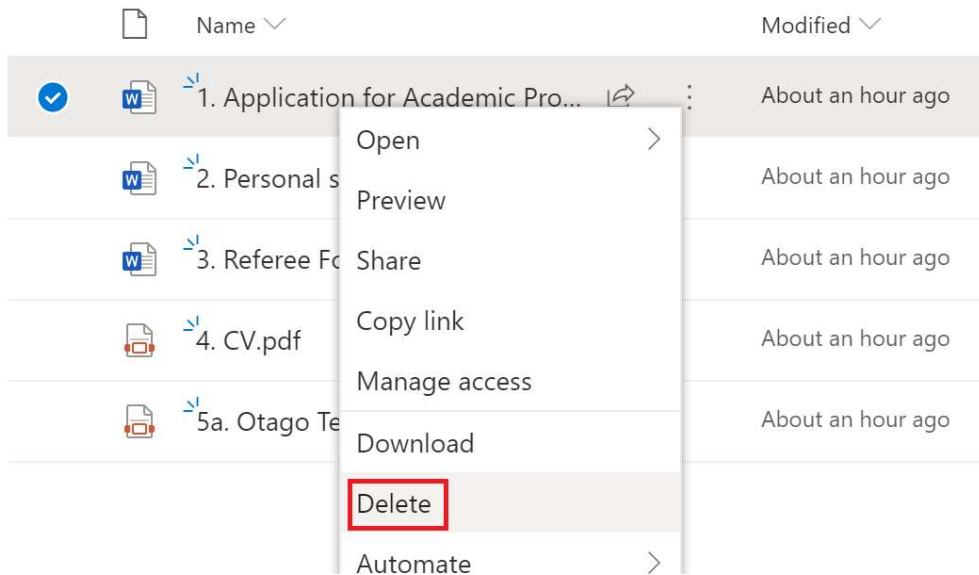




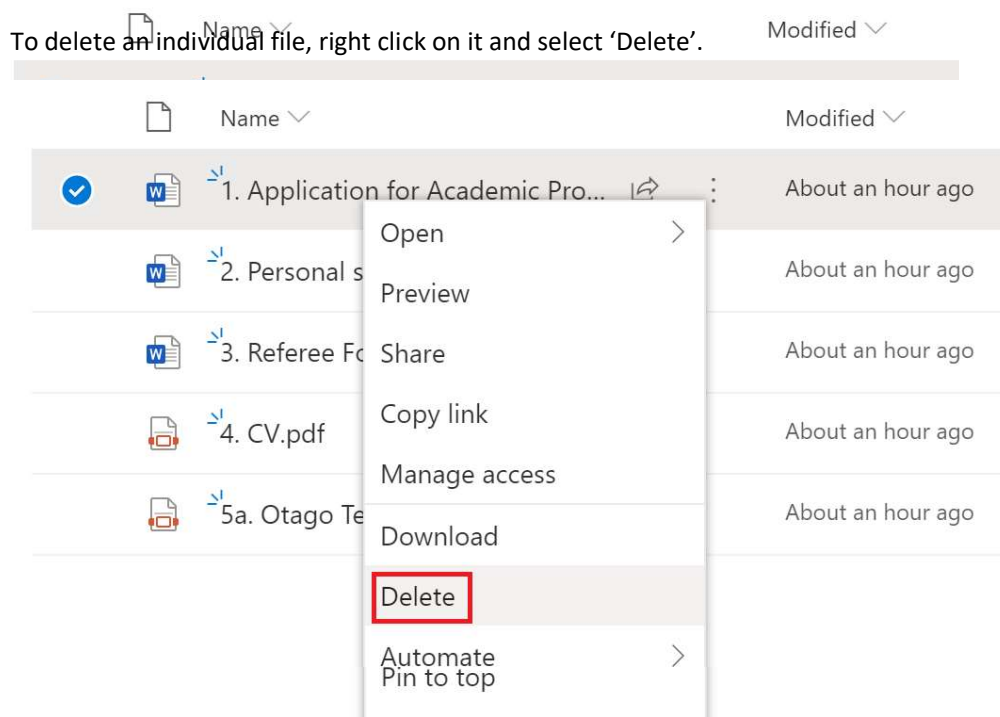


To delete an individual file, right click on it and select 'Delete'.



## Renaming Files

To rename a file, right click on it and select 'Rename'.



## Amending your files

Some file types, e.g. Word documents, will allow you to edit them in the browser by clicking on them. SharePoint will save any changes you make online.

Alternatively, you may feel more comfortable working on your file locally and then replacing the online version. You can do this by working on your file locally and then uploading it into SharePoint. If a version of the file already exists online, you will be prompted that this will be replaced by the newer version being uploaded.