

## Introduction to Chgname 3.0

Chgname is a relatively specialised file management utility, which changes the names, dates and attributes of large numbers of files in one operation. The filenames and paths of the files to process are first imported into the file list in the main window and thereafter processed by the program.

The prime function of Chgname is to rename large number of related files with related filenames, i.e. files that do not need very descriptive filenames. The user specifies a prefix name which is common to all the processed files, and the program adds a string of numbers formatted by the user in terms of which number to start with, the step between numbers and the minimum length of the string. (Adds preceding zeros.)

For quick renaming of smaller number of files with unsystematic filenames, a filename editor is included that works just like a text file editor with one filename on each line. Normal copy, cut and pasting conventions apply to the editor, so editing the filenames in another text editor is no problem.

However Chgname also accepts wildcards (\* and ?) to make it very flexible, and suit the need of both advanced and inexperienced users. With the wildcards, parts of or all of the previous filename may be kept in the new filename. An advanced wildcard system is also included. For advanced renaming conventions, see the advanced renaming conventions topic.

The program has a limit of 32767 files. That is to say that no more than 32767 files may be added to the file list in the main window. However since the counter do not have to start on 1, the user with need for even larger capacity may import the files in chunks of 32767 and let the counter put them in the right order. For other limits to Chgname, see the Limits topic.

Chgname lets the user choose whether the processed files should be moved or copied to a common directory or whether they should be left in their present directory.

Chgname has the capability to change all or some of the date stamps on files that are not write protected. For more information, see the date topic.

Chgname has the capability to change all or some of the attributes of any file imported into the file list. For more information, see the attribute topic.

The user specifies the new names, dates and attributes in separate windows. These are accessible through the toolbar, the main menu and the context menu of the file list.

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I hope that the Chgname file management utility is going to be a great help to a great many people, and perhaps that it is going to save even **you** some valuable time.

Thanks for using Chgname.

Oslo, 6th March 1997  
Kjetil L. Nygård

## Example operations

For examples on the advanced renaming system, see the [advanced renaming conventions topic](#).

### Enumeration 1

#### Input/Output files:

c:\venice.jpg	c:\pictures\pic0000.jpg
c:\rome.gif	c:\pictures\pic0004.gif
c:\pictures\bologna.bmp	c:\pictures\pic0008.bmp
c:\windows\pisa.jpg	c:\pictures\pic0012.jpg

#### Relevant settings: (in name window)

Target drive:	c
Target directory:	pictures
File transportation:	move
Enumerate files:	checked
Start:	0
Step:	4
Digits:	4
Change filename:	checked
Change extension:	unchecked
New filename:	pic

### Enumeration 2

#### Input/Output files:

c:\venice.jpg	c:\pic015.pic
c:\rome.gif	c:\pic018.pic
c:\pictures\bologna.bmp	c:\pictures\pic021.pic
c:\windows\pisa.jpg	c:\windows\pic024.pic

#### Relevant settings: (in name window)

File transportation:	leave
Enumerate files:	checked
Start:	15
Step:	3
Digits:	3
Change filename:	checked
Change extension:	checked
New filename:	pic
New extension:	pic

### Wildcards

#### Input/Output files:

c:\venice.jpg	c:\pictures\pic.venice.jpg
c:\rome.gif	c:\pictures\pic.rome.gif
c:\pictures\bologna.bmp	c:\pictures\pic.bologna.bmp
c:\windows\pisa.jpg	c:\pictures\pic.pisa.jpg

#### Relevant settings: (in name window)

Target drive:	c
Target directory:	pictures
File transportation:	move
Enumerate files:	unchecked
Change filename:	checked
Change extension:	unchecked

Use wildcards: checked  
New filename: pic.\*

### Enumeration and wildcards

#### Input/Output files:

c:\venice.jpg	c:\vpicc0015.pic.jpg
c:\rome.gif	c:\rpic0018.pic.gif
c:\pictures\bologna.bmp	c:\pictures\bpicg0021.pic.bmp
c:\windows\pisa.jpg	c:\windows\ppic0024.pic.jpg

#### Relevant settings: (in name window)

File transportation:	leave
Enumerate files:	checked
Start:	15
Step:	3
Digits:	4
Change filename:	checked
Change extension:	checked
Use wildcards:	checked
New filename:	?pic?
New extension:	pic.*

### Dates

#### Before/After:

Created	02/20/1997 15:31:20	01/01/1980 00:00:00
Last modified	02/20/1997 15:31:20	02/20/1998 15:31:20
Last accessed	02/20/1997 15:31:20	02/20/1997 15:31:20

#### Settings: (in date window)

Created	set	01/01/1980 00:00:00
Last modified	set	02/20/1998 15:31:20
Last accessed	leave	(irrelevant)

### Attributes 1

These examples states the set of attributes (contained inside brackets: []) for one file before and after processing given the settings described under this example. If the particular attribute is mentioned inside the brackets, it is set, if it is not mentioned, then it is not set. The terms “checked” and “unchecked” reflects the state of the check box, and the sign “-” is used if the setting is irrelevant. These are the terms used inside the brackets:

Read-Only	=	R
Archive	=	A
System	=	S
Hidden	=	H

#### Before/after:

[A] [RASH]

#### Settings: (in attribute window)

Set	Attribute	
checked	checked	Read-Only
checked	checked	Archive
checked	checked	System
checked	checked	Hidden

#### Equivalent with MS-DOS utility “attrib”:

attrib +r +a +s +h *filename.ext*

## Attributes 2

Same rules of notation as for previous example, Attributes 1.

### Before/after:

[RASH] [AS]

### Settings: (in attribute window)

Set	Attribute	
checked	unchecked	Read-Only
unchecked	–	Archive
unchecked	–	System
checked	unchecked	Hidden

### Equivalent with MS-DOS utility “attrib”:

attrib -r -h *filename.ext*

## Attributes 3

Same rules of notation as for example Attributes 1.

### Before/after:

[AH] [RA]

### Settings: (in attribute window)

Set	Attribute	
checked	checked	Read-Only
unchecked	–	Archive
checked	unchecked	System
checked	unchecked	Hidden

### Equivalent with MS-DOS utility “attrib”:

attrib +r -s -h *filename.ext*

## Limits to Chgname

- The file list in the main window accepts maximum 32767 files.
- The file counter ranges from 0 to 2147483647.
- The maximum number of the minimum number of digits in the enumeration process is 9.
- The dates in windows ranges from the 1st of January 1980 to 31st of December 2105
- Chgname can not change the dates of write protected files because they have to be opened for writing.  
(Chgname can however change the date stamp of the files it protects in the same process.)
- Chgname advanced renaming system has limited functionality concerning the ? wildcard.

## The main window

The main window contains the filenames of all the files that is going to be processed and also all the controls to open windows to set name, dates and attributes of the processed files, and the controls to start the processing of files.

Topics related to the main window:

[Toolbar](#)

[File list](#)

[Status bar](#)

[Key commands](#)

## ***Toolbar***

### Toolbar commands

The toolbar gives the user access to the most common commands. The buttons should be descriptive enough, but if the mouse is held still over one of the buttons for a second or so, a little tool tip will pop up to inform of the function of the button.

The toolbar may be hidden and shown through the main menu and the context menu of the file list.

## ***File list***

Keyboard commands

Context menu

The file list contains the names with paths of all the files the program will process. Files may be added and disposed freely through commands on the toolbar, menu and context menu. The files may also be reorganised in the window, either by making Chgname sorting the list alphabetically or moving the marked files up and down the list manually.

The files are processed in the same order as they occur in the file list. So when enumerating files, the user may want to sort the files manually instead of ordering them after their original order. This is done by marking them with the mouse and moving them through the list with the direction buttons on the toolbar. All added files are placed at the bottom of the file list.

In addition to the main window being resizeable, the user might also change the number of columns of the file list, so that the width of the columns fits the lengths of the filenames.

The filenames in the file list are always reflects the filenames on the disk, so that when files are renamed, the filename in the file list also changes. If files are copied, the file list will show the names of the copied files.



## ***Status bar***

The status bar shows the total number of files in the list and the total number of marked files in the list.

## ***Key commands***

There are some key commands available for those who prefer to work with the keyboard.

## Add files window

From the add files window, the names and paths of the files that are going to be processed are imported into the file list in the main window.

Topics related to the main window:

[Drive combo box](#)

[Directory box](#)

[File box](#)

[Filter](#)

[Select all](#)

[Select none](#)

[Files caption](#)

[Marked caption](#)

## ***Drive combo box***

Specifies on which drive to search for files to add to the main window file list. When the drive is changed, the directory box and file box changes accordingly.

## ***Directory box***

Specifies in which directory to search for files to add to the main window file list. When the directory is changed, the file box changes accordingly.

## ***File box***

### Context menu

Specifies in which files to add to the main window file list. The file box shows all available files in the current directory, including files with all kinds of attributes. Directories and volume ID is not shown.

All marked files will be imported into the main window file list when the user pushes the OK button. The files may be marked using the mouse or the direction keys in relation with the shift key.

The maximum number of files that may be imported into the main window file list is 32767. When this limit is reached, an error message will be shown but this does not affect the files that were imported into the file list last.

Files on the disk may be imported into the file list more than once. If files are renamed, Chgname will not be able to find any of the files pointed to by the mirror strings, and the strings will then be disposed from the file list during processing, i.e. if files are imported more than once, the number of files in the file list will probably be lower after Chgname has processed the files than before, although this does not mean that Chgname has deleted any files from the disk.

## ***Filter***

Specifies which files are to be shown in the file box. The filter accepts wildcards (\* and ?) and the file box is updated when the enter key is pushed.

## **Select all**

This button is used to mark all files in the list of files on the disk. All visible files are marked, i.e. all files fitting the filter description.

**NB!** This button is rather slow on thousands of files, so it might be an idea to use the mouse in conjunction with the shift button in such cases.

This command is also available on the file box [context menu](#).



## **Select none**

This button is used to unmark all files in the list of files on the disk. This process may also be done by simply clicking one of the files in the list.

This command is also available on the file box [context menu](#).

## ***Files caption***

States the total number of files shown in the file box, i.e. the total number of files in the parent directory that matches the current filter.

## ***Marked caption***

States the number of marked files shown in the file box.

## Name window

In the name window, the user enter all options for the filenames of the processed files: Whether they should be changed, whether they should be enumerated etc.

Selecting the standard renaming method allows the user to build new filenames roughly on this form:

prefix + filecount + .extension

To use wildcards in the standard renaming mode, the “Use wildcards” box have to be checked. If the user however selects the Advanced renaming system, the new filenames may be very freely built, using special character codes and wildcards. For the advanced mode conventions, see the [advanced renaming conventions topic](#). **The same conventions apply to both the filename and the extension boxes.**

**WARNING:** A more complicated renaming method takes more time to process. The filename editor is the quickest way, but hardly practical for large number of files, but using the automated renaming methods, please use the simplest method possible, so that you select the standard renaming mode if no advanced character codes are used.

Topics related to the main window:

[Drive combo box](#)

[Directory box](#)

[Overwrite check box](#)

[Transport radio box](#)

[Start spin box](#)

[Step spin box](#)

[Digits spin box](#)

[Change filename check box](#)

[Change extension check box](#)

[Enumerate filenames check box](#)

[Use wildcards check box](#)

[Renaming method radio items](#)

[Filename box](#)

[Extension name box](#)

[Advanced renaming conventions](#)

## ***Drive combo box***

Specifies the target drive for the processed files. When the drive is changed, the directory box changes accordingly.

## ***Directory box***

Specifies the target directory for the processed files, i.e. to which directory the files are moved or copied when they are processed.

## ***Overwrite existing files***

If this box is checked, Chgname automatically overwrites files during the renaming process. If the box is not checked and Chgname tries to overwrite an existing file, the user is warned in advance and may decline to overwrite the file or abort the whole process.

## ***File transportation***

This radio box specifies in which directory the files should be situated after having been processed.

If move files is selected, all files are moved into the directory specified in the directory box on the drive specified in the drive combo box.

If leave files is selected, all files are left in the directory Chgname finds them even if the filename is changed.

If copy files is selected, all files are copied into the directory specified in the directory box on the drive specified in the drive combo box. The old copy of the file will stay in it's original directory.



## **Start**

Specifies the base number i.e. on which number the enumeration should start. The counter continues from this number, but does not go higher than 2147483647. For other limits to Chgname, see the [Limits topic](#).

This setting will have no effect if the enumerate check box is not checked.

## **Step**

Specifies how much is added to the file counter for each processed file. If the counter starts on 0 and the step is set to 5, the counter will count 0, 5, 10, 15 etc.

This setting will have no effect if the enumerate check box is not checked.

## ***Digits***

Specifies the minimum number of characters in the string of numbers which is added to the filename. This feature does that for example the file enumerated as 02 is sorted before the file enumerated as 10, i.e. 02, 10 etc. (This example used 2 digits.)

This setting will have no effect if the enumerate check box is not checked.

## ***Change filename***

If this box is checked, Chgname changes the name of all processed files according to the other settings in this dialogue.

If enumeration is turned off and wildcards are used instead, or the advanced renaming system is enabled, both the name and the extension may be specified in this box. However only the characters from the original filename (not the extension) are available for the wildcards.

## ***Change extension***

If this box is checked, Chgname changes the extension of all processed files. The extension box also accepts wildcards and special character codes in accordance with the advanced renaming system.

## ***Enumerate files***

This check box specifies whether the processed files should be enumerated or not. If this box is not checked, none of the 3 boxes in the same field of the window will have any effect.

## ***Use wildcards***

If this box is checked, Chgname accepts wildcards in the “New filename” and the “New file extension” boxes, i.e. “\*” is exchanged with the complete name of the original file (not including the extension), and “?” is exchanged with the character at the same position in the original filename.

Using first a \* and then a ? causes the ? to have no effect.

## ***Renaming method***

These radio items specifies whether the standard renaming method is going to be applied during the renaming process or whether the advanced renaming system is to be used.

Using the standard mode allows the user to use standard, simple wildcards (\* and ?) if the use wildcards checkbox is checked. However, the number produced by the file counter may not be placed anywhere else than at the end of the filename, whereas when the advanced renaming system is enabled, the file number may be placed anywhere in the filename by using the special character code <#>.

Selecting the standard renaming method allows the user to build new filenames roughly on this form:

prefix + filecount + .extension

**WARNING:** A more complicated renaming method takes more time to process. The filename editor is the quickest way, but hardly practical for large number of files, but using the automated renaming methods, please use the simplest method possible, so that you select the standard renaming mode if no advanced character codes are used.

For advanced renaming system conventions, see the [advanced renaming conventions topic](#).



## Advanced renaming conventions

abc123	Normal characters	Inserts specified characters into the resulting string
*	Star wildcard	Inserts all of the input string
?	Question mark wildcard	Inserts one character from the input string, namely the character at the same position (character number counted from left) in the input string as the question mark's position in the output string.
<#>	file count code	Inserts the number produced by the file counter in place of the code.
<1:2:3>	character number code	Inserts specified characters from input string into the output string in place of the code. The numbers separated by colons specifies the character number in the input string.
"ab:cd"	character exchange	Exchanges characters/strings in the input string, but inserts no characters into the output string. Wildcards are allowed both before and after the colon.

**WARNING:** The <#> code will have no effect if the enumerate files check box is not checked.

### EXAMPLES:

<u>Input:</u>	<u>Format:</u>	<u>Output:</u>	<u>COMMENTS:</u>
file	picture	picture	
file	pic*	picfile	
file	pic????	pice	
file	???pic	filpic	
file	pic<#>*	pic999file	
file	<4:3:2:1>	elif	
file	*"i:az"*	filefazle	
file	"*:pic"		the "a:b" code doesn't insert any characters.
file	"*:pic"*	pic	
mytextfile	"*t:pic"	picextfile	
mytextfile	"?text?:"	mile	
mytextfile	"te?xt:pic"	mytextfile	limit to the wildcard system!
mytextfile	"te?t:pic"	mypicfile	
mytextfile	"???my:your"	yourtextfile	preceding and trailing ?'s are considered
mytextfile	"t:z""e:9"	myz9xzf9	
mytextfile	"e:z"<#>?	999z	
ababac	"abac:xxx"*	ababac	limit to the wildcard system!
mytextfile	"text:**<#>"	mymytextfilemytextfilefile999mytextfile	

File counter is set to 999 in all examples.

## ***New filename***

This box specifies the new filename for the processed files. The string of numbers produced by the file counter are added after the string in this box.

In Windows95/NT there is not a 8 character limit on the length of the filename, and the filename might also contain several dots and even other special characters, but the characters after the last dot will always be regarded as the extension by Windows.

Those characters not allowed in a Windows95/NT filename are these nine characters: \ / : \* ? " < > |

This box accepts wildcards and advanced character codes (see [Use wildcards](#) and [advanced renaming conventions](#)).

## ***New extension***

This box specifies the new extension for the processed files. The new extension is added after the string of numbers produced by the file counter. **Chgname will also always separate the extension from the rest of the filename with a dot (.), so the dot should not be added to the new extension box.**

Those characters not allowed in a Windows95/NT filename are these nine characters: \ / : \* ? " < > |

In Windows95/NT there is not a 3 character limit on the length of the extension, and the filename might contain several dots, but the characters after the last dot will always be regarded as the extension by Windows. Chgname handles dots in the extension, so that a resulting filename might look like this: File0003.dat.doc, (with "dat.doc" specified in the new extension box) but the next time the Chgname processes the file, only "doc" will be regarded as the extension.

This box accepts wildcards and advanced character codes (see [Use wildcards](#) and [advanced renaming conventions](#)).

## Date window

In the date window the user specifies the settings for the dates of the processed files: Which date stamps that should be changed and what dates the file will be stamped with. Windows95/NT files has three date stamps:

**Created:** Specifies when the file first was created.  
**Last modified:** Specifies when the file last was written to.  
**Last accessed:** Specifies when the file last was opened.

The dates of write protected files might not be changed with Chgname. The files will have to be unprotected first. Chgname can however change the dates of files which it is going to write protect in the same process, because Chgname attempts to change the date stamp before it changes the attributes of the files it processes. For other limits to Chgname, see the [Limits topic](#).

Topics related to the main window:

[Created check box](#)  
[Modified check box](#)  
[Accessed check box](#)  
[Date and time boxes](#)  
[Now buttons](#)  
[Last buttons](#)

## ***Created***

This check box specifies whether the created date stamp of the processed files should be set. If this box is checked, the created date stamp of the processed files will be set to the date specified in the boxes to the right, and if it is not checked, the created date stamp will stay the same as before the file was processed.

## ***Modified***

This check box specifies whether the modified date stamp of the processed files should be set. If this box is checked, the modified date stamp of the processed files will be set to the date specified in the boxes to the right, and if it is not checked, the modified date stamp will stay the same as before the file was processed.

## **Accessed**

This check box specifies whether the accessed date stamp of the processed files should be set. If this box is checked, the accessed date stamp of the processed files will be set to the date specified in the boxes to the right, and if it is not checked, the accessed date stamp will stay the same as before the file was processed.

## ***Date and time boxes***

Specifies the day, month, year, hour, minute and second with which the processed files will be stamped if the appropriate check box is checked.

The Windows95/NT file system has limits to the range of dates with which the files may be stamped. The earliest date a file may be stamped is the 1st of January 1980, and the date may not be reliably set to after the 31st of December 2105. The boxes does not allow the user to specify dates outside of this range.



## ***Now buttons***

These three buttons set the respective times to the current local system time.

## ***Last buttons***

These three buttons reset the respective times to what they were when the window was opened. That means that the last buttons perform the same task as the cancel button, but without closing the window.

## Attribute window

In the attribute window the user specifies the settings for the attributes of the processed files: Which attributes should be changed and whether they should be set or not. Windows95/NT files uses four attributes:

- Read-Only:** The Read-Only attribute is used to protect files from written to, changed in any way or deleted. Files with the Read-Only attribute set can not be deleted by MS-DOS applications. In Windows95/NT, however, any files may be deleted, but the user gets a warning.
- Archive:** The Archive attribute is mostly used to mark files that have changed since they were previously backed up. The MS-DOS commands MSBACKUP, RESTORE, and XCOPY use these Archive attributes.
- System:** The System attribute indicate that the file in question is a system file, either belonging to MS-DOS or Windows. **SYSTEM FILES SHOULD NOT BE TAMPERED WITH BY UNEXPERIENCED USERS!** Files with the System attribute set can not be deleted by MS-DOS applications. In Windows95/NT, however, any files may be deleted, but the user gets a warning.
- Hidden:** The Hidden attribute is used to hide files from the user in normal operations. This attribute is often used in conjunction with the System attribute. Files with the Hidden attribute set will not be shown by the MS-DOS "dir" command and will normally be hidden in the Windows Explorer unless the user configures it to also show hidden files. Files with the System attribute set can not be deleted by MS-DOS applications. In Windows95/NT, however, any files may be deleted, but the user gets a warning.

Topics related to the main window:

[Set check boxes](#)

[Attribute check boxes](#)

## ***Set check boxes***

These check boxes in the left column specifies whether the attribute should be changed by Chgname or left as it is. Indicating that the attribute should be changed by checking any of these boxes makes Chgname change the attribute in accordance with the check box to the immediate right of the check box in question, independent of the file's previous settings in concern to this particular attribute.

See the [examples](#) for further clarification and comparison with the MS-DOS utility "attrib".

## ***Attribute check boxes***

These check boxes in the right column specifies whether the attribute should be set (activated) or not (deactivated). A checking means the attribute will be set. This setting has no effect if the check box to the immediate left of the check box in question is not checked.

See the [examples](#) for further clarification and comparison with the MS-DOS utility "attrib".

## Edit manually window

The manual filename edit window is a standard text editor with one filename per line. All normal text editing functions apply to the editor, like selecting text using shift and control keys or the mouse, cutting, copying and pasting text, and there is of course also the ***undo function***, which is accessible from the keyboard like in other windows applications, i.e. by holding the ALT-key down whilst pressing BACKSPACE.

Since there is no restrictions on inserting and deleting line breaks, the user should be cautious in doing so. However, if the number of lines in the edit window is different from the number of filenames to process when the user presses start, the user receives a warning, but might ignore it, in which case either not all of the filenames will be changed (if there are less lines in the editor than files) or the last names in the editor will not be stamped onto any file (if there are more lines in the editor than files).

Topics related to the editor window:

[Toolbar commands](#)

## Run window

The Run Window is really nothing else than a last check of the settings. It is a good idea to let the eyes run over the settings, though, especially if the number of files to be processed is large.

When the process is started, it is possible to stop it. The cancel button is transformed to a stop button. If the user presses stop, he will get a warning because once the user stops the process, it may not be restarted from where it was stopped. To reproduce that effect, the user have to dispose of the names in the file list which are already processed. In other words, the stop function is an ad hoc option to be used for example if the user has started a process of, say, more than a hundred files and knows that he's going to get the overwrite box on every file or under similar conditions.

The "Approximate time left" is meant to be approximate. If all the files in the file list actually exists, i.e. none are added more than once, it is in fact very reliable, but it only updates every 25th file, so it will not even display anything unless Chgname is going to process 25 files or more, and it is not of any use before the number of files are considerably larger. Nevertheless, it is a very nice feature for those who are working with thousands of files, and if Chgname is not going to process more than a hundred files or so, it will not make much sense to look at it because Chgname after all works quite fast.

When the process is finished, a small box will pop up stating how many files that were processed and how much time the process consumed.

## Toolbar commands: Main window



### **Start**

This button starts the processing of the files. When pushing the button, a new window is showed to confirm the settings which affects the new names, dates and attributes of the files.

All files, marked and unmarked, are processed.

This command is also available on the [file menu](#).



### **Add files**

This button is used to add files from the disk to the file list. A special import windows is opened in which the files to import are specified. All added files are placed at the bottom of the file list.

This command is also available on the [file menu](#), on the [context menu](#) of the file list and through [keyboard commands](#).



### **Dispose files**

This button is used to dispose files from the file list. By pushing this button, all marked files are disposed from the file list.

This command is also available on the [file menu](#), on the [context menu](#) of the file list and through [keyboard commands](#).



### **Select all**

This button is used to mark all files in the file list.

This command is also available on the [file menu](#), on the [context menu](#) of the file list and through [keyboard commands](#).



### **Dispose all files**

This button is used to dispose all marked and unmarked files from the file list.

This command is also available on the [file menu](#) and on the [context menu](#) of the file list.



### **Move files**

These buttons are used to move files up and down the file list. The user may sort the list after his own preferences, because the files are processed in the same order as they are shown in the file list.

This command is also available through [keyboard commands](#).



### **Name window**

This button is used to bring up the name window, in which the new filenames are specified. Enumeration, transport option and target directory is also specified in this window.

This command is also available on the [options menu](#).



### **Date window**

This button is used to bring up the date window, in which the new date stamps of the processed filenames are specified. Chgname will not be able to change the date of write protected files.

This command is also available on the [options menu](#).



### **Attribute window**

This button is used to bring up the attribute window, in which the new file attributes are specified.

This command is also available on the options menu.

### **Reset all**

This button is used to neutralise all settings. If this button is pushed right before start, Chgname will not do anything with the files which are processed.

This command is also available on the quick settings menu.

### **Editor**

This button brings up the file name editor, in which all filenames may be edited manually as lines of text in a text editor.

This command is also available on the file menu.

### **About**

This button is used to bring up the about window, which gives important information about the program.

This command is also available on the help menu.

## Toolbar commands: Edit window



### ***Start***

This button starts the renaming of the files. No progress indicator is provided since there is little chance of anybody using this functions to rename large number of files.

If the filename is not changed in the editor, Chgname will not try to rename the file.



### ***Cancel***

This button cancels all the changes made to the filenames and closes the editor window without making any changes. Closing the window with the window control in the top right corner of the window has the same effect as cancelling the manual renaming.



### ***Reimport names***

This button cancels all the changes made to the filenames and reimports all the original filenames from the main window, so that the editing may start over from scratch.

## Working with the keyboard in the file list

### ***Direction keys (up, down, left, right)***

The up, down, left and right keys simply moves the mark in the logical direction. All marked files are unmarked when pushing any of these keys. Only the one file the marker moves on to become marked.

### ***Shift + direction keys***

If the shift key is held down whilst moving through the list with the direction keys, all files between the presently active file and the file where the shift key first was pressed become marked.

### ***Home key***

Moves the marking to the first file in the file list.

### ***End key***

Moves the marking to the last file in the file list.

### ***Ins key***

This key is used to add files from the disk to the file list. A special import windows is opened in which the files to import are specified. All added files are placed at the bottom of the file list.

This command is also available on the toolbar, on the file menu and on the context menu of the file list.

### ***Delete key***

This key is used to dispose files from the file list. By pushing this button, all marked files are disposed from the file list.

This command is also available on the toolbar, on the file menu and on the context menu of the file list.

### ***Alt + up/down keys***

These key combinations are used to move files up and down the file list. The user may sort the list after his own preferences, because the files are processed in the same order as they are shown in the file list.

This command is also available on the toolbar.

### ***Ctrl + a***

This key combination is used to mark all files in the file list.

This command is also available on the toolbar, on the file menu, on the context menu of the file list.

## Working with the mouse in the file list

These operations all describe operations done with the left mouse button in the file list of the main window and in the file box of the add window. Pressing the right mouse button will always bring up the context menu.

### **Single click**

All previously marked files are unmarked, and that single file the user clicked on is marked.

### **Dragging**

All previously marked files are unmarked, and all files between the starting point (where the left mouse button was pressed) and the ending point (where the left mouse button was released) of the drag are marked.

### **Shift + left button**

All previously marked files are unmarked, and all files between the active one (the one with a dotted frame, i.e. the last file to be clicked on) and the one the user clicks on holding the shift key down are marked.

### **Ctrl + left button**

The single file the user clicks on is marked, and none of the previously marked files are unmarked.

### **Shift + ctrl + left button**

All files between the active one (the one with a dotted frame, i.e. the last file to be clicked on) and the one the user clicks on holding the shift key down are marked, and none of the previously marked files are unmarked.

## File menu

### **Start**

This menu item starts the processing of the files. When pushing the button, a new window is showed to confirm the settings which affects the new names, dates and attributes of the files.

All files, marked and unmarked, are processed.

This command is also available on the toolbar.

### **Edit manually**

This button brings up the file name editor, in which all filenames may be edited manually as lines of text in a text editor.

This command is also available on the toolbar.

### **Add files**

This menu item is used to add files from the disk to the file list. A special import windows is opened in which the files to import are specified. All added files are placed at the bottom of the file list.

This command is also available on the toolbar, on the context menu of the file list and through keyboard commands.

### **Dispose files**

This menu item is used to dispose files from the file list. By pushing this button, all marked files are disposed from the file list.

This command is also available on the toolbar, on the context menu of the file list and through keyboard commands.

### **Select all**

This menu item is used to mark all files in the file list.

This command is also available on the toolbar, on the context menu of the file list and through keyboard commands.

### **Dispose all files**

This menu item is used to dispose all marked and unmarked files from the file list.

This command is also available on the toolbar and on the context menu of the file list.

### **Sort files**

This menu item is used to sort all files in the file list alphabetically.

### **Exit**

Quits Chgname.

# Options menu

## ***Name window***

This menu item is used to bring up the name window, in which the new filenames are specified. Enumeration, transport option and target directory is also specified in this window.

This command is also available on the [toolbar](#).

## ***Date window***

This menu item is used to bring up the date window, in which the new date stamps of the processed filenames are specified. Chgname will not be able to change the date of write protected files.

This command is also available on the [toolbar](#).

## ***Attribute window***

This menu item is used to bring up the attribute window, in which the new file attributes are specified.

This command is also available on the [toolbar](#).

## ***Columns***

This menu item is used to change the number of columns, so that the width of the columns fits the length of the filenames in the file list.

This command is also available on the [context menu](#) of the file list.

## ***Hide/Show toolbar***

This menu item is used to hide and show the toolbar.

This command is also available on the [context menu](#) of the file list.

## Quick settings menu

### ***Reset all***

This menu item is used to neutralise all settings. If this button is pushed right before start, Chgname will not do anything with the files which are processed.

This command is also available on the toolbar.

### ***Reset names***

This menu item is used to neutralise the settings for the new names of the processed files. If this button is pushed right before start, Chgname will not do anything with the filenames of the files which are processed.

This command is also available on the toolbar.

### ***Reset dates***

This menu item is used to neutralise the settings for the new dates of the processed files. If this button is pushed right before start, Chgname will not do anything with the dates of the files which are processed.

### ***Reset attributes***

This menu item is used to neutralise the settings for the new attributes of the processed files. If this button is pushed right before start, Chgname will not do anything with the attributes of the files which are processed.

### ***Open***

This menu item opens a previously saved option set file.

### ***Save as***

This menu item saves the current options into a option set file.

## Help menu

### *Help*

This menu item is used to bring up this help file. Help for the active window is always available through pushing F1.

### *About*

This button is used to bring up the about window, which gives important information about the program.

This command is also available on the toolbar.



## Context menu of the main window

### **Add files**

This menu item is used to add files from the disk to the file list. A special import windows is opened in which the files to import are specified. All added files are placed at the bottom of the file list.

This command is also available on the toolbar, on the file menu and through keyboard commands.

### **Dispose files**

This menu item is used to dispose files from the file list. By pushing this button, all marked files are disposed from the file list.

This command is also available on the toolbar, on the file menu and through keyboard commands.

### **Select all**

This menu item is used to mark all files in the file list.

This command is also available on the toolbar, on the file menu and through keyboard commands.

### **Dispose all**

This menu item is used to dispose all marked and unmarked files from the file list.

This command is also available on the toolbar and on the file menu.

### **Columns**

This menu item is used to change the number of columns, so that the with of the columns fits the length of the filenames in the file list.

This command is also available on the options menu.

### **Sort files**

This menu item is used to sort all files in the file list alphabetically.

### **Hide/Show toolbar**

This menu item is used to hide and show the toolbar.

This command is also available on the options menu.

## Context menu of the main add files window

### ***Select all***

This menu item is used to mark all files in the list of files on the disk. All visible files are marked, i.e. all files matching the filter.

This command is also available on the Select all button.

### ***Select none***

This menu item is used to unmark all files in the list of files on the disk. This process may also be done by simply clicking one of the files in the list.

This command is also available on the Select none button.

