

# FILE OR FOLDER RENAMED

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You can quickly rename any file or photo in Windows. Here's how.

1. Click on the name — not the icon — of the file (Figure 1) and release the button.



Figure 1



Figure 2

2. Click on the name again (Figure 2), releasing the mouse button when finished.

3. Use the left-arrow key, on the keyboard, to move to the left of the *dot* (.) (Figure 3). You must leave the ".jpg" when you have completed renaming the file or it will no longer be a photo.

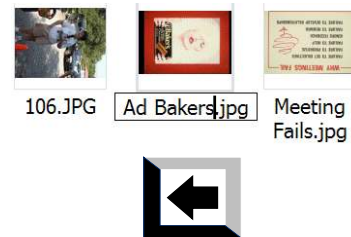


Figure 3



Figure 4

4. Hold down the Backspace key, on the keyboard (Figure 4) to remove all the characters to the left of the dot (.).

5. Type the new name, touching the Enter key, on the keyboard, when finished (Figure 5).

NOTE that I have placed a number — 107 — in front of the new name so that it will follow the first file which is called “106.jpg”.



Figure 5

4. The renamed file appears in the proper numeric+alphabetic order (Figure 6).



Figure 6

5. A completed effort (Figure 7). NOTE: I numbered the files 106– 109 and, then, 491 – 944, to use Slide 491 as a major division of slides.



Figure 7

6. I can add additional photos IF I number them by using number+letter combinations. For example, I have added two photos after 106 — but, before 107 — by naming them “106a...” and “106b...” (Figure 8).



Figure 8

7. I can add more photos between “106a” — but, before “106b” — by using “106aa” etc. (Figure 9).

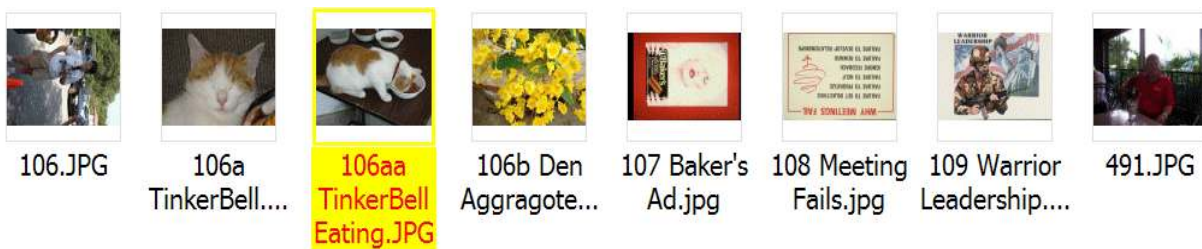


Figure 9

## FIX FILE NAME

Suppose you changed the name of a photograph — using the steps above — but forgot to leave in the “.jpg” at the end. The file becomes unreadable.

A Joint Photographic Experts Group (JPEG/JPG) file is a photograph. Here’s how to fix it:

- ❶ Open Windows Explorer.
- ❷ RIGHT-click on the file’s name.
- ❸ Left-click on “Rename”. (Name is highlighted and surrounded by a rectangle.)
- ❹ Touch the “End” key, on the keyboard. (This removes the highlight and places your cursor at the end of the file name.)
- ❺ Type “.jpg” — without the quote marks — at the end of the file name.
- ❻ Touch “Enter” key, on the keyboard. NOW it is a photograph again.