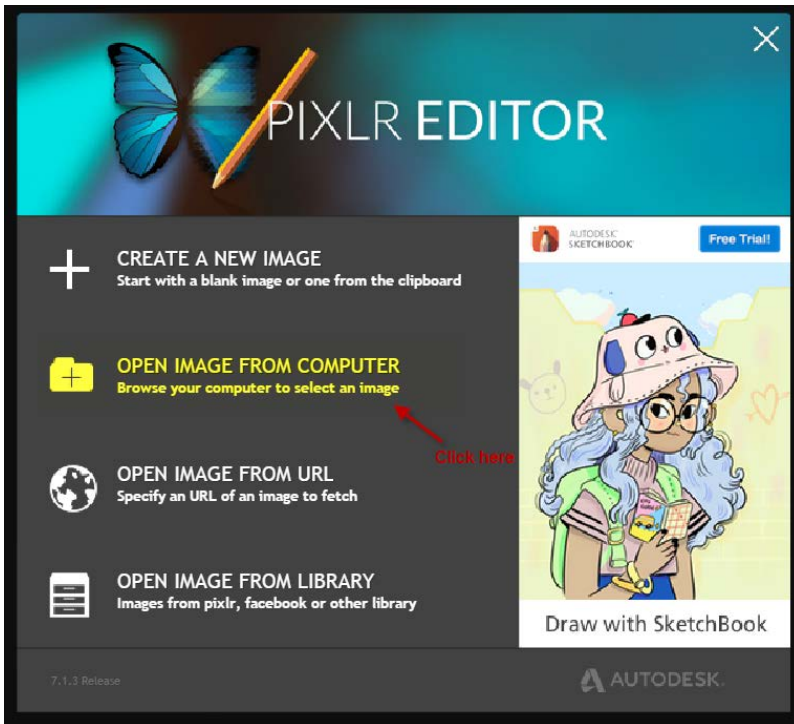


How to prepare a photo for KASOL Application Upload

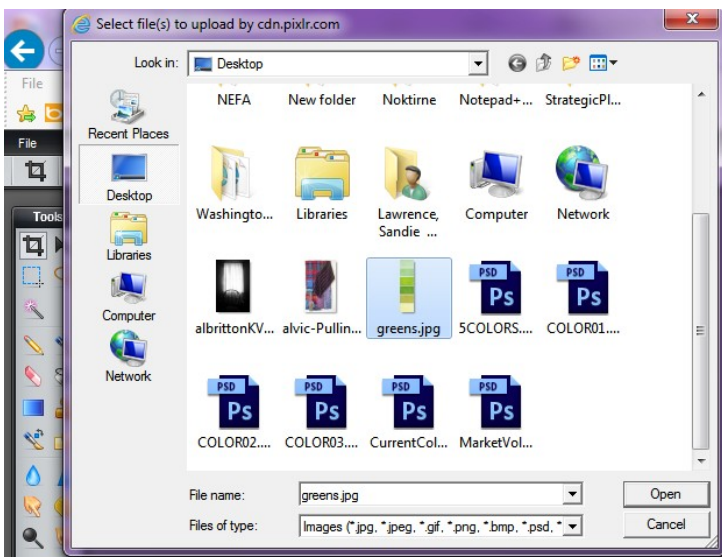
Before beginning, make copies of all of the images that you need to resize and put them in another folder on your computer.

Go to <https://pixlr.com/editor/>

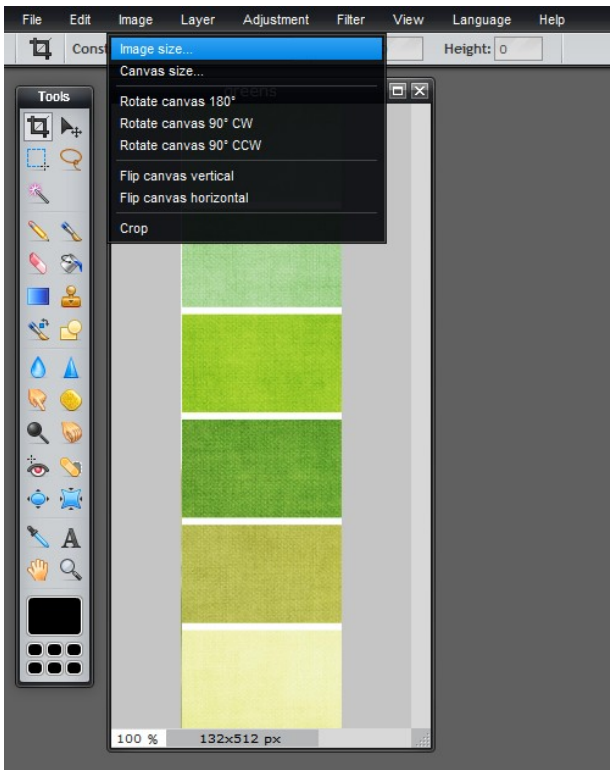
When PIXLR EDITOR opens, click **OPEN IMAGE FROM COMPUTER**.



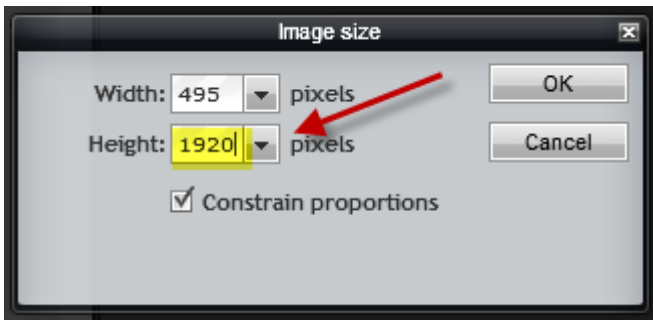
Browse to the location of your image and select **Open**.
(Remember to only work with copies of the original image.)



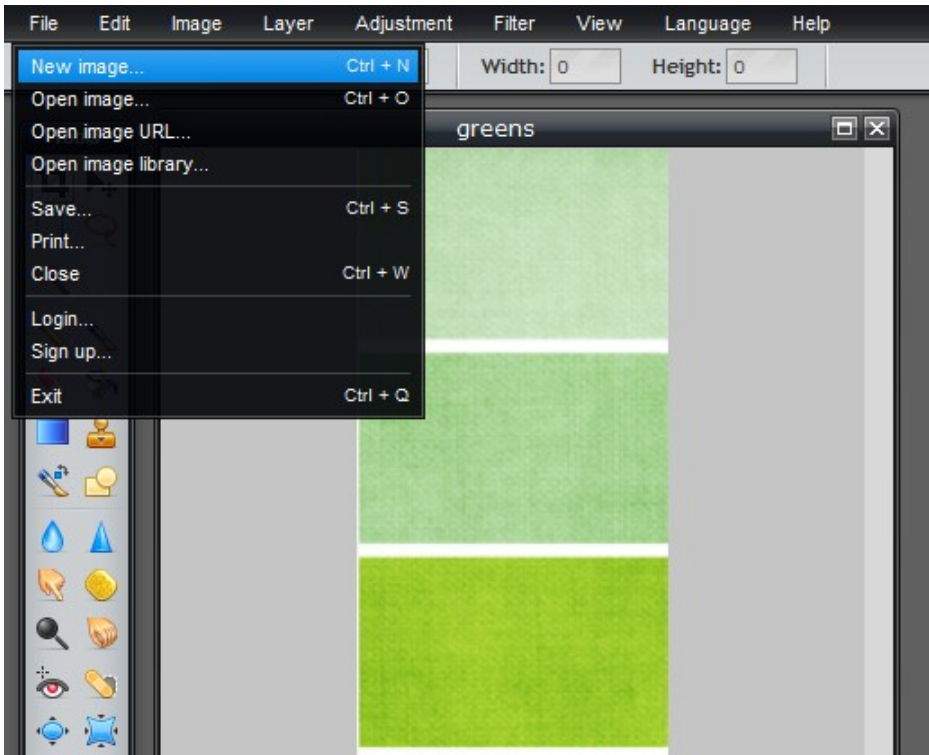
When the image opens, select **IMAGE | Image Size**



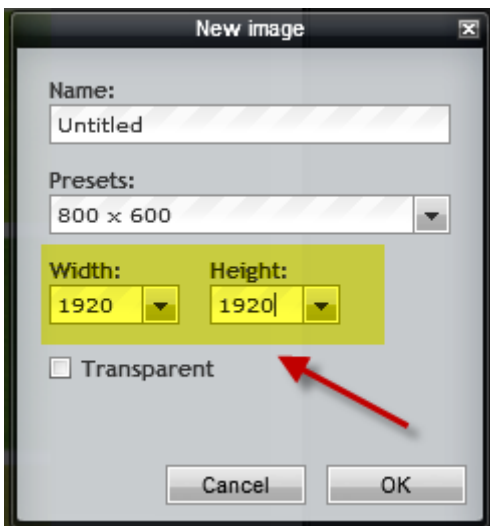
Change the largest dimension to **1920 pixels**.
(In this example my largest dimension was the Height, so I changed it to 1920)



Click **FILE | New Image**



When the dialog box opens, change both the **Height and the Width to 1920** and click **OK**

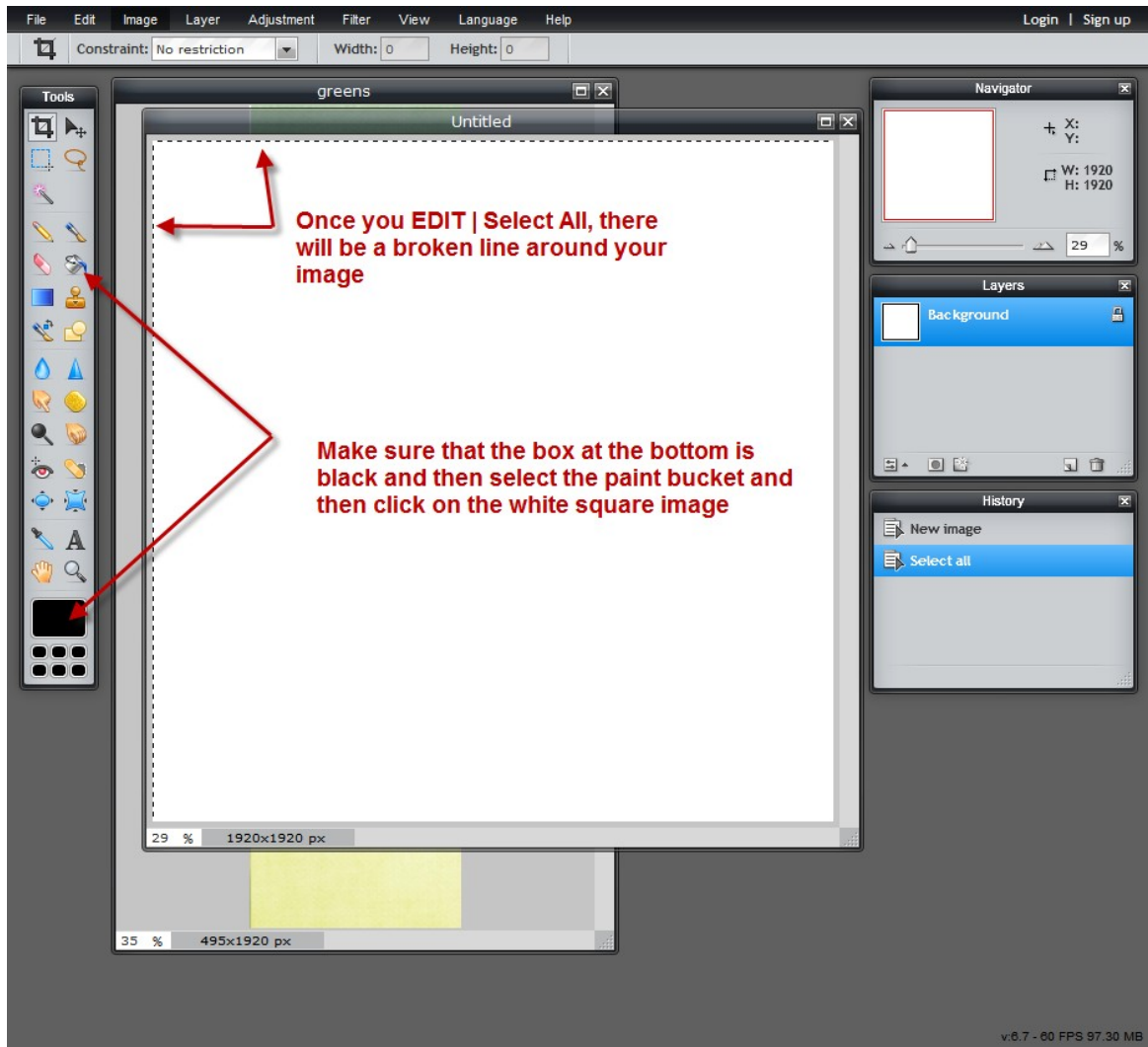


You will now have a white box that is 1920 x 1920 pixels.

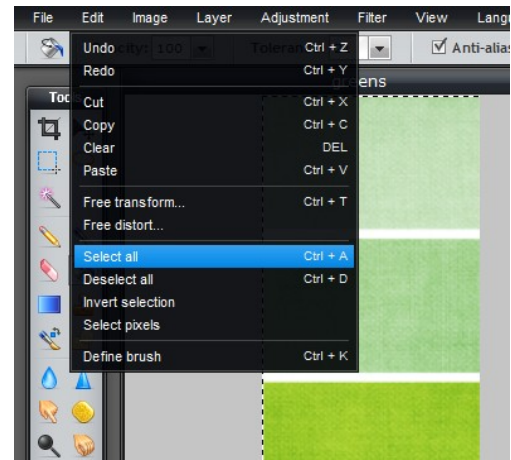
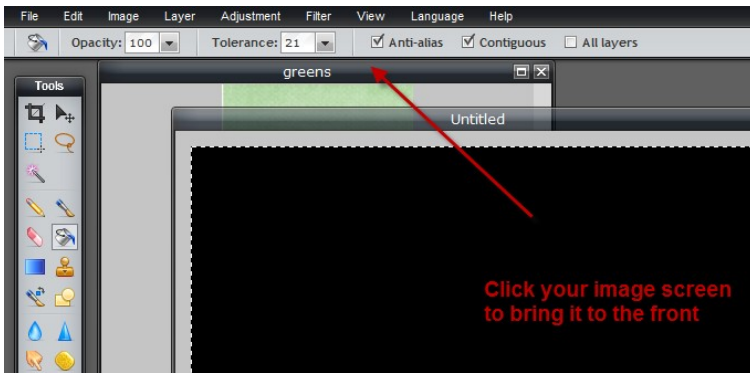
Go to **EDIT | Select All**

There should be a broken line around your image.

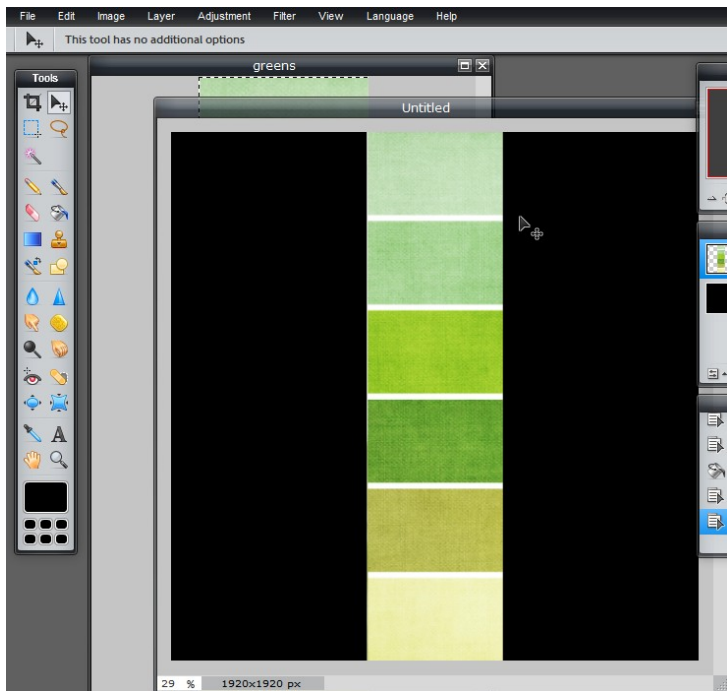
Make sure that the square in the bottom left of the TOOLS bar is black,
Click on the **Paint Bucket tool** and then click on a white area of your new image.
This should change the color to Black.



Now, click your image screen to bring it to the front. Go to **EDIT | Select All**

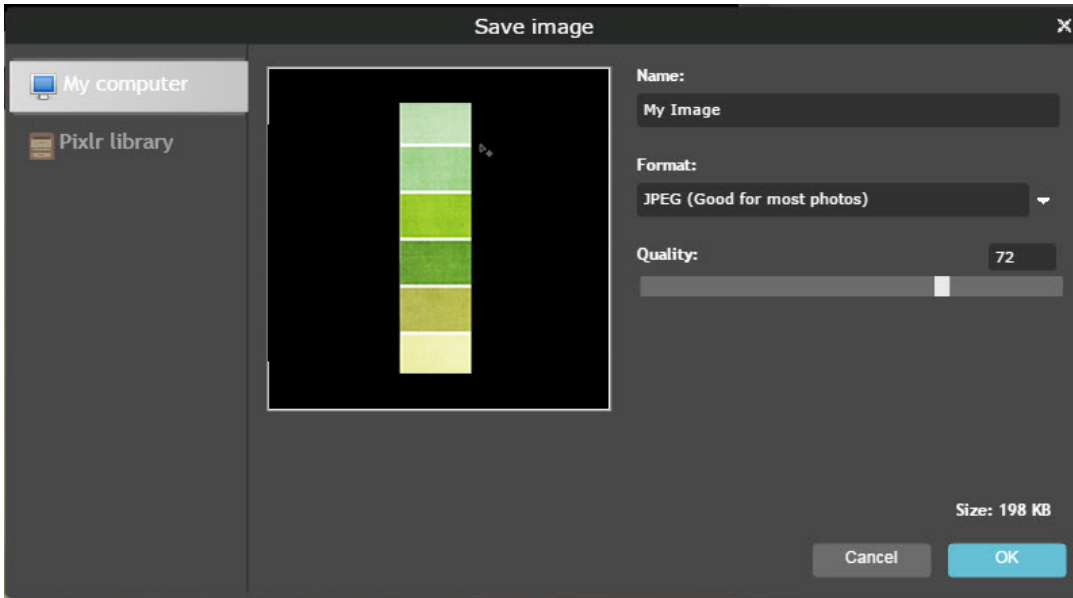


Click the Black screen to bring it to the front and select **EDIT | Paste**



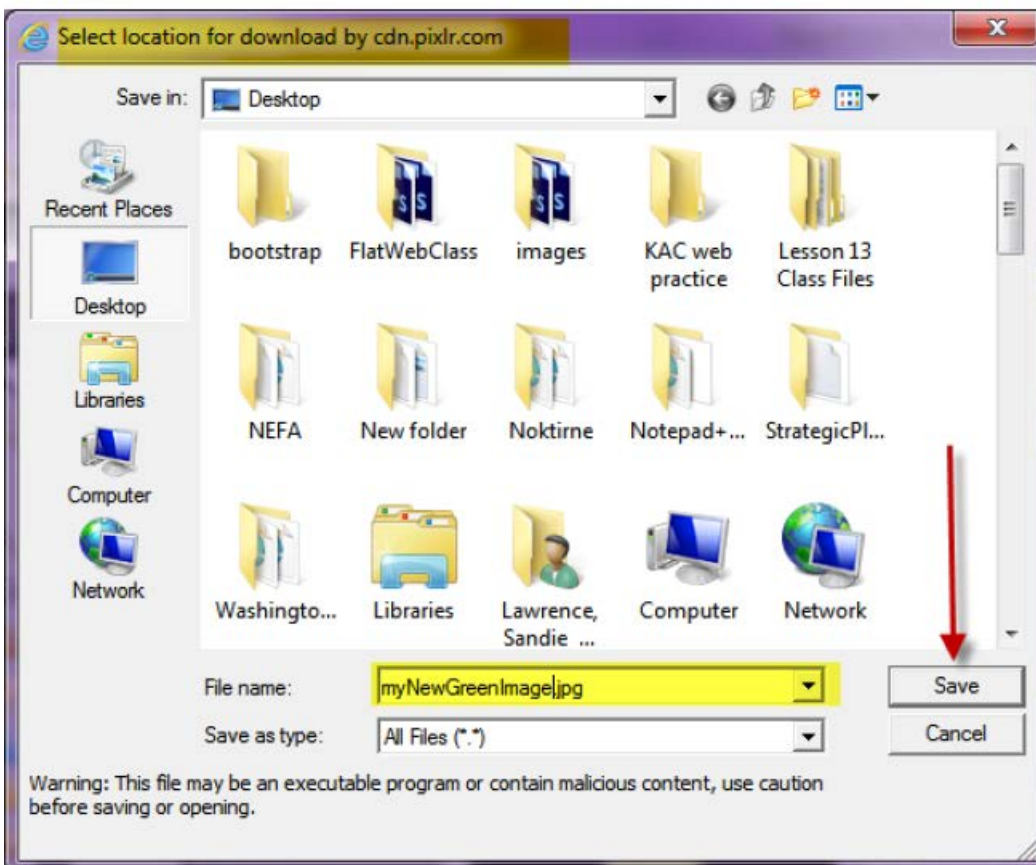
Your image should be centered in the middle of the Black canvas. Depending on whether the image is vertical or horizontal, you will see Black on either side of the image if it is a vertical image, or Black on the top and bottom if it is a horizontal image.

Once your image has been placed on the 1920 x 1920 black background, go to **FILE | Save**. The “Save Image” screen will open.



To adjust your DPI/PPI settings, use the slider next to “**Quality**” and change the number to **72**. Give your image a name in the “**Name:**” box and click **OK** to save.

The “Select location for download” window will appear. This will be the image that you will submit with your application. Remember where you saved the file so you can find it later.



Step-by-step without pictures

1. Go to <https://pixlr.com/editor/>
2. Click "**Open Image from computer**" and browse to where your copied images are located and select an image.
3. Once the image opens, select **EDIT | Image Size**. Change the largest dimension to **1920** pixels.
4. Click **FILE | New image** and change so that **Width** and **Height** are both **1920 pixels**.
5. Go to **EDIT | Select All**
6. Click the **Paint pail tool** on the tool bar then click anywhere on the new White image to turn it Black.
7. Click on your original image to bring it to the front of the screen.
8. Go to **EDIT | Select All** and then **EDIT | Copy**
9. Click the Black image to bring it to the front
10. Click **EDIT | Paste**
Your image should be centered on the new Black square (1920 x 1920,) that you created.
11. Go to **FILE | Save**, give your image a name, change the "**Quality**" to **72**, and save it on your computer. This is the image that you will upload to your KASOL application.