

## Renaming a Document:

1. Navigate to the document you wish to rename. Do not open the file.
2. Right click on the icon for the document.
3. Select *Rename* from the menu that displays. (Figure 1)
  - a. The name of the document is selected.

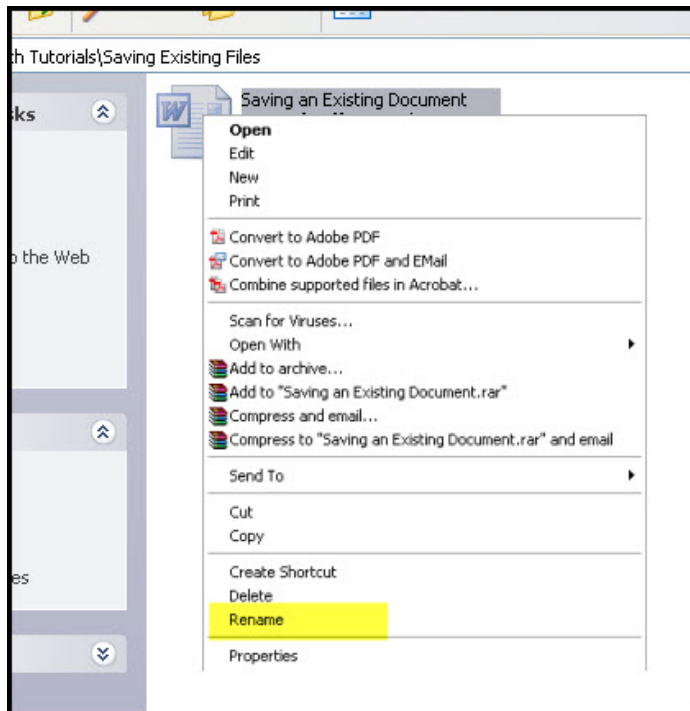


FIGURE 1: RENAMING A DOCUMENT

4. Press the delete key on the keyboard.
5. Type the new name of the document and press Enter.