



Using the migration agent graphic

Downloading the graphic

To access the graphic, you must first login to the Office of the MARA website using your agent details. Your username is your MARN and the password is what you had supplied at the time of registration. If you need assistance, please contact the Office of the MARA.

Visit the 'Agent Information' section of the website and click on 'Resources' in the left side menu. Clicking on the link 'Migration Agents Graphic' will lead you to the graphic download page.

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Resources
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Representation

Style guide

The graphic is the copyright of the Office of the MARA. It is not mandatory to use this graphic but if you choose to, you must abide by the following guidelines:

- You cannot alter any parts of the graphic other than to insert your MARN;
- You cannot alter the colour of the graphic. The only exception is if it is presented in black & white in photocopied documents. 'Charcoal' press colours are C:0 M:0 Y:0 K:74, 'Sand' are C:0 M:0 Y:38 K:15 with the brown text being C:0 M:34 Y:75 K:89;
- When resizing the graphic, it must not be smaller than 30mm (width) x 25mm (height); and
- When using the graphic on your website, the graphic should be linked to the Office of the MARA website.

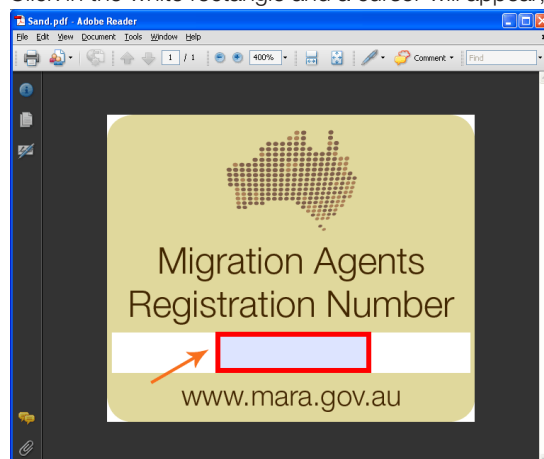
Inserting your MARN

To personalise your graphic with your MARN, you will need software that will allow you to view PDF files. Free software is available from the Adobe website at:

<http://get.adobe.com/reader/>

To insert your MARN:

- After downloading the migration agents graphic to a folder of your choice on your computer, open the PDF file;
- Click in the white rectangle and a cursor will appear;



3. Type in your MARN;
4. Go to 'File' in the top menu and choose 'Save a Copy...' or 'Save As...';
5. You may choose to save your personalised graphic in a different format by selecting an alternative format (software dependent), such as JPEG, before you click 'Save'. By default, it will save as a PDF file; and
6. Select a location and save your MARN onto your hard drive. Your personalised MARN is now ready for use in its PDF format.

Saving your personalised graphic into a different format

If you are using Adobe Reader to personalise your migration agents graphic, you may need to take extra steps to save your graphic into a different file format.

While there are different methods to personalise your migration agents graphic, this following step by step guide introduces one way to customise and save your graphic into other file formats without downloading additional software to Microsoft Windows XP, Vista or 7.

This step by step guide is based on the use of:

- Adobe Reader; and
- Microsoft Window's image editing software - 'Paint'

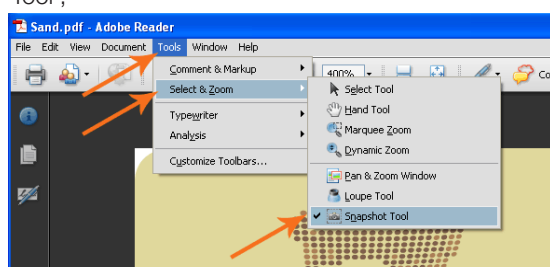
For more information on Microsoft Paint and how to locate the program on your computer, see:

<http://windows.microsoft.com/en-US/windows-vista/Using-Paint> or
<http://windows.microsoft.com/en-US/windows7/Using-Paint>

Saving into a different format

Following the previous steps to insert your MARN and saving the changes to a folder of your choice on your computer:

1. Reopen the PDF file in Adobe Reader. Select the menu item 'Tools' > 'Select & Zoom' > 'Snapshot Tool';



2. You will notice the mouse cursor change from an arrow to a crosshair when you hover over the graphic. Avoid the link www.mara.gov.au and the box where you entered your MARN;
3. Left mouse click once on the graphic and it should select the entire graphic. You should see the below message. Click 'OK' and close Adobe Reader.



4. Your personalised graphic has now been temporarily copied to the Windows clipboard.
5. Open Microsoft Paint and select 'Edit' -> 'Paste' from the menu item. Select 'Save As...' from the menu and it will allow you to select the different file formats available - such as jpeg, gif and bitmap, back to your selected folder. For additional instructions, see:

<http://windows.microsoft.com/en-US/windows7/Change-a-pictures-file-type-file-format-using-Paint>

For other options to convert your personalised migration agents graphic, please contact your IT specialist.

Contact the Office of the MARA

For more information about the migration agents graphic, contact the Office of the MARA in any of the following ways:

- Website: www.mara.gov.au
- Email: agent.queries@mara.gov.au
- Agents hotline: 1300 66 00 26 or +61 2 9078 3551
- Fax: +61 2 9078 3591
- Street address: Level 8, 22 Market Street Sydney
- Postal address: PO Box Q1551 QVB NSW 1230