

USING A LIBRARY COMPUTER TO RESIZE A DIGITAL PHOTO FOR THE DIVERSITY VISA LOTTERY AKA GREEN CARD LOTTERY

MS PAINT is currently available on Windows XP workstations. It can be used to manipulate photos from a digital camera to meet the 600 X 600 pixel requirement of the Lottery application process. Here are the required steps:

1. Zoom to Telephoto and take a picture of the patron's head and shoulders according to specifications described in the State Department website.
2. Connect the camera to the computer using the special USB wire supplied with the camera.
3. Save the image to a PICTURES directory on your C: drive.
4. Run MS PAINT and open the image. It will generally be a large JPEG overflowing the size of the screen.
5. Click "Image Resize". This may be called "Sketch/Skew" depending upon which version of MS PAINT you have.
6. Pick a percentage value for Horizontal and Vertical which will reduce the image to just over 600 X 600 pixels. Try 30% for a start. Both Horizontal and Vertical must be the same percentage or the image will distort.
7. Click "Image Attributes" to check how close you are to 600 X 600 pixels. Ensure "Units" is set to pixels. One of the dimensions (Width or Height) should be slightly larger than 600 pixels. The other dimension will be much larger. Click "Cancel" – do not change these pixel values.
8. Use a ruler to measure the shorter side; that is the side closest to 600 pixels.
9. Click the "Select" tool. It looks like this: 
10. Center a ruler on the longer dimension and inscribe a square around the patron's head and shoulders with the "Select" Tool.
11. Click "Edit, Cut".
12. Click "File, New" and "Don't Save" to open a blank Paint panel.
13. Click "Edit, Paste".
14. The image will appear with a white edge. Click the handle on the outer part of the white edge and drag it in toward the photo. Line the white edge up with the photo so that it mostly disappears.

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15. Click “Image Attributes”. Width and Height should be slightly larger than 600 X 600.
16. Ensure “Units” is set to pixels, change Width and Height to 600 and click OK.
17. Click File, Save As”. Append an “a” onto the original file name and save the resized photo.
18. Enter the Diversity Lottery website to validate the modified photo:

<http://www.dvlottery.state.gov/default.htm>
19. Click “Photo Validator”.
20. Browse for the resized photo and then click “Check Photo”. Once the resized photo validates you can proceed with the application.