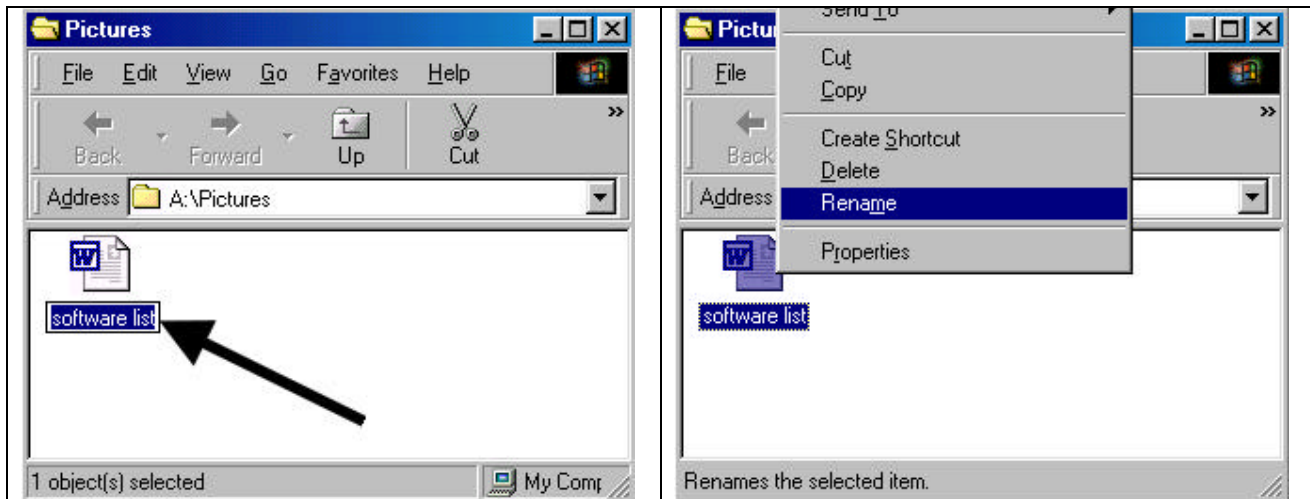


## Files and Folders in Windows 95/98

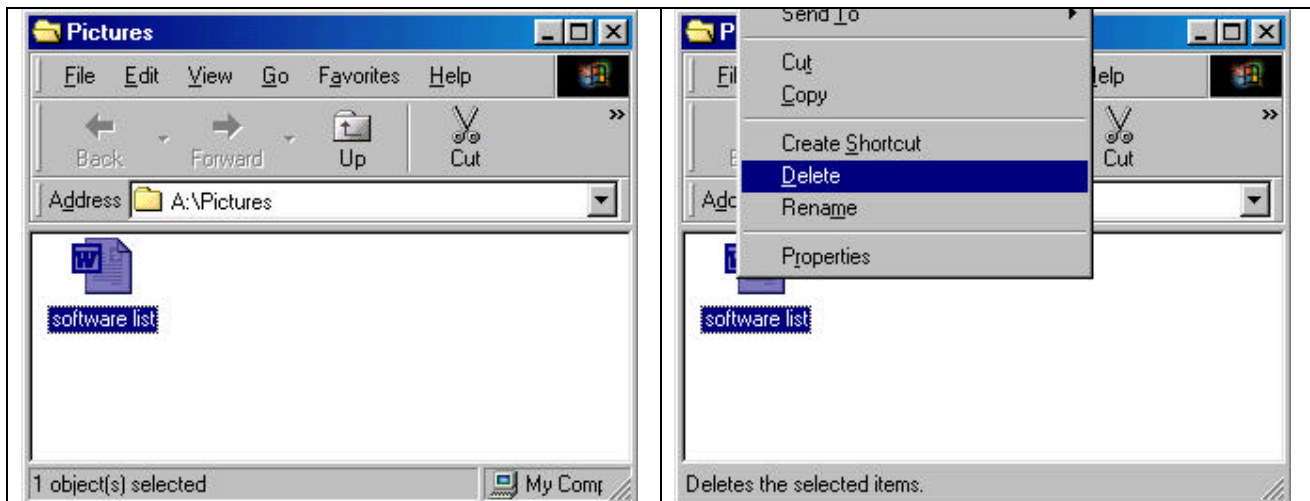
### Renaming Files



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.