

Rename a base

- Table of contents
- Option 1 :
- Option 2
- Option 3

There are three ways through which you can rename a base.

Option 1 :

- 1. Go to the respective base. Click the three dots (More Options) and select the Edit option.
- 2. Rename the base as you prefer and set an appropriate icon & theme that is suitable for your data.

DOTTO Sample	 Find a base 			0
MY WORKSPACES	Workspace 3	Ŧ	${\rm J}^{\rm E} {\rm Modified \ Time} \sim $	A→ ADD BASE
Workspace 3 Jun 28, 2022		🛥 Team trip 🖉	: Book	:
Workspace 4 Jun 29, 2022		Jun 29, 2022	Jun 28, 2022	
			(i) About	
			Duplicate	
			C Share	
			y Move y Download	
			🗇 Delete	



Option 2

1. Click the **pencil icon** that appears when you hover your mouse over the base name.



Option 3

Another way to rename your base is from your tables page.

- 1. On the top pane, click the **drop-down** near the base name
- 2. Choose **Edit** option
- 3. Rename your base as per your preference.



Note: As you add your base name, you will observe that the base icons are intuitive, meaning they are automatically selected if they match your keyword.

E.g., the mention of a book or library or a related keyword will automatically pick up the book icon.

😚 Zylker - Accounts 🗸	Q Find a base	J 🛞
MY WORKSPACES +	Workspace 1 : (3 Modified Time > (8 (8))	+ ADD BASE
Workspace 1 Dec 05, 2022	Base 1 d N	
My Workspace Dec 06, 2022	Dec 06, 20 2	