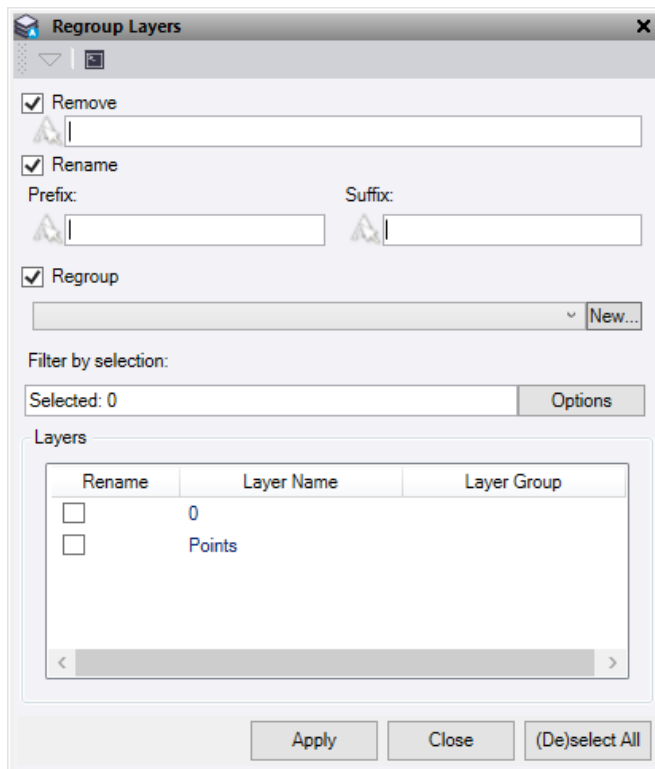**Rename/Regroup Layers**

Command Description

The Rename/Regroup Layers command lets you select layers, remove parts of the layer names, add a prefix and/or suffix to the layer names and group them if required.

1. Tick the required fields of **Remove** and/or **Rename** and/or **Regroup**

2. If using the **Remove,** enter the letters you wish to remove from the layer name (case sensitive). This happens first before rename.

3. If using the **Rename**, enter a Prefix and/or Suffix in the box for the layers selected.

4. If using the **Regroup**, select an existing group from the dropdown list or enter a **New** group name to group the selected layers.

5. Do either of the following:

   ▪ Click in the **Filter by selection** field and then in a graphic view select any data you want to change, and those layers will be selected in the list below.

   ▪ Alternatively, you may tick any layers in the list to use.

6. Use the **(De)select All** button to either select all the layers in the list or deselect any layers in the list that are currently selected.

7. Click **Apply** to apply the changes and keep the **Rename/Regroup Layers** command pane open.