

## Instructions Pertaining to Generation of Images

Please follow the following instructions carefully while generating the images

- ✓ After scanning the document always save the image in “pdf” format.
- ✓ Image should be clearly legible. If the resolution is around 100 dpi and the size of image is around 100 kb it’s possible to generate an image which can be read. .
- ✓ The size of image should not exceed 100 kb.
- ✓ Please take care that while reducing size the image does not become illegible.
- ✓ Upload the image in the prescribed slot only.

**The images that are clear and legible but, uploaded in the wrong slot or the images that are uploaded in the correct slot but, not readable will not be considered during the scrutiny process. They will be treated as ‘Not Submitted ’**

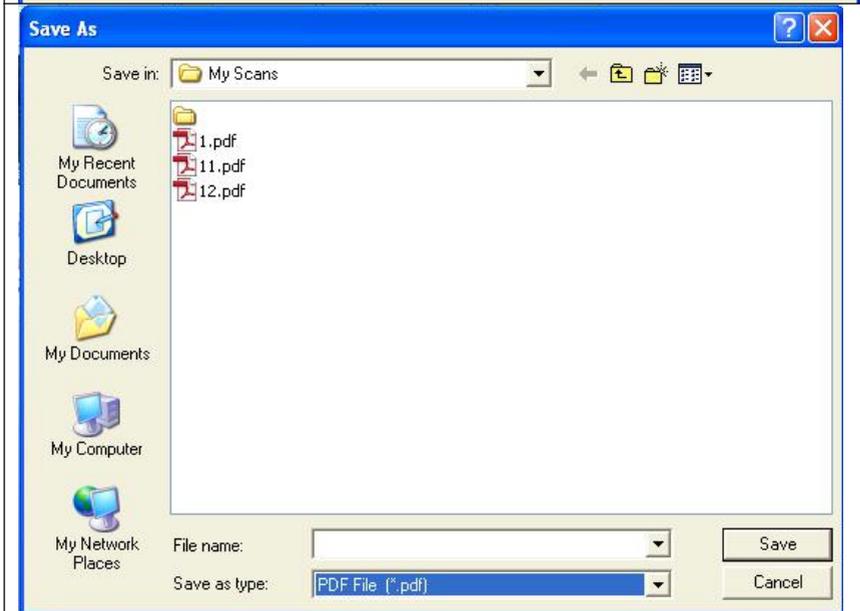
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### **\*Instructions for Scanning Documents\***

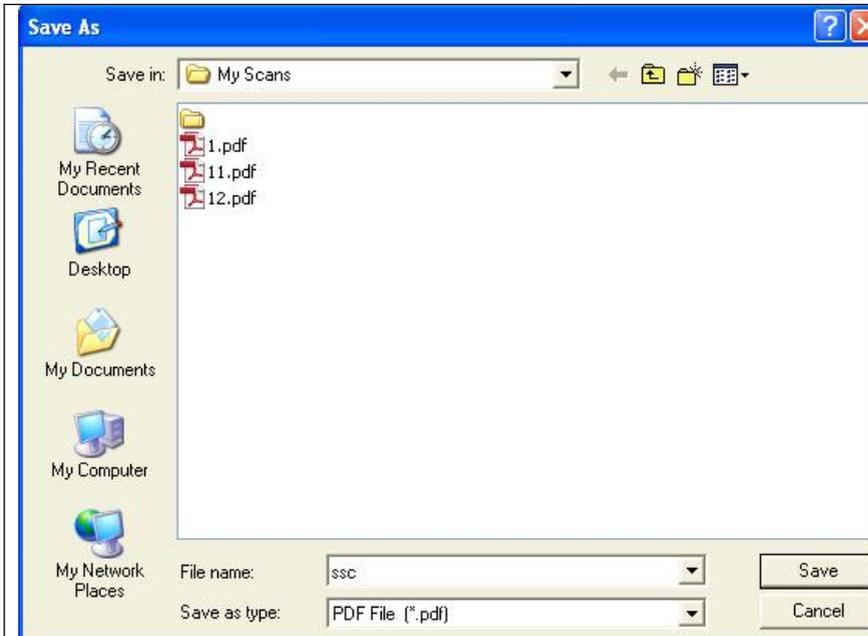
	<p>Keep the document on the scanner. Select the scanner option and start scanning. Scanner dialogue window opens. Select the option “Save to a file” and click on the “Scan” button.</p>
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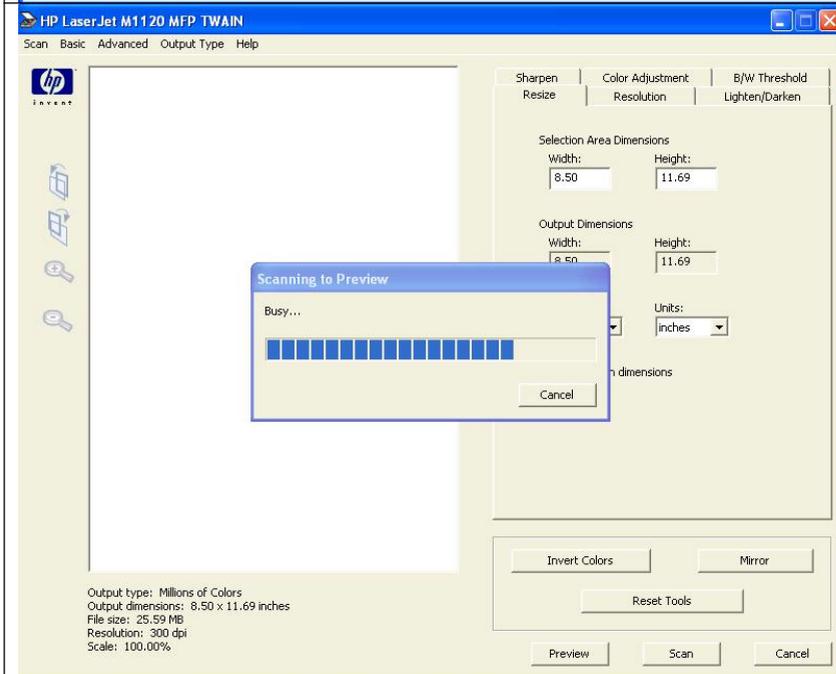
When you click on 'Scan' button 'Save As' dialogue window opens.



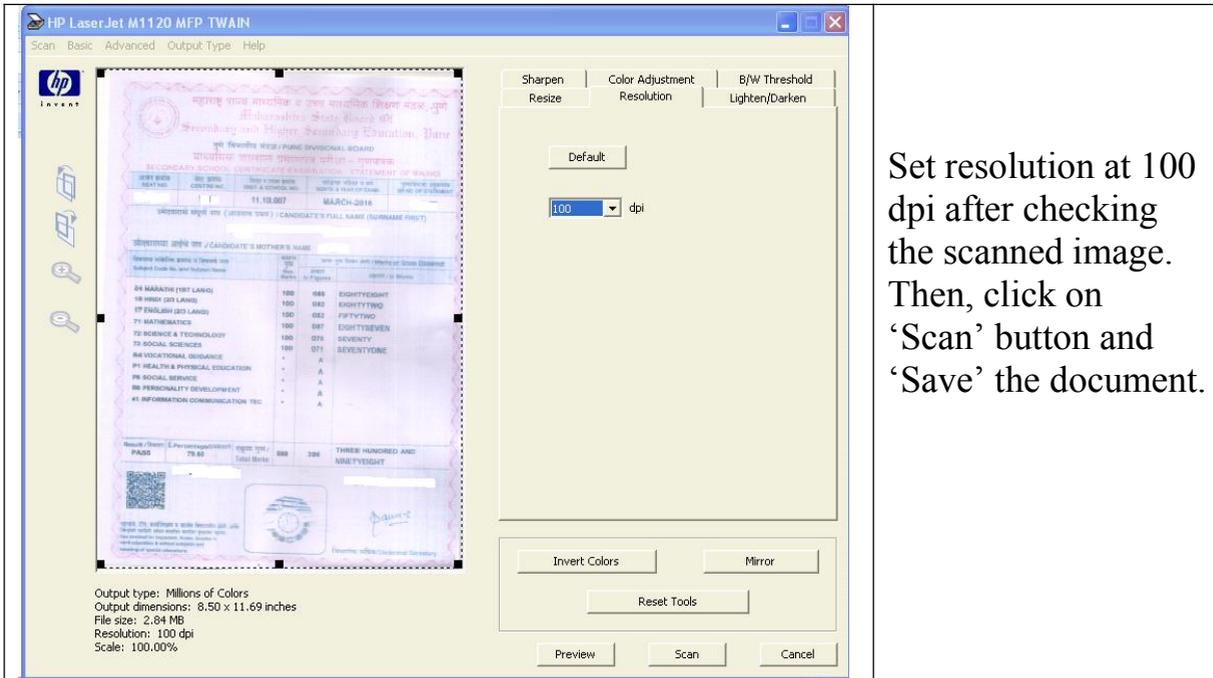
Click on "Save as type" drop down to select PDF File [.pdf].



After selecting the file type name the file and click on 'Save' button.



After clicking on 'Save' the scanner will start process and once the scanning is complete the image of document will be visible.

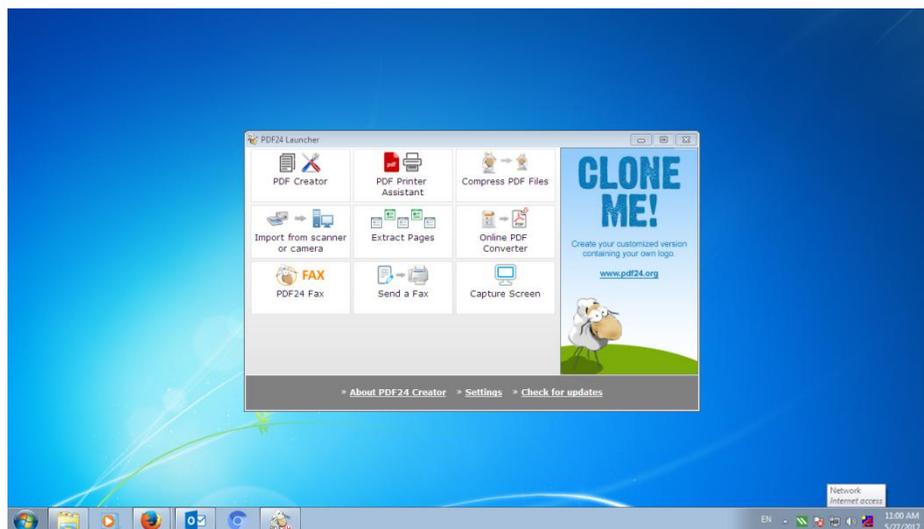


Set resolution at 100 dpi after checking the scanned image. Then, click on 'Scan' button and 'Save' the document.

## The Steps for Changing Image Size

Install PDF24 from the link <https://en.pdf24.org>

**Start PDF24 after installation.**

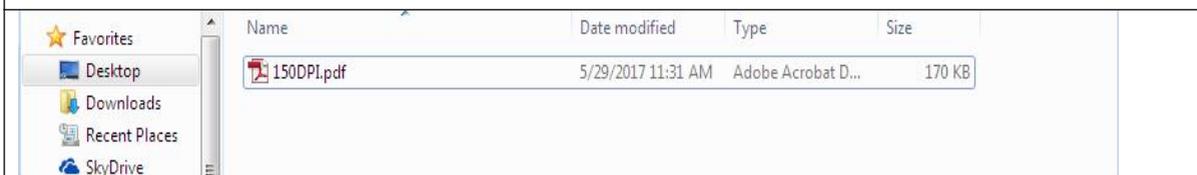




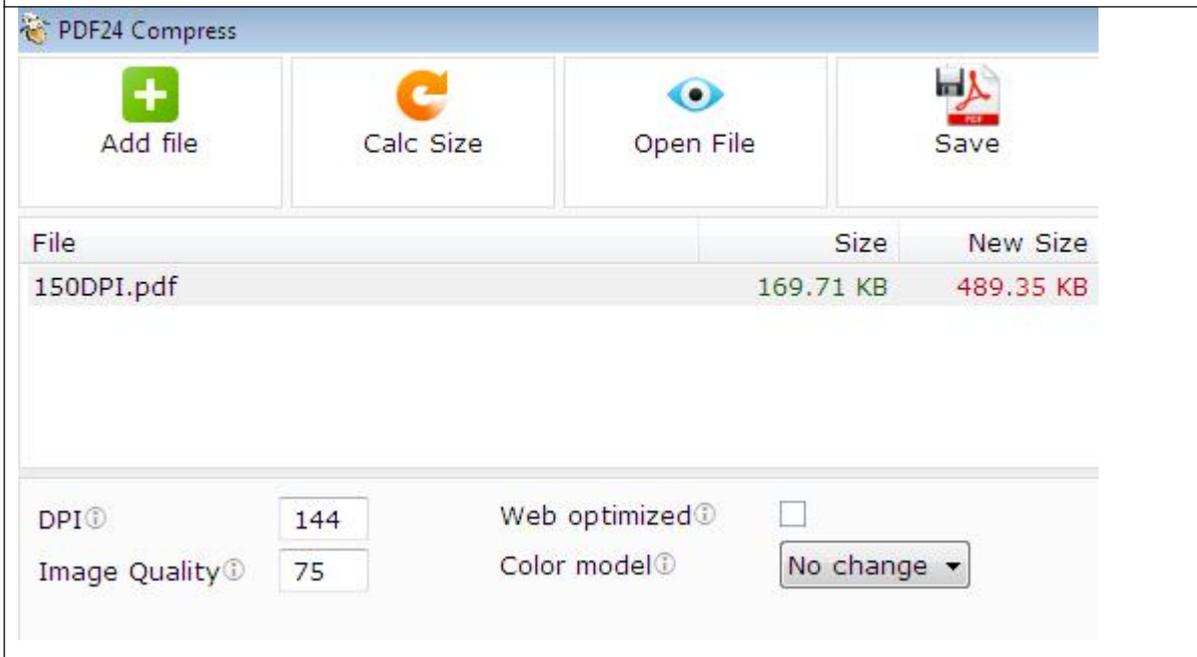
Click on Compress PDF File

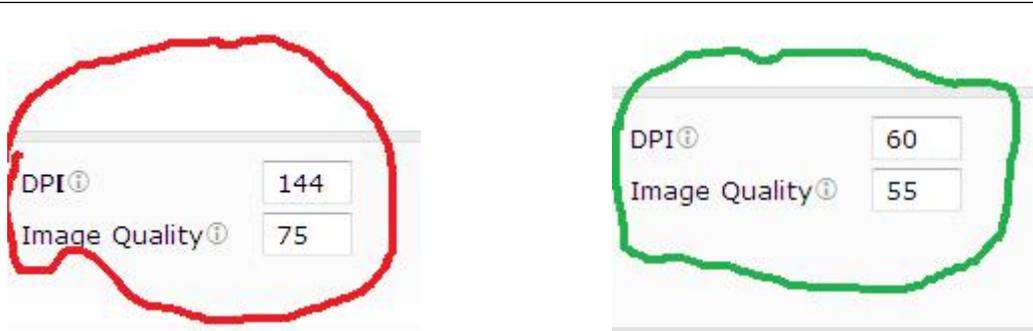


Click on Add file

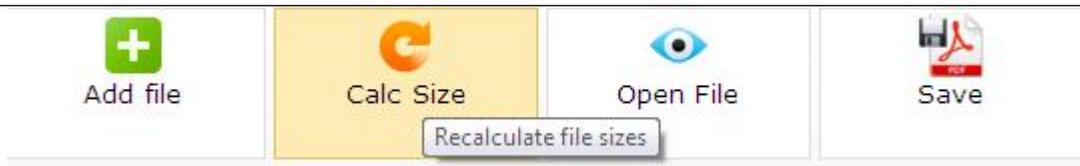


Select and open the document to be compressed





The size of image should be smaller than 100kb and it should be legible. Change resolution (DPI) and image quality to get desired image.



After changing DPI and image quality click on calc size to check image size.



After checking the size and ensuring that it is as per requirement click on 'Save' button.