



Photo Organizer Manager

Guide

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INTRODUCTION TO PHOTO ORGANIZER MANAGER (POM)

POM performs image classification based primarily on the date the photo was created or taken.

This result is achieved in three steps:

1. Using the **image's shooting** date (or creation date) and adding or changing it as necessary
2. By selecting the photos based on the event to which they refer and placing them in folders with names consisting of **Year-Month and Event Name**.
3. Using the **Group images** option which divides the images into Year-Month subfolders always based on the image shooting date.

The sequence to follow is therefore:

- Add the date to the image
- Group images by year-month with Group Images
- Classify the images as seen in step 2.

The result is a single archive sorted chronologically by year and month and by type of event: this allows you to easily trace the images.

POM helps accomplish all of this by automating procedures.

In addition, it offers some additional functions:

- Display of the main **attributes of the photos** with the possibility of managing some of them (for example the date and altitude)
- The place where the photo was taken can be **represented on a map** with the possibility of creating an itinerary
- **Hierarchical view** of the images on the computer which allows you to view the distribution of the images on the computer hard disk.
- File editing (**Rename, move, copy, delete, rotate image** etc.)
- **Tracing** images over a period of time

NOTE : The date used in POM is the actual one of the shot and should not be confused with the date of creation or modification on the PC. It is an "Exif" data, one of many (such as exposure time, aperture, etc.) created and added to the image file when taking the picture with a digital camera.

It may happen that the image lacks it (in old photos or scanned images): in this case POM provides the tool to add or modify it.

In this guide when we talk about the date of the image we always mean the shooting date (technically exif name is DateTimeOriginal)

For the geographical localization of the image, POM uses, when available, the GPS latitude and longitude exif data. Modern cameras and phones almost always have this function built-in and therefore record these two data.

Come organizzare velocemente le tue immagini.

A. Using the **CREATE FOLDER** option

1. Load images (coming from one or more folders) into POM with the "**Find**" option
2. Sort them in ascending order of date by clicking on the header of the "**Date**" column.
3. Select from the "**Thumbnails list**" the images that belong to an event
4. Click on "**Create Folder**"
5. In the window that opens, enter the name you want to give to the new folder and select the box that allows you to put the **year and month** before the name of the folder.
6. Choose the PC location to save the new folder. Click on "**yes**" if you want to change the one proposed by POM and confirm. The new folders have been created.

To facilitate the creation of an archive before **A.**

B. Use the **ORGANIZE BY YEAR/MONTH** option

1. Select the folders to organize
2. Click on the "**Organize by year/month**" option: the images will be divided into folders by year/month
3. Choose where on your PC to save the new folders. Click on "yes" if you want to change the position proposed by POM and confirm.
4. The creation of folders each containing the images of a given month facilitates the execution of the next phase seen in point A. : **Create folder**.

In summary, here is how to proceed in three steps to easily create a photo archive:

- 1. Add the date of creation of the image where it is not present (using the "EDIT EXIF DATA" option)**
- 2. Group images by year and month (using the "GROUP BY MONTH" option)**
- 3. Locate the images that are part of an event and create the relative folder (using the "CREATE FOLDER" option)**

Even if it is possible to use only the option 3., the options 1. and 2. help and significantly simplify the realization of the cataloging of the images.

Graphic interface

The Photo Organizer Manager (POM) tools act on groups of images and require the setting of a few parameters. This guide is written by describing the commands used in sequence.

As can be seen from the layout (photo 1) the interface displays a lot of information.

In the central part **1** appears the table that contains the essential data that characterize the image:

- **file name and type¹**
- **size**
- **folder in which it is stored**
- **date and time taken²**

On the left side **2** there are four File Explorer modes for searching and selecting folders. At the bottom left, **3** the data relating to the selected files and folders are displayed. In the area **4** we find specific data of the images, below **5** the thumbnails of the first twenty images listed in the table and finally in the area **6** the enlarged image corresponding to the selected thumbnail.

At the top are the commands that handle POM.

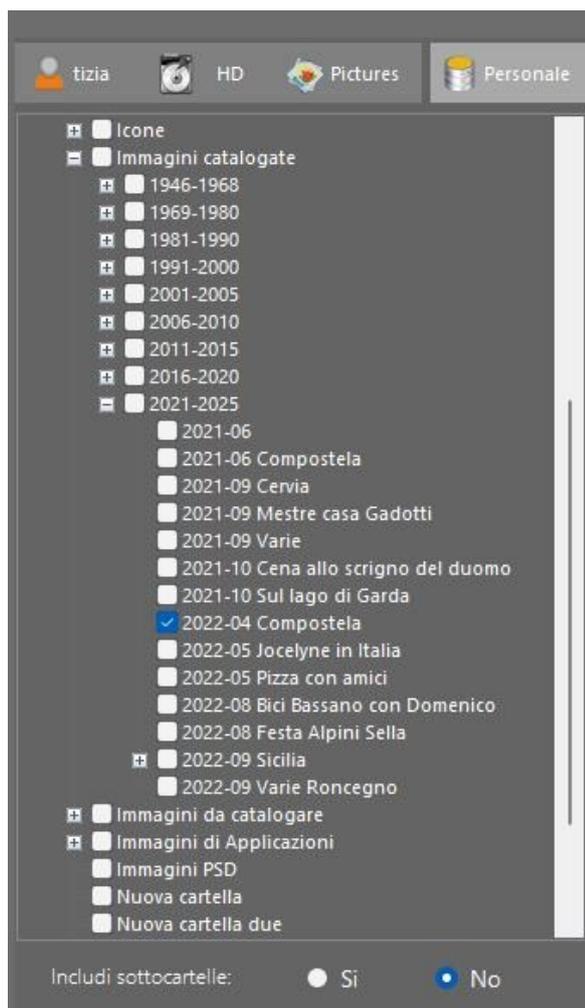
The screenshot shows the Photo Organizer Manager (POM) interface. At the top, there are several tabs: 'GESTIONE IMMAGINI', 'EDITA FILE', 'EDITA CARTELLE', 'EDITA DATI EXIF', 'STRUMENTI', and 'HELP-INFO'. Below these are various icons for actions like 'Trova', 'Raggruppa mese', 'Crea cartella', 'Rinom.', 'Sposta', 'Copia', 'Elimina', 'Selez.', 'Modifica', 'Copia', 'Check', 'Gerarchia cartelle', 'Backup', 'Opzioni', 'Info', 'Malloram.', and 'Guida'. On the left, there is a file explorer showing a tree structure of folders. In the center, a table displays a list of files with columns for 'Pos.', 'Nome file', 'Ext.', 'Dimensi. kb', 'Data Scatto', 'Ora', and 'Cartella'. On the right, a detailed metadata panel for the selected image shows 'Attributi Immagine', 'Parametri fotocamera', and 'GPS'. At the bottom, there is a grid of thumbnails and a large preview of the selected image.

Pos.	Nome file	Ext.	Dimensi. kb	Data Scatto	Ora	Cartella
41	Compostela 2022 - 042	.jpg	5.851	2022-04-29	10:46	M:\immagini\immagini catalogate\2021-20...
42	Compostela 2022 - 043	.jpg	4.579	2022-04-29	10:57	M:\immagini\immagini catalogate\2021-20...
43	Compostela 2022 - 044	.jpg	4.458	2022-04-29	10:57	M:\immagini\immagini catalogate\2021-20...
44	Compostela 2022 - 045	.jpg	4.709	2022-04-29	10:58	M:\immagini\immagini catalogate\2021-20...
45	Compostela 2022 - 046	.jpg	8.356	2022-04-29	11:05	M:\immagini\immagini catalogate\2021-20...
46	Compostela 2022 - 047	.jpg	8.332	2022-04-29	11:06	M:\immagini\immagini catalogate\2021-20...
47	Compostela 2022 - 048	.jpg	10.749	2022-04-29	11:34	M:\immagini\immagini catalogate\2021-20...
48	Compostela 2022 - 049	.jpg	6.358	2022-04-29	11:54	M:\immagini\immagini catalogate\2021-20...
49	Compostela 2022 - 050	.jpg	5.347	2022-04-29	12:54	M:\immagini\immagini catalogate\2021-20...
50	Compostela 2022 - 051	.jpg	3.809	2022-04-29	13:01	M:\immagini\immagini catalogate\2021-20...
51	Compostela 2022 - 052	.jpg	4.352	2022-04-29	13:47	M:\immagini\immagini catalogate\2021-20...
52	Compostela 2022 - 053	.jpg	10.059	2022-04-29	14:03	M:\immagini\immagini catalogate\2021-20...
53	Compostela 2022 - 054	.jpg	4.818	2022-04-29	14:38	M:\immagini\immagini catalogate\2021-20...
54	Compostela 2022 - 055	.jpg	3.164	2022-04-29	15:38	M:\immagini\immagini catalogate\2021-20...
55	Compostela 2022 - 056	.jpg	6.311	2022-04-29	15:33	M:\immagini\immagini catalogate\2021-20...
56	IMG_20220429_161030	.jpg	8.802	2022-04-29	16:10	M:\immagini\immagini catalogate\2021-20...
57	IMG_20220429_172453	.jpg	8.111	2022-04-29	17:24	M:\immagini\immagini catalogate\2021-20...
58	IMG_20220429_172503	.jpg	7.666	2022-04-29	17:25	M:\immagini\immagini catalogate\2021-20...
59	IMG_20220429_174838	.jpg	5.573	2022-04-29	17:48	M:\immagini\immagini catalogate\2021-20...
60	IMG_20220430_092349	.jpg	9.989	2022-04-30	09:23	M:\immagini\immagini catalogate\2021-20...

Foto1

NOTE1 : Limited to the following file types: jpeg, bmp, png, tiff,

IMAGES SEARCH



Explore-file

To facilitate the search for images, POM allows you to choose between four types of file explorer, one of which (**Personal**) can be set by the user. It is also possible to set which of the four file explorers to start POM with.

The ability to choose the type of Explorer that best suits you makes it easier to find folders.

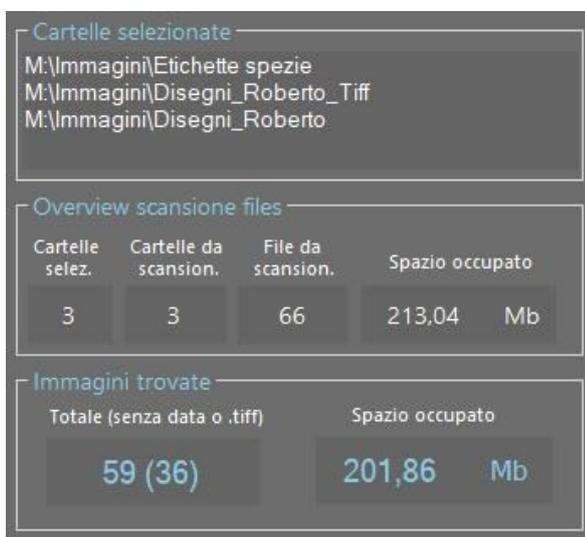
Number of selectable folders

There are no limits to the number of folders you can select. You can select one or more folders as well as a partition or an entire disk.

By default POM excludes folders that do not normally contain user images, such as system folders which, on the contrary, would negatively and unnecessarily affect the speed of searches.

Include subfolders in your search

The search can be limited to selected folders (**No**) or to selected folders and all folders below them (**Yes: Include subfolders**). By default, the search is performed on the selected folder, omitting subfolders.



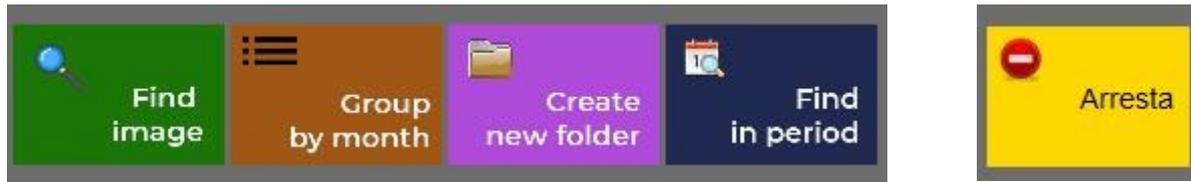
Information about the files in question

The selected folders are listed in the “**Selected Folders**” box.

Each time a folder is selected, POM indicates in the **Overview** box, adding them up, the space occupied and the total number of files (not just images) contained in the selected folders.

When the search is complete, the total number of **Images found** and the related space occupied are indicated. Undated images are indicated in brackets.

Find images



After selecting folders and clicking **Find**, POM searches for images in sequence for each of the selected folders. The result is a list of files, 20 of which are displayed in the **central table** and, as thumbnails, in the underlying grid.

The search can be stopped by clicking on the "**Stop**" button at any time

Pos	Nome file	Ext	Dimens. Kb	Data Scatto Data Ora	Cartella
41	Compostela 2022 - 042	.jpg	5.851	2022:04:29 10:46	M:\immagini\immagini catalogate\2021-20...
42	Compostela 2022 - 043	.jpg	4.579	2022:04:29 10:57	M:\immagini\immagini catalogate\2021-20...
43	Compostela 2022 - 044	.jpg	4.458	2022:04:29 10:57	M:\immagini\immagini catalogate\2021-20...
44	Compostela 2022 - 045	.jpg	4.709	2022:04:29 10:58	M:\immagini\immagini catalogate\2021-20...
45	Compostela 2022 - 046	.jpg	8.356	2022:04:29 11:05	M:\immagini\immagini catalogate\2021-20...

Thumbnail Grid



The number indicated on the thumbnail corresponds to that of the table row.

By clicking once on a thumbnail, the image is shown enlarged in the box on the right.

Double clicking on a thumbnail selects the corresponding row in the table (the row is highlighted in blue)



on the enlarged image opens the image in full screen using the default application.



The two arrows allow you to rotate the image clockwise and counterclockwise each time by 90°.

The image is saved after each rotation.

Find in period

InputData

RICERCA IMMAGINI PER DATA

Inserimento data iniziale e data finale

Data iniziale Data finale

Search for images that have a creation date between two dates.

Undated images are not considered.

Note: Undated images cannot be considered either in search by date or in grouping by month. Later it is explained how with POM it is possible to manually add the date and time.

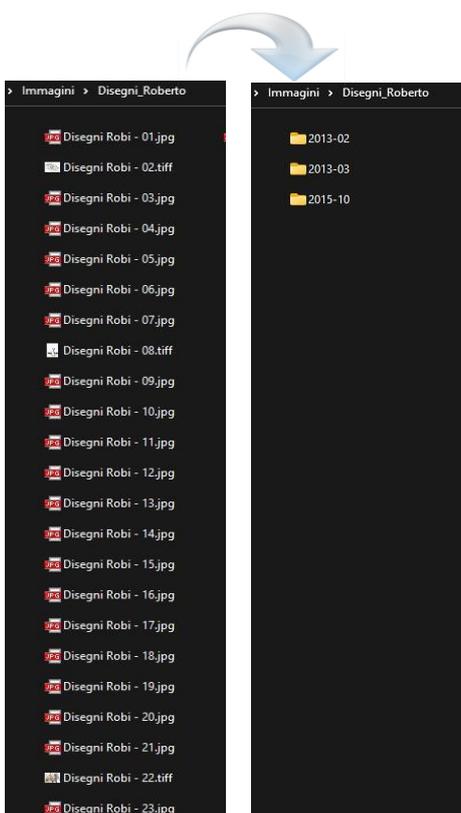
Procedure:

- Select folders or drivers
- Click on "Find period"
- Enter the start date and end date of the search
- Confirm

Group by month

Based on the date of creation, the images are grouped by year and by month.

For each month (only if it contains images) a folder is created and given a name consisting of the year and the month (Example: 2021-09).



Procedure:

- Select folders or drivers
- Click Group Month
- POM proposes the destination folder which can be changed.
- By confirming, POM proceeds with the creation of the folders.

Note: It is then easy to identify in the images of a month those belonging to an event and for these to create, with the Create folder option, another folder with a name consisting of the year and month plus the name of the event.

Note: POM analyzes dates and finds the oldest (start) and newest (end) image year

Note: Group can only be performed on folders and therefore not on a selection of rows.

Create new folder

It is one of the options that most help to organize the images. Select a group of images that belong to an event and place it in a new folder. POM helps to easily locate these images and especially guides in the creation of folders.

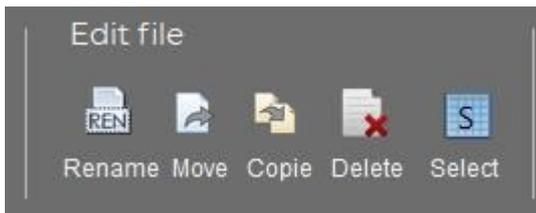
With this option we can create a new folder, give it a name, insert the images and prefix, automatically or manually, the period in which they are placed

(example: **2011-07 Elba Island Holidays**).

Procedure:

- *Select folders or drivers*
- *Select the images to place in the new folder*
- *Click on Create Folder of the Image Search menu*
- *Enter the name of the new folder*
- *Selecting "Prepend Year/Month..." the year and month taken from the first selected image that contains them are placed in front of the name. If the image has none, Year and Month can be entered manually.*
- *It is proposed to place the newly created folder under the same directory from which the selected images come. However, it is possible to modify the proposed destination folder or create a new one as an alternative ("Modify" button).*
- *By clicking on "Confirm" the process is activated.*

EDIT FILE



Rename image

Renaming a batch of images completes the creation of a new folder for their classification.

The current names are shown in the first column of the new window. ❶

In the second column appear the new names consisting of a name followed by the progressive numbering which allows their differentiation. The use of progressive numbering is not mandatory. Alternatively you can rename the files one at a time.

Opzioni Rinomina Immagine

❶ Aggiungere numerazione progressiva SI No

❷ Aggiungere un separatore fra il nome e la numerazione

- Trattino mediano
 _ Trattino in basso
 . Punto mediano
 Nessun separatore

❸ Inserire il valore iniziale della numerazione

❹ Aggiungere uno spazio prima e dopo il separatore

❺ Inserire il nuovo nome

Annulla Esegui

Pos	❶ Nome attuale	Nuovo nome
1	IMG 118	nuovo nome - 01
2	IMG 119	nuovo nome - 02
3	IMG-20170530-WA0001	nuovo nome - 03
4	IMG-20170715-WA0000	nuovo nome - 04
5	IMG-20170716-WA0003	nuovo nome - 05
6	IMG-20170719-WA0000	nuovo nome - 06
7	IMG-20170824-WA0001	nuovo nome - 07
8	IMG-20170829-WA0000	nuovo nome - 08
9	IMG-20180102-WA0000	nuovo nome - 09
10	IMG117	nuovo nome - 10
11	IMG_20190324_172543	nuovo nome - 11
12	IMG_20190421_171902	nuovo nome - 12
13	IMG_20190421_172803	nuovo nome - 13
14	P_20170715_173342	nuovo nome - 14
15	P_20170715_173352	nuovo nome - 15
16	P_20170715_173450	nuovo nome - 16
17	P_20170725_160722	nuovo nome - 17
18	P_20170725_160732	nuovo nome - 18
19	WP_20161030_003	nuovo nome - 19

Procedure :

- Select folders or drivers and click Find to list the files
- Select the images to rename
- Click on Rename in the Edit File menu
- In the window that opens, choose the options that define the new name. In particular:
- The addition of a progressive numbering and the number from which to start the numbering
- Adding a separator and a space
- The new image name (common to all images)
- Clicking on "Run" activates the Rename process.

[Move images](#)

Image files can be moved from one folder to another.
The source folder that remains empty as a result of the move is deleted.

Procedure:

- *Select folders or drivers and click Find to list the files*
- *Select the images to move*
- *Click on Move in the Edit File menu*
- *In the window that opens choose the destination folder and confirm*

[Copie](#) [Delete image](#)

As with move, the procedure for copying or deleting images involves selecting the source folder, the files and, in the case of copying, choosing the destination folder. Deleted files are placed in the trash and are therefore recoverable.

[Select and Unselect](#)



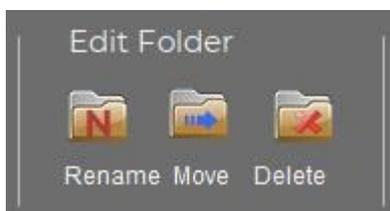
By clicking on  you select or deselect all the rows in the table.

NB: The rows of the table can also be selected (one at a time) by double clicking on the thumbnails of the images

[Column sorting](#)

To sort the table data in ascending order, click on the header of the column you want to sort.

[EDIT FOLDERS](#)



[Rename folders](#)

To rename a folder, simply select it and click on "Rename". In the window that opens enter the new name of the folder and press "Ok"

[Move folder](#)

Click on "**Move**". In the window that opens, select the destination of the folder and press "Enter"

[Delete folder](#)

Click on "**Delete**"

The folder is moved to the trash and can be recovered. Warns if the folder contains files and asks for confirmation before deleting it.

EDIT EXIF DATA



POM uses some exif data (date taken, latitude, longitude and altitude) to manage the cataloging and positioning of the image on a map. Shooting date and Altitude can be added or edited. With these two options (**Edit and Copy**) you manage the shooting date.

Add-Edit shooting date

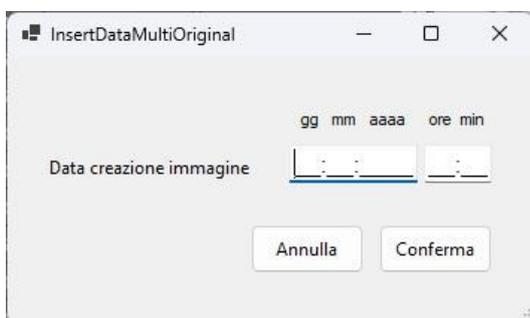
Procedure:

- Select the images to add or modify from the table
- Click **Add or Edit** in the **Edit Exif Data** menu
- In the window that opens, enter or modify the date and time and confirm.
- The text in the selected and changed row or rows turns green to confirm the change.

Copie shooting date

Copying the Exif shooting date of one image onto another image:

- Select the row of the table from which you want to copy the shooting date and time
- Click on Copy in the "Edit Exif data" menu
- Select the row or rows of the table where you want to copy the shooting date and time
- Confirm.
- The text of the modified lines turns green



Mask for entering the shooting date and time

Check

In certain cases, the **Check** option is able to recover a hidden shooting date. This operation, for archives of hundreds of photos, can take several minutes.

EDIT MAP

Any image with the following GPS exif parameters **Latitude - Longitude - Altitude** can be represented on a map:

The map opens by clicking on  or  on

The point corresponding to the image coordinates is marked with a placeholder 

In addition, a legend can be inserted with indication of date, time and altitude.

By accessing the **Options** menu we can set the following parameters:

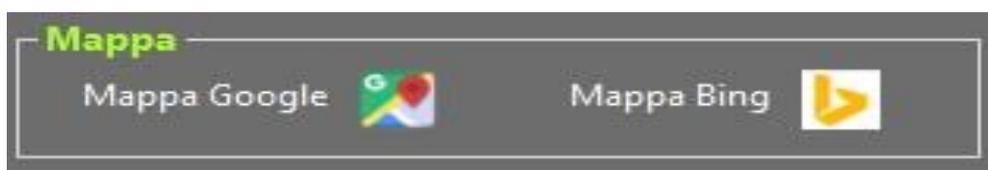
- Type of legend with indication of day, time and altitude
- Map type (Google or Bing)
- Setting up an itinerary
- Location accuracy (from 2 to 10)
- Zoom value (from 5 to 20)

La mappa può essere massimizzata a tutto schermo e salvata.

The **Latitude and Longitude** values are expressed in decimal numbers and can be converted into degrees by clicking on  **Degrees**



Il valore **Altitudine** può essere corretto cliccando su  **Correggi alt.**



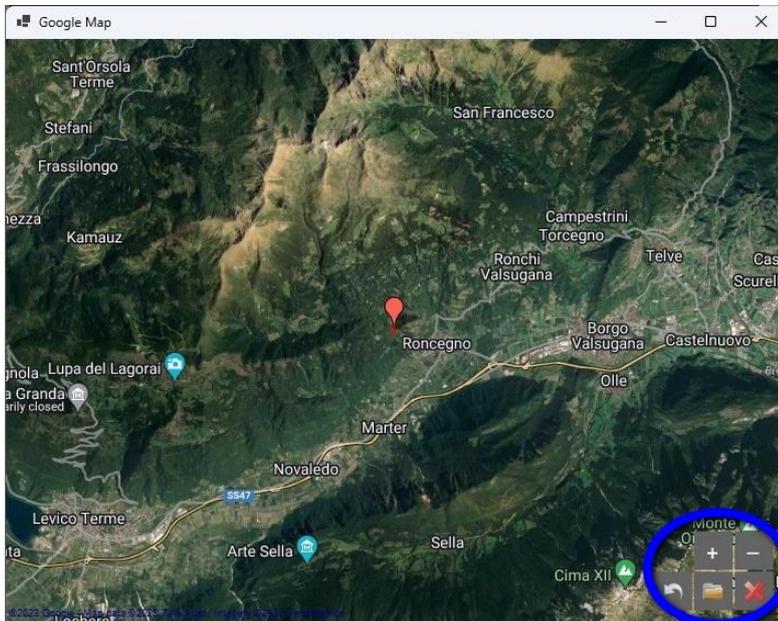
Procedure:

- Select one or more images. If no image is selected, the zoomed image is mapped by default.
- Click on Google  or Bing  map to open the map
- To move the map hold down the left mouse button and drag
- To save the map, click on  and then right-click anywhere on the map

Only marker

Legend visible on mouse over

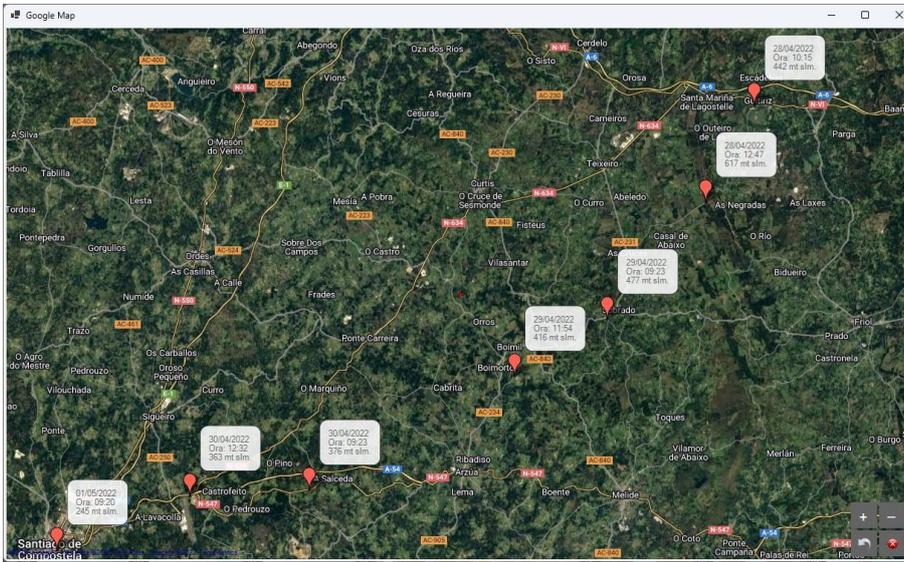
Commands on the map



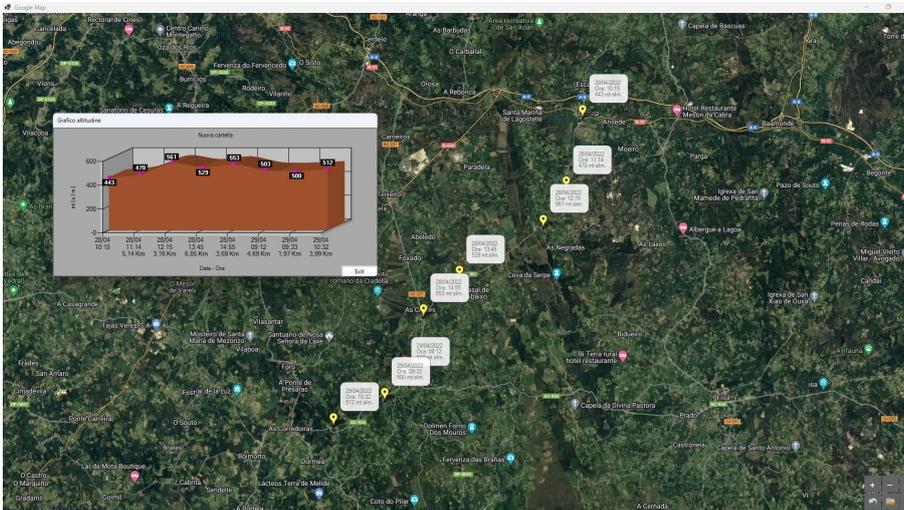
-  Zoom +
-  Zoom -
-  Delete last marker
-  Save map
-  Close
-  Altitude



Marker and infoBox

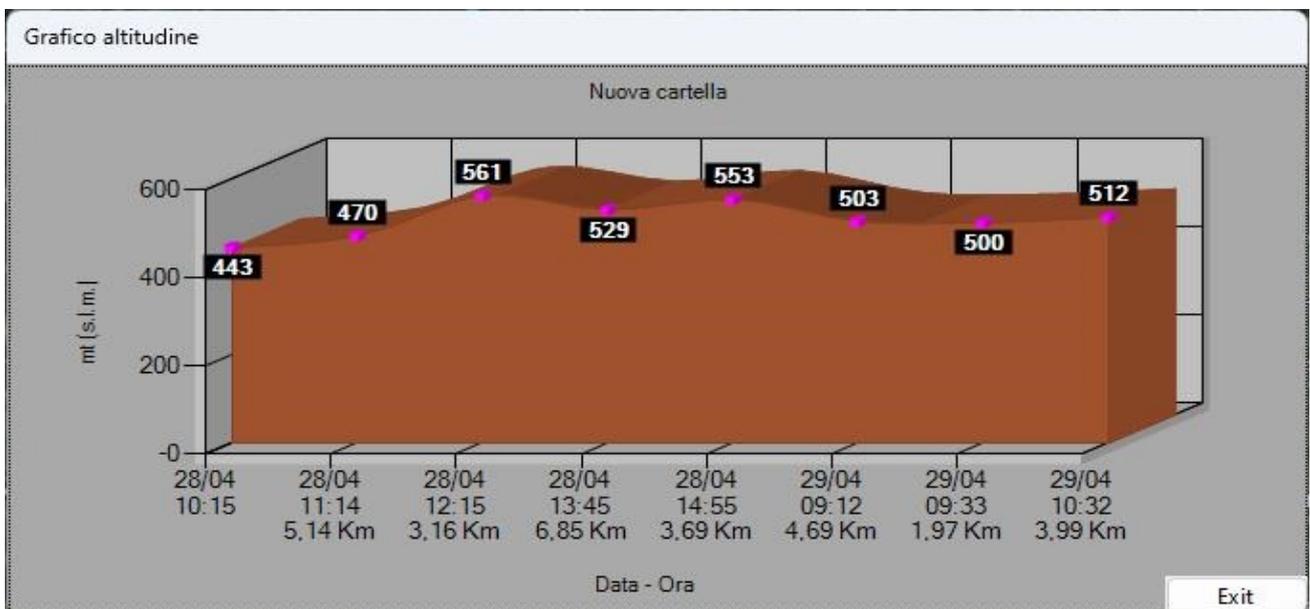


Itinerary option with legend display (Date, Time, Altitude)



Itinerary with diagram of altitudes and distances travelled

Diagram display of altitudes and distances relative to each marker. On the abscissa, the day and time of the shot plus the distance in km between two stages.



TOOLS



Hierarchical list of folders

By selecting a folder or a partition of a hard disk (eg c:/) you get a list of all the subfolders that contain images. The list contains essential information such as the number of images, the size and the hierarchical order occupied by the folders. Folders with no images are ignored. This tool is very useful for having an "overview" view of how and where all the images contained in the PC are positioned.

Hierarchical folder list

M:\Immagini

62,6 Gb Total occupied space

1065 Total folders

39403 Total pictures

👁️ ⬆️

	Folders containing images	Total images	Size (Mb)	Path
▶	Immagini	1	0,743	0— M:\Immagini
	Biscotti	2	0,713	1— M:\Immagini\Biscotti
	da 1 a 12	12	3,929	2— M:\Immagini\Biscotti\da 1 a 12
	da 13 a 24	12	4,420	2— M:\Immagini\Biscotti\da 13 a 24
	Da 25 a 31	9	3,134	2— M:\Immagini\Biscotti\Da 25 a 31
	Casa Trento	4	4,913	1— M:\Immagini\Casa Trento
	CasaRoncegno	20	31,095	1— M:\Immagini\CasaRoncegno
	Collage	32	68,631	1— M:\Immagini\Collage
	Costruzione casa Roncegno	90	126,567	1— M:\Immagini\Costruzione casa Roncegno
	Muretto	25	116,410	2— M:\Immagini\Costruzione casa Roncegno\Muretto
	Rudere Quaiato	7	3,029	2— M:\Immagini\Costruzione casa Roncegno\Rudere Quaiato
	Taglio noce	14	6,625	2— M:\Immagini\Costruzione casa Roncegno\Taglio noce
	Database immagini	1	0,547	1— M:\Immagini\Database immagini
	Sfondi vari HD	145	90,053	3— M:\Immagini\Database immagini\200 Wallpapers HD\Sfondi vari HD
	Sfondi Zen HD	56	29,627	3— M:\Immagini\Database immagini\200 Wallpapers HD\Sfondi Zen HD
	Buildings	17	1,895	3— M:\Immagini\Database immagini\Architecture\Buildings
	Details	9	0,829	3— M:\Immagini\Database immagini\Architecture\Details

Save
Exit

Procedure:

- Select a folder or driver
- Click on Folders of the Tools Menu
- Double-click on a line to search for images in the folder
- Click on "Save" to save the list in an Excel sheet
- Click on the arrow next to the text box containing the path to go to the parent folder
- Click to choose a folder

Backup

This option is not active.

An excellent alternative can be Folders Backup which can be downloaded for free here:

Application: <http://vbnetapplications.com/fbu.htm>

Guide : <http://vbnetapplications.com/app/FBU/GuidaFBU%20it.pdf>

Options



Folders excluded

These folders contained in the C:\ partition are excluded from searches. They mostly contain system files. Searching these folders may produce errors.

Startup folder

Choosing what type of Explorer POM starts with. You can choose your own preferred folder to start Photo Organizer Manager with. In this case, the path must be specified with the "Personal Folder" option under "Archives"

Opzioni GPS—Maps

Location accuracy: number of decimal places used to calculate latitude and longitude.

Zoom: the resolution with which the map is displayed. The last position is always indicated in the center of the map. When a route is opened, it may happen that it does not show all the waypoints: simply change the size of the map and move it until all the waypoint markers are displayed.

Caption visibility and placeholder color: the position on the map is defined by a red or blue marker. The placeholder can be complemented by a caption that is always visible or visible on hover.

Marker color: Marker color choice (image position indicator on the map)



Archives

The path of the Personal Startup folder and the Maps save folder can be reset after the first use of POM.

On first start, the Personal path coincides with the default Pictures path (C:\Users\User\Pictures)

CONSIGLI PER SALVARE CORRETTAMENTE IL PROPRIO ARCHIVIO DIGITALE IMMAGINI

- Creare una partizione da utilizzare solo per le immagini. La partizione può risiedere sullo stesso disco che contiene C:\ anche se è preferibile sia locata su disco separato.
- Utilizzare dischi SSD, più veloci e affidabili rispetto ai tradizionali HDD.
- Eseguire regolarmente il backup delle immagini. Il backup deve assolutamente risiedere su disco diverso da quello che contiene la partizione C:\ e diverso in ogni caso da quello che contiene le immagini originali.
- Per poter rintracciare facilmente le immagini usate la catalogazione anno-mese-descrizione ad esempio: **2021-10 Vacanze alle Canarie** (sistema di classificazione su cui si basa POM)