

## Using and iPhone or iPad

### To Register and Submit Artwork for CAS Exhibitions

**This memo explains how to complete 3 tasks:**

1. Save your photo as a jpeg
2. Label it appropriately for submission to CAS
3. Register & submit your work on the CAS website

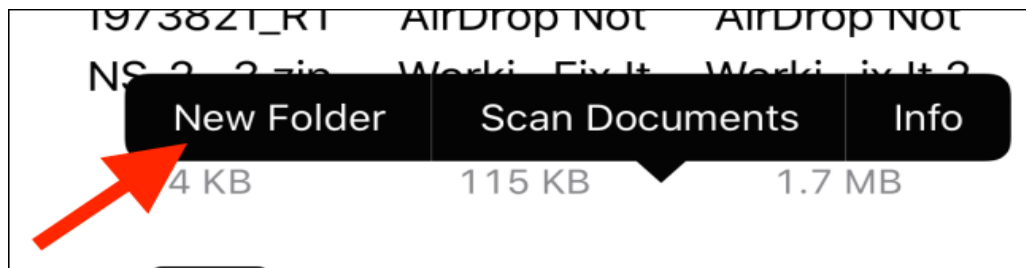
#### **TASK #1: SAVE YOUR PHOTO AS A JPEG**

(Note: It is necessary to save you photo as a JPEG because the default format of photos on iPhones and iPads is not compatible with the CAS website. The explanation for this task comes from an article by Khamosh Pathak, found on Howtogeek.com on March 15, 2023.)

First, open the [Files app](#) on your iPhone or iPad. (The files app looks like a blue file folder) Here, either choose the “On My iPhone/iPad” location, or a cloud storage option. (If you choose the cloud storage location, the data will be counted against your online storage plan, and the photos won’t always be available offline.)



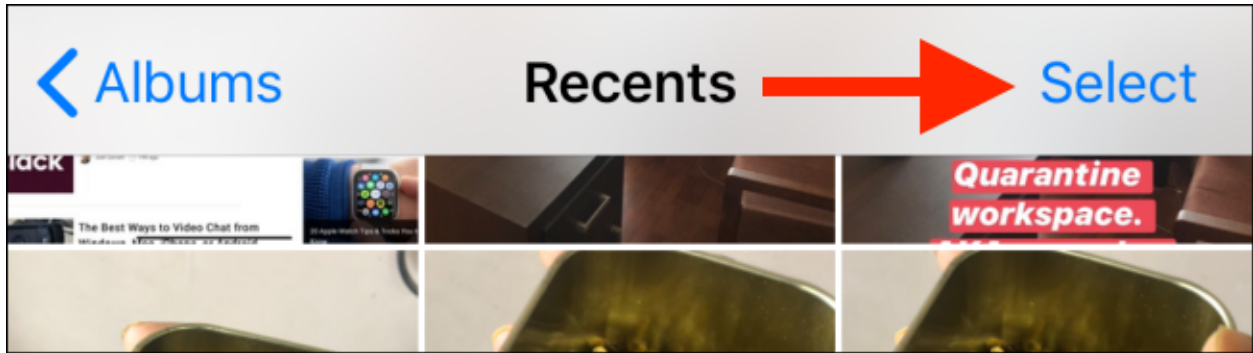
Here, tap and hold in the empty area, and choose the “New Folder” option from the popup.



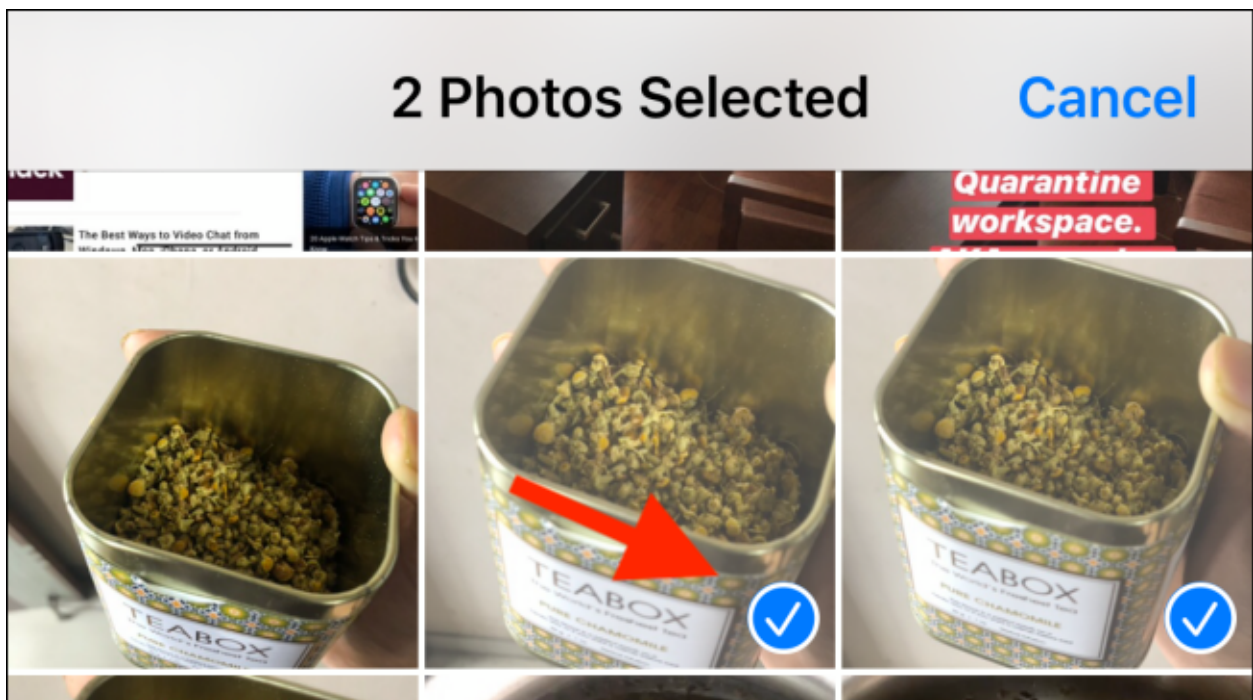
Give the folder a name, and tap on the “Done” button.



Now, open the Photos app and navigate to the album that contains the photo of your artwork. Here, tap on the “Select” button from the top toolbar.



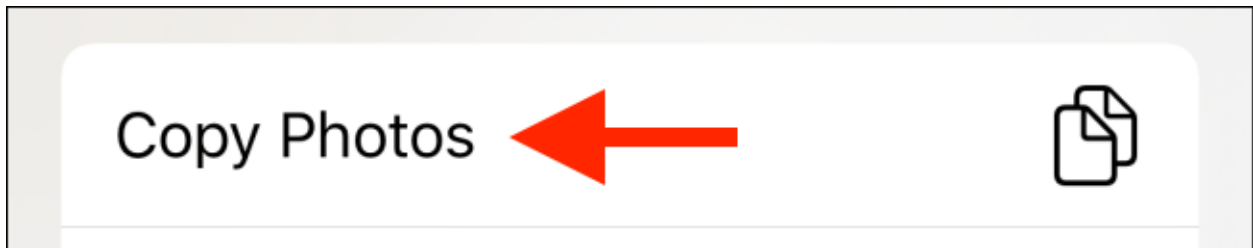
Now, select all the photos that you want to convert.



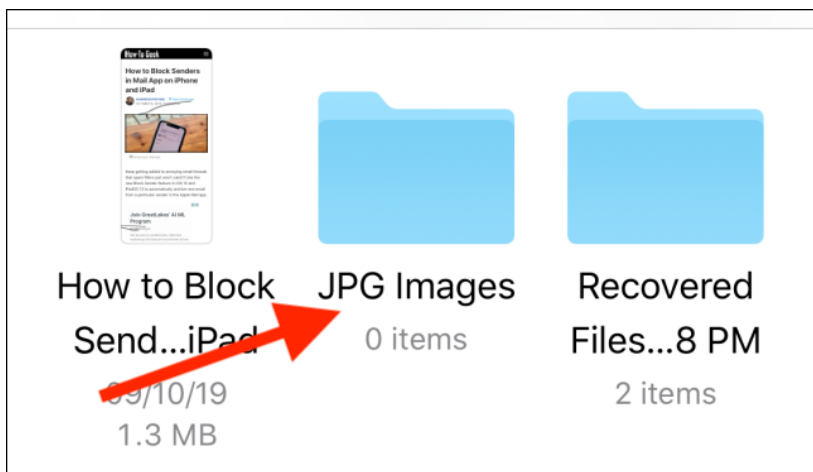
Tap on the “Share” button from the bottom-left corner.



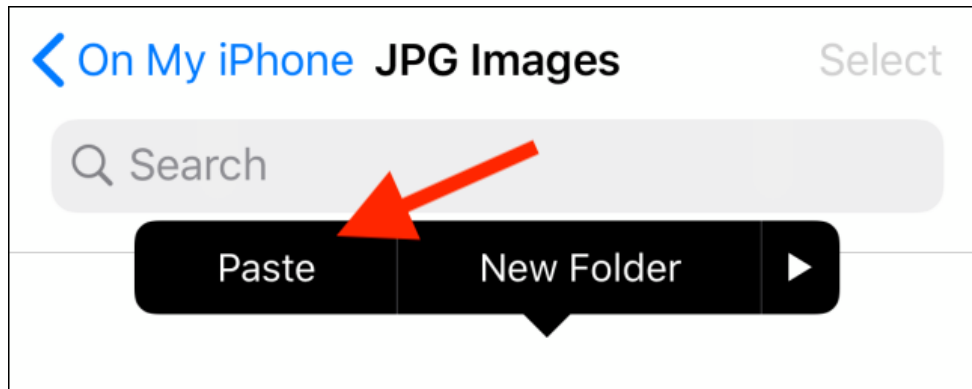
From the [Share sheet](#), choose the “Copy Photos” option.



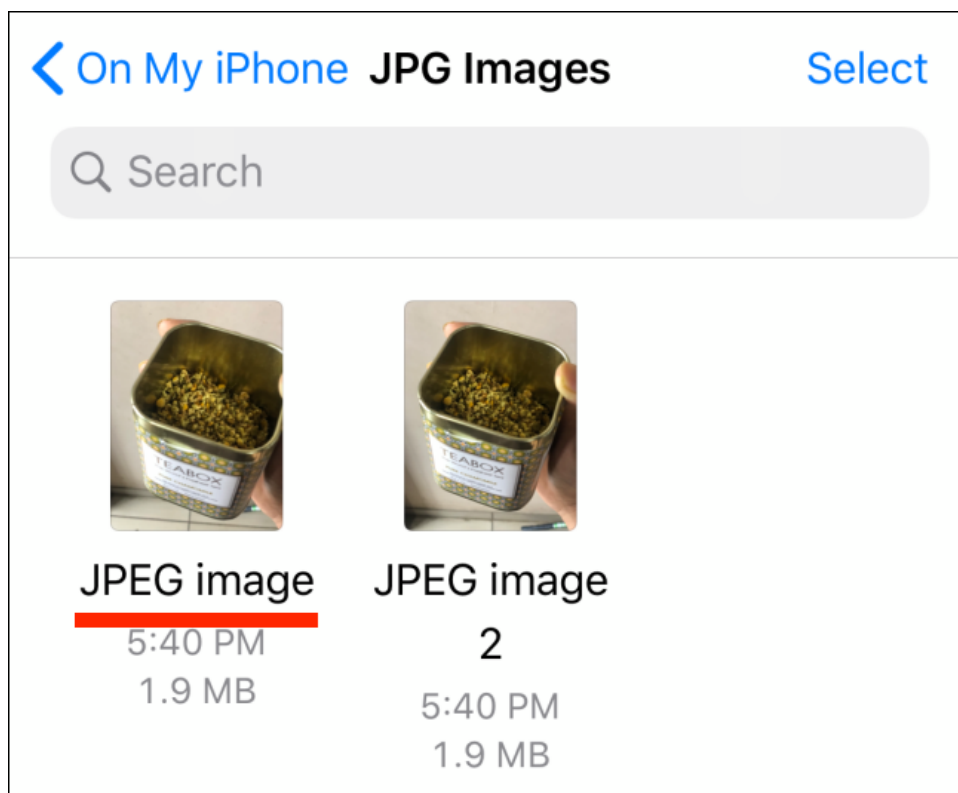
The photos are now in your clipboard. Open the Files app and navigate to the folder we created in the above steps.



Here, simply tap and hold in the empty area and choose the “Paste” option from the popup menu.



Instantly, you'll see your HEIC photos show up here, in the JPG format.



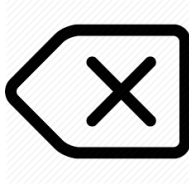
Note: If you want to double check that your image is a JPEG, touch your image that you saved to the file. On the top of the page you will see a small downward arrow to the left of the DONE button. Touch the downward arrow and the name of the image and its format will show. It should indicate JPEG Image.

## **TASK #2: RENAME YOUR IMAGE FOR SUBMISSION TO CAS**

You will need to rename your image before you upload your image to the CAS website. This is easy!

1. Touch and hold your finger on the image.
2. A popup menu will appear. Rename is on that menu!

3. Touch Rename.
4. Below the image is a gray box where you can type.
5. Erase the current text by hitting the backspace button. It looks like this:



6. Now type in the following:
  - Artist's first and last name
  - Title
  - Medium
  - Size
  - Price

### **TASK #3: REGISTER & SUBMIT YOUR ARTWORK ON CAS WEBSITE**

1. Now you are ready to go to the CAS website, [clintonartsocietyct.org](http://clintonartsocietyct.org).
2. Click on Call to Artists. It is a red box.
3. Scroll all the way down to SUBMIT ARTWORK.

After you fill out all the requested information, you will upload the image of your art.

- Click SELECT FILES on the website
- Hit CHOOSE FILES from the popup menu
- Find your renamed image
- Touch it and a check mark in a blue circle will appear
- Hit OPEN (upper right corner on my Iphone)
- You should see the name of your image appear on the website
- Scroll down and hit SUBMIT.

You are done! Thank you for your effort to use the new CAS website!