

# SortIt 1.1.0.0

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## Manual

*Document-version 1.1*

**User documentation,  
information and assistance**

Tyrann-Studios 2015

[www.tyrann-studios.de](http://www.tyrann-studios.de)

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*Concerning this translation:*

*English is not my native language and the original manual was written in German.*

*I translated it on my own and I also did it in a pretty small timeframe, because I finally wanted to release this version of SortIt :).*

*So please be lenient towards me if there are any mistakes in this manual.*

*Feel free to contact me at [info@tyrann-studios.de](mailto:info@tyrann-studios.de) if you found a mistake or want to contribute a better translation.*

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## Introduction

### What is SortIt?

SortIt is an automatic file-sorter, which allows you to move various files by user-definable criteria into definable folders.

It enables you to create jobs for source folders, which will sort your files to destination folders. You can create conditions for the moving of the files with the help of keywords, file extensions and regular expressions.

Besides this standard functionality, it also offers some additional possibilities e.g. the automatic creation of subfolders out of parts of the file name.

SortIt helps to automatically sort files with a specific name-scheme or file extension into fitting folders.

### Which information will I get from this manual?

This manual describes all aspects of the software and gives you instructions on operating it. All configuration options and their effects are described as detailed as possible and explained through pictures and examples.

After reading this manual, you should be able to use the software to its fullest extent. It is also useful for looking up only certain features, because software itself should also be usable without having to read this entire manual.

You should also use the help-texts and tooltips which are provided by the application itself.

### Where am I allowed to use SortIt?

The software is freeware and is made available free of charge, all functions are included and available for free.

„Tyrann-Studios“ or more precisely Angus Krawczynski, as author of the software does not impose any restrictions on the use of software.

Basically the use is allowed in all areas even in business environments.

Though in some areas, the use of this software might be not optimal. Further, there are limitations and conditions when it comes to distributing or editing the software, more information can be found in the following license terms.

## License terms

Conditions for the use of "SortIt", hereinafter also called software and application.

The application is freeware and may be used without further costs in all areas. "SortIt", was released as freeware, the duplication and distribution is allowed and encouraged. For the sharing on the Internet you have to mention Tyrann-Studios as the developer and place a link to [www.tyrann-studios.de](http://www.tyrann-studios.de).

Because this software is privately developed and released without charge the following applies: The release of this software and documentation is 'as is', there is no claim, nor a guarantee of a hundred percent, flawless operation. It is at NO time guaranteed that the software works correctly, as desired or described.

You must not sell this software or distribute it as part of another application or software-collection without explicit written permission of the creator (Angus Krawczynski).

The responsibility for the use of the software lies exclusively by the user, Tyrann-Studios accepts no liability for any direct or indirect damage to software or hardware or an unlawful use of SortIt.

## Installation

### Requirements

To use "SortIt", the .Net Framework 4.5 must be installed on the computer. You can find download-links here:

<http://tyrann-studios.de/index.php?ID=8>

### Installation of the software

#### *Setup-Version*

Start the sortit-setup.exe and follow the onscreen instructions.

#### *RAR-Version:*

Unzip all the files from the archive to any folder (for example "C:\Program Files\Tyrann-Studios\SortIt"). To accomplish this you can use WinRar, 7zip or similar software.

### Removing the software

#### *Setup-Version*

Start the removal of the software by starting "unins000.exe" from the application folder and follow the onscreen instructions.

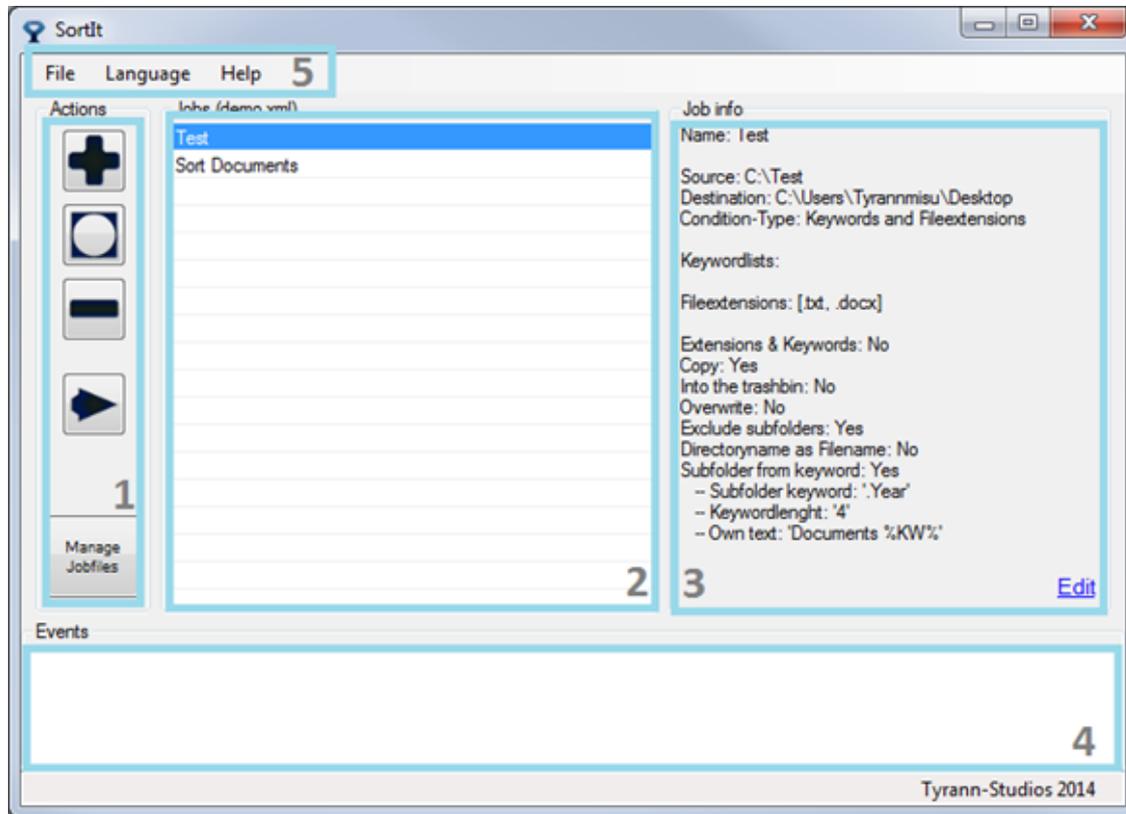
#### *RAR Version*

Just delete the application folder and all its contents.

## Using the application

### Starting the software and introduction of the graphical user interface

Start the application by double clicking on "SortIt.exe" or a shortcut. Once the software is started, the following graphical interface will appear:



The main window can be roughly divided into the five marked areas.

On the left side (1), you will find the action-buttons, which allow you to execute basic functions like adding a new job, starting all jobs or managing your existing jobs.

The first 3 buttons are for the editing of job-entries and the 4<sup>th</sup> one serves the purpose of starting all jobs simultaneously. The last button is for the management of job-files.

Some of these actions can also be triggered via the context-menu, which opens after a right-click on an existing job.

A list with all existing jobs/sort-tasks is placed in the center of the application (2).

The right side (3) contains an info-area which shows all attributes of a selected job in a summary, it also contains a link for the editing of these job-options.

An event-log is placed at the bottom (4) of the window; all relevant events during the execution of the jobs will be reported here.

A Menu for controlling general functions of the application, like changing the language, is placed at the top (5).

## General functions

Besides from the main-functionality, which will be covered in the following chapters, SortIt also has some additional functions.

One of this functions is the possibility to change the application-language by clicking on an entry of the “Language”-menu. The chosen language will be applied immediately on all opened windows with the exception of dialogues and old event-logs.

The “Help”-menu helps you to find out about the software version and contains a link to the website (“About”), it also allows you to check for newer Versions of SortIt (“Check for Updates”).

You will need an active connection to the internet for this check.

If the check for updates fails despite the fact that your PC is connected to the internet, a firewall probably blocks the access for SortIt. If so, you need to add SortIt to the List of admitted applications.

## Adding a job/sort-task

### General

The application sorts files from A to B, to do so it is necessary to add appropriate jobs.

It is possible to add multiple jobs for the same source-folder, but with different criteria, which results in moving the files to different destination-folders despite having the same source.

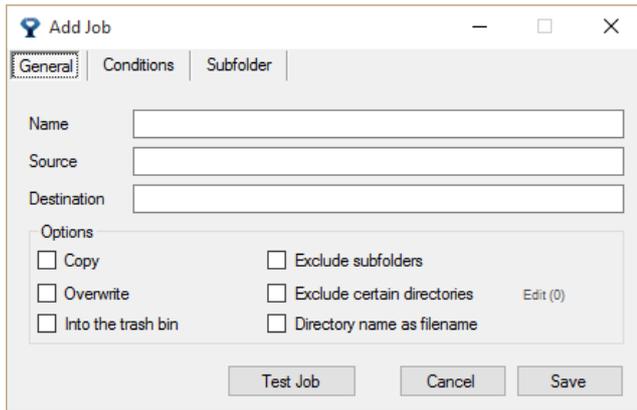
Each job defines the following basics:

- Which place on the hard-drive will be searched for files to move?
- Where to should the files be moved?
- Which words/characters or file-ending must apply to a file-name to be moved?



Jobs are the basis for SortIt to enable automatic file-sorting on execution. The application is not able to work without them. You can add new Jobs by clicking the “+”-Button placed in the action-menu of the application.

After clicking the button a new window with the title “Add Job” will appear. This window is separated in 3 areas (General, Conditions, and Subfolder).



“General” contains all basic information for the job and should always be filled first.

First of all you should enter a name for the new Job. You can enter any description and characters you like; the only purpose of it is to identify the job later. To do so you have to fill the text field next to “Name” with any description, the only restriction is that it must not be empty.

Next we need to tell the application where to search for files that should be sorted. To achieve this it is necessary to click in the “Source” text field; this will result in a new dialogue which allows you to choose a source folder. Click on “OK” to confirm your selection.

The source-path is a regular text field and can also be edited manually afterwards.

The selection of the destination path, thus the folder where the files will be moved to, works in the same way as the selection of the source folder. Just click in the text field to open the dialogue.

#### **Additional options**

The window also contains further optional checkboxes besides of the 3 basic options. They are grouped together as “Options” and don’t need to be adjusted, but they allow you to change the behavior of a job in a significant way.

The following is a listing of the individual options and a description of their effects:

##### *Copy*

If enabled, files are not moved to the destination, but only copied there, the original file remains in its source folder.

##### *Overwrite*

Specifies whether to overwrite files in the destination folder, if it already contains files with the same name. If this option is disabled, a file will not be moved or copied to the destination-folder, but skipped, if there already is a file with the same name.

##### *Into the trash bin*

If this option is enabled, the file to be moved will be copied to the destination folder and the original will moved to the trash bin.

##### *Exclude subfolders*

Specifies whether only the top level is to be searched in the source folder, which means ignoring any existing subfolders.

*Exclude certain directories*

If this option is active, it is possible to exclude specific subfolders from the sorting. To achieve this you must click on the „Edit“-Link next to the activated Option, this will open a new dialog that allows to select directories that should not be searched and sorted. (These have to be subfolders of the selected source.) The editing is done with help of the usual „+“, „-“ and „|“ Buttons. To submit the specified directories, click on the „Submit“-Button. The „Edit Job“-window will now display the count of the excluded sub-folders in the link for example „Edit(2)“.

*Directory name as filename*

This option causes that files will be moved to the destination with the name of the folder where they are located in.

For example: The file “Document.docx” is located in a folder named “inventory 2014”, the file name in the destination folder will be “inventory 2014.docx”.

This effect only applies if the file is not located in the root folder of the source, but in a subfolder located in the source folder.

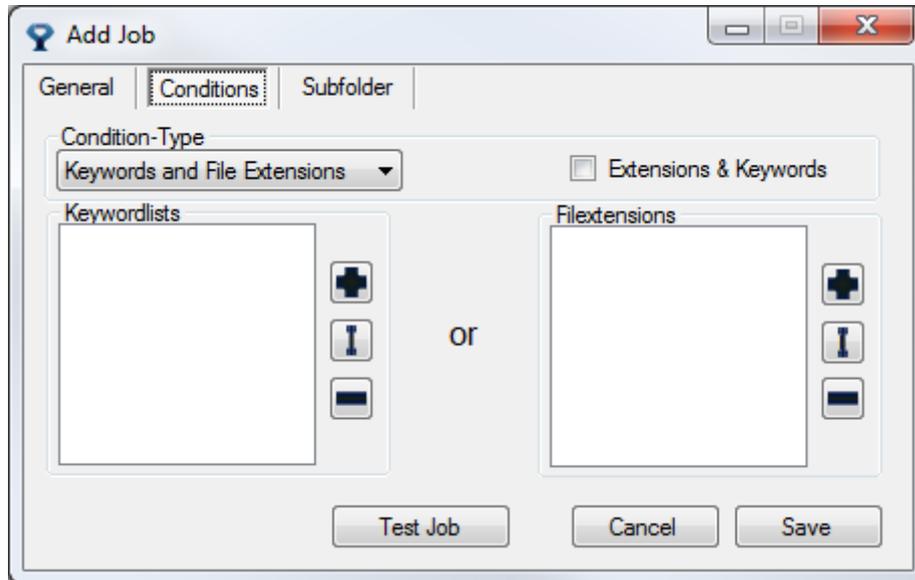
If the destination already contains a file with the same name, the moved files will be numbered (e.g. “inventory 2014(2).docx”).

Short descriptions of the options will be also showed in the application itself if the mouse cursor stays over an option for a few seconds.

Conflicting options will be disabled automatically (e.g. “Exclude subfolders” & “Directory name as filename”).

## Conditions

If all text fields and options in the “General” tab are filled to suit your requirements, you can succeed with the “Conditions” tab.



This tab defines by what criteria SortIt should search the folder and move files. Without this information, a job will have no function.

There are 2 possible condition-types; the first one is called “Keywords and File Extensions”, which is also the default type.

### *Keywords and File Extensions*

What is the meaning of “Keywords and File Extensions”?

This mode decides if a file should be moved or not on the basis of user defined strings. Once one of the defined strings matches the file name, the file will be moved to the destination folder.

It is possible to add multiple alternative keywords, or more precisely keyword lists, this will be explained in the following steps.

Besides keywords you can also define file extensions as a condition, by doing so you could get SortIt to move all files that have the file extension “.txt” as an example.

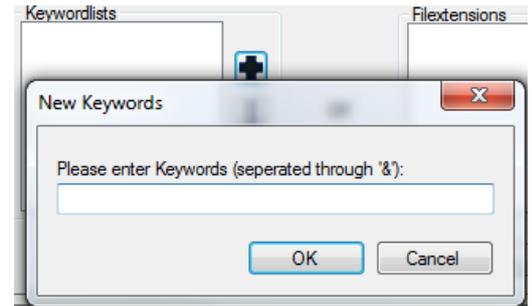
These two conditions are combinable, but can also be used as separated conditions on their own. This is determined by the option “Extensions & Keywords”, if activated both, a defined keyword and a defined file extension, must match the file. Otherwise it is sufficient if one of the 2 possible conditions applies to a file, to move it.

### Adding keywords:

To add keywords you have to click on the “+”-Button which is located in the group “Keywordlists”, this results in a new dialogue with an input box.

SortIt also allows defining multiple keywords which all must match the file name in order to move it; this is done by entering keyword lists in the text field.

Please look at the following 2 examples for clarification.



All files that contain the word “shopping” shall be moved.

→ Enter „shopping“(without quotation marks) in the dialogue and confirm with “OK”.

Or: Only files which contain the words “shopping” AND “private” at the same time shall be moved.

→ Enter „shopping&private“(without quotation marks) in the dialogue and confirm with “OK”.

That way it is possible to chain up as many terms/words as you like, which all have to be present in a files name in order for SortIt to move it. The terms are separated with the and-character (“&”).

The keywords are not case sensitive.

Besides the chaining up of different terms that all have to be present in order to move a file, you can also define alternative keyword lists.

To do so, just add a new keyword list by clicking the “+”-Button once more.

### Example for alternative keywords:

All files that contain the terms “invoice” and “private” or the single term “shopping” shall be moved.

We need to add 2 keyword-list entries for this:

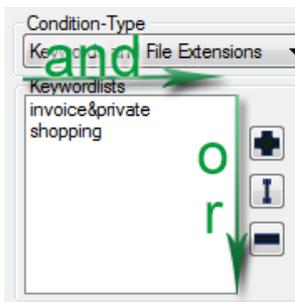
1. →Enter “invoice&private” (without quotation marks) in the dialogue and confirm with “OK”.
2. →Enter “shopping” (without quotation marks) in the dialogue and confirm with “OK”.

The “Keywordlists”-group now contains 2 entries, which lead to following job-behavior:  
Only files that have the terms “invoice” and “private” at the same time, or the single term “shopping” will be moved. If a file contains all 3 terms it will be moved too of course.

If only the term “invoice” matches a part of the file name, the file will not be moved.  
All entries in the keyword lists group can be modified afterwards by clicking the edit-button, or deleted by clicking the delete-button.

*Additional to the buttons, you can also delete entries with the “Del”-key on your keyboard, edit entries by double-clicking them, or create a new one by double-clicking on an empty space in the group.*

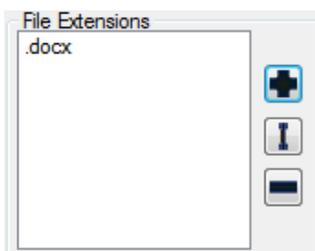
Summarizing keyword example:



For clarification it can be said, that the list contains alternatives vertically, which means OR-Entries, and chained up terms horizontally, which means AND-Entries.

### Adding file extensions:

As mentioned before it is also possible to sort files depending on their file extension, to achieve this you need to add file-extension-entries. This is done in the same way like the adding keywords, but instead of the buttons in the “Keywordlists”-group, the ones in the “File Extensions”-group must be used.



Each entry in the file extension list contains one single file extension (that is because a file can only have one file extension and not multiple ones), because of this only one extension is entered during the adding of new entries e.g. „txt“ or „exe“.

If multiple entries are added, they will only serve as alternatives. This means that the file to be moved must have one of the added file extensions.

Depending on the state of the option “Extensions & Keywords”, both a file extension and a keyword (or a keyword-combination) must match the file, or just one of the two must be true in order for the file to be moved.

This also enables you to sort only depending on file extensions if you disable the “Extensions & Keywords” option and leave the “Keywordlists”-list empty.

The state of this option will also be illustrated by the word “and” or the word “or” between the two entry-lists.



By filling the lists and changing the option you are able to create many different conditions, which will affect the decision if a file will be moved or remain in the source folder.

### *Regular Expression*

The second possible condition-type is named “Regular Expression”; you can select it by clicking on the “Condition-Type” dropdown-menu.

This manual wont explain what regular expressions are and how they work, because the topic is too complex and common, it also cannot be broken down to the use case of SortIt in an comprehensible way.

If you don’t have any knowledge about regular expression, you should rather use the other condition-type to avoid unwanted effects.

In short one could say that regular expressions describe strings with the help of syntactic rules. The expression must be entered in the text field and the file will be moved if the name (this includes the file extension) fulfills the regular expression.

### **Subfolder**

After filling in all basic information and conditions, the job has all information it needs and is ready to be used by the application.

The last tab “Subfolder” is totally optional and doesn’t need to be filled.

It is for the purpose of the automatic creation of subfolders in the destination path (defined in the “General”-tab). These subfolders will be named after parts from the name of the file that is moved.

If you don’t need this functionality you can ignore this tab and continue with the chapter “Complete the creation of a job”.

To activate this function you have to check the option “Sort into keyword-subfolders”, this will enable all fields for filling in the needed information.

The help button opens a description on how to fill in the data.

The following text fields must be filled:

*Read chars after following text:*

Specifies after which string or word the tool will start to read the next characters (e.g. "Account.")

*Amount of chars to read:*

Determines how many characters are read, for the name of the subfolder, after the above-specified keyword (e.g. "4").

*Own text in the subfolder:*

This text box is optional and does not need to be filled.

This field allows to add own text for the name of the subfolder, enter any value and a '%KW%' at the location at which the read value should be put (e.g. "Documents %KW%").

### **Example**

An example to clarify the functionality of the subfolder sorting:

Let's assume that the source folder contains the following files:

*Billing.Year.2009.docx, Billing.Year.2010.docx, Fixed costs.Year.2009.docx, Fixed costs.Year.2010.docx*

The destination folder is C:\Test

We use the following settings:

Sort into keyword-subfolders: → enabled  
Enables the sub-folder sorting.

Read chars after following text: → "Year."  
Specifies "Year." as the string which precedents the keyword that we want to read out from the filename.

Amount of chars to read: → "4"  
Determines the next 4 characters to be read out after the precedent string.

Own text in the subfolder: → "Documents %KW%"  
Specifies that the files will be sorted in the sub-folders "Documents [readout keyword]" in the destination-folder.

The result in the destination folder would be:

C:\Test\Documents 2009\Billing.Year.2009.docx  
C:\Test\Documents 2009\Fixed costs.Year.2009.docx  
C:\Test\Documents 2010\Fixed costs.Year.2010.docx  
C:\Test\Documents 2010\Billing.Year.2010.docx

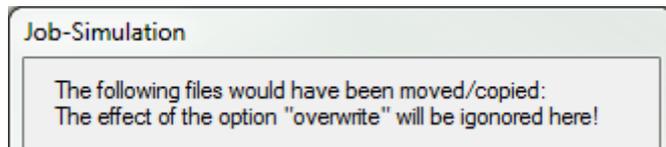
### Complete the creation of a job

If all basic information and the conditions were filled in, you are able to save and add the job by clicking the “Save”-button.

“Cancel” will discard the jobs and all entered values.

The button “Test Job” allows you to test the configuration of the job and show the effect on the files without actually moving them.

This is very useful if you have doubts if everything is configured how it should be to achieve the desired sorting. The result of this test will be shown in a new window, but it may take a moment until any entries are shown. You can tell that the test is finished if the following text is shown at the top of the new window:



All files that would be moved are listed beneath; the effects of the subfolder-sorting and the overwrite-option will be ignored and are not shown here.

It is possible to see the path to the file by clicking on an entry; you can also open the source folder by right-clicking on an entry.

### Editing an existing job

To edit an existing job it is necessary to click on an entry of the “Jobs”-list to highlight it in a blue color.

The “Job”-info will now show all details for the highlighted job.

A blue “Edit”-link is placed in the bottom right corner of this information, click on this link to edit the job.

The edit-window is the same as the “Add Job”-window, the only difference is that all fields are filled with the values of the selected job; you are able to edit these directly or with the help of corresponding edit-buttons.

After applying all changes, just confirm them by clicking the “Save”-button to adopt the values to the selected job.

*You can also open the edit-window by right-clicking on a job and selecting “Edit job” from the context-menu.*

### Deactivate jobs

If you don't want to remove a job completely but only exclude it temporarily from the execution, you are able to deactivate jobs. This causes the job to be skipped during the execution of all jobs.

The job can be activated again any time, without having to enter all configuration details of the job a second time.



To deactivate a job, the corresponded entry in the list must be selected. In the next step the button "Deactivate Job" must be clicked.

Deactivated entries will be shown with a "[Inactive]" prefix in the "Jobs"-list.

[Inactive] Test

To reactivate a job, just select it and click the same button again, it will show the following symbol:



You can also deactivate and activate jobs via the context-menu.

### Delete jobs

There are the following possibilities for deleting a job:

Right-click on an entry in the jobs-list and select "Delete job" from the context-menu, then confirm the dialogue with "Yes" to delete the job.

Select a job by clicking on it and press the "Del"-key on your keyboard or the „-“-button in the application, then confirm the dialogue with "Yes".

The job will be removed irrevocably in each case, files and folders will not be touched! Only the configuration for the job will be removed from the application.

## Execute jobs

To actually sort, respectively move your files by the specified criteria, the jobs have to be executed.

You have the possibility to start all jobs (that are not deactivated), to execute them one after another and the possibility to start a single job (no matter if it is activated or not).

### Execute all jobs



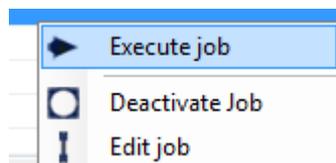
To start all jobs it is necessary to click the “Execute all jobs”-Button in the main window of the application.

All your files in the specified source folders will be checked now and moved if they match the criteria defined in the job-conditions.

You can track all events in the bottom of the main window in the “Events”-log.

The Message “--- All jobs processed! ---“will appear in the log after all jobs are processed.

### Execute a single job



To execute a single job, you have to right-click a job-entry and select “Execute job” from the context-menu.

Only the selected job will be started now, it does not matter if it was deactivated or not.

The rest of the process is congruent with the execution of all jobs.

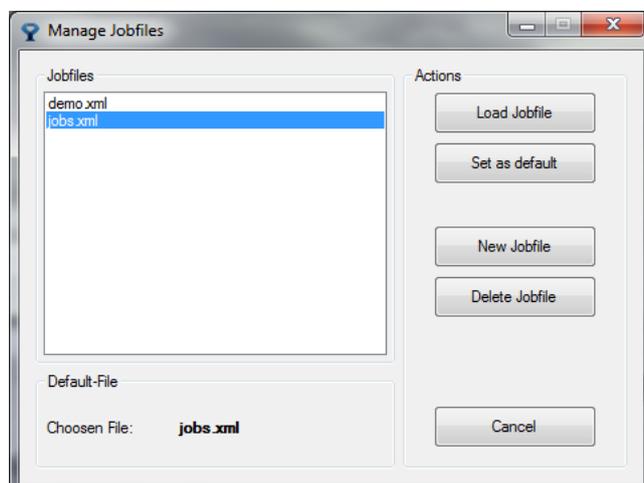
## Multiple job-files

By its first start the SortIt will create a “jobs.xml” automatically, this file will contain all configured jobs.

It is possible to create further job-files; this feature helps you to create different job-lists for varying use cases.

By doing so it is possible to execute different jobs, without having to deactivate or activate job-entries every time.

You have to click the “Manage Jobfiles”-Button to create new job-files or manage existing ones.



This will open a new window, in which you are able to add new files, delete existing ones and setting the default one.

### Create a new job-file

To create a new job-file, which can be filled with jobs afterwards, just click on the “New Jobfile”-Button.

A dialogue will appear, that allows you to enter a name for the file, you are free to name it however you like, but the name must not be empty and must be unique, which means that two different job-files can not share the same name.

The new job-file will appear as an entry in the “Jobfiles”-list, after confirming the dialogue with “OK”.

You can choose this new entry now and load it into the application by using the “Load Jobfile”-button. Afterwards the file can be filled with jobs the usual way.

It is possible to switch between different job-files at any time, by loading the corresponding file.

The main window displays the current job-file between brackets after the word “Jobs”:

`Jobs (jobs.xml)`

The “Delete Jobfile”-button will irrevocably delete the selected job-file and all the jobs it contains.

### Default job-file

The default-file is the job-list that will be loaded automatically on each start of the application. The jobs defined in this file will be visible after each startup and can be executed.

Each job-file can be defined as the default-file, to do this just select the entry in the “Manage Jobfiles” window and click the button “Set as default”.

The file will be loaded automatically on the next startup.

If you delete the default-file, SortIt will create a new empty one with the defined name.

*Thank you for downloading and using my software!*

*Written and translated by Angus Krawczynski*

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