

Accepts the SPECIFICATIONS FOR IMAGE TO HTML Tagging

Parameters for slot complete rejection (100%):-

1. File name given is wrong, title mistake, page no mistake. **(Including the zip folder name)**
2. Incomplete file.
3. Type only in notepad file
4. Only **HTML** files should be present in the zip file,
5. Total number of image files and notepad files are different.
6. Extra temporary files found or file not zipped.
6. Font size not in round figure.
7. Other page data found.
8. The files should be in **notepad** only, apart from that if any other format except notepad format; the whole slot will be rejected.
9. The file should be zipped by using only **WINZIP** software.
10. Each job work should be sent as a separate attachment and in separate e-mail

Accepts that Instructions for IMAGE to HTML Conversion (Typing)

1. New page data of IMAGE file should start from new HTML Documents.
2. File name should be given as it is given to the image file.
3. Use tables instead of Column.
4. Type the text as it appears in the **IMAGE** file.
5. Flow Chart, images, graphs should be ignored.
6. If word cuts in IMAGE file then the same should be done in **text** file.
7. Justification is not required even if it is done in the **IMAGE** file.
8. Extra **enters** and different **enter size** would be considered as error.

Accepts that Instructions to follow while TYPING.

1. Every line should match with the corresponding line in the IMAGE; hence the pages shall automatically match with the IMAGE file pages.
2. Font will be **Times new roman** font size of **10** for the body text.
3. If the word cuts in the IMAGE file then the same should be done in text file. If a line ends in IMAGE file then the same should be done in text file.
4. The files should be saved in and it should be attached to the e-mail and should be send it within / on the prescribed date with in **12:00 PM**. After **12:00 PM** the files will not be **accepted**. Send all the completed job works to the specified email within the deadline.