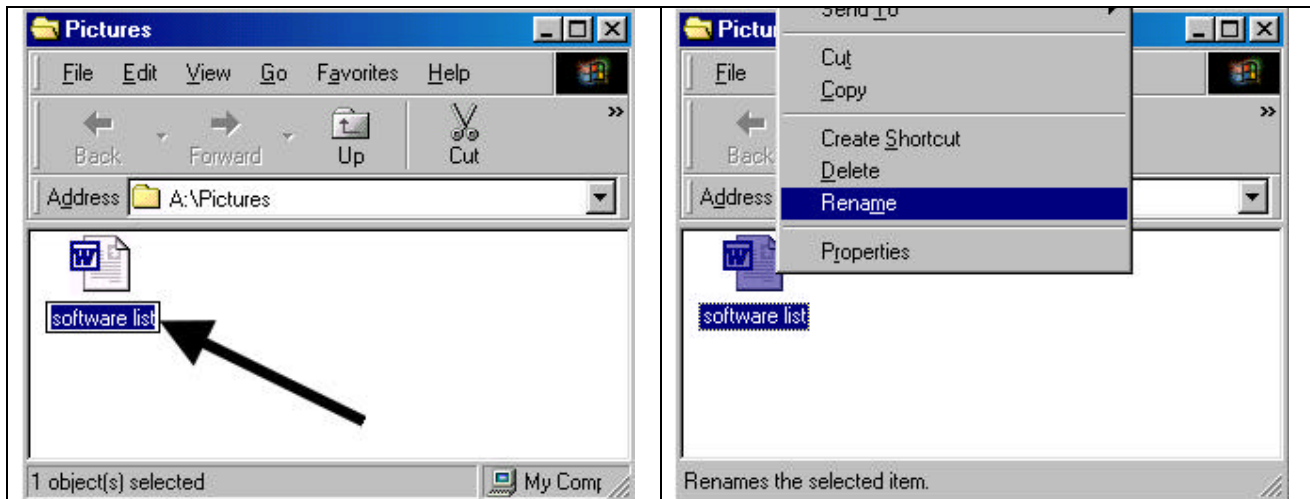


Files and Folders in Windows 95/98

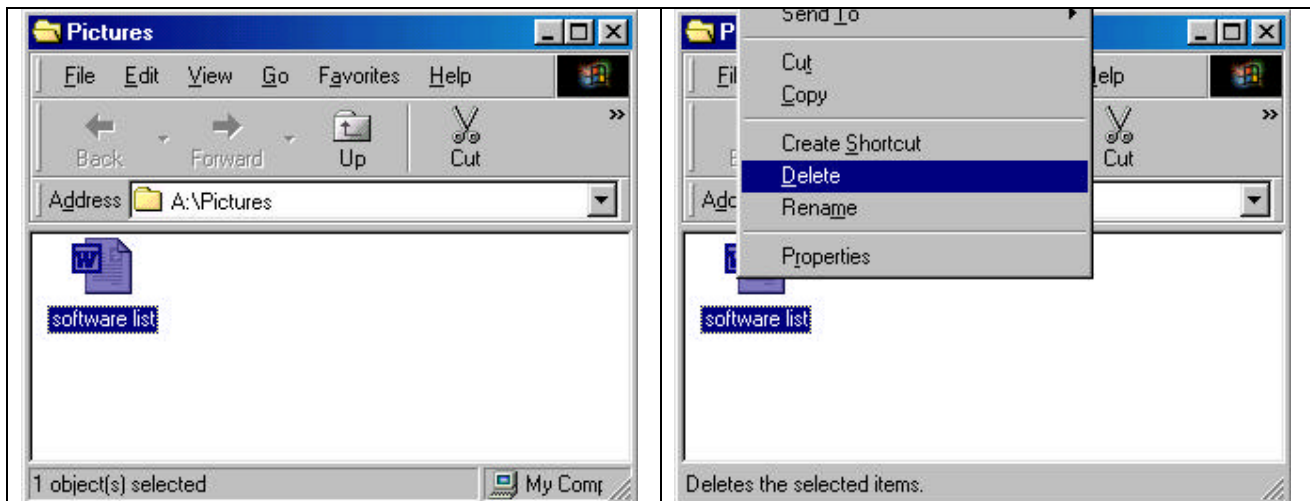
Renaming Files



To change the name of a file (or folder) click on the current name of the file. Delete the old name, type in the new name then click somewhere else on the screen.

OR Sometimes it is easier to right click on the file and select the 'Rename' option from the menu that appears.

Deleting files



To delete a file simply click on the file you want to delete and press the 'Delete' key on your keyboard.

OR right click on the file and select 'Delete' from the menu that appears.