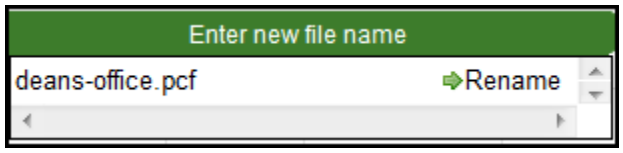
Rename

Level 8 users can move or rename folders to which they are assigned access rights.

1. Go to the Pages View by clicking on the content tab; **locate the page** that you want to rename
2. Click the **Rename** icon in the row of the page you want to rename
3. A Dialog appears on the screen showing the current name of the file



4. Modify the name as needed, **but keep the file extension .pcf as is**
5. Click **Rename.** Please note that renaming a folder changes its name on both the staging and production server.

NOTE: *When a file or directory is either moved or renamed, a prompt that all dependent pages will be republished will appear. This will republish the page based on the current version of the page on the live Production Server with the new Dependency links.*

If changes have been made but not published to the live site, those changes will still not be published to the live Production Server but will be available in OU Campus and still saved on the Staging Server. This includes backed up versions.