



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

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

You can configure DropIt to perform 15 different actions on your files and folders (**Move, Copy, Compress, Extract, Rename, Delete, Open With, Upload, Send by Mail, Create List, Create Playlist, Create Shortcut, Copy to Clipboard, Change Properties** and **Ignore**), filtering files by name, directory, size, dates, properties, content or regular expressions. You can even save sets of associations in profiles and associate a profile to each desired folder, to scan monitored folders at a defined time interval.

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

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

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

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

This is the official **Guide of DropIt version 5.1**,
realized by Lupo73 and inspired by Edith's Help file.

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1. Introduction

1.1. Installation and Update

Droplt is available in two different versions:

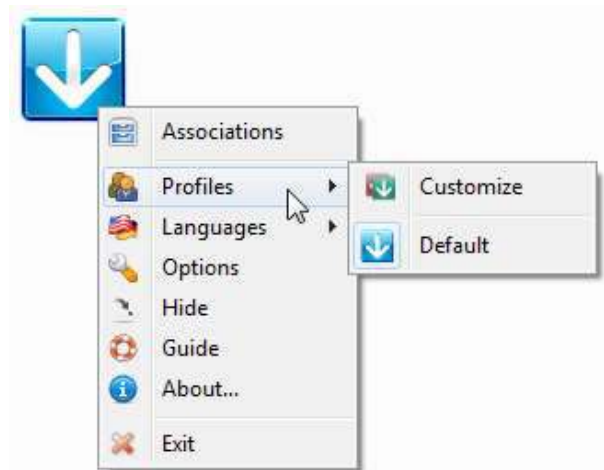
- **Installer** (standard setup package): to be installed and integrated into your system (to uninstall it you can use the included uninstaller).
- **Portable** (zip archive): the standalone no-install version can be used from removable drives and leaves nothing behind on the host computer (to uninstall it you can simply remove its folder).

To be sure to always use the newest version, click *About...* from the main context menu and then click **Check Update** or enable [Check for updates at Droplt startup](#) from *Options*. It works fine with both *Installer* and *Portable* versions.

1.2. Meet the Interface

Launch "Droplt.exe" and a floating target image appears on your screen. This image is the main interface, the target onto which you will drop files and folders to process them. Right-click the image to display the main context menu:

- **Associations**, to organize your associations.
- **Profiles**, to select and organize your profiles.
- **Languages**, to select the interface language.
- **Options**, to configure Droplt.
- **Hide**, to minimize Droplt in the system tray (or double-click target image).
- **Guide**, to open this PDF guide.
- **About...**, to get info about Droplt, to update it and to download additional target images.
- **Exit**, to close Droplt.



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

1.3. Basic Usage

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

If a dropped file does not match with defined associations, Droplt allows you to create a new association with the rules to filter files and the action to use on matching items.

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

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

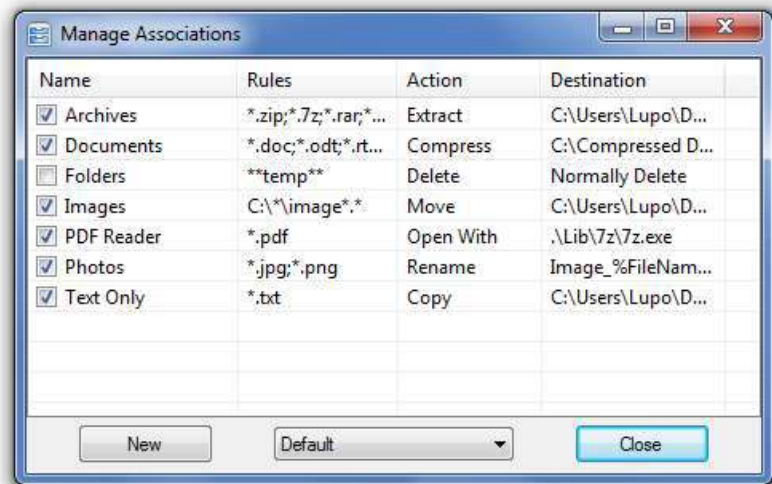
2. Associations

2.1. Manage Associations

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

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

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



You can right-click an association to “Duplicate” it, to “Copy to...” another profile or to “Delete” it.

2.2. Edit Association

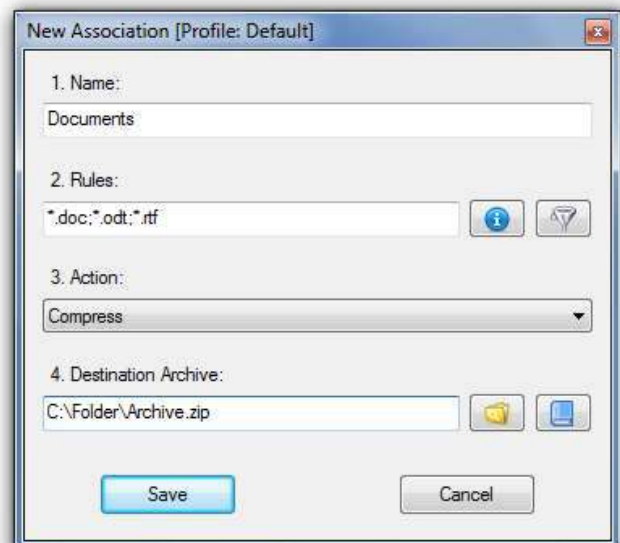
The window to create and edit associations is organized in 4 fields:

→ **Name**, to give a unique name to each association.

→ **Rules**, to define filtering rules (the buttons next to this field are *Rule Examples* to get some general rules and *Additional Filters* to filter files also by other rules).

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

→ **Destination**, to define the destination of files and folders (buttons of this field are to select the destination, to configure it and to add [Abbreviations](#)).



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

- Using * single asterisk wildcard to represent zero or more characters in file names.
- Using ** double asterisk to represent zero or more characters in folder names.
- Separating rules of an association using “;” or “|” characters (e.g. “*.jpg;*.png”).
- Excluding some files from the matching using “/” character (e.g. “*.jpg/sea”).
- Using # single number sign to process all files without other matches.
- Using ## double number sign to process all folders without other matches.
- Using Regular Expressions as association rules (you need to select [Consider rules as Regular Expressions](#) in *Options* if you want to use them).

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

- **Move**, to move matching items to the defined destination folder.
- **Copy**, to copy matching items to the defined destination folder.
- **Compress**, to compress matching items in the defined destination archive:
 - **ZIP**: standard mainstream format supported by every archiving utility.
 - **7Z**: high compression ratio and one of the most used format by archiving utilities.
 - **EXE**: self-extracting archives that support extraction without archiving utilities.
- **Extract**, to extract matching archives in the defined destination folder (**7Z**, **APM**, **ARJ**, **BZIP2**, **CAB**, **CHM**, **CPIO**, **DEB**, **DMG**, **EXE**, **FAT**, **FLV**, **GZIP**, **HFS**, **ISO**, **JAR**, **LHA**, **LZH**, **LZMA**, **MBR**, **MSI**, **MSLZ**, **NFTS**, **NSIS**, **ONEPKG**, **RAR**, **RPM**, **SMZIP**, **SQX**, **SWF**, **TAR**, **UDF**, **VHD**, **WIM**, **XAR**, **XZ**, **Z**, **ZIP**).
- **Rename**, to rename matching items with the defined new name.
- **Delete**, to delete matching items with the defined method:
 - **Directly Remove**: files are not available in the Recycled Bin, but data are not overwritten and could be restored using a recovery tool.
 - **Safely Erase**: files are removed and data overwritten, to make them unrecoverable also by recovery tools.
 - **Send to Recycle Bin**: files are sent to recycle bin and are still available from there.
- **Open With**, to open matching items with the defined destination program.
- **Upload**, to upload matching items to a server using FTP or SFTP protocols.
- **Send by Mail**, to attach matching items to a mail and send them using SMTP protocol.
- **Create List**, to create lists of matching items in the destination file:
 - **HTML**: lists are like web pages with internal sorting and filtering support.
 - **PDF**: lists are formatted as standard “portable document format” files.
 - **XLS**: lists are formatted as standard Microsoft Excel files.
 - **TXT**: lists are simple text files with a line of properties for each processed item.
 - **CSV**: lists are formatted as standard “comma-separated values” files.
 - **XML**: lists are formatted as standard “extensible markup language” files.
- **Create Playlist**, to create playlists of matching items in the destination file:
 - **M3U**: it is one of the more popular playlist formats.
 - **M3U8**: it is the Unicode (UTF-8) version of M3U format.
 - **PLS**: it is another popular playlist format.
 - **WPL**: it is the default playlist format of Windows Media Player.
- **Create Shortcut**, to create shortcuts of matching items in the destination folder.
- **Copy to Clipboard**, to copy the desired file information to Clipboard (using abbreviations).
- **Change Properties**, to change file date, time and attributes of matching items.
- **Ignore**, to ignore matching items and skip them during process.

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

- **absolute paths** for local folders (e.g. “C:\Folder\Subfolder”).
- **relative paths** for local folders (e.g. “..\..\Other Folder”), **relative to each loaded file location**.
- **UNC paths** for shared folders (e.g. “\\ComputerName\SharedFolder\Resource”).
- **abbreviations** (more info available in [the last chapter](#)).

3. Profiles

3.1. Customize Profiles

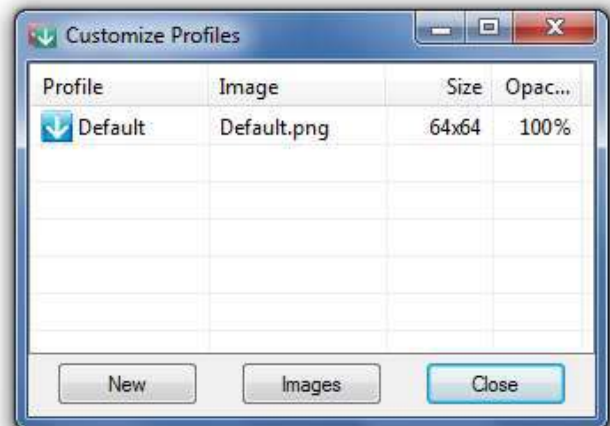
Select *Profiles >> Customize* from the Droplt context menu to manage your profiles.

You can click the *New* button to create a profile or double-click an existing profile to edit it. You can also right-click a profile to “Edit” its aspect, to “Duplicate” it, to “Export” it or to “Delete” it.

You can click *Images* button to open a webpage where download more target images.

Finally, from right-click menu you can configure custom profile “Options” to personalize the use from the global defined settings.

If instead you right-click the table, you can create one of the available profile “Examples” (Archiver, Eraser, Extractor) or “Import” profiles from exported INI, CSV, XLS, XLSX files (Microsoft Office have to be installed to import a profile from XLS or XLSX files).



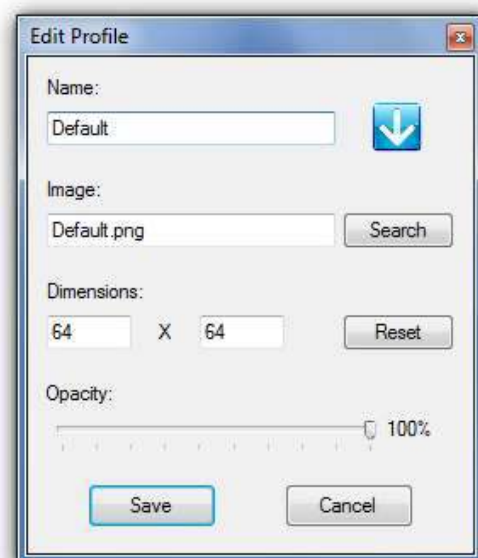
3.2. Edit Profile

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

- **Name**, to give a name to the profile.
- **Image**, to associate a custom image to the profile.
- **Dimensions**, to customize the image dimensions.
- **Opacity**, to define the opacity level.

You can select the custom image by clicking on the *Search* button or the preview icon. PNG, GIF and JPG formats are supported.

Target images are stored in the “Images” folder in Droplt directory, where several image examples are provided.



4. Options

4.1. Main

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

Interface:

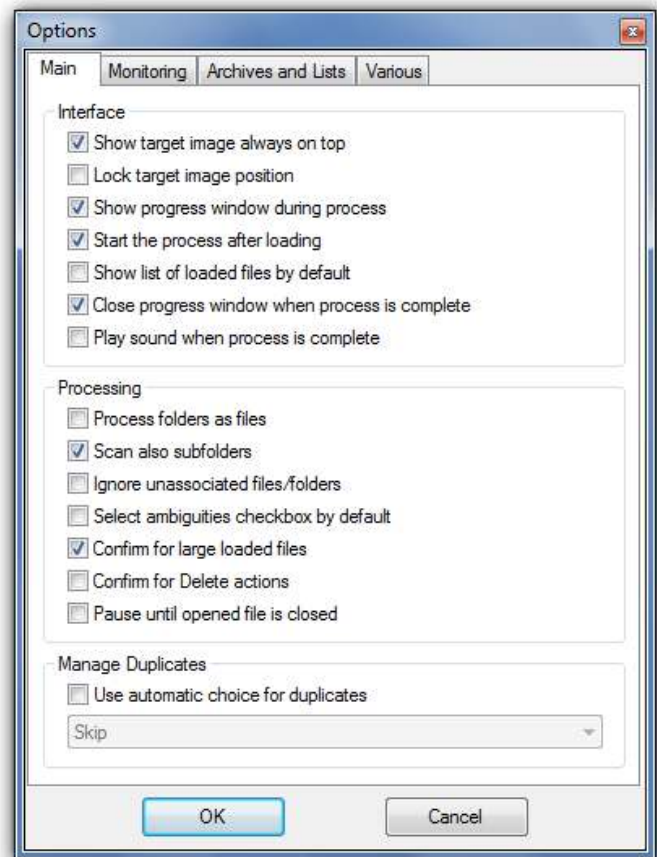
- **Show target image always on top**, to keep DroPlt always visible on your screen.
- **Lock target image position**, to keep the DroPlt image locked in its current position (if checked press *SHIFT* to move it anyway).
- **Show progress window during process**, to have the progress window visible.
- **Start the process after loading**, to do not pause the process after files/folders loading.
- **Show list of loaded files by default**, to have the list of loaded files visible by default.
- **Close progress window when process is complete**, to do not keep the progress window opened at the end of the process.
- **Play sound when process is complete**, to alert with a sound at the end of the process.

Processing:

- **Process folders as files**, to force association creation also for folders, instead of scan them in the case they do not match with existent associations.
- **Scan also subfolders**, to scan subfolders of dropped folders and sort contained files.
- **Ignore unassociated files/folders**, to skip all unknown items and allow the creation of new associations only from *Associations* window.
- **Select ambiguities checkbox by default**, to have that checkbox selected by default.
- **Confirm for large loaded files**, to require a confirmation if more than 2 GB of files are loaded.
- **Confirm for Delete actions**, to require a confirmation for deleting actions.
- **Pause until opened file is closed**, to pause the process at each *Open With* action (useful to open files one at a time).

Manage Duplicates:

- **Use automatic choice for duplicates**, to directly process files/folders received by DroPlt without asking which operation to perform (*Overwrite*, *Rename*, *Skip*).



4.2. Monitoring

In this section you can activate the automatic *Folder Monitoring* and configure:

→ ***Enable scan of monitored folders***, to use or not this automation feature.

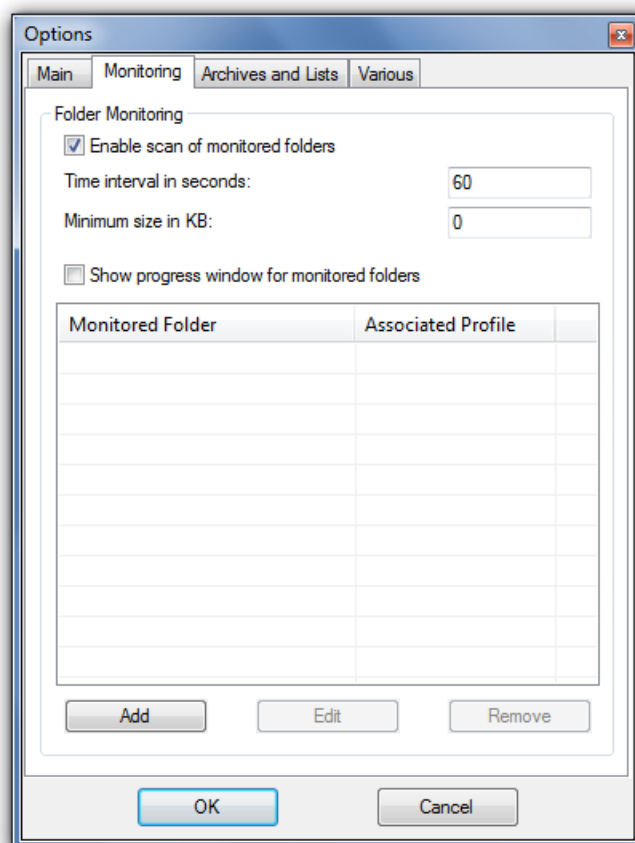
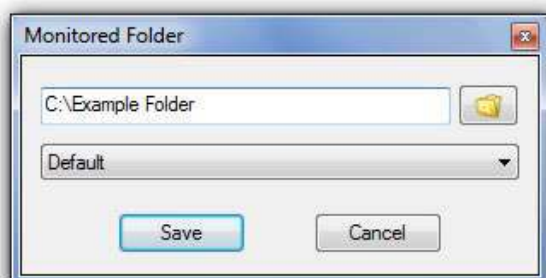
→ ***Time interval in seconds***, to scan selected folders every defined seconds (to optimize performance we recommend you to use a time interval between 30 and 60 seconds).

→ ***Minimum size in KB***, to scan only folders bigger than defined size.

→ ***Show progress window for monitored folders***, to show progress window also when a monitored folder is automatically processed.

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

You can click *Add* or double-click the table to add a new folder and its associated profile, using the following interface.



You can select an added folder and click *Edit* to modify it or *Remove* to delete it from the list. You can also check or uncheck folders to enable/disable them.

4.3. Archives and Lists

In this section some settings are available to configure *Compress* and *Create List* actions.

Compression:

→ **Level**, to select the compression level (from *Fastest* to *Ultra*).

→ **Method**, to select the algorithm used for compression of files and folders.

→ **Encryption**, to select the algorithm used for encryption, if desired to use it.

→ **Password**, to define the desired password to encrypt compressed files and folders.

Note that EXE files created with DroptIt are self-extracting archives compressed with 7Z format, that support an automatic extraction without the need of archiving utilities.

Note also that if a destination archive already exists, DroptIt allows to merge new files in it instead of overwrite it.

List Creation:

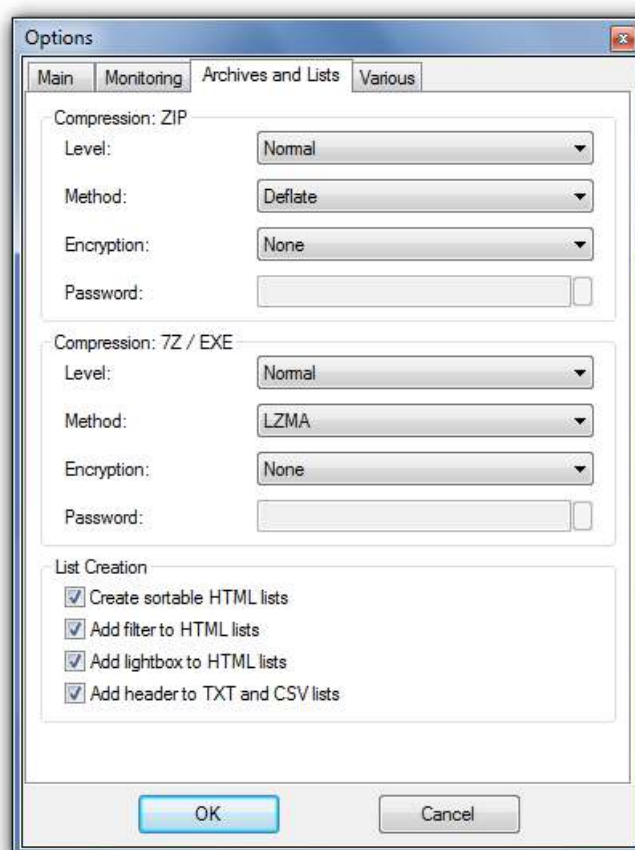
→ **Create sortable HTML lists**, to add a JavaScript code that sorts columns when you click the table header fields.

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

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

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

Note that you can configure the listed properties and HTML themes in each association.



4.4. Various

In this section usage and additional settings are available.

Usage:

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

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

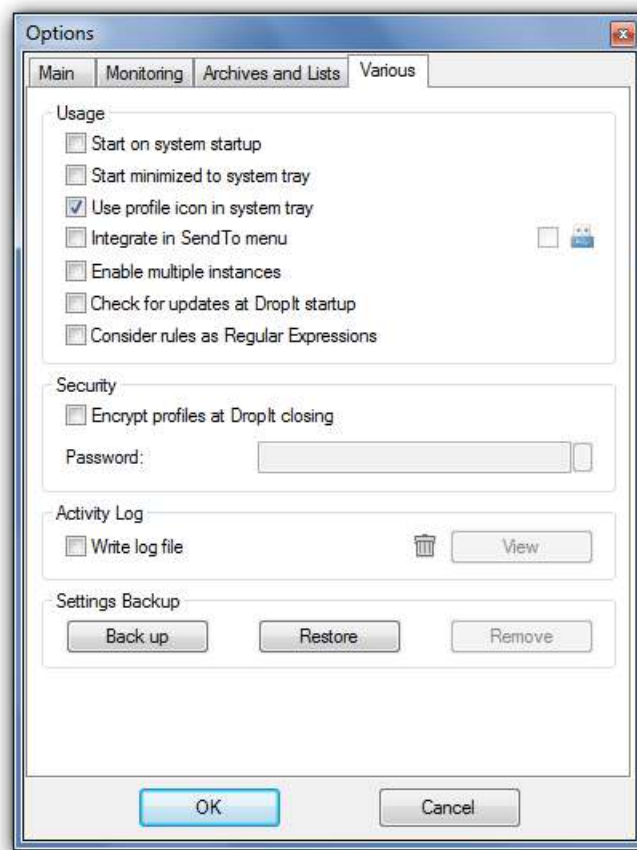
→ **Use profile icon in system tray**, to tell you the profile in use when Dropt is minimized.

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

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

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

→ **Consider rules as Regular Expressions**, to support RegEx in *Rules* field (note that rules created with normal syntax will not work).



Security:

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

Activity Log:

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

Settings Backup:

→ **Back up**, to generate a backup file of your settings and profiles.

→ **Restore**, to restore your settings and profiles from a backup file.

→ **Remove**, to delete a selected backup file from backup folder.

5. Additional Features

5.1. Multiple Instances

Using multiple Profiles simultaneously:

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

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

Using multiple Options settings simultaneously:

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

For example, you could run one profile set to rename duplicate files, another to skip them. Or one instance to use a profile, another to use a different profile.

1. Create additional Dropt *portable* installations in other folders (this bypasses the issue of unique settings created with the installed version).
2. Configure *Options* as you wish in each installation (if you like, you can copy profile INI files between the installations).
3. Launch the EXE files with the global settings you desire to use.

5.2. Hotkeys

In [Manage Associations](#), [Customize Profiles](#) and [Folder Monitoring](#) windows you can use:

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

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

5.3. Abbreviations

An abbreviation is generally known as an *environment variable*, a text string that represents and substitutes data. Droplt supports the use of environment variables in the Destination field and in Command-Line parameters.

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

Some notes about them:

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

Internal environment variables:

Droplt provides a number of environment variables for internal use. The complete list of variables is available from [Edit Association](#) window, clicking *Abbreviations* button next to the *Destination* field. They are organized in categories, separated in some groups:

- **File Abbreviations** (*Paths, Info, Images, Media, Hash*)
- **Date Abbreviations** (*Current, Created, Modified, Opened, Taken*)
- **More Abbreviations** (*Folders, Others*)

The last available category is *Custom*, where you can add and remove your own Droplt variables. These are some examples of custom variables and relative abbreviated strings:

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

FYI Memos\Mary

FPB Family Photo Backups

System environment variables:

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

Some examples:

C:\Docs\%DateModified%\%TimeModified%	(for <i>Copy</i> action)
C:\Backups\%SubDir%	(for <i>Copy</i> action)
C:\Music\%SongArtist%\%SongAlbum%	(for <i>Move</i> action)
C:\Photo\%CameraModel%\%ISO%\%FNumber%	(for <i>Move</i> action)
C:\%UserInput%\Archive.zip	(for <i>Compress</i> action)
%Desktop%\My Extractions	(for <i>Extract</i> action)
%FileName% %Counter%.%FileExt%	(for <i>Rename</i> action)

5.4. Abbreviation Modifiers

Droplr provides advanced features to modify abbreviated strings. It is possible to add an unlimited number of modifiers in each abbreviation, using the following syntax:

%Abbreviation#Modifier1#Modifier2%

Case modifiers:

+	Uppercase the first character of the string.
++	Uppercase the first character of each word in the string.
+++	Uppercase all characters in the string.
-	Lowercase the first character of the string.
--	Lowercase all characters except the first character of each word in the string.
---	Lowercase all characters in the string.

String modifiers:

>d1,d2	Take a string from position d1 (included) counting d2 characters (left to right).
<d1,d2	Take a string from position d1 (included) counting d2 characters (right to left).
-d1,d2	Take a string between d1 and d2 positions.
s>(s1)	Take a string from the substring s1 (included) until the end.
s>-(s1)	Take a string from the substring s1 (excluded) until the end.
s<(s1)	Take a string from the substring s1 (included) until the beginning.
s<-(s1)	Take a string from the substring s1 (excluded) until the beginning.
s-(s1,s2)	Take a string between string s1 and s2 (included).
s--(s1,s2)	Take a string between string s1 and s2 (excluded).
c>d	Cut d characters from the left of the string and take the rest.
c<d	Cut d characters from the right of the string and take the rest.
r(s1,s2)	Rename all occurrences of the string s1 with string s2.
d(s1)	Delete all occurrences of the string s1.

Cryptography modifiers: *

En(pass)	Encrypt with password.
De(pass)	Decrypt with password.
EnNPt(pass)	Encrypt with password, point skipped.
DeNPt(pass)	Decrypt with password, point skipped.
EnNSp(pass)	Encrypt with password, space skipped.
DeNSp(pass)	Decrypt with password, space skipped.
EnNSpPt(pass)	Encrypt with password, space and point skipped.
DeNSpPt(pass)	Decrypt with password, space and point skipped.
En(pass,exclude)	Encrypt with password, skipping all characters in exclude string.
De(pass,exclude)	Decrypt with password, skipping all characters in exclude string.

* Characters not allowed in filenames are not used. Instead, all characters are valid for passwords.

Some examples:

	Original	Result
%FileName#>3,4%.%FileExt%	Readme.txt	adme.txt
%FileName#s>(me)%.%FileExt%	Readme Example.doc	me Example.doc
%FileName#---#+%.%FileExt#---%	TEST NAME.JPG	Test name.jpg
%FileName#r(me,PH)%.%FileExt%	Memory me.zip	PHmory PH.zip

5.5. Command-Line

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

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

You can use parameters:

- **in Shortcut LNK files:** right-click a shortcut icon, select *Properties* and append parameters to the *Target* line. You can create shortcuts to launch different profiles.
- **in Command prompt, scripts or batch files:** enter the entire command string, as illustrated in the examples below.
- **in Command-Line inputs for other programs:** input the parameters as allowed by the program interface, to send for example commands from file managers and launchers to Droplt.

Parameter syntax notes:

- *-ProfileName* is the syntax to start Droplt with a defined profile or process files with it.
- *Filename* parameter can include asterisk wildcards ***.
- Double quotation marks *""* are needed for parameters that include spaces.
- Both absolute and relative paths are supported as parameters.
- */Close* is a command to close all instances of Droplt.
- */Refresh* is a command to refresh Droplt reloading settings.
- */Restart* is a command to restart Droplt.

Some examples:

→ use Droplt with a specified profile:

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

→ process specified source files using "last-used" profile:

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

→ process specified source files using a defined profile:

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

→ close Droplt by Command-Line:

`"C:\My Folder\Droplt\Droplt.exe" /Close`