

# RENAME PHOTO

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Click on the blue, underlined text to go to its linked reference.



There are many ways to rename your photos in Photoshop Elements. This is one of the most effective ways. Here's how to do it.

1. After you've selected Start > My Pictures and maneuvered to the photo (Figure 1):

- 1 RIGHT-click on the photo's name.
- 2 Left-click on "Properties" — the last item in the drop-down menu.

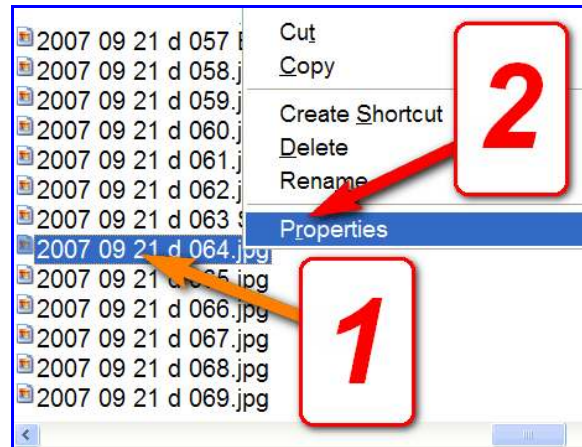


Figure 1

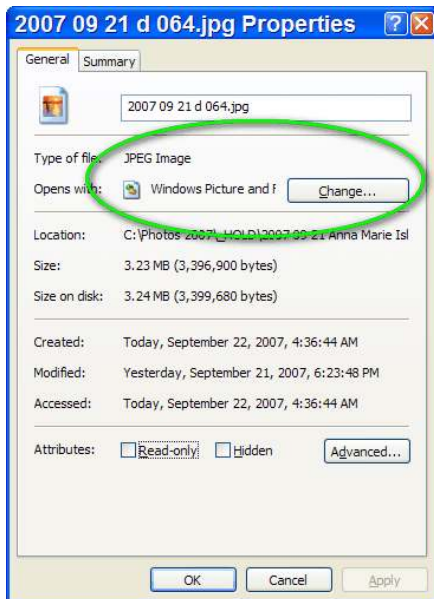
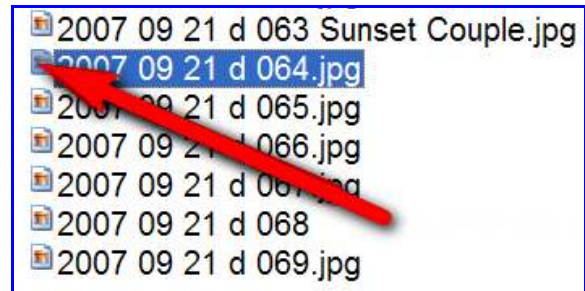


Figure 2

2. Next to the "Opens with:" line (Figure 2), Left-click on the "Change" button.

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3. Double, left-click on the photo to preview it (**Figure 3**).



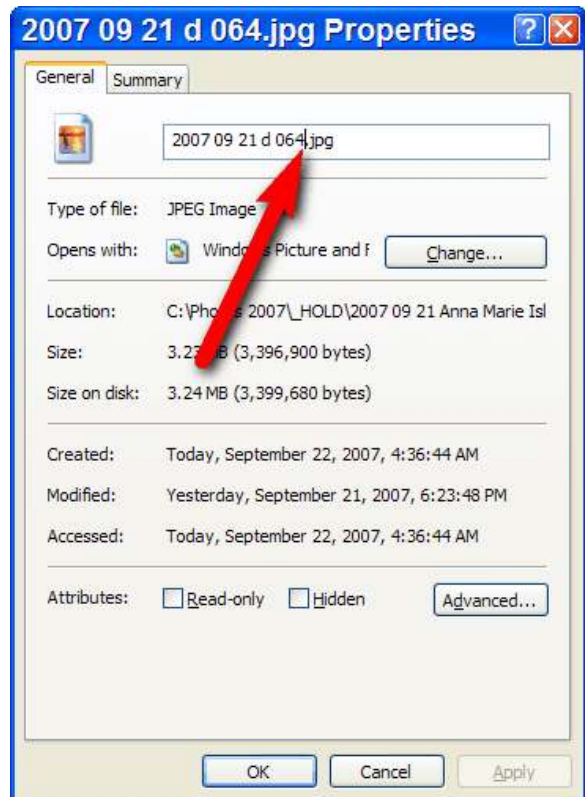
**Figure 3**



**Figure 4**

4. To change the name (**Figure 4**):  
 ① RIGHT-click on the photo.  
 ② Left-click on “Properties” — the last option in the drop-down menu.

5. Left-click on the file name (**Figure 5**), to the right of the photo number but to the left of the dot in ‘.JPG’.



**Figure 5**

6. In the new window (**Figure 6**):

❶ Touch the Spacebar, on the keyboard, and type the name for the photo.

**WARNING:** Ensure you leave the “.jpg” at the end of the file name.

❷ Touch the *Enter* key, on the keyboard, or click on the “OK” button.

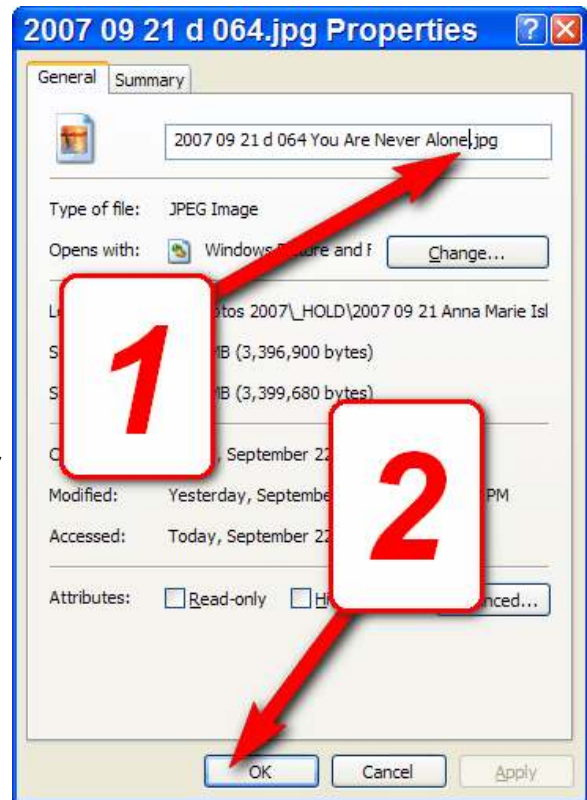
7. A “No Preview” window will appear (**Figure 7**), but just Left-click on the “X” in the upper-right corner to exit the view.



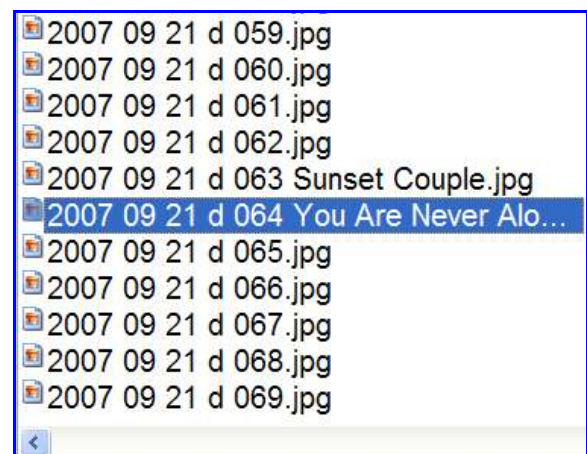
**Figure 7**

8. The file name you changed is highlighted (**Figure 8**), showing the new name you gave it.

Compare this figure with Figure 3 to see the difference.



**Figure 6**



**Figure 8**

9. If you Double, left-click on the file name, you'll see the photo (**Figure 9**), with the name you gave it in Step 6 at the top of the window.



**Figure 9**

You will find many more lessons  
on Photoshop Elements  
and other Windows programs at  
<http://DarryD.com>