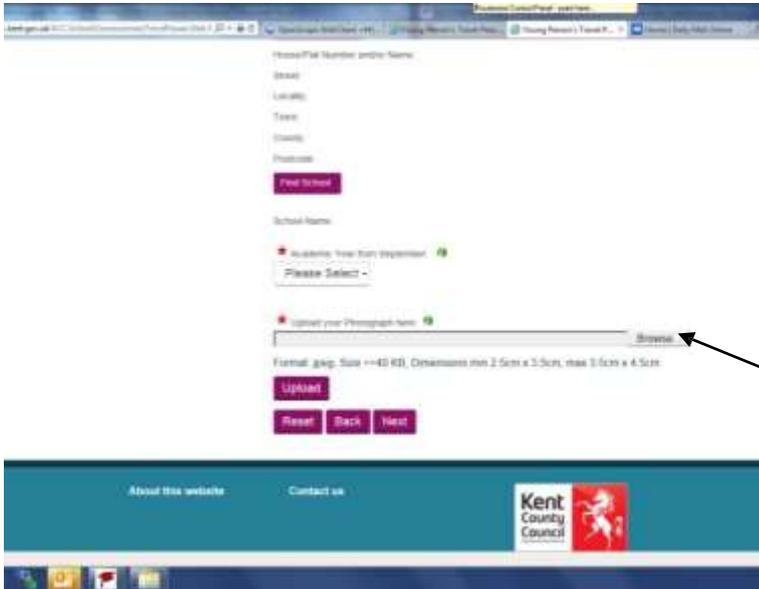


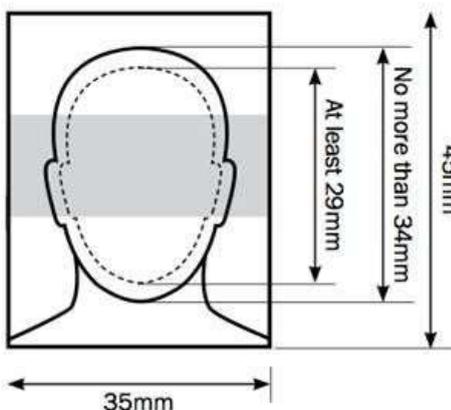
## Uploading a photograph

To upload your photograph, browse for it and then upload it using the appropriate buttons. You will be given the opportunity to crop your photograph to set it to the right size and dimensions. Whilst you do so, the photograph file name field (which is the grey box at the bottom of the page) will go blank – this is an expected feature, so you do not need to upload the photograph again.



Your photograph should be to a passport standard. Your photos must:

- Be provided as a JPEG (the system will not accept any other file type)
- Be no greater than 40KB in file size
- Be taken within the last month
- Be clear and in focus
- Be without any tears or creases
- Be unaltered by computer software
- Show a close-up of your full head and shoulders. It must be only of you with no other objects or people.
- Be to the sort of dimensions shown below.

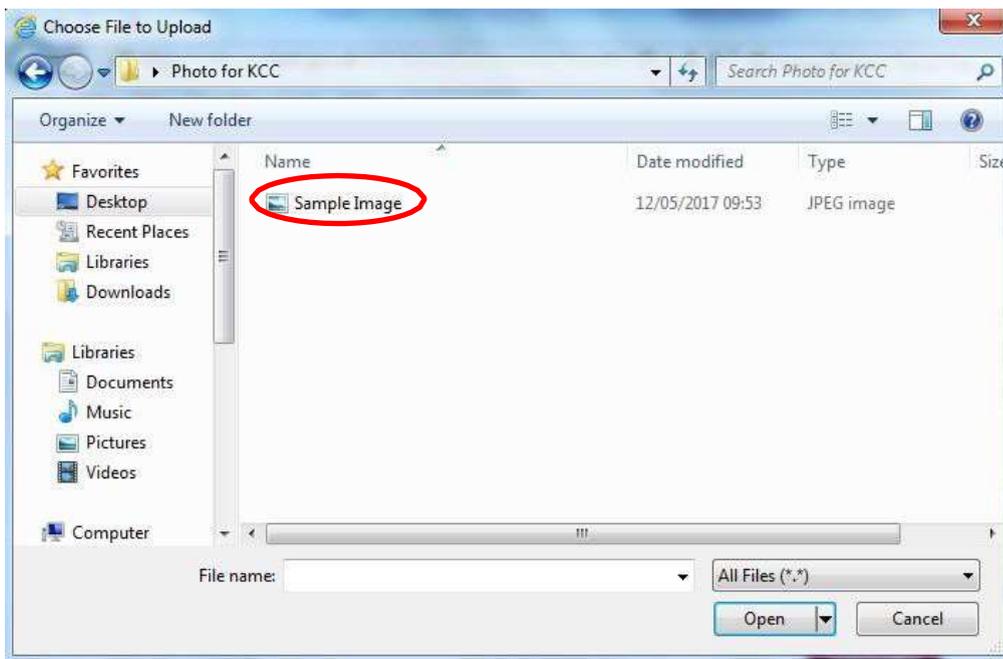
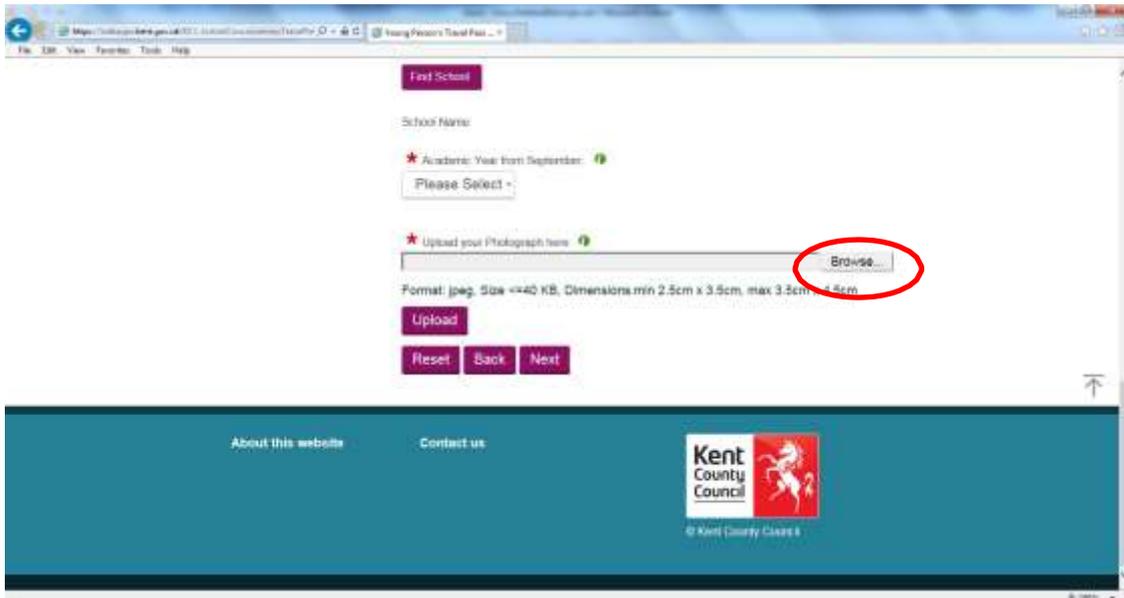


Once you have resized the photograph you need to save the amendments in the window before returning to the main application. Before you complete the application, you will be given a preview of the photograph you are proposing to apply with. Please take time to study this and satisfy yourself that it is to the standard required. Please remember, if you upload a photograph that is not clear enough to be printed on the pass, your application may be delayed.

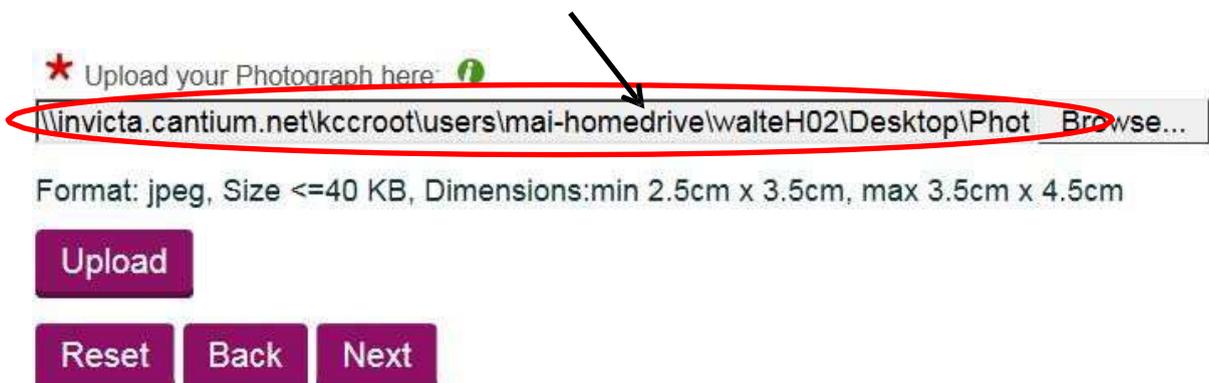
Once you are satisfied with the photograph, and all other fields are complete in relation to your child, you will then need to complete the parent/carer details screen, on the next page.

To assist you with resizing your chosen photograph the below information may be useful

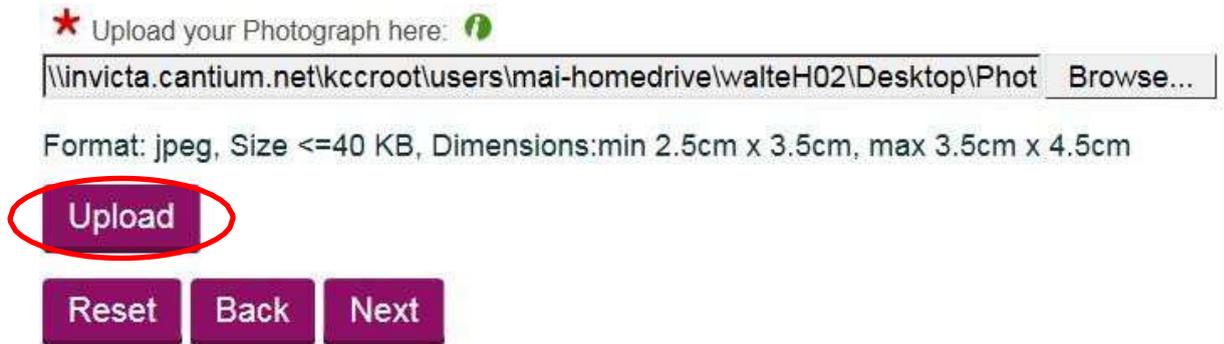
1. Locate the image on your device that you wish to upload.



2. Select the photo and the location of where the pass is saved will appear



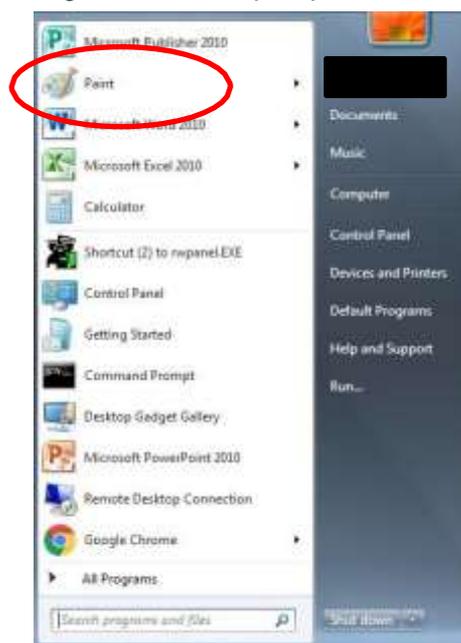
3. Select the 'upload' button



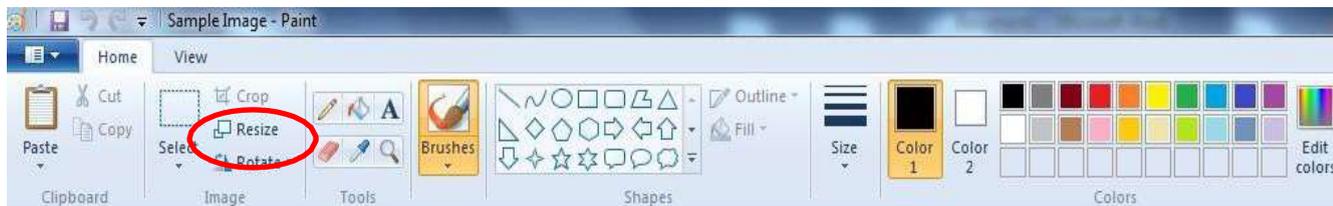
4. If the image is not the correct size it will tell you if it is too large or too small



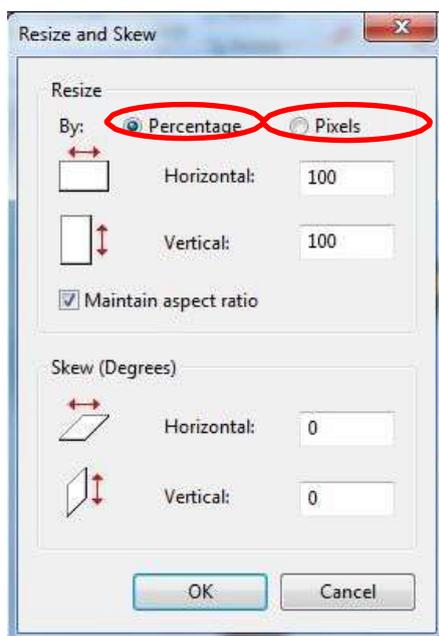
5. The best way to edit you photograph is to re-size outside of the application the image in 'Paint'. Open paint and select the image you wish to re-size.



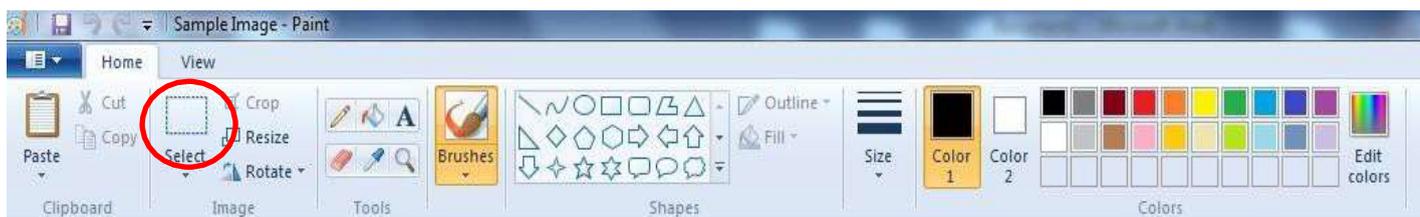
- Once you have opened 'Paint', locate and open your image either directly in 'Paint' or by copy and paste the image into the Paint document.
- Use the Resize Tool modify the image to fit the size criteria

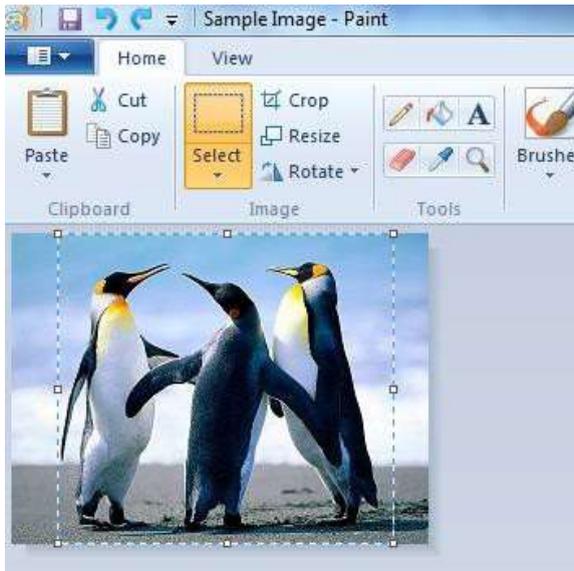


- Once you have selected this tool a pop up menu will open and you can begin to resize your image. Depending on the size and quality of the image it may take several attempts before getting the correct size.

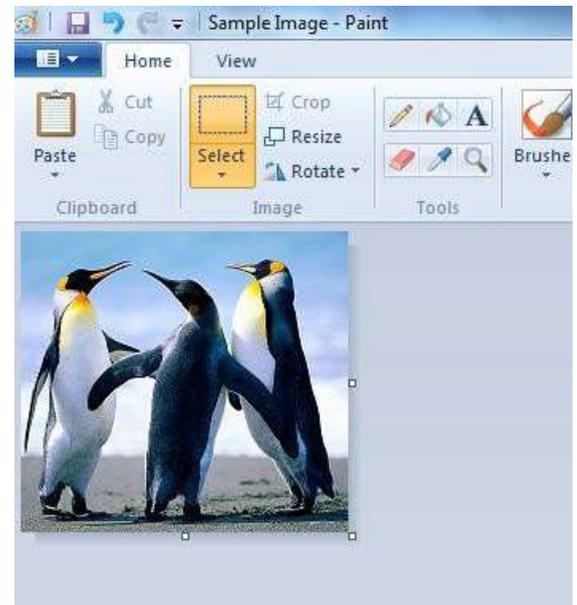
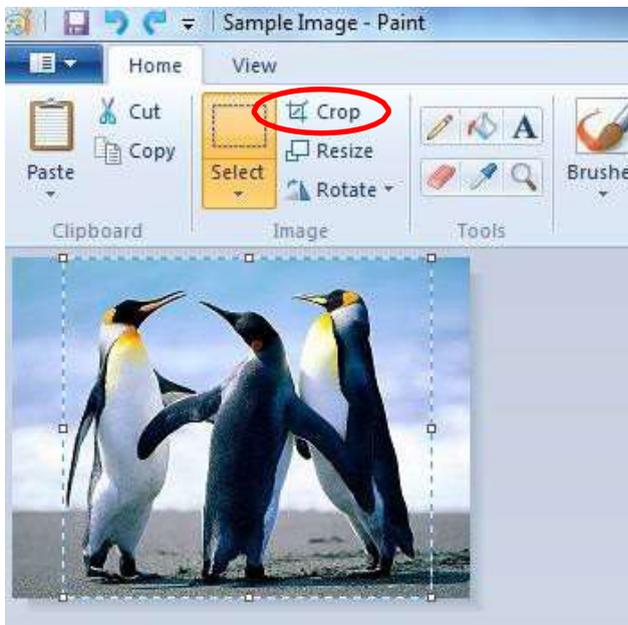


- We would recommend that you start by resizing the image by using Percentage first and then if you cannot resize it as a percentage, use the Pixels tool and you can resize the image this way.
- In this box you will have to play around with the sizes, for example, start by resizing the image by a 50%. If you would prefer to re-size an image by pixels then select the 'pixels' button and change appropriately. As pictures and images are all saved with different resolutions and quality's you may have to edit the photo several times.
- If you are still unable to resize the image so it meets the application requirements you can crop the photograph to reduce its size.
- Using the Select tool, outline the part of the picture you need.





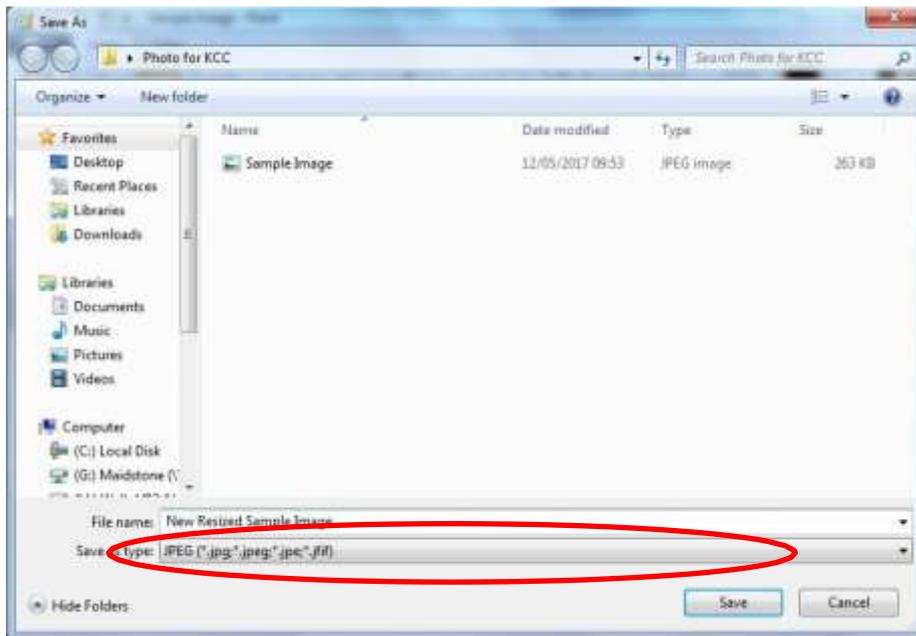
13. You can then use the Crop tool to make the image smaller.



14. Save your resized image so you can now upload the image to apply for a Young Person's Travel Pass.



15. When saving the image ensure it is 'saved as type JPEG'. If the file is not saved as a JPEG you will **NOT** be able to upload the photo onto our website.



16. Once the image is resized and the file is saved in a JPEG format, you are now ready to re-upload the photo to our website.