

File Name Protocol: How to Properly Name Your Files

The Naming Convention for All Your Files Should Look Like This:

LastName_FirstInitial_AssignmnetName_ImageNumber.FileExtension

Example: Jones_S_Simplicity_001.tif

INCORRECTLY LABELED FILES WILL BE DOCKED. IF IT IS NOT CLEAR WHO CREATED THE FILE OR WHAT ASSIGNMENT IT IS FOR, IT WILL NOT BE MARKED AT ALL.

How to Batch Rename Images (Contact Sheet):

1. Open Adobe Bridge and go to desired Folder (Note- each Assignment should have its own folder labeled as the assignment.) Example Folder Name — PH01 {For Photography Assignment #1} or PS01 {For Photoshop Assignment #1}
2. Select all images in the folder (Command A, ⌘A)
3. Go to Tools — Batch Rename (Shift Command R, ⇧⌘R)
4. Under Destination Folder — Select Rename in same folder
5. Under New File Names — Select text from the 1st dropdown menu — Type your file name - LastName_FirstInitial_AssignmnetName_ (Note- you must type in the underscore symbol at the end_)
6. Select Sequence Number — 1— Two Digits (Note- You can click on the +/- Button to add/remove sections)
7. Click on Rename Button

