

# TweetDeck Instructions:

Getting Started: Click on the TweetDeck (yellow icon) on Desktop or Click Start → All Programs → TweetDeck  
Below is the Default Screen. Be familiar with the Top Buttons on both sides.

The image shows a screenshot of the TweetDeck application interface. The interface is divided into several columns: 'All Friends', 'Mentions', 'Direct Messages', and 'TweetDeck Recommends...'. Each column contains tweets and direct messages. The top of the application has a blue header bar with several icons and buttons. The bottom of the application has a taskbar with the Windows Start button and several open applications. Red arrows point from text labels to specific buttons and icons in the interface.

Labels pointing to the top of the interface:

- Compose Update
- Add Column
- Quick Profile
- Remove Column
- Refresh
- Settings
- Single column
- Launch Support
- Log out

Labels pointing to the bottom of the interface:

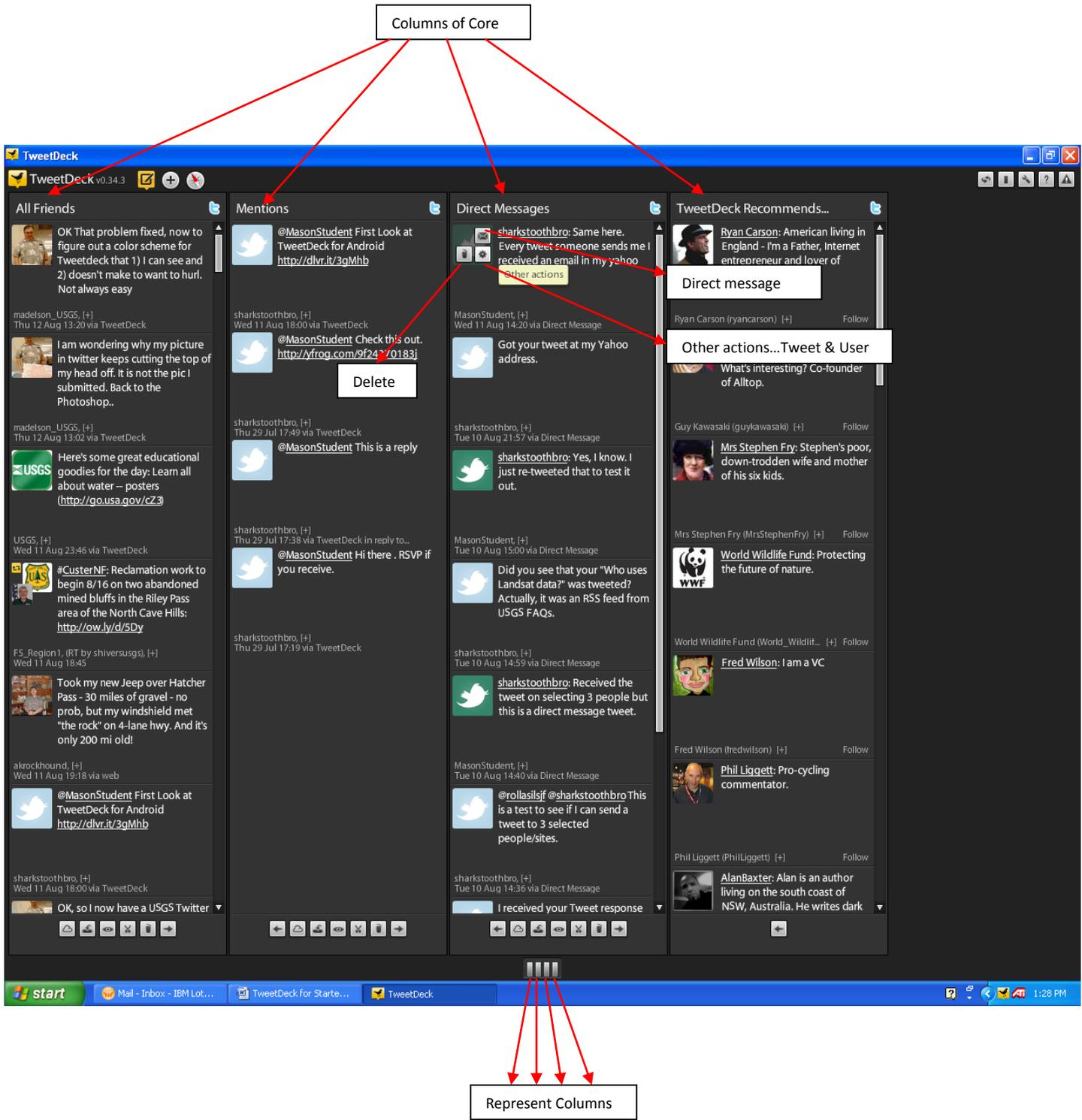
- Move column left
- Show what is popular in this column
- Filter this column
- Mark all as seen
- Clear all
- Clear seen updates
- Move column right

## How to tweet using: Reply, Direct Message, Retweet, Other Actions

\*\*\*All tweets (except Direct Messages) are posted and seen by ALL your followers\*\*\*

The image shows a screenshot of the TweetDeck application interface with several annotations. The interface is divided into four main columns: All Friends, Mentions, Direct Messages, and TweetDeck Recommends... The 'All Friends' column shows a tweet from madelson\_USGS with a 'Retweet the tweet' annotation. The 'Mentions' column shows a tweet from @MasonStudent with an 'Other actions..Tweet & User' annotation. The 'Direct Messages' column shows a message from sharkstoothbro with a 'Receiver' annotation and another from MasonStudent with a 'Sender/tweeter' annotation. The 'TweetDeck Recommends...' column shows various recommended tweets and profiles. Red arrows point from the annotations to the corresponding elements in the interface. The bottom of the screen shows the Windows taskbar with the start button and several open applications.

Direct Messages are private tweets sent to that one user. No one else will see the tweet, however the tweet can be re-tweeted.



### Compose a tweet using auto-complete usernames (mentions):

Space provided to type

Click on Settings

Each tweet contains only 140 characters

TweetDeck Settings will pop-up

Make sure to check this box

140

Send

**TweetDeck Settings**

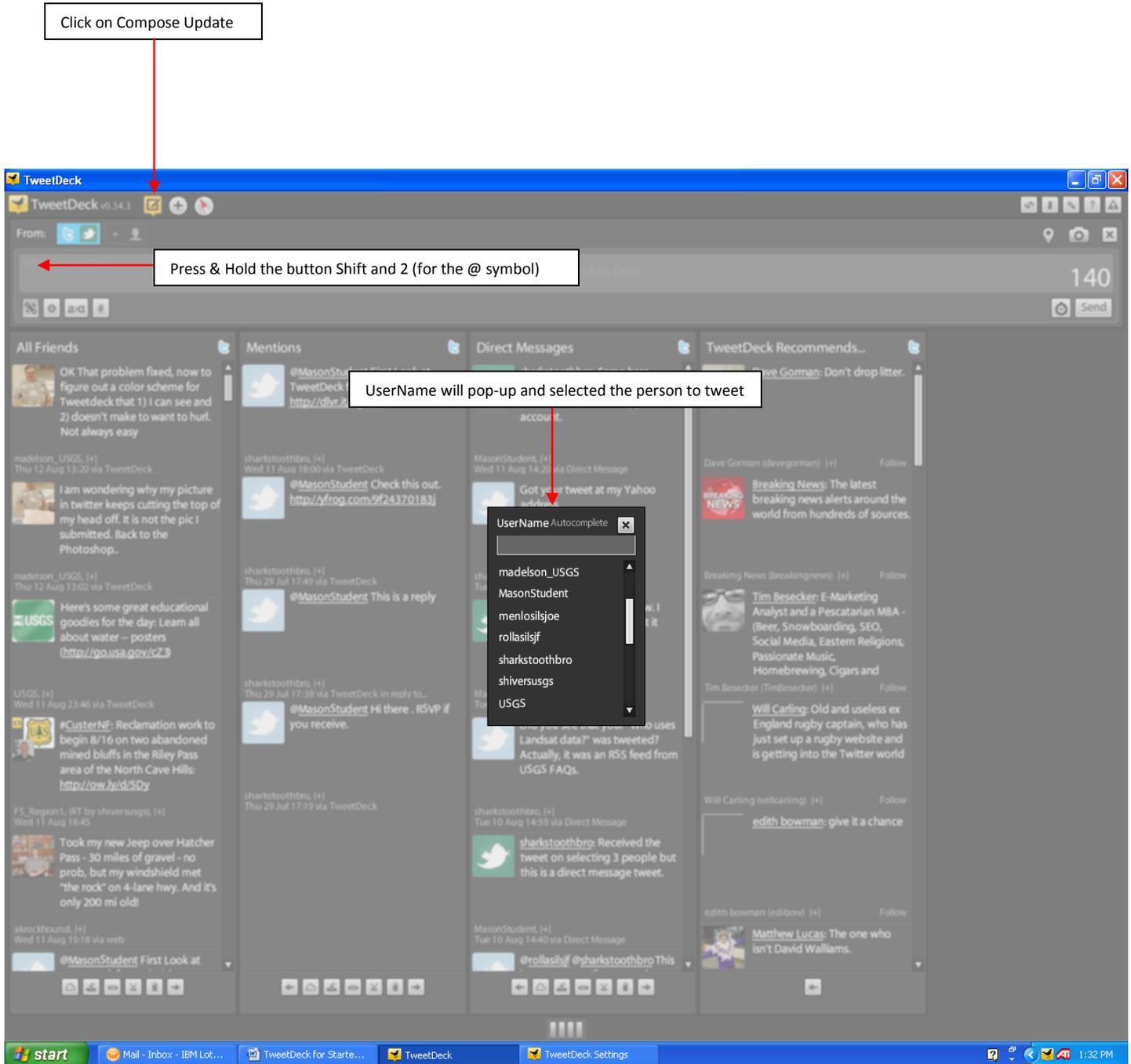
- Update Window at bottom ( default top )
- General
  - Narrow columns
  - Hide previously loaded updates ( after restart )
- Twitter
  - Open profiles in web page ( saves on API calls )
  - Open photo links in web page
- Twitter Updates
- Notifications
  - Use autocomplete for usernames
  - Press Enter to Send an Update
- Colors/Font
- Services
  - Show preview information for short URLs
  - Enable Keyboard Shortcuts
- Accounts
  - Mark updates as read when moving with keyboard
- Sync
  - Minimize button should
  - Close button should
- Global Filter

Save settings or Cancel

Continued:

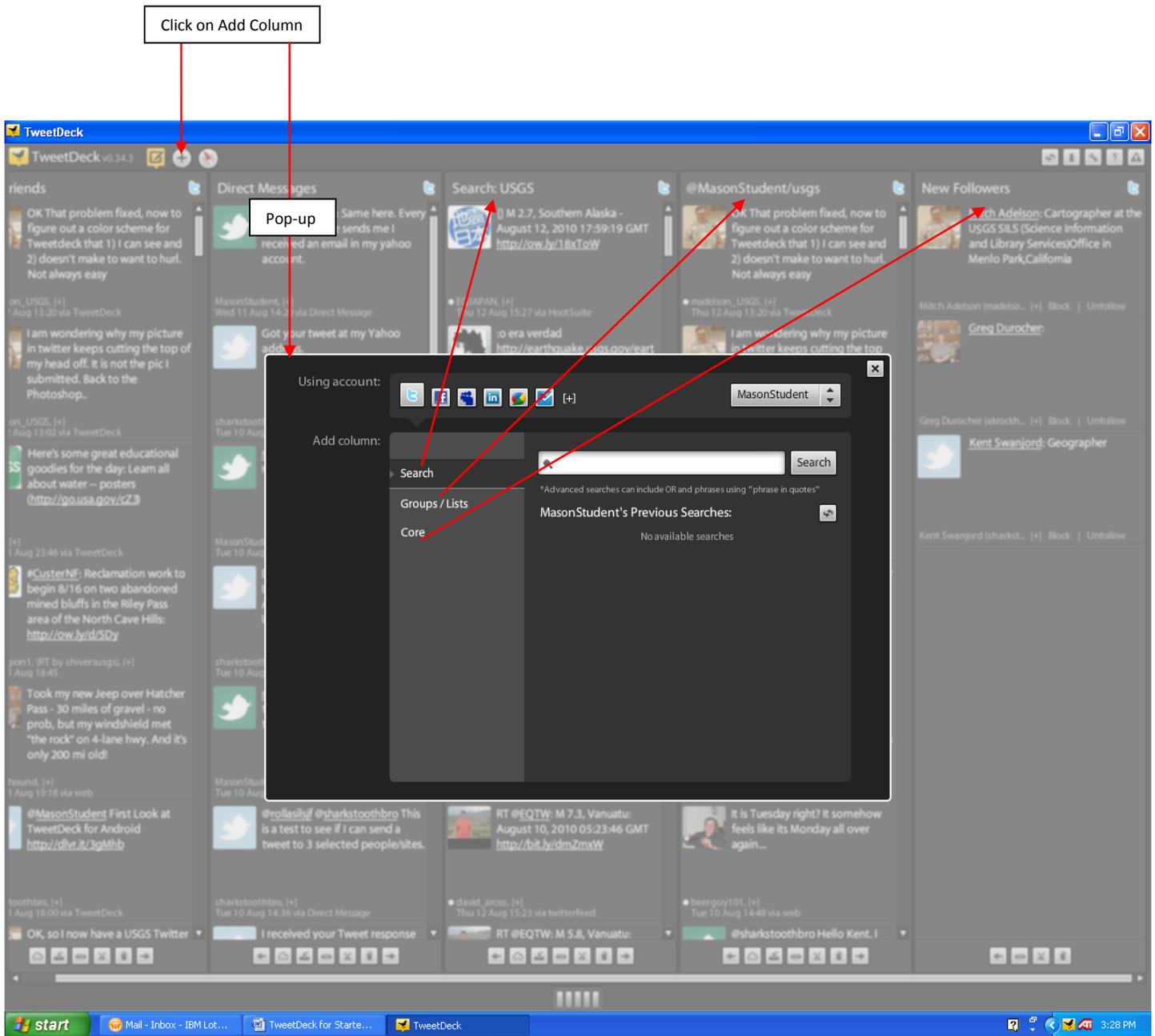
Compose a tweet using auto-complete username “@xxxxxxx”.

Using the “@” symbol refers to a mention to that user and your followers will still receive the tweet.



### How to add a column:

This feature helps by sorting the columns into: *Search, Groups/Lists, and Core.*



### How to use the Quick Profile button (must know username):

The image shows a screenshot of the TweetDeck application interface. A red arrow points from a box labeled "Click on Quick Profile" to the Quick Profile button in the top toolbar. Another red arrow points from a box labeled "Pop up box" to a search dialog box that appears over the interface. This dialog box contains the text "What are you looking for?" and "List or User:" followed by a search input field containing "USGSASK". A red arrow points from a box labeled "Type in Username" to the search input field. Below the input field, there is a "Find profile" button and a "Cancel" button. A red arrow points from a box labeled "Click here" to the "Find profile" button. The background shows the TweetDeck interface with columns for "All Friends", "Mentions", "Direct Messages", and "Search: USGS".

Continued Quick Profile column and follow user:

The screenshot shows the TweetDeck interface with four columns: Mentions, Direct Messages, Search: USGS, and User Profile. The User Profile column is expanded to show the profile for @USGSASK (ASK USGS). The profile includes a bio, location (Reston, VA), and statistics: 4 Followers, 7 Following, and 7 Tweets. A 'Follow' button is visible at the bottom of the profile. Red arrows and labels highlight these elements: 'User Profile Column' points to the column header; 'USGSASK's profile' points to the profile header; '# of Followers' points to the '4' in the Followers count; '# of Following' points to the '7' in the Following count; '# of Tweets' points to the '7' in the Tweets count; and 'Click here to "Follow" USGSASK' points to the 'Follow' button.

## How to add multiple account users (using USGSASK):

Make sure which account is the "Default" ... Click on "Set as Default"

Follow the number sequence from 1 to 9

1) Click here for Settings

2) Click here for Accounts

3) Click on Add New

8) Make one account Default

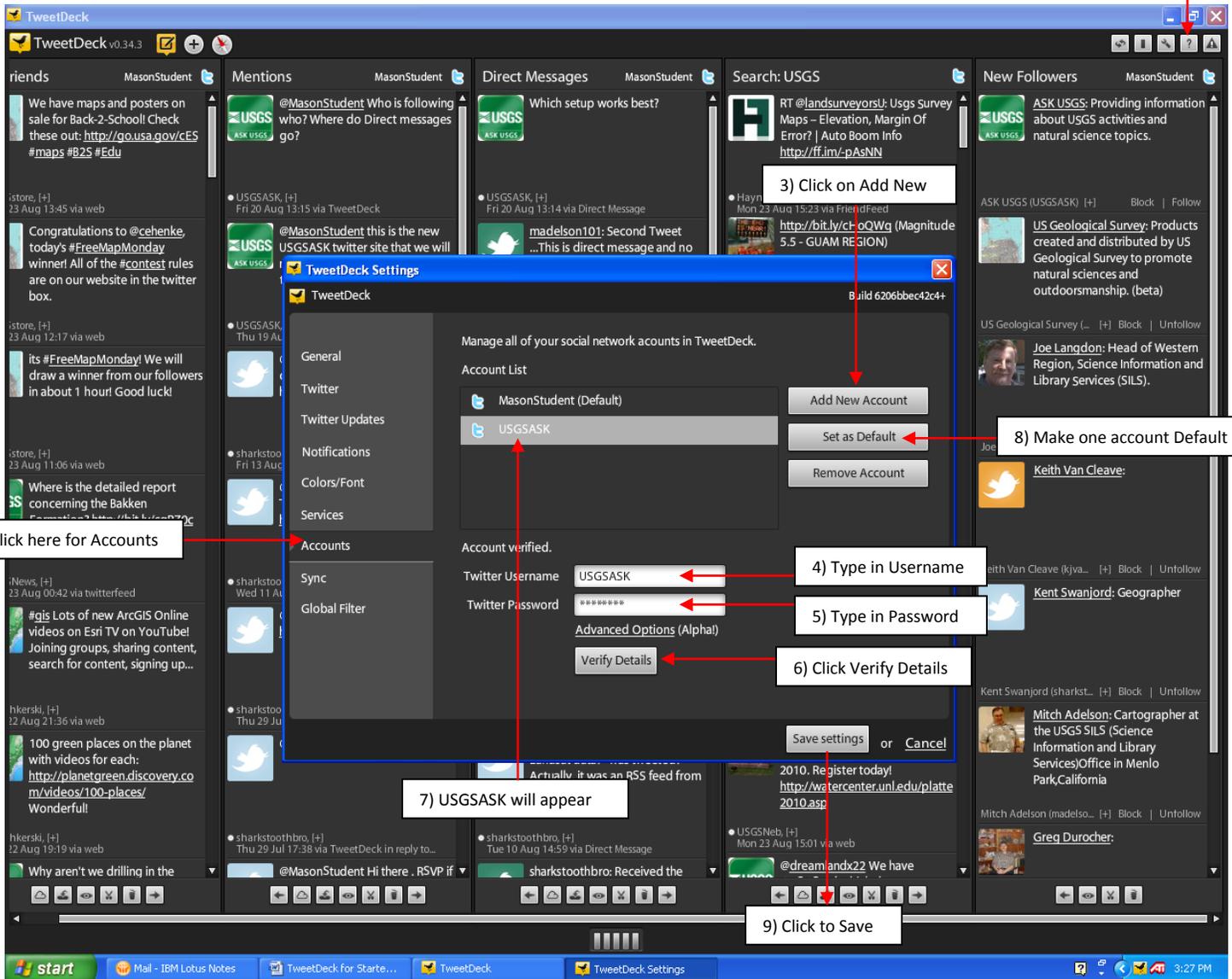
4) Type in Username

5) Type in Password

6) Click Verify Details

7) USGSASK will appear

9) Click to Save



Recommended Columns to set as default.

The image shows a screenshot of the TweetDeck application interface. Five red arrows point from labels above to specific columns in the interface:

- All Friends:** Points to the first column on the left, which displays tweets from friends.
- Mentions:** Points to the second column, which displays tweets mentioning the user.
- Direct Messages:** Points to the third column, which displays direct messages.
- New Followers:** Points to the fourth column, which displays new followers.
- Search: USGS:** Points to the fifth column on the right, which displays search results for 'USGS'.

The interface includes a top navigation bar with icons for home, compose, and search. The bottom of the screen shows a Windows taskbar with the Start button and several open applications: Mail - Inbox - IBM Lot..., TweetDeck for Starte..., and TweetDeck. The system clock in the bottom right corner shows 3:12 PM.

### \*\*\*TweetDeck HELP\*\*\*

What is the difference between Followers and Following? (To follow somebody is to subscribe to their messages.)

- **Followers** – Who’s following you.
- **Following** – Who you’re following.

What does the different columns represent (Search, All Friends, Mentions, Direct Messages, New Followers, User Profile)?

- **Search** – The keywords entered will bring up all tweets related to the word(s) or URL. Suggestions: key in “USGS” or “U.S. Geological Survey” and “USGSASK”.
- **All Friends** – Receives all tweets from who you’re following.
- **Mentions** – User starts the tweet with your “@” ... **@username**.
- **Direct Messages** – A private tweet sent directly to you. No one else will see your DMs. (Note: In order to send a Direct Message to another user, that person must be following you.) Need a space after the “D”.
- **New Followers** – A list of users following you with their profile names and usernames.
- **User Profile** – If you know the username, the user profile will appear with their information (name, username, location, number of followers/following/tweets). Also, allows you to “**Follow**” or “**Unfollow**” that user at the bottom of the column.
- **Retweet** – A repost of a valuable tweet from somebody else and giving them credit. (\*\*\*Note: no separate column for retweets.)

### \*\*\*WARNING\*\*\*

**Do not Tweet personal items, keep it strictly business!**

**Think before pressing the send button!**

### \*\*\*WARNING\*\*\*

Helpful Links:

<http://business.twitter.com/twitter101/learning>

[http://business.twitter.com/twitter101/case\\_usgs](http://business.twitter.com/twitter101/case_usgs)

<http://support.tweetdeck.com/forums/63876-desktop-support-documents>