

**Best way to save your cell phone image for future use:**

- Open the image
- **Tap the share icon and email the image to your computer**
- **Open your email and download the image to your photo folder**
- Open the folder and right click on the image jpg
- Click on the rename file option
- Rename the file
- Right click on the file again and select copy
- Paste the new file next to the original file
- Right click on the copy jpg
- Rename the file – e.g., Smith\_Jane\_BRO.jpg
- Open the new file and crop the image square and save
- Attach the newly named, cropped image to an email and send to [brochure@southcoartists.org](mailto:brochure@southcoartists.org)
- Never alter the original image. If you need to send it in a different size or proportion, make a copy before making alterations

**Rename and email from your phone:**

- Go to your photo
- Make a copy of the image by tapping the SHARE icon
- Go to the copy image
- Tap on edit
- Tap on the icon at the bottom right showing a square with curved arrows top and bottom
- Tap on the icon at the top of the square icon with smaller squares
- Tap on the word SQUARE at bottom of the screen
- Move the image with in the square to select the portion you like
- Tap on the yellow word DONE
- On the bottom left of the image tap on the share icon (rectangle with up arrow)
- Scroll down and select SAVE TO FILES
- iCloud options will appear
- Tap on the current file name box – e.g., IMG\_0616
- An enlarged view of the image with current file name will appear with the flashing line in the file name box
- Delete the existing file name and enter the new file name required for the brochure – e.g., Smith\_Jane\_BRO.jpg
- Tap DONE
- Select the location to save the newly named jpg image file
- Tap SAVE
- Access the location and open the jpg
- Tap the share icon and email to [brochure@southocartists.org](mailto:brochure@southocartists.org)