



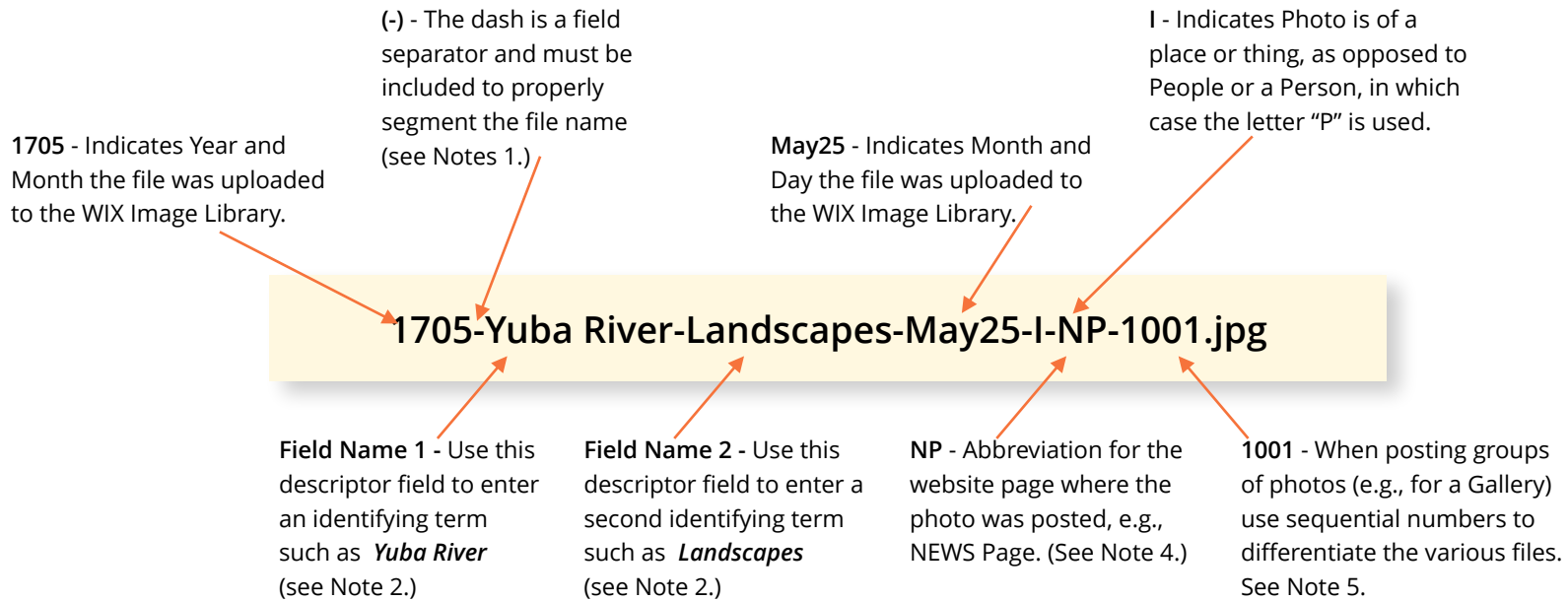
Lincoln Hills Photography Club

Website File Naming Format & Use of Adobe Bridge to Batch Rename the Files

1705-Yuba River-Landscapes-May25-I-NP-1001.jpg

Website File Naming Format & Use of Adobe Bridge to Batch Rename the Files

The Lincoln Hills Photo Club website has an established file naming convention that should be followed when ever uploading photos to the WIX Editor for posting on the site. This format is designed to allow the easy identification regarding Image content (what its about) and to support the WIX Editor’s Search function to facilitate finding a specific image. The file “field” structure is described as follows:



Notes:

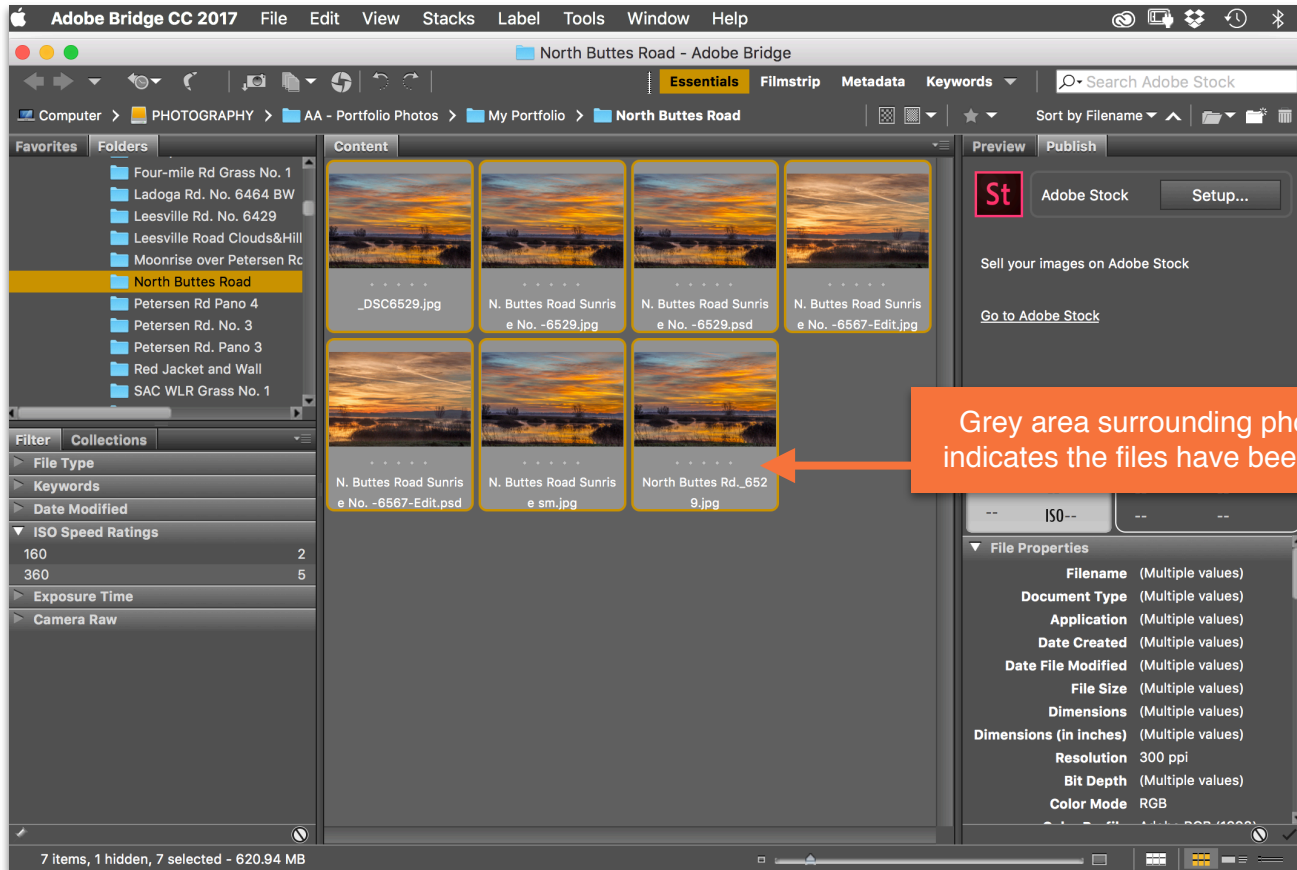
1. Be sure to include the *dash* separator as it will insure that a given “field” can be searched in the WIX Library. For example one could search on “1705”, “May25”, “NP” or “Field Name 1” as described in Note 2. below.
2. Field Name 1&2 - Two Field Name fields are provide to allow for clear identification of photo as it relates to people or events. Notice in the “Yuba River” field there is a space between the two words. The Library can be searched on the term “Yuba River”, just the term “Yuba” or just the term “River”. The second Field Name field can be used to include a second identifier such as a person’s last name such as “Smith”.
3. I & P - This field is makes it easy to search all files for people or things (i.e., landscapes, places, flowers, etc.)
4. The above example uses NP for NEWS Page as an indicator where the file was used, and which folder in the Image Library was used for its storage. A list of “Location” codes is listed later in this Specification.
5. Numbering Sequence for a specific group of files will always begin with 1001 as that is required when using the Bridge Batch Rename function. Bridge is used by the site Photo Editor to efficiently rename large groups of files (in the case of galleries, as many as 80 files.) When uploading 1, 2, 3 or more images, that will have the same identifiers, the numbering sequence should still begin with 1001.

Location Abbreviation Codes

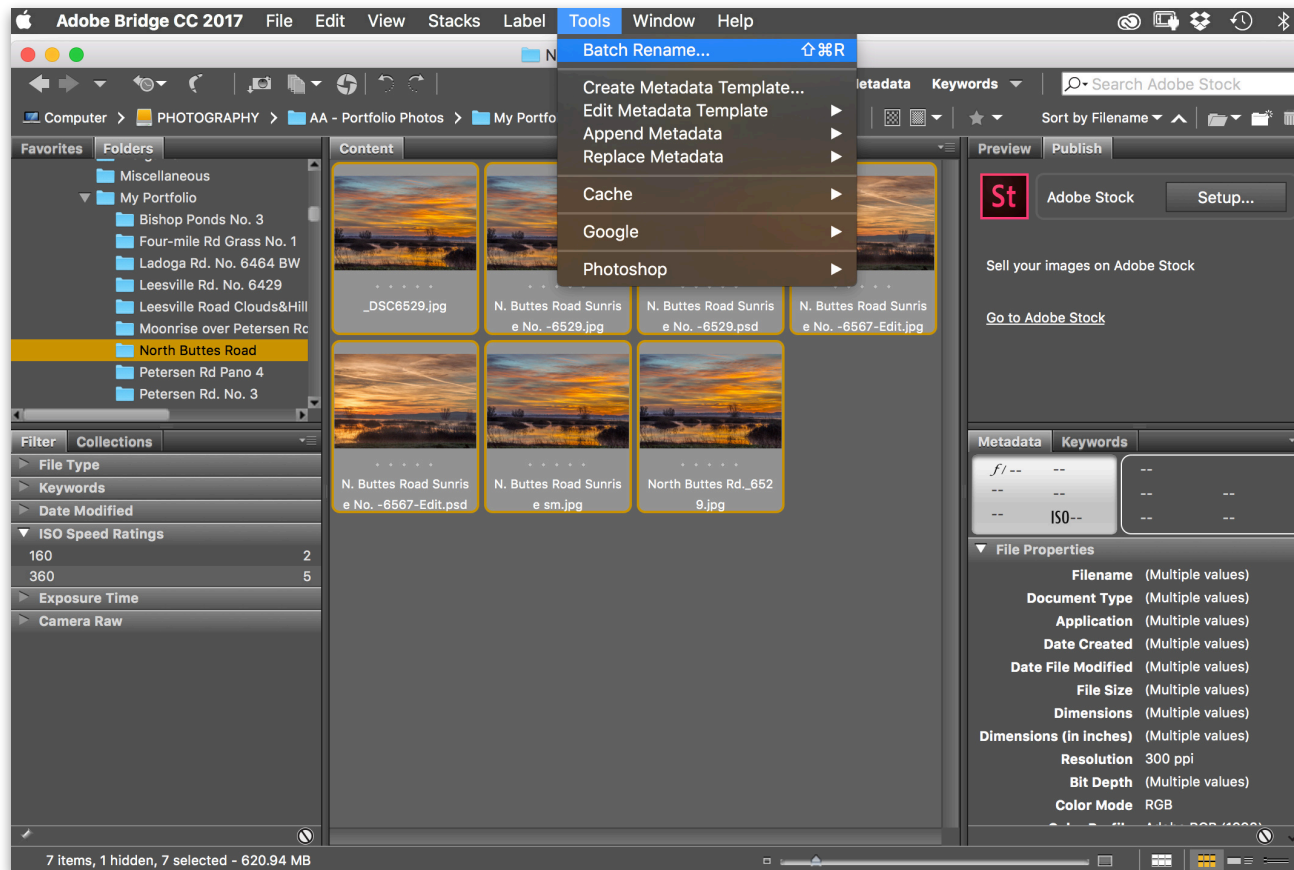
HP	Home Page	VP	Video SIG Page
OC	Our Club Page	RT	Round Table Page
NP	News Page	OT	Our Team Page
GP	Gallery Page	CP	Contact Page
AP	Activities Page	GM	General Meeting Page
ES	Enhancement SIG Page	FT	Field Trips Page
EX	Exhibits Page	LP	Learn Page
MP	Members Page	BP	Blog Page
PS	Print SIG Page	LS	Lifestyles Photo Group Page

Batch Renaming of Photos Using Adobe Bridge

1. Open Adobe Bridge to the folder where the files are located. You should probably create a Topic/Time Specific name for your folder on the hard disk where you will archive the photos (e.g., "Eastern Sierra 2016").
2. Select all the photos.



3. Select the "TOOLS" menu option and "Batch Rename" option.



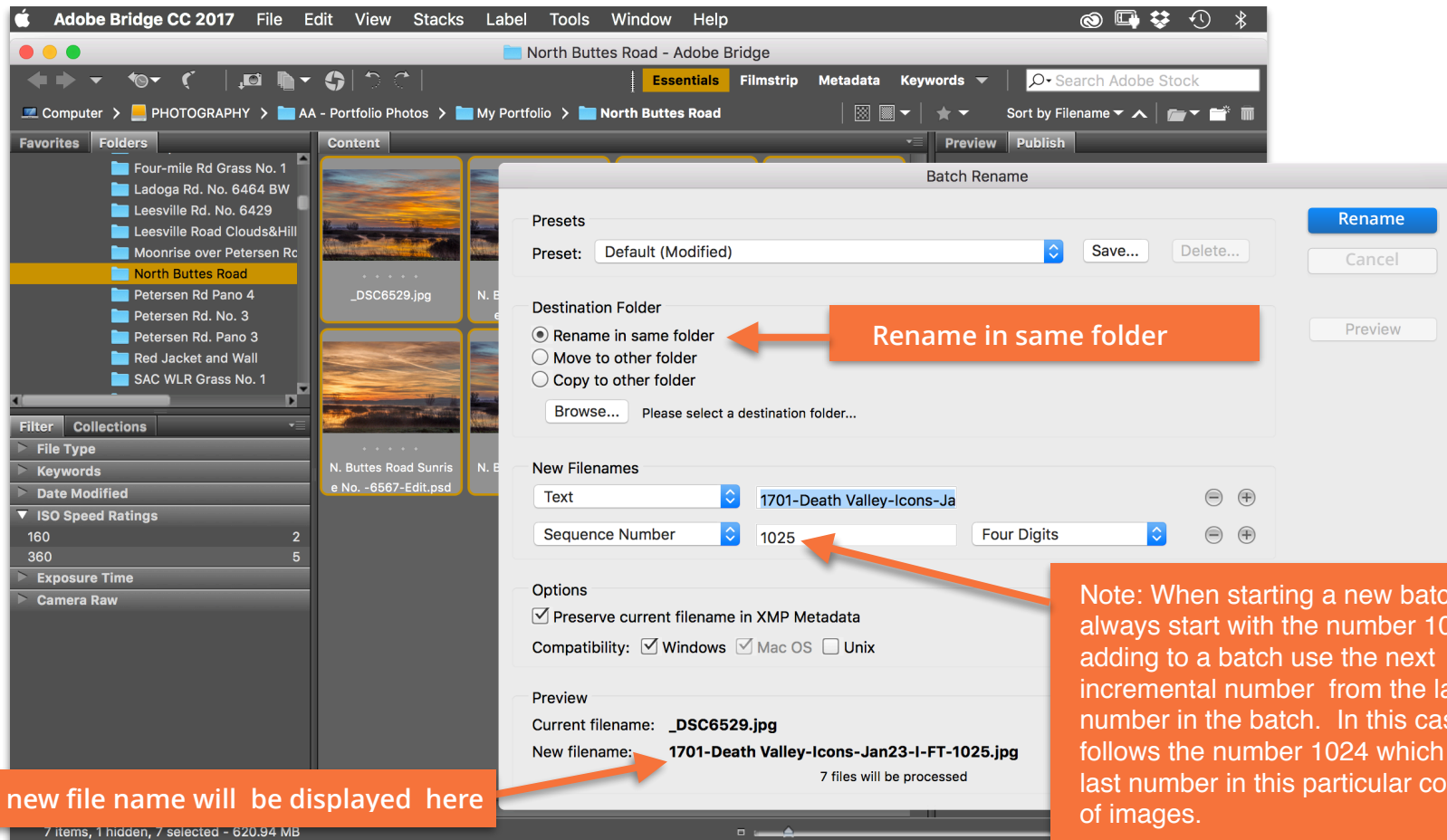
4. Open the "Batch Rename" option

- ❖ Batch Renaming Dialog Box will open

5. Select the Renaming processing controls.

- ❖ File naming structure is as follows:

- YearMonth Descriptor #1- Descriptor #2-MonthDay-I or P-Database Location-Sequence Number (include dashes, no space)
- Example: **1701-Death Valley-Icons-Jan23-I-FT-1025** (see in panel above)

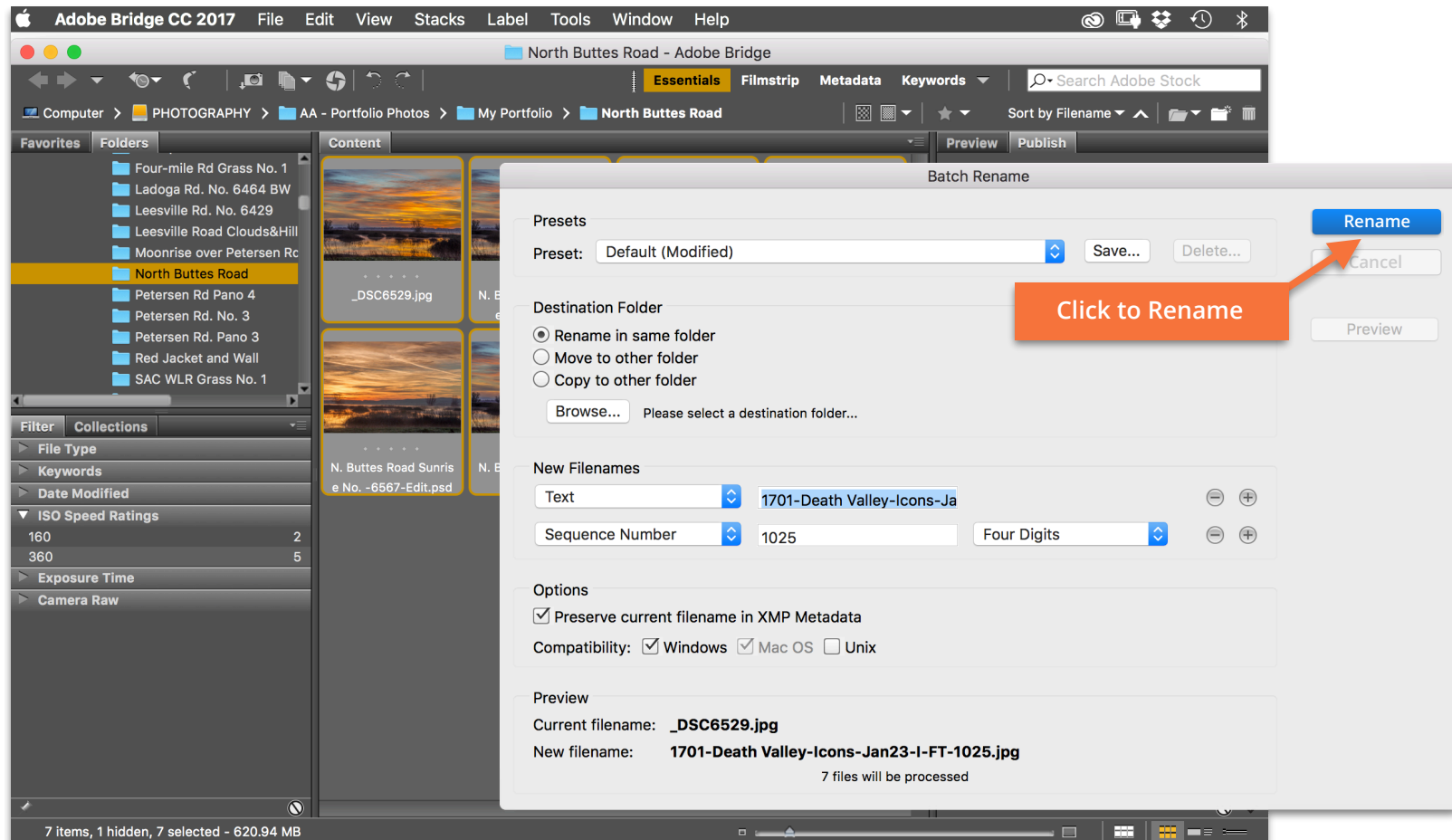


Rename in same folder

The new file name will be displayed here

Note: When starting a new batch always start with the number 1001. If adding to a batch use the next incremental number from the last number in the batch. In this case 1025 follows the number 1024 which is the last number in this particular collection of images.

6. Click Rename button. Files will be renamed with sequential numbering and be placed in the same folder.



7. Note: The Batch Rename Tool also includes a “Preview” option that creates a list of the renamed files so you can verify that the new names are what they should be. The Preview button is located below the Rename and Cancel buttons.