

Renaming Photos:
LAST_NAME_TITLE_MEDIUM_PRICE
ex: SMITH_STREAM_OIL_300
email to: info@northhillsartcenter.org

iPhone (iOS devices)

1. Tap photo
2. Click share
3. Click save to files
4. Choose 'on my iPhone' if it is not already chosen
5. Tap on the file name (typically IMG_1234 ← any numbers there)
6. Rename the photo name as noted above in red
7. Click done
8. Click save
9. Go to files
10. Recent or On My iPhone
11. Choose the image(images)
12. Click the share icon & send photo(s) via email at full resolution to the Art Center

Android devices

1. Tap photo
2. Tap the 3 dots
3. Tap rename
4. Rename the photo name as noted above in red
5. Click ok
6. Send photo(s) via email at full resolution to the Art Center as you normally do

PC/Laptop

1. Find your photo in your files
2. Right click on the file name
3. Click on rename
4. Rename the photo name as noted above in red
5. Click enter
6. Send photo(s) via email at full resolution to the Art Center as you normally do

MAC

1. Find your photo in your files
2. Select it
3. Click on file, then rename
4. Rename the photo name as noted above in red
5. Click return
6. Send photo(s) via email at full resolution to the Art Center as you normally do