

## Test drive Organyze

Organyze finds files for you almost instantly, irrespective of where (sub-folder, folder, drive, disk or machine) they are located, besides emails in Outlook Express, all at the same time. **But to see the power of Organyze you need to have files and emails that have been tagged. \***

Organyze makes it very easy to tag your files and emails with bookmarks, labels and comments. But it takes a while to attach tags. Organyze gives you a head-start by including a large number of labels in the installed program. You can also import labels from others. But you still have to attach the labels to the files. Then you can share them with others who have Organyze.

**To make your trial easy, we have created folders with different types of files. These include press releases, mostly in html; and a few dozen jpg images.**

This is only to show you how Organyze works; otherwise it can deal with ANY file format.

We've attached labels to all these files, and comments and bookmarks to some of them. So play around with the program to get a feel of Organyze. See the file '**Sample content with attached tags.docx**' (see folder called 'Organyze\_test\_drive' in the location where you have saved the folder from the zipped Organyze file).

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\* **NOTE:** You get instant retrieval when you use tags to search. Keyword searches take longer, as with any other keyword search.

### WHAT TO DO

1. Install Organyze and validate online.
2. Read (or at least glance through) the Organyze User's Guide PDF file.
3. Copy the sub-folders from the folder 'Organyze\_test\_drive' preferably (to test the power of the software) to different drives or to a single drive.
4. In Windows Explorer, go to one of the copied folders,
  - o Right click, and in the context menu select 'Organyze',
  - o Then click on 'Extract synced tags'. A dialog box will open, in which you can choose the tags (by default all are checked)
  - o Click on 'Start extracting tags'.

- Organyze will extract the tags immediately. Repeat this with the other copied folders.
5. ALTERNATIVELY, open Organyze.
  6. Use the 'Extract synced tags' feature (see Organyze menu in the 'system tray' at the bottom right of your screen) to activate all the bookmarks, labels and comments. Repeat this with the other copied folders.
  7. Open the 'Advanced search / manage' module.
  8. To see how the labels work, double click on any label and you'll immediately see a list in the main work pane of Organyze. Use the label feature in the 'Search' option to find files with multiple labels with an AND/OR option, along with other filters if you like.
  9. To see a list of bookmarked files, click on the bookmarks button in the left panel.
  10. To help you see how you can find files by entering keywords contained in attached comments, we have already attached comments to various files. The comments are listed below. Select the 'By keyword' filter in the advanced search module, enter one or more words from the list of comments, select the 'Search comments' option, and click on 'Get list'. You'll get the relevant file or files. (You can use other filters if you have many files with similar words in comments)
  11. You can also go your desktop screen and in the Organyze search gadget do a quick search by using one or more labels with an AND/OR option.

PLEASE ALSO SEE THIS FILE: **Sample content with attached tags.docx**