

Craigslist

Craigslist is a free, online version of classified ads. You can search for things like jobs, items for sale, apartments to rent, and other services. There are separate craigslist pages for different towns in each state.

www.craigslist.org From here, you can pick a city and state in which to browse.

www.lacrosse.craigslist.org This is the website for the local La Crosse page, which covers the entire area, including Minnesota. Click on a topic you'd like to browse (For sale, housing, etc.)

Viewing posts:

The screenshot shows a search for 'furniture' on the local La Crosse Craigslist page. The search results are displayed in a grid view. Annotations include:

- Change your view:** Points to the view selection dropdown menu (list, thumb, gallery, map).
- Search (hint: use synonyms - couch, sofa etc.):** Points to the search input field.
- Also sort by price:** Points to the sorting dropdown menu (newest).
- Owner = person; dealer = business (like Beds on a Budget picture):** Points to the 'owner' and 'dealer' filters.
- Narrow your results:** Points to the filter options on the left side of the page, including search titles only, has image, posted today, include nearby areas, miles from zip, price range, and condition.

The search results include:

- Dining room table \$40 (Lacrosse)
- 1 Cabinets \$100
- High top table \$250
- NeW .. FULL SIZE MATTRESS SET Both Pieces Included! \$185 (Onalaska)
- Brand NEW tech-friendly Leather Reclining Couch and/or Loveseat! \$700 (Beds on a Budget)
- **King Size Mattress SET** Hybrid Foam 10 year warranty \$599 (Beds on a Budget)
- ECONOMY FURNITURE & BEDS (608) 738 7370
- Desk \$15
- Window \$5

Viewing an Item: Click on a listing's title to get more information.

Note: in my experience not all maps are accurate. Some are a default location based on ZIP code.

Replying to a post: From https://www.craigslist.org/about/help/replying_to_posts

1. Click "Reply" on the top left of a post.
2. A window with response options will appear.
 - To use your default mail program, **click the blue response link at the top.** [This would not work on a library computer, because a default email is not set up.]
 - If you use one of the listed webmail services, **click the corresponding icon.**

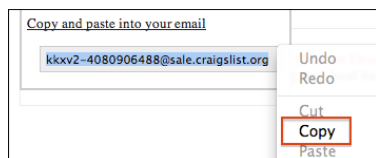


You might also see a phone number and someone's name in this area.

To use an alternate email program you will need to copy and paste the reply-to address.

A. Make sure the response address is highlighted and **copy it to your clipboard**.

- On a PC: right-click on the email address and then select "copy" or "copy email address."
- On a Mac: hold down the Control key and then click on the email address. When a menu pops up, select "copy" or "copy email address."

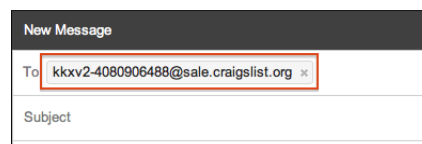


B. Now **open your email** and start a new message.

C. **Paste the response address** into the "To" field.

- On a PC: right-click on the to box and then select "paste."
- On a Mac: hold down the Control key and then click inside the to box. When a menu pops up, select "paste."

If you successfully pasted the address, it will **appear in the "To" field**.



3. Now **compose your response and send it as you would any other email**.

Avoiding Scams and Fraud: from <http://www.craigslist.org/about/scams>

- **Deal locally, face-to-face** —follow this one rule and avoid 99% of scam attempts.
- **Do not extend payment to anyone you have not met in person.**
- **Beware offers involving shipping** - deal with locals you can meet in person.
- **Never wire funds (e.g. Western Union)** - anyone who asks you to is a scammer.
- **Don't accept cashier/certified checks or money orders** - banks cash fakes, then hold you responsible.
- **Transactions are between users only**, no third party provides a "guarantee."
- **Never give out financial info** (bank account, social security, paypal account, etc).
- **Do not rent or purchase sight-unseen**—that amazing "deal" may not exist.
- **Refuse background/credit checks** until you have met landlord/employer in person.

Personal Safety: from <http://www.craigslist.org/about/safety>

When meeting someone for the first time, please remember to:

- Insist on a public meeting place like a cafe, bank, or shopping center.
- Do not meet in a secluded place, or invite strangers into your home.
- Be especially careful buying/selling high value items.
- 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.

How to submit a free* craigslist post

* some postings cost a small fee – for example, cars/trucks by dealer.

[instructions modified from: http://www.craigslist.org/about/help/how_to_post]

- **With an account:** To create a new account, go to <http://lacrosse.craigslist.org/> and click “my account” on the left. You will need a valid email address. Check your email for a link to set up your password.
- **Without an account:** You can still post to craigslist, but posting information will not be saved.

One of the benefits of using an account is that you can save posts to resubmit or edit later.

Please note that the steps may vary a bit depending on the category of your post.

Choose a category for your post

1. **Visit the La Crosse (or your local area) craigslist page.** <http://lacrosse.craigslist.org/>

- Make sure the location named at the top is where you want to post.

2. **Without an account:** Click "post to classifieds" in the top-left corner

With an account: Click on “my account” and log in.



3. **Select a category** for your post. [There are more options that are not shown in this picture.]

what type of posting is this:

- job offered
- gig offered (I'm hiring for a short-term, small or odd job)
- resume / job wanted

Depending on the type of post, you may be asked to choose additional categories.

- In "for sale" you can select a more specific category (such as "bicycles - by owner").
[by owner = personal vs. dealer = business]

Create your post

4. Enter the text for your post. This screen will vary depending on the category you are using.

The screenshot shows the Craigslist 'Create your post' form. The 'contact info' section has two email fields (both containing 'laxclasses@gmail.com'), a radio button for 'CL mail relay (recommended)', and another for 'no replies to this email'. Below this, there are checkboxes for 'by phone' and 'by text', and fields for 'phone number' (containing '(608) 789-7122'), 'extension', and 'contact name' (containing 'Reference Librarian'). The 'posting title' is 'Oak book shelf', 'price' is '\$10', 'specific location' is 'South La Crosse', and 'postal code' is '54601'. The 'posting body' contains the text: 'I am selling a solid oak book shelf. It is very sturdy and has a nice finish. There are a few minor scratches. It was purchased new in 2005. I am selling it because I am moving.' The 'posting details' section includes fields for 'make / manufacturer', 'model name / number', and 'size / dimensions' (containing '16x36x60'). There are dropdown menus for 'language of posting' (set to 'english') and 'condition' (set to 'good'). There is a checkbox for 'include "more ads by this user" link'. The 'show on maps' section has fields for 'street' (containing '800 Main St'), 'cross street', 'city' (containing 'La Crosse'), and 'state' (containing 'WI'). A 'continue' button is circled in red at the bottom right. A callout box with a black border and white background points to the phone number field, containing the text: 'Make sure to put your phone number here instead of in the text of your ad. This will prevent scammers from getting your phone number.'

This page will vary depending on the category of your post. Important fields include:

- **contact info:** the email address you want to use for responses. Please enter it twice. (If you are signed into your account it will already be filled in.)
- **posting title:** your post's name. It will appear in the main list of posts.
- **posting body:** the main description of your post.

Make sure to fill out everything that is in green.

5. When you are finished writing your post, click "**continue**" at the bottom of the screen.

6. In some categories you will have the option to add images to your post.

- Click "Add Images," find where your image is saved, and click Open. (Hold the CTRL button down to select multiple images.) When you're finished adding images, click "**done with images.**"

Publish

7. Make sure your post looks right.

- Confirm that your email address and the location of your post are accurate.
- To make changes, click "edit text" or "edit images."
- If everything looks good, click "publish."

Attention: Your posting will expire from the site in 45 days.

this is an unpublished draft. publish

edit post edit location edit images

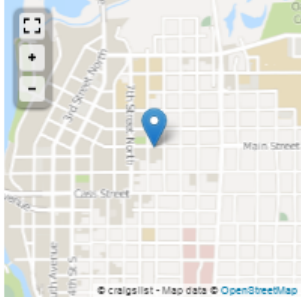
CL la crosse > for sale > furniture - by owner

reply Posted: about a minute ago print

Oak book shelf - \$10 (South La Crosse)

I am selling a solid oak book shelf. It is very sturdy and has a nice finish. There are a few minor scratches. It was purchased new in 2005. I am selling it because I am moving.

- do NOT contact me with unsolicited services or offers



800 Main St
[\(google map\)](#)

condition: **good**
size / dimensions: 16x36x60

- [safety tips](#)
- [prohibited items](#)
- [product recalls](#)
- [avoiding scams](#)

posted: 2016-05-23 1:17pm [email to friend](#) [best of](#)

language of posting : english

[Avoid scams, deal locally](#) Beware wiring (e.g. Western Union), cashier checks, money orders, shipping.

edit post edit location edit images publish

Click "reply" to see your contact information

contact name:
Reference Librarian

call:
(608) 789-7122

reply by email:
[\[CL relay email will appear here\]](#)

webmail links:
[gmail](#)
[yahoo mail](#)
[hotmail, outlook, live mail](#)
[Aol, aol mail](#)

copy and paste into your email:
[\[CL relay email will appear here\]](#)

IMPORTANT STEP!

8. You will now need to **confirm your post via email.**

IMPORTANT - FURTHER ACTION IS REQUIRED TO COMPLETE YOUR REQUEST !!!

You should receive an email shortly, with a link to:

- o publish your ad
- o edit (or confirm an edit to) your ad
- o verify your email address
- o delete your ad

Email sent to: [your email address]

- When the screen says "further action is required," check your email for a message from craigslist.

9. **Open the email** from craigslist, and **click the confirmation link.**

- You may be asked to review the terms of use or confirm your phone number.

IMPORTANT - FURTHER ACTION IS REQUIRED TO COMPLETE YOUR REQUEST !!!

FOLLOW THE WEB ADDRESS BELOW TO:

- PUBLISH YOUR AD
- EDIT (OR CONFIRM AN EDIT TO) YOUR AD
- VERIFY YOUR EMAIL ADDRESS
- DELETE YOUR AD

If not clickable, please copy and paste the address to your browser:

<https://post.craigslist.org/x/xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>


PLEASE KEEP THIS EMAIL - you may need it to manage your posting!

If all goes right, your post should appear on craigslist about 15 minutes after your confirmation.

Thanks for posting with us, we really appreciate it!

Tips when selling:

- Use a descriptive title. This is important depending on how people search.
- Use images when possible, and take pictures from multiple angles. Also take pictures of flaws.
- Give a good description. Include dimensions; pet-free / smoke free home, if you can deliver / help load.
- Use proper spelling and grammar.
- PLEASE DON'T USE ALL CAPS! It looks like you're shouting.
- Pick an appropriate price (but pick a price a little bit higher than what you really want if people want to barter).
- Pick the correct category (furniture / antiques / musical instruments, etc.)
- Use lots of key words. Couch/sofa TV Stand / entertainment system, etc. (and spell words correctly!)
- Consider the time you are posting. Posts go live almost immediately, but people might not see them until they are home from work, for example. Also weekend vs. weekday.
- Say what method of contact you prefer (phone, email, text).
- If you plan to sell a lot, consider using a phone number (via Google Phone) or email for craigslist only.
- Get buyer's phone number in case something comes up. Confirm pick up location & time the day of.
- Email responses should deal specifically with item. If not, it may be spam.
- Some things (antiques, collectibles, etc.) may be better sold on a website like ebay.

☆ **Looking for dahial blubs and cannon blubs (tomah)** 

Looking fo4 someone who has daila , cannons ect blubs for sale, summer planting bulbs

Spelling matters! No one will find this ad if they are searching for "dahlia bulbs" or "canna bulbs."



What is this? The picture of this couch is not very helpful.

Helpful article with good tips: <http://www.apartmenttherapy.com/secrets-of-craigslist-tons-of-133405>

"A Craigslist Pro Shares His Buying and Selling Secrets" *Apartment Therapy*

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