

CWS

community workshop series

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INTRODUCTION TO CRAIGSLIST

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View our full schedule, handouts, and additional tutorials on our website:

www.lib.unc.edu/cws

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WHAT YOU WILL LEARN

Prerequisites:

It is assumed for this class that the user is comfortable with basic computer operations. In addition, previous Internet experience is required.

- This workshop is intended for new Craigslist users.
- We will be using PC desktop computers running Microsoft Windows Operating System in addition to Internet Explorer.
- Please let the instructor know if you have any questions or concerns prior to starting class.

After this class you will be able to:

Understand the pros and cons of using Craigslist.	Communicate with sellers.	Purchase items.
Post items to sell.	Respond to inquiries.	Submit feedback.

INTRODUCTION

What Is Craigslist?

Craigslist is a centralized network of online communities, featuring free online classified advertisements – with jobs, internships, housing, personals, for sale/barter/wanted, services, community, gigs, résumés, and pets categories – and forums on various topics.

Craigslist began in 1995 as an email list for events happening in San Francisco. It has since expanded to more than 570 Craigslist sites in 50 countries and receives more than 20 billion page views per month, with more than 50 million users in the US alone. **Craigslist** is available in English, French, German, Italian, Portuguese, and Spanish.

Pros, Cons, and Terms of Use

The Pros:

- You can view classified ads as they are created, in real time, without waiting for a newspaper to be printed.
- You can search for goods and services by community.
- You do not need a Craigslist account to purchase goods or services.
- Craigslist does not post annoying pop-up ads.
- Craigslist does not share your information with third parties.
- Offers email anonymization – you are not required to post your email in order for people to contact you.

The Cons:

- You are responsible for your postings and interactions with members of the Craigslist community – Craigslist has no responsibility.
- Craigslist is not involved in any transactions. If you have problems, the only recourse is through the Federal Trade Commission.
- Craigslist can be anonymous and you probably won't know exactly who you are dealing with.

Terms of Use

- The terms of use for Craigslist include acknowledging that by using the service, you agree to the terms of use.
- Craigslist can change their terms of use at any time without telling you.

GETTING STARTED

Navigating to Craigslist

The first step to using Craigslist is to connect to the Internet.

1. Connect to the Internet by double-clicking the Internet Explorer (or other browser) desktop icon.
2. Go to the Craigslist site by typing <http://www.Craigslist.org/> into the address bar at the top of the screen.
3. You should see a screen that looks like this:

The screenshot shows the Craigslist website interface for the Raleigh/Durham/Charlotte area. The page is organized into several sections:

- Header:** "craigslist" logo, navigation links (post to classifieds, my account, help, faq, abuse, legal), search bar, and event calendar.
- Location:** "raleigh / durham / CH" with a "nearby ci" dropdown menu listing nearby cities like blacksburg, boone, charlotte, etc.
- Community:** A grid of links for activities, artists, childcare, general, groups, pets, events, lost+found, musicians, local news, politics, rideshare, volunteers, and classes.
- Housing:** A list of links for various housing options: apts / housing, rooms / shared, sublets / temporary, housing wanted, housing swap, vacation rentals, parking / storage, office / commercial, and real estate for sale.
- Jobs:** A list of links for various job categories: 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, and [part-time].
- For Sale:** A grid of links for various items for sale: appliances, antiques, barter, bikes, boats, books, business, computer, free, furniture, general, jewelry, materials, rvs, sporting, tickets, tools, wanted, arts+crafts, auto parts, baby+kids, beauty+hlt, cars+trucks, cds/dvd/vhs, cell phones, clothes+acc, collectibles, electronics, farm+garden, garage sale, household, motorcycles, music instr, photo+video, toys+games, and video gaming.
- Services:** A grid of links for various services: beauty, creative, automotive, and farm+garden.
- Personals:** A list of links for various personal categories: strictly platonic, women seek women, women seeking men, men seeking women, men seeking men, misc romance, casual encounters, missed connections, and rants and raves.
- Discussion Forums:** A grid of links for various discussion forums: 1099, apple, arts, atheist, autos, beauty, bikes, celebs, comp, crafts, diet, divorce, dying, and gifts, haiku, health, help, history, jobs, jokes, kink, l.t.r., legal, linux, loc pol, m4m, pets, philos, politic, psych, queer, recover, religion, rofo, science, shop, spirit, sports, tv, and tax.

Searching on Craigslist

Craigslist is organized just like classified ads in a standard newspaper, with additional features specific to websites such as links, pictures, and search boxes. You can browse through the sections individually or you can search the entire site for specific things.

1. To search for a specific item, use the search box on the left side of the page to enter the information you are seeking.



The site will then display all the ads meeting your criteria.

2. Scroll through the listings until a title appeals to you then left-click on the blue hyperlink. This takes you to the actual ad, which features a description, basic information, location, any pictures, and sometimes a phone number, besides the **Reply to:** (email address).

[raleigh craigslist](#) > [housing](#) > [apts/housing for rent](#) [email this posting to a friend](#)

Stating a discriminatory preference in a housing post is illegal - please flag discriminatory posts as prohibited

Avoid scams and fraud by dealing locally! Beware any arrangement involving Western Union, Moneygram, wire transfer, or a landlord/owner who is out of the country or cannot meet you in person. [More info](#)

S737 / 2br - Beautiful Two Bedrooms (North Hills/Six Forks/Millbrook Rd)

Date: 2011-07-27, 11:46AM EDT
Reply to: ardenwoods@pegasusresidential.com [Errors when replying to ads?]

Huge floor plans with over 1000 square feet. Large walk-in closets and beautiful new appliances. Upper balconies and lower level patios. Come tour our community today!!!!!! Arden Woods (919) 847-3162
www.pegasusresidential.com

214 Loft Lane ([google map](#)) ([yahoo map](#))

- cats are OK - purr
- dogs are OK - woof
- Location: North Hills / Six Forks / Millbrook Rd
- it's NOT ok to contact this poster with services or other commercial interests

If you prefer to browse through the categories, simply left-click on the link you are interested in. It is also possible to conduct a search within the individual categories.

If you select a category from the main page (for example, apts/housing for rent), you can input more information using the provided search boxes from that category's results page:

raleigh craigslist > [housing](#) > [apts/housing for rent](#) [\[help \]](#) [\[post \]](#)

apts/housing for rent

search for: in: apts/housing for rent title only entire post

rent: min max 0+ BR cats dogs has image

- Key words (e.g. Toyota Corolla, Schwinn bike, Singer sewing machine, etc.) entered into the search for text box
- Minimum and maximum prices
- Make/model (if searching for a vehicle, bike, sewing machine, etc.)
- Select the check box next to **title only** if you wish to look for listings with specific information in the title or **entire post** to search the entire ad
- Select the check box next to **has image** if you wish to only see listings with images available

After you have entered your search criteria and hit **Search** you will receive a page of results (ads that meet your search criteria). Scroll through the listings and left-click on the blue hyperlink to view the entire listing.

raleigh craigslist > [housing](#) > [apts/housing for rent](#) [\[help \]](#) [\[post \]](#)

apts/housing for rent

search for: in: apts/housing for rent title only entire post

rent: min max 0+ BR cats dogs has image

[Wed, 27 Jul 11:56:12] [[free credit reports](#)] [["foreclosure rescue" fraud alert](#)] [[housing forum](#)] [[stating a discriminatory preference in a housing post is illegal](#)] [[dial 2-1-1 for social services](#)] [[AVOIDING SCAMS & FRAUD](#)] [[PERSONAL SAFETY TIPS](#)] [[craigslist \(tv\)](#)] [[unofficial flagging faq](#)] [[craigslist blog](#)] [[success story?](#)]

Wed Jul 27

[\\$621 / 1br - one bedroom 845 sq ft located in a private location - \(Southpoint\)](#) [img](#)

[\\$980 / 3br - I'm selling homes w/seller financing.. im the bank! - \(raleigh //*///\)](#) [img](#)

[\\$737 / 2br - Beautiful Two Bedrooms - \(North Hills / Six Forks / Millbrook Rd\)](#) [pic](#)

[\\$2100 3-FLOORS 5-BEDROOM 3 1/2-BATH 2600SqFt HUGE LUXURY TOWNHOUSE \(NC STATE - \(Camden Crossing\) \(Tryon Rd\)](#) [pic](#)

[\\$675 / 1br - Trinity Ridge Apts "All utilities included." - \(Raleigh/Cary area\)](#)

[\\$799 / 2br - There is Nothing Like the Comforts of Home - \(Spring Ridge Apartments\)](#) [img](#)

Craigslist allows you to email the listing to yourself or someone else, report the listing, or **flag** it. **Flagging** allows Craigslist users to mark inappropriate postings for speedy removal if the listing is in the wrong category, if the content is prohibited, or if the ad is spam. Use flagging carefully!

BUYING AND SELLING

Contacting the seller

When you have found an item you wish to purchase, the next step is to contact the seller. Typically, Craigslist will provide an anonymous email address for the seller to use. This prevents the seller's private information from being available to the masses. The seller will give the contact information they wish people to use, either a phone number or an email address. You must arrange with the seller any viewing of the product, the price, and the method of payment. Before you do so, read through the “**avoid scams & fraud**” section of Craigslist, along with the “**personal safety tips.**” Craigslist is not liable for your decisions!

Posting an item for sale

In order to post an item for sale on Craigslist, there are several steps to follow:

1. On the Craigslist home page, left-click on the **post to classifieds** link found in the upper-left hand corner.
2. Select the type of posting: for sale, housing offered, service offered, etc. When selling an item, select for sale and then choose the category it fits into.

[raleigh craigslist](#) > choose type

[log in to your account](#)

[\(Apply for Account\)](#)

Please post to a single geographic area and category only -- cross-posting to multiple cities or categories is not allowed

What type of posting is this:

- job offered
- resume / job wanted

- housing offered
- housing wanted

- for sale *(please do not post prohibited [fbi](#) or recalled [fbi](#) items)*
- item wanted

- gig offered *(I'm hiring for a for a short-term, small, or odd job)*
- service offered

- personal / romance

- community
- event

Continue

3. After choosing the category, put your information in the provided areas. Example: Title of your posting – 1997 Schwinn 10-speed. You may also choose to hide your email address or allow Craigslist to create an anonymous address to display. This will not change your email address, it will simply disguise it.

Posting Title: Price: \$ - Specific Location:

Reply to:

hide anonymize (will show as: sale-xxxxxxx@craigslist.org) ^[?]

Posting Description:

4. To add pictures click on the **Add/Edit Images**, then select **Browse...** to find the picture of choice and select **Open**. This will upload the photo to your listing.

Images taking too long to upload? Try reducing their size with image editing software.

5. After uploading your photo, select **Continue**. Craigslist will then display the ad, as buyers will see it. If there are any changes that need to be made to it, select **Edit** to fix them. Otherwise, select **Continue** again.

*Note: All proofreading is the seller's responsibility! Any errors will remain unless *you* fix them!

[raleigh craigslist](#) > [antiques](#) > create posting
 Your posting will expire from the site in 30 days.

The following ad will be posted to [raleigh craigslist](#) for allyson@gmail.com:

[raleigh craigslist](#) > [for sale / wanted](#) > [antiques](#)

1997 Schwinn Bike - \$25 (Durham)

Reply to: *your anonymous craigslist address will appear here* [\[Errors when replying to ads?\]](#)
 Date: 2009-07-13, 3:16PM EDT

Kinda old, beat up, but it will get you where you need to go!

- Location: Durham
- it's NOT ok to contact this poster with services or other commercial interests

[Continue](#) [Edit](#)

Please remember that we don't edit or proofread your posting and that the responsibility for the content is yours.

6. Once you have selected **Continue**, your ad is ready and will be posted momentarily. The ad will stay active on Craigslist for 30 days.

Responding to Inquiries

It is the seller's responsibility to respond to inquiries. Be careful about the information you give out and follow the safety precautions listed below. It is up to you which information you provide in your listing. Make sure that if you use an email address, you check that email account frequently. Responses to postings often arrive as soon as an ad is submitted.

SAFETY AND SECURITY

Avoiding scams and frauds

Craigslist offers a section on their website discussing how to spot scams and frauds, how to avoid them, and how to report them. As Craigslist takes no responsibility for how people use their service, it is up to you to be aware of the dangers. They offer the following guidelines, which are also available at <http://www.Craigslist.org/about/scams>

- Deal locally with folks you can meet in person – follow this one simple rule and you will avoid 99% of the scam attempts on Craigslist.
- Never wire funds via Western Union, Moneygram or any other wire service - anyone who asks you to do so is a scammer.
- Never give out financial information. Period. (bank account number, social security number, eBay/PayPal info, etc.)
- Avoid deals involving shipping or escrow services and know that only a scammer will “guarantee” your transaction.
- Fake cashier checks are money orders are common, and banks will cash them and then hold you responsible when the fake is discovered.
- Craigslist is not involved in any transaction, and does not handle payments, guarantee transactions, provide escrow services, or offer "buyer protection" or "seller certification"

Take a common sense approach – if it looks too good to be true, it probably is. There are plenty of opportunities available to buy something and it pays to take your time. Carefully read everything and be aware before proceeding with any transaction.

Personal Safety Tips

There are various precautions to take when arranging for the transfer of goods or services and, again, you should always use common sense. Craigslist offers the following information on personal safety, available at <http://www.Craigslist.org/about/safety>:

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're going.
- Take your cell phone along if you have one.
- Consider having a friend accompany you.
- Trust your instincts