

Craigslist

What is needed for this class? Basic mouse and Internet skills and an email account.

- In this class we'll learn how to buy and sell on Craigslist. We'll also discuss Freecycle and Etsy.

Searching and Buying on Craigslist

- We'll start by learning how to search Craigslist.
- To search the entire website, look for the search box on the right side of the page. Type in what you're looking for (for example, if I'm looking for a bookcase from Ikea, I might type in "bookcase" or "expedit.") Try a few terms; people may list their items in different ways. When you've finished typing, click >.
- The page of results will have several filters. If you are only interested in searching for items from the northwest suburbs, simply click that tab on the top of the page and you'll only see those results. Under the tabs, you'll see several ways to narrow down your results. In **search for:** you can change search terms as well as which part of Craigslist you'd like to search. Add in a price minimum or maximum in the boxes below the search box. On the right side, click on the check box next to **only search titles** if you'd like to limit your results to postings that have your search term in the title of the listing. Clicking the check box next to **has image** will only return postings that have pictures. Click **Search** to see your results.
- The description of each posting that fits your criteria will be listed. First you'll see the date the listing was posted, then a description of the item and its cost. The location of the poster is listed in parenthesis. The word **pic** will appear in orange if the post has a picture. Finally, you'll see which category the post was listed in. Click on the description of the item to see more information.
- Once you've found a listing you're interested in, you'll want to contact the person who is selling the item. To do this, copy and paste the address (which will look a little like this: sale-h8bqp-1222805400@craigslist.org) into the compose portion of your email. Write a short email asking if the item is still available. If the person responds to you, you can negotiate the price and pickup, as well as ask any questions.
- To get to the Craigslist main page, click on the **craigslist** icon in the top left corner.
- You can also easily search by category. Just click any of the categories that are listed in the center of the page under **for sale**. Use the filters we learned about earlier to limit the search to fit your criteria.

Selling on Craigslist

- Start by clicking **post to classifieds**, located under the Craigslist logo at the top left-hand corner of the main page. Now click **for sale**. Pick a category that you would like to post under. Then choose the area that is the nearest to you.

- Now you're ready to write your posting. Start by creating a **Posting Title**. The more descriptive you can be, the more likely it is that someone will view it. Now pick a **Price**. It's better to start with a higher price and reduce or negotiate if needed. The **Specific Location** will be Barrington, or the town you live in. There are two **Reply To:** boxes. Type and confirm your email address. People interested in your sale will contact you at this address. It will be disguised and will expire in seven days to avoid spammers.
- Now that you've filled out the basic information, take a few minutes to add a **Posting Description**. The more information that you provide the better.
- Postings that include pictures are much more likely to sell. Add yours by clicking on **Add/Edit Images**. Taking a picture of your item is best, but you can also attach an image from the Internet.
- Review your posting information and click **Continue**. The next page shows you what your posting will look like. Review again and click **Continue**. Now **Accept the terms of use**. Type in the captcha and click **Continue**.
- An email will be sent to you. Your posting will not be published until you take action on the message.
- To finalize the posting, click the first link in the email you receive. Click **publish** in the brown box at the top of your page, and you're done. Keep the email - if you'd like to edit or delete your posting later you'll need it.

Using Freecycle

- Freecycle is a national nonprofit with more than four thousand groups that are operated regionally. Its mission is to promote conservation by keeping useful items out of the trash.
- Freecycle works through Yahoo Groups. To post, view, and respond to messages you must be accepted by a group moderator.
- To start, go to www.freecycle.org. Type "barrington" into the search box. Select **Barrington (Illinois, United States)**. You'll see that Barrington has 2,015 active users. To continue on to the local page, click **Visit the Barrington Yahoo! Group Page**. Click the blue button in the top right hand corner that says **Join This Group**. Use your Yahoo account to sign in. If you do not have a Yahoo account, click **Sign Up** to create one.
- The next page asks you to tell the moderator a bit about yourself. Type in a short message and choose **Daily Digest**, which will collect the messages into batches of twenty-five to email to you. Type in the captcha at the bottom of the page, and click **Join**. The moderators will review your request and send you an email when you're approved.
- To post, simply click **Create New Topic** located at the bottom of each email you receive. Fill in the information completely.
- Make sure to read the etiquette file that is attached to your first email. Freecycle moderators enforce a very strict "three strikes and you're out" policy.
- To respond to a posting, just click the contact email listed. This will open the compose portion of your email and you can type a message. If the person responds, determine a time and location and go get your free stuff.

Safety on Craigslist and Freecycle

- When meeting someone to sell, buy, or give away an item, please be sure to do so in a public area. If the item is large and the meeting must take place in your home, be sure to have someone with you.
- Let someone know where you're going and when you'll be back.
- Deal locally, and with cash only.
- Examine the merchandise before you pay.

Using Etsy

- Etsy is a worldwide community of artists and crafters. Items found on Etsy tend to be inexpensive and unique.
- To start, type in www.etsy.com.
- There are lots of ways to find an item. You can use the **Search** box at the top of the page to find a particular thing. If you would like to browse, try clicking on one of the **Categories** on the right side. Under the **Categories**, you may search by color, time the item was posted, local picks, editor's picks, and more. The main page also features several sellers, as well as some of the most recent offerings.
- Clicking on an item will bring you to a seller's "shop". There will be additional pictures of the item, a short description by the poster, and shipping costs and information. The right side of the page will list information about the seller. This includes the seller ranking, location, and other items for sale. If you'd like to purchase the item, click the green **Add To Cart** button.
- At this point, you'll be able to either **Checkout** or **Keep Shopping**.
- When you are ready to purchase your items, click the cart icon in the upper left-hand corner of the page.
- Purchases with Etsy typically take place with a PayPal account, although you can use a credit card as well. Note that if you order from several different shops, you'll pay for those purchases separately instead of all together.
- Want to be a seller on Etsy? Click on **Sell** for handy information about setting up a shop, listing guidelines, and fees (20 cents per item listed, plus 3.5% of the purchase price when the item is sold).

Questions about Craigslist, Freecycle, or Etsy?

- We're always happy to help! Just contact us at (847) 382-1300 or adultref@barringtonarealibrary.org.