CE SOFTWARE

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Jump Star
Manu

CAPTURE, ORGANIZE AND CONTROL YOUR INTERNET WOR

WebArranger

0801E-2000

Table of Contents

JUMP START MANUAL

Welcome to WebArranger 2.0!

Now you can capture, control, and organize your Internet world!

Thank you for your purchase of CE Software's WebArranger, the only information manager built for the information age. We're sure you'll soon find it an indispensable companion for all your Internet *and* personal information management needs.

As you explore WebArranger, you'll find that you own one of the most customizable applications available today. We understand you want to organize your information *your* way.

Stay tuned to our Web site for information on new WebArranger plug-ins, product updates, and cool extras available exclusively on-line. If you have any feature suggestions for future versions of WebArranger, please send E-mail to feedback@cesoft.com.

Again, thanks for your purchase of WebArranger. We're confident you'll soon wonder how you ever surfed without it.

FEATURES

On-line Help

We've included a WebArranger Help Document. Just ⌘-? or select Help in your Apple menu.

And, we've embedded a special notifier agent to tell you when we update the User Guide at the CE Software Web site — http://www.cesoft.com/webarranger/wadocs.html

Use WebWhacker to whack the User Guide for off-line reading. Enjoy the power of a linked html User Guide right on your desktop.

Default Template

When you launch WebArranger, you'll have a working document ready for you. It's complete with a variety of Folders, Topics, and examples already set up to help you get going. And it's loaded with Internet addresses in URL Notes, ready to take you to fascinating places on the Web.

Netscape Navigator Support

WebArranger 2.0 provides full support for Netscape 2.0 history and bookmarks. Anarchie bookmarks are supported, too.

The Grabber

The Universal Grabber captures information and graphics for you, any place, any time. You can grab a URL, text on a Web site, a piece of a Microsoft® Word document, an image in Adobe Photoshop™, or an E-mail message — whether or not WebArranger is running! And, you can define your own easy hot keys to activate the Grabber.

Grabbed material is placed in the Clippings Topic. URLs are placed as URL Notes. Other items are placed as Memo Notes. The Clippings Topic is located in the My Data Folder.

WebWhacker

We have bundled WebWhacker™ with WebArranger because it can reduce your dependency upon an Internet connection.

Use WebWhacker to download (aka whack) entire Web sites to your hard drive. Look at your favorite Web sites even when you're *not* connected to the Internet!

For more information about using WebWhacker, see its Topic in the WebArranger 2.0 Template.

URL Validator

Have you ever used a URL, only to discover it no longer works? WebArranger's URL Validator Agent gets that information for you.

The Validator checks http URLs in your History Topic, and puts invalid ones in a special Topic. The History Topic auto-collects all URL Notes in your Document. The Validator also attaches an Error Description field to each invalid URL, so you'll know if it is no longer active or if it has changed.

FTP Download

We got so frustrated trying over and over to download from busy Anarchie FTP sites, we created an agent to do it for us. The FTP Download Agent attempts to download files from specified FTP sites at intervals you define. When a file is downloaded, its URL is put in a special Topic, showing that your download is complete.

SYSTEM REQUIREMENTS

For best performance to use WebArranger, a Web browser, and Internet Config together, these are your system requirements:

- Hard disk with at least 4 megabytes of free disk space
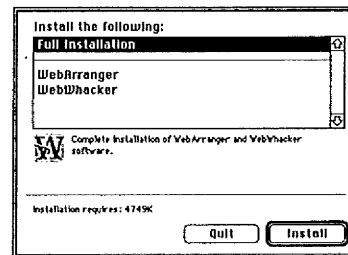- 12 megabytes of RAM
- TCP/IP (Transmission Control Protocol and Internet Protocol) connection to the Internet
- System software version 7.1 or later
- Internet Config v. 1.2 (provided with WebArranger)
- Floppy drive for installing WebArranger (if you are installing from a disk)

INSTALLATION

You may have received WebArranger 2.0 from an on-line service or as a set of disks. By the time you see this document you may have already installed WebArranger. So, if you're already up and running, Congratulations! Welcome! You can just skim this part.

To install WebArranger:

1 Verify there's enough space for WebArranger (4 mb).

2 Restart your computer with all extensions and anti-virus programs turned off. Hold down the Shift key while you Restart.

3 Double-click the install icon.

4 Click Continue.

5 Read the Read Me.

6 Click Continue.

7 Select your type of install.

8 Click Yes to restart after installation.

9 Specify the location for WebArranger and its files to be stored.

Install the following:

Full Installation

WebArranger
WebWhacker

Complete Installation of WebArranger and WebWhacker software.

Installation requires: 4749K

Quit   Install

10 Enter your Activation Key and name (they are required), and your company (that's optional). Click OK.

> WebArranger Personalization
>
> User Name:
>
> Company:
>
> Activation Key: <From Registration Card>
>
> [Cancel]   [OK]

If you are installing a demo version, it will expire in 30 days. This time-out also applies to the WebWhacker application. Your expiration date is displayed in the WebArranger About box as well as on the application's opening screen.

11 Insert disks as requested. Depending upon your configuration, you may not need all three disks.
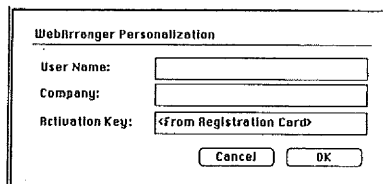
.**Launch WebArranger**

To launch the application, double-click the WebArranger icon.

The first time you launch WebArranger, you're looking at a *template*. Now you need to save and name it as *your document*. Select Save in the File menu.

THE WEBARRANGER FOLDER

After installation, a Folder named **WebArranger Folder** displays on your hard disk. It contains:

- WebArranger 2.0 — The application. Double-click this to run the program.

- WebWhacker Folder — The application. Installed with WebArranger. Access in the Tools menu.

- WebArranger Help — On-line help Document.

- Organizer Template — A template designed for personal information management. See the "Cool Tricks and Hot Tips" book for information about using it.

- Plug-ins Folder — Any plug-ins installed with WebArranger are installed into this Folder. If you install plug-ins later on, put them into this Folder. Keep this Folder in the same Folder as the application.

- Icon Library — A collection of icons to use when you create Topics and Note types. Keep this file in the same Folder as the application.

- Getting Started Folder — Files and documents you use to complete the Getting Started tutorial in the User Guide at the CE Software home page on the Web at: http://www.cesoft.com/webarranger/wadocs.html

- Internet Config 1.2 — This application is the bridge between WebArranger and your other Internet applications. Its Folder contains extensions and user documentation.

❖ *Note:* If you install WebWhacker by itself, Internet Config is not installed.

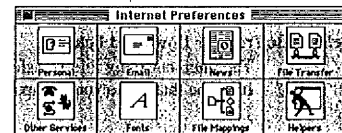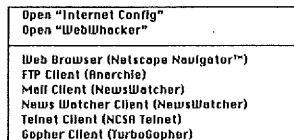## CONFIGURE INTERNET CONFIG

First things first. Before WebArranger can do its tricks, it has to know which Internet applications you want to use, among other things. Internet Config tells WebArranger which Internet applications to use, and you tell Internet Config. Make sense? OK, let's make this a little more clear.

1 Launch WebArranger and select Open "Internet Config" in Internet Apps in the Tools menu.

> Open "Internet Config"
> Open "WebWhacker"
>
> Web Browser (Netscape Navigator™)
> FTP Client (Anarchie)
> Mail Client (NewsWatcher)
> News Watcher Client (NewsWatcher)
> Telnet Client (NCSA Telnet)
> Gopher Client (TurboGopher)

If you don't already have a copy of Internet Config, a message displays indicating the Internet Config Extension is not installed and it asks if you would like to install it. Yes you would, so give it the OK. It tells you when the installation is complete (don't worry, you won't have to Restart).

2 Click the Helpers button in the Internet Preferences window.

3 Select the applications you want WebArranger to use in the Helpers dialog.

The Helpers dialog displays a list of the types of applications you might need, including http, ftp, mailto, gopher, etc.

4 To tell Internet Config which application to use, highlight an item and click Change.

For example, your browser should be your "http helper."

Internet Config finds default applications already installed on your machine, but you may not want to use those.

For example: If you selected Netscape as your browser, Internet Config defaults to Netscape as your mailto Helper. You do not have to choose it in the Helpers dialog.
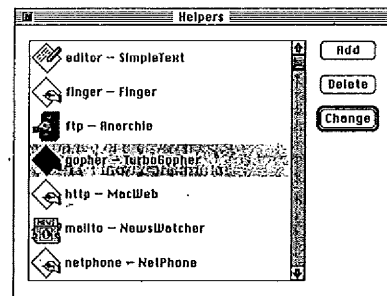
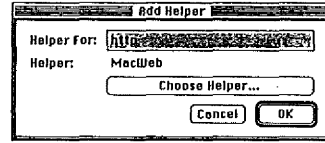**5** The Add Helper dialog displays.

Click Choose Helper to display a standard dialog box. Scan your drives and point to your Internet application for each Internet Config Helper you want to use.

For example: Point to your Web browser as your http Helper.

Eudora

To use Eudora™ as your mailto Helper, select the Eudora GURL Handler in the Internet Config folder's Goodie Folder.

Repeat steps 4 and 5 until you have pointed Internet Config to all the applications you want to use.

Define File Transfer Download Folder

The Internet Config File Transfer dialog helps you set preferences related to the transfer of files from the Internet to your computer using FTP.

1 Click the File Transfer button in the Internet Preferences dialog.
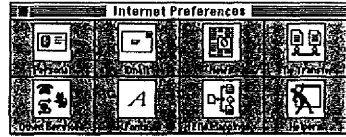
2 Click the Download Folder button. Specify where to put downloaded information from FTP sites. This location is placed by WebArranger in a field called **Downloaded File**.

When WebArranger's FTP Download Agent puts a URL in the **Successful FTP Downloads Topic**, it adds the Downloaded File field to the URL Note. From this field, you go to the downloaded information.
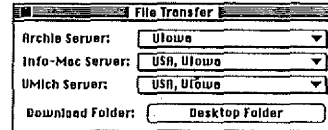
Internet E-mail Preferences

If you are using an Internet E-mail application, be sure your preferences are set up.

Netscape

To set up your preferences:

1 Launch Netscape.

2 Select Mail and News Preferences in the Options menu.

3 Provide your information in the Identity and Servers options.

Others

Click the Email button in the Internet Preferences dialog. Complete the Email dialog with your information.

SET UP THE GRABBER

Grab a URL from anywhere! Grab information from anywhere! Grab a graphic from anywhere! ... You get the idea.

WebArranger's Grabber™ captures text and graphics so you can add them to your WebArranger Notes. And WebArranger does not have to be running when you grab!

Do it with a hot key

You can set up the Grabber to work with the hot key of your choice:

1 Select Grabber Preferences in Preferences in the File menu.

2 Enter your hot key in the Grabber text box, if you don't want to use the default. Use any combination of the four modifiers (Shift, Control, Option, Command) and one other key. Or, you can use a function key.

This key will grab what you have selected.

3 Enter your WebArranger hot key, if you don't want to use the default.

This key will either launch or go to WebArranger.

4 Select the checkbox to enable your hot keys.

5 Select the checkbox for the grabbed sound.

6 Click OK.
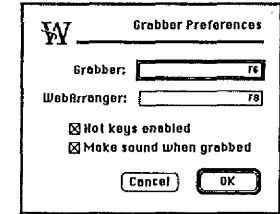
How to use the Grabber

1 Select anything you want to capture from any application, Internet site, or from any electronic source.

2 Press your Grabber hot key. When your selection has been grabbed, you hear chimes.

3 Most captured data is placed in the Clippings Topic as a Memo Note. Grabbed URLs are placed in Clippings as a URL Note. Clippings is located in the My Data Folder.

The Clippings Topic in the WebArranger 2.0 Template has some examples of grabbed stuff.

4 Press your WebArranger hot key. If it is running in the background, the hot key brings WebArranger to the front. If WebArranger is not running, the hot key launches the application.

5 If WebArranger is not running when you grab something, the item is stored in a temporary file until you open WebArranger. You can grab more than one item before you open WebArranger.

6 When WebArranger is launched, the item is placed in the Clippings Topic. From the Clippings Topic, you can drag the Note to another Topic as a Note.

Or, you can copy the data into a Note.

Or, you can convert the Note to another Note type. Select Convert Note in the Notes menu.

❖ *Note:* The difference, between using the Grabber and the usual copy and paste commands, is that the Grabber works even when WebArranger is not running.

SET WEBARRANGER PREFERENCES

WebArranger gives you plenty of control over its features. The Preferences sub-menu in the File menu is where you tell WebArranger's various elements when and how to do their work. Maybe you've already been in Preferences to change your Grabber hot keys (see above section).

```
Style Preferences...
Date Preferences...
Document Preferences...
Home Document...
Grabber Preferences...
Internet Plug-in...
```

STYLE

The Style Preferences set your default settings for text styles.

The Style Preferences dialog box gives options for default style settings for Folders, Topics, Summary Line, tables/calendars, text, and field names.

Individual field and Note definitions have text style settings which override these defaults. You can further override the default settings for selected field text and table views.

DATE

The Date Preferences set the date style. WebArranger has three styles for fields defined as date type: 2/27/96 or Tue, Feb 27, 1996 or Tuesday, February 27, 1996. Use the pop-up menu to select the date style you prefer.

The date/time at the left side of the Topic title bar shows the current date style, and can be used as a date/time stamp for a Note. Select a Note, and click the date/time. The date and time are added to your Note.

DOCUMENT

You can set preference settings for each WebArranger Document.

As a default, WebArranger does not compress files as it saves them. The Document Preferences dialog has three checkboxes for save specifications. They can be selected independently and concurrently:

Fast Saves
We recommend you do *not* use the Fast Save option. Leaving Fast Save disabled reduces the overall WebArranger Document size by up to 50%. Individual savings may vary.

Auto-save every ____ minutes
Sets a time period for regular saves of the Document. This option is not selected by default.

Backup
By default, we recommend you save your Documents in TAIL format every day. The TAIL format can be used as a recovery file in the event that any information is lost or damaged in the original Document. TAIL files cannot be password protected.

Without going into a lot of engineering details, WebArranger is built on an object-oriented database — this means WebArranger can hold just about any kind of electronic information you can get *and* you arrange it however you want.

This information is stored in a sort of "object soup." So, to effectively protect the data, we recommend you save it in a more hierarchical file format ... TAIL.

Saving in the TAIL format may take a bit longer than you are used to. We believe the benefits of WebArranger's power and flexibility are well worth the short time it takes to make a hierarchical snapshot of your data.

Add Password... and Remove Password...
You can protect your WebArranger Document with a password.

HOME DOCUMENT

The Home Document is the default document that opens every time you launch WebArranger. It is also the Document that contains the Clippings Topic when you use the Grabber.

WebArranger 2.0 ships with a template ready for your use. As recommended in the Installation section, name your Document with Save in the File menu as soon as you get started. Then, specify your Home Document.

INTERNET PLUG-IN

Two preferences set the intervals for WebArranger Agent activities.

URL Agent
The URL Agent monitors the specified http URLs for changes. To specify a URL, put a copy of a URL Note in the Topic, **URL Agent.** The Agent checks the sites for you, so you don't have to look yourself to see if any thing has changed. URL Agent puts the URLs of changed sites in the Topic, **Changed Web Pages.**
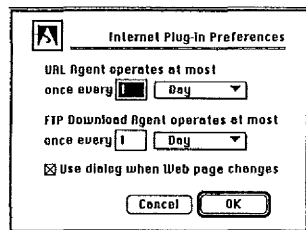
Set the intervals here for URL Agent checking. Select the checkbox if you want a dialog box to alert you when a change has been detected.

❖ *Note:* URL Agent looks at the "last modified" field in a Web page's http header. If this field is not present, URL Agent can not work as described and the affected URLs are put in the Changed Web Pages with an error field attached. It may be helpful for you to contact the WebMaster at a site which does not use this field, if you want its URL checked by URL Agent.

FTP Download Agent
The FTP Download Agent can save the time spent waiting for an Anarchie FTP site to be available for downloading. It attempts to download files from the specified ftp URLs for you. To specify a URL, put it in the Topic, **FTP Download Agent.** The Agent puts the downloaded files' URLs in the Topic, **Successful FTP Downloads.** Each file you want downloaded must have its own URL.

Set your intervals for FTP Download Agent attempts in the Internet Plug-in Preferences dialog.

FTP stands for File Transfer Protocol. This is a common way of moving files between two Internet sites. It's a special method to login to another Internet site to get and/or send files. There are many Internet sites which have established publicly accessible files of material that can be downloaded using FTP.

YOU WANT MORE?

For more information about the power, flexibility, and cool stuff WebArranger has, see the WebArranger Help Document that shipped with WebArranger 2.0.

And there's more information at the CE Software Web site at
http://www.cesoft.com/webarranger/wadocs.html

We've embedded a special notifier agent to let you know whenever we update the User Guide. Use WebWhacker to get the documentation ... then you can peruse it off-line!
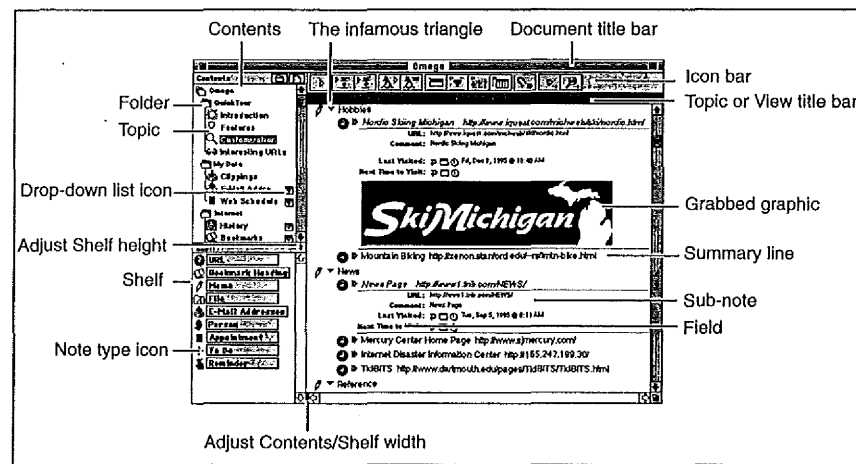
AND WE WANT YOU TO KNOW ...

This chapter provides some extra information we think you'll find helpful.

The WebArranger Help Document provides even more!

THE BIG PICTURE

Below is an illustration of your WebArranger window.

Keyboard Shortcuts

Shortcut	What it does
⌘A	Select all Notes in a Topic or View
⌘B	Bold text
⌘C	Copy
⌘D	Duplicate Note...
⌘E	Set Alarm
⌘F	Find...
⌘G	Find Next
⌘I	Italic
⌘J	Go to...
⌘K	Destroy Note; warning dialog displayed
⌘L	Next Appearance
⌘M	Gather (query by example)
⌘N	New Note; dialog displayed
⌘O	Open...
⌘P	Print
⌘Q	Quit
⌘R	Launch URL
⌘S	Save
⌘T	Plain text
⌘U	Underline text
⌘W	Close document if front window is a document window; if front window is a catalog, close the catalog
⌘X	Cut
⌘Y	Time/date stamp (same as to click the time display in topic header bar)
⌘Z	Undo/Redo
⌘Return	New Note; no dialog displayed; Topic's default Note type

Shortcut	What it does
Tab	Move to next field in current note or dialog
Shift - Tab	Move to previous field in current note or dialog
⌘'	Expand Note
⌘-	Filter...
⌘;	Collapse Note
⌘=	Update now (View)
⌘?	Help
⌘[	Close Note
⌘]	Open Note
⌘.	Cancel a dialog; force quit some operations

Function Keys

Key	Use
Home/End	Scroll to beginning or end of list
Page Up/Page Down	Scroll up or down by one screenful
Forward Delete	Delete selected text, or character after the insertion point
⌘Arrow keys	Up and Down moves the selected Notes up and down. Left and Right promotes/demotes the selected Notes, if possible.
Control	Up and down act as Page Up and Page Down
Control-Shift	Up and Down act as Home and End
Shift-Click	Multiple select
Option	Up and Down select the next or previous text field (contents) or Summary Line. Left and right move by words.
⌘Backspace	Destroy Note
⌘Option-Backspace	Destroy Note; no dialog
⌘Clear	Destroy Note
⌘Enter	Same behavior as Return Key

Key	Use
F1	Undo
F2	Cut
F3	Copy
F4	Paste
Help	Opens the Help Document (same as the Help command in the Apple menu)
Escape	Cancels a dialog

File format	What it does
Text, one ¶ per note	Links together the contents of all fields in a Note, then inserts a paragraph return. If you have paragraph returns within the contents of your fields (like in a paragraph of text or a multi-line address), they will appear as well.
Text, one ¶ per field	Exports the contents of each field onto its own line in the text file.
Text, one ¶ per field (UNIX®)	Exports the contents of each field onto its own line, but also limits the number of characters on a line to 80. This is for compatibility with computers that run or communicate with the UNIX operating system.
Text, named fields	Exports one field per line, but precedes the contents of each field with the name of the field, a colon, and a space. It also adds a blank line between Notes. This format is useful if you want to use the information in a WebArranger Topic or View on a computer that only supports simple text editing. The field names make it easy to see the structure of your information.
Text, named fields (UNIX)	Same as "Text, named fields" except that lines are trimmed to 80 characters for compatibility with computers running UNIX.

File format	What it does
TAIL	WebArranger's special information language format. Use TAIL to send Topics and Views to other WebArranger users, so they can bring the information into another WebArranger Document using the Import or File Merge commands.
Tab Delimited	A common file format. The contents of fields within a note are separated by tabs, while the Notes themselves are separated by returns. When you choose Tab Delimited, only the top level Notes are exported.
Comma Delimited	A common file format. The contents of fields within a Note are separated by commas, while the Notes themselves are separated by returns. When you choose Comma Delimited, only the top level Notes are exported.
Mail Merge	A structured file format designed to help you create lists of information to use with the mail merge feature of a word processing program. The Mail Merge format is more sophisticated than the Tab and Comma Delimited formats, because it exports not just the contents of fields but the names of the fields as well. This allows word processing programs to ask you questions about the mail merge procedure using the actual names of the fields from your WebArranger Document.
Arrange File	The standard file format for WebArranger. Saving a copy of your file in this format is the same as duplicating the file in the Finder. Re-opening a file saved in this format results in a Document that is identical to the original.
Text	Exports your entire WebArranger Document as a simple text file that can be read with any word processor. You can't use the Open command to re-open a WebArranger Document that has been saved as text. But you can import it using the Import command. The resulting Document won't be the same as the one you saved, because text files can't contain the structural information that WebArranger uses to organize documents.
WebArranger Template	Saves your WebArranger Document as a template file. Template files are like stationery pads. You choose from a set of template files when you use the New command to create a new Document. Saving a file as a template lets you extend the set of templates that WebArranger can use.

Cheat Sheet
A Quick Tour of WebArranger

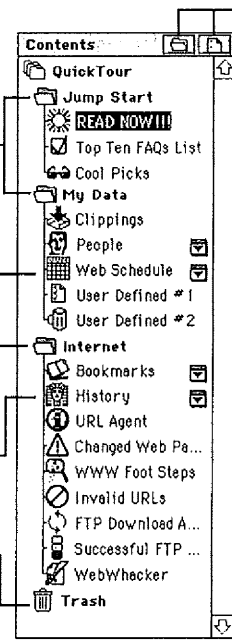| Shortcut	What it does
⌘W	Close document if front window is a document window; if front window is a catalog, close the catalog
⌘X	Cut
⌘Y	Time/date stamp (same as to click the time display in topic header bar)
⌘Z	Undo/Redo
⌘Return	New Note; no dialog displayed; Topic's default Note type
Tab	Move to next field in current note or dialog
Shift - Tab	Move to previous field in current note or dialog
⌘'	Expand Note
⌘-	Filter...
⌘;	Collapse Note
⌘=	Update now (View)
⌘?	Help
⌘[	Close Note
⌘]	Open Note
⌘.	Cancel a dialog; force quit some operations

Start Here

▶ Find the *Contents* portion of the screen. This is your filing cabinet. It is the keeper and organizer of all of your "stuff." Everything you create in WebArranger will live here.

▶ Find the *Folders* in the *Contents* Section. These are your file drawers. You can fill these drawers with any number of *Topics*. Unlike a traditional file cabinet, you can add as many file drawers as you want.

▶ Check out the *Topics* within the *Folders*. *Topics* reside in your *Folders* and are a collection of *Notes* that you compile.

Getting Around the Contents Section

▶ To open and close *Folders*, click once on the folder icon.

▶ To display *Topic* contents, single click on the icon or title (your information will appear to the right).

▶ To move any *Folder* or *Topic*, just drag-n-drop to another location within the *Contents* section.

▶ To discard any *Folder*, *Topic* or *Note*, simply drag it to the WebArranger trash can (it is the last icon in the *Contents* section).

▶ To add a *Folder* or *Topic*, click on the icons to the right of the *Contents* title bar.

Contents
- QuickTour
- Jump Start
  - READ NOW!!!
  - Top Ten FAQs List
  - Cool Picks
- My Data
  - Clippings
  - People
  - Web Schedule
  - User Defined #1
  - User Defined #2
- Internet
  - Bookmarks
  - History
  - URL Agent
  - Changed Web Pa...
  - WWW Foot Steps
  - Invalid URLs
  - FTP Download A...
  - Successful FTP ...
  - WebWhacker
- Trash

Go Here Next!

▶ Every office has a *Shelf*. Your WebArranger *Shelf* is located in the lower left corner of the screen.

▶ Check out the buttons! They are used to create new, blank *Notes*, the items stored under each of your *Topics*.

Shelf
- URL
- Heading
- To Do
- Memo
- People
- Picture
- File

Getting Around the Shelf

▶ Creating all those *Notes* and filling your *Topics* is easy!
1. Simply select a *Topic* in the *Contents* section.
2. Go to the *Shelf* and click on the type of *Note* you'd like to create (URL, Heading, ToDo, etc.).
3. A blank *Note* will appear for you to fill in.
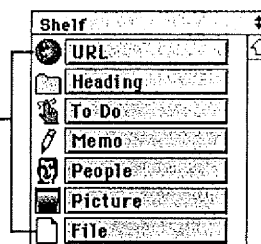
DON'T PUT THIS

Okay, we'll be the first to adm shelf or get buried in your de

The WebArranger Hot Tips & terminology and cool feature WebArranger is a very deep, f

So read on, and see how Web your day-to-day computing l ins, and ready-made libraries

We'd love to hear about how can make it even better. Pleas

WebArranger
CAPTURE, ORGANIZE AND CONTROL YOUR INTERNET WORLD

Cheat Sheet

A Quick Tour of WebArranger

Let's Keep Movin'...

▶ The largest portion of the WebArranger screen is the *Page*. Think of it as your work area. When you choose a *Topic*, all the *Notes* that you have created within that *Topic* appear here. There are three types of views: basic, table and calendar.

▶ You can see which *Topic* is being displayed from the title bar at the top of the *Page*.

Getting Around the Page

▶ To Select a *Note* on a *Page* in basic view, click on the *Note's* icon. You'll know you've selected it when a rectangular box appears around the Note.

▶ If a black triangle appears between the icon and the name, that means there are subnotes within. To display those subnotes, simply click on the triangle and it will rotate.

Cool Picks is a list of sites that are cool, informative, and interesting IOHO (in our humbl...)

$$$ and Sense
- Legal and General's http://www.legal-and-general.co.uk/lg/
- Mutual Funds Online http://www.mfmag.com
- Quicken Financial Network http://www.qfn.com/
- The American Stock Exchange - The Smart... http://www.amex.com/

Cool Places
- CE Software Home Page http://www.cesoft.com/
  - URL: http://www.cesoft.com/
  - Comment: CE Software Home Page
  - Last Visited: Wed, Feb 14, 1996 @ 9:47 AM
  - Next Time to Visit:
- City.Net United States http://www.city.net/countries/united_states/
- Cool Site of the Day http://cool.infi.net/
- David Letterman - Top 10 Lists http://www.cbs.com/lateshow/ttlist.html
- ESPNET SportsZone http://espnet.sportszone.com/
- MacroMedia http://www.macromedia.com/
- Netscape's Net Search http://home.netscape.com/home/internet-search.html
- PC Magazine Top 100 Sites http://www.zdnet.com/pcmag/special/web100/top100...
- Word of the Day http://www.dsu.edu/projects/word_of_day/word.html
- ZD Net Sites http://www.zdnet.com/home/filters/magrack.html

▶ To view the contents of that *Note*, click on the text.

▶ You can drag-n-drop between the *Page, Shelf* and *Contents* sections. Always remember to grab the icons, not the text!
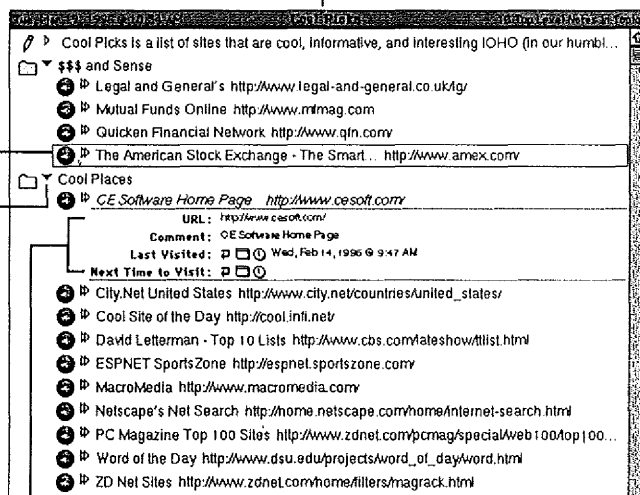
You've Just Gotten Started...

Now that you can navigate your way through the WebArranger office, you're ready for some power tools and Internet integration. Head straight for the Hot Tips and Cool Tricks Book! Have a blast!

HOT KEYS

Shortcut	What it does
⌘A	Select all Notes in a Topic or View
⌘B	Bold text
⌘C	Copy
⌘D	Duplicate note...
⌘E	Set Alarm
⌘F	Find...
⌘G	Find Next
⌘I	Italic
⌘J	Go to...
⌘K	Destroy Note; warning dialog displayed
⌘L	Next Appearance
⌘M	Gather (query by example)
⌘N	New Note; dialog displayed
⌘O	Open...
⌘P	Print
⌘Q	Quit
⌘R	Launch URL
⌘S	Save
⌘T	Plain text
⌘U	Underline text

WebArranger

CAPTURE, ORGANIZE AND CONTROL YOUR INTERNET WORLD
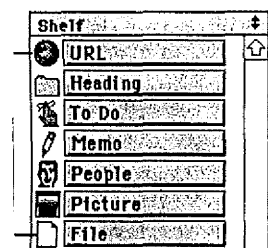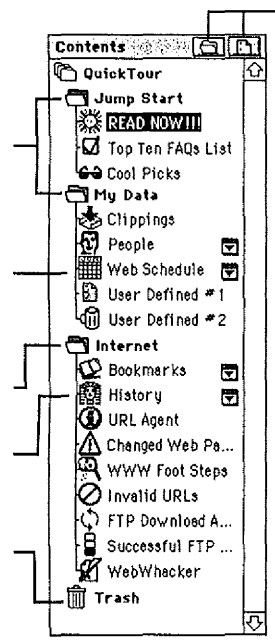
[Web Aware]

&

COOL TRICKS

LOOK!

CAPTURE, ORGANIZE AND CONTROL YOUR INTERNET WORLD

WebArranger

A Quick Tour
f WebArranger

COOL TRICKS

DON'T PUT THIS MANUAL ON YOUR SHELF!

Okay, we'll be the first to admit it — today, software manuals are generally a "last resort" when a question arises. They sit on your shelf or get buried in your desk drawers, in case a crisis occurs. But don't file this one away quite yet ...

The WebArranger Hot Tips & Cool Tricks Guide was written with you in mind. It's a quick, to-the-point introduction to the terminology and cool features found in WebArranger. If you haven't already done some exploring, you'll soon find that WebArranger is a very deep, feature-rich application, and accordingly, there's much to learn.

So read on, and see how WebArranger will transform a formidable information overload into a clear and manageable asset in your day-to-day computing life. Be sure to visit CE Software's Web site often for new tips, tricks, templates, WebArranger Plug-ins, and ready-made libraries of URLs for all interests.

We'd love to hear about how you use WebArranger to make your life easier, what you'd like to see in the next version, or how we can make it even better. Please direct your feedback via E-mail to feedback@cesoft.com.

1

The Note is the most basic element of WebArranger.

Without going into any deep engineering details, WebArranger™ is built on an object-oriented database — this means WebArranger can hold just about any kind of electronic information you can get. Notes are the basic, building-block objects, akin to records in a database. They store your captured information any way you want. Notes are completely flexible.

Collections of Notes are filed under Topics, and each collection of Topics is kept in Folders. For example, a Macintosh enthusiast could create a Folder titled **Mac Stuff**. Inside that folder, he could keep Topics such as **Hardware, Software, User Groups, etc.** Notes kept inside these Topics would probably include URLs pointing to Web sites pertinent to each Topic. You'll learn more about Topics and Folders as you read on.
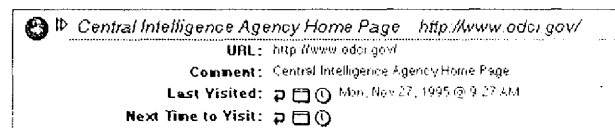
Mac Stuff
Software
Hardware
User Groups
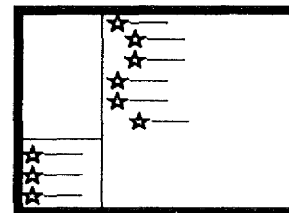
NOTE TYPES

WebArranger provides a basic set of seven Note types. They're designed to hold your most commonly used types of information, as listed below. More Note types are immediately available to you, as is the ability to customize your own, but we'll explain that later.
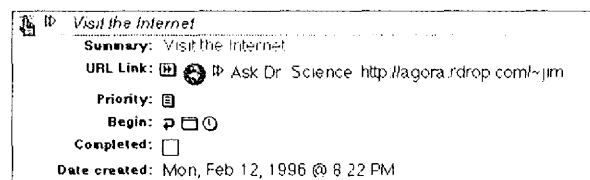
URL

The URL Note stores an Internet address. URL is the abbreviation for Universal Resource Locator.

Central Intelligence Agency Home Page   http://www.odci.gov/
URL: http://www.odci.gov/
Comment: Central Intelligence Agency Home Page
Last Visited: Mon, Nov 27, 1995 @ 9:27 AM
Next Time to Visit:

To Do

To Do Notes have a field which links to a URL Note. The To Do Note is a fast way to schedule your visits to the Internet. You can also use the To Do Note to schedule personal appointments in your calendar.

The WebArranger calendar (stored in the Web Schedule Topic) will display To Do Notes in your calendar until you fill the "Completed" field's checkbox.

Visit the Internet
Summary: Visit the Internet
URL Link: Ask Dr. Science http://agora.rdrop.com/~jim
Priority:
Begin:
Completed:
Date created: Mon, Feb 12, 1996 @ 8:22 PM

Of course, you can place o as To Do Notes will.

As an example, we've put a

Heading

The Heading Note is desig For example: You have a H Heading is a collection of l featuring news about the g

Picture

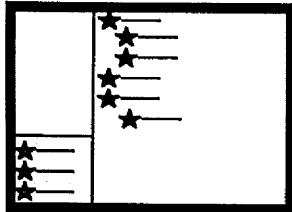A Picture Note lets you dis type, including URL.

Memo

The Memo Note is a generi place graphics and/or write

People

People Notes contain perso tioned as a sub-note to a P sub-note. You can "nest" n capabilities.

File

The File Note points to file computer. You can arrange applications, etc., so you d file into WebArranger.
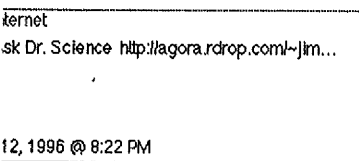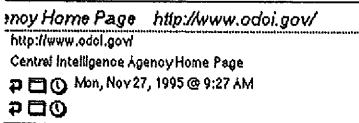
u can

example, a
pics such as
URLs
read on.

nonly used types of information,
⁄our own, but we'll explain

∍noy Home Page   http://www.odoi.gov/
http://www.odoi.gov/
Central Intelligence Agency Home Page
⊐ ⊟ ⊙ Mon, Nov 27, 1995 @ 9:27 AM
⊐ ⊟ ⊙

ternet
sk Dr. Science http://agora.rdrop.com/~jim...

12, 1996 @ 8:22 PM

Of course, you can place other types of Notes in your calendar, although other Note types will not carry forward to the next day, as To Do Notes will.

As an example, we've put a visit to CE Software's Web page in your Web Schedule Topic.
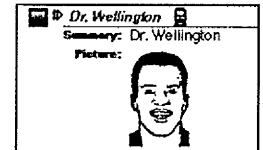
Heading

The Heading Note is designed to be just a name of a group of Notes. For example: You have a Heading Note named Milky Way. Below that Heading is a collection of URL Notes that point to Web pages featuring news about the galaxy.
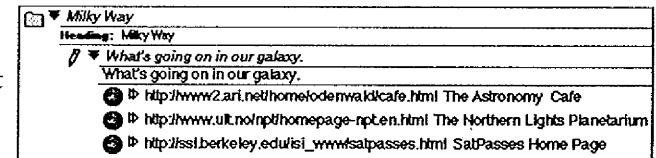
Picture

A Picture Note lets you display a photo or graphic. You also can paste graphics into just about any Note type, including URL.

Memo

The Memo Note is a generic, no-frills Note. You can place graphics and/or write text in a Memo Note.
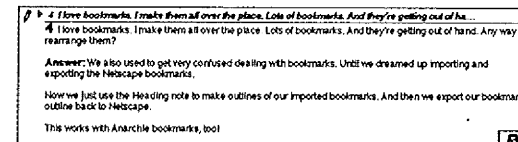
People

People Notes contain personal contact information. This example shows a Picture Note positioned as a sub-note to a People Note. Any Note indented beneath another Note is referred to as a sub-note. You can "nest" notes as deeply as you like using WebArranger's free-form outlining capabilities.
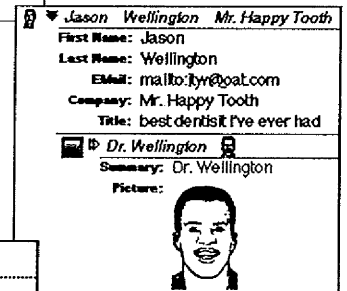
File

The File Note points to files of any type on your computer. You can arrange references to documents, applications, etc., so you don't have to bring the entire file into WebArranger.
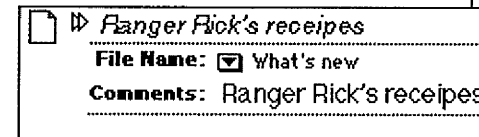
The Page is where your Notes are arranged.

The Notes in a given Topic are displayed on the Page. The title at the top of a Page is the name of the Topic it is displaying (see The Contents).

The Notes are arranged in outline form on the Page. The Page makes up most of your WebArranger screen. From the Page, you can move, sort, manage, create, and manipulate information. If you use a large monitor, WebArranger will utilize as much screen real estate as you have, giving you the "big picture" of your information.

You can look at your information differently through Views. The available Views of each Page are displayed in drop-down lists beside the Page Name and beside the Topic Name.
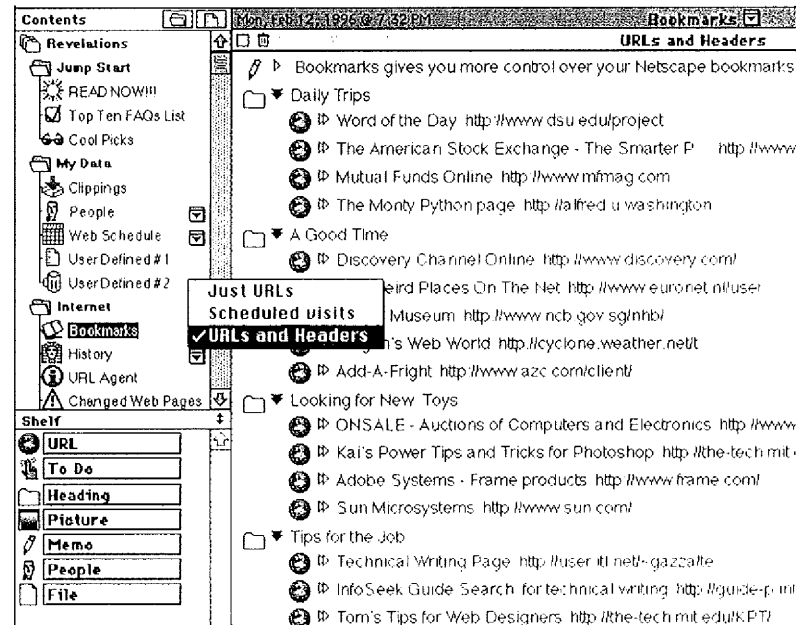
WebArranger ships with predefined Views you may find helpful. You can also create more Views. See the Cool Tricks section at the back of this guide for tips about WebArranger's customizable Views.

The Contents is a

The Contents displays an ou just click its icon in the Con

WebArranger ships with thr

Each Folder has several Topi WebArranger window.

It's easy to customize your C in the outline. Move them ir drag Notes from the Shelf o

For more customizing infor

Contents		
Revelations		
Jump Start		
READ NOW!!!		
Top Ten FAQs List		
Cool Picks		
My Data		
Clippings		
People		
Web Schedule		
User Defined #1		
User Defined #2		
Internet		
Bookmarks		
History		
URL Agent		
Changed Web Pages		

Mon Feb 12, 1996 @ 7:32 PM — Bookmarks

URLs and Headers

Bookmarks gives you more control over your Netscape bookmarks

▼ Daily Trips
  - Word of the Day http://www.dsu.edu/project
  - The American Stock Exchange - The Smarter P   http://www
  - Mutual Funds Online http://www.mfmag.com
  - The Monty Python page http://alfred.u.washington

▼ A Good Time
  - Discovery Channel Online http://www.discovery.com/
  - eird Places On The Net http://www.euronet.nl/use
  - Museum http://www.ncb.gov.sg/nhb/
  - 's Web World http://cyclone.weather.net/t
  - Add-A-Fright http://www.azc.com/client/

Just URLs
Scheduled visits
✓URLs and Headers

▼ Looking for New Toys
  - ONSALE - Auctions of Computers and Electronics http://www
  - Kai's Power Tips and Tricks for Photoshop http://the-tech.mit
  - Adobe Systems - Frame products http://www.frame.com/
  - Sun Microsystems http://www.sun.com/

▼ Tips for the Job
  - Technical Writing Page http://user.itl.net/~gazzaite
  - InfoSeek Guide Search for technical writing http://guide-p.int
  - Tom's Tips for Web Designers http://the-tech.mit.edu/KPT/

Shelf
- URL
- To Do
- Heading
- Picture
- Memo
- People
- File

of

ınger
use
"big

you more control over your Netscape bookmarks.

Day http://www.dsu.edu/project...
an Stock Exchange - The Smarter P... http://www
ds Online http://www.mfmag.com
Python page http://alfred.u.washington....

Channel Online http://www.discovery.com/
Places On The Net http://www.euronet.nl/user...
eum http://www.ncb.gov.sg/nhb/...
eb World http://cyclone.weather.net/t...
it http://www.azc.com/client/...
Toys
Auctions of Computers and Electronics http://www
Tips and Tricks for Photoshop http://the-tech.mit.
ems - Frame products http://www.frame.com/
/stems http://www.sun.com/

/riting Page http://user.itl.net/~gazzalte...
uide Search: for technical writing http://guide-p.in/
or Web Designers http://the-tech.mit.edu/KPT/...
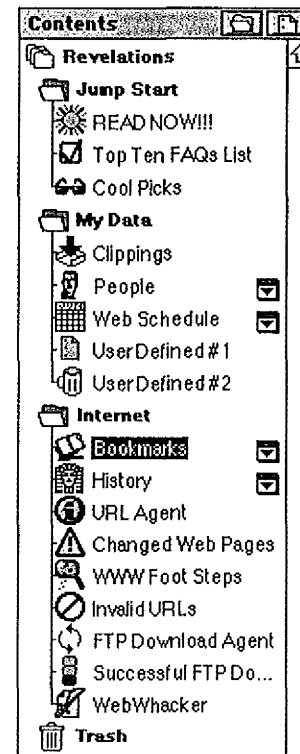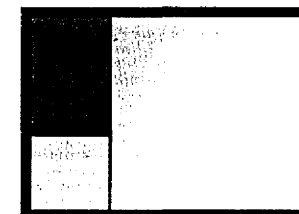
The Contents is an outline of Folders and Topics.

The Contents displays an outlined list of the Folders and Topics. To navigate to any Topic or Folder, just click its icon in the Contents area of the screen.

WebArranger ships with three Folders: Jump Start, My Data, and Internet.

Each Folder has several Topics in it. When you click a Topic, its Page displays on the right side of the WebArranger window.

It's easy to customize your Contents — just use drag-n-drop. Move Topics and Folders up and down in the outline. Move them into, and out of, other WebArranger Documents. In addition, you can drag Notes from the Shelf or from the Page to other Topics.

For more customizing information, see the Cool Tricks section at the back of this guide.

Contents

⌂ Revelations

▸ **Jump Start**
  READ NOW!!!
  Top Ten FAQs List
  Cool Picks

▸ **My Data**
  Clippings
  People
  Web Schedule
  UserDefined #1
  UserDefined #2

▸ **Internet**
  Bookmarks
  History
  URL Agent
  Changed Web Pages
  WWW Foot Steps
  Invalid URLs
  FTP Download Agent
  Successful FTP Do...
  WebWhacker

Trash

The Note types you use most often are kept on the Shelf.

The Shelf is in the lower left corner of your screen. Click a Note type's rectangular button on the Shelf to insert a new Note on the Page. It will automatically appear where your cursor was last positioned.

You can also click the Note type's icon and drag it to the Page or to a different Topic in the Contents.

Shelf	⬍
🌐 URL	
📁 Heading	
✊ To Do	
✏ Memo	
👥 People	
🖼 Picture	
📄 File	
📑 Bookmark Heading	
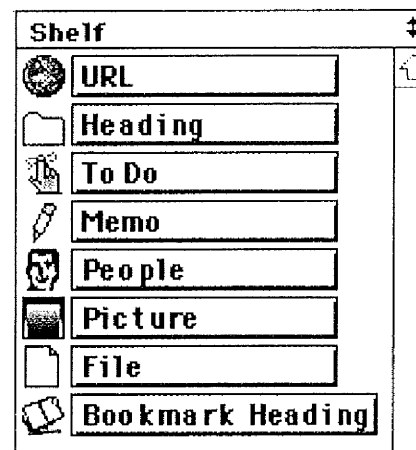
The Document is t

The Document contains all
have three different people
want to share information b
two Documents that are ope

In the **File** menu, under **Pre**
you launch the application.
adjust a variety of other sett

f.

helf
:d.
ts.

URL

Heading

ToDo

Memo

People

Picture

File

Bookmark Heading

The Document is the "master" file type of WebArranger.

The Document contains all of your Topics, your settings, your customized Note types, and everything else. If, for instance, you have three different people who use WebArranger at your household, each person can create his or her own Document. If you want to share information between two different Documents, it's easy to copy-and-paste, or you can even drag-n-drop between two Documents that are open simultaneously.

In the **File** menu, under **Preferences,** you can select a Home Document, which WebArranger will automatically open whenever you launch the application. In the Preferences dialog, you can also password-protect your Document, automate backups, and adjust a variety of other settings.
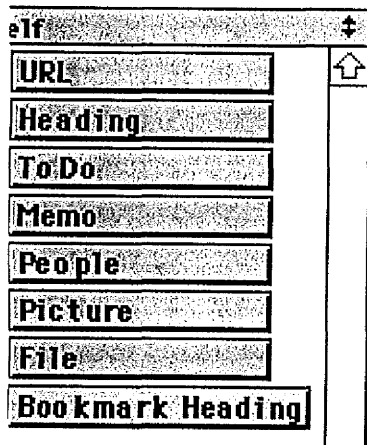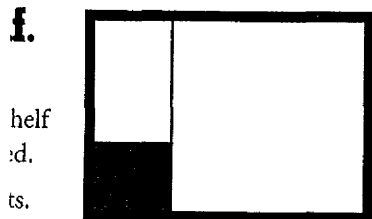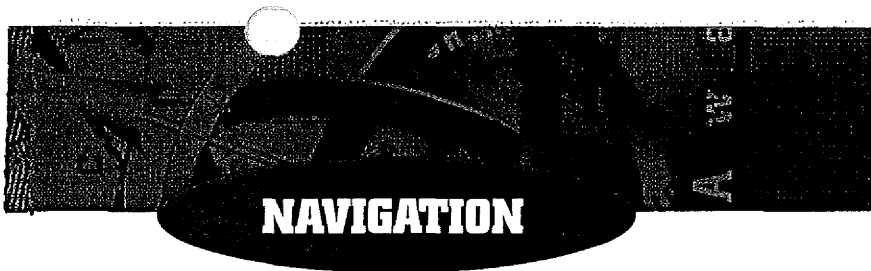
Navigation in WebArranger is smart, but a bit different.

Select a Note — Click any Note's icon to select that Note. A box displays around a Note when it's selected. Once selected, you can copy, cut, drag, gather, or launch URLs.

Open Note — Click once in the Summary Line (or title) of a Note to open or close it.

Show Sub-note — The small arrow to the right of a Note's icon indicates two things:

- If it is a double arrow, there are clones of this Note in the Document. A clone is a replica of a Note.

- When the arrow is solid, there are sub-notes to the Note. To show and hide the sub-notes, click the arrow. See the Cool Tricks section of this guide for more information about Clones and Sub-notes.

Drag-n-Drop — When you select a Note, you can drag-n-drop it. You can drag-n-drop a Note from the Page to a different Topic. You can also use drag-n-drop to quickly and easily rearrange Notes and sub-notes on a Page. Gray bars display to help you drop a Note where you want it.

COOL TRICKS

1. Launch You WebArrang

THIS IS SO COOL

Launch your favorite brov

Select a URL Note, press -

This is very handy for crui

For example:

If you've scheduled yourse from your To Do list. This No matter which Topic yo
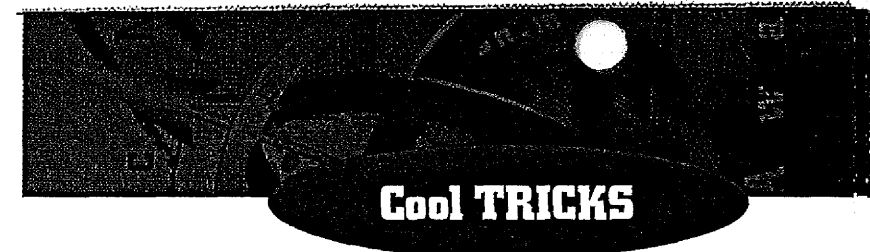
Get started by surfing to s predefined sites in the Coo Topic. We've provided sets to get you started, includir Politics, News Sources and the Family. If you've instal configured WebArranger c you'll be able to browse an included sites with a simpl keystroke.

Cool TRICKS

; selected. Once selected, you can

)f a Note.

, click the arrow. See the Cool

·m the Page to a different Topic.
y bars display to help you drop a

1. Launch Your Favorite Web Pages Directly From WebArranger With One Keystroke!

THIS IS SO COOL, IT'S OUR TOP TRICK!

Launch your favorite browser and go to places on the Internet, automatically.

Select a URL Note, press ⌘-R, and you're there!

This is very handy for cruising directly to a Web page from WebArranger!

For example:

If you've scheduled yourself a To Do Note to check a certain Web site, you can check your calendar and launch that URL directly from your To Do list. This is because To Do Notes are linked to URL Notes.

No matter which Topic you create a To Do in, the Web Schedule Topic auto-collects To Do Notes!

Get started by surfing to some of the predefined sites in the Cool Picks Topic. We've provided sets of URLs to get you started, including Sci Fi, Politics, News Sources and Keep It in the Family. If you've installed and configured WebArranger correctly, you'll be able to browse any of these included sites with a simple ⌘-R keystroke.

Visit the Internet

Summary:	Visit the Internet
URL Link:	⏭ 🌐 ▷ *Ask Dr. Science* *http://agora.rdrop.com/~jim...*
	URL: http://agora.rdrop.com/~jimks/text/dr_science.html
	Comment: Ask Dr. Science
	Last Visited: ⊅ ☐ ⊕ Sun, Feb 11, 1996 @ 4:01 PM
	Next Time to Visit: ⊅ ☐ ⊕
Priority:	🗐
Begin:	⊅ ☐ ⊕
Completed:	☐
Date created:	Mon, Feb 12, 1996 @ 8:20 PM

2. Internet Power Tools

WebArranger ships with an impressive set of Internet power tools. See the Help Document for more information about the Tools menu.

Tools

Tools
Install Internet Plug-in
Launch URL ⌘R
Clean Up "Changed Web Pages" Topic
Agents ▶
Start WWW Foot Steps
Import/Export ▶
Internet Apps ▶

Launch URL

Here's Cool Trick #1! But we already showed you how to do this with a ⌘-R keystroke — much easier than selecting it here.

Housekeeping

Every now and then, you should select the Clean Up **Changed Web Pages** Topic tool. This Topic is the repository for URL Agent missions. You won't even get dirty.

Agents

Select this tool to display the list of WebArranger Agents that can do so much for you — Start URL Agent, Start URL Validator Agent, and Start FTP Download Agent.

Start WWW Foot Steps

This command begins the capture of your cyberspace vapor trail, recording your complete browsing history.

Import/Export

This displays a menu of options to import and export Netscape history, and bookmark import/export for Netscape Navigator™ and Anarchie™ bookmark management.

Internet Apps

The list of Internet Applications rounds out your set of power tools. The list includes Internet Config, Forefront Group's WebWhacker™, your browser, FTP client, E-mail client, news reader, Telnet, Gopher, etc.

3. Customize Y

Make some Topics of your ov
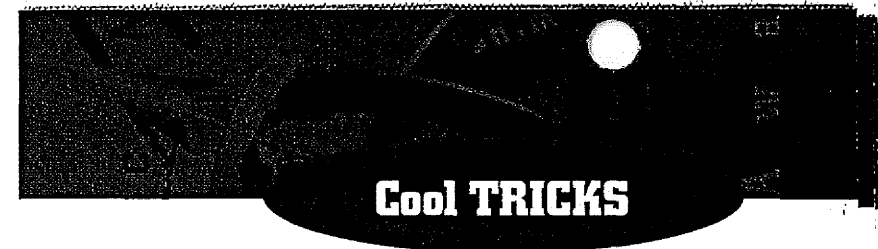
1. Click the User Defined

To change the new Topi

■ Select Topic Settings

■ Click the icon butto

■ Select one and click

You can also paste an ic

2. Go to the Cool Picks Top

■ For example: You ha

■ You name the User

■ Click the Cool Picks

■ Drag the icon of the

■ All the sub-notes to

■ It's that simple.

■ If you want to add s
You can put additio

3. You're already building y

ternet Plug-in

IL	⌘R
"Changed Web Pages" Topic	▶
W Foot Steps	
xport	▶
Apps	▶

is the repository for URL Agent

RL Agent, Start URL Validator

sing history.

xport for Netscape Navigator™

onfig, Forefront Group's

3. Customize Your Stuff

Make some Topics of your own!

1. Click the **User Defined** Topic in the My Data Folder. Then click again to highlight the name, and change it.

To change the new Topic's icon:

■ Select Topic Settings in the Topics menu.

■ Click the icon button and look through the icon library.

■ Select one and click OK.

You can also paste an icon into the Topic Settings. Select the icon box beside the icon button, and paste.

2. Go to the Cool Picks Topics, and choose a group of URL Notes for your new Topic.

■ For example: You have an interest in politics.

■ You name the **User Defined** Topic Politics.

■ Click the Cool Picks Topic.

■ Drag the icon of the Heading Note called Politics to your new Politics Topic.

■ All the sub-notes to the Heading come with it!

■ It's that simple.

■ If you want to add some news sources to your Politics Topic, drag-n-drop URL Notes from News Sources to the Politics icon. You can put additional People in Politics with their E-mail addresses too.

3. You're already building your own Web information set, and it's the way you want it.

4. Grab Stuff Anywhere, Any Time!

WebArranger's Universal Grabber™ lets you grab any kind of information and place it in your Document. Most grabbed material is placed as a Memo Note for later filing. But the Grabber is smart enough to recognize a URL, and place it as a URL Note.

The best part — the Grabber works whether or not WebArranger is running!

1. Select what you want to grab, like a URL, text on a Web site, a piece of a Microsoft® Word document, an image in Adobe Photoshop™, or an E-mail message.

2. Press your Grabber hot key and *voila!* The Grabber puts a Memo Note or a URL Note in the Clipping Topic in the My Data Folder.

You can drag your new Note and drop it where you want.

Or, convert it to another type of Note. See Convert Note in the Notes menu.

Cut, Copy and Paste work too! You can cut or copy any information from anywhere and paste it into a new Note. This can be especially handy for organizing new Web sites as you find them. Highlight the URL, copy it, go to WebArranger, select a new URL Note, and paste the URL. You can then title the Web site (using real English rather than the cryptic URL) and drop in a graphic directly from the Web page using the same copy and paste technique. Hold your mouse button down while pointing to a graphic, and you'll be able to copy it.

QuicKeys®

If you use QuicKeys, or if you want even more automation, check the CE Software Web site for FREE QuicKeys keysets. With the keyset, you can select the Note type and the location on the fly, and bypass the Clippings Topic.

The free keysets require QuicKeys, the leading Macintosh® automation and scripting product.

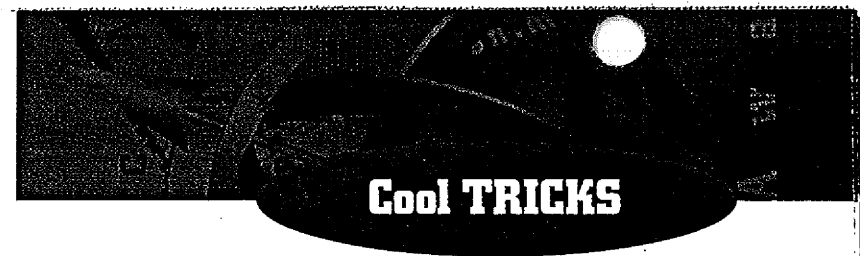QuicKeys is available from CE Software at a special low price for WebArranger owners.
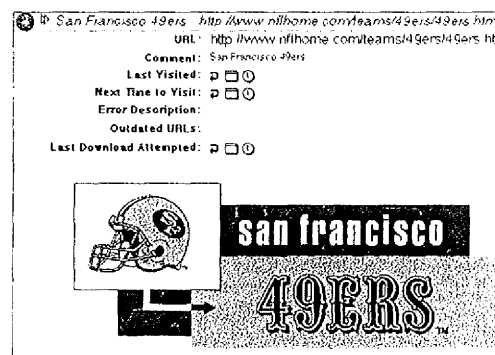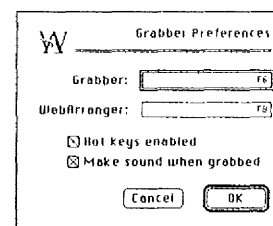
Do it Fast

⌘ - **F** — WebArrange Note throughout a Do

⌘ - **J** — Navigate from View FAST with the G
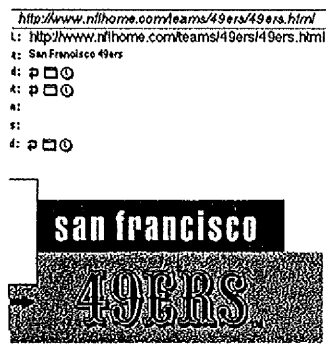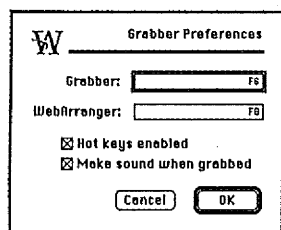
Go To's incredi lists of Topics a and as soon as do it!

⌘ - **N** — Create a new The dialog also offers

There are a number of navigation. For a comp Jump Start guide.

5. Do it Fast ... With Hot Keys!

nt. Most grabbed material is
it as a URL Note.

⌘ - **F** — WebArranger's quick Find feature locates any text string in any Note throughout a Document.
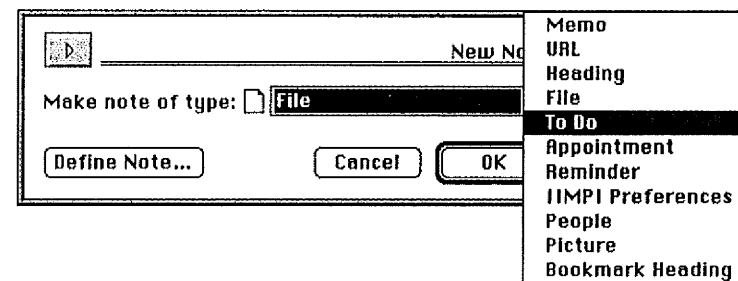
⌘ - **J** — Navigate from Topic to Topic, Folder to Folder, or to another View FAST with the Go To hot key.

> Go To's incredible *type ahead* feature recognizes your existing lists of Topics and Views in your Document. Just begin to type, and as soon as the characters match something in your Document, the whole name displays. Usually, one or two letters will do it!
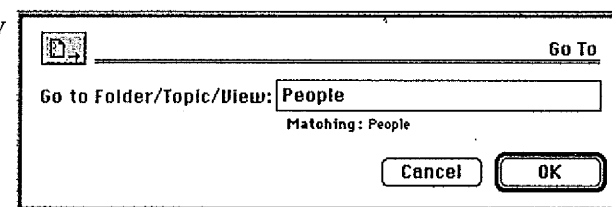
⌘ - **N** — Create a new Note, anywhere, any time in WebArranger. The new Note dialog also features the same *type ahead* feature. The dialog also offers a pull-down menu of your Note types.

There are a number of other hot keys for even faster navigation. For a complete listing, check the WebArranger Jump Start guide.

Grabber Preferences

Grabber: [ ] F5
WebArranger: [ ] F6

☒ Hot keys enabled
☒ Make sound when grabbed

[Cancel] [OK]

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http://www.nflhome.com/teams/49ers/49ers.html
L: http://www.nflhome.com/teams/49ers/49ers.html
4: San Francisco 49ers
4: 🖪☐①
4: 🖪☐①
4:
5:
4: 🖪☐①

san francisco
49ERS

Go To

Go to Folder/Topic/View: [People]
Matching: People

[Cancel] [OK]

New No

Make note of type: [ ] [File]

[Define Note...]   [Cancel]   [OK]

Memo
URL
Heading
File
To Do
Appointment
Reminder
IIMPI Preferences
People
Picture
Bookmark Heading

Cool TRICKS

6. Outlining Made Easy!
Use Clones and Sub-Notes to Organize *Your* Stuff *Your* Way!

We hated outlining in 6th grade, but it's one of our Top Tricks now!

Notes are free spirits. You can relate Notes to other Notes or Topics in your own way. By creating Clones and Sub-Notes, you can organize your Notes in the outline format, and make some kind of sense to it all.

CLONES

Notes in one Topic can be "cloned" into other Topics. Since there is only one actual, physical Note in existence, changes to a cloned Note appear in all other clone copies.

For example: You have a URL Note to the Apple Computer Developer Page. You have a Software Heading Note in your Cool Sites Topic. You have a WebArranger Plug-in Development Topic, and a Software News Topic. It makes sense to you to have that Apple URL Note in all three places. No sweat.

- Hold the Option key down while you drag the Note from the Page over to one of the Topics.

- Do the same for the other Topic.

- You've just made clones!

- If you make a change to the cloned Note in the Software News Topic, the change is reflected in the Cool Sites Topic and in the Plug-in Development Topic.

- This is a very good use of your time.

SUB-NOTES

When you drag a No
above or below anot

Outlining

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SUB-NOTES

When you drag a Note's icon, gray horizontal bars display to help you drop it where you want it. You can drag-n-drop a Note above or below another Note, and move a Note to indent it. An indented Note below another one is called a Sub-Note.

Outlining

Try this yourself, and see how flexible and powerful WebArranger is! Make some clones of Notes you want in several Topics. Drag Notes around to create an outline ... just rearrange your stuff the way you want it to be.

IMPORTANT: When you select a Note and press the Delete key, you are only deleting that one version of the Note. Its clones are still around. If you want to delete all clones, select Destroy Note in the Edit menu. **Be very careful!** Destroy Note eliminates all versions of the Note, including any places where it is a Sub-Note. It will also delete all Sub-Notes attached to that Note.

▼ Fun
- ID http://www.usc.edu/dept/garden/ Th
- ID http://www.expanse.com:80/ep/info/r
- ID http://www.ama.caltech.edu/users/m
- ID http://alfred.u.washington.edu:8080/
- ID http://legowww.homepages.com/ LE
- ID http://cyclone.weather.net/toland/ Za

▼ Cartoons
- ID http://www.ausweb.com.au/Fa
- ID http://www.unitedmedia.com/c
- ID http://agora.rdrop.com/~jimka/
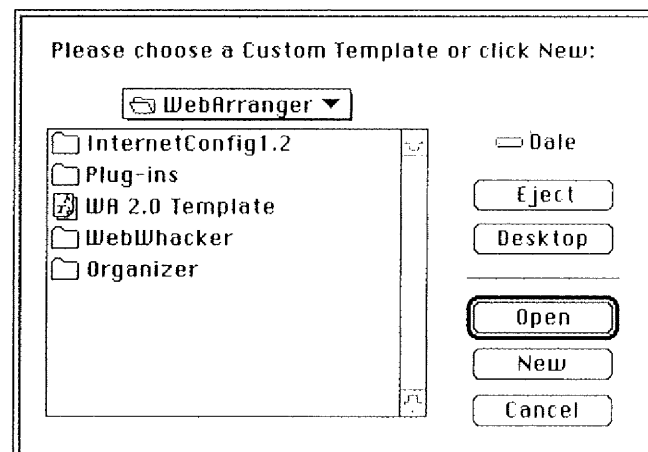- ID http://www.grimmy.com/ Moth

Cool TRICKS

7. Merge Personal Information With Your Internet Information!

You have the idea by now that WebArranger does a lot more than just manage your interaction with the Internet. You can get any kind of information from anywhere, and use WebArranger to handle it.

WebArranger ships with an Organizer Folder already set up to manage the rest of your life.

TO USE THE ORGANIZER FOLDER:

1. Select New in the File menu.

2. Select the Organizer Template and click Open.

3. Copy the Organizer Folder from the Organizer Template onto your Contents. To copy it, hold the Option key while you drag the Folder. (It's possible to drag-n-drop items between two open Documents in WebArranger.)

4. Close the Organizer Template.

Please choose a Custom Template or click New:

🗁 WebArranger ▼

- 📁 InternetConfig1.2
- 📁 Plug-ins
- 📁 WA 2.0 Template
- 📁 WebWhacker
- 📁 Organizer

�- Dale

[Eject]

[Desktop]

[Open]

[New]

[Cancel]

THE SCHEDU

The Organizer Fold
personal calendar as

To combine the two

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5. Drag the No

NEW NOTE T

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Template or click New:

⊂⊃ Dale

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Desktop

Open

New

Cancel

THE SCHEDULE TOPIC

The Organizer Folder has a Topic called Schedule. It behaves similarly to the Web Schedule Topic. You can keep both, and have a personal calendar as well as an Internet calendar. Or, you can combine them so you have just one calendar Topic.
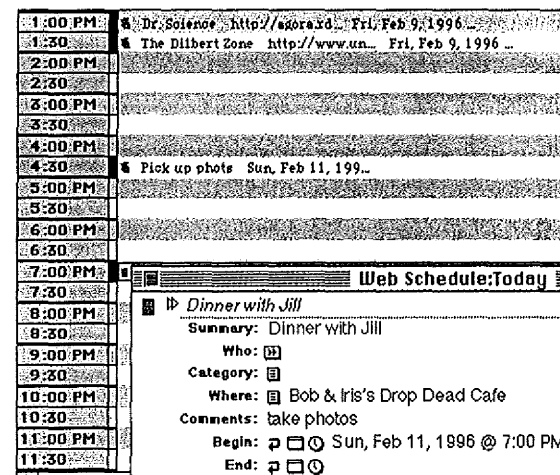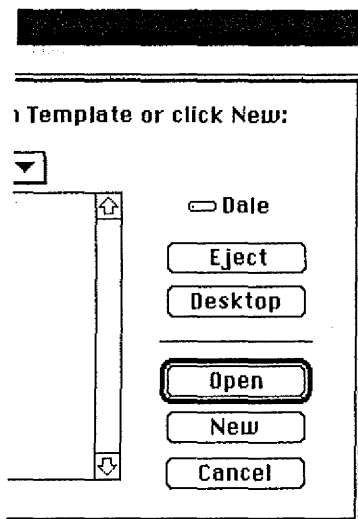
To combine the two:

1. Make a backup copy of your Web Schedule Topic. Save your Document in TAIL format, then make a copy of the TAIL file.

2. Open the Web Schedule Topic.

3. Click the tiny white box in the upper left corner of the Page. This displays the Notes in a View that is a simple list, instead of a calendar.

4. Press ⌘ - A to select all the Web Schedule Notes at once.

5. Drag the Notes to the Schedule Topic in the Organizer Folder.

NEW NOTE TYPES

You can put additional Note types on the Shelf. You may find the Appointment and Reminder Notes useful in creating a personal organizer. This example is an opened Appointment Note in the Web Schedule Topic.

Plus, you can add, subtract, and rearrange fields in a Note. See the next Cool Trick.

1:00 PM	⬩ Dr. Science http://agora.xd... Fri, Feb 9, 1996 ...
1:30	⬩ The Dilbert Zone http://www.un... Fri, Feb 9, 1996 ...
2:00 PM	
2:30	
3:00 PM	
3:30	
4:00 PM	
4:30	⬩ Pick up photo Sun, Feb 11, 199...
5:00 PM	
5:30	
6:00 PM	
6:30	
7:00 PM	**Web Schedule:Today**
7:30	▷ Dinner with Jill
8:00 PM	Summary: Dinner with Jill
8:30	Who: ⊠
9:00 PM	Category: ⊟
9:30	Where: ⊟ Bob & Iris's Drop Dead Cafe
10:00 PM	Comments: take photos
10:30	Begin: ⊅ ☐ ⊙ Sun, Feb 11, 1996 @ 7:00 PM
11:00 PM	End: ⊅ ☐ ⊙
11:30	

Cool TRICKS

8. Customize Your Notes — Browse the Note Catalog

Want to track your appointments? Want to remember someone's birthday or anniversary? Need to add descriptions to Web addresses so you can easily categorize them? Customize your Notes in the Note Catalog!

In addition to other Note types, the Note Catalog offers additional fields to put in your existing library of Note types. For more information, see the Help Document (select Help in your Apple menu.)

The Note types you use most frequently are stored on the Shelf. To add a Note type to the Shelf:

1. Select Note Catalog in the Notes menu.

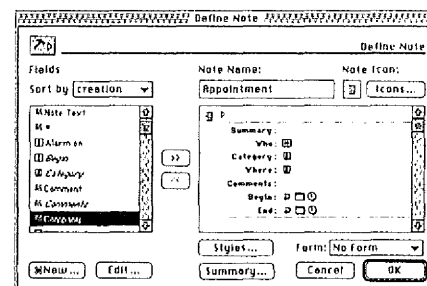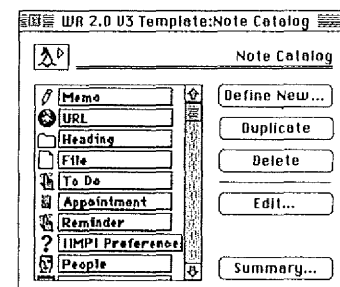**2.** Drag the Note type you want to the Shelf.

To remove a Note type from the Shelf:

1. Select the Note icon and drag it to the Trash in Contents.

2. This does not remove the Note type from the Note Catalog. Click the Delete button in the Note Catalog dialog to remove a Note type. **Be careful!** When you Delete a Note type from the Note Catalog, you remove that Note type from your Document — all Notes of that type from the Topics, and all the information stored in those Notes!

To change the fields in a Note type:

1. Select the Note type and click the Edit button.

2. Select the field you want to add from the field list on the left side of the Define Note dialog. Click the >> button.

To rearrange the field's position, drag it up or down in the Note type display on the right side of the dialog.

3. Select the fi

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IMPORTANT: Wher Birthday field to the type, that field is rem

To edit just one speci

1. Open the Nc

2. Select Add Fi

3. Type the fiel Add Field dia

4. Click OK.

WARNING: CE Softv ranger. Some Note ty transparent to you.

d descriptions to Web

y of Note types. For more
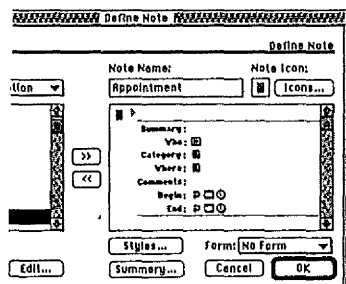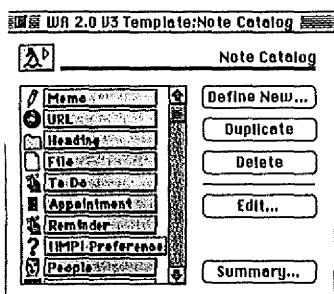
3. Select the field you want to remove and click the << button.

The other buttons in the Define Note dialog let you further customize a Note type. See the Help Document.

IMPORTANT: When you add, remove, or edit a field in a Note type, that change is made to all Notes of that type. If you add a Birthday field to the People Note, all the People Notes in your Document will display that field. If you remove a field from a Note type, that field is removed from all Notes of that type.

To edit just one specific Note:

1. Open the Note.

2. Select Add Field or Remove Field in the Notes menu.

3. Type the field or select it from the drop-down list in the Add Field dialog.

4. Click OK.
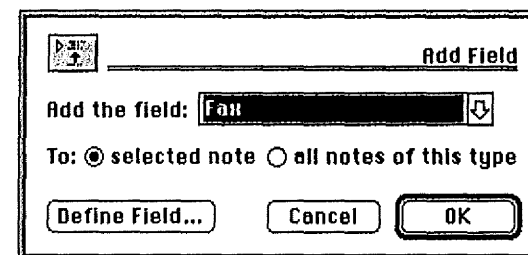
WARNING: CE Software recommends that you not remove the Note types and associated Note fields that are shipped with WebArranger. Some Note types and fields are required by the WebArranger program, although their activity or importance may be transparent to you.

Cool TRICKS

The Gather Command –
WebArranger's Query-by-Example

Want to quickly locate all of your contacts who have an AOL E-mail address? Need to find your URL Notes regarding Astronomy? WebArranger's Gather command is the tool for you!
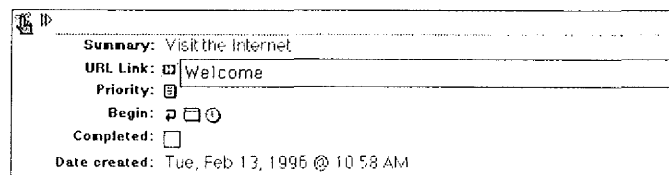
To use Gather:

1. Open the Topic into which you want to put the gathered notes.

2. Create a Note type like the one you want to find.

3. Fill in the appropriate fields with text strings to match what you're seeking.

4. Press ⌘ - M to activate Gather.

5. WebArranger finds the Note and places a clone of it in the Topic.

6. The Matched Notes dialog displays when more than one Note is located. Select one or more Notes to insert.

4. Press -M t
promptly dis
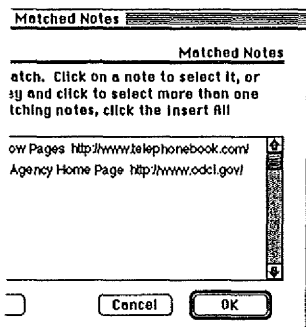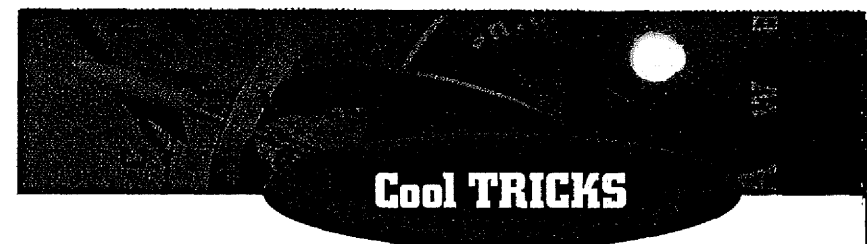Comment fi

5. Select the UF

6. The URL is li
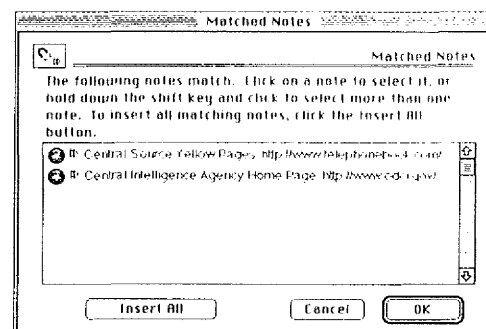
Gather works with To Do Notes too! For example:

You want to schedule a visit to a certain URL, but all you remember is the Comment field begins with "Welcome."

1. Create a To Do Note.

2. Click the field **URL Link.**

3. Type **Welcome** and press Return.

Matched Notes

Matched Notes

atch. Click on a note to select it, or
:y and click to select more than one
tching notes, click the Insert All

ow Pages http://www.telephonebook.com/
Agency Home Page http://www.odci.gov/

Cancel   OK
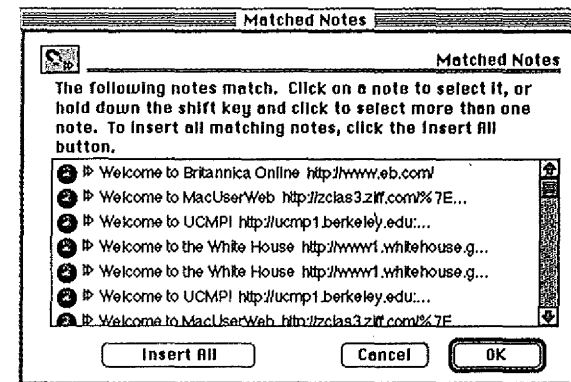
Notes to insert.

8 AM

4. Press ⌘-M to activate the Gather command. WebArranger promptly displays a list of URLs that have Welcome in the Comment field.

5. Select the URL you want. A box displays around it. Click OK.

6. The URL is linked to the To Do Note. Cool.

Matched Notes

Matched Notes

The following notes match. Click on a note to select it, or hold down the shift key and click to select more than one note. To insert all matching notes, click the Insert All button.

- Welcome to Britannica Online http://www.eb.com/
- Welcome to MacUserWeb http://zclas3.ziff.com/%7E...
- Welcome to UCMPI http://ucmp1.berkeley.edu:...
- Welcome to the White House http://www1.whitehouse.g...
- Welcome to the White House http://www1.whitehouse.g...
- Welcome to UCMPI http://ucmp1.berkeley.edu:...
- Welcome to MacUserWeb http://zclas3.ziff.com/%7E

Insert All   Cancel   OK

Cool TRICKS

10. A Room With a View

Views give you lots of ways to look at your Notes on the Page, including sorting on the fly.

WebArranger ships with three Views: Basic, Table and Calendar. Some Topics are shipped with Views created for you — People, Web Schedule, Bookmarks, and History. A Topic has more than one View if there is an arrow on the right, beside the Topic's name in Contents. Click the arrow for a drop-down list of the Views.
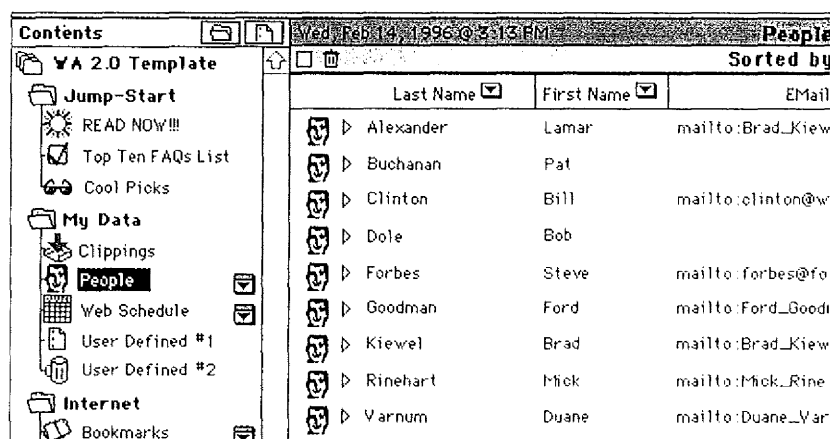
Basic View — This is the generic View of your Notes. The Notes are displayed in a list format. The Filter and Sort commands in the Views menu let you rearrange the list according to Note types and field contents. See the Help Document.

Table View — Your Notes display in a table format, with the fields as columns. Move the columns around to rearrange a Table View any way you like.

Each column has a drop-down list so you can change the information displayed. WebArranger ships with Table Views for the People and Bookmarks Topics.

Calendar View — WebArranger offers a variety of calendar formats to display your Notes. You can select the details in Calendar Settings in the Views menu. Calendar Views are built into the Web Schedule and History Topics. Note that the calendar View scales with the size of your WebArranger window.

When you've enjoyed WebArranger for awhile, you may want other types of Views to suit your needs. More information regarding the Views menu is in the WebArranger Help Document.

Contents			Wed, Feb 14, 1996 @ 3:13 PM		People
WA 2.0 Template					Sorted by
Jump-Start			Last Name ▼	First Name ▼	EMail
READ NOW!!!		▷ Alexander	Lamar	mailto:Brad_Kiew
Top Ten FAQs List		▷ Buchanan	Pat	
Cool Picks		▷ Clinton	Bill	mailto:clinton@w
My Data		▷ Dole	Bob	
Clippings		▷ Forbes	Steve	mailto:forbes@fo
People		▷ Goodman	Ford	mailto:Ford_Goodi
Web Schedule		▷ Kiewel	Brad	mailto:Brad_Kiew
User Defined #1		▷ Rinehart	Mick	mailto:Mick_Rine
User Defined #2		▷ Varnum	Duane	mailto:Duane_Var
Internet					
Bookmarks					

Collect the sites you
TAIL file (read more
Document as a new
access to all the sites
entering URLs or co

You can also use this

Bonus Trick

Cool TRICKS

Share Ready-To-Launch URL Collections With Other WebArranger Users!

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Collect the sites you want to share into a Topic, then select **Export Topic** in the File menu. Export the Topic as a TAIL file (read more about that in the Jump Start guide). Your friends can then import the TAIL file into their Document as a new Topic, then reorganize the information as they wish. They'll have instant one-keystroke access to all the sites you passed along, including all of your annotations and Notes. Sure beats manually entering URLs or copying-and-pasting them *one at a time* from E-mail messages!

You can also use this trick to share contact information and just about anything else you have stored in WebArranger!

First Name ▼	EMail
Lamar	mailto:Brad_Kiew
Pat	
Bill	mailto:clinton@w
Bob	
Steve	mailto:forbes@fo
Ford	mailto:Ford_Good
Brad	mailto:Brad_Kiew
Mick	mailto:Mick_Rine
Duane	mailto:Duane_Var

Cool TRICKS

And ... There Are More Tricks Ahead!

WebArranger offers opportunities for third parties to develop vertical applications!

CE Software has initiated a developer program which will introduce more add-on products and functionality to make WebArranger even more powerful!

WebArranger has a very well-defined plug-in Application Programming Interface (API). New features and functions can be added by CE Software or by other developers who use WebArranger's Software Development Kit (SDK).

Stay tuned to CE Software World Wide Web site for details on forthcoming WebArranger Plug-ins and third-party development opportunities.

24