



## **In this Pdf You Will Find**

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# Social Media Boot Camp First Steps

1. Create account at [Twitter.com](https://twitter.com)
2. Check your web based email account for Twitter confirmation and activation.
3. Create account at [TweetDeck.com](https://tweetdeck.com)
  - a. If you are at home download the TweetDeck Adobe AIR software.
4. Click on TweetDeck icon and sign-in.

## TweetDeck Tips

- To compose a TWEET click on gold call out at top left part of page. Type tweet into text box. When complete click on send box on right. 
- To SEARCH click on the circle with the "+" sign in it. Then enter the search in the text box. Click the search box. 
- Adjust TweetDeck SETTINGS by clicking the box with the WRENCH at the top right part of the screen.
  - Go to NOTIFICATIONS to manage where the tweet update box appears. You can also adjust the update sound it makes.
  - Modify appearance at COLORS/FONT.
  - At SERVICES you can select the service for automatic link shortening, picture tweeting.
  - Go to ACCOUNTS to add you Facebook, LinkedIn or other accounts. This allows you to post to them through TweetDeck.
  - Be sure to SAVE any changes you make.
- Be sure to SIGN OUT when using public computers. Click on the triangle with the "!" in it at the top right hand side of the screen.

## Two Step Set-Up Process



<http://twitter.com>

1. Create your own Twitter account. You will need your name and an email address. You will also create a Username, which is what the world will see so be careful what you choose. From here you can choose to 'Follow' other people or organizations of interest.



<http://www.tweetdeck.com>

2. After creating your Twitter account go to TweetDeck. Click the 'Sign-Register' link. Use 'Sign-In With Your Twitter Account'. Here you can create custom searches of Twitter that brings you and organizes the information you want.

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<http://www.tweetmyjobs.com>



This is web based search engine that allows you to search jobs on Twitter. You do not need a Twitter account to access this site. Employers pay to have their openings sourced through this service. (TweetDeck will pull jobs from this site)

<http://www.visualcv.com>



Visual CV allows users to create electronic resume. Features allow for the imbedding of PowerPoint presentations, audio, video. Perfect for insertion into social media and email.

