V Netscape SmartMarks Help Contents

For Help on Help, press F1

Quick Start Guide

Quick Overviewof our radically simple Internet solution.Integrating with Netscape Navigatoris easy to do.Monitoring Bookmarkskeeps you up-to-date on hot Web sites.Updating Bookmarksinforms you how to schedule updates.Organizing Bookmarksinto folders is a snap.Searching the Internetusing Smart Finder is a breeze.Additional Topicsabout easy-to-use SmartMarks features.

Desktop Reference

Menus and Dialogs is a reference to menu commands and dialogs.
Desktop is a guide to the SmartMarks workplace.
Views is a guide to SmartMarks viewers.
Icons is a reference to desktop icons.
Speed Keys is a reference to shortcut keys.
Toolbar is a guide to Toolbar icons.
Glossary is a reference to SmartMarks terminology.

Maintenance

<u>Catalog Backup</u> is your guide to backing up and restoring data.

Smart Catalog Maintenance

Related Topics

When you use Netscape SmartMarks to organize, monitor and find bookmarks, you are using the Smart Catalog[™] technology that is an essential part of SmartMarks. All of your links, folders and smart information are part of this catalog.

Just as with any vital information, you should back up your catalog on a regular basis using the Smart Catalog Maintenance utility provided with SmartMarks.

Smart Tip: Before attempting to backup your Smart Catalog be sure and close SmartMarks.

Keep in mind that you can also export all or part of your bookmarks catalog to HTML files. These files can always be re-imported should efforts to backup or restore a vital catalog prove unsuccessful. Since SmartMarks recognizes any local URL, you can also bookmark files you have exported should you want to cut down on the size of your catalog.

The Smart Catalog Maintenance utility automatically detects the location of your SmartMarks catalog. The default location is C:\SMRTMRKS\VFC\CATALOG.VFC. If the directory does not exist, the Smart Catalog Maintenance executable will create it when you perform your first backup.

Backing Up Your Bookmarks Catalog

You should back up your bookmarks on a regular basis. The following steps describe how:

- 1. Double-click the Program Manager icon for Smart Catalog Maintenance. This icon was placed in the First Floor Program group when you installed SmartMarks.
- 2. Smart Catalog Maintenance detects the location of your catalog. If it does not detect your catalog (CATALOG.VFC), an Open dialog box appears for you to make your selection.
- 3. After the catalog has been located, press Backup. The Smart Catalog Maintenance utility automatically verifies the integrity of your database and performs the backup.
- 4. After the backup is completed, you will receive notification that the backup was successful. Press Close.

Restoring a Backup Catalog

You can restore your catalog from backups you have created with the following steps:

- 1. Double-click the Program Manager icon for Smart Catalog Maintenance. This icon was placed in the First Floor Program group when you installed SmartMarks.
- 2. The maintenance utility detects the backup directory.
- 3. After the backup catalog has been located, press Restore.
- 4. The Smart Catalog maintenance utility completes the restore. You will receive notification that the restore was successful. Press Close.

Verifying a Catalog

You can verify the integrity of your Smart Catalog at any time using the Smart Catalog Maintenance utility:

- 1. Double-click the Program Manager icon for Smart Catalog Maintenance. This icon was placed in the First Floor Program group when you installed SmartMarks.
- 2. The maintenance utility detects the catalog (CATALOG.VFC).
- 3. After the catalog has been located, press Verify.
- 4. The Smart Catalog Maintenance utility completes the database verification. You will receive notification about catalog status. Review this information, then press Close.

Related Topics

<u>Tools | Export</u> <u>Tools | Import</u> Importing Bookmarks

Dialog Boxes

This section lists additional SmartMarks dialog boxes not specifically connected to main menu commands.

Add SmartMark dialog box

Font dialog box

Add SmartMark dialog box

Related Topics

You can add a SmartMark directly from Netscape Navigator during any World Wide Web session. Choose **File SmartMark** from Navigator's enhanced Bookmarks menu. This dialog can also be opened from the <u>Smart Finder</u> Add Bookmark button when you want to create a bookmark from Internet search results.

Use the Add SmartMark dialog box to specify a name, enter a description of your new bookmark, and to file it into a folder. To setup monitoring for the new bookmark, check either or both of the Notify options boxes

Dialog Box Options

Option	Explanation
Document Title	Accept or modify the default document title.
Description	Enter a description of the bookmark.
File Into Folder	Select a folder where you want to store the bookmark.
URL	Displays the Uniform Resource Locator for the current document.
Notify of Changes	Check this box to receive notification about changes to the remote document.
Notify of New Links	Check this box to receive notification about new or changed links in the remote document or node. When a new or changed link is detected SmartMarks flags the bookmark and creates a Web Monitor item for each link.

Document Title

Description

File Into Folder

Uniform Resource Locator (URL)

Notify Me of Added or Changed Links

Related Topics Using the Enhanced Bookmarks Menu Monitoring Bookmarks Updating Bookmarks

Font dialog box

Related Topics

When you choose the Tile Fonts button in the Options tab of the Preferences dialog box, the Font dialog box appears. Use this dialog box to select a screen font for use in SmartMarks. To change the current font settings make new selections from the list boxes.

Dialog Box Options

Field	Explanation
Font	This list displays the currently installed fonts. To change fonts type the name of an installed font in the text entry box or select from the list.
Font Style	This list displays font styles, including Regular, Bold, Italic and Bold Italic.
Size	This list displays the currently selected font size. To change font size enter a new number or select from the list.
Sample	This area previews the appearance of the current selection.

Font

This list displays the currently installed fonts. To change fonts type the name of an installed font in the text entry box or select from the list.

Font Style

This list displays font styles, including Regular, Bold, Italic and Bold Italic.

Font Size

This list displays the currently selected font size. To change font size enter a new number or select from the list.

Sample

This area previews the appearance of the current selection.

Related Topics
<u>Customizing SmartMarks</u>

Select a Smart Folder dialog box

When you choose the Add to Folder radio button in the New Bookmarks section of <u>Tools | Preferences</u> <u>- Internet tab</u>, and then press Browse, the Select a Smart Folder dialog box appears.

Use this dialog box to select a default folder for bookmark additions. Bookmarks you add from Netscape Navigator will be added to this folder by default, however, you can choose another folder during any Navigator session from the File into Folder list in the <u>Add SmartMarks dialog box</u>.

Dialog Box Options

Options	Explanation
Folder Tree	Select a smart folder to place your bookmark.
Description	Displays the description for the current folder selection in the list.

Select an Executable File dialog box

When you choose <u>Tools | Preferences - Internet tab</u>, and press Browse in the Netscape Navigator Browser Location option, the Select an Executable File dialog box appears. Use this dialog box to navigate to the exact location of your Web browser.

Dialog Box Options

Options	Explanation
File Name	Enter the file name in the entry box or select it from the list.
Directories	Navigate to the directory where the executable file is located.
Drives	Navigate to the drive where the executable file is located.
List Files of Type	Choose the executable file type from the list (.EXE by default).

Edit Menu

Other Menus

Remove

<u>Delete</u>

Select All

Other Menus

<u>File Menu</u> <u>View Menu</u> <u>Tools Menu</u> <u>Help Menu</u>

Edit | Remove

Related Topics

You will sometimes need to remove a bookmark from a folder without deleting it from your entire bookmark system. You can choose Edit | Remove to clear selections from the current folder or grid. This command is accessible from the <u>action menu</u> within each view.

For instance, Remove appears as Remove from Folder within Folder view. You can always choose the Remove command from the Edit menu.

Removing a bookmark from a folder or viewer does not delete other instances of that bookmark. To delete bookmarks from all views, choose Edit | Delete.

Related Topics

Edit | Delete Using Action Menus Organizing Bookmarks

Edit | Delete

Related Topics

You can delete multiple instances of one or more bookmarks using Delete. Select a bookmark or range of bookmarks, then choose Edit | Delete from the menu, or right-click and select Delete from the <u>action</u> <u>menu</u>.

When you do so, the Deleting dialog box appears. Deleting an item will delete it from each view in which it occurs. To remove an item from only one folder or view, choose Edit | Remove.

Dialog Box Options

Option	Explanation
Delete list	Lists each instance of the bookmark that will be deleted.

Related Topics

Edit | Remove Using Action Menus Organizing Bookmarks

Edit | Select All

Related Topics

Choose Edit | Select All to select all items within the active grid. You can apply any relevant command to selected items.

Select All is useful for maintaining your folders and their contents, as well as for maintaining other views. You can select all bookmarks in a grid when you are performing folder or view maintenance.

To select a range of items, select the first bookmark and hold down the SHIFT key while selecting the last bookmark. You can also use CTRL to select bookmarks that are not sequential in the sort order. Choose $\underline{\text{View} \mid \text{Sort}}$ to change the sorting field.

Related Topics

Organizing Bookmarks Edit | Remove Edit | Delete Using Drag and Drop Using Action Menus

File Menu

Other Menus

OpenNew FolderClear FlagsUpdatePropertiesComments and BulletinsMonitor ChangesAdd to Bookmark MenuSendCloseExit

Other Menus Edit Menu View Menu Tools Menu Help Menu

File | Open

Related Topics

Netscape SmartMarks makes reconnecting to your links easy. You can open any bookmark by doubleclicking or choosing File | Open. In addition, bookmarks you have added to the Bookmark Menu can be opened from the enhanced Bookmarks menu in Netscape Navigator.

If Navigator is not already open on your desktop, SmartMarks will launch it when you do an Open and load the document.

Opening monitored bookmarks

If you are monitoring the selected bookmark for added or changed links, the Open dialog box appears. You have the choice of viewing the changed document or the new or changed links.

When you choose to view the new or changed links, SmartMarks opens an additional Navigator window and generates a listing of the links. You can continue navigating the Web while you wait for the results.

Related Topics File | New Folder Viewing Web Monitor Items

File | New Folder

Related Topics

Choose File | New Folder to create a new SmartMarks folder within the open folder. When you choose this command, the Smart Folder Assistant appears.

Use the Assistant to define the folder name, description and searchable keywords. This information is particularly useful if you share bookmarks with other SmartMarks users.

Folders are created as sub-folders of the open folder. To create a folder at the top-level of the tree, initiate the New Folder command from the Smart Folders level.

Related Topics <u>File | Open</u> <u>Organizing Bookmarks</u>

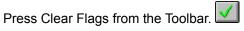
File | Clear Flags

Related Topics

Whenever a change is detected in a bookmark, SmartMarks flags the item to notify you. Each instance of the changed item receives a change flag.

After you have reviewed items displaying a <u>change flag</u>, choose File | Clear Flags to remove flags on one or more selections.

- Or -



Removing a change flag for one instance of a bookmark removes flags for duplicate items.

Change Flags in the Web Monitor

SmartMarks creates a Web Monitor item for each new or added link from monitored Web documents. Items include a description to indicate their origin. For instance, a new link from a Yahoo page would include the description "New link from Yahoo." You can turn on <u>View | Details</u> or <u>View | Smart Captions</u> to display these messages in the Web Monitor grid.

Related Topics <u>File | Update</u> <u>View | Refresh</u> <u>Monitoring Bookmarks</u> <u>Updating Bookmarks</u>

File | Update

Related Topics

Netscape SmartMarks can for monitor Web sites for changes. Monitored items can be updated manually or automatically at regular intervals. You can save your searches as bookmarks and rerun them automatically at any time to track topics that interest you.

Automatic updates can be run at program startup or by specifying an update interval using the <u>Tools</u> <u>Preferences - Internet tab</u>. When an update is run, SmartMarks carries out any monitoring options you have specified. Items that have changed receive a flag and a Web Monitor item.

Choose File | Update to run an update on selected bookmarks or folders in any view.

Choose <u>View | Refresh</u> to manually update the contents of the Web Monitor or Monitored Items views. Just make the Web Monitor view active, then choose Refresh.

Related Topics <u>View | Refresh</u> <u>Monitoring Bookmarks</u> <u>Updating Bookmarks</u>

File | Properties

Related Topics

Your bookmarks can include additional, or *smart*, information such as a user-modifiable name, description, or search keyword. Smart information makes your World Wide Web sessions more productive. You can record smart information when you file a bookmark from the enhanced Bookmarks menu in Netscape Navigator. You can also modify existing smart information at any time.

Adding to smart information and making your bookmarks smarter is radically simple to do. Just rightclick a selected folder or bookmark and choose Properties to access the Properties dialog box. You can initiate monitoring from the <u>File | Properties - Bookmark tab</u> whenever you inspect a bookmark's properties.

You can also choose <u>File | Properties - General</u> to add and view smart information related to a selected bookmark or folder. Once the Properties dialog box is open, click on the tabs to display options. The Properties dialog box consists of two tabs:

General

Bookmark

Related Topics

Making Links Smarter File | Comments and Bulletins File | Properties

Properties Tabs

<u>General</u> <u>Bookmark</u> File | Properties - Info tab

File | Properties - General tab

Related Topics

Netscape SmartMarks provides you with the ability to add and modify the <u>smart information</u> that is part of your <u>catalog</u>. Use the Properties - General tab to view and modify smart information related to a bookmark or folder name, description, or keyword.

You can clear a change flag from the selected item by pressing Clear Flags. The properties you assign to a bookmark can be searched at a later time using the <u>Smart Finder</u>.

Tab Options

Option	Explanation
Name	Displays the name for the selected bookmark or folder. Use this text-entry box to modify the bookmark or folder name.
Description	Displays the current description for the selected bookmark or folder. Update the description by entering new text. This field allows up to 67 characters. Toggle <u>View Details</u> or <u>View Smart Captions</u> to display descriptions.
Keywords	Displays the search keywords for the selected bookmark. Enter one or more search keywords. You can search by keyword strings at a later time using Smart Finder.
Clear Flags	Press Clear Flags to remove update flags associated with the bookmark.

Name

Displays the name for the selected bookmark or folder. Use this text-entry box to modify the bookmark or folder name.

Description

Displays the current description for the selected bookmark or folder. Update the description by entering new text. This field allows up to 67 characters. Descriptions can be displayed by turning on $\underline{\text{View}}$ <u>Details</u> or $\underline{\text{View}}$ <u>Smart Captions</u>.

Keywords

Displays the search keywords for the selected bookmark. Enter one or more search keywords. You can search by keyword strings at a later time using Smart Finder.

Clear Flags

Press Clear Flags to remove update flags associated with the bookmark.

Related Topics File | Properties-Bookmark tab File | Monitor Changes Monitoring Bookmarks Searching the Internet

File | Properties - Bookmark tab

Related Topics

Use the Properties - Bookmark tab to view and modify information related to remote document statussuch as document type, size and last modified date. The Bookmark tab also displays monitoring status, the remote document location, or <u>URL</u>, and the location of a local copy where one exists.

When one or both monitoring boxes is checked, SmartMarks will monitor the URL. You can add monitoring at any time from the Bookmark tab. Just check one or both of the monitoring boxes according to whether you want to monitor the document or just its links.

Tab Options

Option	Explanation	
Remote Document S	Status	
Displays the database information about the remote document. Run an update on the selected bookmark to update this information.		
Document Type	Displays the type of document, such as Standard or Search.	
Last Modified	Displays the last time/date stamp for the remote document.	
Size	Displays the file size of the remote document.	
Monitoring Options		
Displays the current monitoring status for the bookmark. You can check either box to initiate monitoring		

Displays the current monitoring status for the bookmark. You can check either box to initiate monitoring whenever you inspect bookmark properties, or choose <u>File | Monitor Changes</u> for a selected item.

Notify me

when this page changes	Check this box to monitor for remote document changes.
of added or changed links	Check this box to monitor for new or added links. An item for each new or changed link will appear in the Web Monitor each time a change occurs.

Remote Document Location

Uniform Resource Locator	Displays the URL for the bookmark.
Local Copy Path	Displays the DOS path for a local copy where one exists.

Remote Document Status Displays the database information about the remote document. Run an update on the selected bookmark to update this information.

Document Type	Displays the type of document, such as Standard or Search.
Last Modified	Displays the last time/date stamp for the remote document.
Size	Displays the file size of the remote document.

Monitoring Options

Displays the current monitoring status for the bookmark. You can check either box to initiate monitoring whenever you inspect bookmark properties, or choose <u>File | Monitor Changes</u> for a selected item.

Notify me

when this page changes	Check this box to monitor for remote document changes.
------------------------	--

of added or changed links

Check this box to monitor for new or added links. An item for each new or changed link will appear in the Web Monitor each time a change occurs.

Uniform Resource Locator

Displays the URL for the bookmark.

Local Copy Path

Displays the DOS path for a local copy where one exists.

Related Topics <u>File | Properties - General</u> <u>File | Monitor Changes</u> <u>Monitoring Bookmarks</u> <u>Making Links Smarter</u>

File | Comments and Bulletins

Related Topics

Netscape SmartMarks keeps a detailed comments and bulletins log for each bookmark you store. This log records the time and date of each connection to an URL, user-supplied notes and observations, and bulletins received from monitored sites.

Choose File | Comments and Bulletins to display the Comments and Bulletins log for a selected bookmark. The chronological log is displayed in the Comments and Bulletins dialog box. You can type-in new comments or paste text from the Windows Clipboard.

When you export your bookmarks, you can choose to include the Comments and Bulletins log contents in the export file. The log is also shared with others when you send e-mail about one or more bookmarks.

Smart Tip: Comments and Bulletins apply to one and only one bookmark. This selection is grayed for multiple file selections.

About Bulletins

You can receive update bulletins from Web sites you're monitoring. Bulletins enable sites that you monitor to send you messages about new events. When a bulletin arrives, an item is created in your Web Monitor. To read a bulletin, just select the bulletin item and press Comments and Bulletins from the Toolbar. For more about Bulletins, see <u>Receiving and Viewing Bulletins</u>.

Dialog Box Options

Field	Explanation
Comments and Bulletins	Displays the contents of the Comments and Bulletins log for the current selection.
New Comments	Enter new comments about the selected bookmark by typing or pasting from the Windows Clipboard.
Cut	Press this icon to cut text to the Windows Clipboard.
Сору	Press this icon to copy text to the Windows Clipboard.
Paste	Press this icon to paste text from the Windows Clipboard.

Comments

Displays the contents of the Comments and Bulletins log for the current selection.

New Comments

Enter new comments about the selected bookmark by typing or pasting from the Windows Clipboard.

Related Topics

Receiving and Viewing Bulletins File | Properties Making Links Smarter File | Send Tools | Export

File | Instructions

This command is stubbed out in SmartMarks -- DO NOT REMOVE.

File | Monitor Changes

Related Topics

You can monitor your bookmarks over the World Wide Web and receive notification when changes occur. Netscape SmartMarks can update monitored items automatically or manually.

Choose the <u>Tools | Preferences - Internet tab</u> to specify when monitoring should occur. You can set monitoring to occur at regular intervals, at program startup or manually. Your best option depends on the number of items you choose to monitor and the type of Internet connection you have. For instance, if you are using a dial-up Internet connection you may want to choose to update monitored items manually or at program-startup.

You can perform monitoring manually for selected items using <u>File | Update</u> or for folder contents using <u>View | Refresh</u>.

See Monitoring Bookmarks for a complete overview of SmartMarks monitoring.

Establishing Monitoring

You can setup monitoring when you create a new bookmark using the <u>Add Smart Bookmark dialog</u> <u>box</u>, or at any time via File | Monitor Changes.

1. Choose File | Monitor Changes with an existing bookmark selected.

Drag and drop the object onto the Monitored Items icon in the folder tree.

2. In either case, SmartMarks displays the Monitor Page dialog box. Check one or both of the boxes to monitor for document changes or new links.

Dialog Box Options

Options	Explanation
Notify Me	
When this page changes	Check this box to receive notification when the remote document changes. When a change is detected in the remote document, SmartMarks adds a change flag wherever it appears in a viewer grid.
Of added or changed links	Check this box to receive notification about new or changed links within the remote document. When you open a bookmark that is monitored for new or changed links, SmartMarks displays an Open dialog box. You can choose to view the remote document or a listing of the new or changed links. If you have monitored an item for new or added links, each new link is displayed in the Web Monitor.

Removing Bookmarks from the Monitor List

You can easily remove items from the monitor list:

- 1. Make the Monitored Items view active.
- 2. Select an item, then right-click to choose Remove from Monitored Items.

Related Topics

Tools | Preferences - Internet tab File | Properties - Bookmark tab Monitoring Bookmarks Updating Bookmarks

File | Send

Related Topics

You can send e-mail about your bookmarks to other Internet mailboxes. SmartMarks automatically inserts smart information into your e-mail message for each selected bookmark.

Your message will automatically include the name, location, description, and the contents of the Comments and Bulletins log for each selected item. Simply enter the recipient's e-mail address and any additional text you want and send the message as you would any e-mail message.

Smart Tip: You must have an e-mail application configured for use with Netscape Navigator to be successful. Refer to your Navigator documentation for help configuring e-mail.

You can also choose to share bookmark files using <u>Tools | Export</u>. Check the <u>smart information</u> boxes in the Export dialog box to include Comments and Bulletins or keywords with the export file. Once a file is exported, it can imported into another SmartMarks folder catalog. Exported files can also be bookmarked if you want to save catalog space.

Related Topics

File | Properties File | Comments and Bulletins Tools | Export Making Links Smarter

File | Print File

This topic is stubbed out in SMART BOOKMARKS--DO NOT REMOVE.

SmartMarks allows you to print document and graphics files directly from within views. This command does not work with non-document files such as executable (.EXE) or batch (.BAT) files.

Choose File | Print when you want to print a selected document or range of documents. Alternately, select the file in the active view and right-click, then choose Print. When you do so, the Print dialog box for the associated application appears. For DDE-capable clients such as Microsoft Word, the print job occurs without a prompt from the client application's Print dialog box.

File | Add to Bookmark Menu

Related Topics

You can add bookmarks or folders to the Bookmark Menu for quick access within Netscape Navigator. You can access your most-frequently used links using this feature. In addition, you can add links to the Bookmark Menu when you're short on time but don't want to lose information. You can file these items into folders at a later time.

The contents of the Bookmark menu can be modified from Bookmark Menu view in SmartMarks. Choose File | Add to Bookmark Menu to add selected item(s) to the <u>Bookmark Menu</u>. You can also <u>drag and drop</u> bookmarks or folder into the Bookmark Menu view to add them to the menu.

Removing Items from the Bookmark Menu

To remove a bookmark or folder from the Bookmark Menu view:

- 1. Right-click the selected item(s)
- 2. Choose Remove from Bookmark Menu.

Related Topics
Edit | Remove
Bookmark Menu

File | Close

This command closes the active view window. You can close a duplicate <u>Smart Window</u> or the Web Monitor viewer without exiting SmartMarks.

If SmartMarks is minimized on your desktop, you can choose Close to exit the application, otherwise you'll want to choose <u>File | Exit</u> to close SmartMarks.

File | Exit

Choose File | Exit to close all open views and exit Netscape SmartMarks.

Glossary

# -A-	Action monu
-B-	Action menu Bookmark
-C-	
	Change Flag Clipboard
	Comments and Bulletins Log
-D-	Delete
	Description Drag and Drop
# -F-	Folder
-1-	Infoseek
-L-	Lycos
# -M-	Monitor
#-N-	Name
# -P-	Property
-R-	Refresh
# C	<u>Remove</u> <u>Right-click</u>
#-S-	<u>Smart Window</u> <u>search</u>
-U-	Uniform Resource Locator (URL)
-V-	<u>Update</u>
-W-	View
# -Y-	Web Crawler
	Yahoo

change flag

Marks bookmarks that have changed since the last <u>update</u>.

Clipboard

SmartMarks allows cut, copy and paste from attribute entry boxes including name, description, comment and keyword.

comment

A user-supplied text attribute associated with a bookmark. Each comment can be up to 16,383 characters in length.

comment log

comments and bulletins log

The summary of all comments and bulletins attached to a bookmark item.

delete

Removes each instance of a bookmark from the catalog. Use <u>remove</u> to take one instance of a bookmark out of a view or folder.

description

User-entered text that explains a bookmark or folder. Descriptions can be displayed in the grid with <u>View | Details</u>.

drag and drop

To bring a file into a SmartMarks view from another view by selecting it, then pressing and holding down the left mouse button and releasing it over the destination.

Infoseek

Infoseek is a commercial Internet search facility maintained at http://www.infoseek.com/Home. Infoseek requires membership to conduct searches for more than 25 hits. You can interact with Infoseek through your Smart Finder interface.

Lycos

An Internet search facility maintained at **http://lycos.cs.cmu.edu/** by Carnegie-Mellon University in Pittsburgh, PA. You can interact with Lycos through your Smart Finder interface.

folder

A logical collection of bookmarks generally grouped by topic.

property

A bookmark attribute, such as a description, keyword, or priority level. This information becomes a part of the bookmark and is always available for examination.

remove

To take a bookmark out of a view or folder. Remove does not <u>delete</u> a bookmark where more than one instance of the bookmark exists.

right-click

To press and release the right mouse button. In SmartMarks, this action accesses a pop-up menu.

update

Checks one or more URLs for changes, either to the document, to its links, or both. Updates can occur manually, at program startup or at specified intervals.

view

A representation of bookmarks, subset of bookmarks, or group of bookmark folders. In SmartMarks, a view may be a traditional folder tree, a group of bookmarks in a <u>folder</u>, or the contents of the Web Monitor, Monitored Items list, or the Smart Finder.

tree

A view of the folder structure containing bookmarks. The highest level is the root.

keyword

A user-supplied <u>attribute</u> by which documents and projects can be categorized and searched.

catalog

The SmartMarks database that contains your bookmarks and associated smart information. The catalog is the sum of all the database parts. You should backup your SmartMarks catalog according to instructions provided with this documentation.

smart information

The set of user-supplied attributes that enhance bookmarks, including bookmark properties and comments. This information travels with the bookmark and can be exported, backed up or restored.

monitor

To track an <u>URL</u> for changes, either to the document text or to internal links.

Uniform Resource Locator (URL)

A unique Internet address that generally takes the form **protocol://computer/directory/file**. Protocols include HTTP, FTP, Gopher, Telnet, Usenet newsgroups, and e-mail. Refer to your Netscape Navigator documentation for more information about Uniform Resource Locators.

Web Crawler

The search facility maintained by the University of Washington at **http://webcrawler.cs.washington.edu/**. You can interact with Web Crawler through your Smart Finder interface.

Yahoo

The server and search facility maintained at **http://www.yahoo.com/**. Yahoo provides one of the world's largest collections of Internet links arranged by topic. You can interact with Yahoo through your Smart Finder interface.

refresh

To run an update against selected folders or bookmarks. When a refresh is activated, SmartMarks checks all database bookmarks against the Internet URL.

attribute

A property of a bookmark. In SmartMarks, some properties are user-supplied. These properties make up the database smart information that includes <u>name</u>, <u>description</u>, <u>keyword</u>, <u>comment</u> and <u>monitor</u> options.

action menu

A context-sensitive sub-menu available via the right-mouse button.

Smart Window

The main interface window in SmartMarks. The Smart Window includes the Folder tree, Monitored Items list, Bookmark Menu list, and a detachable Web Monitor view. Duplicate copies of the Smart Window can be run on the desktop.

search

To find bookmark attributes or Internet documents via a combination of the SmartMarks search engine and various Internet search engines, including <u>Yahoo</u>, <u>Lycos</u>, <u>Web Crawler</u> and <u>Infoseek</u>.

name

The name field is a default attribute that can be modified. SmartMarks attempts to use the title tag within an HTML document as the bookmark name. If it cannot get the Title tag, SmartMarks will use the document URL.

bookmark

An HTML link to an Internet URL. Bookmarks have both assigned and user-supplied attributes such as name, description, keyword and monitor options.

Help Menu

Other Menus Contents Release Notes About SmartMarks Other Menus File Menu Edit Menu View Menu Tools Menu

Help | Contents

Choose Help | Contents to start this on-line Help. Once you have launched on-line Help, you can press F1 for Help on Windows Help.

Release Notes

Choose Help | Release Notes to connect to the First Floor Inc. World Wide Web server at **http://www.firstfloor.com/** for the latest updates to your SmartMarks documentation.

Help | About SmartMarks

Choose Help | About SmartMarks to locate information you will need before contacting technical support at First Floor, Inc. You will find up-to-date information about your system resources displayed in the About SmartMarks dialog box. You will also find licensing and serial number information.

Press the Info button to display the SmartMarks Info dialog box and locate more information about your copy of SmartMarks. Your technical support representative will ask you for the information displayed in this dialog box should you ever need to contact technical support at First Floor, Inc.

The SmartMarks Info dialog box displays the directory that you have installed SmartMarks, the build or version number of your copy, the location of your Windows directory, and the location of your file catalog.

Bookmark Menu

Other Views

The Bookmark Menu view is displayed in the Smart Window tree. You can think of it as a counterpart to a folder on your desk labeled "urgent." This view places important links on Navigator's enhanced Bookmarks menu and stores new links you added on the fly.

You can add items from Navigator by choosing the **Add SmartMark** command when you want to temporarily store links you'll file later. Links can be added from within an open URL when you access right-click menus in Navigator. You can also <u>drag and drop</u> bookmarks or folders directly onto the Bookmark Menu icon in the tree.

Adding existing items to the Bookmark Menu

- 1. Locate and select an item(s) you want to add to the Bookmark Menu from any other SmartMarks view, then do one of the following:
- 2. Drag and drop the items onto the Bookmark Menu icon
 - Or -

Right-click and choose Add to Bookmark Menu.

- Ŏr -

Choose <u>File | Add to Bookmark Menu</u> from the Netscape Navigator enhanced Bookmarks menu.

Removing items from the Bookmark Menu

- 1. Locate and select an item(s) you want to remove from the Bookmark Menu from the SmartMarks view, then do one of the following:
- Right-click and choose Remove from Bookmark Menu.
 Or -Choose Edit | Remove.

Some typical uses for the Bookmark Menu

- To launch your most frequently used bookmarks from the Netscape Navigator enhanced Bookmarks menu
- To temporarily store new bookmarks added from Netscape Navigator

Bookmark Menu shortcuts

- $\sqrt{}$ Right-click an unpopulated area of the view to access an action menu of relevant commands.
- $\sqrt{}$ Right-click over a selection to view an action menu for that file.
- \checkmark Press ALT-ENTER to view and edit <u>properties</u> for a selection.
- Use the ARROW and ENTER keys to navigate within the Bookmark Menu.

Other Views

Folder Viewer Web Monitor Monitored Items Smart Finder



Related Topics Other Views

The Web Monitor view runs as a separate window attached to the main Smart Window. This window detaches and runs separately on your desktop. You can hide this view by toggling off <u>View | Web</u> <u>Monitor</u>.

The Web Monitor offers you a simple way to manage changes to monitored bookmarks. Any time you perform a manual or automatic update on one or more bookmarks, SmartMarks flags changed items and places them in the Web Monitor viewer.

For bookmarks whose links you monitor, a Web Monitor item appears for each new or changed link. Updates bulletins will also result in creation of a Web Monitor item (see <u>Receiving and Viewing</u> <u>Bulletins</u>).

How do updates work?

When an update is run, the remote document status is checked against the last entry in the SmartMarks catalog for that bookmark. Changed items receive a flag and an item in the Web Monitor view. Updates occur in the background and do not require that Netscape Navigator be running.

You can continue to work in SmartMarks during updates. However, if your monitoring list is quite large, you may want to set updates to occur at the beginning or end of a Web session. SmartMarks will monitor large numbers of links successfully. The speed of updates and their impact on your system resources will vary according to your hardware and software configurations. The speed of your Internet connection and the impact of network traffic also effect how quickly SmartMarks can update large numbers of links.

Displaying and Hiding the Web Monitor

SmarkMarks launches the Web Monitor by default anytime there is a new item. You can toggle off this feature from the <u>Tools | Preferences - Internet tab</u>.

To open the Web Monitor viewer, toggle View | Web Monitor.

For more information about displaying items from the Web Monitor, see <u>Viewing Web Monitor Items</u>.

Detaching and Reattaching the Web Monitor

To maintain the Web Monitor in a separate window, press Detach from the Web Monitor toolbar. In either case, SmartMarks detaches the Web Monitor to a separate window. From here you can resize, position and customize its display to your liking. SmartMarks will save your settings on exit and restore your desktop configuration at program startup.

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To return the Web Monitor to the main SmartMarks Window, press Reattach from the Web Monitor. Or, Choose <u>View | Reattach Web Monitor</u>.

Some typical uses for the Web Monitor

- To open new or added links from monitored items
- To open changed documents
- To monitor bookmarks or folders for changes
- To receive bulletin notifications. View bulletin text using the Comments and Bulletins log.

Web Monitor shortcuts

- Right-click title bar or an unpopulated area in the Web Monitor to view an action menu of relevant commands.
- $\sqrt{-}$ Right-click over a selected bookmark or folder to view an action menu for that item.

- $\checkmark\,$ Press Comments and Bulletins from the Toolbar to view the Comments and Bulletins log for the selection.
- \checkmark Use the ARROW keys to navigate within the Web Monitor.

Other Views

Folder Viewer Bookmark Menu Monitored Items Smart Finder



Related Topics Other Views

The Monitored Items view appears in the Smart Window tree. Each bookmark that you are monitoring, whether for changes, or for new or added links, will appear in the Monitored Items list. You can easily add to or remove bookmarks from this list.

Whenever you add a bookmark to your Monitored Items list, SmartMarks records the remote document status. When you run an update, SmartMarks checks the remote document for changes. When changes occur, the bookmark is flagged and placed in the <u>Web Monitor</u> viewer.

If the bookmark was also monitored for new or added links, each new link also receives an item in the Web Monitor viewer. If the URL supports bulletins, any bulletin update also results in a Web Monitor item.

Establishing Monitoring

You can use any of five methods to establish monitoring for selections. For more about these five methods, see <u>Monitoring Bookmarks</u>.

Removing Bookmarks from the Monitor List

Removing an item from the Monitored Items list ends monitoring for that item. To remove an item from the list, select it in the Monitored Items grid, then right-click and choose Remove from Monitored Items.

Some typical uses for the Monitored Items list

- To monitor bookmarks or folders for changes
- To view remote documents that are currently being monitored for changes

Monitored Items shortcuts

- Right-click title bar or an unpopulated area in Monitored Items to view an action menu of relevant commands.
- $\sqrt{10}$ Right-click over a selected bookmark or folder to view an action menu for that item.
- $\checkmark~$ Press Comments and Bulletins from the Toolbar to view Comments and Bulletins attached to the selection.
- $\sqrt{}$ Use the ARROW keys to navigate Monitored Items.

Related TopicsFile | Monitor ChangesDesktopViewing Web Monitor ItemsReceiving and Viewing Bulletins

Other Views Web Monitor Folder Viewer Bookmark Menu Smart Finder



Related Topics Other Views

The Folder view appears within the Smart Window tree. This view follows established Microsoft Windows conventions for navigation. To enter or navigate the tree, click on a folder icon. The contents of the active, or open, folder are displayed in the grid.

Folder Tree icons

lcon	Explanation	
<i>6</i> 24	ndicates a closed folder. ndicates the open folder.	

Folder management

From Folder view you can create, move and delete folders and their contents. You can navigate multiple folders and define smart information at the folder or bookmark level. When you create a new folder, the Folder Assistant prompts you to add smart information at the folder level. You can add or modify smart information at anytime by selecting a folder, then clicking Properties or Comments and Bulletins from the Toolbar.

Some typical uses for folders:

- To organize bookmarks by topic or document type
- To track the progress of information that relates to your profession or investment portfolio
- To hold bookmarks that other Netscape Navigator users have sent you

Folder shortcuts

- $\sqrt{10}$ Right-click an unpopulated area in the grid to view an action menu for the view.
- $\sqrt{}$ Right-click a selection to view an action menu for that item.
- \checkmark Press ALT-ENTER to view and edit <u>properties</u> for a selected item in the Folder grid.
- \checkmark Select a folder in the grid to define properties at the folder level.
- \checkmark To define properties for the active folder, first press Goto Parent from the Toolbar, then select the folder from the grid.
- $\sqrt{}$ Use the TAB, ARROW and ENTER keys to navigate within a Folder.

File | Properties File | Comments and Bulletins Organizing Bookmarks Customizing SmartMarks

Other Views

Bookmark Menu Web Monitor Monitored Items Smart Finder

Quick Overview

Overview Topics

What Will SmartMarks Do for Me?

Netscape SmartMarks is Web surfing for people with a life.

SmartMarks keeps you up to date by letting you know what is new and what is changed. Whether changes occur to one of your existing bookmarks, or to your automated Internet searches, SmartMarks has it covered for you.

Monitor your Bookmarks (See Monitoring Bookmarks)

- **Changes**. With a mouse click, you can setup automatic notification for changes to existing bookmarks.
- New links. With a mouse click, you can setup automatic link monitoring within URLs.

Search the Internet (See Searching the Internet)

- Search. From a single, simple user interface, you can run searches against the most popular Internet search engines.
- New search results. Automatically rerun your searches and receive notification when new or changed links occur.

Organize your Bookmarks (See Organizing Bookmarks)

- File bookmarks into folders. File your bookmarks into folders that make sense to you. Add important bookmarks to Netscape Navigator's enhanced Bookmarks menu.
- Add smart information. Annotate your bookmarks and folders with smart information that becomes a part of your bookmark <u>catalog</u>.

SmartMarks is the first Internet bookmark solution. It provides simple, user-friendly tools to use with your Netscape Navigator. Now you can track your favorite topics and share that information with colleagues and friends. It's never been so easy to get and share good information from the Internet.

Smart Catalog Technology

SmartMarks uses Smart Catalog[™] technology to organize your bookmarks with smart information tools that let you describe and comment on your findings. You can add smart information, such as a custom name, description or searchable keyword, to each bookmark you keep.

Each time you update your bookmarks, your Smart Catalog records the time/date stamp. You can take advantage of this running log to record notes that make your bookmarks smarter. Your catalog comes with links to many popular Web sites. Just pick an interesting bookmark, double-click, and SmartMarks will connect you to Navigator and open the URL.

Just double-click on any bookmark to begin accessing the Web using your Netscape Navigator. After sampling some of the links we've provided, you can easily add to the sample folders or create your own.

What is an URL?

An Internet address is often called an URL, or Uniform Resource Locator. For every unique document or directory on the Internet, there is a corresponding URL expression. Just as your postal address is unique, each URL is also unique.

Any document or directory on the Internet can be expressed as an URL. This simple, effective addressing system is the backbone of the World Wide Web.

The URL system is easy to learn. Generally, an URL takes the form:

protocol://computer/directory/file

For more information about exceptions to this rule and about the URL system, refer to your Netscape Navigator documentation.

Overview Topics

Integrating with Netscape Navigator Monitoring Bookmarks Organizing Bookmarks Searching the Internet Additional Topics

Integrating with Netscape Navigator

Related Topics

Netscape SmartMarks is easy to integrate with Netscape Navigator.

When you run Navigator and SmartMarks together, you have access to smarter tools for organizing your bookmarks and accessing them from within Navigator. You can use your existing Navigator bookmarks or import other bookmark files that friends and colleagues have shared with you.

Smart Tip: If you move your Netscape Navigator to a new location after installation, you will need to update the Netscape Browser Location box in the <u>Tools | Preferences - Internet tab</u>.

Importing Existing Bookmarks

You can utilize your existing Netscape Navigator bookmark file, or links from other HTML files, by importing them using the following steps.

- 1. Launch SmartMarks.
- 2. Select Tools | Import to access the Select Import File dialog box.
- 3. Navigate to the location of your bookmark file (*.htm). If you have Netscape Navigator installed in its default location, the path will be C:\NETSCAPE\BOOKMARK.HTM.

If you're not sure about the location of your bookmark file, refer to your Netscape Navigator documentation.

- After locating the bookmark file, press OK. SmartMarks imports the existing bookmark file. The new folder name will be in the form "John Doe's Bookmarks," where your name is John Doe.
- **Smart Tip:** SmartMarks uses the heading tags as new folder names. For Netscape bookmark files, the top heading level text is typically your user-name. Lower-level headings become sub-folders.

Once you have completed the steps above, you are ready to begin navigating the World Wide Web using your existing bookmarks.

Enhanced Bookmarks menu commands

SmartMarks modifies and enhances your Netscape Navigator Bookmarks menu. Three enhanced commands are placed on the Navigator Bookmarks menu: *Add SmartMark, File SmartMark* and *View SmartMarks*. In addition, you can display your bookmarks at the bottom of the enhanced menu and display parts of your folder tree as sub-menus.

You must be running both SmartMarks and Netscape Navigator to activate enhanced Bookmarks menu commands in Navigator.

You can choose **Add SmartMark** (Ctrl+A) to create new bookmarks. Bookmarks created using this command appear on the enhanced menu. You can return to file them into folders at a later time. Use this command to record links you'll file later.

You can access the Add SmartMark command from right-click menus within Netscape Navigator. Just place your cursor over a link, and right-click, then choose the Add SmartMark command from the menu.

You can choose **File SmartMark** to file new bookmarks with optional smart information. You can modify the default name, enter a description and add searchable keywords. You can also navigate to

the folder where you want to file the new bookmark.

This command is not accessible from right-click menus within Netscape Navigator.

You can choose View SmartMarks (Ctrl+V) to view the Smart Window.

For step-by-step instructions on using the enhanced Bookmarks menu within Netscape Navigator, see <u>Using the Enhanced Bookmarks Menu</u>.

Using the Enhanced Bookmarks Menu Making Links Smarter Updating Bookmarks

Monitoring Bookmarks

Related Topics

Netscape SmartMarks can automatically monitor World Wide Web documents for changes in content, for new or added links, or both. You can update your bookmarks manually or automatically at specified intervals.

You can bookmark and automatically rerun your Internet searches. By monitoring searches you can easily track interesting topics. SmartMarks lets you know when new Web pages appear that meet your search criteria.

World Wide Web sites that support bulletins can update about you about the latest happenings at their sites. For more information about how to use bulletins, see <u>Receiving and Viewing Bulletins</u>.

There are five methods for adding items to your monitoring list:

- Click Monitor Changes from the Toolbar
- Drag the item into the Web Monitor or Monitored Items list
- Choose File | Monitor Changes for selected items
- Check one or both monitoring boxes from the <u>File | Properties Bookmark tab</u> whenever you examine bookmark properties.
- Check one or both monitoring boxes from the <u>Add SmartMark dialog box</u>

Any of the above methods displays the Monitor Page dialog box. Check one or both Notify options according to the type of monitoring you want to establish.

Monitoring existing bookmarks:

- 1. Select one or more bookmarks you want to monitor. You can also select folders to monitor their contents.
- 2. Choose any method for adding monitoring to a bookmark.
- 3. The Monitor Pages dialog box appears. Check the Notify options boxes according to your preferences. Choose *Notify me when this page changes* to monitor the remote document for changes. Choose *Notify me of added or changed links* to monitor for link changes in the remote document.
- 4. Press OK. SmartMarks records the remote document status in the background. When you run an update, bookmarks that have changed will receive a change flag. Each new link from Web sites monitored for link changes receives a Web Monitor item.

Since SmartMarks creates an item for each new link it detects, you can open or file these new link items directly from the Web Monitor to your folders.

Add SmartMark dialog box Updating Bookmarks Searching the Internet File | Properties File | Monitor Changes Web Monitor Monitored Items Viewing Web Monitor Items Receiving and Viewing Bulletins

Updating Bookmarks

Related Topics

You can specify how SmartMarks will update your monitored items--manually or automatically at specified intervals. You can also update bookmarks that are not on your monitoring list.

You can choose to update monitored items:

- manually
- at program startup
- · automatically at specified intervals

To setup the frequency and time of automatic updates, choose <u>Tools | Preferences - Options tab</u>. You can perform manual updates on monitored items, selected items, or on the contents of folders.

To manually update bookmarks:

- 1. Select one or more bookmarks.
- 2. Choose <u>File | Update</u> -**Or**-

Press Update from the Toolbar.

3. SmartMarks updates the selections and flags documents that have changed since the last update. When folder contents are

Update vs. Refresh

Choose Update when you want to perform manual updates against selected items that are not explicitly monitored. If one or more selections is a folder, an update against the contents of the folder and all its sub-folders is performed.

Choose Refresh when you want to update all the items in the current view without updating the entire folder tree from that level. Choose Refresh to manually update the Web Monitor or Monitored Items contents. To refresh monitored items, first click within the Web Monitor view or choose the Monitored Items icon in the folder tree.

Organizing Bookmarks

Related Topics

SmartMarks comes with a complete <u>catalog</u> of sample folders organized around common topics. You will find some of the most popular Web sites already at your fingertips when you start your application.

You can create new folders anywhere in the existing folder tree. Select the folder where you want the new sub-folder to appear, then follow the steps below.

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Using the Folder Assistant

When you press New Folder from the Toolbar, the Smart Folder Assistant appears to guide you through the process of folder creation.

- 1. Choose the New Folder icon from the Toolbar to view the Smart Folder Assistant.
- 2. Type a name in the Folder Name box and an optional <u>description</u> of the new folder in the Description box. Press Next.
- 3. Enter one or more optional keywords in the Keywords box. Using one or more <u>keywords</u> will help you find the folder later using Smart Finder.
- 4. Press Finish to create the folder as a sub-folder of the active folder.

Smart Tip: You can move a folder in the tree or redefine its properties at any time.

Navigating Folders

Navigate the Folder tree just as you would any file or folder system. The selected folder in the tree appears highlighted. The grid on the right displays the contents of the current folder and any subfolders. To open a folder select its icon in the tree or grid.

A plus (+) sign next to a folder icon indicates it has sub-folders. Click the plus sign to view the subfolders. Sub-folders also appear in the grid. A minus (-) sign indicates a folder in the tree that can be collapsed, or hidden from view in the tree. Click the minus sign to hide sub-folders.

To open a folder:

- 1. Click the folder you want to open. If the folder you want is a sub-folder of the active folder, click the plus (+) sign to expand the branch, or click the sub-folder in the grid on the right.
- 2. Click the folder name to open it.
- 3. The folder contents are displayed in the grid.

Smart Tip: The folder <u>tree</u> displays all folders not explicitly suppressed in the <u>Tools | Preferences</u> <u>- Folder tab</u>.

Integrating with Netscape Navigator Using the Enhanced Bookmarks Menu Monitoring Bookmarks

Searching the Internet

Related Topics

Netscape SmartMarks includes a search viewer called Smart Finder. This easy-to-use tool connects you to the most popular World Wide Web search engines. You can use Smart Finder to search <u>Yahoo</u>, <u>WebCrawler</u>, <u>Lycos</u> or <u>Infoseek</u>.

You can bookmark your search results and then monitor them for new or added links. Whenever you update your monitored items, SmartMarks will rerun your searches and notify you of new hits. This technique gives you the power to track any topic of your choice.

To search the Internet:

To begin a search, choose <u>Tools | Find</u>. When you do so, the Smart Finder appears.

- 1. Choose a World Wide Web search facility from the Search list. You can choose <u>Yahoo</u>, <u>Web</u> <u>Crawler</u>, <u>Infoseek</u> or <u>Lycos</u>.
- 2. Choose a search type. For Yahoo, you can search by Contents, URL, Title or Comments.
- 3. Choose a comparison operator. Operators are context-sensitive according to the Search field you have specified. For instance, a Yahoo search by URL allows the operators contains or matches.
- 4. Specify a search value in the entry box. For instance, type "surf" to search the World Wide Web for documents that contain the word "surf."
- 5. Press Find Now to begin the search. Smart Finder launches your Web browser and initiates a search. In our example, we searched Yahoo for URLs that contain the word "surf." This search returns multiple hits.

To save a search as a bookmark

You can create a bookmark of your search results just as you would any other URL and then monitor the results for new or added links.

- 1. Choose the File SmartMark command.
- 2. The Add SmartMark dialog box appears.
- 3. Check the Notify options boxes to setup monitoring.
- 4. Add optional smart information about the search bookmark.

You may also want to give the bookmark a more descriptive name. The default is the search engine results page. For instance, you might modify the bookmark name "Yahoo Search" to "Yahoo Search-Surf."

5. After making your selections, press OK.

SmartMarks files the bookmark in the folder and adds it to the Monitored Items list.

Smart Tip: You can also search your local folders. For information about searching the contents of your folders, see <u>Searching Folders for Bookmarks</u>.

Advanced Topics

Choose from the list for step-by-step instructions.

The following section covers advanced actions using SmartMarks:

Using the Enhanced Bookmarks MenuCustomizing SmartMarksMaking Links SmarterUsing Action MenusUsing Drag and DropSearching Folders for BookmarksViewing Web Monitor ItemsReceiving and Viewing Bulletins

Using the Enhanced Bookmarks Menu

Related Topics

SmartMarks modifies and enhances your Netscape Navigator Bookmarks menu. The enhanced menu has three commands: *Add SmartMark*, *File SmartMark* and *View SmartMarks*.

You can display selected bookmarks or folders on the enhanced menu by adding them to SmartMarks' Bookmark Menu view. Adding a folder to this view displays a sub-menu of the enhanced Bookmarks menu in Navigator.

You must run SmartMarks with Netscape Navigator together for Navigator to display enhanced Bookmarks menu commands. SmartMarks can run updates across the Internet without Navigator open on your desktop.

Enhanced Bookmarks menu commands

You can choose **Add SmartMark** (Ctrl+A) to create new bookmarks on the fly. A bookmark created using this command appears on the enhanced menu. You can file it at a later time.

This command is best used when you want to bookmark a link without connecting to it, or want to skip filing it. You can locate the link later in SmartMarks' Bookmark Menu view. You can access the Add SmartMark command from Navigator's right-click menus. Just place your cursor over a link, right-click, then choose Add SmartMark.

You can choose **File SmartMark** to file new bookmarks with optional smart information. You can modify the default name, enter a description, add searchable keywords and select a folder for the new bookmark. You can also establish monitoring using this command.

The File SmartMark command is not accessible from Navigator's right-click menus.

You can choose **View SmartMarks** (Ctrl+V) to bring focus to the <u>Smart Window</u>. To bring focus to the detached Web Monitor or the Smart Finder, use ALT+TAB.

Using the enhanced Bookmarks commands

The following instructions demonstrate how to use the enhanced Bookmarks menu commands in Navigator. You must be running SmartMarks for the enhanced menu commands to appear.

Adding bookmarks from Navigator

You can add a new bookmark without filing it, or adding smart information, when you are pressed for time or want to add new links from the current URL.

- 1. Open an URL or select a link within an URL to bookmark.
- 2. Choose Bookmarks | Add SmartMark from Navigator. The item is added to the SmartMarks' Bookmark Menu view. You can define properties and move the link into your folder system at a later time if you wish.

Filing bookmarks from Navigator:

You can file new bookmarks into folders from Navigator using the <u>Add SmartMark dialog box</u>. You can also establish monitoring from this dialog box.

- 1. Choose an URL you want to bookmark.
- 2. Choose Bookmarks | File SmartMark from Navigator.

- 3. The Add SmartMark dialog box appears.
- 4. Enter an optional description.
- 5. Check the Notify options boxes to monitor the new bookmark.
- 6. Select a folder from the File into Folder list.
- 7. Press OK.

Displaying smart bookmarks in Netscape Navigator:

You can display bookmarks on the enhanced Bookmarks menu by adding them to the SmartMarks' Bookmarks Menu view.

- 1. Select a bookmark or folder from the Smart Window grid.
- 2. Drag and drop the item onto the Bookmark Menu icon.
- 3. The bookmark is displayed on Navigator's enhanced Bookmarks Menu.

Add SmartMark dialog box Bookmark Menu File | Properties - Bookmark tab

Customizing SmartMarks

Related Topics

You can customize the desktop display of the <u>Smart Window</u> and other Netscape SmartMarks' views. You can also customize the display of information within each view.

Customizing the Folder tree display

SmartMarks displays all your folders by default. You can customize the Folder view to suppress the display of some folders. In some situations, you may want to suppress the display of folders in the tree.

Choose <u>Tools | Preferences - Folder tab</u> to hide folders you are not using. Hiding a folder also hides its sub-folders.

To suppress one or more folders:

- 1. Navigate to the <u>Tools | Preferences Folder tab</u>. This tab displays the default tree as it would appear with all folders set to display.
- 2. Folders that can be hidden appear with a checked box. Uncheck the box for all folders you want to hide.
- 3. Press OK.

Toggle off the display of the tree entirely using $\underline{\text{View} \mid \text{Tree}}$. The Folder tree displays folders according to your preference. However, only one folder in the view can be open. Use the Tree command when you want to display only the open folder. Use $\underline{\text{View} \mid \text{Goto Parent}}$ to navigate the tree.

Summary of View menu commands

Choose <u>View | Details</u> to toggle the display of additional file information in the viewer grid.

Choose <u>View | Smart Captions</u> to toggle the display of additional smart information in pop-up windows on screen.

Choose <u>View | Sort</u> to select sorting options for the viewer grid.

Choose <u>View | Toolbar</u> to toggle the display of the Toolbar.

Choose <u>View | Status Bar</u> to toggle the display of the status bar.

Setting View menu display options

To customize the size and appearance of tiles in the grid, choose <u>Tools | Preferences</u>. When you do so, the Preferences dialog appears with the Options tab active. Use this tab to set the tile size, tile text format and choose a font for the SmartMarks grid.

You can adjust the relative size of the tree and grid in the <u>Smart Window</u> using your mouse. Drag the line separating the tree and grid into the new position. If you have <u>View | Details</u> toggled on, use your mouse to resize fields in the grid.

Using View menu commands to customize the display

SmartMarks' View menu commands help you to control the desktop display. You can toggle display of the status bar, toolbar, tree, details and smart captions. Since View menu settings do not carry over between Smart Window duplicates, you can use these commands to customize your desktop.

For instance, you might want to open a second Smart Window to display one folder in the tree. In order to save desktop space, turn off:

- The Folder tree display
- The Status Bar display
- The Toolbar display
- Bookmark Details display

Tools | PreferencesView | SortView | DetailsView | Smart Captions

Making Links Smarter

Related Topics

You can enhance your bookmarks by adding <u>smart information</u> to them. Smart information can help you search your <u>catalog</u>, offer clues about bookmarks you no longer recognize and help you share information with friends and colleagues.

Whether you are maintaining bookmarks for work or pleasure, adding optional smart information to your bookmarks makes them more usable and interesting.

Modifying existing smart information

You can add smart information to a bookmark at any time by selecting it and choosing the <u>File</u> <u>Properties</u>, or <u>File | Comments and Bulletins</u> commands. Using these commands, you can write to the <u>comments and bulletins log</u>, add a <u>description</u> or modify a bookmark <u>name</u>. You can export smart information to other SmartMarks users at a later time.

Modifying smart information is a simple process.

- 1. Select a bookmark from within any view.
- Choose <u>File | Properties</u>.
 Or -

Right-click and choose Properties from the action menu.

In either case, the Properties dialog box appears. From here you can modify the bookmark name, enter a description and searchable keywords.

- 3. After modifying smart information, press OK.
- 4. Choose <u>File | Comments and Bulletins</u>. -**Or**-

Right-click and choose Comments and Bulletins from the action menu.

In either case. the Comments and Bulletins dialog box appears. From here you can enter comments about the link. SmartMarks maintains a Comments and Bulletins log that can be exported with the bookmark or sent to other Internet users via e-mail using <u>File | Send</u>. A new entry is added to the log each time you update or connect to the bookmark URL

- 5. Enter new comments into the log.
- 6. Press OK.

To display smart information, turn on <u>View | Details</u>. SmartMarks displays long file names and descriptions in the grid. You can examine smart information at any time using the same commands you used to enter information.

Alternately, turn on <u>View | Smart Captions</u> to display smart information in a pop-up window.

<u>View | Details</u> <u>View | Smart Captions</u> <u>Web Monitor</u> <u>File | Monitor Changes</u> <u>Tools | Export</u>

Using Action Menus

Related Topics

SmartMarks provides context-sensitive action menus. Just right-click in the grid to access relevant commands for selected items. <u>Right-click</u> an unpopulated area of the active grid to access a context-sensitive menu for the view.

To access an action menu for a selected item:

- 1. Select an item in the grid.
- 2. Right-click and choose the command you want.
- 3. SmartMarks initiates the command for the selected item.

To access an action menu for the view:

- 1. Right-click over an unpopulated area of the grid.
- 2. An action menu for the view appears. Choose a command.

<u>SpeedKeys</u> <u>Toolbar</u> <u>Using Drag and Drop</u>

Using Drag and Drop

Related Topics

Netscape SmartMarks follows established Microsoft Windows drag and drop conventions. Using <u>drag</u> <u>and drop</u> actions, bookmark folders, and smart information, SmartMarks helps you travel the World Wide Web faster and smarter.

Use drag and drop actions to move objects between any view and to establish monitoring.

Some typical drag and drop actions:

- You can move folders in the tree, and add bookmarks or folders to the Bookmark Menu, Web Monitor and Monitored Items list
- You can open multiple windows for drag and drop operations
- You can bookmark Web Monitor items by dragging them into folders
- You can establish monitoring by dragging selected items to the Web Monitor

To drag and-drop-one or more bookmarks:

- 1. Select the first item you want to drag by clicking on its name in any view.
- 2. Hold down the SHIFT key, then click on the last item in a range to select multiple files, or, hold down the CTRL key, then CLICK to select multiple items out of order.
- 3. Press and hold the left mouse button while pointing to one of the selected files. Without releasing the mouse button, drag the mouse pointer to the location where you want to drop the item.
- 4. Release the mouse button over the destination to drop the item or items.

<u>SpeedKeys</u> <u>Toolbar</u> <u>Using Action Menus</u>

Searching Folders for Bookmarks

Related Topics

Smart Finder combines a local search engine with its ability to query the most popular Internet search engines. You can search your bookmarks by name, description, or user-assigned keywords. Items that match local searches are displayed in the Smart Finder grid.

Smart Finder has its own Toolbar and menus. You can open bookmarks from Smart Finder, as well as establish monitoring or drag bookmarks directly into folders.

To search folder contents:

To begin a search, choose <u>Tools | Find</u>. When you do so, the Smart Finder appears.

- 1. Choose Folder or All Folders from the Search list.
- 2. Choose a search type. For Folders, you can search by name, description, comments, and keywords. For instance, choose name to search for all bookmarks containing the title "Index."
- 3. Choose a comparison operator. Operators are context-sensitive according to the Search field you have specified. For instance, name specifies the operators contains, is, starts with and ends with.
- 4. Specify a search value in the entry box. For instance, type in "HTML" to search all local folders for that string. You can additional search criteria by pressing More Choices.
- 5. Press Find Now.

Smart Finder begins the search and displays the results in the Finder view window.

Filing local search items as new bookmarks

You can file local search result items as new bookmarks.

- 1. Select an item in the Smart Finder grid.
- 2. Press Add Bookmark.
- 3. When you do so, the <u>Add SmartMarks dialog box</u> appears. From here you can enter or modify optional smart information and select a folder to file the bookmark.

<u>Smart Finder</u> <u>Searching the Internet</u> <u>Monitoring Bookmarks</u>

Monitoring Bookmarks File | Update View | Refresh

Viewing Web Monitor Items

Related Topics

When you update your bookmarks, SmartMarks flags that have changed. A Web Monitor item for each changed URL is also created.

The Web Monitor appears by default when new items are detected. You can turn off this feature using the <u>Tools | Preferences - Options tab</u>. You can toggle the Web Monitor on or off by choosing <u>View |</u> <u>Web Monitor</u>.

If the changed bookmark is monitored for added or changed links, a Web Monitor item is also created for each new or changed link. When you open an existing bookmark that is also monitored for new or changed links, the Open dialog box appears. Choose whether you want to view the document or a listing of the new or changed links. Determining not to view the listing does not remove Web Monitor items for those links.

If a bookmark is being monitored for added or changed links, each new link from the document will also produce a Web Monitor item. Only the new or changed items from a monitored bookmark will produce a Web Monitor item

Viewing Web Monitor items representing new or changed links:

Follow the steps below to view Web Monitor items:

1. Double-click the item you want to view, or select it and press Enter. - Or -

Select the item, then right-click and choose Open.

SmartMarks launches the Netscape Navigator and connects you to the new URL. After viewing the URL, return to SmartMarks. From here you have several options:

- View the Next or Previous item in the Web Monitor.
- Remove the item from the Web Monitor (does not affect the original bookmark).
- Drag and drop the new item into an existing folder to establish a new bookmark. If you choose this option, you might also want to add smart information at this time.
- 2. When you have finished viewing all Web Monitor items, choose Close.

Web Monitor Monitored Items

Receiving and Viewing Bulletins

Related Topics

What Are Bulletins?

Bulletins are text messages, up to half a page in length, that Web sites can easily add to any page or link. These bulletins can be monitored and displayed by Netscape SmartMarks. When you monitor a site, you will automatically receive update bulletins from any site that uses them.

SmartMarks keeps a detailed comments and bulletins log for each bookmark you store. This log records the time and date of each connection to an URL, user-supplied notes and observations, and bulletins received from monitored sites. Bulletins are added to the log for each bookmark URL that is receiving them. You can, of course, add your own comments to the log with bulletins that you receive.

Receiving and viewing bulletins

When SmartMarks detects a bulletin at a site you are monitoring, a Web Monitor item is automatically created with an icon pointing to the monitored <u>URL</u>. To examine the bulletin text, just select the item from the Web Monitor and press Comments and Bulletins from the Toolbar.

Bulletins can help you to be sure you are automatically notified of new information at the Web sites that matter most to you. Web administrators can use them to describe new information they have added to their sites, and to tell you why it is important.

You can stop receiving unwanted bulletins at any time by removing a bookmark from your Monitored Items list. Just select any bookmark in the list, then right-click and toggle off the Monitor Changes command.

Related Topics

File | Comments and Bulletins File | Monitor Changes Monitoring Bookmarks Making Links Smarter

Tools Menu

Other Menus

New Window Detach Web Monitor Find Preferences Export Import Other Menus File Menu Edit Menu View Menu Help Menu

Tools | New Window

Related Topics

In some cases, you may want to duplicate the <u>Smart Window</u>. This can make comparing folder contents, or doing drag and drop operations, easier in some cases. You can duplicate the Smart Window on your desktop when you want to achieve these or other folder management tasks.

Choose Tools | New Window to open a duplicate Smart Window. For detailed instructions on setting up drag and drop operations, see <u>Using Drag and Drop</u>.

Related Topics Organizing Bookmarks

Tools | Detach Web Monitor

Related Topics

Choose Tools | Detach Web Monitor to open the <u>Web Monitor</u> in a separate window on your desktop. If the Web Monitor is already running in a separate window on your desktop, this command appears as Reattach Web Monitor.

Choose <u>View | Web Monitor</u> to reopen this view.

Related Topics

Web Monitor Viewer Monitored Items File | Monitor Changes

Tools | Find

Related Topics

Choose Tools | Find to search the contents of local folders or across the World Wide Web. When you choose this command the <u>Smart Finder</u> view window appears.

Smart Finder Options

Option	Explanation
Where	Choose the type of field you want to search. Your options vary according to whether you're searching folder contents or the World Wide Web.
Search Fields	Select a Search Field. Your choices vary according to the search type.
Comparison Operators	Choose a comparison operator. For instance, choosing Name as a search field allows the following operators: Contains, Is, Starts With or Ends With.
Value	Use this box to enter a search value. Type the word or phrase you want to search.
Search/Stop	Choose Folders, All Folders, Internet-Yahoo, Internet-Lycos, Internet-Web Crawler or Internet-Infoseek from the drop-down list.
Add Bookmark	Press this button to access the Add SmartMark dialog box. From here you can add optional smart information and establish monitoring for document changes or new or added links.
Fewer	Press Fewer Searches to remove search criteria from an existing construct.
More	Press More Searches to add additional search criteria.

Searching Folder Contents

Smart Finder places powerful search capabilities at your fingertips. You can search your folders by bookmark name, keywords, descriptions and more .

When a Folder search is completed, SmartMarks displays an item for each valid hit in the Smart Finder view window. This view has its own custom Toolbar and menus. You can open files directly from the Smart Finder view window, set up monitoring or drag and drop bookmarks directly into other views.

Searching the World Wide Web

Use Smart Finder to build World Wide Web searches and then save the results as bookmarks. Search results can be monitored for changes just as any other valid Internet Uniform Resource Locator (URL). You can search the World Wide Web according to the criteria allowed by one of four search engines--<u>Yahoo, Web Crawler, Lycos and Infoseek</u>.

Search

Choose Folders, All Folders, Internet-Yahoo, Internet-Lycos, Internet-Web Crawler or Internet-Infoseek from the drop-down list.

Where

Choose the type of field you want to search. Your options vary according to whether you're searching folder contents or the World Wide Web.

Search Fields

Select a Search Field. Your choices vary according to the search type.

Comparison Operators

Choose a comparison operator. For instance, choosing Name as a search field allows the following operators: Contains, Is, Starts With or Ends With.

Value

Use this box to enter a search value. Type the word or phrase you want to search.

Search/Stop

Press Search to begin a search and Stop to interrupt a search.

Fewer Choices

Press Fewer Searches to remove search criteria from an existing construct.

More Choices

Press More Searches to add additional search criteria.

Related Topics Smart Finder Viewer Searching the Internet

Tools | Preferences

Preferences tabs

Choose Tools | Preferences to customize the SmartMarks display, control the display of folders, to setup monitoring options, and to locate your copy of Netscape Navigator.

When you choose this command, the Preferences dialog box appears. Once this dialog is open, you can click on any tab to display its options.

Preferences tabs Options Folders Internet

Tools | Preferences -- Options tab

Related Topics Preferences Tabs

The Options tab of the Preferences dialog box allows you to set display options and control the behavior of attached files. When you choose File | User Preferences, the Preferences dialog box appears. Navigate through the tabs to configure preferences.

Tab Options

Option	Explanation
Tile Size	Choose a tile size from narrow, medium or wide.
Tile Text Format	Choose to display tile text on one or two lines of text.
Font	Press Font to access the Font dialog box.
Open Web Monitor	Check this box to automatically launch the Web Monitor when change notifications arrive.

Tile Size

Choose a tile size from narrow, medium or wide.

Tile Text Format

Choose to display tile text on one or two lines of text.

Font

Press Font to access the Font dialog box.

Open Web Monitor on New Notifications

Check this box to automatically launch the Web Monitor when change notifications arrive.

Related Topics
<u>Customizing SmartMarks</u>

Tools | Preferences - Folders tab

Related Topics Preferences Tabs

The Folders tab of the Preferences dialog box allows you to set options for the display of folders in the Folder tree. Use the Folders tab to determine which folders will be displayed for the active file catalog.

Expandable branches of the folder tree are displayed with a plus (+) sign to the left of the folder icon, collapsible branches are indicated by a minus (-) sign. A check in the box to the left of the folder name indicates that the folder will be displayed in the folder tree.

To turn off the display of a folder in the tree, uncheck the box beside it. Turning off the display of a parent folder disables the display of all sub-folders within that tree.

Tab Options

Options	Explanation
Smart Folder Display	Check each folder you want to display in the Smart Window tree. Uncheck folders whose display you want to suppress.

Smart Folder Display

Check each folder you want to display in the Smart Window tree. Uncheck folders whose display you want to suppress.

Related Topics
<u>Customizing SmartMarks</u>

Tools | Preferences -- Internet tab

Related Topics Preferences Tabs

The Internet tab of the Preferences dialog box allows you to control the frequency of bookmark updates and how those updates occur. This tab also displays the location of your Netscape Navigator. If you move Navigator after installing SmartMarks, you will need to update the path here.

Tab Options

Options	Explanation	
Update Monitored Bookmarks and Searches		
Manually	Check or uncheck this box to toggle manual updating of bookmarks.	
At Program Startup	Check or uncheck this box to toggle automatic updating of monitored bookmarks at program start-up.	
Every	Check or uncheck this box to toggle automatic updating of monitored bookmarks at specified intervals. Use the spin buttons to choose an interval.	
Prompt before Updating	Check this box to receive notification before an automatic update begins. You can always choose not to update your bookmarks at that time.	
Netscape Browser Location		
Netscape Browser	Enter the DOS path for the Netscape Navigator browser.	
	Press Browse to navigate to the location of Netscape Navigator if you installed it somewhere other than the default path.	
Netscape Module	The Netscape Navigator module name is entered here.	

Update Bookmarks Manually

Check or uncheck this box to toggle manual updating of bookmarks.

Update Bookmarks at Program Startup

Check or uncheck this box to toggle automatic updating of monitored bookmarks at program start-up.

Update Bookmarks Every () Minutes

Check or uncheck this box to toggle automatic updating of monitored bookmarks at specified intervals. Use the spin buttons to choose an interval.

Prompt Before Updating

Check this box to receive notification before an automatic update begins. You can always choose not to update your bookmarks at that time.

Netscape Browser

Enter the DOS path for the Netscape Navigator browser.

Press Browse to navigate to the location of Netscape Navigator if you installed it somewhere other than the default path.

The Netscape Navigator module name is entered here.

Related Topics Monitoring Bookmarks Updating Bookmarks

Tools | Preferences - Confirm tab

Tools | Preferences - Notify

Tools | Preferences User tab

Tools | Preferences - Monitor tab

Tools | Export

Related Topics

You can export your SmartMarks for use by other Netscape Navigator users. Choose Tools | Export to create an HTML file (*.HTM) that other SmartMarks users can then import. When you do so, the Export dialog box appears.

Choose a directory and file name for the export. Then check the boxes for exporting the selection in the folder tree, the selected contents of a folder or selected folders. You can also choose to export comments, keywords and sub-folders of the selection. Press OK after making your selections.

The Export command appears grayed if a folder or a folder file is not the current selection in the tree.

Option	Explanation
Which Things to Export	Choose the item(s) you want to export. You can export the selected folder and its sub-folders, selections within a folder, or all folders in your catalog.
What Data to Export	Check the boxes for exporting smart information from your catalog. You can export comments, keywords, and sub-folders.
Filename	Choose a directory and enter a name for the bookmark file. Press Browse to navigate to the desired directory.
Data Format	SmartMarks supports exports to the HTML format only.

Dialog Box Options

Which Things to Export

Choose the item(s) you want to export. You can export the selected folder and its sub-folders, selections within a folder, or all folders in your catalog.

What Data to Export

Check the boxes for exporting smart information from your catalog. You can export comments, keywords, and sub-folders.

Filename

Choose a directory and enter a name for the bookmark file. Press Browse to navigate to the desired directory.

Data Format

SmartMarks supports exports to the HTML format only.

Related Topics Making Links Smarter Tools | Import

Tools | Import

Related Topics

You can import Netscape Navigator bookmark files or other files in the HTML format directly into your folder system.

Choose Tools | Import to bring an HTML file into SmartMarks. When you do so the Select Import File dialog box appears.

Use this dialog to navigate to the location of the HTML file you want to import. Press OK after making your selection. SmartMarks creates a folder using the HTML title tag within the file as the folder name and a bookmark item for each link within the import file.

For step-by-step instructions, see Integrating with Netscape Navigator.

Dialog Box Options

Option	Explanation
File Name	Enter the import file name in the text box or select it from the list.
Directories	Navigate to the directory where the import file resides.
Drives	Navigate to the drive where the import file resides.
List Files of Type	SmartMarks supports the import of files in the HTML format only.
Network	Press Network to attach to a network drive using your network software.

File Name

Enter the import file name in the text box or select it from the list.

Directories

Navigate to the directory where the import file resides.

Drives

Navigate to the drive where the import file resides.

List Files of Type

SmartMarks supports the import of files in the HTML format only.

Network

Press Network to attach to a network drive using your network software.

Related Topics Integrating with Netscape Navigator Tools | Export

View Menu

Other Menus

Toolbar Status Bar Tree Web Monitor Details Smart Captions Refresh Goto Parent Next Change Flag Previous Change Flag Sort Other Menus File Menu Edit Menu Tools Menu Help Menu

View | Toolbar

Related Topics

Choose View | Toolbar to toggle display of the Toolbar in the currently active view.

For more information on Toolbar icons, see <u>Toolbar</u>.

View menu settings do not carry over between duplicate windows. If you are running duplicate windows, you can toggle this command off, while leaving it toggled on in the main Smart Window.

For instance, you may want to run a duplicate window for the purpose of displaying one set of bookmarks within the folder tree. In order to save desktop space, you can toggle off display of the Toolbar.

Related Topics <u>Toolbar</u> <u>Desktop</u> <u>Customizing SmartMarks</u>

View | Status Bar

Related Topics

Choose View | Status Bar to toggle display of the status bar in the active window.

View menu settings do not carry over between duplicate windows. If you are running duplicate windows, you can toggle this command off, while leaving it toggled on in the main Smart Window.

For instance, you may want to run a duplicate window for the purpose of displaying one set of bookmarks within the folder tree. In order to save desktop space, you can toggle off display of the status bar.

Related Topics <u>Customizing SmartMarks</u>

View | Tree

Related Topics

Choose View | Tree to toggle display of the directory tree on the left side of the view.

View menu settings do not carry over between duplicate windows. If you are running duplicate windows, you can toggle this command off, while leaving it toggled on in the main Smart Window.

For instance, you may want to run a duplicate window for the purpose of displaying one set of bookmarks within the folder tree. In order to save desktop space, you can toggle off display of the Folder tree since it is unnecessary to navigate within the tree for that window.

View | Web Monitor

Related Topics

Choose View | Web Monitor to hide or display the Web Monitor.

Press ALT+TAB to check whether you are running the Web Monitor in a separate grid on your desktop.

View menu settings do not carry over between duplicate windows. For instance, with the Web Monitor detached from the Smart Window, you can toggle off display commands to save desktop space. Leave the display commands on in the Smart Window.

View | Details

Related Topics

You can display or suppress bookmark details in any viewer grid.

Choose View | Details to display or suppress bookmark details. For instance, choosing this command from within the Folder viewer displays the bookmark name, description and last modified date.

View | Smart Captions

Related Topics

You can display your bookmark details in a smart pop-up window that appears whenever you place your mouse cursor over a bookmark tile in the grid. SmartMarks displays the bookmark name, description (up to 32 characters), the remote document URL and the time/date stamp.

Choose View | Smart Captions to toggle or suppress smart captions.

View menu settings do not carry over between duplicate windows. If you are running duplicate windows, you can toggle this command off, while leaving it toggled on in the Smart Window.

For instance, you can open a duplicate window to display one set of bookmarks. In order to save desktop space, toggle off display of the View menu display commands, then reduce the size of the duplicate window. After doing this, toggle on Smart Captions so that you can still access smart information about your bookmarks without using up desktop space.

View | Refresh

Related Topics

SmartMarks provides powerful tools for monitoring your favorite Web sites using automated or manual updates that compare the database entry for a bookmark against the current remote document status. You can refresh your monitored bookmarks automatically by specifying an automatic update interval using the <u>Tools | Preferences - Internet tab</u>.

Choose View | Refresh when you want to refresh all the items in the current view. To manually refresh the contents of the Web Monitor or of Monitored Items, first make those views active, then choose Refresh.

When you perform a refresh, SmartMarks carries out any monitoring options you have specified for some or all selections. Changes are flagged. Monitored links also receive a Web Monitor item.

Related Topics Updating Bookmarks File | Update

View | Goto Parent

Related Topics

To move a directory or folder, you must first display it in the viewer grid. Items within the Folder tree cannot be moved. If the bookmark or folder you want to move is open, you will need to move up the Folder tree to display it in the grid.

Choose View | Goto Parent to move up one level in the directory or folder tree.

Related Topics Organizing Bookmarks

View | Next Change Flag

Related Topics

Choose View | Next Change Flag to go to the next item in a view displaying a change flag.

View | Previous Change Flag

Related Topics

Choose View | Previous Change Flag to go to the previous item in a view displaying a change flag.

Related Topics Monitoring Bookmarks Updating Bookmarks

View | Sort

Related Topics

Choose View | Sort to organize bookmarks in an active view by bookmark name or last-modified date.

SmartMarks Desktop

<u>Views</u> <u>Toolbar</u> <u>Keys</u> <u>Icons</u>

The Netscape SmartMarks main window, or *Smart Window*, consists of a *tree* and *grid* for the <u>Folder</u> <u>Viewer</u> view, and icons for the <u>Bookmark Menu</u> and the Monitored Items list in the folder tree. The <u>Web</u> <u>Monitor</u> runs in its own detachable grid on the desktop.

You can navigate views in the Smart Window by clicking icons in the tree, and open duplicate Smart Windows to set up drag and drop actions, or compare bookmarks in separate folders.

You can access menu commands, the toolbar and action menus from each of the <u>SmartMarks Views</u>. Right-click within any view to open a context-sensitive action menu. Right-click over a selected file or files in the view grid to open a context-sensitive action menu for that file or files.

Managing Smart Windows

Choose <u>Tools | New Window</u> to open a duplicate Smart Window. SmartMarks opens a duplicate of the main window on the desktop. To arrange multiple windows, hold down the left-mouse button over the title bar of the first window and drag it into place. You can use <u>drag and drop</u> to accomplish tasks within the SmartMarks window, or between multiple windows. For more information about using multiple windows, refer to <u>Customizing SmartMarks</u>.

Managing the Web Monitor on the Desktop

Toggle <u>View | Web Monitor</u> to display or hide this view. A check-mark next to this command indicates an active view.

Press Detach to run the Web Monitor grid separately.

Press Reattach to run the Web Monitor grid in the Smart Window.

SmartMarks Views

Desktop Toolbar Keys Icons

Netscape SmartMarks uses views of your bookmark system to provide you with the intuitive tools you need to organize your World Wide Web time.

What Are Views?

You can use views to archive bookmarks in a familiar folder tree, place new and frequently accessed links into the Netscape Navigator bookmarks menu, monitor documents for changes and conduct powerful searches across the World Wide Web.

Views are a way of looking at your bookmark system. SmartMarks organizes views according to type and status -- established links are placed into a folder tree, new or frequently-used links can be accessed from Navigator or from within the folder tree, changed links are flagged and an item for each change is added to a monitor view.



Folder Viewer

The Folder viewer appears in the Smart Window, with the Bookmark Menu and Web Monitor views represented as icons in the folder tree. You can choose the Bookmarks | File SmartMark from Navigator to file a new bookmark into a selected folder to file bookmarks with smart information.



Bookmark Menu

The Bookmark Menu displays bookmarks you have chosen for quick and easy access using the enhanced menu in Navigator. You can use the Add SmartMark command to add new bookmarks to the Bookmark Menu without filing them. You can return to file them or remove them from the enhanced menu at a later time.

You can view the Bookmark Menu contents just as you always have, from within Navigator, or from Bookmark Menu view in SmartMarks.



Web Monitor

SmartMarks gives you two views on monitored items--the *Monitored Items list* and the *Web Monitor viewer*. The Web Monitor viewer displays items from the monitoring list that have changed, or new or changed links from monitored items.



Monitored Items

When an item in the Monitored Items list changes, a change flag appears next to any instance of that bookmark in the folder grid. Changed bookmarks, and new or added links, are added to the Web Monitor viewer according to selected options.

Using Smart Finder as a view



Smart Finder

Smart Finder allows you to search your existing bookmarks or access the most popular World Wide Web search engines. You can locate Uniform Resource Locators, or URLs, anywhere on the Internet. Depending on the search engine you use, searches can run against the title, documents, URL or comments within a document.

Smart Finder appears when you press <u>Tools | Find</u> to conduct a search. You can search by any of the fields in your folder system or by one of four major World Wide Web search engines--<u>Yahoo</u>, <u>Lycos</u>, <u>Web Crawler</u> or <u>Infoseek</u>.

For more about building searches using Smart Finder, see <u>Searching the Internet</u> and <u>Searching</u> <u>Folders for Bookmarks</u>.

Desktop Icons

Desktop <u>Views</u>

Toolbar Keys

The following icons appear in the SmartMarks folder tree:

lcon	Explanation
۲	Indicates a closed folder.
Ŷ	Indicates an open folder.
ф	Indicates an expandable branch of the tree.
-	Indicates a collapsible branch of the tree.
₽ . ~~	Indicates the Bookmark Menu list. Indicates the Monitored Items list.
×	Indicates a bookmark item.

Speed Keys

Desktop <u>Views</u>

Netscape SmartMarks follows Microsoft Windows conventions for navigating the desktop using the keyboard. Speed Keys allow you to accelerate commands from your keyboard. In addition, SmartMarks provides its own set of shortcuts via the keyboard.

Icons

<u>Toolbar</u>

Standard Windows Shortcuts

To access menu commands using standard Windows conventions, press **ALT** + the underlined letter for the menu, then the underlined letter for the command.

For instance, if you press ALT + F, the File menu drops down. From there, you can access the command you want to execute by pressing the underlined letter in the command item on the menu. To close SmartMarks, for example, you would press ALT + F + X.

Additional Speed Keys

Command	Speed Key
Clear Flags	F9
Update	F4
Properties	F7
Comments and Bulletins	Shift+F7
Send	F2
Select All	Ctrl+A
Details	F3
Next Flag	F11
Previous Flag	Shift+F11
New Window	Ctrl+W
Find	Ctrl+F
Refresh	F5
Goto Parent	Ctrl+F11

Toolbar

Desktop <u>Views</u> <u>Keys</u> <u>Icons</u>

Netscape SmartMarks provides easy Toolbar access to frequently used commands. For help recognizing icons, place your mouse cursor over the icon. A context-sensitive pop-up appears to display the icon name.

Toolbar icons

Explanation

Use <u>New Folder</u> to create a new folder in the current folder. This item appears grayed until you enter Folder view.



lcon

Use Monitor Changes to add selected items to the Monitored Items list.



Use <u>Clear Flags</u> to remove <u>change flags</u> from a selected item.



Use <u>Update</u> to refresh monitored or selected bookmarks.



Use <u>Properties</u> to display the <u>property</u> set for the selected item.



Use <u>Comments and Bulletins</u> to display or add <u>comments</u> for a selected item.

Use <u>Send</u> to send e-mail about selected bookmarks to another World Wide Web user. SmartMarks adds smart information about the bookmark to body of the e-mail message.

Use <u>Find</u> to launch the <u>Smart Finder</u> viewer for conducting searches against local folders and over the Internet.

Use <u>Smart Captions</u> to toggle the display of smart information associated with a folder or bookmark. With this option toggled on, hold your mouse cursor over any item in the view grid to display a caption.



Use <u>Help</u> to open this on-line Help file.

Use <u>Detach Web Monitor</u> to run the Web Monitor in a separate grid on your desktop. This icon is available only in the Web Monitor viewer.

Use <u>Reattach</u> to run the Web Monitor grid in the <u>Smart Window</u>. This icon is available only in the Web Monitor viewer.

Menus and Dialogs

Use the following list to access help topics about individual Netscape SmartMarks commands and dialog boxes. You can also access context-sensitive help from the help button within any SmartMarks dialog box.

<u>File Menu</u> is a reference to File menu commands.

Edit Menu is a reference to Edit menu commands.

<u>View Menu</u> is a reference to View menu commands.

<u>Tools Menu</u> is a reference to Tools menu commands.

Help Menu is a reference to Help menu commands.

<u>Dialogs</u> is a reference to additional SmartMarks dialog boxes.

This list displays the currently installed fonts. To change fonts type the name of an installed font in the text entry box or select from the list.

This list displays font styles, including Regular, Bold, Italic and Bold Italic.

This list displays the currently selected font size. To change font size enter a new number or select from the list.

This area previews the appearance of the current selection.

Use the Check for File Changes spin box to control the frequency with which checks for file updates.

Use the Flash Window check box to set a flash window as your notification alarm.

Use the Sound radio buttons to set a sound as your notification alarm. Choose None, Beep or Sound File. If you choose Sound File, you must name the file's data path. You must have a properly configured sound driver in order to use this feature.

This check box toggles the display of Hidden or System files.

This check box toggles prompting for file deletions. If you want to avoid deleting files accidentally, check this option.

This drop-down list determines the file types displayed in the Directory viewer. If you want to display only a subset of files in a directory, use a wildcard to enter a file name mask. For example, to display only executable program files, enter *.EXE.

This drop-down list shows all recipients of the current message.

This field displays the user ID of the message originator.

This field displays the message attachment, if one exists.

This button closes the dialog box.

This button launches the Viewer and loads the attached file.

This button launches the attached file in its associated application.

Press this button to view the Comments and Bulletins dialog box. You can also view file comments by pressing the Comments and Bulletins icon on the In Tray Toolbar.

This button opens the Instructions dialog box. You can also view file instructions by pressing the Instructions icon on the In Tray Toolbar.

This button opens the Notify dialog box, with the active message ready to be forwarded. To forward the active message choose one or more recipients.

This button opens the Notify dialog box, with the sender of the active message selected. To reply to the sender type in your message and choose OK.

This button opens the viewer and loads message attachment for the next file.

This button opens the viewer and loads the message attachment for the previous.

This button removes the notification message from the In Tray list.

Press this radio button to update Briefcase files from the network.

Press this radio button to update the network files from the files in your Briefcase.

Update both the Briefcase files and the network files.

Enter a word or phrase to search for in this text-entry box.

Check this box to make the search case-sensitive.

Press this button to find the next occurrence of the word or phrase.

This list displays all currently available projects. Project subscriptions are defined by the project originator.

There are two levels of project selection:

- A checkmark indicates a selected project will be opened when Open is chosen. Multiple projects may be opened at once.
 - A project highlighted in black will be opened on top in the Project viewer when Open is chosen. Once one or more projects has been selected, press Open.

Displays project details such as the default project directory and project description, or project status. Toggle the view button to switch between project details and status.

Toggle the View button to switch between displaying project details, such as project location and description, and status.

Enter the full DOS path and filename where you wish to save the document.

Enter the long filename you wish to save the file under. will display this name from all views.

Enter a description for the document you are saving. This description appears when you view properties for a file and is also displayed when you have Smart Captions turned on.

Press this button to add a comment to the Comments and Bulletins log. When you do so, the Add a Comment to the File dialog box appears. Enter your comment in the text area and press OK.

Select a folder from the File Into Folder list when you want to add the document to a current project folder.

Press this button to send notification about a new or updated document your changes to another user. When you do so, the Notify dialog box appears. From here you can browse a list of users to notify, type a notification message, send e-mail, add the notification to the Comments and Bulletins log, and assign a level of urgency with which the recipient should regard your message.

Check this box to add the document to your Quick List.

Check this box to save the document into the current default folder directory.

Check this box to save a link to the Internet Uniform Resource Locator (URL), or address.

Lists each bookmark instance that will be deleted. Choose Remove to take individual instances of a bookmark out of specific folders.

Displays the name for the selected bookmark or folder. Use this text-entry box to modify the bookmark or folder name.

Displays the current description for the selected bookmark or folder. Update the description by entering new text. This field allows up to 67 characters. Toggle <u>View | Details</u> or <u>View | Smart Captions</u> to display descriptions.

Displays the search keywords for the selected bookmark. Enter one or more search keywords. You can search by keyword strings at a later time using Smart Finder.

Press Clear Flags to remove update flags associated with the bookmark. Clear Flags is inactive when the selected item is not flagged.

Displays the data path and name for the selected bookmark.

Displays bookmark details, including bookmark size, last modification date and the user who modified the bookmark. To change the DOS name for the bookmark, enter the new name into the Short entry box.

Displays bookmark attributes such as whether the bookmark is read-only, hidden, archive or system. Check or uncheck the Attributes check boxes to modify bookmark attributes.

Displays the server name and share name for the bookmark. If the network drive is shared from the, this entry will display "C." Otherwise, the share name will be the directory on the network drive where sharing begins.

Press this button to display the Summary Info dialog box.

Displays the current bookmark status.

Displays the names of current subscribers to the bookmark.

Press this button to display the Changes dialog box.

Displays the selected directory default. Press the Browse button to change the default.

Displays the defined monitoring filter, if one has been defined.

Check this box to monitor bookmark additions within the directory.

Check this box to monitor all system and hidden bookmarks within the directory.

Choose always, never or prompt to control sub-directory monitoring.

Press this button to monitor a network directory other than the one currently selected ????.

Displays the database information about the remote document. Run an update on the selected bookmark to update this information.

Document Type	Displays the type of document, such as Standard or Search.
Last Modified	Displays the last time/date stamp for the remote document.
Size	Displays the file size of the remote document.

Displays the current monitoring status for the bookmark. You can check either box to initiate monitoring whenever you inspect bookmark properties, or choose <u>File | Monitor Changes</u> for a selected item.

Notify me

when this page changes	Check this box to monitor for remote document changes.
of added or changed links	Check this box to monitor for new or added links. An item for each new or
	changed link will appear in the Web Monitor each time a change occurs.

Displays the URL for the bookmark.

Displays the DOS path for a local copy where one exists.

Choose Narrow, Medium or Wide display.

Choose to display bookmark and directory names on a single line or on two lines of text.

Choose to display the <u>Font dialog box</u> to set font preferences for bookmark and directory tiles. You may select any installed font from this dialog box.

Displays a sample of the currently selected Tile font.

Choose one or more users from the To list box whom you want to notify about a new or updated bookmark. Choose SYSTEM from the list to notify all users.

Choose a priority level for the notification message. Where system bandwidth is a premium, this will determine how quickly a message is delivered. Typically, a message delivered to all users on a system would have a lower priority.

Check this box to append the notification message to the comment log displayed with bookmark.

Type the message in this text entry box.

Displays the contents of the Comments and Bulletins log for the current selection.

Enter new comments about the selected bookmark by typing or pasting from the Windows Clipboard.

Enter instructions you want to attach to the selected bookmark. Instructions can be exported to a bookmark for use by other SmartMarks users.

Enter the long name for the directory you want to create.

Enter the DOS name for the directory you want to create.

Displays the contents of the selected bookmark.

Press this button to search a text bookmark for a word or phrase. When you do so, the Find dialog box appears. Enter your search criteria and press Find Next to begin a search.

Press this button to open the document in its associated application.

Press this button to copy selected text to the Windows Clipboard.

Press this button to end your search.

Choose the item(s) you want to export. You can export the selected folder and its sub-folders, selections within a folder, or all folders in your catalog.

Check the boxes for exporting smart information from your catalog. You can export comments, keywords, and sub-folders.

Choose a directory and enter a name for the bookmark file. Press Browse to navigate to the desired directory.

SmartMarks supports exports to the HTML format only.

Enter the import file name in the text box or select it from the list.

Navigate to the directory where the import file resides. Navigate to the drive where the import file resides. SmartMarks supports the import of files in the HTML format only. Press Network to attach to a network drive using your network software.

Choose a priority level from the drop-down list.

Assign the bookmark to another user.

Enter a comment in the text entry box.

Assign a due date to the bookmark.

Press this button to access the Notify dialog box. From here you can choose a user or users to Notify about the check-in.

Press this icon to cut text to the Windows Clipboard.

Press this icon to copy text to the Windows Clipboard.

Press this icon to paste text from the Windows Clipboard.

Anytext waiting for explanation. Anytext waiting for explanation. Anytext waiting for explanation.

OLD OPTIONS APPEAR ABOVE, NEW OPTIONS AS OF 5/10/95 BELOW:

Current Font, Long Names, Vert Grid are blown out, Default Comms may come back in Open With section below. NO verification of permissions, Folder Update Intervals may reappear on a seventh card called Agent.

Choose a tile size from narrow, medium or wide.

Choose to display tile text on one or two lines of text.

Press Font to access the Font dialog box. From here you can set the font you want to use for the display.

Use Open With Menu Options to configure applications for use with File | Open With. Enter the name of the application in the Menu Name box and the DOS path in the Path box.

Press Browse it to use the Select an Executable File dialog box to navigate to the executable you want to configure.

Check this box to automatically launch the Web Monitor when change notifications arrive. Change Flags still active as of 5/15/95

Toggle this button to disable the exit prompt.

Toggle folder confirmations for clearing change flags and folder deletions.

Toggle confirmations for bookmark and folder deletions.

Check this box to receive notification messages via your e-mail client.

Check this box to receive notification messages via the In Tray.

Check this box to disable receiving notification messages.

Check this option to include descriptions in a notification message.

Check this option to include instructions in a notification message.

Check this option to include comments in a notification message.

Check this box to use Microsoft Mail or another MAPI-compliant e-mail client. Check this box to use Lotus cc:Mail or another VIM-compliant e-mail client. Check this box to disable receiving notifications via e-mail.

Displays the current user login. Displays the long name user ID for the current user login. Displays a description of the current user ID. Displays the e-mail ID for the current user. Displays the last login time/date stamp for the current user.

Check or uncheck this box to toggle manual updating of bookmarks. To manually update monitored

items, choose <u>View | Refresh</u> while <u>Web Monitor</u> view is active. You can also update selected items in any view by choosing <u>File | Update</u>.

Check or uncheck this box to toggle automatic updating of monitored bookmarks at specified intervals. Use the spin buttons to choose an interval.

Check or uncheck this box to toggle automatic updating of monitored bookmarks at program start-up.

Check this box to receive a prompt before updates your bookmarks.

New Bookmarks

Check this button to add World Wide Web bookmarks to a folder of your choice. Press Browse to select a folder from the <u>Select a Smart Folder dialog box</u>.

Check this button to add World Wide Web bookmarks to your Quick List.

Check this box to receive notification before an automatic update begins. You can always choose not to update your bookmarks at that time.

Netscape Navigator Browser

Enter the DOS path for the Netscape Navigator browser.

Press Browse to navigate to the location of Netscape Navigator if you installed it somewhere other than the default path. If you move Netscape Navigator after installing SmartMarks, you will need to update the Netscape Navigator Browser path here.

The Netscape Navigator module name is entered here.

Check Auto+File on Save As to invoke the Save As dialog box for all files saves. Using this dialog box, you can add smart information to documents as you go.

Check Auto+File on Open to invoke the Open dialog box for all opens. Using this dialog box, you can add smart information to documents as you go.

Enter the catalog path and name, or, press Browse 🙋 to navigate.

Press Browse to navigate to the location of the file catalog you want to access.

THIS SECTION NOW REPRESENTS PREFERENCES | MONITOR TAB

This list displays items currently being monitored.

This spin box controls the frequency of Quick List updates.

This button removes a selection from the monitoring list.

Choose Flash Window or Beep as the alert method for changes to your Quick List.

Check each folder you want to display in the Smart Window tree. Uncheck folders whose display you want to suppress.

Choose Folders, All Folders, Internet-Yahoo, Internet-Lycos, Internet-Web Crawler or Internet-Infoseek from the drop-down list.

Choose the type of field you want to search. Your options vary according to whether you're searching folder contents or the World Wide Web.

Select a Search Field. Your choices vary according to the search type.

Choose a comparison operator. For instance, choosing Name as a search field allows the following operators: Contains, Is, Starts With or Ends With.

Use this box to enter a search value. Type the word or phrase you want to search.

Press Search to begin a search and Stop to interrupt a search.

Press Fewer Searches to remove search criteria from an existing construct.

Press More Searches to add additional search criteria.



Related Topics Other Views

Netscape SmartMarks supports local and World Wide Web searching through the Smart Finder interface. You can easily search the Internet for favorite topics against the most popular search engines--<u>Yahoo</u>, <u>WebCrawler</u>, <u>Lycos</u> and <u>Infoseek</u>.

To begin your search using Smart Finder, choose Tools | Find.

Search results can be saved as bookmarks and monitored for changes just as any other valid Internet <u>URL</u>. The Smart Finder viewer gives you the power to easily build both simple and more complex searches.

As with any SmartMarks view, you can customize the display, access menu commands and action menus right from within Smart Finder. Local search results are displayed in the Smart Finder window. Internet search results are displayed in your Netscape Navigator.

Local searching

You can run local searches against your catalog using names, descriptions, or keywords. When SmartMarks displays the results for a local search in its grid, you can <u>drag and drop</u> files to other views, and assign smart information such as long names and keywords.

Building Search Statements

You can build local and Internet searches using the simple form in Smart Finder, using plain English. The search selection construct you build is very much like a regular sentence. Just choose the Search facility from the drop-down list, type in one or more search terms and you're ready to go.

A simple search construct contains one clause that specifies the target (either a folder or Internet search engine) and contains a *search type*, a *comparison operator*, and a *search string*. Searching the Internet you can build complex search statements that contain multiple search clauses.

For more information about using Smart Finder, see <u>Searching the Internet</u>. For more information about local searching, see <u>Searching Folders for Bookmarks</u>.

Related Topics

<u>Searching the Internet</u> <u>Searching Folders for Bookmarks</u>

Other Views

Folder Viewer Bookmark Menu Monitored Items Web Monitor

Searc	h Fields	Available Constructs						
Folde	Folders or All-folders							
Search Field		Name, Description, Comments and Bulletins or Keywords						
Comp	parison Operators	Contains or Matches, With, And, Or and Substring						
Interr	net-Yahoo							
Search Field		Contents, Title, URL or Comments and Bulletins						
Comparison OperatorsContains, Matches, With, And, Or and Substring								
Internet-Lycos								
Search Field		Contents						
	Strings that Contains							
	With the Or operator							
5 WebCrawler - In the Contents field		Contents field						
	Strings that Contains							
	With the And operator							
6	Infoseek - In the Con	tents field						

Strings that Contains and Matches

With the And, Or & But_Not operators

When SmartMarks displays the results for a folder search, you can <u>drag and drop</u> files to other views, and assign smart information such as long names and keywords.

When you choose to conduct a World Wide Web search, SmartMarks launches Netscape Navigator, and connects you to the search facility of your choice. Your search results are displayed in Netscape Navigator just as if you started the search from there.