

AÇANA FOLDER LIST



User Guide
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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
 - Icons
 - 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®)

APPLICATION START

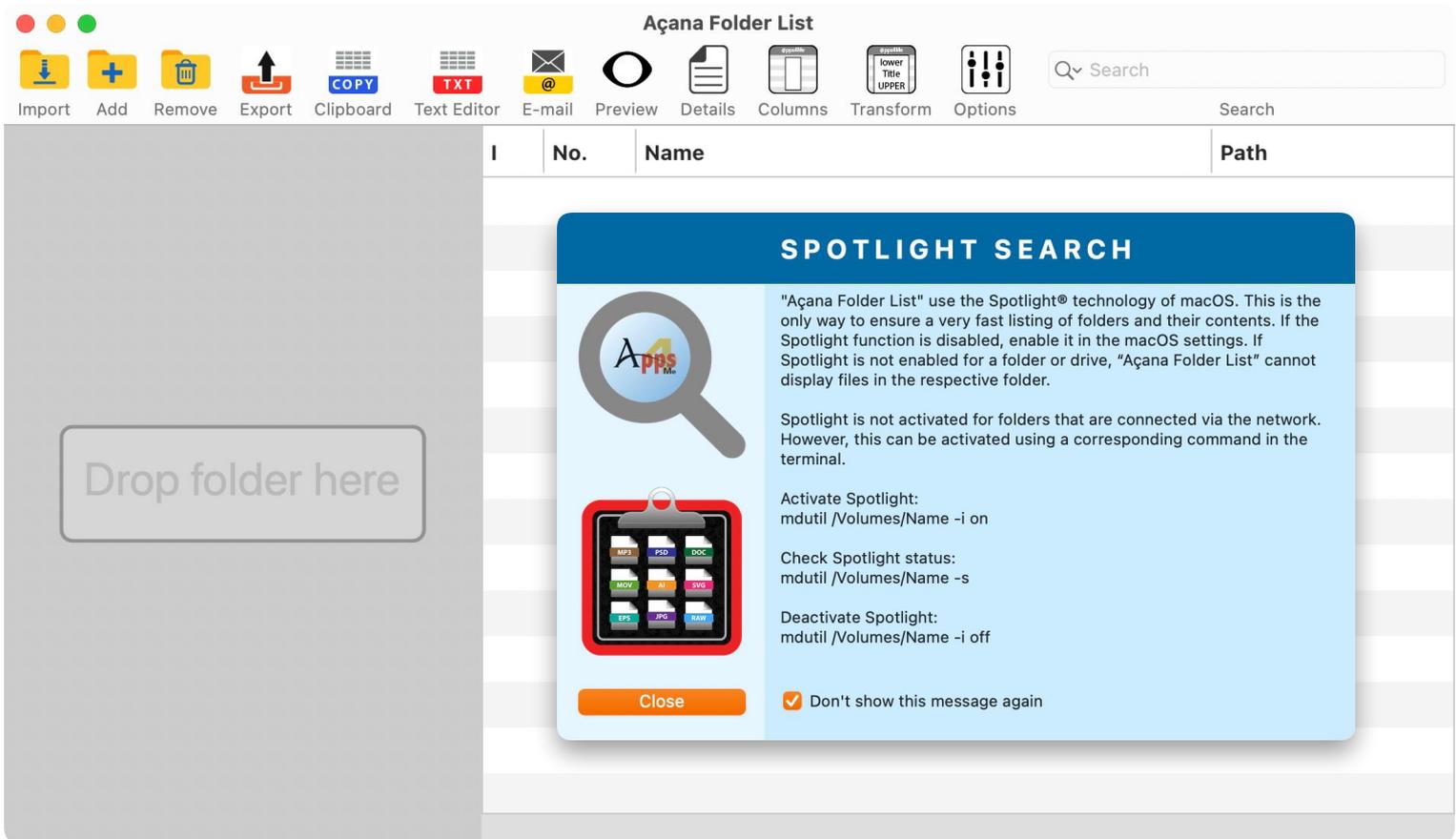
The main window is divided into the following areas:

Top: Toolbar Menu

Left: List of folders

Right: List of files and folders

Bottom: Information area



The first time you start it, the "[Spotlight Information](#)" is displayed.

TOOLBAR MENU

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® 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:

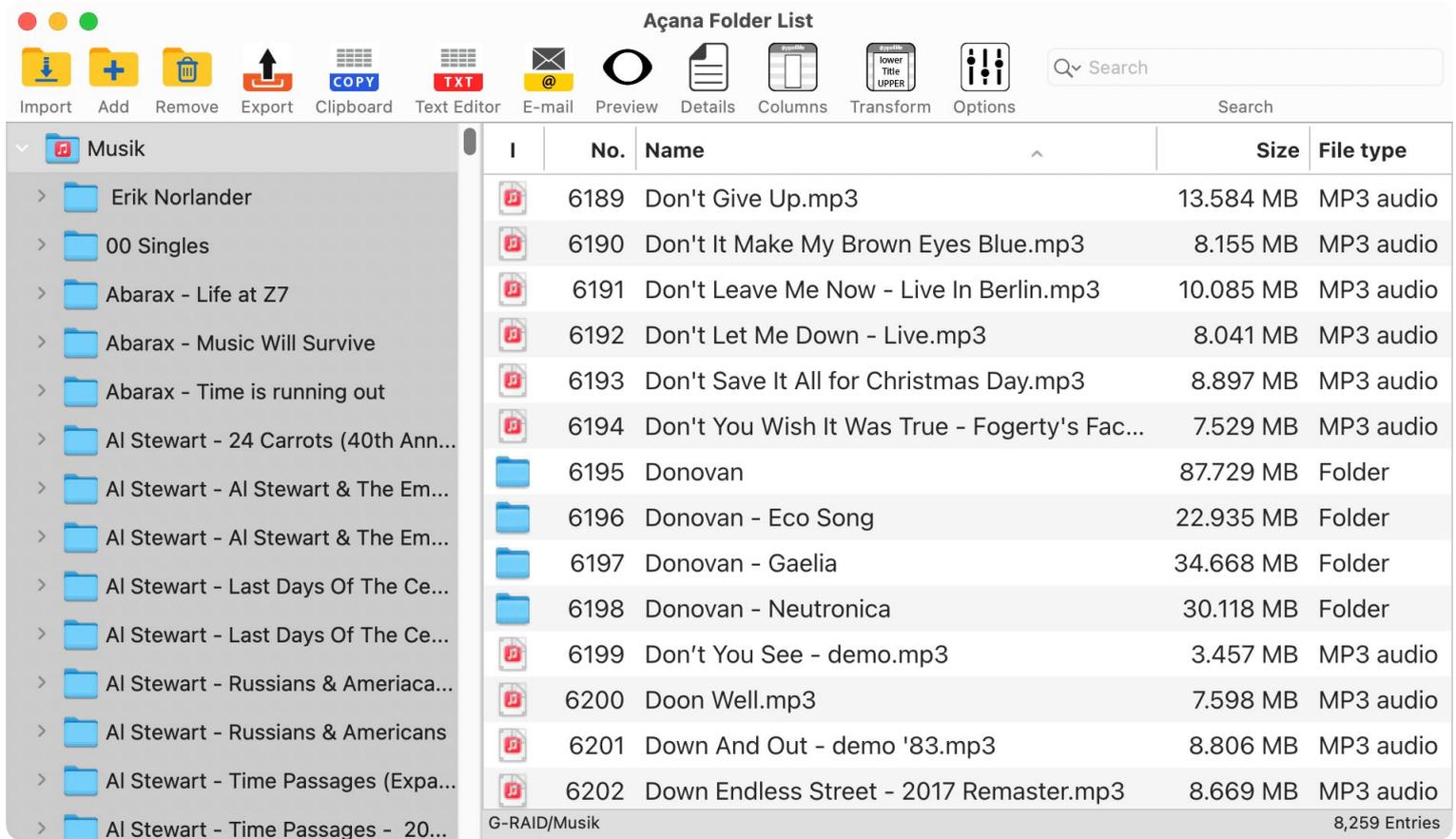
```
mdutil /Volumes/Name -s
```

Deactivate Spotlight:

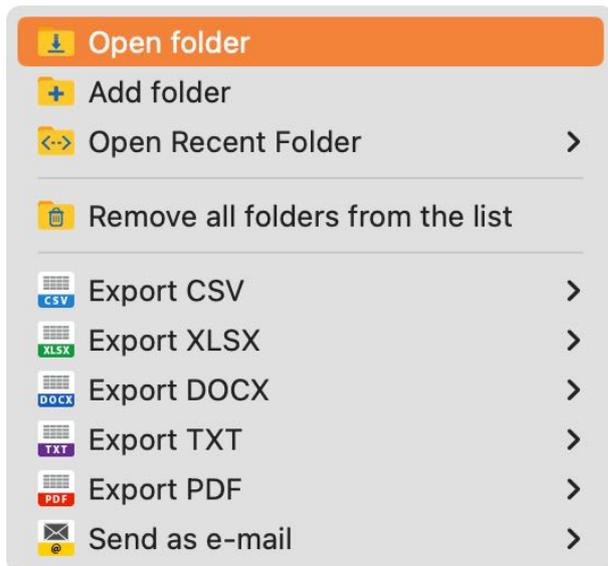
```
mdutil /Volumes/Name -i off
```

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".



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



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 >
-  Send as e-mail >

 Import
  Add
  Remove
  Export
  Clipboard
  Text Editor
  E-mail
  Preview
  Details
  Columns
  Transform
  Options

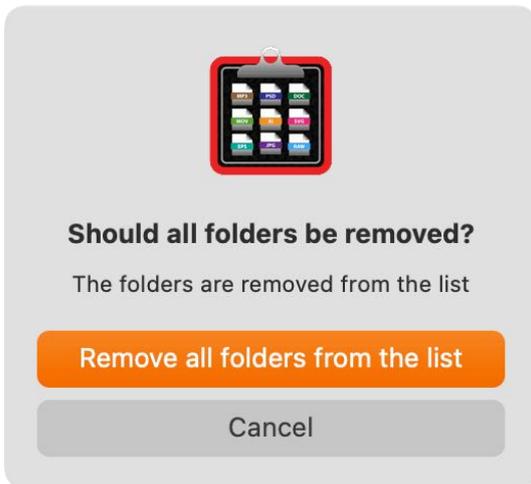
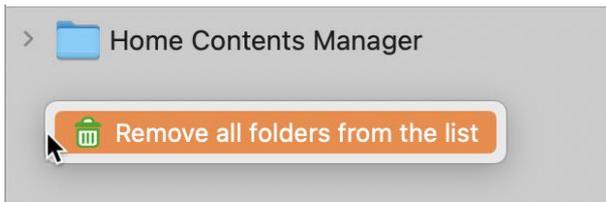
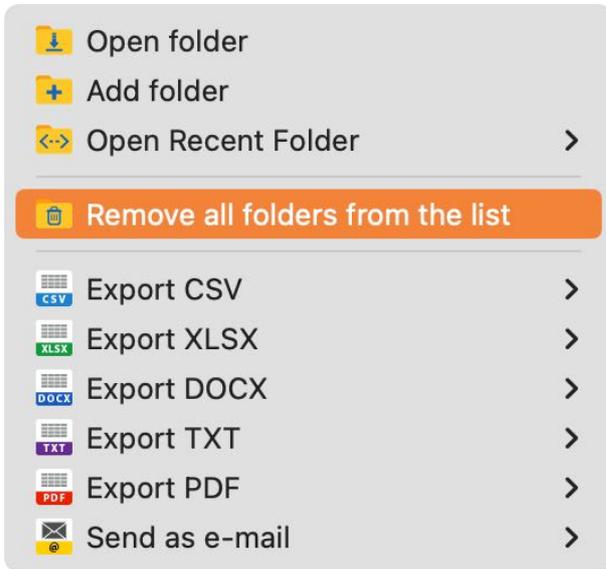
> Home Contents Manager

| I | No. | Name | Size | File type |
|---|-----|---|----------|-------------|
|  | 7 | 1 | 0.962 MB | Folder |
|  | 8 | 1 | 0.536 MB | Folder |
|  | 9 | 1 Pfund 1892-1900 Paul 'Ohm' Krueger!.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 Harem World Tour- Live From Las V... | 0.115 MB | JPEG image |
|  | 14 | 11.Nummer.6_Das.Amtssiegel.avi | 443.007 | AVI movie |
|  | 15 | 12 | 0.00 MB | Folder |
|  | 16 | 12 IMG_9312.MOV | 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 |

Macintosh HD/Users/
/Desktop/Home Contents Manager
165 Entries

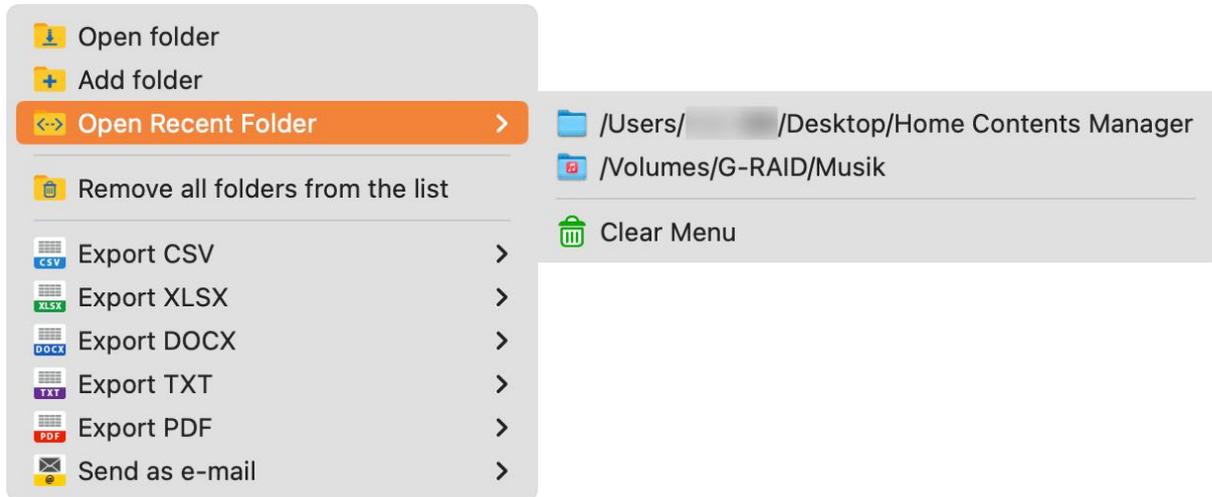
REMOVE ALL FOLDERS FROM THE LIST

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.



IMPORT RECENTLY USED FOLDERS

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



SEARCH FILES AND FOLDERS

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

The screenshot shows the Açana Folder List application window. The title bar reads "Açana Folder List". The menu bar includes: Import, Add, Remove, Export, Clipboard, Text Editor, E-mail, Preview, Details, Columns, Transform, Options, and Search. The search field on the right contains the text "%.jpg". The main content area displays a list of files in a table format.

| I | No. | Name | Size | File |
|---|-----|---|----------|------|
| | 1 | 11 The Harem World Tour- Live From Las Vegas... | 0.115 MB | JPE |
| | 2 | 51UGsqOrcyL.jpg | 0.061 MB | JPE |
| | 3 | 51UGsqOrcyL.jpg | 0.061 MB | JPE |
| | 4 | 2022-07-09-081820.jpg | 0.514 MB | JPE |
| | 5 | 2022-07-09-081820.jpg | 0.514 MB | JPE |
| | 6 | 2023-08-25-083948.jpg | 0.683 MB | JPE |
| | 7 | 2023-08-25-083948.jpg | 0.683 MB | JPE |
| | 8 | 515690_02.jpg | 0.060 MB | JPE |
| | 9 | 638939620.jpg | 0.082 MB | JPE |
| | 10 | Penth-scaled.jpg | 0.343 MB | JPE |
| | 11 | Penth-scaled.jpg | 0.343 MB | JPE |
| | 12 | QRCode Dribble - 2024-11-14-16-00-06.jpg | 0.038 MB | JPE |
| | 13 | QRCode Dribble - 2024-11-14-16-00-06.jpg | 0.038 MB | JPE |

Macintosh HD/Users/ /Desktop/Home Contents Manager 165 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).

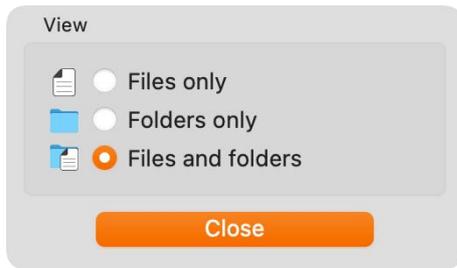
DISPLAY- AND EXPORT OPTIONS

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

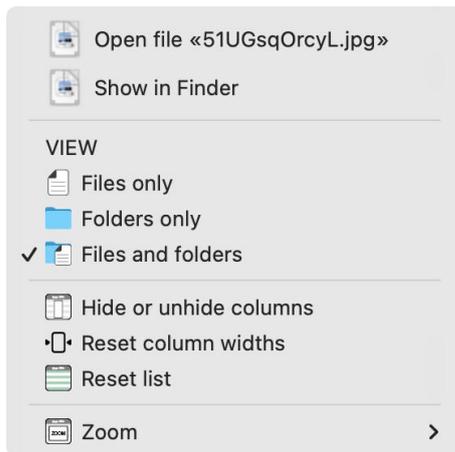


The following can be selected for displaying the contents of a folder:

- 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.



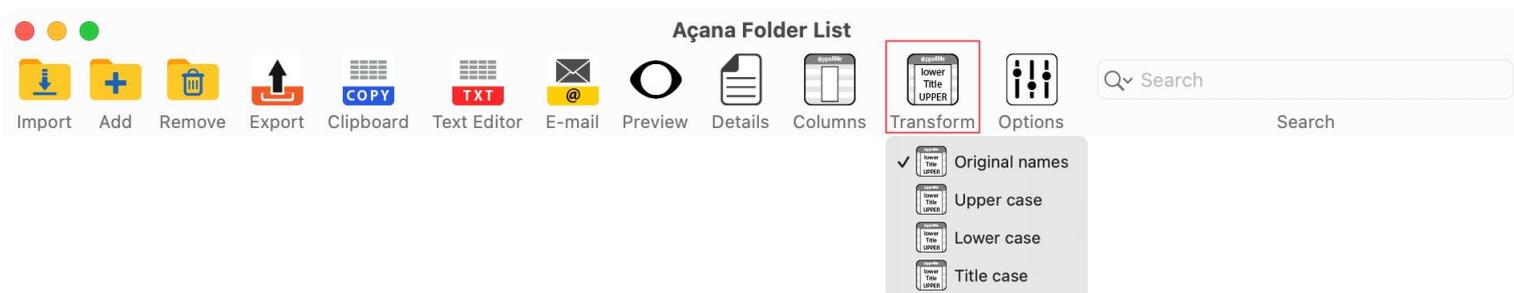
These parameters can also be set in the [settings](#).

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.



| 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 |
| | 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 |
| | 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.



Import Add Remove Export Clipboard Text Editor E-mail Preview Details Columns Transform Options

| | I | No. | Name | Size | File type |
|-------------------------|---|-----|---|----------|------------|
| > Musik | | | | | |
| > 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 |
| | | 4 | 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 |
| | | 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/Users/ /Desktop/Home Contents Manager
165 Entries



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, 6:41 AM |
| 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 |

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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

Press 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 |

Press e or ESC to close

2022-07-09-081820.jpg

Export

| Tag | Value |
|-------------------|--------------|
| IMAGE | |
| Exif image width | 1,440 |
| Exif image height | 1,920 |
| X Resolution | 72 |
| Y Resolution | 72 |
| Resolution Unit | inch |
| Color space | Uncalibrated |
| GPS | |

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Press e or ESC to close

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 Tour- Live From Las Vegas.jpg

Export

| Tag | Value |
|--------------------|---------------------|
| IMAGE | |
| Orientation | Horizontal (normal) |
| Scene capture type | Standard |
| Exif image width | 640 |
| Exif image height | 640 |
| X Resolution | 72 |
| Y Resolution | 72 |
| Resolution Unit | inch |

12 Values

Press e or ESC to close

CSV
Save EXIF as CSV

XLSX
Save EXIF as XLSX

DOCX
Save EXIF as DOCX

TXT
Save EXIF as TXT

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 - Live At MGM Grand, Las Vegas-2004.mp3

Export

| | |
|---|--|
| File | 01 Kama Sutra - Live At MGM Grand, Las ... |
| <div style="display: flex; align-items: center;"> ▼ Audio Properties </div> | |
| Bitrate | 256 kBit/s |
| Channels | Stereo |
| Length | 00:02:01 |
| Sample Rate | 44.100 kHz |
| <div style="display: flex; align-items: center;"> ▼ Standard Tags </div> | |
| Album | The Harem World Tour- Live From Las Veg... |
| Artist | Sarah Brightman |
| Title | Kama Sutra - Live At MGM Grand, Las Veg... |

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Press i or ESC to close

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-2004.mp3

| | |
|--------------------|--|
| File | 01 Kama Sutra - Live At MGM |
| ▼ Audio Properties | |
| Bitrate | 256 kBit/s |
| Channels | Stereo |
| Length | 00:02:01 |
| Sample Rate | 44.100 kHz |
| ▼ Standard Tags | |
| Album | The Harem World Tour- Live From Las Veg... |
| Artist | Sarah Brightman |
| Title | Kama Sutra - Live At MGM Grand, Las Veg... |

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Press i or ESC to close

📄 Export ▼

CSV
Save ID3TAG as CSV

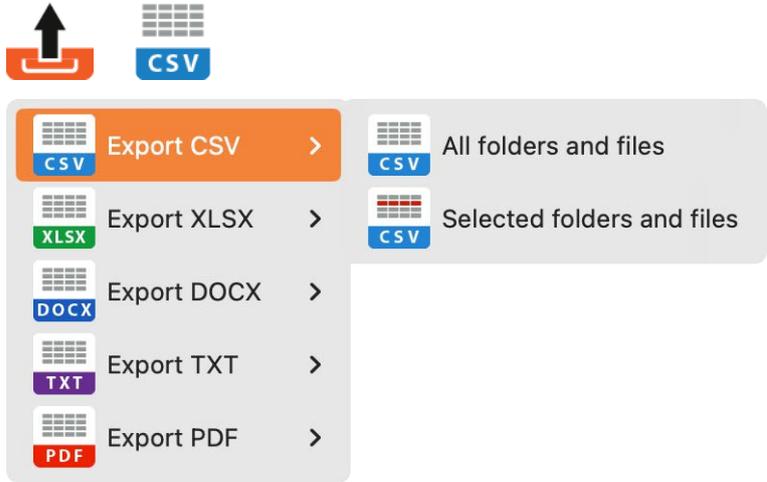
XLSX
Save ID3TAG as XLSX

DOCX
Save EXIF as DOCX

TXT
Save ID3TAG as TXT

SAVE FOLDER LIST AS CSV FILE

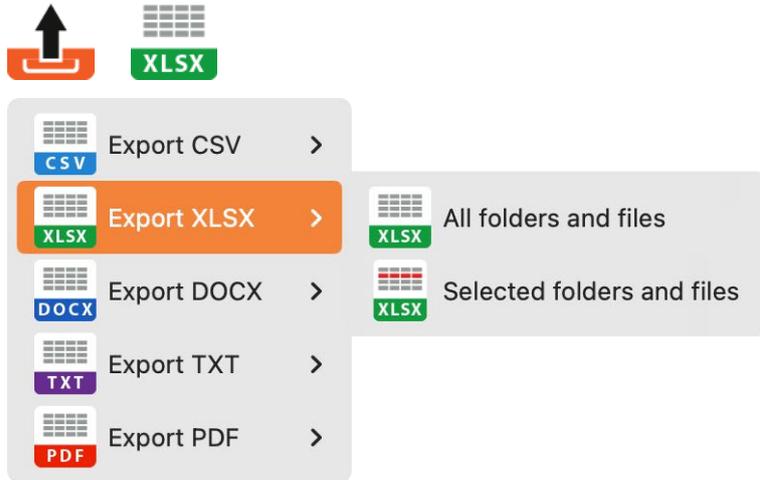
The folder list can be saved directly as a CSV file. Click on the "Export" icon in the toolbar menu and select "Export CSV" => "Selected folder and files" or "All folders and files".



You can define the parameters for exporting in CSV or TSV format in the [settings](#). 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

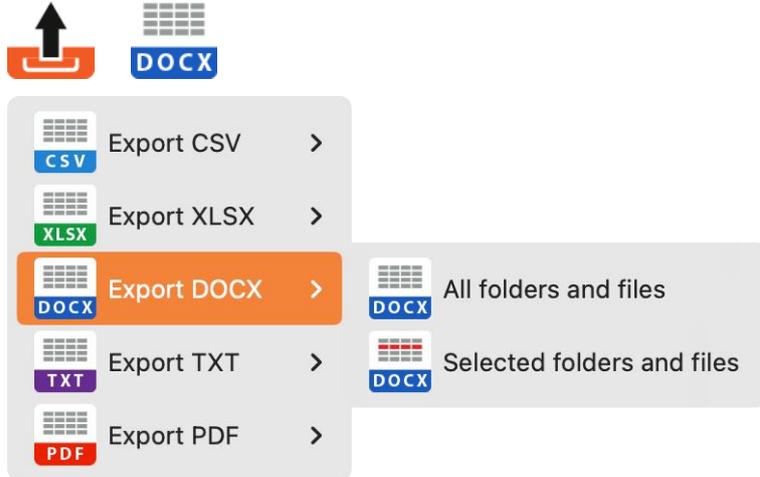
The folder list can be saved directly as an Excel® XLSX file. Click on the “Export” icon in the toolbar menu and select “Export XLSX” => “Selected folder and files” or “All folders and files”.



You can define the parameters for exporting in XLSX format in the [settings](#). 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

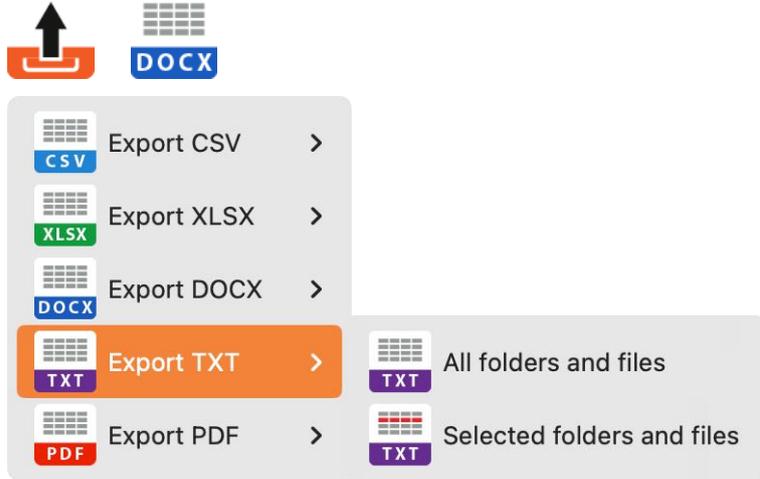
The folder list can be saved directly as an Word® DOCX file. Click on the "Export" icon in the toolbar menu and select "Export DOCX" => "Selected folder and files" or "All folders and files".



You can define the parameters for exporting in DOCX format in the [settings](#). 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

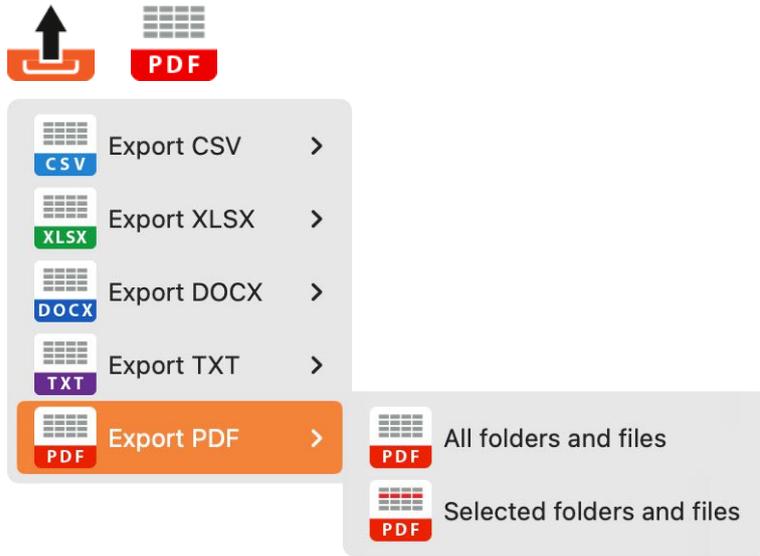
The folder list can be saved directly as an Excel® XLSX file. Click on the “Export” icon in the toolbar menu and select “Export TXT” => “Selected folder and files” or “All folders and files”.



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 [settings](#). 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".



COPY



COPY

All folders and files



COPY

Selected 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".



TXT



Open all folders and files in Text Edit



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".



Send all folders and files as an e-mail

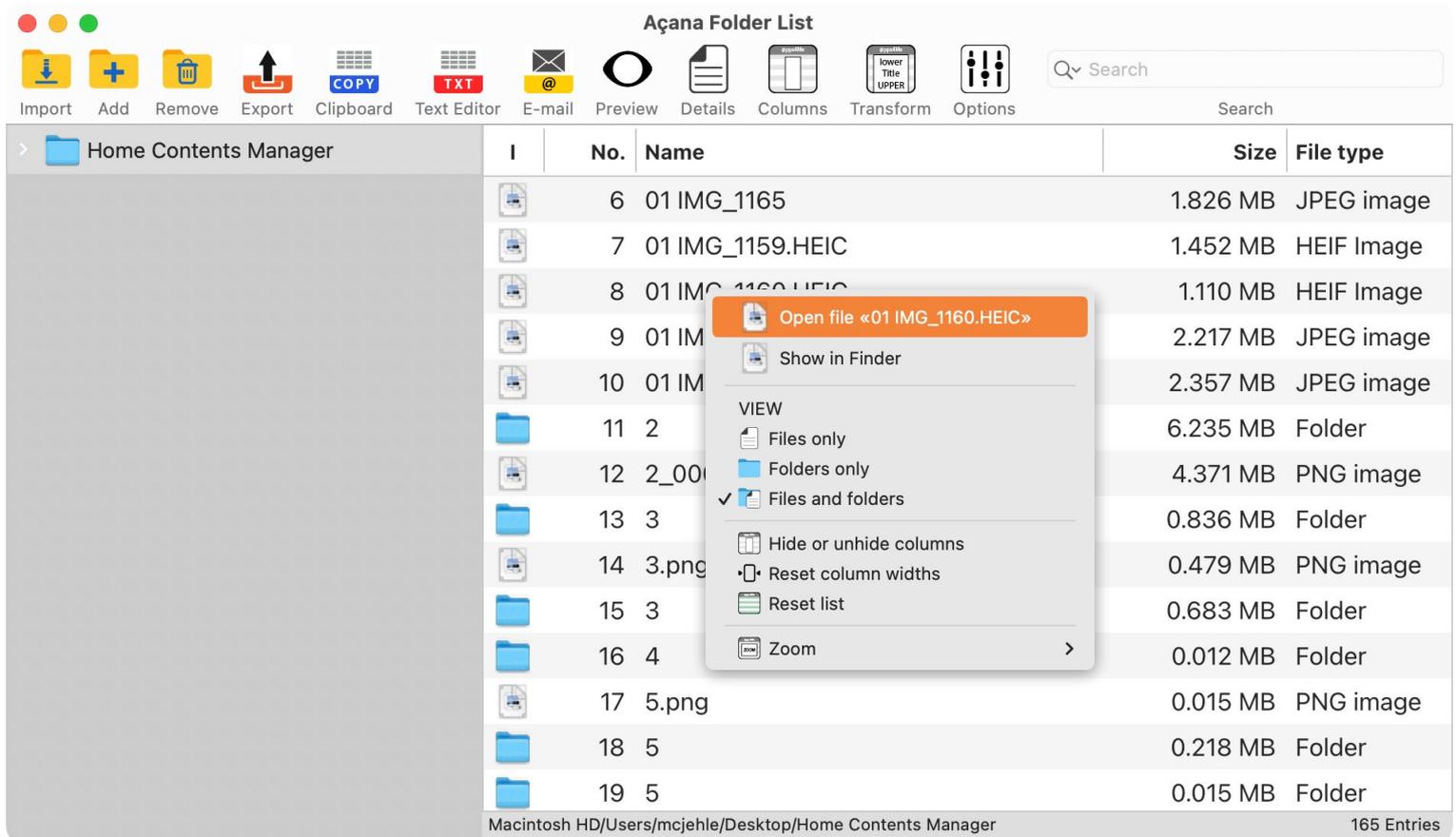


Send selected folders and files as an e-mail

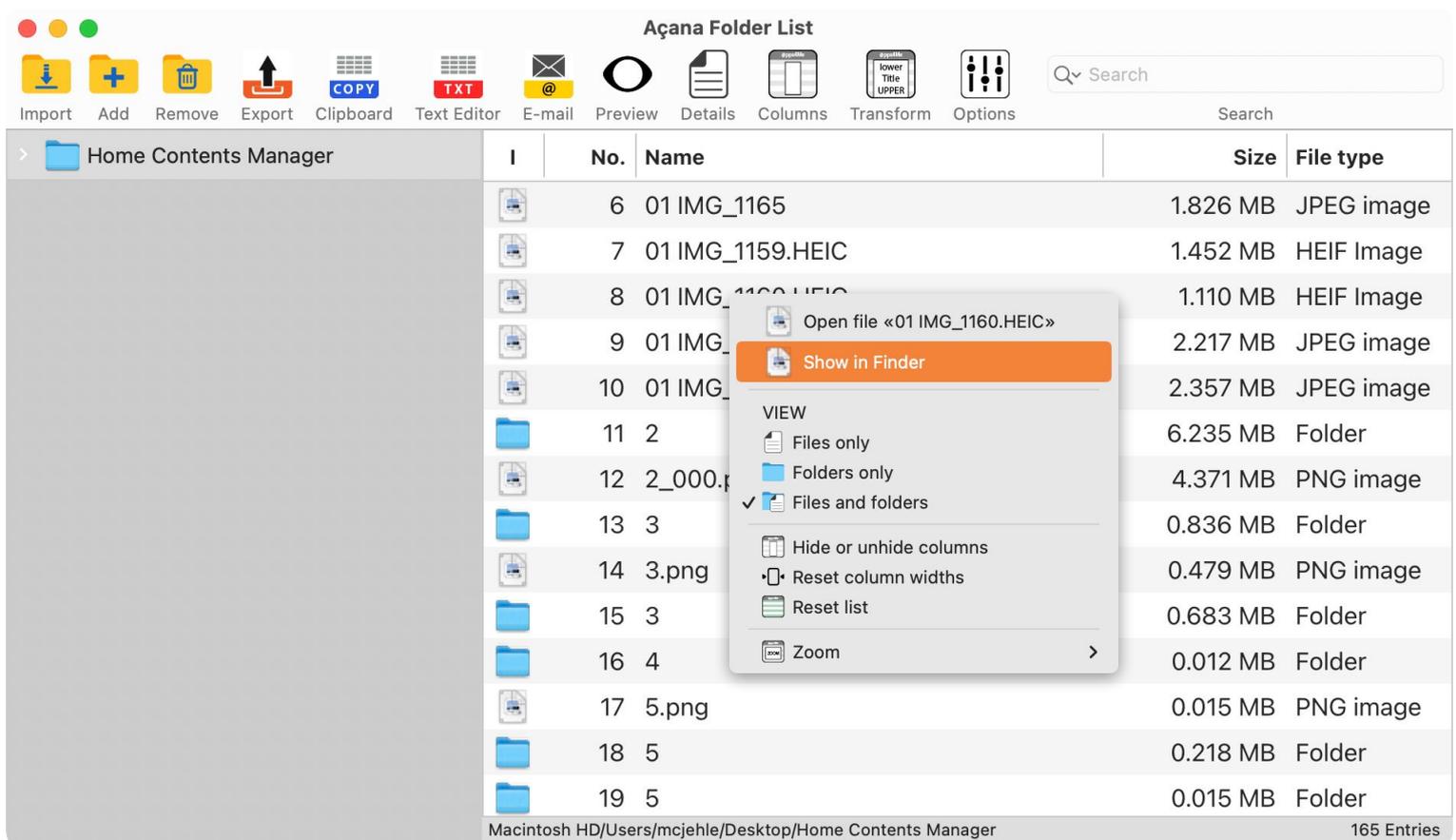
Only the columns that are currently visible are sent by e-mail. The column "Symbol" is not sent. The transformations set for the columns "Name", "Path", "Path/Name" are also applied to the e-mail text. The values of the individual columns are separated by a TAB character. This function is also available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

OPEN OR SHOW FILE OR FOLDER IN FINDER

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.



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

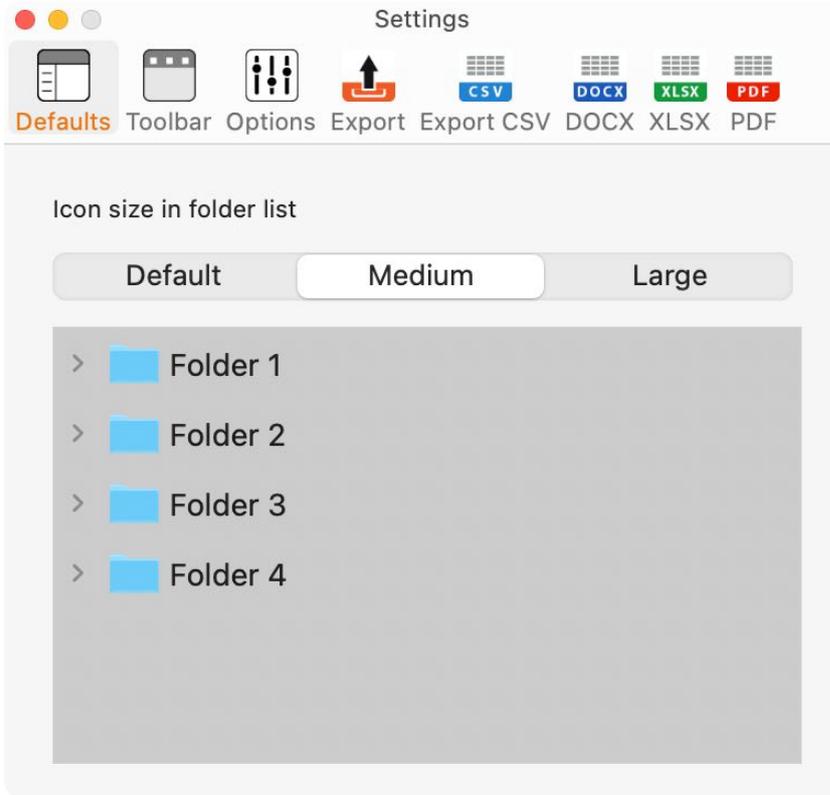


SETTINGS

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

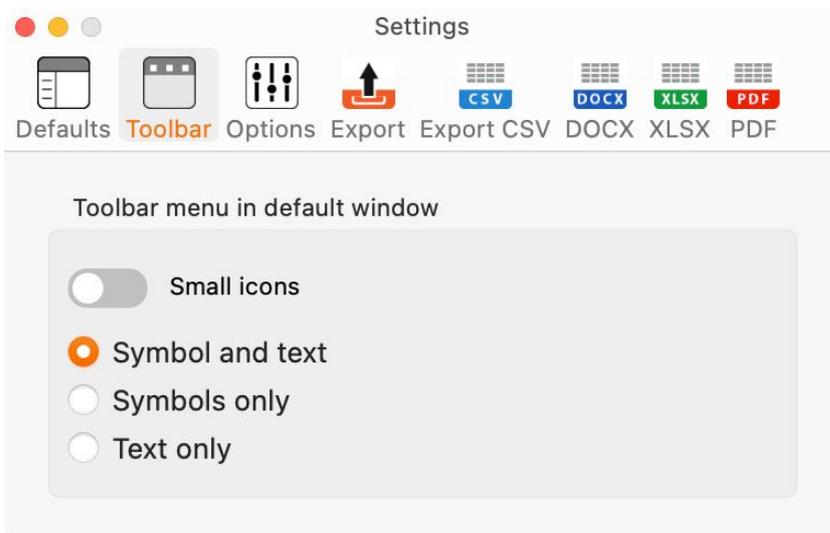
Defaults

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

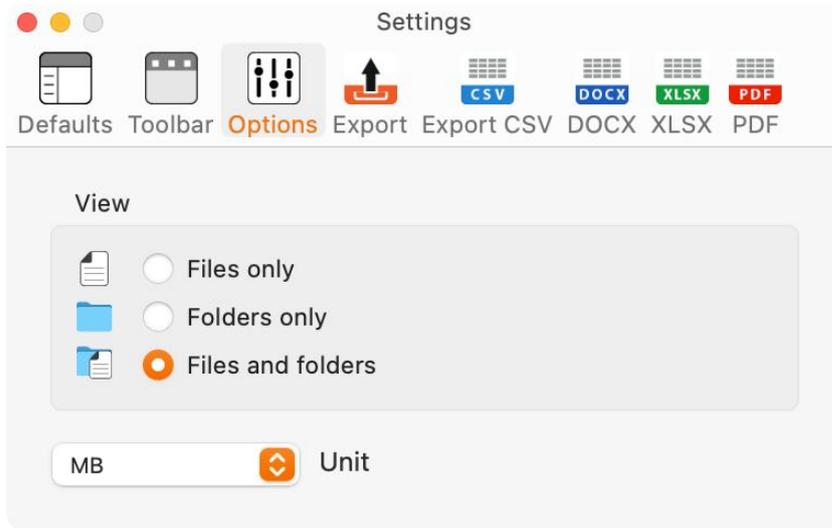


Toolbar

The toolbar in the main window can be customized here.



Options

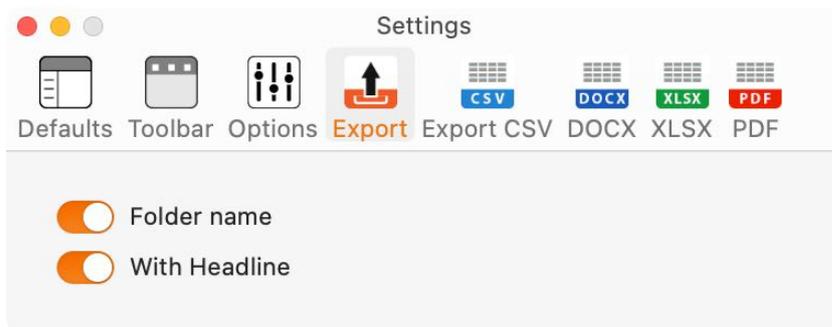


The following units are available for displaying the file size.

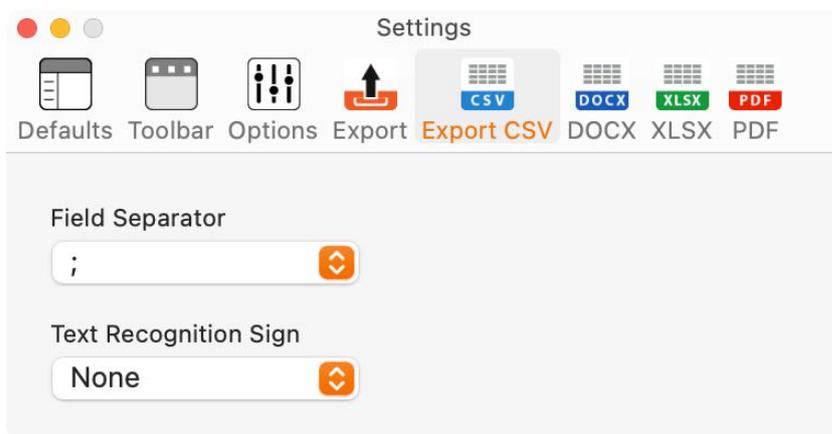
- None
- Auto
- Bytes
- KB
- MB
- GB

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

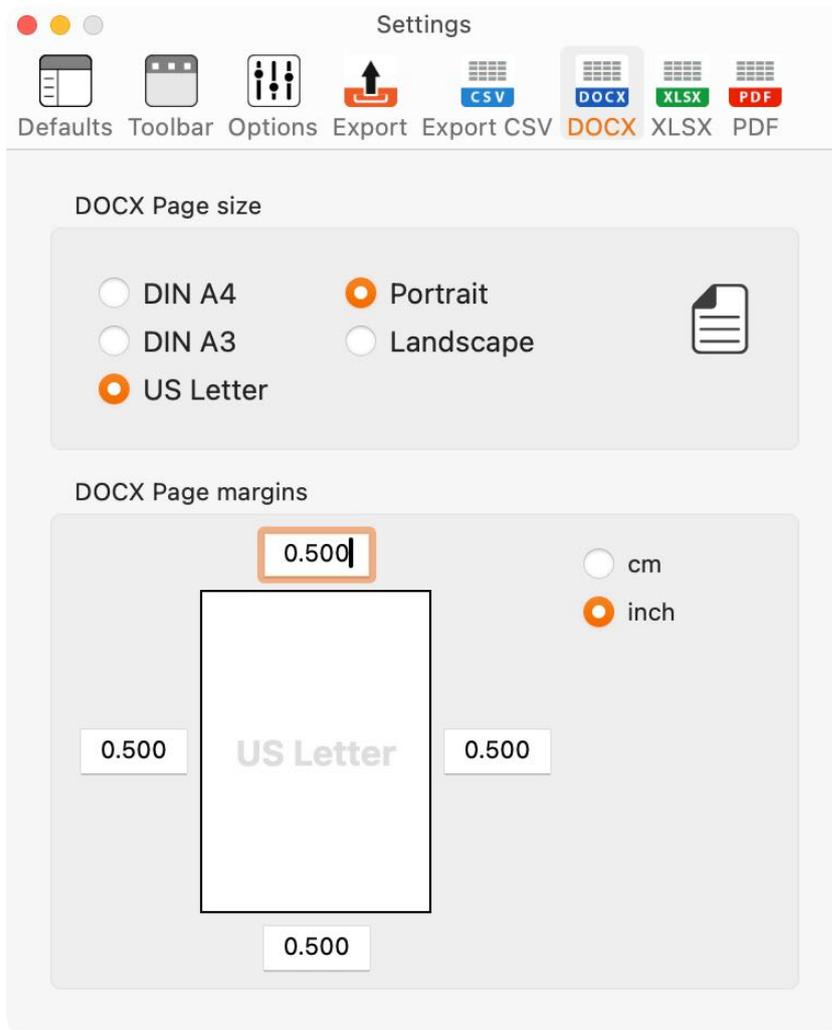


Export CSV



DOCX and XLSX

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



PDF

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

Settings

Defaults Toolbar Options Export Export CSV DOCX XLSX PDF

PDF Page size

DIN A4 Portrait
 DIN A3 Landscape
 US Letter

PDF Page margins

0.500

cm
 inch

0.500 US Letter 0.500

0.500

Column width

| Name | Size | File type | Created | Changed |
|------|------|-----------|---------|---------|
|------|------|-----------|---------|---------|

Click on the blue header to do so.

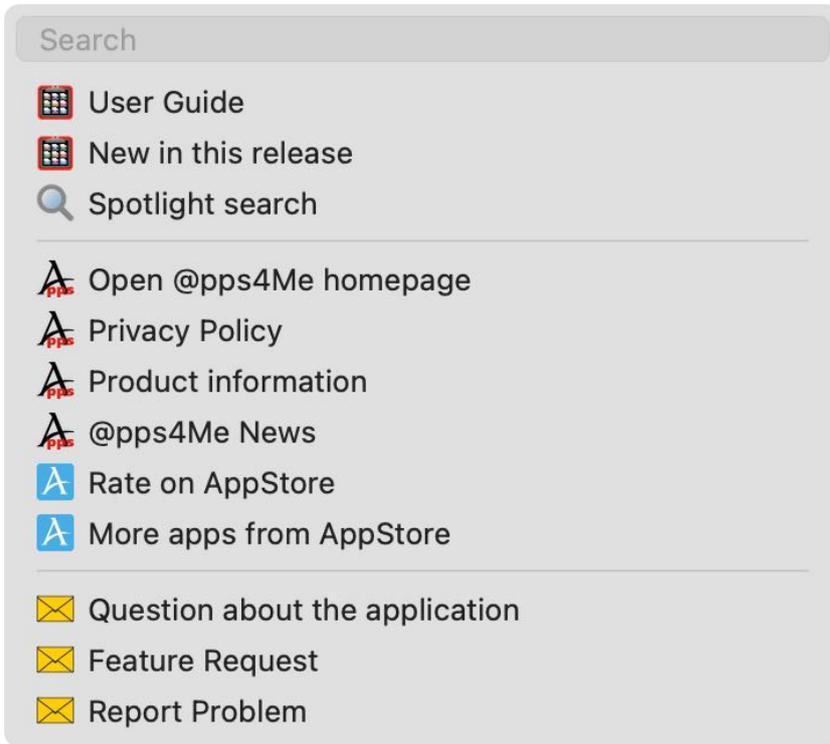
| Name | Size | File type | Created | Changed |
|------------------------|----------|-----------|-----------|--------------|
| Width 244 | Width 75 | Width 266 | Width 85 | Width 85 |
| My File 2004-05-17.txt | 1,25 MB | Text File | 2004/5/17 | May 17, 2... |

Reset Close

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

HELP MENU

The following functions are available via the Help menu.



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