# File Ninja (Lite)

File Ninja helps you manage your files and automate tasks that are too repetitive to do manually.

# Opening File Ninja

* Download and open the File Ninja p7m file.

# Explanation of Basic Elements

| Element | Description |
| --- | --- |
| Browse to Select | Browse to select the directory to perform operations on. |
| Browse to Exclude | Select subdirectories of the main directory to exclude from operation. Hidden directories — and their subdirectories — are automatically excluded. To remove a previously added excluded directory, either double-click or right click it. (If *Include Subdirectories* is off, this feature does nothing.) |
| Find procedures | Flags any errant files based on the selection. |
| Include Subdirectories | If on, File Ninja will peruse through all subdirectories as well. Otherwise, will only traverse the currently selected directory. Related: “Browse to Exclude”. |
| Add Recommendations~ | If on, procedures that end in “~” will show helpful recommendations. Red highlight indicates a stronger warning: those files should perhaps be deleted. Yellow highlight indicates a weaker warning: those files should be looked at. |
| README | Open the README docx file if it is available. |
| Execute | Commence execution. |
| Results | Open results directory, containing Excel files of previous executions. File names follow the convention “SelectedDirectoryName-YY-mm-DD-HH-MM-SS.xlsx”. |

# Find Procedures

| Name | Description |
| --- | --- |
| List All Files | Lists all files within their respective directories. |
| List All Files (Owner) | Lists all files within their respective directories. Includes an owner column, displaying the owner of each file in the format “DOMAIN\NAME (SID\_TYPE)”. |
| Identical File | Flags duplicate files. Error count is incremented for each duplicate found. For example, if a group of 5 identical files are found, the error count is incremented by 4. (Includes owner column.) |
| Large File Size | Details a summary of each file extension found. Flags any extension found to have an average size over 100MB. |
| Old File | Flags any file that has not been accessed in over 1095 days (3 years). (Includes owner column.)  NOTE: Windows has a glitch regarding the “last accessed” attribute for a file, in that a file may be considered accessed even if it was not explicitly opened. Therefore, run this Find procedure first and foremost before perusing through your files. |
| Empty Directory | Flags any directory that holds 0 folders and 0 files within. |
| Empty File | Flags any file that is 0 bytes. (Includes owner column.)  NOTE: Some file types may be empty but are not 0 bytes, such as most Microsoft files. For instance, an empty excel file is still roughly 6kb in size. |
| Space Error (DIR) | Flags directory names with spaces. |
| Space Error (FILE) | Flags file names with spaces. |
| Bad Character (DIR) | Flags directory names with bad characters. A bad character is any character that is either not alphanumeric, nor a hyphen (-). |
| Bad Character (FILE) | Flags file names with bad characters. |
| Exceed Character Limit | Flags file paths over 200 characters. These files are not backed up. |

# Hints

* Middle-click anywhere in the window to alternate between light and dark mode.
* ctrl+w to close the window.
* To schedule an execution, use Windows' Task Scheduler application. Set the *program* attribute to your batch file, and the *start* attribute to the directory of your batch file.