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1 Welcome ...

Thank you for taking the time to evaluate Bookmark Buddy. I hope that within a very short time you will be wondering just one thing: why didn't I know about this program sooner?

You may want to check out the [key features](#) you can look forward to using, or you may want to [get started](#) immediately. If after consulting these help notes you have any questions or suggestions about this program, please [contact me](#) and I will be happy to reply.

You can find a printable PDF version of these help notes at: www.bookmarkbuddy.net/BmkBuddyHelp.pdf

Happy organizing,
Edward Leigh

2 Get Started

Bookmark Buddy is try-before-you-buy software, so you may install it and try it out for 30 days before paying anything. Please consult the [license](#) to see the terms under which you may use the program.

1. Install Bookmark Buddy

Standard Edition

If you downloaded the standard installer (bmkbuddy.exe or bmkbuddyU.exe), open or double-click on it to start the [installation](#). If you downloaded the zip archive (bmkbuddy.zip or bmkbuddyU), extract the contents into a temporary folder, then double-click the file 'setup' or 'setup.exe'.

Click on the 'Help' button at any stage of the installation to bring up more detailed information.

Portable Edition

If you downloaded the standard installer (bmkbuddyR.exe or bmkbuddyUR.exe), open or double-click on it and select the destination folder (e.g. on your USB drive) to install the program. If you downloaded the zip archive (bmkbuddyR.zip or bmkbuddyUR.zip), extract the contents to the folder where you want to install the program.

2. Experiment with the basic features

When you first run Bookmark Buddy, you will see that a sample bookmark list is loaded, which you can safely experiment with. If you imported your bookmarks into a new bookmark list, you will find it on the File menu. Check out the different interface modes available under the *Application* menu (note that windows are [resizable](#)). Switch to *Organize* mode and experiment with the organizing facilities: see how to [edit](#) a bookmark, title, subcategory or category; [sort or re-order](#) titles or [re-categorize](#) bookmarks and subcategories; and add a [note](#) to a bookmark. Then see the different ways to [add](#) a new bookmark to the list.

3. Get to know Bookmark Buddy intimately

Bookmark Buddy's interface is probably quite unlike any other you have encountered. Do not let this put you off: it is very simple and fast to use. Most of the functionality of Bookmark Buddy you will discover by experimenting, reading the startup [tips](#), or by reading the rest of the Help notes (see in particular [Hot Keys](#) and [Keyboard Shortcuts](#)). You may also like to download a copy of the [Portable Edition](#) to put on a USB memory stick. Or you may be interested in the extended language support of the [Unicode Edition](#).

4. Buy a license

Hopefully you will be so impressed by Bookmark Buddy you won't hesitate to [buy a license](#). However you have 30 days to decide and [e-mail support](#) is always available to answer your queries.

3 Key Features

Bookmark Buddy is a highly sophisticated tool for storing and organizing your bookmarks. These are its key features:

Finding bookmarks

- Three clicks: category, subcategory, bookmark.
- Fast full-text [search](#) facility with options to restrict which fields are searched; whether matches are case-sensitive; whether whole or partial word matches are sought.
- Show search results as a [list](#) or by highlighting.
- [Filter searches](#) by rating, date and site status.
- [Refine searches](#) (search within previous search results).
- [Store searches](#).
- View bookmarks as a [list](#), ordered alphabetically or by date, rating, or number of visits.
- [Schedule](#) one-off or regular visits to bookmarked sites or documents.
- [SmartFolders](#): automatically-maintained aliases to recently visited, recently added, frequently visited, scheduled to visit, and user-selected favorites.

Organizing bookmarks

- [Add](#), [edit](#), [sort](#) and [delete](#) items using intuitive 3-panel interface.
- File bookmarks in multiple folders using [aliasing](#).
- Move items around using drag-and-drop and [mark-and-move](#).
- [Check status](#) of (validate) web site bookmarks in the background.
- Find [duplicates](#) and delete or convert into aliases.
- Add [separators](#) (optionally with text) to visually subdivide items.
- Make items bold.

Bookmark collections

- Each collection can contain up to 60,000 items (bookmarks, folders, aliases and separators).
- [Protect](#) site passwords stored in a bookmark collection using 128-bit Blowfish encryption and a single password.
- [Protect](#) entire bookmark collections using 128-bit Blowfish encryption.
- Instantly switch between bookmark collections.
- [Move or copy](#) bookmarks between collections.
- [Export](#) bookmarks to a printable document, web page, spreadsheet, or any other text format using the template-based export facility.
- Automatically maintain a 3-stage [backup](#) of each collection.
- Manually [backup](#) using 'Save copy'.
- Readily [share](#) bookmark lists with other users.

Web browser functionality

- [Import](#) and [export](#) Internet Explorer favorites
- [Import](#) and [export](#) Netscape, Mozilla, Firefox and Yahoo Toolbar bookmarks
- [Import](#) and [export](#) Opera hotlists
- [Import](#) and [export](#) MSN favorites
- [Import](#) Safari bookmarks
- [Import](#) AOL and CompuServe 2000 Favorite Places
- COM and DDE support for communicating with almost all [web browsers](#).
- Drag and drop bookmarks to and from any web browser.

- [Fetch bookmark](#) from frontmost browser window or from a list of open browser windows.
- [Open bookmark](#) in a new window or frontmost browser window (where supported by browser).
- [QuickLogin](#): Fill out most log-in pages and windows with a single keystroke.
- [QuickSearch](#): enter search terms before loading a web page.
- Switch between different web browsers instantly.
- Specify which [browser](#) to use for a particular bookmark.

Windows functionality

- [Import](#) and [export](#) Start Menu shortcuts.
- [Open](#) programs, folders and documents.
- [Open](#) the containing folder of a program or document.
- [Open](#) folder in 'My Computer' or Windows Explorer-style window.
- Use [wildcards](#) in document path names: ? (single character) and * (any number of characters).
- Drag and drop bookmarks to and from any document.
- [Copy](#) bookmarks in a variety of text and HTML formats.
- [QuickLogin](#): Fill out most log-in windows with a single keystroke.

Types of bookmarks that may be stored

- Internet bookmarks/favorites/favourites/address/URLs
- E-mail addresses
- Newsgroup addresses
- Application/program, document and folder shortcuts

Metadata stored with each bookmark

- [Notes](#)
- Site log-in names and passwords
- Keywords (to aid searching)
- Ratings (to aid selection)
- Times of last and previous-to-last visits, entry creation and modification, site check and update
- [Schedule](#) of future site visits
- Count of number of visits

High usability interface

- Alternative interfaces: 'Regular', 'Organize' and 'Compact'
- Optional use of [Tool Tray](#)
- Comprehensive [keyboard shortcuts](#) and [hot keys](#)
- User-selectable [font](#) face and size for main window
- User-definable [color scheme](#)
- Optional [flat style](#) controls with improved usability

Miscellaneous

- Loads in a snap and uses minimal disk space, memory and resources
- Includes comprehensive integrated help notes
- [Import](#) and [export](#) URL Organizer URL lists
- [Unicode Edition](#) supports mixed, non-Latin character sets
- [Portable Edition](#) runs off removable media on any (Windows) computer

4 Program Editions

Bookmark Buddy is available in four editions (which you can download from www.bookmarkbuddy.net/download.php):

Standard Edition

This edition is compatible with all versions of Windows from Windows 7 and Vista back to Windows 95, and is therefore recommended for most users.

Unicode Edition

This edition allows you to hold bookmark titles and notes in almost all characters sets, including Chinese, Japanese, Arabic and Russian. It is compatible with Windows 2000, XP, Vista, 2003 Server, and 7. It stores bookmark lists in Unicode text format (which is editable only by Unicode-aware text editors).

Switching between Standard and Unicode Editions

If you open a non-Unicode (ANSI) bookmark list, Bookmark Buddy will create a copy and convert it to Unicode, leaving the original intact. (The same principle applies if you open a Unicode bookmark list in the Standard Edition.)

If you [uninstall](#) one edition when you have both editions installed, you should select *Modify/Repair setup* from the *Application* menu of the edition you keep. This ensures that the program is correctly registered with Windows. If running Windows Vista in User Account Control Mode (the default) you will need to re-run the installer for the edition you keep.

Portable Edition

This edition has nearly all the functionality of the Standard Edition, but does not require installation or registration: the program files can be copied to any device or folder and run from there. You can therefore run Bookmark Buddy from a USB memory stick, MP3 player or floppy disk. Settings are stored in a file (BmkBuddy.xml) in the same folder as the program file (rather than in the Windows Registry). To fully enable this edition you must copy your [Personal License Register](#) to the top level folder of the portable drive.

Unicode Portable Edition

This edition combines the features of the Portable and Unicode Editions, allowing use of Unicode bookmark lists from a portable drive.

5 License & Registration

5.1 License

Bookmark Buddy is copyright (1998-2009) of Edward Leigh. It is NOT public domain or 'freeware'.

In the license conditions that follow, these terms have special meaning:

- 'Program' shall refer to Bookmark Buddy.
- 'Author' shall refer to Edward Leigh, the author of Bookmark Buddy.
- 'Individual Licensee' shall refer to an individual user of the Program plus any family with whom he/she regularly shares a computer.
- 'Corporate Licensee' shall refer to the company that employs one or more users of the Program.
- 'Licensee' shall refer to either a Corporate Licensee or Individual Licensee, as appropriate for the user.
- 'Full User License' shall refer to the supplementary license required to access the full functionality of the Program.

The Author grants the Licensee the right to use the Program on any computer providing that the Licensee agrees to be bound by the following conditions:

- The Program is provided 'as is'. The Licensee uses the Program entirely at his/her/its own risk.

- No warranties nor guarantees are included with this license. In no event shall the Author be liable for any consequential damages whatsoever (including, but not limited to, damages for loss of business profits or loss of business information) arising out of the use of, or the inability to use, the Program. In any case, the Author's liability shall be limited to the price paid for any Full User Licenses.
- No other rights with respect to the Program are granted to the Licensee.
- If the Licensee desires access to the full functionality of the Program, after any trial period is over, he/she/it must obtain a Full User License.
- One Full User License is valid for one Individual Licensee or one employee of a Corporate Licensee.
- Full User Licenses may be transferred between employees of a Corporate Licensee, but not from and back to the same employee within a 30 day period.
- For the avoidance of doubt, the number of Full User Licenses required does not equal the number of computers on which the program is installed, nor the number of concurrent users of the Program.
- The Licensee shall not reverse engineer, de-compile, disassemble or modify in any way whatsoever the Program, except as permitted by applicable law.
- The Licensee shall not give or lend its license key (encapsulated in a 'Personal License Register') to anyone else.
- The Licensee shall not sell, rent or lease the Program to anyone else.
- The Licensee may distribute only the most recent installation package as available from the Author's web site.
- The Licensee shall respect all national and international intellectual property laws and treaties that apply to the Program, including copyright, trademarks and patent rights.
- This licence agreement is governed by the laws of England and Wales.

If The Licensee does not agree with the stated license conditions, the Licensee must [uninstall](#) the Program (if already installed) and erase all copies of the installer.

See also:

- [Buy a License](#)

5.2 Buy a License

Bookmark Buddy is SIVL-compliant try-before-you-buy software. In order to fully-enable the program's functionality you must purchase a license. A license to use Bookmark Buddy (see the [terms of the license](#)) normally costs US\$29.95. Up-to-date pricing, including upgrades, special offers and discounts, is available on the OSoLiS registration site: www.osolis.com/register.cgi?P15

OSoLiS currently accepts payment on-line by VISA, Mastercard, American Express, Discover, PayPal (which includes e-check, Switch, Solo and Visa Electron), or by fax/mail by card, ACH ('bill pay'), US dollar check or postal money order. Please [contact me](#) if you are unable to pay in any of these ways.

Functionality is limited after the 30 day evaluation period is over, but you will always have access to your bookmarks and, should you decide that Bookmark Buddy is not for you, you can [export](#) your bookmarks back to Internet Explorer, Netscape, Mozilla, Firefox, MSN, Opera or URL Organizer.

Registration steps

To access the OSoLiS registration service, either:

- Go to *Buy online now* under the *Help* menu, and click the *Register* button whilst you are connected to the Internet,
or
- Go on the Internet to www.osolis.com/register.cgi?P15 and follow the instructions there.

You will find instructions on OSoLiS's site, but the basic steps are:

1. Register your contact details. (*Your details will be kept private.*)
2. Buy a license for Bookmark Buddy (Program ID: P15).

3. Download a copy of your Personal License Register (or have it e-mailed to you).
4. Exit from any SIVL-compliant programs (e.g URL Organizer) that you are running.
5. Check that the Personal License Register file is named `licences.rv1` (`l-i-c-e-n-c-e-s-dot-r-v-one`).
6. Move the License Register to the top level of the drive on which Bookmark Buddy is installed (usually C:\), replacing your existing License Register if you have one. If you are not sure where to put the License Register, run Bookmark Buddy and check the message on the *About Bookmark Buddy* window (accessed via the *Help* menu).

(You may previously have placed your Personal License Register in the C:\WINDOWS folder. This is no longer necessary.)

Cannot replace existing License Register

If you find you get an error when trying to move your Personal License Register, you probably still need to exit from other SIVL-compliant programs that you are running (including URL Organizer).

See also:

- [Online registration system](#)
- [OSoLiS online instructions](#)
- [License terms and conditions](#)
- [Registration Problems](#)

5.3 Registration Problems

If you have difficulties obtaining your Personal License Register from OSoLiS, please see www.osolis.com/en/registration/plr.shtml or contact Support at client.support@osolis.com

If Bookmark Buddy doesn't recognize that it is registered, please check *About Bookmark Buddy* under the *Application* menu to see what is wrong. Below are some suggestions for what to do depending on the message you see. If you still need help please [e-mail me](#) with the message Bookmark Buddy reports.

If you install Bookmark Buddy on a new computer, or you install on a reformatted hard drive, then you will need to obtain and install a new copy of your Personal License Register (see below).

License Register missing

You must place the Personal License Register in the directory that Bookmark Buddy says it is looking in. If the file you have is called *osolis.zip*, then you must 'unzip' it to extract the actual Personal License Register. If you do not know how to unzip a file, or you have lost your Personal License Register, see below for how to obtain a new copy of your Personal License Register.

License Register corrupt

If the Personal License Register has become corrupted, then you will need to obtain another copy: see below.

License Register indicates that you do not have a license

You will see this message if you have an out of date Personal License Register installed. You must replace the Personal License Register file with the latest version that includes details of your Bookmark Buddy license. Be sure to exit URL Organizer and Bookmark Buddy before saving your Personal License Register.

To obtain a new copy of your Personal License Register

1. Log back into your account with OSoLiS using the *Register* button in *About Bookmark Buddy*, or starting from www.osolis.com/login.cgi?plr
2. Click on the *License Register* button.

3. Choose to have your Personal License Register e-mailed to you unless you have experienced difficulty receiving e-mails from OSoLiS.
4. Save/move/copy your Personal License Register to the top level of the drive on which Bookmark Buddy is installed (usually C:\), overwriting your existing Personal License Register if applicable.

See also:

- [Online registration system](#)
- [OSoLiS online instructions](#)

5.4 Upgrades

New releases of Bookmark Buddy fall into two categories: 'updates' and 'new editions'. All updates to Bookmark Buddy carry a version number of 3.x. These are all **free** to registered users of Bookmark Buddy.

You can (and should) install an update over an existing installation without affecting your preferences, bookmark list files or registration status. You will be asked whether you want to update the export templates in case you have customized them yourself (though it's best to give a customized template a new name to ensure it is never overwritten by the installer).

See also:

- [Re-install](#)
- [Plans for Future Releases](#)
- [Registration Problems](#)

5.5 Affiliate Program

Registered users are invited to join an Affiliate Program offering significant earning potential. If you sign up, you will be entitled to receive a proportion of each sale of Bookmark Buddy that you generate. You will be offered a discount on the normal sale price (typically around 25%), some of which you may pass on to the purchaser as an incentive to buy 'from' you rather than direct; the rest of the discount is credited to you after each sale is confirmed. To find out more about how the Affiliate Program works and to sign up, visit: www.bookmarkbuddy.net/affiliates.shtml.

6 Installing & Uninstalling

6.1 Install

To install Bookmark Buddy for the first time, run *setup* (or *setup.exe*). You will be presented with various setup options, described here. You can change any of these options even after Bookmark Buddy has been installed.

Location of application files

[Choose](#) the folder in which you want Bookmark Buddy and the help files to be stored.

Shortcuts

- *Start Menu program group*: Include a shortcut to the program, help file and [uninstall](#) on the *Start Menu* under *Programs*. You can [choose](#) a subfolder in which to create the program group.
- *Desktop*: Include a shortcut on the desktop
- *Quick Launch bar*: If it is installed, the Quick Launch bar sits in the Task Bar, usually by the *Start* button.
- *Startup items*: If you want Bookmark Buddy to launch when you start up your computer, include a shortcut here.

- *Start Menu*: Include a shortcut to the program at the top level of your *Start Menu*.

Default location for list files

This folder is the one you will be offered first when you save a new bookmark list. It is also where the sample bookmark list file will be moved. You can either use the application folder or you can [choose](#) another.

Installing for a 'Limited User' account

You must first be logged in as an 'Administrator' to install Bookmark Buddy. Then log in as a user and select Bookmark Buddy from the *Start* menu (under *All Programs*). The program will first run in 'setup' mode to configure user-specific preferences.

Multiple installations

If you are rolling out installations on several computers, you can prime each installation with the same preferences by adding a preferences back-up file, *BmkBuddy.sav*, to the installation archive as follows:

1. Install Bookmark Buddy on one computer from the zip archive (not the self-extracting version).
2. Configure the preferences (list files, browsers, behavior and presentation) as you want.
3. Exit Bookmark Buddy.
4. Locate the preferences backup file, *BmkBuddy.sav*, which will usually be in *C:\Documents and Settings\<your name>\Local Settings\Application Data\Edward Leigh\Bookmark Buddy\3.0* (or ... \3.0U for the Unicode Edition).
5. Open the installation zip archive.
6. Add the file *BmkBuddy.sav* to the installation zip archive.
7. Install Bookmark Buddy on the other computers from the modified zip archive.

See also:

- [Buy a License](#)
- [Registration Problems](#)
- [Preferences & Configuration](#)
- [Change Setup after Installation](#)
- [Re-install](#)

6.2 Change Setup after Installing

To modify any of the setup options from within Bookmark Buddy select *Modify Setup* from the *Application* menu.

Location of application files

If you specify a new location for Bookmark Buddy, Bookmark Buddy will exit when you press *Setup Now*. You must then re-launch Bookmark Buddy in its new location. Any shortcuts will be modified to point to Bookmark Buddy in its new location.

Shortcuts

If you deselect a shortcut option, the corresponding shortcut will be deleted; if you select a new shortcut option, the corresponding shortcut will be created.

Default location for list files

If you change this, then any bookmark lists in the current default folder will be moved to the new location.

See also:

- [Install](#)

6.3 Install Update or Re-install

You can install Bookmark Buddy any number of times without affecting your registration, bookmark lists or preferences.

As long as you do not move or erase your Personal License Register then Bookmark Buddy will recognize that it is registered. If Bookmark Buddy doesn't recognize that it is registered, or you know that you have lost your Personal License Register see [Registration Problems](#).

Restore program preferences

If you have a backup of your 'Documents and Settings' folder (usually *C:\Documents and Settings*), you can find a backup of your Bookmark Buddy Preferences, *BmkBuddy.sav*, inside *C:\Documents and Settings\<your name>\Local Settings\Application Data\Edward Leigh\Bookmark Buddy\3.0* (or *... \3.0U* for the Unicode Edition). If you find that file then you can restore your preferences as follows:

If you have already run Bookmark Buddy once, then you must first:

1. Re-launch Bookmark Buddy*
2. Select *Uninstall* from the *Application* menu
3. Uncheck all options except 'Remove entries from Windows Registry'
4. Click on *Uninstall Now*.

*If running Windows Vista you must instead exit Bookmark Buddy and select *Uninstall* from the Bookmark Buddy program group on the *Start* menu, or go to uninstall Bookmark Buddy via the *Add/Remove Programs* Control Panel.

Then:

1. Locate the file *BmkBuddy.sav* from your backup (see above).
2. Copy *BmkBuddy.sav* into the folder where Bookmark Buddy is currently installed (usually *C:\Program Files\Bookmark Buddy*).
3. Launch Bookmark Buddy.

Your original preferences should be restored.

See also:

- [Registration Problems](#)
- [Preferences & Configuration](#)
- [Change Setup after Installation](#)

6.4 Uninstall

Standard (ANSI or Unicode) Edition

To uninstall Bookmark Buddy, either:

- Choose *Uninstall* from the program's *Application* menu.
- Select *Uninstall* from the Bookmark Buddy program group on the *Start* menu.
- Go to the *Add or Remove Programs* Control Panel, select Bookmark Buddy, and click on *Change/Remove*.

You will then be asked which components you wish to remove before they are finally erased. (If you only want to reset the Windows Registry entries, uncheck the other items.)

If running Windows Vista, the first option is not available to you. And, if running in User Account Control mode (the default), you must exit Bookmark Buddy before trying to uninstall it by one of the other methods.

Reader (ANSI or Unicode) Edition

Simply delete the program files.

7 Bookmark Lists

7.1 About Bookmark Lists

Bookmark Buddy stores your bookmarks in a simply-formatted text file, essentially a tab-delimited text database. Internet Explorer's method of storing shortcuts is inherently slow and offers no facility for storing notes; Netscape's bookmark file can be difficult to edit manually, and cannot be extended; so I came up with a simple, readable format to use instead.

Bookmark Buddy supports any number of different list files concurrently. This effectively gives you another level in the hierarchy above *Category*. You might have one list for business-related bookmarks, one for leisure bookmarks, and one for applications installed on your computer, and others created for one-off projects. If you are using Bookmark Buddy at home, you can let family members build up their own lists independently.

Each list can hold up to 60,000 items (categories, subcategories, bookmarks, aliases and separators). However if you are getting into the high thousands, you may want to break your bookmark collection into smaller parts, and save each in a separate bookmark list (see [Move or Duplicate Items](#)).

You can switch between lists on-the-fly from the *File* menu or, for the first ten lists, using the *Ctrl+<digit>* shortcut indicated in the *File* menu. You can toggle back and forth between two lists with *Ctrl+Tab*.

If you use more than one computer, you can access a list file over a network, or you can store one copy in a 'Briefcase' to keep it synchronized with the master copy.

See also:

- [Open, Add or Remove a Bookmark List](#)
- [Import a Bookmark Collection](#)
- [Save a Bookmark List](#)
- [Export a Bookmark List](#)
- [Backup a Bookmark List](#)
- [Edit a Bookmark List Manually](#)
- [Move or Duplicate Items](#)

7.2 Open, Add or Remove a Bookmark List

To include an existing bookmark list in the *File* menu

1. Select *Open/New* from the *File* menu.
2. Select the list in the file browser and click *Open*.
3. To change the name that Bookmark Buddy uses to refer to a list, or to re-order the lists in the *File* menu, select *Configure* from the *File* menu.

To create a new, blank bookmark list

1. Select *Open/New* from the *File* menu.
2. Select the folder in which you want to save the new bookmark list.
3. Type the name you want to give the new bookmark list and click on *Open*.

To create a new bookmark list from your Internet Explorer favorites, Netscape bookmarks, MSN favorites, Opera Hotlist, AOL or CompuServe Favorite Places, URL Organizer URL list, or Start Menu shortcuts, see [Import a bookmark Collection](#).

To remove a bookmark list from the *File* menu

1. Select *Configure* from the *File* menu.
2. Click on the *Remove* button. (This does **not** erase the list file.)

To re-order the *File* menu

1. Select *Configure* from the *File* menu.
2. Drag names up or down the list box to change the order in which they appear on the *File* menu. [Keyboard shortcuts](#) are assigned to the first ten bookmark lists in the order in which they are displayed.

See also:

- [Import a Bookmark Collection](#)

7.3 Save a Bookmark List

Bookmark Buddy automatically saves the open bookmark list every ten minutes or whenever you:

- switch between *Regular*, *Organize* or *Compact* modes
- switch to another bookmark list
- open Bookmark Buddy Preferences window
- exit Bookmark Buddy

To force changes to be saved at any other time, select *Save* from the *File* menu or type *Ctrl+S*.

You can save a copy of an open bookmark list by selecting *Save Copy* from the *File* menu and choosing a location and name for the copy.

The status line at the bottom of the *Regular/Organize* mode window indicates how long ago the list file was last saved. An asterisk indicates that the list has changed since it was last saved.

See also:

- [Backup a Bookmark List](#)

7.4 Import a Bookmark Collection

Bookmark Buddy can import favorites from Internet Explorer and MSN Explorer, bookmarks from Firefox, Netscape, SeaMonkey, Camino, Mozilla, Safari, Compass, Powermarks and Yahoo! Toolbar, hotlists from Opera, Favorite Places from AOL and CompuServe 2000, shortcuts from your Start Menu and URL lists from URL Organizer 1 & 2. Here's how:

1. From the *File* menu select *Import*.
2. Select the format of the bookmark collection you want to import.
3. Select the user/profile you want to import. Bookmark Buddy remembers the path name of the last imported or exported bookmark file in the selected format.
4. If necessary, [change](#) the path name of the source file/folder. AOL and CompuServe users, see below.
5. Choose whether to append to an existing bookmark list, or import into a new bookmark list (in which case you may want to [change](#) the path name).
6. Set the options you require (see below).
7. Press the *Import* button.
8. If there's a problem, check that the *Source* file or folder is correct, and if necessary [choose](#) another.

Options

Add http:// to addresses missing protocol prefix: Where a bookmark address is missing a prefix (e.g. [www.urlorg.com/index.html](#)), Bookmark Buddy will prepend *http://*.

Sort alphabetically: Bookmark Buddy will sort all bookmarks into alphabetical order.

Set initial bookmark rating: Bookmarks may be imported with no rating selected or with a rating of 3 (out

of 5) stars.

Observations

Bookmark Buddy will not detect duplicate bookmarks at this stage, but you can deal with these after import – select *Manage duplicates* from the *Edit* menu.

In order to fit your bookmarks into a 3-tier hierarchy, Bookmark Buddy has to do some pre-arranging of its own. These changes are only reflected in the imported bookmark list, not in your original favorites/bookmarks/hotlist/shortcuts.

Where you have bookmarks that are at the top level of the bookmark collection, Bookmark Buddy inserts both a category and subcategory heading ('Uncategorized') above those bookmarks. Where you have bookmarks one folder down from the top level, Bookmark Buddy inserts a subcategory heading ('Uncategorized') above those bookmarks. You can change the 'Uncategorized' headings to something else afterwards.

Where you have bookmarks more than two folders down from the top level, the bottom level folder is effectively moved up one or more levels to become a subcategory. Because this may not be what you want, it may be advisable before you import to rearrange the folders so that you do not have any folders within folders within folders.

Ideally you would start with a bookmark collection that has:

- a top level of just category folders
- a second level of just subcategory folders
- a third level of just bookmarks

Import Yahoo Toolbar Bookmarks

You must first export a copy of your bookmarks to your computer:

1. Log into Yahoo.
2. Click on the *Y! Bookmarks* button and select *Edit/Import Bookmarks*.
3. Click on the link *Export Bookmarks*.
4. Follow Yahoo's instructions for exporting your bookmarks.
5. Follow the steps above for importing the exported bookmark file into Bookmark Buddy, selecting *Netscape/Mozilla/Firefox/Yahoo Bookmarks* as the format.

Import AOL & CompuServe Favorite Places

As of CompuServe 2000, the software can export to the same 'Personal Filing Cabinet' file format that AOL can. To import your Favorite Places from AOL or CompuServe, you must first save them to a separate 'Favorite Places' file.

To do this in CompuServe 2000 or AOL version 5 or later:

1. Launch AOL/CompuServe.
2. Select 'Favorite Places' from the 'Favorites' menu.
3. Click on the 'Save/Replace' button at the bottom-right of the Favorite Places window.
4. Leave 'Save the Favorite Places ...' option selected
5. Click on 'OK'.
6. Choose a suitable place to save the Favorite Places file. If necessary, make a note of where you save the file so that you can find it again with Bookmark Buddy.
7. Click 'Save'.
8. In Bookmark Buddy, follow the steps above for importing a bookmark collection, choosing 'AOL/CompuServe Personal Filing Cabinet' as the format and selecting the Favorite Places file you have just saved.

To do this in AOL version 4:

1. Launch AOL.
2. Select 'Favorite Places' from the 'Favorites' menu.

3. Right-click on the 'Favorite Places' folder at the top of the Favorite Places window.
4. Select 'Save Folder As' from the pop-up menu.
5. Choose a suitable place to save the Favorite Places file. If necessary, make a note of where you save the file so that you can find it again with Bookmark Buddy.
6. Click 'Save'. (You can close the new window that opens listing your Favorite Places again.)
7. In Bookmark Buddy, follow the steps above for importing a bookmark collection, selecting 'AOL Favorite Places' and the Favorite Places file you have just saved.

AOL favorites are sometimes stored without the `http://` protocol prefix, so it is usually a good idea to check the option *Add http:// to addresses missing protocol prefix*.

See also:

- [Open, Add or Remove a Bookmark List](#)
- [Frequently-Asked Questions](#)

7.5 Export a Bookmark List

Bookmark Buddy can export a bookmark list as Internet Explorer favorites, a Netscape/Mozilla bookmark file, an Opera Hotlist or a URL Organizer URL list:

1. From the *File* menu select *Export*.
2. Choose the source bookmark list and select any suitable options.
3. Select the export format.
4. Check or [choose](#) the path name of the file or folder to which the bookmark list will be exported.
5. Press the *Export* button.

To export to Netscape, Mozilla, Mozilla Firefox or Yahoo Toolbar, use the *Netscape bookmarks* template.

Note that whilst exporting to MSN Explorer works in most cases, there appears to be a limit on the number of bookmarks MSN Explorer can hold. When the limit is exceeded, the entire bookmark list is erased by MSN Explorer. Since the limit appears to be above 1,000 bookmarks it should affect very few people.

Templates

Bookmark Buddy uses templates for exporting (except for Internet Explorer favorites and Start Menu shortcuts, which are stored as special Windows files). All templates are stored in a folder called *Templates* within the Bookmark Buddy program folder (usually `C:\Program Files\Bookmark Buddy`).

The templates are text files that may be edited and created using any text editor, such as Notepad. The format is simple yet powerful and is fully documented in the template called *Blank (documented)*. When you are familiar with the formatting, you may want to adjust the existing templates and create new ones. As long as they are correctly formatted and saved in the *Templates* folder, Bookmark Buddy will automatically update the list of available export formats in the *Export Bookmark List* dialog window.

If you modify an existing template, it is a good idea to give it a new file name so that you can't accidentally overwrite it when you install an update to Bookmark Buddy (the installer does ask first, but just in case you accidentally press the wrong button!) In any case be sure to keep a backup of your custom templates.

Merging bookmark collections

Internet Explorer & Start Menu: Each exported shortcut is saved with the following path name relative to the folder you select for export: `<Category title>\<Subcategory title>\<bookmark title>`. Beware of overwriting existing favorites/shortcuts if you export your bookmark list into an existing Internet Explorer *Favorites* folder. You may want to erase all your favorites/shortcuts before you export.

Opera: To merge your bookmarks with an existing Hotlist, export your bookmarks to a new Hotlist file.

Then in Opera, right-click on the Hotlist window and select *Insert File* from the *File* menu, and select the exported Hotlist file. Note that Opera will not detect duplicate bookmarks if there are any.

Other formats: To merge your bookmarks with bookmark lists in other formats, you should [import](#) all the bookmarks into a single bookmark list in Bookmark Buddy, then export the combined list in whatever format you want.

See also:

- [Save a Bookmark List](#)
- [Import a Bookmark Collection](#)

7.6 Backup a Bookmark List

Bookmark Buddy automatically maintains three backup copies of your bookmark lists. They are saved in the same folder as the original bookmark list and are named:

- *Autobackup of [bookmark list file name]*
This is renewed if it is over 1 hour old when the bookmark list is [saved](#).
- *Autobackup (older) of [bookmark list file name]*
This is renewed if it is over 1 day old when the first autobackup is renewed. It is always at least 1 hour old.
- *Autobackup (oldest) of [bookmark list file name]*
This is renewed when the 'older' autobackup is renewed. It is always at least 1 day old.

To check the file path (location and name) of a bookmark list, see the [Bookmark Lists Preferences](#).

Restore a backup

If Bookmark Buddy reports that your bookmark list is corrupted or you realize that you have accidentally made changes you didn't mean to make:

1. **Do not** exit Bookmark Buddy. (This ensures that your autobackup copies are not renewed.)
2. From the *File* menu, select *Revert*.
3. Select the backup stage you wish to restore.


See also:

- [Save a Bookmark List](#)

7.7 Encrypt/Protect a Bookmark List

To encrypt your site passwords and/or an entire bookmark collection:


1. From the *File* menu, select *Encryption Options*.
- or -

Click on the key icon  beside the log-in field of the [Notes window](#).

2. Choose whether you want to encrypt the site passwords and/or the entire bookmark list.
3. Enter the password you would like to use as the encryption key (twice to avoid typos).

If you have previously set an encryption password, you will need to enter the existing password before any changes to the encryption options can be made.

Encrypted log-in passwords

If you choose to encrypt site log-in passwords, you will see a padlock icon  button beside the site password field in the [Notes window](#). Click on this and you will be prompted to enter the encryption password before you (or anyone else) can see any site passwords. Click on the unlocked padlock icon



to re-lock all site passwords.

Click on the password edit box to reveal an individual password when site passwords are unlocked.

Encrypted bookmark list

If you choose to encrypt the entire bookmark list, you will be prompted to enter the encryption password when you next open the bookmark list. If you do not also choose to encrypt site log-in passwords then these will all be unlocked and viewable once the bookmark list is decrypted.

Remember decryption password

Normally each time you switch back to an encrypted bookmark list or unlock your site passwords you must enter your password. You can choose to have Bookmark Buddy remember your passwords so that you only need enter them once during a session with Bookmark Buddy:

1. From the *Application* menu select *Preferences*.
2. Check *Remember encryption passwords til exit*.

DO NOT FORGET YOUR PASSWORD! THERE IS NO WAY TO RECOVER A FORGOTTEN PASSWORD NOR ANYTHING YOU HAVE ENCRYPTED WITH IT.

Bookmark Buddy employs industry-standard, full-strength 128-bit Blowfish encryption.

See also:

- [Notes Window](#)
- [Fill Out a Log-in Form](#)
- [Behavior Preferences](#)

7.8 SmartFolders

Bookmark Buddy automatically maintains aliases to bookmarks that you are likely to want again soon:

Favorites: These are aliases that you choose yourself. Right-click on any bookmark and select *Add to Favorites*.

Due to visit: These are bookmarks that you have [scheduled](#) to visit today.

Frequently visited: These are the most frequently visited bookmarks ranked by the total number of visits recorded (which is shown in the extended [Notes window](#)).

Recently added: These are the most recently added bookmarks in time order (most recent at the top).

Recently visited: These are the most recently visited bookmarks in time order (most recent at the top).

You can set the maximum number of bookmarks that Bookmark Buddy will put in a SmartFolder in [Presentation Preferences](#).

If you do not use the SmartFolders, drag the *SmartFolders* category out of the way to the bottom of the category list.

See also:

- [Notes window](#)
- [Behavior Preferences](#)
- [Presentation Preferences](#)

7.9 Edit a Bookmark List Manually

You can edit a bookmark list using a spreadsheet editor (such as Excel) as long as you bear in mind the following:

- Do not try to edit a list whilst it is open in Bookmark Buddy (you won't be able to re-save it).
- Do not modify the first line: this contains information needed to maintain the file, as follows:

BMKBuddy/[file version indicator]/[encryption level indicator]/[last itemID used]/[list identifier]/
[encryption hash]

- It is best to copy all but the first line of the bookmark list into a blank spreadsheet, then copy and paste back to the bookmark list, leaving the first line intact.
- The column headings, contained in the second line of the bookmark list file, should be self-explanatory.
- If you add bookmarks, allocate item IDs starting *after* the number shown in the file header.
- The order items are listed is the order they are displayed in Bookmark Buddy.
- If the passwords are encrypted, edit or enter these only in Bookmark Buddy.
- If the list file is encrypted, do not edit anything!

You are advised as a precaution to **save a copy** of your bookmark list before you start editing it!

See also:

- [Save a Bookmark List](#)

7.10 Print a Bookmark List

[Export](#) your bookmarks to one of the printable formats available (html is recommended). When the export is finished, choose to open the exported document. Print the document from whichever application opens it.

See also:

- [Export a Bookmark List](#)

7.11 Export a Bookmark List to the Web

[Export](#) your bookmarks to one of the web formats available. The dynamic html web format is the most usable, and should be compatible with older web browsers even if the collapse/expand feature does not work.

See also:

- [Export a Bookmark List](#)

7.12 Share a Bookmark List

Bookmark Buddy will let you access the same bookmark list from more than one computer over a network. The first user to open the bookmark list has read-write access, so is able to update the list; anyone else who then opens that bookmark list will have read-only access, so any changes they make (to notes or Last Visited times) will not be saved (unless they save a copy of the bookmark list). In short, any number of users can read a bookmark list; only one user can update it.

In a Windows 95/98/ME networked environment I recommend the following:

1. Create a 'master' bookmark list and have one user maintain it 'privately'.
2. Copy the master bookmark list to a public/shared location and set its properties to read-only (in Windows Explorer, right-click on the bookmark list file and select *Properties* and check *Read-only*).
3. Let users know where they can find the shared copy of the master bookmark list.
4. Whenever the original of the master bookmark list is updated, copy it over the shared version.

If you can set user access privileges for individual files:

1. Create a 'master' bookmark list in a public/shared location and set its 'sharing' properties to permit read-write access for a named user (or for all Administrators) and read-only access for everyone else.
2. Let users know where they can find the shared copy of the master bookmark list.
3. Whoever has read-write access to the master bookmark list will be able to update it. If more than one person has read-write privileges, only the first person to open the bookmark list will be able to update



it.

In both cases, changes will be apparent to users when they next reload the master bookmark list (e.g. by re-selecting the list from the *File* menu). Users can of course create their own separate bookmark lists.


8 Finding & Opening Bookmarks

8.1 Find a Bookmark


To select a bookmark

1. Select the relevant list from the *File* menu.
2. Select the category. In *Compact* mode click on: 
3. Select the relevant subcategory. In *Compact* mode click on: 
4. Select the title of the bookmark you want.

Simple search

To search for a bookmark, type the text to search for in the search box at the bottom of the program window, then press *Enter/Return* or press *F3* or click on the *Search* button . Items not matching the search term are grayed and the first match is selected.

Press *F3* (*Find next*) to skip forwards through the search results, and *Shift+F3* (*Find previous*) to skip backwards through the search results.

To turn the search results highlighting off, or back on again, type *Ctrl+F* or click on the *Search* button  again. Highlighting is automatically turned off when Bookmark Buddy is minimized.


By default a simple search looks for matches in titles, notes and keywords; it is case-insensitive, matches partial words (e.g. 'news' will match 'newspapers' and 'BBC News'), ignores spaces (e.g. 'Buy Domains' will match 'BuyDomains') and exclude SmartFolders; and results are displayed by graying the non-matches in the main application window.

To change the default settings for 'simple' searches:

1. Select *Simple* from the *Preset* drop-down list at the bottom of the advanced search window (see below).
2. Make any changes you want to the search settings.
3. Select *Custom* from the *Preset* drop-down list (so that you do not change the simple search settings when you next do an advanced search).

Advanced search

To open the advanced search window, either:

- Right-click on the *Search* button .
- From the *Edit* menu select *Search*.
- Type *Ctrl+Shift+F*.

The advanced search allows you to set a wide variety of options and filters for your search:

- restrict searching to specific fields
- set case-sensitive or whole word matching, ignore spaces
- include/exclude [SmartFolders](#)
- filter results by [rating](#), [date](#) or [site status](#) (as last checked by Bookmark Buddy)
- choose whether search results are displayed by highlighting (graying non-matches) or as a list

- search all lists until a match is found

Preset searches

You can store search settings for later re-use:

1. Set up your search (typically with the *Custom* preset selected).
2. Click the + button to the right of the *Preset* drop-down list.
3. Enter a name for the preset.

To re-use the search in future, simply select it from the *Preset* drop-down list. Note that the search word/phrase is stored with your own presets, unlike for the default presets, *Custom* and *Simple*.

Tips



- Leave the *Search for* field blank if you just want to filter results.
- Turn on *auto-opening* to quickly find and open bookmarks.
- Use keywords to label or tag bookmarks in the same way that you tag or label your digital photos.
- Assign unique, short keywords to commonly-used bookmarks. To ensure uniqueness, include an uncommon character (e.g. ~, #, [,], {, }). So, for example you might create short abbreviations ending with a '#': goo# (Google), oe# (Outlook Express), bbcn# (BBC News).
- Use advanced search to create export lists: select *Mark found* from the *Edit* menu, then *Export* from the *File* menu, then check *Include only marked bookmarks* on the *Export* dialog window.



See also:

- [Open a Bookmark](#)
- [Notes Window](#)
- [Check bookmarks](#)

8.2 Open a Bookmark

To open any type of bookmark

- Click on  (or ) when the bookmark's title is highlighted.
- Double-click on the bookmark's title (or single-click if you set the relevant [Behavior option](#)).
- Type *Ctrl+O* when a bookmark's title is highlighted.
- Press *Return/Enter* when the bookmark's title is highlighted.

When opening an Internet bookmark, these methods will use the default web browser and the default window ( – new or  – frontmost). Hold down the *Shift* key to temporarily switch the frontmost/new window default.

To open multiple bookmarks



- [Mark](#) (*Ctrl+click*) the bookmarks you want to open.
- From the *Edit* menu select *Open marked* or type *Ctrl+M*.



To open all the bookmarks in a subcategory, *right-click* on the subcategory and select *Open all*.



If there are groups of bookmarks that you regularly want to open, create [aliases](#) of them in a subcategory of their own, then you can open them by *right-clicking* on the subcategory and selecting *Open all*.

Additional ways to open an Internet bookmark


- Drag the bookmark's title onto a browser window. Note that the *Last Visited* time may not be updated (see [Known Problems](#)).
- *Right-click* on the bookmark's title and select *Open in new window* or *Open in frontmost window* or, if more than one browser is configured, select a browser from the *Open with* menu item.

- *Right-click* on  (or ) when the bookmark's title is highlighted and select *Open in new window* or *Open in frontmost window* or, if more than one browser is configured, select a browser from the *Open with* menu item.

You can set which is the default window for Internet bookmarks in [Behavior Preferences](#) or by *right-clicking* on  (or ) and selecting *Switch new/frontmost default*. The current default behaviour is marked by a bullet (as well as being indicated by the button icon).

You can set which is the default web browser by selecting *Set default* from the *Browser menu* (available in *Regular* and *Organize* modes) or by *right-clicking* on  (or ) and selecting a browser from the *Set browser default* menu item. You can also set a preference for an individual bookmark in the [extended notes](#).

To open the folder containing a local file bookmark

- *Right-click* on the bookmark's title and select *Open Folder*.
- *Right-click* on  when the bookmark's title is highlighted and select *Open Folder*.

To open Windows Explorer instead of a folder window, select *Explore* instead of *Open Folder*.

To minimize Bookmark Buddy after opening a bookmark

Hold down the *Alt* key when opening a bookmark and Bookmark Buddy will immediately minimize itself. Or you can set Bookmark Buddy to automatically minimize after opening a bookmark (see [Behavior Preferences](#)), in which case holding down the *Alt* key stops Bookmark Buddy minimizing. Pressing *F12* minimizes Bookmark Buddy immediately.

How Bookmark Buddy opens a bookmark

If the bookmark path begins 'http://', 'ftp://', 'file://' etc, then Bookmark Buddy sends the bookmark directly to the selected web browser. Otherwise Bookmark Buddy asks Windows to open the file, using whichever program is associated with the file's extension type (such as 'txt', 'htm', 'gif' etc).

If you open an html file and the bookmark doesn't begin with 'file://' (e.g. the bookmark begins 'C:\...' or '\\filesrvr\volume\...') then the Windows setting for the default browser will be used, not the browser selected in Bookmark Buddy.

If you include wildcards in the file name for a local document, Bookmark Buddy will open the document with the last name that matches when they are sorted alphanumerically: 0...9, a...z, A...Z. See [Add a Bookmark](#) for more detail.

See also:

- [Find a Bookmark](#)
- [Add a Bookmark](#)
- [Open a New Bookmark](#)
- [Open a Blank Browser Window](#)
- [Web Browsers](#)
- [Behavior Preferences](#)
- [Notes Window](#)


8.3 Fill Out a Log-in Form

To use the QuickLogin feature:

1. [Open](#) a bookmark as normal.
2. Check that the text cursor is flashing in the user name field. If it isn't, click in it.
3. Type the hot key configured in the [Hot Key Preferences](#).

- or -

Right-click on the [Tool Tray](#) icon and select *Fill out log-in form*

Return to Bookmark Buddy and click on the log-in button  to the right of the log-in field on the [Notes window](#).

- or -

Return to Bookmark Buddy and type Ctrl+L.

If your log-in passwords are encrypted Bookmark Buddy will ask you for the decryption password the first time you need to access a site log-in password. Bookmark Buddy will remember your decryption password until you switch to a different bookmark list (unless you set the [Behavior Preference Remember encryption passwords til exit](#)), or you exit Bookmark Buddy.

The QuickLogin feature works with most web page, popup dialog and application log-in forms. Bookmark Buddy sends the log-in details to the last-active window; if you switch to another window before switching to Bookmark Buddy, your log-in details may be entered into the wrong place.

Where a web log-in spans more than one field, use the '^' symbol to indicate a field break (i.e. tab to the next entry box), e.g. 123^45^6789. If it takes two tabs to reach the password field, add a '^' to the end of the log-in, e.g. *username^*. (This feature does not currently work for dialog/application windows.)

If the log-in field is pre-filled, double-click in the log-in box (selecting the log-in name) before using QuickLogin. There is usually an option to turn off the pre-fill feature, e.g. '(do not) remember login' or 'I use a public/shared computer'.

If you find QuickLogin isn't working properly, try increasing the QuickLogin delay in [Behavior Preference](#).

Once you have entered your log-ins into Bookmark Buddy you may want to turn off the browser's 'autocomplete' function. To do this in Internet Explorer:

1. In an Internet Explorer browser window select *Internet Options* from the *Tools* menu.
2. Click on the *Content* tab.
3. Click on the *AutoComplete* button.
4. Uncheck *User names and passwords on forms*.


See also:

- [Encrypt a Bookmark List](#)
- [Notes Window](#)
- [Behavior Preferences](#)
- [Hot Keys](#)

8.4 Schedule Visits

To schedule future visits to a web site:

1. Right-click on the bookmark and from the popup menu select *Schedule next visit*.
- or -

Select the bookmark and in the (extended) [Notes window](#), click on the clock icon .

2. Select the hour and date when you would next like to revisit the site.
3. If you would like to schedule regular visits, select the interval.

Every fifteen minutes Bookmark Buddy checks for bookmarks that you have scheduled to visit now and adds an alias to them in the *Due to Visit SmartFolder*. A bookmark is never added more than once to the SmartFolder. Once you have visited the site, the link is automatically removed from the SmartFolder.

To view all bookmarks with a visit schedule, open the [List View](#) window and, from the *Showlist*, select *Scheduled*.

See also:

- [SmartFolders](#)

- [List View Window](#)
- [Behavior Preferences](#)
- [Notes Window](#)

8.5 Open a New Bookmark

To open a new bookmark for which you have an address/URL:

1. From the *Browser* menu (which is only available in *Regular/Organize* mode) select *Open a new bookmark*. If more than one browser is [configured](#), select the browser you want to use.
 - or -
 - Right-click on the [Tool Tray](#) icon and select *Open new bookmark*
 - or -
 - Type *Ctrl+Shift+N*
 - or -
 - Type the *Open new bookmark* [hot key](#)
2. Type or paste the address of the bookmark you want to open.

See also:

- [Behavior Preferences](#)
- [Hot Keys](#)

8.6 Open a Blank Browser Window

To open a blank browser window: from the *Browser* menu (only available in *Regular/Organize* mode) select *Open blank window*. If more than one browser is [configured](#), select the browser you want to use. The keyboard shortcut *Ctrl+Shift+B* will open a blank window in the default browser.

8.7 Copy a Bookmark to a Document

To copy a single bookmark (to the clipboard):

1. Select the bookmark.
2. From the *Edit* menu select *Copy selected bookmark as*, and then select the format you want.
 - or -
 - Right-click* on a bookmark and from the popup menu select *Copy as*, and then the format you want.
 - or -
 - Type *Ctrl+C* to copy just the address.

To copy several bookmarks (to the clipboard):

1. [Mark](#) the bookmarks you want to copy.
2. From the *Edit* menu select *Copy marked bookmarks as*, and then select the format you want for the copied bookmarks.

Switch to your document, e-mail message or web page and *Paste* the bookmark(s) where you want them.

See also:

- [Mark/Unmark Items](#)

8.8 List View Window

The List View window gives you an alternative view on your bookmarks. You can choose from a number of pre-defined views and perform various actions on selected items. [Resize](#) the window or scroll across to see all of the available columns. Click on any column header to sort the list by that column. Click

between column headers and drag to the left or right to resize columns. Click on column headers and drag to the left or right to re-order columns.

Views

From the *Show* drop-down list select what subset of the current bookmark list you would like to see:

Search results: Show the results of the last [search](#). (If you always want search results listed here, set this in the [Advanced Search](#) options.)

Marked: Show all the currently [marked](#) items.

Aliases: Show all [aliases](#) (instances) of the selected bookmark.

Duplicates (grouped): Show all bookmarks that share the same address as the selected bookmark.

Duplicates (all): Show all duplicate bookmarks in the current bookmark list.

Scheduled: Show all bookmarks for which a visit schedule is defined.

All: Show all bookmarks in the list.

Deleted: Show all bookmarks that have been deleted but not yet purged from the bookmark list.

Actions

To perform an action on some or all of the listed items:

1. Click on the checkbox by the items you want to apply the action to. To select multiple adjacent items, click on the first checkbox then shift-click on the last checkbox. To select or unselect all the listed items, click on the *All* checkbox at the bottom left of the window.
2. Select the action you want to perform. Depending on which view you select, two or more of the actions listed below will be available to you.
3. Click on the *Do* button.

Open: [Open](#) the checked bookmarks in separate browser windows.

Mark: [Mark](#) the checked items.

Unmark: [Unmark](#) the checked items.

Delete: [Delete](#) the checked items.

Undelete: [Undelete](#) the checked items.

Convert to aliases: Merge the details of the checked duplicates into a single bookmark and make the duplicates into [aliases](#) (instances of the same bookmark). This action is available only when the view is *Duplicates (grouped)*.


Delete permanently: [Permanently erase](#) the checked items from the bookmark list.

See also:

- [Mark/Unmark Items](#)
- [Make an Alias of a Bookmark](#)
- [De-duplicate Bookmarks](#)
- [Delete Items](#)

8.9 Notes Window

To show or hide the notes window:

- On the main program window, click on the notes icon 
- Press *F5*
- Type *Alt+F5* (This activates the Notes window ready for entering text. Pressing *Alt+F5* when the Note window is visible reactivates the main program window.)
- From the Application menu, select Show/Hide notes.

Some of the fields in the Notes window can be hidden to make the window smaller. To shrink or extend the notes window:

- Type *Shift+F5*
- From the Application menu, select Extended notes.

In [Behavior Preferences](#) you can choose whether the window extends horizontally or vertically.

Hold the mouse cursor over any of the time-related fields to see the exact time and date.

Click on any edge of the Notes window and drag to resize it.

With the text cursor in the notes box, type *Ctrl+D* to insert the current date.

Notes window buttons



QuickLogin: Click on this to send the log-in name and password to the last active web page or dialog box. Right-click to copy the log-in name and/or password.



Set an encryption password: Click on this to [encrypt](#) your site log-in passwords.







Passwords locked: Click on this to decrypt and/or reveal your site log-in passwords. See the [QuickLogin](#) section for more detail.



Passwords unlocked: Click on this to hide your site log-in passwords. See the [QuickLogin](#) section for more detail.



Scheduler: Click on this to [schedule](#) a visit to a bookmarked site.

Extended notes: To extend the Notes window, click on the  or  icon. To contract the Notes window, click on the  or  icon. You can select whether the Notes window expands horizontally or vertically in the [Behavior Preferences](#).

Notes window fields

Notes: Your own notes

Log-in name: The log-in name needed to access the bookmarked site

Password: The log-in password needed to access the bookmarked site. The password is only shown when you click inside the text box. If you store site passwords in Bookmark Buddy, you should consider [encrypting](#) them.

Site updated: Date when the bookmarked page was last updated, according to the last [background check](#).

Rating: Your rating for the bookmarked site. This can be useful for choosing which of a number of similar sites to try first. You can also [filter search results](#) by rating.

Last visit: Time you last visited the bookmark site (using Bookmark Buddy).

Previous visit: Time of previous-to-last visit.

Next visit due: Time of next [scheduled](#) visit.

Visits: Running total of the number of times you have visited the bookmarked site.

Keywords: Words (or easily-remembered abbreviations) that you would like to be able to [search](#) by to find the bookmark. Also known as 'tags' or 'labels'.

Created: Date when you added the bookmark in Bookmark Buddy.

Modified: Date of last modification to any data associated with the bookmark.

See also:



- [Add a Note](#)
- [Find a Bookmark](#)
- [Encrypt a Bookmark List](#)
- [Behavior Preferences](#)

9 Adding, Editing & Organizing Bookmarks

9.1 Add a Bookmark

There are many ways to add a bookmark to a Bookmark Buddy bookmark list:

Fetch from a web browser

- Type the Fetch bookmark [Hot Key](#).
- Right-click on the [Tool Tray](#) icon and select *Fetch from browser*.
- Click on the  button.
- Type *Ctrl+E* to fetch the bookmark currently open in the frontmost window of the default web browser.
- From the *Edit* menu select *Fetch from browser*. If more than one browser is [configured](#), choose the browser you want to fetch from.
- *Right-click* on the  button to bring up a pop-up menu of all the bookmarks currently open in the configured web browsers. Select the bookmark you want to add.


Bookmark Buddy will check if the address/URL is already in the current bookmark list; if it is then you will be prompted whether you want to add it as a new (duplicate) bookmark, create it as an [alias](#) of the existing bookmark(s), view the duplicates, or do nothing.

Drag and drop

Drag any of the following onto the main Bookmark Buddy program window:

- The page address (or its icon) displayed in a browser window.
- Links in web pages, documents, e-mails.
- Shortcuts (e.g. on the desktop or in the Start Menu).
- Program, document or folder icons.
- Highlight text in a document or e-mail.

Create a new bookmark

- Type *Ctrl+N* and type the new bookmark title and address.
- Switch to *Organize* mode; click on the rightmost button; and type the new bookmark title and address.
- If adding a program, file or folder shortcut, you can use the Browse  button to locate the file or folder you want.

Choose which category and subcategory you want to add the bookmark to or use the buttons to create new headings. Then press *Enter/Return* in the title input box or click on the rightmost button when it is highlighted.

If the bookmark address already exists in the bookmark list, Bookmark Buddy will alert you and offer the option to create an [alias](#) instead.

If a list box has previously been sorted into alphabetical order (see [Sort or Re-order Items](#)), then new items are inserted in alphabetical order too. Otherwise new items are added at the bottom of the list box (but you can then re-order them as you want).

Note that you can add e-mail addresses, path names to programs, folders and documents as well as

Internet bookmarks, e.g.:

E-mail address: mailto:user@domain.com
E-mail address: mailto:Full Name<user@domain.com>
*E-mail:** mailto:Full Name<user@domain.com>?cc=Another Person<user@domain.com>&bcc=Secret Agent<user@domain.com>
News group: news:alt.comp.shareware
Program: C:\Program Files\Bookmark Buddy\BmkBuddy.exe
Program: D:\WebSvr\System\inetsw95.exe -w3svc -msftpsvc
Local folder: C:\My Documents\
Network folder: \\Network Volume\Disk Name\My Documents\
Document: C:\My Documents\To Do List.txt

*This only works with some e-mail software.

Make sure that you include the full path name, including extension (‘.doc’, ‘.exe’, ‘.bat’ etc), of any programs or documents you reference.

QuickSearch

To go straight to the search results on search engines, shop and auction sites etc, Bookmark Buddy lets you pre-enter your search terms. To create a bookmark that will do this:

1. Go to the web site and do a simple one-word search.
2. Fetch the web address into Bookmark Buddy.
3. Examine the web address for where your search word is mentioned.
4. Replace the search word with the following: <bb:prompt/>
5. Add the bookmark to your bookmark list.

When you next open the bookmark, you will be prompted for your search word(s) before Bookmark Buddy loads the web page. You will find some examples in the *My Bookmarks* bookmark list that comes with Bookmark Buddy.

Wildcards

It is always a good habit to periodically save a document you are working on with a new file name so that you have a revision history: e.g. *Report 1, Report 2, ...* or *Report 1a, Report 1b, Report 2a, ...* However you can't easily create an alias to such a document since the alias is not updated when you save the document with a new file name. Bookmark Buddy provides a solution: it lets you refer to the latest document using wildcard characters in place of the version number/letter. An asterisk (“*”) stands for any number of characters; a question mark (“?”) stands for a single character. When you ask Bookmark Buddy to open the document, it will open the document with the last name that matches when they are sorted alphanumerically: 0...9, a...z (case insensitive). For instance *Report ??*.doc or *Report **.doc would match *Report 2b.doc* if the only other files that could match were *Report 1a.doc* and *Report 2a.doc*.



See also:

- [Add a Subcategory or Category](#)
- [Move or Duplicate Items](#)
- [Sort or Re-order Items](#)
- [Hot Keys](#)
- [Import a bookmark Collection](#)

9.2 Add a Subcategory or Category

To add a new subcategory or category:

1. Switch to *Organize* mode.

2. Click on the  button under the Subcategory or Category list box.
3. Type the name of the new subcategory or category.
4. Click on the  button.

See also:

- [Add a Bookmark](#)
- [Move or Duplicate Items](#)
- [Sort or Re-order Items](#)

9.3 Edit an Item


To edit a bookmark, title, subcategory or category:

1. Select the relevant title, subcategory or category.
2. Right click on the item and select *Rename this* or switch to *Organize* mode.
3. Click on the edit box with the text you want to change. (The background will turn white.)
4. Edit the text.

To update the address/URL of a bookmark with the URL of an open web page:

1. Select the bookmark you want to update.
2. Hold down the *Shift* key while you [fetch or drag](#) a bookmark.

To update the path of a document, program or folder bookmark:


1. Select the bookmark you want to update.
2. Click on the Browse  button to locate the new file or folder.

See also:

- [Delete Items](#)
- [Move or Duplicate Items](#)
- [Sort or Re-order Items](#)

9.4 Delete Items

To delete an item:

1. Select the bookmark, subcategory or category you want to delete.
2. In *Organize* mode, press the *Delete* key or click on the  button below the item you want to delete.
- or -
Right-click on the item and select *Delete this* from the popup menu.

To delete multiple items:

1. [Mark](#) each of the items you want to delete.
2. From the *Edit* menu select *Delete marked*.

If you try to delete a category or subcategory title that is not empty, you will be prompted to confirm that you want to delete it.

If you try to delete a bookmark that has [aliases](#), you will be asked whether you want to delete all the aliases as well.

If you try to delete a [SmartFolder](#), you will be warned that you cannot.

Undelete

Deleted items are initially just hidden from view. They may be undeleted at any time until they are purged from the bookmark list:

1. From the *Edit* menu select *Undelete items*.
2. Click on the checkbox by the items you want to undelete.
3. From the action list select *Undelete*.
4. Click on the *Do* button.

Purge deleted

To permanently erase all deleted items: from the *File* menu, select *Purge deleted*. To permanently delete selected items:

1. Open the [List View](#) window.
2. From the *Show* option list select *Deleted*.
3. Click on the checkbox by the items you want to permanently delete.
4. From the action list select *Delete permanently*.
5. Click on the *Do* button.

See also:

- [Mark/Unmark Items](#)
- [List View Window](#)

9.5 Move or Duplicate Items

To move a single item:

1. Switch to *Organize* mode (*F8*).
2. Click on the item you want to move.
3. Drag the item onto the new category or subcategory*. To navigate inside another category or subcategory, drag onto the category or subcategory and wait a moment for it to open.

To move one or more items to a new category or subcategory:

1. [Mark](#) the relevant items (*Ctrl+click*).
2. *Right-click* on the category or subcategory you want to move the items into and from the popup menu select *Move marked in here*.
- or -
Click on the category or subcategory under which you now want the marked item(s) to be listed. Then from the *Edit* menu select *Move Marked*, then either *Bookmarks* or *Subcategories*.

To move items to different categories or subcategories:

1. [Mark](#) the items you want to move.
2. Open the [List View](#) window (*F9*) and select *Show Marked*.
3. Drag each item from the List View window onto the target category or subcategory*.

* Hold down the *Ctrl* key to create an alias instead of moving the item.

Mark and *Move* is similar to *Cut* and *Paste*, but you cannot accidentally lose what you have *cut* before *past*ing it. All marked items remain marked until *Moved* or *Unmarked*.

Move and copy items between lists

To move or copy items between lists:

1. [Mark](#) the items you want to move or duplicate.
2. Switch to the target bookmark list.
3. *Right-click* on the category or subcategory you want to move/copy the items into and from the popup menu select *Move marked in here* or *Duplicate marked in here*.
- or -
Click on the category or subcategory under which you want the marked item(s) to be listed. Then from the *Edit* menu select *Move Marked*, and either *Bookmarks* or *Subcategories*.

See also:

- [Mark/Unmark Items](#)
- [Make an Alias of a Bookmark](#)
- [Sort or Re-order Items](#)
- [Edit a Bookmark List Manually](#)

9.6 Make an Alias of a Bookmark

With Bookmark Buddy you can file a bookmark in more than one subcategory using 'aliasing'. When you create an alias, you create a link rather than a duplicate. This means that the details associated with every instance are always identical, no matter which instance you open or modify.

To create an alias of a single bookmark:

1. Switch to *Organize* mode (*F8*).
2. Click on the item you want to create aliases of.
3. Drag the item onto the new subcategory whilst holding down the *Ctrl* key. To navigate inside another category or subcategory, drag onto the category or subcategory and wait a moment for it to open.

To create an alias of one or more bookmarks:

1. [Mark](#) the bookmarks you want to create aliases of.
2. *Right-click* on the subcategory or category in which you want the aliases to appear and select *Alias marked here*.
- or -
Select the subcategory in which you want the aliases to appear. Then from the *Edit* menu select *Alias Marked*, then *Subcategory* or *Category*.

If you alias a subcategory, the subcategory title is copied, but all the contained bookmarks are aliased.

Bookmark Buddy manages aliasing entirely transparently: you can re-title or move any instance of an aliased bookmark. If you delete an instance of an aliased bookmark you will be prompted whether you want to delete all instances or just the selected instance.

You can view all the instances of a bookmark by right-clicking on its title and selecting *Show aliases*.

See also:

- [Mark/Unmark Items](#)
- [Move or Duplicate Items](#)
- [List View Window](#)

9.7 Mark/Unmark Items

Ways to mark an item

- Hold down the *Control* (*'Ctrl'*) key while you click on an item you want to mark.
- Click on the item you want to mark and type *Ctrl+X*.
- Click on the item you want to mark; then from the *Edit* menu, select *Mark/unmark*, then select either *Category*, *Subcategory* or *Bookmark*.
- *Right-click* on the item you want to mark and select *Mark this* from the popup menu.

Marking an item automatically switches Bookmark Buddy into *Organize* mode.

Ways to unmark an Item

- Hold the *Control* (*'Ctrl'*) key down while you click on a marked item.
- *Right-click* on the item you want to mark and select *Unmark this*.
- Click on the item you want to unmark; then from the *Edit* menu, select *Mark/unmark*, then either

Category, Subcategory or Bookmark.

Marked items are automatically unmarked after you move, duplicate or create aliases of them.

How to mark/unmark multiple items

- To mark/unmark all the bookmarks in a subcategory, mark the subcategory.
- To mark/unmark all the subcategories in a category, mark the category.
- To mark/unmark consecutive items, click on the first item then *Ctrl+Shift+click* on the last item. Unmarked items are marked and marked items are unmarked.

Marking a category or subcategory automatically marks all of the items within it.

Ways to Unmark all Items

- From the *Edit* menu, select *Clear All Marks*.
- *Right-click* anywhere inside a list box and select *Clear All Marks* from the popup menu.
- Type *Ctrl+Shift+C*.

See also:


- [Move or Duplicate Items](#)
- [Make an Alias of a Bookmark](#)

9.8 Sort or Re-order Items

To re-order individual items in a list box:

1. Switch to *Organize* mode.
2. Click on an item and, whilst holding down the mouse button, drag the item up or down the list box as required.

To alphabetically sort items a list box:

1. Switch to *Organize* mode.
2. Click on the  button under the relevant list box.
- or -
From the *Edit* menu, select *Sort alphabetically*, then either *Bookmarks*, *Subcategories* or *Categories*.

To alphabetically sort an entire bookmark list:

1. From the *Edit* menu select *Sort alphabetically* then *Entire bookmark list*.

Note that if a list box contains a separator, the items above it are sorted independently of those below it; the separator itself doesn't move.

See also:

- [Move or Duplicate Items](#)
- [Insert a Separator](#)

9.9 Insert a Separator

To insert a separator (a horizontal line) between titles:

1. Switch to *Organize* mode.
2. Click the *right* mouse button on the item you want to insert the separator before.
3. Select *Insert Separator* from the popup menu.
4. If you would like to include text within the separator, click in the box below the list box and type the text you want to include.



See also:

- [Sort or Re-order Items](#)

9.10 Add a Note, Log-in or Keywords

To add a note, keyword or log-in details:

1. Select the bookmark.
2. If necessary, show the [Notes window](#) by pressing Alt+F5.
3. To add a site password, you may need to [unlock](#) the field first.

To add a keyword, you may need to enable *Extended Notes* by typing Shift+F5 or clicking on the *Extend* button  or .

Bookmarks that have a note associated are shown with a ¹ (superscript '1'); bookmarks that have a log-in or password are shown with an ^a (superscript 'a').

If you store site passwords in Bookmark Buddy, you should consider [encrypting](#) them.

See also:

- [Notes Window](#)
- [Fill Out a Log-in Form](#)
- [Encrypt a Bookmark List](#)
- [Behavior Preferences](#)

9.11 De-duplicate Bookmarks

To find duplicate bookmarks in a bookmark list:

1. From the *Edit* menu select *Manage duplicates*.
- or -
2. Open the [List View](#) window and select either *Duplicates (grouped)* or *Duplicates (all)* from the *Show* drop-down list.

Duplicates (grouped) shows duplicates of the currently selected bookmark (if any).

Duplicates (all) shows all bookmarks that are duplicated, with all but one of each group of duplicates already checked (ticked).

Duplicates are identified as having the same address/URL (ignoring upper/lower case differences).

See under [List View](#) for details of the actions you can perform on checked (ticked) bookmarks.

9.12 Check/Validate Bookmarks

Bookmark Buddy can check the status of bookmarks in the background to see if the web page has been updated since you last visited it, or if it has moved or disappeared.

To check all your bookmarks, select *Check status of ... Entire bookmark list* from the *Edit* menu. To check an individual bookmark, or a category or subcategory of bookmarks, *right-click* on the title and select *Check bookmark(s)*.

You will see a progress window indicating which bookmark is currently being checked. Click on the *Pause* button to temporarily stop bookmark checking; click on *Resume* to continue checking from where it stopped. Click *Cancel* to stop bookmark checking.

An alternative way to check a single bookmark is to *right-click* on the *Site status* box and from the popup menu select *Check status now*. This method *does not* open up the progress window.

Once checked, the site status is indicated in the box at the bottom-right corner of the main program

window. Where known, the date of the last update to the bookmarked page is shown in the [Notes window](#).

Once you have checked all your bookmarks you can filter them by site status using the final option on the [Advanced Search](#) window or sort them by site status in the [List View](#) window.

Bookmarks that have been checked within the past hour are not re-checked. Therefore if checking is interrupted for any reason, re-start checking within an hour and Bookmark Buddy will pick up from where checking was interrupted.

What the site status terms mean

Not checked: You have not yet asked Bookmark Buddy to check the bookmark, or you have reset the status.

Checking: Bookmark Buddy is in the process of checking the bookmark. This usually takes a second or two.

Updated: The bookmarked page has changed since you last visited it.

OK: The bookmarked page was found and either it has not changed since you last visited it or the server does not indicate when the page last changed.

Moved: The bookmarked page has moved to a new address.

Page not found: The bookmarked page no longer exists, but the domain name does.

Server not found: The domain name is unreachable, either because of a break in the Internet or because the web site no longer exists.

Server error: Server responded with an error message, which means that there is a problem with the server. However it does not always mean that the bookmarked page won't load OK.

Not a valid URL: The bookmark address is not for a web site (beginning [http://](#) or [https://](#))

Unknown: The server did not respond (but the domain name exists) or its response contained nothing meaningful about the status of the bookmarked page.

Caveats

Many web pages are 'dynamic' (built on the fly) and so it is not possible to determine when the content was last updated. For such sites the bookmark status may always be 'Updated' or 'OK'.

Many web servers do not return any meaningful information about the state of a URL; in which case the status is reported as 'unknown'.

Unfortunately some web servers return an error message or an incorrect response when asked about the status of a bookmark. Therefore the site status should not be trusted 100%.

See also:

- [Notes Window](#)

9.13 Reset Last Visited Time

The *Last Visited* time is automatically updated whenever you open a bookmark from with Bookmark Buddy.

To set it to indicate either that you have just opened the bookmark, or that you have never opened the bookmark:

- *Right-click* on the *Last Visited* time in the [Notes window](#) and select either *Set to Never* or *Set to Now*.

If you select *Set to Never*, Bookmark Buddy resets the number of visits to zero. If you select *Set to Now*,

Bookmark Buddy increments the number of visits by one.

See also:

- [Notes Window](#)

9.14 Undo Changes

You can undo what you type in an edit box by typing *Ctrl+Z* (the text cursor must be flashing in the edit box).

To undo a deletion:

1. From the *Edit* menu select *Undelete items*.
2. Click on the checkbox by the item you want to undelete.
3. Select *Undelete* from the action list.
4. Click on the *Do* button.

To revert to the last-[saved](#) version of the bookmark list: from the *File* menu select *Revert*.

See also:

- [Save a Bookmark List](#)
- [List View Window](#)

10 Getting the Most from Bookmark Buddy

10.1 Tool Tray

If you check the [Behavior Preference Use System Tool Tray](#), Bookmark Buddy displays an icon in the System Tool Tray. The Tool Tray is the collection of icons shown usually at the right hand end of the Windows Task Bar (the bar containing the *Start* button).

When Bookmark Buddy is 'minimized' or hidden it does not take up a slot on your task bar, which you may find particularly convenient if you have a small screen.

Click (once) on the Bookmark Buddy icon to show or hide Bookmark Buddy.

Right-click on the icon to access various commands:

- [Fill out log-in form](#)
- [Bookmark current page](#)
- [Open new bookmark](#)
- Open a bookmark from your *Favorites* [SmartFolder](#)
- Open a bookmark from your *Due to Visit* [SmartFolder](#)

10.2 General Tips

You'll find lots of useful tips in Bookmark Buddy's tips window, which appears when you first start up the program and which you can also open by selecting *Tips* from the *Help* menu.

There are also in-depth tips on the web site at: www.bookmarkbuddy.net/tips/


10.3 Keyboard Shortcuts


Most keyboard shortcuts are indicated on the menus: this list is a selection of the most useful.

- | | |
|-----------|-------------------------------------|
| F1 | Open Help Notes (context sensitive) |
| F6 | Switch to <i>Compact</i> mode |

F7	Switch to <i>Regular</i> mode
F8	Switch to <i>Organize</i> mode
F12	Minimize Bookmark Buddy
Alt+F4	Exit Bookmark Buddy
F5	Show/hide Note window (without activating it)
Shift+F5	Extend/contract Note window
Alt+F5	Activate Note window
Ctrl+L	Fill out last-active log-in form
Ctrl+O	Open bookmark **
Ctrl+M	Open marked bookmarks
Ctrl+E	Fetch bookmark from frontmost web browser window
Ctrl+N	Add a new bookmark to your bookmark list
Ctrl+Shift+N	Enter a bookmark to open in a new browser window
Ctrl+Shift+B	Open a blank browser window
Ctrl+S	Save changes
Alt+F	Make Find box active and select search text
Ctrl+F	Start/cancel search
F3	Highlight next search match
Shift+F3	Highlight previous search match
Ctrl+Shift+F	Open Advanced Search window (also <i>right-click</i> on <i>Search</i> button)
Ctrl+click	Mark/unmark clicked item
Ctrl+X	Mark/unmark selected item
Ctrl+Shift+click	Mark/unmark all items between the currently selected and the clicked item
Ctrl+A	Mark/unmark all items in active* list level
Ctrl+Shift+C	Unmark all marked items
Ctrl+V	Move marked items in active* list level
Ctrl+Down	Sort items in active* list level
Ctrl+B	Make selected item bold/unbold
Ctrl+C	Copy selected bookmark's address to clipboard
Ctrl+Shift+L	Copy log-in name to clipboard
Ctrl+Shift+P	Copy log-in password to clipboard
Ctrl+D	Insert current date at text cursor (in <i>Notes</i> box)
Alt+C or Alt+1	Make Category list box or menu active
Alt+S or Alt+2	Make Subcategory list box or menu active
Alt+B or Alt+3	Make Bookmark list box active
Tab	Advance to next list or text box
Shift+Tab	Return to previous list or text box
<i>Cursor Right</i>	Advance to next list box
<i>Cursor Left</i>	Advance to previous list box
Alt+A	Move cursor to bookmark address field
Alt+N	Move cursor to note field
Alt+L	Move cursor to log-in field
Alt+P	Move cursor to password field
Alt+R	Move cursor to rating field
Alt+K	Move cursor to keywords field
Return/Enter	With caret in the search box: Start/cancel search;

With bookmark title list in focus: [Open bookmark](#)**;

With caret in an edit box and  highlighted: Add bookmark/title.

With caret in an edit box and  highlighted: Finish editing and move focus to search box.

Ctrl+<digit>	Switch to a different bookmark list (see <i>File</i> menu)
Ctrl+Tab	Switch to bookmark list containing marked items or to previously open list
Ctrl+Alt+P	Open preferences

*The active list level is the list box that responds to keyboard input. If the [window style](#) is standard Windows, this is indicated by a dashed line around the selected item in the list. With the custom [window style](#), this is indicated by a red (by default) border line around the list box.

**When you [open a bookmark](#), you can change the default behavior by holding down either the *Shift* or *Alt* key as follows:

- Hold down *Shift* key: Open bookmark with the frontmost/new window default switched.
- Hold down *Alt* key: Open bookmark then minimize Bookmark Buddy (or, if auto-minimize is set, *do not* minimize Bookmark Buddy).

See also:

- [Hot Keys](#)

11 Preferences & Configuration

11.1 Preferences

The application preferences are accessed by selecting *Preferences* from the *Application* menu. There are five pages of preferences in a tabbed filing-card layout. When you press *Apply*, the changes made to the currently-showing preference card are applied immediately and the *Preferences* window remains open. When you press *OK*, the changes are applied and the *Preferences* window closes.

See also:

- [Bookmark Lists](#)
- [Web Browsers](#)
- [Behavior Preferences](#)
- [Hot Keys](#)
- [Presentation Preferences](#)

11.2 Web Browsers

When you install Bookmark Buddy it automatically configures optimal settings for any of the following browsers installed on your computer:

- [AOL Explorer](#)
- [Avant Browser](#)
- [Crazy Browser](#)
- [Firefox](#)
- [Flock](#)
- [GreenBrowser](#)
- [Internet Explorer](#)



- [Maxthon](#)
- [Mozilla](#)
- [MSN](#)
- [MyIE](#)
- [NeoPlanet](#)
- [NetCaptor](#)
- [Netscape Browser](#)
- [Opera](#)
- [RealPlayer](#)
- [SeaMonkey](#)
- [SlimBrowser](#)
- [Smart Bro](#)
- [Winamp](#)


To add support for a browser that you install after installing Bookmark Buddy:

1. From the *Browser* menu select *Configure web browsers*.
2. Click on the *Look for installed browsers* button.

Use the *Remove* button to remove a browser from the *Browser* menu.

Drag names up or down the list box to change the order in which they appear on the *Browser* menu. Highlight the browser you want Bookmark Buddy to use as your default browser (this needn't be the same as the browser that Windows associates with web pages).

You can use any browser to open a bookmark from the *Open with* menu item available when you *right-click* on a bookmark title or on the Open Bookmark icon,  or . There is also an option in the *Notes* window to set individual bookmarks to open with a particular web browser.


You can bookmark a page open in any browser window by right-clicking on the  button, selecting the browser, then the title of the window you want to bookmark.

If you are running Windows 95 you may find that not all of these browsers are fully supported.

If all else fails you should still be able to use drag and drop to [open](#) and [fetch](#) bookmarks.

For further details, see: www.bookmarkbuddy.net/faq.php?q=browsers

Known limitations

Mozilla, Firefox and Netscape 8 are compatible with Bookmark Buddy except that you can only fetch from the frontmost browser window (i.e. right-clicking on the  button does not allow you to bookmark other pages that you might have open in the same browser).

AOL Explorer does not currently support opening new bookmarks in a new tab: they will always open in a new window.

Google Chrome is not currently supported (awaiting publication of an API).

See also:

- [Import a bookmark Collection](#)
- [AOL users web page](#)

11.3 Behavior Preferences

To set behaviour preferences, select *Preferences* from the *Application* menu.

Use System Tool Tray

If checked, Bookmark Buddy will create an icon in the Windows [Tool Tray](#) area.

Start program minimized

If checked, Bookmark Buddy will first start minimized to the Task Bar or System [Tool Tray](#). This is most useful if you set Bookmark Buddy to load when you start your computer (see [Change Setup after Installation](#)).

Open Internet bookmarks in a new window by default

If checked, Bookmark Buddy will open an Internet bookmark by default in a new web browser window rather than in the frontmost browser window. (See [Open a URL](#) for more details.)

Auto-minimize on opening bookmark*

If checked, Bookmark Buddy will automatically minimize after [opening a bookmark](#). If you do not check this option, you can achieve the same effect by holding down the *Alt* key when opening a bookmark; if you do check this option, then holding down the *Alt* key prevents Bookmark Buddy minimizing.


Open bookmarks with one click on title*

If checked, Bookmark Buddy will open a bookmark with a single click on its title. When in *Organize* mode or when you have the [Notes window](#) open, you will still need to double-click on a title to open the bookmark.

Auto-open unique search matches*

If checked, Bookmark Buddy will automatically open a bookmark if it is the only match found for a search. To [search](#) without auto-opening, use the function key *F3*.

Remember encryption passwords til exit

Normally you have to enter the encryption password each time you open an encrypted bookmark list. Set this option if you only want to enter the encryption password once during a session with Bookmark Buddy. (You can still hide site passwords by clicking on the  icon in the [Notes window](#)).

Always direct typing to search box

Normally when the keyboard focus is on a list box, typing changes the selection to the next item that begins with the letter typed. Set this option if you would prefer typing to be directed to the search box instead.

Do not warn if bookmark list is read-only

If you share a bookmark list concurrently you may want to suppress the warnings that the list is read-only. Note that the read-only status is also reported in the message-line.

Show message-line help

If checked, Bookmark Buddy will display brief help notes in the message line at the bottom of the *Regular/Organize* mode window. The notes describe the functions of such things as buttons and menu items. The note shown corresponds to the button the mouse is hovering over or the currently highlighted menu item.

Keep window at front*

You can choose, separately for the two window sizes, whether Bookmark Buddy stays in front of all the other windows even when you are not using it. (You can always minimize all the windows.)

Auto-dock Notes window**

If checked, Bookmark Buddy will always try to display the [Notes window](#) next to the main program window. If there is not room to display it where you choose (*at the side* or *below*), then it will move to where there is enough space.

You can also choose whether the Notes window extends horizontally or vertically.

Auto-hide Notes window**

If checked, Bookmark Buddy will automatically hide the Notes window when you select an item that does not have a note or log-in associated with it.

QuickLogin delay

Adjust the slider to increase or decrease the delay before sending the login name and password to another application. If you find that sometimes QuickLogin doesn't work properly (nothing appears or something appears but in the wrong place), try increasing the delay until it works for you.

*These options are also available on the main program window's context menu (accessible by *right-clicking* on any inactive or background area).

**These options are also available on the Notes window's context menu (accessible by *right-clicking* on any inactive or background area).

See also:

- [Presentation Preferences](#)
- [Change Setup after Installation](#)
- [Install](#)

11.4 Hot Keys

Hot keys are keyboard shortcuts that work anywhere, not just when you are using Bookmark Buddy. Make sure you use a key combination that doesn't have a function in another application, since the hot key will override that function.

To set up or change hot keys, select *Preferences* from the *Application* menu. Then click on the *Hot Keys* tab.

To set a hot key, click on the edit box and press the key combination you want to use. To disable a hot key, click on the edit box and press the *Delete* key.

Activate Bookmark Buddy

Bring Bookmark Buddy to the front when using another application or, if Bookmark Buddy is already at the front, then minimize it.

Fetch bookmark

Bring Bookmark Buddy to the front and [fetch](#) the bookmark from the frontmost browser window.

Open new bookmark

Prompt for and open the address of a web site you want to visit.

Fill out log-in form

Send log-in details of last-selected bookmark to the currently active log-in form/window. Make sure the caret (text insertion cursor) is flashing in the log-in name field. See [QuickLogin](#) section for more detail.

Note that these functions are also accessible from the [Tool Tray](#) icon.

See also:

- [Keyboard Shortcuts](#)
- [Add a Bookmark](#)
- [Open New Bookmark](#)
- [Fill Out Log-in Form](#)
- [Tool Tray](#)

11.5 Presentation Preferences

To set presentation preferences, select *Preferences* from the *Application* menu. Then click on the *Presentation* tab.

Window Style & Colors

Bookmark Buddy offers two window styles: standard 3D Windows controls in the standard colors or a cleaner 'flat' style which can use a background color of your choice.

To change a color used by Bookmark Buddy, click on the swatch and pick a new color using the Windows color picker. If the *Custom* window style is chosen, the *Highlight* color is used to indicate which control has the keyboard focus. The *Background* and *Text* colors are ignored if the *Standard Windows* style is chosen.

Font

There are two standard Windows fonts: MS Sans Serif 8pt and Tahoma 8pt. Which your computer uses depends on the version of the operating system and which fonts are installed. You may need to [resize](#) the windows after increasing the font size.

Highlight bookmarks visited within last ... days

Type a figure in the box if you want Bookmark Buddy to highlight bookmarks that have been visited within the last so many days. Leave the box empty if you do not want bookmarks to be highlighted. The highlight color used is defined under *Window Style & Colors* (see above).

Maximum number of items in SmartFolders

Bookmark Buddy will maintain the contents of each [SmartFolder](#) so that it does not exceed the number you enter here.

See also:

- [Behavior Preferences](#)
- [SmartFolders](#)

11.6 Change Setup after Installing

To modify any of the setup options from within Bookmark Buddy select *Modify Setup* from the *Application* menu.

Location of application files

If you specify a new location for Bookmark Buddy, Bookmark Buddy will exit when you press *Setup Now*. You must then re-launch Bookmark Buddy in its new location. Any shortcuts will be modified to point to Bookmark Buddy in its new location.

Shortcuts

If you deselect a shortcut option, the corresponding shortcut will be deleted; if you select a new shortcut option, the corresponding shortcut will be created.

Default location for list files

If you change this, then any bookmark lists in the current default folder will be moved to the new location.

See also:

- [Install](#)

12 Support & Other Stuff

12.1 Problems

If you encounter serious problems with Bookmark Buddy, please check first that you are using the latest version by visiting the program's [web site](#). If Bookmark Buddy doesn't recognize that it is registered, see [Registration Problems](#).

If you are experiencing problems with the latest version, these are two possible causes which you may wish to investigate:

The current bookmark list is corrupt

Bookmark Buddy automatically repairs a bookmark list if it can, saving a backup of the original list. If it cannot repair the list, you should replace the bookmark list with one of the [autobackup](#) copies. You can open a corrupted bookmark list in a text editor or a spreadsheet application such as Excel if you need to recover bookmarks from it.

The Windows Registry settings are corrupt

- Choose *Uninstall* from the program's *Application* menu.*
- Select only Remove entries from Windows Registry and press Uninstall Now.
- When you next run Bookmark Buddy it will recreate the entries with default values.

If you can't solve a problem then please [contact me](#) with the following information and I will endeavor to come up with a solution:

1. The version of Bookmark Buddy you are using (see *About Bookmark Buddy*)
2. The Operating System you are using (see the *System Control Panel*).
3. The steps you took before the problem occurred.
4. Whether you can now reproduce the problem following the same steps.

*Windows Vista users must exit Bookmark Buddy, then choose *Uninstall* from the Bookmark Buddy program group on the *Start* menu or via the *Add or Remove Programs* control panel.

Known problems

I am aware of the following problems:

Internet Explorer: Shift key interacts with opening bookmark in frontmost window

If you use the *Shift* key to invert the action of [opening a URL](#) to open a bookmark in the frontmost Internet Explorer window, you may need to release the *Shift* key before Internet Explorer attempts to open the bookmark or it will not open it. This is a bug in some versions of Internet Explorer.

Opera: bookmarks open in Opera when another browser is selected

If you have Opera loaded but you have Internet Explorer or Netscape/Mozilla selected in Bookmark Buddy as the current browser, you may find that bookmarks will open in Opera's frontmost window, rather than in the selected browser's. This is a 'feature' or bug of Opera, which poses as Internet Explorer and Navigator whilst loaded.

Drag and Drop: bookmarks dragged from Bookmark Buddy do not drop

Bookmark Buddy implements the core features of drag and drop, but these are not all implemented by all applications (e.g. Opera and Microsoft Outlook Express). In these cases you should use Bookmark Buddy's alternative methods to [open](#) or [copy](#) a bookmark.

Drag and Drop: Last Visited time is not updated

Bookmark Buddy receives very limited feedback about what happens to a dragged bookmark: it doesn't

even find out if the bookmark was dragged onto a web browser or a text editor. The way I have implemented it, Bookmark Buddy updates the *Last Visited* time if you drag a bookmark onto Internet Explorer, but not if you drag it onto most other applications (including Netscape/Mozilla). Therefore you may want to use the Drag and Drop feature to open a bookmark only in Internet Explorer.

Hot key: does not always activate Bookmark Buddy

The hot key may not function when a DOS/command prompt window is active or when the System Tool Tray has the input focus. This is a limitation in some versions of Windows.

12.2 Frequently Asked Questions

Can I add a bookmark from within my browser?

Yes: set a *Fetch bookmark hot key* in Bookmark Buddy. Whenever you want to add the bookmark of the currently-showing web page, just type the hot key, choose which category and subcategory to add it to, and click the rightmost  button.

Does Bookmark Buddy synchronize bookmarks between browsers?

No. Bookmark Buddy is designed as a stand-alone bookmark manager that works with most browsers, including Firefox and Internet Explorer. Apart from the fact that syncing in two directions is almost impossible to do reliably, Bookmark Buddy stores far more information than IE or Firefox, which therefore has to be held separately from the browsers' own stores. Bookmark Buddy's own bookmark store is a small text file, which you can easily back up or transfer to a memory stick to use with the [Reader edition](#) of Bookmark Buddy.

Does Bookmark Buddy work with AOL?

Bookmark Buddy works with the AOL Explorer (but not older editions of the AOL browser). Bookmark Buddy can also import your AOL Favorite Places (see [Importing a Bookmark Collection](#)), but cannot export them back to AOL.

How do I recover my registration?

You can obtain a new copy of your Personal License Register immediately from OSoLiS: see [Registrations Problems](#).

My e-mail address has changed since registering

Simply log in to your account with OSoLiS to update your contact details: www.osolis.com/login.cgi?update.

Why the non-standard interface?

Windows Explorer-style tree lists and hierarchical menus permit you to create any number of levels, but they are slow to navigate around, are cumbersome to edit, and they require lots of space on screen. By contrast, Bookmark Buddy's interface requires you to make no more than three mouse clicks to get to a bookmark; editing, re-ordering or regrouping items is quick and easy; and the interface is compact.

Why only three levels?

In order to create a compact, simple but powerful interface. If you have, on average, 15 items at each level, you can comfortably store over 3,500 bookmarks. If you break your bookmark collection into separate lists (effectively creating a fourth level), you can readily store and retrieve tens of thousands of bookmarks. You can use separators to achieve visually what another sub-level would. And you won't find yourself wasting time drilling down 5 levels to find a bookmark that you can't quite remember how you categorized. The [next edition](#) of Bookmark Buddy will support multiple filing levels.

See also:

- [Behavior Preferences](#)
- [Support web pages](#)

12.3 Support & Feedback

Support is always available by e-mail if you encounter a problem or can't work out how to do something. But please check these Help notes first to save both you and me time.

The Bookmark Buddy web site is kept up-to-date with news of the latest version available and a link to download it. If you have a comment, gripe or suggestion, feel free to e-mail me. If you discover a bug, I can usually get a fix posted to the web site within a few days. If you have requests or suggestions, I can let you know if or when I intend to implement them.

Thank you for choosing Bookmark Buddy.

Edward Leigh

Web site

- www.bookmarkbuddy.net
- [Support pages](#) (FAQ, tips etc)
- [Contact form](#)

E-mail

author@bookmarkbuddy.net

12.4 History of Changes

3.7.0 Released 7 September 2009

Upgraded 'Reader' edition to fully-functional 'Portable' edition
Usability enhancements, including multi-monitor awareness
Added support for Winamp browser
Compatibility updates for Internet Explorer and other browsers
Minor bug fixes

3.6.6 Released 5 May 2009

Bug fix for importing Firefox 3 bookmarks

3.6.5 Released 6 January 2009

Added import support for Firefox 3 bookmarks
Compatibility updates for other import formats

3.6.4 Released 15 December 2008

Compatibility updates for various browsers
Added support for Flock and SeaMonkey browsers
Minor bug fixes

3.6.3 Released 14 June 2007

Minor bug fixes (inc. exporting/importing IE Favorites)

3.6.2 Released 28 April 2007

Added import support for Compass and Powermarks bookmarks
Minor bug fixes to import/export routines

3.6.1 Released 16 February 2007

Added support for Maxthon2 browser
Minor bug fix (installing as an update)

3.6.0 Released 13 February 2007

Windows Vista compatible
Added List View option to show all duplicates in current list
Added pre-selection of duplicates for deletion or aliasing
Added support for '^' (move to next field) in site password field
Added support for importing bookmarks from Safari
Several tweaks and minor bug fixes

3.5.6 Released 6 December 2006

Various usability enhancements
Improved operation under 'limited user' accounts
Minor bug fixes

3.5.5 Released 1 November 2006

Added option to auto-hide notes window
Updated support for latest browser releases (inc. IE7 and AOL Explorer)
Minor bug fixes

3.5.4 Released 22 June 2006

Added indicator for bookmarks with a log-in
Upgraded help system to HTMLHelp
Minor tweaks and bug fixes

3.5.3 Released 21 April 2006

Updated Netscape/Mozilla/Firefox export template
Added Real Player browser support
Fixed list path issues for Reader Edition
Added keyboard shortcuts for main program window: Alt+N,L,R,K
Minor bug fixes

3.5.2 Released 13 December 2005

Now available as a 'reader' (read only) edition
Added keyboard shortcut (Ctrl+D) for adding date to notes
Various tweaks to user interface
Minor bug fixes

3.5.1 Released 30 September 2005

Now available in standard and Unicode editions
Fully-automated uninstall for Windows 9x
Minor bug fixes

3.5.0 Released 25 August 2005

Added sortable columns to List View window
Added functionality to Tool Tray menu
Enhanced internal drag'n'drop functionality
Improved compatibility with most browsers
Updated import/export to match changes in Opera 8 & Netscape 8
Improved QuickLogin behaviour
Modified display of passwords for greater security
Added 2 templates: DHTML with floating window & Excel XML
Internal changes to enable Unicode-compatibility
Minor bug fixes

3.4.1 Released 16 June 2005

Added 'javascript' field format to template parser
Minor bug fixes

3.4.0 Released 10 June 2005

Added facility to store multiple search settings (presets)
Added Due To Visit alert dialog
Enhanced 'revert' function to restore from any auto-backup
Implemented 10 minute auto-save feature
Added option to search through all lists
Added auto-open option for unique search matches
Added title tips to List View window
Tweaks to user interface
Minor bug fixes

3.3.4 Released 4 April 2005

Added title tips to display titles that are wider than the list box
Added option to automatically direct typing to search box
Minor bug fixes

3.3.3 Released 18 March 2005

Added option to prepend http:// to imported bookmarks
Minor bug fixes

3.3.2 Released 1 February 2005

Various minor tweaks
Documentation updates

3.3.1 Released 10 January 2005

Made more organize functionality available in 'Compact' mode
Added 'Open marked' menu option
Enhanced List View functionality
Re-organized Edit and context menus
Different window arrangements remembered for Compact and Regular modes
Fixed problem with 'corrupted' bookmark lists
Minor bug fixes

3.3.0 Released 13 December 2004

Added List View for search results, marked, et al
Added facility to manage duplicates
Added undelete facility
Added facility to identify groups of aliases
Enhanced autobackup to maintain three-stage backups
Implemented full drag and drop support
Improved multi-browser support
Improved mouse wheel support
Updated import/export to support Firefox 1.0
Advanced search settings are now remembered
Program can now be trialed under a 'Limited User' account
Installer exe built with GSfx Wizard – www.gdgsoft.com/gsfx/
Many usability improvements
Minor bug fixes

3.2.5 Released 27 August 2004

Added option to set the hour of scheduled visits
Various tweaks and bug fixes

- 3.2.4 Released 9 August 2004**
 - Updated MSN import to handle MSN 9 favorites files
 - Various tweaks and bug fixes
- 3.2.3 Released 26 July 2004**
 - Tweaks to QuickLogin, including adding 'tab' support
 - Added 'Open all bookmarks' to subcategory context menu
 - Added keyboard shortcuts
 - Updated templates
- 3.2.2 Released 21 June 2004**
 - 'Simple' searches now ignore space differences
 - Added advanced search option 'Ignore spaces'
 - Made Notes window fully resizable
 - Added XML export template
 - Minor bug fixes
- 3.2.1 Released 11 June 2004**
 - Minor bug fixes
- 3.2.0 Released 7 June 2004**
 - Added template-based export facility
 - Added import/export support for MSN Favorites
 - Added import support for Compuserve 2000
 - Added export support for Windows shortcuts
 - Enhanced other aspects of import/export functionality
 - Added tips feature
 - Made Notes window resizable in one direction
 - Fixed problem with changing encryption options
 - Various tweaks and bug fixes
- 3.1.2 Released 20 May 2004**
 - Fixed problem with importing AOL Favorite Places
- 3.1.1 Released 18 May 2004**
 - Improved compatibility of Netscape/Mozilla import routine
 - Added Start Menu program group to install options
 - Improved uninstall
 - Various tweaks and bug fixes
- 3.1.0 Released 14 April 2004**
 - Added progress window for bookmark checking
 - Added options to check bookmarks in categories/subcategories
 - Added option to apply 'advanced' parameters to 'simple' searches
 - Optimized repeat searches and added 'find previous'
 - Various tweaks and bug fixes
- 3.0.1 Released 15 March 2004**
 - Added menu item, keyboard shortcut and hot key for filling out log-in forms
 - Added option to remember bookmark list encryption passwords
 - Various tweaks and bug fixes
- 3.0 Released 1 March 2004**
 - 2.x URL Organizer 2 - *now distributed separately*
 - 1.x URL Organizer^{Free} - *now distributed separately*

12.5 Plans for Future Releases

Features to be included in future updates to Bookmark Buddy:

- Synchronize copies of the same bookmark list
- Support for multiple levels of categories
- Guidance through installation
- More advanced undo facility
- Multi-colored headings
- Maintain list of searched-for terms
- Modernized interface
- Have all bookmarks accessible directly from Tool Tray icon menu
- Online bookmark storage facility

Although work on the next edition (major update) to Bookmark Buddy has started, no release date has been announced yet.

If you have a suggestion, please feel free to [e-mail me](#).

See also:

- [Upgrades](#)

12.6 Background & Credits

Bookmark Buddy incorporates the SIVL verification software under license from OSoLiS (www.osolis.com) 'OSoLiS', 'SIVL' and 'Personal License Register' are trademarks of OSoLiS LLC.

Bookmark Buddy is written in C++ using Microsoft Visual C++ .NET 2002.

These help notes (integrated, PDF and web site versions) were produced with [Help & Manual](#) - all from a single source file.

My thanks go to all those users who have helped test Bookmark Buddy and URL Organizer and who have made constructive suggestions on how to improve the program. In particular the contributions of John Gibney and George Davis have been invaluable.