



CAD EFFICIENCY SOLUTIONS

FILE MANAGER

PRODUCT MANUAL



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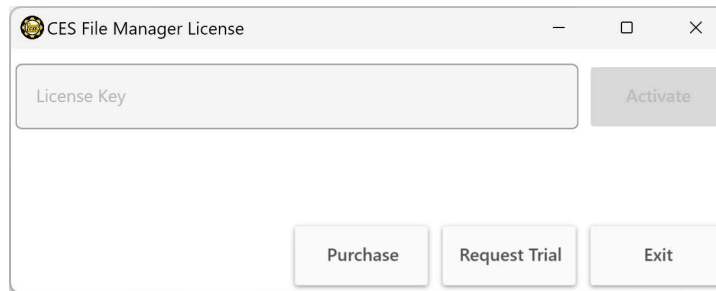
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NOTES BEFORE YOU GET STARTED

- Anything done in CES File Manager, whether it's changing the name, adding categories, values, etc, does **NOT** affect any of your files outside of CES File Manager.
- Saved library files (files with the .ces extension) do not contain any of the data contained in the files themselves (example: if you have a text file in the library, the only data saved in the library file is the data the user inputs into the library).
- Having over 500 files in a single folder may slow down CES File Manager when scrolling. It is advised to use good file organization practices to ensure that CES File Manager runs smoothly.

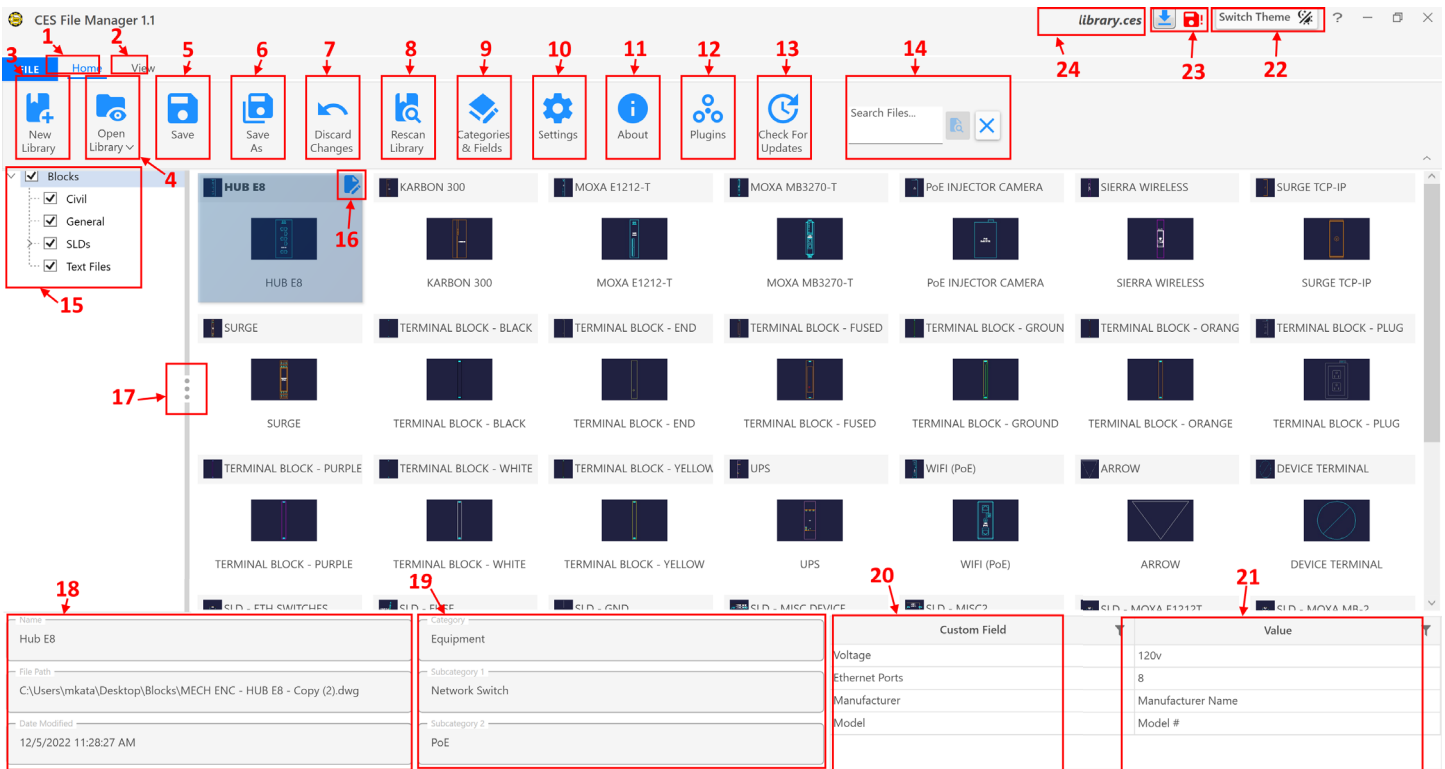
ACTIVATING YOUR LICENSE

- To activate your license (whether it's a trial license or a full license), a pop-up will appear during the initial startup of CES File manager



- Type in your license key in order to activate it.
- If you haven't purchased a license, or want to sign up for a trial, click the button "Purchase" or "Request Trial".

MAIN SCREEN OVERVIEW



Key

- | | | |
|------------------------------|-----------------------------------|-----------------------------|
| 1 – Home Tab | 10 – Settings Button | 19 – File Categories |
| 2 – View Tab | 11 – About App Button | 20 – Field Attribute Names |
| 3 – Create a New Library | 12 – Optional Plugins Button | 21 – Field Attribute Values |
| 4 – Open Library | 13 – Check for App Updates Button | 22 – Dark/Light Mode Button |
| 5 – Save Button | 14 – Search Area | 23 – Status Icons |
| 6 – Save As Button | 15 – Folder Structure Area | 24 – Library Name |
| 7 – Discard Changes Button | 16 – Edit File Attributes Button | |
| 8 – Rescan Library Button | 17 – Expand/Retract Folder Area | |
| 9 – Edit Categories & Fields | 18 – File Information | |

Status Icons

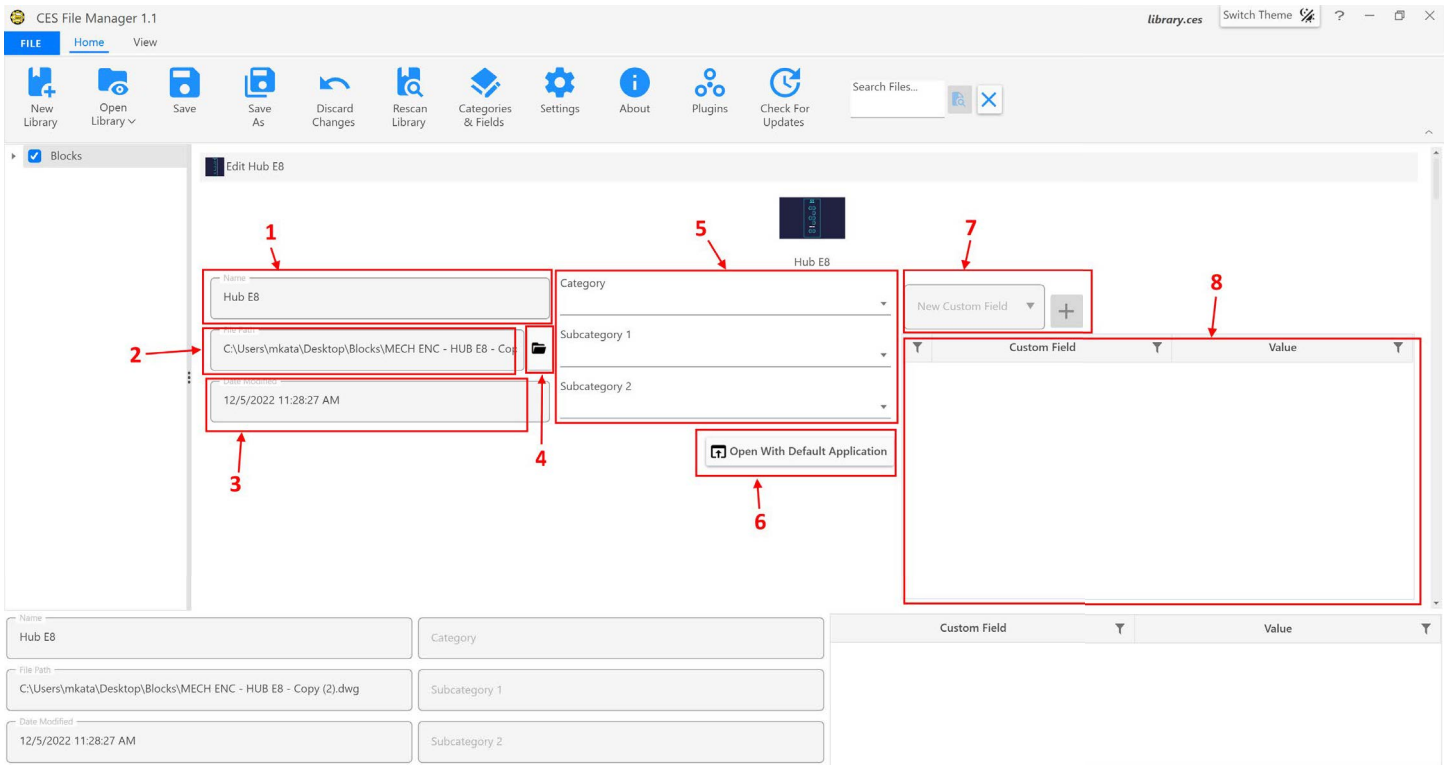


Changes have been made to the file that aren't saved yet.



Manual Update Button. Click this to manually update the application.

FILE EDITING SCREEN OVERVIEW



Key


- 1 – File Display Name
- 2 – File Location
- 3 – Date File was Modified

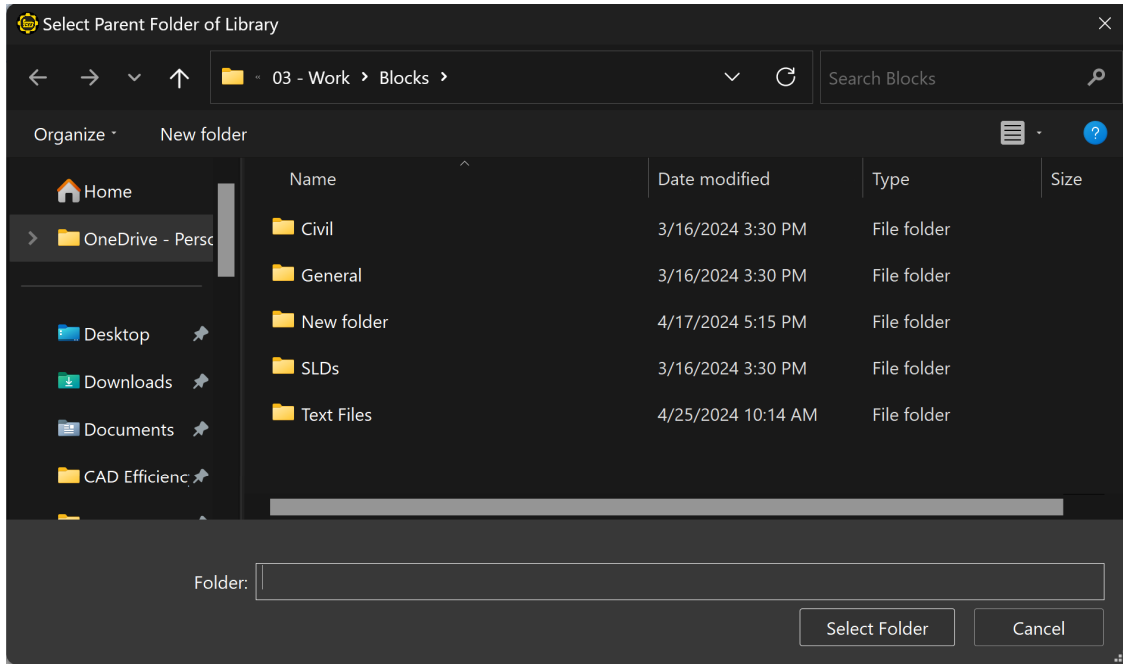
- 4 – Open File Location Button
- 5 – File Categories
- 6 – Open File Button

- 7 – Add Field
- 8 – File Fields and Attributes

CREATING A NEW LIBRARY

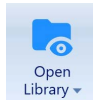


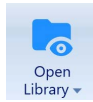
- To create a new library, click on the  icon in the home ribbon.
- When clicked, you will be prompted to select the folder that contains the files you wish to display in the library.

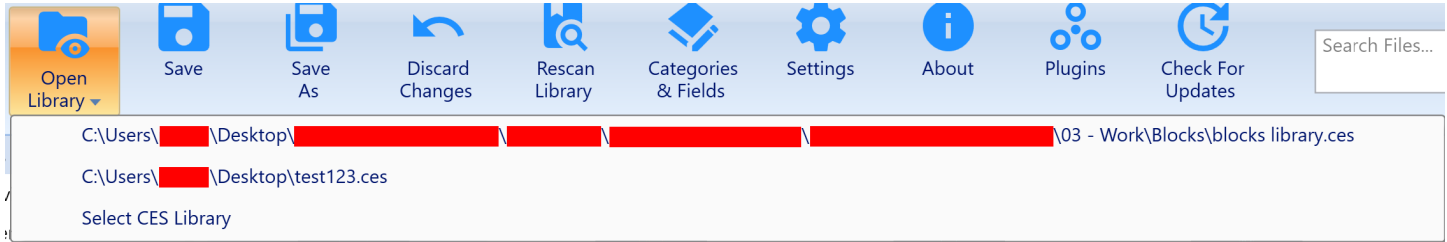


- Click on the folder you wish to use, then click select folder.
- The files contained in the folder, with the extensions specified in the settings menu, will now be displayed in the library.
 - The default file types displayed are .dwg and .dwt. See the section [ADDING/CHANGING FILE EXTENSIONS IN THE LIBRARY](#) to change to change this.

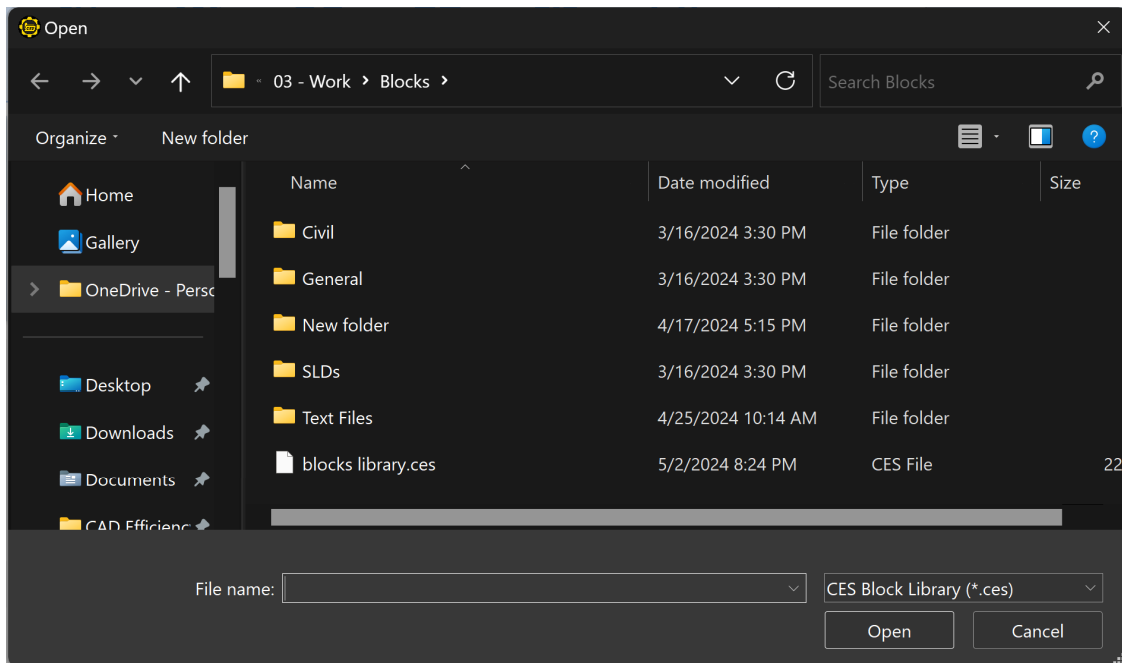
OPENING AN EXISTING LIBRARY



- To open an existing library, click on the  icon.
- A dropdown menu will appear with previously opened libraries.

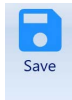


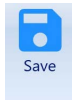
- Select a previously opened library, or to open a different one, click on "Select CES Library".
- When you click on "Select CES Library" a pop-up window will appear to find and select the library to open.

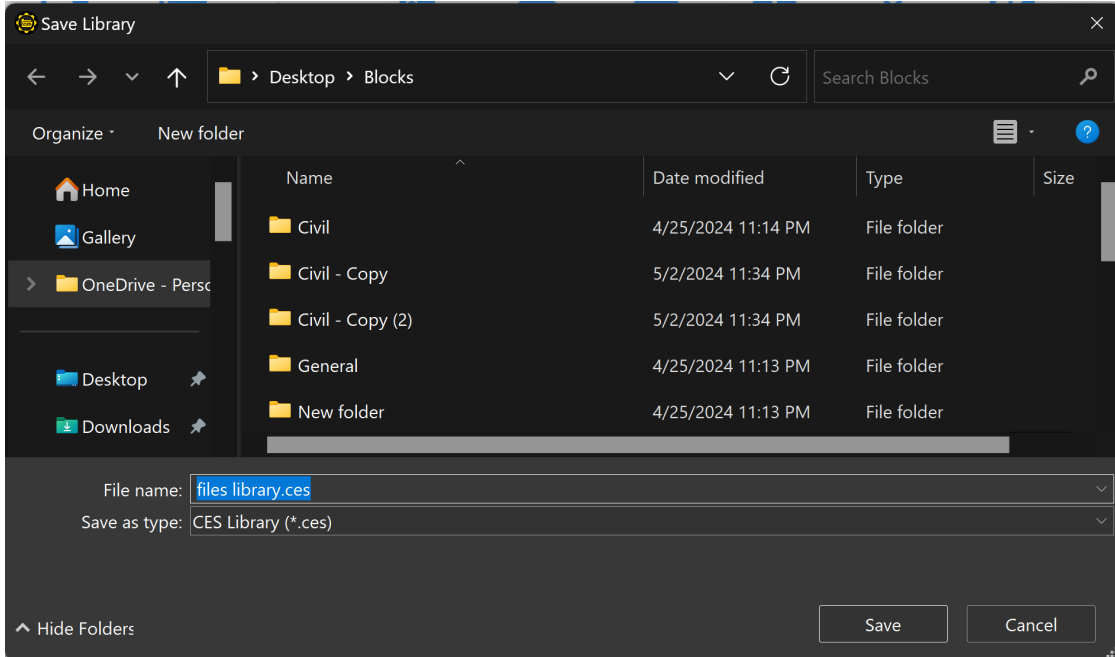


- Once selected, click open to open the library.

SAVING A LIBRARY



- To save your library, click on the  icon.
 - If the library you are using has previously been saved, no additional steps are needed.
 - If the library you are using is new and has not been saved previously, a save window will appear. You may choose the location in which the file will be saved and what the library will be named.
 - Click save once you have selected a location and named the file.

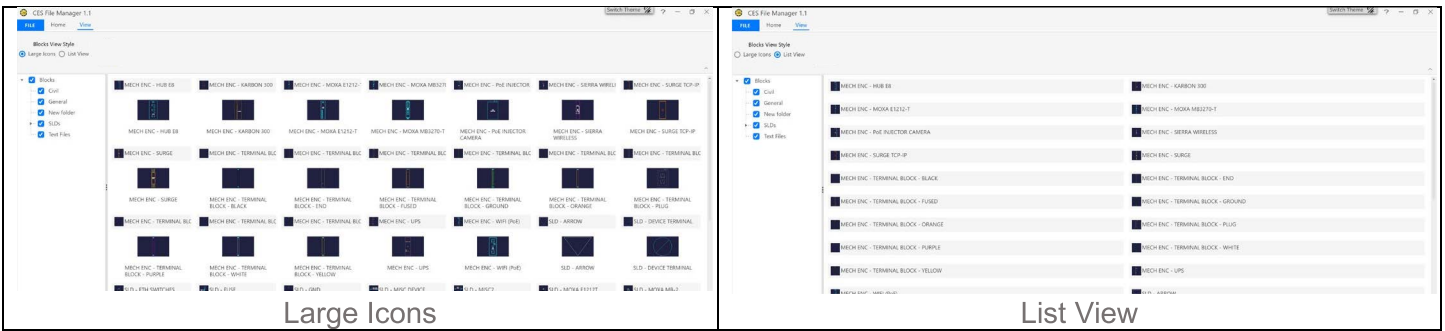


DISPLAY SETTINGS

- There are multiple display settings to suit your preferences

View

- To change how the files are shown, click on the **View** tab.
 - o You have the option to display the files as large icons or a list.
 - o Large Icons is the default view.
 - o To switch to List View, click the button for list view.



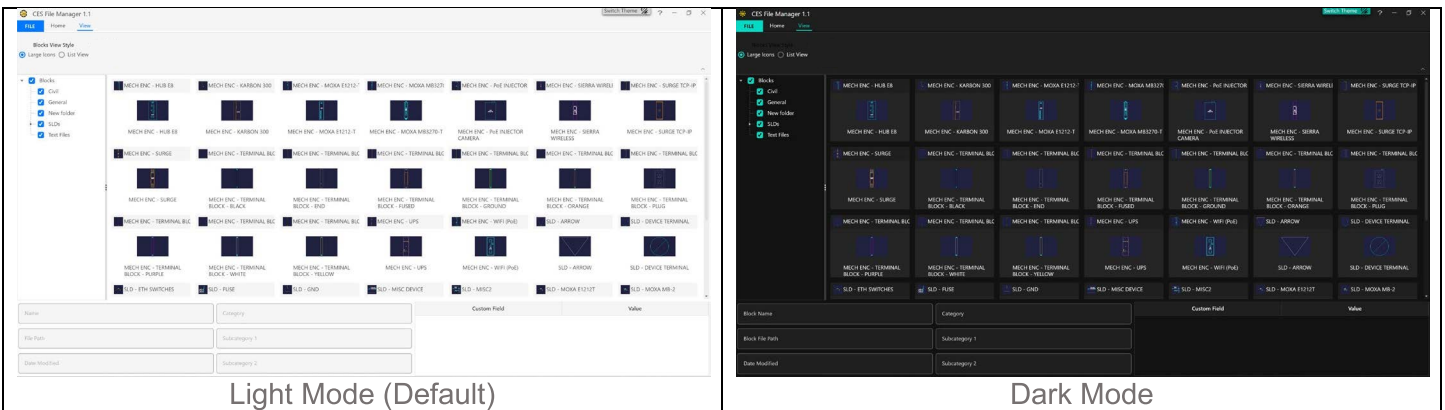
Large Icons

List View

- Light mode is the default theme. To switch the display of CES File Manager between dark mode and light mode:

Switch Theme

- o click the **Switch Theme** button on the top right of the screen.
- o This will swap between the dark and light theme.



Light Mode (Default)


Dark Mode

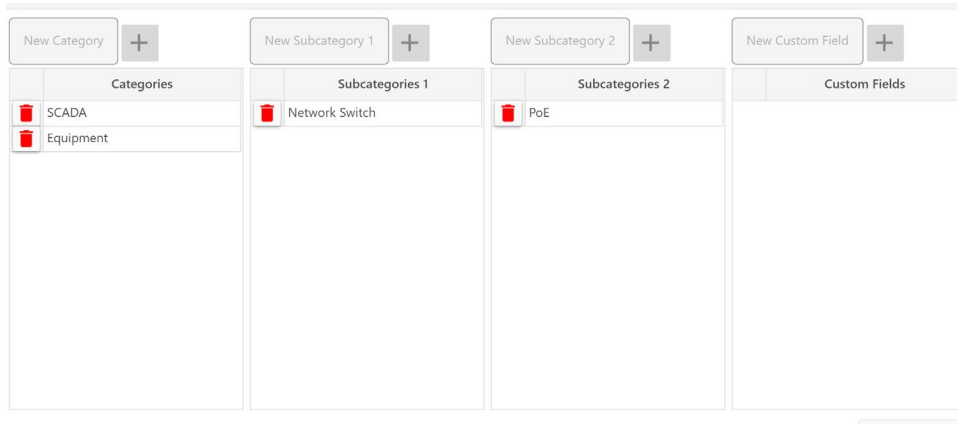
FILE EDITING: ADDING/REMOVING/CHANGING INFORMATION

ADDING/REMOVING/CHANGING CATEGORIES/FIELDS

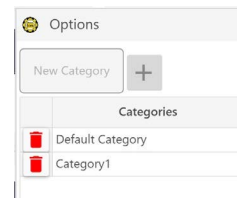
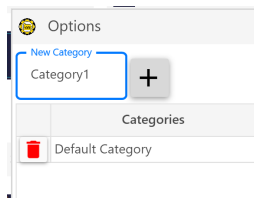
- There are 2 methods to add/remove Categories and Fields.
- Method 1: The Categories and Fields button:



- To add/remove them as an option for all files, click on the  button.
- This will bring up the Categories and Fields menu.




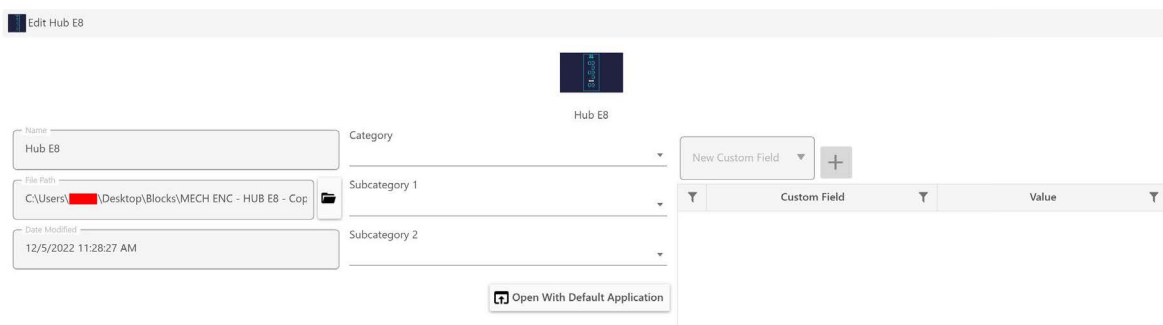
- Enter in the new category or field name you want in the new category/field area, then press the enter key or click the plus button. You can also change existing ones by clicking on the text and typing.



- Method 2: The File Editor screen:



- Hover over a file and click the  button on the top right of it.
- This will bring up the file editor screen.



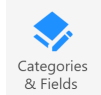
- Next, click in the Category dropdown area or the “New Custom Field” area.
- For Categories, type in the Category you wish to have, then press enter.
- For Fields, type in the field you wish to have, then click the + button.



- For Fields, once you enter in the Field, you can then enter in the value for that Field.

EDITING EXISTING CATEGORY/FIELD NAMES

- To change an existing Category/Field name so that it affects all files with that category/field, click on the

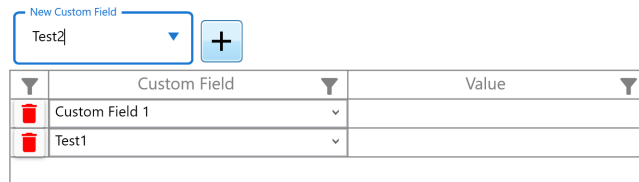


button, then click on the existing Category/Field, then start typing to change it. After you are finished typing, click the ok button at the bottom of the menu.

ADDING FIELDS AND VALUES TO FILES



- Hover over a file and click the button on the top right of it.
- This will bring up the file editor screen.
- On the right side, you will see Fields area.
- To add a new field to that file, click the drop-down in the Add Custom Field box and select the field you want to add and clicking the + button.
 - Alternatively, you can add a new field by typing the name you want and clicking the + button.

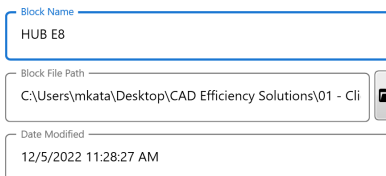


CHANGING THE FILE'S DISPLAY NAME


- CES File Manager allows you to change the display name of the file in the application itself.

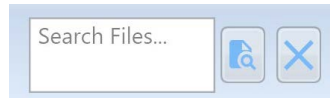



- Hover over a file and click the button on the top right of it.
- This will bring up the file editor screen.
- Click on the File Name area to edit the display name and change it to the desired name.



SEARCHING FOR FILES




- The prime function of CES File Manager is its search capabilities. Click inside the search files box and type the text you wish to search for and pressing enter (or pressing the  button).



- The search function will find any text that matches any of the following:
 - File Display Name
 - Categories
 - Sub-Categories
 - Field Names
 - Field Values
- Results will show up in the file display window.
- To clear your search, click the  button next to the search bar.

SAVING/DISCARDING CHANGES

- This  will display at the top right of the screen if any changes are made in the library. You may do one of the following:

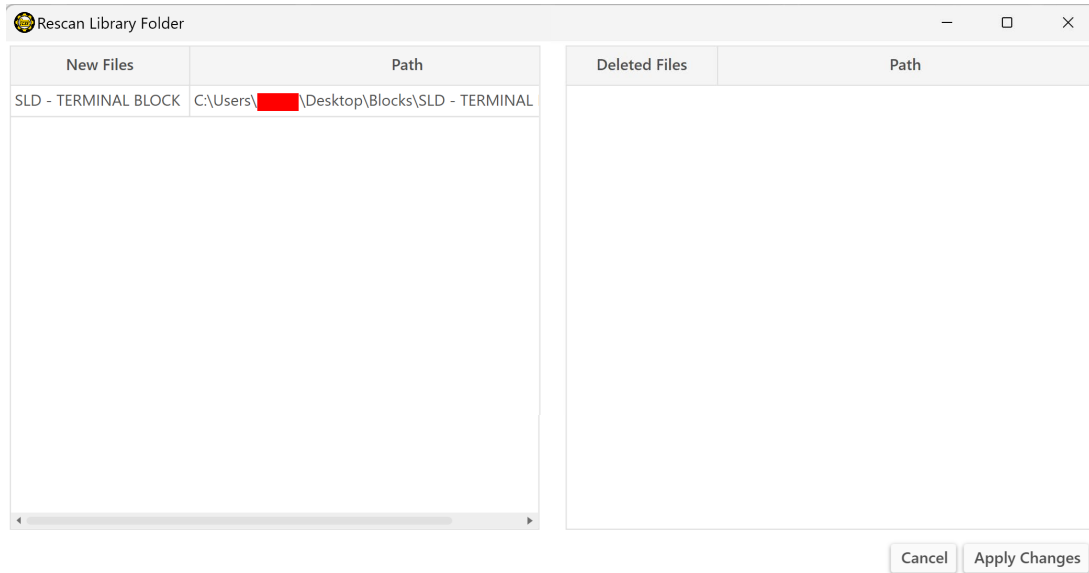
- Click the  icon to save the changes to the current Library file.
- Click the  icon to save the changes to a new Library file.
- Click the  icon to discard any changes made to the Library file.

ADDING AND REMOVING FILES TO THE LIBRARY

- Files can be added to/removed from the library simply by adding/deleting them in the directory of the library folder in Windows.




- Once the files are added/removed, click the Rescan Library button to scan the library for the changes.
- This will bring up a prompt showing what files have been added/removed from the library.

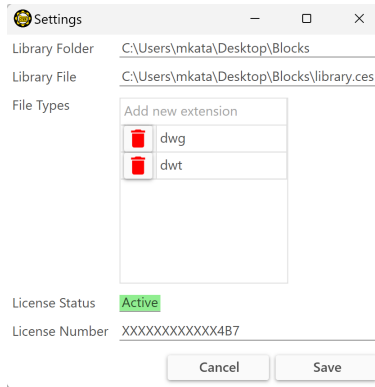


- Click apply to add/remove them.

ADDING/CHANGING FILE EXTENSIONS IN THE LIBRARY



- To add/remove file extensions in the library, click on the  button on the Home ribbon.
- This will bring up the Settings menu that displays Library Folder, Library File, File Types and License Information.




- To add a file extension, click on the area labeled “Add new extension” and type the file extension you wish to add, then press enter.



- To remove a file extension, click the  button next to the file extension to remove it.
- Click save when finished.

UPDATING CES FILE MANAGER



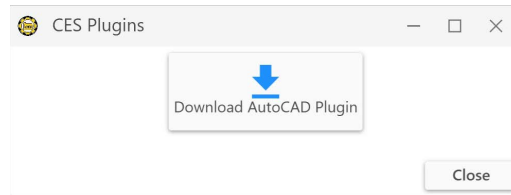
- Updates are available when the  button appears on the top right of the screen.
 - Clicking it will download the update, close the application and install it.
 - After the update install, you may relaunch CES File Manager.
-
- Alternatively, you may visit <https://cesfilemanager.com> to download the latest version.

OPTIONAL PLUGINS

- Currently, there is only 1 available optional plugin, which is for AutoCAD (2020 and above). As more plugins are added, additional material will be provided.

NOTE: Close the application related to the plugin you are installing prior to following the next steps

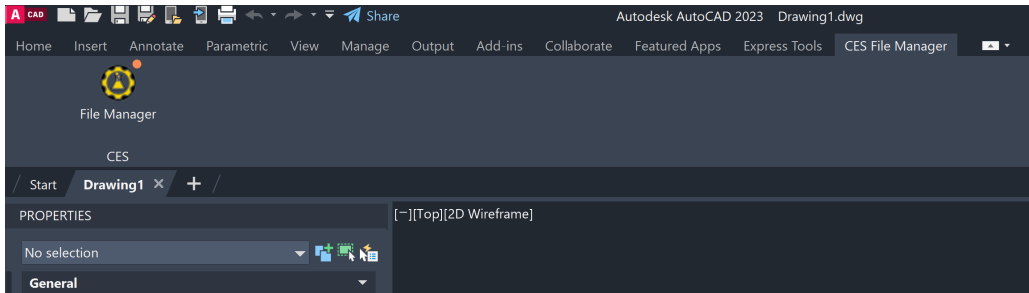
- To install a plugin, click the  button on the Home ribbon. This will bring up the available plugins.



- Choose which plugins you would like to install by clicking the download button for that plugin. This will download and install it.

AUTOCAD (2020 AND ABOVE ONLY) PLUGIN

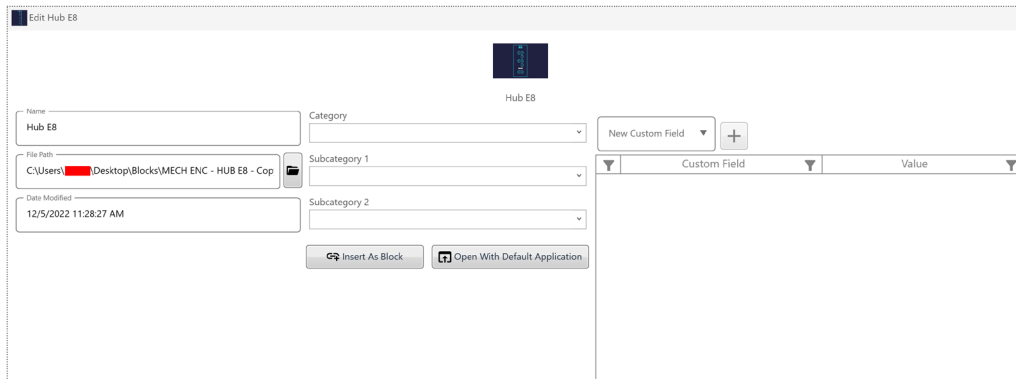
- After installing the plugin, launch AutoCAD.
- Once open, there will be a CES File Manager tab above the ribbon.




- Click the tab, then click on File Manager. This will open up CES File Manager from within AutoCAD.
- Everything is the same as the base CES File Manager application, except for the following:
 - o Switching to Dark Mode has been disabled (compatibility reasons).
 - o The ability to insert AutoCAD blocks from CES File Manager into AutoCAD.

NOTE: This is intended for AutoCAD files only

- o To insert an AutoCAD block, hover over the AutoCAD file and click on the  button. This will bring up the file editor.



- o Next, click on the  button. This will minimize the CES File Manager screen and allow you to place the block within your file.
- o After placing it, the CES File Manager screen will reappear.