

DEVON*think*

VERSION 1.9.16
DOCUMENTATION

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READ ME

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

- text and RTF files
- scanned documents
- notes
- images
- multimedia files
- chat logs
- and bookmarks

together in one simple-to-use database. Use DEVONthink Personal 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.



THE DEVONTHINK PERSONAL ADVANTAGE

WHY DEVONTHINK PERSONAL?

DEVONthink Personal 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 Personal 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 Personal intelligently assist you with filing documents, finding similar files, or searching the database.



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

WHAT CAN YOU DO WITH IT?

DEVONthink Personal 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 Personal 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.
- DEVONthink Personal treats URLs like any other document, so you can use it to manage your bookmarks and integrate Web contents and local documents with ease.



- DEVONthink Personal makes a perfect repository for images you use frequently or can be a convenient interface to your MP3 library.
- With DEVONthink Personal'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 1.9.16

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

- *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*: 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 1.9.15

- *NEW:* '.mdwn' files imported/indexed as plain text.
- *NEW:* Contextual menus don't contain commands for DEVONagent or PhotoStickies if these applications are not installed.
- *Improved:* Support for Camino.
- *Improved:* Inline advertisement filter.
- *Improved:* Naming and ordering of File > Import menu.
- *Improved:* Faster creation and updating of Spotlight meta data cache.



- *Improved:* Progress indicator.
- *Improved:* Automatic update more reliable.
- *Improved:* Faster closing of database on quit.
- *Improved:* Documentation.
- *Fixed:* iChat log file import problem.
- *Fixed:* Minor bugs and glitches.

VERSION 1.9.14

- *NEW:* Automatic selection of next item in split view after auto classifying.
- *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:* 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:* Faster and more reliable thumbnailing of QuickTime movies.
- *Improved:* Minor user interface enhancements.



- *Improved:* Localization.
- *Improved:* Overall performance and reliability.
- *Fixed:* Display glitches when switching from or to PDF or PostScript documents in full screen mode.
- *Fixed:* Issues of rich text handling (Mac OS X 10.5).
- *Fixed:* Minor problems with importing or indexing plain text files.

VERSION 1.9.13

- *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:* Edit > Find > Find ... panel remembers the last used strings and supports auto-completion.
- *Improved:* Opening a Spotlight search result which DEVONthink Personal 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:* 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:* 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:* English, German, French, and Danish localizations.



- *Improved:* Overall stability and performance.
- *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 1.9.12

- *NEW:* Spotlight support; DEVONthink Personal 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 Personal and highlights the occurrences of the search string.
- *Improved:* More efficient and faster advertisement filter.
- *Improved:* JavaScript support optimized for Mac OS X 10.4.11 or newer.
- *Improved:* Loading of web archives more reliable.

- *Improved:* Communication between DEVONthink Personal 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:* Im/Exporting the Finder comment of folders didn't work.
- *Fixed:* Interface glitch affecting the window title of search windows.
- *Fixed:* Rare bug in the text engine of Mac OS X 10.5 by-passed.



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 Personal 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 Personal, simply copy the application package from the disk image to your Applications folder, replacing the old version. Your database(s) will not be affected.

UNINSTALLING

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

- DEVONthink
- ~/Library/Application Support/DEVONthink
- ~/Library/Preferences/com.devon-technologies.think.*

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



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PANTOMIME

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SPARKLE

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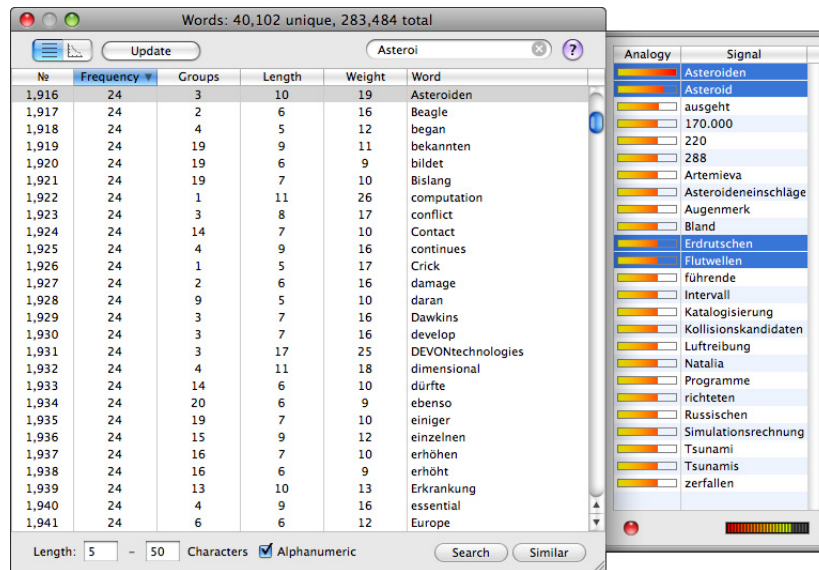
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An overview about how you can use DEVONthink Personal for your everyday tasks; from surfing the Internet to making notes, to cataloging photos and archiving emails.

ANALYZING TEXT DOCUMENTS

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





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



BROWSING THE INTERNET

Besides being a knowledge and information database, DEVONthink Personal 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 Personal'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 Personal 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.

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 Personal
- 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 Personal 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 Personal 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 Personal, insert the volume, Control-click the file in DEVONthink Personal, 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 Personal 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 Personal 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 Personal.

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 Personal 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 Personal itself) as well as many new Carbon applications (like the Finder or Microsoft Office 2004) support this mechanism.

DEVONthink Personal 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 Personal 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 Personal can also simply index files. When indexing files, DEVONthink Personal 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 Personal. 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 Personal 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 Personal 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 Personal 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 Personal

Continue to read here:

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

TAKING NOTES

DEVONthink Personal is perfectly suited to taking notes and organizing them.

Use DEVONthink Personal'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 -- DEVONthink Personal 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 Personal 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 Personal can also be used as a very simple outliner. Unlike other outliners, DEVONthink Personal 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](#)

MENUS

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



THE APPLICATION MENU

The 'DEVONthink Personal' 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 Personal publishes [its own services](#) in the Services menu.

You can use our free WordService menu to extend the text editing capabilities of DEVONthink Personal 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 Personal) 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 WINDOW

New Window: Opens a new main window. DEVONthink Personal 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 Personal allows other import modules to be added. DEVONthink Personal comes with the following default import plug-ins:

- *Bookmarks*: Imports bookmarks from [Camino](#), [Firefox](#), [OmniWeb](#), or Safari as link documents. Only new bookmarks are imported if you use this command again.

Index: Adds selected files to your database, but only as references, and not in their entirety. DEVONthink Personal 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 Personal; 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 sync'd 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 Personal almost exactly; metadata files (.DEVONtech_storage) make sure that no metadata such



as comments, URLs, etc. are lost. DEVONthink Personal reads these files when importing and so recreates your original data structure. The created files will be named like the documents in DEVONthink Personal, not like the original files that had once been imported into DEVONthink Personal.

Identical to Files > Import, the Export submenu provides additional export methods based on plug-ins. DEVONthink Personal 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 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 Personal should convert umlauts and accented characters to HTML entities or not.

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.

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 Personal, 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 Personal.

- *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 Personal 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.



- *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 Personal 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).

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 Personal.



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.

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 Personal, 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 a 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 Personal 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 Personal 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.

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 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 Personal beeps and lists it in the log panel. If DEVONthink Personal 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 Personal 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 Personal 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 Personal displays groups and documents.

VIEWS

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

- List
- Icons
- Columns
- Horizontal Split
- Vertical Split

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 Personal 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 Personal 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 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 Personal 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.

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 Personal 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 Personal 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 Personal 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 Personal 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 Personal 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.



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 Personal 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 PERSONAL SERVICES MENU ITEMS

DEVONthink Personal 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 Personal Services menu items.

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

Summarize: Creates a new note in DEVONthink Personal with a summary of the selected text. DEVONthink Personal 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 Personal 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 Personal 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 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 Personal Help: Opens the integrated help pages which are equal to the document you're just reading.

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.



THE DOCK MENU

The Dock menu appears when you click DEVONthink Personal'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 Personal to the front.
- *Remove from Dock*: Removes DEVONthink Personal from the Dock. Only available if DEVONthink Personal was added permanently to the Dock and is not currently open.
- *Open at Login*: Adds DEVONthink Personal to your login items.
- *Show In Finder*: Reveals the DEVONthink Personal application package in the Finder.
- *Hide*: Hides all windows of DEVONthink Personal.
- *Quit*: Quits DEVONthink Personal.



Besides these standard commands, DEVONthink Personal 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.

The left side of the page features a vertical logo for 'DEVONthink' in a stylized font, with a small globe icon below the 'O'. The background is a light blue and white abstract pattern resembling a nautilus shell or a spiral galaxy.

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DEVONthink Personal 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 Personal 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 Personal 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 Personal 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.

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 Personal 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 Personal. You can also drag clippings (such as text and images) from any application to DEVONthink Personal 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 Personal.

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.
- ## 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 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 Personal 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.
- *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.
- *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.)



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*: Copys 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 Personal 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.

Note: For your convenience, DEVONthink Personal 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 Personal 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 Personal 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 Personal 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 Personal 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 Personal 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 Personal 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 Personal 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 Personal 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 Personal. 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.

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 Personal 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 Personal 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.)



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.)

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 course, 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 Personal > Preferences](#). It contains all available options that you can modify to adapt DEVONthink Personal 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

Shows the location (path) of the database package. Use the 'Set' button to choose the location of the database files if you don't want to keep your data in '~/Library/Application Support/'. This will copy the complete database folder to the new location and tell DEVONthink Personal to use the copy instead of the standard location.

SPOTLIGHT

Check 'Enable Spotlight for this database' to make this database available to Spotlight. Checking this option lets DEVONthink Personal 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.

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 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 Personal 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 Personal 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.

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All documents are displayed in DEVONthink Personal 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 in DEVONthink Personal in views (not to confuse with the different layouts in main windows, also called 'views.' Each view has its own tools, contextual menu commands and hidden keyboard shortcuts.

Currently, DEVONthink Personal features the following views:

- Plain and RichTexts
- HTML pages, Webpages
- Images
- PDFs

TOOLBAR

DEVONthink Personal 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 Classify and the See Also functions through buttons in the lower part of the view/edit pane.

- *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 Personal 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].)

TOOLBAR

The document windows toolbar is very similar to the one in DEVONthink Personal 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.)
- *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 Personal 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.
- *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.



IMAGES AND MOVIES

DEVONthink Personal 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 Personal 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 Personal.

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 Personal 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 Personal 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.)
- *Continous*: When checked, DEVONthink Personal displays the pages of a mutli-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

Classify	139
See Also/Topics	141

DEVONthink Personal 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.



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 and Vertical Split views. The Classify drawer lists up to 10 groups in which the selected document would fit best according to DEVONthink Personal's AI. This includes the path to the group and a graphical score of how sure DEVONthink Personal 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 Personal preselects one or multiple groups if DEVONthink Personal 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.



SEE ALSO/TOPICS

The See Also/Topics drawer appears when you select exactly one document in a DEVONthink Personal main window and click the See Also button below the view/edit pane. This button is only available in Horizontal Split and Vertical Split views as well as document windows.

The See Also/Topics drawer also opens when you select a topic from the pop-up menu that looks like a button labeled '>>' in the upper right corner of the view/edit pane. In addition, you can select a word in a text, webpage, or PDF document, and Control-click it. Choose See [selected text] from the contextual menu to open the See Also drawer for the selected piece of text.

The See Also/Topics drawer lists documents that are either similar to the selected document (See Also) or that contain a selected topic or word (topics pop-up menu and contextual menu command See [selected text].) Similar to the Classify drawer, this drawer lists the path to the document and a graphical score of how sure DEVONthink Personal is about its decision. The tooltip for any entry in the list shows the full title and location for it.



To display a document in the drawer, select it. For your convenience, DEVONthink Personal 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.

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

CONTEXTUAL MENU

Use the contextual menu on documents in the See Also/Topics drawer to reveal further commands that you can use to manipulate them.

- *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.

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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 Personal. 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 Personal.
- *Open contents after using 'New with Clipboard':* Check to let DEVONthink Personal 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 Personal to open a fresh main window on startup, open all windows that were open when you quit DEVONthink Personal the last time, or do nothing.

Note: Even when you tell DEVONthink Personal 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 Personal uses for displaying hierarchy lists.

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

DEFAULT DATABASE

You can set a default database that is automatically opened when you start DEVONthink Personal. Use the 'Select' button to select any DEVONthink Personal 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 Personal's text editing behavior, from the ruler units to WikiLink templates and summarization options.

GENERAL

General: Go here if you want to have DEVONthink Personal spell check everything you write all the time, and if DEVONthink Personal 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 Personal to calculate summaries from sentences or from whole paragraphs.

LABELS

Here you can name the seven labels DEVONthink Personal 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 Personal, 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 Personal imports files of a given type or not.

- *<type>*: Select all the file types DEVONthink Personal should recognize when importing whole folders. DEVONthink Personal 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 Personal.



TITLES

Select how you want DEVONthink Personal 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 Personal 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 Personal handles multimedia files you import, including images.

MOVIES

Check 'Create Thumbnails' if you want DEVONthink Personal 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 Personal 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 Personal 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 Personal handles PDF and PostScript files you import. DEVONthink Personal 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 Personal 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 Personal 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 Personal creates thumbnail images.

- *Sharpen:* Select whether you want DEVONthink Personal to sharpen created thumbnails as light, medium, strong, or not at all.
- *Compression:* Define how much DEVONthink Personal 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 Personal's built-in web view displays HTML documents and 'live' webpages.

WEB CONTENT

These settings define how DEVONthink Personal 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 Personal 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 Personal. (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 Personal 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 Personal's integrated web browser.
- *Feed Style Sheet:* DEVONthink Personal comes with two different style sheets it uses for displaying RSS news feeds. Choose between the two integrated ones; the DEVONthink Personal 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.



UPDATE

Change the settings in this tab to choose when you want DEVONthink Personal to check for new versions (never, on startup, daily, weekly, or monthly.) DEVONthink Personal 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 Personal.



BACKUP

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

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.



WIDGETS AND BOOKMARKLETS

Bookmarklets

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Bookmarklets make adding interesting webpages from Safari or DEVONagent to DEVONthink Personal as easy as pressing a button.

DEVONthink Personal does not support Dashboard widgets. To use Dashboard widgets, please have a look at DEVONthink Professional.



BOOKMARKLETS

DEVONthink Personal 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 Personal database, or creates a web archive of a page. Basically, they take advantage of bookmarks as handy shortcuts for application functions.

- Add bookmark to DEVONthink Personal
- Add page as web archive to DEVONthink Personal

INSTALLATION

You will find bookmark files for both of the preceding options in the Bookmarklets folder on the DEVONthink Personal 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 Personal 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

Unlike DEVONthink Professional, DEVONthink Personal does not come with AppleScript abilities.

To conveniently "print" and save documents as PDFs to your DEVONthink Personal database, simply add an alias to the DEVONthink Personal application to the directory '~/Library/PDF Services'. This does not give you the option to choose the name of the "printed" file, as well as the destination group, but creates a PDF of the "printed" document and adds this to DEVONthink Personal. For full PDF Services and AppleScript support please have a look at [DEVONthink Professional](#).

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DEVONthink Personal 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 by Mac OS X and QuickTime. Additionally, filter services such as [AntiWordService](#) enable DEVONthink Personal and all other service-aware applications to read and/or write other file formats.



TEXT FILES

DEVONthink Personal 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 Personal 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)



Rich Text Format: For Rich Text Format (RTF) files, DEVONthink Personal 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 Personal and store them as RTF documents.



MICROSOFT WORD, OPENDOCUMENT, AND STAROFFICE FILES

DEVONthink Personal is also capable of importing native Word and OpenDocument documents using Mac OS X's conversion mechanism.

Note: DEVONthink Personal 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 Personal. 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 Personal to create special Link documents consisting of a clickable URL. DEVONthink Personal is especially optimized to accept Safari Bookmarks. Also, DEVONthink Personal 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 Personal 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 Personal 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 Personal 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, .shtml, .shtml, .wml, .xbl, .xhtml, .xhtml, .xml, .xmloutline, .xsl, .xslt, .webarchive



PDF, POSTSCRIPT

DEVONthink Personal 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 Personal 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 Personal, though, after entering the correct password.



IMAGE FORMATS

DEVONthink Personal 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 Personal 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 Personal as well. The above list is the minimum directly supported by Cocoa.



QUICKTIME FILES

DEVONthink Personal displays or plays QuickTime movies, sounds, and Shockwave animations. To add movies, sounds, or MP3s to DEVONthink Personal, 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 Personal 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 Personal 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 Personal.

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 Personal [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. 88ff](#)
- *View (1):* The layout for a DEVONthink Personal [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. 120ff](#)
- *Window:* DEVONthink Personal 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 Personal.
- *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. 58ff
- *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. 58ff



TEMPLATE TAGS FOR WIKI-STYLE LINKS

In DEVONthink Personal 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 Personal 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. 65ff](#)

- `%@`: 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
- `%cx`: 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)
- `%cz`: 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.





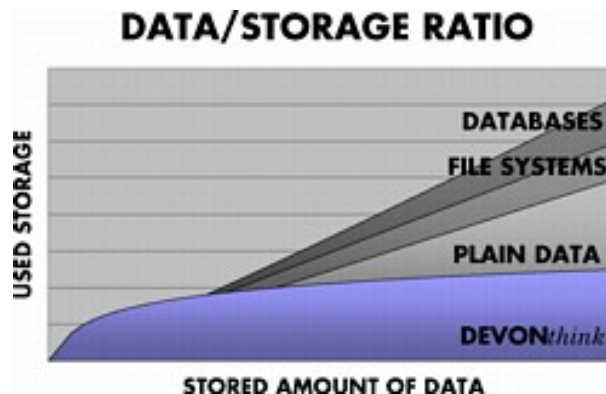
GENERAL CONCEPT

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.

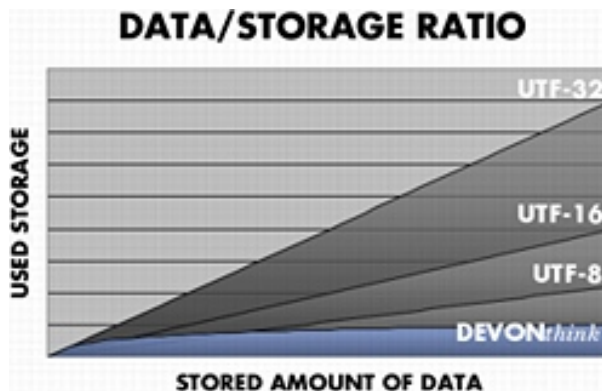
FEATURES

The DEVON^{think}technology 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 DEVON^{think}technology-based databases grows logarithmically and indexing is completely unnecessary. The break-even point in the picture above, where the DEVON^{think} 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 DEVON^{think} technology 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.

OTHER PRODUCTS

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Besides DEVONthink Personal, 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 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 Personal 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.](#)