



Getting Started with FolderFiler

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Introduction

We thank you for your interest in FolderFiler. At Rablui, we're passionate about Console applications. This is a getting started guide for FolderFiler, an easy to use, fast and effective way to assist with your file and disk space management needs.

We designed FolderFiler to be a complement to the native Mac OS X Finder or Windows Explorer already on your system. As such it may look familiar, even though it is Console based. In use it behaves a little different – some of its key differences are:

- Zero Key Click means that just one click of the **0** key scans the whole drive and shows you where all your disk space has gone.
- Simulscan - scans whole drives and volumes - you can view, filter and sort all your folders and files at the same time.
- It looks and works the same on all your computers: Linux, Mac OS X and Windows
- Console based application: works through PuTTY or other ssh clients including those on smartphones and tablets, great for remote computers / servers
- Performs safer deletes via a Trash folder.
- Exports your data to csv format reports for use in your favorite spreadsheet application.

We believe Console or Terminal based apps can be more efficient - it comes down to the right horse for the course. Looking back, in all our careers we've always used some type of console based application to get our jobs done better, easier, quicker.

For example editing - ever use **vi** or **Emacs**? We use both! In fact you may spot some similarities with the FolderFiler key assignments. Sure, sometimes you need a full GUI approach to editing for full up documents and the like - but it's nice to know that you can always find and rely on these editors to be there - and they work the same on all platforms!

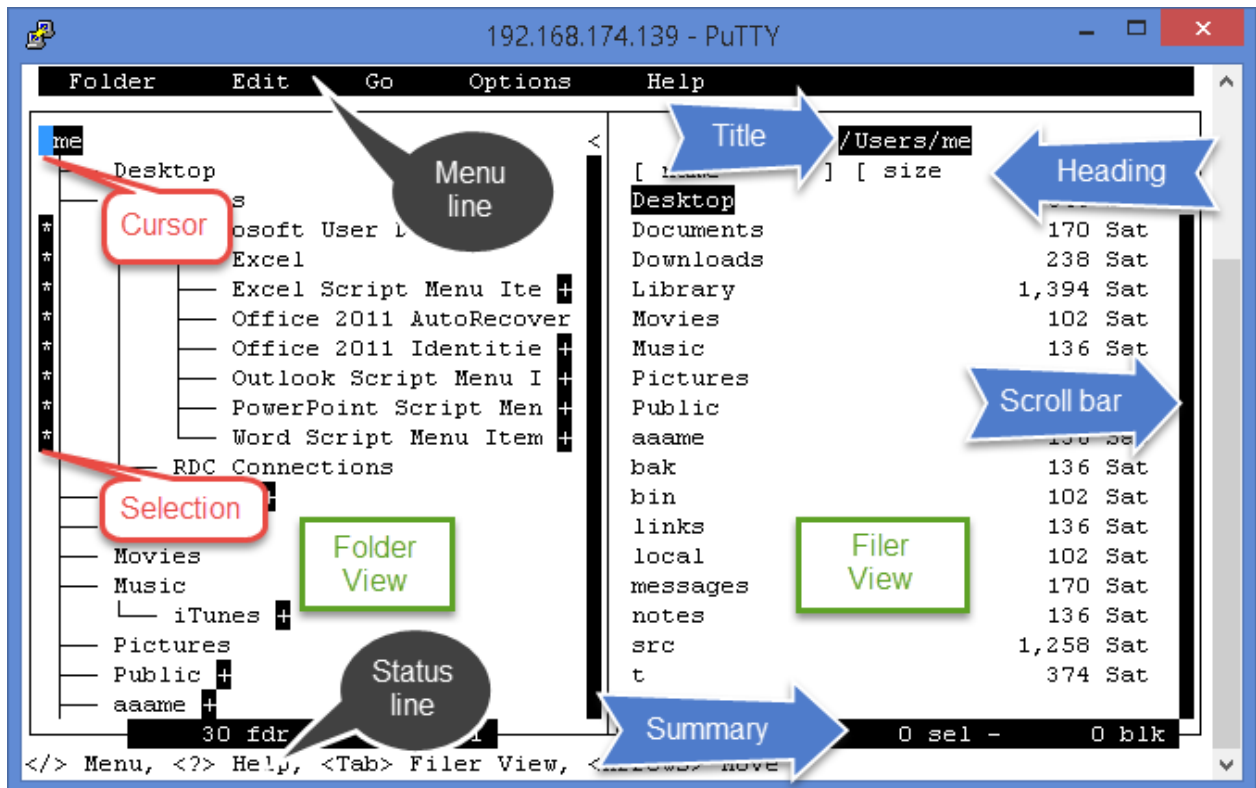
This is the essence of the FolderFiler approach. We love to use the native Finder and Explorer capabilities: drag and drop file copying, graphic for available space etc. However, these work differently on their respective platforms. Also, what if you want to know not how much space is available - but more interestingly, where all your space went? Not possible, plus no cross platform capability. FolderFiler fills in the gap here - simply fire it up and hit the 0 key - you've got a full disk report and can easily spot the disk hogs!

So there you have it, keep reading to learn more about FolderFiler.

Screen Layout

We've designed the screen layout to be an economical and effective use of the Console real estate and with enough detail to be meaningful yet not too much to be confusing or overwhelming.

Here's a look at an annotated screen shot:



Here you can see the major screen elements. Key points to be made are:

- The top and bottom line of the screen are occupied by the **Menu line** and **Status line** respectively.
- In between these two lines are the two major views that information is displayed – the **Folder view** on the left and the **Filer view** on the right.
- The **Cursor** is currently in the top left of the Folder screen at the root. The Cursor moves around the screen using the Tab key and the Arrow keys and highlights the current folder and item in the respective views.
- Whenever an item is **selected** an asterisk is displayed in the first column of the corresponding line in the view.

- Whenever you are looking at a view various bits of extra information are available to help orient you: for example, in the Filer view above we see a view **Title**, column **Headings**, a **Scroll bar** and some **Summary** (totals) information to assist with comprehension and navigation.

Note that when you use the Tab key to switch between views the Menu line will change.

Starting Up

You will most likely start FolderFiler in one of two ways. Either by:

- double clicking the **ff** executable from the native finder/explorer application or else by
- typing ff from the command line.

FolderFiler starts up in the current directory (folder) which is most likely your home directory (or \$HOME) and does a quick scan of the folders and files in that location and displays those on the screen. You should see something similar to the screenshot above. Note, the start position for the cursor is always the top left folder in the folder view.

The first time you run FolderFiler you will be in evaluation mode. You can tell this using the **Help->About** command. We hope you like what you see and chose to purchase a license key and remove all restrictions (evaluation mode has a 20 folder scan limit and some commands are disabled – have minus sign next to them in the menu).

Moving Around

The simplest way to move around is using the arrow keys (up, down) to move between adjacent folders. To see the contents of a folder simply move to that folder and hit **Ret**. This takes you to the first (top) item in the Filer view – note the menu line has changes as well. You can move back to the Folder view at any time using the **Tab** key.

You can then call any commands using either the menu capability (/ to display, **Esc** to hide) or keyboard shortcuts.

Keyboard Shortcuts

We wanted to make you as a productive as possible – to get the most work done in the least number of key clicks – so we have many keys to explain. Hopefully, they look familiar:

Note: **C-g** means press the **CTRL** key and the **g** key at the same time and is used to cancel out of commands and help messages or other notifications (the **Esc** key does the same thing).

:

| Key | Description |
|-------|---|
| 0 | scan whole disk, select all folders, sort usage descending |
| p | export folder/filer list to csv file in \$HOME |
| z | same as 0 but limit scope to current folder |
| s | scan 1 level down for current folder |
| S | scan all subfolders from current |
| C-c | cancel scanning |
| h | hide folders from current |
| Tab | switch view (menus will change too) |
| ? | help |
| / | menu |
| F | Folder or Filer menu depending on current view |
| Arrow | navigate: up, down |
| Arrow | folder history: back, forward |
| Ret | show files in Filer view from current or selected folders |
| C-f | page down |
| C-b | page up |
| C-u | up |
| C-d | down |
| C-a | home |
| C-e | end |
| C-g | cancel (menu, command, dialog, help) |
| Esc | cancel |
| 1 | scan 1 level down for current folder |
| 2 | scan 2 levels down for current folder (repeats through key 9) |
| Q | exit application |
| q | quit menu |
| J | jump to parent folder for current file |
| i | toggle information view |
| C-n | next |
| C-p | previous |
| A | alpha sort folder |
| U | folder sort usage descending (i.e. biggest folders at top) |

Scanning Folders and Files – Zero Key Click

FolderFiler scans the file system on your computer hard drive at your command.

The most powerful scan is the Zero Key Click – just type **0** (zero key) and sit back. What you will get is a complete scan – all levels from the root (top) folder. That’s not all though – this command also selects all

folders and displays their files in the Filer view - sorted by disk usage. This way you can see your space hogs with ease and take action (for example: select an item in the Filer view and type **J** (uppercase j) to jump to that position in the Folder view). The Sizer function, **z** (lowercase) shortcut does the same type of scan report for the current folder.

If ever you start a scan and it's taking too long or you don't want to wait for the full results you can cancel the operation with the **C-c** shortcut.

Most often though, you will scan by moving to the folder of interest and typing **s** (lower case). This scans 1 level down from the current folder – if there are more levels to scan for any sub-folders, you will see a plus sign (“+”) next to their name. Clicking **S** (uppercase) gives you a full scan – powerful.

This way you can move around in the Folder view and scan any / all folders of interest. This is a great way to understand and comprehend how things are laid out on your hard drive.

If you want to see less information, you can click “h” to hide any sub-folder information (this may lead to changes in the Filer view as well).

Filer View and Simulscan

So we know that the Filer view is where we find a list of items (folders and files) that we can sort and filter in interesting ways. What is different about FolderFiler and hence this new term Simulscan is that you can see the contents from multiple folders at the same time – this is a unique and powerful capability. You could for instance see every folder and file on your computer (as is the case, with the Zero Key Click scan report above) or else just the ones you select from the Folder view – your choice.

Any time you have more than one folder selected in the Folder view and go to display items in the Filer view you will be asked whether you want to use the selected folders: a simple **y** or **n** does the trick (no **Ret** required).

Getting Things Done

This section provides a quick introduction into using the file and disk space manager commands. In this case we are going to create a new folder and copy in some files.

Sizing up your home folder

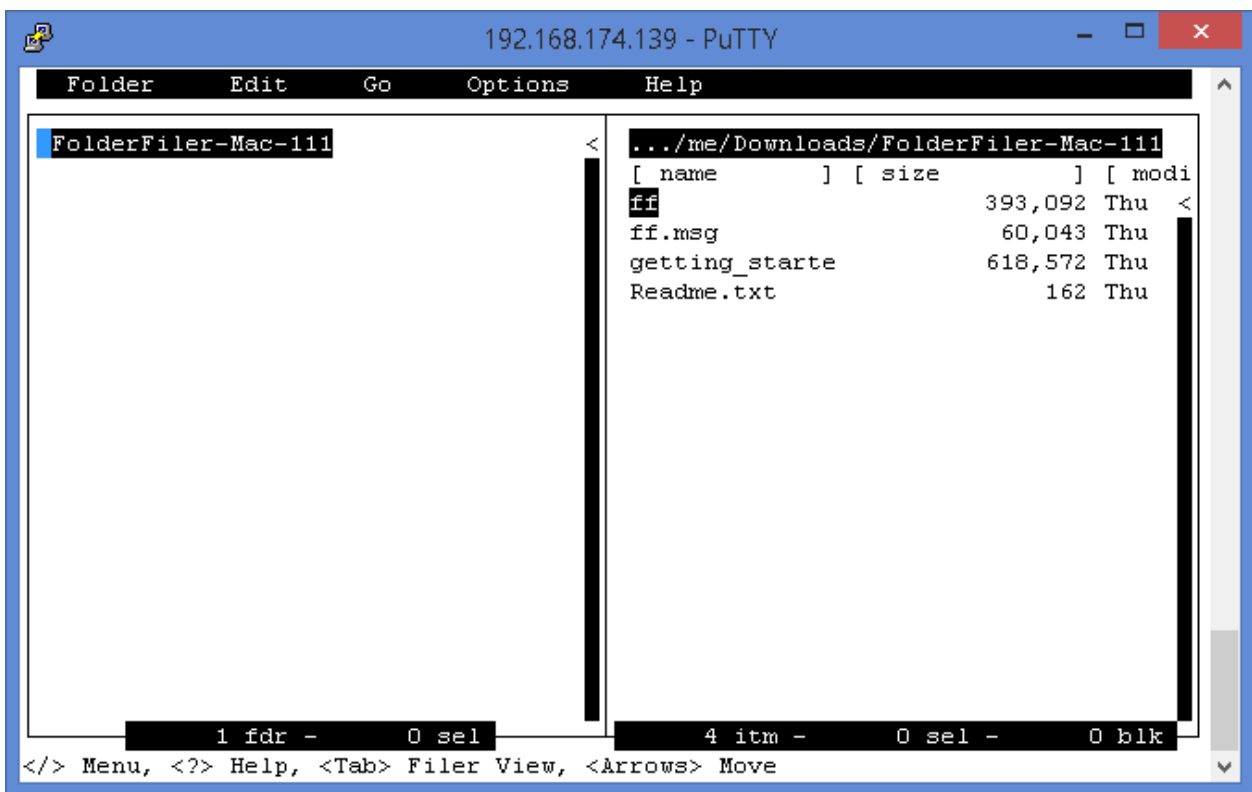
First off, we're going to see what's going on at home.

For the purpose of this guide we assume you have already downloaded FolderFiler from www.rablui.com and we are working from the command line in a console or terminal.

1. Start FolderFiler by typing **ff** at the prompt

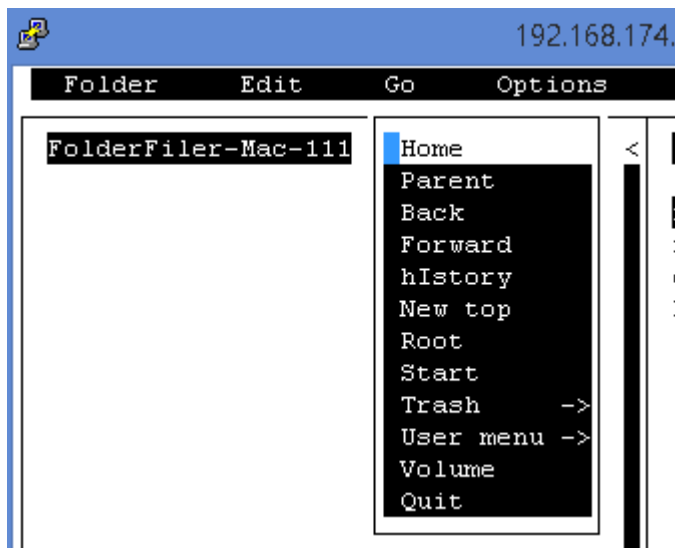
```
192.168.174.139 - PuTTY
< mac108.local 242 >pwd
/Users/me/Downloads/FolderFiler-Mac-111
< mac108.local 243 >ls
Readme.txt                ff.msg
ff                        getting_started_ffv111.pdf
< mac108.local 244 >ff
```

You should see a screen like the following:



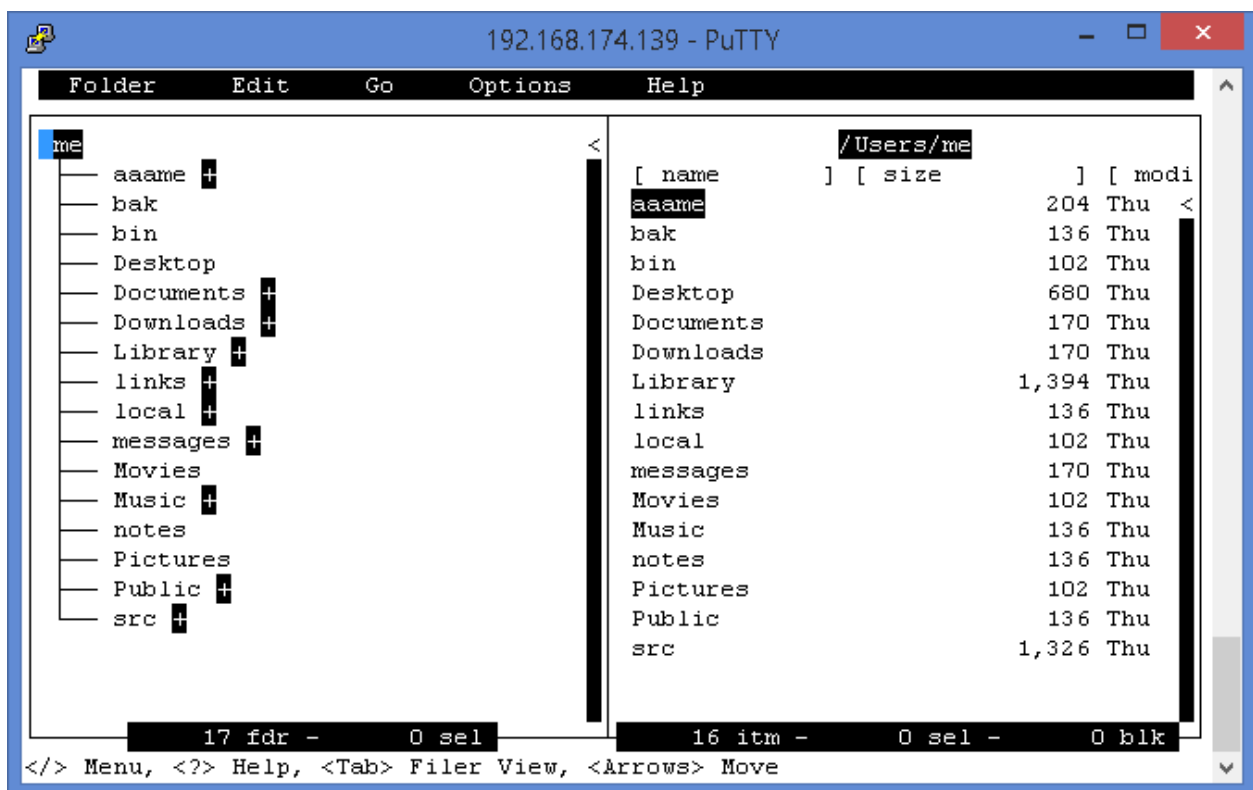
Let's navigate to our home folder:

2. Type **G** (uppercase) gives you the **Go** menu



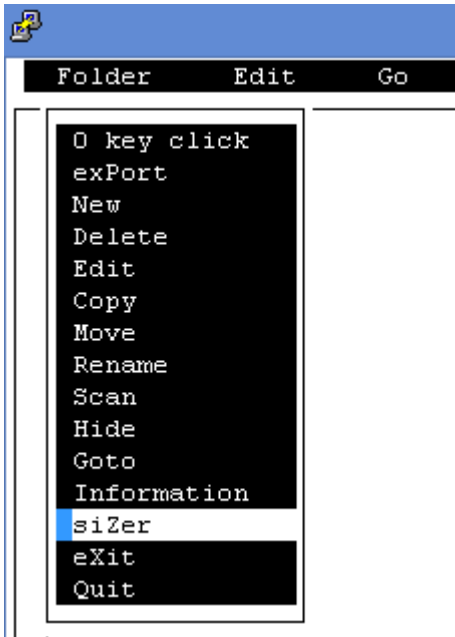
3. You are already positioned on the **Home** command- so just hit **Ret** .

FolderFiler changes position to your home folder, scans it and updates the screen display

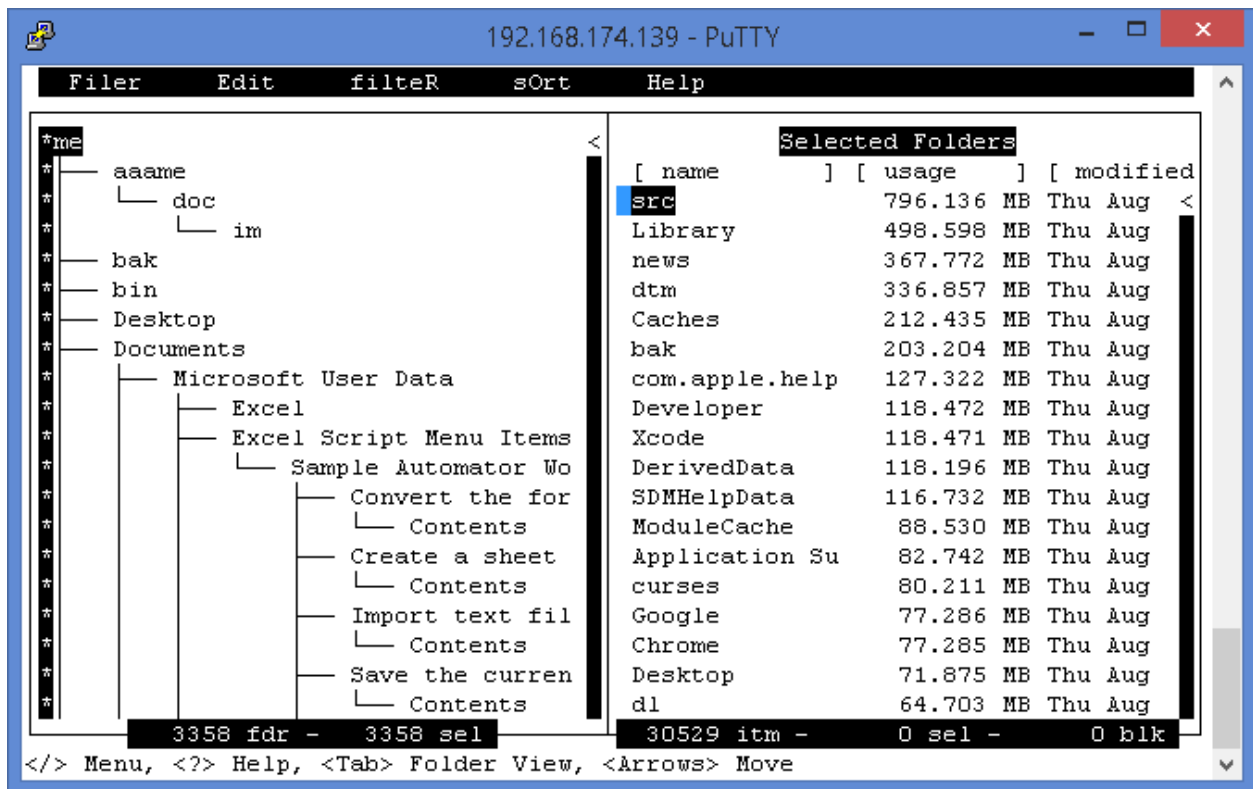


The **Sizer** command tells you where the biggest folders are located and therefore where all your space has gone.

4. Type **/** or **F** to get the **Folder** menu and **down arrow** to the **siZer** command and hit **Ret**



FolderFiler runs a full scan (all levels) in this, your home folder. A few seconds later you see the scan results:

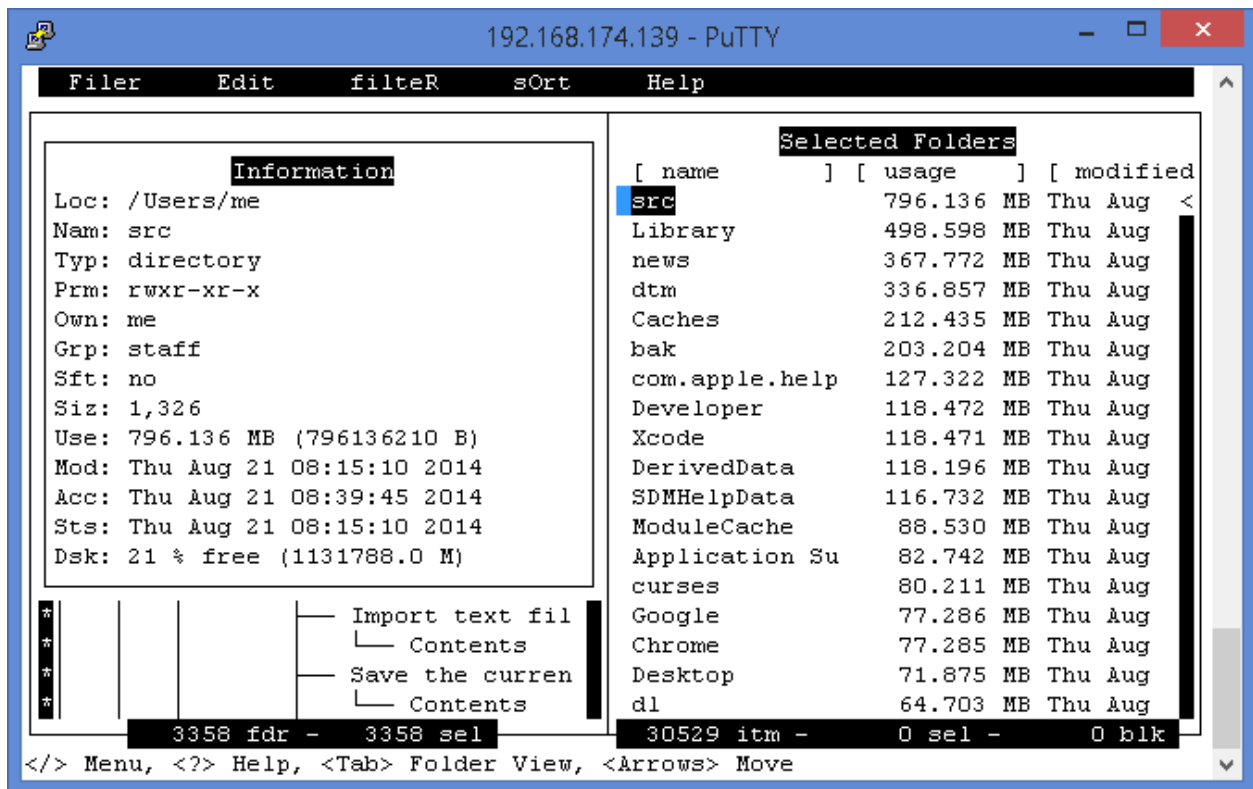


Some points to note:

- The Cursor is now at the top of the Filer view
- FolderFiler scanned approximately 3300 folders and 30,000 files.
- The Folder view displays a full folder hierarchy (with all folders selected) that you can navigate and explore
- The Filer view displays every file from every folder, sorted by the biggest at the top
- This runs very quick and is very powerful

To get more information on a particular item in the Filer view you use the Information command.

5. Type **i** to display the Information view



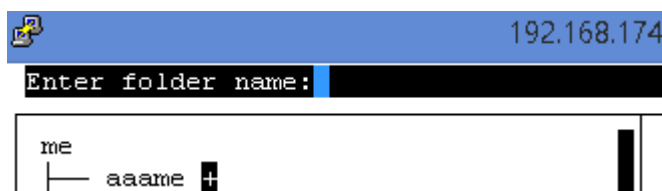
This view updates as you scroll around in the Filer view, you can remove it by typing **i** again (it acts like a toggle, going on and off).

Ok, let's reset your display

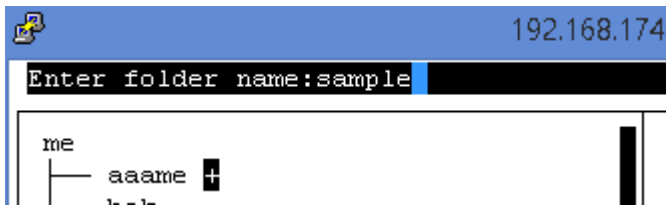
6. Type **Tab** to get back to the Folder view and **G h** to **Go->Home**.

Creating a new folder

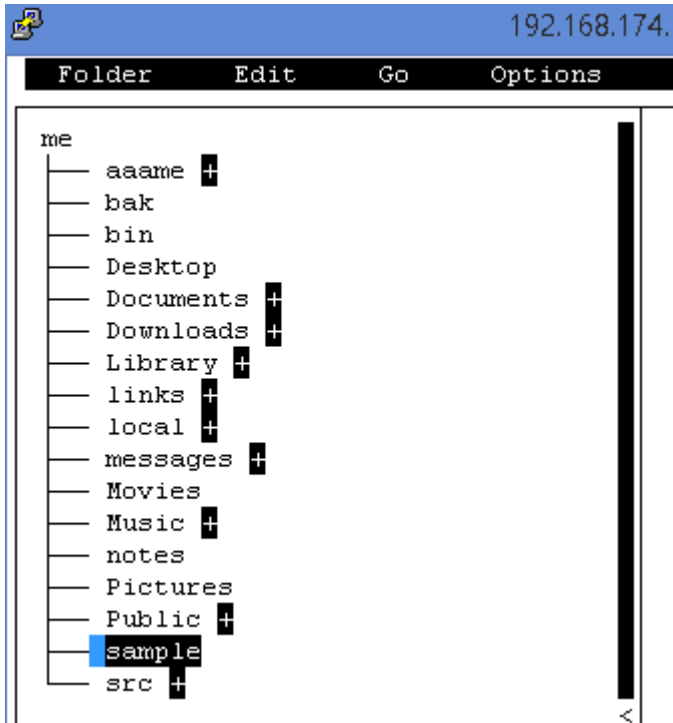
7. The **Folder->New** command will create a new folder for you – it will though first ask you for a name:



8. You can type in the name for example **sample** and hit **Ret**

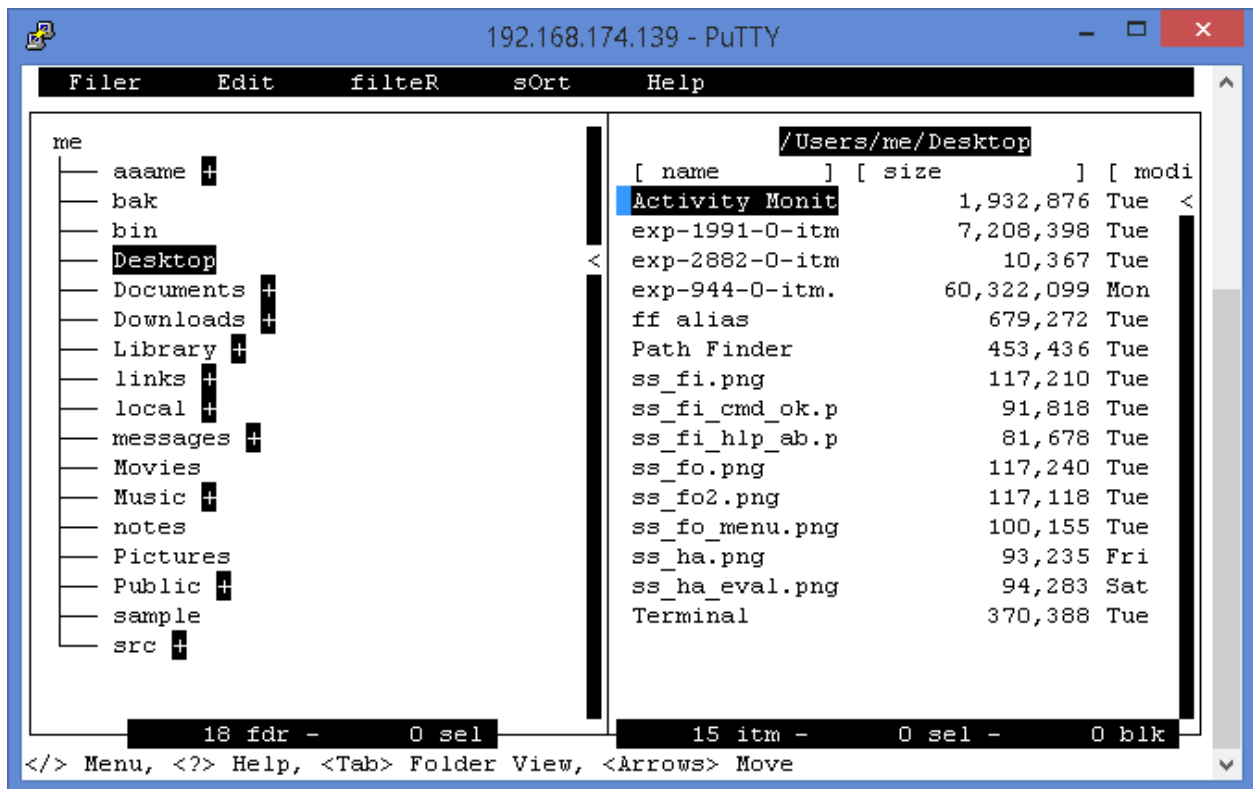


Voila, you now have your new folder:

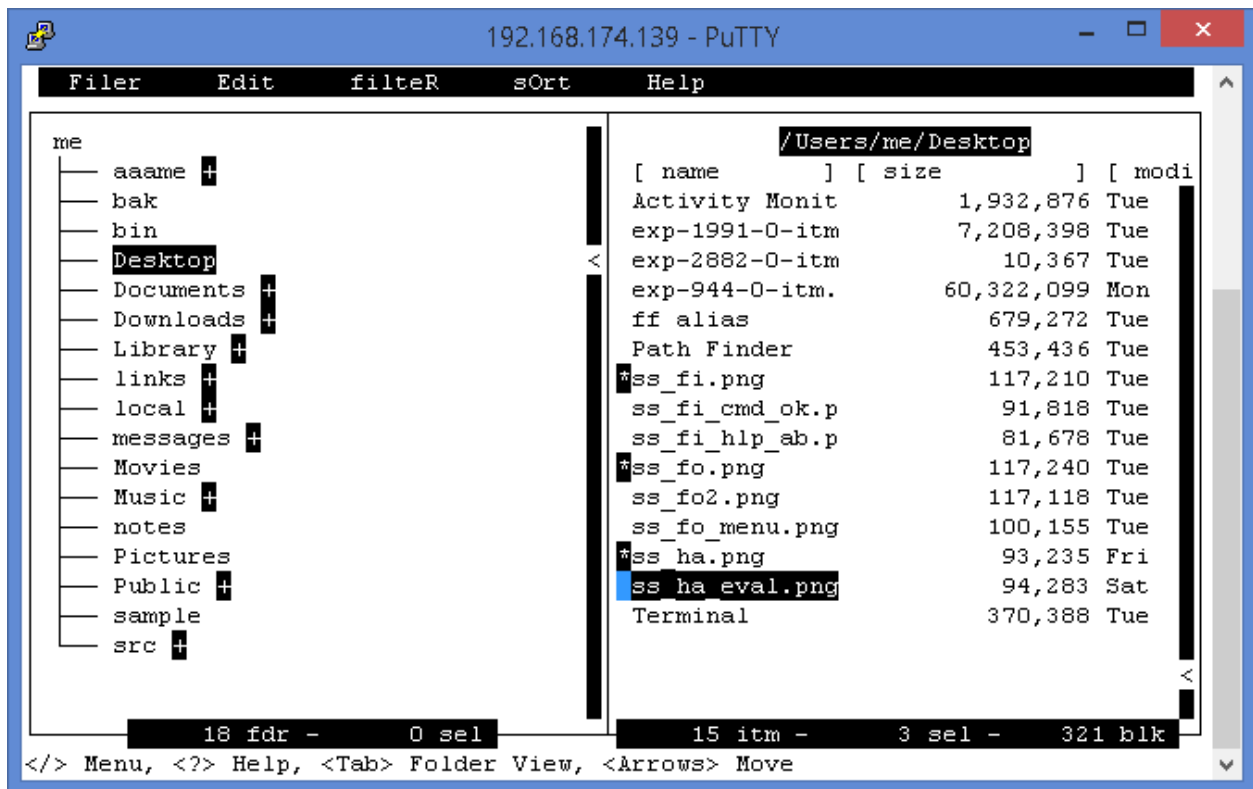


Copying files between folders

9. In my desktop I have some images I want to copy over to this new folder. Frist, use the up arrow to get to **Desktop** and hit **Ret** – this lists the files in this folder:



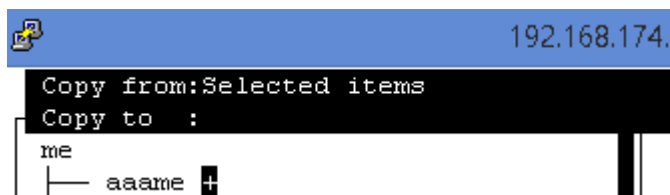
10. Now, move down the list with the down arrow and select the files I want to copy (using the space bar).



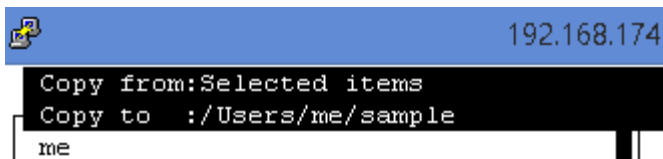
11. Now, select the **File->Copy** command. You are asked if you want to use the selected files (y or n) – chose **y**.



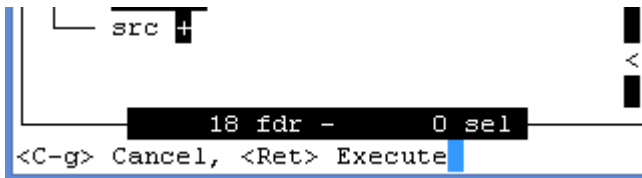
12. Now, you get the **Copy from, to** prompt:



13. At this point you need to chose a target folder from the Folder view. So, simply **Tab** to switch to Folder view and down arrow to the new **sample** folder



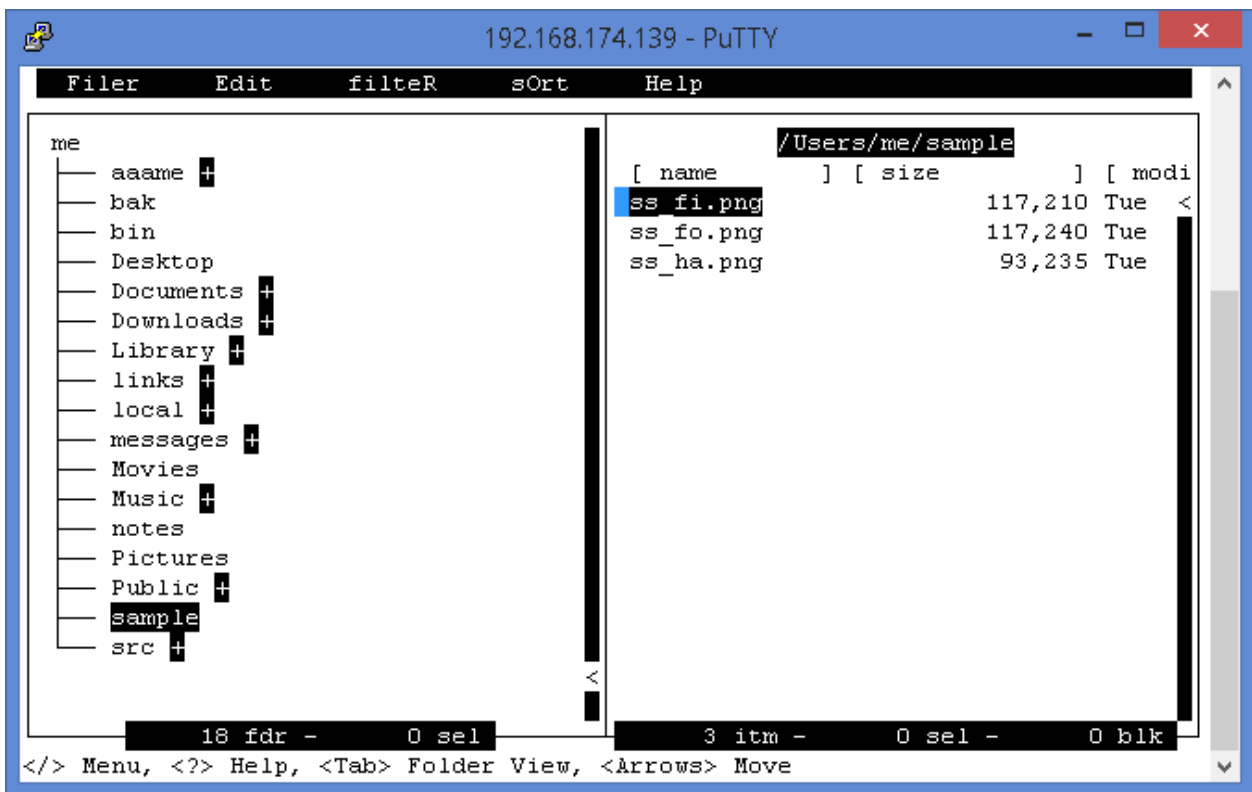
14. And hit **Ret**. Now, you see a confirm action prompt at the bottom of the screen:



15. Hit **Ret** and the copy takes place.

16. To see the results, hit **s** (to rescan the folder) and **Ret** to show the files.

Here you see the end result screen shot:



So, that concludes a quick look at the file management capabilities in FolderFiler.

Summary

Thanks again for taking the time read this quick guide. We hope you enjoy using this product – we would like to hear your thoughts and suggestions for improvement.

You can email us at rabluisales@gmail.com.