



HELP FILE FOR NOVA FOLDER CREATOR

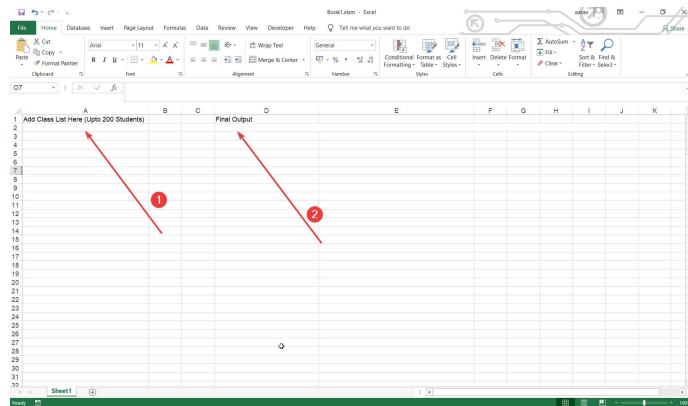


1. Installing the Software


- To install the software, run the provided "**Nova Folder Creator.exe**" file.
- Choose the install directory (i.e. where you want the files to be stored).
- Click the extract button.
- Open File Explorer (Windows 10) or Windows Explorer (Windows 7 and earlier).
- Navigate to the "Nova Folder Creator" folder.
- Double-click on "Install Nova Folder Creator".
- Installation Finished.

2. Formatting the names

- To format the names, first copy the list of names from an excel sheet.
- Paste the names into the cell below the "Add Class List here" cell (Figure 2.1).
- Copy the final output from the cell below the "Final Output" cell (Figure 2.2).



3. Creating the folders

- Once you have copied the Final Output, double-click on Nova Folder Creator .
- Paste the final output (**Ctrl + V**).
- Click enter.
- Enter the name of the class.
- Click enter.
- Wait for the operation to complete; a message will be displayed to inform you of the same (at end of section).
- Click enter to end the program.

a. Displayed Message

Config File Saved in installDirectory\Nova Folder Creator\Nova Profiles

Your Folders have been created in installDirectory\Nova Folder Creator\The Nova Folder

4. Using the profiles created

Everytime you create folders, a config profile is created in
installDirectory\Nova Folder Maker\Nova Profiles

To use these profiles, open the Nova Profiles folder in File Explorer
/ Windows Explorer.

Open the specific file for the profile you want to use (e.g. VI-A.txt).

Copy the contents of the file (**Ctrl+A** and then **Ctrl+C**).

Follow Section 3 — Creating the Folders.