# 4.5 Renaming, Moving, and Deleting Files

Open an item’s three-dot action menu in **Files**.

- **Rename** changes the name without changing the file contents.
- **Move or copy** lets you choose another folder. Moving removes the item from its former location; copying leaves the original in place.
- **Delete** moves the item to Deleted files.

A synchronized desktop or mobile client receives the same change. Renaming or moving a shared item can change the path used by other people, while deleting an item you own removes it from its shares.

Use **Deleted files** to restore an accidental deletion. Items in trash still count against your Vault storage quota, so moving files there does not free space. Use permanent deletion only when you no longer need the recovery copy.

Automatic cleanup after 30 days is on by default. You can turn it off under **Files → Files settings → General → Automatically remove deleted files after 30 days**. See The Trash for recovery and retention details.

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Current online article: https://help.lightdrive.one/files-and-storage/renaming-moving-and-deleting-files

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