Image Hints and Tips

Document Best Practice		
Getting It Right		
Getting It Wrong - Format and Image Quality Make sure that your image is in the right format (JPG, BMP, PNG or TIFF) and at least 300dpi.		
Getting It Wrong - Rotation Make sure that the image is properly aligned and has not been rotated.		
Getting It Wrong - Alignment Make sure the image is properly aligned without having been tilted or skewed.		
Getting It Wrong - Image Clarity Ensure that there is no glare or shaded areas on the image.		
Getting It Wrong - Cropped Area Make sure the image is tightly cropped with minimal background (likewise that the whole of the document image can been seen).		
Getting It Wrong - Image Capture Area Please ensure you only capture the neccessary part of the document.		
Getting it wrong - Obscuring The Image Make sure that the whole of the image is visible and has not been partly obscured in any way. This includes taking a copy of a thumb or finger over the document.		