Twitter Crib Sheet

1. Setting up your Twitter Account

Go to http://www.twitter.com and enter your name, email and set up a password.

Sign up for Twitter

2. Twitter by numbers! What it all means....

1. **Your full name:** Remember to upload a good quality photograph or abstract image as well.

2. **Your username:** pick something that people will recognise e.g. @HSMC_Library. You will also need to put in a 1 line biography of up to 160 characters. This is really important, so think about what you write and use descriptive keywords if possible.

3. **Your location. E.g. where you are based.**

4. **Your URL:** this will point your followers in the right direction to get more information about you/your organisation. E.g. our links to our library URL.

5. **Following:** click here to see the people who you are following

6. **Followers:** click here to see who is following you.

7. **Tweets:** these are the messages (known as "tweets") that you are sending out to your followers.

3. **How to "follow" people:**

   Once you've set up your account you need to make yourself known by firstly starting to "follow" other people.

   To do this, look at the left hand column you will have the option to "find friends"

From here you can search your email address books for specific people, invite friends via email or search Twitter for people, as below.

Find friends

Search your address book for friends

Gmail		Search contacts
Yahoo		Search contacts
Hotmail		Search contacts
AOL		Search contacts

Choosing a service will open a window for you to log in securely and import your contacts to Twitter. You'll only find users who have allowed their accounts to be found by email address. We won't email anyone without your consent, but we may use contact information to make Who To Follow suggestions. You can remove your contacts from Twitter at any time.

Search Twitter for people

chris ham	Search Twitter

Invite friends via email

Invite friends to Twitter via email	Invite friends

Separate multiple email addresses with commas. See what you'll send them.

- You might find it useful to follow some *established* Twitter celebrities if you wish in your field. E.g. HSMC Library, Chris Ham, Judith Smith, Kieran Walshe, Department of Health, Jeremy Hunt. BBC news, NAPC, Community Care, JISC etc, etc.

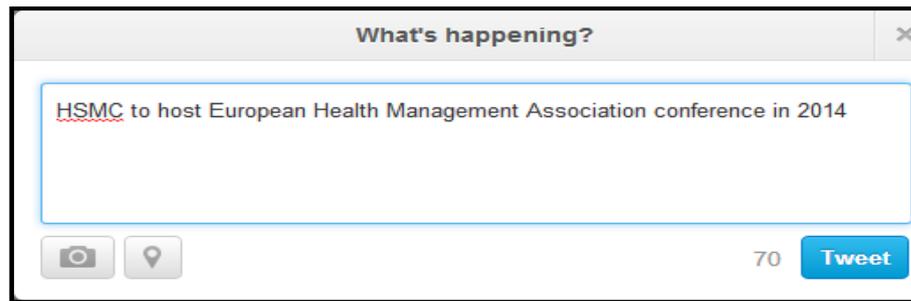- Once you have found the person you want to follow simply click on the "Follow" button.
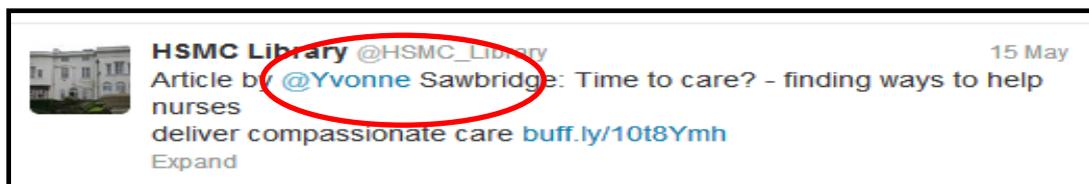
Follow

4. Tweeting:

- Now that you've set yourself up and found some followers, it's time to get tweeting!

- To do this, simply click on the "compose new Tweet" icon, which can be found at the top of the page, say what you want in up to **140** characters and click on **"Tweet".** For example:

- To address a tweet and/or to identify a specific person use their Twitter username e.g. **@HSMC_Library**. (as below)

- "**Re-tweet"** a message to your followers, by simply clicking on the "re-tweet" button as below.
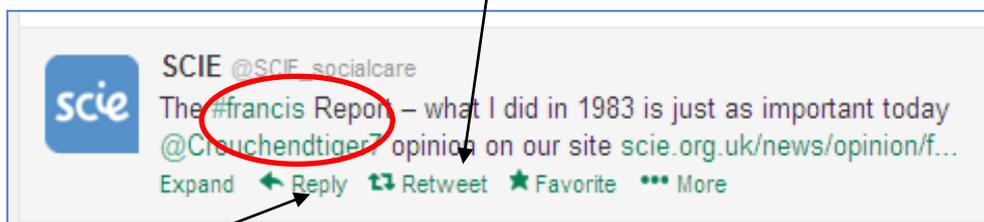
- Reply to someone else's tweet, by clicking on the **"Reply"** button.

- Make your words searchable by putting a **hashtag #** immediately in front of the word e.g. **#FrancisReport** (as above).

Other Twitter functions:

- Send a private tweet (**DM or direct message**) to someone by using their username (lower case, no @)
- Upload audios to Twitter using Audioboo: http://audioboo.fm/
- Use Twitter as a news search engine by:
  - ❖ Using **"double quotes"** for phrase searching e.g. "Francis Inquiry"
  - ❖ Using the **– (minus) symbol** as the **NOT** word e.g. –USA
  - ❖ Using the word **NEAR** for location searching e.g. hospitalnear:Solihull within:5ml