

A guide to using Diigo for students and staff by Neil Jones (3rd year History student, University of Lincoln)

This document is a guide on how to use the social bookmarking site Diigo for academic purposes (finding, saving, annotating and sharing websites, individually and in groups). We begin by providing you with some links to some basic online resources with advice on how to use Diigo before providing you with a walk-through to get you started with the tool.

YouTube Tutorials

Here are some easy-to-follow YouTube tutorials on using Diigo:

- David Knapp - http://www.youtube.com/watch?v=o0FTC_PAwnE
- Lee Graham - <http://www.youtube.com/watch?v=WF90uf5tclA>
- Joseph William - <http://www.youtube.com/watch?v=mbRxBRgDUg8>

Diigo Support

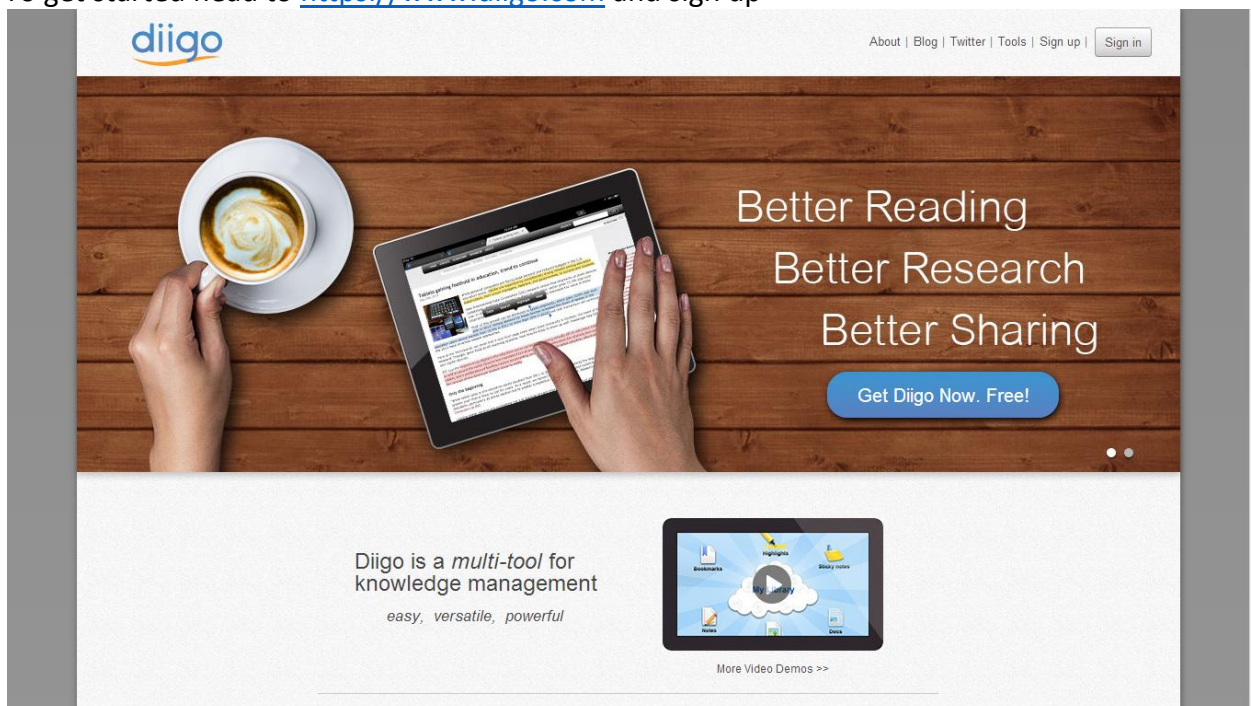
The developers of Diigo have also created some really useful resources:

- Diigo help - <http://help.diigo.com/>
- Text based walkthrough - <http://www.techconnect20.com/diigo.html>
- Read, Study and Highlight - <http://www.makeuseof.com/tag/read-study-highlight-with-diigo-and-ehighlighter/>

Walk through: getting started with Diigo for academic purposes

[Note: your tutor may have created accounts and a group for all of the people in your class already using their own Diigo account – check with them before setting up your own account/group]

To get started head to <https://www.diigo.com> and sign up



The image shows a screenshot of the Diigo website homepage. At the top left is the Diigo logo. To the right are links for 'About | Blog | Twitter | Tools | Sign up |' and a 'Sign in' button. The main visual is a top-down view of a wooden table with a hand holding a coffee cup on the left and another hand using a tablet on the right. The tablet screen displays a Diigo bookmarked page. To the right of the tablet, the text reads 'Better Reading', 'Better Research', and 'Better Sharing'. Below this is a blue button that says 'Get Diigo Now. Free!'. At the bottom left, the text says 'Diigo is a multi-tool for knowledge management' followed by 'easy, versatile, powerful'. At the bottom right, there is a video player icon with the text 'More Video Demos >>' below it.

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Fill in all the boxes and Diigo will send a verification email to your account.

Create your account Already have an account? [Sign In now!](#)

Choose a Username

6 ~ 16 characters, must begin with a letter, case-insensitive

First name Last name
to be used in the Diigo Community

Email

Great, the email "njoneslincoln@gmail.com" is available.
 In case you forget your password, you can also retrieve it via Email.
 Please **don't** use **hotmail.com**, otherwise you may not receive the mail.

Choose a Password
 Show password.
Great, a strong password.
 6 ~ 32 characters and is case sensitive

Enter the following:



Your Answer [SOLVE media](#)

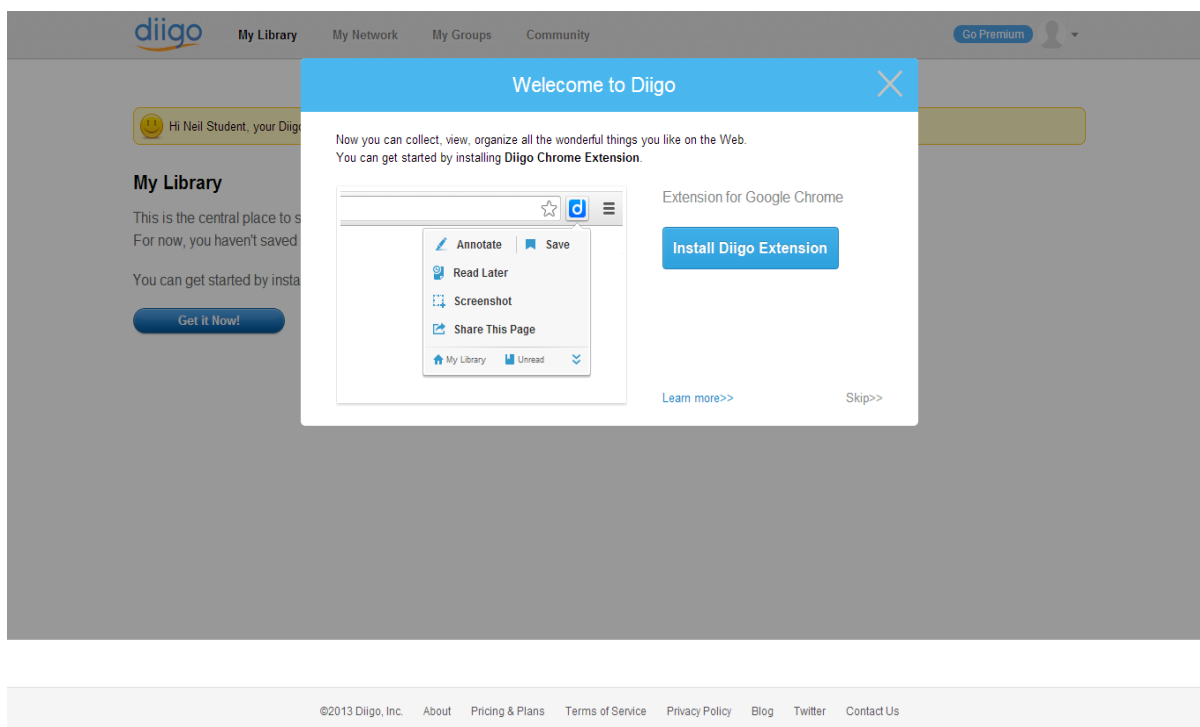
with one click!
Join Diigo via:

• Fail to join diigo? [Contact us](#)

Free Education Edition Upgrade



Once you've verified you will have to install the Diigo extension to the web browser you are using.

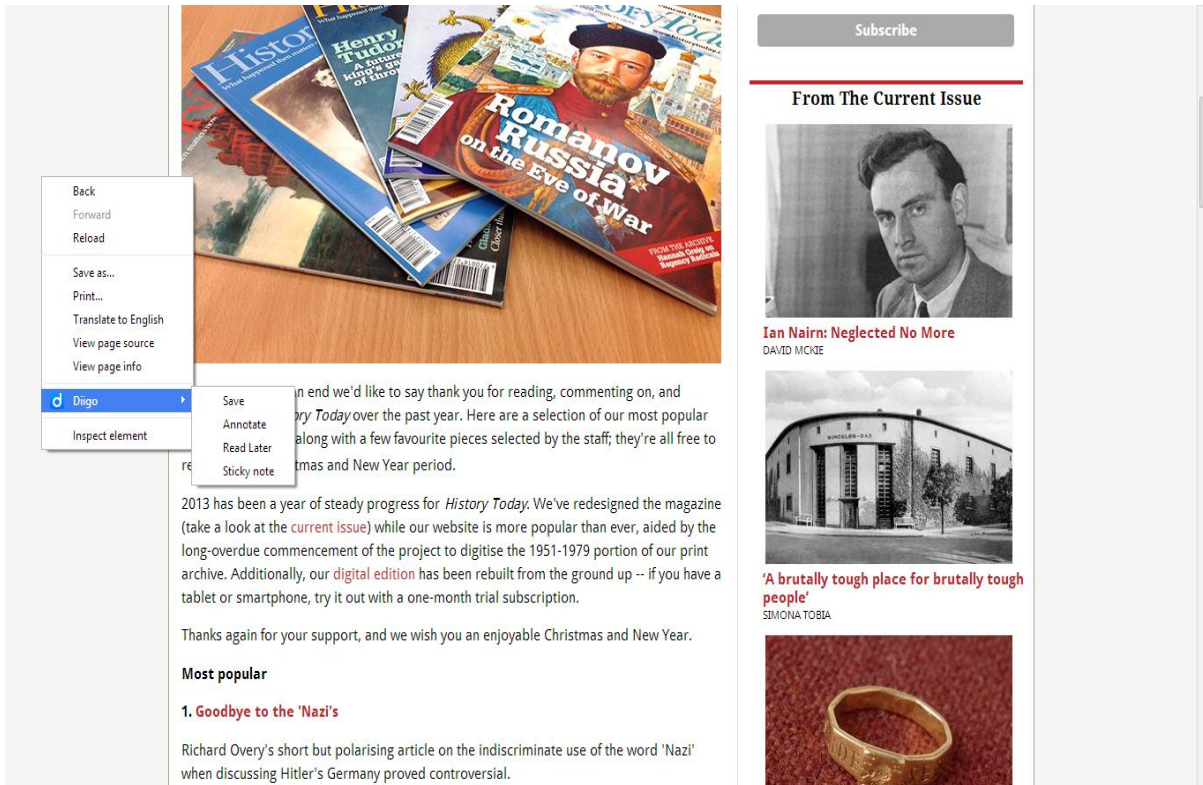


The screenshot shows the Diigo website interface with a 'Welcome to Diigo' modal window. The modal text reads: 'Now you can collect, view, organize all the wonderful things you like on the Web. You can get started by installing **Diigo Chrome Extension**.' Below this is a screenshot of the Diigo extension's menu in a browser, showing options like 'Annotate', 'Save', 'Read Later', 'Screenshot', 'Share This Page', 'My Library', and 'Unread'. To the right of the menu screenshot is a blue button that says 'Install Diigo Extension'. At the bottom of the modal are links for 'Learn more>>' and 'Skip>>'. The background of the website shows the 'My Library' section and a navigation bar with links like 'My Library', 'My Network', 'My Groups', and 'Community'.

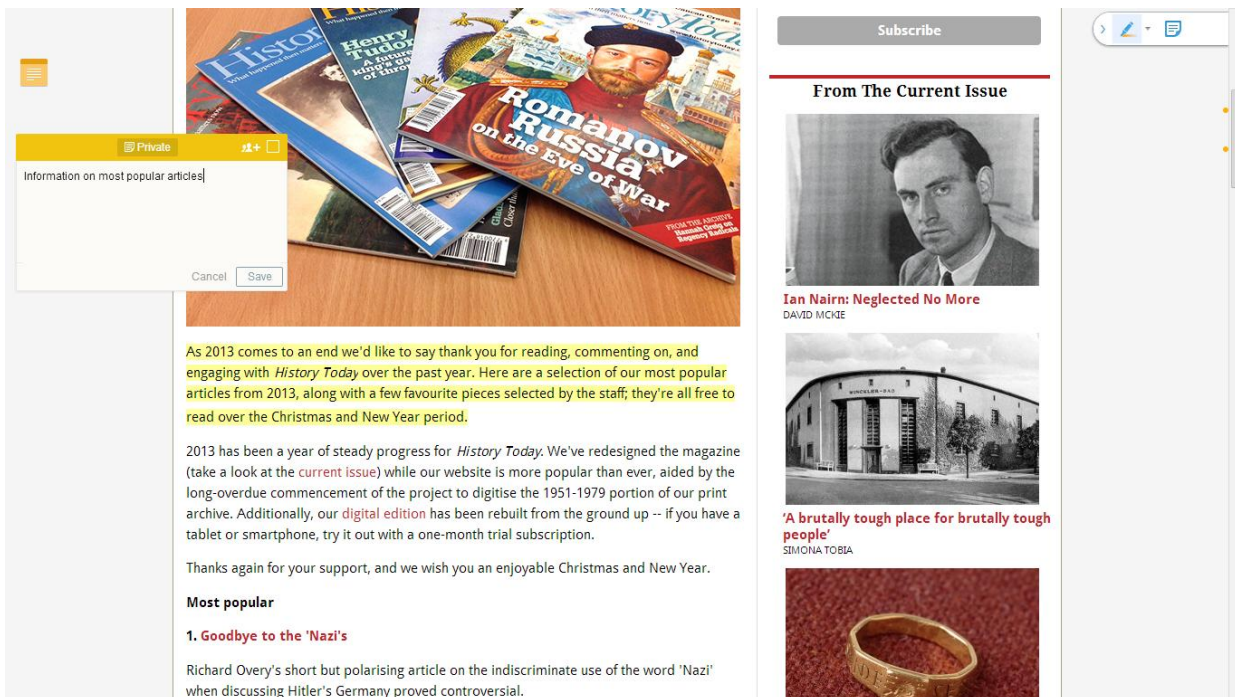
Once you have installed the Diigo extension you can start bookmarking and annotating websites for research. If the extension has not activated then go to settings then extensions to enable the Diigo add on.

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Now that you have the Diigo extension working you can annotate and save WebPages and articles to your Diigo library. By right clicking you can access the Diigo features and either annotate sections of the page by highlighting or adding sticky notes.



After you've selected the annotate button an icon will appear in top right hand corner with the options to highlight or add a sticky note. For annotating simply highlight any part of the text on the page. For a sticky note just click and drag to any part of the page.



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To save a page use the same process as activating the annotation feature.

The screenshot shows a Diigo bookmark editor window. The title field contains "The Best of History Today in 2013 | History Today". There are checkboxes for "Private", "Read Later", and "Cache", with "Cache" checked. Below these is a text area for "Add description". A tag field contains "History". At the bottom, there are "Add", "Cancel", and "Share to a group" buttons, along with a "Save" button.

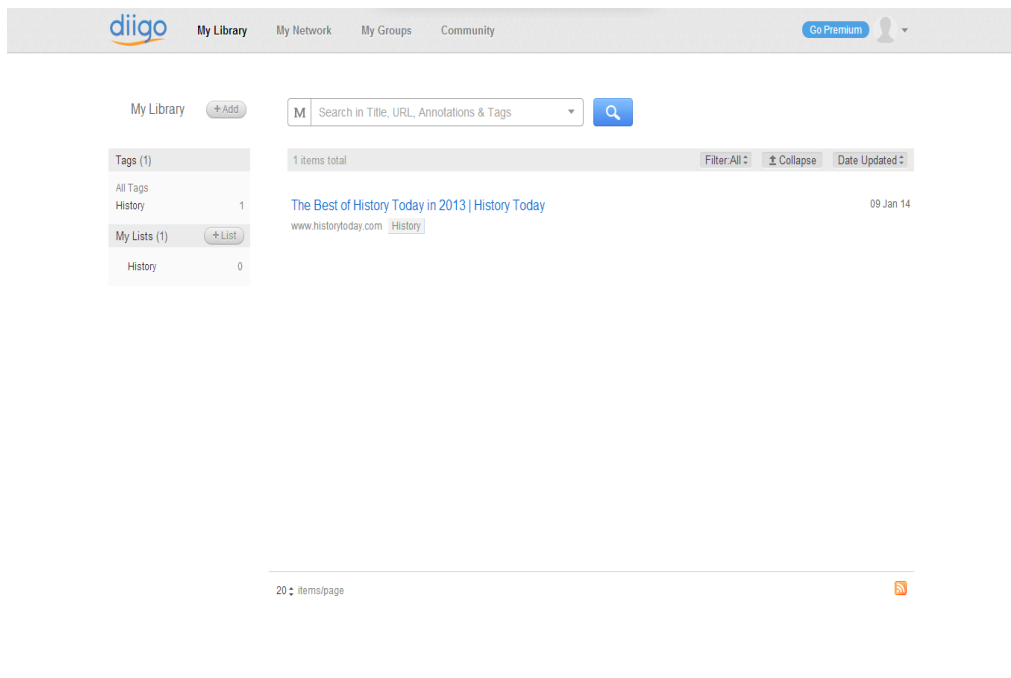
When saving a page ensure that you tag the page with descriptive tags (e.g. author of the page, its subject/ title), add it to whichever list you think is appropriate (e.g. for a specific essay or project), and, if working in a group, share it with your fellow group member. You can also mark the page as private and remind yourself to read later.

It is also recommended to click the Cache button as this will retain the page in its current form. This precaution will ensure you can access the page in case you lose access or cannot find the page at a later date.

It must also be noted while on the free version of Diigo you can only Cache thirty pages. So please prioritise the pages you choose to Cache (e.g. the ones for your current essay rather than old assignments).

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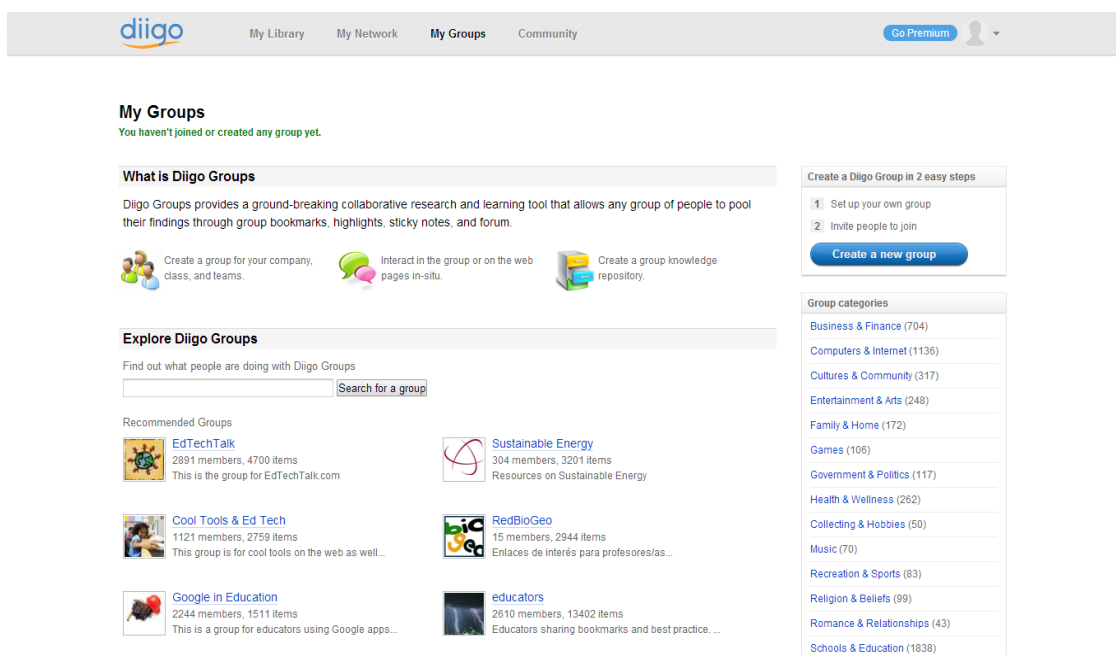
Once the page is saved it will be available in your library and if you have tagged and placed web pages in the appropriate list you will be able to easily find the articles for your projects. Alternatively, you can browse the pages that are listed under specific tags.



Creating Groups

[Note: you may want to create your own groups, or your tutor may have created a group for all of the people in your class already using their own Diigo account – check with them before setting up your own group]

To create group head to the My Group tab at the top of the page and click on the Create a new group button on the left hand side.



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Fill out the details on the page with the name of your group, select who can view the group, if the group is searchable, how to join and who can join it. For university projects it would preferable to make your group private and only joinable by invitation.

Create a group

Group Name:
[Require minimum of 6 characters]

Group URL:
[Require minimum of 6 characters]

Description:
No more than 300 letters

- Category:
- Business & Finance
 - Computers & Internet
 - Cultures & Community
 - Entertainment & Arts
 - Family & Home
 - Games
 - Government & Politics
 - Health & Wellness
 - Collecting & Hobbies
 - Music
 - Recreation & Sports
 - Religion & Beliefs
 - Romance & Relationships
 - Schools & Education
 - Education - K12
 - Science
 - Travel
 - Video
 - Not Categorized

Who can view? Public - anyone can view
 Private - only group members can view

No more than 300 letters

- Category:
- Business & Finance
 - Computers & Internet
 - Cultures & Community
 - Entertainment & Arts
 - Family & Home
 - Games
 - Government & Politics
 - Health & Wellness
 - Collecting & Hobbies
 - Music
 - Recreation & Sports
 - Religion & Beliefs
 - Romance & Relationships
 - Schools & Education
 - Education - K12
 - Science
 - Travel
 - Video
 - Not Categorized

Who can view? Public - anyone can view
 Private - only group members can view

Searchable? List this group in the search results
 Do not list this group

How to join? Open - anyone can join
 Apply to join -- moderator approval required
 By invitation only

Who can invite new members? Only group moderator
 All group members

Enter **both words below, separated by a space**
 Can't read the words below? [Try different words](#) or [an audio captcha](#).

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To invite people, go to the invite people button on the side of your newly created group and copy and paste the emails of your fellow group members.

Invite

Invite people

▼ **Invite external emails**

External Emails:

Input or paste your emails here. Use comma or newline to separate emails.

Welcome Message:

Diigo will automatically include the group name, group description, and group URL in the email.

[Invite](#)

▶ **Invite from your email contacts**

▶ **Invite your diigo friends**

Once everyone from your group has accepted the invitation (and joined Diigo) you can now post topics and related articles to the group.

Lincoln History Project

Group for Mr. Smith's assignment

Post: [Bookmark](#) [Topic](#)

Title:

Comment:

Tags:

[Post](#)
[Cancel](#)

[Group Settings](#) [Invite people](#)

Most Active Members [View All](#)

Sort By: [Most Recent](#) | [Popular](#) Filter: [All](#) | [Bookmarks](#) | [Topics](#) | [Images](#)

💡 To get started, post a topic or a bookmark above.