

Welcome to "ITS Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

A Must-Have Freeware: Bulk Rename Utility

Have you had this digital file nightmare? You just uploaded your 500 pictures from your digital camera onto your computer. Unfortunately, those great photos of Aunt Erma's retirement party, your sister's baby shower, your cousin's graduation are lost in a sea of names like DSC00001.jpg, DSC00002.jpg, DSC00003.jpg, DSC00004.jpg, never to be found again. Ack! How will you ever organize them?

There's a great tool (Windows users only – sorry Apple folk) you can use called **Bulk Rename Utility**, which is a free software utility that enables you to rename files and folders with one step. It allows you to change filenames, perform string substitutions, change the case of filenames, auto-number files, change folder names in bulk, and so on and so forth.

To get started with your renaming project, download **Bulk Rename Utility** and install it onto your computer. Launch it from its Start menu icon, or right-click the folder containing the files you want to rename. Important: don't be frightened by the program's interface! You are sure to open it up and think you have opened the Control Panel of the Starship Enterprise. Don't worry! Bulk Rename Utility looks much more complicated than it actually is. It is quite a straightforward tool that can make your life easier and give you a well-organized library effortlessly. The manual, however, is key!

Bulk Rename Utility is absolutely free, though the author does accept contributions on his site.

Bulk Rename Utility main site http://www.bulkrenameutility.co.uk/Main_Intro.php

PC World's Bulk Rename Utility http://www.pcworld.com/downloads/file_description/0,fid,22983,00.asp

That's our technology tip for this week. If you have found the information helpful, please drop us a line at Training@luc.edu . If you'd like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.