FIRST STEP

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

SECOND STEP

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

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In Paper Column make Paper Size as A4.

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:	New page Even page Odd page Different odd and even Different first page						
-	From edge: Header: 0.5"						
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-	Preview						
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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.

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	Indents and Spacing Line and Page Breaks						
Final :	General Alignment: Left 💌 Outline level: Body text 💌	• •					
-	Indentation Left: 0" - Special: By: Right: 0" - (none)						
.	Spacing D pt Line spacing; At; After: 12 pt Single Image: Single Image: Single Don't add space between paragraphs of the same style Image: Single Image: Single Image: Single						
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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

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•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

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• 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.

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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.

THAN A COU ALL BEST

