## How to rename or delete files and folders in the Cloud Disk?

help.fracttal.com/hc/en-us/articles/25052593496333-How-to-rename-or-delete-files-and-folders-in-the-Cloud-Disk

To rename or delete a file or folder, you need to select the desired item. After selection, the system will enable a toolbar where you can choose between the actions of deleting or renaming, as needed.

## How to Rename a File or Folder

1. Select the file or folder you want to rename from the cloud disk list.

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| ☐ → 005C0850-29.pdf                                    | 2022-01-26 14:37   | 262.7 KB                        |
| 🕑 🗈 02-Planilha-de-importacao-de-equipamentos (2).xlsx | 2022-12-16 13:53   | 10.74 KB                        |
| ☐ 🖂 02098CU-152RK.pdf                                  | 2021-12-21 08:23   | 1.43 MB                         |
| I-conceptos-del-mantenimiento.pdf                      | 2022-02-11 09:48   | 54.31 KB                        |
| ○ ഈ 1.png  | 2020-11-04 22:12   | 42.02 KB                        |
| □ 🚡 15W40.jpeg   | 2022-03-08 11:27   | 67.21 KB                        |

2. Click the edit icon in the upper right corner of the screen.

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- 3. A pop-up window will appear with an editable field.
- 4. After making the change, click Save to confirm the modification.

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How to Delete a File or Folder

1. Select the file or folder you want to delete from the cloud disk list.

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2. Click the delete icon in the upper right corner of the screen.

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3. A confirmation window will appear. Confirm the action to finalize the deletion of the file or folder.

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