Lesson 25

You can give a file a new name to better describe its contents. This makes it easier for you to find the file.

FOR WINDOWS 7 USERS:

Renaming a File

1. To select the file that you want to rename, move the mouse ⬉ over the file and then press the right button.

2. Move the mouse ⬉ over **Rename** and then press the left button.
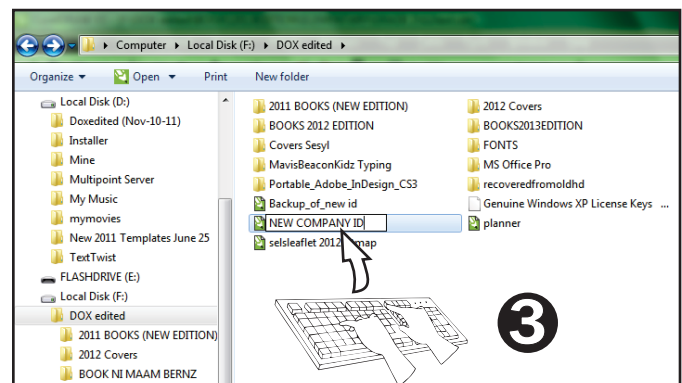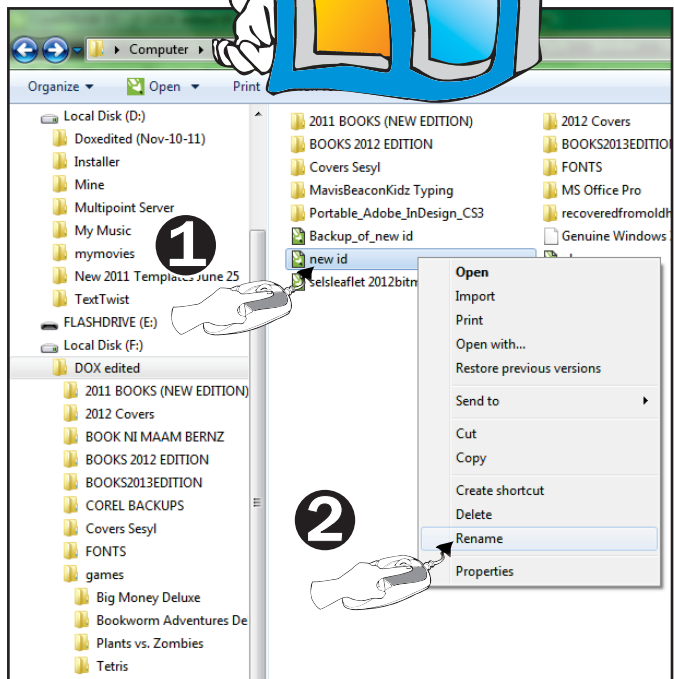
    The file name appears in a box.

3. Type the new name of the file.

    Note:
    You can use up to 255 characters to name a file. The

FOR WINDOWS 8 USERS:

Renaming a File

1. To select the file that you want to rename, move the mouse ➤ over the file and then press the left button.

2. Move the mouse ➤ over Rename Tool and then press the left button.

   The file name appears in a box.

3. Type the new name of the file.

   Note:
   You can use up to 255 characters to name a file. The name cannot contain the characters like \ ? : * " <> or |.