

On an iPhone or iPad

Go **to Photos** and open a picture.

Tap on Share, scroll down and tap "Save to **Files**".

Tap "On My **iPhone**" and select a folder.

To **rename** the image, tap the **file** name next to the image thumbnail and enter a name.

On an Android

Visit the photo gallery and select the image you wish to rename.

Tap the image for a few seconds and Click on the Menu option located at the bottom.

From there click Rename and a new window will pop-up asking you to insert a new name.