File Name Protocol: How to Properly Name Your Files

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

LastName_FirstIntial_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):

- 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, 企光R)
- 4. Under Destination Folder Select Rename in same folder
- Under New File Names Select text from the 1st dropdown menu Type your file name -LastName_FirstIntial_AssignmetName_ (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

| Batch Rename | |
|---|------------------|
| Presets Preset: Default (Modified) \$\$ Save Delete | Rename Cancel |
| Destination Folder Rename in same folder Move to other folder Comute attes folder | Preview |
| Browse | |
| Text ↓ Jones_S_PH01_ ○ ↔ Sequence Number ↓ 1 Two Digits ↓ ⊙ ⊕ | |
| Options Preserve current filename in XMP Metadata Compatibility: Windows Mac OS Unix | |
| Preview Current filename: DSCN1194.JPG | |
| New Tilename: Jones_S_PH01_01.JPG 20 files will be processed | |