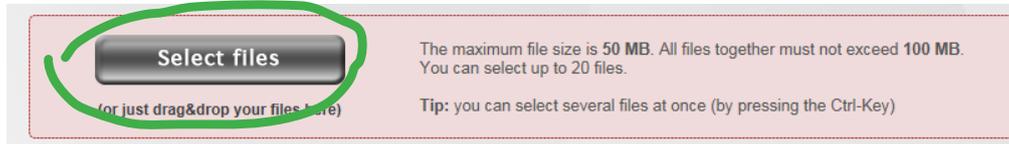To add an image to the Activities Passport, it must be a 'PDF' file. If you do not have the software on your PC to convert an image file, it can be done really easily with an online utility. **(Doesn't require any installation)**
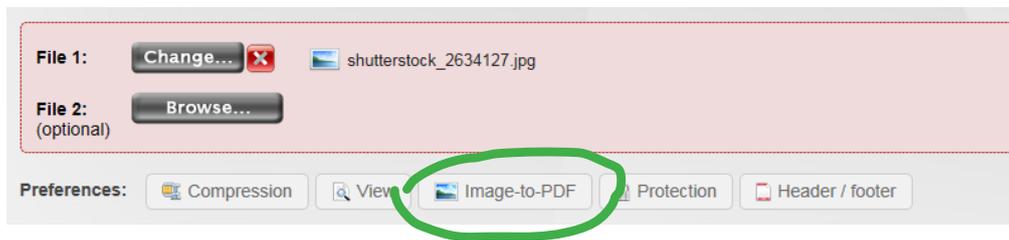
Visit: **https://online2pdf.com/convert-images-to-pdf.**

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.)