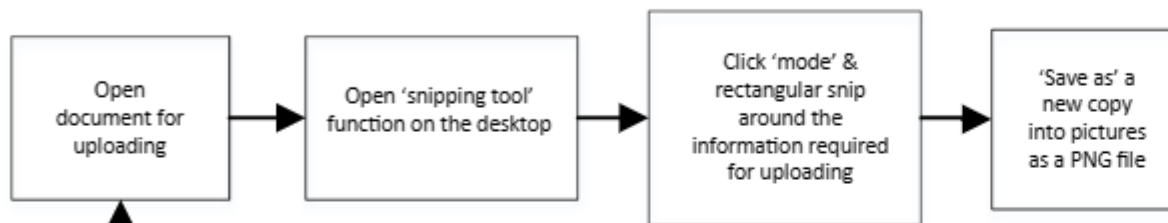


# Uploading a document into ICCA.

If the document for uploading is NOT a PNG file (ie JPEG/ PDF etc) please follow this work around;



If the file is too large it will not import to ICCA, therefore it will need to be resized as follows;

- |   |
|---|
| To resize the file,   |
| • right click over the open document,   |
| • click resize  |
| • Ensure file type is PNG (not JPEG/PDF/TIF/BMP)  |
| • Click percentage option   |
| • Reduce to 50%, this will generally shrink the file to a suitable size for importing to ICCA (<1024kb) |

