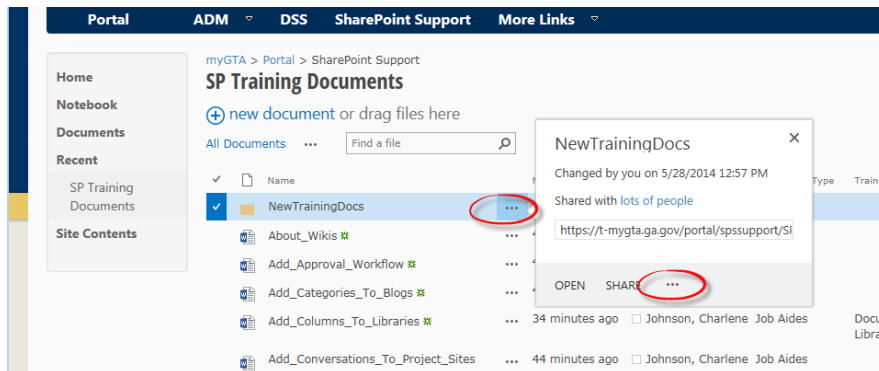


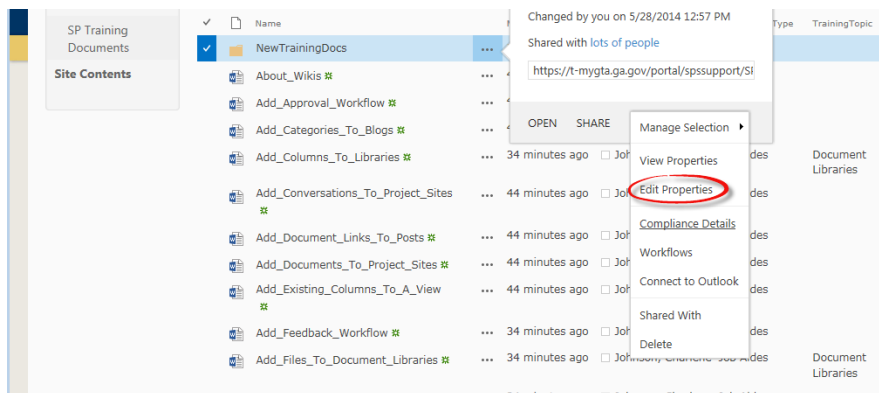
Rename Documents In a Document Library

RENAME DOCUMENTS IN A LIBRARY

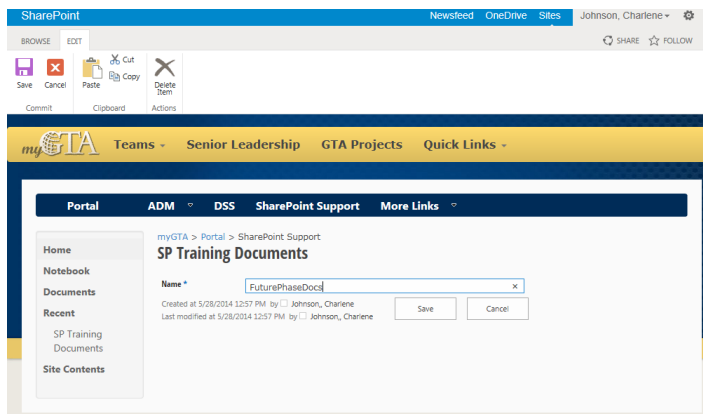
1. Navigate to the file or folder in the document library that you want to rename, e.g. NewTrainingDoc.
2. Click the **Open Menu** ellipses next to a file you want to rename, and then click the ellipses on the callout.



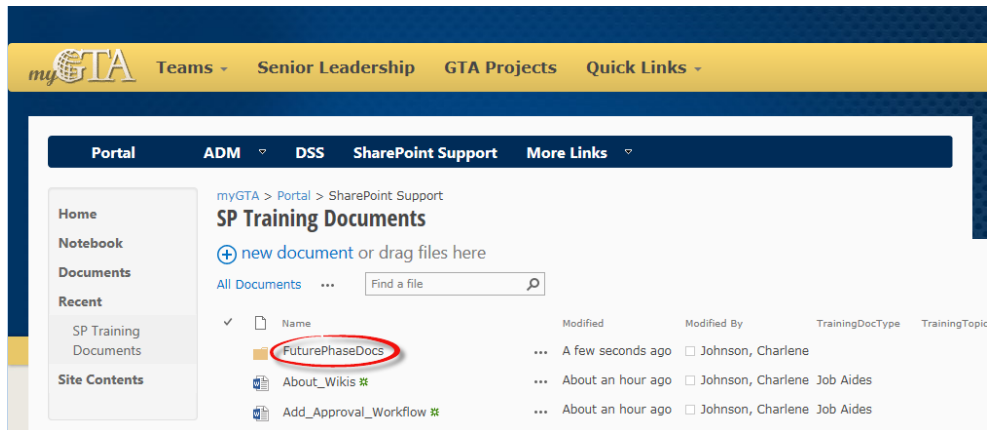
3. Click **Edit Properties**.



4. Enter the new name in the **Name** field and click **Save**.



5. The document is renamed, e.g. FuturePhaseDocs



The screenshot displays the myGTA SharePoint interface. At the top, there is a navigation bar with 'myGTA' and links for 'Teams', 'Senior Leadership', 'GTA Projects', and 'Quick Links'. Below this is a secondary navigation bar with 'Portal', 'ADM', 'DSS', 'SharePoint Support', and 'More Links'. The main content area is titled 'SP Training Documents' and includes a 'new document or drag files here' button and a search bar. A table lists documents with columns for Name, Modified, Modified By, TrainingDocType, and TrainingTopic. The document 'FuturePhaseDocs' is highlighted with a red circle.

Name	Modified	Modified By	TrainingDocType	TrainingTopic
FuturePhaseDocs	... A few seconds ago	Johnson, Charlene		
About_Wikis	... About an hour ago	Johnson, Charlene	Job Aides	
Add_Approval_Workflow	... About an hour ago	Johnson, Charlene	Job Aides	