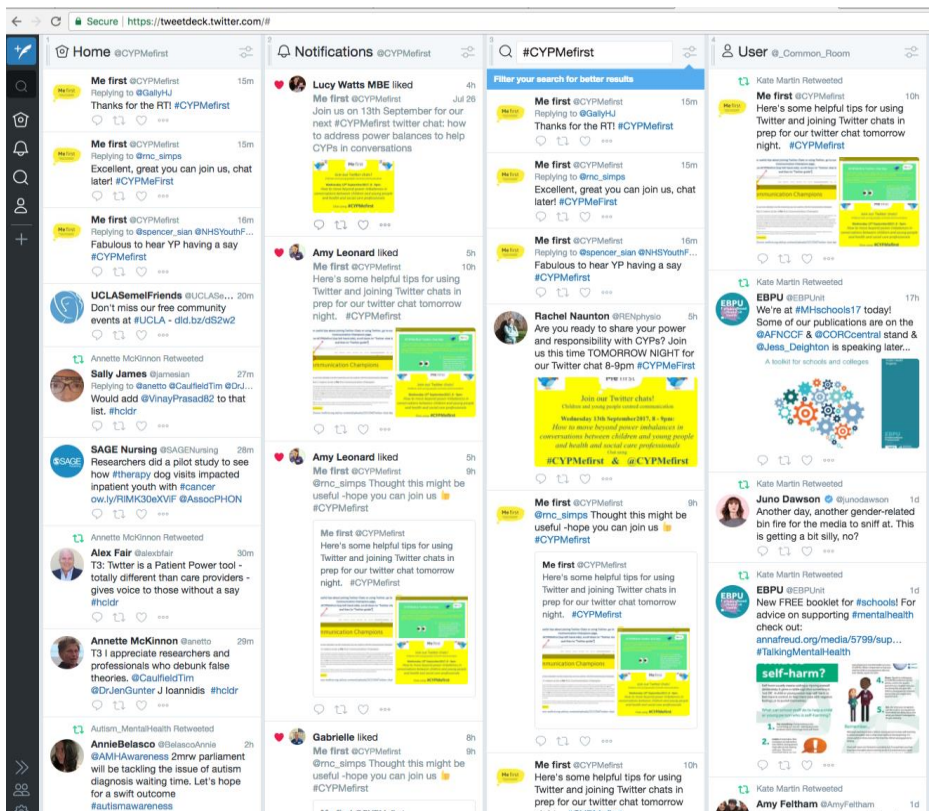
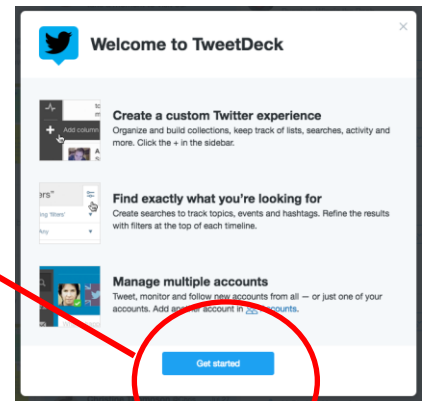


# How to guide for TweetDeck

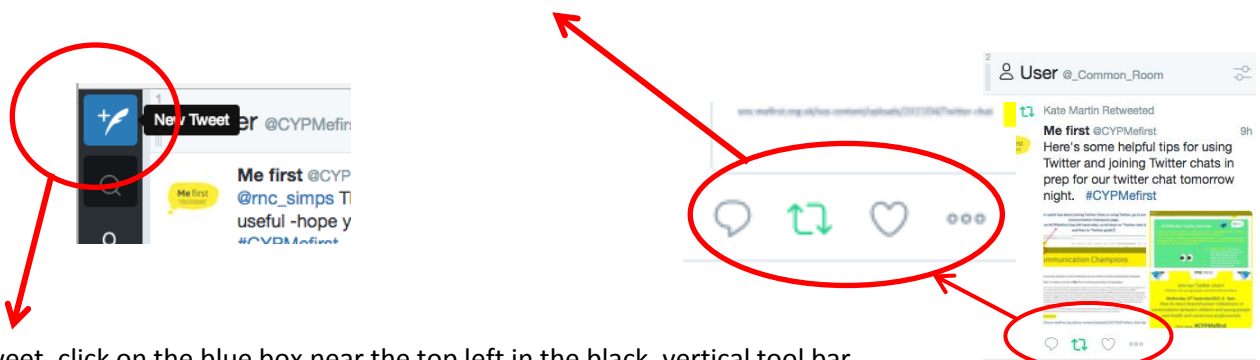
At times, Twitter chats can feel quite chaotic and difficult to follow. Using TweetDeck on your laptop or PC can really help to keep track of what's going on because it enables you to see multiple people/searches at once on the same page.

To set it up, go to <https://tweetdeck.twitter.com/> and click "Get started".

This link will ask you to sign in to Twitter or will automatically set up your own TweetDeck if you're already signed in. When you've completed this step, your page will be set up in four columns side by side, looking something like this:



You still have all the functions that you would normally. For example, each individual you see will have the usual options such as "reply", "retweet" and "message" and you can click on individual users if you want to.

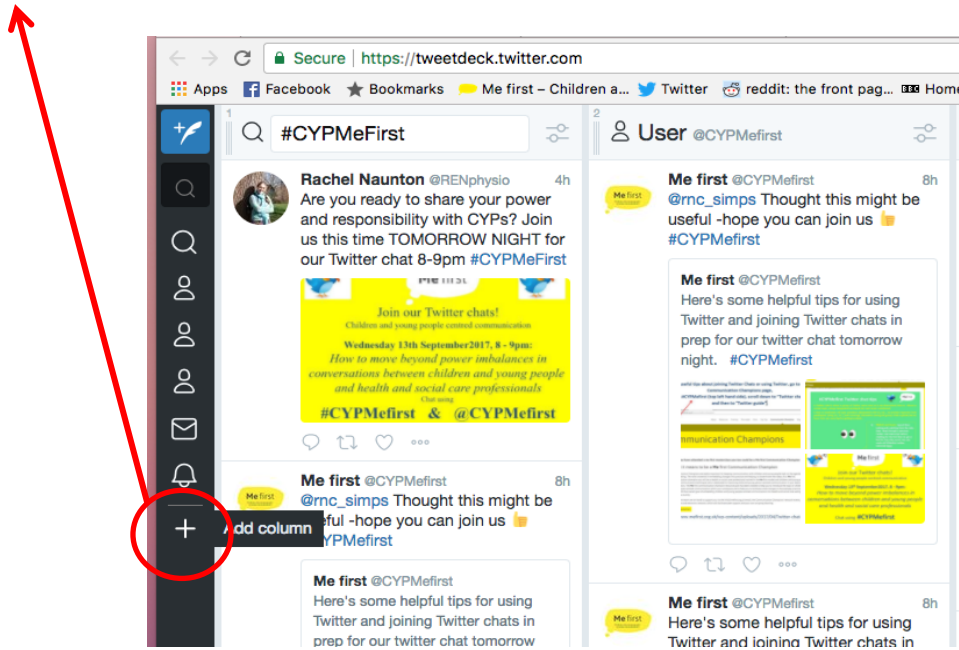


To Tweet, click on the blue box near the top left in the black, vertical tool bar .

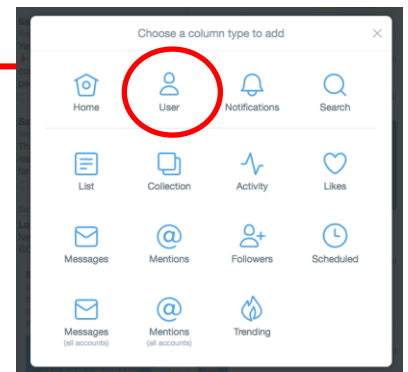
TweetDeck will probably give you four columns: Home, Notifications, Messages and Activity. However you have complete control over how many columns you have and what goes in which column (see next page for details).

## How to add a column

To add a column, click on the plus sign on the left of your screen in the black vertical tool bar.



In the next window that appears, you can make a choice of what to add.



For example:



Home

- Your **home page** (click on “Home”). This is a stream of Tweets from accounts you have chosen to follow on Twitter.

- Your **messages** (click on “Messages”). These are personal messages directly to you.



Messages



Notifications

- Your **notifications** (click on “Notifications”). These are how others on Twitter are interacting with you -which Tweets have been liked, the latest Retweets (of your Tweets), Tweets directed to you (replies and mentions) and your new followers.



Activity

- A specific **person/group** (click “User”) such as @CYPMeFirst or the **Me first** Project Co-Lead, Kate Martin.



User

- **Activity** updates you whenever anyone you follow on Twitter "favourites" a particular tweet or follows another account. Whilst useful in general, this isn't necessarily helpful to stay focused on the chat.

- A **hashtag** such as #CYPMeFirst (click “Search”)



Search



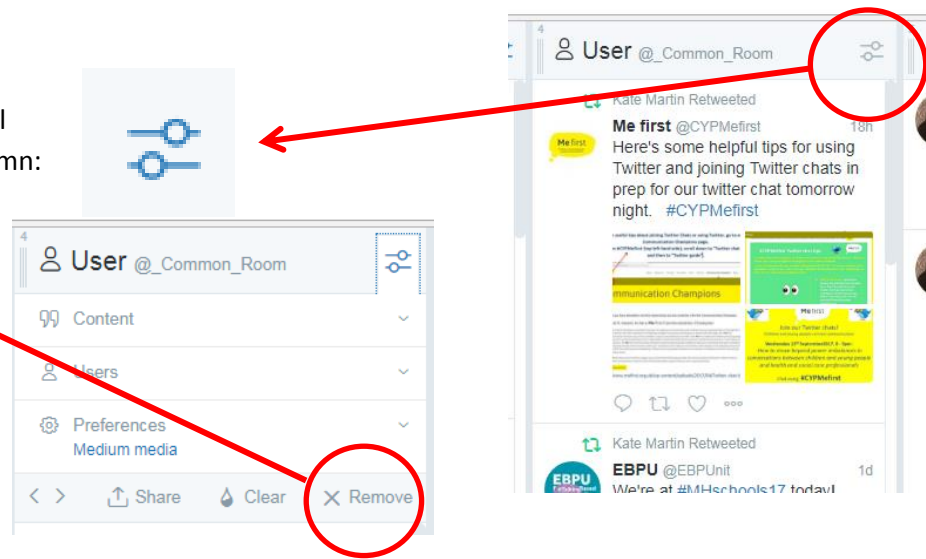
The appropriate hashtag is the most useful column to follow because this should include all contributions to the chat (that's why it's crucial to use the hashtag when tweeting). It is also helpful to add the person facilitating the chat to follow key questions and comments. Having notifications in view can also help you reply to anyone who responds to your tweets.

Personally I don't find it helpful to have my homepage or Activity in view on TweetDeck because there are tweets that are unrelated to the chat on there. During chats I always remove these from the TweetDeck to help me focus on the discussion.

**How to remove a column:**

Click on the settings symbol in the top right of the column:

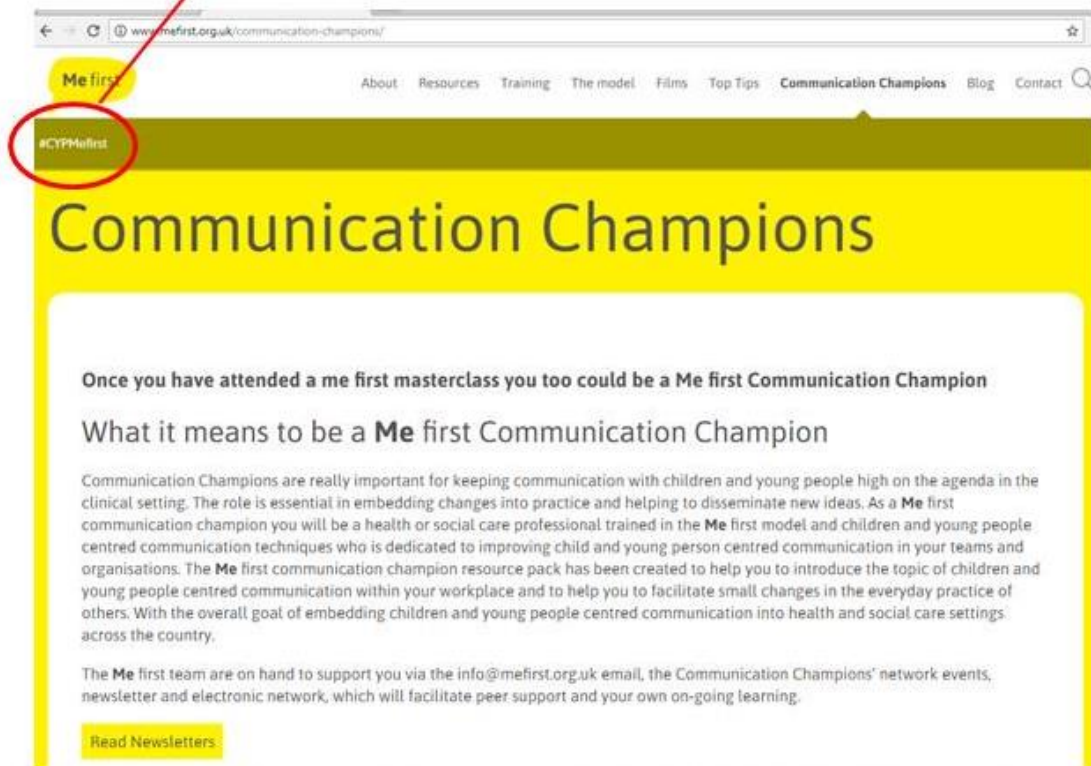
Then click "remove"



When using TweetDeck for the first time, you may find it helpful to have Twitter open in two separate windows, one for using TweetDeck and one using twitter.com so you can choose which to use and find out what suits you best.

When joining a **Me** first chat please remember to use #CYPMeFirst with every tweet so we can read and respond to your contribution. For further information about using Twitter and how to follow Twitter chats, please look at our communication champions page at [www.mefirst.org.uk](http://www.mefirst.org.uk)

**For useful tips about joining Twitter Chats or using Twitter, go to our Communication Champions page, click on #CYPMeFirst (top left hand side), scroll down to "Twitter chat tips" and then to "Twitter guide"**



<http://www.mefirst.org.uk/wp-content/uploads/2017/04/Twitter-chat-tips.pdf>