

# 6 ways to rename files and folders in Windows 10

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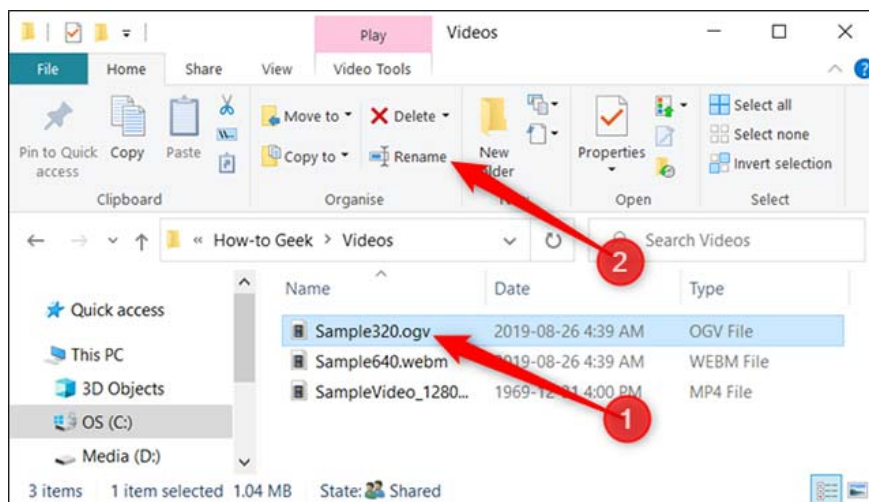
## Rename files and folders with File Explorer

File Explorer is an extremely useful tool on Windows 10. Particularly with this tool, we have up to 4 different ways to rename files and folders. In particular, there is a shortcut that allows you to rename files or folders without having to click. The renaming of files and directories is basically done in the same way.

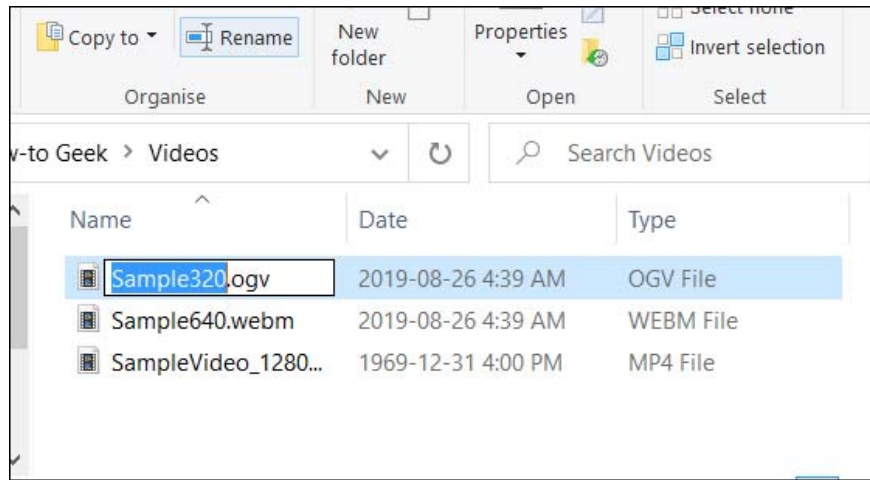
### Use the Home Menu

Access File Explorer by pressing **Windows + E** key combination and navigate to the file or folder to rename.

Click once on the file or folder to be renamed, then click the Home menu at the top of File Explorer, select '**Rename**'



Choose 'Rename'  
Enter the name you want to change.



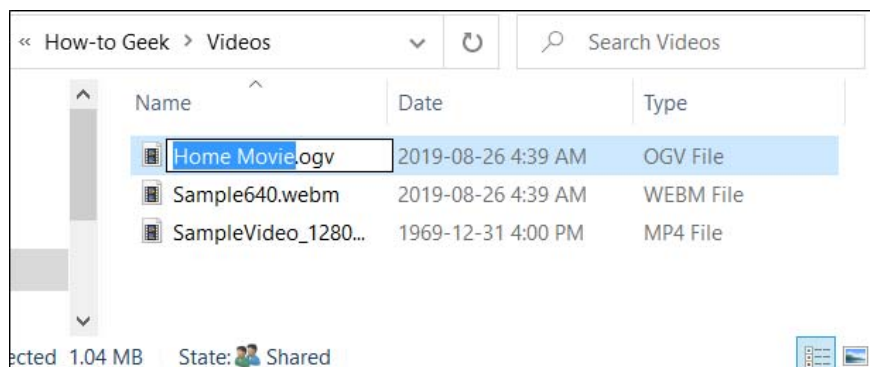
Enter a new name

When you're done typing, press Enter, or just click anywhere on the screen. New name will be saved.

## Rename files / folders with only 2 clicks

Access File Explorer by pressing Windows + E key combination and navigate to the file or folder to be renamed.

Select the file with just 1 click, pause for 1 second, and then click one more time.

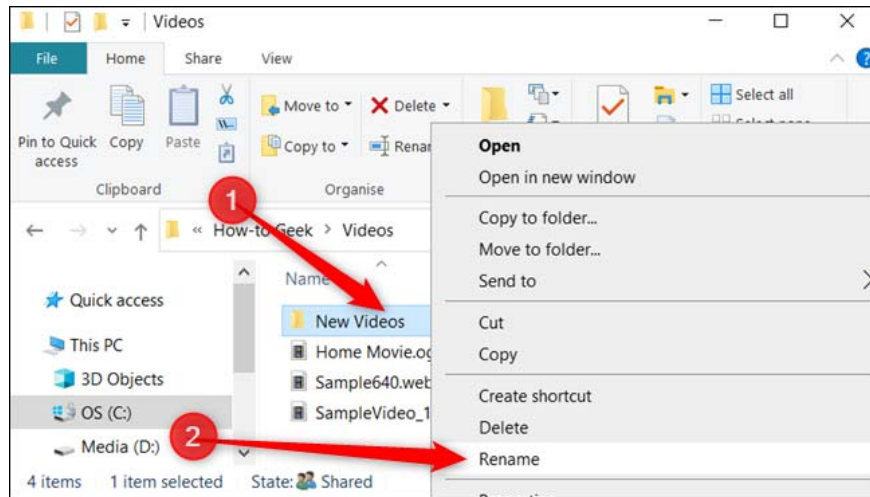


Enter a new name

After the name is highlighted in green, enter a new name and press Enter to save the changes.

## Use the Context Menu

To rename a file / folder from the Context Menu (context menu), right-click on the file / folder and select **Rename**.



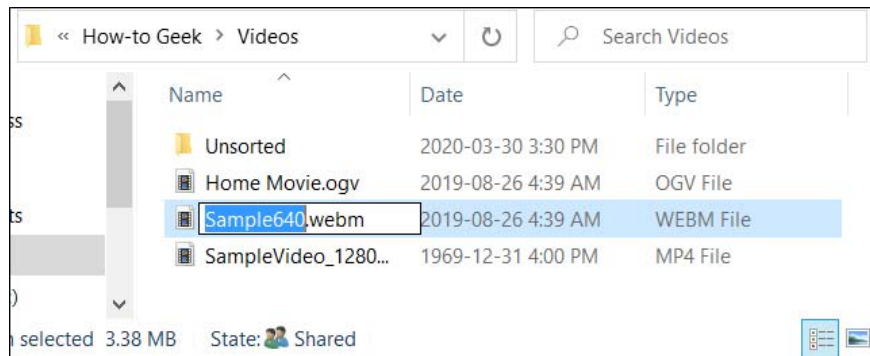
Select Rename

Enter a new name and press Enter to save any changes.

## Use keyboard shortcuts

This is how you can file / folder without using the mouse.

Select the file or folder to be renamed using the arrow keys or enter its name. Once selected, press F2 to highlight the name of the file.



Press F2 to highlight the name of the file

Enter a new name, then press the Enter key to save all changes.

## Rename the file / folder with Command Prompt

You can use the ren command in the Command Prompt to rename files or folders easily.

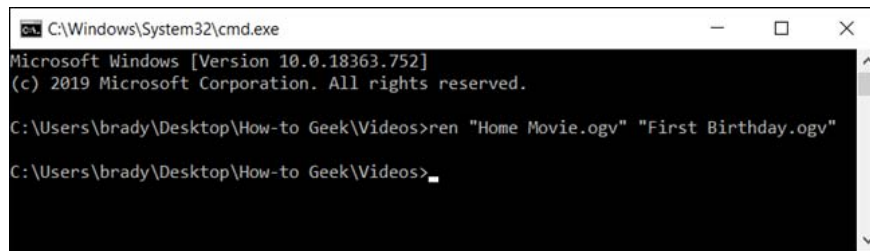
One of the fastest ways to open a Command Prompt in the desired folder is from File Explorer. First, open File Explorer and navigate to where the file / folder needs to be renamed. Click the address bar and type 'cmd', then press the Enter key.

To rename the directory / file, you can use the following command:

```
ren "tên t?p hi?n t?i.?uôi m? r?ng" "tên t?p m?i.?uôi m? r?ng"
```

For example, to rename the file 'Home Movies.ogv' to 'First Birthday.ogv' you use the following command:

```
ren "Home Movie.ogv" "First Birthday.ogv"
```



```
C:\Windows\System32\cmd.exe
Microsoft Windows [Version 10.0.18363.752]
(c) 2019 Microsoft Corporation. All rights reserved.

C:\Users\brady\Desktop\How-to Geek\Videos>ren "Home Movie.ogv" "First Birthday.ogv"

C:\Users\brady\Desktop\How-to Geek\Videos>
```

Enter the command in CMD

## Rename the file / folder with PowerShell

Windows PowerShell is even more powerful and flexible than the Command Prompt, with some short cmdlets to replace characters in file / folder names.

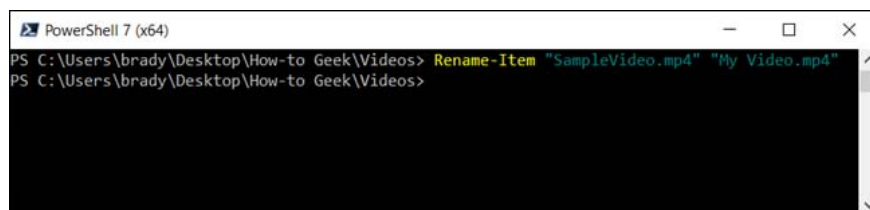
First, open File Explorer and navigate to where the file / folder needs to be renamed. Next, click File> Open Windows PowerShell, then click 'Open Windows PowerShell'.

To rename the directory / file, you can use the following command syntax:

```
rename-item "tên t?p hi?q t?i.?uôì m? r?ng" "tên t?p m?i.?uôì m? r?ng"
```

For example, to rename the file 'SampleVideo.mp4' to 'My Video.mp4', use the following cmdlet command:

```
Rename-Item "SampleVideo.mp4" "My Video.mp4"
```



```
PowerShell 7 (x64)
PS C:\Users\brady\Desktop\How-to Geek\Videos> Rename-Item "SampleVideo.mp4" "My Video.mp4"
PS C:\Users\brady\Desktop\How-to Geek\Videos>
```

Enter the command in PowerShell

Above are 6 ways to rename files, rename folders on Windows 10. If you need to rename files in batch, please refer to this guide of TipsMake.com.

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