

# DEVON*think* PRO OFFICE

VERSION 1.5.4  
DOCUMENTATION

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# READ ME

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Make the dream of the paperless office come true with DEVONthink Pro Office. Use DEVONthink Pro Office to keep all of your

- text and RTF files
- scanned documents
- [paper documents](#)
- notes
- [emails](#)
- images
- multimedia files
- chat logs
- and bookmarks

together in one simple-to-use database. Use DEVONthink Pro Office to integrate both documents on your hard drive, live content from the Internet, your notes, and your project-related information, all together so that you can search and analyze them. Finally [share your data with colleagues](#), even when they're using Windows.

# THE DEVONTHINK PRO OFFICE ADVANTAGE

## WHY DEVONTHINK PRO OFFICE?

DEVONthink Pro Office not only stores documents, it also facilitates

- editing
- analyzing
- organizing
- finding
- and archiving

your documents with its flexible work environment, powerful organization tools, and built-in AI architecture.

## INTEGRATED WORKSPACE

Unlike Mac OS X's Finder, DEVONthink Pro Office provides an integrated work environment with all the tools you need for working with information of all kinds, from simple text to PDFs and multimedia files. Instead of wasting time manually digging through thousands of files on your own, let DEVONthink Pro Office intelligently assist you with filing documents, finding similar files, or searching the database.

As a native Mac application, DEVONthink Pro Office is also tightly integrated with the operating system and its frameworks. DEVONthink Pro Office provides a Dock menu, services menu commands, and makes heavy use of the Safari Web browser engine (also known as 'WebKit'.) DEVONthink Pro Office also utilizes Mac OS X 10.4's advanced PDF library. Of course, DEVONthink Pro Office is a Universal Binary and runs natively on both PowerPC and Intel processor based Macs.

## ADDITIONAL FUNCTIONALITY

DEVONthink Pro Office comes with a number of 'paperless office' functions not present in other editions of DEVONthink:

- DEVONthink Pro Office features a professional email import tool that allows you to archive messages and even complete mailboxes including formatting and attachments from most email applications, e.g. Apple Mail, [Microsoft Entourage](#), and several others. DEVONthink Pro Office also decrypts secure messages when required. [See also p. 135ff](#)
- Not every document is a PDF, and therefore DEVONthink Pro Office allows you to use your [flatbed scanner](#) or [Fujitsu ScanSnap](#) to scan paper documents, run optical character recognition (OCR) on them to make them searchable, and file them in the database. DEVONthink Pro Office can turn [already scanned documents](#) into searchable documents, too. This truly makes DEVONthink Pro Office the 'paperless office' for the Mac! [See also p. 139ff](#)
- DEVONthink Pro Office allows you to share your documents with your colleagues on your local network or on the Internet. An integrated Web server lets other users search your database using a standard Web browser, and download interesting documents to their computer. Best of all: Windows, Linux

and Unix users are invited, too! The DEVONthink Pro Office Web server plays nicely with any Web browser including [Firefox](#) and the Microsoft Internet Explorer. [See also p. 126ff](#)

## WHAT CAN YOU DO WITH IT?

DEVONthink Pro Office is much more than just a document database -- and so there is more than just one way to use it. Here are some of them:

- Create documents with one click, edit them in full screen mode using all the tools Mac OS X provides and cross-reference them with Wiki-style or static links.
- Using Mac OS X's handy Services menu, DEVONthink Pro Office is the #1 tool for collecting and organizing info bits and snippets on the Mac, and the Dock menu makes jotting down notes a one-click experience.
- With its strong email archiving and scanning functions, use DEVONthink Pro Office as your true 'paperless office' that brings all your important documents from both the electronic and the paper world together.
- DEVONthink Pro Office treats URLs like any other document, so you can use it to manage your bookmarks and integrate Web contents and local documents with ease.
- RSS feeds are the future of how we read news on the screen. DEVONthink Pro Office can display all common newsfeeds and lets you clip important news directly to your database.
- Use DEVONthink Pro Office for keeping important emails and other project-related documents together or for creating a versatile e-mail archive.
- DEVONthink Pro Office makes a perfect repository for images you use frequently or can be a convenient interface to your MP3 library.
- With DEVONthink Pro Office's ability to index files without storing them in the database, you can also use it for cataloging CD/DVD-ROMs.

## EDITIONS

DEVONthink comes in multiple editions optimized for home/semipro and professional, heavy-duty use. You can find a complete list of all the differences [on our Web site](#).

# WHAT'S NEW

## VERSION 1.5.4

From this release on DEVONthink Pro Office requires Mac OS X 10.4.11 or later.

DEVONthink Pro Office only:

- *Improved:* ExactScan Capture updated to version 2.0.7. New option to delete blank pages; new localizations including German, Japanese and Chinese; possibility to reset the profiles.
- *Improved:* Mail conduit plugin updated to be compatible again with changes in Mac OS X 10.5.5.
- *Improved:* Web server faster when automatic WikiLinks based on names and/or aliases are used.
- *Improved:* Some localizations.

All Editions:

- *New:* 'Remove' button added to 'Help > Enter License' panel that removes an existing valid license (e.g. a trial license).
- *Improved:* Support for iChat logs.
- *Improved:* Up to three times faster markup of automatic WikiLinks based on names and/or aliases.
- *Improved:* Inline advertisement filter.
- *Improved:* Support for WebKit of Mac OS X 10.4.11.
- *Improved:* Filtering of invalid URLs, e.g. data: bookmarks of Safari.
- *Improved:* Drags from other applications to delete/remove items isn't accepted anymore.
- *Improved:* Minor interface improvements.
- *Improved:* AppleScript support.
- *Improved:* Slightly faster opening of databases.
- *Improved:* Handling of temporary files while importing or indexing.
- *Improved:* Compatibility to third-party WebKit extensions and hacks.
- *Improved:* Removed last functions deprecated by Mac OS X 10.5.
- *Fixed:* Scrolling position in column views doesn't get lost anymore.
- *Fixed:* Scrolling glitches (Mac OS X 10.5 only).
- *Fixed:* Footers/headers couldn't be disabled while printing web views.
- *Fixed:* Localization glitches.

## VERSION 1.5.3

DEVONthink Pro Office only:

- *NEW:* Support for Image Capture based scanners (re-introducing the original scanner plugin for Mac OS X 10.5).
- *Improved:* ExactScan Capture updated, improvements and compatibility fixes, especially for Epson scanners.
- *Improved:* Documentation.

- *Improved:* Localization.
- *Fixed:* IRIS OCR engine updated fixing the 'blurry images and 'text layer corruption' problems.
- *Fixed:* Problem related to authentication at the very first start of ExactScan Capture.
- *Fixed:* Minor bugs and interface glitches.

#### All Editions:

- *NEW:* 'Add abstracts to DEVONthink Pro' script for [DEVONagent](#).
- *NEW:* '.mdwn' files are imported/indexed as plain text files.
- *NEW:* Contextual menus don't contain commands for [DEVONagent](#) or [PhotoStickies](#) if these applications are not installed.
- *Improved:* Opening an already opened database again opens a main window if no window is open.
- *Improved:* Camino support.
- *Improved:* Support for RSS feeds with relative links.
- *Improved:* Appearance of sheets.
- *Improved:* Naming and ordering of File > Import menu.
- *Improved:* AppleScript support for RSS feeds.
- *Improved:* Faster Spotlight meta data creation.
- *Improved:* Progress indicator.
- *Improved:* Inline advertisement filter.
- *Fixed:* Minor bugs and interface glitches.

## VERSION 1.5.2

#### DEVONthink Pro Office only:

- *NEW:* Scan module completely replaced by ExactScan Capture, effectively restoring and extending DEVONthink Pro Office's scan abilities. The new module does not depend on Image Capture any more and works with most flatbed and auto-feeder scanners that provide a TWAIN interface.
- *NEW:* Automatic configuration of ScanSnap Manager 2.x's Quick Menu.
- *NEW:* Preference option for enabling and disabling OCR for incoming files from scan applications.
- *NEW:* The 'Move to Trash' preference options now also applies when converting an existing document to a a searchable PDF.
- *Improved:* Completely revised iPhone web application.
- *Improved:* Web server detects access from an iPhone or iPod and automatically redirects to the optimized web application.
- *Improved:* Mail archiving is more tolerant towards remotely stored messages and slow connections.
- *Improved:* Preserves (again) the name of the document/record when converting an existing document to a searchable PDF.
- *Improved:* New version of the IRIS OCR engine (11.6.4) solving a number of issues with blurred images after OCR.
- *Improved:* OCR process more robust when the OCR engine crashes.

- *Improved:* Web server caching mechanism.
- *Improved:* OCR performance.
- *Improved:* Localizations for clarity.
- *Fixed:* Minor issues with ScanSnap Manager 2.0.

#### All Editions:

- *NEW:* Thumbnails in last column of column views have a shadow (Mac OS X 10.5 only).
- *NEW:* .scriptSuite, .scriptTerminology, and .strings files are imported as XML files and are displayed using syntax coloring.
- *Improved:* The next item is automatically selected after classifying a document.
- *Improved:* Web site export creates only one file for multiple identical attachments of a rich text document.
- *Improved:* Web views support command Edit > Find > Scroll to Selection (Mac OS X 10.4.11 or higher).
- *Improved:* Improved retrieval of author from RSS feeds.
- *Improved:* Faster and more reliable thumbnailing of QuickTime movies.
- *Improved:* AppleScript support.
- *Improved:* Minor user interface enhancements.
- *Improved:* Localization.
- *Improved:* Overall performance and reliability.
- *Fixed:* Minor problems with importing or indexing plain text files.
- *Fixed:* Issues of rich text handling (Mac OS X 10.5).
- *Fixed:* Display glitches when switching from or to PDF or PostScript documents in full screen mode.
- *Fixed:* Glitches in thumbnail scripts.

## VERSION 1.5.1

#### DEVONthink Pro Office only:

- *NEW:* Preference option and option in file selector to move the original file to trash after successfully running OCR.
- *NEW:* Support for Fujitsu ScanSnap Manager 2.x.
- *NEW:* Extended 'OCR' AppleScript command.
- *Improved:* PDF attributes panel is now resizable
- *Improved:* When importing or converting PDF files to searchable documents, the existing PDF attributes are always preserved.
- *Improved:* IRIS OCR engine updated to version 11.6.3.
- *Improved:* Parsing of messages using non-compliant RFC822 values.
- *Improved:* Localization updated.
- *Fixed:* Spotlight support for archived email messages.
- *Fixed:* Demo limit exceeded is now also reported during conversion and scripting.
- *Fixed:* Minor bugs and potential problems with OCR and PDF creation.



## All Editions:

- *NEW:* New scripts to easily import Adium, iChat, and Second Life chatlogs and to import BluePhoneElite Calls and SMS (see Scripts > Import ...)
- *NEW:* New script for NetNewsWire to add all flagged news of the selected subscription.
- *NEW:* New scripts to easily backup the database to iDisk and JungleDisk (see Scripts > Export > ...)
- *NEW:* Completely revised storage of RTF(D) documents; more compatible to future releases of Mac OS X and fixes some rare issues.
- *NEW:* Automatically downloads and installs updates.
- *NEW:* When opened for the very first time, a Welcome page is shown in the default browser.
- *NEW:* Naming of shortcuts for scripts supports also 'shft' instead of 'shift'.
- *NEW:* Edit > Find > Find ... panel remembers the last used strings and supports auto-completion.
- *Improved:* Opening a Spotlight search result which DEVONthink Pro Office can't display opens it in its default application.
- *Improved:* Fullscreen keyboard shortcut changed to Command-F8.
- *Improved:* Revised look of database authentication panel.
- *Improved:* Tooltips of drawers and search results contain comments.
- *Improved:* Workspaces scripts.
- *Improved:* Inline advertisement filter.
- *Improved:* Printing.
- *Improved:* Conversion of HTML pages.
- *Improved:* Automatic handling of encoding while importing plain text files.
- *Improved:* Shift-JIS and GB-2312 support of RTF parser.
- *Improved:* More reliable handling of back/forward history while browsing.
- *Improved:* Thumbnailing of QuickTime movies.
- *Improved:* Much more reliable automatic WikiLinks based on names and aliases if spell-checking is enabled.
- *Improved:* AppleScript and Automator support.
- *Improved:* Finder comments of groups are reimported during synchronization if importing of Finder comments is enabled.
- *Improved:* Rebuilding retains more meta data.
- *Improved:* Spotlight cache management more reliable.
- *Improved:* All scripts optimized for Mac OS X 10.4 and higher.
- *Improved:* English, German, French, and Danish localizations.
- *Improved:* Overall stability and performance.
- *Fixed:* vCard files are imported as plain text.
- *Fixed:* Exporting items via drag-and-drop didn't set the Finder/Spotlight comments.
- *Fixed:* Deleting a replicated item with unsaved changes from a main window didn't save the modifications.
- *Fixed:* Encoding problem with unicode text clippings on Intel-based Macs.
- *Fixed:* Minor interface glitches.



## VERSION 1.5

### DEVONthink Pro Office only:

- *NEW*: No more 50 pages limit for making scanned documents searchable (OCR).
- *NEW*: Detection for images with less than 300 dpi, prevents OCR for low resolution images.
- *Improved*: More reliable communication with Mail.app.
- *Fixed*: Launching DEVONthink Pro Office by opening a database, e.g., by double-clicking on one, opened the default database first.
- *Fixed*: Rare attachment parsing problem.
- *Fixed*: Potential crasher when scripting OCR.

### All Editions:

- *NEW*: Spotlight support; DEVONthink Pro Office creates and automatically maintains metadata files in ~/Library/Caches/Metadata; opening a result in the Spotlight menu or in the 'Searching this Mac' window opens the document in DEVONthink Pro Office and highlights the occurrences of the search string.
- *Improved*: More efficient and faster advertisement filter.
- *Improved*: Download manager imports (if enabled) all downloaded files immediately.
- *Improved*: More reliable loading of web archives.
- *Improved*: JavaScript support optimized for Mac OS X 10.4.11 or newer.
- *Improved*: Communication between DEVONthink Pro Office and its background tasks.
- *Improved*: Internal changes for Spotlight support.
- *Fixed*: 'Save to Downloads' button works for PDFs displayed in a live web view.
- *Fixed*: Bug in the Mac OS X text engine by-passed.
- *Fixed*: Rare bug of RTF parser related to certain combinations of fonts and Eastern European encodings.
- *Fixed*: Redirect handling of download manager.
- *Fixed*: Importing the Finder comment of folders didn't work.
- *Fixed*: Minor interface glitches.
- *Fixed*: Glitch of French localization

## SYSTEM REQUIREMENTS

Every Apple Macintosh with at least 512 MB of RAM, Mac OS X 10.4.11 or later. In addition, a broadband Internet connection (256 Kbps or faster) is highly recommended.

# INSTALLING, UPDATING, UNINSTALLING

## INSTALLING AND UPDATING

Just move the DEVONthink Pro Office application package to the Applications folder or any other directory you have access to. Please note that Mac OS X Services and the connection to DEVONagent work only for applications installed into one of the Applications folders, and that logout and login or a restart is required after installation.

To update an existing version of DEVONthink Pro Office, simply copy the application package from the disk image to your Applications folder, replacing the old version. Your database(s) will not be affected.

## UPGRADING TO DEVONTHINK PROFESSIONAL (OFFICE)

When you are upgrading from DEVONthink Personal to DEVONthink Professional, the application will copy your existing DEVONthink Personal database to your documents folder ('~/Documents/DEVONthink.dtBase') and modify all paths, URLs and internal aliases accordingly if necessary.

If by any chance it doesn't do this automatically, do the following: Copy the complete folder '~/Library/Application Support/DEVONthink' to your Desktop. Then, rename it to 'DEVONthink.dtBase' (mind upper/lower case.) The folder icon should change into a DEVONthink Pro database icon that you can double-click.

Note: It's definitely not recommended to install both DEVONthink Personal and Professional on the same machine. For example, both applications use the same Services menu shortcuts and Mac OS X would assign the shortcuts sometimes to DEVONthink Personal, sometimes to Professional. In addition, DEVONagent stores contents in DEVONthink Professional if it's available, otherwise in DEVONthink Personal.

## DOWNGRADING TO DEVONTHINK PERSONAL

If you want to downgrade from DEVONthink Professional to Personal, copy the database you want to use to '~/Library/Application Support' and rename it to 'DEVONthink', removing the file name extension '.dtBase'. The database package becomes a regular folder and will now be used by DEVONthink Personal.

## UNINSTALLING

To remove (uninstall) DEVONthink Pro Office completely from your Mac, trash the following files and folders (~ stands for your Home folder):

- DEVONthink Pro
- ~/Library/Application Support/DEVONthink Pro
- ~/Library/Mail/Bundles/DEVONMailConduit.mailbundle
- ~/Library/Preferences/com.devon-technologies.thinkpro.\*
- All DEVONthink Pro Office-specific scripts in ~/Library/Scripts/

- ... and everything you may have manually copied from the disk image to your hard drive

## CREDITS

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# GETTING STARTED

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By now you've installed DEVONthink Pro Office on your computer and are wondering where to start. You probably downloaded the software because you have lots of digital files, and you want to better organize your information, or you want to search for information across a variety of file types and different file locations. DEVONthink Pro Office can help you do that. But how to start?

This short guide will help familiarize you with the look and feel of DEVONthink Pro Office, advise you on the best way to build your new databases, brief you on DEVONthink Pro Office's most powerful features, and more.

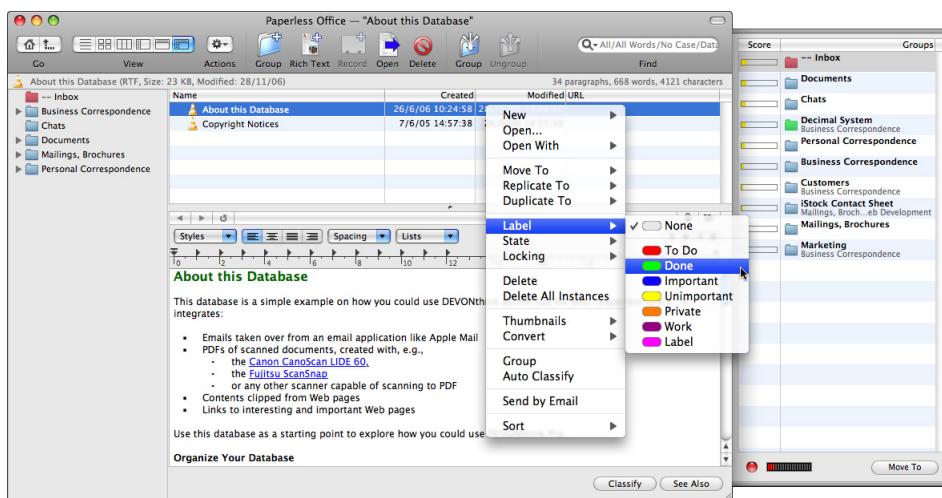


## FAMILIARIZING YOURSELF WITH DEVONTHINK PRO OFFICE

Best begin your learning process by shucking some preconceptions about what the application may be like, and how it may work. Instead of thinking about it as a mere Finder replacement, or a Spotlight substitute, think about your life, and how you like to organize things. Do you save important emails, PDFs, or web pages you like for later viewing? These thoughts will help as you start to figure out what you want to add, or not add, to your databases.

### THE INTERFACE

Most of the time, your ability to effectively use a new piece of software is only as successful as your ability to learn how to use the interface. That is why DEVONthink Pro Office's developers have created a clean, easy-to-navigate graphical user interface. This intuitive workspace takes the 'where' and 'how' out of using the software, allowing you to concentrate on the DEVONthink Pro Office's potential.



Unlike applications that are designed to do highly specific things, such as a calendar or personal information management program, DEVONthink Pro Office is a document/information manager that provides open-ended flexibility to the users to create databases that work for them. Our users have a very broad range of purposes for -- and approaches to -- their databases; creating a one-size-fits-all, cookie cutter document and information manager simply wouldn't work for such diverse users. Neither would deviating from the Mac OS X style; any user of Mail (or any other Apple application) will feel right at home with DEVONthink Pro Office. This is why we think there is no other Mac application that is as 'open' as DEVONthink Pro Office.

**The Main Window:** The interface that you'll use most of the time is a view window (main window) looking into all or a portion of your database. It consists of a toolbar and one or multiple panes that give you access to groups, documents, and their contents. Using the icons in the toolbar you can quickly navigate the contents of your database, switch views, create new groups and documents as well as search your database. The Action tool (a button with a gear icon) lets you perform frequently used actions without searching for the right command in the menu bar.

Note: You can customize the toolbar to your individual needs by using the menu command View > Customize Toolbar.

What panes you see depends on which View you have chosen: the List and Icon views show only groups and documents but not their content, the Horizontal and Vertical Split views show groups and documents as well as the content of the selected item.

DEVONthink Pro Office also offers a Three Panes view that resembles Apple Mail. It shows your groups, the documents contained in the selected group, as well as the content of the selected document. You switch views with either via the toolbar or the View menu.

You can open multiple windows for a database, and switch each one to a different view. The History window offers an additional view on your data, sorted by the date on which each item was actually added to or modified in the database. Finally, the Concordance window gives you access to your documents through a weighted list of all words contained in your database.

Actions: All items (be they documents or groups) can be put into groups, just like as any files or folders can be put in another folder in the Finder. All commands in DEVONthink Pro Office's menus act either on selected groups or selected documents, and the contextual menu which appears when you Control-/right-click an item, shows the most important commands tailored to the selected item(s.)

Note: Contextual menus are available almost everywhere in DEVONthink Pro Office. If you are unsure what you can do with an item in the user interface, Control-/right-click it and see what the appearing menu offers.

Like the Finder, DEVONthink Pro Office also has an Info panel that shows additional information about any selected item. It allows you to change the icon of the item by pasting a copied picture or icon onto its icon in the Info panel.

Properties: The Database Properties show you more in-depth information about your database as well as give you the possibility to open a database by default. Check 'Use as Default Database' in the Database Properties to open the current database each time you open DEVONthink Pro Office.

## TERMINOLOGY

The user interface for DEVONthink Pro Office should be simple. As you get to know the various layout possibilities, there are indeed only four principle elements you should be familiar with:

- *Groups*: Like folders in the Finder
- *Documents*: Like files; your content, with associated metadata
- *Sheets and Records*: a spreadsheet-like variation of Groups and Documents
- *Replicants*: Like aliases in the Finder, but more flexible; no distinction between original and alias See also p. 24ff

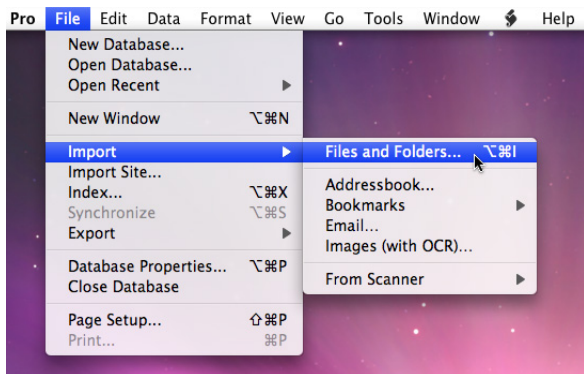
## FILE TYPES

One final note before you begin to create databases and add content: it's important to become familiar with the various file types that can be recognized by DEVONthink Pro Office, and as well as the resulting potentials for how you may then edit these files of various file types once their imported/indexed. You can take a look at the [list of supported file types](#), and editing possibilities, here.

## BUILDING YOUR DATABASE

The first step in starting your own custom database, is to create a new database. You can do this by going to [File > New Database](#). Give your database an easily recognizable name and choose where you want to save your database. With your new database created, you're ready to turn your attention to adding information.

There are two ways of adding files from your hard disk into the database: [Import](#) (in which case the supported files are copied into the database, with the current exception of MS Word files), and [Index](#) (in which case the database captures text/image information from the externally-linked file if possible, but does not copy the file into the database.)



There are consequences for editing content resulting from each approach used, especially for certain file types; choosing whether to import or index files will affect how you then treat the imported or indexed files.

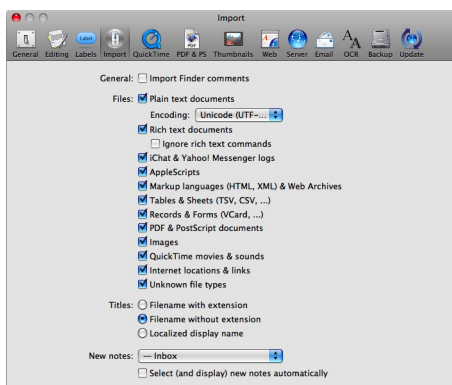
To copy files into the database, use [File > Import > Files & Folders](#), or drag-and-drop the file you wish to add (to the DEVONthink Pro Office Dock icon, to the floating Groups panel, or to the Names column of a view window.)

Note: Microsoft Word .doc files are a special case, as only the RTF text is captured and the original Word file remains external to the database.

To index and link to external files, use [File > Index](#), or the equivalent, Option-Command-drag-and-drop the file (to the DEVONthink Pro Office Dock icon, to the floating Groups panel, or to the Names column of a view window.) Caution: Do not delete the linked external file, or data will be lost.

## SIMILARITIES OF BETWEEN IMPORT AND INDEX

In either mode, (Import (copy) or Index (link)), DEVONthink Pro Office will capture (in other words: copy) the text of readable file types into the database for searching and analysis. Also, in either mode, DEVONthink Pro Office will completely ignore unrecognized file types unless the user has checked the option in [Preferences > Import > File Types](#) for 'Unknown file types.'



If the 'Unknown file types' option is checked, the Import mode will copy unknown file types to the database package and the Index mode will link to the external files. In both cases a blank document will be created that links to the actual file on disk; no text will be captured, but the contents of the Info panel (Name, Path, Comment, etc.) will be searchable. This is convenient because you can keep all files related to your project or research together in your database instead of storing them in multiple places all over your computer.

## DIFFERENCES BETWEEN IMPORT AND INDEX

In the Import mode, plain or rich text that has been captured is directly editable in the document's text pane. In the Index mode, text cannot be directly edited in DEVONthink Pro Office; edits to the original document in its parent application (Preview, Mail, etc.) can be made and saved, and the changes will then be sent to the database via a one-way synchronization process.

Information directly captured into the database from a web browser as well as documents created inside DEVONthink Pro Office's text editing environment exist only in the database.

## PROS AND CONS OF USING EACH

There's nothing wrong with using both Import or Index in the same database. You may decide, for example, to Index capture Word files, but Import capture PDF files.

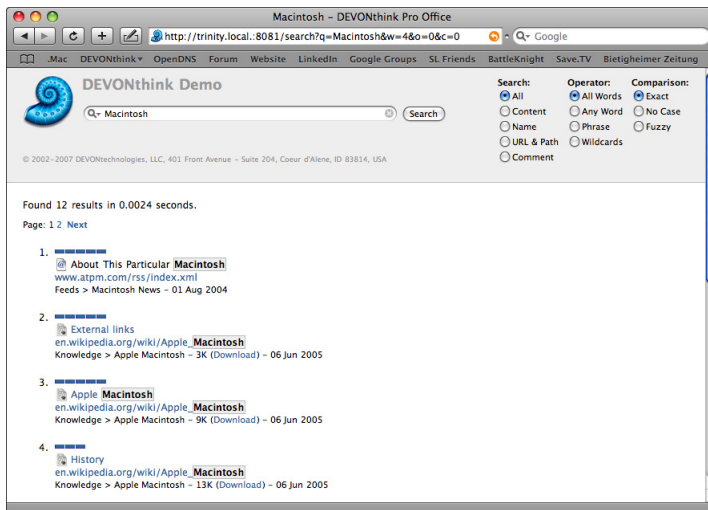
Import results in a more easily portable database (for instance, taking a backup of the database on an external drive or DVD), but yet requires more memory. Index results in a less easily portable database, but requires less memory. If you use Index, keep the external files in your Documents directory. That will make it easier to migrate to another computer later on by moving the complete Documents directory to the new machine.

## ADDING YOUR FILES

While you may be tempted to dump every file in your hard disk into DEVONthink Pro Office and sort it out later, you're best off being more selective in what you add (especially as you start.) After all, having a large, 'dump it all in' database can contain a lot of files that will do you no practical good (for example, DEVONthink Pro Office can't read your mailbox files or your Microsoft Office user data files), and weeding these files out after-the-fact can be both time-consuming and frustrating.

Here's a practical example: My iTunes database runs over 22 gigabytes. There's nothing to be gained by simply copying that into a DEVONthink Pro Office database. Copying my iTunes database into DEVONthink Pro Office would result in a large, inefficient, and slow DEVONthink Pro Office database, and would most definitely cripple DEVONthink Pro Office's ability to show off it's truly amazing abilities to help manage and use the information content in a well-designed manner (much less perform simple search and organizational tasks.)

A topical database approach -- where you create multiple databases, with each holding only like information (for example, a bird watching database full of birding articles, birding newsletters, etc., and a separate quantum physics research database with research briefs, emails, etc.) can improve the effectiveness of DEVONthink Pro Office's artificial intelligence (AI) features. The AI work best within a database that does in fact have contextual relationships among many documents; clogging your new database with everything from A (apple pie recipes) to Z (Zengobi user documents) will only hamper the AI's ability to work effectively.



Having topical databases will help down the road as well. DEVONthink Pro Office allows you to share your database over the local network or even over the Internet. Imagine having just one database: You decide to share your painstakingly researched academic articles with colleagues, only to find that they're also able to now access your painstakingly saved financial records and chats with your significant other. Not hard to imagine how that has the potential to be both dangerous and embarrassing! Having multiple, topical databases will allow you to share information quickly and easily. Your friends and colleagues will appreciate the forethought (not to mention any embarrassment they might have incurred stumbling onto your saved chats!)

Summary: What material do you wish others to see, and why? What material do you not wish others to see, and why? These are important considerations as you design your databases. For several reasons, think about creating more than one database, and to keep your databases relatively topical. It's not difficult to carve out topical areas that don't overlap with multiple databases, and the effort may help you stay more organized.



## OUR RECOMMENDATION

Even though we wouldn't blame you if you eventually think of DEVONthink Pro Office as your life, it is, indeed, a database application. Like all databases, the larger it is, the more memory it will require in order to run quickly. Your computer, no matter how up-to-date and top-of-the-line, has processing, RAM, and disk space limitations.

One way to keep your life, ehrr, databases, running smoothly is to run multiple databases. Not only is it easy to switch between them, but you'll find that if you 'split' the information on your computer into databases that can be easily categorized (a.k.a. topical databases, see above) you can make DEVONthink Pro Office and your computer perform better (almost instantaneous searching and analyzing information if your computer meets recommended hardware and software specs.) Of course, having performance problems with one database is not a problem if you only have a few files in your database. But what about people like a researcher, who has hundreds of gigabytes of files, and who can't seem to stop adding new information on a daily basis? For people like her, multiple, topical databases are the only way to go.

## CASE STUDY: BILL'S DATABASE FARM

Bill DeVille, DEVONtechnologies' Evangelist, is also very interested in a number of scientific areas. Bill's main database covers interests in environmental science and technology topics, with related interests in science and technology exchanges with developing nations; even some projects dealing with graduate education in environmental sciences and engineering. There's a broad topical relationship, but the content of the database covers many special disciplines ranging from chemistry, toxicology, statistics, risk assessment, and engineering to economics, legal, regulatory, and policy issues. These disciplines fit together, and information covering all of these topics is necessary in many real-world cases.

As you can imagine from the above description, Bill's main database is a pretty big database, amounting to about 20,000 documents and over 20,000,000 total words. Because there really are relationships knitting together all these scientific, technical, legal, and policy issues, the artificial intelligence features of DEVONthink Pro Office work very well for Bill in researching the database and contextualizing the information.

In addition to his main database, Bill has seven additional databases (so, eight total.) For example, he has one database for Apple Newton literature he has accumulated over the years. It's almost as big as his main database, but the topical coverage has no practical relationship to the main database, so Bill keeps the Apple Newton literature in its own domain. If he were to keep the unrelated matters from the Apple Newton database and the main research database in one single database, the result would be a larger, slower database, with poorer performance by the artificial intelligence.

Bill's main database has hovered at about 20,000,000 words for the past couple of years. He often adds topical materials to it that are not related to its main purpose, as mentioned above. If those 'unrelated' topics grow large enough in volume, he spins them off into to a new database. (But even with this diligence, the 'core' topics keep growing daily as Bill adds new environmentally related material from the web or other sources.)

If you'd like to follow Bill's method, start by creating a database with some collections of files that interest you, and don't be afraid to create other databases that contain 'different' material as your interests -- and main database -- grow. The issue of searching across databases should rarely be a limitation. It'll be rare that you have to look in more than one database to find information.

## **VERY IMPORTANT: DUPLICATES AND REPLICANTS**

One of the things you're likely to come across as your database grows, are duplicates and replicants. Both groups and documents in DEVONthink Pro Office can be duplicated or replicated.

- Duplicates are simply two copies of the same document. DEVONthink Pro Office automatically recognizes duplicates and shows them in blue.
- Replicants are items that are filed into more than one place in the database at the same time. A replicated document exists only once in the database but it appears in multiple places. DEVONthink Pro Office shows replicated items in red.

It is important that you understand how replicants work before you begin making changes to documents, as any changes to a replicant are carried over to all replicants; as you might imagine, this means that you can do some very powerful (and potentially negative) things with your database's contents via replicants. Duplicates are also useful in their own way, as you can duplicate contents and modify them without modifying the original document or group. Less powerful than replicants, but no less important in the grand scheme of database organization.

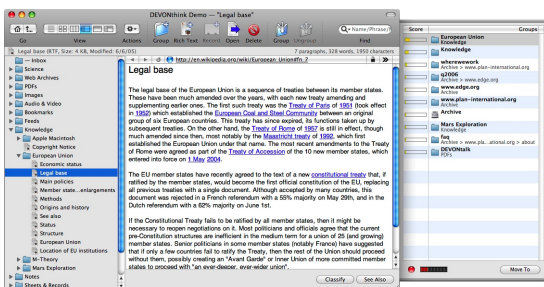


## UNLEASHING DEVONTHINK PRO OFFICE'S POWER

DEVONthink Pro Office comes with a number of features that set it apart from most other, less powerful Mac applications: Artificial intelligence and web sharing, to name a few.

# I, MAC

DEVONthink Pro Office incorporates artificial intelligence (AI) features like [Classify](#) (which helps you decide where to place new content into the database) and [See Also](#) (which suggests other documents that are contextually similar to a viewed document). These features become more and more powerful as a database grows, especially if you have maintained good organization of all previously added content.



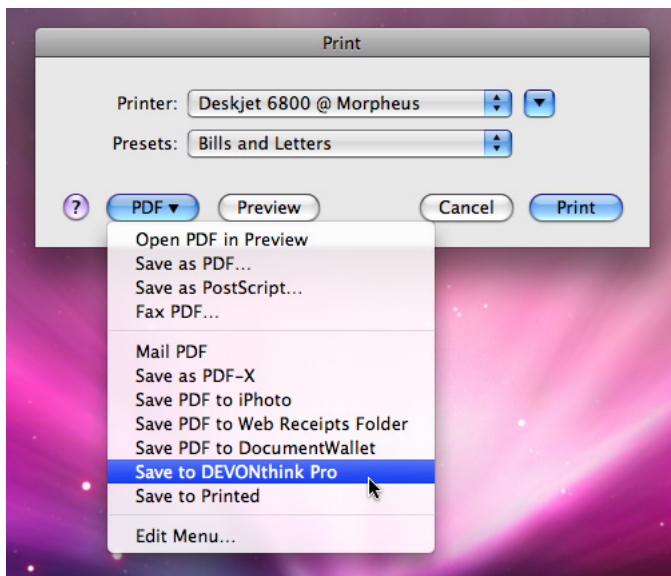
Similar to Classify and See Also are [Auto Group](#) (DEVONthink Pro Office examines a collection of ungrouped items and creates new groups based on contextual similarities) and [Auto Classify](#) (DEVONthink Pro Office classifies and immediately files a document). There is even an intelligent ranking system built into the [Search](#) function.

These artificial intelligence features set the DEVONtechnologies applications apart from other document databases available today. Indeed, these features can even help you look at familiar data in a new way. For example, [See Also](#) can often suggest relationships between documents that might not have occurred to you.

## EXTENSIONS AND AUTOMATIONS

DEVONthink Pro Office is one of the most highly scriptable Mac applications. This flexibility allows you to extend the capabilities of DEVONthink Pro Office with scripts and automating many, otherwise tedious, procedures.

Please don't be 'put off' if you don't know how to write scripts. DEVONthink Pro Office can probably let you do everything you wish to do without even using scripts. In fact, the purpose of most scripts is not to add features you'd otherwise miss out on, but rather allow you to automate frequently executed manual operations.



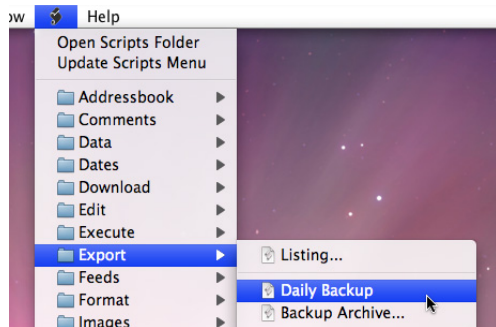
For example, DEVONthink Pro Office provides a [convenient script](#) that automates the process of printing as PDF a document from any application that allows printing, and then allows you to choose the location in the database to which the PDF will be sent. In this case one can accomplish the same end result without using the script, but with a bit more time and effort required.

There is an active discussion thread on scripting in the [User Forum](#).

[See also p. 159ff](#)

## A WORD ABOUT BACKUPS

Your data stored in DEVONthink Pro Office is valuable, so back it up. DEVONthink Pro Office makes it easy. For creating an internal backup, that means a copy of the index files, inside the database, go to [Tools > Backup & Optimize](#). To create a copy of the whole database that you can then save on a server or a CD-R, use [Scripts > Export > Backup Archive](#). We strongly recommend you get in the habit of triggering backups whenever you have invested substantial time and effort into modifying the database.



For many users, the value of the data is much greater than the value of the computer that hosts it. There are many things that can go wrong. Your notebook computer could be dropped, lost, or stolen. Your hard drive could fail. A power outage could corrupt the files on your hard drive. For the truly paranoid (remember, paranoia is sometimes justified,) how significant would the loss of your database be if your house or office were to burn down? Avoid insomnia and back up frequently.

Note: As events such as house fires and natural disaster frequently prove, valuable data should probably be kept at more than one location. Consider saving a copy of your backed up information at a secure, off-site location such as the [iDisk](#), the [JungleDisk](#), or a bank safe.

## TUTORIALS, SCREEN CASTS, AND MORE

DEVONthink Pro Office is a powerful application so you will need some time to fully master it. Visit the [DEVONacademy](#) to watch online and video tutorials, download example databases and browse pre-made scripts that extend DEVONthink Pro Office's functionality.

Another helpful resource that you should not miss is [our President's blog](#). In the semi-regular [Tuesday Tips](#) Bill and Eric publish helpful tips and tricks about DEVONthink Pro Office.

Take your time to learn how to work with the software -- and how you want the software to work. You'll be rewarded with a powerful assistant for all your information organization needs.

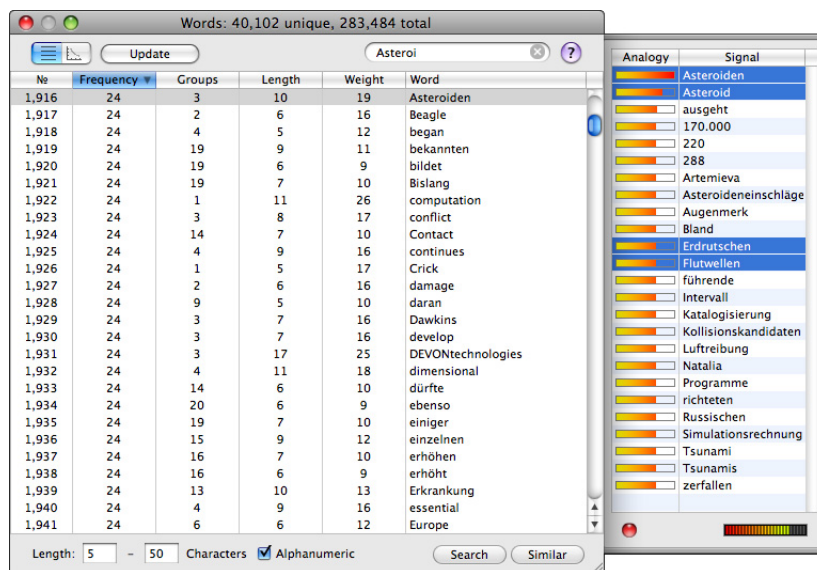
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An overview about how you can use DEVONthink Pro Office for your everyday tasks; from surfing the Internet to making notes, to cataloging photos and archiving emails.

# ANALYZING TEXT DOCUMENTS

With its built-in artificial intelligence (AI) functions, DEVONthink Pro Office can be used to analyze large amounts of text documents.



The [Concordance function](#) allows you to create a list of all words in a database, sorted by its frequency and restricted to a given length. The Search and Similar buttons open drawers that feature all documents containing words which are contextually similar to the selected word (these searches happen almost instantly.) A search toolbar item lets you find any word of interest.

Other functions that help you analyzing documents include the AI-enhanced [search function](#) which also features a similar-words list based on spelling or contextual similarity. The [See Also](#) button lists documents with a similar content, and the topics pop-up menu displays the most important words of a document. Duplicate documents are instantly marked in blue and bold.

Replicants and cross-links help you create a network of documents.

Possible uses:

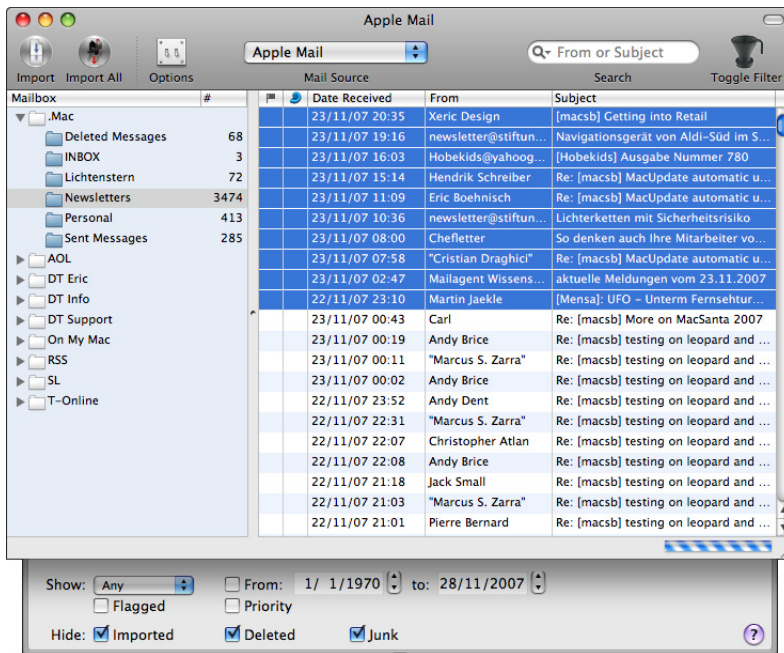
- Analyze the complexity of a given document collection
- Quickly find relationships between documents or snippets
- Clean up large document collections with ease

Continue to read here:

- [Import documents from the file system](#)
- [Organize your data using Classify and See Also](#)
- [Use the Classify drawer](#)
- [Use the Also drawer](#)
- [Use the Concordance drawer](#)

# ARCHIVING YOUR EMAILS

DEVONthink Pro Office is a perfect repository for emails you want to save.



Its hierarchical groups structure and automatic classification function are perfectly suited to sort in new emails and help you find them again when you need them. DEVONthink Pro Office comes with advanced email archiving functions that transfer selected messages or mailboxes from Apple Mail, Microsoft Entourage, PowerMail 5.x, BareBones Mailsmith, and all email applications using standard Unix mailboxes, e.g., Thunderbird or GNUmail. Using File > Export > as Email, you can even reply to archived emails directly from within DEVONthink Pro Office.

Possible uses:

- Archive your important correspondence
- Archive invoices, offers, purchases, or software licenses
- Store interesting newsbits from newsletters
- Keep project-related emails and other documents together

Continue to read here:

- [Archive your emails](#)
- [Archive messages directly from within Apple Mail](#)
- [Reply to archived emails](#)
- [Organize your data using Classify and See Also](#)

## ARCHIVING PRINTED DOCUMENTS

DEVONthink Pro Office is the 'paperless office' solution for the Mac, a central hub for all your documents, paper or electronic.

Using the integrated scanner support you can directly scan documents, run optical character recognition (OCR) on them to make them computer-readable and searchable, and file them in the database. Of course, you can also make your already existing scanned documents searchable. If you are the proud owner of a Fujitsu ScanSnap, you can even use the fast auto-feeder to conveniently scan up to 50 pages in one batch.

You are working in a team and you want to share your documents? DEVONthink Pro Office contains an embedded Web server that gives your colleagues search access to your database via a standard Web browser. Even your friends using Windows are invited!

Possible uses:

- Archive your important correspondence
- Archive invoices, offers, purchases, or software licenses
- Store printed documents together with electronic documents
- Keep project-related emails and other documents together

Continue to read here:

- [Scan paper documents](#)
- [Import existing files with OCR](#)
- [Use the Fujitsu ScanSnap](#)
- [Organize your data using Classify and See Also](#)



## BROWSING THE INTERNET

Besides being a knowledge and information database, DEVONthink Pro Office also comes with a built-in web browser based on Apple's Safari engine. This extends the document-based approach to knowledge to the World Wide Web. Being a database, DEVONthink Pro Office's web browser does not work in a window style like Safari or DEVONagent; rather, it's document-oriented.



This enables you as an infoworker to treat webpages the same way as you deal with your documents. You simply select a web document (bookmark) and DEVONthink Pro Office immediately loads and displays its content live from the Internet in the view/edit pane. You can then clip content as plain or rich text documents. You can even archive the complete page to the database for offline viewing.

Like DEVONagent, DEVONthink Pro Office's web browser displays RSS/RDF/Atom feeds that allow knowledge miners to view frequently used webpages and clip important information right away to the database.

Possible uses:

- Visit frequently used websites in a convenient interface
- Integrate 'live' content from the web with your other documents
- Easily grab data from websites and store it in DEVONthink Pro Office
- Capture and archive complete webpages

Continue to read here:

- Create a new URL or HTML document
- View 'live' and local HTML pages

## CATALOGING YOUR DISKS, CDS, AND DVDS

By using the [Index](#) and [Link](#) functions, DEVONthink Pro Office can also be used to set up a catalog for CD-ROMs or other removable volumes. Create a group for each disk by using the index function; DEVONthink Pro Office will then automatically use links for unknown file types (if told to do so in the preferences.) Then, organize your disks/groups in any way you like. When you need a specific file, search for it in DEVONthink Pro Office, insert the volume, Control-click the file in DEVONthink Pro Office, and select Launch Path to open the original file on the removable volume.

Possible uses:

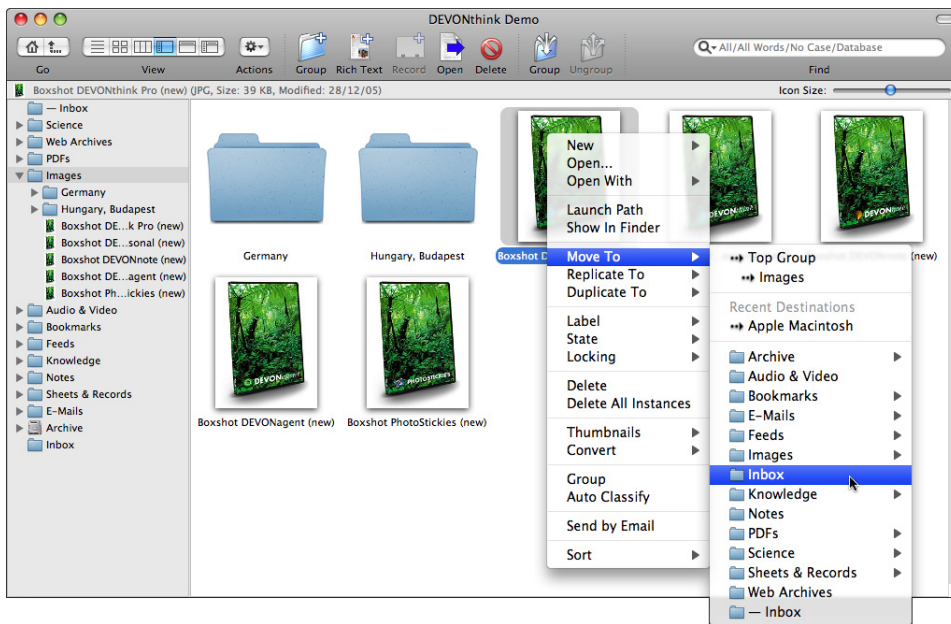
- Find files even when they're on a removable volume not currently mounted
- Create a virtual library for all your CD-ROMs and other media
- Integrate static documents with other project-related data

Continue to read here:

- [Import or index files](#)
- [Search your database](#)
- [Launch the original file of an index item](#)

## CATALOGING YOUR PHOTOS AND MP3 FILES

Besides storing text documents and PDF files, DEVONthink Pro Office is also able to manage multimedia data such as photos, illustrations, MP3s, or movies.



While never designed to be an iPhoto or iTunes replacement, our application is convenient as a repository for images you frequently use, or as an interface to your MP3 library (if you don't like other music software.) Depending on your import preferences, DEVONthink Pro Office either stores multimedia files in the database packages or just links to them. Using the latter, you leave all files where they are and simply organize and access them from DEVONthink Pro Office.

Possible uses:

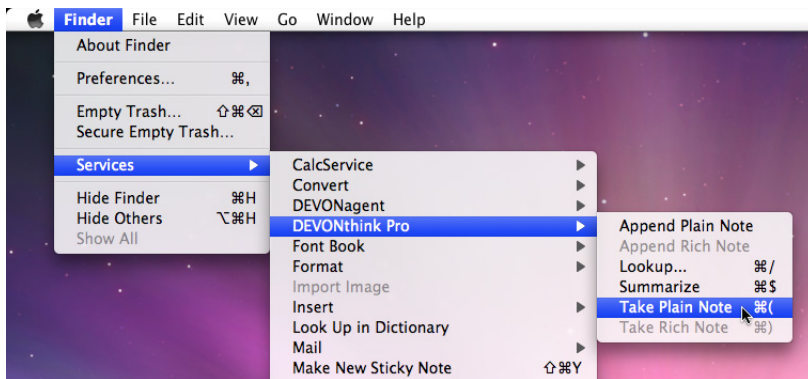
- Create a dedicated database for photos only
- View your images in full screen mode
- Keep project-related images and other documents together
- Play your MP3s from within your work environment

Continue to read here:

- [Import or index files](#)
- [View your files as thumbnails and in many other ways](#)
- [View images and movies](#)
- [Search your database](#)

## COLLECTING TEXT SNIPPETS AND OTHER VALUABLE DATA

Using Mac OS X's very handy [Services menu](#), DEVONthink Pro Office is the #1 tool for collecting and organizing information bits and snippets on your Mac.



Simply select any piece of data you think could be useful and capture it to the currently open database with a keystroke or short visit to the Services menu. All Cocoa applications (such as TextEdit, Safari, or DEVONthink Pro Office itself) as well as many new Carbon applications (like the Finder or Microsoft Office 2004) support this mechanism.

DEVONthink Pro Office automatically sets the title of the newly created snippet to the first line of text, so there's a good chance that you don't even need to rename it. New snippets are either created in the top level of the database or any group you name in the preferences. Also, DEVONthink Pro Office can automatically classify and file them by using its built-in artificial intelligence.

Note: Use our freeware tool [HotService](#) to move the Services submenu to the top level of the menu bar.

Possible uses:

- Collect recent news from your favorite websites
- Keep important information from any source and your other project-related documents together
- Quickly create an info collection for a specific topic

Continue to read here:

- [Quickly capture a note using the Services menu](#)
- [Use the Dock menu](#)
- [Drag text clippings to the Groups panel](#)

## INDEXING FILES ON YOUR HARD DISK

Besides completely importing documents, DEVONthink Pro Office can also simply index files. When indexing files, DEVONthink Pro Office reads the contents of the file and stores it for internal reference, yet it always uses the external file for displaying the actual contents. Use indexing for easily accessing information stored in CD-ROMs, creating a library of all important documents regardless where they are physically stored, or in integrating files stored elsewhere with your documents in DEVONthink Pro Office. Indexed files appear with a little book symbol in front of their icons and can be updated manually with the [Synchronize function](#).

Note: A future version of DEVONthink Pro Office will keep indexed files up-to-date automatically and will allow editing of indexed files.

Possible uses:

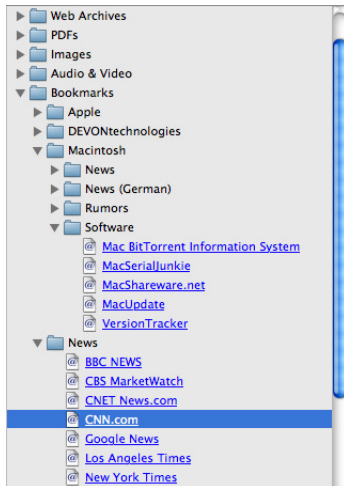
- Quickly access information from CD-ROMs
- Create a front-end for your document collection
- Integrate static documents with other project-related data

Continue to read here:

- [Import or index files](#)
- [Search your database](#)
- [Launch the original file of an index item](#)

## MANAGING YOUR BOOKMARKS

With its integrated, document-based web browser, DEVONthink Pro Office is an excellent bookmark manager. Organize all your bookmarks as link documents and visit any website by simply selecting it in the hierarchy list. DEVONthink Pro Office automatically loads the page and displays it in the view/edit pane.



And if you want to open it in your default browser (be it Firefox, Safari, or other), simply Control-click the link and select Launch URL from the contextual menu.

Possible uses:

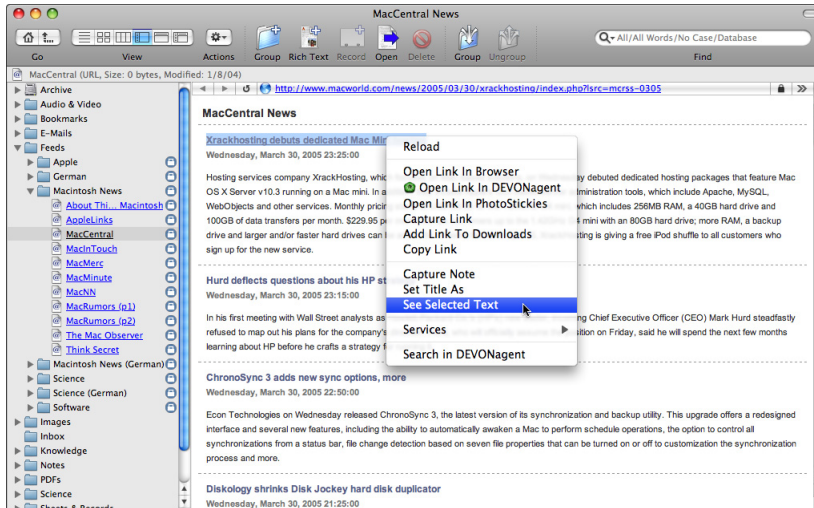
- Manage your bookmarks
- Keep project-related webpages and other documents together
- Visit frequently used websites in a convenient interface
- Integrate 'live' content from the web with your other documents
- Easily grab data from websites and store it in DEVONthink Pro Office

Continue to read here:

- [Create a new URL or HTML document](#)
- [View 'live' and local HTML pages](#)
- [Drag URLs to the Groups panel](#)

## READING NEWSFEEDS

DEVONthink Pro Office's integrated web browser fully supports RSS newsfeeds which, together with the possibility to organize bookmarks like documents, makes our application a convenient, comfortable newsreader.



Create a group with all the newsfeeds you visit regularly, view them with just one click, and clip the most important data with just a few clicks.

Possible uses:

- Read your daily news in a convenient interface
- Integrate 'live' newsfeeds with your other documents
- Easily grab interesting information and store it in DEVONthink Pro Office

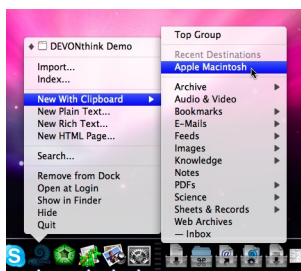
Continue to read here:

- Create a new link or HTML document
- View 'live' and local HTML pages
- Subscribe to newsfeeds using scripted groups
- Copy news from your RSS reader to DEVONthink Pro Office



## TAKING NOTES

DEVONthink Pro Office is perfectly suited to taking notes and organizing them.



Use DEVONthink Pro Office's Dock menu to quickly create new notes; write them with all the advanced text editing capabilities of Mac OS X and find a place to file them in your groups hierarchy using the Classify button.

Possible uses:

- Write down ideas before they vanish
- Conveniently take phone messages
- Keep project notes and your other project-related documents together

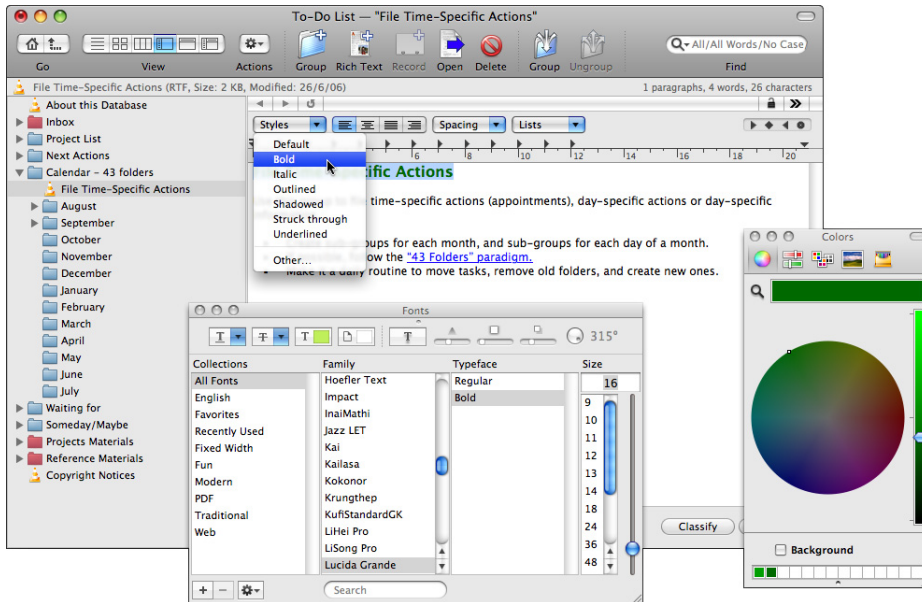
Continue to read here:

- Create new documents
- Quickly create new note using the Dock menu
- Use the built-in rich text editor
- Organize your data using Classify and See Also



## WRITING TEXTS AND OUTLINING PROJECTS

With its hierarchical group structure, organization, and navigation functions -- as well as its advanced text editing capabilities based on the Mac OS X text engine and the full screen mode -- DEVONthink Pro Office is perfectly suited to writing text (from notes to whole books.)



Create new documents with just one click, find related documents , and network them with Wiki-style or static cross-links. Because DEVONthink Pro Office is a database, you can switch from one document to another with just one click, and manage even large projects with ease.

By making groups and documents checkable, DEVONthink Pro Office can also be used as a very simple outliner. Unlike other outliners, DEVONthink Pro Office uses documents as items and groups for items that have sub-items. Use it with the Horizontal Split view to create an outliner look-and-feel.

Possible uses:

- Write notes, white papers, and letters
- Write book chapters and organize them
- Organize your ideas or projects in outlines
- Create a network of information for your projects or interests

Continue to read here:

- Create new documents
- Use the built-in rich text editor
- Choose between various window layouts to match your work style
- Use the Classify drawer
- Use the Also drawer
- Use the Concordance drawer

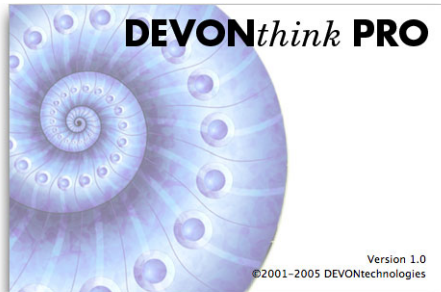
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A complete listing of all commands DEVONthink Pro Office offers in the menu bar, the global Mac OS X Services (sub)menu, and the handy Dock menu.

## THE APPLICATION MENU

The 'DEVONthink Pro' menu is similar to the application menu in any other Mac OS X application. It contains commands for displaying the splash screen, opening the [preferences window](#), accessing the Services menu, hiding and showing windows, and, of course, quitting the application.



The Services submenu allows access to special commands published either by other Mac OS X applications, such as TextEdit or Safari, or by services extensions such as our own WordService or CalcService. Also, DEVONthink Pro Office publishes [its own services](#) in the Services menu.

You can use our free WordService menu to extend the text editing capabilities of DEVONthink Pro Office with commands for reformatting paragraphs, indenting blocks of text, sorting lines, and inserting the current date and time. CalcService is a smart replacement for the Calculator desktop accessory, allowing you to enter a calculation into any Cocoa application (such as DEVONthink Pro Office) so that your Mac can calculate things for you. [Get more information here](#) , or download our free Services menu extensions [from our website](#).

You can use the freeware extension [HotService](#) to move the service menu up to the top level of the menu bar (to the right of the Window menu.)

## THE FILE MENU

The File menu contains all commands that deal directly with files in your volumes, databases, or files that can be imported, exported, or indexed. Also, the File menu contains commands for printing documents.

### NEW, OPEN, OPEN RECENT

**New Database:** Creates a new database. Give it a name and save it wherever you like in your file system. DEVONthink Pro Office will add the file name extension '.dtBase' to enable the operating system to recognize it as a DEVONthink Pro Office database package (technically it's a folder.)

**Open Database:** Opens a previously created database. If you have already opened another database, DEVONthink Pro Office will close the first, as only one database can be open at a time. This restriction will be removed in a future version of DEVONthink Pro Office.

**Open Recent >:** Presents a list of recently used databases, which is useful to quickly access your frequently used databases. Choose Clear Menu to remove all items from the menu.

### NEW WINDOW

**New Window:** Opens a new main window. DEVONthink Pro Office windows present all documents and groups of a database in a Finder-like fashion, and are used to access all stored items. Some views also contain a view/edit pane for easy viewing and editing of documents.

### IMPORT

**Import:** Imports files or complete folders from your volumes into the database. You can find a list of all supported file formats in the [Supported File Formats chapter](#).

Note: Microsoft Word files are converted to RTF prior to importing, so make sure to keep the original file in case that you need formatting or annotations that may get lost in the conversion.

The flexible plug-in architecture of DEVONthink Pro Office allows other import modules to be added. DEVONthink Pro Office comes with the following default import plug-ins:

- *Address Book:* Imports addresses from the Mac OS X Address Book as a sheet. Tip: To import all addresses, select all addresses in the group All and import them.
- *Bookmarks:* Imports bookmarks from Camino, Firefox, OmniWeb, or Safari as link documents. Only new bookmarks are imported if you use this command again.
- *Email:* Import email messages from your email application including threading information, formatting, and attachments. See also p. 135ff
- *Images (with OCR):* Imports images, e.g., PDFs, JPEGs, or TIFF files, and applies optical character recognition (OCR) it. This makes all written text

searchable and available to DEVONthink Pro Office's AI functions. The image plus text layer is imported to the database as a PDF document. You can change the [OCR settings](#) in the Preferences. [See also p. 148ff](#)

- *Document (via ...)*: Imports printed documents as searchable PDFs from your scanner ('Capture.') These functions use the standard Image Capture frameworks of Mac OS X or, for TWAIN, an embedded third-party scan application called ExactScan Capture. In addition, DEVONthink Pro Office comes with a built-in OCR (optical character recognition) engine for making scanned documents searchable. For 'Document (via Image Capture)' select 'Options' to directly access the scanner options, and use 'Add page' to directly scan one page and add it to the database. [See also p. 139ff](#)

**Import Site:** Opens the [Download Manager](#) and downloads a complete webpage/site for archiving and offline viewing. Make sure the [download options](#) are set correctly, especially the options that define which links DEVONthink Pro Office should follow (if any.) All links within the site are modified so that they point to the downloaded images or other embedded objects. This ensures that the page/site can be displayed at any time.

**Index:** Adds selected files to your database, but only as references, and not in their entirety. DEVONthink Pro Office indexes the contents of the file and uses this for classification and other content-related functions. Indexed items show a little arrow after their name. For unknown file types, this command creates a link document. You can also drag files from the Finder to DEVONthink Pro Office; hold down the Command and Option keys to index them. This is similar to creating an alias in the Finder.

## SYNCHRONIZE

**Synchronize:** This command syncs one or more selected groups or documents with their corresponding folders or files in the file system. Syncing also updates imported files which have been edited externally (for example, PDF files modified in [Adobe Acrobat](#)) or that have otherwise changed. It also reads changes made to the Finder or Spotlight comments of the to-be synced files and applies them to their counterparts in the database. Finally, this command removes indexed items that have lost their external counterpart. It does not affect items moved manually to the group. Use Synchronize to keep indexed groups and their originating folders in sync.

To create this link, which is maintained by the Path field in the [Info panel](#), you have to either freshly import/index your folder of choice, or set the Path field manually.

Select the group(s) and/or document(s) and choose File > Synchronize to import all files that have been newly added to the synced folder(s) in the file system.

*Note:* The synchronization is one-way only, from the file system to the database.

## EXPORT

**Export:** This submenu allows you to export selected documents or groups to the file system. File > Export > Files and Folders will recreate the hierarchy you have built in DEVONthink Pro Office almost exactly; metadata files (.DEVONtech\_storage) make sure that no metadata such as comments, URLs, etc. are lost. DEVONthink Pro Office

reads these files when importing and so recreates your original data structure. The created files will be named like the documents in DEVONthink Pro Office, not like the original files that had once been imported into DEVONthink Pro Office.

Identical to Files > Import, the Export submenu provides additional export methods based on plug-ins. DEVONthink Pro Office comes with a variety of plug-ins for exporting documents in different formats as standard. Here's a list of the currently available plug-ins:

- *as OmniOutliner Document*: Exports the selected items as an [OmniOutliner 2.x](#) file.
- *as OPML*: Exports the selected items as one [OPML](#) file.
- *as Rich Text (RTF)*: Exports the selected items as one large rich text file (without embedded images, etc.)
- *as Rich Text (RTFD)*: Exports the selected items as one large rich text file, including embedded images, etc. Technically, the result is a folder with the .rtfd name extension, which is treated by Mac OS X like a single file. (Apple calls this a package.)
- *as Text*: Exports the selected items as one large plain text file.
- *as Microsoft Word*: Exports the selected items as one large [Microsoft Word](#) file.
- *to iPod*: Exports the selected items as plain text notes to an attached [iPod](#) (3rd Generation or later.)
- *as Website*: Exports the selected items as standalone website that you can upload to your web server and share with your colleagues. In the appearing dialog window, choose the desired template, text encoding, and whether DEVONthink Pro Office should convert umlauts and accented characters to HTML entities or not.
- *as Email*: Creates new email messages in the default email application and, if possible, attaches the selected items. If a selected item had been previously created from an imported email message, this command will also act like a 'Reply to' command by setting the address of the recipient to the sender of the imported message. If just one item is selected the plain text of the selected item is added to the new message. For supported email applications, multiple items are attached as a .zip archive, for unsupported applications DEVONthink Pro Office creates one message per selected item with the plain text of the selected items as body text. See the [Import Email](#) window for a list of supported email applications.

## PROPERTIES

Database Properties: Opens the [Database Properties panel](#), which allows you to change properties such as database name, comments, and username/password. Also, you can make the currently open database your default database here.

Close Database: Closes the currently open database.

## PRINTING

Sets your preferred page size and prints the selected front document.

## THE EDIT MENU

The Edit menu contains all commands and options relating to editing. You'll find the classic Mac cut/copy/paste and find/replace commands here, as well as many more.

### UNDO, REDO

Undo/Redo: Takes your changes back one step. Undo mainly works for text edits, but does not bring back deleted documents. Redo re-does the last undone edit.

### CUT

Cut/Copy/Paste: Do exactly what they're supposed to do.

Copy URL: Copies the URL of the selected, or front document, to the Clipboard.

Paste with Current Style: Pastes text from the Clipboard into rich text documents, disregarding all styles from the clipped text. Useful for pasting text from other applications or documents with a style that differs from the target document.

Delete: Deletes the selected piece of text.

Complete: Tries to auto-complete the partial word before the insertion caret. This standard Mac OS X function uses the currently active dictionary, which you can change via the spell check panel ([see below.](#))

Select All/Deselect All: Selects or deselects the complete content of the front document.

### SUMMARIZE

Summarize: Summarizes the selected piece of text. Unlike Apple's Summarize Service, this command takes advantage of the built-in AI of DEVONthink Pro Office, and uses the complete knowledge accumulated in the currently open database for improving the results. The better your database, the better the results.

### FIND

Find: This submenu contains all commands for finding and replacing text. This is the same as in TextEdit (or any other Cocoa application.)

- *In Database*: Brings the search field of the front window into focus.
- *Find*: Open the standard find panel.
- *Find Next/Previous*: Jumps to the next, or previous occurrence, of the last search term.
- *Use Selection for Find*: Copies the selected piece of text to the find Clipboard or into the search field of the find panel if it is opened.
- *Scroll To Selection*: Scrolls the displayed documents to the current selection.



**Spelling:** Provides the standard Mac OS X functionality for checking a text for misspellings. To choose the language used for spell checking, or for auto-completion (see above), open the spell checker panel with Edit > Spelling > Spelling and choose your language of choice from the pop-up menu.

**Speech:** Speaks a selected piece of text.

**Insert:** Inserts special characters, the current date, and/or time or a picture into your text. Of course, you can only embed a picture into a rich text document, not into a plain text document.

**Special Characters:** Shows the standard Mac OS X Special Characters panel for inserting characters that you cannot enter directly with your keyboard.



## THE DATA MENU

The Data menu contains all commands that deal directly with documents or groups. Here you'll find commands for creating new documents, labeling, classifying, or grouping them, and more.

### NEW

**New:** This submenu allows you to create new documents directly from within DEVONthink Pro Office.

- *With Clipboard:* Creates a new document based on the contents of the Clipboard. Note: Some applications such as [Microsoft Word](#) put data in multiple formats into the Clipboard; DEVONthink Pro Office generally tries to select the most useful one, however, in some cases, sometimes grabs an image instead of text (like Microsoft Word.) Workaround: Create a text clipping for the text, or paste it into a TextEdit window, then copy the text from there.
- *Plain Text:* Creates a new [plain text document](#).
- *Rich Text:* Creates a new [rich text document](#).
- *HTML Page:* Creates a new [HTML page](#). You can use the built-in Mac OS X WYSIWYG editor to edit the HTML page or switch to its source code ([Format > View Source](#)) and edit it directly.
- *Image:* Creates a new [image document](#). To paste an image, double-click the new image document and paste any graphic you like into it, then save it.
- *Link:* Creates a new link document. Type in any URL you like as its name; DEVONthink Pro Office automatically sets the value of its URL field in the [Info panel](#) accordingly.
- *Group:* Create a blank [group](#).
- *Outline:* Creates a blank group with shown status. All new documents created in such a group automatically inherit the show state property (can be changed at any time manually in the [Info panel](#)).
- *Sheet:* Creates a new [sheet](#). Add columns to the new sheet by using the button with the plus sign. Name the columns and sort the sheets by dragging them with the mouse. Click OK to create the new sheet.
- *Record:* Add a new, blank record to a [sheet](#).

**Open:** Opens the selected document or group in a [separate document window](#). For groups, this command opens a second [main window](#) rooted to the selected group.

**Open with >:** Opens the selected documents in the application you choose from the submenu. Note that changes made to plain text, rich text, and markup documents externally will NOT be reflected in the database. This will change in a future version of DEVONthink Pro Office.

### LAUNCH

**Launch URL / Launch Path:** Tries to open the file, folder, or Internet location indicated by the URL or Path field in the [Info Panel](#). You can use these commands to open the original files the document was created from. You can also visit the original of a webpage that you have downloaded using the [Download Manager](#).

## SAVE

Save/Save All/Revert To Saved: These commands save the front document, saves all documents, or restores the front document to the version that was last saved.

Reveal: Opens a new main window for the group that contains the selected document and reveals the location of the document.

## SHOW IN FINDER

Show in Finder: Opens a new Finder window for the folder, including the front or selected document(s.) Naturally, this only works for documents referring to a file in the file system through the Path field in the "Info" panel.

## LABEL

Label: This submenu allows you to mark the selected group(s) or document(s) with one of seven labels, just as in the Finder. You can define the color and the text of the labels in the Preferences, Labels tab.

## DUPLICATE

Duplicate: Creates a duplicate of the selected item(s.) The name of the new item ends in 'copy' and both items are shown in bold and blue because their contents are identical.

Replicate: Creates a replicant for the selected item(s.) Unlike a duplicate or alias, a replicant is like a second phone book entry for the same person. Aliases are little files containing a link to the original file. When you replicate a group or document in DEVONthink Pro Office, you end up with two replicants (not one alias and one original.) Both items have the same name and are shown in red.

Note: By replicating an item to various groups, one can effectively 'tag' the items. Browsing these groups is no different than viewing all items tagged with a certain tag; it's just different way of viewing the. Only the combination of multiple 'tags' is not yet possible.

Merge: Creates one big document out of several selected ones. This works not only for text documents, but also for images, PDFs, sheets/records, and multimedia items. All the original documents are embedded in the resulting rich text document; PDF files are converted to rich text and then merged.

Delete/Delete All Instances: Deletes the selected item(s.) If you have selected a replicated item, Delete All Instances deletes this item and all its replicants.

## THUMBNAILS & CONVERT

Thumbnails: The commands in this submenu allow you to create, remove, or update the thumbnails for the selected item(s.) Naturally, these commands are only enabled for PDFs, images, or QuickTime movies. Thumbnails help you to identify a document more easily and are used by DEVONthink Pro Office internally for comparing images (for example, for classifying.)

**Convert:** By using the commands in this submenu, you convert PDFs, sheets, HTML documents, RTF/RTFD documents, text documents, and web archives into plain or rich text. DEVONthink Pro Office never replaces the original document with a text version; instead, it creates a new document containing the extracted text. The Convert > To Rich Text option tries to recreate the original layout.

In DEVONthink Pro Office you can also convert image-only PDFs (e.g. scanned documents) to searchable PDFs by applying optical character recognition (OCR.) Choose Convert > to Searchable PDF to create a searchable PDF from an image-only PDF.

## SHEETS

**Sheets:** Use this submenu to add new columns to a selected sheet, edit (add/move/delete/rename) columns, or delete columns. To add or edit columns, you have to select the sheet, not its records. To delete a column, select the column first, then use this command to delete it. You can select multiple columns with the help of the Shift and Command keys.

## GROUP

**Group/Ungroup:** Creates a new group containing all the selected items. This is similar to creating a new group and moving the selected items into it. This command also works in the Classify or See Also drawers. Ungroup does exactly the opposite; it moves all items contained in the selected group one level up and removes the then empty group.

**Auto Group:** This and the following feature Auto Classify are some of the intelligent functions that gave DEVONthink Pro Office its name. It tries to find similarities between the selected documents and then group them accordingly. This is most useful, for example, when trying to create some sort of structure out of a few hundred documents that have been randomly clipped from websites.

**Auto Classify:** Auto Classify analyzes the selected documents and tries to find the groups where they would fit best. If a document cannot be classified with certainty, DEVONthink Pro Office beeps and lists it in the log panel. If DEVONthink Pro Office finds more than one appropriate group, it creates replicants in the groups the document fits into. This function works best with a large database that is already somewhat accurately structured.

Note: If the document you are auto classifying has replicants, these are deleted and the document is only placed into the new location(s.) This prevents multiple replicants from being created when you are, for example, classifying this document again.

## THE FORMAT MENU

The Format menu contains all the commands and options dealing with all aspects of text formatting. Here you'll find the standard font, alignment, and ruler commands, as well as very special DEVONthink Pro Office commands.

Note: Many commands in this menu only work with rich text documents, as plain text documents do not allow formatting (that's why they're called 'plain' text.)

### FONT

**Font:** This submenu is responsible for font control as well as the document background color (rich text documents only). Open the fonts panel with Show Fonts, then increase or decrease the font size of selected text with Bigger and Smaller, adjust the text styles and the document background color.

Copy the font formatting of a selected piece of text or the passage of text around the insertion caret with Copy Font. You can then apply the formatting to selected text using Paste Font.

**Style:** The commands in this submenu apply a certain style, such as italics, bold, or underlined, to selected text. Also, the commands give you access to some high-end font control like kerning, baseline shift, ligatures, and character shape (only applicable to Asian languages.)

The most interesting part here is Styles, which opens the Mac OS X Styles Editor. You can step through all the styles used in the current document and add them to your favorites. Use the pop-up menu to select a saved style and, if you don't need it any more, delete it. You can use saved styles from the ruler (see below.)

Note: If you think the user interface for the styles editor is less-than-wonderful, you're right. But don't blame us, it's built into Mac OS X.

**Alignment:** Align paragraphs left, right, centered, or justified. Here, Asian or Arabic users can also change the direction of writing, if necessary.

**Ruler:** Show the ruler, which shows the tab stops and contains alignment and styles buttons; copy the current ruler (line width, indents, tab stops, etc.) and paste it somewhere else.

Learn more about the ruler and the Styles Editor [here](#).

### HIGHLIGHT

**Highlight, Highlight Color:** In rich text documents, use Highlight to highlight a selected piece of text as you would do with a colored pen on a piece of paper. To remove highlighting, select the highlighted piece of text and choose Highlighting again. Use the Highlight Color submenu to choose your favorite highlighting color.

## SPACING

**Spacing:** This command is only available in rich text documents; the command allows you to adjust the line spacing of selected text. You can adjust the line height to an exact value or define a minimum and maximum height, adjust inter-line spacing, and define the space before and after a paragraph.

Note: Paragraph spacings are not added to those of the preceding or following paragraph; instead, the maximum spacings from both paragraphs are used to ensure a proper layout.

**Link:** Makes selected text a link to a URL (for example, to a webpage or to an email address.) This is a one-step command for writing the address into a rich text document, selecting the address, selecting Make Link (see below), and then changing the linked text to anything you want.

**List:** Creates a bullet list. Select your prefix, bullet style, and suffix in the dialog sheet, and click OK to insert your list skeleton. In the list, press Return to insert new items and press Tab/Shift-Tab to indent/de-indent items just as you would do in any word processor.

**Table:** Inserts a new table into a rich text document and opens the table inspector panel. Use the table inspector to adjust the number of rows and columns, cell alignments, cell colors, border width, and color. Also, you can merge and split cells and create tables within a cell.

Note: The above commands are only present in Mac OS X 10.4 Tiger.

## MAKE LINK

**Make/Remove Link:** Makes selected text clickable, or removes a link from the current selection. Where you'll navigate to when you click the link depends on the selected text:

- If the text was a valid URL, the URL will be the target of the link. Editing the link text later does not change the target. Use the Edit Link command of the contextual menu to edit the link target.
- Otherwise, DEVONthink Pro Office treats the link as a Wiki-style link. Clicking the Wiki-style link jumps to a document with exactly the same name as the linked text (or any document with a Wiki alias of that name.) If there is no document of that name, clicking the link creates a new rich text document named after the linked text and pre-filled with the template you set in the Preferences, Editing tab.

**Make Plain/Rich Text:** Converts a rich text document to plain text and vice versa. Converting a rich text to plain text removes all formatting, converting a plain text document to rich text applies default rich text font settings to the document.

**View Page/Edit Source:** Switches between HTML display and source code view of HTML documents and displayed Internet pages. You can edit the source of locally stored HTML pages, but not of pages displayed 'live' for a URL document.

## INVISIBLES

Show Invisible Characters: Toggles display of invisible characters such as spaces, tabs, and line feeds. Shown invisible characters appear in light gray.

Allow Hyphenation: Enables or disables hyphenation for the current rich text document.

Show Colors: Shows the standard Mac OS X color panel, for example, for changing the foreground color of selected text in rich text documents.

## THE VIEW MENU

The View menu contains all the commands for modifying the way DEVONthink Pro Office displays groups and documents.

### VIEWS

Using these commands, you switch between different layouts for main windows:

- List
- Icons
- Columns
- Horizontal Split
- Vertical Split
- Three Panes

### DETAILS

Show/Hide Details: Switches between displaying icons only or displaying icons together with detailed information such as kind, label, size, words, creation date, and modification date. Only available in Icon view or when selecting a group and displaying its contents in the view/edit pane.

Sort: Sorts items in ascending or descending order by various criteria: name, kind, creation/modification date, URL, path, word count, state, label, and comment. Also, you can choose to sort items manually (Unsorted) and to ignore German umlauted characters when sorting elements.

Note: In Three Panes view, the groups pane is always sorted alphabetically, and sorting operates on the top right pane.

Columns: This submenu lists all columns available in the current view and allows you to show or hide them individually. Use these options to show exactly the information you currently need.

### EXPAND

Expand and collapse all groups at once.

### ZOOM

Actual Size: For PDFs, images, and text documents, as well as QuickTime movies (when opened in a separate document window), you can zoom the display by any zoom factor you want:

- *Actual Size*: Displays the document at its actual size, calculated using the resolution of the screen and the resolution information of the image or PDF. If the image displayed by DEVONthink Pro Office is too large or too small, export the image or PDF, open it in Adobe Photoshop (or any other image



manipulation software), and correct the resolution information. Then, import it again.

- *All Pixels*: Displays the document at a 1:1 ratio so that one pixel of the image equals one pixel on the screen (PDFs and images only.)
- *Zoom In/Out*: Zooms in or out of the document.
- *Zoom to Fit*: Displays the document so that it exactly fits either the height or the width of the window/preview pane (PDFs and images only.)
- *Zoom to Width*: Displays the document so that its width fits the width of the window or view/edit pane (PDFs and images only.)

**Full Screen**: Displays the current document or webpage in full screen. To return to the normal view, press Command-F8 or the Escape key. Use the full screen mode to work on document without getting distracted by other windows. You can define the width of the full screen view as well as plain text font, background color, and text color in the [preferences, Editing tab](#).

**PDF Display**: This submenu lets you adjust the way PDF documents are displayed. You can show multi-page PDFs as single pages, facing each other (as in a magazine), and either continuously or one page/spread at a time. The Book Mode displays centered pages without facing pages; Page Breaks draws a hair line and a drop shadow around each page so that you can identify where the page ends and the background begins.

Note: The PDF Display menu is only present on Mac OS X 10.4 Tiger or later.

## **SHOW TOOLBAR, CUSTOMIZE TOOLBAR**

**Hide/Show Toolbar**: Hides or shows the toolbar of the front window.

**Customize Toolbar**: Lets you configure the toolbar of the front window.



## THE GO MENU

The Go menu contains all commands for navigating the hierarchy of your DEVONthink Pro Office database. Use these commands to go backwards and forwards through your documents, or to move back to the top level of the group hierarchy.

**Top/Enclosing Group:** Goes back to the top level of the group hierarchy, or to the group enclosing the shown group (if any.) These two commands are only useful when you have opened a group in a second main window, so that the 'root' of the window is not the top group of database.

**Back/Forward:** Moves backwards and forwards through all documents/webpages you have visited by following cross-links or Wiki-style links.

**First/Previous/Next/Last Document:** Navigates to the first, previous, next, or last document of all documents in the current group. Useful when you have opened a document in a separate window and want to move to another document in the same group. Also works in the Three Panes view and in Search windows.

**Previous/Next Instance:** Navigates backwards and forwards through all instances of a replicated document. Use these commands to find out where the other instances of a replicated item are.

**Previous/Next Highlight:** Navigates backwards and forwards to all highlighted passages within a document, regardless of whether these passages have been highlighted by a search run or manually using Format > Highlight. Use these commands to visit all found text passages or highlighted passages in a document.

## THE TOOLS MENU

The Tools menu contains the more sophisticated tools, such as the search function, the concordance, history, and log, as well as commands for keeping your database healthy and for showing the Info and the Groups panel.

### SEARCH, DEVONAGENT

**Search:** Opens the [Search window](#). Using the search function you can search your database in a variety of ways, from searching for a document by name to a full content search. Using its built-in AI, DEVONthink Pro Office also assists you in formulating the right query.

**DEVONagent:** Opens [DEVONagent](#), DEVONtechnologies' intelligent Internet search tool. If the current document has a URL attached, this URL is opened in DEVONagent.

### CONCORDANCE

**Concordance:** Opens the [Concordance window](#). The concordance lists all words in your database sorted by their frequency. Use it to analyse your accumulated knowledge or to find the most common words.

### HISTORY, LOG

**History:** Opens the [History panel](#) which lists all documents in your database sorted by modification date. You can use this panel for quickly finding newly added documents or by their age.

**Log:** Opens the [Log panel](#). The log lists error messages and warnings that occurred while importing new documents. It also opens automatically when an error occurs. You can save the log to a text file or clear it.

### VERIFY

Like any database, DEVONthink Pro Office needs a bit of maintainance from time to time. All commands you'll need for database maintenance are to be found here here.

**Verify&Repair:** Verify all database structures and repair them if necessary. Use this whenever you feel it is necessary. By default, DEVONthink Pro Office automatically verifies the database structure every time you open a database, and advises you to run this command when it finds significant errors.

**Backup&Optimize:** Create an internal backup of the database and then optimize the database structure. Optimizing removes unnecessary internal elements from the database and rebuilds the internal structure to optimize the performance. DEVONthink Pro Office also creates internal backups on a regular basis depending on the settings in the [Preferences, Backup tab](#).

**Restore Backup:** Restore an internal backup. Choose the backup you want to restore from the dialog window and click Open. You can identify backups by their creation date.

Note: Restoring a backup simply swaps the current database and the backup. The backup becomes the active database, the former database a backup. You'll never lose any data by using this command.

**Rebuild Database:** Completely rebuild the database by automatically exporting all items to a temporary folder in the file system, creating an empty database, and reimporting all items. This removes any structural problems. Depending on the size of your database, this can take from a few seconds to several hours.

## **SHOW INFO, GROUPS**

**Show Info:** Opens the [Info panel](#) which shows basic information about selected items. As it is a panel, selecting a new item updates the Info panel accordingly.

**Show Groups:** Opens the [Groups panel](#). You can use this panel to always have your groups list handy, for example for dragging text clippings or documents from DEVONthink Pro Office or other applications to a group.

## THE WINDOW MENU

As in any Cocoa application, the Window menu lists all open windows of the active application and gives you access to commands for managing them.

### WINDOW COMMANDS

Close/Zoom/Minimize: These three commands resemble the red, yellow, and green buttons of any window title bar, and consequently close the window, minimize the window to the Dock, or maximize the window. No magic here. Hold the Option key to change Minimize to Minimize all (Mac OS X 10.4 Tiger only.)

Bring All to Front: Brings all windows of DEVONthink Pro Office to the front. Hold the Option key to change Bring All to Front to Arrange in Front (Mac OS X 10.4 Tiger only.)

Window List: Select any open window from the menu to bring it to the front.

### DOWNLOAD MANAGER

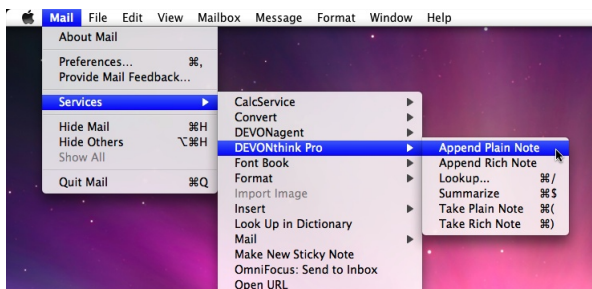
Download Manager: This command opens the [Download Manager panel](#) of DEVONthink Pro Office. Using the Download Manager, you can download files, or even complete websites, from the Internet and store them directly in your database.

## THE SERVICES MENU

The Services menu allows access to special commands published either by other Mac OS X applications, such as TextEdit or Safari, or by services extensions such as our own WordService or CalcService. Also, DEVONthink Pro Office publishes its own services in the Services menu.

### MOVE THE SERVICE MENU TO THE TOP LEVEL

Normally, the Services menu is a sub-menu of the Application menu (the one that carries the application's name.) Our free HotService fixes some glitches in the Mac OS X Services mechanism and makes the Services menu available in the top level of the menu bar in all Cocoa applications.



### DEVONTHINK PRO OFFICE SERVICES MENU ITEMS

DEVONthink Pro Office installs several Services menu commands for copying selected text, summarizing text, capturing a webpage, or looking up documents in the database.

**Take Plain/Rich Note:** Adds selected text from any Cocoa or modern (!) Carbon application as plain or rich text to the currently open database. Taking a rich text note also copies images and clickable links. If the source document is a webpage or a news feed, it tries to capture the address of the page or feed as well. This only works with applications that support this, such as Safari, DEVONagent, or NetNewsWire.

**Append Plain/Rich Note:** Adds selected text from any Cocoa or modern Carbon application as plain or rich text to the last note taken using the DEVONthink Pro Office Services menu items.

**Lookup:** Opens the Search window in DEVONthink Pro Office with the selected text copied as search term.

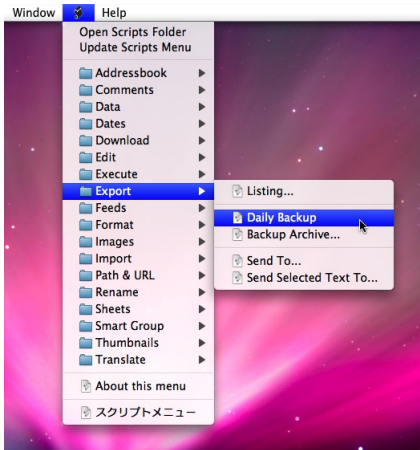
**Summarize:** Creates a new note in DEVONthink Pro Office with a summary of the selected text. DEVONthink Pro Office uses all documents in the open database for determining what's important and what is not. The summarization settings in the preferences, Editing tab, define whether the summary shall be based on sentences or paragraphs.

Note: After installing DEVONthink Pro Office you need to log out and then log back in again for the Finder to recognize the new Services menu commands and shortcuts. If one or more DEVONthink Pro Office Services menu commands

do not carry a shortcut, then maybe another application grabbed them. Mac OS X will assign the correct shortcut when no other application claims possession of the same key combination.

## THE SCRIPTS MENU

The Scripts menu is located left of the Help menu and shows a stylized AppleScript 'S' symbol instead of a normal menu title. It contains a collection of useful, predefined AppleScripts you can use directly from within DEVONthink Pro Office.

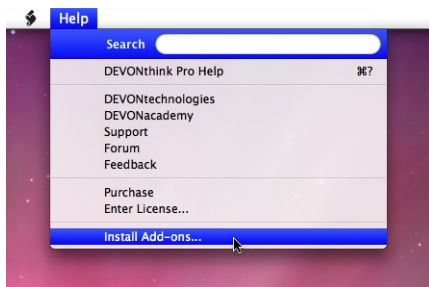


Some of the scripts work without having selected a document, while others require you to select the document you want the script to interact with. In general, the script will tell you what you have to do when you select it from the Scripts menu.

Read more about scripts and the DEVONthink Pro Office Scripts menu [here](#).

## THE HELP MENU

The Help menu contains commands for opening the integrated help pages, visiting the DEVONtechnologies website, purchasing the application, and entering a licence code.



## HELP

**DEVONthink Pro Office Help:** Opens the integrated help pages which are equal to the document you're just reading.

**Download Tutorial:** Downloads the DEVONthink Pro Office tutorial database with your default web browser. The tutorial is a DEVONthink Pro Office database that complements this documentation and explains many common tasks directly within the application.

## DEVONTECHNOLOGIES

These commands take you directly to the corresponding pages on the DEVONtechnologies website. Visit the [DEVONacademy](#), the [Support area](#), or the lively [online forum](#).

## PURCHASE

**Purchase:** Takes you to the [online shop](#) where you can conveniently purchase licenses for our applications.

**Enter license:** Use this command to enter your licence code information. Make sure you enter ALL the details EXACTLY as they appear in the licence code email. It is best to copy and paste the name, organization, and licence code from the email to the appropriate fields for best results. Press the Tab key after entering the last field, then click the Register button.

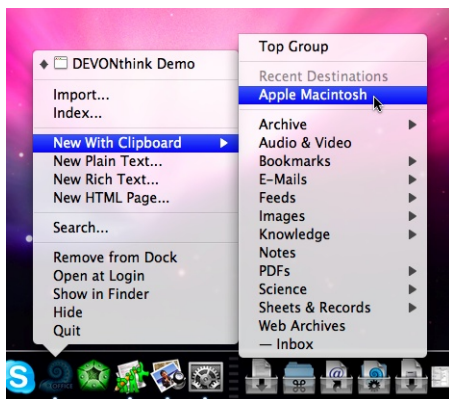
## INSTALL ADD-ONS

**Install Add-ons:** Installs all additional files, namely scripts for third-party applications and DEVONthink Pro Office, Finder plugins, and PDF Services scripts. If necessary, this command also launches the AppleScript Utility for you so that you can activate the global scripts menu. See [chapter Scripts](#) for more information about how to use these scripts.



## THE DOCK MENU

The Dock menu appears when you click DEVONthink Pro Office's icon in the Dock and hold the mouse button for a second (or when you Control-click, or right-click, the icon.)



For all Mac OS X applications, the Dock menu provides a selection of the commands of the application menu.

- *<Window Name(s)>*: Brings any open window of DEVONthink Pro Office to the front.
- *Remove from Dock*: Removes DEVONthink Pro Office from the Dock. Only available if DEVONthink Pro Office was added permanently to the Dock and is not currently open.
- *Open at Login*: Adds DEVONthink Pro Office to your login items.
- *Show In Finder*: Reveals the DEVONthink Pro Office application package in the Finder.
- *Hide*: Hides all windows of DEVONthink Pro Office.
- *Quit*: Quits DEVONthink Pro Office.

Besides these standard commands, DEVONthink Pro Office adds a number of its own commands to the Dock menu to make them easily accessible whenever the application is running.

- *Import*: Imports new documents from the file system, same as File > Import.
- *Link To*: Creates new links for files and folders in the file system, same as File > Link To.
- *Index*: Indexes files in the file system, same as File > Index.
- *New With Clipboard >*: Creates a new document based on the contents of the Clipboard. Same as Data > New > With Clipboard. Choose the destination group from the submenu.
- *New Plain Text*: Creates a new plain text document. Same as Data > New > Plain Text.
- *New Rich Text*: Creates a new rich text document. Same as Data > New > Rich Text.
- *New HTML Page*: Creates a new HTML page. Same as Data > New > HTML Page.
- *Search*: Opens the Search window.

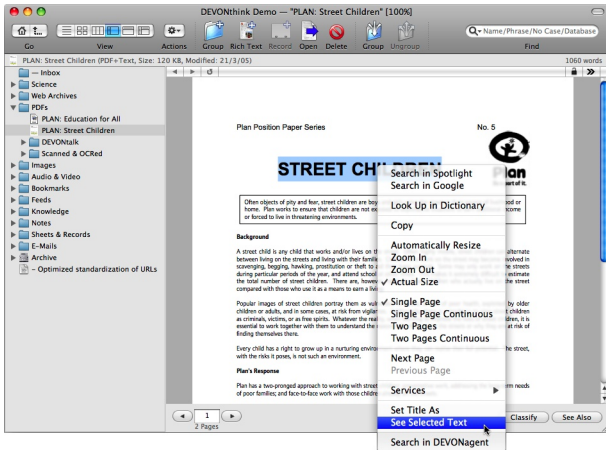
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DEVONthink Pro Office communicates with you through a number of windows. These windows are used for displaying and manipulating groups and documents, finding information, editing metadata, analyzing text, or changing the properties of your database.

# MAIN WINDOW

Most of the time you spend in DEVONthink Pro Office will be spent in a main window. Like Finder windows, main windows give you access to your groups and documents, while also allowing you to view and edit documents.



Open a new main window with [File > New Window](#). DEVONthink Pro Office also opens a new window when you open a database; do this by checking 'Open New Window' in [Preferences > General](#).

## VIEWS

Different views present your information in exactly the way you need:

- *List*: Displays groups and documents as a list; groups can be expanded/collapsed by clicking the gray triangle in front of their name. Double-clicking items opens them in separate windows.
- *Icons*: Displays groups and documents as icons. Double-clicking items opens them in separate windows. For images, DEVONthink Pro Office displays a live thumbnail. Adjust the size of the icons using the slider at the upper right corner of the window, just below the toolbar. Use [View > Show/Hide Details](#) to switch between icons only and icons with details in a list.
- *Columns*: Displays groups and documents in columns, similar to Mac OS X Finder's columns view. Selecting a document shows more information about it; selecting a group shows the items it contains in a new column to the right of it. Double-click the column resizer to make it fit automatically.
- *Vertical Split*: Splits the window into a hierarchy list to the left, and a view/edit pane to the right. The hierarchy lists all groups and documents of the database, and can contain one or more columns. By default, it shows only item names. Expand/collapse groups by clicking the gray triangle.
- *Horizontal Split*: Similar to the Vertical Split View, but splits the window horizontally instead of vertically.
- *Three Panes*: Resembles the way Apple Mail displays folders, items, and contents. The pane on the left displays all groups, the top right pane displays the documents contained in the selected group, and the view/edit pane to the lower right shows the contents of the selected document and allows you to edit it if possible.

To adjust the size of the different panes, move the mouse to the divider between two panes until it changes into a line with two arrows. Then, click and drag the divider to adjust the size of the panes.

## ITEMS

DEVONthink Pro Office displays groups and documents, much as the Finder does. Select items with a single click, drag them with the mouse from one group to another. You can also drag items to the Finder (or any other application), or drag folders and files from the Finder to DEVONthink Pro Office. You can also drag clippings (such as text and images) from any application to DEVONthink Pro Office and vice versa.

Press the Command and Option keys to link to the dragged item(s) instead of importing them to the database.

Note: Due to limitations in the Mac OS X drag-and-drop system, you cannot drag groups to the Finder or other applications in Mac OS X 10.3.9. Use [File > Export](#) instead. In Mac OS X 10.4 Tiger, you can drag groups to the Finder to export them. Also, when dragging items to the Finder, the original file names are used, not changes made within DEVONthink Pro Office.

To view or edit the contents of a document or group, do the following:

- *List/Icons/Columns View*: Double-click the group or document to open it in a separate window. Hold the Command key as you click to close the originating window at the same time (hoisting.) This also works in the other views.
- *Vertical/Horizontal Split*: Select the group or document. The view/edit pane shows the contents of the group or document. Click the triangle in front of a group to expand it, then select a document to view or edit it.
- *Three Panes View*: Select a group or subgroup, then select the document you want to view or edit. DEVONthink Pro Office shows the group or subgroups content in the view/edit pane. Click the triangle in front of a group to expand it.

## VIEW/EDIT PANE

The view/edit pane (not visible in icons and list view) shows the contents of the selected document and allows you to edit the content, if possible. You can edit plain text, rich text (also rich texts converted from Microsoft Word documents), and HTML pages.

The top of the view/edit pane hosts additional elements:

- *Back and Forward Buttons*: Navigates back and forth between visited documents; for example, when you've followed a cross-link, Wiki-style, or web link. Resembles the back and forward buttons in a standard web browser.
- *Reload Button*: Reloads the displayed page. Same as the Reload button in a standard web browser, it is only active when displaying a webpage.
- *URL Bar*: Shows the URL entered into the URL field of the displayed document. The URL can be changed by using the [Info panel](#). Clicking the URL bar opens

the URL in the default application for its type; for example, 'http:' URLs in Safari, and 'mailto:' URLs in Apple Mail.

- *Padlock Button*: Locks or unlocks the document. Becomes a 'Read Only' icon if the item is unlocked, but nevertheless read-only, for example a non-editable rich text document or an indexed item.
- *Topics Pop-Up Menu*: Shows a list of the most important words of the displayed document. What is important and what is not is calculated using the information of all documents stored in the database. The more documents you have stored, and the better the quality of the documents, the better the results. Topics are available for plain text, rich text, HTML, XML, and PDF documents, as well as webarchives.

Read more here about the various [document types](#) that you can view or edit in the view/edit pane.

## INFO BAR

Just below the toolbar you'll find the info bar. For selected items it shows icon, name, kind, size, and modification date. If you're not sure of what kind a document is, this is the place to look.

Adjust the size of icons with the slider in the right side of the info bar.

## TOOLBAR

The toolbar of DEVONthink Pro Office main windows carries many commands for manipulating the way the application displays information, as well as for manipulating selected items. Many of these items in the toolbar are simply shortcuts for menu bar commands. Here's a short list of the available tools:

- *Top/Enclosing Group*: Navigates to the top level of the database, or one level up. Useful when you've opened a second main window by double-clicking a group and now want to move up the groups hierarchy in this window.
- *Go To Document*: Selects the first/previous/next/last document. Only available in Three Panes view or in separate [document windows](#).
- *View*: Switches between the possible views. See above.
- *Actions*: Provides some commands for modifying the selected document(s), similar to the action menu in other views. Generally, the action menu contains a selection of the commands also available via the contextual menu.
- *Scripts*: Gives you instant access to the scripts menu.
- *Group +*: Creates an empty group.
- *Outline +*: Creates a new group with its icon shown as check box.
- *Plain/Rich Text +*: Create blank plain or rich text documents.
- *Link +*: Creates a new link document.
- *Sheet +*: Creates a new sheet.
- *New Record*: Creates a new record in a sheet.
- *Delete Records*: Deletes selected records.
- *New Column*: Adds a new column to a sheet.

- *Delete Columns*: Deletes selected column(s.)
- *Columns*: Opens the columns editor, which allows you to rename, reorder, add, or delete columns.
- *Open*: Opens the selected document(s) in separate [document windows](#).
- *Open With >*: Opens the selected document(s) in an external application.
- *Launch URL*: Opens the Internet location stored in the URL field of the selected document(s), for example, a website URL in Safari.
- *Delete*: Deletes the selected document(s.)
- *Save*: Saves all changes to the currently edited document.
- *Import, Export*: Import imports new documents; Export exports the selected document(s.)
- *Print*: Prints the current or selected document(s.)
- *Show Info*: Opens the [Info panel](#).
- *Group, Ungroup*: Group creates a new group and moves all selected documents into it. Ungroup moves all documents contained in the selected group(s) one level up and then deletes the then-empty group.
- *Auto Classify*: Classifies the selected document(s) and moves them into the most appropriate group if possible.
- *Find (search field)*: Searches the database conveniently. Select your search options from the magnifier pop-up menu, enter your search term, and press Return. The pop-up menu also lists the last 25 used search terms.
- *Find*: Opens the [Search window](#).
- *Bigger, Smaller Font*: Increases or decreases the font size.
- *Subscript, Superscript*: Makes selected text sub- or superscript.
- *Ruler*: Shows or hides the ruler for rich text.
- *Fonts*: Shows the standard Mac OS X Font panel.
- *Colors*: Shows the standard Mac OS X Colors panel.
- *Make Plain, Rich Text*: Converts the current text document to plain or rich text.
- *Highlighting*: Highlights selected text.
- *Link*: Makes selected text a Wiki-style link. If the text is a URL, the link will point to that URL.
- *Edit Source, Show Page*: Toggles between source and page display of selected HTML document(s.)
- *Zoom*: Zooms in, out, or shows the document in 1:1.
- *Full Screen*: Shows the selected document(s) in full screen mode. Press Command-F8 to return to windowed mode.
- *Capture*: Captures a webpage as web archive.
- *Capture Note*: Captures selected elements of a webpage as a rich text document.
- *DEVONagent*: Opens [DEVONagent](#). If the view/edit pane or frontmost window displays a webpage, it opens the same URL in DEVONagent.
- *Backup*: Creates an internal backup of the database and then optimizes the database structure (same as [Tools > Backup & Optimize](#).)



- *Verify*: Verifies the database structure (same as [Tools > Verify & Repair.](#))

Note: Not all of these commands are always available. You can customize the toolbar by selecting [View > Customize Toolbar](#) or by Control-clicking (right click) the toolbar background and selecting [Customize Toolbar](#) from the contextual menu.

## SHORTCUTS & MODIFIER KEYS

You can use a couple of shortcuts and modifier keys for group and document icons in both the hierarchy list and when displaying a group's content in the view/edit pane.

- *Command+drag-and-drop*: Copies item(s) to the drag destination.
- *Command-Option+drag-and-drop*: Links/replicates item(s) to the drag destination.
- *Shift-click*: Selects multiple items.
- *Shift-Left/Right/Up/Down Arrow*: Extends the current selection.
- *Option-double click* or *Command-Shift-O*: Opens selected document(s)/group(s) in a new main window and closes the current window (Hoist.) Activate 'Always open groups in a new window' in the Preferences [General tab](#).
- *Command-click (a cross-link or Wiki link)*: Positions the insertion mark inside the link for editing.
- *Command-Option-click (a cross-link or Wiki link)*: Opens the target of the link in a separate window.
- *Option-click (a word)*: Looks for the clicked word in the database, like the contextual menu command [See \[word\]](#).
- *Option-click (the triangle in front of a group)*: Expands or collapses all groups that are contained within this group as well.
- *Left/Right arrow*: Shows or hides the contents of groups in Horizontal Split, Vertical Split, or Listviews, or navigate to previous/next item in other views.
- *Up/Down arrow*: Navigates up and down in all views. Use Shift to select multiple entries.
- *Space/Shift-Space*: Scrolls one page down or up, in non-editable views (for example, in a locked document.)
- *Return*: Renames documents in main windows.
- *Escape*: Cancels renaming.
- *Backspace*: Deletes selected items.

## CONTEXTUAL MENU

The contextual menu (which appears when you click Control-click or right-click an item) offers a range of commands tailored to what you wish do with the clicked object (for example, a text passage.)

Most of the commands offered by the contextual menu have counterparts in a main menu, so you'll recognize them immediately. However, to save menu bar real estate, DEVONthink Pro Office gives you access to some options only via the contextual menu.

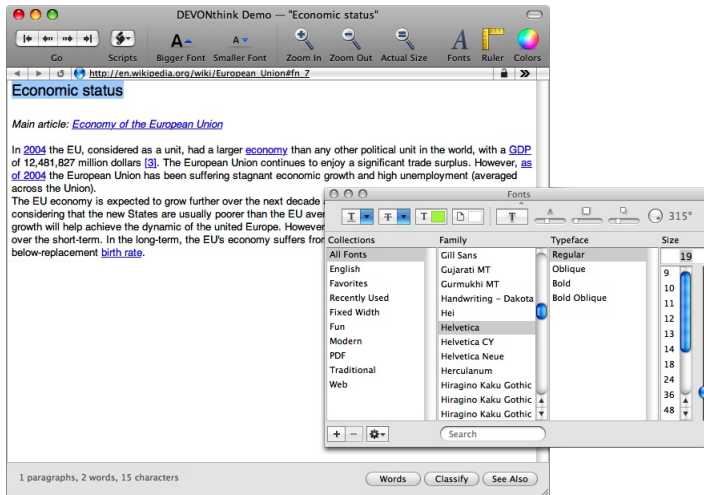
- *Duplicate To >*: Creates a duplicate of the group or document in the group you select in the submenu.
- *Replicate To >*: Creates a replicate of the group or document in the group you select in the submenu.
- *Move To >*: Moves the group or document to the group you select in the submenu.
- *Convert > to Searchable PDF*: Converts and image-only PDF to a searchable PDF by applying optical character recognition (OCR.)
- *Send by Email*: Creates a new message in your default email application and adds the selected item(s) as attachment(s.)

Note: For your convenience, DEVONthink Pro Office also makes the Services menu, available via the contextual menu.



# DOCUMENT WINDOW

A document window is more or less similar to the view/edit pane of a main window. You open a document window by double-clicking a document in any view of a main window.

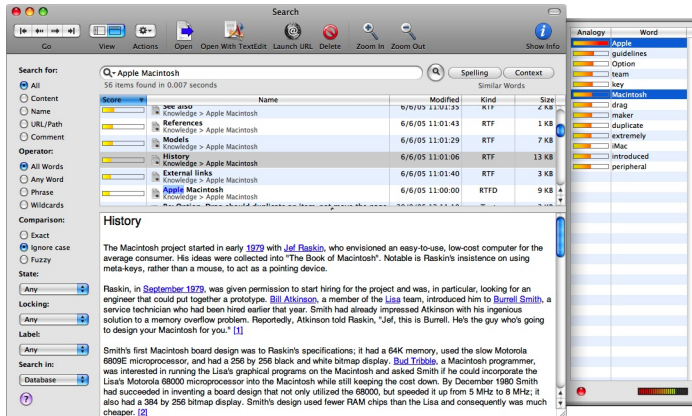


Depending on the type of information the document contains, the toolbar of a document window offers different set of tools. Most of them are identical to their counterparts in the DEVONthink Pro Office main window toolbar.

See the [Views](#) chapter for a detailed description of the various views for different types of documents.

## SEARCH WINDOW

The Search window allows you to search your database in almost every way possible, and assists you with intelligent functions for broadening and adjusting your search terms.



## SEARCH TERM

In the top part of the Search window you'll find the search term field, as well as the Spelling and Context buttons. To enter a search term and run the query with the default options, simply type your search words into the search term field and click the magnifier button (right of search field.) Like in many other Mac applications, the pop-up menu (behind the magnifier icon at the left side of the search term field) gives you access to the last 25 search terms.

To broaden or adjust your search words, enter a word and click either Spelling or Context to show a list of all words in the database that are similar to the entered word either by spelling or by context. Choose one or more words (use Shift or Command to select multiple words from the list) to use them as search words. The word you've entered will be shown on the top of the list, so you won't lose it for your search run.

## SEARCH OPTIONS

The left side of the Search window gives you even more control over the way DEVONthink Pro Office searches the database. Adjust these options to best fit your needs.

Search for: Choose what exactly you're looking for or select 'All' to search all parts of a document:

- *All*: Searches all elements of a document.
- *Content*: Searches the content of a document.
- *Name*: Searches the name of a document.
- *URL/Path*: Searches the URL and Path fields of a document.
- *Comment*: Searches the Comment field of a document.

**Operator:** Use these four options to tell DEVONthink Pro Office how it shall treat the search term that you have entered.

- *All Words:* Find all documents containing all entered words.
- *Any Words:* Finds all documents containing at least one of the entered words.
- *Phrase:* Finds exactly the entered string, even if it consists of multiple words. 'Phrase' also finds partial words. Example: 'snippet' also finds 'snippets' or 'thesesnippetlets'.
- *Wildcards:* Lets you use the wildcards asterisk (stands as a 'joker' for none, one, or multiple characters) and question mark (stands for exactly one character). A Wildcards search will find an exact string and can also include non-alphanumeric characters such as punctuation marks, but if and only if the string also includes an alphanumeric character(s) that exist in the database. Example: '\*to?ay\*' looks for all documents containing the strings 'to' and 'ay' connected by exactly one other character: 'tolay', 'today', 'tomay', etc.

**Comparison:** Choose whether you want to find words exactly, (such as spelled exactly as entered), or case-insensitive ('Ignore case.') Choose 'Fuzzy' (only available with the 'All Words' and 'Any Words' operators, see above) to find also words with a similar or wrong spelling, (for example, Kennedy and Kenedy.)

**State:** Limit the results based on their status (checked/unchecked.) Choose 'Any' to find results regardless of their state.

**Locking:** Limit the results based on whether they are locked or not (on/off.) Choose 'Any' to find results regardless of their locking flag.

**Label:** Limit the results based on their label. Choose 'Any' to find results regardless of their label.

*Note:* To search for all documents with a given status, locking state, or label, simply leave the query field empty and use the above options to define what you are looking for.

**Search in:** Limit the scope of the search run to any group in the database including its subgroups. Choose 'Database' to search the complete database.

## SEARCH RESULTS

After a successful search run, DEVONthink Pro Office lists all found documents below the search term field, and displays them in a list together with their score (relevance compared to the query), their icon, location in the database, modification date, document kind, and size. Sort the list in any way you want by clicking the column titles, click them again to reverse the sorting order. Point the cursor to a result and the appearing tooltip will show you the full title and location.

Below the list of found documents, DEVONthink Pro Office gives you a preview of the documents you select in the list. If you cannot see the preview area, drag its handle up from the bottom of the window. Also, you can do almost everything you could do in any other DEVONthink Pro Office window, such as drag a document to another window (or Finder), or export them using [File > Export](#).

## TOOLBAR

The toolbar of the search window carries many tools that are also present in DEVONthink Pro Office main or document windows. Here's a short list:

- *Go*: Selects the first/previous/next/last item.
- *View*: Switches between Horizontal Split and Vertical Split views for the Results tab.
- *Actions*: Provides some commands for modifying the selected document(s), similar to the action menu in other views. Generally, the action menu contains a selection of the commands also available via the contextual menu.
- *Open*: Opens the selected document(s) in separate document windows.
- *Open With >*: Opens the selected document(s) in an external application.
- *Launch URL*: Opens the Internet location stored in the URL field of the selected document(s), such as a website URL in Safari.
- *Group*: Groups the selected document(s) in a new group.
- *Delete*: Deletes the selected document(s.)
- *Export*: Exports the selected document(s.)
- *Show Info*: Opens the [Info panel](#).
- *Print*: Prints the selected document(s.)
- *Edit Source, Show Page*: Toggles between source and page display of selected HTML document(s.)
- *Zoom*: Zooms in, out, or displays the document in 1:1.
- *Full Screen*: Shows the selected document(s) in full screen mode. Press Command-F8 to return to windowed mode.
- *DEVONagent*: Opens [DEVONagent](#). If the view/edit pane or frontmost window displays a Web page, it opens the same URL in DEVONagent.

Note: Not all of these commands are always available. You can customize the toolbar by selecting [View > Customize Toolbar](#) or by Control-clicking (right-click) the toolbar background and selecting Customize Toolbar from the contextual menu.

## CONTEXTUAL MENU

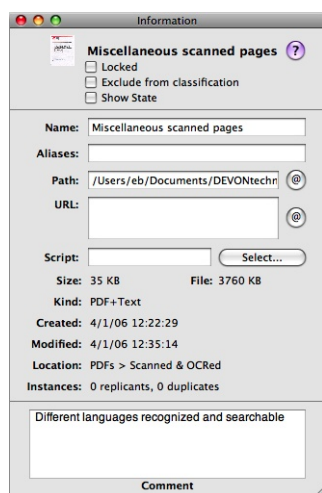
You can manipulate the search results by Command-clicking them to open the contextual menu, which offers various additional commands.

- *Open*: Opens the selected document(s) in a separate [main window](#).
- *Launch URL*: Opens the document(s) or webpage(s) pointed to by the URL field of the selected document(s.)
- *Launch Path*: Opens the document(s) pointed to by the Path field of the selected document(s.)
- *Reveal*: Show and select the document group.
- *Duplicate To >*: Duplicates the selected document(s) to the group you select from the submenu.
- *Replicate To >*: Replicates the selected document(s) to the group you select from the submenu.

- *Move To >*: Moves the selected document(s) to the group you select from the submenu.
- *Label >*: Changes the label of the selected document(s.)
- *State >*: Shows or changes the state of the selected document(s.)
- *Locking >*: Locks or unlocks the selected document(s.)
- *Delete All Instances*: Deletes all instances of the selected document(s), such as including all replicants (if any.)
- *Group*: Creates a new group in the top level of the database and moves the selected document(s) there.

## INFO PANEL

The Info panel, just like its counterpart in the Finder, displays additional information about a selected document or group, from icon and name to comments and other metadata.



Open the Info panel using the 'i' icon from the window toolbar or by selecting **Tools > Show Info**. The contents of the info panel corresponds to the currently selected object, so you can leave it open all the time and it will always display the correct information for the selected document or group.

## HEAD ELEMENTS

**Icon and Name:** Just like in the Finder, the top part of the panel displays the icon and the name of the selected object. To change the icon of the document, select it and paste any image you want over it. To change the name of the document, use the Name field below.

**Locking:** The 'Locking' checkbox indicates if the object is write-protected. Check the checkbox to protect the document or group from being accidentally modified. Locked documents or groups show a little padlock after their name.

**Exclude from classification:** The checkbox 'Exclude from classification' allows you to exclude this document or group from being used for classifying objects. Use this to exclude for example temporary groups to increase the accuracy of Auto-Classify and See Also.

**Show State:** When the 'Show State' checkbox is checked, the icon of the object in the groups list changes to a checkbox, so that it can be checked or unchecked. You can use this functionality to make DEVONthink Pro Office a simple outliner or to tick all documents you have already finished. Uncheck the 'Show State' checkbox in the Info panel to show the item's icon again in groups lists.

## METADATA ELEMENTS

**Name:** Use this field to change the name of the object.

**Aliases:** Enter one or more words here, separated by semicolons, as alternative targets for Wiki-style links. Generally, Wiki links refer to the name of contents, and aliases make this system much more flexible.

**Path:** Enter the path to a file in the file system here to link the document to that file. This is usually done automatically when you create a link to a file unknown to DEVONthink Pro Office. You can open this file by selecting the document and using the contextual menu command **Launch Path**. Alternatively, you can click on the @ button next to this field in the Info panel.

**URL:** Smiliar to the Path field, the URL field is used to link the document to an Internet address (or just anything that can be reached by a URL.) This field is used primarily by links, but you can also use it to connect a document to a webpage. Go to the webpage by clicking the @ button next to this field or by selecting the document and using the contextual menu command **Launch URL**.

## SCRIPTING

**Script:** This field allows you to attach an [AppleScript script](#) to any item in DEVONthink Pro Office, documents as well as groups. The script will be executed every time you view the item in a [Split view or Three Panes view](#) as well as when you open it in a separate [document window](#). Click the 'Select' button to choose the script to attach.

## INFORMATION ELEMENTS

**Size, File:** These and the following field are for your information only. Size and File display the size of the document in the database, and of the file linked with it via the Path field (see above.)

**Kind:** Shows of what kind the selected document is (for example text, RTF, etc.)

**Created, Modified:** The dates when the object was created and when it was modified the last time.

**Location:** Shows where in the groups hierarchy the document or group is located.

**Instances:** Shows how many replicants of this document or group exist in the database and how many duplicates DEVONthink Pro Office has identified.

## ADDITIONAL ELEMENTS

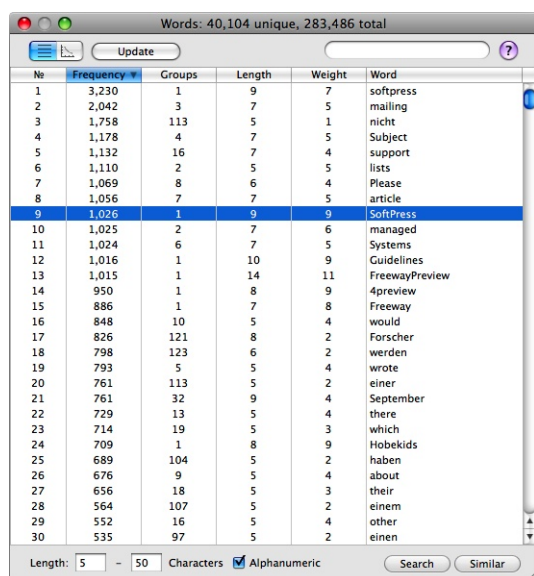
**Comments:** The Comments field stores any other meta information you want to attach to your document or group, similar to the comments field in the Finder. Of course, the Comments field is searchable. For imported files, DEVONthink Pro Office also takes over the comments in the Finder comment field. Just make sure to check the corresponding option in the [preferences, Import tab](#).

**Note:** You can modify the comments of multiple selected items at once as long as the comment of all selected items is either identical or empty. This can be useful (for example, for tagging.)



## CONCORDANCE

The Concordance window, opened with [Tools > Concordance](#), gives you a tool for analyzing the contents of your database.



Words: 40,104 unique, 283,486 total

No	Frequency	Groups	Length	Weight	Word
1	3,230	1	9	7	softpress
2	2,042	3	7	5	mailing
3	1,758	113	5	1	nicht
4	1,178	4	7	5	Subject
5	1,132	16	7	4	support
6	1,110	2	5	5	lists
7	1,069	8	6	4	Please
8	1,056	7	7	5	article
9	1,026	1	9	9	SoftPress
10	1,025	2	7	6	managed
11	1,024	6	7	5	Systems
12	1,016	1	10	9	Guidelines
13	1,015	1	14	11	FreewayPreview
14	950	1	8	9	4preview
15	886	1	7	8	Freeway
16	848	10	5	4	would
17	826	121	8	2	Forscher
18	798	123	6	2	werden
19	793	5	5	4	wrote
20	761	113	5	2	einer
21	761	32	9	4	September
22	729	13	5	4	there
23	714	19	5	3	which
24	709	1	8	9	Hobekids
25	689	104	5	2	haben
26	676	9	5	4	about
27	656	18	5	3	their
28	564	107	5	2	einem
29	552	16	5	4	other
30	535	97	5	2	einen

Length: 5 - 50 Characters ☒ Alphanumeric Search Similar

Use the concordance to analyze your data by:

- Rank number (starting with 1, ascending)
- Word frequency
- Number of groups containing items containing a word
- Word length
- Word weight (relevance, depends on the contents of the database)

## CONCORDANCE LIST

The concordance list shows a list of all words in the opened database, sorted by frequency or any other criteria, by clicking the according column title. Click the column title again to reverse the sorting order.

You can also filter the list by word length, limiting it to alphanumeric strings (to omit character/number combinations) by entering the minimum and maximum word length at the bottom of the Concordance window and by checking/unchecking the Alphanumeric switch. Click the Update button at the top of the window to update the list after you have changed some parameters.

To find a word in the list, enter it into the search field at the top of the window. Select any word, and click the Search button at the bottom of the window to open a drawer containing all documents that contain this word, sorted by relevance. Click Similar to show a list of words that are contextually similar to the selected word.



## DRAWERS

You can manipulate the items in the drawer opened by the Search button in various ways. Drag them to the hierarchy to move them to another location, double-click them to open them in a separate window, or Control-click them to open the contextual menu (which shows basically the same options as the contextual menu for [See Also drawers.](#)) For the Similar drawer no manipulation options are available. To close the drawers, click the red close button.

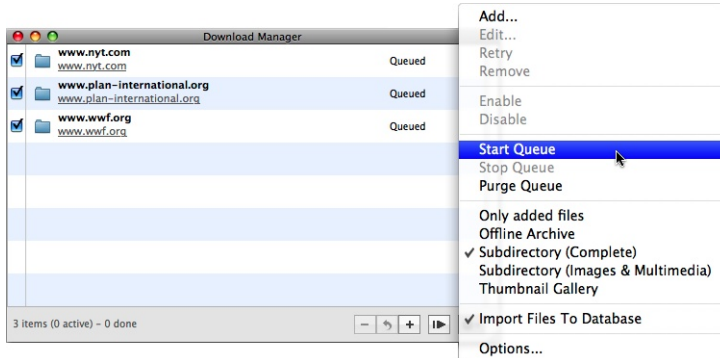
## FREQUENCY GRAPH

You can switch between the frequency graph and the concordance list by clicking the Graph and List buttons in the upper left corner of the concordance window.

The frequency graph shows a graph of the word frequency over the rank number of the word (see above.) Change the sorting in the concordance list to get different results, such as a graph of frequency over number of groups. You can influence the graph also by limiting the word length or by omitting alphanumeric strings and clicking the Update button.

## DOWNLOAD MANAGER

Window > Download Manager opens DEVONthink Pro Office's Download Manager panel. Using the Download Manager, you can download files or even complete websites from the Internet and either store them directly in your database or as files on your hard drive.



## PANEL ELEMENTS

The Download Manager panel consists of a couple of elements:

- A list of a items to be downloaded
- A status bar at the bottom
- Buttons for adding items (+) to or deleting (-) selected items from the list
- A reload button (backwards arrow)
- A go/stop button (play/pause icons)
- An action menu (gear icon)

## ADDING FILES

To download a website or any other file, simply add it to the Download Manager by dragging its URL to the Download Manager panel. Alternatively, you can click the + button in the panel and add the URL yourself as well as a referrer, user name, and password. If 'Automatic' is checked, DEVONthink Pro Office creates a referrer automatically when downloading whole websites.

You can also paste one or more URLs (for example, copied Safari bookmarks, DEVONthink Pro Office links, or copied links from [DEVONagent's](#) Download Manager), or add files to the Download Manager by using the contextual menu in web and HTML views. Option-clicking a link also adds it to the Download Manager.

Note: You can also copy URLs in the Download Manager to the Clipboard or drag them to other applications (like the Finder or Safari's bookmark manager.) The Download Manager also supports URLs for local files (POSIX path, a 'file://localhost/' URL, or a 'file:/// URL.)

## THE ACTION MENU

Most actions are available through the Action menu or the contextual menu. Click the gear button or Control-click an item in the Download Manager panel to display more commands:

- *Add*: Add another file to the list.
- *Edit*: Edit the parameters of a selected item in the list.
- *Retry*: Tries to reload an item that failed to download.
- *Remove*: Removes the selected item(s) from the list. Alternatively, you can press the Delete key.
- *Enable / Disable*: Checks or unchecks the selected item(s.) Only checked items will be downloaded.
- *Start / Stop Queue*: Starts or stops the download queue. Same as the play/pause buttons at the bottom of the panel.
- *Purge Queue*: Removes all items from the list that have been completely downloaded.
- *Only Added Files to Thumbnail Gallery*: Various predefined option sets. See below.
- *Import Files to Database*: When checked, all downloaded files will be stored in the database. If not, they'll end up in the download directory specified in the options.
- *Options*: Opens the options dialog sheet that allows you to specify in detail what to download, which links to follow, and where to store the downloaded files (see below.)

For your convenience, DEVONthink Pro Office comes with a couple of predefined options sets that you can directly select from the action menu.

- *Only Added Files*: Downloads only exactly the files you have manually added to the Download Manager.
- *Offline Archive*: Downloads the files you have added to the Download Manager including embedded images, style sheets, and scripts. Use this options set to archive/download webpages with everything necessary to display them properly. Alternative: [Create a web archive](#).
- *Subdirectory (Complete)*: Downloads the files you have added to the Download Manager including all other embedded files or files linked to them. Also, this options set follows all links leading to (items in) subdirectories. Use this set to download, for example, a complete website for offline archiving.
- *Subdirectory (Images & Multimedia)*: Same as above, but downloads only linked images, linked multimedia files including Flash and QuickTime movies, and embedded images in the item's directory and all subdirectories. Use this set to download, for example, a complete website for offline archiving (without all linked Office documents, PDFs, etc.)
- *Thumbnail Gallery*: Downloads the files you have added to the Download Manager including linked images, embedded images, style sheets, and scripts. Use this options set to download, for example, a thumbnail gallery including all full-size images linked to each thumbnail for offline archiving.

## OPTIONS

The options dialog defines which file types the Download Manager should download, which links it follows, and where it stores the files.

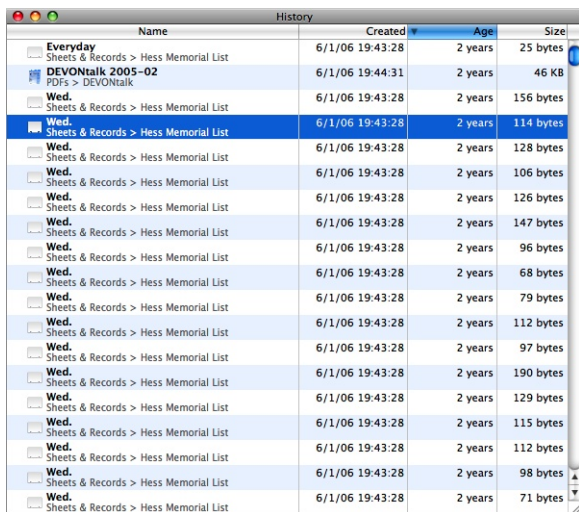
- *Files*: Check all file types you want the download manager to download (plain texts, rich texts, Office documents and PDF files, style sheets and scripts, images, embedded images, multimedia files, markup language files, etc.) With the Follow Links pop-up menu, define how far DEVONthink Pro Office should follow links on the downloaded HTML pages (see below.) Check 'Overwrite existing' to update an already existing archive.
- *Destination*: When you uncheck 'Import Files to Database' in the action menu of the Download Manager panel, DEVONthink Pro Office stores all downloaded items in the directory you specify here. Click Set to choose your preferred location. Use this option to use the integrated Download Manager for downloading, for example, software archives or other files you don't want to store in your database.
- *Download*: Define how many connections the Download Manager opens at the same time (fewer connections for slower Internet connection, more for DSL or broadband.) Also, check 'Automatically purge queue' to have previously downloaded items automatically removed from the queue.

The Follow Links options defines how far DEVONthink Pro Office follows links on the downloaded HTML pages, and so allows you to control if only the actual pages get downloaded or a complete website. DEVONthink Pro Office supports the following options:

- *Off*: Don't follow any links.
- *On Same Host*: Follows links but only as long as they refer to the same server, like the same website. Files on other servers will not be downloaded.
- *In Same Directory*: Follows links but only as long as they refer to items in the same directory as the downloaded HTML page.
- *In Subdirectories*: Follows links, but only as long as they refer to items in the same directory as the downloaded HTML page or in its subdirectories.
- *One Level*: Follow all links regardless where they point to, but only one level deep. Links on pages linked to from the original page are not downloaded.
- *Two Levels*: Follow all links regardless where they point to, two levels deep. Attention: This can result in very large downloads!

## HISTORY

The History panel ([Tools > History](#)) lists all documents in your database in one long list, such as without the groups hierarchy (by default sorted by modification date, Age.)



Name	Created	Age	Size
Everyday	6/1/06 19:43:28	2 years	25 bytes
Sheets & Records > Hess Memorial List	6/1/06 19:44:31	2 years	46 KB
DEVONtalk 2005-02	6/1/06 19:43:28	2 years	156 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	114 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	128 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	106 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	126 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	147 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	96 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	68 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	79 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	112 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	97 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	190 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	129 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	115 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	112 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	98 bytes
Wed. Sheets & Records > Hess Memorial List	6/1/06 19:43:28	2 years	71 bytes

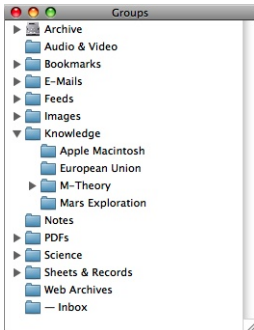
You can easily re-sort the list after name, age, or file size by clicking the according column titles (click again to reverse the sorting order), and by any other criterum ([View > Sort >.](#)) Customize the columns using [View > Columns >](#)

Of couse, you can use drag-and-drop to move documents to other windows or the Finder and modify them using the commands in the [Data](#) menu.

Use the History panel to quickly access recently added documents or to export all documents of a certain age.

## GROUPS

The Groups panel ([Tools > Show Groups](#)) gives you direct access to all groups of the current database and can, for example, be used for dragging items to the desired group conveniently. You can also rearrange groups via drag-and-drop in the Groups panel.



Depending on your [preferences](#), the Groups panel floats above all other windows and stays in front even in other applications.

## LOG

The Log panel displays warnings and error messages that occur, for example, when importing files and folders. It shows the date of the message, the affected file, and a short information about what happened.

You can save the list to a text file by clicking the Save button, and clear the log with the Clear button. To sort the log, click the according column title (click again to reverse the sorting order.)

## PREFERENCES

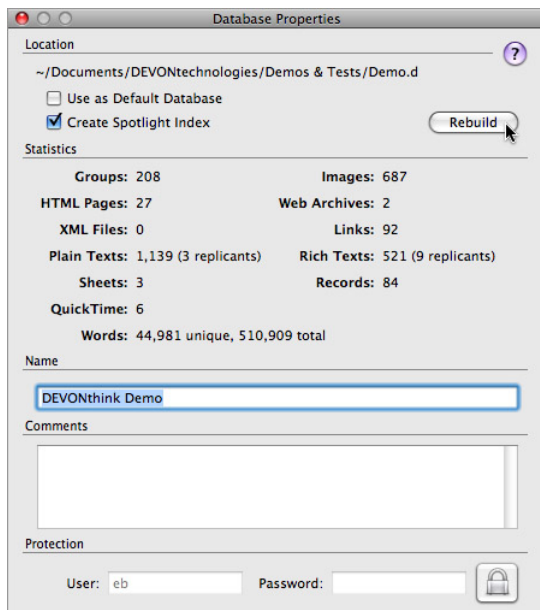
The Preferences window is, like in any Mac OS X application available via [DEVONthink Pro Office > Preferences](#). It contains all available options that you can modify to adapt DEVONthink Pro Office to your personal needs.

Because the preferences are so important, we have created an [extra chapter](#) for them.



## DATABASE PROPERTIES

The Database Properties panel defines a couple of preferences which are directly related to the database and not to the application in general. Open the properties panel using [File > Database Properties](#).



### LOCATION

This part of the properties panel shows the location (path) of the database package. Check 'Use as Default Database' to open the current database every time you open DEVONthink Pro Office. Of course, DEVONthink Pro Office will not open the default database when it is opened by double-clicking another database.

### SPOTLIGHT

Check 'Enable Spotlight for this database' to make this database available to Spotlight. Checking this option lets DEVONthink Pro Office create a folder in '~/Library/Cache/Metadata' that Spotlight uses for accessing the documents in the database. If you feel that this folder got out-of-sync with the database, click 'Rebuild Spotlight Index' to completely recreate this folder from scratch.

When viewing Spotlight results in a window, make sure to have the Finder's Preferences > Advanced > 'Show all file extensions' option unchecked. If this option is checked, the Finder displays the generic names of the metadata cache files instead of the name of the referenced document.

Note: Rebuilding the Spotlight index can be, e.g., necessary after copying a database from one computer to another or after using a third-party utility like [DevonSync](#).

## STATISTICS

This section displays some basic statistics on how many documents you have stored in your database.

- Number of groups
- Number of HTML and XML pages
- Number of plain and rich text documents
- Number of images
- Number of web archives
- Number of links
- Number of sheets and records
- Number of QuickTime documents
- Total word count and number of unique words

## NAME AND COMMENTS

Name: Enter a name for your database here. It will appear in the title bar of every main window for this database.

Note: This does not change the file name for the database package.

Comments: Enter your own comments about the database here.

## PROTECTION

To prevent other people from opening DEVONthink Pro Office and accessing your data, click on the padlock button to unlock the entry fields, enter a user name, and your private password, and then click on the padlock button again to lock your changes and hide the password.

Note: This is a simple password protection. DEVONthink Pro Office does not yet provide file encryption for enhances security. For better protection, create an encrypted disk image using Disk Utility and store your database on it.

# VIEWS

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All documents are displayed in DEVONthink Pro Office in views. Each view features its own tools, contextual menu commands, and hidden keyboard shortcuts, as explained in this chapter.

## GENERAL

All documents are displayed within DEVONthink Pro Office in views (not to confuse with the different layouts in main windows, also called '[views](#).' Each view (for example, a text or PDF view), has its own tools, contextual menu commands, and hidden keyboard shortcuts. Some views, like the text view, also allow you to edit the document, while others like the PDF view, only display the selected document.

Currently, DEVONthink Pro Office features the following views:

- [Plain and RichTexts](#)
- [HTML pages, Webpages](#)
- [Sheets and Records](#)
- [Images](#)
- [PDFs](#)

## TOOLBAR

DEVONthink Pro Office can display documents in separate windows when you double-click the documents in a main window. Depending on the type of document, the tools in the toolbar can change. Even though not all tools are always present in the default toolbar for a particular view, you can easily add them by choosing [View > Customize Toolbar](#).

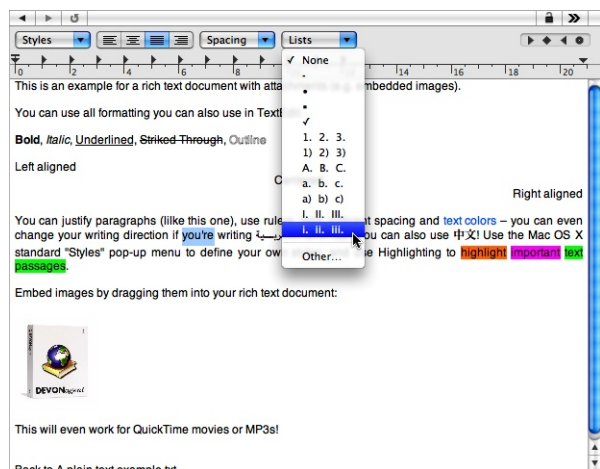
## SHORTCUTS & MODIFIER KEYS

Besides shortcuts special to one view or another, many shortcuts work the same for all views (and the same as in most other Mac OS X applications.)

- *Option-Tab*: Jumps between between panes of split views.
- *Home/End*: Go to beginning of, or end of, any view.
- *Page Up/Down*: Scroll one page up and down in any view.
- *Space/Shift-Space*: Scroll one page up and down in displayed webpages or main views. Works also in images and PDF documents.

## PLAIN AND RICH TEXTS

The view for plain and rich text documents is basically a built-in incarnation of TextEdit, and you use it in a very similar fashion. Of course, text views support the [Edit > Find >](#) commands and all options of the [Format](#) menu.



## CLASSIFY, SEE ALSO

In addition to the standard elements, text views offer access to the Concordance, the Classify and the See Also functions through buttons in the lower part of the [view/edit pane](#).

- **Words:** Opens a drawer with a [concordance](#) of all words of the document. Only available in [document windows](#).
- **Classify:** Classifies the document and shows a [drawer](#) with the most relevant groups.
- **See Also:** Shows a [drawer](#) with a list of all documents with a content similar to the current.

## THE RULER

For rich text documents, DEVONthink Pro Office supports the standard ruler that the TextEdit engine of Mac OS X provides. Show or hide it with [Format > Ruler > Show/Hide Ruler](#).

The ruler contains the following elements:

- **Tab Stops:** Place tab stops with the mouse, then remove them by dragging them away from the ruler. Drag new tab stops (left aligned, centered, right aligned, or decimal aligned) from the repository at the right side to their desired positions. Move the left and right margins as well as the indent with the mouse.
- **Styles:** Select a predefined text style from the pop-up menu. To define your own styles, choose Other to open the Mac OS X standard style editor. In the style editor, navigate back and forth through the styles of your document or the stored favorite styles (use the radio buttons to switch between document and favorite styles.) Click Select to select all occurrences of text with the displayed style in the document, click Apply to apply the style to selected text

or click Done to leave the style editor. To add a style from your document to the favourites, click Add To Favorites; to remove a favorite, click Remove From Favorites.

- *Alignment*: Align the current paragraph (the one with the insertion caret inside) left, centered, justified, or right by clicking the according alignment buttons in the ruler.
- *Spacing*: Choose the desired spacing for the current paragraph from the Spacing pop-up menu. Choose Other to enter other values than the ones shown.
- *Lists*: Make the current paragraph a list item (indented and with a bullet or numbered) by choosing the desired list style from the Lists pop-up menu. Choose Other to define your own list style.

Note: A nice feature is a built-in 'mini outliner.' On any blank line in a rich text document (doesn't work for plain texts), type Option-Tab to create a bullet-point (Mac OS X shows dashes instead of bullets.) Press Return for the next item, and so on. Additional Option-Tabs will increase the indentation; a Return on a blank list line will decrease it. It uses hyphens to indicate list items by default. Control-click (right-click) to choose all kinds of list styles.

## SHORTCUTS & MODIFIER KEYS

- *Shift-Left / Right / Up / Down Arrow*: Extend current selection.
- *Command—drag-and-drop*: Copy selected text.
- *Command—Option—drag-and-drop*: Insert a cross-link for groups or documents dropped into a rich text document. Command-Option-dragging files or folders from the file system to a rich text document creates links to them.
- *Command-Click (1)*: Open clicked URL in the default application (for example, your default Internet browser.)
- *Command-Click (2)*: Place insertion caret inside a link for editing without jumping to the destination of the link.
- *Command-Option-Click*: Opens a clicked cross-link or Wiki-style link in a separate document window.
- *Option-Click (1)*: List all contents containing the clicked word in the [See Also drawer](#) (identical to the contextual menu command See [selected text].)
- *Option-Click (2)*: Add clicked URL to the [Download Manager](#).

## TOOLBAR

The document windows toolbar is very similar to the one in DEVONthink Pro Office main windows, yet can be configured separately.

## CONTEXTUAL MENU

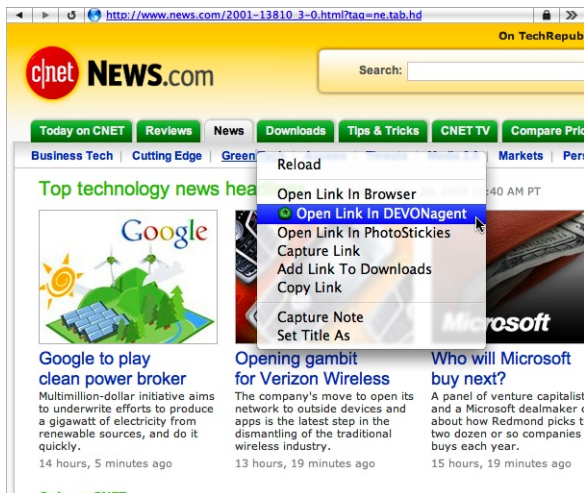
- *Search with Spotlight*: Searches for the selected text using Spotlight (Mac OS X 10.4 Tiger only.)
- *Search in Google*: Opens you default browser and searches for the selected text in Google (Mac OS X 10.4 Tiger only.)

- *Copy Link*: Copies a link as such to the Clipboard (only available for selected links.)
- *Edit Link*: Edits the destination of a selected link.
- *Highlight >*: Highlights the selected piece of text with the color you select in the submenu.
- *Insert >*: Inserts special elements into the text (such as a page break, the current date or a bullet.) Same as the Insert submenu of the [Edit menu](#).
- *Insert Link To >*: Inserts a link to an item you select in the submenu (only available when no text is selected.)
- *Look Up in Dictionary*: Looks the selected text up in Mac OS X's Dictionary (Mac OS X 10.4 Tiger only.)
- *Link To >*: Makes the selected piece of text a cross-link and links it directly to the group or document you select in the submenu.
- *Make Link*: Makes the selected piece of text a link.
- *Open Link*: Follows a selected link (only available for a selected link.)
- *Open Alias*: Follows a selected link (only available for a selected Wiki-style link resolved by an alias.) Aliases are defined for each item separately in the [Info panel](#).
- *Remove Link*: Makes a selected link simple text.
- *See [word]*: Opens a drawer with documents related to the selected word.
- *See Selected Text*: Opens a drawer with documents related to the selected text passage. Only available when more than one word is selected.
- *Set Title As*: Renames the document according to the selected piece of text (needs to be less than 256 characters.)

## HTML PAGES, WEBPAGES

HTML views render web pages and RSS feeds, stored in the database or downloaded 'live' from the Internet, by using the Safari web browser engine of Mac OS X. The visual appearance of webpages is similar to Safari or any other WebKit-based browser such as DEVONagent. RSS feeds are displayed using stylesheets that you can change in the Preferences.

HTML views support the Edit > Find > commands.



## SHORTCUTS & MODIFIER KEYS

- *Command-Click*: Open clicked URL in the default application (for example, your default Internet browser.)
- *Option-Click*: Add clicked URL to the Download Manager panel.
- *Backspace/Shift-Backspace*: Go backwards and forwards through the visited webpages.

## TOOLBAR

Separate HTML or web browser windows feature a default toolbar set that is more web-like than text document windows. As with text document windows, this toolbar can be individually configured. Naturally, the DEVONthink Pro Office offers only tools for HTML views that are useful in a web environment. HTML and XML views also support the Words, Classify, and See Also buttons. Live web views don't support them.

## CONTEXTUAL MENU

- *Reload*: Reloads the page from the Internet.
- *Back / Forward*: Navigates back and forth the previously visited pages.
- *Capture Frame Address*: Adds the URL of the current frame to the database.
- *Capture Page Address*: Adds the URL of the current page to the database.
- *Copy Frame Address*: Copies the frame URL to the Clipboard.
- *Copy Image*: Copies the image to the Clipboard.
- *Copy Image Address*: Copies the URL of an image to the Clipboard.



- *Copy Page Address*: Copies the page URL to the Clipboard.
- *Open Image in PhotoStickies*: Opens the image in [PhotoStickies](#).
- *Open Link in Browser*: Opens a link in your default web browser.
- *Open Link in DEVONagent*: Opens a link in [DEVONagent](#).
- *Open Link in PhotoStickies*: Opens a link in [PhotoStickies](#).
- *Set Title As*: Sets the name of the link document to the selected piece of text (needs to be less than 256 characters.)
- *Copy*: Copies selected text to the Clipboard.
- *Add Link to Downloads*: Adds a link to the [Download Manager panel](#).
- *Add Page to Downloads*: Adds the page address to the [Download Manager panel](#).
- *Capture Frame*: Captures the HTML code of the frame and saves it as a new HTML document.
- *Capture Image*: Captures the selected image and saves it as a new image document.
- *Capture Link*: Captures the link and stores it as a new link document.
- *Capture Note*: Captures selected text as a new rich text note.
- *Capture Page*: Captures the HTML code of the page and saves it as a new HTML document.
- *Capture Webarchive*: Captures the page as a web archive file including all necessary images for offline viewing and archival.
- *Update Webarchive*: Updates the contents of a web archive file with the live version on the Internet (only available in web archives.)

For PDF pages, more options become available:

- *Open with Preview*: Opens the PDF in Preview.
- *Capture PDF*: Captures the PDF and saves it as a PDF document in the database.
- *Automatically Resize*: When checked, the zoom factor adjusts to the width resp. height of the browser window.
- *Zoom Out, Zoom In, Actual Size*: Zooms in or out of the document, or displays it in its actual size.
- *Single Page, ...*: Displays the PDF as single or double pages and either page by page (use the 'Next Page' and 'Previous Page' to skim through the pages forward and backwards) or continuously.
- *Next Page, Previous Page*: Skims through the pages forward or backwards.

## SHEETS AND RECORDS

Sheets combine multiple records in a table view and are used to create table databases within a DEVONthink Pro Office database.

DEVONtechnologies	First	Midd	Last	Nickname	Organization
Annard Brouwer	Annard		Brouwer		DEVONtechnologies LLC
Eric Böhnisch-Volkmann	Eric		Böhnisch-Volkmann		DEVONtechnologies LLC
Bill DeVille	Bill		DeVille		DEVONtechnologies LLC
Philip Galland	Philip		Galland		AgentScience Technologies, Inc.
Christian Grunenberg	Christian		Grunenberg		DEVONtechnologies LLC
Robert Hust	Robert		Hust		AgentScience Technologies, Inc.

Sheets actually appear in the hierarchy list like folders with an expand/collapse triangle in front of them. When you select the sheet itself, it is displayed as a table (sheet); when you expand it and select a record, it appears as a single record. The sheet is displayed using the List View font set in [Preferences > General](#).

The record view displays a single record of a sheet. To display a record separately, Control-click (right-click) the record in a sheet view and choose Open from the contextual menu, or, expand the sheet by clicking the triangle in front of its icon in the hierarchy list and select the record you want to view in a form.

Sheets and records support the Edit > Find > commands but currently no formattings. You can, however, enter line-breaks within a form field by typing Option-Return.

Of course, records can also be grouped within the surrounding sheet like any other document, but will then not be shows as part of the table when the sheet is selected.

Note: Due to limitation in Mac OS X's Cocoa memory management, sheets are currently limited to 32,767 records.

## TOOLBAR

Document windows opened for a sheet or record also feature a tool set specialized for working with sheets and records. Use tools like New Record, New Column, or Columns to create new records for the sheet, add a column, or modify the columns in any way you like. Sheet and record views also can contain tools for paging back and forth through all records of a sheet.

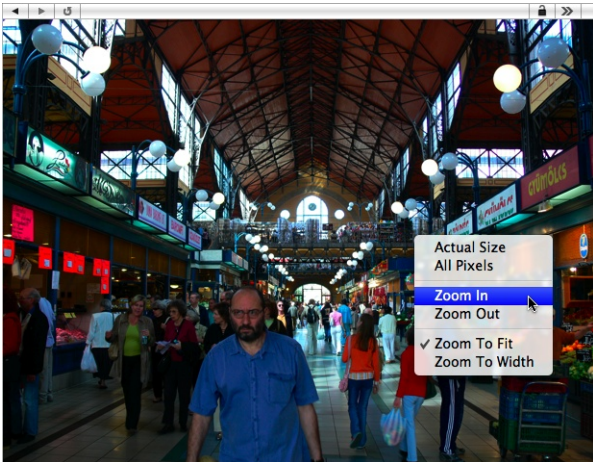
## CONTEXTUAL MENU

The contextual menu for sheets basically lists the same commands that are also available through the main menu.

- *Open*: Opens a selected record in a sheet in a separate window. Same as double-clicking the record.
- *New Record*: Creates a new record in the sheet.
- *New Column*: Creates a new column in the sheet.
- *Edit Columns*: Opens the columns editor where you can create new columns, delete them, rearrange, and rename them.
- *Cut / Copy / Paste*: Cuts, copies, or pastes whole records in a sheet. Use them, for example, to duplicate records.
- *Delete*: Delete the selected record.

## IMAGES AND MOVIES

DEVONthink Pro Office uses Quartz and QuickTime to display images and movies and therefore makes a very nice image and movie viewer.



## TOOLBAR

For images and movies, DEVONthink Pro Office provides a set of tools that allows you to zoom the picture to whatever zoom factor you like, or to view the image in full screen mode. Use Open Externally to open the image in an external editor. Movies appear with the standard QuickTime controller.

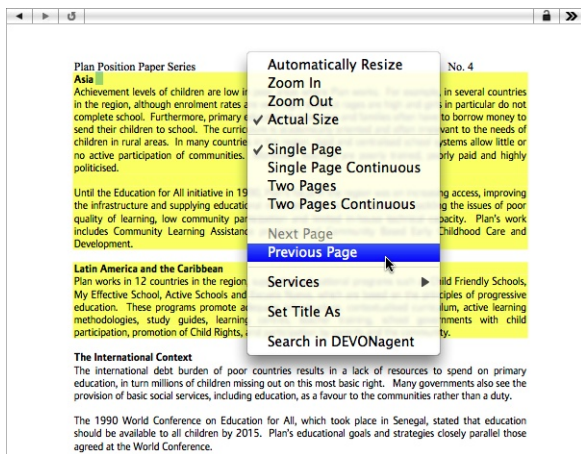
Note: Editing an image stored internally in the database with an external editor does not modify the image data stored in DEVONthink Pro Office.

## CONTEXTUAL MENU

- *Actual Size*: Zooms the image so that it appears as its real size, calculated from the actual pixels and the resolution information contained in the image.
- *All Pixels*: Zooms the image so that one image pixel equals one pixel on the screen.
- *Zoom In/Out*: Zooms in and out of the picture.
- *Zoom To Fit*: Zooms the image so that it completely fits into the view/edit pane or the document window.
- *Zoom To Width*: Zooms the image so that it appears exactly as wide as the view/edit pane or the document window.

## PDFS

PDF views are pretty similar to image views, but come with some specialized options for viewing PDF documents. Also, PDF views support the [Edit > Find >](#) commands.



## SHORTCUTS & MODIFIER KEYS

In addition to the general shortcuts for paging up and down in a PDF document mentioned in the [General section](#), PDF views also offers unique shortcuts.

- *Command-drag*: Scrolls the visible area with the mouse (Mac OS X 10.4 and later only.)
- *Command-Up / Down Arrow*: Go to first/last page of a PDF document (Mac OS X 10.3.9 only.)
- *Command-Right / Left Arrow*: Go to next/previous page of a PDF document (Mac OS X 10.3.9 only.)

## TOOLBAR

For multi-page images or PDFs, DEVONthink Pro Office provides back and forward buttons, as well as an page number field at the bottom of the window. Enter any page number and press Return to display that page. For PDFs that contain text, DEVONthink Pro Office also provides the same AI tools [Words](#), [Classify](#), and [See Also](#) that are also available in plain or rich text views.

## CONTEXTUAL MENU

- *Actual Size*: Zooms the image so that it appears as its real size, calculated from the actual pixels and the resolution information contained in the PDF.
- *Zoom In / Out*: Zooms in and out of the PDF.
- *Auto Size*: Resizes the PDF automatically so that it always fits the size of the view/edit pane or the document window.
- *Single Page / Facing Pages*: Displays the PDF either as one page or as facing pages (like in a magazine.)

- *Continuous*: When checked, DEVONthink Pro Office displays the pages of a multi-page PDF like one long roll of paper. If unchecked, it displays the PDF page by page.
- *Previous/Next Page*: Jumps to the previous or next page.
- *Set Title As*: Renames the document according to the selected piece of text.
- *See [word]*: Opens a drawer with documents related to the selected word.
- *See Selected Text*: Opens a drawer with documents related to the selected text passage. Only available when more than one word is selected.

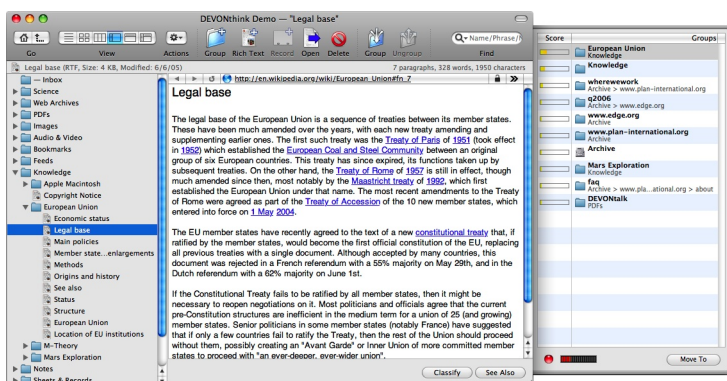
# DRAWERS

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DEVONthink Pro Office uses drawers to display the results of the Classify and See Also functions that help you file items or find relationships between items in the database. Drawers also show concordance lists of all words in a document.

## CLASSIFY

The Classify drawer appears when you select exactly one document in a [main window](#) and click the Classify button below the view/edit pane. This button is only available in [Horizontal Split](#), [Vertical Split](#), and [Three Panes views](#). The Classify drawer lists up to 10 groups in which the selected document would fit best according to DEVONthink Pro Office's AI. This includes the path to the group and a graphical score of how sure DEVONthink Pro Office is about its decision. The tooltip for any entry in the list shows the full title and location for it.



To move the document to one of the suggested groups, select the group and click Move To. For your convenience, DEVONthink Pro Office preselects one or multiple groups if DEVONthink Pro Office is nearly 100 percent sure. Double-click a group in the drawer to open it in a [separate window](#); drag it into the hierarchy list to move it. Use the Shift and Command keys to select more than one target -- this generates [replicants](#).

Note: If the document you are moving has replicants, these are deleted and the document is only placed into the new location(s.) This prevents that multiple replicants are created when you are, for example, classifying this document again.

To close the drawer, click the red close button in the lower left corner.

## CONTEXTUAL MENU

Use the contextual menu on groups in the Classify drawer to reveal further group management commands.

- *Open*: Opens the selected group in a separate [main window](#).
- *Reveal*: Show and select the selected group.
- *Duplicate To >*: Duplicates the selected group to the group you select from the submenu.
- *Replicate To >*: Replicates the selected group to the group you select from the submenu.
- *Move To >*: Moves the selected group to the group you select from the submenu.
- *Label >*: Changes the label of the selected group.
- *State >*: Shows or changes the state of the selected group.
- *Locking >*: Locks or unlocks the selected group.



- *Delete All Instances*: Deletes all instances of the selected group, such as including all replicants (if any.)
- *Group*: Creates a new group in the top level of the database and moves the selected group there.

The See Also/Topics drawer appears when you select exactly one document in a DEVONthink Pro Office [main window](#) and click the See Also button below the view/edit pane. This button is only available in [Horizontal Split](#), [Vertical Split](#), and [Three Panes views](#) as well as document windows.

[illegible]

To display a document in the drawer, select it. For your convenience, DEVONthink Pro Office always lists the originating document at the top of the list, so that you can easily go back to the original document. Double-click a document in the drawer to open it in a [separate window](#); drag it into the hierarchy list to move it.

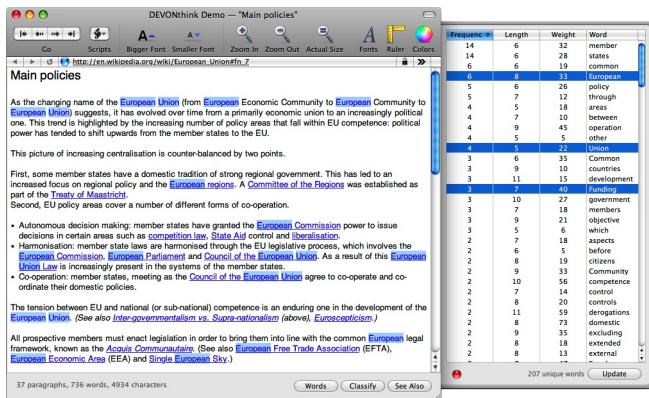
## CONTEXTUAL MENU

- *Open*: Opens the selected document in a separate main window.
- *Open with*: Opens the selected document in the default application for its type.
- *Launch URL*: Opens the document or webpage pointed to by the URL field of the selected document.
- *Launch Path*: Opens the document pointed to by the Path field of the selected document.
- *Reveal*: Show and select the document group.

- *Duplicate To >*: Duplicates the selected document to the group you select from the submenu.
- *Replicate To >*: Replicates the selected document to the group you select from the submenu.
- *Move To >*: Moves the selected document to the group you select from the submenu.
- *Label >*: Changes the label of the selected document.
- *State >*: Shows or changes the state of the selected document.
- *Locking >*: Locks or unlocks the selected document.
- *Delete All Instances*: Deletes all instances of the selected document, such as including all replicants (if any.)
- *Group*: Creates a new group in the top level of the database and moves the selected document there.

# CONCORDANCE

The Concordance drawer appears when you click the Words buttons in a [document window](#) opened for a text, PDF, or HTML/XML document. It lists all words in that document similar to the [Concordance window](#). Select one or multiple words (with the Shift and Command keys pressed) in the drawer to highlight their occurrences in the document.



You can sort the list in the drawer by clicking the title of the column you want to use for sorting. Click the column title again to reverse the sorting order. If you have changed the contents of the document, click the Update button to update the concordance list. Double-click any word in the drawer to open the [Search window](#) with this word already filled-in.

To close the drawer, click the red close button in the lower left corner.

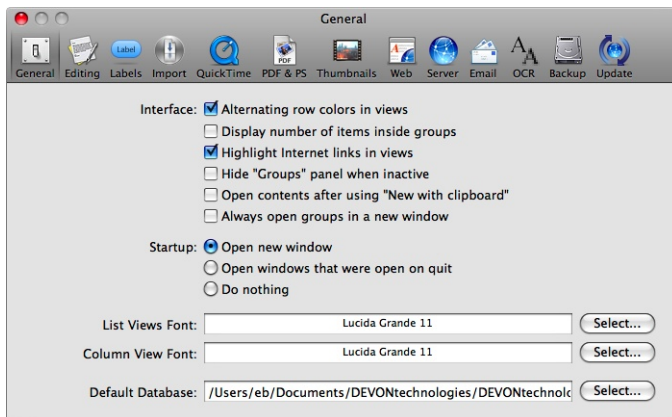
# PREFERENCES

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The Preferences window, which you open by selecting Preferences in the application menu, is the place to go to change all global settings for DEVONthink Pro Office. Contrary to these settings, databases also have some private settings in the Database Properties window, that you modify using File > Database Properties.

## GENERAL

Use the General tab to set the general settings for the user interface.



## INTERFACE

These options define some parts of the visual appearance.

- *Alternating row colors in views*: Check to color every second row in hierarchy lists differently.
- *Display number of items inside groups*: Shows the number of items contained in a group in parenthesis after group names when checked.
- *Highlight Internet links in views*: Check to show link documents in blue and underlined in hierarchy lists.
- *Hide 'Groups' panel when inactive*: Check to hide the Groups panel in applications other than DEVONthink Pro Office.
- *Open contents after using 'New with Clipboard'*: Check to let DEVONthink Pro Office switch to newly added items after adding them using [Data > New > With Clipboard](#) or via the [Dock menu](#).
- *Always open groups in a new window*: When checked, double-clicking a group opens it in a separate [window](#). When unchecked, double-clicking a group makes the group to the new root of the current window. Use [Go > Top Group](#) and [Go > Enclosing Group](#) to go up the groups hierarchy again.

## STARTUP

Choose whether you would like DEVONthink Pro Office to open a fresh [main window](#) on startup, open all windows that were open when you quit DEVONthink Pro Office the last time, or do nothing.

Note: Even when you tell DEVONthink Pro Office to not open a window on startup, it will always open at least one window when you open a database.

## FONTS

List Views Font: Set the font DEVONthink Pro Office uses for displaying hierarchy lists.

Column Views Font: Set the font DEVONthink Pro Office uses for displaying columns in Columns view.

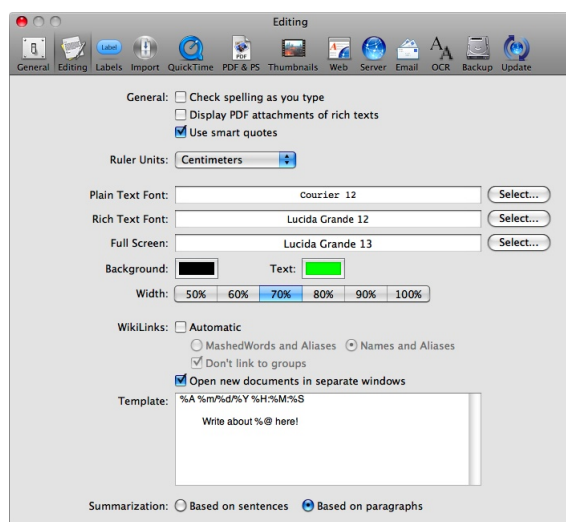
## DEFAULT DATABASE

You can set a default database that is automatically opened when you start DEVONthink Pro Office. Use the 'Select' button to select any DEVONthink Pro Office database in your file system or edit the path manually.

Alternatively, open your favorite database, choose [File > Database Properties](#) and check 'Use as default database.'

## EDITING

The Editing tab defines all options that fine-tune DEVONthink Pro Office's text editing behavior, from the ruler units to WikiLink templates and summarization options.



## GENERAL

**General:** Go here if you want to have DEVONthink Pro Office spell check everything you write all the time, and if DEVONthink Pro Office should display PDFs attached to RTF documents or not.

**Ruler Units:** Select your personal preference for ruler units here, such as centimeters or inches, or points or picas.

**Plain/Rich Text Font:** Select your preferred fonts for new plain or rich text documents here. Note: By their nature, plain text documents are always displayed in the font selected here, whereas rich text documents can be styled any way the author wants.

## FULL SCREEN

**Full Screen:** Select your preferred font for full screen reading and editing here.

**Background:** Choose a background color for the full screen mode. This setting only affects the background of plain text files, and the border to the left and right of rich text documents. By their nature, rich text documents bring their own background color, and so don't use the color you set here.

**Width:** Choose a width for displaying documents in full screen mode as a percentage of the screen width. Use this setting if the presentation in full screen is too wide for you on a large screen (for example, if you use a Apple Cinema Display.)

## WIKILINKS

**WikiLinks:** Select if you want to make every word that is also the name of another document or group in the database automatically link to the document of the same name (WikiLink.) This mechanism can be restricted to not link to groups, as well as to only



accept meshed words (for example, words with a capital letter in the middle like QuickTime; this is the classic WikiLink method to distinguish between normal words and links.)

Template: Enter a template text here. This will be used to create a new document when you make text a link that then does not point to an existing document yet. You can use various placeholders to automatically insert text (the current date and time, for example.)

## **SUMMARIZATION**

Select whether you wish DEVONthink Pro Office to calculate summaries from sentences or from whole paragraphs.

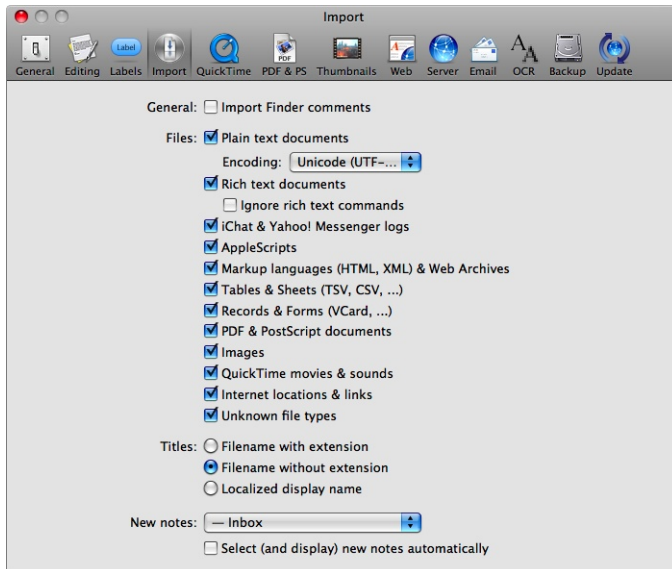
## LABELS

Here you can name the seven labels DEVONthink Pro Office provides to mark documents and groups, as well as choose each label's color.



## IMPORT

This part of the preferences decides which file types you can import into DEVONthink Pro Office, and how they will be named in the database.



## GENERAL

Check 'Import Finder comments' if you want to import Finder comments as well. Finder comments will be stored in the comment field of the documents inside the database.

## FILES

These options define whether DEVONthink Pro Office imports files of a given type or not.

- *<type>*: Select all the file types DEVONthink Pro Office should recognize when importing whole folders. DEVONthink Pro Office always imports every file you import manually.
- *Ignore rich text commands*: Check to import RTF files without styles.
- *Unknown file types*: Check to import files of a type unknown to DEVONthink Pro Office.

## TITLES

Select how you want DEVONthink Pro Office to name imported documents; with file name extensions, without file name extensions, or by using localized display names (for example, on a German system the Applications folder would appear as Programme.)

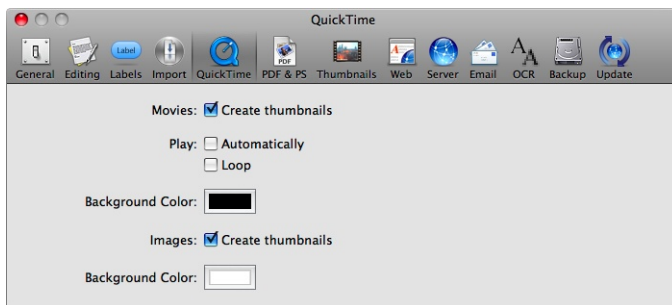
## NOTES

Select the group in which DEVONthink Pro Office files new notes added (via the [Services menu commands](#), for example.) If you select 'In top or current group,' items coming in from other applications, e.g., from the bookmarklets or via the Services menu are filed

in the root of the database, items generated by clipping something internally, e.g., from another document, are filed in the current group. Check 'Select (and display) automatically' to automatically select and display the last note you have taken.

## QUICKTIME

The QuickTime preferences configure how DEVONthink Pro Office handles multimedia files you import, including images.



## MOVIES

Check 'Create Thumbnails' if you want DEVONthink Pro Office to create thumbnails for imported QuickTime movies. Movie documents without thumbnails will appear with a generic icon, while movies with thumbnails show miniatures of their content.

## PLAY

Select if you want DEVONthink Pro Office to play QuickTime movies automatically when you display them, and if you want to play the clips in a loop.

## BACKGROUND COLOR

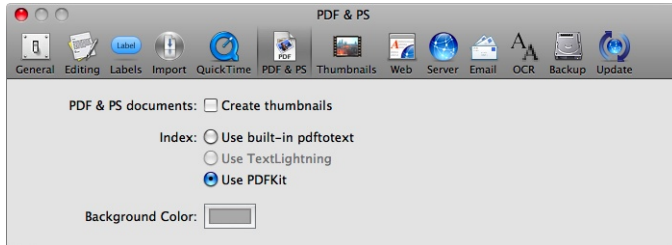
Choose a background color for viewing movies here.

## IMAGES, BACKGROUND COLOR

Check 'Create Thumbnails' if you want DEVONthink Pro Office to create thumbnails for imported images. Choose a background for viewing images using the standard Mac OS X color chooser.

## PDF & PS

The PDF & PS (PostScript) preferences configure how DEVONthink Pro Office handles PDF and PostScript files you import. DEVONthink Pro Office imports PDF directly, while PostScript is converted to PDF first using Mac OS X built-in Distiller (an application that converts PostScript to PDF.)



## PDF & PS DOCUMENTS

Check 'Create Thumbnails' if you want DEVONthink Pro Office to create thumbnails for imported files. PDF and PostScript documents without thumbnails will appear with a generic icon, while documents with thumbnails show miniatures of their content.

## INDEX

These settings define how DEVONthink Pro Office extracts the text parts of PDF and PostScript documents.

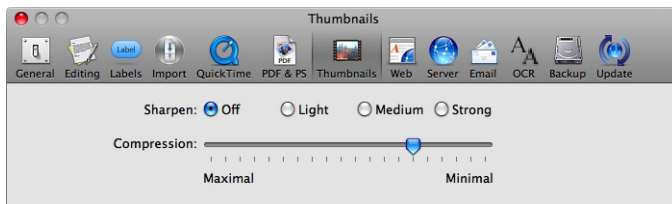
- *Use built-in pdftotext:* Uses the built-in command line utility 'pdftotext' for extracting the text out of PDF files. Fast, but cannot access protected PDF files.
- *Use TextLightning:* Uses the [TextLightning](#) PDF-to-RTF converter when installed. Note: TextLightning is not supported for Mac OS X 10.4 Tiger and later.
- *Use PDFKit (Tiger):* Uses Mac OS X 10.4 Tiger's built-in PDF-to-RTF converter. (Recommended.)

## BACKGROUND COLOR

Choose a background color for viewing PDF and PostScript documents here.

## THUMBNAILS

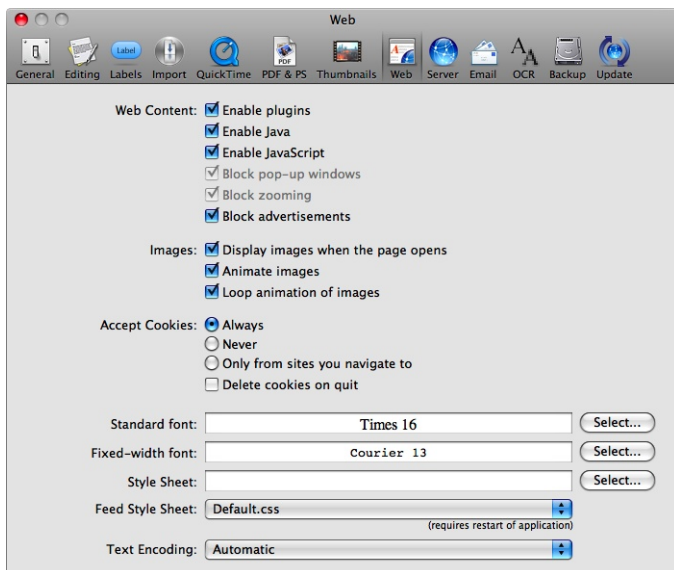
These settings define how DEVONthink Pro Office creates thumbnail images.



- *Sharpen:* Select whether you want DEVONthink Pro Office to sharpen created thumbnails as light, medium, strong, or not at all.
- *Compression:* Define how much DEVONthink Pro Office compresses the thumbnail images. The higher the compression, the less storage space the files will take up. Note: The higher the compression, the lower the file's quality will be.

## WEB

The web options in this part of the preferences resembles the settings of most web browsers. They define how DEVONthink Pro Office's built-in [web view](#) displays HTML documents and 'live' webpages.



## WEB CONTENT

These settings define how DEVONthink Pro Office treats some special web contents.

- *Enable plug-ins*: Check this option to use installed third-party plug-ins, (such as Flash or RealPlayer plug-ins.)
- *Enable Java*: Check this option to run Java applets contained in, or linked to, a webpage.
- *Enable JavaScript*: Check this option to run JavaScript scripts contained in a webpage.
- *Block pop-up windows*: Check this option to block pop-up windows which are often advertisements. Uncheck this option if the webpage you're visiting uses pop-up windows for actual content (some web content management systems do this.)
- *Block zooming*: Check this option to keep websites from automatically zooming windows to full size.
- *Block advertisement*: Check this option to block common inline advertisements provided by major search engines.

Note: Due to technical reasons, 'Block pop-up windows' and 'Block zooming' are currently disabled, and therefore grayed out.

## IMAGES

Use these options to define how DEVONthink Pro Office displays graphics in webpages.

- *Display images when the page opens*: Check this option to display webpages with images. Just remember, when unchecked, you may miss some information.



- *Animate images*: Check this to run web graphics animations or uncheck it to show the items statically instead.
- *Loop animations of images*: Check this to run animated graphics in a loop.

## ACCEPT COOKIES

Cookies are little text files with information that webpages store on your computer (for example, to recognize you as a returning customer.) While most of them are harmless, you may want to have a bit more control over what is being stored on your hard disk, using the following options.

- *Always*: Accept all cookies.
- *Never*: Don't accept any cookies.
- *Only from sites you navigate to*: Accept cookies, but only from web sites you navigate to (not from other sites, such as ad trackers.)
- *Delete cookies on quit*: Delete all stored cookies when you quit DEVONthink Pro Office. (For our paranoid users.)

## STANDARD/FIXED-WIDTH FONT

Set the font you want to use for displaying webpages, separately for variable-width and fixed-width text.

## STYLE SHEET

You can further control the way DEVONthink Pro Office displays webpages by applying a CSS style sheet for changing the rendering on-the-fly.

- *Style Sheet*: Click Select and choose your style sheet to apply it to DEVONthink Pro Office's integrated web browser.
- *Feed Style Sheet*: DEVONthink Pro Office comes with two different style sheets it uses for displaying RSS news feeds. Choose between the two integrated ones; the DEVONthink Pro Office default style sheet, or one resembling Mac OS X Tiger's RSS feed display.

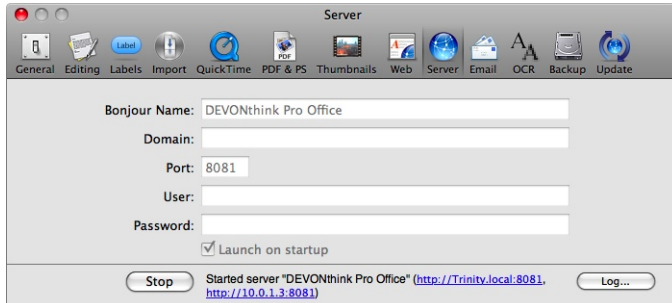
Note: Applying an external CSS style sheet to webpages is an expert option, as this can affect the rendering of pages.

## TEXT ENCODING

Select your desired text encoding for displaying webpages. Generally, the default setting Automatic should work fine. If not, choose a more appropriate text encoding for your language group.

## SERVER

DEVONthink Pro Office features a built-in Web server that makes sharing your documents on your local area network as well as over the Internet a one-click action. It also comes with an Web-2.0-ish web application that lets your access your database from an [Apple iPhone](#).



As soon as the Web server is started, other users can use a standard Web browser to search your database, view documents, and download them.

Note: DEVONthink Pro Office does not allow them to browse your database, delete items, modify documents, or add new items to the database.

Enter all necessary details (see below) and click the Start button to start the Web server to make your documents available for searching. If you or others have problems accessing your DEVONthink Pro Office database with a Web browser, click the Log button to check the log for error messages and other information that could be helpful to solve the problem.

Note: When you switch to another database, the server will be automatically switched off for the safety of your data unless you have checked '[Launch on Startup](#).'

DEVONthink Pro Office shows the name and two URLs for your database at the bottom of the window as soon as the server is started. Use either the Bonjour services list of the Safari Bookmarks view or enter the shown URLs into the address field of your Web browser to access your database. Use the numeric address if the Bonjour does not work for your network.

To learn more about using the web interface, the iPhone web application, as well as making your database available from the 'outside' Internet, please [read on here](#).

## BONJOUR NAME

Enter a distinct name for your computer here that identifies it on your local network using Bonjour. This name will be shown, e.g., in the list of Bonjour services on other Macs on your network. Switch, e.g., to the Bookmarks view in Safari and select Bonjour in the sidebar.

## **DOMAIN, PORT**

**Domain:** If you are publishing your DEVONthink Pro Office database on a wide-area network (WAN) or the Internet, enter the base URL of your site here. This adjusts all relative links to this URL so that they are working in the WAN/Internet environment correctly.

**Port:** Adjust the port number to your needs. This is only necessary if you're sharing your database on the WAN/Internet or if you are using a firewall. In this case, enter a free port number here and open this very port also on your firewall for incoming access. If no port number is entered here and you are only using Bonjour, DEVONthink Pro Office will automatically assign a random port number and publish it on Bonjour, so there is no need for you to communicate the port number to other users on your network.

## **USER, PASSWORD**

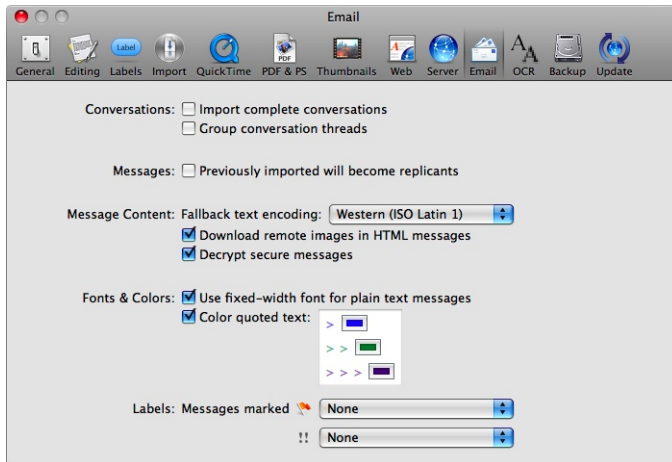
To protect your database with a user name and password, enter a user name and password here. Any user who wants to search your database using a Web browser will need to enter these two details before they gain access to your documents.

## **LAUNCH ON STARTUP**

To automatically start DEVONthink Pro Office's Web server as soon as you launch DEVONthink Pro Office, check this checkbox.

## EMAIL

DEVONthink Pro Office features an email archive plugin. Use these options to define how emails are imported and displayed inside DEVONthink Pro Office.



## CONVERSATIONS

**Import complete conversations:** DEVONthink Pro Office can import not only selected email messages but also other messages that are related to this conversation using the Sent Messages mailboxes. Check this box to let DEVONthink Pro Office scan your Sent Messages folder and to import sent messages that belong to the same conversation.

**Group conversation threads:** Check this button to combine all messages belonging to a conversation thread into a sub-group. This makes identifying conversations much easier and automatically adds structure to the imported messages.

Note: These features only work if the email program used maintains references to previous messages in the emails it sends.

## MESSAGES

**Previously imported will become replicants:** Check this option to import previously imported messages again. They will become replicants. When this option is unchecked, DEVONthink Pro Office skips previously imported messages.

## MESSAGE CONTENT

**Fallback text encoding:** When decoding an email message, DEVONthink Pro Office uses the encoding that is defined by the message. When there is no encoding information in the message, DEVONthink Pro Office uses the encoding that you set in this pop-up menu as a fallback.

**Remote images:** Check 'Download remote images in HTML messages' to store the image references required by HTML messages in the database.

Note: Spammers and other unfriendly agencies may use these images to track if you have read the message. Therefore this is unchecked by default.

Encryption: DEVONthink Pro Office can decrypt secure email messages and file them decrypted so that you can search them or apply AI-based functions such as [Classify](#) to them.

Note: This feature is only available on Mac OS X 10.4 or later. Also, the email message will be stored decrypted in the database package, its contents are available from within DEVONthink Pro Office and to other applications or Spotlight.

## **FONT, QUOTED TEXT, LABELS**

Fixed-width font: Check 'Use fixed-width font for plain text messages' to show plain text messages using a fixed-width font such as Courier. This is useful if the messages contain tables or footers formatted with spaces.

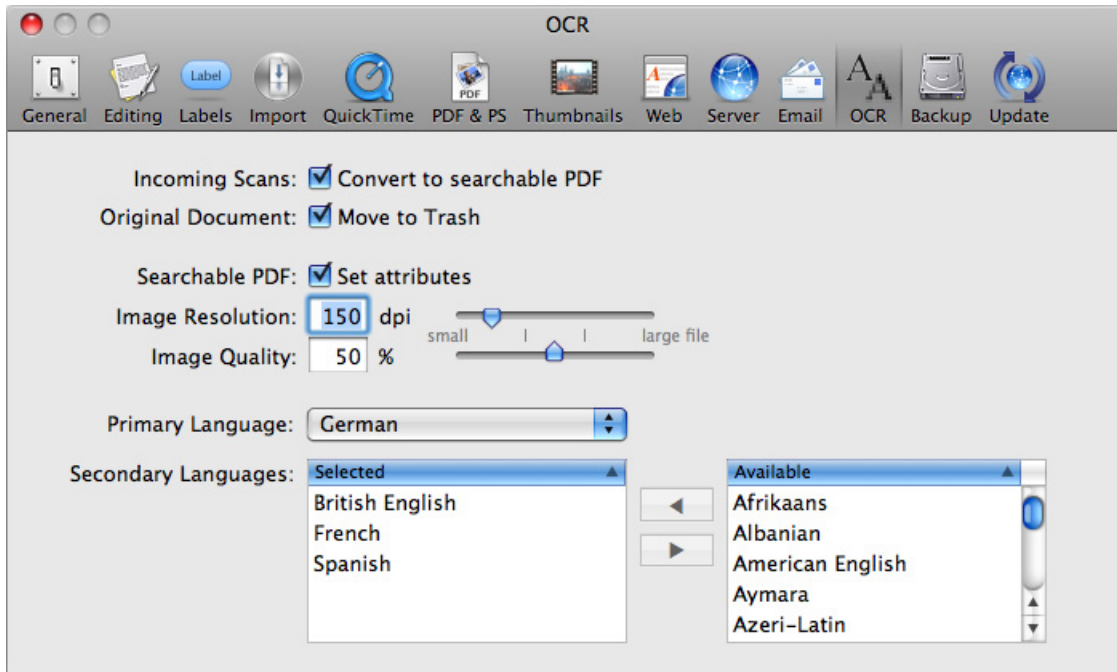
Quoted text: Check 'Color quoted text' to mark text that is quoted from previous recipients in messages. Click the color buttons to change the color for first, second, and third level quotes.

Note: As DEVONthink Pro Office is a database, not an email client, these colors are applied when importing the messages. Any changes will not be applied to messages that were previously imported.

Labels: Finally, select which labels you want to assign to messages that were flagged or marked as 'high priority' in the mail application. As items can only have one label at a time, flagged messages are treated as more important than messages marked as 'high priority.'

## OCR

DEVONthink Pro Office contains an optical character recognition (OCR) module that allows you to import scanned documents and make them 'searchable.' These documents are 'read' by the embedded OCR engine and stored as PDF files to the database that contain an additional (invisible) text layer with the recognized, computer-readable text. Use these options here to fine-tune the OCR process.



You can import scanned documents, or scan them directly from within DEVONthink Pro Office.

### INCOMING SCANS

Check 'Convert to searchable PDF' to let DEVONthink Pro Office apply OCR (optical character recognition) to PDFs that have been sent in from a known scan software, e.g. ExactScan (full edition), CanoScan ToolBox, and others. The resulting file is a standard PDF with the original image and an invisible but computer-readable text layer behind it.

### ORIGINAL DOCUMENT

Check 'Move to Trash' if you want DEVONthink Pro Office to move the original documents to the trash when they have been successfully been imported using OCR. For documents converted with OCR within the database, the original document is deleted from the database when this option is checked. Use this to prevent your incoming folder for scanned documents or your database grow more and more cluttered.

## SEARCHABLE PDF

**Set attributes:** Check this checkbox to make DEVONthink Pro Office show a meta data entry dialog whenever a PDF is imported using OCR. Use this dialog window to enter the proper document name, the author of the document, and some keywords describing the document. Also, adjust the timestamp of the PDF to the actual date of the paper document. The dialog window is shown when the OCR process for a document has been completed.

When checked, the meta data entry dialog will appear whenever you scan a document or import an image file with OCR. So, if you want to scan/import multiple files in a batch, consider switching this option off.

**Note:** The information you enter in this dialog will be available to Spotlight and can be changed in the Preview application. The Title field will also be used to name the document, the Keywords will go into the Comments field, and the Creation Date will be the creation date of the document in DEVONthink Pro Office. However, not all fields will be visible from within DEVONthink Pro Office, e.g., Author and Subject.

**Image Resolution & Quality:** Use these two options to control the dpi resolution as well as the JPEG picture quality of the PDF created by the OCR. The larger the resolution and the larger the quality, the larger the resulting PDF document.

## LANGUAGES FOR OCR

The Languages section of the OCR preferences lets you define the primary and secondary languages of the documents you scan in. DEVONthink Pro Office's OCR engines uses this information to improve the accuracy of the text recognition. DEVONthink Pro Office comes with more than 150 dictionaries of various languages.

**Primary Language:** Select the primary language of the documents you intend to scan or import with OCR in this pop-up menu.

**Secondary Languages:** To define one or more secondary languages, select the languages you want to use on the list on the right right side ('Available') and move them to the left hand side ('Selected') using the right-to-left arrow button. To deactivate a selected secondary language, select it in the list on the left hand side and move it to the right hand side using the left-to-right arrow button. You can select a maximum of 4 secondary languages.

**Note:** Always select as primary language the one you need to use with special characters. For example, if you need to run OCR on English, Dutch and Hungarian documents, choose Hungarian as your primary language. This will preserve the special characters. If you set Hungarian as a secondary language, these may not be preserved but instead be converted to standard ASCII.

## UPDATE

Change the settings in this tab to choose when you want DEVONthink Pro Office to check for new versions (never, on startup, daily, weekly, or monthly.) DEVONthink Pro Office only performs checks for updates when the computer is connected to the Internet.



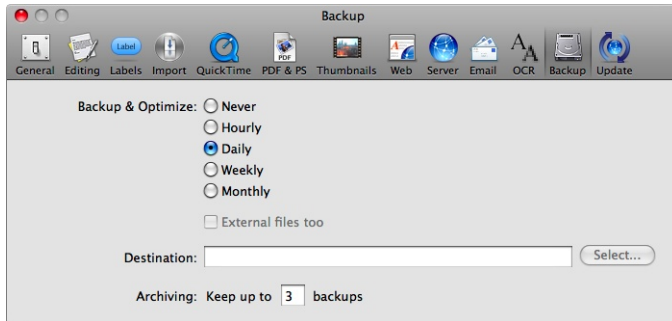
Click Check Now to immediately check for a new version.

Note: Disable the check for new versions when your network connection is unstable and you experience very long delays when opening DEVONthink Pro Office.



## BACKUP

DEVONthink Pro Office comes with a simple built-in backup function that backs up the database index on a regular bases. These options define how often DEVONthink Pro Office will back up its index.



## BACKUP & OPTIMIZE

These options deal with the internal backup. This backup automatically duplicates all important database files and moves the duplicates into a folder(s) named 'Backup(.x)' within the DEVONthink Pro Office database folder/package. Select if you want to have the backup created never, daily, weekly, or monthly. Of course, you can create a backup at any time by selecting [Tools > Backup & Optimize](#). [Data > Tools > Backup & Optimize](#).

## DESTINATION, ARCHIVING

Select how many internal backups you want to keep.

Note: The Destination field is reserved for a future software ability, and is therefore grayed out.

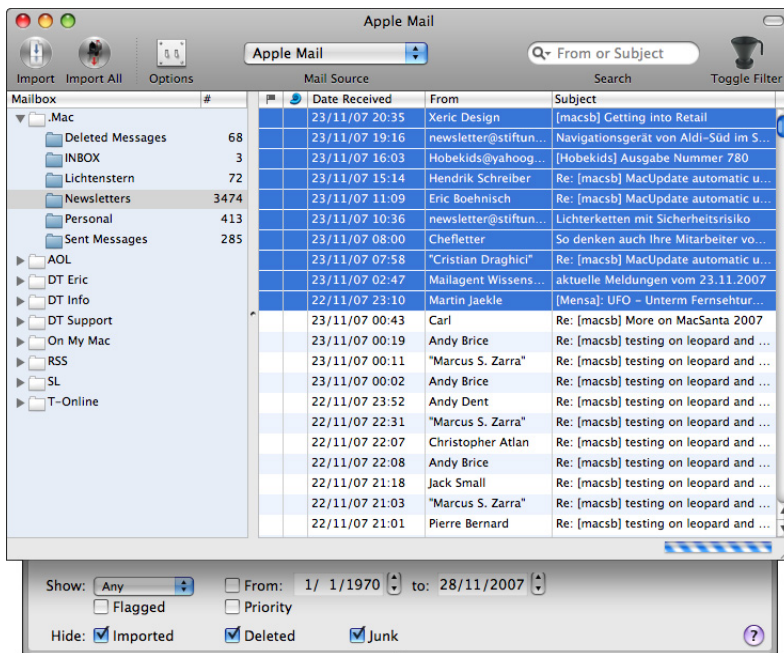
# EMAIL, SCANNING, WEB SHARING

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DEVONthink Pro Office comes with a number of features specifically designed to help you eliminate paper from your home and office life. You can use DEVONthink Pro Office for archiving your email messages, as well as scanning and archiving printed documents (like letters, invoices, recipes, and more.)

## ARCHIVING YOUR EMAIL CORRESPONDENCE

The Mail import function lets you conveniently import email from your preferred email applications to your DEVONthink Pro Office database.



DEVONthink Pro Office currently supports the following email applications:

- Apple Mail
- [Microsoft Entourage](#)
- [PowerMail 5.x and later](#)
- [BareBones Mailsmith](#)
- All email applications using standard Unix mailboxes, like [Thunderbird](#) or [GNUmail](#)

The imported email messages are saved in DEVONthink Pro Office as rich text files. Formatting and attachments are maintained in the new documents as much as possible, [MailTags](#) meta data is preserved in the comments. Additionally, the creation dates of the new rich text documents are set to match the received date of the messages, so you only need remember one day when searching imported files.

Note: If you need to transfer email from an application (like Outlook or Eudora) to Apple Mail, take a look at [Hawk Wings](#). The site has hundreds of tips for Apple Mail, including a list of useful plugins and utilities.

## PREPARATIONS

DEVONthink Pro Office communicates with your email application using either AppleScript or, if using Apple Mail, by using a special plugin that implements a direct link between Mail and DEVONthink Pro Office. If the plugin is not automatically installed, select [Help > Install Add-Ons](#) to install it.

Note: We highly recommended you install the Apple Mail plugin, as the AppleScript implementation in Apple Mail is extremely slow. Also, it's not possible to archive complete conversations from Apple Mail without the plugin installed, due to limitations in the AppleScript interface of Mail.

In addition to speeding up the transfer of emails from Apple Mail to DEVONthink Pro Office, the plugin inserts new menu commands into Mail's menus that allow you to directly archive selected messages or mailboxes to your DEVONthink Pro Office database. Note that when accessing a supported mail application via AppleScript, automatic fetching of new mail is disabled. This does not happen when you use Apple Mail with the DEVONthink Pro Office plugin installed.

## THE IMPORT MAIL WINDOW

Open the Import Mail window from File > Import > Email menu. It is designed to match the main window of most major email applications, with a folder list to the left and a list of messages contained in a selected folder to the right.

To access the mailboxes and messages stored in your email application, select your email application in the toolbar's Source pop-up menu. DEVONthink Pro Office automatically selects your default email application (DEVONthink Pro Office will only list applications installed on your Mac that it directly supports.) If you are using an unsupported mail application that uses Unix mailboxes, like Thunderbird, choose 'Unix mailbox' and locate the mailbox file you want to use.

Note: You can also drop '.mbx' files onto DEVONthink Pro Office's application icon.

DEVONthink Pro Office then immediately launches the application and reads the list of available mailboxes. Select any mailbox to show its content, and use the triangles in front of the mailbox icon to expand the mailbox and see its sub-folders.

To import a complete mailbox, including messages, select the mailbox in the folder list, and click the Import icon in the toolbar. This imports the complete mailbox including all sub-mailboxes and recreates the mailbox hierarchy by using groups in your DEVONthink Pro Office database. If you don't want to have DEVONthink Pro Office preserve the mailbox hierarchy, check 'Flatten Folder Hierarchy' in the Options sheet (see below.) To import one or multiple messages, select them in the list of messages and click the Import icon in the toolbar.

Note: While importing mail, your email application is put temporarily offline. It will be switched to online again as soon as the import is done.

Import vs. Import All: If you want to import whole mailboxes including all sub-mailboxes, use the 'Import All' tool in the Import Mail window's toolbar. Select the mailbox that you want to completely import and click the Import All icon in the toolbar.

The Import All tool imports all messages of the selected mailbox and in all sub-mailboxes contained in it without any filtering. Apart from this there is no difference between Import and Import All, e.g. regarding the contents of the imported messages.

Note: If you are using IMAP, you may want to make sure that your email client is keeping a local cache of all messages and that your IMAP mailboxes are fully synchronized to the online server before you import your messages to DEVONthink Pro Office. This will make the import more reliable and faster.

**Filter:** Select the Filter icon from the toolbar to show the filter drawer. Check any filter you want to apply; you'll notice the list of messages immediately adapts to any changes you make in the drawer. The following filters are available:

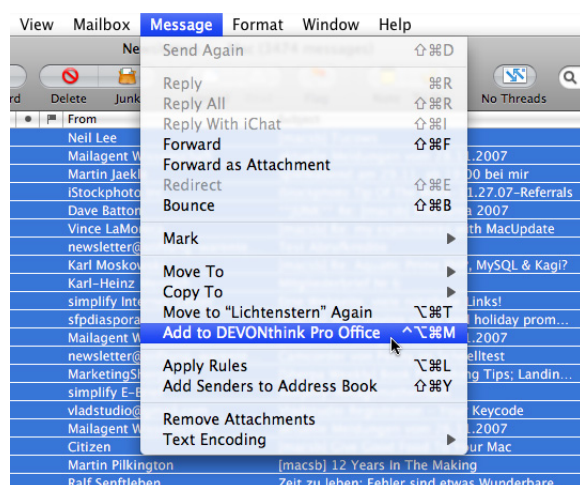
- Show only Read, Unread messages (by default it shows both)
- Show only Flagged messages
- Show messages received in a given time frame
- Show messages marked as 'High Priority'
- Hide messages already archived in DEVONthink Pro Office
- Hide deleted or messages marked as 'junk'

**Options:** Select the Options icon in the toolbar to change a few settings; these settings define how the messages will be imported.

- *Destination Group:* Click the Set button to select a group in the currently open database. DEVONthink Pro Office will import all messages into this group.
- *Flatten Folder Hierarchy:* Check this option to let DEVONthink Pro Office import all messages into the destination group without creating sub-folders. If this option is unchecked, DEVONthink Pro Office will try to recreate the original email application's group structure.

## IMPORTING FROM APPLE MAIL

If you are using Apple Mail, you're one step ahead of those using other mail applications, as the plugin that DEVONthink Pro Office installs for Apple Mail not only directly links DEVONthink Pro Office to the application, but also inserts two very convenient menu commands. These commands allow you to directly import selected messages, or even complete mailboxes, from Apple Mail to your DEVONthink Pro Office database.



To import complete mailboxes from Apple Mail to DEVONthink Pro Office, select one or more mailboxes in Apple Mail and choose Mailbox > Add to DEVONthink. To import one or more selected messages, choose Message > Add to DEVONthink.

The messages are imported into the group which is defined as the default location for new notes. To change the default group for new notes, go to the Import tab in DEVONthink Pro Office's Preferences.

Note: The 'Mailbox > Add to DEVONthink Pro Office' command does only import the selected mailbox without travelling its sub-mailboxes. The destination is the one set up for new notes in the Import preferences. To import mailboxes from Apple Mail with travelling all sub-mailboxes as well as preserving the mailbox hierarchy use the Mail Import window.

## REPLYING TO IMPORTED MESSAGES

When importing email messages, DEVONthink Pro Office puts the sender's email address into the newly created rich text documents' URL field. File > Export > as Email is used to create a reply message in your default email application. The sender (referenced in the URL field) becomes the new recipient, and the plain text of the selected document is inserted as quoted text (the selected item is also attached to the message.) Alternatively, you can right/control-click the document and choose Send by Email.

Note: Some email applications, e.g., Mozilla Thunderbird, do not support AppleScript and so DEVONthink Pro Office cannot properly create a new email with attachment. Instead, it tries to stuff as much information into a URL and send this to the application. But, a URL can only be of limited length, therefore the data has to be trimmed and you will see the message 'This is a summary of the selected record text!' instead of the quoted text in the newly created message.

## CAPTURING PAPER DOCUMENTS

DEVONthink Pro Office comes with built-in support for both document scanners such as the [Fujitsu ScanSnap](#) as well as with two modules for flatbet scanners that come with a [TWAIN driver](#) compatible to Mac OS X or that use Mac OS X's Image Capture framework.

Scan paper documents that you want to archive using one of the two available modules:

- [Scan via Image Capture](#)
- [Scan via TWAIN](#)

DEVONthink Pro Office will automatically make them searchable by applying optical character recognition (OCR). OCR adds an invisible text layer to the scanned file that is computer-readable and searchable; a layer that is recognized by DEVONthink Pro Office's AI engine.

In addition, DEVONthink Pro Office can import files previously scanned with a third-party application (such as your scanner's capture application), and apply OCR in the process, making the documents' content available electronically. [See also p. 148ff](#)

DEVONthink Pro Office also automatically recognizes the [Fujitsu ScanSnap](#) document scanner and, if desired, changes the ScanSnap Manager's preferences so that scanned documents are automatically sent to DEVONthink Pro Office, given the OCR treatment, and imported without any further user interaction. Pair DEVONthink Pro Office with the ScanSnap, with its fast scanning engine and automatic document feeder, and you're well on your way towards eliminating paper clutter from your life. [See also p. 149ff](#)



# SCANNING VIA IMAGE CAPTURE

## PREPARATIONS

Before you can use an Image Capture scanner from within DEVONthink Pro Office, you should check whether the scanner is compatible with Image Capture. Do the following:

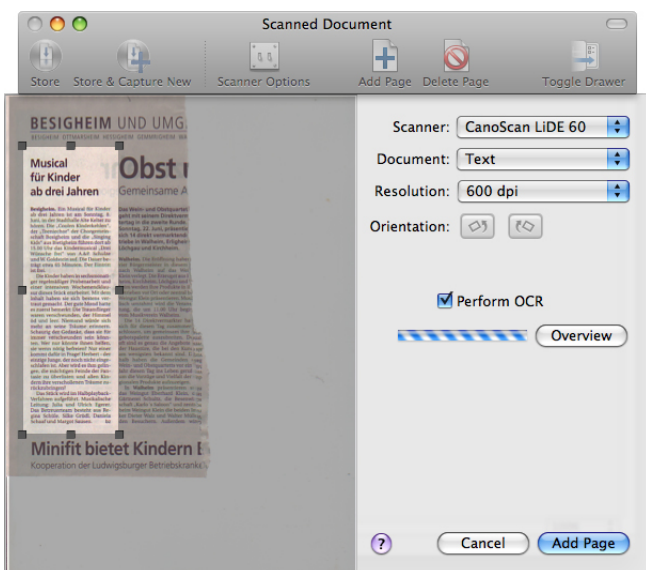
- Open the Image Capture application; by default, it is located in the Applications folder.
- Check if your scanner is visible in the Devices menu; if it is, select it.
- If it is not, choose Devices > Browse Devices. Try to locate your scanner in the 'Remote Image Capture devices' or 'TWAIN devices' lists of Image Capture's Browse Devices window. Select your scanner and click the Connect button to connect it to Image Capture.
- Try to scan something to make sure that the Image Capture application accesses your scanner correctly.

If this doesn't work with your scanner, check your scanner's documentation, as well as the manufacturer's website. If you can make a scan from the Image Capture application, you will also be able to do so in DEVONthink Pro Office. If you cannot get it to work, please try [the TWAIN module](#). In addition you could try to find an [open source SANE driver](#) for it.

Note: Due to deficiencies in Mac OS X's Image Capture, it's not yet possible to access network scanners. We'll post a workaround as soon as we find one.

## THE CAPTURE WINDOW

To open the Capture window, choose [File > Import > Scanner > Capture](#). DEVONthink Pro Office will immediately connect the first available scanner; if it can't, it will ask you to [connect to your scanner](#) using Image Capture.





If possible, DEVONthink Pro Office will also do a preview scan and provide you with these options (you can change them later at any time):

- Page orientation
- Resolution
- Shall optical character recognition (OCR) be applied?
- Page area to scan

Note: It is recommended that you use at least 300 dpi (though 600 dpi is best) and Color Document for best results, especially when using OCR.

**Adding pages:** To scan a page and add it to the Capture window, click 'Add page' from the Scanner Options dialog sheet. DEVONthink Pro Office scans one page. Then, you can immediately put a new sheet of paper onto the scanner and use the Add Page toolbar button to add the next page. The selected page area will not change.

If 'Apply OCR' was checked in the options, DEVONthink Pro Office will run OCR on every added page. This happens in the background, so you can continue to add new pages in the Capture window while OCR is running.

**Reviewing the scanned pages:** Click the Toggle Drawer button in the toolbar to open a drawer showing all pages already added to the Capture window. Select any page to display it. Use the zoom level pop-up menu in the lower right corner of the Capture window to zoom into, or out of, the scanned page.

**Reordering and deleting pages:** You can reorder the pages added to the Capture window before you actually import them by dragging the thumbnail pictures of the pages in the drawer. Click the Revert Page Order button to revert the complete page order (for instance, because you scanned the pages in reverse order, from last to first.) Select any page in the drawer to display it and use the Delete Page toolbar icon to remove it from the Capture window.

**Storing the document:** When you have scanned all pages and have arranged them in the proper order, click the Store toolbar button to assemble the final PDF document and import it into the database. The document will be placed into the selected group, or in the top level of the database if no group was selected.

Note: To save disk space, the generated searchable PDF is regenerated using the resolution set in the [preferences](#).

## THE TOOLBAR

You can customize the Capture window's toolbar to fit your needs. Control (right-click) the toolbar and choose Customize from the contextual menu. You may alternatively choose [View > Customize Toolbar](#). Besides the standard toolbar items, the following tools are available:

- *Store:* Assembles a PDF from all the scanned pages that have been added to the Capture window, and imports it into the database. Then, it closes the Capture window.

- *Store & Capture New*: Assembles a PDF from all the scanned pages that have been added to the Capture window and imports it into the database. Next, it opens a new Capture window so that you can immediately scan a new document.
- *Scanner Options*: Opens the Scanner Options dialog sheet. See above.
- *Add Page*: Scans one page and adds it to the Capture window.
- *Delete Page*: Deletes the current page from the Capture window.
- *Toggle Drawer*: Opens or closes the drawer that displays all pages that have been added in the Capture window.

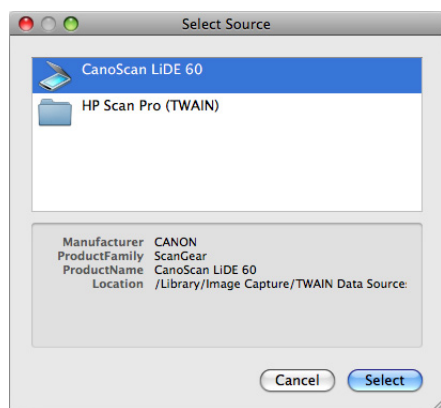
# SCANNING VIA TWAIN

## PREPARATIONS

Before you can use your scanner from within DEVONthink Pro Office, make sure that a TWAIN or Image Capture driver is installed for your device. Please consult your scanner's manual on how to install the driver.

## THE CAPTURE WINDOW

To open the Capture window, choose **File > Import > Document (from Scanner)...** DEVONthink Pro Office will open the embedded ExactScan Capture application and bring it to the front. DEVONthink Pro Office will stay in the background but you can bring it to the front at any time without disturbing the scan process. As soon as ExactScan Capture has been opened, both applications are working independently.



When ExactScan Capture opens, it starts looking for connected scanners. If you have installed more than one scanner driver it presents you with a dialog window that lets you select the scanner that you want to use.

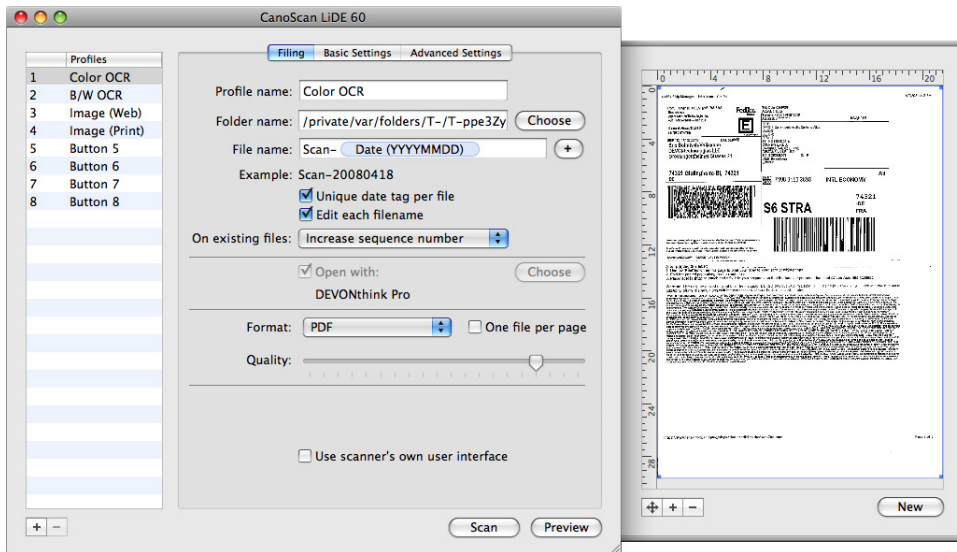
If the scanner can be connected, ExactScan Capture shows its capture window consisting of three areas:

- **Profiles:** This area holds four predefined scan profiles (settings) as well as any additional profiles that you have defined. Use the plus and minus sign buttons to create new profiles or delete obsolete ones.
- **Settings:** This area shows the settings stored in the profile selected on the left. It is divided in the tabs Filing, Basic Settings, and Advanced Settings.
- **Preview:** The Preview area opens as a drawer when you click the Preview button on the bottom right of the capture window.

Note: If the capture window does not appear automatically, choose **File > New Scan** or press **Command-N** in ExactScan Capture to open it.

## STEP 1: CHOOSING THE SETTINGS

Before you begin to scan, select the profile that you want to use for your particular scan job. If the four predefined profiles that come with DEVONthink Pro Office don't fit your needs, create your own using the plus sign button below the profile list.



For the selected profile ExactScan Capture shows the assigned settings on the right hand side of the capture window. Switch between the three tabs, Filing, Basic Settings, and Advanced Settings, and check or modify all settings so that they fit your needs.

Filing:

- *Profile name:* Set or modify the name of the selected profile.
- *Folder name:* Choose a folder for the temporary files.
- *File name:* Choose how ExactScan Capture names the scanned documents. Use the plus sign button to insert a sequential number or the current date and time into the name template. See an example below the name field. Check 'Unique date tag per file' to make sure every documents gets a unique file name, and check 'Edit each filename' to manually change the file name right before saving the scan.
- *On existing files:* Choose what ExactScan Capture shall do when it encounters an already existing file with the very same file name.
- *Open with:* This setting cannot be changed as scans made with the embedded variant of ExactScan Capture are always sent to DEVONthink Pro Office.
- *Format:* Choose the file format you want to use for your scan. For documents choose PDF. If 'One file per page' is unchecked, ExactScan Capture will ask you after each scan if you want to add another page to the file until you tell it that the document is complete.
- *Quality:* For compressed file formats such as JPEG, choose the desired picture quality.
- *User scanner's own interface:* With some scanners ExactScan Capture's user interface does not work properly due to shortcomings in the scanner's driver. Check this option to use the driver's own TWAIN interface instead.

## Basic Settings:

- *Source*: Choose the scan source.
- *Colors*: Choose the color depth.
- *Resolution*: Choose the scan resolution.
- *Brightness/Contrast/Gamma*: Optimize the scan by manually adjusting these values, if necessary.
- *Size*: Adjust the size of the scan area as well as a default rotation. Choose a predefined size from the Size pop-up menu or enter the size manually. The 'Auto crop and de-skew' option is only available on higher-end ADF scanners with an enlarged scanning area.

Note: It is recommended that you use at least 300 dpi (though 600 dpi is best) and Color Document for best results, especially when using OCR.

## Advanced Settings:

- *De-screen*: Check to reduce the moiré effect especially when scanning printed photos, e.g. from a magazine or newspaper.
- *Sharpen*: Check to sharpen the scan.
- *Skip blank pages*: Check to automatically skip blank pages. Especially useful on ADF scanners.
- *Automatically optimize to b/w*: Check to analyze the scan and optimize it for black-and-white if possible.
- *Black/White point*: Use these two options to set the white and black point for the image. In the color chooser, use the magnifying glass tool to 'pick up' a color from e.g. the preview scan.
- *Hue/Saturation/Lightness*: Adjust hue, saturation, and lightness.

## STEP 2: CREATING A PREVIEW

When you have selected the profile that you want to use and, if necessary, amended the settings, you should make a preview scan. Click the Preview button to open the preview drawer, then click the New button in the drawer to make ExactScan Capture quickly scan the page in the scanner.

In the preview drawer, use the handles of the rectangle marking the scan area to adjust it to your needs. Use the plus sign, minus sign, and plus-arrow sign buttons to zoom in, zoom out, or zoom to fit.

## STEP 3: SCANNING

If the preview is fine, click the Scan button. ExactScan Capture will scan the page and, if 'One file per page' is not checked on the Filing tag of the selected profile, ask if you want to scan another page or stop scanning and file the document. Add as many pages as you like and then choose Stop to save the scanned document to your database.

## STEP 4: SAVING THE SCAN

When the scan is done, ExactScan Capture will save the completed document to the folder selected on the Filing tab of the profile, then send it to DEVONthink Pro Office. If 'Edit each filename' was checked on the Filing tab, ExactScan Capture will also let you modify the file's name before saving it.

When the file is sent to DEVONthink Pro Office OCR is applied if 'Convert to searchable PDF' is checked in the [Preferences](#). The (searchable) PDF is then saved in the database.

The ExactScan Capture application does not quit automatically as you may want to continue scanning. Simply quit it when you're done capturing using Command-Q or its Dock menu. It will also quit automatically when you quit DEVONthink Pro Office.

The captured document is filed in the currently selected group.

## UNSUPPORTED SCANNERS

If your scanner isn't supported by ExactScan Capture, don't worry. As long as you are able to scan somehow, for instance, by using the scanner manufacturer's application, there's a way to get your documents into DEVONthink Pro Office.

First, check if your scanner uses one of the following scan applications:

- Apple Image Capture
- Brother Control Center
- Canon ScanGear
- Epson Scan
- [ExactScan](#)
- Fujitsu ScanSnap Manager
- Hewlett-Packard ScanPro

If your software is in the list above, you just need to tell it to send the scanned file to DEVONthink Pro Office (in the HP software this feature is called 'scan destinations'. Most scanner applications allow you to do change this setting (for instance, when opening scanned images automatically in Preview, Adobe Photoshop, or The GIMP). Change the setting so that DEVONthink Pro Office is your application of choice, and scanned documents will open in DEVONthink Pro Office.

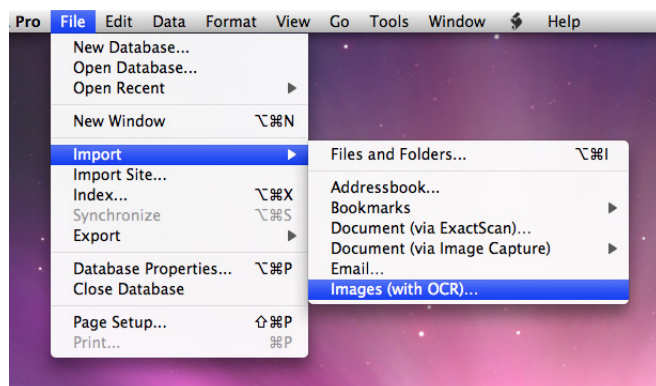
As soon as your scanner application sends a scanned file, DEVONthink Pro Office will automatically run optical character recognition on it and then save the file to the currently open database. If DEVONthink Pro Office doesn't run OCR automatically, please [contact us](#). We will see if we can add support for your scan software to future versions of DEVONthink Pro Office.

You can, of course, also save the scanned files simply to your hard disk (for instance, to your Desktop), and import them manually with OCR by using [File > Import > Images \(with OCR\)](#).

Note: If there is no driver available for your scanner that is compatible to either ExactScan Capture or Image Capture, you can try to use the TWAIN-SANE Interface, a scanner driver library ported from Linux. It needs some expertise to install and get to work (beginners beware), but it can connect older scanners to the modern Mac OS X world. Please note that DEVONtechnologies does not provide support for the TWAIN-SANE Interface; please contact the author if you need assistance.

## IMPORTING EXISTING FILES WITH OCR

If you already have an archive of documents that have been scanned without OCR, or if you cannot use the Capture function for whatever reason, you can import image files while applying OCR at the same time.



To import an image file while applying OCR, choose File > Import > Image with OCR. The image will be fed through DEVONthink Pro Office's OCR engine and be imported to the database as a PDF document. If you have checked 'Set PDF attributes' in the OCR preferences, DEVONthink Pro Office will show the metadata entry window when the OCR process is completed (before the file is actually imported to the database.) In the file selector, check 'Move to Trash' if you want to move the file to the trash when it has been successfully imported with OCR.

The date of the created document is set to the date of the original file. Thus for archival purposes the searchable document is identical to the original one. The modification date is set to the current date and time to reflect the addition of the searchable text layer.

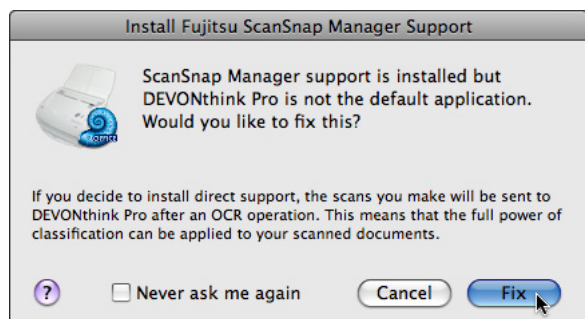


## USING THE FUJITSU SCANSNAP OR EXACTSCAN (FULL EDITION)

DEVONthink Pro Office's integration with the [Fujitsu ScanSnap](#) as well as ExactCode's [ExactScan](#) scan software is nearly seamless.

Note: DEVONthink Pro Office uses a 'light' edition of ExactScan called ExactScan Capture for flatbed and ADF scanning. You can also use the full-featured edition of ExactScan instead following this description.

Whenever you start DEVONthink Pro Office, the application checks to see if the ScanSnap Manager or ExactScan software is installed on your Mac. If it is, DEVONthink Pro Office also checks if DEVONthink Pro Office is the preferred target application for scanned documents. If this isn't the case, the application will ask if it should fix the ScanSnap Manager's or ExactScan's preferences so that all scanned files are sent to DEVONthink Pro Office when the scan is done. DEVONthink Pro Office recognizes where the incoming file comes from and runs OCR on it if necessary.



If you don't want to use DEVONthink Pro Office as the default target for your scans, you can check 'Never ask me again' in the dialog window, and DEVONthink Pro Office will never ask you again if you want to use DEVONthink Pro Office with your scan software.

## REACTIVATING SCAN SOFTWARE SUPPORT

If you change your mind and want to re-activate the ScanSnap or ExactScan support, start the Terminal application and execute the appropriate of the following commands (on one line; best use copy/paste as the command is case-sensitive):

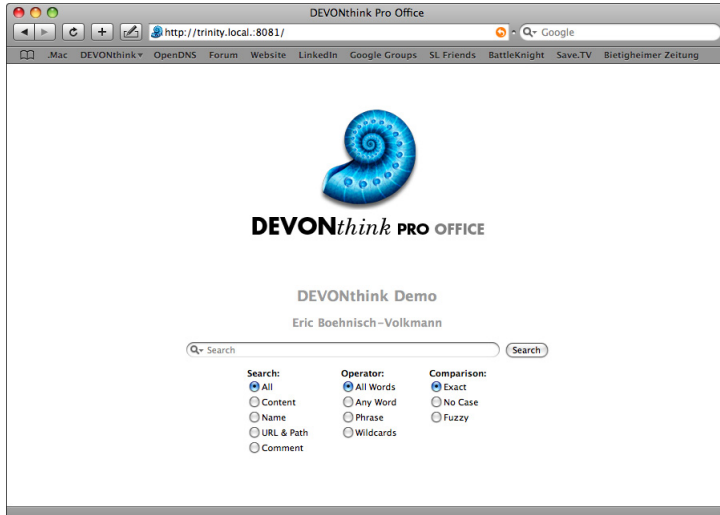
```
defaults remove com.devon-technologies.thinkpro  
"ScanSnapSupport.NeverCheckForPresence"
```

```
defaults remove com.devon-technologies.thinkpro  
"ExactScanSupport.NeverCheckForPresence"
```

You can, of course, also add DEVONthink Pro Office as the default application for scanned documents in the ScanSnap Manager or ExactScan at any time without that special help from DEVONthink Pro Office.

## SHARING YOUR DATABASE

DEVONthink Pro Office allows you to give others on the local network access to your database using a standard web browser. The embedded web server publishes your database with a search-engine-like search form that others can use to find documents in your database, view them and even download them as .zip archives.



DEVONthink Pro Office's web interface works just like any other search engine you have used. Enter your search words, select your search options, and click 'Search.' The search options resemble those also found in the [Search window](#). You'll receive a ranked list of search results with options to view or download the found documents.

## ACCESSING YOUR DATA FROM THE INTERNET

To access your database from the Internet, you need to make your Mac 'visible' to the outside world. In general, when you are using a DSL or cable modem, you are also using a router. Routers create an intranet that your Mac is connected to and 'route' traffic between the Internet and your personal intranet. Now, you need to create a route from the outside leading to the Mac sharing your database, offering a port on the outside that is directly connected to the port on which DEVONthink Pro Office is publishing.

If everything went well you will be able to access your database using an address like: `http://xxx.xxx.xxx.xxx:port`, where `xxx.xxx.xxx.xxx` is your current IP address, not of your Mac but of your router, and `port` the outside port number leading to your published database.

Using Lighthouse: An easy way to configure port forwarding is to use the shareware utility [Lighthouse](#). With a little luck, Lighthouse automatically finds your router and configures port forwarding for whatever ports you want. It installs as a menu extra and allows you to configure multiple settings for different applications. To set up Lighthouse for DEVONthink Pro Office, follow the instructions that come with Lighthouse. To download Lighthouse and to learn more about how it works and how to set it up for your network, please refer to [Lighthouse's homepage](#).

Port forwarding done manually: The following is only a rough outline of the steps needed to configure port forwarding manually. The precise way to do it varies from router to router. You will need to consult the manual for your router in order to determine exactly how to set things up. To configure port forwarding, follow these steps:

- *Step 1:* Begin by determining your Mac's public IP address. This can be done by visiting a website like <http://www.whatismyip.com/> from your machine.
- *Step 2:* Determine the port on which DEVONthink Pro Office published on your Mac. You set the port in DEVONthink Pro Office's [Preferences, Server tab](#). To publish on the Internet, enter a port number here and do not let DEVONthink Pro Office set it automatically as it may change then every time you open the application.
- *Step 3:* Determine your Mac's private IP address. The IP address is usually of the form 10.x.y.z, 192.168.y.z or 172.16.y.z. You can find your Mac's private IP address by going to the Network preferences panel in System Preferences and looking it up under TCP/IP for the interface you are using (Built-In Ethernet or Airport).
- *Step 4:* Decide on a public port for DEVONthink Pro Office. The port should be in the range 1025-65500. We suggest that you use port 8080, which is traditionally a default port for private web servers.
- *Step 5:* Configure port forwarding on your router. The steps to do this vary from router to router, but all of them require you to provide these details: Public port, private destination IP and private destination port. You found the private destination port in step 2, and the private destination IP in step 3, and you selected the public port in step 4. If you are in doubt about how you configure your router to do port forwarding, you need to consult the manual that came with your router. It is usually done through a web-based interface or custom-built administration application. For instance, Airport routers can be configured using the Airport Admin Utility.
- *Step 6:* Save the configuration changes on your router, and restart it if required. At this point, you are ready to connect to your DEVONthink Pro Office from the outside.
- *Step 7:* From the remote computer, open a web browser and enter the address as follows: <http://xxx.xxx.xxx.xxx:port>, where xxx.xxx.xxx.xxx is the public IP address you found in step 1, and the public port you selected in step 4. Press Return and you should get presented with your database's web interface.

Setting up port forwarding can be tricky, but the difficult part is mainly in determining how to configure your particular router. If you are in doubt, try googling your router's name and combine it with a search for 'port forwarding' or 'port mapping.'

## ACCESSING YOUR DATA FROM THE IPHONE

Accessing your database from an iPhone is similar to connecting to the web interface. However, DEVONthink Pro Office gives you a JavaScript web application ready-made for the iPhone's screen size. It loads faster, transfers less data over the network, and is also optimized for iPhone-like usage like tapping.



To access your database from the iPhone, simply enter your database's address, with JavaScript switched on, in Safari for Mobile's preferences. You're automatically sent to the iPhone-optimized web app.

If, by whatever chance, it does not work, e.g. because you have deactivated JavaScript, add '/iphone/' (slash-iphone-slash) to your database's address.

# WIDGETS AND BOOKMARKLETS

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DEVONthink Pro Office comes with two handy Dashboard widgets. DEVONjot Pro allows you to jot down notes and store them in your database. DEVONsearch allows you to search your database from the Dashboard.

Bookmarklets make adding interesting webpages from Safari or [DEVONagent](#) to DEVONthink Pro Office as easy as pressing a button.

## DEVONJOT PRO

DEVONjot Pro allows you to take notes and send these to DEVONthink Pro Office for safe keeping. It can be configured to send the note to a particular database and group, allowing you to open multiple widgets configured for different purposes.

### FRONT

The front of the widget is where you can type your note's message. Note: Because of a peculiarity of the current WebKit from Apple, you can only start typing after you click in the upper left corner of the widget (if there is no insertion caret visible.) Press Command-Return or click the Take Note button to save the note to your database.



The area with the Warning or Error icon will indicate if it is possible to create your note. If something goes wrong when you click the Take Note button, it will show an Error icon. If you hover your mouse over the Warning or Error icons, you can see the exact message outlining the problem on the screen. If your note was stored successfully to the application, it will be erased from the widget to make space for a new note. All the information on screen is preserved even if you leave Dashboard, as long as you don't close the widget.

### BACK

You can flip the widget by clicking the 'i' button that appears when you move the mouse into the lower right corner of the widget. The back of the widget contains some preferences that you can use to customize DEVONjot Pro to your needs.



- *Database:* Select the database you want the widget to connect to or select Any to send notes to the currently open database.
- *Group:* Specify the group you wish to send the note to.
- *Font:* Specify the font and size you wish to use for your note. Choose Auto to have DEVONjot Pro automatically adjust the size of your note as you add more text.

The following options are available for sending notes to a group:

- *Top or current group:* Send the new note either to the top group of the database, or to any group that is currently selected.
- *Custom:* This will display an area where you can type a location for a group. You can use the slash (/) character to separate groups, as in a Unix path.
- *<List of groups>:* Optionally, a list of current groups in the database appears if your database has less than 30 groups. If your database has more than that you will not see this list. You could use the Custom Group feature to select a specific group in that case.

Note: If you use multiple databases with DEVONthink Pro Office, the widget will warn you if the currently open database is different from the one you've selected, and will prevent you from saving a note. You can also select an existing group in the database, however, if this group has been removed or otherwise invalidated, the widget will also prevent you from saving the note. You will need to change the preferences or the database and its groups in these cases to save notes again. When you have chosen a Custom Group, it will always be recreated if it has somehow been invalidated.

Click Done to flip the widget back to the front.

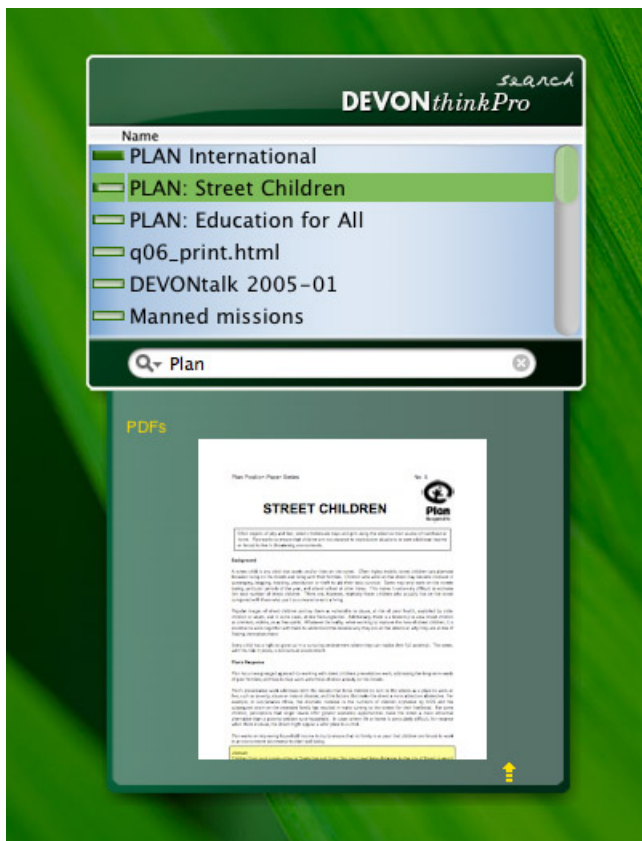


## DEVONSEARCH

The DEVONsearch widgets allows you to search your DEVONthink Pro Office database directly from Dashboard. The widget lists all results and shows a preview in a drawer.

### FRONT

The front of the widget is where you'll enter your search term into the search field; click the DEVONthink Pro Office icon to start the search. If DEVONthink Pro Office isn't already open, it will launch. The result list includes the name of the found documents and the score.



Scroll through the results; to see a preview, select a result and a preview drawer will open. Click the yellow up arrow to close the drawer.

If you double click a result, you will leave Dashboard and a window in DEVONthink Pro Office will display the result.

If the widget cannot display the contents of the selection, a link will be displayed in the preview drawer. When you click the link, you will leave Dashboard to see the result. (Depending on the type of link, the results will be displayed in either a browser or an application that understands the file format.)

### BACK

You can flip the widget by clicking the 'i' button that appears when you move the mouse into the upper right corner of the widget.





The back of the widget contains some preferences that you can use to customize DEVONsearch to your needs.

- *Operator*: Choose which search operator you want to use: All Words, Any Words, Phrase, or Wildcards. These options correspond to their counterparts in the [Search window](#).
- *Comparison*: Choose if you want your search to be exact, case-insensitive, or fuzzy. These options correspond to their counterparts in the [Search window](#).

Click Done to flip the widget back to the front.

## BOOKMARKLETS

DEVONthink Pro Office supports bookmarklets. Bookmarklets are special bookmarks that do not load a saved address but execute little JavaScript commands that, for example, add a bookmark to the current page in your DEVONthink Pro Office database, or creates a web archive of a page. Basically, they take advantage of bookmarks as handy shortcuts for application functions.

DEVONthink Pro Office supports the following two bookmarklets:

- Add bookmark to DEVONthink Pro Office
- Add page as web archive to DEVONthink Pro Office

## INSTALLATION

You will find bookmark files for both of the preceding options in the Extras folder on the DEVONthink Pro Office disk image. Drag them into the Bookmark area of Safari, preferably into the Bookmarks Bar. This keeps them handy.

## USING BOOKMARKLETS

Launch the program you have loaded bookmarklets into, such as Safari or [DEVONagent](#). Next, load any page that you wish to archive, then select the bookmarklet of choice in your Bookmarks Bar. Instead of loading another page, as with other bookmarks, the bookmarklet will create either a link document or a web archive for the displayed page in your DEVONthink Pro Office database.

Bookmarks or web archives created using these bookmarklets will be created in the group defined in Preferences > Import > New notes.

# SCRIPTS AND THIRD-PARTY APPS

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DEVONthink Pro Office comes with a fully loaded AppleScript dictionary that allows you to automate almost every aspect of the application. Use the included (and useful) add-on scripts and Automator actions to perform seldom-used functions. Or, use the included scripts and actions as templates for your own scripts and workflows.

## INTRODUCTION

DEVONthink Pro Office features one of the largest AppleScript dictionaries of all Mac OS X applications available. These scripts make it possible to automate nearly every aspect of the application, and to integrate the application with almost every other application supporting AppleScript.

## EXAMPLE SCRIPTS

To make it easier for you to start with scripting right away, we deliver a slew of scripts with DEVONthink Pro Office that you can access in the [Scripts menu](#) (which shows a stylized 'S' symbol as its title instead of the word Scripts.) These scripts interact directly with a selected group or document, or create documents themselves. All scripts delivered with DEVONthink Pro Office are also useable in everyday work, and are not simple examples skeletons that need to be tinkered with first.

Other ways to use AppleScript for extending and integrating DEVONthink Pro Office are triggered scripts, folder actions, droplets, and PDF Services scripts. You'll find descriptions of the scripts that come with DEVONthink Pro Office in the corresponding sections of this chapter.

## INTEGRATING OTHER APPLICATIONS

In addition to the scripts that you use inside DEVONthink Pro Office, Mac OS X features a global script menu that allows you to access certain scripts from any application on your Mac, for example your web browser or Apple Mail. When activated, it appears at the right side of the menu bar (like other menu extras such as the AirPort signal strength or the Spotlight icon.) It appears with a black graphic 'S' icon.

Note: By using folders named after applications inside the '~/Library/Scripts/Applications' directory, it's also possible to make scripts application-specific. Such scripts will appear at the top level of the global script menu when the application they belong to is frontmost. This removes clutter and shows only scripts that make sense in the current application.

DEVONthink Pro Office already comes with a couple of scripts that you can access very conveniently from the global script menu. DEVONthink Pro Office asks to install them whenever you update the application, or you can (re-)install them manually by selecting [Help > Install Add-ons](#). They will be installed in '~/Library/Scripts/Applications/<TargetApp>' and so only apply for the user currently logged in. Also, they only show up in the script menu when the application for which they are designed is the frontmost application (the one that currently populates the menu bar.)

To activate the global script menu, do the following:

- Open the AppleScript Utility (in '/Applications/AppleScript'.)
- Check 'Show Script Menu in menu bar.'
- Uncheck 'Show Library scripts' if you only want to see the scripts you've installed yourself.

Note: In Mac OS X 10.3.9, use '/Utilities/AppleScript/Install Script Menu' instead of the AppleScript Utility.

To install your own scripts (such as the scripts that come with DEVONthink Pro Office), copy them into the folder '~/Library/Scripts.' You can use subfolders to structure them in any way you like.

## DEVONTHINK PRO OFFICE'S DICTIONARY

DEVONthink Pro Office includes a large dictionary with commands, objects, and methods you can use for writing scripts that interact or extend DEVONthink Pro Office. To view the dictionary, open the Script Editor application (by default located in '/Applications/AppleScript'), select File > Open Dictionary and choose DEVONthink Pro Office in the appearing window.

You can also add DEVONthink Pro Office to your Script Editor library. Select Window > Library, click the + button and choose DEVONthink Pro Office. This way you always have DEVONthink Pro Office's dictionary handy.

## LEARNING APPLESCRIPT

This documentation is not an AppleScript language guide. Please refer to [Apple's AppleScript website](#), other online resources, or introduction and reference books for more information on the AppleScript language. Here are some links for you:

- [Mac OS X AppleScript Resources Page](#)
- [MacScripter](#)
- [ScriptWeb](#)
- [TECsoft Hands-On Trainings](#)
- [Scripting Matters Trainings](#)
- [AppleScript for Absolute Starters \(free PDF book\)](#)
- [AppleScript: The Missing Manual](#)
- [AppleScript: The Definitive Guide](#)

## INSTALLATION

All add-on scripts that come with DEVONthink Pro Office are automatically installed or updated when you open a new version of DEVONthink Pro Office for the first time. You can, however, manually re-install them by choosing [Help > Install Add-ons](#)

The various scripts are installed in a couple of locations:

- *Application Scripts*: These scripts are installed in '~/Library/Scripts/Applications/' and can be used from the global script menu. [Read more.](#)
- *DEVONthink Pro Office Scripts*: These scripts are installed in '~/Library/Application Support/DEVONthink Pro/' and can be used from DEVONthink Pro Office's own script menu. [Read more.](#)
- *Finder Plugins*: These scripts (actually, just one as of today) are installed in '~/Library/Workflows/Applications/Finder/'. They appear as extensions to the Finder's contextual menu. [Read more.](#)
- *PDF Services Scripts*: These scripts are installed in '~/Library/PDF Services/'. They extend the PDF button in any application's print dialog. [Read more.](#)

## INTERNAL SCRIPTS

The internal scripts menu of DEVONthink Pro Office, located to the left of the Help menu (in DEVONthink Pro Office's menu bar), gives you access to a large number of pre-made scripts and [Automator workflows](#) that extend DEVONthink Pro Office with additional, more specialized commands and functions.

Of course, you can easily modify all these scripts using the AppleScript Editor (and the workflows using Automator) or add your own scripts and workflows to the menu. They are located in '~/Library/Application Support/DEVONthink Pro,' you can open this folder in the Finder comfortably with Scripts > Open Scripts Folder.

Note: If you have modified the contents of the script menu and you want to go back to the default set, delete the complete DEVONthink Pro folder in '~/Library/Application Support.' DEVONthink Pro Office will recreate this folder, including it's contents, when you next launch the application.

Note: If you want to add keyboard shortcuts to scripts in this menu, you cannot do this using the System Preferences. You need to add the shortcut description to the file name of the script in '~/Library/Application Support/DEVONthink Pro' or '~/Library/Scripts'. Example: 'eMail Current URL (Mail)\_\_\_Cmd-Alt-M.scpt'. The naming convention is three underline characters followed by the shortcut description.

## ADDRESS BOOK

- *Import Phone List*: Imports all phone numbers from Apple Address Book.

## COMMENTS

- *Assemble*: Collects the comments of the selected documents and creates a new document listing them.
- *Speak*: Speaks the comments of the selected documents.

## DATA

- *Find & Remove Similar Contents*: Finds and removes similar documents.
- *Group With Duplicates*: Creates a group with duplicates of the selected documents.
- *Group With Replicants*: Creates a group with replicants of the selected documents.
- *Show recommended groups*: Shows the groups recommended by DEVONthink Pro Office's AI for the selected document.

## DATES

- *Creation > Modification Date*: Sets the modification date of the selected item(s) to their creation dates.
- *Modification > Creation Date*: Sets the creation date of the selected item(s) to their modification dates.

- *Touch Creation Date*: Sets the creation date and time of the selected item(s) to the current date and time.

## DOWNLOAD

- *Images of Page*: Adds the images of a displayed webpage to the database.
- *Linked Images of Page*: Adds linked images of a displayed webpage to the database.
- *Links of Page*: Adds links contained on a displayed webpage to the database.
- *Create Offline Archive*: Creates an offline version of a displayed webpage.

## EDIT

- *Count Characters*: Counts the characters in the current selection.
- *Count Words*: Counts the words in the current selection.

## EXECUTE

- *AppleScript*: Executes an AppleScript script.
- *Perl*: Executes a Perl script.
- *Shell*: Executes a shell script.

## EXPORT

The following scripts provide some seldom-used export functions, and help you create backups of your database (for copying them to external media such as CD-R or the iDisk.)

- *Listing*: Saves a UTF-8 text file containing a text listing of the names of all contents/groups of the current database.
- *Daily Backup*: Creates a backup of the database.
- *Backup Archive*: Creates a backup of the database at a chosen location (like the Desktop), and makes it a Zip archive that can be comfortably copied to an external medium, the iDisk, or a CD-R.
- *To iDisk*: Exports all items in the database as a .Zip archive and copies the backup archive to your [iDisk](#).
- *To JungleDisk*: Exports all items in the database as a .Zip archive and copies the backup archive to your [JungleDisk](#). Please note that for this script to work, your JungleDisk needs to be named 'JungleDisk.'

## FEEDS

DEVONthink Pro Office is not an RSS reader, yet it can serve as such. The following scripts implement some automatic RSS functions, such as downloading of new articles and marking already read articles by changing their labels. All functions are implemented by using triggered scripts; these scripts may serve as good examples on how to use triggered scripts for automating DEVONthink Pro Office.

- *Apple -- Hot News*: Creates an HTML document with Apple's Hot News.



- *Apple -- Latest Mac OS X downloads*: Creates a group with links to recommended downloads.
- *Nature -- Hubble News*: Downloads the latest Hubble news.
- *iTMS -- Added Albums*: Downloads covers of albums recently added to the iTunes Music Store.
- *Mark as read / unread*: Marks/unmarks selected documents, for use with downloaded RSS feeds.
- *New Feed (HTML / Linked)*: Downloads an RSS feed and stores each news item as a separate document.
- *Synchronize (HTML / Linked)*: Syncs a group with RSS items with its online counterpart.

## FORMAT

- *Body Normal*: Formats selected text as 'Body Normal.'
- *Body Small*: Formats selected text as 'Body Small.'
- *Header Capitalized*: Formats selected text as 'Header Capitalized.'
- *Header Normal*: Formats selected text as 'Header Normal.'
- *Header Secondary*: Formats selected text as 'Header Secondary.'
- *Source*: Formats selected text as Source.
- *Reset Spacing*: Resets the line and paragraph spacing of selected rich text.

## IMAGES

- *Copy Info to Comment*: Copies basic image info to the comment field.
- *Flip Horizontal / Vertical*: Flips the image horizontally/vertically.
- *Rotate Left / Right*: Rotates the image left/right.
- *Landscape to Portrait*: Rotates only landscape images to portrait.
- *Portrait to Landscape*: Rotates only portrait images to landscape.
- *Scale to 1024 pixels wide*: Scales the image to 1,024 pixels wide.
- *Scale to 1024 pixels*: Scales the image to 1,024 pixels.
- *Scale to 200%*: Scales the image to 200 percent.
- *Scale to 50%*: Scales the image to 50 percent.

## IMPORT

These scripts demonstrate DEVONthink Pro Office's ability to import data from various sources, including websites.

- *Astronomy Picture of the Day*: Imports the Astronomy Picture of the Day.
- *Daily Dilbert*: Imports the Daily Dilbert.
- *Del.icio.us*: Imports your [del.icio.us](http://del.icio.us) bookmarks. The descriptions are used to name the imported bookmarks, the tags are added to the comments. If the keychain does not contain a key for del.icio.us, dialogs pop up allowing you to enter the user name and password.
- *Man Page*: Imports a UNIX manual page.
- *Mars Explorer Rover Mission Im.*: Imports Mars Explorer Rover Mission Images.

- *Perldoc*: Imports the documentation of Perl pages, modules, functions, or programs.
- *This week's MacDesktops*: Imports this week's MacDesktops.

The following scripts import chatlogs and call logs from popular instant messaging clients as well as from your mobile phone:

- *Adium Chatlogs*: Imports all your chatlogs from the [Adium](#) instant messaging client, converts them to readable HTML, and stores them in your database. The Mac OS X Address Book is used to resolve instant messaging account names if possible.
- *BluePhoneElite Calls*: Imports your mobile phone call logs from [BluePhoneElite 2](#).
- *BluePhoneElite SMS*: Imports your SMS messages from your mobile phone via [BluePhoneElite 2](#).
- *iChat Chatlogs*: Imports your iChat chatlogs.
- *Second Life Chatlogs*: Imports your [Second Life](#) chatlogs.

## **PATH & URL**

The following scripts assist you by dealing with the Path and URL fields, and can help fixing problems.

- *Remove Paths*: Clears the Path field of selected documents.
- *Remove URL*: Clears the URL field of selected documents.
- *Rename Files&Folders*: Renames external files according to the document names.
- *Update Paths*: Changes the Path of selected documents.

## **RENAME**

- *Add Prefix*: Adds a prefix to the names of selected documents.
- *Add Suffix*: Adds a suffix to the names of selected documents.
- *Replace Text*: Replaces a text passage in the names of selected documents.
- *To Webpage Title*: Sets the document name to the name of the webpage pointed to by the URL field.

## **SHEETS**

Even though DEVONthink Pro Office is no spreadsheet application, it does have these scripts, which can implement basic sum and mean value functionality for sheets.

- *Add Multiple Records*: Adds up to 999 empty records to a sheet.
- *Column Sum&Mean Value*: Calculates the sum and average of a table column.
- *Row Sum&Mean Value*: Calculates the sum and average of a table row.
- *Check sums in last column*: Checks the sums in the last column on validity.

## SMART GROUP

These scripts use triggered AppleScripts to create basic 'smart groups,' groups that adapt their contents to a given query. The scripts dynamically fill the group they're attached to with replicants of all documents that match their query.

- *All Words (Checked)*: Creates a smart group (folder with attached triggered AppleScript) for all documents containing given words and status 'checked.'
- *All Words (Unchecked)*: Creates a smart group (folder with attached triggered AppleScript) for all documents containing given words and status 'unchecked.'
- *All Words*: Creates a smart group (folder with attached triggered AppleScript) for all documents containing all given words.
- *Any Words*: Creates a smart group (folder with attached triggered AppleScript) for all documents containing a least one of the given words.
- *Phrase*: Creates a smart group (folder with attached triggered AppleScript) for all documents containing a given phrase (uses the phrase search operator.)
- *Label*: Creates a smart group (folder with attached triggered AppleScript) for all documents with a given label.
- *Last Week*: Creates a smart group (folder with attached triggered AppleScript) for all documents modified in the last seven days.
- *Delete*: Removes the attached triggered script from a smart group.

## THUMBNAILS

- *Flip Horizontal / Vertical*: Flips the thumbnails of selected documents horizontally/vertically.
- *Rotate Left / Right*: Rotates the thumbnails of selected documents left/right.
- *Landscape to Portrait*: Rotates only landscape thumbnails to portrait.
- *Portrait to Landscape*: Rotates only portrait thumbnails to landscape.

## TRANSLATE

- *English to German*: Translates selected text using [services.xmethods.net](https://services.xmethods.net).
- *German to English*: Translates selected text using [services.xmethods.net](https://services.xmethods.net).

## ABOUT THIS MENU

Shows an information dialog window with a short explanation about what the menu is for.

## BROWSERS, E-MAIL, RSS READERS

AppleScript is perfectly suited for integrating different applications, interchanging information, and for creating workflows. DEVONthink Pro Office comes with various scripts that copy information from other applications, like Safari or Mail, to DEVONthink Pro Office. You may use these scripts as a template for connecting DEVONthink Pro Office to your own applications.

To install these scripts completely automatically, select [Help > Install Add-ons](#), check 'Application Scripts' and 'DEVONthink Pro Scripts,' and click Install. You access them via the [global script menu](#).

Note: The application-specific scripts (put into subfolders of '~/Library/Scripts/Applications') appear only within the application they're designed for ([see introduction](#).) To see them, activate the application for which they are designed, e.g., by bringing one of its windows to the front. The other scripts are located in a submenu named DEVONthink Pro.

## DEVONAGENT, OMNIWEB, AND SAFARI

These scripts import elements from a displayed webpage in Safari, [OmniWeb](#), [Firefox](#), [Camino](#), or [DEVONagent](#) to the currently open DEVONthink Pro Office database.

- Add abstracts to DEVONthink Pro (DEVONagent only)
- Add page to DEVONthink
- Add image to DEVONthink
- Add linked images to DEVONthink
- Add linked images to DEVONthink's downloads
- Add links to DEVONthink
- Add links to DEVONthink's downloads
- Add selection to DEVONthink
- Add text to DEVONthink
- Add webarchive to DEVONthink

The scripts add the currently displayed page or image, the selection or the text of the current page, the linked images of the current thumbnail gallery, or the links of the current page from Safari or DEVONagent to DEVONthink Pro Office or its download manager.

## EMAIL APPLICATIONS

Note: DEVONthink Pro Office comes with much [advanced email archiving functions](#). Therefore, there are no more scripts available for this in DEVONthink Pro Office.

## RSS NEWSREADER

These scripts, namely the script named 'Add news to DEVONthink,' allow you to add selected or flagged news from [NetNewsWire](#) and [Endo](#) to the currently open DEVONthink Pro Office database. If correctly installed (see above), select any news you want to copy to your database and select the script from the global script menu extra.

## OTHER SCRIPTS

The remaining scripts designed for the script menu extra allow you to copy selected text to your database, or to create a link to the frontmost document. They're grouped in the DEVONthink Pro submenu.

- *Copy Selection to Current Group*: Copies the selected text to the selected or frontmost group in DEVONthink Pro Office.
- *Copy Selection to Incoming*: Copies the selected text and creates a new plain text document in a top-level group named Incoming. If this group doesn't exist, the script creates it.
- *Copy Selection to:* Copies the selected text and shows a group selector that lets you choose the group where the new document is filed into.
- *Link to current document*: Creates a link to the frontmost document (for example, a PowerPoint presentation or an Excel spreadsheet) in the currently open DEVONthink Pro Office database. Handy when you're working on a document and want to quickly place a reference to it in DEVONthink Pro Office.

## TRIGGERED SCRIPTS

Triggered scripts are AppleScripts that you attach to an item in DEVONthink Pro Office (a group or document), and that are executed each time you display this item (like selecting it in Horizontal Split or Vertical Split view.) Items with attached triggered scripts show an AppleScript icon after their name.

Using triggered scripts, you can bring your contents to life and let them act intelligently on various parameters. To demonstrate this, DEVONthink Pro Office comes with a couple of [pre-made triggered scripts](#) in the internal script menu that, for example, create 'smart groups,' download items from RSS feeds, and mark items that you have already read. Other examples for triggered scripts can be found in our [Example Scripts package](#), downloadable from our [website](#).

## ATTACHING A TRIGGERED SCRIPT

Besides creating scripts that attach themselves to an item, you attach them manually by doing the following:

- Select the document you want to attach a script to.
- Open the [Info panel](#) ([Tools > Show Info.](#))
- Click Select next to the Script field and select the script to attach.

## REMOVING A TRIGGERED SCRIPT

To remove a triggered script from an item, do the following:

- Select the item you want to remove the triggered script from.
- Open the [Info panel](#) ([Tools > Show Info.](#))
- Select the contents of the Script field and delete it.

## DROPLETS, FINDER PLUGINS, PDF SERVICES

### DROPLETS

Droplet are little AppleScript applications that allow you to run actions based on files or folders dropped on them. You can create them easily using the AppleScript editor; some useful examples already come with DEVONthink Pro Office on the disk image in 'Extras/Scripts/Droplets.' Basically, they do what their name suggests:

- *Import AppleWorks:* Converts one or more dropped AppleWorks text, painting, drawing, or spreadsheet documents to RTF, TIFF, PICT, or TSV and import them into DEVONthink Pro Office. Notes: This script requires AppleWorks 6. Turn off the 'Old version' warning in the preferences of AppleWorks if you're going to convert older AppleWorks or ClarisWorks documents. In addition, the translators used by Apple to convert paintings and drawings are quite unstable (and unlikely to be fixed, as Apple concentrates on [iWork](#).)
- *Import Droplet:* Imports files and folders dropped into droplets.
- *Import Unstyled Droplet:* Imports files and folders while removing any formatting from the imported documents.
- *Import Index Droplet:* Indexes files and folders dropped onto it.

Using Droplets: Place a droplet anywhere you like and optionally drag it to the Dock to have it handy. Then, drag the files and folders you want the droplet to act on onto its icon in the Finder or the Dock.

### FINDER PLUGINS

Using Automator, it's possible to add workflows as new commands to the Finder contextual menu. These workflows appear in the Automator submenu of the contextual menu in the Finder, and using 'Create workflow' you can create and add your own workflows as well.

DEVONthink Pro Office comes with one workflow for adding selected items to the currently open database pre-made as a Finder plugin. Install it using Help> Install Add-ons, check 'Finder Plugins,' and click Install. [See also p. 175ff](#)

### FOLDER ACTIONS

Folder Actions are scripts that you can attach to folders in the file system, and that act on all items you add to these 'hot folders.' DEVONthink Pro Office comes with three folder action scripts (located in the 'Extras/Scripts/Folder Actions' folder) on the DEVONthink Pro Office disk image.

Note: It's recommended to copy all folder action scripts to the directory '/Library/Scripts/Folder Action Scripts.'

The two scripts,

- Action Import
- Action Index



do what their names suggest: import or index folders or files that you drop into a folder to which the above scripts are attached to.

**Attaching a Folder Action:** To attach a folder action script to a folder, do the following:

- Control-click (right-click) the folder.
- Select Attach a Folder Action from the contextual menu.
- Select the folder action script you want to attach and click Choose.

**Manage Folder Actions:** To manage all your folder actions, Control-click (right-click) a folder and choose Configure Folder Actions from the contextual menu. Use the Folder Actions Setup utility to see which folders have scripts attached, and to remove folder actions from folders.

## MAIL

The Mail Rule Action Import script imports all the emails that the mail rule acts on to the currently open database.

To use this script, do the following:

- Open the Scripts/Mail folder on the DEVONthink Pro Office disk image.
- Put the script anywhere on your hard disk.
- Create a new rule in the preferences window of Apple Mail.
- Define your criteria.
- Add the Execute Script action.
- Select the Mail Rule Action Import script.

## PDF SERVICES

Using PDF Services, you can add your own actions to the PDF button of the print dialog windows in any Mac OS X application. By using scripts, this enables you to 'print' (save) any document from whatever application you like directly into the DEVONthink Pro Office database, and store the document as a PDF.

*Note:* This requires an installed printer to work properly!

**Installation:** To install the scripts, select Help > Install Add-ons and check 'PDF Services Scripts' in the dialog window. Then click Install.

**Printing to Your Database:** To 'print' (save) a document to DEVONthink Pro Office, open it in its creator application. Then, do the following:

- Select File&Print.
- In the appearing print dialog window, click the PDF button at the lower left corner and select Save to DEVONthink Pro or Save to Printed from the pop-up menu.
- Then, select the destination group for the document and click OK.



The difference between these two scripts is that Save to DEVONthink Pro asks you for a destination group; Save to Printed always saves the created PDF to a group named 'Printed,' located on the top level of the database.

## WORKSPACES

The scripts allow you to create different workspace sets and switch between them. A workspace contains references to open windows; switching between sets re-opens all windows stored in it. Use workspaces, for example, for different sets of documents for each of your projects.

Workspaces are stored in a group named '\_Workspaces\_' in the top level of the currently open database. If this group doesn't exist, the New Workspace script will create it automatically.

- *New Workspace*: Create a new group inside the '\_Workspaces\_' group and places replicants of all records that are currently opened in document/group windows into this new group. In addition this script will create the '\_Workspaces\_' group at the top level of the database if it does not exist already.
- *Open Workspace*: Re-opens all windows saved in a workspace.
- *Add to Workspace*: Adds the frontmost window to a workspace.
- *Delete Workspace*: Deletes a workspace. The original records will not be touched, only the replicants in the '\_Workspaces\_' group.

These scripts are not by default available through DEVONthink Pro Office's script menu. If you want to have these scripts handy, copy the complete Workspaces folder ('Extras/Scripts/Workspaces' on the DEVONthink Pro Office disk image) into '~/Library/Application Support/DEVONthink Pro.'

Note: Thanks to Rudi Grams (Thailand) for offering these scripts to the public!

## MORE EXAMPLES

You can also download more [example scripts](#) from our website. Some of these scripts do things that have already been implemented as 'real' commands in DEVONthink Pro Office others are functions you'll seldom use. All of the scripts are more example than everyday-function, yet all can be of real use.

- *Copy URLs-to-Paths*: Copies the contents of the URL field of the selected contents to the Path fields and then empties the URL field.
- *Create Contacts*: Copies all entries of the Mac OS X Address Book to DEVONthink Pro Office (same as [File > Import > Addressbook.](#))
- *Export to iPod*: Exports selected documents as notes to an attached iPod (3rd Generation or later) (same as [File > Export > to iPod.](#))
- *Export to OPML*: Exports selected documents as OPML file (same as [File > Export > as Outliner Processor Markup Language.](#))
- *Fancy Text*: Demonstrates some of the rich text scripting capabilities of DEVONthink Pro Office.
- *Latest Macintosh News (Internal)*: Downloads the latest news from a couple of RSS feeds, and stores them as HTML files in the database. A triggered script is attached to each document; the script changes the label when it is displayed for the first time ('marked read.')
- *Latest Macintosh News (Linked)*: Downloads the latest news from a couple of RSS feeds and stores links to them in the database. To each document it attaches a triggered script that changes the label when it is displayed for the first time ('marked read.')
- *Latest Macintosh News (One Page)*: Downloads the latest news from a couple of RSS feeds, and stores them as one long HTML page in the database.
- *Merge*: Merges multiple selected document to one long document (same as [Data > Merge.](#))
- *Move to Done*: Moves the selected item(s) to the group Done in the top level of the database.
- *Open In PhotoStickies*: Opens selected images in [PhotoStickies](#).
- *Open In Preview*: Opens selected images in Preview.
- *Smart Group*: Triggered script that demonstrates how to use the search and replicate commands to create a smart group.
- *Synchronize*: Triggered script that synchronizes the item it is attached to each time it is viewed. Can be used to keep a group always synced with its counterpart in the file system.

## AUTOMATOR

DEVONthink Pro Office also comes with a bundle of integrated Automator actions that you can use to create your own Automator workflows.

To see which actions DEVONthink Pro Office provides, open Automator and select DEVONthink Pro Office in the applications (Mac OS X 10.4 Tiger) or activity type (Mac OS X 10.5 Leopard) list on the left side. Automator automatically displays all actions contained in the application. Select any action to show a short description about what the action does.

Note: Cannot find the Automator action you need for your workflow? [We're open to suggestions!](#)

## OVERVIEW

We have created some workflow examples that show you how to use Automator and DEVONthink Pro Office together. This document explains what the workflow examples are supposed to do, and how you can adapt them for your situation. The examples are presented here are grouped around common functionality.

Note: All examples have been configured for the [Example Paperless Office](#) database. You will need to change file paths for your computer. You may incorporate sample code from these examples into your workflows without restriction, although the sample code has been provided as is and the responsibility for its operation is completely yours.

## FILE MANAGEMENT

Managing files with DEVONthink Pro Office is one of its best features. Here are different ways to work with the information in the database.

**Move Existing Files:** You have a folder with files that you think are in control by DEVONthink Pro Office, but you want to move the files that are guaranteed to be found in the database to a different folder (let's say Archive.) This workflow will solve this problem for you. For the given files/directories, it will find all files, and ask the database if items exist with these paths. For the ones that are found to exist, move these to a specified folder.

Note: The exact locations have not been defined in this workflow, that is up to you. DEVONthink Pro Office will keep track of the moved files, so you don't have to change anything in the database.

To improve your workflow, specify a specific database to use by prepending the 'Filter Items' action with a 'Open Database' action. In general, it's a good idea to specify the database a workflow has to act on.

**Add and Move Missing Files:** Find out what files are not in the database by changing the value in the 'Filter Items' to 'Missing' in the previous workflow. Then we use the Move Finder Items action to place these files in their rightful place in our folder hierarchy. These files will be sent to the Add Items to Current Group action after setting the destination group, this will index the files into the database.

To improve the workflow, specify a database to use by prepending the 'Filter Items' action with a 'Open Database' action. In general, it's a good idea to specify the database a workflow has to act on.

**Start Workday:** This workflow is something you'd start every day when you're ready for work. It is rather complicated but really shows off what you can do. Let's go through the steps:

- *Step 1 to 2:* We create the 'Today: To Do' group in the example database. This way we can be sure that the next step has a group to work on.
- *Step 3:* Then we run another workflow: Clean Today's To Do. Here we completely clean the contents of the 'Today: To Do' group. By the way you may want to switch off the confirmation to delete every record in Step 4 of this workflow, as long as you don't add items by hand to this group!
- *Step 4:* Here you can specify the different records throughout your database you're working on.
- *Step 5:* We only get the records that we're not marked as ready (Unchecked.)
- *Steps 6 to 7:* These are replicated to 'Today: To Do' list. This will also open a new window with the items you want to work on today.
- *Step 8:* Get every record including the ones in subgroups.
- *Step 9:* Get the file paths from these records.
- *Step 10:* Open the external files in the Finder. You're ready to start working!

**End Workday:** At the end of your day, you'd like to make sure that the database is updated with the modified contents of the files you've been working on. That's the goal of this workflow. It synchronizes every record in your 'Today: To Do' group.

**Copy Checked Records to iPod Notes:** Whenever you feel like showing off to your colleagues that you have the coolest gadgets and software, you can use this workflow to get the text of the finished work in your To Do list and send it to your iPod. The order in which your notes will appear depends on the sort order of the records in the 'Today: To Do' window.

## WEB MANAGEMENT

Dealing with the web is where DEVONthink Pro Office really shines. Here are a few workflows that help you manage the information you're gathering from the Internet.

**Capture Safari Page:** Another take on getting information from Safari. If you save this example as an application and put it into your Dock, you can very easily get the information from the current webpage in Safari into your database. This is because the 'Add Items to Current Group' workflow will actually download the given URL so that its contents can be made available for searching.

Convert URLs to Webarchive: For this workflow you'll need a copy of another of our useful products: [DEVONagent](#). You'll need DEVONagent because it makes it very easy to get access to a web archive from a script (unlike Safari.) It also shows how you can mix arbitrary AppleScript into an action. (Although in the next release of DEVONagent, this will most certainly be replaced by an action; stay tuned!) Let's go through the steps:

- *Step 1-2:* You get a nice informational message that you should discard when you change this example for your purposes. Make sure to select the records with URLs that you want to replace inside DEVONthink Pro Office.
- *Step 3:* Retrieve the URL from the record selection.
- *Step 4:* We open the URLs in DEVONagent. Note that we open the URLs in tabs. Only one window will be open this way, this will cause less clutter on your screen.
- *Step 5:* Then we export these pages to a web archive, as temporary files.
- *Step 6:* Back in DEVONthink Pro Office, we create a 'Converted Webpages' group.
- *Step 7:* Here we import the files. Note that we import them because we selected to 'Use temporary files instead' in Step 5, DEVONthink Pro Office will copy the files to the database file folder for its own safe keeping.

Gather Information from Safari: The next two workflows are not great for our bottom line, yet we've decided to present these helpful hints free of charge! The first in the series is a script that gets all the links (within the domain of the starting page) from Safari's open webpages and puts these into a special group called Temporary Safari Links. For each entry in this group, you can see its status. The contents will be indexed (so loading these may take a while.)

Now you can go and do some searching for information you want. For the records in this group that match your criteria, you will set the state to 'Checked.'

Store Information from Safari: The second and last workflow in this series will clear up the mess we made. It gathers all the checked records and asks to move these to a group you specify (note that for this action we specified that the action has to be shown.)

Also, take a look at Step 8, here we have to 'Ignore Result from Previous Action', because we don't want you to delete the work that you spend so much time on! The remaining records in the temporary group will then be deleted.

Now, why are these two workflows bad for our bottom line? Because they compete with DEVONagent. (Although, truth be told, DEVONagent does a much better job at this than we can emulate with a couple of Automator workflows.)

## OTHER WORKFLOWS

Of course, Automator workflows can also be used to manipulate items in the database.

Set Attributes Recursively: A simple workflow that, when saved as an application, deserves a place in the Scripts menu. It is relatively simple:

- Get the record selection from the DEVONthink Pro Office.
- If the selection contains groups, recursively add all records contained in these.

- Set the record attributes but make sure to make this visible when running so you can change different attributes when you run it. This is especially important when you save the workflow as an application.

**Add in Finder:** Save this workflow as a Finder plugin; then you can import a file selection from the Finder into a group that you select in an open database. You should remove the first action and name it 'Add to DEVONthink Pro.' Then you will see it in the Finder's contextual menu in Automator (Mac OS X 10.4 Tiger) or More > Automator (Mac OS X 10.5 Leopard).

**Combine PDF Records:** Use this workflow to combine one or multiple selected PDF documents. As this workflow uses Preview to do its magic, metadata and annotations will be lost.

**Compress PDF to 96dpi:** Compresses images contained in PDF records to 96dpi, this can be useful if you have scanned documents and want to reduce the file size by optimizing them for on-screen display only.

## **APPLESCRIPT-BASED WORKFLOWS**

**Store Safari Selection in Specified Group:** This is an example for more advanced scripting users. It uses AppleScript inside an Automator action to achieve a goal that is not possible with the existing actions.

**Store DEVONagent Selection in Specified Group:** Identical to the previous action in functionality but it uses DEVONagent instead. Note that DEVONagent comes with its own convenient collection of actions that allow you to create sophisticated workflows in combination with DEVONthink Pro Office.

**Convert Selection using OCR:** Convert selected images stored in DEVONthink Pro Office using the built-in optical character recognition (OCR) into searchable PDFs. Things to look out for in the AppleScript code are the timeout and the possible error codes that can be returned during the conversion.

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DEVONthink Pro Office supports a variety of text and image formats, including plain text, Rich Text Format (RTF), Microsoft Word documents, PDFs, and all image formats supported by Mac OS X and QuickTime. Additionally, filter services such as [AntiWordService](#) enable DEVONthink Pro Office and all other service-aware applications to read and/or write other file formats.



## TEXT FILES

DEVONthink Pro Office supports plain text files (as well as Mac OS 9 SimpleText and Tex-Edit Plus files) in all encodings supported by Mac OS X, including Unicode and UTF-8. By default, DEVONthink Pro Office automatically recognizes the encoding and the line endings used by Mac, PC, or Unix operating systems.

- *Extensions:* .adb, .ads, .aln, .ans, .applescript, .bat, .bib, .bibtex, .c, .cls, .cmd, .command, .con, .cp, .cpp, .crash, .css, .csv, .em, .embl, .erl, .err, .f, .f70, .f90, .fasta, .for, .fpp, .gb, .genbank, .gff, .h, .hlp, .hpp, .hs, .hrl, .id2xf, .inc, .js, .lhs, .lisp, .log, .lst, .m, .markdown, .mdwn, .mi, .mis, .ml, .mly, .mm, .mmi, .mml, .msf, .p, .pas, .pir, .pl, .pp, .py, .rb, .rc, .scm, .scpt, .scptd, .scriptSuite, .scriptTerminology, .seq, .sh, .sqc, .sql, .ss, .strings, .sty, .sw, .swiss, .tab, .tcl, .tex, .text, .textile, .txt, .v, .vcf, .wrl, .x, .xchatlog, .xd
- *HFS type codes:* TEXT, ttro, TERO, sEXT, SimpleText, scpt, osas, APPL (AppleScripts wrapped in an executable application)

Note: DEVONthink Pro Office imports tabulated text files and vCards, such as .tsv, .csv and .vcf, as [sheets](#).

**Rich Text Format:** For Rich Text Format (RTF) files, DEVONthink Pro Office recognizes Mac, PC, and ANSI encodings as well as Mac OS X RTF documents with attachments (RTFD.)

- *Extensions:* .rtf, .rtfd
- *HFS type codes:* RTF

You can also drag emails from [Microsoft Entourage](#) (currently only one email at a time, however, due to a limitation in Mac OS X's drag-and-drop system and a proprietary file format used by Microsoft) or selected text to DEVONthink Pro Office and store them as RTF documents. For Apple Mail and other email applications, use DEVONthink Pro Office's [email archiving tool](#).



## MICROSOFT WORD, OPENDOCUMENT, AND STAROFFICE FILES

DEVONthink Pro Office is also capable of importing native Word and OpenDocument documents using Mac OS X's conversion mechanism.

Note: DEVONthink Pro Office converts Word, OpenDocument, and StarOffice files to RTF prior to importing, so make sure to keep a copy of the original file in case that you need special formatting, footnotes, or annotations that may get lost in the conversion. This behavior will change in a future version of DEVONthink Pro Office. Also, OpenDocument and StarOffice files are only supported on Mac OS X 10.5 and higher.

- *Extension:* .doc, .docm, .docx, .odt, .ott, .stw, .sxw
- *HFS type codes:* W8BN, W8TN

## BOOKMARKS & CLIPPINGS

Drag or paste Internet addresses from any Internet application, or Internet location files from the Finder, to DEVONthink Pro Office to create special Link documents consisting of a clickable URL. DEVONthink Pro Office is especially optimized to accept Safari Bookmarks. Also, DEVONthink Pro Office stores links to files on your hard disk or mounted servers and accepts both Mac OS 9 and Mac OS X text clippings, as well as iChat log files.

- *Extensions:* .clipping, .dtLink, .ftploc, .fileloc, .inetloc, .mailloc, .newsloc, .textClipping, .url, .webloc
- *HFS type codes:* clpt, ilht, ilft, ilfi, ilma, ilnw, ilaf, ilat, ilns, ilge, LINK

## CHAT LOGS

DEVONthink Pro Office understands the text format of logs generated by iChat or Yahoo Messenger. You can import them like rich text files.

- *Extensions:* .chat, .ichat
- *HFS type codes:* YMSG

## HTML, XML, ETC.

In addition to the text encodings already listed, DEVONthink Pro Office supports the standard HTML transcriptions for special characters (for example German umlauts and French accents.) HTML can also be converted to plain text using [Data > Convert >](#). XML files of any kind can also be imported and are displayed using syntax colouring. Preference property lists of Mac OS X 10.4 are binary and are converted on-the-fly to readable XML.

Also, DEVONthink Pro Office supports web archives to store HTML pages, including all necessary images for displaying them offline.

- *Extensions:* .asp, .aspx, .cgi, .cfm, .dtd, .ent, .htm, .html, .idata, .jhtml, .jsp, .mhtml, .ompl, .ooutline, .php, .php3, .php4, .phtml, .plist, .sgm, .sgml, .shtm, .shtml, .wml, .xbl, .xhtm, .xhtml, .xml, .xmloutline, .xsl, .xslt, .webarchive

## PDF, POSTSCRIPT

DEVONthink Pro Office uses the advanced capabilities of Cocoa, so you can import Portable Document Format (PDF) files and PostScript files not only as images, but as searchable and analyzable text. By default, DEVONthink Pro Office uses Mac OS X's PDFKit (Mac OS X 10.3 Panther's command line tool 'pdftotext') to store an invisible text-only version of the PDF together with its document. Therefore, it is possible to search for single words within PDFs by using [See Also](#) or [Classify](#) in the text, but not the image contents. PostScript files are converted to PDF on-the-fly.

Alternatively, you can use the built-in, PDF-to-text function to store PDF documents as simple text documents. Choose your options in the [Preference panel](#).

Note: If either of the options 'use built-in PDFtotext' or 'Convert to rich text' is checked, only text is imported and linked to the PDF file. This is true even if 'Use PDFKit (Tiger)' is checked.

You can also manually convert imported PDFs to plain text or RTF by selecting [Data > Convert to Plain Text/Convert to Rich Text](#). The plain text or RTF version of the PDF appears as a new document at the top level of the database.

Note: It's not yet possible to extract text from protected PDF files. Protected PDFs are imported as simple images. You can correctly view the PDF in DEVONthink Pro Office, though, after entering the correct password.

## SHEET/RECORD FORMATS

DEVONthink Pro Office imports various structured file formats and stores their contents as sheets and records (for example Tab-Separated-Values and Comma-Separated-Values (TSV/CSV) and iData2 files.) Also, BibTeX files will be imported as a sheet in DEVONthink Pro Office.

- *Extensions:* .bibtex, .csv, .idata, .tdf, .tsv, .vcf

Note: Due to limitation in Mac OS X's Cocoa memory management, sheets are currently limited to 32,767 records.

## OUTLINER FORMATS

DEVONthink Pro Office is able to import outline files created by OmniOutliner 2.x and other applications in OPML (Outlining Processor Markup Language). When importing OPML files, DEVONthink Pro Office recreates a groups hierarchy. DEVONthink Pro Office exports documents in both OPML and OmniOutliner 2.x format generating one OPML or OmniOutliner file out of multiple groups and documents.

- *Extensions:* .outliner, .opml

Note: OmniOutliner 3.x uses a different file format that is not (yet) supported.

## IMAGE FORMATS

DEVONthink Pro Office recognizes all image formats supported by Cocoa, namely BMP, Cursors, EPS, Fax, Flashpix, GIF, Icons, JPEG, Mac Paint, PICT, PDF, PNG, Painting, Photoshop, QuickTime Image, RAW, SGI image format, Targa and TIFF. On Mac OS X 10.4 or with QuickTime 7 installed, DEVONthink Pro Office additionally supports JPEG2000, Adobe DNG, OpenEXR, and some RAW formats.

- *Extensions:* .bmp, .cur, .eps, .fax, .fpix, .fpx, .gif, .icns, .ico, .jpeg, .jpg, .mac, .pct, .pdf, .pict, .png, .pnt, .pntg, .psd, .qti, .qtif, .rgb, .sgi, .targa, .tga, .tif, .tiff; Mac OS X 10.4 or QuickTime 7 only: jp2, .dng, .exr, .raw
- *HFS type codes:* 8BPS, BMPf, EPSF, FPIx, GIFf, 'ICO ', JPEG, 'PDF ', PICT, PNGf, PNTG, 'SGI ', TIFF, TPIC, qtif

Note: Installed applications or services can add support for other file formats to Cocoa, and therefore to DEVONthink Pro Office as well. The above list is the minimum directly supported by Cocoa.



## QUICKTIME FILES

DEVONthink Pro Office displays or plays QuickTime movies, sounds, and Shockwave animations. To add movies, sounds, or MP3s to DEVONthink Pro Office, import them like any other file to your database.

These files can also be dragged into a rich text document, so that these media files can be integrated with text and images in a document.

- *Extensions:* .3g2, .3gp, .3gp2, .3gpp, .aac, .adts, .aif, .AIF, .aifc, .AIFC, .AIFF, .aiff, .amc, .amr, .atr, .AU, .au, .avi, .bwf, .caf, .cdda, .cel, .dif, .dv, .dvd, .flc, .fli, .gsm, .kar, .m15, .m1a, .m1s, .m1v, .m2a, .m2v, .m3u, .m4a, .m4b, .m4p, .m4v, .m75, .mid, .midi, .mov, .MOV, .mp2, .mp3, .MP3, .mp4, .mpa, .mpeg, .mpg, .mpm, .mpv, .mqv, .MQV, .pls, .qht, .qhtm, .qt, .qtpf, .qtz, .rtsp, .sd2, .sdp, .sdv, .skin, .smf, .smi, .smil, .sml, .SND, .snd, .swa, .swf, .ulw, .ULW, .vfw, .wav, .WAV
- *HFS type codes:* .SMI, .WAV, 3gp2, 3gpp, adts, AIFC, AIFF, ALAW, 'amc ', 'amr ', attr, caff, cdda, DAVI, DIVX, dvc!, embd, 'FLI ', grip, 'GSM ', hmov, 'M1A ', 'M1V ', Midi, MooV, 'Mp3 ', 'MP3 ', MPEG, 'MPG ', MPG2, MPG3, mpg4, MPGa, MPGA, MPGv, MPGV, MPGx, mxfd, PLAY, qhtm, rtsp, Sd2f, 'sdp ', 'sdv ', SMIL, SwaT, SWFL, ULAW, 'VfW ', WAVE

DEVONthink Pro Office also supports QuickTime file types provided by third-party components. This requires at least Mac OS X 10.4 Tiger.

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In the appendices you will find additional information that helps you getting familiar with DEVONthink Pro Office such as a glossary of commonly used terms and tags that you can use in templates for yet 'targetless' WikiLinks.

# GLOSSARY

Become familiar with these terms to get the most out of working with DEVONthink Pro Office.

## INTERFACE ELEMENTS

- *Contextual Menu:* The menu that appears when you Control-click (or right-click) something; the Contextual menu gives you access to frequently used commands that deal directly with the clicked object. Read more about the available contextual menus in the [Views](#) and [Windows](#) chapters.
- *View / Edit Pane:* A part of the DEVONthink Pro Office [main window](#) that lets you view a document or, if possible, edit it. The view/edit pane displays [different views](#) depending on the type of document it shows. [See also p. 71ff](#)
- *View (1):* The layout for a DEVONthink Pro Office [main window](#). You can change the layout using the commands found in the [View menu](#).
- *View (2):* The display for the various document types inside the the view/edit pane or a [document window](#). [See also p. 95ff](#)
- *Window:* DEVONthink Pro Office uses three different types of windows: main, document, and other windows. [Main windows](#) show the hierarchy and, in some views, also the selected document, whereas [document windows](#) show documents separately.

## DOCUMENTS & GROUPS

- *Database:* The collection of all documents stored in DEVONthink Pro Office.
- *Document:* A file in the database; for example, a plain or RTF text, a PDF, or an image. Technically a document is an entry in the database with text, RTF, or image content. Sometimes referred to as content.
- *Group:* A collection of documents or other groups inside the database. Similar to a folder in the file system. [See also p. 53ff](#)
- *Replicant:* A document or a group that appears in more than one place in the database. Unlike an alias in the file system, a replicant is not a real document pointing to another file (usually the original), but only a second entry in the table of contents for the very same document. Consequently, there is no original; when you replicate a document you'll end up with two replicants. [See also p. 53ff](#)
- *Sheet:* Sheets are collections of records, and are structured sets of data. You can use records to store, for example, addresses or list items. You may view all records of a sheet together in a [table view](#). Sheets appear in hierarchy lists like folders with an expand/collapse triangle in front of their icon. [See also p. 102ff](#)

## TEMPLATE TAGS FOR WIKI-STYLE LINKS

In DEVONthink Pro Office you can create new documents by first marking some text in a rich text document and making it a link. When you then click this link, DEVONthink Pro Office creates the new document using a template you can define in the [preferences panel, Editing tab](#). In this template, you can use the tags below to automatically insert the name of the link, the current date or other information. [See also p. 56ff](#)

- `%@`: Name of link
- `%%`: A '%' character
- `%a`: Abbreviated weekday name
- `%A`: Full weekday name
- `%b`: Abbreviated month name
- `%B`: Full month name
- `%c`: Shorthand for 'g%X %x,' the locale format for date and time
- `%d`: Day of the month as a decimal number (01-31)
- `%e`: Same as %d, but does not print the leading 0 for days 1 through 9
- `%F`: Milliseconds as a decimal number (000-999)
- `%H`: Hour based on a 24-hour clock as a decimal number (00-23)
- `%I`: Hour based on a 12-hour clock as a decimal number (01-12)
- `%j`: Day of the year as a decimal number (001-366)
- `%m`: Month as a decimal number (01-12)
- `%M`: Minute as a decimal number (00-59)
- `%p`: AM/PM designation for the locale
- `%S`: Second as a decimal number (00-59)
- `%w`: Weekday as a decimal number (0-6), where Sunday is 0
- `%x`: Date using the date representation for the locale, including the time zone
- `%X`: Time using the time representation for the locale
- `%y`: Year without century (00-99)
- `%Y`: Year with century (such as 1990)
- `%Z`: Time zone name (such as Pacific Daylight Time)
- `%z`: Time zone offset in hours and minutes from GMT (HHMM)

# TECHNOLOGY

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All commercial DEVONtechnologies applications are based on a proprietary AI technology, with rock-solid database foundation that allow them to manage large numbers of documents or knowledge bits while analyzing them almost instantly at the same time.

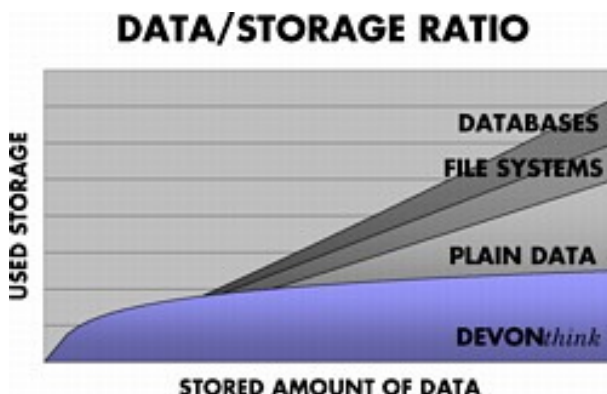
## GENERAL CONCEPT

DEVONtechnology, on which all DEVONtechnologies' applications are built, is a new technology at the very beginning of its development. DEVONtechnologies constantly improves the technology and enhances it for more functionality, efficiency, robustness and flexibility.

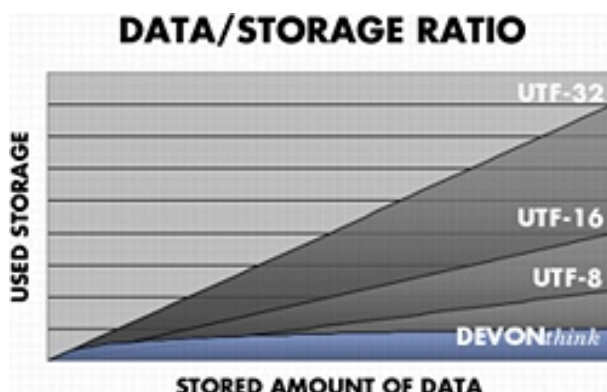
Development of the DEVONtechnology is a battle on two main forefronts of information processing technology. DEVONtechnologies is working hard on unifying both the top-down and the bottom-up AI concepts by imitating high-level functions and simulating the basic functionality of natural systems. This leads to highly functional, fast and efficient AI systems that can be used in a great variety of information processing contexts, such as pattern recognition, signal processing and information storage and retrieval.

## FEATURES

The DEVONtechnology is a rock-solid foundation suitable for a variety of completely independent applications. Therefore it is ideal for the rapid development of a huge range of new database-, signal-processing- and language-analysis-driven applications. The ability to deal with any kind of digital data makes it extremely flexible.



The size of DEVONtechnology-based databases grows logarithmically and indexing is completely unnecessary. The break-even point in the picture above, where the DEVONthink line crosses the others, depends mainly on the type of the stored data. For example, it will be reached much earlier when storing HTML or RTF, compared to plain text or even pictures.



Also, applications based on the DEVONtechnology improve themselves continuously (the more data they handle, the better the results), are language-independent and iron out any irregularities by applying fuzzy logic.

## STRUCTURE

The DEVONtechnology consists of a kernel and several layers. Together they perform all the underlying computing, from 'simple' data handling to complex signal processing.

**Kernel:** The kernel is the foundation for all layers and applications and is responsible for data handling, semantic and associative data processing, signal processing, fast statistic analyses and all fuzzy algorithms. It has to be as fast, flexible, and extensible as possible; it is 64-bit aware and uses a generic, proprietary file format (see above) allowing it to verify and repair low level data consistency, featuring logarithmic growth of the database and logarithmic speed decrease with increasing database size. The DEVONtechnology kernel is Unicode-aware, completely language-independent and self-optimizing and self-organizing.

**Layers:** The layers form a shell around the kernel and provide high-level functions for the applications built on top of them. The database layer, for example, is used to store and organize data and supports all kinds of relations (1:n, n:1, n:n), hierarchies and freeform databases. No indexing or primary keys are required, strings can be unlimited in size and it's possible at any time to extend the range of pre-defined data types (Boolean, character, float, double, signed, unsigned, string, date, time, blob, color, size, and point). Another layer, the XML layer, makes it easy to handle XML code within the DEVONtechnology; it has a very small overhead, compared to DOM parsers or available XML databases, requires no indexing and supports the tight integration of other databases (and vice versa).



## APPLICATIONS

Some of the most likely applications for the DEVONtechnology are databases (knowledge bases, expert systems, search engines, table-of-content-generators, instant data-mining), intelligent agents, encryption, compression and archiving. Other uses for DEVONtechnology may be chat-bots, context-sensitive help, optical character recognition (OCR), speech analysis, recognition and synthesis, statictics, thesauri and automatic translations.

In particular, applications dependant on processing human language, either written or spoken, benefit from the flexible technology foundation. So, DEVONtechnologies' main focus in the development of new applications is in these areas: databases, 'intelligent' agents, text and speech analysis, statistics.

Look forward to see a great range of different applications based on the DEVONtechnology. A few have already been announced on the DEVONtechnologies web site: [www.devon-technologies.com](http://www.devon-technologies.com).

# OTHER PRODUCTS

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Besides DEVONthink Pro Office, DEVONtechnologies publishes a number of other commercial, shareware, and freeware applications, and services that you may be interested in.

## AT A GLANCE

DEVONtechnologies is focused on developing innovative applications for finding, storing, and organizing information. Our main objective is to make complex yet flexible technology that is both easy to use and lightning fast.

- [DEVONthink](#)
- [DEVONagent](#)
- [DEVONnote](#)

All applications are based on the DEVONtechnology, a powerful and solid core unique to DEVONtechnologies. DEVONthink, DEVONnote, and DEVONagent are only the first of many more DEVONtechnology-applications yet to come.

Also, we publish and distribute useful shareware and freeware applications that help you in your everyday work with your Mac.

- [Desktop Transporter](#)
- [PhotoStickies](#)
- [Freeware applications and Services](#)

## NEWSLETTER & FORUM

Would you like DEVONtechnologies to keep you informed about updates and new product releases? [Subscribe to the newsletter.](#)

And don't forget to have a look at our very lively [user forum](#) , where users of all skill levels meet to discuss our applications, talk about our technology, and exchange tips and tricks for DEVONthink & Co.

## DEVONTHINK

Make the dream of the paperless office come true with DEVONthink and keep all your text and RTF files, scanned documents, notes, emails, images, chat logs, bookmarks, and multimedia files together in one simple to use database. DEVONthink allows you to integrate both local documents and live content from the Internet, keeping all project-related information stored in one easy-to-access place.

### WHY DEVONTHINK?

DEVONthink not only stores documents, it also facilitates editing, analyzing, organizing, finding, and archiving your documents with its flexible work environment, powerful organization tools, and built-in AI architecture.

### INTEGRATED WORKSPACE

Unlike Mac OS X's Finder, DEVONthink provides an integrated work environment with all the tools you need for working with information of all kinds, from simple text to PDFs and multimedia files. DEVONthink can intelligently assist you with filing documents, finding similar files, or searching the database, saving you the trouble of having to manually manage thousands of files.

As a native Mac application, DEVONthink is also tightly integrated with the Mac OS X operating system and its frameworks. It provides a dock menu, Services menu commands, and even makes heavy use of the Safari web browser engine and Mac OS X 10.4 Tiger's advanced PDF library.

### A PAPERLESS LIFE

DEVONthink Pro Office [See also p. 7ff](#) comes with a number of 'paperless office' functions not present in other editions of DEVONthink:

- Advanced email archiving
- Scanner support including optical character recognition and special support for the Fujitsu ScanSnap
- Integrated Web server for sharing information with other users

[Click here to read more about DEVONthink.](#)

## DEVONAGENT

DEVONagent overcomes all the shortcomings that make Google & Co. such a pain to use for serious research projects. With more than 130 plug-ins for popular search engines, DEVONagent has scientific databases and research tools, and predefined search sets that you can use right away with amazing results. The application also has a clean, easy-to-use user interface. All this and more make DEVONagent the number one tool for finding information on the web with a Mac.

## WHY DEVONAGENT

DEVONagent is much more than just an interface for web search engines; it helps you find, collect, and organize information with a powerful and flexible search architecture. It also has a simple to use built-in archive, and tight integration with DEVONthink. DEVONagent creates summaries, acts as a fast and lean web browser, and shows all items of interest in a separate drawer. DEVONagent is the easiest way to look for information on the web.

## DEVONTHINK COMPANION

DEVONagent is the perfect extension to your DEVONthink database. With DEVONagent you can save found information directly to your database as plain or rich text, as a web archive, or as a PDF-all with a single click of your mouse. You can then use DEVONthink's intelligence to organize this newly collected data conveniently and quickly.

## WHAT YOU CAN USE IT FOR

There are many different ways to use DEVONagent and to integrate it into your workflow. Some examples include:

- Journalists, who use DEVONthink Pro Office to collect hot news, and who use copy-and-paste to transfer the summary to the word processing program of their choice. 'See Also' and DEVONagent's intelligent filters also help journalists eliminate junk information and/or duplicate or irrelevant pages on-the-fly.
- Analysts, who need to stay up-to-date with everything that happens in their industry. With DEVONagent they define their own search sets that return exactly what they're interested in, storing the key information in the integrated archive.
- Scientists and students, who directly access specialized databases, scan important websites, and receive relevant news via RSS. These users then transfer the most interesting articles as web archive, plain text, RTF, or PDF files into DEVONthink with a single click of the mouse.
- Lawyers, who wish to stay up-to-date with new laws, precedence setting cases and interpretations, and with their main clients. DEVONagent's scheduler does this automatically, letting the lawyers concentrate on their work, instead of searching the web for information.
- Home users, who are interested in genealogical research, finding desktop pictures, searching for long-lost friends, or simply using DEVONagent as a high-end interface for Google and MSN Search.

[Click here to read more about DEVONagent.](#)

## DEVONNOTE

DEVONnote helps you take notes and keep them organized. It keeps all your ideas, documents, important information, and even your web browser's bookmarks in one single, accessible place. DEVONnote supports you with professional, easy-to-use features, and helps create structure out of chaos with its unique AI functions.

DEVONnote is the most sophisticated notepad application for Mac OS X, and the only one that uses AI (artificial intelligence) instead of relying on you organizing your data completely manually.

### WHY DEVONNOTE?

DEVONnote was designed with the typical Mac user in mind—a user who is:

- Creative
- Savvy (whether at work or at home)
- Desiring quality software

Consequently, DEVONnote comes with a clean, easy-to-use interface that gives you all the tools you need in a familiar Mac-like package. Even the most complex AI functions are just »buttons«, meaning one simple click can send DEVONnote into action, digging through all of your data to find a place for your latest note, or to show you all your ideas and concepts that are similar to the one you've just selected.

### BRAIN FOOD INCLUDED

Of course, creative people don't just 'have thoughts', they often need new inspiration, too. We understand that, and that's the reason why DEVONnote comes with a complete Safari-based web browser and solid, but flexible, bookmark-managing capabilities. With DEVONnote, you can browse your favourite websites, then clip and save the most important information directly to your DEVONnote notebook.

But, of course, life is not just work! Use DEVONnote to watch and organize your favorite webcams, directly within your notepad.

[Click here to read more about DEVONnote.](#)

## DESKTOP TRANSPORTER

Connect to any Mac that shares its desktop, and control it from your machine. Switch between all screens attached to shared Macs and use copy/paste to transfer text and graphics between the local and the remote machine. Bonjour support makes it easy to discover shared machines on your local area network, and password protection keeps your data away from unauthorized eyes.

What you can do with Desktop Transporter:

- Find Macs that share their desktop(s) via Bonjour. Password protect your Macs to keep them secure.
- A Mac like interface with a convenient menu extra makes sharing Macs and controlling them easy.
- Display the desktops of remote Macs either in scalable windows, or switch to fullscreen mode to work completely remotely.

The top features at a glance:

- Share your Macs on your local area network or on the Internet
- Discover shared Macs via Bonjour
- Access all screens connected to a shared Mac
- Fullscreen mode
- Access other user accounts without using Fast User Switching
- Copy and paste of text and graphics
- Use a non-US keyboard (unlike, e.g., with VNC)
- Mac-like user interface
- Can run as a menu extra

[Click here to read more about Desktop Transporter.](#)



## NEEDFUL THINGS

### EASYFIND

As an alternative to-or supplement of-Sherlock, EasyFind finds files, folders, or contents in any file without the need for indexing. This is especially useful if you are tired of slow or impossible indexing, outdated or corrupted indices, or if you are just looking for missing features like case sensitive or insensitive search, Boolean operators, wildcards, or searching for phrases. In addition, EasyFind uses multi-threading and is therefore very responsive, even with multiple search processes running. The application provides contextual menus and Mac OS X Services, and displays the location of each item in a separate column for a better overview. EasyFind uses little memory, supports drag-and-drop and the clipboard, and optionally finds invisible items or items within packages.

### PHOTOSTICKIES

PhotoStickies puts all your favorite pictures on your desktop, as stickies, floating or even borderless. Sticky pictures may reside on your computer, or on the Internet. PhotoStickies also displays live webcams on your desktop, updates them automatically, and even records them like a VCR.

Key features:

- Displays all image formats supported by Mac OS X
- Displays local images, pictures located on the Web or webcams
- Shows images as stickies or as desktop wallpaper
- Many live effects, e.g. alpha channels, transparency, color corrections
- Savable states
- Internet-based list of new webcams
- Can run as a menu extra

### THUMBSUP

ThumbsUp is a simple, drag-and-drop based utility designed to create thumbnail images from batches of pictures. (The application supports all Mac OS X and QuickTime image formats, including PDF documents.) Image size, quality, sharpening, and antialiasing are configurable, and images can be scaled by percentage or limited to a maximum size. With a scaling of 100 percent, ThumbsUp may be used as an ultra-fast, comfortable image converter.

Use ThumbsUp to quickly create thumbnails, e.g., for using on your Web site or for sending by email.

### XMENU

XMenu brings back Mac OS 9's Apple menu back from the dead, adding its functionality to Mac OS X. One or more global menus to the right side of the menu bar let you easily access your preferred applications, folders (and subfolders), documents and files. Furthermore, there's no explicit need for a configuration (like creating lots of folders and

aliases or adding items to user-defined setups)-just activate the menus you like: Applications, Developer Applications, Home, Documents, or User-Defined (like the old Apple menu found in Mac OS 9).

## **FREWARE SERVICES**

Besides the full-blown freeware applications, DEVONtechnologies also offers a variety of useful services that extend the functionality of Mac OS X's Services menu and that allow Cocoa applications like TextEdit or DEVONthink to open PDFs like simple RTF files. These services include:

- BlueService
- CalcService
- HotService
- PDF2RTFService
- WordService

Also, HotService installs a second Services menu right in the top level of the menu bar, next to the Window menu. Note: This Services menu is only visible in true Cocoa applications such as TextEdit, Mail, or DEVONtechnologies' applications.

[Click here to read more about DEVONtechnologies' freeware applications and services.](#)