

BATCH RENAMING OF FILES

for SORTING PHOTOS INTO A SPECIFIC ORDER

Use FASTSTONE VIEWER (www.faststone.org) to sort the images and then rename them so that EVERY program that looks at the folder will see the images in your new sort order when you “sort by filename”.

Here's how (you can't undo changes so practice on a copy of a folder to familiarise yourself with this method)

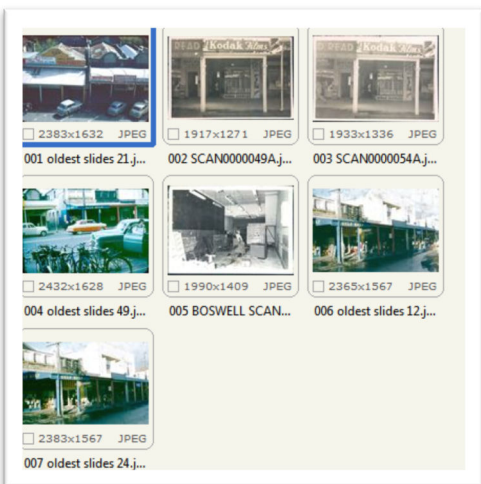
1. Combine photos from multiple sources into one folder if necessary
2. Open the folder in thumbnail view.
3. Click on an image (or select a few), continue to hold the mouse button down and drag the image where you want it to go: you'll see a red line appear between the two images where you want this image to go.
4. When you release the mouse button, the image moves to where the red line is.
5. Keep dragging the images around until you get them in the order you want.
6. Now you need to rename/number the images to ensure they stay in this order:
 - Select all the images in the folder and choose “Batch Rename Selected images” (right click or press F4 or you can find it under Tools).
 - You'll get a menu with all your selected images listed in the “Input List” (on the right) in your sorted order.
 - Make sure the starting number for the sequence is 1
 - use **###*** as the “Rename As” template
 - **###** will prefix the original file name (indicated by the asterisk) by a three digit sequential number (use 4 if more than 999 images in folder)
 - The asterisk at the end of your “Rename As Template” keeps the original file name.
 - Press “Rename” and you'll see it rename all your files
 - Press “Done” and you'll see the thumbnails with their new names.



UNORGANISED



REARRANGED



RENAMED TO MATCH NEW ORDER