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Index

How to compose a tweet	3
How do I use hashtags?	4
How to Make a Unique Username	6
How to post in a group	7
How to Retweet	8
How do I share a post in Facebook?	10


How to compose a tweet

To post a Tweet via the web:

1. **Sign in** to your Twitter account.
2. **Type your Tweet** into the box at the top of your Home timeline, or click the **Tweet** button in the top navigation bar.
3. Make sure your update is **fewer than 140 characters**. We'll count the characters for you! Remaining characters show up as a number below the box.
4. You can include photos or videos in your Tweet; read about it [here](#).
5. Click the Tweet button to **post the Tweet** to your profile.
6. You will immediately see your Tweet in the timeline on your homepage.

Posting photos on Twitter:

To post a photo in a Tweet:

1. Type your Tweet into the box at the top of your Home timeline. If using an Android device, tap on **What's happening?** If using an iOS device, tap the **Tweet icon** .
2. From the web, click **Add photo**. From a device, tap the camera icon to take a photo, or choose a photo from your gallery.
3. Once a photo is selected, you will see a thumbnail image (or file name) appear as an attachment. You can select up to 4 images to tweet at once. (**Note:** Animated GIFs cannot be included in Tweets with multiple images.)
4. **Tagging people in a photo?**
Tap **Who's in this photo?** to tag people. Type in a full name or an @ username and then tap **Done**. (**Note:** Tags cannot be applied to animated GIFs.)
5. Tap **Tweet** to post your message and photo(s). Your Tweet's character count will update to include the pic.twitter.com URL for your photo(s)

How do I use hashtags?

Hashtags turn topics and phrases into clickable links in your posts on your personal Timeline or Page. This helps people find posts about topics they're interested in. To make a hashtag, write # (the number sign) along with a topic or phrase and add it to your post. For example:

I just saw the cutest puppy! #[dogs](#)

When you click a hashtag, you'll see a feed of posts that include that hashtag. You may also see some related hashtags at the top of the page.

Please keep in mind:

- A hashtag must be written as a single word, without any spaces
- You can include numbers in a hashtag, but punctuation and special characters (like \$ and %) won't work
- You can search for a hashtag using the search bar at the top of any page
- You'll only see posts that were shared with you

Note: The hashtag feature isn't available to everyone right now.

Which Networks Support Hashtags?

Most networks use hashtags in the same basic way; to organize data and make it easier for user consumption. However, each network has a different tweak on how they use them.

Twitter: The network that brought us the hashtag is the most popular site to use it on. Just scrolling through my own feed I see that more than half of the tweets contain a hashtag. You can find the trending topics on the left hand side of your Twitter stream.

Facebook: Clicking a hashtag on Facebook will bring you to a separate page with posts that are visible to you based on the various users' privacy settings. You'll also see the different trending topics in the top right hand corner of your News Feed.

Instagram: Hashtagging on Instagram is great if you want to see photos similar to the ones that you've taken. Simply hashtag the picture you took and it will create a link to a page with other pictures of the same subject.

Google+: Google+ uses hashtags similar to the other sites, but with one main difference. Google+ will add hashtags to content if they think that it is a relevant and popular keyword. You can always opt-out of this through Google+ if you'd like.

Tumblr: When you're creating a post on your Tumblr page, you'll see an area at the bottom asking you to add "tags." When you start to type a tag for your post, Tumblr will automatically add a hashtag to the front of it.

Pinterest: The main thing that you need to bear in mind when creating hashtags on Pinterest is that they're only clickable in a Pin description. Also, hashtags aren't searchable on Pinterest, so you'll need to just search the keyword to find the content.

YouTube: Hashtag use within YouTube is most prevalent in the comments section. Users can leave comments with hashtags, which will then click through to a page with videos that contain that hashtag in their title.

How to Make a Unique Username

With the number of sites that require a login growing exponentially, and billions of people on the Internet, you need to get creative with usernames. You want a unique one, so you don't have to create a new name for every single registration, and you want one that is cool enough (and tame enough) that you won't be embarrassed to give it out, either to your friends or your grandmother. Here are some helpful tips to get you on your way to user name stardom!

Method 1 of 3: Make it Personal

1. Use your life as a template. Incorporating what you love to do into your user name can help you create one that's both unique and personal. Here are some examples:
Forgotten+Glimmer
2. Use your pastime. Making a username out of what you love to do will not only make it easy to remember, it will make it uniquely personal.

One way to do this is to use your pastime, and add your birth year to it. For example, climber86 or fictionauthor91 will likely be both unique, and personal—and thus, easy to remember.

3. Keep it succinct. You might want to keep it simpler, and just use your first initial and last name. However, this is easier for those who possess a somewhat unique last name. For example, if your name is Felix Carpen, you'll have a much easier time than John Smith.

Adding your skill set as part of your name is one way to push even a common name into the world of the unique: jsmithcpa, for example.

4. Use compound words. Instead of just your name, your job, or your pastime, combine them with your personality. While jsmith might be rejected virtually every time, brilliantjsmith probably has a good shot at being unique.

Note: Do not use your email name as a user name. Half of what makes a log in unique is the user name—the other half is a password. While it still would take some effort to hack your accounts, the truth is that most people have very easy-to-guess passwords. Giving an identity thief half the equation is simply not a good idea.

5. Use your favorite TV show. Be judicious here: "O" might be too short, where "reallyboredhousewivesofscheneectadycountyohio" is not only too long, who wants to type that every time they log in?
6. Try leetspeak. This will, at the very least, brand you as hip and cool when you talk to the tech support department of a website. They'll ask for your user name, and you can smile

when you type "w91b50n," which of course is a reference to William Gibson, who coined the term "cyberspace."

7. Make your pet's name your user name. You may need to modify that a little bit, as there are probably a lot of "cleos," "patches," and "buddies" out there.

The same is true of sports teams, though those can make a good start to a unique user name. Try adding your favorite player's number to make it different: tblazers12 or goblazers#12 are ways to keep it local.

8. Play with your name. Maybe try rhymes, like dennisthemenance, or alliteration, like meticulousmathilda.
9. Use unique characters. You can use keyboard symbols like \$#%*^, unicode characters such as ♠, ♣, ♥, ♦, ♪, and ♫, or other special characters, but be aware that if you're trying to keep things simple, not every website will allow those sorts of characters. You'll have to remember which site uses which user name.

How to post in a group

How do I post and share with a group?

To post to a group, go to the group and then click the box that says **Write something.**



From here you can:

- [Post an update](#)
- [Add a photo or video](#)
- [Ask a question](#)
- [Upload a file](#)

If you like, you can [include your location](#) and [tag other members](#) of the group in your post.


Group members get notified about all new posts in a group unless they choose to adjust their group notification settings. If group privacy is set to Closed or Secret, only group members will be able to see things that get posted in the group.

How to Retweet

What is a Retweet?

A Retweet is someone else's Tweet that you choose to share with all of your followers. You can use our built-in Retweet feature or you can manually Retweet content by copying and pasting it into a new Tweet of your own. Both are outlined below.

How to Retweet without adding your own commentary:

1. Hover over a Tweet.
2. Click the **Retweet icon**. 
3. A pop-up will show you the Tweet you're about to Retweet and will ask you to confirm.
4. Click the **Retweet** button.
5. The Tweet will then be shared with all of your followers!

How to undo a Retweet:

1. Find the Retweet you'd like to undo.

2. The **Retweet icon** will be highlighted. 
3. Click the **Retweet icon** and the Tweet will be removed from your profile timeline. Note: Undoing a Retweet will remove it from other timelines, however it may still appear on mobile devices displaying cached timelines or in cross-postings to Facebook.

How to Retweet and add your own comments (RT):

1. **Copy** the content of the Tweet you'd like to share. (Note: this only works if the Tweet is much shorter than 140 characters. We recommend using the official Retweet button.)
2. Open a new Tweet box and **paste** the content into the message.
3. **Add the letters RT and the Tweet author's @username** to show that it's a Retweet and isn't your own content.
4. Add your comment at the beginning of the message, as shown below.
5. Click **Tweet** to post the message to your followers.
6. Note: You can undo a Retweet with comment by deleting it.

How do I share a post in Facebook?

There's a **Share** link under people's posts and updates so you can share things like links and photos. You can use the **Share** link when you see something interesting and you want others to see it.

When you click **Share**, you choose how and with whom you want to share. Pick one of the following options from the dropdown menu:

- **On your own Timeline:** Choosing this option creates a post on your Timeline. Adjust who can see your post by choosing an audience from the lock icon dropdown, and write an optional update in the open field.
- **On a friend's Timeline:** This option lets you share the post to a friend's Timeline. Enter your friend's name, and then an optional message in the open field.
- **In a group:** This option lets you share the post to a group you're a member of. Enter the group's name, and then an optional message in the open field.
- **On your Page you manage:** This option lets you share the post to a Page you manage. Enter the Page's name, and then an optional message in the open field.
- **In a private message:** Use this option to share privately with an individual or small group of friends. Enter your friends' names, and then an optional message in the open field.

Note: When you click **Share** under a post you see in your News Feed, you won't be able to share the post with people who the post was not originally shared with (ex: a post shared with "Friends" won't be shared with "Public").

