Headwaters Arts requires submitted art images to be named as follows:

Each Jpeg file must include the artist's name, underscore, title, underscore, medium, underscore and size (height by width by depth) in inches.
     For example: **JohnSmith_TheShadowsofSummer_Acrylic_36x30x1.5.jpg**

Steps to rename an image file on an iPhone:

1. Open the Photos app on your iPhone.
2. Navigate to the photo you want to rename.
3. Tap on the photo to open it.
4. Tap the "Share" button in the bottom left corner of the screen.
5. Scroll down and tap "Save to Files."
6. Select a location to save the file (e.g., iCloud Drive or create an "ART" folder!).
7. Tap "Add" to save the file.
8. Open the Files app and navigate to the location where you saved the file.
9. Tap and hold on the file until a menu appears.
10. Tap "Rename" and type in the new name for the file.
11. Tap "Done" to save the new name.

Steps to rename an image file on an Android phone:

1. Open the "Files" app on your Android phone.
2. Navigate to the folder that contains the image file you want to rename.
3. Tap and hold on the image file until a checkmark appears next to it.
4. Tap on the three-dot icon in the top right corner of the screen.
5. Select "Rename" from the menu.
6. Type in the new name for the image file in the text field.
7. Tap "OK" or "Save" to save the new name.

Alternatively, you can also rename an image file from the Gallery app on your Android phone:

1. Open the "Gallery" app on your Android phone.
2. Navigate to the image file you want to rename.
3. Tap on the image to open it.
4. Tap on the three-dot icon in the top right corner of the screen.
5. Select "Details" from the menu.
6. Tap on the pencil icon next to the current file name.
7. Type in the new name for the image file in the text field.
8. Tap "Save" to save the new name.