

Renaming files and folders

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How you name your files and folders on your computer is important. It is one of the best ways to locate them later. Often times, I will save a file, and give it the wrong name, spell the name wrong, or just want to change it later.

I would guess the reason many people have issues with how to change a file or folder name is that there is no menu item or command in OS X to start the process. I have a feeling many people stumble on the methods by accident; it certainly is not immediately clear.

There are two ways to rename a file or folder in OS X. Each of these two methods apply equally well to files, or folders.

Rename with the return key

The method most people seem to have the least trouble with is using the return key. Click on a file or folder once, this will select the item. Press your Return key and the file name or folder name will be highlighted. You can now start typing as usual, when done, press the return key once more, and the changes are locked in.

Rename with a delayed click

The second method is with the mouse exclusively. Click on a file or folder once. Wait a second, and click on the file or folder once more. If you time this just right, the file or folder will become selected, and you can type your new name.

Be careful not to click too fast, or this will actually open the file in its default application. You will not harm anything by doing so, but it can be frustrating. Once you get the timing down, it will become second nature.

A small word of caution

In closing, a word of caution. If for example, you are writing a letter in Word, and have the file saved as 'my letter.doc'. You should not rename the file while you are working on the file. The problem with this is the next time you save the file, it may or may not save to the new name you have given the file.

In a perfect world, this would not matter, as applications would follow the file even after you have renamed it. Not all applications follow these rules. I have never seen this cause data loss, but it will cause you to have a duplicate file. While a duplicate file is not a huge deal, it can be a source of confusion to some.

Source: <http://osxhelp.com/renaming-files-and-folders/#more-117>

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