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Name Munger

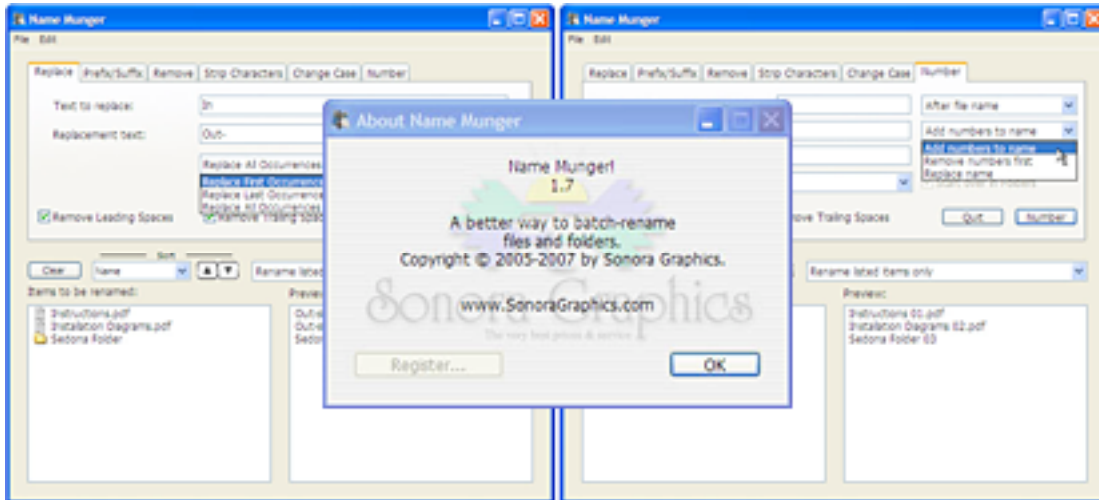A better way to batch-rename files from Sonora Graphics

Replace Text
Search and replace text in any number of files or folders.

Prefix/Suffix
Add text to the beginning or ending of file or folder names, with or without file name extensions.

Remove
Remove portions of file or folder names.

Strip Characters
Easily prepare files for web sites or for use on other operating systems.

Change Case
Change file or folder names to upper case, lower case. or title caps.

Number Files
Quickly label digital photos with customized numbering.

Contents

Introduction to Name Munger

What Can You Do?

Name Munger is a powerful yet easy to use batch file renaming utility. Simply drag one or more files or folders onto the Name Munger icon or into its window and you can easily rename them with a click of the mouse.

With Name Munger you can:
- Quickly rename one file or a thousand by simply dragging and dropping
- Add text to the beginning or end of file or folder names
- Replace text anywhere in a file or folder name
- Remove text from any portion of a file or folder name
- Strip leading and/or trailing spaces
- Change file or folder names to UPPER or lower case, or use Title Caps
- Add customizable numbers to the beginning or end of file or folder names

Getting Started

The most convenient way to use Name Munger is to simply drag files and folders onto the Name Munger icon. This will open the Name Munger window and allow you to choose how you would like to rename the selected items. The lower portion of the window shows the files and folders that will be renamed along with a preview showing the effects of the change. If Name Munger is already open, you may drag files or folders directly into this lower panel to add them to the list. You may also drag the items in the list to order them differently (this affects the assignment of numbers only).

The tabs across the top of the window allow you to select the operation you want to perform.
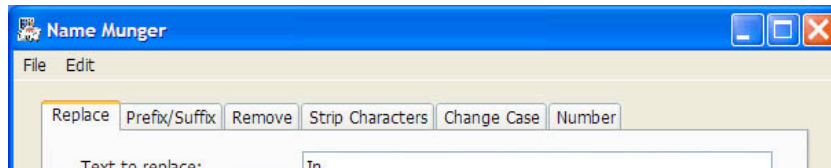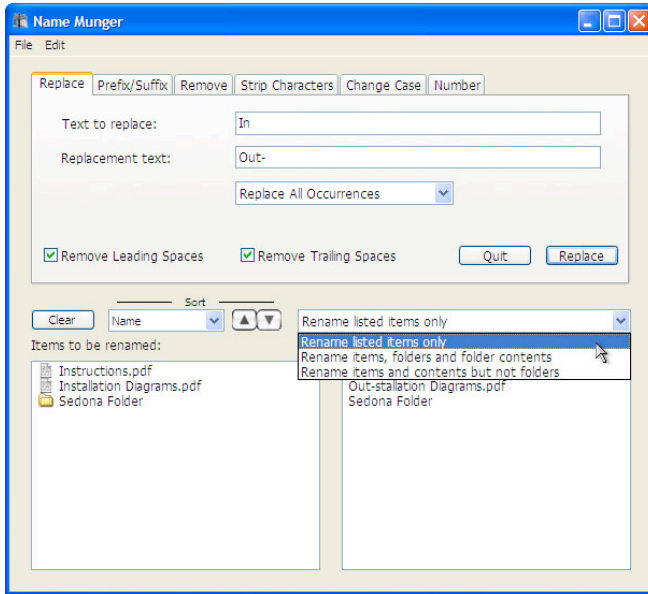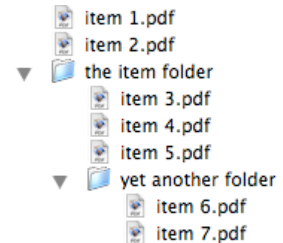
Files and Folders

Common to all panels is a pop-up menu that selects how folders are treated. Using this menu, you can specify that only the selected items be renamed or all the items in any included folders as well.

For example, if the selection is *Rename listed items only*, then only the items that appear in the Name Munger window will be renamed. If *Rename items, folders and folder contents* is selected, all of the selected items will be renamed along with all of the items in "the item folder" as well as all the items in "yet another folder".

If the selection is *Rename items and contents but not folders*, then all of the files will be renamed but the folders will not be changed.

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Using Name Munger

Replacing Text

With the Replace tab selected, enter the text you want Name Munger to locate in each item's name and the text with which you want to replace it. You can use the pop-up menu to select whether you want the first or last occurrence replaced or all of them.

When you are satisfied with your selection, click the *Replace* button.
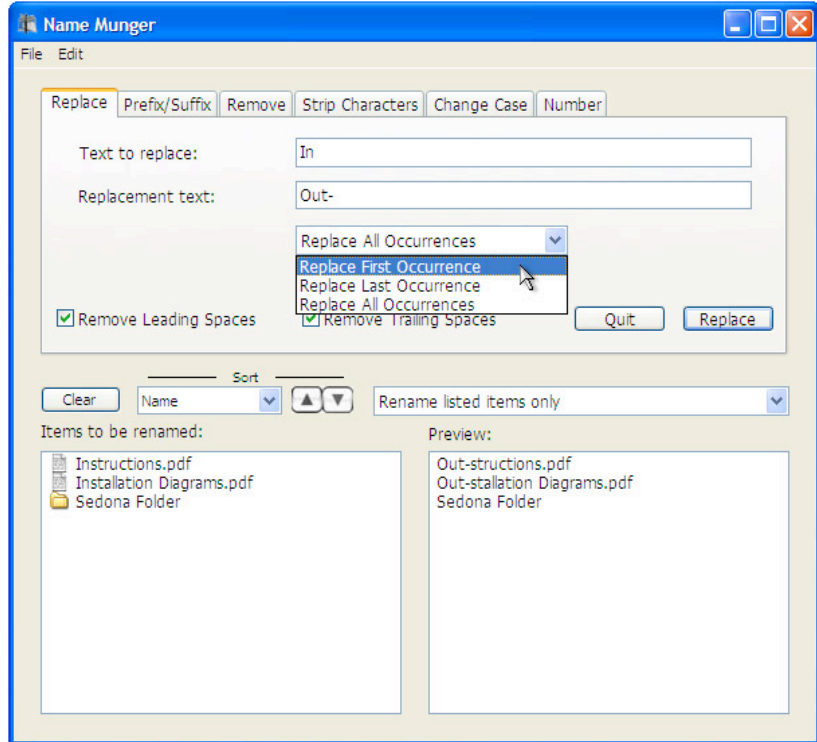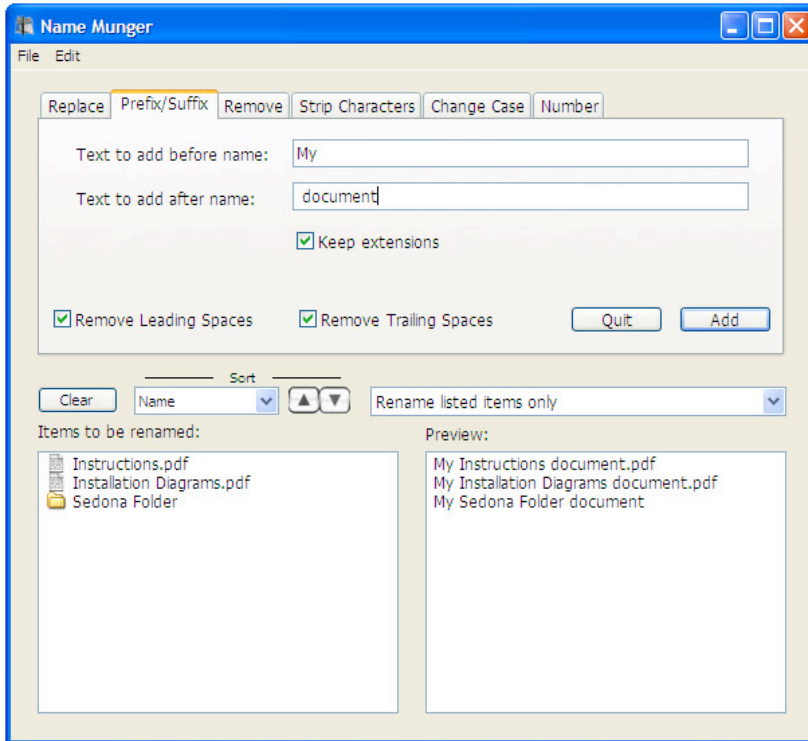
Prefixing/Suffixing File Names

The Prefix/Suffix tab allows you to add text to the beginning or end of item names. You can even do both at the same time.

If the *Keep extensions* box is checked, the text to add after the name will be inserted before any file name extension the item may already have.
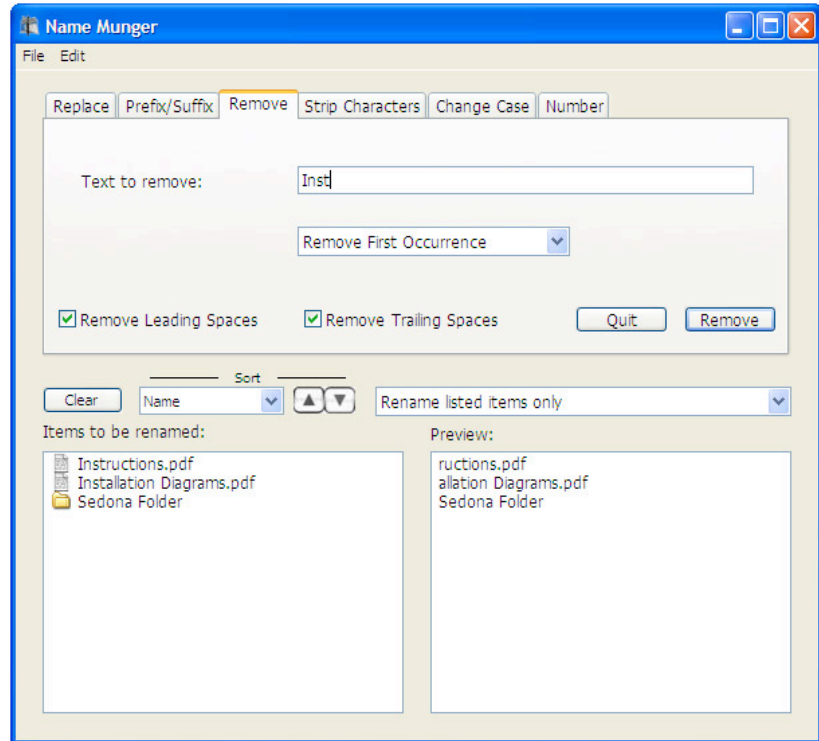
Click the Add button to carry out the name change.

Removing Text

Click the Remove tab to delete the entered text from the file or folder names.

As with the Replace tab, you can elect to remove the first, last or all instances of the entered text.

Click the Remove button to performing the renaming operation.
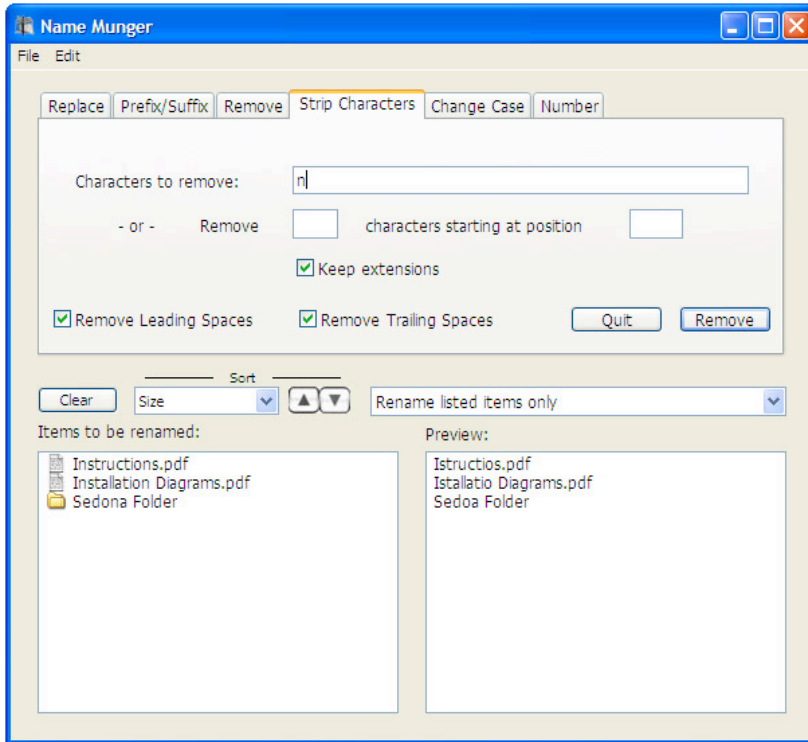
Stripping Characters

Click the Strip Characters tab to delete all of the entered characters from the file or folder names or specific characters based on their position with the names.

Strip Characters removes every occurrence of each of the entered characters from all of the file or folder names. In the example at left, all occurrences of the letter "n" will be removed from all three items.

Click the Remove button to perform the operation.

Stripping Numerically

In addition to removing specific characters, the Strip Characters tab also allows you to remove a particular number of characters starting at a specific position with each file or folder name.

In this example, 5 characters are removed starting at the second character of each name.

Click the Remove button to perform the operation.
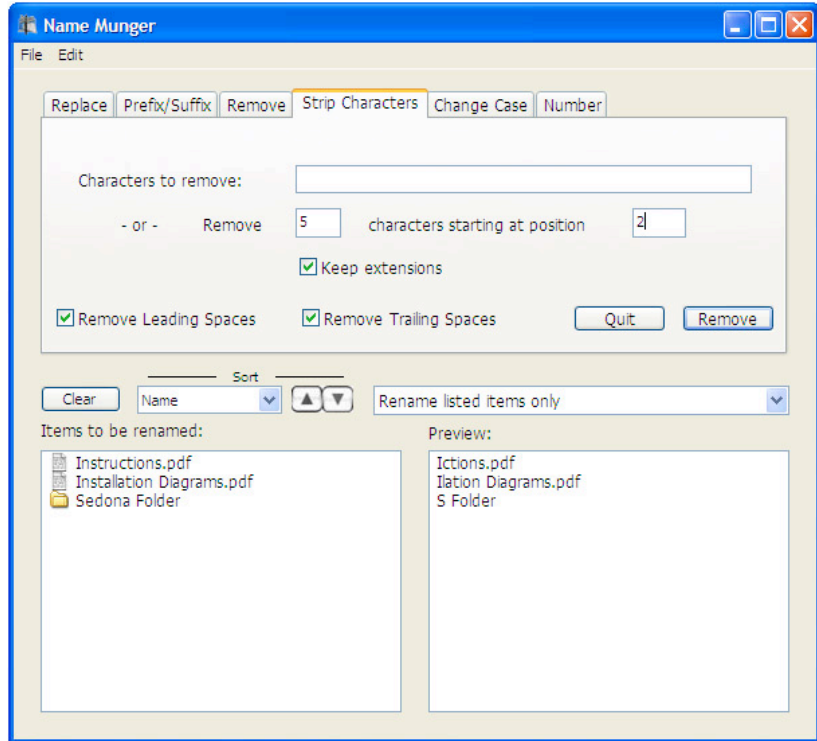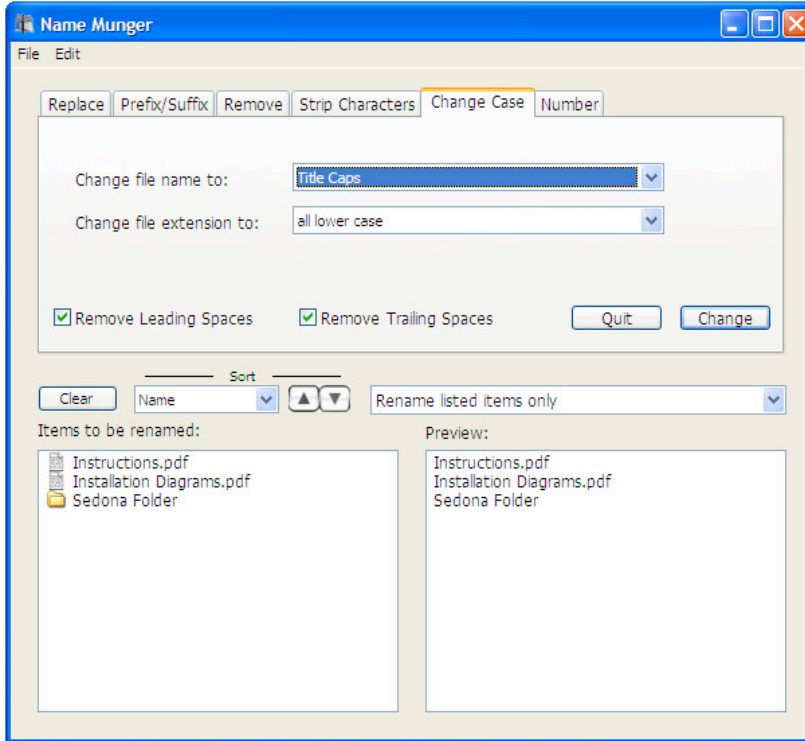
Changing Case

Click the Change Case tab to make the selected item names ALL UPPER CASE, all lower case, or to Use Title Capitalization. Separate selections are available for the file name and file extension.

Click the file name or file extension pop-up menus to change the operation as desired.

Click the Change button to perform the operation.

Numbering Files

Click the Number tab to assign numbers to the selected items. Numbers may be applied before the existing name, after it, or just before the file name extension. You can also specify that you would like the numbering to begin at the same value in each folder or have the items in multiple folders numbered sequentially.

Numbers are assigned in the order they are displayed, from top to bottom. If you prefer a different sequence, the items in the lower panel may be dragged into any desired order prior to clicking the Number button.
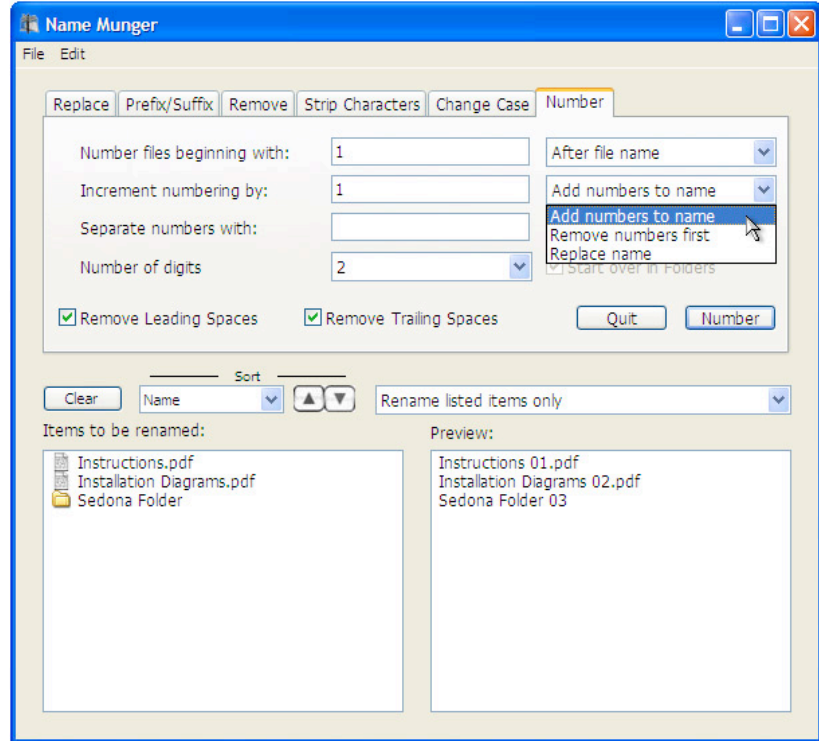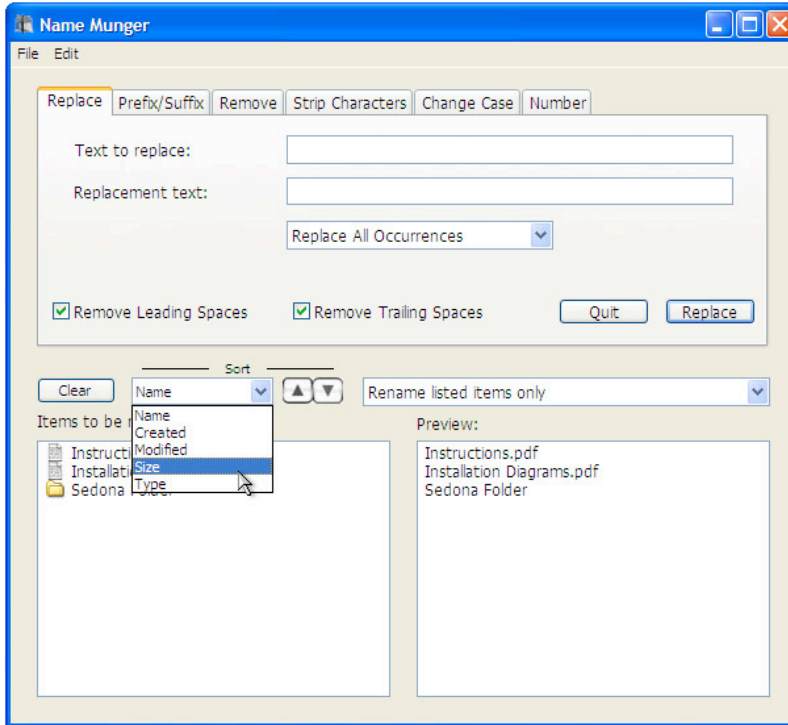
Sorting the File List

Before numbering files, it may be desirable to arrange them into a specific sequence. You can do this manually by dragging items within the list, or by sorting them.

To sort the items in the list, click the pop-up menu to choose how the list is to be sorted (name, creation date, modification date, size, or file type) then click the up or down arrow buttons. The up arrow sorts in ascending order while the down arrow sorts in descending order.

Preferences

If you find yourself frequently using the same selections when renaming files, you can set the Name Munger preferences to remember your settings.

Check the *Use Most Recent Selections* box to have Name Munger remember your most recent choices.

If you uncheck the recent selections box, you can choose the tab panel that appears when Name Munger opens and any entries or selections you commonly use.
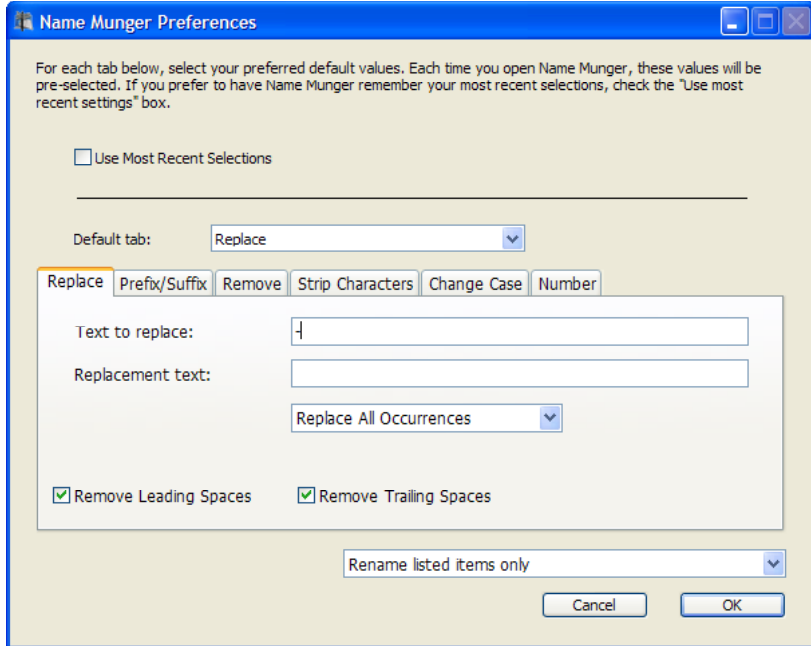
Reference and Support

Contact Us

All of us at Sonora Graphics hope that you enjoy using Name Munger and that it makes managing files much easier. If you need help using Name Munger you can contact us via e-mail at the address below. When contacting us, please indicate which operating system and version you have, what type of computer you are using, and the nature of the difficulty you are experiencing.

web: http://sonoragraphics.com/software.html

e-mail: support@sonoragraphics.com

Fine Print

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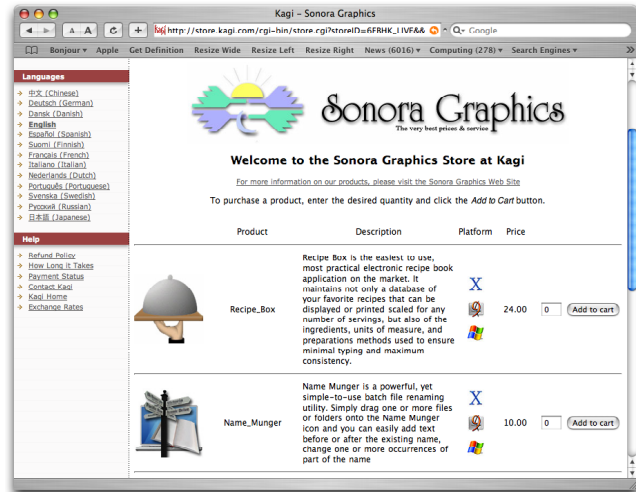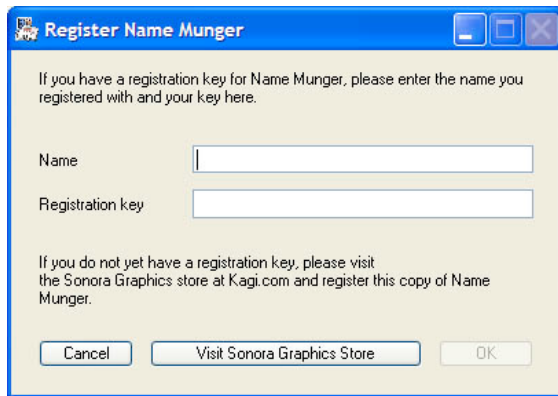
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