



1. Go to <http://twitter.com> to get started. Click on the yellow “Sign Up” tab.
2. Choose a user name. It’s best to join Twitter as a person, not an organization. But keep your name short. I’m @suebb instead of @burzynskibullard. Choose a password, give twitter your e-mail address, and you’re ready to go.
3. Configure your account under settings. Under the “notices” tab, select “show me all @replies.” This will allow other Twitter users to find you. You can still block spammers. Do **NOT** protect your updates. Privacy is not the point of Twitter. The whole idea behind Twitter is to make connections.
4. Check the boxes for “e-mail me when someone starts following me” and “e-mail me when I receive a new direct message.”
5. Add a one-line bio and a picture so people know you are real.
6. Find people to follow. Don’t try too many at first or it be overwhelming. Follow me and look for others in your field to follow. Try searching: #copyeditors #ACES2011 To follow someone, click on the username, which is a hyperlink that takes you to the page showing all the recent tweets. Click the “follow” button under their icon at the top of the page.
7. Look for people at Who To Follow on your Twitter page. Or try WeFollow < <http://wefollow.com/>> Media on Twitter <http://www.mediaontwitter.com/> Listorious <http://listorious.com/>

8. Post Tweets. Type your tweets in the box at the top of the Twitter home page that says, "What's happening?" Hit return. There's a running character count that shows when you are out of space. Contribute interesting observations or ideas so people will follow you. Post links to things you think others might want to see. (Use www.tinyurl.com to reduce the size of the links).
9. Retweet a tweet you find interesting. Remember it's considered an endorsement of what someone is saying. You can do this automatically with the retweet button or add a comment before your RT.
10. Try replying to someone. When you send a reply, the user will see it in their "replies" tab. They'll know you're trying to have a conversation and may respond. Find a tweet you want to reply to and move your cursor over it. Click on Reply. That person's user name preceded by an @ sign will appear. After that, type your response. If you want to test it out, type in a tweet that says: @suebb I'm new to Twitter, please respond so I can see how this works. When I send you the response, it will show up under your @replies tab.
11. Spread the word. Make sure people know you are on Twitter.
12. Here are some helpful links:
 - Mashable's Twitter Guidebook < <http://mashable.com/guidebook/twitter/>>
 - Twitter Etiquette: < <http://lavrusik.com/2010/04/07/10-commandments-of-twitter-etiquette/>>
 - Twitter Tips for Journalists:
<http://stevebuttry.wordpress.com/2009/07/09/twitter-tips-for-journalists/>
 - Intro to Twitter for Journalists:
<http://zombiejournalism.com/2009/04/intro-to-twitter-for-journalists/>
 - 20 Tips: <http://www.j-scribe.com/2009/06/top-20-tips-for-journo-twits.html>
 - 10,000 Words on Twitter:
<http://www.mediabistro.com/10000words/twitter-is-making-news-faster-better_b94>