


# **Interacting with Toots and How to Toot (Posts and Posting)**


*(As with our other documentation, [fedi.tips](#) – a terrific resource - was used heavily as a resource for this document.)*

## **Interacting with Toots (Posts)**

**Toots:** Toots are posts, the Mastodon equivalent of tweets on Twitter. The mascot for Mastodon is a mastodon, an ancient relative of the elephant, and “toot” is sort of the sound an elephant makes.

**Favourites:** Favourite (like) a toot by clicking on the ★ icon (in some apps it is a heart) below a toot to show enjoy or appreciate a toot/post. The person who posted it receives a notification and anyone who can see the toot will be able to see you added a favourite to it. You can see your favourite history on the Web version (smartphone or personal computer).

**Bookmarks:** Bookmarks can be added either by clicking on the bookmark icon  below a toot, or if it isn't visible click on the three dots to open the menu and select Bookmark. Bookmarks are totally private. You can see your history of bookmarks on the Web version (smartphone or personal computer).

**Reblogging/Boosting:** Reblogging or boosting toots is like retweeting. You can boost a post by selecting the *Boost* button which is usually spinning arrows like this: 

**THERE ARE NO QUOTE TWEETS! (gasp)** You can either take a screen shot and attach it to your tweet with a caption OR copy a link to the original tweet (in the Web smartphone/personal computer versions) by clicking on the three dots under the tweet, choosing “copy link to post” and pasting in the toot you are composing. Readers will not see a preview of the toot, however.

**Screen Capturing for Retweets:** This is a great option for quote tweeting or if you want the toot to hit your followers' screens in the Home and Community/Local Feeds.

**Pinning:** Using a Web version (smartphone or personal computer and some apps – it is not on the official app yet), go to the original toot (you own toot, not a boosted toot or reply) you want to pin, click on the three dots ⋯ and select “Pin to profile”. To unpin it, click ⋯ and select “Unpin”. You can pin lots of posts on your Mastodon profile!

**Reporting and Blocking Users or Domains:** See pages 4-6 in this document for more detailed instructions!

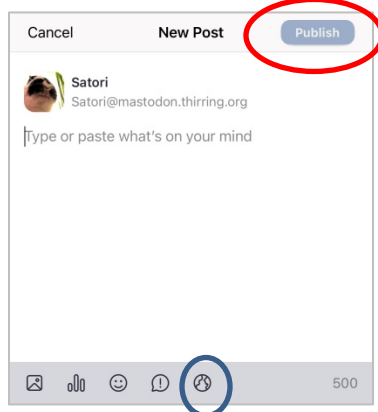
## How do I Toot/Post?

(Screenshots are from Official Mastodon App. There are some similarities across platforms)

**Tooting a Text Post:** Click on toot/post/publish button (circled in red below).



Write text in box and click on toot/post/publish button (circled in red below).



The toot will be public unless you make changes to the intended audience (by clicking on the button circled in blue).

The options are:

|                       |   |
|-----------------------|---|
| Only people I mention | @ |
| Followers only        | 👥 |
| ✓ Public              | 🌐 |

Clicking on “Only people I mention @” is a Direct Message or DM. Make sure no one else with an @ is included in your post other than the intended DM recipient.

**Tooting a Direct Message:** As mentioned above, clicking on the above blue circle gives you an option to choose “Only people I mention @”. The DM will only go to people mentioned with an @ sign in the text.



There is also a DM button in the Web version for smartphone and personal computer on the user’s profile (click on the three dots and select Direct Message @(name)).

**Edit!! You can edit a toot!!!** You can edit your toots after they have been published! Log on the Web version (smartphone or personal computer), go to the post you want to edit, click the ..., then select “Edit”.

When a post is edited, people who have interacted with it will receive a notification in case they want to change their interaction. There will also be a note on the post showing it has been edited along with links to previous versions so that others can see how it has changed. This reduces the chance of anyone abusing the editing feature.

## **Images, Video, Audio, and GIFS**

### **How do I post images, videos or audio? What can I attach to a post?**

You can attach up to four images, or one video file, or one audio file in a toot. Click on the paperclip  or landscape  to attach.

- Images can be PNG, JPG or GIF (including animations). (Usual maximum size: 8MB per image.)
- Video clips can be MP4, M4V, MOV or WebM files. (Usual maximum size: 40MB, no limit on running time.)
- Audio clips can be MP3, OGG, WAV, FLAC, OPUS, AAC, M4A or 3GP files. (Usual maximum size: 40MB, no limit on running time.)

File size limits may vary on different servers, but these are the defaults. Ask your server admin (@cenobyte) if you have problems with uploads.

**Alt Text:** Add text descriptions to attached files before posting, so that they can be accessible to everyone. Click “Edit” on the file before posting, or write on top of the file itself on the official Mastodon app/Web version. For video clips, remember to describe both audio and video.

### **How do I post GIFs?**

There is no GIF picker on Mastodon due to the federated nature of the Fediverse. If you post a link to GIF it will automatically be embedded when you post it, as if the GIF had been chosen from a picker.

On a personal computer, you could create a folder and save your favourite gifs to use when the mood strikes (alternately, copy and paste links from a site such as giphy.com)

## Reporting and Blocking Users or Domains

If you encounter a hostile or unpleasant user, you have a few options. You can block, mute or report them.

**Blocking** hides the user from your feed. You won't see them, anyone's mention of them or any boosted content from them (unless it is in a screenshot).

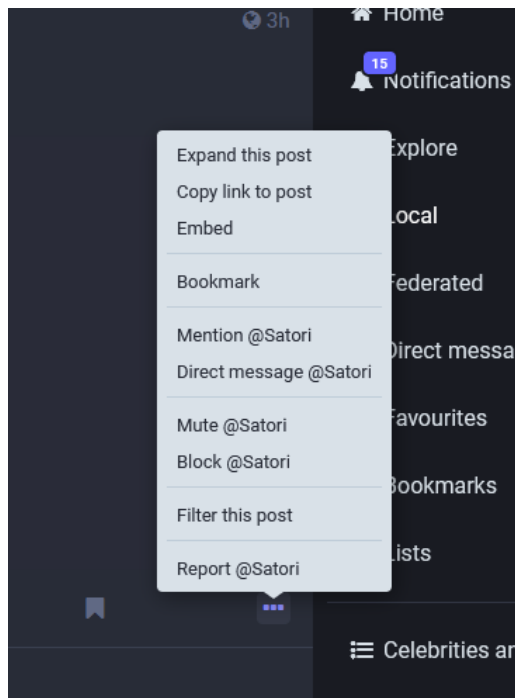
You have an option to block an entire domain if they are problematic.

**Muting** a user means you won't see anything from them unless they specifically @ mention you.

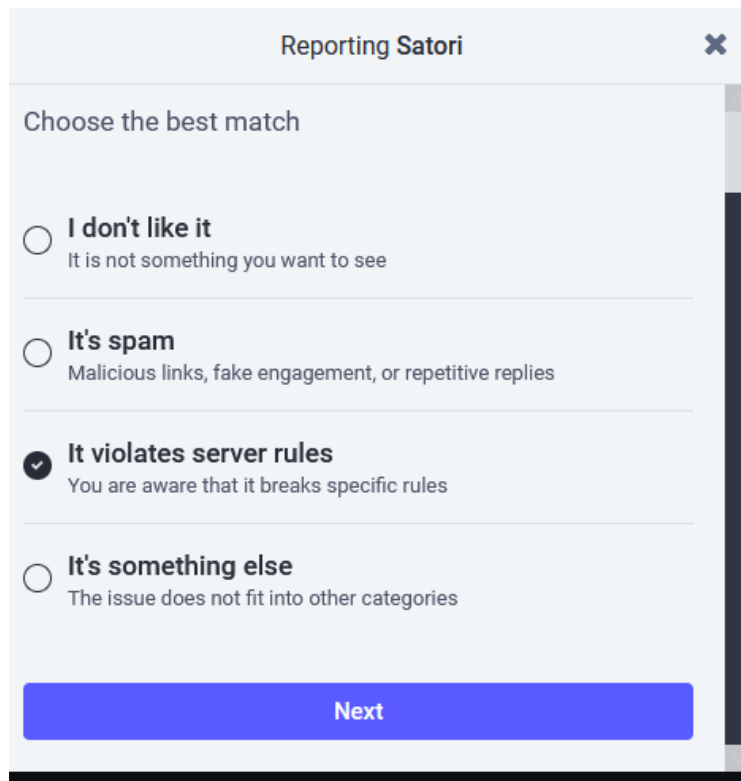
### **Reporting:**

To report a user:

1. Click the three dots either on their profile or on the tweet you're reporting.



2. Click "Report @(Username)". A screen will ask why you're reporting. If you pick anything other than "It violates server rules" you will be taken to the comments screen.

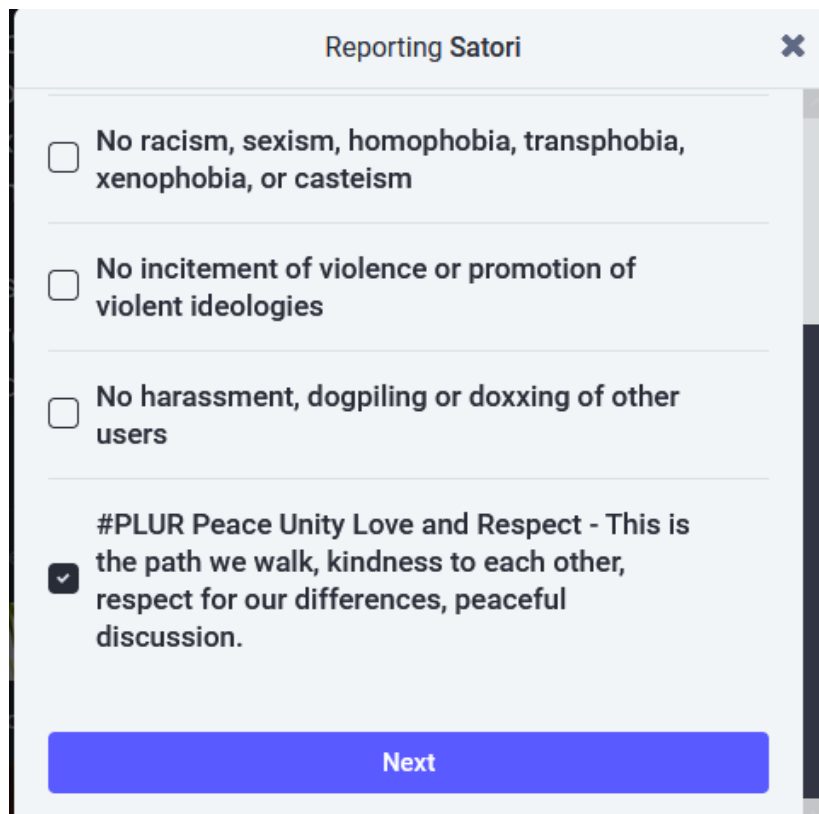


The screenshot shows a dialog box titled "Reporting Satori" with a close button (X) in the top right corner. The main heading is "Choose the best match". There are four radio button options:

- I don't like it**  
It is not something you want to see
- It's spam**  
Malicious links, fake engagement, or repetitive replies
- It violates server rules**  
You are aware that it breaks specific rules
- It's something else**  
The issue does not fit into other categories

At the bottom, there is a blue button labeled "Next".

3. If you've picked "It violates server rules", you will be asked which rules it violates.



The screenshot shows a dialog box titled "Reporting Satori" with a close button (X) in the top right corner. It lists three rules with checkboxes:

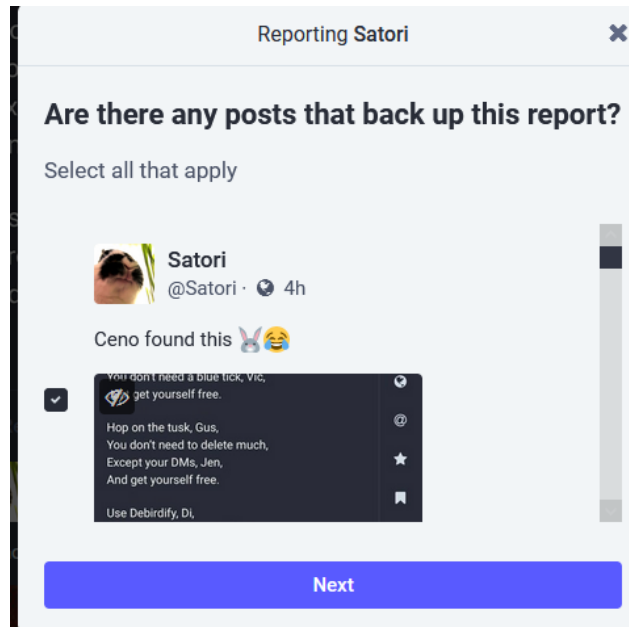
- No racism, sexism, homophobia, transphobia, xenophobia, or casteism**
- No incitement of violence or promotion of violent ideologies**
- No harassment, dogpiling or doxxing of other users**

Below these is a section with a checked checkbox and text:

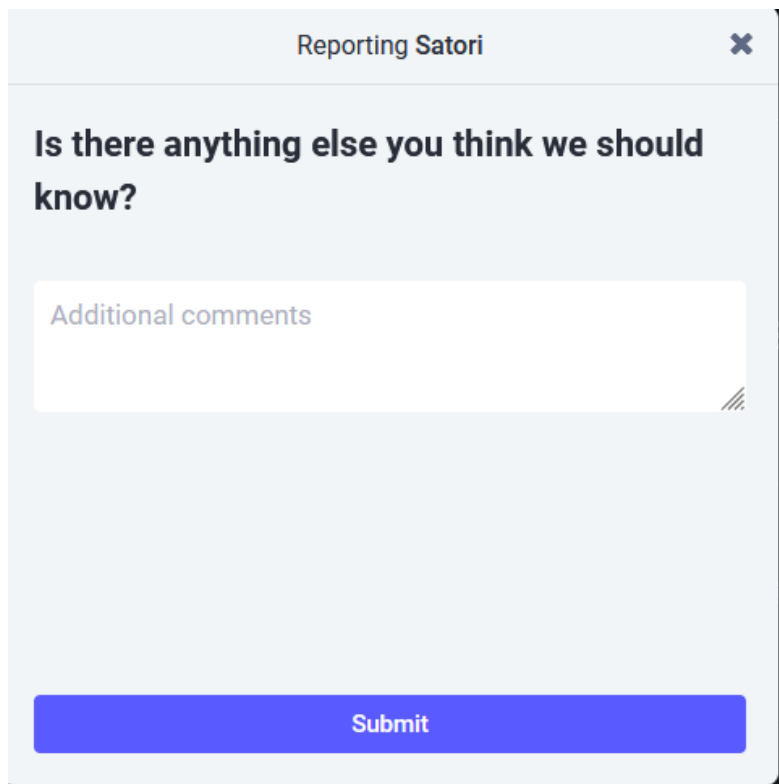
**#PLUR Peace Unity Love and Respect - This is the path we walk, kindness to each other, respect for our differences, peaceful discussion.**

At the bottom, there is a blue button labeled "Next".

4. A screen will show the problematic posts. Choose the posts and any others there are issues with.



Click Next. You will be taken to an additional comments screen.



5. Click Submit. You will be taken to a screen where you can choose to block, unfollow or mute the account.