



# MySpace Tutorial

## Creating a Page

Go to [www.myspace.com](http://www.myspace.com) and click on "Sign up!" to create a new account.



**Fill out the form** requesting contact information.

This E-mail address will act as your log-on for MySpace and any special announcements from MySpace that you select to receive will go here. This E-mail can be changed, if needed.

**JOIN MYSPACE HERE!**

Please enter a valid e-mail address. You will need to confirm your e-mail address to activate your account.

Email Address:

**Upload Some Photos!**

**The second step in creating your profile is sharing your photos to let friends and other members see who you are.**

Photos may be a max of 5MB in these formats: GIF or JPG [\[help\]](#)

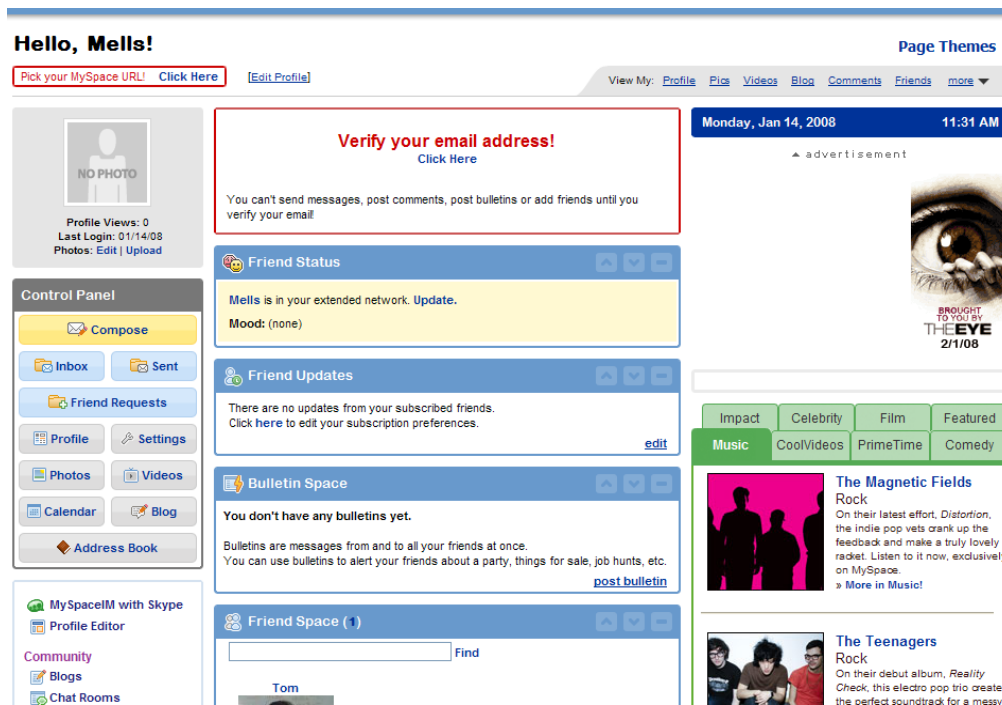
**Photos may not contain nudity, violent or offensive material, or copyrighted images. If you violate these terms, your account will be deleted. [\[photo policy\]](#)**

If you don't see the Upload Photo form below, click [here](#)

**Upload Photo**

**Your default image.** When getting started, the best main profile picture may be an exterior shot of your library.

Now, you're ready to start creating your MySpace presence!



**What is all this?** This is the back end of your MySpace profile. This is where you'll edit your profile's appearance, send out bulletins to all your Friends, add Photos and Blog entries, manage Friend Requests and update Calendar entries.

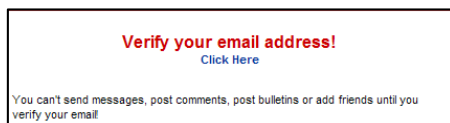
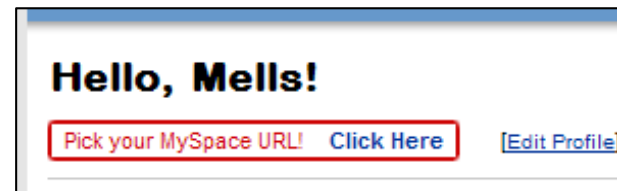
The center section is reserved for updates from your Friends. At the bottom, you'll find a list of all your current Friends.

The Left Control Panel allows you to write messages to Friends and view your current settings. Below the Control Panel is a list of common links to different sections on MySpace.

## Let's Get Started!

(If at any point you are navigated away from the main editing screen, click Home on the top navigation bar to **return**.)

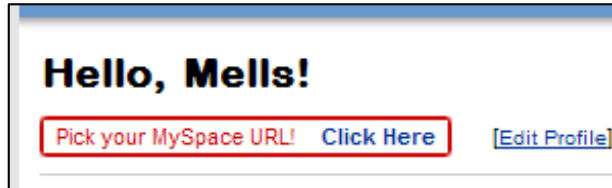
**Pick your MySpace URL.** Your address will be [www.myspace.com/YOUPICKIT](http://www.myspace.com/YOUPICKIT). ***This URL cannot be changed!*** If you find you need to change it, you will have to create a new MySpace profile with a new email address.



Follow the **Click Here** prompt to choose your URL.

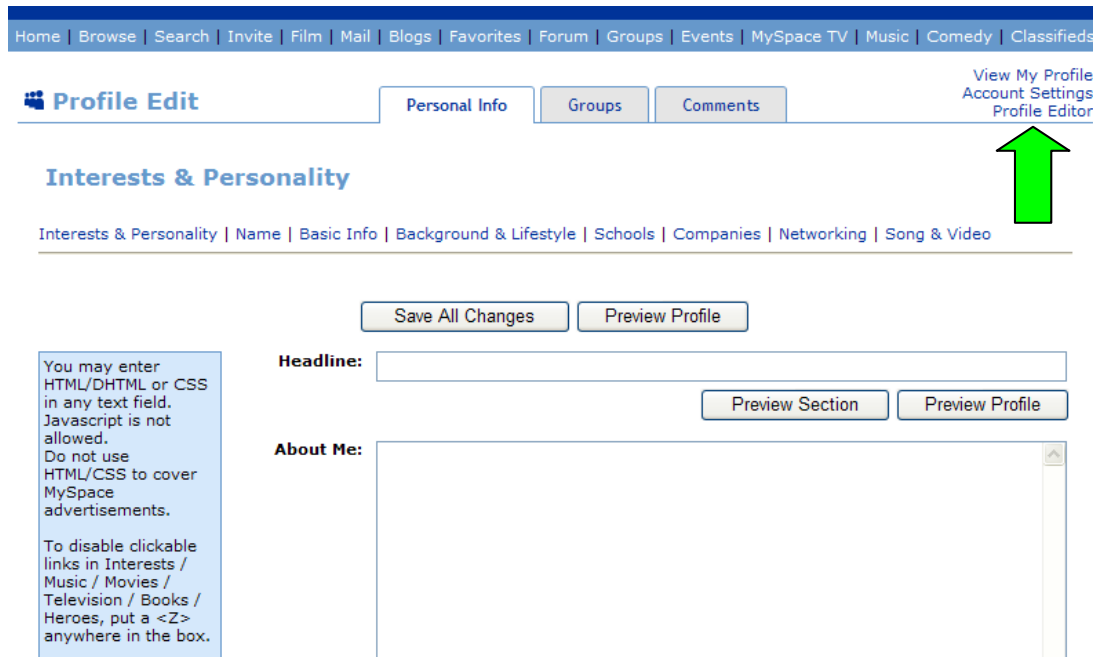
**Verify your email address** as soon as possible. Go to your email that you used to set up the MySpace profile. There should be an official email from MySpace with instructions about following a link to finish the process. It may have gotten stuck in a SPAM filter, so be sure to check for that.

# Editing Your Profile



Click the [\[Edit Profile\]](#) prompt below the Welcome message.

You now have two options. You can edit your profile through the MySpace Profile editor if you have a custom look you want to design yourself OR you can input a code that's been predesigned. Predesigned codes can come from something you found on the web or have been built by a designer for your library's MySpace page (more on this later).



## Editing through the MySpace Editor.

**This is the Main Profile Editing screen.**

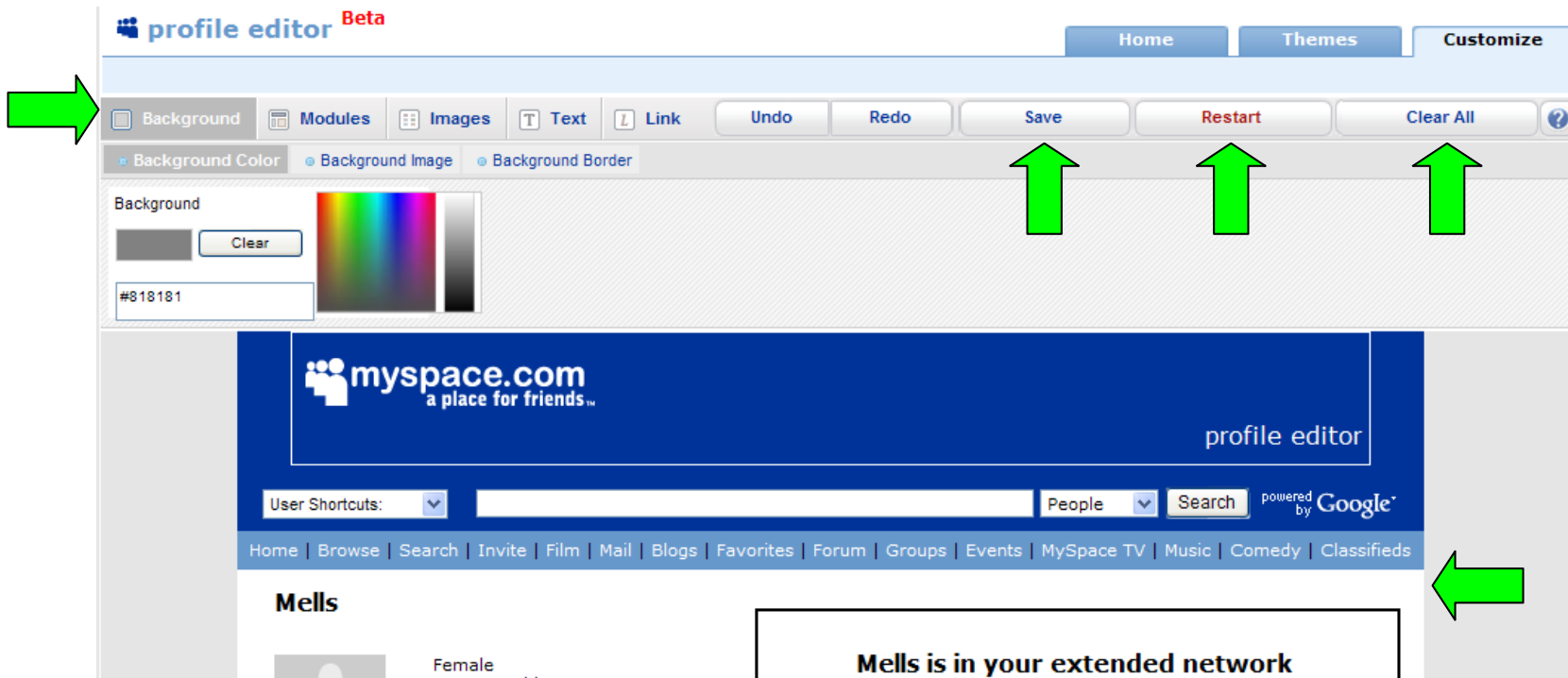
Each tab – Interests & Personality, Name, Basic Info, etc. – contains sections where you can enter information about your library.

**Note** that you are given the option to preview any change before you make it “live.”

To use MySpace's internal profile editor for background, color, and textual options, click the [Profile Editor](#) prompt on the right side of the screen.

The tabs across the top of the Editor allow you to move among different sections of your Profile as you continue the design process. The display below shows you how your changes affect your Profile's appearance.

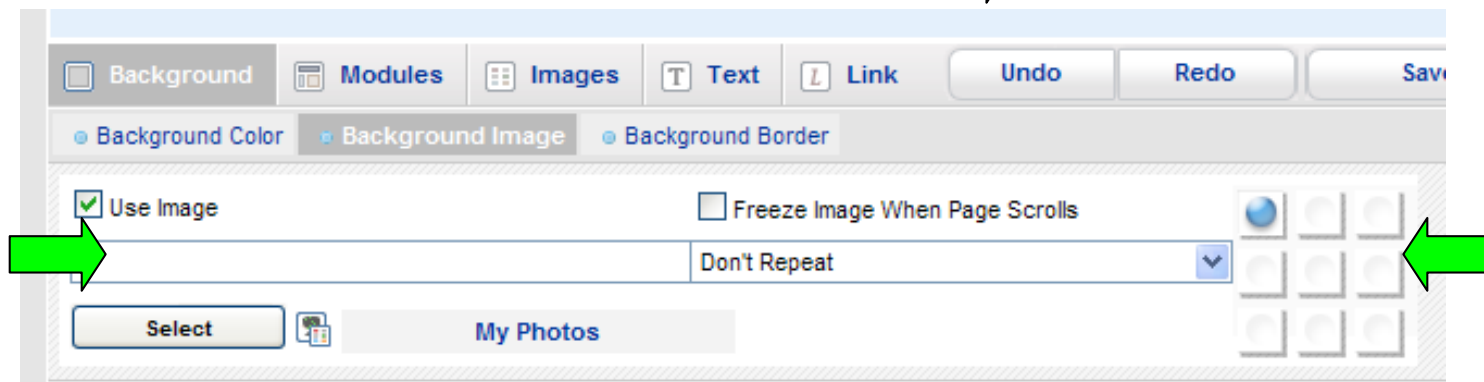
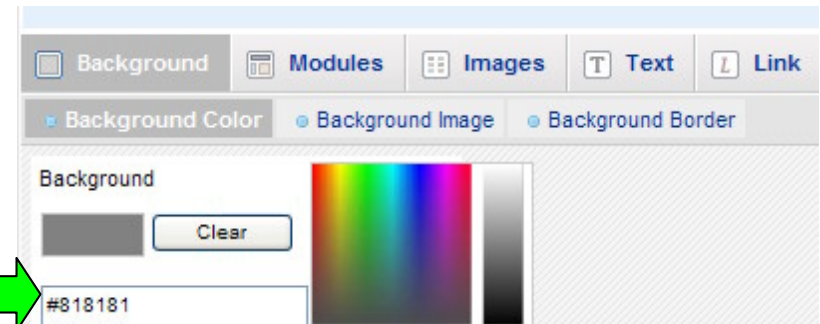
Click **Save** to save your edits or **Restart** to go back. **Clear All** will start you from scratch.



## Background

To select a solid color for your background, click a shade within the color palette or enter a manual number for a specific color (you may need an image-editing software like Photoshop to help you define specific colors).

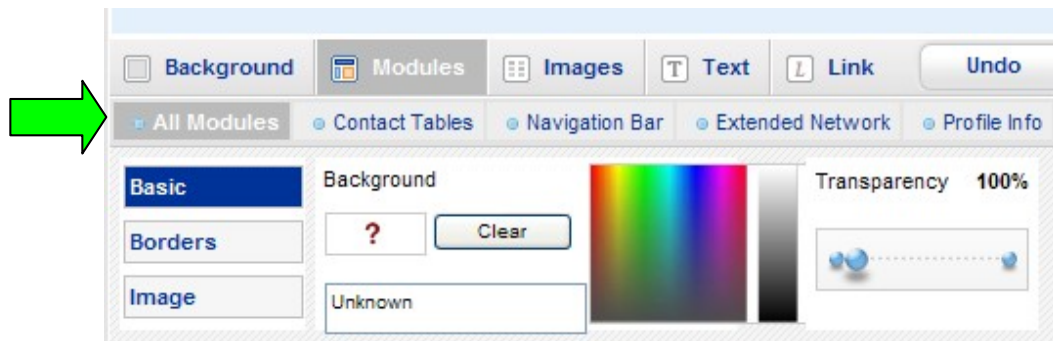
To select an image for your background, click the Background Image prompt.



Click the **Use Image** check box to begin. Enter a URL for the desired image. (Choose a photo you've already uploaded from your **My Photos** link OR use an image that already exists on an image-sharing website such as Flickr [[www.flickr.com](http://www.flickr.com)] or Photobucket [[www.photobucket.com](http://www.photobucket.com)]. The best option would be to host the image on your own server.)

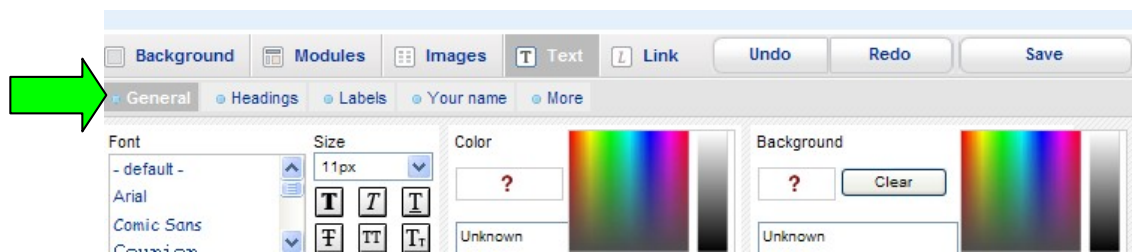
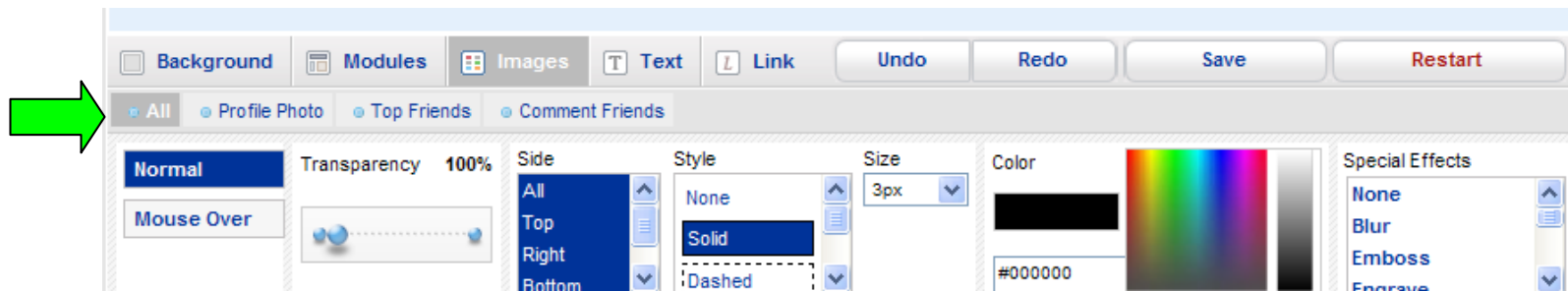
Now, by clicking the squares to the right of the screen, you can choose whether to have the image only repeat on the far left side of the screen, or only down the middle, or tile throughout the page.

Be sure to **Save** once you're happy with your choices.



The **Modules editor** operates in much the same way as the Background editor. Modules are the separate sections of your Profile that are labeled About Me, Who I'd like to meet, General, Movies, Books, etc. You can edit these modules globally or individually with a solid, image-filled or transparent background and with or without a border.

The **Images editor** defines what special properties images will have on your profile. Will hovering cause the image to blur? Will all images be semi-transparent? These are mostly fancy options for the more experienced editor.



The **Text** and **Link** editors allow you to choose how text will appear on your Profile. The Text editor lets you pick the font, size, color, and background choices for your text.

The **Link** editor allows you to choose options for how your links will appear and behave on the page.

Again, these edits can be performed globally or for each individual section of your Profile. You may want your Profile to have a uniform look, but your Blog entries to look completely different. You can edit that here or from the Blog interface.

---Be sure to SAVE!---

## Don't want to use the Profile Editor? Don't worry! You have options!

Numerous websites offer free Profile Layout codes for MySpace. These can be a great option if making changes to your profile step-by-step does not appeal to you. Once you've found a layout you like and have copied the code, paste it into the About Me section of the **Main Profile Editing screen**.

Interests & Personality | Name | Basic Info | Background & Lifestyle | Schools | Companies

Save All Changes Preview Profile

Headline:

About Me:

You may enter HTML/DHTML or CSS in any text field. Javascript is not allowed. Do not use HTML/CSS to cover MySpace advertisements. To disable clickable links in Interests / Music / Movies / Television / Books / Heroes, put a <Z>

Your content for the **About Me** section can be entered before or after all the code.

Be sure to keep the CSS code separate from your content (i.e., if you copied a chunk of code from a website, do not interrupt that code with your text. Hit Enter or Return a few times before entering your Welcome message, etc.).

**The Interests & Personality** section covers the main body of content for your Profile. Enter here everything you want Patrons to see about what your Library has to offer.

Follow the below links to see examples of how some libraries have used these spaces creatively:

### fiu libraries

University of Miami Libraries

Hennepin County Library

Osceola Library

Pinellas Park Public Library

North Plains Public Library

Brooklyn College Library

Arapahoe Library

<http://www.myspace.com/fiulibrary>

<http://www.myspace.com/umlibraries>

<http://www.myspace.com/hennepincountylibrary>

<http://www.myspace.com/osceolalibrary>

<http://www.myspace.com/pinparklib>

<http://www.myspace.com/northplainspubliclibrary>

<http://www.myspace.com/brooklyncollegelibrary>

<http://www.myspace.com/arapahoelibrary>

(chat through meebo; text a friend to vote)

(use of widgets)

(catalog search box)

(teen design)

(video tour of the library)

(book stylistic design)

(use of calendar)

(Twitter box under Heroes)

To find some appropriate Apps for your page, visit <http://apps.myspace.com>.

Here are some suggested Apps:

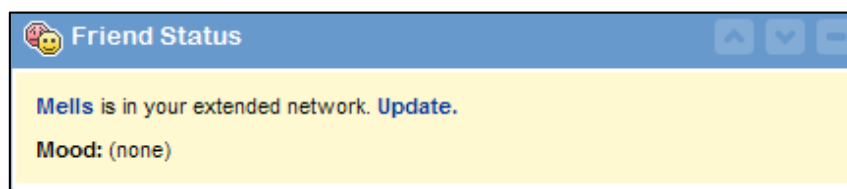
AskaLibrarian <http://profile.myspace.com/index.cfm?fuseaction=user.viewprofile&friendid=362967946>

Lumifi <http://profile.myspace.com/index.cfm?fuseaction=user.viewprofile&friendid=355016952>

Or make your own! <http://developer.myspace.com>

The other Sections allow for further Profile setup that will affect how users find you through MySpace. Entering a simple name for your Library is the best way for users to find you. Also be sure to include your location.

### Miscellaneous



### Your Friend Status.

This can be something clever or a way to advertise new books available at the Library.

### Create an Event

Got a book signing coming up? Create an Event and invite all your Friends! Events show up on your Calendar through MySpace.

A screenshot of the MySpace Events creation page. The page has a blue header with navigation links: Home, Browse, Search, Invite, Film, Mail, Blogs, Favorites, Forum, Groups, Events, MySpace TV, Music, Comedy. Below the header is the "MySpace Events" section with "Events Home", "Create Event", and "My C". The main content area is titled "Create An Event" and "Invite Friends". It has two columns: "What's Going On?" and "When". The "What's Going On?" column has fields for "Event Name:" (with an asterisk), "Event Organizer:" (with an asterisk), and "Contact E-mail: (huh?)". The "When" column has fields for "Start Date:" (with a dropdown for "January", "15", and "2008") and "Start Time:" (with a dropdown for "7", "00", and "PM"). There is also a "Where:" field.

## Blog Control Center

This is where you'll create blogs to tell your patrons about upcoming events or describe some changes at the library.

The screenshot shows the MySpace Blog Control Center interface. At the top, there is a navigation bar with links: Home | Browse | Search | Invite | Film | Mail | Blogs | Favorites | Forum | Groups | Events | MySpace TV | Music | Comedy | Classifieds. The main content area is titled "Blog Control Center" and includes several sections:

- MySpace Blog**: A sidebar menu with links for Blog Home, My Subscriptions, My Readers, and My Preferred List.
- Mells**: A section for managing blog subscriptions, featuring a "NO PHOTO" placeholder.
- My Controls**: A section for customizing the blog, with links for Post New Blog, View Blog, Customize Blog, and Blog Safe Mode.
- Blog Groups**: A section for managing blog groups, with links for Browse Blog Groups and Create a Blog Group.

The central area displays "View Most Popular Blogs NEW!" and "Your Blog Subscriptions:" with a message: "You currently have no subscriptions. To subscribe to a friend's blog, go to their blog and click 'Subscribe.' You will then see links to all their latest posts here in the Blog Control Center." Below this, there are two preview images of blog posts. The first image shows a "View All My Friends" link. The second image shows a "Subscribe" button circled in red.

See these library's MySpace blogs for examples:

### Leesburg Public Library

<http://www.myspace.com/leesburgpubliclibrary>

### Delray Beach Public Library

<http://www.myspace.com/delraybeachpl>

### Sebring Public Library

<http://www.myspace.com/sebringpubliclibrary>

### AskALibrarian

<http://www.myspace.com/askalibrarianfl>

Use the My Controls section to customize your blog. The process is similar to how you edited your Profile's background, images, and text options.

Get started building your Friends Network! Florida libraries with MySpace Pages (by no means an exhaustive list, but it's a start!):

<b>Organization name</b>	<b>Website</b>
American Library Association	<a href="http://www.myspace.com/atyourlibrary">http://www.myspace.com/atyourlibrary</a>
AskaLibrarian	<a href="http://www.myspace.com/askalibrarianfl">http://www.myspace.com/askalibrarianfl</a>
Pasco County Library System	<a href="http://www.myspace.com/pascolibraries">http://www.myspace.com/pascolibraries</a>
FIU libraries	<a href="http://www.myspace.com/fiulibrary">http://www.myspace.com/fiulibrary</a>
Martin County Library System Events	<a href="http://www.myspace.com/mclsevents">http://www.myspace.com/mclsevents</a>
Spryte: Central Florida's "Teen Gamers"	<a href="http://www.myspace.com/gamerspryte">http://www.myspace.com/gamerspryte</a>
University of Miami Libraries	<a href="http://www.myspace.com/umlibraries">http://www.myspace.com/umlibraries</a>
Socrates, Kendall Campus of Miami Dade College	<a href="http://www.myspace.com/mylibrarycat">http://www.myspace.com/mylibrarycat</a>
Orange County Library System	<a href="http://www.myspace.com/ocls">http://www.myspace.com/ocls</a>
Palm Harbor Library teens	<a href="http://www.myspace.com/phlteens">http://www.myspace.com/phlteens</a>
Osceola Library	<a href="http://www.myspace.com/osceolalibrary">http://www.myspace.com/osceolalibrary</a>
Harold C. Manor Library at Lake Worth	<a href="http://www.myspace.com/haroldcmanor">http://www.myspace.com/haroldcmanor</a>
Alachua County Library District	<a href="http://www.myspace.com/alachuacountylibrary">http://www.myspace.com/alachuacountylibrary</a>
Alachua County Library Manga	<a href="http://www.myspace.com/manga_acld">http://www.myspace.com/manga_acld</a>
YOUTH SERVICES - Alachua County Public Library	<a href="http://www.myspace.com/youthservicesdept">http://www.myspace.com/youthservicesdept</a>
Alachua Branch Library	<a href="http://www.myspace.com/alachuabranh">http://www.myspace.com/alachuabranh</a>
Alachua County Library *****Adult Services Dept.	<a href="http://www.myspace.com/acldas">http://www.myspace.com/acldas</a>
Pinellas Park Public Library	<a href="http://www.myspace.com/pinparklib">http://www.myspace.com/pinparklib</a>
Lake County Library System	<a href="http://www.myspace.com/lakelibrarysystem">http://www.myspace.com/lakelibrarysystem</a>
Leesburg Public Library	<a href="http://www.myspace.com/leesburgpubliclibrary">http://www.myspace.com/leesburgpubliclibrary</a>
Florida Keys Community College	<a href="http://www.myspace.com/fkcc1">http://www.myspace.com/fkcc1</a>
Lake Wales Public Library Teen Space	<a href="http://www.myspace.com/lwpubliclibrary">http://www.myspace.com/lwpubliclibrary</a>
Delray Beach Public Library	<a href="http://www.myspace.com/delraybeachpl">http://www.myspace.com/delraybeachpl</a>
Wolfson Campus	<a href="http://www.myspace.com/wolfsonlibrary">http://www.myspace.com/wolfsonlibrary</a>
North Sarasota Public Library	<a href="http://www.myspace.com/northsarasotalibrary">http://www.myspace.com/northsarasotalibrary</a>
Roux Library	<a href="http://www.myspace.com/rouxlibraryfsc">http://www.myspace.com/rouxlibraryfsc</a>
Sebring Public Library	<a href="http://www.myspace.com/sebringpubliclibrary">http://www.myspace.com/sebringpubliclibrary</a>
University of Miami Libraries	<a href="http://www.myspace.com/umlibraries">http://www.myspace.com/umlibraries</a>
Elsie Quirk Public Library	<a href="http://www.myspace.com/elsiequirklibrary">http://www.myspace.com/elsiequirklibrary</a>

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