



Procedure how to rename a file published to CaseWare Cloud



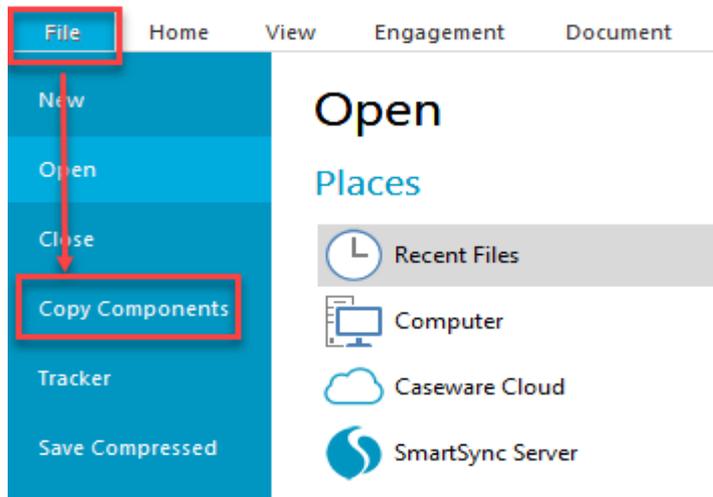
VERSION 1.00

PROCEDURE SUMMARY

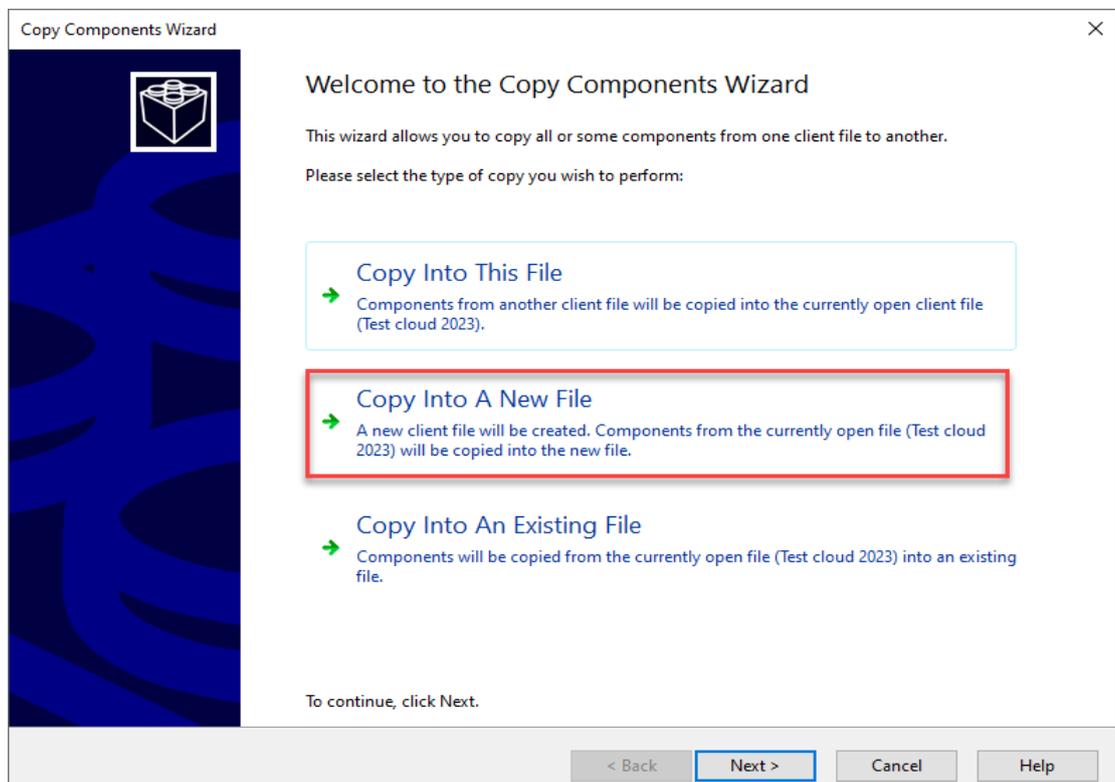
1. **Ensure the file you want to rename is open by accessing the SmartSync copy on your PC. Using the Copy Components feature we will create a new file with the desired new name and copy all the information from our current file into the newly named file.3**
2. **After the copy components procedure is completed select to Publish the newly created file to the Cloud..... 6**

1. Ensure the file you want to rename is open by accessing the SmartSync copy on your PC. Using the Copy Components feature we will create a new file with the desired new name and copy all the information from our current file into the newly named file.

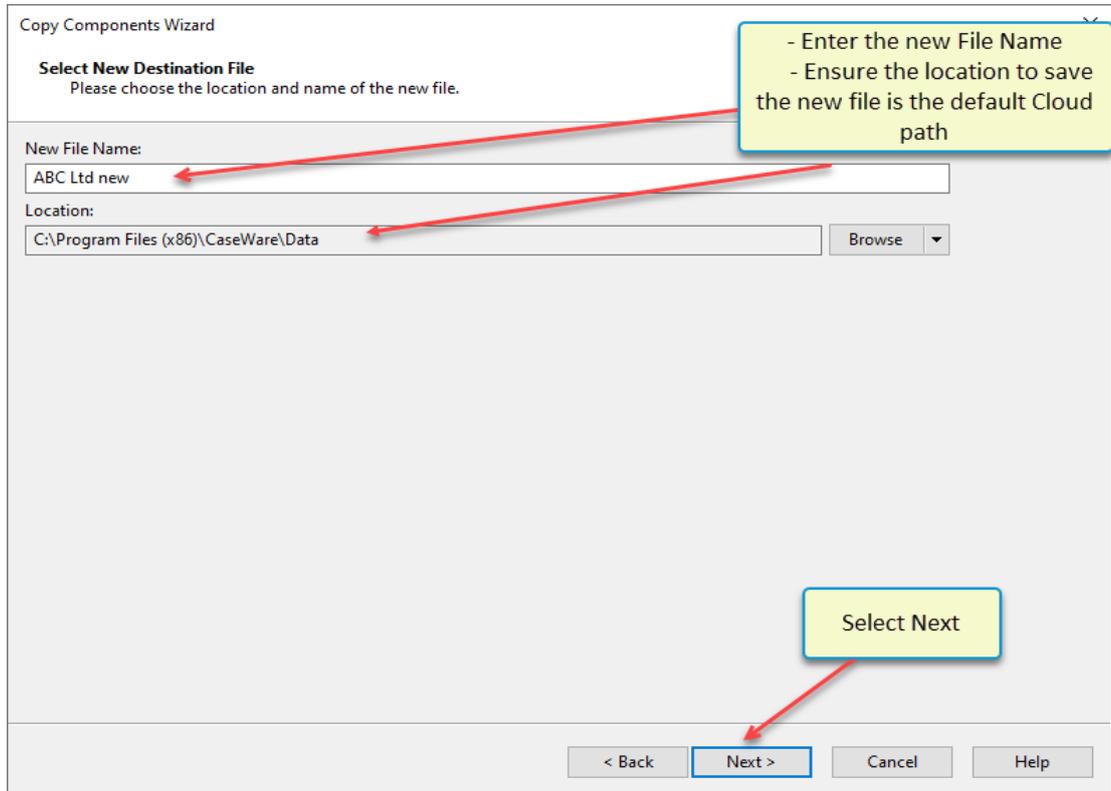
- a. Go to **File / Copy Components**



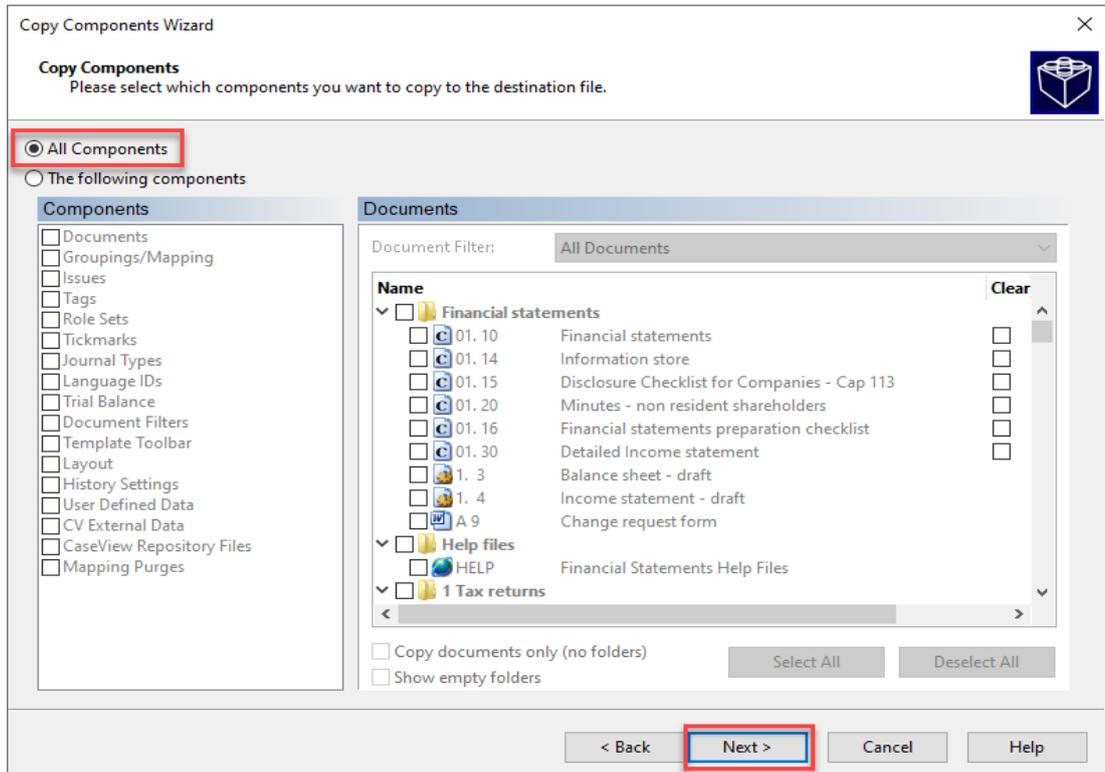
- b. Select **Copy into A New File**



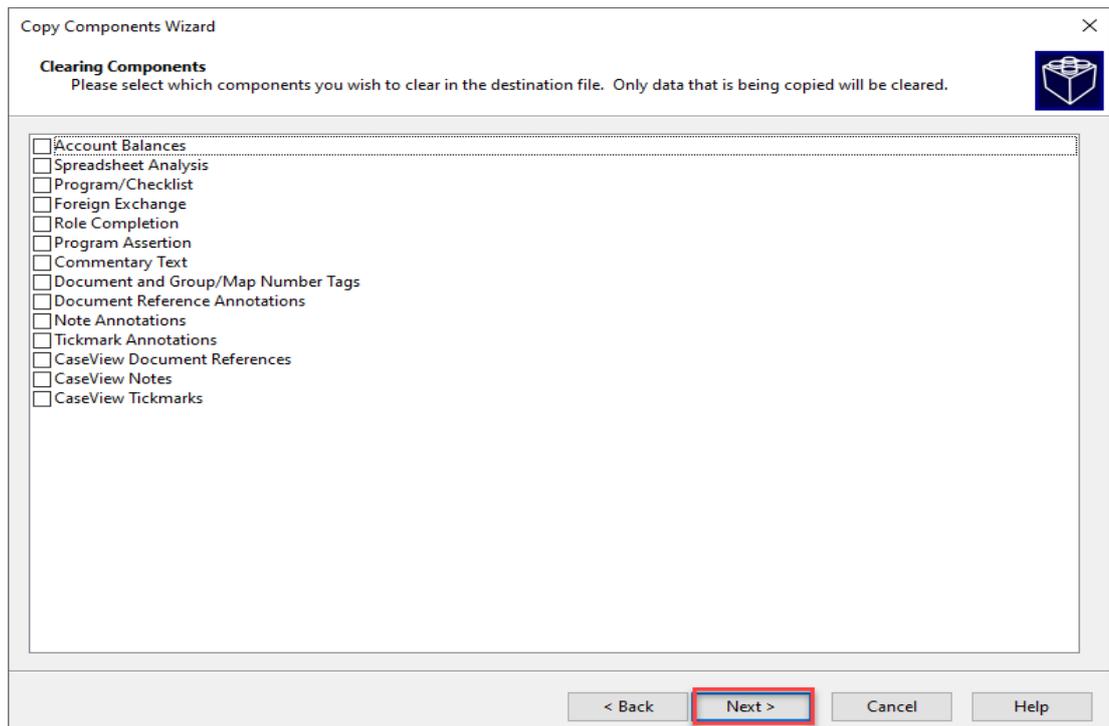
- c. In the **Select New Destination File** window: Enter the new File Name. Ensure the location to save the new file is the default Cloud path. Select Next



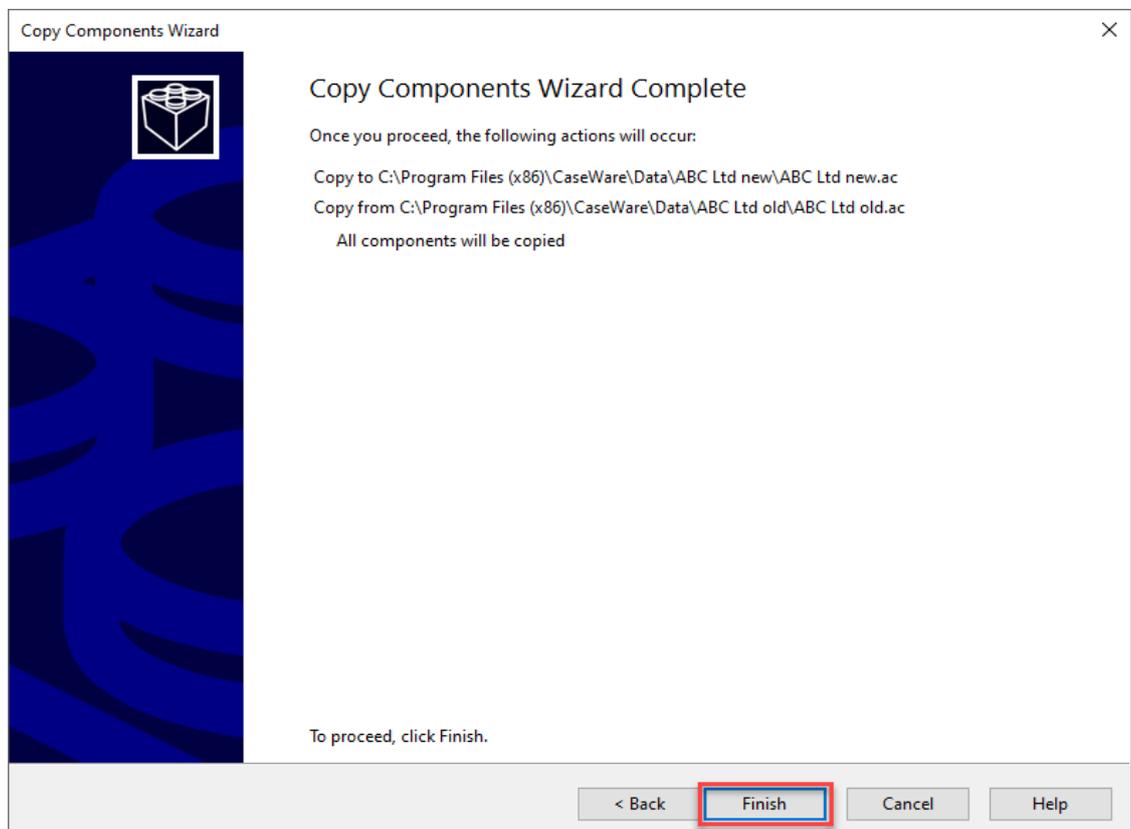
- d. In the **Copy Components Wizard** select “All Components”. Click Next



e. Click Next to continue. Do NOT select anything in **Clearing Components**.

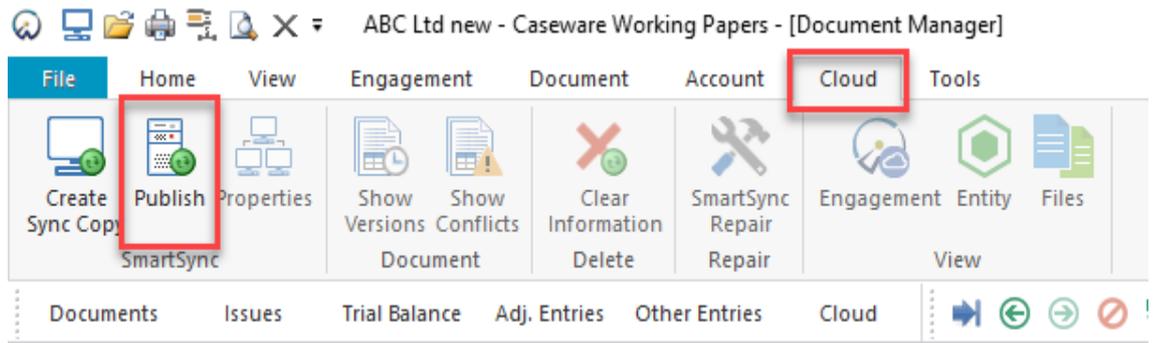


f. Click Finish to complete the **Copy Components wizard**

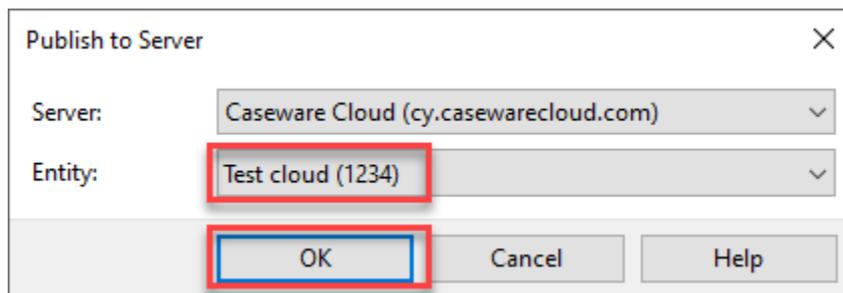


2. After the copy components procedure is completed select to Publish the newly created file to the Cloud.

- a. Go to **Cloud / Publish**



- b. Ensure the correct Entity is selected, click OK



3. To remove the old file follow the procedure on **How to delete local copies and remove files from Cloud**