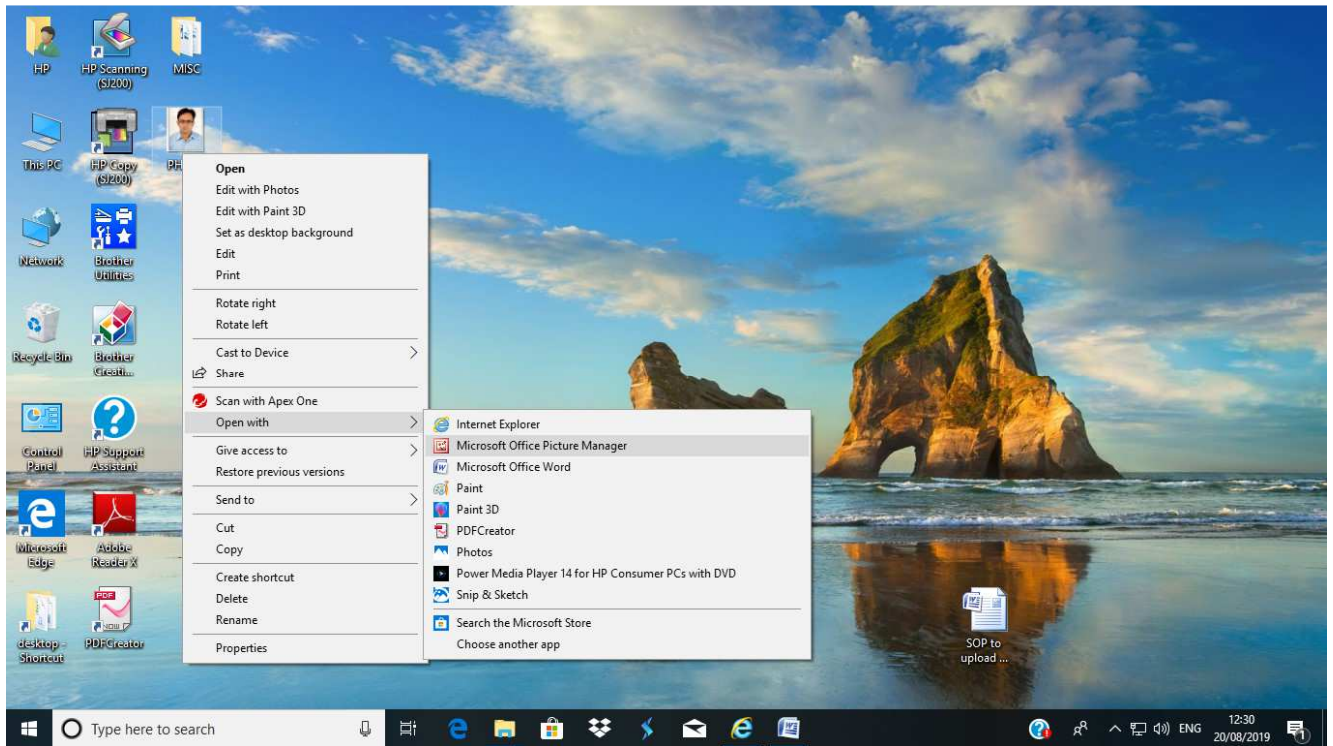
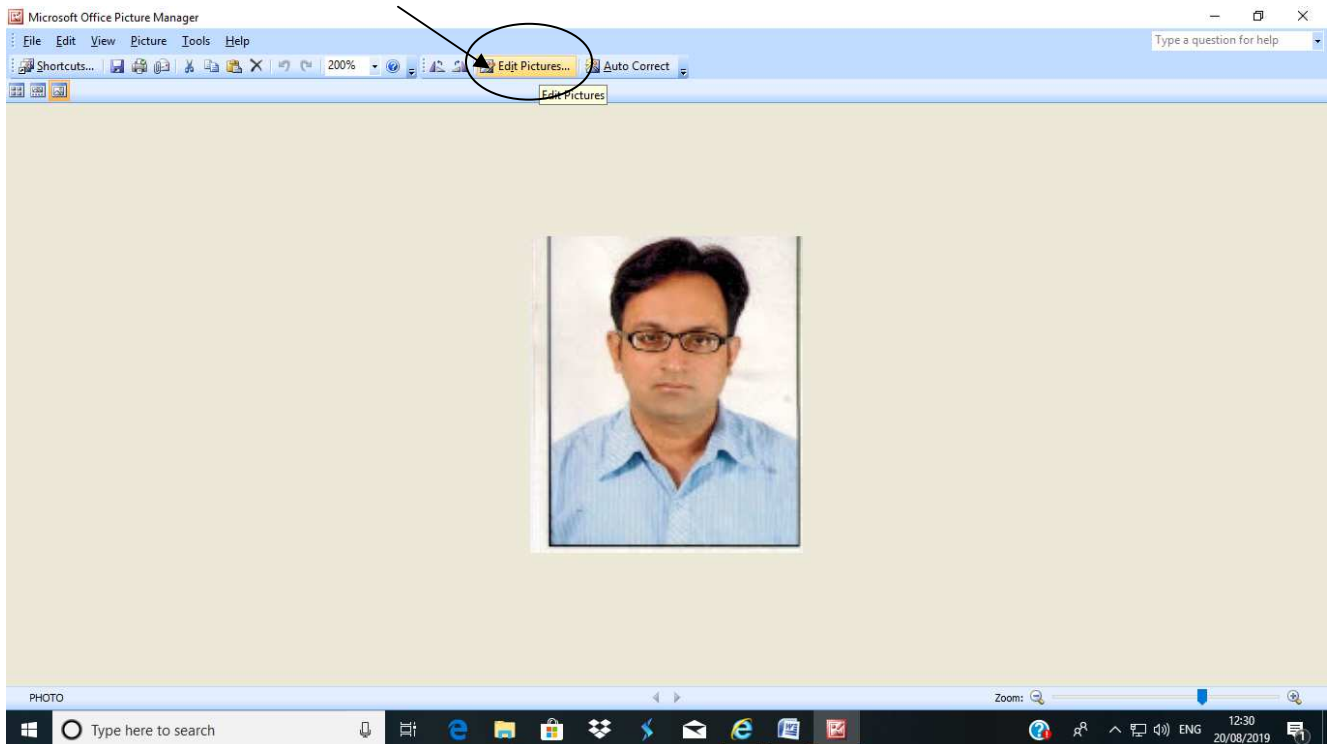


# SOP TO SET PHOTO & SIGNATURE SIZE

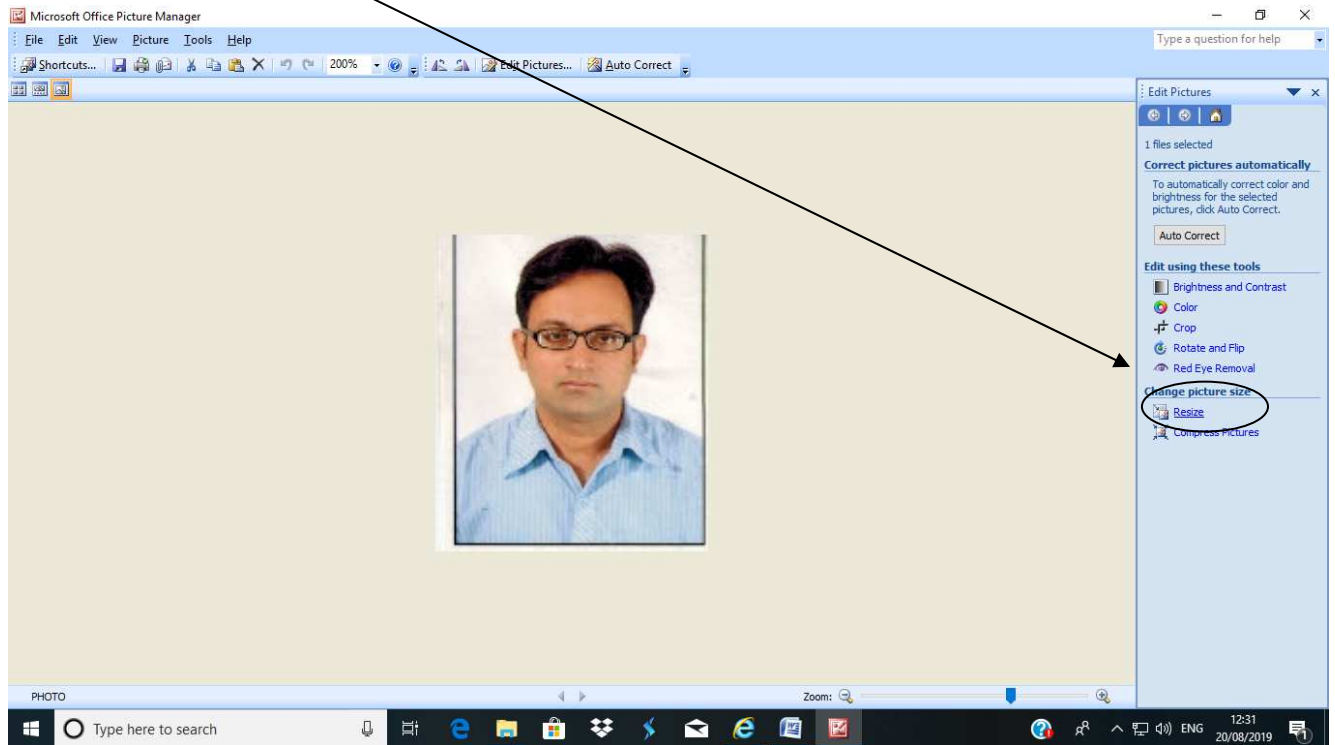
**Step-1 To set photo right click on photo & open it with Microsoft Picture Manager**



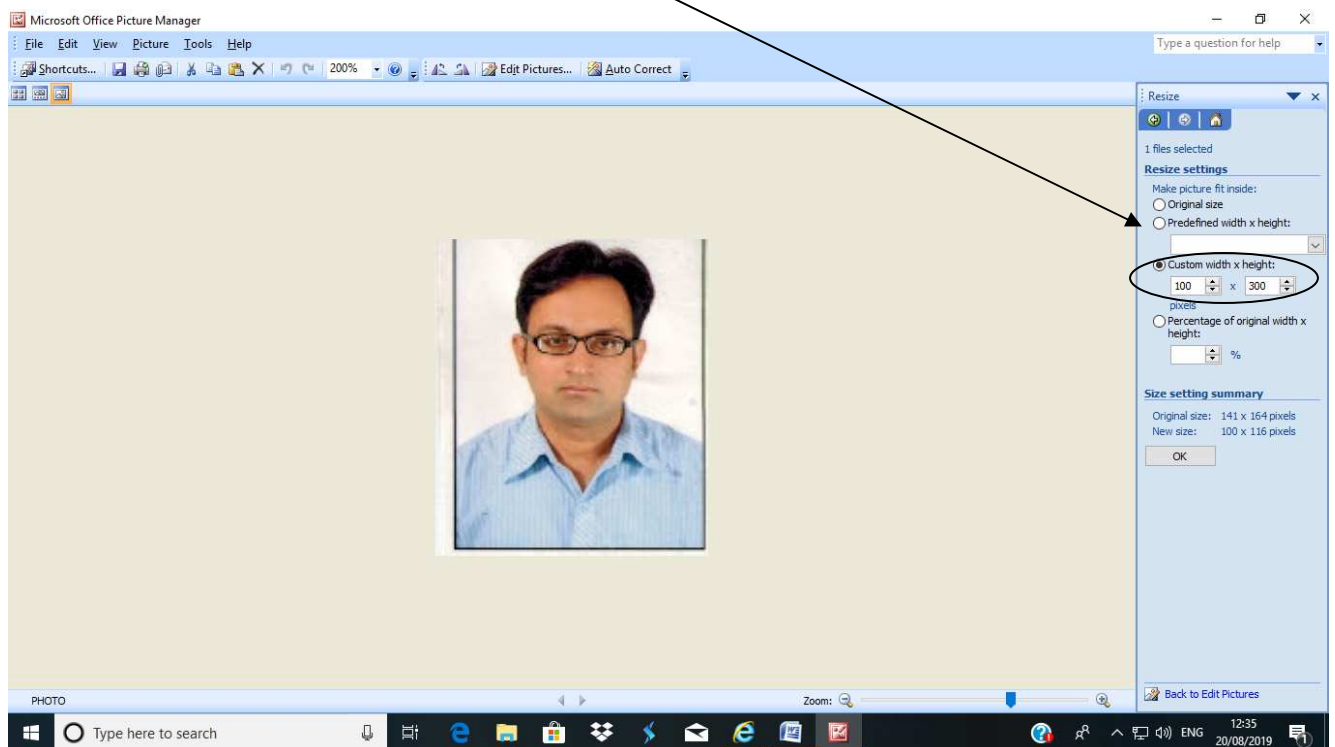
**Step-2 Click on Edit pictures...**



### Step-3 Click on Resize

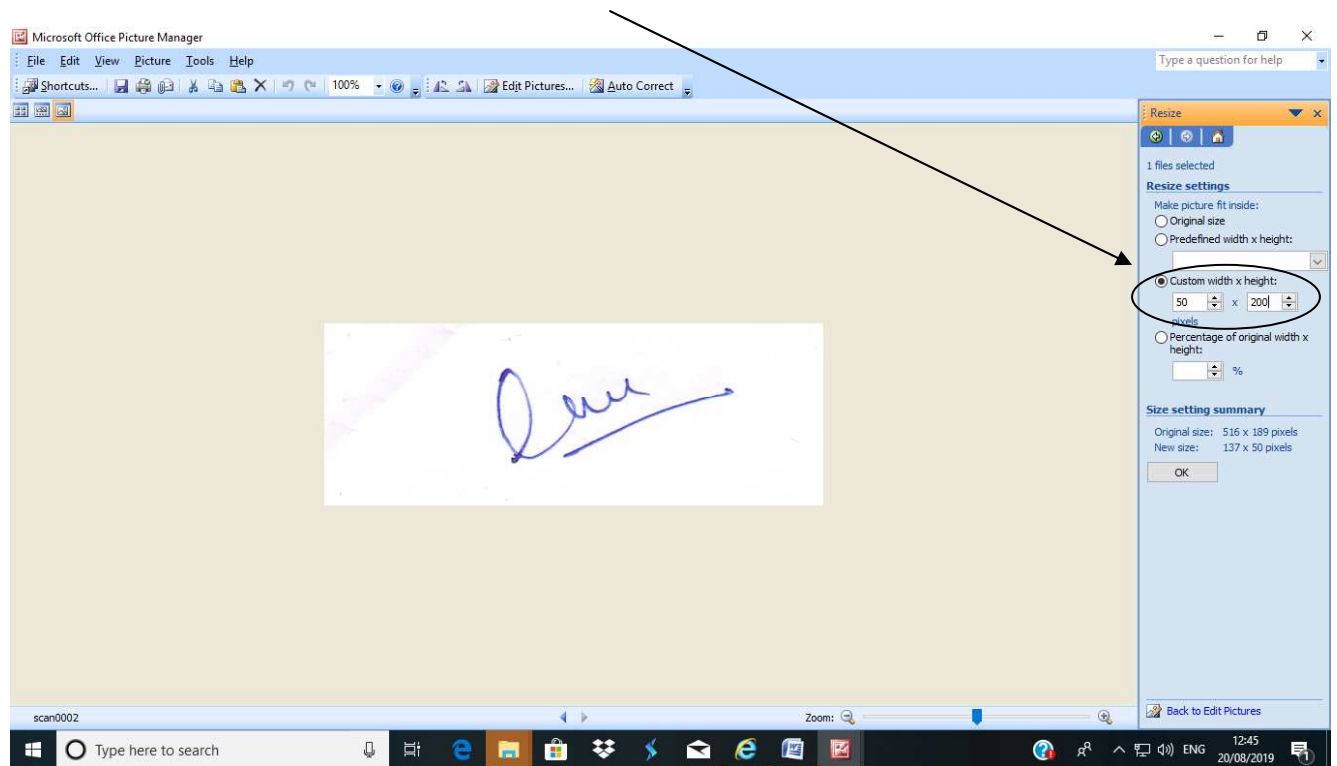


### Step-4 Enter Value in Custom Width X Height (100 X 300)



Step-5 Click OK then click on File Menu & Save photo. Now your photo is ready for uploading.

- To adjust Signature follow the above steps-1 to 03 and set value Width X Height as (50 X 200)



- Click OK then click on File Menu & Save signature. Now your signature is ready for uploading.