



ICONIC DETAILS

## PINTEREST 101

Context:

- 1) Create An Account OR Log In
- 2) Give your Name, Age, Gender
- 3) Next, click 5 topics of interest
- 4) Pinterest Browser Button
- 5) Menu Bar
- 6) Edit Profile
- 7) Create A Board
- 8) Finding Pins
- 9) Adding Pins To Your Boards
- 10) To View Your Boards

# Pinterest 101

Go to [www.pinterest.com](http://www.pinterest.com)

## 1) Create an account OR Log in to your account

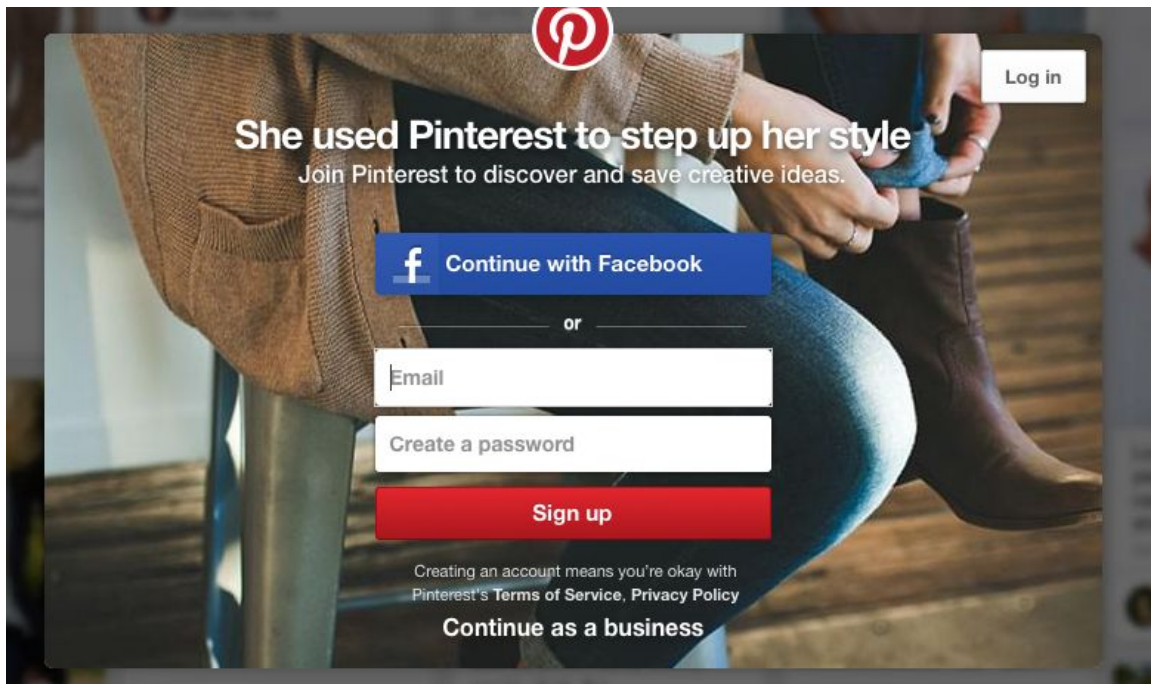
### Create An Account

- Enter your e-mail address
- Create a password
- Click Sign Up
- **Go to #2**

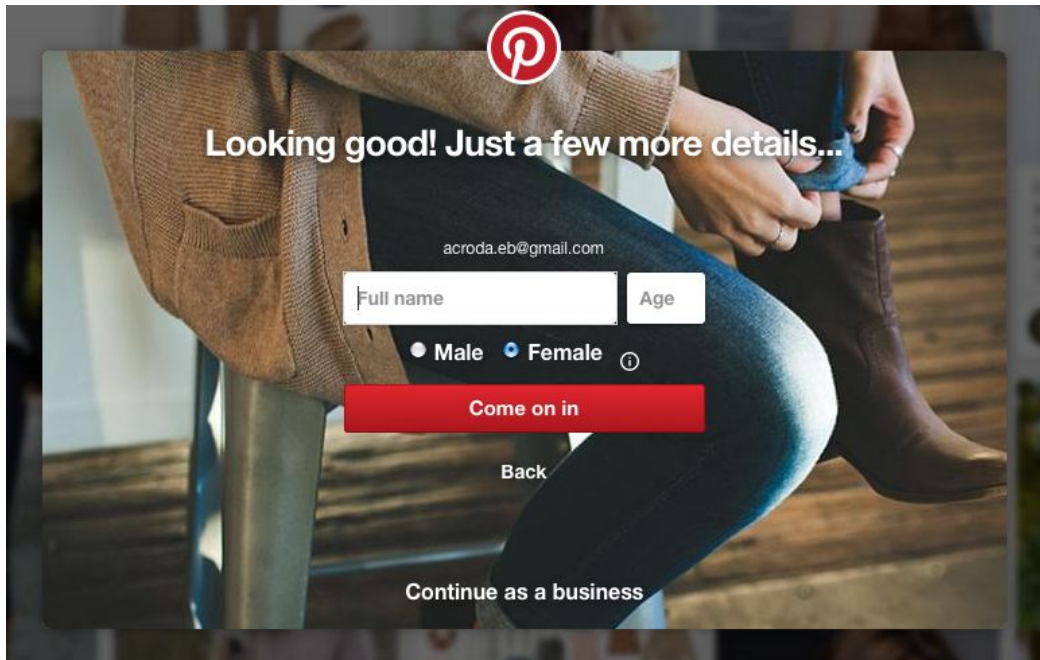
### Log In

- Already have an account?
- Click Log IN
- Enter your e-mail address
- Enter your password
- **Go to #7**

*\*if you forgot your password, click "Forgot Password" an e-mail will be sent to your e-mail account and you can reset your password*



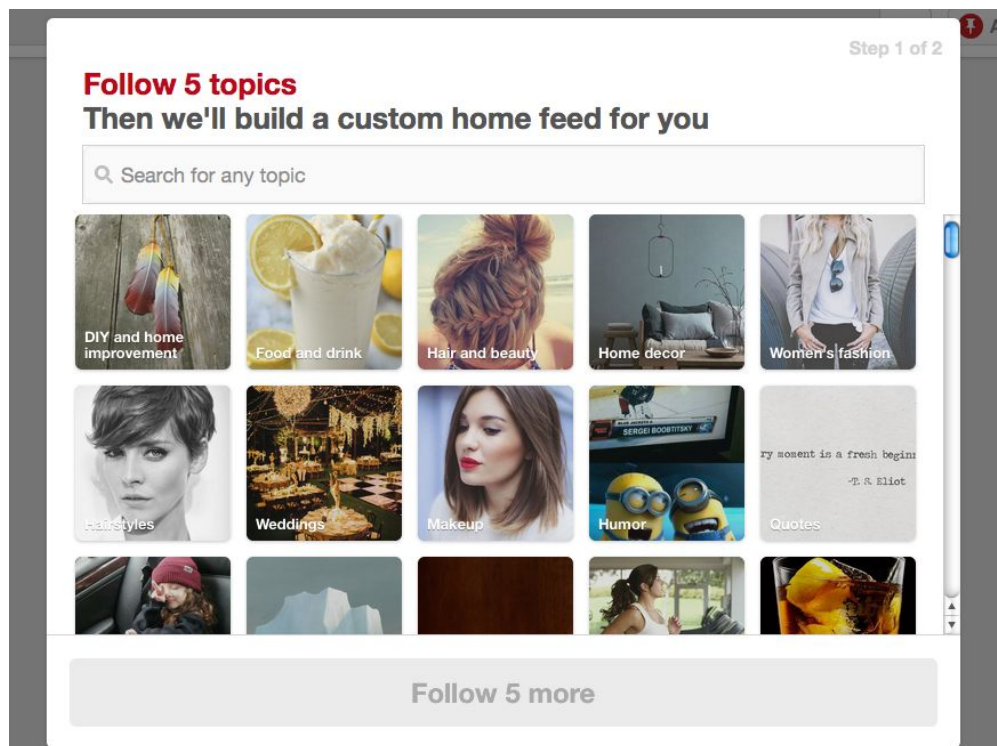
## 2) Give your Name, Age, Gender



## 3) Next, click 5 topics of interest. This will help Pinterest to find pins you might like to add to your boards.

\* Search topics if you don't see one's you like

\* Then click "Done"

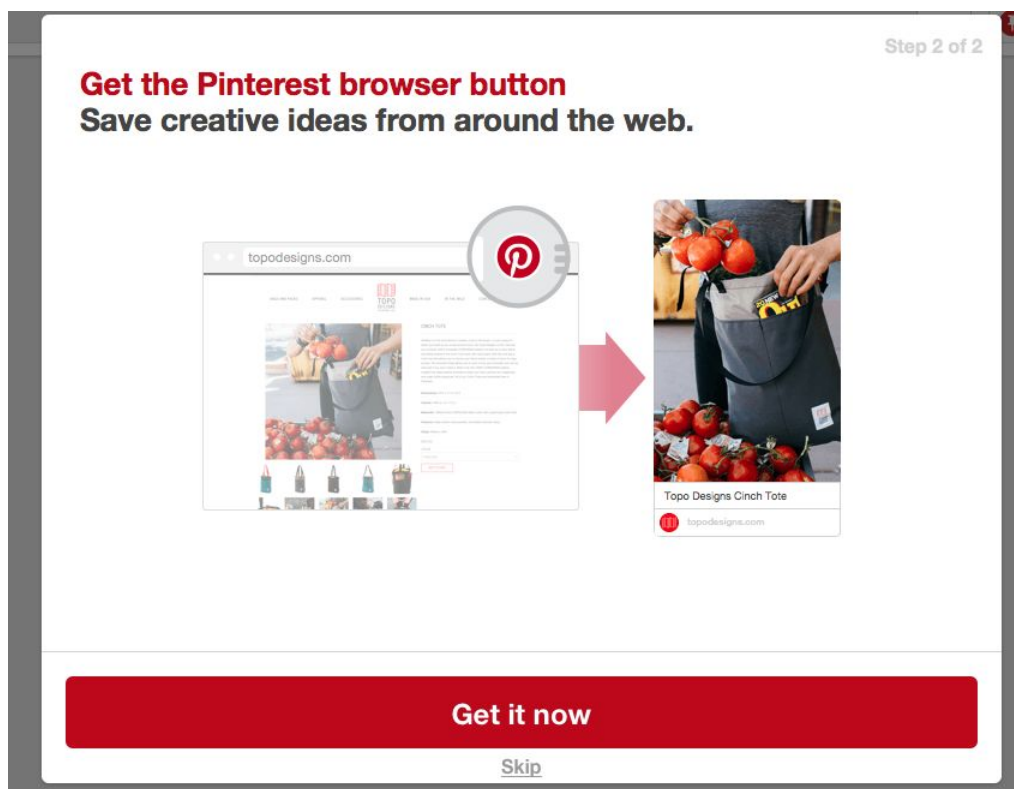


## 4) Pinterest Browser Button

This will add a Pinterest icon to your web browser. This “Browser Button” allows you to clip photos from the internet and add them to your Pinterest board(s) from any website with appropriate citations.

\*Example: your shopping online at your favorite store or researching your next vacation location, you can clip photos and add them to your “Fashion” or “Vacation” boards you already have set up.

DON'T CARE, DON'T WANT IT... THAT'S OK... JUST CLICK SKIP.  
It will prompt you saying “are you sure?” just click skip again!

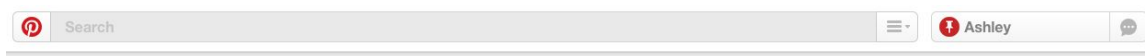


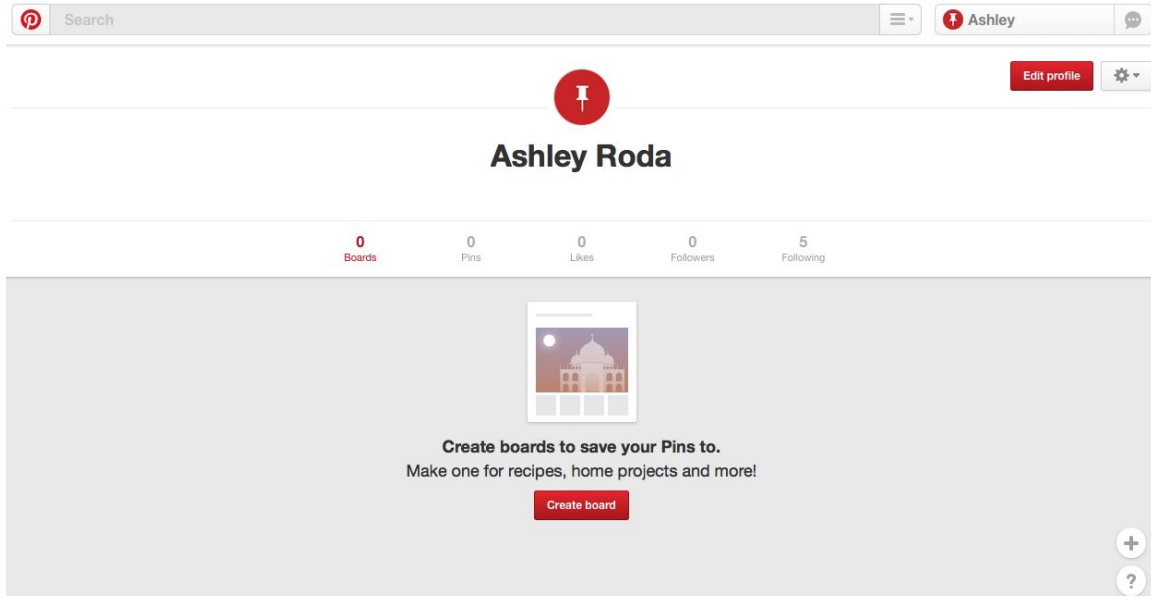
## 5) Menu Bar

At the top of Pinterest is your main Menu Bar.

**Search Bar:** type in items you want to search for

ex: Fashion for Fall, Casual Elegance, Tailored Jackets, etc.... ANYTHING






## 6) Edit Profile

- Click the red button to edit your profile
- **Change your profile picture** to a picture of you or a head shot
- **Pick a username:** I would suggest your name or business name
- **About You:** write a brief description of you or your business
- **Location:** where do you live? ex: Portland, OR
- **Website:** If you're using this for business attach your website, not required
- Click Save

**Edit profile** ✕

Name

Picture 

Username

About you

Location

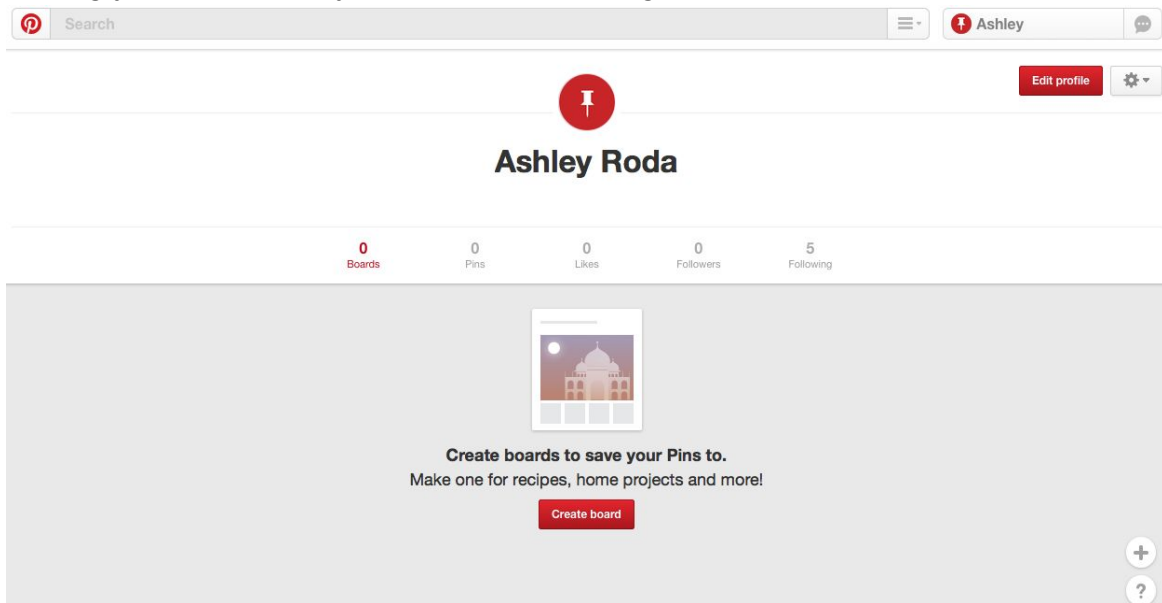
Website

Visit [your settings](#) to change your password, email or Facebook/Twitter preferences.

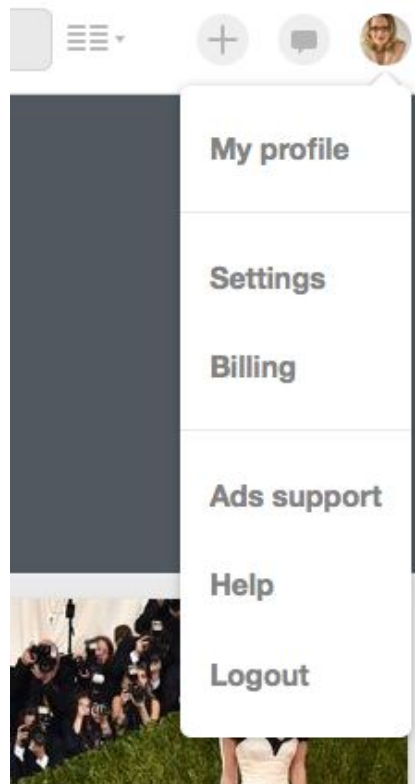
## 7) Create A Board

Depending if you're *signing up or returning to a page you already created* your screen will be one of the following:

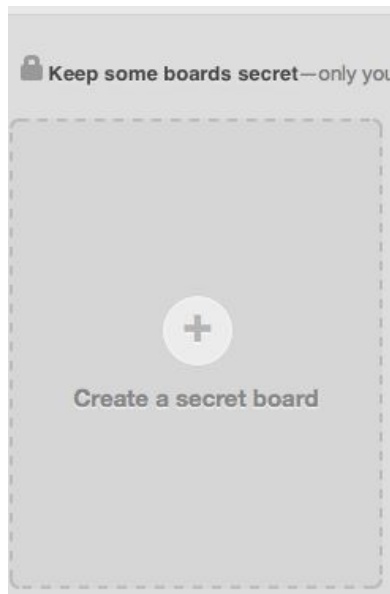
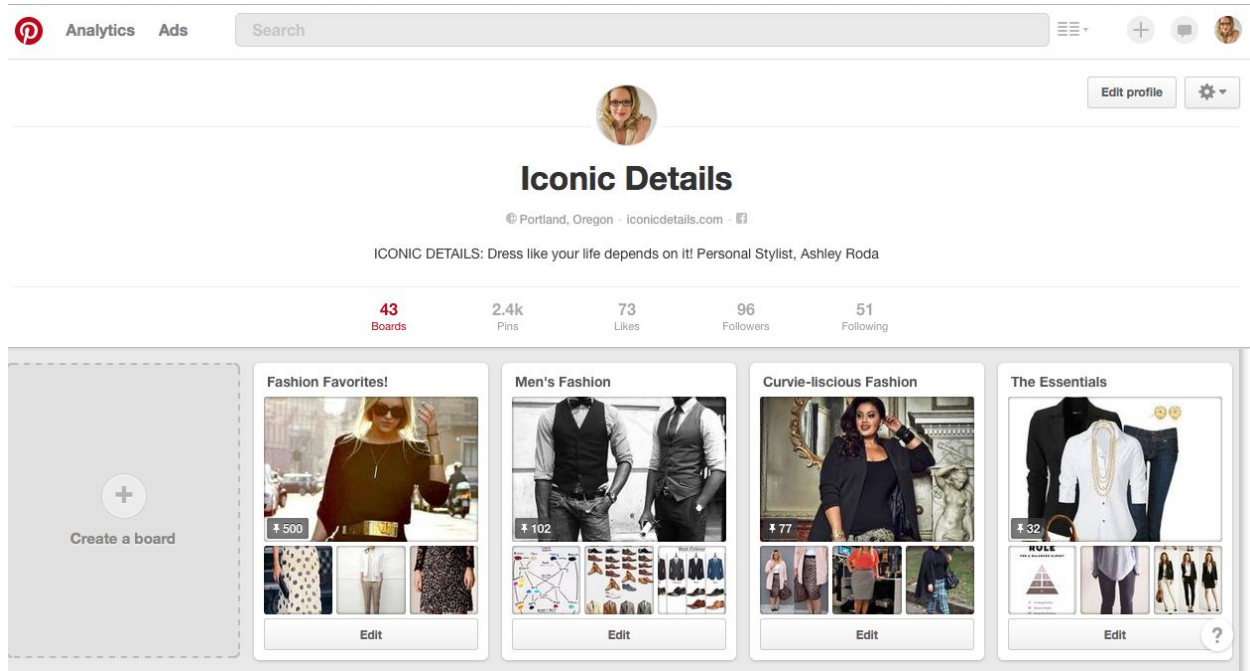
*\* Creating your first board you will see something like this:*



*\*If you have an account already, click on your profile picture and go to "My Profile"*



\* You can also create a new board from your profile by clicking the “+ Create a board” grey square



However you do it, this screen will pop up.

- **Name your Board**
- **Give it a description**
- **Category** ex: fashion
- **Secret:** this means only you, and if you share it with anyone, can see it. So if others come to your profile they can not see the pins you have added to it.
  - Example: all my client boards are private. I leave them messages, pins specific for them, etc.
- **Collaborators:** this is adding a friend or client who can also add pins to your board, **Ex: Adding me! Ashley Roda or IconicDetailsPDX@gmail.com.** Then I can add pins to your board as well.
- **Click Create**

The screenshot shows a 'Create a board' dialog box with the following fields and options:

- Name:** A text input field containing the placeholder text "Like 'Places to Go' or 'Recipes to Make.'".
- Description:** A larger text area with the placeholder text "What's your board about?".
- Category:** A dropdown menu with the text "What kind of board is it?".
- Secret:** A toggle switch currently set to "Yes". Below it is a link "Learn more".
- Collaborators:** A section with a link "Learn more", a text input field for "Name or email", and an "Add" button. Below this, a profile card for "Iconic Details" is shown with a profile picture and the text "You created this board".

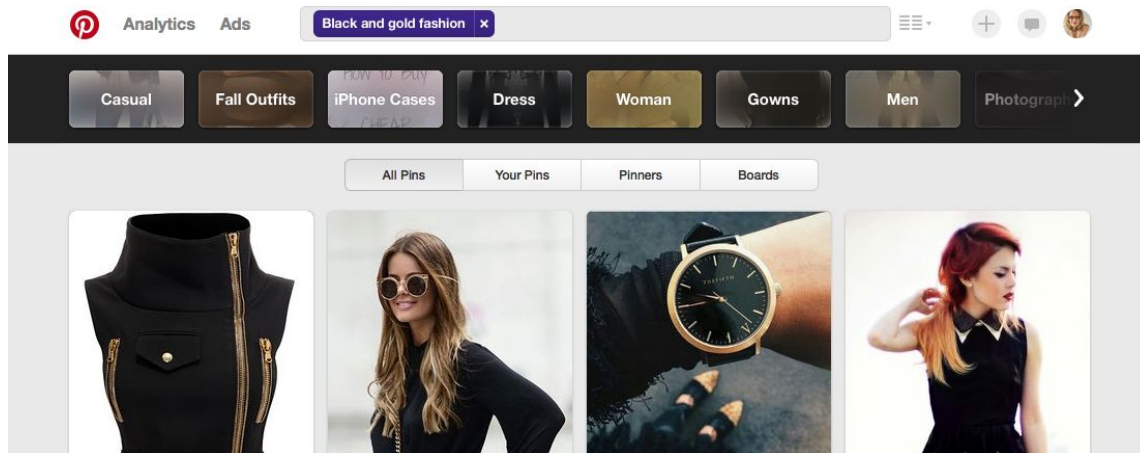
At the bottom right of the dialog are two buttons: "Cancel" and "Create".



## 8) Finding Pins

- Go to the search box at the top
- Type in anything you want to find
- Ex: Black and Gold fashion

Pinterest will then pull up all associated pins. It will also give you more categories to narrow down your search. That is what is running across the top here.

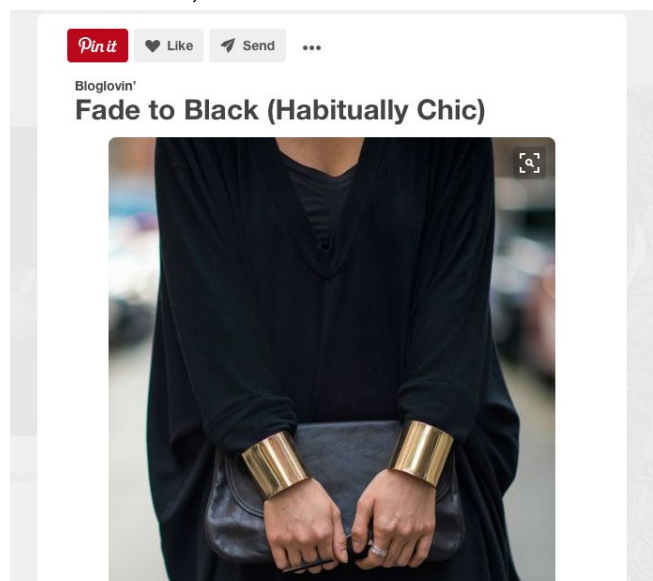


## 9) Adding Pins To Your Boards

Have you found something you love?

To view a pin larger, just click it and it will expand

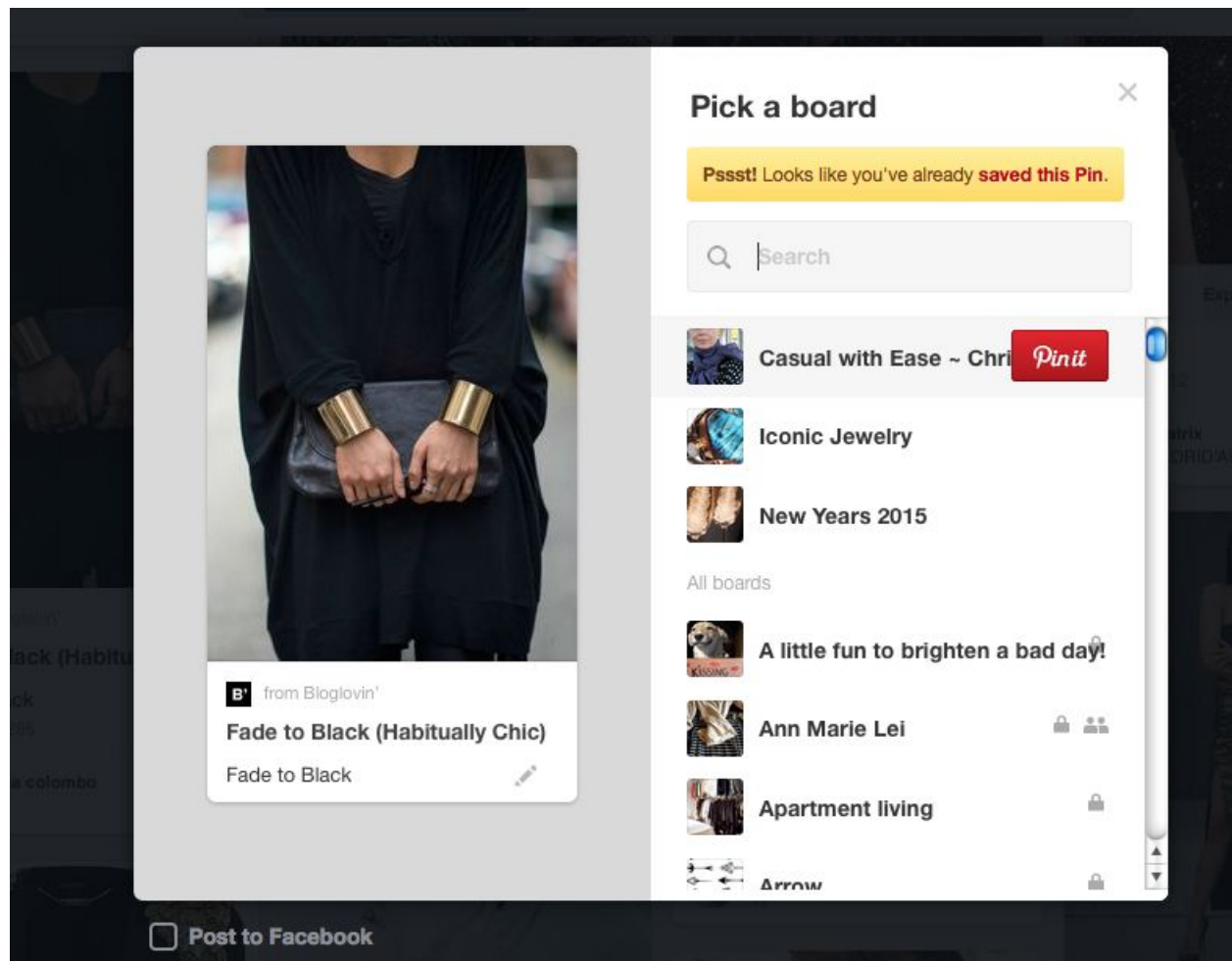
\*Notice at the top options to Pin It, Like & Send.



## Click Pin It

- Pick the board you want it to be pinned to
- If you already have pinned it, notice the Pssst! message
- You can also create a new board if you need, scroll to the bottom

Once you click “Pin It” it will be saved to the board you selected

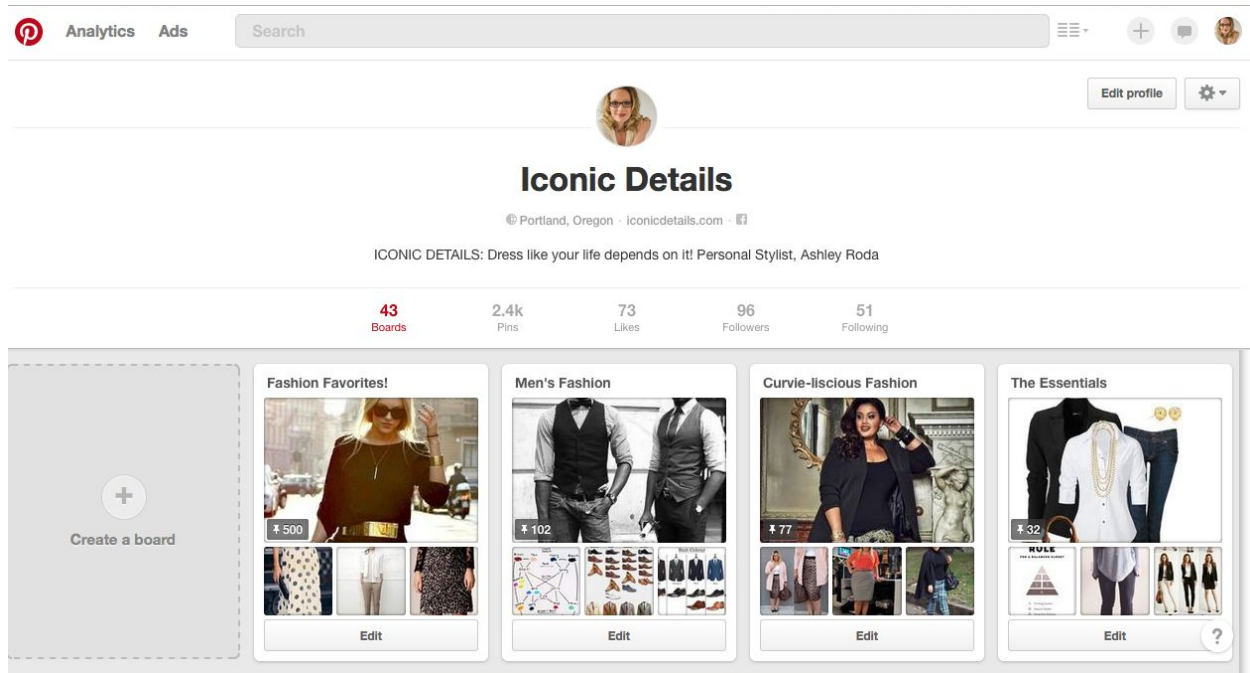


**If you “Like” something:** *It will be added to your “Likes” not to a specific board*

**If you “Share” something:** You have the normal social media options a list of friends you can send a pin to as well

## 10) To View Your Boards

- Click your profile picture
- Click “My Profile”
- Your profile will come up with all your
- Click on a desired board and all your pins will be there for you to explore and be inspired



### ***\*If you want to get fancy!***

- Changing the Cover Pin to a board
- Moving Pins
- Arranging boards on your profile
- Whatever.... **Just call me and I will help**

**View My Pinterest Collection:**  
[@IconicDetailsAR](https://www.pinterest.com/iconicdetailsar/)