Website: www.widgit.com/support
Telephone: 01926 333680
Email: support@widgit.com

How to Rename Files

It is possible to rename your Widgit Online files.

1. Click the cursor.

☐	multiselect	Ⓘ	👓	📕	WODoc
☐	for customer	Ⓘ	👓	📕	WODoc
☐	test multiple	Ⓘ	👓	📕	WODoc
☐	beavers BP 2	Ⓘ	👓	📕	SWDoc

2. A pop-up will appear.

Rename document ✕

Name:
multiselect
Icon:

Search symbols:

Preview:

Select a symbol:

Save   Cancel

3. Type the new name.

Name:
cookery
Icon:

4. Click Save.

Save   Cancel