

## RENAME PHOTO FILES in BRIDGE

Adobe Bridge has a Batch Rename tool to makes it easy to rename files in sequential order. You can navigate to a specific folder in Bridge, drag photos into whatever order you want, and then use the Batch Rename to give them new names in sequential order.

This process is necessary to rename files for the Hyper-Duplet page and is also valuable when putting together a Digital Portfolio.

### Batch Rename Tool

run \_\_\_\_\_ Adobe Bridge  
navigate \_\_\_\_\_ to the folder containing all of your photos  
reorder \_\_\_\_\_ your photo as desired  
drag them into a new position  
for hyper-duplet:  
put the pix in sequential order  
for portfolio:  
group photos by category  
consider how each photo affects the look  
of the preceding and following photos  
select all \_\_\_\_\_ photographs  
EDIT> SELECT ALL [CMD] A  
rename \_\_\_\_\_ the photos  
TOOLS> BATCH RENAME... [CMD] [SHFT] R  
options:  
Destination Folder  
Rename in same folder (aka replaced)  
New Filename (use 2 option lines)  
Text  
enter the name needed for the Hyper-Duplet script  
*picL1.jpg* or *picR1.jpg*  
aka: the text picL  
Sequence Number 1 digit  
start with the number 1  
check that the name looks right at the bottom of the window  
the prefix .jpg will be retained automatically  
hit \_\_\_\_\_ [RENAME] button or [ENTER] key