

Shorts Lite 3.0 Help

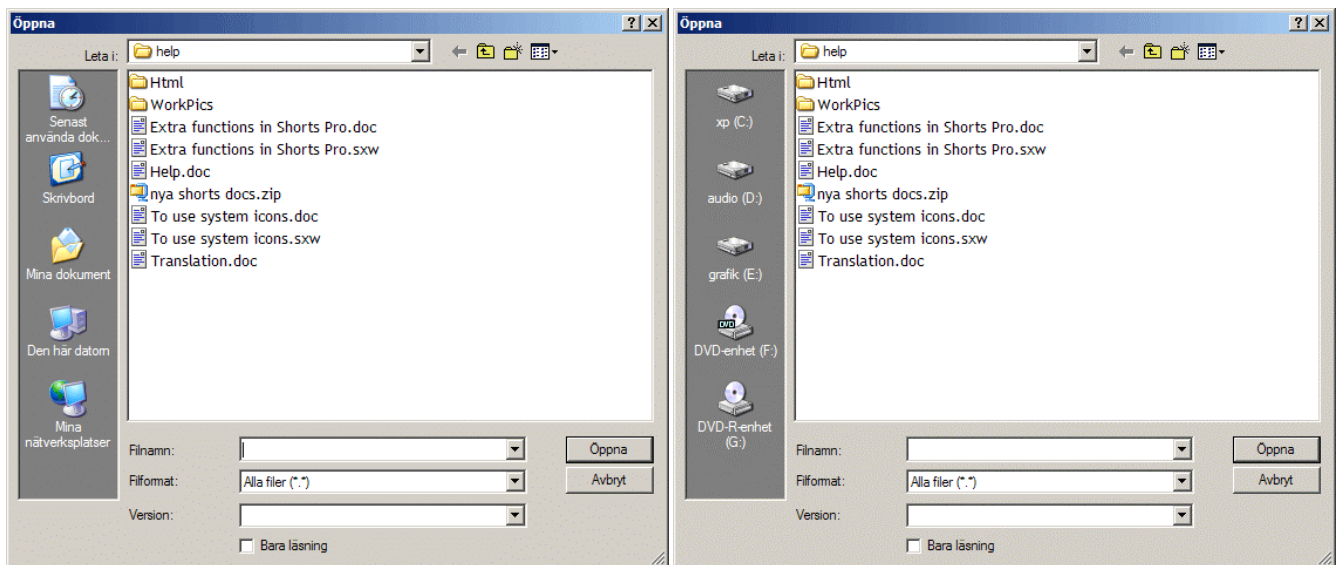
1. Introduction

Shorts is a program that lets you change Microsoft's Windows five preconfigured shortcuts in all of the open/save dialogues in Microsoft's Windows.

With Shorts you can save your own shortcut settings as different groups which makes saving to different folders easier and faster. This is very useful if you work with network folders or with projects that uses a set of folders.

In some software shorts doesn't work, that depends on whether the software has its own open/save dialogues.

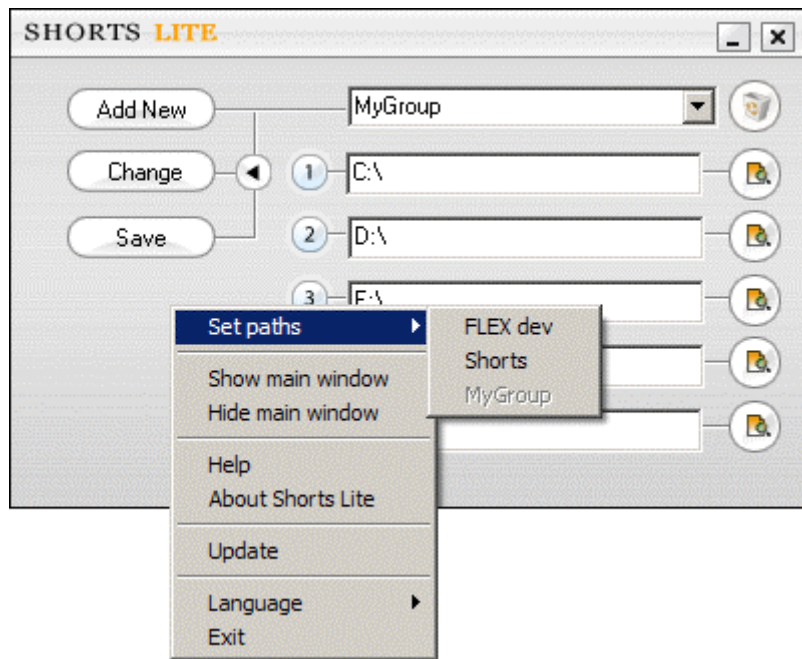
Shorts works in all Microsoft office applications.



2. Why do I need shorts?

If you often save and load files from special folders or devices Shorts can be very helpful.

You can have your favourite folders available in windows open/save dialogues instead of Windows usual "My Documents" etc. If you have different folders for different projects or programs you can simply make shortcut groups in shorts. You can easily switch groups by rightclicking in Shorts main window or on the Shorts tray icon.



3. Getting started

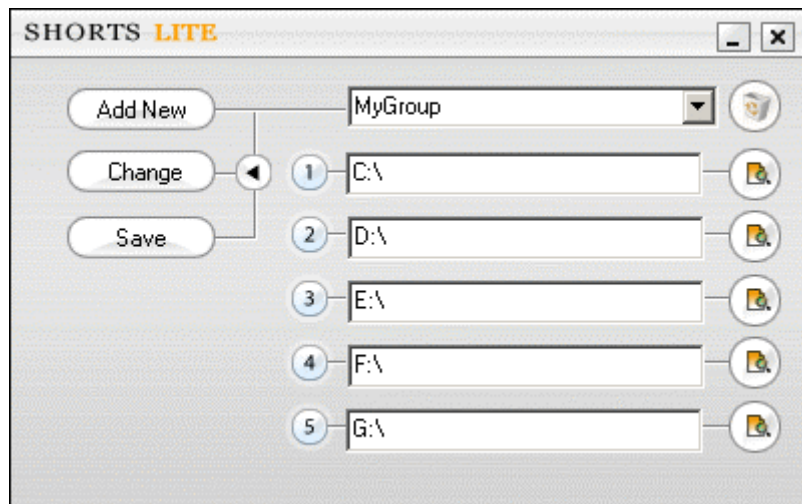
3.1 Language

Right click in Shorts main window or at the tray icon next to the clock in Windows. Choose language. You can easily make your own translations. Read more on www.jodant.com.

3.2 New group

1. Start with entering a name for your shortcut group.
2. Set the paths for your new shortcuts by either clicking the browse button or typing the path by hand.
3. Click save, you're new shortcut group will activate automatically.

When your shortcut group is activated, in this case "MyGroup" it will look something like the image below. You can change the paths for your group at any time, just click the change button and then choose witch group you want to change from the dropdown list.



3.3 Activate a saved group

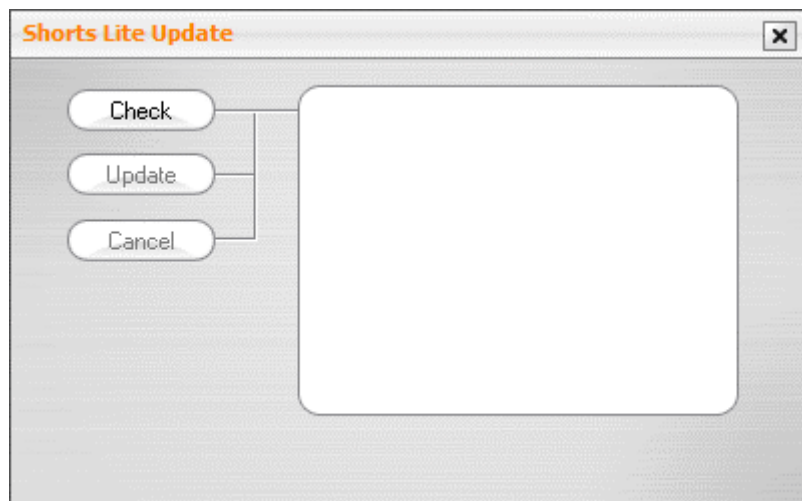
To activate a saved group you can either right click in the main window or on the tray icon.

Choose Activate group followed by the group you want active.

3.4 Update

This requires an active internet connection.

1. Choose Update from the rightclick menu. The Update window appears.
2. Click Search.
3. A message will notify you if there are any new updates or not. If a new update is available then click Update. The updates will download . It may be necessary to restart shorts after the update.



4. Folders

By clicking the path in the Folders menu Shorts will open the Folder.

