Naming a New, Untitled Document:

1. Click **UNTITLED DOCUMENT** title in top left corner to rename your file.



2. Name your document and Click OK.

	×
Rename document	
Enter a new document name:	
Untitled document	
ОК Сапсеі	
	Rename document Enter a new document name: Untitled document OK Cancel

Renaming a Document:

1. Click on the file to be renamed-it will open in a new tab.



2. Click **DOCUMENT TITLE** in top left corner to rename your file.



3. Name your document and Click OK.

Rename document	×
Enter a new document name:	
Test Document	
ОК Сапсеі	