

Facebook

What is Facebook?

Facebook is a **social networking website** that makes it easy for you to **connect and share** with your family and friends online. Originally designed for college students, Facebook was created in 2004 by Mark Zuckerberg while he was enrolled at Harvard University. By 2006, **anyone** over the age of 13 with a valid email address could join Facebook. Today, Facebook is the world's largest social network, with **more than 1 billion users** worldwide.

Why use Facebook?

Have you ever wondered why people like using Facebook? After all, there are already lots of other ways to communicate online, such as email, instant messaging, and so on. What makes Facebook unique is the ability to **connect and share** with the people you care about at the same time.

For many, having a Facebook account is now an expected part of being online, much like having your own email address. And since Facebook is so popular, other websites have worked to **integrate Facebook**. This means you can use a single Facebook account to sign in to different services across the Web.

Creating a Facebook account

Before you can use Facebook, you must **create an account**. Creating a Facebook account is free. All you need to get started is an **email address** and a few minutes of your time.

To create a Facebook account:

1. Navigate to www.facebook.com in your web browser.
2. Under the words **Sign Up**, enter your personal information and desired **password**, then click **Sign Up**.

Sign Up

It's free and always will be.

Barry Hubbard

barry.t.hubbard@gmail.com

barry.t.hubbard@gmail.com

••••••••

Birthday

Jan 15 1949 Why do I need to provide my birthday?

Female Male

By clicking Sign Up, you agree to our Terms and that you have read our Data Use Policy, including our Cookie Use.

Sign Up

- Now, you'll have the chance to find your first Facebook **friends**. To find friends using your email contacts, enter your email address and click **Find Friends**. This will give Facebook permission to access your email contacts list, so you may be required to sign in to your email account. You can also click **Skip this step** to add friends later.

Step 1 Find your friends | **Step 2** Fill Out Info | **Step 3** Choose Interests | **Step 4** Add Profile Pic

Are your friends already on Facebook?

Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook. See how it works.

 Gmail

Your Email

Find Friends

 Outlook.com (Hotmail) Find Friends

 Yahoo! Find Friends

 Other Email Service Find Friends

[Skip this step](#)

 Facebook stores your contact list for you so that we can help you reach more people and connect friends. [Learn more.](#)

- If you entered your email address, Facebook will suggest friends for you based on your email contacts. Click **Add Friend** for anyone you want to add as a friend, then click **Save & Continue**.

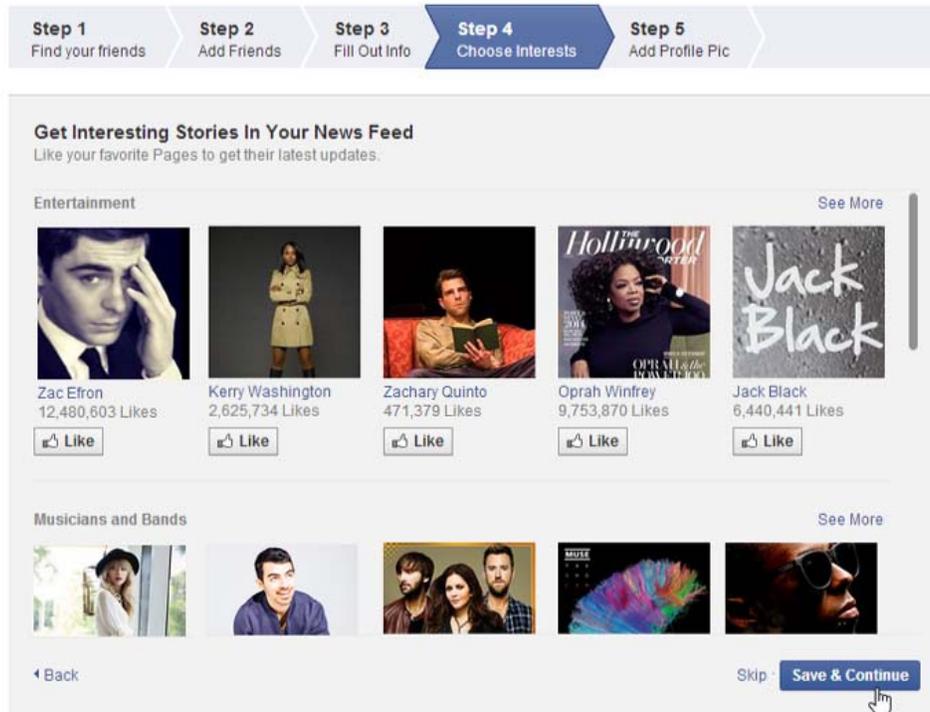
The screenshot shows a progress bar at the top with five steps: Step 1 (Find your friends), Step 2 (Add Friends), Step 3 (Fill Out Info), Step 4 (Choose Interests), and Step 5 (Add Profile Pic). Step 2 is currently active. Below the progress bar, the heading 'Add Friends' is followed by the instruction 'Select your friends from the list below.' There are two friend suggestions, each with a profile picture and a name: 'Kymia Sands is someone you may know.' and 'Kiva Alston is someone you may know.'. Each suggestion has an 'Add Friend' button to its right. At the bottom left is a 'Back' button, and at the bottom right is a 'Skip' button and a 'Save & Continue' button. A mouse cursor is pointing at the 'Save & Continue' button.

5. If you want, you can now add information about your **high school, college, location, and employer**. Click **Save & Continue** when finished. Click **Skip** if you want to add this information later.

The screenshot shows a progress bar at the top with five steps: Step 1 (Find your friends), Step 2 (Add Friends), Step 3 (Fill Out Info), Step 4 (Choose Interests), and Step 5 (Add Profile Pic). Step 3 is currently active. Below the progress bar, the heading 'Fill out your profile info' is followed by the instruction 'This information will help you find your friends on Facebook.' There are five input fields, each with a globe icon to its right: 'High School' (with placeholder 'High School Name'), 'Hometown' (with placeholder 'Kinston, North Carolina' and a close button), 'Current City' (with placeholder 'Current City'), 'College/University' (with placeholder 'College or University Name'), and 'Employer' (with placeholder 'Company Name'). At the bottom left is a 'Back' button, and at the bottom right is a 'Skip' button and a 'Save & Continue' button. A mouse cursor is pointing at the 'Save & Continue' button.

 Your schools and employer are currently public to help you connect with classmates and coworkers. You can manage the privacy of your schools and employers by editing your About section.

6. If you entered education and employment information, Facebook will suggest more friends. Click **Add Friend** for anyone you want to add as a friend, then click **Save & Continue**.
7. If desired, you can now choose to **like** some of the most popular Facebook pages. Anything you like will automatically appear in your News Feed and on your Timeline. Click **Save & Continue** when finished. Click **Skip** if you prefer not to follow anything at this time.



8. If desired, you can now add a profile picture. Click **Upload a Photo** to select a file from your computer, or **Take a Photo** to take a new photo with your webcam. Click **Skip** if you're not ready to add a profile photo.

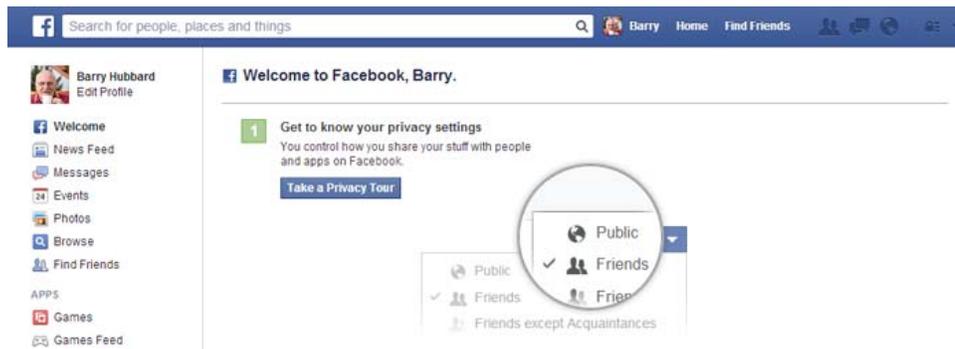


 Profile pictures and cover photos are public. You can control the audience for other photos you upload to Facebook.

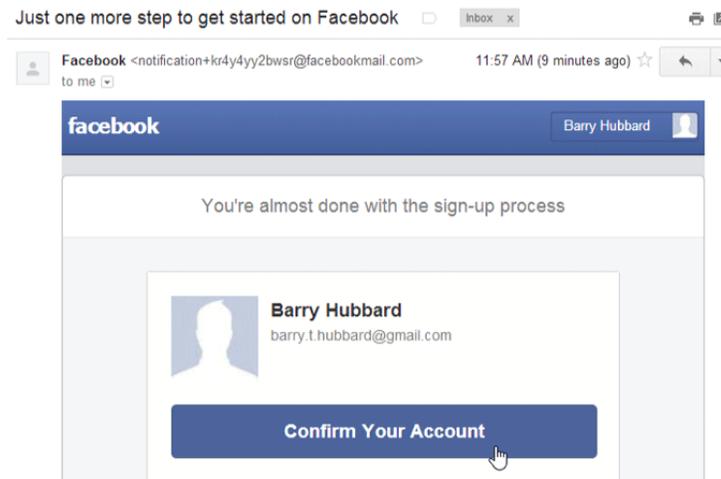
10. Once you're satisfied with your profile picture, click **Save & Continue**.



11. The **Welcome to Facebook** page will appear.



Before you can access all of Facebook's features, you'll need to **confirm your email address**. To do this, sign in to your email account, open the **confirmation message** from Facebook, and click **Confirm Your Account**.



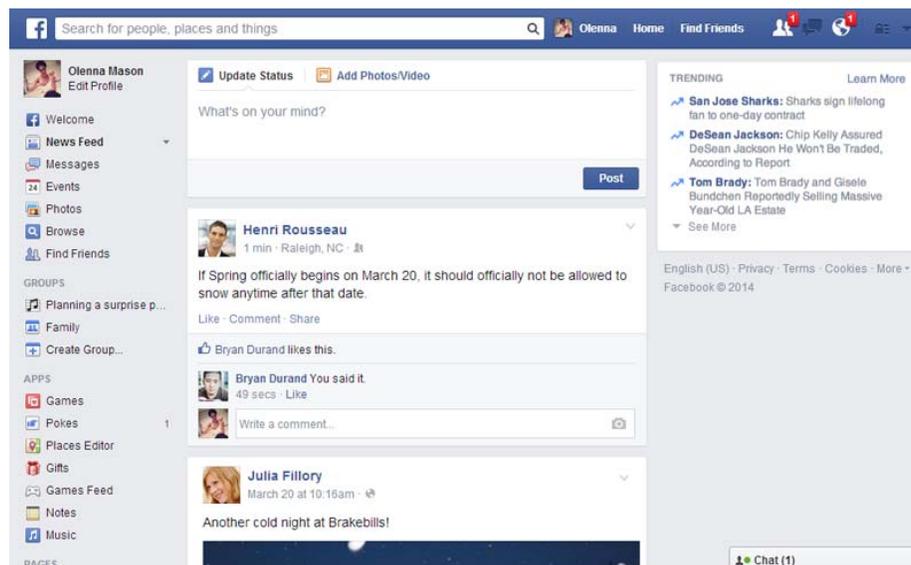
Exploring Facebook

Once you create your account, you'll want to spend a little time becoming familiar with the different parts of Facebook, including the **Home page** and the **Timeline**.

The Home page

The **Home page** appears whenever you sign in to Facebook. The Home page displays your **News Feed**, which shows the things your friends have shared on Facebook. The Home page also allows you to navigate to other parts of Facebook, such as your Timeline.

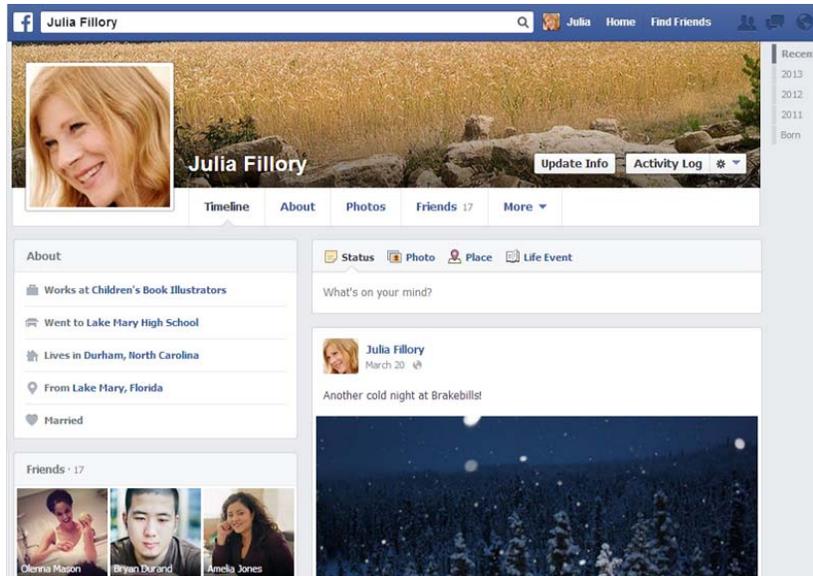
Click the buttons in the interactive below to become more familiar with the Home page.



The Timeline

The **Timeline** (also called your **profile page**) is where you'll share information about yourself. Whenever you **post an update**, it appears right on your Timeline. Your **friends** can also share posts on your Timeline.

Click the buttons in the interactive below to become more familiar with your Timeline.



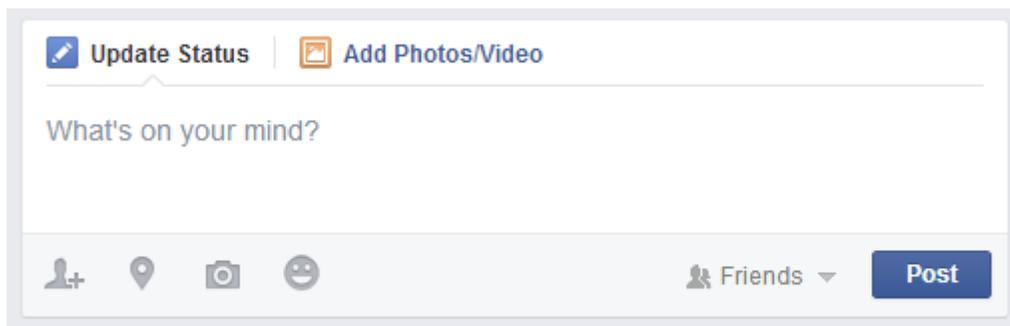
Sharing on Facebook

Facebook is all about sharing with your friends. You can share lots of things, such as **status updates**, **photos**, **links**, and even your **location**. You can also share something directly with your friends by **posting on their Timelines**.

Sharing with the Publisher

You'll use the **Publisher** to share things with your friends. You can access the Publisher in two places:

- On your **Timeline**
- At the top of the **News Feed** on your **Home Page**



To post a status update:

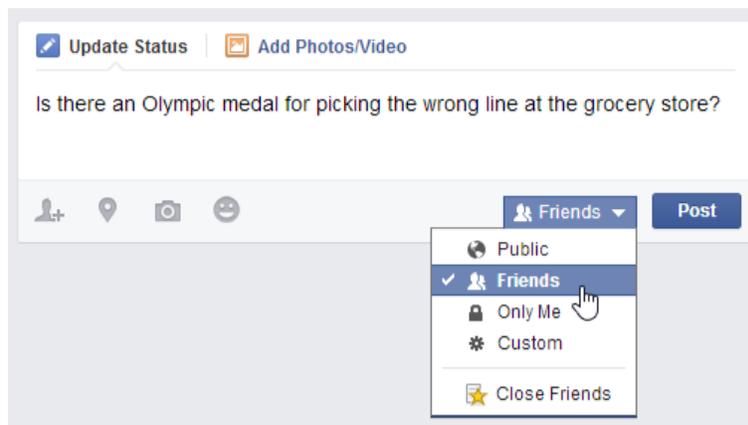
One of the most common things people share on Facebook are **status updates**—short, text-based posts your friends can read and comment on. When

you post a status update, it will appear on your Timeline, as well as your friends' News Feeds.

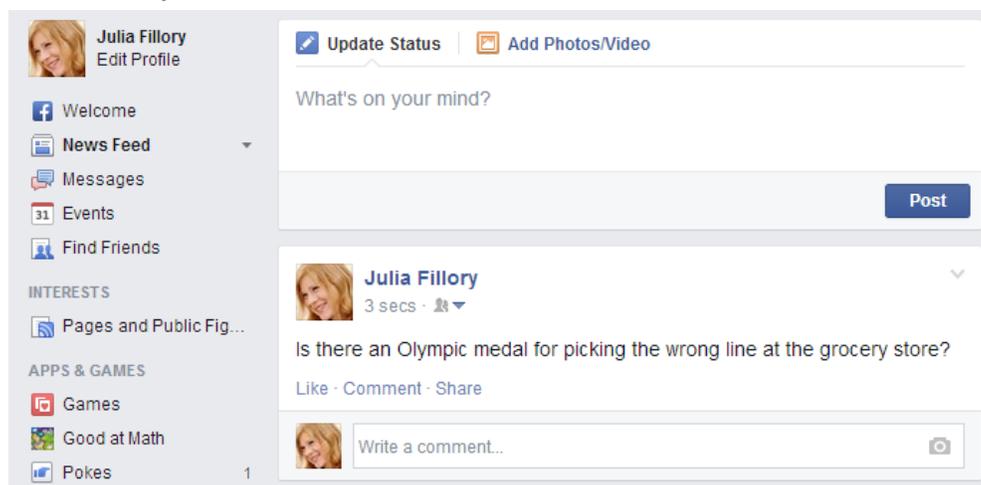
1. **Type** your status update in the **Publisher** on the **News Feed** or your **Timeline**.



2. Check the **audience selector** to make sure you're sharing the post with the desired audience. In this example, we only want to share with our **friends** on Facebook, so we'll leave this unchanged.



3. Click **Post**. The status update will appear on your Timeline, on your News Feed, and on your friends' News Feeds.



Posting on a friend's Timeline

If you want to share something with a friend, you can post it directly on that friend's Timeline. To do this, simply use the Publisher located on your friend's Timeline.



Note that you **cannot control privacy settings** for the things you share on your friends' Timelines. For this reason, you should think carefully before posting anything that might be considered **inappropriate or embarrassing**. If you don't want other people to see your post, you can send your friend a **private message** instead.

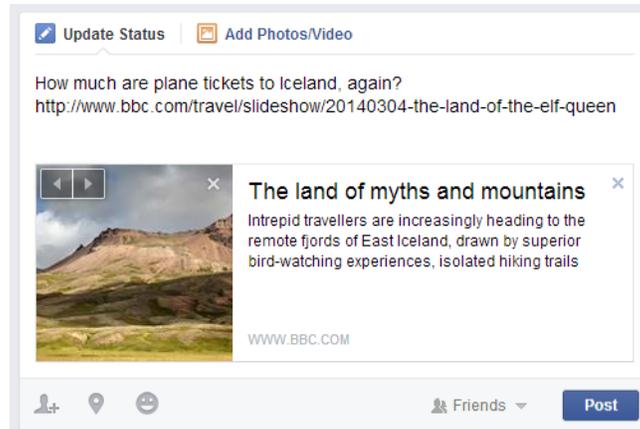
More types of sharing

Facebook allows you to share much more than just status updates. For example, you can share:

- **Photos:** It's easy to share your **photos** on Facebook. Just click **Add Photos/Video** in the Publisher. You can then **upload** a photo from your computer, or upload lots of pictures at once to create a **photo album**.



- **Links:** You can **share a link** to an article on the Web by typing or pasting the link into the Publisher.

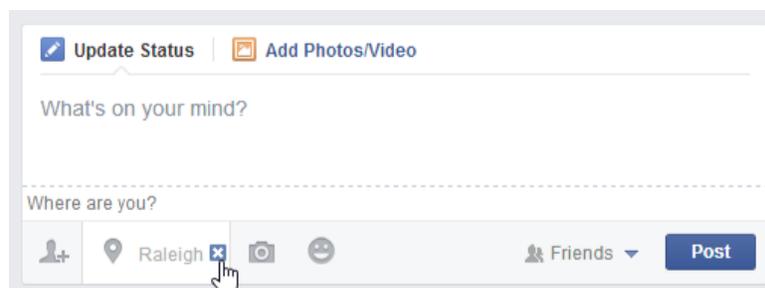


- **Location:** You can share your **physical location** by clicking the **Location** button in the Publisher. You can then choose your current location from a list of nearby places.



Removing your location from posts

After you include your location in a post, it may be automatically be included for future posts. If you don't want to share your location with a post, click the **X** next to the location.



If you're using the mobile app, select the **Location** icon, then tap the **X** at the bottom of the screen to remove your location from the post.

Likes, comments, and resharing

Sharing isn't limited to the things you post on Facebook. You can also **like**, **comment**, and **reshare** the other posts and stories your friends share on Facebook.

Likes

Whenever your friends share something on Facebook, you can choose to **like** the post. This is just a simple way of showing your friends that you enjoyed what they shared. To like a post, simply click the **Like** button.



You can also like the **Facebook page** for businesses and organizations to receive updates about them in your News Feed.



Note that any Facebook page you like can be posted to your **Timeline** and to your friends' **News Feeds**. This can be mildly embarrassing or revealing, depending on your interests.



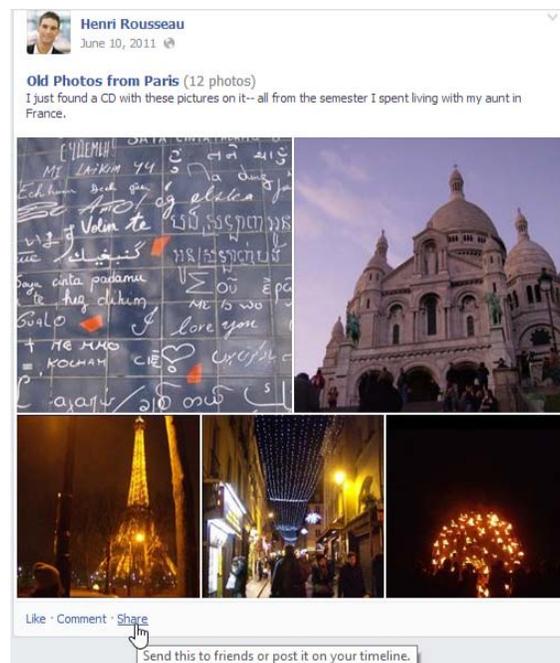
Comments

Whenever your friends share on Facebook, you can leave a **comment** about their posts. Your friends will be able to see whenever you comment on something, as will the friends of the person who originally shared the post. To leave a comment, simply type it in the comment box below a post, then press **Enter** on your keyboard.



Resharing friends' posts

Facebook makes it easy **reshare** the things your friends post. Just click **Share** at the bottom of a post to share it with your other friends.

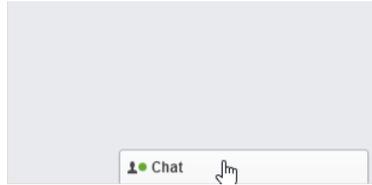


Facebook chat

You can **communicate in real time** with your friends using **Facebook chat**. Also known as instant messaging, this is a popular way to communicate online.

To use Facebook chat:

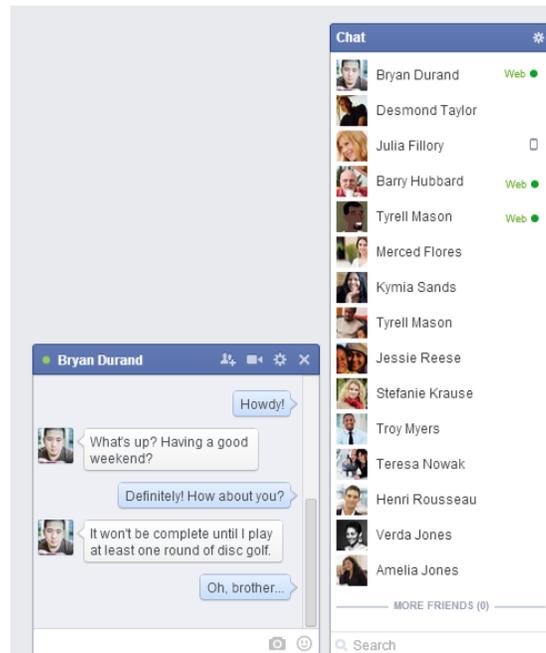
1. Locate and select the **chat box** in the bottom-right corner of the screen.



2. A list of friends who are **currently available to chat** will appear.
3. Select an **available friend**.



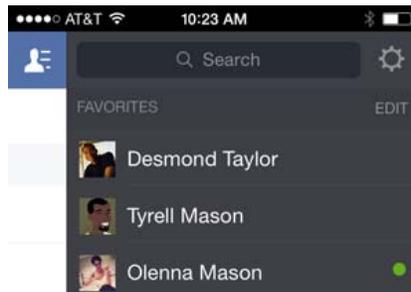
4. A chat window will appear. **Type your message**, then press **Enter**. Your conversation will appear in the chat window.



6. When you're finished, click the **X** to **close** the chat window.



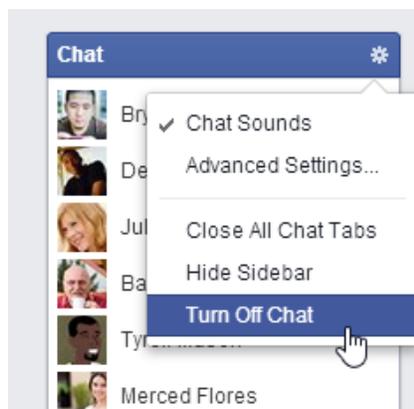
If you're using the mobile app, click the **Chat** button  or **swipe left** to access chat.



To go offline:

Some people do not want to be available for chat while on Facebook. You can hide your online status by going **offline**.

1. In the **chat box**, click the **gear icon**, then select **Turn Off Chat**.



2. Your status will change to **offline**. Click the **chat box** again to **turn on chat**.

Messages

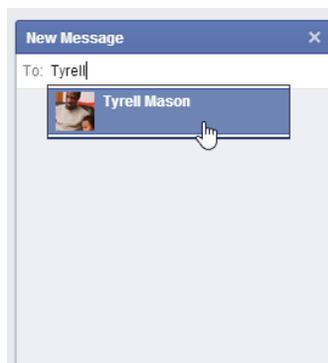
Messages work just like chats, except they allow you to send private messages to friends who are **offline**—that is, friends who **aren't currently signed in** to Facebook. In that sense, messages are similar to a traditional email service.

To send a message:

1. Locate and select the **Messages** icon at the top of the screen, then select **Send a New Message**.



2. A message window will appear. Type the **name** of the person you want to message—a list of suggested friends will appear as you type. You can click a suggestion to add that friend to the message.



3. Type your message. When you're done, press **Enter** to send it.



If you're using the iPhone mobile app, tap the **Messages** button  at the bottom of the screen to create new messages and view your inbox.



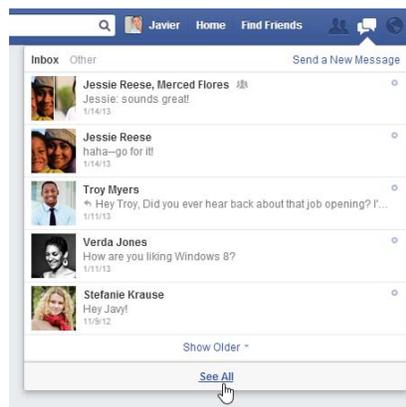
You can also send messages to your friends directly from their **Timelines**. Simply click the **Message** button on a friend's Timeline to start a new message.



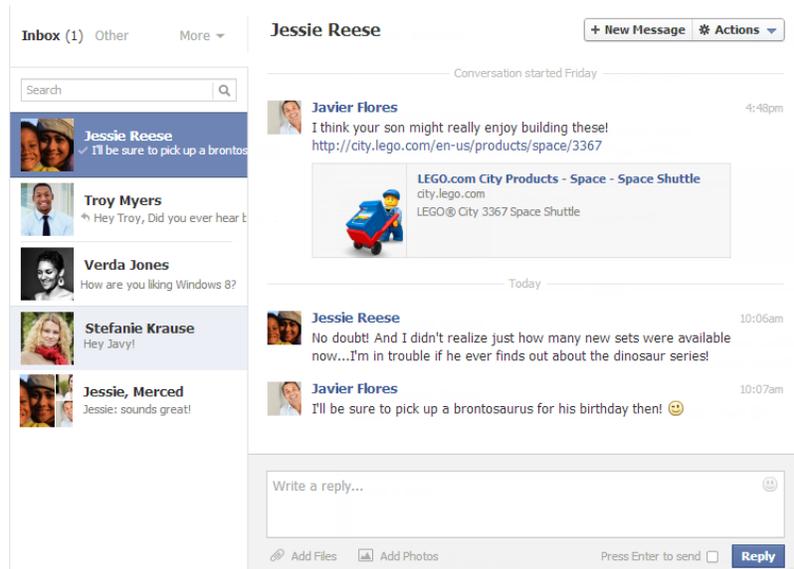
The inbox

The inbox is where you'll read **all of your private communication** on Facebook, including your **chat conversation history**. Whenever you receive a new message or chat, it will appear in your **inbox**. From there, it's easy to **read, manage, and delete** your messages and chats.

To access your **inbox**, click the **Messages** icon, then select **See All**. The inbox will appear.



Click the buttons in the interactive below to learn more about using the inbox.



Managing your News Feed

While Facebook doesn't allow you to customize what stories you'll see first in your News Feed, it does offer some tools to help **control what posts and updates** can appear in it.

Unfollowing and unfriending

If you ever decide that you'd like to stop seeing updates from certain friends, you can **unfollow** their posts. To unfollow a friend's posts, locate and select the **drop-down arrow** on a post, then select **Unfollow**.



Alternatively, if you no longer want to be friends with someone on Facebook, you can go to that friend's Timeline and select **Friends** → **Unfriend**. This means you will no longer receive any updates from this person. It also means this person will no longer be able to see any of your nonpublic information.



Likes and your News Feed

Whenever you **like** something on Facebook you're also **subscribing to a Facebook page**.

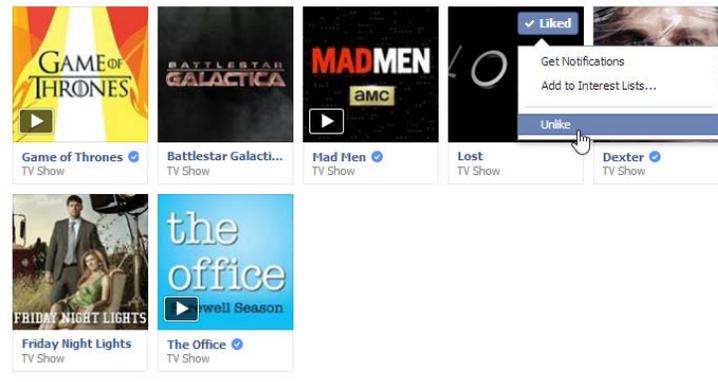


This means **updates** and **advertisements** from anyone or anything you've liked—such as business, celebrities, bands, movies, and TV shows—can appear in your **News Feed**. If you frequently **like** things on Facebook, your News Feed can easily become overwhelmed with advertisements rather than updates from your friends.

To **unsubscribe** from a Facebook page you've liked, locate and select the **drop-down arrow** on a post, then select **Unfollow**.



Alternatively, you can go to your Timeline and **unlike** anything you no longer wish to see in your News Feed.



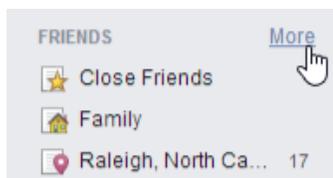
All about lists

There may be times when you want to share with some—but not all—of your friends on Facebook. For example, you might want to share some photos from a recent party, but don't want your grandparents to see them. Or maybe you'd like to connect with friends from your job, but you're concerned about mixing your social and professional life.

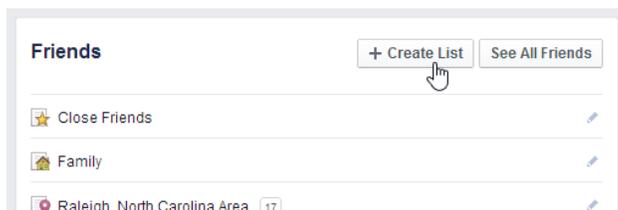
You can easily control who you share with by separating your friends into **lists**. Once you've created a list, you can choose to share certain things with **only** the people on that list. You can also share something with everyone **except** for a certain list of friends.

To create a list:

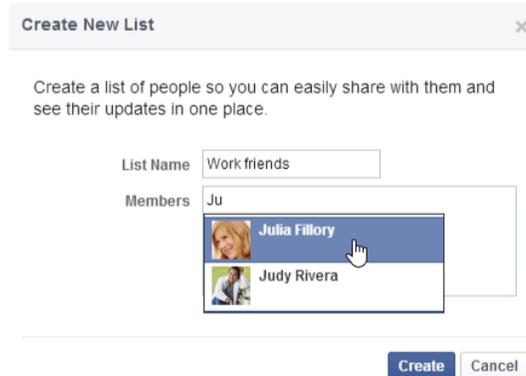
1. From the **Home page**, locate the **Friends** section on the left side of the screen, then click **More**.



2. Click **Create List**.



3. Type a **name** for the list.
4. Type the **names** of friends you want to add to the list—suggested friends will appear as you type. You can click a suggestion to add that friend.



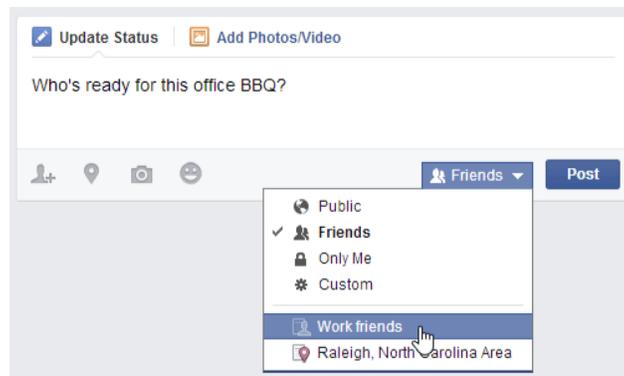
5. When you're done, click **Create**. Your list will be created.

If you're using the mobile app, you'll be able to use existing lists, but you won't be able to create a new list.

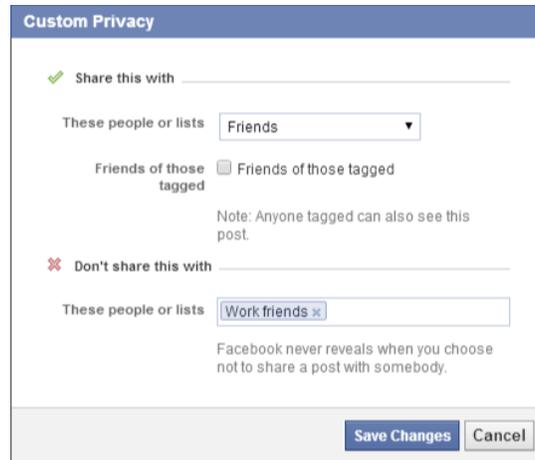
Using lists

There are several ways to use lists to control who you share with.

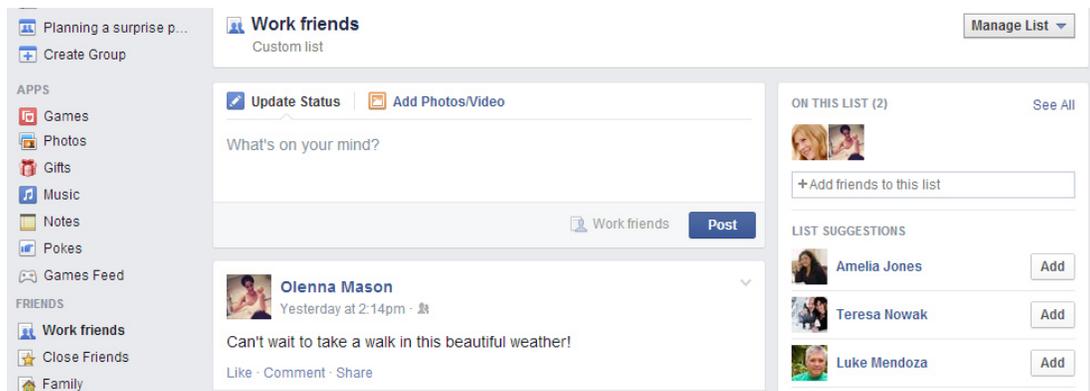
- To share something with a list of friends, simply select the list from the **audience selector**.



- To share something with everyone **except** for a list of friends, choose **Custom** in the audience selector, then type the name of the list in the **These people or lists** box.



- You can also select a list in the **Friends** section of the **Home page** to see a **customized News Feed** that only shows posts and updates from the people in that list. In the image below, the News Feed is only showing updates from the **Work friends** list. This feature is not currently available on the mobile app.

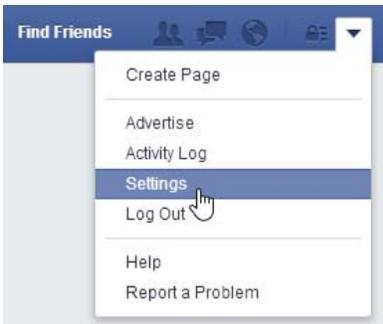


Deactivating your Facebook account

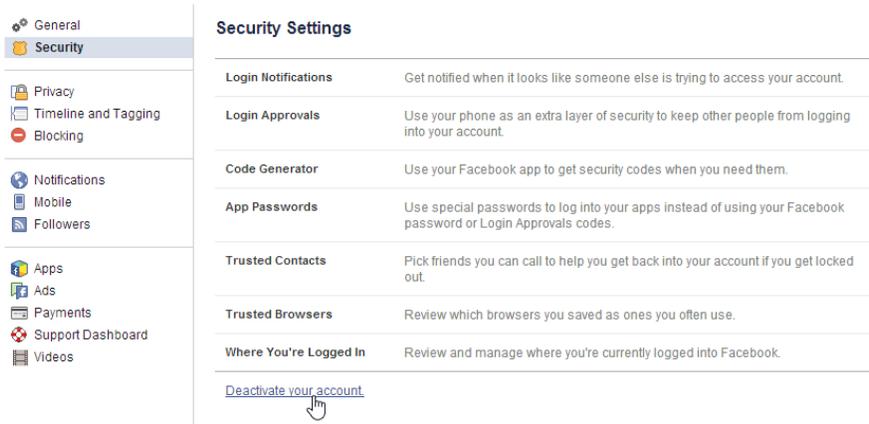
If you decide that you no longer wish to use Facebook, it's easy to **deactivate your account**. When you deactivate your account, you're **hiding** all of your information on Facebook. No one will be able to contact you on Facebook or view the things you've shared, including your Timeline, status updates, photos, and so on. If you decide that you'd like to return to Facebook, you'll still be able to **reactivate** your account and recover your old information.

To deactivate your account:

1. Click the **drop-down arrow** on the Toolbar, then select **Settings**.



2. The **settings** page will appear. Select **Security**, then locate and select **Deactivate your account**.



3. Select a **reason** for deactivating the account. If you wish, you can add more details in the text box below.

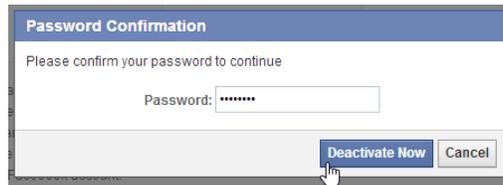
A screenshot of the Facebook deactivation reason selection screen. It features a section titled 'Reason for leaving (Required)' with a list of radio button options: 'This is temporary. I'll be back.', 'I get too many emails, invitations, and requests from Facebook.', 'I don't understand how to use Facebook.', 'I don't find Facebook useful.', 'I have another Facebook account.', 'I have a privacy concern.', 'I don't feel safe on Facebook.', 'I spend too much time using Facebook.', 'My account was hacked.', and 'Other'. The 'Other' option is selected with a mouse cursor. Below the list is a text box labeled 'Please explain further'.

4. Check the **Email opt out** box if you do not wish to receive emails from Facebook. By opting out, you will no longer receive any **email notifications** from Facebook.

A screenshot of the Facebook 'Email opt out' confirmation dialog. It shows a checkbox labeled 'Email opt out' which is checked. Next to it is the text 'Opt out of receiving future emails from Facebook'. Below this is a note: 'Note: Even after you deactivate, your friends can still invite you to events, tag you in photos, or ask you to join groups. If you opt out, you will NOT receive these email invitations and notifications from your friends.' At the bottom are two buttons: 'Confirm' and 'Cancel'.

5. Click **Confirm**.

6. Enter your **password**, then click **Deactivate Now**.



The screenshot shows a dialog box titled "Password Confirmation". Inside, it says "Please confirm your password to continue". Below this is a text input field labeled "Password:" with a masked password "*****". At the bottom right of the dialog, there are two buttons: "Deactivate Now" (highlighted in blue) and "Cancel". A mouse cursor is pointing at the "Deactivate Now" button.

7. Your account is now **deactivated**. You'll have the option to **reactivate your account** at any time by signing in to Facebook with your old account information.

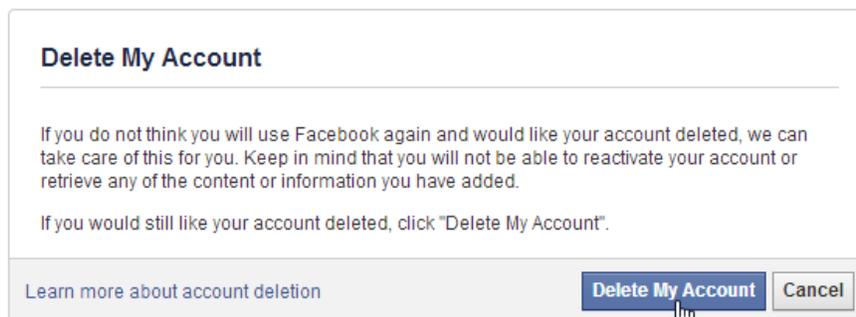
Your account has been deactivated
To reactivate your account, log in using your old login email and password. You will be able to use the site like you used to.
We hope you come back soon.

Deleting your Facebook account

Deactivating your account does not fully **delete it**. When you deactivate your account, Facebook saves all of your settings, photos, and information in case you decide to reactivate your account. Your information isn't gone—it's just **hidden**. However, it is possible to **delete your account permanently** with no option for recovery.

You should only do this if you are **absolutely sure** you want to permanently delete your Facebook account.

- To **delete your Facebook account**, follow this link to the **Delete My Account** page. Sign in to Facebook, then click **Delete My Account**.



The screenshot shows the "Delete My Account" page. At the top, it says "Delete My Account". Below this, there is a paragraph: "If you do not think you will use Facebook again and would like your account deleted, we can take care of this for you. Keep in mind that you will not be able to reactivate your account or retrieve any of the content or information you have added." Below that, it says "If you would still like your account deleted, click 'Delete My Account'". At the bottom, there is a link "Learn more about account deletion" and two buttons: "Delete My Account" (highlighted in blue) and "Cancel". A mouse cursor is pointing at the "Delete My Account" button.

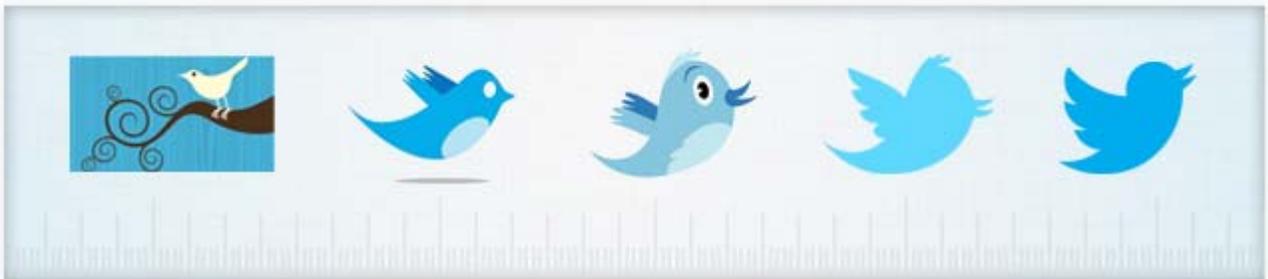
Twitter

Understanding Twitter

Most people know that **Twitter** is a **micro-blogging network** of **real-time posts** that are limited to **140 characters or less**, but few people understand how they might benefit from Twitter. The truth is that Twitter is used by many people for many different things. So what is Twitter, and why should you care?

Watch the video to get a better idea of what Twitter is all about.

Twitter's evolution



Today's Twitter is now less focused on “**What are you doing?**” and more about “**What’s going on?**” It has emerged as a **source for discovery**, with a focus on **sharing relevant information** and **engaging in conversation**. Many people now think of Twitter as a news source rather than a social network, using it for networking and discussion based on their own interests.

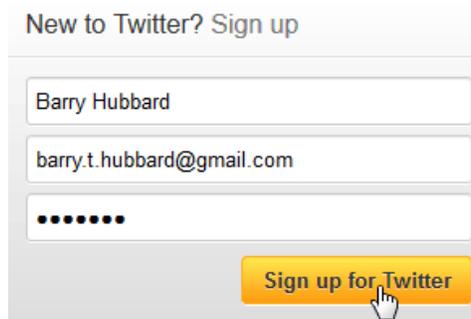
Since launching in 2006, Twitter has seen incredible growth as more people have discovered its usefulness. According to a survey from the Pew Research Center's Internet & American Life Project, 15% of people online use Twitter (up from 8% in 2010), with usage doubling among users age 25 to 44.

In addition, **65% of users only check the site for updates once or twice a week**. If you join Twitter, there's no pressure to spend hours tweeting or trying to gain followers. In fact, you don't even have to join the conversation. You can simply follow your interests and get information whenever you want without ever composing any tweets.

To create an account:

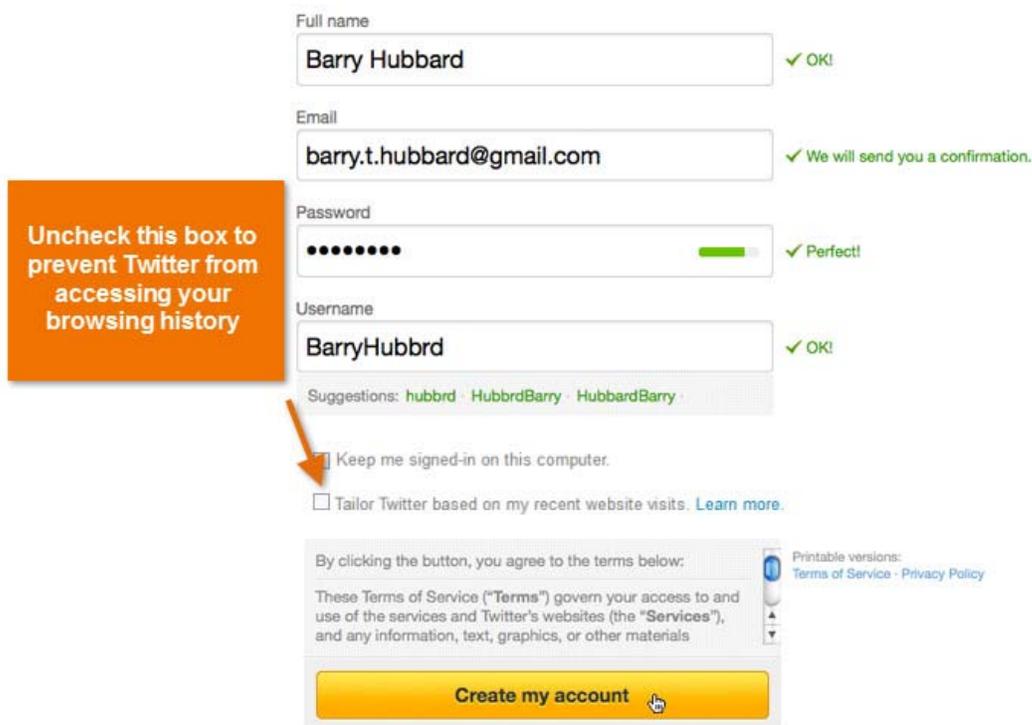
1. Go to www.twitter.com.

2. Locate the **New to Twitter?** box. Enter your **full name**, **email address**, and **desired password** into the form. As with all online services, it's important to choose a **strong password**—in other words, it should be difficult for someone else to guess but easy for you to remember.
3. Click the **Sign up for Twitter** button.



The screenshot shows the 'New to Twitter? Sign up' form. It contains three input fields: 'Full name' with 'Barry Hubbard', 'Email' with 'barry.t.hubbard@gmail.com', and 'Password' with a masked password of seven dots. A yellow 'Sign up for Twitter' button is at the bottom right, with a mouse cursor hovering over it.

4. A **form** will appear. You will need to confirm your information and choose a **user name** that hasn't already been taken.
5. Uncheck the **box** next to **Tailor Twitter based on my recent website visits** if you do not want Twitter to access your browsing history.
6. Read through the Terms of Service, then click **Create my account**.

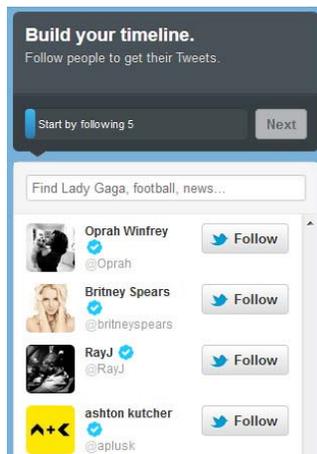


The screenshot shows the confirmation page for creating a Twitter account. It features several input fields with validation feedback: 'Full name' (Barry Hubbard, ✓ OK!), 'Email' (barry.t.hubbard@gmail.com, ✓ We will send you a confirmation.), 'Password' (masked, ✓ Perfect), and 'Username' (BarryHubbrd, ✓ OK!). Below these are checkboxes for 'Keep me signed-in on this computer.' and 'Tailor Twitter based on my recent website visits. Learn more.' An orange callout box on the left says 'Uncheck this box to prevent Twitter from accessing your browsing history' with an arrow pointing to the 'Tailor Twitter' checkbox. At the bottom, there is a 'Create my account' button and a section for terms of service with a 'Printable versions: Terms of Service · Privacy Policy' link.

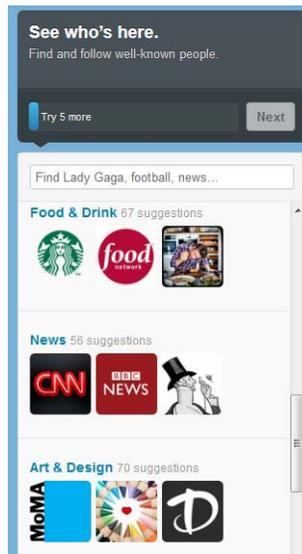
7. The Twitter **welcome page** will appear. This page will help you set up your account. Click **Next** to continue.



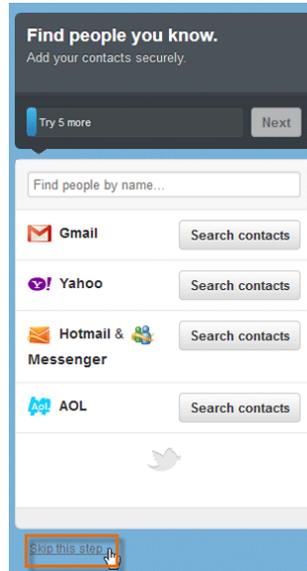
8. You can now start choosing who to follow. A list of people you can follow will appear. You must choose five people to follow before clicking **Next**.



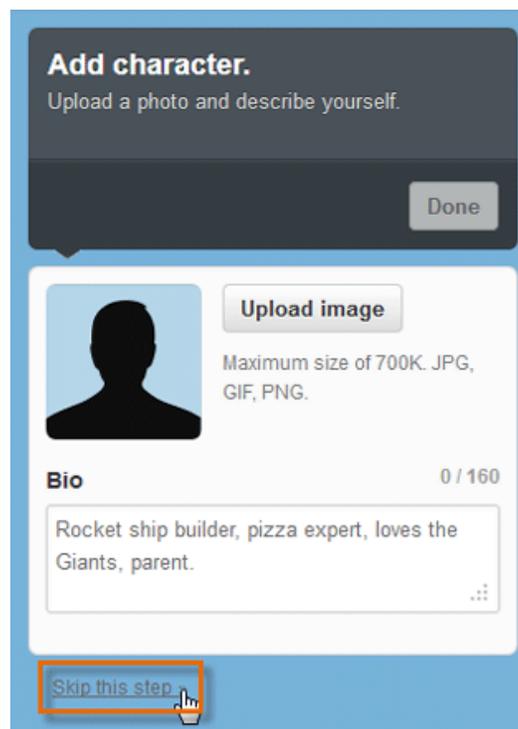
9. Twitter will also suggest people to follow based on your interests. To continue, select five people to follow, then click **Next**.



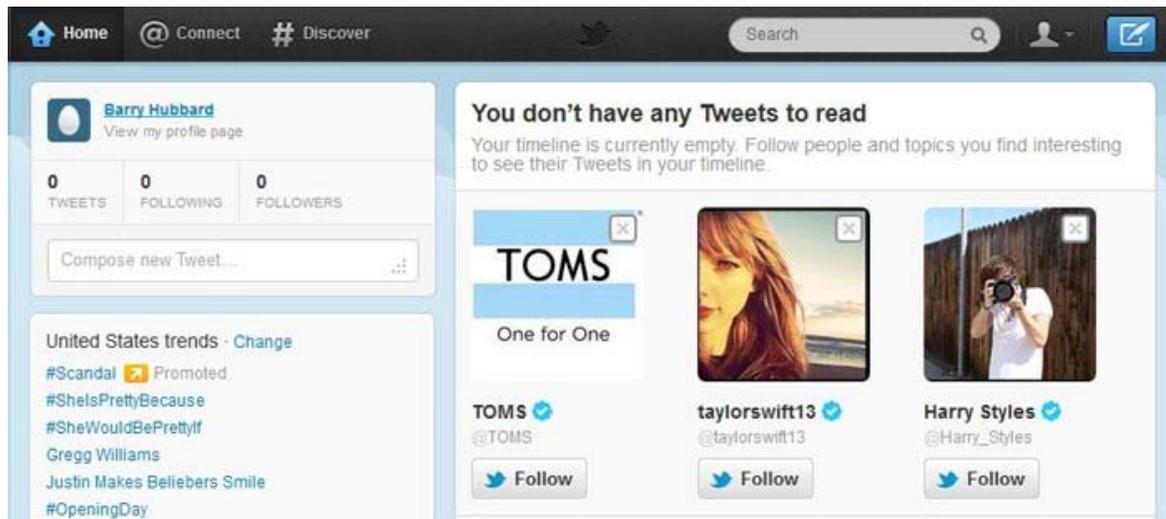
11. **Optional:** You can automatically find people you know by selecting a service you use, like an email account. For example, if you have a Gmail account, Twitter can look for your Gmail contacts who are already using Twitter. Click **Skip this step** at the bottom of the page if you would like to do this later.



12. **Optional:** You can add a profile picture and bio to your account. If you feel comfortable with this process, you can upload a photo now or you can **Skip this step**. We will explain how to customize your profile later in the lesson.



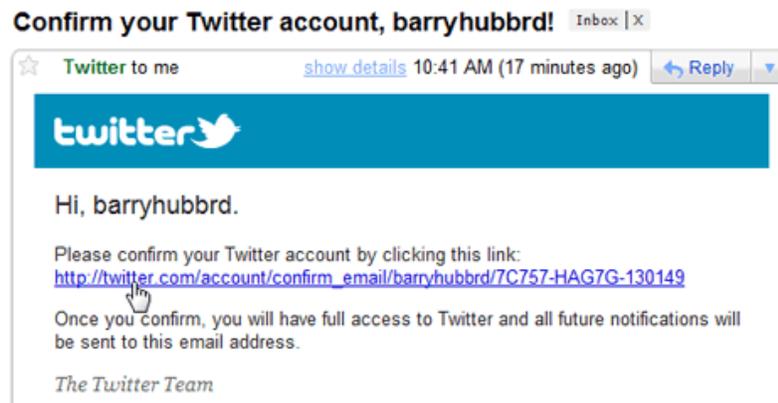
14. Your new Twitter homepage will appear.



To confirm your email address:

At this point, Twitter will send a confirmation email to the email address you provided. Before you can access all of Twitter's features, you'll need to **confirm your email address**.

1. Sign in to your **email account**.
2. Open the **confirmation message** from Twitter: "Confirm your Twitter account, *user name*!"
3. Click the **link** to confirm your account.



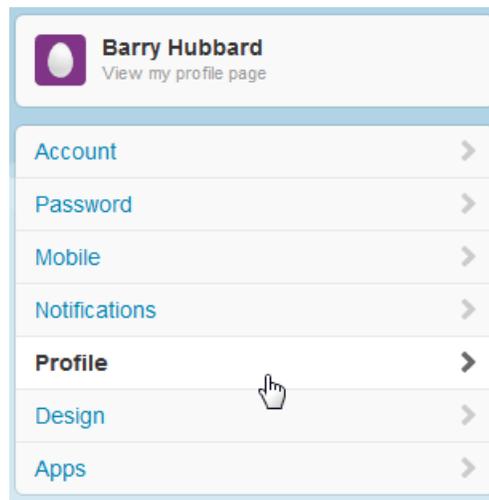
4. Your Twitter homepage will open. You now have full access to Twitter, and all future **notifications** will be sent to the email address you provided.

Creating your profile

Once you've created your account, you'll want to add a **profile picture**, **header image**, **profile information**, and **theme**. This helps to make your Twitter feed more **personal** and **unique**.

To add a profile picture and information:

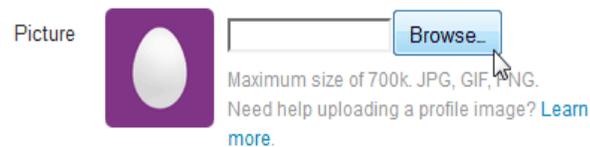
1. Click the **gear icon**  on the top navigation bar, then choose **Settings** from the drop-down menu.
2. Select the **Profile** button from the left navigation pane.



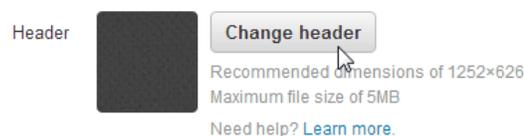
3. The profile form will appear. Click **Browse**, then choose an image on your computer to use as a **profile picture**. You'll need to use a picture that does not exceed the **size limit** (currently 700 kilobytes).

Profile

This information appears on your public profile, search results, and beyond.



4. Click **Change header** to upload a header image, which will appear as **background image** on your profile page.



5. In the **Location** field, type where you are located. You can type your **city, state,** and/or **country,** depending on how specific you want to be. Keep in mind that anyone who views your profile will be able to see this information. You can also leave it blank if you prefer.
6. In the **Website** field, you can type an address to your **website** or **blog** if you have one. If not, you can leave it blank.
7. In the **Bio** field, type something about yourself (in fewer than **160 characters**).
8. When you're done, click **Save Changes**.

Name
Enter your real name, so people you know can recognize you.

Location
Where in the world are you?

Website
Have a homepage or a blog? Put the address here.
[You can also add Twitter to your site here.](#)

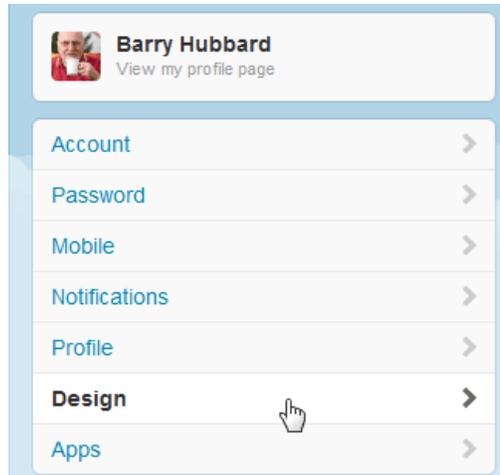
Bio
About yourself in fewer than 160 characters.

Facebook
Having trouble? [Learn more.](#)

Twitter recommends using your **real name** so people you know can find you. However, if you prefer to remain anonymous you can type an **alias** in the Name field.

To add a theme:

1. Click the **gear icon**  on the top navigation bar, then choose **Settings** from the drop-down menu.
2. Select the **Design** button from the left navigation pane.

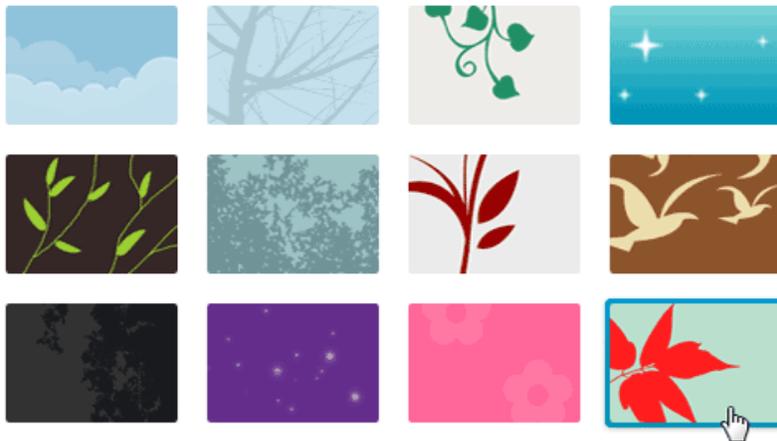


3. Click on a **theme** to preview it. You can preview as many themes as you want.

Design

Customize the way Twitter looks for you and how your profile looks to others.

Pick a premade theme



4. When you've found one you like, click **Save Changes**, and it will be applied to your profile.

Customize your own

See your changes instantly; they're not saved until you click "Save changes." [Learn more.](#)

Upload image



Maximum size of 800k. GIF, JPG, PNG.

Tile background

[Remove background](#)

Background



Links



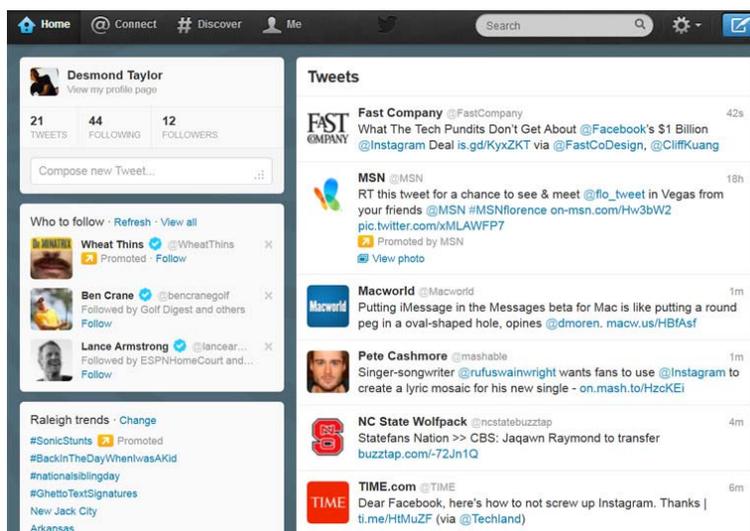
You can also **Upload your own image** or **Change background and link color** if you want to customize your theme even further.

Your profile is finished! Select the **Me icon**  on the top navigation bar, then click **View my profile page** to see your profile at any time. You can also select **View my profile page** in the left navigation pane on your **homepage**.



Homepage and profile page

Click the buttons in the interactives below to learn how to navigate your way around the Twitter homepage and profile page.





Who to follow

Now that you've created an account, it's time to start finding other Twitter users to follow! What are your interests? Do you plan to follow only **people you know** or a little bit of everything, from **celebrities** to **news** to some of your favorite **companies**?

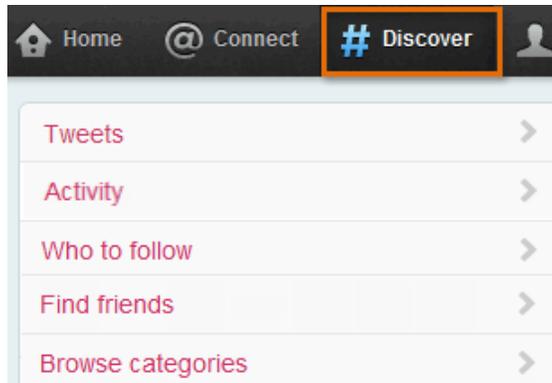
When you follow people on Twitter, their updates appear in **real time** on your **Twitter timeline** (also known as your **stream**). As you begin to follow more and more people, you might benefit from strategies and apps that can help you manage this flow of information.

Watch the video to learn more about finding and following people on Twitter, as well as ways to manage your timeline.

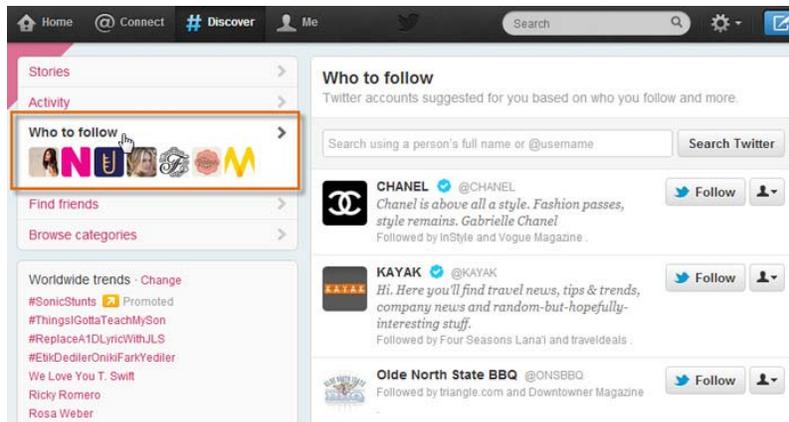
Finding people to follow

Because it's such a big part of the Twitter experience, figuring out **who to follow** (and **how to find them**) can be overwhelming at first. Luckily, Twitter gives you several different ways to connect to the people you know, the information you want to know, and more. It's all about following and receiving updates from the accounts that interest *you*; therefore, everyone's Twitter stream will be different.

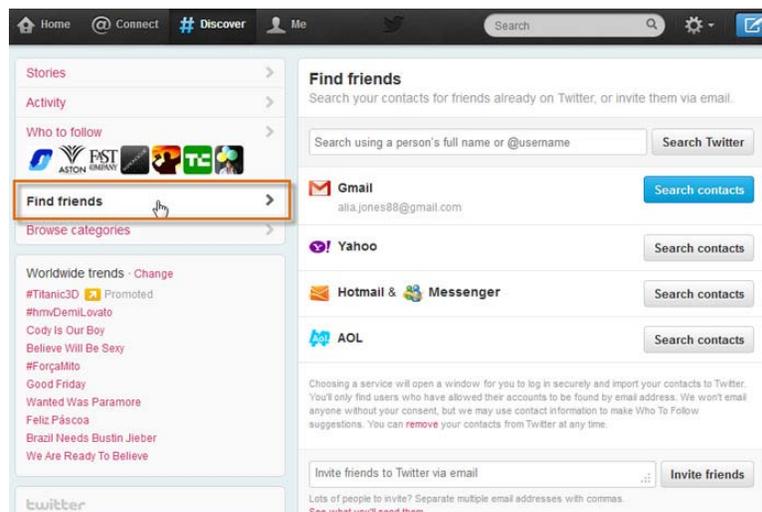
The **#Discover** tab in the top navigation bar is the best place to find new people to follow, regardless of your interests. Select the #Discover tab. Several options will appear in the left navigation pane, which you can use to find people to follow.



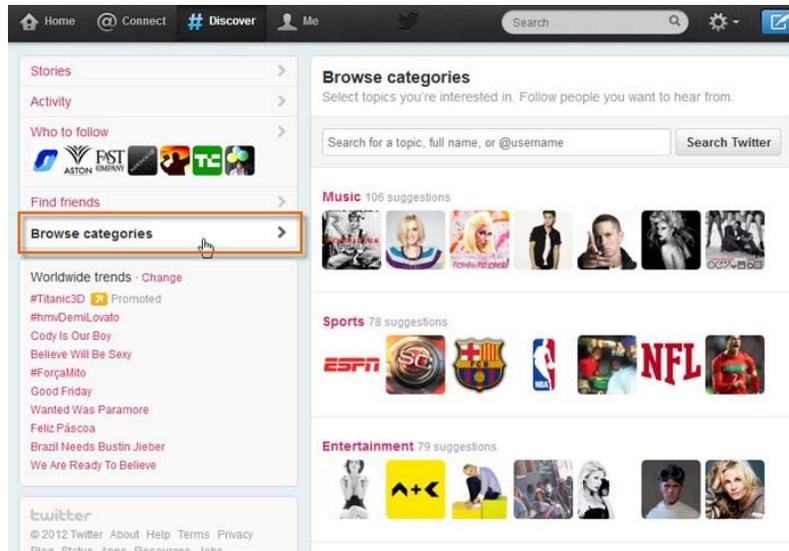
Who to follow: Find suggestions based on the accounts you already follow (if you added any during the signup process). In this example, @AliaJones' suggestions reflect the unique contents of her Twitter stream: accounts related to fashion, local businesses, travel, and activities.



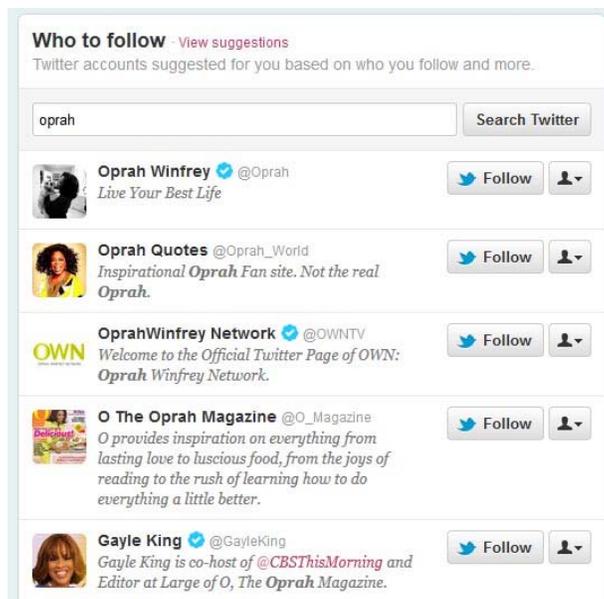
Find friends: Find people you know by searching your social or professional contacts. Just select any service you use, and sign in when prompted to give Twitter access to your personal connections. In this example, @AliaJones is about to search her Gmail contacts for friends and family who also use Twitter.



Browse categories: Find accounts based on what interests you. Pick a topic—any topic! Browsing is a good way to discover some of Twitter's most popular, prolific users.



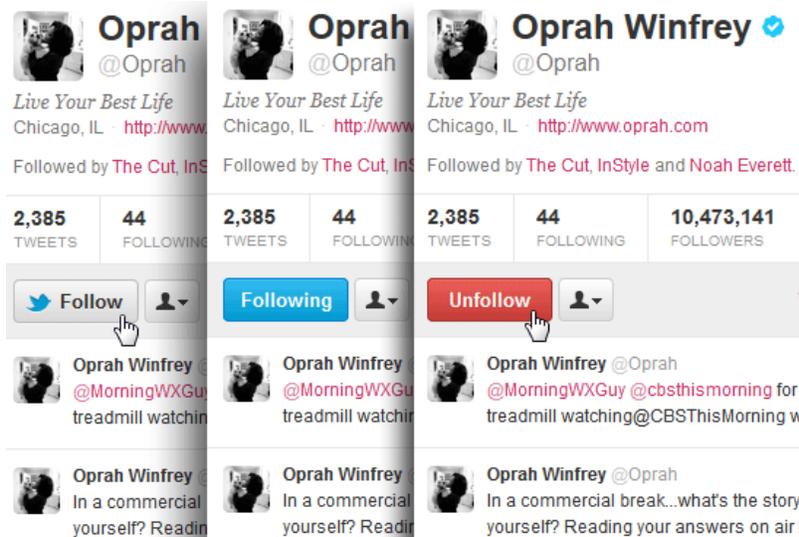
Find users by name: Find anyone by entering their **name** or **user name**. You can even enter brand names like CNN, Google, or Barnes & Noble. However, if the individual you're looking for has a common name or chooses not to list his or her name publicly, you may have trouble finding this person in this way.



Similar to the above, you can use the **Search bar** at the top of the page. Just select the **People** button in the left navigation pane when the list of search results appears.

Following and unfollowing

To follow or unfollow someone, just click the  or  button that appears next to the person's name or on their profile page. Easy to use and practically everywhere you look, this toggle button lets you decide who appears in your Twitter stream and—if you change your mind—who doesn't.

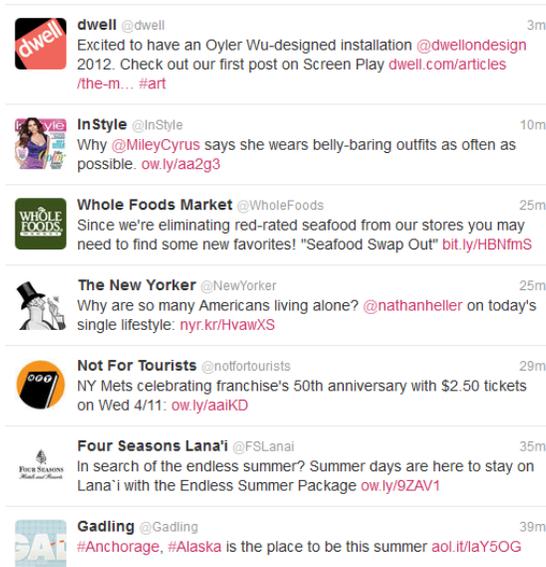


Notice the  icon next to Oprah's name? This icon, called the **Verified Badge**, is used to identify accounts that legitimately belong to celebrities and other well-known Twitter users.

About your Twitter timeline

Stream. Feed. Timeline. It goes by many names. It's the place where you **receive updates**, in the form of **tweets**, from the people, companies, and organizations you follow. The more people you follow, the more tweets you see in your timeline. The most recent tweets appear at the top.

Tweets



This is where the Twitter experience *really* begins. Your timeline is constantly updating (maybe even right now!) to reflect **what's going on in your world**. If your life revolves around news and politics, you'll be able to follow updates from all the trusted sources—even grassroots, eyewitness accounts—as the news takes place. If you love technology, there's no shortage of developments to be shared and talked about with your peers.

Depending on your point of view, this either sounds exhilarating or intimidating. It can be difficult to keep up, but you should never feel pressured. Just enjoy Twitter **when you can**, whether you have the time to check it every day or only once a week. For those of you who'd like to take it a step further, there are several tools and features (provided by Twitter and even other sites) that are designed to help you manage your account and stay informed.

Have you noticed the  icon below some tweets? That's the **promoted tweet badge**, which indicates that a company has paid for a tweet to appear in your timeline. Twitter will try to show only promoted tweets that appeal to you, but sometimes you may prefer to ignore them altogether.



Ways to manage your timeline

These tools are optional, but they have the potential to improve your Twitter experience regardless of how many people you follow. Experiment to see which ones you like.

Lists: Creating **Lists** gives you the ability to group the people you follow (thereby grouping their updates) however you see fit. In this example, @AliaJones has created lists for some of her favorite subjects, including fashion, travel, and more. Each list is like a miniature timeline of the people she chooses to include. Click the **Lists** button in the left navigation pane on your **Profile page** to see your lists.



Favorites: Favoriting memorable or important tweets is a great way to save them—either for posterity or so you can come back to them later. You can favorite a tweet while you're at the doctor's office, for example, and watch the video when you get home. Just hover over the tweet and click **Favorite** to save it. Access your favorites by selecting the **Favorites** button in the left navigation pane on your **Profile page**.



Discover what's happening

The **#Discover** tab allows you to explore popular **news stories** and **trending topics**. Twitter is such a powerful tool for discovering **news** because the information on Twitter is constantly updating in **real time**. You can read what people are saying about a topic as it develops, long before the story might find its way to a news website or TV report.

Watch the video to find out how to explore more content on Twitter.

Tailored tweets

Click **Tweets** in the left navigation pane to view stories that appear based on your **interests and location**.



Trending topics

In addition to the Stories page, you can explore popular **trends**. Look for **Worldwide Trends** in the left navigation pane. Here, you can find out what's trending worldwide or change it to see results in or near your hometown. Not sure what something is, or why it might be trending? Click the topic to see other tweets related to that topic.



See that **# symbol** before some of the topics? This is known as a **hashtag**, which is sometimes used to mark keywords or topics in a tweet; for example, #olympics, #london2012, #gousa, #michaelhelps. If you see a hashtag in your **timeline** or **trends** you're interested in, click it to search for other tweets that contain the same term.



To tweet or not to tweet

You don't have to tweet to get value from Twitter, but it can be a lot of fun. Ready to join the conversation? It's time to dive in and start composing tweets of your own.

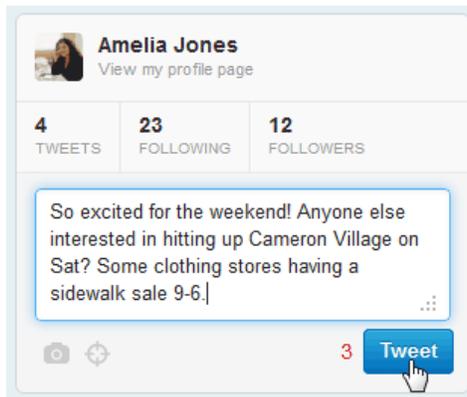
To tweet:

On the Twitter homepage, type your update into the **Tweet box** just below your name. You can also click the **Tweet button**  to start a new tweet from any page.



Remember to keep your tweet at **140 characters or less**. Don't worry, Twitter will count the characters for you. If you go over the limit, try using abbreviations or rephrasing some of your sentences.

Click the **Tweet** button when you're ready to post.



Your tweet appears immediately in the **Timeline**.

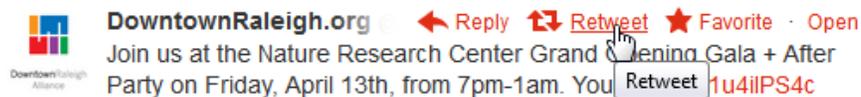


Having trouble with the 140-character limit? [TweetDeck](#) allows you to compose longer tweets that include a link for people to read the rest.

To retweet:

Similar to forwarding something you received in an email, Twitter's **retweet** feature (often abbreviated as **RT**) allows you to repost other people's tweets so your other followers can read them too.

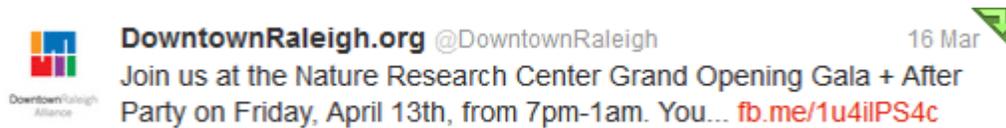
Hover over the tweet you want to share, then click **Retweet**.



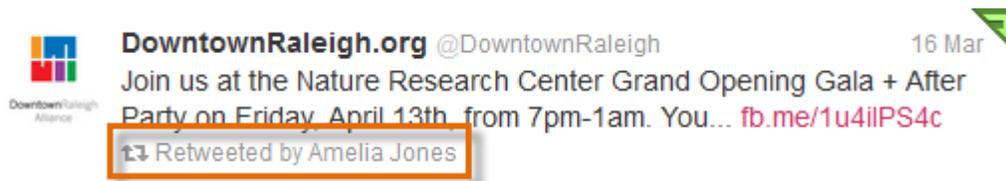
A pop-up window will appear. Click **Retweet** to confirm.



A symbol appears in the **upper-right corner** to confirm that it's been retweeted by you.



The tweet now appears in your **followers' timelines** with your user name attached.



Some Twitter users like to create the effect of a retweet while adding **comments of their own**. To do this, just copy and paste the original tweet into your update, and identify the original poster by including **RT** and their **user name** (for example, @triangledotcom) at the beginning of it.

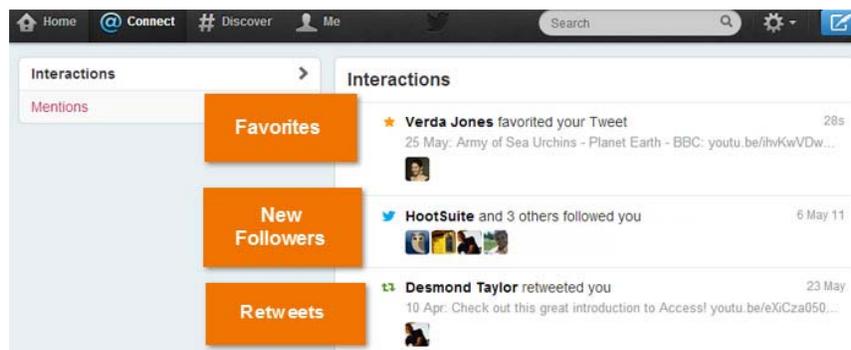


Sharing links under 140 characters

Including links in your tweets (also known as URLs) can use up your 140 characters pretty quickly. Twitter will automatically remove the beginning (<http://www.>) when you share a link, but sometimes this may not be enough. Popular sites like bit.ly or goo.gl can help by taking full-length URLs and making them shorter—as little as **10 characters long**. For example, the link to the Marshall County Library's website, marshallcolibrary.org, can be shortened to goo.gl/LZ9jp0. That's half the characters, yet both of the links go to the same site.

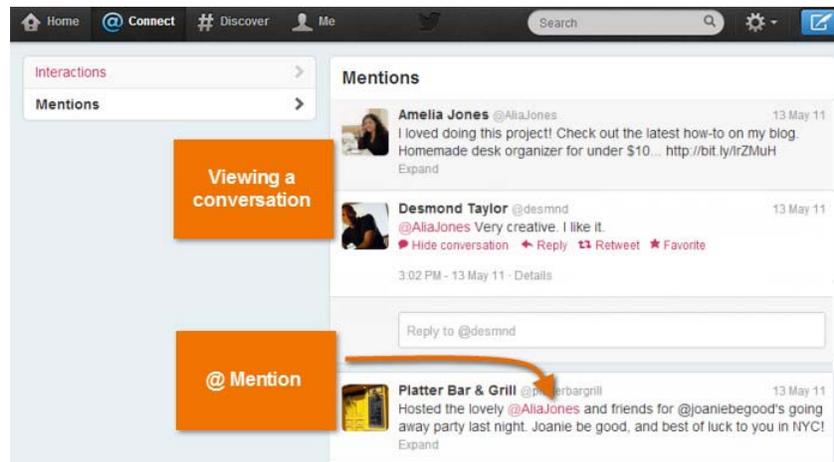
Interactions

The **Interactions** buttons in the left navigation pane provides a custom timeline that will let you know whenever someone favorites one of your tweets, mentions your user name, retweets a post, or begins following your tweets.



Mentions

If you click the **Mentions** button in the left navigation pane, you will see if anyone has mentioned you on Twitter recently. The stream of updates on Twitter can move quickly, so it's easy to overlook a tweet that was addressed to you or lose the thread of a conversation all together. The Mentions tab keeps all of your mentions and conversations in one place.



Having a conversation

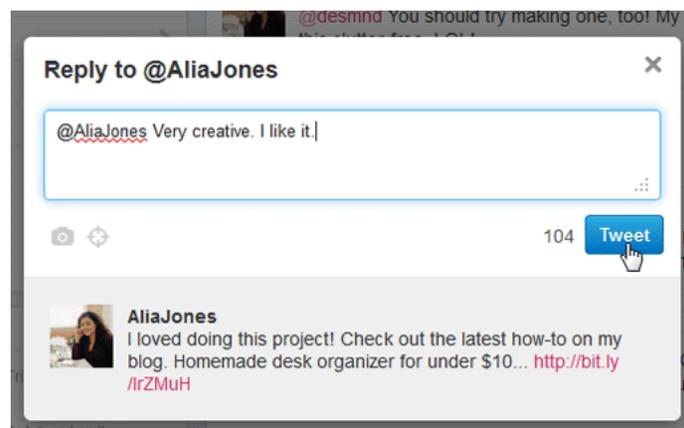
Conversation is a big part of Twitter for some users. By now, you've probably noticed that Twitter **user names** are always preceded by the @ symbol, also known as an **@Mention**. When you mention someone's user name on Twitter, it's simply a way of referencing that person, perhaps to start (or continue) a conversation, cite that individual in an update, or copy him or her as you would in an email. It's easy to have a **short conversation** on Twitter using the @Mention feature and Twitter's built-in conversation tools.

To start a conversation:

Click **Reply** just above a tweet in your timeline.

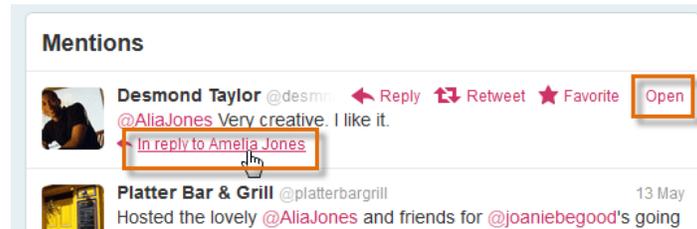


A pop-up window will appear with the @mention already included. Type your message, then click **Tweet**.

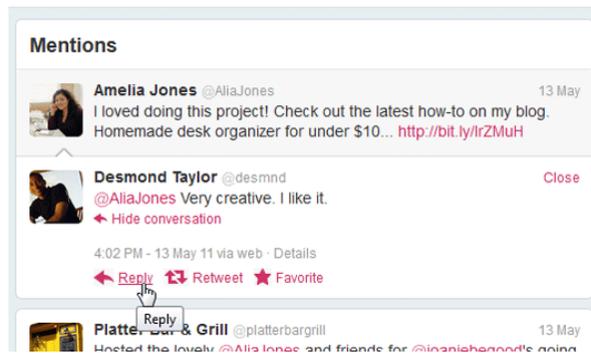


To reply:

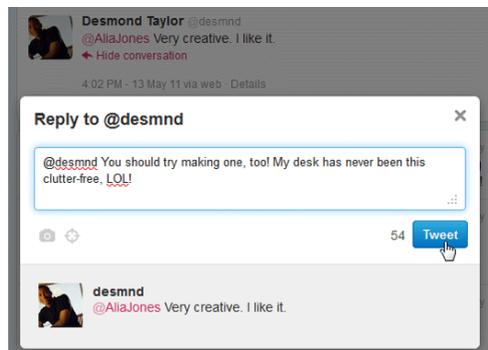
If you want to respond to an @mention, click **Open** to view the full conversation, or click the **In reply to** link.



The full conversation will appear in the timeline. Click **Reply** to tweet a response.



A pop-up window will appear with the appropriate @mention already included. Type your reply into the text box, then click **Tweet**.



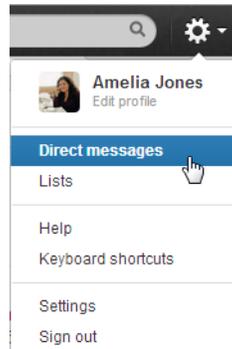
You can view the reply in your timeline. Because Twitter shows only the most recent reply in a conversation, this feature is best used for a **quick exchange** rather than a long discussion.



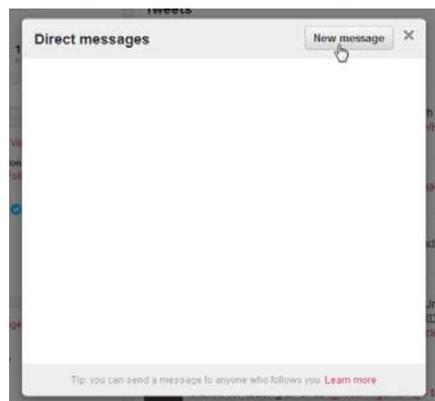
To send a direct message:

Direct messages exist in case you ever want to have a private conversation on Twitter. You can find more information about privacy in Lesson 2 of this course under [Before You Sign Up](#) and [Privacy Settings](#).

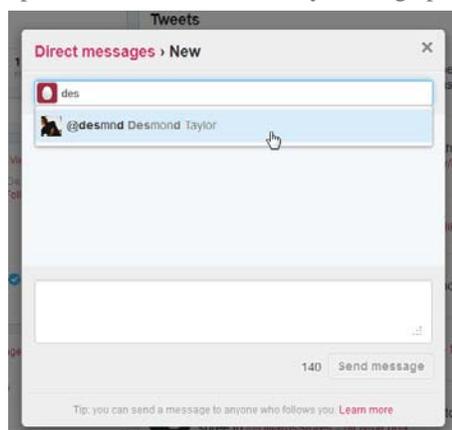
Click the **gear icon**  on the top navigation bar, then select **Direct messages** from the drop-down menu.



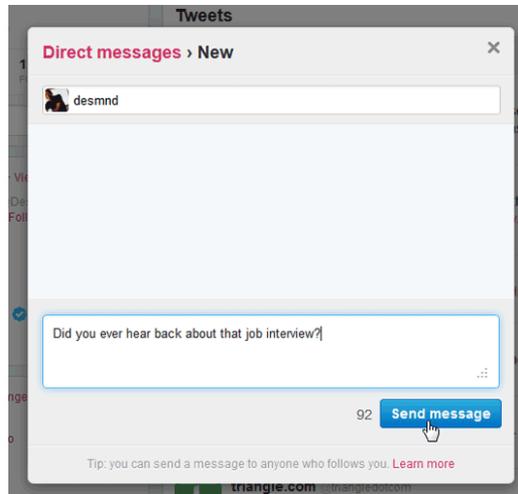
1. The Direct messages window will appear. Click **New message**.



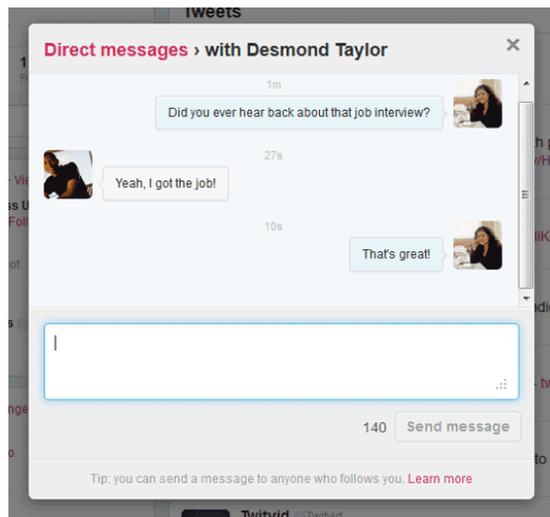
2. Start typing the **name** or **user name** of the person you want to message. Then select the person you want to message from the drop-down menu. You can only message people who follow you.



3. Enter your **message** in the box. Just like regular tweets, direct messages must be **140 characters or less**.
4. Click **Send Message** when you're ready.

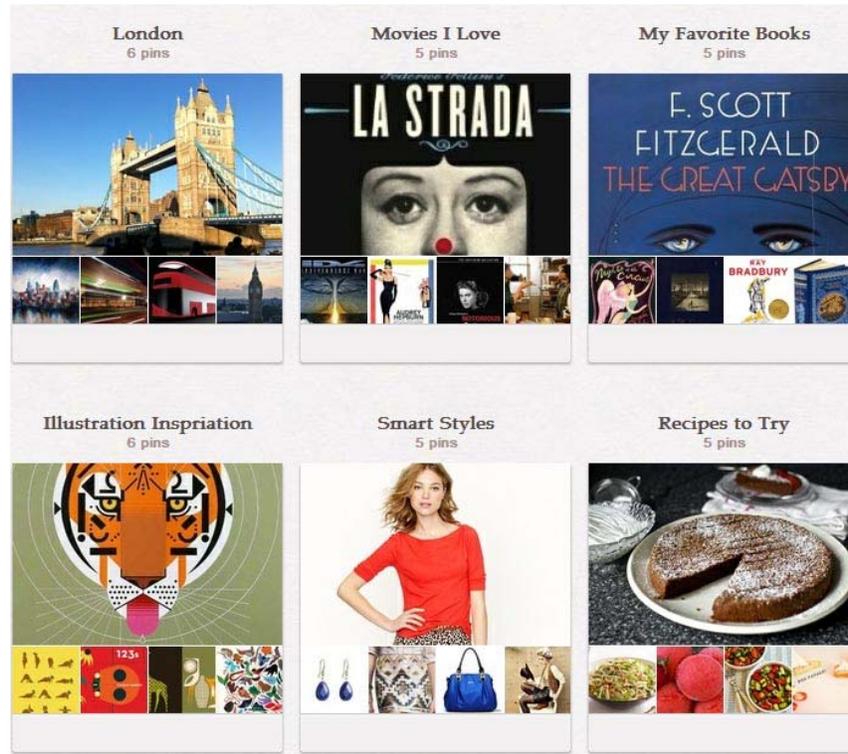


5. Your message will appear in the **Direct messages** window. You can also view the entire conversation here when you receive a reply.



Pinterest

Recently, you may have heard more and more people talking about Pinterest, one of the fastest growing social networking websites today. While other social networks like Facebook and Twitter focus on personal sharing and status updates, Pinterest is all about collecting and sharing the different things you find on the web.



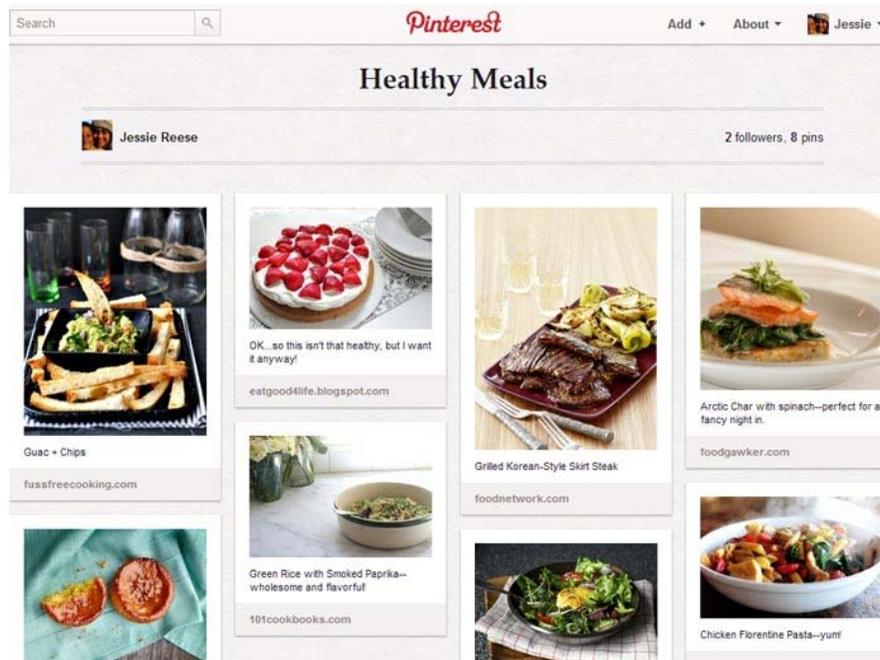
Collecting and sharing on Pinterest

How Pinterest Works

Although we use the internet to search for all kinds of information, it can be difficult to keep everything we find organized and accessible. Think of Pinterest as a sort of digital bulletin board or scrapbook for collecting the things you find online. For example, let's say that you like using the web to discover new recipes. While you can find an endless assortment of recipes online, saving them for future reference can sometimes prove difficult. You might not want to print out every recipe you find, and saving the links for lots of different recipes as bookmarks can start to feel a little overwhelming.

Pinterest makes it easy to save and organize whatever you discover online. In our example, whenever you find a recipe you like, you could save that recipe as a pin. The pin is then displayed as a picture on a pinboard, creating a collection of different images as you add more

pins. Clicking a pin will link you back to the picture's original website, turning your pinboard into a series of visual bookmarks.



A pinboard of recipes on Pinterest

But Pinterest isn't just about creating your own pinboards. Pinterest also allows you to follow the pins saved by your friends and other users, or pinner as they're called on Pinterest. Whether you're looking to find what's new or discover the latest trends, following pins is an easy way to explore what's happening on Pinterest.

Whenever you're browsing Pinterest, you can easily save, or repin, pins that you discover to your own pinboards. Repinning actually accounts for more than 80% of the pins that appear on Pinterest. Some pins are even repinned thousands of times. Simply put, people just love sharing and repinning on Pinterest.

The image shows a Pinterest board with several pins. The central pin is for 'London Bridge', which has a 'Repin' button being clicked by a mouse cursor. Above this pin are buttons for 'Like' and 'Comment'. Below the image is the text 'London Bridge', '1 like 9 repins', and 'Uploaded by user'. To the left is a pin for 'Trafalgar.' with '3 repins' and 'Uploaded by user'. To the right is a pin for 'National Gallery' with 'Uploaded by user'. Below the London Bridge pin is a pin for 'Piccadilly Circus' with '1 like 4 repins'. To the right of that is a pin for 'Tate Modern' with '1 like 4 repins'. The bottom of the board is partially obscured by a dark area.

Repinning a pin

Pinterest's Popularity

Since its introduction in 2010, Pinterest has quickly become the third-most popular social networking site in the world, behind only Facebook and Twitter. While some have been surprised to see a simple website like Pinterest become so popular, its simplicity is linked with its success. It's easy to start using Pinterest and make pinboards of your own.

Pinterest has also seen some of its largest growth from retailers and businesses. Because Pinterest is all about sharing different things you find online, companies are excited to see Pinterest users pinning their products. Retailers have also been able to use Pinterest to develop a brand identity by pinning items that are related to their business. For example, a hobby store might create a pinboard of interesting craft projects.

Pinterest by the Numbers

Women account for about 65% of Pinterest's users worldwide, but the percentage of male users is rising.

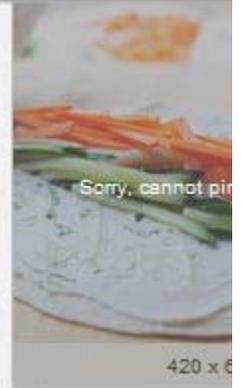
Pinterest sees over 11 million unique visitors every month, according to ComScore.

People in the United States are 70% more likely to buy an item they find through Pinterest than if they found it on a company's website, according to Shopify.

Pinterest Privacy

It's important to realize that, with the exception of your secret pinboards, anything you pin on Pinterest is completely public. While Pinterest is certainly less revealing than more personal sites like Facebook, it doesn't give you very much control over your privacy settings. Because your pins are public, some people could make certain assumptions about you based on the kind of things you pin. Always use your best judgment when pinning things to Pinterest. Never pin something obscene or overtly offensive, which can result in the termination of your Pinterest account.

Pinterest



A website that does not allowing pinning

Creating a Pinterest Account

You can sign up for Pinterest using your **Facebook** or **Twitter** account, or you can use your **email address**. Pinterest asks you to choose one of these options so they can **protect the site from spam**, and even help you **find your friends**.

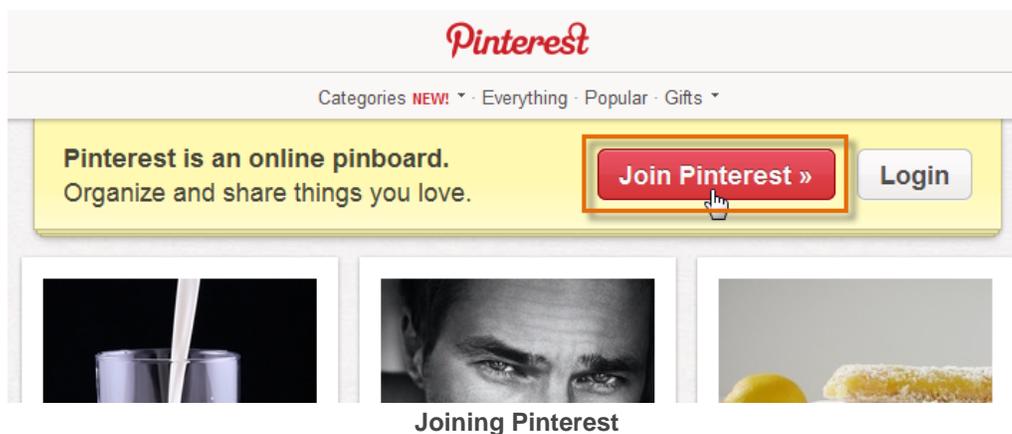
Which option should you choose? If you prefer more privacy, you might want to sign up with your **email address**. If you would like the option of integrating your social media accounts, you can sign up with **Facebook** or **Twitter**.

If you change your mind about integrating your accounts later, you can easily **disconnect** your Pinterest account from Facebook or Twitter after the sign up process. This will prevent Pinterest from accessing your Facebook or Twitter information in the future.

To Create an Account:

Go to the Pinterest homepage at www.pinterest.com.

Click the **Join Pinterest** button at the top of the page.



The **Welcome to Pinterest** page will appear.

Click **Facebook** to sign up for Pinterest using your **Facebook** account. In our example, we will choose this option.

Click **Twitter** to sign up for Pinterest using your **Twitter** account.

Step 1 of 2

Create your account to explore Pinterest.

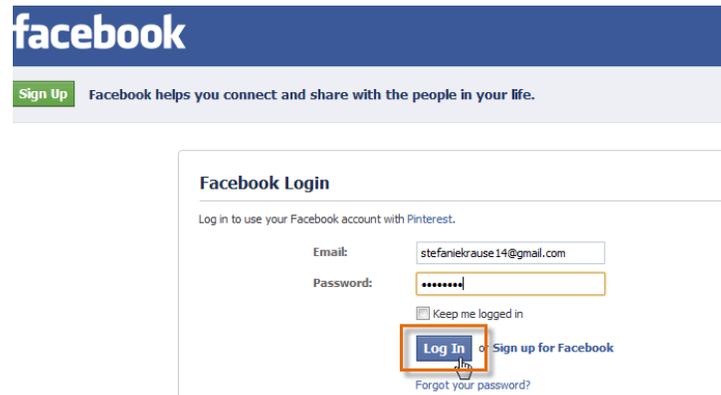
Connect with



or, sign up with [your email address.](#)

Click the link that says **your email address** to sign up using your **email account**.

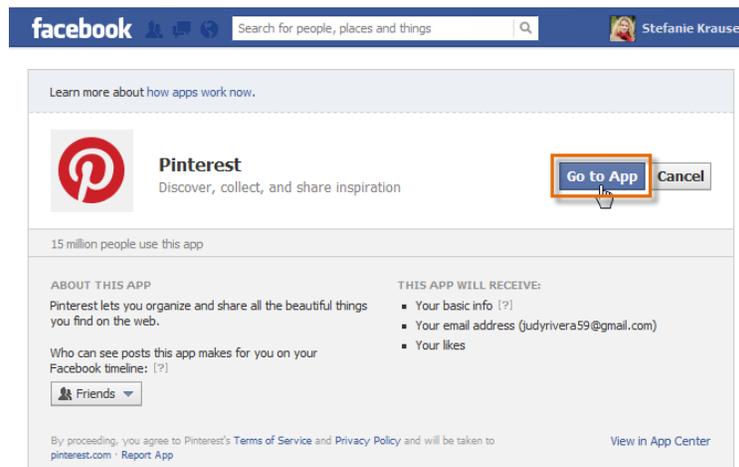
Connecting with a Facebook account



Logging in to Facebook

If you are not currently signed in to your Facebook account, a Facebook **log in** page will appear. Enter your Facebook information and then click **Log In**.

The **Approve App** page will appear, confirming that you will allow Pinterest to use your Facebook information. You'll be able to **disconnect** your Facebook account after the sign up process if you wish. Click **Go to App** to continue.



Granting Pinterest access to Facebook

The **Create your Account** page will appear. Choose a **username**, enter your **email address** and pick a **password**. Just like with any online service, it's important to choose a **strong password**—in other words, one that is **difficult for someone to guess**. For more information, check out [Passwords - The First Step to Safety](#) in our Tech Savvy Tutorial.

If you don't want Pinterest to supply certain information to Facebook, like posting your activity to your Timeline, **uncheck** the boxes. Click **Create Account** to continue.

Create your account



Uncheck the boxes if you do not want Facebook to access this information

Follow recommended friends
 Publish activity to Facebook Timeline

By creating an account, I accept Pinterest's [Terms of Service](#) and [Privacy Policy](#).

Create Account

Creating a Pinterest Account

The **Add Interests** page will appear. Select a few **pins** that interest you. Pinterest will automatically have you start **following** other Pinterest users based on these selections. You can always **unfollow** these users later if you don't like seeing their pins.

Click **Continue**.

Step 2 of 2

Click a few things you like:















Continue

Adding interests and clicking Continue

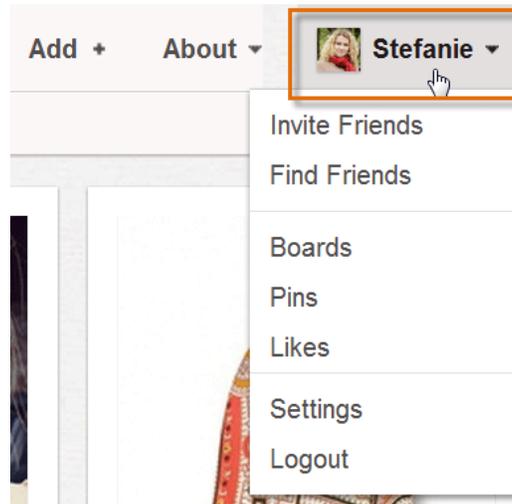
The sign up process is now complete and you will be redirected to the Pinterest **homepage**.

The Pinterest Profile and Privacy Settings

Once you create a Pinterest account, you may want to add a bit of detail to your **profile page**. It's important to remember that the information on your profile page is **public**, so you shouldn't share too much personal information. You can also modify your **privacy settings** if you wish to **disconnect** your Facebook or Twitter account from Pinterest.

To Modify Your Profile and Privacy Settings:

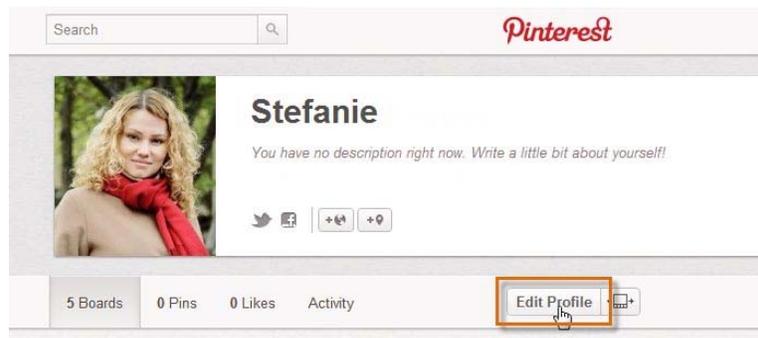
Click the **profile icon** in the top-right corner of the page.



Navigating to the profile page

Your **profile page** will appear, which displays your public information and pinboards.

Click the **Edit profile** button.



Clicking the Edit Profile button

The **profile settings** page will appear. At the top of the page you can modify your **public profile**, like your **username**, **location**, and **bio**. Your **profile picture** will be imported automatically from Facebook or Twitter. You can upload a different image from your computer if you prefer.

A screenshot of the Pinterest profile editing interface. It features several input fields: 'Username' with the value 'stefaniekrause', 'Gender' with radio buttons for 'Male', 'Female' (selected), and 'Unspecified', 'About' with a text area containing 'Originally from Hamburg. I now call London home. It's an adventure some days, but as we say in Germany: Wer nicht wagt, der nicht gewinnt.', 'Location' with the value 'London', and 'Website' which is empty. Below these is an 'Image' section showing a profile picture of a woman with blonde hair and a red scarf, with an 'Upload an Image' button to its right.

Adding public profile information

Scroll down to modify your privacy settings. Switch the **Prevent search engines from including your profile in their search results** button to the **On** position to prevent sites like Google or Bing from indexing your Pinterest profile.

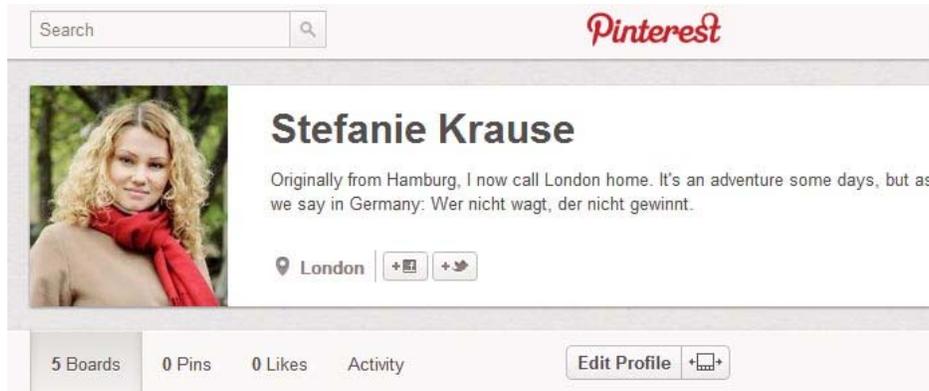
If you'd like to **disconnect** your Facebook account from Pinterest, switch the **Login with Facebook** button to the **Off** position. The same can be done for **Twitter**.

Click **Save Profile** to confirm your changes.

A screenshot of the Pinterest settings page. At the top, the 'Search Privacy' section has a toggle switch labeled 'ON' (with a circled '5' next to it) and the text 'Prevent search engines from including your profile in their search results.' Below this is a section titled 'SOCIAL NETWORKS'. It contains two rows: 'Facebook' with a toggle switch labeled 'OFF' and the text 'Login with Facebook', and 'Twitter' with a toggle switch labeled 'OFF' (with a circled '6' next to it) and the text 'Login with Twitter'. At the bottom of the settings area is a large red button labeled 'Save Profile' with a hand cursor icon over it.

Modifying Search, Facebook, and Twitter settings

Your privacy settings are now saved and the **updated profile page** will appear.



Viewing the updated profile page

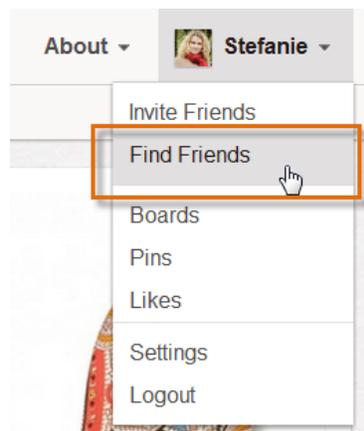
Finding and Inviting Friends

Pinterest is about more than just saving pins of your own—it's also about sharing and interacting with people you know. It's easy to follow your friends' pins and invite other friends who aren't currently using Pinterest.

To Find and Invite Facebook Friends:

If you have chosen to leave your Facebook account connected with Pinterest, it's easy to find Facebook friends who already use Pinterest and invite friends who might want to start.

Hover the mouse over the profile icon in the top-right corner of the page and then select Find Friends from the drop-down menu.

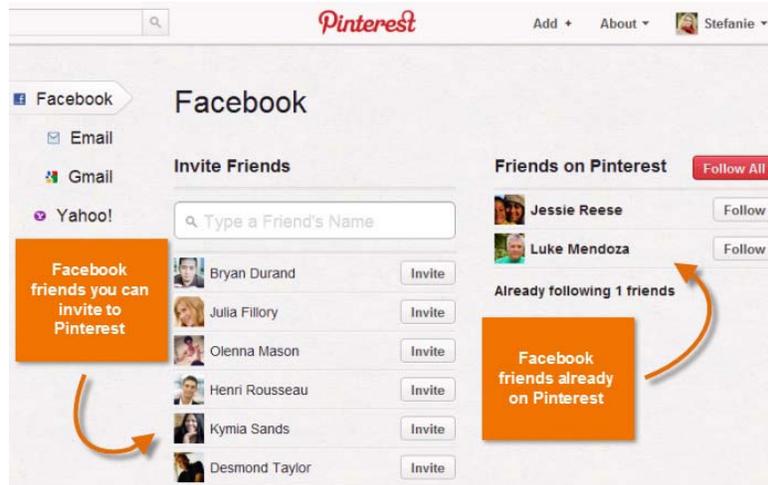


Finding friends on Pinterest

The Find Friends page will appear.

A list of Facebook Friends on Pinterest will appear. Click Follow to start following any of your friends' pins.

You can also invite Facebook friends who are not yet on Pinterest. Click Invite to send a Pinterest invite via Facebook.



Following and inviting Facebook friends

To Invite Friends via Email:

If you've chosen to disconnect your Facebook account from Pinterest, you can invite friends to Pinterest directly via email.

Hover the mouse over the profile icon in the top-right corner of the page and then select Find Friends from the drop-down menu. The Find Friends page will appear.

Select Email in the left-navigation menu.

Type the email address of the person you wish to invite and include a short message.

Click the Send Invites button.



Sending a Pinterest invite via email

If you use Gmail or Yahoo! Mail, Pinterest can search your contacts to find friends using Pinterest. Just click Gmail or Yahoo! to get started.

To Search for Friends:

You can also find people you know on Pinterest by using the search bar. This is a great way to find people if you have chosen to disconnect your Facebook account or if you need to look for friends by name rather than email.

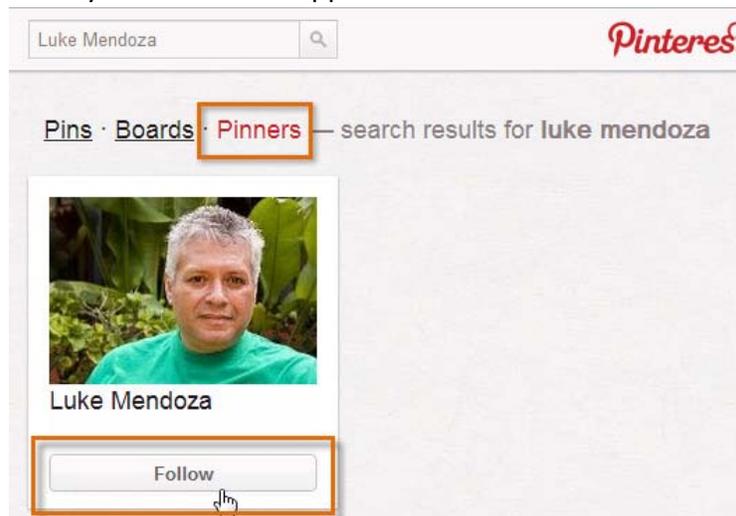
Type the name of the person you wish to find into the search bar in the upper-left corner of the page and then press Enter.



Searching for a user on Pinterest

By default, Pinterest will search for pins that match your search terms. Click Pinners to show only user accounts in your search results.

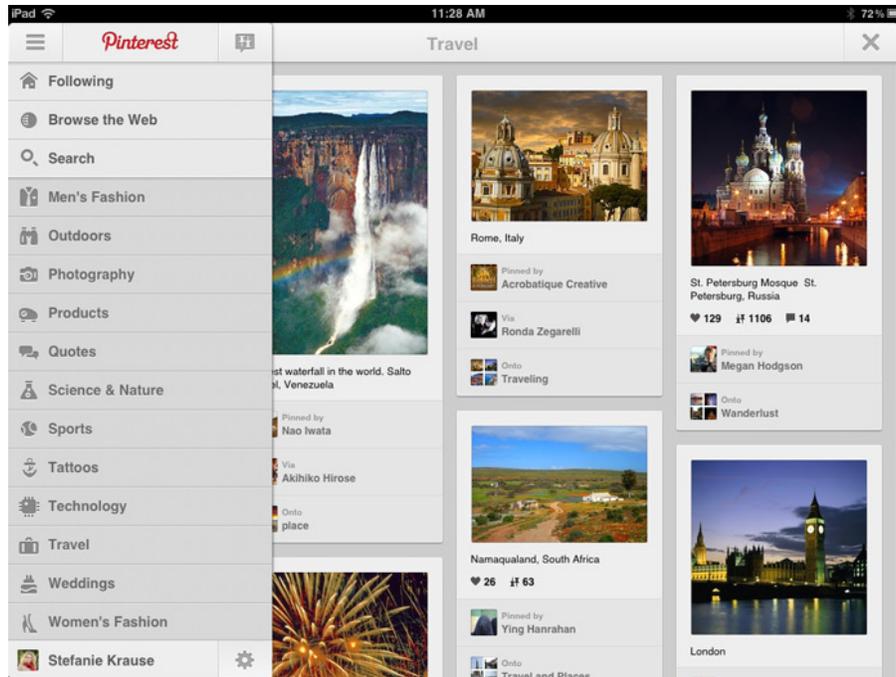
Any users who match your search will appear. Click Follow to start following a user's pins.



Finding a person via search on Pinterest

Pinterest for Mobile Devices

It's easy to access Pinterest on the go with the Pinterest app. Available for both [iOS](#) and [Android](#), the Pinterest app allows you to explore the site, repin great pins from the people you follow, and even pin a new photo using your phone's camera. You can also pin photos directly from the web using the built-in browser.



Pinterest for iPad

If you can't download the official Pinterest app, you can access Pinterest on any mobile device through the mobile site: <http://m.pinterest.com>.

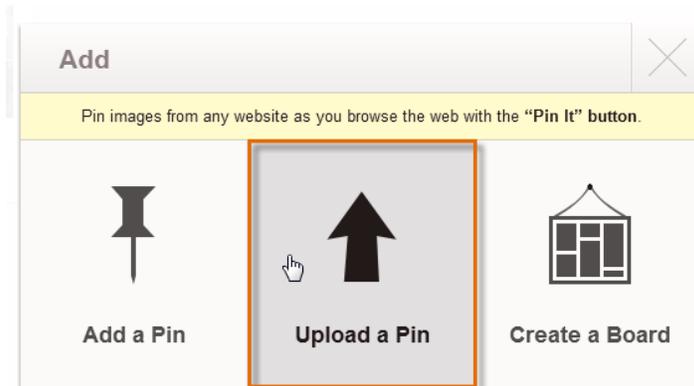


To Upload a Pin:

Pinterest also allows you to pin personal photos that are stored on your computer by uploading them.

While viewing the Pinterest homepage, locate and select the Add button at the top of the page.

The Add dialog box will appear. Click Upload a Pin.



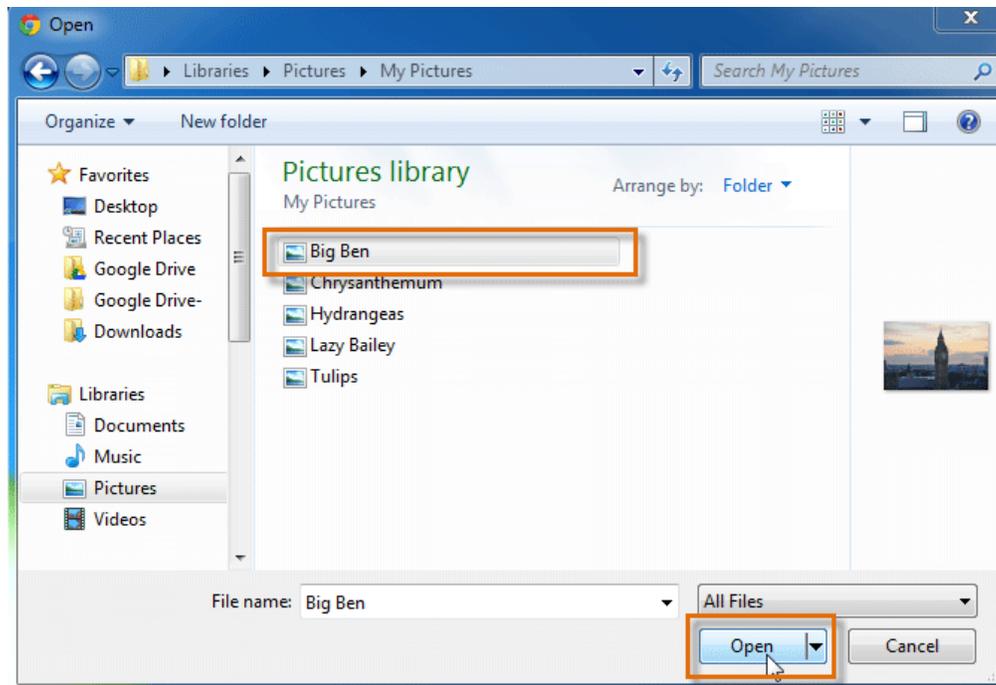
Uploading a pin from your computer

The Upload a Pin dialog box will appear. Select Choose File.



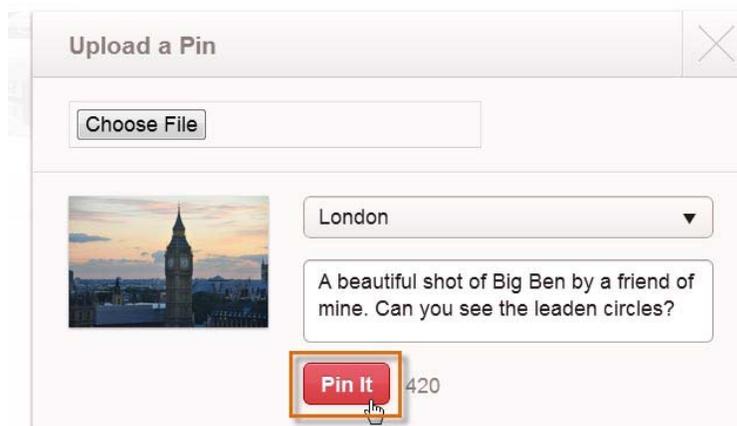
Clicking Choose File

The Open dialog box will appear. Select a photo from your computer and then click Open.



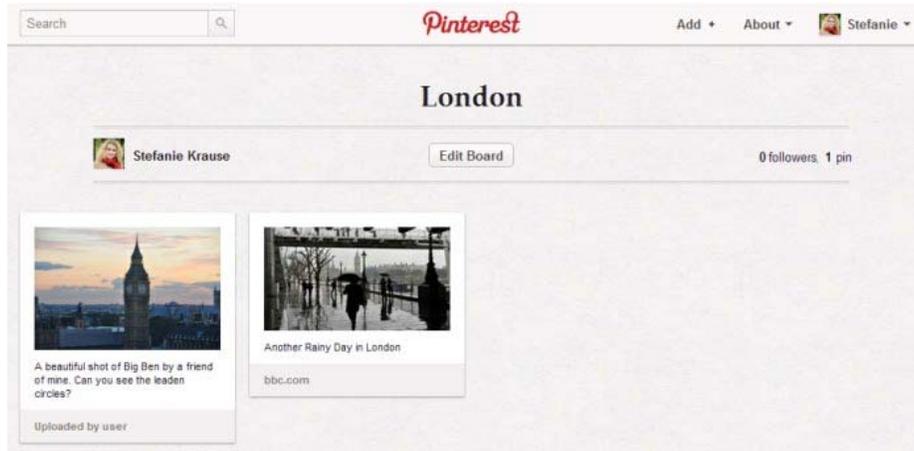
Picking a photo from the computer

The photo is now uploaded to Pinterest. Select the pinboard for the pin from the drop-down list and type a description. When you're ready, click Pin It.



Saving a pin

The uploaded pin will appear on the pinboard.



Viewing the newly upload pin

You can also save a pin from a website by entering its web address. Click the Add button and then select "Add a Pin" from the Add dialog box. Enter a web address into the text box, choose an image from the site, type a description, and then click Pin It.



Adding a pin from a web address

In addition to most images, Pinterest allows you to pin videos from YouTube and Vimeo. Pinning a video is no different from pinning an image. You can even watch a video straight from a pinboard!



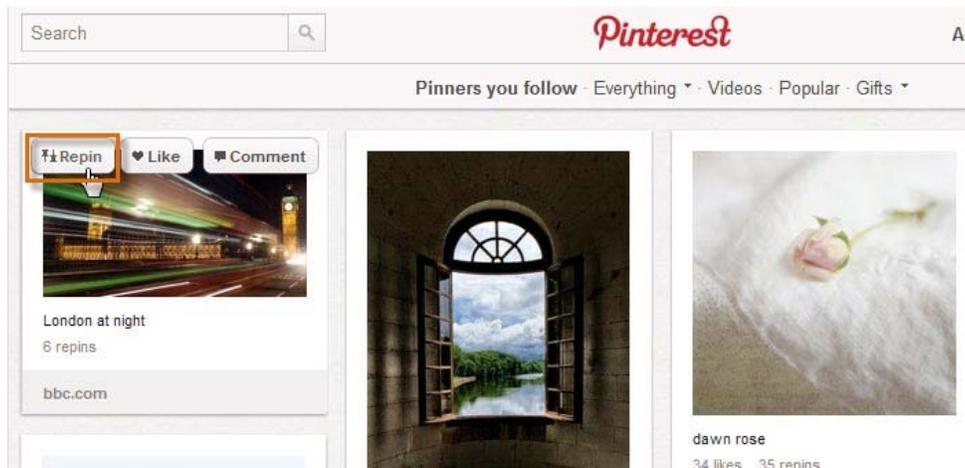
Pinning videos from YouTube

Repins and Likes

While it's easy to pin images and videos from other pages across the web, the option to repin is what truly makes Pinterest so simple and fun to use. Anytime you find a pin from another Pinterest user that you'd like to save for yourself, you can easily repin it to one of your own pinboards. You can also choose to like a pin to save it.

To Repin a Pin:

When you find something you might like to repin, hover the mouse over the pin and then click the Repin button  .



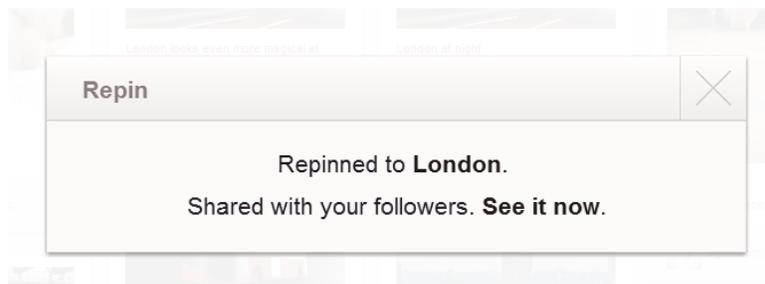
Clicking the Repin button

The Repin dialog box will appear. Select the pinboard for the pin from the drop-down list and type a description. When you're ready, click Pin It.



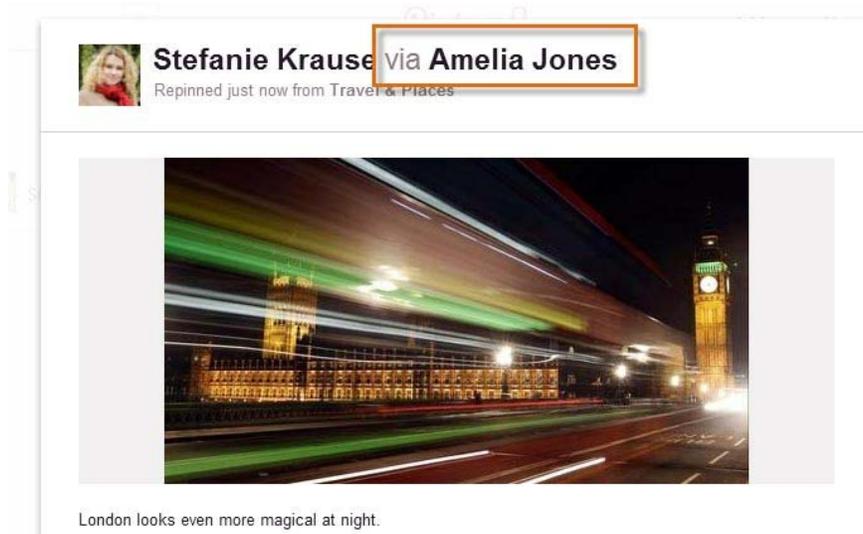
Repinning a pin

The confirmation dialog box will appear, confirming that your repin was successful.



The repin confirmation dialog box

When viewing a repin, the original pinner will be credited at the top.



Viewing the repin and the original pinner

You can also comment on pins and mention pins to other Pinterest users. Just hover over a pin and click the Comment button . To mention a pin to other users, type the @ symbol followed by their names into the comment.

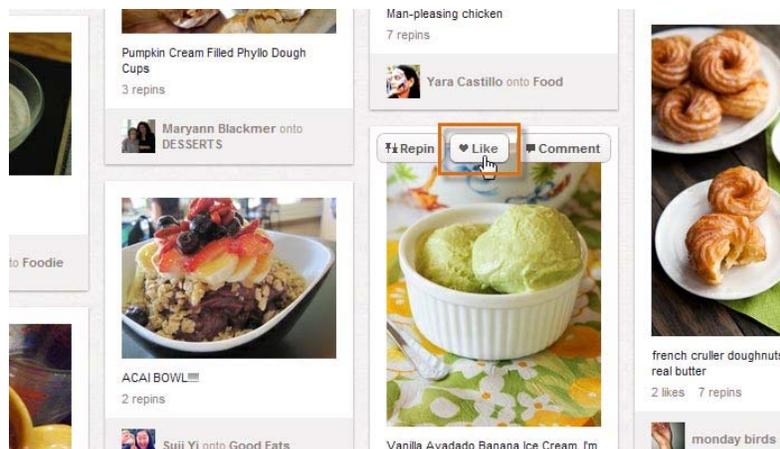


Adding a comment and @Mention to a pin

To Like a Pin:

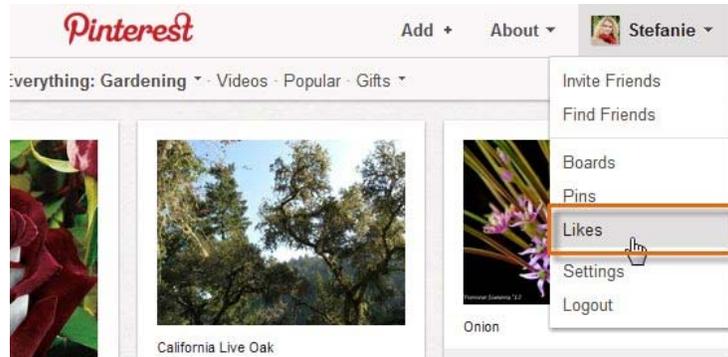
Whether you're planning a future pinboard or just looking for a way to remember your favorite images, it's easy to like pins and access them later.

Hover the mouse over the desired pin and then click the Like button .



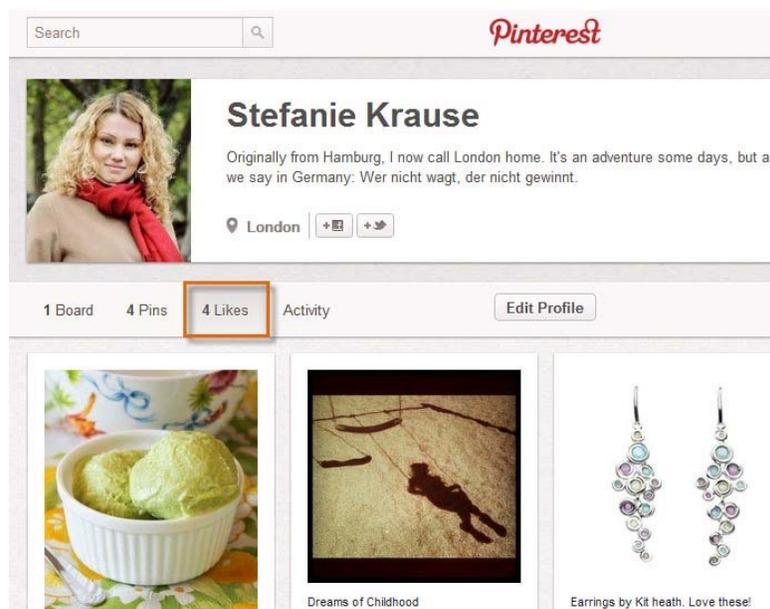
Clicking the Like button

To see the pins you've liked, hover the mouse over the profile icon and then select Likes from the drop-down menu.



Navigating to your liked pins

Your liked pins will appear.



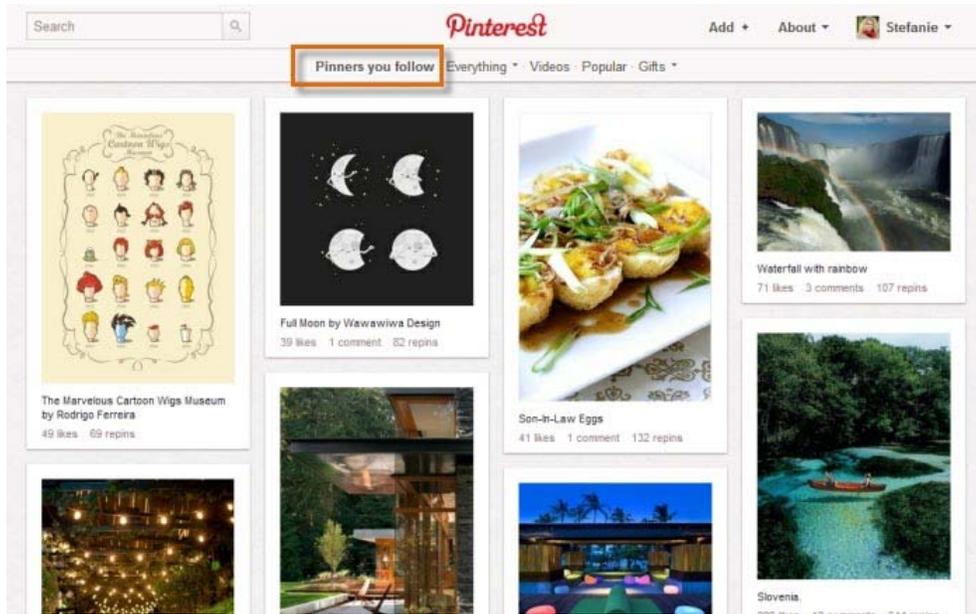
Viewing the pins you've liked

Exploring Pinterest

Even if you're not planning to build many pinboards of your own, it's fun to explore the variety of beautiful things that people share on Pinterest. There are lots of ways to discover the newest pins and pinboards.

Pinner's You Follow

Every time you visit the Pinterest homepage, the newest pins from the pinner's you follow will appear, including anything that you've pinned recently.

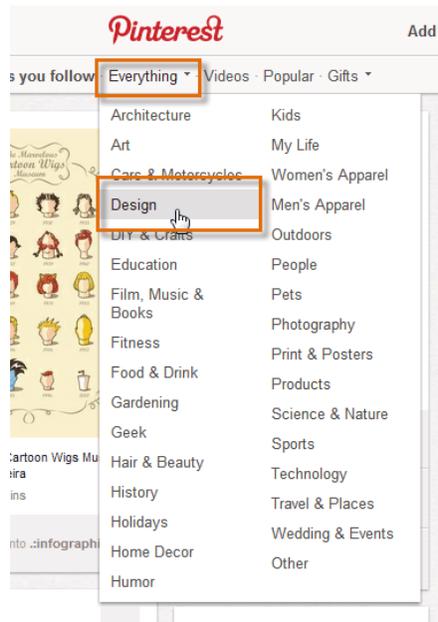


Viewing recent pins from the pinner you follow

To Browse Pinterest by Category:

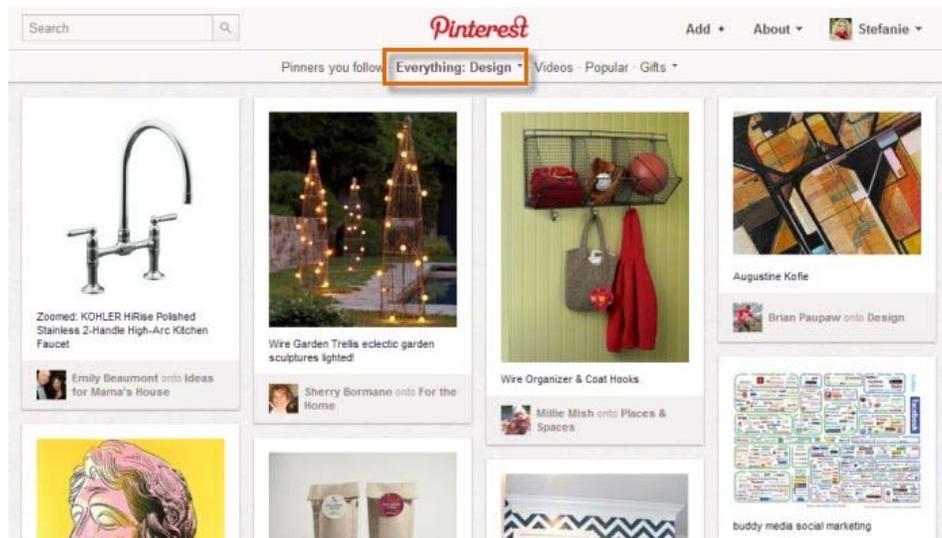
Pinterest also allows you to explore pins by topic. This is a great way to discover new pins and pinners. You can also choose to browse videos, popular pins, and gift ideas.

Locate and select Everything and then click the desired category from the drop-down menu.



Choosing a category to browse

Pins that match the selected category will appear.



Exploring pins in a category

To Search Pinterest:

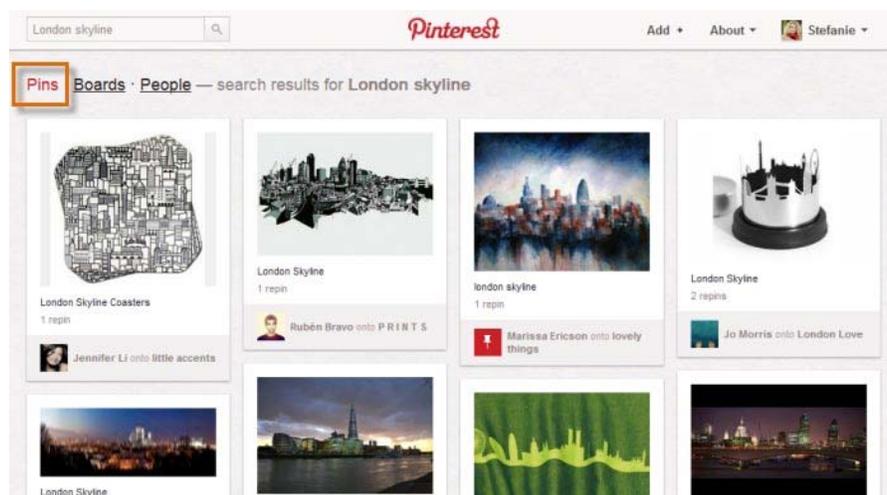
Sometimes you may be looking for something a little more specific. In our example, Stefanie would like to find some different pictures of the London skyline.

Type a search term into the search bar and press Enter.



Using the search bar

A series of pins that match the search will appear.



Viewing pins in a search

Click Boards to see entire pinboards that match the search.



Searching for pinboards

Following People on Pinterest

As Pinterest continues to grow, more and more people are creating interesting, beautiful, and inspiring pinboards. It won't be long before you start to find other Pinterest users that you'll want to follow, even if you don't know them in real life! It's easy to follow different pinners and individual pinboards.

To Follow a Pinner:

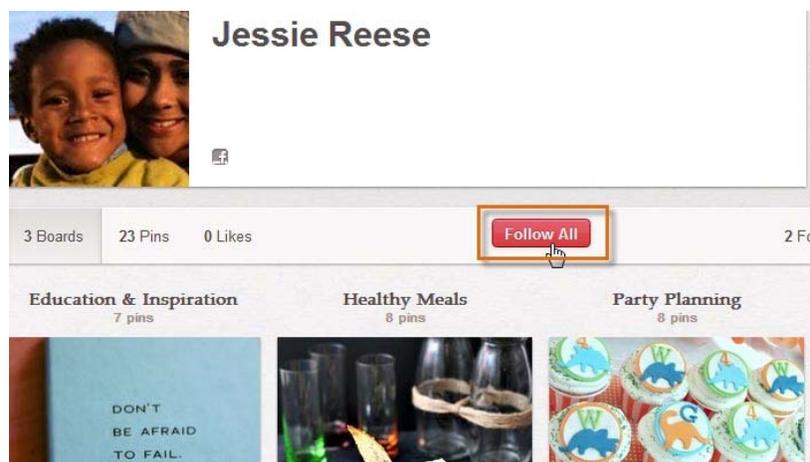
There are two ways to start following a pinner:

Click the Follow button  anytime you're viewing a pin.



Following a pinner

Click the Follow All button on a pinner's profile page.

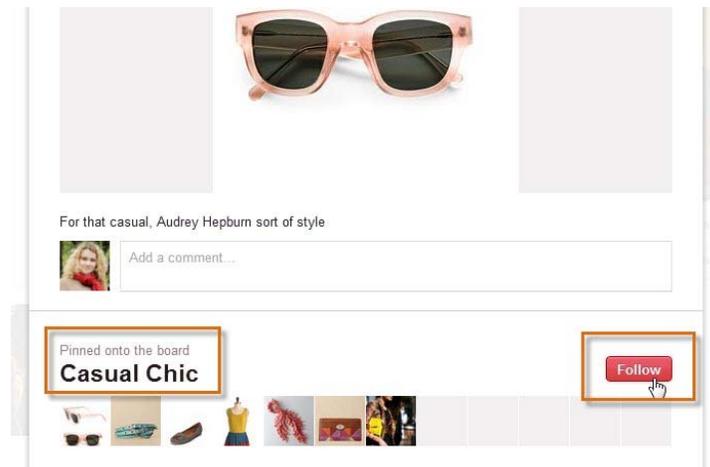


Following a pinner from their profile page

To Follow a Pinboard:

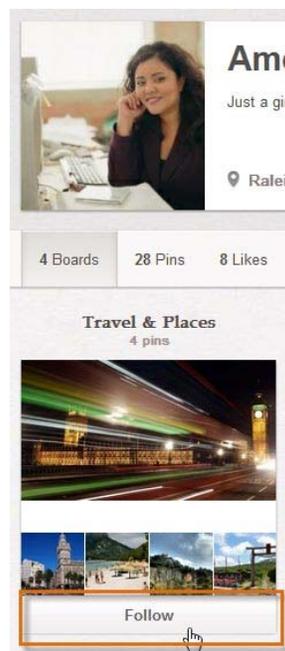
Pinterest users save a diverse mix of pins on a variety of topics. Sometimes you may find that you only want to follow certain pinboards from a pinner instead of following all of their pins.

While viewing a pin, locate the Pinned onto the board section at the bottom of the pin, which notes where the pin is saved. Click the Follow button **Follow** to start following pins from this pinboard.



Following a single pinboard

You can also start following a pinboard by clicking Follow below a pinboard on a profile page.



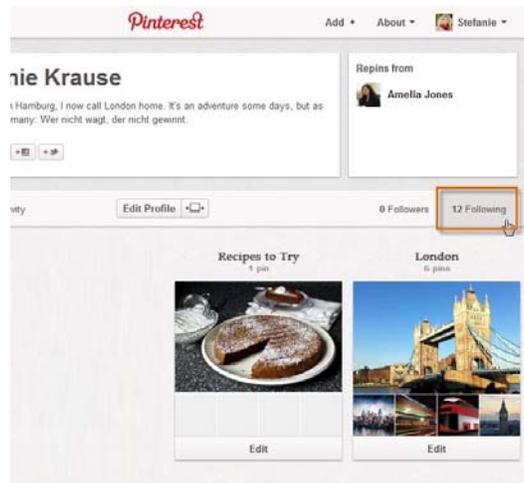
Following a pinboard

To Unfollow a Pinner:

After you've been on Pinterest for a while, you may decide that you no longer wish to follow certain pinners or pinboards. Pinterest makes it easy to keep track of who you follow and unfollow pinners and pinboards.

Click the profile icon in the top-right corner of the page to navigate to your profile page.

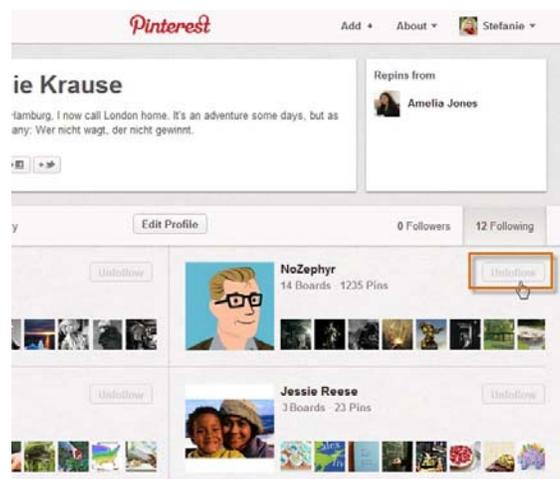
Locate and select the Following button.



Seeing who you're following on Pinterest

A list of pinners and pinboards that you are currently following will appear.

Click the Unfollow button **Unfollow** to stop following a pinner or a pinboard.



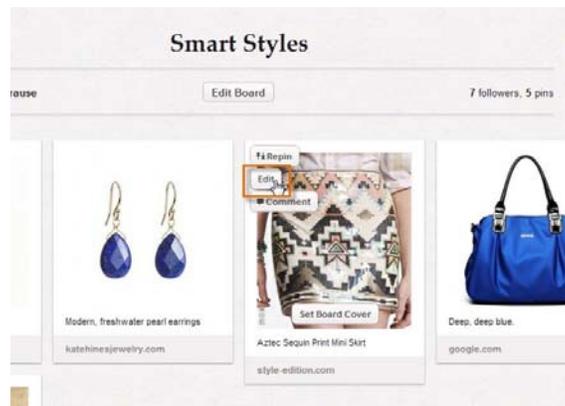
Unfollowing a pinner

Managing Your Pins and Pinboards

After you've been pinning for a while, you may find a need to organize and manage your pins and pinboards.

To Edit a Pin:

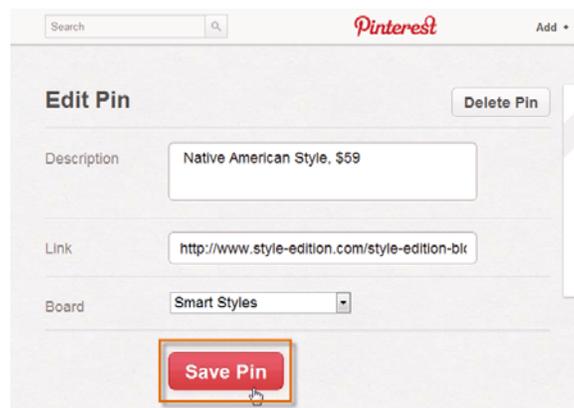
While viewing a pinboard, hover the mouse over a pin and then select the Edit button .



Editing a pin

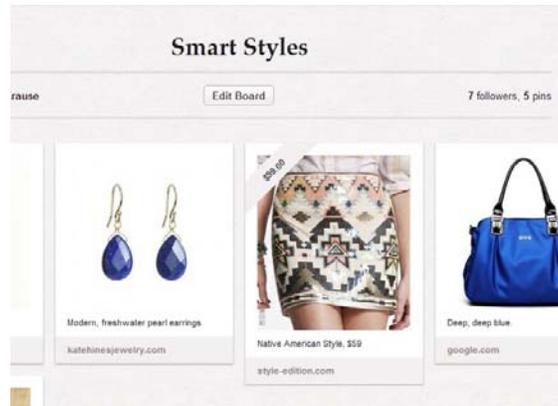
The Edit Pin page will appear. From here you can change the pin's description, update the link, choose its pinboard, or even delete it.

Click Save Pin when you're ready to save the changes.



Editing a pin's details

The pin will be updated with your changes.

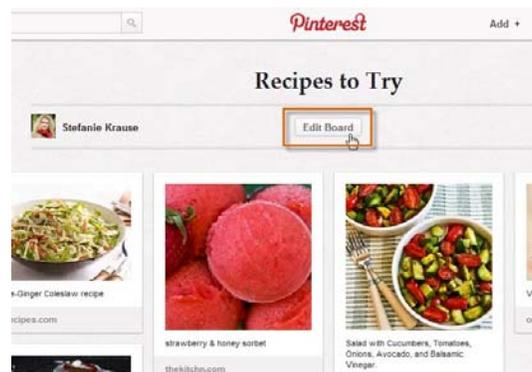


Viewing the edited pin

Notice the price tag ribbon that was added to our pin? You can add a price tag ribbon to any pin by typing \$ or £ followed by the number amount in the pin's description. This may be helpful if you're using Pinterest to promote your business or if you're trying to compare the cost of different products.

To Edit a Pinboard:

While viewing a pinboard, click the Edit Board button .



Editing a pinboard

The Edit Board page will appear. From here you can change the pinboard's description, choose a category, add another pinner to help you collaborate, or delete it.

Click Save Settings when you're ready to save your changes.

Edit Board / Recipes to Try Delete Board

Title

Description

Category

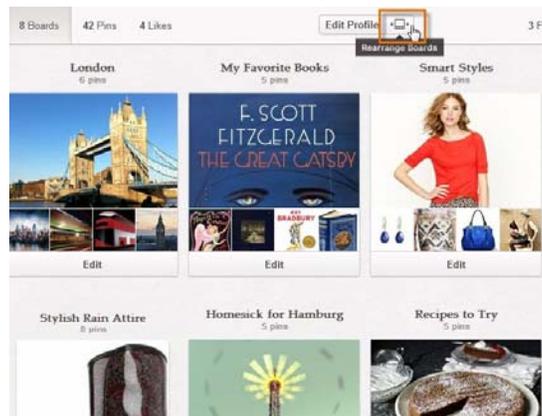
Who can pin? **Stefanie Krause** Creator

Editing a pinboard's details

To Rearrange Your Pinboards:

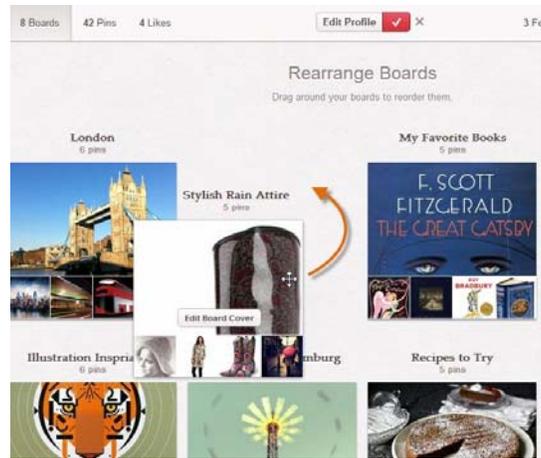
Anytime you create a new pinboard, it will automatically appear as the newest pinboard on your profile page. Once you've created several pinboards, you may want to organize and rearrange them.

While viewing your profile page, locate and select the Rearrange Boards button .



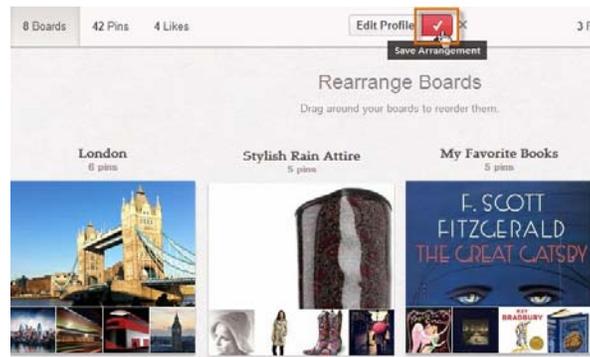
Clicking the rearrange pinboards button

Click, hold and drag a pinboard to its desired location.



Moving a pinboard

Click the Save Arrangement button  when you're satisfied with the new layout.

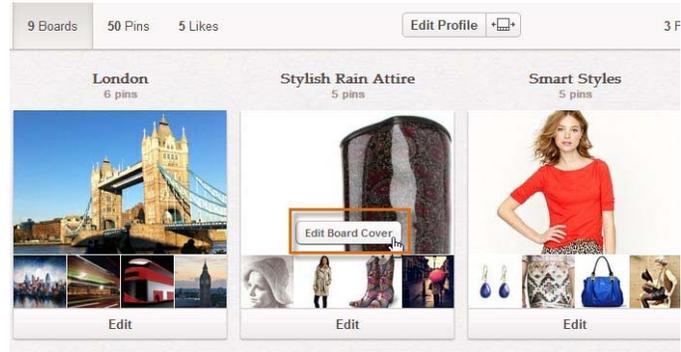


Saving the pinboard arrangement

To Set a Pinboard Cover:

By default, the newest pin in any pinboard will become the board cover, the large image that appears at the top of each pinboard. If you prefer, you can choose to change a board's cover, which will set a permanent cover image until you decide to change it.

While viewing your profile page, hover the mouse over a pinboard and then select Edit Board Cover.



Editing a pinboard's cover

The Board Cover dialog box will appear. Click the arrows to preview different pins from the pinboard.

Click Set Cover when you're satisfied with the cover image.



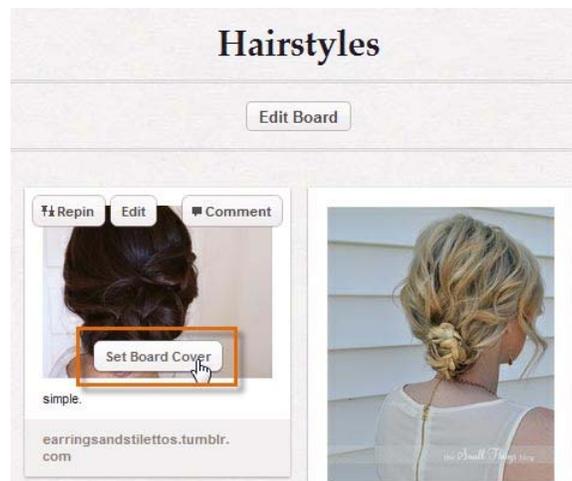
Choosing a pinboard cover

The new pinboard cover will appear.



Viewing the updated pinboard cover

You can also set a new pinboard cover when viewing a pinboard. Simply hover the mouse over a pin and then select Set Board Cover.

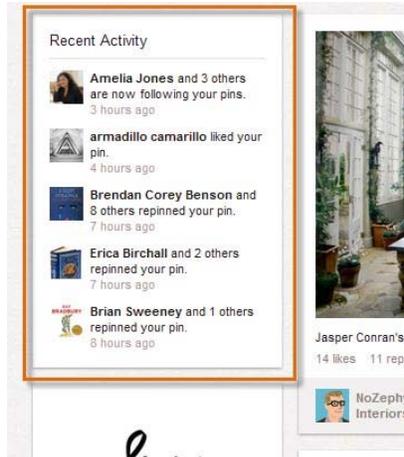


Setting a pinboard cover while viewing a pinboard

Keeping up with Pinterest

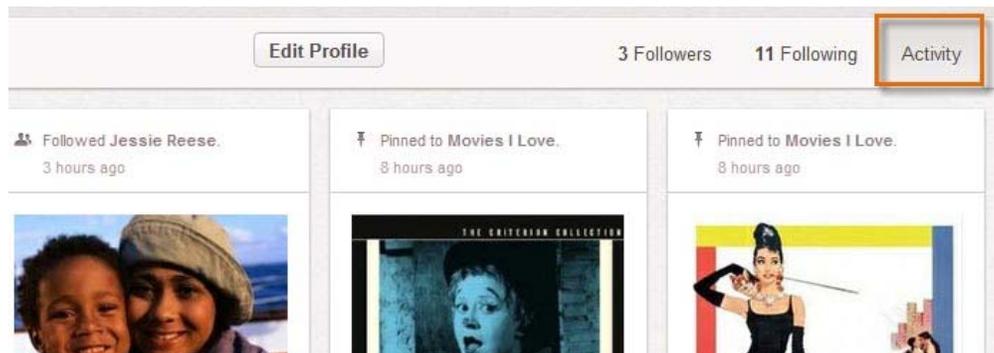
From repins, to likes, to comments, keeping up with everything that happens on Pinterest can be a bit of a challenge. But Pinterest offers several tools to help you stay on top of the latest Pinterest activity.

Anytime you log in to Pinterest, you will see the Recent Activity box in the top-left corner of the homepage. This lets you know whenever someone starts following, repins, likes, or comments on your pinboards.



Viewing recent activity on Pinterest

Click Activity on your profile page to see what you've done recently on Pinterest.

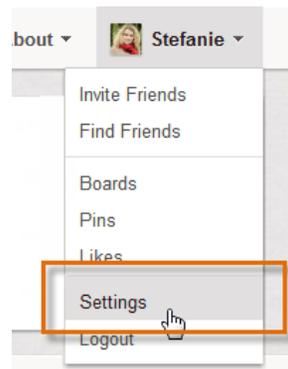


Viewing your recent activity

To Set Your Email Notifications:

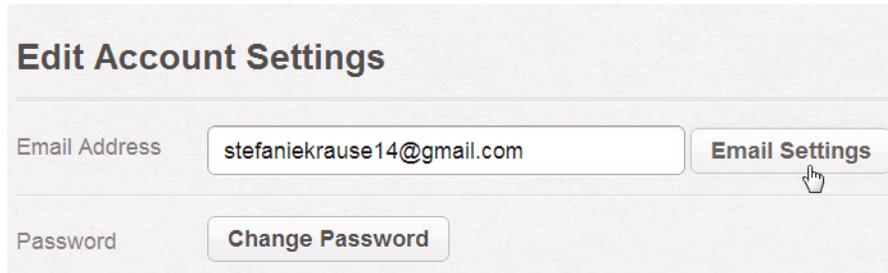
By default, Pinterest will send you email notifications whenever someone interacts with your pins and pinboards. Email notifications are an easy way to keep up with everything that happens on Pinterest, but you may wish to customize which emails you receive.

Hover the mouse over the profile icon and then select Settings from the drop-down menu.



Navigating to your settings

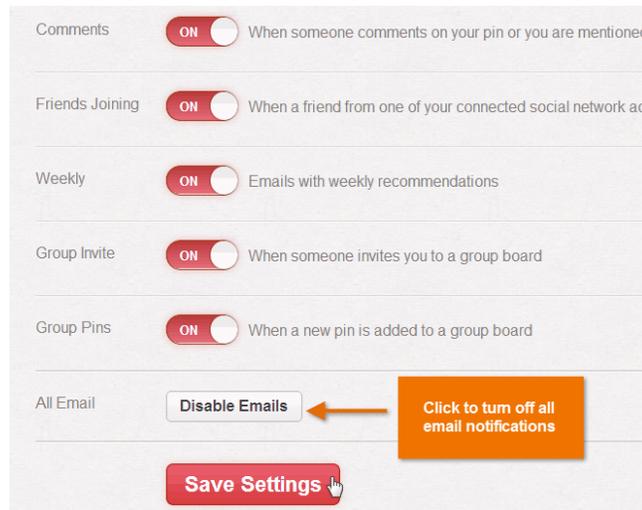
The Edit Profile page will appear. Click Email Settings.



Clicking Email Settings

The email settings page will appear. By default, every email notification is active. Switch the buttons to the On or Off position depending on your preference, or click Disable Emails to turn off all email notifications.

Click Save Settings to save your changes.



Modifying your email settings