

## **MAC LESSON #72**

### **EASILY ADD TO FILE NAMES**

In the Tiger version Mac's OS X, you can easily add to existing file names. For example, if you have a photo or a document named "vacation" you can add more descriptive language by, for example, tacking on the words "Summer 2005" to make the file name much more descriptive. Here's how it's done.

Highlight the file name, press the Return key, and then press the Right Arrow key. Type the words you want to add after the current file name, and press the Return key again to lock it in.

To add language to the left of the current file name, highlight the file, press the Return key and then press the Left arrow. Again, press the Return key to lock in your changes.

