

## HOW TO RENAME YOUR JPG IMAGES

### How to rename in Microsoft Windows

Windows users can rename their files using one of the following methods.

#### Method one

1. Highlight the file or folder.
2. Right click the file with your mouse and select **Rename** from the menu that appears.

#### Method two

1. Highlight the file or folder.
2. Press the F2 key on the keyboard.

#### Method three

1. Highlight the file or folder.
2. Click **File** at the top of the window and select **Rename** from the list of available options.

#### Method four

1. Highlight the file or folder you want to rename by single-clicking the file.
2. Once highlighted, wait a few seconds and click the file name again. A box should appear surrounding the file or folder name, and you can rename the file.

#### Note

If you don't wait long enough and click the file or folder too fast, it can open the file or folder rather than allowing you to rename it.

### How to rename in macOS

Apple macOS users can rename their files using one of the following methods.

#### First recommendation

In the macOS Finder, select the file by clicking the file once and then press the 'return' key on the keyboard. After pressing return, you can type in the new name of the file.

#### Second recommendation

Select the file or icon you want to rename. Click and then hover over the file name until it is highlighted. Once highlighted, this indicates the file can be renamed.