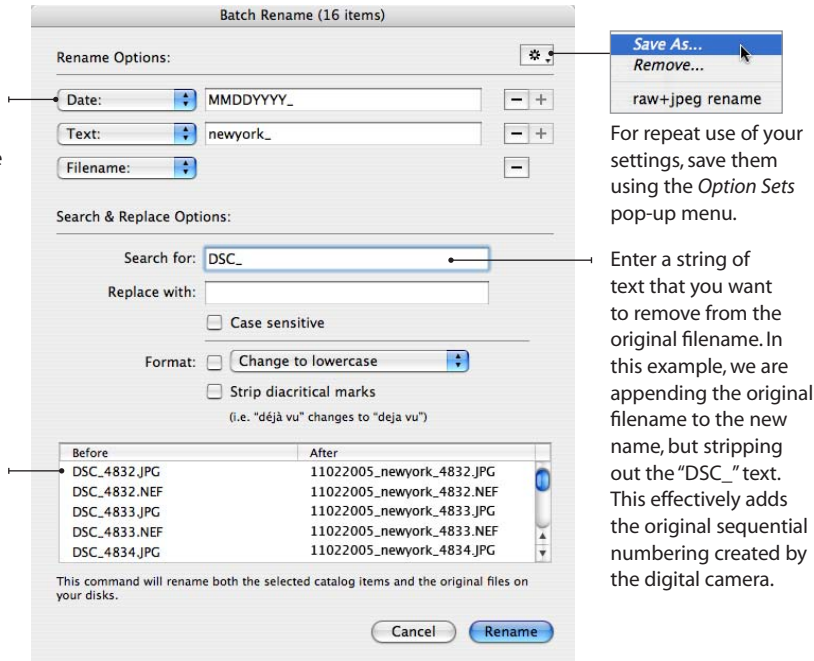


Date uses the EXIF Capture Date when renaming digital camera files.

You can adjust the date using various tags:

MM = Month
 DD = Day
 YYYY = 4-digit Year
 YY = 2-digit Year
 hh = Hours
 mm = Minutes
 ss = Seconds

Preview window shows a list of your files before and after the batch rename.



For repeat use of your settings, save them using the *Option Sets* pop-up menu.

Enter a string of text that you want to remove from the original filename. In this example, we are appending the original filename to the new name, but stripping out the "DSC_" text. This effectively adds the original sequential numbering created by the digital camera.

Batch renaming Raw + JPEG in iView MediaPro 3

iView MediaPro 3 does not have a specific function to batch rename Raw+JPEG simultaneously. However, MediaPro's batch rename feature can simultaneously rename Raw+JPEG, if you are willing to use the original sequential numbering created by your digital camera. Here's how it done:

Raw+JPEG, Example 1

1. Import your Raw and JPEG files into a MediaPro catalog.
2. Sort the catalog by filename. This can be done by choosing *Filename* the Sort toolbar menu. Your catalog should now have Raw and JPEG files of the same name next to each other.
3. Select all items in the catalog and choose Action > Batch Rename.
4. Choose *Date* from the Rename Options drop-down menu. This function will automatically insert the EXIF Capture Date for digital camera images. MediaPro will display date tags, such as MM-DD-YYYY- hh-mm-ss, which you can

reorder and use different separators, such as YY_DD_MM.

5. Click the plus sign (+) button to add another Rename Option. Choose *Text* in the Rename Options drop-down menu.
6. Enter a text string: For example, a string might be a subject, location or the photographer's initials. Use text that will be meaningful to all items being renamed.
7. Click the plus sign (+) button to add another Rename Option. Choose *Filename* in the Rename Options drop-down menu. This function appends the original filename to the new name.
8. In the *Search for* field, enter a text string that you want to remove. In this case, use the string "DSC_" (common to digital cameras). By doing this, we are maintaining the sequential numbers created by your camera (see figure above).
9. In the Preview window, notice that MediaPro is going to rename the Raw and JPEG files in the

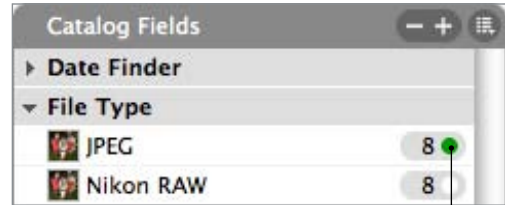
same manner.

- Optional: In the upper right hand corner of the batch rename dialog, there is an Option Set drop-down menu. This menu is useful for storing and recalling batch rename options. In this menu, choose *Save as* and name your Raw+JPEG renaming options. This way, you can easily recall these settings on future catalogs.
- Click the *Rename* button. Now we have batch renamed Raw and JPEG files using the sequential numbering created by the digital camera.

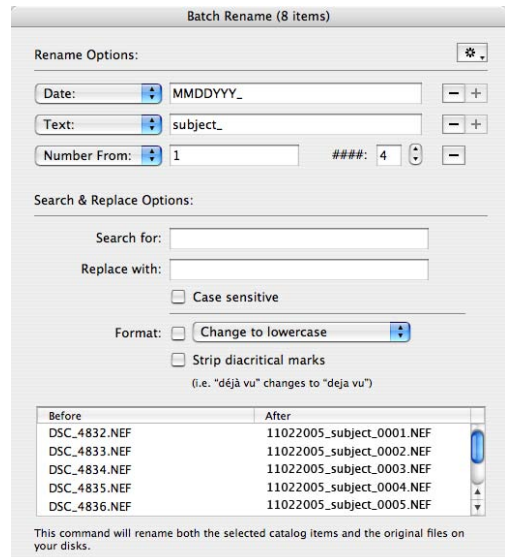
Tip: MediaPro remembers the last increment used in batch renaming and automatically provides you with the next increment for additional batches. For example, if you renamed 50 files, then later added more files that you wish to rename, the *Number From* field would automatically show 51 as starting value for your next batch rename.

Raw+JPEG, Example 2: If you want to create your own sequential numbers when renaming Raw+JPEG files, you will need to run two batches — one for the Raw files and one for JPEGs .

- Open the Organize Panel. Reveal the *File Type* annotation group in the Catalog Fields index by clicking the arrow.
- Click on the dot (see figure right) next to the number of JPEG files. This will make MediaPro show only JPEG files in the catalog.
- Select all JPEGs and choose Action > Batch Rename.
- Add your *Date* and *Text* strings as needed.
- Click the plus sign (+) button to add another Rename Option. Choose *Number From* in the Rename Options drop-down menu.
- Define starting increment: An increment is the numeric value that is used to start sequential numbering. For example: if you type "10", files will enumerate: sb10.jpg, sb11.jpg, sb12.jpg, etc. (see figure right).
- In the field next to the increment, define number of digits for the sequential numbers. For example, if you choose a starting increment of



Filter by File Type: Click the dot next to JPEG in the File Type annotation group in the Organize Panel. This will make MediaPro show only JPEG files in the catalog, making them available to rename. After renaming them, repeat this process, filtering by Raw files.



- 8 and 3 digits, files will be named: 008, 009, 010.
- Click the *Rename* button. File renaming should be relatively instantaneous, but might take a few seconds if you are renaming more than a thousand files.
- Repeat steps 2-8 for the Raw files.