

Quick Reference Guide

What is Tweetdeck?

Tweetdeck is a desktop tool for managing Twitter accounts, allowing you to manage multiple accounts, schedule Tweets, track searches and more.

What can it do?

These are just a few of the things it can do:

- Create customisable columns to monitor your Twitter timeline(s), replies and mentions, direct messages, lists, trends, liked Tweets, search results, hashtags, or all tweets by or to a single user
- Monitor and tweet from multiple accounts (useful if you manage a department account as well as your own)
- Schedule tweets to be sent in the future
- Tweetdeck doesn't show 'promoted' Tweets so is a useful way to avoid adverts

You can add as many columns as you like



How do I use it?

Access it at www.tweetdeck.com. Tweetdeck is designed for desktop use, and there is no app.

Tweetdeck is free to use, and you sign in with your existing Twitter account.

When you first use Tweetdeck, it creates four default columns - Timeline, Interactions, User and Messages for the Twitter account you have logged in with. To add further accounts, click the 'Accounts' link at the bottom left.

Timeline

This is the normal tweet stream that you see on the Twitter.com site and includes all updates from everyone you're following.

Notifications

This is the stream of any interactions between you and your followers. It could include new followers, mentions, replies, retweets of your Tweets and favourites of your Tweets. You can filter what types of notification you see.

User

This is the stream of your own tweets and retweets.

Messages

This is the stream of direct messages sent to you or by you.

Other columns

You can add as many columns as you like, and many different types are available, for example:

Search

Allows you to create a column that shows tweets by a particular user, or with a particular hashtag (e.g. #safercareSTW).

Lists

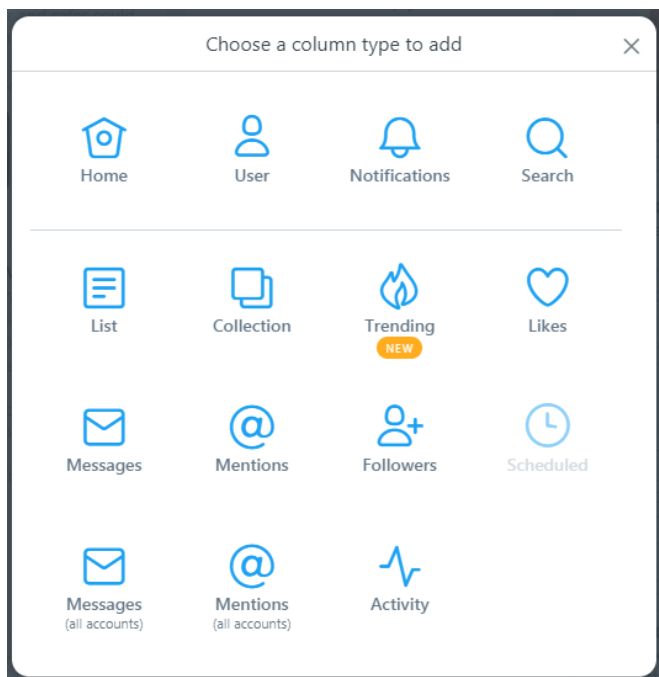
Create a list of Twitter accounts e.g. covering a topic, and see Tweets from them only.

Favourites

A list of Tweets you have liked.

Scheduled

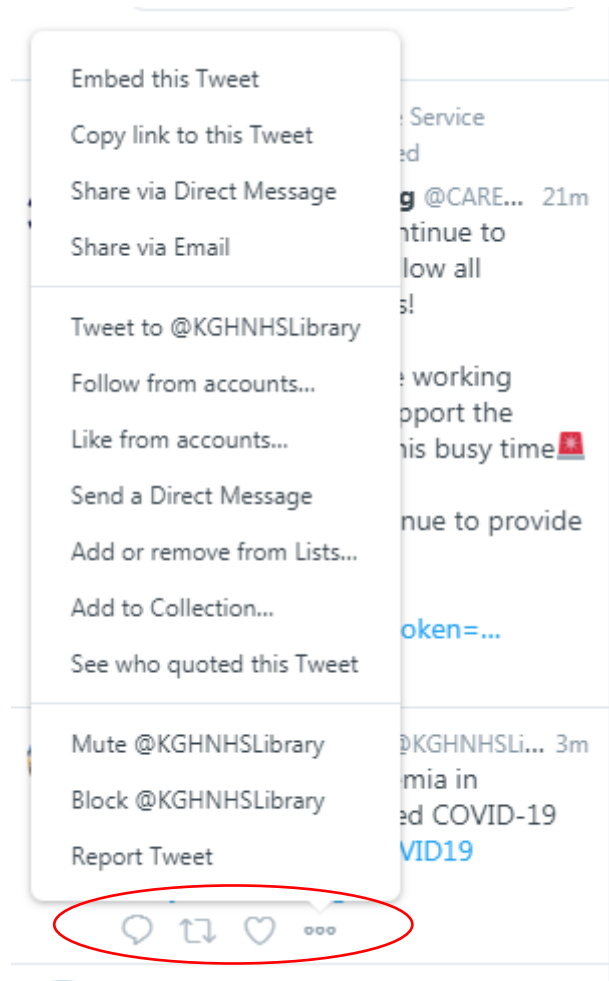
Any Tweets you have scheduled to be sent later.



Normal Twitter functions

You can still access the usual Twitter functions for individual Tweets (reply, retweet, like). The three dots icon also allows you to perform actions such as block an account, send a direct message, link to a Tweet and much more.

You'll need to access Twitter.com to make any changes to your profile or other account settings.



Team accounts

Tweetdeck can also allow other team members to use a Twitter account without having to know the password.

You can choose which Twitter accounts can access the account.