HOW TO NAVIGATE DIIGO

WHY THIS IS IMPORTANT:

Diigo is a research tool for knowledge management. It allows you to highlight, annotate, and organize websites. Diigo allows you to collaborate and exchange information. This research tool is especially useful to writers that are presented with the opportunity to do group work. Diigo also allows writers to express and share ideas and information to a small or large group of people. This websites allows you to build your own personal library that consists of useful websites, links, and pages that you can use to help organize your thoughts and ideas during the writing process. THIS HANDOUT WILL DETAIL THE STEPS TO NAVIGATE AND UTILIZE THE FEATURES OF THE DIIGO TOOLBAR.

NOTE: This is a social bookmarking website, not a search engine, and it will not generate websites, links, or pages related to your topic at hand. However, this website will allow you to highlight, annotate, and add sticky notes on websites and search engines.

HOW TO GET STARTED

1. To get started, go to www.diigo.com.
2. Click on the button that says, “Get Diigo Now Free!” It can be found on the home page.
3. Under the section “Create your account”:
   a. Fill out the boxes presented on the web page
      i. Choose a Username – your username must begin with a letter and it needs to be 6-16 characters. This username will be case-insensitive.
      ii. Enter your email – make sure not to use a Hotmail.com email.
      iii. Create a password that must meet a minimum of 6 characters and a maximum of 32 characters. This password is case-sensitive.
iv. When all information is complete, click the Continue button on the screen.

4. This will take you to a screen that will allow you to install the Diigo toolbar.
   a. Click the “Install Diigo Toolbar” button.
   b. Once the toolbar is installed, you can start using Diigo.

**THE DIIGO TOOLBAR**

1. The Diigo toolbar allows you to bookmark, highlight, comment, capture, send, message, bookmark, and sort pages.
HOW TO USE THE HIGHLIGHTING FEATURE OF DIIGO

1. This feature in the Diigo toolbar works by allowing the user to highlight anything on a webpage and store content in a personal library.

2. To highlight a piece of information, click on the highlight tab on the toolbar.

3. Then select the important text or information you need.
   a. This piece of information will be stored in your library with Diigo and can be found in your library.
      i. This is important to help organize and sort information especially in the pre-writing process.
      ii. To access your library, click on the Diigo toolbar and click on My Library.

HOW TO USE THE STICKY NOTES

1. To use the sticky note option, right click on any webpage and choose the “Add a floating sticky note” option.

2. Type any notes you have about the web page and click the “Post” option to move the note anywhere you want on the web page.

3. You can also view and comment on sticky notes from other users or on your own.
Diigo is a website that allows you to share websites and send links to anyone through email.

1. Simply click on the Send tab and choose where you want to send or share the information. This format is similar to sending an email.
   a. You can send or share things on Facebook or Twitter.
   b. You can also export documents that you have found from Diigo to other Diigo users and through email.

Good Luck using Diigo!!