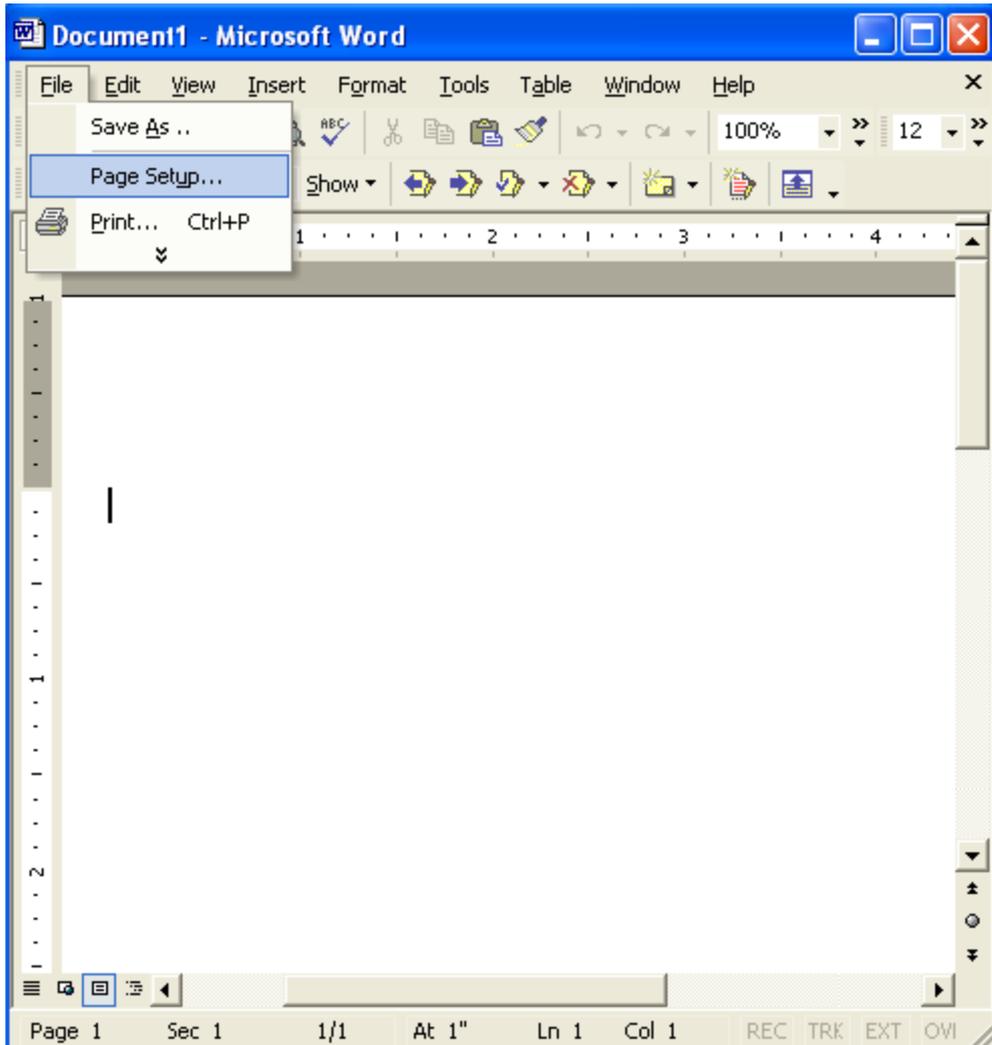
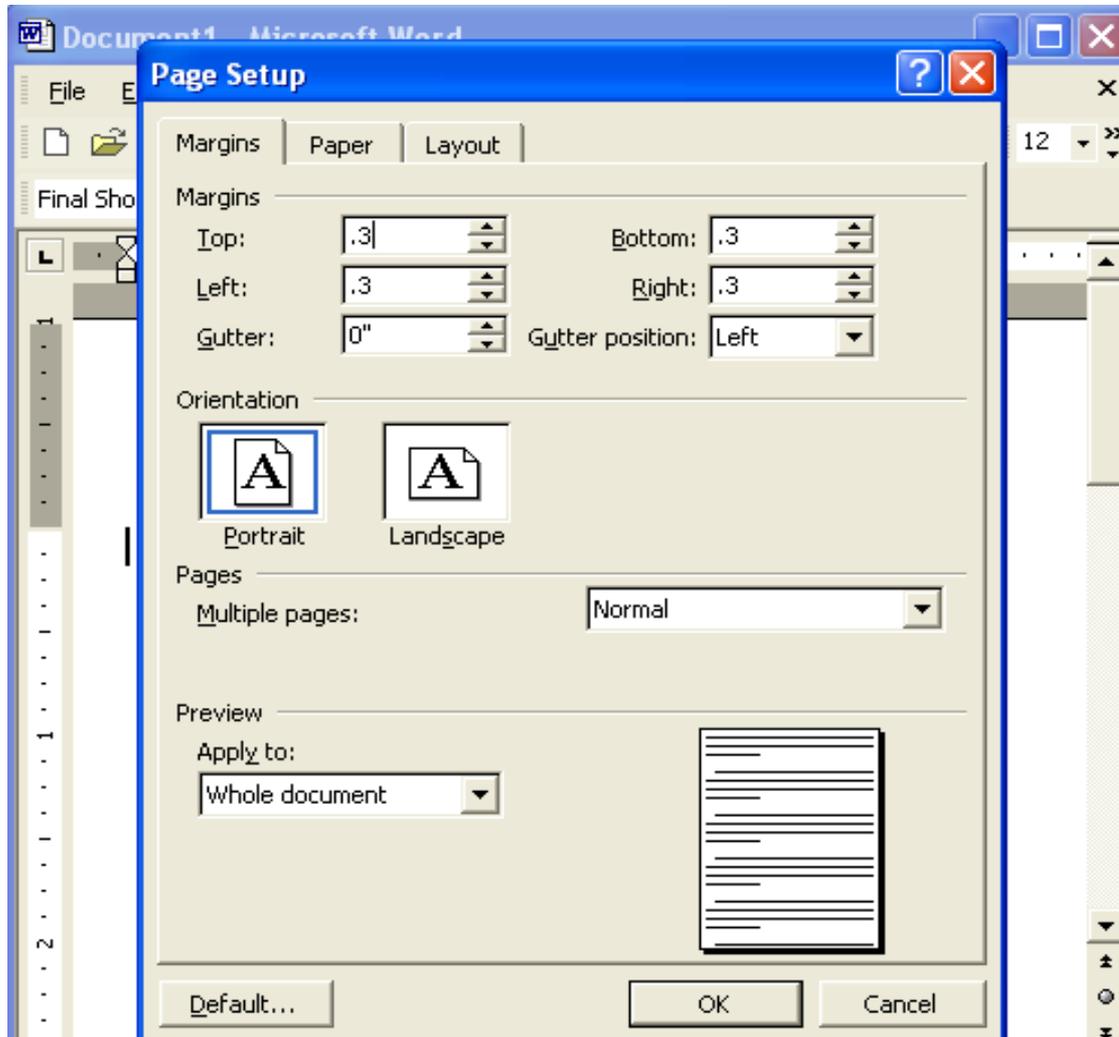


# FIRST STEP

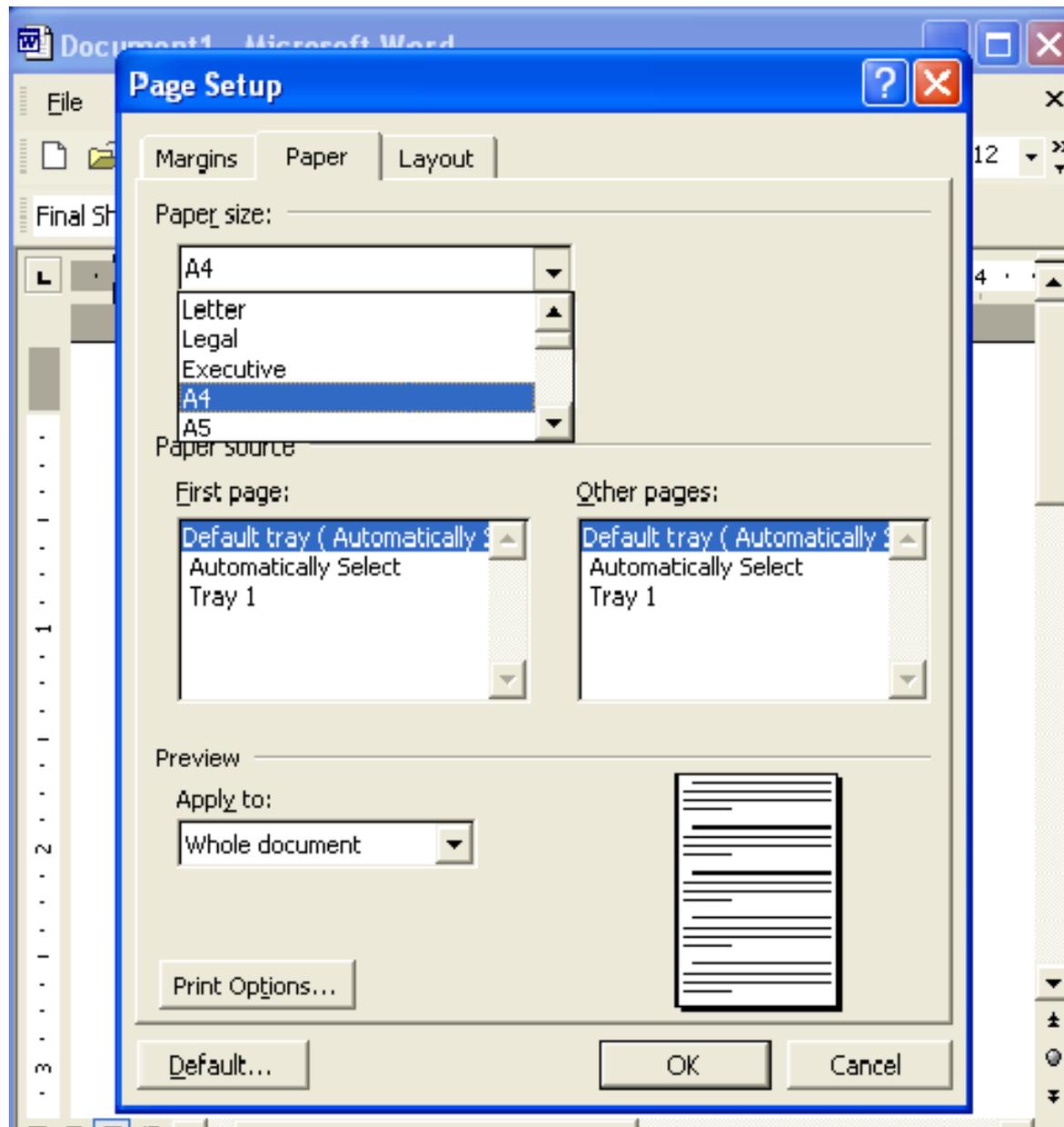


**First Go to File  
Menu and select  
Page set up  
option.**

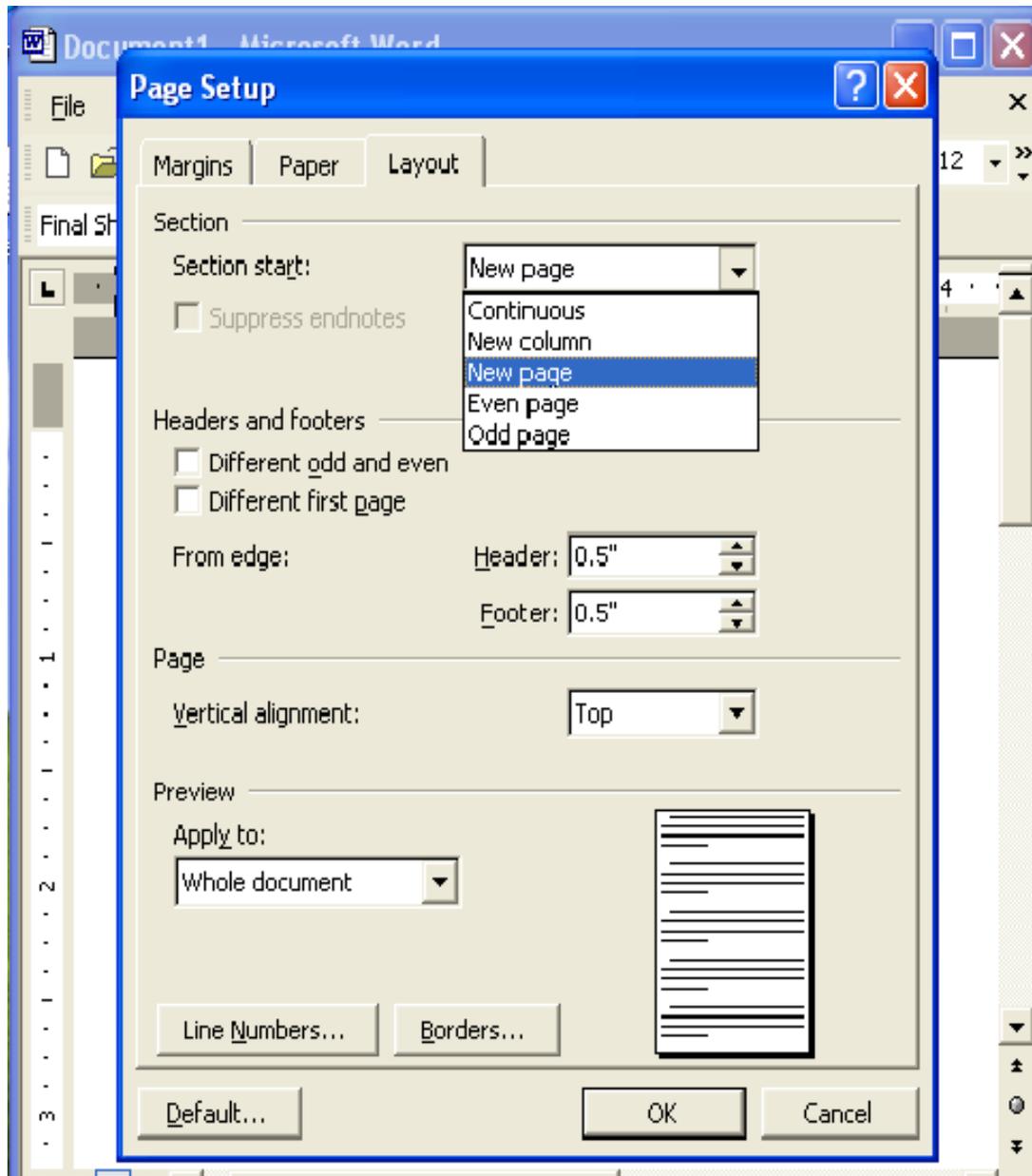
# SECOND STEP



In Page Setup Go to Margins option make Top, Bottom, Left, Right columns as 0.3 inches.

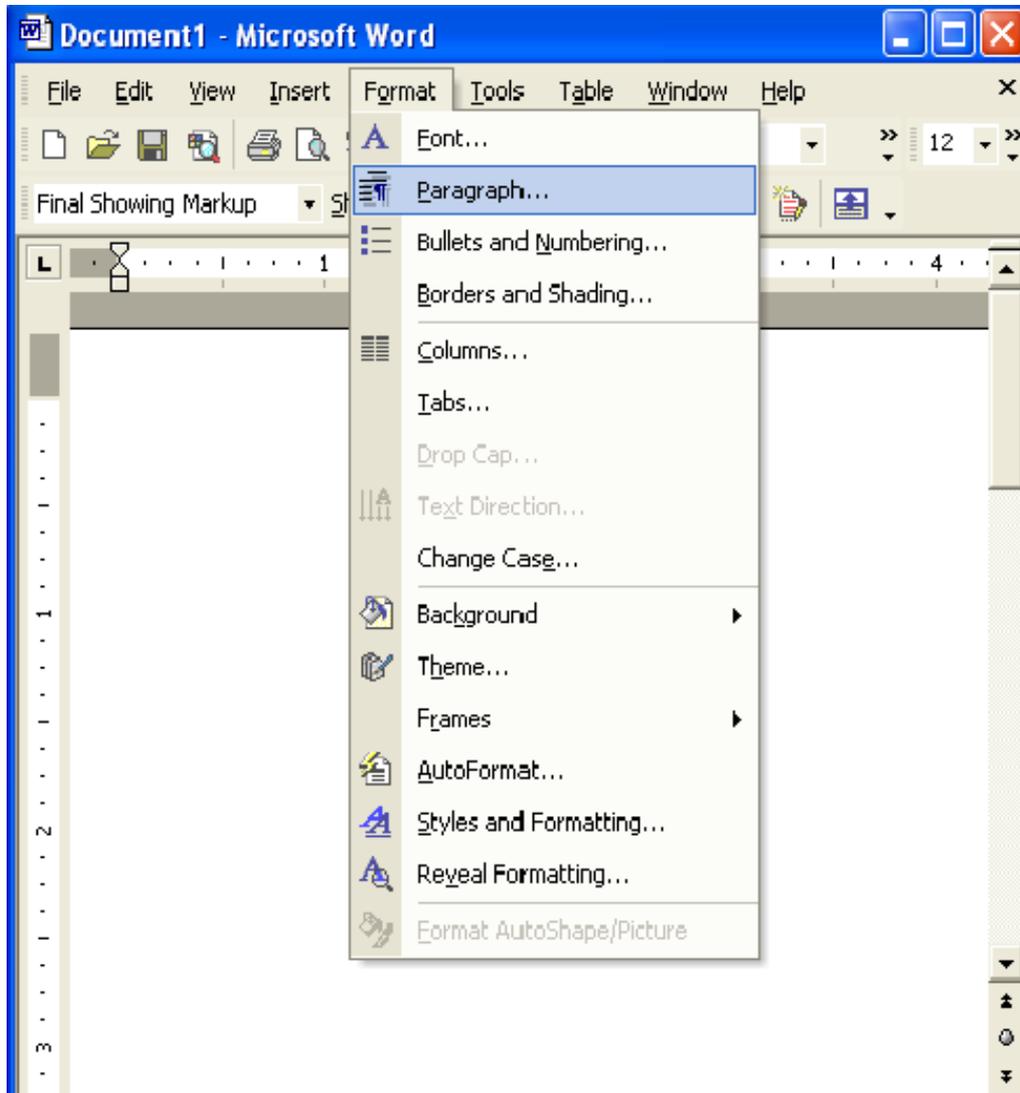


**In Paper Column  
make Paper Size as  
A4.**

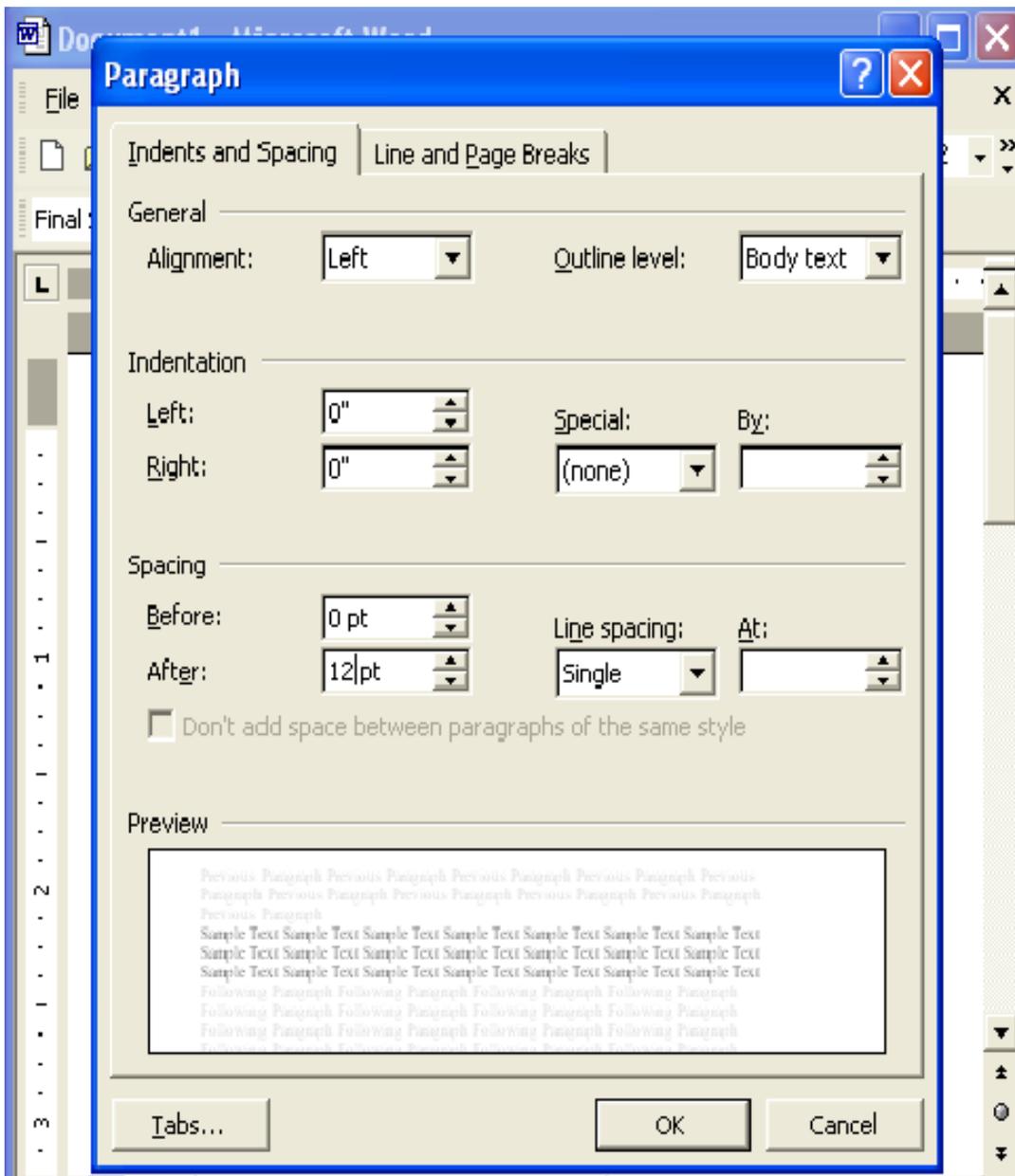


**In Layout Column,  
make in Section start  
as New page. And  
then Click Ok.**

# THIRD STEP

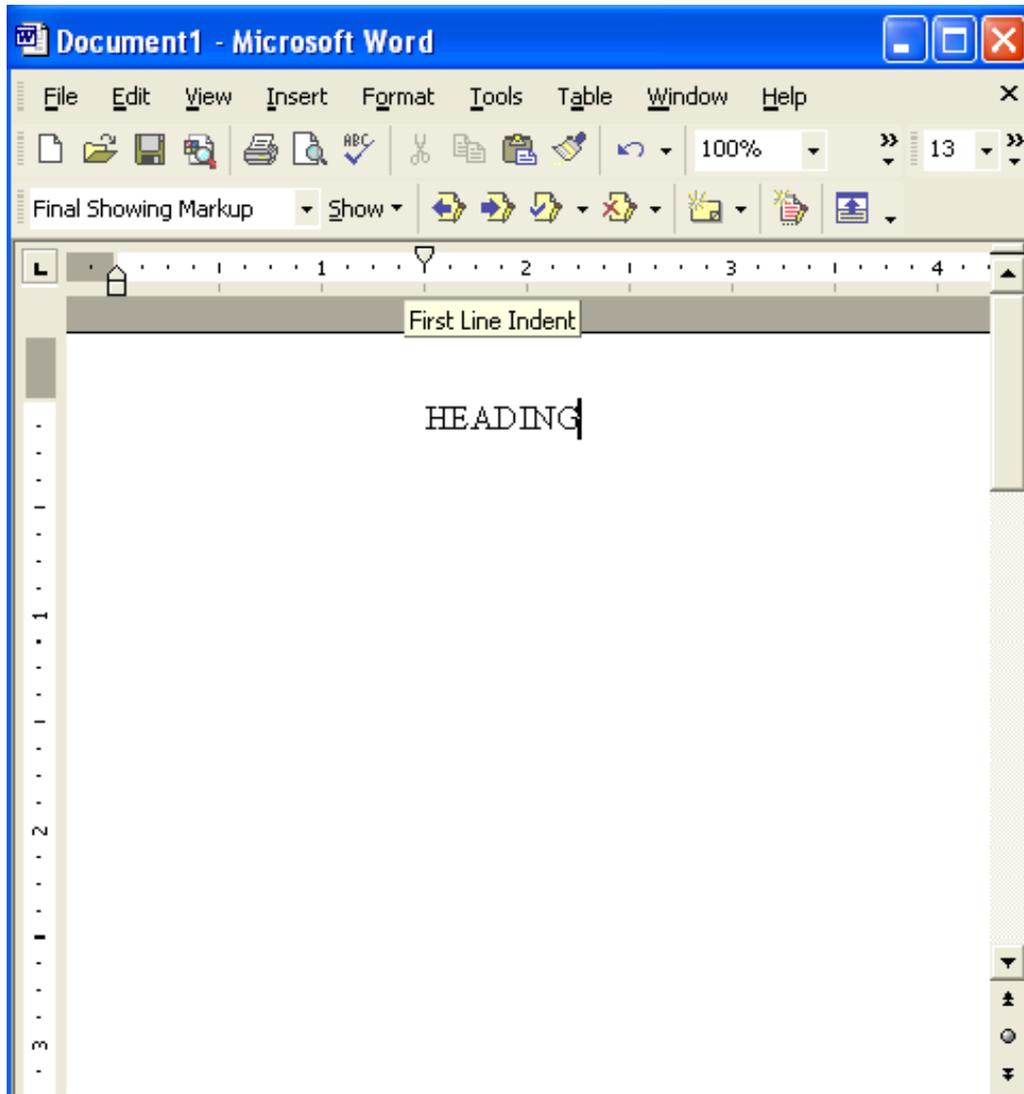


**Go to Format Menu  
and select the  
Paragraph option.**



**In Indents and Spacing Column, Under the spacing column make Before Column as 0 pt and After Column as 12pt. Line Spacing should be Single And click Ok.**

# FOURTH STEP



• To type the Heading center drag First Line Indent to center according to the Image file.

• Page Zoom should be 100%.

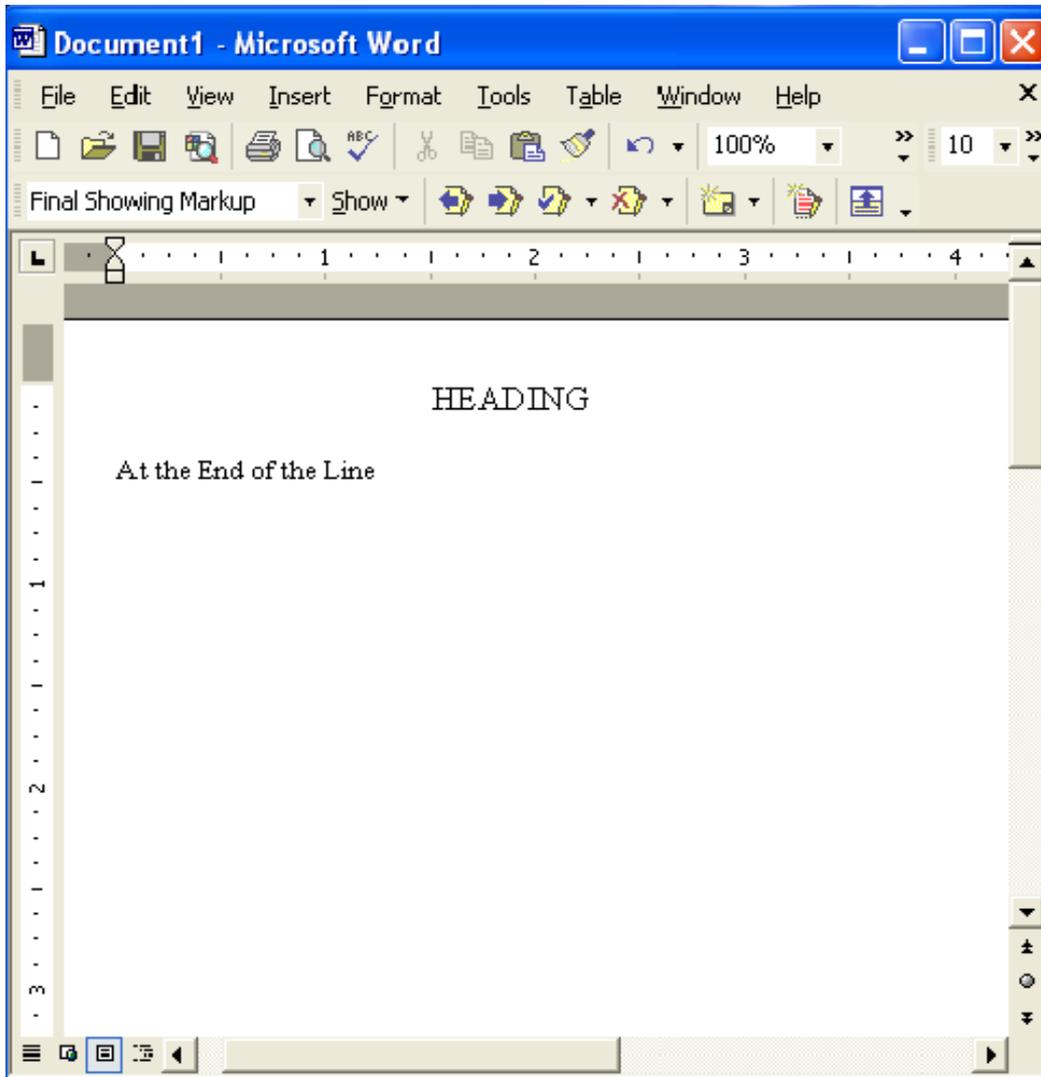
• Heading Font Size should be 13

• Font Color should be Black.

• Font Style should be Times New Roman.

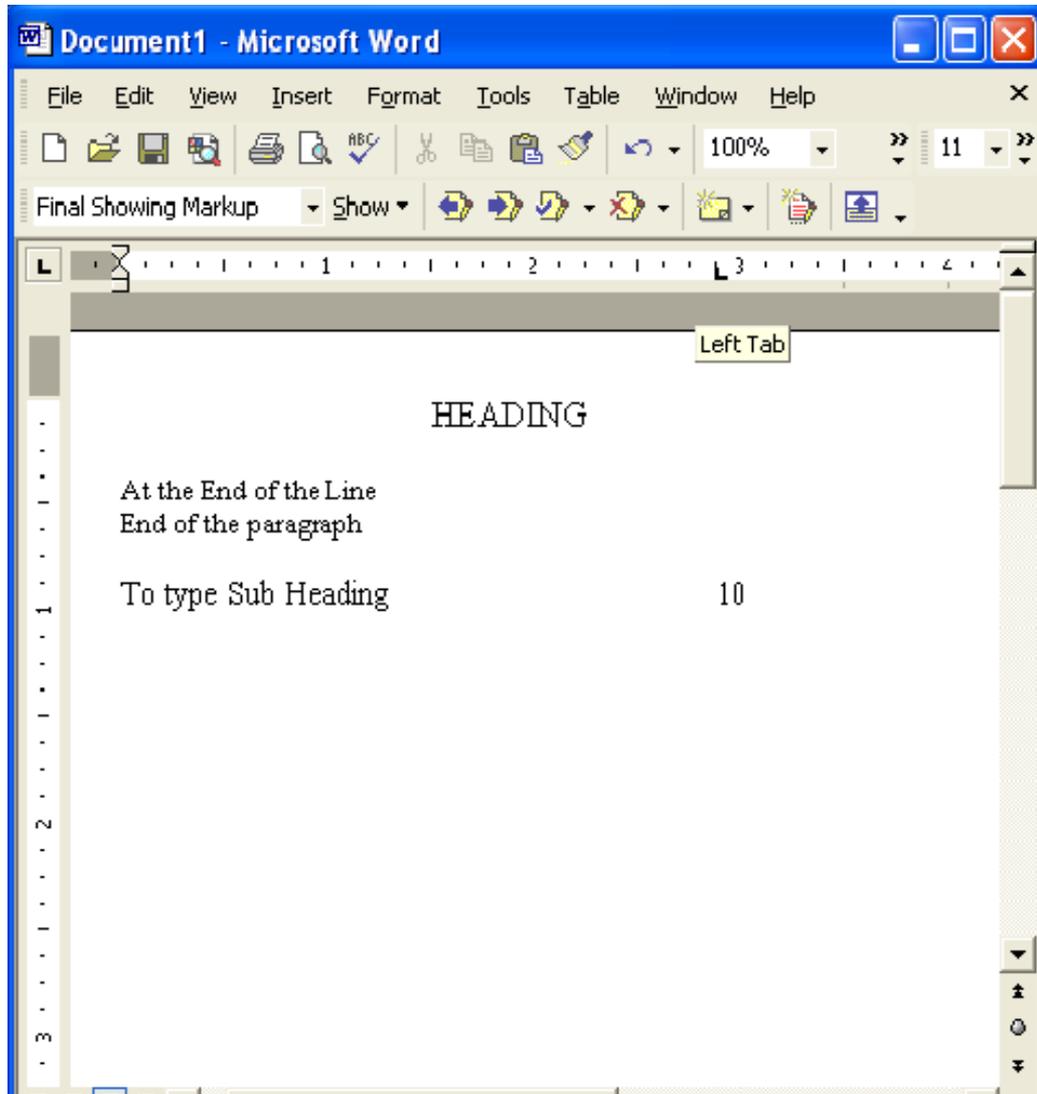
• End of heading give Enter.

# FIFTH STEP



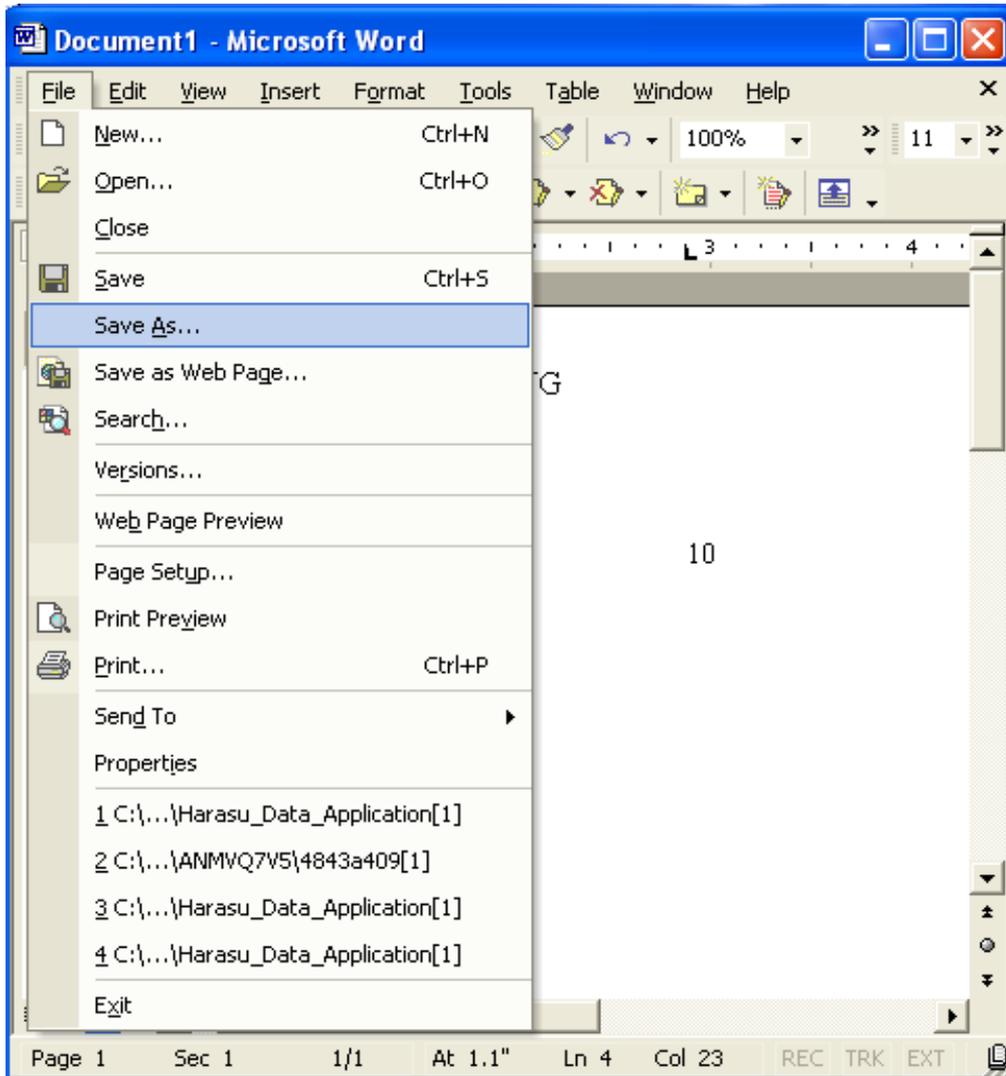
- **Body of the Text, Font size should be 10.**
- **Each line has to begin with same word and has to end with same word as in the image file.**
- **At the end of the each line give Shift+Enter.**
- **At the end of the paragraph or body text give Enter.**

# SIXTH STEP

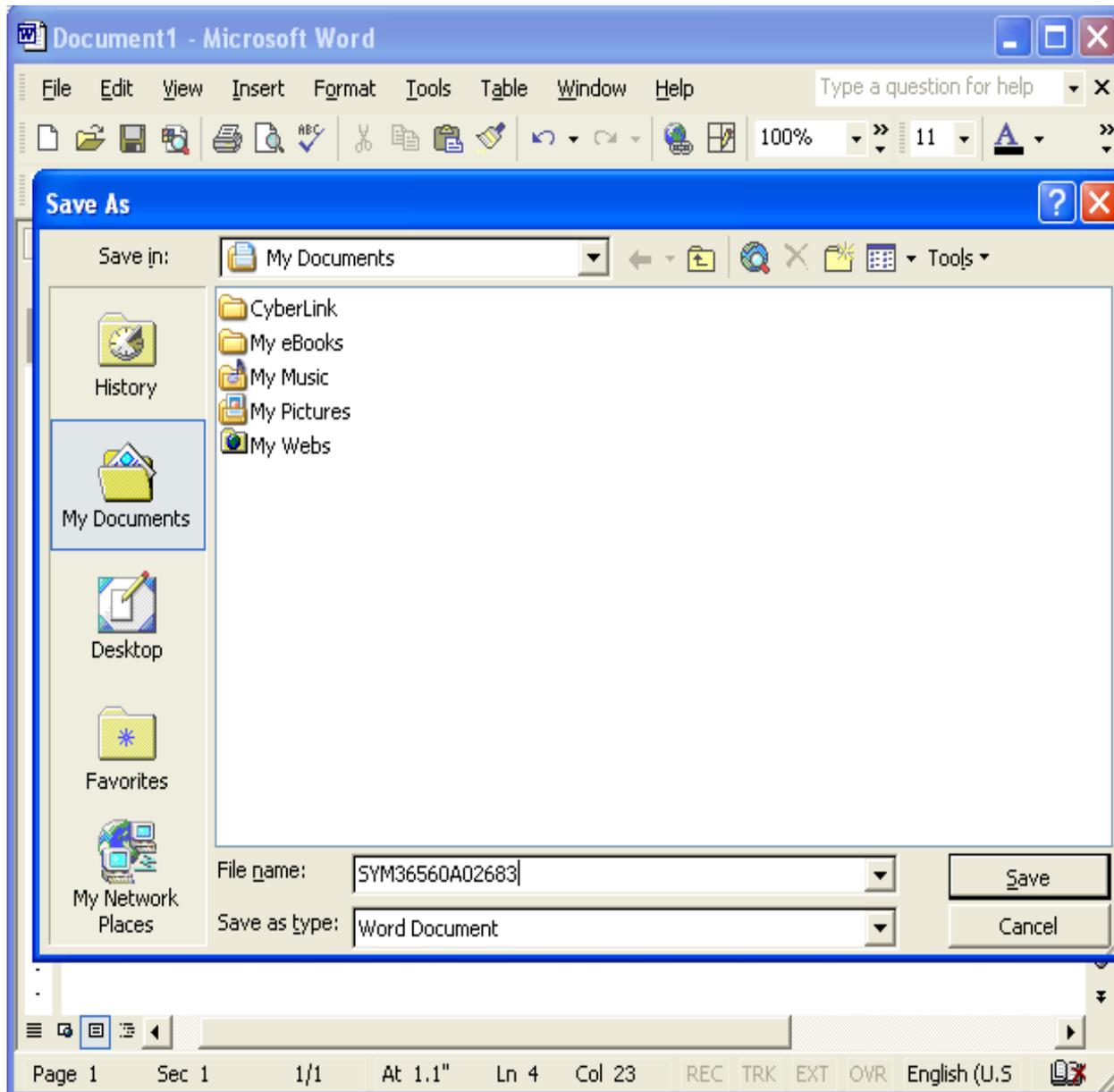


- **Sub Heading or Footer line font size should be 11.**
- **Sub heading- type PAGE use one tab then type the number and make sure the curser is before the Number and click on 4.3 on the ruler scale.**

# SEVENTH STEP



To Save the file, Go to File Menu and select Save As option. The Save As Dialog Box will appear.



**Give Word File Name as same corresponding Image File Name and Click Save Button.**

# NINTH STEP



**Right Click on the Folder. Select Send To menu and select Compressed (zipped) Folder option. Files will get Zipped and attach the Zip Folder in a mail. And Mention the Account ID in Subject Column and send the files.**

THANK YOU

ALL THE BEST

