



# Instagram Tricks and Tips

**Gain  
Insider  
Skills**



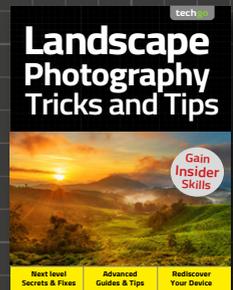
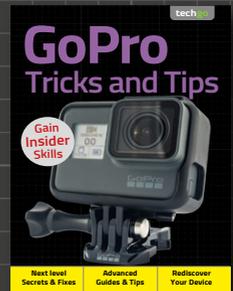
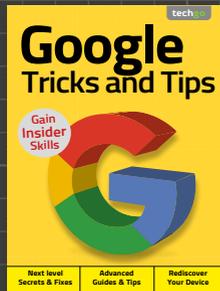
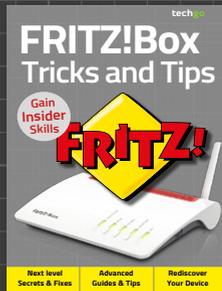
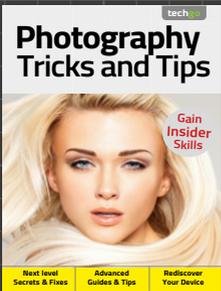
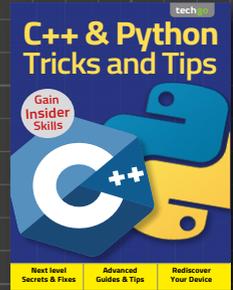
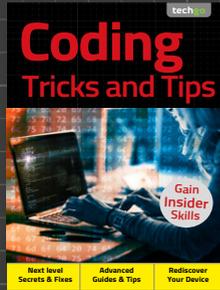
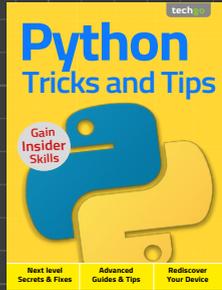
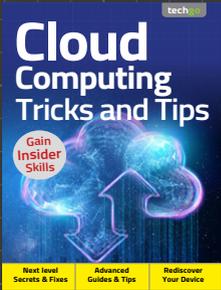
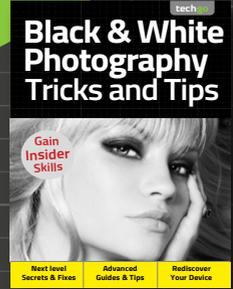
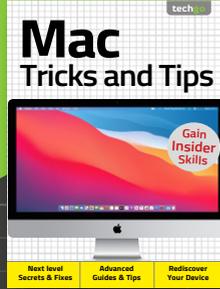
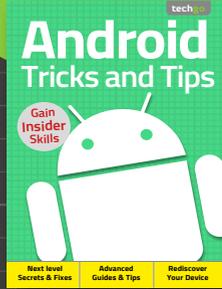
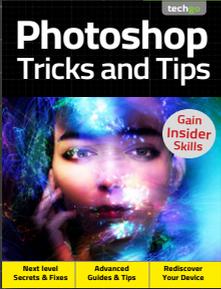
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Secrets & Fixes**

**Advanced  
Guides & Tips**

**Rediscover  
Your Device**



# Discover more of our guides...



# Instagram Tricks and Tips

Welcome back... Having completed our exclusive For Beginners digital guidebook, we have taught you all you need to master the basics of your new device, software or hobby.

Yet that's just the start!

Advancing your skill set is the goal of all users of consumer technology and our team of long term industry experts will help you achieve exactly that. Over this extensive series of titles we will be looking in greater depth at how you make the absolute most from the latest consumer electronics, software, hobbies and trends! We will guide you step-by-step through using all the advanced aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your understanding of technology and gain the skills to take you from a confident user to an experienced expert.

Over the page our journey continues, and we will be with you at every stage to advise, inform and ultimately inspire you to go further.



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and what you can do with it. We help you  
get started and put you on the path to  
ultimate Instagram mastery...”**

**Instagram Tricks and Tips**

3rd Edition

ISBN: 978-1-912847-59-4

**Published by:** Papercut Limited**Digital distribution by:** Ready

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Registered in England & Wales No: 4308513



## → Anti-bullying on Instagram

Instagram has made a significant change to its filtering rules. Many users believe that such a change is long overdue and has taken too long to implement. The change is regarding bullying and harassment of its users.

From May 2018, Instagram's new filter targets bullying comments intended to harass and upset people in the Instagram community. The comments are auto-flagged, investigated and deleted; if found to be extremely threatening, then action is to be taken in the form of account suspension and possibly all evidence being reported to the appropriate authorities.

Kudos to Instagram in this respect and for helping to keep the community of Instagram voices a bully free environment.



Instagram  
Updated 7 min. ago

OPEN



### WHAT'S NEW

Starting today, Instagram will filter bullying comments intended to harass or upset people in our community. Our Community Guidelines have always prohibited bullying on our platform, and we don't tolerate bullying on Instagram. This is the next step in our ongoing commitment to keeping Instagram an inclusive, supportive place for all voices.

# Beyond the Basics

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There's a lot more to do and discover with Instagram than simply posting the occasional photo. We look under the hood and explore the app's account settings, privacy, security, verification and other key features.

There's plenty of content within Instagram and finding what you want among the 40 billion photos and videos, fake or real celebrity accounts and more, can be a daunting task. We have some handy pointers to help make sense of it all.

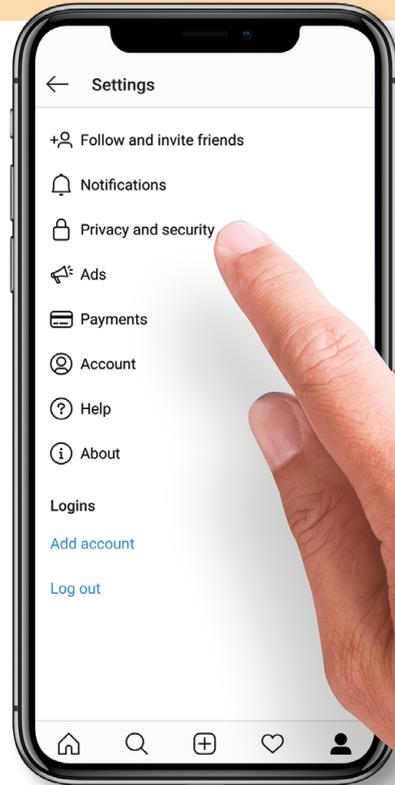
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# Your Account Options



The account section of Instagram is different to that of your profile. In your account, you can dig far deeper into Instagram’s settings, enabling such elements as Two-Factor Authentication and tighten your privacy and security as a result.



**1** You can access your account, plus the various settings branching off from it, by tapping on the Person icon on the bottom strip (as you would to access your profile). Then from the Profile page tap the Three horizontal bars in the top right corner (for Android users), or if you’re on iOS, tap the Cog icon in the upper right, followed by Settings.

**2** Your Account Options allow you to control many aspects of Instagram’s behaviour and how you will interact with the app and its features. There’s a lot to get through and we’ll look at some of the more important elements throughout this section.

## SWITCH TO BUSINESS PROFILE

▶ Another important option within the Account page is the ability to switch to a Business Profile. Instagram Business Profiles are designed to help a company market their products and gain more followers, which ultimately helps them sell more of the product. Considering the vast audience that Instagram has, if you're a business, you should seriously consider switching profiles.



### ← Account

- Your activity
- Saved
- Close friends
- Language
- Contacts syncing
- Linked accounts
- Mobile data use
- Original posts

**3** For now, scroll down through the options until you come to the Account section. Here you'll find the Instagram settings specific to you, such as: Posts You've Liked, Your Activity, Mobile Data Use and others.

### ← Privacy and security

- Privacy
- Account privacy
- Blocked accounts
- Photos and videos of you
- Resharing to stories
- Story controls

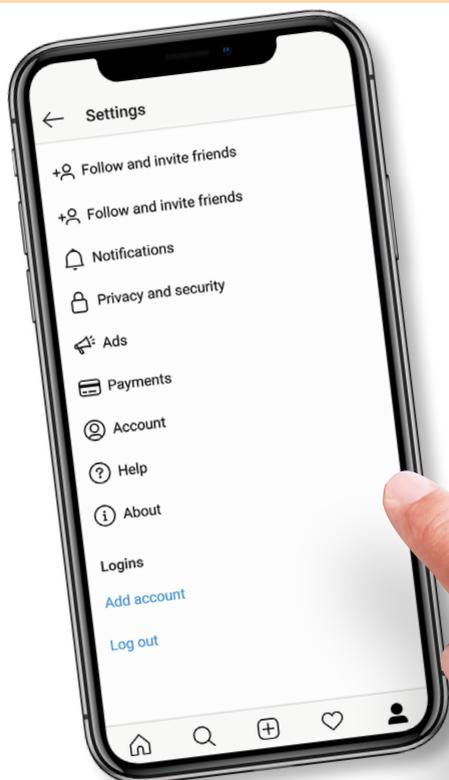
**4** Photos and Videos of You, is a handy option that enables you to choose whether photos or videos, in which you're tagged, will appear in your profile automatically or manually. If you opt for manually, then these photos will only appear after you've approved them. You can find Photos and Videos of You from the **Settings > Privacy and Security** page.



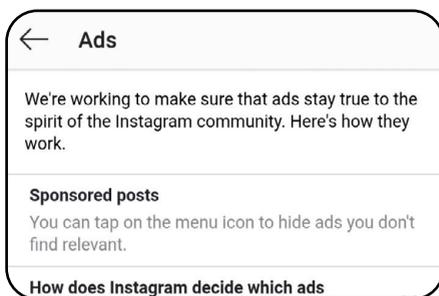
# Settings



Instagram's Settings page is one of the most frequently revamped elements of the platform. From within the Settings page, you can control most of what goes on, and how everything is controlled in Instagram. It's important to get to know your Instagram settings.



**1** Accessing the Settings section can be done by tapping the Person icon along the bottom strip, followed by the Three horizontal bars on Android devices, or the Cog icon in the upper right on iOS devices, then tapping the Settings link at the bottom of the screen.

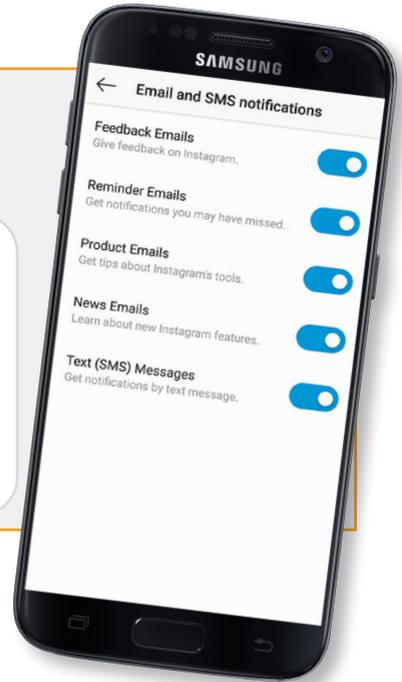


**2** There's a number of interesting options available within the Settings section. For example, Ads enables you to specify how adverts are delivered to your Instagram feed. Sponsored posts can be fine-tuned according to your tastes, so you get what you want while avoiding posts that are irrelevant to you.

## EMAIL AND SMS NOTIFICATIONS



Within the **Settings > Notifications** section is **Email and SMS Notifications**. While this may sound fairly innocent, it's actually a group of settings that automatically sign you up for: research, emails and texts, news, reminders and more. While relatively harmless, you may not want to participate in these messages. Simply tap the sliders to deactivate them.



### Close Friends list

Done

We won't send notifications when you edit your list. [Learn how it works.](#)

YOUR LIST **0**

SUGGESTIONS

Q Search



**hannah\_hayward**  
hannah

Add



**foodnsteak**  
Food Steak

Add



**emmahaywardpics**  
Emma Hayward

Add



### Mobile data settings

#### Use less data

#### Data Saver



When Data Saver is turned on, videos won't load in advance to help you use less data.

High-resolution media

Wi-Fi only

Auto-play settings

**3** Close Friends List is a feature that allows you to share your more personal stories and posts with just a few select friends. This feature has been set up to help people avoid creating fake accounts, or Finstagram, in order to post sensitive content to their friends.

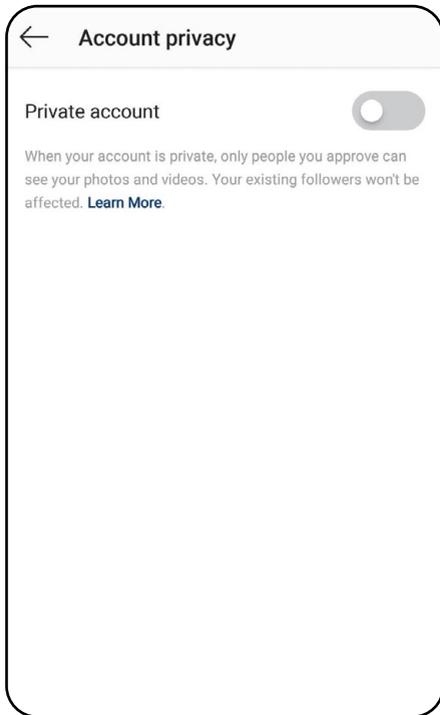
**4** Mobile Data Use, found under the Accounts page, is another option that's worth a closer look. By default, Instagram preloads videos so they start faster, whenever possible. However, doing so consumes cellular, or mobile, data. If you're worried about the amount of data being consumed, then tap the Use Less Data option. Instagram will not preload videos while you're on mobile connections.



# Privacy



By default, anyone can view your profile and posts on Instagram. For most folk this isn't much of a problem, as it's not often someone is targeted for abuse or malicious social engineering. However, it does happen and it could, potentially, happen to you. Here's how to beef up your Instagram privacy.



**1** The first step to building up your Instagram privacy is to enable the Private Account feature. Changing to a Private account will make all your posts private, so only the followers you approve can see them. You'll need to be in the **Settings > Privacy and Security > Account Privacy** page. Tap the slider to activate account privacy.

## EXTRA PRIVACY

 The problem with social media is that it's designed to be, well, social. This means that despite the levels of privacy you include, there's always a proportion that can be viewed by others. Instagram is actually pretty good when it comes to privacy, but there are further steps you can take: edit your profile to show as little information as possible, only post photos and videos that reveal little about you or where you live and never accept any direct messages without reviewing the sender account first.



### Privacy and safety

#### Privacy

##### Tweet privacy

Protect your Tweets

Your Tweets are currently protected; only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. [Learn more.](#)

##### Tweet location

Tweet with a location

If selected, you can add a location to your Tweets, such as your city or precise location, from the web and via third-party applications. This setting does not affect Twitter for iOS or Android. [Learn more.](#)

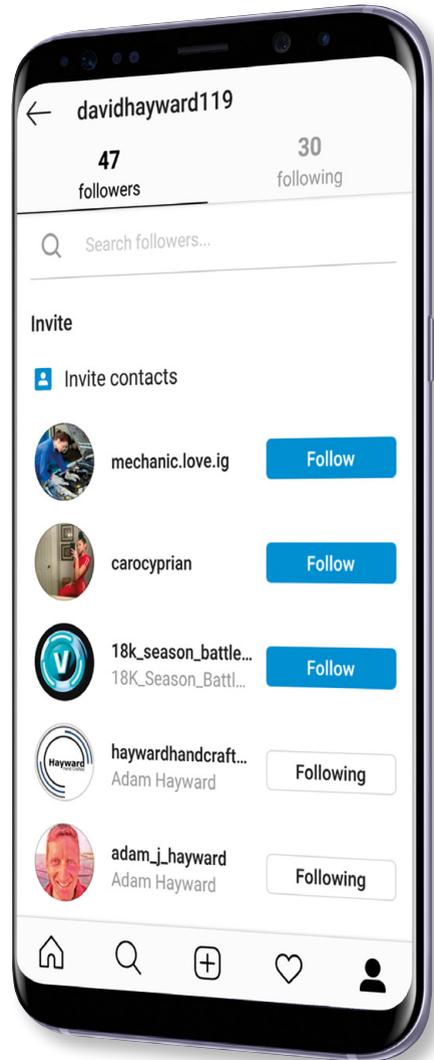
[Delete location information](#)

This will delete location labels you have added to your Tweets. This may take up to 30 minutes.

**2** While, your posts may be visible to a selected few in Private mode, any linked accounts that automatically post from Instagram, may not. For example, if you post on Instagram in a Private Account, anyone can view your linked Twitter account. Our advice is to review your other social media privacy settings and increase the privacy settings.



**3** While we're on the subject of social media privacy settings, if you're also linked with Facebook, it's worth logging into your Facebook account and checking the Privacy tab within the Settings page.



**4** As with Twitter, unless your account is private, anyone can follow your Instagram posts. If you're just enabling the Privacy mode, then it's worth tapping on your Followers list from the Profile page. If it contains anyone you no longer want following you, add him or her to the Blocked Accounts list in the Privacy and Security page.



# Security Tips



Your digital security is paramount, therefore you need to ensure you're taking as many precautions as possible to minimise data theft. Thankfully, you don't need to be technically savvy in order to set up a good level of security.

**Test Your Password**

Password: 98%Hum4n

Hide:

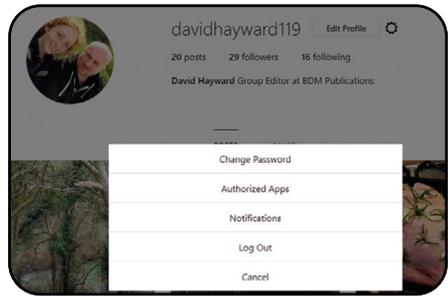
Score: 86%

Complexity: Very Strong

**Minimum Requirements**

- Minimum 8 characters in length
- Contains 3/4 of the following items:
  - Uppercase Letters
  - Lowercase Letters
  - Numbers
  - Symbols

Additions	Type	Rate	Count	Bonus
Number of Characters	Flat	$+(n^4)$	8	+ 32
Uppercase Letters	Cond/Incr	$+(len-n)^2$	1	+ 14
Lowercase Letters	Cond/Incr	$+(len-n)^2$	3	+ 10
Numbers	Cond	$+(n^4)$	3	+ 12
Symbols	Flat	$+(n^6)$	1	+ 6
Middle Numbers or Symbols	Flat	$+(n^2)$	3	+ 6
Requirements	Flat	$+(n^2)$	5	+ 10



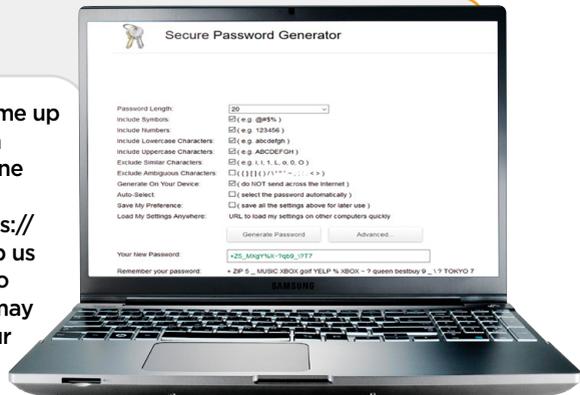
**1** The first step to ensuring your top-notch Instagram security, is to pick a strong password. Use a combination of letters, numbers and special characters. Make sure the password is at least six characters long. Avoid using names and dates, but try to keep it memorable. For example: 98%Hum4n. If in doubt, check it at [www.passwordmeter.com/](http://www.passwordmeter.com/).

**2** If you log into Instagram on a computer or device that other people can use, make sure you've logged out correctly before leaving. Also, if it's a computer, ensure that the browser has been closed down, as it's possible to scan previously accessed webpages and gain entry to your Instagram account.

## PASSWORDS



If you're finding it difficult to come up with a strong password, you can always use one of the many online password generators that are available. We've often used <https://passwordsgenerator.net/> to help us create strong passwords of up to 20-characters long. While that may be a little extreme for some, your security is certainly worth it.

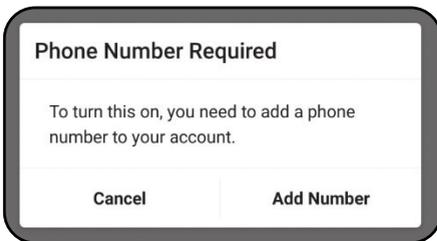


# Two-factor Authentication



Two-factor Authentication is a security feature that's available through Instagram's Account Options page. When activated, every time you log in to Instagram from an unknown device, you'll be asked to enter an SMS security code in addition to your username and password.

**1** Open Instagram and tap the Person icon in the bottom menu. In the upper right tap the Three horizontal lines, if you're using an iOS device, tap the Cog icon. Tap Settings, then Privacy and Security and scroll down to the Two-factor Authentication option.



**2** To activate Two-factor Authentication tap the Text Message slider. You will be asked for a phone number with which to register Instagram (so the Two-factor Authentication can send a text message to the device, to confirm it's you logging in). Once you've entered the number a code will be sent, enter it and tap Next to finish the process.

## DISABLE TWO-FACTOR AUTHENTICATION



Two-factor Authentication is a great security addition to Instagram. It stops hackers from accessing your account via other devices and computers. Combined with a strong password it ensures your digital protection. However, to avoid texts every time you log in from another device, you can disable Two-factor Authentication by simply accessing the Two-factor Authentication page in options and tapping the slider.

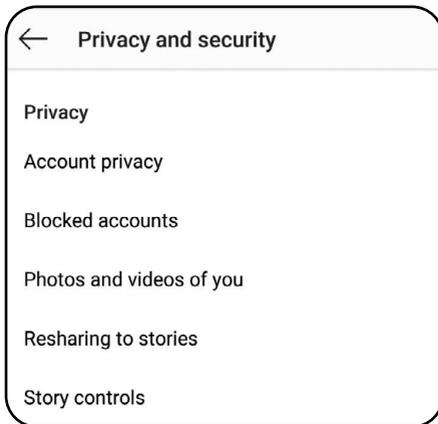




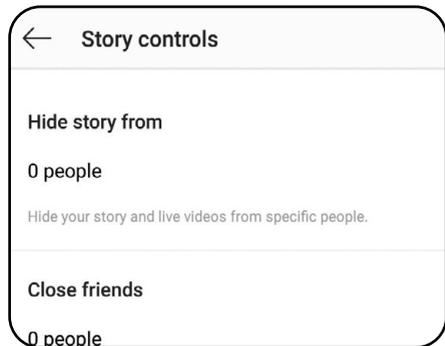
# Story Settings



Instagram Stories is a feature that lets users post photos and videos that vanish after 24 hours. The feature has been mimicked from Snapchat and has so far, proven to be widely popular among the Instagram community. However, it's best to view its settings prior to using it.



**1** You will need to head over to Instagram's Account Options page, via Profile, followed by the Three horizontal bars (Cog icon for iOS users) before tapping the Settings option. In Settings, tap Privacy and Security, then Story Controls.

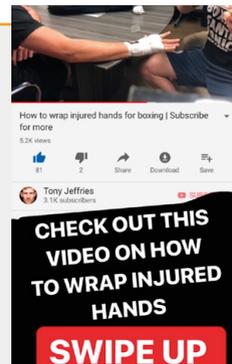


**2** The Story Controls option allows you to control: who sees any Instagram Stories you post, who can reply, saving the Stories to your device, whether anyone can share your Story, or whether you want to publish it to Facebook. Simply scroll through the various options and either tap the sliders to enable a feature, or tap a tick-box.

## FACEBOOK STORIES



Facebook's newest feature is, fundamentally, a part of Instagram's Stories, since the companies are essentially one and the same. Meaning, when you post a Story from Instagram and share it to Facebook it will appear in the Stories section, for your friends to view. Remember, if you have a locked account on Instagram, you will need to review your Facebook privacy settings too.

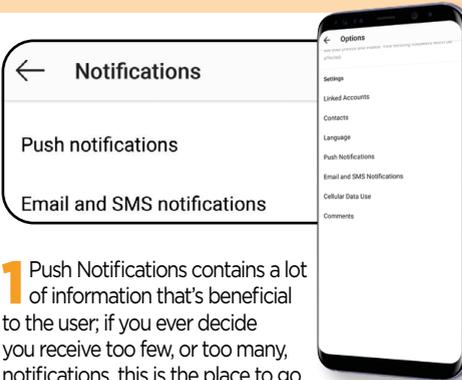




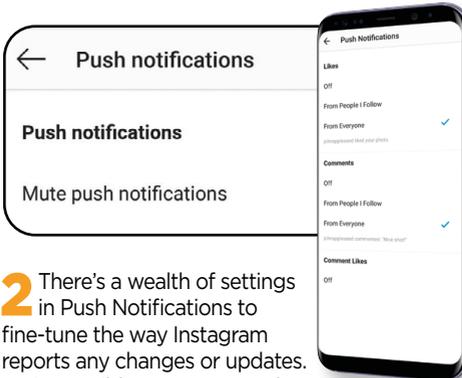
# Push Notifications



Push Notifications is a valuable setting on Instagram. With it, you can set how the app will inform you when someone likes one of your posts, when someone mentions you in a comment, if someone starts following you or posts a photo with you tagged in it and much more.



**1** Push Notifications contains a lot of information that's beneficial to the user; if you ever decide you receive too few, or too many, notifications, this is the place to go. Tap on Settings, followed by Notifications, then Push Notifications, to gain access to the options.



**2** There's a wealth of settings in Push Notifications to fine-tune the way Instagram reports any changes or updates. It's impossible to recommend an ideal setup, as each individual user will want something different. However, read through the assorted options and enable them one at a time. If you don't like the new setting, it's easy to go back and disable it.

## NOTIFICATIONS

Notifications are great. There's a satisfying feeling when you post something to Instagram and suddenly receive notifications that others – beyond your circle of friends – like the photo or video you've just produced. It is, after all, the reason why social media exists.





# Instagram Web Portal

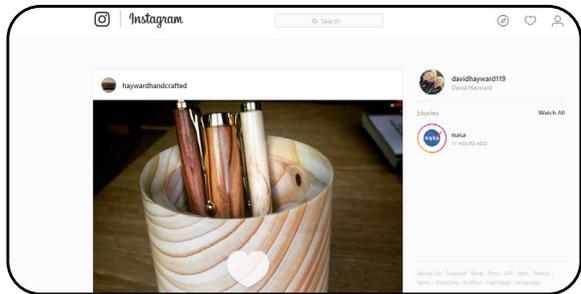


Although it's not as comprehensive and doesn't offer as many features as the mobile version, the web-based portal for Instagram does provide a good front end for most of your common Instagram activities. Let's take a moment to see what it's capable of.

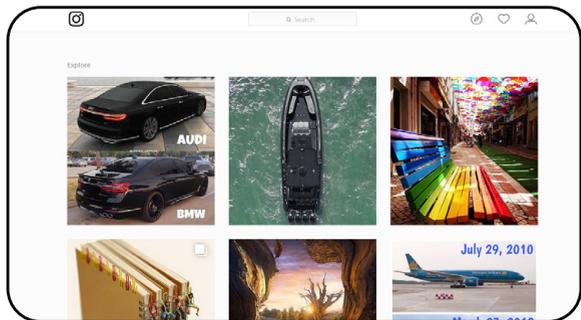
**1** You can get to the Instagram web portal by pointing your browser to [www.instagram.com](http://www.instagram.com). From there you are greeted with a login window, along with shortcuts to the various app versions of the platform. If you use your Facebook details to login with, click the Log in with Facebook button, otherwise enter your username and password.



**2** The moment you log in, you're taken to the main Instagram feed, or rather your feed. The same posts appear on the web portal as those on the mobile app, so there's no need to worry about missing something. Scroll down the page to reveal earlier posts and either double-click a post or click the heart icon to like it.



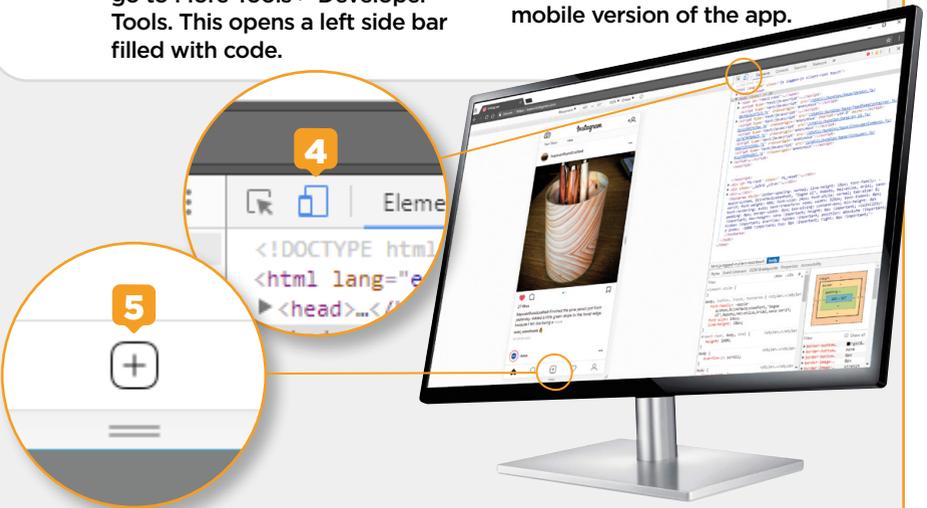
**3** The three icons in the top right of the screen represent: Explore, Likes and Profile. Clicking the Explore icon, for example, changes the view to your Instagram Explore page, where you can scroll down through other posts to see what's going on in the Insta-verse.



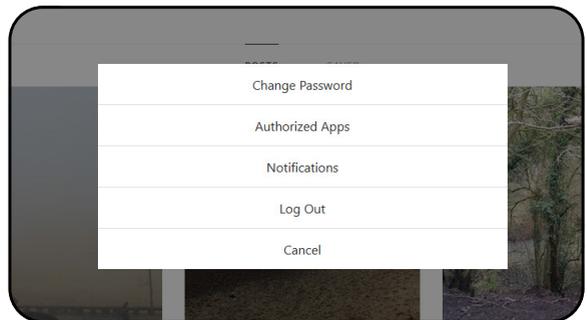
## HACK: POSTING CONTENT FROM A PC

▶ Although it's not well-documented, it is possible to post photos from the web portal version of Instagram. Here's how:

1. You need the Chrome browser; if you don't have it, install it via [www.google.co.uk/chrome](http://www.google.co.uk/chrome).
2. Open Chrome, click the three vertical dots in the top right and choose New Incognito Window.
3. In the Incognito Window, click the three vertical dots again and go to More Tools > Developer Tools. This opens a left side bar filled with code.
4. Click the mobile icon, the two rectangles, in the top left of the Developer Tools side bar (to the left of Elements). This enables Mobile View for Chrome.
5. In the main window, Navigate to the Instagram web portal and login. You should now see the Post icon as you would on the mobile version of the app.



**4** Clicking the Profile icon brings up the photos and videos you've posted, the option to edit your profile and a list of your followers and who you are following; if you click the cog icon next to the Edit Profile button, a pop-up window reveals further options as well as a Log Out button.



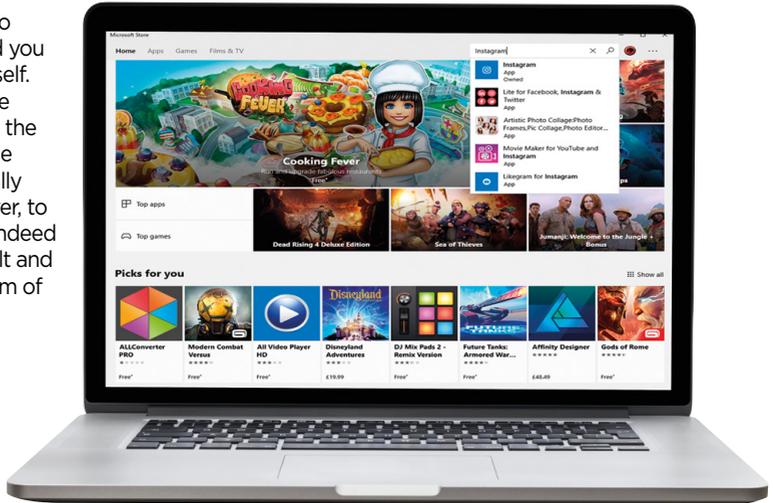


# Instagram on Windows 10

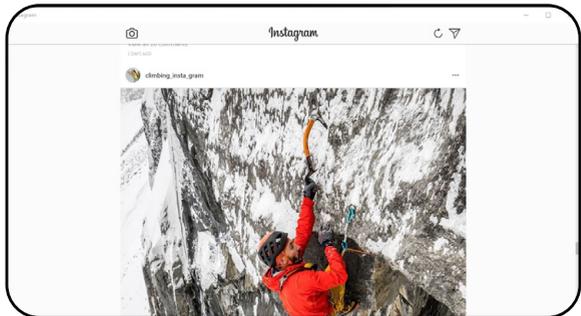


Instagram's Windows 10 app is very similar to that of the web portal version, however there are more options available through the app. Here's a run down of what you can do with the Windows 10 Instagram app.

**1** Obviously you need to have Windows 10 and you will also need the app itself. Open the Microsoft Store and in the Search box at the top, enter: Instagram. The first search result is usually the one to go for, however, to check the Developer is indeed Instagram, click the result and scroll down to the bottom of the information.



**2** Once you've installed the Instagram app and logged in with your account, you'll be presented with the default home screen displaying all your posts, along with the posts of those you follow. Double-click Posts that you like, or click on the heart icon under the post.



## POSTING A PHOTO OR VIDEO VIA INSTAGRAM IN WINDOWS 10

▶ It is possible to post a photo and video to Instagram from the Windows 10 app. However, the app will look for any attached cameras and microphones, so if you don't have any, then you won't be able to post anything.

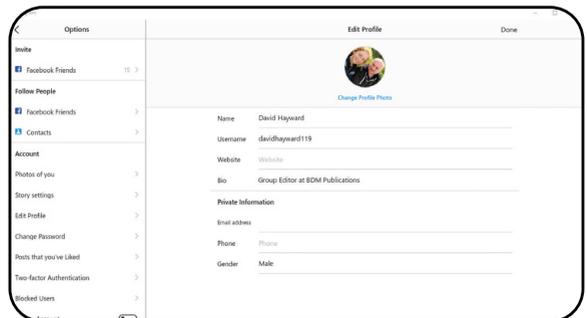
To post content via the app, simply click the Camera icon in the upper left of the app window. You will then be asked to give permission for Instagram to access any connected webcams and microphones. Click on the **Enable Camera Access** and **Enable Microphone Access** links and then follow the usual method of posting to Instagram.



**3** Click on the Magnifying glass icon, located along the bottom of the Instagram app window. This will open the Explore feed, where you can view photos and video from other users according to your previous views, likes and those you've followed. Each item of content can be clicked to expand, where you can comment or like.



**4** The Person icon, at the end of the icons displayed along the bottom of the Instagram window, is your profile. Click it to enter your profile, where you have a surprising amount of options available, certainly more than the web portal and nearly as many as the mobile version.

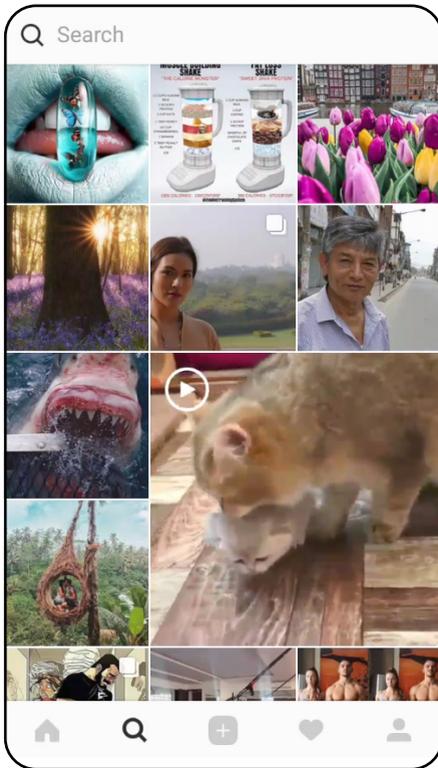




# Finding Content



There's a lot of content on Instagram, an extraordinary amount of content. We're the first to admit that much of it is not very good. However, a large portion of what's out there is good, and specific to your tastes. Here's how to find the content you want.



**1** Open Instagram and tap on the magnifying glass to enter the Explore view. You can scroll through what's available in Explore, tapping the photos and videos that you like the look of and double tapping those you really like; even leaving a comment to show your appreciation.

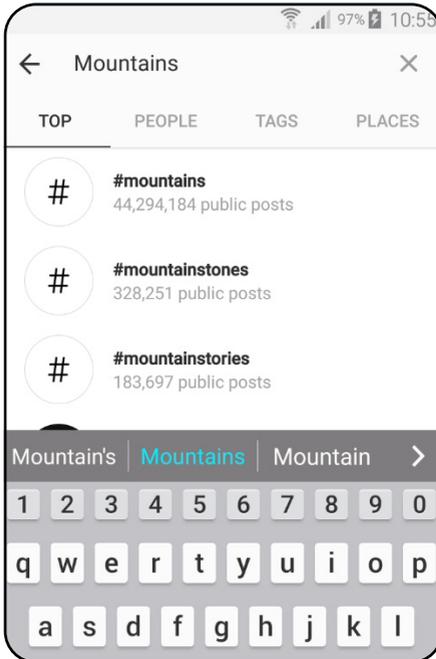


**2** Each time you open a photo or video, Instagram analyses the type of content you've looked at and adds it to the algorithm that determines what's presented in your Explore page. Liking a photo or video greatly improves the chances of you seeing more of that type of content in future.

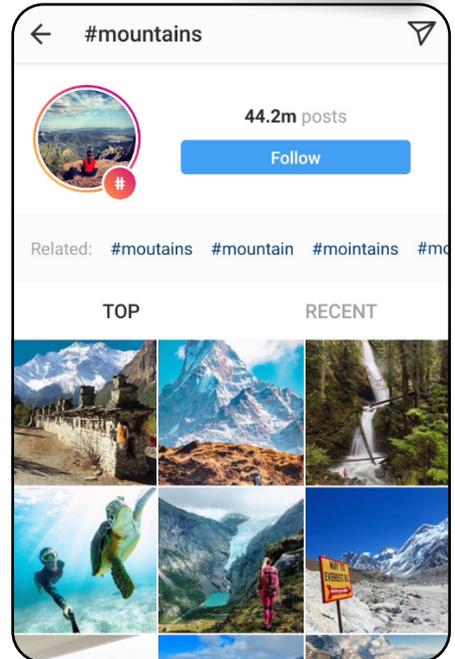
## YOUR CONTENT IN EXPLORE



Recall when you posted your first photo and you added hashtags to further the reach and details regarding the photo? Well, this is how other Instagram users are able to find your content. If your photo contained the hashtag #photography, then anyone who has or is searching for photography can see what you've posted; and it appears in their Explore view according to the Instagram algorithm.



**3** At the top of the Explore view is a search bar. If you enter something you want to view into the search bar you're presented with a list of hashtags relating to the search criteria, along with any users or business accounts that also fall into the same search category.



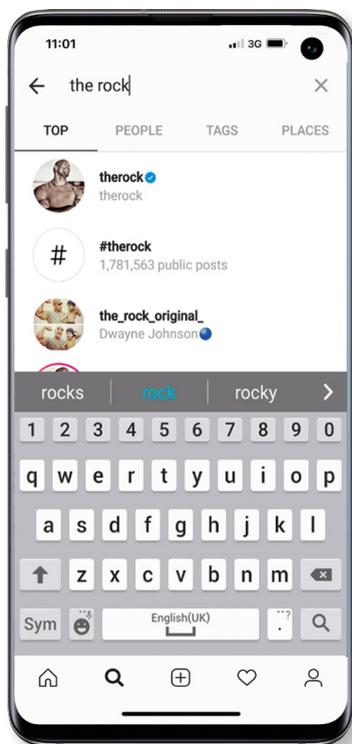
**4** Tapping on one of the hashtags displays all the relevant posts that contain the hashtag you've entered, or ones analysed by Instagram as being in the same category. For example, we entered 'mountains' and tapped the #mountains link. The results display mountains, including some nature photos and videos.



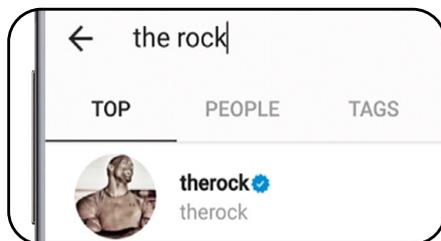
# Following Celebrities



Many celebrities have chosen Instagram as their social media platform to inform their followers as to what they're up to. Many opt for a more laid back approach, posting photos or videos of their daily life, who they've met and so on. Others use it as a cash side-line, earning from £100,000 per post.

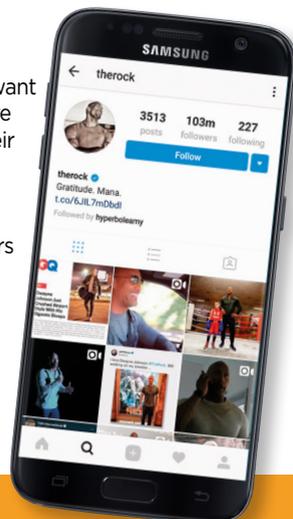


**1** There's no shortage of celebrities on Instagram. From the latest music sensation to reality TV people and top scientists to A-list movie stars. Naturally, you need to find them before you can view the content they've posted. To do so, open the Explore tab and in the search bar enter your favourite celeb.



**2** Notice that as you enter the names of celebrities, and indeed other Instagram influencers, you get multiple choices. The confirmed, and real, celebrities and influencers always have a blue tick next to their Instagram name. This is added by Instagram to show that they can be trusted to be the 'real' influencer to follow and not something fan made.

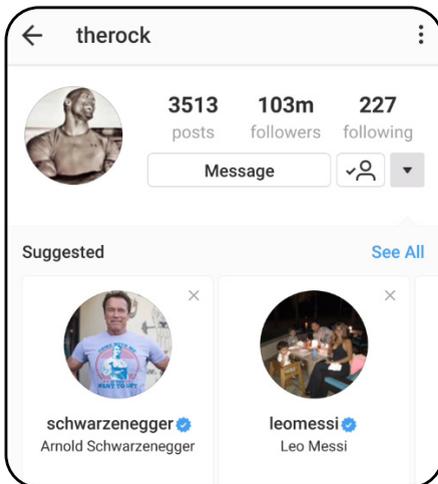
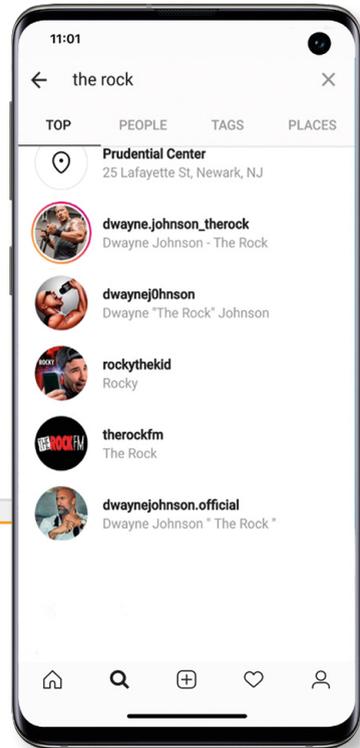
**3** Tap on the celebrity you want to follow and you're presented with their recent posts, the number of posts they've added, the number of followers they have, how many Instagram users they follow and below their bio, any users who follow them that you know.



## FAKE INFLUENCER ACCOUNTS

▶ According to released marketing statistics, over \$1 billion was spent on Instagram influencer marketing in 2017. That's a shocking amount of money, so it's easy to see why there are those who would want a piece of the action. Fake accounts are rife on any social media platform and Instagram certainly isn't immune. Here are some tips to help avoid fake accounts:

1. Always look out for the Instagram blue tick next to the user's name.
2. Check the engagement rate of posts per followers. If there are thousands of followers, but little likes on posts, then there's usually something not right.
3. Check comments on posts, if there's a lot of community chat, then there's a good chance it's the real deal.
4. Check the comments from the influencer, does it sound human or more like the output from a bot?



**4** To follow your favourite celebrity, all you need to do is tap the blue Follow button. The screen changes and displays any suggested Instagram users, who you can easily also follow by tapping the Follow button under their profile picture and further down the screen, the newly followed user's posts button.



## NEW FEATURE ALERT: VIDEO CHAT



A new feature alongside Instagram TV is Video Chat. With it, you're able to chat with one of your friends as easily as on any other video-enabled messenger service. Here's how.

Open the Direct Message icon (the paper aeroplane), then tap any of the available contacts. In the top right of the screen is a new video icon, tap it and the call begins to connect. When the other person picks up, you're then in a Video Chat with them.



# Instagram Stories

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Instagram's newest feature is Stories, where you can keep up with friends, inspirational idols and celebrities alike; all while keeping them in the loop with what you're doing too.

Stories last just 24 hours but they play like a slideshow of your life, your story. We show you how to view other users' Stories and how to post your own. Discover how to edit your Story, add text or drawings, imprint face filters and add Stickers. We also delve into the new Instagram TV (IGTV), where hour long stories can be shared.

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# Viewing Instagram Stories



Instagram Stories, although relatively new in the app’s timeline, has proved to be one of the more popular decisions and additions made by the developers. The popularity of Stories has made Instagram the best Story platform now, even over the original Story creator, Snapchat.

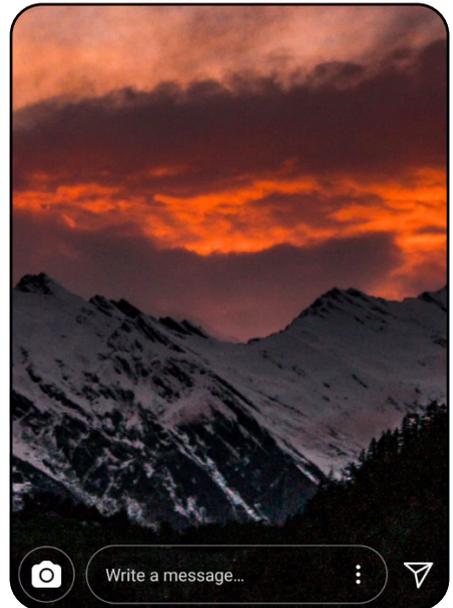
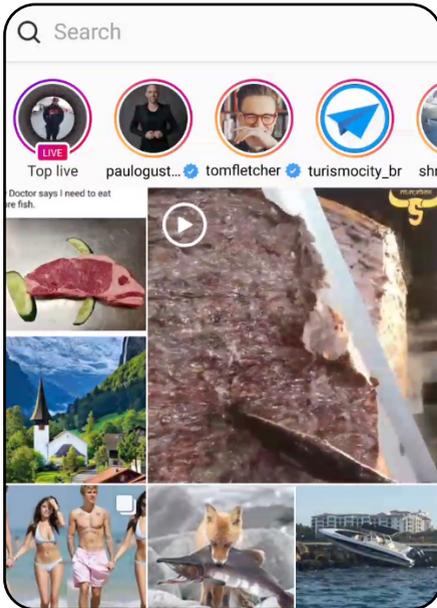
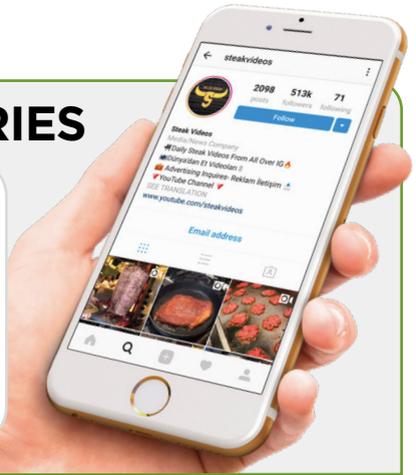


**1** If you have any followers, or anyone you follow, with recently created Stories, you can view their Instagram Story from your main Home page. Look to the top of the feed and the Stories are listed across the screen. Tap each to view, they usually have a red outline around the profile picture, or tap Watch All to cycle through them.

**2** When you tap a Story, whatever the contents are will automatically be played, including any sound with a video file. You can swipe to select the next Story, if the same user has more than one Story, or to move on to the next user’s Story. Along the top of the screen are blocks representing the number of available Stories.

## OTHER USERS' STORIES

 Naturally, if you want to view certain users' Stories, all you need do is search for them by username, or via a hashtag, and make sure they don't have a protected account. Tap their profile and you can view their content and by tapping on the profile picture (with the red border around it), view the Story.



**3** Alternatively, you can tap the Explore window (the magnifying glass icon) and find a selection of Stories available along the top of the screen to choose from. These are all selected as part of the search algorithm and whatever Story has been boosted by Instagram advertising methods.

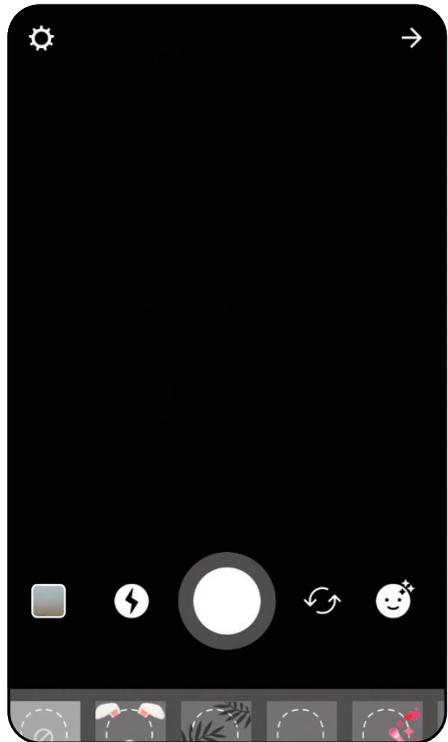
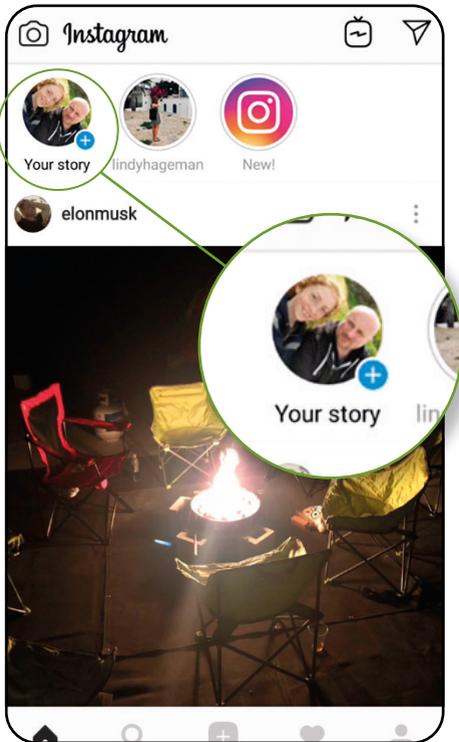
**4** Just like the Stories from your Home page, all you need do is tap the ones that interest you and watch them as they cycle through. You can start at the beginning and the Story feed runs through all the available Stories.



# Posting Your Story



While it's great to view other Instagram user's Stories, it's equally good to post your own, telling your own unique Story, whatever that may be. Stories are short-lived however and, like Mayflies, they only last twenty-four hours before they're gone for good.



**1** From your Instagram Home screen, you have two options to start your own Story. The first is to tap the Plus sign at the bottom right of your profile picture (at the top of the feed - under the Stories section). The other is to swipe right from the Home screen.

**2** The screen will change to resemble its appearance when posting a photo or video. There is a large circle in the middle, which will take a photo when tapped, or take a video when tapped and held. The icon to the far left is your current device's gallery and the next icon will enable the camera flash.

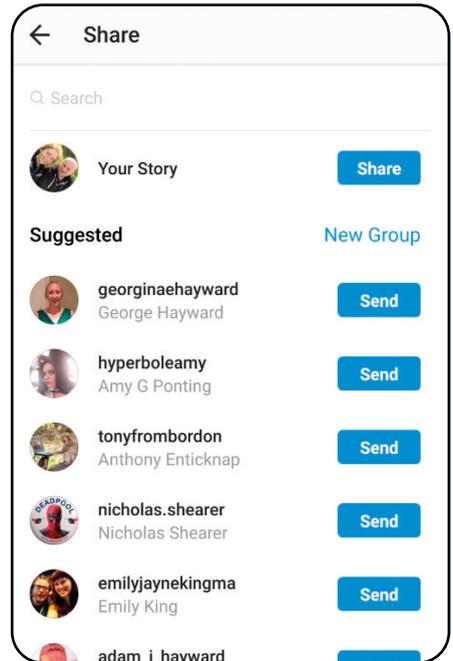
## SHARE YOUR STORY



The bottom of the Story screen gives you two options: to send the Story to one of your specified Close Friends, or, Send To a specific individual or globally. You can add people to your Close Friends list when you tap the button, or, if you've already set up your friends, they will automatically appear in the available list.



**3** The icon to the right of the large circle, swaps cameras, while the icon to the far right will open the various overlay graphics you can add to people's faces. Instagram will automatically add a date stamp to your Story, to remove it tap and hold the date, before dragging it down to the bin that appears at the bottom of the screen.



**4** When you're ready to post, tap the Send To button in the bottom right corner of the screen. This will open a new window where you can send the Story to groups of followers, or just share it for anyone to see by tapping the Share button next to your profile image, followed by Done at the bottom of the screen.

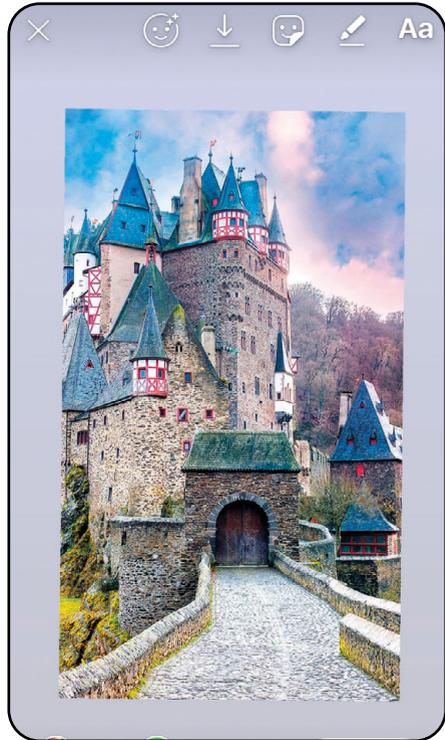


# Editing Stories

One of the many cool things you can do with your Stories is edit them, adding graphics, text, drawings, filters and much more. Here are some tips on how to edit your posts ready for posting to an amazing Story.



**1** Follow the process on posting a Story, but before you share it with the world, take a moment to look at what's available. By swiping from the left or right, you're able to apply a number of different filters to the photo before sharing it as a Story.



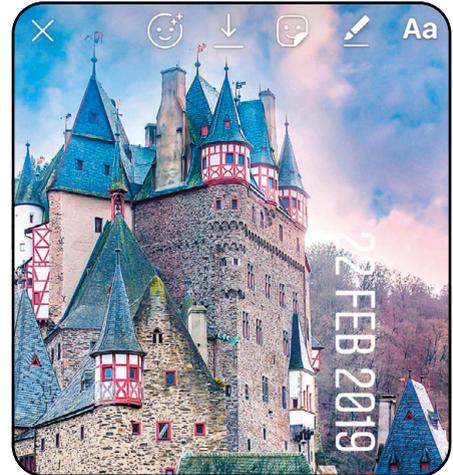
**2** By holding your fingers on the phone screen and pinching, you can zoom in or out of the picture. This can enable you to view the outer edges of the shot, be aware in doing so you'll notice bars across the top and bottom. Instagram is designed for photos taken in portrait mode, so always try and align your shots as such.

## MORE EDITING IDEAS

 The beauty of an Instagram Story is that it doesn't have to be live; it can be a video or photo you've already taken. This of course means that any content you want to add, as a Story, can be edited by any of the popular desktop editing software that's available, as well as any of the mobile editing apps. This way, you have a finer degree of control over the process and can therefore achieve some spectacular results.



**3** Along the top of the screen you'll notice some extra icons. They represent Stickers, Pen, Effects and Save and Text, these provide an added element of interest to a standard Story post and can tell a viewer where a shot was taken, for example, or just something fun.



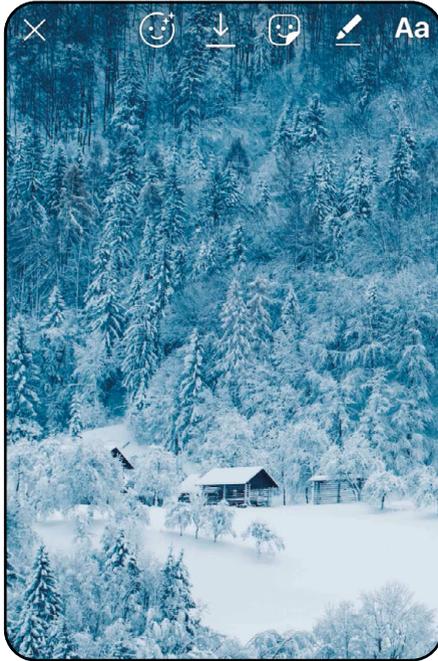
**4** You can do more with the default date stamp that Instagram adds to every Story, than simply deleting it; tap and hold it and you're able to move it around the screen. If you hold it and rotate your fingers, you're then able to swivel the date clockwise or anticlockwise.



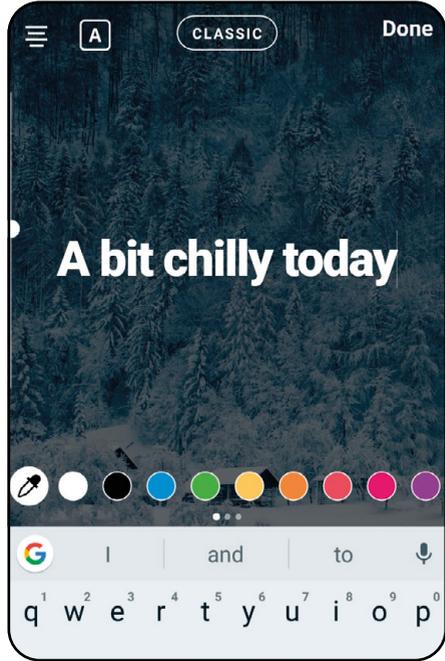
# Adding Text and Drawings



Alongside simple photo editing comes a wealth of extras that can be applied to your content, Stories in particular. Adding text and pen drawings personalises the Story, allowing you to include something that the casual viewer may not see, or just something witty.



**1** Start by creating a Story for yourself, remove the date stamp, but don't post or share anything just yet. What we'll be looking at here are the two icons in the top right of the screen: the pen and the Aa letters. Tap the Aa icon to begin entering text to your Story photo.

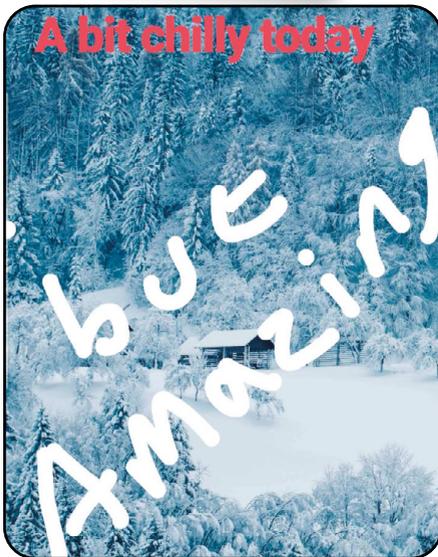


**2** An overlay is added, where you can type using the on-screen keyboard. The size of the text can be altered by moving the slider, on the left, while the font can be changed, by tapping on the button at the top middle. Different colours are available, when done tap and hold the text to position it on the screen.

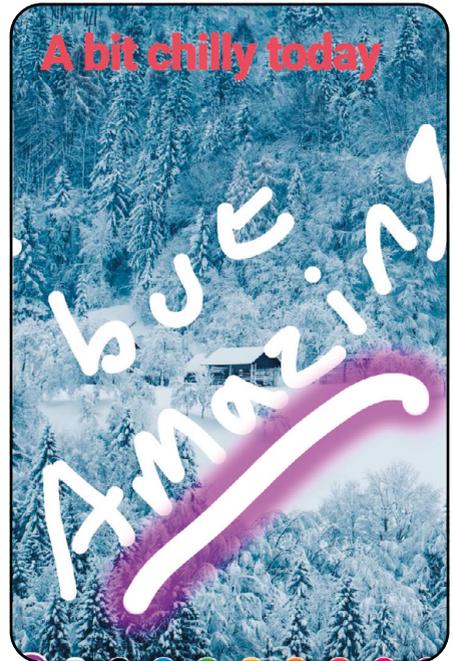


## GET DRAWING

▶ As you can imagine, there are far better examples of text and drawing on Instagram than our efforts! Remember, you can always add touch-up effects to an existing image in a separate photo editing suite, then apply any extra drawings and text to the content when in Instagram.



**3** Tap Done when you've finished adding the text you want to the photo. When back at the main Story screen with the photo (and text), tap on the pen icon. As you probably guessed, this allows you to free draw using your finger.



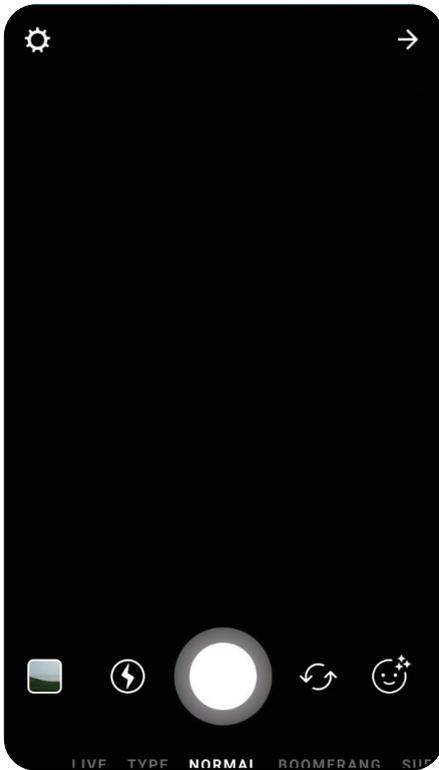
**4** When drawing on a photo in Instagram there are numerous options to choose from. There's a selection of colours at the bottom of the screen, the pen size can be altered with the slider to the left and there are different pen types along the top accompanied by an Undo button in the upper left.



# Face Filters



Instagram's face filters have proved to be remarkably popular with not just younger users, but most of the selfie and indeed Instagram community. Basically, a face filter will superimpose a set of graphics on top of any faces in your content. Here's how it works.



**1** Open Instagram and tap on the Camera icon, in the upper left of the screen, to take a photo. You can use both the front and rear cameras, but you will need to have a face to work on, sometimes a pet will do, but the technology is really looking for an actual human face.



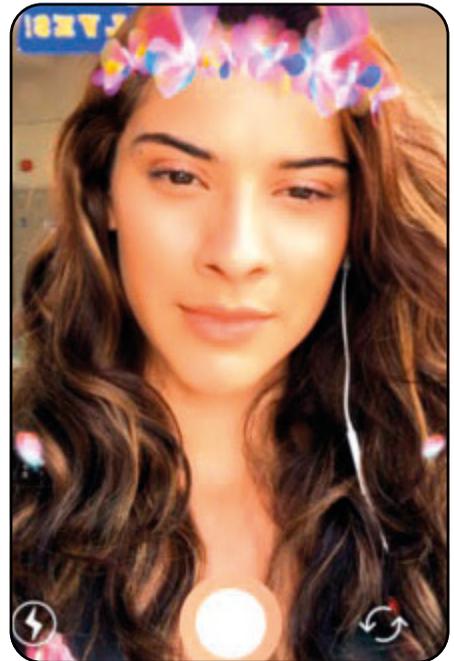
**2** In the bottom right is a Face icon with a few stars in its corner. Tap this and line up your camera with the face to which you're going to add the filter. Along the bottom of the screen is a selection of filters you can apply to the person in the photo. Scroll along to find one that works for you.

## TWO FACED FILTER

Depending on how good the camera is on your device, you can have two faces appearing with filters, each performing the actions to activate the filter's animations. It's worth noting that face filters will work when using the Boomerang, Hands-Free and Rewind camera modes, as well as in Live mode for iOS users.



**3** Some of the filters contain animations that are only activated when you make an expression, such as opening your mouth or raising your eyebrows. The filter will let you know what to do to enable the animation via a quick message on the screen.



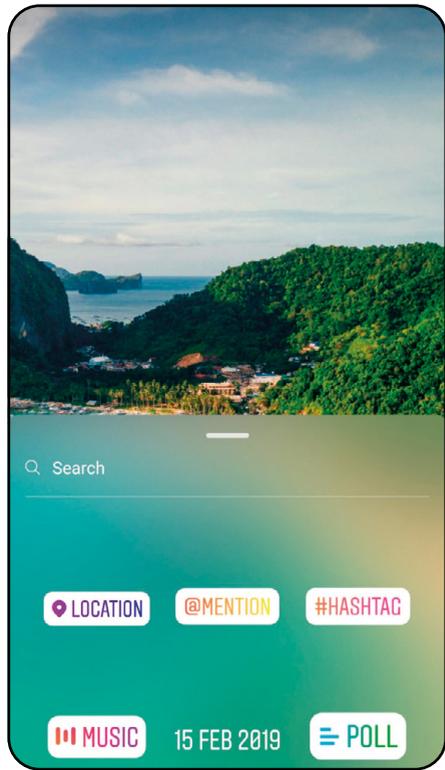
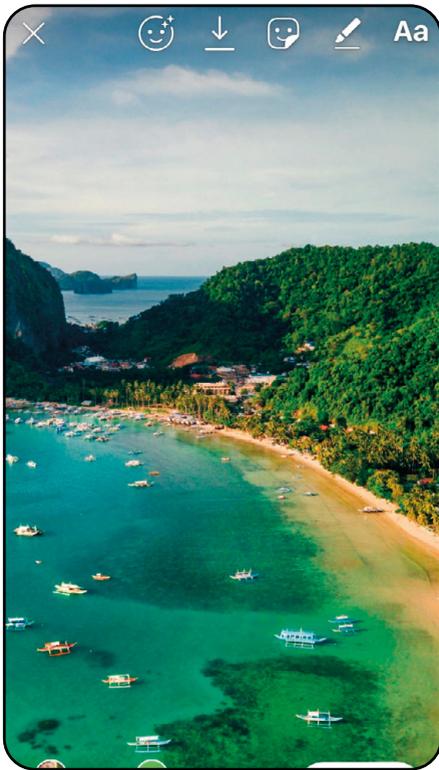
**4** When you have the perfect face filter and applied any animations or extra graphics that come with it, simply tap the large circle in the lower centre to take a photo. You can then add text, drawings and so on, before posting it in your feed.



# Stickers



Stickers are an interesting addition to Instagram photos and videos. They're a fun way to express yourself in a rather unique way and there are plenty of options and varieties to choose from. Stickers can include hashtags, locations and even an interactive poll.



**1** Post a Story; you can delete the date stamp that's automatically added to the photo or video. Look for the Square face icon with the upturned corner, along the top of the screen (next to the Drawing and Text icons). Tap it to bring up the available Stickers.

**2** A pop-up window will open from the bottom of the screen, displaying the Stickers. There are loads to choose from, just scroll down through the selections and swipe left to view the second page of Stickers. If you want a larger view, tap and hold the bar at the top of the pop-up box and drag it to the top of the screen.

## DELETE STICKERS

▶ Any Sticker can be deleted in the same way you would remove the date stamp. Just tap and hold the Sticker in question, then drag it down to the Rubbish bin icon at the bottom of the screen. It will be deleted from the photo or video and then you can tap the Stickers icon again to choose another.



**3** If you scroll down there's a Sticker option for GIF with a Magnifying glass icon, tap this and you can choose from any number of trending Stickers from GIPHY. Just tap the animated Sticker to add it to your Story.



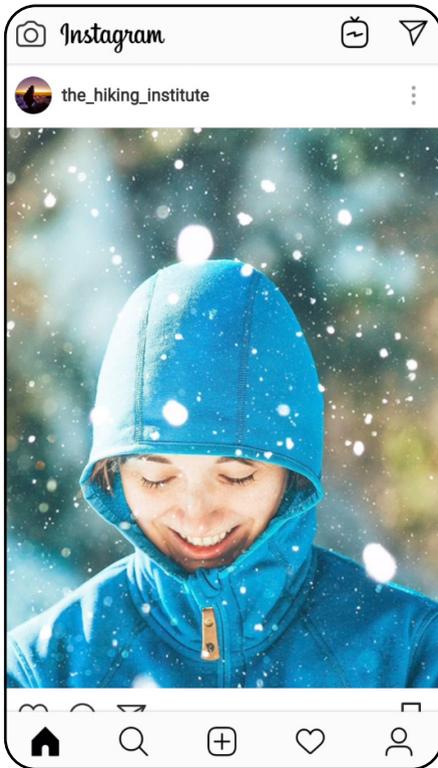
**4** The Hashtag Sticker enables you to engage with a hashtag entry, furthering the reach of your content. Enter a good hashtag and the Sticker will be added to the Story photo or video. You can also add multiple Stickers to the same post, such as Location and animated GIF Stickers.



# Live Streaming



A recent addition to the many features of Instagram is the ability to stream live video. Live Streaming or Instagram Live, enables you to share a live video with your followers in real time. Once the video has ended it's no longer visible unless you share a replay of it to your Story.



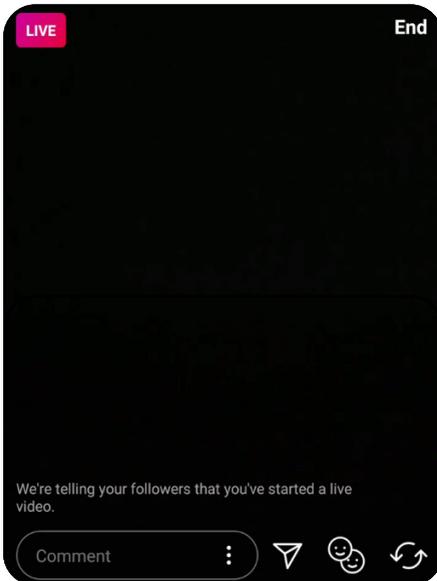
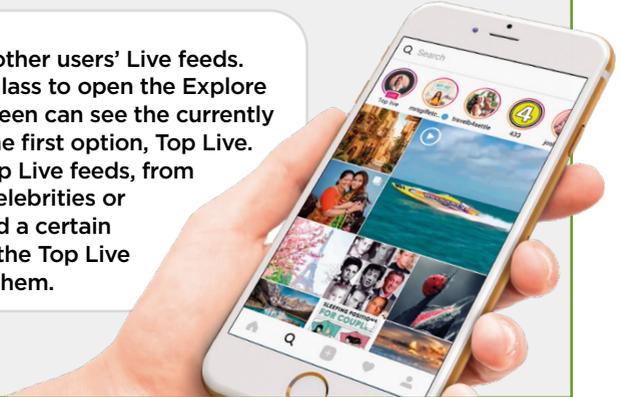
**1** Live video is a part of Instagram Stories, so to access it you need to begin a new Story. If you haven't already started a Story tap the plus icon in the bottom corner of your profile picture from the Home screen, or slide in from the left to launch Story mode.

**2** At the bottom of the Story screen, slide the selection menu to Live. You can change which camera the Live stream utilises by using the circled arrow icon; also, turn the camera's flash on with the lightning bolt icon. When you're ready to start the Live feed, tap the Start Live Video button.

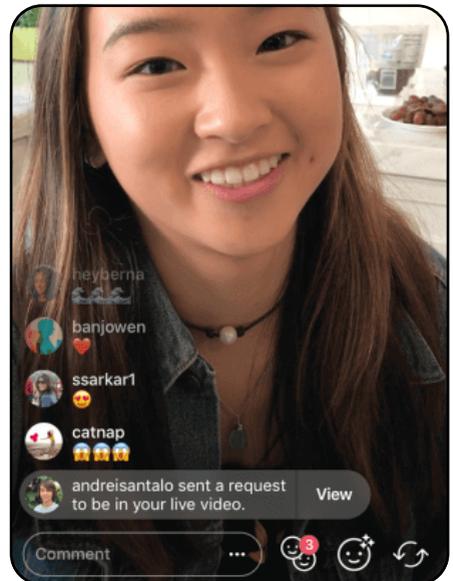
## VIEWING OTHER LIVE STREAMS



You can of course view other users' Live feeds. Tap on the magnifying glass to open the Explore tab. In the top of the screen you can see the currently available Stories, with the first option, Top Live. These are the current top Live feeds, from Instagram influencers, celebrities or those that have gathered a certain number of viewers. Tap the Top Live icon to begin watching them.



**3** When you start your Live feed the number of viewers appears at the top of the screen and any comments appear at the bottom. You can tap Comment to add a comment or tap and hold a comment to pin it to the top for viewers to read easily.



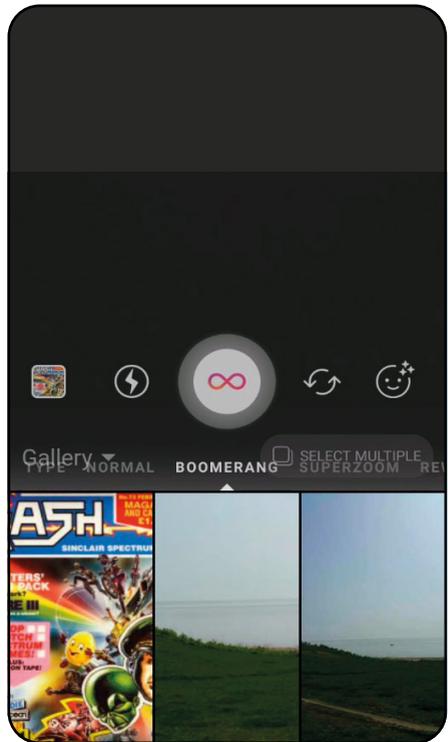
**4** To turn off comments, tap the three vertical dots in the Comment box (three horizontal dots for iOS users) and select Turn Off Commenting. The two-faces icon allows you to add someone else to your Live stream. When you want to stop the Live feed, tap the End button in the top right of the screen.



# Boomerangs



The Boomerang feature has proved to be one of the most popular, recent elements of Instagram, but what exactly is it? As with an actual boomerang, which when thrown will return, an Instagram Boomerang will play a video forward, then backward, in an endless loop.

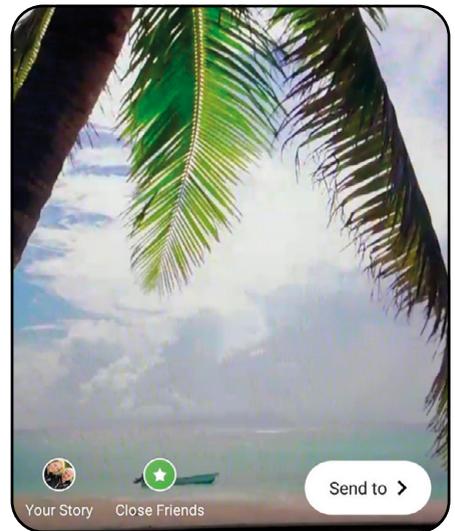
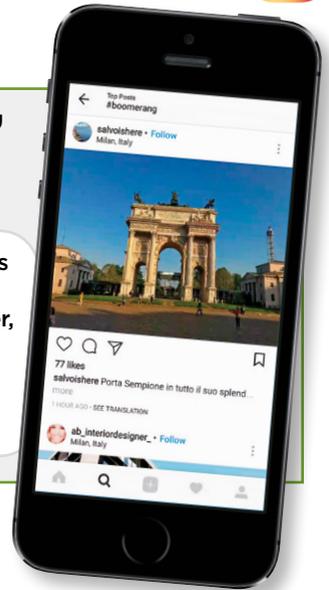


**1** As Boomerangs are a part of the Story feature of Instagram, you will need to launch a new Story: tap the Plus icon in the bottom right of your profile picture, or swipe in from the left of the screen. Once in Story mode, slide the options at the bottom of the screen to the right until you come to Boomerang.

**2** The icons along the bottom represent the following, from left to right: Gallery, Camera flash, Take Boomerang, Change camera and Add face filters. Naturally, you can add a video you've already taken from the device's Gallery, or tap and hold the middle button with the symbol for infinity, to start filming your Boomerang.

## VIEWING OTHER USERS' BOOMERANGS

▶ Boomerangs are a part of a user's Story, so unless you're viewing that user, or are a follower, you're limited when viewing their Boomerangs. However, if you open the Explore tab and search for Boomerang, you will find the relevant hashtag to open. Also in here are other user's hashtagged Boomerangs for you to discover.



**3** Boomerangs work by taking bursts of photos, speeding them up, then playing them forward and backward to create a 20-frame video. It's therefore recommended that you have a steady hand, or, if possible, place your mobile device on a stand or tripod.

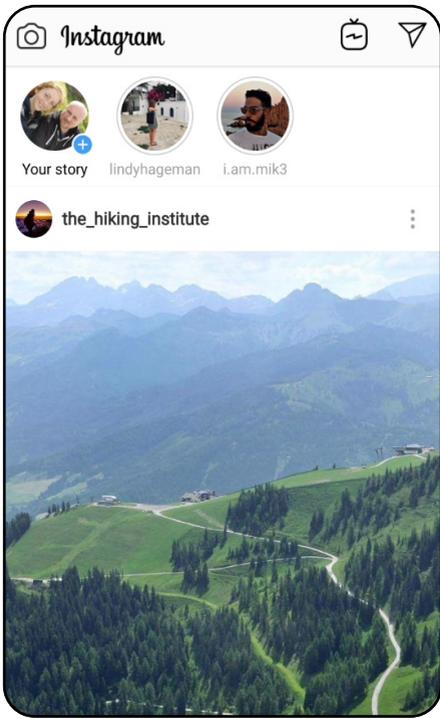
**4** Once the 20-frames have finished recording, Instagram will process the content and, as with any other Story, ask you to Share it with individuals, groups, or as a new Story on your profile. You can then view the Boomerang by tapping your profile picture. Followers who have seen the Boomerang will be listed in the bottom left of the screen.



# IGTV



Instagram’s newest feature, as of June 2018, is IGTV, or Instagram TV. It’s a video hub that allows users to create hour long videos to share with the rest of the community; think of it as competition for YouTube. It’s an impressive feature. This is how it works.

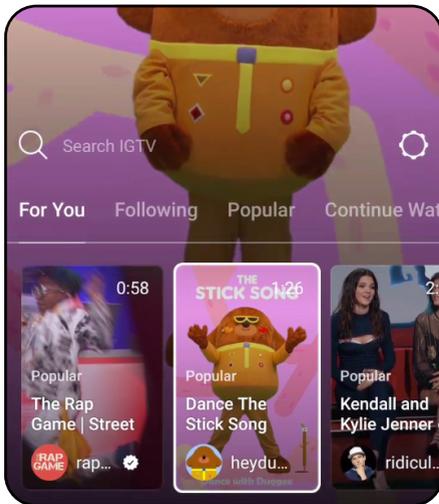
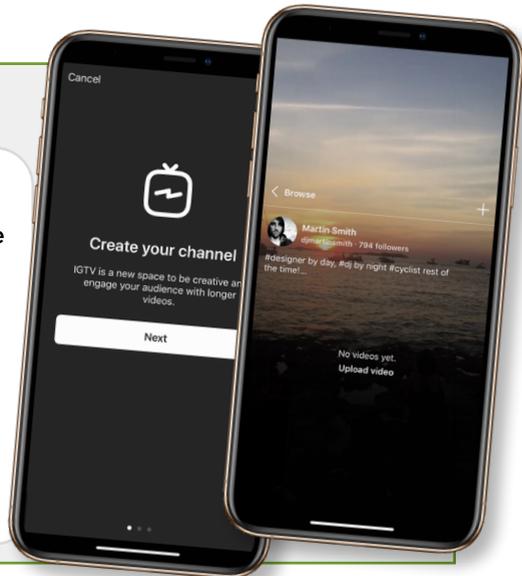


**1** The IGTV icon only appears on the most recently updated version of Instagram. If you’re still using an older version, i.e. the TV icon in the top right of the main Instagram screen isn’t there, then you need to enter the App Store or Play Store and update Instagram. After closing the app down and restarting, the IGTV icon appears.

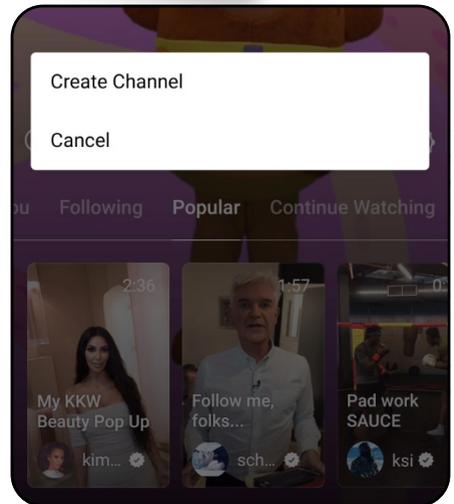
**2** Tap the IGTV icon and you are presented with a brief TV-like screen, displaying static interference while the available content is being loaded. Video starts automatically and can be paused via the menu available at the bottom of the screen.

## CHANNEL YOU

 By creating your own Channel you're essentially making a new space to be creative and to engage with your audience through longer videos. Tap the Create Channel option and scroll through the presentation frames; when you're ready, tap the Create Channel button. Once you've created a new Channel, you can begin to upload your own videos, that are then available for users to watch, like, comment on and bookmark.



**3** Tap the Browse button, located above and to the right of the video controls and you can scroll through the currently available IGTV that users have uploaded. There are various categories: For You, based on your search history, friend's likes and so on; Following, any IGTV videos posted by your followers; Popular, IGTV videos that are most watched and liked; and Continue Watching.



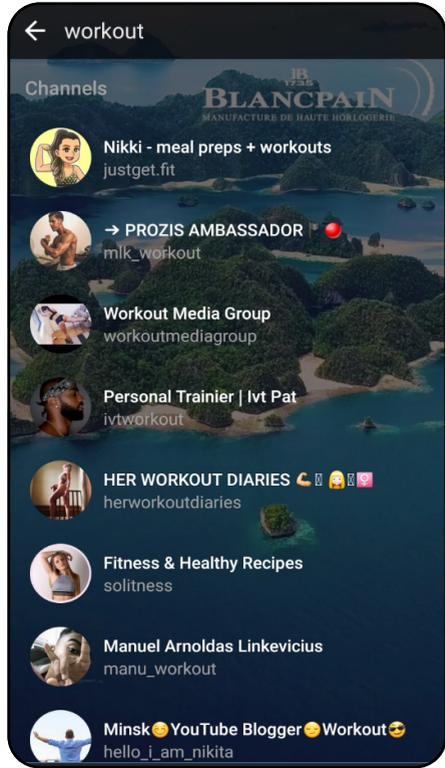
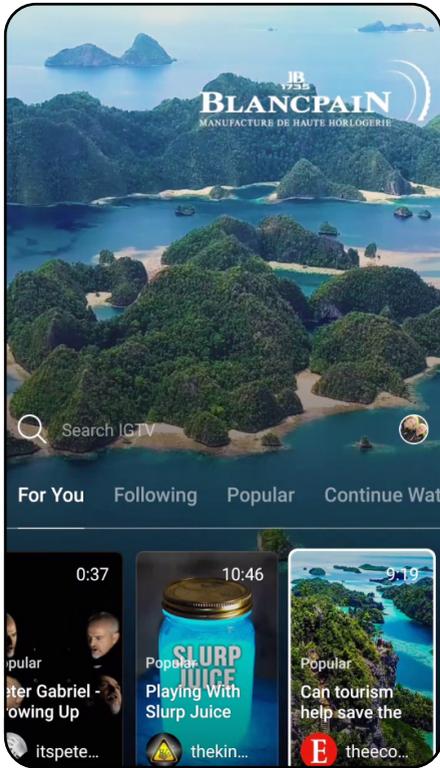
**4** With Browse expanded, there's a cog icon to the far right, tap this to display a pop-up menu. In here, you can opt to create your own Channel. Your Channel allows you to create a channel that users can 'tune' into and watch your uploaded videos as with a standard TV.



# Using IGTV



Instagram created IGTV to function as a normal TV would, so you turn it on and instantly start watching what's available. The concept is that you can IGTV Channel surf through users' video content; but as it's Instagram, you're also able to like, comment and DM.

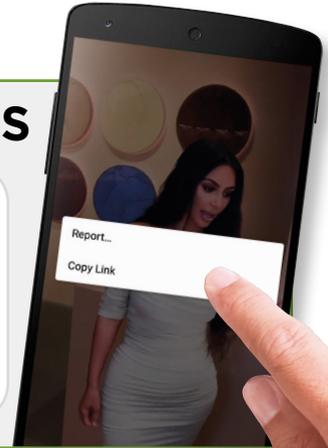


**1** The first step is to find content that you want to watch. IGTV defaults to the For You category, based on the same algorithm that displays content when you tap the Explore icon. Simply open IGTV and tap the Browse button.

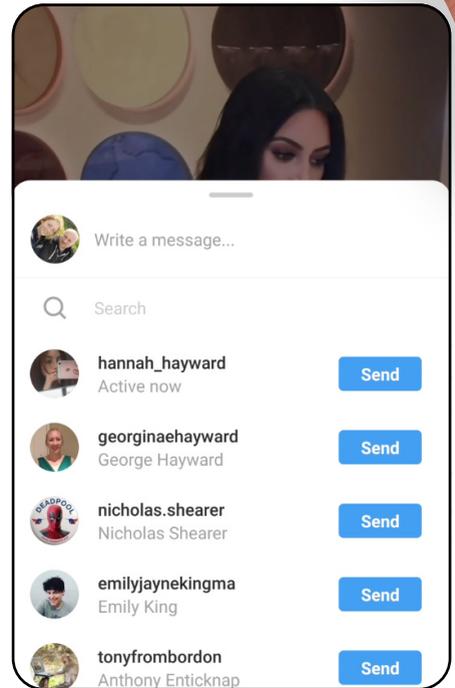
**2** Tap the magnifying glass Search icon and you can enter a specific search criteria or choose from any of the Suggested For You users listed down the screen. For example, searching for Workout displays the users' Channels that cater for fitness, gym and workout videos.

## RULES AND REGULATIONS

 Videos created to view on IGTV still fall under the Instagram Service terms of use. That means any video that contains inappropriate content, such as nudity, acts of violence, acts of unlawfulness and other such elements will be removed where possible. To help, you can report videos by tapping on the three vertical dots followed by the Report option in the pop-up menu.



**3** When you've found a video you want to watch, it's displayed at the bottom of the screen. Tap it and the video starts to play. You can tap the screen to bring up the media controls, enabling you to pause, like, comment and send to another Instagram user via Direct Message.



**4** You can fast forward, rewind and restart any video by double-tapping the left or right of the screen or by using the media control slider at the bottom of the screen. Tapping the Send To icon (the paper aeroplane) brings up a list of your Instagram friends that you can send the video to.



# Hands-free



One of the complaints with taking videos in Instagram was that you needed to keep your finger on the Record button while filming. However, in response to that the company released Hands-free mode back in December 2016.



**1** Story mode has offered the user many much needed extras, some of which you probably won't use during your Instagram usage, but they're there nonetheless. Hands-free may not sound like much of a big deal but it's actually quite a good feature. It's a Story element, so open a new Story and scroll to the end to Hands-free.

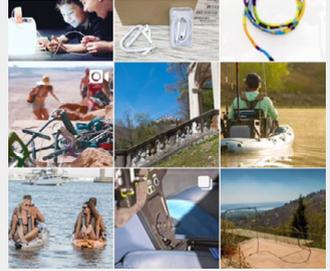


**2** By now you're probably familiar with the Story layout. There's nothing new to add with regards to the Hands-free mode but to recap the available icons are: gallery, camera flash, Record button, switch cameras and face filters. To start, find a subject and tap the Record button.

## MORE HANDS-FREE



Open the Explore tab and do a search for Hands-free. There are plenty of hashtags for Hands-free, covering iOS and Android devices as well as users connecting their Instagram-installed devices to drones and such. It makes for some interesting viewing.



**3** The video begins to record, as indicated by the coloured border encircling the centre button. You can wait until the recording limit has been reached, which is around the 20-second mark, or you can tap the square button in the centre to stop it.



**4** When the video has finished, and processed the data, it plays continuously, as with the other Story examples we've looked at. To delete it tap the X in the top left of the screen; tap the Send To button in the opposite corner to post as a Story or send to individuals or a group.



# Instagram Hacks and Tricks

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You're well on your way to becoming an Instagram expert now, so this last section looks at some of the additional features and hidden extras the app offers. Learn how to view all the posts you've liked, clear your search history for improved privacy and even rearrange the order of the photo filters.

Master Instagram and make it work for you.

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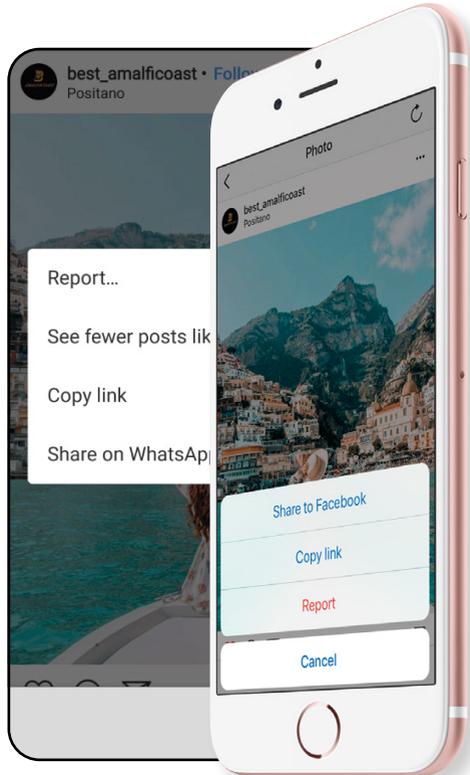
# Content Options



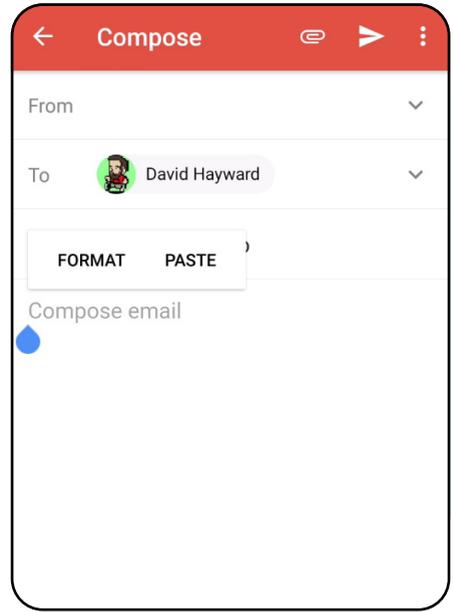
There are various options available when you look at any Instagram content. You can report content as inappropriate, opt to see fewer posts like the one you're looking at, copy the post's link to the device's clipboard and even share it on WhatsApp.



**1** Let's start by browsing through the Explore tab, until you see something you like the look of. Naturally, you can double-tap to like it or tap the Bookmark to view it later; but for now, tap the three vertical dots in the top right of the post (for Android devices) or three horizontal dots for iOS users.



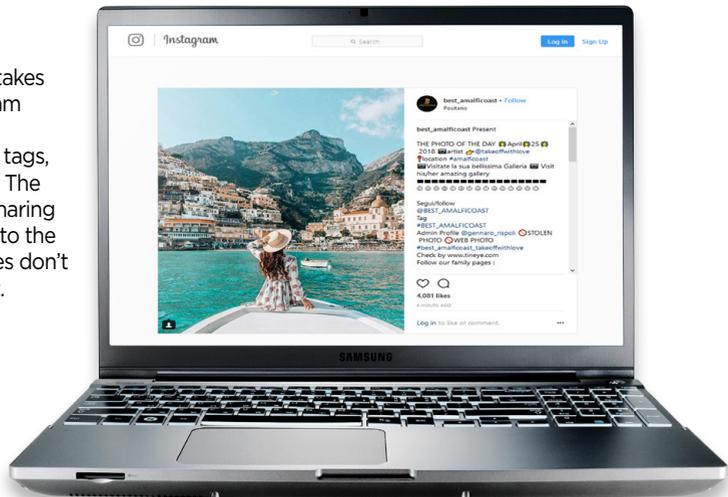
**2** The content options menu that pops up contains the following choices: Report, See fewer posts like this, Copy link and Share on WhatsApp. For iOS users however, the options are: Share to Facebook, Copy link and Report.



**3** The options are self-explanatory but the Copy Link is an interesting one. With the options pop-up window open, tap Copy Link. You can see the message: 'This post's sharable link has been copied to the clipboard'.

**4** With the link in the device's clipboard you can now forward it on to your contacts in a variety of different ways. For instance, open your email and tap and hold to Paste the link into the body of an email to an individual or group of contacts.

**5** When clicked, the link takes the user to the Instagram content you want to share, complete with the relevant tags, comments, likes and so on. The beauty of this method of sharing is that the link takes a user to the post even if they themselves don't have an Instagram account.

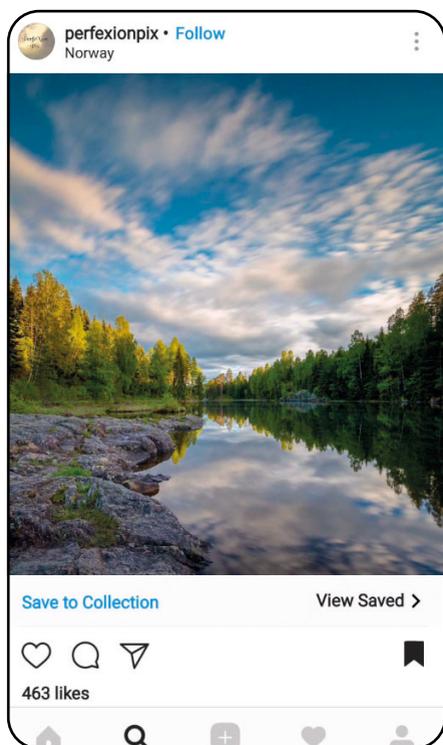




# View all Liked Posts



Bookmarking a post you're interested in usually forms the accepted method of recalling content on Instagram; there's so much of it being uploaded on a daily basis, it's often difficult to find something you previously saw. However, what if you didn't bookmark it, but instead Liked it?



**1** If, when browsing through the Explore tab, you come across a photo or video that you want to recall for later, it's recommended that you tap the Bookmark icon followed by Save to Collection. Be aware if, instead, you simply double-tap to like the content, it's not likely to ever appear in the Explore tab again.



**2** To follow an example: Find a post you want to look at again later. Now, instead of tapping the Bookmark icon, double tap to like it (or tap the Heart icon if you prefer). Now move back to the Explore tab and the current view will have cleared and it's highly unlikely you'll find the same photo again.

## OTHER USERS' LIKES

 You can easily see what your followers also like. Tap on the Heart icon in the bottom menu strip, where any Liked Post notifications appear. In this tab, you're given two options at the top of the screen: You and Following, tap Following. In here, you can scroll through all the recent likes made by those whom you're following.

FOLLOWING

YOU



\_hannahpics\_ liked 8 posts. 19 h



emilyjaynekingma started following nitrogenhouse. 21 h



havwardhandcrafted liked 3 posts. 1 d

### ← Settings

Account

Password

Saved Login Info

Saved

Posts you've liked

Original photos

Search history

Mobile data use



**3** Tap on the Profile icon, followed by the Three horizontal bars for Android or the Cog for iOS users. Tap Settings, followed by Account and scroll down to the Posts You've Liked option.

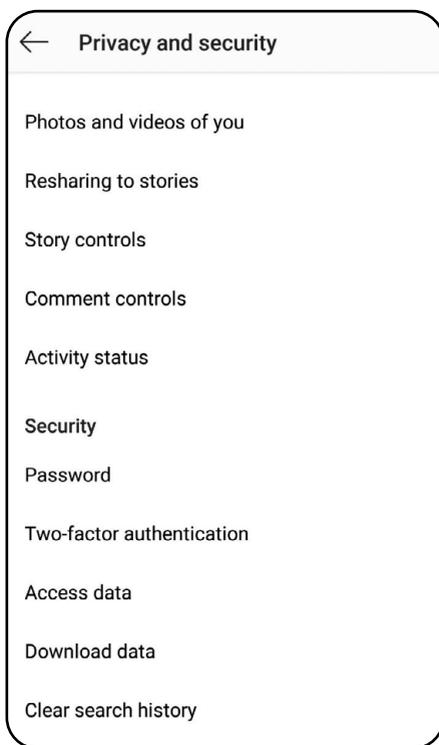
**4** In here you will see all the posts you've ever liked on Instagram, from the very first onward. The top most post (the first one) is the most recent and from here, you can tap the post again to view it full screen.



# Clear Search History



Instagram stores your searches from the Explore tab to make it easier for you to find your favourite accounts and content. However, it can also open up some searches that you may not want to appear in your Explore feed again, for example, if you typed in the wrong word to search



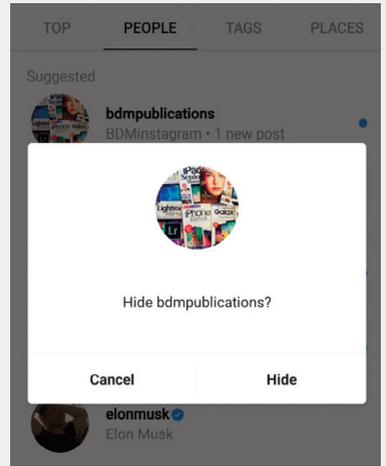
**1** Clearing your search history is a vital part of your right to privacy. Having a saved search history helps bring you a better Instagram experience, however that information is a part of your digital identity and you don't always want it available to others with access to your device. Tap the Profile icon to begin.

**2** In the Profile page, tap the Three horizontal bars (Android users), before tapping the Settings option at the bottom of the page. Now tap the Privacy and Security option, after which, scroll down and tap Clear Search History.

## HIDE PEOPLE

 You can also hide individual accounts, to permanently remove them from your search history and prevent them appearing in your feeds or when you next search:

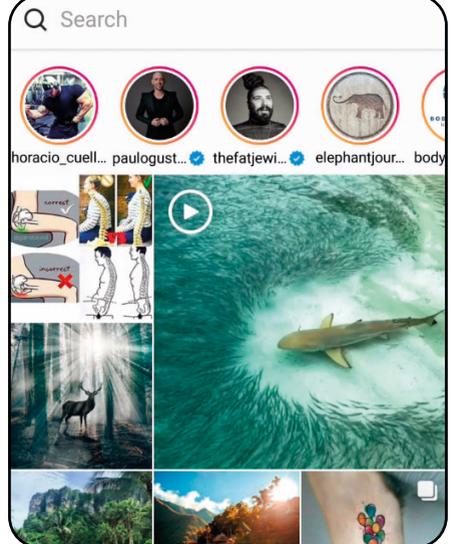
1. Tap the Search box in the Explore tab.
2. Tap People, then tap and hold the accounts you'd like to hide from your search history.
3. In the pop-up menu, tap the Hide option.



### ← Search history

#### Clear search history

If you clear your search history, you may still see accounts you've searched for as suggested results. You can remove these individually.



**3** Very simply, all you need to do is tap the Clear Search History link at the top of the screen and, as you would expect, this will clear searches you've made for accounts, locations or hashtags while in the Explore tab.

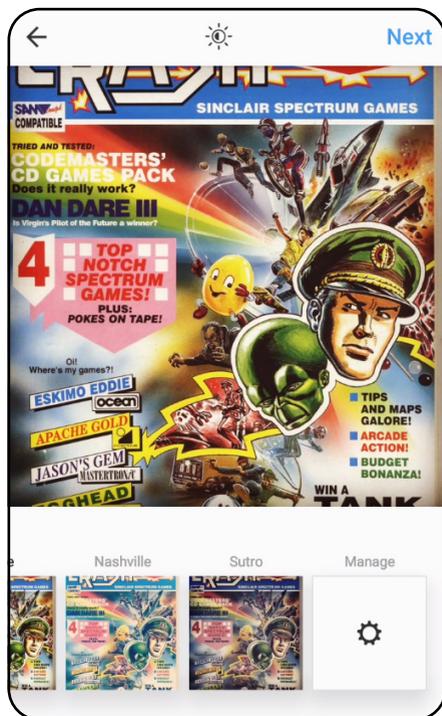
**4** With the Search History cleared; you can now tap on the Explore tab. You will notice the content in your feed will have changed, as it's now based on: the current trending posts, what you've liked in the past and what your followers have liked. Tap the Search box and it no longer displays your last searches.



# Rearrange Filters

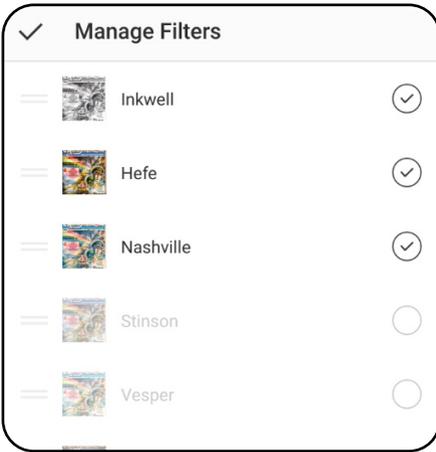


Instagram's Filters will probably be the most used features of the platform during your time with it. With more added almost weekly, it's often difficult to keep up-to-date with the new filters, while still enjoying the ones you've come to use most often. You therefore need to rearrange them.

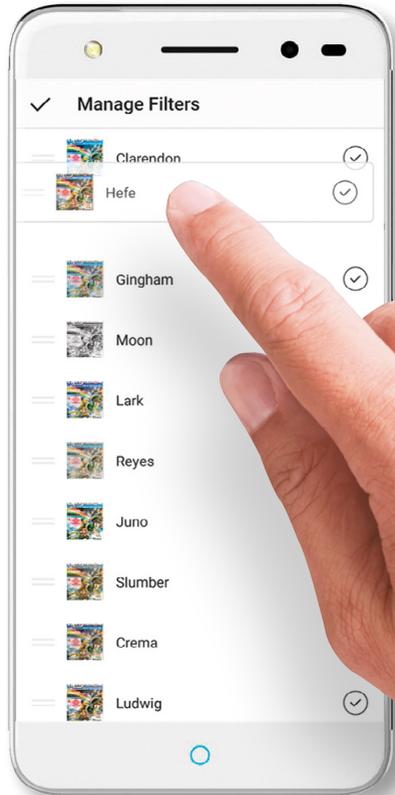


**1** Go through the motion of posting a new photo, crop it and even select multiple images if you want. When you're ready to apply a filter, tap the Next button in the top right of the screen. The filters, as always, are listed along the bottom of the screen in a strip.

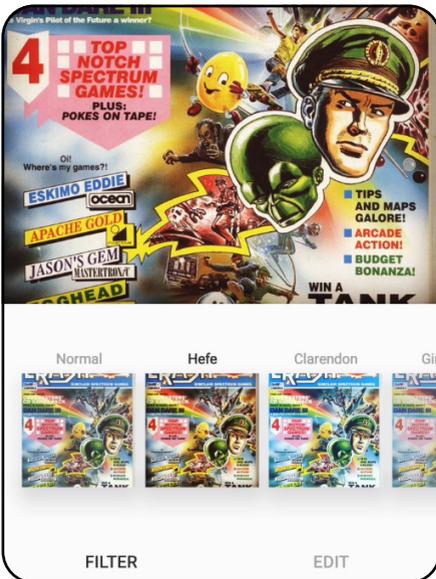
**2** The filter called Hefe, is good for an image such as the one in the screenshot, bringing out the range of colours and brightening up the photo. However, it's almost at the back of the list, so to bring it forward so it's easier to hand when you next post a photo, scroll to the end of the filters and tap the Manage tile.



**3** Manage Filters is a selection of all the available filters that Instagram has released. Scroll down the list and you can see that there are some filters greyed out, these are decommissioned but you can still enable them by tapping the tick box to the right of the filter's name.



**4** However, if you want the Hefe filter to be near the top, so it's first in the list of Filters when you come to apply it to a photo, tap and hold the Filter (Hefe in this case) and simply drag it up the screen to the top, putting it in first position.



**5** When you next want to apply an Instagram Filter, the ones you use the most, and have subsequently moved via the Manage Filters page, will be first in the list of available Filters to choose from, after the Normal (no filter) option.



# Glossary of Terms



Technology loves to confuse its users with a plethora of labels, names and acronyms, and for every new update there's usually some word you need to become familiar with. Here are some of the popular terms used in the Instagram world, to help you out.

## B

**Bio** — Every user can create a personal Bio or one that reflects their business. This is a section where you can describe yourself, add web links to your personal pages or in the case of a business, the company website and any phone numbers or messaging tags. Keep it fresh and up to date and if you're looking for sponsorship, then make sure you're easy to find and get in touch with.

**Boomerang** — An Instagram Boomerang is a short video feed that plays forward for a few seconds, then plays backward, almost like a GIF but with the reversed element added. If you were to film someone doing a chin-up and post it as a Boomerang, the person would look to be doing endless chin-ups.

**Business Account** — Different from a personal account, as it introduces paid for reach for posts, analytics and insights into your engagement with customers; also improved reach depending on your product and business and other business-related features.

## C

**Caption** — Posts on Instagram can be accompanied with a Caption. It's recommended

to keep any captions short and sweet, as only the first few lines are visible as a user scrolls through their Explore feed. Remember, weblinks aren't active in captions.

**Comment** — An Instagram comment is widely considered as a level two engagement, which means any users who comment have chosen to actively participate in your post. Comments are usually responding to your post or replying to another comment on the same post. Take care, not all users who comment are doing so for the right reasons. Trolling and scamming are rife in any social media platform.

## E

**Explore** — The Explore tab, represented by the magnifying glass icon, is where you go to find and discover posts from other users that you aren't currently following. The Explore page is created using an algorithm based on popularity, so what you've looked for in the past, what you've liked, viewed or what your followers have liked and viewed. The search box within the Explore tab allows you to enter any category and search through the results accordingly.

## F

**Face Filters** — One of the more popular aspects of Instagram is the use of its face filters. The face filters work by detecting any faces in the scope of the camera and applying one of many user-selected filters to it. Many filters are animated, requiring you to blink, open your mouth, raise your eyebrows and so on to activate the animation.

**Feed** — A feed is the collection of photos or videos you, or another user, has posted to Instagram. By following a user, you are able to view their feed and any users who follow you are able to view your feed. It can also be referred as a gallery or album.

**Filter** — Instagram's filters are some of the best available in any mobile/photo sharing social media platform. The filters give each photo or video an enhancement, different colour aspect or brightness level and can even add animated effects (See Face Filters).

**Follower** — What all Instagram users usually crave is Followers. A follower is another Instagram user who has 'friended' your profile. They can then see all your posts, read your profile and regularly comment on your posts. Having followers



greatly increases your audience and reach on Instagram.

## G

**Geotagging** — A geotag is a location that's attached with the photo or video you're posting, either as an individual post or as a Story. Geotagging allows your post to be categorised with other posts from the same location.

## H

**Hashtag** — Hashtags are a method of describing and categorising posts on Instagram. The hash symbol (#) precedes the description of what the post is related to. For example, a photo of a sandy beach may have several hashtags attached to it: #beach, #sand, #holiday, #seashore, #relaxing and so on. Hashtags are an important way of increasing the reach of your posts.

**Home** — The Home feed is the default view on Instagram, represented by the house icon on the lower strip of options. It's the latest stream of photos or video posted by you and the other users who you follow.

## I

**Instagram Live** — Instagram Live is a new video feature that enables you to broadcast a live feed to your followers. Followers are only able to watch the video in real-time and there's currently no replay functionality. Recently, Live has been criticised for having too much lag, as other users join the feed.

**Instagram Direct** — This feature allows you to send a photo or video to a single user or group of selected

users privately. The content doesn't appear on the Home feed for other users to view, in any search results, or on your profile.

## L

**Like** — A level one engagement, Likes are when someone double-taps a post or taps the heart icon, to 'like' a user's post. The more likes a post receives, the more engagement it accumulates and as such can be pushed to a prominent position in the Explore tab for more users to view.

## M

**Mention** — The same as Tagging another Instagram user. Placing an '@' symbol before their Username/Handle to mention them in a post or comment.

## P

**Post** — A post is simply any content, photo or video, that you've shared via the Instagram platform.

**Private Account** — A private account on Instagram locks your feed and your profile details to only those who you have allowed access to. You can enable privacy or disable it through the Profile Settings page.

**Profile** — Your personal information on Instagram, consisting of a photo of you and your Bio.

**Public Account** — The default Instagram profile is public, meaning anyone who has an account and access to Instagram can view your posts and your profile.

## S

**Story** — A Story is a short post that's only visible on your page for 24 hours. You can

create multiple Stories throughout the day and they're stacked for your followers to view. Stories allow you to be actively engaged with followers and the Instagram community without posting countless photos.

**Suggested Users** — Instagram utilises another algorithm to collate a group of users who you may be interested in following. The criteria is based on advertising, what you've viewed in the past, searches you've entered into Instagram and the users that you currently follow.

## T

**Tag** — A tag is when an Instagram user attaches another user's Instagram username to a post. Users can do this either in the commentary of the post itself, such as tagging another Instagram user who's in the picture with them, or in the comments section. Tagging is considered as a level three engagement.

**Trending** — A popular topic that's being used in the Instagram network, usually as part of a hashtag. Trending posts are usually always pushed to the top of everyone's Explore feed and can generate a huge amount of interaction, either good or bad.

## U

**Username** — Can also be referred to as your 'Handle', the username is the Instagram specific name by which you are known on the platform. It has to be unique but can contain special characters, such as \_\_HannahPhotos\_\_.

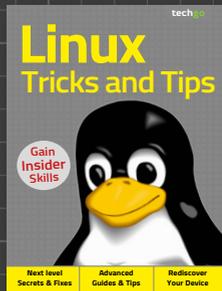
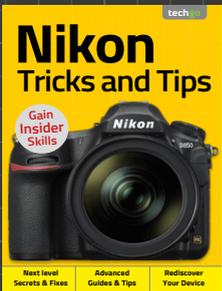
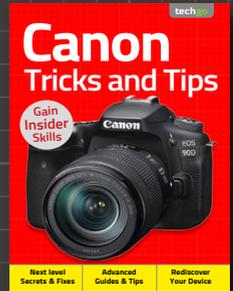
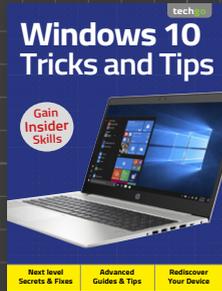
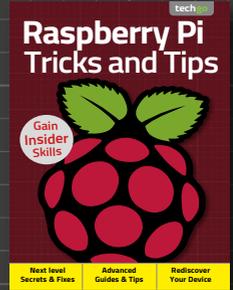
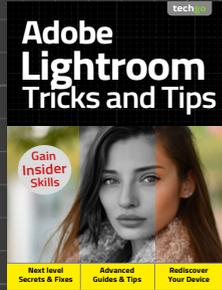
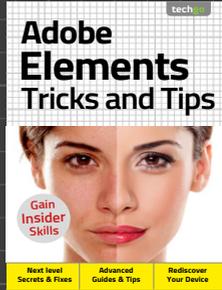
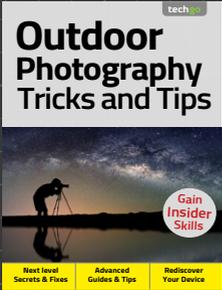
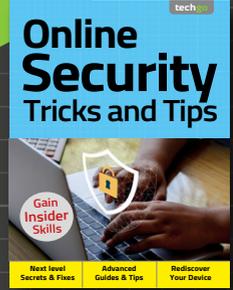
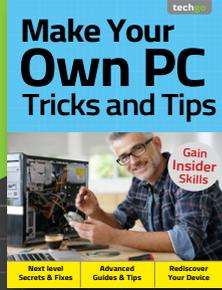
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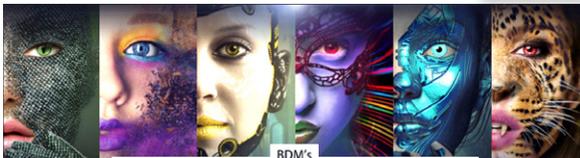


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