**🧾 USER GUIDE: File Organizer Script**

**📌 Overview**

This user guide provides step-by-step instructions on how to use the Python File Organizer Script to automatically sort files in a selected directory based on their type (e.g., documents, images, videos, others).

**🛠️ Requirements**

* Python 3 installed
* Basic understanding of using a terminal or command prompt
* Script file: file\_organizer.py

**📁 Supported File Categories**

| **Category** | **Extensions** |
| --- | --- |
| Documents | .pdf, .docx, .txt, .pptx, .xlsx |
| Images | .jpg, .jpeg, .png, .gif, .bmp |
| Videos | .mp4, .avi, .mov, .mkv |
| Others | All other file types |

**🚀 How to Run the Script**

1. **Open Terminal / Command Prompt**
2. **Navigate to Script Folder**
3. **Run the Script**
4. **Input the Directory Path**

**🧪 Example Before and After**

**📂 Before Running Script:**

All files are scattered inside the folder:

test\_files/

│

├── notes.txt

├── report.pdf

├── image.jpg

├── video.mp4

├── unknown.xyz

**📂 After Running Script:**

Files are sorted automatically into:

test\_files/

│

├── Documents/

│ └── notes.txt, report.pdf

├── Images/

│ └── image.jpg

├── Videos/

│ └── video.mp4

├── Others/

│ └── unknown.xyz

**📸 Screenshots**

Add screenshots in the /screenshots/ folder to demonstrate the file arrangement before and after.

**🔧 Troubleshooting**

* **Directory not found?**  
  Make sure the path is correct and surrounded by quotes if it contains spaces.
* **Nothing happens?**  
  Ensure there are files in the selected folder and the script is run using Python 3.

**👨‍💻 Author**

* Name: *Tanya Garg*
* Internship Project – Python Automation
* Organization: Infotact Solutions