HUB For PC

Client manual

Version 3.30 · November 14, 2026



The HUB For PC mark. The desktop shortcut uses this picture.

HUB For PC keeps your links, folders, and files on one board.

Icons and shortcuts spread across the desktop are hard to find. There is no set order. Names get cut off. The folder or program you need can sit under a pile of other icons.

HUB For PC puts those shortcuts on one board. Name each card and place it in a folder so you can open it without hunting across the desktop.

Follow these steps on a PC that does not already have HUB For PC installed.

1. What is in the folder?

"HUB For PC Setup 3.30 November 14 2026.exe" installs the program.

“Uninstall HUB completely.bat” removes the HUB program if you wish later.

This manual.

2. Install

Double-click *"HUB For PC Setup 3.30 November 14 2026.exe"*.

The setup window is titled *"Setup - HUB For PC 3.30"*.

Every setup screen includes a *"Cancel"* option. *"Cancel"* stops the installation and leaves the PC as it was.

If this PC does not already have Microsoft Visual C++, a prompt will appear:

"Windows HUB Organizer requires Microsoft Visual C++ to start on this PC. Do you want to install it now? Yes = install it. No = continue without it. Cancel = stop Setup."

Click *"Yes"*.

If ffmpeg is not already installed on the PC, the next question is:

"HUB needs ffmpeg to convert files. Do you want to install it? Yes = install a Hub copy (removed if you uninstall the Hub). No = continue without Convert. Cancel = stop Setup."

Click *"Yes"* to convert. Click *"No"* to decline.

A page titled *"Desktop icon"* asks: *"Choose whether Setup places a Hub icon on your Desktop."*

The box says: *"Create a Desktop icon for Windows HUB Organizer."*

Under it: *"Leave this ticked (recommended). Untick only if you do not want a desktop icon."*

Leave it ticked. Click *"Next"*.

If a page asks where to install, leave the folder shown. Then click *"Next"*.

Click *"Install"*.

On the last page, *"Open Windows HUB Organizer"* is selected. Leave it selected, then click *"Finish"*.

The program opens. A shortcut named *"Windows HUB Organizer"* is on the Desktop. Use it from now on.

3. The first screen

The window title reads *"Windows HUB Organizer"*.

Cards fill the middle. A card can be a website, a folder, or a file.

One click highlights a card. Double-click the card to open it.

The buttons along the top open the tools. One click is enough for those buttons. *"Back to Home"* and *"Uninstall"* are at the top right. *"Uninstall"* is red. It requires two quick clicks, then a verification, so it is not hit by mistake.

The bottom line displays *"Windows Desktop Hub Version 3.30"*.

4. Add a card

Click *"Add Shortcut"*.

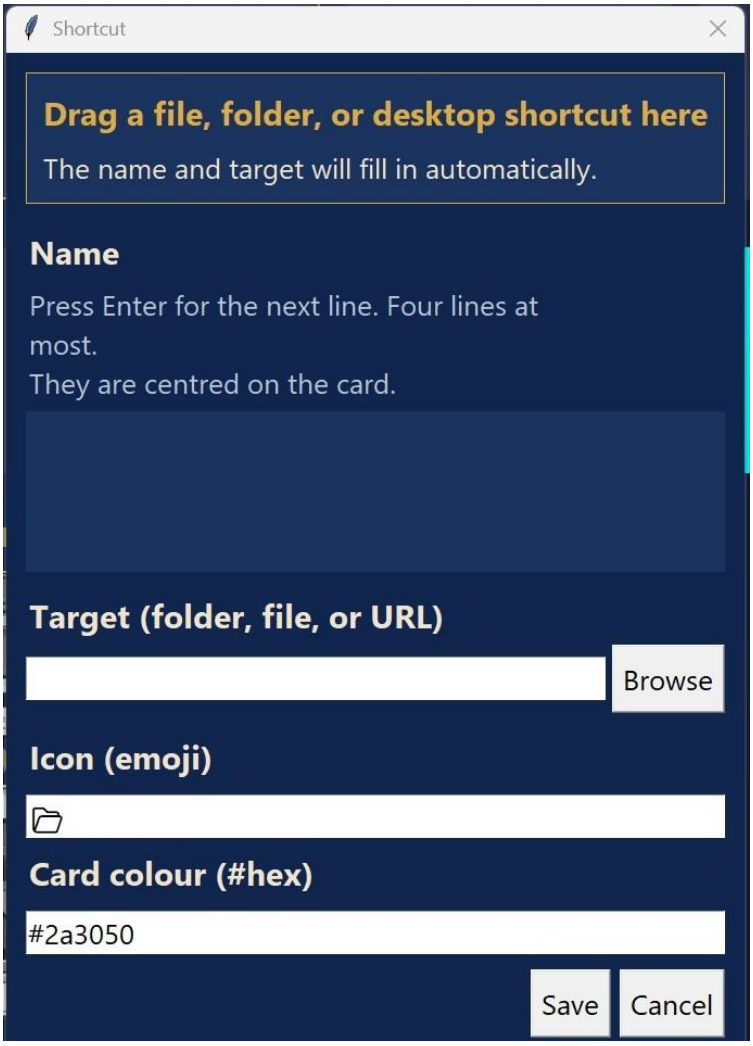
A window titled *"Shortcut"* appears.

The gold line reads, *"Drag a file, folder, or desktop shortcut here."*

Below that, *"the name and target will be filled in automatically."*

You can also type the *“Name”* yourself. Press Enter for a second line. A maximum of four lines is allowed. The lines are centred on the card.

Click *"Save"* to save the card. Click *"Cancel"* if you do not want to save the card.



The new card appears on the board. Double-click it to open it.

5. Make a folder of cards

Click *"New Folder"*.

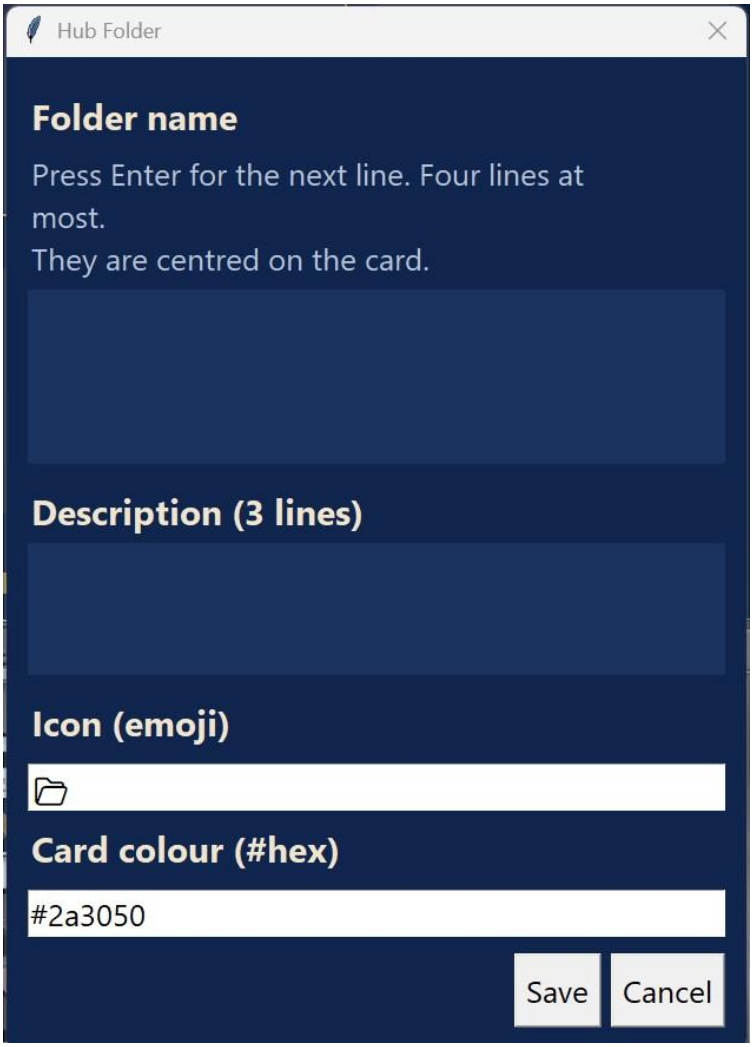
A *"Hub Folder"* window opens.

The box is labelled *"Folder name"*.

The hint says: *"Press Enter for the next line. Four lines at most. They are centred on the card."*

Click *"Save"*.

Double-click that folder card to open it. Add shortcuts there the same way.



Click *"Back to Home"* to return to the front of the board.

6. The buttons

The blue buttons are centred in this order. You can drag a blue button to a new position, so the order can change. *"Back to Home"* and *"Uninstall"* remain at the top right. *"Uninstall"* is red. One click opens a blue button. Right-click a card to open a menu. That menu performs many of the same functions as the blue buttons. Section 7 lists the menu.

When you select *"New Folder"*, a window titled *"Hub Folder"* opens. The box is labelled *"Folder name"*. Section 5 explains how to create a folder of cards.

Clicking *"Add Shortcut"* opens a window titled *"Shortcut"*. Section 4 explains how to add a card.

"Edit Selected" changes the highlighted card. Click a card first. If no card is highlighted, the message is titled *"Select an item"* and reads: *"Click a card to select it, then choose Edit Selected."*

"Convert" opens a window titled *"Convert"*. It requires the ffmpeg copy from setup. Use it to convert a media file from one format to another.

"Strip Metadata" opens a window titled *"Strip Metadata"*. Drag an MP3 or MP4 onto the window or click *"Browse"*. It removes all tags and artwork. The audio and video remain. All metadata, such as artist name, album name, genre, etc., is removed. This action cannot be undone.

"Fill Metadata" opens a window titled *"Fill Metadata"*. Drag an MP3 or MP4 file into that window. Then fill in the metadata tags you want embedded in the file, then press *"Save"* at the bottom.

"See Snapshots" opens the *"Snapshots"* folder on the board. A snapshot is a saved picture of the board at that moment.

"Sure Delete" opens a window titled *"Sure Delete"*. It permanently erases a file from the PC. Nothing is sent to the Recycle Bin. This action cannot be undone. Read the warning in that window before continuing.

When *"Ask AI a Question"* is selected, a window titled *"Ask AI"* opens. You can select *"Gemini"* AI, *"ChatGPT"* AI, or *"Cursor"* AI. Or select *"Never Mind"* or the X in the top-right corner of the window to close without making a selection.

"Vault" opens a window titled *"Vault"*. It is a locked vault for files. You set a password for it in that window. If you forget that password, you cannot open the vault copies. Files outside the Hub are not affected.

"Copy Selected" copies the selected cards.

"Paste" places that copy to the board you are viewing. If nothing is copied, *"Paste"* says: *"Right-click a block and choose Copy first."*

"Move to Folder" opens a window titled *"Move to Folder"*. The instruction reads: *"Click the folder, then click Move."* This lets you move the selected file out of that folder and into another folder of your choice.

"Remove Duplicates" checks the folder you are in. If there are no duplicates, a *"Remove Duplicates"* window displays: *"No duplicates in this folder."*

"Alphabetical" sorts the cards you are looking at from A to Z. If the search box contains text, a window titled *"Alphabetical"* says: *"Clear the search box first."*

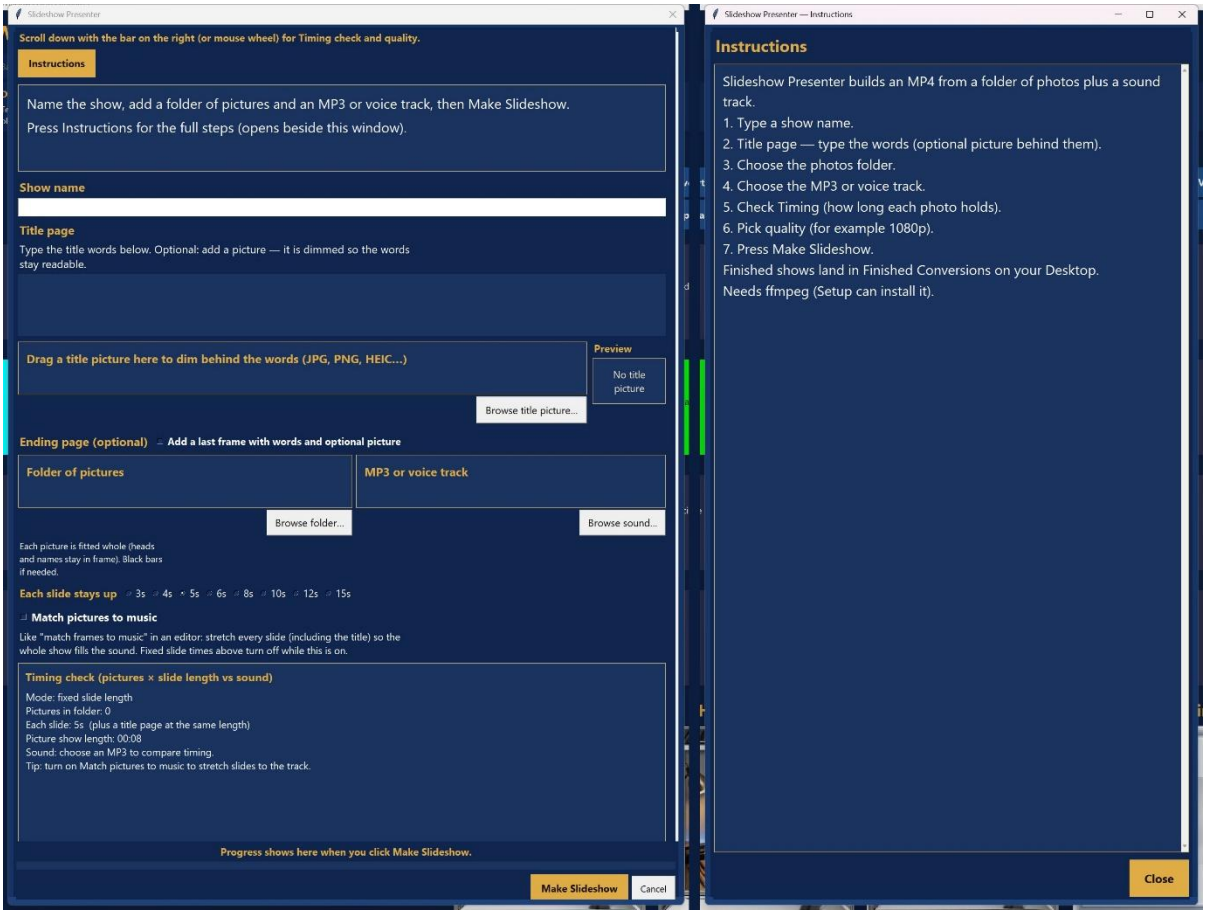
"Take Snapshot" opens a window titled *"Take Snapshot"*. The line reads: *"Save a picture of the Hub and a restore file in the Snapshots folder."* The button reads *"Take Snapshot now"*.

"See all Files" opens a window titled *"See all Files"*. The top line reads: *"Every file in the Hub. Click a name to open that file. Delete removes it from the Hub. The file on the disk remains."*

"Reload" opens a window titled *"Reload"*. The line reads: *"Refresh Hub cards from disk and recheck links. Vault and licence remain unchanged."* The button reads *"Reload now"*.

"Enter License Key" opens a window titled *"Enter license key"*. The gold line reads: *"Type or paste your key (five groups of five characters)."* This is the key you were supplied with when you purchased the software.

"Slideshow Presenter" opens a window titled *"Slideshow Presenter"*. The line reads: *"Name the show, add a folder of pictures and an MP3 or voice track, then click Make Slideshow."* You can select how long each picture stays on the screen before fading to the next. You can also select *"Match pictures to music"*, which automatically times your pictures to the selected music. Like many of the program's functions, there is a yellow *"Instructions"* button you can click for further on-screen instructions.



"Make Restore Point" is on version 3.30. It is the last blue button. It saves a dated copy of your cards at that moment. Section 9 explains how to restore that copy.

At the top right, in this order: *"Back to Home"* and *"Uninstall"*.

"Back to Home" returns to the front of the board.

"Uninstall" is highlighted in red. It requires two quick clicks, then prompts you to verify. The first window is titled *"Uninstall"* and asks: *"Are you sure you want to uninstall?"* The next window is titled *"Last Chance"* and asks: *"Last Chance: Are you sure you want to uninstall?"* Selecting *"Yes"* on both removes the program and your Hub personal data. That button does not keep the cards. The uninstall file in section 8 can keep the cards if you click *"No"*.

7. The menu on a card

Right-click a card. A menu drops down. It offers many of the same functions as the blue buttons.

"Undo Last Change" reverts the board to its state before the last change.

"Open" performs the same action as a double-click does.

"Copy", *"Cut"*, and *"Paste"* perform the same functions as the blue *"Copy Selected"* and *"Paste"* buttons. *"Cut"* lifts the card so *"Paste"* can place it elsewhere.

"Copy to folder" and *"Move to folder"* are the same jobs as the blue *"Move to Folder"* button. *"Copy to folder"* leaves the card where it is and adds it to the folder you choose.

"Move to Main Folder List" moves the card to the front of the board.

"Edit This Folder", or *"Edit This Shortcut"*, is the same job as the blue *"Edit Selected"* button.

"Change Colour..." selects a new colour for that card. *"Undo Colour Change"* reverts to the previous colour. *"Reset to Original Colour"* reverts to the original colour.

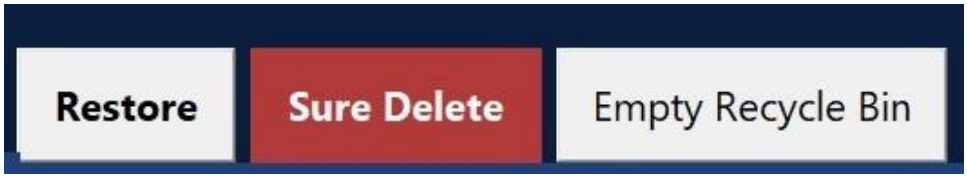
"Copy to Desktop" places a copy on the Desktop. For a folder, the menu also includes *"Copy full folder to Desktop"* and *"Copy shortcut to Desktop"*.

"Send to Windows Recycle Bin" moves the file to the Windows Recycle Bin. *"Delete This Folder"* or *"Delete This File"* removes the card from the board.

Open the *"Recycle Bin"* picture at the bottom of the board. The buttons along the bottom are *"Restore"*, *"Sure Delete"*, and *"Empty Recycle Bin"*.

"Restore" puts the selected card back on the board. An empty folder has no files, so *"Restore"* leaves that folder in the bin.

"Sure Delete" removes the one card you clicked. *"Empty Recycle Bin"* clears every card in the bin. Each button asks two questions. Click *"Yes"* both times. Files on your PC stay. This cannot be undone.



On a snapshot card, the menu also includes *"Rename"* and *"Revert"* options.

Outside the program, right-click a file or folder in Windows. Near the top, *"HUB PC"* displays a smaller menu: *"Encrypt"*, *"Decrypt"*, and *"Sure Delete"*. On Windows 11, if you do not see it, choose *"Show more options"*.

8. Remove HUB For PC

Close *"Windows HUB Organizer"*.

Double-click *“Uninstall HUB completely.bat”* in this folder.

A window titled *"Windows HUB Organizer"* asks, *"Uninstall Windows HUB Organizer?"*

"Yes" = remove the program AND your Hub personal data (shortcuts, settings, *"Vault"*, *"Snapshots"*, *"HUB Data"*). Also removes the ffmpeg copy the HUB Setup added.

"No" = remove only the program. Your cards remain on the PC so a later installation can use them.

"Cancel" = keep everything installed.

Microsoft Visual C++ and any ffmpeg already on the PC before setup remain untouched.

You can also use the red *"Uninstall"* button in the top-right corner. It requires two quick clicks, followed by the same two verification questions listed in section 6. Answering *"Yes"* to both removes the program and your Hub personal data.

When running *“Uninstall HUB completely.bat”*, click *"Yes"* only if you want the cards removed. Click *"No"* if you want only the program removed.

9. Make a restore point

Click *"Make Restore Point"*. It is in the top row of buttons.

A folder named *"Restore points"* is created on C:. In Hub, a dated folder contains your cards, settings, *"Vault"*, *"Snapshots"*, and *"HUB Data"*.

A Desktop shortcut named *"Restore points"* appears. You can add it to the Hub board.

If you remove the program or move to another PC, reinstall HUB For PC, then close it. Open the dated folder. Double-click "Put Hub back". Click "Yes". The cards from that restore point replace the cards currently in the Hub.