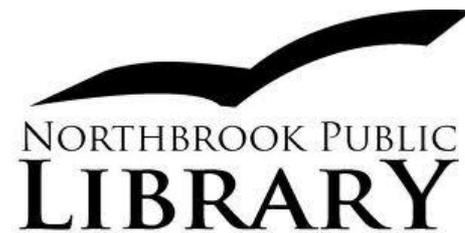


Introduction to Craigslist



Prerequisites

- ▶ Basic computer skills (typing on a keyboard, using a mouse)
- ▶ Basic Internet skills (using a search engine, browsing)
- ▶ Personal email address (required for Craigslist account)

What is Craigslist?

- ▶ Website of classified ads
- ▶ Community-specific
- ▶ Merchandise, jobs, services and more
- ▶ Over 20 billion page views/month; top 10 English-language sites

We will learn how to:

- ▶ Browse ads
- ▶ Respond to an ad
- ▶ Post an ad
- ▶ Avoid scams and pitfalls

Access the web page

chicago.craigslist.org

Regions

craigslist

post to classifieds
my account

search craigslist

for sale

event calendar

S	M	T	W	T	F	S
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

help, faq, abuse, legal
avoid scams & fraud
personal safety tips
terms of use
system status

about craigslist
craigslist is hiring in sf
craigslist open source
craigslist blog
best-of-craigslist
craigslist TV
"craigslist joe"
craig connects

chicago ^w dch nch wcl sox nwi nwc

community

activities lost+found
artists musicians
childcare local news
general politics
groups rideshare
pets volunteers
events classes

personals

strictly platonic
women seek women
women seeking men
men seeking women
men seeking men
misc romance
casual encounters
missed connections
rants and raves

discussion forums

adopt haiku philos
apple health photo
arts help p.o.c.
atheist history politics
autos housing psych
beauty jobs queer
bikes jokes recover
celebs kink religion
comp legal romance
crafts linux science
diet m4m spirit
divoroe manners sports
dying marriage tax
eco media travel
educ money tv
feedback motocy vegan
film music w4w
fitness nonprofit wed
fixit open wine
food outdoor women
frugal over 50 words
gaming parent writing
garden pets yoga

housing

apts / housing
rooms / shared
sublets / temporary
housing wanted
housing swap
vacation rentals
parking / storage
office / commercial
real estate for sale

for sale

antiques appliances
baby+kid arts+crafts
barter atv/utv/sno
bikes auto parts
boats beauty+hth
books cars+trucks
business cds/dvd/vhs
computer cell phones
free clothes+acc
furniture collectibles
general electronics
household farm+garden
jewelry garage sale
materials heavy equip
rvs+camp motorcycles
sporting music instr
tickets photo+video
tools toys+games
wanted video gaming

services

beauty automotive
creative farm+garden
computer household
cycle labor/move
event skill'd trade
financial real estate
legal sm biz ads
lessons therapeutic
marine travel/vac
pet write/ed/tr8

jobs

accounting+finance
admin / office
arch / engineering
art / media / design
biotech / science
business / mgmt
customer service
education
food / bev / hosp
general labor
government
human resources
internet engineers
legal / paralegal
manufacturing
marketing / pr / ad
medical / health
nonprofit sector
real estate
retail / wholesale
sales / biz dev
salon / spa / fitness
security
skilled trade / craft
software / qa / dba
systems / network
technical support
transport
tv / film / video
web / info design
writing / editing
[ETC]
[part-time]

gigs

crew computer
event creative
labor domestic
talent writing

resumes

nearby cl

battle creek
bloomington
chambana
chicago
decatur
dubuque
fort wayne
grand rapids
holland
indianapolis
jackson
janesville
kalamazoo
kenosha-racine
kokomo
lansing
la salle co
madison
mattoon
milwaukee
muncie
muskegon
peoria
quad cities
rookford
sheboygan
south bend
southwest mi
terre haute
tippecanoe

us cities

us states

canada

cl worldwide

Search

Box

Categories

Tips for buying on Craigslist

- ▶ Research prices.
- ▶ Wait for what you want, and then act fast.
- ▶ Be ready to buy (in cash) and transport the item when you meet the seller.
- ▶ If the listing is old or the item is not as pictured, negotiate the price.
- ▶ If you change your mind, walk away.

Browsing ads

- ▶ Select a category.
- ▶ Enter a search term.
- ▶ Select a region.
- ▶ Click **search** to view results.

Components of an ad

[CL](#) > [chicago](#) > [north chicagoland](#) > [all for sale / wanted](#) > [furniture - by owner](#)

reply

[prohibited](#) 

Posted: [8 days ago](#)

Seller's email address:
Craigslist uses 2-way email relay to help stop spams and scams.

Violates "Terms of Use"

Date and time ad was posted. Most free ads expire in 45 days, except for Resumes and Gigs, which expire in 30 days.

Responding to an ad

- ▶ You do not need an account to respond to an ad.
- ▶ Email the seller unless s/he requests another method or communication (phone, text).
- ▶ Ask any questions you have. Be as specific as possible.

Emailing a seller

- ▶ Click the **Reply** button.
- ▶ In the **copy and paste to your email field**, right click the email address.
- ▶ Select **Copy**.
- ▶ Open your email account.
- ▶ Start a new email.
- ▶ In the **To** field, right click to paste the seller's email address.
- ▶ Write and send your email.

Posting an ad

- ▶ Research your item's category.
- ▶ Set up a free Craigslist account.
- ▶ Compose your ad.
- ▶ Upload pictures.
- ▶ Post your ad.

Research your item's category

- ▶ Browse ads for a week or so to familiarize yourself with your category.
- ▶ Read ads for similar items to assess the competition and set a fair price.

Set up an account

- ▶ On homepage, click **My Account**.
- ▶ Click **Sign up for an account**.
- ▶ Type your email address.
- ▶ You'll receive an email to log in to Craigslist and create a password.

Compose your ad

- ▶ Log in to your account.
- ▶ Select the appropriate city. Click **Go**.
- ▶ Choose the post type and location.
- ▶ Add a **descriptive**, concise title.
- ▶ Check your spelling and grammar.

Compose your ad (cont'd)

Specific, honest information sells!

- ▶ Brand
- ▶ Condition: new, lightly used, brand new in box, used
- ▶ Color
- ▶ Size
- ▶ Any bells and whistles
- ▶ Whether it works! (People *may* buy broken things!)

Add pictures

- ▶ Pictures sell items!
- ▶ Make sure photos are clear and in focus.
- ▶ Use good lighting; natural light is best.
- ▶ Photograph item from different angles if that will help.
- ▶ Show close-ups of any special feature or damage.

Upload pictures

- ▶ Click **Browse**.
- ▶ Find the photo files on your computer.
- ▶ Add the first photo (one you want to feature).
- ▶ Add additional photos.
- ▶ Click **done with images**.

Publish your ad

- ▶ View your final draft.
- ▶ Edit text or images as necessary.
- ▶ Read and accept the Terms of Use.
- ▶ Click **publish**.
- ▶ Craigslist *may* ask for your phone number to assign a verification number.
- ▶ You'll receive an email verifying that your ad has been published.
- ▶ You can edit or delete your ad via your account.

Dealing with buyers

- ▶ Not everyone who contacts you will follow through.
- ▶ Don't let buyers talk you into alternative forms of payment, e.g., trade vs. cash.
- ▶ Remember to take down your ad once you've sold your item!

Avoiding scams and pitfalls

craigslist

[post to classifieds](#)
[my account](#)

search craigslist

event calendar

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[help](#), [faq](#), [abuse](#), [legal](#)
[avoid scams & fraud](#)
[personal safety tips](#)
[terms of use](#)
[system status](#)

- ▶ Read these important guidelines!
- ▶ Trust your instincts!

Questions?

Thanks for coming!

