

craigslist Search Skills

CRAIGSLIST FACTS

- Started as a hobby by Craig Newmark in 1995
- More than 30 billion page views per month
- Seventh worldwide in terms of English-language page views
- Used by 70 million people each month

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craigslist: the basics

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What is *craigslist*?

Local classified advertisements and forums for more than 700 cities in over 70 countries worldwide—community moderated and largely free *

What can I find there?

Jobs, housing, goods, services, shared rides, romance, classes, local activities, advice—just about anything

How much does it cost?

All *craigslist* postings are free, except for job postings in 18 metro areas, brokered apartments in New York City and therapeutic services. Those seeking jobs will **not** be charged.

Where do I find it?

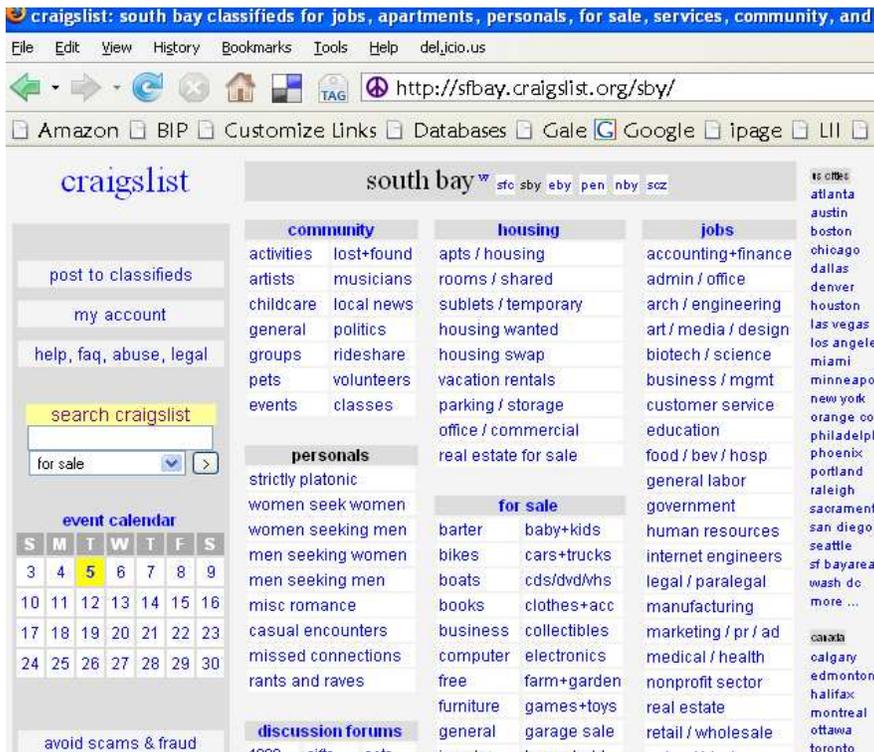
If you are shopping or connecting locally, it is best to go to <http://sfbay.craigslist.org/sby/>. Type in the exact URL or better yet, use Google: just type *craigslist south bay*. This site covers the San Francisco Bay Area, emphasizing South Bay locations, like Santa Clara.

Why do I need an email address?

A lot of posts in *craigslist* communicate by email messages. Your email address may be masked with a *craigslist* anonymous address, but responses are forwarded to your email account. If you'd rather not receive replies by email, select "do not show any email address" and provide other contact information in the posting description.

*Responsibility for the content of *craigslist* rests with those who post on *craigslist* and the *craigslist* staff.





Shopping on *craigslist*

With more than 30 billion page views per month, this is the place for getting noticed. Sellers are wise to post on *craigslist* with so many shoppers taking a look. The section in the middle on the left points to items **for sale**. Search for items of interest by categories, such as barter, bikes, boats, books, business, and so on.

Just select your category of interest and start reading posts which are conveniently arranged newest to oldest.

Job Hunting on *craigslist*

More than one million jobs are posted on *craigslist* monthly. They don't become stale, since listings expire after thirty days in the San Francisco Bay area and many other cities. Search this section like you did for the **for sale** items.

Copy (Ctrl + c) and Paste (Ctrl + v)

Using these convenient key stroke combinations is a critical skill for communicating with advertisers on *craigslist*. Those posting to *craigslist* are assigned a PostID. This sometimes is the only way to communicate with the person offering the job, service, item for sale or for free. To contact the advertiser, just highlight the email address, press both keys, Ctrl and c (Copy) and move to your own email address, position the I beam in the To: address line and press both keys Ctrl and v (Paste). The address should copy in identically. Go on to send your message to the advertiser.

Please note: At Santa Clara City Library, one is not able to Reply to the posting by selecting the link. Use the above technique to contact the seller.

"We find no real satisfaction or happiness in life without obstacles to conquer and goals to achieve."

-Maxwell Maltz

Posting on *craigslist*

The simplest way to post on *craigslist* is the following:

- Select **post to classifieds** from the *craigslist* home page
- Choose the type of posting, such as **job offered, for sale, item wanted, event**
- Choose a final specification such as, *type of job*
- Choose a neighborhood
- Enter the posting information, including a catchy title
- Agree to the Terms of Use
- After reviewing your post and editing it as necessary, publish your post
- *craigslist* will send you an email confirmation from which you can choose to post.

Create a *craigslist* account if you don't want to wait for the confirmation message. With an account your classified will be posted instantly.

Creating a *craigslist* account

Start by going here to set up a free account: <https://accounts.craigslist.org/login/signup>

- You will be sent an email that contains a link.
- Clicking on this link will take you to a page to enter a password.
- Craigslist leads you through the process step by step. Once you have completed all of the required fields, click "continue" at the bottom. You are taken to a review screen of what your post will look like. If you need to make changes, click "Edit." When everything looks the way you want it, click "continue." Your post will appear on the site in approximately fifteen minutes. Still having trouble? Try the Help Desk discussion forum.

Best-of-*craigslist*

Selected by users of *craigslist*, these are sometimes useful, humorous, clever, or witty entries; however, postings may be explicitly sexual, scatological, offensive, graphic, tasteless, and/or not funny.*

Try: *Tips for Applying to a Job on Craigslist* Oct. 4, 2005

Try: 2 October 2010 Free 17' Canoe ****NOT seaworthy****

Find these by using the Search box or just search it using Google

Other Languages

craigslist is available in Danish, Dutch, English, Filipino, French, German, Italian, Norwegian, Portuguese Spanish, Swedish and Turkish.

Personal Safety Tips: Avoiding Scams & Frauds

“The overwhelming majority of *craigslist* users are trustworthy and well-intentioned. But with the billions of human interactions facilitated through *craigslist*, the incidence of violent crime has been extremely low. Nevertheless, it is very important to take the same precautions online as you would off-line. When meeting someone for the first time, please remember to:

- Insist on a public meeting place like a café
- Tell a friend or family member where you are going
- Do not meet in a secluded place, or invite strangers into your home
- Be especially careful when buying/selling high value items
- Take your cell phone along if you have one
- Consider having a friend accompany you
- Trust your instincts.

Taking these simple precautions helps make *craigslist* safer for everyone.

For more information about personal safety online, check out these resources:

Getsafeonline.org

Wiredsafety.org

craigslist tips

craigslist itself provides simple, clear information about buying, selling, and contacting others through *craigslist*. Visit **[about us](#)** and **[help](#)** found in the lower left corner of the first web page.

www.getrichslowly.org

Useful tips from this site include the suggestion that you may want to create an email address just for your *craigslist* activities, since your email address will be revealed after multiple contacts.

Santa Clara City Library

Central Park Library

2635 Homestead Road

Santa Clara, CA 95051

Phone: 408-615-2900

E-mail: librarians@santaclaraca.gov

Thank you for coming to “Learn to use
craigslist” Check back with us for future classes!

Tell us what you’d like to learn about!

