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"Name Manager" is a service computer program designed to help PC users to automate files names and extensions preprocessing for further work in other programs.

The program works in three modes: "Extension Change", "Priority File Numeration", "Name Crop". The necessity to change the \*.vob extension to \*.mpg extension arises, for example, when you import video files in a non-linear video editor Premiere Pro. In the "Extension Change" mode this process becomes automatic.

Obsolete portable devices do not support files with names of more than 36 characters. The only way out is to crop file names up to a certain number of characters. This problem is quickly solved with the help of this program.

Manual renaming and the right sequence setting is a very long process. The service program automatically renames the files according to the sequence selected by the user, assigning them a sequence number and putting it before the name. There are cases when the browser saves the file with a wrong extension, for example, if we download the archive \*.rar, the browser "Internet Explorer" can save it with the extension \*.html. In these cases, this program can be helpful.

The computer program has been developed in the object-oriented programming with Delphi 7.0.

**Name Crop.** There is a list of directories on the left of the window. On the right there are files that can be found in the catalog. By clicking the file button, choose the necessary file for cropping. When the choice is made, enter in the "Select files to crop to ... characters" field the number of characters, you want to crop the file name to (excluding the extension). Click the "Execute" button.

**Extension Change.** Select a directory with the files in the window on the left, and on the right select (by putting a tick) the files with the extension to change. In the "New Extension" field enter a new file extension without a dot. Click the "Execute" button.

**Priority File Numeration.** In the list of directories on the left select directories you need, on the right you will see the files of this directory. Click the files one by one, in the order in which you want to play them. Click the "Execute" button.

The program "Name Manager" is a versatile tool for working with file names in different directions. Its use greatly facilitates the user's work with a large list of files. The "Name Manager" can be used by students and teachers in the preparation of electronic material for lessons or social events.