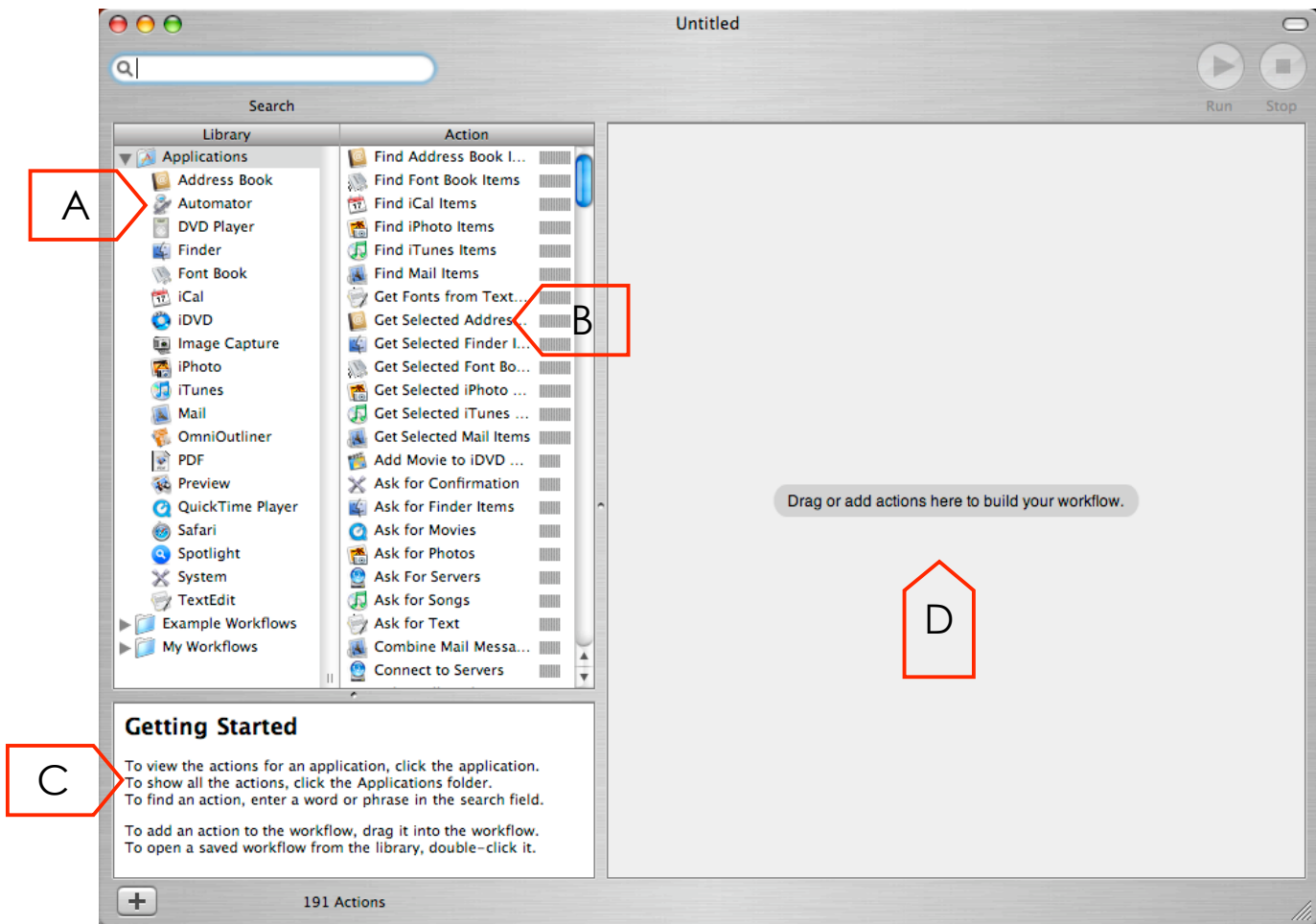# Automator Workflow Example #1:
Rename Picture Files

WHAT IS AUTOMATOR?

- Automator is a free and powerful program that can do in seconds and minutes what would take you hours to do by hand.
- This program is already loaded onto your computer!
- Create automated workflows through a simple drag-and-drop process of visually selecting and connecting the individual actions you want the computer to do for you.
- To learn more, check out their website at: automator.us

GETTING TO KNOW THE AUTOMATOR INTERFACE

A. LIBRARY – Displays applications that can run automator workflows.

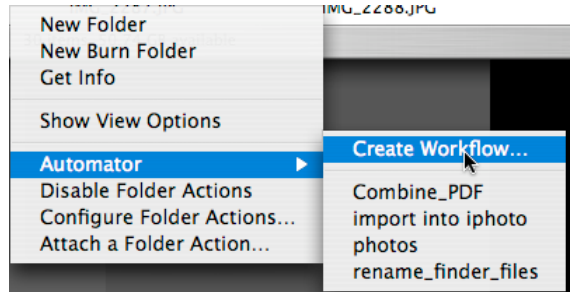B. ACTION – Shows actions that applications (left) can do.

C. DESCRIPTION WINDOW – Provides a description of the action.

D. WORKFLOW AREA – Add actions together vertically in a list to create a new workflow.
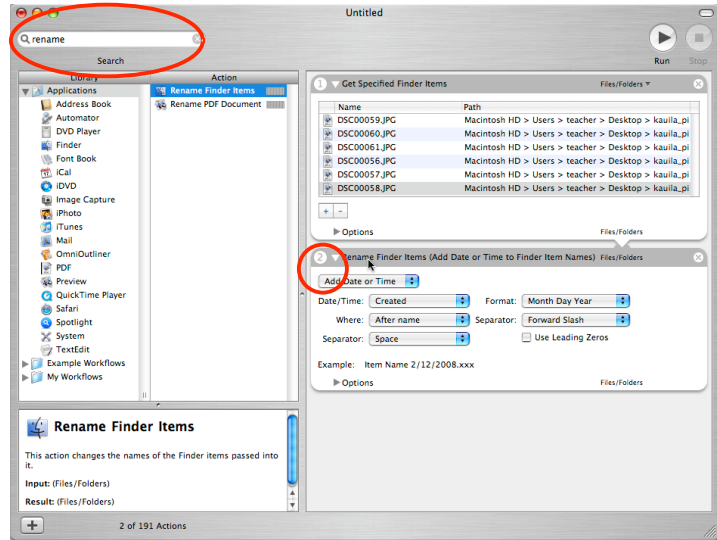
WORKFLOW EXAMPLE: RENAMING PICTURES

Pictures downloaded from your camera onto your computer usually have generic letters and numbers. Use this great workflow if you would like to rename the pictures with customized titles.
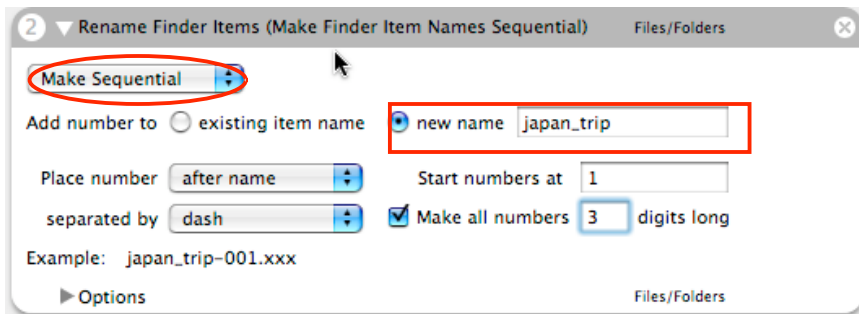
1. Select all picture files that you would like to rename.

2. Right click or hit control and click to bring up contextual menu (expanded menu).

3. Scroll down in menu and find AUTOMATOR, then the submenu option CREATE WORKFLOW.

4. Automator application will launch.

5. Search RENAME in the search box so that you can find the action for renaming a file. Use the DESCRIPTION WINDOW to learn what the action does.

6. Once you find the action that fits your purpose, select and drag to WORKFLOW AREA. This should be action item #2.

7. In the RENAME FINDER ITEMS in the workflow area, select MAKE SEQUENTIAL. Also select NEW NAME and type in the name for these pictures. These two actions will title all selected pictures with the same name and in a numbered sequence. Ex: japan_trip001.jpg; japan_trip002.jpg; and so on.
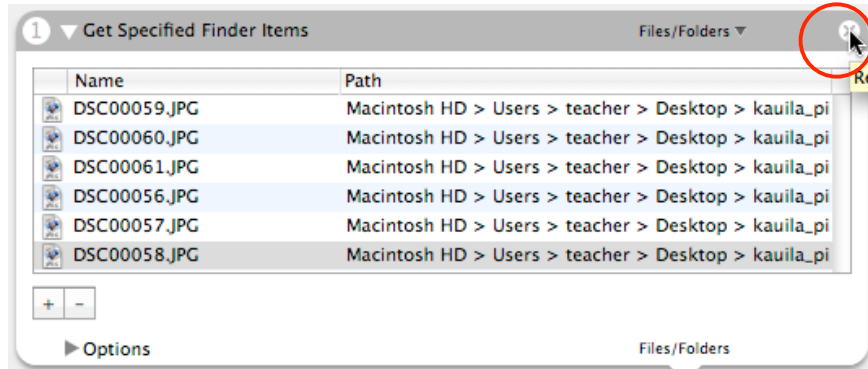
8. Customize other features as desired.

9. Hit the RUN button to begin the workflow.

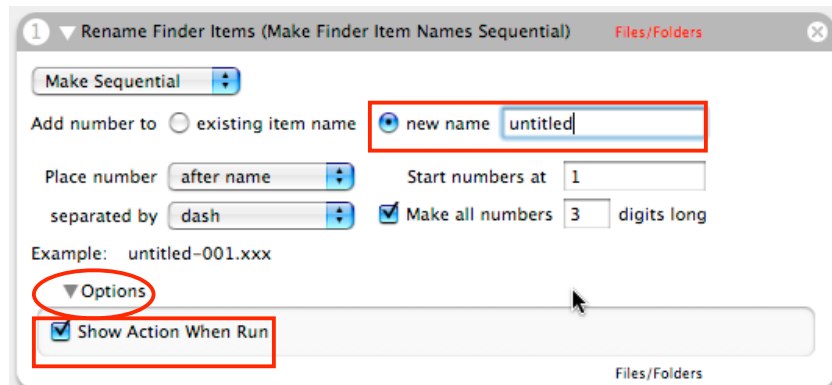10. In a flash, your pictures are renamed!

SAVE WORKFLOW

Modify example above to reuse for future picture files!

1. Since you will select all files that will need to passed to Automator in the future, delete the first action from the workflow listed above by clicking the X at the top right corner of the action. This is done because you are not going to be renaming the same files as above.
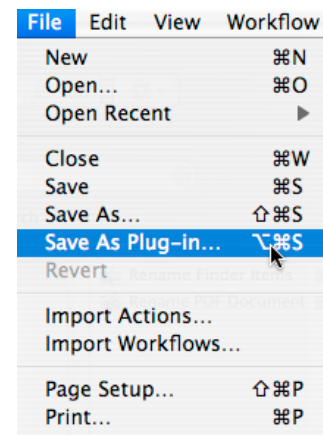
2. Also, Type in UNTITLED in the NEW NAME field.

3. Expand the OPTIONS window by clicking on the triangle in front of OPTIONS.

4. In the expanded window, be sure that SHOW ACTION WHEN RUN is checked.

5. Then go to the MENU bar and select FILE > SAVE AS PLUG-IN.

6. Name your workflow. Ex: RENAME FINDER ITEMS. Finally, click SAVE and quit Automator.

The next time you need to rename files:

1. Select files

2. Right click on mouse.

3. In the contextual menu, select Automator, then highlight the name of your saved workflow.

4. You'll see Automator running at the top right of your screen. Click the red button to stop the workflow.

5. The workflow will run and a window will appear. You can now rename your files and finalize the workflow.