

## First link from main Guidelines page

“For information on renaming an image file, click on [this link](#).”

### How to rename an image file Windows version

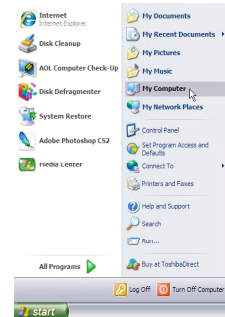


#### A. Move the image to the desktop

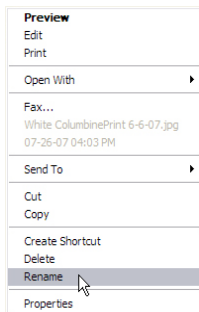
You have images that you would like to enter in the next SCC competition. The images have names that was given by your camera, something like IMG\_1234.jpg. Such a name is not suitable as a title for an image in a competition.

1. If an image file is on a photo CD, insert the CD, point to Start, select My Computer, select the CD, locate the image file, left-click the image file and drag the image file to the desktop.
2. If an image file is in a program on your computer, Save or Export a copy of the image file to the desktop.

#### A1. Find the photo CD.



#### B. Rename your image file



#### B. Rename your image file

Right-click on the file name of the image file on your desktop, select Rename from the menu that appears, and type the title of your image.

### How to rename an image file Macintosh version



#### A. Move the image to the desktop

You have an image file that you would like to enter in the next competition of the SCC. The image has a name that was given to it by your digital camera, let's say something like IMG\_1234.jpg. Such a name is not suitable as a title for an image in a competition.

1. If your image file is on a photo CD, open the CD, locate the image, and drag the image file to the desktop of your Macintosh.
2. If the image file is in iPhoto, open iPhoto, select the image, and drag the image to the desktop of your Macintosh.
3. If the image file is in Photoshop or Photoshop Elements, point to File > Save As..., and save the image file to the desktop of your Macintosh.

A. An image file with a mysterious file name given by a camera



IMG\_1234.jpg

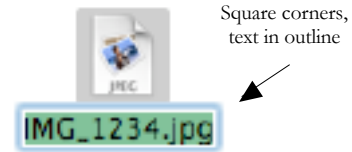
## B. Rename your image

### B1. Image file highlighted



1. Go to the desktop of your Macintosh. Select the image file by clicking on it **one** time. The image file will be highlighted.

### B2. Text highlighted and ready for editing



2. Press the Return key **one** time. The text of the image file name will be highlighted and ready for editing.

### B3. Old image name deleted



Insertion point

### B4. New image name replaces old image name



3. Click in the text **one** time. The insertion point will blink in the text. Delete the IMG\_1234 portion of the image file name.

4. Type the title of your image, let's say Orchid or whatever title you have chosen.