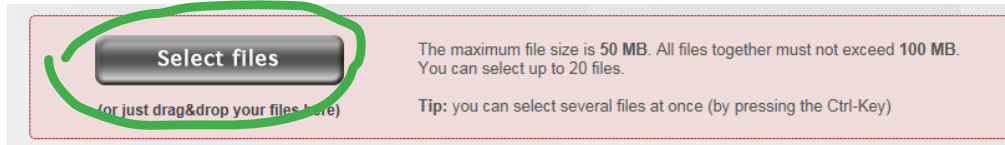


To add an image to the Activities Passport, it must be a 'PDF' file. If you do not have the software on your PC to convert an image file, it can be done really easily with an online utility. **(Doesn't require any installation)**

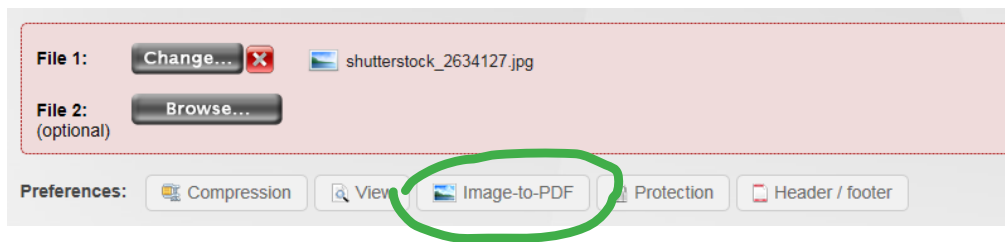
Visit: <https://online2pdf.com/convert-images-to-pdf>.

Note: Landscape images will fill the area the best, landscape photos will be proportionally scaled to the height.

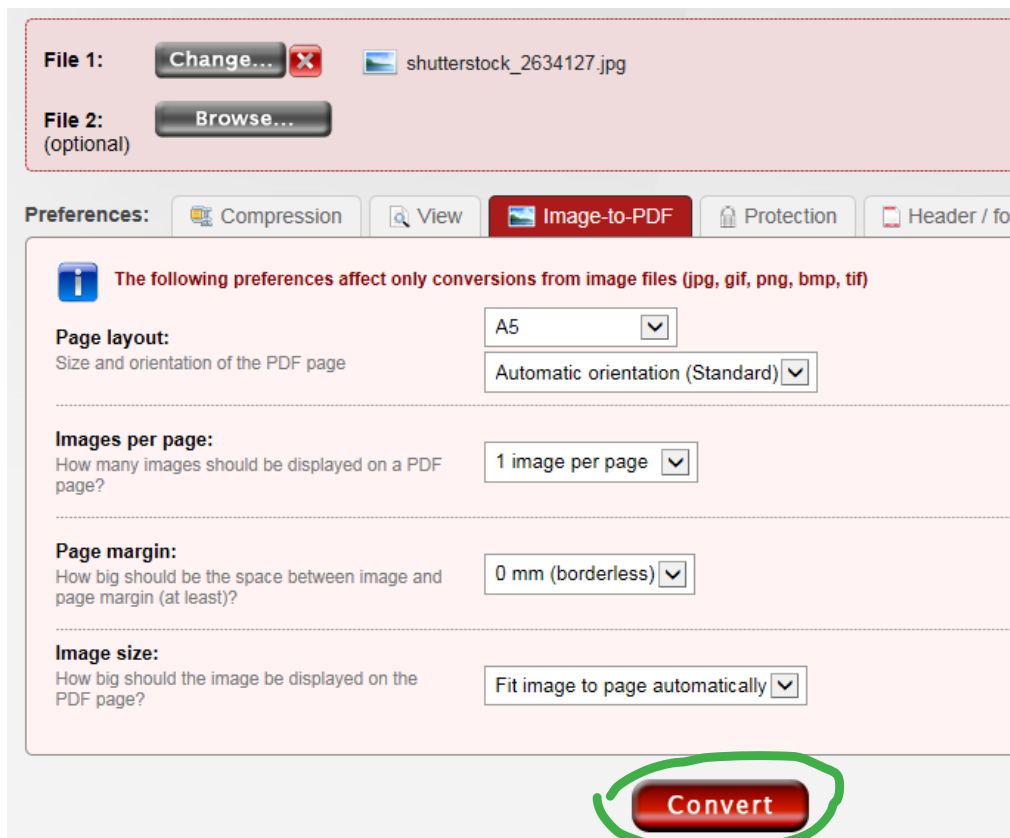
Step 1: Click 'Select files', and find the image you want to use.



Step 2: Once you have added your image - click on 'Image-to-PDF'



Step 3: Use the setting as shown in the screen shot below.



Step 4: Click 'Convert' you will see a progress screen and will get a prompt to 'save' your image (now as a .PDF file) back to your computer.

Step 5: Open your 'Activities Passport' and click the area 'Click to insert photo'. You need to locate the converted .pdf file (your image) and click OK to insert it.

(The option you get will vary depending on your operating system and version. Windows 7 shown.)

