If you have not signed up, do it before session. We will not cover this in the SIG. We will start with #3.

1.   SIGNING UP:
    a. Go to   pinterest.com you will see a Sign Up option.
    b. Fill it out. Then click Sign Up.
    c. I suggest you do not 'Continue with Facebook'
    d. *WRITE DOWN YOUR PASSWORD*

2.   CREATING YOUR PROFILE
    a. You will have some forms to fill out.
    b. Select 5 topics to follow, you can search for specific names.
    c. The Pinterest browser button, click 'Get it now' You will get a

3. CHANGING YOUR PROFILE PICTURE

    a. Log into your **Pinterest** account.
    b. Click the directional chevron down icon in the top-right of your screen, then click Settings.
    c. Click **Change** next to your profile **photo**.
    d. Click Choose **photo** to select a **photo** from your computer.
    e. Select the **photo** you want to use.

Think about how you will use Pinterest. It will make things easier later if you have come up with the way you title your boards that makes it easy to find what you are looking for.

4.   SEARCHING FOR ITEMS TO PIN
    a. As an example type 'Scrapbook ideas Fathers Day" in the upper left 'Search' bar.
    b. Hit the 'Enter' key.
    c. EVERY site is different. Each will look different.

5.   ADDING PINS TO YOUR BOARD
    a. Hover your mouse over one that you like. Click it.   This will take you to the larger version and possibly some other options from the site.
    b. You can click the 'Visit' button to go to the site.
    c. You may get a Pop Up Blocker, if so click 'Options for this site', select 'Always Allow'
    d. To go back, click the X on the visited site's tab.

e. Anywhere you see the **Pin it** icon you can left click it and therefore save it to a Board.

f. If it is your first Pin you will need to click the ⊕ Create a Board option. Then name the board Scrapbook Fathers Day. Your pin will be in it.

g. After that if you want to add more to the board that you just created, simply select the board from the list that will come up after you pin something. Pin two other entries to this same board.

h. You can create more and more boards. Put in another search, something you are interested in. Pin something from that search and create a new board for it.

6. **TO SEE YOUR BOARD**

a. Go to the Home/Search Page, On the upper right you will see your name, click that and you will see your boards.

b. To see the pins in your board click the board.

Unless otherwise stated, click means left click.

PINTEREST: SEARCHING, PINNING, EDITTING, FOLLOWING

7. <u>TO SEE YOUR BOARD</u>

a. Go to the Home/Search Page, On the upper right you will see your name, click that and you will see your boards.

b. To see the pins in your board click the board.

8. <u>EDIT YOUR BOARDS AND PINS</u>

a. To move boards around hold down your Left mouse button Click on the board and simply move it where you want it.

b. To rename a board, click the edit at the bottom of the board. Simply type in the new name and save.   [Edit]
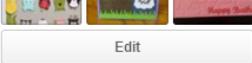
c. To Move, Copy or Delete a pin. Select a board by clicking the picture in the board.   [Move Pins] [Edit board] [•••]
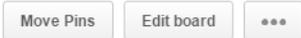
d. Click the MOVE PINS icon. It will tell you to **Pick Pins to move or copy** [Move] [Copy] [Delete]

e. Click the check mark on the pin for the one or ones you want to move or copy. You will be given the option to choose what board you want to move or copy the pin into.

9. <u>FOLLOW SOMEONE ON PINTEREST</u>

a. Simply type their name into the Search bar.