

RENAMING YOUR IMAGES

Renaming your image is helpful if you are sending or submitting your pictures into a form, email, document, and more. When you capture a photo with your smart phone, it will give your image a default name or a generic numbered name.

FOR EXAMPLE: IMG_5843



IPHONE: Choose an image in your **PHOTOS** album. Click on the "box with arrow". Choose "Save to Files." Tap on the default image name, delete it, and type in a new one. Hit **DONE**. Choose where you want this image saved. Find the new file in your chosen folder on your iPhone. Click on the "box with an arrow". Send in email or upload to form, if applicable.

ANDROID: Open your **GALLERY**. Choose the photo you want to rename. Hit "3 dots". Tap **RENAME** and rename image. (Or another option is: Go to **FILE** icon. Tap on **IMAGES**. Choose image by clicking on it. Tap **MORE** ("3 dots") and pick **RENAME**. Rename image and tap **OK**.)