



A tiny, flexible, hard-working tool to automate sorting & organizing files and folders.

When you need to organize files, DropIt can eliminate much of the drudgery of searching and manually opening folders and moving files around.

You can configure DropIt to perform 9 different actions on your files and folders (**Move, Copy, Compress, Extract, Rename, Open With, List, Delete** and **Ignore**), filtering files by name, extension, location, size and/or date. You can even save sets of associations in profiles and associate a profile to each desired folder, to scan monitored folders at a defined time interval.

Drop a group of different files and folders on the floating DropIt image and it sorts them to defined destination folders, compresses or extracts them, opens them with associated programs or performs other defined actions.

You should go do something enjoyable with the time you saved.

If this is your first time to use DropIt: Experiment. Make a few folders with some disposable files, create a couple of associations and drop your files on DropIt to learn how it behaves.

Before you know it, it will be part of your daily file-handling routine.

This is the official **Guide of DropIt version 3.9**,
realized by Lupo73 and inspired by Edith's Help file.

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1. Introduction

1.1. Installation and Update

Droplt is available in two different versions:

→ **Installer** (standard setup package): to be installed and integrated into your system (to uninstall it you can use the included uninstaller).

→ **Portable** (zip archive): the standalone no-install version can be used from removable drives and leaves nothing behind on the host computer (to uninstall it you can simply remove its folder).

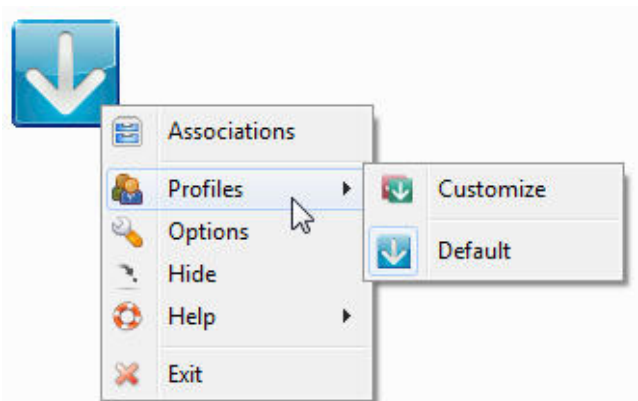
To be sure to always use the newest version, you can manually check for updates from the context menu *Help >> About >> Check Update* or enable automatic updates from *Options >> Various >> Check for updates at Droplt startup*. It works with both *Installer* and *Portable* versions.

1.2. Meet the Interface

Launch "Droplt.exe" and a floating target image appears on your screen. This icon is the main interface, the target onto which you will drop files and folders to process them.

Right-click on the image to display the main context menu. It contains the following items:

- **Associations**, to organize your associations
- **Profiles**, to select and organize your profiles
- **Options**, to configure Droplt
- **Hide**, to minimize Droplt in the traybar (or double-click target image)
- **Help**, to find more info about Droplt and to update it
- **Exit**, to close Droplt



When Droplt is minimized, you can right-click its traybar icon to see the main context menu.

1.3. Basic Usage

Start using Droplt is very simple: drag-and-drop one or more files/folders on the target image to start sorting operations on them.

If a dropped item does not match with defined associations, Droplt allows you to create a new association defining rules and actions to use. In future all files that match with this association will be processed with its action.

Droplt allows to group associations in different profiles, to separate for example a set of associations for your office computer from a set for your home. You can easily switch between profiles with the mouse scroll wheel, or manually from *Profiles* in the main context menu.

Droplt supports other ways to process files and folders: you can define some *Monitored Folders* in *Options* to periodically check them and process their content; you can drop items directly on the "Droplt.exe" file; you can activate *SendTo* integration from *Options*; you can send files using *Command-Line*.

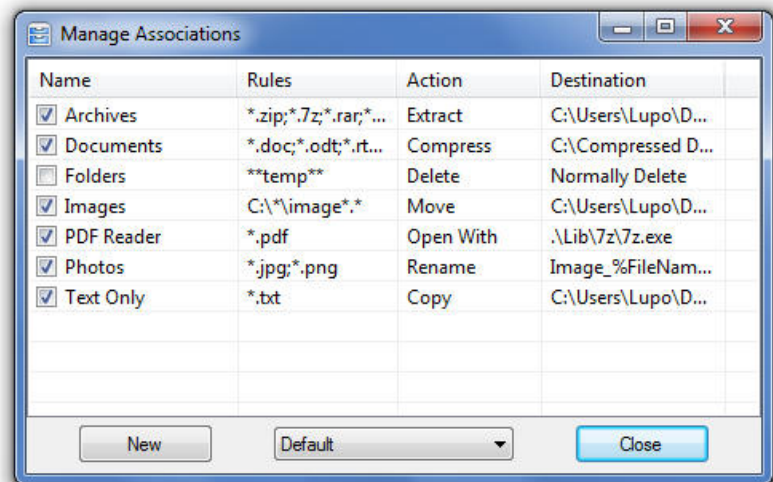
2. Associations

2.1. Manage Associations

Select *Associations* from the Dropt context menu to manage them.

You can click the *New* button to create an association or double-click an existing association to edit it. You can also right-click an association to edit, copy or remove it.

You can create an unlimited number of associations and they are saved in the currently used profile. You can also switch between profiles using the combo box at the bottom.



2.2. Creation/Editing

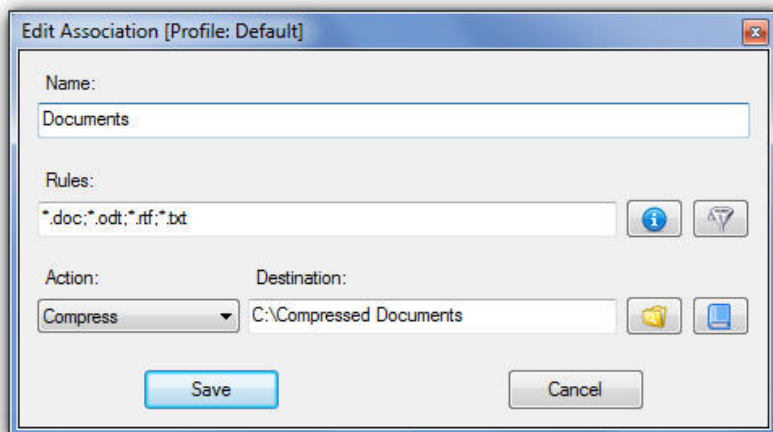
The window to create and edit associations is organized in 4 fields:

→ **Name**, to give a name and/or a description to the association (only to easily recognize it)

→ **Rules**, to define filtering rules (the two buttons of this field are *Supported Rules* to see a list of examples and *Additional Filters* to filter files also by size and date)

→ **Action**, to choose how to process files and folders

→ **Destination**, to define the destination of files and folders (buttons of this field are to select the destination, to configure it and to add *Internal Environment Variables*)



In the *Rules* field you can define filters to detect desired files/folders:

- You can use * single asterisk wildcard to represent zero or more characters in file names
- You can use ** double asterisk to represent zero or more characters in folder names
- You can write combinations of file names, formats and folders
- You can separate rules of an association using ; semi-colon (for example *.jpg;*.png)
- You can use *Additional Filters* to filter files also by their size and dates

Note that you need to *Enable associations for folders* in *Options* if you want to use them.

You can use the same rules in more than one association, but there must be at least one element (rule or action) to make each association unique in a profile. You can right-click an association, click "Copy to..." and then select the same profile to correctly duplicate it.

In the *Action* field you can select the action to process files/folders:

- **Move**, to move matching items to the defined destination folder
- **Copy**, to copy matching items to the defined destination folder
- **Compress**, to compress matching items in the defined destination folder (ZIP, 7Z, SFX)
- **Extract**, to extract matching archives in the defined destination folder (7Z, APM, ARJ, BZIP2, CAB, CHM, CPIO, DEB, DMG, FAT, GZIP, HFS, ISO, LZH, LZMA, MBR, MSI, MSLZ, NFTS, NSIS, RAR, RPM, SFX [EXE], TAR, UDF, VHD, WIM, XAR, XZ, Z, ZIP)
- **Rename**, to rename matching items with the defined new name
- **Open With**, to open matching items with the defined destination program
- **List**, to list matching items in the defined destination file (HTML, TXT, CSV, XML)
- **Delete**, to delete matching items with the defined method (Direct, Safe, Recycle Bin)
- **Ignore**, to ignore matching items and skip them during process

In the *Destination* field you can use the following syntax:

- **absolute paths** or **relative paths** for local folders (e.g. "C:\Folder\Subfolder")
- **UNC paths** for shared folders (e.g. "\\ComputerName\SharedFolder\Resource")
- **environment variables** (more info available in the *Additional Features* chapter of the Guide)

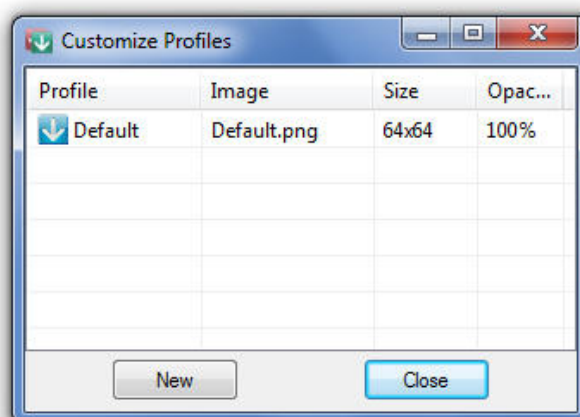
3. Profiles

3.1. Customize Profiles

Select *Profiles >> Customize* from the DroptIt context menu to manage your profiles.

You can click the *New* button to create a profile or double-click an existing profile to edit it. You can also right-click a profile to edit, duplicate or remove it.

You can create an unlimited number of profiles and they are saved in the "Profiles" folder.

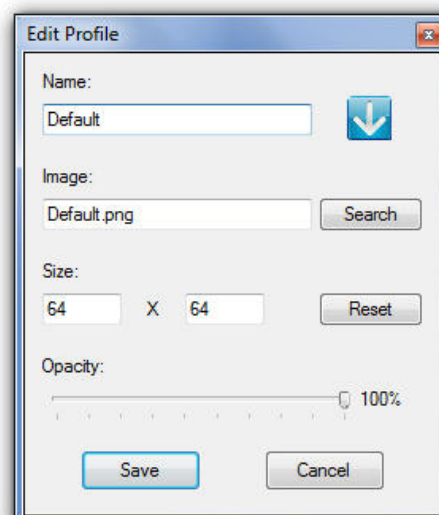


3.2. Creation/Editing

The window to create and edit profiles is organized in 4 fields:

- **Name**, to give a name to the profile
- **Image**, to associate a custom image to the profile
- **Size**, to customize the image size
- **Opacity**, to define the opacity level

You can select the custom image by clicking on the *Search* button or the preview icon. PNG, GIF and JPG formats are supported. Target images are stored in the "Images" folder in DroptIt directory, where several image examples are provided.



4. Options

4.1. Main

Select *Options* from the DroptIt context menu to open the configuration window.

In this section general settings are available:

→ **Show target image always on top**, to keep DroptIt always visible on your screen

→ **Lock target image position**, to keep the DroptIt image locked in its current position (if checked press *SHIFT* to move it anyway)

→ **Use profile icon in traybar**, to tell you which profile is in use also when DroptIt is minimized

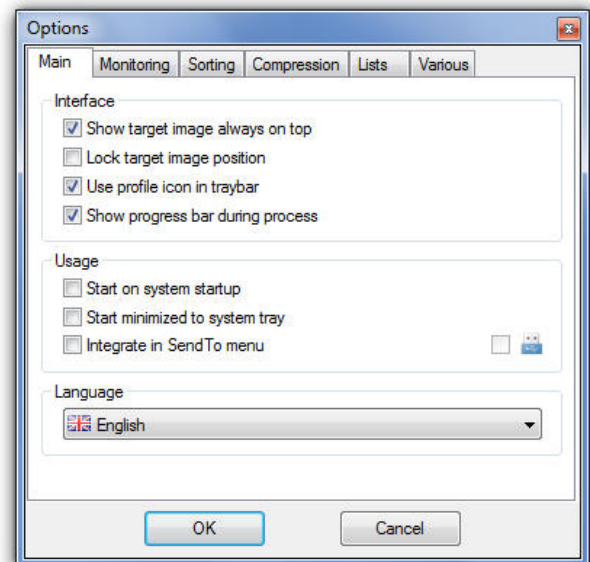
→ **Show progress bar during process**, to have a progress window visible during sorting

→ **Start on system startup**, to launch DroptIt when Windows starts

→ **Start minimized to system tray**, to launch DroptIt hidden in the tray

→ **Integrate in SendTo menu**, to have a link in the system SendTo menu for each DroptIt profile (*Portable Mode* can be activated on the right, to remove integration at software closing)

→ **Language**, to select the interface language of DroptIt



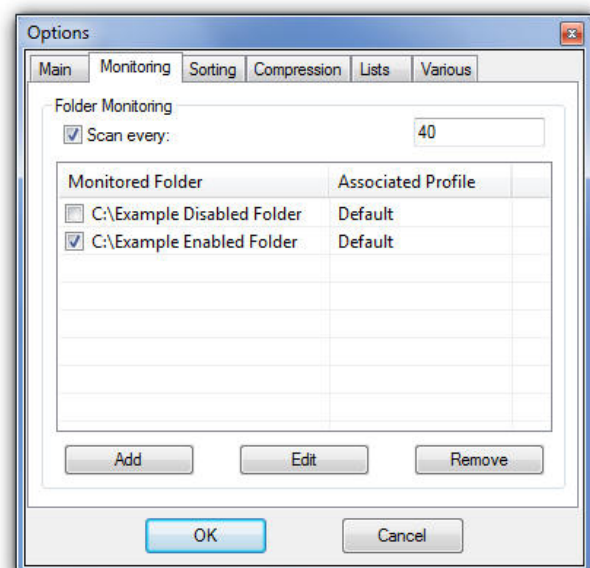
4.2. Monitoring

In this section you can activate the automatic **Folder Monitoring** and scan selected folders with a defined time interval (in seconds).

In the list below you can manage your monitored folders and associate a profile to each one.

You can click *Add* or double-click the table to add a new folder and its associated profile. You can select an added folder and click *Edit* to modify it or *Remove* to delete it from the list. You can also check or uncheck folders to enable/disable them.

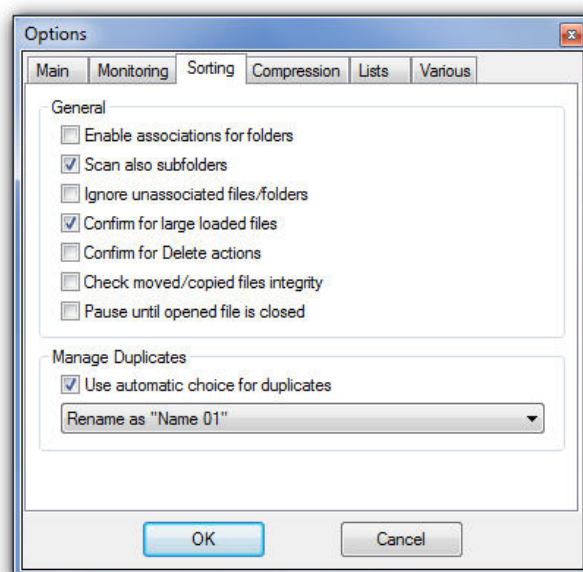
To optimize performance we recommend you to use a time interval of about 30-60 seconds.



4.3. Sorting

In this section some settings are available to configure sorting operations:

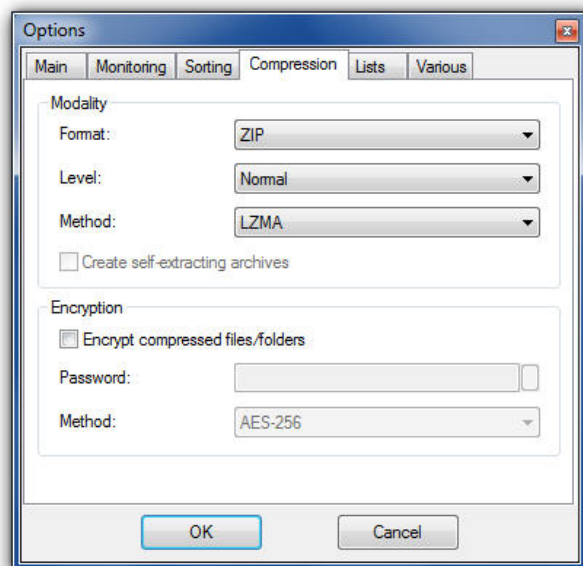
- **Enable associations for folders**, to directly sort folders and not the files contained in them
- **Scan also subfolders**, to scan subfolders of dropped folders and sort contained files
- **Ignore unassociated files/folders**, to skip all unknown items and allow the creation of new associations only from *Associations* window
- **Confirm for large loaded files**, to require a confirmation if more than 2 GB of files are loaded
- **Confirm for Delete actions**, to require a confirmation for deleting actions
- **Check moved/copied files integrity**, to verify MD5 hash of files processed with *Move* and *Copy* actions (this will slow down the sorting process)
- **Pause until opened file is closed**, to pause the sorting process at each *Open With* action (useful to open files one at a time)
- **Use automatic choice for duplicates**, to directly process files/folders received by DropIt without asking which operation to perform (supported: *Overwrite*, *Overwrite if newer*, *Rename as*, *Skip*)



4.4. Compression

In this section some settings are available to configure the *Compress* action:

- **Format**, to choose the compression format (7Z or ZIP)
- **Level**, to select the compression level (from *Fastest* to *Ultra*)
- **Method**, to select the algorithm to use
- **Create self-extracting archives**, to create self-extracting archives (only using 7Z format) of compressed files/folders
- **Encrypt compressed files/folders**, to create encrypted archives, defining the *Password* to use and the encryption *Method*



4.5. Lists

In this section some settings are available to configure *List* action:

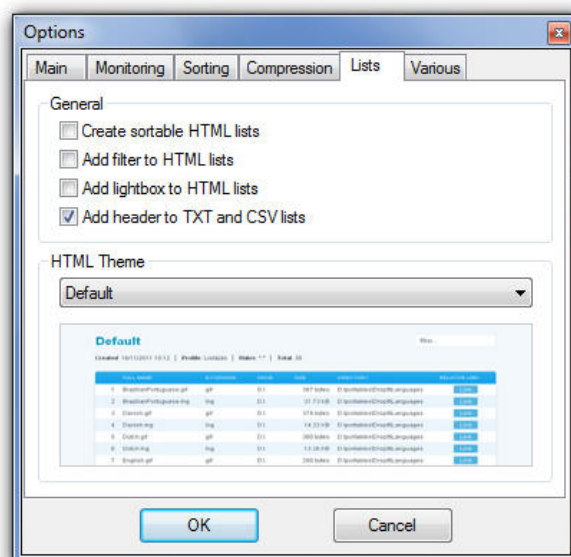
→ **Create sortable HTML lists**, to add a JavaScript code that sorts columns when you click the table header fields

→ **Add filter to HTML lists**, to add a JavaScript code that shows a box where you can type words to filter table content

→ **Add lightbox to HTML lists**, to add a JavaScript code to open images from Absolute and Relative Links in an overlapped preview

→ **Add header to TXT and CSV lists**, to add a list header that shows what parameters are listed

→ **HTML Theme**, to select the theme to use when a new list is created



4.6. Various

In this section some additional settings are available:

→ **Enable multiple instances**, to use several profiles at the same time

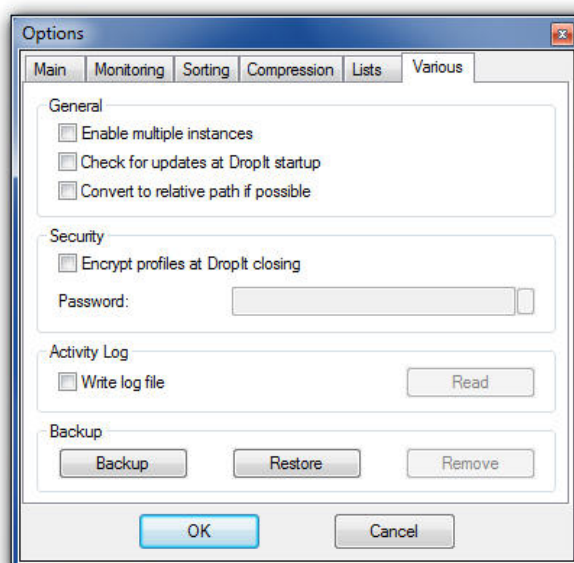
→ **Check for updates at Dropt startup**, to automatically check for new Dropt versions

→ **Convert to relative path if possible**, to automatically convert destination folders to relative paths during association editing

→ **Encrypt profiles at Dropt closing**, to store profiles in a secure format ("Profiles" folder is encrypted when Dropt is closed and the password will be requested at Dropt startup)

→ **Write log file**, to create a "LogFile.log" in the settings directory and save a history of sorting operations (you can click *Read* to open this file and verify your operations)

→ **Settings Backup**, to manage backup copies of your settings and profiles (creating, restoring or removing them)



5. Additional Features

5.1. Multiple Instances

Using multiple Profiles simultaneously:

This is useful when you need different settings for different batches of files. You can keep several profiles active, rather than stopping to activate the required profile each time.

1. Activate *Options* setting *Enable multiple instances*.
2. When you launch another instance of Dropt by clicking the same exe or shortcut, it loads the profile currently in use. Choose another profile from context menu.
3. The last closed profile will be automatically loaded the next time Dropt is launched.

Using multiple Options settings simultaneously:

As noted earlier, *Options* settings apply globally to all profiles launched from that exe. This workaround provides fast access to different global settings without re-configuration and allows multiple active profiles with different global settings.

For example, you could run one profile set to rename duplicate files, another to skip them. Or one instance to use ZIP compression, another to use 7Z.

1. Create additional Dropt *portable* installations in other folders (this bypasses the issue of unique settings created with the installed version).
2. Configure *Options* as you wish in each installation (if you like, you can copy profile INI files between the installations).
3. Activate the *Options* setting *Enable multiple instances* for each executable.
4. Launch the exe's with the global settings you desire.

5.2. Hotkeys

Firstly, you can use some “*special actions*” if you press defined hotkeys while dropping files and folders, to process them with the selected special action and ignore all associations:

- **Alt + C** to copy files to a folder selected during drop
- **Alt + X** to move files to a folder selected during drop
- **Alt + P** to copy file paths to Clipboard
- **Alt + S** to create shortcuts of files in a folder selected during drop
- **Alt + L** to create a playlist of files in a folder selected during drop (M3U, M3U8, PLS, WPL)

In *Manage Associations*, *Customize Profiles* and *Folder Monitoring* windows you can use:

- **Ctrl + N** to create a new item
- **Ctrl + R** to remove a selected item (for monitored folders)
- **Del** to remove a selected item (for associations and profiles)
- **Enter** to modify a selected item
- **Double-Click** to modify a selected item or create a new one if nothing is selected

If you have selected *Lock target image position* in *Options*, you can press the **SHIFT** key while dragging with your left mouse button (it temporarily unlocks the target image).

5.3. Environment Variables

Essentially, an environment variable is a text string that represents data. If you like, you can think of them as “*special abbreviations*”. Droplt supports the use of environment variables in the Destination field and in Command-Line parameters.

The use is simple: you need only to write the desired variables between % characters as part of the destination/parameter and they will be substituted with the related values during process.

Internal Environment Variables:

Droplt provides a number of environment variables for internal use. The complete list of variables is available from *Edit Association* window, clicking *Internal Environment Variables* button next to the *Destination* field. Some notes about them:

- you can use several environment variables together without compatibility problems
- environment variables are not case-sensitive, %file% will work as well as %File%
- you could need to add a backslash “\” character before or after an environment variable to correctly use it (for example type “%PortableDrive%\” to define the drive root as destination)

System Environment Variables:

Windows offers some system environment variables by default that you can use also in Droplt, for example %HOMEDRIVE%, %SYSTEMDRIVE%, %PROGRAMFILES%, %APPDATA%, %USERPROFILE%, %USERNAME% and others. You can search the Web for a full list.

Custom Environment Variables:

Finally, you can create your own Droplt variables by manually editing the *[EnvironmentVariables]* section in the “Settings.ini” file (in the Droplt settings folder). Percent signs are not included in the INI file definition and there is no space before or after the equal sign. Some examples:

AvsB=C:\Users\MeMe\Documents\AviSynth\Projects\Bridges

FYI=Memos\Mary

FPB=Family Photo Backups

5.4. Command-Line Parameters

Droplt provides parameters to specify profiles and source files. You can pre-select profiles, so Droplt launches all ready to go. That’s convenience!

Better still, you can sort specified files from multiple locations, all in one single operation, without even having to touch those files. That’s efficiency!

You can use parameters:

→ **in Shortcut LNK files:** right-click a shortcut icon, select *Properties* and append parameters to the *Target* line. You can create shortcuts to launch different profiles.

→ **in Command prompt, scripts or batch files:** enter the entire command string, as illustrated in the examples below.

→ **in Command-Line inputs for other programs:** input the parameters as allowed by the program interface, to send for example commands from file managers and launchers to Droplt.

Parameter syntax notes:

- *-ProfileName* is the syntax to start Droplt with a defined profile or process files with it
- */SpecialActionKey* allows to use a special action to process files (using hotkey characters as */S*)
- *Filename* parameter can include asterisk wildcards ***
- double quotation marks *""* are needed for parameters that include spaces
- both absolute and relative paths are supported as parameters
- *ProfileName* and *SpecialActionKey* parameters cannot be used together

Some simple examples:

- use Droplt with a specified profile:

"C:\My Folder\Droplt\Droplt.exe" -Lupo

- sort specified source files using "last-used" profile:

"C:\My Folder\Droplt\Droplt.exe" "C:\Folder 1.jpg" "E:\Folder 2*.png"*

- sort specified source files using a defined profile:

"C:\My Folder\Droplt\Droplt.exe" -Lupo "C:\My Docs\text.*" "E:\Folder*.pdf"*

- sort specified source files using a defined special action:

"C:\My Folder\Droplt\Droplt.exe" /P "C:\My Docs\text.*" "E:\Folder*.pdf"*