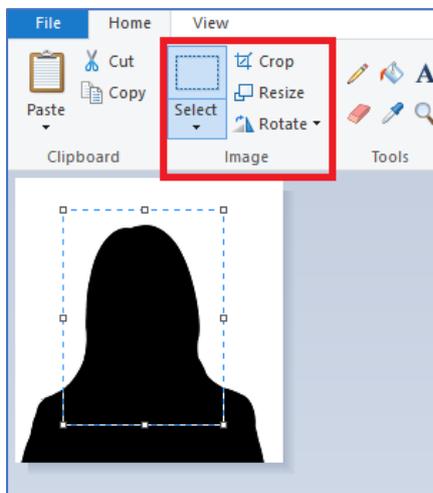# How to Resize a Photo (JPEG/PNG/PDF) & Insert into an Application Form

General Information

1. The original image should be:
   - A headshot
   - High resolution
   - Taken against a plain background.

2. Do not resize the photograph box on the application form or alter the layout/format of the first three pages of the application form as changes to formatting will not be captured and may prevent the processing of your application in full.

To Resize a JPEG/PNG (when opened in MS Paint) & Insert into Application Form:
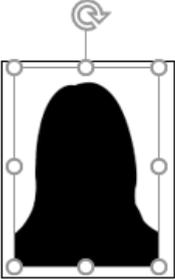
Figure 1

- Open the photograph
- Select the HOME TAB
- Rotate and resize if necessary (IMAGE RIBBON)
- Click SELECT on the IMAGE RIBBON
- From the dropdown box, select RECTANGULAR SELECTION
- Select the required area (head) *Figure 1*
- This resizes the photo and allows you to capture only the selected area
- Click COPY
- Open the application form
- Paste the image selection into the space provided *Figure 2*, resizing the image if necessary and **without going outside the space provided**.

Figure 2

Open Competition for Appointment to the Position of XXXX Officer in Revenue

Application Form

Candidate No.
(Official use only.)

PDF Image

Option 1

➢ Open the PDF
➢ Using the snipping tool select the area you want (head)
➢ FILE-SAVE as a JPEG/PNG
➢ Click COPY
➢ Open the application form
➢ Paste the image selection into the space provided *Figure 2*, resizing the image if necessary and **without going outside the space provided.**

Option 2

➢ Open PDF
➢ Hover over the photo and select the area you want (head)
➢ Right click and select COPY IMAGE
➢ Paste into a blank word document and resize by dragging the corner/s in
➢ Click on the image and select COPY
➢ Open the application form
➢ Paste the image selection into the space provided *Figure 2*, resizing the image if necessary and **without going outside the space provided.**