

# User guide for rename

Renames all files within a single directory to a combination of user-supplied portion that is prepended and number portion that is appended to each file (e.g. nhowlett\_cat\_001.JPG). This program was developed to help me organise my digital photographs.

## More about this program

The prepended portion is specified once by you the user (and is the same for all files), while the appended number portion is unique to each file. The number portion is based on selecting either of the available numbering systems:

- a) System N: incremental based. Each file will have 3 digits appended, where the next file has a number that is 1 more than the previous file (e.g. 001.txt, 002.txt, 003.txt, etc). The numbers start incrementing from the oldest file. You specify the number to start incrementing from.
- b) System T: date/time based. Each file will have the date/time appended, which is formatted starting from year and ending with seconds (e.g. 20190130-124500.txt, 20190130-125000.txt, 20190130-125500.txt, etc). The date/time is when the file was created.

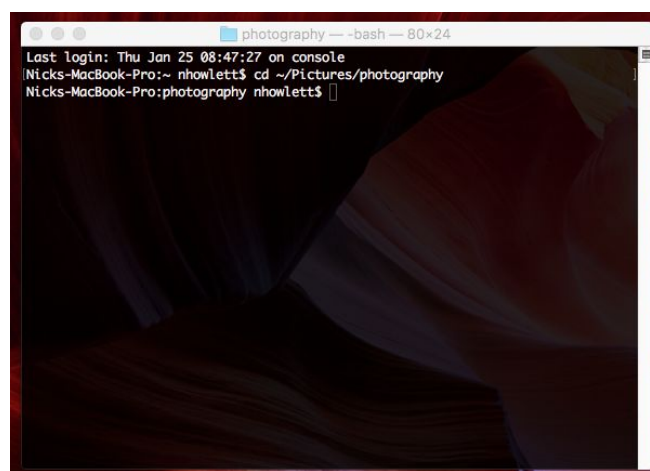
These numbering systems will only be accurate if the file to be renamed has been created without being modified afterwards.

## How to use this program

This program assumes you're running MacOS Sierra. To use this program follow these instructions:

- 1) Make a copy of all the files that you want to rename (i.e. back up).
- 2) Launch the Terminal application.
- 3) Within Terminal, move to the folder where the files to be renamed are located (for example type **cd ~/Pictures/photography** then press the return key).
- 4) Copy the program file *rename.sh* into the folder where the files to be renamed are located (all files to be renamed as a group need to be in the same folder and not within any subfolders).
- 5) Back within Terminal, run this program (type **bash rename.sh** then press the return key). When asked, type your prepended portion then choose your numbering system for the number portion.

Only delete the backup files once you have checked the renamed files have not been corrupted (e.g. can be opened).



Terminal application running on macOS Sierra

# Frequently asked questions

## **Why is there a folder created named *\_backup*?**

The computer program automatically generates a backup (i.e. a copy) of the files that you want to rename, in case anything goes wrong with the renaming that leads to any file being corrupted (i.e. is unusable). Make sure you check that your renamed files are usable before deleting the backup files.

## **What is the Terminal application?**

The Terminal application is a Unix shell environment. This shell allows you to directly type and run programming code in a particular language called Bash. Bash also allows you to run prewritten code which is saved in a file, such as the code within *rename.sh*. To learn more about Bash you can refer to an introductory tutorial such as [https://en.wikibooks.org/wiki/Bash\\_Shell\\_Scripting](https://en.wikibooks.org/wiki/Bash_Shell_Scripting).