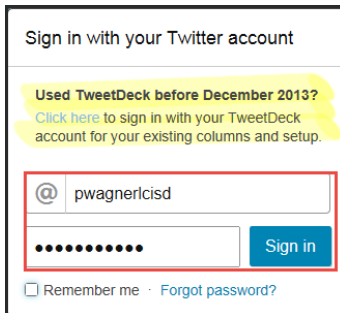


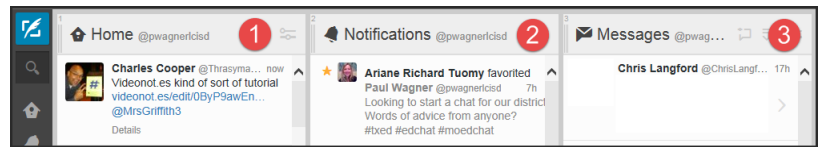
Signing In



TweetDeck is a great tool for a Twitter user when you are looking for a bit more functionality. It is very beneficial when joining a Twitter chat as you can see more than one column of tweets at a time.

Go to <http://tweetdeck.com> and use your twitter username and password to log in.

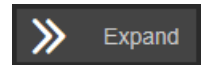
At a Glance



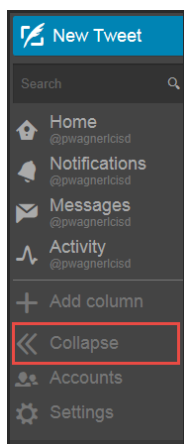
By default, four columns will be created for you. Adding and editing columns will be handled in another cheat sheet. The 3 main columns you will focus on are:

1. **Home**- This column lists any tweet that has been created, retweeted, or marked as favorite by anyone you are following.
2. **Notifications**- This column contains any tweet in which you are mentioned, including a retweet of your tweet or a reply.
3. **Messages**- These are direct messages sent personally between you and another Twitter user.

Along the left-hand side of the screen is the menu. By default it displays in collapsed view. You can **Expand** the view by clicking the two arrows pointing to the right.



The Menu

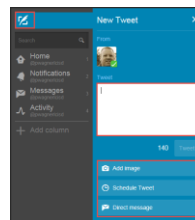


The menu is shown here in expanded view. It allows you quick access to your columns as well as settings and other Twitter accounts if you add more than one.

This becomes more valuable as you create additional columns. Clicking on that column will allow you to quickly access it.

Notice there is an option to collapse the menu again to allow more room for viewing columns on your screen.

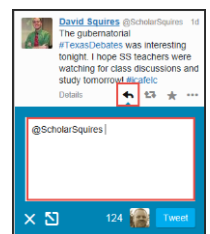
Basic Functions



Create a new tweet by selecting the new tweet icon in the top of the menu. You can add images and even schedule your tweet for another time here.

To reply, retweet, or favorite a tweet, select the tweet you wish to work with.

When you select **Reply**, a window will appear below the tweet. Type your reply and tweet it out.



When you select **Retweet**, you will have the option to retweet as is or edit the tweet before you retweet it.

