

## Using Diigo

Below are two sets of directions:

1. **Bookmarking a resource without the Toolbar.**
2. How to **Install the Diigo Toolbar** which makes for very quick bookmarking.

### Bookmarking a Resource without the Toolbar.

Login to your account.

Click on "My Library".

Scroll down the page and locate the "Add a bookmark" widget at the bottom right.

Paste the URL of the site you want to bookmark in the widget and click "Add".



A screenshot of a web interface showing a widget titled "Add a bookmark". Below the title is a text input field containing the placeholder text "e.g. www.diigo.com". To the right of the input field is a button labeled "Add".



A screenshot of a web interface showing a widget titled "Add a bookmark". Below the title is a text input field containing the URL "http://www.teach42.com/". To the right of the input field is a button labeled "Add".

You will be redirected to a new page and given the option of entering or editing details about the webpage:

- The **URL** and **Title** of the web page should appear automatically, but can be revised if desired.
- Add a description about the site.
- Type descriptive tags for the site using any numbers of tags, separated by space.

Click "Add New Bookmark".

In about three seconds you will be redirected back to your "My Library" page and will see your new bookmark.

## Add New Bookmark

### URL

http://www.teach42.com/

### Title

Teach42

### Description

Education and Technology by Steve Dembo

**Add description.**

### Tags

space separated. Use " " for tag with multiple words.

### Recommended tags:

education technology blog web2.0 edtech teaching  
podcasting podcast

### Privacy

Public ▼

### Add to a List

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### Share to a Group

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**Add New Bookmark**

**Add Tags**

**Click**

## Install the Diigo Toolbar

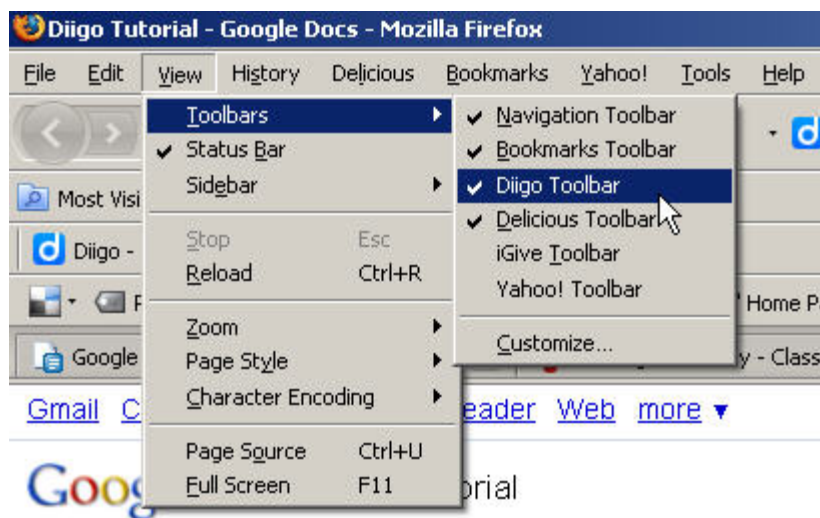
Go to <http://www.diigo.com/tools> and install the Diigo Toolbar on your computer.

Restart your browser.

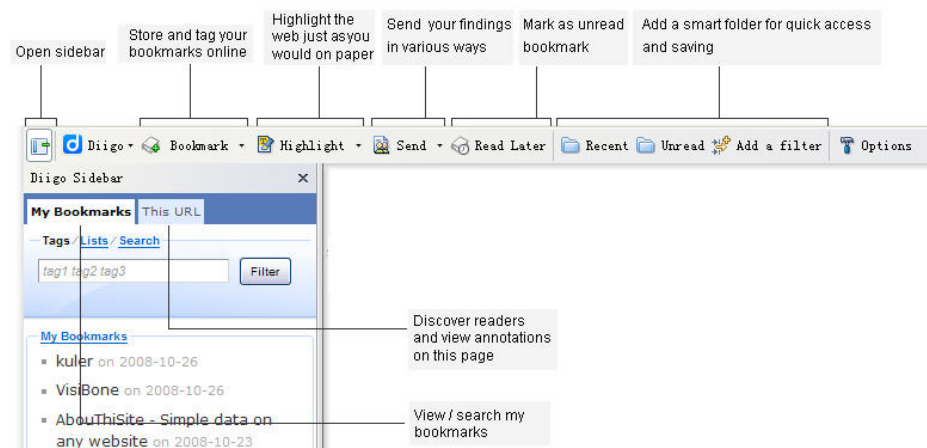


Make sure the "Bookmarks Toolbar" is checked under View → Toolbars in the browser menu.

Follow the directions on Post to Diigo [http://www.diigo.com/tools/post\\_to\\_diigo](http://www.diigo.com/tools/post_to_diigo)



The Diigo Tool bar on your browser.



When you are visiting a webpage you wish to bookmark, just click the "**Diigo**" button on the toolbar or through your **right-click** menu via your mouse.



A Diigo dialog box will pop up, giving you the option of entering or editing details about the webpage:

- The **URL** and **Title** of the web page should appear automatically, but can be revised if desired.
- Add a description about the site.
- Type descriptive tags for the site using any numbers of tags, separated by space.

#### **Public vs. Private:**

Choose the privacy setting for this bookmark (unchecked = public)

**Description:** Add a synopsis about the resource. Tip: Another quick way to add a description to a bookmark is to select a block of text with your mouse first (without having it highlighted), then click the "Bookmark"

button. That block of text that you just selected will automatically be captured into the description field in bookmarking window.

### **Recommended**

**Tags:** Website content is automatically analyzed and tags are suggested. Just point and click to add any of those, and then enter your own descriptive tags, separated by a space. Don't use commas. To use a phrase as a single tag, you must put quotation marks around the phrase like "income tax" or "profit and loss"

When you have a class site you will want to click "Share to a Group" since your class is a group. Select the group name once you click the "Share to a Group" box.

Finally click "Save".