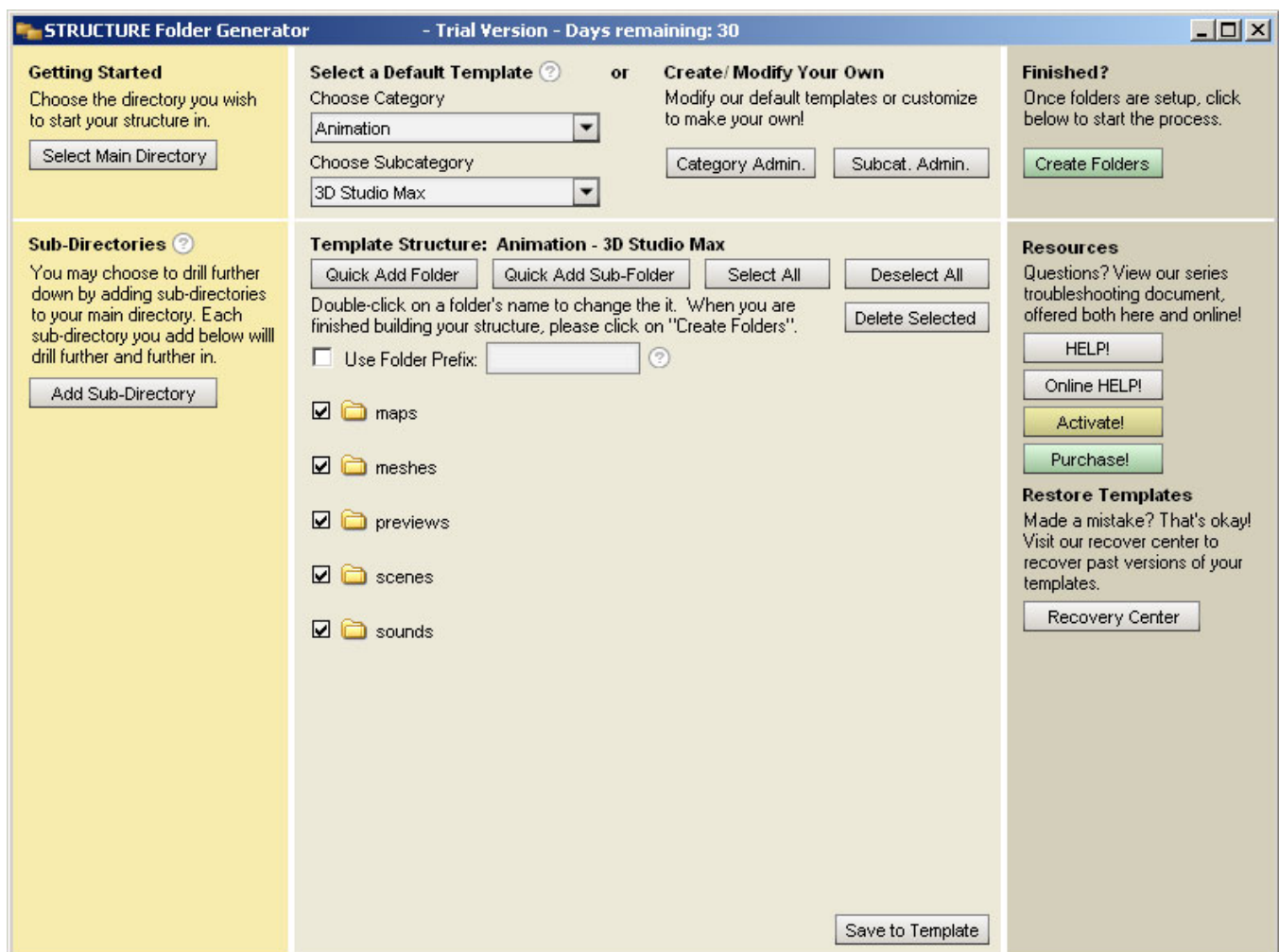


Welcome to STRUCTURE!

From project to project, client to client, worker to worker, there are certain recurring folder structures that need to be created and re-created over and over and over. STRUCTURE Folder Creator will alleviate the time spent creating folders and add a level of consistency and clarity to your projects.

Whether you are using STRUCTURE Folder Generator for various multi-media development or general project management, it saves time and reduces finger fatigue.



STRUCTURE Folder Generator - Trial Version - Days remaining: 30

Getting Started
Choose the directory you wish to start your structure in.
Select Main Directory

Select a Default Template or **Create/Modify Your Own**
Choose Category: Animation
Choose Subcategory: 3D Studio Max
Category Admin. Subcat. Admin.

Finished?
Once folders are setup, click below to start the process.
Create Folders

Sub-Directories
You may choose to drill further down by adding sub-directories to your main directory. Each sub-directory you add below will drill further and further in.
Add Sub-Directory

Template Structure: Animation - 3D Studio Max
Quick Add Folder Quick Add Sub-Folder Select All Deselect All Delete Selected
Double-click on a folder's name to change the it. When you are finished building your structure, please click on "Create Folders".
Use Folder Prefix:
 maps
 meshes
 previews
 scenes
 sounds
 Save to Template

Resources
Questions? View our series troubleshooting document, offered both here and online!
HELP!
Online HELP!
Activate!
Purchase!
Restore Templates
Made a mistake? That's okay! Visit our recover center to recover past versions of your templates.
Recovery Center

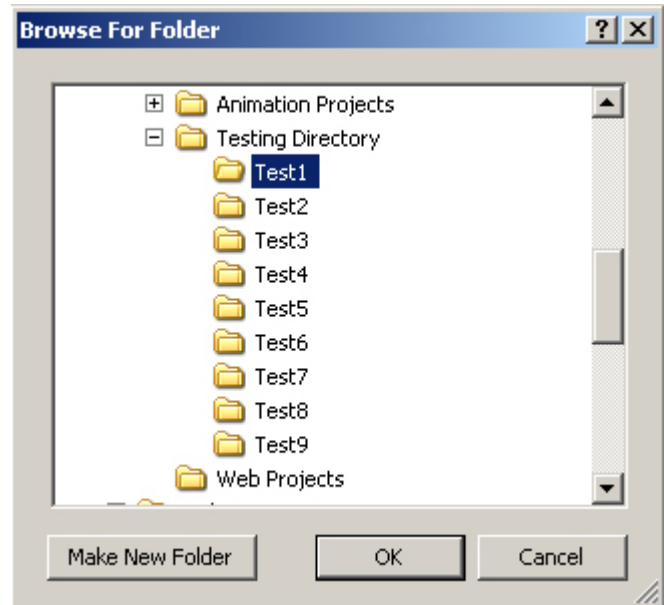
STRUCTURE Main Interface

Table of Contents

Getting Starting We'll walk you through a step-by-step process, using our own presets, to help get you comfortable with this simple, yet powerful software.	Page 3
Category Admin Create your own categories, or choose from a variety of presets laid out for you.	Page 4
Subcategory Admin Here's where the nitty gritty organization happens, subcategory is another word for your individual folder structures.	Page 5
Interface Commands Now that you have your category and subcategories all picked out, let's get to the meat n' potatoes of STRUCTURE... Building your very own folder structures!	Page 6
Recovery Center Lost a category or subcategory? Folder setup gone missing? The Recovery Center ails all of your booboo woes.	Page 7
More Help What?!?! We provided this thoroughly detailed Help manual and you still have questions? Hey... that's alright, we'll be glad to help!	Page 8

Getting Started

1. First, you need to choose a starting point to create your structure in. Click on Select Main Directory to select your directory.
2. The Windows Folder Browser will open, allowing you to select a location for your structure.

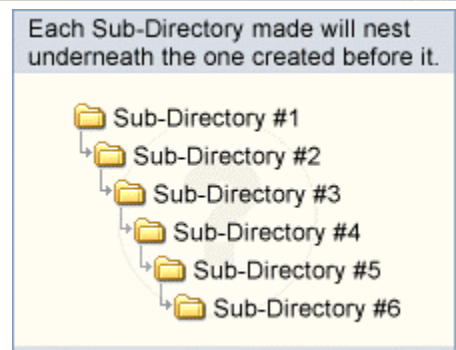


3. Once you have chosen the Main Directory, it will appear in the STRUCTURE Title bar.

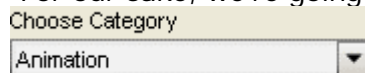


4. You may choose to add a Sub-Directory to your folder structure. This is entirely optional, but you may enter as many as you'd like.

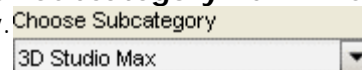
For example: If you'd like your structure to actually reside inside C:\test\Testing Directory\Test1\ClientA, enter in "**Client A**" into the Sub-Directory textbox.



5. STRUCTURE comes with an assortment of presets for many different folder structures. You may either use one of the presets, or move on to the "**Category Admin**" section of this document. For our sake, we're going to move along and select a category from the dropdown.



6. Again, at this point you could either move on to the "**Subcategory Admin**" section, or stick around and we'll choose a preset Subcategory.



7. By default, all folders in the structure will be check marked. This is essential, as folders need to be check marked in order to be created. At this point, please uncheck any folders you may wish to exclude from your creation.
8. Click on Create Folders to create your folder structure! That's all there is to it!

Category Admin

How do I create a Category?

1. Click on .
2. Fill out the Category's name and either press Enter on your keyboard or click on .
3. That category will now show up in the listing below.

How do I edit a Category?

1. Click on .
2. Double click the shaded textbox of the category you wish to edit.
3. Make your changes. Once finished, either press Enter on your keyboard or click on an area off of the textbox.
4. When the popup comes up, choose either yes or no.

How do I delete a Category?

1. Click on .
2. Click on next to the category you wish to delete.
3. When the popup comes up, choose either yes or no.

The screenshot shows a window titled "Category Admin" with a blue header. Below the header, there are two main sections:

- Add New Category:** This section contains a label "Category Name:" followed by a text input field and a green "Add" button.
- Edit Categories:** This section contains a paragraph of instructions: "Click on a category name below to edit. Before deleting a category, remember that you will be deleting all subcategories associated with that category. To save, click off the textbox or select CLOSE." Below this text, there are three rows, each with a shaded text box containing a category name and a "Delete" button:
 - Animation
 - Project Manager
 - Websites

At the bottom right of the window, there is a "Close" button.

Subcategory Admin

Note: Categories must exist before a subcategory can be created.

How do I create a Subcategory?

1. Click on
2. Choose a Category from the dropdown
3. Fill out the Subcategory's name and either or press Enter on your keyboard or click on
4. That subcategory will now show up in the listing below.

How do I edit a Subcategory?

1. Click on
2. Choose a Category from the dropdown
3. Double click the shaded textbox of the subcategory you wish to edit.
4. Make your changes. Once finished, either press Enter on your keyboard or click on an area off of the textbox.

5. When the popup comes up, choose either yes or no.

How do I delete a Subcategory?

1. Click on
2. Click on next to the subcategory you wish to delete.
3. When the popup comes up, choose either yes or no.

The screenshot shows a web interface titled "Subcategory Admin". It is divided into two main sections:

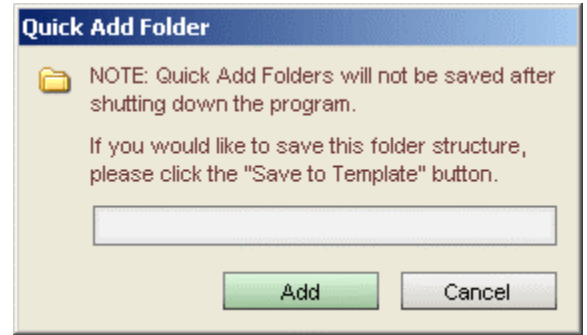
- Add New Subcategory:** This section includes a "Select Category" dropdown menu with "Animation" selected. Below it is a "Subcategory Name:" text input field, followed by an "Add" button.
- Edit Subcategories:** This section contains instructions: "Click on a subcategory name below to edit it. To save, click off of the text box or select CLOSE." It lists "Subcategories currently attached to the category: Animation". There are three entries, each with a shaded text box and a "Delete" button:
 - 3D Studio Max
 - Lightwave
 - Maya

A "Close" button is located at the bottom right of the interface.

Interface Commands

How do I add Folders to my structure/subcategory?

1. Click on
2. In the textbox enter the folder name you wish to create
3. Either press Enter on your keyboard or click on
4. You will notice in the root of your structure, that folder has been created. You can now attached sub-folders to it by moving on to the next question.

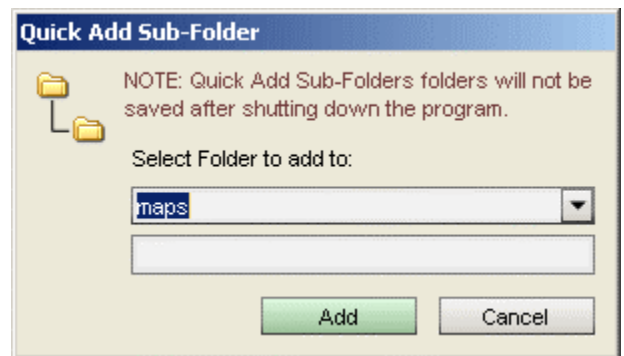


How do I add Folders to my structure/subcategory?

1. Click on
2. Select the folder that you wish to add this sub-folder to. Pay special attention to any indents in the dropdown listing, these signify the nesting level of each folder. Example:

```
test
- test
  -test
```

3. In the textbox, enter the sub-folder name you wish to create.
4. Either press Enter on your keyboard or click on



How do I edit a folder's name?

1. Double-click on the folder's name in your directory structure. Once you do this, a light background will appear behind the text and that text will now be editable.
2. Make your changes. Once finished, either press Enter on your keyboard or click on an area off of the textbox.
3. When the popup comes up, choose either yes or no.

Select / Deselect All

Remember, folders must be check marked in order to be created. By click on either or , you can toggle those fields.

How do I permanently delete a folder?

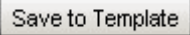
1. Checkmark the folder(s) you wish to remove and click on
2. If you made a mistake, please see the following section on the Recovery Center.

Recovery Center

The recovery center is used to restore saved presets (categories and subcategories) in case you accidentally make a change or delete one of your structures.

Saving your structure/template

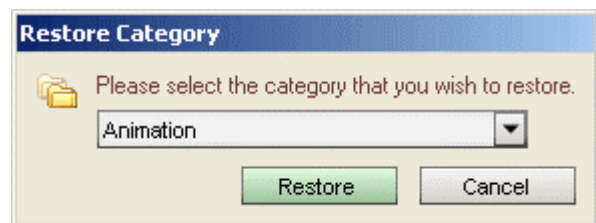
Whenever you make a great deal of changes to your structure, we advise saving it to your restore file. This is the file that the recovery center uses to bring your fallen structures back to life.

1. Select the structure you wish to save
2. Click on 
3. When the popup comes up, choose either "Yes" to save your structure, or "No" to cancel.

How do I restore a Category?

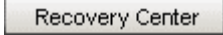

Oh no, the unthinkable has happened! You accidentally deleted an entire category! Have no fear...

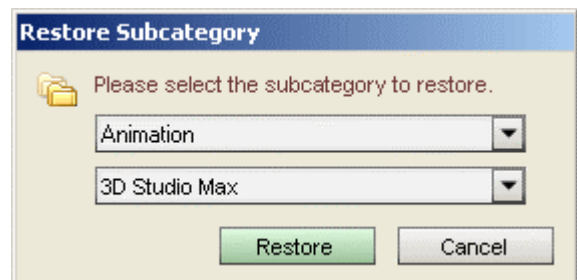
1. Click on 
2. Select the category from the dropdown that you wish to restore.
3. Click on 
4. Now in your Category listing on the main interface, your category will be back. Try to be more careful next time!



How do I restore a Subcategory?

Someone hacked your STRUCTURE and messed with your subcategories, didn't they? Whatever reason you give the boss, you still need to get those subcategories back. Let us help!

1. Click on 
2. Select the category and subcategory from the dropdown that you wish to restore.
3. Click on 



More Help

Official STRUCTURE Website

Check out STRUCTURE's home: <http://epicsoft.net/products/structure/>

Visit the STRUCTURE Forum:

We love forums. Check out our one that is dedicated just to STRUCTURE.

<http://www.epicsoft.net/forum/Default.aspx?g=topics&f=38>

Frequently Asked Questions:

Someone else may have encountered the same problem you are having... if that's the case, it's likely to be found amongst our FAQ's. <http://epicsoft.net/products/structure/faqs/>

Contact us via E-Mail:

Still not getting the help you deserve? Please e-mail support@epicsoft.net with any questions you may still need answers to. Our dedicated support team will travel the ends of the earth* in order to find you an answer you are happy with.

*Support team will not physically travel to the end of the earth, but you know what we mean ☺