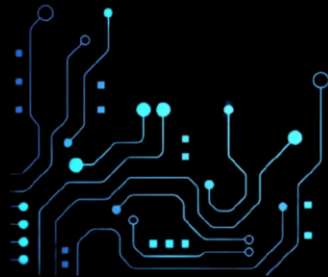


# Rename Multiple Files in Windows

**D-LLOYD AGENCIES**

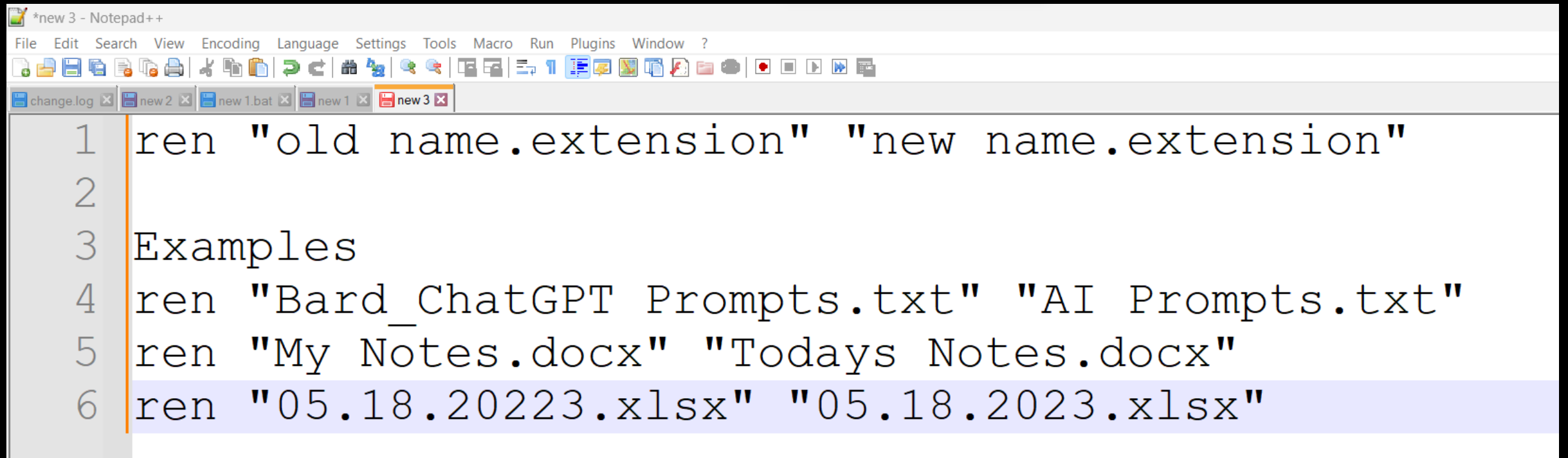


# Batch Files

- A batch file is a text file that will be read and run by your PC's command line interpreter.
- The file type is '.bat'

# Basic Renaming Syntax

- Using a text editor, you can write your batch file script in windows
- ren: windows command prompt function for rename
- place spaces after ren and between the file names

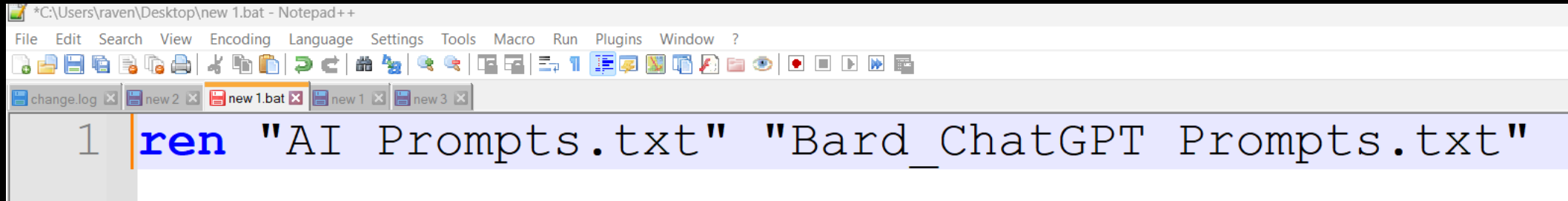


The screenshot shows the Notepad++ application window with the title bar '\*new 3 - Notepad++'. The menu bar includes File, Edit, Search, View, Encoding, Language, Settings, Tools, Macro, Run, Plugins, Window, and ?. The toolbar contains various icons for file operations. The tab bar shows four open files: change.log, new 2, new 1.bat, and new 3. The main text area contains the following text:

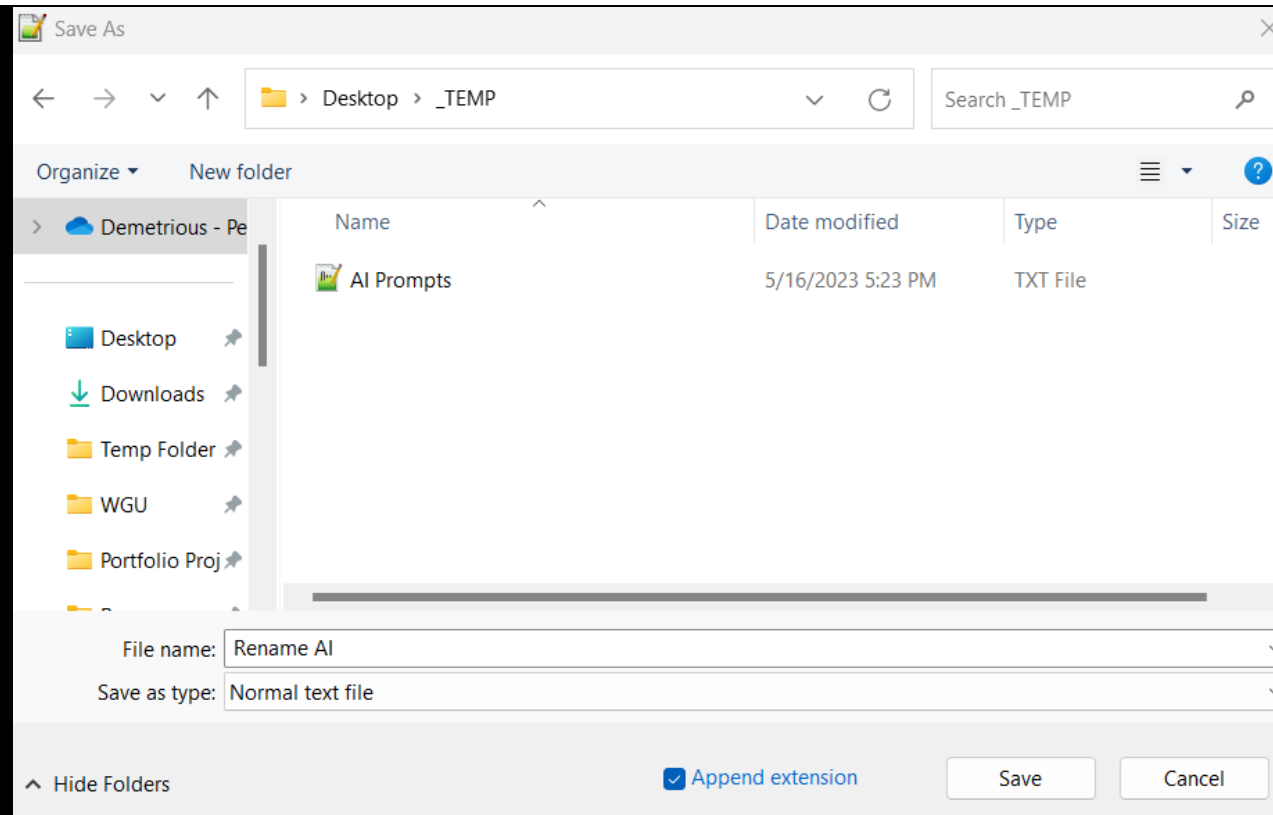
```
1 ren "old name.extension" "new name.extension"
2
3 Examples
4 ren "Bard_ChatGPT Prompts.txt" "AI Prompts.txt"
5 ren "My Notes.docx" "Todays Notes.docx"
6 ren "05.18.20223.xlsx" "05.18.2023.xlsx"
```

The sixth line of code is highlighted with a light blue background.

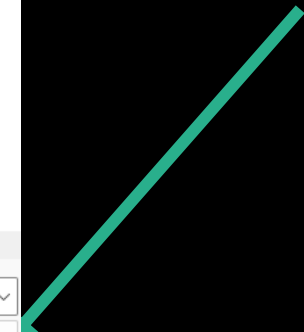
# Save and Run the Batch File, .bat, in the Windows Folder With the Files to be Renamed



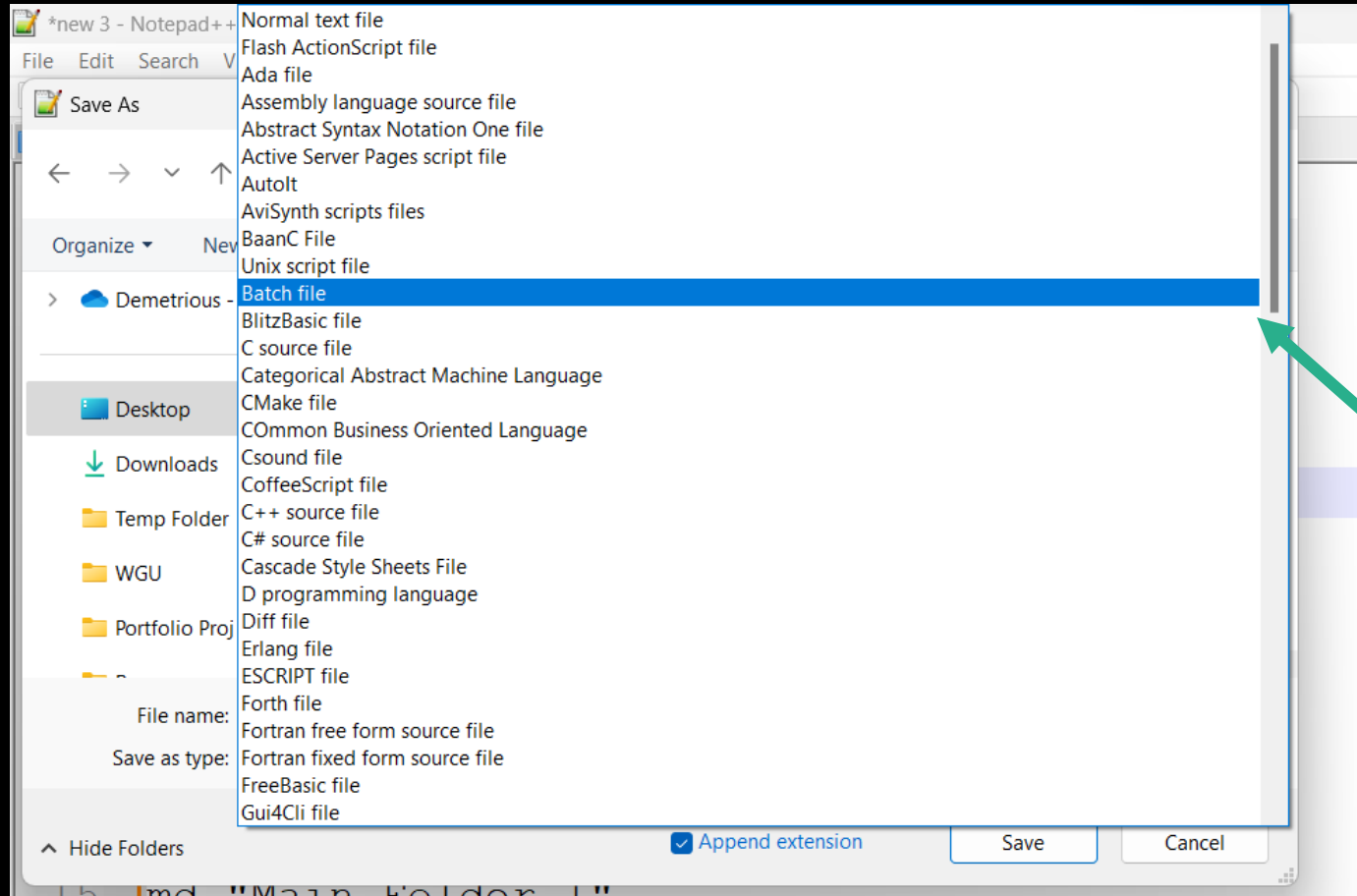
A screenshot of the Notepad++ application window. The title bar reads '\*C:\Users\raven\Desktop\new 1.bat - Notepad++'. The menu bar includes File, Edit, Search, View, Encoding, Language, Settings, Tools, Macro, Run, Plugins, and Window. The toolbar contains various icons for file operations. The tab bar shows 'change.log', 'new 2', 'new 1.bat' (selected), 'new 1', and 'new 3'. The main text area contains a single line of code: `ren "AI Prompts.txt" "Bard_ChatGPT Prompts.txt"`. The line number '1' is visible in the left margin.



Drop Down

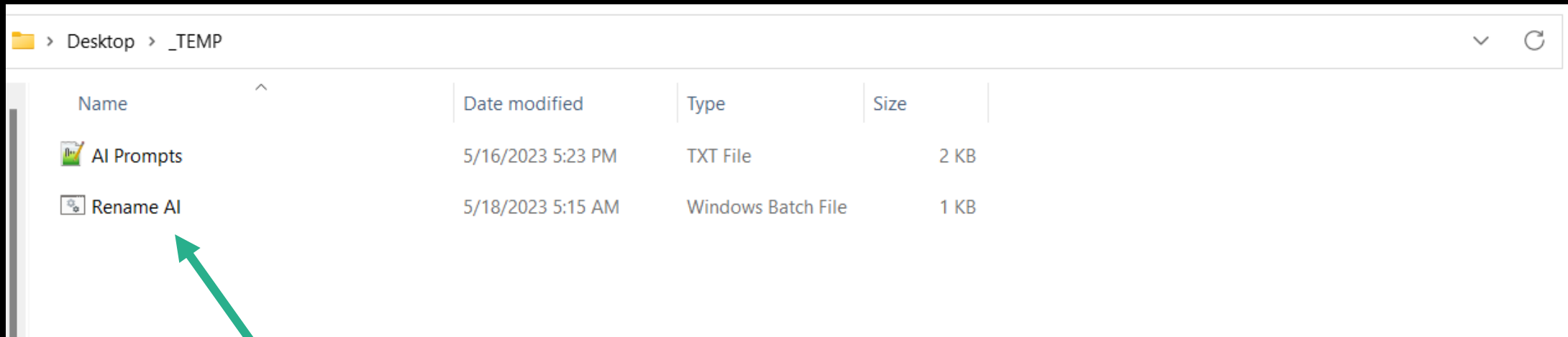


# Save and Run the Batch File, .bat, in the Windows Folder With the Files to be Renamed



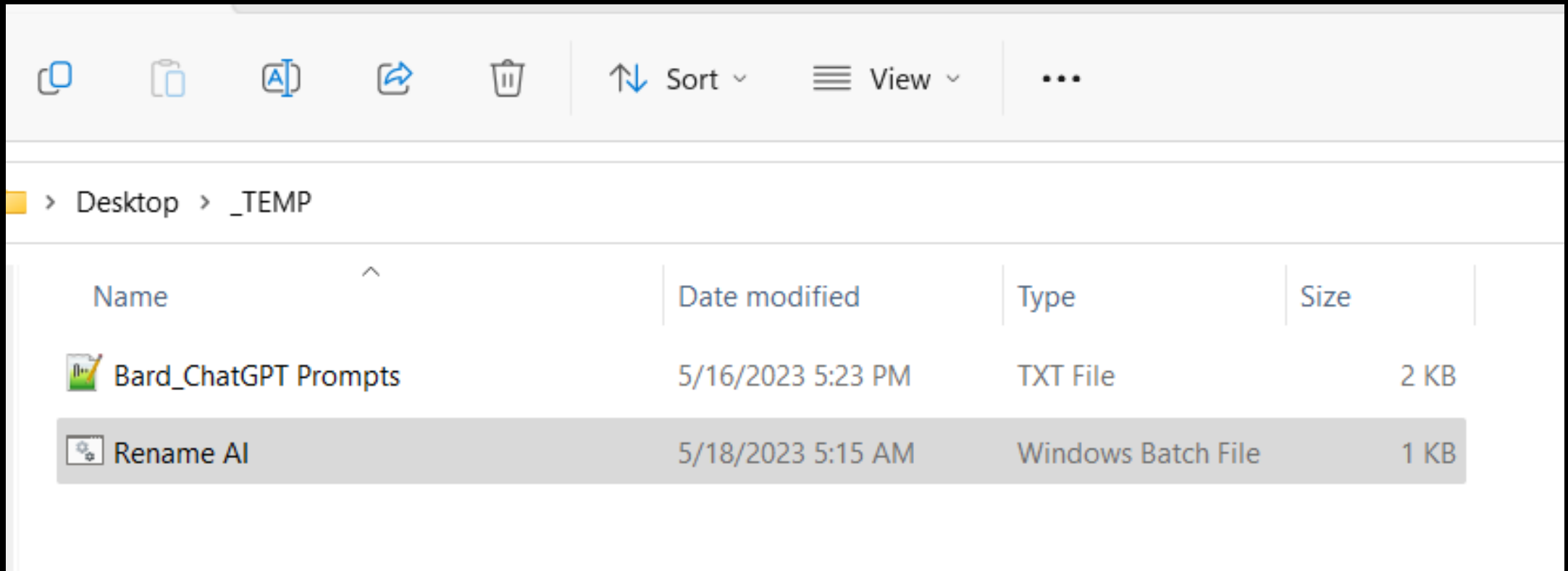
Save as a batch file. Example uses Notepad ++

# Save and Run the Batch File, .bat, in the Windows Folder With the Files to be Renamed



Double Click

# Voila! File Renamed



# Multiple File Set Up

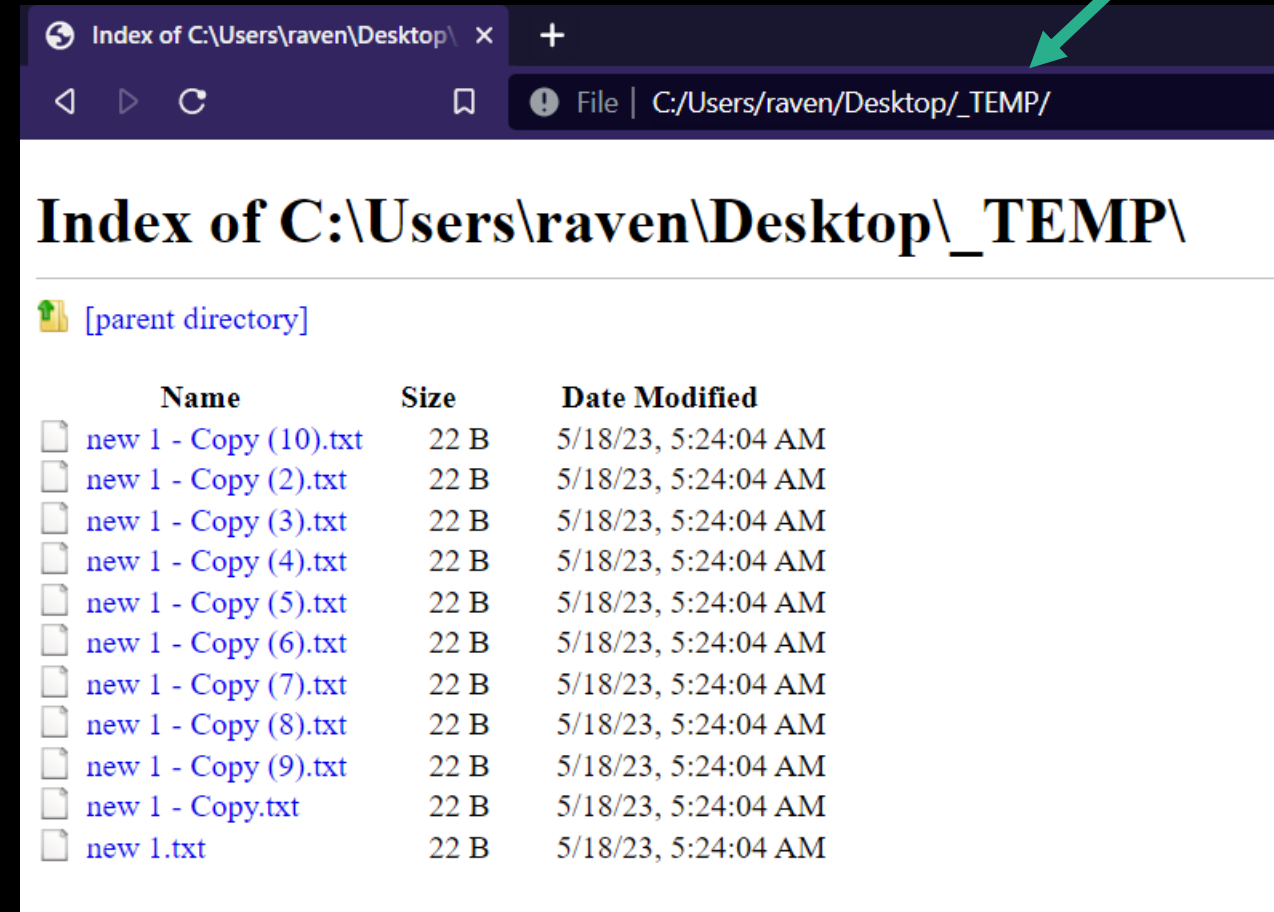
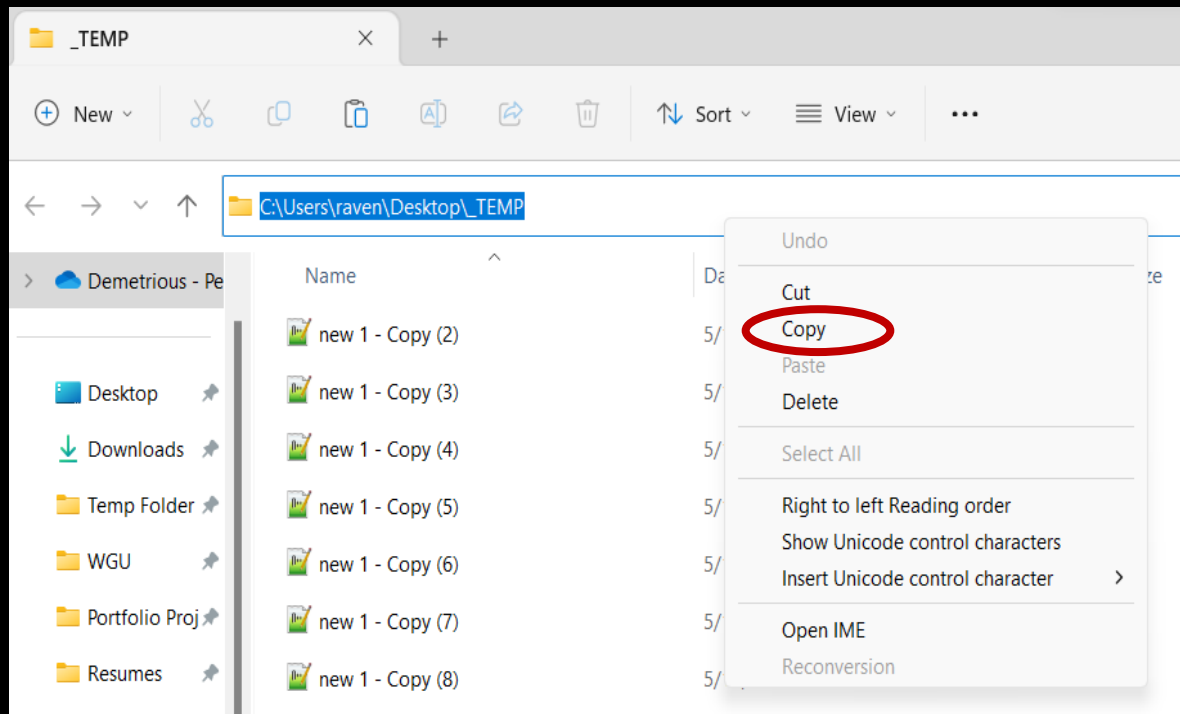
- Create an Excel Worksheet in preparation for your multiple files

	A	B	C	D	E	F
1	ren	space quote	Old File Name	quote space quote	New File Name	End Quote
2	ren	"		" "		"
3	ren	"		" "		"
4	ren	"		" "		"
5	ren	"		" "		"
6	ren	"		" "		"
7	ren	"		" "		"
8	ren	"		" "		"
9	ren	"		" "		"
10	ren	"		" "		"
11	ren	"		" "		"
12	ren	"		" "		"














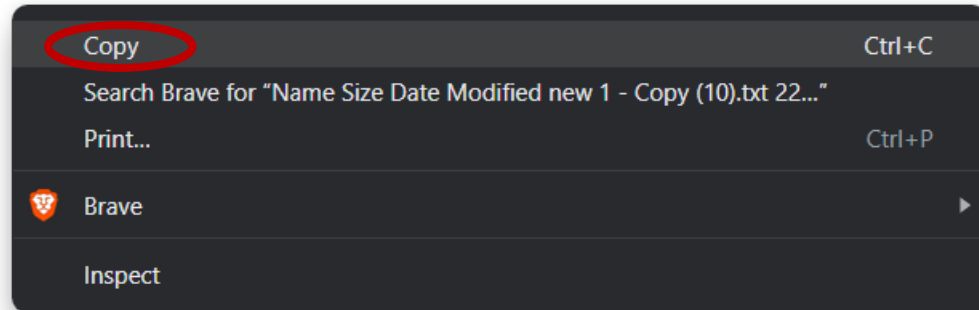
# Multiple File Set Up

- Copy your file path into your browser (double click to the right of the folder name in file explorer)



# Multiple File Set Up

	Name	Size	Date Modified
	new 1 - Copy (10).txt	22 B	5/18/23, 5:24:04 AM
	new 1 - Copy (2).txt	22 B	5/18/23, 5:24:04 AM
	new 1 - Copy (3).txt	22 B	5/18/23, 5:24:04 AM
	new 1 - Copy (4).txt	22 B	5/18/23, 5:24:04 AM
	new 1 - Copy (5).txt	22 B	5/18/23, 5:24:04 AM
	new 1 - Copy (6).txt	22 B	5/18/23, 5:24:04 AM
	new 1 - Copy (7).txt	22 B	5/18/23, 5:24:04 AM
	new 1 - Copy (8).txt	22 B	5/18/23, 5:24:04 AM
	new 1 - Copy (9).txt	22 B	5/18/23, 5:24:04 AM
	new 1 - Copy.txt	22 B	5/18/23, 5:24:04 AM
	new 1.txt	22 B	5/18/23, 5:24:04 AM



# Multiple File Set Up

- Paste the file columns into a text editor and load them onto Excel
  - Copy/Paste or Save and use Power Query

1	Name	Size	Date Modified
2	new 1 - Copy (10).txt	22 B	5/18/23, 5:24:04AM
3	new 1 - Copy (2).txt	22 B	5/18/23, 5:24:04AM
4	new 1 - Copy (3).txt	22 B	5/18/23, 5:24:04AM
5	new 1 - Copy (4).txt	22 B	5/18/23, 5:24:04AM
6	new 1 - Copy (5).txt	22 B	5/18/23, 5:24:04AM
7	new 1 - Copy (6).txt	22 B	5/18/23, 5:24:04AM
8	new 1 - Copy (7).txt	22 B	5/18/23, 5:24:04AM
9	new 1 - Copy (8).txt	22 B	5/18/23, 5:24:04AM
10	new 1 - Copy (9).txt	22 B	5/18/23, 5:24:04AM
11	new 1 - Copy.txt	22 B	5/18/23, 5:24:04AM
12	new 1.txt	22 B	5/18/23, 5:24:04AM

# Multiple File Set Up

- The old file names are in the Name/First column

Name	Size	Date Modified
new 1 - Copy (10).txt	22 B	5/18/23, 5:24:04 AM
new 1 - Copy (2).txt	22 B	5/18/23, 5:24:04 AM
new 1 - Copy (3).txt	22 B	5/18/23, 5:24:04 AM
new 1 - Copy (4).txt	22 B	5/18/23, 5:24:04 AM
new 1 - Copy (5).txt	22 B	5/18/23, 5:24:04 AM
new 1 - Copy (6).txt	22 B	5/18/23, 5:24:04 AM
new 1 - Copy (7).txt	22 B	5/18/23, 5:24:04 AM
new 1 - Copy (8).txt	22 B	5/18/23, 5:24:04 AM
new 1 - Copy (9).txt	22 B	5/18/23, 5:24:04 AM
new 1 - Copy.txt	22 B	5/18/23, 5:24:04 AM
new 1.txt	22 B	5/18/23, 5:24:04 AM

# Multiple File Set Up

- In Excel, duplicate the column with file names and use ctrl+H (replace)
  - \*. With .
  - keeps everything after the “.”

1

Old Name	Extension
new 1 - Copy (10).txt	new 1 - Copy (10).txt
new 1 - Copy (2).txt	new 1 - Copy (2).txt
new 1 - Copy (3).txt	new 1 - Copy (3).txt
new 1 - Copy (4).txt	new 1 - Copy (4).txt
new 1 - Copy (5).txt	new 1 - Copy (5).txt
new 1 - Copy (6).txt	new 1 - Copy (6).txt
new 1 - Copy (7).txt	new 1 - Copy (7).txt
new 1 - Copy (8).txt	new 1 - Copy (8).txt
new 1 - Copy (9).txt	new 1 - Copy (9).txt
new 1 - Copy.txt	new 1 - Copy.txt
new 1.txt	new 1.txt

2

Find and Replace

Find

Replace

Find what:

\*.

Replace with:

.

Options >>

Replace All

Replace

Find All

Find Next

Close

3

Old Name	Extension
new 1 - Copy (10).txt	.txt
new 1 - Copy (2).txt	.txt
new 1 - Copy (3).txt	.txt
new 1 - Copy (4).txt	.txt
new 1 - Copy (5).txt	.txt
new 1 - Copy (6).txt	.txt
new 1 - Copy (7).txt	.txt
new 1 - Copy (8).txt	.txt
new 1 - Copy (9).txt	.txt
new 1 - Copy.txt	.txt
new 1.txt	.txt

# Multiple File Set Up

- Excel & operator can combine new names with file extensions

Extension	New Name	
.txt	File 1	=I2&H2
.txt	File 2	
.txt	File 3	
.txt	File 4	
.txt	File 5	
.txt	File 6	
.txt	File 7	
.txt	File 8	
.txt	File 9	
.txt	File 10	
.txt	File 11	

Extension	New Name	New Name With Extension		
.txt	File 1	File 1.txt		
.txt	File 2	File 2.txt		
.txt	File 3	File 3.txt		
.txt	File 4	File 4.txt		
.txt	File 5	File 5.txt		
.txt	File 6	File 6.txt		
.txt	File 7	File 7.txt		
.txt	File 8	File 8.txt		
.txt	File 9	File 9.txt		
.txt	File 10	File 10.txt		
.txt	File 11	File 11.txt		

# Multiple File Set Up

- Using this template, make sure old and new file names are in the correct columns with file extensions

1	ren	space quote	Old File Name	quote space quote	New File Name	End Quote
2	ren	"	new 1 - Copy (10).txt	" "	File 1.txt	"
3	ren	"	new 1 - Copy (2).txt	" "	File 2.txt	"
4	ren	"	new 1 - Copy (3).txt	" "	File 3.txt	"
5	ren	"	new 1 - Copy (4).txt	" "	File 4.txt	"
6	ren	"	new 1 - Copy (5).txt	" "	File 5.txt	"
7	ren	"	new 1 - Copy (6).txt	" "	File 6.txt	"
8	ren	"	new 1 - Copy (7).txt	" "	File 7.txt	"
9	ren	"	new 1 - Copy (8).txt	" "	File 8.txt	"
10	ren	"	new 1 - Copy (9).txt	" "	File 9.txt	"
11	ren	"	new 1 - Copy.txt	" "	File 10.txt	"
12	ren	"	new 1.txt	" "	File 11.txt	"

# Multiple File Set Up

- Use the & operator to combine the columns left to right and paste into your batch file

1	ren	space quote space quote	Old File Name	quote space quote	New File Name	End Quote	
2	ren	" "	new 1 - Copy (10).txt	" "	File 1.txt	"	=A2&B2&C2&D2&E2&F2

	A	B	C	D	E	F	G	H	I	J
1	ren	space quote	Old File Name	quote space quote	New File Name	End Quote	Batch Script			
2	ren	"	new 1 - Copy (10).txt	" "	File 1.txt	"	ren "new 1 - Copy (10).txt" "File 1.txt"			
3	ren	"	new 1 - Copy (2).txt	" "	File 2.txt	"				

Copy/Paste this part  
minus “Batch  
Script”

Batch Script
ren "new 1 - Copy (10).txt" "File 1.txt"
ren "new 1 - Copy (2).txt" "File 2.txt"
ren "new 1 - Copy (3).txt" "File 3.txt"
ren "new 1 - Copy (4).txt" "File 4.txt"
ren "new 1 - Copy (5).txt" "File 5.txt"
ren "new 1 - Copy (6).txt" "File 6.txt"
ren "new 1 - Copy (7).txt" "File 7.txt"
ren "new 1 - Copy (8).txt" "File 8.txt"
ren "new 1 - Copy (9).txt" "File 9.txt"
ren "new 1 - Copy.txt" "File 10.txt"
ren "new 1.txt" "File 11.txt"



# Multiple File Set Up

- Alternatively, Windows users can use the ren function directly in the command prompt
- This workflow helps with large file counts (50+) and may not be reasonable for renaming 10 or so files