

How to upload Photos and Birth Certificates

Both photos and Birth Certificates must be images (no pdf)

The images can be no larger than 512KB.

To check the size of your image, right click on the image and click on properties

To resize your image:

You can use Microsoft Office Picture Manager to resize your image if it is an available program on your computer

- ✓ Right click on the image
- ✓ Click on "open with"
- ✓ Select Microsoft Office picture manager
- ✓ Once the image is open in the program select "picture" from the top menu
- ✓ Select resize
- ✓ In the resize settings menu on the right select "predefined width x height"
- ✓ Select "web small"
- ✓ Click "ok"
- ✓ Click "File" and "Save" or "Save As"

Your image is now ready to be uploaded

If you do not have Microsoft Office Picture Manager go to:

<http://www.shrinkpictures.com/> instructions are provided.