

Rename a File

Lets say you would like to rename the file that you have just created "JUDY". Click the Start Button, and then click on the My Documents item in the Start menu, (this is where you saved the "JUDY" file.) Click the "JUDY" file. (this will highlight the name JUDY.) Click "File" in upper right hand corner of your window. Move arrow down to "Rename" and click. Push the backspace key on your keyboard and the file name "JUDY" disappears. Now type a new name in the file space below that file. Lets type " FRIEND" You have just renamed your file. Close the window. You remember...Click the close button "X" upper right hand corner. You should now be back at your desktop.

Lets Review "**Rename a File**"

Double click "DOCUMENTS" icon on your desktop

Click "JUDY"

Click "FILE"

Click "RENAME"

Hit the "Backspace" key on your keyboard

Type new name "FRIEND"

Hit "ENTER" on your keyboard