

## FileTagger User Guide

### Overview

**FileTagger** is a standalone Windows application (.exe) for bulk-renaming files and flattening folder structures. It is especially helpful for organizing large collections of photos, documents, or any other files by adding consistent, customizable suffixes (e.g., year, custom text, folder name, or sequential numbers).

- **Author:** Michael Murphy
- **Version:** Flex V1.0.0 Pre Release (2024–2025)

The program requires no installation—just double-click the **FileTagger.exe** file to run it.

### Getting Started

1. Double-click **FileTagger.exe**.
2. A brief splash screen with the program name will appear.
3. The application will quickly check for internet connectivity and updates (if a newer version is available or there is no connection, a message will appear and the program will close).
4. The main menu appears. Click **Start** to begin renaming files.

### Main Window

#### 1. Select Folder

- Click **Browse...** and choose the parent folder that contains the files you want to rename.
- All files in this folder and its subfolders will be processed (recursively).

#### 2. Omit Subfolder from Renaming (optional)

- After selecting a folder, a dropdown lists its immediate subfolders.
- Select one to completely skip renaming any files inside that subfolder (and its own subfolders).

#### 3. Options

- **Sequential Numbering (for suffix "Number")** Checked = numbering continues across all folders (0001, 0002, ...). Unchecked = numbering restarts in each individual folder.
- **Manual Year Selection (for suffix "Year")** Check this box and enter a 4-digit year to override the current year.

#### 4. Suffix Slots (7 slots available)

Each slot can be enabled and set to exactly one of these types (they are mutually exclusive):

- **Year** – adds the current year or your manual year.
- **Text** – adds the custom text you type (invalid characters are replaced with underscores).

- **Folder name** – adds the name of the file's immediate parent folder (leading numbers and extra spaces are cleaned up).
- **Number** – adds a 4-digit sequential number (0001, 0002, ...).

Enabled slots are applied from left to right (Suffix 1 → Suffix 7).

## 5. Preview

Displays exactly what the new suffix will look like (e.g., 2025\_Client\_Project\_0001). Always check this before proceeding.

## 6. Buttons

- **Guide** – opens a built-in help window.
- **Save** – saves your current configuration (suffixes, year, sequential setting, omitted folder) to a settings file in your Documents folder. Settings load automatically the next time you run the program.
- **Continue** – starts the renaming process.
- **Undo** – reverts the most recent rename operation (only the last batch).
- **Sub Folder Removal** – opens a separate tool for flattening folder structures (see below).
- **Close** – exits the program.

## 7. Log and Progress

While renaming, a real-time log shows each action (e.g., Renaming 'IMG\_1234.jpg' to '2025\_Project\_0001.jpg') and a progress bar indicates completion.

### Sub Folder Removal Tool

Click **Sub Folder Removal** (enabled after selecting a main folder).

#### Purpose

Moves all files out of subfolders into a higher level and deletes the now-empty folders—perfect for flattening deeply nested structures.

#### How to Use

1. Choose a top-level subfolder from the dropdown.
2. Select:
  - **Remove All Subfolders** – flattens the entire structure under the chosen folder.
  - **Remove Lowest Level Sub Folders** – only flattens the deepest level of folders.
3. Click **Continue**.
4. Files with the same name are automatically renamed with (1), (2), etc., to avoid overwriting.
5. Use the **Undo** button in this window to completely reverse the operation (folders are recreated and files moved back).

## **Undo Features**

- **Rename Undo** – restores original filenames from the last rename operation only.
- **Subfolder Removal Undo** – recreates deleted folders and returns files to their original locations.
- Undo works only for the most recent operation of each type and only if the files have not been modified or moved by other programs afterward.

## **Tips**

- Always verify the **Preview** before clicking **Continue**.
- Use **Save** after setting up your preferred suffix pattern—it will load automatically next time.
- Avoid special characters (/:\\*?"<>|) in custom text.
- The tool works with any file type.

## Troubleshooting Guide

Issue	Possible Cause	Solution
Program closes immediately after the splash screen	No internet connection or a newer version is available (the built-in update check forces closure)	Connect to the internet and try again. If you need to run offline, contact the author for an offline version.
"Please select a folder" message when clicking Continue	No folder selected or the path is invalid	Use <b>Browse...</b> to select a valid folder.
No files are renamed / log says folders are skipped	All files are inside the omitted subfolder	Clear or change the "Omit Subfolder" selection.
New filenames are empty or look wrong	No suffix slots enabled or all slots are empty	Enable at least one slot and choose a type (Year/Text/Folder/Number). Check the Preview.
Errors like "Access is denied" or "Failed to rename"	Files are open in another program or you lack write permissions	Close any programs using the files (e.g., photo viewers, Explorer). Run FileTagger.exe as Administrator (right-click → Run as administrator).
Undo does nothing or only partially works	Files were moved, deleted, or modified externally after the operation	Perform Undo immediately after the operation. Avoid touching the files until Undo is complete.
Subfolder removal creates many files with (1), (2), etc.	Identical filenames existed in different subfolders	This is normal to prevent overwriting. Review the log for details.
Settings are not remembered between runs	Permissions issue or corrupted settings file	Delete Documents\FileTaggerSettings.json and re-save your settings. Run as Administrator if needed.
Progress bar stays at 0% or the window freezes	Processing a very large number of files	The program updates the UI periodically—be patient; it will finish.