CLIFFS NOTES on

Del.icio.us
Making It Use.ful

Cliffs NOTES

YOUR KEY TO THE CLASSICS

Delicious: Interface Cheat Sheet & Cliff Notes

Delicious is a wonderful tool! And, yes the interface is geeky – it has even baffled many experienced computer users. So, don't get discouraged. With this little cheat sheet, you'll be a del.icio.us ubergeek before you know it!

Before you start using del.icio.us, please refer to the accompanying article, "Seven Things You Should Know About Social Bookmarking."
(http://www.educause.edu/ir/library/pdf/ELI7001.pdf)

This cheat sheet includes the following:

1. Interface Decoder
2. How To Post
3. How To Share Your Bookmarks
4. How To Discover Other Users/Bookmarks

Decoding the Del.icio.us Interface

After you have registered for your free account, received the confirmation email, and clicked through to the link to confirm your account, you are ready to starting this social bookmarking tool. Here's how to log in and what all the stuff on the interface means.

1.   Go to the url: del.icio.us

2.   Click on the **Login** link on the upper right hand side. (After you've logged in for the first time, it recognizes your computer unless you "Log Out"   If you are using the same computer, just skip to step #4 below if you see "bookmarks" on the side instead of "login."
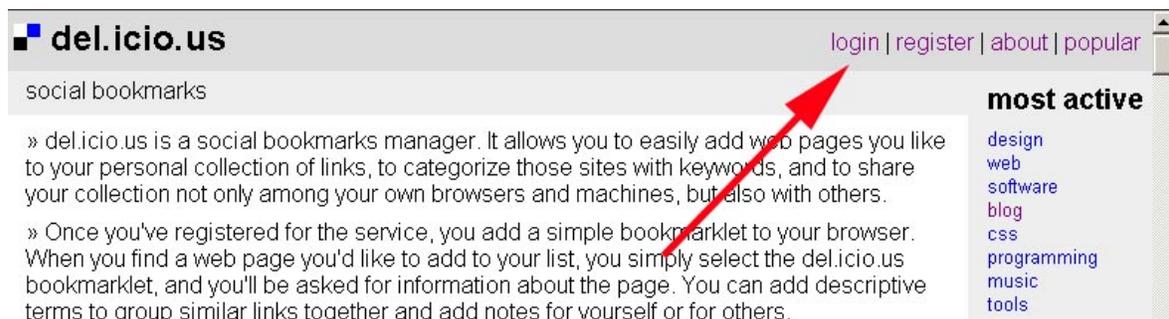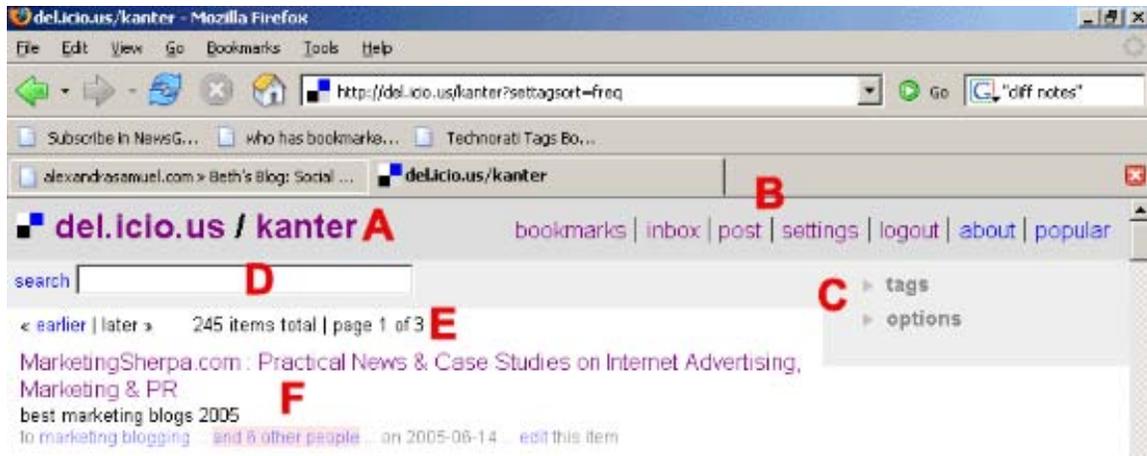

3.   Type in your **username** and **password**

Once you click the login button, you will at the top page for delicious.

4.   To get to your bookmarks, click on the word **bookmarks** on the upper right side.

A. Notice your account name next to delicious. It means you are logged in.

B. This is the navigation bar.

> **Bookmarks:** In your account, it shows you all your bookmarks

> **Inbox:** These are more advanced features that you won't need for now

> **Post:** This lets you type in a url to add to your bookmarks or add a bookmark for your favorites list to automatically post to delicious.   We've done this for you already.

> **Settings:** This section contains information about your account and a utility to edit your tags. The experimental options are for more advanced use and you can ignore right now.

> **Login/Logout:** Login and out of your account

> **Popular:** Shows you the most popular tags that other users have bookmarked.

C.   Tags: The word "tags" with a grey triangle or arrow at the beginning is a running list of all the tags you have used to organize your bookmarks. Tags are keywords that you have assigned to a bookmark to describe its content. (We'll show you more about how to select tags to describe your bookmarks later in this cheat sheet)
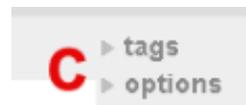
When you click the gray triangle so it points down, it reveals a list of the tags. It works like a drop down menu on software programs.   Your tag list is displayed as a "Tag Cloud" – a tag cloud renders the text of tags that you have used more frequently in larger and bolder font size.   For example, my account has more bookmarks tagged as "Cambodia" versus "chess"

The tag list by default is presented as an alphabetical tag cloud. You can change the display by clicking on the gray triangle before the word "options" to view your tag list in other ways.

The alphabetical list shows the tag name and the number of bookmarks you have tagged with that tag.

If you click on the "sort by frequency" option, you see a list ordered by the most popular tags in your collection.
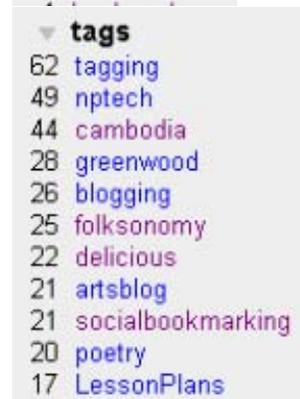
D. Search: The search box lets you search the titles and descriptions for all your bookmarks.

E.   Bookmarks Navigation: The "earlier" and "later" allow you click to pages full of your bookmarks. As your collection expands, you'll probably want to change the number of bookmarks per page. You can find this option at the bottom of the page.

F. Bookmarks List: These are the URLS that have been bookmarked and tagged into your account.   Let's look at an entry line-by-line to understand what it means:

MarketingSherpa.com : Practical News & Case Studies on Internet Advertising, Marketing & PR **1**
best marketing blogs 2005 **2**
to marketing blogging ... and 6 other people ... on 2005-06-14 ... edit this item
3   **4**   **5**   **6**

1.   Title: This is the title of the page that you have bookmarked.
2.   Extended Description: This is a brief description that you can add to make the title more meaningful to you.
3.   Tags: These are the tags that you used to describe the bookmark
4.   Other Users: If you see this highlighted in pink, it means that other people have also bookmarked this page.   This is what puts the "social" in "social book marking." You can click on this link and then onto the personal collections of these users. You can see what tags they used and if they have other resources similar to this.
5.   Date: This is the date that the bookmark was saved into your account.
6.   Edit: If you click on the word edit, it takes you to an editable form where you can change anything you want.

Adding bookmarks to your del.icio.us account

Now that you understand the interface, the next step is to start adding bookmarks to your account so you can easily retrieve them or refer them to other people.

Some Set Up Crap – You Only Need To Do This Once!

Before you start using your del.icio.us account, you need to set up the "bookmarklet" so you can add bookmarks with one click to your del.icio.us account while you are searching or if you happen to land on a web site that screams "Bookmark this!"

When you get your confirmation email upon registering your account, it will direct you to the bookmarklets which are located in the about section. Click on the "about" in the navigation bar and scroll down to the bookmarklets section.   (If you are using Explorer, right click. It will add "post to delicious" to your favorites list. If you are using firefox, drop and drag to the tool bar. If you haven't switched over the firefox, considering doing so now as it make your blogging and tagging much more efficient.)

How To Post

1.   When you find a web site that screams, "Tag me!" (for example my blog!) all you have to do is click on your "Post to Delicious" bookmarklet on the favorites list.

2. Next, you are taken directly to your del.icio.us account and you will see a screen something like this:
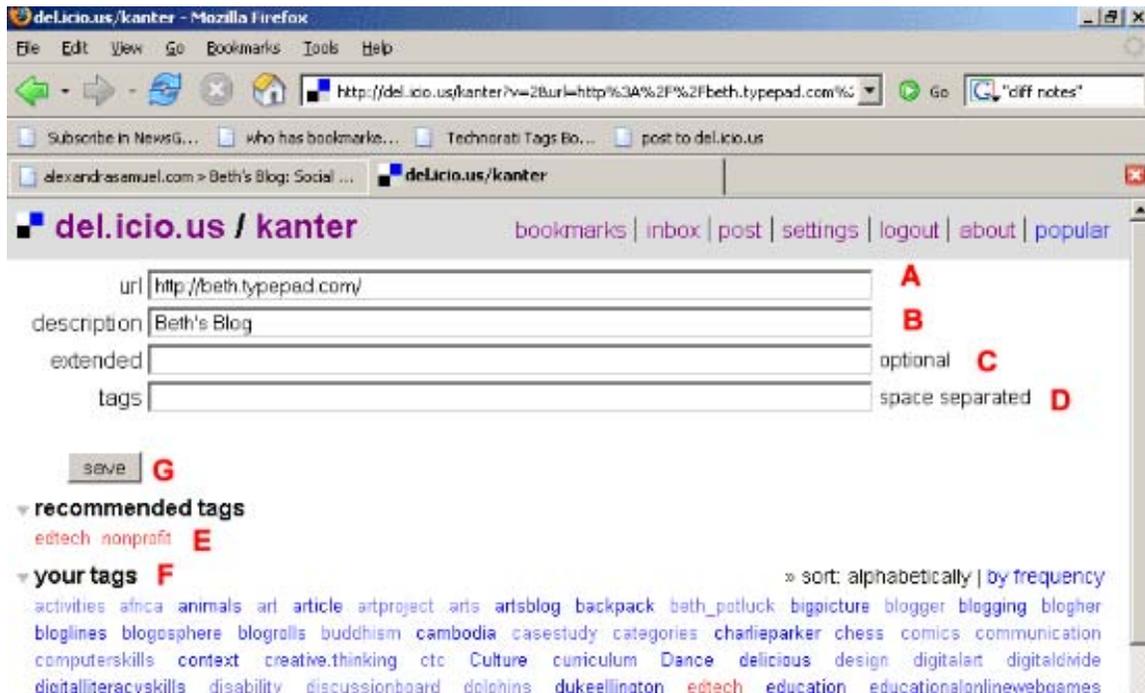
A. URL: This url is added for you.

B. Description: This is taken from the "Title" tag that the author wrote

C. Extended: You can leave this blank, but you may want to add brief description in your own words so you'll remember why you bookmarked this page. Sometimes I wrote little notes if there is a specific nugget of content that I want to refer to later.

D. Tags: These are the tags. If you start typing in a tag, del.icio.us will give you some suggestions and you can click on them to insert them into the tag line of the form. For example, when I started to type the word nonprofit, it gave me three suggestions.

E. Recommended Tags: Del.icio.us gives you some recommendations based on how you've tagged other bookmarks in your collection.

F. Your Tags: This is your complete list of tags. You can click on any of them to automatically insert them into the tag line.

G. Save: Don't forget to click on the "save" button to add to your account.

How To Share Your Bookmarks

Sharing All Your Books

Your Del.icio.us account is public. If you want to share your collection with others, use this url:

http://del.icio.us/youraccount_userid

where your account_userid is your account userid.

For example, my bookmarks can be found here:
http://del.icio.us/kanter

Sharing A Particular Tag

You can share bookmarks that have been tagged with a particular tag by using the following:

http://del.icio.us/youraccount_userid/tag

For example, if I wanted to share my bookmarks that I tagged with Cambodia, I would use this url:

http://del.icio.us/kanter/Cambodia

Let's say that I only wanted to share my bookmarks about animals in Cambodia, I would use this url:

http://del.icio.us/kanter/animals

How To Find Other Bookmarks: Putting the Social in Social Bookmarking

There are a couple of ways to do this. You can look all the bookmarks that have been tagged with a particular tag from all users:

http://del.icio.us/tag/name_of_tag

For example, if I wanted to see all the bookmarks on del.icio.us with the tag "Cambodia," I would type in the following:

http://del.icio.us/tag/Cambodia

You can also look at each users collections of bookmarks by clicking on their user name.