

File Renamer-Basic Software User's manual

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Step 1. Open *File Renamer-Basic* on your windows or Mac computer then select the folder where the files are located.

We are primarily using four key features of this software, which are labeled in the red boxes.

-**Folder**: where you upload your raw files and save your renamed files.

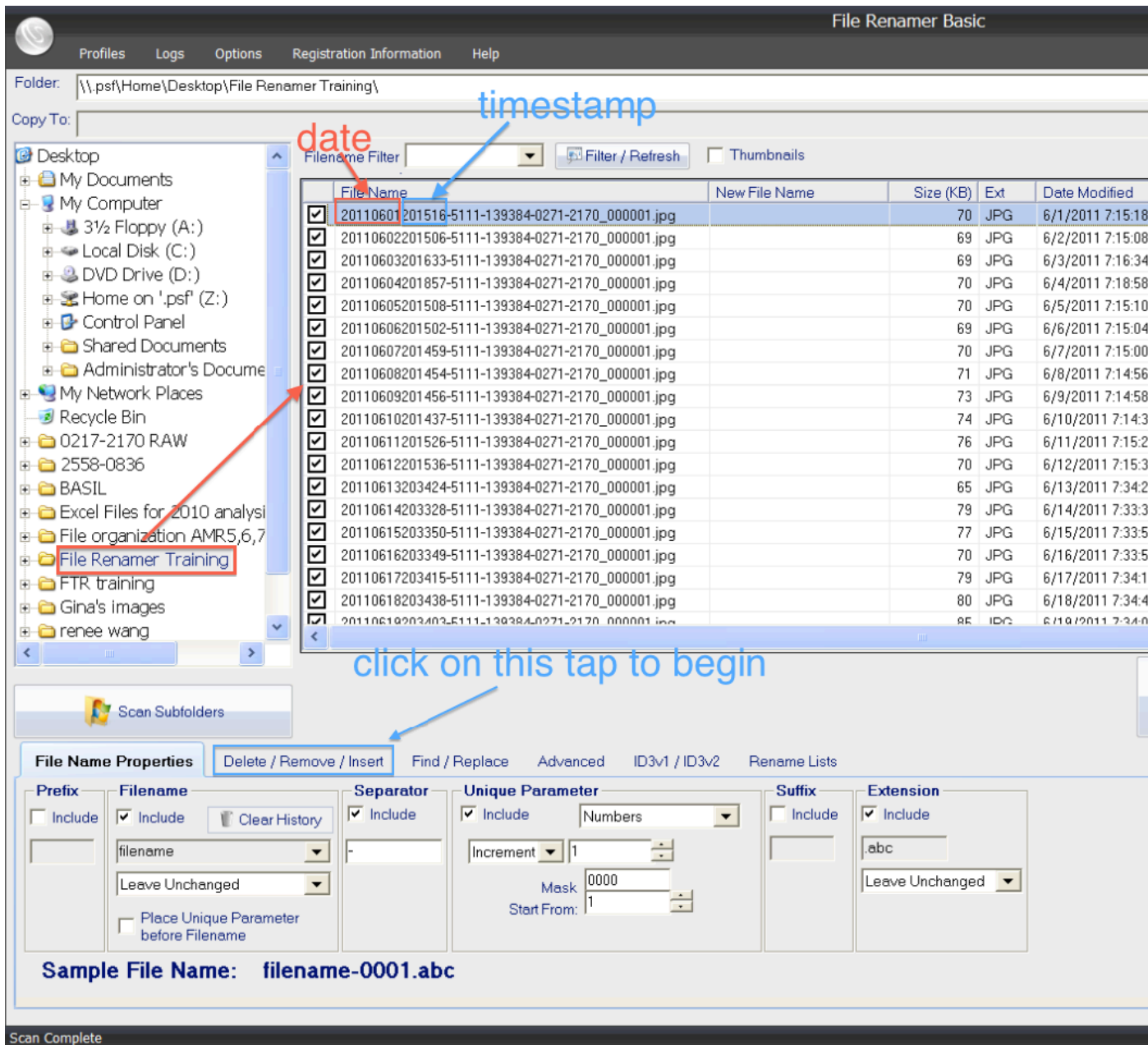
-**Preview**: allows you to check your file names before you finalize your changes.

-**Apply**: finalize any changes to your file names.

-**File Name Properties** and

Delete/Remove/Insert tabs: allow you to make changes to many files at a time.

** Once you open your folder, your original file names may look like this**



Step 2. . The correct format for the filename should be:

**T(tube#)_L(window#)_mm.dd.yy_
Time_###_Initiatils**

- a. Go to **“Start from position”** and select **“0”** in the drop down list. Then, check the box next to **“Start from the end of the filename”**.
- b. Select **“Remove”** and select the number of characters you wish to remove. (In this case we will be removing 30 characters from the end of the filename)
- c. Click on **“Preview”** double check your change.
- d. Click on **“Apply”** to finalize your change.

Fig. 3

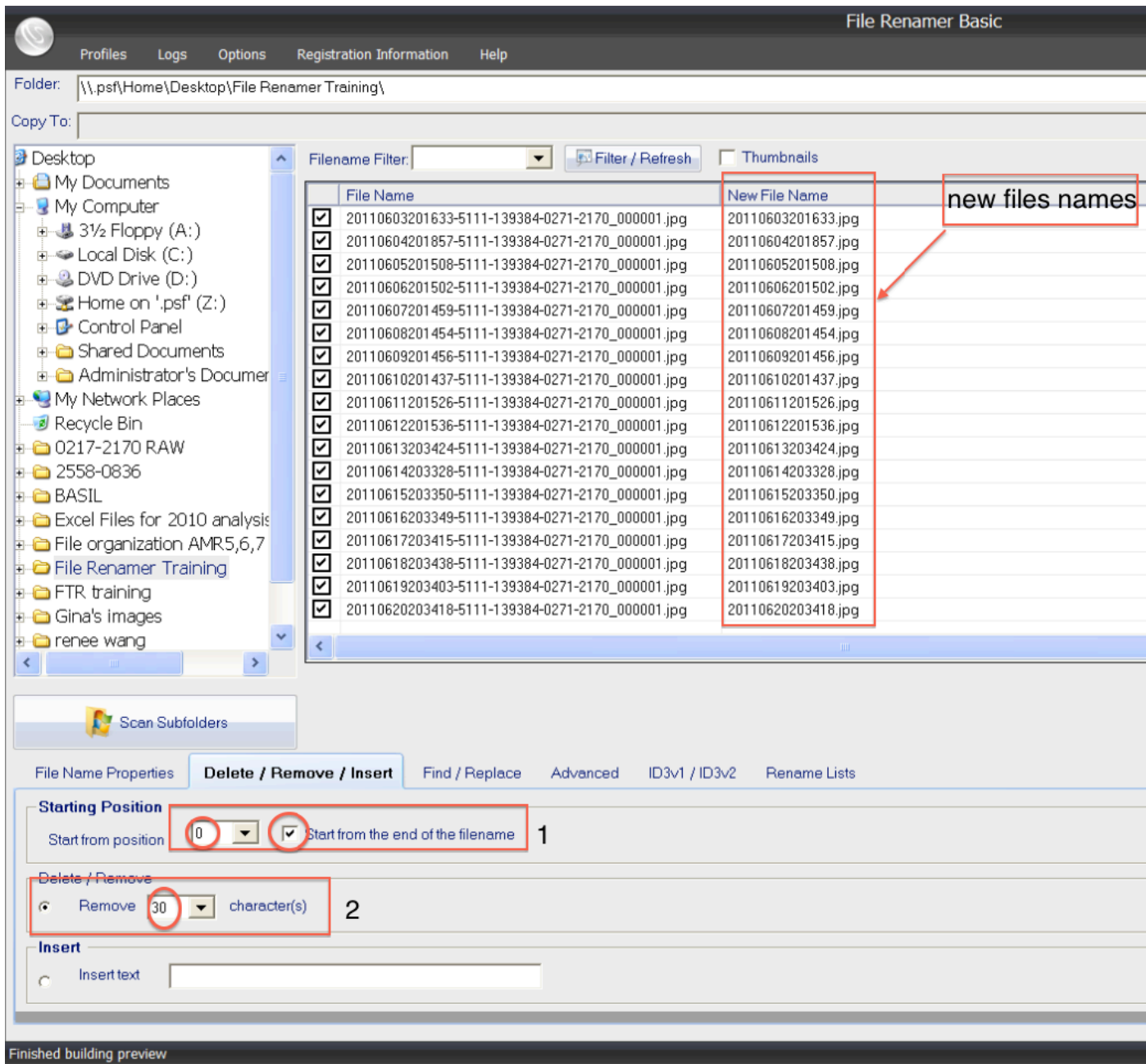
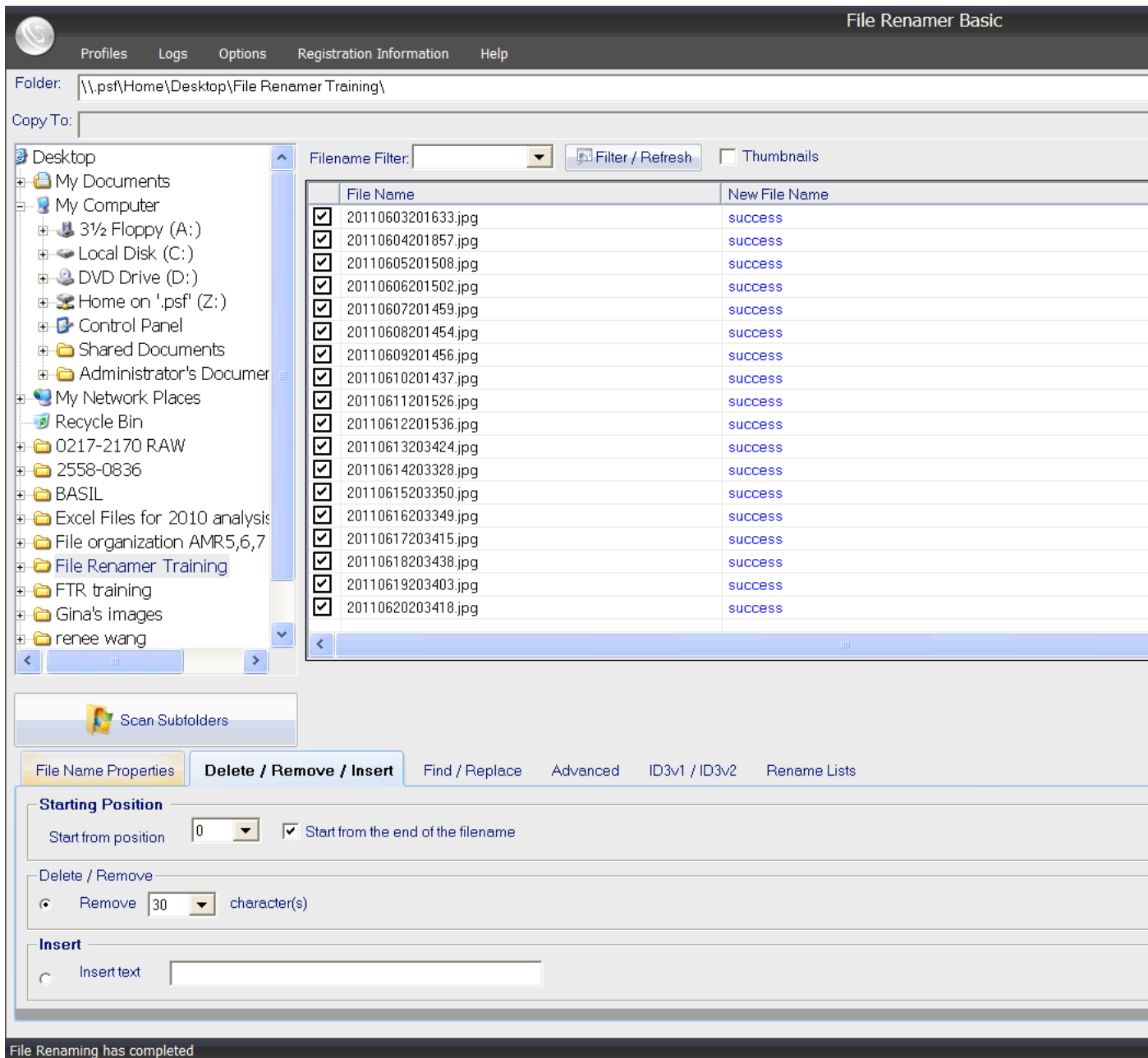


Fig.4 ** once you click “Apply”, your files will be saved and they should look like this**



- Remove 4 characters representing year as we are going to reinsert it as the mm.dd.yy form.

Step 5. Insertion (see Fig.5 and Fig.6)

- a. Check the circle next to **“Insert Text”** and select 2 in the drop down list next to **“Start from position”**. This indicates the content you want to

insert and the location you want to insert it at. Once completed, click “ **preview**” and then “**Apply**”.

- b. Remember, when you click “preview”, your new filenames are listed under “**New File Name**” column. It is not your new filenames unless you click “**Apply**”. Names under “**File Name**” are your current filenames so please make sure to double check.



Folder: \\.\psf\Home\Desktop\File Renamer Training\

Copy To:

Desktop

- My Documents
- My Computer
 - 3 1/2 Floppy (A:)
 - Local Disk (C:)
 - DVD Drive (D:)
 - Home on '.psf' (Z:)
 - Control Panel
 - Shared Documents
 - Administrator's Documents
- My Network Places
- Recycle Bin
- 0217-2170 RAW
- 2558-0836
- BASIL
- Excel Files for 2010 analysis
- File organization AMR5,6,7
- File Renamer Training**
- FTR training
- Gina's images
- renee wang

Filename Filter:

	File Name
<input checked="" type="checkbox"/>	0603201633.jpg
<input checked="" type="checkbox"/>	0604201857.jpg
<input checked="" type="checkbox"/>	0605201508.jpg
<input checked="" type="checkbox"/>	0606201502.jpg
<input checked="" type="checkbox"/>	0607201459.jpg
<input checked="" type="checkbox"/>	0608201454.jpg
<input checked="" type="checkbox"/>	0609201456.jpg
<input checked="" type="checkbox"/>	0610201437.jpg
<input checked="" type="checkbox"/>	0611201526.jpg
<input checked="" type="checkbox"/>	0612201536.jpg
<input checked="" type="checkbox"/>	0613203424.jpg
<input checked="" type="checkbox"/>	0614203328.jpg
<input checked="" type="checkbox"/>	0615203350.jpg
<input checked="" type="checkbox"/>	0616203349.jpg
<input checked="" type="checkbox"/>	0617203415.jpg
<input checked="" type="checkbox"/>	0618203438.jpg
<input checked="" type="checkbox"/>	0619203403.jpg
<input checked="" type="checkbox"/>	0620203418.jpg



File Name Properties

Delete / Remove / Insert

Find / Replace

Advanced

Starting Position

Start from position Start from the end of the filename

Delete / Remove

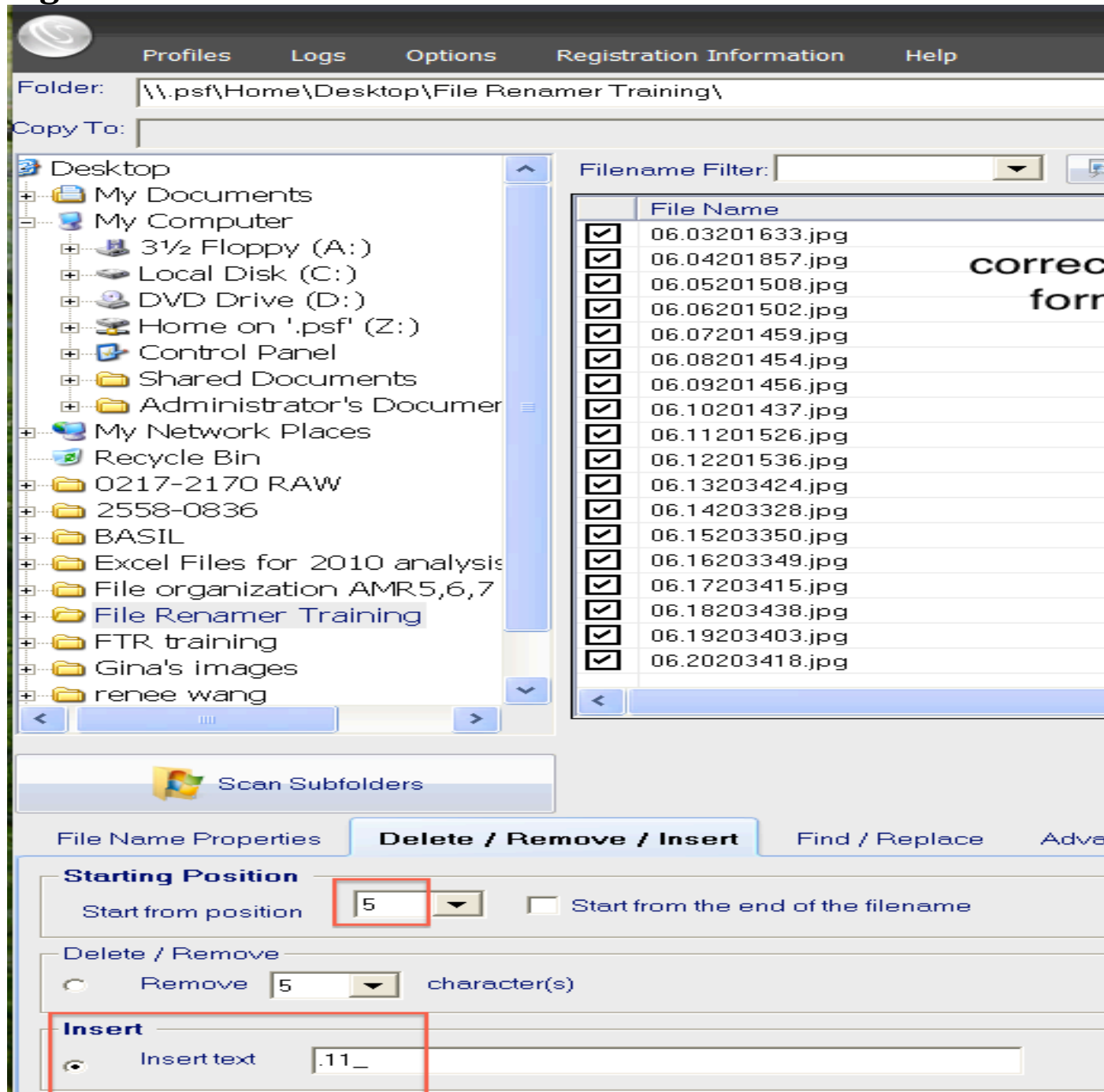
Remove character(s)

Insert

Insert text

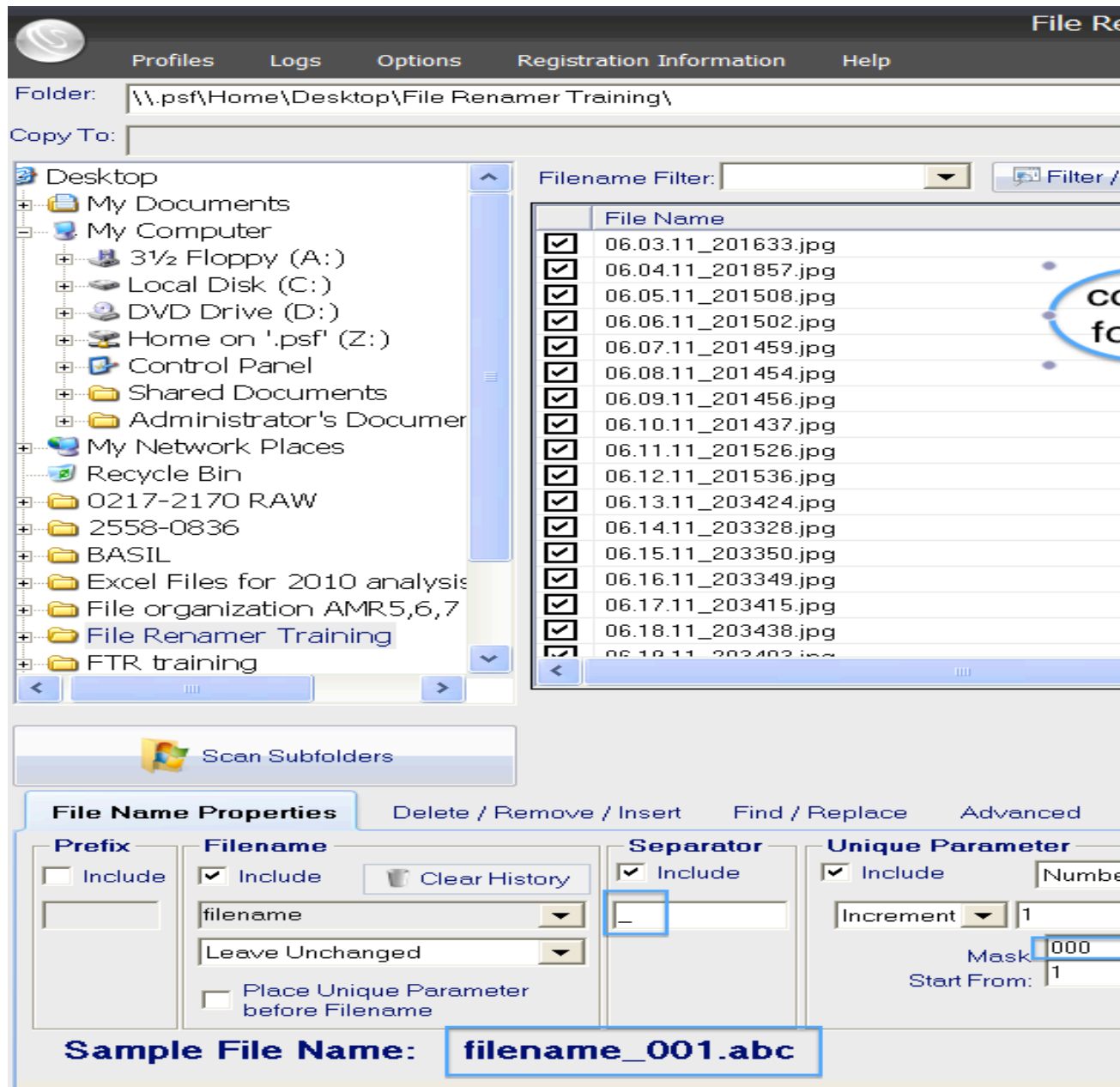
c. Repeat the procedure to insert the two digits for year. Now your file names should look like below.

Fig.6

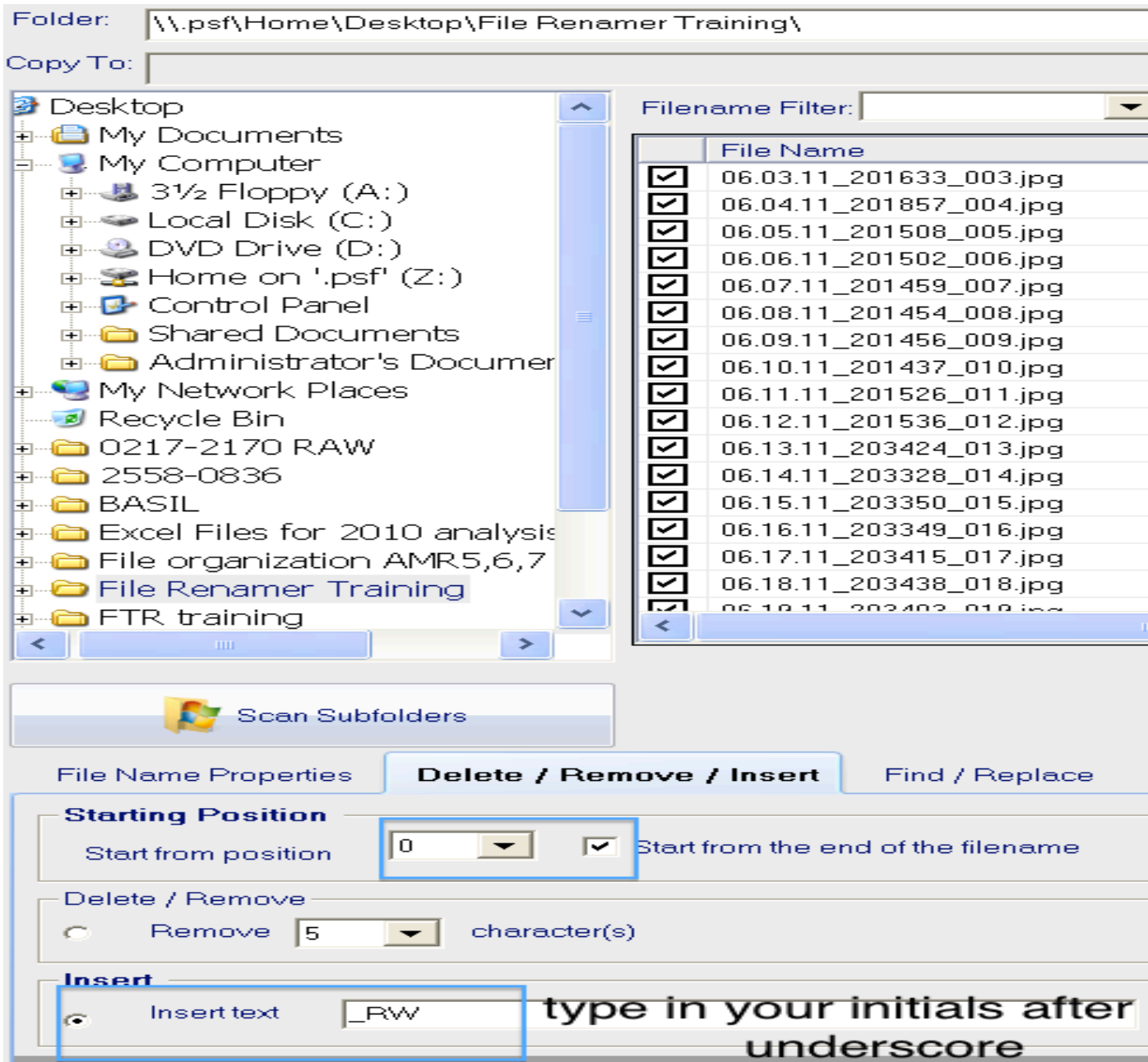


Step 6. File Name Properties (see Fig.7)

- a. Click on the “ **File Name Properties**” tab. First, change the dash mark under “**Include**” to an underscore. Then, make sure the drop down lists shows “**Increment**” and “**1**”. Lastly, Change “**Mask**” to “**000**”. Refer to the sample file name at the bottom as you go. Click “**Preview**”, then “**Apply**” changes. See Fig. 7 for an example of correct format.



**Step 7. Go back to the “Delete/Remove/Insert” tab. Insert your initials at the end of the filenames (see Fig. 8). Click “Preview” then “Apply”.
Fig.8**



Step 8. Insert Tube number and Window number. Unless instructions are given, we use “AM_T001_L001”. Insert the tube and window number in front of filenames, as shown in figure 9. Click “Preview” then “Apply”.

Fig.9

Folder: \\.\psf\Home\Desktop\File Renamer Training\

Copy To:

- Desktop
- My Documents
- My Computer
 - 3 1/2 Floppy (A:)
 - Local Disk (C:)
 - DVD Drive (D:)
 - Home on 'psf' (Z:)
- Control Panel
- Shared Documents
- Administrator's Document
- My Network Places
- Recycle Bin
- 0217-2170 RAW
- 2558-0836
- BASIL
- Excel Files for 2010 analysis
- File organization AMR5,6,7
- File Renamer Training
- FTR training

Filename Filter:

Filter / Refresh

Thumbnails

File Name	New File Name
06.03.11_201633_003_RW.jpg	AM_T001_L001_06.03.11_201633_003_RW.jpg
06.04.11_201857_004_RW.jpg	AM_T001_L001_06.04.11_201857_004_RW.jpg
06.05.11_201508_005_RW.jpg	AM_T001_L001_06.05.11_201508_005_RW.jpg
06.06.11_201502_006_RW.jpg	AM_T001_L001_06.06.11_201502_006_RW.jpg
06.07.11_201459_007_RW.jpg	AM_T001_L001_06.07.11_201459_007_RW.jpg
06.08.11_201454_008_RW.jpg	AM_T001_L001_06.08.11_201454_008_RW.jpg
06.09.11_201456_009_RW.jpg	AM_T001_L001_06.09.11_201456_009_RW.jpg
06.10.11_201437_010_RW.jpg	AM_T001_L001_06.10.11_201437_010_RW.jpg
06.11.11_201526_011_RW.jpg	AM_T001_L001_06.11.11_201526_011_RW.jpg
06.12.11_201536_012_RW.jpg	AM_T001_L001_06.12.11_201536_012_RW.jpg
06.13.11_203424_013_RW.jpg	AM_T001_L001_06.13.11_203424_013_RW.jpg
06.14.11_203328_014_RW.jpg	AM_T001_L001_06.14.11_203328_014_RW.jpg
06.15.11_203350_015_RW.jpg	AM_T001_L001_06.15.11_203350_015_RW.jpg
06.16.11_203349_016_RW.jpg	AM_T001_L001_06.16.11_203349_016_RW.jpg
06.17.11_203415_017_RW.jpg	AM_T001_L001_06.17.11_203415_017_RW.jpg
06.18.11_203438_018_RW.jpg	AM_T001_L001_06.18.11_203438_018_RW.jpg
06.19.11_203403_019_RW.jpg	AM_T001_L001_06.19.11_203403_019_RW.jpg

correct final format

Scan Subfolders

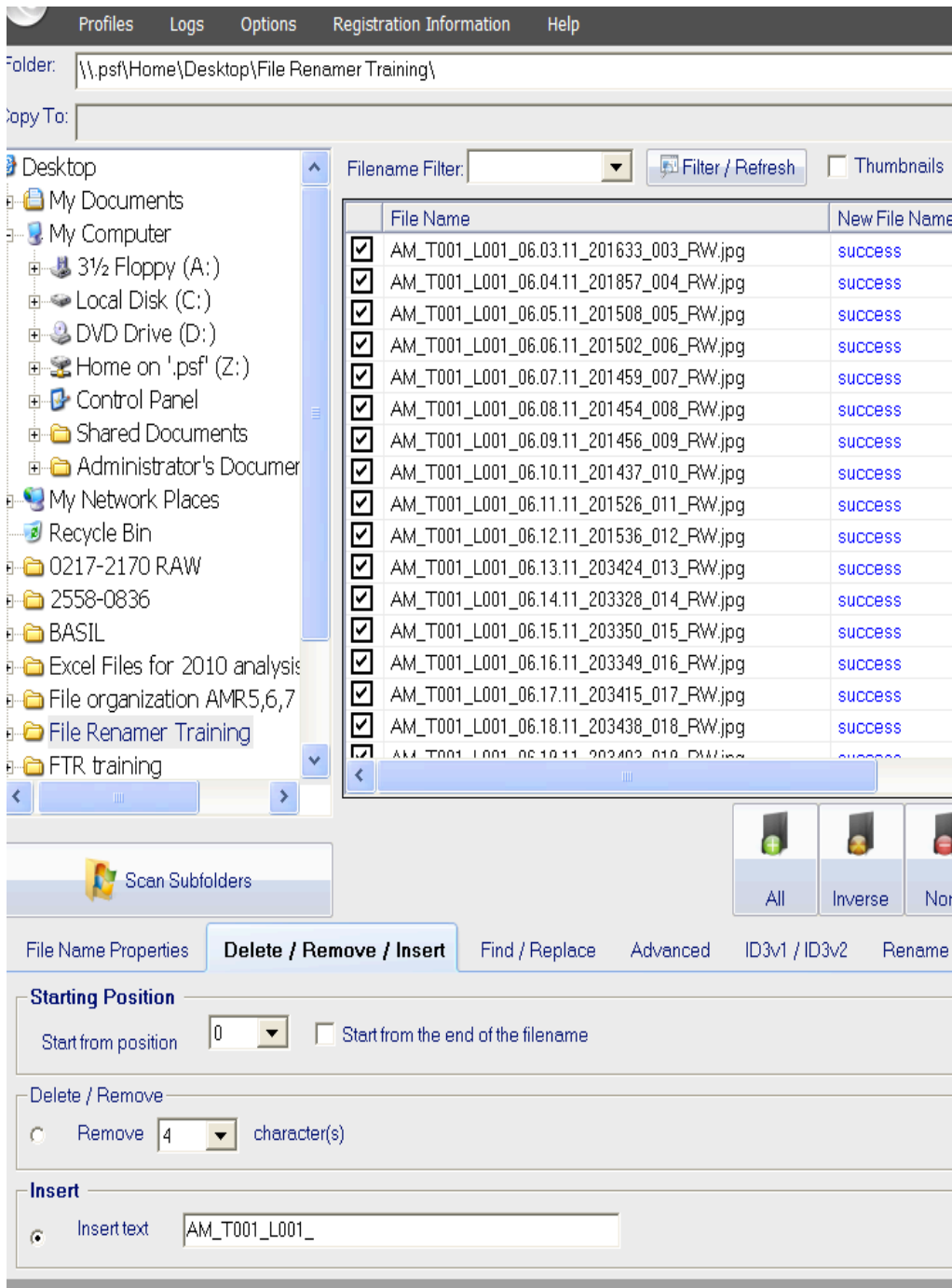
All Inverse None Preview Apply

File Name Properties Delete / Remove / Insert Find / Replace Advanced ID3v1 / ID3v2 Rename Lists

Starting Position
Start from position 0 Start from the end of the filename

Delete / Remove
Remove 4 character(s)

Insert
Insert text AM_T001_L001_



Step 9. Now all your files should be listed under “File Name” column in the correct format. Quit File Renamer-Basic; go to your folder, and all the files should be saved in your folder (See Fig.10).

Fig.10

File Renamer Training

sh HD

Name	Date Modified	Size	Kind
AM_T001_L001_06.01.11_201516_001_RW.jpg	Jun 1, 2011 8:15 PM	74 KB	JPEG image
AM_T001_L001_06.02.11_201506_002_RW.jpg	Jun 2, 2011 8:15 PM	70 KB	JPEG image
AM_T001_L001_06.03.11_201633_003_RW.jpg	Jun 3, 2011 8:16 PM	70 KB	JPEG image
AM_T001_L001_06.04.11_201857_004_RW.jpg	Jun 4, 2011 8:18 PM	74 KB	JPEG image
AM_T001_L001_06.05.11_201508_005_RW.jpg	Jun 5, 2011 8:15 PM	74 KB	JPEG image
AM_T001_L001_06.06.11_201502_006_RW.jpg	Jun 6, 2011 8:15 PM	70 KB	JPEG image
AM_T001_L001_06.07.11_201459_007_RW.jpg	Jun 7, 2011 8:15 PM	74 KB	JPEG image
AM_T001_L001_06.08.11_201454_008_RW.jpg	Jun 8, 2011 8:14 PM	74 KB	JPEG image
AM_T001_L001_06.09.11_201456_009_RW.jpg	Jun 9, 2011 8:14 PM	74 KB	JPEG image
AM_T001_L001_06.10.11_201437_010_RW.jpg	Jun 10, 2011 8:14 PM	78 KB	JPEG image
AM_T001_L001_06.11.11_201526_011_RW.jpg	Jun 11, 2011 8:15 PM	78 KB	JPEG image
AM_T001_L001_06.12.11_201536_012_RW.jpg	Jun 12, 2011 8:15 PM	74 KB	JPEG image
AM_T001_L001_06.13.11_203424_013_RW.jpg	Jun 13, 2011 8:34 PM	66 KB	JPEG image
AM_T001_L001_06.14.11_203328_014_RW.jpg	Jun 14, 2011 8:33 PM	82 KB	JPEG image
AM_T001_L001_06.15.11_203350_015_RW.jpg	Jun 15, 2011 8:33 PM	78 KB	JPEG image
AM_T001_L001_06.16.11_203349_016_RW.jpg	Jun 16, 2011 8:33 PM	74 KB	JPEG image
AM_T001_L001_06.17.11_203415_017_RW.jpg	Jun 17, 2011 8:34 PM	82 KB	JPEG image
AM_T001_L001_06.18.11_203438_018_RW.jpg	Jun 18, 2011 8:34 PM	82 KB	JPEG image
AM_T001_L001_06.19.11_203403_019_RW.jpg	Jun 19, 2011 8:34 PM	86 KB	JPEG image
AM_T001_L001_06.20.11_203418_020_RW.jpg	Jun 20, 2011 8:34 PM	78 KB	JPEG image

20 items, 957.98 GB available

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