

## Welcome to the ScandiOne WebBookmarks.

For quite a long time, I have had this little thought about the favorites (Internet Explorer) or Bookmarks as Firefox calls them.

They work perfectly, except for one little thing: They are located on your workstation.

This means:

- When I want to start using another browser, I have to export and import them – and since this never works 100%, I'll afterwards have to rearrange them, and do some cleaning up.
- When I'm at work, I do not have my favorites with me. They are at home!
- When I am at my friends place, or anywhere else but in my home, I cannot access my favorites in an easy way.
- If I have more than one PC in my home, my favorites is only on one of them. Until I bother to copy them out. And even then, they still have to be maintained manually if I add a new one.
- When buying a new PC, it's the same job as changing the browser.
- When I need to reinstall my computer, I always forget to make a backup of those bloody favorites. And they are gone!

I have always wondered: Under normal conditions, when I'm using a browser, I am surfing the internet. So, why can my favorites not be located on the internet too?

Well, this little application will do something about it.

On the next pages, I'll show you how to use ScandiOne WebBookmarks. An application that will grant you access to your favorites wherever you are.

Please read this manual carefully, and try out the examples.

If you encounter any problems, please see the FAQ at our website.

If this does not help you, please feel free to write your question to us at: [support@scandione.com](mailto:support@scandione.com)

We will try to help you as soon as possible.

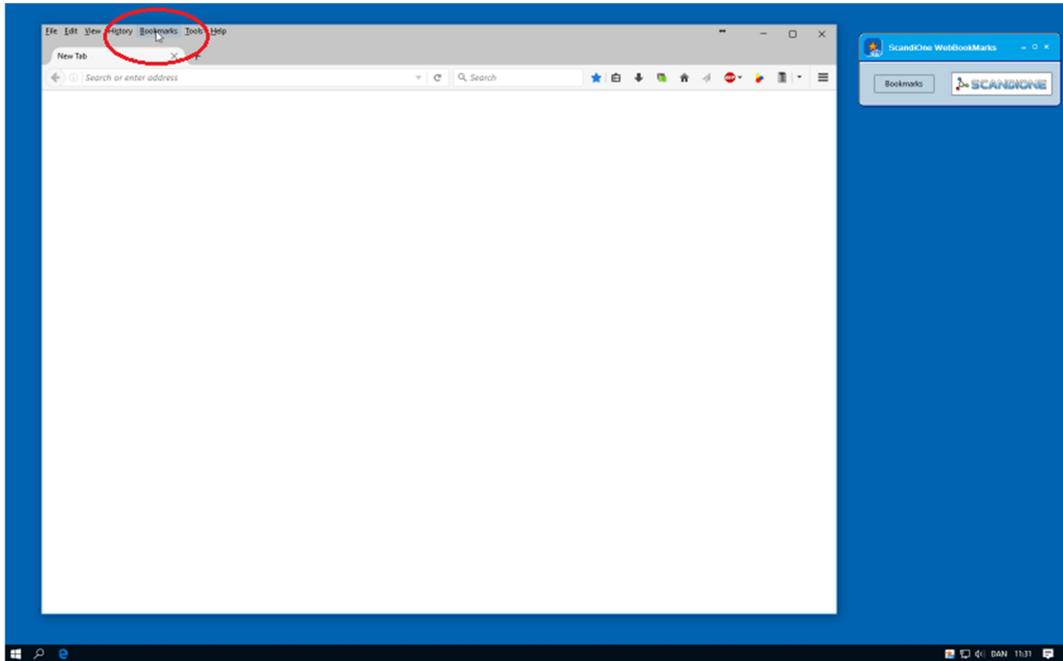
We hope you will enjoy using ScandiOne WebBookmarks.

Sincerely/Best regards

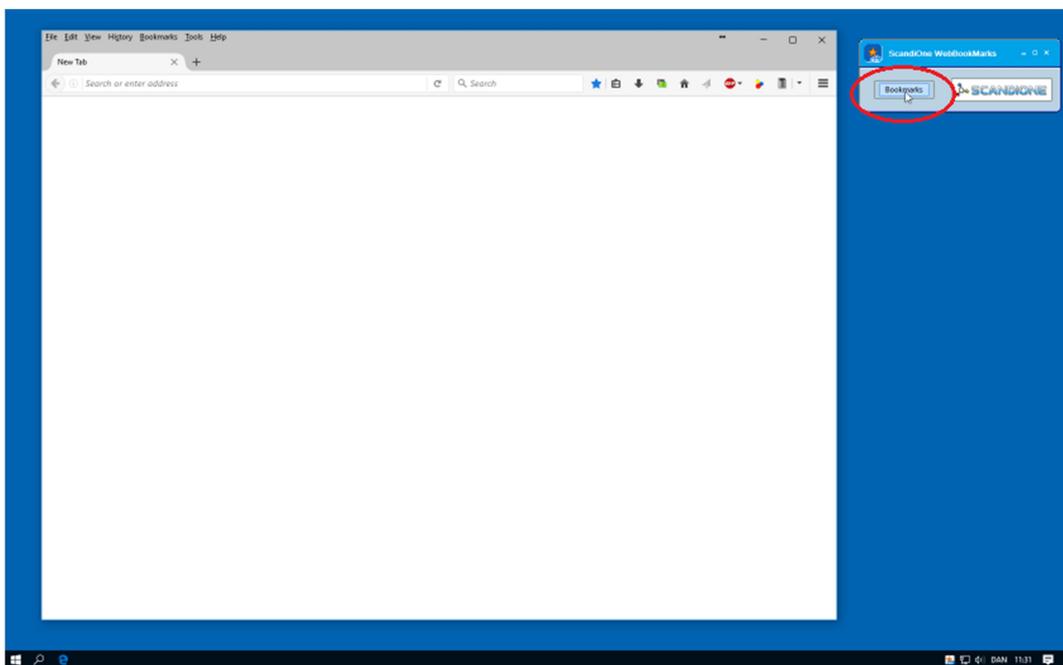
ScandiOne

## What is different?

Using the ScandiOne WebBookmarks will require a little change of habits. Nothing big, really. From now on, when trying to access your favorites/bookmarks, instead of doing this:

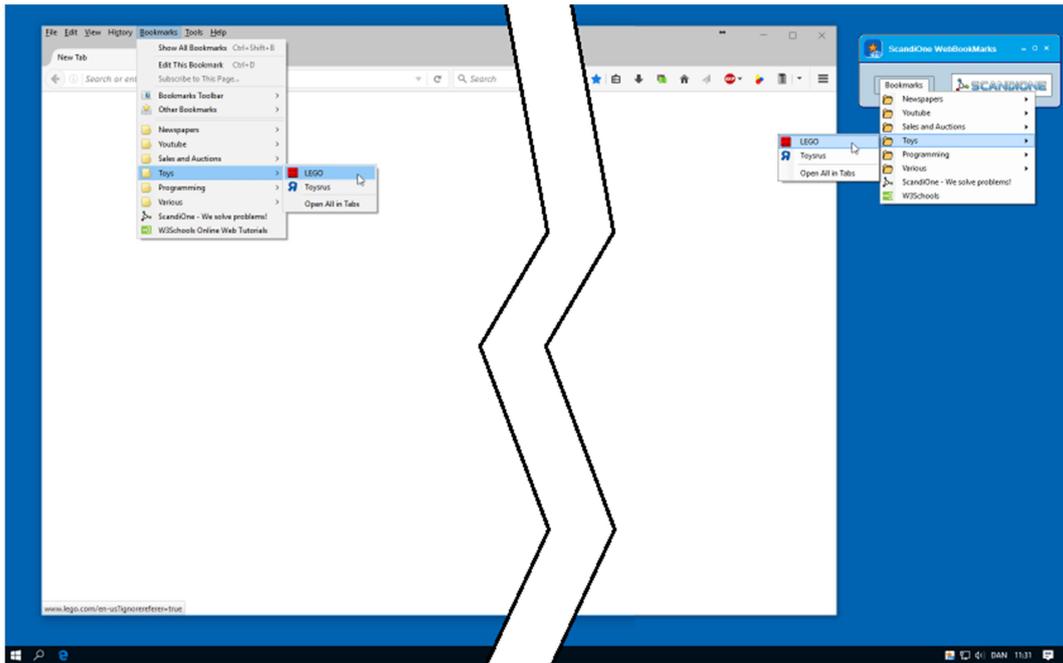


...you will be doing this:

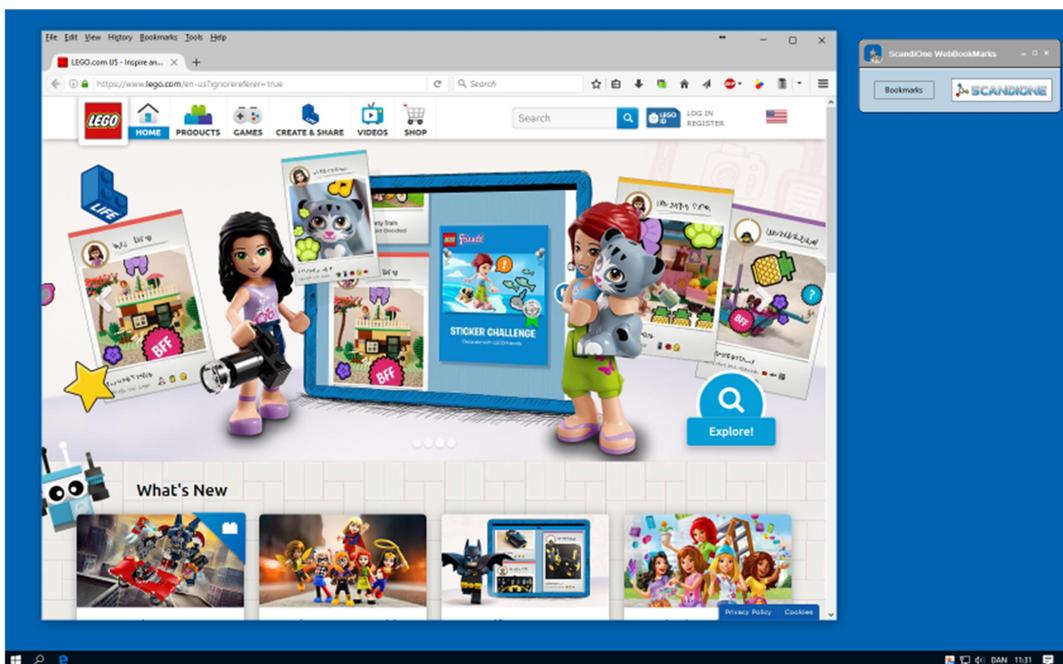


No big deal, huh?

What you see is the same:



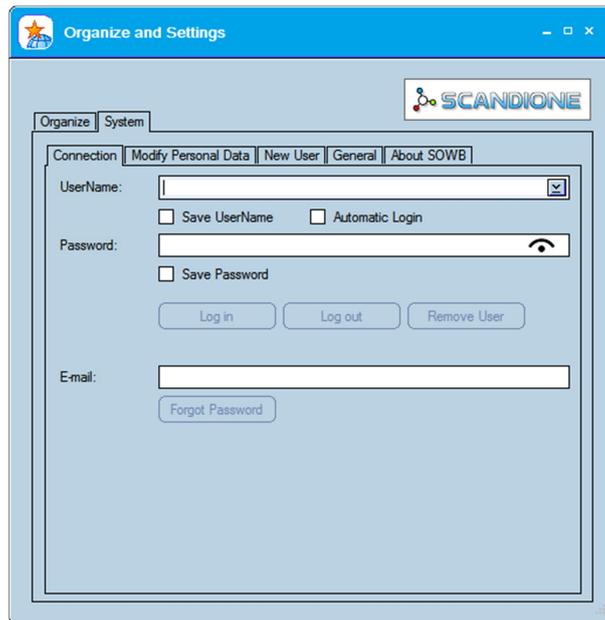
...and so is the result:



Now, let's move on with the basics.

## Getting started

When you start the application for the first time, you will probably see something like this:

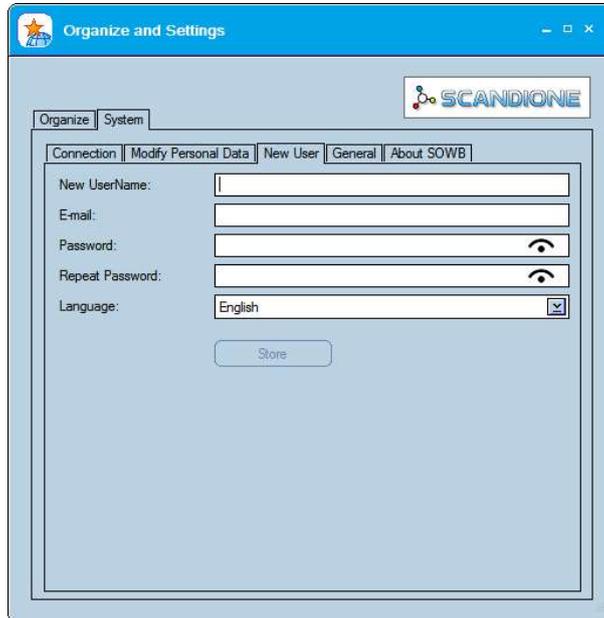


If you have already been using another web-depending application from ScandiOne, you already have an account. Just log in here, and you'll be good.

If not, you'll have to create an account. It's done fast, please follow these steps:

## Creating an account

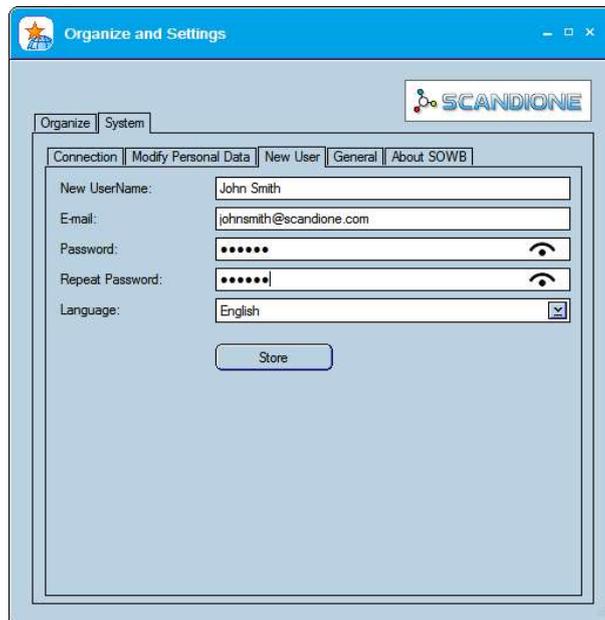
Select the tab "New User":



- Username:** You can use any username you like, including letters, numbers, spaces, underscores and hyphens. In this manual, we use **John Smith** as the username.
- E-mail:** This gives itself away, doesn't it? However, the E-mail is important, since you will receive an email with your data. Please be sure your email is correct, since this will be the only way we can communicate with you. If for instance you forget your password, we will send it to you on this email. You can create as many accounts as you want, using the same email.
- Password:** Yep, this is the password. There are no restrictions. You can use one letter if you want, or twelve. Or twenty-seven.
- Repeat Password:** As you are not able to see your password (unless you click the 'eye'), we ask you to type it once more. Just to be sure!
- Language:** Which language do you want this application to address you?  
For the time being, we have only English and Danish. Hopefully we will be able to add more languages.

Let us create an account:

Fill in the fields as the following (Of course, using the user name you want, your email, etc.):



Please note, that the button  is now activated.

The whole application is build in a way, that if you have not supplied sufficient data, you will not be able to do what you intend to do.

Now press the  button.

You will see a little pop-up like this:



As it says, your account is created, and an email is sent to you.

The content of this email is the data you have entered.

If you do not receive this email, the email-address you have entered may be wrong. Or our email to you is possible in some sort of filter.

We recommend to contact us if you are sure you have not received the email.

The email will look like this:

Dear John Smith

Thank you for joining ScandiOne WebBookmarks.

You have been registered with the following data:

Username: John Smith  
Password: asdfgh  
Email: johnsmith@scandione.com

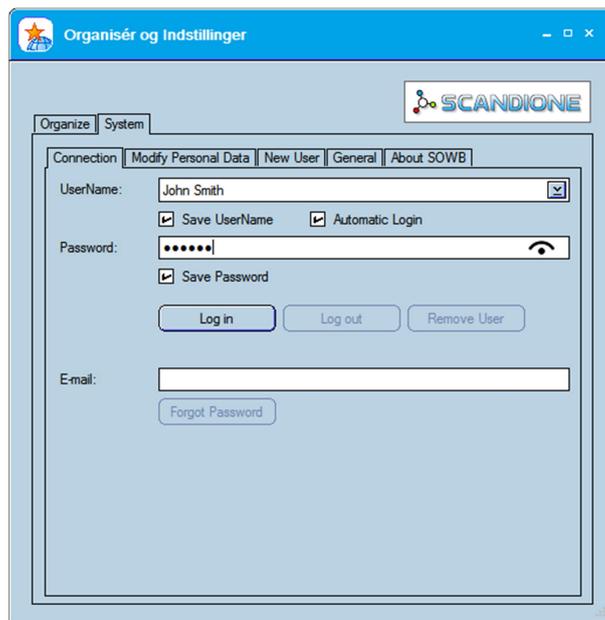
You may start using ScandiOne WebBookmarks immediately.

Sincerely / Best regards

ScandiOne

As the email says, you can start using ScandiOne WebBookmarks immediately.

If nobody was logged in when you created your account, you are already logged in. But just for the sake, let's go through the login process. Go to the **Connection**-tab, and type your user name and password:



Please note the checkboxes:

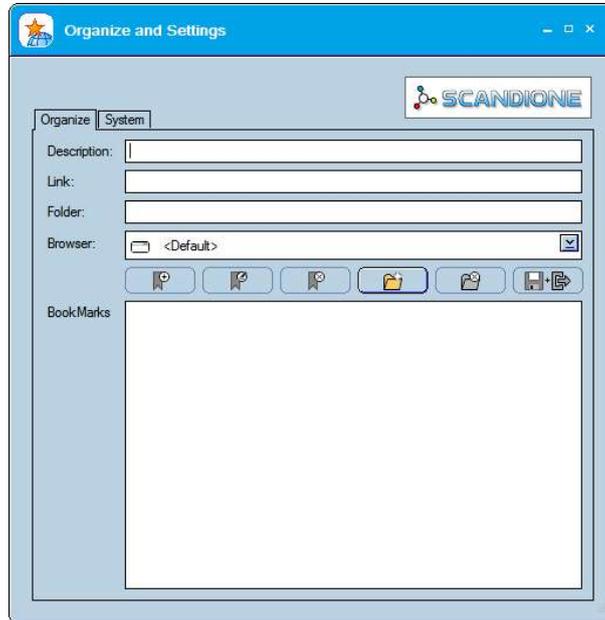
- Save Username:** Check this, if you want the application to remember your user name.
- Save Password:** Check this, if you want the application to remember your password too. Please do not use this utility, if you are working on a shared PC, since *everybody* will be able to access your account.
- Automatic login:** Check this, if you want the application to start up logged into your account. Use of this function is preferred if you are the only user of this application.

As you see, I choose to let the application remember my user name, the password and log me on automatically. These options you can set as you like. If you want to change them later, just check/uncheck the fields, and log in.

(**Save username** is always a good thing to check. Then you don't have to bother with *that*.)

A saved user can always be removed again using the 'Remove user'-button.

After logging in, you will see this:



Okay, now it is time to get started, and add some bookmarks.

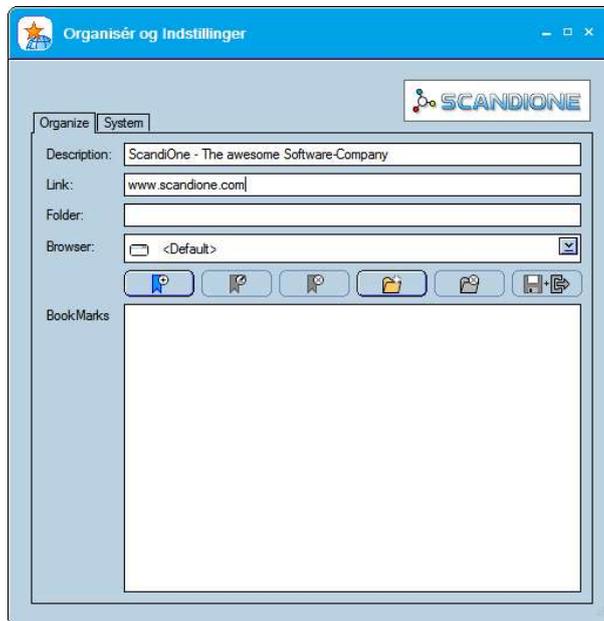
There is three ways this can be done:

- Manually
- Semi-automatic
- Import

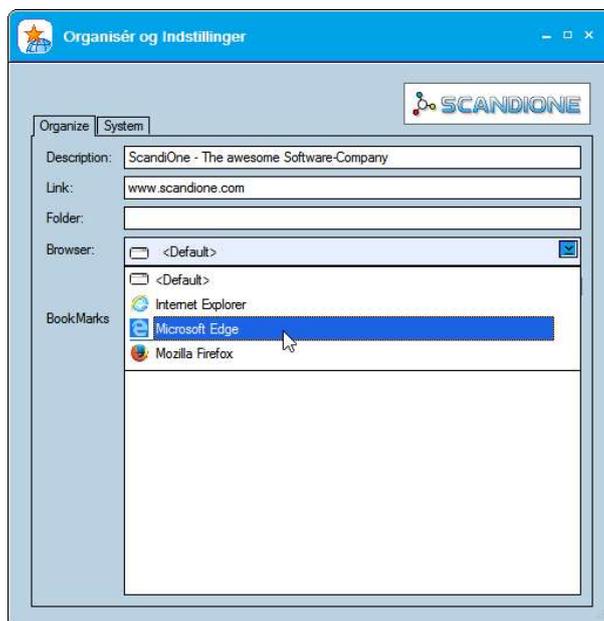
Let us take them one at a time:

## Adding bookmarks manually

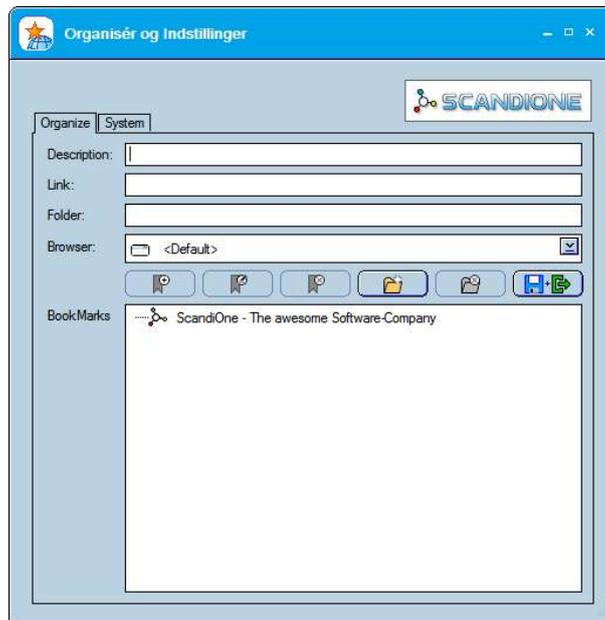
If you know the URL of a webpage, you can just type it in:



It is possible to change the browser for each bookmark. If you for instance know, a certain web-page will work best (if not only) using i.e. Microsoft Edge, you can make this bookmark open only in that browser:

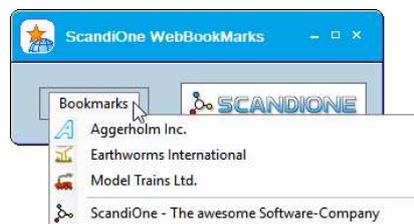


Press the  button, and it'll be in the list below:



When you are satisfied with the look of your bookmarks in the list, press the  button.

This will save the bookmarks in the list to your account on the internet, and make them appear in the menu in the top:



Now, where did those other bookmarks come from? You didn't put them in there!

Well, that's the difference between paying and non-paying members. If you do not pay for the app, you will see some links to various websites that have paid instead of you (For the example, I've put in some fictive names of fictive companies).

Please note the line between "Model Trains Ltd." And you recently added link, "ScandiOne". Everything above the line is commercial links, and below it is yours.

## ScandiOne WebBookmarks Manual

A paying member will only see his or her own links. If you were a paying member, the link menu will look like this (for the rest of this manual, we'll presume "John Smith" is a paying member) with only your links in it:



### **Adding bookmarks the semi-automated way:**

Let's say you are on a web-page you'd like to add to your favorites.

To accomplish this, all you have to do, is go to the address-bar in the browser, click to the left of the URL (where the icon of the website is) and drag it onto the ScandiOne WebBookmarks app. Like this:



It is as easy as adding a bookmark to the bookmark-menu in the browser:

Click the icon to the left of the address (and keep the left mouse-button pressed in the process), and drag it all the way to the ScandiOne WebBookmarks app. Let go of the left mouse-button here, and the link is dropped onto the app.

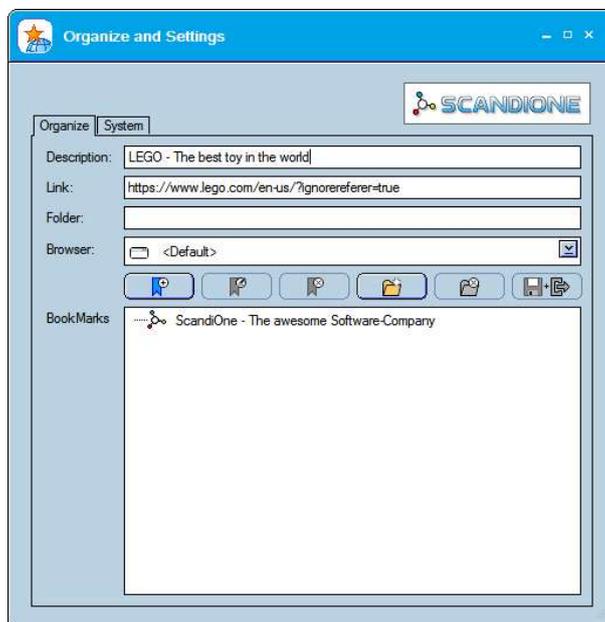
When ScandiOne WebBookmarks receive the link, it'll unfold and reveal the details of the link:



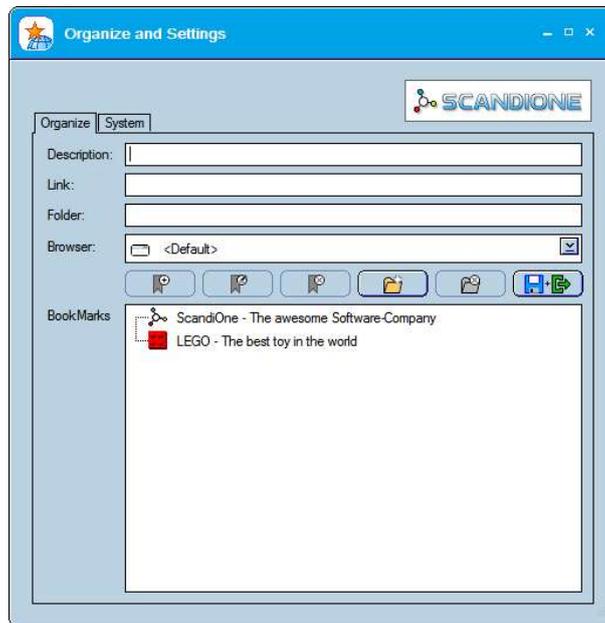
The link name is already here. If you wait a little, the description will be filled in automatically.

You can click  as it is, or you can modify the description if you like. Some links come with a very large description, others don't say much about the website's content. Some do both.

Anyway, let's write something else:



Now, click the  button, and the link show up in the list:



If you had selected a folder before adding the bookmark, the bookmark would show up in that folder.

We'll get back to folders and organizing later.

**PLEASE NOTE: Always save your changes (by pressing the  button) before closing the app. Otherwise all changes are lost!**

Well, this is all very good. But most of us already have a lot of bookmarks in the favorites/Bookmarks menu in our browser. Do we really need to put them in manually?

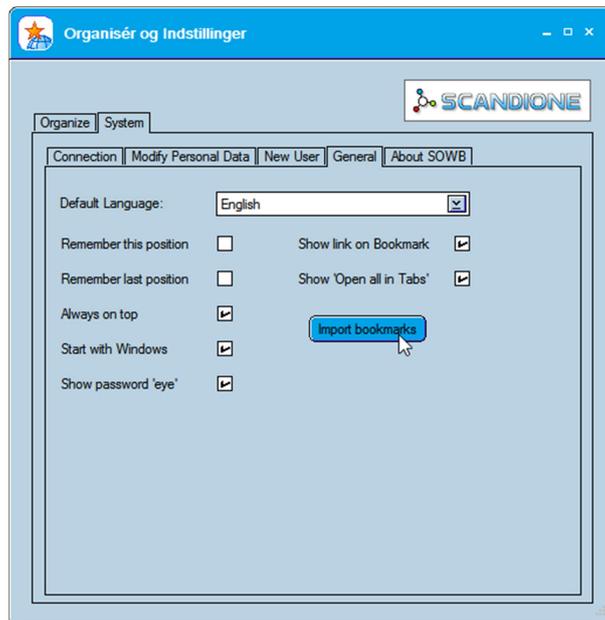
No, of course not. That is why we implemented an import-function.

First, you need to **export** your bookmarks from your browser. Somewhere in the menu-system of your browser there'll be an export-option, called something like "Export bookmarks to HTML" or similar.

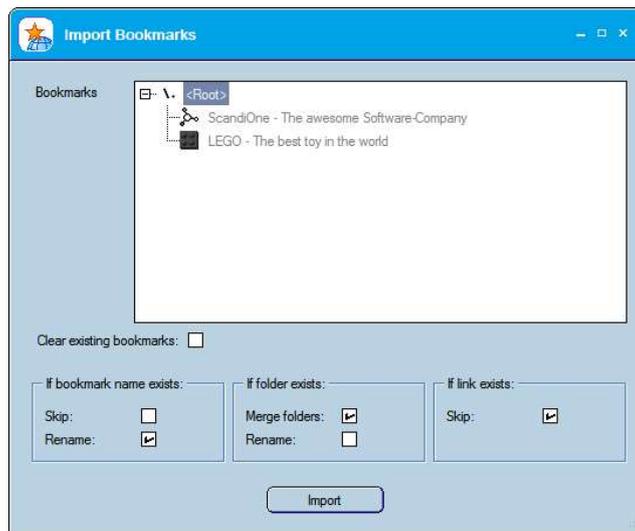
Different browsers do this in different ways. Please see the instructions (or help-function) for your browser for details.

When exported (remember where the export-function places the file – you'll need to know this later) you can get the ScandiOne WebBookmarks app to import them and place them the list.

First, go to the System → General tab:



As you see, here are a lot of things concerning main functionality, but right now let's focus on the Import-thing: Click [Import bookmarks](#) and a window appears:



As you see, here is a few options for the import: They should be self-explanatory, but just in case:

**Clear existing bookmarks** does exactly what it says: Before importing the bookmarks in the file, it erases all existing bookmarks first.

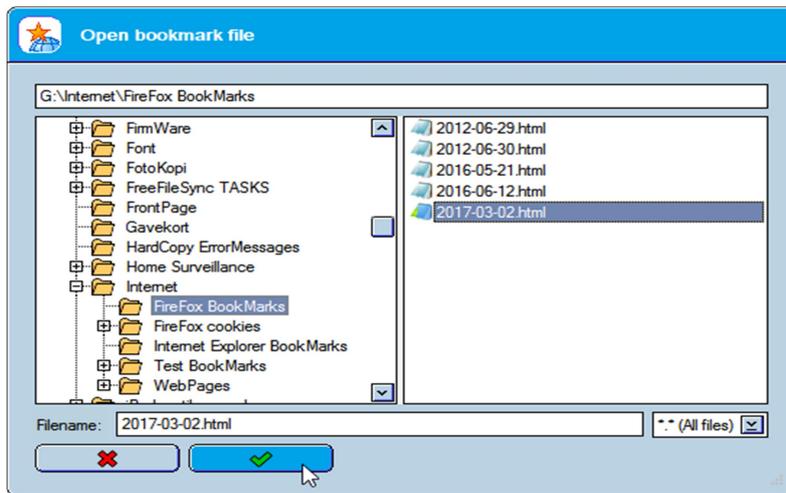
The following panes contains more specific options:

If a **bookmark name exists**, you can make it to skip this one, or rename it. Please note, that the bookmark here and in your import-file could have the same name, but link to two different sites. This is why we recommend the 'rename'-option

If a **folder exists** both places, it's logically to think they contain the same kind of links. This is why we default 'Merge', so the links in those two folders end up the same place.

If a **link exists**, you have it already. There is usually no reason to have the same link two different places. Default 'skip'.

When pressing the  button, a window appears where you can select the file you want to import:



The import starts immediately, and if we assume the bookmarks we started out showing in Firefox is the ones you'd like to import, the result looks like this:

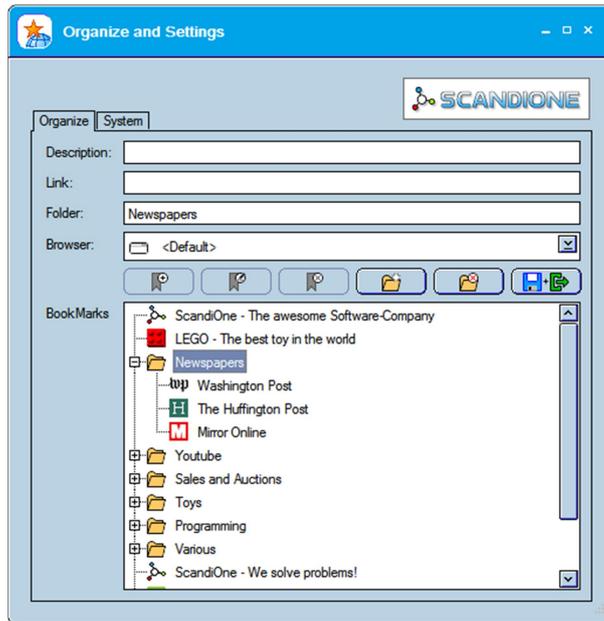


As you see, ScandiOne and LEGO remain as they are. The new (well, 'the old') bookmarks from Firefox is placed afterwards in their folders.

My export of bookmarks in Firefox has included a little more than I need, but that is just deleting those two folders.

We will just return to some of the editing and rearrange-possibilities ScandiOne WebBookmarks has.

First, let us see what we have so far. Try clicking one of the "plusses":



As you can see, the links are the same as in Firefox.

If your imported links look like you want them to, just press the  button.

This will save the bookmarks onto your account, and place them in the WebBookmarks-app:



Okay, that was about how to put bookmarks in the app. Now let us begin to make some order.

## Arranging bookmarks and folders

First: Folders!

To add a folder in your app, just click the  button. If a folder is already selected, the new folder will be created in that. Otherwise it will be created in the 'Root':



Here we call the new folder 'Awsome Companies':



Now we can put the ScandiOne-link into this folder. Click on the ScandiOne-link (keep the mouse button pressed) and drag it to the 'Awesome Companies'-folder (note the little triangle at the right of the folder name):



And so it becomes:



This way you can drag and drop folders and links all around the "folder tree", and make any order you like.

Now, let's delete a folder. That "Bookmarks Toolbar"-folder is bothering me, it's something Firefox think I should have:



A little PopUp appears, asking if we mean it seriously:



Press the  button, and the folder "Bookmarks Toolbar" is gone:



Now, the folder “Toys” is a little too specific. Let’s call it “Toys and Games”. Just click twice in the name, and it opens up for editing (‘long twice’ just like any file or folder in explorer):



We change it to “Toys and Games”:



And the name is changed:



Please note, that **you can not change a name of a folder to a name that already exists in the same place.**

Folders can only have the same name, if they are located inside two different folders.

Now for the bookmarks.

To delete a bookmark, select it and press .

Enough with the self-promoting, we decide to remove "ScandiOne". Select it, and click the  button:



Again, a PopUp:



Press the  button, and the ScandiOne-bookmark is history.

Now let us edit a bookmark. If you will only change the name, it is the same as the folders. Slow double-click, write the new name, press enter. Done.

But if you want to change the link or the preferred browser, you'll have to select the bookmark and modify link and/or browser.

Please note, **you can not alter the description here!** If you do, ScandiOne WebBookmarks consider it a new bookmark, and will only allow you to add it as so.

Here for the change:



I like to let this bookmark be more specific. I'll let it lead directly to the stylesheet-section, and now we are at it, I prefer the Internet Explorer to open this one:

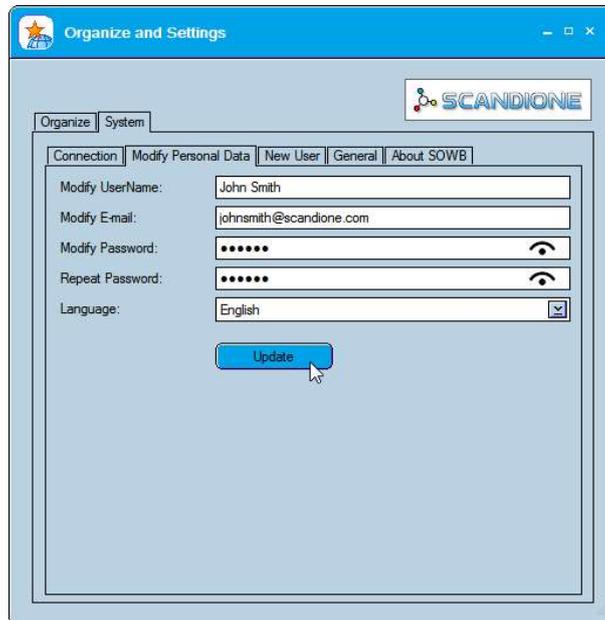


If you have modified something by mistake, you can always go back to where you started by closing the 'Organize and Settings'-window. However, all your changes will be lost, of course.

I hope you have got the hang of it by now.

Only things left is some System-stuff.

## Modify personal data

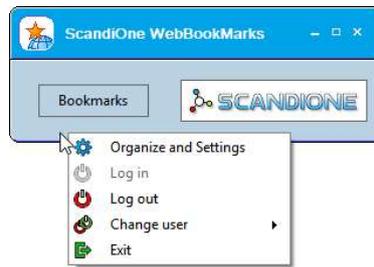


Change whatever you want, and press the  button.

If you change your user name, it is possible the new one you select is already taken by somebody else. In that case you'll be informed, and the change do of course not take place. You'll need to think of another new user name.

## The menu

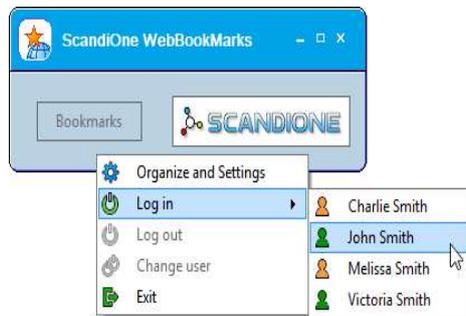
Right-click in the app will show you a menu:



**Organize and Settings** is what we have been using since page 4 in this manual.

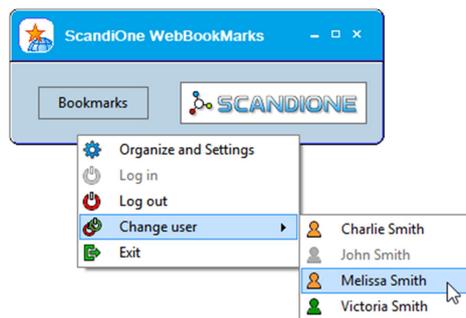
**Log in:** In case you have logged out, you can log back in here.

There is two ways: Clicking the **Log in** alone, opens up the login-form where you can type a name and a password. If there is user names saved on the PC, they'll show up to select directly: The green ones has also the password saved, and will log in directly. The yellow ones will need the password to be entered on the login-form, which will open up if a yellow user is selected:



**Log out:** I believe this is self-explanatory.

**Change user:** In case you have more users registered, you can change between them here. It is the same as **Log in**, as the colour indicates whether a password is needed or not. The only difference is, that John Smith is logged in now, and therefore greyed out since it makes no sense to 'change' to the same user:



**Exit:** Closes ScandiOne WebBookmarks

## General



**Default language** is “English”. This is the language in which the app starts, before someone is logged in. At this time we do only have “English” and “Dansk” (“Danish”).

**Remember this position:** ScandiOne WebBookmarks remember where you leave it **this time**, and when you start it from now on, it'll be in that exact position.

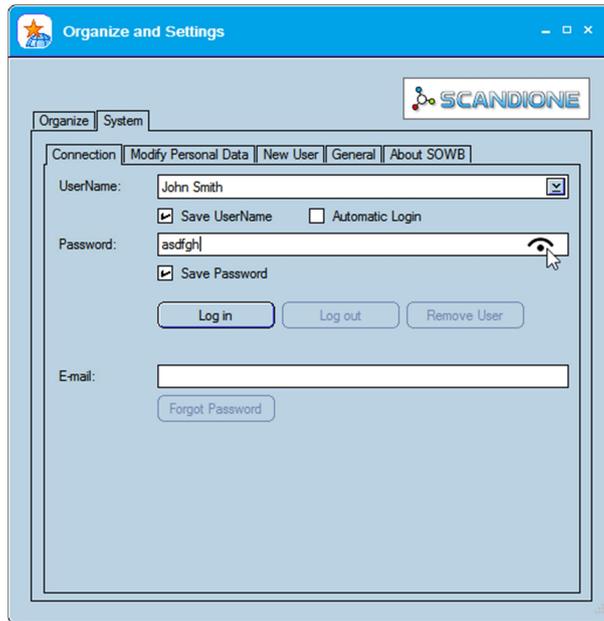
**Remember last position:** If you like to move it around, and want it to be where you left it next time you start it, this is the setting.

**Always on top** means that other windows will not cover the app. This is useful, if i.e. your browser is maximized, so your bookmarks will not be hidden behind it.

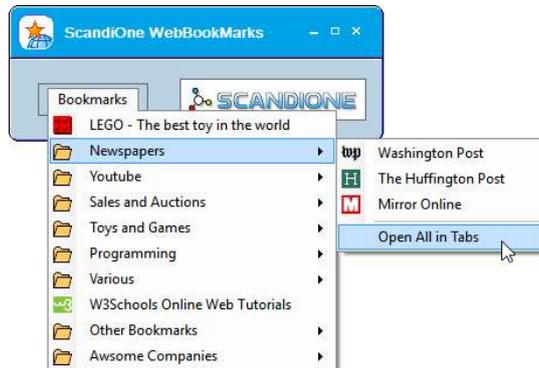
**Start with Windows:** ScandiOne WebBookmarks will start automatically when you turn on you PC. Combined with **Automatic login** you'll always have your bookmarks handy.

**Show link on Bookmark:** A text will show you the link behind the bookmark (in case you have forgot). If you find it annoying, turn it off here.

**Show password 'eye':** The 'eye' icon in the password-field, will show you the content of the field when pressed:

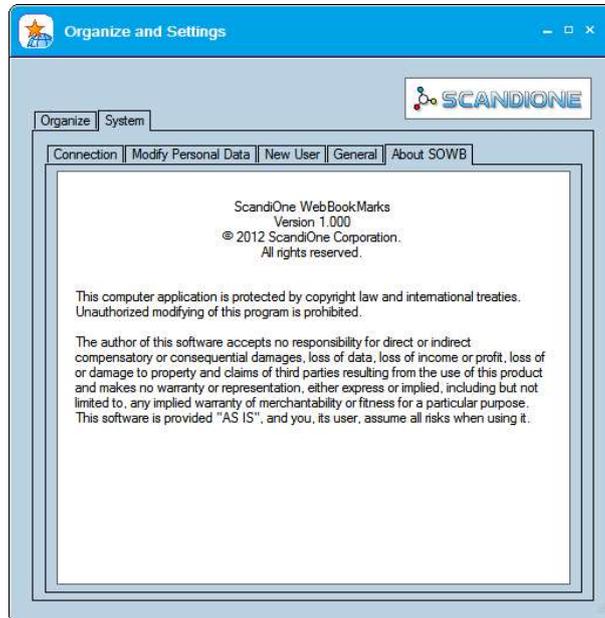


**Show 'Open all' in Tabs:** In case you'd like to open all bookmarks in an entire folder at once (please note, that this utility can act not as intended when not using default browser for all bookmarks in the folder):



## About SOWB

This means: "About ScandiOne WebBookmarks", but this sentence was too long to put in the tab.



It is the normal promotion of our company, telling you not to change our product, and a disclaimer saying, that if you lose any money or anything else because of your use of our product it's not our fault.

Well this is about it!

Thank you for reading so far, and we hope you will enjoy using this product, and that you will have a great experience.

If you have any questions, please see the FAQ at our website, alternatively send us an email to [support@scandione.com](mailto:support@scandione.com) about your problem.

Comments and proposals are welcome too. Yes, let us know what you mean.

Sincerely / best regards

ScandiOne  
Denmark