

Quick How-To:

How to Rename a File or Folder

Who is this for?

This guide is for learners who want to keep their files and folders labeled clearly so they're easier to find later.

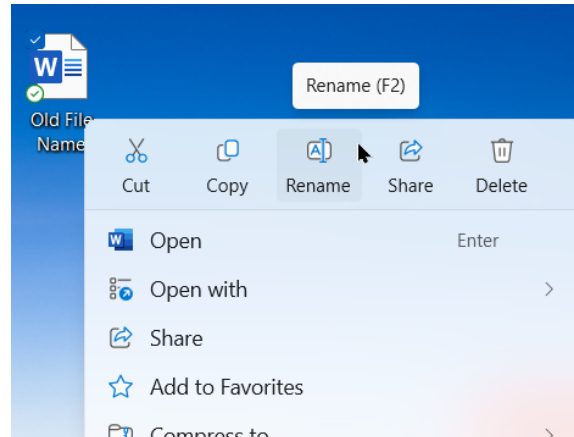
Step-by-Step Instructions

Step 1: Find the File or Folder

- Go to the location where your file or folder is saved — like the **Desktop**, **Documents**, or **Downloads** folder.

Step 2: Right-Click or Tap and Hold

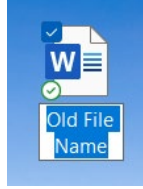
- On a computer, **right-click** the item.



- On a phone or tablet, tap and hold the item until options appear.

Step 3: Select Rename

- Choose **Rename** from the menu.
- A box will appear with the old name highlighted.



Step 4: Type the New Name

- Type in the new name.
- Press **Enter** or tap **Done** to save it.

You Did It!

Your file or folder now has a new name! Labeling things clearly keeps your digital space easier to use.