


GUIDELINES FOR UPLOADING PHOTOGRAPH AND SIGNATURE

I. How to easily edit and upload your signature.

Step 1: Put your signature on a blank A4 size paper.

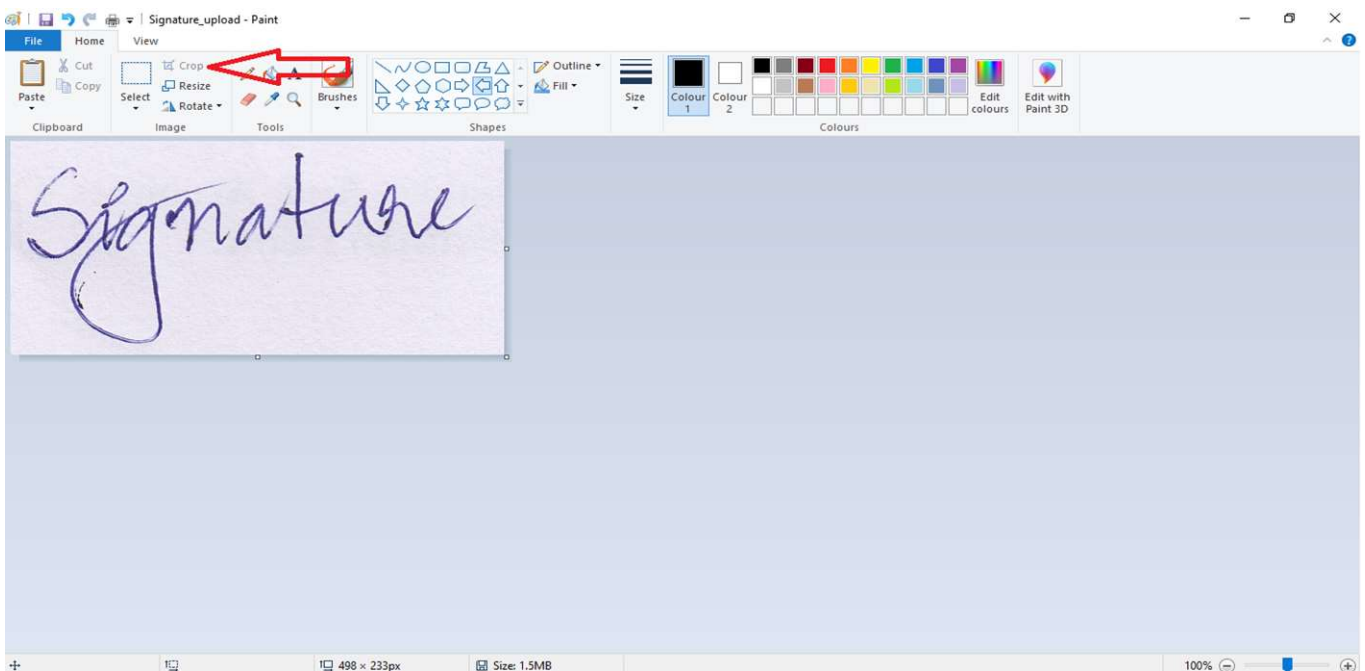
Step 2: Scan your signature and save it in JPG/JPEG format.

Step 3: Open the saved image of your signature in Microsoft Paint. 

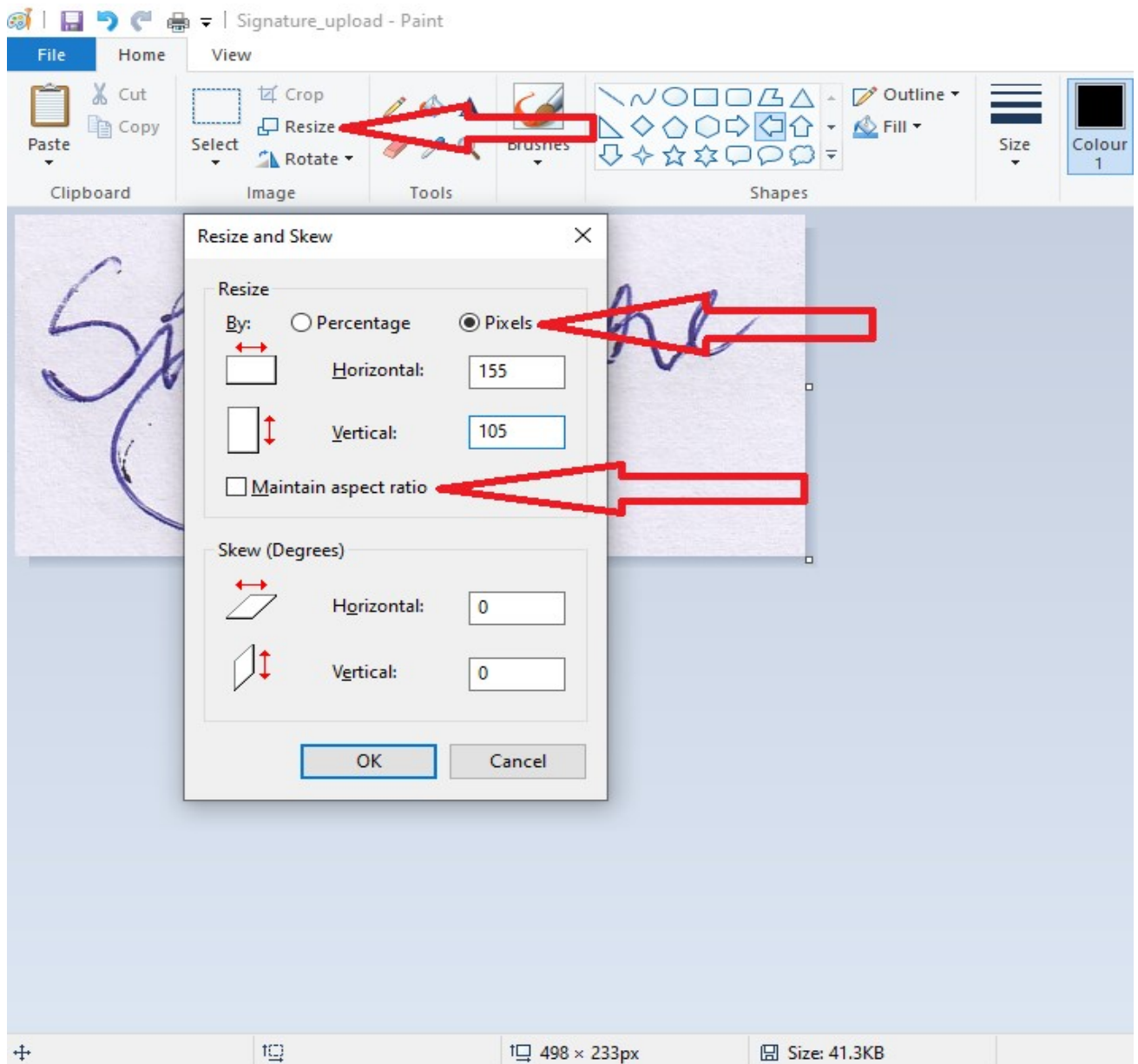
Step 4: Now using the 'Selection' tool as shown below, select the area of your signature.



Step 5: Click on the 'crop' tool and press 'Ctrl + S' to save the image. Your image will be cropped as shown below.



Step 6: Now click on the 'Resize' tool. (The 'Resize and Skew' window appears)




Step 7: Select the 'Pixels' option and uncheck the 'Maintain aspect ratio' checkbox first.

Step 8: Then fill in the horizontal value as: '155' and vertical value as '105'.

Step 9: Press 'OK' and then press 'Ctrl + S' to save the image. Make sure the size of your signature is Min size-10 KB & Max size-200 KB. (Now your signature is ready for upload with the required dimensions and size.)

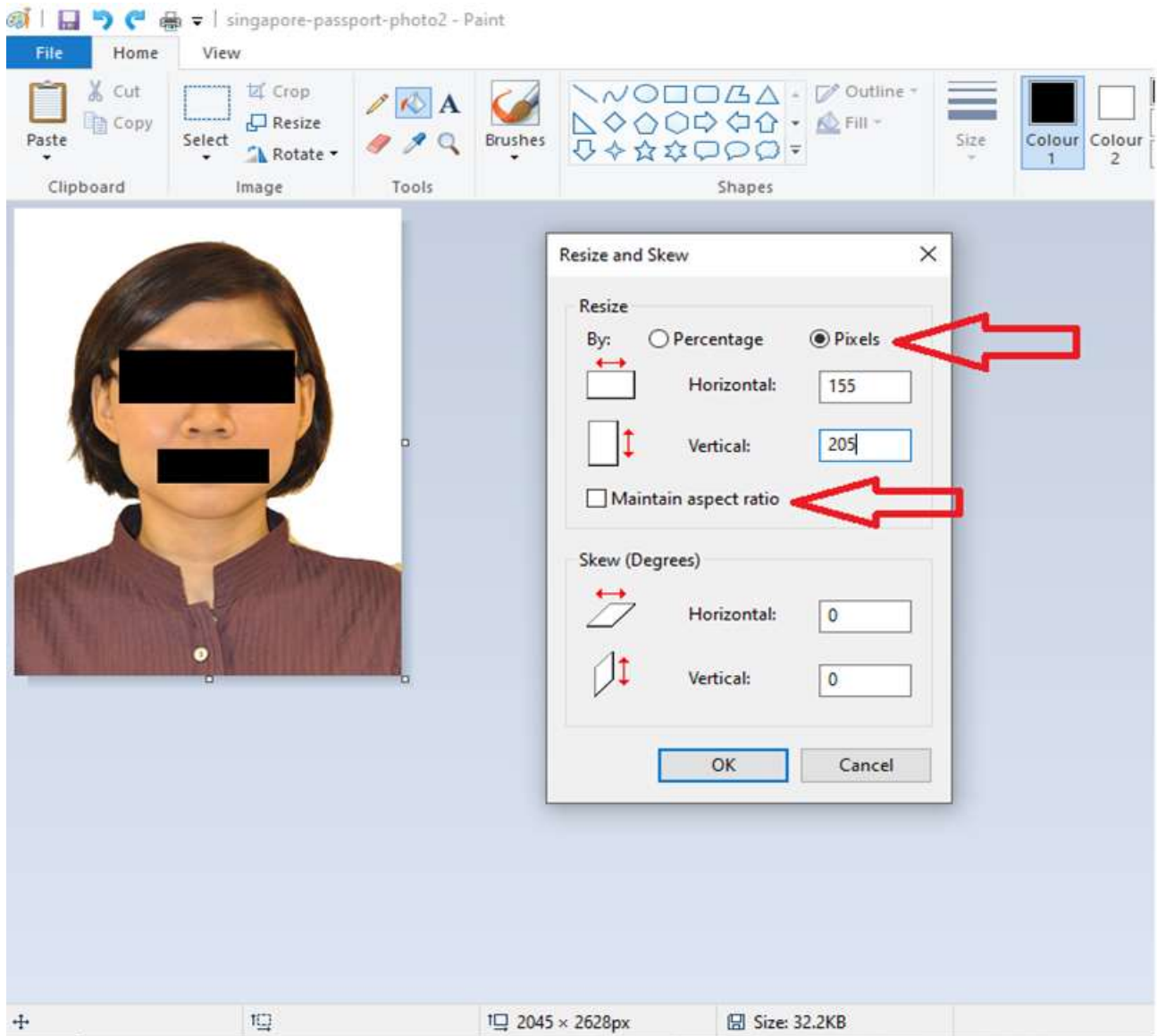
II. How to easily edit and upload your passport sized photograph.

Step 1: Scan your passport size photograph and save it in JPG/JPEG format.

Step 2: Open the saved image of your passport sized photograph in Microsoft Paint 

Step 3: Now using the '**Selection**' tool crop the area of your photograph if required.

Step 4: Now click on the '**Resize**' tool. (The '**Resize and Skew**' window appears)



Step 5: Select the '**Pixels**' option and uncheck the '**Maintain aspect ratio**' checkbox first.

Step 6: Then fill in the horizontal value as: '**155**' and vertical value as '**205**'.

Step 7: Press '**OK**' and then press '**Ctrl + S**' to save the image. Make sure the size of your passport sized photograph is Min size-20 KB & Max size-200 KB. (Now your passport sized photograph is ready for upload with the required dimensions and size.)