How to rename photographs (Windows)

To rename one photograph open the folder containing the photograph, right click on the photograph to select it and in the context menu that appears left click on 'Rename', the name of the photograph will be highlighted in blue, press delete to delete he old name, type in the new name and press return, if there is already a photograph with that name in the folder you will be asked if you want to rename it with a sequential number.
If you want to rename all the photographs in the folder with the same name, (that wonderful week in Skegness for instance) press Ctrl+A to select them all, put your cursor on the first one in the sequence, right click on it and in the context menu left click on 'Rename', type in the name you want and all the photographs will be given the same name with a sequential number.
You might want to select a number of photographs that don't run in sequence in your folder, to select them hold down the CTRL button and left click on each photograph to highlight it, you can then rename them as above.
This method can also be used with document files. To find your Pictures and Document folders press the Windows+E key to open file explorer.

BEWARE, the 'Delete' option is just above the 'Rename' option in the context menu, it is easy to click on this in error, (I speak from experience), don't despair your photograph or file will be in the Recycle Bin, open the Recycle Bin, find your photograph/file, right click on it and left click on 'Restore'.