

## **RENAMING FILES:**

You can change the name of the file so long as you leave the extension the same. That is if it's a .doc file then change the name before the .doc, leaving the .doc. If you wish to save it in a different format meaning like a .rtf instead of a .doc then you have to open the document and click SAVE AS and select to save it as a .rtf instead of a .doc.

To change the name of a file

1. Rightclick START...Explore.
2. Scroll up to the MY DOCUMENTS folder or other folder where file is stored, doubleclick and locate the file on the right side of the screen.
3. Rightclick the particular file whose name you wish to change, select RENAME.
4. Place your cursor in the title part and make the changes you wish without changing the letters of the extension, that is the three letters after the dot .
5. Press ENTER

Example: you have a file named JMAX BITS.doc. You want to change that to JMAX BITS INTERNET.doc. When you rightclick the JMAX BITS it will be highlighted. Place your cursor after Bits and add Internet. Press ENTER.

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