<div align="center"><u>**Quick Guide to Twitter**</u></div>

Tweet: A 140-character message.

Handle: Your user name on Twitter (e.g. '@username')

Feed: The stream of tweets you see on your homepage. It's comprised of updates from users you follow.

Reply: A reply is a response to another user's Tweet that begins with the @username of the person you're replying to. You can reply by clicking the **Reply** button on a Tweet.

Mention (@): You can reference other Twitter users by using someone's twitter handle in a tweet (e.g.@username). Users are notified when they are mentioned.

Retweet (RT): Re-circulating someone else's tweet that you think might be of interest to those that follow you.

Hashtag (#): A way to categorise a topic of conversation. This can be used to participate in a discussion across the Twitter community (e.g. #playoutdoors). You can click on a hashtag to see all the tweets that mention it — even from people you don't follow.

Getting started . . .

Create an account – decide on your 'handle' (e.g. @username), upload a photo/image and add a short 'bio' so people have an idea of who you are or what you stand for.

Decide who to follow – you can find other Twitter uses to begin with by using the search function. Once you've found who you're looking for, simply click 'follow' and all their Tweets will automatically appear on your 'feed' (n.b. your feed is part of the Twitter app or website so you will not be notified of other people's Tweets (like you might a text message for example) unless you request this for any user you are following).

Who you follow is clearly down to what you want to get out of the Twitter experience. Many people choose to follow various celebrities. Others find it a really useful tool for keeping informed on various interests or professional issues by following local, national or international organisations, e.g. Department for Education, NSPCC, Denby Dale Cricket Club or various national and international publications e.g. @tes, @Examiner). *Some people may even choose to have multiple accounts, (e.g. personal and professional) with different preferences* .Once you are following a number of other users, Twitter will become more intuitive in suggesting others that might be of interest.

Tweet! – this is actually an entirely optional activity – many users use Twitter purely as followers. If you do decide you want to, bear in mind that your Tweets can be seen by anyone **unless** you make your account protected in which case only approved users can view them.

A popular way to build confidence is to 'Retweet' a comment from someone else. It will appear on your personal feed but with the original author credited with the Tweet.

For lots more information visit https://support.twitter.com/