

Topic	Details
Tools and Terminology	<ul style="list-style-type: none"> - Tweet = 140 character update - Retweet (RT) = sharing another's tweet - Hashtag (#) = makes a word easily searchable - Mention (@) = notifies user you were talking about them - Direct message (DM) = allows you to privately communicate with other users
How to Gain Followers	<ul style="list-style-type: none"> - Follow others - Engage in trending topics - Retweet or mention users you'd like to gain as followers - Find a niche - Have a catchy bio - Link to Facebook
Organizing Followers	<ul style="list-style-type: none"> - Start with your interests - Follow organizations you support - See who Twitter suggests - Create lists to make tweets more manageable
General Use	<ul style="list-style-type: none"> - Keep tweets short (limited to one at a time) - Use DMs (direct messages) sparingly - Twitter has a built-in URL shortener so you don't need to use an outside service to shorten URLs - Avoid going over tweet and follow limits: tweet limits are 100 tweets per hour or 1000 tweets per day, while follow limits depend on the size of your account
Privacy and Security	<ul style="list-style-type: none"> - Review and update your settings - Change your password often - Change settings so that followers require approval - Don't share private information