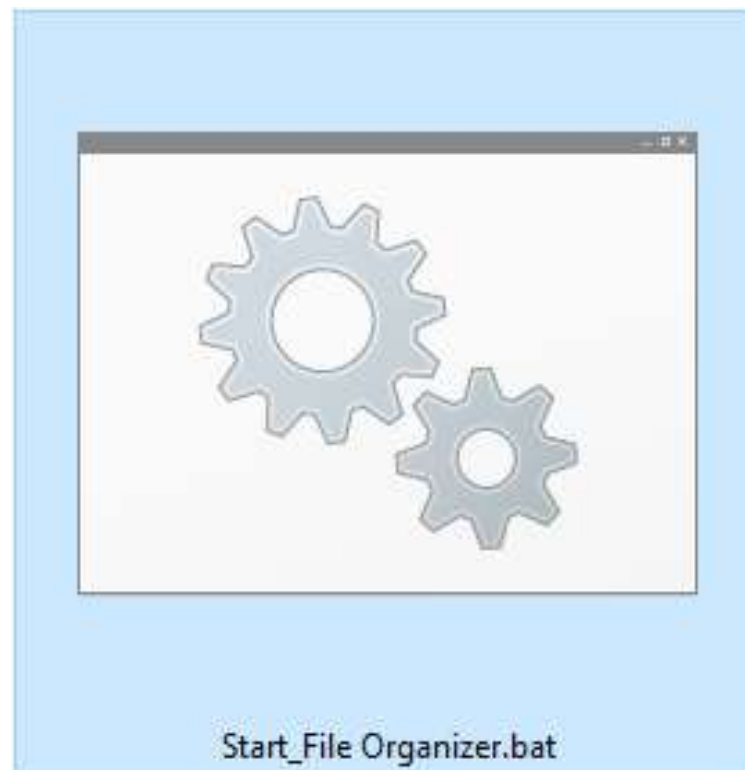


# How to run File Organizer

1. Double-click on **Start\_File Organizer.bat**.



2. Choose the way you want the script to organize your files, click  and select the folder in which these files are located. With the option **Undo the grouping**, you undo any previous grouping done with the script.



The screenshot shows a window titled "File Organizer" with a pink and purple geometric background. The title bar includes a close button. The main content area features the title "File Organizer" in a large serif font, a logo in the top right, and two numbered sections. Section 1, "Please choose one option:", contains four radio button options: "Group by Year", "Group by Month", "Group by Year and Month" (with an example path), and "UNDO the grouping." (which is selected). Section 2, "Path of the folder to be organized:", has a text input field containing "D:\DesktopFiles" and a browse button "...". At the bottom are "Save" and "Run" buttons. A logo is also present in the bottom right corner of the slide.

File Organizer

# File Organizer

**1. Please choose one option:**

- ☐ Group by Year: get your files grouped by their creation year.
- ☐ Group by Month: get your files grouped by their creation month.
- ☐ Group by Year and Month: get your files grouped by both year and month. Eg:  
C:\Users\Admin\Documents\~\_2019\_~\~\_June\_~\YourFile.docx.
- ☒ UNDO ↔ the grouping.

**2. Path of the folder to be organized:**

D:\DesktopFiles

Save Run

EAAASE

3. Click the **Save** button to save the configurations.
4. Click the **Run** button to run the script that moves the files from the desktop.

