

Classpad Help Series sponsored by Casio Education Australia		www.casioed.net.au	
630	File Management	Author	Charlie Watson
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		CPM OS	03.04.4000

Open the eActivity application.

We will create a new eActivity and save it with the name *temp*.

Tap **File, New**.

Tap **File, Save**.

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

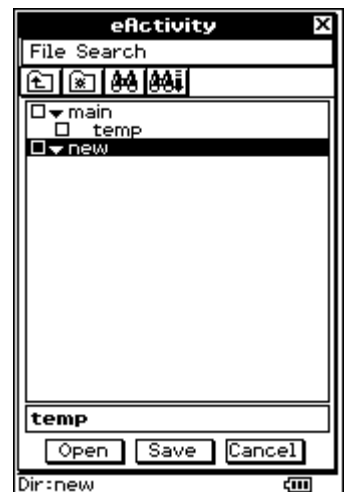


Tap the  icon.

Tap **File, Create Folder**.

Enter the folder name *new* and tap **OK**.

The Classpad shown here has two folders (main and new) with one eActivity called *temp* saved in the main folder.



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

Tap **File, Rename** and rename the *temp* file to *old*.

Tap **OK**.

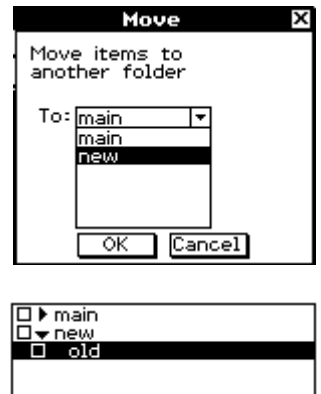
The file *temp* has been renamed to *old*.



Tap **File, Move**.

In the box that opens, select the *new* folder and tap **OK**.

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



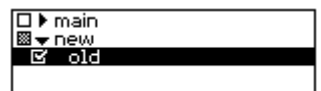
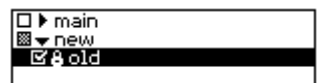
Tick the box to the left of the file *old*.

Tap **File, Lock**.

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

Tap **File, Unlock**.

The file *old* has been unlocked.



Tap **File, Delete**.

The Confirm Delete box opens. Tap **OK**.

The file *old* has been deleted from the *new* folder.



Tick the box to the left of the folder *new*.

Tap **File, Delete**.

The Confirm Delete box opens. Tap **OK**.

The folder *new* has been deleted.

Tap **Cancel** to close the eActivity file management window.

