# Guidelines for scanning the Photograph, Signature and other document

📌 **Guidelines for Scanning & Uploading**

◆ **1. Photograph**

- **Format & Size**: JPG/PNG, 150×150 pixels, ≤500KB.

- **How to prepare**:

  o Take a recent **passport-size photo** against a plain light background.

  o Face should cover **70–80% of the frame** (no caps/sunglasses).

  o Scan or crop digitally to square (150×150).

  o Save in **RGB color** (not black & white).

- **Tip**: Use free tools like *Paint, MS Photos, TinyPNG* to resize without losing clarity.

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◆ **2. Signature**

- **Format & Size**: JPG/PNG, ≤500KB.

- **How to prepare**:

  o Sign on **white paper** with **black or blue ink pen**.

  o Place on flat surface and scan/photograph.

  o Crop only the signature (no extra space).

  o Save as JPG/PNG (≤500KB).

- **Avoid**: All-caps typed names, blurry/scanned backgrounds, tilted signatures.

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◆ **3. Certificates (10th, Degree, Caste, Experience, etc.)**

- **Format & Size**: PDF, ≤1MB each.

- **How to prepare**:

  o Use a scanner set to **150–200 DPI** resolution.

  o Scan in **grayscale** (reduces size but keeps clarity).

  o If multiple pages (e.g., semester marksheets), **merge into one PDF**.

  o File name example: 10th_certificate.pdf, degree_marks.pdf.

- **Tip**: Use tools like *ILovePDF / SmallPDF* for compressing or merging.

## ◆ 4. General Scanning Rules

- Ensure the **document is flat** on the scanner (no shadows, folds, or tilted text).

- **Check readability** → All text, seal, and signatures must be clear.

- Keep file names **simple**, without spaces or special characters ( ✅ degree.pdf ❌ final degree@scan!!.pdf).

- Preview before uploading → Open the file on your computer/mobile to confirm clarity.

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## ⚡ Quick Checklist Before Upload

✅ Photograph → 150×150, clear, ≤500KB, JPG/PNG
✅ Signature → on white paper, ≤500KB, JPG/PNG
✅ Certificates → PDF, ≤1MB, text readable
✅ File Names → simple and clean
✅ Test Open → Each file opens properly & is not corrupted