

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. Use permanent deletion only when you no longer need the recovery copy.

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

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