this.

Mute

Muting an account you follow will prevent you from seeing their tweets until you choose to un-mute them. Muting someone you follow will not cause you to un-follow them. It does not prevent them from sending you private messages.

To mute an account, click on the  icon beneath a tweet and choose “Mute”.



Block

Blocking an account prevents them from following you and seeing your tweets. It will also cause you to un-follow their account, though you can re-follow them if you like.

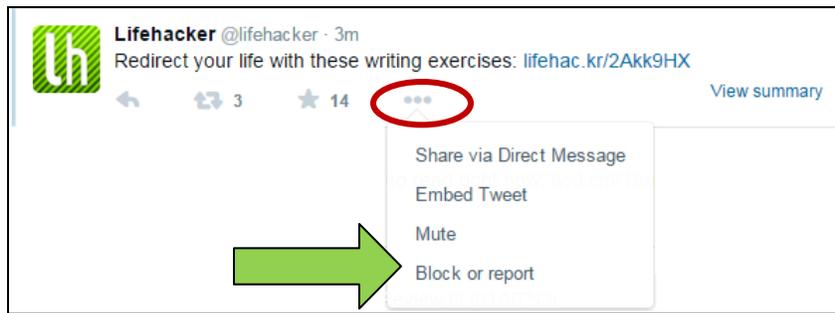
When you block someone, they can no longer:

- Add your Twitter account to your lists.
- Have their @replies or mentions show in your mentions tab (although these Tweets may still appear in search).
- Follow you.
- See your profile picture on their profile page or in their timeline.
- Tag you in a photo.

Report

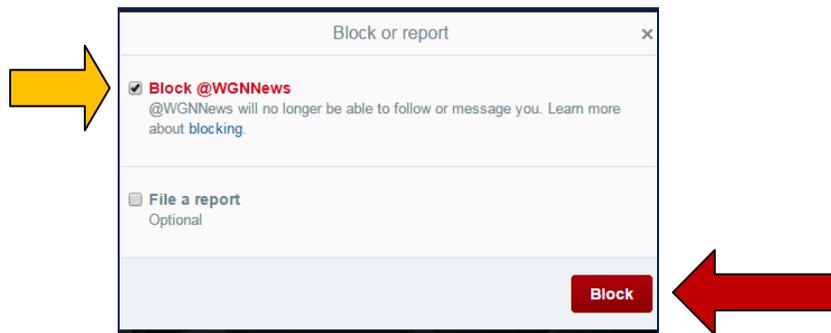
Occasionally you may want to report a Tweet because it is offensive to you for or because it breaks Twitter rules. This will send a report to Twitter, flagging the tweet and providing a reason to why it might be offensive.

To **block** or **report**, click on the  icon beneath a tweet and choose “Block or report”.

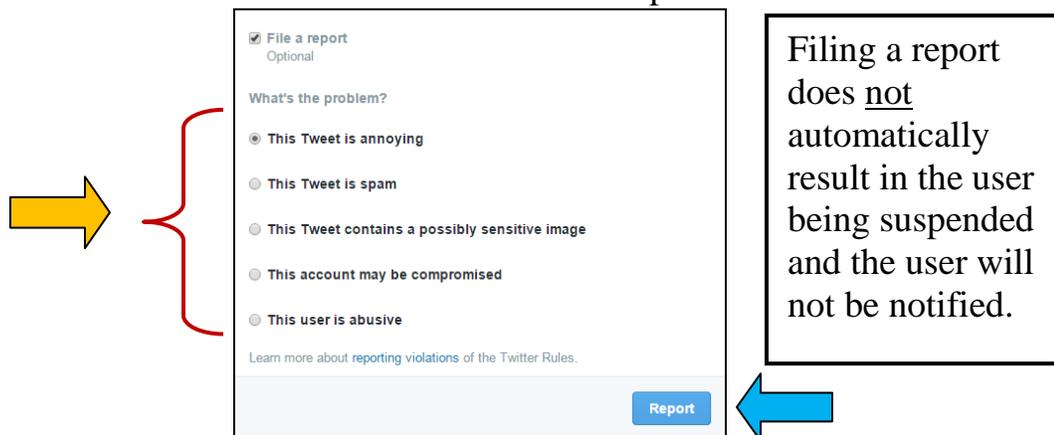


Then you may either to block the account, file a report against the account, or to do both.

If you choose to block an account, simply check the box and click “Block”.



If you choose to file a report, check the box marked “File a report”. You will be asked to select a reason from this list. Then click “Report.”

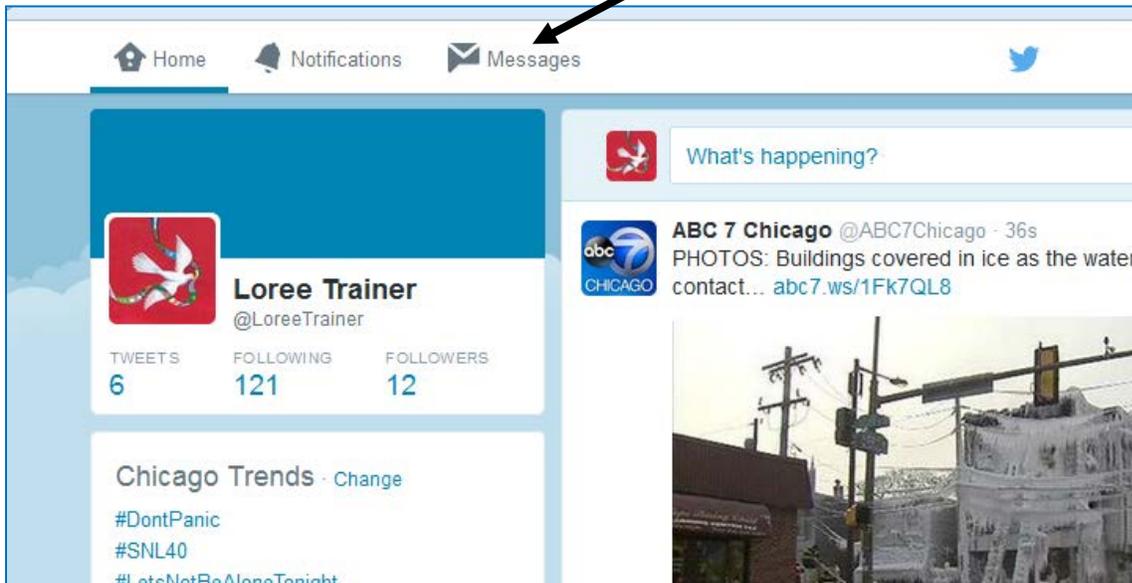


Sending/Receiving Direct Messages

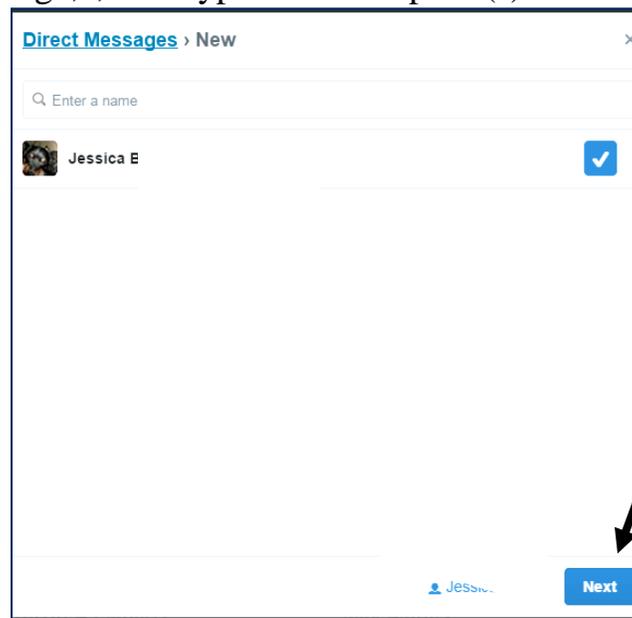
About Direct Messages

Direct messages (DM) are PRIVATE messages sent through Twitter to one or more of your followers. You may only send direct messages to people who are following you, and you can only receive direct messages from people who you follow.

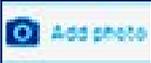
To send a direct message, click on the Messages icon in the ribbon on any Twitter page.

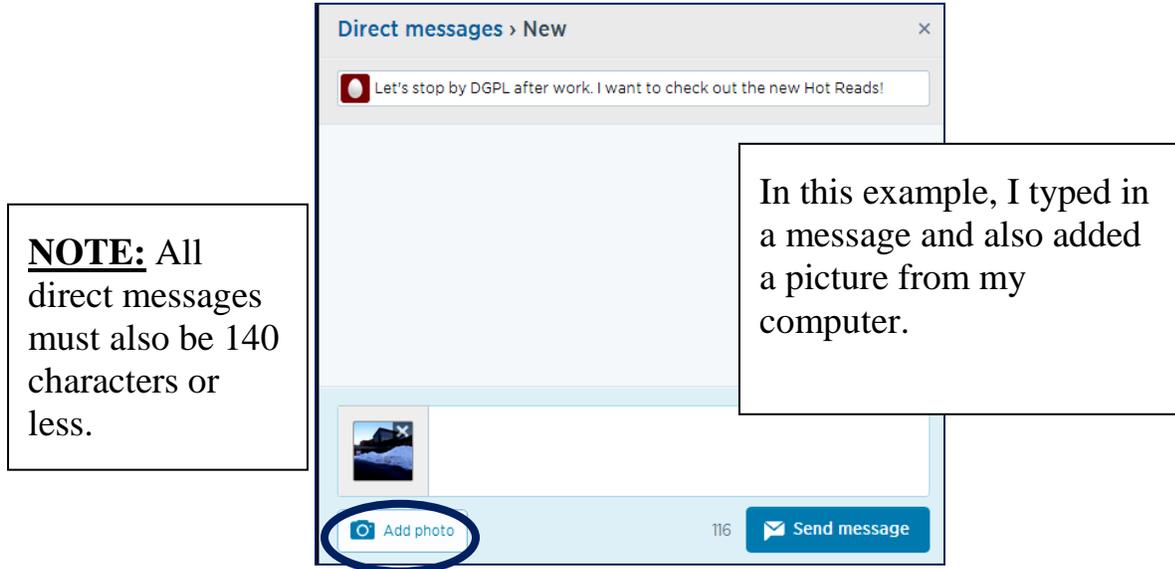


Click on “New Message,” then type in the recipient(s) name and click “Next”.



Twitter will then display the screen where you can type your message in and add a photo if you like.

To add a photo from your computer to your message, click on the  at the bottom of the message box.



When I click “send” the message will be sent only to that user’s inbox, and will NOT appear on my timeline. After clicking “Send message” you will be able to see the message you just sent in the message box.

The person I sent the message to will have a number over the message envelope icon on their page, indicating that they have a message to read.

Important points about Direct Messages:

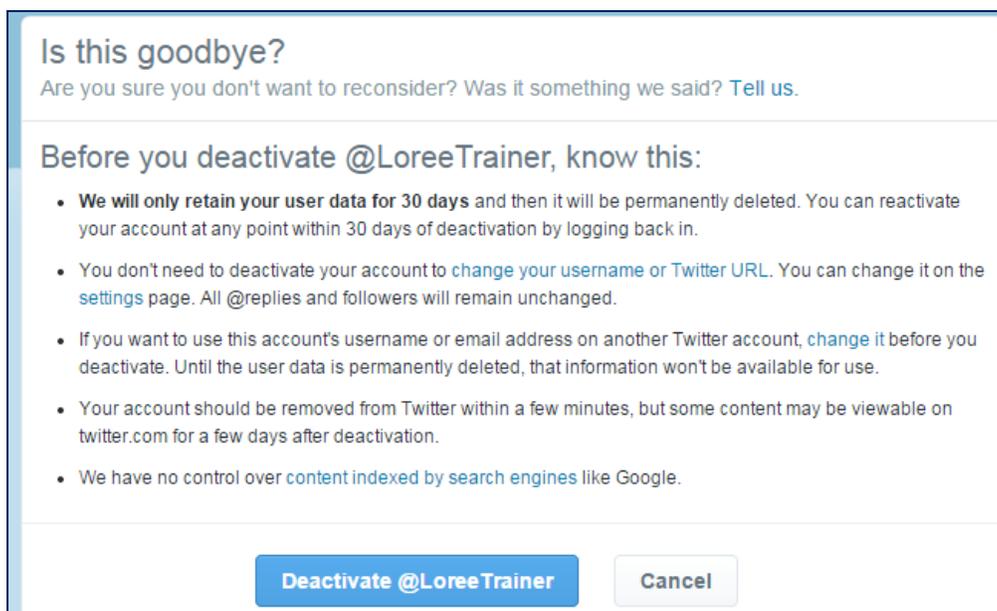
- You can only invite users who follow you to a group message.
- Other users in the conversation can invite their followers (even if they aren’t followed by everyone involved in the group Message).
- Users who have been blocked by anyone participating in the group Message can’t be invited to join.
- You can start and participate in group Messages when using twitter.com, Twitter for iPhone or Twitter for Android apps, and TweetDeck.

Suspending/Deleting My Twitter Account

If you want to deactivate your Twitter account, you **MUST** do it from a computer. Deactivation is not supported on mobile devices.

Twitter's system for deleting accounts allows for some wiggle room, just in case you change your mind. When deactivated, your account is removed from the website but still available on Twitter's database for up to 30 days after you delete it. Before that month is up, your list of followers is untouched. However, your followers will not be able to access your tweets or see your account data unless you reactivate. After the month is up, Twitter permanently scourges your Twitter data from its files.

1. To deactivate your account, you must first sign in to your account.
2. Click on your picture on the Twitter ribbon, then click on Settings, then Account.
3. Click on Deactivate my account at the bottom of the page.



Twitter will then display some information intended to talk you out of deactivation. If you still want to deactivate, click the Deactivate button at the bottom of the box.

Twitter 101 -- continued

Links for Later

Here are some sites you can visit to learn more about Twitter:

The Ten Users you will meet on Twitter:

<http://mashable.com/2009/01/01/twitter-user-types/>

Posting Photos on Twitter:

<http://support.twitter.com/articles/20156423-about-image-uploading-on-twitter#>

Extended Twitter Glossary

<http://support.twitter.com/articles/166337-the-twitter-glossary#>

Twitter Dictionary: A Guide to Understanding Twitter Lingo

http://www.webopedia.com/quick_ref/Twitter_Dictionary_Guide.asp

Twitter Lingo Guide:

<http://mashable.com/2013/07/19/twitter-lingo-guide/>

Twitter Dictionary & Lingo

Blocking: Blocking on Twitter means preventing someone from following you or subscribing to your tweets, or sending you Tweets.

Direct Message or DM:

Direct are private Tweet between two people who follow each other. These cannot be sent to anyone who is not following you and are the only truly private messages between two users on Twitter. To send a direct message, click the "message" menu and then "new message".

Favorite: Favorite is a feature on Twitter that allows you to mark a tweet as a favorite to easily see it later. Click the "Favorite" link (next to a star icon) beneath any tweet to favorite it.

Find People/Who to Follow: "Find people" is a function on Twitter now marked "Who to Follow" that helps users find friends and other people to follow. Click "Who to Follow" at the top of your Twitter home page to start finding people.

Following:

Subscribing to someone's stream of Tweets is called "following". To start following someone, click the Follow button next to their name. Unless they've marked their profile as "private" (you can turn this on in your settings), you will be able to see all Tweets sent by this person in your main news feed as soon as they post something new. In the same way, anyone who follows you can see your Tweets. If you want to see someone else's Tweets in your main home feed, you have to follow them first. You do not have to ask permission to follow someone.

Followers:

People who follow you are your Followers. They show up in the Followers list on your profile page, and they can see your Tweets whenever they log into Twitter.

Handle, Username: A Twitter handle is a username selected by anyone using Twitter and must contain fewer than 15 characters. Each Twitter handle has a unique url, with the handle added after twitter.com. Example:
<http://twitter.com/username>.

Hashtags:

To help people to follow particular subjects, people tweet using a pound symbol, or hashtag (#). Adding this to a word turns it into a link. That link automatically creates a feed of Tweets from anyone using the same hashtag. For example, if you

wanted to spread your Tweet about Pinterest, you could just put “#Pinterest” in your tweet. Someone who uses the Twitter search bar to search for “Pinterest” will then see your message.

Hashtags are used for fun, and are also wildly popular at events to organize conversations between all of the attendees. People will quote speakers and comment on presentations and all of the attendees can watch the feed to see what people are doing and saying.

HT or Hat Tip: You might see the letters "HT" (Hat Tip) when one Twitterer is complimenting another one, or giving them kudos for something they Tweeted.

Lists: Twitter lists are collections of Twitter accounts or usernames which anyone can create. People can follow a Twitter list with one click and see a stream of all the tweets sent by everyone in that list.

Promoted Tweets: Promoted tweets are Twitter messages that companies or businesses have paid for. They have a  icon below them.

Public reply: When someone replies to your Tweet by putting your username at the front of their Tweet, they make that post semi-private. Since it's a reply, the only people who will see it are you and the people who follow both of you. To make it public, some users will add a period before the username, like this:
.@username just shared a slice of pizza with me, but shhh, I'm on a diet!

Reply: If you want to reply to someone who has posted an update on Twitter, either click on the Reply button, or just start your message with @username to direct it to them. Remember, though: this isn't a private conversation! People who follow you and the person you're talking to will see this Tweeted reply.

Retweet: When you repost a message from someone else, you're Retweeting it. Start your Retweets off with “RT” to indicate they are Retweets. If you have changed anything in the message before you Retweet it, start the message with **MT** for "modified" Tweet.

Stream, Timeline, or Feed: The place where your Twitter updates, in the form of Tweets from the people, companies, and organizations you follow, are listed. The more people you follow, the more tweets you'll see in your timeline. The most recent tweets appear at the top.

Top Tweets: Top tweets are the tweets Twitter deems to be most popular at any moment based on a secret algorithm. Twitter describes top tweets as messages "that lots of people are interacting with and sharing via retweets, replies, and more." Top tweets are displayed under the Twitter handle @toptweets.

Trends: The most popularly used hashtags at any moment are considered to be "trending" on Twitter. You can click on any of the hashtagged topics to see more Tweets about that subject.

Unfollow: Users unfollow other users when they no longer wish to see that person's Tweets in their home timeline. You can still view their Tweets whenever you like by visiting their profile, unless their Tweets are protected. To Unfollow someone:

1. Click on "Following" on your Home page;
2. Hover over the blue "Following" button next to the user's name on your list;
3. Wait for the blue button to change to a red "Unfollow" button;
4. Click on the red "Unfollow" button to unfollow the user.

Verified Badge: When you see the  icon next to a celebrity's name in a Twitter listing, it means that the Twitter account actually does belong to that celebrity and is not a copycat.

Guide to **Twitter** Lingo

at (mention)	@	NSFW	not safe for work
hashtag	#	OH	overheard
caret/hat sign	^	PRT	partial retweet
financial hashtag	\$	RLRT	real life retweet
as far as I know	AFAIK	RT	retweet
carbon copy	CC	SMH	shaking my head
correction	CX	TFTF	thanks for the follow
direct message	DM	TIL	today I learned...
Follow Friday	FF	TL;DR	too long; didn't read
hat tip/heard through	HT	TMB	tweet me back
in case you missed it	ICYMI	TQRT	thanks for the retweet
Music Monday	MM	TT	translated tweet
modified tweet	MT	W/	with