Bildmanager – User Manual

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Welcome

Bildmanager tidies up your photos and documents. It finds duplicate and similar files so you can free up disk space. You can also sort your pictures into your own folders, such as “Kids”, “Holidays” or “Invoices”, one file at a time.

Bildmanager never deletes anything permanently. Everything you delete goes to the Windows Recycle Bin, and you can restore it from there. Your files never leave your PC. The program only contacts argecom to check your license.

The program interface is in German. This manual gives the German label of each button in bold, with a translation in brackets where it helps.

Supported files

Type	Extensions	Duplicates	Similar	Preview
Pictures	jpg, jpeg, png, gif, bmp, webp, tif, tiff, heic, heif	yes	same subject	yes
PDF	pdf	yes	same first page	every page
Word	docx	yes	nearly the same text	text, page by page
Excel	xlsx	yes	nearly the same content	table, one sheet per page

System requirements

- Windows 10 or Windows 11 (64-bit)
- Microsoft Edge WebView2. It is already installed on Windows 11 and up-to-date Windows 10 PCs.
- About 150 MB of free disk space for the program, plus some space for the index
- An internet connection to activate the license, and occasionally afterwards for checks
- No administrator rights needed

Installation and license

To install Bildmanager, double-click `Bildmanager-Setup-1.7.exe`. You can then try every feature free of charge for 3 days. After that, you enter your license key.

Installing

1. Double-click `Bildmanager-Setup-1.7.exe`.
2. If Windows shows “Windows protected your PC”, click **More info** and then **Run anyway**. This message appears for programs from smaller publishers that have no costly signing certificate.
3. Follow the setup wizard. It can also put an icon on your desktop if you want one.
4. When setup finishes, Bildmanager opens in its own window.

Bildmanager is installed for your Windows user account only, so you need no administrator rights. To update, simply install a newer version over the old one. Your target folders and your index are kept.

Trial period

The top-right corner shows how much of the trial period is left. After 3 days the program locks and shows the license dialog. Reinstalling does not start a new trial.

Buying and activating a license

1. Click the trial indicator in the top-right corner, then **Lizenz kaufen …** (buy license). The argecom contact page opens.
2. After your purchase you receive your license key by e-mail. It starts with `BM1-` and is about 150 characters long.
3. Copy the **whole** key from the e-mail.
4. In Bildmanager, click the trial indicator in the top-right corner, paste the key (Ctrl+V) and click **Aktivieren** (activate).

Activation needs an internet connection. Without one, Bildmanager unlocks provisionally and completes the check later.

License checks

Every few days the program quietly checks in the background that the license is still valid. Without internet it keeps working normally for up to 30 days. After that it asks you to connect and click **Erneut prüfen** (check again).

The check only sends the license key, an anonymous PC ID, the PC name and the program version. Your files are never sent.

Moving to a new PC

One license covers 2 PCs. To move your license to a new PC:

1. On the **old** PC, click the argecom logo in the top-right corner and choose **Auf diesem PC freigeben** (release on this PC).
2. Activate the key on the new PC.

If the old PC is no longer available, argecom can release it for you. Write to office@argecom.at.

First scan

Before Bildmanager can show duplicates or offer files for sorting, it has to search your files once. You do this on the **Übersicht** (overview) tab.

1. Under **Ordner durchsuchen** (folder to search), enter where to look. The default is `C:\`, the whole drive. You can also enter a single folder, such as `C:\Users\<name>\Pictures`.
2. **Mindestgröße Bilder (KB)** (minimum picture size): smaller pictures are ignored. The default of 20 KB filters out program icons and tiny graphics. Documents are included whatever their size.
3. Click **Scan starten** (start scan).

The scan has three stages: finding files, analysing files and comparing files. A progress bar shows how far it has got. With a very large number of files (100,000 or more), the first scan can take an hour or longer. You can keep working meanwhile, or stop the scan with **Abbrechen** (cancel).

Every later scan is much faster. Unchanged files are skipped, and only new or changed files are analysed. If you close the window during a scan, the next scan carries on from there.

What is not searched

- Windows and program folders. They only contain icons and graphics belonging to programs.
- The hidden AppData folder in your user profile
- OneDrive files that are online-only (cloud icon in File Explorer). They are skipped so that nothing gets downloaded. To include them, choose “Always keep on this device” in File Explorer.
- Office lock files whose names start with `~$`

The overview

After the scan, the overview shows:

- how many pictures are in the index
- how many PDF, Word and Excel files are in the index
- how many duplicates there are and how much space they take up
- how many files are online-only and were skipped, and how many are already sorted
- when and which folder was last fully scanned, and how many files could not be read

File type filter

At the top right of each tab you choose which files are shown: **Alle Dateien** (all files), **Nur Bilder** (pictures only), **Nur PDFs**, **Nur Word** or **Nur Excel**. Documents carry a coloured label: red PDF, blue WORD, green EXCEL.

Duplicates and similar files

The **Duplikate** (duplicates) tab shows files that are identical byte for byte. The **Ähnliche Bilder** (similar) tab shows files that are nearly the same. On both tabs you mark what should go and click **In Papierkorb** (move to Recycle Bin). At least one file in each group is always kept. Bildmanager will not let you delete a whole group.

Exact duplicates

This tab lists files that are exactly the same, whatever they are called and wherever they are. A typical example is “Photo.jpg” in Downloads and “Photo - Copy.jpg” in Pictures. The groups that waste the most space come first.

1. Tick the **löschen** (delete) box on each copy you want to remove.
2. Or click **Automatisch markieren** (mark automatically). Each group then keeps the file that is not in Downloads, WhatsApp, Temp, Cache or a copy or backup folder. If several files qualify, the oldest one stays.
3. Look the marks over briefly, then click **In Papierkorb**.

Markierung aufheben clears all marks. **Im Explorer** shows a file in its folder, and **Öffnen** (open) opens it in the matching program.

Similar files

This tab lists files that are nearly the same:

- **Pictures:** the same subject in a different size or quality, such as a WhatsApp copy, a shrunk picture or a burst shot.

- **PDF:** the same first page, such as the same letter scanned twice.
- **Word and Excel:** nearly the same text, such as “Quote.docx” and “Quote_final.docx”, or “Sales.xlsx” and “Sales_v2.xlsx”.

The largest picture in each group comes first. **Nothing is marked automatically** here, because similar does not mean identical. You decide which version to keep.

The **Genauigkeit** (accuracy) slider sets how strictly files are compared. “Streng” (strict) shows only very similar files, while “locker” (loose) also shows more distant matches. Then click **Neu berechnen** (recalculate).

Zooming in and restoring

Click a thumbnail to see it full size. Press Esc or click again to close it.

Deleted something by mistake? Open the Windows Recycle Bin on your desktop, right-click the file and choose **Restore**.

Target folders and sorting

When sorting, you see each file on its own and decide with one key press where it goes. First you set up your target folders.

Setting up target folders

1. Open the **Zielordner** (target folders) tab.
2. Click **+ Zielordner hinzufügen** (add target folder).
3. Enter a **Name**, such as “Kids”, “Cars”, “Holidays 2025” or “Invoices”.
4. A **Ordner** (folder) is suggested automatically (Pictures\Sortiert<name>). Click **Wählen …** (choose) to pick a different folder, for example on an external drive.
5. Use ↑ to change the order and × to remove an entry.
6. Click **Speichern** (save).

The first nine target folders get the keys **1** to **9**. Missing folders are created the first time a file is moved there. If you remove a target folder from the list, the folder itself and the files in it are kept.

Sorting

The **Sortieren** (sort) tab lists every file that has not been sorted yet. Files that already sit in a target folder are left out. Use the selector at the top to limit sorting to one folder, such as just “Downloads” or a phone import.

The preview is on the left. On the right you see the name, folder, size and date taken, with the buttons for your decision below. The counter, for example “Datei 12 von 480” (file 12 of 480), shows how far you have got.

For each file you can:

- **Target folder button** or key 1–9: move the file straight away and show the next one.
- **Verschieben nach** (move to) list, then **Verschieben** or Enter: same effect, handy with more than nine target folders.
- **Hier lassen** (leave here, key 0): the file stays where it is and is marked as done.
- **Überspringen →** (skip) or **← Zurück** (back): move on without deciding.
- **Papierkorb** (Del): move the file to the Windows Recycle Bin.
- **Rückgängig** (undo, Ctrl+Z): undo the last action. A moved file goes back to where it was.
- **Im Explorer** and **Öffnen**: show the file in its folder, or open it in the matching program, such as Word or Excel.

If the target folder already has a file with the same name, nothing is overwritten. The new file gets “(2)” added to its name.

Multi-page documents

For PDFs, Word files and Excel workbooks, use ‹ › below the preview or the ↑ ↓ arrow keys (or Page Up/Page Down) to turn pages.

- **PDF:** page by page, as printed.
- **Word:** the text with headings on A4 pages. Click **Öffnen** to see pictures and the exact layout.
- **Excel:** one worksheet per page with columns A, B, C and row numbers, showing the first 40 rows and 12 columns.

Click the preview to enlarge it.

Appearance

Click ◐ **Darstellung** (appearance) at the top right to choose one of 8 colour schemes: Dunkel (dark, the default), Schwarz (black), Nachtblau (night blue), Waldgrün (forest green), Sepia, Hellgrau (light grey), Hell (light) or Wie Windows (like Windows). “Wie Windows” follows the Windows light or dark mode automatically. Your choice is saved.

Keyboard shortcuts when sorting

Key	Action
1 – 9	move to the target folder with this number
Enter	move to the selected target folder
0	leave here
Del	move to Recycle Bin
Ctrl+Z	undo the last action
→ / ←	next / previous file
↓ / ↑ or Page Down / Page Up	next / previous page of a PDF, Word or Excel file
Esc	close the enlarged view

Frequently asked questions

Can Bildmanager delete files permanently? No. Everything goes to the Windows Recycle Bin. Files are only gone once you empty the Recycle Bin.

Why are some photos missing? Possible reasons: they are online-only in OneDrive, they are smaller than the minimum size, or they are in a program folder. Also check that the scan ran to the end.

What does “Dateien nicht lesbar” (files not readable) in the overview mean? These files are damaged, password-protected or in a format that cannot be opened, such as some HEIC photos from iPhones. They are still detected as exact duplicates.

Are older Word and Excel files (.doc, .xls) supported? No, only today's formats, .docx and .xlsx.

The Word preview looks different from Word. The preview shows the text so you can recognise the document quickly. It does not show the exact layout with pictures and fonts. Click **Öffnen** to see the original.

Can I search a USB stick or an external drive? Yes. Enter the drive letter under **Ordner durchsuchen**, for example `E:\`.

My PC is slow during the scan. The first scan uses several processor cores. You can cancel it at any time and continue later. Files that are already done are not analysed again.

“Diese Lizenz ist bereits auf der erlaubten Anzahl PCs aktiviert” (already activated on the maximum number of PCs) Release the license on an old PC (see Moving to a new PC) or write to argecom.

Uninstalling

Open Windows Settings → Apps → Installed apps → Bildmanager → Uninstall. Alternatively, choose **Bildmanager deinstallieren** in the Start menu.

At the end, the wizard asks whether to delete the index, the list of target folders and the settings as well. Your pictures and documents are always kept, including the ones you have already sorted. If you are moving to a new PC, please release the license first.

Contact

argecom · argecom.at · office@argecom.at

Please quote your license number when you contact us. You find it in the license dialog at the top right.