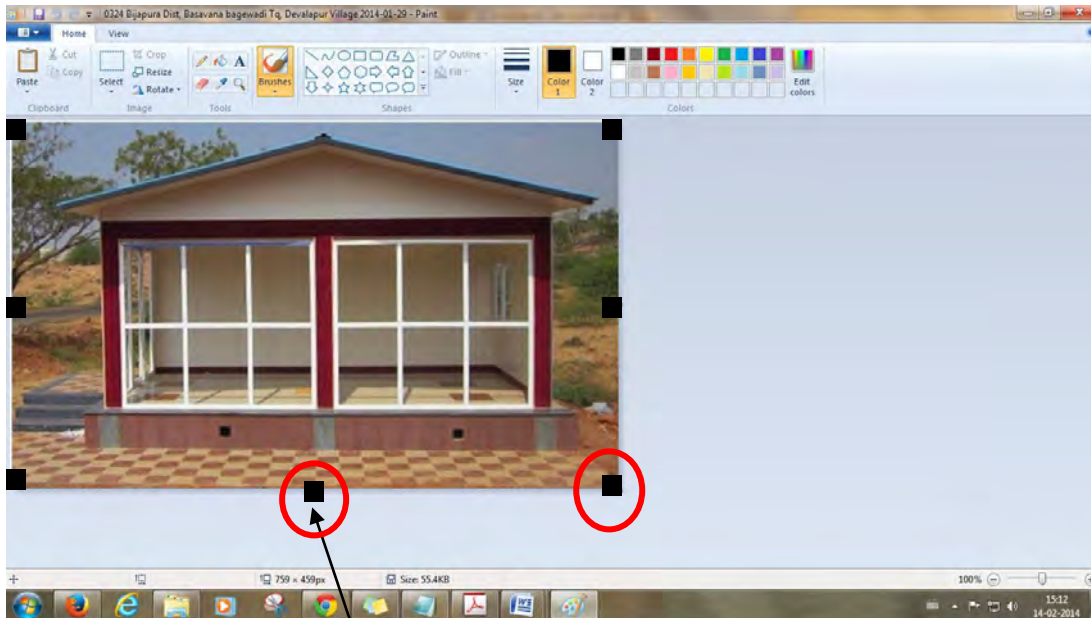# How to give title to image or Photo in MS Paint Software

Please Note: Reduce the file size to around 75kb before giving title to image or photo. Guidelines on how to reduce image size kindly go www.kridl.gov.in->downloads link
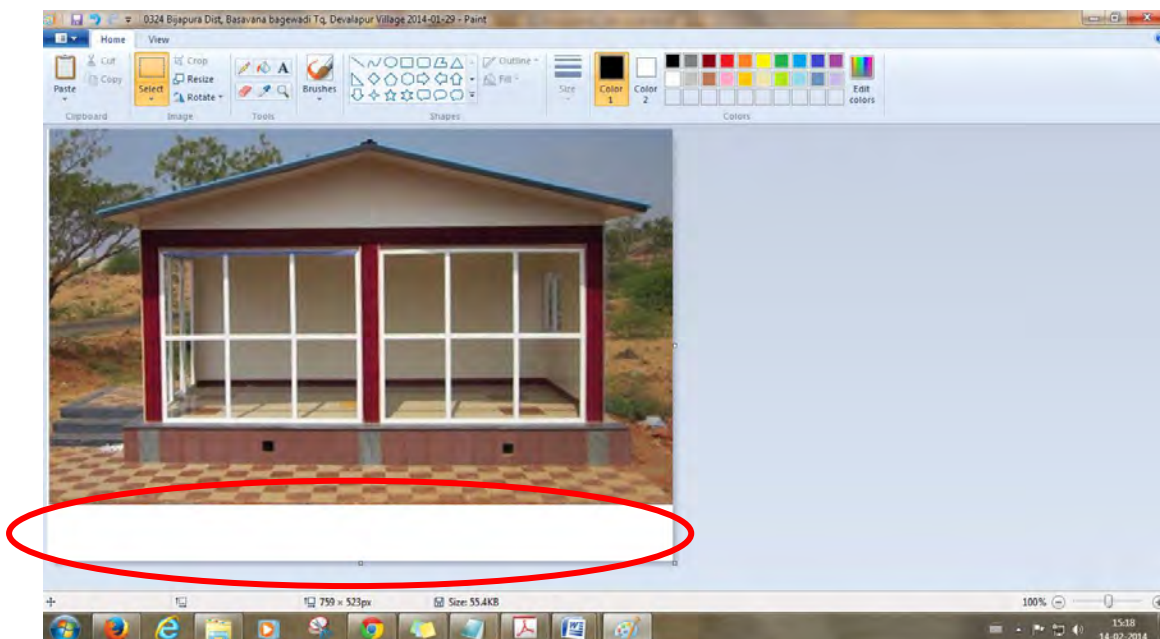
Start --- > All Programs ---> Accessories --- > Paint

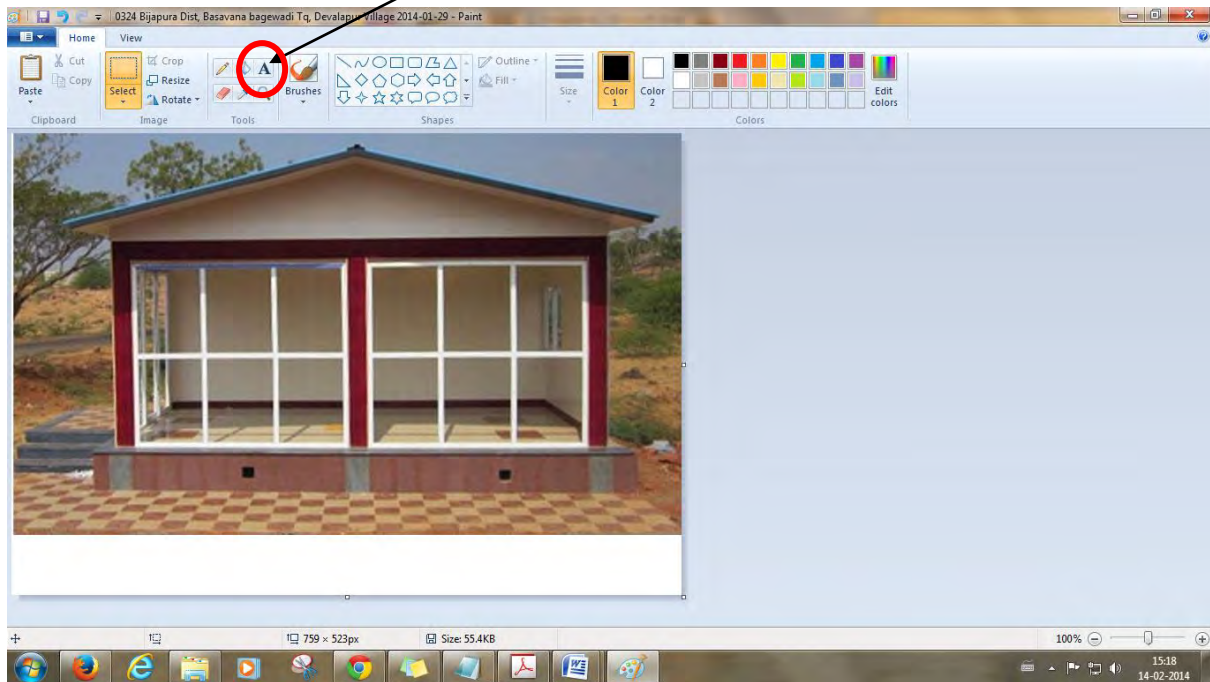File -- > open -- > SELECT images or photo from computer

Drag the cursor to write the title below (Note: before dragging cursor will look like ↕)

After dragging the cursor screen will appear as shown below with **blank white space to type title**.
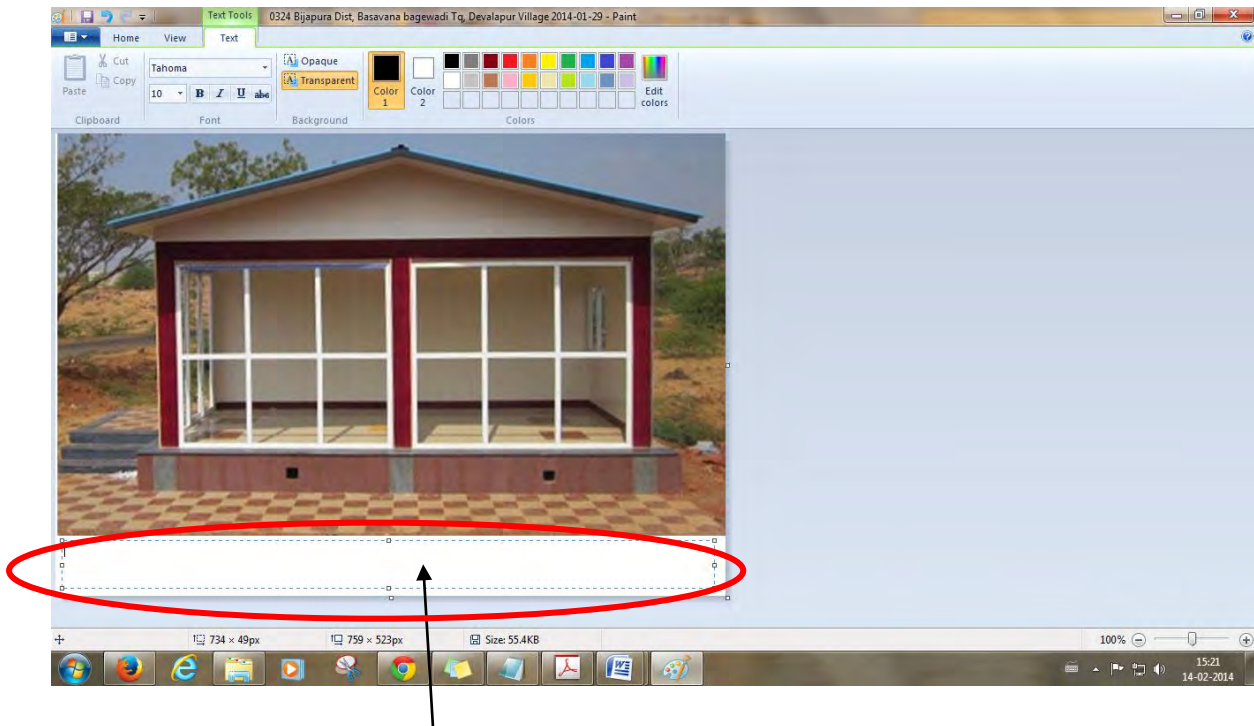
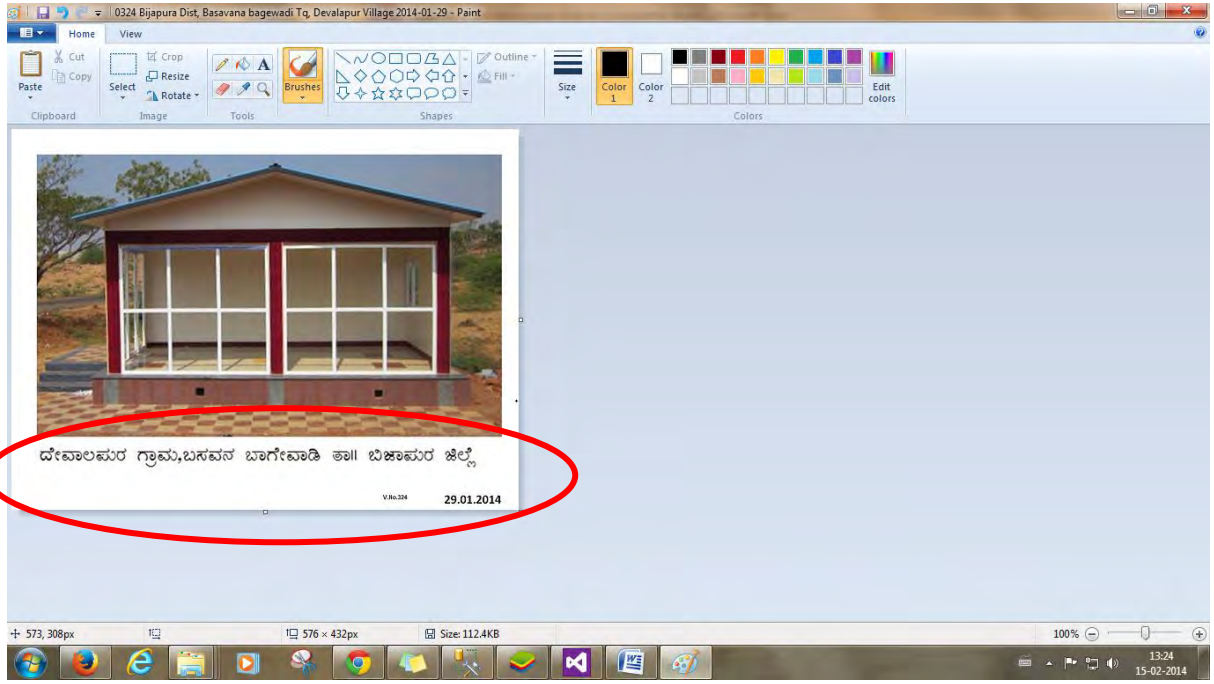**In order to type title, select A icon and place it on the white blank space below.**

Select "A" from toolbox and place it below image

After Selecting "A" and drag it below image and screen will appear as shown below

Write title here as Village Name, Taluk Name,Dist Name and also mention Sl No In RO List and date

> ➢ Finally **SAVE** the image