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6 Ways to Rename Files and Folders in Windows 10.

You can rename files on Windows 10 in many ways. If you're still right-clicking and selecting "Rename" every time you want to change a file's name, we've got some tips to make it faster.

Rename Files and Folders Using File Explorer.

Windows 10's File Explorer is a powerful tool. Did you know that there are four separate ways to rename a file or folder built-in? There's a keyboard shortcut that lets you rename a file or folder without having to click a mouse, too.

All methods using File Explorer to rename a file or folder work identically for both.

Using the Home Menu.

Fire up File Explorer by pressing Windows+E, and navigate to a directory with either a file or folder to rename.

Click on a file or folder to select it, and click "Rename" from the Home menu at the top of File Explorer.

Once the name is selected—if you're renaming a file, not the file extension—you can start to type a new name. If you've configured File Explorer to show file extensions, make sure only to change the file name.

When you're done typing, press Enter—or just click somewhere else—to save the new name.

Using Two Single Clicks.

Fire up File Explorer by pressing Windows+E, and navigate to a directory with either a file or folder to rename.

Select the file with a single click, pause for a second, and then click one more time.

After the name is highlighted, type out a new name, and press Enter to save the changes.

Using the Context Menu.

To rename a file from the context menu, right-click a folder, and click "Rename" from the context menu that appears.

With the name of the folder highlighted, start typing out a new name, and press Enter when you finish.

Using a Keyboard Shortcut.

If you prefer to use a keyboard shortcut, you can use one to highlight a file or folder's name so you can rename it without using a mouse.

Select a file or folder with the arrow keys, or start typing the name. Once the file is selected, press F2 to highlight the name of the file.

After you type in a new name, press the Enter key to save the new name.

Rename Files and Folders with Command Prompt.

If you feel more comfortable in the Command Prompt, you can use the ren command to rename files or folders with ease.

One of the fastest ways to open a Command Prompt in the desired directory is from File Explorer. First, open File Explorer and navigate to the destination. Click the address bar and type "cmd" in, and press the Enter key.

To rename a file or folder, you can use the following command—if you're renaming a folder, just omit the file extension:

Although the quotes aren't mandatory, they're required if either of the current or new names has a space in them. For example, to rename the file "Home Movies.ogv" to "First Birthday.ogv" you would use the following command:

Rename Files and Folders with PowerShell.

Windows PowerShell is even more powerful and flexible than Command Prompt when it comes to renaming files and folders in a command-line environment. While we'll only scratch the surface of naming your files, you can do some really powerful things, including piping cmdlets together to batch replace characters in a filename.

The quickest way to open a PowerShell window at your desired location is to first open the folder in File Explorer. Once there, click File > Open Windows PowerShell, and then click "Open Windows PowerShell."

First, let's look at renaming a single file. For that, you would use the following syntax:

So, for example, to rename a file from "SampleVideo.mp4" to "My Video.mp4" you would use the following cmdlet:

PowerShell isn't just a shell. It's a powerful scripting environment you can use to create complex scripts for managing Windows systems much

more easily than you could with the Command Prompt. If you want to learn how to use PowerShell cmdlets, we've put together a list of the best ones to get you started.

15 Best Free File Rename Software for Windows PC.

Wondering why would you need a file renaming software? A file renaming software is especially useful for people in the profession of writing, photography, designing, or simply someone who handles a lot of files in a day. Given that manually renaming files can be taxing, these tools can be really useful.

While you can easily batch name files or folders in Windows by selecting them all and then pressing the F2 key on your keyboard. By doing this, a number of files and folders will be automatically added to make the name special.

However, you need a lot more control on in what way you want to rename your files in batch. For example, you may want to add a few words at the end or start of the file names, or you may even want to delete a specific number of characters from all the file names. Despite your requirement, using a good file rename software is a must. Here we have a list of file rename software for Windows.

Bulk Rename Utility.

Bulk Rename Utility is one of the most popular file renaming programs in the list for Windows. It can easily suffice your daily batch renaming requirements with ease. While the home screen can be a bit complex for beginners, it becomes really easy to use once you get a hold of it.

The program comes with all the features you need, despite your renaming requirements. Among its major features are:

Adding, deleting, or changing text in the file names; Changing the letter cases for filenames; Appending or Prepending text to filenames; Deleting words, digits, characters, or symbols; Revising extensions; Copying the files or moving them, and Supporting usual expressions.

The best part about the program is that it's superfast. Moreover, it's available in both installable and portable versions. The installation version adds a right-click context menu item that helps rename fast.

Price: Free for personal use; Starts from \$49.95 for 6+ computers for business use.

Flexible Renamer.

Flexible Renamer is another great renaming app that comes with multiple options like renaming with the help of tags (ID3, Exif, etc.), numbering files, using wildcards or usual expressions, walking an order of folders, offering presets for regular renaming tasks (deleting parentheses), and more. What's interesting is, the preview feature eliminates errors, and notifies of naming any disputes.

Among its other important features are, ability to rename using ID3 music, IPTC, DOC, HTML tags, and Exif, ability to write scripts in VBScript or in Jscript for complicated renaming functions, lightweight and free of cost with no requirement to install, ability to add context menu to Windows Explorer for renaming files in selected folders, and availability in multiple translations (English, French, Japanese, German, and Spanish).

File Renamer Basic.

If you are looking for a file renaming software that can effectively rename several files and images, then file renamer basic can be your best bet. It comes with a perfect interface that features file listing and a directory tree.

Some of its major features are:

Supporting usual expressions like EXIF, ID3 v1, and ID3 v2. stored profiles for repeated tasks, renaming lists, and editing tags. Outstanding help files. Free license with limited features. A well-designed interface. A perfect file for renaming.

Advanced Renamer.

Advanced Renamer is a great and effective batch renaming tool that comes packed with fourteen different renaming functions. The best part about the tool is that it's free of cost and lightweight. In addition, it features a good-looking interface and helps rename several files and folders with renaming techniques.

While the interface may seem a bit complex at the start for the beginners, but it gets easier as you keep working with it. Among its major features are:

Eliminating selected sections of the file name; Renaming using tags; Changing/Revising file attributes and time stamp; Renumbering the files; Creating custom batch strips.

That's not all, as the program also allows you to rename files based on the extracted data from target files like the GPS information, TV show air date from downloaded videos, and so on. It allows you to create different types of distinct techniques to suffice your requirements, using the custom batch scripting feature.

Price: Free for personal use (limited); Upgrade starts from \$20.

PFrank.

PFrank is also known for its several advanced features just like the other similar tools. Among its major features are the option to rename files based on tags, changing file properties and timestamps, classification of renaming benchmark, and more.

Additionally, the program also aids regular expressions for more complex renaming requirements. The program, indeed comes with some pre-set regular expressions, and if it requires, you can easily change them based on your needs.

It's an advanced file renaming software and so, comes with a steep learning curve with a perplexing user-interface. But, if you can ignore the complicated interface and some technical names, then this app can be best suited for you.

Renamer.

Renamer provides quite a few ways to modify the names of files and folders in batches and quickly. It offers a helpful approach which makes it easier to rename or change the names of multiple files.

On launching the app, you will be asked to take a tour of the Quick, Guide. It gives you a clear view of the app's interface that's small and divided into two main portions, one that creates a rule and the other one for dragging the files to be renamed.

There are 14 rule categories that includes features like Insert, Delete, and Rearrange. On clicking, a new window will open with check boxes and radio buttons, making the entire process a cake-walk. Among its major advantages are that it works quickly, comes with options like Prefix, Suffix, and After Text, options to re-arrange file names and removing characters, and more.

Metamorphose 2.

Metamorphose 2 Beta is a complex, yet efficient file renaming software for Windows. Among its major features are:

Ability to rename files and folders at the same time; Ability to undo any operation; Use of regular expressions; Ability to read metadata for instance, ID3 and EXIF tags. Helps you modify the length of names; Helps you modify the case of file names in different ways; Supports a large number of languages and platforms.

Siren.

If you are looking for an advanced batch file renaming tool, then Siren can be your best bet. While it features all the basic renaming options, the program also has the ability to use the information from file properties so that you can rename the files accordingly. The software is also compatible with command line interface for those who are into such things.

Although the app comes with pre-configured modes, tags, and expressions, it takes time to get a hang of the app. Best of all, the software is portable and so, it does not require installation. You can start using it right away. But, the only downside is the developer is working no more on this app and despite that the app is still working great on Windows 7 and Windows 10 systems.

Rename-It!

Rename-It! is another great file renaming tool that helps you rename a large number of files in seconds and what's more? It does it in one single transaction so that in case of any failure, it doesn't rename anything at all. This free and open source app can modify file's directory or rename the complete path to the file.

What's interesting is, it can create number series, for example, you can ask it to rename an image with Image1, Image2, Image3, and so on. Moreover, it places itself in the Explorer context menu. It also allows you to create a script from the CLI so, it carries out the renaming function and gives back the correct exit code. It can also use RegExp apart from wildcards and string replacements.

Price: Free version available; Upgrade starts from \$7.

Rename Master.

If you are looking for a file renaming software, then Rename Master can be perfect for you. You can easily rename files, folders, documents, images, or videos. Some of its major features are:

Providing support for ID3 tags, regular expressions, scripts, and EXIF tags; Smart number scoring; Renaming files and folders; Option to preview automatically; Option to create custom file list columns; Option to rename for scanning subfolder; Providing entire Unicode filename support; Portable, so do not need to be installed.

Easy File Renamer.

Easy File Renamer helps you rename folders and files effortlessly on your system by creating a custom template in simply a few steps using this responsive app. It's an easy to use app that comes with cloud feature to rename files on Google Drive.

Although it does not come with a standalone interface, it can be accessed from the Windows Explorer's context menu. Thus, it helps you modify a file's name by selecting them in the standard manner from the Explorer, defining the criteria, and then clicking the rename option.

Despite the absence of a User Interface, it allows you to set your criteria for the pending files from the Dialog box. Simply put, it allows you to sort files according to names and ranking, and mention as the enumeration begins.

Wild Rename.

Wild Rename is one of the straightforward file renaming apps around for Windows. It's multi-file renaming program with a simple user interface that helps you build and carry out file renaming operations either one at a time, or in batches. Some of its major features include:

Converting file names to lower case or upper case or normalized case for instance, first letter capitalized. It can carry out tasks with the help of regular expressions; Helps you to add or delete strings of characters from filenames; Puts back strings of characters in file names with the help of either simple alternatives, or with strong regular expressions; Portable, and so, does not need to be installed; Helps add text counters to a series of files.

FlashRenamer.

Flash Renamer is a file renaming software for Windows that comes with a clean formatted interface featuring a preview pane displaying the selected files and folders. It lets you browse, look up, select files for free. You can also view which files are creating a mess using the optional thumbnails. Easy to define presets automatically insert conditions to specific files as they are saved, for example, storing MP3 names in Artist-Title format.

it also features a Music button that offers you several options simply for managing MP3 titles. You can also use the "Undo" button to return before an error cannot be rectified anymore. The app opens and runs smoothly.

You will need to press the Escape button to end the existing process and go back to the last screen while loading thumbnails or large number of files. It can also cleanup files and folders, while implementing preset conditions help you keep things clean and arranged.

Price: Free trial available; Upgrade available at \$19.95.

Ant Renamer.

Ant Renamer is again a great file renaming software that helps you to rename your files effectively. Among its major features are, providing support to ID 3 v 1, regular expressions, and EXIF tags, and ability to change the names from an imported file.

1-4a Rename.

1-4a Rename is a basic file renaming software that's perfect for daily use. Although a simple software, it's one of the most powerful renaming tools that renames files at once. It comes with features like "Undo" function, ability to preview modifications instantly, offers STAR TREK startdate or starttime, supports multiple image formats like .jpg .mp3, digital camera files, etc., fast with even several files, performs in networks and with subdirectories, and much more.

Renaming files and folders, or images can be a time-consuming affair with Windows alone, so getting a file renaming software will not just cut down on that added time, but also equip you with added and advanced features.

How to use FileBot to organize your Plex video files.

This may be the age of streaming video, but we still like to keep an eye on the Plex Media Server and its various apps for people who prefer to have local copies of their content. Plex makes it easy to organize any (non-DRM) movies and TV shows saved to your hard drive, and stream them across your devices. Plex works even better when your files are named properly. That's where a handy little utility called FileBot comes in.

FileBot is a very reliable utility that can figure out what content you have and automatically rename it for you to something that makes it easier for Plex to recognize.

Now don't get me wrong, Plex does a great job on its own of figuring out what your poorly named files actually are, but it's not perfect. Sometimes whole TV shows or movies won't show up in Plex due to a poor naming scheme. FileBot helps fix that.

Getting started.

Once you've downloaded and installed FileBot (link above) go to Start > FileBot . Once there, you'll be confronted with several options. Select Filebot or Filebot (platform) .

FileBot's default interface.

FileBot's interface is pretty basic but might be intimidating to some. For our purposes, make sure the Rename option is selected in the left-hand navigation bar, which it should be by default.

The Rename interface has two panels labeled Original Files and New Names . First, select a folder of content you want to rename. In this example, I want to rename season 1 of Game of Thrones .

FileBot brings order to your file-naming chaos.

Drag-and-drop the folder containing the video files into the Original Files panel. FileBot will automatically display the names of the files contained in the folder. As you can see in the image here, the file names are all over the place. Some of the files use the season/episode format while others just have the episode name. Chaos.

Next, under the New Names panel click the Fetch Data button. A drop-down menu appears with all the various content databases that FileBot can draw data from. For this example, I chose The TVDB .

Once you've selected your database, FileBot will automatically start matching your files to episode names. When it's done matching, each file will be tentatively renamed in the New Names panel. You'll want to scan these results to make sure everything is accurate. If you find a file that shouldn't be renamed you can remove it by highlighting the file in the Original Files panel and then clicking the red "X" below that.

Once everything's in order, click the Rename button between the two panels, and that's it. Your files have been renamed.

The one thing to keep in mind with FileBot is that it works best to rename files in small groups such as a single season for TV shows. Not only will FileBot respond faster, but it's easier for you to verify that each change is accurate.

Ian is an independent writer based in Israel who has never met a tech subject he didn't like. He primarily covers Windows, PC and gaming hardware, video and music streaming services, social networks, and browsers. When he's not covering the news he's working on how-to tips for PC users, or tuning his eGPU setup.

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A Movie Renamer for Plex Metadata.

This is a simple script for renaming movie files based on Plex metadata. Plex is a software suite for organizing videos, music and photos. It can identify movies based on their file names and retrieve corresponding metadata. In practice, however, not all files are named appropriate and thus some movies usually need to be manually assigned to the corresponding movie title. Unfortunately, Plex is not able to rename these files and thus if the database is deleted or re-installed, these files need to be manually fixed again.

The script perplex.py solves this problem. Given an installation of Plex and the corresponding database of metadata, the script extracts all movies and renames the corresponding files according to the retrieved metadata. To avoid breaking the current installation, the renamed files are copied to another directory.

First, extract all the metadata from the Plex database and save it.

Now start the renaming process. The renamed movies are written to the given directory.

Advanced Renamer.

Advanced Renamer is a program for renaming multiple files and folders at once. By configuring renaming methods the names can be manipulated in various ways.

It is easy to set up a batch job using multiple methods on a large amount of files. The 14 different methods enables you to change the names, attributes, and timestamps of files in one go. The files can also be copied or moved to new locations based on information in the files.

With Advanced Renamer you can construct new file names by adding, removing, replacing, changing case, or giving the file a brand new name based on known information about the file.

Before performing the operations on the files you can verify that the output will be correct and if you perform the rename and regret it, you can undo the complete batch.

Image files This mass file renamer is a great utility for organising digital pictures for both professionals and beginners. The thumbnail mode lets you display thumbnails directly in the file list giving you maximum control of the renaming process. With this program you can rename all your photos in a snap.

GPS data If your image files contain GPS data you can add the name of the city and the country where the picture was taken. Coordinates are used to lookup city, country, and state names from a database containing more than 100,000 cities around the globe.

Music files MP3 and other music files often have messed up names and contain weird characters. With Advanced Renamer you can change the names of your favourite music files to more suitable names using the built-in ID3 functions.

Video files Ever wanted to add the codec or the resolution of a video to the filename? With the video tags you can add various information about video and audio content to the names.