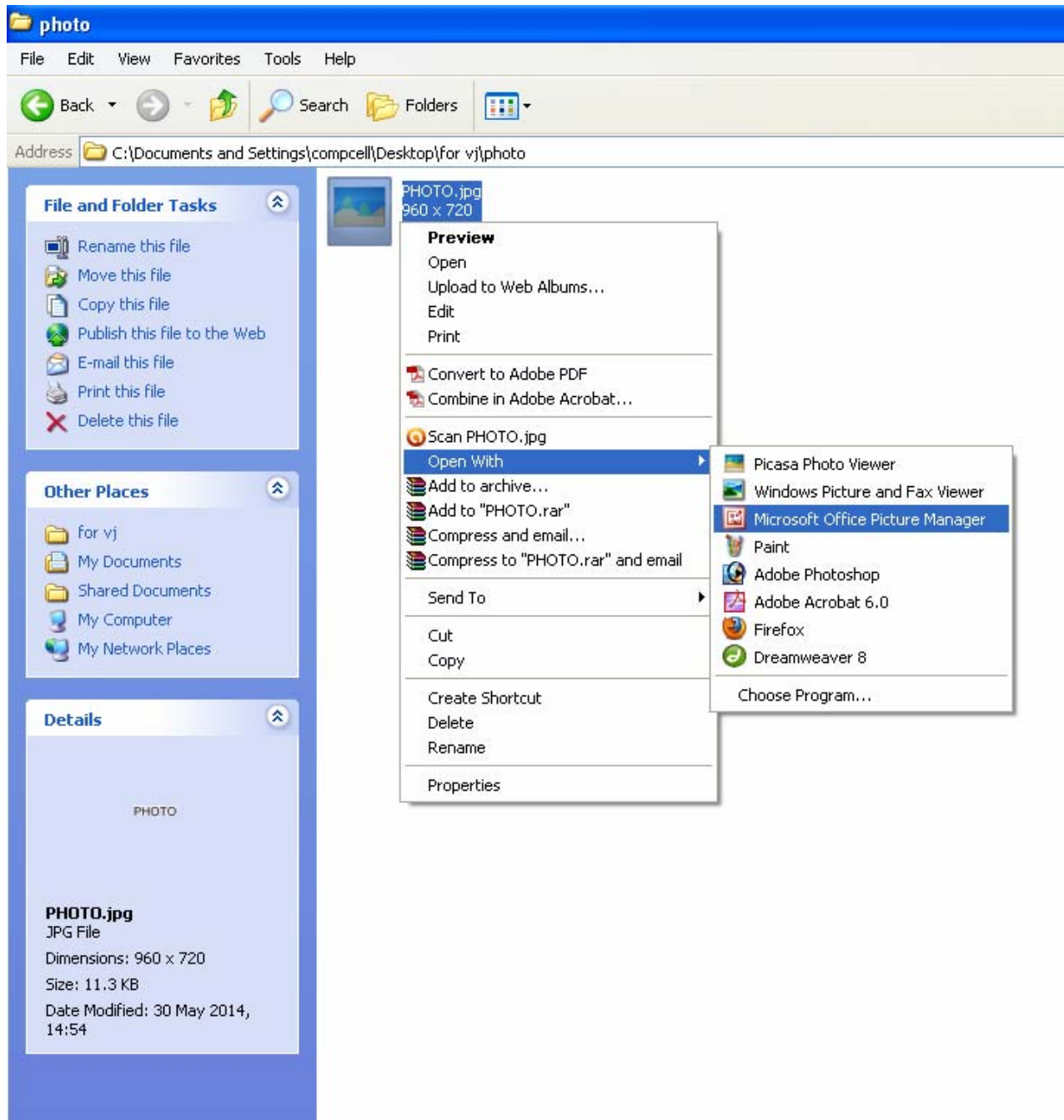


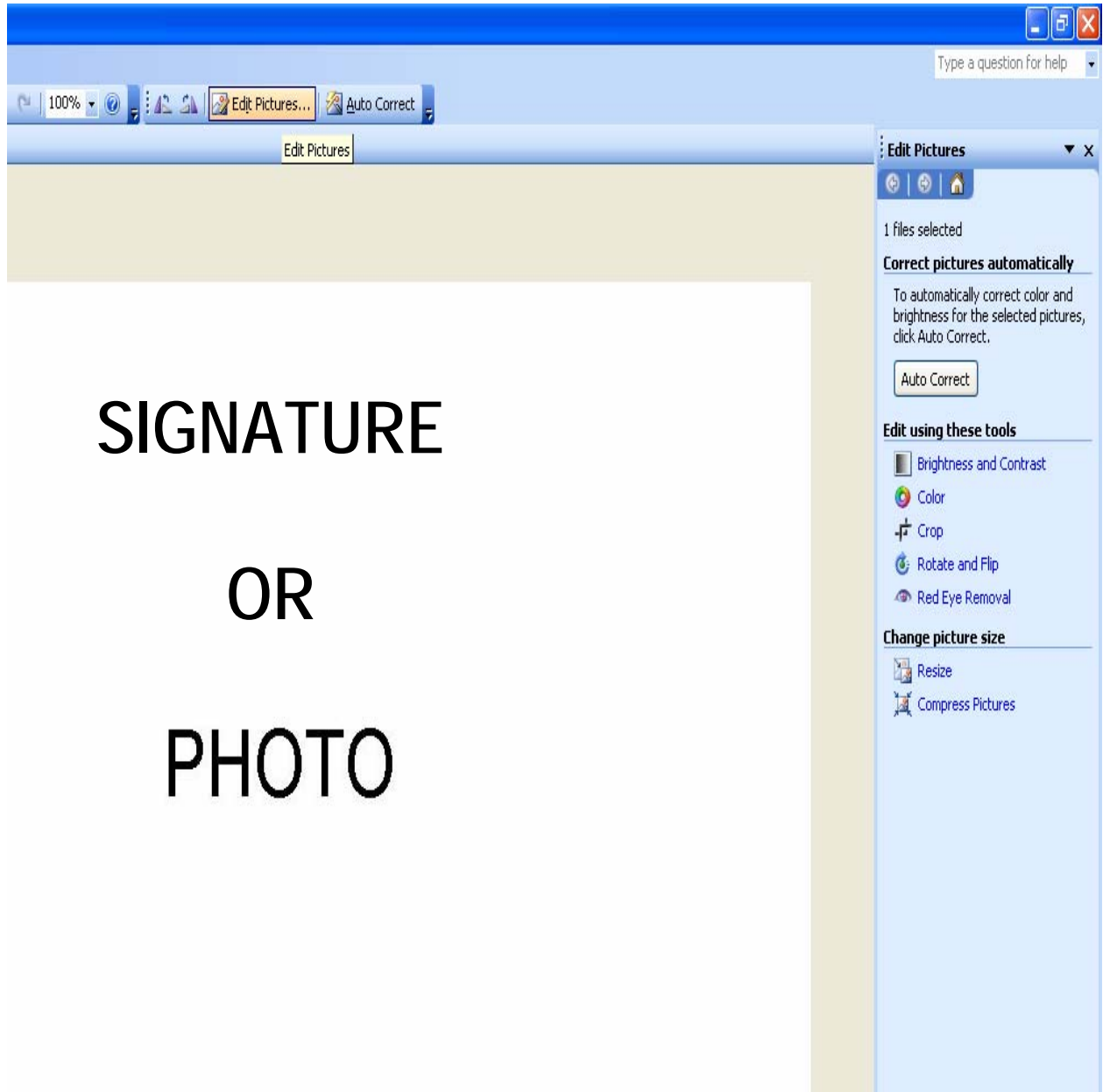
HOW TO RESIZE THE PHOTO OR SIGNATURE FOR UPLOADING

Get the Image you want to resize in jpeg format and follow the following steps :-

1. Right click on the Picture / Signature and open with Microsoft Office Picture Manager



2. Choose Edit Pictures from the top menu and then choose resize from the right hand side pane



3. Choose Custom Width x Height, and enter the prescribed width and height of the photo / signature and press OK. Save the pic now and its ready for upload.

