

Smart Bookmarks Help Contents **Welcome to Smart Bookmarks Help!**

Quick Start Guide

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About the Smart Bookmarks Quick Start Guide

This portion of our on-line documentation will guide you through a series of lessons covering the basic tasks you'll need to make the most of Smart Bookmarks. After you have finished with each topic in the Quick Start series, click the right Browse button from the Winhelp Toolbar. You can also select the Quick Start Topics menu above.

What is Smart Bookmarks?

Smart Bookmarks is the first Internet bookmark solution. Now you can track your favorite Web sites and share that information with colleagues and friends. It's never been so easy to get and share important information from the Internet.

Smart Bookmarks is an easy-to-use application that gives you the tools you need to organize, monitor and find bookmarks on the Internet. Smart Bookmarks lets you know what is new and what is changed. Whenever changes occur to important Web sites -- Smart Bookmarks has it covered for you.

Overview of Features

Monitor Bookmarks for Changes (See [Monitoring Bookmarks](#))

The Web Monitor gives you up-to-the-minute notification about changes. Web Monitor can automatically monitor Web sites for changes and for new or changed links. You can setup monitoring when you add a bookmark from your browser or at any time

Changes Easily setup notification for changes to Web bookmarks.

New links Easily setup automatic link monitoring at Internet sites.

Bulletins Receive bulletins from Web sites you're monitoring.

Search the Internet (See [Searching the Internet](#))

The Smart Finder gives you easy access to the most popular Internet search engines as well as a local search engine for finding bookmarks and folders.

Internet searching Search the Internet using the most popular Internet search engines.

Local searching You can search your local folders for bookmarks, keywords or even descriptive text you've added to make your bookmarks smart.

Auto-rerun searches You can run an Internet search, save it as a bookmark, monitor its links, and then automatically rerun it to get up-to-the-minute results.

Organize your Bookmarks (See [Organizing Bookmarks](#))

The Smart Window gives you a Folder tree that displays your bookmarks.

File into folders File your bookmarks into folders that make sense to you. Share information with other Smart Bookmarks users by exporting the contents of your Smart Catalog.

Add information Annotate your bookmarks with smart information that becomes a part of your catalog. Each bookmark contains a running Comments and Bulletins log. Think of this log as a history of each bookmark that can easily be annotated and shared with other users of Smart Catalog™ technology.

Notification Receive notification when monitored bookmarks change or new links are added at your favorite Web sites.

Smart Surfing

Smart Bookmarks saves you hours of aimless browsing and search time. No more revisiting your

favorite sites to find out there are no changes. Smart Bookmarks lets you know when it's time to take another look at an important Web site.

You can use the most popular Internet search engines from Smart Finder and automatically rerun your searches at a later time. You can choose to receive information about new links that match your searches. Smart Bookmarks gives you point-and-click access to your bookmarks and delivers the extra features you'll need to surf the Web smarter than ever before.

Smart Catalog Technology

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

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

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

What is an URL?

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

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

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

protocol://computer/directory/file

For more information about exceptions to this rule and about the URL system, refer to your browser's documentation.

Quick Start Topics

[Integrating Your Web Browser](#)

[Getting Started with Bookmarks](#)

[Monitoring Bookmarks](#)

[Updating Bookmarks](#)

[Organizing Bookmarks](#)

[Searching the Internet](#)

[Additional Topics](#)

Bookmark Menu

[Other Views](#)

The Bookmark Menu view is displayed in the Smart Window tree. This view places important links on your browser's enhanced menu and stores new links you added on the fly. You can add items from your Web browser by choosing the Add Smart Bookmark command. Links can be added from within an open [URL](#) when you access right-click menus in your browser. You can also [drag and drop](#) bookmarks directly onto the Bookmark Menu icon in the tree.

Adding existing items to the Bookmark Menu

1. Locate and select an item(s) you want to add to the Bookmark Menu from any other Smart Bookmarks view, then do one of the following:
2. Drag and drop the items onto the Bookmark Menu icon
 - Or -
Right-click and choose Add to Bookmark Menu.
 - Or -
Choose [File | Add to Bookmark Menu](#).

Removing items from the Bookmark Menu

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

Some typical uses for the Bookmark Menu

- To launch your most frequently used bookmarks from the enhanced menu
- To temporarily store new bookmarks added from your Web browser.

Bookmark Menu shortcuts

- ✓ Right-click an unpopulated area of the view to access an action menu of relevant commands.
- ✓ Right-click over a selection to view an action menu for that file.
- ✓ Press ALT-ENTER to view and edit [properties](#) for a selection.
- Use the ARROW and ENTER keys to navigate within the Bookmark Menu.

Other Views

[Folder Viewer](#)

[Web Monitor](#)

[Bookmark Menu](#)

[Monitored Items](#)

RT_Bookmark_Menu \$ Related Topics **Related Topics**

[About Your Browser's Enhanced Menu](#)



Web Monitor

[Related Topics](#) [Other Views](#)

The Web Monitor view runs as a separate window attached to the main Smart Window. This window detaches and runs separately on your desktop. You can hide this view by toggling off [View | Web Monitor](#).

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

For bookmarks whose links you monitor, a Web Monitor item appears for each new or changed link. Update bulletins will also result in creation of a Web Monitor item (see [Receiving and Viewing Bulletins](#)).

How do updates work?

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

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

Displaying and Hiding the Web Monitor

Smart Bookmarks launches the Web Monitor by default anytime there is a new item. You can toggle off this feature from the [Tools | Preferences - Internet tab](#).

To open the Web Monitor viewer, toggle [View | Web Monitor](#).

For more information about displaying items from the Web Monitor, see [Viewing Web Monitor Items](#).

Detaching and Reattaching the Web Monitor



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



To return the Web Monitor to the main Smart Bookmarks Window, press Reattach from the Web Monitor. Or, Choose [View | Reattach Web Monitor](#).

Some typical uses for the Web Monitor

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

Web Monitor shortcuts

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

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

Other Views

[Folder Viewer](#)

[Bookmark Menu](#)

[Monitored Items](#)

[Smart Finder](#)



Folder Viewer

[Related Topics](#) [Other Views](#)

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

Folder Tree icons

Icon	Explanation
------	-------------

- | | |
|---|----------------------------|
|  | Indicates a closed folder. |
|  | Indicates the open folder. |

Folder management

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

Some typical uses for folders:

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

Folder shortcuts

- ✓ Right-click an unpopulated area in the grid to view an action menu for the view.
- ✓ Right-click a selection to view an action menu for that item.
- ✓ Press ALT-ENTER to view and edit [properties](#) for a selected item in the Folder grid.
- ✓ Select a folder in the grid to define properties at the folder level.
- ✓ To define properties for the active folder, first press Goto Parent from the Toolbar, then select the folder from the grid.
- ✓ Use the TAB, ARROW and ENTER keys to navigate within a Folder.

Related Topics

[File | Properties](#)

[File | Comments and Bulletins](#)

[Organizing Bookmarks](#)

[Customizing Smart Bookmarks](#)

Other Views

[Bookmark Menu](#)

[Web Monitor](#)

[Monitored Items](#)

[Smart Finder](#)

Smart Bookmarks Desktop

[Views](#) [Toolbar](#) [Keys](#) [Icons](#)

The Smart Bookmarks main window, or *Smart Window*, consists of a *tree* and *grid* for the [Folder Viewer](#) view, and icons for the [Bookmark Menu](#) and the [Monitored Items](#) list in the folder tree. The [Web Monitor](#) runs in its own detachable grid on the desktop.

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

You can access menu commands, the toolbar and action menus from each of the [Smart Bookmarks Views](#). Right-click within any view to open a context-sensitive action menu. Right-click over a selected file or files in the view grid to open a context-sensitive action menu for that file or files.

Managing Smart Windows

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

Managing the Web Monitor on the Desktop

Toggle [View | Web Monitor](#) to display or hide this view. A check-mark next to this command indicates an active view.



Press Detach to run the Web Monitor grid separately.



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

Smart Bookmarks Views

[Desktop](#)

[Toolbar](#)

[Keys](#)

[Icons](#)

What Are Views?

You can use views to archive bookmarks in a familiar folder tree, display new and frequently accessed links on your browser's enhanced menu, monitor documents for changes and conduct powerful searches across the World Wide Web.

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



Folder Viewer

The Folder viewer appears in the Smart Window, with the Bookmark Menu and Web Monitor views represented as icons in the folder tree. You can choose the File Smart Bookmark command from your browser's enhanced menu to file a new bookmark into a selected folder with smart information.



Bookmark Menu

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



Web Monitor

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



Monitored Items

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

Using Smart Finder as a view



Smart Finder

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

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

For more about building searches using Smart Finder, see [Searching the Internet](#) and [Searching Folders for Bookmarks](#).

Desktop Icons






[Desktop](#)

[Views](#)

[Toolbar](#)

[Keys](#)

The following icons appear in the Smart Bookmarks folder tree:

Icon	Explanation
	Indicates a closed folder.
	Indicates an open folder.
+	Indicates an expandable branch of the tree.
-	Indicates a collapsible branch of the tree.
	Indicates the Bookmark Menu list.
	Indicates the Monitored Items list.
	Indicates a bookmark item.

Speed Keys

[Desktop](#)

[Views](#)

[Toolbar](#)

[Icons](#)

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

Standard Windows Shortcuts

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

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

Additional Speed Keys













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

Toolbar

[Desktop](#) [Views](#) [Keys](#) [Icons](#)

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

Toolbar icons

Icon	Explanation
	Use New Folder to create a new folder in the current folder. This item appears grayed until you enter Folder view.
	Use Monitor Changes to add selected items to the Monitored Items list.
	Use Clear Flags to remove change flags from a selected item.
	Use Update to refresh monitored or selected bookmarks.
	Use Properties to display the property set for the selected item.
	Use Comments and Bulletins to display or add comments for a selected item.
	Use Send to send e-mail about selected bookmarks to another World Wide Web user. Smart Bookmarks adds smart information about the bookmark to body of the e-mail message.
	Use Find to launch the Smart Finder viewer for conducting searches against local folders and over the Internet.
	Use Smart Captions to toggle the display of smart information associated with a folder or bookmark. With this option toggled on, hold your mouse cursor over any item in the view grid to display a caption.
	Use Help to open this on-line Help file.
	Use Detach Web Monitor to run the Web Monitor in a separate grid on your desktop. This icon is available only in the Web Monitor viewer.
	Use Reattach to run the Web Monitor grid in the Smart Window . This icon is available only in the Web Monitor viewer.

Glossary

- A- [action menu](#)
- B- [bookmark](#)
- C- [catalog](#)
[change Flag](#)
[Clipboard](#)
[comment](#)
[Comments and Bulletins Log](#)
- D- [delete](#)
[description](#)
[drag and Drop](#)
- F- [folder](#)
- I- [Infoseek](#)
- L- [Lycos](#)
- M- [monitor](#)
- N- [name](#)
- P- [property](#)
- R- [refresh](#)
[remove](#)
[right-click](#)
- S- [Smart Window](#)
[search](#)
- U- [Uniform Resource Locator \(URL\)](#)
[update](#)
- V- [view](#)
- W- [Web Crawler](#)
- Y- [Yahoo](#)

change flag

Marks bookmarks that have changed since the last [update](#).

Clipboard

Smart Bookmarks allows cut, copy and paste to and from entry boxes including name, description, comment and keyword.

comment

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

[comment log](#)

comments and bulletins log

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

delete

Removes each instance of a bookmark from the catalog. Use [remove](#) to take one instance of a bookmark out of a view or folder.

description

User-entered text that explains a bookmark or folder. Descriptions can be displayed in the grid with [View | Details](#).

drag and drop

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

Infoseek

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

Lycos

An Internet search facility maintained at <http://lycos-tmp1.psc.edu/> by Carnegie-Mellon University in Pittsburgh, PA. You can interact with Lycos through your Smart Finder interface.

folder

A logical collection of bookmarks generally grouped by topic.

property

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

remove

To take a bookmark out of a view or folder. Remove does not [delete](#) a bookmark where more than one instance of the bookmark exists.

right-click

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

update

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

view

A representation of bookmarks, subset of bookmarks, or group of bookmark folders. In Smart Bookmarks, a view may be a traditional folder tree, a group of bookmarks in a [folder](#), or the contents of the Web Monitor, Monitored Items list, or the Smart Finder.

tree

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

keyword

A user-supplied attribute by which documents and projects can be categorized and searched.

catalog

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

smart information

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

monitor

To track an [URL](#) for changes, either to the document text or to internal links.

Uniform Resource Locator (URL)

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

Web Crawler

The search facility maintained at <http://webcrawler.com/>. You can interact with Web Crawler through your Smart Finder interface.

Yahoo

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

refresh

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

attribute

A property of a bookmark. In Smart Bookmarks, some properties are user-supplied. These properties make up the database smart information that includes [name](#), [description](#), [keyword](#), [comment](#) and [monitor](#) options.

action menu

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

Smart Window

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

search

To find bookmark attributes or Internet documents via a combination of the Smart Bookmarks search engine and various Internet search engines, including [Yahoo](#), [Lycos](#), [Web Crawler](#) and [Infoseek](#).

name

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

bookmark

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

Dialog Boxes

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

[Add Smart Bookmark dialog box](#)

[Font dialog box](#)

[Select an Executable File dialog box](#)

Add Smart Bookmark dialog box

[Related Topics](#)

You can add a Smart Bookmark directly from your browser during any World Wide Web session. Choose File Smart Bookmark from your browser's enhanced menu. This dialog can also be opened from the [Smart Finder](#) Add Bookmark button when you want to create a bookmark from Internet search results.

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

Dialog Box Options

Option	Explanation
Document Title	Accept or modify the default document title.
Description	Enter a description of the bookmark.
File Into Folder	Select a folder where you want to store the bookmark.
URL	Displays the Uniform Resource Locator for the current document.
Tell me when the Contents of this page change	Check this box to receive notification about changes to the Contents of the remote document.
Tell me when new Pages or Links are added to this page	Check this box to receive notification about new Pages or Links in the remote document or node. When a new Page or Link is detected Smart Bookmarks flags the bookmark and creates a Web Monitor item for each new or changed link.

Document Title

Description

File Into Folder

Uniform Resource Locator (URL)

Notify Me of Added or Changed Links

Related Topics

[Using the Enhanced Bookmarks Menu](#)

[Monitoring Bookmarks](#)

[Updating Bookmarks](#)

Font dialog box

[Related Topics](#)

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

Dialog Box Options

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

Font

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

Font Style

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

Font Size

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

Sample

This area previews the appearance of the current selection.

Related Topics

[Customizing Smart Bookmarks](#)

Select an Executable File dialog box

When you choose [Tools | Preferences - Internet tab](#), and press Browse in the Browser Location option, the Select an Executable File dialog box appears.

Use this dialog box to navigate to the exact location of your Web browser. This dialog appears when your Web browser selection has not been detected. This normally occurs only if you have installed your browser somewhere other than its default location, or if the browser location has changed.

Dialog Box Options

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

Additional Topics

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

The following section covers advanced actions using Smart Bookmarks:

[Making Bookmarks Smarter](#)

[Customizing Smart Bookmarks](#)

[Using Action Menus](#)

[Using Drag and Drop](#)

[Searching Folders for Bookmarks](#)

[Viewing Web Monitor Items](#)

[Receiving and Viewing Bulletins](#)

Making Bookmarks Smarter

[Related Topics](#)

[Quick Start Topics](#)

Making Your Bookmarks Smarter

You can enhance your bookmarks by adding [smart information](#) to them. Smart information can help you search your [catalog](#), offer clues about bookmarks you no longer recognize and help share information with friends and colleagues. Whether you are maintaining bookmarks for work or entertainment, adding optional smart information to your bookmarks makes them more usable and interesting.

You can add information such as a long name, description or keyword when you save or open bookmarks, or you can modify this information for selected bookmarks by choosing Properties from the Toolbar.

Your catalog includes smart information about the history of your bookmarks. This information is easy to access and just as easy to share with other Smart Bookmarks users. Each time that a bookmark in the Folder tree is updated, Smart Bookmarks records the time and date in a running comments and bulletins log. You can add your observations to this log for any bookmark. To add comments for a selected bookmark, choose Comments and Bulletins from the Toolbar.

Adding and modifying smart information

You can add smart information to a bookmark at any time by selecting it and choosing the [File | Properties](#), or [File | Comments and Bulletins](#) commands. Using these commands, you can write to the [comments and bulletins log](#), add a [description](#) or modify a bookmark [name](#). You can export smart information to other Smart Bookmarks users at a later time.

Modifying smart information is a simple process.

1. Select a bookmark from within any view.
2. Choose [File | Properties](#).
- Or -
Right-click and choose Properties from the [action menu](#).

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

3. After modifying smart information, press OK.
4. Choose [File | Comments and Bulletins](#).
-Or-
Right-click and choose Comments and Bulletins from the action menu.

In either case, the Comments and Bulletins dialog box appears. From here you can enter comments about the link. Smart Bookmarks maintains a Comments and Bulletins log that can be exported with the bookmark or sent to other Internet users via e-mail using [File | Send](#). A new entry is added to the log each time you update or connect to the bookmark URL.

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

To display smart information, turn on [View | Details](#). Smart Bookmarks displays long file names and descriptions in the grid. You can examine smart information at any time using the same commands you used to enter information.

Alternately, turn on [View | Smart Captions](#) to display smart information in a pop-up window.

Related Topics

[View | Details](#)

[View | Smart Captions](#)

[Web Monitor](#)

[File | Monitor Changes](#)

[Tools | Export](#)

Searching Folders for Bookmarks

[Related Topics](#)

[Quick Start Topics](#)

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

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

To search folder contents:

To begin a search, choose [Tools | Find](#). When you do so, the Smart Finder appears.

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

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

Related Topics

[Smart Finder](#)

[Searching the Internet](#)

[Monitoring Bookmarks](#)

Customizing Smart Bookmarks

[Related Topics](#)

You can customize the desktop display of the [Smart Window](#) and other Smart Bookmarks' views. You can also customize the display of information within each view.

Customizing the Folder tree display

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

Choose [Tools | Preferences - Folder tab](#) to hide folders you are not using. Hiding a folder also hides its sub-folders.

To suppress one or more folders:

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

Toggle off the display of the tree entirely using [View | Tree](#). The Folder tree displays folders according to your preference. However, only one folder in the view can be open. Use the Tree command when you want to display only the open folder. Use [View | Goto Parent](#) to navigate the tree.

Summary of View menu commands

Choose [View | Details](#) to toggle the display of additional file information in the viewer grid.

Choose [View | Smart Captions](#) to toggle the display of additional smart information in pop-up windows on screen.

Choose [View | Sort](#) to select sorting options for the viewer grid.

Choose [View | Toolbar](#) to toggle the display of the Toolbar.

Choose [View | Status Bar](#) to toggle the display of the status bar.

Setting View menu display options

To customize the size and appearance of tiles in the grid, choose [Tools | Preferences](#). When you do so, the Preferences dialog appears with the Options tab active. Use this tab to set the tile size, tile text format and choose a font for the Smart Bookmarks grid.

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

Using View menu commands to customize the display

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

desktop.

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

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

Related Topics

[Tools | Preferences](#)

[View | Sort](#)

[View | Details](#)

[View | Smart Captions](#)

Using Action Menus

[Related Topics](#)

Smart Bookmarks provides context-sensitive action menus. Just right-click in the grid to access relevant commands for selected items. [Right-click](#) an unpopulated area of the active grid to access a context-sensitive menu for the view.

To access an action menu for a selected item:

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

To access an action menu for the view:

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

Related Topics

[SpeedKeys](#)

[Toolbar](#)

[Using Drag and Drop](#)

Using Drag and Drop

[Related Topics](#)

Smart Bookmarks follows established Microsoft Windows drag and drop conventions. Using [drag and drop](#) actions, bookmark folders, and smart information, Smart Bookmarks helps you travel the World Wide Web faster and smarter.

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

Some typical drag and drop actions:

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

To drag and-drop-one or more bookmarks:

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

Related Topics

[SpeedKeys](#)

[Toolbar](#)

[Using Action Menus](#)

Related Topics

[Monitoring Bookmarks](#)

[File | Update](#)

[View | Refresh](#)

Viewing Web Monitor Items

[Related Topics](#)

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

The Web Monitor appears by default when new items are detected. You can turn off this feature using the [Tools | Preferences - Options tab](#). You can toggle the Web Monitor on or off by choosing [View | Web Monitor](#).

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

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

Viewing Web Monitor items representing new or changed links:

Follow the steps below to view Web Monitor items:

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

- Or -

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

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

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

Related Topics

[Web Monitor](#)

[Monitored Items](#)

Receiving and Viewing Bulletins

[Related Topics](#)

What Are Bulletins?

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

Smart Bookmarks keeps a detailed comments and bulletins log for each bookmark you store. This log records user-supplied notes and observations, and bulletins received from monitored sites. Bulletins are added to the log for each bookmark that receives them. You can, of course, add your own comments to the log along with the bulletins that you receive.

About Bulletins

Bulletins enable sites that you monitor to send you messages about new events. A bulletin is sent using a special HTML anchor attribute for any link and any Smart Catalog-compatible application. You can receive Bulletins from Web sites you're monitoring for new Pages or Links. When you establish monitoring for an item, take special care to insure that you do monitor it for new Pages or Links.

Smart Tip: To establish monitoring for new Pages or Links you must individually set Monitoring options for a single item at a time. When you establish monitoring for multiple selections, only remote document changes are detected.

When a bulletin arrives, an item is created in your Web Monitor with the pencil icon to indicate that a Bulletin is attached. If you have [View | Details](#) turned on, the Message field in the Web Monitor displays the Bulletin in the following format: "*Bulletin: Bulletin text goes here.*" Since the bulletin most likely comes from a target on a page you are monitoring for link changes, the bulletin text is not added to the existing monitored item unless that item also is filed in your folder tree.

Receiving and viewing bulletins

When Smart Bookmarks detects a bulletin at a site you are monitoring, a Web Monitor item is automatically created with an icon pointing to the monitored [URL](#). To examine the bulletin text, just select the item from the Web Monitor and press Comments and Bulletins from the Toolbar.

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

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

Related Topics

[File | Comments and Bulletins](#)

[File | Monitor Changes](#)

[Monitoring Bookmarks](#)

[Making Bookmarks Smarter](#)

File Menu

[Other Menus](#)

[Open](#)

[New Folder](#)

[Clear Flags](#)

[Update](#)

[Properties](#)

[Comments and Bulletins](#)

[Monitor Changes](#)

[Add to Bookmark Menu](#)

[Send](#)

[Close](#)

[Exit](#)

Other Menus

[Edit Menu](#)

[View Menu](#)

[Tools Menu](#)

[Help Menu](#)

File | Open

[Related Topics](#)

Smart Bookmarks makes reconnecting to your links easy. You can open any bookmark by double-clicking or choosing File | Open. In addition, bookmarks you have added to the Bookmark Menu can be opened from your browser's enhanced menu.

Related Topics

[File | New Folder](#)

[Viewing Web Monitor Items](#)

File | New Folder

[Related Topics](#)

You can create new folders at any level in the Folder tree. Select the parent folder before creating the new folder, then choose File | New Folder to create a new folder.

When you choose this command, the Smart Folder Assistant appears. Use the Folder Assistant to define the folder name, description and searchable keywords. This information can be searched and exported to a bookmark file to share with other Smart Bookmarks users.

Related Topics

[File | Open](#)

[Organizing Bookmarks](#)

File | Clear Flags

[Related Topics](#)

Whenever a change is detected at the [URL](#) represented by a bookmark, Smart Bookmarks notifies you by flagging the item. Each instance of the changed item receives a change flag.

After you have reviewed items displaying a [change flag](#), choose File | Clear Flags to remove flags.

- Or -

Press Clear Flags from the Toolbar.



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

Change Flags in the Web Monitor

Smart Bookmarks creates a Web Monitor item for each new or changed link from monitored URLs. Items include a description to indicate their origin. For instance, a new link from a Yahoo search page would include the description "New link from Yahoo." You can turn on [View | Details](#) or [View | Smart Captions](#) to display these messages in the Web Monitor grid.

Related Topics[File | Update](#)[View | Refresh](#)[Monitoring Bookmarks](#)[Updating Bookmarks](#)

File | Update

[Related Topics](#)

Smart Bookmarks can update monitored items manually or automatically at regular intervals. Automatic updates can be run at program startup or by specifying an update interval using the [Tools | Preferences - Internet tab](#).

When an update is run, Smart Bookmarks carries out the Monitoring options you specified for each item. When a change to a monitored URL is detected, that item receives a flag and a Web Monitor item. New Pages or Links, as well as bulletins, receive a separate Web Monitor item.

Choose File | Update to run an update on selected bookmarks or folders in any view. Choose [View | Refresh](#) to manually update the contents of the Web Monitor or Monitored Items views. Just make the Web Monitor view active, then choose Refresh.

You can save your searches as bookmarks and rerun them automatically at any time to track topics that interest you.

Related Topics

[View | Refresh](#)

[Monitoring Bookmarks](#)

[Updating Bookmarks](#)

File | Properties

[Related Topics](#)

Your bookmarks can include additional, or *smart*, information such as a user-modifiable name, description, or search keyword. Smart information makes your World Wide Web sessions more productive. You can record smart information when you file a bookmark from your browser's enhanced menu.

You can also modify existing smart information at any time. Right-click a selected folder or bookmark and choose Properties to access the Properties dialog box. The Properties dialog box consists of two tabs:

[General](#)

[Bookmark](#)

Use the tabs to modify information associated with the item.

Choose the [File | Properties - General tab](#) to add and view smart information related to a selected bookmark or folder. You can initiate monitoring from the [File | Properties - Bookmark tab](#) whenever you inspect a bookmark's properties.

Related Topics

[Integrating Your Web Browser](#)

[Making Links Smarter](#)

[File | Comments and Bulletins](#)

[File | Properties](#)

Properties Tabs

[General](#)

[Bookmark](#)

File | Properties - Info tab

File | Properties - General tab

[Related Topics](#)

Use the Properties - General tab to view and modify smart information related to a bookmark, folder name, description, or keyword. You can clear a change flag from the selected item by pressing Clear Flags. The properties you assign to a bookmark can be searched at a later time using the [Smart Finder](#).

Tab Options

Option	Explanation
Name	Displays the name for the selected bookmark or folder. Use this text-entry box to modify the bookmark or folder name.
Description	Displays the current description for the selected hotlink or folder. Update the description by entering new text. This field allows up to 67 characters. Toggle View Details or View Smart Captions to display descriptions.
Keywords	Displays the search keywords for the selected bookmark. Enter one or more search keywords. You can search by keyword strings at a later time using Smart Finder.
Clear Flags	Press Clear Flags to remove update flags associated with the bookmark. Clear Flags is inactive when the selected item is not flagged.

Name

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

Description

Displays the current description for the selected hotlink or folder. Update the description by entering new text. This field allows up to 67 characters. Toggle [View | Details](#) or [View | Smart Captions](#) to display descriptions.

Keywords

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

Clear Flags

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

Related Topics

[File | Properties-Bookmark tab](#)

[File | Monitor Changes](#)

[Monitoring Bookmarks](#)

[Searching the Internet](#)

File | Properties - Bookmark tab

[Related Topics](#)

Use the Properties - Bookmark tab to view and modify information related to remote document status-- such as document type, size and last modified date. The Bookmark tab also displays monitoring status, the remote document location, or [URL](#), and the location of a local copy where one exists.

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

Tab Options

Option	Explanation
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Remote Document Status

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

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

Monitoring Options

Displays the current monitoring status of the selected item. Check or uncheck either Monitoring box whenever you inspect bookmark properties, or choose [File | Monitor Changes](#) for a selected item.

Tell me when

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

Remote Document Location

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

Remote Document Status

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

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

Monitoring Options

Displays the current monitoring status of the selected item. Check or uncheck either Monitoring box whenever you inspect bookmark properties, or choose [File | Monitor Changes](#) for a selected item.

Tell me when

the Contents of this page change

Check this box to monitor for remote document changes.

new Pages or Links are added to this page

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

Uniform Resource Locator

Displays the URL for the bookmark.

Local Copy Path

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

Related Topics

[File | Properties - General](#)

[File | Monitor Changes](#)

[Monitoring Bookmarks](#)

[Making Links Smarter](#)

File | Comments and Bulletins

[Related Topics](#)

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

A comment is user-supplied and can be added for an item using the Comments and Bulletins dialog box. A bulletin is supplied by Web sites whose links you monitor for changes.

Choose File | Comments and Bulletins to display the Comments and Bulletins log for a selected bookmark. The chronological log is displayed in the Comments and Bulletins dialog box. You can type in new comments or paste text from the Windows Clipboard. When you export your bookmarks, you can choose to include the Comments and Bulletins log contents as preformatted text in the export file.

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

To read a bulletin, just select the item then press Comments and Bulletins from the Toolbar. For more about Bulletins, see [Receiving and Viewing Bulletins](#).

Dialog Box Options

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

Comments

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

New Comments

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

Related Topics

[Receiving and Viewing Bulletins](#)

[File | Properties](#)

[Making Bookmarks Smarter](#)

[File | Send](#)

[Tools | Export](#)

File | Instructions

This command is stubbed out in Smart Bookmarks -- DO NOT REMOVE.

File | Monitor Changes

[Related Topics](#)

You can monitor your bookmarks over the World Wide Web and be notified when changes occur. Smart Bookmarks can update monitored items automatically or manually.

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

You can perform monitoring manually for selected items using [File | Update](#) or for folder contents using [View | Refresh](#).

See [Monitoring Bookmarks](#) for a complete overview of Smart Bookmarks monitoring.

Establishing Monitoring

You can setup monitoring when you create a new bookmark using the [Add Smart Bookmark dialog box](#), or at any time via File | Monitor Changes.

1. Choose Monitor Changes from the Toolbar with an existing bookmark selected.
- Or -
Drag and drop the object onto the Monitored Items icon in the folder tree.
2. In either case, Smart Bookmarks displays the Monitor Page dialog box. Check one or both of the boxes to monitor for document changes or new links.

Smart Tip: To receive Bulletins from a Web site, you should monitor for new or changed links. To do so, you must apply monitoring options for one and only one bookmark at a time. This option is not available for multiple selections.

Dialog Box Options

Options	Explanation
-------------------------	-----------------------------

Tell me when	
---------------------	--

the Contents of this page change	
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	Check this box to receive notification when the remote document changes. When a change is detected in the remote document, Smart Bookmarks adds a change flag wherever it appears in a viewer grid.
--	---

new Pages or Links are added to this page	
---	--

	Check this box to receive notification about new or changed links within the remote document. When you open a bookmark that is monitored for new or changed links, Smart Bookmarks displays an Open dialog box. You can choose to view the remote document or a listing of the new or changed links. If you have monitored an item for new or changed links, each new link is displayed in the Web Monitor.
--	---

Removing Bookmarks from the Monitor List

You can easily remove items from the monitor list:

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

Related Topics

[Tools | Preferences - Internet tab](#)

[File | Properties - Bookmark tab](#)

[Monitoring Bookmarks](#)

[Updating Bookmarks](#)

File | Send

[Related Topics](#)

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

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

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

You can also choose to share bookmark files using [Tools | Export](#). Check the [smart information](#) boxes in the Export dialog box to include Comments and Bulletins or keywords with the export file. Once a file is exported, it can imported into another Smart Bookmarks folder catalog.

Related Topics

[File | Properties](#)

[File | Comments and Bulletins](#)

[Tools | Export](#)

[Making Links Smarter](#)

File | Add to Bookmark Menu

[Related Topics](#)

You can add bookmarks or folders to the Bookmark Menu view within Smart Bookmarks for quick access from your browser's Bookmarks menu. Items you add to this view appear on your browser's enhanced menu anytime that Smart Bookmarks is also running.

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

Choose File | Add to Bookmark Menu to add selected item(s) to the [Bookmark Menu](#). You can also [drag and drop](#) bookmarks or folder into the Bookmark Menu view to add them to the menu.

Removing Items from the Bookmark Menu

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

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

Related Topics

[Edit | Remove](#)

[Bookmark Menu](#)

File | Close

Choose File | Close to exit the active window. You can close a duplicate [Smart Window](#) or the Web Monitor viewer without exiting Smart Bookmarks.

If the active window is the only window open, you can use this command to exit Smart Bookmarks.

File | Exit

Choose File | Exit to close all open views and exit Smart Bookmarks.

Edit Menu

[Other Menus](#)

[Remove](#)

[Delete](#)

[Select All](#)

Other Menus

[File Menu](#)

[View Menu](#)

[Tools Menu](#)

[Help Menu](#)

Edit | Remove

[Related Topics](#)

You can remove a bookmark from a Smart Bookmarks view without deleting it from your entire bookmark system. Choose Edit | Remove to clear selections from the current folder or view. This command is accessible from the [action menu](#) within each view.

The Remove command is context-sensitive. For instance, Remove appears as Remove from Folder within Folder view. You can also choose the Remove command from the Edit menu within any view.

Smart Tip: Removing a bookmark from a folder or viewer does not delete other instances of that bookmark. To delete bookmarks from all views, choose [Edit | Delete](#).

Related Topics

[Edit | Delete](#)

[Using Action Menus](#)

[Organizing Bookmarks](#)

Edit | Delete

[Related Topics](#)

You can delete multiple instances of one or more bookmarks using Delete. Select a bookmark or range of bookmarks, then choose Edit | Delete from the menu, or right-click and select Delete from the [action menu](#).

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

Dialog Box Options

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

Related Topics

[Edit | Remove](#)

[Using Action Menus](#)

[Organizing Bookmarks](#)

Edit | Select All

[Related Topics](#)

Choose Edit | Select All to select all items within the active grid. You can apply any relevant command to selected items. This command is useful for maintaining your folders and their contents.

Related Topics

[Organizing Bookmarks](#)

[Edit | Remove](#)

[Edit | Delete](#)

[Using Drag and Drop](#)

[Using Action Menus](#)

Tools Menu

[Other Menus](#)

[New Window](#)

[Detach Web Monitor](#)

[Find](#)

[Preferences](#)

[Export](#)

[Import](#)

Other Menus

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Help Menu](#)

Tools | New Window

[Related Topics](#)

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

Choose Tools | New Window to open a duplicate Smart Window. For detailed instructions on setting up drag and drop operations, see [Using Drag and Drop](#).

Related Topics

[Organizing Bookmarks](#)

Tools | Detach Web Monitor

[Related Topics](#)

Choose Tools | Detach Web Monitor to open the [Web Monitor](#) in a separate window. If the Web Monitor is already running in a separate window on your desktop, this command appears as Reattach Web Monitor.

Choose [View | Web Monitor](#) to reopen this view.

Related Topics

[Web Monitor Viewer](#)

[Monitored Items](#)

[File | Monitor Changes](#)

Tools | Find

[Related Topics](#)

Choose Tools | Find to search the contents of local folders or across the World Wide Web. When you choose this command the [Smart Finder](#) view window appears.

Smart Finder Options

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

Searching Folder Contents

You can search your folders by bookmark name, keywords, descriptions and more. When a Folder search is completed, Smart Bookmarks displays an item for each valid hit in the Smart Finder view window. This view has its own custom Toolbar and menus. You can open remote documents directly from the Smart Finder view window, set up monitoring or drag and drop bookmarks directly into other views.

Searching the World Wide Web

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

Search

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

Where

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

Search Fields

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

Comparison Operators

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

Value

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

Search/Stop

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

Fewer Choices

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

More Choices

Press More Searches to add additional search criteria.

Related Topics

[Smart Finder Viewer](#)

[Searching the Internet](#)

Tools | Preferences

[Preferences tabs](#)

Choose Tools | Preferences to customize the Smart Bookmarks display, control the display of folders, to setup monitoring options, and to locate your Web browser.

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

Preferences tabs

[Options](#)

[Folders](#)

[Internet](#)

[Proxy](#)

Tools | Preferences -- Options tab

[Related Topics](#) [Preferences Tabs](#)

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

Tab Options

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

Tile Size

Choose a tile size from narrow, medium or wide.

Tile Text Format

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

Font

Press Font to access the Font dialog box.

Open Web Monitor on New Notifications

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

Related Topics

[Customizing Smart Bookmarks](#)

Tools | Preferences - Folders tab

[Related Topics](#) [Preferences Tabs](#)

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

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

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

Tab Options

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

Smart Folder Display

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

Related Topics

[Customizing Smart Bookmarks](#)

Tools | Preferences -- Internet tab

[Related Topics](#) [Preferences Tabs](#)

The Internet tab of the Preferences dialog box allows you to control the frequency of bookmark updates and how those updates occur. This tab also displays the location of your Web browser. If you installed your browser in other than its default location, or if you have moved your browser after installing Smart Bookmarks, update the path here.

Tab Options

Options	Explanation
Update Monitored Items	
Manually	Check or uncheck this box to toggle manual updating of bookmarks.
At Program Startup	Check or uncheck this box to toggle automatic updating of monitored bookmarks at program start-up.
Every	Check or uncheck this box to toggle automatic updating of monitored bookmarks at specified intervals. Use the spin buttons to choose an interval.
Prompt before Updating	Check this box to receive notification before an automatic update begins. You can always choose not to update your bookmarks at that time.
Web Browser Location	
Web Browser Location	Select your browser in the Browser Name box. If the browser is installed in the default directory, Smart Bookmarks detects it and makes it the default browser. If the browser executable is not installed in the default directory, the Select Executable File dialog box appears. Enter the DOS path for your browser or browse to select it.
Browser Name	Select the browser module name from the list. Smart Bookmarks lists the correct path for the selected browser's default install directory. If you have installed your browser elsewhere, the Select Executable File dialog box appears. Enter the DOS path for your executable file or browse to select it.

Update Bookmarks Manually

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

Update Bookmarks at Program Startup

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

Update Bookmarks Every () Minutes

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

Prompt Before Updating

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

Web Browser Location

Select your browser in the Browser Name box. If the browser is installed in the default directory, Smart Bookmarks detects it and makes it the default browser. If the browser executable is not installed in the default directory, the Select Executable File dialog box appears. Enter the DOS path for your browser or browse to select it.

Select the browser module name from the list. Smart Bookmarks lists the correct path for the selected browser's default install directory. If you have installed your browser elsewhere, the Select Executable File dialog box appears. Enter the DOS path for your executable file or browse to select it.

Related Topics

[Monitoring Bookmarks](#)

[Updating Bookmarks](#)

Tools | Preferences - Proxy tab

[Related Topics](#) [Preferences tabs](#)

The Proxy tab of the Preferences dialog box allows you to configure Smart Bookmarks to operate using a Proxy server. A proxy server, or gateway, allows Smart Bookmarks to pass on a network request to an outside agent that performs that request, and returns the results to Smart Bookmarks. Your proxy settings should match the proxy settings you used when you configured your Web browser.

You can specify proxy exceptions for URLs that exist within a firewall by entering the server name in the No Proxy for box. In a network where you are using a proxy either to act as a firewall aid or to ease network burden (both generally used in corporations), this allows you to designate internal web servers used strictly for internal information -- such as HR policies, marketing and competitive information, employee home pages that are not visible to the outside world.

When you have internal web servers as well as proxies, you wouldn't want to burden your proxy server with having to fetch information for internal machines you have direct access to anyway, and proxy exceptions allow you to connect directly to these servers.

Tab Options

Options	Explanation
Proxies	
FTP Proxy	Enter the network address of your FTP proxy server. Consult your Web browser configuration for proxy settings before asking your network administrator.
Port	Enter the port for your FTP proxy server.
HTTP Proxy	Enter the network address of your HTTP proxy server. Consult your Web browser configuration for proxy settings before asking your network administrator.
Port	Enter the port for your HTTP proxy server.
No Proxy For	Enter any internal server that does not require use of the proxy server. An internal server is typically used to avoid placing additional burdens on a proxy server for URLs that exist within a firewall.

Related Topics

[Customizing Smart Bookmarks](#)

Tools | Preferences - Confirm tab

Tools | Preferences - Notify

Tools | Preferences User tab

Tools | Preferences - Monitor tab

Tools | Export

[Related Topics](#)

You can export your bookmarks for use by other Smart Bookmarks users. Choose Tools | Export to create an HTML file (*.HTM) that other users can then import.

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

Dialog Box Options

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

Which Things to Export

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

What Data to Export

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

Filename

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

Data Format

Smart Hotlist supports exports to the HTML format only.

Related Topics

[Making Links Smarter](#)

[Tools | Import](#)

Tools | Import

[Related Topics](#)

You can import bookmark files created by other Smart Catalog-compatible products, or by compatible Web browsers, directly into your folder system. Choose Tools | Import to bring an HTML (*.HTM) bookmark file into Smart Bookmarks.

For step-by-step instructions about importing your existing bookmark file, see [Integrating Your Web Browser](#).

Dialog Box Options

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

File Name

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

Directories

Navigate to the directory where the import file resides.

Drives

Navigate to the drive where the import file resides.

List Files of Type

Smart Hotlist supports the import of files in the HTML format only.

Network

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

Related Topics

[Integrating Your Web Browser](#)

[Tools | Export](#)

View Menu

[Other Menus](#)

[Toolbar](#)

[Status Bar](#)

[Tree](#)

[Web Monitor](#)

[Details](#)

[Smart Captions](#)

[Refresh](#)

[Goto Parent](#)

[Next Change Flag](#)

[Previous Change Flag](#)

[Sort](#)

Other Menus

[File Menu](#)

[Edit Menu](#)

[Tools Menu](#)

[Help Menu](#)

View | Toolbar

[Related Topics](#)

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

For more information on Toolbar icons, see [Toolbar](#).

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

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

Related Topics

[Toolbar](#)

[Desktop](#)

[Customizing Smart Bookmarks](#)

View | Status Bar

[Related Topics](#)

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

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

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

Related Topics

[Customizing Smart Bookmarks](#)

View | Tree

[Related Topics](#)

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

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

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

View | Web Monitor

[Related Topics](#)

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

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

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

View | Details

[Related Topics](#)

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

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

View | Smart Captions

[Related Topics](#)

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

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

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

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

View | Refresh

[Related Topics](#)

Smart Bookmarks provides powerful tools for monitoring your favorite Web sites using automated or manual updates that compare the database entry for a bookmark against the current remote document status. You can refresh your monitored bookmarks automatically by specifying an automatic update interval using the [Tools | Preferences - Internet tab](#).

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

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

Related Topics

[Updating Bookmarks](#)

[File | Update](#)

View | Goto Parent

[Related Topics](#)

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

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

Related Topics

[Organizing Bookmarks](#)

View | Next Change Flag

[Related Topics](#)

Choose View | Next Change Flag to go to the next item in a view displaying a [change flag](#).

View | Previous Change Flag

[Related Topics](#)

Choose View | Previous Change Flag to go to the previous item in a view displaying a [change flag](#).

Related Topics

[Monitoring Bookmarks](#)

[Updating Bookmarks](#)

View | Sort

[Related Topics](#)

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

Help Menu

[Other Menus](#)

[Contents](#)

[Quick Start](#)

[Release Notes](#)

[Support](#)

[About Smart Bookmarks](#)

Other Menus

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Tools Menu](#)

Help | Contents

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

Help | Quick Start

Choose Help | Quick Start to connect to the First Floor, Inc. World Wide Web server at <http://www.firstfloor.com/SmartBookmarks/QuickStart.html> for an introductory lesson on using this product.

Release Notes

Choose Help | Release Notes to connect to the First Floor Inc. World Wide Web server at <http://www.firstfloor.com/RelNotes/SmartBookmarks.html> for the latest updates to your Smart Bookmarks release notes document.

Help | Support

Choose Help | Support to connect to the First Floor Inc. World Wide Web server at <http://www.firstfloor.com/Support/> for the latest technical support information.

Help | New Catalogs

Choose Help | Release Notes to connect to the First Floor Inc. World Wide Web server at <http://www.firstfloor.com/catalogs/> for the latest catalogs to download and import.

Help | About Smart Bookmarks

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

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

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



Monitored Items

[Related Topics](#)

[Other Views](#)

The Monitored Items view appears in the Smart Window tree. Each item that you are monitoring, whether for document changes or for link changes, appears in the Monitored Items list. You can easily add to or remove items from this list.

Whenever you add a bookmark to your Monitored Items list, Smart Bookmarks records the remote document status. When you run an update, Smart Bookmarks checks the remote document for changes. When changes occur, the bookmark is flagged and placed in the [Web Monitor](#) viewer.

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

Establishing Monitoring

You can use any of five methods to establish monitoring for selections. For more about these five methods, see [Monitoring Bookmarks](#).

Removing Bookmarks from the Monitor List

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

Some typical uses for the Monitored Items list

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

Monitored Items shortcuts

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

Related Topics

[File | Monitor Changes](#)

[Desktop](#)

[Receiving and Viewing Bulletins](#)

Other Views

[Folder Viewer](#)

[Bookmark Menu](#)

[Web Monitor](#)

[Monitored Items](#)

Integrating Your Web Browser

[Related Topics](#) [Quick Start Topics](#)

Smart Bookmarks works with your Web browser to enhance your bookmarks. When you run your browser and Smart Bookmarks together, you have access to smarter tools for monitoring Internet addresses, or URLs, and accessing them from within your browser.

You can use existing bookmarks or import other bookmark files that friends and colleagues have shared with you. For a full list of supported browsers, see the Browser Name list in the [Tools | Preferences -- Internet tab](#).

Setting Browser Location

Because Smart Bookmarks works with the most popular World Wide Web browsers, you can easily change your selection should you need to switch browsers, or should you move your browser to a new location. Smart Bookmarks automatically detects your browser's default location. If it is installed elsewhere, just enter the path in the Select Executable File dialog box.

The following steps describe how to choose another browser or update Smart Bookmarks about a new browser location.

1. Choose Tools | Preferences and navigate to the Internet tab.
2. Select your browser from the Browser Name list.
3. If the browser is installed in the default directory, Smart Bookmarks assigns it as the Web browser. If the browser is located other than the default directory, the Select Executable File dialog box appears. Simply choose the location of your Web browser and press OK.

Importing Existing Bookmarks

You can utilize your browser's existing bookmark file, or bookmarks from other Smart Bookmarks users, by importing them using the following steps.

1. Launch Smart Bookmarks.
2. Select [Tools | Import](#) to access the Select Import File dialog box.
3. Navigate to the location of your bookmark file (*.HTM).

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

4. After locating the bookmark file, press OK. Smart Bookmarks imports the existing bookmark file.

Once you have completed the steps above, you are ready to begin navigating the World Wide Web using your existing bookmarks. Smart Bookmarks uses the heading tags, or existing folders, within your bookmark file as new folder names.

Smart Tip: If you move your Web Browser to a new location after installation, you will need to update the Browser Location box in the [Tools | Preferences - Internet tab](#).

Quick Start Topics

[Getting Started with Bookmarks](#)

[Monitoring Bookmarks](#)

[Updating Bookmarks](#)

[Organizing Bookmarks](#)

[Searching the Internet](#)

[Additional Topics](#)

Related Topics

[Making Bookmarks Smarter](#)

Getting Started with Bookmarks

[Related Topics](#) [Quick Start Topics](#)

Smart Bookmarks modifies and enhances your Web browser menu. The enhanced menu varies according to your browser. The enhanced menu has three commands: *Add Smart Bookmark*, *File Smart Bookmark* and *View Smart Bookmarks*. Depending on the browser you have selected in Tools | Preferences -- Internet tab, these options may vary.

You can display selected bookmarks or folders on the enhanced menu by adding them to Smart Bookmarks' Bookmark Menu view. Items added to the Bookmark Menu view in Smart Bookmarks will appear at the bottom of your browser's enhanced menu.

Smart Tip: You must run Smart Bookmarks and your browser together for enhanced menu commands to appear.

Enhanced Menu commands

Choose *Add Smart Bookmark* to add an URL to the Bookmark Menu view. The contents of the Bookmark Menu view are displayed at the bottom of your browser's enhanced menu.

You can use this feature as a shortcut to your most important sites. This command is not implemented in Microsoft Internet Explorer or Spyglass Enhanced Mosaic.

Choose *File Smart Bookmark* to file new bookmarks into folders with optional smart information. You can modify the default name, enter a description and add searchable keywords. Choose *View Smart Bookmarks* to bring the Smart Window to the front of your desktop.

Choose *View Smart Bookmarks* to bring the [Smart Window](#) to the front on your desktop. This command is not implemented in 32-bit versions of Netscape Navigator 2.0.

Using the enhanced menu commands

The following instructions demonstrate how to use the enhanced menu commands.

Adding bookmarks from your browser

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

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

Filing bookmarks from your browser

You can file new bookmarks into folders from your Web browser using the Add Smart Bookmark dialog box. You can also establish monitoring from this dialog box.

1. With a Web page that you'd like to save as a bookmark open in your browser, choose File Smart Bookmark from the enhanced menu. The enhanced menu varies according to your browser.
2. The Add Smart Bookmark dialog box appears.
3. Enter an optional description for the new bookmark.
4. Check the Monitoring options boxes to monitor the new bookmark. Be sure to monitor the new item for link changes if you wish to receive update bulletins from this Web site.

5. Select a folder from the File into Folder list.
6. Press OK.

The item is filed into the Smart Bookmarks folder tree and, if monitoring was established, to the Monitored Items view. You can inspect the selected Monitoring options for any item using the Smart Bookmarks' [File | Properties - Bookmark tab](#).

Controlling your browser from Smart Bookmarks

Use Smart Bookmarks to control your Web browser.

1. Choose View Smart Bookmarks to bring the Smart Bookmarks' window to the front of your desktop.
2. Double-click any bookmark to open the remote document in your browser.

You can redefine bookmarks properties, organize folders, establish monitoring and many other tasks using Smart Bookmarks.

Quick Start Topics

[Integrating your Web Browser](#)

[Monitoring Bookmarks](#)

[Updating Bookmarks](#)

[Organizing Bookmarks](#)

[Searching the Internet](#)

[Additional Topics](#)

Related Topics

[Add Smart Bookmark dialog box](#)

[Bookmark Menu](#)

[File | Properties - Bookmark tab](#)

Monitoring Bookmarks

[Related Topics](#)

[Quick Start Topics](#)

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

Since an Internet search can be saved in the same manner as any Internet [URL](#), you can automatically rerun your Internet searches by monitoring their results for new or changed links. By monitoring searches in this way, you can easily track interesting topics. Smart Bookmarks lets you know when new Web pages appear that meet your search criteria.


World Wide Web sites that support bulletins can update you about the latest happenings at their sites. For more information about how to use bulletins, see [Receiving and Viewing Bulletins](#).

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

- Click Monitor Changes from the [Toolbar](#)
- Drag the item into the [Web Monitor](#) or [Monitored Items](#) list
- Choose [File | Monitor Changes](#) for selected items
- Check one or both monitoring boxes from the [File | Properties - Bookmark tab](#) whenever you examine bookmark properties.
- Check one or both monitoring boxes from the [Add Smart Bookmark dialog box](#)

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

Monitoring existing bookmarks:

1. Select a bookmark you want to monitor. If you want to monitor more than one bookmark for remote document changes only, then select multiple items.
2. Press Monitor Changes  from the Toolbar.
3. The Monitor Pages dialog box appears. Check the Monitoring options boxes according to your preferences. Choose *Tell me when the Contents of this page change* to monitor the remote document for changes. Choose *Tell me when new Pages or Links are added to this page* to monitor for link changes in the remote document.
4. Press OK. Smart Bookmarks records the remote document status in the background. When you run an update, bookmarks that have changed will receive a change flag. Each new link from Web sites monitored for link changes receives a Web Monitor item.

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

Quick Start Topics

[Integrating your Web Browser](#)

[Getting Started with Bookmarks](#)

[Updating Bookmarks](#)

[Organizing Bookmarks](#)

[Searching the Internet](#)

[Additional Topics](#)

Related Topics

[Add Smart Bookmark dialog box](#)

[Updating Bookmarks](#)

[Searching the Internet](#)

[File | Properties](#)

[File | Monitor Changes](#)

[Web Monitor](#)

[Monitored Items](#)

[Viewing Web Monitor Items](#)

[Receiving and Viewing Bulletins](#)


Updating Bookmarks


[Related Topics](#)

[Quick Start Topics](#)

You can specify how Smart Bookmarks will update monitored items. Updates can be run manually or automatically at specified intervals. To set Update options in Smart Bookmarks, choose [Tools | Preferences -- Internet tab](#). You can update bookmarks that are not on your monitoring list by selecting them and choosing Update from the Toolbar.

Manually updating monitored links

1. Click the mouse in Web Monitor view or on the Monitored Items icon in the tree.
2. Press Update  from the Toolbar to manually update bookmarks in the list.
3. Smart Bookmarks carries out the update according to the Monitoring options specified for each bookmark.
4. Changed bookmarks receive a red change flag and a Web Monitor item, and each new or changed link appears in the Web Monitor with a flag. Items that have Bulletins attached are displayed with the pencil icon in the margin.


You can inspect Monitoring options for any selected bookmark by choosing Properties  from the Toolbar and navigating to the Bookmark tab of the Properties dialog box.

Automatically updating monitored links

1. Choose Tools | Preferences -- Internet tab.
2. In the Internet tab, set automatic updates to occur at an acceptable interval. Be sure to check the Prompt before Update box if you want Smart Bookmarks to let you postpone automatic updates.
3. Press OK. Smart Bookmarks will automatically run your updates at the specified interval. Each bookmark appearing in the Monitored Items list will be updated according to its specified Monitoring options.
4. Changed bookmarks receive a red change flag and a Web Monitor item, and each new or changed link appears in the Web Monitor with a flag. Items that have Bulletins attached are displayed with the pencil icon in the margin.

Updating other links

You can manually update bookmarks from any view. An occasional update of your non-monitored bookmarks can breath new life into your Web sessions and lead you to rediscover links already in your folder system.

1. Select one or more links.
2. Press Update  from the Toolbar.
3. Smart Bookmarks runs the manual update for the selected bookmarks. Changed bookmarks receive a red change flag.


Choosing Monitoring options for new bookmarks

1. Locate a Web site you want to save as a monitored item, then choose File | Smart Bookmark from your browser's enhanced menu.
2. In the Add Bookmark dialog box, enter an optional description of the remote bookmark.
3. Check the Monitoring options for the new item. You can monitor changes to the bookmark, its links, or both with the *Tell me when the Contents of this page change* and *Tell me when new*

Pages or Links are added to this page options. If you want to receive Bulletins from this site, check the new or changed links option.

4. Select a folder for the new bookmark from the File into Folder list.
5. Press OK. The bookmark is filed and monitoring is enabled with the specified options.


Monitoring an existing bookmark

1. Select an existing bookmark.
2. Press Web Monitor  from the Toolbar. If the Web Monitor icon appears pressed, monitoring is already established for the selected item. In this case, choose Properties from the Toolbar and navigate to the Bookmark tab to inspect or modify the Monitoring options and skip steps 3-4.
3. The Monitor dialog box appears. You can monitor changes to the bookmark, its links, or both with the *Tell me when the Contents of this page change* and *Tell me when the new Pages or Links are added to this page* options.
4. Press OK. Monitoring is established for the bookmark with the specified options.

Smart Bookmarks updates monitored items according to the Monitoring options you have chosen. Changes to a remote bookmark result in a change flag and a Web Monitor item for the bookmark. Changes to links result in a Web Monitor item for each new or changed link.

Removing monitoring from bookmarks

You can easily remove bookmarks from the Monitored Items list when you no longer need to receive updates about them.

1. Select one or more bookmarks or bookmarks from the Monitored Items list in Smart Bookmarks.
2. Press Monitor Changes  from the Toolbar.
3. Smart Bookmarks removes the selected bookmarks from the Monitored Items list.

Quick Start Topics

[Integrating your Web Browser](#)

[Getting Started with Bookmarks](#)

[Monitoring Bookmarks](#)

[Organizing Bookmarks](#)

[Searching the Internet](#)

[Additional Topics](#)

Organizing Bookmarks

[Related Topics](#)

[Quick Start Topics](#)

Smart Bookmarks comes with a complete [catalog](#) of sample folders organized around common topics. You will find some of the most popular Web sites already at your fingertips when you start your application.

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



Using the Folder Assistant

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

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

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

Navigating Folders

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

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

To open a folder:

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

Smart Tip: The folder [tree](#) displays all folders not explicitly suppressed in the [Tools | Preferences - Folder tab](#).

Quick Start Topics

[Integrating your Web Browser](#)

[Getting Started with Bookmarks](#)

[Monitoring Bookmarks](#)

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Related Topics

[File | Update](#)

Searching the Internet

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Searching the Internet

Smart Finder is a simple way to connect to the most popular Internet search engines -- such as Yahoo, WebCrawler, Lycos and Infoseek. Using Smart Finder to search the Internet is an effective way to locate Web pages of interest without having to learn complex search commands, and from one common interface. You can even save your searches as bookmarks, file them into folders, and automatically rerun them to make sure you're always on top of the latest Web happenings.

Smart Bookmarks includes a search viewer called Smart Finder. This easy-to-use tool connects you to the most popular World Wide Web search engines. You can use Smart Finder to search [Yahoo](#), [WebCrawler](#), [Lycos](#) or [Infoseek](#).

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

To search the Internet

To begin a search, choose [Tools | Find](#). When you do so, the Smart Finder appears.

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

To save a search as a bookmark

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

1. Choose the File Smart Bookmark command.
2. The [Add Smart Bookmark dialog box](#) appears.
3. Check the Monitoring options boxes to setup monitoring.
4. Add optional smart information about the search bookmark.

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

5. After making your selections, press OK.

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

Smart Tip: You can also search your local folders. For information about searching the contents of your folders, see [Searching Folders for Bookmarks](#).

Quick Start Topics

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Smart Finder

[Related Topics](#)

[Other Views](#)

Smart Bookmarks supports local and World Wide Web searching through the Smart Finder interface. You can easily search the Internet for favorite topics against the most popular search engines--[Yahoo](#), [WebCrawler](#), [Lycos](#) and [Infoseek](#).

To begin your search using Smart Finder, choose [Tools | Find](#).

Search results can be saved as bookmarks and monitored for changes just as any other valid Internet [URL](#). The Smart Finder viewer gives you the power to easily build both simple and more complex searches.

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

Local searching

You can run local searches against your catalog using names, descriptions, or keywords. When Smart Bookmarks displays the results for a local search in its grid, you can [drag and drop](#) files to other views, and assign smart information such as long names and keywords.

Building Search Statements

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

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

For more information about using Smart Finder, see [Searching the Internet](#). For more information about local searching, see [Searching Folders for Bookmarks](#).

Related Topics

[Searching the Internet](#)

[Searching Folders for Bookmarks](#)

Other Views

[Folder Viewer](#)

[Bookmark Menu](#)

[Monitored Items](#)

[Web Monitor](#)

