

## Del.icio.us and other Social Bookmarking Websites

*What is needed for this class?*

*Basic Internet and mouse skills. Also requires an email account.*

### Introduction

- Del.icio.us is useful for nearly anyone. It is used by genealogists, researchers, teachers, stock market enthusiasts, librarians, and students, just to name a few. Anyone who has several websites that they like to visit on a regular basis should find this tool helpful.
- Social bookmarking sites are widely used Internet tools that allow users to access a chosen list of websites from any computer in any location. These websites can be “tagged” to help organize them, and shared among users so that others may find new websites that may be of interest.
- While there are many social bookmarking websites, including Furl, Spurl, and del.icio.us, del.icio.us is probably the best known and most heavily used.
- It’s free!
- This class is a brief overview of del.icio.us. We will be setting up free accounts, customizing settings, learning about tagging, and adding websites. If time allows, we will practice using our new accounts.

### Creating an account

- Go to del.icio.us (explain the difference between .com and .us).
- Front page overview.
- Click “Get Started”.
- In the form provided, create a username, name, and password. These should be unique but easy to remember. A combination of first and last name usually works well. Enter email account (for account verification) and the security code provided.
- Click on “Register”.
- On the next screen, del.icio.us will give you the opportunity to download easy buttons for the browser toolbar (**This part is demo only**). These are not required, but make adding a website a streamlined part of browsing the Internet. There are two of these buttons. The first (a blue, black, and white checkerboard) links directly to the del.icio.us page that has been set up, allowing users to see the links that they have saved. The second one is a small white ticket with the word “tag” inside it. This can be used to add new sites to the del.icio.us page quickly and easily.
- The final screen provides a button tutorial to get users started.

### Why Tag?

- Tags allow multiple websites to be easily categorized, grouped, and located. For example, I use the tag “library” for anything that I might use here. Further, I might tag the item with “reference” if I think it might help to answer someone’s factual questions or “advisory” if it might help someone find a book. I have over a

hundred and fifty saved websites, but I can easily find the ones for “advisory” by looking on the right side bar of my main del.icio.us page (where all the tags are listed) and click on that tag. Del.icio.us will then show me all of the websites that have that tag, and no more.

- Del.icio.us is also helpful for finding new websites. On the main page, look for the highlighted text under the website listing. It will say something like “saved by 410 other people”. Clicking on that link will bring up a list of people who have tagged the item, and what they’ve tagged it as. From there, clicking on the user name will bring up a list of the other websites that user has on their list.
- Del.icio.us is useful for collaborative groups. Groups can post and access any links that may be handy for others in the group to know about.

### Adding websites

- There are two ways that this can be done. Users may open up two windows—one for del.icio.us and one for browsing. Or, the user can click on the browser buttons to post the website directly to del.icio.us.
- To post with two windows open: Copy the URL from the desired page. Bring up the del.icio.us window and click on the “Post” button (the last of the buttons, located underneath the username on the main links page.) A prompter will request that the URL be pasted or typed in. Click “Save”. Del.icio.us will prompt the user to fill out a brief form asking for the description of the item, add notes (optional), and tag it with words that are meaningful. These fields will all appear underneath the name of the website on the del.icio.us link page. Click “Save” and the website is added to your list.
- To post with the del.icio.us buttons: While on the page that is to be bookmarked, click the browser button with the tag. The form (described above) will come up. The URL and description fields will already be filled in. Add notes (if desired) and tags and click “Save”. Del.icio.us will save the new website to the main bookmark page, and automatically route the user back to the page they were previously browsing.

### Using Websites

- Open del.icio.us either via the del.icio.us button or by typing in del.icio.us into an open browser window. You may have to log in if del.icio.us has not been used on your computer recently. Click “Your Favorites” to bring you to the main page with all the links that have been saved. From here, click on any blue link to see that page. When finished viewing that page, click the back button on the browser or the del.icio.us button that has been installed. Continue browsing as usual.

### Deleting or Editing Websites and Tags

- There is an edit/delete button listed after each website on the main page. If editing, del.icio.us will bring up the original linking and tagging form. Change the information and click “Save”. To delete, simply click the “Delete” button. Del.icio.us will display a message asking if you would like the item deleted. Click “Yes”, and it will be immediately removed from the list.

## Notes

- There are many more possible uses for del.icio.us than have been explored here. It is possible to import links from a browser, as well as to export links from del.icio.us to either a browser or another bookmark service. These features, and many more, can be found by clicking on “Settings”.