UPLOADING your photograph and Images for the FCCCM examination registration/ Logbook etc:

 Uploading Photograph during registration: Please note that a GOOD quality photo must be uploaded as same will appear on your certificates. Ensure that a <u>light</u> <u>background</u> is used. Wear formal clothes (Plain shirt) for the photograph and have it clicked in professional studio. Only JPEG, JPG or PNG formats can be uploaded. The size MUST BE 413 pixel wide and 531 pixel in height. You will need to ask the photography studio to give in that size exactly or you can easily resize a digital photograph using free downloadable program like paint.net

Exam Form Upload Document			
Exam Form			
* First Name (+middle name if desired). Note: do not add Dr	. In front of name	* Last Name	
SHIFAATULLAH KHAN SHABAZ		MOHAMMED	- Upload Image
Name As Desired On Certificate	* Email		
SHIFAATULLAH KHAN SHABAZ MOHAMMED	drshabazkhan@)gmail.com	
*Age	* Sex		
	Male	○ Female	.jpeg, .png, .jpg Width: 413 Px. Heiaht: 531 Px

2. Downloading Paint.net: Paint.net is a very versatile and useful FREE downloadable software. Google search on Paint.net free download and download onto your computer. Then doble click this downloaded file to install.



Click and close the 2 squares called "Layers" and "colors" (see red arrows). Alternately close using icons at top right corner (green arrows).

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Z	Save As	Ctrl+Shift+	S	 Height	
	Save All	Ctrl+Alt+	S	 Height	53 pixels
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F	Exit		_	Width:	10.93 🖕 centimeters 🗸
T	12			 Height:	14.05 ਦ centimeters
					OK Cancel

Click file → New (or press Ctrl+N) to open new canvas. Then in the dialog box that opens see that "Maintain aspect Ratio" is UNCHECKED. Enter the desired width and height specified. In case of Photograph of candidate for Registration, the height is to be 531 pixel x width of 413 pixel. Then click "OK".

Untitled - paint.net 4.2.15	
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Flip Vertical	O By percentage: 100 € %
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	Anchor
	Top Left ∨ 🖾 →
	OK Cancel

- 4. Now click on "Image" on top of software and click on "Canvas" (Alternately press "Ctrl + Shift+R") to see specification of canvas size. Ensure that "By absolute size is selected, "Maintain aspect ratio" is unselected and most importantly the height and width are as specified earlier. Click "OK" to proceed.
- 5. Press "Ctrl + O" to open the image file. Search for image location of desired image. In this case it is your passport size photogram scanned /digital image. Double click on this image to open. The picture selected is originally 4608 pixel x 3072 pixel. We need to resize this as per our specification.



6. The Next step is VERY IMPORTANT. Double click on "KEEP CANVAS SIZE"



 Your Picture is now too big and may be off the canvas. Shift the picture sideway/ reduce picture size, till the photo fits properly on top of canvas. Now press "Ctrl +Shift +X" to crop to selection.







- 8. Now "save this image as" and give file name. This picture now is exactly 413 x531 pixel as required and can be uploaded.
- 9. A similar process can be followed for other medical images like ECG, Xrays etc as required.



