



USER GUIDE

Treat-Files		No new names updated Update new names <input type="button" value="Start Renaming"/>		Source Path C:\Downloads 4 folders and 30 files listed. List generated in 320 Millisecond 2026-06-05 01:20:52				
Name	New File/Folder Name	Type	Date Modified	Bytes	File Size	Size Unit	Parent Folder	Additional Info
Screenshot-2024.bmp	Screenshot-2024.bmp	.bmp	11/15/2025 6:02:14 AM	461,814	451	KB	C:\Downloads\Archive	Possible copy of G6
Screenshot-2024.bmp	Screenshot-2024.bmp	.bmp	11/15/2025 6:02:14 AM	461,814	451	KB	C:\Downloads\Business	Possible copy of G6
Screenshot-2024.bmp	Screenshot-2024.bmp	.bmp	11/15/2025 6:02:14 AM	461,814	451	KB	C:\Downloads\Contracts	Possible copy of G6
Screenshot-2024.bmp	Screenshot-2024.bmp	.bmp	11/15/2025 6:02:14 AM	461,814	451	KB	C:\Downloads\Delegation	Possible copy of G6
Analytics-2024 - Copy.csv	Analytics-2024 - Copy.csv	.csv	12/6/2025 6:17:49 AM	1,212	1	KB	C:\Downloads	G1
Analytics-2024 - Copy.csv	Analytics-2024 - Copy.csv	.csv	12/6/2025 6:17:49 AM	1,212	1	KB	C:\Downloads\Archive	Possible copy of G1
Analytics-2024 - Copy.csv	Analytics-2024 - Copy.csv	.csv	12/6/2025 6:17:49 AM	1,212	1	KB	C:\Downloads\Business	Possible copy of G1
Analytics-2024 - Copy.csv	Analytics-2024 - Copy.csv	.csv	12/6/2025 6:17:49 AM	1,212	1	KB	C:\Downloads\Contracts	Possible copy of G1
Analytics-2024 - Copy.csv	Analytics-2024 - Copy.csv	.csv	12/6/2025 6:17:49 AM	1,212	1	KB	C:\Downloads\Delegation	Possible copy of G1
Analytics-2024.csv	Analytics-2024.csv	.csv	12/6/2025 6:17:49 AM	1,212	1	KB	C:\Downloads	G2
Analytics-2024.csv	Analytics-2024.csv	.csv	12/6/2025 6:17:49 AM	1,212	1	KB	C:\Downloads\Archive	Possible copy of G2
Analytics-2024.csv	Analytics-2024.csv	.csv	12/6/2025 6:17:49 AM	1,212	1	KB	C:\Downloads\Business	Possible copy of G2
Analytics-2024.csv	Analytics-2024.csv	.csv	12/6/2025 6:17:49 AM	1,212	1	KB	C:\Downloads\Contracts	Possible copy of G2
Analytics-2024.csv	Analytics-2024.csv	.csv	12/6/2025 6:17:49 AM	1,212	1	KB	C:\Downloads\Delegation	Possible copy of G2
Content-Delete-Downloads-20260605 - Copy.xlsx	Content-Delete-Downloads-20260605 - Copy.xlsx	.xlsx	6/5/2026 12:13:00 AM	315,097	308	KB	C:\Downloads	G3
Content-Delete-Downloads-20260605 - Copy.xlsx	Content-Delete-Downloads-20260605 - Copy.xlsx	.xlsx	6/5/2026 12:13:00 AM	315,097	308	KB	C:\Downloads\Archive	Possible copy of G3
Content-Delete-Downloads-20260605 - Copy.xlsx	Content-Delete-Downloads-20260605 - Copy.xlsx	.xlsx	6/5/2026 12:13:00 AM	315,097	308	KB	C:\Downloads\Business	Possible copy of G3
Content-Delete-Downloads-20260605 - Copy.xlsx	Content-Delete-Downloads-20260605 - Copy.xlsx	.xlsx	6/5/2026 12:13:00 AM	315,097	308	KB	C:\Downloads\Contracts	Possible copy of G3
Content-Delete-Downloads-20260605 - Copy.xlsx	Content-Delete-Downloads-20260605 - Copy.xlsx	.xlsx	6/5/2026 12:13:00 AM	315,097	308	KB	C:\Downloads\Delegation	Possible copy of G3
Content-Delete-Downloads-20260605.xlsx	Content-Delete-Downloads-20260605.xlsx	.xlsx	6/5/2026 12:13:00 AM	315,097	308	KB	C:\Downloads	G4
Content-Delete-Downloads-20260605.xlsx	Content-Delete-Downloads-20260605.xlsx	.xlsx	6/5/2026 12:13:00 AM	315,097	308	KB	C:\Downloads\Archive	Possible copy of G4
Content-Delete-Downloads-20260605.xlsx	Content-Delete-Downloads-20260605.xlsx	.xlsx	6/5/2026 12:13:00 AM	315,097	308	KB	C:\Downloads\Business	Possible copy of G4
Content-Delete-Downloads-20260605.xlsx	Content-Delete-Downloads-20260605.xlsx	.xlsx	6/5/2026 12:13:00 AM	315,097	308	KB	C:\Downloads\Contracts	Possible copy of G4
Content-Delete-Downloads-20260605.xlsx	Content-Delete-Downloads-20260605.xlsx	.xlsx	6/5/2026 12:13:00 AM	315,097	308	KB	C:\Downloads\Delegation	Possible copy of G4
Archive	Archive	Folder	6/5/2026 11:47 AM	-	-	-	C:\Downloads	6 Item(s)
Business	Business	Folder	6/5/2026 11:46 AM	-	-	-	C:\Downloads	6 Item(s)
Contracts	Contracts	Folder	6/5/2026 11:45 AM	-	-	-	C:\Downloads	6 Item(s)
Delegation	Delegation	Folder	6/5/2026 11:42 AM	-	-	-	C:\Downloads	6 Item(s)

Version 1.26.06.01.00

www.TreatFiles.com



Welcome to TreatFiles

TreatFiles is a Windows desktop application designed to help you organize and manage files and folders efficiently. With **TreatFiles**, you can:

- Generate detailed lists of files and folders from selected location.
- Export file lists to **XLSX**, **CSV**, or **TXT** formats.
- Rename multiple files and folders in bulk using a generated rename list.
- Delete multiple files and folders in bulk using a generated delete list.



About This Guide

This guide explains how to use **TreatFiles**, including its features, settings, and recommended usage practices.

Use this document to learn how to:

- Generate file and folder lists
- Configure output settings
- Rename files and folders in bulk
- Delete files and folders in bulk
- Troubleshoot common issues

System Requirements

Before using **TreatFiles**, ensure your system meets the following requirements:

- Windows 10 or Windows 11
- Minimum display resolution of **1024 × 720**
- Display scaling set to **100%** (recommended for best UI layout)

Version Information

Item	Value
Version	1.26.06.01.00
Release Date	June 02, 2026



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Important Notes About Bulk Operations

Before performing rename or delete operations, keep the following in mind:

Important: Always create a backup before performing bulk rename or delete operations.

- Duplicate target names in the same folder are not allowed.
- Existing files/folders with matching target names may cause conflicts.
- Records with blank or unchanged names are skipped.
- Locked, missing, or inaccessible files are skipped.
- Invalid file name characters are not allowed.
- Delete operations can permanently remove items or send them to the Recycle Bin

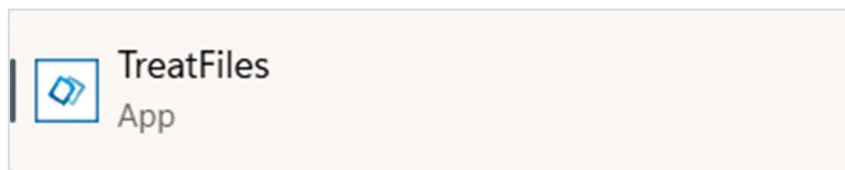


Start TreatFiles

To launch the application:

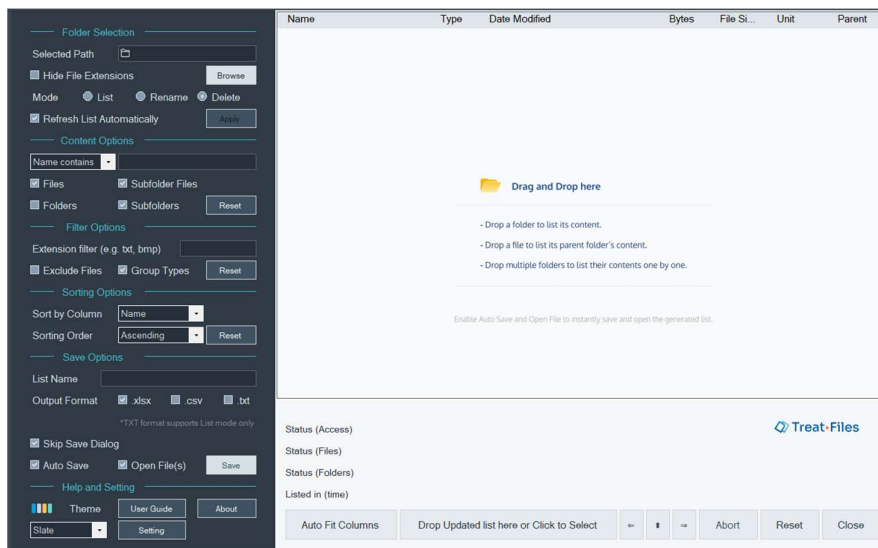
1. Open the Windows Start Menu
2. Search for TreatFiles
3. Select the application from the search results.
4. Click the application Icon

You can also launch the application using its desktop icon or Start menu shortcut, if available.



When the Application Opens

After launching the application, the main window appears.



Note: The appearance of the application may vary depending on the selected theme. For more information, see Application UI and Themes later in this guide.



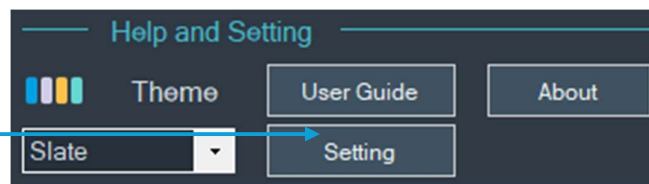
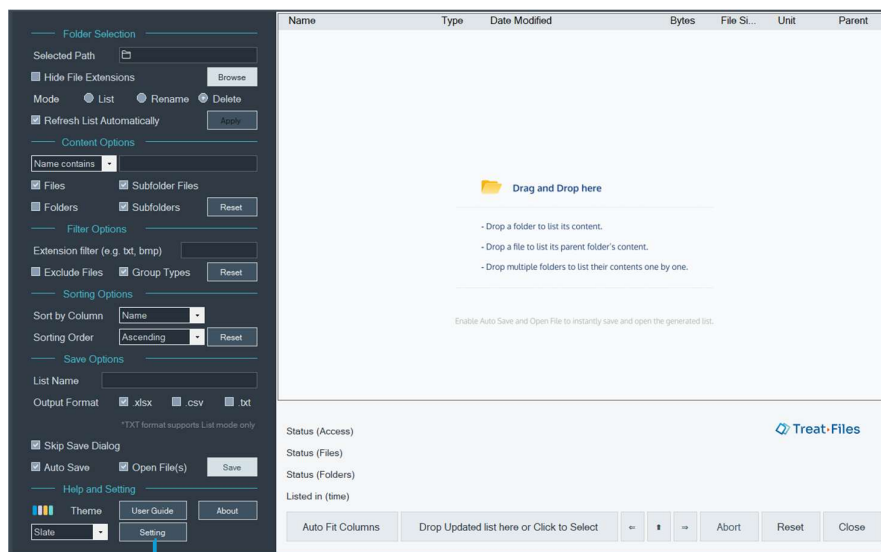
Before You Begin

Before using **TreatFiles** for the first time, review the application settings and adjust them to match your preferences and workflow.

To open Settings:

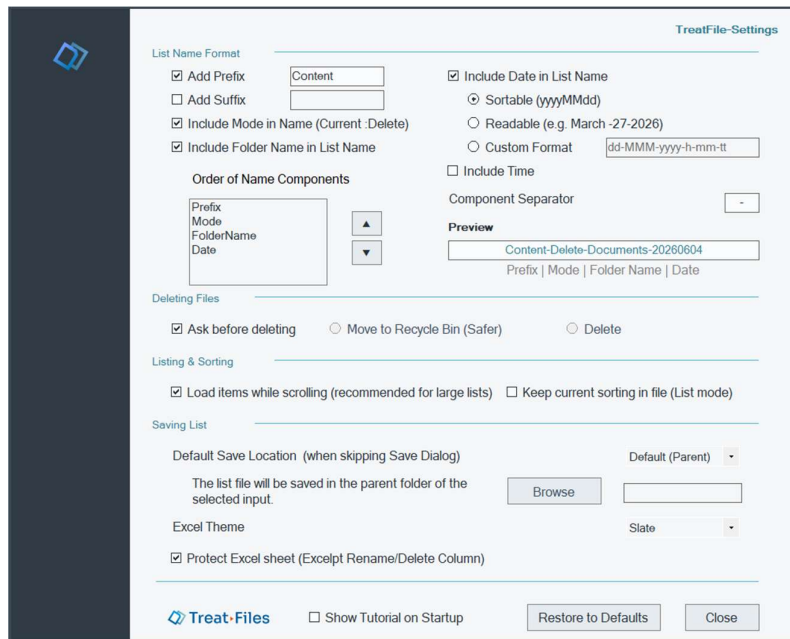
1. Click **Settings** in the lower-left corner of the main window.
2. Review and update the available options as needed.

Tip: You can change these settings at any time.





Settings



File Name Setting

File Name Settings control how output file names are generated when saving files lists.

By default, the application includes the source folder name in the output file name. Available File Name Components

Setting	Description
Prefix	Text added at the beginning of the file name
Suffix	Text added at the end of the file name
Mode	Includes the current mode in the file name (List, Rename, or Delete)
Folder Name	Includes the name of the source folder
Date	Includes the current date in the selected format
Include Time	Includes the current time to the file name
Component Separator	Character used to separate file name components (for example: _ or -)

Examples of generated file names:

- Content-Delete-Documents-12 April 2026-122456
- Rename-Pictures-20260415-122456



Date Format

Choose a predefined date format to include the current date in the file name.

Include Date in List Name

- Sortable (yyyyMMdd)
- Readable (e.g. March -27-2026)
- Custom Format

 Include Time

Format	Description	Example
yyyy	Four-digit year	2026
yy	Two-digit year	26
MM	Numeric month	02
MMM	Short month name	Feb
MMMM	Full month name	February
dd	Day of month	2
hh	Hour	2
mm	Minute	28
ss	Second	45
tt	AM/PM designator	PM

Custom Format Example

Example custom format : MMM dd, yyyy-hhmmss tt
Products : Feb 02, 2026-022845 PM

Tip: Including both date and time in the file name helps prevent duplicate output file names when generating multiple lists.



Default Save Location

Default Save Location determines where output files are saved when generating file lists.

Default Save Location (when skipping Save Dialog)	Default (Parent) ▾
The list file will be saved in the parent folder of the selected input.	<input type="button" value="Browse"/> <input type="text"/>

Option	Description
Default	Saves the output file in the parent folder of the selected folder
Last Used Location	Saves the output file to the most recently used save location
Custom Location	Saves the output file to a folder you specify

Default Location (Parent)

When Default is selected, the output file is saved to the parent folder of the folder being listed.

Example:

If you generate a list for: D:\Documents\Pictures

The output file is saved to: D:\Documents.

Last Used Location

When Last Used Location is selected, the application saves the output file to the same location used during the previous save operation.

This is useful when generating multiple lists from different folders but saving them to one central location.

Custom Location

When Custom Location is selected, you can choose a specific folder where all output files will be saved.

Important: Ensure you have 'Write' permission for the selected folder. Files cannot be saved to locations where the current Windows user does not have access.



List View Settings

List View Settings control how records are loaded and displayed in the application list.

Load items while scrolling (recommended for large lists)

Load items as you scroll – When enabled, items are loaded incrementally as you scroll through the list. This can improve performance when working with large folders containing many files.

Tip: Enable this option when generating large lists that you intend to save without reviewing every record.

Output File Settings

Output File Settings control how generated files are formatted and saved.

Keep current sorting in file (List mode)

Keep Current Sort Order in Output File

When enabled, the saved output file preserves the same sort order shown in the application list.

If Group by Type is also enabled:

- Items are grouped by type first.
- Sorting is applied within each group.

Note: In Rename and Delete modes, grouping may be adjusted automatically to support duplicate-file handling.

Excel Theme



Select the color theme used for generated Excel (xlsx) files. The selected theme is applied when saving Excel output files.

Note: If Auto Save is disabled, you can change the theme before saving.

Protect Excel Sheet

When enabled, generated Excel files are protected to prevent accidental modification of critical columns.

Protection helps prevent changes to:

- Current file/folder names
- File extensions
- Parent folder paths
- Other system-generated data columns

Column B remains editable for rename/delete operations.

Important: Advanced Excel operations such as fill, formula drag, or mass updates may require unprotecting the worksheet first.

Show Short Tutorial on Startup

When enabled, a guided tutorial is displayed when the application starts.

This tutorial highlights major UI areas and features for new users.

Tip: You can re-enable this option at any time from Settings.



Generate a File List

Use List Generation to create a list of files and folders from a selected folder or drive.

Configure List Generation Options:

Before generating a list, configure the following options as required.

The screenshot shows a configuration dialog with the following elements:

- Selected Path:** A text input field with a folder icon on the right.
- Hide File Extensions:** A checkbox that is currently unchecked.
- Mode:** Three radio buttons labeled 'List', 'Rename', and 'Delete'. The 'Delete' radio button is selected.
- Refresh List Automatically:** A checkbox that is currently checked.
- Buttons:** 'Browse' and 'Apply' buttons are located on the right side of the dialog.

Hide File Extensions:

Enable this option to display file names without their extensions.

Select Mode

Choose the type of list to generate.

Mode	Description
List	Generates a standard file and folder list
Rename	Adds a column for specifying new file or folder names.
Delete	Adds a column for marking items to be deleted

Refresh List Automatically:

When enabled, the application automatically regenerates the list when:

- A folder is selected.
- The filter setting is changed.

When disabled, click **Apply** to manually generate the list.



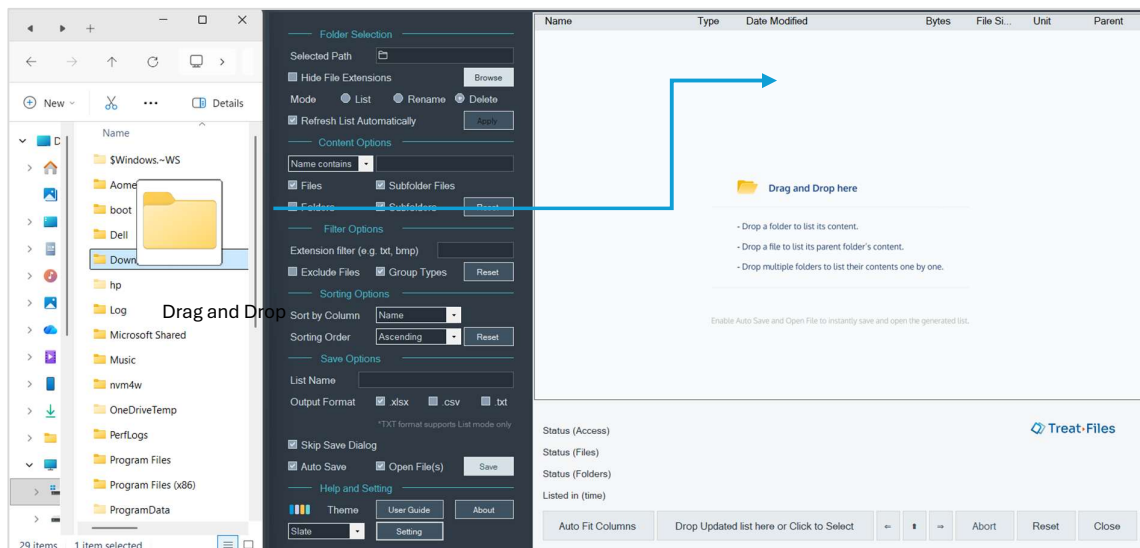
Select a Folder

You can select a folder using either of the following methods.

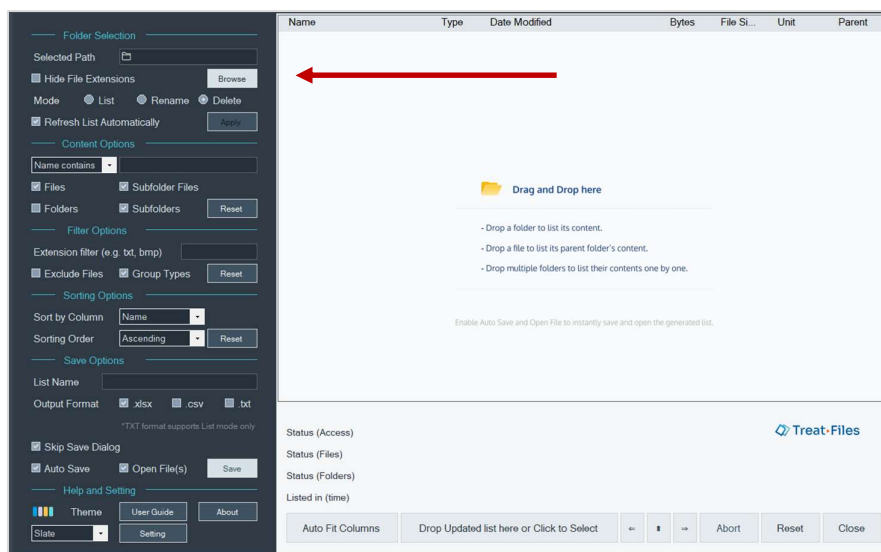
Method 1: Drag and Drop

Drag a folder onto the application list area.

The application immediately generates a list of folder's contents.



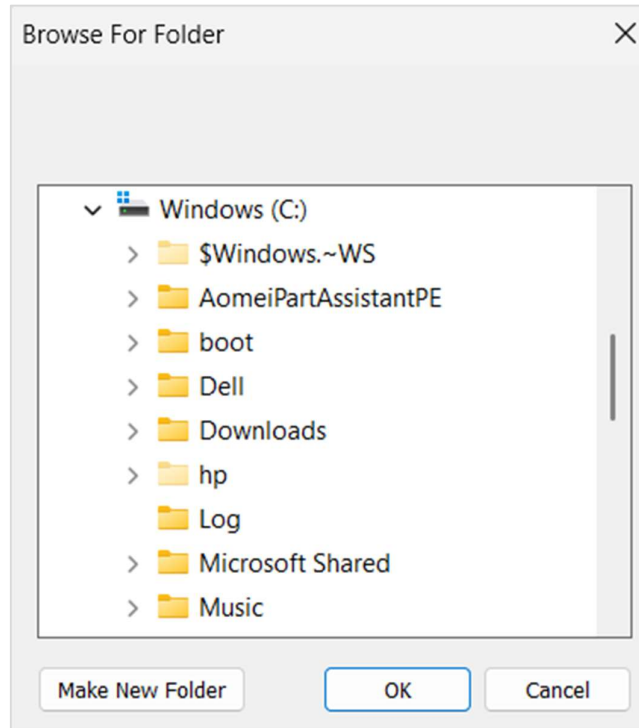
OR





Method 2: Browse for Folder

1. Click **Browse** in the Folder Selection section.



2. Select the desired folder or drive, then click OK

The application generates the list using the current filter and mode settings.

The screenshot shows the application interface with the 'Folder Selection' panel on the left and a file list on the right. The 'Folder Selection' panel includes options for 'Selected Path' (C:\Downloads), 'Mode' (List, Rename, Delete), 'Content Options' (Name contains, Files, Subfolder Files, Folders, Subfolders), 'Filter Options' (Extension filter, Exclude Files, Group Types), 'Sorting Options' (Sort by Column, Sorting Order), and 'Save Options' (List Name, Output Format, Skip Save Dialog, Auto Save, Open File(s)).

Name	Type	Date Modified	Bytes	File Si...	Unit	Parent
.CSV						
colorang_data_log.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
.EXE						
EqualizerAPO-x64-1.4.2.exe	exe	2/12/2026 10:02:11 PM	11980366	11.43	MB	C:\Downlo
.ICO						
Falign_ICON (1).ico	ico	11/10/2025 7:44:38 AM	173780	169.71	KB	C:\Downlo
Falign_ICON (2).ico	ico	11/10/2025 7:45:51 AM	11924	11.64	KB	C:\Downlo
Falign_ICON.ico	ico	11/10/2025 7:39:56 AM	9517	9.29	KB	C:\Downlo
Falign_ICON_image_1000.ico	ico	11/11/2025 8:35:27 AM	9447	9.23	KB	C:\Downlo
sniplog_0_3_300_300.ico	ico	11/15/2025 8:44:06 AM	22800	22.27	KB	C:\Downlo
sniplog_0_3_icon.ico	ico	11/15/2025 8:57:56 AM	185858	181.50	KB	C:\Downlo
sniplog_03_icon (1).ico	ico	12/9/2025 8:09:37 PM	18707	18.27	KB	C:\Downlo
sniplog_03_icon.ico	ico	11/16/2025 9:30:26 AM	23517	22.97	KB	C:\Downlo
.JNI						
desktop.ini	ini	8/16/2025 4:27:25 PM	262	262.00	Byte	C:\Downlo
.MSI						
ListAndRename-setup.msi	msi	12/3/2025 6:41:39 AM	8921088	8.51	MB	C:\Downlo
RWIconEditor64.msi	msi	12/10/2025 7:58:34 AM	14297088	13.63	MB	C:\Downlo
.PDF						
Acct_Statement_XXXXXXXXX003...	pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo
guruncharitra_sop.pdf	pdf	11/26/2025 9:05:03 AM	2126	2.08	KB	C:\Downlo
.PNG						

Access allowed to all requested folders

Treat-Files

Listed 166 files from C:\Downloads and its subfolders.

Listed 6 subfolders from C:\Downloads.

Listed in 398.13 Millisecond. Size 1.01 GB

Showing 43 record

Show all

Auto Fit Columns Drop Updated list here or Click to Select Abort Reset Close



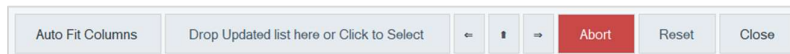
Cancel List Generation

To stop an active operation in process

1. Click **Abort**

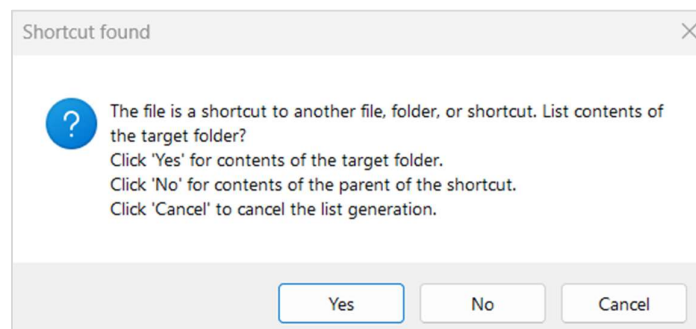
The Abort button turns red while an operation is in progress.
You can use Abort to cancel the following operations

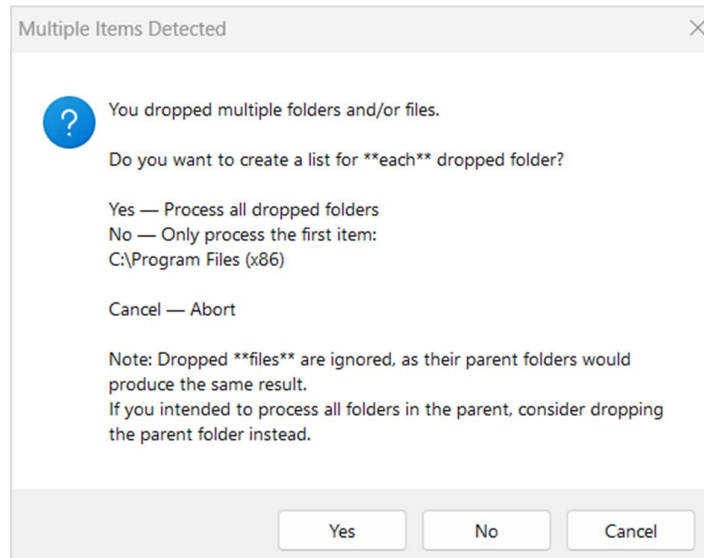
- List generation
- File saving
- Rename operations.
- Delete operations.



Drag-and-Drop Behaviour

Dropped Item	Result
Folder	Lists contents of the folder
File	Lists contents of the file's parent folder
Shortcut	Prompts whether to list shortcut's target or shortcut's parent folder
Shortcut to Shortcut	Prompts whether to list the final target location
Multiple Folders	Prompts whether to generate lists for all folders



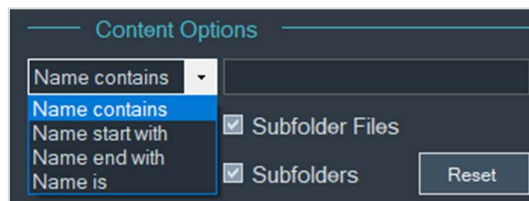


Note: Some Windows system folders may redirect shortcut targets, which can affect listing behaviour.

Filtering the list.

Use filters to limit which files and folders appear in the generated list.

Filtering helps narrow results based on file name, folder name, extension, and content scope.





Filter by Name:

You can filter items by matching text within the file or folder name.

Enter text in the filter box, then select a matching rule.

Filter Option	Description
Name Contains	Includes items whose names contain the specified text
Name Starts With	Includes items whose names begin with the specified text
Name Ends With	Includes items whose names end with the specified text
Name Is	Includes items whose names exactly match the specified text

Example:

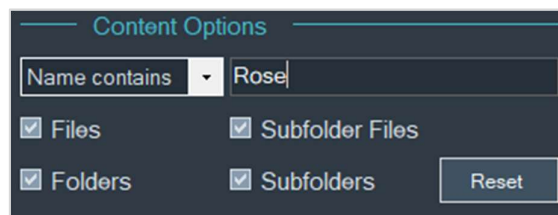
To list items containing **Rose** in the name:

1. Select **Name Contains**
2. Enter Rose in the filter box.

The application may list items such as:

- Rosemerry
- Rose Pink
- Roseville
- Rosewood

Note: Name matching is case-insensitive.





Content Scope

Option	Description
Files	Include files in the selected folder
Folders	Include folders in the selected folder
Subfolders	Include subfolders recursively
Subfolder Files	Include files contained within subfolders recursively

Tip: Enable both **Subfolders** and **Subfolder Files** to include all contents recursively.

Content Options

Name contains

Files Subfolder Files

Folders Subfolders

Filter by File Extension

You can include or exclude specific file types using extension filters. Enter one or more file extensions separated by commas.

Examples:

- txt,
- bmp
- docx, jpeg

Filter Options

Extension filter (e.g. txt, bmp)

Exclude Files Group Types

Example:

To filter the list to files with .docx and .jpeg extensions, enter docx, jpeg in the search box. The application will list only files with those extensions.

Include Specific Extensions : When **Exclude Files** is **not** selected: Only the specified extensions are included.



Filter Options

Extension filter (e.g. txt, bmp)

Exclude Files Group Types

Name	Type	Date Modified	Bytes	File Si...	Unit	Parent
.PDF						
Backup_Certificate_2024.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo...
Backup_Certificate_2025.pdf	.pdf	11/12/2025 10:52:23 AM	5540	5.41	KB	C:\Downlo...
Backup_Certificate_Jan.pdf	.pdf	11/12/2025 10:52:23 AM	5540	5.41	KB	C:\Downlo...
Backup_Certificate_Q1.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo...
Backup_Certificate_Q2.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo...
Backup_Certificate_Q3.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo...
Backup_Certificate_Q4.pdf	.pdf	11/12/2025 10:52:23 AM	5540	5.41	KB	C:\Downlo...
Backup_Contract_2024.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo...
Backup_Contract_2025.pdf	.pdf	11/12/2025 10:52:23 AM	5540	5.41	KB	C:\Downlo...
Backup_Contract_Jan.pdf	.pdf	11/12/2025 10:52:23 AM	5540	5.41	KB	C:\Downlo...
Backup_Contract_Q1.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo...
Backup_Contract_Q2.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo...
Backup_Contract_Q3.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo...
Backup_Contract_Q4.pdf	.pdf	11/12/2025 10:52:23 AM	5540	5.41	KB	C:\Downlo...
.PNG						
Backup_Chart_2024.png	.png	11/15/2025 6:02:19 AM	73646	71.92	KB	C:\Downlo...
Backup_Chart_2025.png	.png	11/15/2025 6:02:10 AM	33862	33.09	KB	C:\Downlo...

Exclude Specific Extensions: When **Exclude Files** is selected: Specified extensions are excluded from the list.

Filter Options

Extension filter (e.g. txt, bmp)

Exclude Files Group Types

Name	Type	Date Modified	Bytes	File Si...	Unit	Parent
.CSV						
Backup_Contact_List_2024.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo...
Backup_Contact_List_2025.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo...
Backup_Contact_List_Q1.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo...
Backup_Customer_List_2024.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo...
Backup_Customer_List_2025.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo...
Backup_Customer_List_Q1.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo...
.TXT						
Backup_Changelog_2024.txt	.txt	12/19/2025 1:14:14 AM	206	206.00	Byte	C:\Downlo...
Backup_Checklist_2024.txt	.txt	12/19/2025 1:14:14 AM	206	206.00	Byte	C:\Downlo...
Backup_Config_2024.txt	.txt	12/19/2025 1:14:14 AM	206	206.00	Byte	C:\Downlo...
.HTML						
Backup_Contact_Page_2024.html	.html	12/3/2025 7:10:33 AM	11353	11.09	KB	C:\Downlo...
Backup_Contact_Page_2025.html	.html	12/11/2025 9:10:33 AM	21612	21.11	KB	C:\Downlo...
Backup_Contact_Page_Q1.html	.html	12/11/2025 9:09:50 AM	23281	22.74	KB	C:\Downlo...
JPEG						
Backup_Cover_Image_2024.jpeg	.jpeg	11/14/2025 7:47:29 AM	81254	79.35	KB	C:\Downlo...
Backup_Cover_Image_2025.jpeg	.jpeg	11/14/2025 7:47:29 AM	81254	79.35	KB	C:\Downlo...
Backup_Cover_Image_Q1.jpeg	.jpeg	11/14/2025 7:47:29 AM	81254	79.35	KB	C:\Downlo...
Backup_Cover_Image_Q2.jpeg	.jpeg	11/14/2025 7:49:18 AM	81254	79.35	KB	C:\Downlo...
Backup_Cover_Image_Q3.jpeg	.jpeg	11/14/2025 7:49:17 AM	72971	71.26	KB	C:\Downlo...

Note: Extensions may be entered with or without a leading period. For example, txt and .txt are treated the same.



Group Types

Enable Group by Type to organize listed items by file type.

Examples:

- .bmp files grouped together
- .mp3 files grouped together
- Folders grouped separately

Filter Options

Extension filter (e.g. txt, bmp)

Exclude Files Group Types

Name	Type	Date Modified	Bytes	File Si...	Unit	Parent
.CSV						
Data_Export_2025.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
Data_Export_Q1.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
Data_Export_Q2.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
Database_Backup_2024.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
Database_Backup_2025.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
Database_Backup_Q1.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
Database_Backup_Q2.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
Draft_Analytics_2024.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
Draft_Analytics_2025.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
Draft_Analytics_Q1.csv	csv	12/6/2025 6:17:49 AM	1212	1.18	KB	C:\Downlo
.ICO						
Draft_App_Icon_2024.ico	ico	11/11/2025 8:35:27 AM	9447	9.23	KB	C:\Downlo
Draft_App_Icon_2025.ico	ico	11/10/2025 7:45:51 AM	11924	11.64	KB	C:\Downlo
Draft_App_Icon_Q1.ico	ico	11/15/2025 6:02:06 AM	3245	3.17	KB	C:\Downlo
Draft_App_Icon_Q2.ico	ico	11/16/2025 9:30:26 AM	23517	22.97	KB	C:\Downlo
Draft_App_Icon_Q3.ico	ico	11/15/2025 8:44:06 AM	22800	22.27	KB	C:\Downlo
.PDF						
Datasheet_2024.pdf	pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo
Datasheet_2025.pdf	pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo
Datasheet_Feb.pdf	pdf	11/12/2025 10:52:23 AM	5540	5.41	KB	C:\Downlo
Datasheet_Jan.pdf	pdf	12/18/2025 7:37:39 PM	74224	72.48	KB	C:\Downlo
Datasheet_Q1.pdf	pdf	11/12/2025 10:52:23 AM	5540	5.41	KB	C:\Downlo

Uncheck group types to sort full list by Name, Type, Date, Parent etc.



Sort the List

Sort generated results by clicking a column header or using the sort controls.

Common sort options include:

- Name
- Date Modified
- File Size
- Parent Folder

Note: When Group by Type is enabled, sorting is applied within each group.

Sorting Options

Sort by Column: Name

Sorting Order: Ascending

Reset

Name	Type	Date Modified	Bytes	File Si...	Unit	Parent
About_Page_2024.html	html	12/11/2025 9:00:18 AM	9397	9.18 KB	C:\Downlo	
About_Page_2025.html	html	12/3/2025 7:10:33 AM	11353	11.09 KB	C:\Downlo	
About_Page_Q1.html	html	12/11/2025 9:10:33 AM	21612	21.11 KB	C:\Downlo	
About_Page_Q2.html	html	12/11/2025 8:59:54 AM	7688	7.51 KB	C:\Downlo	
Agenda_2024.docx	docx	12/4/2025 10:07:38 AM	28049	27.39 KB	C:\Downlo	
Analytics_2024.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB	C:\Downlo	
Analytics_2025.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB	C:\Downlo	
Analytics_Q1.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB	C:\Downlo	
Analytics_Q2.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB	C:\Downlo	
App_Icon_2025.ico	ico	11/10/2025 7:39:56 AM	9517	9.29 KB	C:\Downlo	
App_Icon_Q1.ico	ico	11/15/2025 6:02:06 AM	3245	3.17 KB	C:\Downlo	
App_Icon_Q2.ico	ico	12/9/2025 8:09:37 PM	18707	18.27 KB	C:\Downlo	
App_Icon_Q3.ico	ico	11/15/2025 8:44:06 AM	22800	22.27 KB	C:\Downlo	
Archived_About_Page_2024.html	html	12/11/2025 9:00:26 AM	13086	12.78 KB	C:\Downlo	
Archived_About_Page_2025.html	html	12/11/2025 9:00:24 AM	25538	24.94 KB	C:\Downlo	
Archived_About_Page_Q1.html	html	12/11/2025 9:09:50 AM	23281	22.74 KB	C:\Downlo	
Archived_Analytics_2024.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB	C:\Downlo	
Archived_Analytics_2025.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB	C:\Downlo	
Archived_Analytics_Q1.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB	C:\Downlo	
Archived_App_Icon_2024.ico	ico	11/11/2025 8:35:27 AM	9447	9.23 KB	C:\Downlo	
Archived_App_Icon_2025.ico	ico	11/10/2025 7:45:51 AM	11924	11.64 KB	C:\Downlo	
Archived_App_Icon_Q1.ico	ico	12/9/2025 8:09:37 PM	18707	18.27 KB	C:\Downlo	
Archived_App_Icon_Q2.ico	ico	11/16/2025 9:30:26 AM	23517	22.97 KB	C:\Downlo	
Archived_Article_2024.html	html	12/11/2025 9:00:26 AM	13086	12.78 KB	C:\Downlo	
Archived_Article_2025.html	html	12/11/2025 9:00:24 AM	25538	24.94 KB	C:\Downlo	



Application UI

After generating a list, the results are displayed in the application list view.

The list view displays all files and folders that match the selected folder and current filter settings.

Name	Type	Date Modified	Bytes	File Si...	Unit	Parent
.CSV						
Analytics_2024.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Analytics_2025.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Analytics_Q1.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Analytics_Q2.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Archived_Analytics_2024.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Archived_Analytics_2025.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Archived_Analytics_Q1.csv	csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
.ICO						
App_Icon_2025.ico	ico	11/10/2025 7:39:56 AM	9517	9.29 KB		C:\Downlo
App_Icon_Q1.ico	ico	11/15/2025 6:02:06 AM	3245	3.17 KB		C:\Downlo
App_Icon_Q2.ico	ico	12/9/2025 8:09:37 PM	18707	18.27 KB		C:\Downlo
App_Icon_Q3.ico	ico	11/15/2025 8:44:06 AM	22800	22.27 KB		C:\Downlo
Archived_App_Icon_2024.ico	ico	11/11/2025 8:35:27 AM	9447	9.23 KB		C:\Downlo
Archived_App_Icon_2025.ico	ico	11/10/2025 7:45:51 AM	11924	11.64 KB		C:\Downlo
Archived_App_Icon_Q1.ico	ico	12/9/2025 8:09:37 PM	18707	18.27 KB		C:\Downlo
Archived_App_Icon_Q2.ico	ico	11/16/2025 9:30:26 AM	23517	22.97 KB		C:\Downlo
.PDF						
Archived_Brochure_2024.pdf	pdf	12/18/2025 7:37:39 PM	74224	72.48 KB		C:\Downlo
Archived_Brochure_2025.pdf	pdf	12/18/2025 7:37:39 PM	74224	72.48 KB		C:\Downlo
Archived_Brochure_Feb.pdf	pdf	11/26/2025 9:05:03 AM	2126	2.08 KB		C:\Downlo
Archived_Brochure_Jan.pdf	pdf	11/12/2025 10:52:23 AM	5540	5.41 KB		C:\Downlo
Archived_Brochure_Q1.pdf	pdf	12/18/2025 7:37:39 PM	74224	72.48 KB		C:\Downlo

Access allowed to all requested folders

Listed 3547 files from C:\Downloads and its subfolders.

Listed 76 folders and subfolders from C:\Downloads.

Listed in 290.56 Millisecond. Size 125.82 MB

Showing 50 record

Show all

Auto Fit Columns Drop Updated list here or Click to Select -- # -- Abort Reset Close

List View

The list view displays generated records in a table format.

Depending on the selected mode, the list may include the following columns:

- File or folder name.
- Type / extension
- Modified date
- File size
- Parent folder
- Additional rename/delete columns.

Note: When Load Items as You Scroll is enabled, the Records Shown value may be less than the total available records until you scroll further.



Status Information

Name	Type	Date Modified	Bytes	File Si...	Unit	Parent
.CSV						
Analytics_2024.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Analytics_2025.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Analytics_Q1.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Analytics_Q2.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Archived_Analytics_2024.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Archived_Analytics_2025.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
Archived_Analytics_Q1.csv	.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downlo
.ICO						
App_Icon_2025.ico	.ico	11/10/2025 7:39:56 AM	9517	9.29 KB		C:\Downlo
App_Icon_Q1.ico	.ico	11/15/2025 6:02:06 AM	3245	3.17 KB		C:\Downlo
App_Icon_Q2.ico	.ico	12/9/2025 8:09:37 PM	18707	18.27 KB		C:\Downlo
App_Icon_Q3.ico	.ico	11/15/2025 8:44:06 AM	22800	22.27 KB		C:\Downlo
Archived_App_Icon_2024.ico	.ico	11/11/2025 8:35:27 AM	9447	9.23 KB		C:\Downlo
Archived_App_Icon_2025.ico	.ico	11/10/2025 7:45:51 AM	11924	11.64 KB		C:\Downlo
Archived_App_Icon_Q1.ico	.ico	12/9/2025 8:09:37 PM	18707	18.27 KB		C:\Downlo
Archived_App_Icon_Q2.ico	.ico	11/16/2025 9:30:26 AM	23517	22.97 KB		C:\Downlo
.PDF						
Archived_Brochure_2024.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48 KB		C:\Downlo
Archived_Brochure_2025.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48 KB		C:\Downlo
Archived_Brochure_Feb.pdf	.pdf	11/26/2025 9:05:03 AM	2126	2.08 KB		C:\Downlo
Archived_Brochure_Jan.pdf	.pdf	11/12/2025 10:52:23 AM	5540	5.41 KB		C:\Downlo
Archived_Brochure_Q1.pdf	.pdf	12/18/2025 7:37:39 PM	74224	72.48 KB		C:\Downlo

Access allowed to all requested folders Treat-Files

Listed 3547 files from C:\Downloads and its subfolders.

Listed 76 folders and subfolders from C:\Downloads. Showing 50 record

Listed in 290.56 Millisecond. Size 125.82 MB [Show all](#)

Auto Fit Columns Drop Updated list here or Click to Select ← ▶ → Abort Reset Close

The status section provides summary information about the currently displayed list.

Available status details include:

Status Item	Description
Access Restrictions	Indicates whether access to one or more items was restricted.
Files Selected	Number of files currently displayed in the list.
Folders Selected	Number of folders currently displayed in the list.
Time Taken	Time required to generate the list
Total File Size	Combined size of all listed files.
Shortcut Status	Indicates whether the source item was a shortcut
Records Shown	Number of records currently loaded in the list view

Note: When **Load Items as You Scroll** is enabled, the Records Shown value may be less than the total available records until you scroll further.



Auto Fit Columns

Use **Auto Fit Columns** to automatically resize visible columns to fit the available window width.

This improves readability when column content is truncated or partially hidden.

Auto Fit Columns Drop Updated list here or Click to Select ⏪ ⏩ Abort Reset Close

Normal Column Width

Name	Type	Date Modified	Bytes	File Si...	Unit	Parent
Configuration_2024.ini	ini	8/16/2025 4:27:25 PM	282	282.00	Byte	C:\Dow...
JPG						
Add MBACert.jpg	jpg	1/22/2022 12:22:50 PM	2084521	1.99	MB	C:\Dow...
Additional_MBA_Marksheet.jpg	jpg	2/22/2020 10:05:59 AM	941189	919.11	KB	C:\Dow...
April1993.jpg	jpg	1/21/2022 9:18:16 PM	3241642	3.09	MB	C:\Dow...
April1994.jpg	jpg	1/21/2022 9:03:55 PM	2971400	2.83	MB	C:\Dow...
B.Sc. Cert.jpg	jpg	4/15/2019 1:55:25 AM	826746	807.37	KB	C:\Dow...
B.Sc. Marksheet.jpg	jpg	1/21/2022 8:13:23 PM	858753	838.63	KB	C:\Dow...
BScCert.jpg	jpg	9/3/2008 3:01:48 PM	327634	319.96	KB	C:\Dow...
BscMarksheet.jpg	jpg	3/29/2019 11:07:34 PM	143511	140.15	KB	C:\Dow...
FYMarksheet.jpg	jpg	7/18/2023 5:38:07 AM	427309	417.29	KB	C:\Dow...
FYMarksheet2.jpg	jpg	7/18/2023 5:38:20 AM	367260	358.65	KB	C:\Dow...
MBA_All_Sem_Marksheet.jpg	jpg	3/24/2020 1:58:25 PM	2042123	1.95	MB	C:\Dow...
MBA_Cert.jpg	jpg	4/15/2019 2:26:23 AM	1560626	1.49	MB	C:\Dow...
SchoolLeavingCertificate.jpg	jpg	6/15/2019 2:30:14 PM	3414965	3.26	MB	C:\Dow...
sscmarksheet.jpg	jpg	4/14/2019 3:16:00 AM	545773	532.98	KB	C:\Dow...
UC-16903a2c-301f-47a3-bca8-a...	jpg	8/29/2021 9:00:20 PM	1201388	1.15	MB	C:\Dow...
.PDF						
Advanced Prompting Framework...	pdf	8/2/2025 9:19:06 AM	340237	332.26	KB	C:\Dow...
AI Active Learning - Prompt Che...	pdf	8/2/2025 6:21:25 PM	249017	243.18	KB	C:\Dow...
AI Content Creation - Prompt Ch...	pdf	8/3/2025 2:21:33 PM	297293	290.33	KB	C:\Dow...
AI Image Generation- Prompt Ch...	pdf	8/4/2025 9:04:00 AM	305266	298.11	KB	C:\Dow...
AI Summarization Prompt Cheat ...	pdf	8/2/2025 2:26:33 PM	280228	273.66	KB	C:\Dow...

Access allowed to all requested folders
Listed 4104 files from C:\Downloads and its subfolders.
Listed 96 folders from C:\Downloads.
Listed in 364.79 Millisecond. Size 175.65 MB

Showing 4200 record
Showing all

Auto Fit Columns Drop Updated list here or Click to Select ⏪ ⏩ Abort Reset Close

Autofit column width

Name	T...	Date Modified	Byt...	File...	U...	Parent
Configuration_2024.ini	ini	8/16/2025 4:27:25 PM	282	282.00	Byte	C:\Downloads
JPG						
Add MBACert.jpg	jpg	1/22/2022 12:22:50 PM	2084521	1.99	MB	C:\Downloads\V2_Documents_2024\Education_and_Cer
Additional_MBA_Marksheet.jpg	jpg	2/22/2020 10:05:59 AM	941189	919.11	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
April1993.jpg	jpg	1/21/2022 9:18:16 PM	3241642	3.09	MB	C:\Downloads\V2_Documents_2024\Education_and_Cer
April1994.jpg	jpg	1/21/2022 9:03:55 PM	2971400	2.83	MB	C:\Downloads\V2_Documents_2024\Education_and_Cer
B.Sc. Cert.jpg	jpg	4/15/2019 1:55:25 AM	826746	807.37	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
B.Sc. Marksheet.jpg	jpg	1/21/2022 8:13:23 PM	858753	838.63	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
BScCert.jpg	jpg	9/3/2008 3:01:48 PM	327634	319.96	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
BscMarksheet.jpg	jpg	3/29/2019 11:07:34 PM	143511	140.15	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
FYMarksheet.jpg	jpg	7/18/2023 5:38:07 AM	427309	417.29	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
FYMarksheet2.jpg	jpg	7/18/2023 5:38:20 AM	367260	358.65	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
MBA_All_Sem_Marksheet.jpg	jpg	3/24/2020 1:58:25 PM	2042123	1.95	MB	C:\Downloads\V2_Documents_2024\Education_and_Cer
MBA_Cert.jpg	jpg	4/15/2019 2:26:23 AM	1560626	1.49	MB	C:\Downloads\V2_Documents_2024\Education_and_Cer
SchoolLeavingCertificate.jpg	jpg	6/15/2019 2:30:14 PM	3414965	3.26	MB	C:\Downloads\V2_Documents_2024\Education_and_Cer
sscmarksheet.jpg	jpg	4/14/2019 3:16:00 AM	545773	532.98	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
UC-16903a2c-301f-47a3-bca8-a1557c559b60-Electric and Hybrid Vehicle Technology.jpg	jpg	8/29/2021 9:00:20 PM	1201388	1.15	MB	C:\Downloads\V2_Documents_2024\Education_and_Cer
.PDF						
Advanced Prompting Framework_ Cheat Sheet.pdf	pdf	8/2/2025 9:19:06 AM	340237	332.26	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
AI Active Learning - Prompt Cheat Sheet (10 Prompts) (2).pdf	pdf	8/2/2025 6:21:25 PM	249017	243.18	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
AI Content Creation - Prompt Cheat Sheet (15 Prompts) (2).pdf	pdf	8/3/2025 2:21:33 PM	297293	290.33	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
AI Image Generation- Prompt Cheat Sheet (2).pdf	pdf	8/4/2025 9:04:00 AM	305266	298.11	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer
AI Summarization Prompt Cheat Sheet (10 Prompts) (1).pdf	pdf	8/2/2025 2:26:33 PM	280228	273.66	KB	C:\Downloads\V2_Documents_2024\Education_and_Cer

Access allowed to all requested folders
Listed 4104 files from C:\Downloads and its subfolders.
Listed 96 folders from C:\Downloads.
Listed in 364.79 Millisecond. Size 175.65 MB

Showing 4200 record
Showing all

Reset Columns Drop Updated list here or Click to Select ⏪ ⏩ Abort Reset Close



Open a Subfolder

To list the contents of a subfolder:

1. Double-click the folder in the list view.

The application generates a new list showing that folder's contents.

The screenshot shows the application interface with the 'Folder Selection' panel on the left and a list of folders on the right. The 'V2_Documents_2024' folder is highlighted in blue. The list includes folders such as 'Updated_Images_2024', 'Updated_Logs_2024', 'Updated_Media_2024', 'Updated_Projects_2024', 'Updated_Reports_2024', 'Updated_Resources_2024', 'Updated_Templates_2024', 'UpGrad-All', 'V2_Archives_2024', 'V2_Assets_2024', 'V2_Backups_2024', 'V2_Config_2024', 'V2_Data_2024', 'V2_Documents_2024', 'V2_Drafts_2024', 'V2_Exports_2024', 'V2_Images_2024', 'V2_Logs_2024', 'V2_Media_2024', 'V2_Projects_2024', 'V2_Reports_2024', 'V2_Resources_2024', and 'V2_Templates_2024'. The 'V2_Documents_2024' folder is selected, and its contents are displayed in the list below.

Name	Type	Date Modified	Bytes	File Si...	Unit	Parent
Updated_Images_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
Updated_Logs_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
Updated_Media_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
Updated_Projects_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
Updated_Reports_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
Updated_Resources_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
Updated_Templates_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
UpGrad-All	Folder	6/4/2026 9:30:15 AM	--	--	--	C:\Down
V2_Archives_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Assets_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Backups_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Config_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Data_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Documents_2024	Folder	6/4/2026 9:30:14 AM	--	--	--	C:\Down
V2_Drafts_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Exports_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Images_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Logs_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Media_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Projects_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Reports_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Resources_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down
V2_Templates_2024	Folder	6/4/2026 9:05:48 AM	--	--	--	C:\Down

The contents of the selected folder are displayed as shown below.:

The screenshot shows the application interface with the 'Folder Selection' panel on the left and a list of folders on the right. The 'V2_Documents_2024' folder is selected, and its contents are displayed in the list below. The list includes folders such as 'B.Sc', 'Certification-Online_Courses', 'Education_and_Certification', 'H.S.C', 'InforCertification', 'MBA', 'S.S.C', 'SchoolLeavingCertificate', 'Udemy-ElectricVehicle', and 'UpGrad-All'. The 'V2_Documents_2024' folder is selected, and its contents are displayed in the list below.

Name	Type	Date Modified	Bytes	File Si...	Unit	Parent
FOLDER						
B.Sc	Folder	6/4/2026 9:31:47 AM	--	--	--	C:\Downl
Certification-Online_Courses	Folder	6/4/2026 9:30:15 AM	--	--	--	C:\Downl
Education_and_Certification	Folder	6/4/2026 9:30:23 AM	--	--	--	C:\Downl
H.S.C	Folder	6/4/2026 9:30:55 AM	--	--	--	C:\Downl
InforCertification	Folder	6/4/2026 9:30:15 AM	--	--	--	C:\Downl
MBA	Folder	6/4/2026 9:30:45 AM	--	--	--	C:\Downl
S.S.C	Folder	6/4/2026 9:30:30 AM	--	--	--	C:\Downl
SchoolLeavingCertificate	Folder	6/4/2026 9:30:16 AM	--	--	--	C:\Downl
Udemy-ElectricVehicle	Folder	6/4/2026 9:30:15 AM	--	--	--	C:\Downl
UpGrad-All	Folder	6/4/2026 9:30:15 AM	--	--	--	C:\Downl

Double-clicking a file in the list displays the contents of the file's parent folder, provided that the parent folder differs from the currently selected folder.

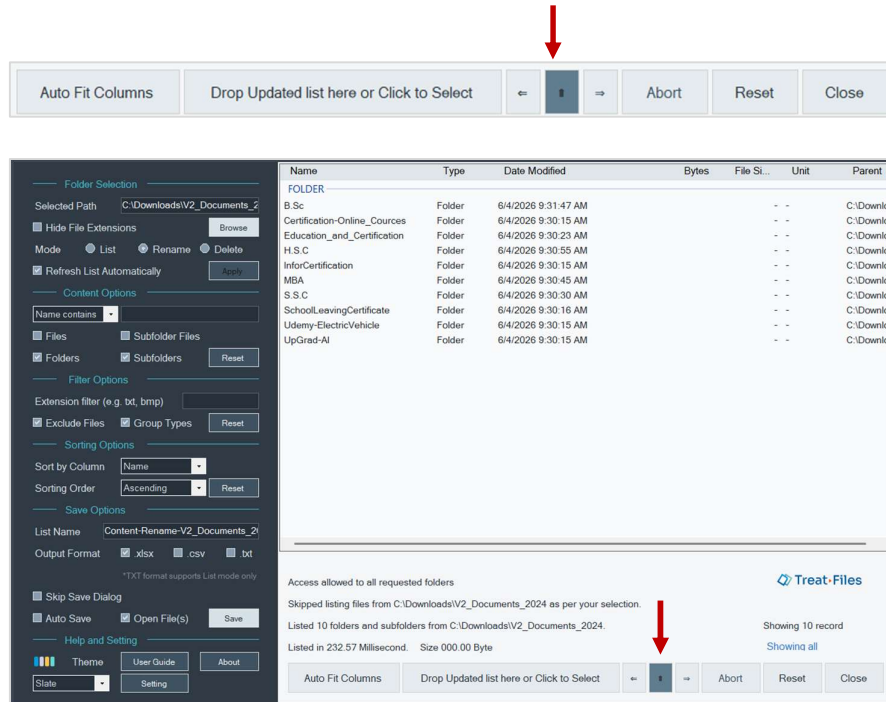


Open Parent folder

To move up one folder level:

1. Click the **Up Arrow** button.

The application displays the contents of the current folder's parent folder.



Example: Clicking Up One while viewing D:\Documents\Designer displays the contents of its parent folder, D:\Documents.



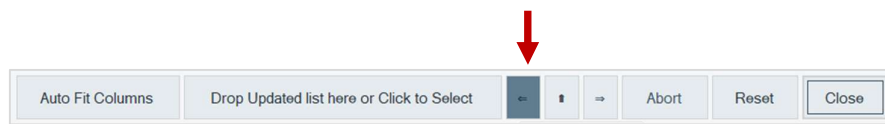
Navigation History

The application tracks previously opened folders during the current session.

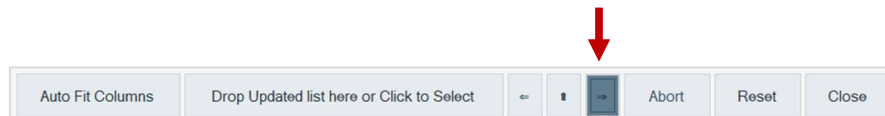
Use the navigation buttons to move through the folder history:

Button	Function
Back	Go to the previous folder
Forward	Go to the next folder

History backward



History forward



Note: Folder history is cleared when the application closes.



Shortcut Handling in List.

When double-clicking a shortcut:

- The application may prompt to open the shortcut target.
- Or list the shortcut's parent folder.

Behaviour depends on the shortcut type and its target.

The screenshot shows the TreatFiles application interface. On the left is a sidebar with various options for file selection and filtering. The main area displays a list of files and folders. The selected file is 'SnptLog.Lnk', which is a shortcut. The list shows the following data:

Name	Type	Date Modified	Bytes	File Size	Unit	Parent
.LNK						
SnptLog.Lnk	Lnk	12/14/2025 8:41:50 AM	2653	2.59	KB	C:\Dow
FOLDER						
Archived_Archives_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Archived_Backups_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Archived_Documents_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Archived_Images_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Archived_Projects_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Archived_Resources_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Archived_Templates_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Archives_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Assets_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
B.Sc	Folder	6/4/2026 9:31:47 AM				C:\Dow
Backups_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Certification-Online_Courses	Folder	6/4/2026 9:30:15 AM				C:\Dow
Draft_Archives_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Draft_Assets_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Draft_Backups_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Draft_Documents_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Draft_Drafts_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Draft_Exports_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Draft_Images_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow
Draft_Logs_2024	Folder	6/4/2026 9:05:48 AM				C:\Dow

Below the list, there is a status bar showing 'Access allowed to all requested folders', 'Listed 1 files from C:\Downloads and its subfolders.', 'Listed 83 folders and subfolders from C:\Downloads.', and 'Listed in 404.37 Millisecond. Size 2.59 KB'. There are also buttons for 'Auto Fit Columns', 'Drop Updated list here or Click to Select', 'Abort', 'Reset', and 'Close'.

The dialog box titled 'Shortcut found' contains the following text:

The file is a shortcut to another file, folder, or shortcut. List contents of the target folder?
Click 'Yes' for contents of the target folder.
Click 'No' for contents of the parent of the shortcut.
Click 'Cancel' to cancel the list generation.

At the bottom of the dialog box, there are three buttons: 'Yes', 'No', and 'Cancel'.



Save List to File.

After generating a list, you can save it to one or more output file formats.

Output File Name

The default output file name is generated based on your configured **File Name Settings**.

For more information, see **File Name Settings** earlier in this guide.

Save Options

List Name

Output Format .xlsx .csv .txt

*TXT format supports List mode only

Select Output Format

Output Format .xlsx .csv .txt

*TXT format supports List mode only

Skip Save Dialog

Auto Save Open File(s)

Choose one or more file formats before saving.

Format	Description
XLSX	Saves the list as a Microsoft Excel workbook
CSV	Saves the list as a Comma-Separated Values (CSV) file.
TXT	Saves the list as a plain text (TXT) file.

*Note: TXT output is available only in **List** mode. It is automatically disabled in **Rename** and **Delete** modes.*

Selecting multiple output formats saves the list in all selected formats. TXT output is available only in List mode and is automatically disabled in Rename and Delete modes.



Save the List Manually

To save the current list manually:

1. Select the desired output format(s)
2. Click **Save**

If Skip Save Dialog is disabled, the Save dialog opens, allowing you to choose the file name and save location.

Auto Save

When **Auto Save** is enabled, the application automatically saves the list immediately after generation. No manual saving action is required.

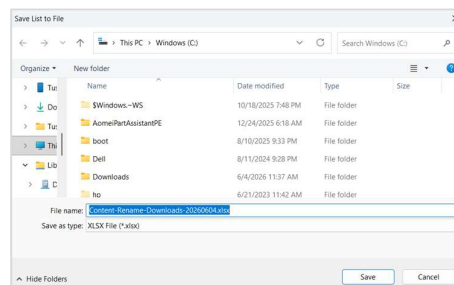
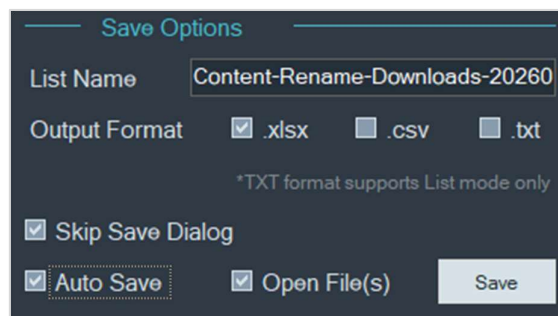
Open Saved Files

Enable **Open File(s)** to automatically open saved files after they are created.

Skip Save Dialogue.

Enable **Skip Save Dialog** to save files without prompting for a location each time.

Files are saved using the configured Default Save Location settings.





Typical Automated Workflow

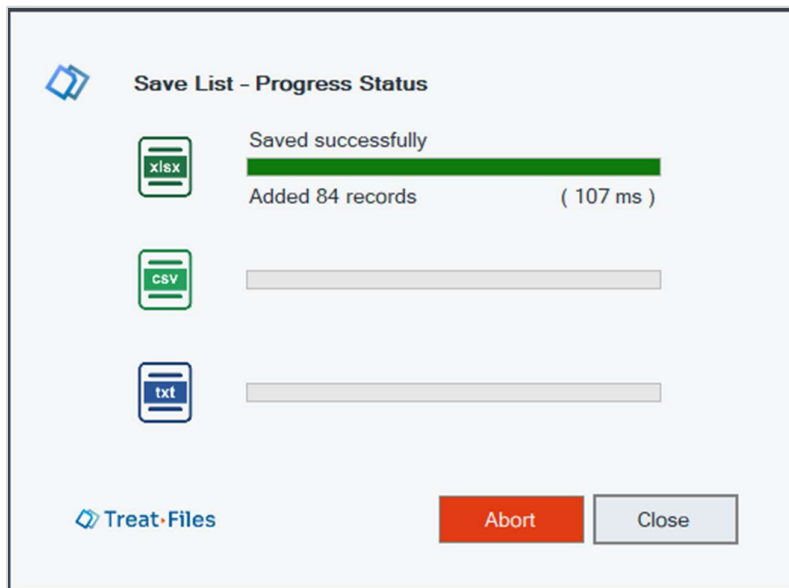
When the following options are enabled:

- **Auto Save**
- **Skip Save Dialog**
- **Open File(s)**

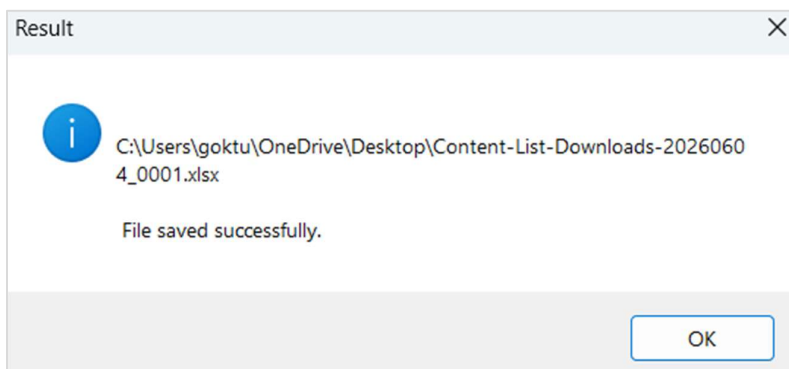
The application will:

1. Generate the list.
2. Save the file automatically.
3. Open the saved file immediately.

No additional user action is required.



A confirmation message is displayed after files are saved, as shown below. This confirmation is not shown if Open Saved Files is enabled.





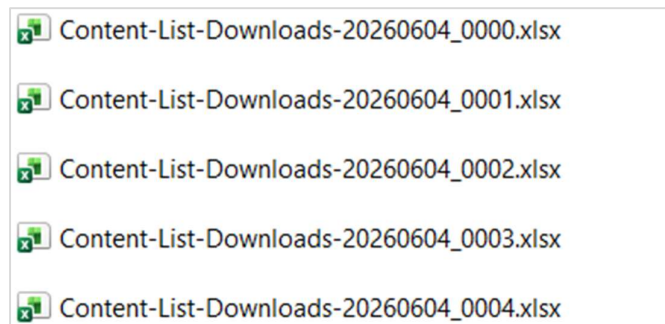
If File list Already Exists.

If a file with the same name already exists in the target location:

The application appends a numeric suffix to the new file name automatically.

Example:

- Content-List-Downloads-20260604.xlsx
- Content-List-Downloads-20260604_0000.xlsx
- Content-List-Downloads-20260604._0001xlsx



Save Failures

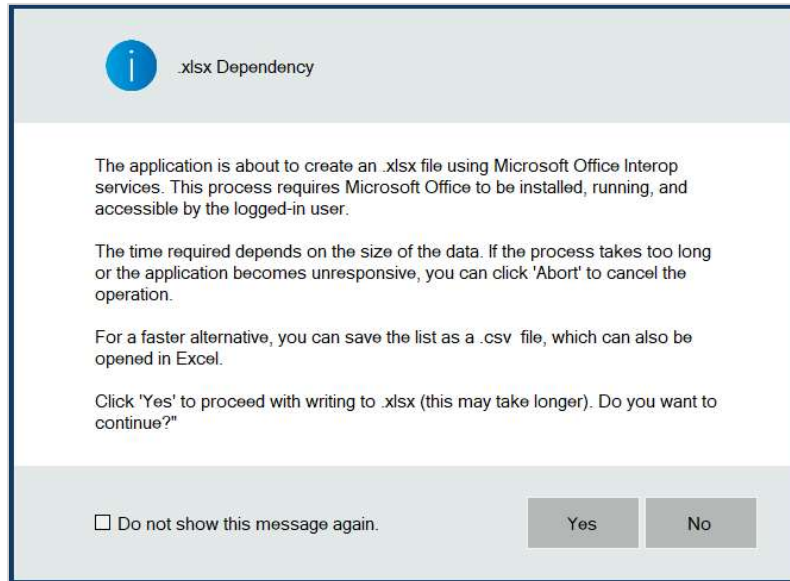
If saving fails because of insufficient permissions or an invalid location:

1. Disable **Skip Save Dialog**
2. Choose a different save location.
3. Or update your Default Save Location settings.



Excel File Fallback

In rare cases, if the standard XLSX generator cannot create an Excel file, **TreatFiles** may attempt to use Microsoft Office Interop as a fallback.



Important: Microsoft Excel / Office must be installed and available for this fallback method to work. If Excel file creation still fails:

- The application saves the file as CSV instead.

List Layout format

Generated CSV and Excel files use a structured column layout to support list, rename, and delete operations.

Column	Name	Description
A	Name	Current file or folder name
B*	Action Column	Used for renaming or delete operations
C	Type	File extension or Folder
D	Date	Last modified date
E	Bytes	File size in bytes
F	File Size	Formatted file size
G	Size Unit	KB, MB, GB, etc.
H	Parent Folder	Parent folder path



Note: Column B changes depending on the selected mode

Column B in Rename Mode

In **Rename** mode, Column B is labelled: **New File/Folder Name**

- The column is pre-filled with the current names from Column A.
- Edit this column to specify new names for files and folders.

A		B		C	D	E	F	G	H	I	J
Treat-Files		No new names updated Update new names		Start Renaming		Source Path C:\Downloads 0 folders and 56 files listed. List generated in 406 Millisecond 2026:06:04 11:57:28					
Name	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	Type	Date Modified	Bytes	File Size	Size Unit	Parent Folder	Additional Info	
7	Add.MBACert.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	1/22/2022 12:22:50 PM	2,084,521	2 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA		
8	Additional_MBA_Marksheet.jpg	Additional_MBA_Marksheet.jpg	Additional_MBA_Marksheet.jpg	.jpg	2/22/2020 10:05:59 AM	941,169	919 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA		
9	April1993.jpg	April1993.jpg	April1993.jpg	.jpg	1/21/2022 9:18:16 PM	3,241,642	3 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
10	April1994.jpg	April1994.jpg	April1994.jpg	.jpg	1/21/2022 9:03:55 PM	2,971,400	3 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
11	B.Sc. Cert.jpg	B.Sc. Cert.jpg	B.Sc. Cert.jpg	.jpg	4/15/2019 1:55:25 AM	826,746	807 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
12	B.Sc. Marksheet.jpg	B.Sc. Marksheet.jpg	B.Sc. Marksheet.jpg	.jpg	1/21/2022 8:13:23 PM	858,753	839 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
13	BScCert.jpg	BScCert.jpg	BScCert.jpg	.jpg	9/3/2008 3:01:48 PM	327,634	320 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
14	BscMarksheet.jpg	BscMarksheet.jpg	BscMarksheet.jpg	.jpg	3/29/2019 11:07:34 PM	143,511	140 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
15	FYMMarksheet.jpg	FYMMarksheet.jpg	FYMMarksheet.jpg	.jpg	7/18/2023 5:38:07 AM	427,309	417 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
16	FYMMarksheet2.jpg	FYMMarksheet2.jpg	FYMMarksheet2.jpg	.jpg	7/18/2023 5:38:20 AM	367,260	359 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
17	MBA_All_Sem_Marksheet.jpg	MBA_All_Sem_Marksheet.jpg	MBA_All_Sem_Marksheet.jpg	.jpg	3/24/2020 1:58:25 PM	2,042,123	2 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA		
18	MBA_Cert.jpg	MBA_Cert.jpg	MBA_Cert.jpg	.jpg	4/15/2019 2:26:23 AM	1,560,626	1 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA		
19	isscmarksheet.jpg	isscmarksheet.jpg	isscmarksheet.jpg	.jpg	4/14/2019 3:16:00 AM	545,773	533 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
20	BScCert.pdf	BScCert.pdf	BScCert.pdf	.pdf	1/19/2017 6:17:36 AM	356,768	349 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
21	GraduationMarksheets.pdf	GraduationMarksheets.pdf	GraduationMarksheets.pdf	.pdf	1/21/2022 9:37:02 PM	303,384	296 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
22	OnlineMarksheetCopy_12th.pdf	OnlineMarksheetCopy_12th.pdf	OnlineMarksheetCopy_12th.pdf	.pdf	3/31/2019 10:42:58 AM	179,343	175 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\H.S.C		
23	GraduationMarksheets.docx	GraduationMarksheets.docx	GraduationMarksheets.docx	.docx	1/21/2022 9:36:44 PM	7,155,967	7 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
Generated by TreatFiles Pro Edition						www.TreatFiles.com		Excel Theme:Lapis Lazuli			

Column B in Delete Mode

In **Delete** mode, Column B is labelled: Enter "Delete" to Mark for Deletion

- Enter **Delete** in Column B for each item you want to remove.

A		B		C	D	E	F	G	H	I	J
Treat-Files		No record marked for deletion Mark records for deletion		Start Deleting		Source Path C:\Downloads 0 folders and 56 files listed. List generated in 406 Millisecond 2026:06:04 11:58:50					
Name	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	Type	Date Modified	Bytes	File Size	Size Unit	Parent Folder	Additional Info	
7	Add.MBACert.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	1/22/2022 12:22:50 PM	2,084,521	2 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA		
8	Additional_MBA_Marksheet.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	2/22/2020 10:05:59 AM	941,169	919 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA		
9	April1993.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	1/21/2022 9:18:16 PM	3,241,642	3 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
10	April1994.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	1/21/2022 9:03:55 PM	2,971,400	2.83 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
11	B.Sc. Cert.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	4/15/2019 1:55:25 AM	826,746	807.37 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
12	B.Sc. Marksheet.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	1/21/2022 8:13:23 PM	858,753	838.63 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
13	BScCert.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	9/3/2008 3:01:48 PM	327,634	319.96 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
14	BscMarksheet.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	3/29/2019 11:07:34 PM	143,511	140.15 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
15	FYMMarksheet.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	7/18/2023 5:38:07 AM	427,309	417.29 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
16	FYMMarksheet2.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	7/18/2023 5:38:20 AM	367,260	358.65 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
17	MBA_All_Sem_Marksheet.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	3/24/2020 1:58:25 PM	2,042,123	1.95 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA		
18	MBA_Cert.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	4/15/2019 2:26:23 AM	1,560,626	1.49 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA		
19	isscmarksheet.jpg	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.jpg	4/14/2019 3:16:00 AM	545,773	532.98 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
20	BScCert.pdf	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.pdf	1/19/2017 6:17:36 AM	356,768	349.82 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
21	GraduationMarksheets.pdf	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.pdf	1/21/2022 9:37:02 PM	303,384	296.27 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
22	OnlineMarksheetCopy_12th.pdf	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.pdf	3/31/2019 10:42:58 AM	179,343	175.14 KB	KB	C:\Downloads\V2_Documents_2024\Education_and_Certification\H.S.C		
23	GraduationMarksheets.docx	sd.MBA.Cert.jpg	sd.MBA.Cert.jpg	.docx	1/21/2022 9:36:44 PM	7,155,967	6.82 MB	MB	C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc		
Generated by TreatFiles Pro Edition						www.TreatFiles.com		Excel Theme:Lapis Lazuli			



Rename Files and Folders.

Use Rename mode to rename multiple files and folders in bulk using a generated rename file.

Before You Begin

Important: Create a backup of your files before performing bulk rename operations.
Bulk renaming can make large changes quickly. A backup helps protect against accidental mistakes.

Prepare the Rename Data File

Generate a file list in **Rename** mode.

The output file includes:

- **Column A:** Current file/folder name
- **Column B:** New file/folder name

Column B is pre-filled with the current names.

Update New Names.

Edit Column B and replace the existing values with the desired file or folder names.

Only records with modified values in Column B are renamed.

Name	New File/Folder Name	Type	Date Modified	Bytes	File Size	Size Unit	Parent Folder
Add.MBACert.jpg	Add.MBACert.jpg	.jpg	1/22/2022 12:22:50 PM	2,084,521	2 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
Additional_MBA_Marksheet.jpg	Additional_MBA_Marksheet.jpg	.jpg	2/22/2020 10:05:59 AM	941,169	919 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
April1993.jpg	April1993.jpg	.jpg	1/21/2022 9:18:16 PM	3,241,642	3 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
April1994.jpg	April1994.jpg	.jpg	1/21/2022 9:03:55 PM	2,971,400	3 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
B.Sc. Cert.jpg	B.Sc. Cert.jpg	.jpg	4/15/2019 1:55:25 AM	826,746	807 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
B.Sc. Marksheet.jpg	B.Sc. Marksheet.jpg	.jpg	1/21/2022 8:13:23 PM	858,753	839 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
BScCert.jpg	BScCert.jpg	.jpg	9/3/2008 3:01:48 PM	327,634	320 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
BscMarksheet.jpg	BscMarksheet.jpg	.jpg	3/29/2019 11:07:34 PM	143,511	140 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
FYMarksheet.jpg	FYMarksheet.jpg	.jpg	7/18/2023 5:38:07 AM	427,309	417 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
FYMarksheet2.jpg	FYMarksheet2.jpg	.jpg	7/18/2023 5:38:20 AM	367,260	359 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
MBA_All_Sem_Marksheet.jpg	MBA_All_Sem_Marksheet.jpg	.jpg	3/24/2020 1:58:25 PM	2,042,123	2 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
MBA_Cert.jpg	MBA_Cert.jpg	.jpg	4/15/2019 2:26:23 AM	1,560,626	1 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
sscmarksheet.jpg	sscmarksheet.jpg	.jpg	4/14/2019 3:16:00 AM	545,773	533 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\S.S.C
BScCert.pdf	BScCert.pdf	.pdf	1/19/2017 6:17:36 AM	398,768	389 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
GraduationMarksheets.pdf	GraduationMarksheets.pdf	.pdf	1/21/2022 9:37:02 PM	303,384	296 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
OnlineMarksheetCopy_12th.pdf	OnlineMarksheetCopy_12th.pdf	.pdf	3/31/2019 10:42:58 AM	179,343	175 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\H.S.C
GraduationMarksheets.docx	GraduationMarksheets.docx	.docx	1/21/2022 9:36:44 PM	7,155,967	7 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc



Name	New File/Folder Name	Type	Date Modified	Bytes	File Size	Size Unit	Parent Folder
Add.MBACert.jpg	New_Add.MBACert.jpg	.jpg	1/22/2022 12:22:50 PM	2,084,521	2 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
Additional_MBA_Marksheet.jpg	New_Additional_MBA_Marksheet.jpg	.jpg	2/22/2020 10:05:59 AM	941,169	919 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
April1993.jpg	New_April1993.jpg	.jpg	1/21/2022 9:18:16 PM	3,241,642	3 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
April1994.jpg	New_April1994.jpg	.jpg	1/21/2022 9:03:55 PM	2,971,400	3 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
B.Sc. Cert1.jpg	New_B.Sc. Cert1.jpg	.jpg	4/15/2019 1:55:25 AM	826,746	807 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
B.Sc. Marksheet.jpg	New_B.Sc. Marksheet.jpg	.jpg	1/21/2022 8:13:23 PM	858,753	839 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
BScCert.jpg	New_BScCert.jpg	.jpg	9/3/2008 3:01:48 PM	327,634	320 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
BscMarksheet.jpg	New_BscMarksheet.jpg	.jpg	3/29/2019 11:07:34 PM	143,511	140 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
FYMarksheet.jpg	New_FYMarksheet.jpg	.jpg	7/18/2023 5:38:07 AM	427,309	417 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
FYMarksheet2.jpg	New_FYMarksheet2.jpg	.jpg	7/18/2023 5:38:20 AM	367,260	359 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
MBA_All_Sem_Marksheet.jpg	New_MBA_All_Sem_Marksheet.jpg	.jpg	3/24/2020 1:58:25 PM	2,042,123	2 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
MBA_Cert.jpg	New_MBA_Cert.jpg	.jpg	4/15/2019 2:26:23 AM	1,560,626	1 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
sscmarksheet.jpg	New_sscmarksheet.jpg	.jpg	4/14/2019 3:16:00 AM	545,773	533 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\S.S.C
BScCert.pdf	New_BScCert.pdf	.pdf	1/19/2017 6:17:36 AM	398,768	389 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
GraduationMarksheets.pdf	New_GraduationMarksheets.pdf	.pdf	1/21/2022 9:37:02 PM	303,384	296 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
OnlineMarksheetCopy_12th.pdf	New_OnlineMarksheetCopy_12th.pdf	.pdf	3/31/2019 10:42:58 AM	179,343	175 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\H.S.C
GraduationMarksheets.docx	New_GraduationMarksheets.docx	.docx	1/21/2022 9:36:44 PM	7,155,967	7 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc

Rename File Using Excel Features

For large rename operations, you can use Excel features such as the following:

- Find and Replace
- Formulas
- Fill Down / Auto Fill
- Concatenate
- Text Functions

Note: Some Excel features require the sheet to be unprotected first.

Rename Precautions

Follow these guidelines when editing the rename file:

- Do not modify **Parent Folder** values.
- Do not modify protected/internal columns.
- Do not use invalid Windows file name characters.
- Ensure duplicate target names do not exist within the same folder.



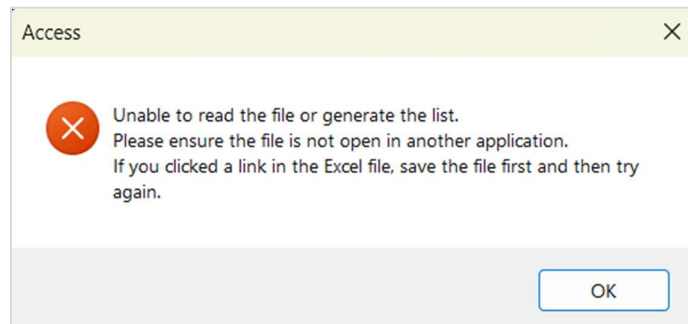
Start Renaming from Excel.

If using the Excel output file:

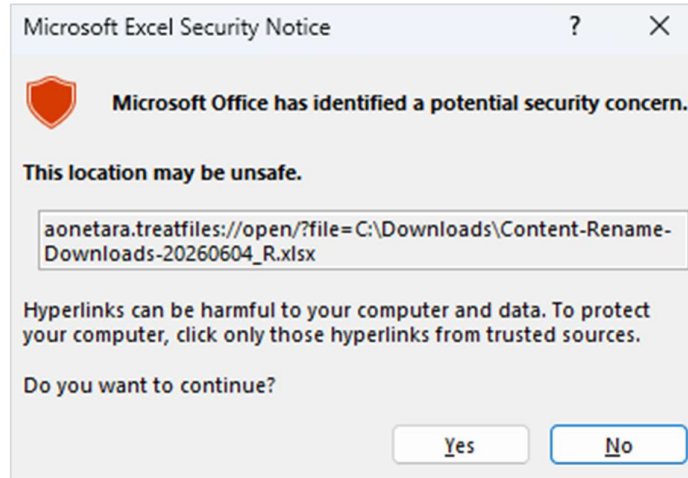
1. Open the rename file in Excel.
2. Update Column B with new names.
3. Save the file.
4. Click **Start Renaming** from the Excel sheet (if available).

The screenshot shows an Excel spreadsheet with a table of files. The table has columns for Name, New File/Folder Name, Type, Date Modified, Bytes, File Size, Size Unit, and Parent Folder. A red box highlights the '17/17 updated.' status and a 'Start Renaming' button. The source path is C:\Downloads and the list was generated in 406 milliseconds.

Name	New File/Folder Name	Type	Date Modified	Bytes	File Size	Size Unit	Parent Folder
Add.MBACert.jpg	New_Add.MBACert.jpg	.jpg	1/22/2022 12:22:50 PM	2,084,521	2 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
Additional_MBA_Marksheet.jpg	New_Additional_MBA_Marksheet.jpg	.jpg	2/22/2020 10:05:59 AM	941,169	919 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
April1993.jpg	New_April1993.jpg	.jpg	1/21/2022 9:18:16 PM	3,241,642	3 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
April1994.jpg	New_April1994.jpg	.jpg	1/21/2022 9:03:55 PM	2,971,400	3 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
B.Sc. Cert.jpg	New_B.Sc. Cert.jpg	.jpg	4/15/2019 1:55:25 AM	826,746	807 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
B.Sc. Marksheet.jpg	New_B.Sc. Marksheet.jpg	.jpg	1/21/2022 8:13:23 PM	858,753	839 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
BScCert.jpg	New_BScCert.jpg	.jpg	9/3/2008 3:01:48 PM	327,634	320 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
BscMarksheet.jpg	New_BscMarksheet.jpg	.jpg	3/29/2019 11:07:34 PM	143,511	140 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
FYMarksheet.jpg	New_FYMarksheet.jpg	.jpg	7/18/2023 5:38:07 AM	427,309	417 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
FYMarksheet2.jpg	New_FYMarksheet2.jpg	.jpg	7/18/2023 5:38:20 AM	367,260	359 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
MBA_All_Sem_Marksheet.jpg	New_MBA_All_Sem_Marksheet.jpg	.jpg	3/24/2020 1:58:25 PM	2,042,123	2 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
MBA_Cert.jpg	New_MBA_Cert.jpg	.jpg	4/15/2019 2:26:23 AM	1,560,626	1 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\MBA
sscmarksheet.jpg	New_sscmarksheet.jpg	.jpg	4/14/2019 3:16:00 AM	545,773	533 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
BScCert.pdf	New_BScCert.pdf	.pdf	1/19/2017 6:17:36 AM	398,768	389 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
GraduationMarksheets.pdf	New_GraduationMarksheets.pdf	.pdf	1/21/2022 9:37:02 PM	303,384	296 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
OnlineMarksheetCopy_12th.pdf	New_OnlineMarksheetCopy_12th.pdf	.pdf	3/31/2019 10:42:58 AM	179,343	175 KB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc
GraduationMarksheets.docx	New_GraduationMarksheets.docx	.docx	1/21/2022 9:36:44 PM	7,155,967	7 MB		C:\Downloads\V2_Documents_2024\Education_and_Certification\B.Sc



- Click **OK** on the message.
- **Save the Excel file.**
- Try again. (Click “Start Renaming” in the file)



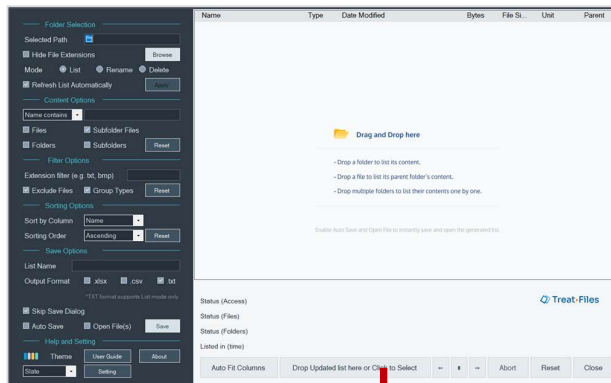
Click Yes to continue.

Start Renaming by Uploading the Rename file.

You can also start renaming by uploading the rename file directly.

Method 1: Drag and Drop:

Drag the rename file onto the button or upload area.



Drop Updated list here or Click to Select

Drag and Drop



Method 2: Browse for file

Click the button to open the upload form. Drag the file on textbox or Click Browse to open a file dialog, select the desired file, and then click Open.



Drag and Drop

Name	New File/Folder Name	Type	Date Modified	Bytes
a.png	New_a.png	.png	2025-11-12 12:02:11	120,021
b.png	New_b.png	.png	2025-11-12 12:03:42	66,936
dalmatian_S.png	New_dalmatian_S.png	.png	2025-11-24 08:22:46	1,483,178

Name	Type "Delete" to mark for delete	Type	Date Modified	Bytes
a.png	Delete	.png	2025-11-12 12:02:11	120021
b.png	Delete	.png	2025-11-12 12:03:42	66936
dalmatian_S.png	Delete	.png	2025-11-24 08:22:46	1483178

Browse

Drop Updated List OR Click Browse.

Abort

View Log

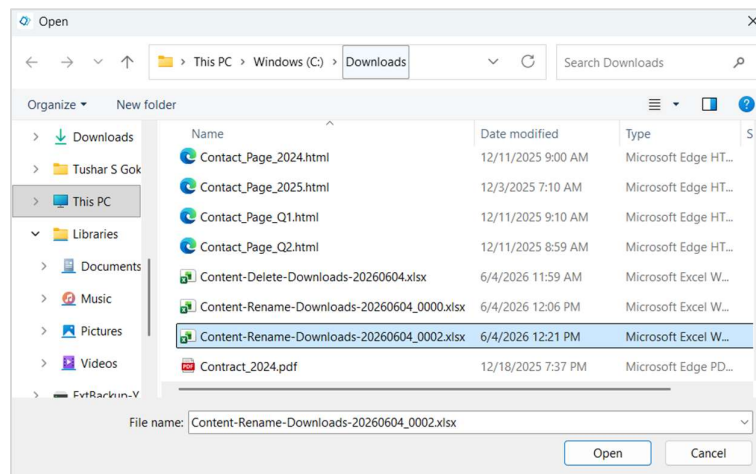
Close

TreatFiles

Click **Browse** in the Rename screen.

Select the rename data file.

Click Browse to open a file dialog, then select the desired file and click Open.



The application starts the rename operation immediately after the file is loaded.



How to update rename or delete list View Guide

Rename Data Format (.csv or .xlsx file)

Name	New File/folder Name	Type	Date Modified	Bytes
a.png	New_a.png	.png	2025-11-12 12:02:11	120,021
b.png	New_b.png	.png	2025-11-12 12:03:42	66,936
dalmatian_S.png	New_dalmatian_S.png	.png	2025-11-24 08:22:46	1,483,178

Delete Data Format (.csv or .xlsx file)

Name	Type "Delete" to mark for delete	Type	Date Modified	Bytes
a.png	Delete	.png	2025-11-12 12:02:11	120021
b.png	Delete	.png	2025-11-12 12:03:42	66936
dalmatian_S.png	Delete	.png	2025-11-24 08:22:46	1483178

C:\Downloads\Content-Rename-Downloads-20260604_000 Browse

Refer to the status screen for updates. Abort

View Log Close

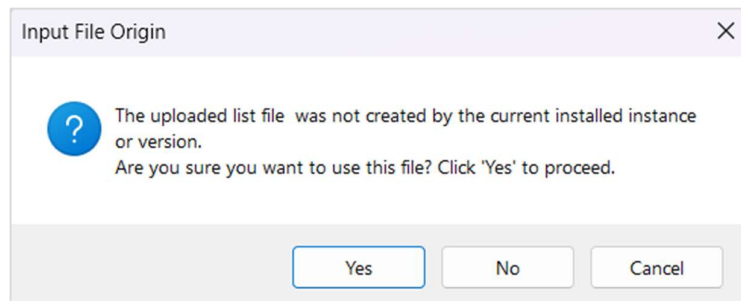
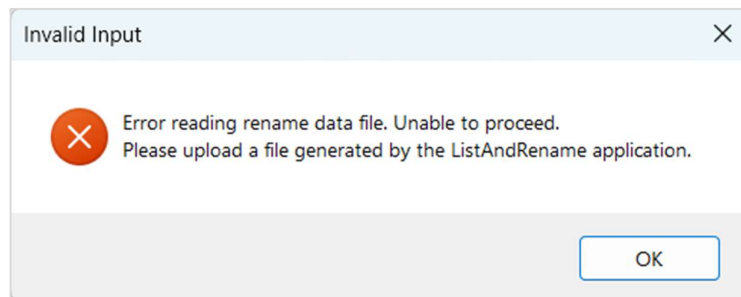
Auto Fit Columns Processing... ⏪ ⏩ Abort Reset Close

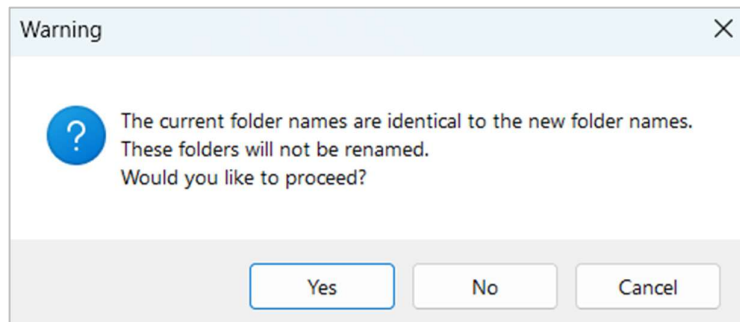
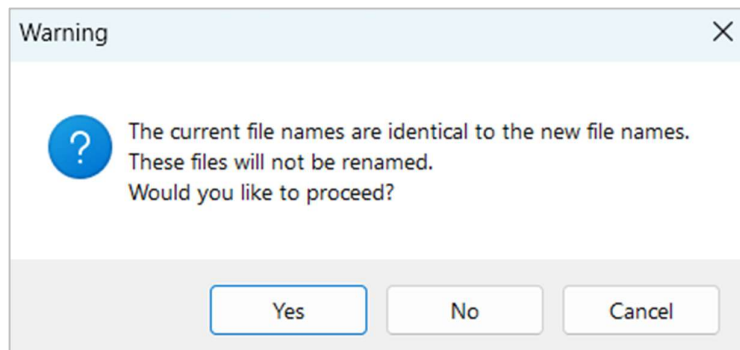


Renaming Warnings

You may see warnings for the following situations:

Warning	Description
Duplicate Names	Multiple items are assigned the same new name in the same folder
Existing Target Name Conflict	A file/folder with the new name already exists
Old Rename Data File	Rename file was created more than 2 days ago.
External File Warning	The file was not created by TreatFiles







Rename Status

After the operation is completed, the application displays:

Status	Description
Uploaded Records	Total records read from the file
Renamed Successfully	Number Items renamed successfully
Skipped	Records skipped due to unchanged or invalid data.
Ignored/Error	Records not processed due to validation or access errors

Input list file: Downloads\Content-Rename-Downloads-20260604_0002.xlsx

Record Type	Files	Folders	Total
Number of records uploaded			4194
Number of records ignored (invalid)			0
Number of records validated.	4093	101	4194
Successfully Processed	4091	97	4188
Failed (Not accessible, locked or not found)	0	0	0
Skipped (check log for details)	2	4	6

Renaming files complete. ✓ 23.34 Sec.

Renaming folder complete. ✓ 183 ms

Details of files or folders that failed to process or were skipped are recorded in a log.

Abort View Log OK

View Rename Log

Click **View Log** to review detailed information for skipped or failed records.

Common log entries include:

- File not found
- Access denied
- Invalid file name
- Blank values
- Unexpected error



Input list file: Downloads\Content-Rename-Downloads-20260604_0002.xlsx

Record Type	Files	Folders	Total
Number of records uploaded			4194
Number of records ignored (invalid)			0
<hr/>			
Number of records validated.	4093	101	4194
Successfully Processed	4091	97	4188
Failed (Not accessible, locked or not found)	0	0	0
Skipped (check log for details)	2	4	6
<hr/>			
Renaming files complete. ✓	23.34 Sec.		
Renaming folder complete. ✓	183 ms		
<hr/>			
Details of files or folders that failed to process or were skipped are recorded in a log.			
	Abort	View Log	OK

Stop Rename Operation

To cancel an active rename operation:

1. Click **Abort** - The button turns red while the operation is in progress.

The screenshot shows the bottom of the interface with four buttons: 'TreatFiles' logo, 'Abort' (highlighted in red), 'View Log', and 'OK'.



Rename error log

```
2026:06:04 09:11:15 Input List = C:\Users\goktu\OneDrive\Desktop\Content-Rename-Downloads-20260604.xlsx
-----
2026:06:04 09:11:15 Rename operation completed without error
-----
2026:06:04 12:13:48 Input List = C:\Downloads\Content-Rename-Downloads-20260604_0000.xlsx
-----
2026:06:04 12:13:48 Rename operation completed without error
-----
2026:06:04 12:22:29 Input List = C:\Downloads\Content-Rename-Downloads-20260604_0002.xlsx
-----
2026:06:04 12:22:29 Rename operation completed without error
-----
2026:06:04 12:23:20 Input List = C:\Downloads\Content-Rename-Downloads-20260604_0002.xlsx
-----
2026:06:04 12:23:20 Rename operation completed without error
-----
2026:06:04 12:23:47 Input List = C:\Downloads\Content-Rename-Downloads-20260604_0002.xlsx
-----
2026:06:04 12:23:47 Rename operation completed without error
-----
2026:06:04 12:24:42 Input List = C:\Downloads\Content-Rename-Downloads-20260604_0002.xlsx
-----
2026:06:04 12:24:42 Rename operation completed without error
-----
2026:06:04 12:26:38 Input List = C:\Downloads\Content-Rename-Downloads-20260604_0002.xlsx
-----
2026:06:04 12:26:38 Rename operation completed without error
-----
000001 2026:06:04 12:26:57 The new file name is identical to the current name.----- Input File Row 0001010 C:\Downloads\SnipLog.Link
000002 2026:06:04 12:27:02 The new file name is identical to the current name.----- Input File Row 0004098 C:\Downloads\Content-Delete-Downloa
000003 2026:06:04 12:27:02 The new folder name is identical to the current name.----- Input File Row 0004169 C:\Downloads\V2_Documents_2024\Edi
000004 2026:06:04 12:27:02 The new folder name is identical to the current name.----- Input File Row 0004146 C:\Downloads\V2_Documents_2024\Edi
000005 2026:06:04 12:27:02 The new folder name is identical to the current name.----- Input File Row 0004169 C:\Downloads\V2_Documents_2024\Edi
000006 2026:06:04 12:27:02 The new folder name is identical to the current name.----- Input File Row 0004149 C:\Downloads\V2_Documents_2024\Edi
```

Export Log:

Export the log to a text file using the export button.



Delete Files and Folders

Use Delete mode to remove multiple files and folders in bulk using a generated delete file.

Before You Begin

Important: Deleting files and folders may be permanent, depending on your delete settings.

Review the delete list carefully before proceeding.

Prepare the Delete Data File

Generate a list in **Delete** mode.

The output file includes:

- **Column A:** Current file/folder name
- **Column B:** Delete marker column.

Column B is initially blank.

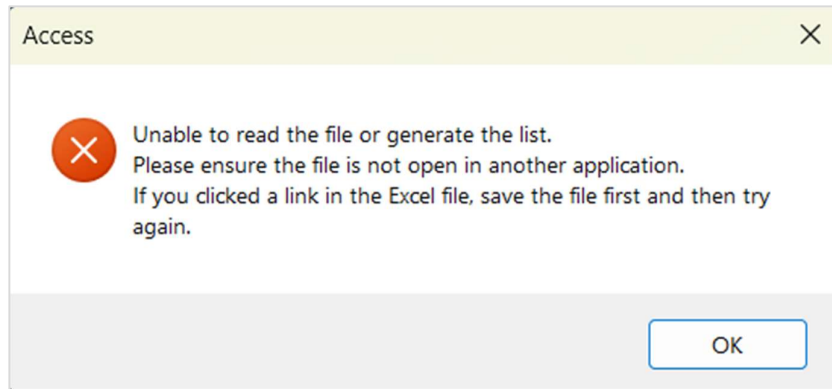
Name	Enter "Delete" to mark for deletion	Type	Date Modified	Bytes	File Size	Size Unit	Parent Folder	Additional Info
34 Archived-Financial-Data-Q1.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads	G137
35 Archived-Financial-Data-Q1.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Archives-2024	Possible copy of G137
36 Archived-Financial-Data-Q1.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Backups-2024	Possible copy of G137
37 Archived-Financial-Data-Q1.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Templates-2024	Possible copy of G137
38 Archived-Financial-Data-2025.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads	G136
39 Archived-Financial-Data-2025.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Archives-2024	Possible copy of G136
40 Archived-Financial-Data-2025.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Backups-2024	Possible copy of G136
41 Archived-Financial-Data-2025.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Templates-2024	Possible copy of G136
42 Archived-Financial-Data-2024.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads	G135
43 Archived-Financial-Data-2024.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Archives-2024	Possible copy of G135
44 Archived-Financial-Data-2024.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Backups-2024	Possible copy of G135
45 Archived-Financial-Data-2024.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Templates-2024	Possible copy of G135
46 Archived-Data-Export-Q1.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads	G100
47 Archived-Data-Export-Q1.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Archives-2024	Possible copy of G100
48 Archived-Data-Export-Q1.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Backups-2024	Possible copy of G100
49 Archived-Data-Export-Q1.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Templates-2024	Possible copy of G100
50 Archived-Data-Export-2025.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads	G99
51 Archived-Data-Export-2025.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Archives-2024	Possible copy of G99
52 Archived-Data-Export-2025.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Backups-2024	Possible copy of G99
53 Archived-Data-Export-2025.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Templates-2024	Possible copy of G99
54 Archived-Data-Export-2024.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads	G98
55 Archived-Data-Export-2024.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Archives-2024	Possible copy of G98
56 Archived-Data-Export-2024.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Backups-2024	Possible copy of G98
57 Archived-Data-Export-2024.csv		.csv	12/6/2025 6:17:49 AM	1212	1.18 KB		C:\Downloads\Archived-Templates-2024	Possible copy of G98

Mark Items for Deletion

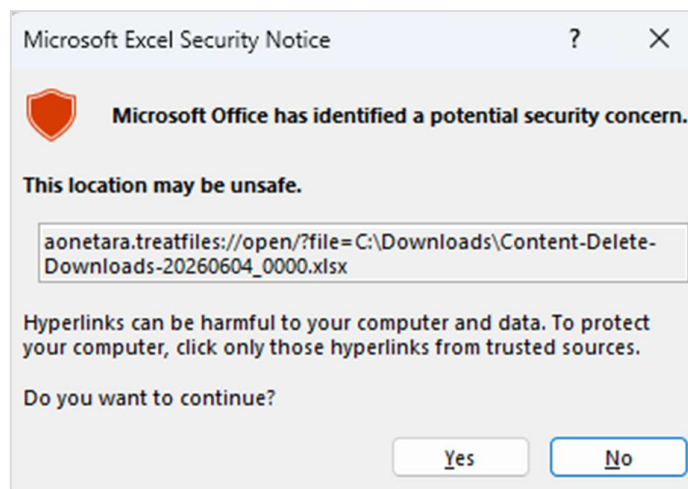
In **Column B**, enter **Delete** for each file or folder you want to remove. Only rows marked with **Delete** are processed. Save the updated File

After marking items for deletion:

1. Save the file.
2. Close Excel if required.

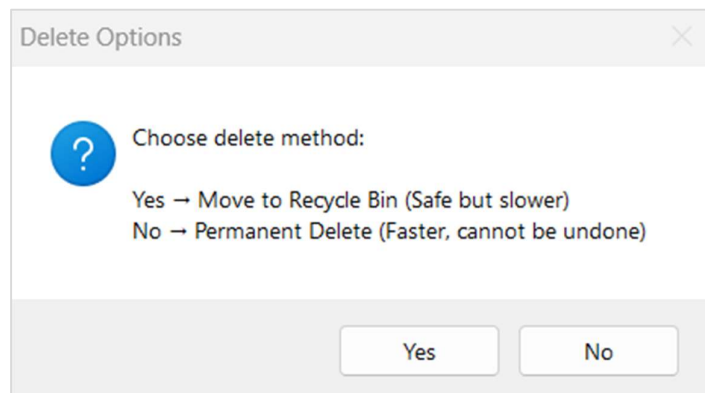


- Click **OK** on the message.
- **Save the Excel file.**
- Try again. (Click **Start Deleting** in the file)



- Click **Yes** to continue.

Depending on your settings, the application may prompt you to confirm whether to send items to the Recycle Bin or delete them permanently.

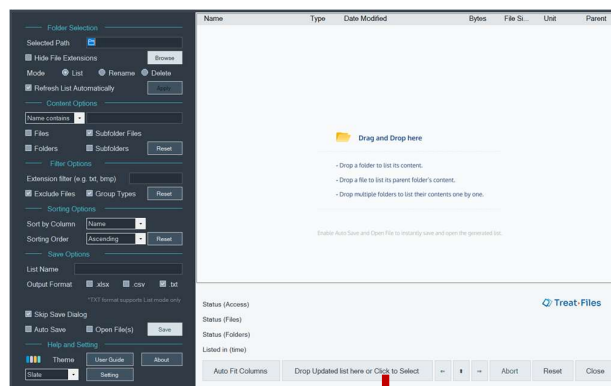




Start Delete by Uploading the Delete File

Method 1: Drag and Drop

Drag the delete file onto the Delete button or the upload area.



Drop Updated list here or Click to Select

Drag and Drop



Method2: Upload via the Delete Screen:

Click button to open Delete form. Click **Browse** in the Delete screen. Select the delete data file. Click **Open**





How to update rename or delete list View Guide

Rename Data Format (.csv or .xlsx file)

Name	New File/Folder Name	Type	Date Modified	Bytes
a.png	New_a.png	.png	2025:11:12 12:02:11	120,021
b.png	New_b.png	.png	2025:11:12 12:03:42	66,936
dalmatian_S.png	New_dalmatian_S.png	.png	2025:11:24 08:22:46	1,483,178

Delete Data Format (.csv or .xlsx file)


Name	Type "Delete" to mark for delete	Type	Date Modified	Bytes
a.png	Delete	.png	2025:11:12 12:02:11	120021
b.png	Delete	.png	2025:11:12 12:03:42	66936
dalmatian_S.png	Delete	.png	2025:11:24 08:22:46	1483178

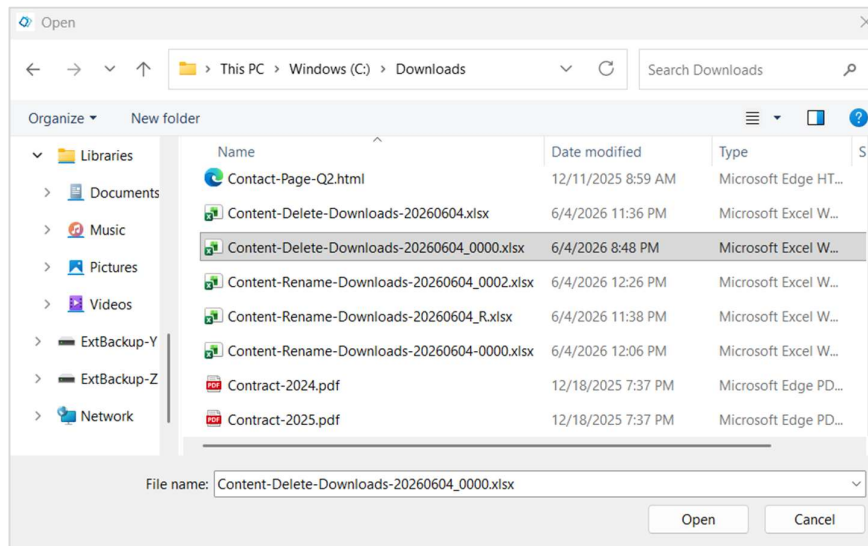
Drag and Drop  

Browse

Drop Updated List OR Click Browse.

Abort

 ListAndRename View Log Close



The application starts processing the delete file immediately.

To stop an active delete operation, use the **Abort** option. This will cancel the deletions but will not recover files that have already been deleted.



How to update rename or delete list View Guide

Rename Data Format (.csv or .xlsx file)

Name	New File/Folder Name	Type	Date Modified	Bytes
a.png	New_a.png	.png	2025:11:12 12:02:11	120,021
b.png	New_b.png	.png	2025:11:12 12:03:42	66,936
dalmatian_S.png	New_dalmatian_S.png	.png	2025:11:24 08:22:46	1,483,178

Delete Data Format (.csv or .xlsx file)

Name	Type "Delete" to mark for delete	Type	Date Modified	Bytes
a.png	Delete	.png	2025:11:12 12:02:11	120021
b.png	Delete	.png	2025:11:12 12:03:42	66936
dalmatian_S.png	Delete	.png	2025:11:24 08:22:46	1483178

C:\Downloads\Content-Delete-Downloads-20260604_0000 Browse

Refer to the status screen for updates. Abort

View Log Close

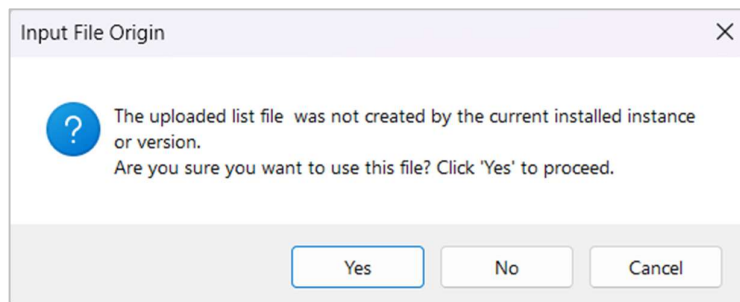
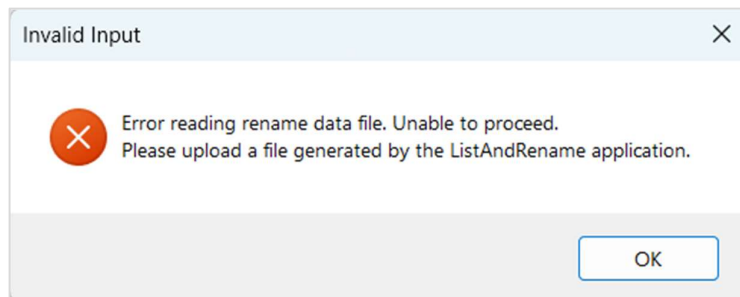
Auto Fit Columns Processing... < | > Abort Reset Close



Delete Validation Checks

Before deletion begins, **TreatFiles** validates the delete data file. Validation includes:

- Blank or invalid rows
- Missing files or folders
- Invalid file paths
- Access restrictions





Delete Status

Status	Description
Uploaded Records	Total records read from the file
Deleted Successfully	Number of Items deleted successfully
Skipped	Records skipped because of missing data
Ignored/Error	Records not processed due to validation or access errors

Input list file

Record Type	Files	Folders	Total
Number of records uploaded			<input type="text" value="4662"/>
Number of records ignored (invalid)			<input type="text" value="2"/>
<hr/>			
Number of records validated.	<input type="text" value="4559"/>	<input type="text" value="101"/>	<input type="text" value="4660"/>
Successfully Processed	<input type="text" value="4559"/>	<input type="text" value="101"/>	<input type="text" value="4660"/>
Failed (Not accessible, locked or not found)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Skipped (check log for details)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<hr/>			
Deleting files complete. ✓	1.93 Min.	<div style="width: 100%; height: 10px; background-color: green;"></div>	
Deleting folder complete. ✓	33.01 Sec.	<div style="width: 100%; height: 10px; background-color: green;"></div>	
<hr/>			
Details of files or folders that failed to process or were skipped are recorded in a log.			
<input type="button" value="Abort"/> <input type="button" value="View Log"/> <input type="button" value="OK"/>			



View Delete Log

Click **View Log** to review detailed information about skipped or failed delete operations.

Record Type	Files	Folders	Total
Number of records uploaded			4662
Number of records ignored (invalid)			2
Number of records validated.	4559	101	4660
Successfully Processed	4559	101	4660
Failed (Not accessible, locked or not found)	0	0	0
Skipped (check log for details)	0	0	0

Deleting files complete. ✓ 1.93 Min.

Deleting folder complete. ✓ 33.01 Sec.

Details of files or folders that failed to process or were skipped are recorded in a log.

Common log entries include:

- File not found
- Access denied
- Invalid path
- Delete marker missing.
- Unexpected error

Stop Delete Operation

To cancel an active delete operation:

1. Click **Abort**

The button turns red while the operation is in progress.



Tip: If Recycle Bin mode is enabled, deleted items are sent to the Recycle Bin instead of being permanently removed.

Rename error log

000812	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000840	Current name:Archived-Building-202
000813	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000841	Current name:Archived-Building-202
000814	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000842	Current name:Archived-Building-202
000815	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000843	Current name:Archived-Building-202
000816	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000844	Current name:Archived-Background-PI
000817	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000845	Current name:Archived-Background-PI
000818	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000846	Current name:Archived-Background-PI
000819	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000847	Current name:Archived-Background-PI
000820	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000848	Current name:Archived-Background-PI
000821	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000849	Current name:Archived-Background-PI
000822	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000850	Current name:Archived-Background-PI
000823	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000851	Current name:Archived-Background-PI
000824	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000852	Current name:Archived-Background-PI
000825	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000853	Current name:Archived-Background-PI
000826	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000854	Current name:Archived-Background-PI
000827	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000855	Current name:Archived-Background-PI
000828	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000856	Current name:Archived-Background-PI
000829	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000857	Current name:Archived-Background-PI
000830	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000858	Current name:Archived-Background-PI
000831	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000859	Current name:Archived-Background-PI
000832	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000860	Current name:Archived-Background-PI
000833	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000861	Current name:Archived-Background-PI
000834	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000862	Current name:Archived-Background-PI
000835	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000863	Current name:Archived-Background-PI
000836	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000864	Current name:Assets-2024, New name
000837	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000865	Current name:Archives-2024, New na
000838	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000866	Current name:Archived-Templates-20
000839	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000867	Current name:Archived-Resources-20
000840	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000868	Current name:Archived-Projects-202
000841	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000869	Current name:Archived-Images-2024,
000842	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000870	Current name:Archived-Documents-20
000843	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000871	Current name:Archived-Backups-2024
000844	2026:06:05 12:05:55	Ignored - Name, New name or Path is blank,-----	Input File Row 000872	Current name:Archived-Archives-202

2026:06:05 12:13:33 Input List = C:\Downloads\Content-Delete-Downloads-20260605.xlsx

000001 2026:06:05 12:13:33 Ignored - Name, New name or Path is blank,----- Input File Row 000007 Current name:Screenshot-2024.bmp, I
000002 2026:06:05 12:13:33 Ignored - Name, New name or Path is blank,----- Input File Row 000008 Current name:Analytics-2024.csv, N

TreatFiles Clear Log Export Log Close

Export Log:

Export the log to a text file using the export button.



Application UI

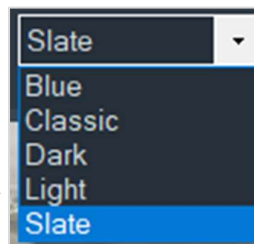
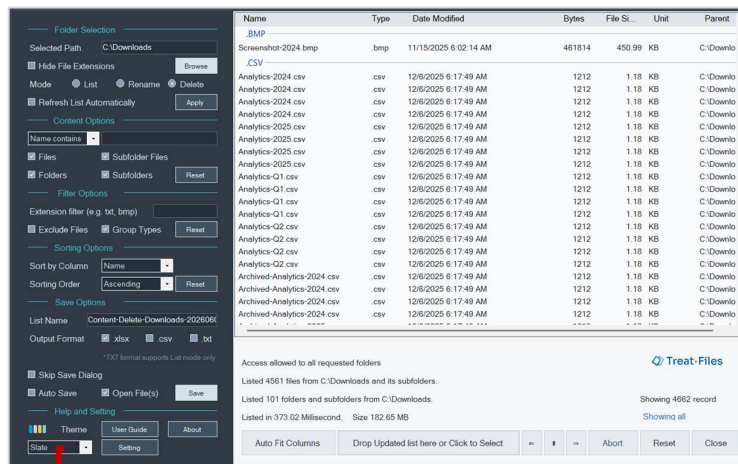
TreatFiles includes multiple visual themes to match your preference.

Change the Application Theme

To select a theme:

1. Open the theme selection drop-down menu.
2. Choose the desired theme.

The application updates immediately after you select a theme





UI Themes

Blue

Classic

Dark

Light

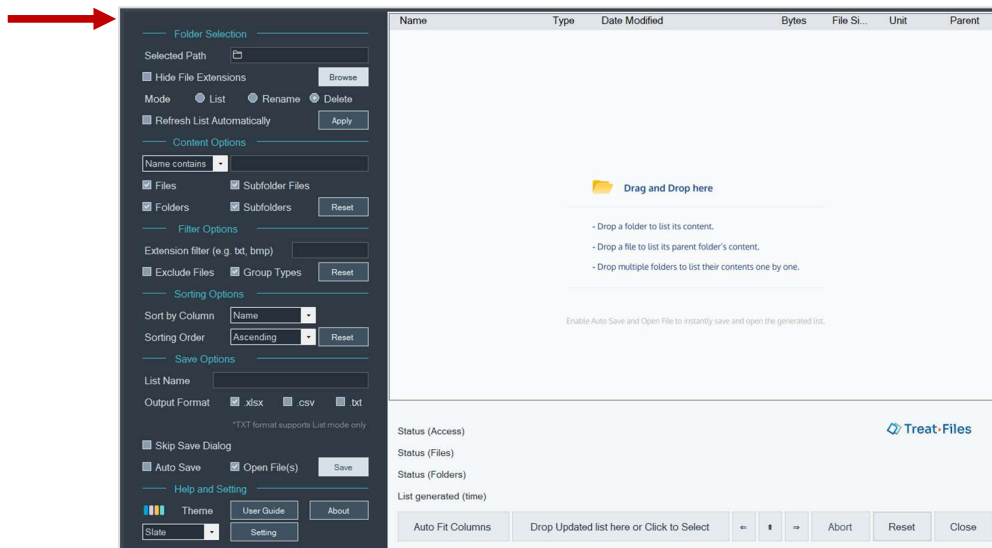
Slate



Move the Application Window

To reposition the application window:

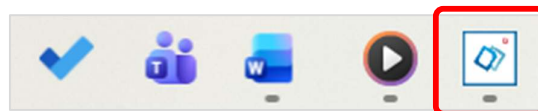
Click and hold the left mouse button on an empty area of the left panel, then drag the window to reposition it.



Minimize or Restore the Application

Use the taskbar icon to perform the following actions:

- Minimize the application.
- Restore the application.
- Switch between open windows.



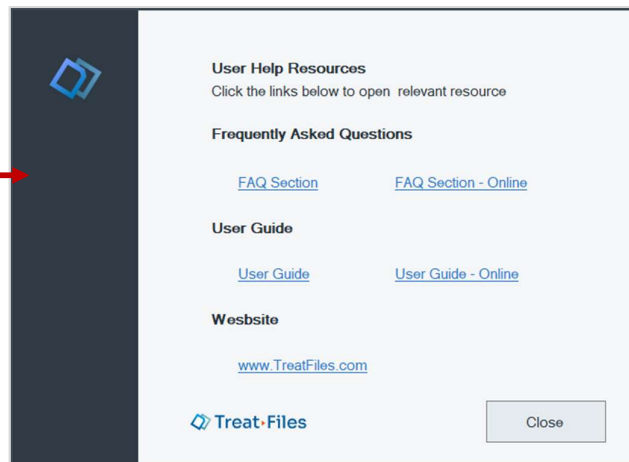
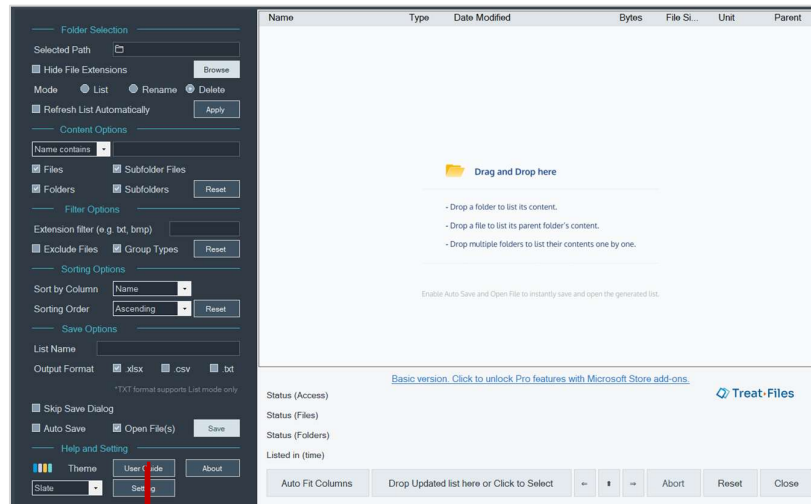


User Guide and FAQ Section

TreatFiles includes built-in access to the User Guide and Frequently Asked Questions (FAQ).

Open the User Guide or FAQ

To access help resources: Click **User Guide** in the application, The documentation and FAQ section will open.



What You Can Find in the FAQ

The FAQ includes answers to common questions such as:

- How to generate file lists
- How rename and delete operations work
- Troubleshooting common errors
- Licensing and activation questions
- Tips for best results



Subscribing or Buying Add-On Features

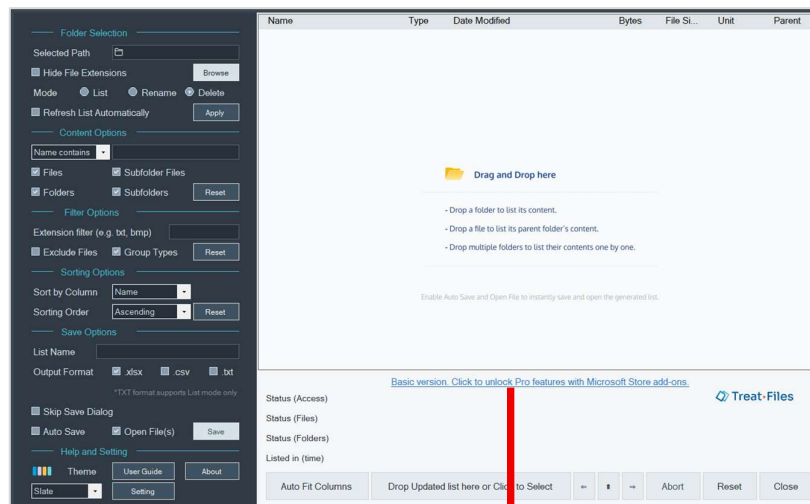
TreatFiles offers optional add-on features that can be activated through the licensing system.

Open the Add-On Screen

To view available add-ons:

1. Click the add-on link on the main application screen.

Note: This link is visible only when no add-on is currently active.



[Basic version. Click to unlock Pro features with Microsoft Store add-ons.](#)

Select an option based on your usage and requirements. Activate the Add-on and Restart the application.



Unlock Full Access.

Choose the plan that fits your needs. Add-ons activate instantly after purchase. [Download from the Microsoft Store](#)

Lifetime	Get permanent access with a one-time purchase. Ideal for long-term users and offers the best overall value without ongoing payments. No renewals, no recurring payments—permanent activation.	Loading price
Annual	Our most popular option. Enjoy a full year of uninterrupted access with excellent value and convenience in a single payment. Save more with this cost-effective yearly plan.	Loading price
Monthly	Ideal for short-term use or trying things out. Pay month-to-month with complete flexibility and no long-term commitment. Flexibility to start and stop anytime	Loading price
7-Day	One-time activation for a full week. No renewal and no subscription required. Great for short projects or one-time needs. Affordable and perfect for temporary requirements.	Loading price

Status

[Treat-Files](#) [May be Later](#)

Alternative Access Method

You can also access the Add-On screen through the About window:

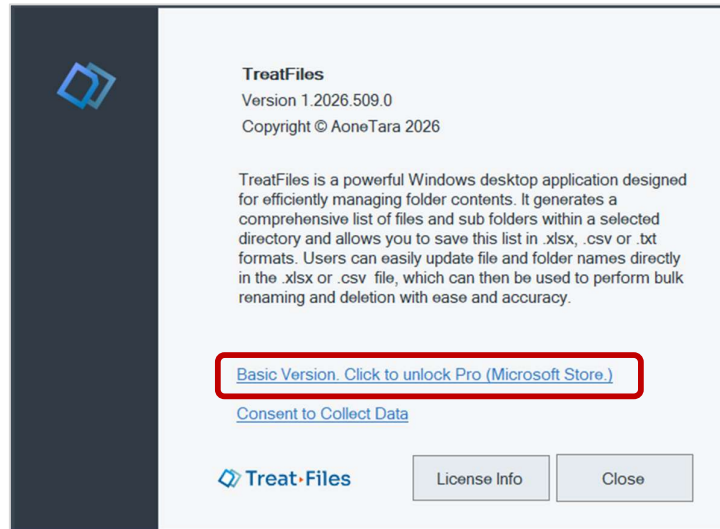
1. Click About

Select the add-on or subscription link.

Click the About button to open the About screen, then click the link shown below to access the Add-On form.

(The text may differ if you already have an active add on)

The screenshot shows the application's main window with a dark sidebar on the left and a light main area on the right. The sidebar contains various settings and options, with the 'About' button highlighted in a blue box. The main area displays a 'Drag and Drop here' instruction and a table with columns: Name, Type, Date Modified, Bytes, File St..., Unit, and Parent. At the bottom of the sidebar, there are buttons for 'Auto Fit Columns', 'Drop Updated list here or Click to Select', 'Abort', 'Reset', and 'Close'.

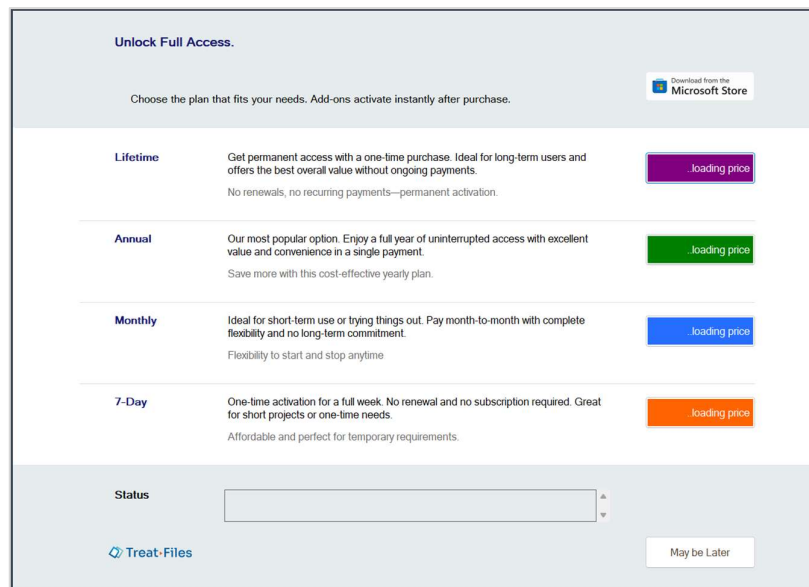


Activate an Add-On

To activate an add-on:

1. Select the desired add-on.
2. Complete the purchase or subscription process.
3. Restart **TreatFiles**

The new features become available after restart.





License Information

TreatFiles
Version 1.2026.509.0
Copyright © AoneTara 2026

TreatFiles is a powerful Windows desktop application designed for efficiently managing folder contents. It generates a comprehensive list of files and sub folders within a selected directory and allows you to save this list in .xlsx, .csv or .txt formats. Users can easily update file and folder names directly in the .xlsx or .csv file, which can then be used to perform bulk renaming and deletion with ease and accuracy.

[Basic Version. Click to unlock Pro \(Microsoft Store.\)](#)
[Consent to Collect Data](#)

TreatFiles License Info Close

License Type

Basic	Basic
Valid till	12/31/9999 5:30:00 AM +05:30

Add On

Durable	Yet to Purchase
Valid till	Not available
Subscription	No active subscription
Valid till	Not available

[Basic Version. Click to unlock Pro \(Microsoft Store.\)](#)
[Consent to Collect Data](#)

TreatFiles Refresh Close

License Management

License management is handled by the Microsoft Store. The application retrieves license information from your Microsoft Store account.



Requirements for License Validation

To validate licenses:

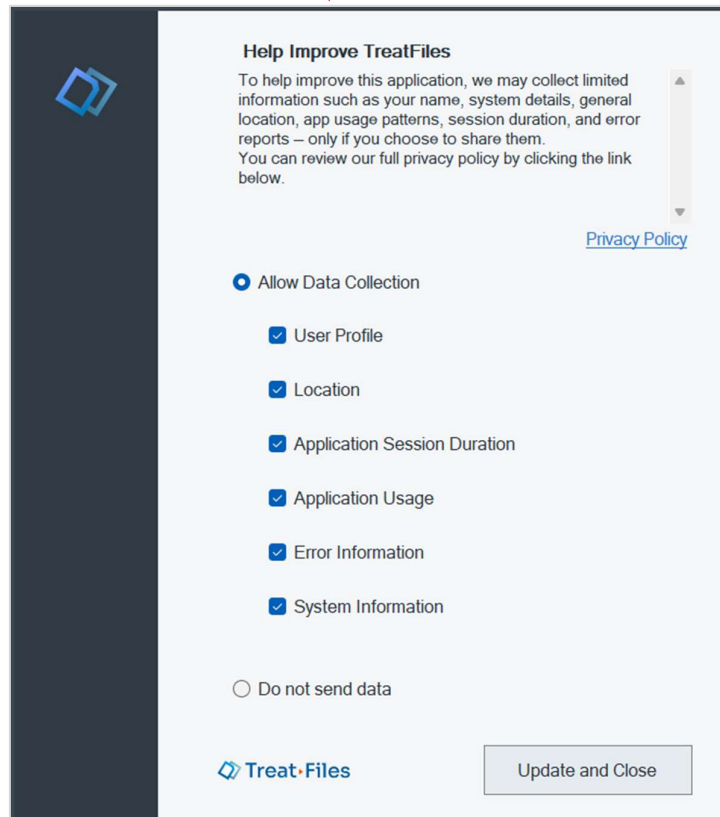
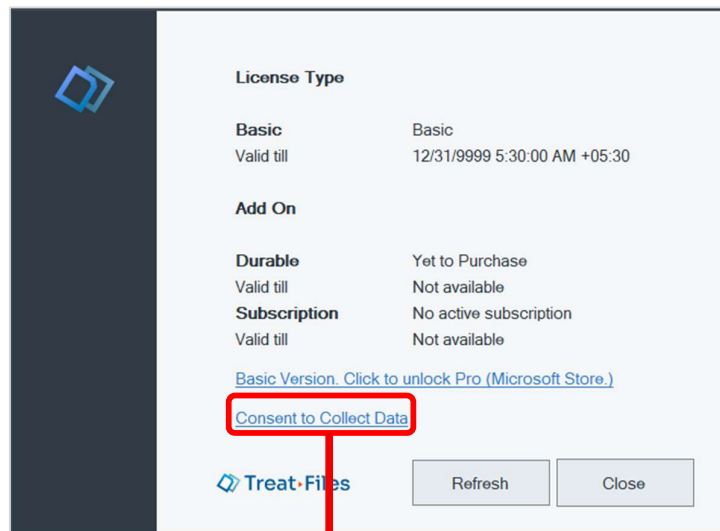
- You must be connected to the internet.
- You must be signed in to the correct Windows / Microsoft Store account.

Note: The License Information screen displays the current license data retrieved from Microsoft Store.



User Data

The application collects usage data and user information if the user explicitly allows data collection. The data collection consent form can be accessed from the screen shown below.





Logs and Troubleshooting

TreatFiles maintains log files to help diagnose issues and track application activity.

Application Error Log Location

Error logs are stored in the Windows temporary folder:
WindowsDrive:\Users\

Log File Naming Format

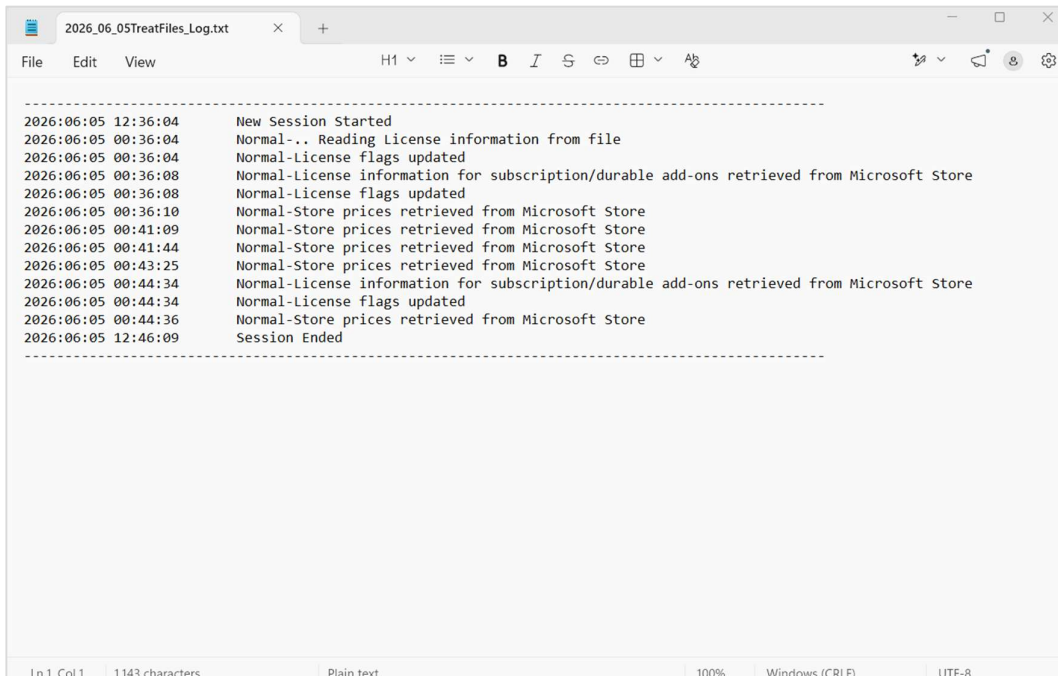
Log files use the following format:
yyyy_MM_ddTreatFiles_Log.txt

Example:

2026_04_13TreatFiles_Log.txt



In a rare scenario, if application encounters an issue, refer to the log to identify the last recorded message and determine at which stage the issue occurred.



Automatic Log Cleanup



Logs older than 30 days are deleted automatically by the application.

Tip: If you contact support, include the latest log file when reporting issues.

When to Check the Log

Review the log file if:

- An operation fails unexpectedly.
- A rename or delete action is skipped.
- The application encounters an error.
- You need troubleshooting information for support.

Process Logs

Rename and Delete Operation Logs

Bulk rename and delete operations generate detailed logs that include:

- Successfully processed records.
- Skipped records.
- Validation failures
- Access errors
- Missing files/folders

Common Log Messages

Typical log entries include:

Message	Meaning
File Not Found	Source file or folder no longer exists
Access Denied	Insufficient permissions or file is locked
Invalid Name	File name contains invalid characters
Blank Value	Required field is empty
Duplicate Name	Target name conflicts with another record



Export the Operation Log

To save the current operation log:

1. Click **Export Log**

The log is saved as a text file for review or support purposes.

Clear the Operation Log

To remove log entries from the current log window:

1. Click **Clear Log**

Warning: Clearing the log permanently removes all displayed log entries.



Short Tutorial

TreatFiles includes a short, guided tutorial to help new users become familiar with the application interface.

When the Tutorial Appears

The tutorial is shown automatically when:

- The application is launched for the first time.
- **Show Short Tutorial on Startup** is enabled in Settings.

What the Tutorial Includes

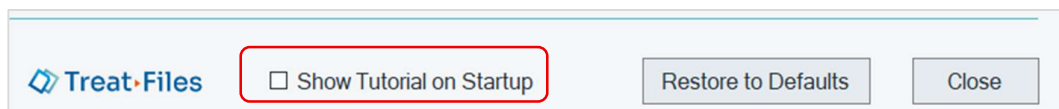
The tutorial highlights key areas of the application, including:

- Folder selection
- Filter options
- Output settings
- Save controls.
- Rename/Delete actions.

Enable or Disable the Tutorial

To change startup tutorial behaviour:

1. Open **Settings**
2. Enable or disable **Show Short Tutorial on Startup**



Tip: Re-enable the tutorial at any time if you want a refresher on the application layout.



Drag and drop folders. Their contents will appear in the list.

Do not show again

Drag and Drop here

- Drop a folder to list its content.
- Drop a file to list its parent folder's content.
- Drop multiple folders to list their contents one by one.

Basic version. Click to unlock Pro features with Microsoft Store add-ons. [Treat-Files](#)

Status (Access) Status (Files) Status (Folders) Listed in (time)

Auto Fit Columns Drop Updated list here or Click to Select

Or browse and select a folder to list folder contents.

Do not show again

Drag and Drop here

- Drop a folder to list its content.
- Drop a file to list its parent folder's content.
- Drop multiple folders to list their contents one by one.

Basic version. Click to unlock Pro features with Microsoft Store add-ons. [Treat-Files](#)

Status (Access) Status (Files) Status (Folders) Listed in (time)

Auto Fit Columns Drop Updated list here or Click to Select

Filter which files and folders are shown in the list.

Do not show again

Drag and Drop here

- Drop a folder to list its content.
- Drop a file to list its parent folder's content.
- Drop multiple folders to list their contents one by one.

Basic version. Click to unlock Pro features with Microsoft Store add-ons. [Treat-Files](#)

Status (Access) Status (Files) Status (Folders) Listed in (time)

Auto Fit Columns Drop Updated list here or Click to Select



The screenshot shows the TreatFiles application interface. On the left, the 'Filter Options' dialog is open, displaying 'Extension filter (e.g. txt, bmp)' and 'Group Types'. A white tooltip is overlaid on the dialog with the text: 'Filter files by extensions. Add or exclude multiple extensions. Back Skip Next Do not show again'. The main window shows a file list table with columns: Name, Type, Date Modified, Bytes, File Size, Unit, Parent. The table is currently empty, displaying a 'Drag and Drop here' instruction. The bottom status bar includes 'Auto Fit Columns', 'Drop Updated list here or Click to Select', and 'Abort Reset Close' buttons.

The screenshot shows the TreatFiles application interface. On the left, the 'Sorting Options' dialog is open, displaying 'Sort by Column' set to 'Name' and 'Sorting Order' set to 'Ascending'. A white tooltip is overlaid on the dialog with the text: 'Choose how the list is sorted. Back Skip Next Do not show again'. The main window shows a file list table with columns: Name, Type, Date Modified, Bytes, File Size, Unit, Parent. The table is currently empty, displaying a 'Drag and Drop here' instruction. The bottom status bar includes 'Auto Fit Columns', 'Drop Updated list here or Click to Select', and 'Abort Reset Close' buttons.

The screenshot shows the TreatFiles application interface. On the left, the 'Save Options' dialog is open, displaying 'List Name', 'Output Format' (xlsx, csv, txt), and 'Skip Save Dialog' options. A white tooltip is overlaid on the dialog with the text: 'Set the file name and format to save this list. Set Auto Save, Open, Skip dialog. Back Skip Next Do not show again'. The main window shows a file list table with columns: Name, Type, Date Modified, Bytes, File Size, Unit, Parent. The table is currently empty, displaying a 'Drag and Drop here' instruction. The bottom status bar includes 'Auto Fit Columns', 'Drop Updated list here or Click to Select', and 'Abort Reset Close' buttons.



The screenshot shows the TreatFiles application interface. On the left is a sidebar with various settings: Folder Selection, Hide File Extensions, Mode (List, Rename, Delete), Refresh List Automatically, Content Options (Name contains, Files, Folders, Subfolder Files, Exclude Files, Group Types), Filter Options (Extension filter, Exclude Files, Group Types), Sorting Options (Sort by Column, Sorting Order), and Save Options (List Name, Output Format, Skip Save Dialog, Auto Save, Open File(s)). A 'Help and Setting' dialog box is open in the foreground, showing 'Theme' (Slate), 'User Guide', and 'About' buttons. A text box in the dialog reads: 'Access themes, Settings -Set filename format, App behavior Refer User guide, Enable this tutorial.' Below the text are 'Back', 'Skip', and 'Next' buttons, and a 'Do not show again' checkbox.

The screenshot shows the TreatFiles application interface. The sidebar settings are visible. A dialog box is open in the foreground with the text: 'Drop Updated list here or Click to Select'. Below the text are 'Back', 'Skip', and 'Next' buttons, and a 'Do not show again' checkbox. Another dialog box is partially visible on the right side of the screen with the text: 'Actions (Auto-Fit, Navigation history. Go one level up, back, forward)'. Below this text are 'Back', 'Skip', and 'Next' buttons, and a 'Do not show again' checkbox.

The screenshot shows the TreatFiles application interface. The sidebar settings are visible. A dialog box is open in the foreground with the text: 'Drop an updated list here... Rename or delete files as per the list.' Below the text are 'Back', 'Skip', and 'Done' buttons, and a 'Do not show again' checkbox.



Final Notes

Thank you for using **TreatFiles**.

We hope this application helps simplify your file and folder management tasks.

Best Practices

For the best experience when using **TreatFiles**:

- Review generated rename and delete lists carefully before processing.
- Create backups before performing bulk operations.
- Keep the application updated to the latest version.
- Refer to the FAQ and logs when troubleshooting issues.

Need Help?

If you require assistance or want to report an issue:

- Review FAQ section
- Check the application log for troubleshooting details.
- Contact support using the details provided below.

Support Email : support@TreatFiles.com

Website : www.TreatFiles.com

Trademark Notice

Microsoft Excel and Windows are registered trademarks of **Microsoft Corporation**.

TreatFiles is an independent Windows desktop application that generates files compatible with Microsoft Excel.

- End of Document -