Shrewsbury and Telford Health Libraries

Using Tweetdeck
www.tweetdeck.com

## Quick Reference Guide

What is Tweetdeck?

Tweetdeck is a 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, favorites, 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

You can add as many columns as you like
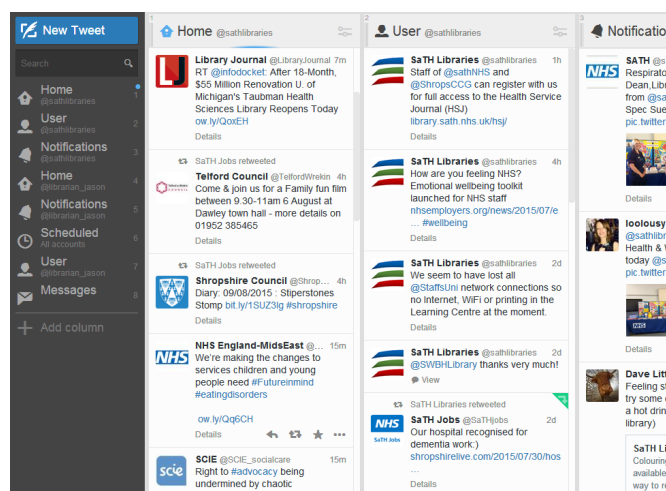
How do I use it?

Access it at www.tweetdeck.com

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

It can be used as a web app, a Chrome app, or you can download a desktop version.

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

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).

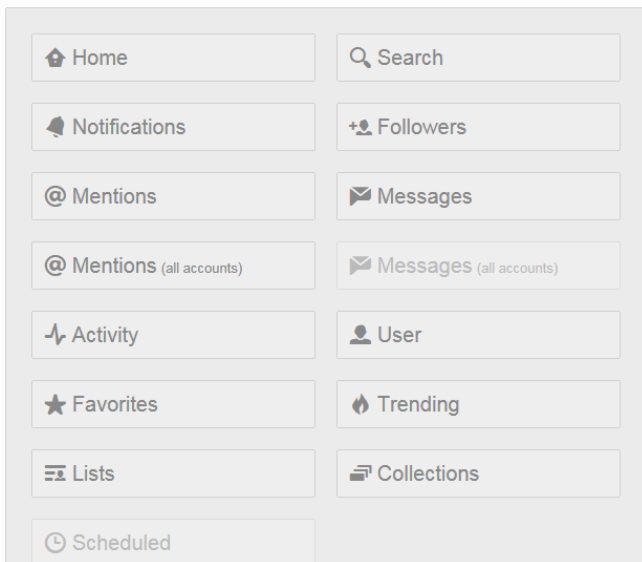**Lists**

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

Favourites

A list of Tweets you have favourited

Activity

Find out who people you are following have followed (and get ideas for other people to follow)

Normal Twitter functions

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

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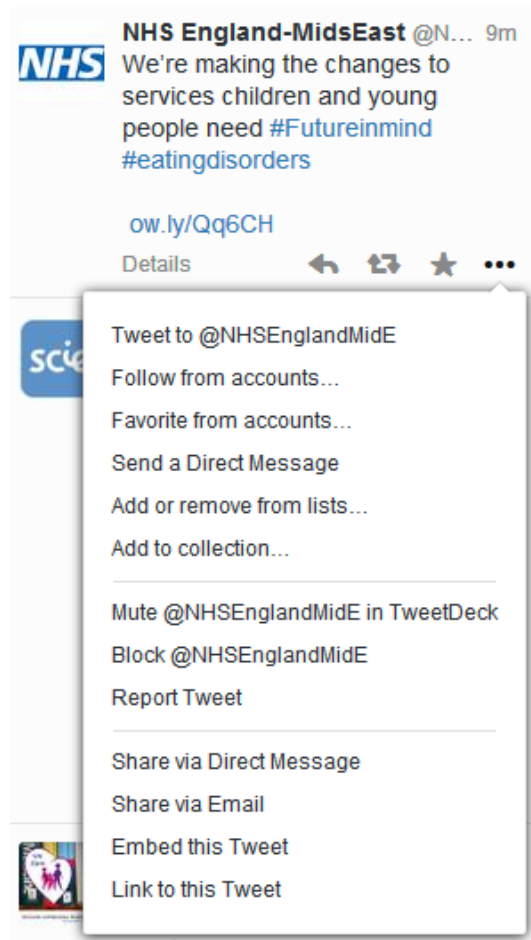
Team accounts

Tweetdeck can also allow other team members to use a Twitter account without having to know the password. To enable this, visit the 'Accounts' link, and click the 'Team @User' link.

You can then choose which Twitter accounts can access the account.

Are there any limitations?

You may need to ask IT to unblock access to Twitter and Tweetdeck to use it, and on an NHS PC you won't be able to use the desktop version of Tweetdeck (the web version offers all the same functions though).