

Batch Rename

PURPOSE

To rename all of your images quickly. You never want to give a client photos that are the default names that the camera generates, like DSC_0901.jpg or IMG_2605.jpg. You also would not submit photos to a contest without having them named according to what the contest requires to identify they are yours. This will show you how to rename your files all at once, which you will need to do every time you take photos.

What is Adobe Bridge?

Adobe Bridge is a digital asset management program used to organize files by renaming a group of images at once, assigning colored labels or star ratings to files, or sort or categorize them based on their metadata.



Step 1: Opening Adobe Bridge

The first thing you need to do when you're wanting to do a batch rename is open up Adobe Bridge. There's a couple of different ways to do this.

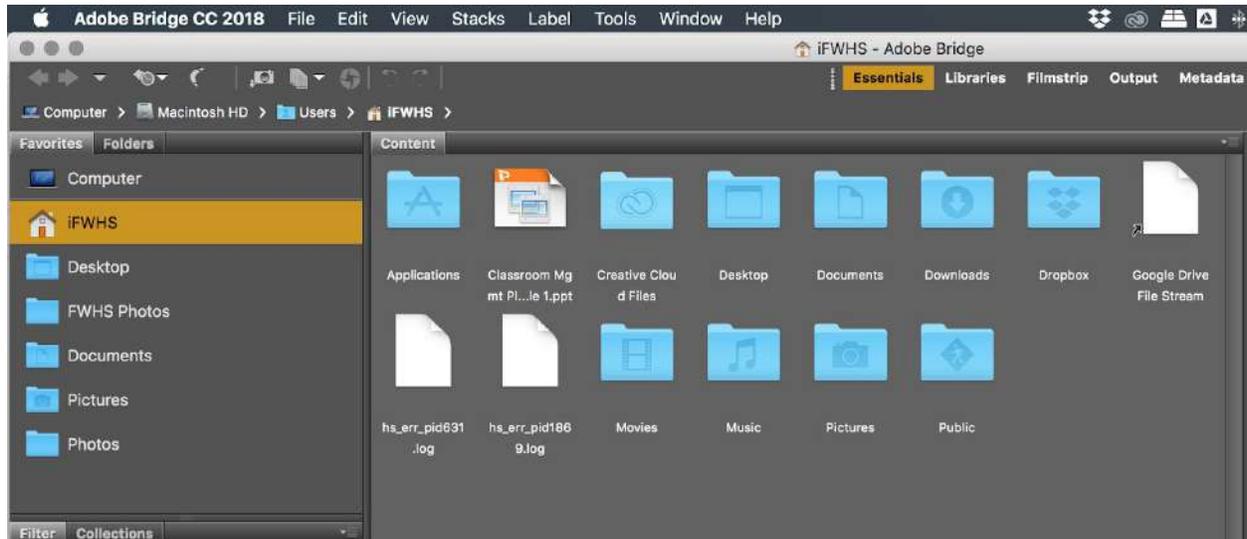
Option 1: If you've **pinned** it to the Dock, the icon will be there and all you have to do is click on it in the Dock.

Option 2: Click on the magnifying glass (🔍) at the top right of the screen on the Menu Bar, which opens up the Spotlight Search. You will then need to type in **Adobe** or **Bridge** to have Spotlight search it. Make sure to choose the most current version (**Adobe Bridge CC 2018**).

Option 3: In **Photoshop**, click on **File** → **Browse in Bridge...**

Step 2: Locating your files

Once you are in **Adobe Bridge**, you need to locate your files in the folder you created. It should be under the event/photo shoot folder you created, and then in the **RAW** folder within it. For example, we will use **180907 First Shoot**.



Option 1: On the left side, locate under **Favorites** and select **Desktop**. Click on **Desktop** and then locate your folder, **180907 First Shoot**, then open the folder **RAW** in there.

Option 2: On the left side, locate under **Favorites** and select **Computer**. Click on **Macintosh HD** → **Users** → **(Your Account)** → **Desktop** → **Event Folder(Example: 180907 First Shoot)** → **RAW**. (**Note:** If you look directly above the **Folder** tab you will see that this is the location shown)

Option 3: Under **Content** on the right side of the screen, select **Desktop**, then your shoot folder, then **RAW**.

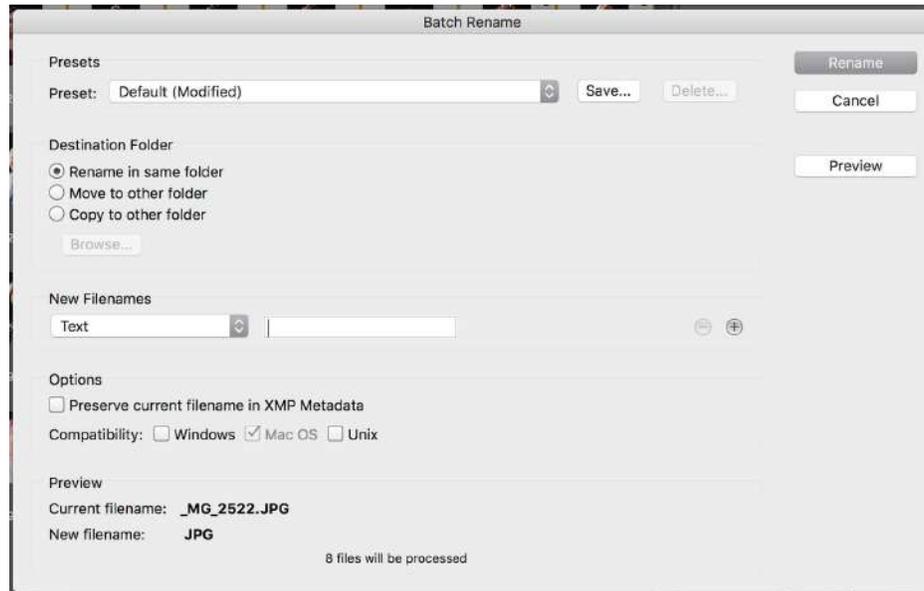
Option 4: Find the folder you have your photos in and drag that folder(either from **Finder** or from the **Desktop**) to the **Adobe Bridge** icon on the **Dock**. This takes you straight to that folder(All that you need to do is click on **Adobe Bridge** in the dock to pull up the window).

Step 3: Selecting Your Images

Once you're in the right folder in **Adobe Bridge**, you will see all of the images that you took. You just need to click(Once, do not double click) on a photo and then use the keyboard shortcut **Command(⌘) + A** to select all of the images in that folder.

Step 4: Preparing to Rename

Once all of your images are selected, select **Tools** on the **Menu Bar**, then select **Batch Rename...** (keyboard shortcut is **Shift + Command[⌘] + R**). This is what you will see next:



Leave **Preset** alone.

Make sure **Destination Folder** is set on **Rename in Same Folder**.

Under Filenames, the first field should be set to **Date Time | Date Created | YYYYMMDD**



Once finished, click on the **+** button to add another field, and turn it to **Text** and in the box right next to it, type in **-(Class Period)-(Student ID Number)-**. For this example, we will use **-1-000N-**, which shows it being in Period 1 and with Mr. Nistas' ID number.



When you have put in your class period and ID number in the text field, click on the **+** button to add another field, and set this one to **Sequence Number** starting with **1** and set the last field to **Three Digits**.



If you did everything correct, this should be how everything looks:

New Filenames			
Date Time	Date Created	YYMMDD	- +
Text	-1-000N-		- +
Sequence Number	1	Three Digits	- +

To make sure that everything is set properly, look at the bottom at **Preview**, it will show what the **Current filename** looks like and what the **New filename** will be, as well as show you how many files will be renamed(In this example only 8 would be changed).

Preview	
Current filename:	_MG_2522.JPG
New filename:	180516-1-000N-001.JPG
8 files will be processed	

Step 5: Rename

All you have to do now is hit the **Rename** button and you are done! This will rename every file selected(it should be all of them) in the same folder.

Notes:

You need to do this immediately after you've transferred your images from your SD card to your computer, and before you make a contact sheet.

If you shoot in **Camera RAW**, your file name will end with the file extension **.CR2**.

Remember, if you don't rename your files your project will not be accepted and you will receive a 0 until properly named.