

Renaming an element and a folder

You can change an element's name and a folder's name.

Requirements: You must have a project or library role that includes the Arrange/Modify user right.

Note: When you rename an element that has multiple revisions, all of the element's revisions are renamed.

1. Click the element's thumbnail or folder's thumbnail, and select **Element > Rename Element** or **Folder > Rename Folder**.
2. Type a new name.
3. Click **Rename**.