



HOW TO USE TWITTER IN 10 EASY STEPS

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Step 1. Create a Twitter account in less than 2 mins

Go to www.twitter.com and click the green '*get started*' button. Set up an account by simply adding your name and email address and by choosing a user name and password type in the encrypted code and hit '*create my account*'. That's it, you're in!

Step 2. Decide what you want to say

Decide what you want to say. In general Twitter messages or 'tweets' answer the question 'what are you doing right now' but you can also post a link to a web site, express an opinion or reaction, pose a question or provide an answer. Twitter messages can only be 140 characters (including spaces) which helps to keep things simple.

Step 3. How to send a tweet

On the home page type your message in the box at the top of the screen (the number of characters you have left out of 140 is displayed at the top right hand corner of the box) and hit the update button. Congratulations you have posted your first tweet. If your tweet is intended for one person in particular type the @ symbol followed by the users screen name.

Step 4. How to find people

Twitter is a two way street. Now you have posted your first update you need to choose people you want to follow. To find people to follow on Twitter you can click on the '*find people*' tab at the top of any Twitter page. It is worth noting that people may be listed under a screen name that does not match their real name.

Twitter gives you 4 ways to find individuals and groups or businesses:

1. On the '*find people*' page type a persons name or user name into the search box to find them.
2. Click on the '*find people on other networks*' tab and search your existing email accounts (Gmail etc)
3. You can invite people via email by clicking on the next tab and entering a list of email addresses
4. You can also click on suggested users for a list of people suggested by Twitter.

Step 5. How to follow people

When you have found someone you are interested in click '*follow*' and you will receive their updates automatically. People will usually, but not always, follow you back when you follow them.

Step 6. Help people find you

To help people find you fill in your account information under settings and add the following:

1. A profile photo
2. Your real name
3. Your location

4. A bio – you have 160 characters so think carefully about what you write

5. A web, or blog address so people can find out more about you

If you want to restrict your Twitter updates to only those you allow to follow you simply check the box marked 'protect my updates'. You will maintain your privacy but you will limit your reach. To get the full Twitter experience leave this unchecked.

Step 7. Stay connected wherever you are

You don't have to be at your computer to receive twitter updates. Download the Twitter app on to your mobile device(s).

Step 8. Customise your profile

By clicking on design tabs you can customise your profile using photos and background designs. You can also change the colours of fonts, background, links and borders. Click on the colour boxes to make the colour wheel appear. Be careful to select colours that show up clearly on screen. Darker colours for fonts work best.

Step 9. What are people saying

You can keep up to date with things that interest you by clicking on '*search*' at the foot of any Twitter page or by going to <http://www.search.twitter.com/> where you can type in a person name or topic. You can also follow what's generating the most buzz on Twitter by browsing through trending topics. You will find this below the search box, along side search results and on the right of any search page.

Step 10. Posting updates

You can post updates from the web from the update box using a computer, a mobile phone via text message, by mobile phone web browser via mtwitter.com which will take you to a special mobile phone version of Twitter on a Blackberry or iPhone using one of many of the free applications available. For Blackberry use TwitterBerry and for the iPhone use Twitterfon. There are lots of different applications designed to make Twitter easy to use some of the best are recommended here www.twitter.com/downloads although more will be recommended on this blog. Remember – send frequent updates, keep them interesting and people will follow you.

Other Twitter resources:

<http://tweetdeck.com/>
twitterfall.com/
<http://www.twitjobsearch.com/>
<http://mashable.com/guidebook/twitter/>
[@bbcollege](#)
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[@DebMillar24](#)

