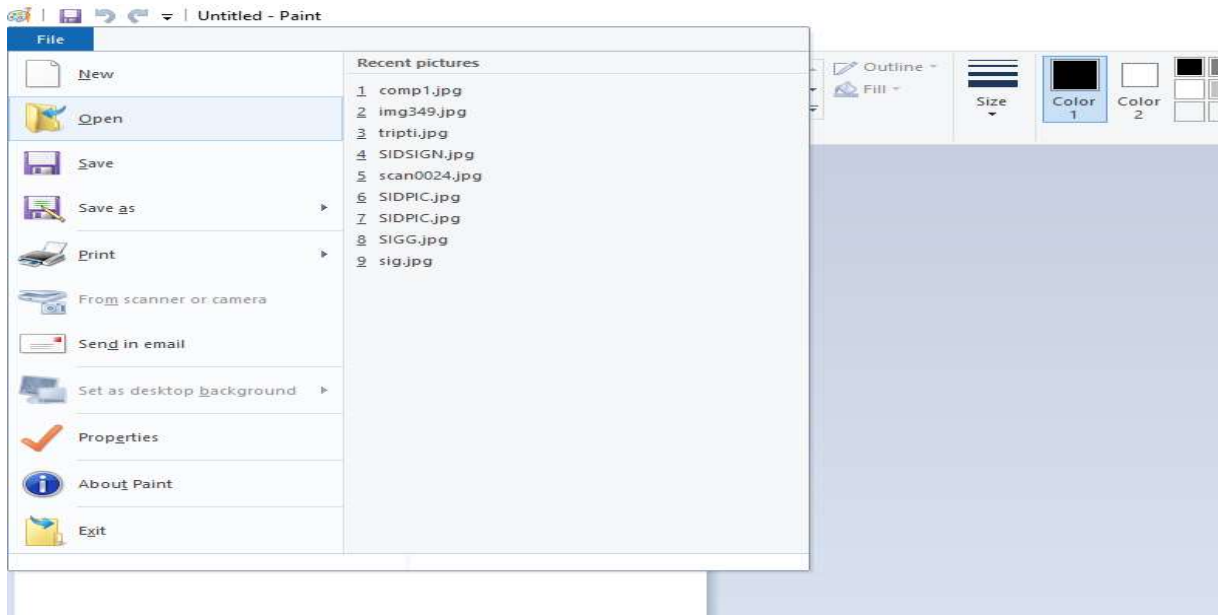


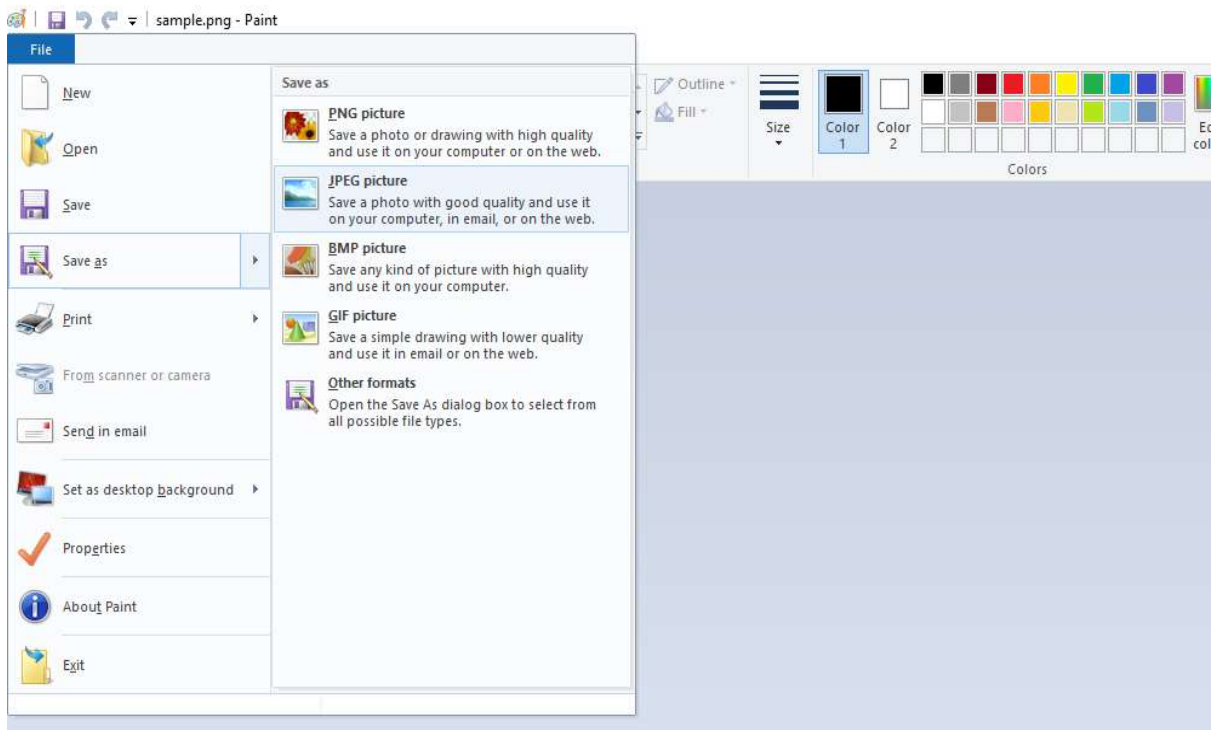
INSTRUCTIONS FOR UPLOADING PHOTO AND SIGNATURE

✓ CHANGING THE FORMAT OF PICTURE TO JPEG/JPG

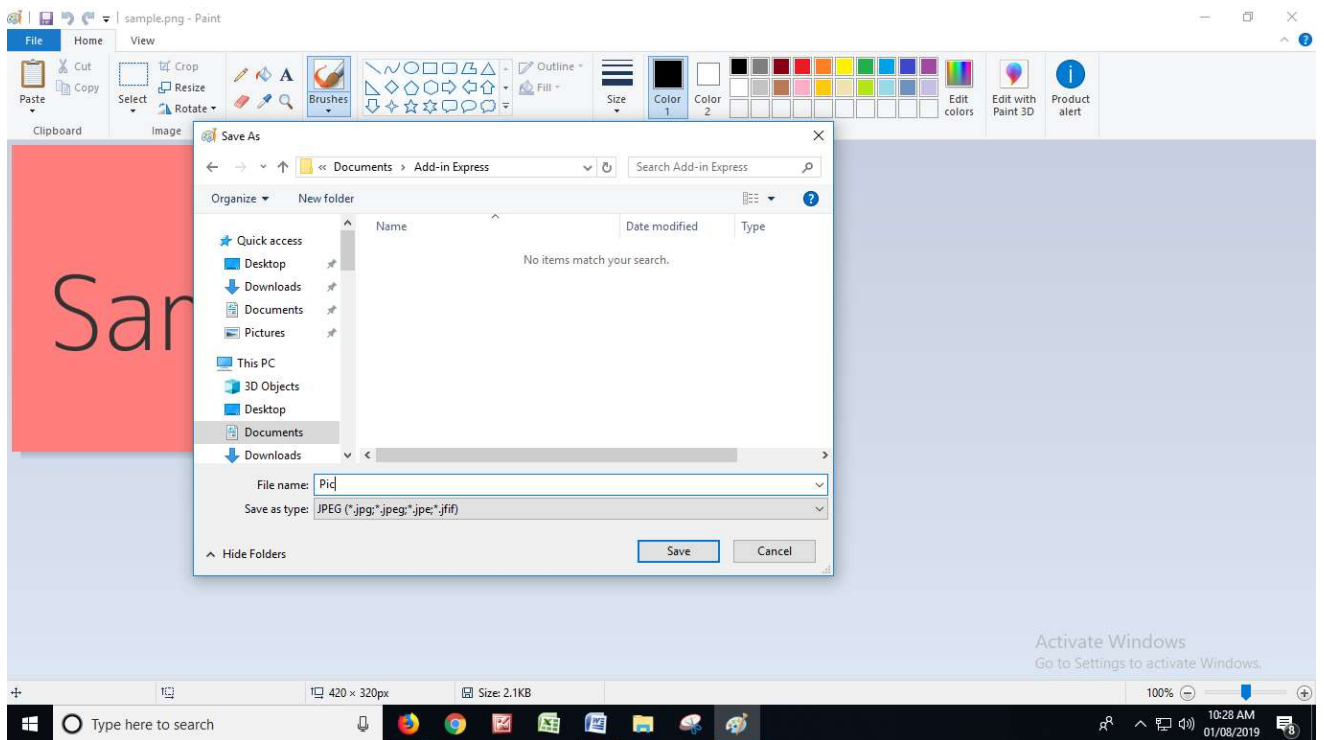
1. Open Ms Paint
2. Click on **File Menu -> Open** : To open the image in MS paint



3. After opening the image Click on **File->Save As-> Jpeg Picture**

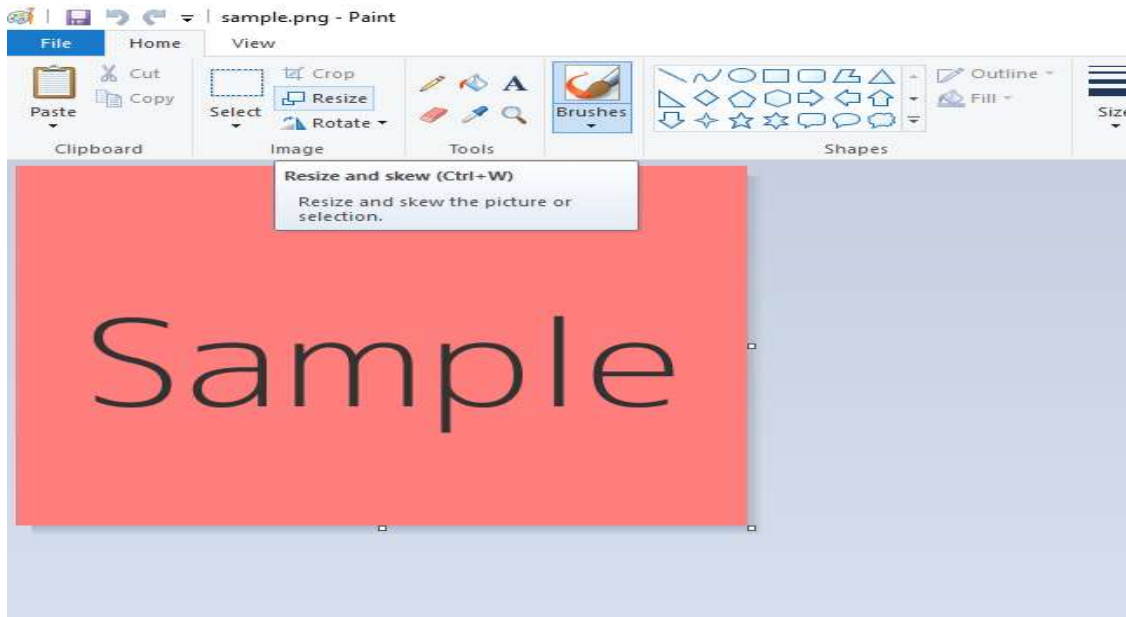


4. **Save As** dialog box will appear. Type the **File Name** (as per your choice) and **click on Save Button**



✓ REDUCING THE SIZE THE OF PICTURE TO JPEG/JPG

1. Open Ms Paint
2. Click on Resize Button



3. Reduce the horizontal and vertical percentage to reduce the size or vice versa and save the file.

