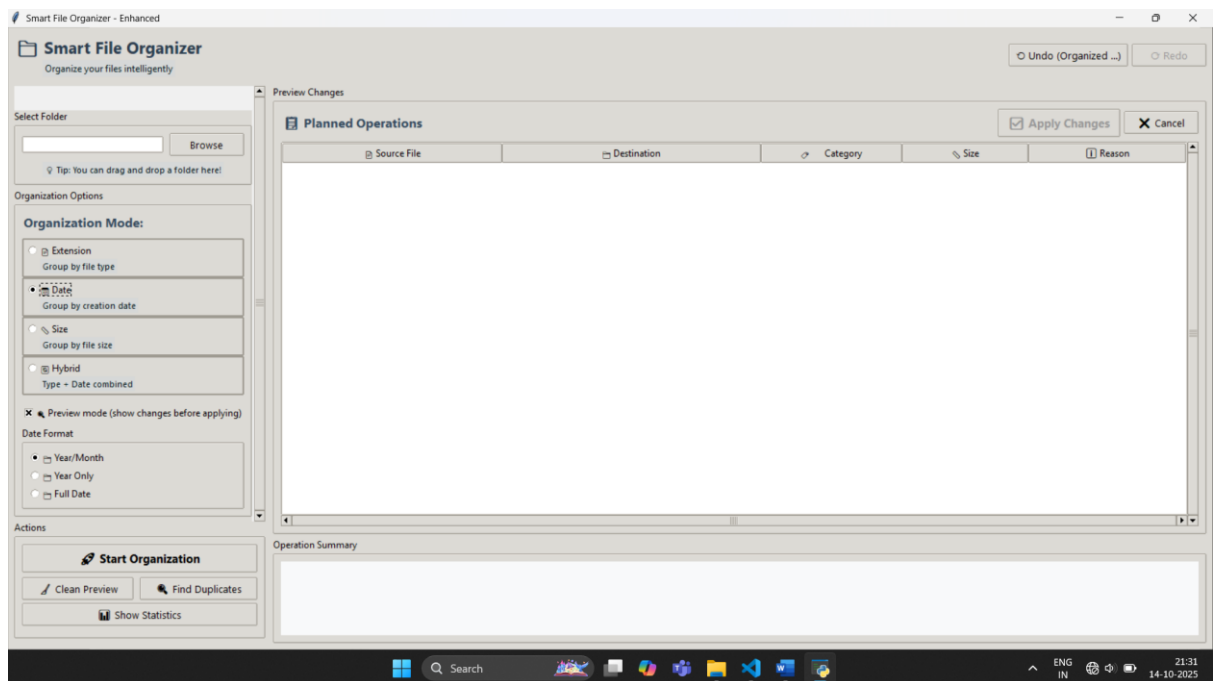


SMART FILE ORGANIZER -USERGUIDE

An automation smart file organizer using Python is a script or tool that automatically sorts and arranges files in a folder based on their type, extension, or other rules. It scans the specified directory, creates appropriate subfolders (like "Images," "Documents," "Archives"), and moves files into these folders, keeping your workspace neat with minimal manual effort.

➤ **GUI**(Graphical user interface for smart file organizer)

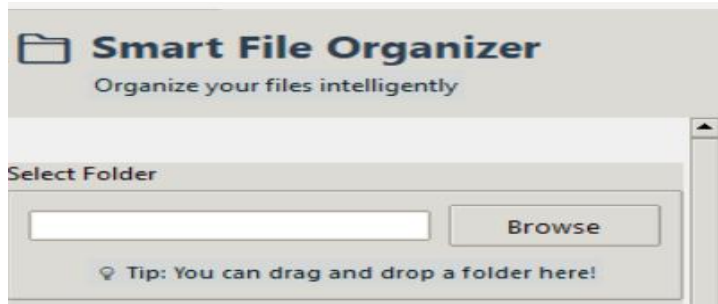
Command for opening GUI : `python organize_files.py --gui`



Main Components

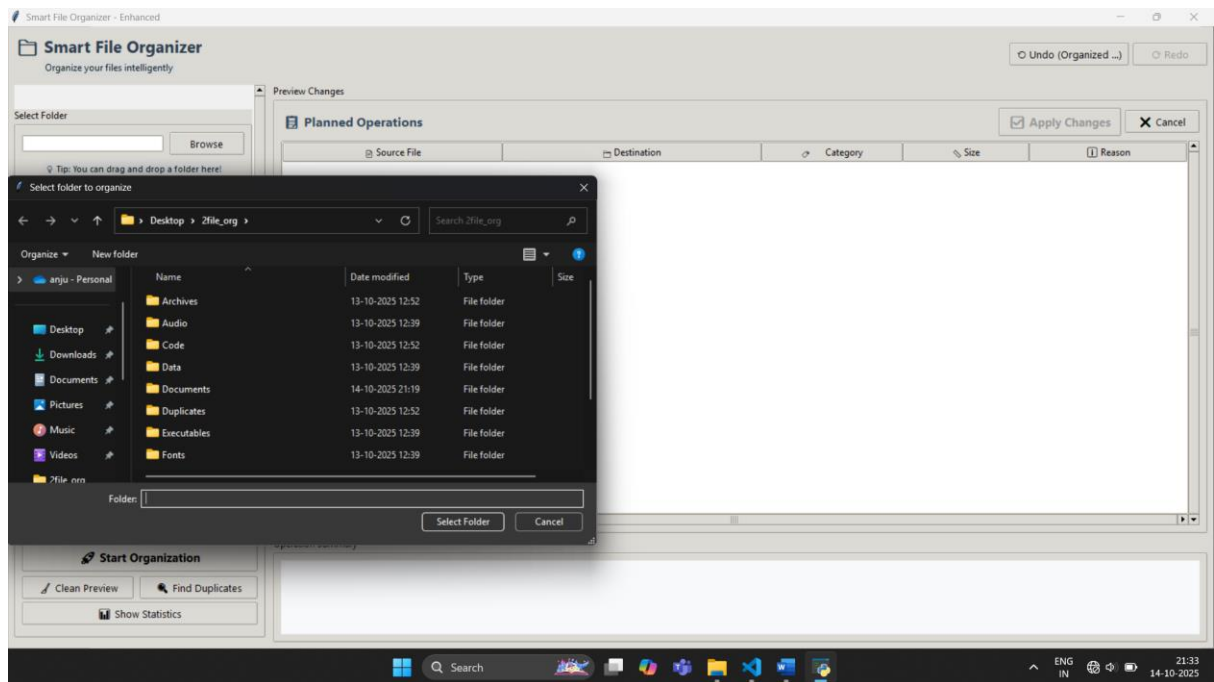
- **Select Folder:** On the left, users can choose a folder to organize by browsing or dragging and dropping.
- **Organization Options:** Users can select the organization mode—by file extension, date, size, or hybrid (combining type and date). For date, there are options for formatting (Year/Month, Year Only, or Full Date).
- **Actions Section:** At the bottom left, users can start the organization process, clean the preview, or find duplicates in the selected folder.
- **Planned Operations Table:** The large center area is reserved for previewing planned file organization actions. It will display source files, destinations, categories, sizes, and reasons before changes are applied.
- **Operation Summary:** Below the operations table, there's a summary box for additional details about the planned organization.

- For selecting the folder or files for the organization we have “Browse” or “Drag and Drop” option



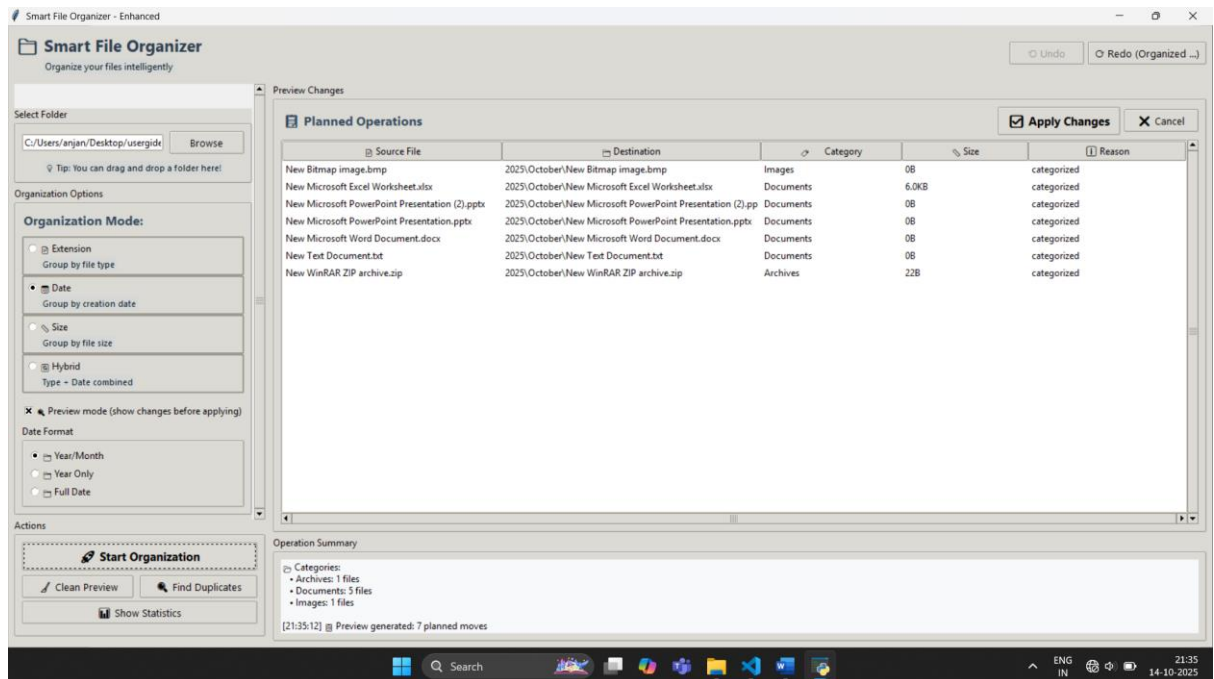
- **Select Folder:** Below the title, there's a "Select Folder" section where users can either enter a folder path manually, click the "Browse" button to choose a folder, or use the tip below to drag and drop a folder into the field for quick selection.
- **User Tip:** A helpful tip is shown to notify users that drag-and-drop is supported for easier folder selection.

- After clicking the Browse button we get a pop up of windows as shown below.



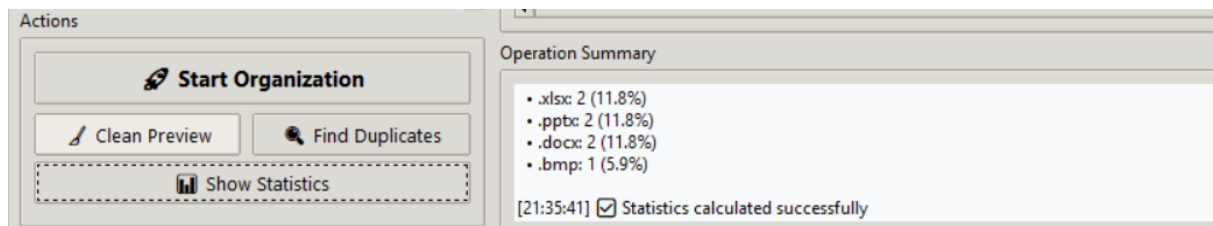
- **Folder Browser Dialog:** When the user clicks the "Browse" button, a standard folder selection dialog appears, allowing the user to navigate their computer's file structure and pick the folder they want to organize.
- **Directory List:** The main window displays folders in the current directory (such as Archives, Audio, Code, Data, Documents, etc.) to help users find and select the organization target.
- **Selection Controls:** At the bottom, there's a "Select Folder" button to confirm the chosen folder and a "Cancel" button to exit the dialog without making a selection.

➤ Planned overview of the file organization after selecting the folder



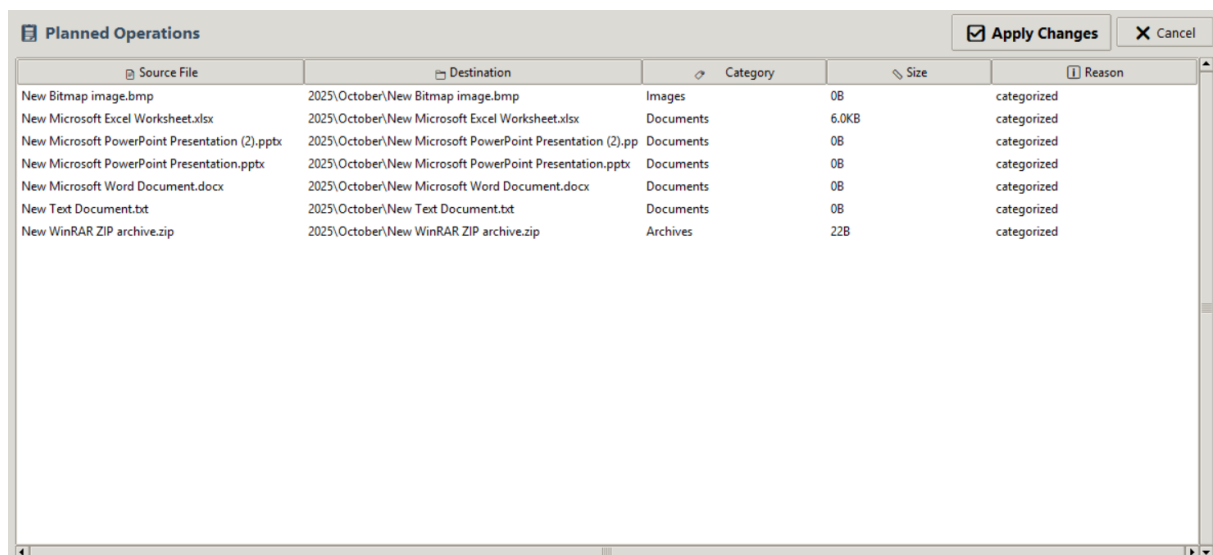
- **Planned Operations Preview:** After selecting a folder and organization mode, the central table displays each file, showing how it will be categorized and its new destination folder. Details include source file names, destination paths, categories (such as Images, Documents, Archives), file sizes, and reason for categorization ("categorized").
- **Confirmation Step:** Users can review all planned changes before applying them using the "Apply Changes" button, minimizing errors and ensuring files are sorted correctly.
- **Summary Section:** The bottom panel concisely lists the count of files by category (e.g., Archives: 1, Documents: 4, Images: 1), giving users a quick overview of the organization.
- **Settings Panel:** On the left, the selected folder path and chosen organization settings (like mode by extension/type and date format option) are clearly shown.

➤ Buttons for handling the operations of organization(overview)



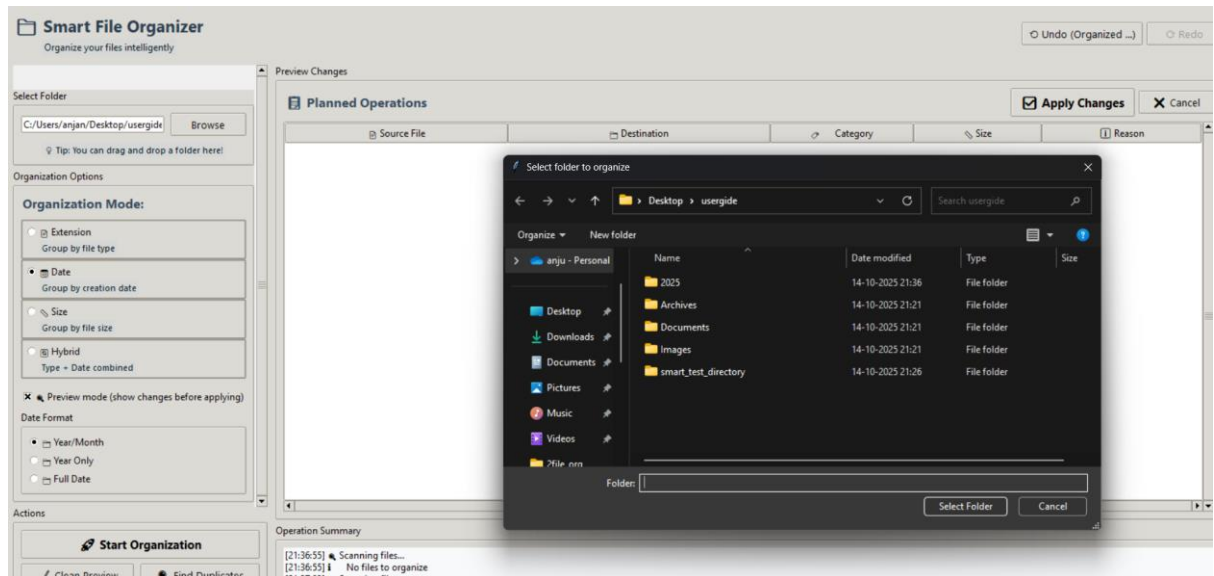
- The left panel has buttons for starting the organization process, cleaning the preview, finding duplicates, and showing statistics.
- The summary panel on the right lists file counts and types (e.g., xlsx, pptx, docx, bmp), along with their percentages, showing how files are distributed.
- A success message confirms statistics were calculated.

➤ Example of planned overview

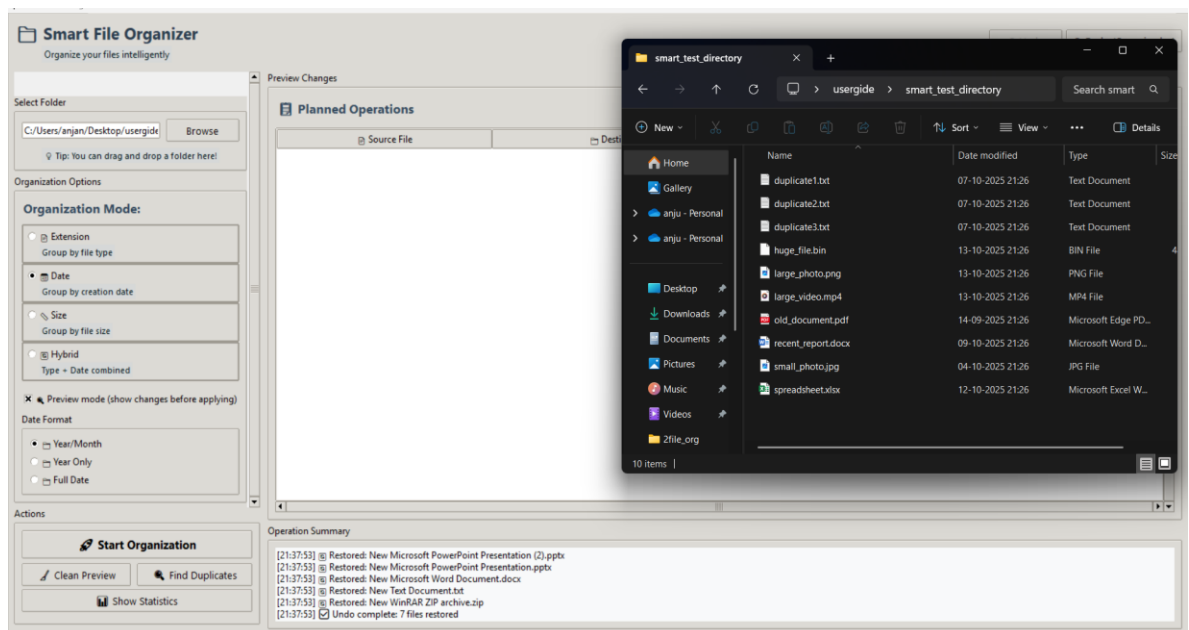


- Shows a preview table of planned file moves before applying changes.
- Columns display source file, new destination, category, file size, and reason.
- Helps users verify all changes and file destinations.
- Click "Apply Changes" to confirm and organize files.
- Ensures no surprises—users see exact results before organizing.

- After checking the planned operation clicking the button “Apply changes”



- When we click on the button “Apply changes” the files will be organized as shown in the picture
- If we want to undo the last organized operation we can select the “undo” operation button at the right corner of the GUI



- Similarly we have “Redo” operation for again organization of the last undone operation

- **CLI** (“Command line interpreter for the smart file organizer”)

Command for opening CLI : `python organize_files.py --cli`

```
PS C:\Users\anjan\Desktop\Babachetana\code> python organize_files.py --cli
🚀 Smart Options:
1. Smart Organize (Extension + Date)
2. Organize by Date Only
3. Organize by Size Only
4. Find & Remove Duplicates
5. Schedule Auto-Organization
6. Directory Statistics
7. Create Test Files
8. Start/Stop Scheduler
9. Undo last operation
10. Redo last operation
11. Open Enhanced GUI
12. Exit

Select option (1-12): █
```

Smart Organize : Sorts files by extension and date.

Organize by Date : Groups files by when they were created or modified.

Organize by Size : Arranges files based on their size.

Find & Remove Duplicates : Detects and deletes duplicate files.

Schedule Auto-Organization : Sets up automatic file sorting at regular times.

Directory Statistics : Shows file counts and storage breakdown.

Create Test Files : Makes sample files to test the organizer.

Start/Stop Scheduler : Turns automated file sorting on or off.

Undo Last Operation : Reverts the most recent change.

Redo Last Operation : Reapplies the last undone change.

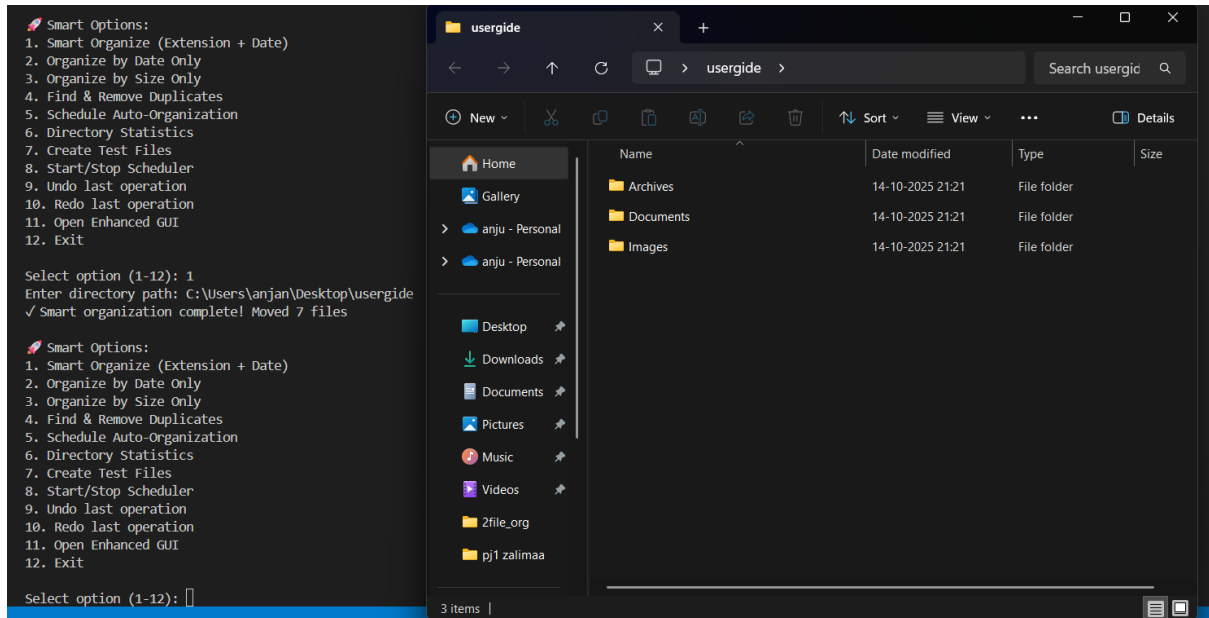
Open Enhanced GUI : Launches a graphical interface for file management.

Exit : Closes the program.

❖ CLI(Command line interface) steps:-

➤ Option 1:smart organizer

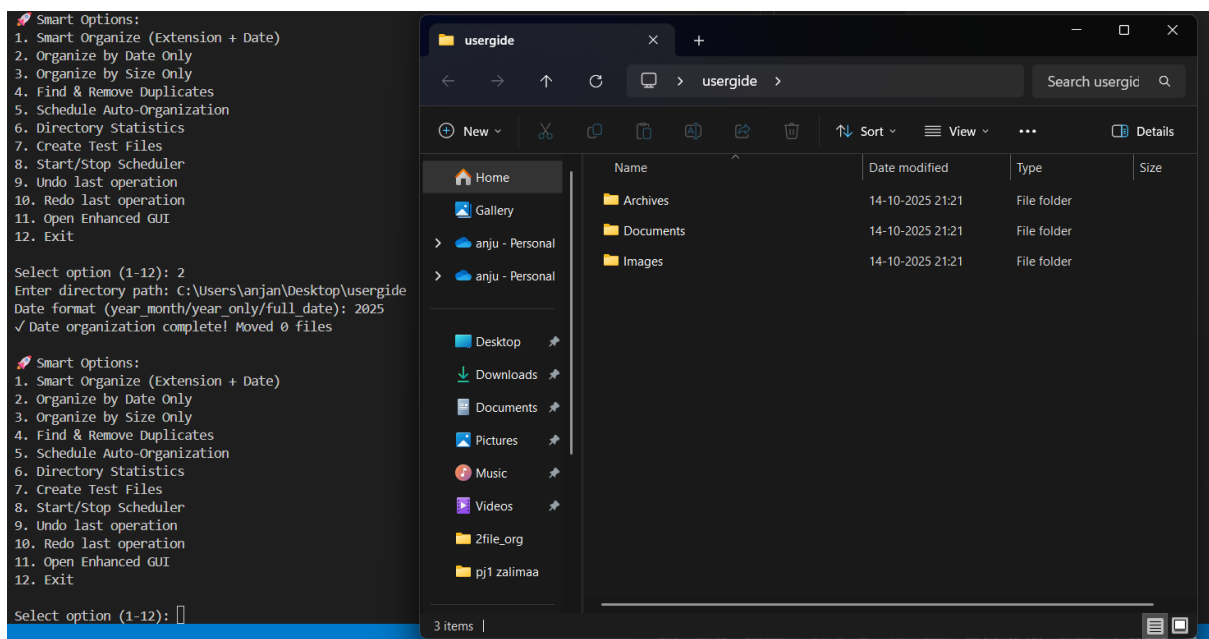
When we select the option 1 the files will be organized which are present in the folder



➤ Option 2&3: organization type for files

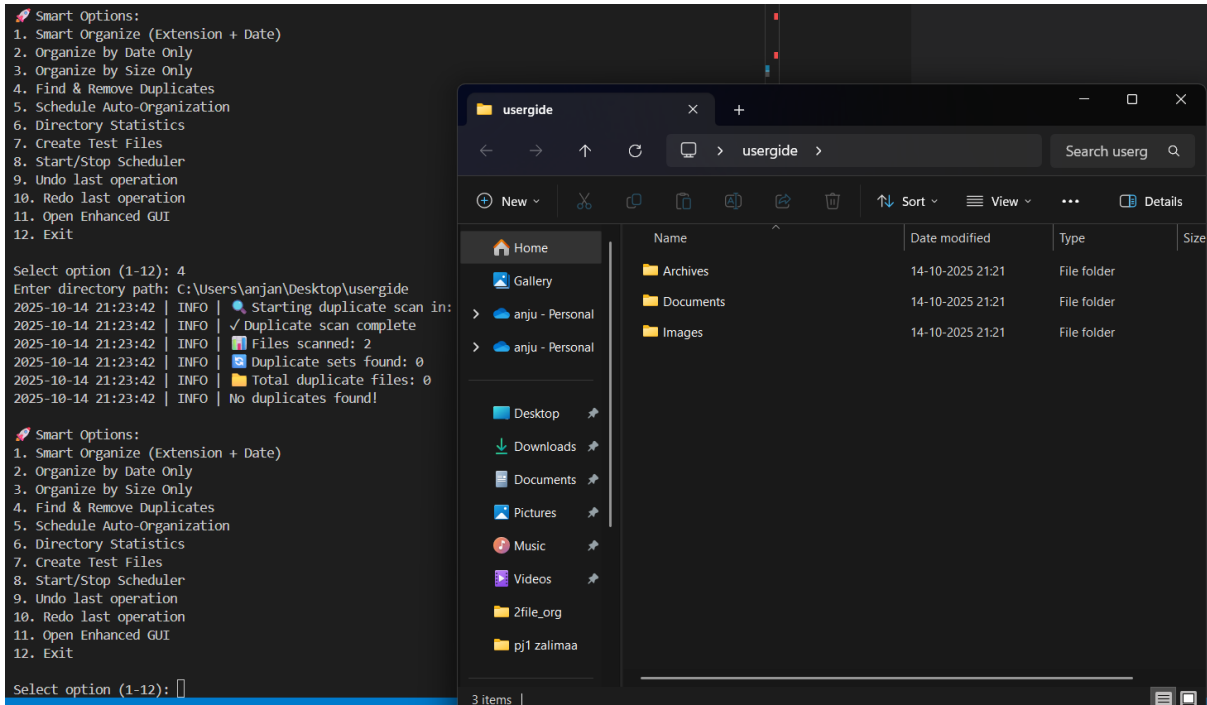
We can organize the files by date wise or by size

- If we select the 2nd option the files will be organized by the dates
- If we select the 3rd option the files will be organized by the size of the files



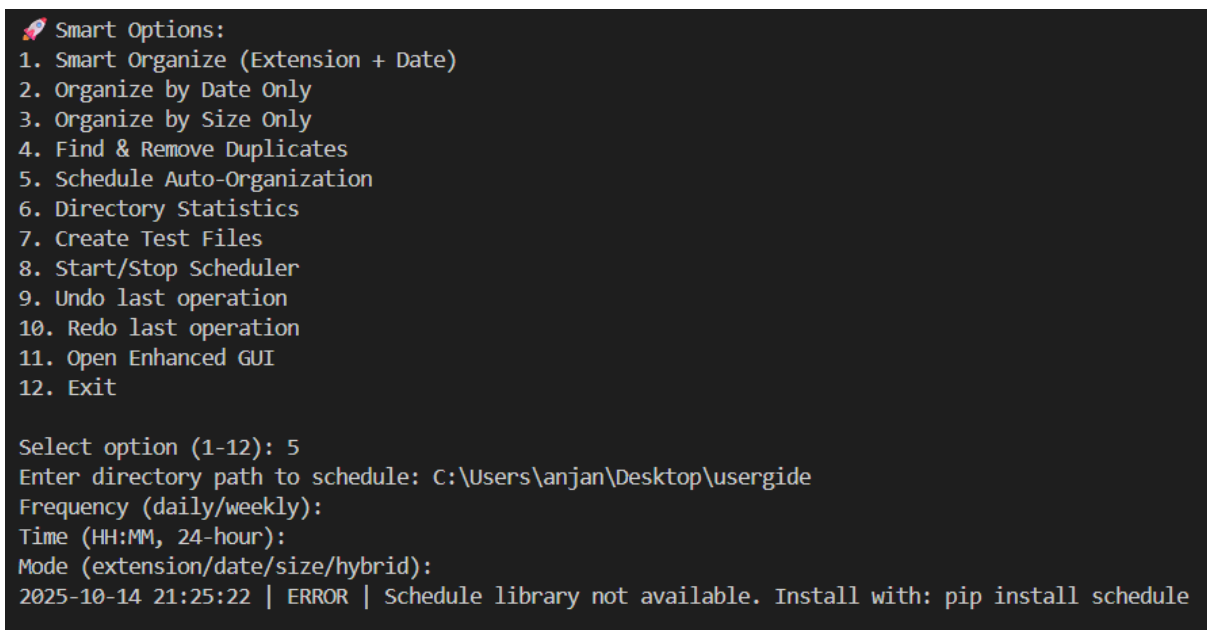
➤ Option 4: finding the duplicates

- The 4th option in the GUI will scan the selected folder and provide the duplicate files present in the current folder(example shown in the below image)



➤ Option 5:

We have the option of auto organization which will help for automatically organization of the files according to the schedule which we decide



➤ Option 6: statistics:

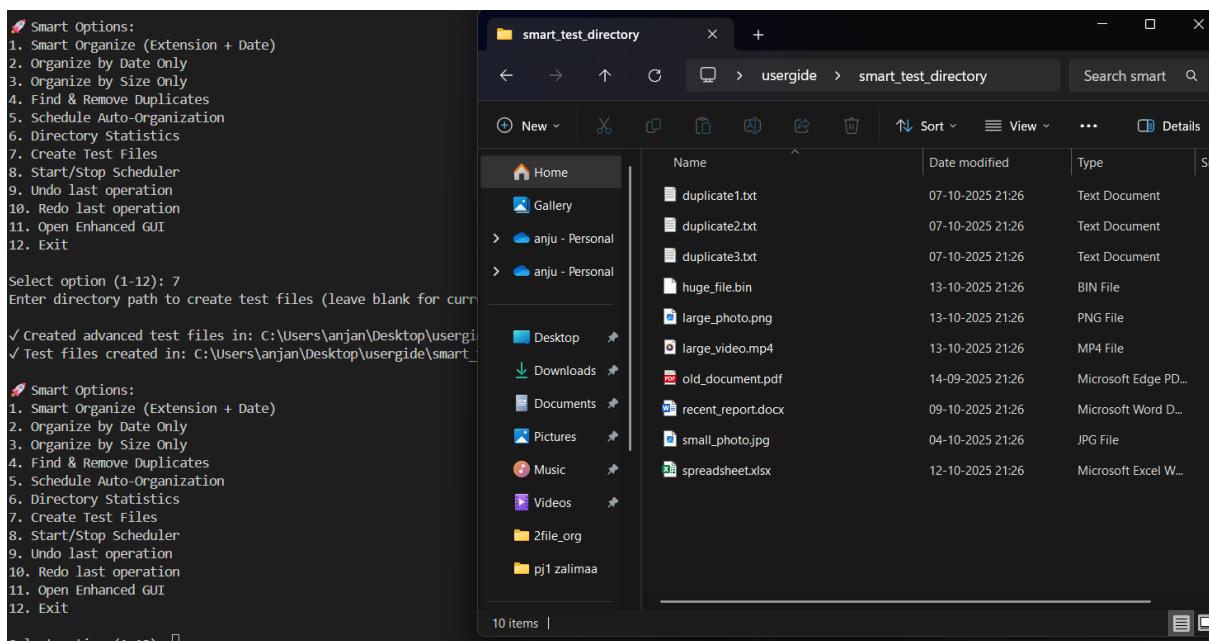
The option 6 in the CLI will provide the statistics of the organized files

```
🚀 Smart Options:
1. Smart Organize (Extension + Date)
2. Organize by Date Only
3. Organize by Size Only
4. Find & Remove Duplicates
5. Schedule Auto-Organization
6. Directory Statistics
7. Create Test Files
8. Start/Stop Scheduler
9. Undo last operation
10. Redo last operation
11. Open Enhanced GUI
12. Exit

Select option (1-12): 6
Enter directory path: C:\Users\anjan\Desktop\usergide
2025-10-14 21:25:49 | INFO | 📁 Directory Statistics:
2025-10-14 21:25:50 | INFO | Total files: 7
2025-10-14 21:25:50 | INFO | Total size: 0.00 GB
2025-10-14 21:25:50 | INFO | File types: 6
2025-10-14 21:25:50 | INFO | Size distribution:
2025-10-14 21:25:50 | INFO |   Small (<1MB): 7
2025-10-14 21:25:50 | INFO |   Medium (1-100MB): 0
2025-10-14 21:25:50 | INFO |   Large (>100MB): 0
2025-10-14 21:25:50 | INFO | Oldest file: New Bitmap image.bmp (2025-10-14 21:20:16)
2025-10-14 21:25:50 | INFO | Newest file: New WinRAR ZIP archive.zip (2025-10-14 21:20:49)
```

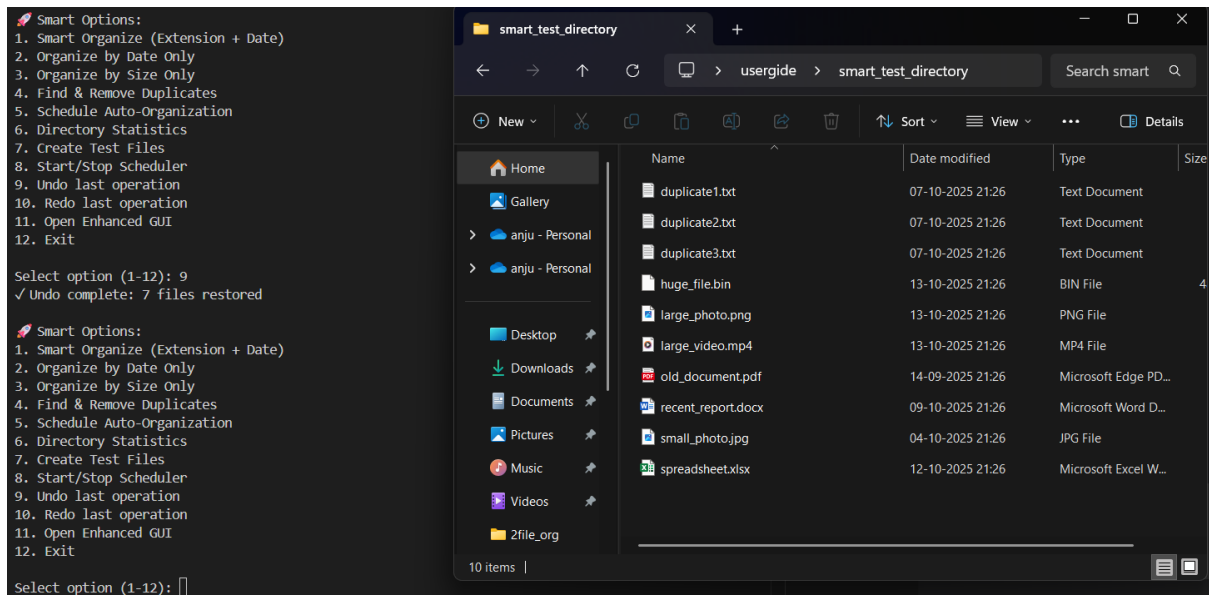
➤ Option 7:

If the user wants to test the organizer before using it, they can generate the test files as shown below



➤ **Option 9:** undo option

By using the 9th option we can undone the last organization.



- **Option 10:** it will help for the redoing the last undone organization
- **Option 11:** if the user wants to use the GUI , he can enter to GUI without the command by selecting the 11th option.
- **Option 12:** From the CLI we can exit by seleting the option 12th