1. **Overview**
   1. This application is made to help you organize your photos and videos into a folder.
   2. The application will organize the files by year and month.
2. **How to use** 
   1. make sure that all the images are in the New files location as specified in part 3 settings.
   2. Make sure all the locations (My photo-album location, and My video-album location) exist in the computer as specified in part 3 settings.
   3. Activate the application and press 1 in the main menu to run.
3. **Settings**
   1. New files location > the location of the new files
   2. My photo-album location > my photo-album location
   3. My video-album location > my video-album location
4. **Related files** 
   1. -N/A-
5. **Output**
   1. -N/A-
6. **Document version history** 
   1. v1.0 Created on 2025-01-12