


Renaming Items

How to rename an item within the MLE
















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Items such as learning module pages, files and folders are renamed within their folder view or listing.








How to access the folder view or listing

1. Begin at the item to be renamed and click **View** and  Folder Listing from the Digitalbrain menu bar.

A view similar to the one below will be shown

							
Edit	Cut	Copy	Paste	Delete	Download	Access	Properties
Select	Name						Order
<input type="checkbox"/>		media					▲ ▼
<input type="checkbox"/>		links					▲ ▼
<input type="checkbox"/>		documents					▲ ▼
<input type="checkbox"/>		home					▲ ▼
<input type="checkbox"/>		Introduction					▲ ▼
<input type="checkbox"/>		Clouds					▲ ▼
<input type="checkbox"/>		Climate change					▲ ▼

2. Right click on the object to be renamed

Select	Name		Order
<input type="checkbox"/>		media	▲ ▼
<input type="checkbox"/>		links	▲ ▼
<input type="checkbox"/>		documents	▲ ▼
<input type="checkbox"/>		home	▲ ▼
<input type="checkbox"/>		Introdu...	▲ ▼
<input type="checkbox"/>		Clouds	▲ ▼
<input type="checkbox"/>		Climate	▲ ▼

Edit

Rename

Delete

Copy

Cut

Access control

Copy Link

Show properties

3. Click on **Rename**.

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Enter new name for Introduction

Then press 'ok'.

Remember: the permitted characters are a-z, A-Z, 0-9, spaces and "()"_" , but spaces and dots are not allowed at the beginning or end of the file name.

4. Rename the item and click .

Note:

If an item has been linked to elsewhere, renaming it will break the link! If an item needs to be renamed the links to it will also need to be edited.