Welcome to URL Organizer 2!

Thank you for taking the time to evaluate URL Organizer 2. I hope you will soon discover just how sophisticated, powerful and innovative a tool it is for storing and organizing all your URLs; and that you will quickly appreciate its finely-crafted and feature-rich interface.

You may want to check out the <u>key features</u> you can look forward to using, or you may want to <u>get started</u> immediately. If, after consulting these help notes, you have any questions or suggestions about this program, please <u>e-mail me</u> and I will be happy to reply.

- **ZD Net** awarded **four stars** to version 2.0 (since when the program has improved almost beyond recognition).
- **Tucows** awarded **four cows** to version 2.2.
- **PC World**'s FileWorld chose version 2.2 as an **Editor's Pick**.
- **Skylark Utilities** chose version 2.2 as an **Editor's Pick**.

Getting Started

URL Organizer 2 is shareware, so you may install it and try it out for 30 days before paying a cent. Please consult the terms of the <u>license</u> to see the conditions under which you may use the program.

1. Install URL Organizer
If you have installed software before, you should have no difficulties with URL Organizer. Double-click on 'setup.exe' to start the process. See the notes on <u>installation options</u>.

2. Experiment with the basic features
When you first run URL Organizer, you will see loaded a sample URL list. First, check out the different interface modes by selecting from the *Application* menu. Switch to <u>*Organize*</u> mode and experiment with the organizing facilities: see how to <u>edit</u> a URL or heading, <u>re-order or re-group</u> URLs and headings and add a <u>note</u> to a URL. Then see the different ways to <u>add</u> a new URL to the list.

3. Import your existing URLs
Now you probably want to see how URL Organizer looks with your own URLs loaded. See <u>Importing URL Collections</u>.

4. Get to know URL Organizer intimately
URL Organizer's interface is probably quite unlike any other you've encountered. Don't let this put you off: it's very simple to use, and when you get the hang of it, very fast. Most of the functionality of URL Organizer you'll discover by experimenting or by reading the rest of the Help notes. See in particular <u>Keyboard Shortcuts</u> and <u>Tips</u>.

5. Register URL Organizer
Hopefully you will be so impressed by URL Organizer you won't have any doubts about <u>registering</u>. However you have 30 days to decide and <u>e-mail support</u> is always available to answer your queries.

Key Features of URL Organizer 2

URL Organizer 2 is a highly sophisticated tool for storing and organizing your URLs. These are just some of its key features:

General features
- URLs stored in a 3-level hierarchy so no URL is more than 3 mouse clicks away
- fast full-text search facility*
- instantly switch between up to 10 URL collections of up to 10,000 URLs each*
- instantly switch between up to 10 web browsers*
- loads in a snap and uses minimal disk space, memory and resources
- includes comprehensive integrated help notes**

Information stored
- web, e-mail and news addresses
- application, folder and document shortcuts**
- unlimited space for notes on each URL **
- site log-in names**
- time of last opening a URL*

Sophisticated organizing tools
- import and export URLs to/from Internet Explorer, Netscape Navigator and Opera**
- import Start Menu shortcuts**
- quick and easy to edit, re-order and re-group titles and URLs*
- support for aliases (multiple instances) of URLs**
- support for separators/dividers**
- drag and drop support**
- automatic and manual backup of URL collections**
- copy URLs as text or HTML**

Highly-configurable interface
- alternative interfaces: 'Regular', 'Organize' and 'Compact'**
- fully-resizable windows**
- user-definable color scheme*

Features more primitive(*) or not available(**) in <u>freeware version</u>

License

URL Organizer 2 is copyright (1998-1999) of Edward Leigh. It is distributed and sold as 'shareware'. It is NOT public domain or 'freeware'.

In the license conditions that follow, three terms have special meaning:
• ' the Author' shall refer to Edward Leigh, the author of URL Organizer 2
• ' the Program' shall refer to URL Organizer 2
• ' the Licensee' shall refer either to you as an individual plus any family with whom you share a computer or, if you will be using the Program in the capacity of an employee, to the company which employs you.

The Author grants the Licensee:
• the right to install and use the Program on any computer;
• the right to use the Program for thirty (30) consecutive days from the day of installation before the Licensee must either purchase a license or uninstall the Program

providing that the Licensee agrees to be bound by the following conditions:
• If the Licensee is a company, the number of licenses required at any one time equals the number of employees who use the Program. The number of licenses required specifically does not equal the maximum number of concurrent users of the Program, nor does it equal the number of computers on which the program is installed.
• The Program is licensed, not sold, to the Licensee.
• The Program is provided 'as is'. The Licensee uses the Program entirely at its own risk. No warranties nor guarantees are included with the license. In no event shall the Author be liable for any consequential damages whatsoever (including, but not limited to, damages for loss of business profits or loss of business information) arising out of the use of, or the inability to use, the Program. In any case, the Author's liability shall be limited to the price paid for this license, or ten UK pounds sterling, whichever is the greater.
• The Licensee agrees to respect the copyright laws and international copyright treaties, as well as any other intellectual property laws and treaties that apply to the Program.
• The Licensee may not reverse engineer, decompile, disassemble or modify in any way whatsoever the Program.
• The Licensee may not sell, rent or lease the Program to anyone else. The Licensee may distribute only the most recent installation package as available from the Author's Web site.
• This licence agreement is governed by the laws of England and Wales.

If The Licensee does not agree with the stated license conditions, please do not install URL Organizer; or if installed already, please uninstall URL Organizer 2 immediately.

See also:
• Registering and Purchasing a License

Registering and Purchasing a license

URL Organizer 2 is SIVL-compliant shareware. This means that, in order to fully-enable the program's functionality, you must register it with OSoLiS. Functionality is limited after the 30 day evaluation period is over, but you will always have access to your URLs and, should you decide that URL Organizer is not for you, you can export your URLs back to Internet Explorer, Netscape Navigator or Opera.

As of the release of version 2.3, a license to use URL Organizer (see the terms of the license) costs US$20. Up-to-date pricing, including special offers and discounts, is available on the registration site: http://www.osolis.com/cgi-bin/register.cgi?2

OSoLiS currently accepts payment by VISA, MasterCard, American Express and NOVUS Discover charge cards. Payments by check are not accepted at this time, but please contact me if you are unable to pay by any other means.

Registration steps
To access the OSoLiS registration service, either:
- Go to *About URL Organizer* under the *Application* menu, and click the *Register* button whilst you are connected to the Internet,
  or
- Go on the Internet to http://www.osolis.com/en/registration/ and follow the instructions there. The Program ID of URL Organizer 2 is P2.

You will find instructions on OSoLiS's site, but the basic steps are:
1. Register your contact details.
2. Buy a license for URL Organizer (Program ID: P2).
3. Download a copy of your Personal License Register (or have it e-mailed to you).
4. Exit from any SIVL-compliant programs (e.g URL Organizer 1) that you are running.
5. Move the License Register to the active Windows directory (usually C:\WINDOWS, but it might be C:\WIN95, C:\WIN98 or C:\WINNT). If you're not sure where to put the License Register, run URL Organizer and check *About URL Organizer* under the *Application* menu.

Can't replace existing License Register
If you find you get an error when trying to move your Personal License Register to the Windows directory, you probably still need to exit from all other SIVL-compliant programs that you are running (including URL Organizer 1).

See also:
- Registration Problems

Registration Problems

If you have difficulties obtaining your Personal License Register from OSoLiS, please contact them at client.support@osolis.com.

If URL Organizer doesn't recognize that it is registered, please check *About URL Organizer* under the *Application* menu to see what is wrong. Below are some suggestions for what to do depending on the message you see. If you still don't have any joy, then please e-mail me with the message URL Organizer reports.

License Register missing
You must place the Personal License Register in the directory that URL Organizer says it is looking in. If the file you have is called *licenses.zip*, then you must 'unzip' it to extract the actual Personal License Register. If you don't know how to unzip a file, or you have lost your Personal License Register, see below for how to obtain a new copy of your Personal License Register.

License Register corrupt
If the Personal License Register has become corrupted, then you will need to obtain another copy: see below.

To obtain a new copy of your Personal License Register
1. Log back into your account with OSoLiS using the *Register* button in *About URL Organizer*, or starting from http://www.osolis.com/en/registration/.
2. Click on the *License Register* button.
3. Choose to have your Personal License Register e-mailed to you unless you have difficulty receiving attachments.
4. Install your Personal License Register in the active Windows directory as before, overwriting your existing Personal License Register if applicable.

Upgrades

New releases of URL Organizer fall into two categories: 'updates' and 'new editions'. All updates to URL Organizer 2 are free to registered users of and carry a version number 2.x.

The next major release of URL Organizer is likely to be a new edition, though it may be preceded by one or more minor updates. The next new edition will be called 'URL Organizer 3'; it will carry a version number 3.x; and will require a new license for which a fee may be charged. However, registered users of URL Organizer 2 will be entitled to upgrade to URL Organizer 3 for no more than a third of the regular purchase price.

You can install an update over an existing installation without affecting your preferences, URL list files or registration status.

See also:
- Plans for Future Releases
- Registration Problems

Installing

To install URL Organizer for the first time, run *setup* (or *setup.exe).* You will be presented with various set-up options, described here. You can change any of these options even after URL Organizer has been installed.

Location of application files
Choose the folder in which you want URL Organizer and the help files to be stored.

Shortcuts
- *Desktop:* Include a shortcut on the desktop
- *Quick Launch bar:* If you have Internet Explorer 4.0 with 'Desktop Update' installed, then you can include a shortcut in the Quick Launch bar in the Task bar.
- *Startup items:* If you want URL Organizer to launch when you start up your computer, include a shortcut here.
- *Start Menu:* Include a shortcut in the Windows Start menu. You can choose the folder in which the shortcut should be added.

Default location for list files
This folder is the one you will be offered first when you save a new URL list. It is also where the sample URL list file will be moved. You can either use the application folder or you can choose another.

Re-installing
You can re-install URL Organizer any number of times without affecting your registration. As long as you don't move or erase your Personal License Register then URL Organizer will recognize that it is registered.

See also:
- Changing Set-up after Installation
- Registering & Purchasing a License
- Registration Problems

Uninstalling

To uninstall URL Organizer choose *Uninstall* from the program's *Application* menu. You will then be asked which components you wish to remove before they are finally erased. (If you only want to reset the Windows Registry entries, uncheck the other items.)

You can also use the Windows *Add/Remove Programs* Control Panel to start the uninstall process.

About URL Lists

URL Organizer stores your URLs in a simply-formatted text file. Internet Explorer's method of storing shortcuts is inherently slow and offers no facility for storing notes; Netscape's bookmark file can be difficult to edit manually, and cannot be extended; so I came up with a simple, readable format to use instead.

URL Organizer supports up to 10 different list files concurrently. This effectively gives you another level in the hierarchy above *Category*. You might have one list for business-related URLs, one for leisure URLs, and one for applications installed on your computer, and others created for one-off projects. If you're using URL Organizer at home, you can let family members build up their own lists independently.

Each list can hold up to 10,000 URLs. In the unlikely event that you also have more than 10,000 category and subcategory headings, you will find that the limit is just under 10,000 URLs. However, you would be much better advised to break your URL collection into smaller parts, and save each in a separate URL list (see Moving URLs and Headings).

You can switch between lists on-the-fly from the *List* menu or using the *Ctrl+<digit>* shortcut indicated in the *List* menu.

If you use more than one computer, you can access a list file over a network, or you can store one copy in a 'Briefcase' to keep it synchronized with the master copy.

See also:
- Adding or Removing a URL List
- Saving a URL List
- Importing a URL Collection
- Exporting a URL List
- URL List Backups
- Moving URLs and Headings

Adding or Removing a URL List

To include an existing URL list in the *List* menu
1. Select *Configure* from the *List* menu.
2. Click on the *New/Add* button.
3. Select the list in the file browser and click *Open*
4. If necessary, edit the name that URL Organizer uses to refer to the list.
5. Click *Done*.

To create a new, blank URL list
1. Select *Configure* from the *List* menu.
2. Click on the *New/Add* button.
3. Select the folder in which you want to save the new URL list
4. Type the name you want to give the new URL list and click on *Open*
5. If necessary, edit the name that URL Organizer uses to refer to the list.
6. Click *Done*.

To create a new URL list from Netscape bookmarks, Internet Explorer favorites, an Opera Hotlist or your Start Menu, see Importing a URL Collection.

To remove a URL list from the *List* menu
1. Select *Configure* from the *List* menu.
2. Click on the *Remove* button. (This does **not** erase the list file.)

Drag names up or down the list box to change the order in which they appear on the *List* menu.

See also:
- Importing a URL Collection

Saving a URL List

URL Organizer automatically saves the open URL list whenever you switch viewing mode or switch to another URL list (but you are prompted first if you have made changes in _Organize mode_. To force changes to be saved at any other time, select _Save_ from the _List_ menu, type _Ctrl+S_ or, in _Organize_ mode, click on the _Save_ button.

You can save a copy of an open URL list by selecting _Save Copy_ from the _List_ menu and choosing a location and name for the copy.

See also:
- Exporting a URL List
- URL List Backups

Importing a URL Collection

URL Organizer can import favorites from Internet Explorer, bookmarks from Netscape Navigator, Hotlists from Opera and shortcuts from your Start Menu. Here's how:
1. Select *Configure* from the *List* menu to bring up the URL Lists Preferences.
2. Press the *Import* button.
3. Click on the type of URL collections you want to import.
4. If desired, <u>change</u> the path name of the **new*** URL list that will hold your imported URLs.
5. Press the *Import* button.
6. If there's a problem, check that the *Source* file or folder is correct, and if necessary <u>choose</u> another.

In order to fit your URLs into a 3-tier hierarchy, URL Organizer has to do some pre-arranging of its own. These changes are only reflected in the imported URL list, not in your original favorites/bookmarks/Hotlist/shortcuts.

Where you have URLs that are at the top level of the URL collection, URL Organizer inserts both a category and subcategory heading ('Uncategorized') above those URLs. Where you have URLs one folder down from the top level, URL Organizer inserts a subcategory heading ('Uncategorized') above those URLs. You can change the 'Uncategorized' headings to something else afterwards.

Where you have URLs more than two folders down from the top level, the bottom level folder is effectively moved up one or more levels to become a subcategory. Because this may not be what you want, it may be advisable before you import to rearrange the folders so that you don't have any folders within folders within folders.

Ideally you would start with a URL collection that has:
• a top level of just category folders
• a second level of just subcategory folders
• and a third level of just URLs

*Merging with an existing URL list
URL Organizer will only import URL collections into a new list. If you want to add the imported URLs to an existing URL list, you can do this simply as follows:
1. Import the existing URL collection to a new URL list file (e.g. 'Imported URLs').
2. Mark all of the categories in 'Imported URLs'.
3. Switch to the list you want to add the imported URLs to.
4. Select *Duplicate Marked* from the *Edit* menu.

Note that URL Organizer will not detect duplicate URLs if there are any.

See also:
• <u>Adding or Removing a URL List</u>

Exporting a URL List

URL Organizer can export a URL list as Internet Explorer favorites, Netscape Navigator bookmarks or as an Opera Hotlist:
1. Select *Configure* from the *List* menu to bring up the Lists Preferences.
2. Press the *Export* button.
3. Choose the source URL list.
4. Select the export format.
5. Check or <u>choose</u> the path name of the favorites folder or bookmark file to which the URL list will be exported.
6. Press the *Export* button.

Internet Explorer
Each exported shortcut is saved with the following path name relative to the folder you select for export: <Category title>\<Subcategory title>\<URL title>.

Beware of overwriting existing favorites if you export your URL list into an existing Internet Explorer *Favorites* folder.

Netscape Navigator
URL Organizer cannot automatically merge exported URLs with an existing Bookmark file. If you need to add your URLs to an existing bookmark list, you can do this as follows:
1. Import the existing Bookmark file into a new URL list file (e.g. 'Netscape Bookmarks').
2. Mark all of the categories in 'Netscape Bookmarks'.
3. Switch to the list you want to export.
4. Select *Duplicate Marked* from the *Edit* menu. (This adds the imported Netscape bookmarks to your URL list.)
5. Export your URL list as a new Netscape Bookmark file.

Note that URL Organizer will not detect duplicate URLs if there are any.

Opera
To merge your URLs with an existing Hotlist, simply export your URLs to a new Hotlist file. Then in Opera, right-click on the Hotlist window and select *File > Insert File*, and select the exported Hotlist file.

Note that Opera will not detect duplicate URLs if there are any.

See also:
- <u>Saving a URL List</u>

URL List Backups

URL Organizer automatically creates a backup copy of your URL lists. This happens when you or URL Organizer save changes *for the first time after loading a URL list*. (Be aware that URL lists are reloaded each time you make a selection off the *List* menu.) The backup copy is saved in the same folder as the original list and is called 'Autobackup of [name of original list file]'. (Note that the name of the URL list file may not be the same as the name of the URL list as reported on the *List* menu in URL Organizer.)

Restoring a backup

If you realize that you've accidentally saved changes you didn't mean to make:
1. Exit URL Organizer.
2. Using Windows Explorer, open the folder where you store your URL list file.
3. Check that there is a backup of your URL list called 'Autobackup of …'
4. Delete the regular URL list file (not the autobackup copy).
5. Rename the autobackup copy to have the name of the regular URL list file (by deleting the words 'Autobackup of ').
6. Reload URL Organizer.

Salvaging a corrupted URL list

If you notice that a URL list has become corrupted (perhaps because of a computer crash) then, AS LONG AS YOU HAVEN'T SAVED CHANGES since loading the URL list, you can restore the backup copy that was made when you last loaded that URL list:
1. **Don't** exit URL Organizer.
2. Using Windows Explorer, open the folder where you keep your URL list.
3. Check that there is a backup of your URL list called 'Autobackup of …'
4. Make a copy of the **autobackup file** by selecting, copying and pasting it (see Explorer's *Edit* menu).
5. Exit URL Organizer.
6. Delete the regular URL list file.
7. Rename the file you created in step (4) to have the name of the regular URL list file (by deleting the words 'Copy of Autobackup of ').
8. Reload URL Organizer.

See also:
- Saving a URL List

Manually Editing a URL List

You can edit a URL list using a text editor as long as you bear in mind the following:
- Do not try to edit a list whilst it is open in URL Organizer 2 (you won't be able to re-save it).
- Each category, subcategory and URL must have a line to itself.
- Prefix each category title with **<1>**
- Prefix each subcategory title with **<2>**
- Enter each URL as the full URL (including e.g. **http://**), then a **tab***, then the URL title
- Indentations aren't necessary, though URL Organizer 2 generates indents for ease of viewing
- Other information (such as *last visited* time) is added automatically after the URL title
- Don't put any URLs between a category (<1>) and a subcategory (<2>)heading

You are advised as a precaution to **<u>save a copy</u>** of your URL list before you start editing it!

*Note that in version 1 you could use spaces or commas instead of a tab. Because these are not recognized in version 2, you may find some URLs are shown with their titles appended. If this happens, simply cut the title text and paste it into the title box.

Printing a URL List

URL Organizer does not have any built-in facility for printing a URL list. However since URL lists are stored in plain text files, you can use other programs to do this. If you open a URL list in Notepad or WordPad (both part of a standard Windows installation), or any other text editor, you will see that your URLs are listed in a perfectly readable format, which your text editor will be able to print out.

If you want to remove the last-visited times (represented as long numbers), notes or log-in names, the easiest way to do this is to copy the entire URL list from a text editor and paste it into a spreadsheet (e.g. in Microsoft Excel). You can then select and copy just the first 3 columns, containing the titles and URLs, and then paste these back into your text editor.

Exporting a URL List to the Web

If you want to place a list of your URLs on a web site (so that you can access it away from your own computer), the best solution is to export your URL list as a Netscape bookmark file. This displays in a Web browser as a well-formatted list of links and even preserves your notes (but be careful about letting other people see your log-in names and/or passwords).

When you export your URL list, you should probably choose a folder other than Netscape's, unless you want to overwrite the bookmark file that Netscape uses. You may need to make a note of where you save the exported bookmark file so that you can find it to upload to your Web site.

See:
- Exporting a URL List

Finding and Opening a URL

To select a URL
1. Select the relevant list from the *List* menu.

2. Select the category. In *Compact* mode, click on: **1▶**

3. Select the relevant subcategory. In *Compact* mode, click on: **2▶**
4. Select the title of the URL you want

To search for a URL
⚭' To search for a URL, type the text to search for in the search box and press *Enter/Return* or click on the *Search* button (shown here). Repeat if the first match isn't the one you're looking for. URL Organizer searches through all the text in the current URL list file, including category titles, subcategory title, URL titles, URLs, notes and log-in names.

To open a URL
Select a URL (so that it's title is highlighted), then either:
- Click on 🗐 when it's highlighted (as shown here), or
- Double-click on the URL's title, or
- Type *Ctrl*+O (the title list box must be the focus, not the Search text box), or
- Drag the title onto a browser window (not available in *Organize mode*). Note that the *Last Visited* time may not be updated (see Known Problems).

To open an Internet URL in the frontmost or in a new window
Click on this button to toggle between these states:

🗖 Open Internet URLs in a new window

🔃 Open Internet URLs in the frontmost browser window

To open a URL with the alternate setting without toggling this button, simply hold down the *Shift* key when opening the URL.

To minimize URL Organizer after opening a URL
Hold down the *Alt* key when opening a URL and URL Organizer will immediately minimize itself. Or you can set URL Organizer to automatically minimize after opening a URL (see Behavior Options), in which case holding down the *Alt* key stops URL Organizer minimizing. Pressing *F8* minimizes URL Organizer immediately.

How URL Organizer opens a URL
If the URL path begins 'http://', 'ftp://', 'file://' etc, then URL Organizer sends the URL directly to the selected web browser. Otherwise URL Organizer asks Windows to open the file, using whichever program is associated with the file's extension type (such as 'txt', 'htm', 'gif' etc).

If you open an html file and the URL doesn't begin with 'file://' (e.g. the URL begins 'C:\…' or '\\fileserver\volume\…') then the Windows setting for the default browser will be used, not the browser selected in URL Organizer.

See also:
- Behavior Options

Adding a URL to a List

There are four ways to bring a URL into URL Organizer:

- ⬛ Use the Fetch button (available in _Regular_ and _Organize_ modes) or type _Ctrl+E_ (available in all modes) to fetch the URL currently open in the frontmost web browser window.
- Drag a shortcut onto the URL Organizer window.
- Highlight a URL contained in a body of text, and drag it onto the URL Organizer window
- Switch to _Organize_ mode; click on the rightmost **New** button; and type the new URL and title.

Choose which category and subcategory you want to add the URL to or use the **New** buttons to create new headings. Then press _Enter/Return_ in the title input box or click on the rightmost
↑Add↑ button when it is highlighted.
If a list box is already sorted into alphabetical order (see Re-ordering URLs and Headings), then new items are inserted in alphabetical order too. Otherwise new items are added at the bottom of the list box (but you can then re-order them as you want).

Note that you can add e-mail addresses, path names to programs, folders and documents as well as Internet URLs, e.g.:

E-mail address:	mailto:user@domain.com
E-mail address:	mailto:Full Name<user@domain.com>
E-mail:*	mailto:Full Name<user@domain.com>?cc=Another Person<user@domain.com> &bcc=Secret Agent<user@domain.com>
Program:	C:\Program Files\URL Organizer\URL Organizer.exe
Program:	D:\WebSvr\System\inetsw95.exe -w3svc -msftpsvc
Local folder:	C:\My Documents\
Network folder:	\\Network Volume\Disk Name\My Documents\
Document:	C:\My Documents\To Do List.txt

Make sure that you include the full path name, including extension ('.doc', '.exe', '.bat' etc), of any programs or documents you reference.

*This probably only works with Outlook   Express.

See also:
- Re-ordering URLs and Headings
- Importing URL Lists

Editing a URL or Heading

Editing a URL or heading is simple:
1. Switch to _Organize_ mode.
2. Select the relevant title or heading.
3. Click on the edit box showing the item you want to change (the edit box will change to a white background).
4. Edit the text.

See also:
- Moving and Sorting URLs and Headings

Deleting a URL

Deleting a URL is simple:
1. Switch to *Organize* mode
2. Select the URL or heading you want to delete
3. Press the *Delete* key or click on the Delete button below the item you want to delete.

If you try to delete a category or subcategory title that isn't empty, you will be prompted to confirm that you want to delete it.

Moving URLs and Headings

To move one or more URLs or subcategories to a different 'branch' of the list:
1. Mark the relevant items.
2. Select the category or subcategory under which you now want the marked item(s) to be listed.
3. Select *Move Marked* from the *Edit* menu.

Alternative ways to *Move* items:

• Press the (*Move*) button
•   Click the *right* mouse button over the *Titles* list box and select or *Move Marked* from the popup menu.

This *Mark* and *Move* process is similar to *Cut* and *Paste*, but you won't find you've accidentally lost anything by overwriting what you've *cut*. All marked items will remain grayed until *Moved* or *Unmarked*, or until you leave *Organize* mode.

Moving and copying items between lists
To move or copy URLs between lists, you follow exactly the same procedure: just switch to the list you want to move or copy the items to after step 1. At step 3 you have the option either to *Move* or to *Duplicate* the marked URLs: if you *Move* them, then when you next save the current URL list you will be prompted to confirm that you want to save changes to the source URL list.

See also:
• Marking URLs and Headings
• Making Aliases of URLs
• Re-ordering URLs and Headings
• Manually Organizing a URL List

Making Aliases of URLs

URL Organizer permits you to have the same URL mentioned in more than one place in a URL list using a system known as 'aliasing'. When you create an alias, you create a link to the URL rather than a duplicate. This means that you can modify a URL's details (e.g. the attached note or the Last Visited time) by modifying any of its instances.

To create an alias of one or more URLs:
1. Mark the URLs you want to create aliases of.
2. Select the subcategory under which you want the aliases to appear.
3. Select *Alias Marked* from the *Edit* menu.

URL Organizer manages aliasing entirely transparently: you can re-title or *Mark* and *Move* any instance of an aliased URL. If you delete an instance of an aliased URL you will be prompted whether you want to delete all instances or just the selected instance.

See also:
- Marking URLs and Headings
- Moving URLs and Headings

Marking & Unmarking URLs and Headings

Ways to *Mark* items

• Hold down the *Control ('Ctrl')* key down while you click on an item you want to mark.*

• Switch to <u>*Organize* mode</u> and select the URL or subcategory you want to move and press the ✔ (*Mark*) button.

•   Select the URL or subcategory you want to move and type *Ctrl+Shift+X*.*

•   Select *Mark/unmark Item* from the *Edit* menu.**

•   To select all the items in a list box together, click the *right* mouse button over the list box and select *Mark All Here* from the popup menu.

• To select consecutive items, click on the first item then *Ctrl+Shift-click* on the last item.*

* This works in any display mode and automatically switches you to <u>*Organize* mode</u>.
** not available in *Compact* mode.

Ways to *Unmark* items

• Select the *Marked* (grayed) item you want to *Unmark* and press the ✖ button that shows in place of the usual

✔ button.

•   Hold the *Control ('Ctrl')* key down while you click on a *Marked* (grayed) item.

•   Click the *right* mouse button over one of the list boxes and select *Clear All Marks* from the popup menu.

•   Select *Clear All Marks* from the *Edit* menu.

• To unmark all the items in a list box, click the *right* mouse button over the list box and select *Unmark All Here* from the popup menu.

Marked items are automatically *unmarked* after you move, duplicate or create aliases of them.

See also:
• <u>Moving URLs and Headings</u>
• <u>Making Aliases of URLs</u>

Re-ordering URLs and Headings

To alphabetically sort items a list box:
1. Switch to _Organize_ mode
2. Click on the ⬆ button under the relevant list box.

Note that if the list box contains a separator, the items above it are sorted independently of those below it; the separator itself doesn't move.

To re-order individual items in a list box:
1. Switch to _Organize_ mode
2. Click on an item and, whilst holding the mouse button down, drag the item up or down the list box as required.

See also
• Moving URLs and Headings

Inserting a Separator

To insert a separator (a horizontal line) between headings:
1. Switch to *Organize* mode
2. Click the *right* mouse button on the item you want to insert the separator before.
3. Select *Insert Separator* from the popup menu.

See also
- Re-ordering URLs and Headings

Adding a Note to a URL

For each URL you can add a note and/or record your site log-in name. Simply select *Show/Hide Note* from the *Application* menu, or press the function key *F5*, to bring up the *URL Note* dialog box. The *URL Note* dialog box shows the note and log-in name for the currently-selected URL; both items are always editable.

N.B. You should not store site passwords in URL Organizer since anyone else using your computer could easily access them.

To hide the *URL Note* dialog box, simply select *Show/Hide Note* from the *Application* menu, or press the function key *F5*.

Titles of URLs that you've annotated are displayed with a small asterisk (*).

Copying a URL

To copy a single URL (to the clipboard):
1. Select the URL.
2. Select *Copy Highlighted URL* from the *Edit* menu, and then select the format you want for the copied URL. Alternatively, click the *right* mouse button over the highlighted title and select either *Copy as Text* to copy just the URL as plain text or *Copy as HTML* to copy the URL and title as an HTML link.

To copy several URLs (to the clipboard):
1. Mark the URLs you want to copy.
2. Select *Copy Marked URLs* from the *Edit* menu, and then select the format you want for the copied URLs.

Then just *Paste* the URL(s) where you want them.

See also:
- Marking URLs and Headings

Resetting Last Visited Time

The *Last Visited* time is automatically updated whenever you open a URL from with URL Organizer. You can reset it to indicate either that you have just opened the URL, or that you have never opened the URL:

- Click the *right* mouse button over the *Last Visited* time and select either *Set to Never* or *Set to Now*.

General Tips

- In _Compact_ mode, you can see the full address of a selected URL as a 'tool tip' by letting the cursor hover over the button. If you use the cursor keys to change the selection, the tool tip is updated immediately.
- You can see the exact time and date when you last visited a URL as a 'tool tip' by letting the cursor hover over the _Last Visited_ time.
- Use the _Ctrl+Tab_ shortcut to switch back and forth between two URL lists.
- Check out the popup/context menus (click the right-hand mouse button) for useful functions, some of which are only available there.
- Get to know the keyboard shortcuts.
- When you switch to URL Organizer from another application, you can immediately type text in the _Search_ box (not necessarily the case in _Organize_ mode).
- Use URL Organizer to store program, folder and document shortcuts, even DOS commands.

Keyboard Shortcuts

F1   Open **Help** Notes
F2   Switch to **Compact** <u>mode</u>
F3   Switch to **Regular** <u>mode</u>
F4   Switch to **Organize** <u>mode</u>
F5   Show/hide **<u>Note</u>** dialog box
Alt+F5   Activate **<u>Note</u>** dialog box
F8   **Minimize** URL Organizer
Alt+F4   **Exit** URL Organizer

Ctrl+O   <u>**Open URL**</u>*
Ctrl+F   **Find next** occurrence of search text
Ctrl+E   **Fetch** URL from frontmost web browser window
                (This is also available in <u>Compact</u> mode)
Ctrl+S   <u>**Save changes**</u>

Ctrl+Shift+X<u>Mark</u> URL to be moved (also **Ctrl+*click*** with left mouse button)
Ctrl+Shift+V<u>Move</u> URL to selected location

Ctrl+L   Configure **<u>URL Lists</u>**
Ctrl+B   Configure **<u>Web Browsers</u>**
Ctrl+P   Configure other **<u>Preferences</u>**

Tab   Advance to next list or text box
Shift+Tab   Return to previous list or text box
Return/Enter   With caret in the search box: **Find next**;
                With URL title list in focus: **Open URL**;
                With caret in an edit box when an <mark>↑Add↑</mark> is highlighted: **Add URL/title**.

Ctrl+*<digit>* Switch to a different URL list (see *List* menu)
Ctrl+Tab   Switch to URL list containing marked items or to previously open list

*Modifiers for opening a URL (use with Ctrl+O or when double-clicking on a title):

Shift   Open URL with the frontmost/new window choice switched
Alt   Open URL then minimize URL Organizer (or, if auto-minimize is set, *don't*
                minimize URL Organizer)

Most keyboard shortcuts are indicated on the menus.

Preferences & Configuration

There are three sets of preferences you can modify. When you press *Apply*, the changes are applied immediately (and cannot then be canceled), and the *Preferences* dialog box remains open. When you press *OK*, the changes are applied and the *Preferences* dialog box closes.

See:
- URL Lists
- Web Browsers
- Behavior Options
- Presentation Options

Web Browsers

To add a Web browser:
1. Select *Configure* from the *Browser* menu.
2. Click on the *Add* button.
3. Find the main browser executable file, and click *OK*.
4. If necessary, edit the name that URL Organizer uses to refer to the browser, and the DDE name*.
5. Click *Done*.

Use the *Remove* button to remove a browser from the *Browser* menu.

Drag names up or down the list box to change the order in which they appear on the *Browser* menu.

URL Organizer supports up to 10 different web browsers. This is particularly useful if you need to test web sites with different browsers. You can switch between browsers on-the-fly from the *Browser* menu.

*The DDE name is the name that is used by other applications to 'talk' to the Web browser. Usually this is obvious: it's the application's DOS name minus the '.exe', e.g:
Internet Explorer's DDE name is **iexplore**
Netscape Navigator's DDE name is **netscape**
Opera's DDE name is **opera**

If you need help with configuring URL Organizer to work with another Web browser, please e-mail me.

Behavior Options

Keep window at front
You can choose, for each of the window modes, whether URL Organizer stays in front of all the other windows, even when you're not using it. (You can always minimize URL Organizer to the Task Bar or to the System Tool Tray.)

Use System Tool Tray
If checked, URL Organizer will create an icon in the 'tool tray' area (usually at the right hand end) of the Windows Task Bar (which usually runs along the bottom of your screen). Clicking on this icon will bring URL Organizer to the front or, if it is already the active window, it will hide the program completely. When URL Organizer is 'minimized' or hidden it does not take up a slot on your task bar, but you can call it back immediately by clicking on the tool tray icon. You may find this particularly convenient if you're using a small screen.

Start program minimized
If checked, URL Organizer will first start minimized to the Task Bar or System Tool Tray. This is most useful if you set URL Organizer to load when you start your computer (see Setup)

Auto-dock Note window
If checked, URL Organizer will always try to display the Note window immediately to the lower right of the main window; or if there's not room there, then immediately to the lower left of the main window; or if there's no room there either, then centered over the main window. Otherwise the Note window always remains where you place it.

Auto-minimize on opening URL
If checked, URL Organizer will automatically minimize after opening a URL. If you don't check this option, you can achieve the same effect by holding down the *Alt* key when opening a URL; if you do check this option, then holding down the *Alt* key prevents URL Organizer minimizing.

Show message-line help
If checked, URL Organizer will display brief help notes in the message line at the bottom of the *Regular/Organize* mode window. The notes describe the functions of buttons menu items. The note shown corresponds to the button the mouse is hovering over or the currently highlighted menu item.

Application hot key
Choose a keyboard hot key that you can use to immediately bring URL Organizer to the front when using another application. Simply delete the hot key (with *Backspace* or *Delete*) to disable the facility. Make sure you use a key combination that doesn't have a function in another application, since the hot key will override that function. A suggestion: If you have an *Alt Gr* key (functions as *Ctrl + Alt*) on your keyboard, combine it with a nearby key (e.g. '/' or '\') that is rarely used in keyboard shortcuts.

Note that a hot key will not work when URL Organizer is minimized to the System Tool Tray (see above).

See also:
• Presentation Options

Presentation Options

Window Colors

To set your own window colors, choose *Custom*. To change a color, click on the swatch and pick a new color using the Windows color picker. Note that the *Highlights* color is used both for recently visited URLs and for the text in certain buttons.

Highlight URLs visited within last ... days

Type a figure in the box if you want URL Organizer to highlight URLs that have been visited within the last so many days. Leave the box empty if you don't want URLs to be highlighted. The highlight color used is either bright red (default) or the custom *Highlights* color (see above).

See also:
- Behavior Options

Changing Set-up after Installation

You can modify any of the set-up options after installation from within URL Organizer: choose *Modify Setup* under the *Application* menu.

Location of application files

If you specify a new location for URL Organizer, URL Organizer will exit when you press *Setup Now*. You must then re-launch URL Organizer in its new location. Any shortcuts will be modified to point to URL Organizer in its new location.

Shortcuts

If you deselect a shortcut option, the corresponding shortcut will be deleted; if you select a new shortcut option, the corresponding shortcut will be created.

Default location for list files

If you change this, then any URL lists in the current default folder will be moved to the new location.

See also
- Installing

Problems

If you encounter serious problems with URL Organizer, please check first that you are using the latest version by visiting the program's <u>Web site</u>. If URL Organizer doesn't recognize that it is registered, see <u>Registration Problems</u>.

If you are experiencing problems with the latest version, these are two possible causes which you may wish to investigate:

The current URL list is corrupt
• Switch to a different URL list, or create a new one: does that work OK?
• Open the URL list in a text editor. Does it look OK?
• If a URL list becomes corrupted, you can replace it with the <u>automatic backup copy</u>.

The Windows Registry settings are corrupt
• Choose *Uninstall* from the program's *Application* menu.
• Select only *Remove entries from Windows Registry* and press *Uninstall Now*.
• When you next run URL Organizer it will recreate the entries with default values.

If you can't solve a problem then please <u>contact me</u> with the following information and I will endeavor to come up with a solution:
1. The version of URL Organizer you are using (see *About URL Organizer*)
2. The Operating System you are using (see the *System* Control Panel).
3. The steps you took before the problem occurred.
4. Whether you can now reproduce the problem following the same steps.

Known problems
The following are problems I am aware of:

Internet Explorer: 'Frontmost' window is not actually frontmost
If using Internet Explorer, you may sometimes find that a URL is opened in a window that is not actually frontmost, and that *Fetch URL* retrieves the URL from a window that is not actually frontmost. This is a limitation of Internet Explorer. The workaround is to drag the URL title onto the window you want the URL to open in.

Internet Explorer: Shift key interacts with opening URL in frontmost window
If you use the *Shift* key to invert the action of opening a URL to open a URL in the frontmost Internet Explorer window, you must release the *Shift* key before Internet Explorer attempts to open the URL or it will not open it. This is a peculiarity of Internet Explorer.

Opera: URLs open in Opera when another browser is selected
If you have Opera loaded but you have Internet Explorer or Netscape Navigator selected in URL Organizer as the current browser, you may find that URLs will open in Opera's frontmost window, rather than in the selected browser's. This is a 'feature' or bug of Opera, which poses as Internet Explorer and Navigator whilst loaded.

Drag and Drop: URLs dragged from URL Organizer do not drop
URL Organizer implements the core features of drag and drop, but these are not all implemented by all applications (e.g. Opera and Microsoft Outlook Express). In these cases you should use URL Organizer's alternative methods to <u>open</u> or <u>copy</u> a URL.

Drag and Drop: Last Visited time is not updated
URL Organizer receives very limited feedback about what happens to a dragged URL: it doesn't even find out if the URL was dragged onto a Web browser or a text editor. The way I have implemented it, URL Organizer updates the *Last Visited* time if you drag a URL onto Internet Explorer, but not if you drag it onto most other applications. Therefore you may

want to use the Drag and Drop feature to open a URL only in Internet Explorer (which allows you to get around the problem of Internet Explorer mistaking the frontmost window - see above).

Frequently Asked Questions

Most questions I have received in the past are answered elsewhere in these help notes. These though are a bit more philosophical:

Why this non-standard interface?

Windows Explorer-style tree lists and hierarchical menus permit you to create any number of levels, but they are slow to navigate around, are cumbersome to edit, and they clutter the screen. By contrast, URL Organizer's interface requires you to make no more than three mouse clicks to get to a URL; editing, re-ordering or regrouping items is quick and easy; and the interface is compact.

Why only three levels?

To create a compact, simple but powerful interface. If you have, on average, 15 items at each level, you can comfortably store over 3,500 URLs. If you break your URL collection into separate lists (effectively creating a fourth level), you can readily store and retrieve tens of thousands of URLs. You can use separators to achieve visually what another sub-level would. And you won't find yourself wasting time drilling down 5 levels to find a URL that you can't quite remember how you categorized. Sometimes restrictions can be liberating.

Support & Feedback

Support is always available by e-mail if you encounter a problem or can't work out how to do something. But please check the Help notes first to save both you and me time.

The URL Organizer Web site is kept up-to-date with news of the latest version available and a link to download it. If you have a comment, gripe or suggestion, feel free to e-mail me. If you discover a bug, I can usually get a fix posted to the Web site within a few days. If you have requests or suggestions, I can let you know if or when I intend to implement them.

Web site
http://www.osolis.com/hosting/urlorg/ *or*
http://www.osolis.com/cgi-bin/program.cgi?2

E-mail
urlorg@osolis.com

Thank you for choosing URL Organizer.
Edward Leigh

History of Changes

1.x   <u>Freeware version</u> - now distributed separately

2.0   Released 22 December 1998

2.0.1 Released 02 January 1999
Minor bug fix

2.1   Released 30 January 1999
Enhanced 'Mark and Move' to support multiple selections
Added facility to alphabetically sort headings and titles
Added option to highlight recently-visited URLs
Added facility to copy URLs as text or html
Added option to use System Tool Tray
Improved support for application and document shortcuts
Rearranged 'Organize' mode screen to include search facility
Many functional and graphical enhancements to interface
Various bug fixes

2.1.1 Released 5 February 1999
Added extra keyboard shortcuts
A few bug fixes

2.2   Released 26 March 1999
Added URL note & site log-in name fields
Added facility to import Opera Hotlists (including URL notes)
Added facility to import Start Menu shortcuts
Improved pre-formatting of imported URL collections
Importing & exporting Netscape bookmarks retains URL notes
Removed limitation on number of items at each level
Increased URL list limit to 10,000 URLs
Items selected in a list now remembered between sessions
Added 'Mark All' and 'Unmark All' items in a list box
Added keyboard shortcut to minimize URL Organizer after opening a URL
Added hot key facility to bring URL Organizer to the front
Added tool tip showing the exact date and time URL was last visited
Added color preference for marked items
Permit user to set 'recent' period for highlighting URLs
Automatically creates backup copies of URL lists
Altered 'Organize' mode functionality
Altered keyboard shortcuts: F5 becomes F8; Ctrl+Shift+O behaves differently
Fixed problems with importing Internet Explorer favorites
Minor bug fixes and tweaks to interface

2.2.1 Released 9 April 1999
Added 'Save Copy' function
Enhanced drag and drop support
Improved list file handling, particularly for networked list files
Minor tweaks to interface

2.2.2 Released 4 May 1999
Added asterisk indicator for annotated URLs
Location of last-imported Netscape bookmark file now remembered
Minor tweaks to interface

Fixed various bugs, including disappearing notes

2.2.3 Released 17 June 1999

Tweak to 'Compact' mode behavior
Various minor bug fixes

2.2.4 Released 13 July 1999

Updated import tools to read Opera v3.6 Hotlists

2.3 Released 1 September 1999

Main windows, list boxes and note box are now all fully-resizable
Added facility to move or copy URLs between lists
Added support for aliases (multiple instances) of URLs within a list
Added support for section separators
Added facility to export as an Opera Hotlist format
Items are inserted into a sorted list box correctly-ordered
Permits deletion of non-empty categories and subcategories
Added pop-up options to set Last Visited time to now or 'never'
Added message-line help prompts for menu items
Added option to turn message-line help prompts off
Enhanced copy-to-clipboard options, including copying multiple URLs
Drag and drop now drops html links onto html documents
'Edit' menu included in 'Regular' and 'Organize' modes
'Display' preferences split into 'Presentation' and 'Behavior'
Note window auto-docks below main window if no room to right or left
List boxes now permit dragging of item to bottom line
Added option to start minimized
Added option to auto-minimize after opening a URL
Added popup context menu to application and note windows
All functionality now available during 30-day evaluation period
Added index to Help notes
Program registers with 'Add/Remove Programs' Windows Control Panel
Esc is no longer a shortcut for Exit
Alt+F5 activates/deactivates the Note window
Various modifications to interface

Plans for Future Releases

Features being considered for inclusion in a future release:
- undo of changes made in *Organize* mode
- user-selectable fonts
- additional note fields, including passwords (stored encrypted) and star ratings
- fetch URL from any browser window
- automatically maintain in nominated subcategories aliases of 'recently visited' and 'recently added' URLs
- advanced search facility that interactively lists all matches
- maintain list of searched-for terms
- print and/or export a (more) printer-friendly URL list
- merge URL lists, favorites or bookmarks with an existing list
- de-duplicate lists
- import favorites from AOL

If you have a suggestion, please feel free to <u>e-mail me</u>.

See also:
- <u>Upgrades</u>

Background & Credits

My motivation for developing this arose from frustration with using hierarchical pop-up menus and collapsible 'tree' lists to store URLs. My priorities in seeking a solution were (and still are):
- Quick access to any URL, no matter how many stored
- Simple interface, using a minimum of screen space
- Speedy editing and re-organizing of URLs
- Portability of URL collections and ease of backup
- Concurrent support for multiple browsers for testing web sites
- Low computing requirements ('efficient')

URL Organizer incorporates the SIVL verification software under license from OSoLiS (http://www.osolis.com/). 'OSoLiS', 'SIVL' and 'Personal License Register' are trademarks of OSoLiS LLC.

The development environment I use is Microsoft Visual C++ 5.0.

My thanks go to all those users who have helped test URL Organizer and who have made constructive suggestions on how to improve and refine it. In particular the contributions of John Gibney and George Davis have been invaluable.

Organize mode is accessible from the *Application* menu or by pressing the *F4* function key. You should switch to this mode to add to or reorganize your URLs. You are not committed to any changes you make in *Organize* mode until you press *Save*.

Regular and *Compact* modes are accessible from the *Application* menu or by pressing, respectively, the *F3* or *F2* function key. You should use either of these modes when not adding to or reorganizing your URLs since there's no danger that you'll change or delete something unintentionally. The URL list is saved (updating your notes and last visited times) when you switch mode, switch to another URL list, or exit URL Organizer.

Wherever you need to enter a file path, you can either type it directly into the edit box, or you can use the {button ...,} button to bring up a file/folder browser dialog box.

URL Organizer 1 is the freeware parent of this program. It offers a very basic, and relatively inflexible interface, but if a free lunch is what you're after, see the home page at http://www.osolis.com/cgi-bin/register.cgi?1 for more details.