

# Twitter – Cheat Sheet

## 1 120 Characters

You have 140 characters to post on Twitter, but it's best to use only 120 so that people can Retweet you easily with RT @username in front of your post.

## 2 Retweet (RT)

RT @username – When you forward on someone else's tweet. It's etiquette to put RT @username before the copied tweet. e.g. "RT @stephenfry Independent article here worth a read: <http://tinyurl.com/2vkhaw>"

## 3 @

Use this to talk to other users with @username (no space between @ and their name). e.g. "@LexisClick Thanks for your Twitter cheat sheet, it's proving v useful!"

## 4 DM

Short for direct message – for conducting private conversations. Check yours in the right-hand column of your homepage.

## 5 Trending

The most popular topics on twitter. They will usually be big news stories or shared Twitter jokes. Current trending topics are listed on the right-hand column of your home page.

## 6 #:

Hashtag use it to organise your posts, create and surf trends. Many trending topics have a # before them. Twitter users use the hashtag (#) when they're talking about a specific subject, so that other users can search for the hashtag term to see what's happening.

## 7 #ff

Follow Friday - On Fridays, use this hashtag to recommend other people you think your followers would find it useful to follow.

## 8

## #fridayfun

Use this to post something fun for your followers on a Friday.

## 9 Lists:

You can use Lists to group people and businesses you follow into useful categories. You can follow the whole list in one go or just view the list on a separate page – it shows all those selected people's recent tweets.