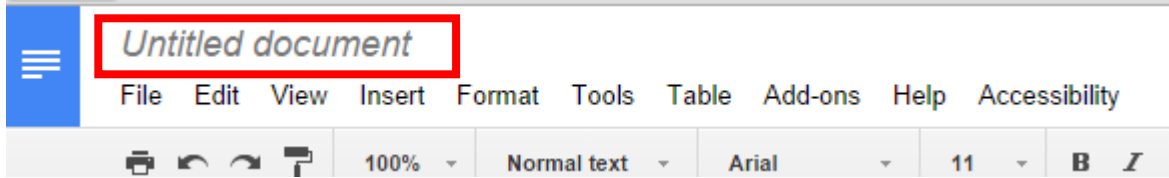


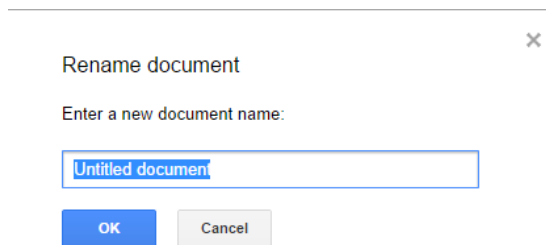
Naming or Renaming Google Document

Naming a New, Untitled Document:

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

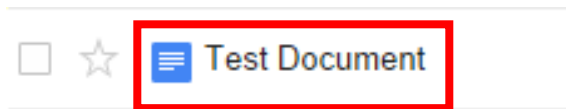


2. Name your document and Click **OK**.

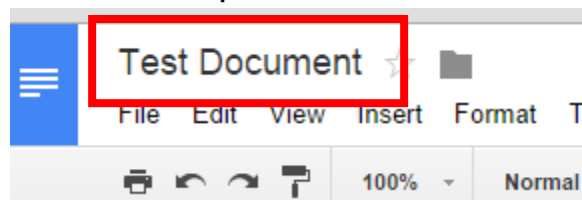


Renaming a Document:

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**.

