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Browse Editors' FavoritesIf you have to collect a number of files in the same folder, but want to title them in a more orderly fashion, you need to learn how to master renaming files in macOS. Sometimes, if you are putting together a collection of documents and files for someone else, or for safekeeping, you'll find that the document names aren't entirely right for the task. This is especially the case when you are pulling in files from multiple sources into a single folder. Keen photographers will be familiar with facing a series of files titled something like "DSC_2318.JPG" or similar, which won't tell you what the images are of unless you see the contents of the file, or you had the foresight to give the containing folder a good name. This doesn't help if you then have to share those files onward, as the recipient will have the same problem. What you should do is either rename or edit the names of the files so that they're more readable. Though you can do that for individual files, Apple actually includes a great dialog for batch-renaming multiple files at once. Renaming one fileIt's trivial to rename a document in macOS in the Finder. The only problem is picking which of the several different ways there are to do it. How to rename a single file in Finder in macOSClick the file name twice, but with a long gap between the two clicks. This will make the filename editable. Change the name, then click elsewhere to finish. Alternately, right-click the file and select Rename. Edit the name, then click elsewhere to finish. Or, select the file, then click File then Rename in the Menu. Edit the name, then click elsewhere to finish.Or click once to select the file, then press Return on your keyboardThe Rename option is only a right-click away. Things are simple when it's just one file, but when you have numerous files to contend with, this method won't be quick. It will, however, allow you to uniquely name files. Batch renaming multiple filesDealing with multiple files isn't massively different than renaming a single file, to start with, but it quickly becomes a more complex task once you've started. How to batch-rename multiple files in Finder in macOSWithin a Finder window, select the files you want to rename. You can drag the cursor to select multiple with a box, or shift-click or Command-click the files, or in the Menu, select Edit then Select All. With the files selected, either right-click the selected files and select Rename, or go to File then Rename in the Menu. Use the dialog box to rename your files.Once complete, click Rename.On clicking Rename, all of the selected files will be renamed according to the settings within the Rename Finder Items dialog box. The trick is in deciding which of the possible settings you want to configure.Configuration optionsThe Rename Finder Items pop-up gives you a few ways to rename the files you've selected. Rather than explicitly naming each file, you're instead giving macOS a set of rules to use to rename them all. There are broadly three categories of renaming you can use: Replace Text, Add Text, and Format. Replace Text(This option is quite straightforward, as it is similar to the "Find and Replace" tools you may have used for text documents. Here, it's used for the text string that is the filename. You have two text boxes to fill in, with the Find box covering the text string you want to replace, and the Replace With box for what you want to put there instead. The Replace Text option lets you change bits of a file name. This can be really useful as an option where you have a lot of similarly-named files, but you want to change a prefix, or a suffix, or a word with another. If you leave the Replace With box empty, it'll remove the text string instead of replacing it. For example, if you have the filename "DSC_2454.JPG" in the list and you set Find to "DSC" and Replace With to "Photo", it will rename the file to "Photo_2454.JPG" by changing the found text. Leave Replace With empty, and it becomes " _2454.JPG" instead. For photographers, this is a great way to give a batch of files meaning, while retaining the file numbering implemented by the camera. This is also handy to tweak formatting, such as changing instances of "INVOICE" to "Invoice" or shortening "December" to "DEC." Add TextRather than changing elements of the file name, Add Text instead introduces more to the filename. Specifically, you have options to add a text string before or after the file name, which can be selected using the far-right dropdown box. Add text allows you to add a string before or after the existing file name. For example, if the text box contains "Holiday-" and it is set "before name," that same photo filename would become "Holiday-DSC_2454.JPG" or for after the name, "DSC_2454-Holiday.JPG". You could include spaces, a dash, or other punctuation to separate the added text from the filename, if you wish. This is handy as it is arguably the least-destructive way to handle the filenames, as it ultimately keeps the original filename intact. If you wanted to revert a batch of similarly-named files at a later time, you could use the Replace Text version to remove the added element. FormatArguably the nuclear option, this will completely wipe the file names and instead gives you free reign to put your own in, without any concern for what the files were previously called. You have four elements to control in this case, with Name Format arguably being the most important. It gives you three options, covering Name and Index, Name and Counter, or Name and Date. Name and Index, as well as Name and Counter, will combine the text you include in the Custom Format field with a counter that will slowly count upward. The Start numbers at box will dictate the first number, while subsequent files will increment by one more each time. Format lets you choose a descriptive text string and add a counter, or today's date and time. The difference between Index and Counter lies in how the number element is formatted. For Index, the number will be the integer on its own, with no prefix at all. For Counter, the number is the integer represented in a five-digit string, which ranges from 00000 to 99999. As the integer rises, it will continue to format the number so it takes up five digits. The exception to this rule is if you start the counter at a number higher than 99,999. In such cases, the counter will be lengthened to match. The main benefit from using Counter rather than Index is if you want to preserve the file order when users sort files in a folder view. In some file management tools, sorting by name will sort by the digits as if they are alphabetical order, rather than as an entire number, so a filename suffixed with 2 may appear after another with 10 or 11, for example. The Where dropdown says whether you want the counter before or after the name. The Name and Date option will rename the file using the current date and time, prefixed or suffixed by the text in Custom Format. For large numbers of files, this will also include a numerical counter, since you can't give multiple files in a folder the exact same name. We stress that it will show the current date and time, not the date of creation of the file itself. This may be confusing for those renaming older files, but should be appropriate to use for any new files you have very recently created. Reverting the nameIf you have made a miscalculation in your renaming settings, you can revert the process by selecting Edit then Undo Rename in the Menu, or by pressing Command Z. This will dial back the most recent change. That's handy for when you've just made the change and spotted that something is wrong. But you can't come back, say, tomorrow, and undo the change then, so you need to be sure to check your changes.Keep up with everything Apple in the weekly AppleInsider Podcast and get a fast news update from AppleInsider Daily. Just say, "Hey, Siri," to your HomePod mini and ask for these podcasts, and our latest HomeKit Insider episode too.If you want an ad-free main AppleInsider Podcast experience, you can support the AppleInsider podcast by subscribing for \$5 per month through Apple's Podcasts app, or via Patreon if you prefer any other podcast player. Renaming a sheet in Excel on Mac may seem like a simple task, but understanding how to do so efficiently can greatly improve your organization and clarity within the program. Whether you are working on a small or large project, being able to rename sheets allows you to easily navigate and manage your data. In this tutorial, you will learn the step-by-step process to rename a sheet in Excel on Mac.Key Takeaways Renaming sheets in Excel on Mac can greatly improve organization and clarity within the program. Being able to rename sheets allows for easy navigation and management of data, whether for small or large projects. Using the context menu or keyboard shortcuts can make the renaming process more efficient. Best practices for sheet naming include keeping names concise and descriptive, using separators for clarity, and avoiding special characters or spaces. Practicing renaming sheets will lead to better organization and efficiency in Excel usage.Accessing the sheet to be renamed Renaming a sheet in Excel on a Mac is a simple process, but it starts with accessing the specific sheet that needs to be renamed. Here's how you can do it: Open the Excel file on your Mac Locate the specific sheet that needs to be renamedRenaming the sheetRenaming a sheet in Excel on a Mac is a simple process that can be done in just a few easy steps. Here's how you can rename a sheet in Excel on a Mac: A. Double-click on the sheet tab Locate the sheet tab at the bottom of the Excel window. Double-click on the sheet tab to activate the renaming mode. B. Type in the new name for the sheet Once the sheet tab is activated for renaming, type in the new name for the sheet. Make sure the new name is descriptive and easily identifiable. C. Press Enter to save the new name After typing in the new name, press the Enter key on your keyboard to save the new name. The sheet tab will now display the new name, and the sheet will be renamed accordingly.Using the context menuRenaming a sheet in Excel on Mac is a simple process that can be done using the context menu. Here's how: A. Right-click on the sheet tabTo start the renaming process, right-click on the sheet tab that you want to rename. This will open a context menu with various options. B. Select the "Rename" option from the context menuFrom the context menu, select the Rename option. This will allow you to directly edit the name of the sheet. C. Type in the new name for the sheet and press Enter to saveAfter selecting the Rename option, the name of the sheet will become editable. Type in the new name for the sheet and then press Enter to save the changes. The sheet will now be renamed according to the new name you have entered. Renaming multiple sheets at once If you need to rename multiple sheets at once in Excel on your Mac, you can easily do so by following these simple steps. Renaming multiple sheets at once can save you time and make it easier to organize your workbook. A. Hold down the Command key on your Mac First, hold down the Command key on your Mac keyboard. This will allow you to select multiple sheet tabs at the same time. B. Click on the sheet tabs that need to be renamed While holding down the Command key, click on the sheet tabs that you want to rename. You can click on as many sheet tabs as you need to rename. C. Follow the steps for renaming a single sheet Once you have selected the sheet tabs that you want to rename, simply follow the same steps that you would use to rename a single sheet. Double-click on the selected sheet tab, type in the new name, and press Enter to save the new name.Best practices for sheet naming When it comes to renaming sheets in Excel on a Mac, it's important to follow best practices to ensure clarity and organization within your workbook. Here are some key tips for naming your sheets: A. Keep sheet names concise and descriptive Choose a name that accurately represents the content of the sheet Avoid using generic names like "Sheet1" or "Data" as they can be confusing Example: Instead of naming a sheet "Sheet1," consider naming it "SalesData_Q1" B. Use underscores or hyphens to separate words for clarity Using underscores or hyphens can help improve readability of the sheet name Avoid using spaces, as they can cause issues when referencing the sheet in formulas or scripts Example: Instead of naming a sheet "Marketing Report," consider naming it "Marketing_Report" or "Marketing-Report" C. Avoid using special characters or spaces in sheet names Special characters and spaces can cause compatibility issues and make it harder to reference the sheet in formulas or scripts Stick to using letters, numbers, underscores, or hyphens in your sheet names Example: Instead of naming a sheet "Sales & Expenses," consider naming it "Sales_and_Expenses" or "Sales-Expenses" ConclusionIt is essential to know how to rename a sheet in Excel on Mac as it helps in better organization and navigation within the workbook. By practicing renaming sheets, users can improve efficiency and enhance their overall experience with Excel. So, I encourage all readers to take a few moments to practice renaming sheets and experience the benefits of a well-organized Excel workbook. Here, we will need some files instead of a data set to perform my task. We will rename the following files which all are located in the same folder. Method 1 Utilize CMD Prompt to Rename Files in a FolderSteps:Type cmd in the address bar of the same folder where the files are for renaming.Press Enterto open the command window with the address pointer in the folder.Type ren in the command and put a space.Type one of the file names from the folder in the double quotation mark and a space.Type the new name of the file that you want to give in the double quotation and press Enter.This will change the selected file name.To determine the files in the folder, type dir /b in the command prompt and press Enter.You will see all the file names of that folder in the output stream.Select all the file names and press Ctrl + C to copy them.Open an Excel sheet and paste the name of the files using Ctrl + V like the following image.Select the cell range B5:B12 and press Ctrl +C.Paste them in column C under the Extensions header.To separate the extensions from the file names select cell range C5:C12 and press Ctrl + H.You will see the Find and Replace dialog box.In the Find what box,type *.In the Replace with box, type ..Press Replace All.This will keep only the extensions in column C.In column D under the New File Names header, type your desired file names.Type the following formula in cell E5 to merge the new file names with their respective extensions.Press Enter and use AutoFill to see the desired file names with extensions for the whole column.Insert double quotations manually in cell range F5:F12.To add the quotation sign before and after the new file name, insert the following formula in cell G5:Hit Enter and drag the Fill Handle to get the desired results for all the file names.To add a quotation sign into your old file names, type the following formula in cellB15:Press Enter to see the desired result, and drag the formula to the lower cells of the column with AutoFill Type ren in cell range D15:D22.To match the renaming formula like the cmd prompt, we need to add spaces. For that, select cell E15 and press the space bar once on your keyboard. (Alternatively, you can skip this and use (space in quotes) instead of the cell references for E15:E22.)Press Enter and repeat the same process for the lower cells.Use the following formula in cell F15 to prepare the syntax.Press Enter and then use the Fill Handle for the lower cells of the column.Select cell range F15:F22 and press Ctrl + C to copy the cell values.Go into the command prompt and paste the data that you copied in the previous step.Press Enterto run the commands.Go back into the folder where your files are, and you will find each of your file renamed after performing the previous step.Read More:How to Copy File Names from Folder to Excel Method 2 Apply VBA Code to Rename Multiple Files in a FolderSteps:Our goal is to rename all these files using VBA code.Open your Excel worksheet, and in two separate columns, type the old names of the files and the names you want to give after renaming.Go to the Developer tab of the ribbon, and from the Code group, choose Visual Basic.In the VBA window, go to the Insert tab and select Module.Copy and paste the following code into the module.Sub Rename_Files_in_A_Folder()Dim selected_folder As StringDim selected_files As StringDim nRow As LongWith Application.FileDialog(msoFileDialogFolderPicker).AllowMultiSelect = FalseIf .Show = -1 Thenselected_folder = SelectedItems(1)selected_files = Dir(selected_folder & Application.PathSeparator & "**")Do Until selected_files = ""nRow = 0On Error Resume NextnRow = Application.Match(selected_files, Range("B:B"), 0)If nRow > 0 ThenRename the file as per the given name in column C of the worksheet.if .Show = -1 Thenselected_folder = SelectedItems(1)selected_files = Dir(selected_folder & Application.PathSeparator & "**")Do Until selected_files = ""nRow = 0On Error Resume NextnRow = Application.Match(selected_files, Range("B:B"), 0)If nRow > 0 ThenRename the file as per the given name in column C of the worksheet.if .Show = -1 ThenName selected_folder & Application.PathSeparator & selected_files As _selected_folder & Application.PathSeparator & Cells(nRow, "C").ValueEnd Ifselected_files = Dir Save the code and press F5 or the Run button.After running, the code will ask you to select the folder in which you have the files for renaming.Selecting the folder and press OK.This action will change the name of the files in your folder as per the information in the sheet.Read More:How to Get Filename from Path in Excel Things to RememberRemember to insert the proper folder directory and command in the command prompt otherwise, you will not get your desired result.In the VBA code, insert the proper cell range of the file names for renaming the files successfully. 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