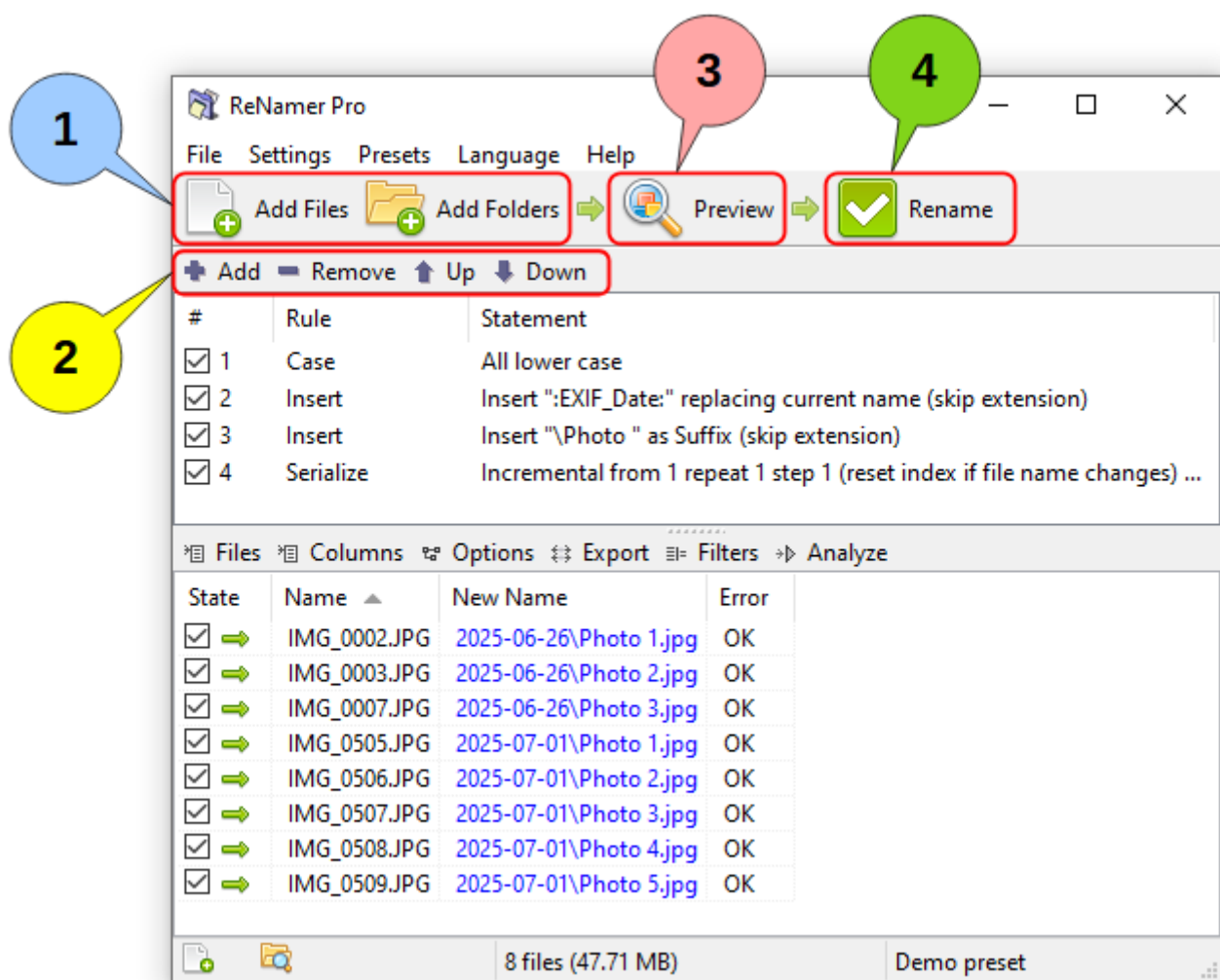


Quick Guide

The workflow in ReNamer is a simple 4-step process:

1. [Add files or folders](#) for renaming.
2. [Add renaming rules](#) for generating new names.
3. [Preview](#) the results and address any warnings.
4. [Rename](#).

Let's briefly go through the main steps below.



Step 1: Add files

Add individual files or whole folders for renaming using the *Add Files* and *Add Folders* buttons, or by dragging and dropping from Windows Explorer (or any other application) into the ReNamer

window.

Optionally, adjust the [filter settings](#) to control which files and folders get added, including depth criteria and filter masks.

The toolbar above the **Files pane** and the right-click context menu offer additional options for managing files, including sorting, marking, deleting, importing, and exporting.

Step 2: Add rules

[Add and arrange rules](#) to build a sequence of operations for generating new names. Rules can be managed via the toolbar, context menu, or keyboard shortcuts.

Rule sets can be saved as [presets](#) for future reuse.

Step 3: Preview

Generate the new names and review the results before renaming. Address any [validation](#) warnings.

By default, the [auto preview](#) option is enabled, which automatically regenerates new names whenever files or rules change, so pressing the *Preview* button manually is optional. Additional [preview settings](#) offer features like highlighting changed names and resolving conflicts.

Step 4: Rename

Press the *Rename* button to apply the new names to your files and folders. Files are renamed exactly as shown in the preview.

If needed, the operation can be undone via *File » Undo Renaming*.

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