**Social Media Tips**
*The Basics*

**Facebook**

**How to create a profile:**
1) Go to [www.facebook.com](http://www.facebook.com)
2) Click on the box in the upper left of the page that says, “Sign Up”
3) Enter your name (how you would like it to appear), email, and create a password
4) When you have completed filling out the requested information, click the green tab “Sign Up” at the bottom of the page
5) A confirmation email will be sent to the email address you provide prior to allowing you to log onto your page.

**How to personalize your profile:**
1) Hover over your profile picture (located to the left of your name) and click on “Update Profile Picture” when this link appears.
2) Click on “+ Upload Photo” if you have a photo in your files you would like to use, or “Take Photo” if you would like to use the camera on your computer to take a photo.
3) The blue banner on the top of your page will have a link labeled “Home” - click this button and look to the upper left of the homepage for the link “Edit Profile.” Add as much or as little information you would like.

**How to add photos:**
1) Go to your profile - click on your name on the top blue banner of the page
2) In the middle of the profile page, you will see a banner that reads, “Timeline...About...Friends...Photos...More.” Click on “Photos.”
3) If you would like to add a collection of photos, click “+Create Album,” if you want to add single photos, click “Add Photos.”
4) Both options will open your computer files… choose the photos you wish to upload.
5) If you want to “tag” someone in the photo, click on the photo and the option of “tag photo” will pop up. Just start writing the name of the friend you want tagged and their profile picture will pop up for you to click & tag them.

**Search for people or pages:**
1) You can be either on your profile page or homepage while doing this
2) Located on the top blue banner (to the left of your name), there is a white search box that says, “Search for people, places and things.” Type in the name of the person or group (ex. CANP San Diego Central) into this box and press either the magnifying glass next to the box, or your computer’s “enter” button.
3) Once you find the person/page you want, you can click on their profile and “Add Friend” if it is a person, or “Like” page if it is a group/place (ex. CANP San Diego Central).
4) By “Liking” a page or “Adding” friends, it allows you to network and find people/places through pages you are linked with.

**Twitter**

**How to create a profile:**
1) Go to [www.twitter.com](http://www.twitter.com) if on your computer, or download the Twitter App if on a smart phone
2) You will see a phrase under the login section that says “New to Twitter?” and a “Sign Up” button underneath. Click it!
3) Fill out all requested information and click “Sign Up”
4) A confirmation email will be sent to the email address you provide.

**How to personalize your profile:**
1) Once logged in, you will be on your “homepage.” To get to your “profile page,” click on either your name or the box (where your profile picture will be).
2) Midway down the page you will see the following words: “Tweets… Following… Followers… Favorites.” To the right of these words, you will see, “Edit Profile.”
3) Once you click on “Edit Profile,” you can change your profile picture (click this phrase to open your computer/phone photos and upload the photo of your choice), and write any description you would like.

**Translation:**
1) “Tweets” = status posts, articles, or ANYTHING you write on your profile page. You can write these by clicking the blue feather button in the upper right-hand corner of the page. This is where you will be given the option to add a “photo” or “location” (look at the bottom left of the “tweet” box).
2) “Following” = people/groups you are interested in choose to follow
3) “Followers” = people/groups that are interested in you and follow what you have to say
4) “Favorites” = other people/groups “tweets” that you have liked
5) “#” … hashtags can be used in tweets to pull that topic into a large-scaled discussion group. For example, if I were to write #CANP, someone could click on “#CANP” and see the tweets of everyone who is talking about CANP.
6) “@” … this is how you tag someone in your tweet. For example, if I were to write @CANP, someone could click on “@CANP” and be automatically linked to CANP’s profile page.

**Search for people or pages:**
1) A search bar is located on the right side of the top banner. You will see the phrase “Search Twitter.”
2) Type in the name of the person or group (ex. CANP SD-Central) into this box and press either the magnifying glass next to the box, or your computer’s “enter” button.
3) Once on the person/group’s page, look for those words “Tweets… Following… Followers” and to the right of this will be a box labeled “Follow.” Click here if you would like to track what they “tweet” - you can follow all these tweets on your homepage (click the house in the upper left corner of the page to get to this homepage).
4) If you read a tweet you like, you can “like” it by clicking the gray star underneath their tweet.
5) If you want someone’s tweet to appear on your profile page, you can “retweet” it by clicking the two gray arrows (located to the left of the gray star) underneath their tweet.

LinkedIn

How to create a profile:
1) Go to https://www.linkedin.com/nhome/
2) On the front of the page will be the area of registration.
3) Fill out all requested information and click “Sign Up”
4) A confirmation email will be sent to the email address you provide.

How to personalize your profile:
1) Located on the upper black banner you will see a link that states “Profile.” Hover over “Profile” and a drop-down list will appear. Click “Edit Profile” from this list.
2) Once “Edit Profile” is selected, you will see many options as you scroll down the page: “Add a background photo,” “Summary,” “Language,” “Add position,” and “Add Education,” etc. Add as much or as little information about yourself as you wish.
3) If you hover over the profile picture box, a link to “Change Photo” will appear. Click this and upload a picture from your computer to appear as your profile picture.
4) To view your profile, click “View Profile” from this page.

Search for people or pages:
1) You can be either on your profile page or homepage while doing this
2) Located above the top black banner, there is a white search box that says, “Search for people, jobs, companies, and more...” Type in the name of the person or group (ex. California Association for Nurse Practitioners - San Diego Central) into this box and press either the magnifying glass next to the box, or your computer’s “enter” button.
3) Once you click on a person’s profile link, you have the option to “Connect” with them and view their profile.
4) Once you click on a group’s profile link, you have the option to “Follow” them and view their profile/keep current with their group discussions.