A GUIDE TO
UPLOADS

OVERVIEW

The purpose of this guide is to help you understand the upload process and assist with creating documents suitable for upload.

CIBT accepts a variety of files and file types to be uploaded in support of your visa, passport or document procurement services. These file types are what our consulate and government authority websites accept in support of your application. Below is a 'how to' guide to assist with your upload process.

Acceptable File types: GIF, JPEG, PNG, PDF, DOC and DOCX
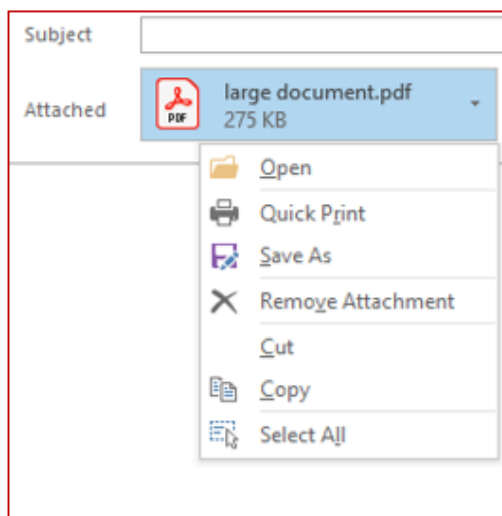Max File Size: 2 MB
Min File Size: 10 KB

DIFFERENT FILE TYPES

JPEG, GIF and PNG – **JPEG** works best for storing full-colour images containing complex shading and colour variations. **PNG** is a newer file type and offers highly sophisticated transparency and colour support and for the most part is superior to **GIF**.

PDF – stands for "portable document format" and is the format used when you need to save files that cannot be modified but still need to be easily shared and printed.

DOC and DOCX – **DOC** refers to the original file type being used for Word. Microsoft then updated the file type to **DOCX** which allowed for smaller file sizes, compressed images and less chance of getting corrupted.
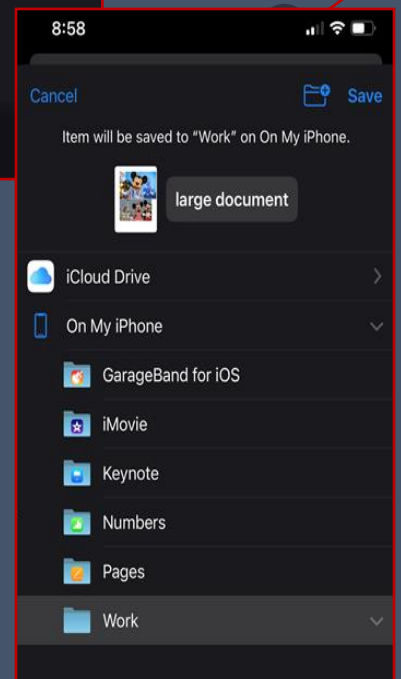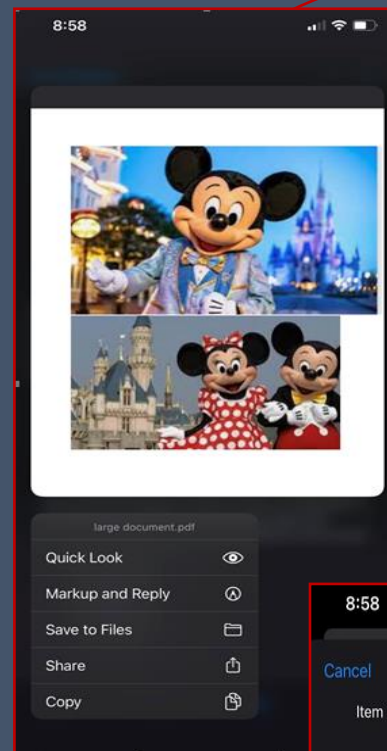
HOW TO SAVE A DOCUMENT THAT IS ATTACHED TO AN EMAIL

With Windows

1. Right click on the document attached to the email
2. Select **Save As**, this will open the file browser
3. Select the location that you would like to save the file to
4. Press **Save**

With iPad or iPhone

1. Hold your finger on the document attached to the email, this will open a menu
2. Click on **Save to files**
3. Select the location you would like to save the document
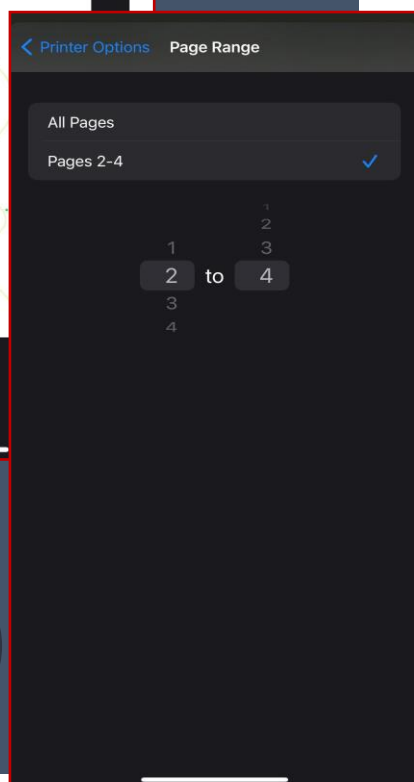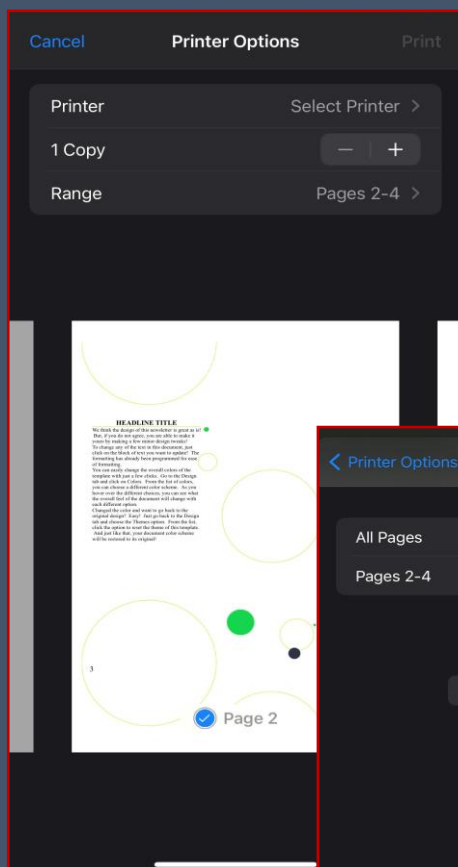4. Press **Save**

With iPad or iPhone

1. Open the file
2. Press the **Share** icon

3. Choose the **Print** icon in the bottom row of the iOS share sheet
4. Ignore the printer selection at the top, and instead go straight to preview image at the bottom of the screen. Pinch and zoom out on the preview thumbnail to turn the document into a PDF
5. Tap the **Share** icon on this new screen to save your new PDF
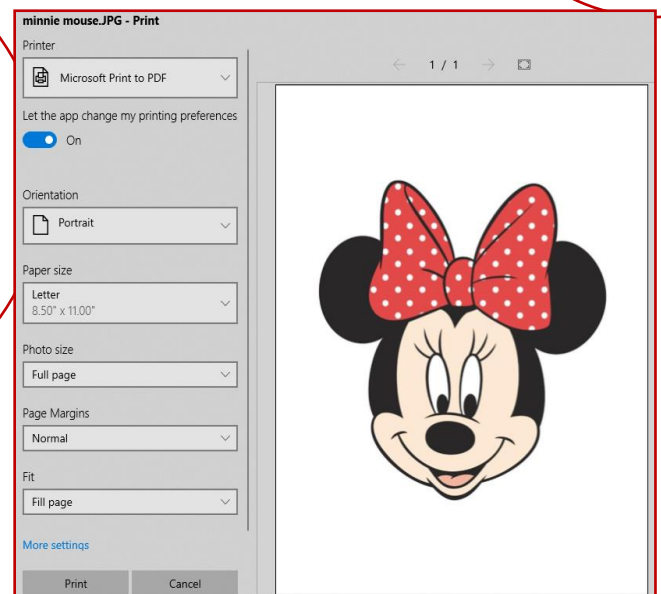
*Note: this also works with Word documents

With Windows

1. Open the image
2. Click on the print icon
3. Change the printer option to Microsoft Print to PDF, then press print.
4. This will open you file browser and allow to you select the location to save
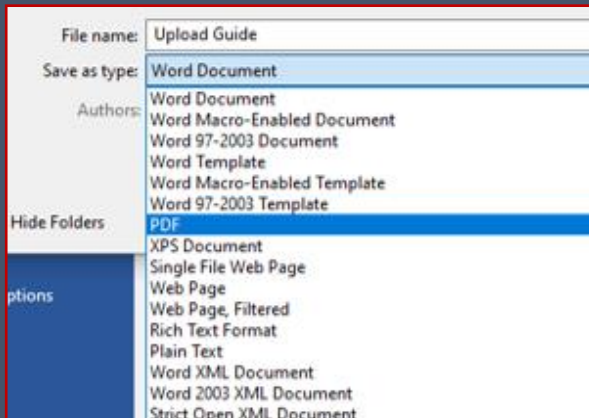
HOW TO CONVERT A WORD DOCUMENT TO PDF

With Windows

1. Open the document
2. **File**, **Save As**, **Browse** – this will open your file browser
3. Click on the '**Save as type**' drop down and change from Word Document to PDF
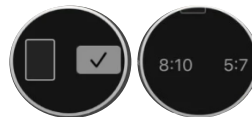4. Select the location you would like to save the document and click **Save**

File name:	Upload Guide
Save as type:	Word Document
Authors:	Word Document
	Word Macro-Enabled Document
	Word 97-2003 Document
	Word Template
	Word Macro-Enabled Template
	Word 97-2003 Template
Hide Folders	PDF
	XPS Document
	Single File Web Page
	Web Page
	Web Page, Filtered
	Rich Text Format
	Plain Text
	Word XML Document
	Word 2003 XML Document
ptions	Strict Open XML Document

HOW TO CROP A PHOTO

With iPad or iPhone

1. Select the photo or image you wish to crop
2. Press **Edit**
3. Select the **crop** button and then **Aspect Ratio**

4. Then you can select from horizontal or vertical, freeform (drag you finger from the outside of the image in to begin resizing) or select one of the pre-selected sizes on option below the image.
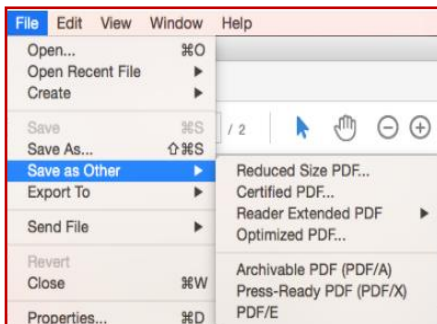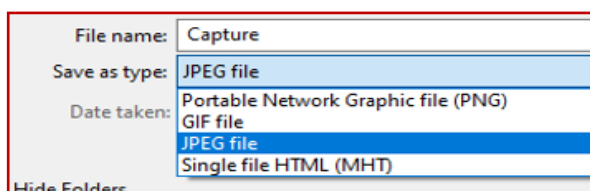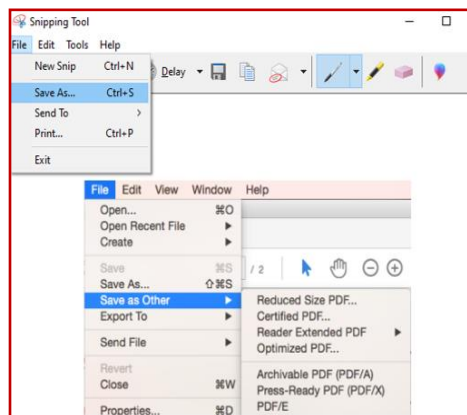
HOW TO RESIZE A PDF

There are a couple of ways to resize a pdf. depending on your computer set up and the version of adobe acrobat that you have.

1. Open the pdf. that requires resizing, click on **File**, **Save as Other** and then **Reduce Size PDF**. From here you will be asked to select the version compatibility you before you can click on **OK** to save.

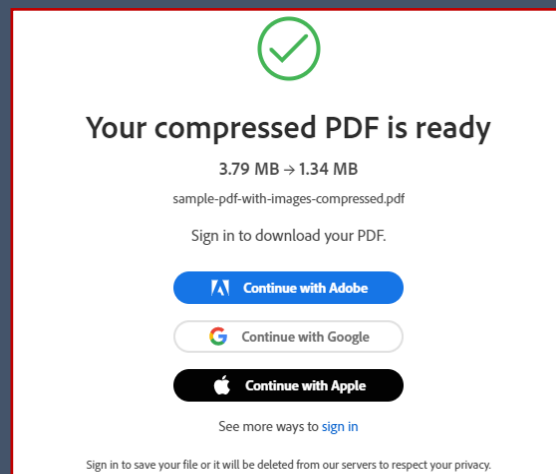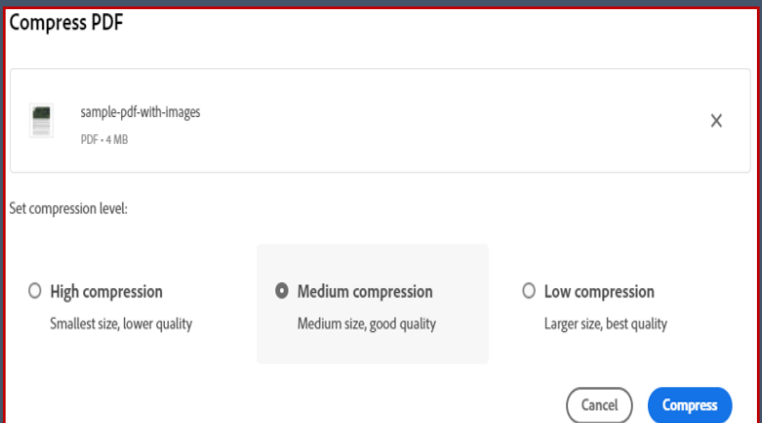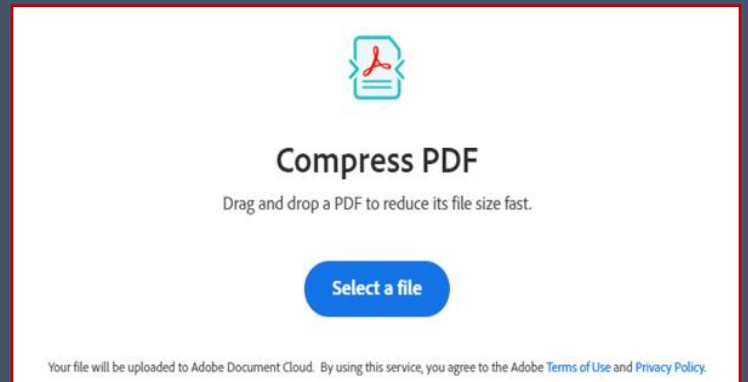*Note*: *this method will reduce the quality of images and will remove any digital signatures.*

2. Snipping tool will only work for single page pdf. Open the pdf. that requires re-sizing and ensure that the pdf. is all visible on the screen. Open the snipping tool, click New and then drag the cursor around the area you want to capture. You will then be able to Save As a jpg. or png. which will be smaller in size than the pdf.

3. Use an online pdf. compressor tool such as https://www.adobe.com/au/acrobat/online/compress-pdf.html
    Click on **Select a file** and then locate and open the file that requires resizing. Choose the compression type that you would like (High, Medium or Low) then click **Compress**. Once the file is satisfactorily compressed you will need to sign in/create an account to access. Once you have accessed the compressed file you will need to click **File**, **Save As** and save in an appropriate locate for future retrieval.
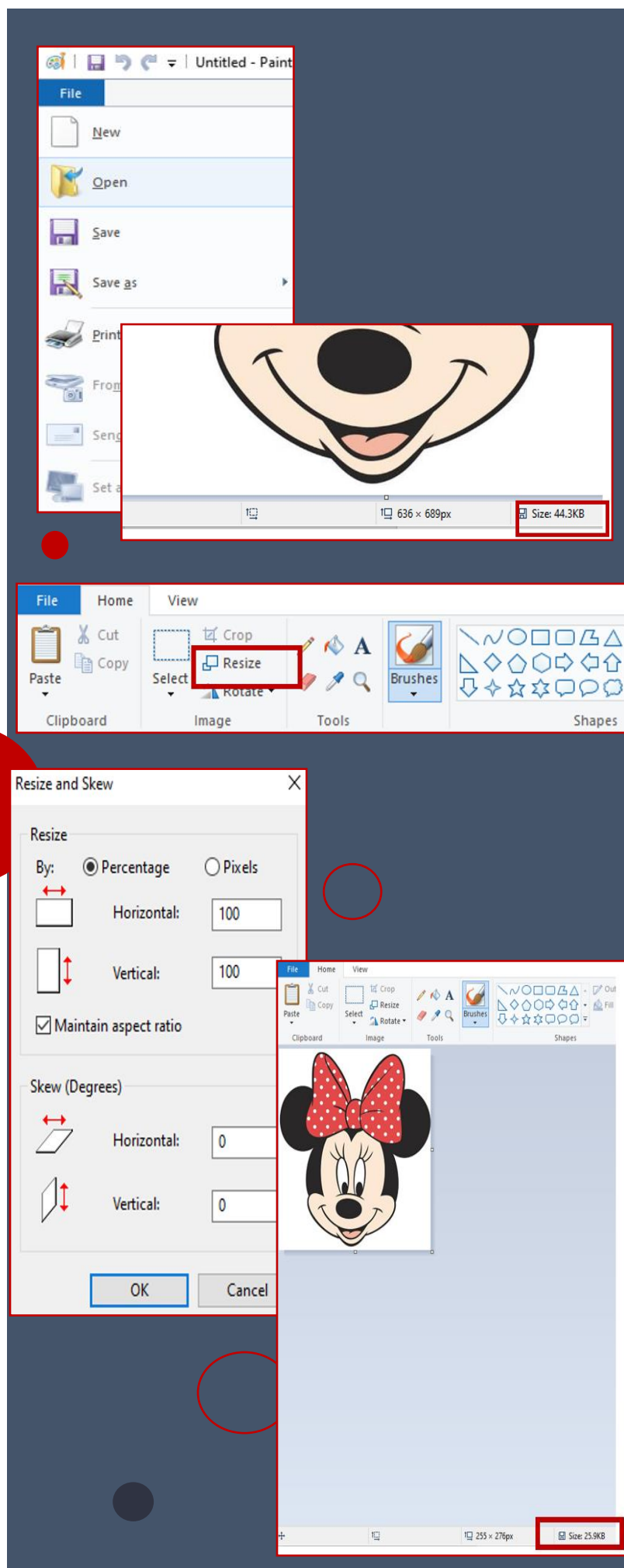
HOW TO RESIZE A JPEG

The easiest way to resize an image in windows is through Paint. Once paint is open click **File** and the **Open** locating and selecting the file that requires resizing. You will notice that the current size of you image is displayed at the bottom of the screen under the image. Click on **Resize** and you are able to then resize by either percentage or pixels (make sure that 'Maintain Aspect Ratio' is selected as this will stop the image from becoming distorted). Once you have altered the **Horizontal** and **Vertical** fields select **OK.**

If you are happy with the change in image size click **File**, **Save As**. Once the image has been saved the new image size will display at the bottom of the screen, under the image.

UPLOADING FILES

With Windows or iPhone/iPad

1. Click upload on the CIBT website, this will open your file browser
2. Browse to where you have saved the file ensuring that the file meets the specifications detailed above or underneath the upload button on our website
3. Select the file and click open, this will upload your selected document

Note: Once you have uploaded your chosen file you will be able to see the file to ensure that it is correct.

Photo Upload

Upload Image

Business Cover Letter

Upload Image

Passport Scan

Upload Image