

Cheat Sheet #1

Getting the Most from del.icio.us

Getting Started

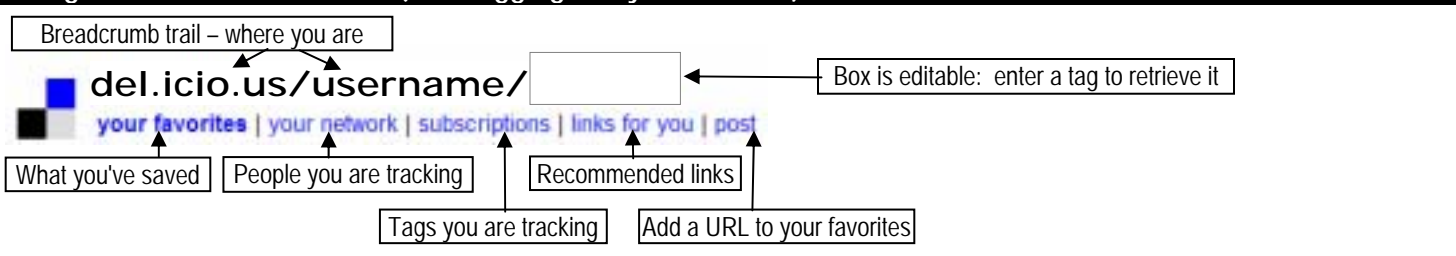
Creating an account:

- At www.del.icio.us click **register** and follow instructions.

Adding links to your favorites and tagging:

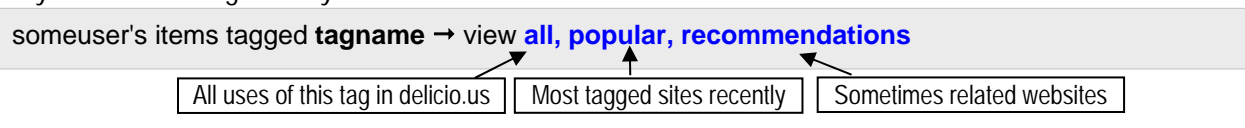
- After creating your account, you will be invited to create buttons and/or bookmarks to save web pages to del.icio.us
- You will need to create these buttons and/or bookmarks for each browser you use and on each computer you use
- To do this, go to del.icio.us/help and click under **Bookmarking: Install the tools for saving bookmarks**

Navigation in Your Bookmarks (after logging into your account)



Scope Switching (for a specific tag)

When you click on a tag within your list of favorites or in another user's favorites:



Browsing in del.icio.us – for interesting sites, not a specific topic

In upper right corner on most pages after you log in:

popular | recent

What has been tagged by a lot of people recently

What's being tagged right now

If you log out to the Welcome page:

hotlist

what's hot right now on del.icio.us

tags to watch

more...

Searching del.icio.us or Searching within Your Favorites

Default search:

- all of del.icio.us (descriptions, notes, tags). Limit to search within Your Favorites with pop-down menu.
- AND assumed between words

coffee tea finds favorites with BOTH search terms somewhere. Terms may not be used by every user who tags a site, but must occur in the description or in tags or notes chosen by at least one user. See "History of a Link in del.icio.us" below.

" " forces phrase search

"coffee cake" finds favorites with this exact phrase

tag: requires terms to be found only in tags

tag:coffee tag:tea finds favorites with both terms

OR allows either or any of the terms it joins. Put () around terms joined by OR.

health (coffee OR tea) finds favorites containing somewhere *health* and *coffee*, *health* and *tea*, or *health* and *coffee* and *tea*.

XOR works like OR but excludes results with both or all terms joined by OR.

health (coffee XOR tea) finds favorites containing somewhere only *health* and *coffee* or *health* and *tea*.

- or **NOT** excludes

coffee -tea Both find favorites with *coffee* and without *tea*.
coffee NOT tea

OVER

History of a Link in del.icio.us

At the end of any web page in del.icio.us, click the pink box **saved by nnnn people**

On the left:

- search box showing current URL, and enabling you to check the del.icio.us history for any URL
- page description and URL, how many users have saved it, and link for you to add it to your favorites
- **user notes** – list of all notes users have added (latest first)

On the right:

- **common tags** – tags most used for this website in a tag cloud (most used largest)
- **posting history** – list of users who added this page to their favorites, with all their tags for it (latest first)

Sharing Your Favorites

- Bookmarks in del.icio.us are public by default. See "Privacy in del.icio.us" (below) for options for hiding what you do.
- Invite friends who are not del.icio.us users to view your bookmarks by sending them the URL:
http://del.icio.us/yourusername or **http://del.icio.us/yourusername/tagname**
- Notify any del.icio.us user of a web page you add to your favorites by tagging it **for:theirusername**. It will show up in their **links for you**.

Tracking Other Users with del.icio.us Networks

To see what another user is bookmarking, add them to your network.

- Click **your network** (beneath your username). In the box under "**your network**," enter a username. Click ADD.
- Or, click **add username to your network**. This option appears when you click on a username link in the "History of a Link in del.icio.us" (see above) .

To see another user's network, click **view username's network** in "History of a Link."

Your fans is a list of people who have added you to their network. View your fans in **your network** page.

Remove users from your network or **add fans** to your network by clicking the ⊗ next to their username in **your network**.

Tracking Use of Interesting Tags

Subscriptions allow you to track the activity of a specific tag.

To see activity on a tag, add it to your subscriptions.

- Click **subscriptions** (beneath your username). Click **edit** in the box on the right. Type the tag. You may limit your subscription for a tag by a username. Click SUBSCRIBE.

To **group subscriptions** under a broader term, assign a **label** to the tag.

- Click **edit** in the **subscriptions** page. Click **edit label**. Type a label for all tags you want to group together.

Delete subscriptions by clicking the **X** after it in the **subscriptions** page, or in **edit**.

Editing, Deleting, and Organizing Your Favorites

After every tagged item in your favorites: **edit / delete** When done editing be sure to **SAVE** changes.

To **rename** all instances of a tag, **delete** unwanted tags, or **bundle** them into categories, click **settings** (upper right corner)

- **Bundles** group tags into broader categories. Useful to keep tags together for different topics or projects.

Privacy in del.icio.us

By default, most activity in del.icio.us is public. You can change the visibility of selected functions.

To show your name and add a URL to your personal home page to Your Favorites page, click **settings**. Under **account**, click **edit profile**.

To make individual bookmarks hidden from other people, click **settings**. Under **bookmarks**, click **private saving**.

- Check the box to **allow private saving of bookmarks**
- Click **do not share** when editing or saving a bookmark.

To keep others from viewing your network, click **settings**. Under **people**, click **network privacy**.

Links for you is private at all times.