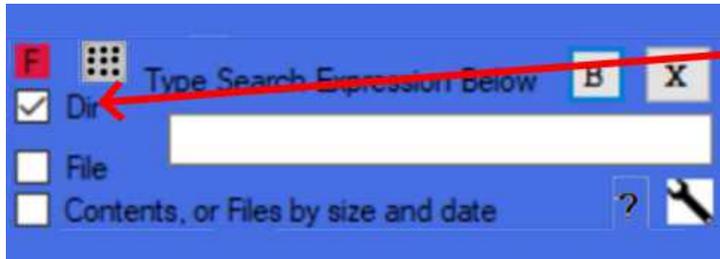


FILEBOSS COMMAND SUMMARY

Tip : To Understand it fast we recommend watching the demo videos at :
[Fileboss Demonstration Videos](#)

Type the below commands in the filebox white input text bar and press enter.

Dir option checked - to Open Directories/Folders, Save to Folders, Copy or Move to Folders and attach files or to insert files



When the dir is checked you can find directories, save files, copy files, move files, attach files in directories.

Open Folder : folder name word(s) separated with optional + signs

Save to Folder : s folder name word(s) (**s followed by space followed by folder**) from within any program (Excel , Word, Adobe, Paint etc)

Copy to Folder : select the file(s) you want to copy in File Explorer , then type c folder name (**c followed by space followed by destination folder**)

Move to Folder : select the file(s) you want to move in File Explorer, then type m folder name (**m followed by space followed by destination folder**)

Produce Folder path : when you are at the folder selection dialog in any program d folder (**d followed by space followed by target folder**, you use this for example when you want to attach a file to an email , insert a picture in a program , open a file from within a program etc.)

Open Directory/Folder Examples

supplier : to open directories containing "supplier"

supplier+baker : to open directories containing "supplier" and "baker"

supplier+baker-beer : to open directories containing "supplier" and "baker" but cannot contain the word "beer"

supplier-truck-wheel : to open directories containing "supplier" but not containing the words "truck" and/or "wheel"

The same logic with + and - is valid for s, c, m, d options

Save Examples

s client+express : saves the selected email or attachment into directory that contains "client" and "express"

s client+express : in word, excel, adobe reader, open office, notepad, wordpad will save the open document in a directory that contains "client"

and "express".

Copy Example

Select one or more files or directories in windows explorer.

c house+construction will copy the selected files/directories to directory that contains the words "house" and "construction"

Move Example

Select one or more files or directories in windows explorer.

m house+construction will move copy the selected files/directories to directory that contains the words "house" and "construction". The files it moves are also saved in the recycle bin so if something goes wrong you can restore your files from the recycle bin.

Add attachments to emails or open, insert files from within a program example

Click on the attach file icon in your email program. It shows a box where you can click your way to the directory where the attachment is located which you do not want. Below that box is a white input bar where you can manually type the file name or location.

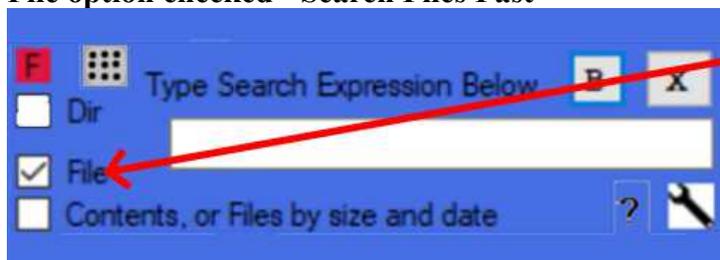
In FileBoss input field type :

d holiday+marbella this will display the folder path to the directory that contains the words "holiday" and "marbella" . It will display it in the white attachment input bar. You press enter to open the directory and choose your attachment.

In any program where you want to insert a picture or file or have to indicate a directory from within the program.

d holiday+marbella this will display the folder path to the directory that contains the words "holiday" and "marbella" . It will display it in the white input bar. You press enter to open the directory and choose your file.

File option checked - Search Files Fast

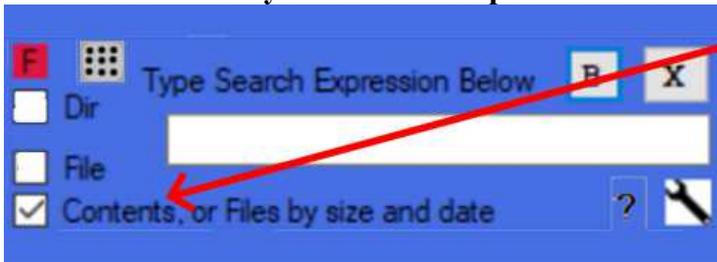


When File is checked you can search for filenames containing the expression or words you write

Type up to three word(s) that the file name should contain , partial or whole words separated with + sign. To indicate that the file name cannot contain a certain expression type – before the expression (minus sign).

After you press enter it will show all files it found within 1 second and you can then choose to open the directory where that file is in or open the file itself.

Contents or Files by size and date option checked



When content is checked you can search files of a certain type like .pdf or you can search in the content of a file, or search files by size and period modified.

a) type nothing and press enter to look for files by size , type and date , a subsequent screen will show where you can select.

b) type up to three word(s) or expressions that the content of the file should contain, partial or whole words separated with + sign. To indicate that the file content cannot contain a certain expression, type – before that expression (minus sign) .

A subsequent screen will open where you can make a more precise selection like file extension, date, size etc.