

Changing a Filename on an iPad

This instruction walks through a method for

1. making a copy of a photo and saving that copy to a folder on an iPad, and
2. changing the photo's filename once the file is in the folder.

Note 1: This instruction does not change the filename of the photo file attached to an email; it only changes the filename of the copy that is saved into a folder.

Note 2: Not all iPads are configured the same, so the sample images in this instruction may differ from your iPad.

Note 3: The Files app, available since September 2017, is a file manager with several features, including the changing of filenames. This instruction relies upon the Files app.

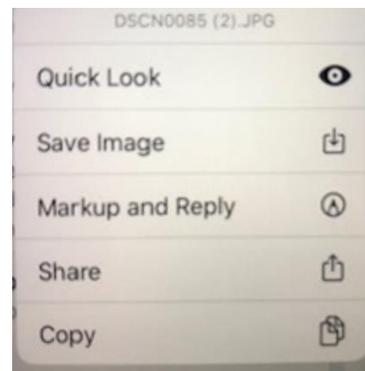
Note 4: Different iPad operating systems have different forms of "taps." This instruction uses the terms "tap" (quick touch and release) and "tap and hold" (touch for a fraction of a second and release).

If you would like to change the name of a photo file already in a folder, skip to step 5.

Step 1. Bring up an image on the display. (This image happens to be an email attachment.) **Tap and Hold the image to bring up a menu.**



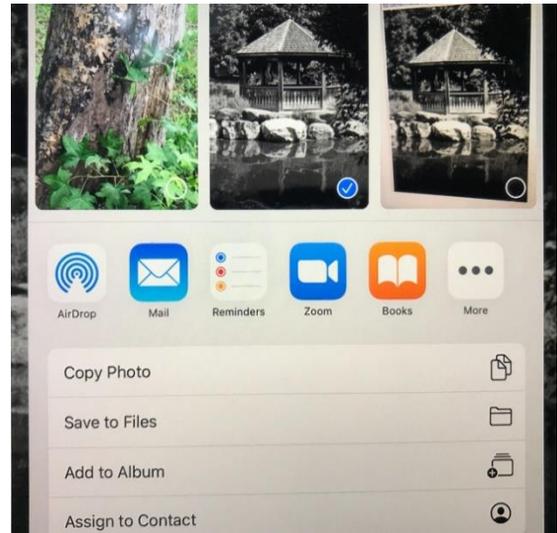
Step 2. Tapping the image in Step 1 should bring up a screen similar to this. **Tap and Hold "Share" to bring up a menu.**



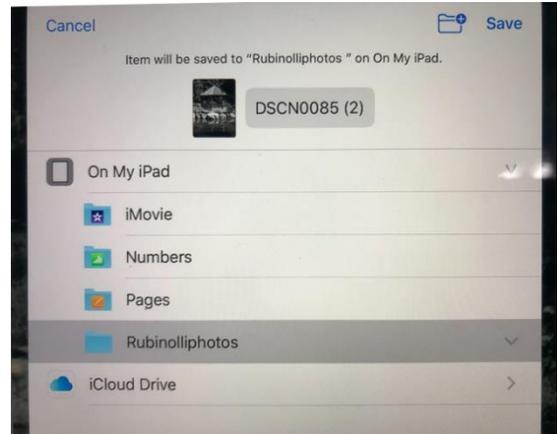
Note: Some iPads will show "Save to Files" on this menu. If so, Tap and Hold "Save to Files" and go to Step 4.

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Step 3. Tapping Share in Step 2 should bring up a screen similar to this. Tap **“Save to Files.”**



Step 4. Tapping Save to Files in Step 3 (or Step 2) should bring up a screen similar to this. Tap the folder where you want to save the photo. Then tap **“Save”** to save the file.



The following steps will change the filename of the copy of the file just saved. First you will use the Files app to find the file. Then you will continue in the Files app to change the filename.

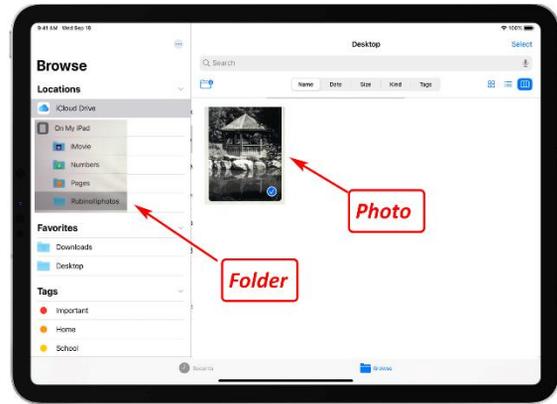
Step 5. On the iPad Home Screen, tap the **“Files”** app icon.

Note: your home screen's background image and placement of icons may be different from the depiction shown here.



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Step 6. After tapping the Files icon and locating your photo file, you should see a screen similar to this. **Tap the photo filename** (the name is beneath the photo).



Step 8. After tapping the photo filename you should see a screen similar to this. **Change the name** using the normal procedures in an iPad for altering the contents of a field. **Tap "Done."**

