

◎上傳相片檔注意事項

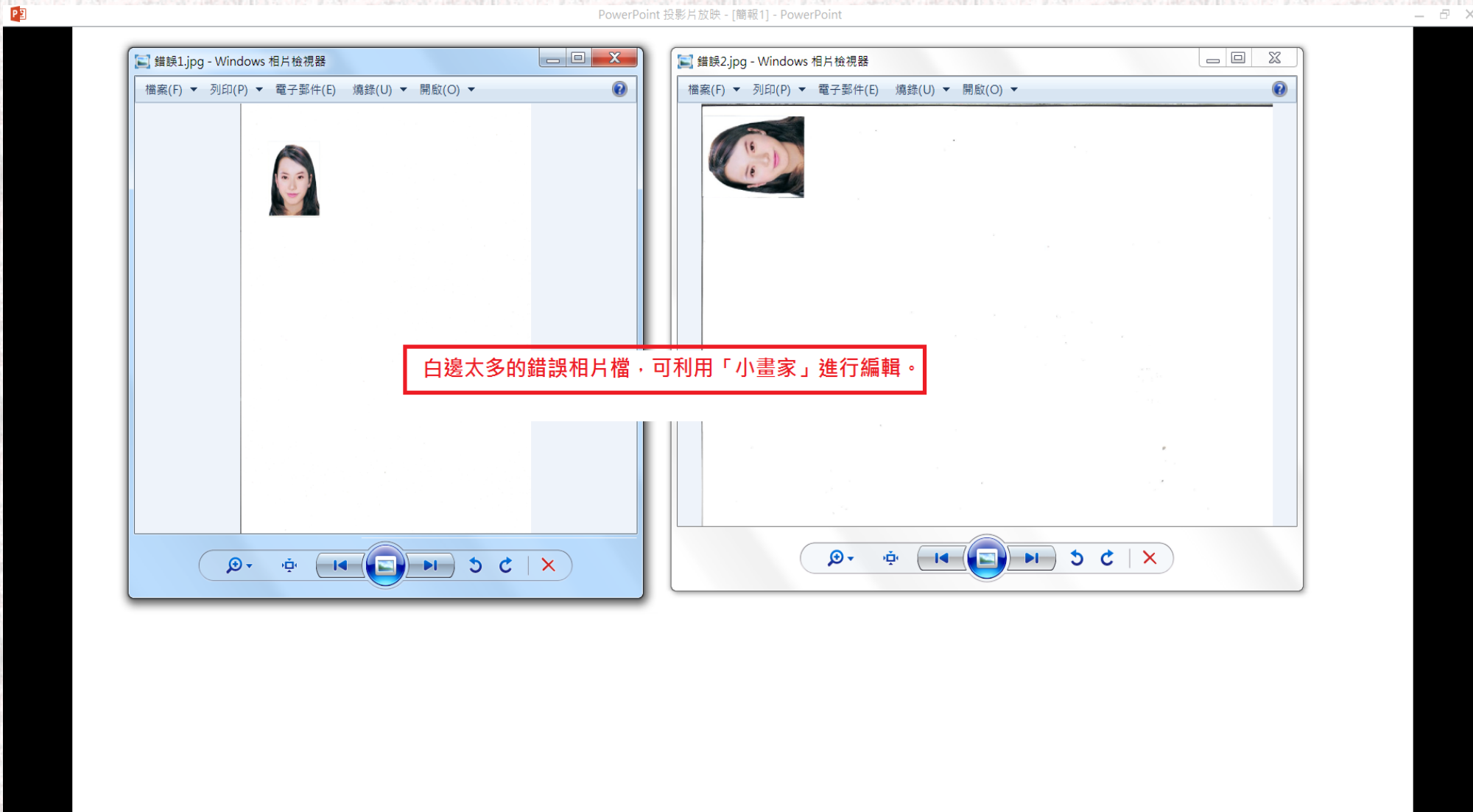
◎ Notes for Uploading a Photo File



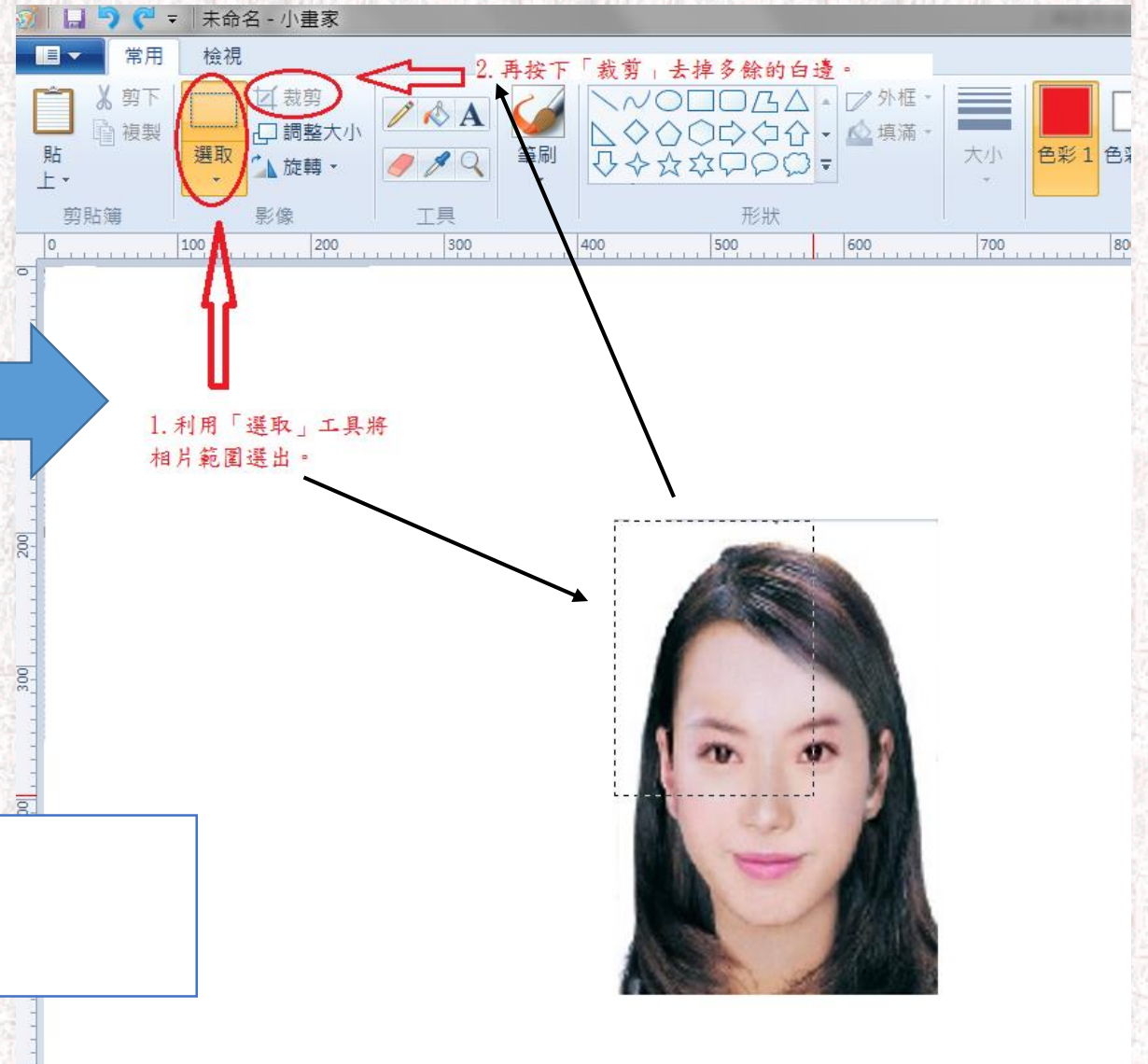
- 相片規格如左圖，以頭部及肩膀頂端近拍，使臉部佔據整張照片面積的70%至80%。
- The size of the photo is shown in the left picture. Take a headshot including the top of the head and shoulders, and the face should take up about 70% to 80% of the entire photo.
- 對焦須清晰、鮮明，高品質且無墨跡或摺痕。
- The focus should be clear to show a distinctive and high-quality photo. Avoid ink marks and folds.
- 眼睛應正視相機鏡頭拍攝，自然顯現出皮膚之色調，並應有合適之亮度及對比。
- Eyes should be looking straight at the camera when taking the photo. The skin color should look natural using appropriate brightness and contrast.
- 相片應為中性之色彩。
- The photo should consist of neutral colors.
- 相片以白色背景拍攝。
- The photo should be taken with a white background.

- 眼睛必須張開且清晰可見，不得被頭髮遮蓋，呈現清楚臉型輪廓，不得側向一邊或傾斜，且臉型兩側、兩耳輪廓及特殊痣、胎記、疤痕需清楚呈現，不得修改。
- Eyes should be open and clearly visible. The face should not be covered by hair in order to show the full face. Do not turn the head to one side nor be at any angle other than looking straight ahead. Both sides of the face, the shape of the ears, and any special mole, birthmark and scar should be clearly shown without artificial correction.
- 光源須均勻，不得有影子或閃光反射在臉部，且不得有紅眼。
- The photo should be taken with a uniform light source but no shadow and flash should be reflected on the face. Avoid the red eye effect.
- 相片檔案請提供正確的JPG檔，檔案大小限制至少4KB以上、512KB以下。請注意檔案若非JPG檔時，請轉存為JPG檔格式(利用小畫家的另存新檔功能，選擇JPG檔格式即可)，不可直接更改副檔名，否則系統無法正常運作將影響印製IC居留證時程。
- Please provide a correct jpg file with file size larger than 4KB but smaller than 512KB. Please convert the file into a jpg file automatically (use “save as” in Microsoft Paint and select jpg file as the option.) The filename extension should not be changed in order to keep the system operating normally without delay in the process of printing the IC Alien Resident Certificate.
- 為使IC居留證上的照片可呈現於正確位置，檔案長*寬之限制為531像素*413像素以上，DPI值不超過300dpi，常見錯誤照片範例與調整照片方法請參閱下一頁說明。
- In order to show the photo on the IC Alien Resident Certificate in the correct position, the file must be larger than 531*413 pixels in length and width with a limit of up to 300 dpi. Examples of common mistakes in photos and methods for photo editing can be seen on the next page.

◎送件常見之無法製卡相片檔

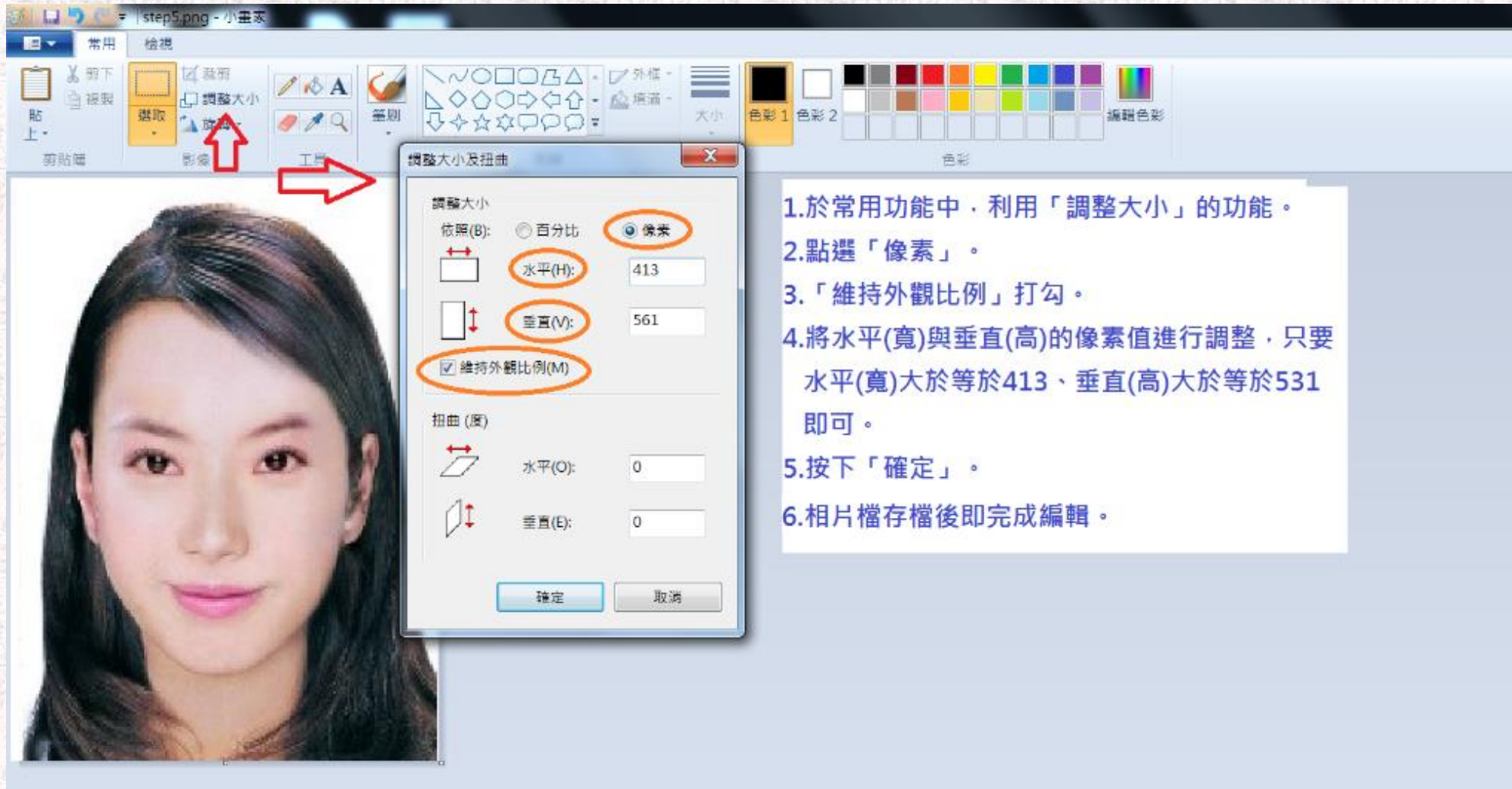


◎請利用「小畫家」編輯(步驟一)



1. 點選開起舊檔，將有問題的相片檔開啟。
2. 用「選取」工具將相片範圍選好。
3. 用「裁剪」功能，將相片多餘的白邊去除。

◎請利用「小畫家」編輯(步驟二)



調整大小及扭曲

調整大小
依照(B): 百分比 像素

水平(H): 413

垂直(V): 561

維持外觀比例(M)

扭曲(度)
水平(O): 0

垂直(E): 0

確定 取消

- 1.於常用功能中，利用「調整大小」的功能。
- 2.點選「像素」。
- 3.「維持外觀比例」打勾。
- 4.將水平(寬)與垂直(高)的像素值進行調整，只要水平(寬)大於等於413、垂直(高)大於等於531即可。
- 5.按下「確定」。
- 6.相片檔存檔後即完成編輯。

◎請利用「小畫家」編輯(步驟三)

1.最後請另存新檔，確定存檔類型選擇「JPG圖片」。

2.按下「存檔」確定完成。