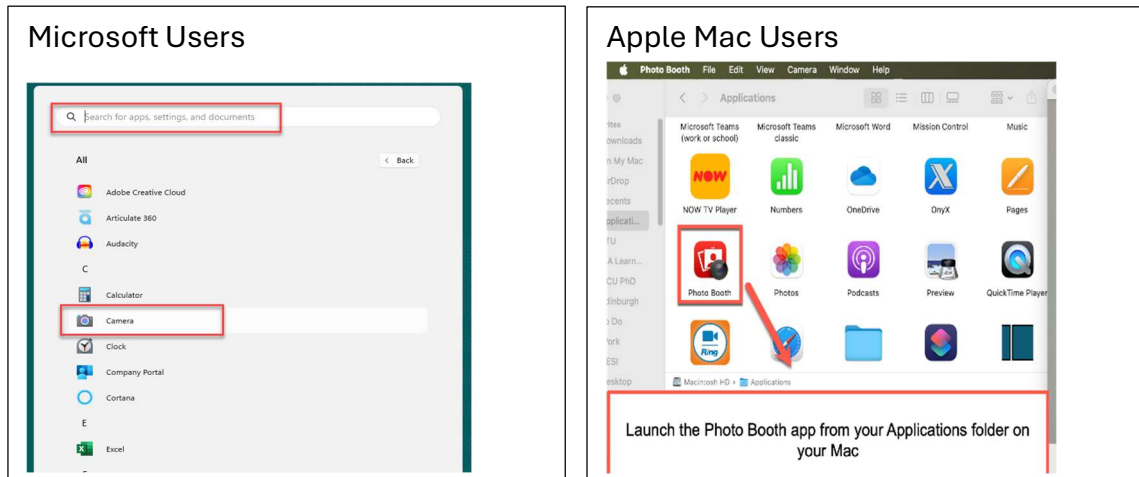


# Student Photo Resize Guide for Microsoft Users and Apple Mac Users

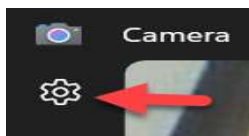
## 1. Step One – Open the Camera App

Open the Camera app on your Laptop or PC - use the search bar or menu to find the app on your Laptop.

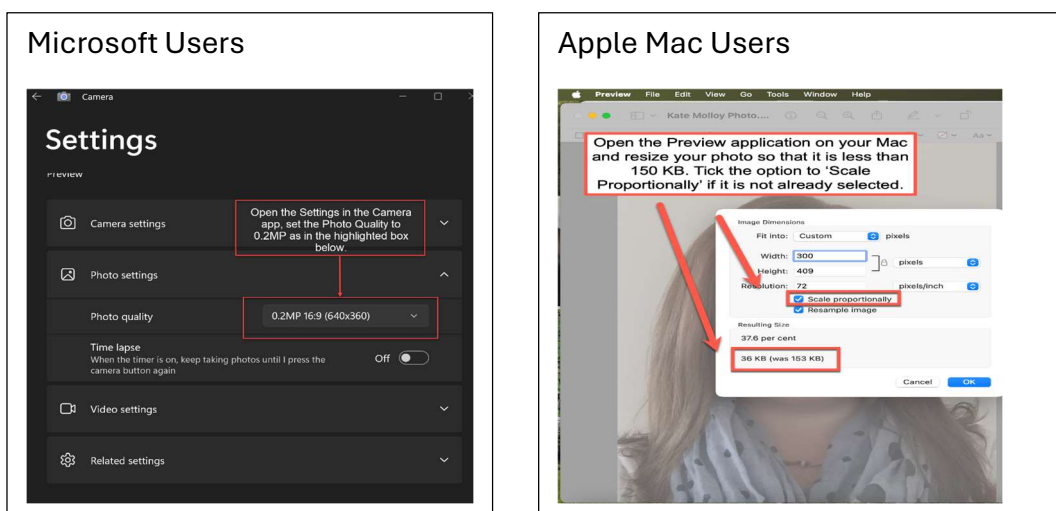


## 2. Step Two – Settings

- Click on the settings cog wheel in the top left corner



- Amend the photo settings as shown below to ensure the image size is **0.2MP** (Microsoft) or less than 150KB (Apple Mac) as below



- Go back to the camera and take your photo - make sure you have a plain white or light-coloured background.
- Select the photo and click on the 3 dots in the top right corner and Open Folder
- Rename the file so you can easily remember it and save the file as a JPEG/JPG file type and in a location that's easy to find.

### **3. Step Three – Self Service Banner**

- Return to Student Self-Service Banner and upload the photo.