File Management with JAWS
Renaming Files and Folders

One of the most useful file management features is the ability to rename files/folders. Windows 10 allows you to use up to 32,000 characters in a file name, including spaces. So there is plenty of scope for giving your files descriptive, meaningful names! However, when naming folders/files, you cannot use any of the following characters:

/ \ < > : * " | ?

To rename a file or folder, in conjunction with JAWS, follow these suggested steps:

1.   Select the file or folder you wish to rename.

2.   Press **F2**. Upon doing this, you'll be in 'edit' mode. The name of the folder/file will be selected and JAWS will announce its name.

Note 1: When you first go into 'edit' mode, you can either overtype the existing name with the new one, or you can amend the name by navigating the text and adding/deleting characters as appropriate.

3.   When you have specified a name for your file/folder, press **ENTER**. Upon doing this, it will be renamed and positioned in the list of files alphanumerically!

Note 2: When renaming files, ensure that you retain the original file extension. If you don't, it could result in it becoming unusable!