


Start the eActivity app and start a new eActivity.

We will save it with the name *temp* in a new folder called *work*.

Tap **File, Save** and navigate to the Root Directory.

ClassPad only allows new folders to be created in the Root Directory.

Tap , enter the name *work* in the Create Folder box and tap OK.

Navigate into the new folder *work*.

Enter the name *temp* and tap **Save**.

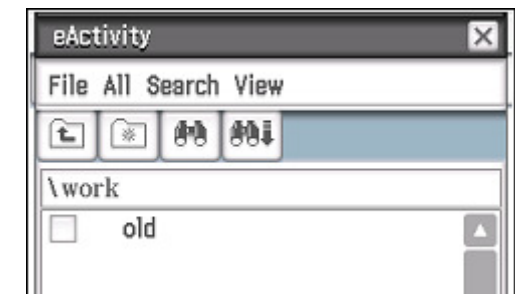
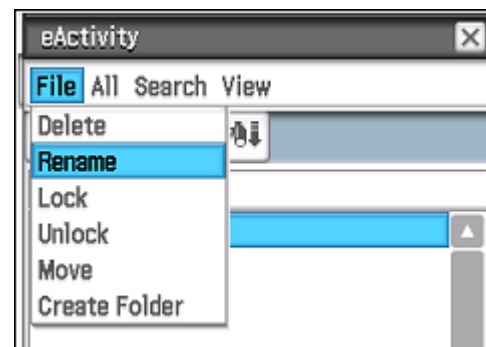
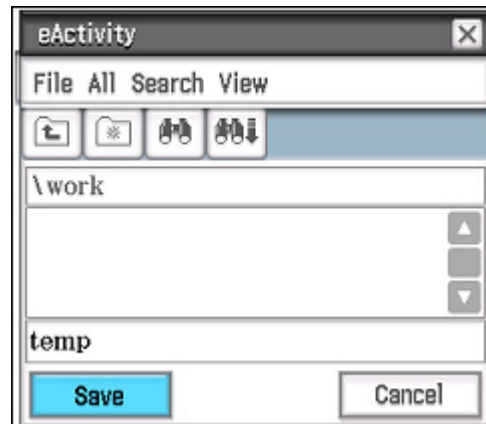
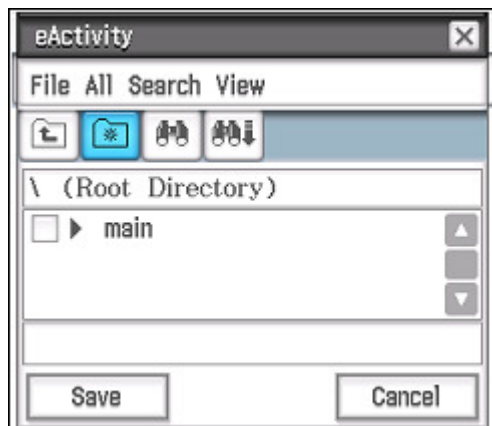
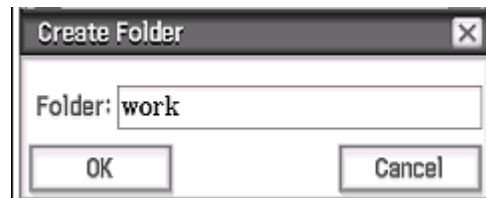
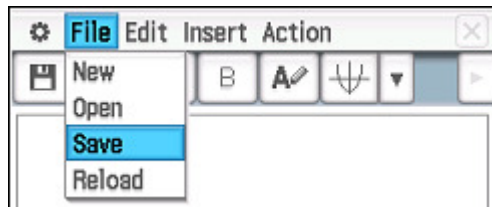
Tick the box to the left of the file *temp*.

Tap **File, Rename**.

Enter *old* in the Rename box.

Tap **OK**.

The file *temp* has been renamed to *old*.



Tick the box to the left of the file *old*.

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Tap **File, Move**.

Tap **File, Lock**.

In the Move box, select the *main* folder and tap **OK**.

A padlock appears next to the file *old*, indicating that Classpad will prevent this file from being overwritten.

To delete one or more folders, select the folder(s) and tap File, Delete and confirm.

The file *old* has been moved to the *main* folder.

Tap **File, Unlock**.

The file *old* has been unlocked.

To delete one or more files, select the file(s) and tap File, Delete and confirm.

Finally, tap **Cancel** to close the eActivity file management window.

