#  twitter for beginners

## Logins for PLG twitter ACcount

Name: Programming VPL Login: plgvpl@yahoo.ca / tpi4plgT

Please let patrons know that they are seeing *training accounts* and that VPL’s public account can be found here https://twitter.com/vpl

## write out course objectives

Try to adjust your objectives to suit the majority of learner.

In this class we will:

1. Set up a Twitter account
2. Navigation bar
3. Tweet, re-tweet, & reply
4. Find & Follow other users
5. Customize your account

## Introduction

You do not need to go through all of the information in this script. Some of the info is background/FYI only in case of questions during the session. Use your judgment on the time you will need to cover the main objectives. We will NOT cover all of the available features of Twitter.

* Welcome the learners
* write your name on the whiteboard
* contact information optional
* Introduce yourself
* Washrooms location

***Optional Activity***:

Have participants introduce themselves and ask them to tell the group what they hope to learn (write their expectations on the whiteboard to address later).

**Twitter FAQs:**

* Twitter was created as a mobile service which is why it limits messages to 140 characters.
* Twitter lets users quickly message each other “in the moment” while events are unfolding
* That brevity along with a simple interface is what make it different from Facebook.
* Twitter can allow you to follow instead of posting (tweeting) your own info is also what makes it unique.

Even if you think you don’t have a lot to say or contribute, it can be an interesting and useful way to connect with the people, organizations and news that interests you! Here are some of the ways to use Twitter:

* Stay-up-to date with friends & family members from far and wide;
* Follow your favourite celebrity, athlete or politician;
* Get updates from organizations and companies that interest you;
* Follow news media for events and insider details as they happen;
* Post (or view) pictures, videos and links to websites;
* Use the search features to find out what people are posting on specific topics
* Publicize yourself and/or your business

Twitter fact sheet: <https://about.twitter.com/company> (+ click on ‘Milestones’ for more)

Discover Twitter- Learn the Basics: <https://discover.twitter.com/learn-more>

## Objective #1: set up a twitter account

Start by opening the Twitter website: <http://www.twitter.com> or sign in if you have an account

**NEW USERS:**

Fill out the required fields & follow the prompts: you can change your information later (email, name, username, password). You will be shown a few suggestions of people to FOLLOW: this can be undone later.

**If you are asked to sign in with your Gmail, Yahoo, Hotmail account: DON’T!!!** : It will access your email contact list & send spam from Twitter to your friends, family, or business contacts associated with your email account. SKIP this step!

Optional: If you log in by accident, this can be undone: go to #DISCOVER > FIND FRIENDS > At the bottom under the email accounts there is an option to REMOVE contact info > Confirm.

To get access to your full account, open another window and go to your email. There will be a confirmation email from Twitter: click the confirmation button to activate your account.

It should bump you back to Twitter to your logged in Twitter account!

## Objective #2: navigation bar

 The main feed of tweets from all the people you follow. On the left hand side is information about your account. It shows who you’re following & your followers. When you look at a tweet you will see a picture, username and full name of the other user.

 Shows which of your Tweets have been Favorited, plus the latest Retweets (of your Tweets), Tweets directed to you (@replies and mentions), and your new followers. Mentions are people who have included your username in their tweets, or have replied to or retweeted your tweets

 Direct message your followers – these are private (like email) & not shown to others

 Suggests people to connect with based on who you already follow or by interests

**Profile Thumbnail**: Dropdown menu links to Account Profile, Help, Settings and Sign Out.

 **Tweet**: Click here to compose a Tweet.


## Objective #3: tweet, retweet and reply

**You can post any sort of message, but it must be a maximum of 140 characters.**

* To tweet, click on the & type your message in the box that pops up. You can put anything here, including tex, photos, or links to other web pages.

* Your message can only be 140 characters. Watch the number count down as you type.
* When done press “Tweet.”
* Your tweets will show up in both your account and the accounts of all of your followers. Unless you’ve “protected” your tweets anyone on Twitter can see it.
* **Post a tweet now**: keep it simple and try one that is text only.
* Trainers: make a post to demonstrate. (ie “Teaching a class in Twitter!”)
* @ function: You can communicate directly with someone by putting the @username in your tweet. For example, if you want to send a tweet to the library, you would type @vpl. This Tweet goes out on your Twitter feed as well as to the user you mention-it is not a private message. **If you have setup your account type @vpl in a tweet**.

**Replying:** You can reply to tweets by using the “Reply” link at the bottom of each tweet. A reply tweet will look like a regular @ tweet, but it is now linked to the tweet you are responding to.

More about @replies and Mentions: [https://support.twitter.com/articles/14023#](https://support.twitter.com/articles/14023)

**ReTweeting:** If you want to share someone else’s Tweet with all of your followers, use the “Retweet” link, which is at the bottom of the tweet, beside the “Reply” link. You can have a look at either of these functions when we have the next practice time or on your own later.

 **Direct Messages**

You can send other users private messages by using Direct Message. **Please note**: you cannot send a direct message to a user who is not following you.

Click on the icon: you will see the names of users you have sent messaged & when. You’ll also see a few lines of the last message. Click on one of the names and start writing a message to that account.

***Give learners 10 minutes to post tweets, search Twitter, etc. Rove and assist where needed.***

## Objective #4: find & follow

 **Follow**

To follow someone on Twitter means to subscribe to their Tweets or updates by clicking the FOLLOW button. They will be notified when you start following them. If you change your mind, click on FOLLOWING & it will remove that user from your following feed.

Each time someone you follow “tweets”, you will see these posts your HOME page.

There are several ways to find accounts to follow on Twitter:

1. **Discover > Popular Accounts**: Look for Friends or browse through subjects
2. **Search Box**: at the top navigation bar in your account. Search by name, username, or email address. Click on their profile picture to be taken to their home profile page
3. **Who to Follow**: On the left hand side of **#Discover** screen. Twitter will suggest people they think you might like to follow based on who you are already following
4. Find more accounts to follow by looking at Following lists of those account which in interest you (e.g. who does @VPL follow?)

**Who’s on Twitter?**

This has become a very popular social media for actors, musicians, athletes, politicians and other celebrities: everyone from Oprah to George Stroumboulopoulos to Margaret Atwood to Barack Obama!

Many groups and organizations are also using Twitter. You can use Twitter to follow sports teams, news outlets, businesses and other organizations. For example: the Vancouver Canucks, CBC, Vancouver Sun, the political parties you support and retail stores you shop at. By following their feeds, you will read about news, insider information, special deals and more.

Many people use Twitter to find information on breaking news events, transit alerts, and other current happenings.

People have used Twitter to organize flashmobs or protests (e.g.Egyptian Revolution 2011)

<http://en.wikipedia.org/wiki/Twitter_Revolution>

**Searching:** To see what topics are being discussed on Twitter, use the search box.

Notice that both HOME and Profile pages show TRENDING topics: these are the current most popular topics on Twitter. Click on any of these to read what people have posted on that topic. Select a specific location or city to narrow your topics. For example, find out what people are saying about a current election or a natural disaster by typing in that city or country.

* Type Vancouver Public into the search box
* Click on the name of the account (“Vancouver Public Lib”) to see our twitter feed.
* Click on the “Follow” button to add the library to your feeds.

**# HashTags:** Twitter users have developed a method of sorting and searching for tweets on the same topic. HashTags begin with #, followed by a one word topic/name. Multiple words will be combined or sometimes have an underscore. Don’t use punctuation. Let’s try a search with #vpl and have a look at the results.

How to find hashtags? What is the ‘right’ one? Trial and error or use the hashtag that is the most popular. Add hashtags to your tweets to increase your audience; engage in larger discussions.

*Try some of these*:

#vancouver

#bcpoli

#tbt (Throwback Thursday)

#nofilter

#shoutout

#energy

[Try to bring a couple timely hashtags (e.g. news items) to class]

***Give learners 10 minutes to browse and search for people they want to follow. Rove and assist where needed.***

## Objective #5: customize your account

Click on **Profile Thumbnail** at the top right. Click on **Settings** – account, privacy & more – tailor it to your class, but don’t try to cover everything. May want to show **Account – Deactivate my Account** (at bottom of Account options), and **Privacy – Tweet Privacy** and **Discoverability** options.

Learners can take time on their own to become familiar with all of Twitter’s setting options.

To add/edit **Profile** info or photos, select “Edit Profile” on your **Profile** page. Demonstrate changing profile or header photo.

Show **About** and **Help** links from the bottom right of Home page.

## Review objectives

***Ask if there are any final questions. Review any parts of Twitter that patrons are having difficulty with, would like to review or try. If there is time, allow for more practice time. Rove and assist as needed.***

## getting help

  **Vancouver Public Library**

* Tech Cafés: drop in/no registration: See our Event Calendar
* Contact us during library hours at 604-331-3603, by email at info@vpl.ca or visit a branch in person
* Books about Twitter on Level 4 or visit **Books 24x7**: <https://www.vpl.ca/electronic_databases/alpha/b>
* Check out our subject guide on Digital Awareness: <http://guides.vpl.ca/digital_awareness>

## Closure & Evaluation

Thank you for attending! Please remember to fill out your evaluation form – it is very helpful for our Programming & Learning team to determine the types of course you would find most useful!