

GCdocs16



Job aid

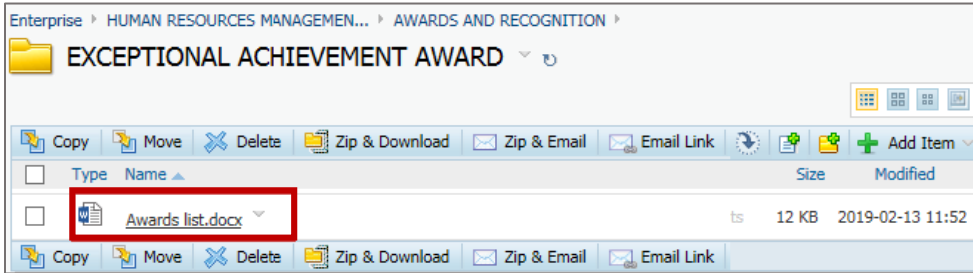
Working with documents and items

How to rename a document

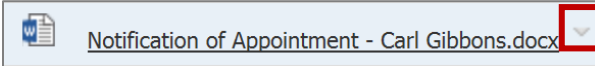
Classic View

Renaming a document

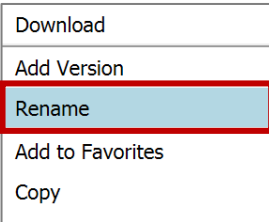
1. Navigate to the document that you want to rename



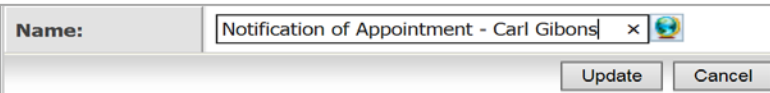
2. Select the **Functions** menu



3. Select **Rename**



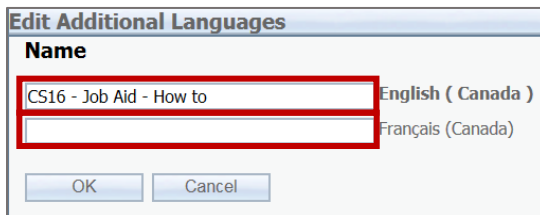
4. Rename the document in the **Name** field



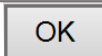
5. If the document name is required in both official languages, select the

Multilingual icon

6. Enter the name in the other official language



7. Select **OK**



8. Select **Update**

