

## Renaming Digital Pictures

For anyone taking a lot of digital pictures, the following is a method to quickly rename the pictures into something that makes more sense than IMG24768.jpg or DSC239875.jpg. I am not sure about all systems but I know this works for Windows 7. I have been doing this for years, in fact I think it existed in the "command line" days even though digital cameras did not exist.

Let's say you take 10 (or 150) pictures with the following default names from your digital camera.

IMG23567.jpg  
IMG23568.jpg  
IMG23569.jpg  
IMG23570.jpg  
IMG23571.jpg  
IMG23572.jpg  
IMG23573.jpg  
IMG23574.jpg  
IMG23575.jpg  
IMG23576.jpg

Let's also say the first 4 were the attic, the next 4 were the basement and the last 2 were outside.

You can quickly rename these to make a little more organizational sense with the following method.

Choice #1-I just want all the pictures to indicate my job number and date. Jobnumber = 134 Date = January 3, 2018

1. Go to the directory that has all the pictures. Make sure they are in the order you want them. Sort by Name, or date or size, sort by whatever you can sort by that gives you the best order for you. You can only rename pictures that have the same extension such as ".jpg".
2. Highlight (or select) all 10 pictures.
3. Once highlighted, go to (or place cursor on) the first picture in the set, right-click and rename it. When prompted what to rename it, type "JN134 2018-01-03 (1)" for the file name and hit return. Do not alter the ".jpg" extension and do not use the quotation marks I show. The results will be similar to this:
  - a. JN134 2018-01-03 (1)
  - b. JN134 2018-01-03 (2)
  - c. JN134 2018-01-03 (3)

- d. JN134 2018-01-03 (4) etc.
4. This renames them as a subscripted array. Some points to ponder:
- a. Year-month-day with leading zeros works better for me because it maintains chronological order in the filenames. Start a job in December and it runs into January will show you what I mean.
  - b. Thanks to more relaxed filename rules, blank spaces, hyphens and other special characters are now allowed.
  - c. Filenames can be much longer.
  - d. If you do presentations or expert testimony, filenames can help emphasize a point for the more literal audiences as compared the visual audiences. The name "Rusted Gussets (18)" has more impact than IMG235.bmp. Some software will print pictures with the filenames printed under them.
  - e. You are not required to start at 1. You can start at any number you want. For jobsite pictures that need to be in order, you can start with the next number after your previous trip. If the last trip ended at 123, the next trip can start at 124.
  - f. When I am taking a bunch of pictures but will only use a few of them for whatever I am doing, I start numbering at 101 or higher for example. As I select pictures to use in my presentation, I individually renumber them to 1, 2, 3 etc. That way I still have the long name and only have to change the subscript. Note in the AVI, my first subscript was 101.

As a second option, I could have renamed the pictures in a similar fashion but instead of all 10 at once, I could have highlighted them by location of building and added Attic, Basement etc. to the filename. In 3 separate renamings, my pictures make even more sense when I try to find them.

I have never been challenged in court for renaming the pictures but I always keep an original set for court cases just in case. By the way, juries really prefer these names more than the default names. Your name can steer their eyes to what they need to see at times. Some will look at the name first, then the picture and vice versa. The more comfortable (therefor less frustrated) the jury is in your explanation, the better your Client will fair.