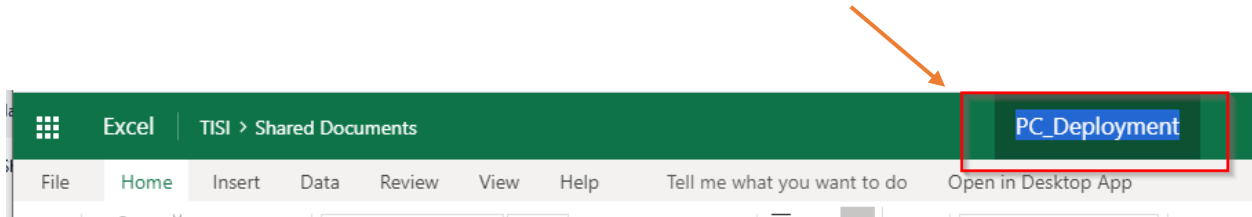
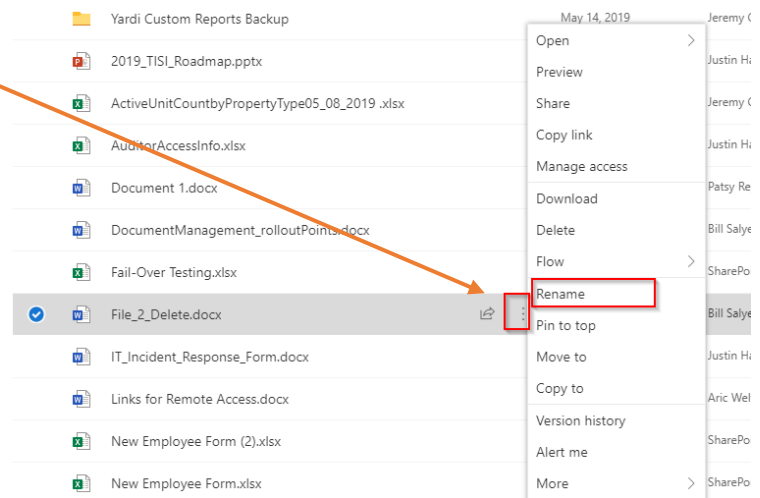


How can I Rename a File?

If you are currently editing a file, the easiest way to rename it is to go to the title bar, click on the existing filename and directly rename the file as shown:



If you are the “top” level, you can rename a file by right clicking on the “Action List” and selecting Rename from the Pop-Up menu. You will then get a Pop-Up box where you can enter a new filename and click Save.



Rename

.docx

Save

Cancel