

Rename

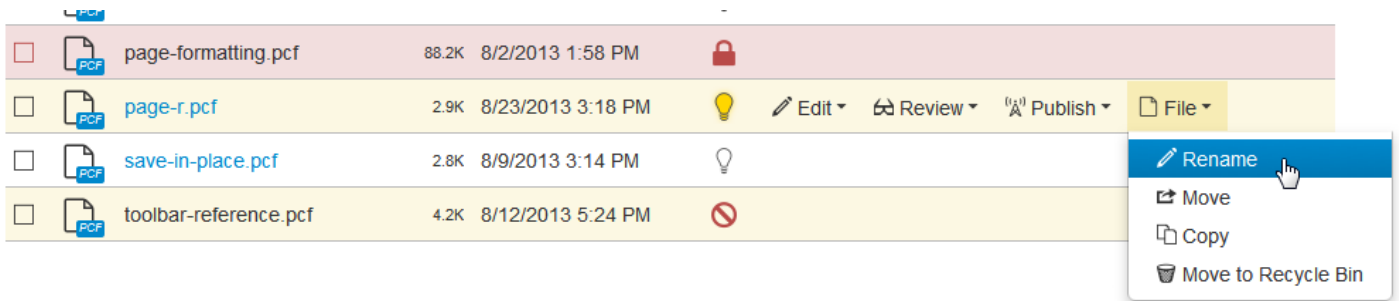
Rename Overview

Rename allows for the renaming of files. The file is renamed on the staging and the production server. Users assigned to Levels 8, 9, and 10 have the ability to rename files, and Level 8 users can only rename files to which they are assigned access rights. It is important to note that files renamed on the staging server change the associated files on the production server, but files renamed on the production server do not change the file name on the staging server.

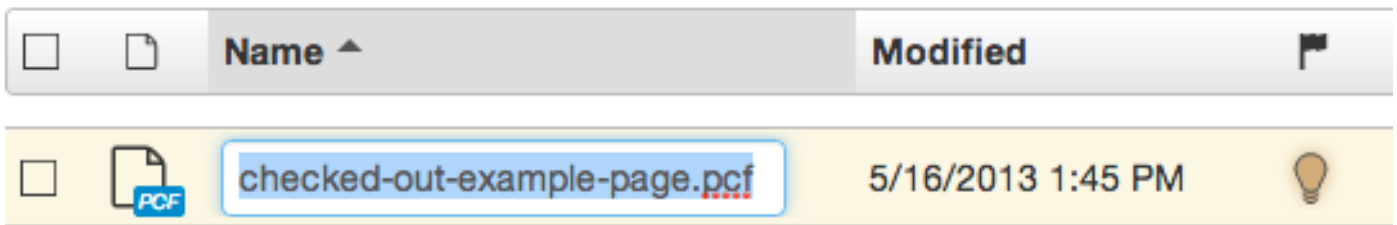
Renaming a File

A file can be renamed from the Pages list view by hovering and from the File menu, selecting Rename. Note that a file does not have to be checked out to be renamed.

1. To rename a file, navigate to the **Pages List** view, hover over the desired file, and from the **File** menu, click **Rename**.



2. Input the new file name.



3. When the new name has been inputted, click away from the box or press the **Enter** key.

While some extensions can be changed, PCF file types cannot. Likewise, a file extension cannot be changed to PCF.

Note: Renaming a file changes its name on both the staging and production servers. As well, if Dependency Manager is enabled, a prompt will appear when renaming a file indicating how many pages will need to be republished should the rename process be completed. To continue, click OK. 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 If changes have been made but not published to the live site, those changes will still not be published to the live production server but will be available in OU Campus and still saved on the staging server.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 any versions. For more information about dependency manager, see:

Dependency Manager

UT Tyler Support 

UT Tyler Web Communications Support: uttyler.edu/web/

UT Tyler OU Campus support: uttyler.edu/oucampus/

Contacting the UT Tyler Web Team: web@uttyler.edu