Social Media Study Group
Weeks 3 and 4: Twitter, Instagram and Tumblr

Weeks three and four of our study group on social networking sites is intended to give our age 50+ learners the opportunity to practice with Twitter, Instagram and Tumblr, using these popular online tools in the safe environment of the ICLRU Computer Lab.

These are a little more esoteric than Facebook and Pinterest, which we covered the past two weeks. They can be a lot of fun though, and can be great ways to stay connected, find interesting places, people and things and just have fun.

Objectives
- Using your own Twitter account, find a follower, follow someone
  - Change your security settings to make your account more secure
  - Post a tweet
  - Learn how to deactivate (delete) your Twitter account if you don’t want it anymore
  - Use Help to learn more about Twitter
- Using your own Instagram account, learn how to post a photo, follow someone and get ready for someone to follow you, edit your account settings and learn how to delete your account
- Using your own Tumblr account, learn how to create your own photo blog, find bloggers that you want to follow, be ready for someone to follow you, edit your account settings and delete your account if you no longer want it.
- Have fun!
Twitter

Opening a Twitter account is relatively easy; you simply go to Twitter.com on your web browser and complete the brief registration form, and you have an account. You will have to use your email account to confirm that it’s really you registering for the account. Once you’ve got the account set up, open your web browser, type in twitter.com in the address bar, enter your username and password, and the computer opens to your home page, which will look something like the exhibit shown on the top of the next page.

We’ll spend a few minutes exploring the different parts of this screen.

Find and Follow other Twitterers

There are many different reasons to follow someone or something. You can follow friends, family, celebrities, organizations, companies and many others.

- In the search box, type WGN Radio and click on Search all people for WGN Radio on the drop down menu that appears; you should see a screen similar to the one on the top of the next page; notice that there are lots of results, so you have to use the scroll bar on the rights side of the screen to see them all; click on the follow button behind anyone you want to follow; now you’re following people.
Now we’ll find and follow ICL Roosevelt; Enter ICLRoosevelt in the search box and click the magnifying glass; if our twitter feed shows up, follow that (if you want to)

Spend a few minutes searching for other people or places you might find interesting

Reacting to Tweets

Once you’ve started following someone, you will be receiving tweets; there are generally five things that you can do with a tweet if you decide you want to do something besides read it:

- Reply to a tweet
- Retweet the tweet
- Mark the tweet as a Favorite
- Embed the tweet on your website, if you have one
- Report the tweet to Twitter as inappropriate for some reason
Post Tweets

Comments that you make on Twitter are called tweets. Most of us are familiar with the fact that tweets are limited to 140 characters. Posting tweets is really easy. At the top right hand corner of the screen, there is a little blue icon that looks like it has a quill in it. When you mouse over it, it says “compose new tweet”. Click on that icon, and the following screen appears:

![Compose new Tweet](image)

Just for fun, type something like “I’m in this really cool study group on social media at ICL in Schaumburg” and then click Tweet. Notice that as you type, the number 140 decrements each time you enter another letter. Now you’ve tweeted your first tweet. Tweets are posted on your account, and can be seen by anyone who you have agreed can follow you (more on that later).

Modify Your Settings

You probably won’t make many changes to your settings, but we want to show you some settings that we think are important.

- Click on your username icon (Me), and click on the Settings button in the menu on the right hand side, then click on Edit Profile at the top of the drop down menu. That opens the setting screen with the Profile tab selected, and should bring up a screen similar to the one below:
First thing you might want to do is add a picture to your profile; this doesn’t need to be a photo of you, but most people use photos; either upload a photo already on your computer, or if you are using a tablet, phone or laptop with a camera, you can take a photo and use that
  - You can also edit your photo or your header directly from your profile screen
  - Make any additional changes to your profile that you want
- Click on the Email Notifications tab on the left hand menu; that will open the email preferences; unclick any types of emails you don’t want to receive
- While we’re working on this section of the menu, click on the Settings button one more time and notice some of the other commands on that menu:
  - Lists – allows you to create lists and shows the lists of which you’re a member
  - Help – brings up the Twitter Help Center
Keyboard Shortcuts – opens a screen that shows you keyboard keys that you can use to quickly accomplish Twitter tasks
- Settings – opens the settings screen without defaulting to the Profile tab
- Sign Out – signs you out of Twitter (this is not the same as deactivating your account)

YourUserName Screen (Me)

We’ll explore most of the rest of what you can do with Twitter through the Me screen. Clicking on that button on the menu will open a screen similar to the one shown on the next screen. This is a good place to see any tweets you’ve sent, all of the people you are following, people who are following you and other information about your Twitter feeds.
Click on the Following link on the upper left hand corner of the screen; that will open the list of all of the people you are following so far (it may not be very many yet).
For each person you’re following, there are several actions you can take:

- Clicking on the name of the person or organization will take you to their profile summary; a link at the bottom of their profile summary will take you to their full profile page.

- Clicking on the button to the right of the name of the person or organization will bring up the drop-down menu showing on the right of this paragraph. This is how you can customize your relationship with that person or organization, as well as block them if you are offended by what they have tweeted.

- Mousing over the blue Following button at the right hand edge of the person or organizations link changes the button to a red Unfollow button; this is the easiest way to unfollow someone that you don’t want to follow any longer.

Click on the Me button again, then click on the Followers link at the upper left hand corner of the screen. That will open a screen similar to the one below, which works very similar to the Following screen.
• Clicking on the name of the person or organization will take you to their profile summary; a link at the bottom of their profile summary will take you to their full profile page
• Clicking on the button to the right of the name of the person or organization will bring up the drop down menu showing on the right of this paragraph. This is how you can customize your relationship with that person or organization, as well as block them if you are offended by what they have tweeted.

• Mousing over the blue Following button at the right hand edge of the person or organizations link changes the button to a red Unfollow button; this is the easiest way to unfollow someone that you don’t want to follow any longer

The remaining commands in the upper left hand corner of the Me screen are:
• Favorites – shows any tweets that you have designated as a favorite
• Requests – lists any pending follower requests
• Lists – shows any lists you have created and allows you to manage them

Invite Followers

If you want people to follow your tweets, the best way for them to find you is for you to invite them. The easiest way for you to invite them is by email; simply send an email to those you want to invite with a link to your twitter account. The link to your twitter account is http://www.twitter.com/your_username. People can only follow you if they have a twitter account; if they do, when they click on that link in their email, it will take them to their twitter account, showing your username, and all they will have to do is click Follow on their account.

Delete and Retweet Messages

When you see messages (tweets) in your account, you can delete them or retweet them after you read them. Above each message are commands to retweet it, delete it, make it a Favorite or Open it. Click on each to experiment with different actions.

Using hashtags on Twitter

The # symbol, called a hashtag, is used to mark keywords or topics in a Tweet. It was created organically by Twitter users as a way to categorize messages.
• Using hashtags to categorize Tweets by keyword:
People use the hashtag symbol # before a relevant keyword or phrase (no spaces) in their Tweet to categorize those Tweets and help them show more easily in Twitter Search.

- Clicking on a hashtagged word in any message shows you all other Tweets marked with that keyword.
- Hashtags can occur anywhere in the Tweet – at the beginning, middle, or end.
- Hashtagged words that become very popular are often Trending Topics.

Example: In the Tweet below, @eddie included the hashtag #FF. Users created this as shorthand for "Follow Friday," a weekly tradition where users recommend people that others should follow on Twitter. You'll see this on Fridays.

- Using hashtags correctly:
  If you Tweet with a hashtag on a public account, anyone who does a search for that hashtag may find your Tweet
  Don't #spam #with #hashtags. Don't over-tag a single Tweet. (Best practices recommend using no more than 2 hashtags per Tweet.)
  Use hashtags only on Tweets relevant to the topic.

Deactivate/Delete Account

If you no longer want your Twitter account you can deactivate it. Open Settings again, navigate to the bottom of the screen where you will see the Deactivate My Account link; click on that link; it will bring up a warning window, and provide another opportunity to choose to deactivate. If you still want to deactivate, click the Okay, Fine, Deactivate my Account button. That will open a window asking you to enter your password; if you want to deactivate your account, click the Deactivate @YourUserName button.
There is much more to know about Twitter than we can cover here, but if you google or youtube twitter tutorials, you will find many resources to help you. You can also check out Twitter or Social Media books from the library.

**Instagram**

Instagram is one of the newest, hottest social media programs. It’s a little different in that it is primarily a smart phone app. In order to create an account and username, you have to download and install an App on your iPhone/iPad, Android or Windows phone. Once you have done that, you can use your computer to view and manage your account by going to [www.instagram.com](http://www.instagram.com).

**Creating an Account & Username**

**How do I download Instagram and create an account?**

To start using Instagram, you'll first have to download the app for your [iPhone/iPad](http), [Android](http) or Windows Phone.

1. Once the app is installed on your device, tap 📷 to open it
2. Tap Register
3. Create a username and password and fill out your profile info (ex: email, name)
4. Tap Done

Learn how to take a photo and find your way around the app.
How do I update my profile information (ex: name, username, email)?

To update your profile information:

1. Go to your profile by tapping ⚪
2. Tap Edit Your Profile
3. Type in your new name, username, website or bio
4. Tap Done (iPhone), Save (Android) or the check mark (Windows Phone)

You can also update your information from your web profile.

Getting Familiar with Instagram

Sign In Screen

The sign in screen helps you to create a new account, or sign into an existing account. You can also recover your password if you're having trouble logging in by tapping Sign In > Forgot Password?

Instagram on the Web

How do I get to my profile on the web?

You can access your account on the web by going to instagram.com and logging in with your Instagram username and password. You can also view your profile by going to instagram.com/[username].
How do I view photos and videos using Instagram on the web?

Photos and videos posted by you and people you're following appear in your feed. To get to your feed, click 🔄 in the upper-left corner of the page. Double click a post to like it! You can also go directly to a profile by visiting instagram.com/[username].

How do I edit my profile using Instagram on the web?

Click your username in the upper-right corner and select Edit Profile to edit your public bio (your name, username, biography, and website). You'll need to go to the Instagram app on your mobile device to edit your profile picture.

Some profile information is not visible to anyone but you. This includes your email address, phone number and sex.

Privacy & Settings

Who can see my profile on the web?

If your posts are set to public, anyone will be able to see your profile by visiting instagram.com/[your username] on the web.

If your posts are set to private, your photos will be visible only to logged-in Instagram users you've approved to follow you.

Learn more about adjusting your privacy settings. The privacy settings you set on mobile are the same as your privacy settings on the web.
Who can like or comment on my photos and videos?

If your posts are public anyone can interact with them. If you want to block specific people from liking or commenting on your posts you can block them from within the app.

If your posts are private, only those users you’ve approved as followers will be able to like or comment on your photos and videos.

Will my profile be indexed on the web?

Your profile will be indexed on the web, but search engines are not allowed to index your photos.

Edit your profile on the web

Once you’re on the website, click on the Edit Profile link, which will open the following page.

On the left hand side of this page, you will find a menu that includes Change Password, Manage Applications, Badges (for your website if you have one) and Log Out.

At the bottom of this screen on the right hand side is the link I’d like to delete my account. If you have opened an account and you would like to delete it click on this link. That will open the following screen:
Once you tell them why you want to leave you will be given the opportunity to delete your account.

When you delete your account, your photos, videos, comments, likes, and friendships will be removed permanently and will not be recoverable. Instagram cannot reactivate accounts. Additionally, you will not be able to sign up with the same username again.

Getting Help on the Web

Instagram doesn’t make it particularly easy to find its help screens on the web (it’s a lot easier on the smart phone app). You can either Google “Instagram Help” and click on the link in the Google search results, or you can enter help.instagram.com in the address bar of your browser.

Either way will get you to the Instagram Help Center shown on the picture on the next page.

Either type the topic on which you want help, or browse the listed topics until you find what you want and click on that.
We have basically covered most of what you can do with Instagram on the web. It is a very powerful program, used by many people to create and share striking photographs. It provides many photo editing tools to dramatically improve the photos you took. On the next few pages, we have included some screenshots covering the phone/tablet Instagram apps. We won’t spend any time on this during the study group, but if you would like to get some one-on-one coaching, we can do that either before or after the study group session.
**Profile Tab**

The Profile tab shows your bio and Instagram photos/videos. It's also where you can edit your Profile information, and adjust your Account Settings. Learn more about the Profile tab.

**Camera Tab**

The Camera tab allows you to take photos with the Instagram camera, or share photos from your device's image library.
Explore Tab

Use the Explore tab to find new and interesting people to follow, search for other users, and explore hashtags.

Home Tab

The home tab shows a feed of photos posted by you and your friends. You can like and comment on photos in this feed.
News Feed

News Feed displays likes and comments on your own posts, and lets you see the photos and videos that your friends are liking and commenting on.

Photo Map

Your Photo Map lets you showcase where you’ve taken your photos, or explore where others have taken photos on a map.

Photo Maps

With an Instagram Photo Map you can showcase where you’ve taken your photos, or explore where others have taken photos on a map. Maps take you beyond recently posted photos and let you rediscover previously Instagrammed memories. You can edit your map at any time and will always be able to opt into each and every photo you add to your map. It’s a beautiful new way for you and others to view your Instagram photos.

When you take a photo while connected via Wi-Fi or 3G, your device logs the coordinates where the photo was taken. Utilizing that information, you now have the ability to add that photo to a Photo Map! It’s an easy way to add context to photos, document travels, and see pictures other Instagrammers have taken nearby.
By default, adding location, or adding to your Photo Map, is turned off for all photos you upload to Instagram. This means that no photos will appear on your Photo Map without your explicit permission.

**Review your Photo Map**

1. When you navigate to your Photo Map for the first time, you’ll be prompted to review photos you have previously uploaded with geolocation turned on. If you’ve never added geolocation to a photo, your Photo Map will appear light gray and you will not be able to navigate through to the map.
2. During the review process you’ll see photos you’ve geotagged in the past grouped together by location. From here you can deselect photos that you may not want appearing on your Photo Map, or you can deselect all images in a location group. Once you’ve chosen which images you want to add to your Photo Map, simply tap Done to create your map!
3. It is important to note that when you deselect a photo during this review process the photo’s location data will be removed from Instagram permanently. The only way to get this data back if you have accidentally removed geolocation from a photo is to re-upload the image.

**Add to your Photo Map**

1. Go through the photo sharing process until you reach the final screen, just before you upload your photo.
2. To add the photo to your map, simply make sure “Add to your Photo Map” is turned on.

If the "Add to Photo Map" switch has been turned on, it will attach an approximate latitude and longitude with your photo.
For photos viewed from a computer that have been added to your Photo Map, your selected location will appear alongside your photo. If you do not want to include this map, do not utilize "Name this location" when you upload a photo.

**View Photo Maps**

To view your own Photo Map, just navigate to your profile, then tap Photo Map. From there you will be able to explore your location-tagged photos. You can zoom in and out on your map, view your photos in a grid, or view stacks of photos taken at the same location. You can also double tap a stack of photos that appear near each other to view the photographs in a grid.

If a public user or a private user you follow has approved photos to appear on their map, you can explore their Photo Map on Instagram! Just navigate to a user’s profile, tap Photo Map (an inactive Photo Map will appear light gray) and embark on a journey to all of the places they’ve ever been.

**Edit your Photo Map**

You can remove photos from your map by tapping the edit button in the upper right hand corner of your Photo Map. From there you can deselect images to permanently remove their location. The photo will not be deleted from your Instagram profile, but the photo’s location data will be removed from Instagram permanently.
The only way to get this data back if you have accidentally removed geolocation from a photo is to re-upload the image.

**Photo Map FAQs**

**How do I view my map?**

When you download version 3.0 of Instagram, a section on your profile called “Photo Map” will appear. When you navigate to your Photo Map for the first time, you’ll be prompted to select photos you have previously uploaded with geolocation turned on. Once you’ve chosen which images you want to add to your Photo Map, simply tap “Done” to create your map.

**How do I add photos to my map?**

When uploading a photo to Instagram, make sure “Add to your Photo Map” is switched on when posting a photo to Instagram. You can also select a name for the location, then once you’ve shared your photo, it will appear on your Photo Map for you and others to see.

**Can I view anyone’s Photo Map?**

If a public or private user you follow has approved photos to appear on their map, you can explore their Photo Map on Instagram. Just navigate to a user’s profile, tap Photo Map (an inactive Photo Map will appear disabled) and embark on a journey to all of the places they’ve ever Instagrammed.

**Can everyone see my photos on my map?**

Your Photo Map will only be visible to other users on Instagram after you have reviewed and approved previously geotagged photos. If you have never geotagged a photo, or you have chosen to deselect all of your photos during the review process, your Photo Map will appear disabled and no one will be able to navigate through to the map.

**What is a Geotag?**

Geotagging is a technical term for storing the latitude and longitude of your current location with your photograph. This data is collected by the GPS device in your phone and accessible if you grant permission to Instagram. If you would like to turn this off, please consult your manufacturer’s instructions and settings.

**I’m a private user -- who can see my map?**

Only approved followers will be able to see your map after you have gone through the Photo Map review process, or if you have uploaded photos and added them to your Photo Map.
**If I add a photo to my map, can I remove it later?**

Yes. You can remove photos from your map by tapping the edit button in the upper right hand corner of your Photo Map. From there you can deselect images to permanently remove their geotag.

**What happens if I remove a photo from my map? Is it deleted from Instagram?**

No, the image will not be deleted from Instagram. The photo’s location data will be removed from Instagram permanently but the image will remain as part of your profile.

**Why can I see some users’ maps and not others’?**

If a user hasn’t reviewed and approved previously geotagged photos, if they have never geotagged a photo, or if they have chosen to deselect all of their photos during the review process, or if they are a private user that you are not following you will not be able to navigate to their Photo Map.

**Can I add previously ungeotagged photos to my Photo Map?**

No, at this time, there is no way to add geolocation information to previously uploaded images.

**How do I make sure nobody sees my map? Can I deactivate it?**

To ensure that nothing shows up on your Photo Map, you should make sure to review your Photo Map and deselect all photos. Also, if you never review your map, your photos will never be added to your Photo Map.

**Does this mean people can see where I live?**

We ask that you are mindful of which photos you add to your Photo Map during the initial review process, as the location will be visible to everyone who visits your map. If you have geotagged a group of photos near your home, or another location you would prefer not to share, you will be able to remove the entire group from your map at once during review or anytime after in edit mode.

**Where else do my geotagged photos appear outside of my Photo Map?**

Geotagged photographs are visible on some third-party services utilizing our API, such as gramfeed.com and web.stagram.com. Photos tagged with a location will also appear on that location’s page and the location name will be visible on the photo share URL.

Private users’ photos are never visible to other users that they have not permitted to follow them. This includes images on location and hashtag pages.
**How do I use Instagram Direct?**

Instagram Direct lets you send a photo or video to a select group of people. Posts won’t appear in feed, search or your profile.

To send photos/videos with Instagram Direct:

1. Take a new photo/video or upload a photo/video from your camera roll.
2. Add optional effects, filters and a caption.
3. Tap **Direct**. You’ll see some features appear in green when you’re using Instagram Direct.
4. Tap the names of people you want to send the photo/video to (up to 15 people).
5. Tap **Send**.

The people you've sent the post to will get a notification. To see posts you've sent with Instagram Direct, tap 📬 in the top right of your Home feed.

Posts sent with Instagram Direct can’t be shared through Instagram to other sites like Facebook or Twitter. You also can't tag people or use hashtags in these shared posts.

**Can I use Instagram Direct to send posts to people I’m not following?**

Yes, you can send a photo or video to anyone when you use Instagram Direct. If you send a post to someone who doesn’t follow you, your post will go to their requests queue. If someone accepts your request, your post will go to their direct posts the next time you share directly with them. Posts that stay in the requests queue may become unavailable.

**How many people can I send my post to with Instagram Direct?**

You can send a post to up to 15 people with Instagram Direct.

**How do I manage posts I’ve sent and received with Instagram Direct?**

When someone you follow sends a photo or video to you with Instagram Direct, it’ll go to your direct posts. Get to your direct posts by tapping 📬 in the top right of your Home feed.

If someone you don’t follow sends you a post, it’ll go to your requests queue. From there, you can choose to accept the request into your direct posts or to ignore it by tapping x. You can also tap **Ignore All** to ignore all requests at one time. When you accept requests, future posts sent to you from that person will go to your direct posts.

Keep in mind that posts that stay in your requests queue may become unavailable after a while.
How do I report a post that was sent to me or block someone from sending posts to me?

You can report abusive posts that are sent to you. If you don’t want someone to send a post to you, you can ignore their post in your direct posts by tapping x or you can block that person.

What happens if I delete a post I've sent with Instagram Direct?

When you delete a sent post, it'll also be deleted from Instagram. The people you’ve sent it to won’t be able to see it.

Who can see likes and comments on posts I've sent with Instagram Direct?

Everyone that you've sent a photo or video to can see its likes or comments, even if they don't follow each other.

Key safety tips for Instagram Direct

1. Ignore people you don’t want to hear from. If you want to ignore all messages from someone you follow, you can always tap the "..." in your direct posts and select the option to Ignore All from that person.
2. Block people that bother you. If someone bothers you through messages or anywhere else on Instagram, use our blocking function so that that person can't view your photos/videos or search for your Instagram account. People aren't notified when you block them.
3. Report problematic content. You can report content that may be in violation of our policies directly from Instagram app, with our built-in reporting feature.

http://help.instagram.com

Tumblr

Tumblr is a blogging site that began in New York City in 2007 by founder David Karp and Marco Arment. The site allows people to post text, images, videos, links, quotes and audio to their tumblelog, a short-form blog. Users can follow other users, or choose to make their tumblelog private. The service emphasizes ease of use. The site has roughly 91.7 million posts a day and gains about 15,000 new users on a day on average. In 2013 Yahoo bought Tumblr for $1.1 billion. David Karp is still the CEO, though. It is the 25th most popular website in the world. Famous people with Tumblr accounts include President Obama and Beyoncé. (source: http://simple.wikipedia.org/wiki/Tumblr)
Setting up your Tumblr account

Unlike Instagram, Tumblr allows you to signup and use it from the web. It’s very easy to create an account. Simply go to www.tumblr.com and click on the Sign up for a new account link. Create a username and password, follow the instructions and you have an account.

The Tumblr Home Page

When you first sign in to Tumblr, you will wind up on the home page, similar to that shown below. We’ll spend a few minutes exploring this page.

Settings

One of the buttons on the home page is the Settings button (the one that looks like a little gear). Click on that icon, and it will open the settings page, similar to that shown on the next page. We’ll spend a few minutes exploring this page.
Help

The easiest way to get to the Tumblr Help Center from the home screen is to click on the question mark button at the top of the home screen (to the left of the Settings button). When you click on that button, you will see the Help Screen that is shown on the next page. We’ll spend a few minutes using the features of this screen to get you used to it.
Deleting my account

If you’ve created a Tumblr account and you decide that you don’t want it any longer, you can delete it. Click on the Settings button again, and at the bottom of the screen, you will...
see the **Delete account** button. When you click on the **Delete account** button, it will bring up the following screen:

![Delete Account Confirmation Screen](image)

If you click on the red **Yes, delete my account and blog** button, your account will be deleted along with any of the contents. The FAQs below provide some additional information about deleting your account.

**If my account is deleted, can it be reactivated?**

There is no way to reactivate a Tumblr account. Once your account is deleted, whether by you or someone else, all of the content from your blog(s) gets deleted as well. You can, however, sign up for a new account and try to claim the same blog URL on our registration page. Again, there is no way for us to restore a blog or any of the content from that blog.

**How do I close my account?**

Visit the **Manage Your Account and Blogs** page. Before you delete your account, keep in mind the following:

- Your primary blog will be deleted.
- Your secondary blogs will be deleted and you'll be removed from any group blogs you may be a member of.
- Your email address and blog URL can be used to create a new account or blog.

**How do I delete my primary blog?**

Visit the **Manage Your Account and Blogs** page, but keep in mind the following:
• Your entire account will be deleted, not just the primary blog.
• We cannot reassign your primary blog to any other blogs on your account.

How do I leave or delete a secondary blog?

Before deleting a blog, keep in mind that if it has other members, it will not be deleted unless all members leave.

1. Click Settings (the gear icon) at the top of your Dashboard.
2. Click the name of the blog you'd like to delete on the left side of the page.
3. Click "Delete blog" or "Leave blog" at the bottom of the page.

You can leave or delete multiple blogs at once by visiting the Manage Account and Blogs page.

If I leave a secondary blog, will my account or primary blog be deleted too?

No, it will remain intact.

If I delete a blog, what happens to premium themes I've purchased?

Unless you request that these features be moved to another blog beforehand, they'll be deleted once you delete the blog. Use the email link at the bottom of this page to make the request.

If I delete my account, what happens to my remaining Tumblr Credits?

Any remaining credits will be deleted.

Creating, Editing, and Deleting Pages

What are Pages?

Pages are great for general content that you’d like to share with your users. Examples include About, Resume, and Contact.

How do I create a Page?

1. Click Settings (the gear icon) at the top of your Dashboard.
2. Click the blog you’d like to update on the left side of the page.
3. Click “Customize” in the Theme section.
4. Click “Pages.”
5. Click “Add a Page.”
6. Type a Page URL after the slash (/). For example, a resume page could be /resume, and a bio page could be /bio.
7. Add a title in the "Page Title" field.
8. Click the toggle switch labeled "Show a link to this page."
9. Click Save.

Or:

1. Click "Customize" on the right side of the Dashboard. Make sure you've selected the blog you want to update from the blog menu.
2. Click "Add a Page."
3. Type a Page URL after the slash (/). For example, a resume page could be /resume, and a bio page could be /bio.
4. Add a title in the "Page Title" field.
5. Click the toggle switch labeled "Show a link to this page."
6. Click Save.

How do I edit a Page?

1. Click Settings (the gear icon) at the top of your Dashboard.
2. Click the blog you’d like to update on the left side of the page.
3. Click “Customize” in the Theme section.
4. Click the page you'd like to update.

Or:

1. Click "Customize" on the right side of the Dashboard. Make sure you've selected the blog you want to update from the blog menu.
2. Click the page you'd like to update.

How do I delete a Page?

1. Click Settings (the gear icon) at the top of your Dashboard.
2. Click the blog you’d like to update on the left side of the page.
3. Click “Customize” in the Theme section.
4. Click the “X” icon next to the page you’d like to delete.

Or:

1. Click "Customize" on the right side of the Dashboard. Make sure you've selected the blog you want to update from the blog menu.
2. Click the "X" icon next to the page you’d like to delete.

How do I create a Page with a Custom Layout?

1. Click Settings (the gear icon) at the top of your Dashboard.
2. Click the blog you’d like to update on the left side of the page.
3. Click “Customize” in the Theme section.
4. Click "Add a page" and select "Custom Layout" from the dropdown menu.
5. Insert custom code into the HTML Editor.
6. Type a Page URL after the slash (/). For example, a resume page could be /resume, and a bio page could be /bio.
7. Add a title in the "Page Title" field.
8. Click the toggle switch labeled "Show a link to this page."
9. Click Save.

Or:

1. Click "Customize" on the right side of the Dashboard. Make sure you've selected the blog you want to update from the blog menu.
2. Click "Add a page" and select "Custom Layout" from the dropdown menu.
3. Insert custom code into the HTML Editor.
4. Type a Page URL after the slash (/). For example, a resume page could be /resume, and a bio page could be /bio.
5. Add a title in the "Page Title" field.
6. Click the toggle switch labeled "Show a link to this page."
7. Click Save.

What’s the difference between Standard Layout, Custom Layout, and Redirects?

- **Standard Layout**: Mirrors your current blog theme so the Page will look like the rest of your blog.
- **Custom Layout**: Uses custom code to tailor the way the Page looks.
- **Redirects**: Sends a visitor to another URL. For example: You could redirect visitors to posts with a specific tag, or to external sites like your Twitter.

How do I create a Page that redirects to my posts with a specific tag?

1. Click Settings (the gear icon) at the top of your Dashboard.
2. Click the blog you’d like to update on the left side of the page.
3. Click “Customize” in the Theme section.
4. Scroll to the "Pages" section of the sidebar.
5. Click "Add a Page."
6. Select "Redirect" from the dropdown menu.
7. Type a Page URL after the slash (/). For example, /mytag, but replace “my tag” with the tag you want to use.
8. In the "Redirect to" field add /tagged/mytag to the end of your blog URL, but replace "mytag" with the tag you want to use.
9. Click the toggle switch labeled "Show a link to this page."
10. Click Save.

Or:

1. Click "Customize" on the right side of the Dashboard. Make sure you've selected the blog you want to update from the blog menu.
2. Scroll to the "Pages" section of the sidebar.
3. Click "Add a Page."
4. Select "Redirect" from the dropdown menu.
5. Type a Page URL after the slash (/). For example, /mytag, but replace “my tag” with the tag you want to use.
6. In the "Redirect to" field add /tagged/mytag to the end of your blog URL, but replace "mytag" with the tag you want to use.
7. Click the toggle switch labeled "Show a link to this page."
8. Click Save.

**How do I create a Page that redirects to an external website?**

1. Click Settings (the gear icon) at the top of your Dashboard.
2. Click the blog you’d like to update on the left side of the page.
3. Click “Customize” in the Theme section.
4. Scroll to the "Pages" section of the sidebar.
5. Click "Add a Page."
6. Select "Redirect" from the dropdown menu.
7. Type a Page URL after the slash (/). For example, if you're redirecting to Twitter, you could type /mytwitter. If you're redirecting to Facebook, you could use /myfacebook.
8. In the "Redirect to" field enter the URL to send visitors to. If you're redirecting to Twitter, the URL would be www.twitter.com/username, where "username" is your @handle.
9. Click the toggle switch labeled "Show a link to this page."
10. Click Save.

Or:
1. Click "Customize" on the right side of the Dashboard. Make sure you've selected the blog you want to update from the blog menu.
2. Scroll to the "Pages" section of the sidebar.
3. Click "Add a Page."
4. Select "Redirect" from the dropdown menu.
5. Type a Page URL after the slash (/). For example, if you're redirecting to Twitter, you could type /mytwitter. If you're redirecting to Facebook, you could use /myfacebook.
6. In the "Redirect to" field enter the URL to send visitors to. If you're redirecting to Twitter, the URL would be www.twitter.com/username, where "username" is your @handle.
7. Click the toggle switch labeled "Show a link to this page."
8. Click Save.

Troubleshooting

Why doesn't my blog show Page links?

All of our featured blog themes contain code that will show Page links on your blog. If these links aren’t showing up, the issue could be one of two things:

- You are using a theme that doesn’t support Pages.
- You are using custom HTML that is preventing your blog from receiving the latest version of your theme.

How can I make sure Page links show up on my blog?

- Change themes or install the latest version of your theme.
- Create an HTML link in the Description or custom HTML of your blog that points to your Page. For example:

  <a href="/pageurl">My Page!</a>

  (replace “pageurl” with the URL you set for your Page)

- Edit the custom HTML for your blog on the Theme tab. Go to “Customize” and add the necessary code to the theme. For more info, check out our blog theme documentation.

Tagging Posts

What are tags?

Tags make it easier for readers to find posts about a specific topic on your blog. e.g. Tag your photographs with photography or your trip posts with travel.
How do I tag my posts?

It’s easy! When you create a post, enter the tags in the last field of the form. If you’re using the bookmarklet, go to “Advanced” to enter tags.

Tips:

- You don't need to put a tag in quotes or start with a hashtag.
- Hit enter after each tag, or a comma if you're using the bookmarklet.

Will the tags I use be displayed on my blog?

Yes, but only if you’re using certain themes. You can find themes that list tags with each post in the Theme Garden. Even if a theme doesn’t show post tags, your tags can still be searched across Tumblr.

How do tags work on password-protected blogs?

You can add tags to keep your posts organized, but they will only be searchable through your blog, not the rest of Tumblr.

How do I search tags?

You can learn more about searching tags on our search results page.
What are tracked tags?

Tracked tags are a great way to follow your passions on Tumblr! You can access your tracked tags by clicking the “Search tags” box at the top of your Dashboard. New posts will be reflected in the number below the tag name. This number will not appear if you’re tracking more than 20 tags.

Pro-tip: Hit the tab key and your tracked tags will pop open in a menu on your Dashboard.

How do I track a tag?

1. Open a tag page by clicking the tag anywhere on the Dashboard or browsing to tumblr.com/tagged/TAGNAME.
2. From there, to start tracking the new tag, just click the track button in the search bar.

How do I stop tracking a tag?

1. Click the “Search tags” box at the top of your Dashboard.
2. Click the name of the tag.
3. Roll over “tracking” and click “untrack.”

How do I link to specific tags?

To direct users to all posts with a specific tag, just use tag links that start with your blog’s web address and include the specific tags you want to reference.

Examples:
http://staff.tumblr.com/tagged/features
http://staff.tumblr.com/tagged/events

These tag filter links will only show the 200 most recent posts with that tag in reverse chronological (latest posts on top).

To display posts in chronological order (older posts on top), add /chrono to the end of the tag URL (i.e. http://staff.tumblr.com/tagged/features/chrono).

How do I create a Page that redirects to my posts with a specific tag?

Learn how to do that here.

Troubleshooting

Why aren’t my posts appearing on tag pages?
If your blog is brand new, your tagged posts won’t appear on tag pages. First, make sure you’ve verified your account via the email we sent when you joined Tumblr. Then, after
you've used your account for a while to follow other blogs, like posts, and customize your blog's appearance, your posts will start appearing on tag pages.

**Using Messages**

**Fan Mail**

![Fan Mail Image]

What is Fan Mail?

It's a great way to send nice messages to other users. The messages can be as long as you want, and you can even include links.
How do I send Fan Mail?

You must be following a blog for at least 48 hours before this is possible. There are a few ways to send Fan Mail:

From your Inbox:

1. Click your Inbox (the envelope icon) at the top of your Dashboard.
2. Click the "Send Fan Mail" button on the right.
3. Type the blog name in the "Send to" field.
4. Customize the paper and font (if you want), then hit the "Send" button!

From the Dashboard:

1. Hover over a blog avatar in the Dashboard and click the menu icon that appears.
2. Click Fan Mail in the drop-down menu.

From blog pages:

1. Click the envelope on the upper right corner of a blog.

Is there a limit to how many messages I can send?

You can send up to 500 messages per day.
Can I disable Fan Mail?
No, that is not currently supported.

Ask
What is the Ask feature?
It allows users or anonymous readers to ask you questions. You can choose to answer publicly by publishing to your blog, or privately by sending a response that will appear in the user’s inbox. All responses to anonymous asks will be posted publicly to your blog because they are not associated with any particular Tumblr account.

How do I enable the Ask feature?
1. Click Settings (the gear icon) at the top of your Dashboard.
2. Click the blog you’d like to update on the left side of the page.
3. In the Ask section, check the box that says “Let people ask questions.”
4. Under “Ask page title,” fill in the title you’d like to name the Ask page and the Ask link on your blog.
5. If you want to allow anyone to ask questions, check the box that says “Allow anonymous questions.”
6. Hit “Save.”

How do I access questions submitted via the Ask feature?
Click your Inbox (the envelope icon) at the top of your Dashboard.

Submit
What is the Submit feature?
It allows users to submit posts to your blog(s). You can choose whether or not you want to publish them.

How do I enable post submissions?
1. Click Settings (the gear icon) at the top of your Dashboard.
2. Click the blog you’d like to update on the left side of the page.
3. In the Submissions section, check the box that says “Let people submit posts.”
4. Hit “Save.”

How do I access post submissions?
Click your Inbox (the envelope icon) at the top of your Dashboard.

Other Useful Info
How do I access my Asks, Fan Mail, and Submissions?

You'll find all of these things in your inbox, which you can access by clicking the envelope icon at the top of your dashboard.

Will Ask or Submit links show up automatically on my blog?

Our Featured blog themes show links to these features automatically, though some themes let you control how these links are displayed on your blog. Visit the Appearance tab once you click “Customize theme” for the blog you’d like to update.

How do I put Ask or Submit links in my blog Description?

1. Click Settings (the gear icon) at the top of your Dashboard.
2. Click the blog you’d like to update on the left side of the page.
3. Click “Customize” in the Theme section.
4. Edit your Description to add the links. For example:

   <a href="/ask">Ask me Stuff!</a>
   <a href="/submit">Submit!</a>

5. Click “Save” and “Close.”

**Ignoring Users**

What if I receive unwanted messages?

Ignore the user and you will no longer receive messages from them.

What if I receive anonymous unwanted messages?

Click “Ignore” on a specific anonymous message. This will permanently block the account, IP, and computer from sending messages to your blog. Keep in mind, however, that there's no way to unblock an anonymous IP address.

**Troubleshooting**

If you are not receiving messages or your messages are not being received, keep in mind the following:

- You can only send 10 Asks messages per hour, and only five of those can be anonymous.
- Messages cannot contain links or paragraphs and are limited to 500 characters each.
- Special characters, emoticons, ellipses, and lack of spaces between sentences can sometimes be problematic.
As with all the other programs that we’ve discussed, there’s lots more you can learn about Tumblr if this is a program that meets a need that you have. Spending time with the help screens is a good way to start, as is Googling or looking in You Tube.

**Now you can:**
- Using your own Twitter account, find a follower, follow someone
  - Change your security settings to make your account more secure
  - Post a tweet
  - Deactivate (delete) your Twitter account if you don’t want it anymore
  - Use Help to learn more about Twitter
- Using your own Instagram account, post a photo using your smartphone, follow someone and get ready for someone to follow you, edit your account settings and delete your account if you choose
- Using your own Tumblr account, create your own photo blog, find bloggers that you want to follow, be ready for someone to follow you, edit your account settings and delete your account if you no longer want it.

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**Notes:**