DEVONthink To Go

VERSION 3.7.1

DOCUMENTATION

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READ ME

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Put your notes, text documents, images, and bookmarks into your pocket with DEVONthink To Go. Have them always at hand even when you are not connected to your office network or the Internet.

- Take your documents with you
- Create and edit documents on the go
- Find using fast full-text search
- Organize your knowledge wherever you are
- Sync your databases with DEVONthink for Mac or other devices running DEVONthink To Go

WHAT'S NEW

New Improved Fixed Removed Known Issues

VERSION 3.7.1

This maintenance release fixes a few issues, e.g., related to WikiLinks, Focus Filters, and search.

- WikiLinks brackets were not removed in rendered Markdown on the last line of the document. Fixed.
- WikiLinks aliases did not show as links in rendered Markdown. Fixed.
- WikiLinks alias matching did not work when names contained non-alphanumeric characters. Fixed.
- Name-based WikiLinking also linked back to the same document. Fixed.
- Changing the Focus Filters in the iOS Settings app was no longer possible due to changes in the way focus filters work.
- The item list could show two *Back* buttons. Regression. Fixed.
- Changing the view options for search results didn't update the list of results. Fixed.
- The context menu of searches and smart groups was missing the *Reveal* command. Regression. Fixed.
- Reloading, e.g., search results could let their icons flicker. Fixed.
- With location access not permitted, the geolocation field in the *Info* panel could flicker. Fixed.
- Updating the names and aliases cache could crash the app. Fixed.
- Reloading search results, e.g., from a change through sync, could crash the app. Fixed.

Thank you to Regina from Meaningful Things for solving the Mysterious Case of the Failing Focus Filter Settings.

VERSION 3.7

This release adds support for WikiLinks and cross-platform support for various kinds of item links. RTFDs and formatted notes show PDF attachments, Markdown and plain text support scan-to-text, and URLs pasted into RTF become linked text if a name for the link is available.

Item lists let you select or deselect everything with a new button, similar to Apple Mail, and the list of search results lets you select multiple items and act on them. In addition, a new setting lets you reduce the number of notifications you see. DEVONthink To Go can now be used for free with limited functionality.

- Added support for WikiLinks.
- PDFs, text documents, formatted notes and RTF, videos, and sheets offer commands for copying page, line, section, playmark, selection, annotation, or plain item links, depending on their document type. Item links with additional parameters work cross-platform now.
- RTFs (RTFD) and formatted notes show PDF attachments. This can be toggled in the *Settings* or the document view options menu.
- Added a *(De)Select All* button to item lists in edit mode.
- Added the ability to select multiple search results and act on them.
- Added a *Settings* option for choosing what level of notifications should be shown. Notifications below the chosen notification level are filtered. Filtered warnings are sent to the log.
- Added a low-level data store integrity check (activated by a hidden setting).
- DEVONthink To Go can now be used with limited functionality without a one-time purchase or subscription. The restrictions of the free mode are: only one database, no synchronization, no PDF editing, no OCR, and no Shortcuts support.

- Markdown and plain text support scan-to-text via the editor toolbar.
- URLs pasted into RTF become linked text if the pasteboard contains a name for the link.
- In the text editor, double-tapping also zooms back out.
- When an item link is opened via a document's URL field in the *Info* popover, the popover is dismissed to reveal the document navigated to.
- In the *Info* panel the button for opening the tags line uses the traditional tag icon.
- All text fields in the *Settings* use the same, clearer style.
- It is now possible to get a Shortcuts item for a smart group via its item link and use the *Open Item* action with it.
- Automatically adding closing quotes to search queries is more reliable.

- Updating the property icons in item lists is more efficient and uses a cache for the PDF lock status.
- Imported email messages get a UUID derived from their message ID like on the Mac.
- In the Files app, databases use their access date if the modification or creation dates are not set.
- Providing data to the Files app is slightly faster.
- Added iconology of PDF editing tools to the documentation. See also p. 27ff
- PDF library updated.

- **Sync** — In *Settings > Sync: Locations > Location*, remote databases can be cleaned.
- **Sync** — When removing a sync location which has databases with not downloaded items, a warning is shown.

- Switching away from the app and returning lost the scroll position and zoom. Fixed.
- With an RTF or formatted note being edited, switching away from the app and returning could leave the editing toolbar in a non-functioning state. Fixed.
- Rotating the device didn't switch PDFs between double and single-page mode. Fixed.
- Loading the reading position for RTFs and formatted notes didn't always work. Fixed.
- Following a link in a PDF and returning lost the reading position. Fixed.
- The PDF thumbnail view was sometimes not scrollable. Fixed.
- In RTFs and formatted notes, the text could appear white on a white background. Fixed.
- Some RTF documents appear clipped after rotating the device. Fixed.
- RTF documents and formatted notes were not saved if only the text color changed. Fixed.
- When watching a video, switching away from the app and returning could end up with a non-functional video player. Fixed.
- Searching for quoted phrases that included spaces didn't use quick searching. Fixed.
- Moving a search result via the context menu to the trash replicated the item instead of moving it. Fixed.
- The list of search results was not updated on database changes. Fixed.
- Opening or creating annotations from the *Info* panel didn't allow navigating back. Regression. Fixed.
- The unread indicator in item lists was not always updated reliably. Fixed.
- On iPad, the item list could show two overlapping back buttons on iPadOS 16. Fixed.
- With the database list shown on iPad, the ⌘F key command didn't always work. Fixed.
- Navigating up and down very quickly with the hardware keyboard could cause the selection jump erratically between items. Fixed.
- PDFs didn't update their access date when being viewed and so, e.g., didn't appear in the *Recently Viewed* smart group. Regression. Fixed.
- Items clipped with *Clip to DEVONthink* were not marked for needing previews or Spotlight indexing. Fixed.

- On iPad, the app could launch with nothing shown on the detail pane instead of the 'Nothing selected' message. Fixed.
- On iPhone, when no document was selected when leaving the app, relaunching it could open into the 'Nothing selected' screen. Fixed.
- The dock icon actions didn't work when the app was already opened. Fixed.
- Opening, e.g., groups or smart groups from Shortcuts didn't always work reliably. Fixed.
- Searching for, e.g., addition, creation, or modification dates from Shortcuts didn't work. Fixed.
- PDFs created by converting web archives had a wrong URL. Fixed.
- Preparing the generic info string could lead to unexpected side effects. Fixed.
- Retrieving PDF metadata for, e.g., the item summary, could crash the app. Fixed.
- Item links copied for email messages did not encode the @ sign. Fixed.
- In a case of an error, the Files app integration did not always correctly release access to provided files. Fixed.
- Missing localization. Fixed.

- **Sync** — Items could be purged via the context menu even though their database or enclosing group was set to *Download: Always*. Fixed.
- **Sync** — Confirming or dismissing the alert before cleaning a sync location also dismissed the *Settings* popover. Fixed.
- **Sync** — After cleaning a sync location, the list of sync locations was in an undefined state. Fixed.
- **Sync** — Synchronizing databases with a missing UUID could have crashed the app. Fixed.
- **Sync** — Showing the list of remote databases could have crashed the app in rare circumstances. Fixed.
- **Sync** — Merging metadata of tags, feeds, and smart groups could have caused, e.g., unread or duplicate news in feeds. Fixed.

- The *Tags* group was visible but of not much use in the Files app for technical reasons. Removed.

VERSION 3.6.5

This maintenance release enables previews for bookmarks and web archives. It also improves the handling of quotes in quick searches and runs searches for names, e.g. from Shortcuts, faster. Scrolling long list of items is also smoother and uses less memory. And finally, editing PDFs externally, e.g., in Readdle PDF Experts, now works as can be expected.

- Bookmarks show previews if previews are enabled in the app settings. Previews for bookmarks are updated together with other previews, and both bookmark and web archive previews are also updated, if needed, the first time they are rendered.

- Reorganized context menu commands for creating, updating, and removing thumbails and previews.
- Better preview cache memory management.
- Enclosing a term in double quotes keeps sentence marks like hyphens or dots; useful, e.g., in a search with the `name:` prefix.
- Searches explicitly marked with the `name:` prefix are always run without the full-text index and so are much faster and reliable, e.g., when being used from Shortcuts.
- Better breadcrumbs in the group selector.
- Scrolling lists with many items and especially the *Reading List* is smoother and uses less memory.
- When navigating rows, the detail view no longer automatically gets the focus for easier keyboard navigation.
- The *Clip to DEVONthink* extension shows better error messages when, e.g., the database cannot be connected or a migration is necessary.

- Editing PDFs externally, e.g., in Readdle PDF Expert, didn't work. Fixed.
- Documents with the name '/' confused the Files app integration. Fixed.
- Plain text documents didn't adjust to the selected text size. Regression. Fixed.
- In Markdown, bullet-point lists nested into a checkmark list could appear with text overlapping the bullet. Fixed.
- When editing a photo, the preview appeared out of focus. Fixed.
- PDFs used the spread index instead of the page index for the reading position. Fixed.
- The *Clip to DEVONthink* extension failed on iOS 15 and earlier. Fixed.
- Clipping some URLs caused the URL to be garbled due to unusual redirects on the server side. Fixed.
- Sharing from Flipboard showed a blank share window. Fixed.
- The *Clip to DEVONthink* extension could create zero-bytes files in case of save errors. It shows a message now and discards the created item. Fixed.
- Clipping files from inside a previewed ZIP archive didn't work. Fixed.
- *New From Clipboard* showed a blank note after completion. Fixed.
- The queue for generating web archives was not saved and could get lost when the app was terminated, e.g., by iOS. Fixed.
- Sorting search results by relevance wasn't possible. Fixed.
- Searching for labels via Shortcuts didn't work. Fixed.
- The *Share* menu icons were too small. Fixed.
- The context menu and drag-and-drop used the wrong *Reading List* item when a focus filter was active. Fixed.
- Selecting an item flickered the row's background. Fixed.
- Breadcrumbs in the group selector listed databases names twice for, e.g., inboxes. Fixed.

- When counting tags, documents residing only inside the *Tags* group could get counted as tag. Fixed.
- In case of incorrect metadata the database group count could show an insanely large number. Fixed.
- Some items links didn't work reliably. Fixed.
- For URLs with query parameters, previews were not generated. Fixed.
- Updated previews did not always show in the item list before some other changes were made. Fixed.
- Typing some characters could crash the text editor. Fixed.
- Opening the camera picker crashed the app after allowing camera access. Fixed.
- When the geolocalizer failed, e.g., after disabling geolocation access, the app could crash. Fixed.
- Updating the file provider after changing a file externally could crash the app. Fixed.
- Retrieving summary details for the item list could crash the app. fixed.
- Purged records could create harmless but unnecessary error messages in the console log. Fixed.

- **Sync** — Checking for dirty databases to sync could crash the app. Fixed.
- **Sync** — Showing the list of remote databases could crash the app. Fixed.

- Thai was included in the list of available OCR languages by mistake.

- When a PDF is shown, switching away from the app and back or rotating the device can lose the reading position.

VERSION 3.6.4

This maintenance release adds a new *Reply by Email* action to the *Share* menu. In addition, the search field remembers the selected scope and imported images retain geolocation information and creation date from their internal metadata. The update also fixes a few bugs and glitches.

- New *Reply by Email* action added to the *Share* menu, creating an email reply to an archived email message.

- The search field remembers the selected scope.
- Importing images adds the geolocation and creation date from image TIFF and/or EXIF data to the metadata.
- The *Share* menu uses standard icons.
- Slightly improved performance.

- Full-text searches were only possible by specifying the `content:` field prefix. Regression. Fixed.
- It wasn't always possible to use parentheses to group prefix-based query parts. Fixed.

- Searches involving only filters were not added to *Recent Searches*. Fixed.
- Saving images in formatted notes didn't always work. Fixed.

- Removed dysfunctional and unused 1Password extension.

VERSION 3.6.3

This maintenance release uses the first header line as title for clipped Markdown and improves searching for names. It also speeds up opening the context menu, checking if items can be duplicated, and preparing for sync. And this version fixes fixes multiple issues related to *Clip to DEVONthink*, text editing, and more.

- When clipping Markdown, the first # header line is used as title.
- Quick searching for name supports the * and ? wildcards.
- Searching for only names and filters from, e.g., Shortcuts, is faster.
- Initializing the context menu is much faster.
- Checking, e.g., if a document can be duplicated, is much faster.

- **Sync** — Preparing for the synchronization is faster.

- Clipping multiple items, e.g., from Apple Photos, only imported one. Fixed.
- Clipping larger or multiple images could kill the *Clip to DEVONthink* extension for memory usage. Fixed.
- Clipping URLs leading to PDFs as bookmarks created zero-bytes PDFs instead of bookmarks. Fixed.
- Clipping screenshots created broken documents on iOS 16. Fixed.
- Clipping Apple News articles did not work Fixed.
- Clipped Markdown shared from, e.g., Ulysses was received as empty text ('No usable content'). Fixed.
- Clipped items did not get their geolocation set. Fixed.
- Some quick searches returned no results due to preprocessing. Fixed.
- Some Markdown markup displayed in wrong color when in dark mode with light document background. Fixed.
- RTFD files did not load when the text editor cache contained a file of the same name. Fixed.
- Inserting an emoji changed the font for subsequent text. Fixed.
- When changing, e.g., in Stage Manager from regular to compact width, the document was put out of editing mode and the toolbar couldn't be closed anymore. Fixed.
- When moving or trashing the currently viewed document, the toolbar of the next selected document was incomplete. Fixed.
- In the *Info* panel, the *Download Files* selection did not work correctly. Fixed.
- The *Open URL* activity no longer worked for non-universal links. Fixed.

- Deleting all items in a list ordered by kind could crash the app. Fixed.
- Testing items if they are located only in one specific location could crash the app in case of recursive group structures. Fixed.
- Initializing the item counting stalled the app for several seconds. Fixed.

OLDER VERSIONS

Older release notes removed for legibility.

ABOUT US

In the 21st century people are drowning in information. Email, instant messaging, news feeds, and of course the web. A small group of developers has taken up the fight: us.

We are developing apps that tame the information flood, based on our own artificial intelligence technology. We all are Mac users by heart and are writing solely on the Mac and for macOS and iOS.

Visit our website to learn more about us and our products.

LEGAL

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- End User License Agreement
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CREDITS

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MANAGE DATABASES

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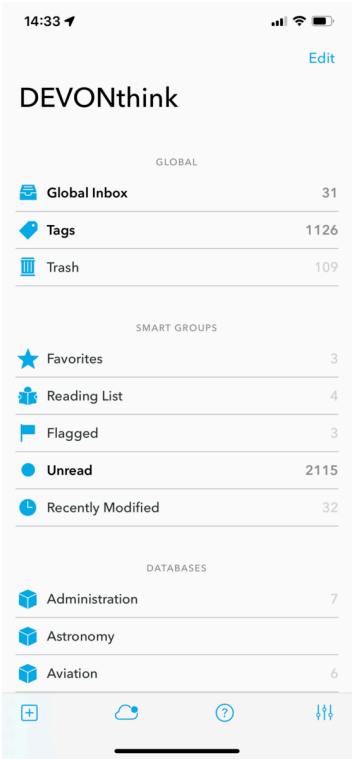
The database or home screen is the first screen you see when you open DEVONthink To Go or navigate back to the top level of the application.



It is where you will access the core components of the software:

- Global items
- Smart groups
- All databases you have created or synchronized to the device

DATABASES

Databases are the basic unit of DEVONthink To Go. Each database contains groups and files you've created or added. In addition, databases have an inbox group, a trash, and a group holding all of the database's tags. See also p. 15ff

The *Global Inbox* is a special database and a core feature of DEVONthink To Go. It is most often used for transient or unfiled data. For example, you may clip some web content but have no specific database to put it. The Global Inbox provides a place to hold the data until you find time to curate it. When you clip or share an item to DEVONthink To Go, the Global Inbox is available for importing such items. Also, when you create a new item from the databases screen or a smart group it is placed by default into the Global Inbox.

Databases except for the Global Inbox are listed in the *Databases* section. The *Global* section gives access to either the Global Inbox or all inboxes as well as the Tags and Trash groups of all databases. What exactly is shown here depends on your settings.

To reorder the databases to your liking tap the *Edit* button. To reset the database list to alphabetical ordering use the `fix-databaseorder` maintenance URL command.

SMART GROUPS

The global smart groups are predefined groups that show any matching items in all open databases. They cover a range of common criteria, e.g., PDFs or recently modified files. By default only a few are shown but you can tap the *Edit* link at the top to toggle them on or off or rearrange them.

Favorites: One special smart group is the *Favorites*. This group allows you to access commonly used items, no matter their location in the databases. The items in the smart group have been added as favorites in DEVONthink To Go or the Files app. Items favorited from Files appear with a star preceding the name. Add or remove items favorited in DEVONthink To Go via the Organize menu or context menu.

Reading List: Another special smart group is the *Reading List*. Similar to the Favorites, this smart group provides a place to temporarily store files you'd like to read at another time. Adding files is done in the Organize menu or context menu with selected files. However, the reading list can also send and receive changes when you sync to your other devices running DEVONthink or DEVONthink To Go; it is synced together with the Global Inbox' metadata. To remove items, tap the *Edit* link, then the minus button, then the trash button. Alternately, you can left-swipe to remove the item, or long-press it and choose *Remove* from the context menu.

OTHER ELEMENTS

Other elements in the interface to be familiar with:

Item counts: The numbers behind databases indicate how many items are in the inbox of each database. For the global inbox all items minus the contents of the *Tags* and *Trash* groups are counted. For smart groups other than *Tags* and *Trash* all items are counted.

Background activity: When there is a background process running for a longer period of time, e.g., importing a database via sync, DEVONthink To Go shows a pie chart and additional details at the bottom of the database and all item lists. If more than one such process is running, the information will automatically cycle through all processes but sync always takes precedence.

Search: Pull down to reveal a search field, similar to the search field in item lists.

Edit: The *Edit* link at the top of the database screen provides controls for toggling global smart groups or deleting databases. In the item list, the *Edit* link allows you to select multiple items. Press *Done* when finished in either case.

CREATE NEW ITEMS

Tap the ⊞ *New* toolbar icon to create a new item. When you create a new database it will appear in the *Databases* list on the database screen. If you create an item, e.g., a group, on the database screen, it will be created in the Global Inbox. When used in a database, the

items will be created in the active database. For more information on creating new items, see the Create New Items section.

SYNC YOUR DATA

The *Sync* toolbar icon manually synchronizes databases. Tap the sync icon on the database screen to synchronize all databases with all available sync locations. In a database, tap the icon to manually sync the active database. When the sync is ongoing the sync progress is shown in the cloud toolbar icon as well as in the global progress display at the end of the database and all item lists. Long-press the icon to show a sheet with more detailed information about sync progress.

If there are local, unsynced changes in any database the icon shows a dot . If the sync log contains sync-related messages, the sync icon shows a triangle . Tap the icon to open the log. If the warnings have been addressed, press the *Clear* button to clear the log.

To learn how to set up sync, visit the Sync chapter.

GET HELP

Tap the *Help* toolbar icon to show this documentation, read the release notes, or write an email to DEVONtechnologies' support.

In addition you can find information here about how much real disk space your databases use on your device and when DEVONthink To Go was last launched. The screen also lists some information about the last synchronization.

CUSTOMIZE SETTINGS

Tap the *Settings* toolbar icon to customize DEVONthink To Go to your needs.

See also p. 42ff

MANAGE ITEMS

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Inside databases you organize your documents using groups. Groups contain documents or other groups, just like folders on a Mac or PC. Select a file to display them in the view/edit pane. Tap the file again to deselect it and clear the view/edit pane's display.

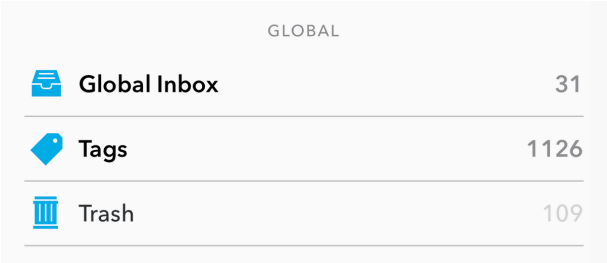
Navigate groups and documents just like you would in any iOS app. Long-tap the < *Back* navigation bar item to open a menu that lets you easily navigate up levels or back to the database screen. Tap a document again to deselect it.

On an iPad, DEVONthink To Go uses a three-column layout similar to Apple Mail where the left most column, the database column, is hidden when you navigate into a database. Slide with the finger from the left screen edge to the right to get to the database list without losing your current position, e.g., for quickly accessing the *Settings*. Tap the button to hide or show the item list.

Tap the *Sync* toolbar button to synchronize the database with all available locations. Alternatively pull down the list until the gear starts spinning. The *Sync* button acts similar to its counterpart in the databases list.

TOP-LEVEL GROUPS

In each database, there are three core elements: an Inbox, a Tags group, and a Trash.



Inbox: Similar to its real-world counterpart, the *Inbox* is a place to store unfiled items or items you need to deal with before filing. When you clip or share items to DEVONthink To Go they will be imported into the Inbox of the chosen database.

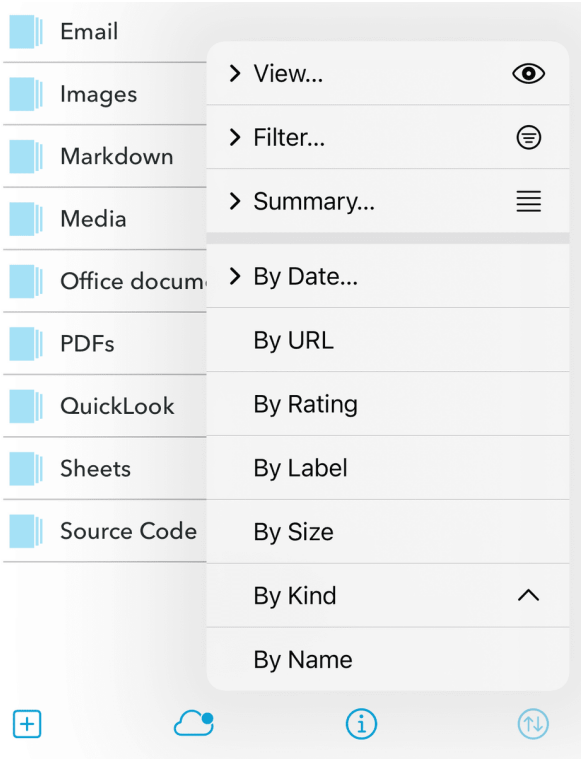
Tags: The *Tags* group contains tag groups for all tags applied to files in a database. When you add a tag to a file, a replicant of the file is stored in the specific tag group. To see all documents that have that tag assigned, go into the Tags group and select the specific tag.

Trash: Every database has its own *Trash*, containing all trashed items from the database. If you find an item in the trash and want to return it to its place in the database, select the *Put Back* option from the Organize menu, the return arrow icon in the left-swipe options, or the contextual menu. To remove the trashed files, go into the database's trash and press the *Empty Trash* button in the bottom toolbar.

The visibility of these items depends on certain settings:

- The *Inbox* is only visible in the database if the Unify inboxes in DEVONthink To Go's settings is disabled. If the option is enabled, the Inbox is found in the *Inboxes* section of the database screen.
- The *Tags* group is only visible in the database if the Unify tags in DEVONthink To Go's settings is disabled. If the option is enabled, the Tags group is found in the *Tags* section of the database screen.

CUSTOMIZE THE VIEW



Tap the *View Options* toolbar icon to change the way DEVONthink To Go shows this group's content. Smart groups as well as the search have view options, too.

- **Sorting:** Sort the items by name, type, size, label, rating, URL, or date. Choose the same option again to change the sort order from ascending to descending and back. Search results can also be sorted by relevance.
- **Summary:** Choose if you want to see additional details like information about the item, an abstract, comments, tags, or the item's URL. Show or hide the row of property icons for each item. The summary can be between one and five lines long; choose *No Summary* to see only an item's icon and name.
- **Filter:** Apply filters to show only items matching certain criteria: only downloaded, flagged, labeled, pending, rated, tagged, or

unread items, or items with a URL. You can combine multiple filters as needed.

- **View:** Show or hide special groups like the Inbox, Tags, or Trash groups. Check *Always Open in Grid View* to open the current group in grid view the next time you tap it in list view.

View options are set per group. Child groups inherit their parent's view options individually unless you set them explicitly. The list of search results has its own set of view options too.

> Note: On iOS 13, a more limited set of view options is presented in a popover instead of the menu.

SELECT ITEMS

Selecting single items is as simple as tapping the desired item in the item list. If this is a group, it will now display the contents of the group in the item list. If it is a file, the file will be displayed in the view/edit pane. Selecting multiple items can be done in two ways:

Edit: Press *Edit* in the top toolbar of the item list. Tap each item you'd like to add to the selection. If you want to remove an item from the selection, just tap it again. Tap the ⊙ button to select all items in the list and tap ⊘ to deselect them all again.

Two-finger swipe: Lightly tap an item with two fingers to select it. Drag your fingers without lifting them to select a contiguous range of items. Scroll with one finger then two-finger swipe to add non-contiguous groups of items. You tap or two-finger drag selected items to remove them from the selection.

> Note: Edit mode and two-finger swipe are not available in search results.

With items selected, you can open the Info popup, use the Organize menu, or drag them. The contextual menu will be available but only act on a single item; this is standard iOS behavior.

Keyboard shortcuts: If you use a hardware keyboard, hold the *Option* key and tap a database, smart group, or group in an item list to open it in *grid view*. On the iPad, hold the *Shift* and *Option* keys and tap an item to open it in a new window. There are also many more keyboard shortcuts; hold the *Command* key to show them in an overlay like in every iOS app.

SEARCH

Light swipe downwards on the database screen or the item list to reveal the search field just like you'd do in other iOS apps, e.g. Mail.

Enter your search term and choose where you want to search: in all databases, only in the current database, or only in the current group. Tap the ⓘ *Help* icon to show the help page for the search language. Tap *Recent Searches* in the quick help area below the search field to access your recent searches.

While you type DEVONthink To Go returns first results based on document titles. Press ↩ *Return* to start the actual full-text search.

While a search is in course a progress bar appears below the search field. The results are sorted according to their view options

which offer also sorting by relevance but no filters. If you need to filter search results use the appropriate search operators.

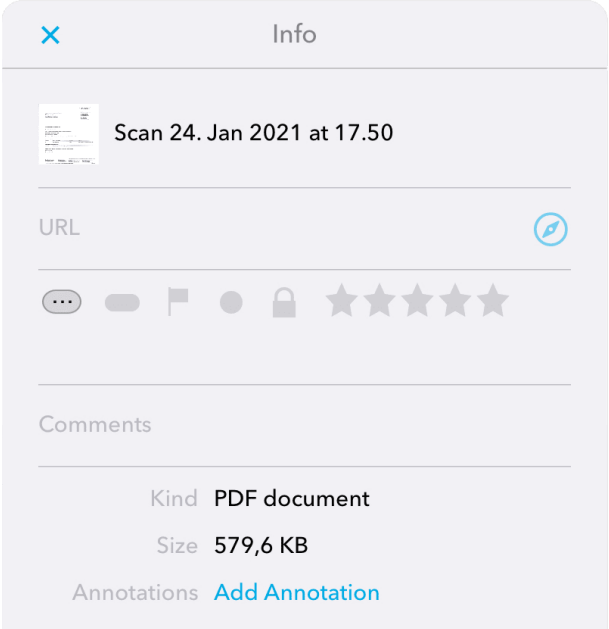
Tap *Edit* to switch to edit mode and select multiple items. Use the ⊙ menu to, e.g., mark all selected items as read, flagged, etc. Tap the ⊘ button to select all items in the list and tap ⊘ to deselect them all again.

GET INFORMATION ABOUT AN ITEM

OPEN THE INFO POPOVER

To get information about a group, show its content and use the ⓘ *Info* button in the list's toolbar.

To get information about a document show the document and use the ⓘ button in the document's toolbar.



Alternatively or to show information about multiple items, visit the containing group and in the list tap *Edit* to switch to edit mode. Select one or more documents, then tap the ⓘ button in the list's toolbar. You can also long-press the item in the item list and use the contextual menu.

> Note: For multiple items not all options are available in the *Info* popover.

RENAME THE ITEM

To change the item's name, simply tap the name and edit it.

EDIT OR OPEN THE ITEM'S URL

Documents in DEVONthink To Go have URL metadata. A URL, "uniform resource locator", is usually a web link that starts with "https:" but can also point to something else, e.g. a task in OmniFocus or a document in DEVONthink To Go.

Bookmarks use the URL to store their destination; for other documents you can use it freely. Save, e.g., the address of a web page with more information or reference just about anything that has a URL.

To edit the item's URL tap inside the URL field and edit it. To open the URL tap the ⊘ button.

CHANGE THE COMMENT

To change the item's comment, simply tap it and edit it. The *Comments* field is searchable. Use it any way you like.

CHANGE TAGS, LABEL, FLAG

Assign or remove tags from the documents in the *Info* popover or change other metadata.

Tags: Tap 🏷 to expand the tags field if necessary. Tap into the tags field to add or delete tags. Tags are shown as blue bubbles. While you're typing DEVONthink To Go suggests already existing tags to you. For multiple items you can only remove tags that were assigned to all items.

Label: Tap the 🏷 button to open the label chooser. Tap 🏷 again to set the label.

Flag and Unread: Tap 🚩 to mark the documents as flagged or unflagged. Tap ● to mark the documents as as read or unread. And tap 🔒 to lock or unlock items to keep them from being accidentally deleted.

Rating: Tap any star to set a rating from one to five stars or move your finger over the stars. Touch any of the stars and drag left to remove the rating (set it to zero stars).

CHANGE THE DOWNLOAD FILES OPTION

If you are not downloading files for a whole sync location you can make sure that selected groups and the items they contain will be downloaded regardless of the sync location's setting. Choose *Always* to keep the group content's files downloaded at any time or *On demand* to download them on demand. Tap the selected option again to unselect it; the group will use the setting from its enclosing group.

> Note: This setting is either explicitly set for a group or, when not set, the enclosing group's setting is used. In this case none of the two options is selected.

EXCLUDE GROUPS FROM TAGGING

If you don't want DEVONthink To Go to treat groups as tags you can deactivate this behavior for a whole database or for individual groups and their subgroups. To change this setting for a database, open the *Info* panel for the top level of the database.

CREATE NEW ITEMS

Tap the ⊞ *New* toolbar icon to create a new item. In the *New Document Assistant* that appears, choose the type of item you want to create, then follow the options presented.

- **Text:** Creates a text document. Enter the desired text, a title (or DEVONthink To Go will use the first line as a title), and any optional metadata like tags or a label. Then press the forward arrow to choose the format: rich text, formatted note, Markdown, or plain text.
- **Media:** Creates a photo, audio, or video note. Photos can be chosen from the photo library, the last photo taken, or you can take a new photo.
- **Bookmark:** Enter the URL and an optional title. Press the forward arrow to select the format. Choose from *Bookmark*, *Web Archive*, and *Markdown*, the latter two supporting the *clutter-free* option to attempt to extract only the page's article.
- **Sheet:** Creates a table-based document, similar to a spreadsheet. Add required column headings then press the forward arrow. Enter a title and any optional metadata, then press *Done*.
- **Tag:** Creates a new tag in the database's *Tags* group.

- **Group:** Creates a new group in the current location.
- **Database:** Creates a new database at th database screen of DEVONthink To Go.
- **From Template:** Creates a new document from a predefined template. Use it to create, e.g., an empty PDF that you can use for taking notes with the Apple Pencil and all standard PDF annotation tools.

See the Documents chapter for more information on working with the file types mentioned above.

CONVERT ITEMS

DEVONthink To Go has some options to convert files between editable formats. The available options depend on the file format you're trying to convert. For example, you can convert a PDF to plain text to get just the raw text of the document, if a text layer is present.

Searchable PDFs: Of special note is DEVONthink To Go's built-in optical character recognition (OCR). Use it to convert images or PDFs with no text layer to searchable PDFs. You will find the controls for OCR in Settings > OCR > Text recognition. There you can set the *Quality*, whether to retain existing annotations on a PDF, whether to keep the original file or move it to the database's trash, or set any secondary languages to use.

Select an image or PDF and tap the ⊙ *Organize* toolbar icon and choose *Convert > to Searchable PDF*, or long-press the item and choose the command from the contextual menu. This will do OCR on the document in the same location the original resides.

> Note: Multiple files cannot be selected and converted in one action.

ORGANIZE YOUR DOCUMENTS

To organize items, first select them in the item list, either individually or in groups.

If you have selected multiple items, tap the ⊙ *Organize* toolbar icon and choose the action you want to perform. If you have one item selected, you can:

- Tap the ⊙ *Organize* toolbar icon.
- Long-press the item to open the contextual menu

ORGANIZE MENU

Opening the *Organize* menu presents options for common operations like moving or duplicating items, similar to the contextual menu that appears when you long-press an item.

SWIPE ACTIONS

You can swipe items to the left or right to reveal certain actions such as moving items to the trash or marking them as flagged, read, or unread. Right-swipe to set a file to an unread status quickly.

On the database screen, left-swipe on a database and press the trash icon at the right to delete it. Answer the prompt to okay the deletion, if desired. Note the Global Inbox cannot be deleted, so this action will clear its contents.

CONTEXTUAL MENUS

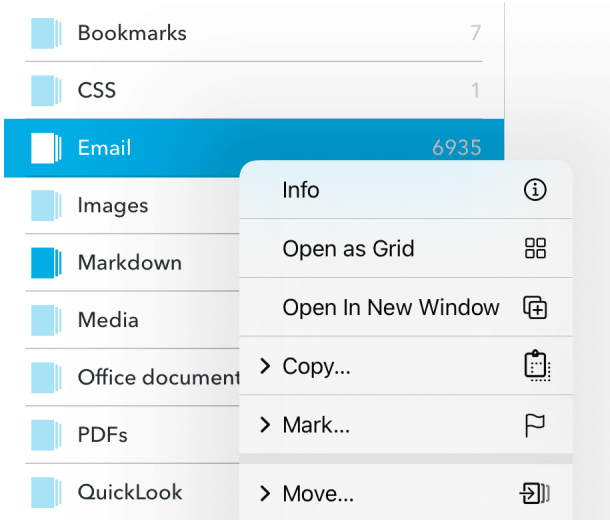
Contextual menus are popup utility menus allowing quick interactions navigating your databases or getting information and organizing.

NAVIGATION

When you navigate into a database, on the left side of the top toolbar you will see a back arrow. Pressing this will move you one step back, into the parent group, database, or out to the database screen. However, if you long press the back arrow, a menu will appear displaying the chain of groups you're in, from the parents down to the database screen marked as *DEVONthink*. Keep your finger pressed and you can select any location to quickly jump back to it.

ORGANIZE, GET INFO, ...

Another contextual menu allows you to do things like get information, organize, convert items. While some of the commands are also available in the *Organize* menu, the contextual menus are also available in smart groups and search results where the *Organize>* menu is not. The menu can be displayed by long-pressing individually selected items in the item list; the contextual menu never acts on multiple selected items which is currently a limitation of iOS.



On the database screen, contextual menus aren't available for the top-level unified inboxes, tags, trash, or global smart groups. However, databases have the *Info* and *Copy Item Link* options available. Databases also offer an additional *Verify & Repair* command for checking databases for inconsistencies.

In the item list, you will be presented with several different options:

Info: Opens the *Info* popover for the selected item.

Open as Grid: Opens a group as grid in the document area instead of navigating into it in the items list

Open in New Window: On devices supporting multiple windows, this opens the selected item in a new DEVONthink To Go window. On iOS devices supporting split screen, the new window will be displayed side-by-side with the current window. As new windows are made, they replace visible windows and the others are accessible when swiping the iOS home indicator up.

Copy: Opens a submenu of copy options:

- **Copy Item Link:** Copies the unique URL, i.e., the item link, for the selected item to the clipboard.
- **Copy Item Link as Markdown:** Copies the item link for the selected item in Markdown syntax to the clipboard.
- **Copy … Link:** Copies, e.g., an item link to a specific page, selected annotation, text passage, etc. These options are ony available from the ⊙ button in the document toolbar.
- **Copy URL:** Copies the URL of the file to the clipboard if one is detected in the item's metadata.
- **Copy Name:** Copies the selected item's name to the clipboard.
- **Copy File:** Copies the file to the clipboard.

Reveal: Reveals the selected item in its current location. This can be used in smart groups and search results.

Mark: Opens a submenu of metadata options:

- **Flag:** Toggles the flagged state of the item.
- **Unread:** Toggles the unread state of the item.
- **Labels:** Apply or remove a color label from the item.

Move, Replicate, and Duplicate: Opens a submenu showing locations recently used for the operation. There is also an option at the bottom opens the navigation pane to choose another destination for the operation. Note the recent locations will only list locations in the current database for the *Replicate* operation as you cannot replicate across databases.

Put Back: Returns a moved item to its previous location. You cannot undo a series of moves with this command.

Group: Grouping creates a new group and places all selected items into it.

Ungroup: Ungroups a selected group.

Convert: Opens a submenu of conversion options appropriate to the selected document. In the case of images and PDFs, the *To Searchable PDF* option will perform OCR on the document.

Add to/Remove from Favorites: Adds or removes the selected item from DEVONthink To Go's *Favorites* smart group. You access your favorites through the *Favorites* smart group on the database screen.

Add to Reading List: Adds the item to the reading list. You access the reading list through the *Reading List* smart group on the database screen.

Create/Remove Thumbnail: Creates thumbnail for the selected item or removes it.

Download/Purge: Downloads the files of selected documents or all items contained in a group to your device. Documents are downloaded individually, downloading groups downloads all documents contained in the group and all its subgroups. Purge item contents to free space on your device. You can re-download the items again on demand. Not available if the containing group is set to download contents automatically. See also p. 38ff

Move to Trash: Moves the selected item to the database's *Trash*.

Share: Opens the Share menu.

DATABASES

The contextual menu for databases offers a different set of options compared to other items.

Info: Opens the *Info* popover for the selected database

Copy Item Link: Copies to the clipboard the unique URL, i.e., the item link, for the selected database.

Verify & Repair: Checks the selected database for common problems and tries to repair them.

Export to Files: Exports the selected database as a self-contained ZIP archive to DEVONthink To Go's Documents folder. It can be accessed in the Files app by navigating to *On My Device > DEVONthink*. Please note that only downloaded documents are part of the export and that metadata is not exported separately. Therefore, the export can be used to create an app-independent backup or for sharing complete databases with someone using a non-Apple device, but cannot replace the synchronization or backing up the device to, e.g., iCloud.

SHARE ITEMS

In iOS, exchanging data is often done through the *Share* menu. For example, you can share a picture from the Photos application to DEVONthink To Go through this menu. To access it:

- Tap *Edit*in the top toolbar to switch to edit mode.
- Select one or more items you want to act on.
- Tap the ⎙ *Share* toolbar icon.
- Choose the desired action.

Alternatively long-press the document in the item list and choose *Share* from the contextual menu. Note that items not downloaded cannot be shared.

A variety of actions are shown in the *Share* menu, including Apple shortcuts and commands for applications supporting the type of data you're sharing. For more information on some of the actions you may see, check out the Share Data section.

Item Links in PDFs: The *Share* menu also has a *Copy Item Link* option, with the same function as the command in the contextual menu. However, when you're viewing a PDF file, this command will copy a special page link pointing not only to the document, but to the specific page being viewed.

> Note: Not all actions are available for all document types and not all actions are available for multiple items. Some options might require another application being installed, e.g. OmniFocus.

USE THE GRID VIEW

On the database screen or in the item list, long-press a database or group and choose *Open as Grid* to show its content in a grid view instead of simply navigating into it. A grid of thumbnails is shown in the view/edit pane with a preview if one is present. Tap a document to view it or tap a group to

navigate into its subgroups, also displayed in grid view. Note items in grid view can be organized via drag-and-drop.

Hold the *Option* key and tap a database, smart group, or group in an item list to open it in grid view. To always open an item in grid view, check *Always Open in Grid View* in the item's view options.

VIEW AND EDIT DOCUMENTS

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You can view many documents types from within DEVONthink To Go. And quite a few of them you can also edit directly inside the app. In addition you can share documents via the standard iOS sharing mechanisms, e.g., to create new OmniFocus tasks.

View/Edit Pane: Tap any document in the group list to view it in the view/edit pane. In landscape mode on larger iOS devices, this pane is shown to the right of the item list. Tap the ⊡ icon to expand the detail view to full screen. In portrait orientation, DEVONthink To Go will display the view/edit pane for the selected file. Tap the < to show the item list temporarily or ⊡ to show it permanently.

If the document's file is not yet downloaded from the sync store, you are presented with a thumbnail, if available, and the option to download the document.

COMMON OPTIONS

Depending on the document type one or more of the following toolbar options are available for documents:

- ↻ Reload the document.
- + Add as new document.
- 🔍 Search text within the document.
- ⊙ Show a menu similar to the context menu for the document.
- ⚙ Show a menu with settings specific to the kind of the document.
- ⬆ Share the document.

For documents that are editable, tap the *Edit* button in the toolbar (iPad) or navigation bar (iPhone) to edit. Tap *Done* to end editing. Depending on the document format, DEVONthink To Go shows a toolbar with useful editing commands.

The settings offered by the ⚙ button change the global settings for this document kind without requiring you to travel back to the database screen and access the settings popover.

TEXT AND MARKDOWN

You can view and edit plain text and Markdown documents.

Markdown: Markdown documents are plain text documents. Using simple-to-use formatting rules Markdown documents can be both easily read as they are or graphically rendered like a web page. DEVONthink To

Go shows Markdown documents properly rendered when not in edit mode. DEVONthink To Go supports MultiMarkdown 6, highlighting in Obsidian, iAWriter, and Roam formats, checkboxes, and more.

You can reference images and link to items from Markdown documents using either item links, downward-relative, or absolute paths (starting with a forward slash). See the appendix for more information about item links and local paths. Markdown and text documents support also WikiLinks.

Markdown metadata: One of the features of MultiMarkdown is metadata headers. These allow you to add non-displaying information about the document, like authors, dates, and even linked stylesheets. To use the feature, format the first line of the document with a colon, e.g., `Author: DEVONtechnologies`. This must be the first line of the document. Other metadata fields you wish to add must follow immediately after this first line.

However, if you would like the first line of your document to contain a colon, perhaps adding notes like `Developer: A. Edwards` and `Re: OCR`, just add a single blank line at the top of the document and the subsequent lines will be treated as normal paragraphs.

Additional Markdown CSS: To style the rendered Markdown output to your linking, visit the Markdown settings and enter CSS style definitions for, e.g., `<H1>` or `<P>` HTML tags. Your favorite web page about Markdown has more about how Markdown syntax is converted to HTML for rendering.

RTF AND FORMATTED NOTES

You can view and edit rich text documents (RTF and RTFD) and formatted notes.

RTF and RTFD: Rich text documents use the proprietary RTF format with good but not 100% compatibility to, e.g., DEVONthink for Mac. DEVONthink To Go also supports importing and displaying rich text documents with attached images (RTFD).

Formatted notes: Based on HTML, formatted notes are 100% compatible to DEVONthink for Mac and can also displayed using any web browser on any platform. Formatted notes are fully self-contained with their images embedded instead of linking to external resources.

Both document formats support images and tables, and RTF(D) in addition supports Apple Pencil drawings as well as embedding videos and audio snippets. On compatible devices you can also use scan-to-text to directly insert text by using the device's camera. RTF and formatted note support also WikiLinks.

You can find all commands for changing formatting or inserting elements in the toolbar that appears in editing mode. Tap the *Edit* button to enter editing mode and tap the circled cross in the toolbar to leave it.

> Note: Due to memory constraints in iOS, the maximum file size of a formatted note is 64 MB. Bear this in mind when adding unscaled images to a note.

IMAGES

Images can be viewed as they are in other iOS applications. Pinch to zoom in and out. Press the *Edit* link to rotate the image or apply a predefined image filter.

PDFS

You can view PDFs, search them, and add and edit annotations.

Navigating a PDF is done by scrolling up and to down or left and right, depending on the PDF scrolling option in the settings. Scrolling will stop at each page unless the Continuous setting is enabled. Pinch to zoom in and out. When the *Continuous* option is enabled, the current magnification will be preserved as you scroll. Otherwise, each page will return to a fit to width state when visited.

VIEW AND EDIT

There are some special viewing options available for PDFs, viewing page thumbnails, editing the page, order, etc.

Page Editing: Shown as this mode allows you to modify the PDF's pages, including moving, rotating, deleting, or adding (blank) pages. Tap to select pages or tap and and drag to select a range of pages. Drag pages to reorder them. When finished, press the check mark at the top.

Search: If the PDF is searchable, tap the magnifying glass icon to search inside the PDF document. The results will be displayed in a menu with the search hits highlighted. Touch a result to quickly jump to the page and found text.

Outline: Tap to show the PDF's table of contents, if one is available. Tap a section to jump to it quickly.

Thumbnails: Tap to display a grid of page thumbnails for a more visual navigation of the document. Tap a page to jump to it.

Thumbnail Bar: Tap the currently displayed page to show a bar of thumbnails across the bottom of the page. Tap to jump to a page or tap and drag to scroll through the document quickly. Tap the page again to hide the bar.

ANNOTATING

You may want to add annotations to PDFs while you read them. DEVONthink To Go provide many annotation tools for many needs.

When viewing a PDF, touch the *Edit* link in the toolbar to switch to edit mode. A toolbar will appear at the top of the page or at the last place it was displayed. Place the bar left, right, or over the toolbar by dragging it with the move bars. Hide the annotation bar by ending edit mode or tapping the close icon.

You can also modify already existing annotations without switching to edit mode. The changes will be automatically saved. Use the annotation tools to add, edit, or delete annotations:

- Highlight text, underline, squiggle, strikethrough.
- Add notes.
- Add text or callouts.
- Add a signature.
- Draw with a pencil or use magic ink that automatically turns into geometric shapes.
- Mark something with a semitransparent felt pen.
- Erase something you've drawn.
- Add geometric shapes like lines, arrows, rectangles, etc.
- Add images.
- Save annotations for reuse by copying them first and pasting them into this popover.
- Select multiple annotations with a rectangular lasso.
- Choose whether you want to use the Apple Pencil for annotating or not.

Use ↩ and ↪ to undo or redo your changes.

BOOKMARKS AND HTML

You can only view bookmarks and HTML documents.

Tap links in the web pages to follow them just as you would in any browser. Tap the < caret to navigate back. Long-tap page elements to show additional options, e.g., copying the item's URL or sharing the item. You can even open the tapped link in Safari or add it to Safari's Reading List.

A star ★ indicates the current web page is one you've navigated to, not the document in your database.

SHEETS

Sheets are a tabular format, similar to what you see in Excel or Numbers. Since this is just a table, it lacks advanced functions like formulae, but they are still very useful for creating tables of data.

When you create a new sheet in the New Document Assistant, you will need to specify the column headers you'll be using. Then provide a name and your sheet will be created.

Tap the *Edit* link in the toolbar to display the editing tools and enable editing the cells in the sheet. The toolbar can be dragged to the left or right of the screen or left at the top of the page. Double-tap a cell to add or modify its content. If you are using a keyboard, you can can press *Return* to edit the cell. You can press *Tab* to move to the next cell and *Shift-Tab* to cycle backward through the cells.

When you enter edit mode, there are four default tools available: *Toolbox*, *Row Editor*, *Column Editor*, and the *Column Header Editor*.

Toolbox: This option provides tools for cutting, copying, and pasting contents in the sheet's cells.

Row Editor: This option allows you to: add rows above or below the current row, duplicate the current row, select the entire row, or delete the current row.

Column Editor: Similar to the row editor, this option also allows adding, selecting, duplicating, and deleting columns. Note if you add columns, they will appear as new columns

with no header. You can select the empty header and press Return to add a new header. Duplicated columns can be similarly renamed.

Column Header Editor: Tap this to open a popup displaying the current column headers. Add, rename, remove, or reorder the column headers, as desired.

Tap ⊗ to finish editing the sheet.

MOVIES AND AUDIO FILES

You can play movies and listen to audio files. DEVONthink To Go offers the standard media player controls, and audio will continue to play when you switch to another app.

OTHER

DEVONthink To Go allows you to add a variety of document types. Some will not be editable directly in the application but may still be viewable. iOS' Quick Look is used to display otherwise unknown document types, when possible.

If DEVONthink To Go encounters a file type it doesn't recognize, it will be listed in a *Documents* section when the item list is set to *Kind*. Each file will be listed with its file extension, e.g., *.scap Document* under the file's name.

SHARE OR CLIP DATA

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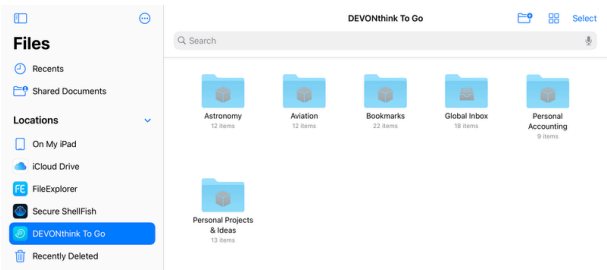
Scan Paper Documents 32
Create Notes and Search with Siri 32
Share Data 32
Use the Finder for Batch Imports 34

DEVONthink To Go is not an island. Open documents in your database from other apps or save data directly to DEVONthink To Go using its Files app integration. Clip data from other applications using the Clip to DEVONthink share extension. Finally, the ⎙ Share menu lets you send documents to other apps, print them to any AirPrint-enabled printer, or add them as task to OmniFocus.

USE THE FILES APP

You can access your databases also from the Files app as well as from other apps that can open or import files from Files.



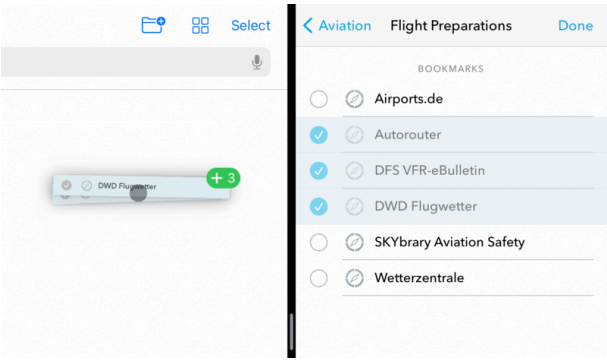
DEVONthink To Go adds itself as a 'remote file system' to Files, just like Dropbox or iCloud. You can open documents, drag them to other apps if your device supports it, copy them to other file services, or annotate PDFs using the built-in tools supplied by Files. However, here are some things to note:

- Groups set as favorites in Files appear in the *Favorites* smart group in DEVONthink To Go.
- Tags set for items in Files are added as tags in DEVONthink To Go.
- Items without their contents downloaded in DEVONthink To Go can't be manipulated in Files.
- Smart groups synchronized from the Mac work neither in DEVONthink To Go nor in Files.

> Note: Files tries to be as nice as possible to the remote service and uses a lot of caching. Therefore you might notice some delays when navigating your databases. Also, databases and groups are shown as 'folders' because that is what Files understands. And finally, in DEVONthink To Go items can be present in multiple groups (replication); Files doesn't support this. DEVONthink To Go always presents items in their 'primary parent' in Files.

USE DRAG-AND-DROP

You can drag items from the item list as well as from the grid view to other places inside DEVONthink To Go and to other apps that accept the dragged data. You can also drop files from, e.g., the Files app or data like text or web addresses into DEVONthink To Go.



In an application that supports it, long-tap an item, drag it, then lift your finger to release it. While you are dragging an item, you can tap on other items with a free finger. This will add them to the selection you're dragging and a badge will appear showing the number of items being dragged. This way you can drag multiple items at once.

DRAGGING IN DEVONTHINK TO GO

If you are dragging and dropping within DEVONthink To Go, long-tap an item. When the context menu appears, move your finger away from the menu. Move the item without lifting your finger. Lift your finger to release, i.e., drop it in its desired location. These are the actions you can do:

- **Onto another group:** Drag the item onto a group in the list view to move it to the group. Groups are spring-loaded so that when you drag items over a group it blinks a few times, then opens. The item list will display the contents of the group where you can drop the item. Hover over subgroups to navigate deeper before dropping, if desired.
- **Into the list view:** Drag the item into the empty parts of the list view to move it to the group whose content is shown in the list view.
- **Onto another item:** In grid view, drag the item onto another item to group the two. If the other item is a group, the dragged item is moved into it; if the other item is a document, both are placed into a newly created group.
- **Onto the back arrow:** Drag and pause over the back arrow in the top toolbar to navigate to a higher one level from the current location.

IMPORT AND EXPORT

Contrary to macOS, interactions between different apps on iOS are more challenging. Importing and exporting is usually done via the *Share* menu in apps that support it. On devices that support split screen, it may be possible to drag items into and out of DEVONthink To Go from and to another app.

Open DEVONthink To Go and a second application, e.g., Files.app in split screen. Long-tap, drag and drop from one application to the other. This can be especially handy with Apple's Mail application as it doesn't support the *Share* menu. With this method you can drop email messages directly into your database.

> Note: The ability to exchange files via drag and drop requires the other application to support receiving files. Also, the receiving application will interpret the dropped data, so we cannot ensure what the result will be. Consult with the developer of the receiving application if there's an unexpected result.

CAPTURE DATA

In any application that supports the iOS share sheet, tap the ⎙ *Share* toolbar icon and choose *Clip to DEVONthink*. The extension uses whatever data the host app provides and fills in the title and content fields. Choose the database where you want to file it, add tags, flag it, or mark it as unread.

When you've finished editing, tap the > icon and choose the target format. You can, e.g., save web pages as web pages or Markdown. You can also choose to clean up the page.

SCAN PAPER DOCUMENTS

DEVONthink To Go doesn't offer paper capture itself but is directly supported by Readdle Scanner Pro. Send scans to DEVONthink To Go's global inbox from Scanner Pro's share sheet. If you want to adjust the document's title, choose a different database, or add tags, tap *Open In* in Scanner Pro's share sheet instead and use *Clip to DEVONthink*.

> Note: Sending scans to DEVONthink To Go is supported by Scanner Pro 7.1.3 or later.

Of course you can also use any other scan app for iOS that can save finished scans to the Files app. As DEVONthink To Go integrates with Files you can directly save scans to your databases.

If your scan app didn't run OCR on the scan to make it searchable you can use DEVONthink To Go's own text recognition to add a machine-readable text layer. Long-tap the document to show the context menu, then choose *Convert > To Searchable PDF*.

See also p. 20ff

CREATE NOTES AND SEARCH WITH SIRI

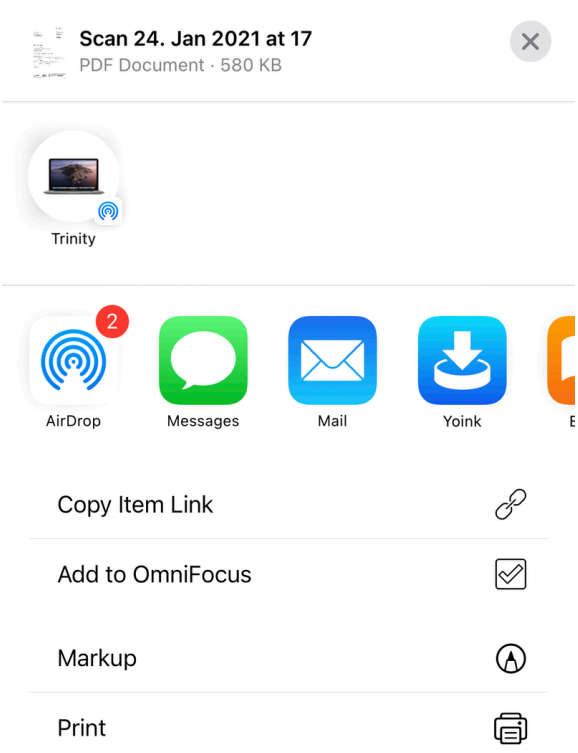
You can use Siri to:

- Create new plain text notes
- Search for documents
- Say, "Hey, Siri" and speak the name of an Apple shortcut

To find out how to ask Siri to perform these tasks check out Siri's own help which lists sample phrases for DEVONthink To Go.

SHARE DATA

To share a document, tap the ⎙ *Share* toolbar icon or use the context menu to show the standard iOS share sheet with many possible actions.



AirDrop: The top part of the sheet lets you send data to other indivduals or devices via AirDrop. e.g. for bookmarks it sends the URL.

Open In and Sharing Data: The row of icons lets you send data to the share extensions of other apps. Tap to sharte or long-press to show a context menu with one or two options: *Share with app* or *Open in app*. The share option copies data or the file to the receiving application or shares a URL pointing to the document (item link), depending on the settings. Any changes to the file in the external application have no effect on the file in DEVONthink To Go. Note, when sharing data, the receiving application is responsible for how it interprets the incoming data.

The *Open in* option allows the receiving application to open the file in place without generating copies. This allows you to edit a file in an external application without having to search for it first in the file provider within the other application. Edits made in the external application should be shown in DEVONthink To Go when you switch back to it.

> Note: In both cases above, the receiving application must support the sharing options. If you don't see the application or desired option, contact the developer to inquire if they'll support sharing in these ways.

Actions: Under the application row, there is a list of actions that act directly on the document. You can, e.g., print it or copy its item link. Some actions will allow copying a file to another application. Other actions may be Shortcuts you have created or installed. Here are some example actions you may see:

- **Print:** Prints the document to AirPrint-enabled printers.
- **Capture:** Captures the displayed web page.
- **Copy Item Link:** Copies a URL for the document that you can use to link to the document from other apps. For PDF documents it links to the currently displayed page.
- **Copy URL:** Copies the URL from the document's *Info* popover.
- **Open URL:** Opens the URL from the document's *Info* popover in the default browser.
- **Reply by Email:** Creates a new email as reply to a selected email document.
- **Add to OmniFocus:** Creates a new task linked to the document in OmniFocus.

> Note: You can customize which share extensions and activities are listed here. So if you're missing DEVONthink To Go or another app or would like to hide a rarely

> used activity, tap *More* at the right end of the row of app icons. Note that not all apps accept all types of data.

USE THE FINDER FOR BATCH IMPORTS

If you have a larger number of documents to import from a Mac, synchronizing is the way to go. However, if you don't use DEVONthink on the Mac (but you should, really) or your desktop computer is a Windows PC then there's another way to batch-import files:

- Connect your iOS device via USB to your Mac or PC.
- Open iTunes or in macOS Catalina and later, select the iOS device in a Finder window.
- Navigate to your device's area, then to *File Sharing > DEVONthink*.
- Drag all files you want to import into *DEVONthink Documents*.
- Bring DEVONthink To Go on your device to the foreground.

DEVONthink To Go will import everything that is not one of the default items (`DB5.plist`, `Console.log`, and `Inbox`) into the global inbox database. The `Inbox` folder is used for communication with the extensions and can't be used by you.

SYNC

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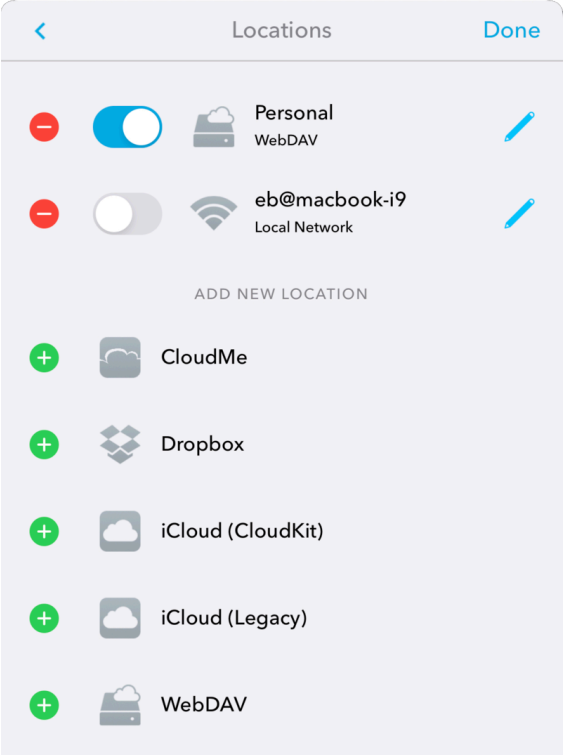
If you have a Mac running DEVONthink or another iOS device running DEVONthink To Go, you can have a copy of the same databases on each device. The DEVONthink line of applications has its own sync engine allowing you to keeping your chosen databases in sync on or off your local network.

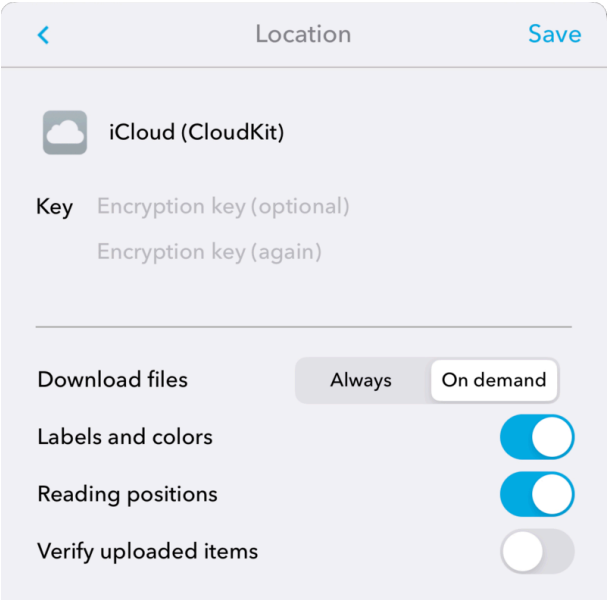
SYNC BASICS

As DEVONthink To Go can synchronize your data over a number of very different transport channels, setting it up might be a bit more than just tapping a single button. Here are the basic concepts of getting started with syncing.

Sync Settings: In DEVONthink To Go you find the sync settings in Settings > Sync: Locations by tapping the button on DEVONthink To Go's database screen. No matter if you're adding, removing, changing options, or selecting databases to sync, these operations will all be done in these settings.



Sync Locations: The *Locations* list is where you add, remove, or access your sync locations. When you initially set up a sync location, you will see some predefined options, like *iCloud (Legacy)* in the *Locations* list. Select the option you wish to set up. If you have already set up a sync location and are adding an additional one, tap the *Edit* link to display these choices again. You will also edit the *Locations* list if you want to remove a sync location.



Sync Location Settings: When you add a location, it will open the sync location's options. Here you set the specific options for that location, like whether to sync labels and colors. If you'd like to edit the options for an existing location, tap the *Edit* link and touch the desired sync location (noting there's a pencil to the right of the location's name). Fill out the options available for that type of location. Here are the options you may see, depending on the method you've chosen:

- **Sync Store:** Set the name of the container for your sync data. It's best if you use only alphanumeric characters here.
- **Key:** Set an optional encryption key. This is a string of your choice used to encrypt the sync data AES 256-bit so it is stored in an encrypted state. This can provide peace of mind if you are using a cloud service for which you have privacy concerns.
- **Download Files:** Set whether to download contents and metadata (a full sync) or metadata only with the option of downloading content on demand (a shallow sync). See also p. 38ff
- **Labels and colors:** Set whether to sync label names and colors. You may want to disable this if syncing with others.
- **Reading positions:** Set this to sync, e.g., the current page of PDFs between devices.
- **Verify uploaded items:** Set this to add some additional checks to try and ensure sync data has been transmitted properly. This adds some overhead to syncing but can be used if you have a location that seems unreliable at times.
- **Username/Password:** Enter the appropriate credentials for, e.g., CloudMe or other WebDAV servers you have access to sync to.
- **Save:** Tap *Save* to finish creating or editing the sync location.

If you are adding an existing sync location, you must enter the same exact sync store name. If you used an encryption key when you initially synced to this location from another device, you must enter the encryption key each time you set up the location on a new device. However, using multiple sync stores could be useful if you are syncing with others, e.g. for business and private, for friends and colleagues, etc.

Syncing databases: Whether you're using a new or existing sync location, you will tap the location in the Locations list after setting it up. This will list any databases local to DEVONthink To Go or available to merge or import. Any databases that only exist locally, i.e., with no sync data in the current location will be listed as *Local*. Any databases that are not in DEVONthink To Go but are available to import will be listed as *Remote*. And any local databases that have detected but unsynced data with be marked as *Local/*

Remote. Flipping the switch next to each desired database will either upload, import, or upload and merge the database.

> Note: If there is a username and password entered for a database in DEVONthink's *File > Database Properties* or the *Info* popover for a database in DEVONthink To Go on another device, you will be prompted to enter these credentials when you try to import the database. This allows you to add a second layer of security for syncing.

Basic setup: The basic steps for setting up syncing are as simple the following steps. Some additional specific information can be found in the Setting up sync section.

- Visit the sync settings.
- Add a location, if needed, and choose its options as noted above.
- Tap the desired location and toggle databases you'd like to sync.

So no matter if you need to add a location, change options, or toggle syncing a database, you will always return to the sync settings to do so.

Please find a short glossary about sync-related terminology in the Appendix.

SCENARIOS

iCloud (CloudKit): As it's tied to your iCloud account, using the iCloud method is good for single-user syncing. There's nothing more to set up except for entering an optional encryption key.

iCloud (Legacy): This is similar to the *iCloud (CloudKit)* option but uses a file-based approach. This option is available to maintain compatibility to existing setups.

Bonjour: If you only want to synchronize your databases while both this device and your Mac are on the same network consider using a Bonjour sync. All data is exchanged over the local network and directly between the device acting as the server and the other being the client.

This is much faster than uploading all data to some server on the internet and downloading it again on another device. But, when you leave your office and you haven't synchronized your databases, you'll need to wait until you come back another day (unless you use a VPN).

Dropbox: If you have a Dropbox account you can use it just like you'd use WebDAV (see below). DEVONthink To Go creates a private folder for its sync stores and so keeps its data separate from your photos and other documents. Of course it does not get access to anything except its own files. Dropbox and DEVONtechnologies respect your privacy.

WebDAV: If you run your own WebDAV server, your ISP offers it as a service, or your have subscribed to an online service such as CloudMe you can use the WebDAV sync method. Similar to the Dropbox method, the sync data is stored in a sync store (folder) on the server and you can sync as long as you can connect to that server.

EVERYTHING OR JUST THE METADATA

As disk space especially on iOS devices is limited, DEVONthink To Go offers two synchronization modes to let you hand-tailor its sync behavior to your needs. DEVONthink To Go either downloads everything to your device or it just downloads the information about your documents but not the files themselves. The documents show as 'pending' as long as their content has not been downloaded to the device.

- **Download files: Always:** Also referred to as a 'full sync', both metadata and content files are synchronized to the device.
- **Download files: On demand:** Also referred to as a 'shallow sync', only metadata is synchronized to the device; content files are downloaded on demand.

COMPARISON

Both modes have their own advantages and disadvantages. When you choose *Download Files: Always*, you have everything with you offline, metadata and contents, even when you are without an internet or intranet connection. You are independent of network availability. However, this will also obviously consume more space on the device.

When you choose *Download Files: On demand*, the amount of data stored on your device is significantly less and you can carry larger databases with you even on a device with less internal drive space.

You can work with your documents, browse, rearrange, or even trash them. Accessing documents is slower, however, as they need to be downloaded on demand. Also, when you are without a network connection you cannot download the contents of documents until you're back on an active network.

GRANULARITY

DEVONthink To Go lets you fine-tune which content files are synchronized to your device on multiple levels. Here they are in order of their level of control:

- **Sync location:** Open the sync settings, tap *Edit*, and choose the sync location that you'd like to edit. This is the highest level of control. If you set this to *Always*, you will not be able to set databases synced with this location to *On demand*. If you anticipate wanting to use a shallow sync for any database, set this to *On demand*.
- **Database:** Navigate to the top level of the database, then tap the ⓘ button to open the *Info* popover Here you can set an entire database to a full or shallow sync. This can be done on a per-database basis provided the sync location it's syncing with is set to *On demand*.
- **Group:** Navigate to the group, then tap the ⓘ button to open the *Info* popover Set any group to a full sync in a shallowly synced database. This can be useful if there are groups you need to contents to always be synced while other groups can be downloaded as needed. This requires the database to also be set to *On demand*.

> Note: If you are using a shallow sync and set up a new sync location, you will see a warning about the database not having contents to upload. Leave the old sync location active as it contains the contents

> for the database and tap *Proceed*. Sync will download the necessary content from the old location to be uploaded to the new location. If you are setting up an existing sync location that contains the contents, you can also proceed.

PURGING

Purging removes only the data file of a document. You still see a purged document listed, it's searchable, and you can manipulate it. Purging does not delete the document itself, it just turns it into a 'ghost'.

Manually: You can at any time remove contents to free disk space. Select items in the items list and choose *Purge* in the *Organize* menu.

Automatically: Alternatively you can let DEVONthink To Go choose the documents you haven't used recently, and purge them for you. Choose how many files should have their contents kept on the device in the Settings.

Automatic purging keeps track when documents have been downloaded or accessed so that it only removes the least used contents. It also does not purge documents that have not yet been synchronized to some other location, that are protected by their enclosing group, or that have been downloaded in the past hour. Documents only synchronizing with a direct connection are also never automatically purged.

SETTING UP SYNC

Setting up sync locations in DEVONthink To Go is a fairly straightforward matter, as noted in the Sync Basics section. With that information and these additional notes, you should be able to set up and sync a location very quickly.

iCloud: Synchronization via iCloud is tied to the iCloud account set up for the device. Enter an encryption key, if desired, then press *Save*. Tap the location and sync or import databases as needed.

Bonjour: When you set up a Bonjour sync, DEVONthink To Go will ask you for the pairing password that you have set in the Bonjour server, whether that's DEVONthink for Mac in *Preferences > Sync > Bonjour Options* or DEVONthink To Go's Settings > Bonjour. This password ensures only those with the Bonjour password can connect and sync to the Bonjour server.

Dropbox: DEVONthink To Go asks the Dropbox app, if installed, for authorization or shows you the Dropbox authorization page. It can only use one Dropbox account at a time and will re-connect to this account even when you remove the Dropbox location and re-add it. To unlink DEVONthink To Go from a Dropbox account, visit your Dropbox account settings and disconnect *DEVONthink Sync*. Now you can add a new Dropbox location and authorize with the account you want to use.

CloudMe: Setting up a CloudMe location requires entering your CloudMe username and password and the name of the sync store you wish to create or use.

WebDAV: If you are running your own WebDAV server, e.g., via a Synology NAS, you will need to enter your username and password, the sync store name, and a URL of the WebDAV server. It is imperative you enter the correct URL, including whether you're using a secure (`https`) or less secure (`http`) protocol. An example URL would be `https://myserver.local:5006/DTSync`, noting the path is case-sensitive. In most cases, checking with the manufacturer or service provider's support will provide the proper URL to enter.

SETTING UP BONJOUR

You can not only connect your OS device to a Mac via Bonjour but also set up your device as a server. Then you connect from another iOS device or a Mac on the local network to pull databases or get changes.

To adjust the settings tap the *Set options* button in the *Settings* and switch the server on. Leave the *Port* field empty to let DEVONthink To Go choose a port for you unless you have a known open port you'd like to assign, e.g., to use port forwarding. Set a password to prevent unauthorized access to your device.

If iOS doesn't ask you if you want to allow DEVONthink To Go to access the local network, go to the iOS Settings app and navigate to *Privacy > Local Network*. Here enable the switch for DEVONthink To Go to allow local network access.

> Note: DON'T enter the SAME port number on multiple devices, e.g. Mac and iOS device; if you need to run the Bonjour server on both devices use different port numbers. You don't have to enter the same IP port on all devices; the best practice is to leave it up to the app to choose a port. Other instances of DEVONthink To Go or DEVONthink for Mac can only access your device as long as DEVONthink To Go is the active application and the device is unlocked.

TROUBLESHOOTING

The synchronization was designed to run in self-maintenance mode so there should be little for you to do to make it work. If, however, it does not work as expected, please try the following steps before contacting our user support:

- Check your network connections.
- Restart this device.

If you experience that DEVONthink To Go does not finish an initial sync of a larger database make sure that your device does not go to sleep. DEVONthink To Go already asks to stay awake but in doubt set iOS' auto-lock setting to 'never' temporarily.

ICLOUD

For iCloud sync check the following:

- Check if iCloud is correctly set up for your device in the device's *Settings*.
- Check that you have entered the encryption key correctly.
- Check that your device has a working internet connection.

WEBDAV OR DROPBOX

For WebDAV or Dropbox locations, check the following:

- Check if the service you're trying to connect to is reachable.
- Check that your service uses HTTPS. Unencrypted HTTP is not longer supported by iOS.
- Check that you have entered your user credentials correctly.
- Check that you are connected to the right WebDAV or Dropbox account.
- Check that you use the same sync store name and encryption key.

In some circumstances, our support may tell you to verify or clean the sync location or database.

- **Locations:** Visit *Settings > Locations: Edit locations*, then left swipe on the sync location.
- **Databases:** Visit *Settings > Locations: Edit locations*, select the sync location then, left swipe on the database.

The swipe actions let you verify locations and databases either quickly or thoroughly, or clean them. Cleaning removes the content of the sync location or database in the sync store. It does not, of course, delete the database from this or other devices.

DIRECT CONNECTIONS

For direct connections also check the following:

- Restart the other Mac or iOS device.
- Restart your router.
- Check if this device is connected to the same WiFi network as the other side.
- Check if both devices are on the same subnet.
- Check if there are any routers or switches involved. The more switches and routers the less reliable the connection due to port filtering, conflicts, or other unknown factors.
- Check the port number on the server side. Best practice is to leave the field empty and let DEVONthink To Go choose the port number for you. If you activated serving Bonjour on more than one device every device MUST use a different port number. See also p. 40ff
- Check that the port number used on the server side isn't blocked by your firewall or your router's security.
- Check that you have entered the same password that you have set in the other side's Bonjour options.
- Check if the firewall or Little Snitch enables incoming connections to DEVONthink.
- Check if DEVONthink is running on the other Mac or iOS device.
- Check if the databases you want to synchronize are open on your Mac. To open them automatically, visit *Preferences > Sync* in DEVONthink on the Mac, click *Bonjour Options* and activate the option *Open databases automatically*.

> Note: If your router offers multiple networks, e.g. a slower and a faster one, make sure both devices use the same network. Restarting any device could make them connect to a different network.

SETTINGS

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Adjust all of DEVONthink To Go's settings directly inside the app without visiting the *Settings* app. Tap ⌇⌇⌇ on DEVONthink To Go's database screen to show the settings. If there are any warnings or errors, DEVONthink To Go shows a ⚠ icon instead.

YOUR SUBSCRIPTION

Manage your DEVONthink To Go subscription or one-time purchase by pressing the *Manage* link. Check or change your current subscription. Press this button to open the App Store's *Subscriptions* under your account.

If you are setting up a new device and already have an active subscription or paid for the one-time purchase, press the *Retry/Restore* button.

APP SETTINGS

Access some app settings, e.g., for security or notifications.

SECURITY

Protect your data from prying eyes with a passcode and, if your device supports it, Touch ID or Face ID.

Use passcode: Switch this on to enable passcode protection. This is the main switch for all security.

Use Touch/Face ID: When switched on DEVONthink To Go will first try to authenticate with Touch ID or Face ID. Should this fail it will ask for the passcode. When this option is switched on and you have already authenticated with your device in the last 30 seconds DEVONthink To Go will not ask you to reauthenticate.

Again after: Set a time period in which DEVONthink To Go will stay unlocked when you put it into the background, e.g., for working with another app.

> Note: When DEVONthink To Go is locked no documents will be available through the Files app. To access your documents externally set an unlock time or disable the passcode protection.

NOTIFICATIONS

Choose how many notifications you would like to receive:

- **All:** All notifications including informative ones.
- **Warnings:** Only warnings and errors.
- **Errors:** Only errors.

SYNC

Locations: Tap *Edit locations* to manage your sync locations. An activity indicator next to the button shows that DEVONthink To Go is currently synchronizing. Activate or deactivate any location to keep it from being used for synchronization, e.g., when you're in an environment where synchronizing is not advisable. For more information on syncing, see the Sync chapter.

Tap *Edit* to set up synchronization with iCloud, a WebDAV server, Dropbox, or directly with a Mac running DEVONthink.

Bonjour: Tap *Set options* to switch on and configure the built-in Bonjour server that allows you to connect to your device from other iOS devices or Macs running DEVONthink To Go or DEVONthink for Mac.

Conflicts: Choose whether, in the case of a sync conflict, the newest change wins or DEVONthink To Go keeps both versions.

Schedule: Choose if DEVONthink To Go should synchronize automatically or just on demand. Pull down in any database or item list to start the synchronization at any time. DEVONthink To Go will also sync when you switch away from it to another app if you choose to synchronize automatically.

If you choose to synchronize automatically iOS will also wake up DEVONthink To Go from time to time and let it sync. As the time for the background refresh is limited to 30 seconds not all databases might get synchronized at a time. You can check when the last background refresh happened in the *Help* popover.

Keep ...: If you don't download files automatically, choose whether you want DEVONthink To Go to automatically purge contents and keep only the most recently downloaded or used ones. This does not delete the document record itself but only the underlying content file. Unsynced documents or documents in databases synchronizing not to web-service based locations like iCloud, Dropbox, or WebDAV will never be purged.

DATABASES & GROUPS

Unify inboxes: Enable this option to display all inboxes in an *Inboxes* section of the database screen. Disabling it displays each database's inbox in its item list.

Unify tags: Enable this option to display the Tags group for each database in a *Tags* section of the database screen. Disabling it displays each database's Tags group in its item list.

Keep groups on top: Enable this option to keep groups always on top in item lists.

DOCUMENT

Some document types allow to quickly change settings while you're viewing them. In the document's toolbar, tap the button, if available, to access the available settings.

TEXT SETTINGS

Choose how DEVONthink To Go behaves when editing text.

- **Plain text size:** Choose your preferred text size for plain text documents.
- **Automatic caps:** Automatically capitalize words where appropriate.
- **Spelling correction:** Correct spelling automatically.
- **Data detectors:** Detect dates or addresses as live items in text content.

PDF SETTINGS

Choose how to scroll through PDFs and whether to adjust PDFs to dark mode or always show them with their real colors.

- **PDF Pages:** Show two PDF pages next to each other when room is available or only display single pages. Show the first page as a single page, if desired, and adjust pages either always to their full width or choose an appropriate zoom factor (useful, e.g., for PDFs with a mix of portrait and landscape pages).
- **PDF Scrolling:** Scroll through PDFs horizontally or vertically.
- **Continous:** View PDFs page-by-page or scroll continuously. When enabled, the current magnification is preserved across pages. When disabled, each page turned to is set back to fit to window.
- **Show quick navigation:** When enabled, tapping a PDF shows a thumbnail bar at the bottom of the screen for quickly navigating to another page. Tapping again hides the thumbnail bar again. Disable this setting if the thumbnail bar frequently gets into your way.
- **No dark background:** When enabled, PDFs are always shown in their real colors instead of being adjusted to dark mode (if the *Use dark background* setting for all documents is enabled.

MARKDOWN SETTINGS

Choose how DEVONthink To Go behaves when rendering Markdown. Use additional packages when rendering Markdown.

- **Force line breaks:** Enable to treat line breaks in Markdown documents are hard line breaks.
- **MathJax:** Use the MathJAX package for rendering mathematical notations.
- **Mermaid:** Use the MermaidJS package for rendering flowcharts and diagrams.
- **Prism:** Use the PrismJS package for syntax highlighting.
- **Additional CSS:** Enter CSS style definitions to adjust the rendered Markdown output to your liking.

WEB SETTINGS

Choose how you would like to use bookmarks and whether cookies and caches should be kept or deleted on app launch.

- **Use Safari view:** When this option is enabled, bookmarks and links are opened in a Safari view. Due to its self-contained nature, this is more secure, but it is also

separated from the in-app navigation and services.

- **Delete cookie on launch:** When enabled, all cookies are deleted the next time DEVONthink To Go launches.
- **Delete cache on launch:** When enabled, the web cache is emptied the next time DEVONthink To Go launches.

> Note: Cookies and cache are deleted on app launch, not when quitting it, as with the iOS model of terminating apps in the background, it is more reliable to clean up on launch. Switching away from DEVONthink To Go and bringing it back to the foreground does not equal 'launching'. To force a full app launch, quit the app in the app switcher and open it again.

WIKILINKS

WikiLinks are a convenient way to link words in, e.g., a formatted note or Markdown document to other documents in your database. You can choose between multiple styles and define a template for new documents. It is used when you define a word as WikiLink, say by enclosing it in two opening and two closing brackets, but no document is available that matches it. Tap the not-yet-connected WikiLink and {$software} creates a new document for you from the template.

- **Automatically:** The master switch. When this option is on, words in, e.g., formatted notes or Markdown will be automatically wikilinked if another item with a matching name is present in the database.
- **MashedWords:** Matches document names based on joined words, means: leaving the spaces out and capitalizing the beginning of each word and lowercasing the rest. Example: To link to a file named "Demo CSS File" type `DemoCssFile`.
- **Square brackets [[...]]:** Matches words placed into two opening and two closing brackets.
- **Names and aliases:** Matches documents based on their name or any aliases defined in the *Info* popover.
- **Kind:** Choose whether to match only documents, groups, or both.
- **Separators:** Enter the characters you want to use as separators for aliases in the *Info* popover. By default, commas and semicolons are used.
- **Template:** Enter a template for new documents created by tapping a WikiLink that has no corresponding document. Insert placeholders via the context menu.

FOR ALL DOCUMENTS

- **Use dark background:** When enabled, documents display in light or dark mode, honoring the system setting. This option may not be supported by all document formats. Disable the dark background for PDFs in the PDF settings when you don't want images to be shown inverted.
- **Remote images in emails:** Load images when displaying emails.
- **PDF attachments of RTFs:** Render PDFs attached to RTFD documents or formatted notes inline.
- **Automatically mark as read:** Choose if you want documents that you viewed are automatically marked as read.
- **Author:** Enter any name here to be used as author for new PDF annotations.

OCR

Enable, set languages, and options for OCR. Press the *Text recognition > Settings* to access the options listed here:

Keep annotations: Preserve existing annotations in the output file.

Auto correct orientation: Let DEVONthink To Go try to automatically correct the page orientation or disable this option.

Move original to the trash: After OCR is finished, the original file will be moved to the database's trash.

Quality: Choose a percentage of quality in the image of the output file. Higher values equal larger file sizes; lower values produce smaller files but at a loss of image quality.

Installed Languages: Enable the languages used by the OCR engine. Only enable the minimum number necessary.

Available Languages: Add additional languages to be used with OCR.

PREVIEWS & SPOTLIGHT

Create previews: Enable the automatic creation of thumbnails.

Spotlight: Enable integration with Spotlight for use with searching in iOS.

> Note: Both options listed above add to the space used by DEVONthink To Go on the device. One or both can be disabled to limit this effect.

SHARE & INTEGRATION

Share: Choose how you would like to share documents: as file, as item link, or as item link ready-to-use in Markdown documents.

TextExpander: Tap *Update* to update the TextExpander snippets if necessary.

BACKUP

Databases...: Tap *Export to Files* to export all downloaded documents of all databases as a self-contained ZIP archive to to DEVONthink To Go's Documents folder. It can be accessed in the Files app by navigating to *On My Device > DEVONthink*. Please note that only downloaded documents are part of the export and that metadata is not exported separately. You can export individual databases by using the contextual menu.

Backup data to iCloud: Enable or disable the iOS backup of your databases. Databases are stored outside of the regular application container to make them accessible to the Files app. Unfortunately iOS doesn't count them as part of the app's data size and doesn't allow you to disable backing them up from the system-wide settings. Visit the *Help* menu to check the real size your databases use on your device.

LOG

DEVONthink To Go presents warnings and errors, depending on their urgency, as alert dialogs or silently adds them to the *Log*.

If there is anything in the log that you need to be aware of, DEVONthink To Go shows an ⚠ exclamation mark in the *Settings* screen's title bar and on the database screen.

Tap the ⚠ icon to show the log. Tap *Clear* to clear all entries.

Note: In case of problems with this software do not clear the log but contact DEVONtechnologies' support instead. Use the *Contact* button on the first screen of this *Help*. The log is automatically attached for you and helps the developers find out what has happened.

FREQUENTLY ASKED QUESTIONS

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Get answers to frequently asked questions about DEVONthink To Go.

SECURITY

How secure is my data on my device? DEVONthink To Go relies on iOS' built-in encryption so all data is always stored encrypted and can only be read after your device was unlocked after a restart, e.g. using Face ID, Touch ID, or your passcode. Therefore DEVONthink To Go does not implement any additional encryption for storing the data.

How safe is my data during a sync? If you set an encryption key for a sync store all data is AES 256-bit encrypted before leaving the device and is stored in an encrypted state in the sync location. It can only be retrieved using the correct key. The same is true for direct connections where all data is encrypted using the password set in the Bonjour options.

In addition, if you specify a username and password in the *Info* popup for a database, those credentials must be entered when importing the database to another device running DEVONthink or DEVONthink To Go via sync. The database cannot be imported without entering the correct credentials.

SPOTLIGHT

What data is available in Spotlight? Spotlight receives the name, the first 16 KB of text content, the comment, and the tags for each item as well as metadata like the item's type, its icon, and the creation and modification dates.

Why only 16 KB of text? This seems to be the internal limit of Spotlight (iOS 11).

What if Spotlight shows no results from DEVONthink To Go? Check DEVONthink To Go's settings in the Settings app and make sure that *Search & Siri Suggestions* is switched on. Check also DEVONthink To Go's *Settings*. Then try to search for terms that you know that occur in the document, e.g. in its title. If still no results show up rebuild the Spotlight index.

SYNCHRONIZATION

Do I have do sync whole databases? No. DEVONthink To Go always syncs the metadata for whole databases but you can select for the location, the database, or individual groups if you want to sync their content files too. If you sync only the metadata you can download the actual content later on demand. See also p. 38ff

I have lost my encryption key. Can you recover it? In the case you are only running DEVONthink To Go, not DEVONthink on the Mac, the answer is unfortunately, no. The encryption key is is never shared with DEVONtechnologies. And if we could recover your encryption key anyone else could do this too. We're also using strong encryption to ensure that your privacy (at the time of this writing) can't be cracked without substantial computing power, if at all. It is wise to employ a password manager or some other tactic to store the encryption key.

If you are also successfully syncing DEVONthink on a Mac to the sync location in question, contact us for instructions on looking up the key on the Mac.

Are multiple Dropbox accounts supported? No. The official Dropbox API only pairs with one account at a time.

Does the sync work with OneDrive, Google Drive, etc.? Not yet. If you would like to use DEVONthink To Go with a service that is not yet supported, let us know. We might add support for it in a future release.

What do I do if I cannot get it to work? First check out our troubleshooting section. If you still cannot get it to sync, contact us.

CONTACTING US

To get in touch with us visit our User Community, check out our Support Center, or send us traditional email.

How can I provide data for debugging? If our customer support ever asks you for device logs there are a few ways to provide information to us:

- Use the *Contact us* option on the ⓘ *Help* dialog sheet. A draft email will be created with info and logs attached. Add a brief description of the issue you're reporting, then send the email.
- Alternatively you can connect your device via USB to a Mac or PC. Open iTunes, navigate to your iOS device's area, and choose *File Sharing* > *DEVONthink*. On macOS Catalina or later open a window for your device in the Finder, then navigate to *Files* > *DEVONthink*. Here you'll find the `Console.log` file that you can download to your computer and send to us.
- If you are experiencing a crash, locate the logs in iOS' *Settings* > *Privacy* > *Analytics & Improvements* > *Analytics Data*. Send us the most recent `DEVONthink(…).ips` file.

OTHER PRODUCTS

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Besides DEVONthink To Go, DEVONtechnologies publishes a number of other commercial, shareware, and freeware applications and services that might be helpful for you.

OVERVIEW

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. All applications are based on the DEVONtechnology, a powerful and solid core unique to DEVONtechnologies.

- DEVONthink
- DEVONthink To Go
- DEVONagent
- DEVONsphere

We also publish some freeware apps and services for your everyday work with your Mac.

NEWSLETTER & COMMUNITY

Would you like us to keep you informed about updates and new product releases? Visit our blog and subscribe to our free newsletter.

If you have a moment feel free to visit our lively user community. Here users of all skill levels meet to discuss our applications, talk about our technology, and exchange tips and tricks for DEVONthink To Go & Co.

DEVONTHINK

Organize and work with all your documents, bookmarks, email messages, text files, images, PDFs, in one place, regardless where they originated. Quickly capture data without interrupting your workflow. DEVONthink's unique AI assists you in getting the most out of your data collection.

- Learn more about DEVONthink
- Check your upgrade options if you want to upgrade to a higher edition

DEVONTHINK TO GO

If you're serious about working on iOS, DEVONthink To Go is your document repository when you're not at your Mac. Collect, organize, edit, and annotate. Automate with Shortcuts. Keep your document collection always in sync between your Mac, iPad, and iPhone. Privately and securely.

Learn more about DEVONthink To Go.

DEVONAGENT

DEVONagent Pro helps you search more efficiently on the web. It searches multiple sources, frees you from hunting for the really relevant results, and gives you power tools for your research. DEVONagent Express and DEVONagent Lite (free) make searching the web as easy as using Spotlight. Search Google, Bing, YouTube, Facebook, Twitter, even the Mac App Store, right from the menu bar.

Learn more about DEVONagent Pro.

DEVONSPHERE

Make your Mac smarter: Let DEVONsphere Express keep track of related emails, articles on the same subject, and similar web pages. Discover the hidden connection between seemingly unrelated files.

Learn more about DEVONsphere Express.

NEEDFUL THINGS

Search files on your hard disk, watch web cams, create thumbnails, or access all your files and apps from the menu bar. Reformat paragraphs in your favorite word processor or do little calculations anywhere you can type in text. All for free.

Learn more about our freeware apps and services.

APPENDIX

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The appendixes give additional information to help you getting familiar with DEVONthink To Go, e.g. a glossary of commonly used terms and a search operator cheat sheet.

GLOSSARY

Become familiar with these terms to get the most out of working with DEVONthink To Go.

INTERFACE ELEMENTS

- **Share menu:** System-provided menu with commands for sharing documents or opening them in other apps.
- **Context menu:** The menu that appears when you long-press some elements, similar to the context menu on the Macs.
- **Database screen:** The first screen in DEVONthink To Go's hierarchy that lists databases and smart groups.
- **Detail view:** The right-hand side part of the screen where document contents are shown. Only on iPad or some larger iPhones.
- **Editing menu:** The menu that appears when you select some text when you long-tap a group or document. Similar to some context menus on a Mac or PC.
- **Item list:** A list of items stored in the database. Items can be documents or groups.
- **List view:** The left-hand part of the screen where databases or items are listed.
- **Organize menu:** A menu that lets you move, replicate, trash, etc. documents or groups.
- **Settings:** DEVONthink To Go's preferences. Contrary to some other apps, DEVONthink To Go's settings are accessible in the app, from the database screen.
- **View options:** Settings that define e.g. the sort order per group.

DOCUMENTS & GROUPS

- **Database:** The collection of all documents.
- **Content:** A document's data file, e.g. the actual image. A document synchronized from a sync store can be present but have no content; you can download the file on demand when you need it.
- **Document:** A file in the database, e.g. a PDF.
- **Group:** A collection of documents or other groups inside a database.
- **Global Inbox:** The one inbox that collects it all.
- **Inbox:** A special group for data coming in to a database.
- **Reading list:** A global list of documents or URLs that you are planning to read. The

reading list is synchronized betweem all devices taking part in a sync. The reading list appears as a smart group on the database screen.

- **Replicant:** An item that appears in more than one place in the database. Like two phone book entries for the same person.
- **Sheet:** A table of data, like a simple spread sheet.
- **Smart group:** A 'saved search' that appears like a group. DEVONthink To Go comes with predefined smart groups that you can switch on and off on the database screen.
- **Tags:** A special group storing tags.
- **Trash:** Stores all trashed items until you empty it.

TAGS

A tag is a different visual representation of a group. Technically groups (folders) and tags are exactly the same; groups are just shown as 'containing' the item while tags are 'attached' to it. DEVONthink To Go treats both the same. Add a tag to an item and it'll be added to the *Tags* group of the database. Open the *Info* popover and both the groups containing the item and the attached tags are listed in the *Tags* field. See also p. 54ff

- **Group tags:** Tags represented by a regular group.
- **Ordinary tags:** Tags created by adding a tag to a document.

ITEM PROPERTIES

- **Flagged/Unflagged:** Items can be checked or unchecked for your personal use, e.g., for creating a to-do list, maintaining a shopping list, or writing a list of project tasks.
- **Locked/Unlocked:** Items can be locked to keep them from being unintentionally deleted (groups, documents) or modified (documents).
- **Read/Unread:** Items can be marked read or unread, which is useful for documents that you want to read later.
- **Rating:** Items can have a rating from zero to five stars. Use them to your liking.

You can quickly find flagged, unread, or rated items by using the *Flagged*, *Unread*, or *Rated...* smart groups on the database screen.

SYNCHRONIZATION

- **Sync location:** Sync locations are used to keep your databases on all your devices in sync. They summarize all information about which databases to sync through what kind of connection (e.g. direct connections to DEVONthink on a Mac, iCloud, WebDAV, CloudMe, Dropbox etc.) and with which sync store.
- **Sync store:** Server-based locations, e.g. WebDAV or Dropbox, can contain multiple 'sync stores'. Technically a sync store is a folder on the server volume. Use multiple sync stores to e.g. sync both your personal and your business databases at the same location but keeping them separate nevertheless. Sync stores can be encrypted and each sync store at a location can have a different encryption key. iCloud sync uses a single, predefined sync store.
- **Direct connection:** A sync location that doesn't store its data on a server but directly connects to a Mac running DEVONthink or DEVONthink To Go

respectively. When this device is not on the same WiFi network or DEVONthink/ DEVONthink To Go is not running the direct connection is disabled and listed as offline.
- **Local database:** A database that exists on this device.
- **Remote database:** A database that exists at the sync location, e.g. on Dropbox, but is not yet downloaded to this device.

ICONOLOGY

Additional icons below item names show e.g. that items are flagged or unread. Icons are only shown if *Show details* is switched on in the group's view options.

- Item is labeled; the icon is colored in the label's color.
- Item is flagged.
- Item is unread.
- Item is locked.
- Item is encrypted (applies only to PDFs).

The following icons show if items are replicated or have been recognized as a duplicate. Replicants are items that are located simultaneously in more than one group but physically only present once; duplicates are items that are physically present multiple times and have the exact same content.

- Item is replicated.
- Item is a duplicate.
- Item is both replicated and duplicated.

The *Sync* toolbar button also serves as a status indicator. This is what the icon shapes indicate:

- The current or all databases have been synced and no local changes have been made.
- The current or all databases have changes that need syncing.
- The current or all databases might have changes that need syncing but the sync location is still processing incoming data and so doesn't know yet.
- An error occurred during the last sync run. Tap to see the error log.

TAGGING

DEVONthink To Go supports tagging in a way that makes groups and tags interchangeable. While this concept may sound a bit strange at first, you will soon discover why it is a smart way to approach tags and group and to bring both together.

INTRODUCTION

Technically, tags and groups are identical: both are simply entries in a table that are somehow "attached" to an item, usually a group or document. The difference is that tags are visualized as "labels attached TO the item" while groups are visualized as "groups CONTAINING the item." They are presented differently, but internally they are the same. DEVONthink To Go treats groups as tags and tags as groups.

> Example: A document is located in the group `Science > Paleontology > Dinosaurs`. Consequently, its tags are `Science`, `Paleontology`, and `Dinosaurs`. Now you create a sub-group of `Dinosaurs` named `Land-living` and move the document into the new folder.

> Automatically it is now tagged with `Science`, `Paleontology`, `Dinosaurs`, and `Land-living`.

When you assign a tag using DEVONthink To Go's user interface, move a document, or replicate it to another group, this is what happens:

- **Assign a tag:** The item is replicated to the *Tags* group.
- **Remove a tag:** The item's replicate in the *Tags* group is deleted.
- **Adding an item to a group:** The group's name and the names of all groups containing the group appear as tags attached to the item.
- **Moving an item:** The new group's name and the names of all groups containing it appear as tags attached to the item.
- **Replicating an item:** The new group's name and the names of all groups containing it appear as tags attached to the item, too.

Tags represented by a regular group are called 'group tags'; tags created without an existing group are called 'ordinary tags'. See also p. 53ff

THE TAGS GROUP

Every DEVONthink To Go database contains a top-level group named *Tags*.

When you add a tag to an item, e.g., through the *Info* popover, DEVONthink To Go creates a group for the tag in the *Tags* group and replicates the item to it.

When you rename a group inside the *Tags* group, all items tagged with it will show the change, too.

Use the *Tags* group to find all documents tagged with a specific tag or use the *Tags* smart group on the database screen to list all tags in all databases.

SEARCH OPERATORS

DEVONthink To Go allows you to use prefixes, Boolean operators, and parentheses to fine-tune your search.

WORDS, TOKENS, AND QUERIES

- **Word:** A sequence of letters delimited by white space or a punctuation character.
- **Token:** DEVONthink To Go stores its full-text index as tables of tokens. Usually a token equals a word.
- **Phrase:** An ordered sequence of tokens either concatenated by + signs or enclosed in double quotes.
- **Query:** One or more tokens connected by operators and grouped with parentheses.

Words containing non-alphanumeric characters are split internally into a phrase, e.g. `1234/5678` will technically be searched as `"1234 5678"`.

CASE

Tokens are case-insensitive; operators have to be entered in all caps. You can capitalize tokens in your query but DEVONthink To Go will ignore case when interpreting it.

WILDCARD

By default only items are found that contain tokens that match the entered query exactly. Use the `*` wildcard character at the end of a

token to match a partial word. The wildcard does not work at the beginning or in the middle of words.

> **Example:** `devon*`

This query matches all documents which name, content, or comment contains at least one word that begins with `devon`.

PREFIXES

The scope buttons below the search field let you narrow results to only the current database or even just the current group. To further narrow down your search by searching e.g. only by name or in the comments, use the following prefixes:

- **name:** Searches only in item names
- **comment:** Searches only in comments
- **content:** Searches only in contents
- **tags:** Searches only in tags

Search prefixes consist of the prefix followed by a colon. They only apply to the next token, not phrases or queries. Add a prefix before every token within a query.

> **Example:** `name:devon* content:eric tags:blue`

Finds all documents with names containing words starting with `devon`, content containing the word `eric`, and being tagged with `blue`.

When searching the `tags:` prefix, enclosing the tag in double quotes finds an exact match (case-insensitive). The following search finds only items tagged with a tag named `function` but no items tagged with, e.g., `science fiction`.

> **Example:** `tags:"fiction"`

FILTERS

Like search prefixes, filters can be used to narrow down the search results by certain criteria. Some can be entered just like prefixes: as a word followed by a colon and one or multiple parameters. Others, like size or date filters, require an operator like < or >.

Here's a list of filters you use with a colon:

- **kind:** Filters results by kind
- **extension:** Filters results by file name extension
- **filename:** Filters results by file name. Use the `?` (one character) and `*` (0 to any number of characters) wildcards anywhere in the parameter.
- **label:** Filters results by labels, numbered from 0 (no label) to 7.
- **rating:** Filters results by rating from 0 (no rating) to 5.
- **url:** Filters results by returning only items with a URL containing the search words following the colon
- **additiondate:** Filters the result by addition date, e.g., `additiondate:last week`)
- **modificationdate:** Filters the result by modification date
- **creationdate:** Filters the result by creation date
- **openingdate:** Filters the result by the date an item was last viewed

The following filters take the form `key [operator] value` with operators being <, <=, =, >=, >:

- **wordcount:** Filters result by word count, e.g. `wordcount > 250`
- **charactercount:** Filters result by character count, e.g. `charactercount > 20000`
- **size:** Filters results by file size, e.g., `size >= 10 MB`
- **item:** Filters, e.g., by flag, read/unread status, and more

Kind: Possible, self-explaining values that you can use with the `kind:` prefix are: `audio`, `bookmark`, `email`, `feed`, `formattednote`, `group`, `html`, `image`, `markdown`, `pdf`, `rtf`, `script`, `sheet`, `smartgroup`, `text`, `video`, `webarchive`, `xmlfile`, `zip`.

Item: You can use the following, self-explaining values with the `item:` filter: `downloaded`, `duplicated`, `flagged`, `indexed`, `locked`, `pending`, `read`, `replicated`, `tagged`, `unflagged`, `unlocked`, `unread`.

Dates: You can use standard date formats, e.g., the reverse European notation like `2021-07-01`, or relative dates from the following list: `today`, `yesterday`, `this week`, `last week`, `this month`, `last month`, `this year`, `last year`, `this quarter`, `last quarter`, `this hour`, `last hour`.

> **Example:**
> `devontechnologies kind:pdf item:flagged item:downloaded modificationdate:this quarter`

The first example above finds all PDFs containing the word "devontechnologies", the second one all flagged documents that you have downloaded to your device, and the first one all items modified this quarter.

BOOLEAN OPERATORS

The operators (often called Boolean operators) are words or symbols that establish logical rules for the queries in the search query.

Operators have to be entered in capitals. If no operator is given between phrases or `NEAR` groups, DEVONthink To Go assumes `AND`.

The available Boolean operators are:

- **query1 AND query2:** Contains `query1` AND `query2`
- **query1 OR query2:** Contains `query1` OR `query2`
- **NOT query:** Does not contain `query`
- **"query1 query2 ...":** Matches the queries `query1` and `query2` etc. in exactly this order and with no other tokens between them.
- **query1 + query2 + ...:** Matches the queries `query1` and `query2` etc. in exactly this order and with no other tokens between them.

Besides the classic Boolean operators, DEVONthink To Go allows you to use `NEAR` to find documents containing phrases (not whole queries) in a specified proximity of each other. DEVONthink To Go supports two syntaxes.

- **NEAR (phrase1 phrase2):** `phrase1` appears 10 words or less before or after `phrase2`
- **NEAR (phrase1 phrase2, n):** `phrase1` appears n or less words before or after `phrase2`
- **phrase1 NEAR phrase2:** `phrase1` appears 10 words or less before or after `phrase2`
- **phrase1 NEAR/n phrase2:** `phrase1` appears n or less words before or after `phrase2`

When evaluating the query, DEVONthink To Go processes the queries using the following rule of precedence (high to low):

- AND
- OR
- NOT

You can override the default behavior by using parentheses.

> **Example:** `Steve NEAR/2 Jobs AND (iMac OR (iPad NOT MacBook))`

This query looks for documents that contain the words `Steve` and `Jobs` more than two words away from each other, as well as either the word `iMac` (no specific position relative to `Steve` and `Jobs`) OR the word `iPad` but not `MacBook`.

> **Example:** `steve and jobs`

Because `and` appears in lowercase this query looks for documents containing all three words in any order: `steve`, `and`, and `jobs`code>.

SYNTAX DESCRIPTION

> Note:
> The following describes the syntax in Backus-Naur form.

```
<phrase> := string [*]
<phrase> ::= <phrase> + <phrase>
<query> ::= [<colspec> :] <phrase>
<query> ::= [<colspec> :] <neargroup>
<query> ::= ( <query> )
<query> ::= <query> AND <query>
<query> ::= <query> OR <query>
<query> ::= <query> NOT <query>

<colspec> ::= colname
<colspec> ::= { colname1 colname2 ... }
```

```
<neargroup> ::=
NEAR ( <phrase> <phrase> ... [, N] )
<neargroup> ::=
<phrase> NEAR[/N] <phrase>
```

ITEM LINKS AND PATHS

Using a custom URL scheme you can link to items in your databases from other applications. Place an 'item link' into the notes field in OmniFocus or or any other software that allows you to add URLs.

LINKING TO ITEMS

Long-tap an item or use the *Share* menu to obtain a universal link for the item. You can use this link in any application that lets you use URLs, e.g. Calendar, OmniFocus, etc. Tap an item link to open DEVONthink To Go and show the linked item. In addition, you can use item links for images or links in Markdown and HTML documents.

Item links look like this:

```
x-devonthink-item://<UUID>[?page=<number>]
```

The UUID is a string of letters and numbers separated by hyphens that represents the universally unique identifier for the item. You can use the UUID of a group also as destination in a bookmarklet URL. In addition, DEVONthink To Go recognizes some special values for directly linking to smart groups (see below).

The 'page' parameter is optional. Use it to directly refer to a specific page of a PDF.

> Note: Text in <angle brackets> means that its variable; text in [square brackets] means that the part is optional.

> **Example:**
> `x-devonthink-item://AA1891E1-40B5-40BE-9DB7-AC8B56FA6B80?page=6`

LINKING TO SMART GROUPS

You can also link to smart groups with an item link. Instead of the UUID of the smart groups use one of the values from the following list or simply copy the item link to any smart group using the context menu.

`allinboxes`, `audio`, `bookmarks`, `commented`, `documents`, `downloaded`, `duplicates`, `email`, `favorites`, `flagged`, `ghosts`, `images`, `inboxes`, `labeled`, `lowestrated`, `modified`, `needingocr`, `officedocuments`, `pdfs`, `pending`, `rated`, `readinglist`, `tags`, `textdocuments`, `toprated`, `trash`, `unread`, `videos`, `viewed`, `webarchives`.

> **Example:**
> `x-devonthink-item://readinglist`

> Note: Item links to global smart groups are not compatible to DEVONthink for Mac as the Mac version does not have predefined global smart groups.

USING PATHS

In Markdown and HTML documents you can use absolute and downward-relative paths to link to images and other documents saved in your DEVONthink To Go database.

To add an image named `Illustration` and located in the group `Images` at the same level as the Markdown document, you'd use e.g. the following code:

```
![Illustration](Images/Illustration)
```

In an HTML document linking to the image would look like this:

```
<img src="Images/Illustration" />
```

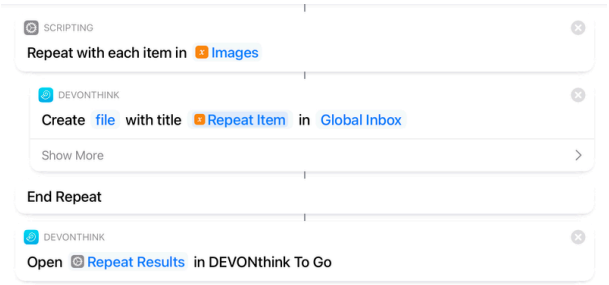
An absolute path would look like this when the Markdown document is located in the group `CoolStuff` in the top level of the database:

```
![Illustration](/CoolStuff/Images/Illustration)
<img src="/CoolStuff/Images/Illustration" />
```

> Note: Relative paths only work down the group tree. It's not possible to use '..' to travel up. So for relative paths to work the item needs to be located in the same group as the Markdown document or a subgroup of it.

SHORTCUTS ACTIONS

In addition to its URL scheme, DEVONthink To Go has its own set of Shortcuts actions. String together a series of actions to do a variety of things: find, create, update, and organize items in your databases.



ITEMS

Shortcut actions work with 'items', which are objects representing databases, groups, and documents in DEVONthink To Go. You obtain

items by using, e.g., the `Get Item` or `Find Items` actions. Access their properties and use them in any way Shortcuts allows.

ACTIONS

The available actions are:

- **Create Item:** Create an item in a specific location. This supports creating bookmarks, plain text, Markdown documents, groups, and files. you can also set basic metadata such as a url, label, a comment, etc. when the file is created. The `file` option requires setting a proper unique type identifier (UTI).
- **Find Items:** Search for items in a location specified by the `scope`. Search prefixes are supported in the query.
- **Get Content of Item:** Get the content of a item as a file.
- **Get Item:** Get an item by it's UUID or item link.
- **Get Items of Group:** Get items in a group.
- **Get Selected Item:** Get the items last recently selected in the app.
- **Move Item:** Move an item from one group to another.
- **Open Item:** Open an item in DEVONthink To Go. For example, this can be used for displaying a newly created file.
- **Trash Item:** Move an item to the Trash of its parent database.
- **Update Content:** Update the content of a file with data from the clipboard, the current date, or the results of previous action. This works only with plain text and Markdown documents.
- **Update Item Metadata:** Update the metadata of an item, e.g., changing the title, label color, adding tags, etc.

Some parameters in the actions will allow you to search for and choose an item in your databases, e.g., the `query` parameter in `Find Items` action.

In conjunction with the other available actions, some quite sophisticated automated processes can be achieved.

URL COMMANDS

DEVONthink To Go allows you to execute certain actions by opening links, URLs, that begin with `x-devonthink:` or `x-devonthinktogo:` instead of, e.g., the well-known `http:`. You can add these links to other apps, e.g., OmniFocus, or even paste or type them into the address bar of Safari. Instead of opening a web page they activate DEVONthink To Go and make it do something.

URL schemes can still be used for actions in DEVONthink To Go, but many actions are now more easily done with our Shortcut actions. URL schemes may still be useful in other instances, e.g., working with external applications. Be sure to check out the Shortcut actions before committing to a URL scheme.

For Shortcuts and other automation tools, DEVONthink To Go supports the x-callback-url protocol. Many commands listed below can be used either directly or as x-callback-url command.

A URL command for DEVONthink To Go is constructed as shown:

```
x-devonthink://<cmd>[?
<par1=value1>[&<par2=value2>...]]
x-devonthink://x-callback-url/<cmd>[?
<par1=value1>[&<par2=value2>...]]
```

All parameter values have to be percent-encoded. If you are manually building URL commands, you can use online tools like urlencode.org to encode the values.

By default x-callback commands that return data send it in the `text` parameter with the `input` parameter set to the string `text` (required e.g. by the Shortcuts app). If needed for your workflow you can provide your own parameter name here via the `retParam` parameter.

ADDING DATA

- **clip:** Opens the New Document Assistant, pre-filled with the provided data.
- **createbookmark:** Creates a new bookmark.
- **createdocument:** Creates a new document from UTI and file data.
- **creategroup:** Creates a new group.
- **createhtml:** Creates a new HTML document.
- **createimage:** Creates a new image.
- **createmarkdown:** Creates a new Markdown document.
- **createtext:** Creates a new plain text document.
- **createwebarchive:** Creates a new webarchive.
- **import-clipboard:** Imports data from the pasteboard to the global inbox.

Depending on the command you have to provide additional data via parameters:

- **destination:** The UUID of a group or database where the item shall be created. If not given the global inbox is targeted.
- **title:** The title of the item to be created.
- **comment:** A comment to be added to the item.
- **location:** The URL linking to the content, e.g., the URL of the website for the bookmark or the image. Required for web archives and images.
- **source:** Base64-encoded file data for `createimage` and `createdocument`, raw HTML data for `createhtml`.
- **tags:** Comma-separated list of tags to be attached to the created item.
- **text:** The text content for text documents.
- **uti:** The UTI for the document (only used for and required by `createdocument`).
- **flagged:** Marks (1) or unmarks (0) the item as flagged.
- **unread:** Marks (1) or unmarks (0) the item as unread.
- **label:** Sets the item's label (0-based index or name of the label).

> Note: If the `destination` parameter is not specified the item is created in the global inbox. You can find the UUID of a group by getting its item link and cutting the UUID out of the URL (the long alphanumeric string after `x-devonthink-item://`).

> **Examples:**
> `x-devonthink://createbookmark?location=http%3A%2F%2Fwww.nytimes.com&title=New%20York%20Times`
> `x-devonthink://x-callback-url/createtext?title=Robotic+manta+ray&text=Building+a+robot+is+easy.+But...`

MODIFYING DATA

You can modify content and metadata of existing items using URL commands.

- **update:** Updates an existing item.
- **append:** Appends text to an existing plain text or Markdown document.

You need to provide the following parameter to reference the document that you want to modify:

- **uuid:** The UUID of the item, e.g., derived from an item link (see above).

In addition, the commands optionally take one or more of the following parameters (`append` only uses and requires `text`):

- **destination:** The UUID of a group or database where the item shall be moved to. You can only provide one destination; if the item was previously replicated to more than one group it will be unlinked from all of them and placed into the new group.
- **title:** A new title for the item.
- **comment:** A comment to be set in the item's metadata.
- **location:** A URL to be set in the item's metadata.
- **source:** Base64-encoded file data to be set as the item's new content.
- **tags:** Comma-separated list of tags to be added to the item. If the item was already tagged the previous tags are removed and the new set of tags is added.
- **text:** Text content to be set for or appended to the document (required by `append`).
- **flagged:** Marks (1) or unmarks (0) the item as flagged.
- **unread:** Marks (1) or unmarks (0) the item as unread.
- **label:** Sets the item's label (0-based index or name of the label).

At least one of these parameters has to be given as otherwise there's nothing to modify. The `source` and `text` parameters are mutually exclusive with `source` taking precedence if both are present.

> **Examples:**
> `x-devonthink://x-callback-url/update?uuid=50EA48F6-D528-4512-B528-B9F24F46185F&title=New%20York%20Times&location=http%3A%2F%2Fwww.nytimes.com`
> `x-devonthink://x-callback-url/append?uuid=50EA48F6-D528-4512-B528-B9F24F46185F&text=Building+a+robot+is+easy.+But...`

RETRIEVING DATA

You can retrieve metadata about a document or even the document content (up to 10 MB in size) using the following two commands. As they deliver raw data they only work when called with the x-callback-url protocol variant.

- **item:** Returns selected metadata of a document as JSON object.
- **content:** Returns the content of a document as base64-encoded data.
- **list:** Returns a JSON array describing the contents of a group.
- **get-itemlink:** Returns the item link for the currently selected document.

The commands `item` and `content` take the following parameters:

- **uuid:** The UUID of the document, e.g., derived from an item link (see above).

The data is sent back in the following parameters of the x-success URL:

- **text:** The base64-encoded document data or the metadata as JSON object.
- **input:** `text` (for Shortcuts).
- **uti:** The UTI of the document (`content` command only).

> Example:
> `x-devonthink://x-callback-url/item?uuid=50EA48F6-D528-4512-B528-B9F24F46185F&x-success=workflow%3A%2F%2Frun-workflow%3Fname%3DItemMetadata`

SEARCHING

Search your databases.

- **search:** Search DEVONthink To Go and show or retrieve the results.

The command takes the following parameters:

- **query:** The query to use for the search.
- **scope:** The UUID of the database or group to search. Optional; if not set DEVONthink To Go searches all databases.

When called in the regular form the command navigates to either the database or group given as scope or to the global inbox. It then shows the search field, sets the scope button, and enters your query.

When called in the x-callback-url form DEVONthink To Go executes the search and sends the results back:

- **text:** The results as JSON array of objects.
- **input:** `text` (for Shortcuts).

> Examples:
> `x-devonthink://search?query=devonthink+AND+%28mac+OR+ios%29`
>
> `x-devonthink://x-callback-url/search?query=devonthink+AND+%28mac+OR+ios%29&scope=50EA48F6-D528-4512-B528-B9F24F46185F&x-success=workflow%3A%2F%2Frun-workflow%3Fname%3DSearchResults`

EXPORTING DATA

Export your databases as files-in-folders to the Files app. You'll find your exported archives in `On My Device > DEVONthink > Export`.

> Note: Shortcuts actions are not allowed to use as much memory as required for the export, therefore these two commands are only available as URL commands.

- **exportdatabase:** Exports a single database.
- **exportdatabases:** Exports all databases.

For the `exportdatabase` command you need to provide the following parameter to reference the database that you want to export:

- **uuid:** The UUID of the database to export.

> Examples:
> `x-devonthink://exportdatabase?uuid=50EA48F6-D528-4512-B528-B9F24F46185F`

UTILITY URL COMMANDS

DEVONthink To Go has a special group of URLs that are used in troubleshooting situations. These are typically only used when suggested by our support team but they can certainly be run at any time if you encounter the conditions described.

PERFORMING SERVICE TASKS

- **fix-favorites:** Removes all Files app favorites. [Execute]
- **fix-databaseorder:** Resets the database sorting order. [Execute]
- **reindex-metadata:** Marks all items in all databases for metadata reindexing. Use this command, e.g., when searching does not find items by their name, comment, or tags. [Execute]
- **reindex-spotlight:** Clears and rebuilds the Spotlight index in the background. Use this command, e.g., when searching for known item names or content via Spotlight does not produce any results. Please note that Spotlight only indexes the first 16 KB of text per document. [Execute]
- **reindex:** Marks all items in all databases for full reindexing. Use this command, e.g., when searching does not find items by their content. Attention: Some documents that only DEVONthink for Mac can index might not be searchable after reindexing. [Execute]
- **resync:** Deletes the current sync status so that the next synchronization will fully sync everything again. Use this command when the synchronization seems incomplete, missed to apply some changes, etc. [Execute]

To run a hidden command tap *[Execute]* above or type the complete command URL into Safari's address bar and press the ↩ *Return* key. Usually you'll be advised by DEVONtechnologies' staff to use these commands in a support situation.

CHANGING SETTINGS

There are a few settings in DEVONthink To Go that you cannot change in the *Settings* but only with the *preference* URL command in the following form (example):

```
x-devonthink://preference?
key=DTTGDebugCoreData&value=yes
```

- **DTTGHideFocusFilterBar:** Hides the focus filter bar (`YES` or `NO`).
- **DTTGDebugLog:** Enables additional console logging (`YES` or `NO`).
- **DTTGDebugCoreData:** Enables additional console logging related to the database core (`YES` or `NO`).
- **DTTGDebugCoreDataIntegrityCheck:** Enables a low-level check of the database core (`YES` or `NO`) on app launch.
- **SyncDebugLog:** Enables additional console logging related to the database core (`YES` or `NO`).

> Note: These hidden settings are not an official feature and could be changed or removed with any update.

SUPPORTED UTIS

DEVONthink To Go uses universal type identifiers (UTIs) to refer to the type of a document, e.g., for choosing which viewer/editor to use, in Shortcuts actions, or when sharing data with other apps. Below you'll find a list of all UTIs currently support by this app. Apple has also more info on the UTI concept in general and on the UTIs supported by the operating system.

```
com.adobe.pdf
com.apple.applescript.script
com.apple.applescript.text
com.apple.coreaudio-format
com.apple.finder.pictclipping
com.apple.finder.textclipping
```

```
com.apple.iwork.keynote.key
com.apple.iwork.numbers.numbers
com.apple.iwork.numbers.sffnumbers
com.apple.iwork.pages.pages
com.apple.iwork.pages.sffpages
com.apple.mail.email
com.apple.protected-mpeg-4-audio
com.apple.quicktime-movie
com.apple.rtfd
com.apple.web-internet-location
com.apple.webarchive
com.compuserve.gif
com.devontechnologies.think.feed
com.devontechnologies.think.formattednote
com.devontechnologies.think.group
com.devontechnologies.think.placeholder
com.devontechnologies.think.smartgroup
com.devontechnologies.think.unknown
com.microsoft.excel.xls
com.microsoft.powerpoint.ppt
com.microsoft.word.doc
com.microsoft.word.wordml
convert.bookmark.markdown.readability
convert.bookmark.markdown
convert.download.file
convert.webarchive.readability
net.daringfireball.markdown
org.oasis-open.opendocument
org.openxmlformats.presentationml.presentation.*
org.openxmlformats.spreadsheetml.sheet.*
org.openxmlformats.wordprocessingml.document.*
org.textbundle.package
public.aiff-audio
public.audio
public.avi
public.comma-separated-values-text
public.data
public.file-url
public.heic
public.html
public.image
public.jpeg
public.movie
public.mp3
public.mpeg-4-audio
public.mpeg-4
public.plain-text
public.png
public.rtf
public.tab-separated-values-text
public.tiff
public.url
public.xml
public.zip-archive
```