

#### ABSTRACT

In order to improve the ease of operation in the case where a user manually searches for desired data, a controller (4) stores, for each of plural document files stored in plural folders constituting a tree structure, a data string of folder names of folders included in an absolute path to a folder in which the document file is stored, as a piece of meta-information of the document file in a hard disk (8). In addition, the controller (4) causes a display (12) to display an image representing a virtual tree composed of plural virtual folders corresponding to the plural folders in accordance with data strings stored in the hard disk (8). Here, the controller (4) updates, in the case where at least one of the folder names has been specified by the user, a data string including the folder name specified by the user among the data strings stored in the hard disk (8).