

File Organizer

Move files into the right folders using reviewed rules.

Source and destination

The source folder holds files now; the destination is where they will be moved. Begin with test copies instead of your real archive. Do not select Windows system or installed-program folders as organizing sources.

Step by step

1. Select the source folder. Review any subfolder-scope options offered by your installed version.
2. Check the rules. Enable the ones you want for PDFs, images or documents and disable unwanted rules.
3. Check each rule's destination. For custom rules, define the extension or filename match and the target folder.
4. If a file can match several rules, review their order. Generate a fresh preview after changing priorities.
5. Check source and destination paths in the preview. Deselect any planned move you do not want.
6. Apply only the reviewed moves. Do not move the same files in another application while processing.
7. Check completed and skipped operations in History. Open the destination folder and inspect the files.

Example: Collect PDFs in one folder

Place two PDFs and one JPG in a test folder. Enable only the PDF rule and choose a PDF subfolder as its destination. Preview the plan and confirm that only the two PDFs will move. Apply the plan and verify that the JPG stayed in place.

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Rules, undo and troubleshooting

Build a clear custom rule

For example, match document names containing “invoice” and move them to a chosen folder. Contains, starts-with and ends-with are different matching rules. After saving a rule, preview several filenames and confirm that only the intended examples match.

If a file with that name already exists

The source workflow uses numbered names instead of overwriting an existing file. Still inspect the preview and result. Same-named files can have different contents; use Duplicate Finder for duplicate review rather than treating this tool as a duplicate cleaner.

Undo a move

1. Find the operation you want to undo in History.
2. If Undo is available, read its source/destination scope before confirming.
3. If a new same-named file occupies the original location, do not overwrite it. Review any conflict or error report.
4. Moving files in other applications after organizing can affect undo. Keep backups of important files.

Problem and solution

1. File is missing from the preview: Check the enabled rule, extension and scan scope.
2. Wrong destination: Correct the rule target and priority, then create a new preview before applying.
3. Move failed: The file may be locked or the destination may not be writable. Close the file and choose a writable target.
4. Unexpected OneDrive movement: Sync can propagate changes to other devices. Test a small sample first and wait for synchronization to finish.

Final check

Open both source and destination folders. Confirm file names and contents. Review History before repeating a batch operation.

Support: support@linvarastudio.com | linvarastudio.com/support/

Reference: supplied Studio v0.3.25 source bundle and module interfaces. Some labels/options may differ in your installed version. Check Microsoft Store for current prices and license terms.