



WINDOWS: How to rename numerous files at once

Scenario: You've taken a bunch of photos at an event or occasion. You import them onto your computer – into the same folder. But they're all named something ambiguous like IMG_20140405_033848.jpg, IMG_20140405_033849.jpg, etc.

1. Select all the files that you want to rename similarly:
 - a. To select multiple random files – click the first file then hold down the [CTRL] key as you click on each of the other files that you want to select;
 - b. To select a contiguous group of files - click the first file then hold down the [SHIFT] key as you click on last file in the list;
 - c. To select ALL files in the folder – press [CTRL] A
2. RIGHT-click one of the files – and choose RENAME from the list that appears.
3. Type the name that you want (don't worry if it looks like you're changing only one file name – have faith) – then press [ENTER].
4. All the selected files will now share the same name – with sequential numbering at the end of the name (as shown below).

