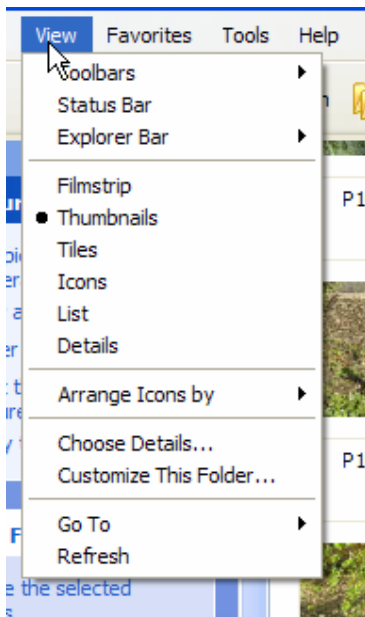


Renaming files

Files should be named in such a way that they can be retrieved easily. The original file name is usually created when it is saved for the first time. A letter to your electricity supplier, created by a word processing program, could be named simply "Letter 47" but it would take a long frustrating search to retrieve it three months later. On the other hand it would only take an instant to find the file if it had been named "Ripoff Electric Sept 2007"

Unfortunately there will be times when files are named automatically by the computer. This applies particularly to image files loaded into the computer from a camera or scanner when they are allocated names such as P276893 or DSC0003491. Such file names make it very difficult to find that lovely photograph of Freddie on his 5th birthday hence the need to rename these images with descriptive wording.

Taking the example of image files I would suggest that you create a new folder within your "My Pictures" folder called something like "To be Allocated" and then download the photos from your camera to that folder. With the downloading complete, open up the "To be Allocated" folder and choose Thumbnails from the View drop down menu.



This will show small copies of the images which can now be descriptively named. Select a file by left clicking on its thumbnail image when it can be renamed in a number of different ways.

1. Choose Rename from the File drop down menu.
2. Press the F2 function key or
3. Right click on the image and choose Rename from the resulting menu.

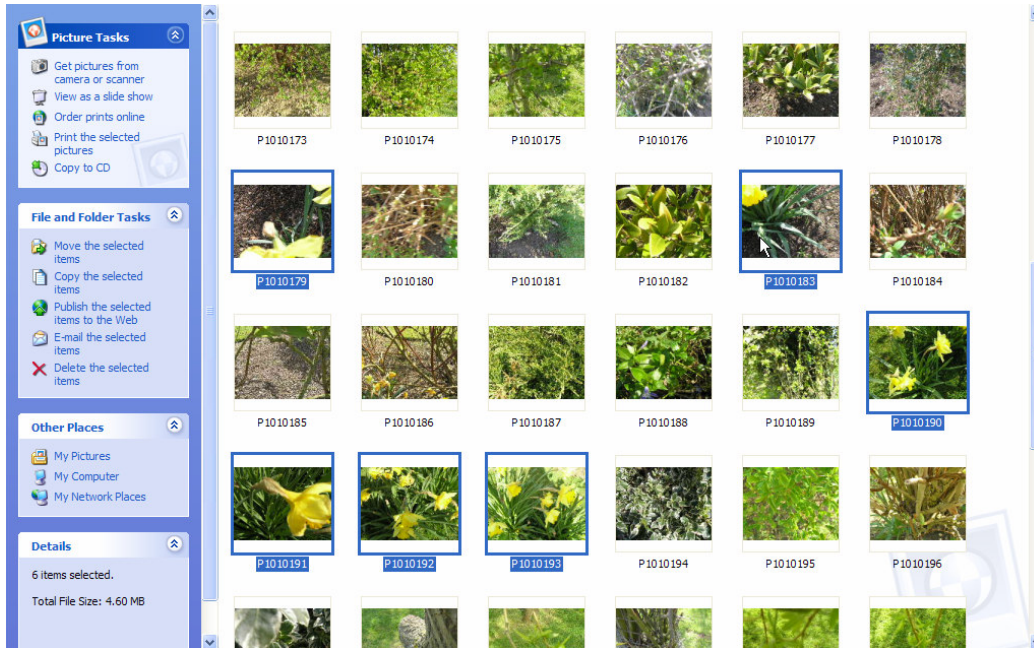
Using any of the alternatives listed above, the original file name will be highlighted and replaced by your choice of name as soon as you start typing.

Obviously this is going to be a tedious process if you have to rename each file individually but, as usual, there is a way to speed things up dramatically by renaming multiple files.

Selecting multiple files:

There are two ways of selecting a number of files. If the files are consecutive, then left click the first file then hold down Shift while left clicking on the last file and all the intervening files will become selected.

To select random files, hold down Ctrl while left clicking on the files individually.



In the example above, the images of daffodils have been selected at random. To rename them all in a single operation, use F2 or right click on one of the selected images, then type in the new name such as “Daffodils” and press the Enter key. This will rename the six selected files as “Daffodils”, “Daffodils (1)” through to “Daffodils (5)” and make any future searches so much easier.

Although I have used the example of image files in this tutorial these techniques can be applied to any data file such as word processor, spreadsheet or database files.