Picture Instruments

Sort 'n' Rename

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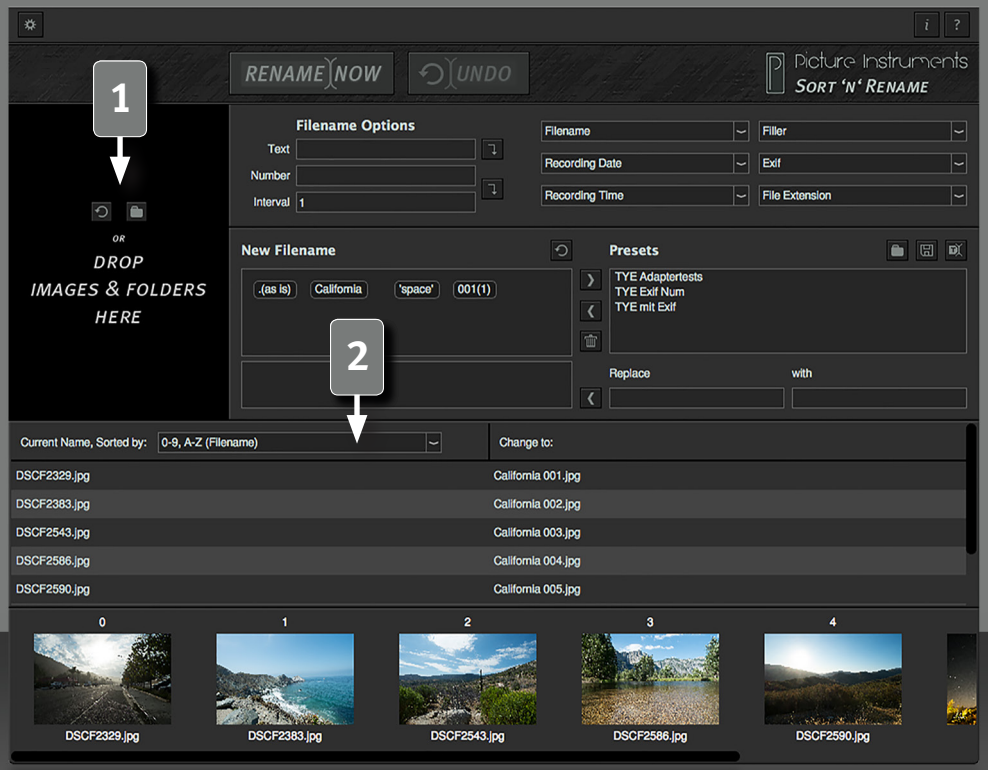

Introduction

Sort ´n´ Rename is a tool for sorting and renaming files. The following demonstrates application samples:

- You have pictures of an event from more than one camera? Sort ´n´ Rename can align and re-enumerate/rename them into chronological order.
- You need to send your client a number of pictures and want to sort the nicest ones first? Sort ´n´ Rename lets you drag and drop by choice and then rename/re-enumerate in that order.
- You want to make your picture collection easier to navigate and assign speaking file names to your picture files to find them easier with your OS search tool? No problem for Sort ´n´ Rename. Create presets for all you frequently used categories and rename huge numbers of files with only a few clicks.

Loading Files

1 To open the files you want to rename use the folder icon or drag and drop files or complete folders onto the black area behind the folder icon. On Macintosh computers the program icon itself will accept files and folders via drag and drop.

Sorting Loaded Files

2 Chose criteria after which loaded files shall be sorted. This sorting determines subsequent re-enumeration.

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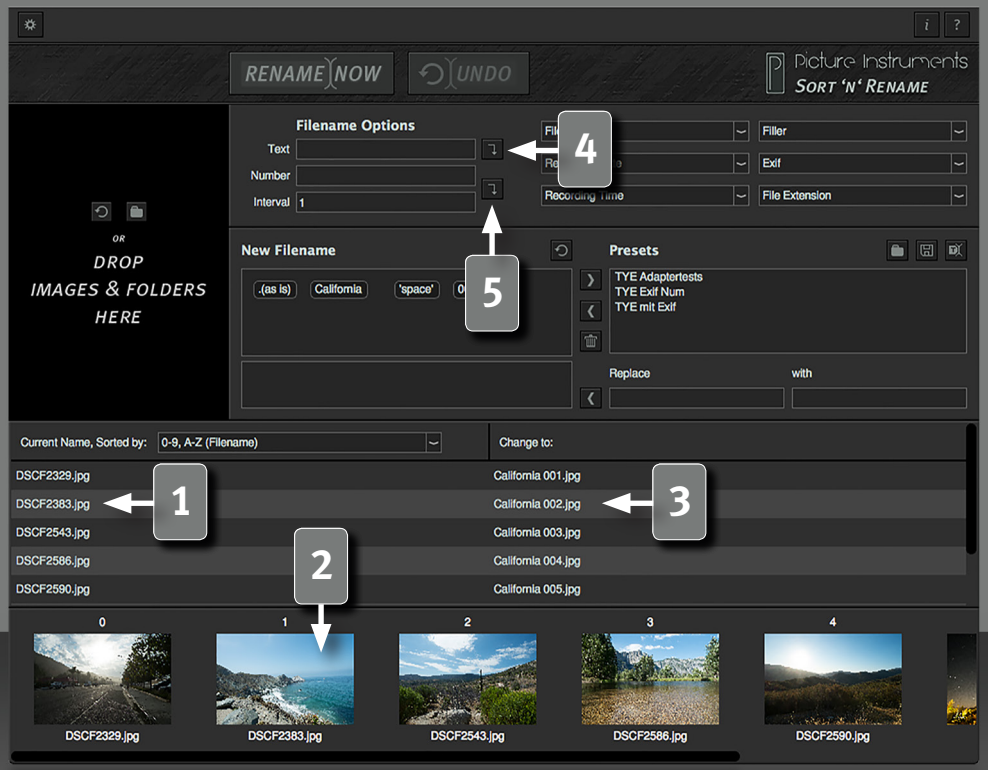

File List

1 All loaded files will be shown in the sequence according to the mode selected in the dropdown menu above.

Thumbnails & Individual Sorting Order

2 Pictures in file types JPG, TIF, PNG and BMP are shown as thumbnails. Other file types can be handled the same and will be represented by a placeholder icon.

When you want to assign a custom sorting contrary to the chosen mode in the „Sorted by" dropdown, you can sort the thumbnails via drag and drop. In this mode the dropdown menu changes to „User defined".

Preview: New Filename

3 The new file name that will be applied when you click the „Rename" button can be previewed behind every original filename.

Text Box

4 Enter text into this box and use it as a text block for the new file name. Double clicking the text block enters the editing mode. This way you can edit text blocks contained in previously created presets easily.

Numeration

5 Enter the first number to be assigned in the upper field. Add leading zeros as placeholders to define the number of digits. The lower field defines the increment size. Example: Index 1 Interval 1 translates to file names: 1, 2, 3, 4, 5, 6... while index 001, Interval 1 renders: 001, 002, 003, 004, 005, 006... Starting with index 0203 and interval 10 results in: 0203, 0213, 0223, 0233, 0234...

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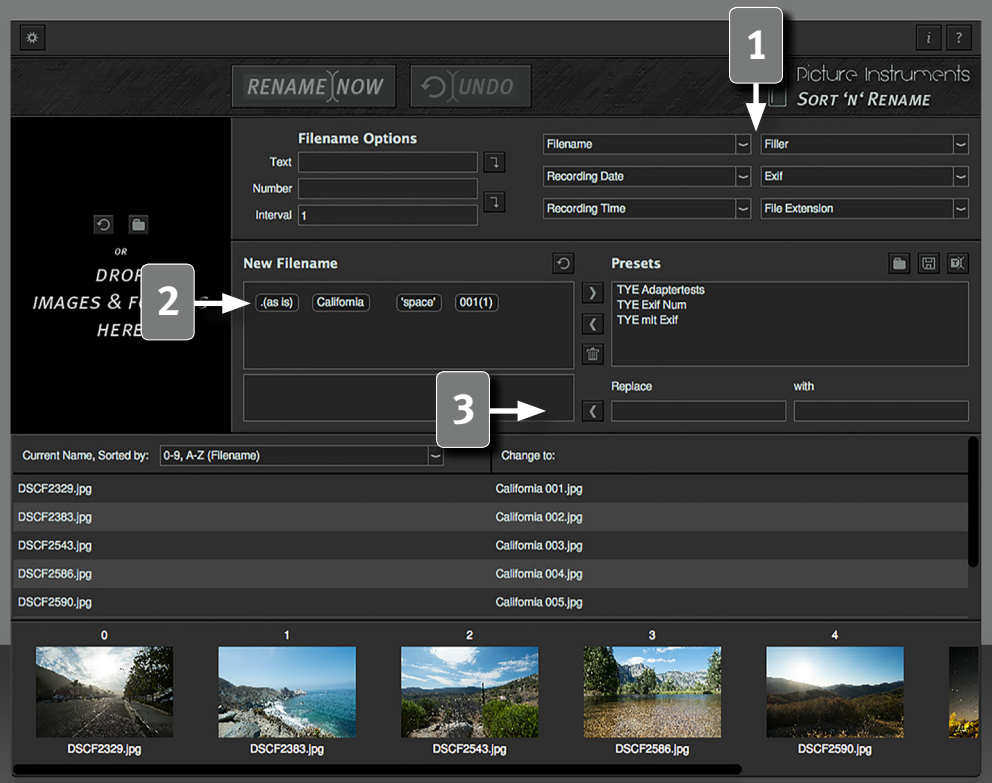

EXIF Tags and Further Options for File Names

1 The dropdown menus are a rich source of elements to be used as file names. Choosing one element automatically inserts it as one block in the composition for the new file name. Regarding EXIF tags containing numbers and separation characters there are a number of helpful presets available in the settings menu.

Composition of New File Names

2 A new file name is created from all chosen elements. The position of elements can be rearranged via drag and drop. „Backspace" or „Delete" remove the currently highlighted block from the selection. You can as well drag it out of the selection area. The preview of the filename to be assigned is updated automatically.

Search and Replace

3 On the right side there are entry boxes defining strings to be searched and their replacement. Clicking the arrow activates the replacement as a block which will be included when saving presets. Setting a search string and an empty replacement string removes the search string from the filename. File extensions are ignored. For changes of file extensions not covered in the dropdown menu „File Extension" you need to allow editing file extensions in the settings menu.

! Be aware that activating this setting can have unexpected consequences!

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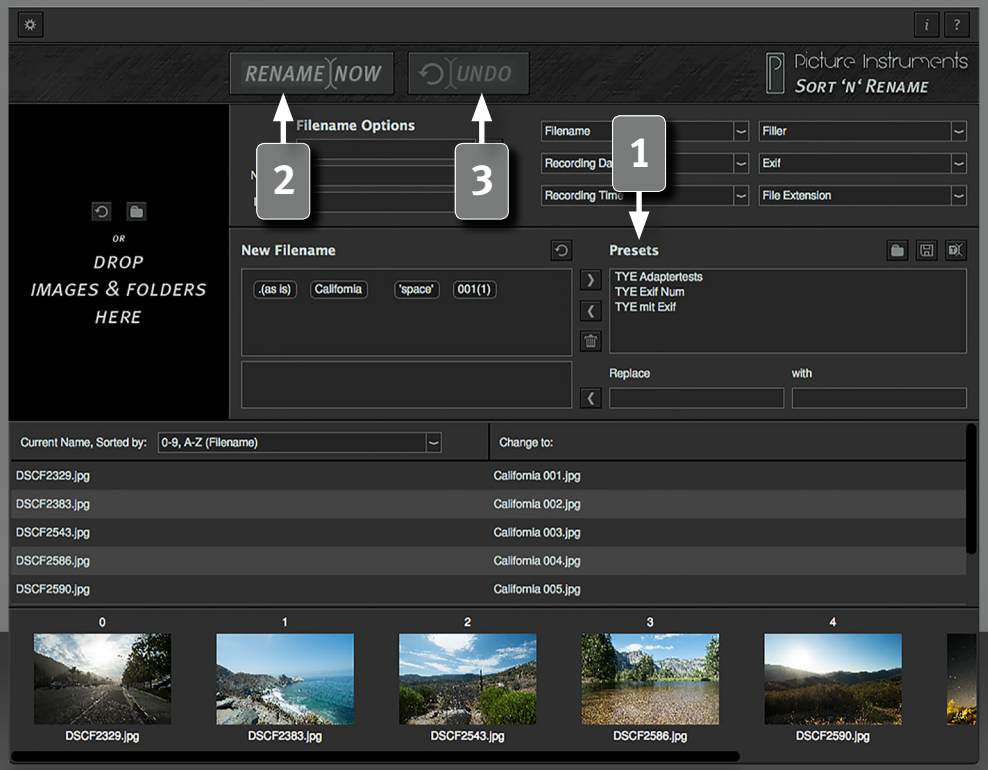

Presets

1 The composition of blocks for the new file name can be saved as preset by clicking the right arrow. Any rename combination saved here can easily be repeated. Highlighting a previously saved preset and clicking the left arrow will load it. You can also load saved presets via double-click. A highlighted preset can be deleted with the garbage-can icon. The three icons in the top right of the preset window allow saving the presets to hard disk outside the program as well as loading and renaming them. Presets exported this way work on both Mac and Windows.

Presets are stored at:

Mac: Benutzer/Library/Application Support/Picture Instruments/Sort n Rename/Presets

Win: Benutzer/AppData/Roaming/Picture Instruments/Sort n Rename/Presets

Renaming

2 Clicking the „Rename Now" button will rename all loaded files according the list preview.

Undo Renaming

3 After renaming, the „Undo" button is available. A renaming action that hasn´t been thought to the end can be reverted with this button. Note that only the last action can be reverted.

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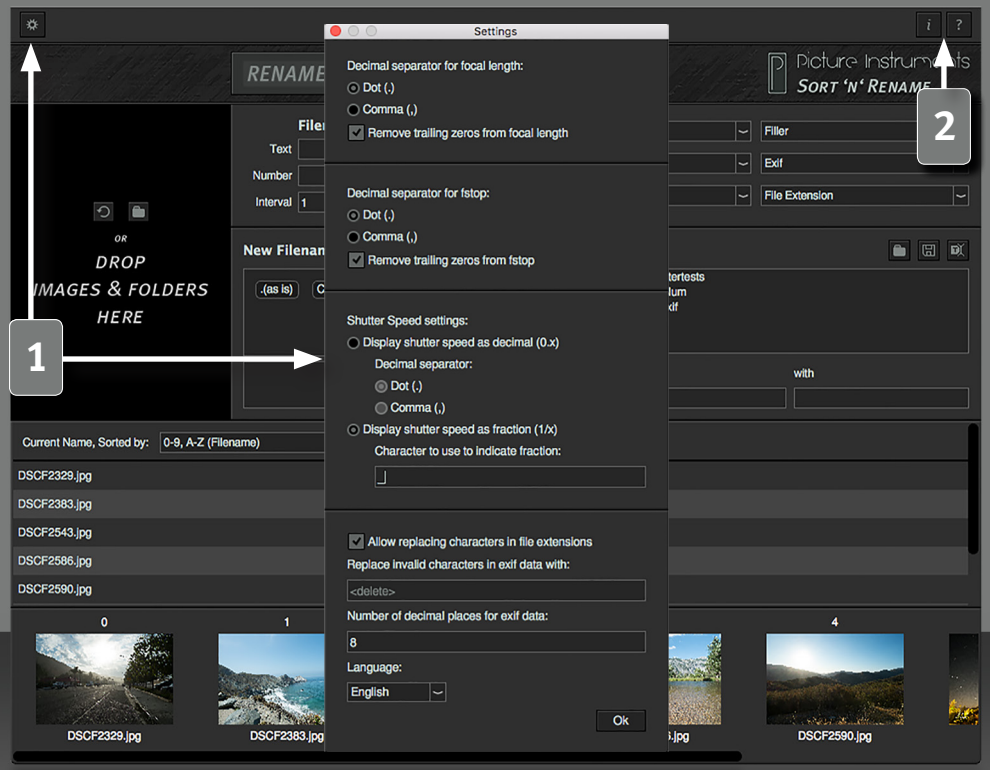

Settings Menu

1 The settings menu contains the activation of edit mode for file extensions for the search and replace function. The other settings refer to the use of EXIF tags in the file name. You can define what to use instead of characters not allowed in filenames for your file system. Numbers in EXIF tags can be limited to a user defined amount of decimal digits. Trailing zeros can be removed for focal length and f-stop. The decimal separator can be defined for focal length f-stop and shutter speed regardless what the original format in the EXIF data is. A mismatching format will be converted. The shutter speed can be shown as fraction or decimal. Since slash (/) is a illegal character in a file name a custom character for the fraction can be assigned.

Information and Help

2 In the info window you can find more information on the version of Sort ´n´ Rename and the license you use.

The help window contains a link to our Sort ´n´ Rename tutorials videos as well as information on all shortcuts you can use to make your workflow more efficient.

If your Mac OS has assigned Cmd+<Space> to Spotlight then Ctrl+<Space> will work as well.

More information and video tutorials at:

www.picture-instruments.com

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