



Pinterest

Unofficial Start Guide

“Share and organise
beautiful things on
the web.”



Pinterest

Unofficial Start Guide

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Pinterest may update this guide from time to time. You should ensure you are using the most current version which can be found at <https://www.pinterest.com/help/user-guide>.

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**To the creatives, the artists
and the innovatives.**

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Welcome!

Pinterest is a social media application that holds your personal collections of images or ideas. Pinterest helps you discover and do what you love because it's customized to you.

Pinterest inspires you to discover and do what you love. It sparks your creativity, gets you trying new things, and allows you to be yourself.

Explore your interests to find the right ideas for you. As you discover new things to try, you'll get personalized recommendations picked from the billions of ideas already on Pinterest. These ideas helps you to see a world of creativity and possibility all around you.

With billions of Pins on Pinterest, you'll always find Pins to spark inspiration. When you discover Pins you love, save them to boards to keep your ideas organized and easy to find.

Whether it's at home on the web, or on the go on mobile devices, Pinterest is available anytime and everywhere as long as you're connected to the Internet. You can download the Pinterest app in the App store and in the Google Play store, for free, or simply go to www.pinterest.com to freely use Pinterest!

For all new users, we've created this simple guide to get you started on the basic features of Pinterest. We hope it helps.

—Claudia Galdones

01

Getting Started

In the next several pages, we'll show you step-by-step the basics of Pinterest on the web, beginning to end, and how easy it is to use! So let's get started!

Create an Account

So you are interested in Pinterest and all of its creative uses, but you're just not entirely sure how to get started. Well, the first step is to create an account. Here's how to do it:

- 1 Go to www.pinterest.com.
- 2 Their sign-up page will automatically open up and give you 2 options on how to create a Pinterest account:

A **Signing up by email**
Enter your email and age, and a password in the boxes, then hit "Continue".

B **Continuing with a Facebook or a Google account**
Log in with [Google](#) or [Facebook](#) account, then enter your age in the next window.

- 3 Follow the next steps to provide Pinterest with your language country and topics of interest.

The screenshot shows the Pinterest sign-up interface. At the top is the Pinterest logo. Below it, the text reads "Welcome to Pinterest" and "Find new ideas to try". There are three input fields: "Email", "Create a password", and "Age". A red "Continue" button is located below these fields. Below the button is the word "OR". There are two blue buttons: "Continue with Facebook" and "Continue with Google". At the bottom, there is a link to "Terms of Service, Privacy Policy". Red callout boxes labeled "A" and "B" highlight the email/password/age fields and the social media buttons respectively.

Congratulations! You've just successfully created your Pinterest account. Now you can enjoy saving your collection of ideas on the web.

Setting up your Account

The next step is setting up your account, as our profile allows you to share more details about yourself to others on Pinterest. Here are a few easy modifications you can make to your profile:

- 1 Click **...** at the top of Pinterest to open your menu.
- 2 Click **Edit** settings.
- 3 Click **Profile** (on the right side of the screen) or scroll down to the "Profile" section
- 4 Edit profile as desired:

A **First and last name**
Your name will show at the top of your profile and on your friends' home feeds when you save Pins. You need to provide a first name, but feel free to skip the last name if that's more your style.

B **Username**
Your Pinterest username is used to create your profile's web address. Your username can be 3-30 characters, and can't have spaces, symbols, or punctuation.

The screenshot shows the Pinterest account setup interface. On the left, a vertical menu lists options: Account Basics, Profile (highlighted with a red circle and the number 3), Claim, Notifications, Social Networks, Security, and Apps. The main content area is titled "Profile" and contains several input fields and a button. A red circle with the letter 'A' is next to the "First Name" field, which contains the text "NEW USER". Below it is a "Picture" field with a red Pinterest logo icon and a "Change picture" button. A red circle with the letter 'D' is next to the "About you" text area. Below that is a "Location" field with a red circle and the letter 'E' next to it. At the bottom of the page, the word "Claim" is visible. A red circle with the letter 'B' is next to the "Username" field, which contains the text "www.pinterest.com/" followed by a text box containing "newuse".

HELP TIP

There is so much more you can change about your Profile, but these are just the ones we suggest on editing right after creating your account. Visit <https://help.pinterest.com/en/guide/all-about-pinterest> for more details.

The screenshot shows a portion of the Pinterest profile editing interface. At the top, there is a large empty text box. Below it, the label "Last Name" is positioned above a text input field. To the left of this field is a small square button, which is circled in red and labeled with a red "C". Below the "Last Name" field is another text input field, circled in red and labeled with a red "B". Further down, there is a larger text area, also circled in red and labeled with a red "B". At the bottom of the form, there are two buttons: a grey "Cancel" button and a red "Save settings" button. A red line connects the "Save settings" button to a callout box on the right side of the page.

C Profile Photo

1. Click Change picture then click **Choose photo**.
2. Select a photo from your computer.
3. Click **Open**.

D Description about Yourself

Give others on Pinterest a taste of who you are and what you love. Create your short bio (160 characters or less!) in the text box.

E Location

Let your friends and other users where you're from, by entering your location in the dialogue box.

- 5 Click **save settings**, once your happy with your changes.

Good work!!! Now that you have fully setup your account, you are ready to use Pinterest!

02

Discover Ideas on Pinterest

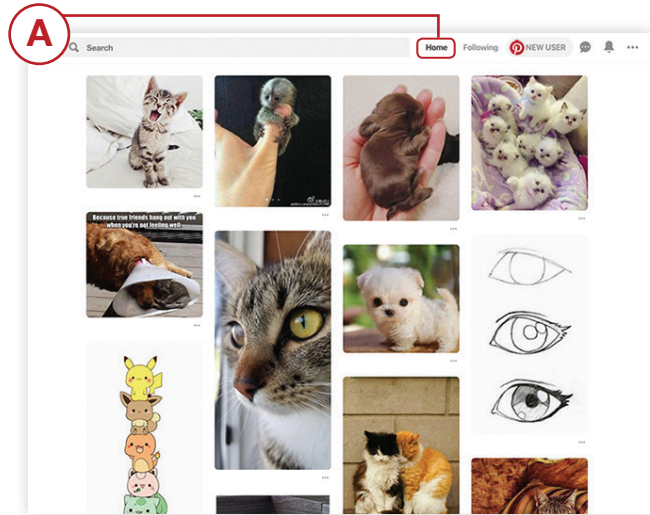
Now that you've created your account, you're ready to find millions of ideas that interest you on Pinterest.

Searching for Pins

The next step to conquering Pinterest is to know how to find ideas (or Pins) that you want to save. There are a number of different ways to discover ideas you can try.

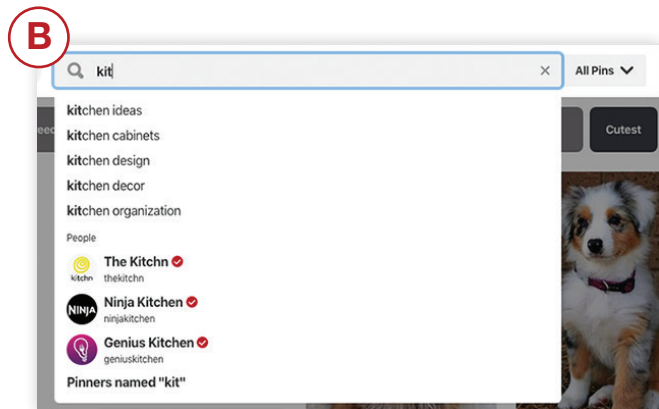
A Home Feed

Your home feed is where you discover Pins from people, topics and boards you follow. You will also find recommendations—like Pins you might love and new people or brands to follow—inspired by your boards and other recent activity. You may even discover spotlight recommendations, hand-picked by Pinterest, local experts and more. [See References on pg. 18 for more information about the home feed.](#)



B Search Bar

You can search for Pins, boards, or hashtags in the search bar. If you're not quite sure what you're looking for, try typing in something general ("dinner ideas"), then use Pinterest's built-in search guides (like "healthy" or "for kids") to narrow down your results. [See References on pg. 23 for more information about the search bar.](#)



HELP TIP

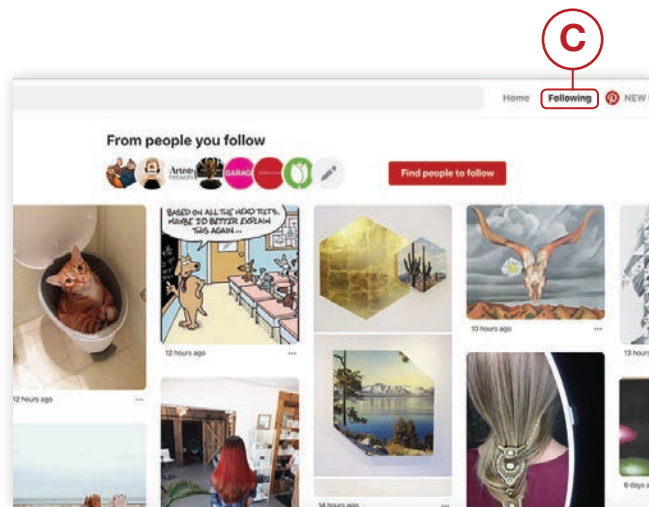
Filter your search by product Pins, people, specific boards, your Pins, all Pins and more by clicking the the drop down menu arrow next to the search bar.

IMPORTANT TO NOTE: You can only use **Options C & D** once you have saved Pins and, have followed boards and other Pinterest users. See page 10 to learn how to save Pins and page 14 to follow boards.

C

Dedicated Following Tab

Your following tab is similar to your home feed however, it is where you go to find the latest ideas being saved by the people and brands you follow. To visit your following tab, click “Following” at the top of your home feed on the web. See **References on pg. 18** for more information about the following tab.

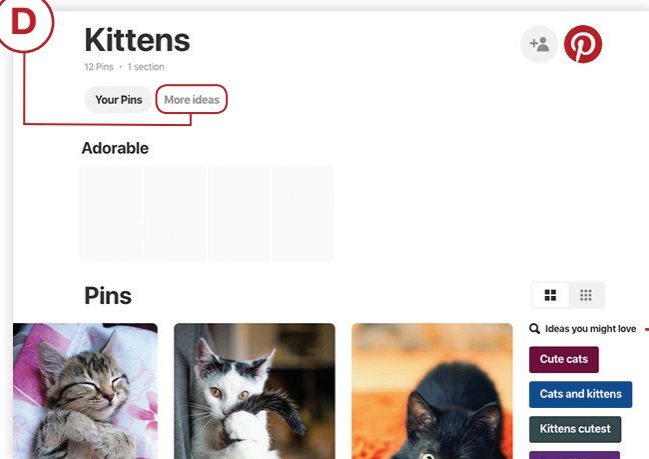


D

The “More Ideas” Tab

Click the “more ideas” tab at the top of each of your boards (or board sections) to discover personalized recommendations inspired by the Pins you’ve already saved. Find anything from new ideas you might love to tips for how to organize your board into sections. You can also find Pins by clicking on the suggested related ideas on your board.

D



HELP TIP

Another way to find ideas on the “More Ideas” tab is by clicking on one of the suggestions under “Ideas that you might love.”

03

Saving Pins

So now that you've found an idea or Pin that you like, the next step is to learn how to save it to your collection.

Saving your Pins (RePinning)

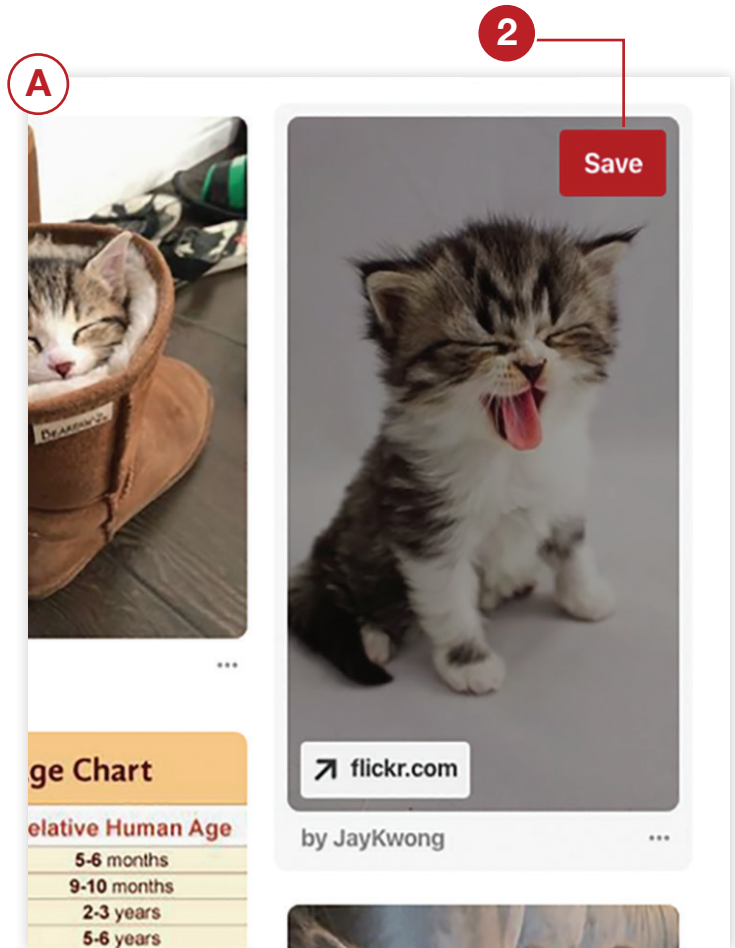
You've searched on Pinterest and found an idea that interests you. Here are some ways that you can save it onto your boards.

A Save a Pin from your home feed or by search

- 1 Hover over a Pin.
- 2 Click the **Save** button on the top right hand corner of the Pin.

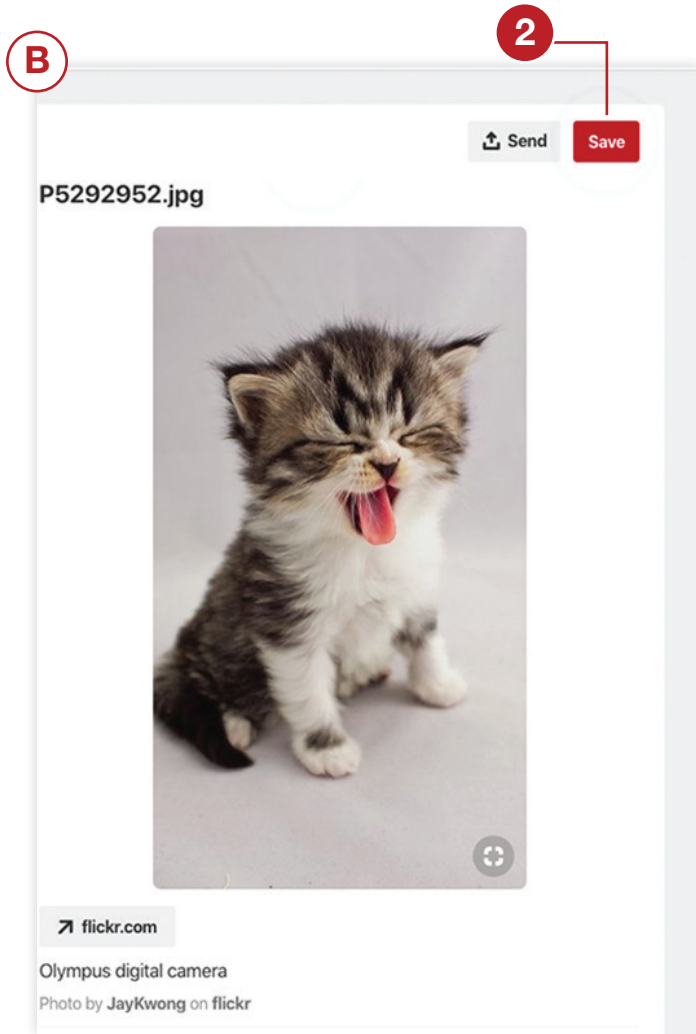
B Save a Pin from a Pin closeup

- 1 Click on the Pin to open the Pin closeup.
- 2 Click **Save** in the top right corner.

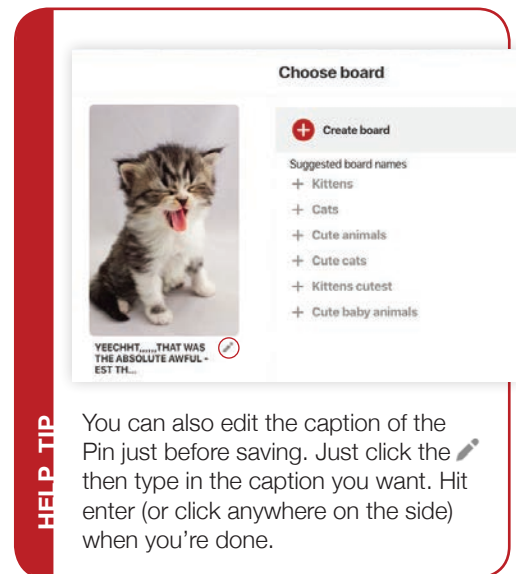


What is Reppinning?

Repinning is when you save other users Pins, or in other words, when you save a Pin that is already found on Pinterest.



- 3 Use the menu to select a board that you want to save your Pin to.
- 4 Click **Save**.

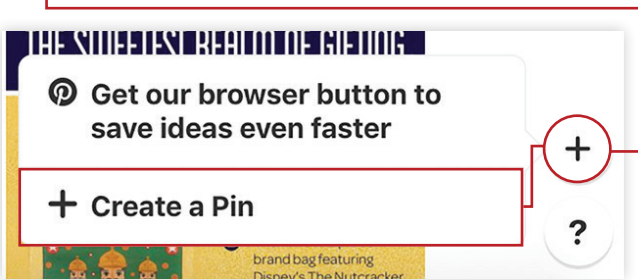


Nice! You have just learnt how to repin and idea from Pinterest, But your limits to saving ideas on the web don't stop there...

Create your own Pin

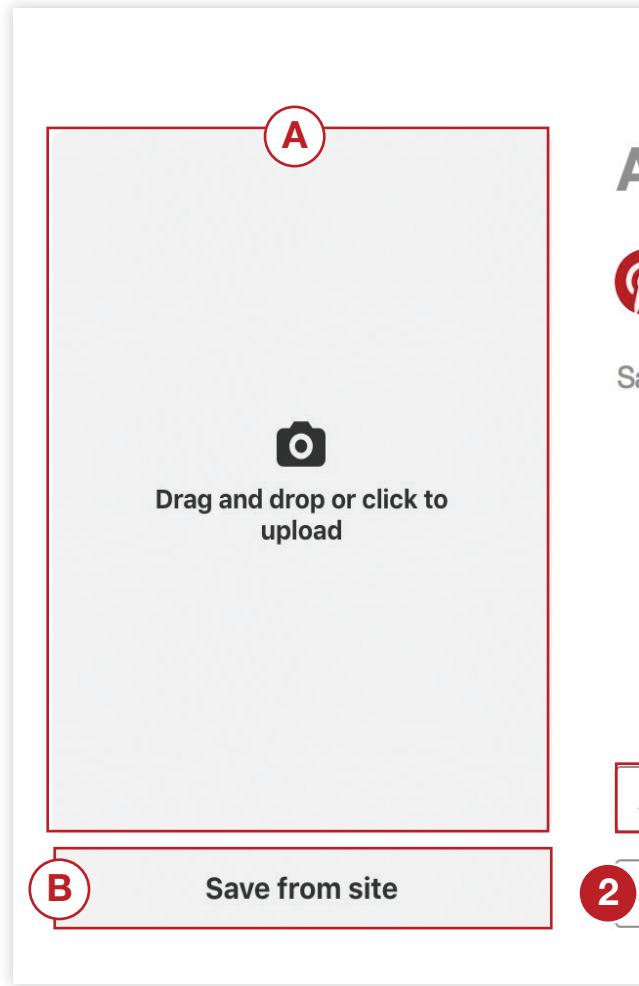
Another way to save Pins is to create a Pin. This is great for saving your own original ideas, or an idea from the web that you've never seen on Pinterest. Here's how:

- 1 Click the + and select **Create a Pin**.



A Creating an original Pin

1. Drag and drop or click to upload your image.
2. Add the URL to the website that you want the Pin to link to, if you want.
3. Click **Done**.



HELP TIP

You can always find the **+** symbol at the bottom right hand corner of the page.

The screenshot shows the 'Save' dialog box on Pinterest. At the top right is a red button with a pin icon and the text 'Save'. Below it, the text 'Add a title' is followed by a red circle with the number '3'. To the left, there is a profile section for a 'NEW USER' with '0 followers'. Below that, the text 'ay more about this Pin' is followed by a red circle with the number '4'. At the bottom, there is a text input field with the placeholder 'Add the URL this pin links to' and a red circle with the letter 'A' next to it. Below the URL field is a dropdown menu with the text 'Choose a board (required)' and a downward arrow icon.

B Creating a Pin from a Website

1. Click Save from site and enter the website URL.
2. Choose an image and click **Add to Pin**.
- 2 Click **“Choose a board”** then click **Select** next to choose one of the boards in the menu. If you want to save the Pin within a section of a board, after clicking on a board, choose one of its sections by clicking **Select** next to it.
- 3 Name your Pin by adding a title.
- 4 Add a description/caption to the Pin, if you want.
- 5 Click **Save**.

Hooray! You’ve just learnt the three easiest ways to save your ideas (or Pins) onto Pinterest.

04

Creating Boards and Sections

Now that you know how to save pins, the next step to conquering Pinterest is to learn how to make boards and sections, which makes it easier when it comes to saving Pins and organizing your ideas.

Creating Boards

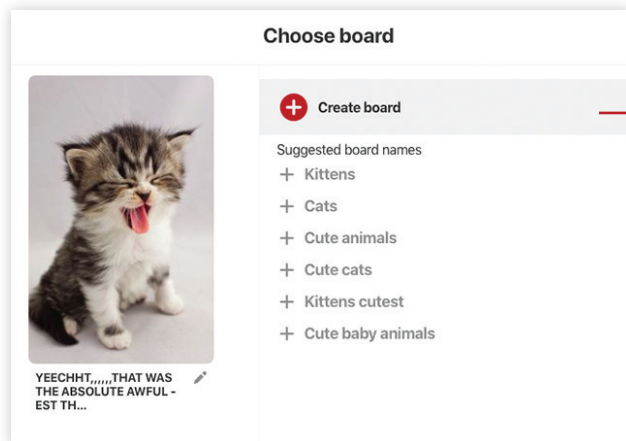
Creating boards is a crucial skill in Pinterest as they allow you to make general folders where you can save and organize your Pins. There are two ways to create boards:

HELP TIP

If you're not sure how to get to your profile, please go to page 22-23 for assistance.

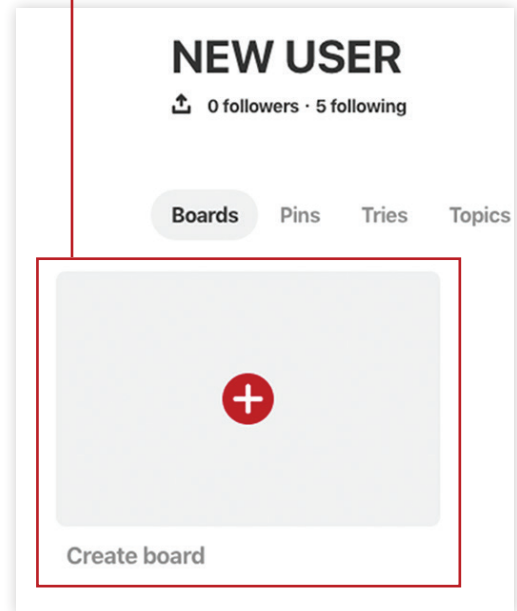
A Create boards as you save Pins:

- 1 Click **Save** in the top right corner of a Pin.
- 2 Click **Create board** or on one of the suggested board names.

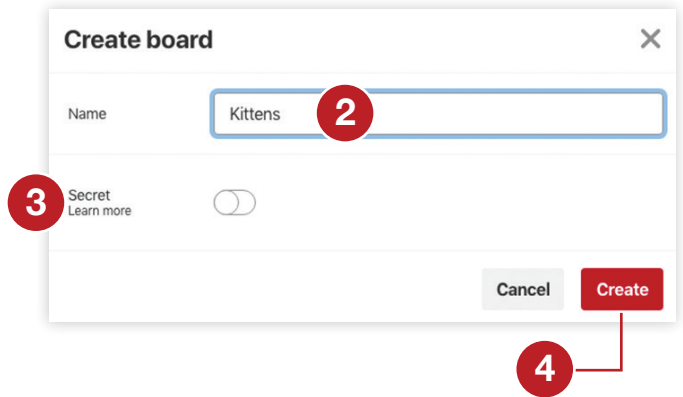


B Create boards from your profile:

- 1 Open your profile and click **Create board**.



- 2 Name of your board.
- 3 Toggle the switch if you want to keep this board a secret.
- 4 Click **Create**.

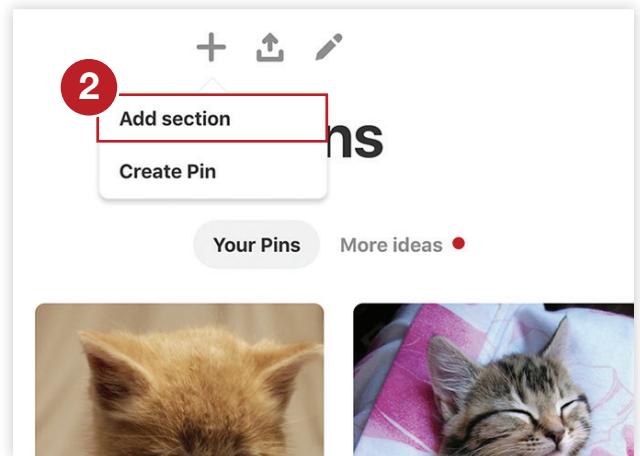


Great job! You have just learnt how to make boards! Now you can easily organize your ideas on Pinterest.

Creating Sections

Sections are sub categories that you can place into your boards. To make a section, follow the next steps.

- 1 From your profile, click into one of your boards.
- 2 Click the **+** then select **Add section** at the top of the board.
- 3 Enter a name for your section then click **Next**.
- 4 Select Pins for your section.
- 5 Click **Done**.



Magnificent!! You have just learnt how to create sections! Now you can easily sort and find your ideas on Pinterest.

05

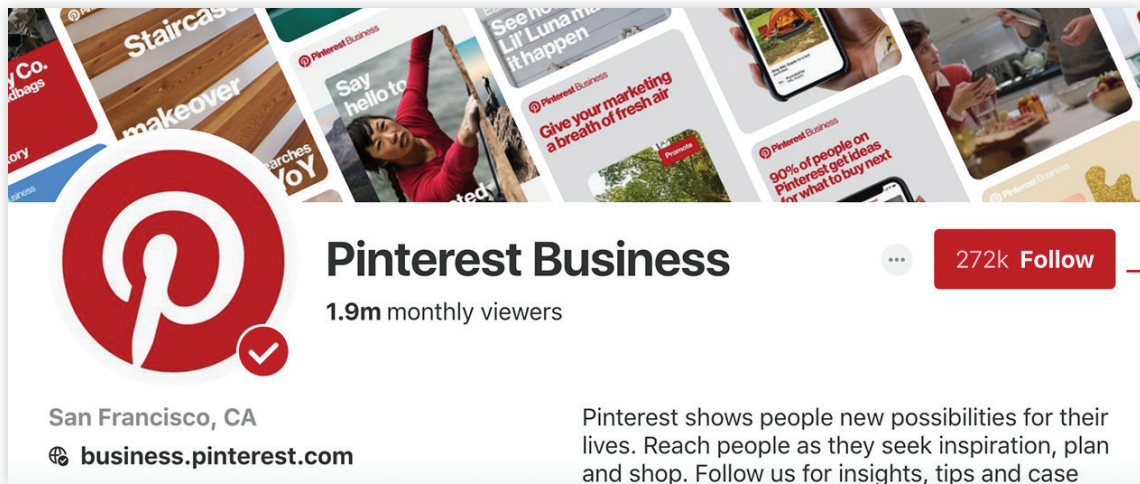
Following Along

Now that you know how to completely organize and save your interests on Pinterest, the final step consists of following and unfollowing almost and everything on Pinterest, so let's go!

Following Friends and Other Users

Pinterest not only lets you save ideas, but allows you to connect with other Pinterest users! Whether it's your friends or any other Pinterest user, following them enables you to see all of the ideas that they save onto Pinterest. You only need to follow these four easy steps in order to do so:

- 1 Enter a friend's name or Pinterest username in the search bar and press **Enter**.
- 2 Select **"People"** from the menu (filter) next to the search bar.
- 3 Click on your friend's profile picture to open their profile.
- 4 Click **Follow** at the top of their profile.



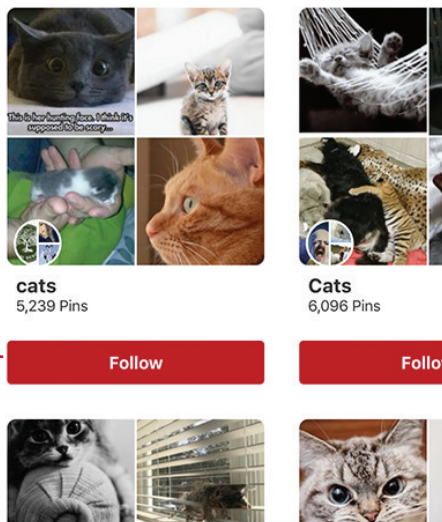
Excellent job! You have just learnt how to connect with other users and friends on Pinterest.

Following Boards

But let's say that you're only interested in specific boards of someone else's account. In that case, you can simply follow those separate boards rather than their entire account. There are two methods you can use to do so:

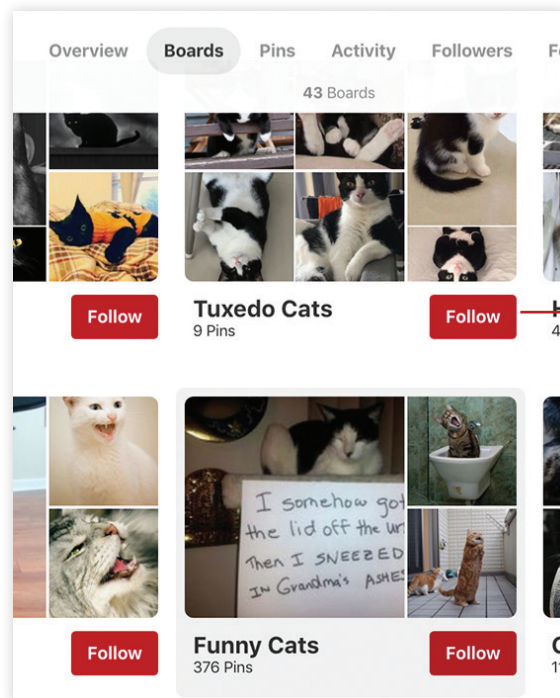
A Follow boards from search

- 1 From Pinterest, enter a topic in the search bar and press **Enter**.
- 2 Select **Boards** from the menu to the right of the search bar.
- 3 Click **Follow** below the board title or when opened, click. **Follow** in the top right corner.



B Following boards on user's profile

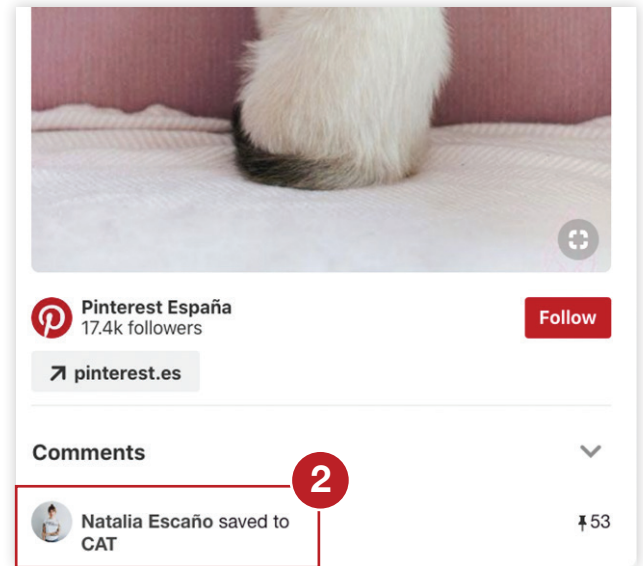
- 1 Visit another user's profile.
- 2 Click **Follow** below the board title that interests you.



C Follow boards from your home feed

- 1 From your Pinterest home feed, click into a Pin.
- 2 Click on the board title in “Username saved to Board title.”
- 3 Click **Follow** above the board owner’s profile picture.

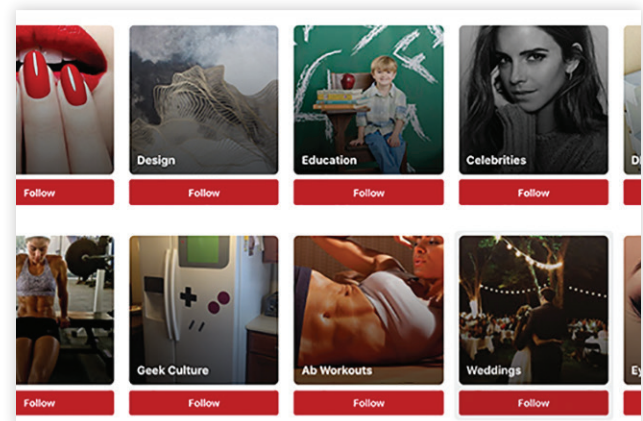
Congrats! You just learnt all the different ways to follow boards!



Following Topics

Lastly, you can also follow more topics, if ever your interests expand and you want to see new ideas on your home feed. Here's how to do it:

- 1 From your profile, click the “**Topics**” tab.
- 2 Scroll through suggested topics and click into the topic to see more Pins.
- 3 Click **Follow** on the topics you want to add to your home feed.



Amazing! Now you know how to follow anything on Pinterest.

YAY!

Now you know the basic skills of Pinterest!! Overall, these essential and basic skills should help you to organize and save all your favorite ideas from the web onto from Pinterest!



cookie monster cupcakes - Hilarious!

Repinned by [meredith meredoodle](#) onto [foood](#)



make way heel. if only i had \$240 laying around somewhere ;)

Pinned by [Lisa Gary](#) onto [lisa loves accessories](#)



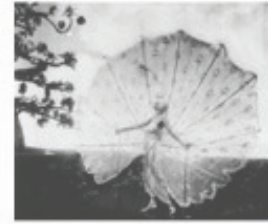
display

Repinned by [Janalin Hood](#) onto [Design](#)



hair

Repinned by [Carolyn Maso](#) onto [Hairstyles](#)



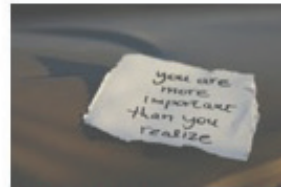
costume

Repinned by [Diane Reid](#) onto [peacock](#)



psychedelic

Repinned by [Diane Reid](#) onto [peacock](#)



you're more important than you realize.

Pinned by [Whitney Jones](#) onto [Quotes](#)



References

Navigation Bar

The navigation bar is found at the top of Pinterest and allows you to manage and discover new ideas between you and other users. Here are the uses of the navigation icons that will make it easier to understand.

A

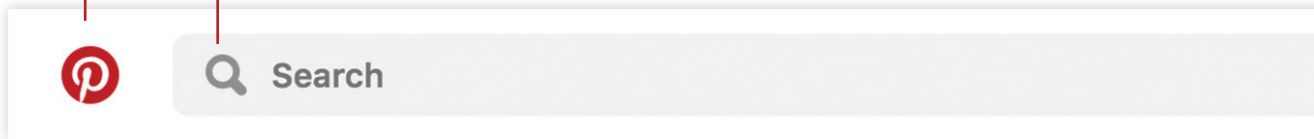
Pinterest Button

Brings you back to your home feed.

B

Search Bar

This is where you can easily search for Pins by genre or type. Hit enter to search.



C

Home tab

This tab brings you to your home feed where you'll find Pins, people, and brands we think you'll love, based on your recent activity. We'll also show you Pins from the people, topics, and boards you choose to follow.

D

Following Tab

Your following tab is a dedicated space for the latest Pins being saved by the people and brands you follow and love.

My Profile

E

Find all your saved Pins, along with your followers and everyone you're following, boards and topics, in your profile. Anyone can see your profile, but your secret boards will stay hidden.

Messages

F

View your messages sent from other users or even start new chats with friends.

Home**Following****NEW USER****G**

Notifications

You'll find updates about your Pins and boards, people you know on Pinterest, and stuff you might like. Click into each story to learn more about the Pins and people in it. You can turn these notifications off in your settings.

H

More button

This is where you can Log out, modify other advanced settings of your Pinterest account, and get assistance for any issues in your account.

Pin Navigation

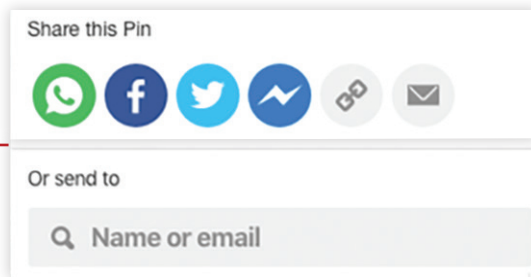
Here are some important icons when you hover over a Pin on your home feed or by search.

A Save button

Save button allows you to save or repin a Pin to your boards.

B Share button

You can share a Pin with a friend on Pinterest or by social media apps like WhatsApp, Facebook, Facebook Messenger, Twitter, email and website.



C Image of Pin

D Link

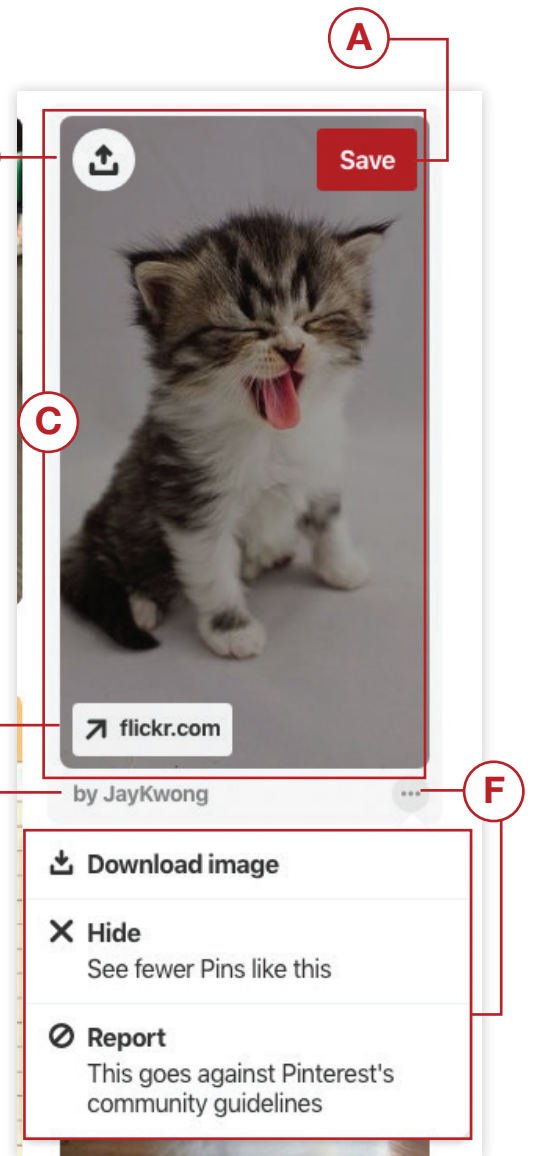
When you click on the link, it will bring you to the web page where the Pin was originally taken from (the Pin's source).

E Author of Pin

Displays the user who created the Pin.

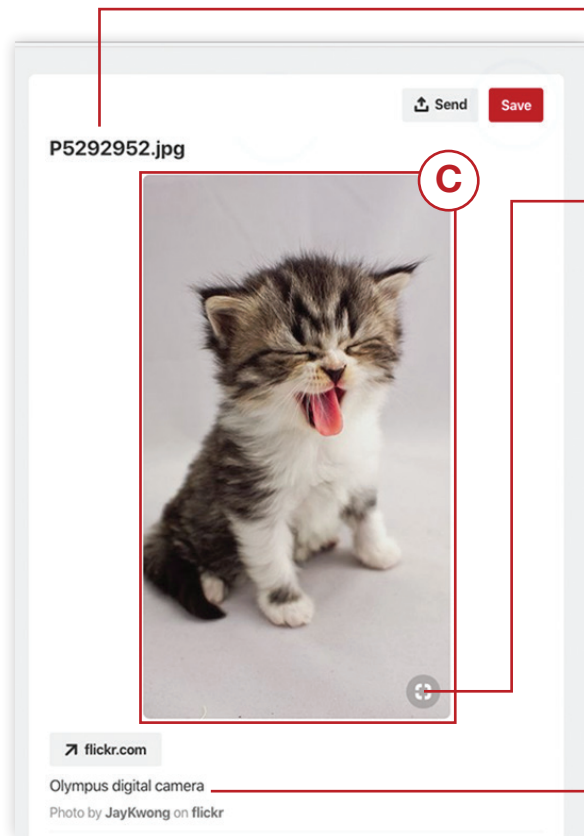
F More options

When you hit the more options on a Pin, you are given several options of downloading the image, hiding the Pin (and similar ones that look like it), and reporting the content.



Pin Closeup

Similar to the regular Pin navigation, when you click a Pin, the Pin closeup opens. Although the Pin closeup offers more than the regular Pin navigation, it does share some of the same features as the regular Pin navigation.



H Pin Title

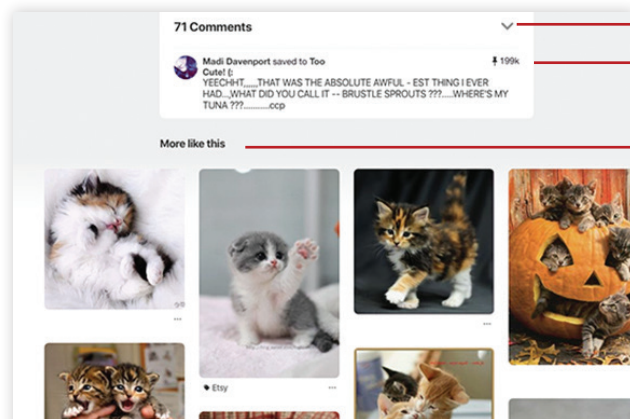
I Search for related images
When you click this button, it allows you to search for related images similar to the Pin displayed in the Pin closeup.

J Pin caption
Description of a Pin, and what it's about.

K Comments
You can view other user's comments, or write a comment on a Pin, if you feel like leaving something nice.

L Total number of repins
How many times people have saved this Pin to their boards.

M "More like this"
When you scroll down, you can find many more Pins similar to the one you are currently viewing.



Troubleshooting Guide


What do I do if I forget my password to sign into Pinterest?

If you forgot your password, we can send you a link to create a new password. Just click **Forget Password** at the log-in page or go to www.pinterest.com/password/reset to request a password reset.

How do I log out?

Click  then Click **Log out**.



Is it possible to edit or delete a Pin?

From your board, click on a Pin to open the Pin closeup. Click . Edit the Pin description or click Delete. Click Save to save your changes or click Delete Pin to confirm the deletion.

How can I comment on a Pin?

If you've got something great to say about a Pin, leave a comment by opening the Pin closeup. Click Comments under "Photos and Comments," then add your comment to the "Add comment." When you're done, hit Enter to save. Comments can be up to 500 characters.


How can I edit my boards?

From your profile, find the board and click  next to the board title, or open the board and click  at the top of the page. Now you can change the board's title, description, category, or cover image. Click Save, whenever you're done.


How do I unfollow a topic, board and/or user?

Following the same steps at page 18-20, only this time simply click the follow button (which is labelled as unfollow) on a topic, board or user, to unfollow.


Is there any way to sort my boards?

Start by opening your profile, then clicking Boards. To open the board sorting menu, click . You can sort them automatically, alphabetically, by recent saves, or by newest boards. To manually sort boards, Select Drag and drop, then drag and drop a board between two other boards.

What if I want to delete or archive a board?

From your profile, find the board you want to archive or delete and click . To archive, Click Archive, then Click Archive again to confirm. Same for deleting a board, Click Delete, then Click Delete board to confirm.

How do I move Pins to another board?

If you are moving a single Pin to another board, From your profile, click into a board, then Click on a Pin to open the Pin closeup. Click onto the  to Select the Board you want to move the Pin to, then hit Save. To move Pins in bulk, click into a board to see your Pins, then Click Organize. Select up to 50 Pins to move, copy or delete.

Credits

Fonts: Helvetica Neue in Bold, Light, & Regular

Photographs: Screenshots were taken by me, and image background on page 19 is from totalfratmove (<http://cdn.totalfratmove.com/wp-content/uploads/2012/03/bb6ec8dcea15643283afe386156af82e704233411.jpeg>)

Special thanks to Pinterest for logos: <https://business.pinterest.com/en/pinterest-brand-guidelines>

All rights and information go to Pinterest.

Text sources:

<https://help.pinterest.com/en/guide/all-about-pinterest>

<https://about.pinterest.com/en/browser-button>

<https://business.pinterest.com/en/business-terms-of-service>

<https://help.pinterest.com/en/guide/all-about-pinterest>

Apps used to make this manual: Pinterest (on the web), Adobe Indesign and Adobe Photoshop.

Glossary

Topics: Topics are feeds of Pins about a particular category.

Pins: Pins are ideas that people on Pinterest find and save from around the web. Each Pin links back to the website it was saved from. As you discover Pins you love, click the red Save button to save them to your boards.

Boards: Folders that hold and organize your collection of ideas.

Sections: Use board sections (or sub-folders) to organize your Pins within a board.

Home feed: This is where you'll find Pins, people, and brands we think you'll love, based on your recent activity. We'll also show you Pins from the people, topics, and boards that you follow.

Profile: Find all the Pins you save, boards you create, your followers and the people boards and topics you're following, in your profile. Anyone can see your profile, but your secret boards will stay hidden.

Pin Closeup: When you click on a Pin and it makes zooms in to show you more options and ideas

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