RenameMan Quick Start Guide

Rename Type – select one of 4 rename types:
Change Text: for find & replace of text in the filenames
Change Number: for changes to numbers in the filenames
Auto Text: for renaming using file attributes (size, date, etc.)
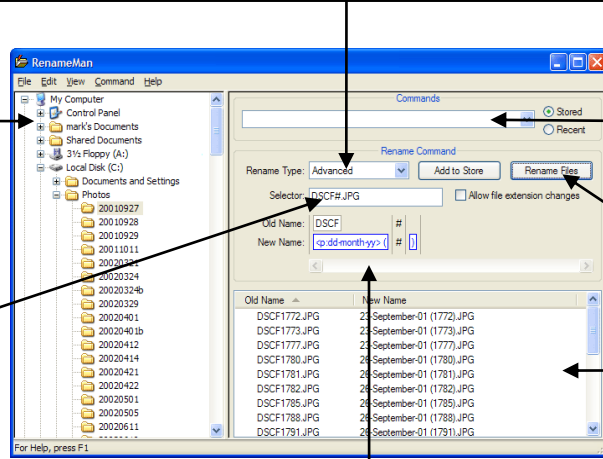*Advanced*: complete flexibility using "rename parts"

The first 3 rename types provide simple controls for specific cases. The *advanced* rename type allows almost any type of rename command to be set up. *Note:* once you are familiar with how the advanced rename type works, there is no real need to use any of the first 3 rename types.

Folder Browser
Shows the current folder and provides a quick way to select files for renaming.

Selector (*Advanced* Rename Type)
Used to split filenames into parts for renaming using the **rename parts**.

Use plain text and the wild characters *****, **?** and **#** (see rename parts description) in the selector.

Note: Once files have been selected for renaming, you can right click in the **file list** and use the *Auto Select All* menu command to automatically set the selector.

Stored & recent commands
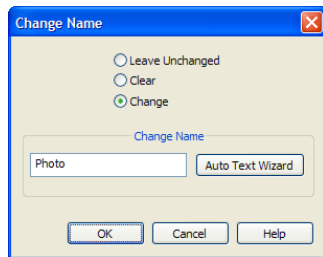Quick access to common and recently used rename commands.

Rename button
Press this to rename the files.

File list
Shows files selected for renaming, and the new names.

Rename parts (*Advanced* Rename Type)
These show how the different parts of the filenames are being renamed. The parts shown depend on the **selector**. The selector splits the filenames into parts that are one of:
plain text – text that matches part of the filename exactly
wild – a ***** in the selector matches any text in the filename, **?** matches a single character
number – a **#** in the selector matches a number in the filename
Different options are available to change these different parts of the filenames. Click on one of the parts to bring up one of the panels below.
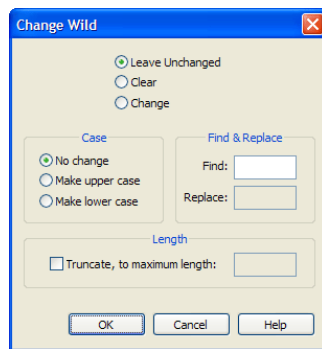
Changing plain text
This panel is brought up by clicking in a plain text rename part.

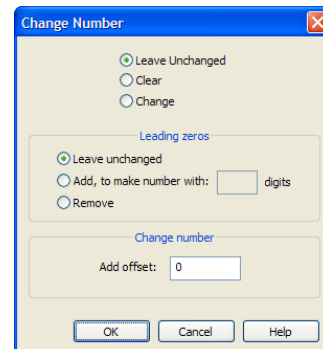This allows common parts of all filenames to be changed.

Pressing the *Auto-text Wizard* button allows automatically generated text to be added, such as an incrementing number series, or file attributes such as size or date, or even MP3 tags.

Changing wild text
This panel is brought up by clicking in a wild rename part (where the old name is *****)

This provides options for changing parts of the filenames which are not the same for all files.

Changing numbers
This panel is brought up by clicking in a number rename part (where the old name is **#**)

This provides options for changing numbers in the filenames.

Using RenameMan stored commands directly from Windows Explorer
Rename commands that have been saved as stored commands are accessible without even launching the RenameMan application. Right click on a selection of files in Windows Explorer and select the RenameMan sub-menu from the context menu to see all stored commands that can be used with the selected files. This makes it very quick to use these stored commands, These can help make sure you rename files consistently. Also available from the RenameMan sub-menu is the extremely useful *Text Change* command for making changes to text common to all the selected filenames.

For more information, see the online help or manual.

Check for the latest version at www.renameman.com