## **TWITTER – Some Basics**

Twitter, simply put, is a way of messaging out a message of 140 characters or less (called "tweeting") – really quite similar to posting a short message on your Facebook wall.

You can add pictures, web links (link to other web sites or related web URLs like a WHIG article) and "mention" other people or events as well.

Because **Twitter has a 140 character limit** (including spaces and punctuation) many users get very creative with shortening words with letters or symbols – here's an example below:

#### Example 1

A tweet using complete words (84 characters)

I like brown cows because they always look cleaner, and red farm tractors look good too.

#### Example 2

Same tweet with short form words and skipped words (73 characters)

I like brown cows they always look cleaner & red farm tractors look good 2

#### Example 3

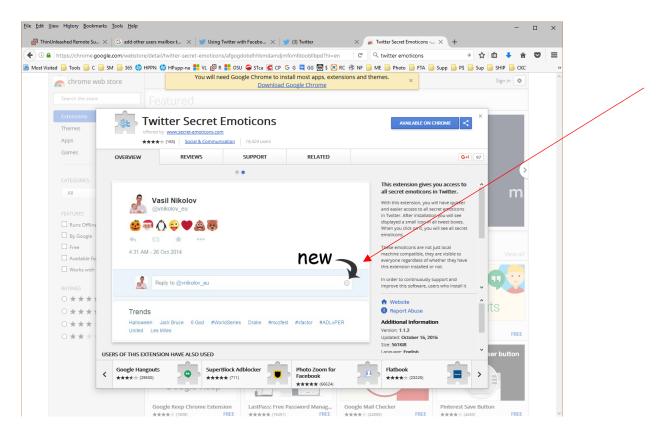
Same tweet using symbols (called EMOTICONS) and short cuts (61 characters)

I 😍 brown 🐻 because they always look cleaner & red 😰 🌾 🚜 look good 2

# **Adding Emoticons**

(Click for pronunciation of <u>emoticon</u>.)

When TWEETING you can add emoticons by clicking the SMILEY face symbol as shown below (follow red arrow) or by watching for the emoticon to POP UP on the word bar as you type and click on it to PICK IT and insert.



# A TWEET Broken Down

I like #cookies same as you @JustinTrudeau

The **#cookies** is a hash tagged word that users can click on to see all tweets with the same word and your tweet can be found in a search of the same The **@justintrudeau** is "mentioning" another twitter user – in this case Justin Trudeau and he would get a notice he was "mentioned" in a tweet

## **Following Users**

You can search for other users to follow like "**Collins Bay Yacht Club**" and find the CYCB twitter account **@CollinsBayYC** and click on FOLLOW to see all tweets from the yacht club.

## **RE-Tweeting & Quote-Tweeting**

When you see tweets from others that you like and want to share them, you can either RE-TWEET it as is or QUOTE-TWEET it to add your own comment and re-tweet them with your comment added.

# **Sign Up Now**

Go and SIGN UP for a twitter account, practice a few tweets and follow those you deem are important to you – happy Tweeting.

# **Connecting Your Twitter Account and Your Facebook Profile**

Save time and energy by connecting Twitter to your Facebook account. By doing so you can simply tweet out a message and this will AUTOMATICALLY create a Facebook posting for you – simple and easy – see below.

- 1. Log in to the Twitter account you want to associate with your Facebook profile.
- 2. Go to your **Settings** menu's **Apps tab**.
- 3. Click Connect to Facebook.
- 4. If you are not already logged in to Facebook, then you will be prompted to enter your Facebook login credentials. Enter your credentials and click **Log in** to sign in to Facebook.
- 5. You will then receive a prompt explaining that Twitter will receive certain information from your Facebook account. In order to continue, you must select "Okay."
- 6. You will then be prompted to **select the privacy settings** for who will see your Tweets and Retweets posted to your Facebook wall. It is set to friends by default.
- 7. Click "Okay" to complete the process.
- 8. Your Tweets and Retweets will now post to your profile Facebook wall and your username will be displayed there as well. @Replies will not be posted.

**Note:** To link your Facebook updates to Twitter, use this application on Facebook: <u>https://www.facebook.com/twitter</u>.

If you have a Facebook **Fan Page**, or are the **Administrator** for one, you can post Tweets and Retweets from your Twitter account to your Facebook Page.

- 1. Follow the steps above to connect to your Facebook profile.
- 2. If you have not already done so, visit your <u>Apps settings</u> and grant Twitter the "manage pages" permission for your Facebook profile.
- 3. In your <u>Apps settings</u>, **Select the page** you'd like to connect to.
- 4. When prompted, click to **allow permission** to post to the selected Facebook page.

## **Privacy Notes:**

To control who sees your Tweets, Retweets and username, go to your Facebook Application settings and click **Edit** for the Twitter app to restrict who can see your Tweets and Retweets on your Facebook wall. Unless you have explicitly chosen to authorize Twitter for Facebook to connect your Twitter account to your Facebook account, we will not cross-post to Facebook on your behalf, or display on Facebook your Twitter username, profile picture, or other profile information.

When you choose to connect your Twitter account to your Facebook account, the Facebook authentication dialog screen specifies the Facebook account information that you authorize sharing with Twitter, including your public profile and birthday. This information allows us to cross-post between Twitter and Facebook and may help us improve your Twitter experience, for

example, with better suggestions and content on Twitter. If you disconnect your Facebook account from Twitter, we will delete the Facebook account information that you previously authorized. Please note that it may take up to a few weeks for this information to be fully removed from our systems.

## **If Your Tweets Do Not Post**

Make sure the box to **Post your Tweets to Facebook** is checked in your Twitter Apps settings. Try disconnecting and reconnecting again.

## **Using Hashtags on Twitter**

A hashtag — written with a # symbol — is used to index keywords or topics on Twitter. This function was created on Twitter, and allows people to easily follow topics they are interested in.

## Using hashtags to Categorize Tweets by Keyword

- People use the hashtag symbol (#) before a relevant keyword or phrase in their Tweet to categorize those Tweets and help them show more easily in Twitter search.
- Clicking or tapping on a hashtagged word in any message shows you other Tweets that include that hashtag.
- Hashtags can be included anywhere in a Tweet.
- Hashtagged words that become very popular are often <u>Trending Topics</u>.

## **Tips for Using Hashtags**

- You cannot add spaces or punctuation in a hashtag, or it will not work properly.
- If you Tweet with a hashtag on a public account, anyone who does a search for that hashtag may find your Tweet.
- We recommend using no more than 2 hashtags per Tweet as best practice, but you may use as many hashtags in a Tweet as you like.
- Type a hashtagged keyword in the search bar to discover content and accounts based on your interests.

# **The Twitter Glossary**

The Twitter glossary includes vocabulary and terminology used to talk about features and aspects of Twitter.

## @

The @ sign is used to call out usernames in Tweets: "Hello @twitter!" People will use your @username to mention you in Tweets, send you a message or link to your profile.

#### @username

A username is how you're identified on Twitter, and is always preceded immediately by the @ symbol. For instance, Katy Perry is @katyperry.

## #

See "<u>hashtag</u>."

## Alerts

Twitter Alerts enable public safety agencies to inform people during emergencies by highlighting critical time-sensitive content with notifications and a unique look.

## Bio

Your bio is a short (up to 160 characters) personal description that appears in your profile that serves to characterize your persona on Twitter.

## Block

If you block a Twitter user, that account will be unable to follow you or add you to their Twitter lists, and you will not receive a notification if they mention you in a Tweet.

## Bug

An internal error in our site code and functionality. We find and fix them all the time (nobody's perfect). If you see one, point it out to <u>@Support</u> by sending us a message.

## Cashtag

A cashtag is a company ticker symbol preceded by the U.S. dollar sign, e.g. \$TWTR. When you click on a cashtag, you'll see other Tweets mentioning that same ticker symbol.

## **Connect tab**

A personalized experience providing a fast and easy way to connect you to accounts you may be interested in, or to reconnect you with old friends on Twitter through your device's address book. See "<u>Connect tab</u>".

## Deactivation

If you deactivate your account, it goes into a queue for permanent deletion from Twitter in 30 days. You may reactivate your account within the 30 day grace period.

## **Direct Messages**

Direct Messages are private messages sent from one Twitter user to other Twitter users. You can use Direct Messages for one-on-one private conversations, or between groups of users.

## Follow

Subscribing to a Twitter account is called "following." To start following, click the Follow button next to the user name or on their profile page to see their Tweets as soon as they post

something new. Anyone on Twitter can follow or unfollow anyone else at any time, with the exception of blocked accounts. See "<u>block</u>."

## Follow(s)

A follow is the result of someone following your Twitter account. You can see how many follows (or followers) you have from your Twitter profile.

#### **Follow Button**

Click the Follow button to follow (or unfollow) anyone on Twitter at any time. When you follow someone, you will see their Tweets in your Home stream.

## **Follow Count**

This count reflects how many people you follow and how many follow you; these numbers are found on your Twitter profile.

## Follower

A follower is another Twitter user who has followed you to receive your Tweets in their Home stream.

## **Geolocation, Geotagging**

Adding a location to your tweet (a geolocation or geotag) tells those who see your Tweet where you were when you posted that Tweet.

## Hacking

Gaining unauthorized access to an account via phishing, password guessing, or session stealing. Usually this is followed by unauthorized posts from the account. Hacked accounts are sometimes referred to as "compromised." Click <u>here</u> if you've been hacked. <u>Read more</u> about how to keep your account safe.

## Hashtag

A hashtag is any word or phrase immediately preceded by the # symbol. When you click on a hashtag, you'll see other Tweets containing the same keyword or topic.

## **Header photo**

Your personal image that you upload, which appears at the top of your profile.

## Home

Your Home timeline displays a stream of Tweets from accounts you have chosen to follow on Twitter.

## Impersonation

Online impersonation (pretending to be someone you're not) that is intended to deceive is prohibited under the <u>Twitter Rules</u>. Parody accounts are allowed. See "<u>parody</u>.

## Like (n.)

Liking a Tweet indicates that you appreciate it. You can find all of your likes by clicking the likes tab on your profile.

## Like (v.)

Tap the heart icon to like a Tweet and the author will see that you appreciate it.

## List

From your own account, you can create a group list of other Twitter users by topic or interest (e.g., a list of friends, coworkers, celebrities, athletes). Twitter lists also contain a timeline of Tweets from the specific users that were added to the list, offering you a way to follow individual accounts as a group on Twitter.

## Mention

Mentioning other users in your Tweet by including the @ sign followed directly by their username is called a "mention." Also refers to Tweets in which your @username was included.

## Mobile web

Twitter's website tailored to fit your mobile device. Visit it at mobile.twitter.com.

## Notifications

The Notifications timeline displays your interactions with other Twitter users, like mentions, favorites, Retweets and who has recently followed you. If you request it, we send notifications to you via SMS or through the Twitter for iPhone or Twitter for Android apps.

## Parody

You can create parody accounts on Twitter to spoof or make fun of something in jest, as well as commentary and fan accounts. These accounts must disclose that they are parody, fan or commentary accounts in order to comply with our strict policy against impersonation. See "<u>impersonation</u>."

## Phishing

Tricking a user to give up their username and password. This can happen by sending the user to fake sign-in page, a page promising to get you more followers, or just simply asking for the username and password via a DM or email.

## **Pinned Tweets**

You can pin a Tweet to the top of your profile page to keep something important to you above the flow of time-ordered Tweets.

## Profile

Your profile displays information you choose to share publicly, as well as all of the Tweets you've posted. Your profile along with your @username identify you on Twitter.

## **Profile Photo**

Your personal image found under the Me icon. It's also the picture that appears next to each of your Tweets.

## **Promoted Accounts**

Promoted Accounts present suggested accounts you might want to follow as promoted by our advertisers. These appear in your Home timeline, and via Who to Follow, search results and elsewhere on the platform.

## **Promoted Moments**

Promoted Moments are Moments that are authored by a brand and featured in the Moments guide. They are clearly marked as "Promoted."

## **Promoted Trends**

Promoted Trends display time-, context-, and event-sensitive trends promoted by our advertisers. These appear at the top of the Trending Topics list on Twitter and elsewhere on the platform, and are clearly marked as "Promoted."

## **Promoted Tweets**

Promoted Tweets are Tweets that are paid for by our advertisers. These appear in your Home timeline, at the top of search results on Twitter and elsewhere on the platform, and are clearly marked as "Promoted."

## **Promoted Videos**

Promoted Videos are videos within Promoted Tweets that are paid for by our advertisers. These appear in your Home timeline, at the top of search results on Twitter, and elsewhere on the platform, and are clearly marked as "Promoted."

## **Protected Tweets**

Tweets are public by default. Choosing to protect your Tweets means that your Tweets will only be seen by your followers.

## Reply

A response to another user's Tweet that begins with the @username of the person you're replying to is known as a reply. Reply by clicking the "reply" button next to the Tweet you'd like to respond to.

## Reactivation

You may reactivate a deactivated account within 30 days of the deactivation date. After 30 days, deactivated accounts are permanently deleted.

## Retweet (n.), RT

A Tweet that you forward to your followers is known as a Retweet. Often used to pass along news or other valuable discoveries on Twitter, Retweets always retain original attribution.

## Retweet (v.)

The act of sharing another user's Tweet to all of your followers by clicking on the Retweet button.

## SMS

Short Message Service (SMS) is most commonly known as text messaging. Learn how to send a <u>Tweet via SMS</u>.

## **Short Code**

A five-digit phone number used to send and receive Tweets via text message. Find your <u>short</u> <u>code</u>.

## Spam

Refers to a variety of prohibited behaviors that violate the <u>Twitter Rules</u>. Spam can be generally described as unsolicited, repeated actions that negatively impact other users.

## Suspended

Suspended accounts have been prohibited from using Twitter, generally for breaking Twitter Terms of Service.

## **Text Commands**

When using Twitter via SMS, these commands allow you to access most Twitter features with simple text keywords. Learn the Twitter <u>text commands</u>.

## Timeline

A timeline is a real-time stream of Tweets. Your Home stream, for instance, is where you see all the Tweets shared by your friends and other people you follow.

## Timestamp

The date and time a Tweet was posted to Twitter. A Tweet's timestamp can be found in grey text in the detail view of any Tweet.

## **Top Tweets**

Tweets determined by a Twitter algorithm to be the most popular or resonant on Twitter at any given time. Read more about <u>Top Tweets</u>.

## Trends

A Trend is a topic or hashtag determined algorithmically to be one of the most popular on Twitter at that moment. You can choose to tailor Trends based on your location and who you follow.

## Tweet (n.)

A Tweet may contain photos, videos, links and up to 140 characters of text.

## Tweet (v.)

The act of sending a Tweet. Tweets get shown in Twitter timelines or are embedded in websites and blogs.

#### **Tweet button**

Anyone can add a Tweet button to their website. Clicking this button lets Twitter users post a Tweet with a link to that site. Learn how to add the Tweet button to your website <u>here</u>.

#### Twitter

An information network made up of 140-character messages (including photos, videos and links) from all over the world. <u>Sign up</u>!

#### **Twitter Emoji**

A Twitter emoji is a specific series of letters immediately preceded by the # sign which generates an icon on Twitter such as a national flag or another small image.

#### **Twitter Polls**

Twitter Polls allow you to weigh in on questions posed by other people on Twitter. You can also easily create your own poll and see the results instantly.

## Unfollow

See "<u>follow</u>."

## **URL**, **URL**s

A URL (Uniform Resource Locator) is a web address that points to a unique page on the internet.

## Verification

A process whereby a Twitter account receives a blue check icon to indicate that the creator of these Tweets is a legitimate source. Verified users include public figures and those who may have experienced identity confusion on Twitter.

#### Who to follow

Who to follow is an automated list of recommended accounts we think you might find interesting, based on the types of accounts you already follow and who those people follow.