



## Introduction

**DON'T PUT THIS MANUAL ON YOUR SHELF!**

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

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

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

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

# The NOTE



## The Note is the most basic element of WebArranger.

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



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



### NOTE TYPES

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

#### URL

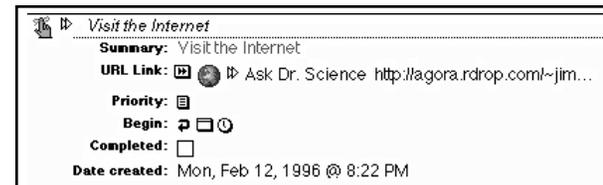
The URL Note stores an Internet address. URL is the abbreviation for Universal Resource Locator.



#### To Do

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

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





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

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

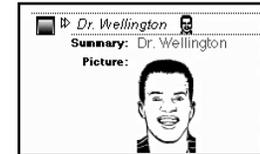
### Heading

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



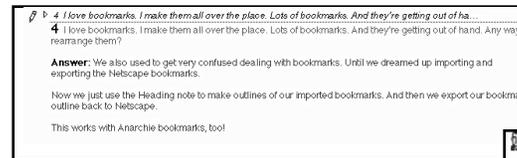
### Picture

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



### Memo

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



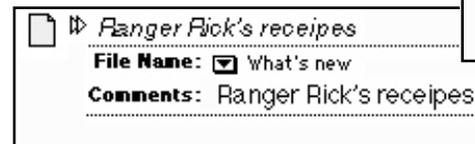
### People

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



### File

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



# The PAGE



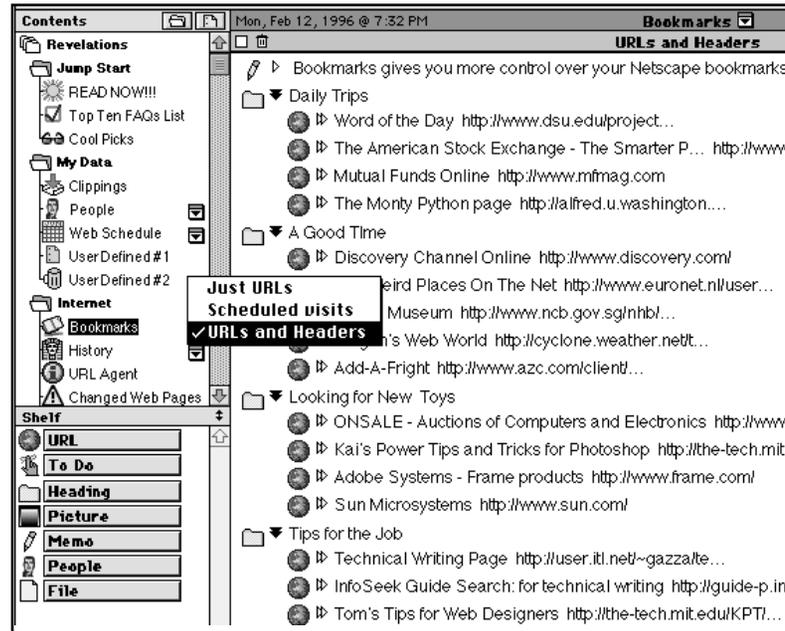
## The Page is where your Notes are arranged.

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

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

You can look at your information differently through Views. The available Views of each Page are displayed in drop-down lists beside the Page Name and beside the Topic Name.

WebArranger ships with predefined Views you may find helpful. You can also create more Views. See the Cool Tricks section at the back of this guide for tips about WebArranger’s customizable Views.





# The CONTENTS

## The Contents is an outline of Folders and Topics.

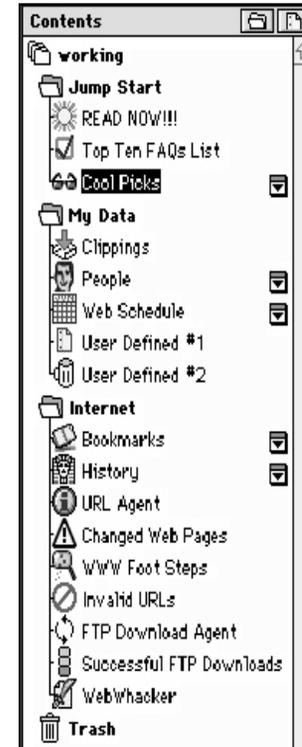
The Contents displays an outlined list of the Folders and Topics. To navigate to any Topic or Folder, just click its icon in the Contents area of the screen.

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

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

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

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



## The SHELF



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

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

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





## The DOCUMENT

### The Document is the “master” file type of WebArranger.

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

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

## NAVIGATION



### Navigation in WebArranger is smart, but a bit different.

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

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

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

- If it is a double arrow, there are clones of this Note in the Document. A clone is a replica of a Note.
- When the arrow is solid, there are Sub-Notes to the Note. To show and hide the Sub-Notes, click the arrow. See the Cool Tricks section of this guide for more information about Clones and Sub-Notes.

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



# Cool TRICKS

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

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

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

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

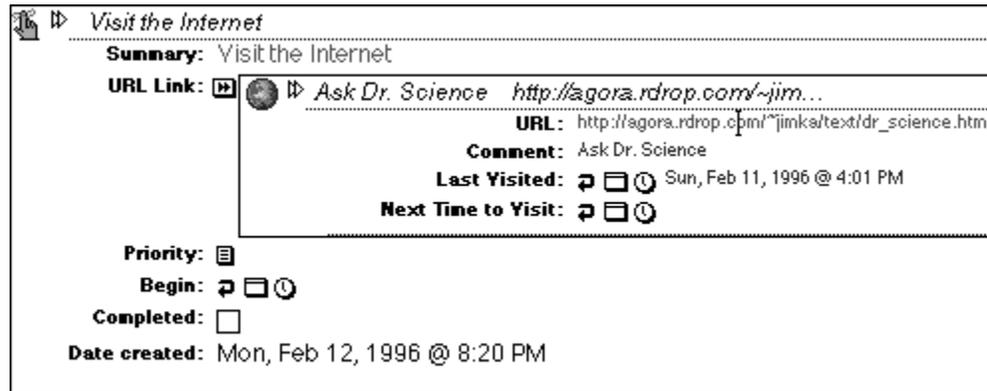
This is very handy for cruising directly to a Web page from WebArranger!

For example:

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

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

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



# Cool TRICKS



## 2 Internet Power Tools

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

### Launch URL

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

### Housekeeping

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

### Agents

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

### Start WWW Foot Steps

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

### Import/Export

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

### Internet Apps

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

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



## 3 Customize Your Stuff

### Make some Topics of your own!

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

To change the new Topic's icon:

- Select Topic Settings in the Topics menu.
- Click the icon button and look through the icon library.
- Select one and click OK.

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

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

- For example: You have an interest in politics.
- You name the **User Defined** Topic Politics.
- Click the Cool Picks Topic.
- Drag the icon of the Heading Note called Politics to your new Politics Topic.
- All the sub-notes to the Heading come with it!
- It's that simple.
- If you want to add some news sources to your Politics Topic, drag-n-drop URL Notes from News Sources to the Politics icon. You can put additional People in Politics with their E-mail addresses too.

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

## 4 Grab Stuff Anywhere, Any Time!

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

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

1. Select what you want to grab, like a URL, text on a Web site, a piece of a Microsoft® Word document, an image in Adobe Photoshop™, or an E-mail message.
2. Press your Grabber hot key and *voila!* The Grabber puts a Memo Note or a URL Note in the Clipping Topic in the My Data Folder.

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

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

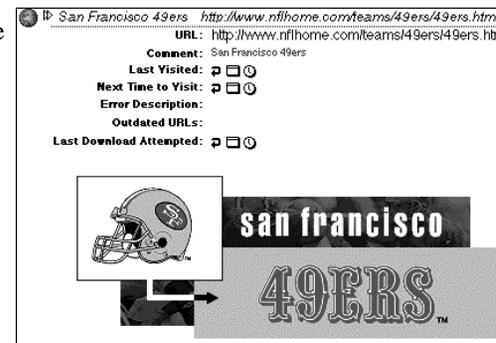
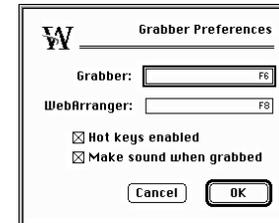
Cut, Copy and Paste work too! You can cut or copy any information from anywhere and paste it into a new Note. This can be especially handy for organizing new Web sites as you find them. Highlight the URL, copy it, go to WebArranger, select a new URL Note, and paste the URL. You can then title the Web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

### QuicKeys®

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

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

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

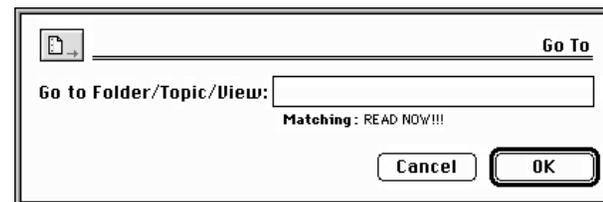


# 5 Do it Fast ... with Hot Keys!

**⌘ - F** — WebArranger’s quick Find feature locates any text string in any Note throughout a Document.

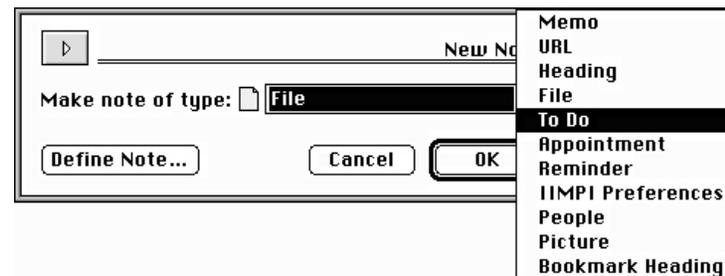
**⌘ - J** — Navigate from Topic to Topic, Folder to Folder, or to another View FAST with the Go To hot key.

Go To’s incredible *type ahead* feature recognizes your existing lists of Topics and Views in your Document. Just begin to type, and as soon as the characters match something in your Document, the whole name displays. Usually, one or two letters will do it!



**⌘ - N** — Create a new Note, anywhere, any time in WebArranger. The new Note dialog also features the same *type ahead* feature. The dialog also offers a pull-down menu of your Note types.

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



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

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

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

## CLONES

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

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

- Hold the Option key down while you drag the Note from the Page over to one of the Topics.
- Do the same for the other Topic.
- You've just made clones!
- If you make a change to the cloned Note in the Software News Topic, the change is reflected in the Cool Sites Topic and in the Plug-in Development Topic.
- This is a very good use of your time.



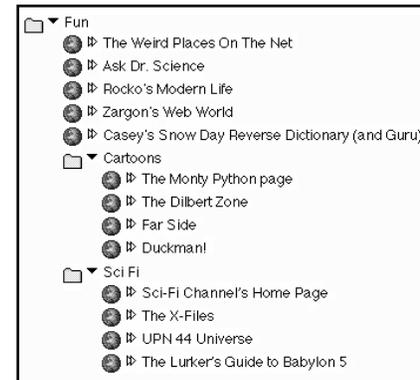
## SUB-NOTES

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

### Outlining

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

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



## Cool TRICKS



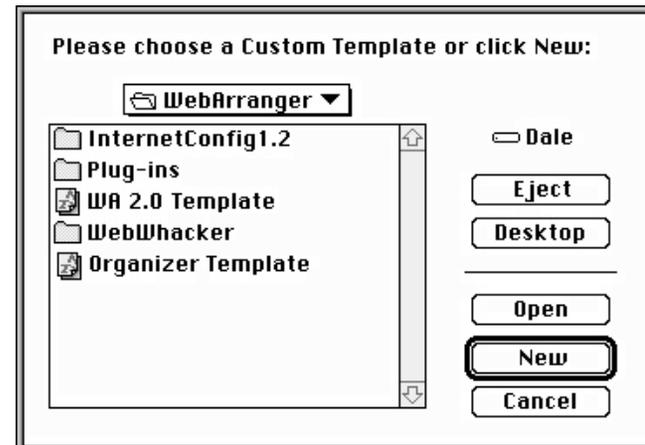
# 7 Merge Personal Information with Your Internet Information!

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

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

### TO USE THE ORGANIZER FOLDER:

1. Select New in the File menu.
2. Select the Organizer Template and click Open.
3. Copy the Organizer Folder from the Organizer Template onto your Contents. To copy it, hold the Option key while you drag the Folder. (It's possible to drag-n-drop items between two open Documents in WebArranger.)
4. Close the Organizer Template.





## THE SCHEDULE TOPIC

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

To combine the two:

1. Make a backup copy of your Web Schedule Topic. Save your Document in TAIL format, then make a copy of the TAIL file.
2. Open the Web Schedule Topic.
3. Click the tiny white box in the upper left corner of the Page. This displays the Notes in a View that is a simple list, instead of a calendar.
4. Press  $\text{⌘} - A$  to select all the Web Schedule Notes at once.
5. Drag the Notes to the Schedule Topic in the Organizer Folder.

## NEW NOTE TYPES

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

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

1:00 PM	☞ Dr. Science <a href="http://sgora.rd...">http://sgora.rd...</a> Fri, Feb 9, 1996 ...
1:30	☞ The Dilbert Zone <a href="http://www.un...">http://www.un...</a> Fri, Feb 9, 1996 ...
2:00 PM	
2:30	
3:00 PM	
3:30	
4:00 PM	
4:30	☞ Pick up photos Sun, Feb 11, 199...
5:00 PM	
5:30	
6:00 PM	
6:30	
7:00 PM	<b>Web Schedule:Today</b>
7:30	
8:00 PM	☞ <i>Dinner with Jill</i>
8:30	<b>Summary:</b> Dinner with Jill
9:00 PM	<b>Who:</b> ☐
9:30	<b>Category:</b> ☐
10:00 PM	<b>Where:</b> ☐ Bob & Iris's Drop Dead Cafe
10:30	<b>Comments:</b> take photos
11:00 PM	<b>Begin:</b> ☞ ☐ ☐ Sun, Feb 11, 1996 @ 7:00 PM
11:30	<b>End:</b> ☞ ☐ ☐

## 8 Customize Your Notes — Browse the Note Catalog

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

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

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

1. Select Note Catalog in the Notes menu.
2. Drag the Note type you want to the Shelf.

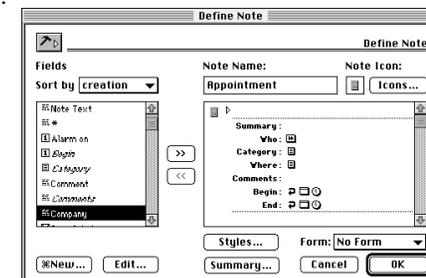
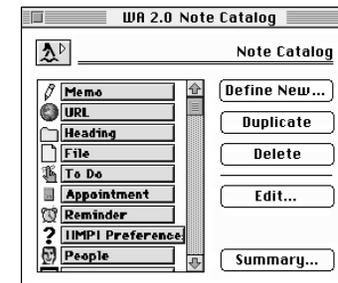
To remove a Note type from the Shelf:

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

To change the fields in a Note type:

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

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





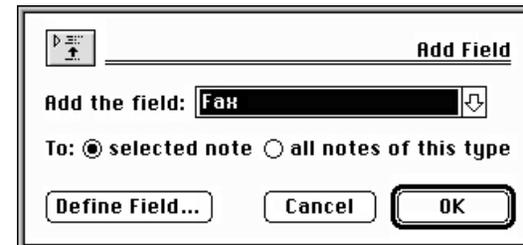
3. Select the field you want to remove and click the << button.

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

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

To edit just one specific Note:

1. Open the Note.
2. Select Add Field or Remove Field in the Notes menu.
3. Type the field or select it from the drop-down list in the Add Field dialog.
4. Click OK.



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

## Cool TRICKS

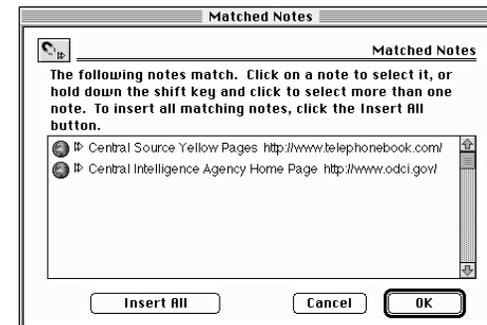


# 9 The Gather Command — WebArranger's Query-by-Example

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

To use Gather:

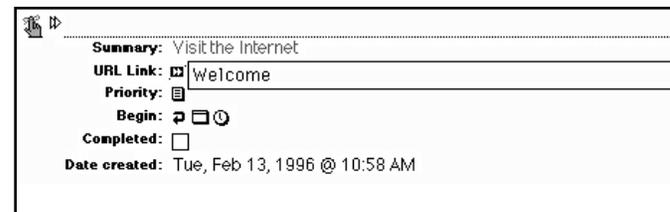
1. Open the Topic into which you want to put the gathered Notes.
2. Create a Note type like the one you want to find.
3. Fill in the appropriate fields with text strings to match what you're seeking.
4. Press  $\mathfrak{G}$  - M to activate Gather.
5. WebArranger finds the Note and places a clone of it in the Topic.
6. The Matched Notes dialog displays when more than one Note is located. Select one or more Notes to insert.



### Gather works with To Do Notes too! For example:

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

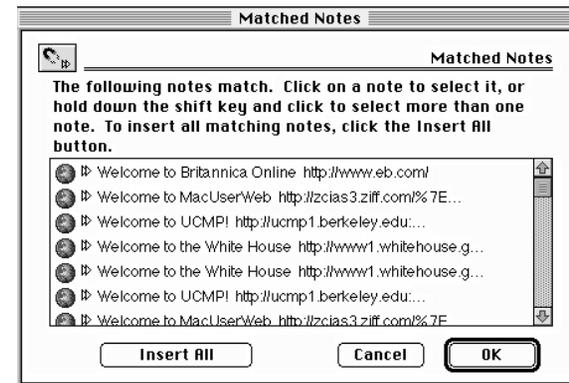
1. Create a To Do Note.
2. Click the field **URL Link**.





# Cool TRICKS

3. Type **Welcome** and press Return.
4. Press **⌘-M** to activate the Gather command. WebArranger promptly displays a list of URLs that have Welcome in the Comment field.
5. Select the URL you want. A box displays around it. Click OK.
6. The URL is linked to the To Do Note. Cool.



# 10 A Room with a View

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

WebArranger ships with three Views: Basic, Table and Calendar. Some Topics are shipped with Views created for you — People, Web Schedule, Bookmarks, and History. A Topic has more than one View if there is an arrow on the right, beside the Topic's name in Contents. Click the arrow for a drop-down list of the Views.

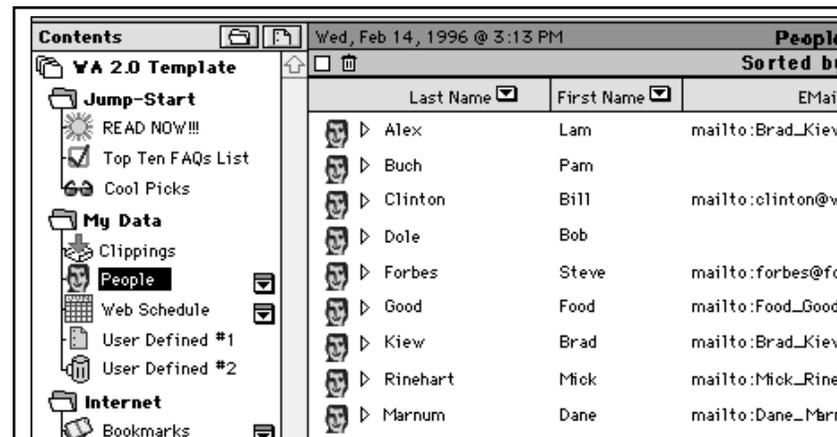
**Basic View** — This is the generic View of your Notes. The Notes are displayed in a list format. The Filter and Sort commands in the Views menu let you rearrange the list according to Note types and field contents. See the Help Document.

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

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

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

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





## Cool TRICKS

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

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



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

**Cool TRICKS**



# And . . . There Are More Tricks Ahead!

## **WebArranger offers opportunities for third parties to develop vertical applications!**

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

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

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

