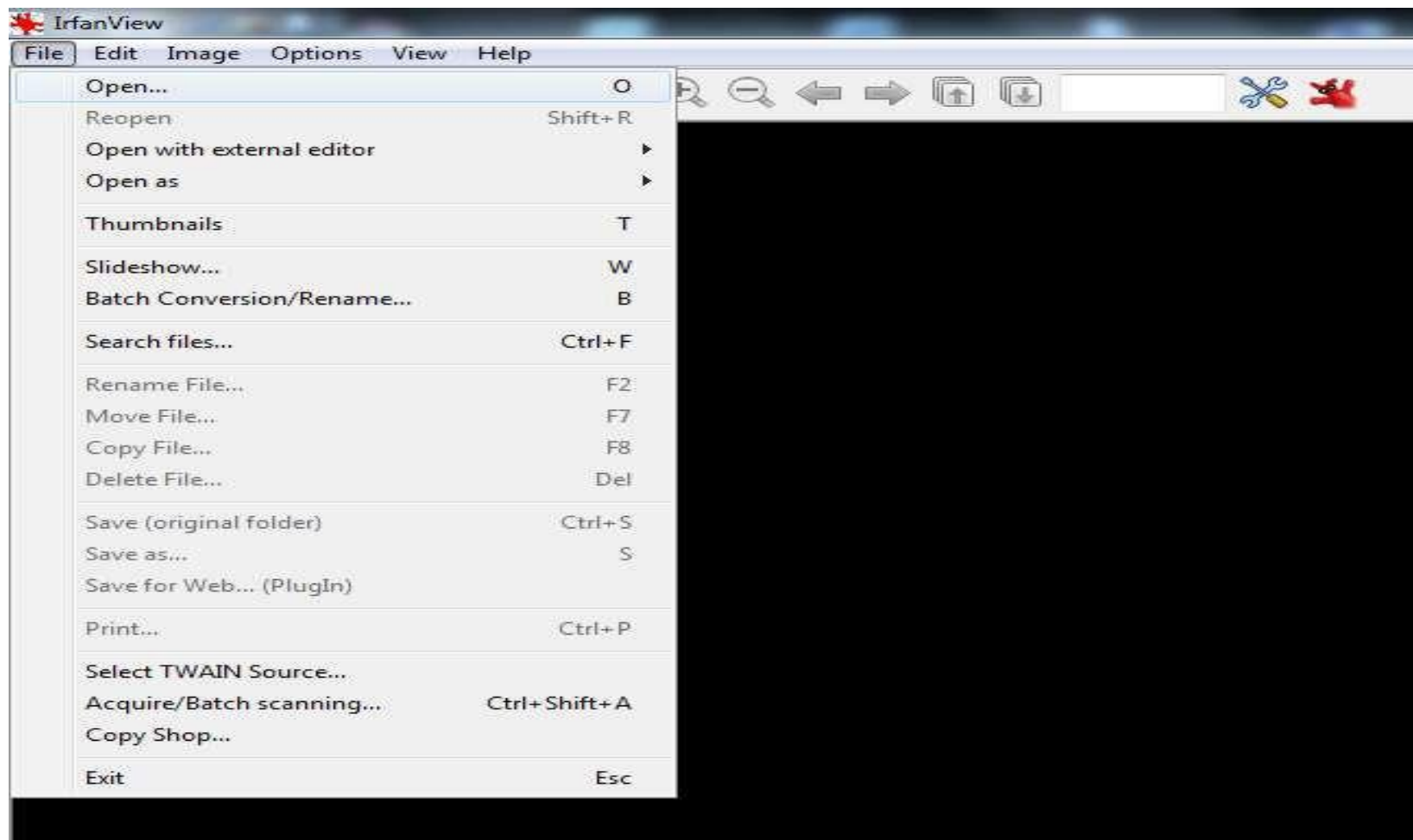
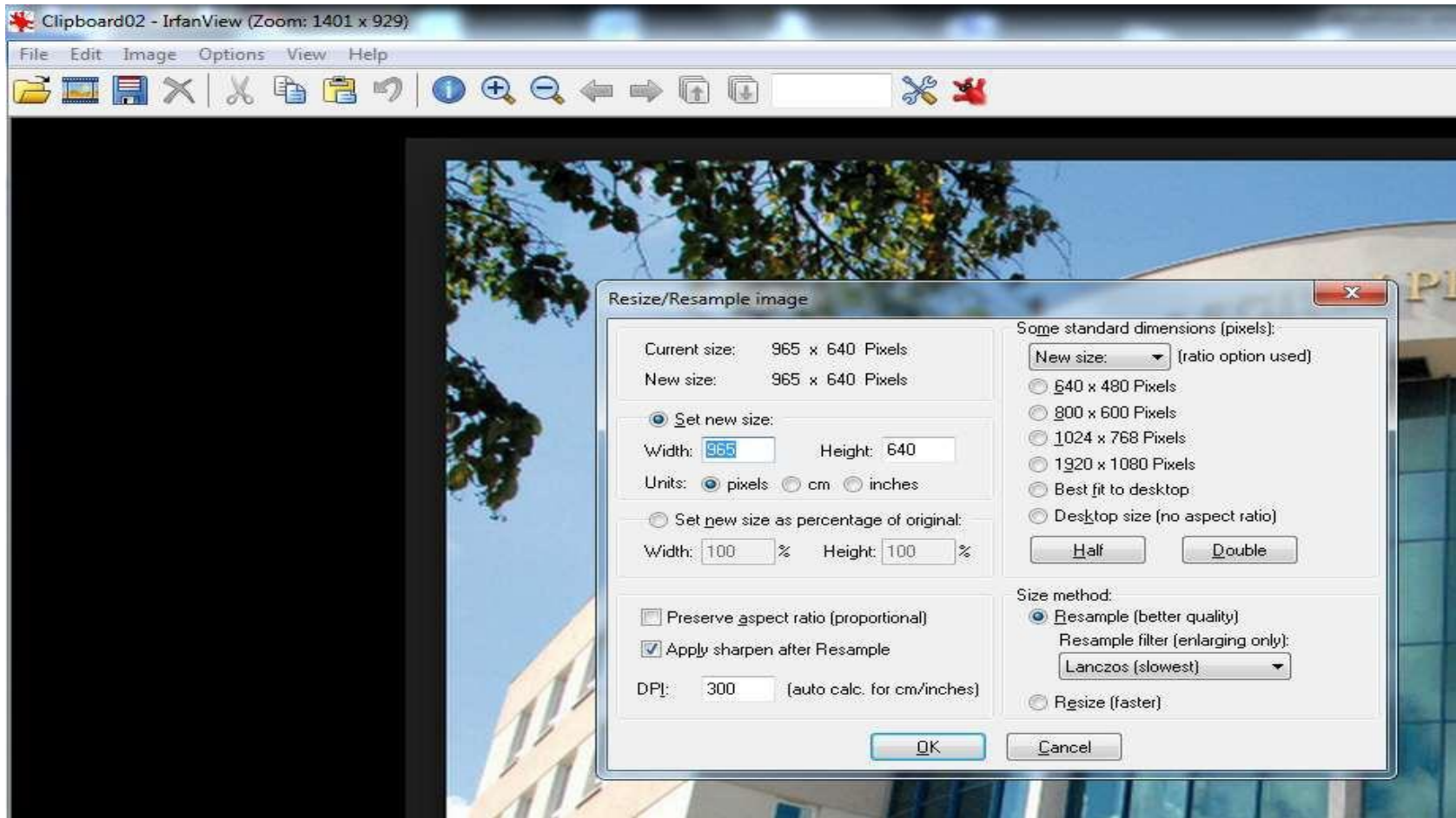


## How to prepare my photo to upload it during the application?

1. Open the photo using the program:  
Main menu — FILE and next choose OPEN — find your photo and upload it



2. Then, use CTRL + R or choose IMAGE from the main menu and next RESIZE/RESAMPLE IMAGE



Next you need to SET NEW SIZE, which is supposed to be 237 (width) and 296 (height); check PIXELS for UNITS

Check **only** APPLY SHARPEN AFTER RESAMPLE and set 300 for DPI. Accept it with OK.

**PRESERVE ASPECT RATIO** – must be **unticked**.

3. The final step is how to save the changed photo.

Use SAVE AS from the main menu.

The red frame indicates the name of the file and you need put your FULL NAME here. Then, check out the green frame which indicates SAVE QUALITY set it between 80 – 70. Next save the photo in a chosen directory on your computer.

