

## **How to Resize / Convert / Upload Photos and Birth Certificates**

- ✓ **Both photos and Birth Certificates must be images.**  
(jpeg, bmp, png -**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 you can Google online image resizing. One to try: shrink pictures

<http://www.shrinkpictures.com/>

Instructions are provided.

### To convert pdf documents to images:

It is recommended that when you scan both your birth certificates and photos that you select "photo" or "image" on your scanner so that the file is not created as a pdf in the first place. If you have a file that has already been created as a pdf you can Google "free online pdf to image

converter” and utilize your preferred option to convert the pdf. One to try: Neevia document converter

<http://convert.neevia.com/pdfconvert/>

Instructions are provided; however you basically

- ✓ Select jpeg as the output format
- ✓ Browse and select the pdf file
- ✓ Select delivery method (Email a link to the document)
- ✓ When email is received save the document to your computer

To upload the image:

- ✓ Click on the document area
- ✓ Browse and select the file
- ✓ Click ok

*(NOTE: Image resizing and converting software such as the above featured [shrinkpicutres.com](http://shrinkpicutres.com) and [convert.neevia.com](http://convert.neevia.com) are third party software companies not affiliated with Affinity Sports. Use at your own risk/discretion)*