

## Twitter Etiquette & Tips

- If you see something you like, “retweet” it. This is like giving the “thumbs up” to something that you like. Because the timeline is always moving, odds are people aren’t catching everything on their timelines.
- To “retweet,” use: **RT @[person’s name you are retweeting] + the original comment.**
- A personal comment may be placed before a RT or after it by using // after the original comment.
- Sometimes you may need to shorten a RT. Just make sure that the shortened tweet retains the tone of the original sender.
- If your conversation with someone exceeds 2-4 tweets, take it offline into “direct messages”
- If you want your message to be private, ensure it’s a direct message. You do a direct message by using **D [username] + your message**
- To shorten a link, you can use the following websites:

**Bit.ly**  
**Tiny.url**  
**Tr.im**  
**Is.gd**



## More Twitter Etiquette & Tips

- On Fridays, there is a phenomenon called “Follow Friday” which uses the hashtag #FF. On Fridays, people share their 3-5 favorite people to follow on Twitter. Many folks also put their reason for why they follow that group. Here is a sample tweet:

**Favorite #PDX Foodcarts: @whiffies,  
@brunchbox, @wickedwaffles,  
@gardenstatechef #FF**

- If someone mentions you or retweets your messages, it is considered polite to thank them for the RT or mention. You can thank more than one person for a RT in the same tweet. Here is a sample tweet:

**Thanks for the RT @redcrosspdx**

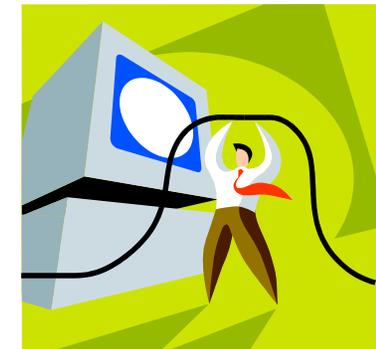
**@cresa @cherylble**

- To easily embed pictures, you can use a Twitter picture application like [www.twitpic.com](http://www.twitpic.com) or [www.tweetphoto.com](http://www.tweetphoto.com). There are a number of photo-based sharing applications for Twitter.
- Most importantly....

# HAVE FUN!!!!



# Twitter Basics



Effective Twitter Communications  
for New Users





Think back to the first school party or large social situation you ever attended...remember feeling awkward, not sure who you should talk to or how you should behave?

## Welcome to Twitter.

This brochure is intended to provide the social etiquette and helpful hints to navigating this new form of communication.

### Key Terms:

**Timeline:** Tweets occur in reverse chronological order and continuously update. The timeline is what you are tweeting into on the main page.

**Mentions:** Using @[name] is targeting a message to someone else. IT IS NOT PRIVATE as it will show up in your timeline to everyone who follows you.

**Hashtag:** Using # next to a word without a space is a hashtag.

These can be used two ways:

- 1 = Making a word a searchable term
- 2 = Using it to illustrate a thought bubble.

For example, if **#CRESA** is hashtagged, you can click on the word and find all uses of CRESA on Twitter. Alternatively, **#couldnotcareless** illustrates a "thought bubble use."

## On the Top of the Page

**Search Bar:** Search Twitter by keyword

**Home:** This button brings you back to your main account timeline which shows the tweets of folks you are following.

**Profile:** This shows your account basics which include your name, location, website, bio, who you are following (following), who is following you (followers), lists and number of tweets.

**Messages:** These are private messages from individual people that only you and your sender can see.

## Under "What's Happening"

**Timeline:** A second button exists to return you to your main timeline.

**@Mentions:** This compiles all of the tweets that have your name in them. If people you do not follow mention you, they will appear here, but not in your main timeline. You will want to check this.

**Retweets:** Shows what tweets you have retweeted and what tweets of yours that others have shared.

**Searches:** Where you find searches you have saved

**Lists:** You can create your own lists of people by category or you can follow other people's lists. Lists you follow are shown here. Clicking on these list titles will show you the separate timeline of each list. (Note: if the owner of a list chooses to delete a list you are following, you will be out of luck.)

## Upper Right Hand Corner

**Little Box:** Second place to make a new tweet

**Under Your Twitter Name, you'll find the following possible actions in a drop-down menu.**

**Settings:** This gives you options to specify your account settings which include:

- Adding your location to tweets (sends a map location link along with your tweet)
- Protecting your tweets (makes them viewable by those you give permission to follow you)
- Connecting your mobile phone (certain tweets can be sent as text messages to your phone. You can specify direct messages or certain people individually on this.)
- Adding a picture
- Changing the design
- Connecting to other 3rd party applications (like Tumblr, TwitLonger, TweetDeck, TwitPic, etc)

**Help:** Link to Twitter Basics if you are trying to figure out what to do.

**Who to Follow:** Twitter makes some recommendations for you based on who you follow.

**Sign-Out:** Way to log out of your account.