

Renaming Images Using Windows Explorer

1. Open Windows Explorer
START > ALL PROGRAMS > ACCESSORIES > WINDOWS EXPLORER
2. Locate the folder your files (images) are located in in the left folders list (*if you don't see a listing of your folders, click on the "Folders" button at the top.*)
3. Click on the folder and a list of your files will show in the left window.
4. Click on the name of the file you wish to rename. The name will be highlighted as shown.
5. Click the **right** button on your mouse - a list of options will appear (*your list may look different from the example shown here.*)
6. Click on "Rename"
7. Type in the name you want (using SCCC naming protocols) and click anywhere else. Your file is now renamed.

