



The Archives

Using Hotlists, History and the Link Tree

In this chapter you will learn:

- ▼ How to use the Global and Local History, Hotlists, and Link Tree pages of the Archives to navigate the World Wide Web.
- ▼ How to use, create, and manage Hotlists.

Quarterdeck Mosaic uses an area of its display called the Archives to record and display all of the sites you visit over a period of several days (seven days by default) as well as the sites you visit within a particular browser window. The former is the Global History; the latter, the Local History. Also available in the Archives is the Hotlists page containing your Hotlist folders and the Link Tree, a diagram showing the hotlinks associated with a document.

Each of these features appears as a page within a notebook. You can toggle the Archives display on and off by clicking on the Archives button on the Toolbar or by selecting Archives from the View menu



Figure 5: Archives Pane with Local History Page Selected



Displaying, Hiding and Resizing the Archives Pane

You may want to hide the Archives pane to create more space for displaying documents. The Archives button on the Toolbar acts as a toggle switch to display or hide the Archives pane.

To display or hide the Archives pane:

- ◆ Click the Archives button on the Toolbar.

There may be times when you want to resize the Archives pane so you can read the full text of its entries. This will come in handy when you view history lists, which contain long entries.

To resize the Archives pane:

- 1 Move the mouse pointer to the right border of the Archives pane.
The mouse cursor changes to a two-headed arrow.
- 2 Hold down the mouse button and drag the pane's right border to the left or right. When you are satisfied with its position, release the mouse button.

Viewing URLs Listed in the Archives

The easiest way to view a document listed in the Archives is to simply click its name. Quarterdeck Mosaic will retrieve the document and display it in the current browser window. If no windows are open, the document is displayed in a new window.



TIP

Alternately, you can drag a URL from the Archives pane to an empty area of the Quarterdeck Mosaic desktop. This action opens the document in a new window.

Global and Local History Pages

To view the History pages:

- 1 If the Archives pane is not visible on the left side of your display, click the **Archives** button on the Toolbar.
- 2 In the Archives pane, click the tab labeled **Global History**.

You will see a list of up to 500 URLs you have visited during the past seven days.



If you do not see such a list, you may have changed the default setting for History Entries Expire After on the Global History page of the Preferences notebook. For information, see “Global History Options” on page 87.

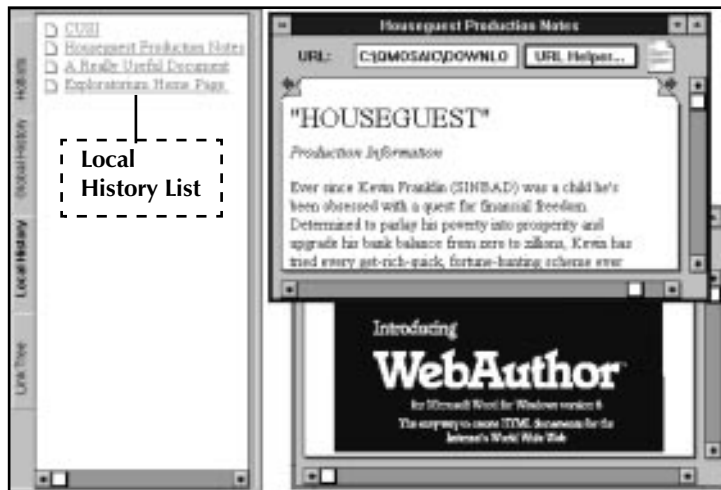


Figure 6: Local History Listing URLs Visited in Current Browser Window



If you have trouble reading the items in the history list, you may want to resize the Archives pane as described in the previous section.

- 3 Now click the **Local History** tab.

Displayed in the Archives pane is a list of the documents you have viewed in the current (foreground) browser window.

If you click another window to bring it to the foreground, the Local History page changes to reflect the History of the new current window. If no browser windows are open, the Local History page will be empty.



The Global and Local History lists provide information you can use to create Hotlists—collections of sites you might want to revisit in the future.

The Hotlists Page

The Hotlists page of the Archives is a storage place for all of your Hotlist folders—collections of URLs—including a number of preconfigured Hotlists included with Quarterdeck Mosaic. The Hotlists page is to URLs and Hotlists what the root directory is to your hard drive. Your root directory can contain files or directories (groups of files); similarly, the Hotlists page can contain single URLs or folders of URLs that you have chosen to group together.

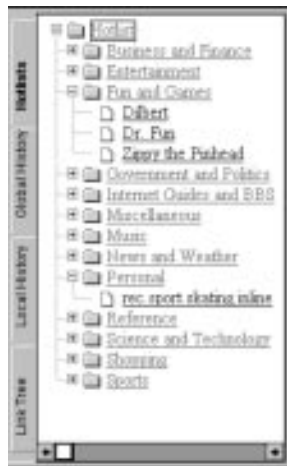


Figure 7: Hotlist Page of the Archives

To display the Hotlist page of the Archives:

- ◆ If the Archives pane is not visible, select **Archives** from the Toolbar or View menu, then click the **Hotlist** tab.

or

- ◆ Select **Hotlists** from the Windows menu.

Your Hotlists are now displayed in the Archives pane.

To expand a Hotlist folder and view its contents within the Archives pane:

- ◆ Click the **plus sign (+)** that appears before it.

To close a folder and remove its contents from the display:

- ◆ Click the **minus sign (-)** that appears before it.

To view the contents of a Hotlist within a browser window:

- ◆ Click on the name of the Hotlist or on its folder icon.

To create a new Hotlist folder on the Hotlists page or in any of its folders:

- 1 Click the **Hotlists** tab of the Archives to display your Hotlist folders.
- 2 In the Archives pane, click the name of the Hotlist folder in which you want to add the new item. (If you want to add a top-level hotlist folder, select the folder called Hotlist.)

The folder's contents display in a browser window.

- 3 Right click within the borders of the browser window to display the Hotlist's pop-up menu, then select **Current Document, New, then Folder**.

A new folder named Folder will appear.

- 4 Hold down the **Alt** key and click on the folder's name.

A blank box will appear.

- 5 Type a name for your folder and press **Enter**.

The folder displays with its new title.

Personalizing Hotlist Folders and URLs

It can be fun to customize a program by assigning your own icons to objects or altering the manner in which items are displayed. Such flexibility can also make a program easier to use, by allowing you to work in the way you feel most comfortable. Quarterdeck Mosaic allows you to personalize your Hotlist folders and URLs in the following ways:

To rename a folder or URL:

- 1 Hold down the **Alt** key and click the object's name.



- 2 Type in the new name, then press **Enter** or click outside the name.

You can also rename URLs by using pop-up menus:

- 1 Right click the name or icon to display its menu.
- 2 Select **Properties**.
- 3 Type in a new name, then click **OK**.

Quarterdeck Mosaic gives you several ways to view Hotlist folders and URLs within browser windows. (Items are always listed in Tree view within the Archives.)

To change the way Hotlists and URLs are displayed in a window:

- 1 Right click within the open folder to display its pop-up menu.
- 2 Select **Current Document**, then the arrangement you prefer: **Icons, Icons List, Text List, or Tree**.

Alternately, you can select **View** from the Menu bar, then select an arrangement.

To assign an icon to a Hotlist folder or URL:

- 1 Right click the **Hotlist** folder or **URL** to display its pop-up menu.
- 2 Select **URL Object**, then **Properties** from the menu that appears.

The File Properties dialog box displays.

- 3 Click the **Change Icon** button.

The Change Icon dialog box displays.

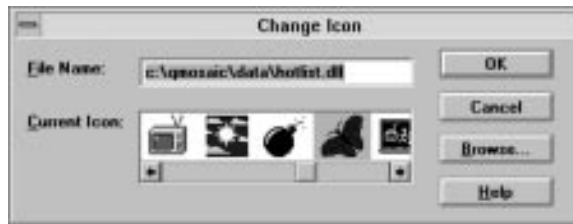


Figure 8: Change Icon Dialog Box

- 4 Select an icon from the collection shown or use the Browse button to search your drive for an appropriate icon, then click **OK**.
- 5 Click **OK** to save your choice and close the dialog box.



User-defined icons are only available when objects are viewed within browser windows and when they are represented by large icons. (Large icons are used when you choose the “As Icons” or “Icon List” display method and when browser windows are minimized to the Quarterdeck Mosaic desktop.) User-defined icons are not visible within the Archives, where the default mini-icons are always used.

Saving URLs to Hotlists

As you explore the Web you are sure to find many sites you will want to revisit in the future. Quarterdeck Mosaic makes it easy for you to save these URLs in just a few simple steps.

To save the URL of a currently displayed document to a Hotlist:

- 1 Right click within the borders of the document to display the document’s pop-up menu.
- 2 Select **Current Document**, then **Save to Hotlist**.

Using this method, the URL is saved to the “current” Hotlist.

You can also save the URL of the currently displayed document using drag and drop:

- 1 Make sure that the Hotlist is visible in the Archives pane.



- 2 Drag the document's icon from the upper-right corner of the browser window to the Hotlist folder in which you want to save the URL.

or

- ◆ Drag the document's icon to the Hotlist button on the Toolbar.

Using the second method, the URL is saved to the “current” Hotlist.

To save the URL of a hypertext link within a document to a Hotlist:

- 1 Right click the link to display its pop-up menu.
- 2 Select **Hypertext Link**, then **Save to Hotlist**.

You can also save a hypertext link using drag and drop:

- 1 Make sure that the Hotlist is visible in the Archives pane.
- 2 Hold down the Control key and drag the link itself to the Hotlist.

Using this method, the URL is saved to the “current” Hotlist.

To specify a Current Hotlist:

If the Hotlist is displayed in the current browser window:

- 1 Select **Set as Current** from the Hotlist menu on the menu bar.
A confirmation dialog box appears.
- 2 Click **Yes** to confirm the change.

If the Hotlist is not displayed in a browser window:

- 1 Click on the **Hotlists** tab of the Archives pane to display the Hotlists page.
- 2 Right click on the Hotlist you wish to designate as the “current” Hotlist to display its pop-up menu.
- 3 Select **Set as Current**.

To save a URL from the Global History to a Hotlist:

- 1 Click a Hotlist to display its contents in a browser window.
- 2 Select the **Global History** page by clicking on its tab.

- 3 Drag the URL's icon to the browser window in which the Hotlist is displayed and drop it on an empty area (to add it to the collection shown) or on a specific folder to add it to a sub-folder (a Hotlist within the Hotlist.) In the latter case, a box appears around the folder when the cursor is in the proper position to "drop" the URL.

Because the contents of the Local History page change when the current document changes, you must follow a slightly different procedure when saving a URL from a Local History page to a Hotlist.

To save a URL from a Local History page to a Hotlist:

- ◆ Display the target Hotlist in the same browser window as the URL you wish to save.

or

- 1 Display the target Hotlist in a new browser window, with both windows less than full screen and overlapping.
- 2 Drag the URL from the Local History page of the Archives to the browser window containing the Hotlist.

The Link Tree Page

The Link Tree page of the Archives gives you a road map of the hypertext links in the current browser window. Documents are listed in a tree, with the current document at the top of the list. Below are the links contained within the current document. Once you visit a URL, Quarterdeck Mosaic remembers all of the links in that document for the length of time specified on the Global History page of the Preferences notebook.

Each document is represented by a small paper icon. Also shown is the title of the link. If a document is preceded by a plus (+) sign, it contains other links. Click on the plus sign to expand the display and view these additional links. (When expanded, the plus sign changes to a minus (-) sign. Click on the minus sign to contract the display.)

As with URLs listed in the History and Hotlists pages of the Archives, you can view any URL on the Link Tree page by clicking on it. You can also save a URL to a Hotlist or save a document to disk by dragging and dropping it on the appropriate Toolbar button.

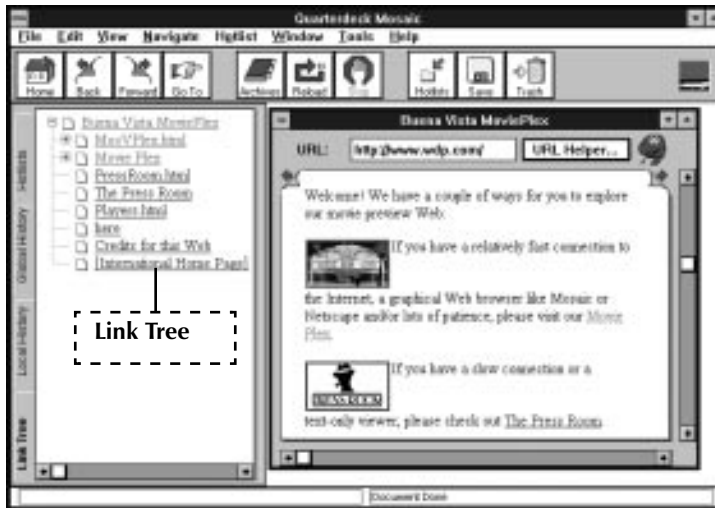


Figure 9: Link Tree Page Of The Archives

Importing and Exporting URLs

If you have been using another Web browser, such as Netscape or NCSA Mosaic, you may have an extensive collection of URLs. Netscape's "Bookmarks" - their equivalent of Hotlists - are simply HTML documents in which URLs and their titles are stored, while NCSA Mosaic uses a proprietary format to store favorite URLs. Quarterdeck Mosaic allows you to easily extract this information from an NCSA Mosaic or Netscape Bookmark or any other HTML file and store it in a new Hotlist folder. Newly created Hotlist folders are placed in the current Hotlist.

To import URLs from an NCSA Mosaic or Netscape Bookmark or an HTML file:

- 1 Select a destination for your newly created Hotlists by designating one of your Hotlists as the "Current Hotlist." (The procedure for setting a Current Hotlist is described earlier in this chapter.)
- 2 Select **Import** from the File menu.

An Import dialog box appears.

- 3 Specify the file you wish to import (such as `BOOKMARK.HTM` in the case of a Netscape Bookmark), then click **OK**.

A new Hotlist folder containing the extracted URLs is created within your Current Hotlist.

Initially, the new folder is named after the file that was imported. For instance, if you import the following Bookmark file:

```
C:\NETSCAPE\BOOKMARK.HTM
```

the folder will be also be named `C:\NETSCAPE\BOOKMARK.HTM`. You can change the name of a folder by holding down the Alt key and clicking the name, then typing in a new name.

You can also export the URLs in a Quarterdeck Mosaic Hotlist to an HTML document or Quarterdeck Mosaic Hotlist folder. This allows you to share the information contained in your Hotlists with others.

To export the URLs in a Quarterdeck Mosaic Hotlist:

- 1 Display the Hotlist you wish to export in the current browser window.
- 2 Select **Save As** from the File menu.
The Export dialog box appears.
- 3 Select the type of file you wish to create (either an HTML file or a Quarterdeck Mosaic folder), specify a name and directory for the new file, then click **OK**.

Quarterdeck Mosaic will create a file with the URLs contained in the Hotlist. Note that only the URLs that make up the top level of the Hotlist are exported. If the Hotlist contains other Hotlist folders, you must repeat the steps above to export those URLs also.

