

Title: Renaming Folders

Subtitle: Online File Folder

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You have three options for renaming folders within Online File Folder: List View, Thumbnail View, and Filmstrip View. **NOTE:** The Dropbox folder serves as an inbox; therefore, you cannot rename it. To Rename a Folder in List View Click the **Files** button. From the **View** list, click **List**. If necessary, open the folder that contains the subfolder you want to rename. Select the checkbox of the folder you want to rename, and then click **Rename**. In the **To** field, type the name. Click **OK**. To Rename a Folder in Thumbnail View Click the **Files** button. From the **View** list, click **Thumbnail**. If necessary, open the folder that contains the subfolder you want to rename. Click the name of the folder you want to rename, and then click **Rename**. In the **To** field, type the name. Click **OK**. To Rename a Folder in Filmstrip View Click the **Files** button. From the **View** list, click **Filmstrip**. If necessary, open the folder that contains the subfolder you want to rename. Select the folder you want to rename, and then click **Rename**. In the **To** field, type the name. Click **OK**. **TIP:** In any view, you can use the right-click menu to rename folders.