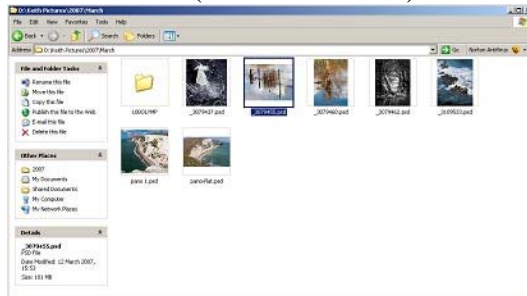


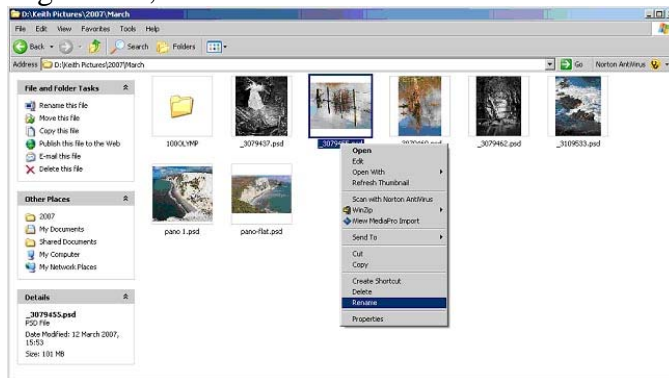
How to rename a file

Don't forget to work on a COPY of the original file!

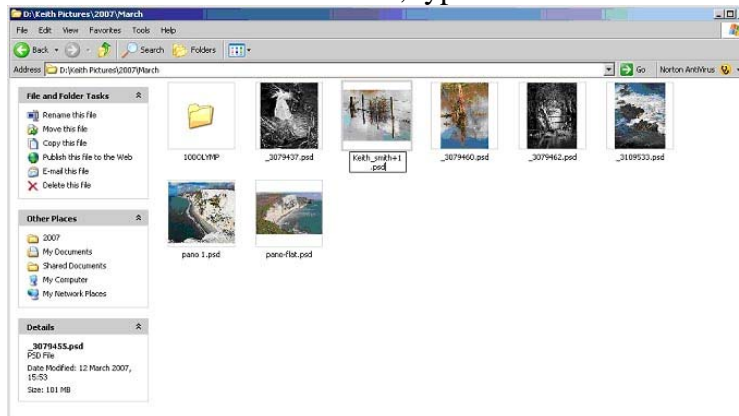
- 1 Select the file (left mouse click)



- 2 Right click, select Rename



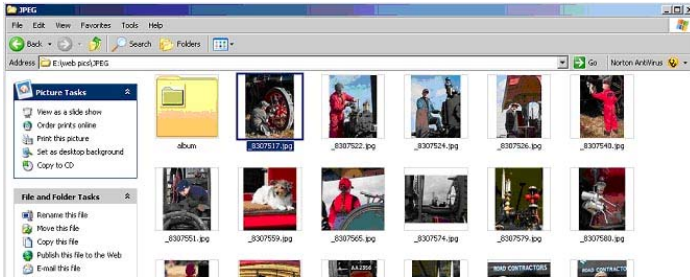
- 3 The File name will be selected, type the new name



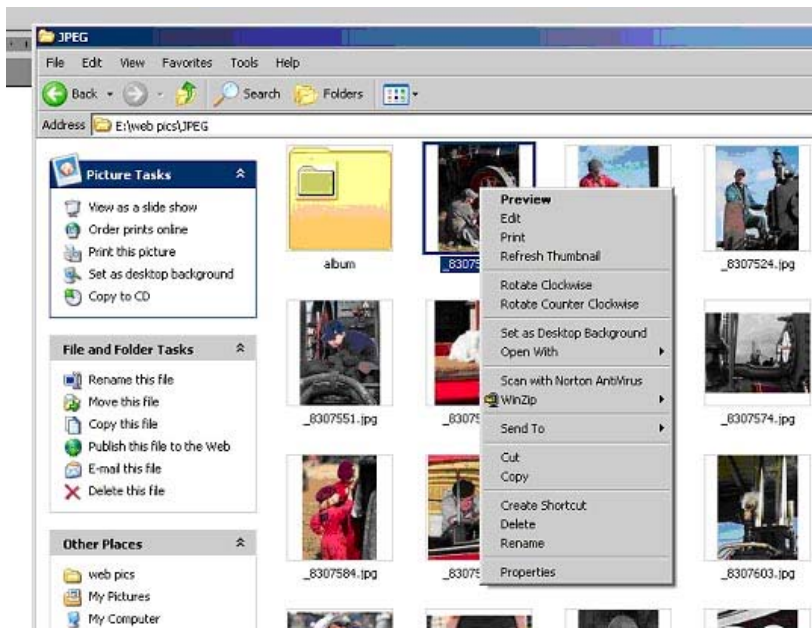
and press enter.

How to set the title and author details on a file

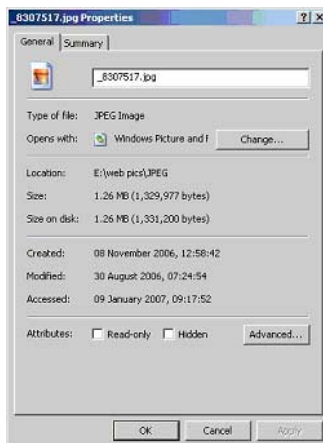
- 4 Select the file (left mouse click)



2 Right click to bring up the menu



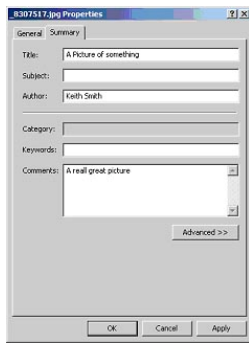
3 Select properties



4 Select Summary tab



5 Fill in the Title and Author details



6 Press OK

