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Image Video Management Program

1 Introduction

One of the challenges with modern computing is keeping track of photos and videos captured on mobile phones making sure that they automatically end up on your computer in folders that keep track of when the photos were taken. This problem can be compounded further if you want to combine photos from multiple mobile phones as families often do.

The program you have just purchased, is one part of a complete solution to this challenge but before we dive into using it, I want to suggest another program that is available on the internet that gives you more control of where your photos end up once they have been moved or copied from your mobile phone.

2 Using Cloud Storage

Most computer users these days use one of the common cloud-based solutions for storing their documents and photos. Cloud providers like Google and Microsoft provide mobile versions of their software which allow you to configure them so that photos are automatically copied into your personal cloud storage space. In my experience however, it is difficult to change the default options these programs provide which can make it quite challenging especially if you want to specify specific target folders in your cloud storage where you want your photos to end up.

With this in mind, an ideal program that gives you this flexibility is called [Foldersync](#). Two versions of this program are available: a free version with ads, and a paid version. Once this program is installed on your phone you can use it to sync your photos exactly to where you want them in your cloud storage which means you will know exactly where they are on your desktop computer.

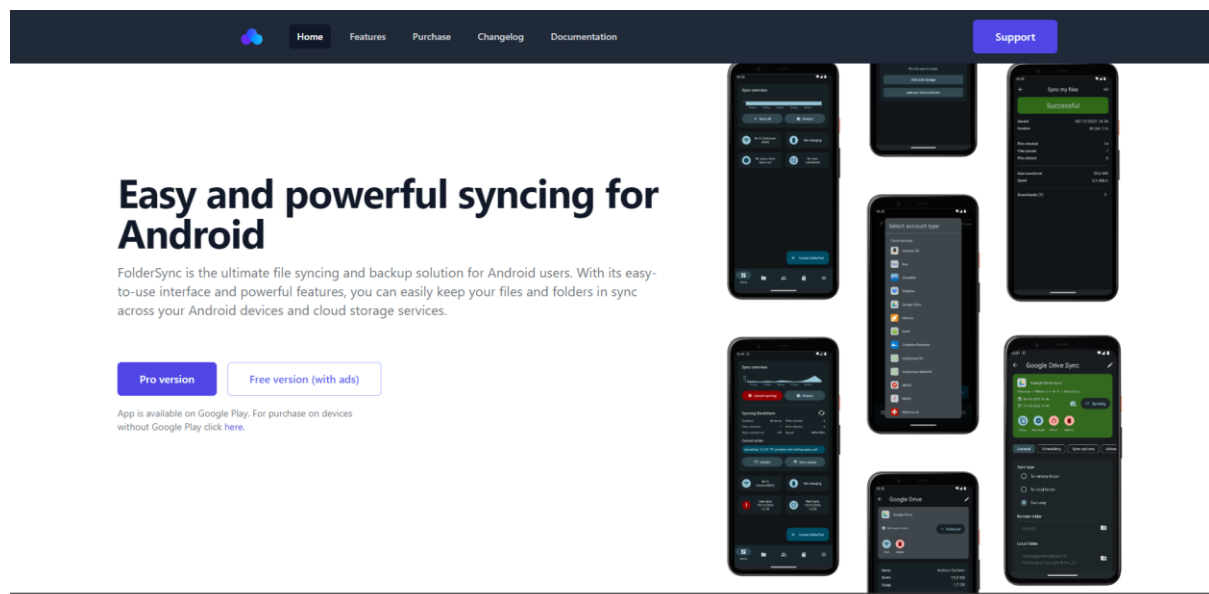


Figure 1: Folder Sync is a really powerful program to help you transfer your videos and photos to appropriate folders in your Cloud storage so that when you open your desktop computer, you know exactly which folders on your desktop the photos and videos on your phone have been saved to.

Our family use Microsoft OneDrive and I have set up FolderSync to move photos and videos from my wife's and my mobile to the folders: "Onedrive\Rod\Camera Roll\Helen's Photos or videos to Sort" or "onedrive\Rod\Camera Roll\Rod's Photos or videos to Sort" respectively as shown in Figure 2.

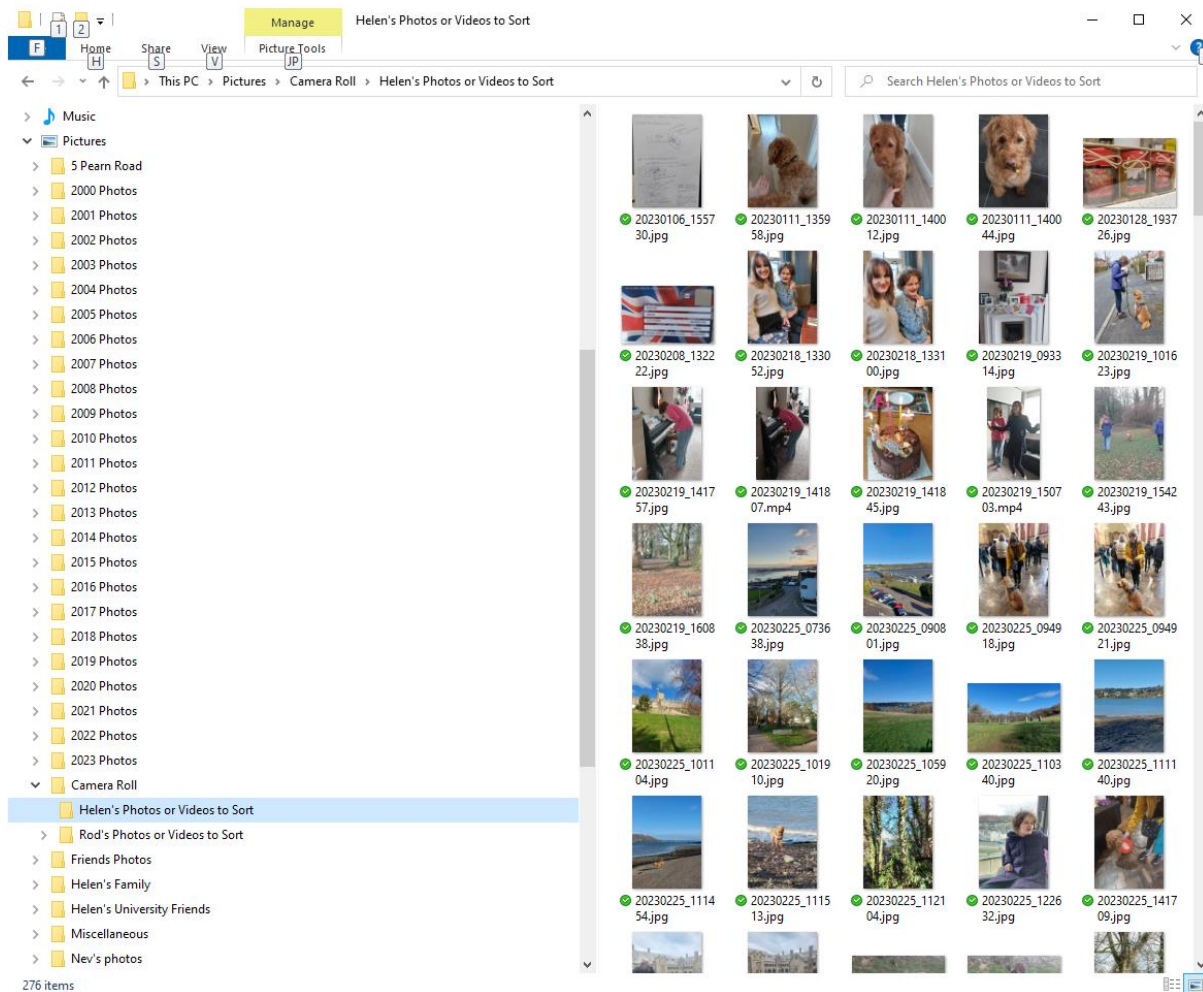


Figure 2: The first step to keeping the many photos and videos you acquire on your mobile phone is to make sure you know where they are first initially moved to when they are uploaded from your mobile phone to whatever cloud storage platform solution you subscribe to. In our family, we use OneDrive and FolderSync to automatically move all our photos and videos into a folder inside our desktop pictures directory (which is located inside OneDrive) called “Camera Roll” and then my photos are stored in my named subfolder “Rod’s photos or videos to sort”. In the screenshot above, are a list of photos that have been uploaded from my wife’s mobile phone.

Once you have your photos and videos in a single folder on your desktop computer, the next obvious thing you most likely would like to do with them is to move them into appropriate folders inside your pictures and video folders so that you keep track of them and break the number of photos and videos in any one folder down to more manageable gallery that can be easily viewed.

Note since at least the Windows 7 operating system, two special system folders have been provided: one called Pictures (for storing your photos) and the other (Videos) for storing your Videos. The default paths for these two folders are “c:\users\username\pictures” and “c:\users\username\videos” respectively although these paths are easy to change to match the way you have personally configured your own cloud storage space (see Appendix section 6.5, page 23 for more details on how to this). So ideally, it is also beneficial if you can quickly separate all your videos and pictures into their respective system folders before then subsequently further subdividing them into other subfolders inside the Pictures or Videos system folder.

One obvious way to achieve this, (which is also able to be automated) is to move your photos and videos from their Photos and Videos system folder into a year folder and the month it was taken subfolder inside the parent system folder. The program you have just downloaded achieves these two

processes. First it can separate out your photos and videos from a single target folder of the FolderSync program moving them into your system Pictures and Video folders. Second it can then take photos and videos that are in your pictures and videos folder respectively and move them into year and month subfolders based on the year and month the photo/video was acquired. The rest of this instruction manual will explain how to use this program to sort your photos and videos into new time-stamped folders.

3 After Purchasing this Product

After you have downloaded the zip file named ImageVideoManagement.zip extract it by right clicking on the folder and selecting “Extract all” to create a folder by the same name inside your download folder as shown in Figure 3.

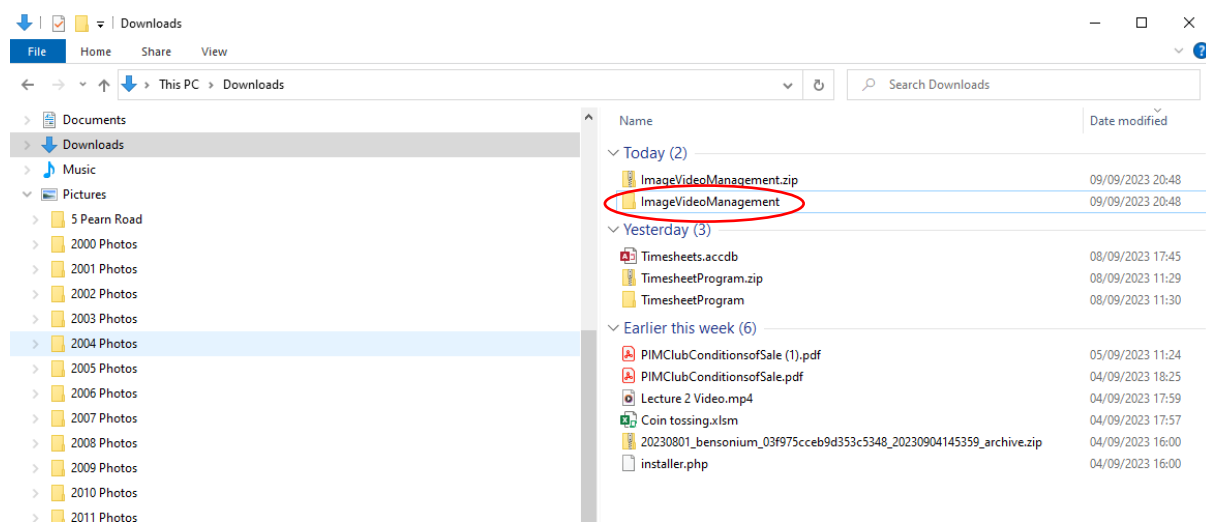


Figure 3: ImageVideoManagement Folder (circled) inside the Downloads folder after extracting it from the Zip file.

Then open this folder and run the install file. This will place a copy of the ImageVideoManagement program inside the Public directory so it is accessible to everyone who uses the computer. It will also create a shortcut on your desktop that you can use to run the program.

4 Using the program

4.1 Option 1, Moving Photos into subfolders based on the year and month they were taken.

Either double click on the desktop item SortPhotosVideos or (assuming you keep your desktop icons hidden) navigate to c:\users\public\ImageVideoManagement folder (Figure 5) and then double click the program ImageVideoManagement.vbs file. The following screen will then appear:

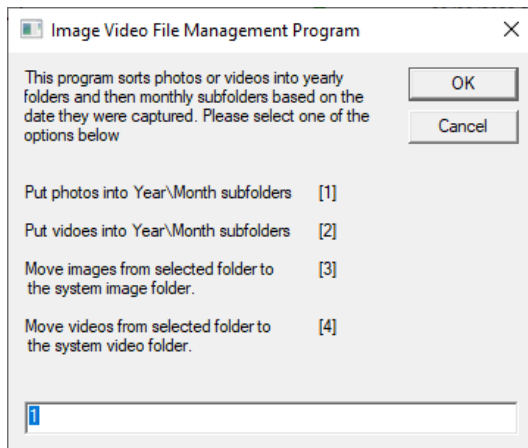


Figure 4: The main startup screen of the Image Video Management Program. In the first example we select option 1 to move our photos from an unsorted folder into the Pictures folder grouped into subfolders based on the year and month the photo was taken.

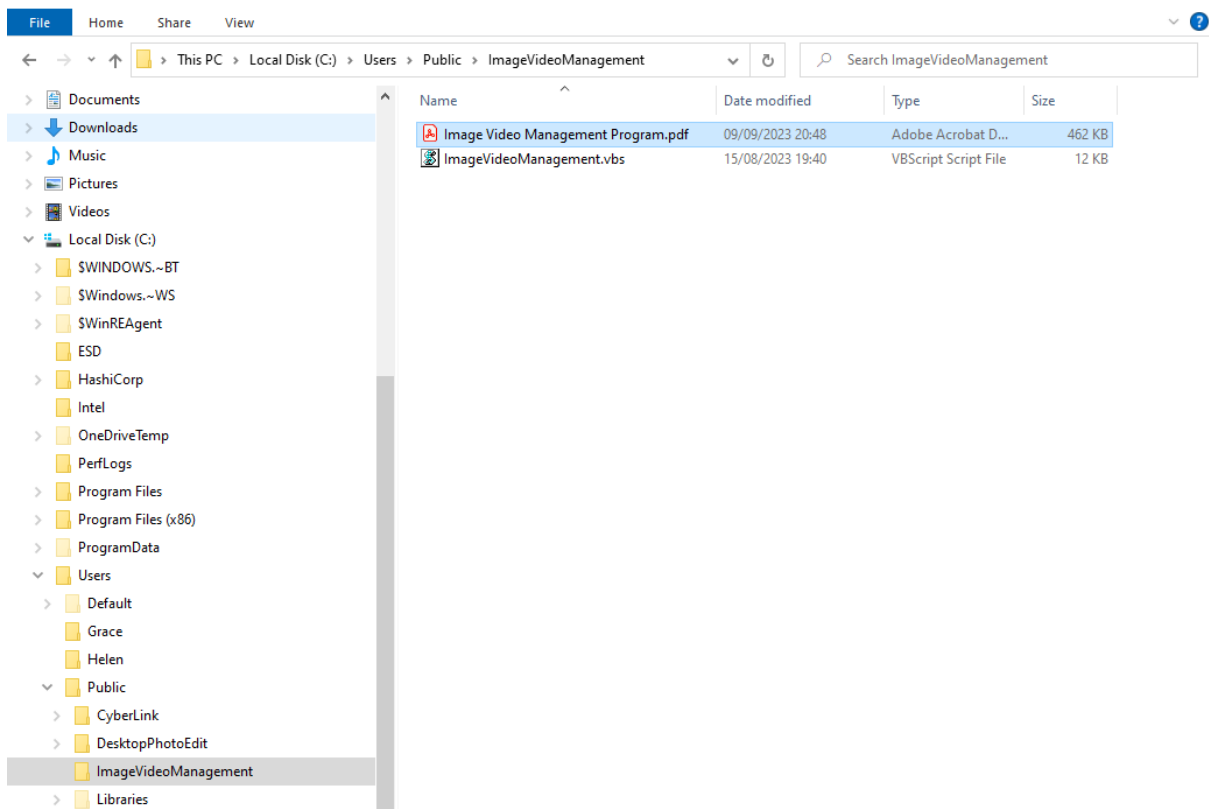
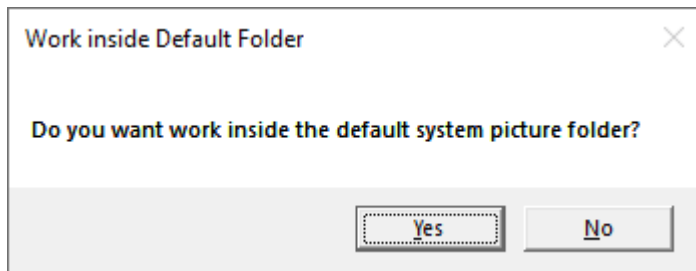


Figure 5: Location of the ImageVideoManagement Script file after the program has been installed. Note this is also where a copy of this instruction manual can be found.

We shall now work through the 4 possible options you can choose from this first screen.

Option 1 will allow you to sort a folder containing images into yearly subfolders each containing the months of that year. After selecting option 1, the following screen is displayed:



The default means that the program will search inside the Pictures folder moving photos into their appropriate Year and Month subfolders. However, in my example, we don't want to start by searching the Pictures folder, but a subfolder inside the Pictures folder. In our example we want to search the folders: "Pictures\Camera Roll\Helen's Photos or Videos to Sort" or "Pictures\Camera Roll\Rod's Photos or Videos to Sort" so in my example I am going to say no to this first question.

After doing this the following screen in Figure 6A will appear. I will navigate using the folder tree to the subfolder "Pictures\Camera Roll\Helen's Photos or Videos to Sort" (Figure 6B)

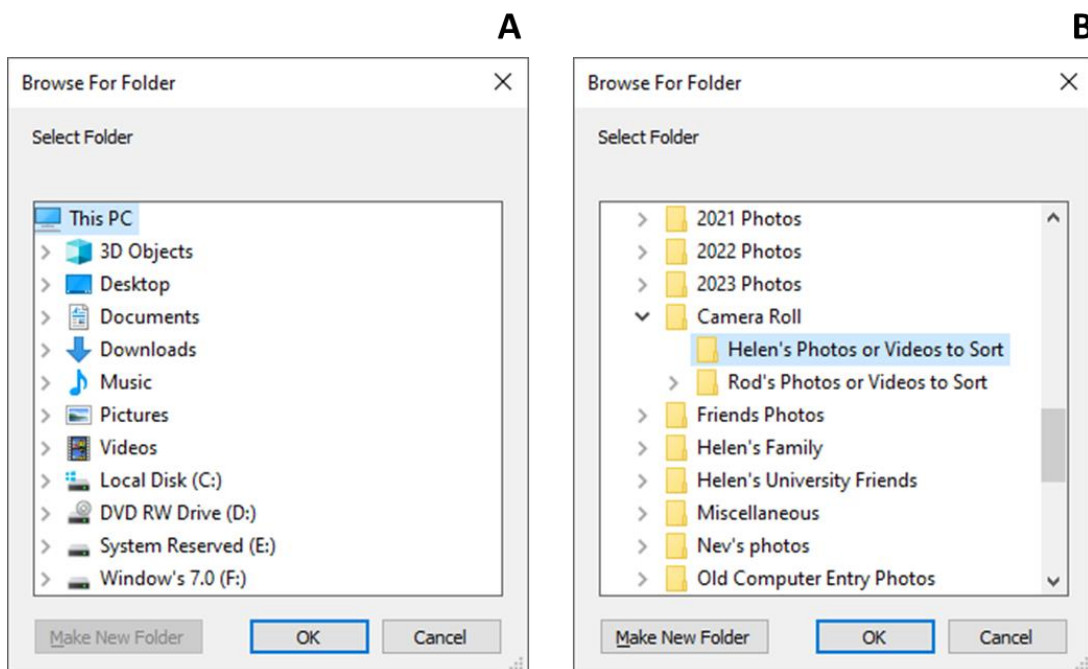
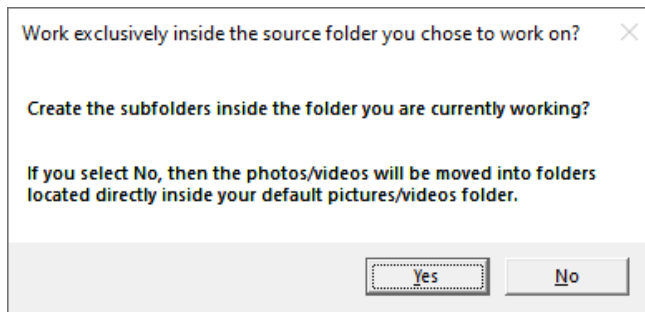


Figure 6: This screen allows the user to select the appropriate folder to search for pictures videos that will then be moved into their respective yearly and monthly subfolders. **Panel A** is what is first shown, while **Panel B** shows the folder I need to select in my teaching example to move photos that have been uploaded from a mobile phone and are waiting to be sorted into the appropriate year and month folders inside the picture folder.

After pressing OK the following message appears



This option allows you to create a completely new filing system of Years\Month folders in a folder located on your computer that **is not** the default system Photos or Video folder. Normally it is best to leave the pictures inside the default pictures folder and the videos inside the default videos folder. Note also if I did select Yes at this point what would happen is that all the photos located in the “Camera Roll\Helen’s Photos or Videos to Sort” would be further divided into Year and Month subfolders (based on their acquisition date) but this folder structure would be inside that folder which is obviously not what I want. Therefore, for this tutorial example I shall select No to the above prompt.

After this a job summary of what the program is going to do is displayed so you have one final opportunity to cancel the operation (by pressing the No button) if it is not sure you have correctly selected all the right options (Figure 7).

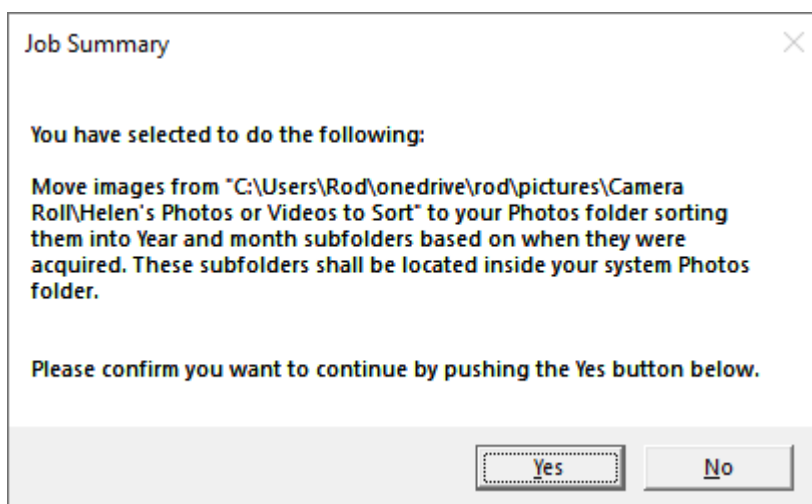


Figure 7: A final confirmation question is presented that gives the operator one final opportunity to quit the program before it begins to move photos/videos from the selected folder into the appropriate year and month subfolders.

Note although this program does not delete anything it can be moving hundreds of files into different subfolders. Interestingly, (as I shall show in section 6.4, page 21) it is possible to use options 3 or 4 to undo this action if you are moving images from your default pictures folder into year and month subfolders. However, you cannot use the program to undo options 3 and 4, where you are searching folders for images and or videos from user specified folders to move into the images and videos folders, or our option where we are looking at images inside a subfolder inside the Pictures folder, so you still need to be careful.

Once you push Yes to the continue prompt above, an Internet Explorer 11 window is open and you will quickly see all the files that the program is moving. When the program completes the screen will look similar to Figure 8.

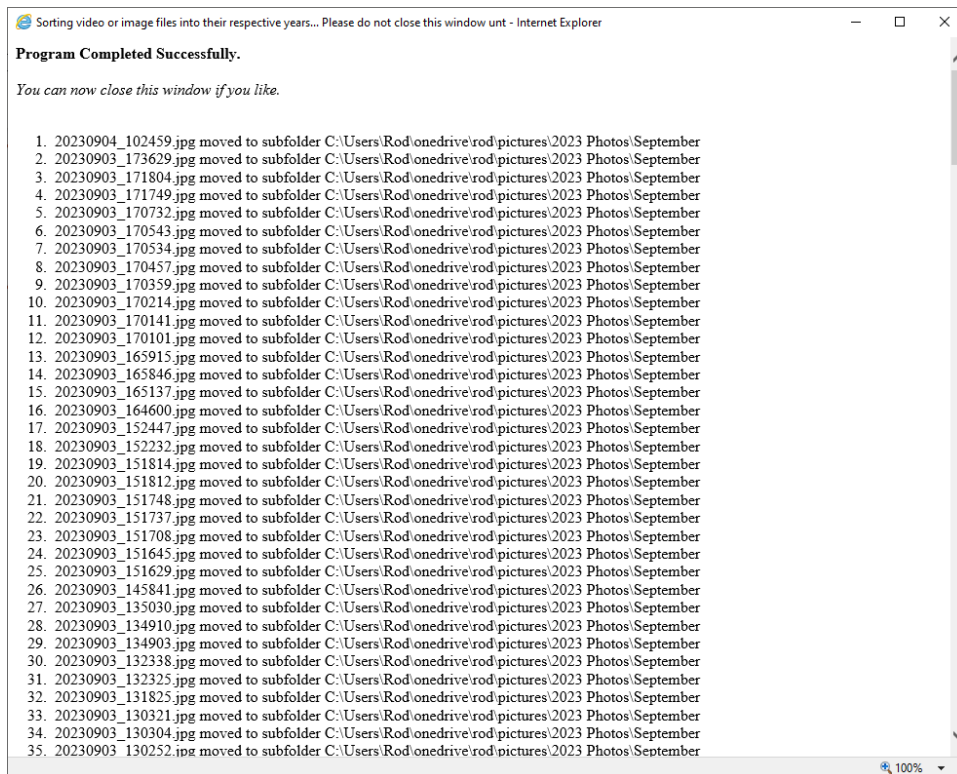


Figure 8: A list of image files that were inside the chosen working folder that have now been moved to subfolders located inside the default image folder as requested from the various selections I made before running the program.

After looking through this list you can safely close the window.

If we now return to the source folder that the program has just processed (in our example this was Pictures\Camera Roll\Helen's Photos or Videos to Sort) we see that now the only files remaining in this folder are MP4 video files along with a txt file that is a copy of the information contained in Figure 8.

We can now navigate to one of the many subfolders that have been created by the program to see how it has organised our photos. If for example, we navigate to Pictures\2023 Photos\September, all the photos with a photo taken date of September 2023 are now inside this folder (Figure 10).

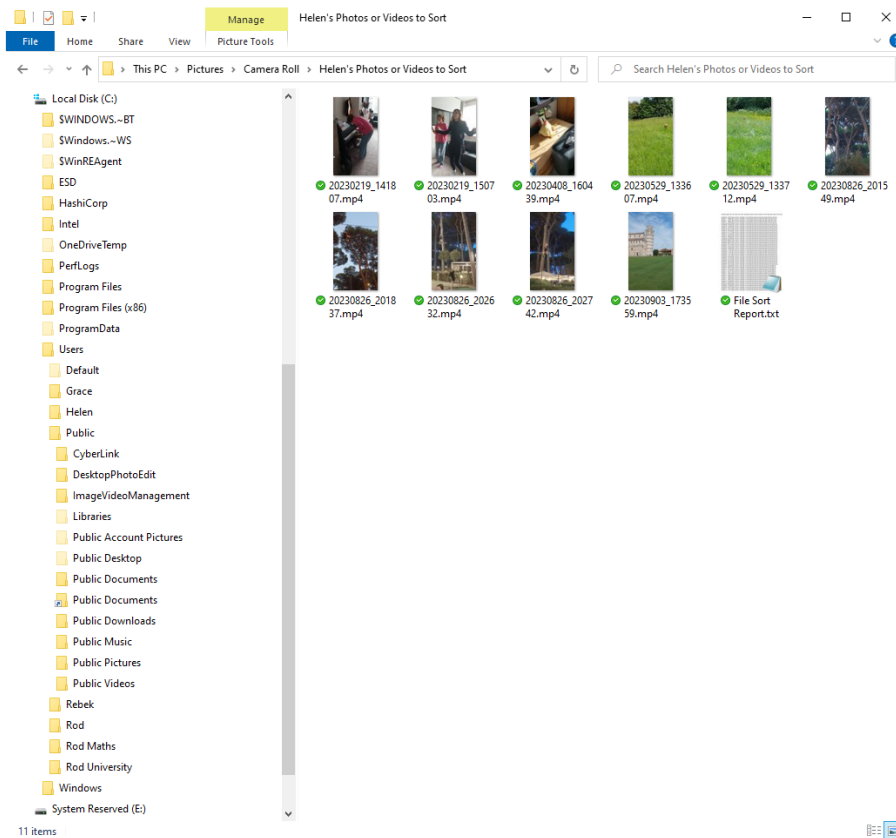


Figure 9: The contents of the “Camera Roll\Helen’s Photos and Videos to sort folder” after the Image Management program has executed. Compare the contents of the folder to its original contents shown in Figure 2.

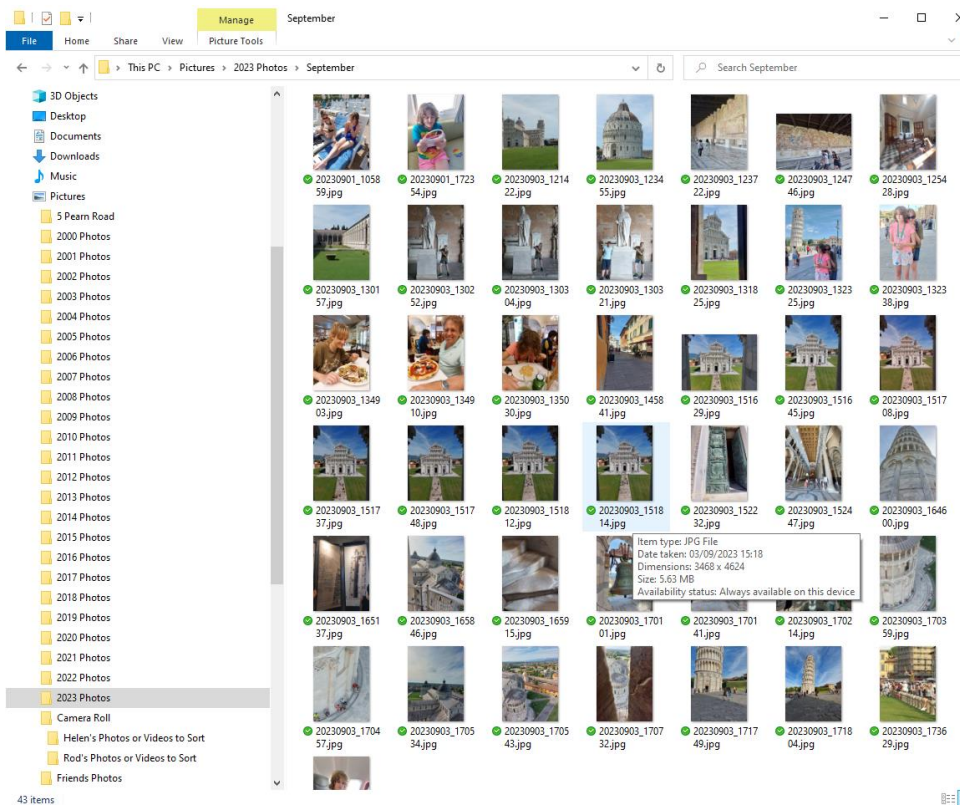


Figure 10: Photos that were originally unsorted in the Camera Roll Folder (“Helen’s Photos or Videos to Sort”) have now been moved into the appropriate monthly folders inside the 2023 Photos year folder.

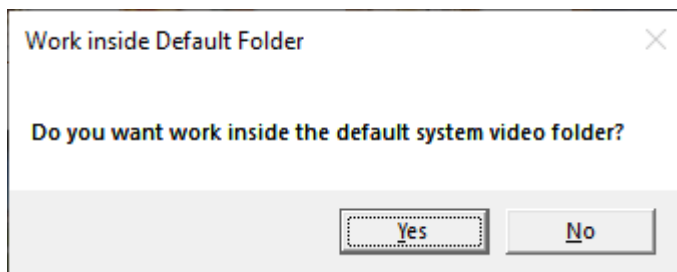
Because normally you would run this program using the default Pictures folder, the program does not search subfolders because otherwise it would start searching all the year and month folders that contain already sorted photos and this would not be appropriate. Therefore, if you are wanting to search multiple subfolders you need to run the program multiple times specifying which one you want to search. So, in my example I shall run the program a second time, but this time selected the subfolder Pictures\Camera Roll\Rod's Photos and Videos to Sort to also move my photos into the appropriate year and month subfolders inside the picture folder.

4.2 Option 2, Moving Videos into subfolders based on the year and month they were taken.

It is now time to move the few videos that are located inside the Camera Roll subfolders into appropriate year and months subfolders that are contained inside the Videos folder since it is quite helpful to keep videos and images in separate folders.

I now run the program again but at the options screen (Figure 4) we select option 2.

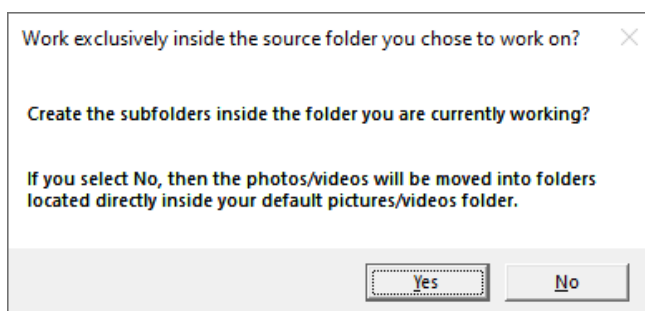
This time I am presented with the following question box:



Note because we are about to move videos it is asking whether I want to work outside of the default Video folder not the default Pictures folder. As before, because my videos are located inside the "Pictures\Camera Roll\Helen's Photos or Videos to Sort directory", so I need to push the "NO" button on the menu above.

Again, I am presented with a folder menu as shown in Figure 6A and so once again I select the folder of Figure 6B which now only contains Video files.

As before the following question box then appears:



As before I want these videos moved to my default videos folder so I shall again select the "No" button. As before, a job summary box is displayed (Figure 11) that allows the user to cancel the operation if they are not sure that they want the program to go ahead based on the various menu choices they have made.

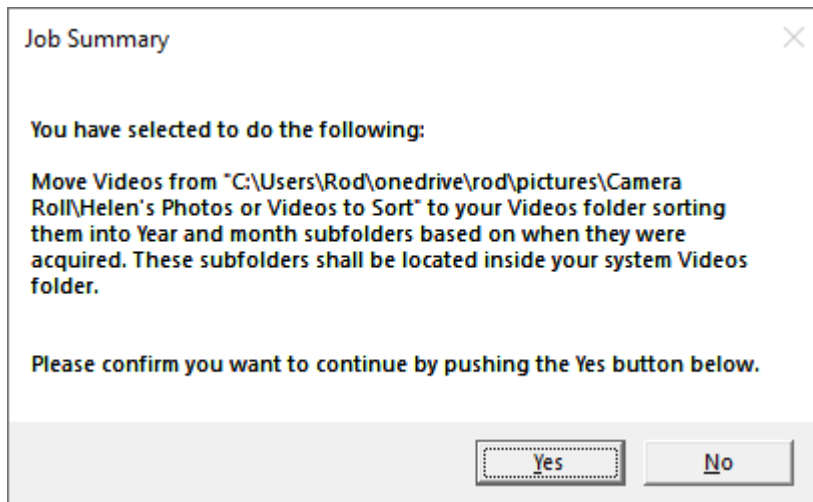


Figure 11: A final job summary of what the program is about to do based on the previous menu choices. In my example, I first selected option 2 (move videos) from Helen's Camera Roll folder located in the Pictures directory back to the system Videos folder subdividing the videos into Year\Month subfolders.

Assuming the user confirms they wish the program to operate, a Windows 11 Explorer Window opens displaying the progress of the program as (in the current example) it moves the videos from the selected folder into the default Videos Folder (Figure 12).

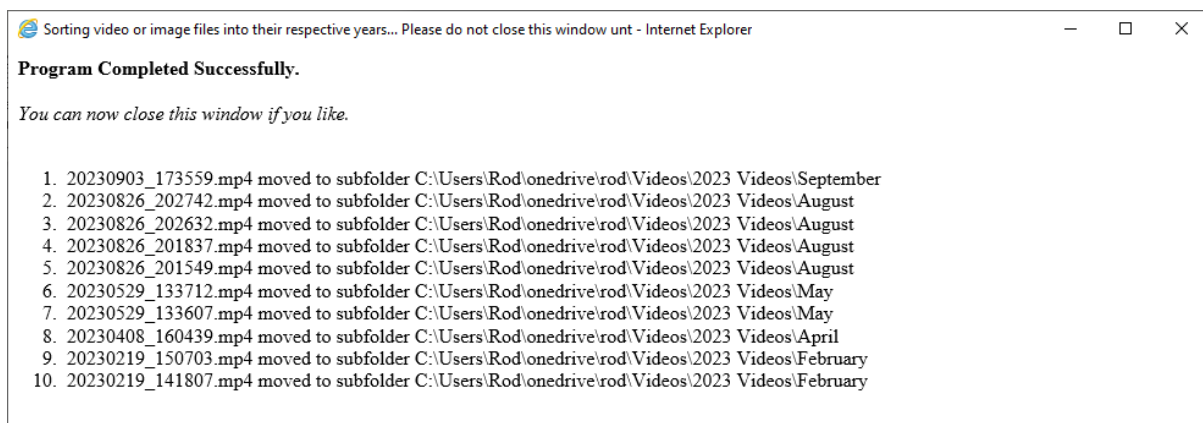


Figure 12: In this example, I have requested that the program now moves videos from the folder single folder "Pictures\Camera Roll\Helen's Photos or Videos to Sort" to the default Videos folder with video files stored in the month and year subfolders that reflect the date that the video was recorded.

Now if we returning to the subfolder "Pictures\Camera Roll\Helen's Photos and Videos to Sort", there is only a single file visible which is the text file report recording all the file moves the program has performed (Figure 13). Note when you run the program multiple times the record of each run is simply added to this single file.

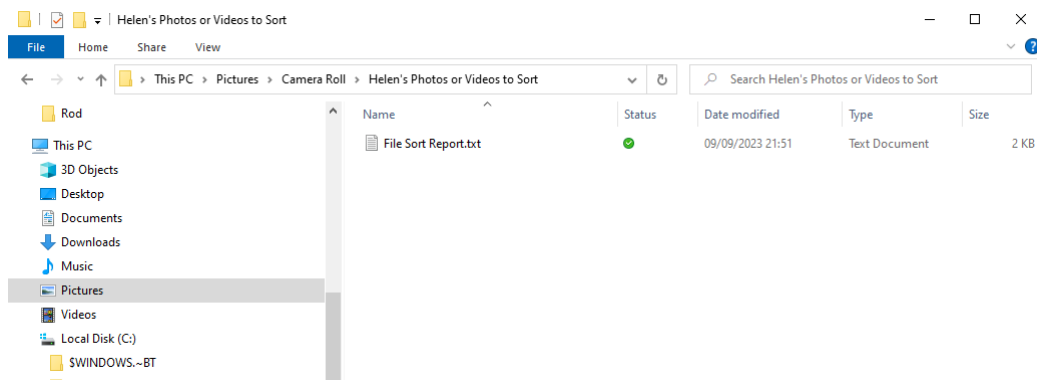


Figure 13: Our example source folder after running the Image Video Management Program first using Option 1, to move all the captured photos into the appropriate photo year and month sub folders and then running it a second time using option 2 to move all the videos from the example source folder into appropriate year and month subfolders located inside the default Videos system Folder.

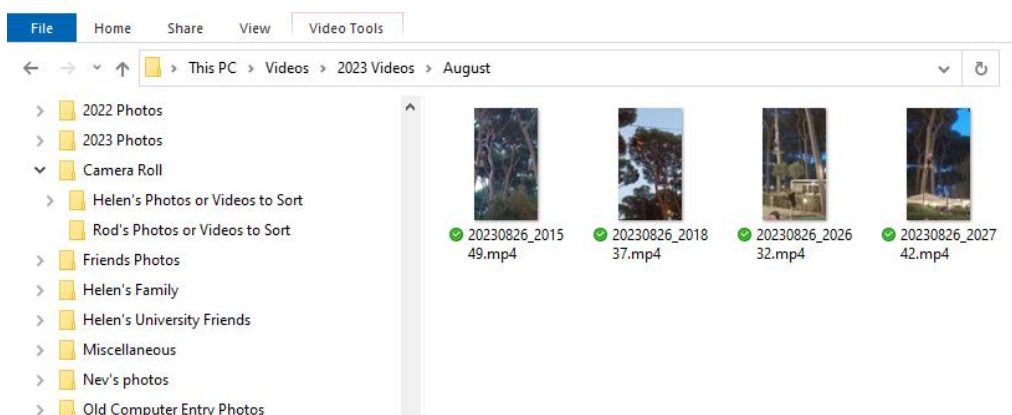


Figure 14: The ultimate destination of some of the videos that were located inside the Pictures\Camera Roll Helen's Photos and Videos to Sort sub folder. The few videos that were moved from the phone have now been moved to the default system Videos folder inside the year folder 2023 Videos which contains month folders that correspond to the month the video was filmed. Note, as in this example, it is still possible to create your own subfolders as I have done to exist alongside year and month subfolders that were created by this program.

4.3 Option 3 Gathering Images from other Folders and moving them to the System Pictures folder.

As discussed previously, for many years now Microsoft have provided specific folders to save your images and videos which are separate from your documents folder. It is definitely best practice to keep your photos in these separate folders away from your other work as it makes it much easier to find photos you have taken on your mobile. Options 3 and 4 of this program allow you to select a folder (and if desired all the subfolders inside that folder) and move either images or videos to the system images or system videos folder respectively. Note these options do not place images into their year and month subfolders but of course once you have moved images to the default Pictures folder, you can then just run the program a second time using options 1 and 2 as we demonstrated above.

To demonstrate options 3 and 4, I have created a Windows 7 virtual machine with a documents folder that contains a mixture of images, documents, and videos. The system Images folder and Videos folder is completely empty (Figure 15).

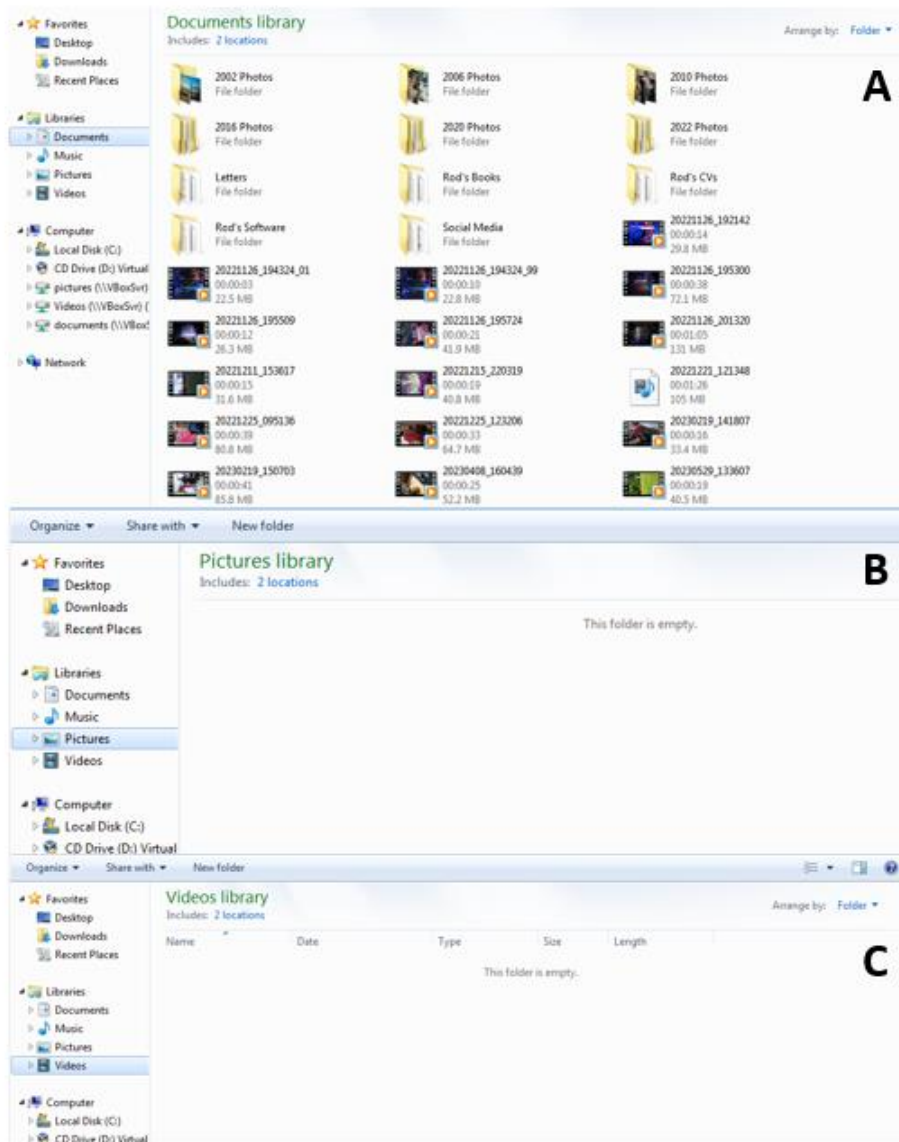


Figure 15: A test computer which has no images or videos in its system Pictures (panel B) or Videos (panel C) folders but has a mixture of documents, photos and videos in its documents folder (Panel A).

We shall now run the ImageVideo Management program this time selecting option 3 (Figure 4) from the main startup screen.

Because you are requesting the program moves images from a folder that is not the default Pictures folder, the next window that appears is the file system to allow you to select the folder which you want to work on. In our example we are going to select the "Documents" folder.

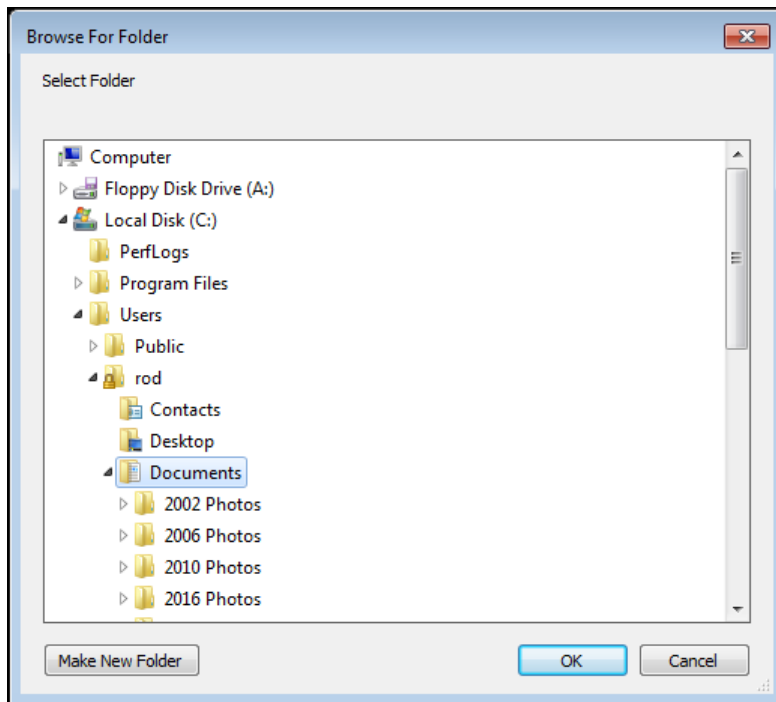


Figure 16: Selecting the Documents folder which to search for images to move to pictures folder.

After pushing OK, the program then asks whether you want to scan all the subfolders located inside your selected folder.

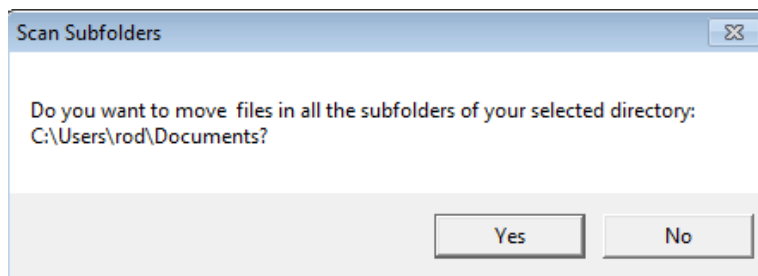


Figure 17: The program is now asking whether you want it to search all the subfolders of your chosen folder.

If you select Yes to this prompt, then the program will scan all the subfolders moving any images it finds in these folders to the default system images folder. If you select no, then it will only search the selected folder and will not look inside any subfolders (or subfolders located inside those subfolders) located in your chosen folder. For our purposes, we want to move every image located in the documents folder so we shall answer Yes to the scan subfolders prompt so that all the subfolders inside the Documents folder are searched.

After this the program will display the job summary which you should check carefully before pushing the yes button to start the operation (Figure 18).

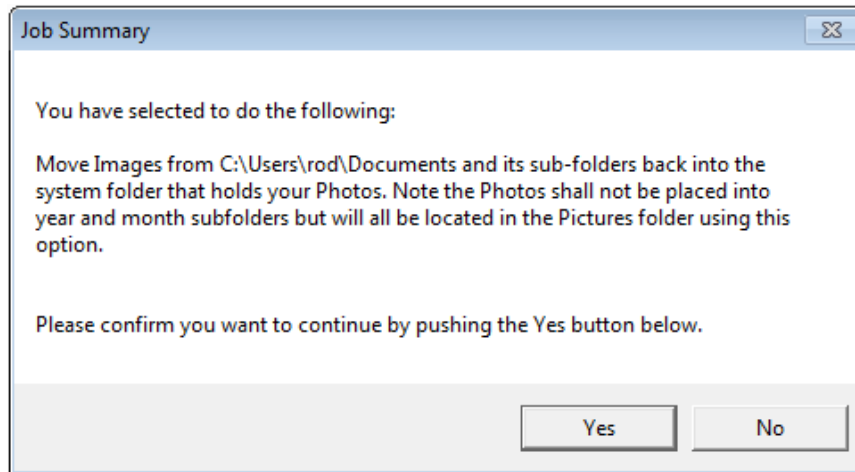


Figure 18: Job summary screen indicating what the program is about to do given the user choices made. In our example it will search the documents folder and all its subfolders for images and move them into the default pictures directory.

Once the program begins working, it will open the explorer window so you can track the files that are being moved as shown in Figure 19.

Upon completion it will produce its usual report (Figure 20).

Moving Images from your chosen folder and its subfolders to the System Image folder

- Moving IMG_4646.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4646.JPG
- Moving IMG_4643.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4643.JPG
- Moving IMG_4641.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4641.JPG
- Moving IMG_4640.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4640.JPG
- Moving IMG_4639.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4639.JPG
- Moving IMG_4638.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4638.JPG
- Moving IMG_4624.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4624.JPG
- Moving IMG_4621.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4621.JPG
- Moving IMG_4615.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4615.JPG
- Moving IMG_4613.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4613.JPG
- Moving IMG_4611.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4611.JPG
- Moving IMG_4610.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4610.JPG
- Moving IMG_4609.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4609.JPG
- Moving IMG_4608.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4608.JPG
- Moving IMG_4607.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4607.JPG
- Moving IMG_4606.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4606.JPG
- Moving IMG_4451.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4451.JPG
- Moving IMG_4444.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4444.JPG
- Moving IMG_4443.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4443.JPG
- Moving IMG_4442.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4442.JPG
- Moving IMG_4441.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4441.JPG
- Moving IMG_4440.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4440.JPG
- Moving IMG_4436.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4436.JPG
- Moving IMG_4435.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4435.JPG
- Moving IMG_4434.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4434.JPG
- Moving IMG_4433.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4433.JPG
- Moving IMG_4422.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4422.JPG
- Moving IMG_4421.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4421.JPG
- Moving IMG_4420.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4420.JPG
- Moving IMG_4418.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4418.JPG
- Moving IMG_4417.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4417.JPG
- Moving IMG_4416.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4416.JPG
- Moving IMG_4415.JPG from C:\Users\rod\Documents\2020 Photos\September\ to C:\Users\rod\Pictures\IMG_4415.JPG

Figure 19: Example output from the program as it moves images located in sub-folders inside the documents folder back to the default pictures folder.

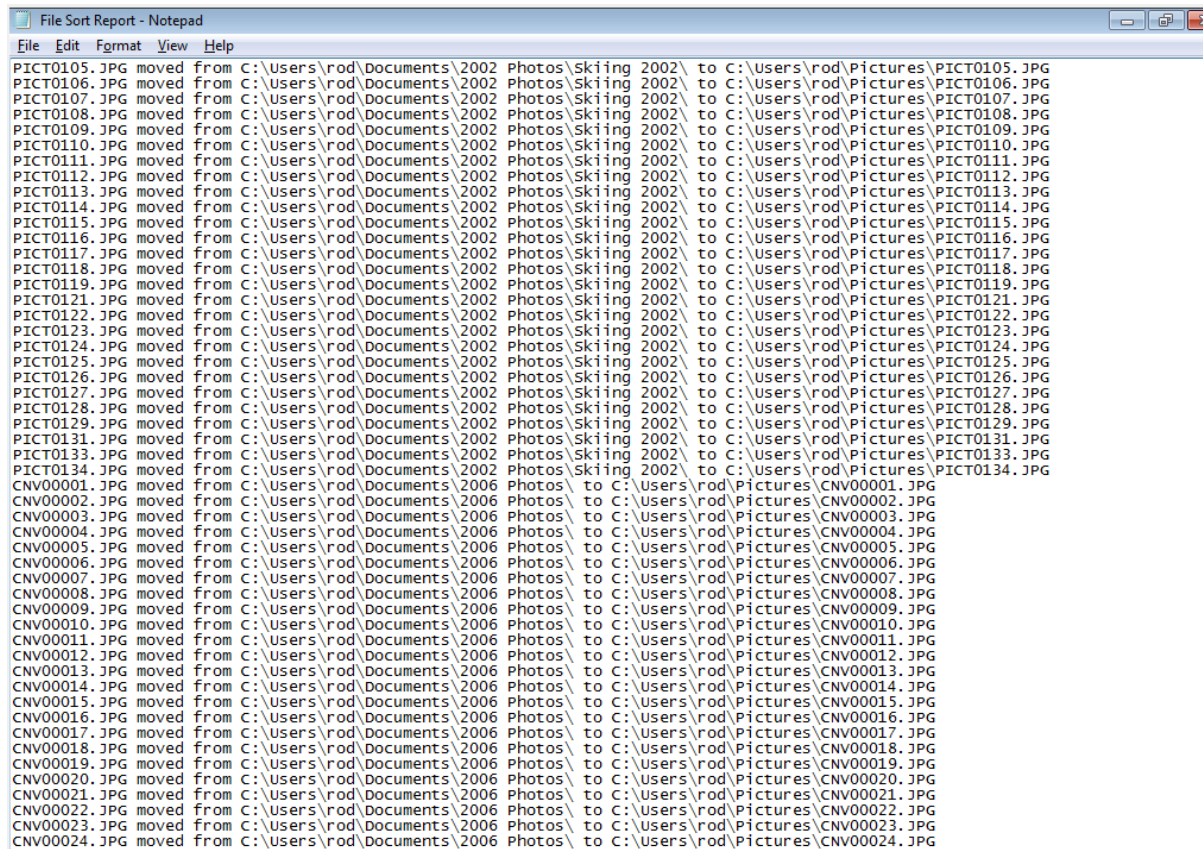


Figure 20: A small section of the text file recording all the image files it has moved from your chosen folder (and if selected subfolders) back to the default pictures or videos folder.

4.4 Option 4 Gathering Videos from other Folders and moving them to the System Videos folder.

We shall now complete the process by moving any videos located in the Documents folder and its subfolders into the video folder. After selecting option 4 we are presented with the same windows and choices as shown in Figure 16 and Figure 17. After indicating that we do want to search all the sub-folders inside the documents folder we are presented with the job summary screen which looks like this when moving videos.

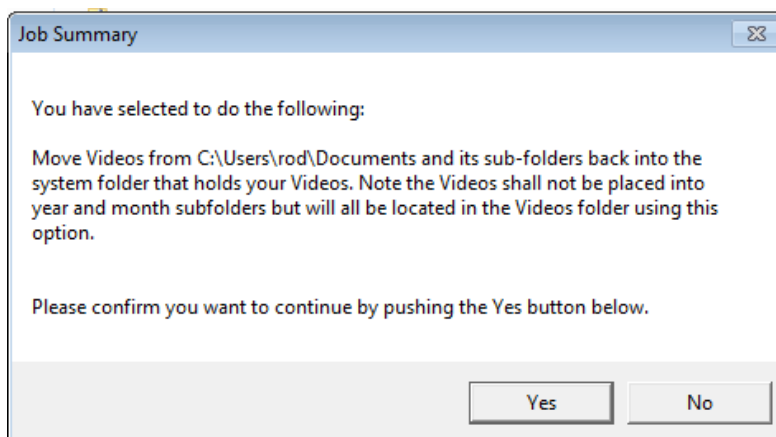


Figure 21: The Job summary screen for our example where we are about to move video files from the documents folder back to the default system videos folder.

In my tutorial example, I only had relatively few videos in the documents folder so the program completes quickly (Figure 22).

Program Completed Successfully.

You can now close this window if you like.

1. Moving 20230529_133712.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20230529_133712.mp4
2. Moving 20230529_133607.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20230529_133607.mp4
3. Moving 20230408_160439.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20230408_160439.mp4
4. Moving 20230219_150703.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20230219_150703.mp4
5. Moving 20230219_141807.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20230219_141807.mp4
6. Moving 20221225_123206.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221225_123206.mp4
7. Moving 20221225_095136.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221225_095136.mp4
8. Moving 20221221_121348.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221221_121348.mp4
9. Moving 20221215_220319.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221215_220319.mp4
10. Moving 20221211_153617.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221211_153617.mp4
11. Moving 20221126_201320.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221126_201320.mp4
12. Moving 20221126_195724.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221126_195724.mp4
13. Moving 20221126_195509.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221126_195509.mp4
14. Moving 20221126_195300.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221126_195300.mp4
15. Moving 20221126_194324_99.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221126_194324_99.mp4
16. Moving 20221126_194324_01.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221126_194324_01.mp4
17. Moving 20221126_192142.mp4 from C:\Users\rod\Documents\ to C:\Users\rod\Videos\20221126_192142.mp4

Figure 22: Videos that have been moved in my example from my documents folder to the default videos folder.

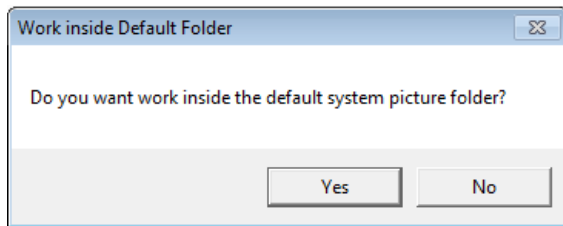
4.5 The Results of running options 3 and 4 of the Image Video Management Program

If one now compares the contents of the Pictures, Videos and Documents folders after running options 3 and 4 of the Image Video Management Program, it is clear that the program has moved all images from the document folder into the pictures folder and all the videos into the videos folder while leaving all the other document-related content where it is (compare Figure 15 with Figure 23).

Figure 23: The result of moving all images and videos from the documents folder (panel A) to the system pictures (panel B) and videos folder respectively (panel C). Note that the program does not delete any subfolders in the documents folder even if they become empty once all the images are moved. This is why the documents folder still contains folders like "2020 photos". Inside this folder are empty month folders as all images have been moved. Note I also provide a [Cloud Cleaning program](#) which has an option to remove empty folders if you would also like to automate empty folder removal.

4.6 Finishing Image sorting by running the program using Option 1 on the Pictures folder

In this final example, I ran the program one last time, selecting option 1 and then selecting yes button at the window:



In this example, the Job summary window then immediately appears as shown in Figure 24 and the resultant Pictures folder shown in Figure 25 with a section of the File Report Text file shown in Figure 26

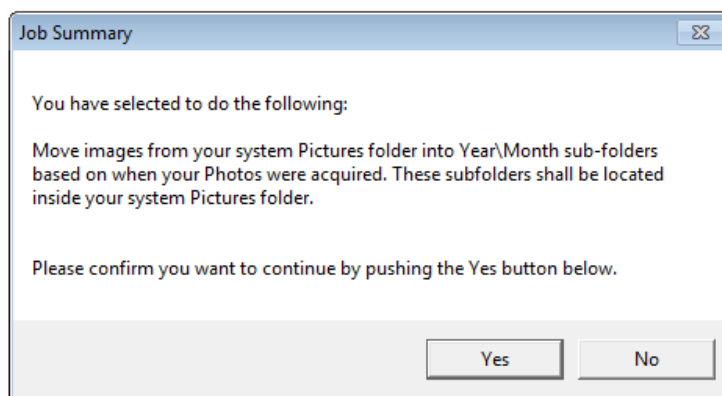


Figure 24: The job summary window when accepting all the program defaults. Using option 1 we are simply asking the program to scan the Pictures folder and put the photos into year and month subfolders located still inside the system pictures folder.

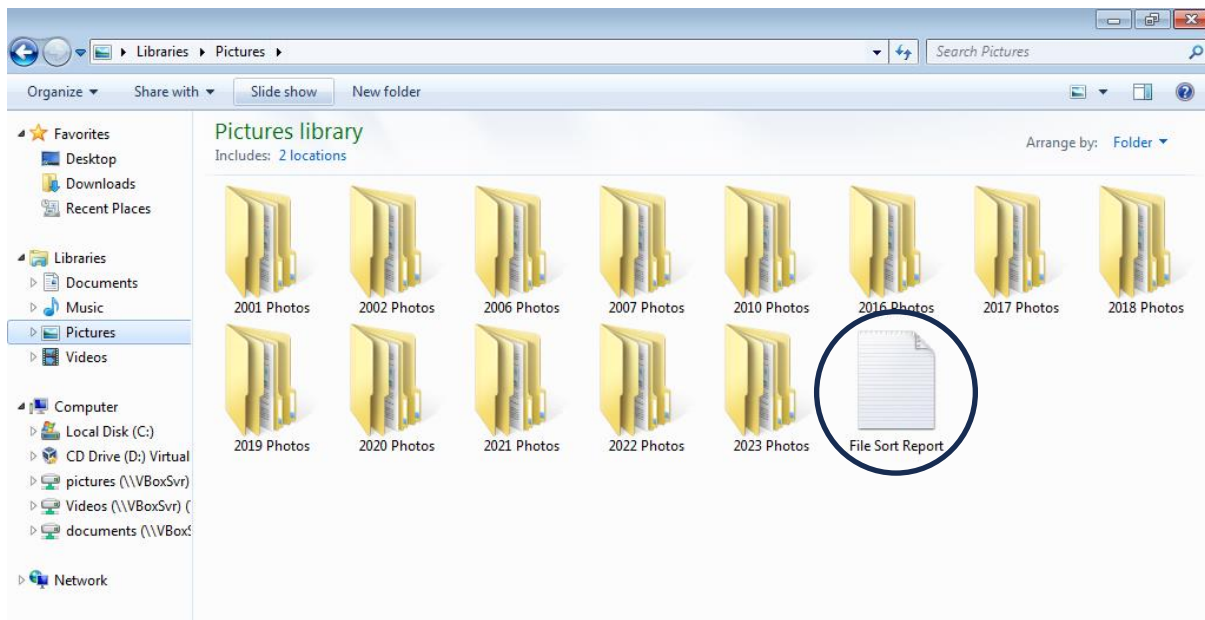


Figure 25: After the image files have moved from the Documents folder into the Pictures folder the program was run one final time to sort the photos into years and month sub-folders based on when the photos were taken.

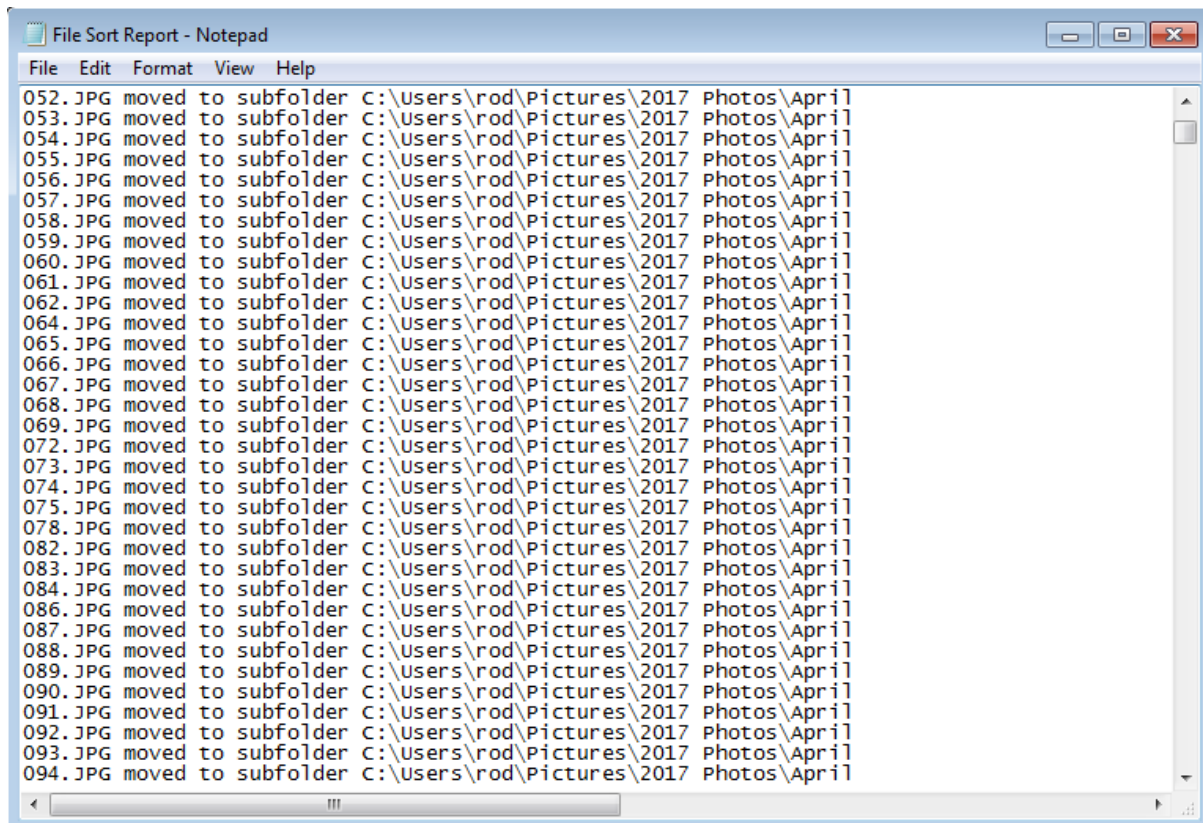


Figure 26: A section of the File Sort Report (file circled in Figure 25) recording all the files that have been moved from the root system folder Pictures into appropriate year and month subfolders.

5 Conclusion

This program, along with some basic understanding of managing Cloud storage can be used to keep all your photos from multiple mobile phones organised or to achieve the difficult process of searching for other image files that are not stored where you want them to be. The Appendix below ties up some loose ends including answering technical questions on what files the program considered image or video files.

If you find this program useful, please consider [reviewing it](#) on my website. Thanks!

6 Appendix

6.1 *Image and Video File Extensions*

File names with the extensions: JPG, JPEG, TIF, TIFF, BMP, PNG, HEIC are all considered image files and will be moved when the program is acting on images accordingly. File names with the extensions: MP4, MOV, AVI, WMV are all considered video files and will be moved when the program is acting on videos accordingly.

6.2 *Determining file acquisition date*

Modern mobiles and cameras record the date the image was captured and this information is usually independent of the file creation date. However, especially on older image files, this date may not be present, so the program does the following. It first determines if the file contains a date taken field which contains a date. If so, it will use this date. If not, it then looks at the standard date modified and the date created fields of the file. Whichever one is first is the date the program uses as the image/video acquisition date.

6.3 *Dealing with files that share the same name*

When moving files out of multiple folders into a single folder, it is possible for two files to share the same name. The program therefore checks for this possibility and if there is a file name conflict it simply resolves it by adding a number in brackets to the file name. So for example, if there is a photo called John.jpg in folder "Jane's photos" and a photo called John.jpg in "Bill's photos" and the program is moving the contents of both folders back to the system Pictures folder (option 3) then the photo from Jane's photos will still be called John.jpg while the photo with the same name in Bill's photos will be renamed to John (2).jpg¹. This process is repeated as many times as necessary. So 5 photos sharing the name Cat.jpg would be renamed to Cat.jpg, Cat (2).jpg, Cat (3).jpg, and Cat (4).jpg and Cat (5).jpg. There is an example of duplicate name handling in Figure 23B where two files shared the name "001" so one has been renamed to "001 (2)"

6.4 *Reversing the default moving of files from the Image\Video Folder into year\month subfolders*

It is possible to undo the function where you have taken a set of files located in the Pictures or Videos folder and then sorted them into Year and month subfolders based on their acquisition date. This can be achieved as follows:

For images that have been sorted into their subfolders you would run the program this time selecting option 3. However, when the select folder menu appears you now select the Pictures folder itself as shown in Figure 27.

¹ Assuming that Jane's folder is scanned before Bill's. If Bill's folder is scanned first, then Bill's photo will remain as John.jpg while Jane's will become John (2).jpg.

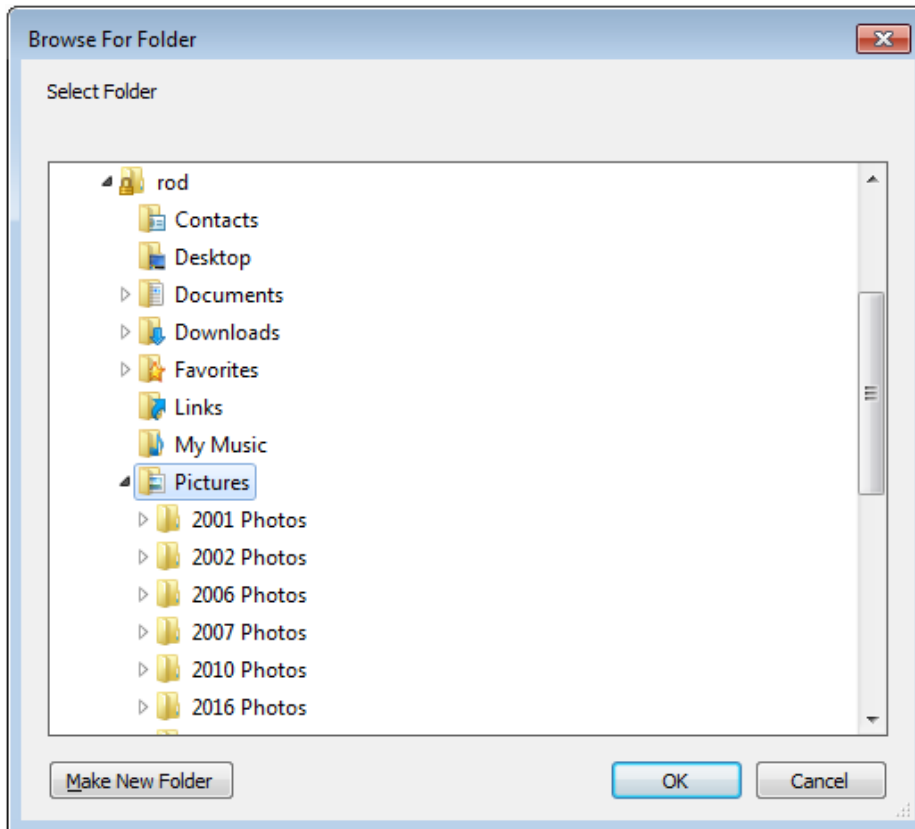
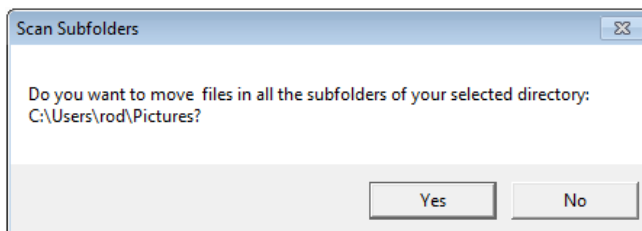
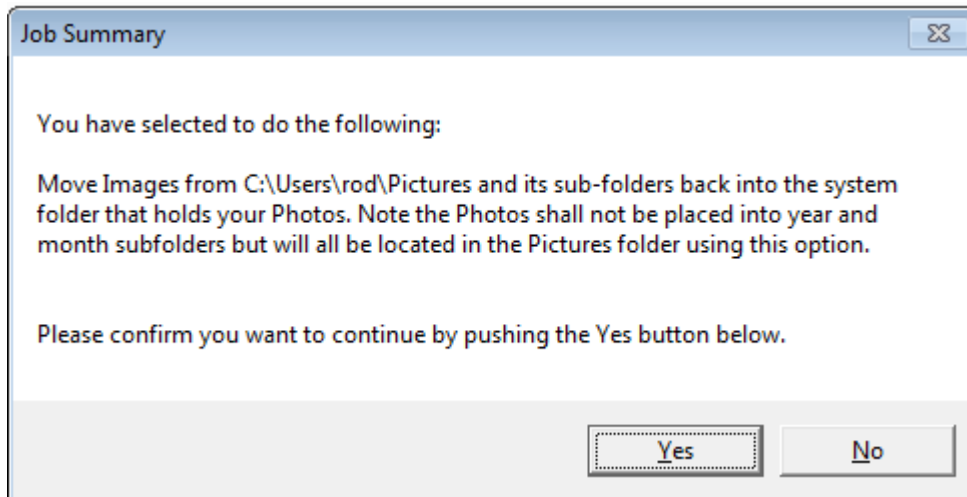


Figure 27: Reversing the program's action of taking photos located in the Pictures folder and moving them into Year and months subfolders by using option 3 and selecting the Pictures system folder as the folder on which you wish to operate.

We then select **Yes** to the Scan subfolders question below:



This will bring up the following job summary screen which indicates that the program is about to scan all the year and month subfolders inside the Pictures folder and move all the image files back to the root Pictures folder which is essentially the reverse process of scanning the pictures folder and moving all the images into year and month subfolders.



After running this program on the Pictures folder of Figure 25, the Pictures folder now contains all the image files back in the root directory (exactly like Figure 23B) but with the addition of all the year subfolders (containing their month subfolders) which are now completely empty.

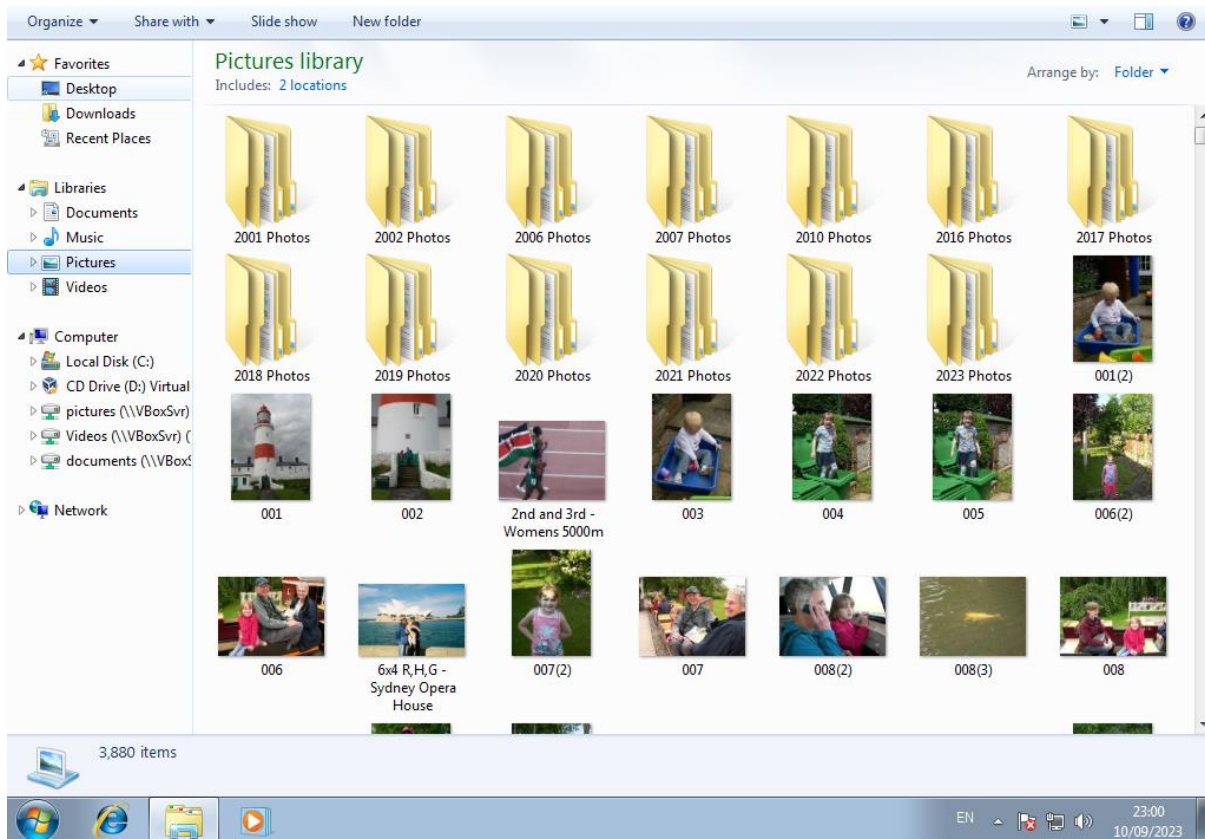


Figure 28: Sorting the images shown in Figure 23B into yearly subfolders using option 1 of this program can be effectively reversed by selecting option 3 of this program and asking the program to scan all the subfolders of the Pictures folder.

6.5 Changing your System Pictures and Videos Folders from the Windows Default

When you add an account to Windows the default paths for the system Pictures and Videos folders for that user are c:\Users\UserName\Pictures and c:\users\UserName\Videos respectively. Obviously if you are using a Cloud storage solution you might have a very different path to your pictures folder so it is helpful to be able to change these defaults in the operating system. This is actually very easy

to do! If you go to a system folder and right click on it you can then select properties at the bottom of the context menu as shown in Figure 29.

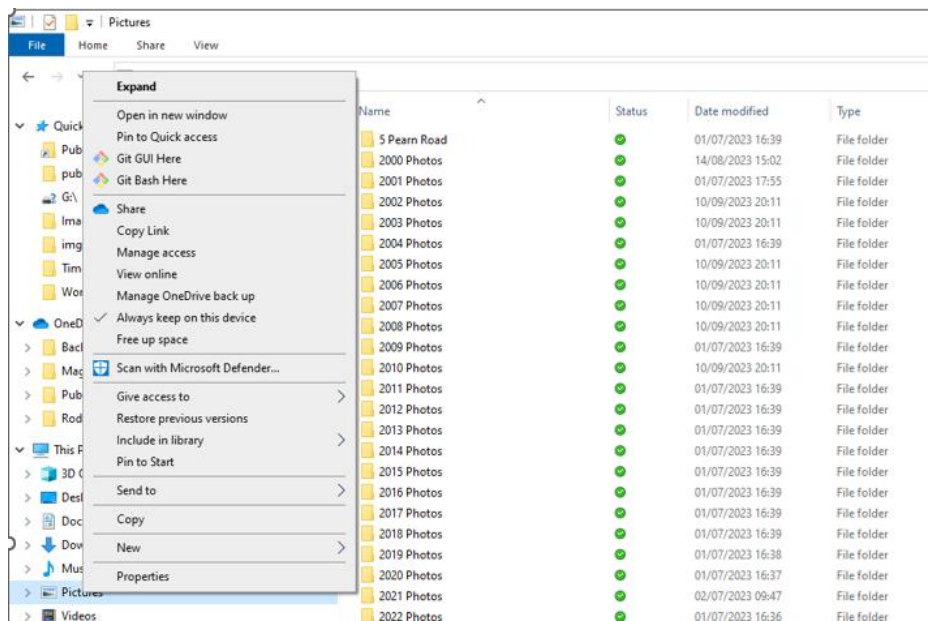


Figure 29: Changing the default location of your System folders using the folder properties settings that are accessed by right clicking when a system folder is selected as shown in the figure.

From there in the Picture properties menu select the Location tab as shown in Figure 30 below:

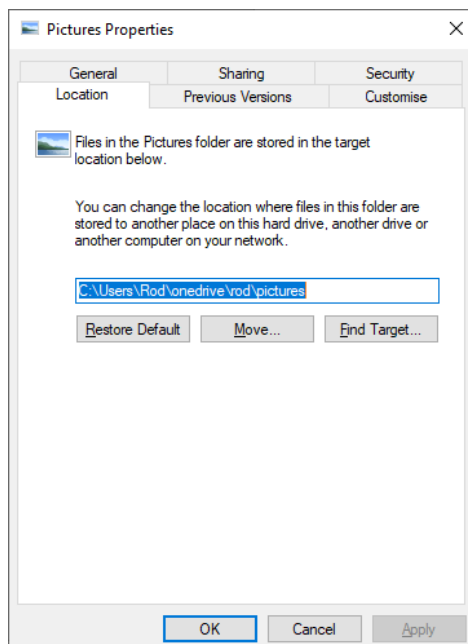


Figure 30: The location tab contains the path that is set for your given system folder. In my case I have my images located inside the subfolders Rod\Pictures inside my Onedrive so the location from my desktop is c:\users\rod\onedrive\rod\pictures.

6.6 Uninstalling this program

Due to the simplicity of this program, there is no uninstall script file provided. If you no longer want the program simply delete the folder c:\users\public\ImageVideoManagement and the SortPhotosVideos shortcut on your desktop and that is it.