



Thank you for installing Filecats Standard or Filecats Professional.

Filecats allows to you import the contents of Windows Explorer into Microsoft Excel. Filecats Professional also adds metadata for Microsoft Office documents, audio/video files, pictures/photographs, and MSG files contained in Windows Explorer.

Filecats is very easy to use. Once installed, there is no program in the Start menu or on the Desktop. Instead, simply right-hand click on a single folder or drive and select Filecats Standard or Filecats Professional. That's it! The spreadsheet is created, and you can use it or email it to someone else – they don't need to have Filecats installed to use the spreadsheet.

Additional features can also be shown in the videos on the Filecats website, www.filecats.co.uk

If, however, there are additional questions you want to answering, this manual shows some of the features of Filecats, and how to make best use of it.

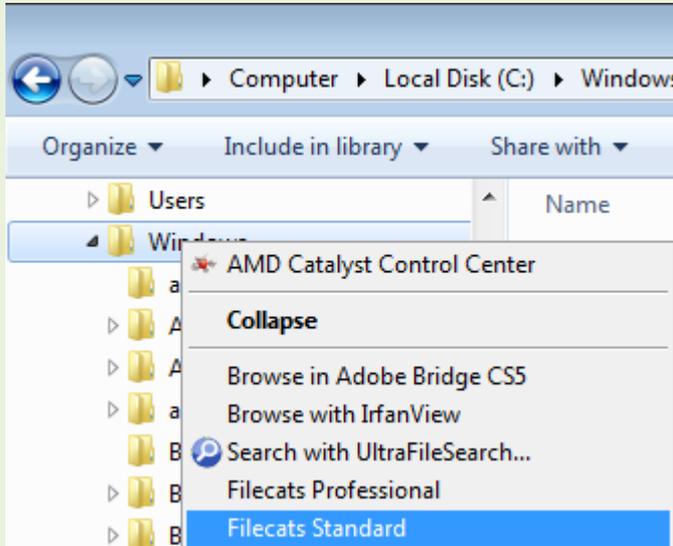
Contents

Starting Filecats.....	1
Selecting Metadata (Filecats Professional).....	4
The Cataloguing process.....	9
The Catalogue spreadsheet.....	14
Folders – Filtering and Grouping.....	14
Columns in both Filecats Standard and Filecats Professional.....	19
Hyperlinks – Changing the Relative Path.....	22
Hyperlinks – Hash/Pound Sign, and Long Path/Filenames.....	27
Metadata.....	28
Thank you.....	31

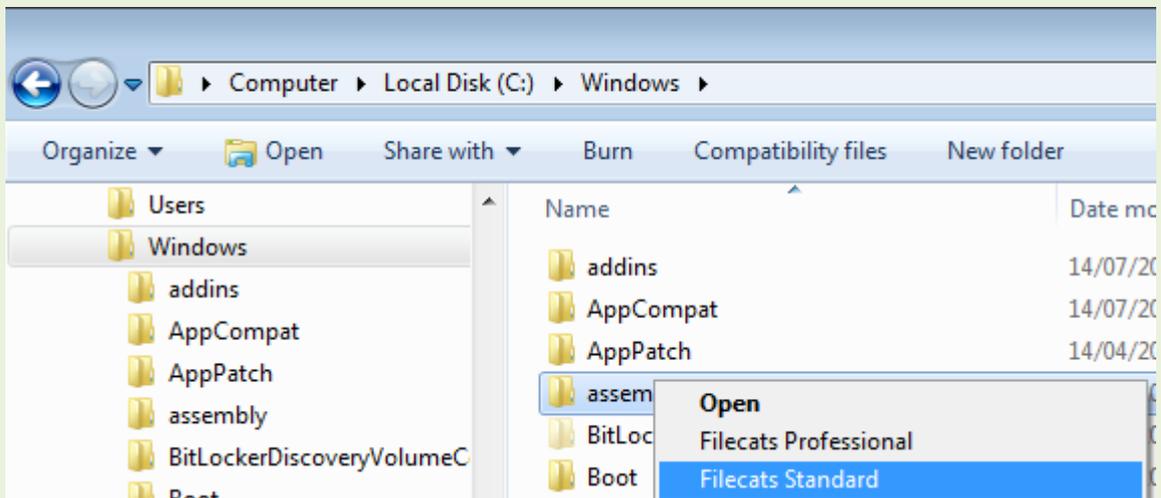
Starting Filecats

You can right-hand click the single folder or drive by using one of the following methods:

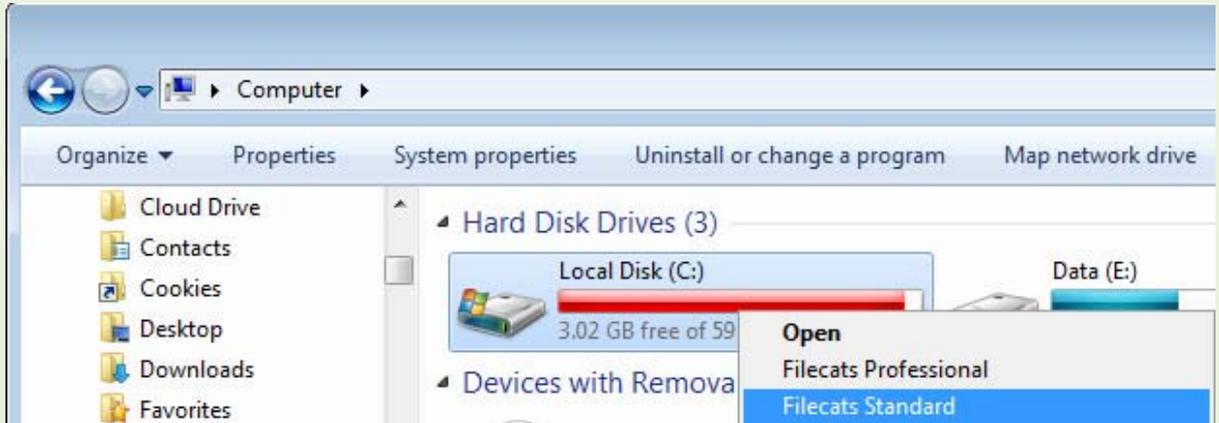
1. Open Windows Explorer and right-hand click on a single folder or drive in the left-hand pane.



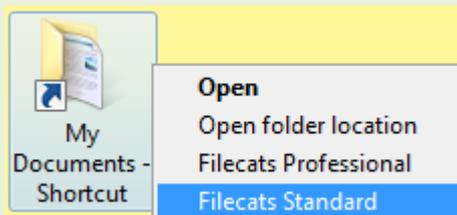
2. Open Windows Explorer and right-hand click on a single folder or drive in the right-hand pane.



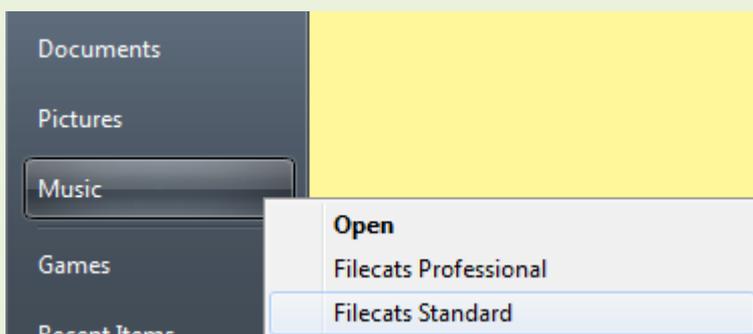
3. Click on the Start menu and Computer, and right-hand click on a single hard drive [This does not work on Windows 8.0, but does work on Windows 8.1]:



4. Right-hand click on a shortcut which points to a folder or drive:

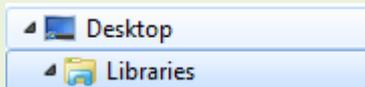


5. Click on the Start menu and Computer, and right-hand click on your name, (My) Documents, (My) Pictures or (My) Music, as these are shortcuts to a single folder. [This does not work on Windows 8.0, but does work on Windows 8.1]:

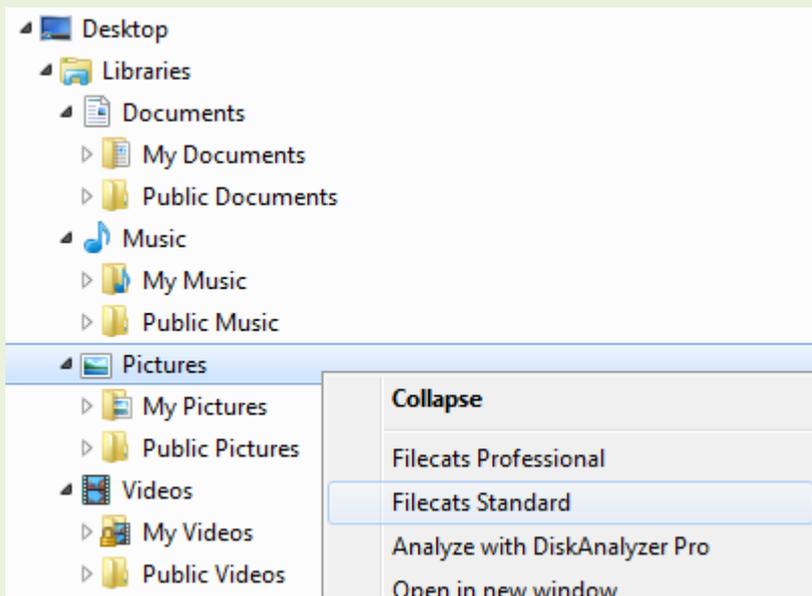


The following methods will not work:

1. Right-hand click on a file (such as a Word or Excel document), instead of a folder or drive.
2. Right-hand click on a Library, as that is not a folder or drive.



You can, however, catalogue part of a library:



1. Right-hand clicking on the library “Documents” will catalogue the folder “My Documents”.
2. Right-hand clicking on the library “Music” will catalogue the folder “My Music”.
3. Right-hand clicking on the library “Pictures” will catalogue the folder “My Pictures”.
4. Right-hand click on the library “Videos” will catalogue the folder “Videos”.

Selecting Metadata (Filecats Professional)

After you have clicked “Filecats Professional” on a single file or folder, the Metadata options box appears:



The Metadata options box includes the following:

- Standard (common) Metadata:
 - Dates, company and title,
 - Authors,
 - Categories,
 - Comments,
 - Tags and
 - Less common standard metadata.
- Microsoft Office Documents Metadata, which are grouped into:
 - Common metadata, and
 - Less common metadata.
- Image Metadata, which are grouped into:
 - Image metadata,
 - Common photo metadata,



- Less common photo metadata, and
- GPS metadata.
- Media Metadata, which are grouped into:
 - Media,
 - Video and
 - Audio,
 - Recorded TV.
 - Music,
- Outlook MSG Metadata, which are grouped into:
 - Outlook,
 - Task,
 - Common,
 - Journal & Note,
 - Common Email metadata,
 - Less common email metadata,
 - Calendar,
 - Less common contact metadata,
 - Common Contact metadata,
 - Body.

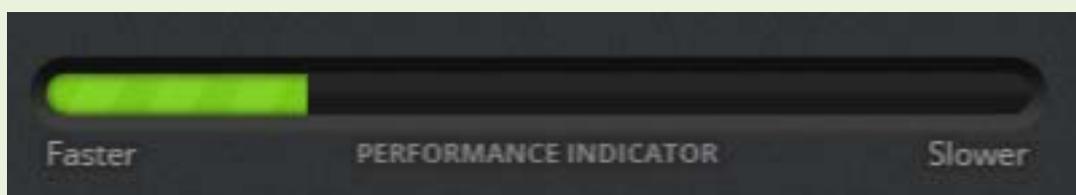
More detailed descriptions of the specific metadata which can be extracted can be found on our website, Filecats.co.uk

You can fine-tune the metadata by clicking on the settings button on the right-hand side. For example, you may wish to catalogue email metadata without cataloguing calendar, contact, or other MSG metadata.



If all of the metadata is deselected or the sliders set at zero, the results will be the same as per Filecats Standard.

Additional metadata will take Filecats longer to capture, as is indicated by the Performance Indicator at the bottom of the screen:





Once you have set the metadata options appropriately, please click the Start button to start.

If you have using Office 2003 or earlier then, due to the limitations of Office 2003, only metadata up to 240 columns can be updated.

If specific metadata has been requested but there is no such specific metadata in any file, then the column will be hidden in the final catalogue.

MSG Metadata

If you are cataloguing MSG files: Please note that the computer will take approximately 1 minute to catalogue metadata from the first MSG file. Subsequent files will be catalogued much more quickly.



Clicking the “Body” Outlook Metadata may significantly increase the size of the Excel spreadsheet, as the text of the body of the email is included. Please note that, if the “Body” option is selected, the catalogue will not be “Word Wrapped”, due to the quantity of text being inserted. You can “Word Wrap” appropriate columns once the catalogue is created, if you wish.

If both “Less common email” and “Body” Outlook Metadata are selected, then the text is also included in HTML format, and the delivery headers are also included. These will also significantly increase the size of the Excel spreadsheet.

Body	Body Html Text	Transport Message Headers
RECORDS THIS IS YOUR OFFICIAL VAT INVOICE WE DO NOT ISSUE HARD COPIES	//W3C//DTD HTML 3.2//EN"> <HTML> <HEAD> <META HTTP-EQUIV="Content-Type" CONTENT="text/html;	<root@cyborg.uk2net.com> Received: from mwinf3001.me.freemove.com (mwinf3001.me.freemove.com) by mwinb3204 (SMTP Server)

Please note that, if too much metadata (especially including the Body text) is catalogued for several hundred thousand rows, then Excel may crash or fail to reopen a catalogue. This is a



problem with Microsoft Excel, which hopefully would be corrected in future versions of Excel.

The Cataloguing process

Once you have right-hand clicked on a folder or drive, and set any metadata options if appropriate, then Filecats starts cataloguing. The following screen is shown during this time:



First of all, Filecats opens Microsoft Excel. There may be a short delay until Excel opens.



Then Filecats starts cataloguing the files. The speed is dependent on many factors, such as the speed of the computer processor, the speed of the interface (e.g. internal hard drive will be faster than an external hard drive or USB drive) and the amount of metadata that is required to be captured.



Once the files have been catalogued, or the “Cancel” button has been pressed, then the spreadsheet is formatted, so that the columns are appropriately sized, dates are formatted as such, and rows are appropriated sized (unless you are cataloguing “Body” metadata).

Speed of formatting is dependent on the number of rows catalogued and the amount of metadata catalogued.

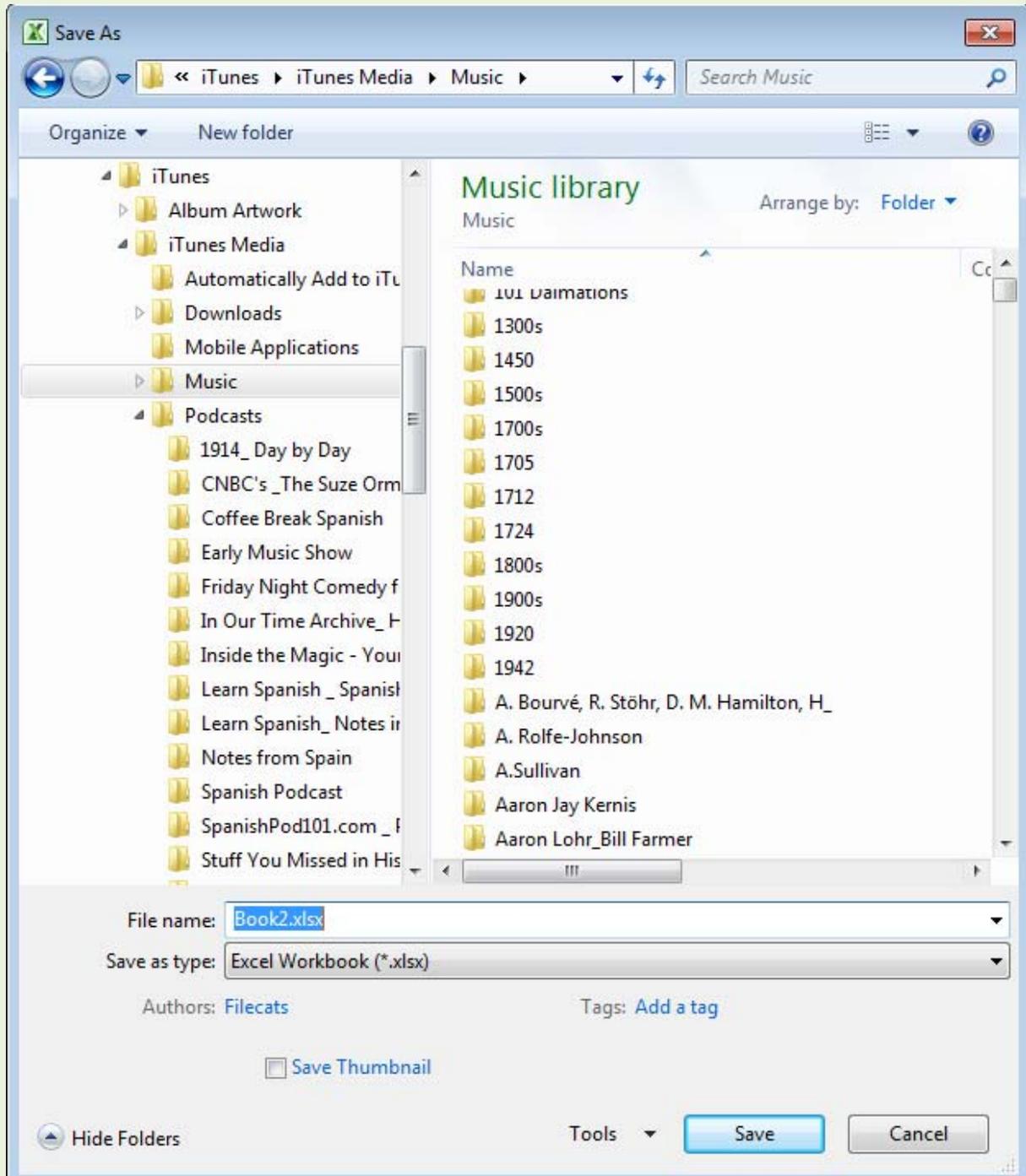


Once the cataloguing has been completed, then Filecats will ask you to save the catalogue.

In the Taskbar in Windows 7 and 8, you may see the Excel icon glow orange:



If you switch to Excel, you will see a dialog box appear asking you to save it.



You can either save it or press “Cancel”. If you are using Excel 2007 or later, you can change the “Save as type” to “Excel Binary Workbook (*.xlsb)” – this will reduce the size of the spreadsheet.

Once you have done either, Filecats has finished, and it ends. You now have the catalogue in Excel format for you to use as you wish.



The Catalogue spreadsheet

The following section examines various aspects of the workbook produced by Filecats.

The Catalogue spreadsheet produced by Filecats Standard starts with these columns:

1	2	3	A	B	C	D	E	F
			Catalogue of C:\Users\Filecats\Documents\Sa				Original Path:	
1								
2			Catalogued on 12/06/2014 13:07:44					
3								
4			ID	Folder or File Name	Open	File Type	Attributes	Folder and File Name
5			1	\	Open	Folder	D	C:\Users\Filecats\Documents\Sam
6	.		2	intelligence_20140424-1608a.mp3	Open	.mp3	A	C:\Users\Filecats\Documents\Sample Files
7	.		3	intelligence_20140429-1130d.mp3	Open	.mp3	A	C:\Users\Filecats\Documents\Sample Files
8	.		4	intelligence_20140506-1130d.mp3	Open	.mp3	A	C:\Users\Filecats\Documents\Sample Files
9	.		5	intelligence_20140513-1130c.mp3	Open	.mp3	A	C:\Users\Filecats\Documents\Sample Files
10	.		6	Thumbs.db	Open	.db	HSA	C:\Users\Filecats\Documents\Sample Files
11			7	\Chamber Music Concert 0503	Open	Folder	D	C:\Users\Filecats\Documents\Sam
12	.		8	Beet01.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
13	.		9	Beet02.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
14	.		10	Finzi.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
15	.		11	Mendel02.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
16	.		12	Mendel03.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
17	.		13	Mendel04.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
18	.		14	Ross01.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
19	.		15	Ross02.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
20	.		16	Ross03.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files

Folders – Filtering and Grouping

All folders are shown in highlighted rows. Each level is shown in a different colour, as shown below.

The folders are grouped together. In the top-left hand corner are the numbers **1 2 3**. If you press **1**, the root folder (shown in row 5 above) and the next level of folders are shown, and all other folders and files are hidden:



Catalogue of C:\Users\Filecats\Documents\Sa C:\Users\Filecats\Do						
1						
2		Catalogued on 12/06/2014 13:07:44				
3						
ID	Folder or File Name	Open	File Type	Attributes	Path from Root	
1	\	Open	Folder	D	\	
7	\Chamber Music Concert 0503	Open	Folder	D	\Chamber Music Concert 0503\	
17	\Chamber Music Concert 0506	Open	Folder	D	\Chamber Music Concert 0506\	
27	\michel thomas	Open	Folder	D	\michel thomas\	
52	\mickey mouse club	Open	Folder	D	\mickey mouse club\	
56	\Mihály Mosonyi	Open	Folder	D	\Mihály Mosonyi\	
59	\Mike & Bernie Winters	Open	Folder	D	\Mike & Bernie Winters\	
64	\Mikhail Kazakevich	Open	Folder	D	\Mikhail Kazakevich\	
67	\Mikhail Kit, GalinaGorchakova, Ge	Open	Folder	D	\Mikhail Kit, GalinaGorchakova, Ge	
70	\Mikolajus Konstantinas Ciurlioni	Open	Folder	D	\Mikolajus Konstantinas Ciurlioni	
73	\Milan Skampa, Jiri Novak	Open	Folder	D	\Milan Skampa, Jiri Novak\	
76	\Miles_Focile_Scottish Chamber	Open	Folder	D	\Miles_Focile_Scottish Chamber	
79	\Milton Katims	Open	Folder	D	\Milton Katims\	
82	\Milton Keynes Chamber Orchest	Open	Folder	D	\Milton Keynes Chamber Orchest	
85	\Milton Preves	Open	Folder	D	\Milton Preves\	

All of the folders bar the root folder are in the same folder, as they are all folders contained directly in the root folder.

It should be noted that this is not a proper filter, and the missing rows are only hidden, not filtered. This means that if you, for example, paste data over a series of rows which include hidden rows, then the paste action will include the hidden rows.

For example, if you copy cell A11 (the number "7"), highlight cells A21 to A31 and paste, then the number "7" will be pasted in cell A21, cell A31, and cells A22-30. If you don't want that to happen, then you should filter instead of using these groups.

If you want to view the files and folders within the folder, click the **+** button in the next row. For example, if you want to view the files within row 11, you should click the **+** button in the next row, row 21.



Catalogue of C:\Users\Filecats\Documents\Sa C:\Users\Filecats\Do						
1						
2		Catalogued on 12/06/2014 13:07:44				
3						
ID	Folder or File Name	Open	File Type	Attributes	Path from Root	
1	\	Open	Folder	D	\	
7	\Chamber Music Concert 0503	Open	Folder	D	\Chamber Music Concert 0503\	
8	Beet01.au	Open	.au	A	\Chamber Music Concert 0503\	
9	Beet02.au	Open	.au	A	\Chamber Music Concert 0503\	
10	Finzi.au	Open	.au	A	\Chamber Music Concert 0503\	
11	Mendel02.au	Open	.au	A	\Chamber Music Concert 0503\	
12	Mendel03.au	Open	.au	A	\Chamber Music Concert 0503\	
13	Mendel04.au	Open	.au	A	\Chamber Music Concert 0503\	
14	Ross01.au	Open	.au	A	\Chamber Music Concert 0503\	
15	Ross02.au	Open	.au	A	\Chamber Music Concert 0503\	
16	Ross03.au	Open	.au	A	\Chamber Music Concert 0503\	
17	\Chamber Music Concert 0506	Open	Folder	D	\Chamber Music Concert 0506\	
27	\michel thomas	Open	Folder	D	\michel thomas\	
52	\mickey mouse club	Open	Folder	D	\mickey mouse club\	
56	\Mihály Mosonyi	Open	Folder	D	\Mihály Mosonyi\	

If you press **2**, then the root folder, the files in the root folder, and all subfolders (including subfolders of subfolders) are then shown:

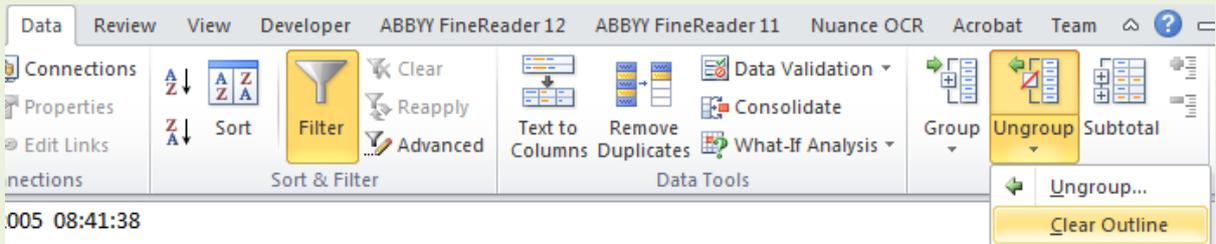
Catalogue of C:\Users\Filecats\Documents\Sa C:\Users\Filecats\Do						
1						
2		Catalogued on 12/06/2014 13:07:44				
3						
ID	Folder or File Name	Open	File Type	Attributes	Path from Root	
1	\	Open	Folder	D	\	
2	intelligence_20140424-1608a.mp3	Open	.mp3	A	\	
3	intelligence_20140429-1130d.mp3	Open	.mp3	A	\	
4	intelligence_20140506-1130d.mp3	Open	.mp3	A	\	
5	intelligence_20140513-1130c.mp3	Open	.mp3	A	\	
6	Thumbs.db	Open	.db	HSA	\	
7	\Chamber Music Concert 0503	Open	Folder	D	\Chamber Music Concert 0503\	
17	\Chamber Music Concert 0506	Open	Folder	D	\Chamber Music Concert 0506\	
27	\michel thomas	Open	Folder	D	\michel thomas\	
28	\michel thomas\german Disc 5	Open	Folder	D	\michel thomas\german Disc 5\	
39	\michel thomas\Spanish	Open	Folder	D	\michel thomas\Spanish\	
52	\mickey mouse club	Open	Folder	D	\mickey mouse club\	
53	\mickey mouse club\the best	Open	Folder	D	\mickey mouse club\the best	

The folders which are in green are subfolders of folders shown in yellow.

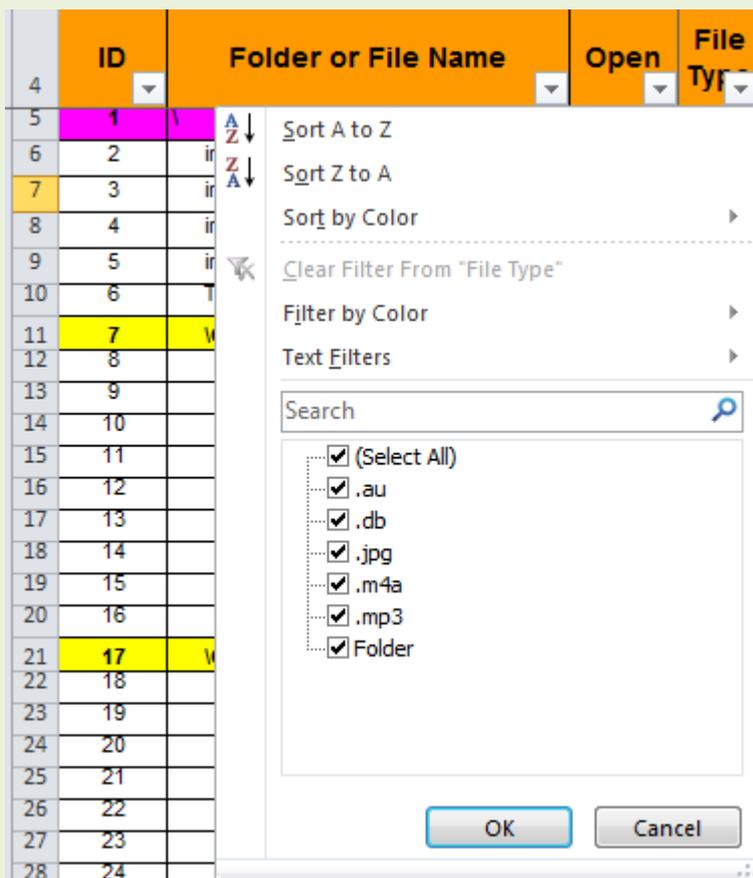
If you press **3**, then all folders, subfolders and files are shown.



Note: If you want to sort the data in a different order, you should remove the grouping first. To do that on Excel 2007 or later, go to Data – Ungroup – Clear Outline. This cannot be undone, so you may wish to save it first.



Another way of filtering on folders is by clicking on the arrow in cell D4 and select “Folder”. This is what it looks like on Excel 2007 or later.



On Excel 2007 or later, you should then click “(Select All)” to de-select everything, and then click “Folder” to select it, then click OK. Alternatively, you can enter “Folder” in the “Search” box and press OK.

This shows all of the folders, and the row numbers are now shown in blue, indicating a filter.



ID	Folder or File Name	Open	File Type	Attributes	Path from Root	Indent
1	\	Open	Folder	D	\	0
7	\Chamber Music Concert 0503	Open	Folder	D	\Chamber Music Concert 0503\	1
17	\Chamber Music Concert 0506	Open	Folder	D	\Chamber Music Concert 0506\	1
27	\michel thomas	Open	Folder	D	\michel thomas\	1
28	\michel thomas\german Disc 5	Open	Folder	D	\michel thomas\german Disc 5\	2
39	\michel thomas\Spanish	Open	Folder	D	\michel thomas\Spanish\	2
52	\mickey mouse club	Open	Folder	D	\mickey mouse club\	1
53	\mickey mouse club\the best	Open	Folder	D	\mickey mouse club\the best dis	2
56	\Mihály Mosonyi	Open	Folder	D	\Mihály Mosonyi\	1
57	\Mihály Mosonyi\Around the W	Open	Folder	D	\Mihály Mosonyi\Around the Wor	2
59	\Mike & Bernie Winters	Open	Folder	D	\Mike & Bernie Winters\	1
60	\Mike & Bernie Winters\The Be	Open	Folder	D	\Mike & Bernie Winters\The Best	2
62	\Mike & Bernie Winters\The Be	Open	Folder	D	\Mike & Bernie Winters\The Best	2

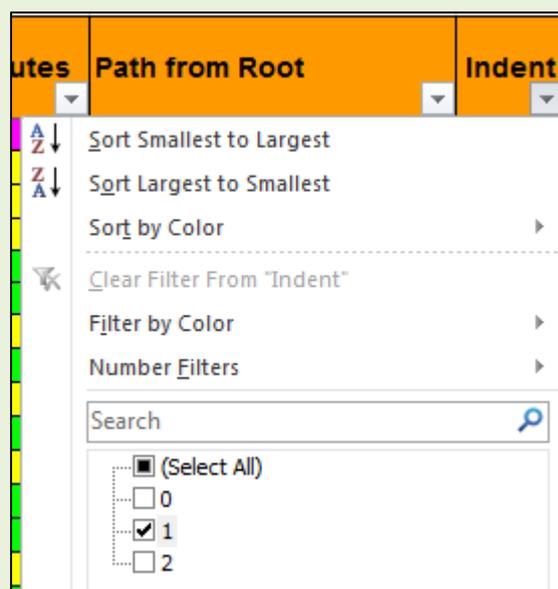
The “Indent” column shows how deep within the folder structure a file or folder is.

“0” indicates that the folder is the root folder.

“1” indicates that the file or folder is in the root folder.

“2” indicates that the file or folder is in a folder within the root folder, etc.

If you want only folders within the root folder, you should also select “1” in the Indent filter.



To remove a filter, select “(Select All)” or “Clear Filter from...”



Columns in both Filecats Standard and Filecats Professional

Going from left to right, the columns exported are as follows:

1	2	3	A	B	C	D	E	F
			Catalogue of C:\Users\Filecats\Documents\Sa					Original Path:
1								
2			Catalogued on 12/06/2014 13:07:44					
3								
4			ID	Folder or File Name	Open	File Type	Attributes	Folder and File Name
5			1	\	Open	Folder	D	C:\Users\Filecats\Documents\Sam
6			2	intelligence_20140424-1608a.mp3	Open	.mp3	A	C:\Users\Filecats\Documents\Sample Files
7			3	intelligence_20140429-1130d.mp3	Open	.mp3	A	C:\Users\Filecats\Documents\Sample Files
8			4	intelligence_20140506-1130d.mp3	Open	.mp3	A	C:\Users\Filecats\Documents\Sample Files
9			5	intelligence_20140513-1130c.mp3	Open	.mp3	A	C:\Users\Filecats\Documents\Sample Files
10			6	Thumbs.db	Open	.db	HSA	C:\Users\Filecats\Documents\Sample Files
11			7	\Chamber Music Concert 0503	Open	Folder	D	C:\Users\Filecats\Documents\Sam
12			8	Beet01.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
13			9	Beet02.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
14			10	Finzi.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
15			11	Mendel02.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
16			12	Mendel03.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
17			13	Mendel04.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
18			14	Ross01.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
19			15	Ross02.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files
20			16	Ross03.au	Open	.au	A	C:\Users\Filecats\Documents\Sample Files

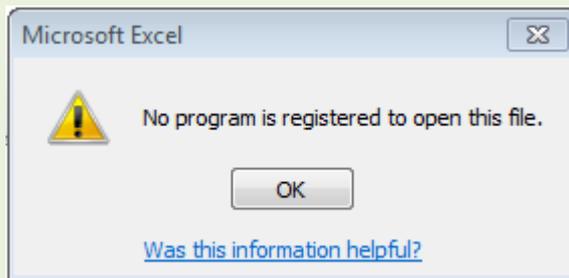
- ID.** This is a sequential number for each file and folder. It is not intrinsic to the file. Therefore, if you do a second catalogue and the number of files and folders have changed compared the first catalogue, then the number for a particular file may change.
- Folder or File Name.** This is the file name or the folder name for a particular file. The root folder, as shown in row 5 above, is shown as a single slash. The name is indented according to a file or folder's depth, i.e. a file within the root folder will be indented slightly, where as a file within a folder within a folder will be indented more.

Some of the following columns are not available if the combination of the path and file name is greater than 255 characters. This is because of limitations of Windows and Microsoft Excel.

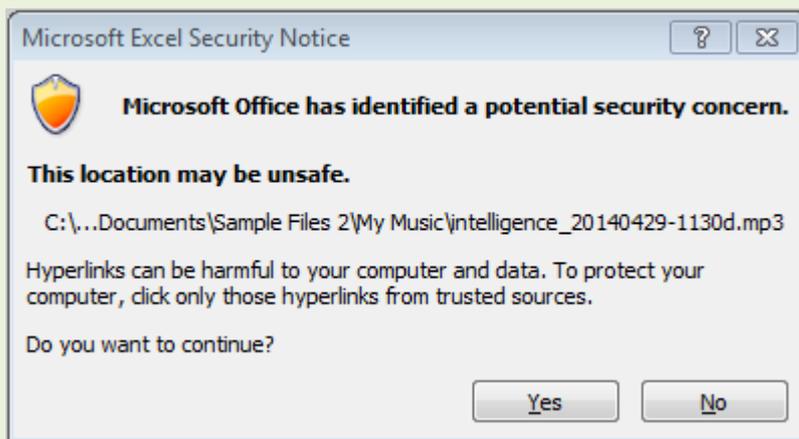
- Open.** This is a hyperlink to the file or folder. If a folder, it will open it in Windows Explorer. If a file, it will open the file if possible using the software on your machine.



If Windows does not believe you have suitable software to open the file, then you will be unable to open the file from Excel.



Depending on the type of file, you may receive a Microsoft Excel Security Notice, such as the one below. This is normal.



As stated in the Security Notice, file may contain viruses and other things which may be harmful to your computer and data. This is the same if you open the file within Windows Explorer, but you may not get this warning in Windows Explorer.

This feature is discussed further in the Hyperlinks section below.

- File Type. This is the extension of the file. Using this information, you can filter on all Excel documents by filtering on files containing “.xls”, which will include “.xlsx” and “.xlsb”.

The description of the File Type can be generated in Filecats Professional in the Standard Metadata section.

- Attributes. These are attributes of the file, including:
 - A – Archive,



- D – Directory (Folder),
 - H – Hidden, and
 - R – Read-only
 - S – System.
- Folder and File Name. This is the original folder and file name catalogued. For example, if a file “A.docx” is contained in “C:\MyFolder\Folder2”, then this column will contain “C:\MyFolder\Folder2\A.docx”

Path from Root	Size (bytes)	Indent	Created	Last Written	Last Accessed	Folder
\		0	05 Jun 2014 10:10	05 Jun 2014 10:13	05 Jun 2014 10:13	Open
\	171,455	1	05 Jun 2014 10:10	29 May 2014 10:03	05 Jun 2014 10:10	Open
\	13,511,392	1	05 Jun 2014 10:10	29 May 2014 10:04	05 Jun 2014 10:10	Open
\	13,454,916	1	05 Jun 2014 10:10	29 May 2014 10:04	05 Jun 2014 10:10	Open
\	13,534,993	1	05 Jun 2014 10:10	29 May 2014 10:04	05 Jun 2014 10:10	Open
\	97,792	1	05 Jun 2014 10:10	04 Jun 2014 13:58	05 Jun 2014 10:10	Open
\Chamber Music Concert 0503\		1	05 Jun 2014 10:10	05 Jun 2014 10:10	05 Jun 2014 10:10	Open
\Chamber Music Concert 0503\	12,789,028	2	05 Jun 2014 10:10	27 Jun 2005 08:41	05 Jun 2014 10:10	Open
\Chamber Music Concert 0503\	19,337,584	2	05 Jun 2014 10:10	27 Jun 2005 08:41	05 Jun 2014 10:10	Open
\Chamber Music Concert 0503\	23,593,528	2	05 Jun 2014 10:10	27 Jun 2005 08:42	05 Jun 2014 10:10	Open
\Chamber Music Concert 0503\	13,102,432	2	05 Jun 2014 10:10	27 Jun 2005 08:42	05 Jun 2014 10:10	Open
\Chamber Music Concert 0503\	8,108,548	2	05 Jun 2014 10:10	27 Jun 2005 08:42	05 Jun 2014 10:10	Open
\Chamber Music Concert 0503\	32,986,828	2	05 Jun 2014 10:10	27 Jun 2005 08:43	05 Jun 2014 10:10	Open
\Chamber Music Concert 0503\	22,623,328	2	05 Jun 2014 10:10	27 Jun 2005 08:43	05 Jun 2014 10:10	Open
\Chamber Music Concert 0503\	8,775,928	2	05 Jun 2014 10:10	27 Jun 2005 08:43	05 Jun 2014 10:10	Open
\Chamber Music Concert 0503\	16,978,528	2	05 Jun 2014 10:10	27 Jun 2005 08:43	05 Jun 2014 10:10	Open

- Path from Root. This contains the folder name only, and excludes the catalogued folder. For example, if you have catalogued the folder “C:\MyFolder”, then for the above file this column will contain “Folder2\”, i.e. it does not include “C:\MyFolder\” and it does not include “A.docx”.
- Size. This is the size for files shown in bytes. This column is blank for folders.
- Indent. For nested folders, this shows the number of folders a particular folder is nested from the root. For example, if you have catalogued the folder “C:\MyFolder”, then “C:\MyFolder\Folder2” is 1 folder away from the root folder, and therefore this column will contain the number 1.



For files, this shows the indent of the folder plus 1. Therefore, as the folder “C:\MyFolder\Folder2” is 1 indent away from “C:\MyFolder\”, then “C:\MyFolder\Folder2\A.docx” is 2 indents away.

- Created. This is the date and time that the file or folder was created, according to Windows Explorer. Bear in mind that this may not be reliable as the most appropriate creation date/time. For example, it may be the date/time that it was created on an individual computer, as opposed to when it was originally created.

Alternatively, it may not be the relevant date for the file. For example, if you copy an email from Microsoft Outlook to Microsoft Windows, this date/time of the file is when the copying was done, instead of when the email was sent/received.

A more reliable date may be contained in the metadata, which may be obtainable with Filecats Professional.

- Last Written. This is the date and time that the file or folder was last written, according to Windows Explorer. More reliable date/time may be available in the Filecats Professional metadata.
- Last Accessed. This is the date and time that the file or folder was last accessed, according to Windows Explorer. More reliable date/time may be available in the Filecats Professional metadata.
- Folder. This is a hyperlink to Windows Explorer, and will open the relevant folder.

Hyperlinks – Changing the Relative Path

There are two types of hyperlinks, one to a file (which opens in a programme installed on your computer) and one to a folder (which opens in Windows Explorer).

By default, this refers to the original folder and file’s location. For example, if you catalogue “C:\MyFolder\”, and the hyperlink to “Folder2\A.docx” will open the Word document “C:\MyFolder\Folder2\A.docx”. You can see this by hovering over the hyperlink. Some characters in the hovered hyperlink, such as “:”, may be altered for technical reasons.



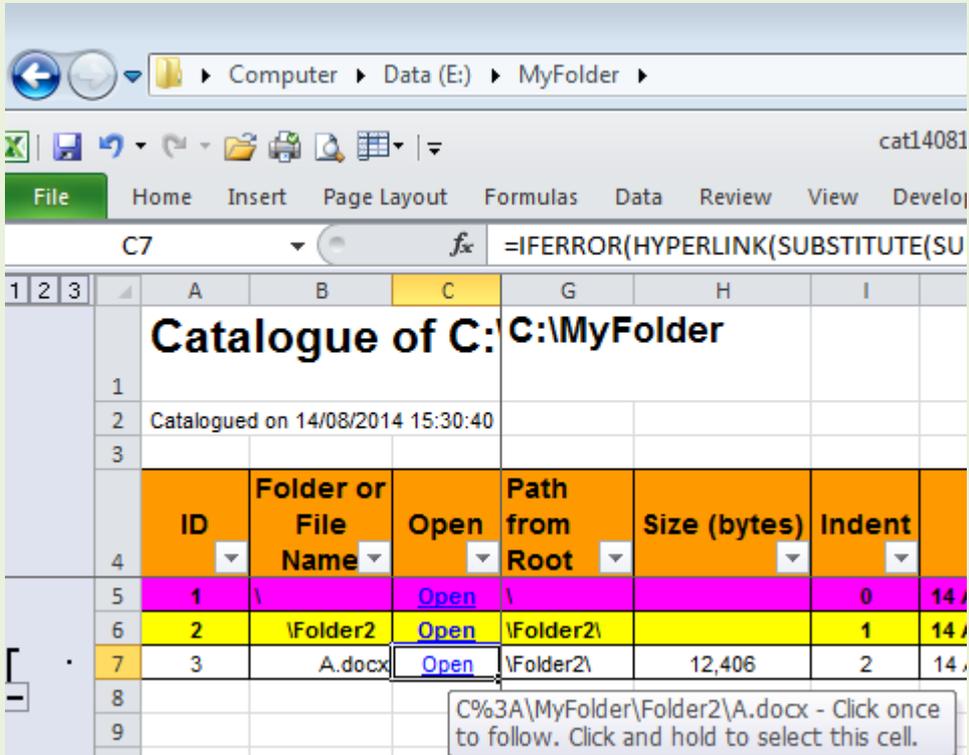
Catalogue of C:\MyFolder					Original Path: C:\MyFolder		
Catalogued on 14/08/2014 15:30:40							
ID	Folder or File Name	Open	File Type	Attributes	Folder and File Name	Path from Root	Size (bytes)
1	\	Open	Folder	D	C:\MyFolder	\	
2	\Folder2	Open	Folder	D	C:\MyFolder\Folder2	\Folder2\	
3	A.docx	Open	.docx	A	C:\MyFolder\Folder2\A.docx	\Folder2\	12,40

C:\MyFolder\Folder2\A.docx - Click once to follow. Click and hold to select this cell.

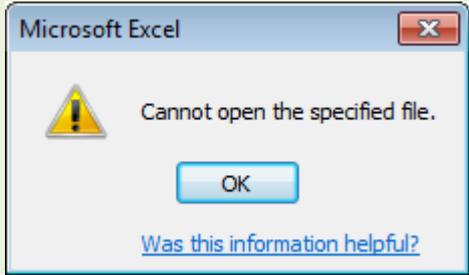
It can be seen that the folder which has been catalogued is “C:\MyFolder”, and the file is contained in “C:\MyFolder\Folder2\A.docx”, and the hyperlink shows “C:\MyFolder\Folder2\A.docx” (albeit that the colon has been converted into “%3A”, which in computer terms is the same).

However, what happens if you move the folders. For example, what if you catalogue a folder, then put it on CD, or vice versa? Or if you archive it onto an external hard drive. Then the hyperlink will no longer work.

For example, if the spreadsheet is saved into “C:\MyFolder”, the folder that was catalogued, and then all the files and folders are moved onto a E drive into “E:\MyFolder”, then the hyperlinks will no longer work.



Despite the files being moved to the E drive, the hyperlink refers to the C drive. If the hyperlink is clicked, you get the following message:



Therefore, the hyperlinks need to be changed. This is easily done in Filecats.

Cells F1 and G1 show where the original root folder:

Original Path: C:\MyFolder	
-----------------------------------	--

However, "Original Path" is not the only option. If you click inside cell F1, an arrow appears in the bottom-right of the cell (or the bottom-left of the next cell):



F	G	H
Original Path:	C:\MyFolder	

Clicking on this arrow gives three options:

F	G	H
Original Path:	C:\MyFolder	
Original Path:		
Spreadsheet Path:		
Custom Path:		

“Original Path” is a reference to the original root folder. If you catalogued “C:\MyFolder”, this will be “C:\MyFolder”.

Changing this to the “Spreadsheet Path” changes the reference to the path where the spreadsheet is saved. For example, if you saved the spreadsheet into “C:\MyFolder”, it will save “C:\MyFolder”. If you save the spreadsheet in a different location, or if you move that spreadsheet in Windows Explorer, then next time you open that spreadsheet, it will be updated.

In this case, the spreadsheet was saved in the root folder, “C:\MyFolder”. Then the entire folder was moved to the E drive.

Opening the spreadsheet shows the follows:

F	G	H
Original Path:	C:\MyFolder	

This is because the original path remains unchanged.

	F	G	H
Spreadsheet Path:	E:\MyFolder		

However, if you click inside cell F1, then click the drop-down arrow, then click “Spreadsheet Path”, cell G1 is updated:



Now the hyperlinks are updated:

Folder or File Name	Open	Attributes	Folder and File Name
\	Open	D	C:\MyFolder
\Folder2	Open	D	C:\MyFolder\Folder2
A.docx	Open	A	C:\MyFolder\Folder2\A.docx

E%3A\MyFolder\Folder2\A.docx - Click once to follow. Click and hold to select this cell.

Alternatively, you can use a custom path. If you click inside cell F1, then click the drop-down arrow, then click "Custom Path", you will then see the following:

F	G
Custom Path:	

The Custom Path is currently blank. If you open the second spreadsheet in this workbook, the "Input" spreadsheet, you will see the following:

	A	B
1	Details of Catalogue	
2		
3	Original Path:	C:\MyFolder
4	Spreadsheet Path:	E:\MyFolder
5	Custom Path:	

You can then enter your Custom Path into cell B5. If I enter "g:\MyCustomPath" into cell B5...

	A	B
1	Details of Catalogue	
2		
3	Original Path:	C:\MyFolder
4	Spreadsheet Path:	E:\MyFolder
5	Custom Path:	g:\MyCustomPath

... the Custom Path is updated.

F	G	H	I
Custom Path: g:\MyCustomPath			

The hyperlinks are updated:

Folder or File Name	Open	Attributes	Folder and File Name
\	Open	D	C:\MyFolder
\Folder2	Open	D	C:\MyFolder\Folder2
A.docx	Open	A	C:\MyFolder\Folder2\A.docx

g%3A\MyCustomPath\Folder2\A.docx - Click once to follow. Click and hold to select this cell.

This gives maximum flexibility.



- You can create a catalogue and save it in the root folder, or anywhere, and the hyperlinks will work as long as the files remain in the same place.
- You can create a catalogue and save in the root folder, and if you change the path to “Spreadsheet path” then, if you move the catalogue and the data to a new location, as long as the catalogue is moved to the new root folder, the hyperlinks will work. This can be used for CDs and for archiving.
- You can create a catalogue and use a custom path. As long as it is maintained and the filing structure and the files remain intact, then the hyperlinks will work.

More of this can be seen on of the videos on our website. Please click [here](#) to see it.

Hyperlinks – Hash/Pound Sign, and Long Path/Filenames

The “#” symbol, known variously as a hash or pound sign, is sometimes used in folder and file names, especially in America, where it is used as a synonym for the word “number”.

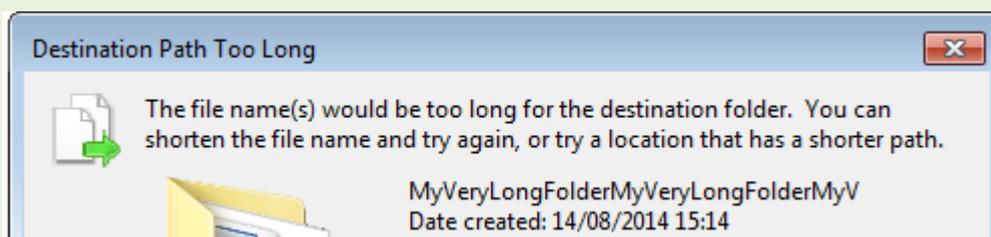
However, it is a reserved character in Microsoft Excel, and generally cannot be used in hyperlinks. This is a limitation of Microsoft Excel. Therefore, any hyperlink with a hash in the folder structure or the file name will not work.

However, Filecats uses an alternative system of coding which means that it can work in Excel 2010 or later. For example, this hyperlink will fail in Excel 2007, but succeed in Excel 2010.

Folder2	Open	Folder	D	E:\MyFolderF
A#B.docx	Open	.docx	A	E:\MyFolderFolde

E%3A\MyFolder\Folder2\A%23B.docx - Click once to follow. Click and hold to select this cell.

Additionally, Microsoft Windows has a problem when the combination of folders (known as a “path”) plus the filename (with the extension) is 256 characters long or more. You may get errors in Windows Explorer such as this:





For example, the combination of this path and filename is 256 characters:

```
E:\MyVeryLongFolderMyVeryLongFolderM
yVeryLongFolderMyVeryLongFolderMyVer
yLongFolderMyVeryLongFolderMyVeryLon
gFolderMyVeryLongFolderMyVeryLongFol
derMyVeryLongFolderMyVeryLongFolder
MyVeryLongFolderMyVeryLongFolderMy
VeryLongFolderMyVeryLongFolderMyVtA
#E.docx
256
```

If the combination of path and filename is 256 characters or longer, then the hyperlinks may not work, and the file type, attributes, size, index, dates and metadata may not be captured.

These files can be identified. The hyperlink will not say “Open”, and a default size and indent of -1 bytes and default dates of 1/0/1900 12:00:00 AM may be inserted if they cannot be read.

Open	File Type	Attributes	Size (bytes)	Indent	Created	Last Written	Last Accessed
		File path too long.	-1	-1	1/0/1900 12:00:00 AM	1/0/1900 12:00:00 AM	1/0/1900 12:00:00 AM
		File path too long.	-1	-1	1/0/1900 12:00:00 AM	1/0/1900 12:00:00 AM	1/0/1900 12:00:00 AM
		File path too long.	-1	-1	1/0/1900 12:00:00 AM	1/0/1900 12:00:00 AM	1/0/1900 12:00:00 AM

This is a limitation of Windows Explorer. If this happens, you may wish to shorten the path or file names.

Metadata

Filecats Professional can also import metadata.

The column headers are categorised in the different headings shown on page 5 above. More details of the metadata can be found on our website, www.filecats.co.uk.

Standard metadata include the following:

Kind Text	Perceived Type	Date Accessed	Date Create	Date Modified	Item Date
Document	Document	12/06/2014 11:44:36	05/06/2014 11:21:26	12/06/2014 11:44:35	12/06/2014 11:44:35

Company	Item Type Text	Title	Authors	Categories	Comment	Keywords
	Microsoft Excel Worksheet		Filecats			



Microsoft Office metadata include the following:

Character Count	Date Created	Date Saved	Last Author	Line Count	Page Count	Paragraph Count
582	10 Aug 10 20:49	10 Aug 10 20:52	Supervisor	4	1	1

Word Count	Revision Number	Template	Total Editing Time
101	1	Normal	00:03:00

Photograph and picture metadata include the following:

Aperture	Brightness	Camera Manufacturer	Camera Model	Date Taken	Flash	F Number	Focal Length	Aperture Denominator	Aperture Numerator	Brightness Denominator
2.971	5	Apple	iPhone 4	28 May 14 15:18	24	2.800	3.850	1441	4281	779

Brightness Numerator	EXIF Version	Exposure Program	Exposure Program Text	Exposure Time	Exposure Time Denominator	Exposure Time Numerator	Flash Text	F Number Denominator	F Number Numerator	Focal Length Denominator
3582	221	2	Normal	0.0167	60	1	No flash, auto	5	14	20

Focal Length In Film	Focal Length Numerator	ISO Speed	Metering Mode	Metering Mode Text	Orientation	Orientation Text	Program Mode	Program Mode Text	Shutter Speed	Shutter Speed Denominator
35	77	100	5	Pattern	6	Rotate 270 degrees	2	Normal program	5.909	1880

Shutter Speed Numerator	White Balance Text	Altitude	Altitude Denominator	Altitude Numerator	Img Direction	Img Direction Denominator	Img Direction Numerator	Img Direction Ref
11109	Auto	35	1	35	298	347	103506	T

Latitude	Latitude Denominator	Latitude Numerator	Latitude Ref	Longitude	Longitude Denominator	Longitude Numerator	Longitude Ref	Bit Depth	Color Space
52; 55; 56.64999999999941	1; 1; 10000	52; 55; 566499	N	1; 9; 59.36999999999999	1; 1; 10000	1; 9; 593699	W	24	1

Dimensions	Horizontal Resolution	Horizontal Size	Resolution Unit	Vertical Resolution	Vertical Size
1936 x 2592	72	1936	2	72	2592

Audio/video metadata include the following:



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Title	Authors	Class Primary I D	Class Secondary I	Date Encoder	Duration	Sub Title	Year
intelligence: Welcome	BBC Radio 4				00:00:08		2014

Channel Count	Encoding Bitrate	Format	Is Variable Bit Rat	Sample Rate	Sample Size	Stream Numbe
1	64000	{00000055-0000-0010-8000-00AA00389B71}	False	44100	16	

Album I D	Album Title	Artist	Composer
Intelligence: Born Smart, Born Equal, Born Different	Intelligence: Born Smart, Born Equal, Born Different	BBC Radio 4	

Display Artist	Genre	Is Compilatio	Lyrics	Track Numbe
BBC Radio 4	Podcast		Welcome	

Compression	Encoding Bitrate	Four C C	Frame Height	Frame Rate	Frame Width	Horizontal Aspect Ratio	Stream Numbe	Total Bitrate	Vertical Aspect Ratio
{34363248-0000-0010-8000-00AA00389B71}	21061584	875967048	1080	24002	1920	1	2	21124400	1

Email MSG metadata include the following:

Message Class	Subject	Keywords	Display To	Message Delivery Time	Sender Name
IPM.Note	TOURBUS - 09 Jun 2005 - Disney Turns 50		TOURBUS@LISTSERV.AOL.COM*	10 Jun 05 01:37	The Internet TourBus - A virtual tour of cyberspace

Categories	Conversation Topic	Creator Name	Disable Full Fidelit	Number of Attachments	Attachments' Names	Last Modifier Name
	TOURBUS - 09 Jun 2005 - Disney Turns 50	Filecats	True			Filecats



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Message Code Page	Normalized Subject	Outlook Version	Priority	Reminder Override Default	Reminder Play Sound	Is Reminder Set	Sensitivity
1252	TOURBUS - 09 Jun 2005 - Disney Turns 50		Normal	N	N	N	Normal

Client Submit Time	Received By Name	Received By Email Address	Display Cc	Recipients	Sender Email Address
09 Jun 05 23:22	Filecats	Me@filecats.co.uk		TOURBUS@LISTSERV.AOL.COM	TOURBUS@LISTSERV.AOL.COM

Sent Representing Name	Delivery Report Request	In Reply To	Internet Code Page	Internet Message Id	Internet References	Is Hidden	Is Private	Is Read Onl
Patrick Crispen	False		28591	A<200506092225.J59J28v022913@lsvsm-m02.elist.aol.com>		N	N	N

Is System	Last Verb Execution Time	Original Display To	Provider Submit Time	Read Receipt Request	Received By Address Type	Received By Entry Id	Received By Search Key
N				False	SMTP	0; 0; 0; 0; 129; 43; 31; 164; 190; 163; 16	83; 77; 84; 80; 58; 80; 72; 73; 76; 76; 73; 80;

Received Representing Address Type	Received Representing Email Address	Received Representing Entry Id	Received Representing Name	Received Representing Search Key	Reply To	Report Text	Report Time	Sender Address Type
					TOURBUS: Request @LISTSE			SMTP

Sent Representing Address Type	Sent Representing Email Address	Subject Prefix	Body	Body Html Text	Transport Message Headers
SMTP	bob@RANKIN.ORG			<DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2//EN"><HTML >	Return-Path: <owner-tourbus@listserv.aol.com>Received: from

More information about metadata and videos are included on our website, www.filecats.co.uk .

Thank you

Thank you for installing Filecats. Please enjoy the 7-day free trial. If you find it useful, please buy a yearly license.

After a couple of days, when you start Filecats, you will see a message which will have a hyperlink enabling you to buy a yearly license.

If you have any questions or comments, please let me know by going to our website and clicking the "Now Chatting" button at the bottom-right:



Now Chatting 

Legal bit: Any comments made or questions asked will become the copyright of Filecats Limited. Filecats Limited may use any comments for publicity purposes, unless otherwise stated.

I hope you enjoy Filecats Standard or Filecats Professional, and hope you will find it as useful as I do every day.

Manual – Version 1.0.