SETTING UP A TWITTER ACCOUNT

Before you start:

- Decide whose name to use
- Decide whose email address to use
- Note: you can set up a brand new email account for “Your Library” and have “your library name” as your username. Sort this out before starting out with twitter.

To start:

- Go to twitter.com
- Sign in OR sign up (if you don't yet have an account)
  - When signing up, provide:
    - Full name
    - Email address
    - Email password
      - Then fill in a few more details as requested by the screen
      - Click on ‘create my account’ button
- Welcome message with ‘get started in less than 60 seconds’
  - Click on ‘next’
  - Start by following 5 (or bypass by adding your username to the address bar, e.g. https://twitter.com/username here)
  - Next
  - Asks you to follow 5 more if you have chosen 5 twitter accounts to follow
    - Bypass by adding your username to the address bar, e.g. https://twitter.com/username
    - Then press enter
You should now be at your twitter page.

- Click on the plus, then the edit button to add a photo and profile information
  - If intending to add the photo of a staff person or of the library, have this saved and ready to add before creating your twitter account.
  - Or, you can update this section at any time, you don't have to do it straight away. (click on the egg shape next to the twitter name, and the edit page displayed above should reappear)

Once in edit mode, you can update your profile, including adding a profile image.
Also, on the left hand side is a column with a number of settings that can be viewed and modified when selected.
When logging in to use your Twitter account, your screen may look like this.

You will want to:

- View the tweets of the people you are following
- Create a tweet
- View your previous tweets

Viewing the tweets of people you are following:

- There should be a list of the ongoing tweets of these people displayed when you log in
- If you want to look at each of the Twitter accounts you are following, click on the link that says “following” (this link will usually have a number with it, indicating the number of people you are following)
From the list of people you follow on Twitter:

- You can unfollow by clicking over the blue “following” button (to change to red “unfollow”)
- Click on the drop down menu for a list of options in relation to each Twitter account you are following (the head+ shoulders icon with the small arrow head next to it)
  - Including when you want to tweet that particular person/ account.

When you want to compose a new tweet:

- Look for the small blue and white icon in the top right hand side of your screen
- When you place your mouse over this button, the words “compose new tweet” appears
- Click to bring up a small box where you can type in some text.
- Click on the blue tweet button to send your tweet

When you want to view your own tweets:

- Find the link on the screen with the word “tweets” on it. This will usually have a number displayed above it, indicating the number of tweets written by your account.
• When you click on this word, you will be able to see a list of tweets that you have written.
• There are some editing options which appear when you move your mouse cursor over the particular tweet that you are viewing.
  - These include ‘reply’ and ‘delete’

When you are finished using your account:
• It is important to sign out.
• Find the bumpy wheel icon in the top right hand side with the small arrow head next to it.
• When this icon is clicked, a menu of options will appear.
• Choose the “sign out” option.