

FileTracker™ User Manual

Version 1.0

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1. Introduction

FileTracker™ is a powerful, lightweight application designed to help you organize your files and directories, attach notes to them, quickly access your most frequently used items, and keep track of current projects. With FileTracker™, you can easily group related files and directories, add contextual notes, and streamline your workflow.

Key features of FileTracker™ include:

- Quick access to frequently used files and directories
- Project-oriented organization with customizable groups
- Contextual notes for files and directories
- Drag-and-drop functionality for easy organization
- Current Notes for temporary or project-wide information
- Seamless integration with existing workflows via hotkey and system tray
- Lightweight and focused functionality

2. Installation

1. Download the FileTracker™ installer.
2. Run the installer and follow the on-screen instructions.
3. Once installed, FileTracker™ will automatically start and appear in your system tray.

3. Getting Started

Following installation, you can access FileTracker™ by:

- Right-clicking the FileTracker™ icon in the system tray, and then left-clicking “Show FileTracker Window,” or
- Using the default hotkey (Ctrl+Shift+F)

The main window consists of:

- A treeview displaying your organized files, directories, and notes. Files are indicated in blue, directories in green, and notes in black.
- Buttons for various actions (Browse Filepath, Create/Edit Note, Create New Group, etc.)
- A hotkey configuration section

4. Main Features

4.1. Adding Files and Directories

1. Click "Browse Filepath" to select a file or directory.
2. In the browse window, choose either "Select Directory" or "Select File" based on your needs.
3. Navigate to the desired file or directory (i.e., a directory or file that you are currently using) and select it.

4.2. Creating and Managing Notes

For Files and Directories:

1. Select a file or directory in the treeview.
2. Click "Create/Edit Filepath Note".
3. In the new window, enter or edit your note in the text area.
4. Click "Save" to save your changes.

To view or edit existing notes:

1. Click on a file or directory in the treeview.
2. Click on the "Create / Edit Filepath Note" button.
3. The full note will appear in a new window where you can view or edit it.

4.3. Grouping Files and Directories

1. Click "Create New Group".
2. Enter a name for your new group (such as "Current Project") when prompted.
3. To move a file or directory to a group, select it and click "Move Filepath Btwn Groups", then choose the desired group.

4.4. Viewing All Saved Notes

The main treeview displays all your saved notes organized by groups. You can:

- Expand/collapse groups
- View the first line of each note
- Double-click items to open files/directories
- View or edit notes associated with files and directories.

4.5. Drag-and-Drop Functionality

You can easily reorganize your files and directories using drag-and-drop:

1. Click and hold on an item in the treeview.
2. Drag it to the desired location within the same group.
3. Release to drop the item in its new position.

Note: You can only reorder items *within the same group* using drag-and-drop.

4.6. Current Notes

Current Notes are for temporary or project-wide information:

1. Click "Create/Edit Current Notes".
2. Enter or edit your note in the new window.
3. Click "Save" to save your changes.

Current Notes appear in a dedicated section of the treeview for easy access.

5. Advanced Features

5.1. Hotkey Functionality

1. The default hotkey to open FileTracker™ is Ctrl+Shift+F.
2. To change the hotkey, enter a new combination in the "Hotkey" field in the main window.
3. Click "Set Hotkey" to save the new combination.

5.2. System Tray Integration

FileTracker™ runs in the system tray for quick access

- Left-click the tray icon to open the main window.
- Right-click for options to show FileTracker™ or exit the application.

To ensure FileTracker™ is always accessible, add a shortcut to the program in your Windows Startup folder.

6. Tips and Best Practices

- Use descriptive group names to organize your files and directories effectively.
- Add detailed notes to provide context for your future self or collaborators.
- Utilize Current Notes for temporary information or project-wide notes.
- Use drag-and-drop to keep your most important items at the top of each group.
- Regularly review and update your notes to maintain their relevance.

7. Troubleshooting

- If FileTracker™ doesn't start, ensure it's not already running in the system tray.
- If the hotkey doesn't work, it may be conflicting with another hotkey on your system. Try setting a new hotkey combination.
- If drag-and-drop isn't working, make sure you're trying to move items within the same group.
- If the FileTracker™ window isn't visible press the hotkey combination again.

8. Conclusion

FileTracker™ is designed to enhance your productivity by providing quick access to your important files and directories, along with contextual notes. By effectively using its features like custom groups, drag-and-drop organization, and Current Notes, you can streamline your workflow, maintain better organization, and easily recall important information about your projects and files.

For further assistance or to report issues, please contact:

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