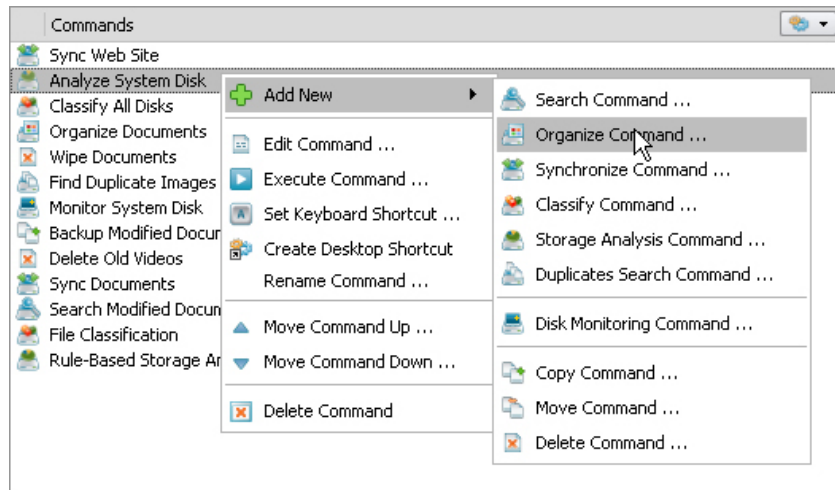
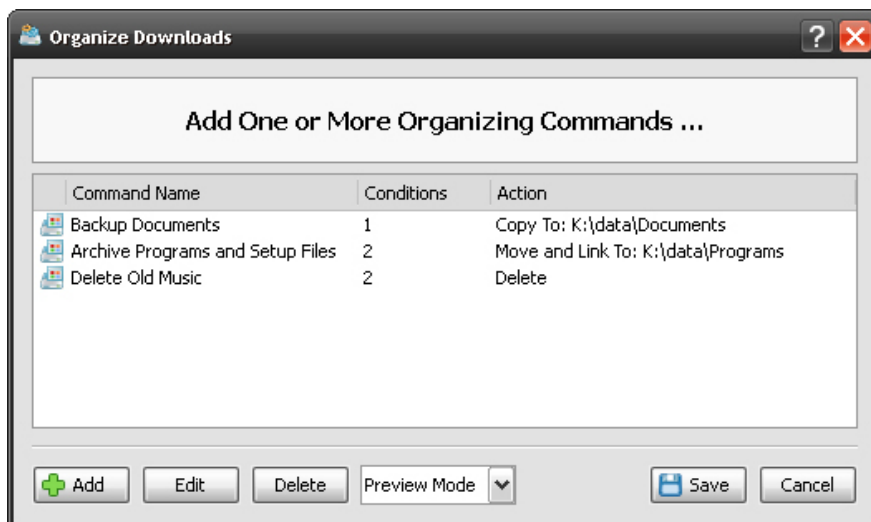


Rule-Based File Organizing Using FlexTk

Almost everyone is saving downloaded files into a single directory, which is constantly becoming cluttered, disorganized and filled up with old, unused files wasting storage space and making it difficult to find an urgently needed file or document. Periodically, people are trying to make an order here by manually archiving needed files and deleting junk files. Definitely, such a manual approach delivers the best results, but takes too much time. In order to automate such a file organizing process, FlexTk provides advanced, rule-based file organizing capabilities allowing one to apply one or more file organizing actions to files matching user-defined criteria.

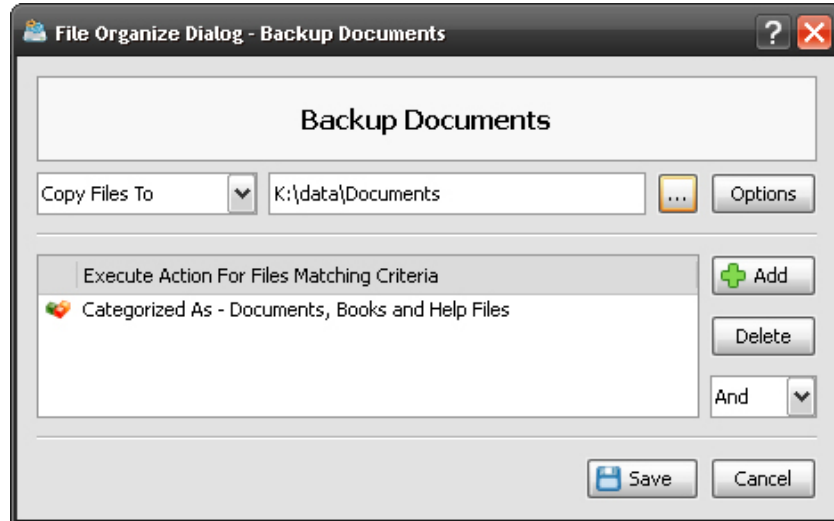


In this short tutorial the user will be provided with a step-by-step guide explaining how to define and execute an example file organizing operation capable of organizing one or more disks or directories containing downloaded files using multiple file organizing actions. In order to add a new file organizing operation, select the 'User-Defined Commands' view in one of the tool panes, press the right mouse button, select the 'Add New - Organize Command' and specify a unique command name.

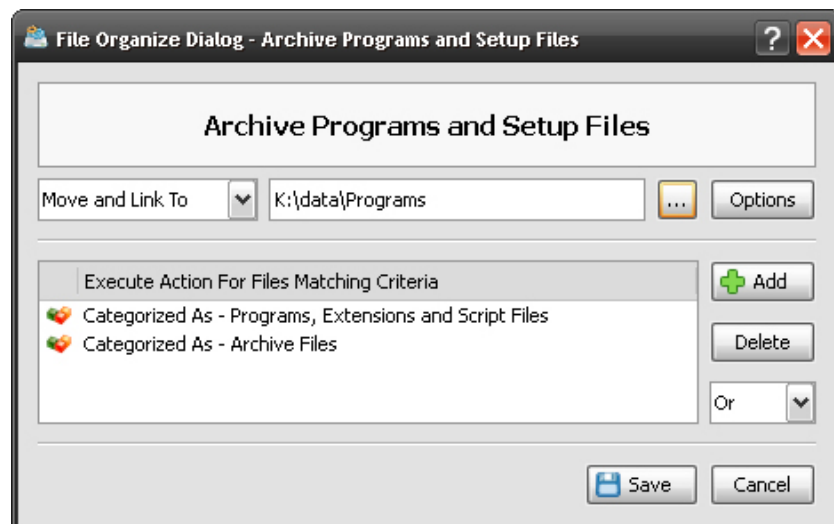


On the command inputs dialog, add one or more disks or directories containing files and subdirectories you wish to organize and press the 'Next' button. For each file organizing operation, FlexTk allows one to define an unlimited number of file organizing actions where each of them will be applied to specific file types according to user-defined file matching rules. During the file organizing process, FlexTk will scan all the specified disks and directories, evaluate the specified file matching rules and apply file organizing actions to files matching user-defined criteria.

In order to add a file organizing action, press the 'Add' button and specify a unique action name. On the 'File Organizing Action' dialog, add one or more file matching rules and select an action to perform. For example, in order to backup all downloaded documents, add a file matching rule that will match all files categorized as 'Documents', select the 'Copy Files To' action type and specify a directory where all downloaded documents should be copied to.

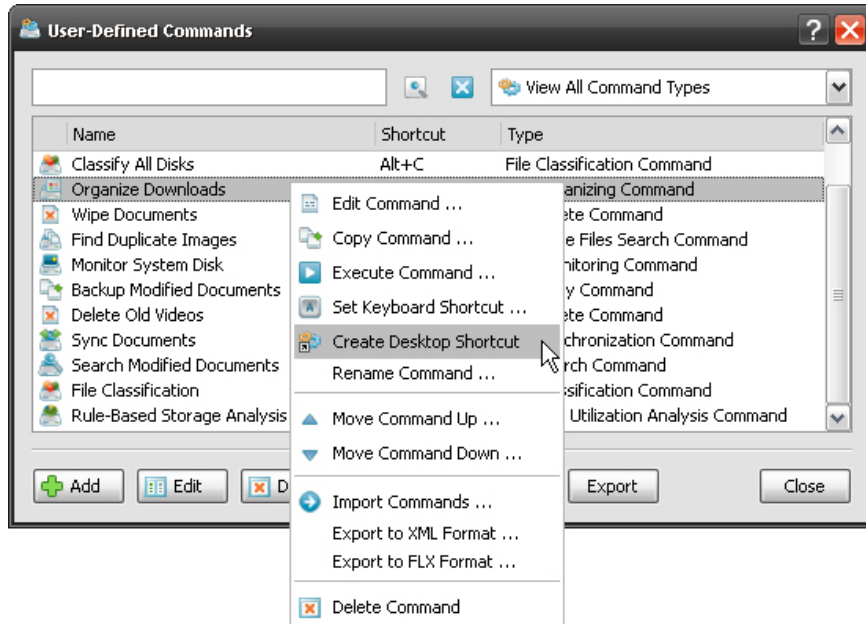


Now, let's add the second file organizing action, which will archive all downloaded programs. In order to do that, press the 'Add' button again and specify the second action name. In order to save disk space on the system disk while allowing users to continue accessing files in the download directory, FlexTk provides a special file organizing action named 'Move and Link'. This action copies files matching the user-defined criteria to the specified location and replaces original files with links pointing to an archive location such as an external USB disk or NAS storage device.

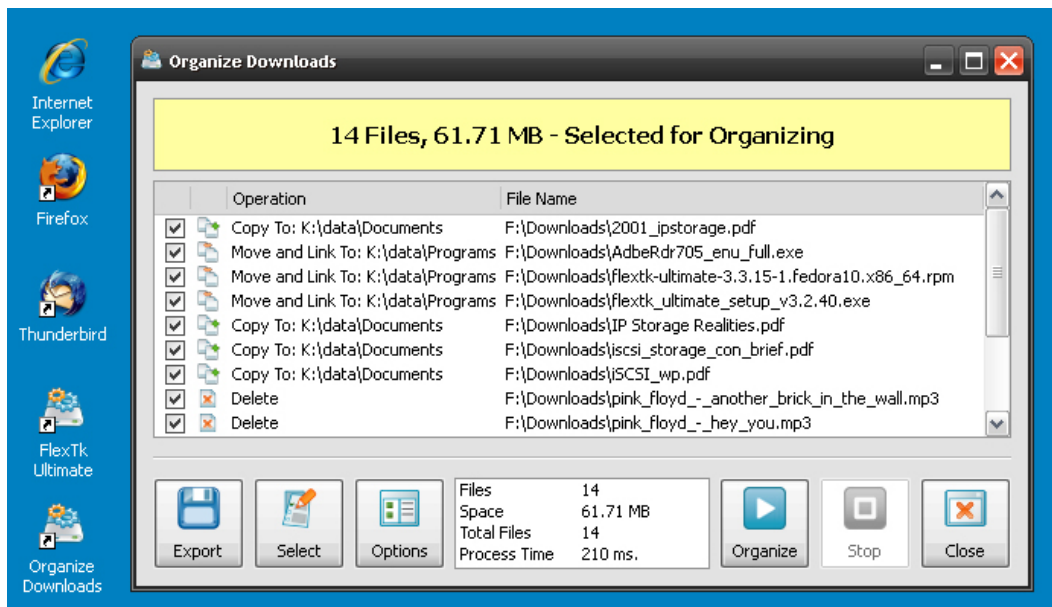


Finally, let's add the last file organizing action, which will delete old, unused music files. Create a new file organizing action, select the 'Delete' action type and add two file matching rules where the first one will match 'Music' files and the second one will match files that were accessed more than six months ago.

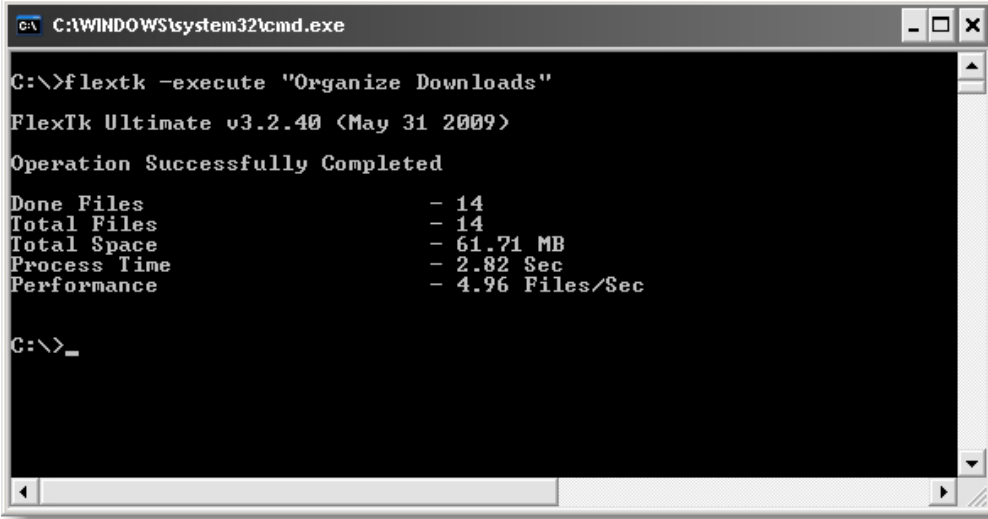
By default, FlexTk executes file organizing operations in the preview mode, which allows one to select/unselect individual file organizing actions. In order to execute the newly created file organizing operation just click on the file organizing command item in the 'User-Defined Commands' tool pane. Another option is to create a desktop shortcut for the user-defined file organizing command and use it directly from the Windows desktop.



In order to create a direct desktop shortcut, press the 'Commands' button located on the main toolbar, press the right mouse button over the command item and select the 'Create Desktop Shortcut' menu item. Now, in order to execute the file organizing operation, just click on the command's shortcut on the Windows desktop.



Once you have tested the file organizing operation and verified that it works as expected, you may change the command's execution mode to the 'Stream' mode and use the FlexTk's command line tool in conjunction with the Windows task scheduler to execute the file organizing command periodically at specific time intervals.



```
C:\WINDOWS\system32\cmd.exe
C:\>flexTk -execute "Organize Downloads"
FlexTk Ultimate v3.2.40 (May 31 2009)
Operation Successfully Completed
Done Files           - 14
Total Files          - 14
Total Space          - 61.71 MB
Process Time         - 2.82 Sec
Performance          - 4.96 Files/Sec
C:\>_
```

The FlexTk's command line tool will scan all input disks and directories and apply the specified file organizing actions to files matching user-defined criteria on-the-fly without showing the preview dialog.