

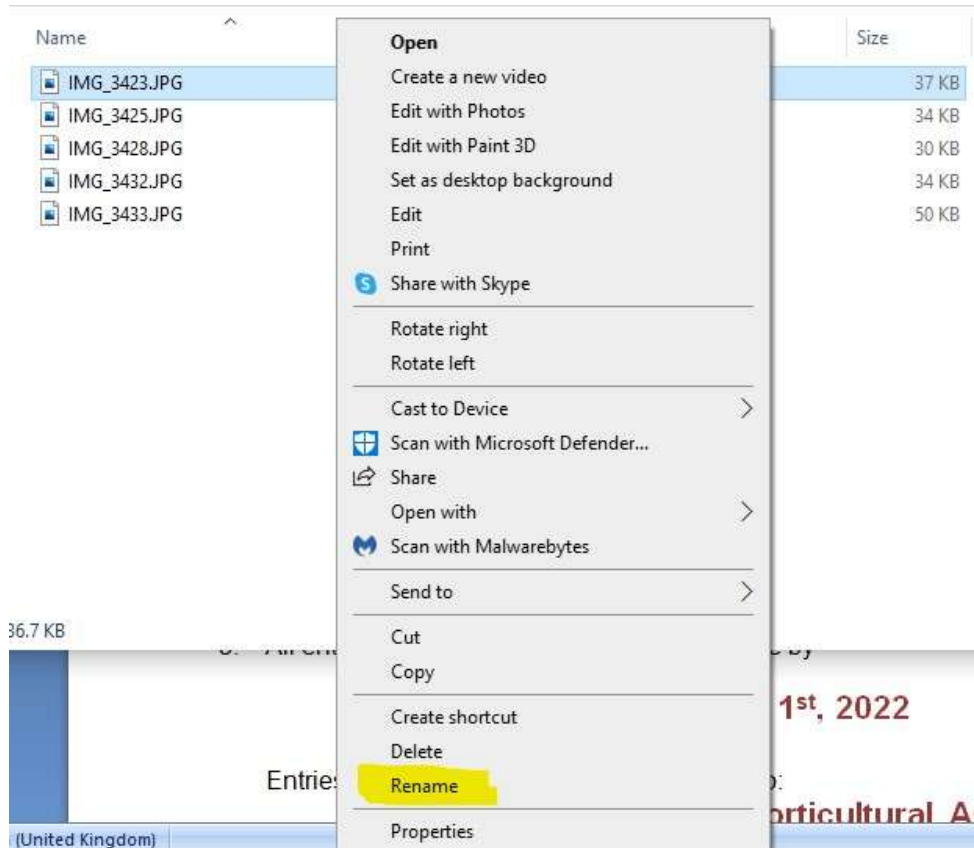
TIP #1 "RENAME" FILE for desktop and ipad

- Desktop Computer


Original file name IMG_3423.jpg






Name	Date modified	Type	Size
IMG_3423.JPG	2018-09-24 3:42 PM	JPG File	37 KB
IMG_3425.JPG	2018-09-24 3:42 PM	JPG File	34 KB
IMG_3428.JPG	2018-09-24 3:42 PM	JPG File	30 KB
IMG_3432.JPG	2018-09-24 3:44 PM	JPG File	34 KB
IMG_3433.JPG	2018-09-24 3:44 PM	JPG File	50 KB

Select file and "Right Click", then Select "Rename"









Original file name turns **blue**



Name	Date modified	Type	Size
 IMG_3423.JPG	2018-09-24 3:42 PM	JPG File	37 KB
 IMG_3425.JPG	2018-09-24 3:42 PM	JPG File	34 KB
 IMG_3428.JPG	2018-09-24 3:42 PM	JPG File	30 KB
 IMG_3432.JPG	2018-09-24 3:44 PM	JPG File	34 KB
 IMG_3433.JPG	2018-09-24 3:44 PM	JPG File	50 KB


The press **Delete**








Name	Date modified	Type	Size
 JPG	2018-09-24 3:42 PM	JPG File	37 KB
 IMG_3425.JPG	2018-09-24 3:42 PM	JPG File	34 KB
 IMG_3428.JPG	2018-09-24 3:42 PM	JPG File	30 KB
 IMG_3432.JPG	2018-09-24 3:44 PM	JPG File	34 KB
 IMG_3433.JPG	2018-09-24 3:44 PM	JPG File	50 KB

TypeNew File Name,
Rename file to V-01-13


V - letter identifies the society/club, *from list attached*
01 -two digits identifies the exhibitor number
13—two digits identifies the photo competition class



Name	Date modified	Type	Size
 V-01-13.JPG	2018-09-24 3:42 PM	JPG File	37 KB
 IMG_3425.JPG	2018-09-24 3:42 PM	JPG File	34 KB
 IMG_3428.JPG	2018-09-24 3:42 PM	JPG File	30 KB
 IMG_3432.JPG	2018-09-24 3:44 PM	JPG File	34 KB
 IMG_3433.JPG	2018-09-24 3:44 PM	JPG File	50 KB

And you are done; click anywhere on screen or on next file to rename

- **On your iPhone or iPad:**

1. Open the photo you want.
2. Click on the share button (box with arrow going up from it). 
3. Scroll down and choose "Save to Files".
4. Choose "On My iPhone" or "On My iPad".
5. To create a special folder for it, touch and hold "On My iPhone" or "On My iPad" and then tap "New Folder". Name the folder "MHA" (or whatever you prefer) instead of "untitled folder".
6. Next to the small version of your photo at the top, you will see a grey box with the photo's current filename. Tap the box and change the filename as directed to show your club letter, exhibitor number, and category number.
7. Tap Save.
8. Now you can send the renamed photos by selecting them from this file folder.

