









{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}

Contents

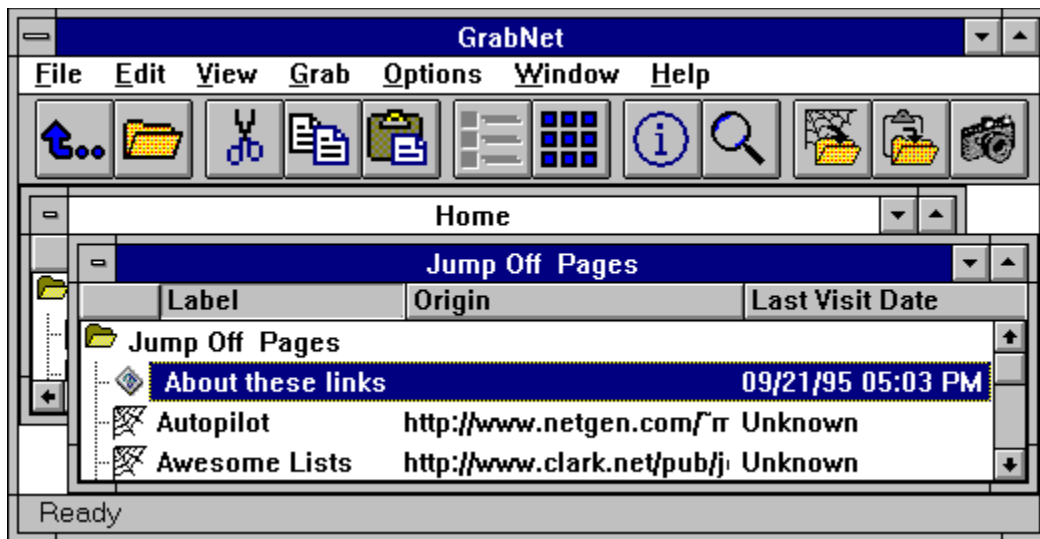
Welcome to **GrabNet 2.0**, a tool designed to easily collect and organize information while browsing the Internet. This help file contains information and instructions concerning all of the **GrabNet** features.

Select one of the items below to learn more about **GrabNet 2.0**.

-  Getting Started
-  Toolbar and Palette Icons
-  Grabbing Data
-  Working with Objects
-  Editing Objects
-  Working with Folders
-  Working with Windows
-  Menu Commands



Notice how the Folder windows are resized and cascaded.



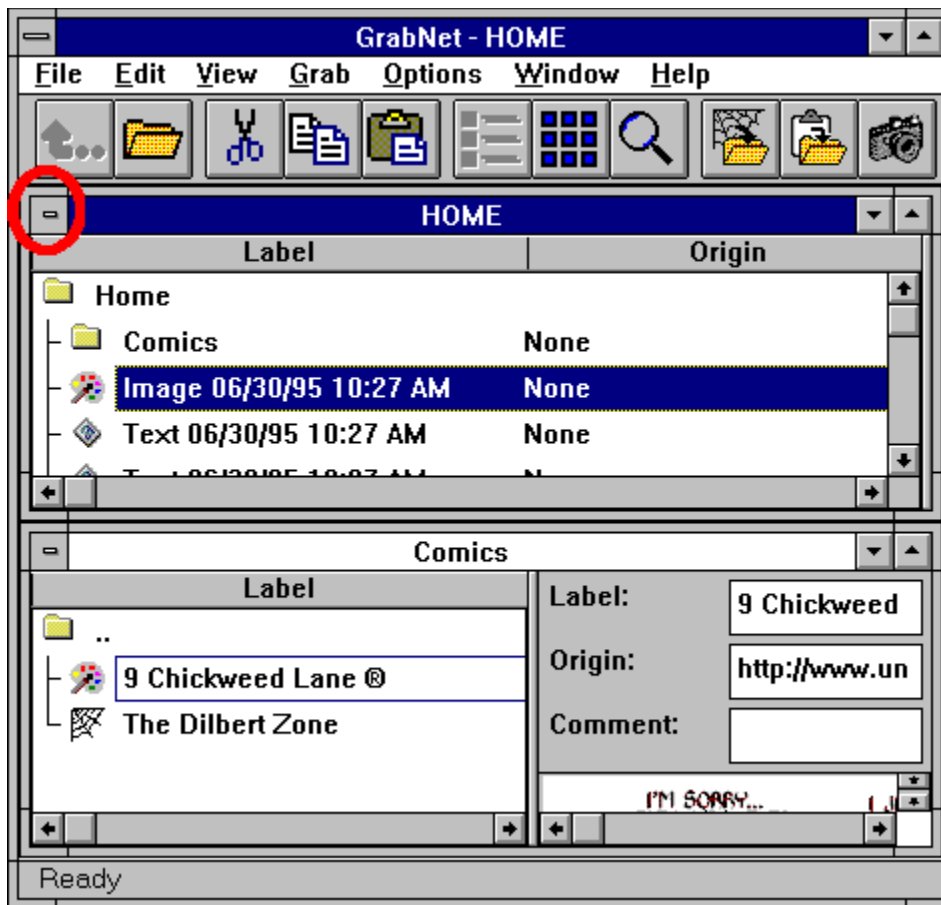
{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}

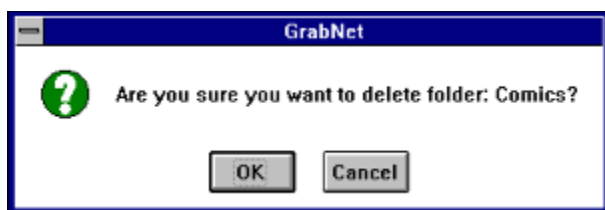
Configuring GrabNet

When you double-click on a **GrabNet** object (such as a URL, image or text object), **GrabNet** will send the object's URL to the Web browser so you can see the page from where the object was grabbed.

To tell **GrabNet** the location of the Web browser, use the **Preferences...** option from the **Options** menu. On the Preferences dialog, click on the **Browse...** button. You will see the standard file selection dialog. Navigate to the Web browser directory and select the executable program file. Select OK twice.

Notice the Control-menu box in the upper-left corner of the folder window.







Drag and Drop

You can use Drag and Drop in several different ways to make the manipulation of **GrabNet** objects very easy and intuitive.

You can create a URL object in **GrabNet** by dragging a page link URL directly from the Web browser to the desired **GrabNet** folder.

You can move objects, including folders, to a different folder by dragging them to the new location.

You can copy objects, including folders, to a different folder by holding down the **Ctrl** key while dragging them to the new location.

You can move objects to a different location within the same folder by dragging them to the new location. This will work only if you have selected **View / By User Defined Order**.

Drag and Drop To and From Other Applications

You can move **GrabNet** objects to and from other applications that support drag & drop. Some applications which support drag & drop include Web browsers (like Netscape) and word processors (like Word 6.0). This can be useful when sharing **GrabNet** objects with other users.

These objects can then be dropped back into any **GrabNet** application window so it can be used by (another) **GrabNet**. For more information on dragging and dropping **GrabNet** objects, refer to [Drag and Drop](#).

Edit / Clear

The **Clear** option on the **Edit** menu allows you remove multiple **GrabNet** objects, including folders. It can also be used to remove text from an object's properties. You can also clear the selected objects or text by pressing the **Delete** key.

For more information on how to remove multiple objects, refer to [How do I Clear Multiple Objects?](#) For more information on how to use this menu option when modifying an object's properties, refer to [Editing Object Properties](#).

The **Edit / Clear** command does not place the deleted items or text in the Clipboard, so they cannot be pasted with the **Paste** command.



Edit / Copy

The **Copy** option on the **Edit** menu allows you duplicate a single URL object, a text object or an image object. This option can also be used to copy text from an object's properties. Multiple objects and folders cannot be copied.



You can also copy the selected text or object by selecting the Copy icon on the **GrabNet** Toolbar, or by pressing **Ctrl+C**.

For more information on how to copy an object, refer to How do I Copy an Object? For more information on how to use this menu option when modifying an object's properties, refer to Editing Object Properties.

When you use the **Edit / Copy** command to copy a **GrabNet** object, that object can be pasted into the same or different folder using the **Edit / Paste** command. For more information, refer to How do I Paste an Object?



Edit / Cut

The **Cut** option on the **Edit** menu allows you delete a single URL object, a text object or an image object. This option can also be used to remove text from an object's properties. Multiple objects and folders cannot be cut.



You can also cut the selected object or text by selecting the Cut icon on the **GrabNet** Toolbar, or by pressing **Ctrl+X**.

For more information on how to cut an object, refer to [How do I Delete an Object?](#) For more information on how to use this menu option when modifying an object's properties, refer to [Editing Object Properties](#).

To delete a folder, refer to [How do I Delete a Folder?](#)

To remove multiple objects, refer to [How do I Clear Multiple Objects?](#)

When you use the **Edit / Cut** command to delete a **GrabNet** object, that object can be pasted into the same or different folder using the **Edit / Paste** command. For more information, refer to [How do I Paste an Object?](#)



Edit / Paste

The **Paste** option on the **Edit** menu allows you paste a single URL object, a text object or an image object into the current folder. This option can also be used to paste text into an object's properties. Multiple objects and folder objects cannot be pasted.



You can also paste the selected object or text by selecting the Paste icon on the **GrabNet Toolbar**, or by pressing **Ctrl+V**.

For more information on how to paste a object, refer to [How do I paste an object?](#) For more information on how to use this menu option when modifying an object's properties, refer to [Editing Object Properties](#).

You can paste a **GrabNet** object that was cut or copied with the **Edit / Cut** or **Edit / Copy** commands. For more information, refer to [How do I Delete an Object?](#) and [How do I Copy an Object?](#)

Edit / Paste Into

The **Paste Into** option on the **Edit** menu allows you paste text or an image into the selected **GrabNet** object. This is an easy way to change a **GrabNet** object from one type (URL, text or image) into another.

If you have text or an image in the Windows Clipboard, this menu option will paste the text or image into the selected **GrabNet** object, changing it into a text or image object, respectively.

If you copy a **GrabNet** object, this menu option will make the selected **GrabNet** object the same type (URL, text or image) as the original. This menu option will not change the object's Label, Origin or Comments.

For more information on how to use this command, refer to [How do I Edit a Text Object?](#) and [How do I Edit an Image Object?](#)



Edit / Paste with URL

The **Paste with URL** option on the **Edit** menu allows you create a **GrabNet** object in the current folder while automatically attaching the URL from the current page of the Web browser.



You can also paste with the current URL by selecting the Clipboard-to-Folder icon on either the Toolbar or the Palette.

This menu option can also be used to create a URL object. If you copy a URL to the Windows clipboard, this menu option creates a URL object with no page title.

For more information on how to use this menu option, refer to How do I Grab a Page Link URL? and How do I Grab Text?

Edit / Select All

The **Select All** option on the **Edit** menu allows you select all objects in the current folder. For more information, refer to [How do I Select Multiple Objects?](#)

This menu option can also be used to select the contents of the entire field when editing an object's properties using the **Options / Properties...** command. For more information, refer to [Editing Object Properties](#).

***{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}
Edit Menu***

Cut

Copy

Paste

Paste Into

Paste with URL

Clear

Select All



Editing Object Properties

There are three ways to display the properties of a **GrabNet** object. The first two ways also allow you to edit the object properties.

1. Select **Properties...** from the **Options** menu. This will display the Properties dialog. Using this dialog is the best way to do major editing, especially when entering comments.



2. Use the Information icon on the **GrabNet Toolbar** to display the Properties Bar. You can use the Properties Bar to easily edit the object's Label, Origin and Comment fields.



3. Use the List icon on the **GrabNet Toolbar** to display the Label, Origin and Last Visit fields in the **GrabNet** Catalog. If necessary, select the Magnifying Glass icon to remove the Viewer from the Window to see all columns without scrolling. The information cannot be modified from this list.



Editing Objects

How do I Edit Object Properties?

How do I Edit a URL Object?

How do I Edit a Text Object?

How do I Edit an Image Object?

How do I Edit a Folder?



Editing an Object

The information contained in a **GrabNet** object can always be changed. Click on each of the links below:

[Editing Object Properties](#)

[Editing a URL Object](#)

[Editing a Text Object](#)

[Editing an Image Object](#)

[Editing a Folder](#)

Editing Object Properties

The Label, Origin and Comment of all **GrabNet** objects, including folders, can be modified. Follow these procedures to change one or more object properties.

1. Select the object. The object can be displayed in either List or Tile mode. Then edit the object's properties by selecting one of the methods below.



2. **View method:** Display the Viewer by selecting the Magnifying Glass icon. Change the Label, Origin and/or Comment as desired. You may cut, copy, paste or clear the text as needed. When you are finished editing, click on the same or another object in the folder to record your changes. Changes cannot be undone.

Properties method: Select **Options** from the **Properties** menu. You will then see the Properties dialog. Change the Label, Origin and/or Comment as desired. You may cut, copy, paste or clear the text as needed. To save your changes, select **OK**. To cancel your changes, select **Cancel**.

Editing a URL Object



The URL of a URL object can be changed by editing the Origin field as described in [Editing Object Properties](#). The Label and Comment can be changed in the same manner.

Editing a Text Object



The text data of a text object can be changed, as well as its Label, Origin and Comment.

To change the Label, Origin and/or Comment of a text object, follow the procedure in [Editing Object Properties](#).

To edit the text in a text object:

1. Hold down the **Shift** key while double-clicking on the text object. You can also select the text object and choose **Open Text** from the **File** menu, or press **Ctrl+O**. This will start Notepad and load the text.
2. Edit the text using Notepad. When you are finished editing, save your changes and quit Notepad. This will update the text object in **GrabNet**.
3. If you have the Viewer displayed, the text will be updated when you select another object then select the text object again.

Editing an Image Object

All image objects are stored in BMP format. The image data of an image object can be changed, as well as its Label, Origin and Comment.

To change the Label, Origin and/or Comment of a text object, follow the procedure in [Editing Object Properties](#).

To edit the image in an image object:

1. Hold down the **Shift** key while double-clicking on the image object. You can also select the image object and choose **Open** from the **File** menu. This will start Paintbrush and load the image.
2. Edit the image using Paintbrush. When you are finished editing, save your changes and quit Paintbrush. This will update the image object in **GrabNet**.
3. If you have the Viewer displayed, the image will be updated when you select another object then select the image object again.

Editing a folder

The folder Label and Comment can be changed as described in [Editing Object Properties](#).

Example of an image object in GrabNet:



OK

Cancel

Network...

☒ Include Comments

☒ Include Text

☒ Expand Folders

Export **GrabNet** Objects as HTML

Now you can create Web pages in HTML format from your **GrabNet** objects. Those pages will include the page title, URL and optional text from **GrabNet**. For more information, refer to [Export HTML](#).

Open

File Name:

*.htm

Directories:

c:\grabnet2

c:\

grabnet2

gn20b4

home

List Files of Type:

HTML files (*.htm)

Drives:

c: ms-dos_6

OK

Cancel

Network...

☒ Include Comments

☒ Include Text

☒ Expand Folders

☒ Launch after export

File / Close

The **Close** option on the **File** menu allows you to close the current **GrabNet** window. You can also press **Ctrl+W**, or click on the Control-menu box in the upper-left corner of the window. Do not select the Control-menu box in the upper-left corner of **GrabNet**, as this will quit **GrabNet**.

To learn more about opening and closing GrabNet windows, refer to [Working with Windows](#).

File / Exit

The **Exit** option on the **File** menu allows you quit **GrabNet**.

File / Export to HTML...

The **Export to HTML...** option on the **File** menu allows you to create a text file which contains all **GrabNet** objects in the current folder. This file is in HTML format, which can then be used to display on a Web page the locations you have grabbed and saved in **GrabNet**.

The following procedure describes how to export the current folder into an HTML coded text file.

1. Navigate to and select the folder you want to export. For more information on navigating in **GrabNet**, refer to [Moving Around in GrabNet](#).

2. Select **Export to HTML...** from the **File** menu. You will then see the [Export HTML](#) dialog box.

Use the standard file selection dialog to specify the file name and location of the exported text file. If you specify a filename which already exists, you will be prompted whether to replace the file or not.

The default location is the folder for the **GrabNet** application, which can be changed as necessary.

A comment can be added to any **GrabNet** object. If you want these comments to be in the exported text file, select [Include Comments](#).

If you want the text in the **GrabNet** text objects to be in the exported file, select [Include Text](#).

You can specify whether **GrabNet** will include subfolders when exporting the current folder. If you want to export all folders within the selected **GrabNet** folder, select [Expand Folders](#).

If you specify [Launch after export](#), **GrabNet** will make your Web browser the active application and have it display the text file that was just created.

Once you have specified all of the desired options, select **OK** and the HTML-formatted text file will be created. To cancel the export, select **Cancel**.



File / Go Up

The **Go Up** option on the **File** menu allows you to view the parent folder in the current window. You can also Go Up by pressing **Ctrl+P**.



This is the same as selecting the Up Arrow icon on the **GrabNet** Toolbar.

File / Import / Mosaic Hotlist...

The **Import / Mosaic Hotlist...** option on the **File** menu allows you to grab the bookmarks from the Mosaic browser and import them into **GrabNet** as folders and URL objects.

For instructions on importing bookmarks, refer to [Importing Bookmarks](#).

File / Import / Netscape Bookmarks...

The **Import / Netscape Bookmarks...** option on the **File** menu allows you to grab the bookmarks from the Netscape browser and import them into **GrabNet** as folders and URL objects.

For instructions on importing bookmarks, refer to [Importing Bookmarks](#).



File / New Folder...

The **New Folder...** option on the **File** menu allows you to create a new folder which can be used to organize the information collected using **GrabNet**.



You can also create a new folder by selecting the New Folder icon on the Toolbar, or by pressing **Ctrl+N**.

For instructions on creating a new folder, refer to [How do I Create a New Folder?](#)

File / New URL...

The **New URL...** option on the **File** menu allows you to manually create a new URL object. You can also create a new URL object pressing **Ctrl+L**.

When you select this option, you will see the New URL dialog. In this dialog you can enter the Label, Origin and Comment.

To create the URL object, select **OK**. To cancel the operation, select **Cancel**.

File / Open

The **Open** option on the **File** menu allows you to open the selected **GrabNet** object. You can also open the selected object pressing **Ctrl+O**.

This command changes depending upon which type of **GrabNet** object is selected. If more than one object is selected, the menu option is grayed out.

- ▶ If a URL object is selected, this command changes to **File / Open URL**. Choosing this command will make the Web browser the active application and have it display the page where you originally grabbed the object. This is the same as double-clicking on the URL object.
- ▶ If a text object is selected, this command changes to **File / Open Text**. Choosing this command will start the Text Editor program (usually Notepad) and display the text from the **GrabNet** object. For more information on editing a text object, refer to [How do I Edit a Text Object?](#)
- ▶ If an image object is selected, this command changes to **File / Open Image**. Choosing this command will start the Image Editor (usually Paintbrush) and display the image from the **GrabNet** object. For more information on editing a text object, refer to [How do I Edit an Image Object?](#)
- ▶ If a folder object is selected, this command changes to **File / Open Folder**. Choosing this command will display the contents of the selected folder in its own window. This is the same as Shift-double-clicking on the folder object.
- ▶ If all **GrabNet** windows are closed, this command changes to **File / Open GrabNet**. Choosing this command will display the contents of the **GrabNet** Home folder.

***{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}
File Menu***

New Folder...

New URL...

Open

Go Up

Close

Export to HTML...

Import / Netscape Bookmarks...

Import / Mosaic Hotlist...

Exit

{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp} Getting Started

Before you start working with **GrabNet 2.0**, there are a few things you should know:

New Features of **GrabNet 2.0**.

System Requirements.

Configuring **GrabNet** for use with your Web browser.

Importing Bookmarks into **GrabNet**.

Positioning **GrabNet**.

Moving Around in **GrabNet**.



Grab / Image

The **Image** option on the **Grab** menu grabs any portion of the Web page and places it in a **GrabNet** folder as an image object. For more information, refer to [How do I sweep an image?](#)



You can also create an image object by selecting the [Camera icon](#) on either the [Toolbar](#) or the [Palette](#).



Grab / URL

The **URL** option on the **Grab** menu grabs the current URL from the Web browser and places it in a **GrabNet** folder as a URL object. For more information, refer to [How do I grab the current URL?](#)



You can also grab the current URL by selecting the [Web-to-Folder icon](#) on either the [Toolbar](#) or the [Palette](#).

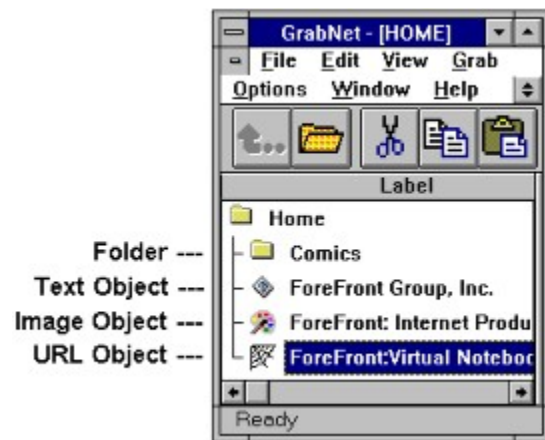
***{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}
Grab Menu***

Image

URL

Back
Forward
Open this Link (gnscreen.html)
Add Bookmark for this Link
New Window with this Link
Save this Link as...
Copy this Link Location
Image (none)
Save this Image as...
Copy this Image Location
Load this Image
Bookmarks ▶

These are all GrabNet objects:



{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}

Grabbing Data

GrabNet 2.0 allows you to easily collect and organize information while browsing the Internet. That information may consist of images, text or links to other Web pages.

The topics below show you how to grab information from your Web browser and place it into **GrabNet**.

How do I ...



Grab the Current URL?



Grab a Page Link URL?



Grab Text?



Sweep an Image?

Help / About GrabNet...

The **About GrabNet...** option on the **Help** menu displays the **GrabNet** version number and copyright information.

Help / Contents

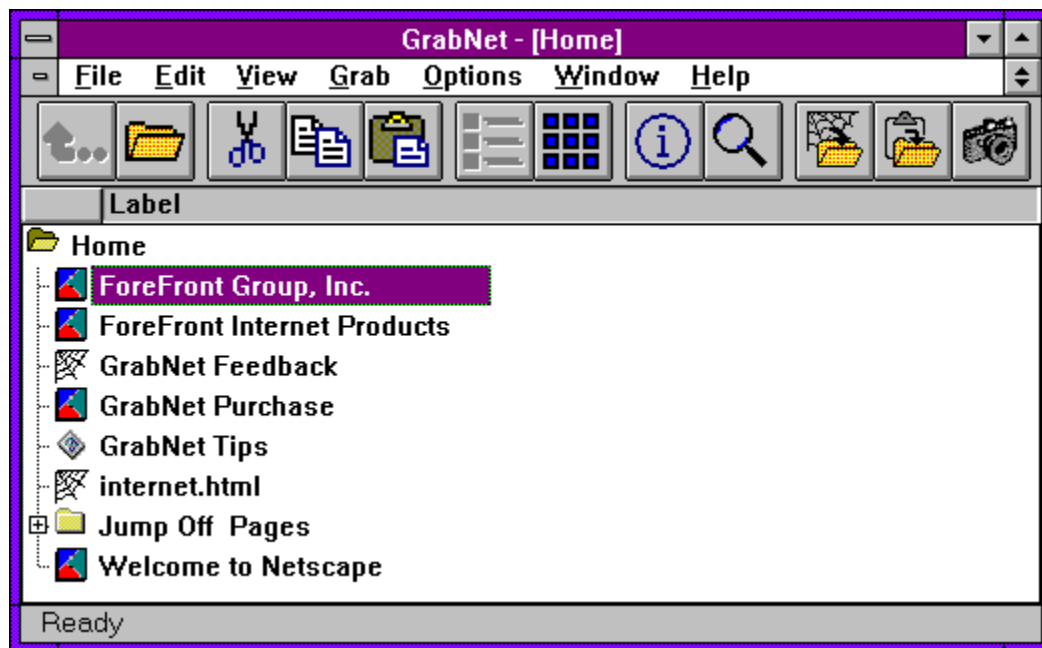
The **Contents** option on the **Help** menu displays this Help file. You can also display this Help file by pressing F1.

***{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}
Help Menu***

Contents

About GrabNet...

Notice how the Origin and Last Visit Date columns are not displayed when the **Hide Details** option on the **View** menu is selected.



Hide/Show and Resize Columns in List

You may hide or show the Origin and Last Visit Date columns in the List. You can also resize the columns directly from the List by dragging the lines between the column headings.

For more information on showing or hiding these columns, refer to **View / Hide Details**. For more information on changing the column sizes, refer to How do I Resize Columns in a Window?

Hierarchical List of Folders and Objects

The **GrabNet** window has been redesigned to make it look and act just like the Finder. Clicking on a folder triangle that is pointing to the right expands it and allows you to see its contents. Clicking on a folder triangle that is pointing down collapses its contents.

You may still double-click to navigate or tunnel into a folder in this window. Or you can hold down the Shift key and double-click on a folder to open a new window.

You may change these keystrokes by changing the Windows Preference from Browser-like to Finder-Like. For more information, refer to [Preferences](#).



How do I Clear Multiple Objects?

One or more **GrabNet** objects, including folders, can be permanently removed using the Clear command.

The Clear command does not place the objects on the Windows Clipboard, so they cannot be pasted using the Paste command.

1. Select the object or objects to be removed. For more information, refer to [Selecting Multiple Objects](#).
2. When all of the desired objects have been selected, remove the objects by selecting **Clear** from the **E**dit menu.

E dit	
C ut	Ctrl+X
C opy	Ctrl+C
P aste	Ctrl+V
Paste I nto	
Paste with U RL	
C lear	Del
S elect All	

You can also press the **Delete** key. The objects are removed from the folder, and the Windows Clipboard is not modified.



How do I Copy a Folder?

Folders can be copied to another location, just like other **GrabNet** objects. For more information, refer to [How do I Copy an Object?](#)

You can also copy a folder by holding down the **Ctrl** key while dragging it to a new location. For more information, refer to [Drag and Drop](#).



How do I Copy an Object?

All **GrabNet** objects, including folders, can be copied. An object that is copied can be pasted into the same or a different folder using the Paste command. Only one object at a time can be copied.

In addition to copying an object to the Clipboard using the procedure below, you can also copy an object directly to another location by holding down the **Ctrl** key while dragging the object to the new location. For more information, refer to Drag and Drop.

Copying the object can be accomplished three different ways. Once you have selected the desired object in the current **GrabNet** folder, you can:



a) select the Copy icon on the Toolbar,

Edit	
C <u>u</u> t	Ctrl+X
<u>C</u> opy	Ctrl+C
<u>P</u> aste	Ctrl+V
Paste <u>I</u> nto	
Paste with <u>U</u> RL	
<u>C</u> lear	Del
<u>S</u> elect All	

or b) select Copy from the **E**dit menu,

or c) press **Ctrl+C** on the keyboard.

You can now use the Paste command to paste the object into the same or a different folder.



How do I Create a New Folder?

Folders can be used to organize the information collected by **GrabNet**. The following procedures show you how to create a new folder.

1. Navigate to where you want the folder to be located. For more information on navigating within **GrabNet**, refer to [Moving Around in GrabNet](#).



2. Select the New Folder icon, or select **New Folder...** from the **File** menu. You can also press **Ctrl+N**.

Enter the name of the new folder in the [New Folder dialog](#). You can either accept the default name of "New Folder" or enter a different name.

The folder name can contain up to 31 characters. You can also enter a Comment at this time. Select **OK** to create the folder, or select **Cancel** to not create the folder.



How do I Create a URL Object?

The **New URL...** option on the **File** menu allows you to manually create a new URL object. You can also create a new URL object pressing **Ctrl+L**.

When you select this option, you will see the New URL dialog. In this dialog you can enter the Label, Origin and Comment.

To create the URL object, select **OK**. To cancel the operation, select **Cancel**



How do I Delete a Folder?

Any **GrabNet** folder can be deleted. If you delete a folder, all objects and folders within that folder are also deleted.

The following procedure shows you how to delete a folder.

1. Select the folder or folders to be deleted.
2. There are two different ways to remove the folder:



- a. Cut method: Select **Cut** from the **Edit** menu. You can also select the Cut icon or press **Ctrl+X**. Only one folder can be Cut at a time. You will not see a confirmation dialog since you can then **Paste** the folder into a new location.
- b. Clear method: Select **Clear** from the **Edit** menu, or press the **Delete** key. Multiple folders can be Cleared at one time. You will see a confirmation dialog to make sure you really want to delete each folder. Select **OK** to delete the folder, or select **Cancel** to stop the deletion. This method does not allow you to paste the folder into a new location.



How do I Delete an Object?

All **GrabNet** objects, including folders, can be deleted. An object that is deleted with the Cut command using the procedure below can be pasted into the same or a different folder using the Paste command.

Only one object at a time can be deleted using the Cut command. To remove more than one object at a time, refer to How do I clear multiple objects?

If you delete a folder, all objects and folders within that folder are also deleted. For more information, refer to How do I Delete a Folder?

Deleting an object can be accomplished three different ways. Once you have selected the desired object in the current **GrabNet** folder, you can:



a) select the Cut icon on the Toolbar,

<u>E</u> dit	
<u>C</u> ut	Ctrl+X
<u>C</u> opy	Ctrl+C
<u>P</u> aste	Ctrl+V
Paste <u>I</u> nto	
Paste with <u>U</u> RL	
<u>C</u> lear	Del
<u>S</u> elect All	

or b) select **Cut** from the Edit menu,

or c) press **Ctrl+X** on the keyboard.

You can now use the Paste command to paste the object into the same or a different folder.

Label:
Origin:
Comment:

How do I Edit Object Properties?

The Label, Origin and Comment of all objects, including folders, can be modified. Follow the procedure below to change one or more properties of a **GrabNet** object.

1. **Select the object.** The object can be displayed in either List or Tile mode. Then edit the object's properties by selecting one of the following methods.

a. **Properties Bar method:** Display the Properties Bar by selecting the Information icon. Change the Label, Origin and/or Comment as desired. You may paste text that was copied elsewhere. When you are finished editing, click on the same or another object in the folder to record your changes.

b. **Properties method:** Select Properties... from the **Options** menu. You will then see the Properties dialog box. Change the Label, Origin and/or Comment as desired. You may paste text that was copied elsewhere. To save your changes, select **OK**. To cancel your changes, select **Cancel**.



How do I Edit a Folder?

You can easily change the name of a **GrabNet** folder. You can also add or change comments associated with the folder object.

There are two different methods to edit a folder. After selecting the desired folder, you can use either:

Properties Bar method: Display the Properties Bar by selecting the Information icon. Change the Label and/or Comment as desired. You may paste text that was copied elsewhere. When you are finished editing, click elsewhere to record your changes.

Properties method: Select Properties... from the **Options** menu. You will then see the Properties dialog box. Change the Label and/or Comment as desired. You may paste text that was copied elsewhere. To save your changes, select **OK**. To cancel your changes, select **Cancel**.



How do I Edit a Text Object?

The text data of a text object can be changed, as well as its Label, Origin and Comment.

The application used to edit a text object is based on the File Association in the Windows File Manager. The program, usually Notepad, that is associated with text files (* .TXT) is what **GrabNet** uses to edit text objects.

To change the Label, Origin and/or Comment of a text object, refer to [How do I Edit Object Properties?](#)

You can also paste text into a URL object by using the **Edit / Paste Into** command.

Follow these steps to edit a text object:

1. Hold down the Shift key while double-clicking on the text object. You can also select **Open Text** from the **File** menu. This will start the Text Editor application and display the text from the **GrabNet** object.
2. When you are finished editing the text, **Save** your changes and **Quit** the Text Editing application. This will update the text object in **GrabNet**.
3. If you have the [Viewer](#) displayed, the text will be updated when you select another object then select the text object again.



How do I Edit a URL Object?

The URL of a URL object in **GrabNet** can be changed by editing the Origin field as described in [How do I Edit Object Properties?](#)

The Label and Comment can be changed in the same manner.

You can also paste text or an image into a URL object by using the **Edit / Paste Into** command.



How do I Edit an Image Object?

All image objects are stored in BMP format. The image data of an image object can be changed, as well as its Label, Origin and Comment.

The application used to edit an image object is based on the File Association in the Windows File Manager. The program, usually Paintbrush, that is associated with image files (* .BMP) is what **GrabNet** uses to edit image objects.

To change the Label, Origin and/or Comment of an image object, refer to [How do I Edit Object Properties?](#)

You can also paste an image into a URL object by using the **Edit / Paste Into** command.

Follow these steps to edit an image object:

1. Hold down the Shift key while double-clicking on the image object. You can also select **Open Image** from the **File** menu. This will start the Image Editor application and display the image from the **GrabNet** object.
2. When you are finished editing the image, **Save** your changes and **Quit** the Image Editing application. This will update the image object in **GrabNet**.
3. If you have the Viewer displayed, the image will be updated when you select another object then select the image object again.



How do I Grab Text?

This procedure will grab text from your Web browser and place it in a **GrabNet** folder as a text object. The page title and URL will automatically be attached to the text object.

1. Navigate to the **GrabNet** folder where you want the text object to be placed. For more information on folder navigation, refer to Working with Folders.

If all of the **GrabNet** windows are closed (and not just hidden), the text object will be placed in the Home folder.

2. Activate the Web browser. Use the mouse to highlight the text to be grabbed.
3. Now select **Copy** from the **Edit** menu of the browser. This copies the text to the Clipboard.
4. Pasting the information into **GrabNet** and creating the text object can be accomplished three different ways. You can:

a) select the Clipboard-to-Folder icon on the **GrabNet** Palette,

or b) select the Clipboard-to-Folder icon on the **GrabNet** Toolbar,

Edit	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste Into	
Paste with URL	
Clear	Del
Select All	

or c) select Paste with URL from the **Edit** menu.



How do I Grab a Page Link URL?

This procedure will grab a page link URL from your Web browser and place it in a **GrabNet** folder as a URL object.

When the page link URL is grabbed, the last section of the URL is placed in the object's Label. You can edit the Label with a description of the page link.

1. Navigate to the **GrabNet** folder where you want the URL object to be placed. For more information on folder navigation, refer to Working with Folders.

If all of the **GrabNet** windows are closed (and not just hidden), the URL object will be placed in the Home folder.

2. Activate the Web browser and place the mouse on the desired page link URL. The mouse cursor will change from an arrow to a pointing finger.
3. Click the right mouse button. A pop-up menu will appear at the mouse position.
4. Select Copy this Link Location. This copies the URL information to the Clipboard.
5. Pasting the information into **GrabNet** and creating the URL object can be accomplished three different ways. You can:

a) select the Clipboard-to-Folder icon on the **GrabNet** Palette,

or b) select the Clipboard-to-Folder icon on the **GrabNet** Toolbar,

Edit	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste Into	
Paste with URL	
Clear	Del
Select All	

or c) select Paste with URL from the **Edit** menu.



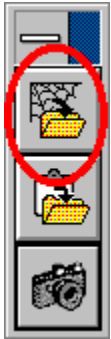
How do I Grab the Current URL?

This procedure will grab the current URL from your Web browser and place it in a **GrabNet** folder as a URL object. The page title will automatically be attached to the URL object.

1. Navigate to the **GrabNet** folder where you want the URL object to be placed. For more information on folder navigation, refer to Working with Folders.

If all of the **GrabNet** windows are closed (and not just hidden), the URL object will be placed in the Home folder.

2. Navigate in your browser to the page whose location you want to save.
3. Creating a URL object from the current page can be accomplished three different ways. You can:



a) select the Web-to-Folder icon on the **GrabNet** Palette,

or b) select the Web-to-Folder icon on the **GrabNet** Toolbar,



or c) select URL from the **Grab** menu.



How do I Move Objects Within the Same Window?

All objects, including folders, can be moved from one folder to another to help you organize your data within **GrabNet**. The following procedure shows you how to move objects into a different folder that is displayed in the same window.

1. Select the object or objects to be moved. For more information on selecting multiple objects, refer to [How do I select multiple objects?](#)
2. To move the objects into a folder, simply drag them on top of the desired folder. You can double-click on the folder to view the folder contents and see that it contains the moved objects.



How do I Move Objects to a Different Folder?

All objects, including folders, can be moved from one folder to another to help you organize your data within **GrabNet**.

The following procedures show you how to move objects into a different folder.

Destination folder is in the Source folder

1. Select the object or objects to be moved. For more information on selecting multiple objects, refer to [How do I Select Multiple Objects?](#)
2. To move the objects into a folder, simply drag and drop them on top of the desired folder object. When dragging the objects, use the arrow point as the drop point (instead of the box under the arrow).
3. Now double-click on the folder to see that it contains the moved objects.

Destination folder is not in the Source folder

1. Open a second window by holding down the Shift key while double clicking on any folder. To view the contents of both folders at the same time, select **Tile** from the **Window** menu. In the second window, navigate to the desired destination folder. For more information, refer to [How do I Navigate Through Folders?](#)
2. Select the object or objects to be moved. For more information on selecting multiple objects, refer to [How do I Select Multiple Objects?](#)
3. Drag the selected objects to the destination folder window. Drop them anywhere except on a folder object (unless you want the objects to go into that folder).



How do I Navigate Through Folders?

The **GrabNet** window looks and acts just like the Windows File Manager. Double-clicking on a closed folder expands it and allows you to see its contents.

Double-clicking on an open folder collapses its contents. You can drag **GrabNet** objects from one folder to another within this window.

If you hold down the Shift key while double-clicking on a closed folder, a new window will display the folder contents. You can then drag **GrabNet** objects from one window to another.



How do I Paste an Object?

All **GrabNet** objects, including folders, can be pasted. You can paste a copied or cut object into the same folder or into a different folder.

The following steps show how to paste an object. These steps assume you have already used the Copy or Cut commands to place the object on the Clipboard.



1. Navigate to the folder where the object will be pasted. You can double-click on a folder icon to move "down" into that folder,



or select the Up Arrow icon on the **GrabNet** Toolbar to move "up" to the parent folder.

2. When you are in the correct folder, pasting the object can be accomplished three different ways. You can:



a) select the Paste icon on the Toolbar,

<u>E</u> dit	
<u>C</u> ut	Ctrl+X
<u>C</u> opy	Ctrl+C
<u>P</u> aste	Ctrl+V
Paste <u>I</u> nto	
Paste with <u>U</u> RL	
<u>C</u> lear	Del
<u>S</u> elect All	

or b) select Paste from the **E**dit menu,

or c) press **Ctrl+V** on the keyboard.

Do not select Paste with URL as this may paste the wrong URL with the copied object.



How do I Sort Objects?

By default, all **GrabNet** objects in a folder are displayed in alphabetical order according to the object Label. You can change the order to sort the objects by Origin, Kind, Last Visit Date or User Defined Order.

Sorting Objects by Label

This option arranges them alphabetically according to the text in the Label field of each object.

If several objects in the same folder have the same Label, they will be sorted alphabetically according to the text in the Origin field. If the Label field is blank on an object, it will appear at the beginning of the folder list.

To sort the objects by Label, select **By Label** from the **View** menu.

You can also sort objects by Label by double-clicking on the Label column heading.

Sorting Objects by Origin

This option arranges them alphabetically according to the text in the Origin field of each object.

If several objects in the same folder have the same Origin, they will be sorted alphabetically according to the text in the Label field. If the Origin field is blank on an object, it will appear at the beginning of the folder list.

To sort the objects by Origin, select **By Origin** from the **View** menu.

You can also sort objects by Origin by double-clicking on the Origin column heading.

Sorting Objects by Kind

This option arranges them within each folder according to the type of object. Subfolders will appear first, followed by URL objects, image objects and then text objects.

Within each Kind, the objects are sorted in alphabetical order according to the text in the Label field of each object.

To sort the objects by Kind, select **By Kind** from the **View** menu.

Sorting Objects by Last Visit Date

This option arranges them chronologically according to the date the object was last used to access that location using the Web browser. This information is updated from your browser's Global History file at **GrabNet** startup, and anytime you navigate to it from **GrabNet**.

The most recently accessed objects are sorted to the top of each folder list. The Last Visit date is displayed on the far right of the List view, as well as in the Properties dialog box.



Make sure the objects are displayed in the List mode by selecting the List icon. If the creation date is not visible, you may scroll right in the List, or use the Magnifying Glass icon to turn off the Viewer.

To sort the objects by Date, select **By Last Visit Date** from the **View** menu.

You can also sort objects by Last Visit Date by double-clicking on the Last Visit Date column heading.

Sorting Objects by User Defined Order

This option allows you to rearrange the objects in the current window within each folder to any order you choose.

The initial order for this view uses the object's creation date with the oldest at the top of each folder list. When importing bookmarks from the Web browser, the User Defined Order exactly matches the order you had in the browser. Grabbed objects are then added to the bottom of the folder list as they are created.

To sort the objects by User Defined Order, select **By User Defined Order** from the **View** menu.

To rearrange the objects, hold down the **Ctrl** key while dragging the object and drop it on the object that you wish it to be above. During this process the cursor changes to a 4-headed arrow.



How do I Sweep an Image?

This procedure will grab any portion of the Web page and place it in a **GrabNet** folder as an image object.

This image object can contain any combination of text, images and links. The page title and URL will automatically be attached to the image object.

1. Navigate to the **GrabNet** folder where you want the image object to be placed. For more information on folder navigation, refer to Working with Folders.

If all of the **GrabNet** windows are closed (and not just hidden), the image object will be placed in the Home folder.

2. Display the page you wish to sweep in the Web browser.
3. If the **GrabNet** Window is obscuring part of your desired image, hide the Window by clicking on the Minimize arrow in the upper right corner. You can also close the **GrabNet** Window instead of minimizing it.
4. Creating the image object can be initiated three different ways. You can:
 - a) select the Camera icon on the **GrabNet** Palette,
 - or b) select the Camera icon on the **GrabNet** Toolbar. However, you cannot use the Camera icon on the Toolbar when the **GrabNet** Window is hidden.



- or c) Select Image from the **Grab** menu. As above, the **GrabNet** Window cannot be hidden when using the menu.
5. Hold down the left button and drag the mouse to select the area on the Web page. A box with a dotted outline will appear.
 6. When you release the mouse button, an image object of the swept area is created in the **GrabNet** folder.

{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}

Importing Bookmarks

GrabNet can import the bookmarks from your Web browser to create URL objects in the current **GrabNet** folder. If your bookmarks are arranged with headers, each header will be created as a separate **GrabNet** folder.

The bookmarks will be imported into the current **GrabNet** folder. At any time you can rearrange the objects and folders by dragging them to different locations.

To import the bookmarks into **GrabNet**, follow these steps:

1. Select the **Import** option from the **File** menu. Then select the appropriate Web browser (Netscape or Mosaic.)
2. You will see the standard file selection dialog. Navigate to the Web browser directory, then select the bookmark file.
3. Select **OK** twice. The bookmarks are imported into **GrabNet** as folders and URL objects.

OK

Cancel

Network...

☒ Include Comments

☒ Expand Folders

☒ Launch after export

OK

Cancel

Network...

☒ Include Text

☒ Launch after export

OK

Cancel

Network...

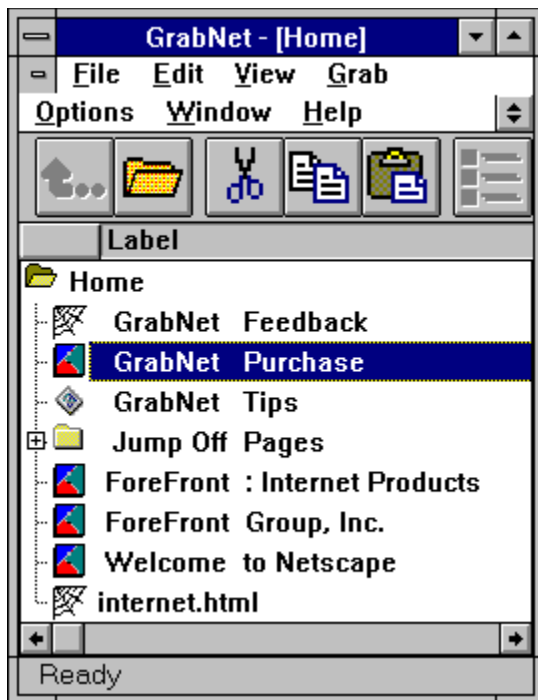
☒ Include Comments

☒ Include Text

☒ Launch after export

The image shows a standard Windows-style dialog box with a blue title bar. It contains three buttons at the top: 'OK', 'Cancel', and 'Network...'. Below these are three checked checkboxes: 'Include Comments', 'Include Text', and 'Launch after export'. The 'Launch after export' checkbox is highlighted with a red rounded rectangle.

Example of a **GrabNet** window in the List mode with the Viewer and Properties Bar turned off:



{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp} Menu Commands

File Menu

Edit Menu

View Menu

Grab Menu

Options Menu

Window Menu

Help Menu

{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp} Moving Around in GrabNet

The **GrabNet** window looks and acts just like the Windows File Manager. Double-clicking on a closed folder expands it and allows you to see its contents.

Double-clicking on an open folder collapses its contents. You can drag **GrabNet** objects from one folder to another within this window.

If you hold down the Shift key while double-clicking on a closed folder, a new window will display the folder contents. You can then drag **GrabNet** objects from one window to another.

{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp} New Features of GrabNet 2.0

Drag and Drop To and From Other Applications

Export GrabNet Objects as HTML

Hide/Show and Resize Columns in List

Hierarchical List of Folders and Objects

Option to Launch Browser at Start-up

Page Up/Page Down & Up/Down Keys

Paste Text or Image Into Objects

Show/Hide Properties Bar

Store and Sort by Last Visit Date

User-Defined Order of Folders and Objects

Window Configurations Saved by Folder

New Folder

Label:

New Folder

Comment:

OK

Cancel

New URL

Label:

New URL

Origin:

http://

Comment:

OK

Cancel



Object Navigation

An object is any item in a **GrabNet** folder. It can be another folder, a URL object with a page title, or an image or text object that may include its source URL and page title.

Since most **GrabNet** objects contain the URL to their source, you can use the objects to navigate the Web browser back to that location.

To navigate to an object's URL, double-click on the object. This will make the Web browser the active application and have it display the page where you originally grabbed the object.



Object Properties

Every **GrabNet** object has several properties. The following panels describe those properties. To view these properties, select **Properties...** from the **Options** menu. To edit these properties, refer to **Editing object properties.**

URL, Image and Text Object Properties

Label The title of the page from where the object was grabbed. This field is editable and can be up to 255 characters in length.

Origin The URL of the page from where the object was grabbed. This field is editable and can be up to 1023 characters in length.

Comment Descriptive comments concerning the object. This field is editable and can be up to 1023 characters in length.

Visited The date and time that the object was most recently used to navigate back to that page. This field is not editable.

Created The date and time that the object was created. This field is not editable.

Modified The date and time that the object was most recently modified. This field is not editable.

Folder Object Properties

Label The folder name. This field is editable and can be up to 31 characters in length.

Comment Where you can enter any descriptive comments concerning the folder. This field is editable and can be up to 1023 characters in length.

Created The date and time that the folder was created. This field is not editable.

Modified The date and time that the folder was most recently modified. This field is not editable.

Option to Launch Browser at Start-up

You may use a new Preference, Launch at Startup, to launch your Web browser when **GrabNet** starts up. This way you have to select only one icon to start both programs. For more information, refer to [Preferences](#).

Options / Preferences...

The **Preferences...** option on the **Options** menu displays the Preferences dialog, which allows you configure **GrabNet** to your own specifications. Every time you start **GrabNet**, it assumes the characteristics of the specifications in the Preferences dialog.

The View options in the Preferences dialog determine whether the folder contents will be displayed in List or Tile mode. This is the same as selecting the List or Tile icon from the Toolbar.

The Tile Size options in the Preferences dialog determine the size of the tiled objects when viewed in the Tile mode. This is the same as selecting the size from the Tile option of the **V**iew menu.

The Sort options in the Preferences dialog determine whether the folder contents will be sorted according to the Label, Origin, Kind, Date or User Defined Order. This is the same as selecting the sort order from the **V**iew menu. For more information on sorting objects, refer to How do I sort objects?



The Show Viewer option in the Preferences dialog determines if the Viewer is displayed when **GrabNet** is started. This is the same as selecting the Magnifying Glass icon on the Toolbar, or selecting **V**iewer from the **V**iew menu.



The Show Info Bar option in the Preferences dialog determines if the Properties Bar will be displayed when **GrabNet** is started. This is the same as selecting the Information icon on the Toolbar, or selecting **P**roperties Bar from the **V**iew menu.



The Show Palette option in the Preferences dialog determines if the Palette will be displayed when **GrabNet** is started. This is the same as selecting **P**alette from the **V**iew menu.

The Prompt for Properties option in the Preferences dialog determines if the Properties dialog will be displayed every time a **GrabNet** object is created. This is the same as selecting **P**roperties... from the **O**ptions menu.

The Web Browser Path field in the Preferences dialog determines the location of the Web browser. For more information on configuring **GrabNet** for the Web browser, refer to Configuring GrabNet.

The Launch browser at startup option in the Preferences dialog determines if the selected Web browser will be started automatically when **GrabNet** is started. That way you only have to start **GrabNet** to launch both applications.

Options / Properties...

The **Properties...** option on the **Options** menu displays the Object Properties dialog, which allows you edit the Label, Origin and Comment for the selected object. On this dialog you can also view the size of the object, as well as the dates that it was last Visited, Created, and last Modified.

For more information on using the Object Properties dialog, refer to [Editing Object Properties](#).

***{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}
Options Menu***

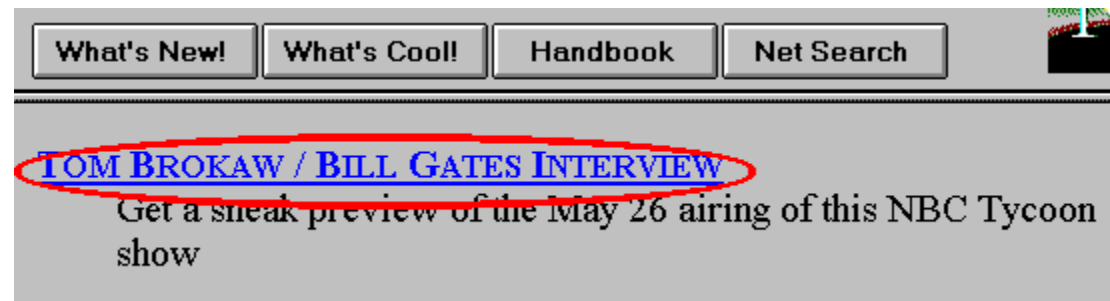
Preferences...

Properties...

Page Up/Page Down & Up/Down Keys

You can now use the page up, page down, up arrow and down arrow keys to traverse the **GrabNet** List. For more information, refer to [Object navigation](#).

Example of a page link URL:





This is the GrabNet Palette.

Paste Text or Image Into Objects

The Paste Into feature allows you to modify existing **GrabNet** objects. This feature is very useful for "visualizing" your URLs after importing them from your browser bookmarks. You may also use Paste Into to paste new **GrabNet** objects into a folder that you have not navigated into.

{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp} Positioning GrabNet

GrabNet is designed to be used at the same time as your Web browser. Here are some suggestions for setting up and positioning **GrabNet** to work effectively with the browser.

Move the **GrabNet** Palette to the far right side of the screen. Then start the Web browser and make it full screen, but allow the Palette to be shown on the right side. Now you are ready to navigate on the Web and use **GrabNet** to grab URLs, text and images.

The **GrabNet** Catalog is easily accessible from behind the Web browser by clicking on the **GrabNet** Palette title bar.

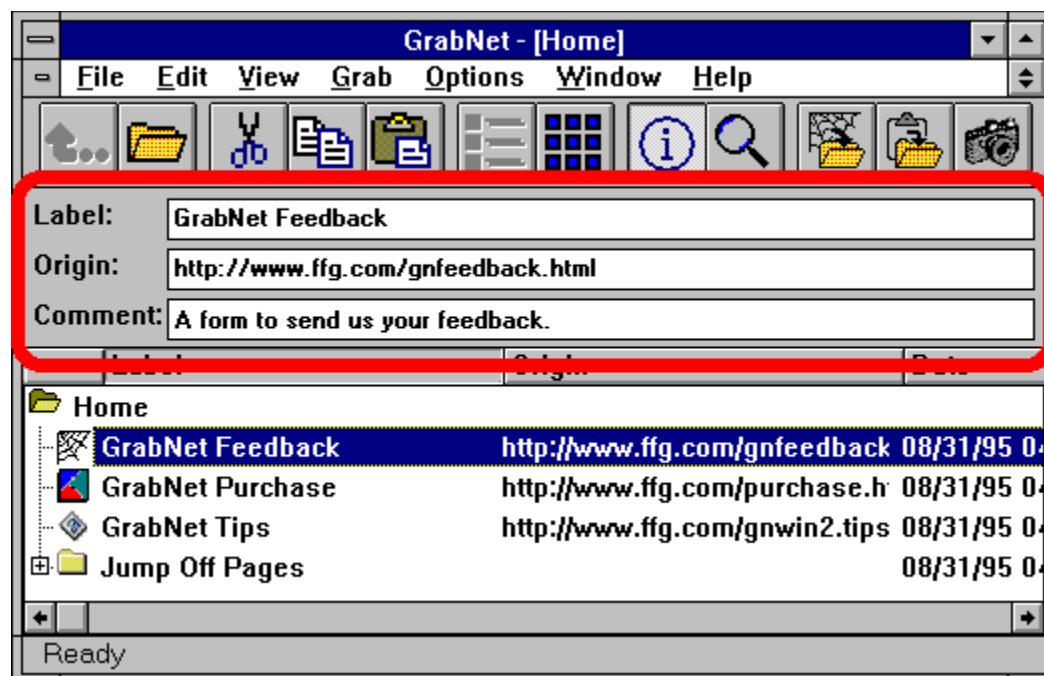
Preferences

View	Tile Size	Sort
<input checked="" type="radio"/> List	<input checked="" type="radio"/> Small	<input checked="" type="radio"/> By Label
<input type="radio"/> Tile	<input type="radio"/> Medium	<input type="radio"/> By Origin
	<input type="radio"/> Large	<input type="radio"/> By Kind
		<input type="radio"/> By Date
		<input type="radio"/> User Defined

☒ Show Viewer ☐ Prompt for Properties
☒ Show Info Bar
☒ Show Palette

Web Browser Path:

☐ Launch browser at startup



Properties	
Label:	ForeFront Internet Products
Origin:	http://www.ffg.com/internet.html
Comment:	
Size :	14574
Visited:	Unknown
Created:	09/13/95 04:39 PM
Modified:	09/22/95 02:04 PM
<div>OK</div> <div>Cancel</div>	



Selecting Multiple Objects

You may want to select multiple **GrabNet** objects so they can be deleted or moved to another folder. You can also drag one or more objects to another program.

There are two ways to select multiple objects. You can hold down the **Ctrl** key while selecting individual objects. A block of objects can be selected by clicking on the first one, then **Shift**-clicking on the last one.

To select all objects in the current window, choose **Select All** from the **Edit** menu. If too many objects were selected with this command, then individual objects can be deselected by holding down the **Ctrl** key while deselecting the object.



Selecting One Object



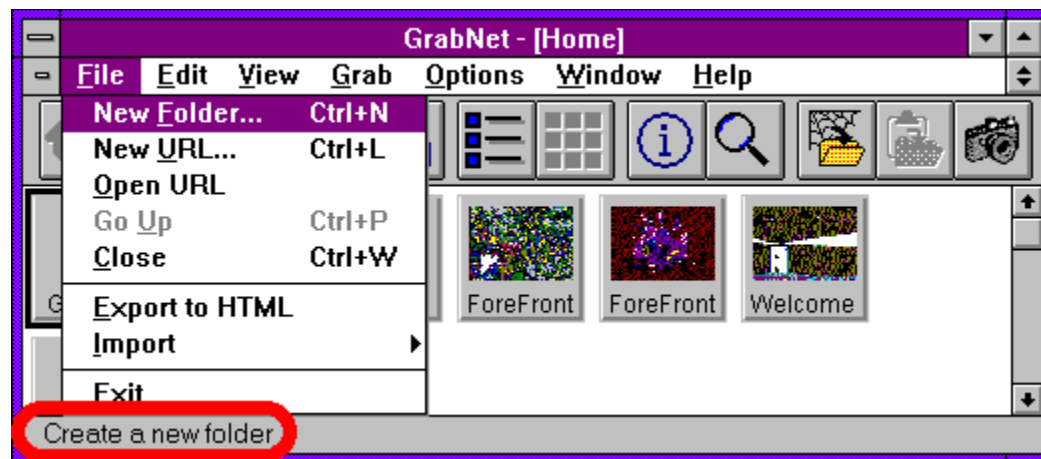
When displaying **GrabNet** objects in the List mode, you can select an object by clicking on the symbol to the left of the object.



When displaying **GrabNet** objects in the Tile mode, you can select the object by clicking on the object's tile.

Show/Hide Properties Bar

A new Properties Bar can be displayed below the Toolbar that is the full width of the **GrabNet** window. The Label, Origin, and Comments are displayed for the selected object and can be edited. This information was previously displayed at the top of the Viewer. You can show or hide the Properties Bar by selecting the Information icon.



Store and Sort by Last Visit Date

The Last Visit Date is now a property of all objects with a URL and can be shown in the List. It is updated from your browser's Global History file at **GrabNet** startup, and anytime you use that object to navigate to its location in the Web browser.

You can also sort all **GrabNet** objects in a folder according to their Last Visit Date. For more information, refer to Object Properties.

{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}

System Requirements



Windows 3.1 running in Enhanced Mode.



4 MB RAM. Additional memory will make **GrabNet** run faster.



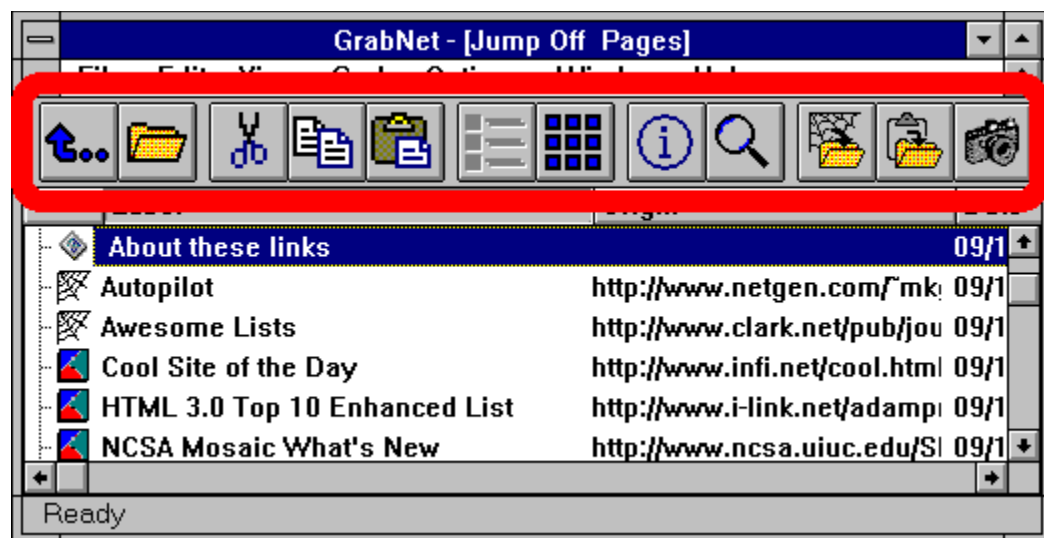
10 MB disk space or more. Since **GrabNet** stores images and text from the Web browser, the disk space required is determined by the number and size of images and text blocks you grab.



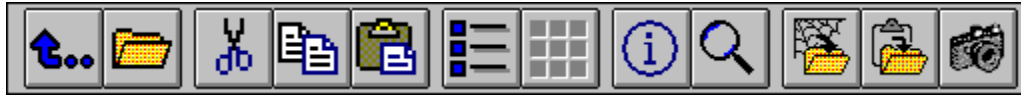
A Web browser. Currently **GrabNet** supports **Netscape** Navigator (TM) version 1.1 or later, and **Mosaic** version 2.0 or later. Some **GrabNet** features will not work with older versions of Netscape or Mosaic. ForeFront Group is currently in the process of testing **GrabNet** with additional browsers.

Example of a **GrabNet** window in the Tile mode with the Viewer and Properties Bar turned off:





Toolbar and Palette Icons



(click on any icon above to scroll to its description)



Up Arrow Goes "up" or views the parent folder of the current folder. For more information, refer to [How do I Navigate Through Folders?](#)



New Folder Creates a new folder within the current folder. A new folder can also be created by selecting **New Folder...** from the **File** menu. For more information, refer to [How do I Create a New Folder?](#)



Cut Deletes a single URL object, a text object or an image object. It can also be used to delete text from an object's properties. You can also cut an object or text by selecting **Cut** from the **Edit** menu. For more information, refer to [Edit / Cut](#).



Copy Duplicates a single URL object, a text object or an image object. It can also be used to duplicate text in an object's properties. You can also copy an object or text by selecting **Copy** from the **Edit** menu. For more information, refer to [Edit / Copy](#).



Paste Pastes a single URL object, a text object or an image object into the current folder. It can also be used to paste text into an object's properties. You can also paste an object or text by selecting **Paste** from the **Edit** menu. For more information, refer to [Edit / Paste](#).



List Displays objects in the current **GrabNet** Window as a list, instead of as tiled images. You can also view the objects in a list by selecting **List** from the **View** menu.



Tile Displays objects in the current **GrabNet** Window as tiled images, instead of as a list. You can also view the objects as tiles by selecting **Tile** from the **View** menu, where you also specify **Small**, **Medium** or **Large** size.



Information Displays the [Properties Bar](#) at the top of the **GrabNet** Catalog. The Properties Bar

allows you to view and edit the Label, Origin and Comment of the selected object.

If the Properties Bar is already displayed, selecting this icon will hide the Properties Bar. The Properties Bar can also be turned on or off by selecting **Show** or **Hide Properties Bar** from the **View** menu.



Magnifying Glass Displays the Viewer in the right side of the **GrabNet** Window, next to the List or Tiles on the left. The Viewer displays the editable properties of the selected object.

If the Viewer is already displayed, selecting this icon will hide the Viewer. You can also turn the Viewer on or off by selecting **Viewer** from the **View** menu. For more information, refer to [View / Viewer](#).



Web-to-Folder Grabs the current URL from your Web browser and creates a URL object in the current folder, attaching the page title to the URL object.

The Web-to-Folder icon is on both the **GrabNet** Toolbar and Palette. You can also grab the current URL by selecting **URL** from the **Grab** menu. For more information, refer to [How do I grab the current URL?](#)



Clipboard-to-Folder Pastes text or an image from the clipboard and creates a text or image object in the current folder, attaching the current URL and page title to the text or image object.

The Clipboard-to-Folder icon is on both the **GrabNet** Toolbar and Palette. You can also paste the contents of the clipboard with the URL by selecting **Paste with URL** from the **Edit** menu. For more information, refer to [Edit / Paste with URL](#).



Camera Takes a snapshot of any part of the screen and stores the image with the current URL in the current folder, attaching the current URL and page title to the image object. All image objects are stored in BMP format.

The Camera icon is on both the **GrabNet** Toolbar and Palette. You can also create an image by selecting **Image** from the **Grab** menu. For more information, refer to [How do I sweep an image?](#)

User-Defined Order of Folders and Objects

GrabNet now allows you to rearrange the objects in the current window to any order you choose. And when you Import bookmarks, they appear in the same order as in the Web browser. For more information, refer to [View / By User Defined Order](#).

View / By Kind

The **By Kind** option on the **View** menu sorts all objects in the current folder according to the type of object. Folders are sorted first, followed by URL objects, image objects and then text objects.

Within each Kind, the objects are sorted in alphabetical order according to the text in the Label field of each object.

View / By Label

The **By Label** option on the **View** menu sorts all objects in the current folder alphabetically according to the Label.

If several objects in the same folder have the same Label, they will be sorted alphabetically according to the text in the Origin field. If the Label field is blank on an object, it will appear at the beginning of the folder list.

View / By Last Visit Date

The **By Last Visit Date** option on the **View** menu sorts all objects in the current folder chronologically according to the date the objects were created. The most recently created objects will be sorted to the top of the list.

The most recently accessed objects are sorted to the top of each folder list. The Last Visit date is displayed on the far right of the List view, as well as in the Properties dialog box.



Make sure the objects are displayed in the List mode by selecting the List icon. If the creation date is not visible, you may scroll right in the List, or use the Magnifying Glass icon to turn off the Viewer.

View / By Origin

The **By Origin** option on the **View** menu sorts all objects in the current folder alphabetically according to the text in the Origin field of each object.

If several objects in the same folder have the same Origin, they will be sorted alphabetically according to the text in the Label field. If the Origin field is blank on an object, it will appear at the beginning of the folder list.

View / By User Defined Order

The **By User Defined Order** option on the **View** menu allows you to rearrange the objects in the current window to any order you choose.

When importing bookmarks from the Web browser, the User Defined Order exactly matches the order you had in the browser.

When sorting by User Defined Order, grabbed objects are added to the bottom of the folder list as they are created.

To rearrange the objects, hold down the **Ctrl** key while dragging the object and drop it on the object that you wish it to be above. During this process the cursor changes to a 4-headed arrow.

View / Collapse All

The **Collapse All** option on the **View** menu allows you to hide the contents of all folders in the current window. This command is useful when you have expanded several folders and want to collapse them all at one time.

View / Hide Details

The **Hide Details** option on the **View** menu will hide or show the Origin and Last Visit columns in the current **GrabNet** window when in the List mode. If these columns are not displayed, selecting this menu option will display these columns.

This setting is for the current window and can be changed for individual windows as necessary.



View / List

The **List** option on the **View** menu displays objects in the current **GrabNet** window as a list, instead of as tiled images.



You can also view the objects in a list by selecting the List icon on the Toolbar.

View / Palette

The **Palette** option on the **View** menu hides or shows the **GrabNet** Palette icons. If the Palette is not displayed, selecting this menu option will display the Palette.

The Palette can be moved to a location beside the Web browser to help you grab information from the browser. For more information, refer to Positioning **GrabNet**.



View / Properties Bar

The **Properties Bar** option on the **View** menu hides or shows the Properties Bar. If the Properties Bar is not displayed, selecting this menu option will display the Properties Bar.



The Properties Bar can also be turned on or off by selecting the Information icon on the Toolbar.

The Properties Bar allows you to view and edit the Label, Origin and Comment of the selected object. For more information, refer to [How do I edit object properties?](#)

View / Status Bar

The **Status Bar** option on the **View** menu hides or shows the Status Bar on the bottom of the **GrabNet** window. If the Status Bar is already displayed, selecting this menu option will hide the Status Bar.

The text in the Status Bar changes as you highlight the different menu options.



View / Tile

The **Tile** option on the **View** menu displays objects in the current **GrabNet** window as tiled images, instead of as a list. You can also specify Small, Medium and Large size tiled objects.



You can also view the objects as tiled images by selecting the Tile icon on the Toolbar.

View / Toolbar

The **Toolbar** option on the **View** menu shows or hides the Toolbar icons in the **GrabNet** window. If the Toolbar is already displayed, selecting this menu option will hide the Toolbar icons.



View / Viewer

The **Viewer** option on the **View** menu displays or hides the Viewer in the right side of the **GrabNet** window, next to the List or Tiles on the left. If the Viewer is already displayed, selecting this menu option will hide the Viewer.

If an image object is selected, the Viewer shows the full-size image. If a text object is selected, the Viewer shows the entire text.



The Viewer can also be turned on or off by selecting the Magnifying Glass icon on the Toolbar.

The Viewer can be widened or narrowed using the slider bar separating it from the object List or Tiles.

***{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}
View Menu***

List

Tile

By Label

By Origin

By Kind

By Last Visit Date

By User Defined Order

Toolbar

Viewer

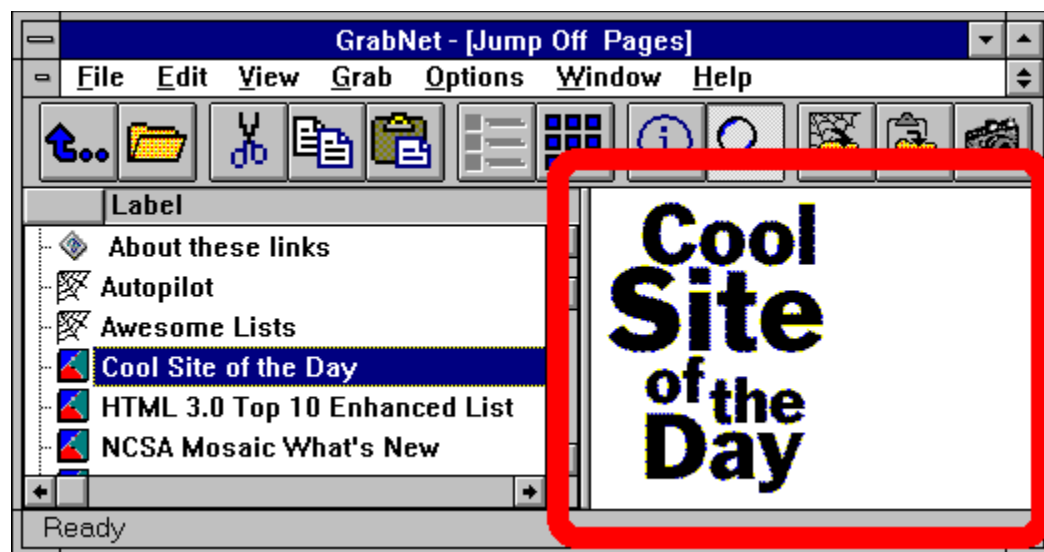
Status Bar

Palette

Properties Bar

Collapse All

Hide Details



A page link URL on a Web page is a hypertext link to another location on the Web. By default, words indicating a page link URL are underlined and in color.

The current URL is the Universal Resource Locator of the page currently displayed by the Web browser.
For example:

Window / Arrange Icons

The Arrange icons option on the Window menu rearranges the **GrabNet** folder window icons when they are minimized.

Window / Cascade

The **Cascade** option on the **Window** menu resizes and layers the open **GrabNet** folder windows so each title bar is visible.

Window / Tile

The **Tile** option on the **Window** menu resizes and arranges the open **GrabNet** folder windows vertically so as many objects as possible can be seen from all folders.

Window Configurations Saved by Folder

Various window configuration settings are automatically saved for each individual folder. These settings include Tile or List mode, Viewer and Properties Bar on or off, position of slider bar, and width of the columns. For more information, refer to [Working with Windows](#).

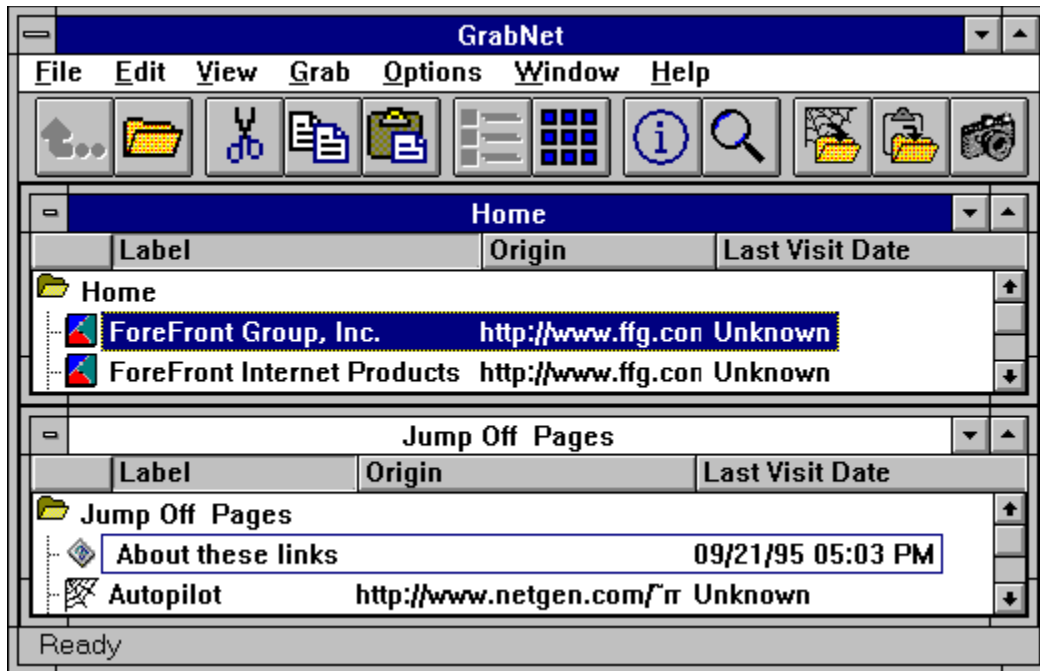
***{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}
Window Menu***

Cascade

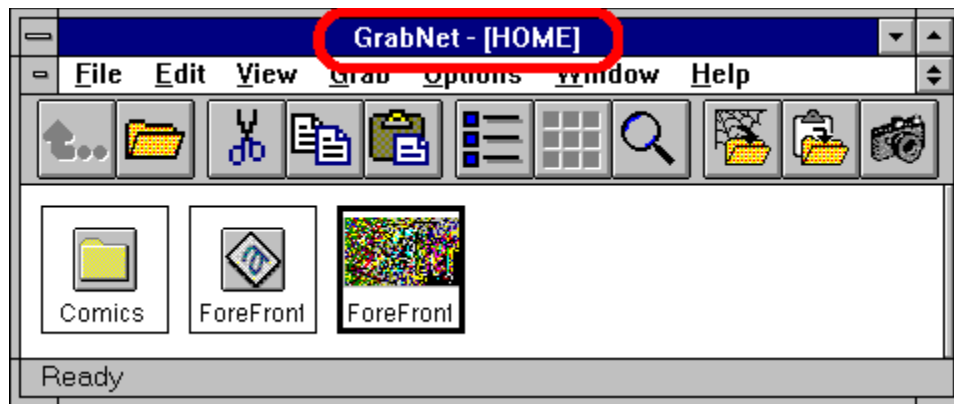
Tile

Arrange Icons

Notice how the Folder windows are tiled horizontally so you can see both at the same time.



Notice the folder name within the Window title:





Working with Folders

Folders contain **GrabNet** objects such as images, text, URL links and other folders. Folders can be used to organize the information collected using **GrabNet**.

A folder can contain any number of objects and other folders. Folders can be deleted and copied. They can be moved into or out of other folders. Objects in folders can be moved or copied between folders.

How do I Create a New Folder?

How do I Copy a Folder?

How do I Edit a Folder?

How do I Navigate Through Folders?

How do I Move Objects Within the Same Window?

How do I Delete a Folder?



Working with Objects

Click on the items below to learn more about working with **GrabNet** objects.

[Object Navigation](#)

[Object Properties](#)

[Editing Object Properties](#)

[Selecting One Object](#)

[Selecting Multiple Objects](#)

[Drag and Drop](#)

How do I ...

[Create a URL Object?](#)

[Copy an Object?](#)

[Paste an Object?](#)

[Delete an Object?](#)

[Clear Multiple Objects?](#)

[Sort Objects?](#)

[Move Objects to a Different Folder?](#)

{ewl FH_BMP.DLL,FH_BMP,grabnet.bmp}

Working with Windows

How do I Open a New Window?

To create a new **GrabNet** window to view the contents of a folder, hold down the **Shift** key while double-clicking on that folder. The title bar of the new window contains the folder name.

How do I Resize Columns in a Window?

You can change the width of each of the three columns (Label, Origin and Last Visit Date) in the List mode by using the cursor to select the line separating the column headings and dragging the separator to the new location.

How do I Move Objects Across Windows?

All objects, including folders, can be moved from one folder to another to help you organize your data within **GrabNet**.

The following procedure shows you how to move objects into a folder that is displayed in a different window. To move objects into a different folder displayed in the same window, refer to [How do I Move Objects Within the Same Window?](#)

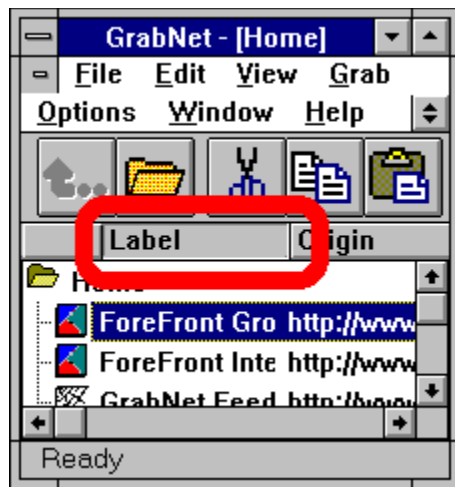
1. Open a second window by holding down the **Shift** key while double-clicking on the folder.
2. Display both windows by selecting **Tile** from the **Windows** menu. If you cannot conveniently display both windows without overlapping, the source window should be on top of the destination window.
3. Select the object or objects to be moved. For more information on selecting multiple objects, refer to [How do I Select Multiple Objects?](#)
4. Drag the selected objects to the destination folder window. Drop them at the bottom of the list of objects, or on a folder object if you want the objects to go into that folder.

How do I Close a Window?

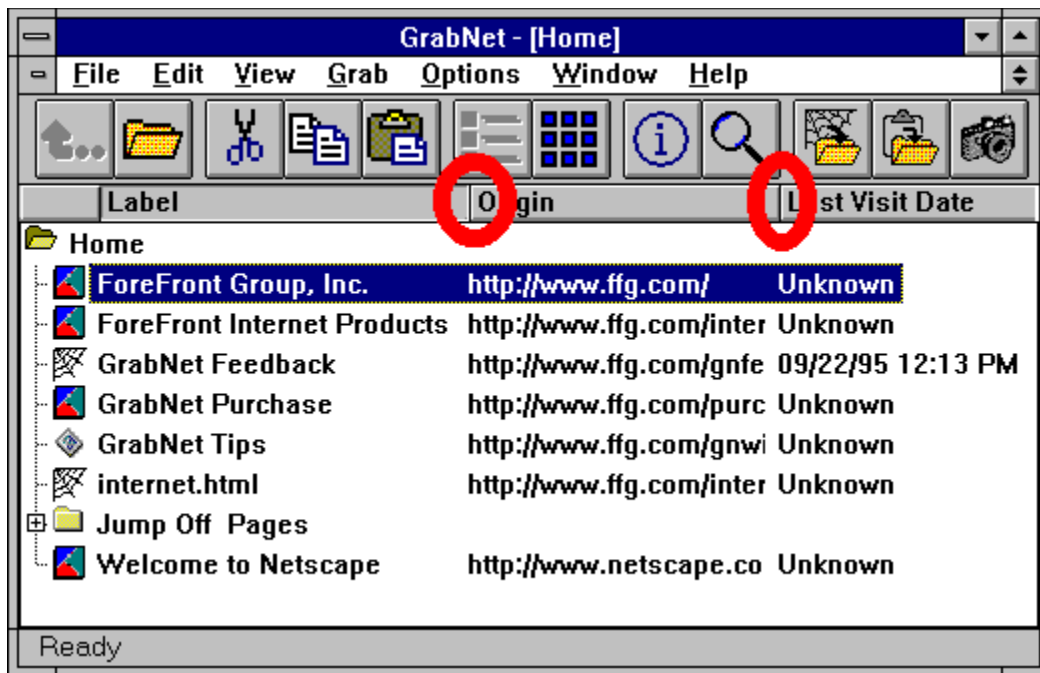
To close a **GrabNet** window, select **Close** from the **File** menu, or press **Ctrl+W**.

You can also double-click on the Control-menu box in the upper-left corner of the window. Do not double-click on the Control-menu box for the **GrabNet** program, as that will quit **GrabNet**.

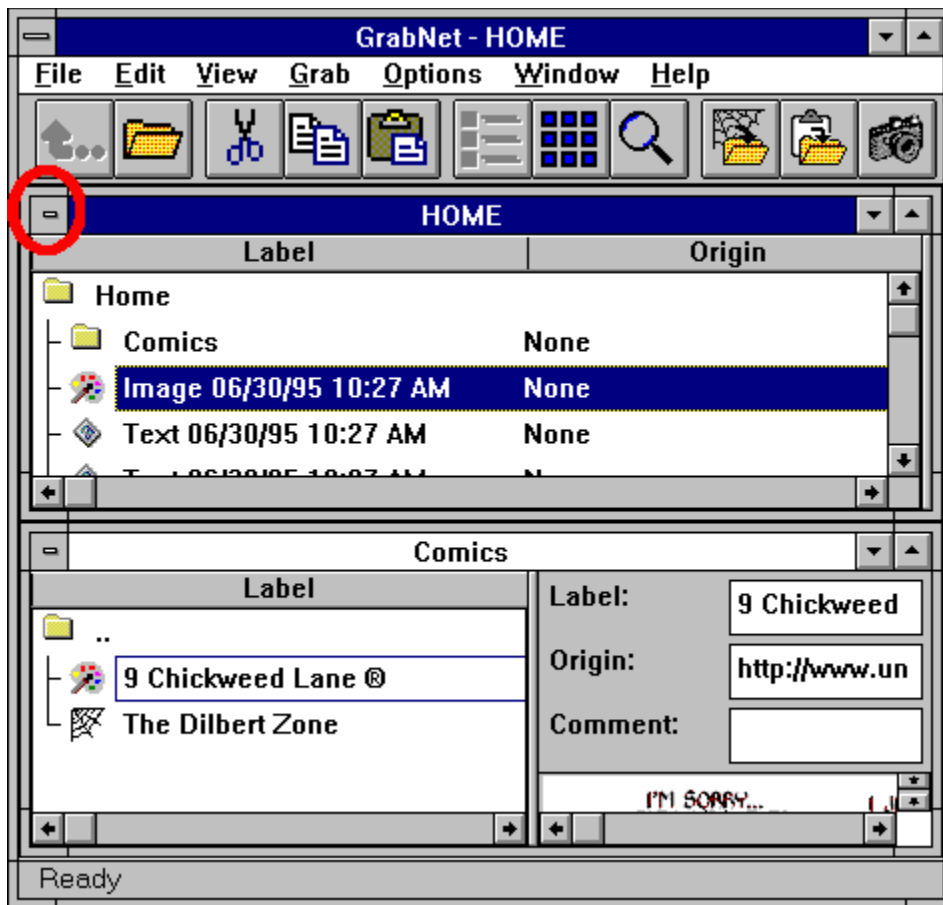
You can sort the list by double-clicking on the column heading.

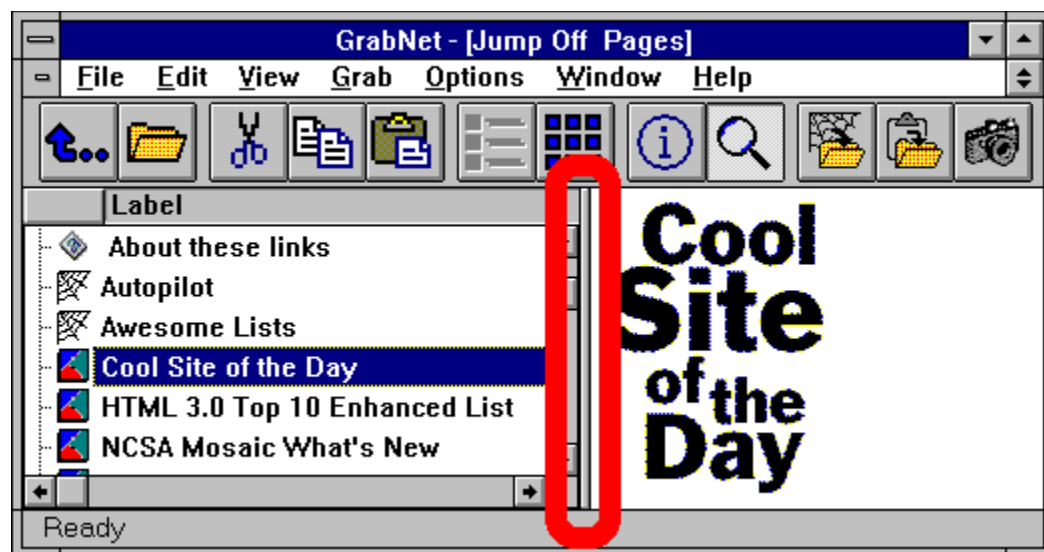


Select the line separating the column headings to change the column width.

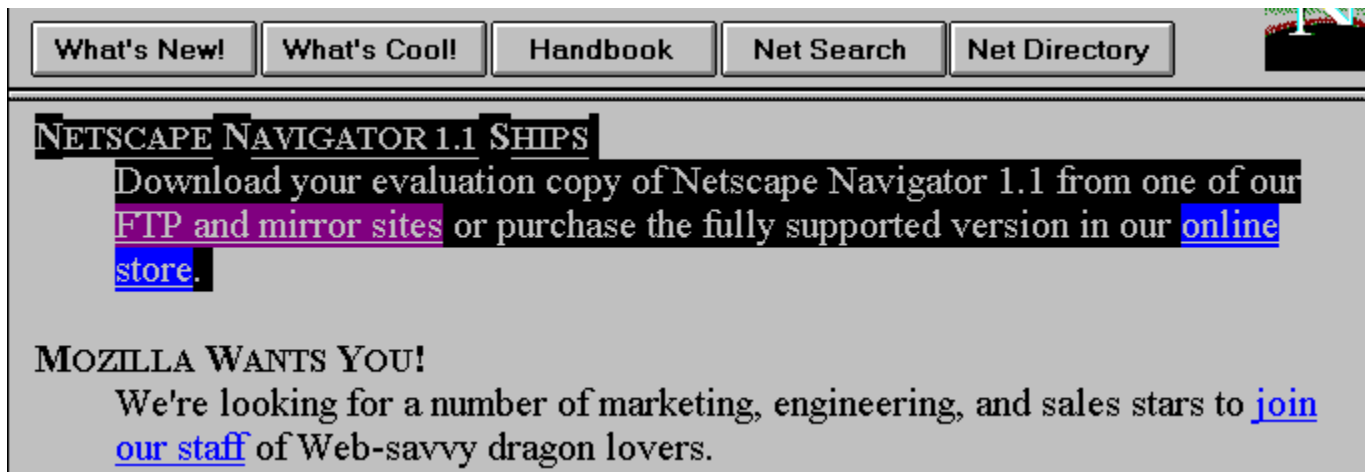


Notice how the contents of two folders are being displayed:





Example of highlighted text in the Web browser:



Notice how the circled icon for the minimized folder has been arranged to the bottom left corner of the window.

