Instagram Cheat Sheet

Caitlin Myers • Instruction & Technology Librarian • cmyers@vapld.info

1 Add story. Temporary 24hrs.
2 Private Messages between you and followers
3 Home Feed
4 Search
5 Add photo to your profile
6 Notifications
7 Access Profile
Snapchat Cheat Sheet

1) View Profile/Settings
2) Start private message with friends
3) View messages with friends
4) Take photo or video
5) View stories for 24 hrs
Introduction to Snapchat and Instagram

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Snapchat Tools

Profile
- View who added you, add friends, and view friends list.
- Change settings like username, email, etc.
- Message your loved ones in your contact list to add you on Snapchat.
- View your trophy case.

Messages
- Send private messages to your contacts or create a group message
- Send private photos or videos to your group or individual contact

Add photo or video
- Snap a photo of yourself and choose who to send it to
- Add a photo or video and post it to your story
- Put on a filter to add flare or set a mood
- Reverse the camera for Snapchat’s facial recognition software to detect your face and add a goofy filter interactive filter.

Stories
- Queue your friends’ or favorite celebrities’ stories to watch what they’ve been up to all day.
- Add your own story that all of your friends can watch by tapping play, and see who has viewed them.

Add message
- Video message friends and family, leave them a video note, add a sticker, create a sticker, etc.
- For live video messaging tap the video camera and begin chatting.
- Leave a video or chat message for your contact to come back to if a call was missed

Search
- Search for a quick chat to your friends
- View top or trending stories
- Allow Snapchat to access your location to see what’s going on at locations near you.

Additional Features
- Snapcash (much like Venmo or Apple Pay but uses Square).
- Snapcodes: link directly to your website
- Spectacles
- Shazam song feature
- Friend Emojis
Instagram Tools

Home
The home icon contains your Instagram feed where photos and videos are presented. On top, stories appear that will only exist for 24 hours before they self-destruct. The paper airplane indicates direct messages between you and Instagram followers.

Story
Add stickers or create a sticker for your story.
Customize who sees your story.
Report a feed you find is offensive.
Send someone a direct message about their story.
Edit story settings. Allow message replies from your followers or followers who follow you back.
Can also deny anyone from messaging you.
Save shared posts and videos to your phone when you add them to your story.
Swipe up to see who viewed your post.
Delete your story.

Search
Search for usernames, hashtags, and see the top posts, accounts, and stories of the day.

Plus
Add a photo or video from your library or create one with Instagram.
Put a filter over your photo or video, create a Boomerang video, or

Heart
See your notifications including suggestions on who to follow, comments on photos and videos, likes on photos and videos, and requests to follow.

Profile
Tap on your main photo to view your profile and customize your given information.
The gear allows you to change options in your profile, like password, blocked users, adding a business profile, or making your account public or private.