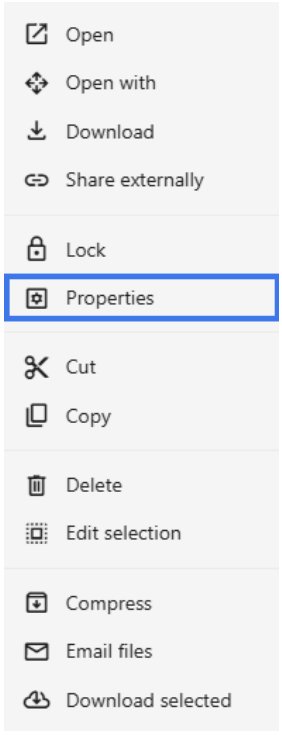
Renaming Files and Folders

Change the names of your files and folders to keep them organized and easy to identify.

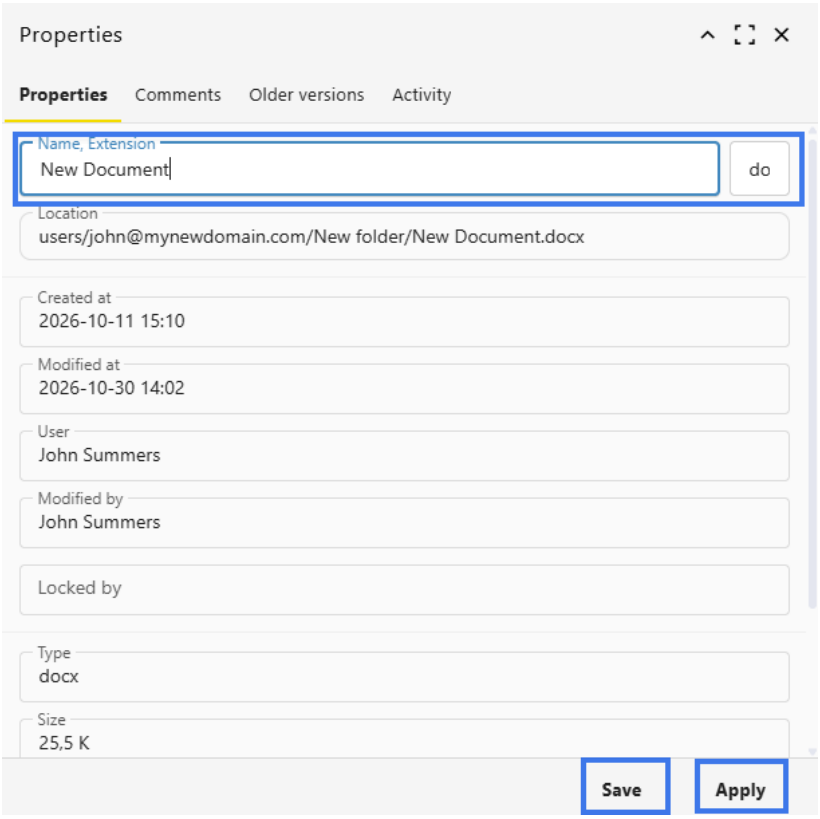
Renaming a File or Folder

Right-Click Method

1. Right-click the item.
2. Select **Properties** then **Name, Extension**.



3. Type the new name.



4. Press **Enter** to confirm.

Naming Guidelines

- Use descriptive, meaningful names
- Keep names reasonably short
- Avoid special characters such as
  \ / : * ? " < > |
- Include dates when useful, such as **YYYY-MM-DD**
- Use version numbers when tracking files manually

File Extensions

When renaming files:

- The file extension, such as .**docx** or .**xlsx**, should usually stay unchanged
- Changing the extension may affect how the file opens
- The system may show a warning if you try to change the extension

Impact of Renaming

- File content is not changed
- Sharing permissions stay in place
- Internal share links continue working
- External share links continue working
- Version history is preserved

Canceling a Rename

- Press **Esc** before confirming the new name
- The original name is kept

Undoing a Rename

- Press **Ctrl+Z** immediately after renaming, if available
- Or rename the item again manually

Best Practices

- Use a consistent naming style
- Include project or client names when helpful
- Add dates for time-sensitive files
- Avoid generic names such as **Document1**

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