

CPS Photo Rename

Operating Instructions 25/10/2014

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Introduction:

- In December 2014 Vicroads propose introducing a modified CPS scheme that includes a requirement to store multiple photographs of all cars added to the Vicroads Club Permit Scheme (CPS)

Clubs are to maintain dated photographs (either hard copy or electronic) of vehicles for admission or re-admission to the scheme. Photographs are to illustrate front/rear/sides/engine bay/driving position, including modifications and identifiers such as engine and chassis numbers to the extent possible - Vicroads August 2014

- An automation script called PhotoRename.cmd was written to simplify the renaming of photos and recording of basic information about the permit applicant and vehicle
- These instructions include how to
 - Use the script to rename multiple photos and save them in a new folder, together with a TXT file that includes information about the member and the Permit car
 - The script can be used to reprocess previously processed permit photos in order to update the the recorded information while preserving the historical data

The script requires a PC with the following specifications:

- Windows XP, Windows 7 or Windows 8 operating systems

The script was written by Mark Fenton, Chrysler Restorers Club of Australia (Victoria) inc

The script may be modified if required by any Club with suitable expertise however, in such cases, no support or upgrade compatibility is guaranteed should new updates be made available.

File and Folder Setup

The PhotoRename.cmd command script is written to work in any network folder path and create new sub-folders created in a new folder called PERMIT_PHOTOS. These folders are created relative to the where the existing PHOTO INPUT folder exists. PhotoRename.cmd should be located in the PHOTO INPUT folder

It is therefore very important to place the PHOTO INPUT folder in a network location where the renamed photos are to be saved.

NB: Consider adding this PHOTO RENAME folder to a Dropbox folder (or a similar file sharing system) so that the photo archive can be saved and shared with other Club representatives

Rename the Photos

Follow these steps:

1. Save the photos in the folder called PHOTO INPUT

- a. The photo files can be saved with any existing jpg or jpeg file name, eg by saving them from an email
 - b. If the photos have been processed previously eg the original permit application may have been saved with a temporary name and it is now required to change the names to include the permit No, then copy all the photos and the info.txt file from the previously saved/renamed folder.
 - c. If the permit is a renewal then new photos are not required as the photos should represent the condition of the vehicle when it ENTERED the scheme with a RWC
 - d. If required other files can be saved in this folder and they will also be moved to the new folder with the photos
 - e. Only include photos for a single permit application
2. Resize the photos
- a. This is an optional step but one that will reduce the storage space required, as well as making it easy to send the files to Vicroads (if requested)
 - i. Most modern cameras are capable of saving photos of enormous detail (capable of being printed on a wall without looking blurry!) This is NOT necessary, requires excessive data storage space, and makes sending of multiple photos by email all but impossible
 - b. There are many software tools capable of resizing photos but the FREE software I use most effectively for this purpose is "Image Resizer for Windows"
 - i. It can be downloaded at <https://imageresizer.codeplex.com/>
 - ii. Search on Google to find YouTube videos on how to use it
 - iii. NB: If you use Windows XP you might already have an almost identical standard option
 - iv. Once installed you can select multiple photos (ie all 5+ photos at once), right click to choose Resize Pictures, then select the option for the final size (I suggest Small (scales to 854*480 pixels)), and choose "Replace the originals"
 - v. Click OK to resize all the photos to a size that can be emailed easily in one email. The suggested Small (854*480 px) size results in photos about 150Kb each, which should still have sufficient detail for Vicroads purposes
3. Run the PhotoRename.cmd command script by doubleclicking it
- a. A standard Windows command box is displayed

```

C:\WINDOWS\system32\cmd.exe
CPS PHOTO RENAME
This batch file renames all the jpg or jpeg photos in the current folder
and moves them to a new folder in a predefined file path
--\PERMIT PHOTOS\
The new file and folder name text is prompted for input
Do not use the following characters:
\ / : * ? " < > | & ' ^ < > and @

You are also prompted for information about the Permit
which is saved in a .txt file in the same folder
*****
Enter the new File/Folder Name text:

```

- b. ENTER the name to be used as a folder name and also used as the basis of the renamed photos names. For example:
 - i. if the Permit No is known
 1. 123456H 10-11-2014

- ii. If the permit No is not yet known (ie new applications) use the members name and No

1. JONES #1234 Permit 1 10-11-2013

- iii. The date used in the name should be the original permit application date, representing the date that vehicle entered the CPS. Use dashes "-", not slashes "/"
- iv. The Windows command box reports displays information about the files found for renaming. Ignore any message report file not found, as long as the photos were found and moved

```

C:\WINDOWS\system32\cmd.exe
CPS PHOTO RENAME
This batch file renames all the jpg or jpeg photos in the current folder
and moves them to a new folder in a predefined file path
..\PERMIT_PHOTOS\
The new file and folder name text is prompted for input
Do not use the following characters:
\ / : * ? " < > ! & ' ^ ( ) and @

You are also prompted for information about the Permit
which is saved in a .txt file in the same folder
*****
Enter the new File/Folder Name text:123456H 10-11-2014
*****
File Not Found
1 file(s) moved.
1 file(s) moved.
1 file(s) moved.
1 file(s) moved.
1 file(s) moved.
1 file(s) moved.
1 file(s) moved.
Enter the Member Number:

```

- c. When/if prompted, enter
 - i. Member Number
 - ii. Member Name
 - iii. Date the Permit was signed by the Club Permit Officer
 - iv. Any other relevant information for the permit application (optional)

```

Enter the Member Number:123
Enter the Member Name:Joe Blow
New Permit Date Signed:10/11/2014
Enter Additional Information:

```

NB: when reprocessing previously processed photos with an information txt file, then only the additional information is required for appending to the existing data

4. The new photo names are then displayed, as well as the new or updated txt file with the member details

```

*****
1 file(s) moved.

Renamed and moved files include:
123456H_10-11-2014-1.jpg
123456H_10-11-2014-2.jpg
123456H_10-11-2014-3.jpg
123456H_10-11-2014-4.jpg
123456H_10-11-2014-5.jpg
123456H_10-11-2014-6.jpg
123456H_10-11-2014.txt
Press any key to continue . . .

```

5. Press any key to complete the process and close the Windows command box
 - a. The renamed photos should now be located in a new folder located in the parent folder called PERMIT_PHOTOS, and the PHOTO INPUT folder should be empty except for the PhotoRename.cmd file, ready for the next permit processing
 - b. A new or updated txt file includes the member and additional details recorded when prompted, previous and new photo names, as well as a user name and date that the processing occurred. If the files are reprocessed subsequently the additional information is appended to the existing txt file, providing a useful history of changes