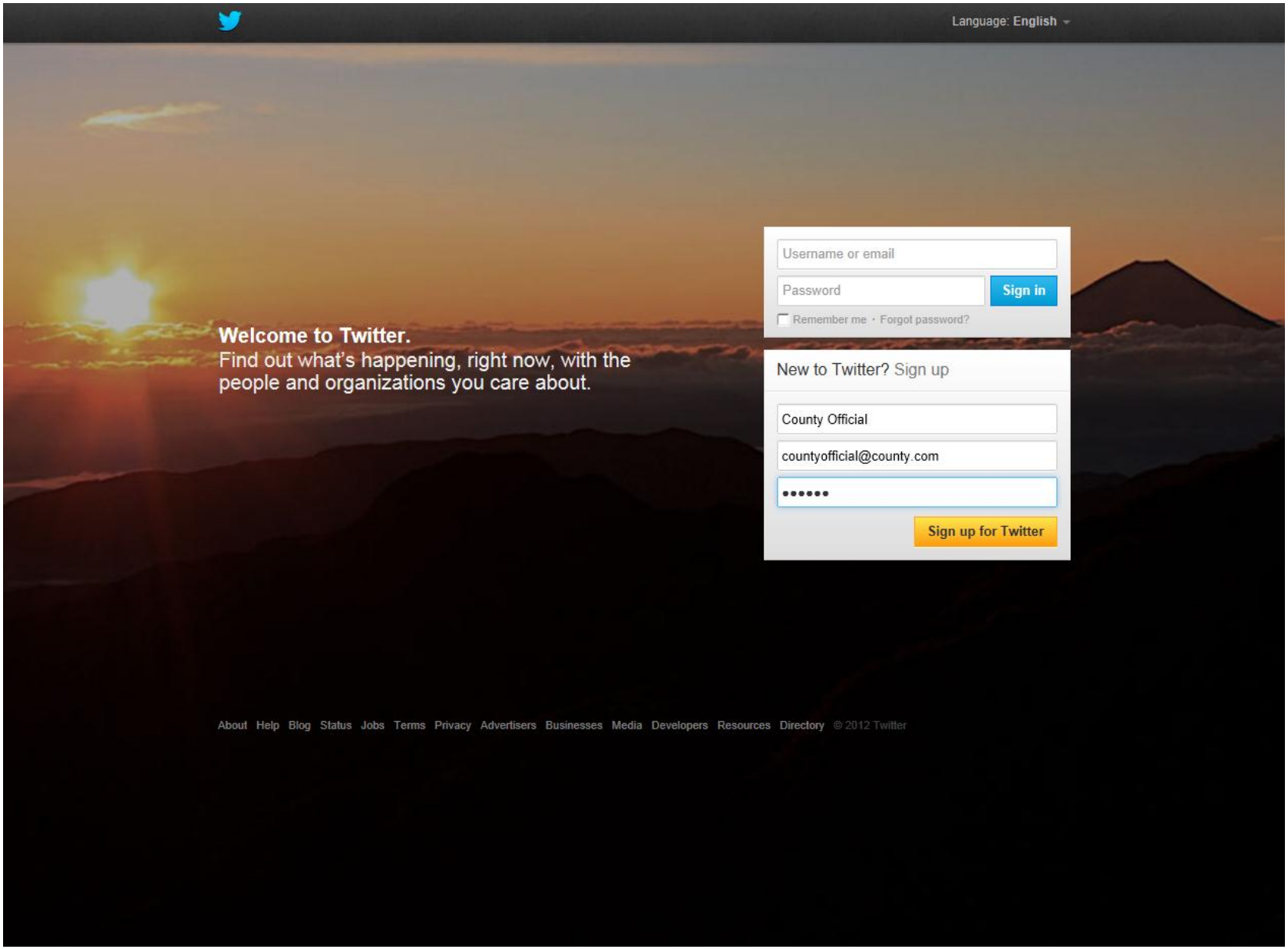
A step-by-step tutorial on how to use...

Created by the Association of Indiana Counties

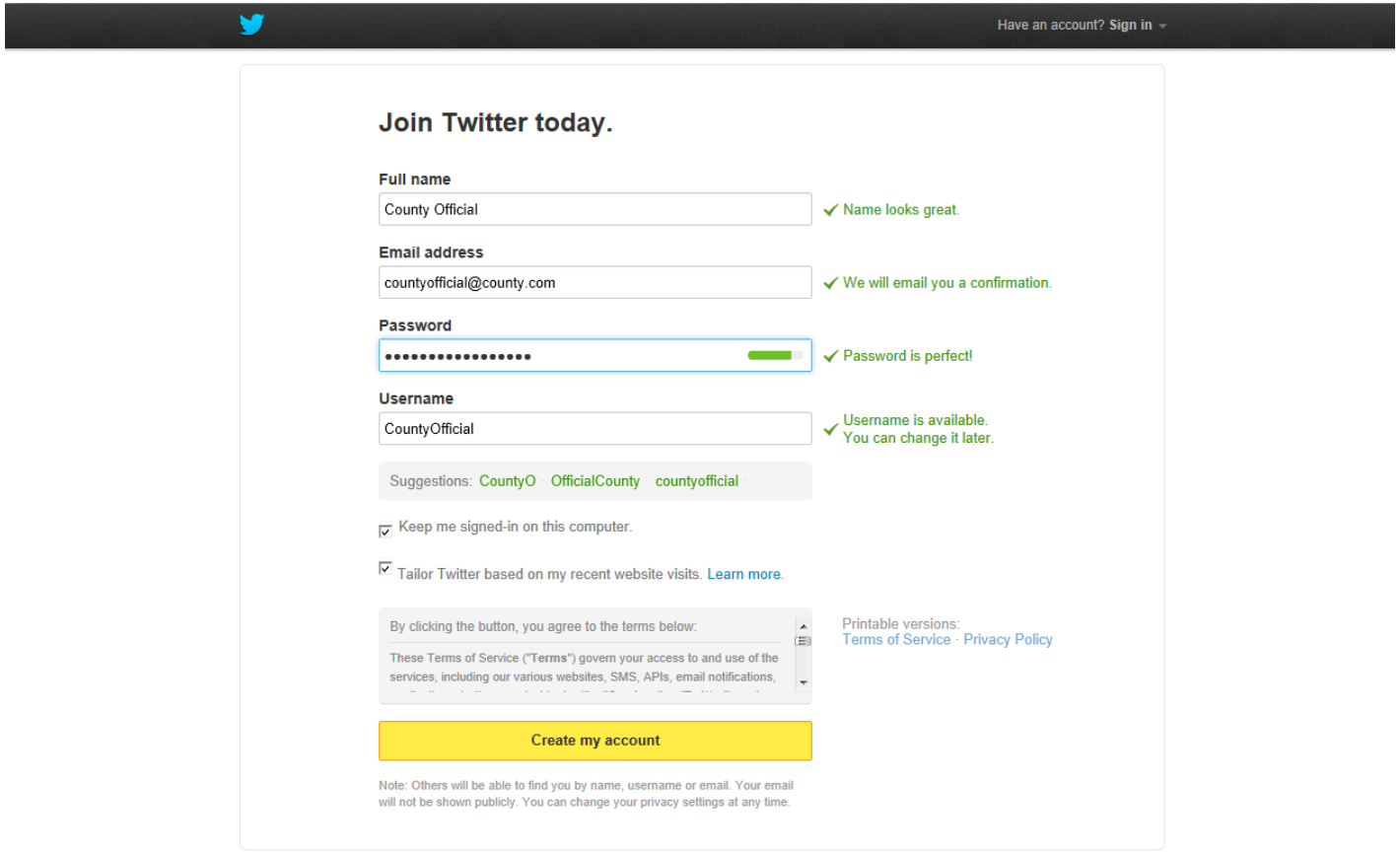
Step 1. Go to www.twitter.com, and you'll see the "sign up" section on the right hand side of the page. Enter your full name, your e-mail address, and a password in the appropriate boxes. Then click the yellow "sign up for Twitter" button.



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.

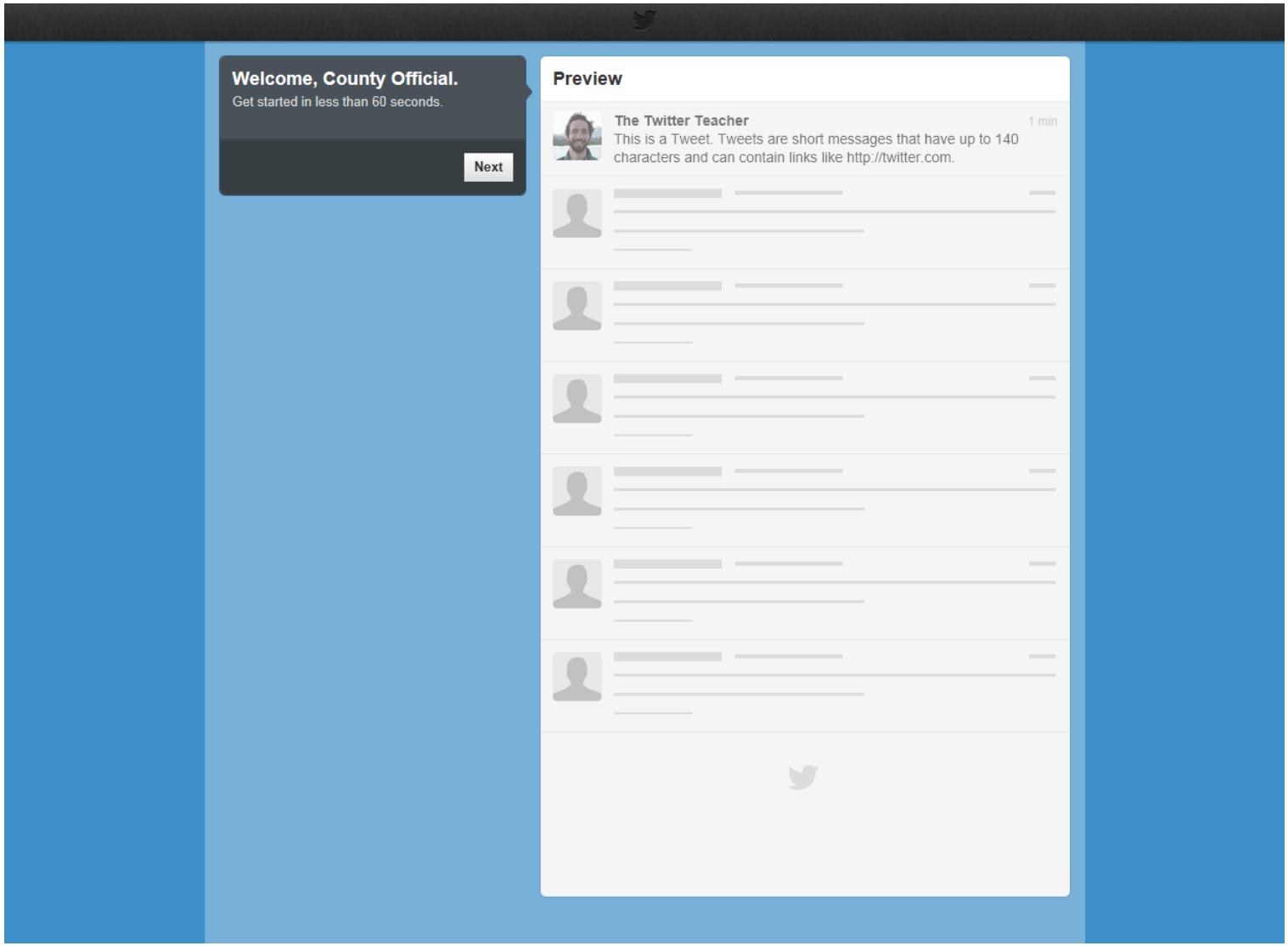
The username is very important because it is how most individuals will "visit" your Twitter page – by simply entering your username after the Twitter website address into the website address bar at the top of the internet screen, individuals can go directly to your Twitter page. For example, if your username is "CountyOfficial," an individual can type www.twitter.com/countyofficial 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.

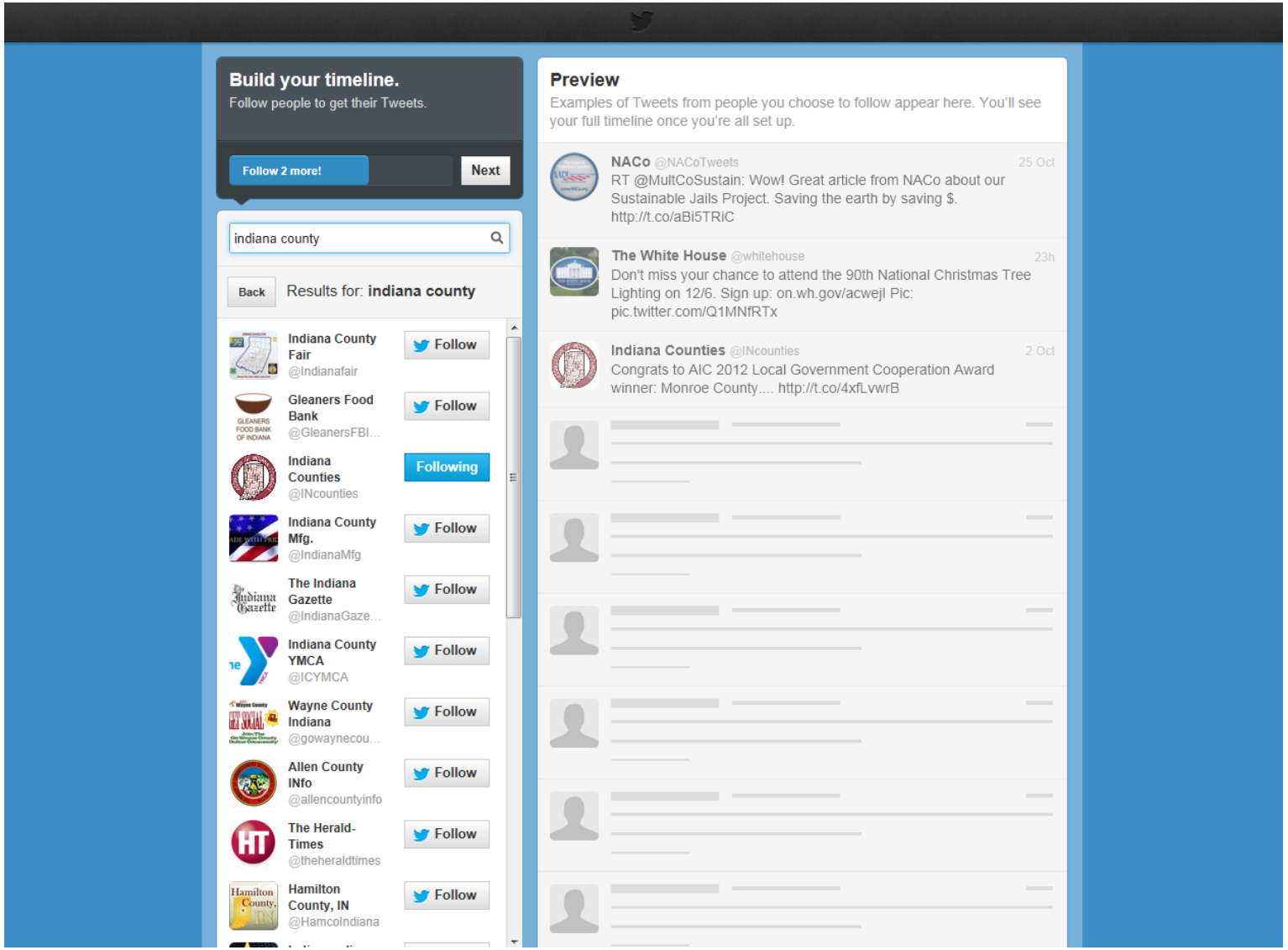


Step 3. You will be directed to another page that begins taking you through a brief tutorial of how to get started using your Twitter account. Follow the instructions, and when you are done reading each step, click the "next" button to move to the next step.

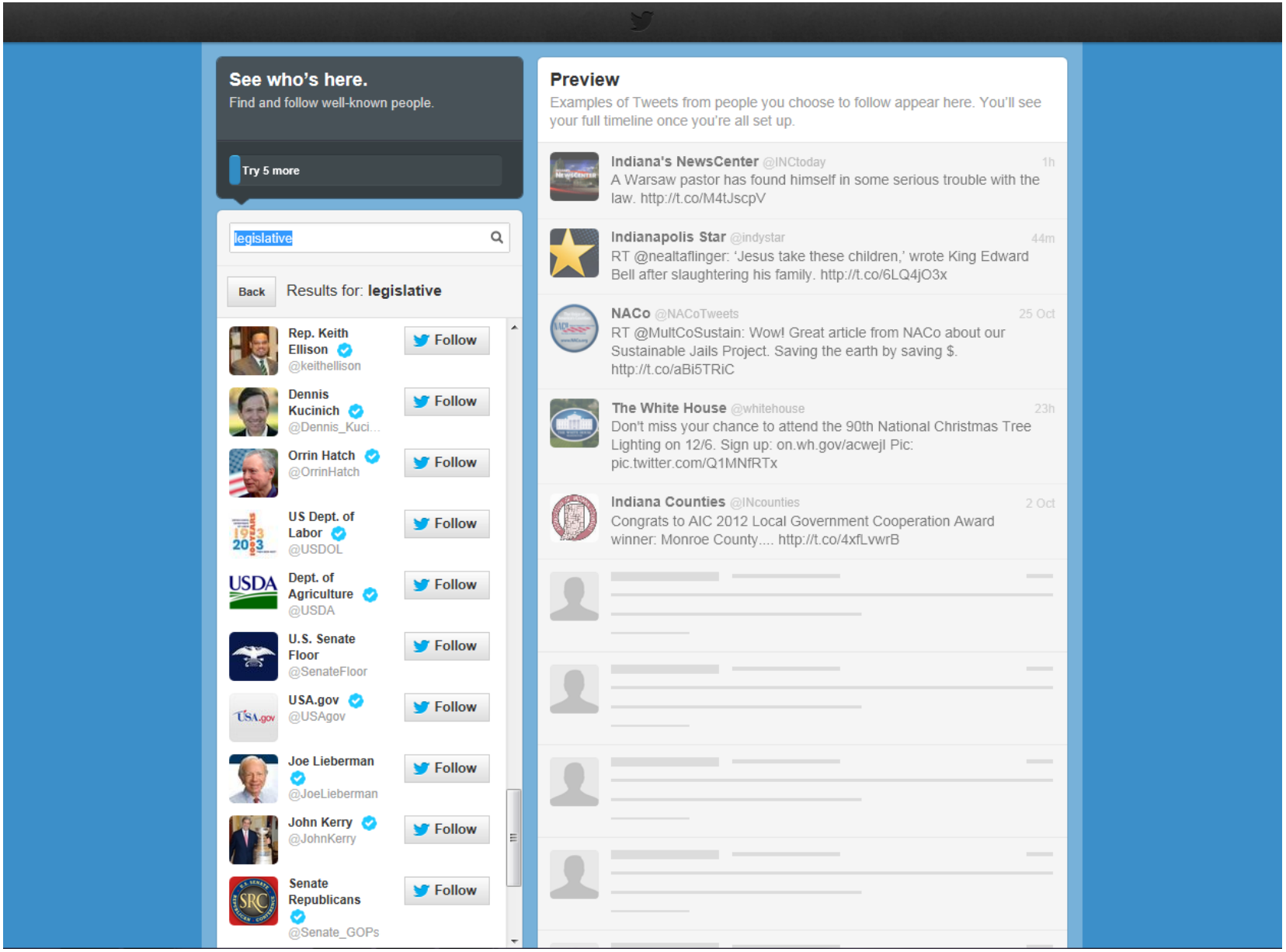
The first step of the tutorial explains what a "tweet" is and shows an example of a tweet.



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.

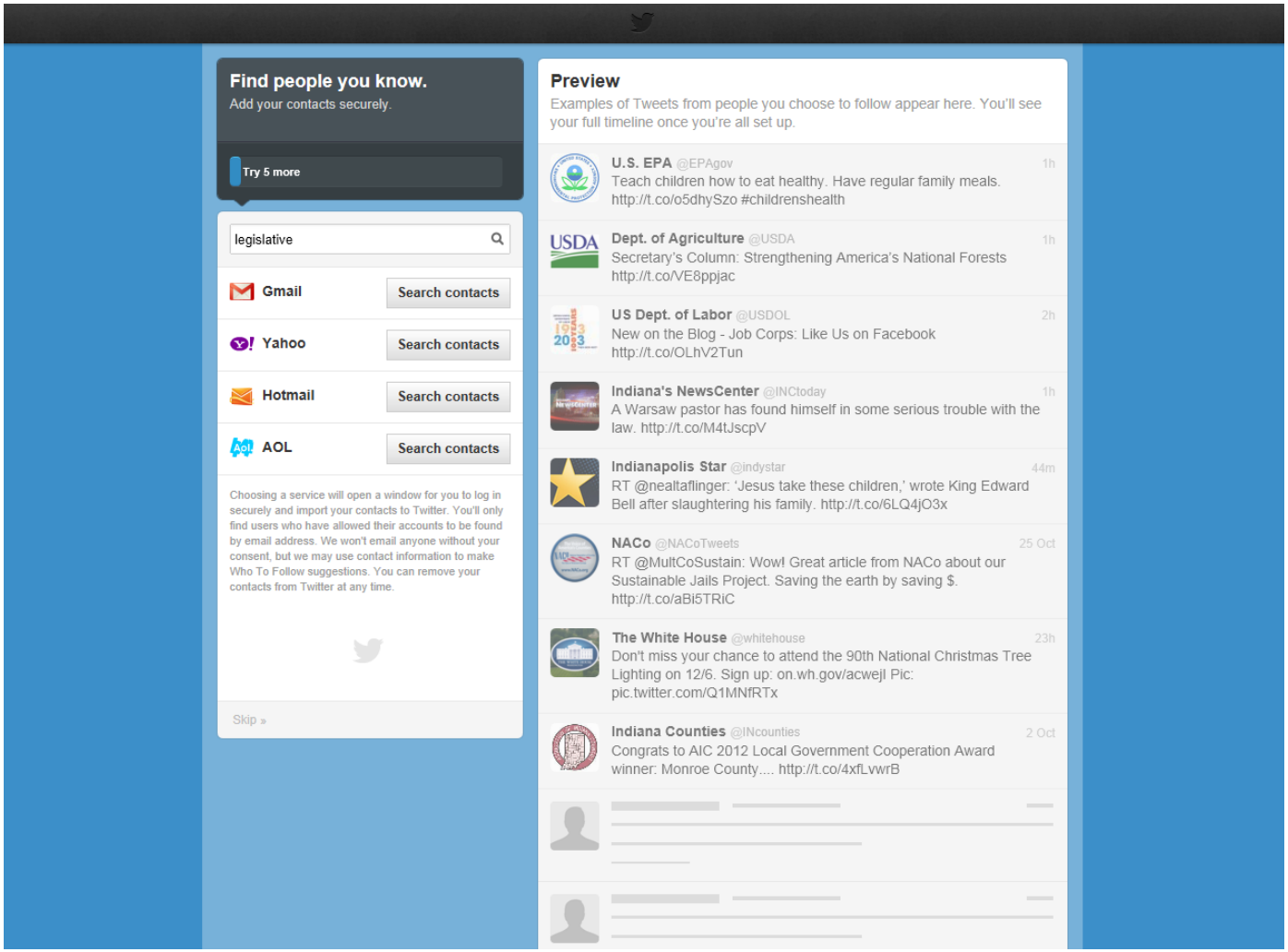


Step 5. The next step of the tutorial asks you to find and "follow" 5 more individuals or organizations. You can browse Twitter's suggestions, or you can continue to use the search feature on the left hand side of the screen. Click the "follow" button next to the individuals or organizations you wish 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.

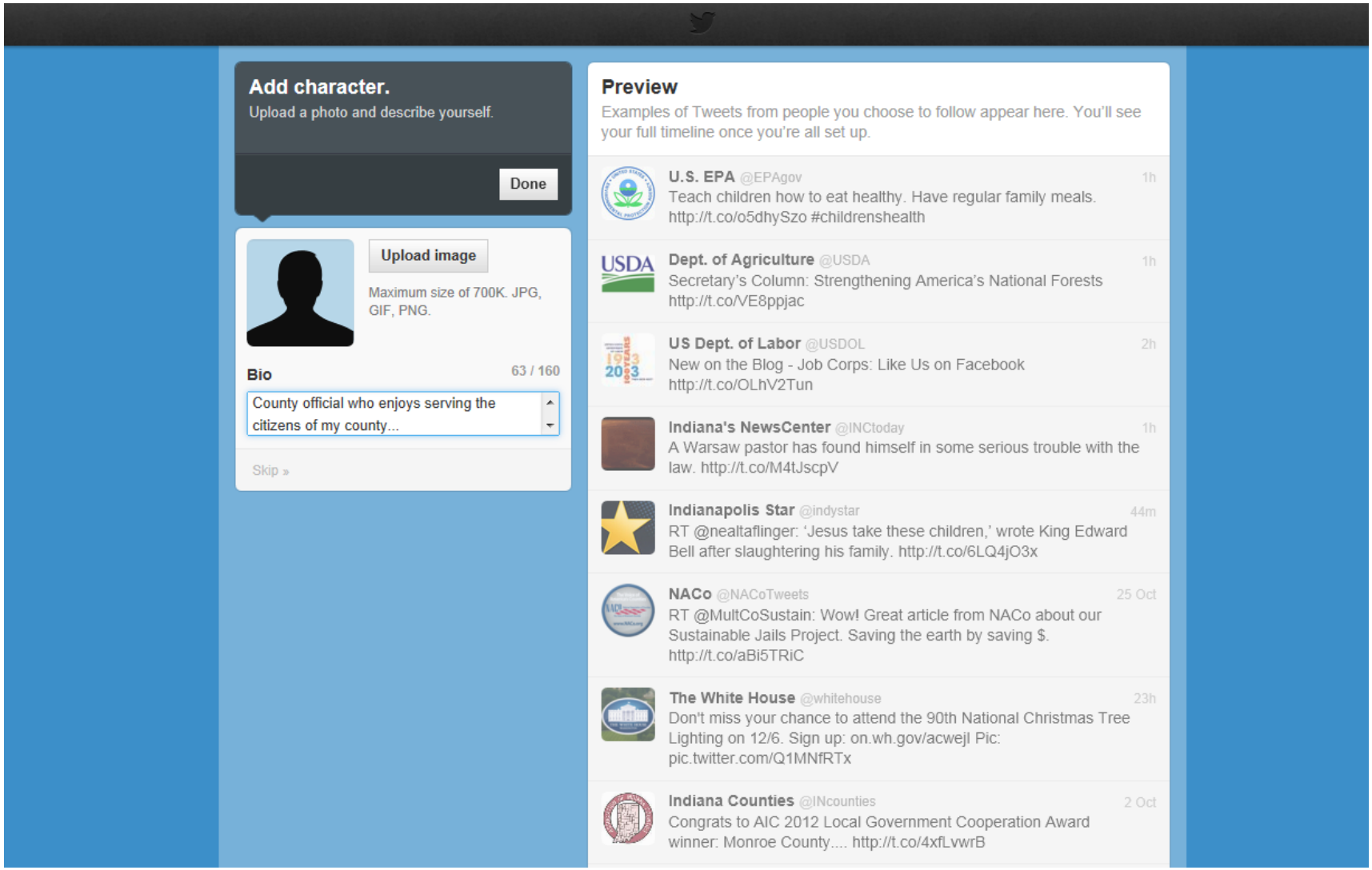


Step 6. The next step of the tutorial asks you to find individuals you know via your e-mail account's address book. If you wish to find individuals on Twitter by their e-mail addresses, simply click on the "search contacts" button next to the e-mail provider you use. A new window will open, asking you 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.



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.