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# **User Guide** Release 4.0.0

Last update: February 2025

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Release 4.0.0

### WHAT IS «AÇANA FOLDER LIST» ?

With "Açana Folder List" you can create a directory list. "Açana Folder List" uses the Spotlight® technology of macOS. This is the only way to ensure a very fast listing of folders and their contents. The list can be copied to the clipboard, opened with the TextEdit application or sent by email. Furthermore, the list can be copied and pasted into any spreadsheet program. Export as CSV, TSV, TXT, Word®, or Excel® XLSX file is also possible.

- Features:
- Create a list of all files and folders including subfolders
  - The subfolders and files of applications and bundles are not listed
- Scan any number of folders
- Search / filter folder list
- Process folder list
  - Copy to clipboard
  - Open in text editor
  - Send by email
- Export folder list (all entries or selected)
  - CSV, TSV file
  - TXT file
  - DOCX (Word®)
  - XLSX (Excel®)
  - PDF
- Preview of all files
- Display file information
- Display Exif information for JPG files
- Display ID3 tags for MP3/MPEG-4 files
- Full Screen Mode
- Dark Mode support
- Display options
  - lcons
  - Numbering
  - Filename
  - Path
  - Path and filename

- Size of file/folder
- Unit of file and folder size
- File type
- Creation date
- Modification date
- Transform file and folder names in
  - Original names
  - Uppercase
  - Lowercase
  - Titlecase letters
- Export options
  - With or without header row
  - File and folder names in
    - Original names
    - Uppercase letters
    - Lowercase letters
    - Titlecase letters
  - The following columns can be shown or hidden
    - Size of file / folder
    - Unit of file / folder size
    - File type
    - Creation date
    - Modification date
  - Export Exif information
    - CSV, TSV file
    - TXT file
    - DOCX (Word®)
    - XLSX (Excel®)
  - Export ID3 tag data
    - CSV, TSV file
    - TXT file
    - DOCX (Word®) incl. album cover
    - XLSX (Excel®)

# Açana Folder List

### APPLICATION START

The main window is divided into the following areas:

Top: Toolbar Menu

Left: List of folders

Right: List of files and folders

Bottom: Information area

• •							Aç	ana Folo	ler List					
Import	+ Add	Remove	<b>£</b> xport	COPY Clipboard	TXT Text Editor	@ E-mail	<b>O</b> Preview	Details	Columns	lower Title UPPER	Options	Q~ Search	Search	
					I	No.	N	ame					Path	
									SPC	TLIGI	HT SE	ARCH		
									"Açana I only way Spotligh	Folder List" us / to ensure a v it function is c	se the Spotlig very fast listi disabled, ena	ght® technology of ng of folders and t able it in the macOS	f macOS. This is the their contents. If the S settings. If	
							App	S.	Spotligh display	t is not enabl files in the res	ed for a folde pective folde	er or drive, "Açana er.	Folder List" cannot	
ſ	Dro	on fo	Ider	here					Howeve terminal	r, this can be	activated usi	ing a correspondin	ng command in the	
L							MP3		Activate mdutil /	Spotlight: /olumes/Nam	e -i on			
							MOV A	G RAW	Deactive	ootlight statu /olumes/Nam ate Spotlight:	s: e -s			
									mdutil /	/olumes/Nam	e -i off			
							Clo	ose	V Don	't show this m	iessage agai	n		

The first time you start it, the "<u>Spotlight Information</u>" is displayed.

The following functions are available in the toolbar menu:



- Import folder
- Add folder
- Delete folder list
- Export
  - Export as CVS file (all or selected entries)
  - Export as Excel® XLSX file (all or selected entries)
  - Export as Word® DOCX file (all or selected entries)
  - Export as Text file (all or selected entries)
  - Export as PDF file (all or selected entries)
- Copy folder list to clipboard (all or selected entries)
- Open folder list in TextEdit (all or selected entries)
- Send folder list by e-mail (all or selected entries)
- Preview selected files
- Show details of selected files/folders
- Transform the columns Name, Path and Path/Name
  - Original names
  - Upper case letters
  - Lower case letters
  - Title case letters
- Show view and export options
- Search for files and folders

#### SPOTLIGHT® SEARCH

"Açana Folder List" uses the Spotlight<sup>®</sup> technology of macOS. This is the only way to ensure a very fast listing of folders and their contents. If the Spotlight function is disabled, enable it in the macOS settings. If Spotlight is not enabled for a folder or volume, 'Açana Folder List' cannot display files in the respective folder.

Spotlight is not activated for folders that are connected via the network. However, this can be activated using a corresponding command in the terminal.

Activate Spotlight:

mdutil /Volumes/Name -i on

Check Spotlight status:

mdutil /Volumes/Name -s

Deactivate Spotlight:

mdutil /Volumes/Name -i off

#### IMPORT FOLDER

To import a new folder you can drag a folder from the Finder into the "Drop folder here" area. This can also be done with the toolbar menu "Import" or the menu "Import Folder".

• • •		Açana Folder List	
		Carl Carl Carl Carl Carl Carl Carl Carl	
Import Add Remove Export Clipboard Text Edit	or E-mail Previ	ew Details Columns Transform Options	Search
V 🔽 Musik	I No.	Name	Size File type
> 🛅 Erik Norlander	6189	Don't Give Up.mp3	13.584 MB MP3 audio
> 🔁 00 Singles	6190	Don't It Make My Brown Eyes Blue.mp3	8.155 MB MP3 audio
> 📄 Abarax - Life at Z7	6191	Don't Leave Me Now - Live In Berlin.mp3	10.085 MB MP3 audio
> 📃 Abarax - Music Will Survive	6192	Don't Let Me Down - Live.mp3	8.041 MB MP3 audio
> 🧮 Abarax - Time is running out	6193	Don't Save It All for Christmas Day.mp3	8.897 MB MP3 audio
Al Stewart - 24 Carrots (40th Ann	6194	Don't You Wish It Was True - Fogerty's Fac	7.529 MB MP3 audio
Al Stewart - Al Stewart & The Em.	6195	Donovan	87.729 MB Folder
	6196	Donovan - Eco Song	22.935 MB Folder
	6197	Donovan - Gaelia	34.668 MB Folder
Al Stewart - Last Days Of The Ce	6198	Donovan - Neutronica	30.118 MB Folder
Al Stewart - Last Days Of The Ce	6199	Don't You See - demo.mp3	3.457 MB MP3 audio
Al Stewart - Russians & Ameriaca	6200	Doon Well.mp3	7.598 MB MP3 audio
> Al Stewart - Russians & Americans	6201	Down And Out - demo '83.mp3	8.806 MB MP3 audio
> 📃 Al Stewart - Time Passages (Expa	6202	Down Endless Street - 2017 Remaster.mp3	8.669 MB MP3 audio
> 🦳 Al Stewart - Time Passages - 20	G-RAID/Musik		8,259 Entries

You can also import a folder via the menu "File => Import folder".

Open folder	
🕂 Add folder	
😔 Open Recent Folder	>
Remove all folders from the l	ist
Export CSV	>
Export XLSX	>
Export DOCX	>
Export TXT	>
Export PDF	>
🎽 Send as e-mail	>

### ADD FOLDER

You can add more folders using the "Add" function in the toolbar menu or in the "File => Add folder" menu. Further folders can also be added by "drag and drop".

🛃 Open folder	
+ Add folder	
😔 Open Recent Folder	>
💼 Remove all folders from the list	
Export CSV	>
Export XLSX	>
Export DOCX	>
🧱 Export TXT	>
Export PDF	>
<mark>ङ</mark> Send as e-mail	>

• • •								Açana Fol	der List					
1	+	Î	1	COPY	ТХТ	<mark>@</mark>	C		@ppodMe	oppelike lower Title UPPER	<b>i!i</b>	Q~ Search		
Import	Add	Remove	Export	Clipboard	Text Editor	E-mai	Previ	ew Details	Columns	Transform	Options		Search	
2	Home	Content	s Mana	ger		1	No.	Name			^		Size	File type
							7	1					0.962 MB	Folder
					1		8	1					0.536 MB	Folder
							9	1 Pfund 1	1892-190	0 Paul 'C	)hm' Krue	eger!.w	0.973 MB	WebP Image
							10	1.png					0.033 MB	PNG image
							11	10					0.001 MB	Folder
							12	11					0.364 MB	Folder
							13	11 The H	arem Wo	rld Tour-	Live From	n Las V	0.115 MB	JPEG image
							14	11.Numm	ner.6_Das	s.Amtssie	gel.avi		443.007	AVI movie
							15	12					0.00 MB	Folder
							16	12 IMG_9	9312.MO	V			0.133 MB	QuickTime r
							17	136					0.038 MB	Folder
							18	137					0.00 MB	Folder
							19	14					0.00 MB	Folder
							20	140					0.715 MB	Folder
					N	lacintosh	HD/Use	ers, /De	esktop/Home	Contents M	lanager			165 Entries

### REMOVE ALL FOLDERS FROM THE LIST

The list of folders can be removed using the "Remove" icon in the toolbar menu or the "File => Remove all folders" menu. This will also delete the list of files and folders.







Should all folders be removed? The folders are removed from the list

Remove all folders from the list Cancel

#### IMPORT RECENTLY USED FOLDERS

The list of last used folders is available from the menu "File => Open Resend Folder". When importing a folder, all existing folders and files are always deleted from the lists.

🛃 Open folder 🕂 Add folder		
🐼 Open Recent Folder	>	🚞 /Users/ /Desktop/Home Contents Manager
💼 Remove all folders from the list		/Volumes/G-RAID/Musik
Export CSV	>	💼 Clear Menu
Export XLSX	>	
Export DOCX	>	
🚃 Export TXT	>	
Export PDF	>	
🚰 Send as e-mail	>	

#### SHOW CONTENTS OF A FOLDER

To view the list of a folder, select a folder on the left in the list of folders. The folders and subfolders can be expanded.

~			lusic
	>	a	Amazon Music
	>		Audio Hijack
	>		Audio Music Apps
	>	<b>Ø</b>	GarageBand
	>		iTunes
	>		Klingeltöne
	>		Music
	>		MusicConverterPro
	>		Spotify

The list of files and folders displays the contents of the selected folder.

e e Açana Folder List									
	🦉 O 📒	Pyrelike Iower Timer UPPER	Q~ Search						
Import Add Remove Export Clipboard Text Edir	r E-mail Preview Detail	Columns Transform Options	Search						
> 📄 Alias Eye - A Different Point of You	I No. Name		Size	File type					
> 📄 Alias Eye - In Focus	🧧 1 01 Arab	esque.mp3	13.222 MB	MP3 audio					
> Dias Eye - In-Between	🧧 2 02 Brea	k What We Know.mp3	8.542 MB	MP3 audio					
> 🚞 Allan Clarke - I'll Never Forget	🧧 3 03 ln-B	etween.mp3	8.327 MB	MP3 audio					
> 🚞 Amelia Brightman - Sleeping Sate	🧧 4 04 Time	e Machine.mp3	10.997 MB	MP3 audio					
> 🦰 Amelia Brightman - The Fairest of	🧧 5 05 Inde	ntured Pride.mp3	7.557 MB	MP3 audio					
> Ann Wilson - Fierce Bliss	🧧 6 06 Star	s Shall Fall.mp3	9.365 MB	MP3 audio					
> Ann Wilson - Hope & Glory	🧧 7 07 All th	ne Rage.mp3	6.181 MB	MP3 audio					
> Ann Wilson - Immortal	😰 8 08 Dist	ant Memories.mp3	8.666 MB	MP3 audio					
	🧕 🦳 9 09 Take	What's Mine.mp3	8.733 MB	MP3 audio					
Art Garfunkel Songs From A Pare	🧧 10 10 The	Blink of an Eye.mp3	9.621 MB	MP3 audio					
Art Garfunkel jr Evergreen									
> Art Garfunkel jr Father And Son									
> 📄 Asia - Asia in Asia - Liev at The B									
> 🤁 Asia - Heat of the Moment (2008									
> 🦰 Asia - Phoenix - Special Edition	G-RAID/Musik/Alias Eye - In-B	etween		10 Entries					

#### SEARCH FILES AND FOLDERS

To search for files and folders, the search term must be entered in the search field (top right).

• •								Açana Fo	der List					
L	+	<b>D</b>	.t.	COPY	ТХТ		C	)	dispetible	epolie lower Title UPPER	<b>†!†</b>	Q~ %.jpg		8
Import	Add	Remove	Export	Clipboard	Text Edito	or E-mail	Previ	ew Details	Columns	Transform	Options		Search	
>	Home	Content	s Mana	ger		1	No.	Name					Si	ze File
							1	11 The H	larem Wo	orld Tour-	Live Fro	om Las Vegas	0.115 M	B JPE
							2	51UGsq	OrcyL.jp	9			0.061 M	B JPE
							3	51UGsq	OrcyL.jp	9			0.061 M	B JPE
							4	2022-07	7-09-081	820.jpg			0.514 M	B JPE
							5	2022-07	7-09-081	820.jpg			0.514 M	B JPE
							6	2023-08	8-25-083	3948.jpg			0.683 M	B JPE
							7	2023-08	8-25-083	3948.jpg			0.683 M	B JPE
							8	515690 <u>-</u>	_02.jpg				0.060 M	B JPE
							9	638939	620.jpg				0.082 M	B JPE
							10	Penth-s	caled.jpg				0.343 M	B JPE
							11	Penth-s	caled.jpg				0.343 M	B JPE
							12	QRCode	Dribble	- 2024-1′	1-14-16-	00-06.jpg	0.038 M	B JPE
							13	QRCode	Dribble	- 2024-1′	1-14-16-	00-06.jpg	0.038 M	B JPE
						Macintosh I	HD/Use	ers, /D	esktop/Hom	e Contents M	lanager		16	5 Entries

The default search is always "Begins with". If you want to search for files and folders that contain a specific text, use the % sign at the beginning of the search term (see example above).

### DISPLAY- AND EXPORT OPTIONS

The options can be accessed by pressing the "o" key or by selecting "Options" from the toolbar menu.



The following can be selected for displaying the contents of a folder:

- Files only
- Folders only
- Files and folders



The options can also be accessed using the "o" key. The options can also be set using the context menu.



These parameters can also be set in the <u>settings</u>.

#### Release 4.0.0

#### TRANSFORM

The following transformations can be performed for the display and export of the columns "Name", "Path", "Path/Name":

- Original name
- Uppercase letters
- Lowercase letters
- Titlecase letter

To do this, select the "Transform" icon in the toolbar menu and choose an option from the submenu.

• •	•	Aça	na Folder List		
Ţ	+			lower Title UPPER	Q~ Search
Import	Add R	emove Export Clipboard Text Editor E-mail Preview	Details Columns	Transform Options	Search
				✓ Trate UNDER Original names	
				Title case	
I.	No.	Name	Size	File type	
	1	01 ARABESQUE.MP3	13.222 MB	MP3 audio	
	2	02 BREAK WHAT WE KNOW.MP3	8.542 MB	MP3 audio	
ß	3	03 IN-BETWEEN.MP3	8.327 MB	MP3 audio	
	4	04 TIME MACHINE.MP3	10.997 MB	MP3 audio	
	5	05 INDENTURED PRIDE.MP3	7.557 MB	MP3 audio	
	6	06 STARS SHALL FALL.MP3	9.365 MB	MP3 audio	
	7	07 ALL THE RAGE.MP3	6.181 MB	MP3 audio	
	8	08 DISTANT MEMORIES.MP3	8.666 MB	MP3 audio	
	9	09 TAKE WHAT'S MINE.MP3	8.733 MB	MP3 audio	
	10	10 THE BLINK OF AN EYE.MP3	9.621 MB	MP3 audio	
I	No.	Name	Size	File type	
	1	01 arabesque.mp3	13.222 MB	MP3 audio	
	2	02 break what we know.mp3	8.542 MB	MP3 audio	
	3	03 in-between.mp3	8.327 MB	MP3 audio	
	4	04 time machine.mp3	10.997 MB	MP3 audio	
	5	05 indentured pride.mp3	7.557 MB	MP3 audio	
	6	06 stars shall fall.mp3	9.365 MB	MP3 audio	
ß	7	07 all the rage.mp3	6.181 MB	MP3 audio	
	8	08 distant memories.mp3	8.666 MB	MP3 audio	
	9	09 take what's mine.mp3	8.733 MB	MP3 audio	
	10	10 the blink of an eye.mp3	9.621 MB	MP3 audio	

### PREVIEW OF FILES

The files in the list can be previewed using the preview function. To do this, select a file from the list and press the "Space" key on the keyboard. To end the preview, press the "Space" key again or the "ESC" key. Select "Preview" from the toolbar menu to preview all the files in the list.

Ο				
• • •		Açana Folder List		
		C Search		
Import Add Remove Export Clipboard Text Ed	itor E-mail Prev	view Details Columns Transform Options	Search	
> 🚺 Musik	I No.	Name	Size	File type
Home Contents Manager	1 🔟	01-01- all our yesterdays.mp3	8.023 MB	MP3 audio
	2	1	0.962 MB	Folder
	3	1	0.536 MB	Folder
	6	1.png	0.033 MB	PNG image
	5	1 pfund 1892-1900 paul 'ohm' krueger!	0.973 MB	WebP Image
	6	01 img_1165	1.826 MB	JPEG image
	8 7	01 img_1159.heic	1.452 MB	HEIF Image
	8	01 img_1160.heic	1.110 MB	HEIF Image
	9	01 img_1160	2.217 MB	JPEG image
	10	01 img_1159	2.357 MB	JPEG image
	11	2	6.235 MB	Folder
	12	2_000.png	4.371 MB	PNG image
	13	3	0.836 MB	Folder
	14	3.png	0.479 MB	PNG image
	Macintosh HD/Us	ers/ /Desktop/Home Contents Manager		165 Entries

IMG\_6453.HEIC



### SHOW DETAILS OF A FILE

The details of a file can be called up via the "d" key or via "Details" in the toolbar menu. To do this, select one or more files from the list beforehand.



-

#### IMG\_6423s.jpeg

Display Name	IMG_6423s.jpeg
Size	0.103 MB
Created	1/4/24, 3:00 PM
Changed	1/17/24, 3:19 PM
Last access	1/1/25, 9:02 AM
Last backup	Unknown
Created with	Art Text 2
File type	JPEG image
Visible	Yes

EXIF data

Press d or ESC to close

1.png	
Display Name	1.png
Size	0.033 MB
Created	7/11/22, 6:41AM
Changed	7/11/22, 6:41 AM
Last access	2/6/25, 9:00 PM
Last backup	Unknown
Created with	
File type	PNG image
Visible	Yes
1	Image: A gradient of the second secon
•	Press d or ESC to close

#### SHOW EXIF-DATA OF A FILE

If the selected file is a JPEG image, the Exif data can be viewed if there are Exif entries in the file. Multiple files can also be selected.

IMG_6423s.jpeg	
Display Name	IMG_6423s.jpeg
Size	0.103 MB
Created	1/4/24, 3:00 PM
Changed	1/17/24, 3:19 PM
Last access	1/1/25, 9:02 AM
Last backup	Unknown
Created with	Art Text 2
File type	JPEG image
Visible	Yes

EXIF data

ress d or ESC to close



#### IMG\_6423s.jpeg

Tag	Value	
Orientierung	1 (Normal)	
X-Auflösung in Pixel	72	
Y-Auflösung in Pixel	72	
Einheit der Auflösung	Zoll	
Exif Version	2.21	
37121		
Flash Pix Version	1.00	
Pixel X-Abmessung	256	
Pixel Y-Abmessung	354	

2022-07-09-081820.jpg -0 🛃 Export Tag Value IMAGE 1,440 Exif image width Exif image height 1,920 72 X Resolution Y Resolution 72 **Resolution Unit** inch Uncalibrated Color space GPS 7 Values 14 4 Datei 1 von 10 ▶ ▶1

It is also possible to access the IEXIF data directly. Select one or more files in the list and press the "e" key.

#### EXPORT EXIF DATA

The EXIF data can be exported in the following formats:

- CSV
- XLSX
- DOCX
- TXT

11 The Harem World Tou	r- Live From Las Vegas.jp	Dg t Export
Tag IMAGE	Value	Save EXIF as CSV
Orientation	Horizontal (normal)	Save EXIF as XLSX
Scene capture type Exif image width	Standard 640	Save EXIF as TXT
Exif image height	640	
Y Resolution	72	
Resolution Unit	inch	
	Press e or ESC t	12 Values o close

#### SHOW ID3-TAGS OF A FILE

If the selected file has ID3 TAGS, these can be viewed. Multiple files can also be selected. The following formats are supported:

- AAC
- AIF
- M4A
- M4R
- MOV
- MP3

19 Song to the Siren.mp3							
Display Name	19 Song to the Siren.mp3						
Size	7.370 MB						
Created	12/9/24, 7:44 AM						
Changed	12/9/24, 9:25 AM						
Last access	12/29/24, 8:24 AM						
Last backup	Unknown						
Created with	MP3 List Creator						
File type	MP3 audio						
Visible	Yes						
Show ID3 TAGs	Press d or ESC to close						

It is also possible to access ID3 TAGS directly. Select one or more files in the list and press the "i" button.

01 Kama Sutra - L	ive At MGM Grand, Las Vegas-2004.mp3
File	01 Kama Sutra - Live At MGM Grand, Las
<ul> <li>Audio Properties</li> </ul>	
Bitrate	256 kBit/s
Channels	Stereo
Length	00:02:01
Sample Rate	44.100 kHz
<ul> <li>Standard Tags</li> </ul>	
Album	The Harem World Tour- Live From Las Veg
Artist	Sarah Brightman
Title	Kama Sutra - Live At MGM Grand, Las Veg

#### EXPORT ID3-TAGS

The ID3-TAGS data can be exported in the following formats:

- CSV
- XLSX
- DOCX
- TXT

01 Kama Sutra - Live At	MGM Grand, Las Vegas-2	004.mp3			
File	01 Kama Sutra - Live At MGM	Save ID3TAG as CSV			
<ul> <li>Audio Properties</li> </ul>		Save ID3TAG as XLSX			
Bitrate	256 kBit/s	Save EXIF as DOCX			
Channels	Stereo				
Length	00:02:01	TXT Save IDSTAG as TXT			
Sample Rate	44.100 kHz				
Standard Tags					
Album	The Harem World Tour- Live F	rom Las Veg			
Artist	Sarah Brightman				
Title	Kama Sutra - Live At MGM Gra	and, Las Veg			
Datei 1 von 13	Press i or ESC to	o close			

### SAVE FOLDER LIST AS CSV FILE

The folder list can be saved directly as a CSV file. Click on the "Export" icon in the toolbar menu and select "Export CSV" => "Selected folder and files" or "All folders and files".



You can define the parameters for exporting in CSV or TSV format in the <u>settings</u>. Only the columns that are currently visible will be exported. The "Symbol" column is not exported. The transformations set for the "Name", "Path", "Path/Name" columns are also applied to the export. The export function is also available via the "File" menu.

### SAVE FOLDER LIST AS XLSX FILE

The folder list can be saved directly as an Excel® XLSX file. Click on the "Export" icon in the toolbar menu and select "Export XLSX" => "Selected folder and files" or "All folders and files".



You can define the parameters for exporting in XLSX format in the <u>settings</u>. Only the columns that are currently visible will be exported. The "Symbol" column is not exported. The transformations set for the "Name", "Path", "Path/Name" columns are also applied to the export. The export function is also available via the "File" menu.

### SAVE FOLDER LIST AS DOCX FILE

The folder list can be saved directly as an Word® DOCX file. Click on the "Export" icon in the toolbar menu and select "Export DOCX" => "Selected folder and files" or "All folders and files".



You can define the parameters for exporting in DOCX format in the <u>settings</u>. Only the columns that are currently visible will be exported. The "Symbol" column is not exported. The transformations set for the "Name", "Path", "Path/Name" columns are also applied to the export. The export function is also available via the "File" menu.

#### SAVE FOLDER LIST AS TXT FILE

The folder list can be saved directly as an Excel® XLSX file. Click on the "Export" icon in the toolbar menu and select "Export TXT" => "Selected folder and files" or "All folders and files".



Only the columns that are currently visible are exported. The "Symbol" column is not exported. The transformations set for the "Name", "Path", "Path/Name" columns are also applied to the export. The export function is also available via the "File" menu.

### SAVE FOLDER LIST AS PDF FILE

The folder list can be saved directly as an Excel® XLSX file. Click on the "Export" icon in the toolbar menu and select "Export PDF" => "Selected folder and files" or "All folders and files".



You can define the parameters for exporting in DOCX format in the <u>settings</u>. Only the columns that are currently visible will be exported. The "Symbol" column is not exported. The transformations set for the "Name", "Path", "Path/Name" columns are also applied to the export. The export function is also available via the "File" menu.

### COPY FOLDER LIST TO CLIPBOARD

The folder list can be copied to the clipboard. Click on the "Clipboard" icon in the toolbar menu and select "Selected folder and files" or "All folders and files".



Only the columns that are currently visible are copied. The "Symbol" column is not copied. The transformations set for the "Name", "Path", "Path/Name" columns are adopted. This function is also available via the "Edit" menu.

#### **OPEN FOLDER LIST IN TEXTEDIT**

The folder list can be opened directly with the program "TextEdit". Click on the "Text Editor" icon in the toolbar menu and select "Selected folder and files" or "All folders and files".

ТХТ	
TXT	Open all folders and files in Text Edit
TXT	Open selected folders and files in Text Edit

Only the columns that are currently visible are exported. The "Symbol" column is not exported. The transformations set for the "Name", "Path", "Path/Name" columns are also applied to the export. The values of the individual columns are separated by a TAB character. This function is also available via the "File" menu.

#### SEND FOLDER LIST PER E-MAIL

The folder list can be sent directly by e-mail. Click on the "Email" icon in the toolbar menu and select "Selected folder and files" or "All folders and files".



Only the columns that are currently visible are sent by e-mail. The column "Symbol" is not sent. The transformations set for the columns "Name", "Path", "Path/Name" are also applied to the e-mail text. The values of the individual columns are separated by a TAB character. This function is also available via the "File" menu.

Each file or folder in the list can be displayed in the Finder. Select an entry from the list and choose "Show in Finder" from the context menu with the right mouse button.

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Import Add Remove Export Clipboard Text Ed	itor E-mail	Previ	iew Deta	ils Columns	Transform	Options		Search	
> 📄 Home Contents Manager	1	No.	Name					Size	File type
		6	01 IMC	5_1165				1.826 MB	JPEG image
		7	01 IMG	_1159.HEIC				1.452 MB	HEIF Image
		8	01 IM					1.110 MB	HEIF Image
		9	01 IM	Show in	e «01 IMG_1	I160.HEIC»		2.217 MB	JPEG image
		10	01 IM	VIEW Files only Folders only			2.357 MB	JPEG image	
		11	2				6.235 MB	Folder	
		12	2_00				4.371 MB	PNG image	
	13 3			0.836 MB	Folder				
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		15	3	📋 Reset list			0.683 MB	Folder	
		16	4	Zoom			>	0.012 MB	Folder
		17	5.png					0.015 MB	PNG image
		18	5					0.218 MB	Folder
		19	5					0.015 MB	Folder
	Macintosh H	ID/Use	ers/mcjehle	/Desktop/Home	Contents M	anager			165 Entries

You can also open a file or folder by double-clicking it.

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		C		0ppe4Me	lower Title	<b>†!†</b>	Q~ Search		
Import Add Remove Export Clipboard Text Ed	itor E-mail	Previ	iew Details	Columns T	Transform	Options		Search	
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		6	01 IMG_1	165				1.826 MB	JPEG image
		7	01 IMG_1	159.HEIC				1.452 MB	HEIF Image
		8	01 IMG_1		()- 04 IN 44			1.110 MB	HEIF Image
		9 01 IMG_				»	2.217 MB	JPEG image	
							2.357 MB	JPEG image	
		11	2	VIEW				6.235 MB	Folder
	12 2_000.r Folders only			4.371 MB	PNG image				
		13	3	3.png • Reset list		0.836 MB	Folder		
		14	3.png			0.479 MB	PNG image		
		15	3			0.683 MB	Folder		
	□ 16 4		>	0.012 MB	Folder				
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		18	5					0.218 MB	Folder
		19	5					0.015 MB	Folder
	Macintosh H	HD/Use	ers/mcjehle/De	esktop/Home C	Contents Ma	anager			165 Entries

### SETTINGS

The settings are called up via the "Acana folder list" menu or via the "comma" key.

#### Defaults

The size of the icons in the folder list can be set here.



#### Toolbar

The toolbar in the main window can be customized here.



#### Options

• • •			Set	tings				
		<b>i</b> !i	t	CSV	DOCX	XLSX	PDF	
Defaults	Toolbar	Options	Export	Export CSV	DOCX	XLSX	PDF	
Viev	v							
	🔵 File	es only						
	🕖 Fol	ders only	'					
	Files and folders							
МВ		0	Unit					

The following units are available for displaying the file size.

- None
- Auto
- Bytes
- KB
- MB
- GB

If "none" is selected, KB is set as the default. If "Auto" is selected, the units are set automatically according to the file size.

#### Export

• • •			Set	tings				
 Defaults	Toolbar	Options	L Export	csv Export CSV	DOCX DOCX	XLSX XLSX	PDF PDF	
	Folder n With He	ame adline						
Export	CSV							
• • •			Set	tings				
E Defaults	Toolbar	Options	£xport	csv Export CSV	DOCX DOCX	XLSX XLSX	PDF PDF	
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Non	е		0					

#### Release 4.0.0

#### DOCX and XLSX

The page settings for the respective formats can be defined here.

• • Settings	
Defaults Toolbar Options Export Expo	CSV DOCX XLSX PDF ort CSV DOCX XLSX PDF
DOCX Page size	
<ul> <li>DIN A4</li> <li>DIN A3</li> <li>DIN A3</li> <li>Lands</li> <li>US Letter</li> </ul>	it cape
DOCX Page margins	
0.500 US Letter	cm inch
0.500	

In addition to the page size and margins, the column width can also be defined here.

Settings         Image: Seting
PDF Page size
<ul> <li>DIN A4</li> <li>Portrait</li> <li>DIN A3</li> <li>Landscape</li> <li>US Letter</li> </ul>
PDF Page margins
0.500 cm 0.500 US Letter 0.500 0.500
Column width
Name Size File type Created Changed

Click on the blue header to do so.

Name	Size	File type	Created	Changed
Width 244	Width 75	Width 266	Width 85	Width 85
My File 2004-05-17.txt	1,25 MB	Text File	2004/5/17	May 17, 2
Reset	·		C	ose

The column width can be changed by dragging the mouse in the header.

#### HELP MENU

The following functions are available via the Help menu.

Search
🖽 User Guide
🖽 New in this release
Q Spotlight search
🍌 Open @pps4Me homepage
A Privacy Policy
A Product information
🍌 @pps4Me News
🔥 Rate on AppStore
A More apps from AppStore
🔀 Question about the application
🔀 Feature Request
🔀 Report Problem

#### MORE APPS FROM @PPS4ME

Click <u>here</u> for more apps from @pps4Me.

### CONTACT TO US

If you still have unanswered questions, please send us an e-mail to Contact@Support. Or visit our <u>homepage</u>.

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