



Bulk Rename Utility

Jim Willsher

Bulk Rename Utility

A utility to rename files and folders with ease!

by Jim Willsher

This is the PDF Manual for Bulk Rename Utility. A Windows Help File (.CHM) is installed onto your computer when you install the software, but this manual might be useful you wish to read the help information cover to cover.

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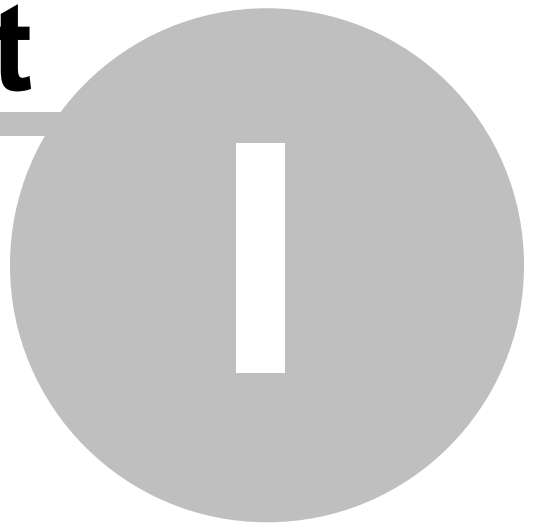
Please do not make any changes to this PDF file. Any mistakes in this manual are due to my lousy typing skills!

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Part



Application Overview

1.1 Overview

Bulk Rename Utility is a simple utility which allows you to rename multiple files and folders, based upon flexible criteria. For example, you can add a prefix or suffix to a file, or you can change three letters with four other letters in a filename. There are lots of ways to manipulate file and folder names.

New users - please see the [Getting Started](#) page.

The application supports flexible renaming criteria, including:

- Select files and/or folders
- Files and/or Folders
- Full support for Perl-5 [Regular Expressions](#)
- Change the file name, or use a fixed filename
- Convert the extension to lower case, upper case, title case - or replace it - or add a secondary extension - or remove it - or leave it alone!
- Replace text with other text
- Add a fixed prefix or suffix
- Add text to the middle of a name
- Move text to the start/end/middle of a name
- Remove the first n characters
- Remove the last n characters
- Remove from the n th character to the n th character
- Remove a list of characters
- Remove all digits, characters or symbols
- Remove double-spaces
- Crop text before or after a fixed character or string
- Change to upper case, lower case, title case, sentence case - all with user-defined exceptions
- Auto-number files, with a prefix or suffix, and with a predefined minimum-length if required.
- Prefix or suffix the filename with various dates (date-modified, accessed, created, or today's date), in many different formats with variable separators
- Append the folder name to the file (with multiple levels)
- Store your frequently-used criteria as [Favourites](#)
- Copy or move the renamed files to a new location
- Set or clear attributes on the files (not folders)
- Rename files according to a delimited list.
- Access the Shell Context Menu for all files/folders
- Process folders and sub-folders very quickly.
- Change a file or folder's Created, Modified and Accessed timestamps (not folders in Windows 98)
- Convert Roman Numerals to upper or lower case
- Log all activity to a text-file
- Create an UNDO batch file.
- Extract certain EXIF tags from JPEG files
- Extract certain ID3 tags (V1 and V1.1) from MP3 files

All of these changes automatically ignore the filename extension, as it's usually dangerous to change the extension for a file. However, you can change the extension case to a fixed extension, or add a "secondary" extension, and you can also remove an extension. You can choose to ignore extensions within folder names - e.g. treat Program.Files as a normal filename - but not filenames.

The application supports [Favourites](#), which allows quick access to frequently-used rename configurations.

Directory recursion is also fully supported, allowing you to process folders and sub-folders.

This application is continually being enhanced. If you like the application, but have some suggestions for enhancements or improvements, then please [get in touch](#). If you don't like the application then please tell me what you don't like! I would add some more functionality (e.g. allow conversion of double-spaces to single-spaces, allow removal of leading spaces) etc., but I'm struggling to find the room on the screen! If anyone has any bright ideas.....

This help file is accurate as of version 2.3.6 (or later) of the Utility.

1.2 Getting Started

First off, **DO NOT PANIC!!!!**

Many users look at the screen and say "Oh my gawd, what the heck do I do here?!" But *Bulk Rename Utility* is really very straightforward to use.

There are four simple golden rules to follow:

1. Only complete the boxes you are interested in, For example, don't assume you have to put something in the Regular Expressions box, or the New Location box, etc.
2. You have to select files before the *Rename* button is enabled.
3. The "new name" will always be shown in the list, so you can experiment until you get the desired result before actually committing the changes.
4. Almost all the boxes on the screen are ONLY for affecting the filename, NOT the extension. The ONLY box which affects the extension is Box 11.

So for example, if you just want to change the filename case to upper case, all you need to do is:

1. Change the dropdown in Box 4 to "Upper case".
2. Select the files you want to rename (Click the files, Shift+click to select a range, Ctrl+click, Ctrl-A etc.)
3. Press the rename button.

And that's it! No worrying about regular expressions, new folders, auto-numbers, dates etc. You only need to use the boxes you are interested in. Don't want to move the files to a new folder? Then leave the New Location fields blank. Don't want to change the filename case? Then leave the Case fields as their default values.

It really is very simple. Remember - only use the boxes you are interested in.

1.3 About Bulk Rename Utility

The Bulk Rename Utility was written by Jim Willsher using Visual C++ with the Microsoft Foundation Classes (MFC) architecture. It is a true 32-bit application, designed and built for 32-bit platforms.

Very special thanks go to Paolo Messina. Paolo provided the source code which makes it easy to create "resizeable" dialogues in MFC, and he also provided the functionality for the "tree" navigator on the left hand side of the utility. But over and above that, Paolo made enhancements to my code and fixed the bugs that I couldn't find. If it wasn't for Paolo then this utility might still be a Visual Basic application!

Thanks also go to Jeff, Nigel, Bill Pratt, David A., Frans, Chris, Neil and many others for their excellent suggestions, and testing of new functionality, in the Visual Basic and C++ versions. An application is nothing without input from its users.

Much of the help-file content was provided by Dave Williams. Dave is a user of the utility, so recognises what a user likes to see in a help file. I wrote the software so I know what every function does - but much of it might be completely alien to a new user, which is exactly why Dave's input was so useful!

Neil has provided some excellent feedback, both for bug-fixes and for new suggestions.

The logic for the Tip Of The Day was based upon existing work by Robert Pittenger at www.codeproject.com.

The logic for the Splitter Window was based upon existing work by Maq at www.codeguru.com.

The Regular Expression logic uses the excellent PCRE Library available [here](#).

The EXIF tag extractor is by Davide Pizzolato, based on jhead by Matthias Wandel.

The new icon was very kindly created and supplied by Christoph Mayar.

The installation logic is provided courtesy of [Tarma Installer](#). This provides an extremely lightweight (yet robust) mechanism for installing files. Thanks Ron!

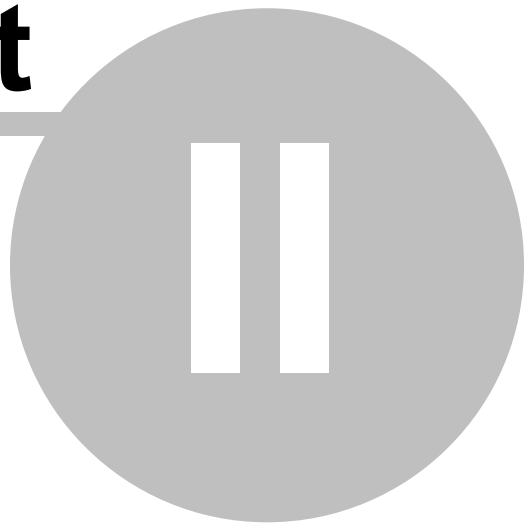
If you have any comments or suggestions about the application, or find any errors in the application, then please get in touch. The latest version of the application can always be downloaded from my website - many mirror sites are out of date, so always use the latest version if you can.

The support website is www.bulkrenameutility.co.uk

Application updates are available from www.bulkrenameutility.co.uk. Alternatively, just click [here](#) to visit the application's homepage. You can also use the Check For Updates menu option on the Help menu - this requires an internet connection.

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Part



Using the Application

2.1 Launching the Application

When you run the application for the very first time you will be presented with the main window, located in the centre of the screen. This will only happen the first time – subsequent launches will position the window wherever you left it. This is true of all windows – the position of the window is retained between sessions.

In addition, whenever you re-launch the application most of the settings from your previous session will be retained, such as the directory and file-filter you were using. For this to work you must save a [Favourites](#) file, even if it's just a dummy file called "BRU Default Settings" or similar. If this sounds confusing then just press Ctrl+S, enter a name (any name) and press Enter!

Only one instance of the application may be launched. If you try to run the application, and there is already a version running, then the original instance will be displayed.

If you chose the *Complete* installation option then the easiest way to access the Bulk Rename Utility dialog is from Windows Explorer itself. Simply highlight the folder or folder containing files which you wish to rename, and then either right-click or press shift Function Key 10 and select "Bulk Rename" from the context menu. (NB This option doesn't apply to UNC drives, e.g. shares in Network Neighbourhood, unless you have a drive letter mapped to that share). Also, if you've previously saved a Favourite then you can double-click that favourite to launch the application.

For an overview of the main screen layout, click [here](#).

The first time you launch the Utility you will see a Tip Of The Day screen. You can view the tips, and you can prevent them from showing again. To see Tips manually, just choose the menu option.

Your preferences (except the screen layout) will be stored in a .INI file in the same folder as the executable program. Whilst this goes against Microsoft's philosophy, INI files are actually much better than the registry! You can take your folder with you and use it on any system, knowing that it's already configured for you! If you need two sets of preferences then create two copies of the executable with different names, and you'll get two INI files.

2.2 Renaming Files and Folders

It is really easy to rename files and folders. (For an overview of the main screen layout, and guidance on the various controls, click [here](#).)

1. Select the folder which contains the objects you wish to rename. If required, you may also specify a file filter to restrict your list.
2. Enter the renaming criteria. The column beside the filename will show you what the new filename will become.
3. Select the files you wish to process (use CTRL or SHIFT to select multiple files).
4. Hit the *Rename* button. ([This button is not enabled unless you have selected one or more files/folders to rename!](#))

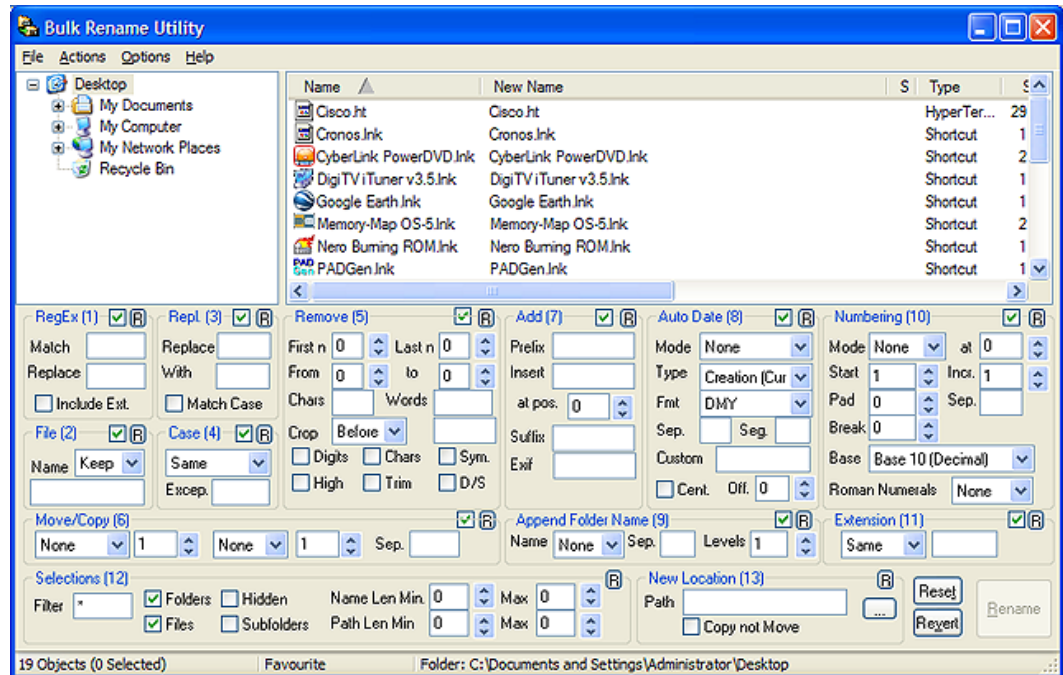
Note that, to select a folder to process, you can either:

- Use the tree to navigate to the folder
- Right-click a folder in Windows Explorer and choose Bulk Rename
- Press Ctrl-J to jump to a folder
- Press Ctrl-U to jump to the parent folder (e.g. the next folder up in the "tree")

Hint: You can sort the file list using the column headers, as you would do in Explorer. The files will

always be processed in the displayed sequence - useful when you're using the Numbering facility.

Please note that, if you rename a folder whilst using the recursive (subfolders) option, after the rename is complete the file list will be refreshed automatically. This is to prevent problems whereby the file-list becomes out of synchronisation with the files on your hard drive. If you don't rename a folder (just files), or if you rename anything whilst not using the recursive option, then no refresh is necessary.



The criteria are processed from left to right, according to the number listed against each section. So for example, a text replace will be performed before a change of case. The specific operations are as follows:

1) Apply any fixed name-changes from an [imported text file](#).

then

2) Apply any Regular Expression reformatting

then

3) Remove any file name, or use a fixed name,

then

4) Perform any text substitutions

then

5) Perform any changes of case

then

6) Remove n digits from the start, middle or end of the filename, and optionally remove certain characters, and/or all characters, and/or all digits and/or all symbols and/or all high-ascii characters.

then

7) Move any text from the start, middle or end of the filename to the start, middle or end of the filename

then

8) Add any prefixes or suffixes, or apply text to the middle of the filename. Suffixes are added at the end of the filename, i.e. before any file extension

then

9) Apply any "auto-date" text as a prefix or suffix. "Sep" is the text to insert between the filename and the date; "Seg" is the separator between the day, month, year, hour, minute and second segments. Or you can use a [custom](#) format.

then

10) Add the containing folder name as a prefix or a suffix, with a user-defined separator

then

11) Perform any auto-numbering

then

12) Make any changes to the case of the file extension, or change the extension.

Full details about the various fields can be found [here](#).

If you are not using the [Regular Expression](#) facility then both the Regular Expression Match and Replace fields must be left blank.

The *selected* files will be renamed according to your selection criteria. You can select multiple files by holding down the SHIFT or CTRL keys. If there are any problems with the rename operation then you will be given the option to roll back (undo) the operation.

Remember - you can always preview the new name in the column on the far right. This allows you to refine your criteria before actually renaming the files.

To preserve your renaming criteria for the next time you use the utility, look at the [Favourites](#) facility.

You can use the Reset button to reset all your renaming criteria back to the default values (or the smaller *R* buttons to just reset one group).

Remove Symbols

Note that the "Remove Symbols" option removes the following symbols (some of which are not valid in filenames anyway):

!£\$%^&*()-_+=[]{};:'@#~,.<>/?\|`~!`

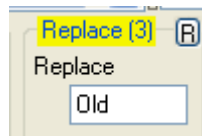
2.3 The Main Screen

Once you launch the application the main screen is laid out in a similar way to Windows Explorer. Below the menu bar are two panes, the left of which is a tree view providing easy access to your system drives and folders. The right-hand pane is a list view of the files and folders contained within the currently selected branch of the tree shown over on the left.

Below the navigation panes are a series of controls. The controls are grouped together according to function - for example, all the facilities to remove text from a filename.

The rules used by the Bulk Rename Utility are processed in the order that the controls appear. i.e. from left to right. For example, you can't convert case before performing a replacement. However, it may be possible to achieve the desired results by using the Bulk Rename Utility multiple times on the same folders and files using different rules. Names are not actually changed until the "Rename" button is clicked, but you can always see a preview of the proposed filename in the *New Name* column. Note that this column is only updated for the files which are selected.

If you have any of the criteria set in such a way that it will affect the filenames (i.e. it contributes to the new filename) then the title of that grouping will be shown with a yellow background (assuming you haven't disabled this option on the Options menu), as shown below:



The controls at the bottom of the screen can be explained as follows:

Expression

This allows you to enter a regular expression *match* and *replace*. Regular Expressions are a complex subject (a 400-page book exists on the subject) - more details can be found [here](#). *If you are not using Regular Expressions then both of these fields must be left blank. Do not confuse these fields with the Replacements fields found elsewhere on the screen.*

Filename - this allows you to manage the actual raw filename

Filename drop-down - This control has three options: Keep, Remove and Fixed.

- Keep will ensure that the original filename is not changed (default).
- Remove will completely erase the filename from the selected items.
- Fixed allows a new filename to be specified for all selected items. Only really useful if you're also using the Numbering section.

Replacements - allow you to replace occurrences of one text string with another

This section consists of two controls. You must specify the text you wish to find, and the text you wish to replace it with. It is possible to find a text string and replace it with an empty string, or with a shorter string, or with a longer string. You may also specify whether or not you want the "find" processing to be case-sensitive. Note that the text is always replaced with the text you specify, including any specific text case.

Case - Allow the changing of case

Case drop-down - allows the capitalisation of file and/or folder names to be changed.

- Same - leaves the original capitalisation intact.
- Lower - converts all letters in the name(s) to lower-case.
- Upper - converts all letters in the name(s) into capitals.
- Title - converts all the words in the selected items to initial caps. A word is generally defined as a string of letters proceeded by a space or a bracket. So "joe public.txt" would become "Joe Public.txt" but "joe-public.txt" would become "Joe-public.txt".
- Sentence - converts all the words in the sentence to Sentence format. Basically this means capitalising the first letter of the first word after every full stop (.). So "hello EVERYONE. MY name IS FreD.txt" would become "Hello everyone. My name is fred.txt"

You can also enter a list of "exceptions", separated by spaces. So for example if you entered *PHP ASP doc* then any occurrence of *php* or *ASP* (or *pHP* or *aSp*) would be converted to upper-case, and every occurrence of *DOC* (or *DoC*) would become *doc*.

Removals - Remove parts of a filename

This section consists of four separate facilities for removing parts of a filename. Note that these do not apply to the file extension, just the name.

- First *n* chars - Remove the first *n* characters from the name. E.g. removing the first 2 characters from "Joe Public.txt" will result in "e Public.txt"
- Last *n* chars - Remove the last *n* characters from the name. E.g. removing the last 2 characters from "Joe Public.txt" will result in "Joe Publ.txt"
- From *n* to *n*. This allows you to remove a string of text, e.g. from the 6th to the 9th characters.
- Chars - Remove occurrences of characters from the name. E.g. typing "QW:#" will result in all occurrences of Q, W, colon and hash being removed.
- Words - Remove occurrences of words (separated by spaces)
- Crop - Remove any text which occurs before (or after) a specific character or word.
- Digits - Remove all occurrences of the digits 0-9 from the filename.
- Chars - Remove all characters
- Sym - Remove all symbols
- High - Remove high-ASCII characters (chars from 128 to 255)
- Trim - Remove leading and trailing spaces
- D/S - Remove occurrences of double spaces, and replace them with single spaces

Move/Copy - Move a section of text to a different place

This allows you to move (or copy) a fixed number of characters from one part of the string to another. You could do this with Regular Expressions of course, but this gives you an alternative. So for example, if all your filenames end with a unique 6-digit sequence code, and you'd rather have this at the start of the filename, then this is the simplest way to achieve it.

Additions - Add a fixed prefix or suffix to the filename, and certain Exif and ID3 tags

This allows you to add a fixed text string to the start of the filename, and also a fixed text string to the end of a filename. Useful for renaming MP3 files, where you can prefix all the filenames with the artist or album name. You can also insert a text string at any point in the filename.

If you are processing JPEG files, you can also extract certain EXIF tags. These are specified using substitution tags, which you key into the Tags field in the Additions box (box 7). The tags currently available are:

- %a - Aperture
- %e - Exposure
- %f - Focal Length

If you are processing MP3 files, you can also extract certain ID3 tags (n.b. only V1 and V1.1 ID3 tags are supported). These are specified using substitution tags, which you key into the Tags field in the Additions box (box 7). The tags currently available are:

- %r - Artist
- %l - Album
- %t - Title
- %k - Track Number

Auto Date - Add various dates to the filename, in various formats

This allows you to prefix or suffix the filename with a variety of dates - the date that the file was created, modified, or accessed, and also with the current date. Useful for pictures! The date can be added in 9 different formats, some of which also include the modification time. You can also specify the characters you would like placed between the date/time and the existing filename (the *Sep* field) and the character to place between the different date/time segments (the *Seg* field). e.g. a format of DMY, with a *Seg* field of "-" would give a date of (for example) "25-01-03". The "Cent." flag is used to indicate whether or not you would the year to be represented with two digits or 4 digits.

You also have the option to specify your own custom date formats, and these are detailed [here](#).

If you are also updating the file's [Creation-date or Modified-date](#), then you can also choose the "Create (New)" and "Modified (New)" values, and these will equate to your new timestamps.

One of the dates you can use is "data taken". This is an EXIF flag which is often embedded in JPEG images which were created using a digital camera. The software will only get the flags from JPEG images (.JPG or .JPEG extension), not TIFFs. If no date is available then no date will be used. So for example, choosing to append the Date Taken for a .EXE file will simply append nothing.

Append Folder Name - Add the name of the containing folder(s)

This option allows you to append (or prepend) the name of the containing folder to the filename. So for example, if you had a file called "Dancers.jpg" in a folder called "Highland Show August 2003" then you could automatically rename the file "Highland Show August 2003 - Dancers.jpg". Useful if you have lots of folders, each containing the same group of files, and you want to merge all the files into a single folder.

You can specify a separator character(s) to use between the folder name and the file name.

You can also specify how many folders to append. So for example, if you had a picture called Cat.jpg in C:\Documents and Settings\Administrator\Pictures, and you chose 4 levels, then you might end up with

C-Documents and Settings-Administrator-Pictures-Cat.jpg

The software will automatically remove the ":" from the root (e.g C:\) as these two characters are illegal in filenames.

Numbering - Add sequential numbers

This allows you to sequentially number a group of files. Several criteria exist:

- **Mode** - specify whether you want the number to be appended to the start of the filename, or the end of the filename, or both.
- **Start** - Specify a starting number
- **Increment** - The number by which you want each filename number to be incremented
- **Pad** - The minimum number of digits occupied by the numeric element.
- **Separator** - A character or characters that you wish to be inserted between the filename and the number

A common scenario would be:

- **Mode** - Suffix
- **Start** - 1
- **Increment** - 1
- **Pad** - 4
- **Separator** - -

This would result in filenames with suffixes of -0001, -0002, -0003, -0004 etc.

You can choose to append the auto-number in any numeric base, from base 2 to base 36. e.g. a value of 26 in base 16 would be appended as 1A.

The final control in this section allows you to convert Roman Numerals to upper or lower case. For example, if you had a file called "Beethoven's niNTH syMPHONY part iii" You might want to use Title Case to format the filename, but this would mess up the "iii". Use this control to handle the Roman Numeral element. Note that the Utility identifies numerals when separated by a space character.

Extension - Allow the changing of case of the filename extension

Case drop-down - allows the capitalisation of file and/or folder names to be changed.

- **Same** - leaves the original capitalisation intact.
- **Lower** - converts all letters in the extension to lower-case.
- **Upper** - converts all letters in the extension into capitals.
- **Title** - converts all the words in the selected items to initial caps, e.g. Jpeg.
- **Fixed** - replace the extension with a fixed extension. For example, use this option to set all your files to ".doc" types.
- **Extra** - Add a secondary extension. For example, change my.holiday to my.holiday.gif
- **Remove** - Remove any file extension. e.g. *My.Holiday* becomes *My*

Selections - which files or folders you are working on. This is known as the file mask. By default this will be all the files and folders in the current folder. Note that this section is only used to govern which files/folders are *displayed*. You still need to *select* a file or folder in order to rename it.

- **Filter** - specify a file-mask to use. Normally this would be *.* , or *.mp3, or *.doc etc. Note that this section is only used to govern which files/folders are *displayed*. You still need to *select* a file

or folder in order to rename it. So for example, entering a filter of "*.mp3" means that only your MP3 music files will be shown. You can enter multiple file-masks by separating them with a space, e.g. "*.mp3 *.doc *.xls". *Please note - changes to this field only take effect when you move the cursor to a different field or click a different control. This is to prevent the list from rebuilding with each keystroke as you type.*

- **Folders** - include folders in the listing
- **Files** - include files in the listing.
- **Subfolders** - if the Subfolders option is checked, Bulk Rename Utility will process the contents of all sub-folders in the selected branch of the file hierarchy. Care should be taken when using this feature as the utility can potentially list every file on your system.
- **Hidden** - checking this box will mean that they will be processed. Important - you should be careful using this option as many Windows system files are hidden and renaming them could have a detrimental effect on the functionality of your system.
- **Min. Len.** - only files/folders whose names are greater than (or equal to) this length will be processed. Useful if you want to rename files greater than 64 characters for putting onto a CD, for example. NB This will exclude files and folders, if the file/folder name is shorter than the nominated length. However, in a recursive scan, sub-folders will still be scanned regardless of the length of the subfolder's name
- **Max. Len.** - only files/folders whose names are lesser than (or equal to) this length will be processed. Useful if you want to rename files greater than 64 characters for putting onto a CD, for example. NB This will exclude files and folders, if the file/folder name is shorter than the nominated length. However, in a recursive scan, sub-folders will still be scanned regardless of the length of the subfolder's name

New Location - This allows you to leave the original files intact, but create copies of the files (with new names, of course) in a separate folder. This option will honour the "Overwrite Target Files" menu option.

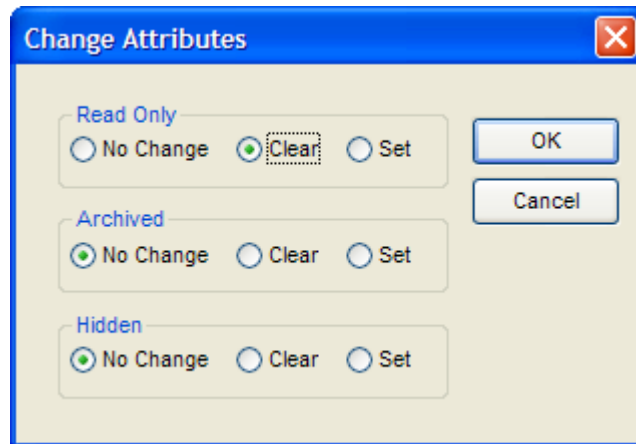
Command Buttons

- **R** - at the top of each group of controls there is a button entitled simply R. This will reset the criteria in that particular box.
- **Checkbox** - at the top of each group of controls there is a checkbox. This will enable or disable an entire "group" without wiping out your settings. Useful if you want to temporarily disable some criteria,
- **Reset** - Reset all your renaming criteria to the default values
- **Revert** - Reset all your renaming criteria to the values from your current Favourites file (if loaded).
- **Rename** - Actually perform the rename operation, using the criteria you have entered, on the files you have selected. You can always see the number of selected files in the utility's status bar. Note that this button is enabled once you have selected one or more files for renaming.

2.4 Changing File Attributes

Bulk Rename Utility allows you to change the attributes of files and folders once they have been renamed. This can be useful if you wish to flag all renamed files/folders as requiring archiving, or if you want to hide all the renamed files/folders. As well as making a file read-only, hidden etc., you can also clear the same flags. For safety reasons I have explicitly excluded the *System* attribute flag.

Each of the main File Attribute settings is shown in the dialog window:



For each of the attributes you can choose to set the attribute, clear the attribute, or leave it unchanged. This gives you flexible control over how the files and folders will appear once they have been renamed.

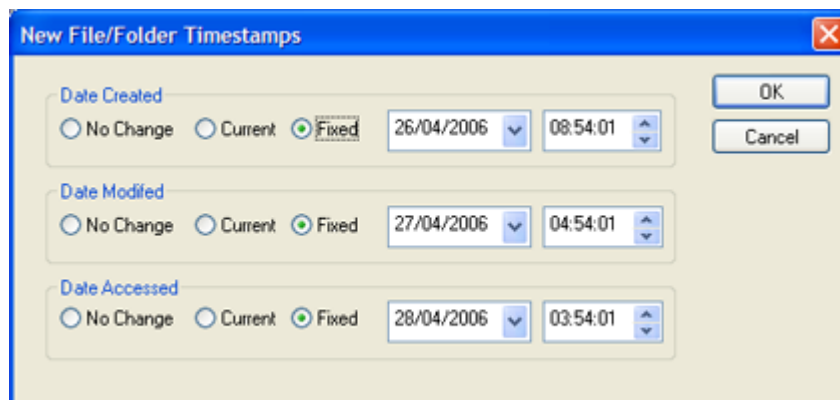
If you are updating the file's attributes information, this will be reflected in the application main window, as the attribute field will be coloured

Note

If you update the *Hidden* attribute for a file, it will disappear from the main window if you do not have *Hidden* ticked in the *Selections* group (group 12).

2.5 Changing File Timestamps

Bulk Rename Utility allows you to change the timestamp information for files and folders once you have renamed them. This is useful if you have certain applications which use a file's timestamp in order to identify if a file has been modified, of if you want to sort photographs in a particular sequence. Some older applications even use the timestamp to identify a product version.



You can choose a new date and timestamp for the *Created Date*, *Modified Date* and *Accessed Date*, and they are independent of each other. You can also choose a value of "Current" which will use the current date and time at the time of renaming.

If you are updating the file's timestamp information, this will be reflected in the application main window, as the appropriate date field will be coloured.

Windows 98 Users

Please note that timestamps on directories cannot be changed (the Windows API simply doesn't exist in '98).

FAT versus NTFS

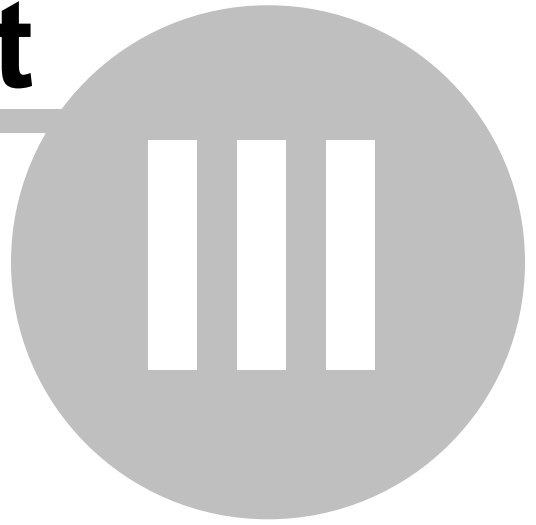
The FAT (File Allocation Table) file system, which is used by Windows 98 and Windows ME (and 2000/XP if you've not converted to NTFS) holds timestamp information differently to NTFS. Basically, it doesn't hold any Daylight Saving Time information. As such, the timestamp activity will operate slightly differently on a FAT file system.

2.6 Picture Viewer

Bulk Rename Utility allows you to display a preview window, which will show the picture for the currently selected file. Only certain file-types are supported, these being jpeg (JPG), bitmap (BMP) Windows Metafiles (WMF) and Compuserve Graphical Interchange Format (GIF).

In addition, you can only display the picture for a single file; if you select multiple files then no preview will be displayed.

Part



Additional Features

3.1 Actions Menu

The actions menu provides you with a variety of shortcuts to speed up common tasks, and these are described below.

Actions	Options	Help
Select All		Ctrl+A
Deselect All		Ctrl+D
Select from Clipboard		
Jump to Path		Ctrl+J
Refresh Files		F5
Refresh Tree		Ctrl+F5
Undo Rename		Ctrl+Z
Create Undo Batchfile		Ctrl+B
Zoom		F8
Random Sort		
Reset All Criteria		Ctrl+T
Rename		Ctrl+R
Clear Imported-Pairs		

Select All

This will quickly select all the files and folders in the file-list window.

Deselect All

This will de-select all the files and folders in the file-list window.

Select from Clipboard

If you have a list of filenames on the clipboard (such as the output from *DIR /B*) then the software will try to select files which match the names from the clipboard.

Jump to Path

This option will display a pop-up window, allowing you to type a full pathname to navigate to. The path must exist (it will be validated) and it must map to a drive letter - UNC paths are not supported.

Refresh Files

This will refresh the contents of the right-hand file-list window

Undo Rename

If you have just performed a rename activity, and then said "oops..." then this is the option you need. This function will "undo" your last rename activity (including any timestamp and Attribute changes you made. The files are processed in reverse order, so even if you renamed folders, and files within the folders, the full operation should be reversed successfully. Obviously it's better to rename the files correctly in the first place....

Create Undo Batch File

Similar to *Undo Rename* (above), this will allow you to create a DOS batch file which can be run from the command line, and which will reverse out your last renaming operation.

Refresh Tree

This will refresh the contents of the left-hand tree window. Note that you can refresh the contents

of the selected branch by collapsing and re-expanding the branch.

Zoom

This allows you to launch a new window to edit the current text field. Space on the screen is limited, and some fields are quite small, so this option allows you to enter long text with ease. You can type text into the new window, in a larger font, and the text will then appear in the field on the main screen.

Random Sort

This allows you to sort the file-list in a random sequence. Useful if you want to create a slideshow in a random display-sequence. Once you've sorted in random order, apply a numeric auto-number prefix to keep the list in that order.

Reset All Criteria

This allows you to quickly reset all the renaming-criteria which are currently selected. Handy if you want to start from scratch. (This won't reset your file-selection and new-location items, groups 12 and 13).

Rename

Actually perform the rename. This is just an alternative to pressing the button on the screen,

Clear Imported-Pairs

If you have imported [file-renaming pairs](#) then this option will wipe out the list of pairs from memory. Normally the list would only be removed by loading a different list or by exiting the application.

3.2 Context Menu

If you right-click an item in the right hand window (e.g. a file folder) you will be presented with a Context menu (or "Shell" menu). You will see the standard Windows context menu (with options to Edit, Delete, Copy etc.), with four additional menu options in a new "Clipboard Copy" sub-menu. NB on certain "system" files and folders you will just see the Clipboard options.

The "Clipboard Copy" menu items allow you to copy various pieces of information, such as the filename or folder path, to the Windows clipboard.

Important Note:

Two important notes with regards to the Shell menu:

1. If you perform an operation on a file/folder using the Shell menu which changes the name of that file, or deletes the file, then this is not automatically reflected in Bulk Rename Utility. This avoids unnecessary rebuilding of the file listing.
2. If you are using the "sub-folders" option, and you select multiple files which span two or more folders, then the right-click context menu might give unpredictable results.

3.3 Saving Your Settings

When you quit the application, your current settings (menu choices etc.) will be stored in a .INI file in the same folder as the executable program. Whilst this goes against Microsoft's philosophy, INI files are actually much better than the registry! You can take your folder with you and use it on any system, knowing that it's already configured for you! As Bulk Rename Utility doesn't require an

Installer this makes it quite useful as a utility on a "memory stick" or a "Tools CD"

If you need two sets of preferences with different values then create two copies of the executable with different names, and you'll get two INI files.

3.4 Renaming From A Text File

Starting with version 2.2.6.0 it is possible to rename files according to a text-file. This text file should contain a list of "old name" and "new name" pairs, separated by a pipe symbol (|).

To use this facility, create a text file in for the correct format, for example:

```
Track001.mp3|Headlong.mp3
Track002.mp3|Rushes.mp3
TRACK003.mp3|Anywherels.mp3
```

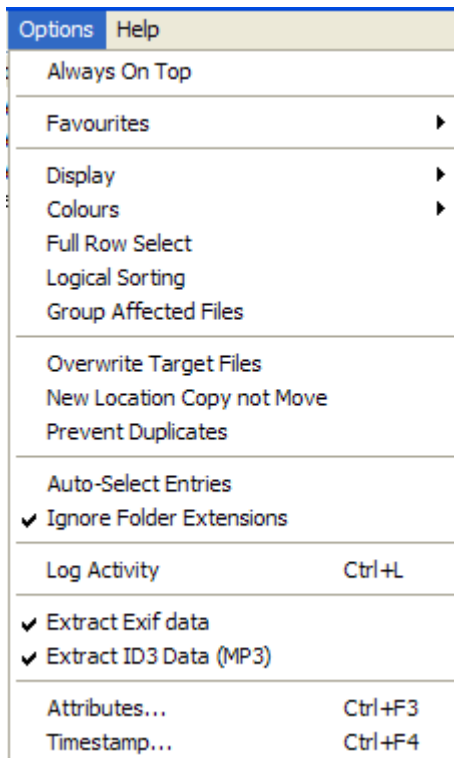
As you see, there is one entry per line.

Next, click the Import option on the File menu and load your file. If the file is valid then you will see the "new name" column reflecting the contents of the text file.

When comparing the current filename with the text file the application ignores the case of the filename, e.g. it will happily match Track001.mp3 and TRACK001.mp3. This makes it easy to rename the files.

3.5 Options Menu

The options menu provides you with a variety of methods to customise the application. These are described below.



Always On Top

This will keep the Rename Utility window on top of all other windows.

Favourites > Save On Exit

This will save any changes to the current Favourite whenever you exit the application.

Favourites > Store Pathname

If you store the pathname with a Favourite, when you choose the Favourite the saved path is also selected. If you un-tick this option, selecting a new Favourite will leave you in the current folder.

Display > Gridlines

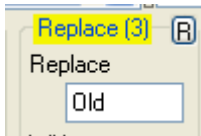
Some people like gridlines, others don't. You decide!

Display > Icons

Choosing to not display icons can sometimes speed up long file-listings

Display > Highlight Active Criteria

With this option ticked, whenever you make a change to one of the "criteria groupings" (e.g. Additions, Removals) that will have an effect on the filenames, the heading for that grouping will be highlighted. This allows you to quickly identify which of the groupings is having an effect on your filename. An example is shown below, where there is an active criteria in place - the heading is now yellow:



Of course, you can quickly press the "R" icon to reset the criteria for that grouping.

Display >Warning Message

This allows you to control whether or not you are warned prior to renaming files. Useful until you are confident with the software.

Display >Confirmation Message

Control whether or not you receive a confirmation message after the renaming is complete.

Display >Picture Viewer

This option will open a second, resizable window, which will display an image if you select a single JPEG, Bitmap or EMF file. The file-types supported are: BMP, RLE, DIB, GIF, JPG, WMF, EMF

Colours > New Name OK...

This allows you to choose the colour used to display the new filename, if the new filename is acceptable to Windows. This means that it does not contain illegal characters.

Colours > New Name Invalid...

This allows you to choose the colour used to display the new filename, if the new filename is not acceptable to Windows. This means that it contains illegal characters such as \ or ?. The list of illegal characters is displayed if you attempt to rename the files.

Colours > Active Criteria...

This allows you to choose the colour used to highlight the active criteria. This is only applicable if you have opted to highlight active criteria on the **Options > Display menu**. Please note that any changes made to this option will not take effect until you restart the application.

Full Row Select

With this option ticked, when you select a file/folder the entire row will be highlighted. Without it ticked, only the first column will be highlighted. Note that files which will be renamed are highlighted in red text (right-hand column), but this is only possible when you *don't* select the Full Row Select option.

Logical Sorting

This option allows you to sort filenames according to the default Windows XP sort-sequence. This allows files containing numbers to be sorted logically, e.g. 1.txt, 2.txt, 10.txt, 11.txt, 21.txt. The default sort-sequence for all operating systems earlier than XP is to use absolute sorting, e.g. 1.txt, 10.txt, 11.txt, 2.txt, 21.txt.

Group Affected Files

This option allows you to sort your file listing in the normal way, but with all "affected" files together. Therefore, all files with "new names" will be sorted together, and all files which are not affected by your renaming criteria will be sorted together. When you click a column-heading to sort the files, all the files which are affected (normally shown in green) will be grouped together. Note that this does not apply to the Size, Date or Attributes columns.

Overwrite Target Files

With this option selected, if the destination filename for a rename operation already exists, that file will be overwritten. So for example, if you had files called a.txt, b.txt and c.txt, and your renaming-criteria caused file a.txt to become c.txt, file c.txt will be overwritten. As such, you need

to use this option with extreme caution - if you enter incorrect renaming criteria then you could destroy valuable files very easily!

This option is honoured if you choose to copy files to a new location (box 12 on the screen).

New Location Copy not Move

If you are choosing to rename files to a new location (see box 12 on the screen), this option will determine whether files are copied, rather than moved.

Prevent Duplicates

This option allows to you to overcome the situation whereby a rename would fail because a file with the same name already exists. If you try to rename a file, and there's already a file with the same name, the software will make up subsequent attempt to rename the file but with a "_1" suffix. If this fails it will try with "_2" as the suffix, and will continue up to "_99". The limit of 99, and the separator character (underscore, _) are currently fixed and cannot be changed.

Extract Exif Data

Use this option to say whether or not EXIF tags will be extracted from JPEG images. At present only *Date Taken*, *Aperture*, *Exposure* and *Focal Length* are extracted, but even this can slow down the processing a lot. If you don't need these fields then leave this option un-ticked to speed up the processing.

Extract ID3 Data

Use this option to say whether or not ID3 (Version 1) tags will be extracted from MP3 files. At present only *Artist*, *Album* and *Title* are extracted, but even this can slow down the processing a lot. If you don't need these fields then leave this option un-ticked to speed up the processing.

Auto-Select Entries

With this option selected, when the list of files/folders is built, the files/folders will be selected automatically. This means you do not have to manually select entries in order to rename them.

Ignore Folder Extensions

With this option selected, any "extensions" within folder names will be ignored - this is because extensions have no real meaning, unlike filename extensions which identify the file type. So for example, if you have a folder called "Holidays.2004". and you choose to remove the last 2 characters, the resulting folder name will be "Holidays.20" or "Holid.2004", depending upon the status of this option.

Log Activity

Use this option to record a log of all your renaming activity (including undo requests). The log file will be created in the same folder as the Bulk Rename Utility executable file, and will have the same name as the EXE but with a *.log* suffix. Please note that only renaming activity is logged, not changes to attributes or timestamps.

Attributes

This option allows you to specify which file attributes you would like to set or clear (or leave alone) on renamed files. Please note that only files are updated (not folders) and the attributes are changed *after* the rename.

Timestamp

This option allows you to specify a new date and time to be assigned to Created and Modified file-attributes. You can choose a pre-set date or the current date, or you can enter any date using the keyboard or the "spin" controls.

3.6 Using Favourites

A Favourite is a collection of configuration values which can be used to provide quick access to commonly-used criteria. For example, if you frequently want to rename a bunch of pictures in one folder, and you frequently want to rename a bunch of sound files in another folder, then you could create two Favourites called Pictures and Sound Files. Each Favourite holds with it the selection criteria, rename criteria, and current folder.

When you launch the application for the first time you will not have any Favourites defined, but you can create favourites in the same way as you would create text files or pictures. Store them anywhere on your hard drive and use them as you wish.

Each individual Favourites file contains all the criteria you used to rename files. So for example, you could create a Favourite for renaming your pictures; a Favourite for stripping dodgy characters out of filenames etc. You can then recall these Favourites whenever you need them.

To use favourites, just use the *Open* and *Save/Save As* menu options in the same way as you would do in Word or Excel and other programs. When you choose to save a favourite, all the settings currently in place will be saved into that favourite. You can then recall these quickly, either from the *Open* command or by double-clicking a Favourite file in Windows Explorer. Favourites files have the file extension `.bru`.

If you have loaded a Favourite and made changes to it, but wish to revert back to the original version, then choose the *Revert* option on the File menu.

3.7 Regular Expressions

The applications support powerful Regular Expression processing. This allows you to enter a flexible *Match* expression, and a flexible *Replacement* expression, and the program will generate the appropriate name using these expressions. For example, you can use RegExp strings to swap two words in a filename, or remove numbers, or apply fixed formatting.

A full description of Regular Expressions is beyond the scope of this help file, but a wide range of resources is available on the internet (e.g. groups.google.com). However, the syntax supported by this program is the same as that offered by PERL 5. The precise implementation is via the [PCRE Library](#), and (at the time of writing) full notes on the Perl Regular Expression syntax can be found [here](#).

A summary of the syntax is:

Character	Usage
*	Matches the previous character zero or more times
+	Matches the previous character one or more times
?	Matches the previous character zero or one times
.	Matches any single character except the newline
^	Matches the start of the input
\$	Matches the end of the input
x y	Matches either first or second character listed
(pattern)	Matches pattern
{number}	Matches exactly number times
{number,}	Matches number, or more, times (note comma)
{num1, num2}	Matches at least num1 and at most num2 times
[abc]	Matches any character listed between the []
[^abc]	Matches all characters except those listed between the []

[a-e]	Matches any characters in the specified range (a,b,c,d,e)
[^K-Q]	Matches all characters except in the specified range
\	Signifies that the next character is special or a literal.
\b	Matches only on a word boundary
\B	Matches only inside a word
\f	Matches only on a form feed character
\n	Matches only on a new line
\r	Matches only on a carriage return
\s	Matches only on a blank space
\S	Matches only on nonblank spaces
\t	Matches only on a tab
\d	Matches any digit

Replacements are usually performed on the basis of "components, and these are defined using \ notation, e.g. \1 matches the first element, \2 matches the second

Example Regular Expression:

Match: (Louis Armstrong)(.[0-9].)([A-Za-z]*)
 Replace: \1 \3

A more detailed working example can be found [here](#).

You can choose whether or not to pass the filename extension to the Regular Expression engine, or just the filename itself.

3.8 Regular Expressions - A Working Example

Assume you have a file called [Program Files](#), and you wish to swap the names around (e.g. [Files Program](#)). A Regular Expression which performs this task is :

^[A-Z][a-z]* ([A-Z][a-z]*)

Let us break this down into components:

^ This means start at the beginning of the string
[A-Z][a-z]* This is a single "group", which we will use later. What this says is that we want any capital letter, followed by any number of lower-case letters. The single capital letter is denoted by the **[A-Z]**, i.e. allow a letter in the range A to Z. The lower-case letters are denoted by **[a-z]** in the same way, followed by an asterisk. This means we can allow any number of letters.

We then allow a single space. If I had wanted multiple spaces I would probably have typed "space asterisk", or possible (*) to group.

We then have exactly the same again, i.e. we are denoting two words.

Notice we had two sets of brackets. Everything within each set of brackets is treated as a "grouping", and we refer to these groupings as **\1**, **\2**, **\3** etc.

So, lets say we wanted to swap around the two words in the filename. We would put:

^[A-Z][a-z]* ([A-Z][a-z]*)

For the match string, and

```
\2 \1
```

As the replacement string. Of course, we're free to manipulate the replacement string as we like. For example, it would be quite valid to have:

The \2 which are used to run the \1

For the replacement string. This would result in:

The [Files](#) which are used to run the [Program](#).

The above example is very precise. If we wanted to swap the first two words of a name, but keep the remaining text the same, we could put

```
^([A-Z][a-z]*) ([A-Z][a-z]*)(.*)
```

```
\2\1\3
```

This says to create three groups: the first group is the first word, the second group is the second word, and the third group is everything that's left.

3.9 Bulk Rename Here

When you install Bulk Rename Utility you have the option of installing "Context" menus. If you choose this option (recommended), you will find a new *Bulk Rename Here* facility when you right-click a file or folder within Windows Explorer. Selecting this option will launch Bulk Rename Utility, and will automatically select the folder you right-clicked (or the parent folder, if you right-clicked a file). This provides quick access to the utility.

If you are using the [Favourites](#) facility, and you have selected the option to automatically save Favourites upon exit, then please be aware that the folder name stored against the favourite will become the folder you right-clicked.

For reasons of performance, if you use the *Bulk Rename Here* right-click function then the *Sub-folders* flag will be un-ticked, regardless of its stored setting. This is to prevent situations where you choose a high-level folder (e.g. C:\) without realising that a recursive directory search is about to be performed. The note regarding [Favourites](#) above also applies here.

3.10 Custom Date Formats

You can append a variety of dates to the filenames, either at the beginning or the end. For example, you could prefix the filenames with their *Modified* date, or you could suffix them with the *Creation* date.

A new feature, introduced in version 2.0.4.8, is the ability to add date and time information in a very flexible manner, using standard formatting codes. The full list of codes is defined below. So for example, if you wanted to suffix the filename with the day name and the month you could enter a custom code of "%a%M".

The full list of codes is:

Code	Meaning
%a	Abbreviated weekday name
%A	Full Weekday name
%b	Abbreviated month name
%B	Full month name
%d	Day of Month (01-31)
%H	Hour in 24-hour format (00-23)
%I	Hour in 12-hour format (01-12)
%j	Day of Year (01-366)
%m	Month number (01-12)
%M	Minute (00-59)
%p	AM/PM Indicator
%S	Seconds (00-59)
%U	Week number of year (00-53), with Sunday as the first day of the week.
%w	Weekday (0-6), with Sunday=0.
%W	Week number of year (00-53), with Monday as the first day of the week.
%y	Year, with no century indicator (00-99)
%Y	Year, with century indicator (e.g. 2004)
%z	Time zone name
%%	Percentage sign

You can enter other text in the filename, and the symbols above will be substituted with the values. So, you could enter a custom value of "Created on %a, %d %B, %Y" to get "Created on Tuesday, 25th March, 2004"

3.11 Recursive Scans

It is possible to perform a recursive scan and rename from the current folder. This allows you to rename folders and files contained within any subdirectories from the current folder. Subdirectories of subdirectories are also scanned, right down to the lowest level.

This option needs to be treated with great care - if you scan a high-level folder such as C:\ or C:\Program Files then the program could have tens of thousands of files to scan. Whilst the system should cope with in excess of 250,000 files, you will go mad waiting for the screen to be displayed!

As such, it is recommended that you only use the [Subfolders selection flag](#) flag if you *really* need it.

Please note that, if you rename a folder whilst using the recursive option, after the rename is complete the file list will be refreshed automatically. This is to prevent problems whereby the file-list becomes out of synchronisation with the files on your hard drive. If you don't rename a folder (just files), or if you rename anything whilst not using the recursive option, then no refresh is necessary.

3.12 Quick Rename

If you want to quickly rename a file/folder manually, without applying any criteria, then you can press F2 on the filename and edit it manually. Simply press the enter key without making any changes to cancel the operation.

If you rename a folder, and you are in [recursive](#) mode, then the file list will be rebuilt.

Part

IV

Support

4.1 Support

If you have any comments or suggestions about the application, or find any errors in the application, then please get in touch. The latest version of the application can always be downloaded from my website. If you aren't using the latest version then please upgrade before getting in touch, as your specific issue might already be addressed in the latest release.

Remember, the easiest way to find your way around the application is to experiment. You won't do any harm unless you hit the *Rename* button, so you can play around with as many settings as you like!

The application's homepage is at www.bulkrenameutility.co.uk. The Support [forums](#) are available at the same website.

If you get in touch with a problem then please email the following details:

- Your version of Windows (e.g. 98SE, XP Home etc.)
- The version of the utility (found at Help, About)
- How to recreate the problem. The more details you can include, the better chance I have of finding the problem.

Please don't send large screen prints unless I request them - though small screen prints are fine. Please also note that my firewall automatically deletes emails with .ZIP attachments (I'm fed up getting bombarded with viruses!)

I will normally respond to emails the same day, subject to holidays etc.

With persistent problems I might ask you to install a special "debug enabled" version of the program. This will generate a trace file which I can use to analyse the problem.

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