

A Guide to Twitter (www.twitter.com)

What is Twitter?

Twitter is a way to communicate with people using short messages, using 140 characters or less. The messages can be about anything-questions, links to websites, breaking news stories, comments to people etc.

How to set up a Twitter account

1. Go to www.twitter.com and click the 'sign up now' button on the right hand side.
2. You'll then need to enter your **full name**. This can either be your personal name, or the name of your institution, but it *isn't* your username. Your **full name** is what people will see on your twitter profile page, see here as an example (top right of page): <http://twitter.com/Stanford>
3. Now enter your **username**. This will be what appears when you communicate or tweet on twitter. For example, Phillip Schofield's username is **Schofe**. Choose carefully as although you'll be able to change it, it's best to have one that people will recognise.
4. Now choose a safe password. Try making up a word or using numbers as well to make it secure.
5. Enter your email address so that Twitter can contact you if you forget your password or update you if you gain any new followers.
6. Enter the CAPTCHA words (the blurry words). This is a security feature that stops people setting up fake twitter accounts. Once you've done this, click
7. The next page allows you to import any of your contacts from Gmail, AOL and Yahoo email accounts you may have. This then searches Twitter to see if any are already using Twitter and have accounts. You'll then be able to start following these people. This step is entirely optional however. If you don't have any of the suggested email accounts or wish to skip this step, simply click on the **skip this step** link at the bottom of the page.
8. Twitter may then suggest other Twitter users that you may wish to follow. Click on which ones you wish to follow, or alternatively skip this step using the link at the bottom of the page.
9. Congratulations! You've just set up your Twitter account. Twitter actually tells you what to do next, suggesting you start tweeting and search for followers. Twitter also gives you the option of **turning on your mobile phone**. This allows you to receive text messages when anybody sends you a message or communicates with you on Twitter. I personally don't think it's necessary to do this, but it's your choice.

How to redesign your Twitter profile page

1. Click the **Settings** button on the top of the page.

2. Here, you can change various settings to do with your Twitter profile. To change the small logo that appears next to your profile name, click the **Picture** tab at the top. Click choose file to select an image from your computer, then click save. Your image will have been uploaded.
3. To change the background design to your profile page, click the **Design** tab at the top of the page. You can either choose from one of the premade designs, or upload your own image under the **Change background image** link at the bottom of the page. You can upload your image in the same way as before.
4. To change the colours used, click the **Change design colours** link at the bottom of the page. This gives you full control over the look and design of your profile page. Make sure you click **Save changes** after you make any changes.

How to tweet

1. Make sure you're on either your **Home** page or your **Profile** page, then click in the large box at the top of the screen. Twitter allows you to send tweets that are 140 characters (letters, numbers or spaces) long, so keep your tweets short and to the point.
2. If you want to reply to someone publicly, either click on the small arrow next to their tweet, or type '@' followed by the person's username, eg. *@studentcooking*
3. If you want to reply to someone privately, you can send them a direct message. Make sure you're on the **Home** page, then click **Direct Messages** on the right hand side of the page. Choose a recipient from the drop down box, then tweet them a message.

How to get followers

1. You'll find as you start tweeting, people will start following you.
2. Another way is to start searching and following other people. When you follow other people, they often follow you back.
3. To search for people, click the **Find People** link at the top of the page. This will give you the option to find people on Twitter, on other networks or invite people by sending an email to them.