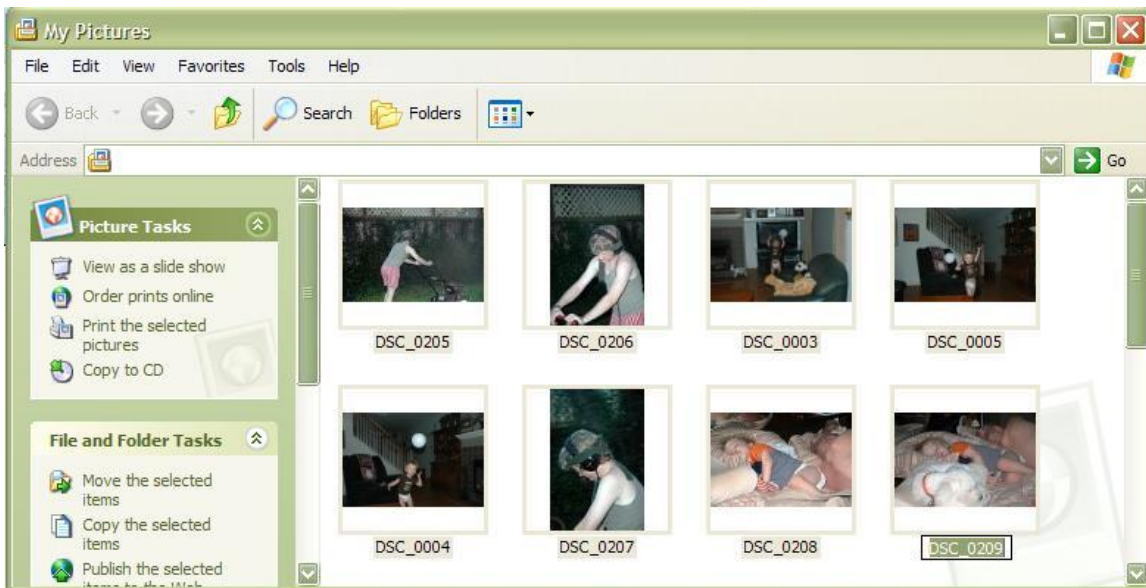


Computer Tip

Rename a Batch of Photos or Files

I like to include the name and date of an event in the file name of my photos so I can quickly identify them, for example "Christmas2009." We'll show you today how to select a group of photos and rename in one step.

1. Go to **START > MY PICTURES**
2. Click on the first picture to select it (you know it's selected when there's a bounding box around it.) Hold down **CTRL** plus **SHIFT** and then click on the last photo to select all photos in between the first and the last. All photos should have a bounding box around them.
3. With all photos selected, **Right click** and select **RENAME**.



4. In the box under the last photo, type what you want to name the photos and **ENTER**. We'll name them "June2010." All photos will have the base name "June2010" followed a number in sequence i.e. "June2010 (1)".

