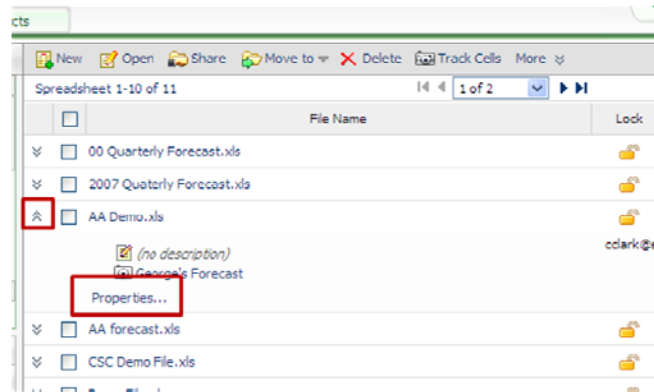


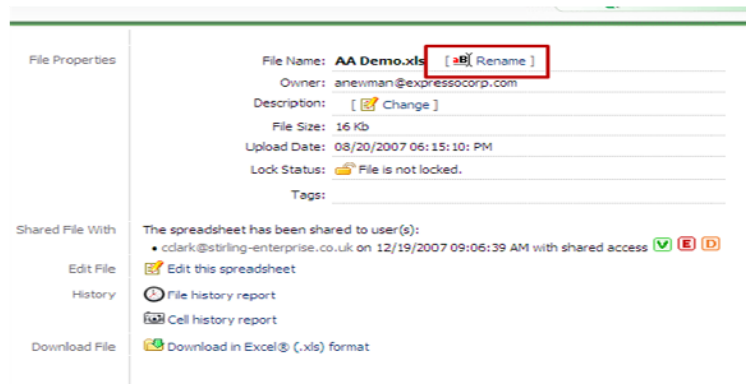
Renaming Files and Folders

Rename a File

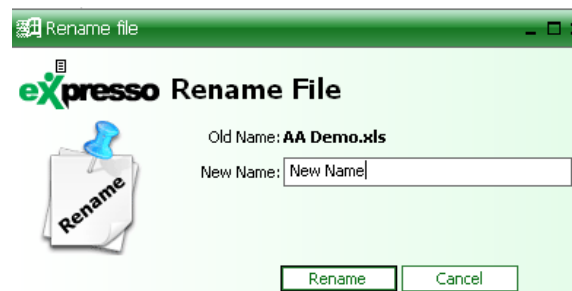
To rename a spreadsheet, click the expand arrows next to the spreadsheet. Next, click “Properties.”



Click “Rename” next to the spreadsheet name.

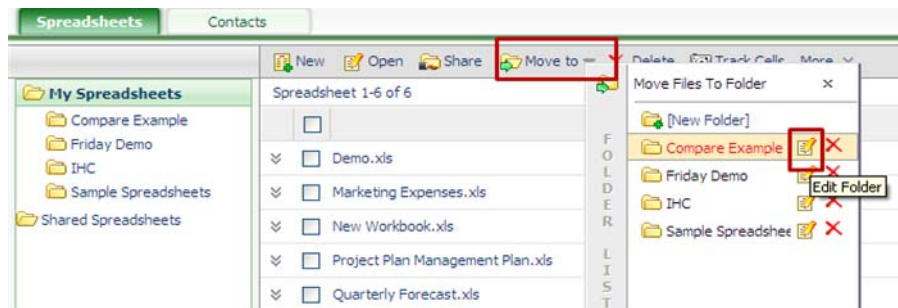


Enter the new name for your spreadsheet and click “Rename.”



Rename a Folder

To rename the folder, click “Move To” and then click the edit icon next to the folder you want to rename.



You will then be able to rename the folder and/or give it a description.

