For ClassPad 300 PLUS

E

ClassPad Manager

Version 2.2

(PROGRAM-LINK™)

User's Guide

CASIO®

http://world.casio.com/edu/
http://classpad.net/

Note

Display examples shown in this User's Guide are intended for illustrative purposes only. The actual text and values that appear on display may differ from the examples shown in this User's Guide.

Getting Started

- You can use ClassPad Manager to develop programs and eActivities using the same commands as those available on the ClassPad. You can store your programs and eActivities on your computer, and use the ClassPad Manager's data communication functions to transfer them to your ClassPad when you need them.
- Once you establish a link with your computer over the USB cable that comes bundled with the ClassPad, you can use easy-to-understand Microsoft Explorer-like operations to transfer data (programs, variable data, and eActivities) between them.
- You can transfer data by putting the ClassPad into its communication standby state and then performing all operations on your connected computer.
- ClassPad Manager provides the following capabilities.
  - · ClassPad emulation, which lets you perform ClassPad operations on your computer
  - · Transfer of data between your ClassPad and computer
    You can connect multiple ClassPads to a single PC. This makes it possible to simultaneously copy files from the PC to multiple ClassPads, and use your PC to copy files from one ClassPad to another.
  - · ClassPad data storage
  - · Update of the ClassPad Manager Version 2.0 (Single License or School License) to Version 2.2

Important!

- Be sure to install the ClassPad Manager before you connect the ClassPad to your computer. Connecting before you install the ClassPad Manager can result in improper operation.

Note

- Use only the USB cable that comes with ClassPad whenever connecting your ClassPad to a computer to exchange data between them. Data exchange with ClassPad Manager will not be possible if you use a commercially available USB cable.
- See your ClassPad User's Guide and Quick Start Guide for details about operating the on-screen virtual ClassPad unit. Note that you cannot send data to or receive data from the virtual ClassPad unit.
- Calculation results produced by ClassPad Manager may be different from those produced by the ClassPad. This is due to the way that computers perform floating-point calculations. Also, ClassPad Manager cannot handle values that exceed ±1E+300.

User Registration

- Before using the ClassPad Manager, be sure to read the contents of the file named **Readme.html**, which is on the bundled CD-ROM. There you will find the URL for a Website where you can register as an official user.

  https://classpad.net/register/regist_form.html

System Requirements

Computer:	Minimum required Intel® Pentium® II 200 with USB
	Recommended Intel® Pentium® II 300 with USB
CPU:	Minimum required Intel® Pentium® II or AMD Duron™
Operating Systems:	Windows® 98SE/Me or Windows® 2000/XP
Disk Space:	10 MB available for installation
Memory:	Recommended 64 MB (Minimum 32 MB)
	Does not include memory required for Operating System.
Video Display:	Video adaptor and monitor must support resolution of 800 × 600 or higher.

Other

Required Application: Microsoft® Internet Explorer 4.01 or later

Note

- Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
- Intel and Pentium are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.
- AMD Duron is either registered trademark or trademark of Advanced Micro Devices, Inc. in the United States and/or other countries.
- Company and product names used herein are trademarks of their respective owners.

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1. Installing the Software

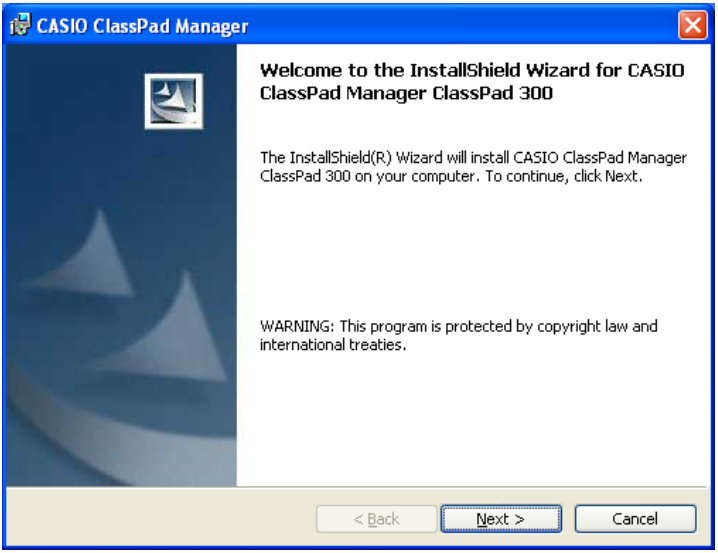
Installing

Use the procedures in this section to install the ClassPad Manager.
It is strongly recommended that you exit all Windows Programs before running the Install Wizard.

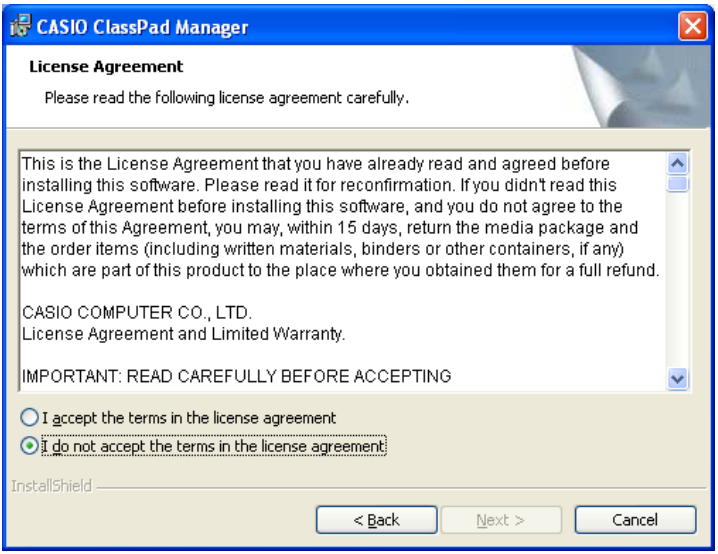
■ To install ClassPad Manager Version 2.2

1. Open the [ClassPadManager] folder.

2. Double-click “setup” or “setup.exe”.
   • Follow the instructions that appear on your computer screen.

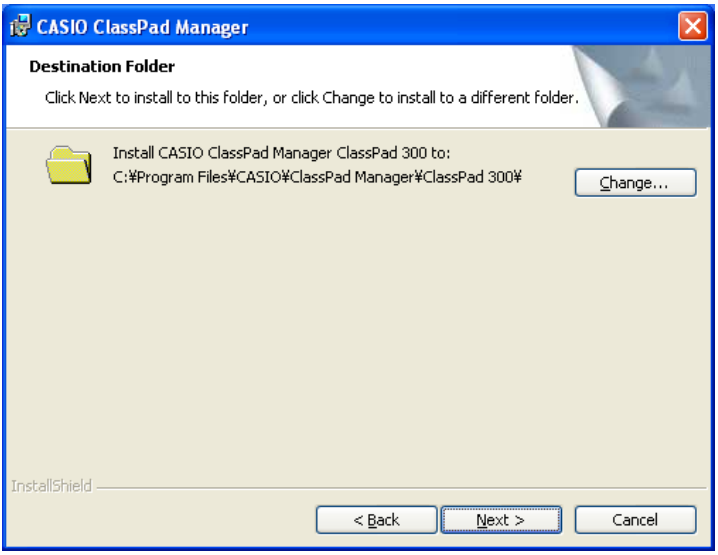


3. Click the [Next] button to advance to the next screen.



4. Carefully read the terms and conditions of the license agreement.

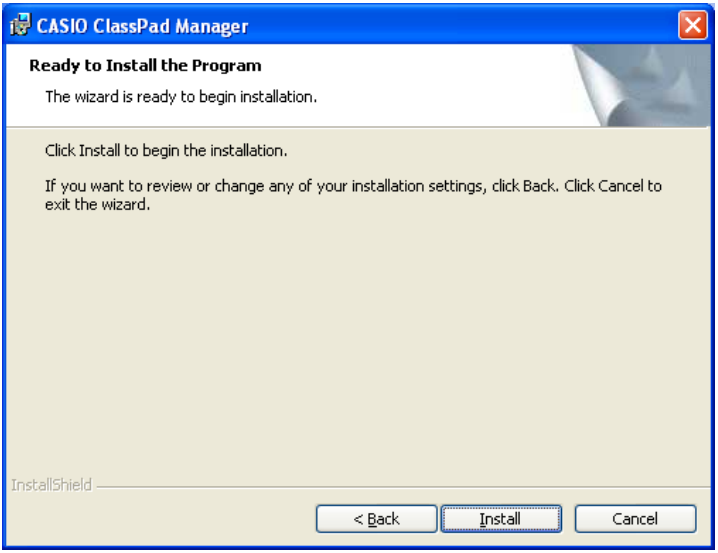
5. If you agree to the terms and conditions of the license agreement, click “I accept the terms…”, and then click the [Next] button.
   - If you do not agree to the terms and conditions of the license agreement, click “I do not accept the terms…” and then click the [Cancel] button to exit the install procedure.



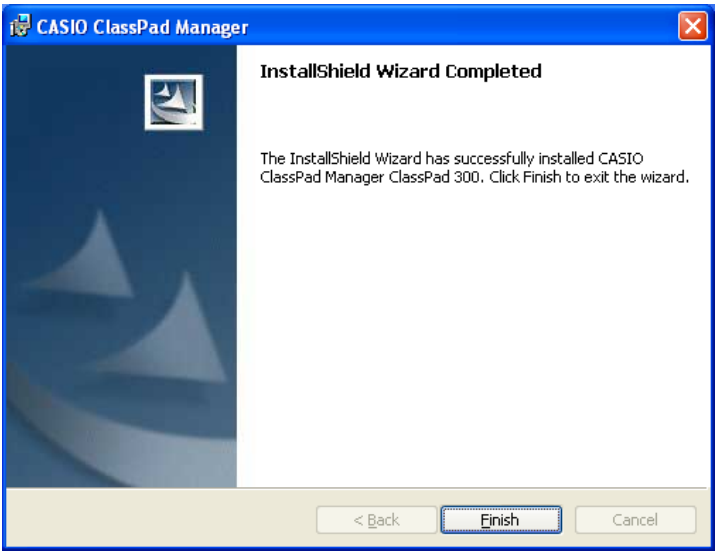
6. Perform either of the following two operations to specify the drive and folder where you want to install ClassPad Manager.

6-a To use the default settings, simply click the [Next] button.

6-b To specify a different folder, click the “Change…” button. Specify the folder you want, and then click the [Next] button.



7. Click the [Install] button to start installation.



8. On the screen that appears after installation is complete, click the [Finish] button.
This finalizes installation of the software on your computer.

Uninstalling

Perform the following steps if you ever need to remove ClassPad Manager (PROGRAM-LINK™) from your computer.

■ To uninstall

1. Display the Windows Control Panel.
2. Click [Add/Remove Programs].
3. In the list of applications on the dialog box that appears, select “CASIO ClassPad Manager ClassPad 300 PLUS”.
4. Click the [Add/Remove] button to start a program maintenance wizard.
5. Click the [Yes] button.

• This completes the uninstall procedure.

Connecting your ClassPad to a computer

■ To connect your ClassPad to a computer

Important!

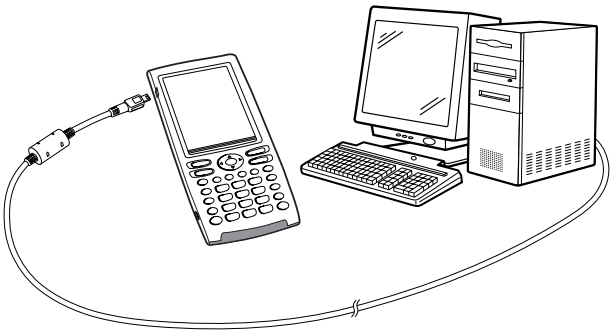
- Be sure to install the ClassPad Manager before you connect the ClassPad to your computer. Connecting before you install the ClassPad Manager can result in improper operation.

1. Turn off your ClassPad.

2. Use the USB cable that comes with your ClassPad to connect to the computer.

3. Connect the USB cable to your ClassPad.

- This will automatically cause your ClassPad to turn on and enter data communication standby.
- If your ClassPad does not enter communication standby at this time, perform the steps under step 3 on page E-27.



Attention Windows XP Users (After installing the ClassPad Manager)

- See page E-10 after performing the above three steps.

Note

To connect multiple ClassPads to a single PC, see “6. Transferring Files Between Multiple ClassPads and the PC” on page E-40.

• Windows XP Users

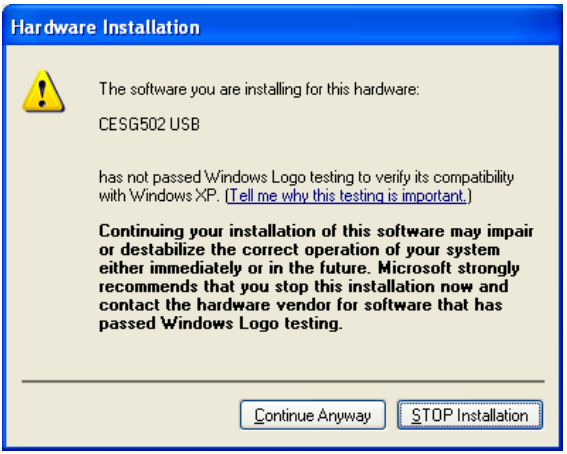
After installing the ClassPad Manager, perform the following steps to install the USB driver on your computer.

1. Connecting ClassPad to a computer running Windows XP causes the screen shown below to appear on your computer display.

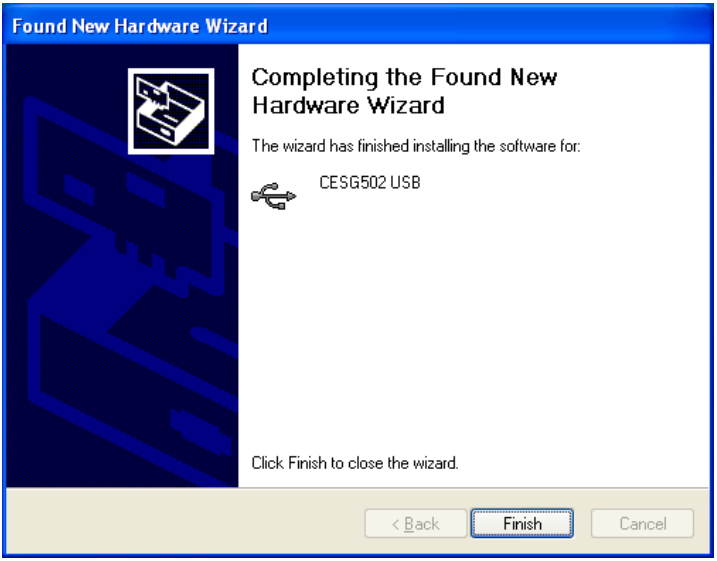
(Windows XP SP2 only)

Select “No, not this time”.

2. Select “Install the software automatically (Recommended)” and then click [Next].



3. Though a message appears to let you know that the software has not passed the “Windows Logo Test”, there is no need for concern. Simply click [Continue Anyway] and proceed with installation.



4. Click [Finish].

■ To disconnect your ClassPad from a computer

1. Disconnect the USB cable from your ClassPad.

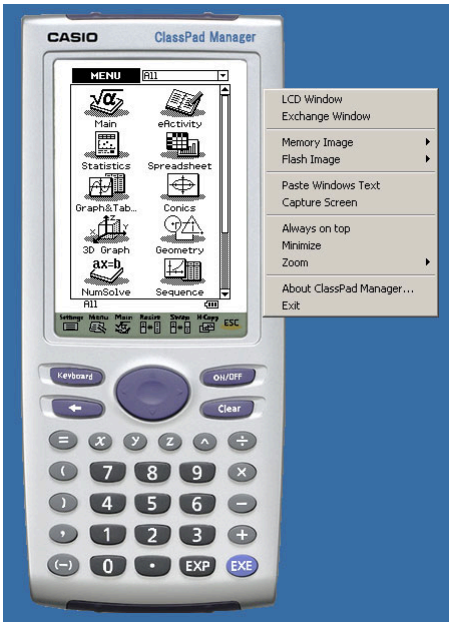
Starting Up and Quitting ClassPad Manager

■ To start up and quit ClassPad Manager

1. On your computer's desktop, double-click "ClassPad Manager".
   - This starts up ClassPad Manager.

2. On ClassPad Manager, perform the data exchange and management tasks you want.

3. To quit ClassPad Manager, move the cursor to the ClassPad Manager window, right-click your mouse, and then select [Exit] on the shortcut menu that appears. You can also click ON/OFF to quit ClassPad Manager.
   - This quits ClassPad Manager.

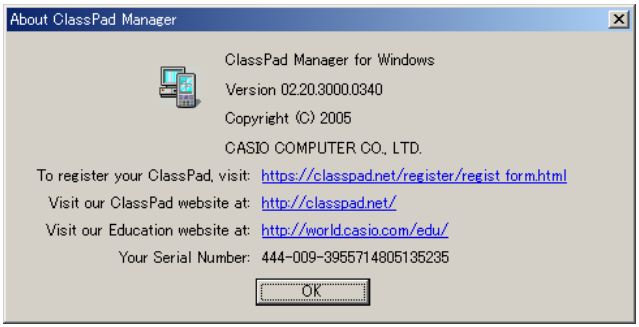


Viewing “About ClassPad Manager” Information

“About ClassPad Manager” is a dialog box that shows version information about ClassPad Manager, and your serial number.

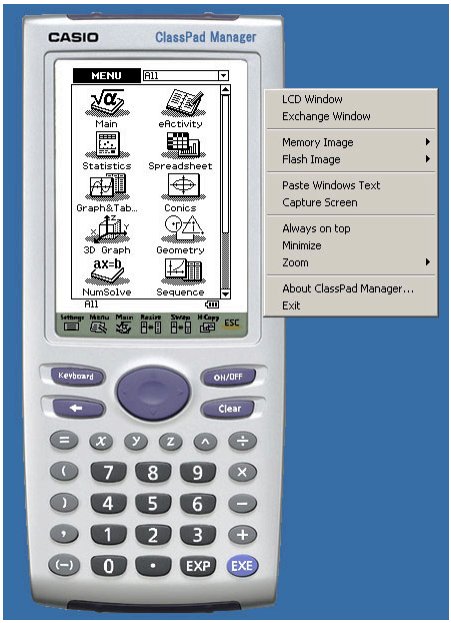
You can use either of the following two procedures to display “About ClassPad Manager” information.

- Right-click the ClassPad Manager window. On the menu that appears, select “About ClassPad Manager”.
- On the Exchange Window (see page E-16), click [Help], and then select “About ClassPad Manager”.



2. ClassPad Manager Menu and Functions

ClassPad Manager Menu

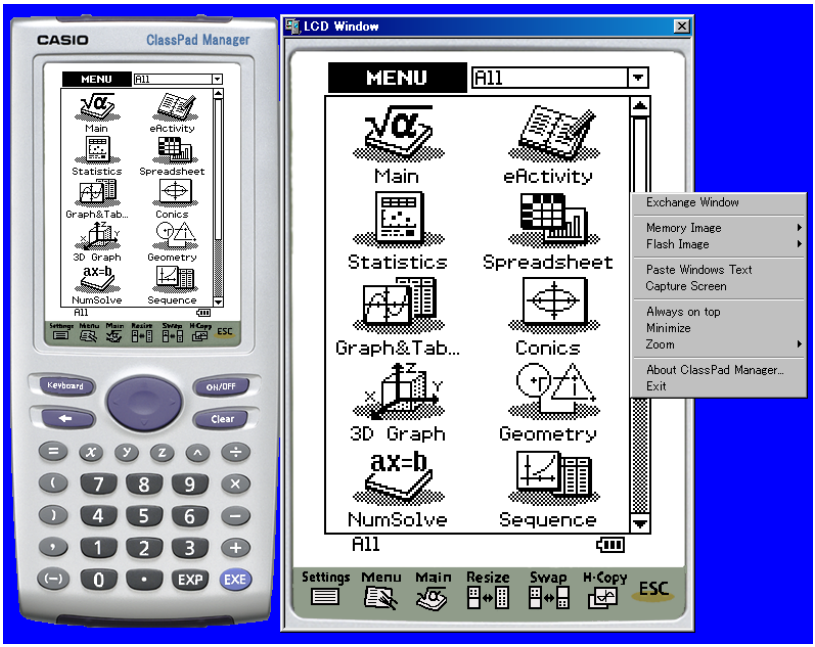


- LCD Window — Displays a separate LCD Window (see page E-15).
- Exchange Window — Displays the Exchange Window (see page E-16).
- Memory Image — Displays a submenu that contains the following Memory Image commands: New, Open, Save, Save As, and Reset.
- Flash Image (eActivity data) — Displays a submenu that contains the following Flash Image commands: New, Open, Save, and Save As.
- Paste Windows Text — Pastes the text currently on the Windows clipboard.
- Capture Screen — Captures a screenshot of the LCD and stores it on the Windows clipboard.
- Always on top — Keeps the ClassPad Manager window and all of its sub-windows on top of all other windows.
- Minimize — Minimizes the ClassPad Manager window.
- Zoom — Zooms the ClassPad Manager image 1X or 2X.
- About ClassPad Manager — Displays a dialog box that shows version and copyright information.
- Exit — Exits ClassPad Manager.

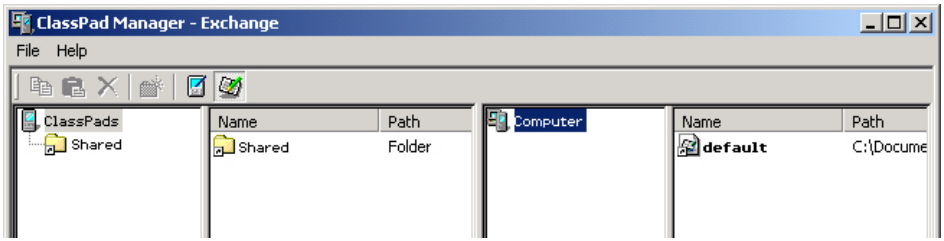
LCD Window Menu

■ LCD Window Shortcut Menu

Right-clicking the LCD displays a shortcut menu that contains the same commands as the ClassPad Manager Menu, except for the [LCD Window] command.



3. Exchange Window – Toolbar Buttons and Icons



The following describes the toolbar buttons and icons that appear on the Exchange Window.

— Copies the currently selected file(s).

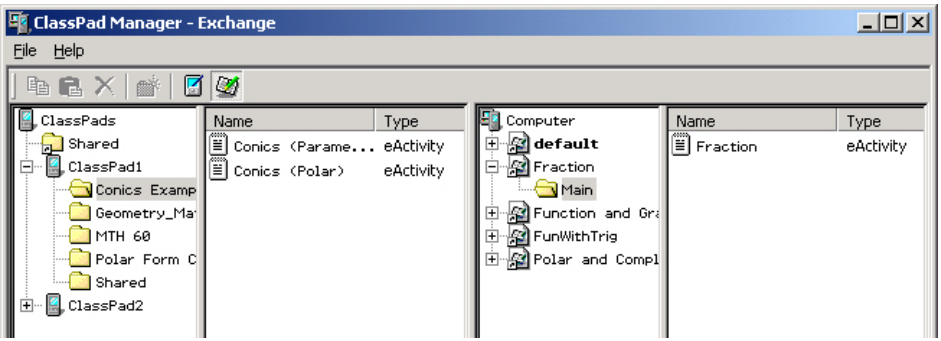
— Pastes copied file(s).

— Deletes the currently selected folder(s) or file(s).

— Creates a new folder.

— Displays variables and folders stored in memory.

— Displays eActivity folders and files.



— Icon for folders and files in the flash image (eActivity data).

— Icon for folders and files in the memory image.

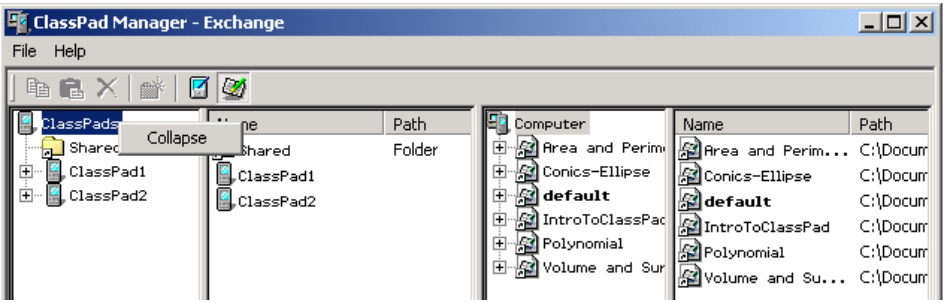
— Icon for a folder.

— Icon for files or variables.

4. Exchange Window – Menu Commands and Icons

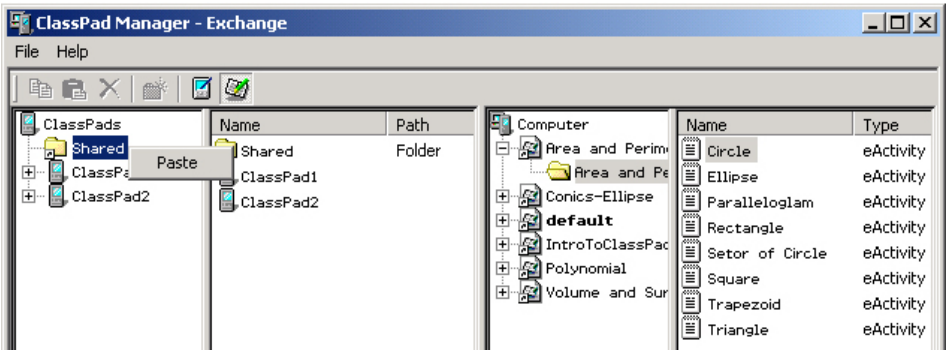
The following describes the commands of the shortcut menus that appear when you right-click on the Exchange Window.

■ Right-clicking the “ClassPads” icon (ClassPads)



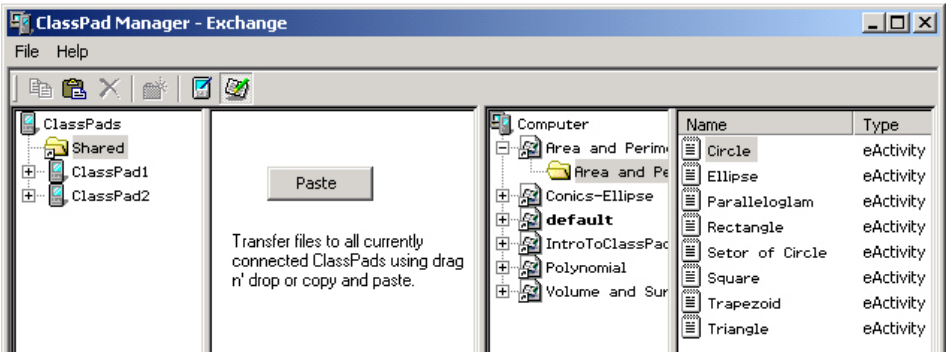
• Collapse/Expand — Collapses/Expands the folder tree.

■ Right-clicking the “Shared” folder (Shared)



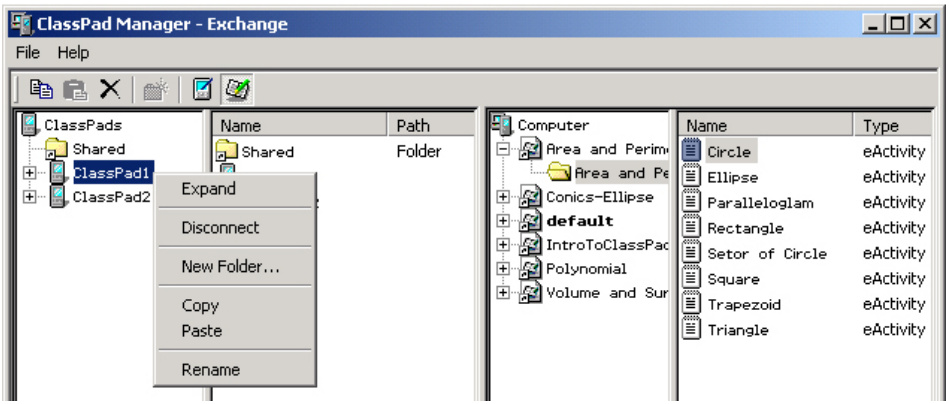
• Paste — Pastes copied files to all the “Shared” folders of the ClassPads that are currently connected to the ClassPad Manager.

■ Right-clicking the blank space in column two, while the “Shared” folder is selected in column one



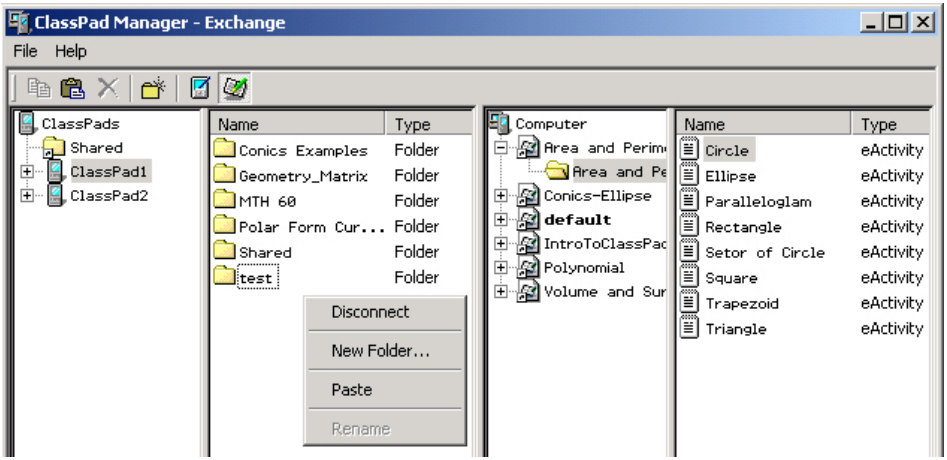
- Paste — Pastes copied files to all the “Shared” folders of the ClassPads that are currently connected to the ClassPad Manager.

■ Right-clicking a ClassPad icon ( ) under the “ClassPads” icon



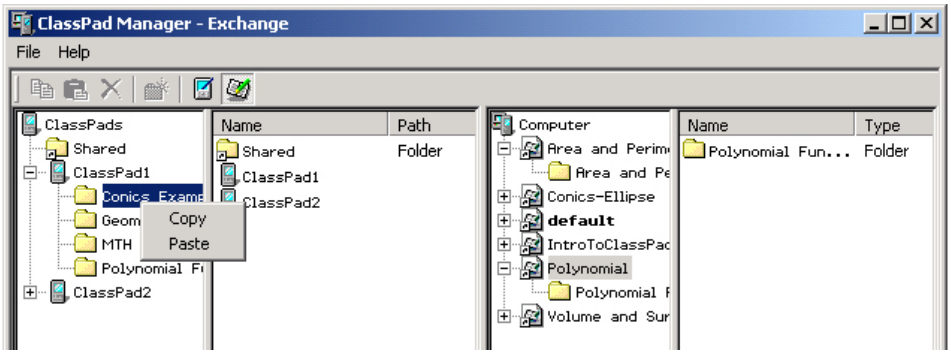
- Collapse/Expand — Collapses/Expands the folder tree.
- Disconnect — Disconnects the currently selected ClassPad from the ClassPad Manager.
- New Folder — Creates a new folder on the currently selected ClassPad.
- Copy — Copies all the folders on the currently selected ClassPad.
- Paste — Pastes copied folder(s) on the currently selected ClassPad.
- Rename — Displays the Rename dialog box for the currently selected ClassPad.

■ Right-clicking the blank space in column two, while a ClassPad icon ( ) is selected in column one



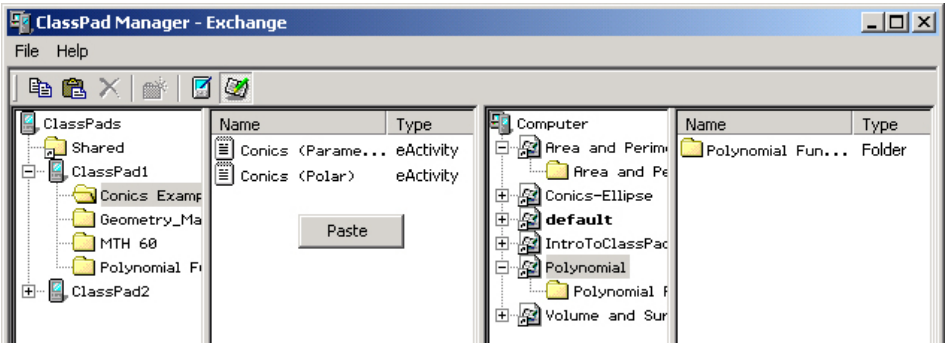
- Disconnect — Disconnects the currently selected ClassPad from the ClassPad Manager.
- New Folder — Creates a new folder on the currently selected ClassPad.
- Paste — Pastes copied folder(s) on the currently selected ClassPad.

■ Right-clicking a folder icon ( ) under a ClassPad icon



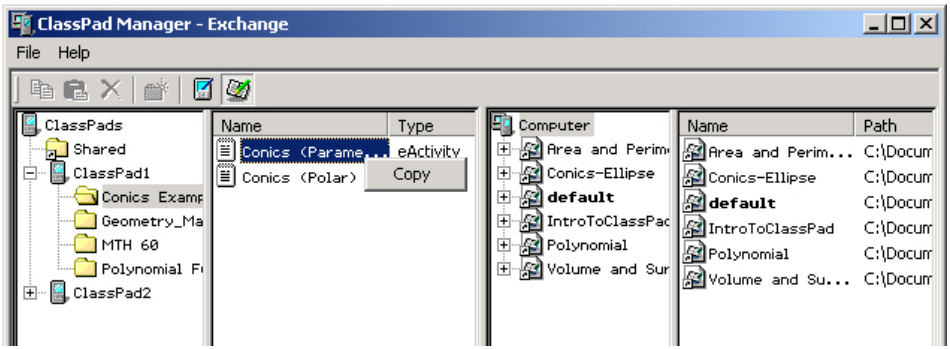
- Copy — Copies the folder.
- Paste — Pastes copied file(s) into the folder.

■ Right-clicking the blank space in column two, while a folder icon ( ) is selected in column one



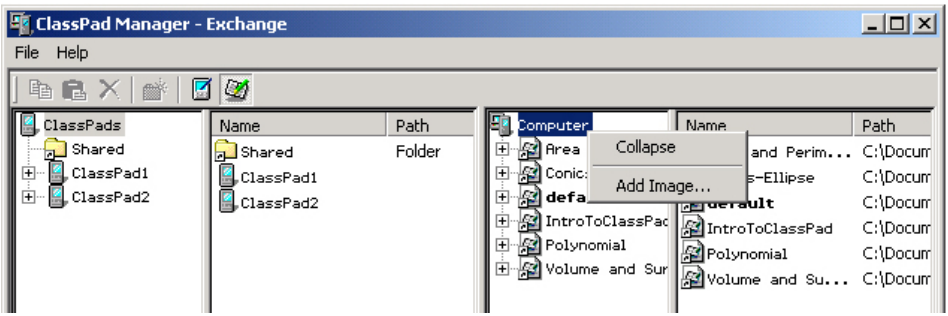
• Paste — Pastes copied file(s).

■ Right-clicking a file or variable icon ( ) in column two



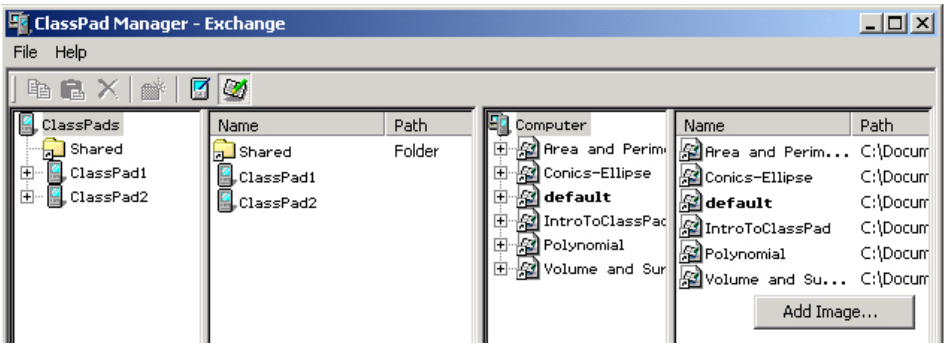
• Copy — Copies the currently selected file(s).

■ Right-clicking the Computer icon ( )



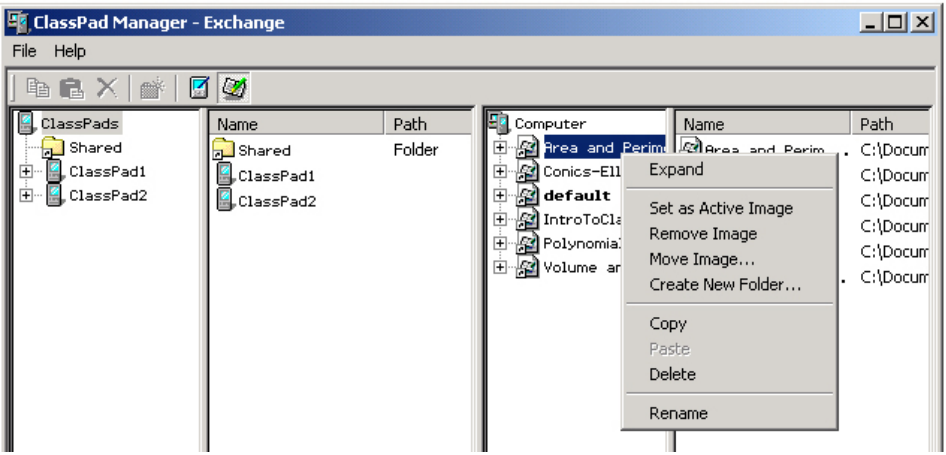
- Collapse/Expand — Collapses/Expands the folder tree.
- Add Image — Adds a new image or inserts an existing image.

■ Right-clicking the blank space in column four, while the Computer icon ( ) is selected in column three



- Add Image — Adds a new image or inserts an existing image.

■ Right-clicking a flash image icon ( ) or a memory image icon ( )

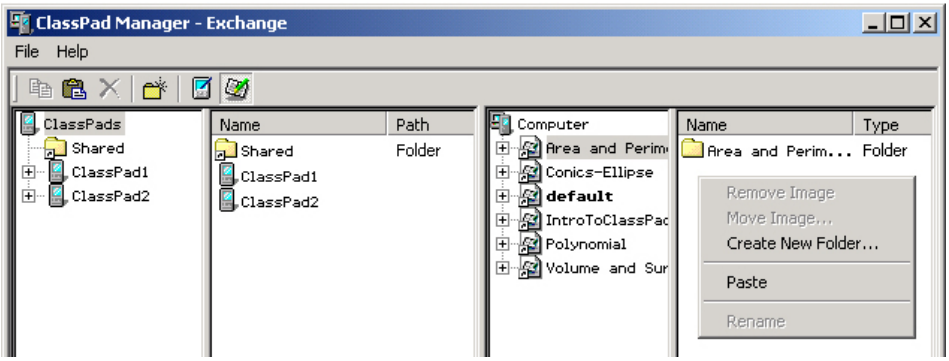


- Collapse/Expand — Collapses/Expands the folder tree.
- Set as Active Image* — Sets the currently selected image as the active image.
- Remove Image* — Removes the currently selected image.
- Create New Folder — Creates a new folder.
- Copy — Copies the currently selected flash or memory image.
- Paste — Pastes copied folder(s).
- Delete* — Deletes the currently selected flash or memory image.
- Rename* — Displays the Rename dialog box for the currently selected flash or memory image.

Note

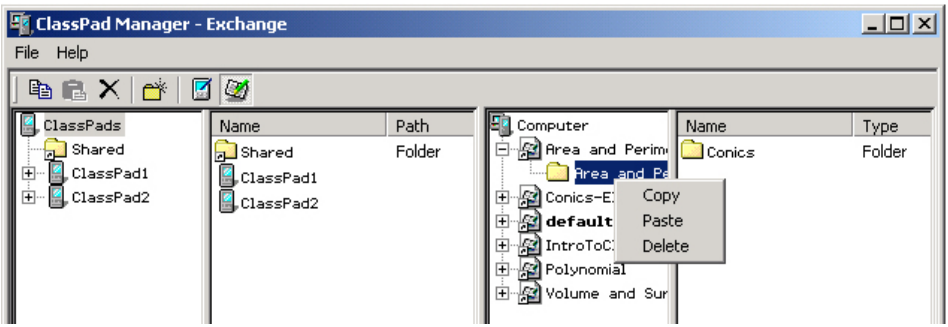
Any shortcut menu with an asterisk (*) is not available when you right-click the **default** flash or memory image icon.

■ Right-clicking the blank space in column four, while a flash image icon ( ) or a memory image icon ( ) is selected in column three



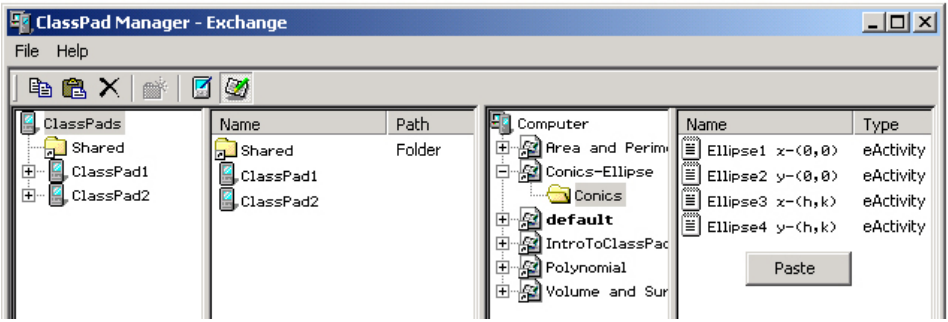
- Create New Folder — Creates a new folder.
- Paste — Pastes copied folder(s).

■ Right-clicking a folder icon ( ) under flash or memory image



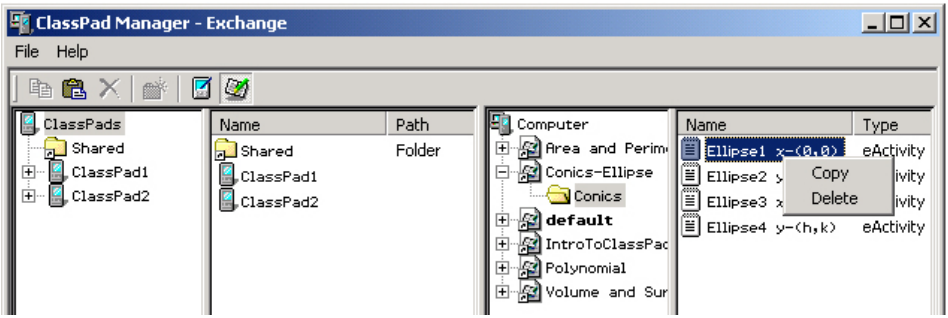
- Copy — Copies the currently selected folder.
- Paste — Pastes copied file(s) into the folder.
- Delete — Delete the currently selected folder.

■ Right-clicking the blank space in column four, while a folder icon ( ) is selected in column three



• Paste — Pastes copied file(s) into the folder.

■ Right-clicking a file or variable icon ( ) in column four



• Copy — Copies the currently selected file(s).
• Delete — Delete the currently selected file(s).

5. Transferring Files from the ClassPad to Your PC

First set up your ClassPad for data communication, and then perform the transfer operation on your computer using ClassPad Manager.

Note

This section describes how to connect a single ClassPad to your PC. For information about how to connect multiple ClassPads to a single PC, see “6. Transferring Files Between Multiple ClassPads and the PC” on page E-40.

ClassPad Operation

Use the following procedure to put your ClassPad into a standby state for data communication.

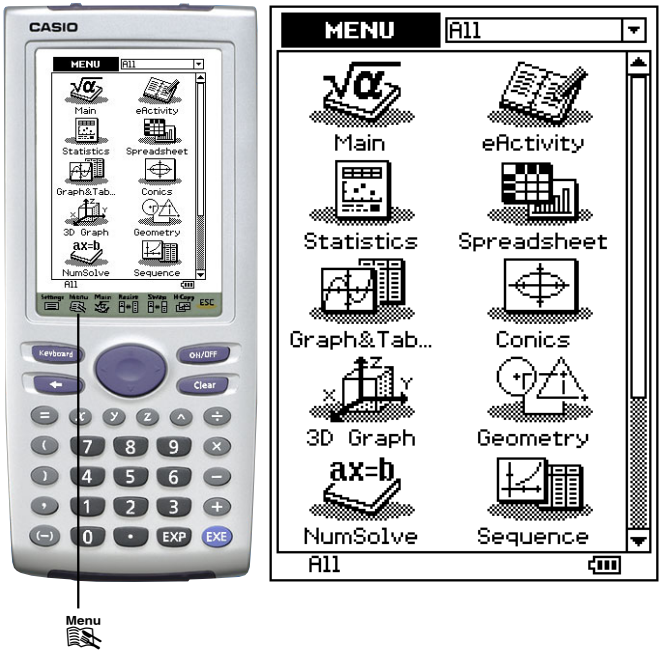
Note

If your ClassPad is set up properly with USB chosen, it will automatically go into a standby state when you plug the USB cable into your ClassPad (if the USB cable is first connected to the PC).

■ To set up your ClassPad for data communication

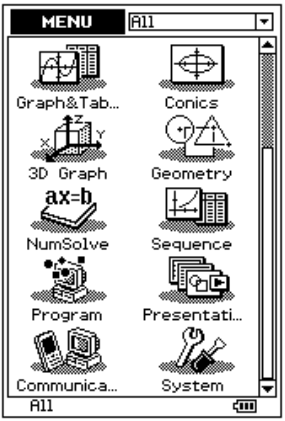
1. Tap Menu to display the application menu.

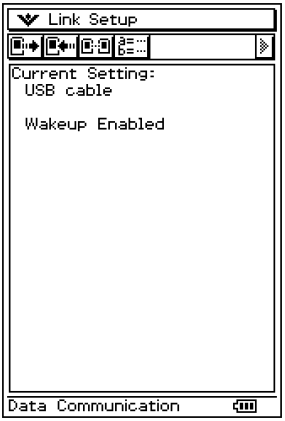
ClassPad 300 PLUS



2. Scroll down the Menu and tap

.



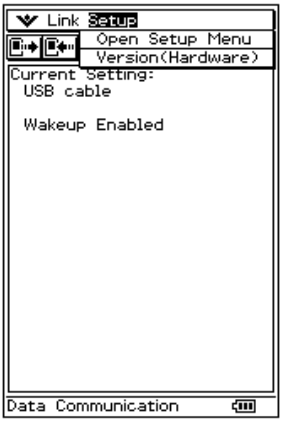


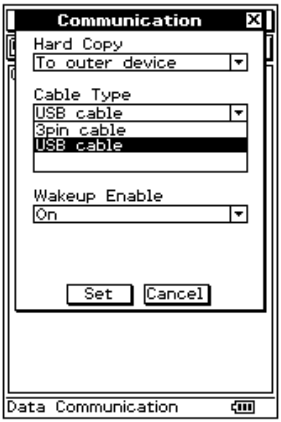
3. If your screen looks different from the one shown on page E-26, perform steps 3-a through 3-d below.

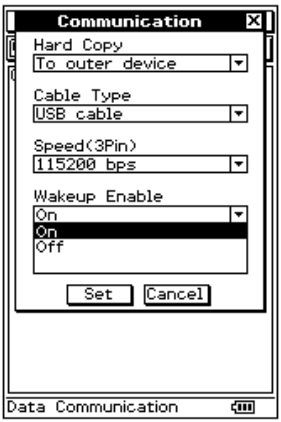
3-a. Tap [Setup] and then choose [Open Setup Menu] from the pull-down menu.

3-b. Tap the **Cable Type** down arrow and choose [USB cable] from the pull-down menu.

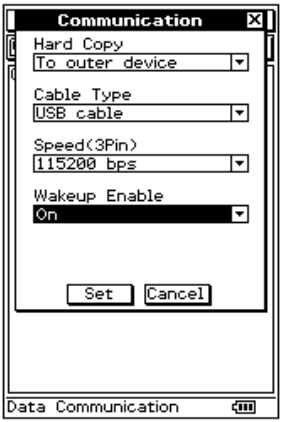
3-c. Tap the **Wakeup Enable** down arrow and choose [On] from the pull-down menu.

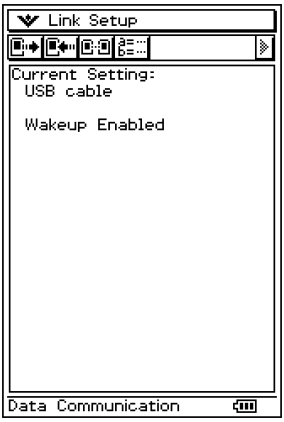






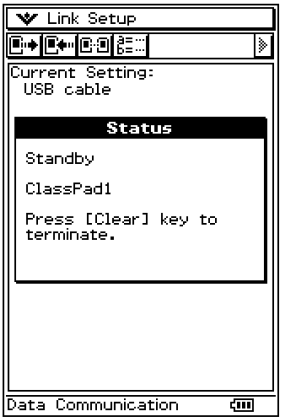
3-d. Tap [Set] when you are finished.





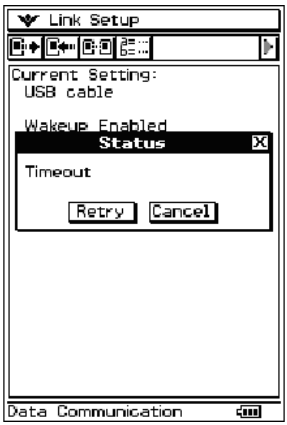
4. Connect your ClassPad to the PC.

5. ClassPad is now ready to transfer data with your PC.



- If the message shown to the right appears, check your cable to make sure it is plugged in securely. Next, repeat steps 1 through 5 above.

- If the message shown to the right appears, too much time passed without any data communication after the ClassPad entered the standby state. Tap [Retry] to go back on standby and send eActivities to your PC.



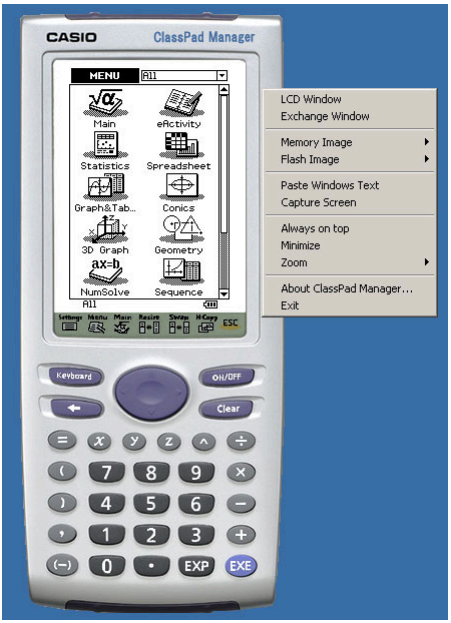
Using ClassPad Manager

The following procedures explain how to perform various data transfer and other operations using ClassPad Manager.

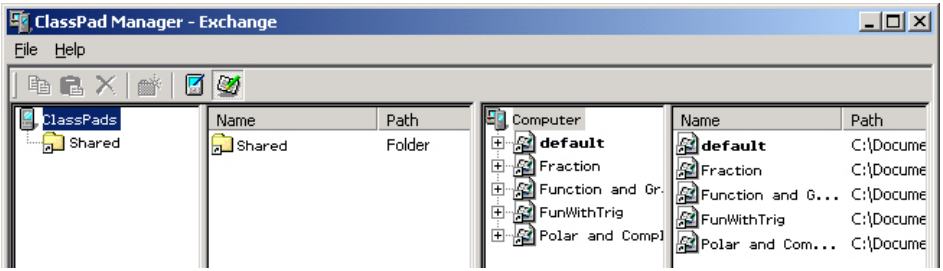
■ To establish a connection between your ClassPad and ClassPad Manager

1. After setting up your ClassPad for data communication (page E-25), start up the ClassPad Manager.

2. Move the cursor to the ClassPad Manager window and right-click your mouse.



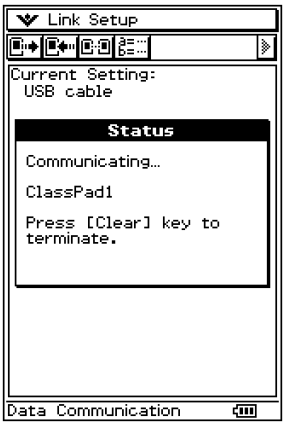
3. Click [Exchange Window].



- The Exchange Window that appears has four columns. The two on the left (column one and column two) show information about your ClassPad(s), while the two on the right (column three and column four) show information about your computer.

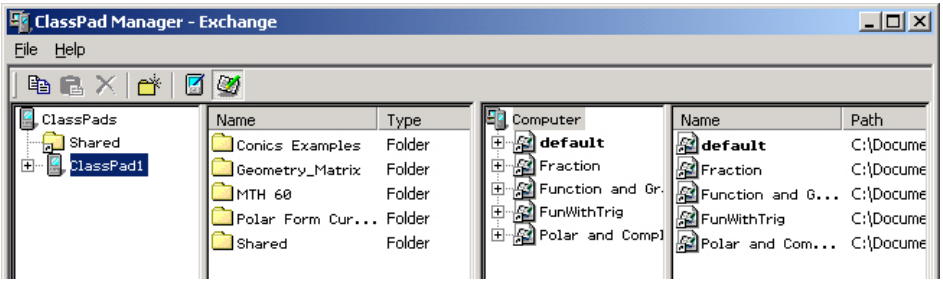
4. The ClassPad Manager will automatically detect and connect to the ClassPad.

- At this time, your ClassPad screen will show this.

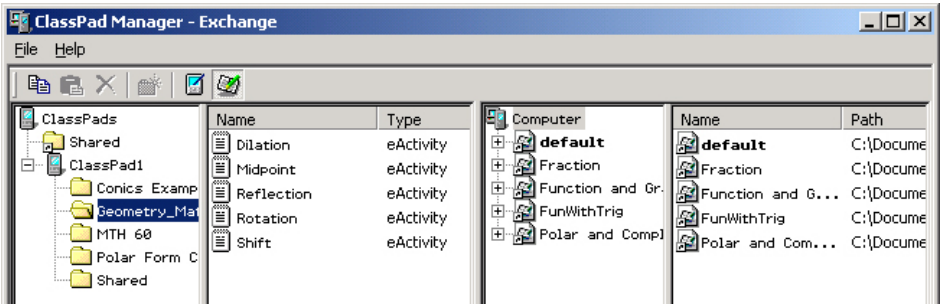


- See “To name a ClassPad” on page E-32 for information about how to rename a ClassPad the first time you connect it to the PC.

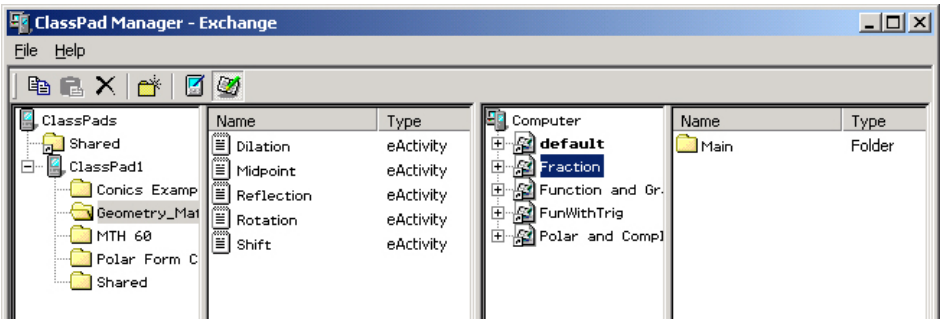
5. After the connection is established, your computer screen will show ClassPad folders in columns one and two, and flash or memory images will appear in columns three and four.



- Clicking a folder in column one displays the files contained in the folder in column two. To see the files in any folder, click the folder name in column one.



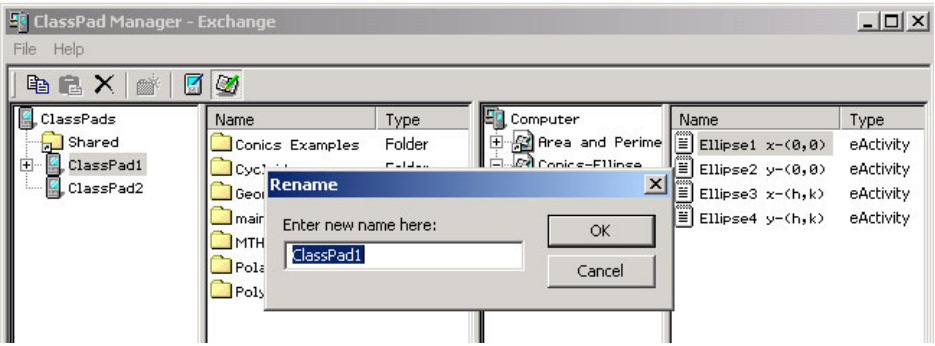
- Clicking a flash or memory image in column three displays the folders of the image in column four. To see the folders in any flash or memory image, click the image name or icon in column three.



- See the following for information about the various data transfer operations you can perform after establishing a connection.

■ To name a ClassPad

1. The first time you connect a ClassPad to the PC, a dialog box will ask if you wish to rename the ClassPad.



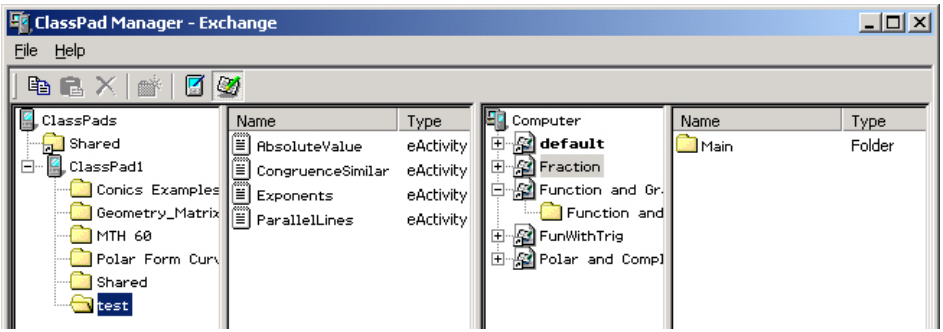
2. You can use the dialog box to assign a new name to the ClassPad, if you want. This name will be displayed for this ClassPad each time you connect it to the PC. For example, you may choose to use a name such as “Diane’s ClassPad” or “Mr. Fukaya #3.” The name can be up to 90 characters long.

3. To change the name of a ClassPad, right-click that ClassPad in column one of the Exchange window and then select Rename from the menu that appears (see page E-18 for more information on this menu). Type the new name in the dialog box that appears.

■ To transfer a single folder

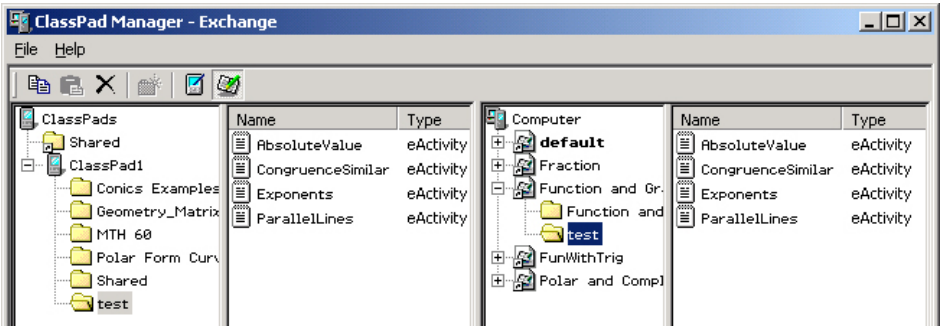
1. Start up ClassPad Manager and establish a connection with your ClassPad.

2. In column one of the ClassPad Manager Exchange Window, select the folder you want to transfer.



- To transfer the “test” folder (and its contents), click “test”. This will list its files in column two. Instead of transferring images to an existing image, you could also add a new image (page E-47) and transfer the images there.

3. Use your mouse to drag the selected folder to a flash or memory image in column three. When you release the mouse button, the copied folder will appear in column three. Clicking the folder displays its files in column four.



4. Repeat steps 2 and 3 to transfer more folders, if you want.

5. After you are finished, terminate the connection between your ClassPad and computer (see page E-38).

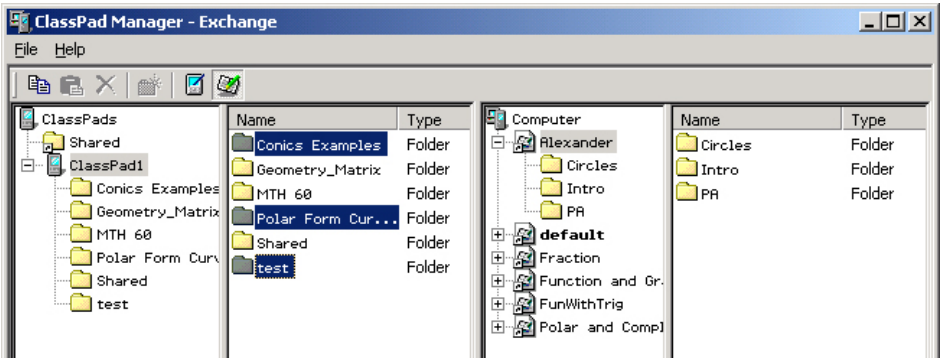
■ To transfer multiple folders

1. Start up ClassPad Manager and establish a connection with your ClassPad.

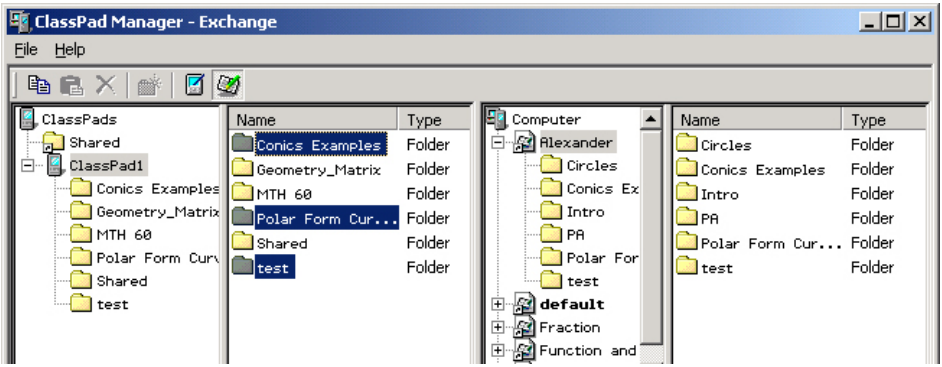
2. In column one of the ClassPad Manager Exchange Window, click your ClassPad icon displayed under ClassPads .

• This displays the folders in column two.

3. Select all of the folders you want to transfer.



4. Use your mouse to drag the selected folders to a flash or memory image in column three. When you release the mouse button, the copied folders will appear in column three. Clicking a folder displays its files in column four. Instead of transferring images to an existing image, you could also add a new image (page E-47) and transfer the images there.



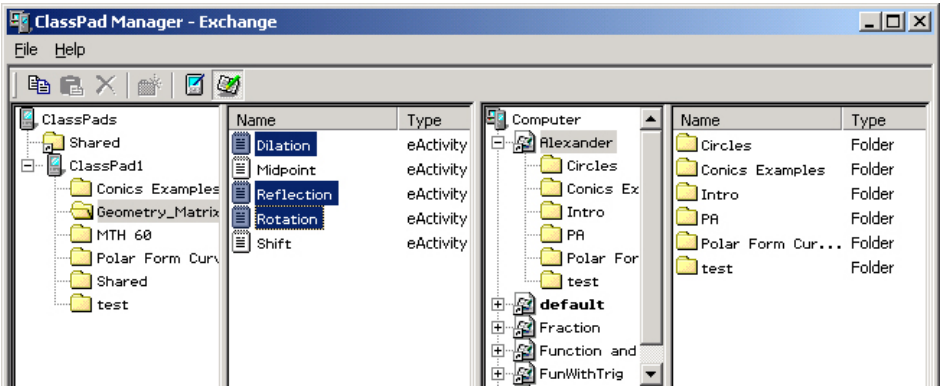
5. Repeat steps 3 and 4 to transfer more folders, if you want.

6. After you are finished, terminate the connection between your ClassPad and computer (see page E-38).

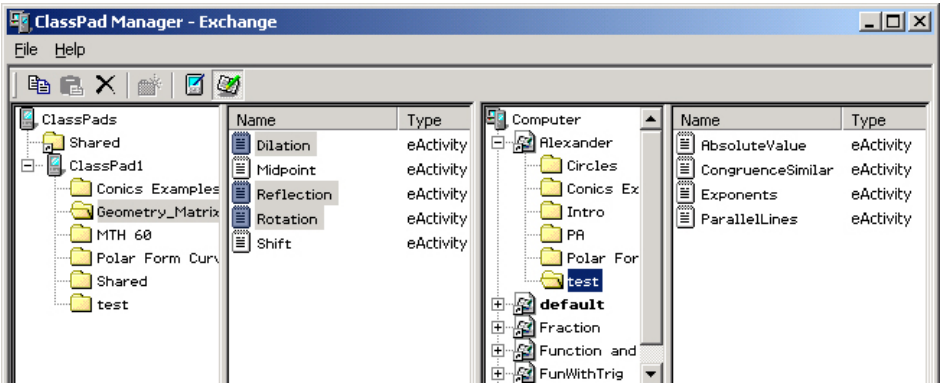
■ To transfer selected files to a folder

1. Start up ClassPad Manager and establish a connection with your ClassPad.

2. In column two, select the file(s) you want to transfer.

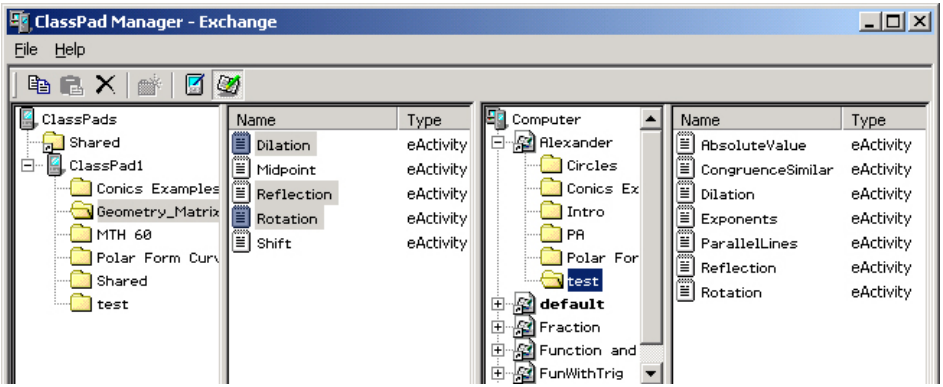


3. In column three, click the folder to which you want to transfer the file(s).



- Here you could create a new folder and transfer the file(s) to it, if you want. See “To create a new folder” on page E-36 for more information.

4. Drag the selected files in column two to the folder in column three or to the list of files in column four. When you release the mouse button, the transferred files will appear in column four.



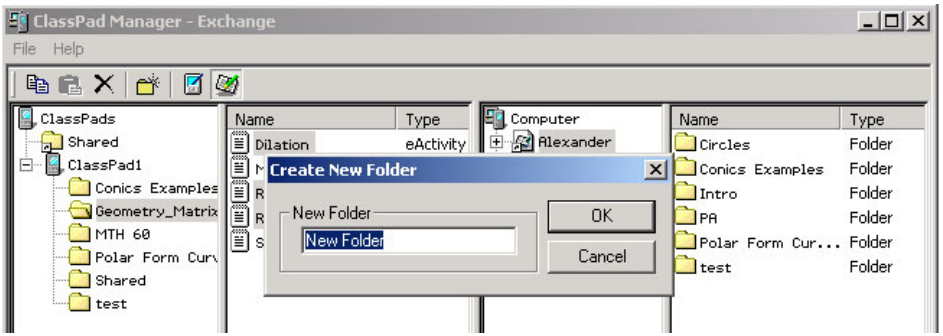
5. Repeat steps 2 through 4 to transfer more files, if you want.

6. After you are finished, terminate the connection between your ClassPad and computer (see page E-38).

■ To create a new folder

1. In column three of the Exchange Window, click the flash or memory image where you want to create a new folder.

2. Click the (New Folder) button on the [Computer] toolbar.

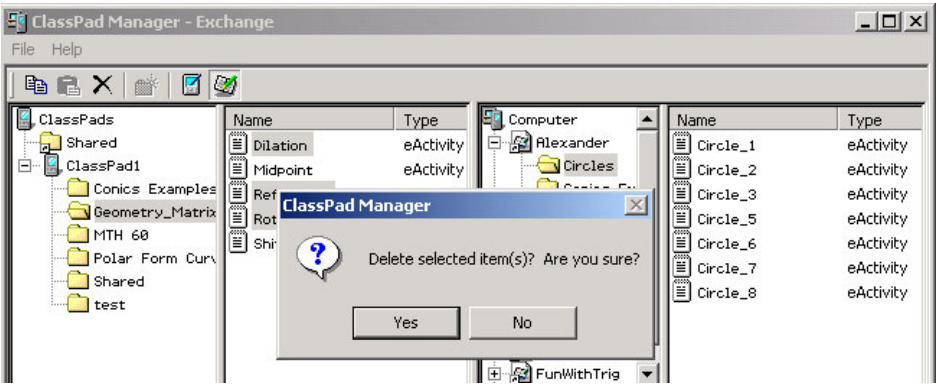


3. On the dialog box that appears, type in the name you want to assign to the new folder ([test] for this example) and then click [OK].

■ To delete a flash or memory image, folder, or file

1. On the Exchange Window, select the flash or memory image (column three), folder (column three or column four), or file (column four) you want to delete.

2. Click the (Delete) button on the [Computer] toolbar, or right-click and then select [Delete] on the shortcut menu that appears.



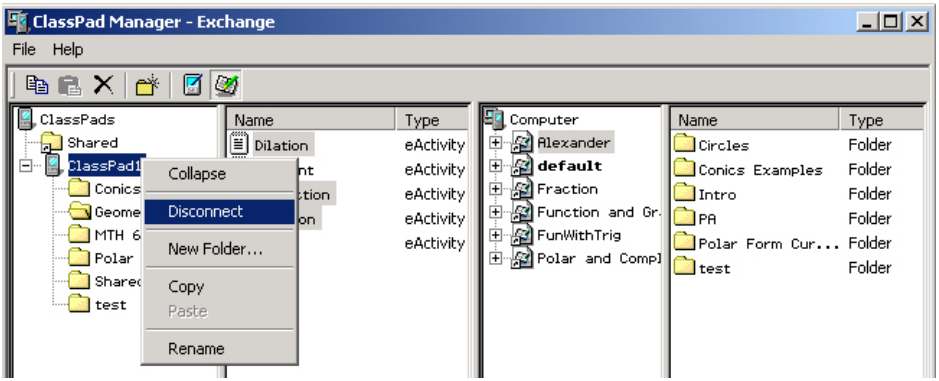
3. On the confirmation dialog box that appears, click [Yes] to delete or [No] to cancel.

Note

You cannot delete the “default” flash or memory image.

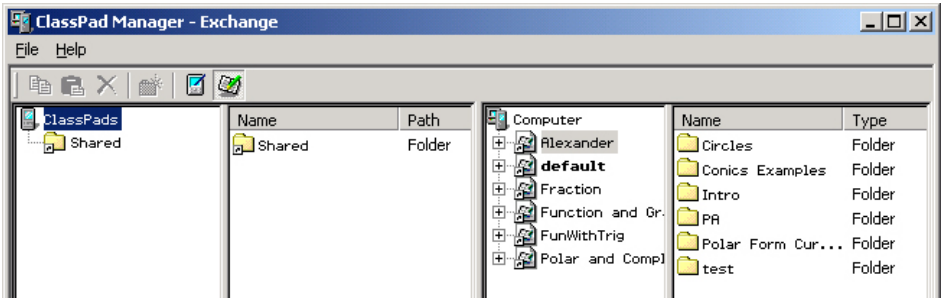
■ To terminate the connection between your ClassPad and ClassPad Manager

1. Right-click your ClassPad icon, and then select [Disconnect] from the shortcut menu that appears.



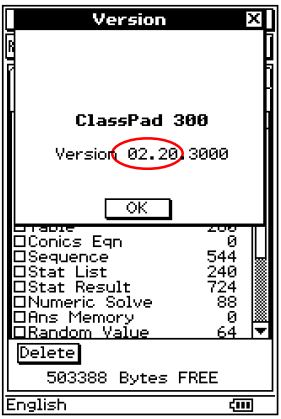
• This will cause your ClassPad display to show this.

Your computer screen will show this.

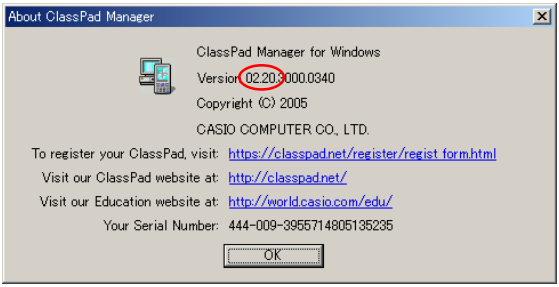


Transferring eActivity Files

You can use ClassPad Manager to transfer eActivity files between your ClassPad and computer. Before doing so, however, you should check the version numbers of the ClassPad Manager application running on your computer and the operating system running on your ClassPad to make sure they are compatible with each other. Note that you will be able to transfer eActivity files only if the leading four digits of the ClassPad Manager application and the ClassPad operating system are identical.



ClassPad Version Dialog Box



ClassPad Manager Version Dialog Box

- See the ClassPad User's Guide for information about viewing the ClassPad version number.
- See "1. Installing the Software" for information about viewing the ClassPad Manager version number (page E-13).

Important!

- You will not be able to transfer data between ClassPad Manager and your ClassPad unless the leading four digits of the version numbers are identical.
- If the leading four digits of the ClassPad Manager application version number and the ClassPad operating system version number do not match, it means that they are equipped with functions that are different from each other. Because of this, their eActivity files will not be compatible. Do not try to exchange eActivity files when the leading four digits of the version numbers do not match.

6. Transferring Files Between Multiple ClassPads and the PC

Before Connecting ClassPads to the PC

1. Make sure that the ClassPads are set up for data communication via USB. If this is the first time you are connecting the ClassPads to the PC, follow the instructions on pages E-25 to E-28. If you have connected the ClassPads to a PC before, they should already be set up for data communication.

2. You can use a USB hub to connect more than one ClassPads at a time to the PC. Performance may vary depending on the type of USB hub you use. If you plan to use a hub, refer to the manufacturer's instructions for installation and use.

3. Connect each ClassPad USB cable to the PC or the USB hub.

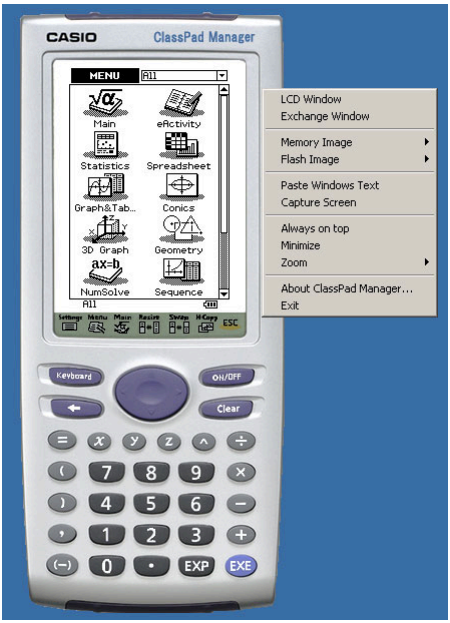
Connecting Multiple ClassPads to the PC

■ To open the Exchange Window

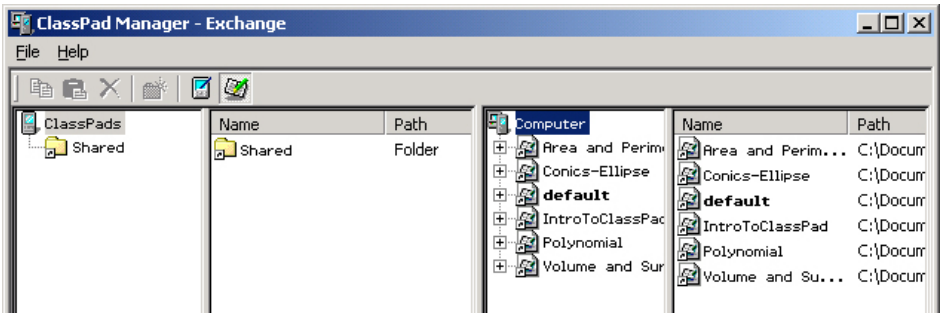
1. Open ClassPad Manager on the PC.

2. Right-click anywhere on ClassPad Manager.

3. Choose [Exchange Window] from the menu that appears.



4. The Exchange Window is now ready to use.



■ To establish connections between multiple ClassPads and ClassPad Manager

Important!

Connect the ClassPads one at a time. Do not connect a new ClassPad until you confirm that the first one has successfully connected.

1. Connect a ClassPad to a cable. The message “Standby ClassPad1 Press [Clear] key to terminate.” should be displayed on each ClassPad.

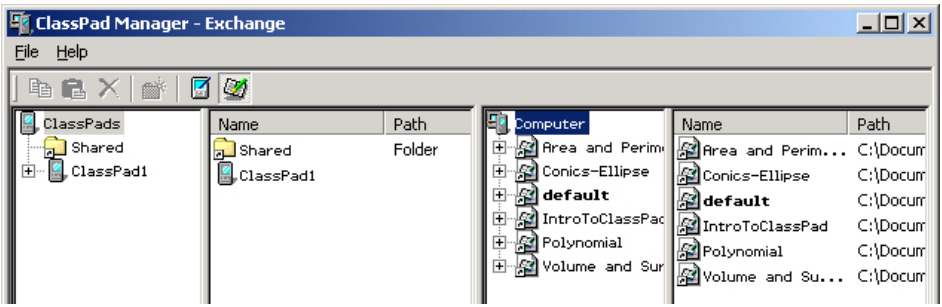
   See page E-28 for a picture of what the ClassPad will display.

2. The PC will recognize the ClassPad as new hardware. Follow the instructions that appear on your computer screen to approve the ClassPad as new hardware.

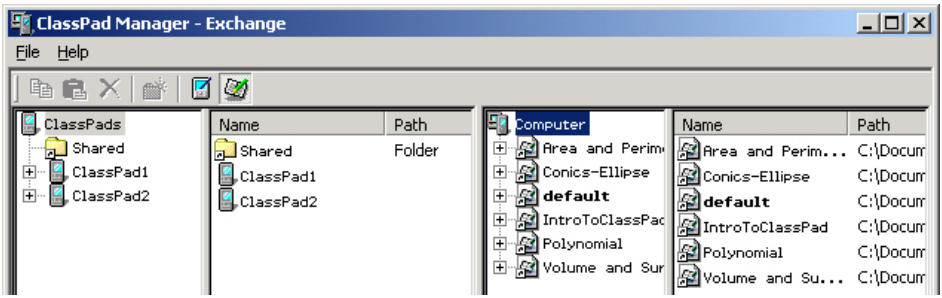
   Important!

   If your PC is running Windows XP, be sure to choose [Continue Anyway] in the Hardware Installation dialog box that appears the first time a ClassPad is connected to a USB port. See page E-10 for more information about connecting to a PC running Windows XP.

3. ClassPad Manager will automatically detect and connect to the ClassPad.



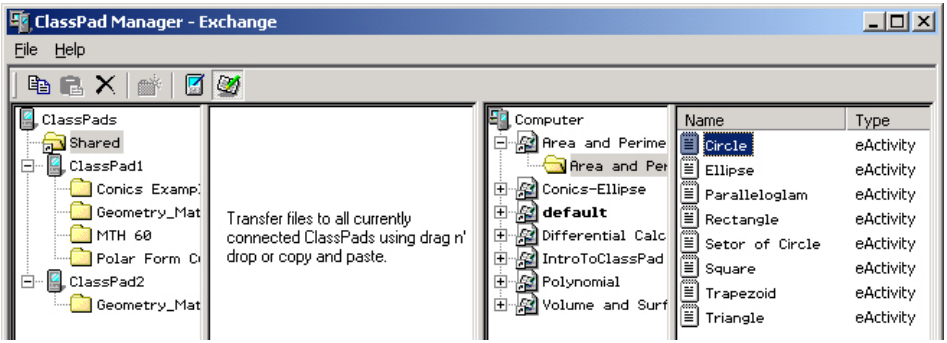
4. Once the ClassPad has been named (see “To name a ClassPad” on page E-32) and is displayed in column one of ClassPad Manager, continue connecting the other ClassPads one at a time until all are connected.



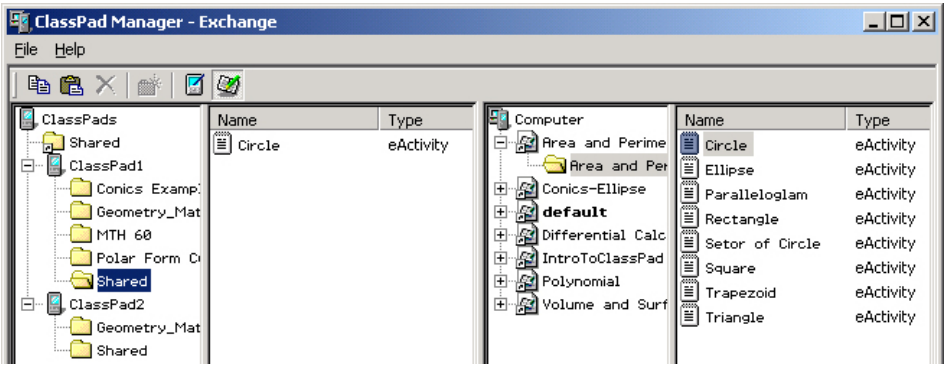
■ To copy files to all ClassPads

1. Select the file to be copied from the files displayed in column four.

2. Drag that file to the “Shared” folder in column one (at the top, above all the connected ClassPads).



3. This will copy file to a “Shared” folder on each ClassPad. If a ClassPad does not already have a folder named “Shared,” one will be created automatically.

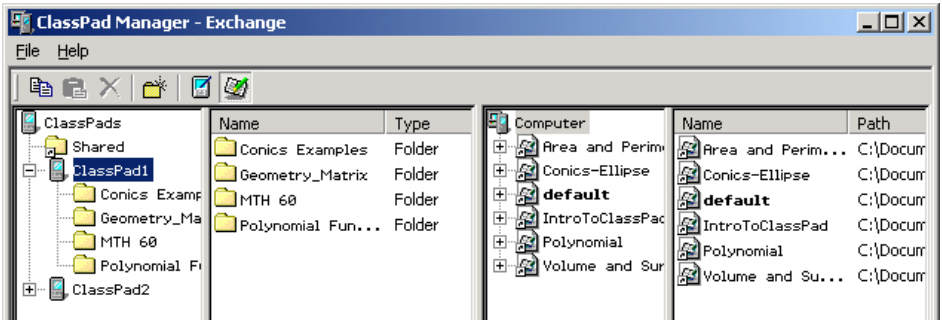


Note

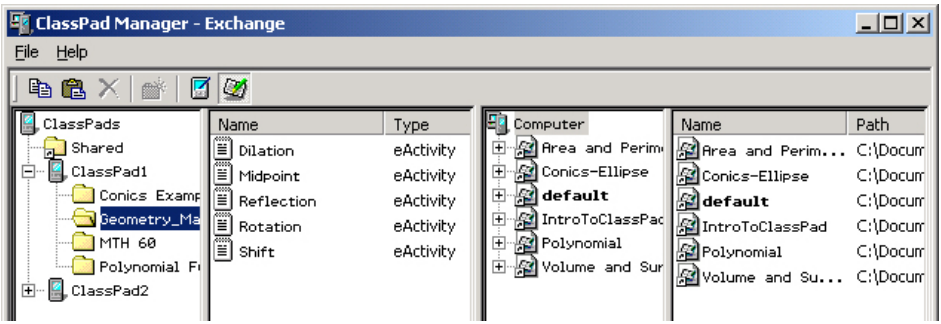
Files placed in the “Shared” folder are copied only to all ClassPads connected to the PC at the time you drag the file(s) to “Shared.” If you connect another ClassPad, you will need to copy the file(s) to the Shared folder again or directly to the newly connected ClassPad (see the following section for more information).

■ To copy files from one ClassPad to all other connected ClassPads

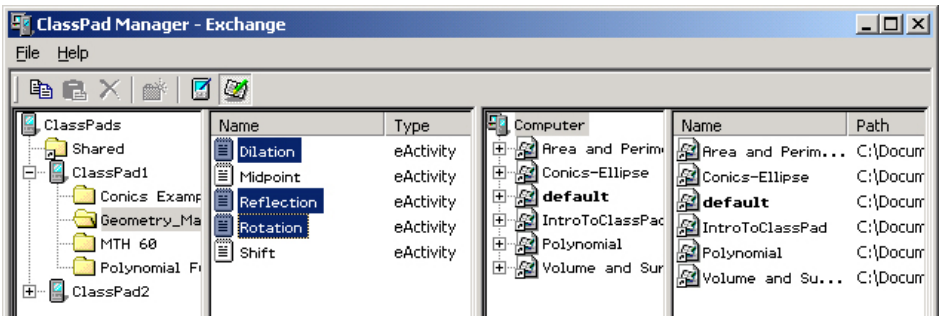
1. In column one, click the “+” next to the name of the ClassPad that contains the files you want to copy.



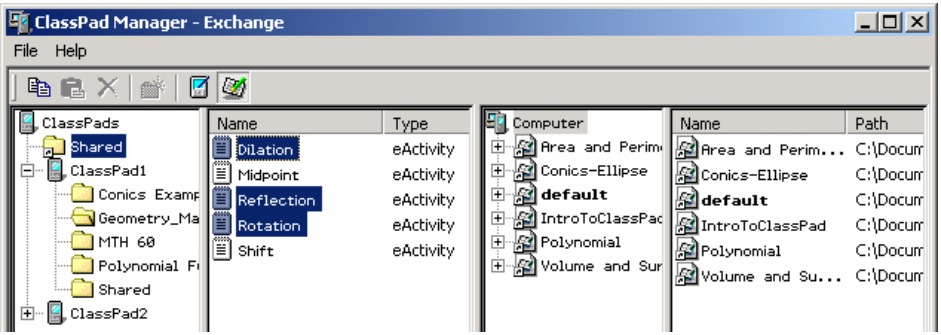
2. Under the name of the ClassPad you expanded in step 1, click the folder. The files in that folder will now be listed in column two.



3. In column two, select the files you want to copy. To select multiple files hold the “Ctrl” key while clicking each file.



4. Drag the file(s) to the “Shared” folder at the top of column one.

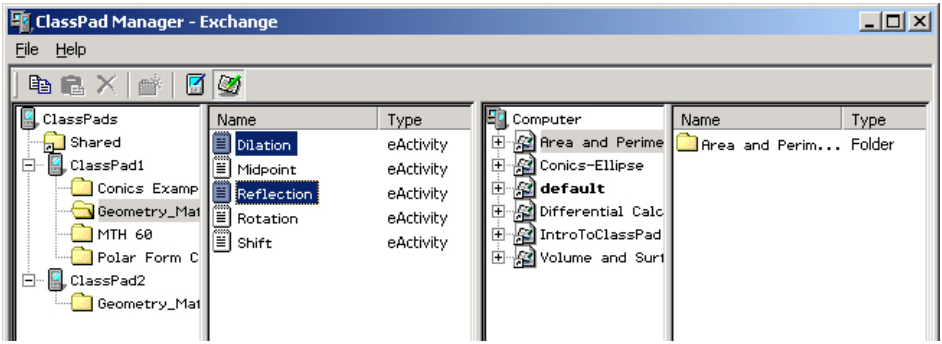


■ To copy files from one ClassPad to one specific connected ClassPad

1. Perform steps 1 through 3 under “To copy files from one ClassPad to all other connected ClassPads” to select the file(s) you want to copy.

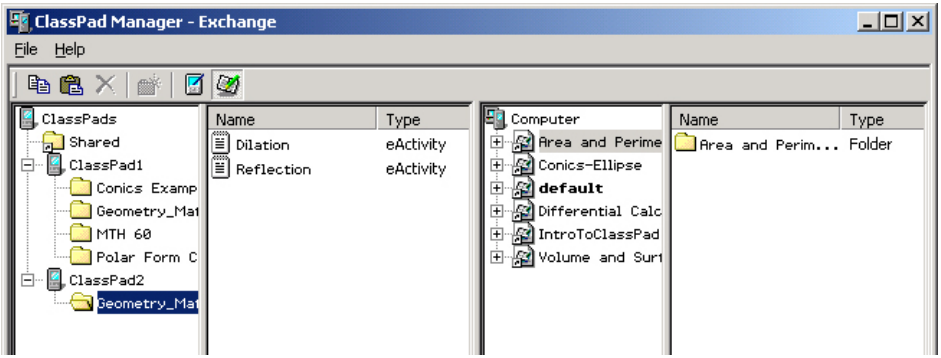
2. Click the “+” next to the name of the ClassPad to which you want to copy the file.

- This will display the folders currently in this ClassPad. If you wish to create a new folder, refer to pages E-36 and E-37.



3. Drag the files from column two to the appropriate folder on the destination ClassPad.

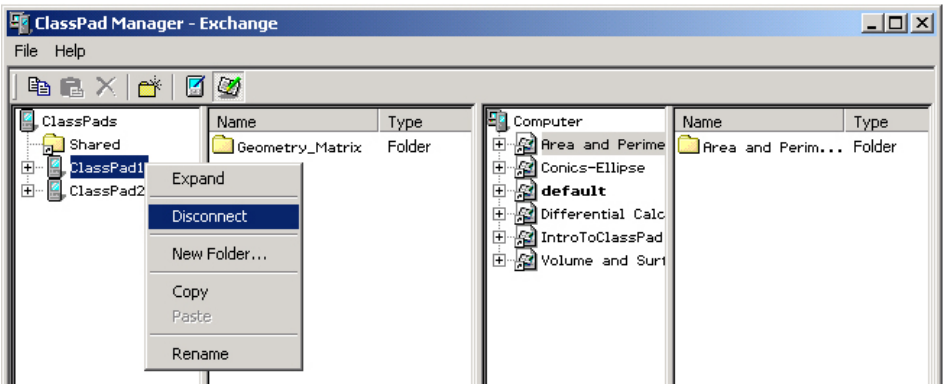
• To verify that transfer was successful, click the folder on the destination ClassPad.



■ To disconnect the ClassPads from the ClassPad Manager

1. In column one, right-click the ClassPad you want to disconnect.

2. On the menu that appears, choose [Disconnect].



3. Repeat steps 1 and 2 for each ClassPad you wish to disconnect.

Note

If you close the Exchange Window, any connected ClassPads will be disconnected and the “Complete!” dialog box will appear on the display.

7. Adding a Flash Image or Memory Image

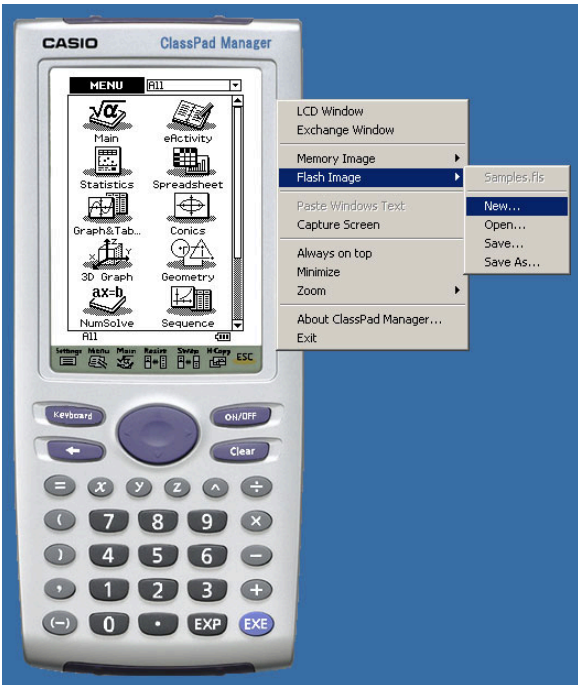
You can add a flash image or memory image starting either from the ClassPad Manager screen, or from the Exchange Window.

From the ClassPad Manager Screen

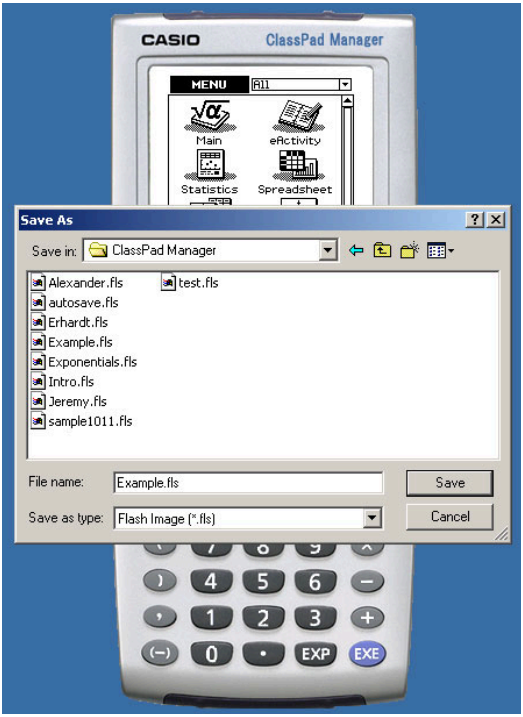
Use the following procedures to add a flash image or a memory image from the ClassPad Manager screen.

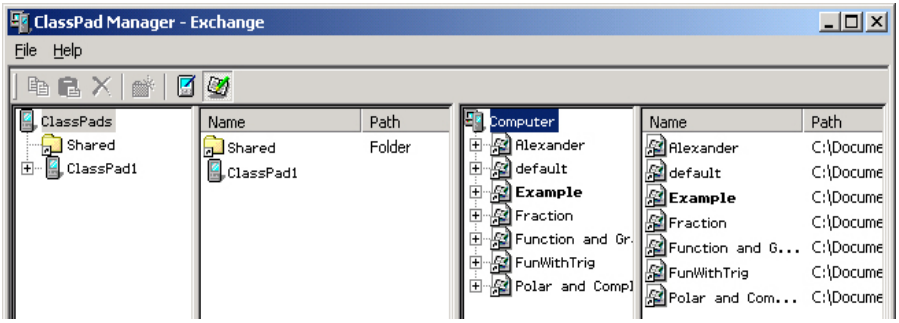
■ To add a flash image from the ClassPad Manager screen

1. Right-click the ClassPad Manager and then select [Flash Image] / [New] on the shortcut menu that appears.



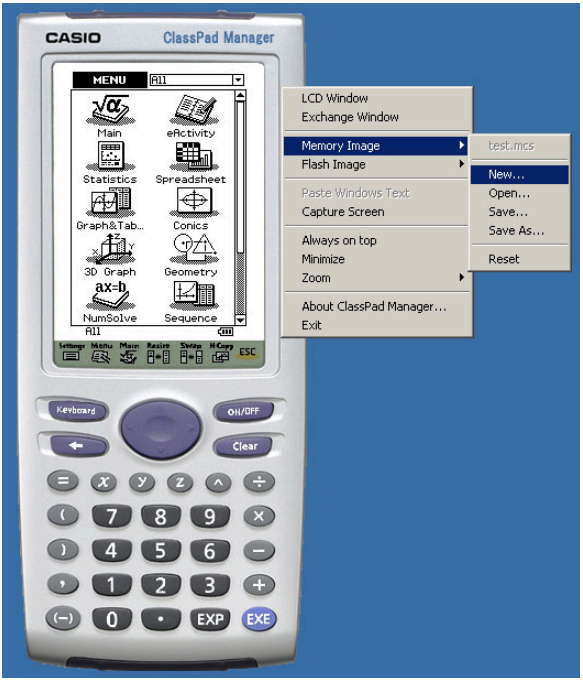
2. Type in the name you want to assign to the image, and then click [Save].



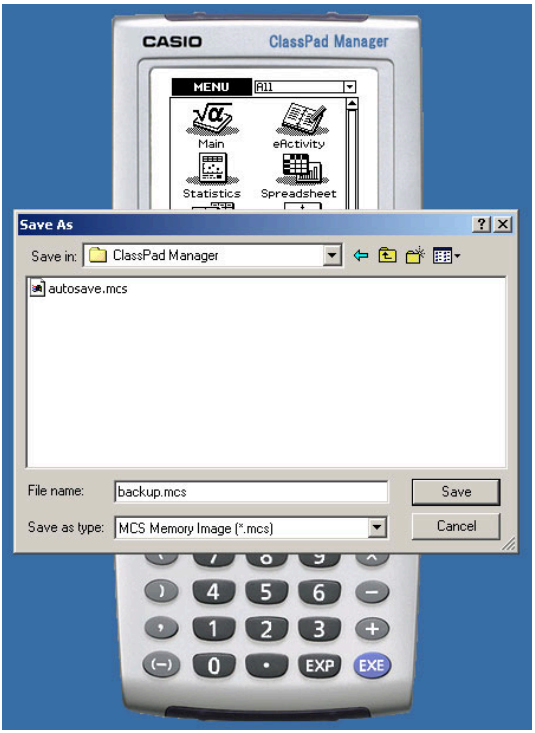


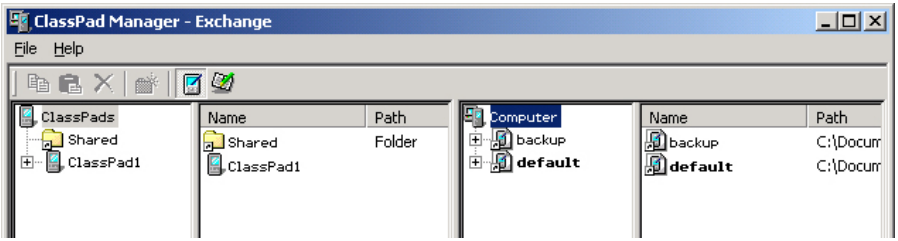
■ To add a memory image from the ClassPad Manager screen

1. Right-click ClassPad Manager, and then select [Memory Image] / [New] on the shortcut menu that appears.



2. Type in the name you want to assign to the image, and then click [Save].



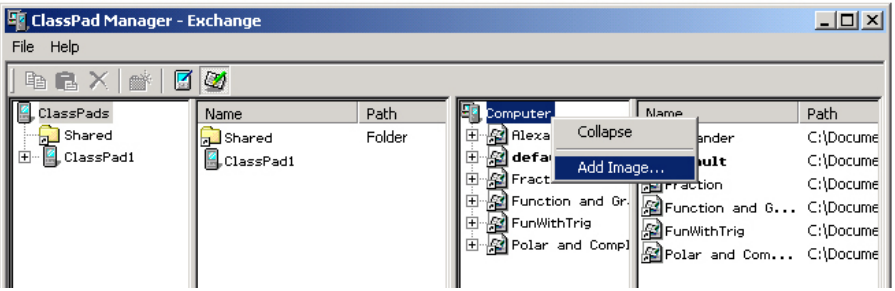


From the Exchange Window

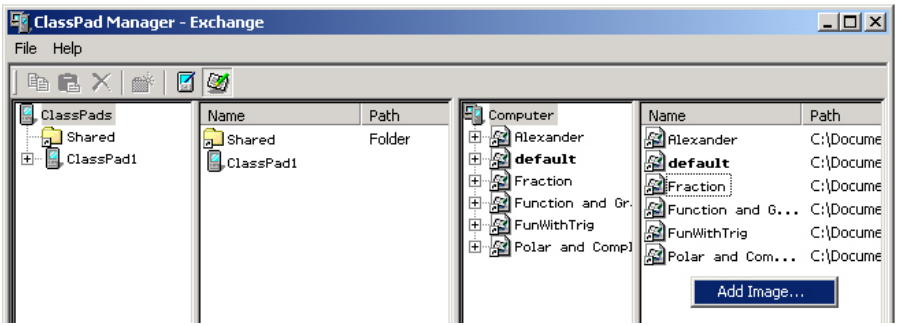
You can also add a flash image or memory image from the Exchange Window. The following procedure shows how to add a flash image. The procedure for adding a memory image is virtually identical.

■ To add a flash image from the Exchange Window

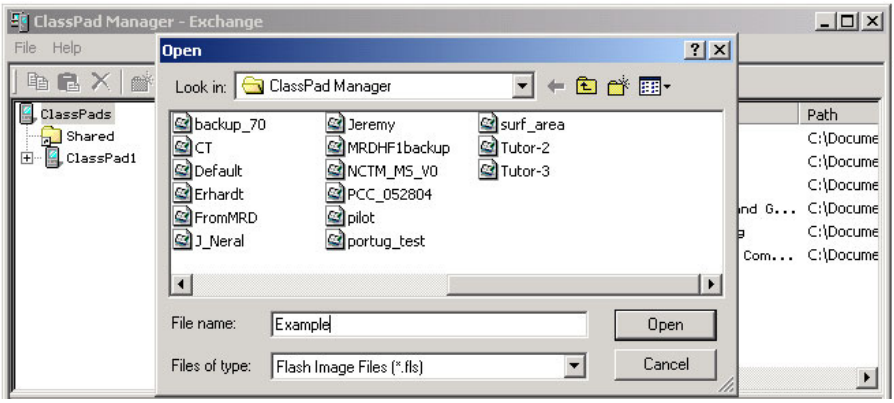
1. Right-click [Computer], and then select [Add Image] from the shortcut menu that appears.



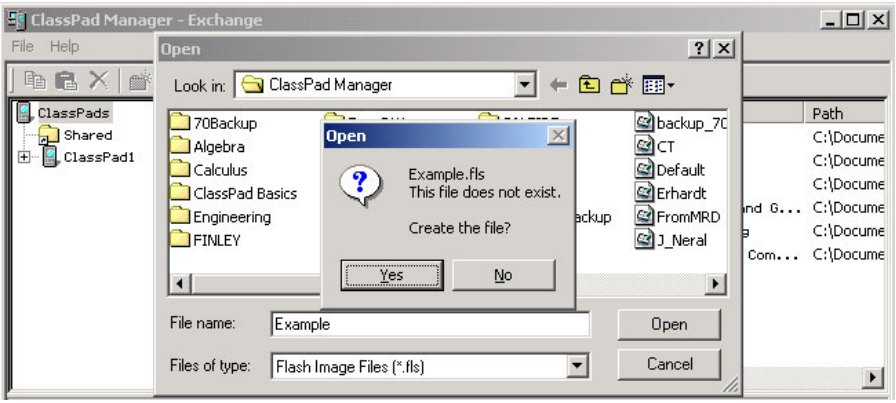
- Alternatively, you could right-click in column four.



2. Type in the name you want to assign to the image, and then click [Save].



3. In response to the dialog box that appears, click [Yes].



Using eActivity Files

If you experience problems running an eActivity that contains a flash image on the ClassPad emulator after you transfer the eActivity from your ClassPad, it could mean that the ClassPad operating system and ClassPad Manager versions are not compatible. See “Transferring eActivity Files” on page E-39 for information about version compatibility requirements.

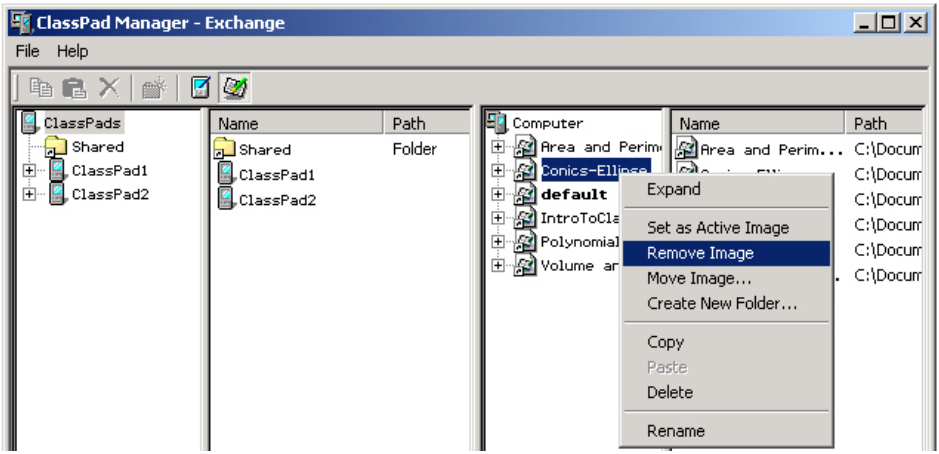
8. Handling Flash Images or Memory Images

You can perform the following operations using the Exchange Window:

- Remove an image from the Exchange Window
- Insert an existing image to the Exchange Window
- Move an image from one location on your PC to another
- Change the name of an image

■ To remove an image from the Exchange Window

1. Right-click the image you want to remove and choose [Remove Image] from the menu that appears.



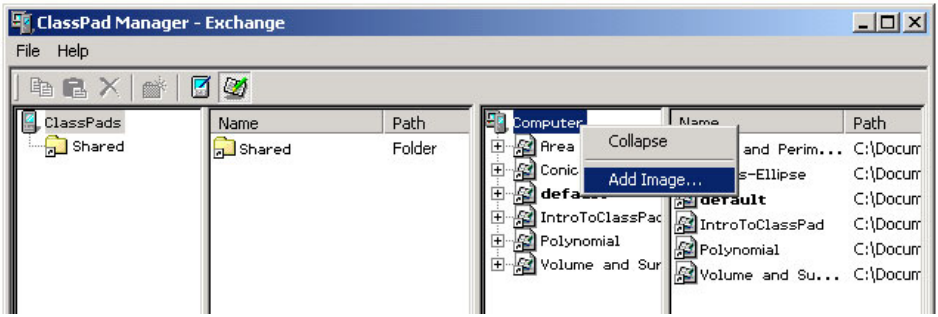
- This removes the selected image immediately.

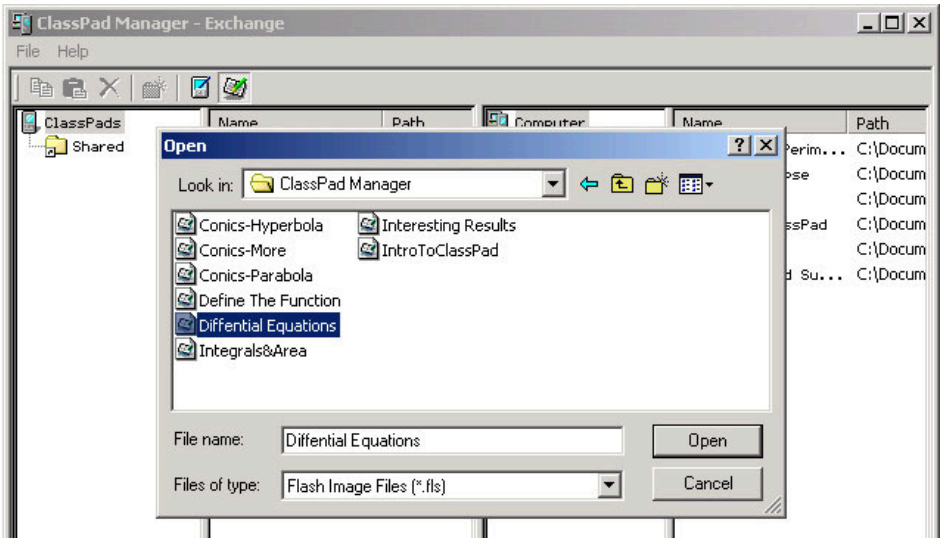
Note

You can re-insert the image you have removed using the procedure under “To insert an existing image to the Exchange Window” below.

■ To insert an existing image to the Exchange Window

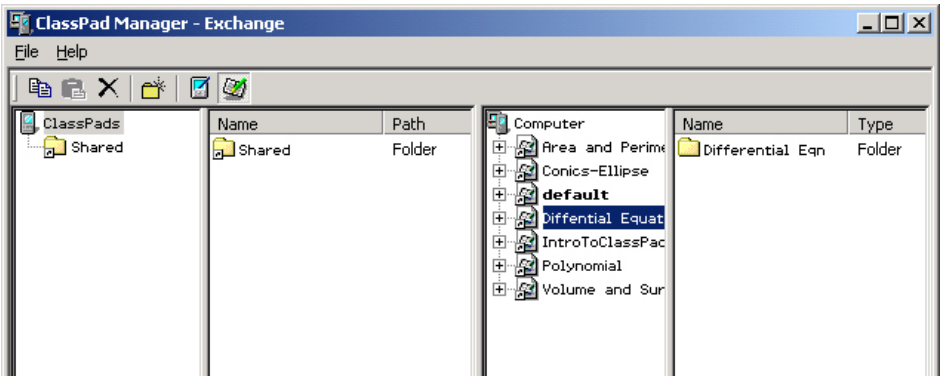
1. Right-click [Computer], and choose [Add Image] from the shortcut menu that appears. This displays an open dialog box.





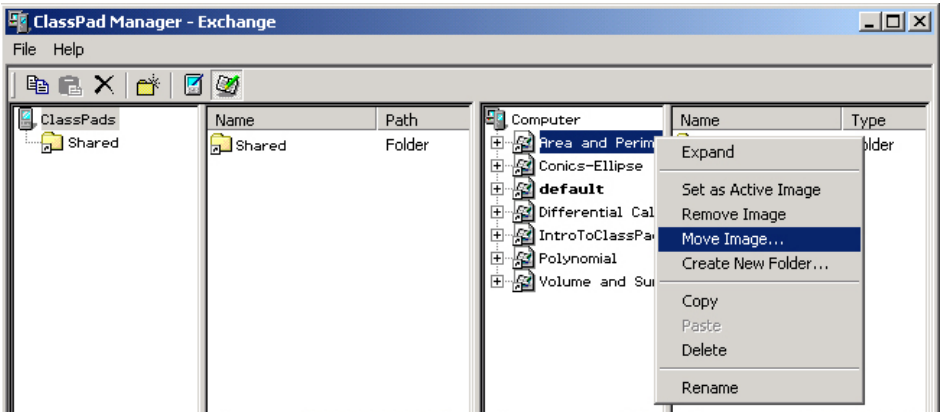
• Alternatively, you could right-click in column four.

2. Select the flash image file (*.fls) or memory image file (*.mcs) you want to insert, and then click [Open]. The image will appear on the Exchange Window.



■ To move an image from one location on your PC to another

1. Right-click the image you want to move and choose [Move Image] from the menu that appears.



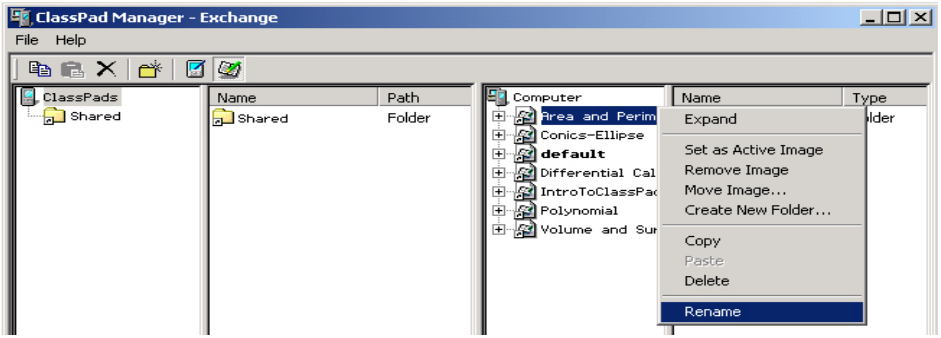
2. On the dialog box that appears, find the folder to which you want to save the image.

3. Select the folder you want, and then click [OK].

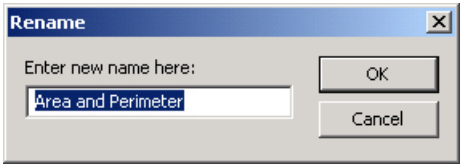
• This will move the image to the new location, removing it from its previous location.

■ To rename an image

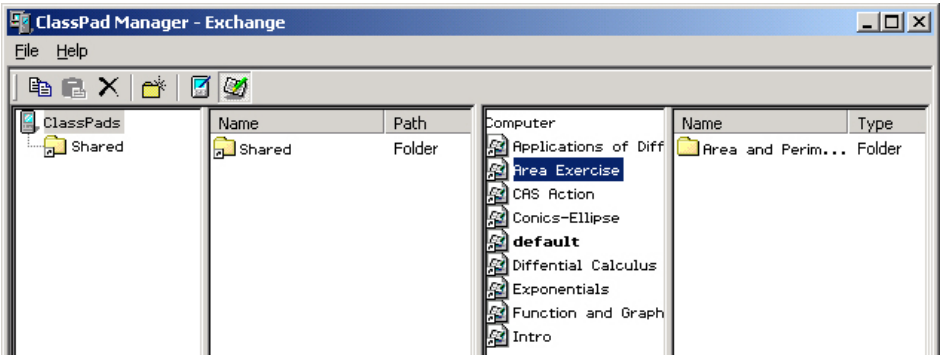
1. Right-click the image you want to rename and then choose [Rename].



2. Type the new name in the dialog box that appears, and then choose [OK].



• This will rename the image.



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