Nikon Capture NX "How To..." Series

Article 21 - How to rename multiple JPEG files without resaving them.

Purpose: Using the "File Naming" dialog, accessed from the "Rename" menu, you can specify a desired naming rule and rename multiple JPEG images all at once, without having to resave them.

Process:

Step 1 - Sort images

Step 2 - Select the images to be renamed

Step 3 - Open the "File Naming" dialog from the "Rename" menu item.

Step 4 - Specify the manner in which images will be renamed.

Step 5 - Rename images.

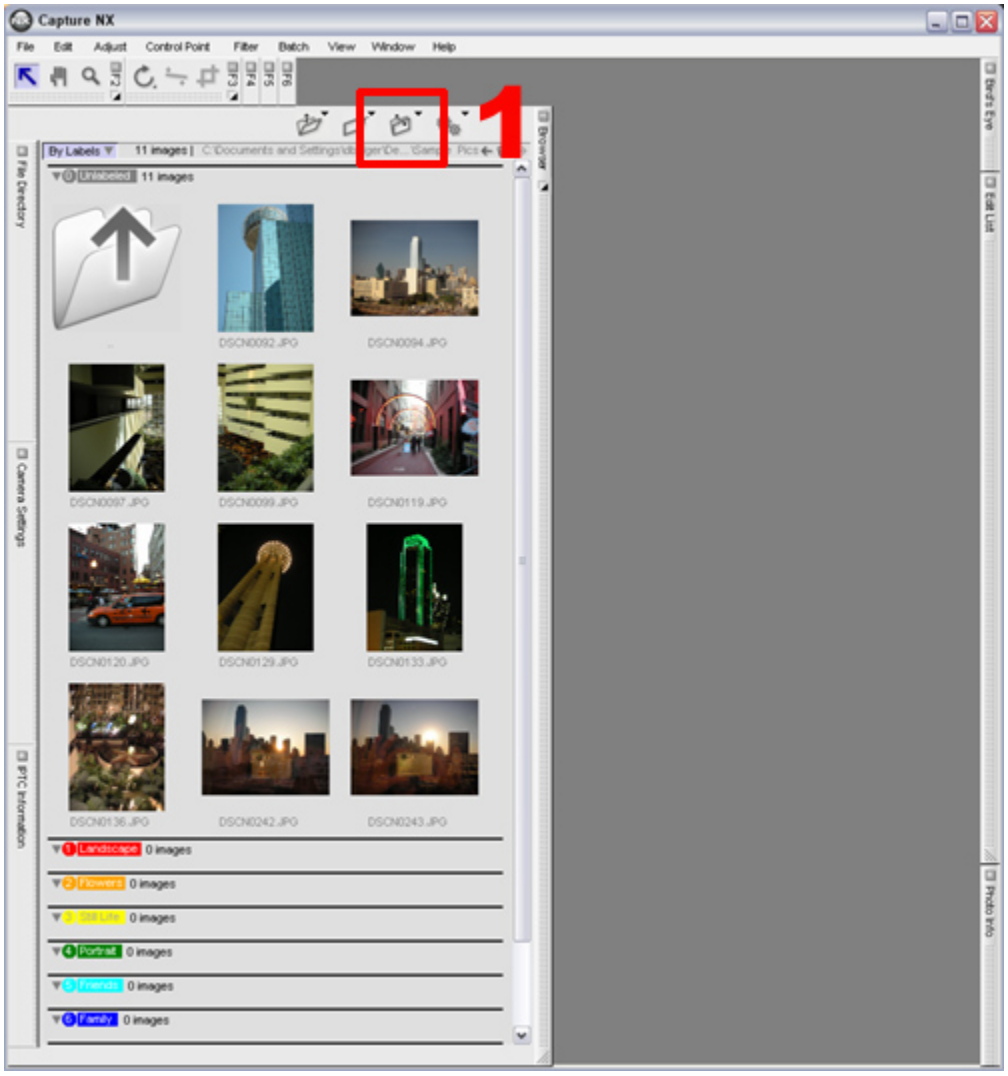
Step 6 - Confirm that images have been renamed.

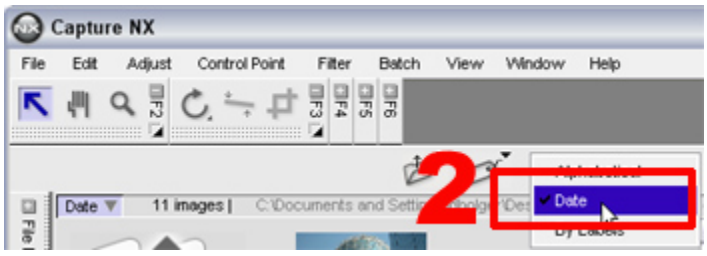
Step 1 - Sort images.

1) Open the folder containing the images you would like to rename and choose a sort method from the "Sort" menu.

When images are renamed using sequential numbering, the numbers applied will be in the same order in which they are sorted.

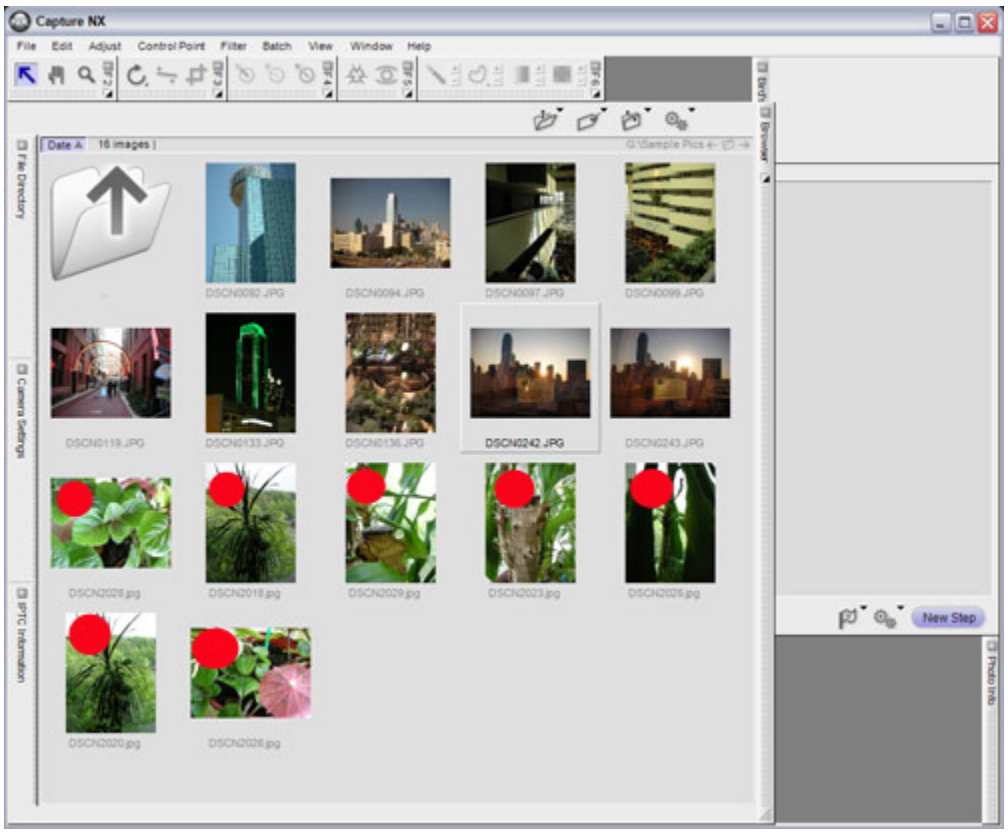
2) Here we have chosen to sort images by "Date".





Step 2 - Select the images to be renamed.

Select the images you would like to rename. In this example we have selected pictures of flowers for renaming. To select multiple images, click on each image while holding down the CTRL key (COMMAND key on a Macintosh). Here we have chosen the images indicated by the red dots. Use the SHIFT key to select a group of images in order.

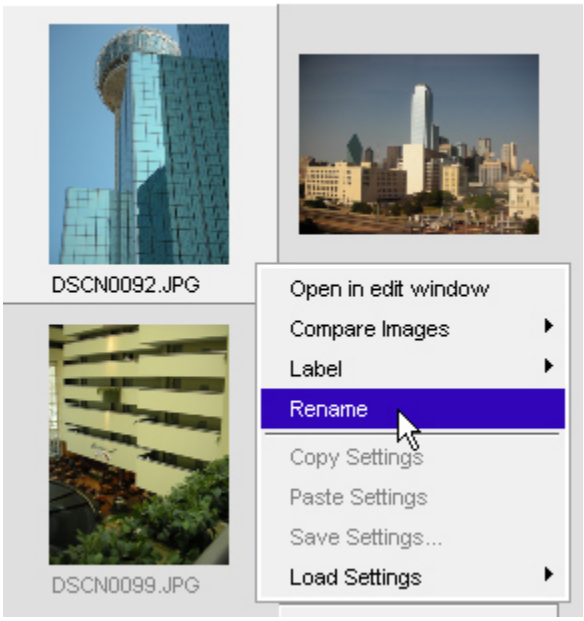


File Naming and sorting.

Image files are renamed in the order they are displayed in the Browser (left to right and top to bottom, not in the order they are selected. Images displayed in the Browser cannot be sorted manually.

Step 3 - Open the "File Naming" dialog from the "Rename" menu item.

Once you have selected images for renaming, right-click on one of the images (click on an image while holding down the CONTROL key on a Macintosh). Select "Rename" from the menu displayed.



Step 4 - Specify the manner in which images will be renamed.

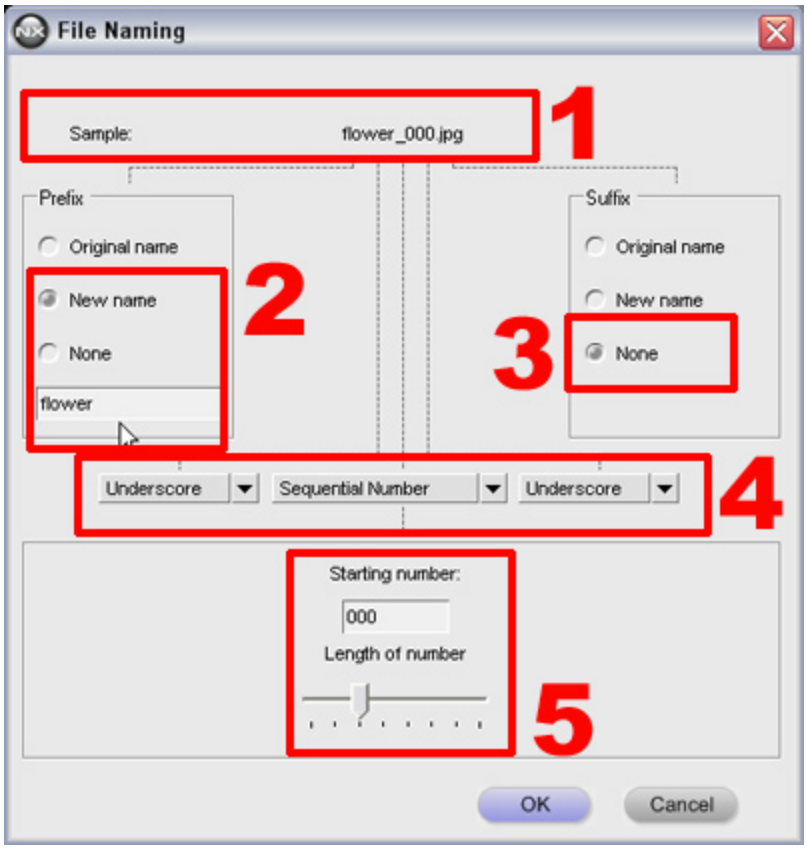
1) "File Naming" window is open and sample file name is at top.

2) In the "Prefix" section, we have selected "New Name" and entered "flower".

3) In the "Suffix" section, we have selected "None".

4) For the middle section, "Underscore", "Sequential Number", and "None" are selected.

5) To specify the sequential numbering rule, first adjust the "Length of number slider" to determine the number of digits, and then enter the "Starting number".



The File Naming dialog.

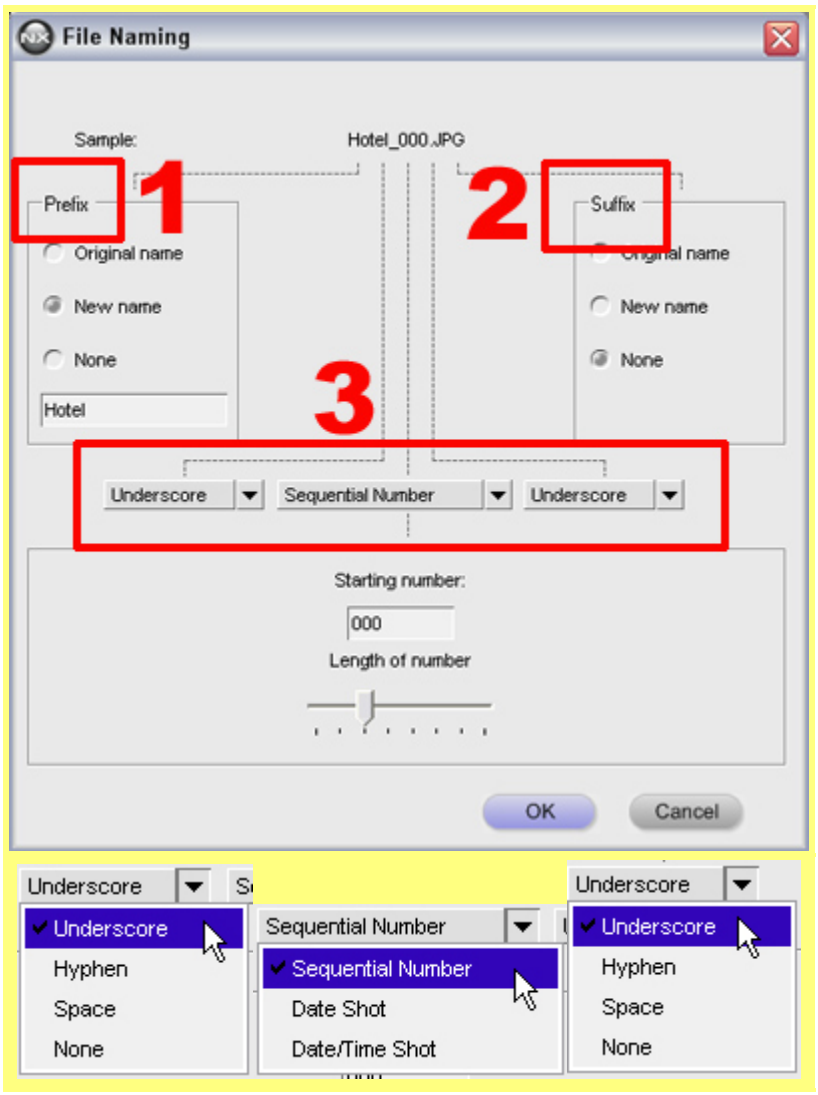
File names can be broken into three parts. The three parts are the

1) Prefix,

3) the middle portion (which can be sequential numbering or shooting date and time),

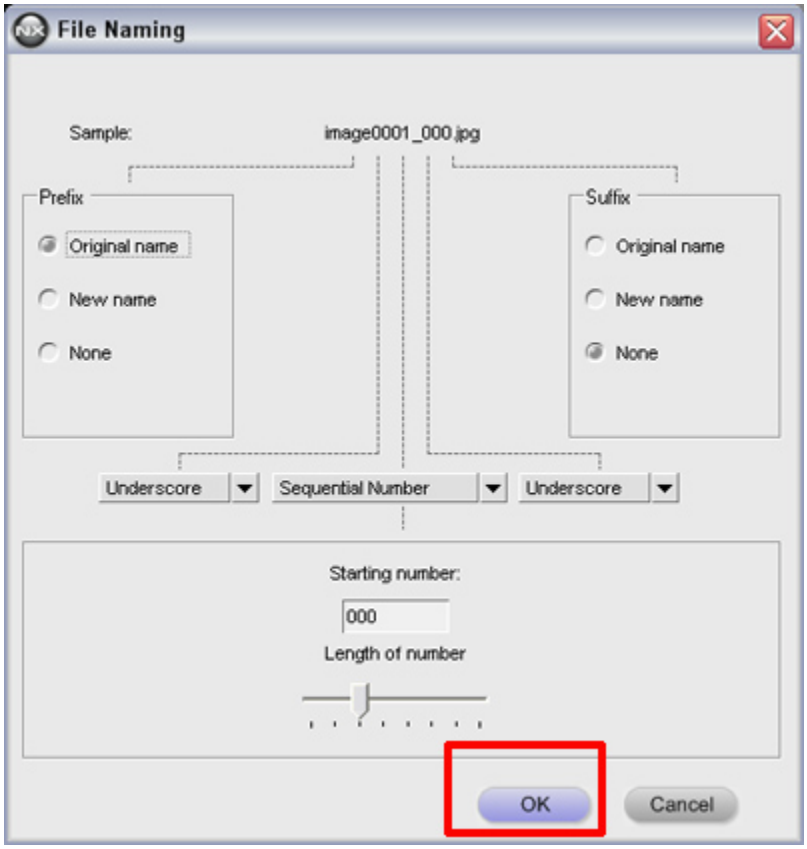
2) and the Suffix.

The prefix, middle portion, and suffix can also be separated by characters such as underscores or hyphens. Original file names or new names can also be specified for the prefix and/or the suffix.



Step 5 - Rename images.

Once rules have been applied in the "File Naming" dialog, click "OK" to rename the images.

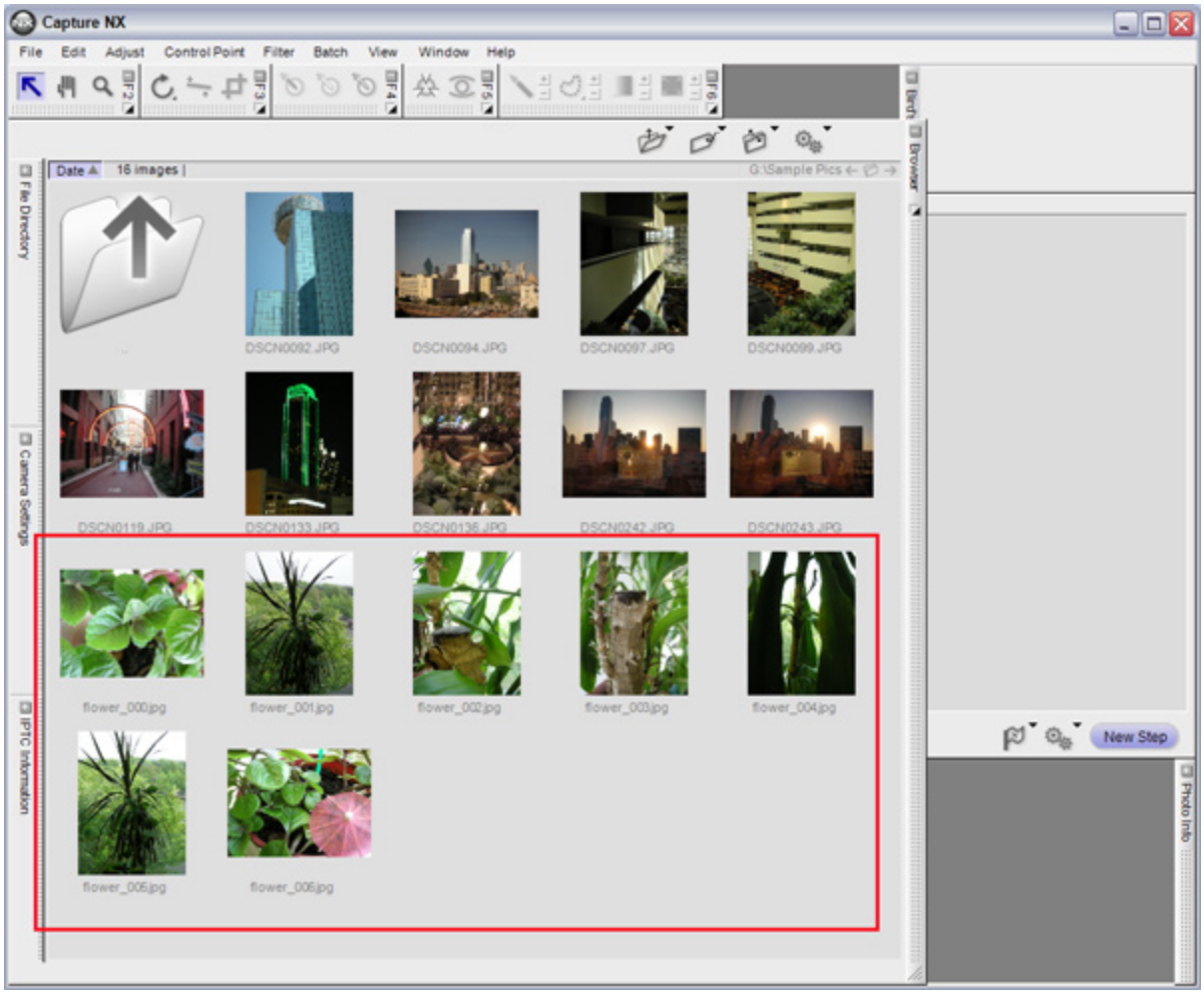


Take extreme care when renaming images!

Once file names have been changed, file names for multiple images cannot be reverted to their original names all at once. To revert to the original file names, you must do so one at a time. Further, it is very difficult to revert to an original file name later unless you take note of the original name before the image is renamed. Backing up the folder containing the images to be renamed is recommended BEFORE renaming images.

Step 6 - Confirm that the images have been renamed.

Confirm that the images selected in Step 2 have been renamed as specified in Step 4 (example: "flower_xxx.jpg). Renaming images as explained here simplifies file management.

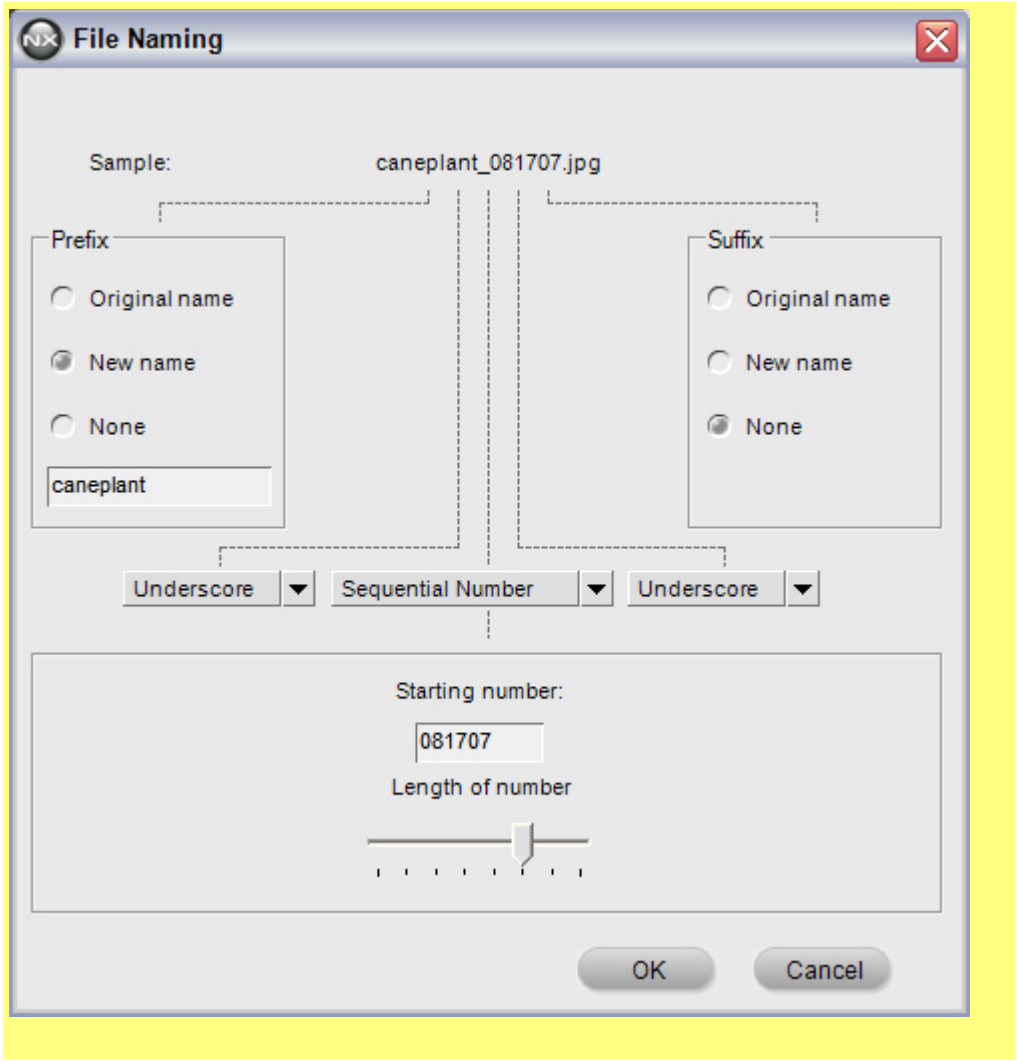


Renaming example:

Here is another example of file renaming provided for your reference. Using a name that makes sense or is convenient to you is recommended. Use the sample name at the top to confirm naming.

Below we have created a rule that provides the subject (caneplant), underscore(_), the date the image was shot (08172007). For a series, we would add either "Original Name" or "New Name" for the "Suffix".

Note the "Underscore" is not shown after the date in the new filename. This is because "None" is chosen for the "Suffix".


File Naming
Sample:
caneplant_081707.jpg
Prefix
Original name
New name
None
caneplant
Suffix
Original name
New name
None
Underscore
Sequential Number
Underscore
Starting number:
081707
Length of number
OK
Cancel

caneplant_08162007.jpg @ 20.9% | 3MB
updating image
Nikon sRGB 4.0.0.3001
Soft Proof Off