Diigo

Diigo is an information and networking site on which you can store and share your favorite websites. Your personal sites are available from any PC or iPhone with the use of your own username and password; so no matter where you are, you can find what you need.

(http://www.diigo.com)

Step 1: Join Diigo and install the toolbar

1. When you first come to the Diigo site, you will see a small bar at the top of the screen with several links. To begin sign up, click “Join Diigo”.
2. Choose a username and password and fill in your name and email address. Then click “Continue.”
3. You will then be taken to the “My Library” tab, where you can add Bookmarks, Images and Notes by clicking the respective buttons.
4. To install the Diigo toolbar, go to the top right menu and click “Tools”
5. Click “Install Diigo Toolbar” and follow the on-screen instructions.
6. After the installation has finished you will need to restart your web browser and the Diigo toolbar will show up the next time you open it.
7. Now is the time to get your bookmarks.

Step 2: Getting bookmarks (Importing and using the Diigo Toolbar)

When you sign in for the first time you will be taken to “My Library” (link is located in the toolbar near the top of the page) and it will say “You haven’t saved anything yet.” There are a couple buttons for importing your previously made bookmarks from your browser or del.icio.us if you would like those options. Or you can create new bookmarks with your Diigo toolbar.

Importing bookmarks from your browser:

1. For Firefox or IE users you simply click the “Diigo” button on the Diigo toolbar, click “Import Bookmarks...”, then a list of all your current bookmarks will appear. If some you don’t want to import, just select it and click “Remove.”
2. Press “Import All” once you have finished removing bookmarks you don’t want. When the bookmarks have been imported a popup will confirm that the bookmarks are being imported. Press OK, and then close the bookmark selection window.
3. Then you can view your bookmarks in the “My Library” tab later.

Importing bookmarks from del.icio.us or other online bookmarking sites:

1. If you have an account on del.icio.us (or other site) and wish to import bookmarks you have already saved there then go to the bottom where it says “Diigo Tools” and click “Import Bookmarks.”
2. Under the heading “Import from other online bookmarking sites,” click on the site you wish to import from.
3. Follow the on-screen direction.
Adding bookmarks from the Diigo toolbar:

1. When you are on a site you wish to bookmark to Diigo, click “Bookmark” on the Diigo toolbar.
2. A window will pop up for you to fill in extra information (like a Description or Tags for easier finding later, you can always fill in more information later from the “My Library” tab) if you wish, or simply click Save.
3. Or you can click the icon, and the page will be instantly bookmarked to your Diigo account.
4. There is also a “Send” option if you wish to send the link to some of your friends so they can check it out.

Step 3: Using the Highlight option

The Highlight option is a handy tool to make notes on websites you may visit and want to come back to.

1. To highlight something on a website, simply click and drag the mouse over the information you want then right click (or command click for Mac users) and a small dropdown menu will appear and give you several options.
   a. “Highlighting” the selection will put a yellow background around whatever information has been selected; it will also save a link to the selection in your bookmarks.
   b. “Highlight and bookmark” will save the website to your bookmarks on Diigo as well as the yellow background.
2. Once something has been highlighted, a new option will come up on the menu when you hover the cursor over it; . Clicking on this icon, you can change the color of the highlight, and pick “Add sticky note.” This will give you the ability to make a note on the highlighted material about whatever you would like. A private note will only appear to you, a public note can be seen by anyone else with a Diigo account who visits that page.
3. You can also right-click anywhere on the screen and choose “Add a floating sticky note,” which will let you place a note anywhere on the page you click-and-drag the icon to.
4. After highlighting, a link to the site will appear in bookmarks where you can go back and look at the material or have it on hand for future use.

Step 4: Friends, Communities, and More

Diigo gives you several options to widen your horizon in the internet world. From sharing bookmarks with friends you know to sharing bookmarks with people across the world. Then there are groups you can join or check out to find others with similar interests and go to bookmarked websites you’ve never even heard of before.
Friends:

1. You can find friends you know that already use Diigo by first going to the dropdown menu by clicking your username and selecting “Friends.”
2. Click the link that says “See if your friends are on Diigo.”
3. Then enter your email address and the password to that email in the boxes and click the “Find Your Friends” button. (Your email password will not be stored; the website just needs it temporarily to check your address book from that email).
4. If you feel uncomfortable entering your email password or you have other friends who are not stored in your email address book, you have the option to enter their email addresses below. Then click the “Find Friends” button.
5. If your friends have Diigo accounts they will be added to your friends list. If not, you have the option to invite them to Diigo if you wish.
6. You can invite friends you know are not on Diigo at any time with the “Invite Friends” option from the Friends menu.

Search/Invite Diigo users:

1. Go to the dropdown menu by clicking your username at the top and select “Friends.”
2. The “Search Diigo users of interest” link allows you to search through people by several options (Name, Email, Tags, Site, URL, etc.).
3. The “Invite by email” link lets you send emails to your friends, personally inviting them to join Diigo.
4. All of these features let you find and share bookmarks with others who have similar interests and you will surely find several websites that you didn't even know existed.

My Groups:

1. Under the “My Group” tab, on the top of the screen, there are several options for finding and joining, and even creating groups.
2. You can search where it says “Explore Diigo Groups” to find groups of people who are dedicated to certain subject matters. You have the option to search for a group through keywords or categories, or you can create your own if you can't find what you wanted.
   a. Once you find a group you would like to join, click it. There will be a blue “Join this Group” button on the right side.
   b. Once you have joined you can post your own related sites and join in the group discussion.
   c. You can also look at the group’s bookmarks without joining if you just want to find related websites. Just click “Bookmarks” for the Filter.
3. **Note:** When you have made/joined a group, you'll need to select “Browse other popular groups” in the “My Groups” tab to go to this search option again.
Community:

1. Click the “Community” tab near the top of the screen.
2. Communities are basically message boards where you can post information about any subject, or find information posted by others.
3. The most recent will be shown, and you can select a tag from the right side of the screen.
4. If none of the tags listed is what you’re looking for, click on any of them. Then type in the tag you want in the search box that will appear and hit ENTER.

More Information

For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.bu	ler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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