ADOBE BRIDGE BATCH RENAME

- Open Adobe Bridge
- Within Adobe Bridge locate the IMS Library Download folder you setup in the directions above – it should be located on your desktop.
- Once you’ve located your IMS Library Download folder – click on it.
- Start with any of the folders (660x440, 310x206, 40x40).
- I’m going to start with the 660x440 folder.
- Open the 660x440 folder
- Select all the images within the folder.
- Right click, and select “batch rename”. Another way to select “batch rename” is to use the top menu bar and click tools>batch rename.
- Under New Filenames select String Substitution – Original Filename
- In the Find field enter: .jpg
- In the Replace with field enter: _660x440.jpg
- Then go up to the Presets area above and select Save
- In the Input Preset Name field enter “CMS File Rename 660x440”
- Click Ok
- Now that you’ve created and saved this preset, you can just select it next time you have to rename files.
- Ok, now that your preset has been saved, click Rename at the top right
- Repeat these steps for all folders. Remember once you’ve set up your presets you can skip the portion of the directions.
- Delete assets in your IMS Library Download folder after uploading assets into the CMS. There’s no need to take up space and store on your computer it’s already being stored in the IMS Library and CMS.