

User Manual

URL Manager Pro

User Manual

Version 5.2

Spring 2020



Home Page

<https://www.url-manager.com>

Customer Support

<mailto:support@url-manager.com>

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Credits

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Welcome to URL Manager Pro

How many bookmarks do you have by now?

Since the early days of the Internet, users have been able to keep address lists and the like of people and places on the Net. Today, nearly all popular Internet software applications have some way of helping you remember and keep track of your online affairs.

Web browsers have bookmarks or favourites, FTP clients have shortcuts, email programs have address books, remote host applications have connection lists, and newsreaders remember which newsgroups you are subscribed to. What these programs do, they do very well. If you are comfortable using the facilities provided by each one, then please continue to use them.

However, at some point, you may find that keeping your personal data in various forms in different programs becomes difficult to manage. New versions are released, but you aren't sure you want to upgrade without testing them. Or you need to occasionally use a different program for compatibility's sake. Or you need to abandon one program for another.

Moreover, with the ongoing exponential growth of the Internet, many people are finding that the built-in bookmark capabilities of today's web browsers are just not good at handling the number of URLs that most people want to maintain.

URL Manager Pro: A unified solution

URL Manager Pro solves many of the problems associated with keeping track of your Internet addresses. I've designed URL Manager Pro from the ground up to make it easy for you to manage thousands of URLs. URL Manager Pro offers you an array of powerful features for collecting, manipulating, and using very large collections of URLs. Not just URLs of Web pages, but also the URLs of email addresses, news servers, FTP sites, Telnet hosts, and more.

Best of all, URL Manager Pro integrates with your Internet applications, allowing you to save URLs to and open URLs from URL Manager Pro—all within these programs. URL Manager Pro works as a drop-in replacement for your web browser's bookmark function, your email program's address book, your newsreader's subscription list, your FTP program's host list, etc. With URL Manager Pro, you can easily create your own menus of bookmarks within your Internet applications, putting your URL Manager Pro bookmarks just a mouse click away.

With URL Manager Pro, you store all your URLs in one location. This means that you don't have to take sides in the browser battles; you can continue to use both Safari and Firefox side by side without committing yourself to one or the other. And you can try out newcomers as they appear, such as [Chrome](#), [OmniWeb](#), [iCab](#) and [Opera](#).

URL Manager Pro is especially useful for people who access the Internet from different computers: home, work, research lab or MacBook Air and MacBook Pro.

As many tens of thousands of satisfied URL Manager Pro users worldwide have discovered, URL Manager Pro is your ideal partner for surfing the Web.

Alco Blom

Installation

Requirements

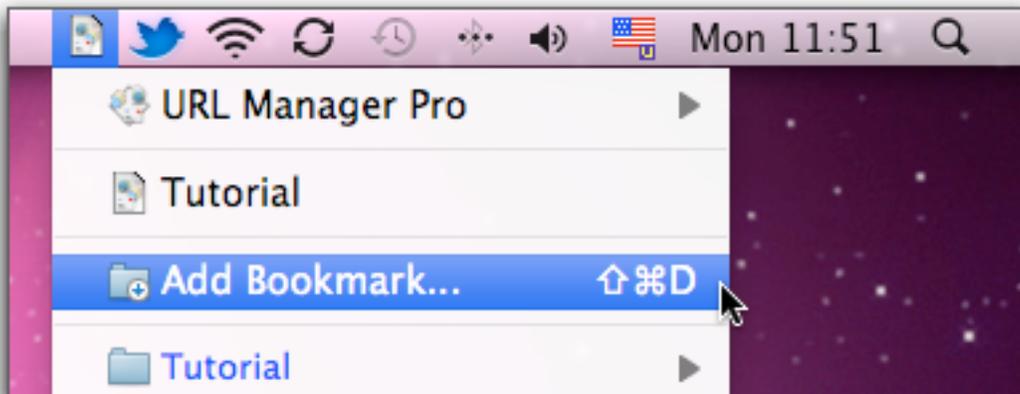
URL Manager Pro 5 requires macOS 10.13 or higher (including Catalina). You can use previous versions like URL Manager Pro 4.6 on older systems of macOS. The bundle size of URL Manager Pro 5 is around 10 MB, including this user manual and localisations for English, Japanese, German, French, Spanish and Italian, which are all included in the default package. URL Manager Pro 5 is Intel native and 64-bit.

Installing

Installation is very easy, just move URL Manager Pro into the *Applications* folder. To start using URL Manager Pro, simply double-click the application icon. Included in URL Manager Pro's bundle is a **Share** extension (the Add Bookmark to URL Manager Pro extension), support for **Services** (the Add Bookmark to URL Manager Pro Service) and this **User Manual** (PDF).

The Bookmark Menu Extra

While URL Manager Pro is running, it automatically adds the *Bookmark Menu Extra* to the menu bar (it can be disabled in Preferences). With the *Bookmark Menu Extra* you have access to your bookmarks from within any application, including your web browser. The *Bookmark Menu Extra* is located in the right part of your menu bar. Its icon is the icon of an URL Manager Pro bookmark document.



- The Bookmark Menu Extra -

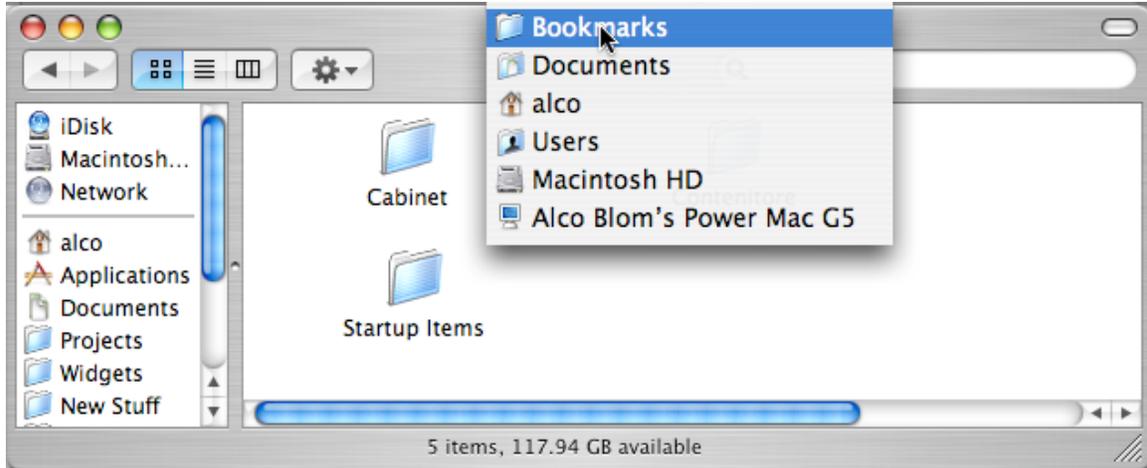
Using the *Bookmark Menu Extra*, you can add bookmarks, open bookmarks, and easily open bookmark documents and switch between your bookmark documents. With URL Manager Pro you store your bookmarks in documents that you can create and manage and have control over. You can organise and create several bookmark documents and have easy access to them via the *Cabinet* feature of URL Manager Pro.

Where to store your bookmark files

We strongly advise you to store your bookmark files in a folder named *Bookmarks* in your *Documents* folder. The *Documents* folder already exists and was created by macOS. Please create a *Bookmarks* folder in your *Documents* folder.

Furthermore, we suggest you create two folders in your *Bookmarks* folder. One named *Cabinet* and one named *Startup Items*. Put all your bookmark files in the *Cabinet* folder. Then make an alias of your primary bookmark file and put the alias in the *Startup Items* folder.

In the picture below, you can see how your hierarchy of bookmark files should look (in the case for a user with user name *alco*):



– The paths of the *Cabinet* and *Startup Items* folders –

From the URL Manager Pro Help Menu you can open a bookmark file called *Sample*. *Sample* contains a small collection of bookmarks that we refer to in the tutorial **Getting Started**. These bookmarks will also be useful to help you get started exploring the Web with URL Manager Pro.

Please move the file *Sample* to the *Startup Items* folder as defined in the above hierarchy when you want to follow the **Getting Started** tutorial.

User Manual

The User Manual is part of the URL Manager Pro bundle (or 'package'). You can choose the following commands from the Help menu in URL Manager Pro:

- URL Manager Pro Help
- Keyboard Shortcuts
- User Manual

URL Manager Pro is an application

URL Manager Pro works with popular Internet applications, including Safari, Chrome, OmniWeb, Firefox, Camino, iCab and Opera. Because URL Manager Pro is not an extension to your Internet applications, but a standalone program, it does not consume memory when you are not using it.

URL Manager Pro is an Intel native application and is localised in English, Japanese, German, French, Italian and Spanish.

Support for URL Manager Pro

Mailing List

The best source of technical support is the URL Manager Pro discussion list. Product update announcements are also posted here.

To subscribe to the URL Manager Pro Yahoo! Group, send an email to:

urlmanagerpro-subscribe@yahoogroups.com

To make changes in your subscription, go here:

<http://groups.yahoo.com/group/urlmanagerpro/>

Support

Please read the [FAQ](#) first.

You can contact technical support at:

support@url-manager.com

Getting Started

Introduction

The Getting Started section contains a tutorial to help you get up to speed quickly using URL Manager Pro. In this tutorial, you will be introduced to the following topics:

- Opening Web Pages
- Adding bookmarks to URL Manager Pro
- Organising your bookmarks

The Sample file

To follow the tutorial, please make use of the bookmark file *Sample*. You can find it in the **Help** menu of URL Manager Pro.

Sample contains a collection of bookmarks.

Note: Bookmarks contain Universal Resource Locators (URLs), the format in which Internet addresses are stored. A URL is represented in URL Manager Pro as a bookmark.

By exploring the sample collection of bookmarks, you will get a sense of the power and versatility of URL Manager Pro. Naturally, as soon as you familiarise yourself with the way the program works, you will want to start your own collection of bookmarks.

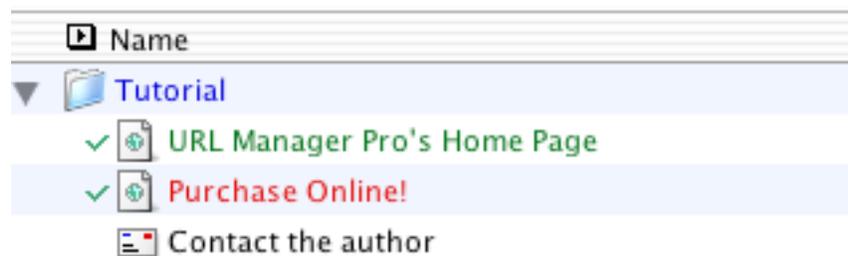
Opening Web Pages

You can open Web pages from bookmarks stored in URL Manager Pro in one of four ways. The first way is by opening a bookmark from within URL Manager Pro. The second way is by using URL Manager Pro's Bookmark Menu Extra feature for opening a Web page from within your web browser. The third way is through the popup menu of URL Manager Pro's icon in the Dock. A fourth way is by using Drag & Drop. Each of these four approaches has advantages, which we describe below.

Opening a bookmark from URL Manager Pro

A good place to start learning how to use URL Manager Pro is by going to the URL Manager Pro Home Page. URL Manager Pro is updated on a regular basis, and it is possible that there is a newer version available than the one you have, particularly if you obtained your copy on CD-ROM. It is always a good idea to use the latest version of URL Manager Pro.

Open the *Sample* file and look at the Tutorial folder, the top folder in the *Sample* document window. You will find four bookmarks. Double-click the icon, which is to the left of the name of the bookmark, of the first bookmark, called URL Manager Pro's Home Page.



If your web browser isn't running, URL Manager Pro will launch it. If your browser is running, URL Manager Pro will try to open this Web page in it. If you are not connected to the Internet, your web browser will alert you that it cannot make a network connection.

If you are connected to the Internet, your web browser should load the URL Manager Pro Home Page. It may take several seconds to load completely. Once the URL Manager Pro Home Page is loaded, take a moment to view the contents of this page. You'll find it offers links to many useful things, such as the latest version of URL Manager Pro in various languages, documentation, support addresses, and the like.

To find out which version of URL Manager Pro you have, go to the URL Manager Pro menu and select **About URL Manager Pro...** You will see a window that displays the version number.

If a later (that is, a higher-numbered) version of URL Manager Pro is available on our Web site, click on a download link and you will be prompted to download it to your computer.

Once the file transfer has been completed, exit URL Manager Pro, open the file you downloaded, and install the newer version of URL Manager Pro by replacing the application in the Applications folder with the newer version. Restart URL Manager Pro. You are now up-to-date!

We recommend you check the URL Manager Pro Web site regularly for new versions and additional useful information about URL Manager Pro and our related products.

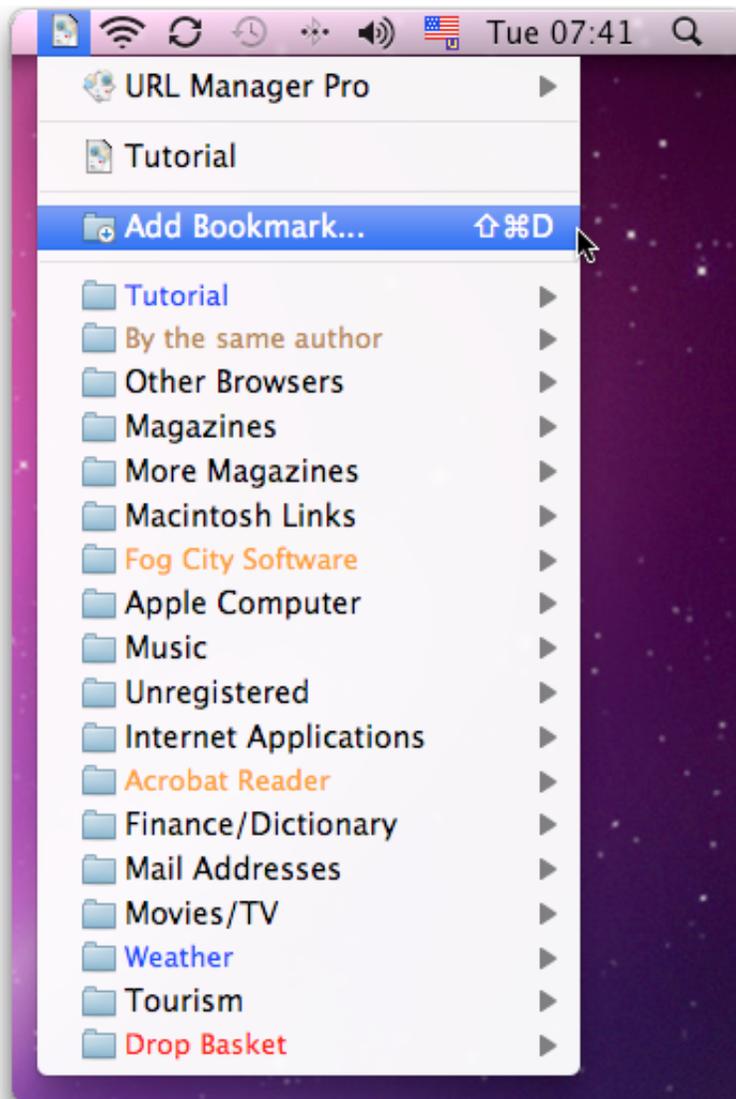
Opening Web pages from within URL Manager Pro is a good way to start surfing the Web. However, if you have already opened your web browser and have been surfing for some time, you may find it more convenient to open a Web page from within your browser (provided you stored its bookmark in URL Manager Pro). You will learn how to do that in the next section.

Opening a Web page from within your browser

URL Manager Pro can give you access to its bookmarks from within your browser in two different ways: the *Bookmark Menu Extra* and the *Dock Menu*. We will show you both in screen shots below.

The *Bookmark Menu Extra* shows all your bookmarks and is located in the System Menus area of the menu bar. The *Bookmark Menu Extra*'s icon is the URL Manager Pro document icon (left of the WiFi or Airport symbol in the picture below).

If you click on the document icon menu, you will see (in the picture below) that it lists all the folders and bookmarks in the current open bookmark file. It also has a menu command, **Add Bookmark...**, to bookmark the current web page.

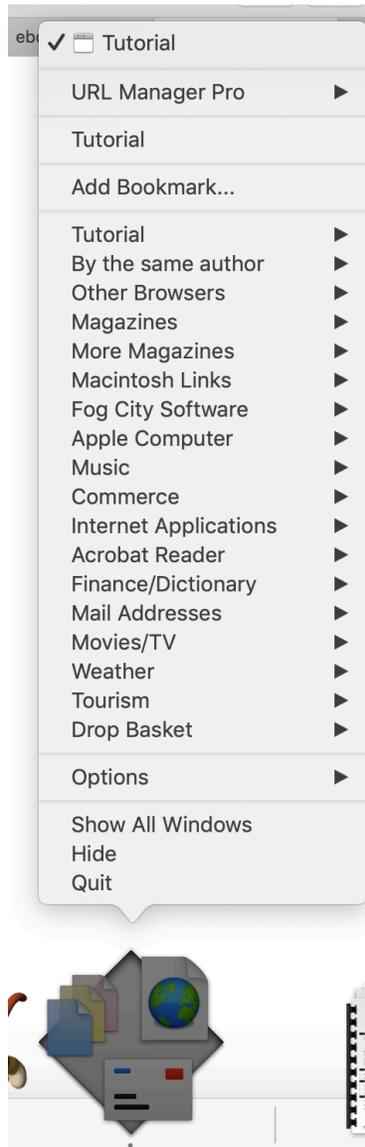


- Bookmark Menu Extra -

The *Bookmark Menu Extra* is the preferred way of accessing and adding your bookmarks.

If, for example, you select **URL Manager Pro's Home Page** from the Tutorial submenu, your web browser will open this page, provided you are connected to the Internet. Once you get used to using these, you will find that it is a powerful feature of URL Manager Pro.

The *Dock Menu* appears when you Control-Click on the URL Manager Pro icon in the macOS Dock (see the picture below). You will see that the Dock menu shows all the folders and bookmarks in the current open bookmark file (*Tutorial* in this example).



- Dock Menu -

Open a Web page using Drag & Drop

Drag & Drop is a powerful feature of the Mac operating system. It allows you to drag icons and other objects from one program to another. This is very useful for opening Web pages for which you've stored bookmarks in URL Manager Pro. To open a Web page using Drag & Drop, you will need to make both your browser and the URL Manager Pro windows visible. On a large monitor, this shouldn't be difficult; on a MacBook, one window may have to slightly overlap the other.

Activate the URL Manager Pro bookmark window by clicking on its window title bar. Open a folder by double-clicking on it or clicking the disclosure triangle. For example, open the *Magazines* folder.

Select, for example, the *MacWorld* bookmark icon.

Now, press and hold the mouse button.

While you are doing this, move the cursor over to the exposed part of your browser window—you will see an outline of the icon as you drag it. This is to let you know that Drag & Drop is functioning.

When your mouse cursor is over the browser window, release the mouse button. You have now "dropped" this icon in your browser. Your browser will open the *MacWorld* home page, provided you have an active Internet connection.

You can explore the other bookmarks in the Sample document at your leisure, either by opening them from within URL Manager Pro or by means of Drag & Drop. We have supplied a collection that we think may be of interest to Mac users. However, you will probably want to start developing a collection of your own URLs right away. You will learn how to add URLs to URL Manager Pro in the next section.

Adding bookmarks to URL Manager Pro

You can add bookmarks to URL Manager Pro in four different ways. 1) Add bookmarks directly within the URL Manager Pro program. 2) Use the Bookmark Menu Extra, or Dock Menu. 3) Use Drag & Drop. 4) Import the bookmarks file from your web browser. Each of these four approaches has advantages and is described below.

Adding bookmarks directly in URL Manager Pro

If URL Manager Pro isn't already running, open the URL Manager Pro folder and click on the URL Manager Pro icon to start the program.

As before, you will be presented with the default URL Manager Pro document called *Sample*.

Let's say you would like to create a bookmark for '*The Wall Street Journal*'.

Select the bookmark "Contact the author".

Go to the **Bookmark** menu.

Select the command **New Bookmark**.

This will create a blank bookmark icon in the *Sample* document called **Untitled**. Note that the new bookmark appears after the selection.

Name	URL
▼ Tutorial	
URL Manager Pro's Home Page	https://www.url-manager.com/
URL Manager Pro's FAQ Page	https://www.url-manager.com/faq.html
Contact the author	mailto:support@url-manager.com
Untitled	https://

- Creating a new untitled bookmark -

You'll see that the label field next to the icon is highlighted—this is URL Manager Pro's way of prompting you to give it a name right away.

Type in: `The Wall Street Journal`.

Press **Tab**.

Now the URL field is highlighted. For the time being, ignore the string of letters **https://** in this field. This is part of the Internet's URL addressing scheme. It indicates that the address is a Web page. (This is the URL Manager Pro default.)

Click the mouse cursor to the right of `https://` and type: `www.wsj.com`

Press **Enter** when you are done. The new icon is now called "The Wall Street Journal".

Make sure that you typed the URL correctly and that there are no spaces. If there are any spaces, URL Manager Pro will not be able to open the page.

Now double-click on the new The Wall Street Journal icon. Your web browser will open The Wall Street Journal Web page, provided you have an active Internet connection.

You will find this technique for entering a bookmark directly in URL Manager Pro useful for adding a bookmark you find listed in a magazine or newspaper or another source other than your computer. For a bookmark you discover when surfing the Internet, there is a better way of adding it to URL Manager Pro.

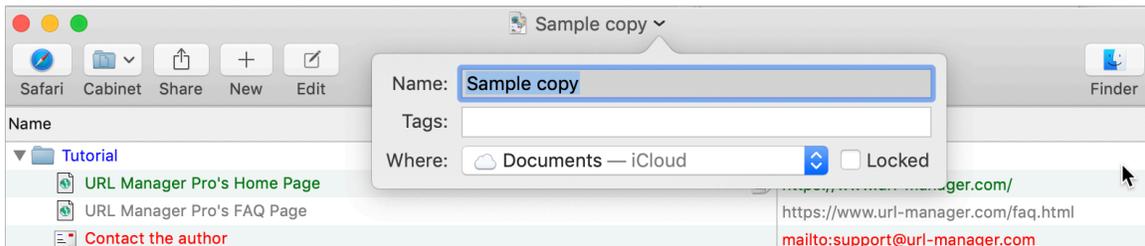
At this point, now that you have started customising your collection of bookmarks, you may want to give it a more meaningful name. Let's rename the *Sample* document.

Go to the **File** menu.

Select the **Duplicate** command and then click on the name in the window title bar. You will be prompted to give it another name (the name of the current document, *Sample copy*, is listed as default). Type in a suitable name, such as: `My Bookmarks`

Now click on the name again to save the document in an appropriate location.

The resulting popover will look something like this:



- The Save As Window -

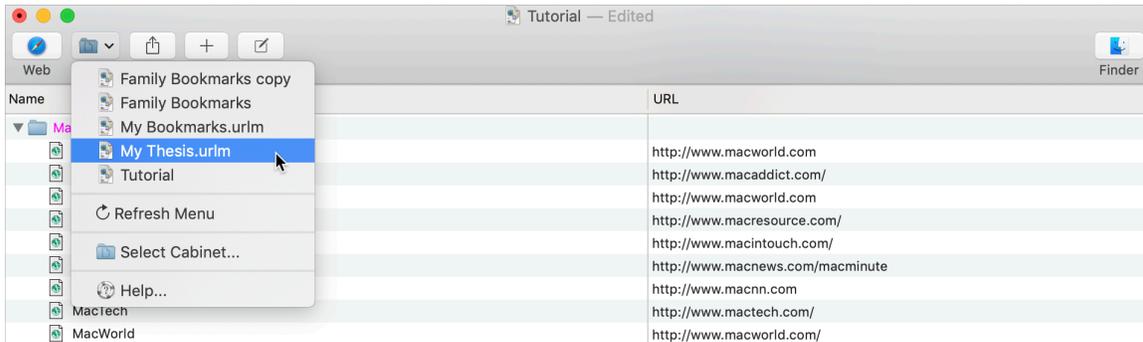
Use the popup menu next to the **Where:** label. Select Documents from that popup menu to make the *Documents* directory the current directory.

NB: The `.urlm` file extension is the extension URL Manager Pro uses for its bookmark files.

Sample has now been renamed **My Bookmarks** and is saved in the folder `~/Documents/` on your hard disk or iCloud.

Tip: To have a bookmark file open automatically each time you launch URL Manager Pro, open Preferences, click the **At Startup** tab and use the button Select Folder... and select a folder like described below.

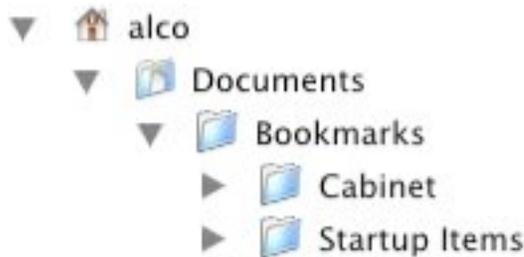
Note: To have multiple bookmark files open automatically each time you launch URL Manager Pro, put these files into a folder named *Startup Items* (for example) in the ~/Documents/Bookmarks/ folder. In addition, you may want to drag the Sample document out of *Startup Items* so that it will not be loaded at startup. Put it in the *Cabinet* folder instead. You can easily open documents in the *Cabinet* folder from within URL Manager Pro via the **Cabinet** submenu in the **File menu**. You can also use the Cabinet toolbar item for quick access to your bookmark files (see below). To define the *Cabinet* folder use the command Select Cabinet... from the **Cabinet** submenu.



- The Cabinet toolbar item shows the bookmark files in the Cabinet -

Furthermore, documents in the *Cabinet* folder are listed in the **Cabinet** submenu of the Bookmark Menu Extra and the Dock Menu. This means you can open your bookmark files right from within your browser!

Below you can see the preferred hierarchy of storing your bookmark documents.



- The file paths of the Cabinet and Startup Items folders visually shown -

Note: You may use aliases for the bookmarks files, but make sure that the originals are in the *Cabinet* folder. The *Cabinet* and *Startup Items* folders are more fully explained in the [Special Features](#) section of the User's Manual Reference section.

Adding Bookmarks to URL Manager Pro from within your browser

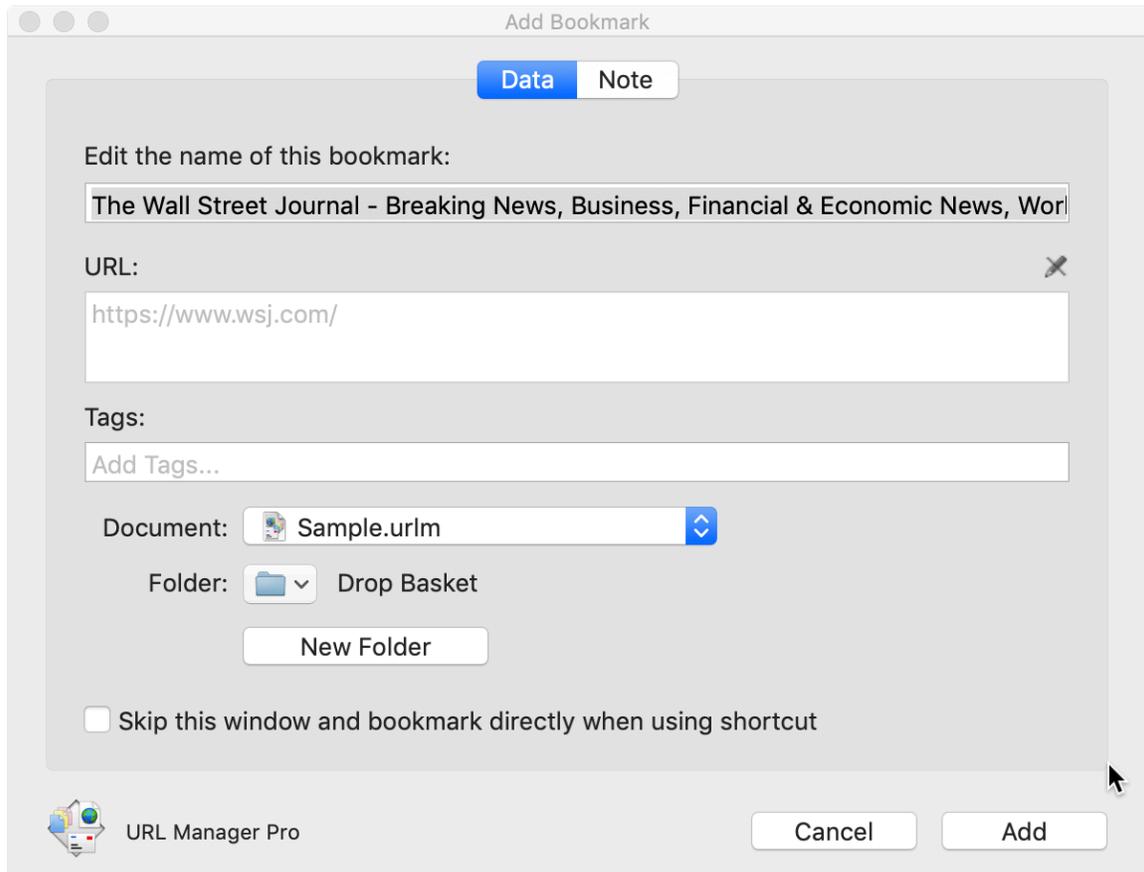
First, switch to your browser.

Let's say you are on a Web page that you would like to save as a bookmark in URL Manager Pro—for example: `https://www.wsj.com`. (For the purposes of this tutorial, open the home page of this well-known newspaper in your web browser.)

If you use the Bookmark Menu Extra, click the document icon menu and select the command **Add Bookmark....** If you use the Dock Menu, Control-Click the URL Manager Pro icon in the Dock and select the command **Add Bookmark....**

The **Add Bookmark Window** will appear. By default, the title of the Web page is displayed as the name of the bookmark, but you can enter any text you wish. In this case, the default is “The Wall Street Journal - Breaking News etc.” Let's rename it simply: `The Wall Street Journal`

Click on the **Note** tab to enter a description of this Web page. This is useful for keeping pertinent information about this page. Let's add a note, for example: `Financial Newspaper`. Please note that you can also add tags.



- Add Bookmark Window -

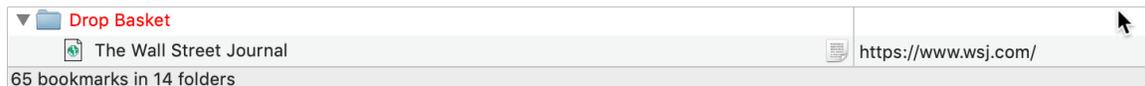
Tip: At the time you create a bookmark, you may think that the contents of a Web page are obvious from its name or URL, and that it is unnecessary to fill in a note. However, after using URL Manager Pro for a while, most people find that they have a very large and continually growing collection of bookmarks. After

a while, you may have a hard time finding a bookmark you saved in the past or remembering why you saved a bookmark. This is particularly true in the case of a URL buried deep within a Web site. If you add a one- or two-line note at the time you save a URL, your bookmarks will be easier to manage, and you will more easily be able to find a bookmark again.

Click the **Add** button and this bookmark will now be added to URL Manager Pro.

Please switch to URL Manager Pro. Look for the **Drop Basket** folder. New bookmarks you add using the Add Bookmark command are stored by default in the Drop Basket folder. If a Drop Basket folder does not yet exist, it is created automatically. However, as you can see in the picture above, by using the folder popup menu you can specify another destination folder if you want to.

In the Drop Basket folder you will find an icon called "The Wall Street Journal".



- The Drop Basket is always shown in red -

To the left of the title, you will see the bookmark icon. If you added a note for this bookmark, you'll see the Note icon directly to the left of the URL. This serves as a reminder that there is a note attached to the bookmark. Move over it with the mouse and the note will appear in a tool tip.



- A bookmark note shown in a tool tip -

To view and edit the bookmark, go to the **Bookmark** menu and select **Get Info**. The Get Info window will appear, showing information about the bookmark, including the Name, URL, Tags and Note field, and several advanced options.

Note: You can modify the name and note if you wish, but we recommend you do not change the URL. If so much as one letter is changed to be incorrect, you will be unable to reopen this Web page.

For the moment, you can leave your new bookmarks in the Drop Basket, but in most cases, you will eventually want to move items in the Drop Basket to other folders, depending on how you want to sort your bookmarks. In some cases, however, you may already know which folder you would like to save a bookmark to. In the next section, you will learn how to save a bookmark directly into a specific folder.

Adding a Bookmark using the Bookmark Menu Extra

In this section, we will create a new folder and save a bookmark directly into the new folder.

First, switch to URL Manager Pro.

Go to the **Bookmark** menu and select the command **New Folder**.

At the bottom of the window, a new folder will appear called Empty Folder. You'll see its label is highlighted—you'll want to give it a more distinctive name. (If you select a bookmark or folder first, the new folder will be created just under the selection.)

Let's call it "Newspapers".

Now, go back to your browser.

If you don't already have an active Internet connection, open one.

Go to the Washington Post Web site: <http://www.washingtonpost.com>. It is sufficient to only type 'washingtonpost' in the browser's Location field.

In the previous exercise, you saved the bookmark of this site to the Drop Basket. But let's say that you would prefer to save this bookmark into a different folder, one you have already created for this kind of site.

If you look at the right of your menu bar, you will see the Bookmark Menu Extra. The bookmark menu will show all your folders and bookmarks in the current open URL Manager Pro document.

Go the **Newspapers** submenu. You will see just one command displayed, **Add Bookmark...** Select this command.

The Add Bookmark Window will appear. By default, the title of the Web page is displayed as the name of the bookmark, but you can enter any text you wish.

Let's rename it simply to `Washington Post`.

In the Note tab, you can enter a description of this Web page. This is useful for keeping pertinent information about this page and helping you remember its contents.

Let's add a note, for example: `A Washington DC daily newspaper`

Click the **Add** button.

Switch back to URL Manager Pro using the Command-U shortcut of the URL Manager Pro Icon menu. If you use the Bookmark Menu Extra, you can also use the shortcut Option-Command-U (please enable this hotkey via the Preferences Window of URL Manager Pro).

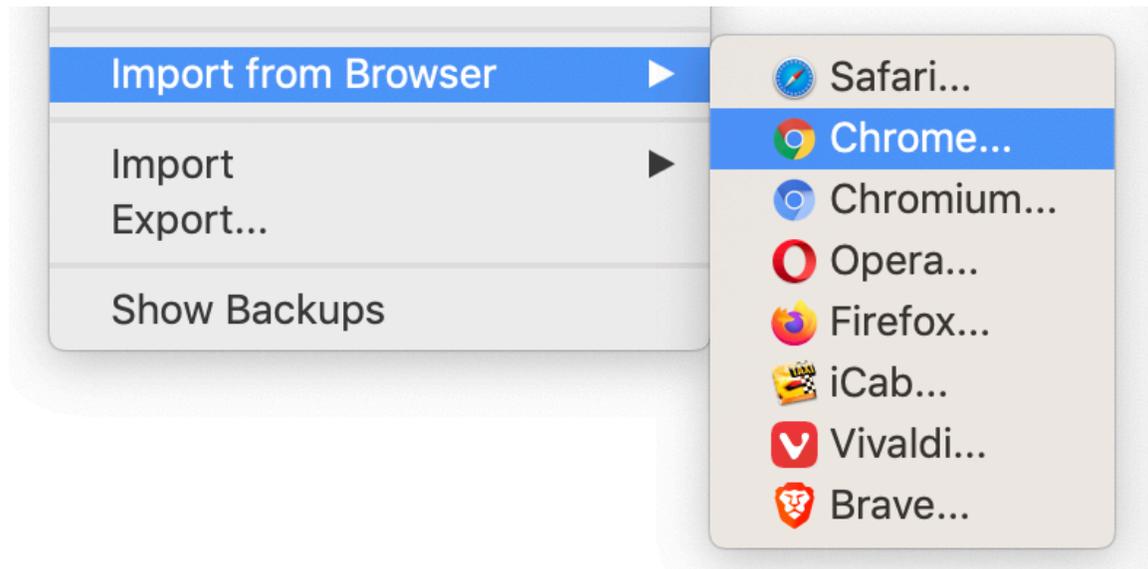
If you open the Newspapers folder icon by double-clicking it, you will see the bookmark you just saved located here. It will have a Note icon to the right of the bookmark, reminding you that there is a note attached to it. You will find the ability to save a bookmark to a specific folder extremely useful when you are collecting bookmarks of a similar type, such as the Web sites of newspapers, for example.

Most of the time, you will find that you save bookmarks to URL Manager Pro either by means of the Add Bookmark command of the Bookmark Menu Extra or, as in the above example, the Add Bookmark command in a submenu. However, if you have been surfing the Web for a while without URL Manager Pro, you may have built up a substantial collection of bookmarks in your web browser. Wouldn't it be nice to move this collection into URL Manager Pro? In the next section, you will learn how to do this.

Importing bookmarks to URL Manager Pro

URL Manager Pro allows you to import bookmarks created in Safari, Chrome, Firefox, Opera, Vivaldi and iCab (depending which browsers are currently popular).

Select your browser from the **Import from Browser** submenu under the **File** menu.



URL Manager Pro will import your browser's bookmark file and open it as a separate URL Manager Pro document. It will have the same title as the browser bookmark file.

You now have two URL Manager Pro document windows open. At this point, you may want to move the imported bookmarks into your main document, *Sample*, or whatever you may have renamed it.

You can copy bookmarks one by one, move a few at a time, or move them all at once.

To copy one bookmark from the import file, select its icon with the mouse cursor and drag it to the target document, i.e. *Sample*.

The icon of this bookmark will be added to the existing collection.

To copy a selection of bookmarks from the import file, proceed as follows.

Select an icon with the mouse cursor.

Press the **Command** key and hold it down.

Select as many other icons as you wish. The icons you select will be highlighted.

Now drag the selection to the target document, i.e. *Sample*.

The icons of these bookmarks will be added to the existing collection.

Note: To select multiple bookmarks that are in a row, you can also use the **Shift** key or use **Drag-select** to make your selections.

To copy all the bookmarks from the import file:

Go to the **Edit** menu and select the command **Select All**.

Now drag the selection to the target document, i.e. *Sample*.

All of the icons in the import file will be added to the existing collection.

You now are familiar with the basic techniques of adding bookmarks to URL Manager Pro and opening bookmarks saved in URL Manager Pro. In the next section, we will start to explore some of URL Manager Pro's sophisticated features for organising your bookmarks. This is where you will discover some of the important advantages of storing your bookmarks in URL Manager Pro rather than in your web browser's bookmarks menu.

Organising your bookmarks

In this section, you are going to acquire some basic skills that will help you organise your bookmarks. You will learn how to create, copy, and delete bookmarks. You will also learn how to search for a bookmark.

In the previous examples, you learned how to create an untitled bookmark using the **New Bookmark** command in the **Bookmark** menu. You also learned how to create a new folder using the **New Folder** command in the **Bookmark** menu, and how to add bookmarks to it. Now you will create a folder within a folder, called a subfolder, and copy a bookmark to it.

Let's use the example we used above. Open the **Newspapers** folder. It will contain the bookmark for the Washington Post Web site.

Select the **Washington Post** icon to highlight it.

Go to the Bookmark menu and select New Folder.

A new folder will now appear. By default, its name is Empty Folder. The title field is highlighted so that you can give it a more meaningful name. Let's call it: **Washington DC Newspapers**. Press the Enter key to save this name.

Now select the Washington Post icon with your mouse button. Keeping the mouse button depressed, drag this icon on top of the Washington DC Newspapers folder icon.

Now double-click the Washington DC Newspapers folder to open it. The Washington Post icon will be in this folder. Double-click the folder again to close it.

By using subfolders, you can manage large collections of bookmarks much more easily. Say, for example, you are developing a large collection of newspaper Web site bookmarks. By arranging them in subfolders, such as by city, state/province, and/or country, you will find it much easier to manage your collection as it grows.

In the above example, you moved a bookmark from one folder to another. Sometimes, you will want to create a duplicate copy of a bookmark. You can do this in several ways.

Say, for example, you would like to create a duplicate copy of a bookmark in the same folder.

Let's try this by going to the Tutorial folder.

Open it by double-clicking it.

Select URL Manager Pro's Home Page icon to highlight it.

Press the **Option** key and start dragging the icon.

Move the icon below the email icon of the last bookmark in the folder and release. A copy of the bookmark will appear.

Note the underline that the program draws (see below) as you move the icon over different bookmarks. It tells you where the bookmark will appear in your list should you let go of the mouse button. Note also the + icon that tells you that a copy of the bookmark will be created (because of the Option key).



- Organising bookmarks by drag and drop -

In most cases, you won't find it useful to have two identical bookmarks in the same folder. But maybe you would like to place the same bookmark in a different folder.

For example, you might want to have a link to the URL Manager Pro Web site in your Macintosh Links folder. In this case, click on the icon of the duplicate bookmark, hold down the mouse button, and drag and drop it to that folder. You now have the same bookmark in two locations.

While you will probably find it a little easier to manage your bookmarks if you keep only a single copy of each bookmark, it may be useful to have duplicate bookmarks in some cases. For example, you may want to keep a copy of the bookmark for the Netscape Web site in both your Mac applications and Internet folders. Or you may want to keep Yahoo in both your News and Search folders.

You can also delete bookmarks you don't need anymore. Let's delete the duplicate bookmark we just created.

Open the Macintosh Links folder.

Select the URL Manager Pro icon.

Press the **Backspace** key to delete this bookmark.

Tip: To delete multiple bookmarks, select them all and then press the **Backspace** key.

Searching your bookmarks

There are times when you will want to find a bookmark quickly without opening folders. To do this, you can use URL Manager Pro's **Search** function. Use the **Search** function to see all search results at once and use the **Find** function to step through a Find step-by step. To use Search, choose **Search Drawer** from the Edit menu or from the Toolbar. A popover window will show with a search bar (see below). Enter the text you want to find in the search bar and while you type URL Manager Pro starts searching.

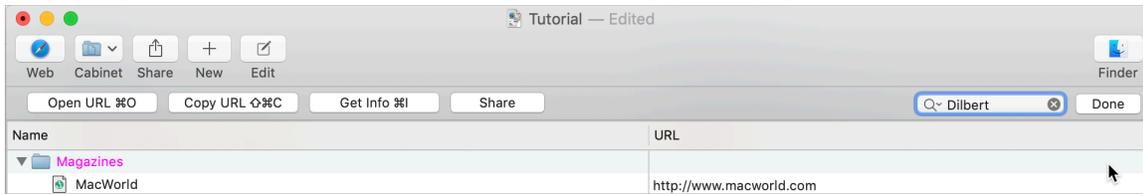
The screenshot shows a window titled "Search Drawer" with a search bar containing "mac" and 17 occurrences. The results are displayed in a table with columns for Name, Tags, Note, and URL. The first result is highlighted in blue.

Name	Tags	Note	URL
Macintosh Links			
Apple - iMac with Retina 5K display			http://www.apple.com/imac-with-retina/
Apple - iMac with Retina 5K display			http://www.apple.com/imac-with-retina/
Apple - iMac with Retina 5K display			http://www.apple.com/imac-with-retina/
MacAddict			http://www.macaddict.com/
MacCentral			http://www.macworld.com
Macintosh Resource Page			http://www.macresource.com/
MacIntouch			http://www.macintouch.com/
MacMinute			http://www.macnews.com/macminute
MacNN			http://www.macnn.com
Macster			http://www.macster.com
MacTech			http://www.mactech.com/
MacWorld			http://www.macworld.com
MacWorld			http://www.macworld.com/
SMS Mac	SMS, mobile, iP...		https://www.smsmac.com
SMS Mac	SMS, mobile, iP...		https://www.smsmac.com
The Ultimate Mac Resource			http://www.applelinks.com/

Tip: you can detach the Search Drawer by dragging. Click on column headers to sort.
 Document: Tutorial
 URL: <http://www.apple.com/imac-with-retina/>

- The Search Drawer with Search bar -

To experiment with the Find feature, go to the **Edit** menu and perform **Find (Cmd-F)**. The **Find Banner** will appear at the top of the window. Enter the text you want to search for in the search field at the utmost right, which is highlighted. For example, enter: **Dilbert**



- The Find Banner -

Now press the **Enter** button.

The find function locates a bookmark that contains the text "Dilbert" in the More Magazines folder. You'll see that this bookmark is now selected and highlighted. You could now use one of the commands that are shown in the buttons at the top, like open the bookmark (Open URL) or copy the URL (Copy URL).

If you would like to continue the search, select the **Find Next** command (Command-G) from the **Edit** menu. The Find function will search for another bookmark with the same text.

In this case, URL Manager Pro will beep because this is the only bookmark containing the text "Dilbert".

Close the More Magazines folder.

The URL Manager Pro Find function also searches the notes attached to bookmarks.

For example, select the search field and enter: **daily**

URL Manager Pro will find this text in the Washington Post bookmark you entered earlier. It will display the Get Info dialog box so that you can view the Note field containing this text.

Press Cancel or OK to close the Get Info Window.

Tip: As you can see, by adding meaningful information to a bookmark's Note field, you make it easier to find bookmarks again. This becomes useful when you have a large collection of bookmarks.

While the majority of bookmarks you collect in URL Manager Pro will be bookmarks of Web pages, URL Manager Pro also allows you to store bookmarks for other kinds of Internet addresses. In the next and final part of this tutorial, you will learn how URL Manager Pro handles email addresses.

Using URL Manager Pro with your email program

Currently the features below do not yet work in URL Manager Pro 5. They will soon be added again.

URL Manager Pro interacts with your email program similarly to the way it interacts with your web browser. For URL Manager Pro, an email address is, in fact, just one of several types of bookmarks that it recognises. The chief difference between an email address bookmark and a Web page bookmark is that when you give URL Manager Pro the command to open an email address, it passes this command to your email program, not to your web browser.

For example, open the Tutorial folder.

Inside you will see an icon called "Contact the Author". It has a different icon than the URL Manager Pro Home Page icon. This is because it is an email address bookmark.

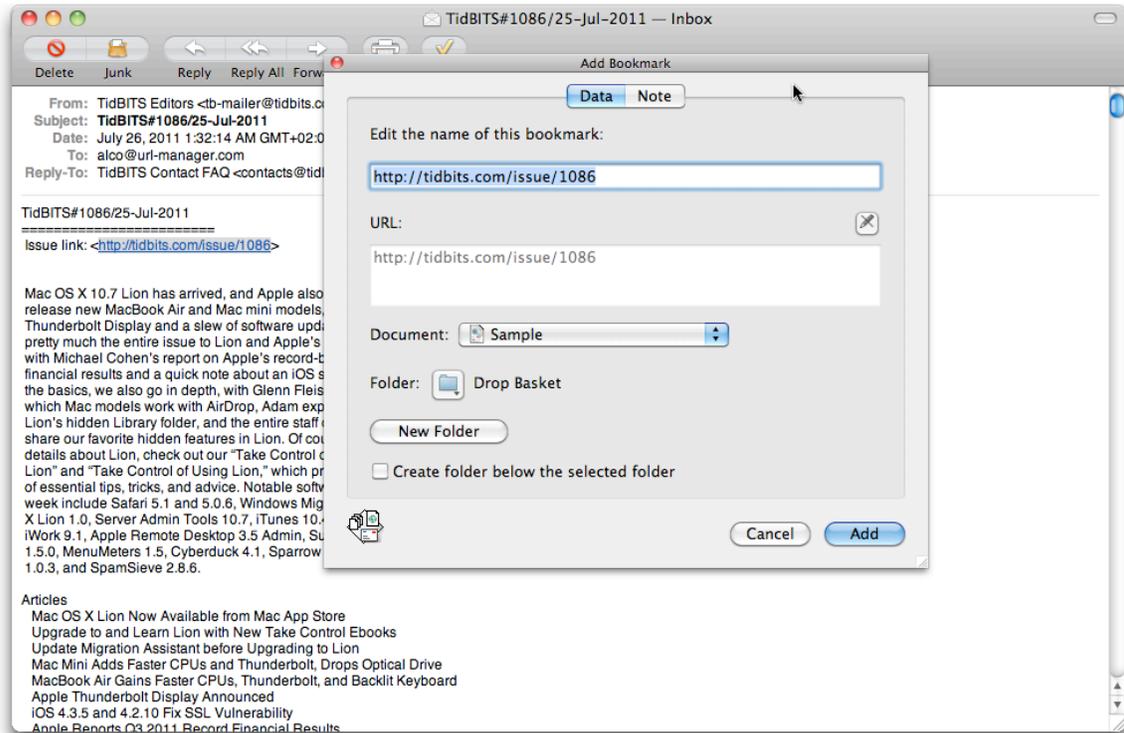
Double-click on this icon. It will launch your email program if it is not running. If it is running, it will open a new message window with this address in the **To:** field.

Note: By default, URL Manager Pro is configured to recognise Apple Mail as your email program. If you want to change that configuration, open **Preferences** and click the **Internet** tab.

As in the case of your web browser, URL Manager Pro also adds the Bookmark Menu Extra to your menu bar. This means you can save bookmarks to URL Manager Pro from within your email program.

Open a message window in your email program.

Select the text containing the URL (see below for an example).



Choose the **Add Bookmark...** command from the Bookmark Menu Extra.

Alternatively, you can use the **Grab All** command under the URL Manager Pro File menu to extract *all* URLs from a message. Although you can easily store your Web page bookmarks and your email addresses in the respective bookmarks and address books of your browser and email program, you may find it ultimately more convenient and secure to store all your bookmarks, email addresses, and the like in one central location: URL Manager Pro. This makes it easier to move from one browser or email program to another, even from one computer to another. Furthermore, URL Manager Pro is especially adept at helping you manage large collections of bookmarks.

This concludes the *Getting Started with URL Manager Pro* tutorial. By now, you are acquainted with the main features of URL Manager Pro. You can explore the program further on your own or use the *Reference* section to learn more about additional specific features.

Uniform Resource Locators (URLs) Explained

This section provides additional information about what URLs are and how URL Manager Pro handles them.

Syntax of URLs

A Uniform Resource Locator (URL) is the format in which an Internet address is stored.

It takes the format:

```
<protocol> <username> <password> <hostname><port> <path> <document>
```

For example, the URL of this document could be:

```
http://www.url-manager.com/doc/manual.pdf
```

 where

`http://` is the protocol indicating the URL is the address of a Web page,

`www.url-manager.com` is the name of the host computer,

`/doc/` is the path (also called a subdirectory) on that computer, and

`manual.pdf` is the name of the document.

The URL of a password-protected page looks like this (not used much anymore):

```
http://myfriends:secret@www.address.edu/index.html
```

Note: username, password, path and document are optional elements of a URL; some URLs only consist of a prefix and hostname. Others are just a path and document. A document can also be a program, such as a Perl script.

URLs were originally intended for internal use by Internet programs, not to be seen by end users. As a result, they are not particularly user-friendly. They can be long and arcane-looking.

URL Manager Pro and URLs

URL Manager Pro does its best to shield you from the complexity of URLs by representing them with icons and allowing you to give them a descriptive label. It allows you to access and manipulate URLs by convenient techniques, such as pull-down menus and Drag & Drop. We recommend that you do not edit URLs manually. If you make an error in a URL, it will no longer work. Errors in URLs are difficult to fix, and it may take you considerable effort to relocate the Web page or email address to which you've lost the URL. **Note** : with the Get Info Window of a bookmark you can **Lock** an URL for editing.

However, if you are an experienced user, you will find that URL Manager Pro enables you to view and edit URLs very easily.

Types of URLs

By far, the most common type of URL you will save in URL Manager Pro will be Web pages. However, URL Manager Pro also recognises other types of URLs including Web addresses, email addresses, FTP hosts, Newsgroup addresses, Telnet hosts, Finger hosts, Gopher addresses, Wais hosts, and Query URLs.



Based on its protocol, each type of URL in URL Manager Pro has been assigned a default Internet application by macOS.

To know which web browser to use, URL Manager Pro uses the information stored in System Preferences -> General -> Default web browser, for example. The default Mail reader can be set in Apple Mail -> General -> Default email reader.

Bookmarks and URLs in URL Manager Pro

URL Manager Pro uses the concept of a *bookmark* to handle URLs. In URL Manager Pro, a bookmark is composed of a URL, a user-defined name, optional tags, an optional note, and several attributes. You can view and modify this information in the Get Info window. The Get Info window is explained in this manual's *Reference* chapter.

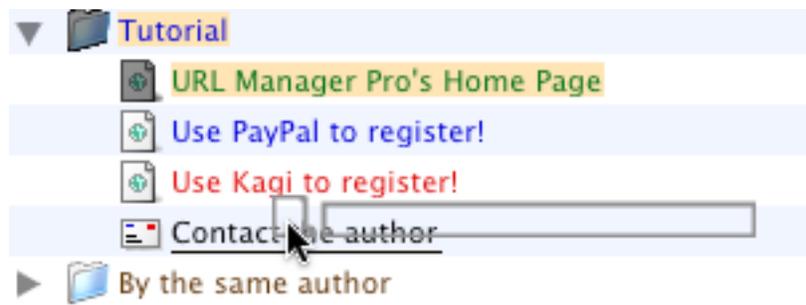
Drag & Drop

URL Manager Pro makes extensive use of Drag & Drop, both within the program and also for interactions between URL Manager Pro, and your Internet applications and the Finder. We differentiate Drag & Drop of bookmarks, text, hypertext links and files.

Bookmarks

Drag & Drop operations within URL Manager Pro include:

- Dragging and dropping a bookmark into a folder.
- Moving a bookmark or a folder from one location in a bookmark hierarchy to another. As you drag and drop, an underline appears to indicate where the bookmark will appear (see picture below).
- Dragging and dropping a bookmark to the Favourites window.



Note: Dragging and dropping a bookmark *between* windows always makes a copy of the bookmark. Dragging and dropping a bookmark *within* a window merely changes its position in the hierarchy.

Tip: To create a duplicate of a bookmark within a window use **Option**-drag.

Drag & Drop operations between URL Manager Pro and an external program include:

- Dragging and dropping a bookmark to the Finder desktop to create an Internet Location File (see picture below). A Internet Location File is a feature of macOS. You can double-click these files to open the URL in the appropriate Internet application. You can also create an Internet Location File via **Bookmark** menu -> **Save Bookmark**.



- Dragging and dropping a bookmark on a web browser window to open that bookmark.
- Dragging and dropping a browser bookmark or favourite on the icon of URL Manager Pro in the Helper Dock. A bookmark will be placed in your Drop Basket.

- Dragging and dropping a browser bookmark or favourite directly into a folder in a URL Manager Pro bookmark file.
- Dragging and dropping a bookmark to a text editor to insert a URL at the insertion point.
- Option-Dragging and dropping a bookmark to a text editor to insert a URL in HTML format, like this:

```
<A HREF="http://www.web-confidential.com/">Web Confidential</A>
```

Additional uses

In addition to the obvious uses of Drag & Drop, there are some less than obvious ones.

- You can drag and drop a bookmark to not only the To: field of a new email message but also the Cc: or Bcc: fields. Drag & Drop copies both the Name (the recipient's name) and the URL (the recipient's email address) to these fields.
- You can drag and drop a folder of email address bookmarks to the email icon in the Helper Dock to create a message addressed to a list of users.
- You can drag and drop a folder of email address bookmarks to Claris EMailer's Address Book. This will create a new address group containing these users (username and email address).

Tip: To send Bulk Mail, drag and drop a folder of email address bookmarks to the email icon in the Helper Dock. The email addresses will be inserted in the Bcc: field so that other recipients won't see the complete list of names and addresses in their message headers. The To: field is set to your personal email address. Your email address must be set in the Internet Preferences Pane or the Internet Control Panel.

Tip: To send Bulk Mail in Claris EMailer, drag and drop a folder of email address bookmarks to the **Bcc:** field of a new message. The email addresses will be inserted in this field. The complete list of names and addresses will not be displayed in the recipients' message headers.

Note: When you drag and drop a folder of email address bookmarks, the folder must be closed and all non-email address bookmarks will be ignored.

Text

When you drag and drop a text selection from a word processor or the Notepad to a bookmark file, URL Manager Pro will scan the dropped text for URLs or anchor tags (<A>) and create bookmarks for them.

Hypertext links

You can drag and drop hypertext links that appear in a web browser window to a bookmark file. URL Manager Pro creates a bookmark using the name and URL of the hypertext link. Use Drag & Drop to determine where the new bookmark will appear in the hierarchy.

Files

You can drag and drop text files, HTML files, XBEL files, URL files, Internet Location Files, Interarchy bookmarks, and Fetch bookmarks to a URL Manager Pro bookmark window. URL Manager Pro will import all URLs and bookmarks that are in these files and put them in a new bookmark folder.

URL Manager Pro Shared Bookmark Menu Extra

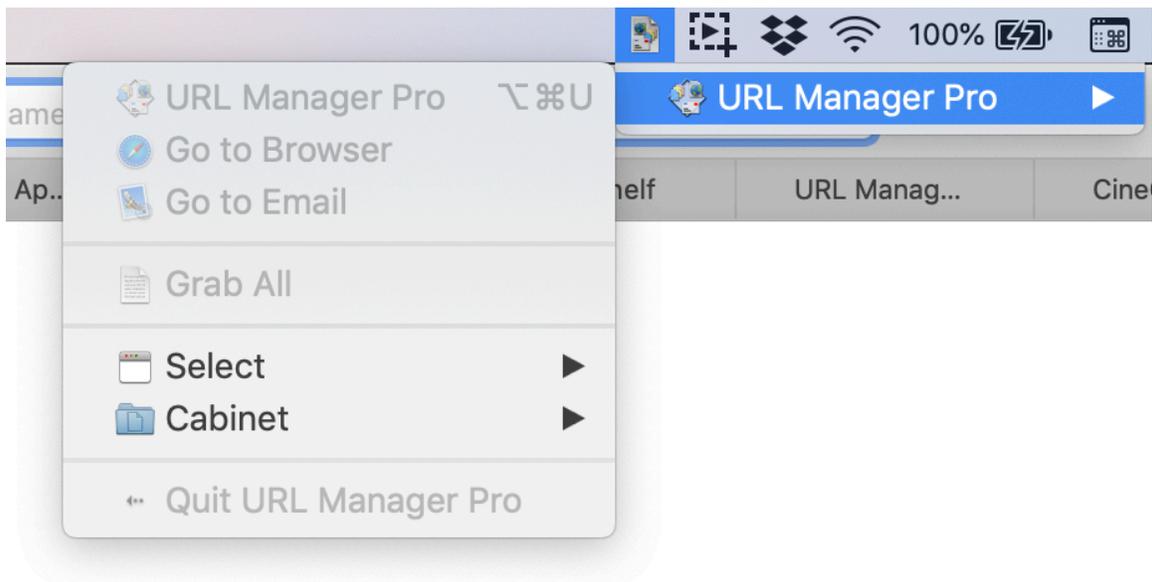
Explanation

The URL Manager Pro Shared Bookmark Menu Extra lets you easily switch between URL Manager Pro, your browser and email application, and gives you fast access to your bookmark files. Furthermore, with the URL Manager Pro submenu of Shared Bookmark Menu Extra you can easily open a bookmark file from your collection of bookmark files, which are stored in the *Cabinet*. When you have several bookmark files open in URL Manager Pro, the *Select* submenu item lets you switch between them. When you choose an active bookmark file from the *Select* submenu, the Bookmark Menu's contents are automatically updated.

The URL Manager Pro submenu is the first menu item of the Shared Bookmark Menu Extra and this submenu contains the Cabinet and Select menu commands.

The URL Manager Pro Shared Bookmark Menu Extra is located in the menu bar at the upper-right of your screen where your System Menus (Battery, WiFi, Date & Time) are located. The Shared Bookmark Menu Extra is a system-wide menu and is available in *all* applications. The Shared Bookmark Menu Extra is an icon menu. The icon is the URL Manager Pro document icon.

In the screenshot below, there is no bookmark document open and therefore the Shared Bookmark Menu Extra only has one menu item : the URL Manager Pro submenu. When there is a bookmark document open, the Shared Bookmark Menu Extra will add an Add Bookmark command and add all your bookmarks to the menu. This is described further in the next section.



- The Shared Bookmark Menu Extra's first menu item -

Menu Commands

The commands that are in the URL Manager Pro submenu are described below.

URL Manager Pro (Option-Command-U) – Switch to URL Manager Pro

In the Bookmark Menu Extra, the shortcut is Option-Command-U. The latter shortcut is actually a hotkey that must be enabled in URL Manager Pro's Preferences Window under the tab **Shortcuts**.

Go to Browser – Switch to your browser

Go to Email – Switch to your Email application

Grab All – Grab All URLs from the current Web Page, Email Message or Text Editor Window.

Insert Web Page Address – Insert the URL of the current Web Page at the insertion point of your open Email Message or Text Editor Window. This command is disabled in browsers.

Select

The Select submenu lists the bookmark files you currently have open in URL Manager Pro. The active bookmark file is indicated by a checkmark (✓). Use the Select submenu to make another bookmark file active. Your Shared Bookmark Menu will update accordingly.

Cabinet

The Cabinet submenu lists all your bookmark files in the *Cabinet* folder. The *Cabinet* folder is defined by the command Select Folder of the Cabinet submenu of the File menu. Use the Cabinet submenu to quickly open a bookmark file. That bookmark file will then open and become the active bookmark file. Your Shared Bookmark Menu will update accordingly.

Bookmark Menu

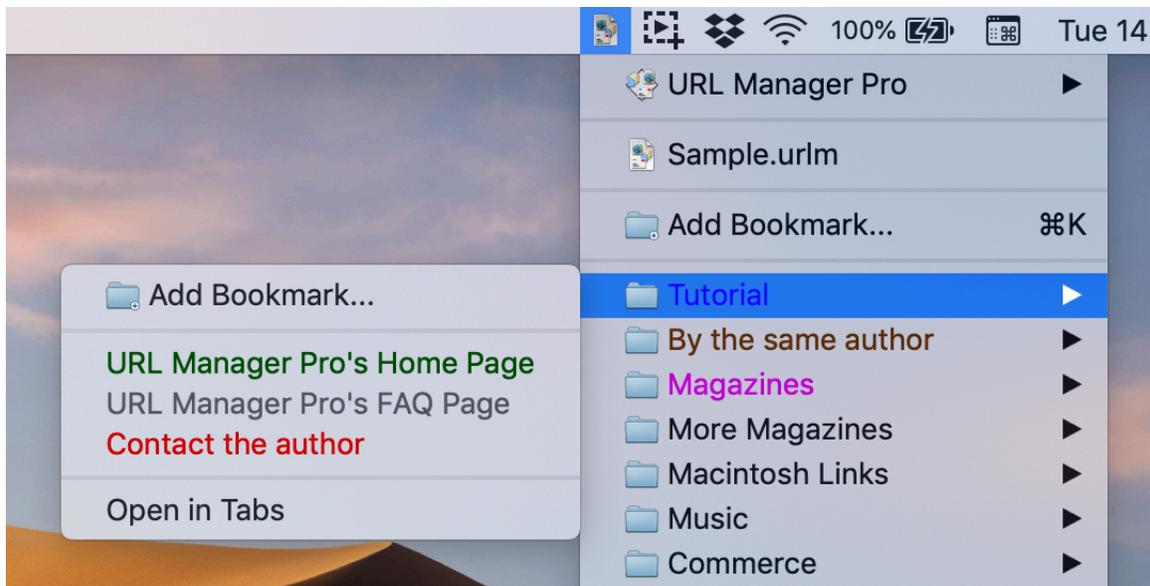
Explanation

The Shared Bookmark Menu exists in two forms.

- As the Shared Bookmark Menu Extra
- As the Dock Menu

Shared Bookmark Menu Extra

The Shared Bookmark Menu Extra is located in the system menu bar where your System Menus live. The Bookmark Menu Extra is a system-wide menu and is available in *all* applications. The icon is the URL Manager Pro document icon. It is displayed in the screenshot below.



- Shared Bookmark Menu Extra -

The first menu item is the URL Manager Pro submenu (see previous section). The second menu item displays the name of your current open bookmark file. Selecting it will display this bookmark file in URL Manager Pro. With the **Add Bookmark** command (third menu item) you can bookmark the current web page. After the Add Bookmark command are shown all the bookmarks and bookmark folders in your current bookmark file (which is the bookmark file with name *Sample* in this example).

The Shared Bookmark Menu shows all bookmarks and folders of your currently active bookmark file and includes a menu command to add bookmarks. As such, it is just like the *Favourites* menu (Microsoft Edge) or *Bookmarks* menu (Safari) of your browser. However, from now on your bookmarks are stored in URL Manager Pro bookmark files.

Dock Menu

Use Control-click on the URL Manager Pro's icon in the Dock to show the Dock Menu. Using the Dock Menu you have access to your bookmarks and the Cabinet feature. You can also bookmark the current web page and switch between bookmark files using the Dock Menu.

The Add Bookmark command

The Add Bookmark command under the Bookmark menu lets you bookmark the current Web page (all browsers are supported), or the currently selected URL in a text selection of a text editor window (BBEdit, Mail, Eudora, etc.).

You can also invoke the Add Bookmark command with the shortcut Command-K for the Bookmark Menu Extra. The latter is an option you must enable in URL Manager Pro's preferences in the **Shortcuts** tab.

The Add Bookmark command brings up the Add Bookmark Window. In the Add Bookmark Window, you can specify in which bookmark file you want to store your selected URL, as well as the specific folder. You can edit the name and URL of the bookmark and add a description. For more information, see the [Add Bookmark Window](#) section of the Windows chapter.

Preferences

URL Manager Pro offers you an "out-of-box" experience, virtually speaking: You can download the software, run the install program, and get right to work with it. For many users, URL Manager Pro's default configuration works just fine.

However, if you want, you can easily configure URL Manager Pro to suit your specific needs. By means of the Preferences window, you can modify the way URL Manager Pro looks, the way it works, and the way it interacts with other applications, both on your own computer and on remote systems.

There are two ways to access the Preferences window in URL Manager Pro:

- By clicking the **Prefs** button in the toolbar
- By selecting **Preferences** under the **URL Manager Pro** menu

Either method will display the Preferences window.

The Preferences window contains seven tabs. They are At Startup, General, URLs, Look & Feel, Shortcuts and Backup. Each of the options is explained below.

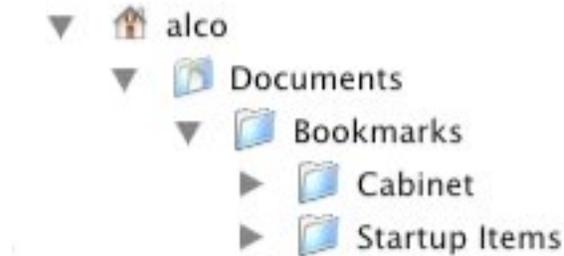
At Startup

At launch open all document in the above folder

Documents in the *Startup Items* folder automatically open whenever the program is launched. You can disable this by unchecking the box for this option. Default: off

You must define the location of the *Startup Items* folder by pressing the Select Folder button and selecting a folder. My advice is to create a folder in the folder *Bookmarks* in your *Documents* folder. The name of the folder does not have to be *Startup Items*, it can be any name.

Below you can see the preferred hierarchy of storing your bookmark documents (for a user with username *alco*).



Note: If you do want to use *aliases*, make sure that the original is in the *Cabinet* folder.

Launch web browser

To automatically launch your web browser when you launch URL Manager Pro, enable this option. Default: off. (This preference will soon be added.)

General

Enable History

URL Manager Pro keeps a history file of the Web pages you have visited. This is useful for retracing your steps when you are surfing the Web. However, you may want to switch this option off for purposes of security and confidentiality. Default: off

The history file is written to:

~/Library/Application Support/URL Manager Pro/URL Manager History

Shared Bookmark Menu Extra

The Shared Bookmark Menu Extra is visible in all applications and can be found at the utmost right of your menubar. This bookmark menu is a reflection of all the bookmarks in your current open bookmark file. It is described in the previous chapter (Bookmark Menu). Default: on

Use New Tab and New Window preferences

When you select a bookmark from the Shared Bookmark Menu, use the preferences from the URLs preference pane (see below). Default: off

Show also as Dock Menu

The Dock Menu will appear when you Control-Click on the URL Manager Pro icon in the Dock. It shows all the bookmarks in your current open bookmark file. It is described in the previous chapter (Bookmark Menu). Default: off

Internet

When you click on a URL from within URL Manager Pro, it will open in the appropriate application, based on its type (identified by the protocol component of the URL). To configure URL Manager Pro to launch URLs using your preferred Internet applications, please read the section below.

WWW & Email Helpers

Browser

The preferred web browser is set in **System Preferences -> General -> Default web browser**. Choose your preferred browser from the popup menu

Email

In Apple Mail choose **Preferences -> General -> Default email reader**. Choose your preferred email reader from the popup menu.

URLs

Double-Click Bookmark Icon

Open in Helper

When you click on a bookmark icon, URL Manager Pro will open the URL of the bookmark in the appropriate Internet application. You can override this and force URL Manager Pro to open all URLs in the browser using the Open in Browser option (see below). Default: off

Open in Browser

When you click on a bookmark icon, URL Manager Pro will always open the URL of the bookmark in your default web browser. Default: on

In the Current Tab

When you click the bookmark icon of a Web address, URL Manager Pro will open the URL in the currently active tab of your web browser. Default: on

In a New Window

When you click the bookmark icon of a Web address, URL Manager Pro will open the URL in the currently active tab of your web browser. To force URL Manager Pro to open it in a new window, enable this option. Default: off

In a New Tab

When you click the bookmark icon of a Web address, URL Manager Pro will open the URL in the currently active tab of your web browser. To force URL Manager Pro to open it in a new tab, enable this option. Default: off

Copy to Clipboard

Using the Copy command, you can copy a URL to the Clipboard. These options allow you to modify the information that is copied and its format.

- URL
- <URL>
- Name<TAB>URL
- In HTML format

The last option, HTML format, is useful if you are creating Web pages in an HTML editor and want to paste a bookmark as a hyperlink (it uses the <a> tag). The other options are mainly for when you want to use a bookmark in a text document or email message.

Note: *Dragging* also copies the URL in the drag data. *Option-drag* copies the URL in HTML format.

Look & Feel

Remember Desktop

To have URL Manager Pro remember the status (opened/closed) of your folders when you close documents, enable this option. Status of folders (open/closed) will be saved. Default: on

Show Note in Tooltip

When a bookmark has a note assigned to it, URL Manager Pro displays a little note icon left to the URL. Hover the mouse pointer over the note icon to see the notes in a tooltip. Default: on

Show Tags in Tooltip

When a bookmark has tags assigned to it, URL Manager Pro will display the tags in a tooltip when you hover the mouse pointer over the bookmark icon. Default: on

Show URL in Tooltip

This preference refers to the Shared Bookmark Menu Extra. While you keep the mouse button pressed while over a menu item (after around one second), URL Manager Pro will display the URL of the bookmark in a tooltip. Default: on

Auto-Edit Bookmark

When you hover the mouse over the name or URL of a selected bookmark, sprint into edit mode automatically. Default: on

Use Date Last Opened

Each bookmark has a Date Last Opened attribute. To update this attribute when a bookmark is used (opened/launched), enable this preference. Default: off

Hide Windows in Background

Enable this option to hide all of URL Manager Pro's windows when it is in the background. This is useful for laptop users who have a limited amount of screen space. Default: off

Sortable Columns

Enable this option to be able to sort the bookmarks by Name, URL and its other attributes by clicking on the column headers. Default: off

Backup

Automatic Backup

When you save a bookmark file, the previous version is will be retained and saved to a special folder. Press the button Show in Finder to see where it is. To disable this function, turn this option off. Default: on

You can use the Select Folder button to select a folder that you prefer.

PS : please also note that URL Manager Pro supports the Versions feature of macOS. See **File** menu -> **Revert To** -> **Browse All Versions...**

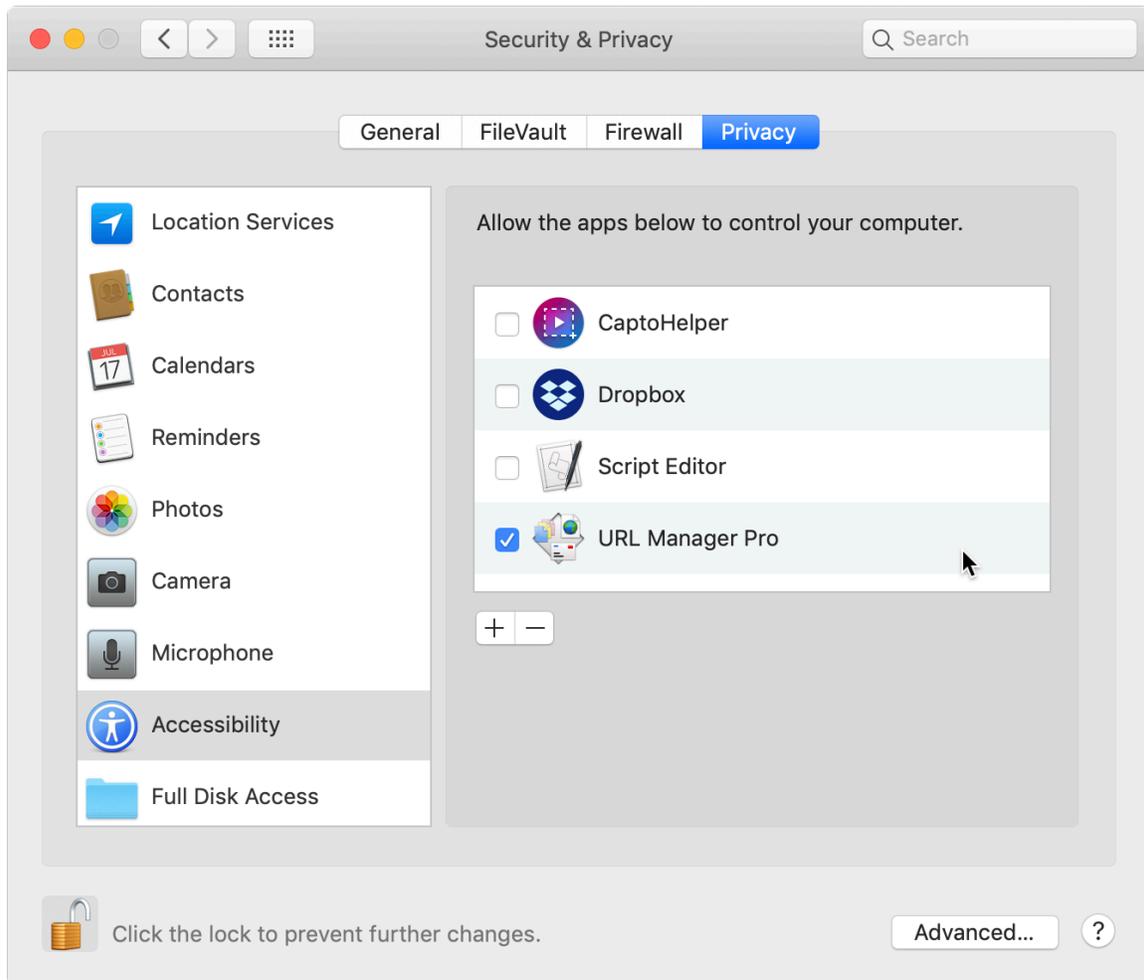
Always Export HTML when saving

You can use this feature to find bookmarks when you also own LaunchBar or HistoryHound. This preference has moved to the **File** menu -> **Export** menu item. The HTML file will be generated each time you save your bookmark file in URL Manager Pro, but you must first *manually* create the first copy of this HTML file (because of privacy and protection rules of the macOS) by using **File** menu -> **Export**. This HTML file can then be indexed by HistoryHound or LaunchBar. Default: off

Shortcuts

Once enabled, the shortcuts listed here* work in all applications, including your web browser. For this to work, however, URL Manager Pro must be added in the list of applications in (see screenshot):

System Preferences -> Security & Privacy -> Privacy -> Accessibility



Switch to URL Manager Pro*

You can use this to define a shortcut for switching back to URL Manager Pro. Default: on

Add Bookmark in Shared Bookmark Menu Extra*

You can use this to define a shortcut for the Add Bookmark command. Default: on

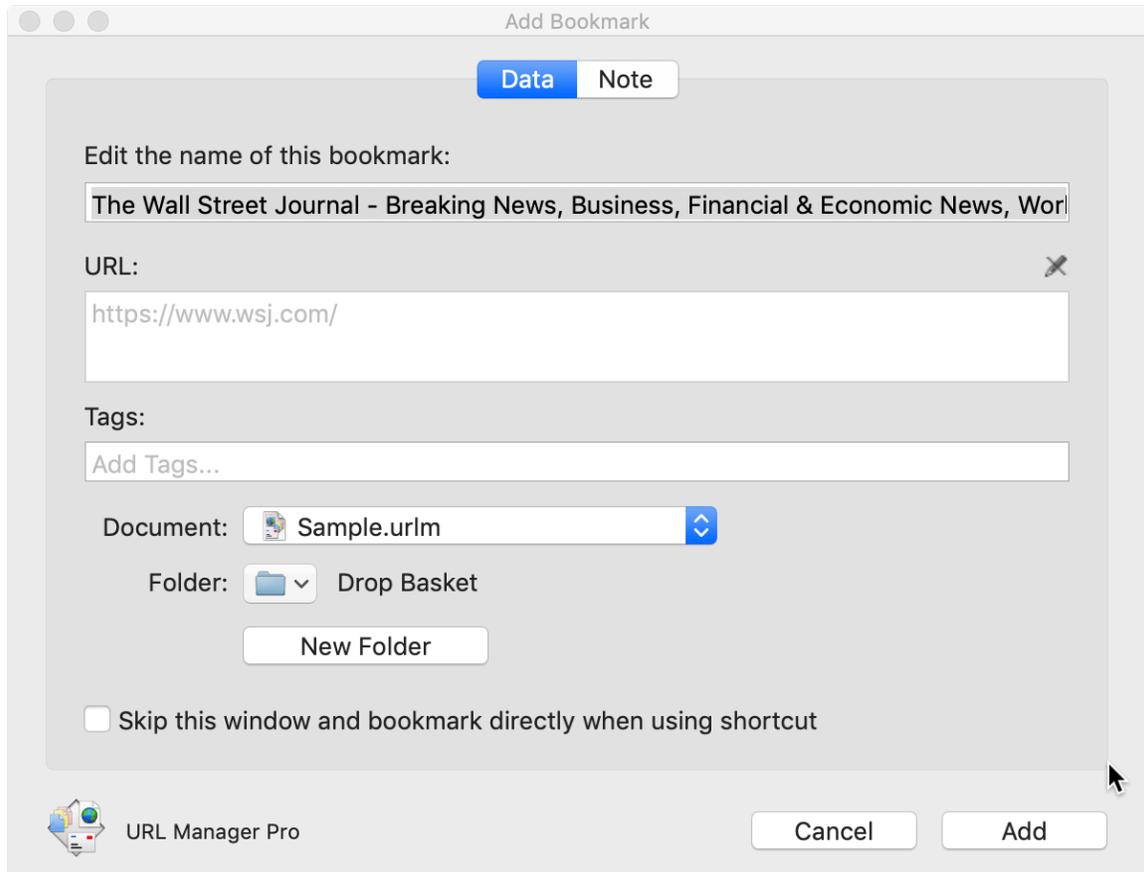
Switch to Mail

You can use this to define a shortcut for switching to Mail. It will disable the shortcut for the Minimise menu command which is normally in the Window menu. Default: on

Windows

Add Bookmark Window

The Add Bookmark command of the Bookmark Menu Extra or Dock Menu displays the Add Bookmark Window. See the screenshot below. Select the Add Bookmark command, while in your web browser, when you want to bookmark a web page.



- The Add Bookmark Window -

By default, the title of the web page appears as the name of the bookmark, but you can enter any text you wish. The URL of the bookmark is also displayed. By default, it is not editable, but by clicking the pencil icon you can also edit it.

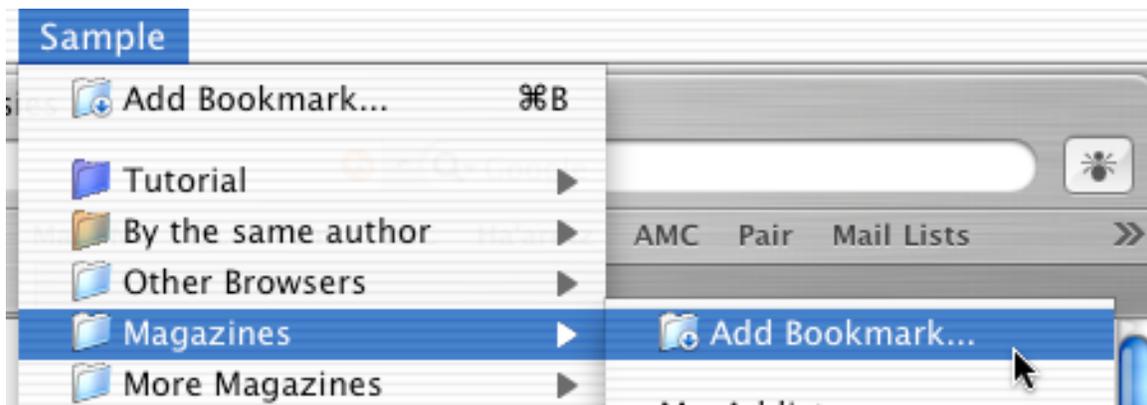
URL Manager Pro will store the bookmark in the current open bookmark file unless you change the destination bookmark file by using the **Document** popup menu. The default folder is the Drop Basket, but you can change the destination folder by choosing the **Folder** popup menu. You can use the **New Folder** button to create a new folder first. The folder you select will be remembered and will be the default destination henceforth. Use the **Tags** field to enter some tags, if you wish.

Click the note tab to go to the note field. Here you can enter a description for this bookmark, which is useful for keeping pertinent information about this bookmark.

Tip: If you select some text in a browser window and then choose the Add Bookmark command, URL Manager Pro will automatically fill the Note field with that text. This is a handy way to easily add relevant notes about the web page. Warning: this does not work with all browsers, but it works beautifully with, for example, Safari, Chrome and Opera.

Press the **Add** button to actually add the bookmark to your bookmark file.

If you use the **Add Bookmark...** command from one of the submenus under your Bookmark Menu Extra or Dock Menu, you'll get the same Add Bookmark Window as above, but the destination folder will be set to Magazines, or whatever the name of the submenu from which you selected the command. In the example below, the bookmark will get stored in the Magazines folder.



Get Info Window

To call up the **Get Info Window**, first select a bookmark, and then choose **Get Info** from the **Bookmark** menu. The Get Info Window has two tabs: *Data* and *Attributes*. In the *Data* panel, you see the following items:

- Name: the name or title assigned to a bookmark
- URL: the URL address
- Tags : some tags about the bookmark
- Note: a description of the bookmark

You can navigate within this window by using Cmd-N for next bookmark, Cmd-P for previous bookmark, Cmd-Up Arrow to go to the enclosing folder, and Cmd-Down Arrow to display enclosed bookmarks.

Note: If you add text to the Note tab, you'll see a Note icon displayed just to the left of the bookmark's URL in the main bookmark window.

Tip: You can read the contents of a bookmark note simply by moving the mouse pointer over the Note icon. The note will appear in a tooltip (see picture below).



- A bookmark note shown in a tooltip -

Bookmark attributes

The *Attributes* panel displays the attributes of a bookmark. A folder can have an Auto-Tab attribute. When enabled, selecting a folder bookmark will open all bookmarks that are in the folder in separate tabs.

Bookmark attributes include:

Lock URL

Turn this option on if you do not want to validate and fix this URL. Default: off

Query Type

A URL can be a query. That means that a URL does not point to a static Web page but submits a request for information, usually to an online database, the moment you select this URL. The Web page that is displayed is generated dynamically, meaning it displays the information that it finds in the database at that very moment. The results of a query can change from day to day. If you turn on the Query Type option, the icon of the bookmark will change, and a question mark will appear to remind you that this bookmark is a query.

Example: This URL, which gives you the exchange rate of the Euro against the Dollar, would give you the Query Type icon:

```
http://finance.yahoo.com/m5?a=1&s=USD&t=EUR&c=0
```

Tip: A typical example of a Query Bookmark is a URL containing a Google query. When you enter one or more keywords in the Google search field and click search, Google composes, on the fly, a URL out of this query. When it displays its search results, this URL, which can be rather long, appears in the Location line of your web browser. If you save this URL as a bookmark in URL Manager Pro, you save the query too. The next time you open this bookmark, URL Manager Pro will automatically submit the query to the Google search engine and the results of that search will appear.

Date Added

This is the date the bookmark or folder was created on your system.

Date Modified

This is the date the bookmark or folder was last modified.

Date Last Checked

This is the date that this URL was last validated using the Validate command under the Clean Up submenu of the Bookmark menu.

Note: This is not the date of the most recent visit.

Date Last Opened

This is the date the bookmark was last double clicked.

Preferred Browser popup menu

You can use this popup menu to associate a bookmark with a specific browser. The browser popup menu lists the browsers: Default, Safari, Chrome, Edge, Netscape, iCab, Opera, Vivaldi etc. By default, a Web page opens in your preferred browser, which you set in System Preferences. However, when you set this attribute for a particular bookmark, the bookmark will open in the specified browser instead.

In addition to the information it displays about a bookmark, the Get Info window also has two navigation buttons at the bottom of the window, Next and Previous. These enable you to move to the next or previous bookmark without having to open and close the Get Info window.

Search Drawer Window

The Search Drawer window (Option-Command-F) enables you to search for a string of text in a bookmark or folder and get all the search results at once. Choosing Search from the Edit menu opens the Search Drawer popover window or click on the Search toolbar item in the toolbar. Use the search bar to enter text and start typing. You'll see the results appearing the table of columns below. You can use the **Action** menu to perform several commands or set some preferences, like sorting the search results immediately by name. There is also a preference to display the results that are not bookmarks but folders with a folder icon. Select a search result and then use the Action menu to perform a command on it. You can also select a result and then use some keyboard shortcuts, like Enter or Return to open the bookmark. To get an overview of all the keyboard shortcuts, choose **Help...** from the Action menu.

Another important feature is that you can drag OFF the popover window and then use the Search command *again* to get a new popover window, which you can again drag off. You will then have several Search Drawer windows open at the *same time* and each can have a different query.

The screenshot shows the Search Drawer window with a search bar containing 'mac' and 17 occurrences. The results are displayed in a table with columns for Name, Tags, Note, and URL. The first result is 'Apple - iMac with Retina 5K display' with a URL of 'http://www.apple.com/imac-with-retina/'. Below the table, there is a tip about detaching the window and sorting by column headers, and the current document and URL are shown.

Name	Tags	Note	URL
Macintosh Links			
Apple - iMac with Retina 5K display			http://www.apple.com/imac-with-retina/
Apple - iMac with Retina 5K display			http://www.apple.com/imac-with-retina/
Apple - iMac with Retina 5K display			http://www.apple.com/imac-with-retina/
MacAddict			http://www.macaddict.com/
MacCentral			http://www.macworld.com
Macintosh Resource Page			http://www.macresource.com/
MacIntouch			http://www.macintouch.com/
MacMinute			http://www.macnews.com/macminute
MacNN			http://www.macnn.com
Macster			http://www.macster.com
MacTech			http://www.mactech.com/
MacWorld			http://www.macworld.com
MacWorld			http://www.macworld.com/
SMS Mac	SMS, mobile, iP...		https://www.smsmac.com
SMS Mac	SMS, mobile, iP...		https://www.smsmac.com
The Ultimate Mac Resource			http://www.applelinks.com/

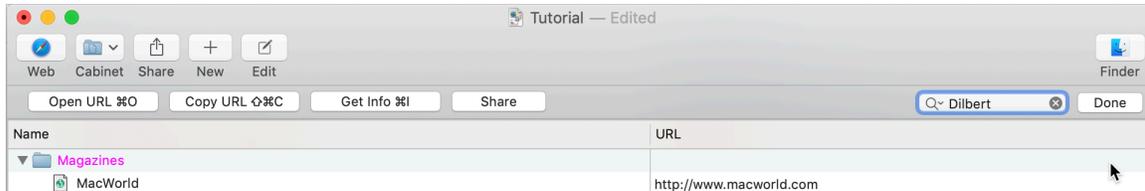
Tip: you can detach the Search Drawer by dragging. Click on column headers to sort.

Document: Tutorial
URL: http://www.apple.com/imac-with-retina/

- Search Drawer Window -

Find Banner

The Find Banner (Command-F) enables you to search for a string of text. URL Manager Pro will search all fields of a bookmark : Name, URL, Tags and Note.



If the text is found in a bookmark, you can click one of the following buttons:

- Open URL (Command-O): open/launch this bookmark
- Copy URL (Shift-Command-C): copy the URL of the bookmark to the Clipboard
- Get Info (Command-I): show the data and attributes of the bookmark in the Get Info window
- Find Next (Command-G) : show the next find result.
- Share : show the standard Share sheet to share via Mail, Messages etc.

Or you can continue the search by pressing the Find Next (Command-G) button (find again). You can also dismiss the Find Banner by pressing Done.

When the found text is in a note or tag, it will popup the Get Info Window so that you can where the found text is. Press Cancel and continue the search using Command-G.

History Window

The History window maintains a list of the Web pages you have visited. This is helpful if you want to backtrack when you are surfing the Web. Sometimes, you will forget to create a bookmark for a Web page. With history, you can find the page again easily. History keeps the last 1,000 URLs you have visited.

Note: URL Manager Pro tracks the history of all open browsers (Safari, Chrome, OmniWeb, Navigator, Opera and iCab) simultaneously.

You can perform many of the same commands on bookmarks in the History window as you can on bookmarks in the bookmarks window. You can also select a bookmark and then use Control-Click.

Sort

You can sort by clicking on the column headers : Name, URL and Data Added. By default, the History window is not sorted, but will generally list bookmarks in the order in which you visited sites.

History On/Off

With this popup menu in the lower left you can toggle history on and off. Default: off

Tip: To maintain confidentiality, you may want to switch the history option to off temporarily. It is also possible to delete individual URLs from your history by selecting a URL and using the **Delete** command in the **Edit** menu or by pressing **Backspace**. This is useful if a URL contains a password to a protected site and other people use your computer.

Favourites Window

(This feature will be added in version 5.4). To open the **Favourites window**, choose **Edit Favourites...** from the **Edit** menu. This window contains five tabs: *Favourites*, *Explore*, *Friends*, *FTP* and *Daily*.

These tabs are designed to hold bookmarks. To add a bookmark to one these five tabs, first click the appropriate tab and then drag the bookmark from a document window to the Favourites window.

You can also access the bookmarks stored under Favourites tabs by means of the Menu Extra or 'menulet' **Mondriaan** (Mac OS X). Mondriaan allows you to access these bookmarks even when URL Manager Pro is not running. Unfortunately, **Mondriaan** is not yet supported on Intel Macs, but if there is a lot of demand it will be available for Intel as well.



The Mondriaan menu extra or 'menulet' on Mac OS X

Favourites

The bookmarks you place under the Favourites tab will appear in the Favourites submenu under the URL Manager Pro Icon menu in your web browser.

Explore

The bookmarks you place under the Explore tab will appear in the Explore submenu under the URL Manager Pro Icon menu in your web browser.

Tip: We have "pre-loaded" the Explore tab for you with a collection of Web sites you might find interesting to explore. As you explore the Web, feel free to replace our selection with bookmarks of your own. Enjoy!

Friends

The Friends tab is designed to hold email address bookmarks. To add an email address bookmark to this tab, drag it from the bookmark window and drop it in this window.

You can also access the email address bookmarks displayed under the Friends tab using the Friends submenu under the URL Manager Pro Icon menu in your email program.

FTP

The FTP tab is designed to hold FTP site bookmarks. To add an FTP bookmark to this tab, drag it from the bookmark window and drop it in this window.

You can add a user ID and password for accessing protected FTP sites by selecting an FTP bookmark under the FTP tab and clicking the User ID button next to the Favourites window tabs. You'll see a dialog box where you can enter your User ID and password.

Note: For security reasons, your password will not be displayed if you click on the User ID button again or use the Get Info command.

Note: When the Keychain is installed, URL Manager Pro will store the User ID and password in the Keychain instead of in the bookmark file.

Daily

The Daily tab is designed for a small number of Web sites (say five) that you would like to view every day. If you click on the Browse All button, URL Manager Pro will open all of the Web pages in separate windows in your web browser.

Read Daily is also accessible from the Dock menu.

Tip: You can use many of URL Manager Pro's bookmark commands in the Favourites pages as well, such as Add Bookmark and Insert Separator. You can also sort the bookmarks you have here. However, you cannot add a folder to a Favourites page.

Tip: URL Manager Pro opens your Daily bookmarks in separate windows. It loads the pages concurrently. You can start reading the Web page that loads first while the others are loading.

Delete Window

The **Delete/Move...** command of the **Clean Up** submenu under the **Bookmark** menu is similar to the Delete Duplicates command in the Edit menu, but offers you several additional options. To use the **DeleteMove/...** command, first execute the **Find Duplicates** or **Validate** command (**Validate** will be added in version 5.3). These commands will check all the URLs in the current bookmark file and mark them accordingly, such as whether a URL is a duplicate, broken, etc. The **Delete window** offers the following options:

Duplicate URLs

To delete all duplicate URLs in the current bookmark file, enable this option.

Broken Links

To delete all URLs with broken links in the current bookmark file, enable this option.

Unknown Status

To delete all URLs with an unknown status in the current bookmark file, enable this option.

Don't Delete but Move

This option lets you review URLs to be deleted. Instead of deleting them, URL Manager Pro will move them to the **Waste Basket**.



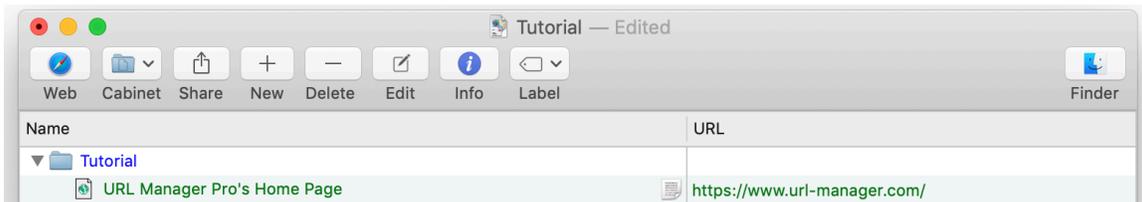
Reference

Elements of the URL Manager Pro interface

The main elements of a bookmark file (a URL Manager Pro document window) include, from top to bottom, the toolbar, column headers, a scrollable list of bookmarks and folders, and the URL placard.

The Toolbar

The toolbar offers you quick access to your browser and email application, as well as the main features of URL Manager Pro. You can customise the toolbar by choosing **Customise Toolbar...** from the **View** menu.



- The configurable toolbar of URL Manager Pro -

The toolbar includes the following buttons:

Web

The Web button launches or switches to your web browser.

Cabinet

The Cabinet button has a popup menu, which displays all bookmarks files in the *Cabinet* folder. Select a menu item from the Cabinet popup menu to open that bookmark file. The menu command Show In Finder of the Cabinet popup menu opens your *Cabinet* folder in the Finder. This provides a quick way to add bookmark files to this folder. You define the Cabinet by selecting a folder : use the command Select Folder from the Cabinet popup menu. See the chapter [Special Features](#) in this User Manual for more information.

Share

Show the standard Share sheet to share the selected bookmark (URL) via Mail, Messages etc.

New

Create a new bookmark.

Delete

Delete the selected bookmark.

Edit

Edit the selected bookmark.

Info

The Info button displays the Get Info Window, where you can view and modify the data and attributes of a bookmark. For more information, read the Get Info Window section in the Windows chapter.

Label

With the label popup menu you can colourise a bookmark.

Faves

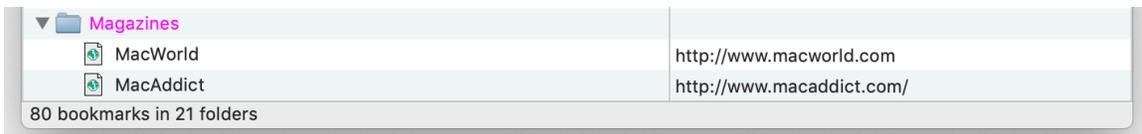
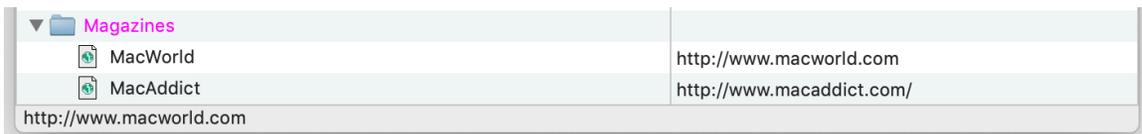
The Faves button opens the Favourites window, where you can store a small number of frequently used bookmarks. For more information, read the Favourites Window section of the *Windows* chapter.

Finder

The Finder button switches you to the Finder.

The URL Placard

The URL placard sits at the bottom of the URL Manager Pro document window. While moving your mouse pointer over bookmarks in the document window, the URL of the bookmark you are mousing over will appear here. If you select a bookmark, the URL of that bookmark will stay in the URL placard. If you move your mouse outside of the document window, the URL placard will say: so many bookmarks in so many folders.



Tip: If you have set the URL Manager Pro bookmark window to a width too small to see the URL column, you can still view the entire URL of a bookmark by selecting that bookmark and looking at the URL placard.

The Document Window

URL Manager Pro displays bookmark icons in a convenient, easy-to-navigate hierarchical structure. A URL Manager Pro document window shows the contents of a URL Manager Pro bookmark file.

Bookmark Icons

In the URL Manager Pro document window, all bookmarks have a bookmark icon. To the right of the icon are the name and the URL of the bookmark. When you double click on a bookmark icon, it will open the bookmark in your preferred web browser.

To select a bookmark, click once on its icon. To edit its name, click once on the name text.

To edit its URL, click once on the URL text.

Press **Tab** to move from the name field to the URL field.

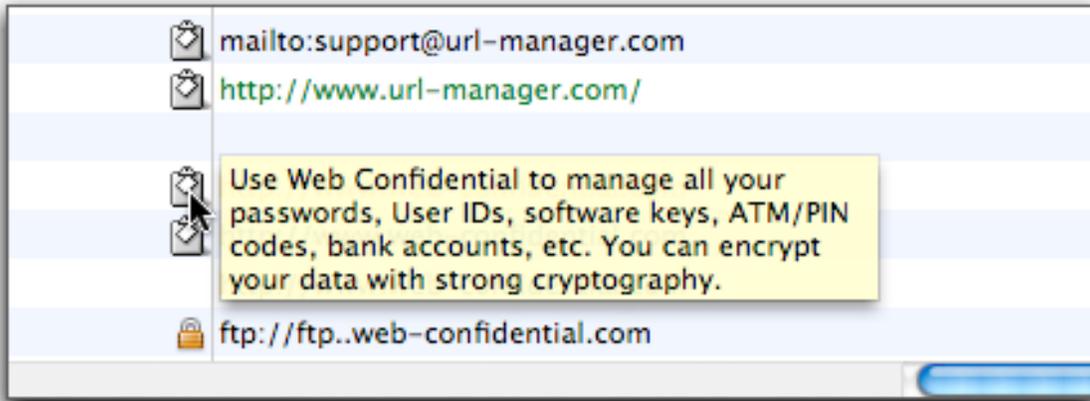
Press **Enter** to stop editing.

You can use the standard Mac text editing commands (**Undo**, **Cut**, **Copy**, and **Paste**) when editing your bookmark text.

Note: Edit URLs with caution. Any error will make a URL unusable.

For any bookmark that has a note, a Note icon appears to the left of the URL (see picture below).

Tip: Move the mouse pointer over the Note icon to display the note in a tooltip (see below).



- The Note icon, tooltip and Lock icon displayed -

Folder Icons

A folder contains bookmarks. A disclosure triangle indicates whether a folder is open or closed.

You can click this triangle once to open and close a folder. You can also open and close a folder by double-clicking the folder icon.

Tip: Option-clicking the triangle displays or closes the whole hierarchy of the enclosing folders.

Bookmark/Folder/Document Contextual Menu

If you press the Control key and click on a bookmark or folder, that item's Contextual Menu will appear. These menus contain a number of useful commands for manipulating bookmarks and folders. Control-click on any white space in the URL Manager Pro window to display the Document Contextual Menu. See the paragraph [Contextual Menus](#) for additional information about these commands.

Tip: Many users, particularly those with large monitors, will find the bookmark and folder Contextual Menus an extremely efficient way to manipulate bookmarks and folders, since they save you from having to move the mouse to the menu bar for many common operations.

The URL Manager Pro Menu Commands

The Command (Cmd) key is represented on the keyboard by the cloverleaf icon and/or Apple logo.

File menu

The File menu contains the following commands:

New

The New command creates a new bookmark file (a URL Manager Pro document). When you save it for the first time, you will be prompted for a new file name.

Open (Cmd-O)

The Open command brings up a file selection dialog box that allows you to navigate to and open an existing bookmark file on your hard disk.

Open Recent

The Open Recent submenu lists the last 10 files opened.

Cabinet

The Cabinet submenu lists the files found in the Cabinet folder. For more information see the chapter [Special Features](#). The Cabinet submenu is a convenient way to open frequently used files without going through the file selection dialog.

Close (Cmd-W)

The Close command closes the currently active bookmark file. If you have modified it, you will be prompted to save changes before closing it.

Save (Cmd-S)

The Save command writes the currently active bookmark file to disk.

Duplicate (hold down Option to change to Save As...)

The Save As command enables you to save the currently active bookmark file under a different name.

Revert To

The Revert command enables you to retrieve previously saved versions of your bookmark files. Use this command to undo changes.

Grab All

The Grab All command displays a submenu with the following Grab All options: Web Page, Email Message, News Article, HTML Editor and TextEdit. Each option is explained below.

Tip: You can also find the Grab All command under the URL Manager Pro Icon menu in your Internet application.

Web Page

URL Manager Pro will extract all URLs from the current Web page in your preferred web browser.

Email Message

URL Manager Pro will extract all URLs from the current email message.

Tip: You can use this option to extract all of the URLs from an email newsletter, like TidBits, for example.

Note: The application Apple Mail supports this command.

Tip: You can use this option to extract all of the URLs from a news article like Info-Mac Digest. URL Manager Pro has special code to read all of the relative Info-Mac URLs and save them as FTP bookmarks.

Note: Only the application YA NewsWatcher currently supports this command.

HTML Editor

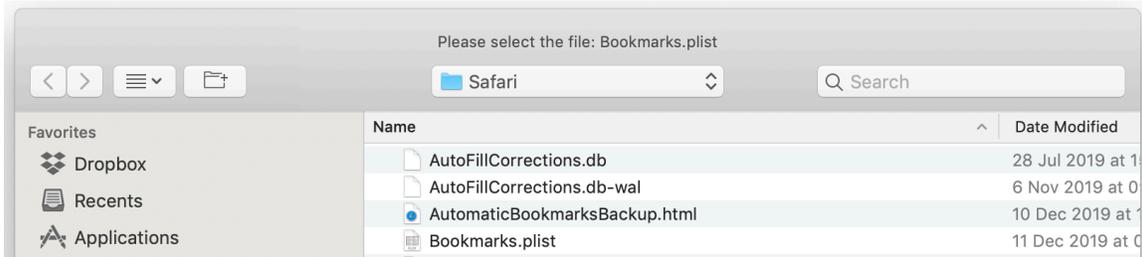
URL Manager Pro will extract all URLs from the window in BBEdit.

TextEdit

URL Manager Pro will extract all URLs from the window in TextEdit.

Import from Browser

The Import from Browser command imports all of your browser's bookmarks and displays them in a new URL Manager Pro bookmark file. The submenu lists all browsers URL Manager Pro currently supports. URL Manager Pro knows about the default location of the browser's bookmark file. However, you must manually select the file. The window gives a reminder which file you need to select. See the picture below where it says: *"Please select the file: Bookmarks.plist"*



Note: Your browser's toolbar bookmarks (in Safari called Bookmarks Bar, in Microsoft Edge called Favourites Bar) are imported into the new URL Manager Pro bookmark file within a folder called *Favourites*.

Import submenu

The Import submenu displays the following Import options:

Scan Text

The Scan Text command displays a file selection dialog from which you can select a text file. URL Manager Pro will scan this file for URLs and display them in a new bookmark file. The name of this bookmark file is taken from the name of the text file.

Scan Clipboard

The Scan Clipboard command scans text that is in the Clipboard and displays the URLs it finds in a new bookmark file. If the Clipboard contains HTML, it will scan all anchor tags () etc.

Import XBEL

Use this command to import browser bookmark files that are in XBEL format. You can find the definition of XML/XBEL format on this web page:

<http://pyxml.sourceforge.net/topics/xbel/>

Import HTML File (Links)

Use this command to import HTML files. URL Manager Pro will locate all <A> and <a> anchor links and create bookmarks for them.

Import Bookmarks HTML File

Use this command to import HTML bookmark files. Many browsers (like Firefox) can export their bookmarks to a so-called Netscape Bookmarks HTML file.

Export

The Export submenu gives you several Export options.

Tab Delimited Text File

If you want to export your bookmarks to a word processor, a spreadsheet or a database, choose Export As Tab Delimited Text File. If you select a folder, only the folder will be exported. The format of the exported text file is: [name] TAB [url] TAB [tags] TAB [note] CR

HTML

Exports your bookmark file to HTML format. (The Netscape bookmarks file format.)

Tip: You can use this command to bring over your bookmark file to a Windows computer. You should save the file with the .htm extension.

XML/XBEL

This command exports your bookmark file to XBEL format. The XML Bookmark Exchange Language, or XBEL, is an Internet bookmarks interchange format. It was designed by the Python XML Special Interest Group. You can find the definition of XML/XBEL format on this web page:

[<http://pyxml.sourceforge.net/topics/xbel/>](http://pyxml.sourceforge.net/topics/xbel/)

Environment Info

(This command will be added in version 5.3). Environment Info command displays technical information about your current open documents. This includes the file path of the current document, the number of bookmarks in the current document, and the amount of memory being used.

Edit menu

The Edit menu has the following commands:

Undo (Cmd-Z)

Undo the most recent change. Only supported for text editing commands.

Cut (Cmd-X)

Move the currently selected bookmark or text to the Clipboard.

Copy (Cmd-C)

Copy the currently selected bookmark or text to the Clipboard.

Paste (Cmd-V)

Paste the contents of the Clipboard where the cursor is located.

Delete

Delete the currently selected bookmark or text.

Select All (Cmd-A)

Select all bookmarks in the currently active document window.

Edit Favourites (Cmd-T)

The Favourites command opens the Favourites window. The Favourites window is a place where you can store a small number of frequently used bookmarks. For more info, see the Favourites Window section in the Windows chapter.

Search Drawer (Option-Cmd-F)

The Search Drawer command displays the Search Drawer window. For more information, see the Search Drawer Window section in the Windows chapter.

Find (Cmd-F)

The Find command displays the [Find Banner](#). For more information, see the [Find Banner](#) section in the Windows chapter.

Find Next (Cmd-G)

The Find Again command repeats the previous Find operation. It bypasses the Find window.

Find on Disk (Shift-Cmd-F)

This command uses the Spotlight engine to search your *Bookmarks* folder or hard disk for certain words in bookmark files. URL Manager Pro's bookmark files are automatically indexed by Spotlight.

Index Bookmarks

URL Manager Pro's bookmark files are automatically indexed by Spotlight as soon as you save a bookmark file.

Delete Duplicates (Shift-Cmd-D)

The Delete Duplicates command searches for and deletes all duplicate URLs. It compares the actual URLs, not the names you've assigned to them. There is **no** undo for this command. However, if you do accidentally delete a bookmark, the Revert To command in the File menu will restore all changes made since you last saved the bookmark file.

Tip: If you want to view duplicate bookmarks before deleting them, use the Find Duplicates command under the Clean Up submenu of the Bookmark menu.

Show Fonts (Cmd-T)

This allows you to easily change your screen font.

Reset to System Font

Use this command to set the screen font back to the system font.

Bookmark menu

The Bookmark menu has the following commands:

New Bookmark (Cmd-N)

The New Bookmark command inserts a new bookmark below the currently selected bookmark in the URL Manager Pro document window. If no bookmark is currently selected, it will be added at the bottom of the bookmarks list.

The new bookmark's name is "Untitled" and the URL will contain only the default protocol, `https://`. Its name will be highlighted, prompting you to give it a more meaningful name.

Add Bookmark

The Add Bookmark command is greyed-out under the **Bookmark** menu unless you have selected a closed folder in the URL Manager Pro document window. If you have, you can select this command to add a new bookmark to the currently selected folder. Once you do, this folder will open and the new bookmark will appear. The new bookmark will be called "Untitled" and the URL will contain only the default protocol, `https://`. The bookmark will be highlighted, prompting you to give it a more meaningful name.

New Folder (Shift-Cmd-N)

The New Folder command inserts a new folder below the currently selected bookmark in the URL Manager Pro document window. If no bookmark is currently selected, the folder will be added at the bottom of the list of bookmarks.

Insert Separator (Shift-Cmd-I)

The Insert Separator command inserts a divider line underneath the currently selected bookmark.

Separators are useful when you are organising large collections of bookmarks. The separators you insert in a bookmark file also show up in the Dock Menu and the Bookmark Menu Extra.

Get Info (Cmd-I)

The Get Info command displays the [Get Info Window](#), where you can view and modify the data and

attributes of a bookmark. For more information, please read the Get Info Window section of the Windows chapter.

Add Web Page (Cmd-K)

The Add Web Page command creates a bookmark of the current Web page in your preferred web browser. If multiple windows are open in your browser, the page in the front most browser window is saved. By default, it appears after the selected bookmark or folder, otherwise in your Drop Basket folder.

Add As Query

The Add As Query command is similar to the Add Web Page command above, except that the URL will be saved as a Query bookmark. A Query bookmark has a special bookmark icon—a yellow icon with a question mark in it. By default, it appears after the selected bookmark or folder, otherwise in your Drop Basket folder.

Open in Helper

The Open in Helper command opens the selected bookmark in the appropriate Internet application, based on its protocol. See also URLs Explained. You can configure Internet application assignments in the Preferences window.

Open (Shift-Command-O)

The Open in Browser command opens the selected bookmark in your web browser, regardless of its type.

Tip: This command is useful, for example, if you want to open FTP sites in your web browser. Many FTP sites have Web interfaces, but some do not. You might find it easier to navigate an FTP site using a web browser than an FTP program.

Sort

The Sort submenu sorts the current selection of bookmarks or the currently selected folders. URL Manager Pro will put folders at the top and bookmarks below folders. There are four sorting criteria under the Sort submenu. Sorting options include:

- Name
- Date
- URL
- Label
- No Order

You can remove sorting order by selecting the No Order menu item. If no bookmarks or folders are selected, all top-level items are sorted. If a folder is selected, only its contents will be sorted. If two or more bookmarks are selected, only those items are sorted.

Tip: You can set the sort attribute of a folder by Control-clicking that folder and using the Contextual Menu.

Tip: If you enable the preference **Automatically Sort Folders**, the contents of a folder will always be sorted when its folder sort attribute is set. That means that if you add a bookmark via Add Bookmark from the Dock Menu or Bookmark Menu Extra, the added bookmark is immediately sorted. This feature will be added in v5.3.

Label

The Label command allows you to change the colour of selected bookmarks and folders. Labeled bookmarks will have coloured menu items in the Bookmark Menu Extra.

Tip: By arranging, sorting, and labelling your bookmarks using colours, you will be able to manage very large collections with ease. Use colour to indicate the status or priority of a bookmarked web page.

Validate (will be added in version 5.3)

With the Validate command, you can check whether your bookmarks' URLs are still valid.

When URL Manager Pro is finished validating bookmarks, each bookmark icon will have one of the following small marks next to it.

- Moved (→),
- Valid (✓),
- Broken (x),
- Duplicate (||)
- Unknown (?).

If URL Manager Pro discovers that the URL of a bookmark has moved, it will update the URL automatically.

Note: If you don't want URL Manager Pro to change a URL, enable the Lock URL attribute via the [Get Info window](#).

URL Manager Pro saves these marks when you close the bookmark file.

Note: Currently URL Manager Pro does not validate FTP URLs.

Clean Up

The Clean Up command displays a submenu with the following commands:

Find Duplicates

The Find Duplicates command searches your bookmark file for duplicate URLs. If it finds duplicates, it places two small vertical red bars (||) next to the bookmark icon. See the picture above. You can view the duplicates and then manually delete them one by one, or you can use the Delete command (see below) to delete (or move) all duplicates.

Delete/Move...

The Delete command displays the Delete window, which lets you specify which bookmarks to delete or move. You can delete all broken links, those with unknown status and all duplicates. Instead of deleting them, you may just want to move them to a special folder named *Waste Basket*. For more information, see the section Delete Window in the Windows chapter.

Show Marks

The Show Marks command determines whether small marks appear to the left of bookmark icons. When the menu item is checked (✓), marks appear. If the menu item is not checked, no marks appear. The marks display the results of the last Validate URLs or Find Duplicates command.



- Marks shown to the left of bookmark icons -

Clear Marks

The Clear Marks command removes the marks added by the Validate URLs command. It restores all results to their zero values.

Edit in BBEdit (Cmd-J)

The Edit in BBEdit command opens the current Web page in the HTML editor BBEdit. For more information about BBEdit, visit the Web site of [Bare Bones Software](#).

Tip: Using BBEdit, you can view, modify, and save changes to HTML and CGI script files stored remotely. By storing the URLs of these files in URL Manager Pro and editing them with BBEdit, you have a powerful tool for maintaining Web sites.

For example, I have this bookmark for my main URL Manager Pro Home Page:

```
https://www.url-manager.com/usr/home/alco/public_html/index.html
```

The user ID and password for the site are in my **Keychain** and when I select this bookmark and choose the **Edit in BBEdit** command, *Interarchy* or *Fetch* launches, and the file index.html is opened in BBEdit. When I finish editing that file, I choose **Save** from BBEdit's **File** menu to save the file back to the Web server.

Save Bookmark...

Save the selected bookmark as an Internet Location File. These files have the extension .webloc, .mailloc etc. and can be double clicked in the Finder and dropped to web browser windows. They are like system-wide bookmarks that the system understands.

Share Bookmark

You can use the Share Bookmark command to share the bookmark via Mail, Messages etc. The available options are supplied by macOS.

Outline menu

The Outline menu has the following commands.

Expand

The Expand command opens the currently selected folder and all its subfolders.

Expand All

The Expand All command opens the selected folder and its subfolders.

Expand All Folders

The Expand All command opens all folders and subfolders in a bookmark file.

Collapse

The Collapse command closes the currently selected folder and its subfolders.

Collapse All

The Collapse command closes the currently selected folder and its subfolders.

Collapse All Folders

The Collapse All command closes all folders and subfolders in a bookmark file.

Move Up

The Move Up command moves the currently selected bookmark or folder one position higher.

Move Down

The Move Down command moves the currently selected bookmark or folder one position lower.

Tip: If you don't want to use the Move commands, use Drag & Drop instead. In addition, Drag & Drop functions on multiple selections.

Go menu

HTML Editor (Cmd-E)

The HTML Editor command launches BBEdit.

Email (Cmd-M)

The Email command launches your email application. You specify your preferred email application in Apple Mail -> Preferences -> General -> Default email reader.

WWW (Cmd-B)

The WWW command launches your web browser. You specify your preferred web browser in System Preferences -> General -> Default web browser

Window menu

The Window menu contains the standard Mac OS Window menu commands and adds the following commands:

Customise Toolbar...

Use this command to customise the URL Manager Pro toolbar.

History

The History command displays the History window.

Favourites

The Favourites command displays the Favourites window.

At the bottom of the Windows menu, you will find the names of all currently open bookmark files.

Support menu

FAQ

This command loads the “Frequently Asked Questions” Web page of the URL Manager Pro Web site into your current open browser window.

What's new

This command loads the “What's new” Web page of the URL Manager Pro Web site into your current open browser window.

Discussion List

Use this command to subscribe to the mailing list of URL Manager Pro.

Customer Support (Purchased Versions Only)

This command creates a new message window in your email application addressed to URL Manager Pro's Customer Support email address. Please enter a subject in the subject line of the message and type the question or problem in the body of the message. This menu command is only available after you have registered and paid for URL Manager Pro. Please check the FAQ, see above, first before sending a message.

Contextual Menus

Contextual Menus are displayed by a Control-click.

Note: To Control-Click an object, hold down the Control key and click it with the mouse pointer.

To display the *Bookmark Contextual Menu*, Control-click a bookmark icon.

To display the *Folder Contextual Menu*, Control-click a folder icon.

To display the *Document Contextual Menu*, Control-click any white space in the document window.

Bookmark Contextual Menu

The Bookmark Contextual Menu has the following commands:

Open

The Open command opens the currently selected bookmarks in their respective Internet applications. For example, a Web page bookmark will open in your browser, an email bookmark will open in you email program, etc.

Tip: To select multiple contiguous bookmarks, hold the Shift key while selecting them.

Tip: To select multiple non-contiguous bookmarks, hold the Command key while selecting them.

Open in New Window

The Open in New Window command opens the selected bookmark in a new browser window, rather than the currently active window.

Open in New Tab

The Open in New Tab command opens the selected bookmark in a new tab, rather than the currently active tab.

Copy to Clipboard

The Copy to Clipboard command copies the URL(s) of the currently selected bookmark(s) to the Clipboard. The format of the URL can be configured in the Preferences window.

Get Info...

The Get Info command displays the [Get Info window](#).

Label

The Label allows you to colour one or more bookmarks.

Save Bookmark..

Save the selected bookmark as an Internet Location File.

Share Bookmark

Present the standard Share sheet to share a bookmark via Message, Mail etc.

Folder Contextual Menu

The Folder Contextual Menu offers a subset of the Bookmark Contextual Menu commands. In addition, it includes:

Sort

The Sort command sorts the selected folder. When you select it, a submenu appears, offering you four sorting criteria. Sorting options include:

- Name
- Date
- URL
- Label

You can remove sorting order by selecting the fifth option: No Order

New Folder

Create a new folder below the selected folder if it is closed or within the selected folder when it is open.

Open in Tabs

The Open in Tabs command opens all of the bookmarks in a folder in new tabs in their respective applications.

Note: Be careful with this command. If you use it on a folder with many bookmarks, you may find that you do not have sufficient resources to open all the bookmarks.

Document Contextual Menu

Sort Document

The Sort command sorts the whole document.

Index Document

The Index commands uses the Sherlock engine to index this document.

Put whole document in dock

To show all of your bookmark file's folders in the Dock Menu, check this menu item.

Email Document To

The Email Document To command opens a new message window in your email program and adds the current URL Manager Pro bookmark file as an attachment. If you have the StuffIt Engine installed, URL Manager Pro will automatically compress the file.

You can use the command's submenu to choose an email address. These are bookmarks of email addresses found under the *Friends* tab in your Favourites window.

Special Features

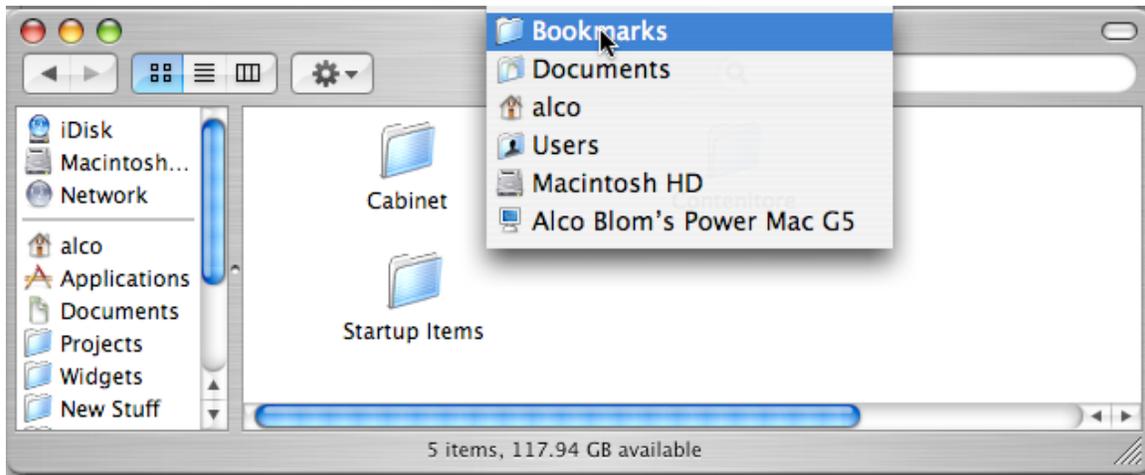
URL Manager Pro has a number of special features and capabilities. They are described below.

The Cabinet folder

The *Cabinet* feature gives you quick access to your bookmark files. It allows you to skip the File Open dialog box and open your bookmark files much faster.

You define the Cabinet folder by using the command Select Folder from the Cabinet submenu of the File menu. My advice is to create a folder named Cabinet in a Bookmarks folder in your Documents folder.

Below is an example of how this could look in macOS for a user with the name *alco*:



- The file path of the Cabinet and Startup Items folders -

Once you have selected the Cabinet folder, it will display the names of the bookmark files and aliases found in this folder in the **Cabinet** submenu of the **File** menu.

Note: The bookmark files in the *Cabinet* folder will also show up in the **Cabinet** submenu of the Shared Bookmark Menu Extra. Using this menu, you can open bookmark files while in your browser.

Note: You can also add the Cabinet toolbar item to the toolbar in URL Manager Pro. The popup menu of the Cabinet toolbar item lists all bookmarks files in the Cabinet.

The Startup Items folder

When URL Manager Pro starts up, it loads all bookmark files (and aliases* to bookmark files) found inside the **Startup Items** folder. You can define the Startup Items folder via Preferences -> At Startup tab.

Please refer to the image above (explaining the **Cabinet** folder) for a visual idea.

Tip: You can temporarily deactivate the Startup Items folder in the Preferences window.

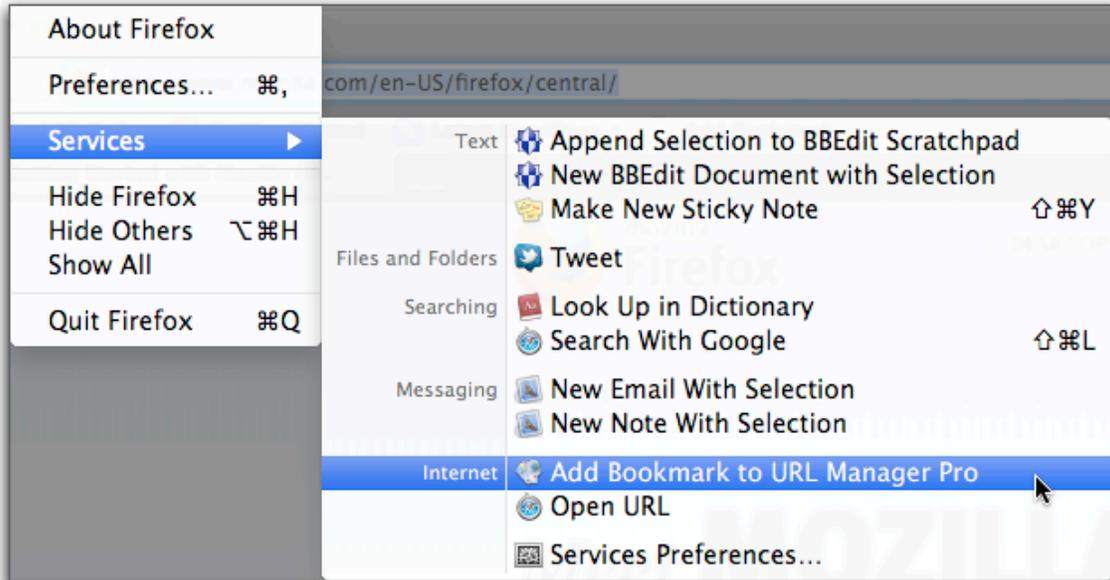
Tip: You can also temporarily deactivate the Startup Items folder by holding down the **Option** key at launch time of URL Manager Pro.

Tip: Put all your bookmark files in the **Cabinet** folder. Make aliases* of bookmark files you want to automatically open at startup time of URL Manager Pro and put the aliases in the **Startup Items** folder.

Services

Optionally for use with URL Manager Pro is a Service menu item.

The Service adds the command **Add Bookmark to URL Manager Pro** to the Services menu in any application where the current selection contains an URL.



- Service menu item of URL Manager Pro -

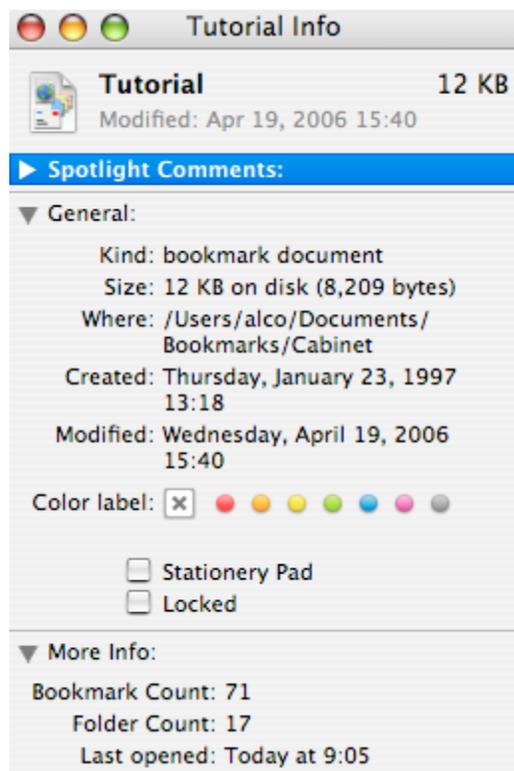
Spotlight

(This feature will be added again in version 5.3) URL Manager Pro can use the power of Spotlight to search your hard disk for words in bookmark files. The command **Find on Disk** opens the Spotlight Window. Of course, you can also access Spotlight from the menu bar.

Enter the term you are searching for and Spotlight will list the bookmark files, if any, that contain these terms. Click on one of the bookmark files found and URL Manager Pro will come to the front and the *bookmark containing the search term will be selected*. Use the menu command **Find Again** (Cmd-G) to find the next occurrence.

URL Manager Pro includes a Spotlight Importer plug-in, which indexes your bookmark file anytime you save your bookmark file. (The Spotlight Importer plug-in is located in the Library folder inside the URL Manager Pro application bundle.)

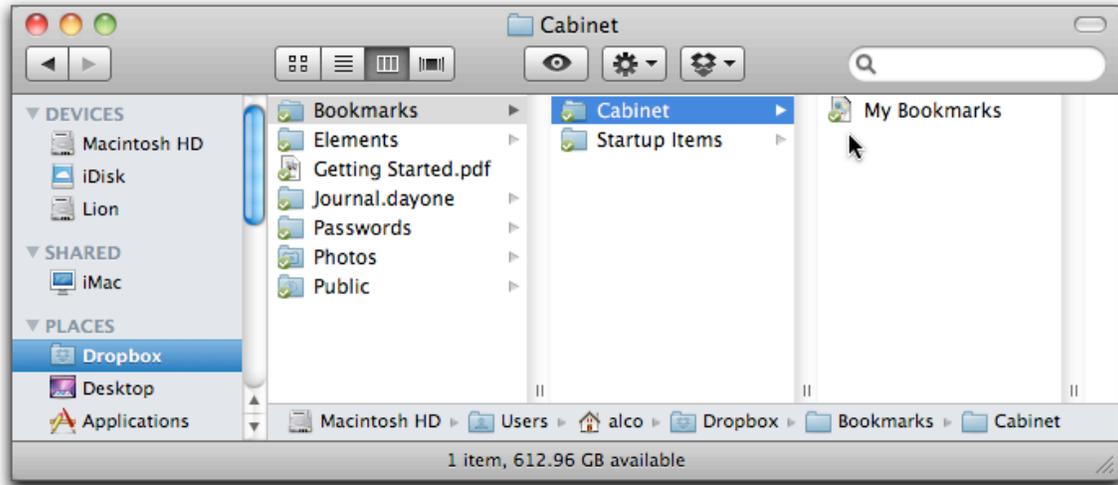
Besides indexing, the URL Manager Pro Spotlight Importer plug-in will add some metadata to your bookmarks file. It will add a Bookmark and Folder count. See the Get Info window of the Finder.



- Get Info Window showing meta data in *More Info* -

Dropbox

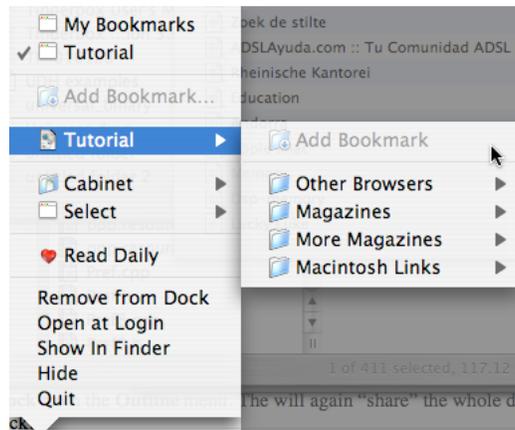
The **Startup Items** folder and **Cabinet** folder can also be stored in your **Dropbox** folder and URL Manager Pro will work with them. See the screen shot below.



- the Dropbox folder in our Home directory -

Dock Menu

An important feature of macOS is the Dock, an application launch pad. URL Manager Pro is Dock-aware. By default, all of your bookmark folders and subfolders are visible when you click on the URL Manager Pro icon in the Dock. You can select a bookmark and it will load in the currently active application, such as your web browser. This gives you complete access to all of your URL Manager Pro data from within your Internet applications.



- the Dock menu of URL Manager Pro -

You can choose to make individual folders available via the Dock. Select a folder in the URL Manager Pro main window and use the command **Show in Dock** under the Outline menu. Only this folder and its subfolders will be visible in the Dock. You can use this command on multiple folders.

To temporarily override the individual “sharing” of folders, you can use the command **Put whole document in Dock** from the **Outline** menu. The will again “share” the whole document as one large popup menu on the Dock.

Note: The **Show in Dock** command is also available from the Folder Contextual Menu and Action menu (toolbar).

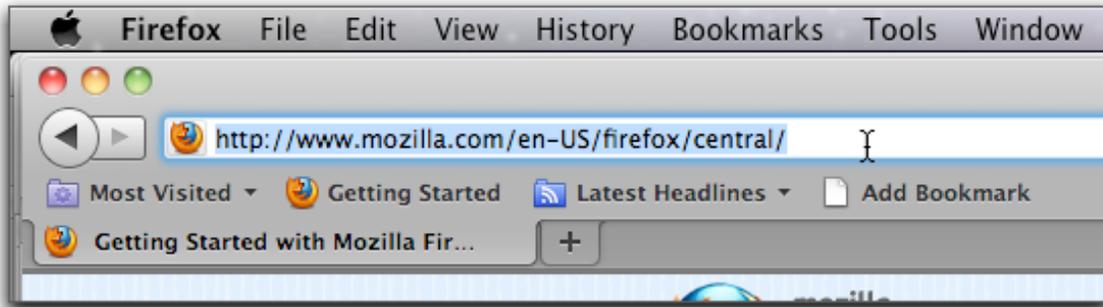
Note: The **Put whole document in Dock** command is also available from the Document Contextual Menu and Action menu (toolbar).

Firefox and URL Manager Pro

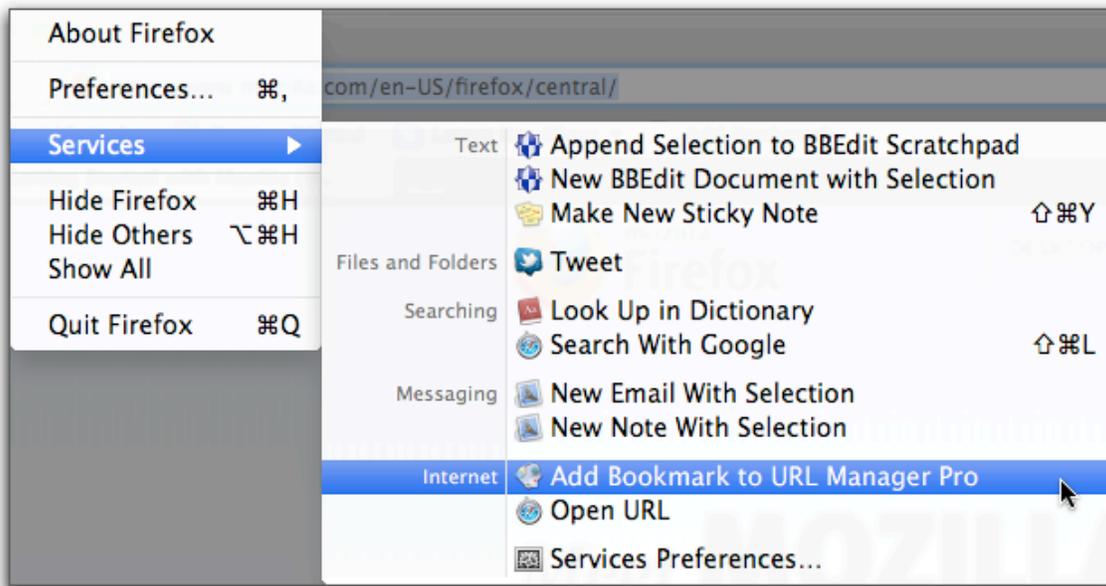
Fortunately, the Add Bookmark command from the Bookmark Menu Extra now also works in Firefox.

There is an option to bookmark in a different way. This is based on the Services menu of Firefox. To bookmark the current web page in Firefox proceed as follows. There are just 2 steps.

1. Select the URL in the Location Bar (Cmd-L) of a Firefox' window (see below):



2. Select Firefox menu->Services->Add Bookmark to URL Manager Pro (see below):



URL Manager Pro's Add Bookmark Window will now appear and you can edit the name of the bookmark and add tags or a note.

Keyboard Shortcuts

The table below is an overview of shortcuts that do not appear in URL Manager Pro's menus. To get a more up to date version of this table, go to :

<<https://www.url-manager.com/shortcuts.html>>

Bookmark Menu Extra	
Cmd-menu item	Open bookmark in a new tab*
Option-menu item	Open bookmark in new window
Ctrl-menu item	Copy URL of bookmark to clipboard
*Safari	Enable the preference: in General: 'Open pages in tabs instead of windows'
Bookmark Window	
delete	Delete the selected bookmark
Ctrl-click	Show the Contextual Menu
↑↓	Select previous/next bookmark
escape	Cancel the current selection
enter, return, tab	Edit the selected bookmark
tab	While in edit mode, switch between name and URL for editing
Cmd- O	Open selected bookmark in browser
Cmd - [Expand the selected folder and its subfolders
Cmd -]	Collapse the selected folder and its subfolders
→	Expand the selected folder
←	Collapse the selected folder
hover over bookmark icon	Show the tags in a tooltip
hover over note icon	Show the note (or tags) in a tooltip
double click note icon	Open the Get Info Window
dragging	Dragging bookmarks within a bookmark window moves them
Option - dragging	Option-dragging bookmarks within a bookmark window copies them
drag (1)	Drag and drop bookmark to text editor to insert the URL of the bookmark in the text
drag (2)	Drag and drop a bookmark to a Finder window to create a Web Location File
drag (3)	Drag and drop a bookmark to a browser window to open the bookmark
Option - drag	Option-drag and drop a bookmark to a text editor (for example, BBEdit) to put the bookmark in an HTML tag*
*HTML tag	For example: Home Page

Get Info Window	
Cmd - ↓	Display enclosed bookmarks
Cmd - ↑	Display enclosing folder
Cmd - →	Display next bookmark
Cmd - ←	Display previous bookmark
Global Hot Keys*	
Cmd-Option-U	Switch to URL Manager Pro
Cmd-K	Add Bookmark in the Bookmark Menu Extra
*Global Hot Keys	You must first enable these under URL Manager Pro's Shortcuts preferences tab