

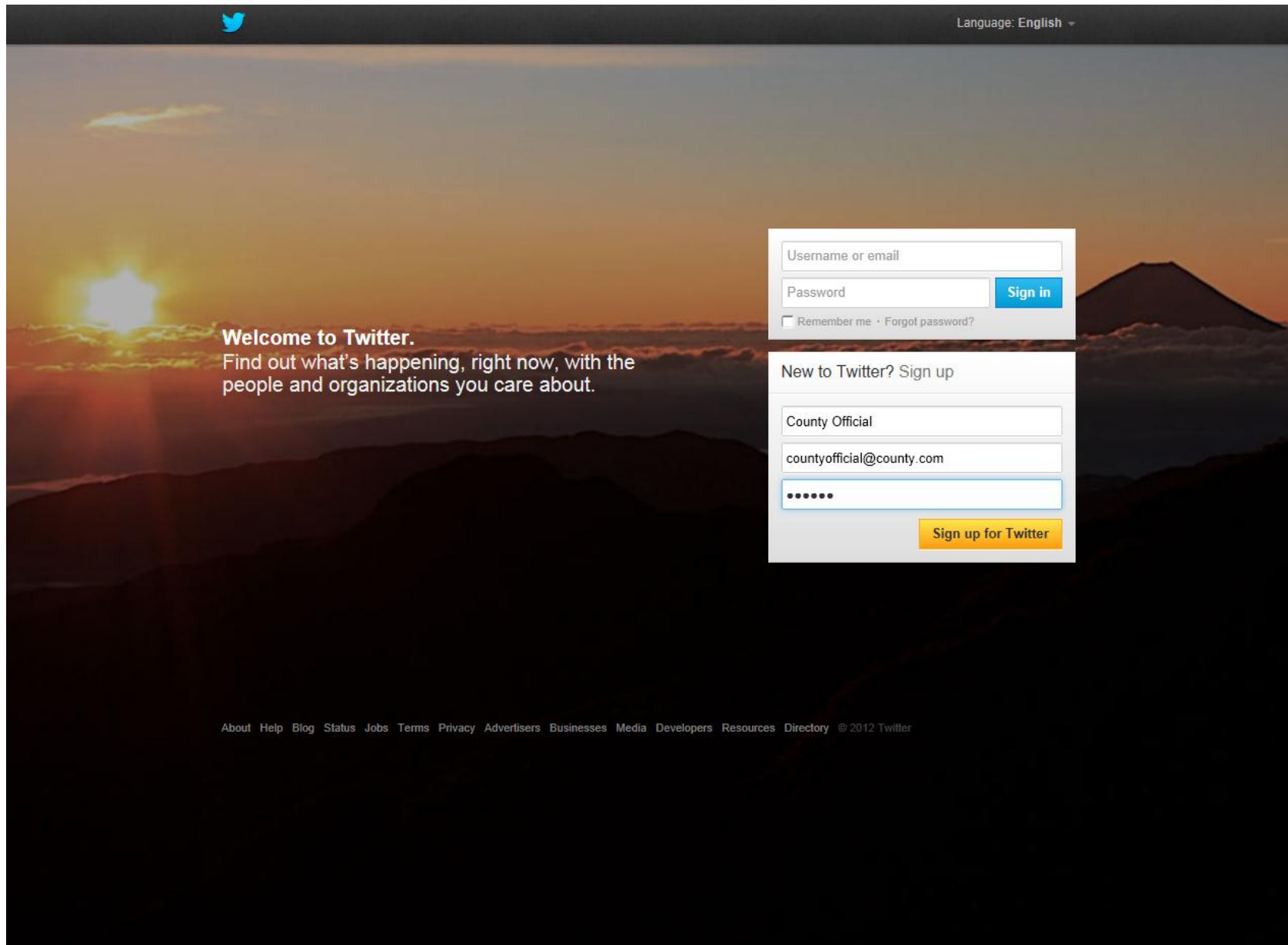
A step-by-step tutorial on how to use...



Created by the Association of Indiana Counties




**Step 1.** Go to [www.twitter.com](http://www.twitter.com), and you'll see the "sign up" section on the right hand side of the page. Enter your full name, your e-mail address, and a password in the appropriate boxes. Then click the yellow "sign up for Twitter" button.



**Step 2.** You will be directed to another page where you will re-enter your full name, your e-mail address, a password (which Twitter might encourage you to make more secure), and a username.

The username is very important because it is how most individuals will “visit” your Twitter page – by simply entering your username after the Twitter website address into the website address bar at the top of the internet screen, individuals can go directly to your Twitter page. For example, if your username is “CountyOfficial,” an individual can type [www.twitter.com/countyofficial](http://www.twitter.com/countyofficial) into their website address bar and go directly to your page. If you are creating a page specifically for you, make your username your first and last name. If you are creating a page for your county office, make your username your county and office (for example, Indiana County Recorder).

Select whether you want to remain signed-in to Twitter on your computer, and whether you want to tailor Twitter based on websites you’ve visited recently. Then click the “create my account” button.

Have an account? Sign in

### Join Twitter today.

Full name

County Official

✓ Name looks great.

Email address

countyofficial@county.com

✓ We will email you a confirmation.

Password

••••••••••

✓ Password is perfect!

Username

CountyOfficial

✓ Username is available.  
You can change it later.

Suggestions: CountyO OfficialCounty countyofficial

☒ Keep me signed-in on this computer.

☒ Tailor Twitter based on my recent website visits. [Learn more.](#)

By clicking the button, you agree to the terms below:

These Terms of Service ("Terms") govern your access to and use of the services, including our various websites, SMS, APIs, email notifications, ...

Printable versions:

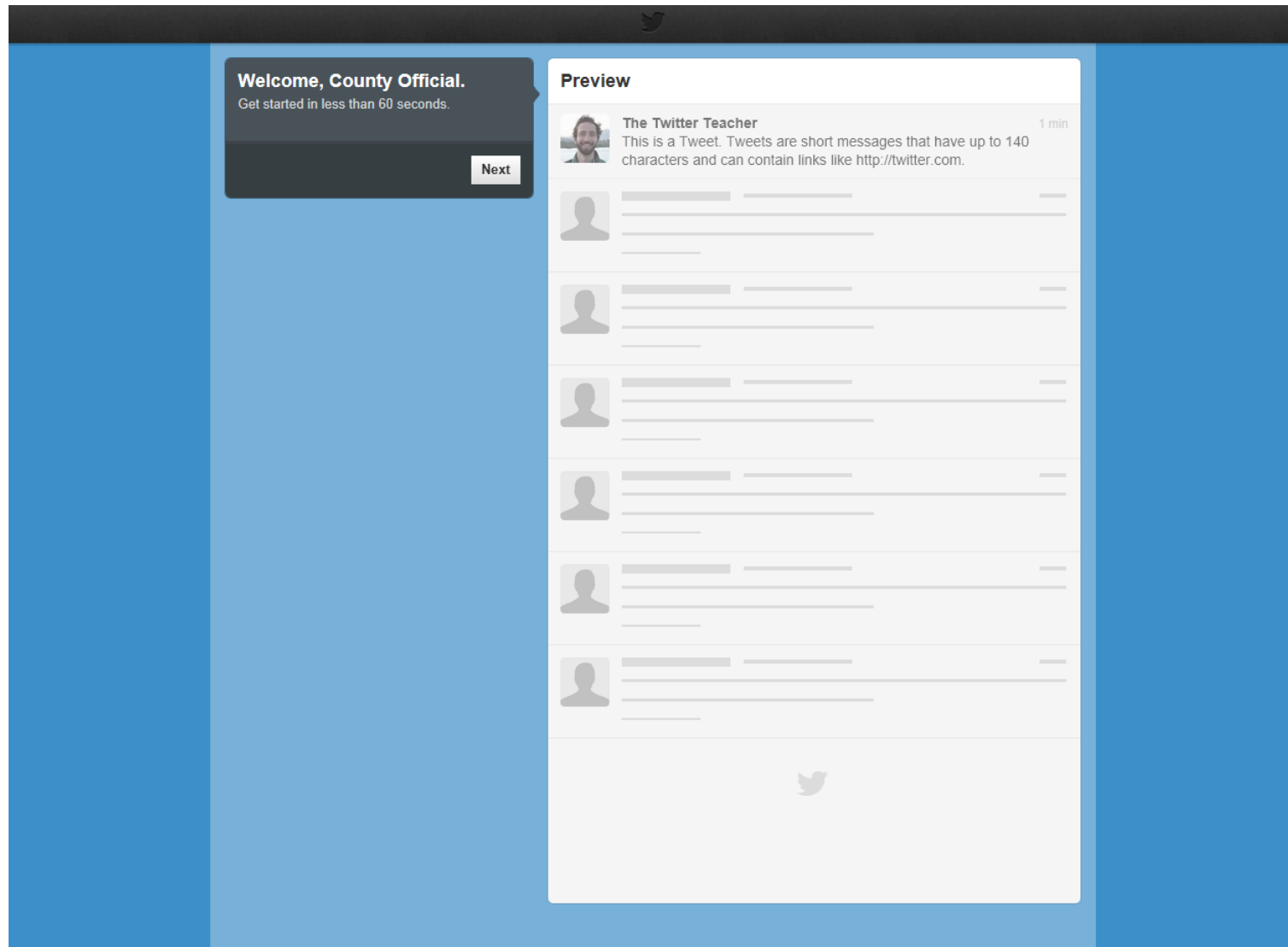
[Terms of Service](#) · [Privacy Policy](#)

Create my account

Note: Others will be able to find you by name, username or email. Your email will not be shown publicly. You can change your privacy settings at any time.

**Step 3.** You will be directed to another page that begins taking you through a brief tutorial of how to get started using your Twitter account. Follow the instructions, and when you are done reading each step, click the “next” button to move to the next step.

The first step of the tutorial explains what a “tweet” is and shows an example of a tweet.



**Step 4.** The next step of the tutorial shows you how to build your “timeline,” which consists of tweets from the individuals you follow on Twitter, posted in the order that they occur. The tutorial asks you to follow 5 individuals to get started – enter an individual’s name in the “search for...” box on the left hand side of the screen, and when you find the individual you wish to follow, click the “follow” button next to the person’s name. Once you press the “follow” button, the individual’s (or organization’s) most recent tweet will appear in your timeline on the right hand side of the page. When you are finished, click the “next” button.

The screenshot shows the Twitter 'Build your timeline' interface. On the left, a search bar contains 'indiana county'. Below it, a list of search results for 'indiana county' is displayed, each with a profile picture, name, handle, and a 'Follow' button. The results include: Indiana County Fair (@indianafair), Gleaners Food Bank (@GleanersFBI...), Indiana Counties (@INcounties), Indiana County Mfg. (@IndianaMfg), The Indiana Gazette (@IndianaGaze...), Indiana County YMCA (@ICYMCA), Wayne County Indiana (@gowaynecou...), Allen County INfo (@allencountyinfo), The Herald-Times (@theheraldtimes), and Hamilton County, IN (@HamcoIndiana). The 'Indiana Counties' entry is marked as 'Following'. On the right, a 'Preview' section shows examples of tweets from followed accounts. The first tweet is from NACo (@NACoTweets) dated 25 Oct, retweeting a tweet about the Sustainable Jails Project. The second is from The White House (@whitehouse) dated 23h, about the 90th National Christmas Tree Lighting. The third is from Indiana Counties (@INcounties) dated 2 Oct, congratulating AIC 2012 Local Government Cooperation Award winner Monroe County. Below the preview, there are several placeholder icons and lines representing more tweets.

**Step 5.** The next step of the tutorial asks you to find and “follow” 5 more individuals or organizations. You can browse Twitter’s suggestions, or you can continue to use the search feature on the left hand side of the screen. Click the “follow” button next to the individuals or organizations you wish to follow, and their most recent tweets will appear in your timeline on the right hand side of the page. When you are finished, click the “next” button.

The screenshot shows the Twitter interface during the 'See who's here' step. On the left, a search bar contains the word 'legislative'. Below it, a list of suggested accounts to follow is displayed, each with a profile picture, name, handle, and a 'Follow' button. The accounts include Rep. Keith Ellison (@keithellison), Dennis Kucinich (@Dennis\_Kuci...), Orrin Hatch (@OrrinHatch), US Dept. of Labor (@USDOL), USDA (Dept. of Agriculture @USDA), U.S. Senate Floor (@SenateFloor), USA.gov (@USAgov), Joe Lieberman (@JoeLieberman), John Kerry (@JohnKerry), and Senate Republicans (@Senate\_GOPs). On the right, a 'Preview' section shows examples of tweets from people you choose to follow. The tweets are from Indiana's NewsCenter (@INCtoday), Indianapolis Star (@indystar), NACo (@NACoTweets), The White House (@whitehouse), and Indiana Counties (@INcounties). Each tweet includes a profile picture, name, handle, text, and a timestamp. Below the preview, there are several placeholder icons for more tweets.

**See who's here.**  
Find and follow well-known people.

Try 5 more

legislative

Back Results for: legislative

Rep. Keith Ellison @keithellison Follow

Dennis Kucinich @Dennis\_Kuci... Follow

Orrin Hatch @OrrinHatch Follow

US Dept. of Labor @USDOL Follow

USDA Dept. of Agriculture @USDA Follow

U.S. Senate Floor @SenateFloor Follow

USA.gov @USAgov Follow

Joe Lieberman @JoeLieberman Follow

John Kerry @JohnKerry Follow

Senate Republicans @Senate\_GOPs Follow

**Preview**  
Examples of Tweets from people you choose to follow appear here. You'll see your full timeline once you're all set up.

Indiana's NewsCenter @INCtoday 1h  
A Warsaw pastor has found himself in some serious trouble with the law. <http://t.co/M4tJscpV>

Indianapolis Star @indystar 44m  
RT @nealtaflinger: 'Jesus take these children,' wrote King Edward Bell after slaughtering his family. <http://t.co/6LQ4jO3x>

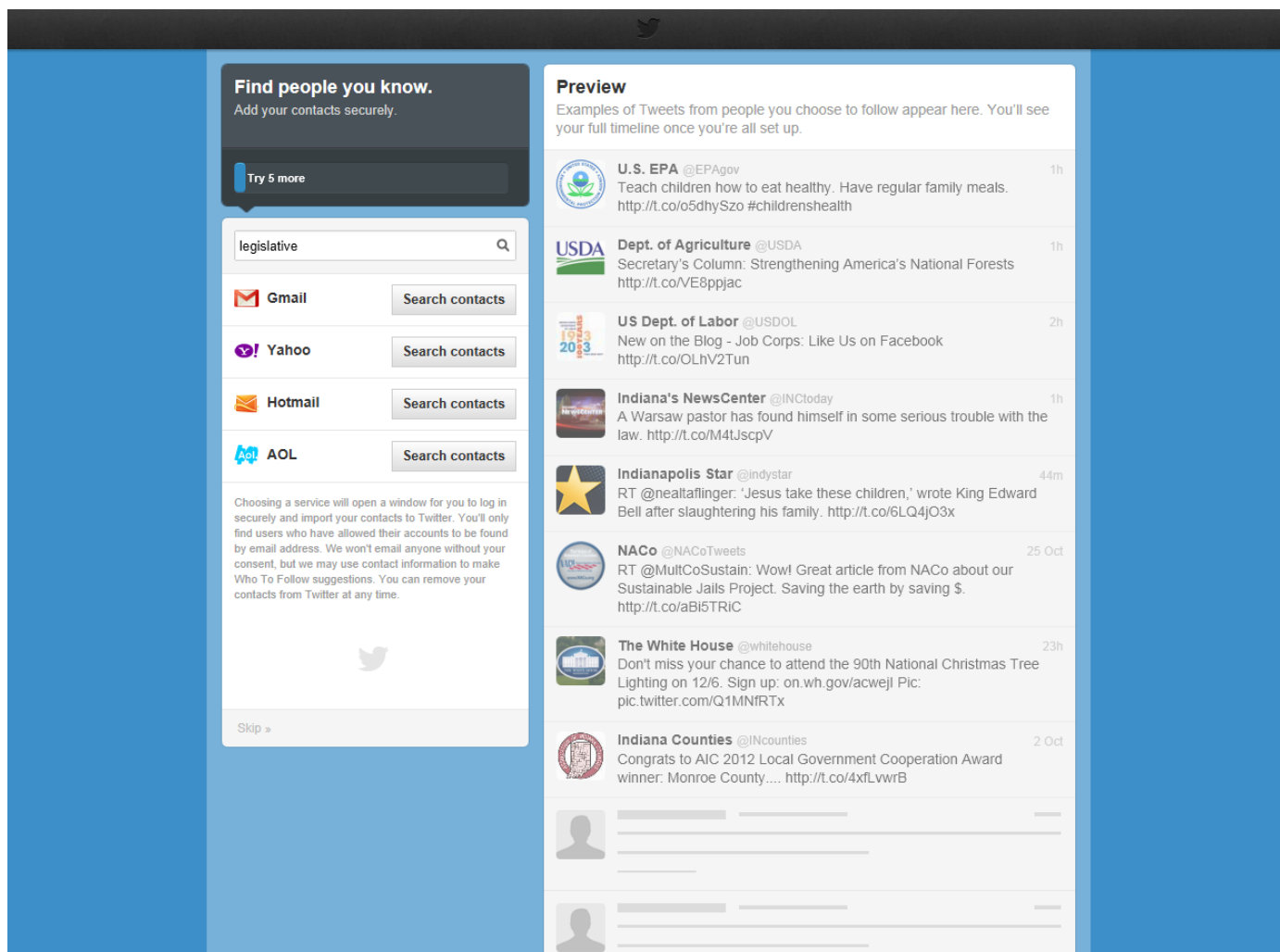
NACo @NACoTweets 25 Oct  
RT @MultCoSustain: Wow! Great article from NACo about our Sustainable Jails Project. Saving the earth by saving \$. <http://t.co/aBi5TRiC>

The White House @whitehouse 23h  
Don't miss your chance to attend the 90th National Christmas Tree Lighting on 12/6. Sign up: [on.wh.gov/acwejl](http://on.wh.gov/acwejl) Pic: [pic.twitter.com/Q1MNfRTx](http://pic.twitter.com/Q1MNfRTx)

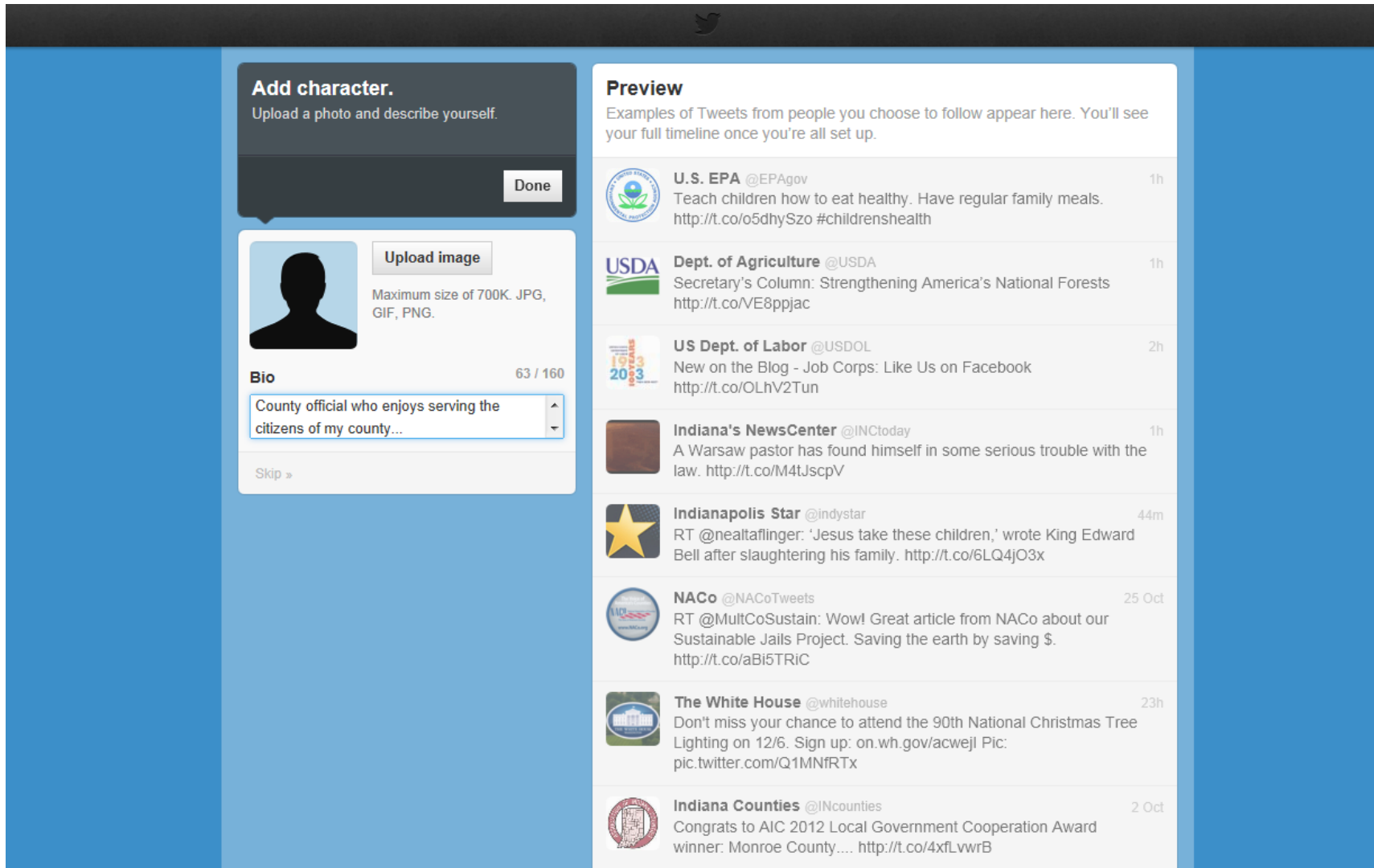
Indiana Counties @INcounties 2 Oct  
Congrats to AIC 2012 Local Government Cooperation Award winner: Monroe County.... <http://t.co/4xfLvwrb>

**Step 6.** The next step of the tutorial asks you to find individuals you know via your e-mail account's address book. If you wish to find individuals on Twitter by their e-mail addresses, simply click on the “search contacts” button next to the e-mail provider you use. A new window will open, asking you to provide your e-mail address and password and then allowing you to select which individuals you wish to import to Twitter so you can “follow” them. If you use multiple e-mail providers, simply click on the “search contacts” button for each e-mail provider you use and follow the instructions.

If you do not want to search for individuals via their e-mail addresses, click the “skip” button (below the e-mail providers) on the left hand side of the screen.



**Step 7.** Add a photo and provide a brief description. Click the “upload image” button on the upper left side of the page, select the location of the photo you wish to use on your computer, and click “open” to use that photo. Enter a brief description about yourself or your county office in the box located below your photo. Examples of what to include in your bio are: your duties as an elected official and the year you were elected (if the Twitter page is for you as an individual), or the services your office provides and your office hours (if the Twitter page is for your county office). When you are finished, click the “done” button.



**Add character.**  
Upload a photo and describe yourself.

**Done**

**Upload image**  
Maximum size of 700K. JPG, GIF, PNG.

**Bio** 63 / 160  
County official who enjoys serving the citizens of my county...

**Skip »**

**Preview**  
Examples of Tweets from people you choose to follow appear here. You'll see your full timeline once you're all set up.

**U.S. EPA** @EPAgov 1h  
Teach children how to eat healthy. Have regular family meals.  
[#childrenshealth](http://t.co/o5dhySzo)

**USDA** Dept. of Agriculture @USDA 1h  
Secretary's Column: Strengthening America's National Forests  
<http://t.co/VE8ppjac>

**US Dept. of Labor** @USDOL 2h  
New on the Blog - Job Corps: Like Us on Facebook  
<http://t.co/OLhV2Tun>

**Indiana's NewsCenter** @INCtoday 1h  
A Warsaw pastor has found himself in some serious trouble with the law. <http://t.co/M4tJscpV>

**Indianapolis Star** @indystar 44m  
RT @nealtaflinger: 'Jesus take these children,' wrote King Edward Bell after slaughtering his family. <http://t.co/6LQ4jO3x>

**NACo** @NACoTweets 25 Oct  
RT @MultCoSustain: Wow! Great article from NACo about our Sustainable Jails Project. Saving the earth by saving \$.  
<http://t.co/aBi5TRiC>

**The White House** @whitehouse 23h  
Don't miss your chance to attend the 90th National Christmas Tree Lighting on 12/6. Sign up: [on.wh.gov/acwejl](http://on.wh.gov/acwejl) Pic: [pic.twitter.com/Q1MNfRTx](http://pic.twitter.com/Q1MNfRTx)

**Indiana Counties** @INcounties 2 Oct  
Congrats to AIC 2012 Local Government Cooperation Award winner: Monroe County.... <http://t.co/4xFLvwrB>



**Step 8.** You are done with the tutorial and ready to start using Twitter! You will be directed to your Twitter homepage, which contains your timeline on the right side of the screen and a number of different boxes on the left side of the screen. The first box on the left side contains the number of tweets you have sent, the number of individuals/organizations you are following, and the number of individuals/organizations following you. The second box contains suggested individuals/organizations for you to follow, as well as a link to browse categories of people to follow and a link to find friends directly. The last box contains the top “trends” on Twitter at the moment, which are the topics that are being most tweeted about.



**Step 9.** Confirm your e-mail address to access all of Twitter’s features. When you are directed to your Twitter homepage for the first time, you may notice a box at the top of the screen asking you to confirm your e-mail address – this is to prevent individuals from creating fake Twitter accounts. You will receive an e-mail from Twitter containing a link to “confirm” your account. Simply click on the link in the e-mail, and you will be directed to a page stating that you have confirmed your account. This notification box at the top of your Twitter page will disappear the next time you log into your Twitter account.



**Step 10. Start tweeting!** To compose a tweet, simply click the “compose new tweet” box on the left side of the screen under your photo and name, and type a brief message of 140 characters or less. If you want to add a photo to your message, click on the camera icon under the message box and follow the instructions. If you want to add your current location, click on the map marker icon under the message box and follow the instructions. When you are finished composing your tweet, click the “tweet” button. Your tweet will not only appear in your own timeline, but it will also appear in the timeline of each individual who follows you on Twitter.

The screenshot shows a Twitter profile page for a user named 'County Official'. The top navigation bar includes 'Home', 'Connect', 'Discover', 'Me', a search bar, and settings. A yellow banner at the top of the profile area prompts the user to confirm their email address, stating 'Confirm your email address to access all of Twitter's features. A confirmation message was sent to countyofficial@county.com.' Below this banner, the profile header shows the user's name 'County Official' and a link to 'View my profile page'. The profile statistics are displayed: 0 TWEETS, 8 FOLLOWING, and 0 FOLLOWERS. A text box contains the message: 'I am looking forward to connecting with the people in my county via Twitter - please follow me!'. Below the text box are icons for adding a photo or location, a character count of 45, and a blue 'Tweet' button. At the bottom of the profile section, there is a 'Who to follow' section with links to 'Refresh' and 'View all'. The 'Tweets' section on the right shows '1 new Tweet'. The first tweet is from 'Indianapolis Star @indystar' (3m), which is a retweet of @indystar\_erika about a TEDxIND column. The second tweet is from 'USDA @USDA' (3m) about a blog post on food safety. The third tweet is from 'Indianapolis Star @indystar' (22m).

Home Connect Discover Me

Confirm your email address to access all of Twitter's features. A confirmation message was sent to countyofficial@county.com.

Resend confirmation Update email address · Learn more

**County Official**  
View my profile page

0 TWEETS 8 FOLLOWING 0 FOLLOWERS

I am looking forward to connecting with the people in my county via Twitter - please follow me!

45 Tweet

Who to follow · Refresh · View all

**Tweets**

1 new Tweet

**Indianapolis Star @indystar** 3m  
RT @indystar\_erika: Ok, #TEDxIND column is up. Read it here: [indystar.com/article/201210...](http://indystar.com/article/201210...)  
Expand

**USDA @USDA** 3m  
USDA Blog: #FoodSafety Is Crucial For East Coast Residents As Hurricane #Sandy Approaches [ow.ly/eNTFi](http://ow.ly/eNTFi)  
Expand

**Indianapolis Star @indystar** 22m