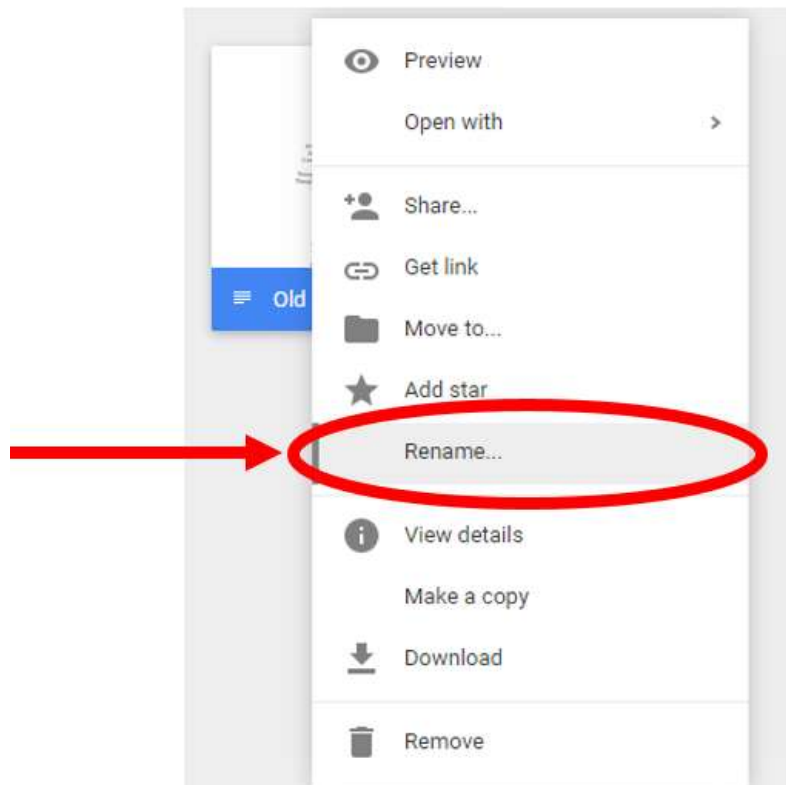
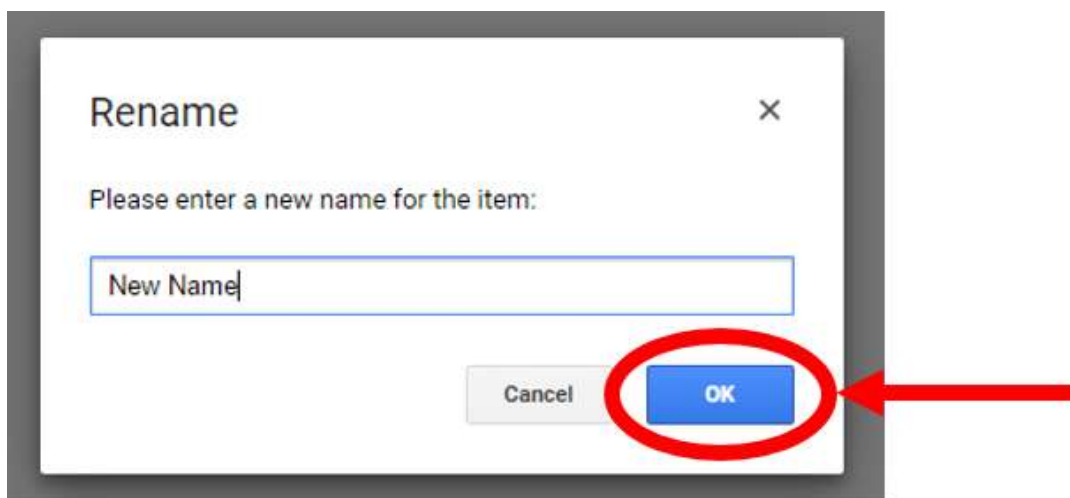


How to Rename a Document on Google Drive (Desktop Version)

- 1) Right click on the document you want to rename.
- 2) Select 'Rename' out of the options that come up.

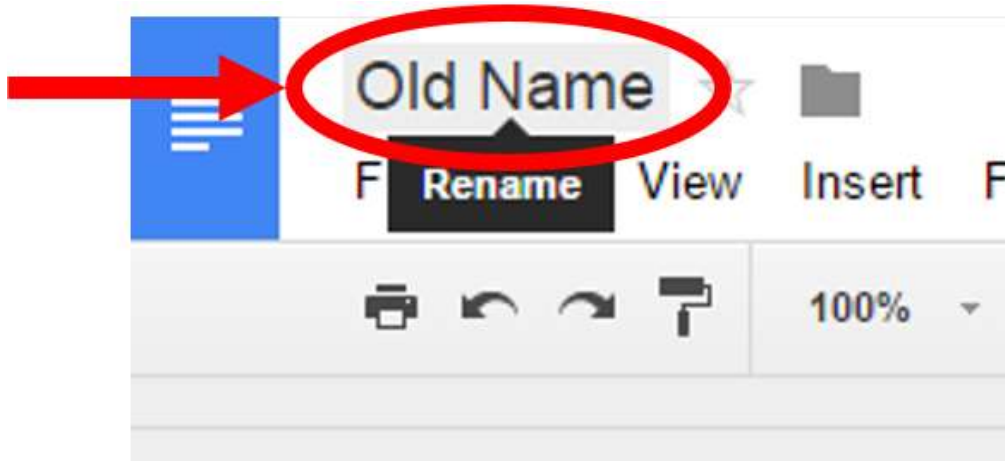


- 3) Enter your new name in the box that appears and select 'OK'.

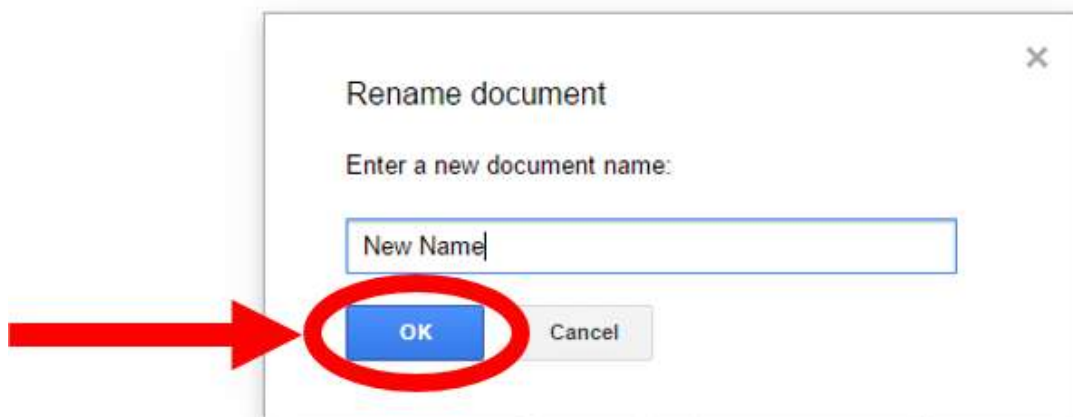


Or Alternatively...

- 1) When in your document, click the name of your document in the top right hand corner.

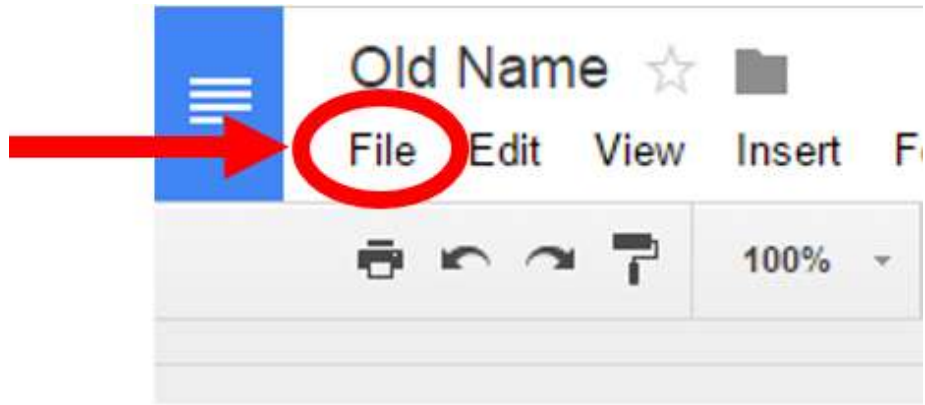


- 2) Enter your new name in the box that appears and select 'OK'.

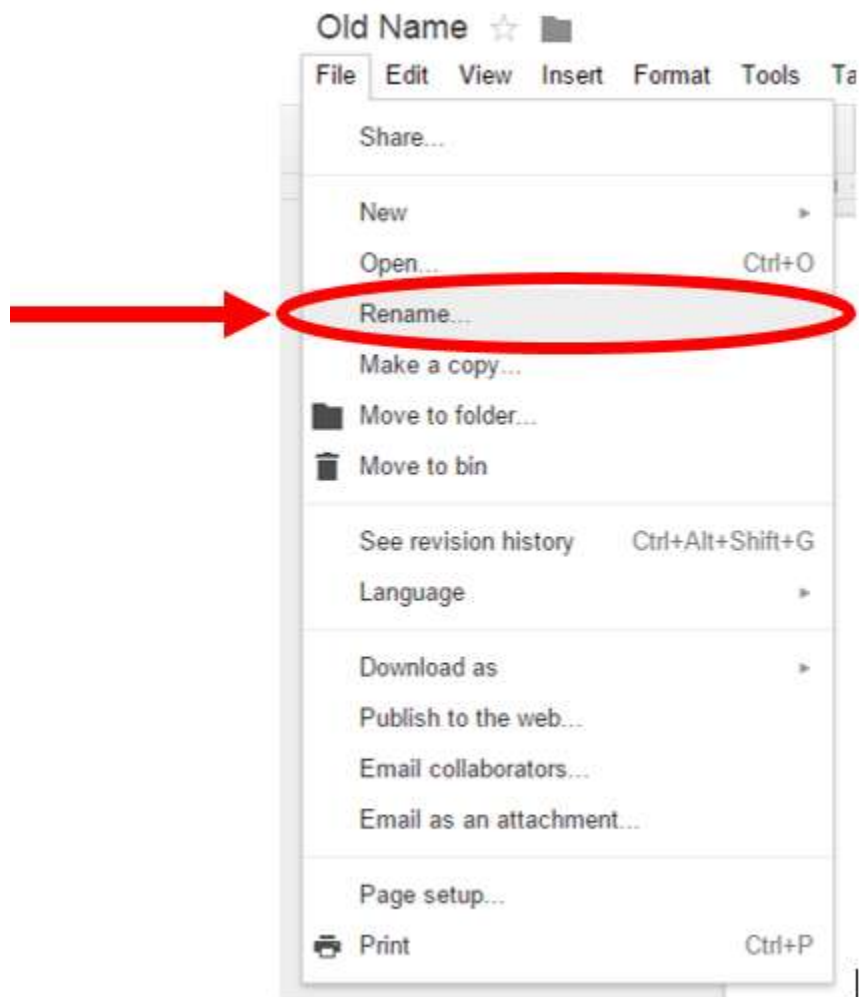


Or Alternatively...

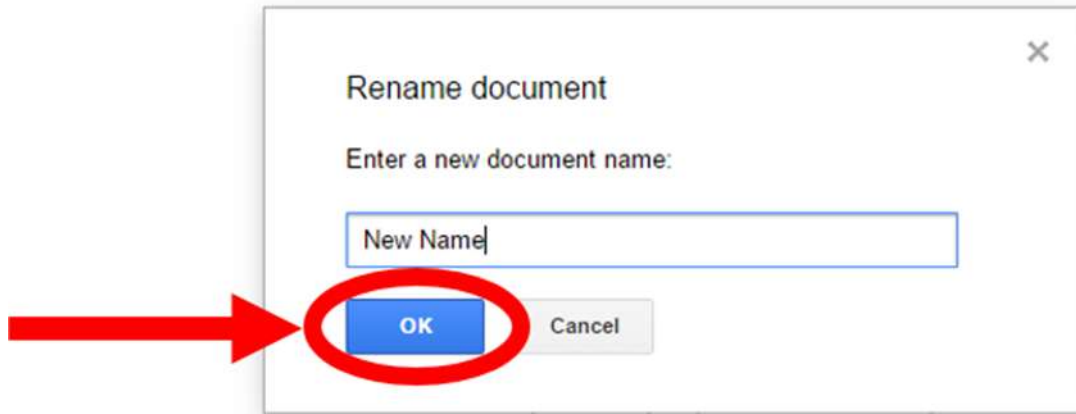
- 1) When in your document, click on 'File'.



2) Select 'Rename' out of the options that come up.



3) Enter your new name in the box that appears and select 'OK'.



The name of your document should now be updated.