HELP FILE FOR NOVA FOLDER CREATOR
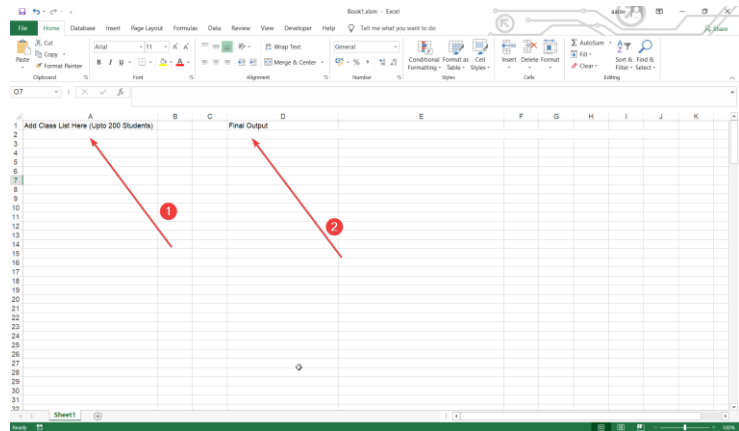
1. **Installing the Software**
   - ➢ Extract the provided ".zip" file.

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 (if showing "Enter Name of Class", then do not 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.

4. **Using the profiles created**

   Everytime you create folders, a config profile is created in Nova Folder Creator\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.