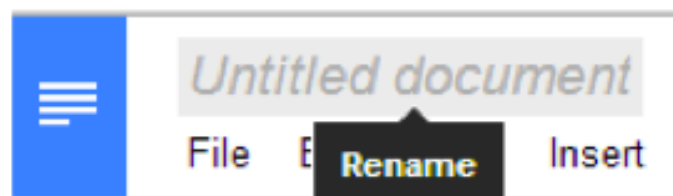


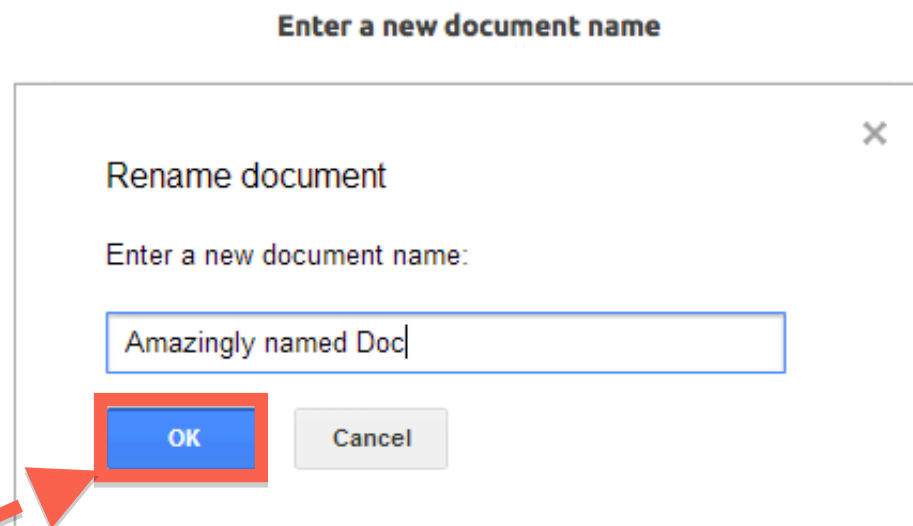
# Instructions

## Change the Document Name

1. Click the name of your document at the top (if a new document then you will see *Untitled Document*).

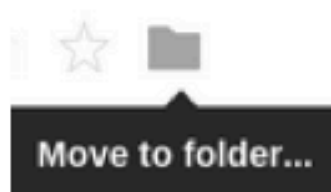


2. Enter your document name, and use the **OK** button



## Move a Document to Folder

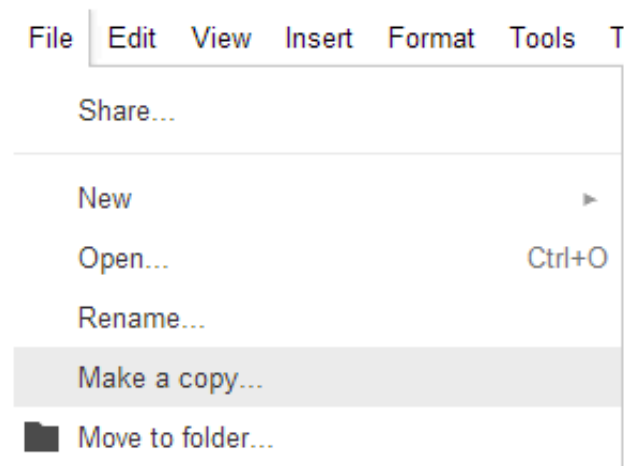
1. Use the **Move to folder...** icon on the right of the document name (looks like a folder)



2. Choose, or create, a folder to move the document to.

## Make a copy under another name ('Save As')

### Choose 'Make a copy'



## Make a copy under another name ('Save As')

1. Use the **File** menu, then **Make a copy...**
2. **Enter a new document name**, choose whether to **Share it with the same people** and then use the **OK** button
3. Your copied file will appear in My Drive. To move it use the **Move to folder...** button (it looks like a folder next to your document name) and choose a new destination.

### Enter a new document name

Copy document ✕

Enter a new document name:

Comments will not be copied to the new document.

Share it with the same people

### Move your file

Another Amazingly Named Document ☆ 📁

File Edit View Insert Format Tools Ta

**Move to folder...**