Get Organized!

with *Personal Document Organizer*

Catalog electronic files for rapid search and retrieval capabilities.

If you work with electronic files stored on hard drives, floppy disks, CDs and mapped drives, *Personal Document Organizer* can save you time and frustration by locating the exact file you need, when you need it in a hurry. PDO lets you organize and catalog virtually any file type, including word processing documents, emails, photographs, spreadsheets, notes, reminders, slide presentations and files from any media — even paper documents — at a fraction of the cost of other document management systems. Use PDO to catalog and locate files, restore a particular version of an archived or migrated file, create various types of reports about the files on your hard drive or backup media. If you share a computer with others at home or in a lab-type environment, never again worry about losing files should the hard drive fill up. With PDO you can move or copy files to floppy or Zip disk, CD or other media, and restore them as you need them. You don't even have to remember which disk contains a file! PDO prompts you to load the right one; all you have to do is maintain the proper labels. Ever wanted to create a set of your favorite photographs to send to a friend? Distribute a set of documents to your colleagues? Take a set of files along with you on a trip? With PDO, you can create a series of specific files, from among all the files stored on a hard drive or magnetic media, and immediately publish those files for copying to a PC briefcase, an email, or magnetic media for transport.
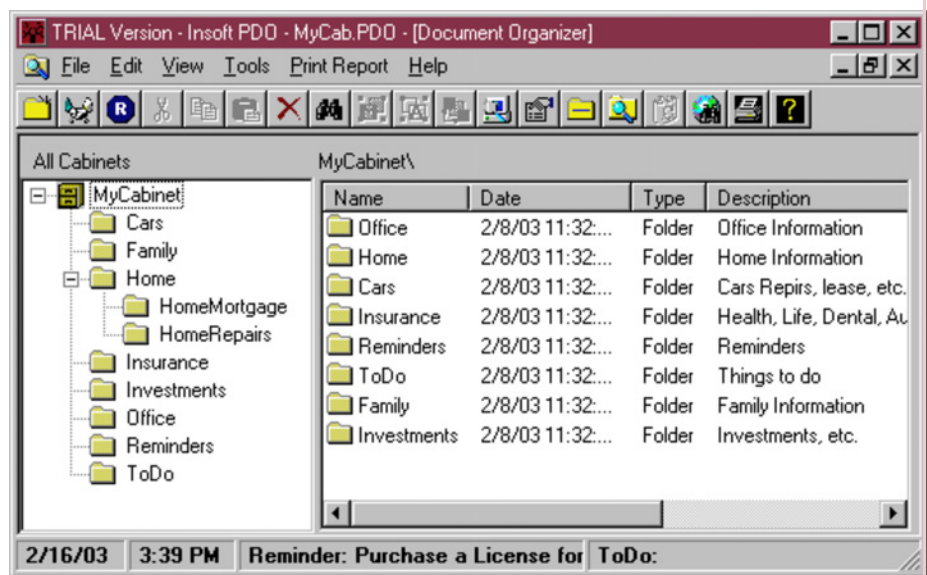
Features

- Catalogs and organizes all electronic files using simple cabinet/folder paradigm.

- Broad search capabilities using keywords, description, date, name, or a combination of these criteria.

- Recreates exact hard drive directory structure.

- Supports file compression.

- Supports file annotation.

- Supports multiple versions of same file on alternate media.

- Prompts for correct storage disk or CD when mounting removable magnetic media.

- Displays active "reminders" and "to-do" items in status bar.

- Supports automatic file-type association that launches application upon opening file or web browser.

- Password security for catalog.

Things you can do with PDO

- Locate any file immediately, whether its stored on hard drive or removable media.

- Rapidly organize, catalog and distribute spreadsheets, word processing documents, photographs, images, emails, — virtually all electronic files.

- Search for files by keyword, description, name, date, or a combination of these criteria.

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Things You Can Do (continued)

- Always know the exact floppy disk or CD a file is stored on, without having to mount each floppy or CD.

- Let PDO prompt you to load correct media, if the removable media is not already in the drive.

- Optimize hard disk space by moving files to floppy disk, CD or other removable media and restore it in a flash when you need it.

- Use the Archive feature to maintain multiple versions of a file.

- Maintain a log of ongoing conversations, such as service calls or college lectures, using PDO's annotation feature to add any amount of additional information to a file.

- Index your file folders and documents without having to scan all your paper documents, using PDO to create an electronic file cabinet.

- Organize and locate paper documents.

- Keep track of every item stored in your closets, basement or attic, using PDO's catalog capability.

- Create and print reports of cataloged items.

Functionality

PDO is a useful tool for anyone in an office, at home or college. PDO provides a simple, modifiable cabinet/folder paradigm in which to store and catalog files. Drag files into their proper folders; assign the files keywords and/or descriptions to use as search criteria when you need to locate the files later; then, if moving files to removable media (such as a floppy disk or CD), assign a label to the disk or CD, and you will not need to load the media to look for a particular file. All information about the file is cataloged and accessible as any other file on the hard drive. You can register, or catalog, the contents of an entire folder at once, using the convenient "scan for files" feature, which allows you to register only the previously unregistered

files within a folder. PDO supports advanced Boolean searching, as well as file annotation — a convenient way to maintain a log, or other information, with the contents of a file. PDO allows the creation of additional databases and the ability to publish information for archival and/or distribution purposes.

Trial versions of Personal Document Organizer are downloadable in 3 flavors from the Insoft Technologies web site:

PDO Standard - incorporates the full set of PDO features and capabilities.

PDO Lite - incorporates PDO features and capabilities, excluding the ability to create additional databases, migrate files to other media, publish files for archival or distribution and perform Boolean searches.

PDO Basic - provides the ability to register, open and view files in a published catalog (as long as the associated application is installed) and create notes, reminders and to-do items.

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