

Renaming Multiple Files at One Time

It's possible to rename multiple files at one time. Say that you have a group of files such as what appears in the following figure. These may be photos that you copied from your digital camera or smart phone to a folder on your computer. (See Figure 1.)

<input type="checkbox"/>	Name	Date	Type	Size	T
	IMG_0281.JPG	4/18/2015 2:42 AM	JPEG Image	8,412 KB	
	IMG_0280.JPG	4/18/2015 2:42 AM	JPEG Image	7,949 KB	
	IMG_0279.JPG	4/18/2015 2:41 AM	JPEG Image	9,409 KB	
	IMG_0278.JPG	4/18/2015 2:41 AM	JPEG Image	9,152 KB	
	IMG_0277.JPG	4/18/2015 2:41 AM	JPEG Image	9,242 KB	
	IMG_0276.JPG	4/18/2015 2:41 AM	JPEG Image	8,765 KB	
	IMG_0275.JPG	4/18/2015 2:40 AM	JPEG Image	7,818 KB	
	IMG_0274.JPG	4/18/2015 2:40 AM	JPEG Image	7,147 KB	
	IMG_0273.JPG	4/18/2015 2:40 AM	JPEG Image	7,493 KB	
	IMG_0272.JPG	4/18/2015 2:40 AM	JPEG Image	7,227 KB	
	IMG_0271.JPG	4/18/2015 2:40 AM	JPEG Image	9,644 KB	
	IMG_0270.JPG	4/18/2015 2:39 AM	JPEG Image	9,677 KB	
	IMG_0269.JPG	4/18/2015 2:39 AM	JPEG Image	7,687 KB	
	IMG_0268.JPG	4/18/2015 2:39 AM	JPEG Image	7,493 KB	
	IMG_0267.JPG	4/18/2015 2:38 AM	JPEG Image	7,000 KB	
	IMG_0266.JPG	4/18/2015 2:38 AM	JPEG Image	8,507 KB	
	IMG_0265.JPG	4/18/2015 2:38 AM	JPEG Image	8,125 KB	
	IMG_0264.JPG	4/18/2015 2:38 AM	JPEG Image	8,053 KB	
	IMG_0263.JPG	4/18/2015 2:37 AM	JPEG Image	9,189 KB	
	IMG_0262.JPG	4/18/2015 2:37 AM	JPEG Image	7,459 KB	

Figure 1. A set of files to be renamed.

To rename these files all with the same name, click on one of the files then press Ctrl + A (to select all). Now right-click on any one of the selected files and select *rename*. Name the selected file and then press <enter>. In doing so, all the files now have the same name, differentiated only by a unique numeral for each.

<input type="checkbox"/>	Name	Date	Type	Size
<input checked="" type="checkbox"/>	 Back Yard April 2015 (20).JPG	4/18/2015 2:37 AM	JPEG Image	7,459 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (19).JPG	4/18/2015 2:37 AM	JPEG Image	9,189 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (18).JPG	4/18/2015 2:38 AM	JPEG Image	8,053 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (17).JPG	4/18/2015 2:38 AM	JPEG Image	8,125 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (16).JPG	4/18/2015 2:38 AM	JPEG Image	8,507 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (15).JPG	4/18/2015 2:38 AM	JPEG Image	7,000 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (14).JPG	4/18/2015 2:39 AM	JPEG Image	7,493 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (13).JPG	4/18/2015 2:39 AM	JPEG Image	7,687 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (12).JPG	4/18/2015 2:39 AM	JPEG Image	9,677 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (11).JPG	4/18/2015 2:40 AM	JPEG Image	9,644 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (10).JPG	4/18/2015 2:40 AM	JPEG Image	7,227 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (9).JPG	4/18/2015 2:40 AM	JPEG Image	7,493 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (8).JPG	4/18/2015 2:40 AM	JPEG Image	7,147 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (7).JPG	4/18/2015 2:40 AM	JPEG Image	7,818 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (6).JPG	4/18/2015 2:41 AM	JPEG Image	8,765 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (5).JPG	4/18/2015 2:41 AM	JPEG Image	9,242 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (4).JPG	4/18/2015 2:41 AM	JPEG Image	9,152 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (3).JPG	4/18/2015 2:41 AM	JPEG Image	9,409 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (2).JPG	4/18/2015 2:42 AM	JPEG Image	7,949 KB
<input checked="" type="checkbox"/>	 Back Yard April 2015 (1).JPG	4/18/2015 2:42 AM	JPEG Image	8,412 KB

Figure 2. A Set of Files After Being Renamed