Process of Checking and Resizing the Image

(Applicant Photo or Signature)

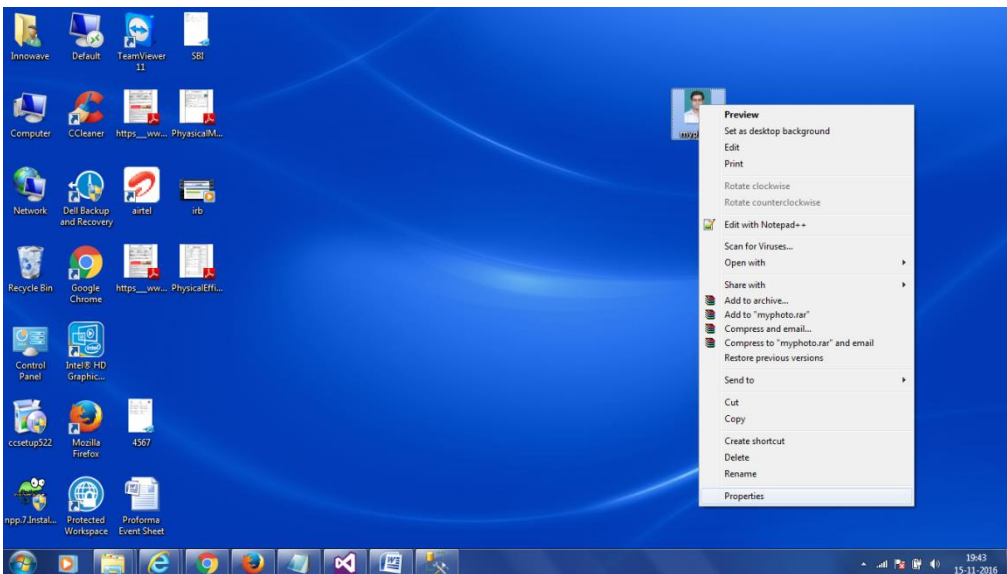By scanning the physical photograph / Signature

Image Format – JPEG Size of Image – Minimum 10 KB – Maximum 20 KB

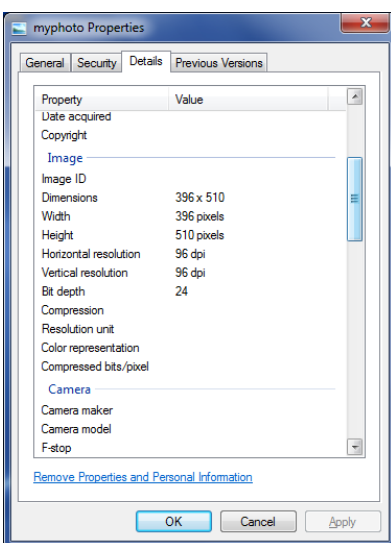The height and width of the Photo must be equal.

The minimum dimensions - 150 pixels (width) x 200 to 212 pixels (height).

How to check the parameters of the Photograph that needs to be uploaded,

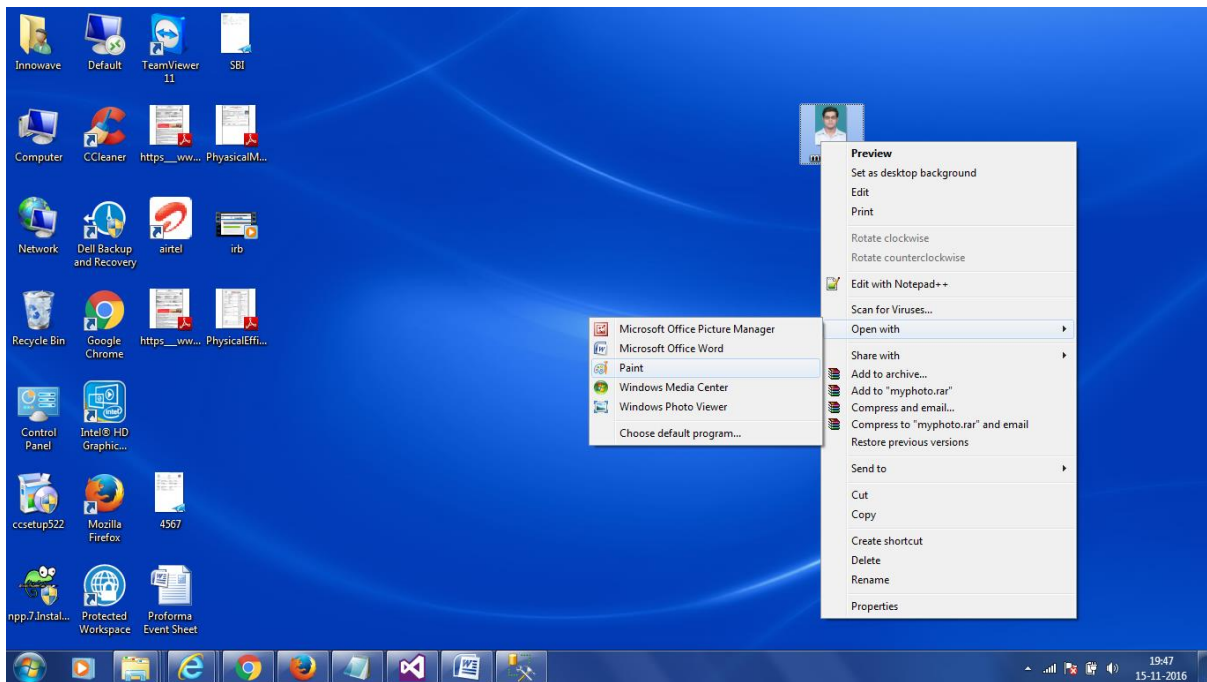By right click on the Photograph, then, click on the "Properties" link.

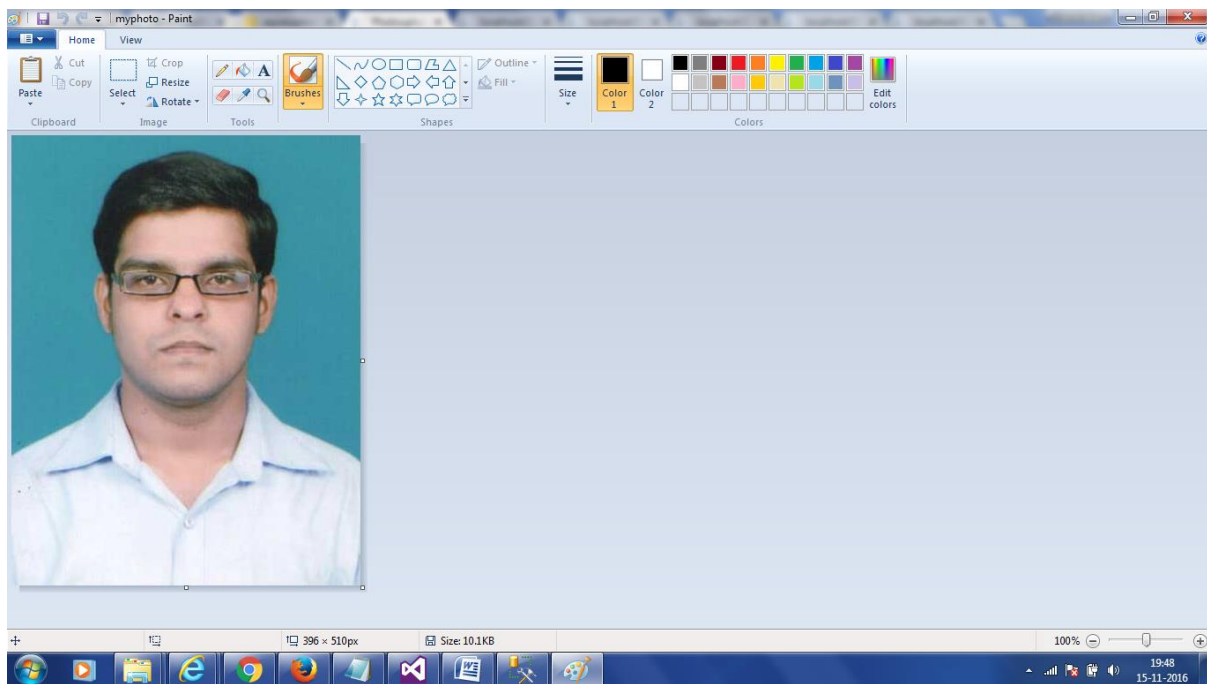A window opens contains the information about the photograph.

User clicks on "Details" tab to view the dimension, Height and width of the image. As shown in above figure

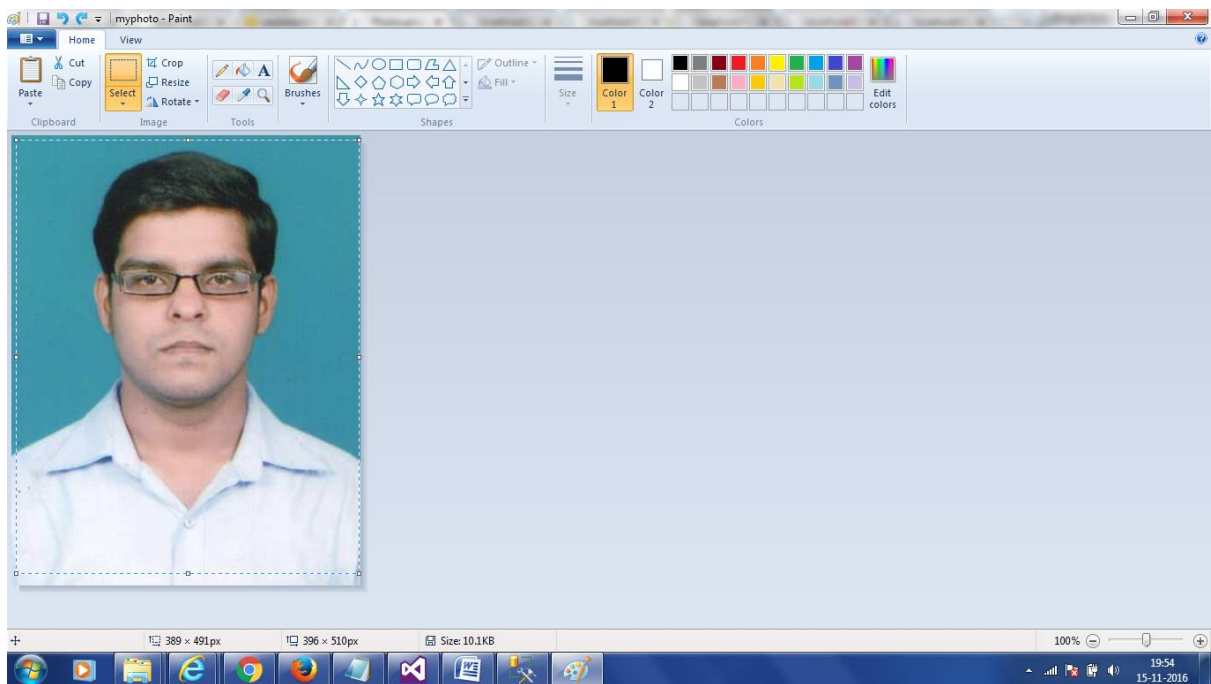# Change / Resize the Parameters of the Photograph

1. To change the parameter of the Photograph user first Right Click on the image, then click on "Open With" option then click on "Paint" as shown in above figure
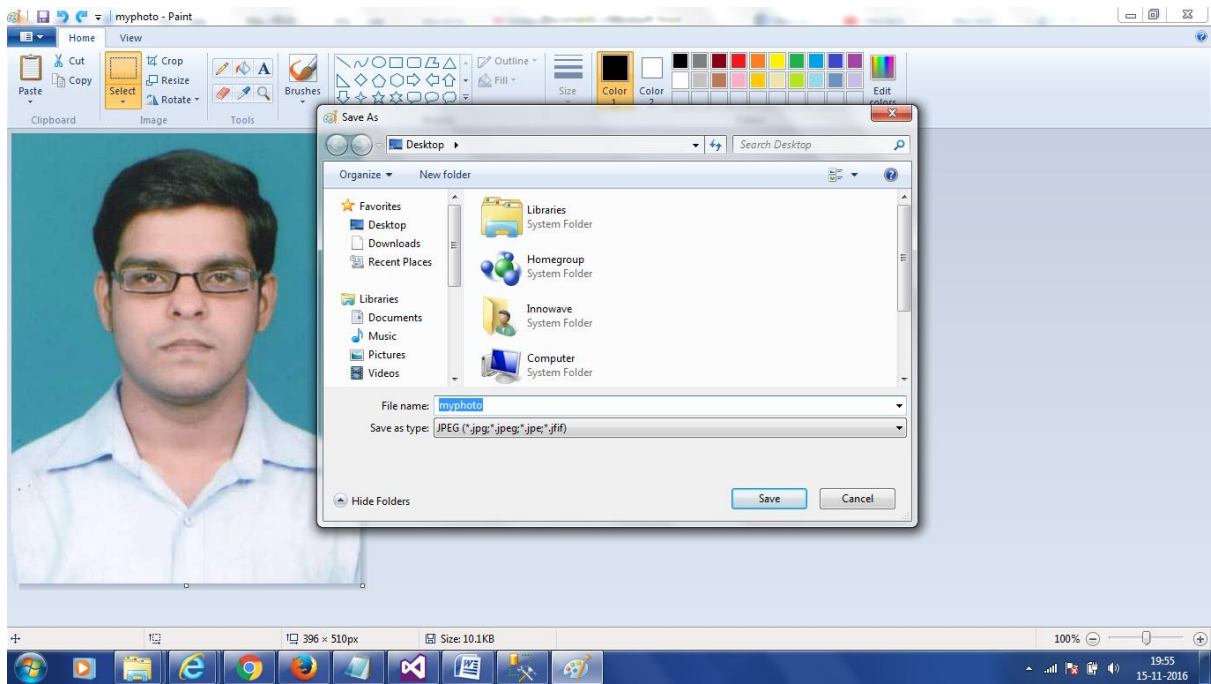

2. Then that image will opens in the paint as show in above figure

3. In paint user click on "View" tab, as shown above
4. User then check the "Status Bar" check box if it is unchecked, so as to show the status bar below the image. As highlighted in above figure
5. User clicks on File menu and select icon as shown in the below image and change the photograph size according to the guideline.

6. User when cropping the image size according to the Photo guideline, User can view the dimensions in the "Status Bar" section.
7. When the crop size matched with the guideline, user save the image by clicking on the icon

8. User clicks on this icon then "Save As" link is appears , user then click on "JPEG Picture" link to save the image in JPEG format.

9. 9. After clicking the following screen appears. User enters the name of the image in "File Name" text box and then clicks on "Save" button to save the image.