

# AÇANA FOLDER LIST



**User Guide**

**Release 4.0.0**

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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

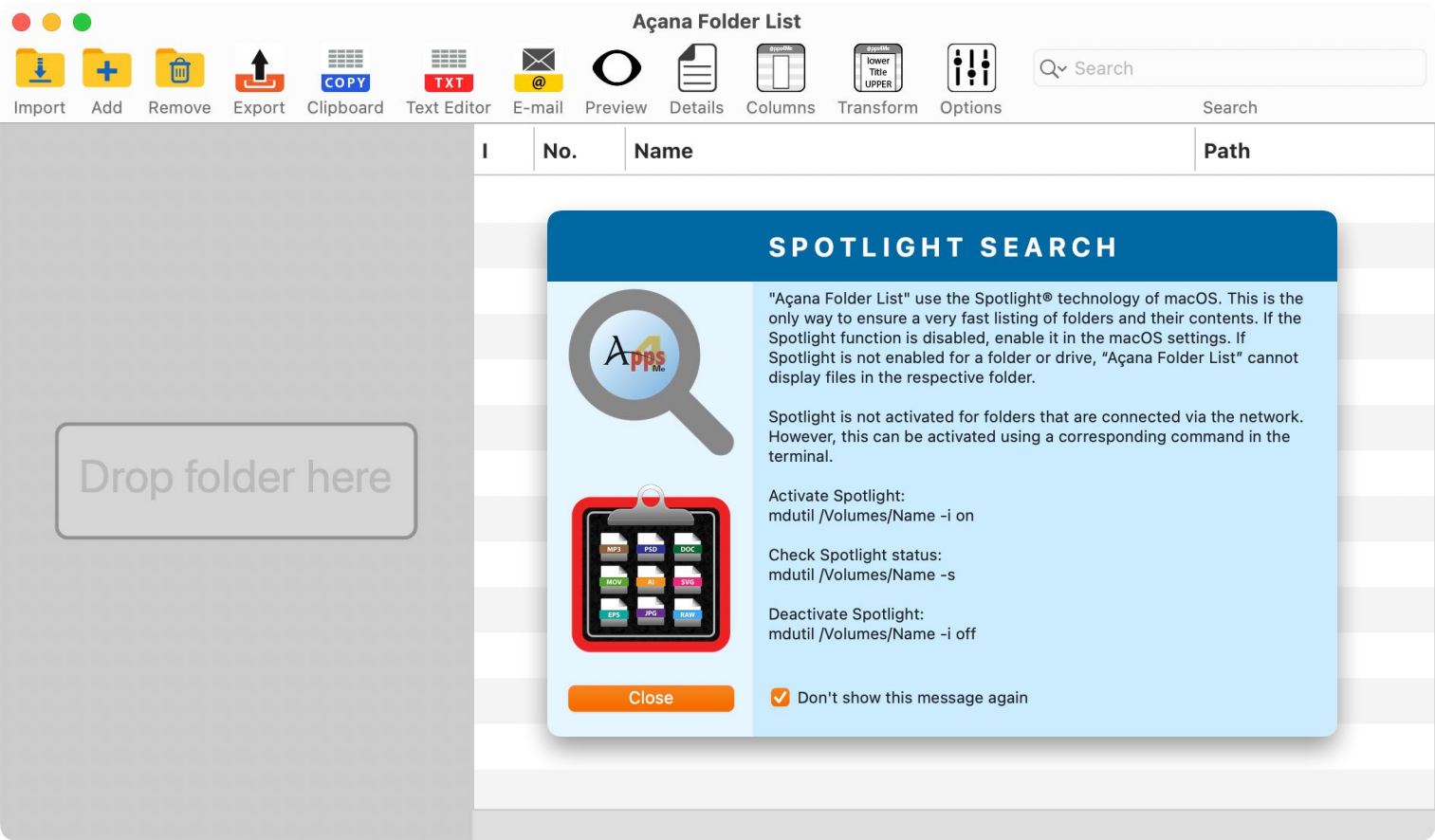
- Size of file/folder
- Unit of file and folder size
- File type
- Creation date
- Modification date
- Transform file and folder names in
  - Original names
  - Uppercase
  - Lowercase
  - Titlecase letters
- Export options
  - With or without header row
  - File and folder names in
    - Original names
    - 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:

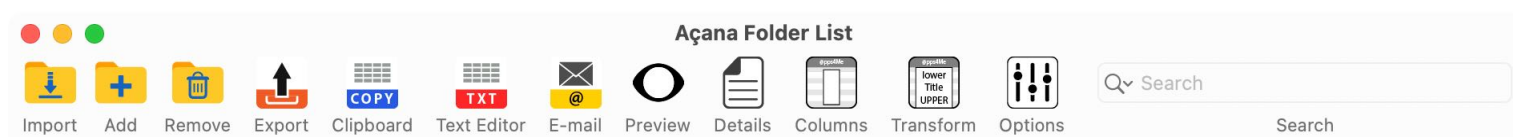
- Top: Toolbar Menu
- Left: List of folders
- Right: List of files and folders
- Bottom: Information area



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".

ImportAddRemoveExportClipboardText EditorE-mailPreviewDetailsColumnsTransformOptions

Search

Musik

- Erik Norlander
- 00 Singles
- Abarax - Life at Z7
- Abarax - Music Will Survive
- Abarax - Time is running out
- Al Stewart - 24 Carrots (40th Ann...
- Al Stewart - Al Stewart & The Em...
- Al Stewart - Al Stewart & The Em...
- Al Stewart - Last Days Of The Ce...
- Al Stewart - Last Days Of The Ce...
- Al Stewart - Russians & Ameriaca...
- Al Stewart - Russians & Americans
- Al Stewart - Time Passages (Expa...
- Al Stewart - Time Passages - 20...

	No.	Name	Size	File type
	6189	Don't Give Up.mp3	13.584 MB	MP3 audio
	6190	Don't It Make My Brown Eyes Blue.mp3	8.155 MB	MP3 audio
	6191	Don't Leave Me Now - Live In Berlin.mp3	10.085 MB	MP3 audio
	6192	Don't Let Me Down - Live.mp3	8.041 MB	MP3 audio
	6193	Don't Save It All for Christmas Day.mp3	8.897 MB	MP3 audio
	6194	Don't You Wish It Was True - Fogerty's Fac...	7.529 MB	MP3 audio
	6195	Donovan	87.729 MB	Folder
	6196	Donovan - Eco Song	22.935 MB	Folder
	6197	Donovan - Gaelia	34.668 MB	Folder
	6198	Donovan - Neutronica	30.118 MB	Folder
	6199	Don't You See - demo.mp3	3.457 MB	MP3 audio
	6200	Doon Well.mp3	7.598 MB	MP3 audio
	6201	Down And Out - demo '83.mp3	8.806 MB	MP3 audio
	6202	Down Endless Street - 2017 Remaster.mp3	8.669 MB	MP3 audio

G-RAID/Musik8,259 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 list

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


 Send as e-mail


 Import


 Add


 Remove


 Export


 Clipboard


 Text Editor


 E-mail

 Preview

 Details

 Columns















 Transform

 Options

Q Search

Search


> 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	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.


 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 >

>  Home Contents Manager

 Remove all folders from the list



Should all folders be removed?

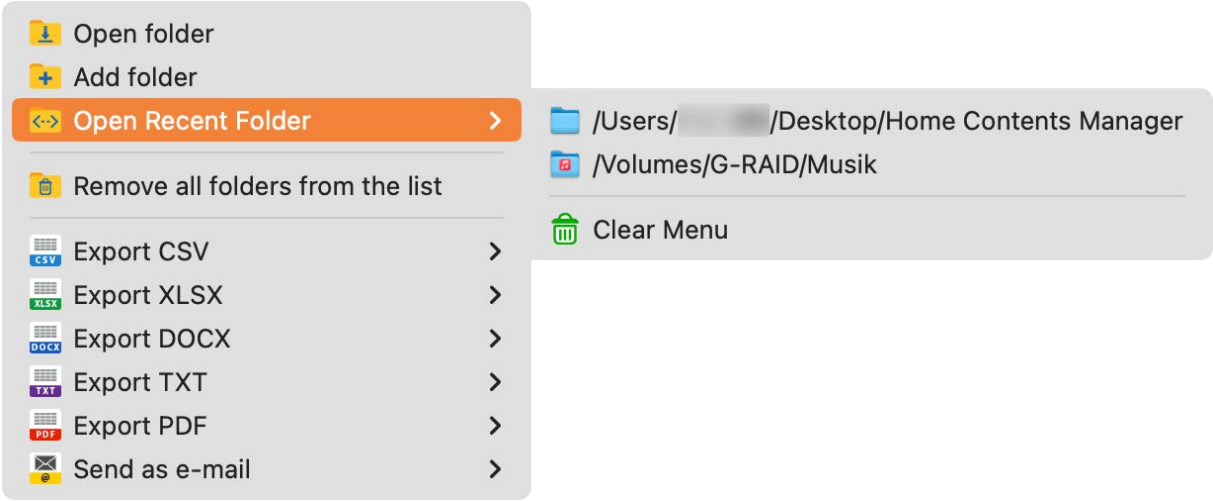
The folders are removed from the list

Remove all folders from the list

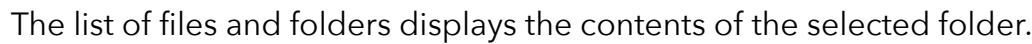
Cancel

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.



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.



SEARCH FILES AND FOLDERS

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

Import

Add

Remove

Export

Clipboard

Text Editor

E-mail

Preview

Details

Columns

Transform

Options

Search

% .jpg

Home Contents Manager

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).



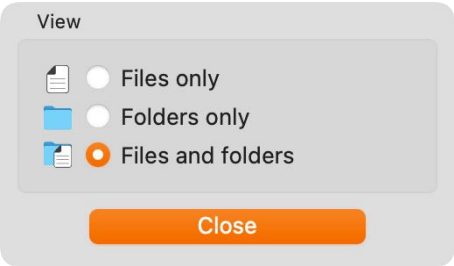
DISPLAY- AND EXPORT OPTIONS

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

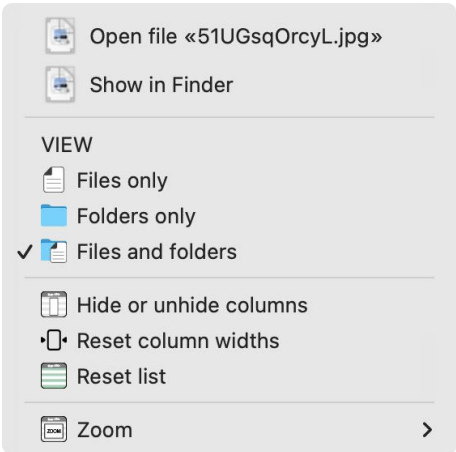


The following can be selected for displaying the contents of a folder:

- 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.



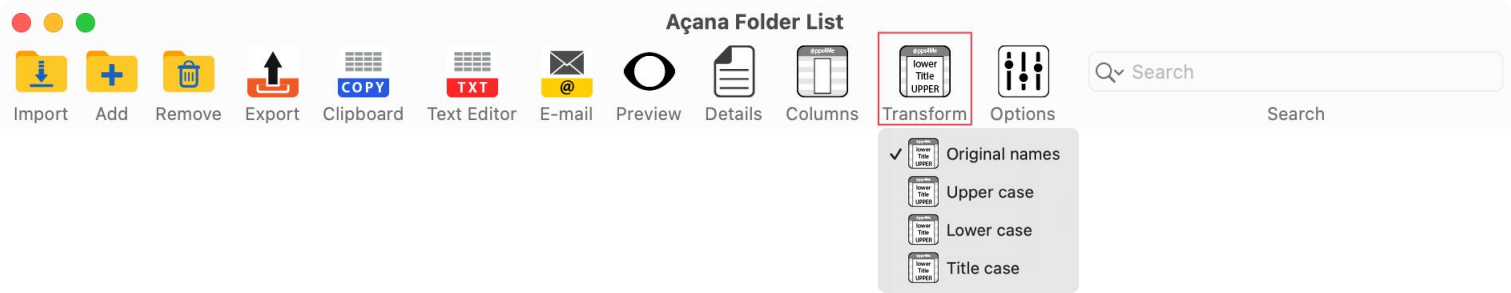
These parameters can also be set in the [settings](#).

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

Açana Folder List

Search

	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

⏮

⏪

Datei 1 von 7


⏩

⏭

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	

7 Values

File navigation


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

CSV

Save EXIF as CSV

XLSX

Save EXIF as XLSX

DOCX

Save EXIF as DOCX

TXT

Save EXIF as TXT

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



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 ...
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...

⏮ ⏪

Datei 1 von 13


⏩ ⏭

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

Export

CSV

Save ID3TAG as CSV

XLSX

Save ID3TAG as XLSX

DOCX

Save EXIF as DOCX

TXT

Save ID3TAG as TXT

File	01 Kama Sutra - Live At MGM Grand, Las Vegas-2004.mp3
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 Vegas
Artist	Sarah Brightman
Title	Kama Sutra - Live At MGM Grand, Las Vegas

⏮ ⏪

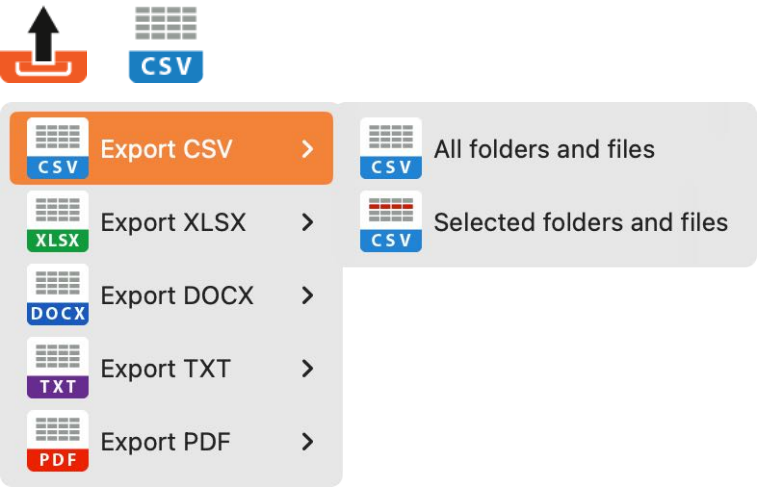
Datei 1 von 13

⏩ ⏭

Press i or ESC to close

SAVE FOLDER LIST AS CSV FILE

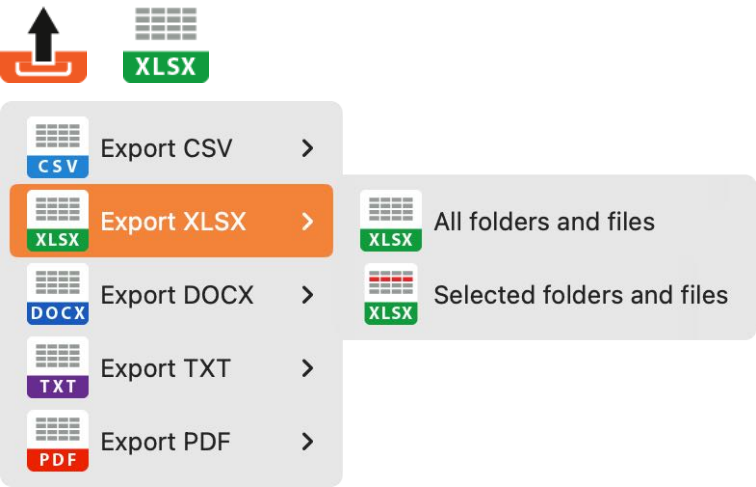
The folder list can be saved directly as a CSV file. Click on the "Export" icon in the toolbar menu and select "Export CSV" => "Selected folder and files" or "All folders and files".



You can define the parameters for exporting in CSV or TSV format in the [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

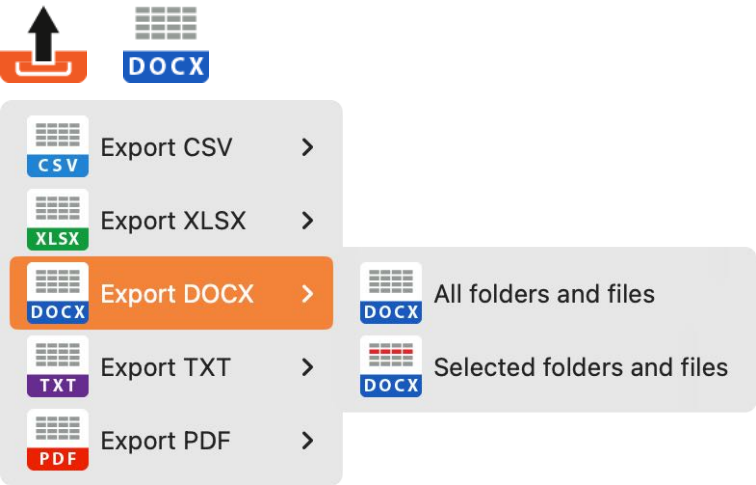
The folder list can be saved directly as an Excel® XLSX file. Click on the “Export” icon in the toolbar menu and select “Export XLSX” => “Selected folder and files” or “All folders and files”.



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

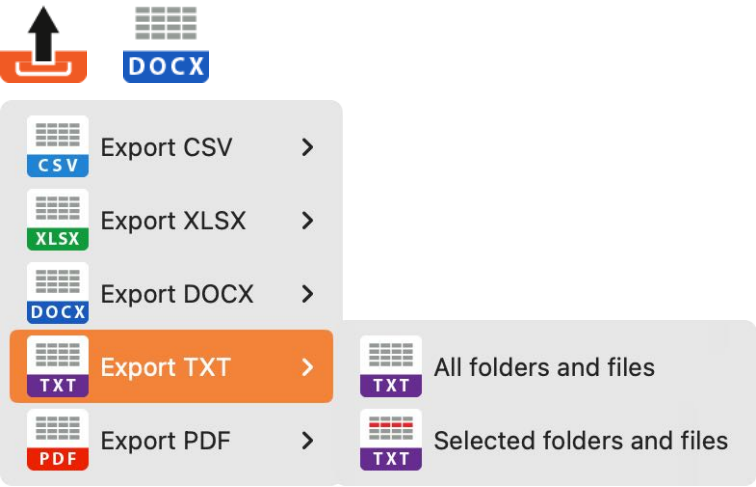
The folder list can be saved directly as an Word® DOCX file. Click on the "Export" icon in the toolbar menu and select "Export DOCX" => "Selected folder and files" or "All folders and files".



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”.

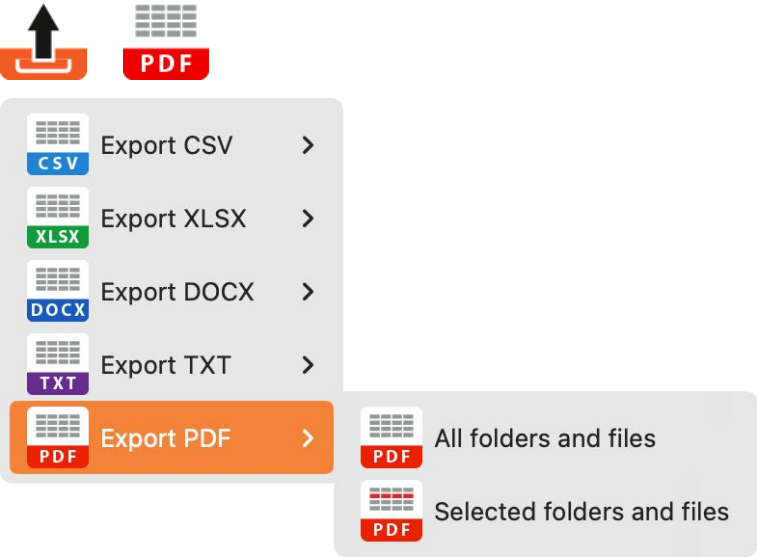


Only the columns that are currently visible are exported. The “Symbol” column is not exported. The transformations set for the “Name”, “Path”, “Path/Name” columns are also applied to the export. The export function is also available via the “File” menu.



SAVE FOLDER LIST AS PDF FILE

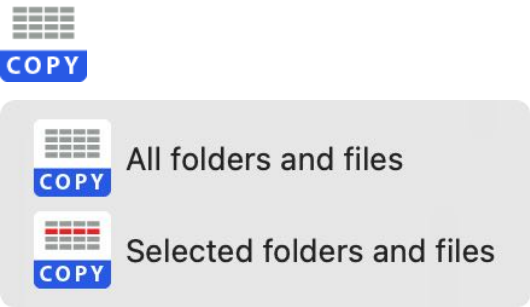
The folder list can be saved directly as an Excel® XLSX file. Click on the “Export” icon in the toolbar menu and select “Export PDF” => “Selected folder and files” or “All folders and files”.



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".




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.

Import

Add

Remove

Export

Clipboard

Text Editor

E-mail

Preview

Details

Columns

Transform

Options

Search

Q Search

Home Contents Manager

I	No.	Name	Size	File type
	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_1161.HEIC	2.217 MB	JPEG image
	10	01 IMG_1162.HEIC	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
	15	3	0.683 MB	Folder
	16	4	0.012 MB	Folder
	17	5.png	0.015 MB	PNG image
	18	5	0.218 MB	Folder
	19	5	0.015 MB	Folder

Open file «01 IMG\_1160.HEIC»

Show in Finder

VIEW

Files only

Folders only

☒ Files and folders

Hide or unhide columns

Reset column widths

Reset list

Zoom

Macintosh HD/Users/mcjehle/Desktop/Home Contents Manager165 Entries

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

Import

Add

Remove

Export

Clipboard

Text Editor

E-mail

Preview

Details

Columns

Transform

Options

Search

Q Search

Home Contents Manager

I	No.	Name	Size	File type
	6	01 IMG_1165	1.826 MB	JPEG image
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	10	01 IMG_1162.HEIC	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
	15	3	0.683 MB	Folder
	16	4	0.012 MB	Folder
	17	5.png	0.015 MB	PNG image
	18	5	0.218 MB	Folder
	19	5	0.015 MB	Folder

Open file «01 IMG\_1160.HEIC»

Show in Finder

VIEW

Files only

Folders only

☒ Files and folders

Hide or unhide columns

Reset column widths

Reset list

Zoom

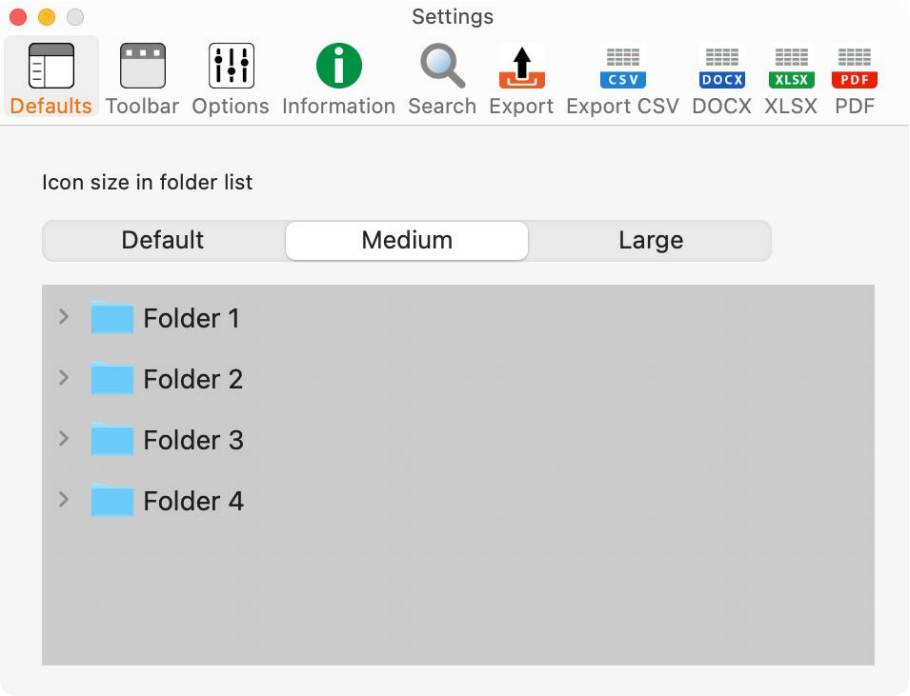
Macintosh HD/Users/mcjehle/Desktop/Home Contents Manager165 Entries

SETTINGS

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

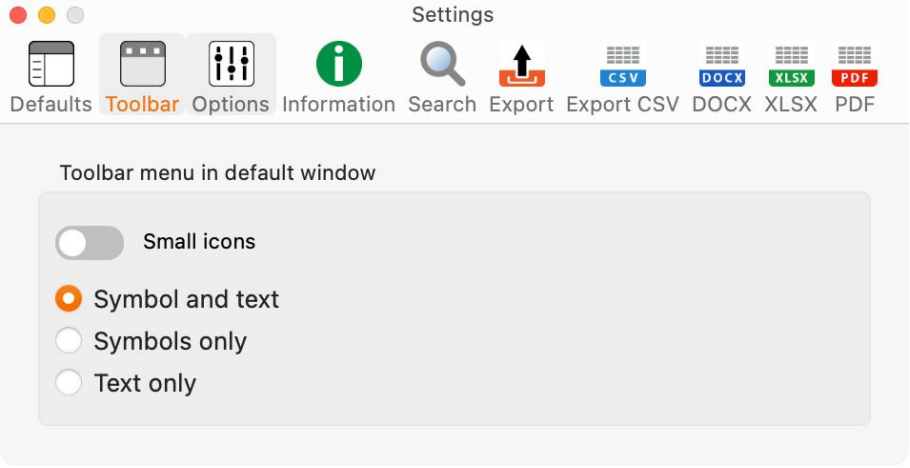
Defaults

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



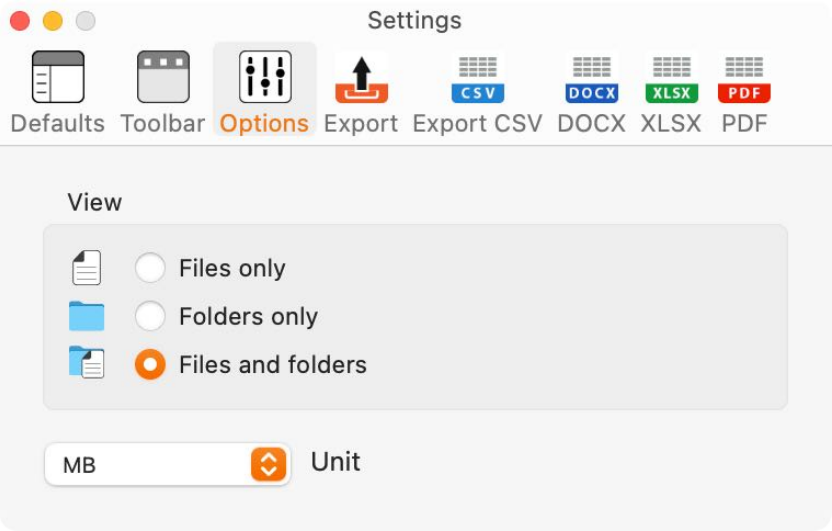
Toolbar

The toolbar in the main window can be customized here.





Options



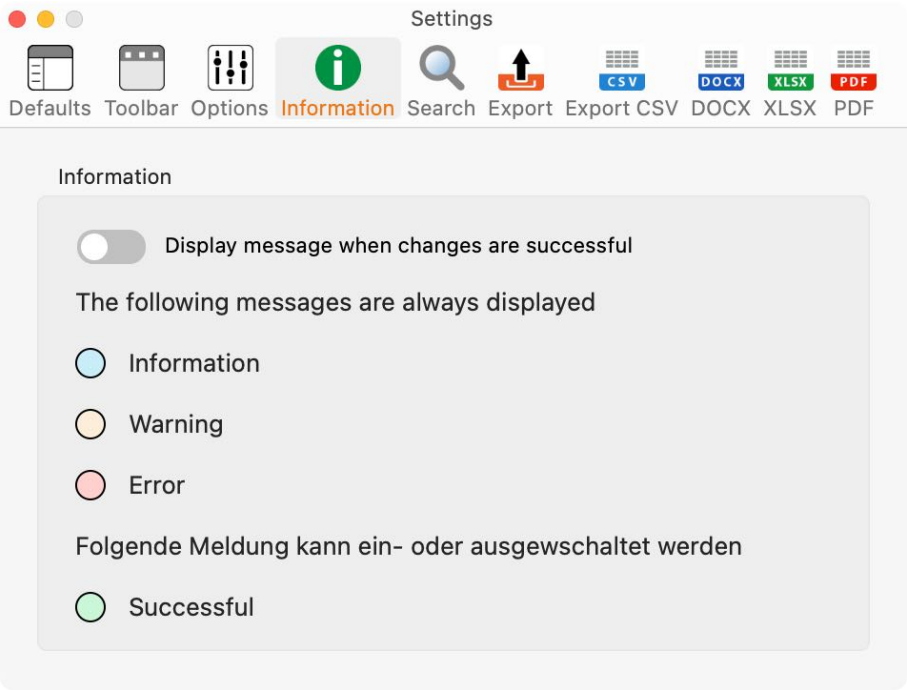
The following units are available for displaying the file size.

- 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.

Information

Successful notifications can be disabled here.



Search

Here you can turn Spotlight search on or off.

DefaultsToolbarOptionsInformationSearchExportExport CSVDOCXXLSXPDF

Search

Search with Spotlight

If you have disabled Spotlight search, then the search and display of folders and their contents takes considerably longer.

Spotlight may be disabled for external drives or folders that are provided over the network. In this case, it makes sense to perform the search in the conventional way and to disable the search with Spotlight.

Export

DefaultsToolbarOptionsInformationSearchExportExport CSVDOCXXLSXPDF

Folder name

With Headline

Export CSV

DefaultsToolbarOptionsInformationSearchExportExport CSVDOCXXLSXPDF

Field Separator

Text Recognition Sign

DOCX and XLSX

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

Settings

Defaults

Toolbar

Options

Information

Search

Export

Export CSV

DOCX

XLSX

PDF

DOCX Page size

☐

DIN A4

☐

DIN A3

☒

US Letter

☒

Portrait

☐

Landscape



DOCX Page margins

0.500

0.500

0.500

0.500

US Letter

☐ cm

☒ inch

Settings

Defaults

Toolbar

Options

Information

Search

Export

Export CSV

DOCX

XLSX

PDF

XLSX Page size

☒

DIN A4

☐


DIN A3

☐

US Letter

☐ Portrait

☒ Landscape



XLSX Page margins

1.50

1.50

1.50

1.50

DIN A4

☒ cm

☐ inch

PDF

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

Settings

Defaults

Toolbar

Options

Information

Search

Export

Export CSV

DOCX

DOCX

XLSX

PDF

PDF Page size

☐ DIN A4

☐ Portrait

☐ DIN A3

☐ Landscape

☒ US Letter

PDF Page margins

0.500

0.500

0.500

0.500

US Letter

☐ cm

☒ inch

Column width

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

Click on the blue header to do so.

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

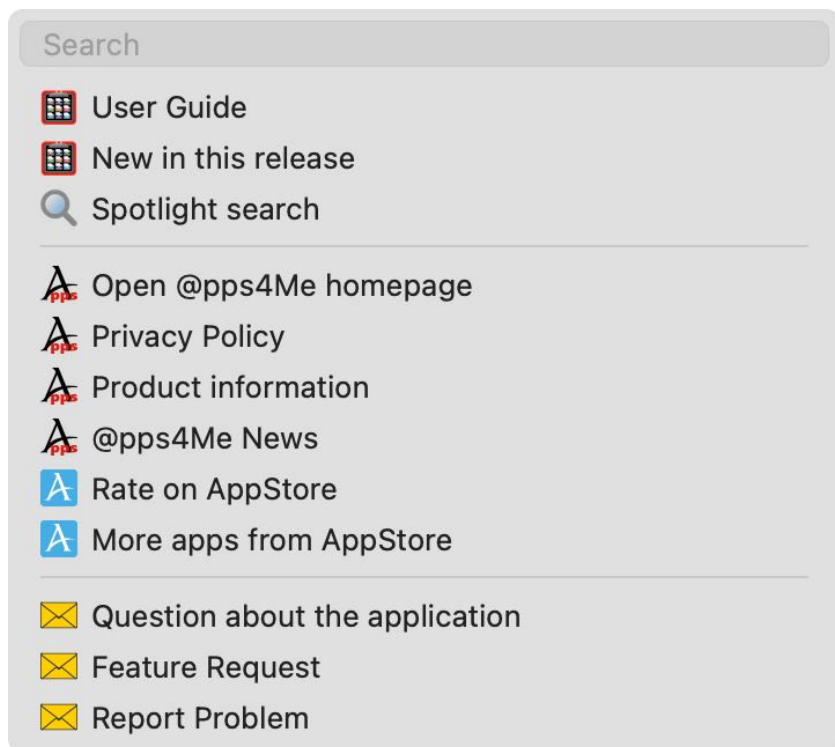
Name	Size	File type	Created	Changed
Width 244	Width 75	Width 266	Width 85	Width 85
My File 2004-05-17.txt	1,25 MB	Text File	2004/5/17	May 17, 2...

Reset

Close

## HELP MENU

The following functions are available via the Help menu.



## MORE APPS FROM @PPS4ME

Click [here](#) for more apps from @pps4Me.

## CONTACT TO US

If you still have unanswered questions, please send us an e-mail to [Contact@Support](mailto:Contact@Support). Or visit our [homepage](#).

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