VAYU INK

FileMaster Suite

HOW TO USE GUIDE

Extract. Organize. Clean.

A practical guide to using the three Windows batch utilities included in Vayu Ink FileMaster Suite.

Included utilities

1. Vayu Ink File Extractor
2. Vayu Ink File Arrange
3. Vayu Ink Empty Folder Remover

Designed for Windows. These tools run as .bat files and operate on the folder in which each batch file is stored.

1. Before you begin

The utilities move and delete directory contents. They do not provide a preview, recycle-bin recovery, or an undo feature. Prepare a test folder and make a backup before using them on important files.

IMPORTANT: Do not run the tools on your Windows drive, Documents folder, or another important location until you have tested them on copies of your files.

Set up a working folder

- Create a new folder for the files you want to process, for example **FileMaster_Test**.
- Copy a small sample of files and subfolders into it. Keep the original files elsewhere as a backup.
- Copy all three Vayu Ink .bat files into this same working folder.
- Keep the three utilities together in the folder you want them to process. Each script uses its own location as the root folder.

Recommended order

1. File Extractor → **2. File Arrange** → **3. Empty Folder Remover.** This first gathers files into the main folder, then sorts them by file type, and finally removes folders left empty.

Run one utility at a time. Wait for its completion message and press a key when prompted before starting the next utility.

2. Using the File Extractor

Purpose: Move files found inside subfolders and deeper nested folders into the main folder containing the batch file.

1 Open the working folder

Open the folder containing your sample files and the three Vayu Ink batch files.

2 Run the extractor

Double-click **Vayu Ink File Extractor.bat**. If Windows displays a security prompt, verify that the file came from your trusted Vayu Ink package before allowing it to run.

3 Wait for completion

A Command Prompt window displays the files it moves. When the completion message appears, press a key to close the window.

4 Check the main folder

Files from subfolders should now be in the main folder. The subfolders themselves are not removed by this utility.

The extractor skips .bat files and files already in the main folder. It uses a move operation, not a copy operation.

3. Using File Arrange

Purpose: Sort files in the working folder and its subfolders into category folders based on file extensions.

1 Run File Arrange

Double-click **Vayu Ink File Arrange.bat** from the working folder.

2 Allow the scan to finish

The utility scans files recursively, creates category folders in the main folder when needed, and moves recognized files into those folders.

3 Review the result

Look in the main folder for category folders such as Documents, Images, Videos, Audio, Archives, Code, and others. The exact folders created depend on the file types found.

4 Close the window

When the organization-completed message appears, press a key to close the Command Prompt window.

Examples of categories

Folder	Typical extensions
Documents	PDF, DOCX, TXT, XLSX, PPTX
Images	JPG, PNG, GIF, SVG, WEBP
Videos	MP4, MKV, AVI, MOV
Audio	MP3, WAV, AAC, FLAC
Archives	ZIP, RAR, 7Z, TAR, GZ
Programs	EXE, MSI, APK, CMD, PS1
Code	PY, JS, HTML, CSS, JAVA, SQL
Databases	DB, SQLITE, MDB, MDF
Other categories	Fonts, 3D_Models_CAD, Design, Development_Projects, Backups_Temp, Email_Contacts, Ebooks, Disk_Images_VMs, Games, System_Config, Others

Files with extensions the script does not recognize are placed in **Others**. Batch files (.bat) are skipped. Some extensions appear in more than one rule in the script; the last matching category rule takes precedence.

4. Using Empty Folder Remover

Purpose: Find and remove empty folders beneath the working folder, including parent folders that become empty after their child folders are removed.

1 Run the remover

Double-click **Vayu Ink Empty Folder Remover.bat**.

2

Let it scan

The utility checks subfolders, removes folders that are empty, and repeats the scan until no more empty folders are found.

3

Confirm completion

When the empty-folder-removal completion message appears, press a key to close the window.

This utility deletes empty directories. It does not delete files, but check that a folder is genuinely no longer needed before running it.

5. Full workflow example

Suppose your working folder contains documents, photos, videos, and several nested download folders. Use the tools in this order:

1 **Extract**

Run File Extractor to bring files from nested folders into the main working folder.

2 **Arrange**

Run File Arrange to create category folders and move files into the matching categories.

3 **Clean**

Run Empty Folder Remover to delete folders left empty by the previous moves.

6. Important behavior and precautions

- **Files are moved, not copied.** After a successful move, the source location no longer contains that file.
- **Same-name conflicts:** The scripts use Windows `move /Y`. If a destination contains a file with the same name, it may be overwritten without a confirmation prompt. Back up important files first.
- **No undo:** The utilities do not create a restore point, transaction log, or undo option.
- **Do not run simultaneously:** Run only one batch file at a time to avoid competing file operations.
- **Keep the batch files together:** Each script operates from the directory in which it is stored. Do not place the utilities in a different folder from the files you intend to process.
- **Check category results:** File Arrange uses extensions to classify files. It does not inspect file contents, and an unfamiliar extension may go to Others.
- **Use a test copy:** Confirm the output is correct before running the tools on your original data.

7. Troubleshooting

Issue	What to check
A file did not move	Check whether it is a .bat file, whether it is already in the main folder, or whether Windows denied access to it.
A file went to Others	The extension may not be included in the File Arrange rules. The script classifies by extension only.
A file is missing after a move	Check the destination category or main folder. Also check for a same-name file that may have been overwritten.
A folder remains	It may still contain a file, a hidden item, or another non-empty subfolder.
The window closes too quickly	Run the .bat file by double-clicking it from File Explorer and read the output before pressing a key. For diagnosis, a Command Prompt opened in the working folder can also be used.

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This guide describes the behavior of the three supplied batch files. Always verify results on a backup or test folder before processing important data.