**UPUTA ZA POPUNJAVANJE OBRASCA ZA IZRADU STUDENTSKE ISKAZNICE**

Obrazac treba ispuniti izričito sa programom Microsoft Word tako da se popune polja na način:

* Kliknete na polje iza **Ime i prezime** i upišete podatke
* Kliknete na polje iza **OIB** i upišete podatak
* Kliknete na sličicu za učitavanje fotografije i učitate sliku (fotografija kao za osobnu iskaznicu) sa računala
* Kliknete na sličicu za učitavanje potpisa i učitate sliku potpisa sa računala

*Napomena:*
Način na koji možete prebaciti sliku i potpis na svoje računalo je da ih skenirate nekim skenerom ili slikate mobitelom i pošaljete e-mailom na svoje računalo. Sliku potpisa morate obrezati (crop) na samu veličinu potpisa u programu za fotografije na mobitelu ili računalu.

**VAŽNO!**

Dokument sa slikom i potpisom spremite pod nazivom ime.prezime.docx (naravno, vaše ime i prezime) i pošaljite na adresu [xica@ffst.hr](file:///C%3A%5CUsers%5CDarko%5CAppData%5CLocal%5CTemp%5Cxica%40ffst.hr)

**THE INSTRUCTIONS FOR FILLING IN THE STUDENT X-CARD FORM**

The form should be filled in specifically with the Microsoft Word program by filling in the fields as follows:

- Click on the field after **Ime i prezime (Name and Surname)** and enter the information

- Click on the field after **OIB** and enter the information

- Click on the thumbnail to upload a photo and upload the photo (a photo for an ID card) from your computer

- Click on the thumbnail to upload the signature and upload the image of the signature from your computer

*Note!*

The way you can transfer the photo and signature to your computer is to scan them with a scanner or take a picture with your mobile phone and send it to your computer by e-mail. You must crop the image of the signature to the size of the signature itself in a photo program on a mobile phone or computer. For your signature, use a clean white paper and a black felt-tip.

**IMPORTANT!**

Document with your photo and signature save under the name **name.surname.docx** (your name and surname, of course) and send it to the email address: **xica@ffst.hr**