Directions for Restricting Words on Social Media

- **Instagram - Images Here**
    1. Getting to your privacy settings:
        a. Open your profile by clicking the far right button (circle with your profile picture inside it)
        b. Open your menu by clicking the three horizontal lines in the top right corner
        c. Click settings and privacy
    2. What You See
        a. Once in your privacy settings scroll down to the 'What you see' section to add or edit muted accounts, control if you see sensitive content or not, and mute suggested posts.
    3. Who Can See Your Content
        a. Once in your privacy settings scroll down to the 'Who can see your content' section to make your account private, block certain accounts, or control who sees your stories.
    4. Messages and Stories
        a. Once in your privacy setting click 'Messages and story replies'.
        b. Each has their own options and settings for how people can reach out to you or if you want to block replies from others.
    5. Tags and Mentions
        a. Once in your privacy setting click 'Tags and mentions'
        b. Edit if others can tag or mention you in posts, stories, comments, or captions.
    6. Comments
        a. Once in your privacy setting click "comments'
        b. Block commenting from specific users and control who you do allow to comment
    7. Restricted
        a. Located at the bottom of your privacy settings - allows you to see all the accounts you've restricted, blocked or muted in one place
    8. Limited Interactions
        a. Temporarily limit unwanted comments and messages if you feel you're being harassed.
        b. Once in your privacy setting click 'limited interactions'
        c. Choose if you'd like to limit interactions with accounts who don't follow you or who have just recently followed you
    9. Muting specific words
        a. Once in your privacy settings scroll down and click 'Hidden Words'
        b. You can select to hide offensive comments, hide message requests, and submit custom words to hide
        c. If adding custom words, click 'manage custom words and phrases'

    d. Type in which words, phrases, or even emojis you do not want to see - separate each phrase with a comma. Then click ‘add’.
    e. You can add, edit or remove these at any time

- **Twitter - Images Here**
    1. Getting into your privacy settings
        a. Open your profile menu by clicking your profile picture in the top left corner
        b. At the bottom of the menu click ‘settings and support’
        c. Click ‘settings and privacy’
        d. Click ‘privacy and safety’
    2. Muting Specific Words
        a. Clicking ‘mute and block’ brings you see all the accounts you’ve muted or blocked.
        b. You can also mute specific words here. Click ‘muted words’
        c. Click ‘add’
        d. Type in any word, phrase, username or hashtag you do not want to see. You can choose various options for how to mute these words and for how long.
        e. Click ‘Save’
    3. Muted Notifications
        a. Once in your privacy settings click ‘mute and block’
        b. Click ‘muted notifications’
        c. Select which notifications you’d like to mute
    4. Direct Messages
        a. Once in your privacy settings click ‘direct messages’
        b. Edit who can send you messages request

- **Facebook - Images Here**
    1. Getting into your privacy settings
        a. Click ‘Menu’ in the far bottom right corner - three horizontal lines
        b. Click the gear icon in the top right corner to open settings
    2. Muting Notifications
        a. Once in your settings click ‘notifications’
        b. Edit and control what type of notifications you receive
    3. Managing How Others can Find/Contact You
        a. Once in your settings scroll down and click ‘how people find and contact you’
        b. Edit and manage who can contact you and how they find you
    4. Managing Who Follows You/Public Post vs. Private Posts
        a. Once in your setting scroll down and click ‘Followers and Public Content’
        b. Edit and manage who can follow you and if your posts/information are public or private

5. Blocking
    a. Once in your settings scroll down and click ‘Blocking’
    b. This allows you to see your current block list and add to it
6. Reporting and/or Blocking a Profile
    a. Search/click on said profile
    b. Click the three dots in a row icon (...) on their profile
    c. Select if you would like to report or block them
    d. To Block: Click ‘Block’ and then click ‘block’ again
    e. To Report: Click ‘Report’ and then select the reason you’re reporting
7. Reporting and/or Hiding a Comment
    a. Find the comment you’re wanting to report or hide - click on it
    b. To Report: Select ‘Report comment’, then you can either select to add information and give a reason why you’re reporting or you can simply click ‘submit report’.
    c. To Hide: Select ‘Hide’ - this comment will no longer appear visible on **your** feed - this does not mean the comment goes away for *everyone.*
8. Posts to your Profile and Muting Specific Words **(must be done on a web browser)**
    a. Click on your profile picture in the top right corner to open up your menu
    b. Click ‘settings and privacy’
    c. Click ‘settings’
    d. On the left side of the screen there are some menu options - scroll down and click ‘Profile and Tagging’
    e. Here you can edit and manage who can post on your timeline, who can see posts you’re tagged in, if you want to review posts before they are added to your page, etc.
    f. Here is also where you can mute specific words - click ‘hide comments containing certain words from your profile’
    g. This will then pop open a text box where you can type in the words you what to mute separated by commas
    h. From there, scroll down and there’s an option to check for variations of the words you’re muting - click ‘show variations’ to double check.
    i. Lastly, click ‘save’ to ensure your changes have been saved.