

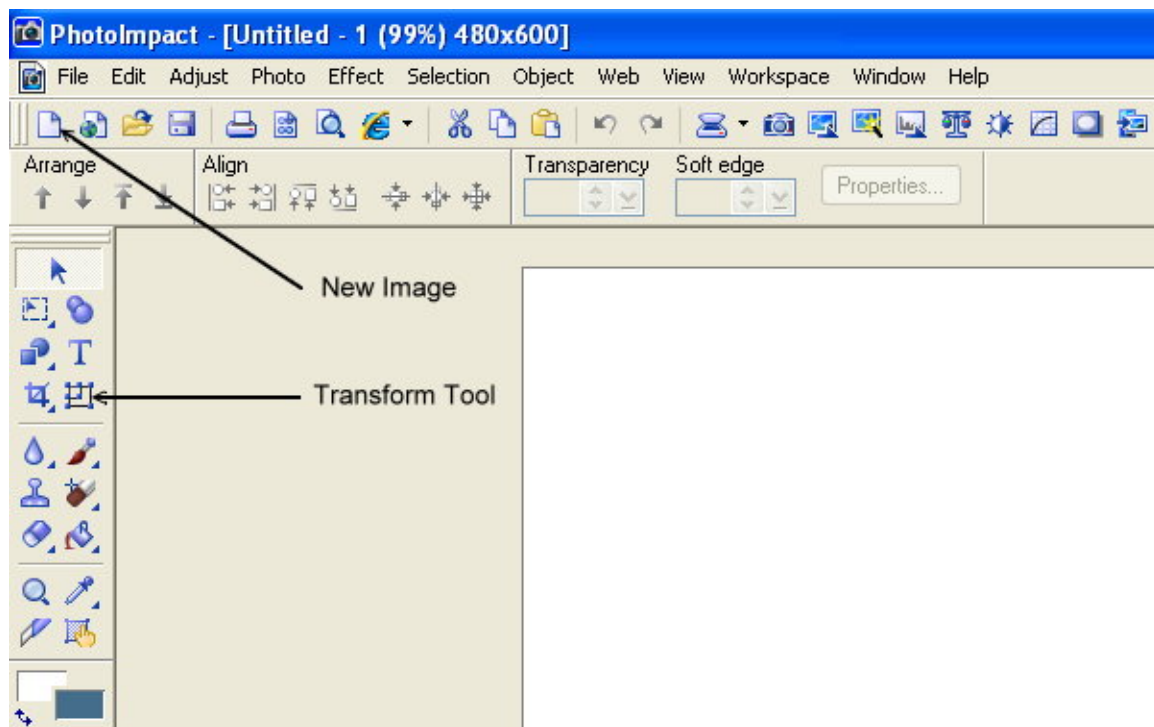
Dear Sir,

Accept my cordial respects. Following is the instruction on how to resize and edit a Passport size photo. Before this, please note the different sizes of photos.

PP Size	: 1.6" X 2"
3R Size	: 3.5" X 5"
4R Size	: 4" X 6"
5R Size	: 5" X 7"
8R Size	: 8" X 10"
10R Size	: 10" X 12"
12R Size	: 12" X 16"

To resize and edit a PP Size photo from any large size photo or group photos please do the following:

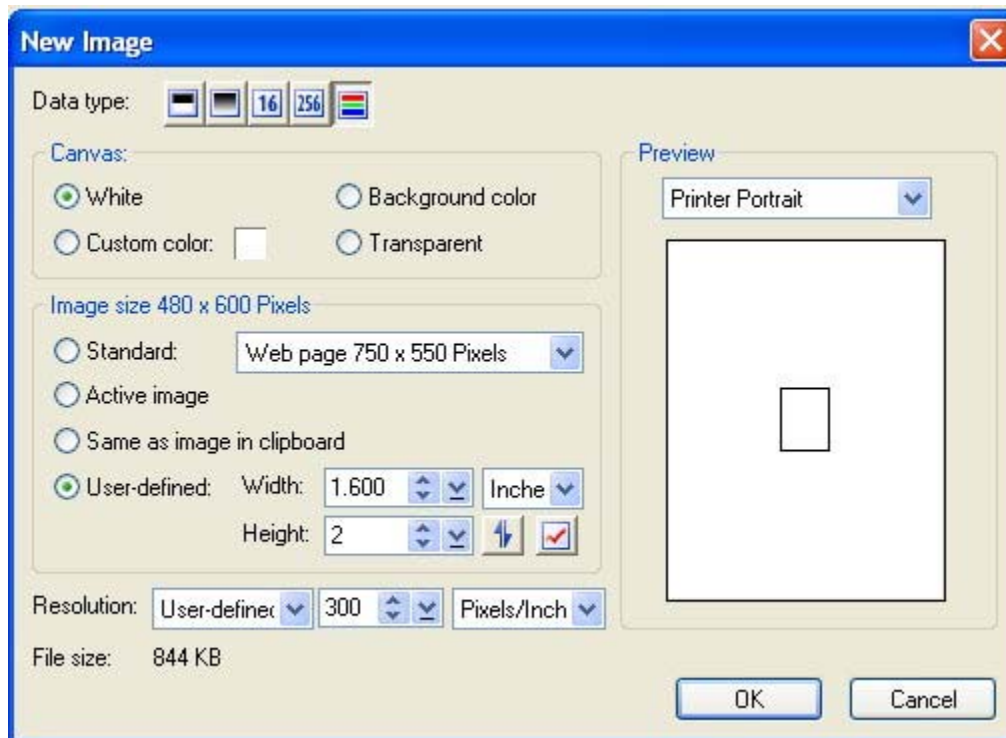
First of all, open an image which is intended to be resized and edited. Copy the image and open a new file through clicking on **“New Image (Ctrl+N)”** from the toolbar. (See image – 1)



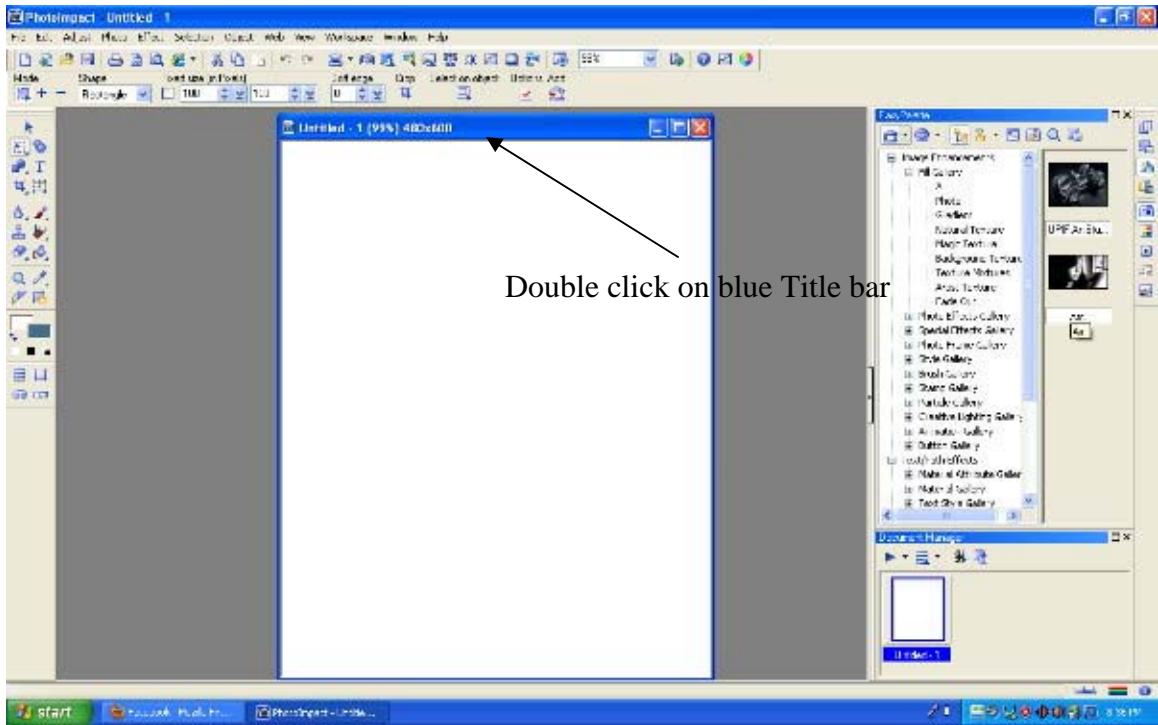
(Image – 1)

A small window titled **“New Image”** will appear (See Image - 2). Fill the width, height and resolution text box with the number 1.6, 2 and 300 respectively. Click ok. Then the document will appear as the image- 3 is showing. Click double on blue colored title bar of new document and it'll be as the image – 4. Paste the image copied earlier on new document. The pasted image might be smaller or larger than the actual size of passport

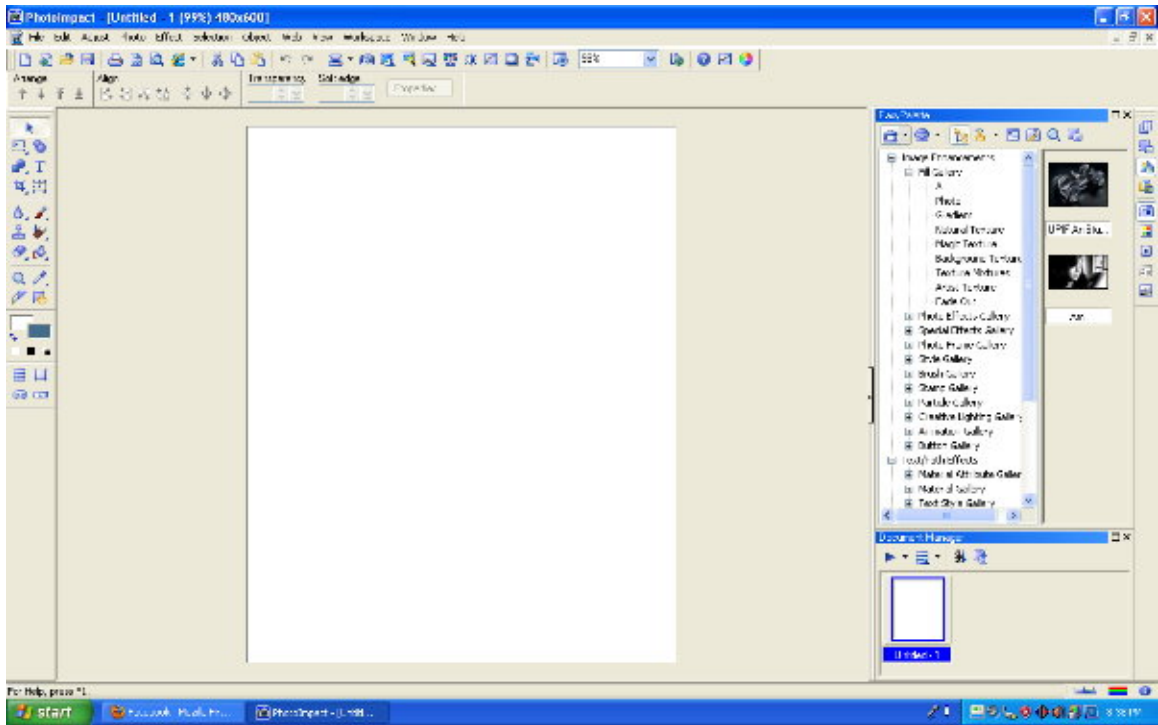
size image. Click on **“Transform Tool”** (image – 1). Then the image will be selected with 8 mini square sized boxes (Image 5). At first drag and place desired image at center of the document then resize it using any of the mini square out of 8. When the desired image will be resized and will show the exact view of a passport size photograph after being resized it will be as the image – 6. Then click right button of the mouse. A menu list will appear. Click on **“Merge all”** and then save. At the time of saving the image, be sure of the file extension and it should be **“JPEG or JPG”**. When the **“Save As”** window will appear, type a file name and select the extension (JPG/JPEG/JPE) by clicking on **“Save as type”** and click on **“Save”**.



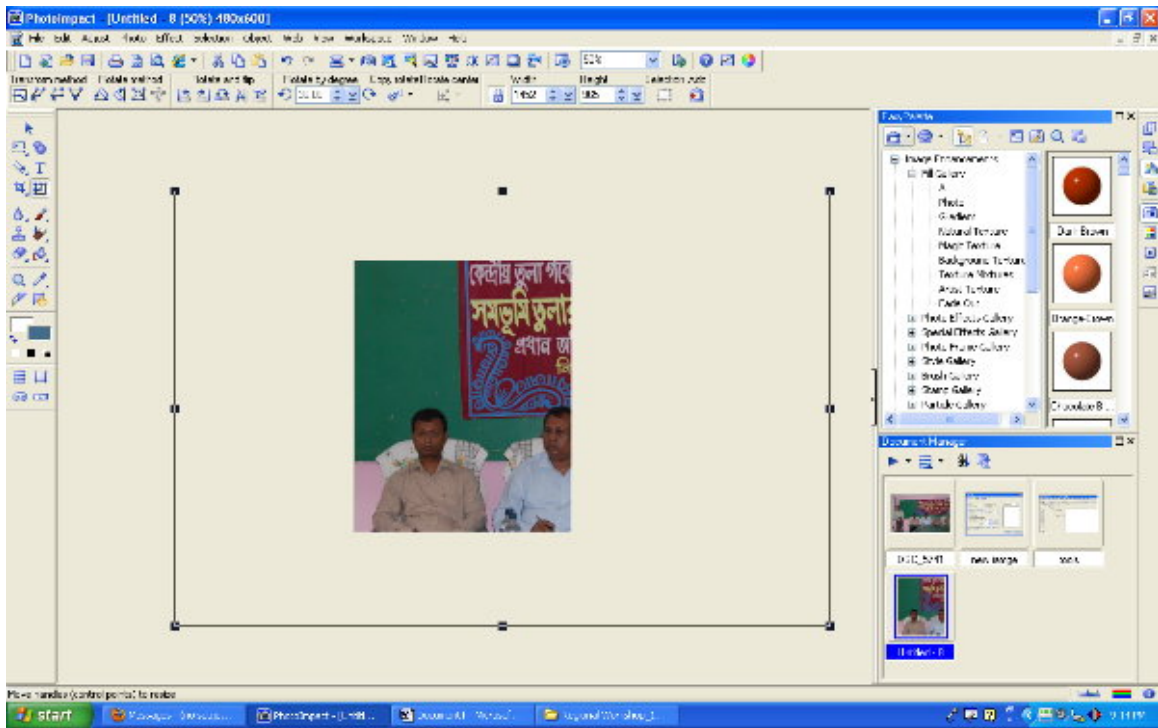
(Image – 2)



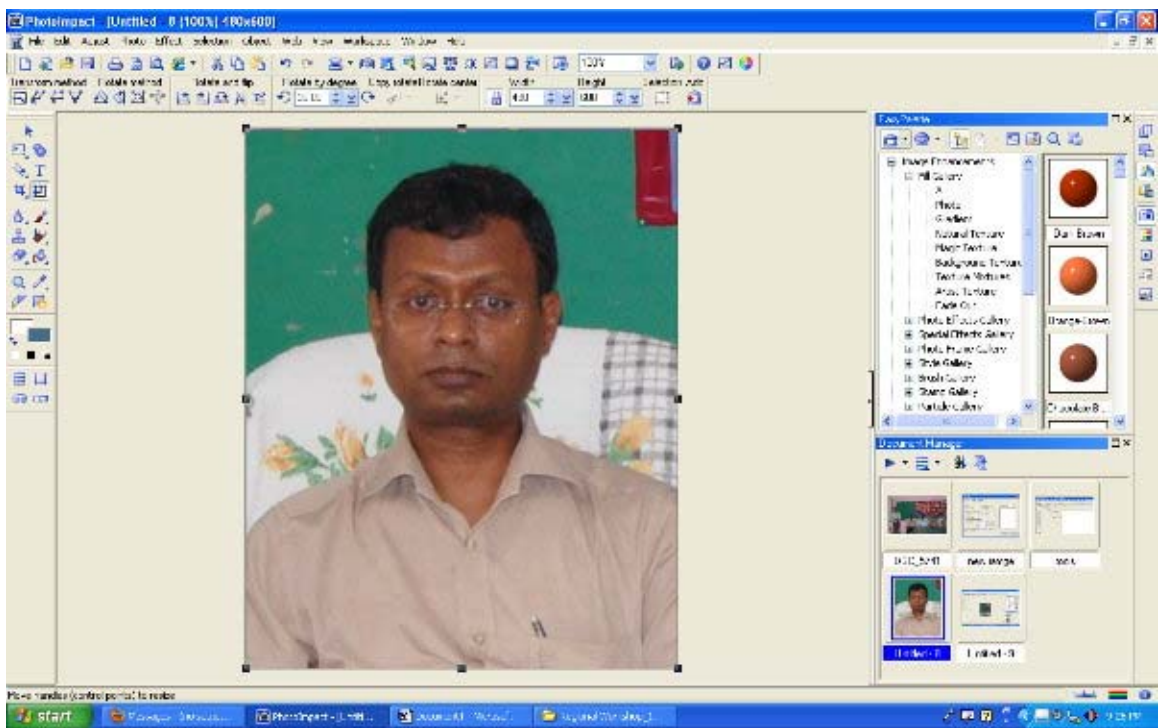
(Image – 3)



(Image – 4)



(Image – 5)



(Image – 6)

Sir, I mentioned briefly the procedure of how to resized a large image into PP Size. I don't know whether it'll give you clear concept on resizing or not. If it'll give a superficial concept on the procedure, please contact me, I'll be always there for you.

Convey my SALAM to Bhabi and love to kids.

With regards

Anwar