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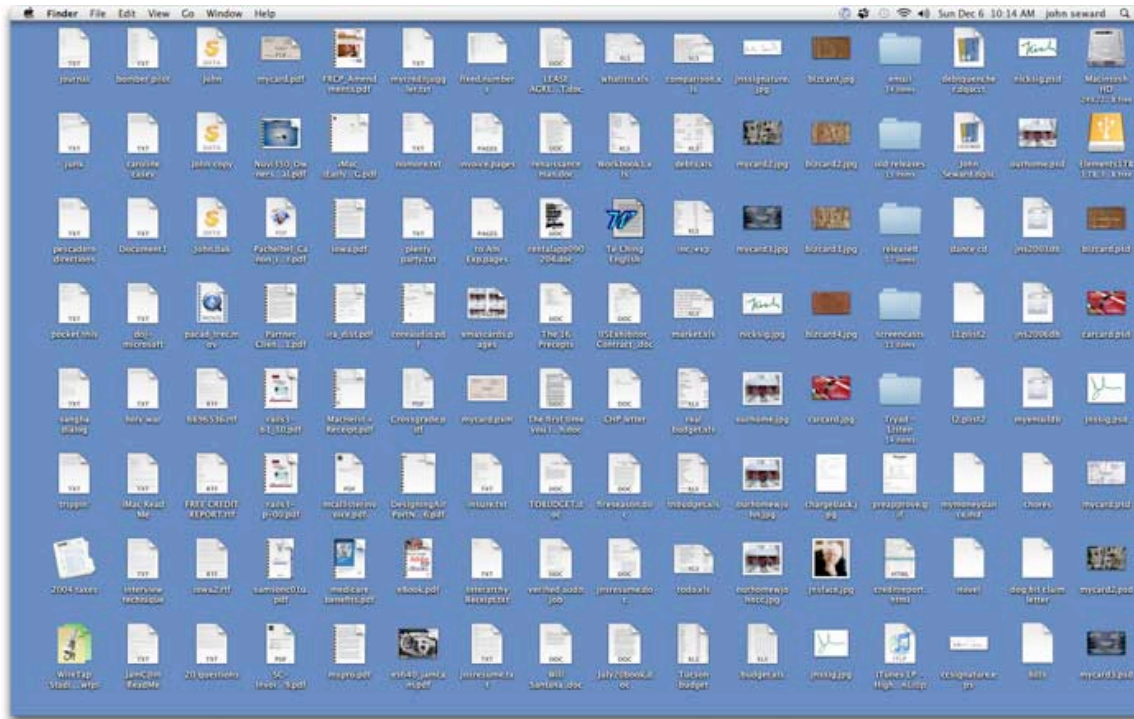


Introduction:

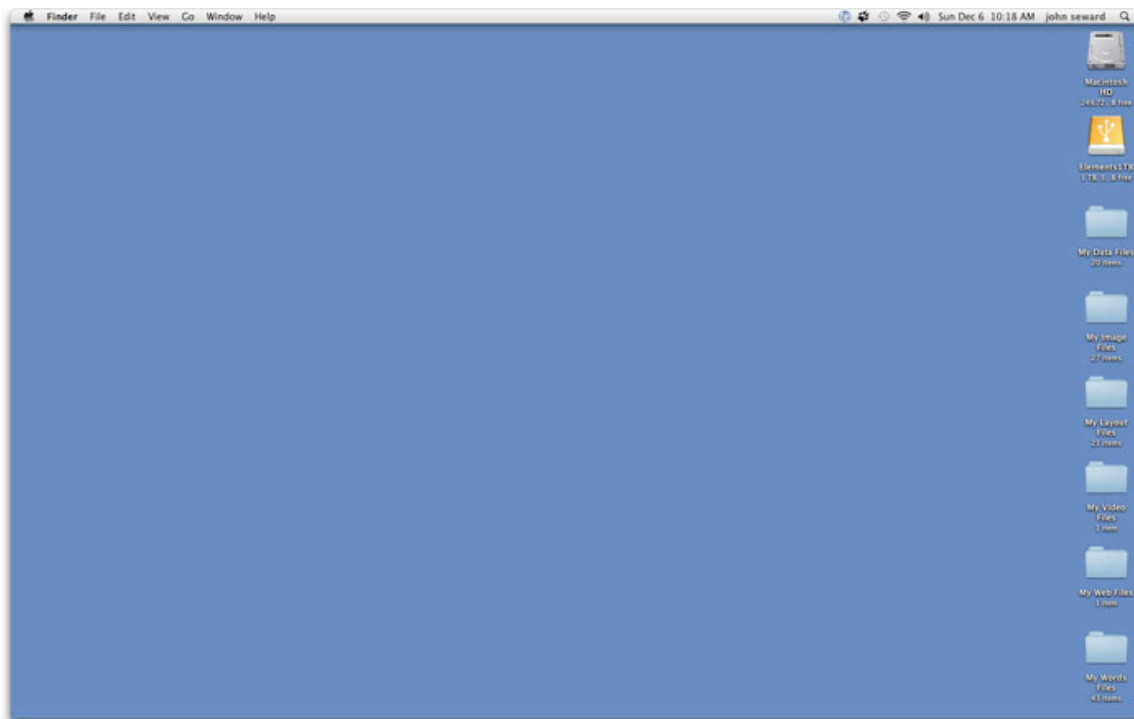
The Essential Multi-Tool File System Organizer

- Clean up your Desktop with one click.
- Schedule FileMyFiles to keep all of your important folders organized.
- Powerful options to change all the file or folder names within a folder.
- Delete an application and all of its related files and folders.
- Selectively delete just some of the files and folders from the Trash.

Does your Desktop look like this?



With one click, FileMyFiles will make it look like this:



All of your files safely put away according to the type of the file.

Text files and word processing documents are put into "My Words Folder". Graphics image files into "My Images Folder". Files are sorted and put into folders according to eight categories of file types: Words, Images, Audio, Compressed, Data, Layout, Video, and Web.

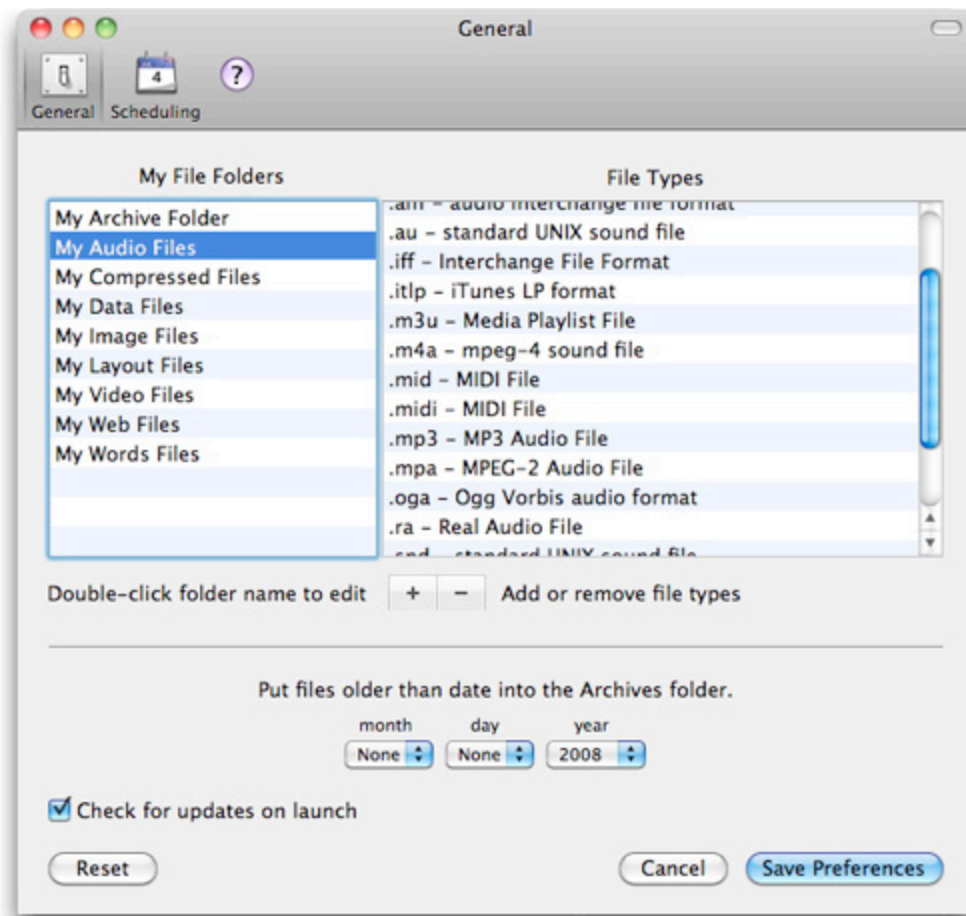
File My Files will keep all of your files organized, leaving your Desktop and other important folders uncluttered and your files easy to find. And you can schedule FileMyFiles to automatically organize all the files in your important folders.

Change all of the file or folder names within a folder easily with a number of powerful options.

Uninstall and Remove applications and all of their related files and folders.

Free up disk space. Empty just the files and folders from the OS X Trash that you want to get rid of instead of having to get rid of everything.

General Preferences:



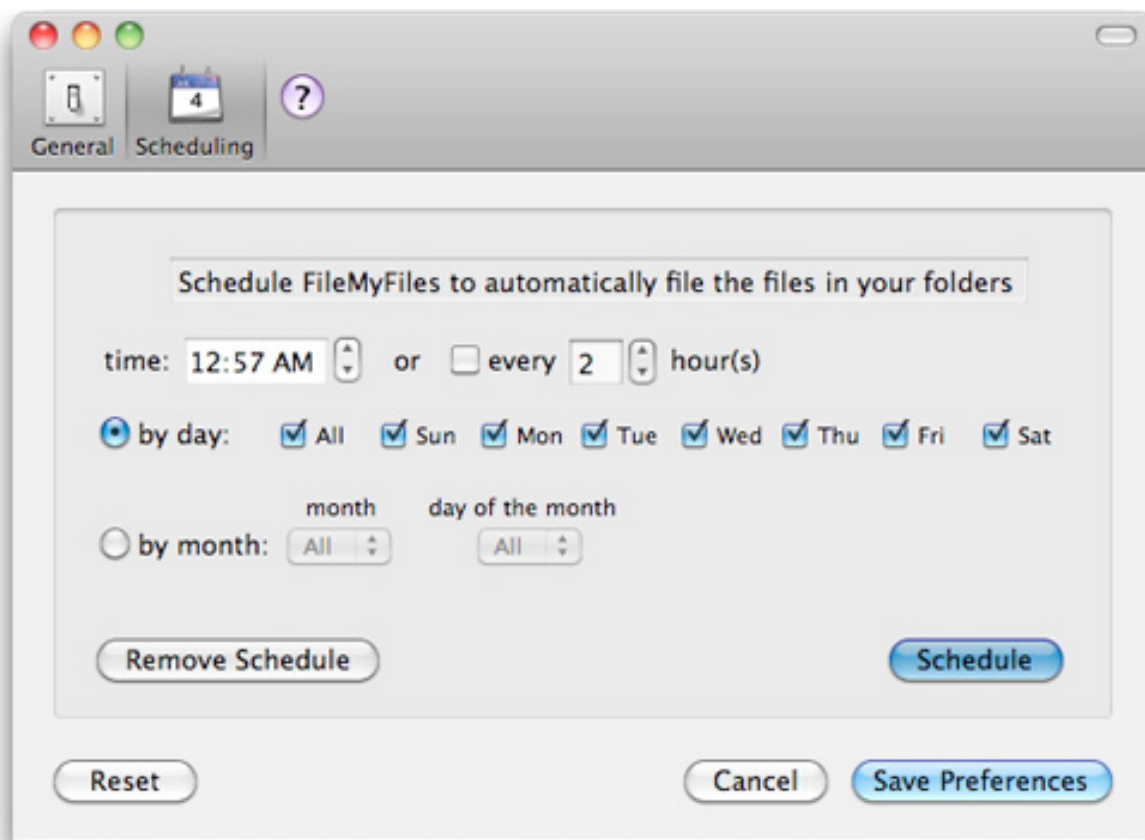
The General tab in the Preferences window shows a list of your FileMyFiles folders on the left. On the right is a list of the file types that will be filed in the selected folder. You can change the names of the folders by double-clicking on one of them and typing a different name and pressing Return. When you select a folder in the list on the left, the list on the right will show the file types that are filed in that folder. You can add and remove file types from a particular folder by clicking on the + and - buttons. Always click on *Save Preferences* after making changes, to make the changes permanent.

If you set a date using the Month, Day, Year drop-downs, FileMyFiles will file all of your files that have a prior date, into the *My Archive Folder*. Within the archive folder, the files will be filed into folders based on file type.

If you check the box for updates on launch, FileMyFiles will check, when launched, to see if there is a newer version available, and if there is, will ask if you wish to download and install it. If this box is not checked, you can always check for updates by choosing *Check for Updates...* from the FileMyFiles menu.

Scheduling Preferences:

FileMyFiles can be set to automatically schedule filing your files. If you select the Scheduling tab in the FileMyFiles Preferences, you can specify a schedule for automatically launching FileMyFiles to file all of the files in the folders listed in your Folders Setup. FileMyFiles does not need to be already running. In fact it's better if it is not running. The schedule will launch FileMyFiles, file the files in all of your checked folders, and then it will quit when it is done.

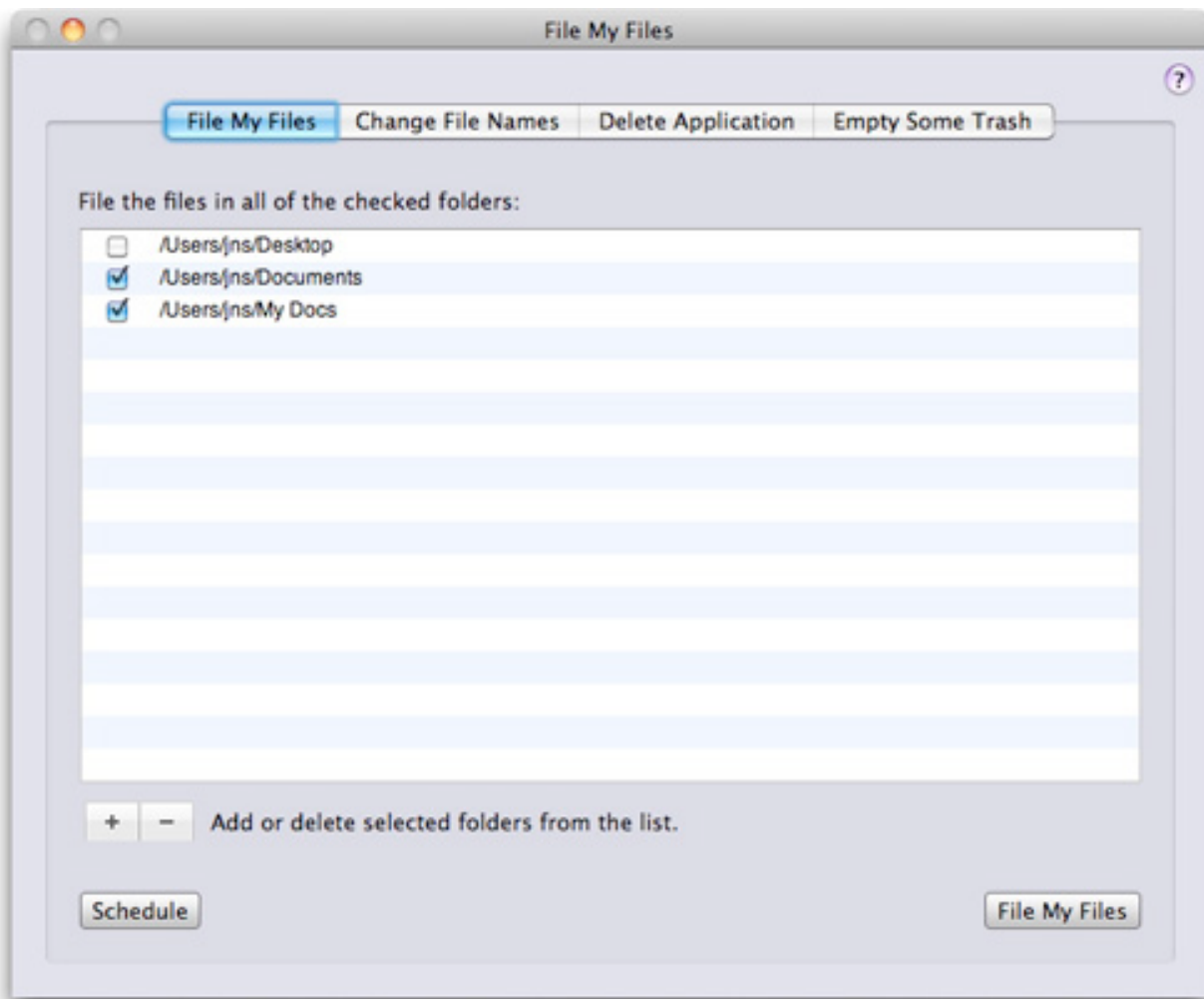


Filing your files can be scheduled either by days of the week, or by months and days of the month. It can be scheduled for any specific time of day, or every so many hours. After setting the scheduling options, clicking on the *Schedule* button will put an entry into your crontab file, which will tell the operating system to run FileMyFiles at the specified time and dates. FileMyFiles will then automatically file the files in all of the folders you have listed in your Folders Setup. The scheduling options can be changed at any time. Changing the options and clicking on the *Schedule* button will replace the FileMyFiles entry in the crontab file.

Clicking on the *Remove Schedule* button will delete the existing FileMyFiles schedule from the crontab.

The crontab is a standard UNIX facility for scheduling applications. An excellent utility for viewing and updating the crontab is [CronniX](http://www.abstracture.de/projects-en/cronnix).

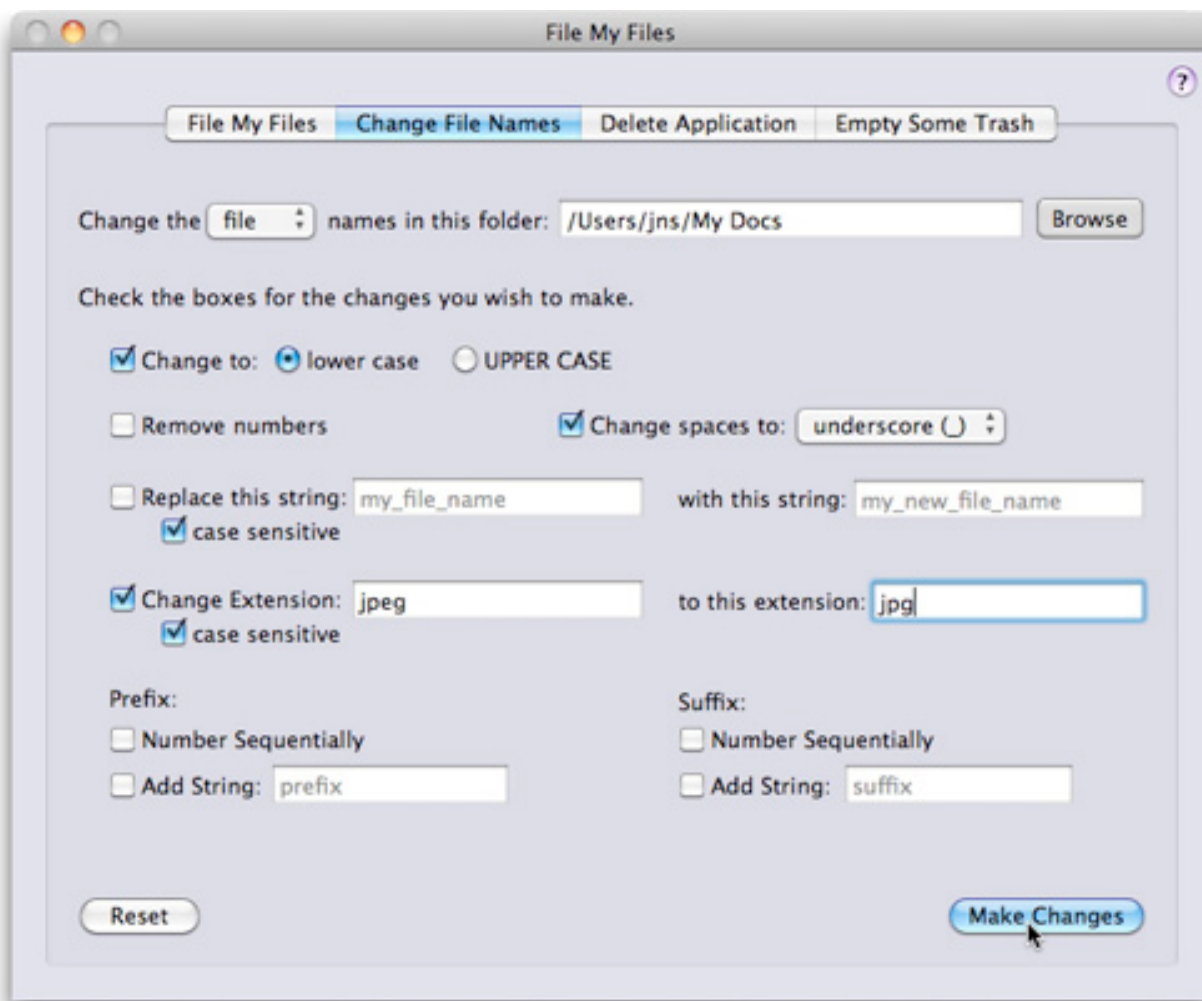
File My Files:



Clicking on File My Files tab in the main FileMyFiles window brings up a list of folders to be organized. Folders can be added and deleted from the list by clicking on the + and - buttons. You can check and uncheck folders in the list. Clicking on the File My Files button will file your files by file type inside each of the folders in the list that have been checked. You can always unfile your files by clicking on the Unfile My Files... item in the File menu. All of the files will be put back where they came from and the FileMyFiles file type folders will be removed, for all of the checked folders. Clicking on the Schedule button will bring up a window for scheduling FileMyFiles.

Change Filenames:

FileMyFiles gives you a number of options for changing all of the file or folder names within a chosen folder. Clicking on the Change File Names... tab in the FileMyFiles main window will bring up this panel:



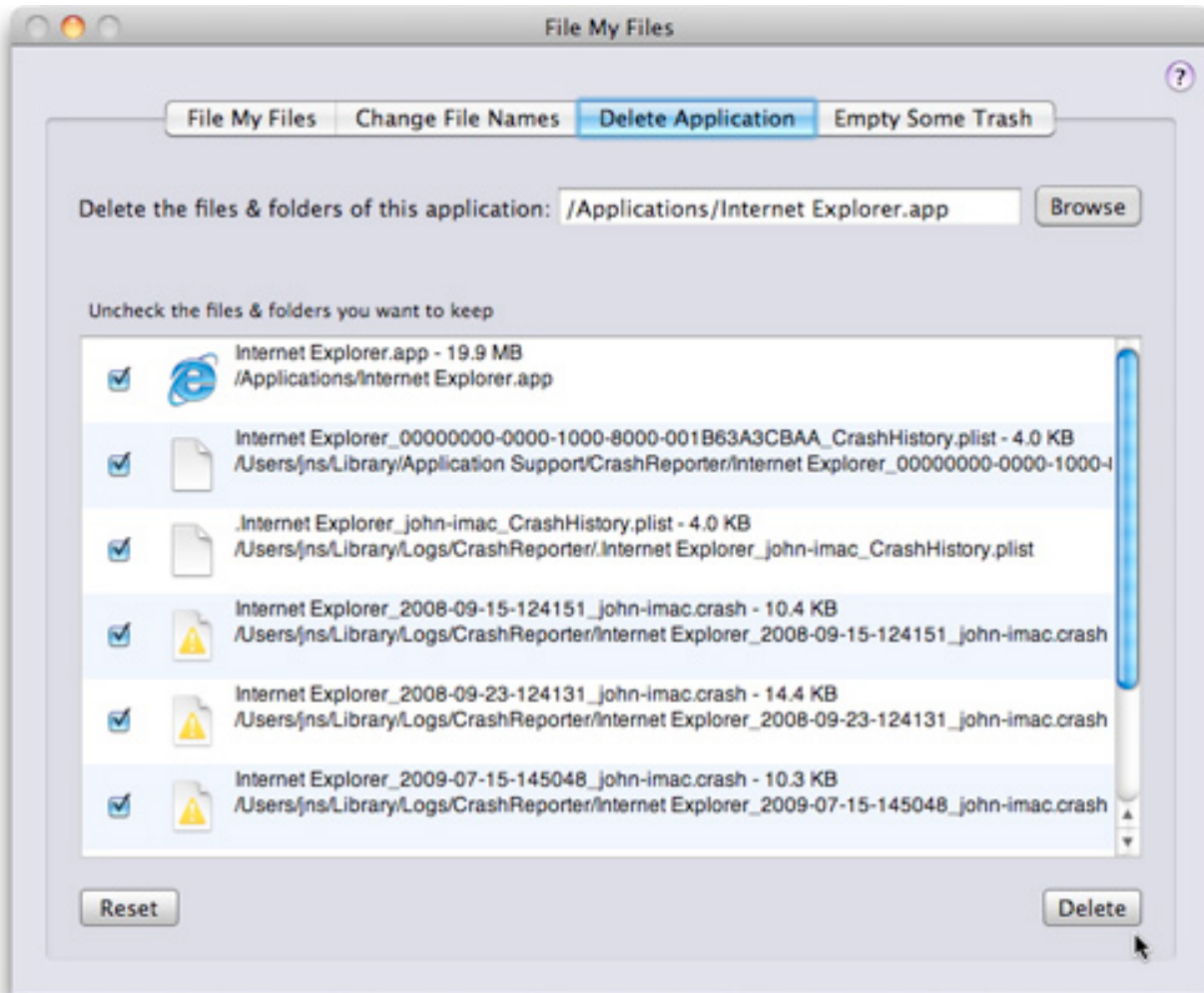
You can change all of the filenames to either lower or upper case. You can remove all the numbers in the filenames. You can replace all of the spaces in the file names with underscores, hyphens, periods, or just remove the spaces and replace them with nothing. You can replace any string with another string in the filenames. You can change extensions, add extensions, or remove filename extensions. You can number files sequentially. You can add prefixes or suffixes which can contain a sequential number and/or a string. And you have the option of changing either filenames or folder names.

Checking the case sensitive check box will cause strings or extensions to be replaced only if they match the case of the string or extension entered in the first box. If this check box is unchecked, then the string or extension will be replaced regardless of whether or not any of its characters are upper or lower case.

If you choose more than one of these options, they will be done in sequence starting at the top and going down.

Delete an Application:

Clicking on the Delete Application tab in the File menu or on the FileMyFiles panel will bring up the panel for uninstalling an application and removing all of its related files and folders.



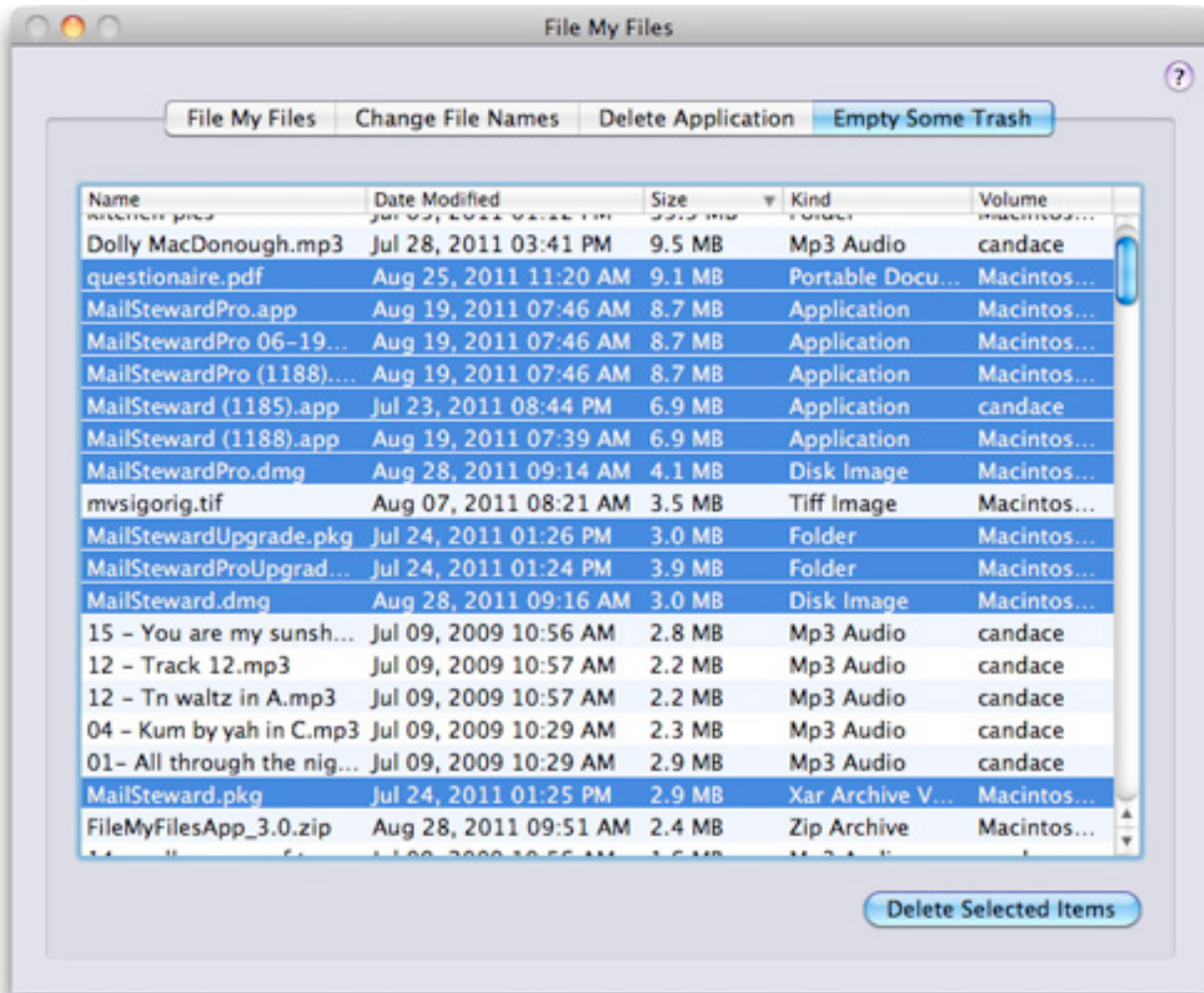
Once an application has been chosen, FileMyFiles goes to work looking for all of the files that are associated with the application. Once they have all been found, they are listed along with their location and size.

Uncheck any files or folders that you do not want to be removed, and click on the Delete button. All of the checked files and folders will be removed and put into the Trash.

Empty Some of the Trash:

Normally you have two choices. You can leave the Mac OS X Trash alone, or you can empty it completely. But what if you need to recover some disk space, but you don't want to permanently delete every file and folder that is in the Trash? FileMyFiles gives you the option of selectively deleting from the Trash just the files and folders that you are sure you don't need anymore.

Clicking on the Empty Some Trash tab in the FileMyFiles main window will bring up this panel:



Once the trash has been gathered from all of the attached volumes, you can select files and folders and permanently delete them from the Trash by clicking on the Delete Selected Items button, thereby freeing up disk space without having to empty everything in the Trash.

System Requirements:

The system requirements are simple. You have to have a Macintosh running OS X 10.6 or greater (Snow Leopard, Lion, or Mountain Lion) on an Intel Mac. The trial version of FileMyFiles is fully functional for a ten day free trial period.