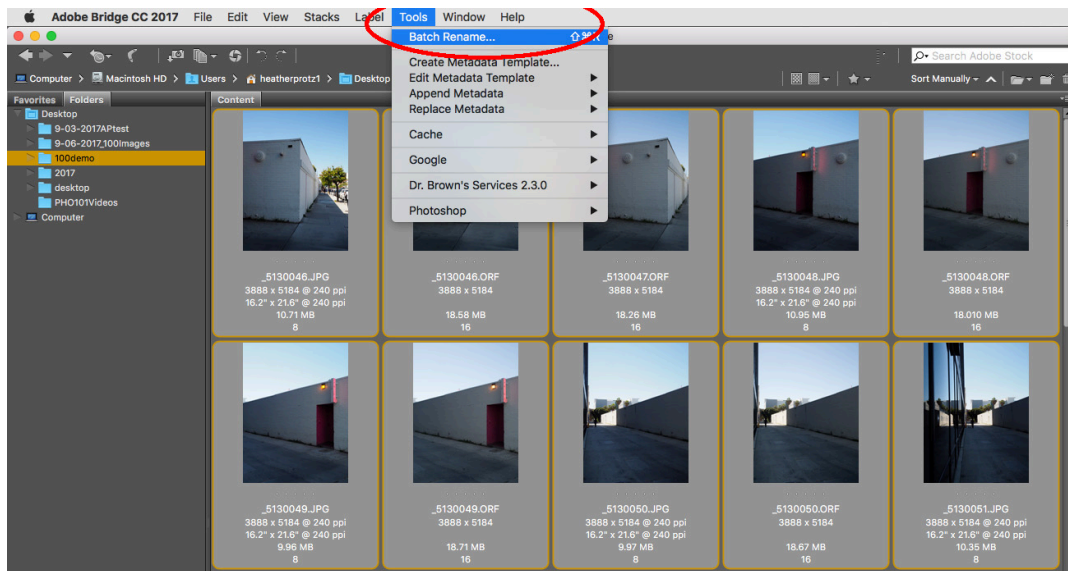


Batch Rename

•Open Bridge, navigate to the Image Folder with the images you would like to rename on your hard drive.

•Before you batch rename you can move the files around in bridge selecting what you might want next to another image.

1) Select **Batch Rename** from the Tools menu:



2) You'll see four sections:

•Destination Folder

Where do you want your new files to go?

•New Filenames

These are your options.

You can add or subtract naming convention by clicking the plus or minus to the right of the New Filenames section.

•Options

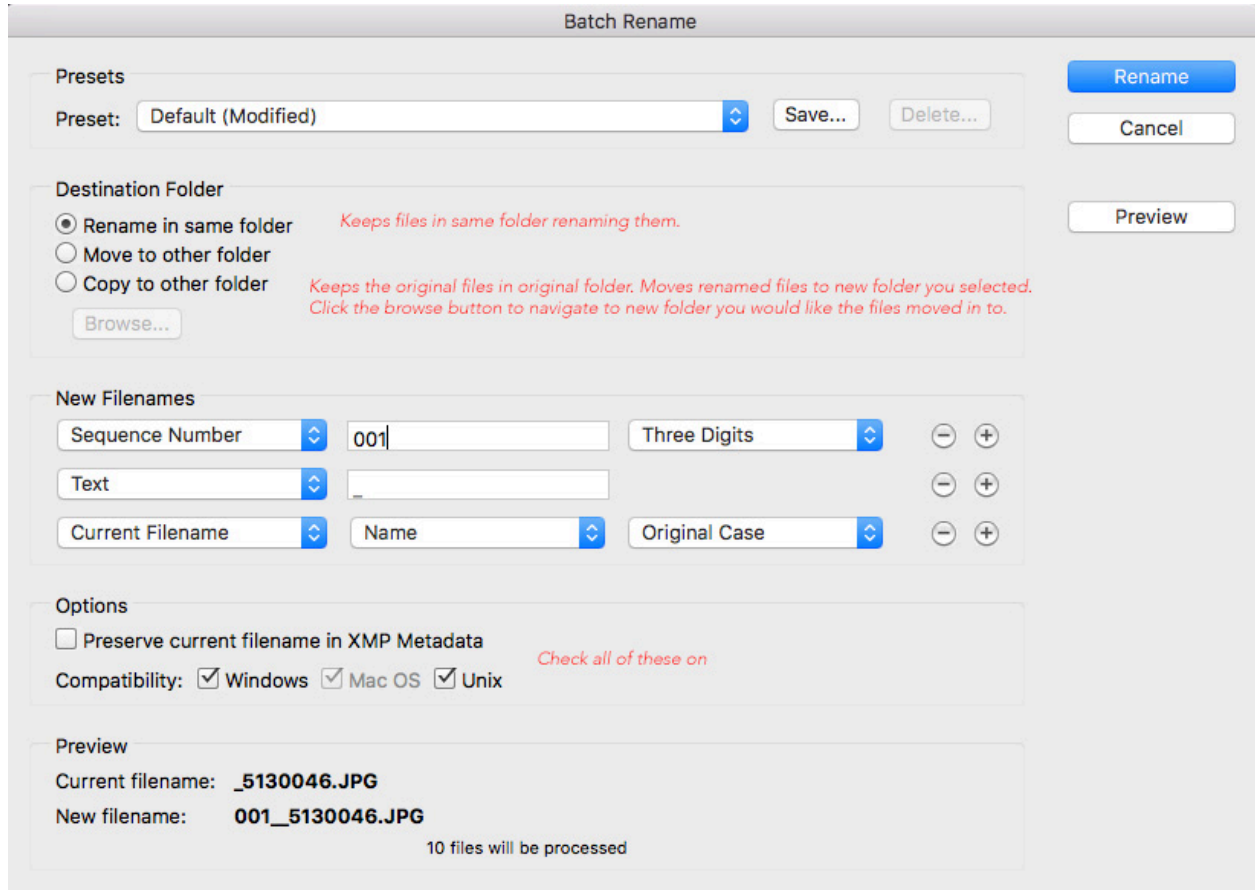
Do you want to preserve current filename? I usually do not.

Check all 3 for Compatibility

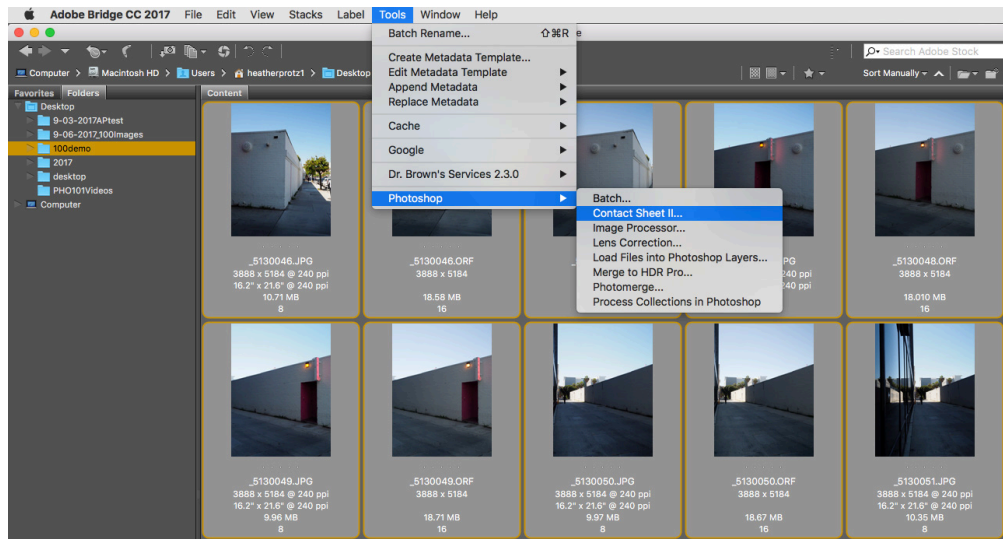
•Preview

Your old name and your new name. you will also see how many files you will be renaming at the bottom of the dialog box.

3) After making your choices click **Rename**



Contact Sheet



- Document:

Units: Inches

I use 8×10 for height and Width, so when printed on the 8.5×11 inch paper I have white space all around my images. This is more aesthetically pleasing to me. and I have an area to make notes.

- Flatten all Layers: most of the time check this on.

If left unchecked you would have one layer for each element, If I start with 4 images I have, 4 image layers and 4 layers of text. that is 8 layers in the file.

The advantage to this is you can add custom names that do not match my file names. I do use this at times. You may never need to change your file names here, just pointing out options.

- Thumbnails

- Place: Choose -across first- This is how most people set this option.

- Check, Use Auto-Spacing

- Columns and Rows will change by what you want to accomplish

if I had 12 images I would set this up to be 3 columns 4 rows

if I had 25 images I would set it up 5 columns and 5 rows.

My goal is to use the whole page making my images as large as I can.

If I had 50 images, and left my thumbnails set for the 25 images, the automation would generate a second page. If I had 100 images I would have 4 pages.

-Leave -Rotate for best fit - off.

Use Filename as Caption, I leave this on, I want people to be able to communicate what file they want to buy. If your filename is cut off because the font is too large, regenerate the contact sheet with a smaller font size.

