EVASPIRE DATA SOLUTIONS

GENERALINSTRUCTIONS

COMPANYNOT RESPONSIBLE FORLOSSOFDATA IN ANYCASEBEFORESUBMITION(E.GTIMINGLATE,HARDDISK CRASH,ELECTRICITY PROBLEM, IN COMMPLETEWORK ANYOTHERPROBLEMETC.

DOUBTSCLEARONLYBYPHONE(09:00A.M.TO02:00P.M.)

1   TechnicalDetails

Thissectionexplainsthetechnicaldetailstoconfigurethefollowing:

- PageLayout
- FontStyles
- ParagraphIndentationandAlignment
- ImageTreatment
- TableTreatment
- BulletsTreatment
- Equations/FormulaeTreatment
- HeaderandFooterTreatment

PageLayout

ThePageLayoutsettingsaretobedoneusingthe**PageSetup**optioninMS-Word.

Tospecifythepagesize:
PaperSizeSettings:

PaperSize

:A4(210x297mm)

Width   **:**8.27"

Height

:11.69"

Orientation   **:**Portrait

Tospecifythemargins:

MarginSettings: **IF CM(CENTIMETER)**

Top	:0.8"	**p**	:2.032CM
Bottom	:0.8"	**ttom**	:2.032CM
Left	:1.2"	**ft**	:3.048CM
Right	:1.2"	**ght**	:3.048CM
Gutter	:0"		
Header	0		
Footer	0		
Gutterposition	:Left		

FormatTextSpecifications

Thefollowingspecificationsmustbefollowedfordifferenttypesoftextualparagraphsappearinginthe document.

ParagraphText	TextFormattingSpecifications
NormalText	*Font:***TimesNewRoman***FontSize:***12pts,PutBo Id,italicasperPDFFile**
HeadingText	*Font:***TimesNewRoman***FontSize:***14pts,Bold,italic,asperP DFFileandcenteralignment**
SubHeadingText	*Font:***TimesNewRoman***FontSize:***13pts.Bold,italic,asperP DFFileandleftalignment**
HeaderandFooter	**Notallowed.**
ImageCaptionText	*FontStyle:***TimesNewRoman***F ontSize:***13pts,**

ParagraphIndentation andAlignment

Thissectiondetailstheparagraphindentationandalignmentsettingstobefollowedoncethetextconv ersionisdoneandthetextisflowedinMS-Word.
Note:Do
notindentparagraphsusingtabs.Theindentationsettingsspecifiedbelowmustbeusedforparagraphindentati
on. Note:**SinglelinesarenotParagraphIndentation/AlignmentSettings**

TospecifytheParagraphIndentationandAlignmentsettings:
ParagraphIndentation/AlignmentSettings:

Alignment

:*Justified***O**

utlineLevel

:*Bodytext***I**

ndentation

Left	*0*
Right	*0*
Special	**:***Firstline*
By	**:***0.15***(0.381)IFCM**
Spacing	
Before	*0*
After	*0*
LineSpacing	**:***Single*
At	**:***Nil*

ImageTreatment

Thefollowingtreatmentmustbefollowedforimagesappearinginthedocument.

- Imagesmustnotberetainedinthetextdocumentgeneratedafterconversion.
- Insert**Six**Entermarks{ParagraphMarks(¶)}tocreateblankspaceasaplaceholder fortheimagesremoved.

Textappearingasimagecaptionsmustberetainedintheoutput.Theimagecaptiontextmustbeforma ttedasspecifiedbelow:**Alignment**:

Justified

Font	:	*TimesNewRoman*
FontSize	:	*13pts*

Theimagecaptiontext

linebreaksmustbemaintainedaspertheinputpdf orimagefile.Iftheimagecaptionincludesmorethanoneline,insertaparagraphbreak(¶)attheend ofeachline.Lookattheillustrationbelowforbetterunderstanding:

InputFile	OutputFile
	¶ ¶ ¶ ¶ ¶ ¶
ImageCaptiontextline1 ImageCaptiontextline1 Image	ImageCaptiontextline1¶ ImageCaptiontextline1¶ Image

TableTreatment

Thissectionexplainsthespecificationstobefollowedfortextappearingintables.

- Tablesmustbecapturedonasinglepage.
- Fontsizeofthetabletextcanbereducedto9pt s,incasethetabledoesnotfitononepage.
- Tablecellsizecanalsobereduced,withoutbreakingthewordsinacell.
- Tablebackgroundcolorsandfillsmustnotberetainedintheoutputdocument.Tablete xtformattingspecificationsareasmentionedbelow:

Font	**:**	*TimesNewRoman*
FontSize	**:**	*12pts*
TableHeading	**:**	13pts
ParagraphAlignment:		*Justified*

1.5.1TableCaptionSpecifications

Textappearingastablecaptionsmustberetainedintheoutputfile.

Alignment	:	*Justified*
Font	:	*TimesNewRoman*
FontSize	:	

*13pts*Thetablecaptiontextlinebreaksmustbemaintainedasperth einputpdforimagefile.Ifthetablecaptionincludesmorethanoneline,insertaparagraphbrea k(¶)attheendofeachline.

1.6BulletTreatment

Bullets/Numbersindentationandalignmentformattingspecificationsareasmentionedbelow:

Font	**:**	*TimesNewRoman*
FontSize	**:**	*12pts*
Alignment	**:**	*Justified*
Indentation	**:**	**0.15"IFCM(0.381CM)**

2 GeneralInstructions

Thefollowingguidelinesmustbefollowedforthisproject:
1. Donotinsertemptyparagraphbreaksbetweentwoparagraphs.
2. Markthe**Symbol**thatarenotsearchintheinputfileusing**<S>**sign
3. Markthe**Words**thatarenotreadableintheinputfileusing**<W>**sign
4. Markthe**Lines**thatarenotreadableintheinputfileusing**<L>**sign
5. Markthe**Paragraphs**thatarenotreadableintheinputfileusing**<P>**sign
6. Ignoreallobjects(lines)appearingthroughouttheinputpdforimagefilehavingnoco-relationwiththeformattingorthefreeflowingtext.Theselinesandboxesareusuallypres
7. UseMicrosoftOffice2000/2003 only enttomaintainthebookdesignbythepublisher.E.g.Pls.Referthelineabovepresentafterth eheading**"3.GeneralInstructionsofthisdocument"**doneforthestylingofthisdocu ment.
8. Insert**onespaces**aftereveryperiod(i.e.fullstopforindicatingtheendofacomplet egrammaticalsentenceorparagraphs).
9. All**spellings**mustbeaspertheinputpdforimagefile.
10. Everysinglelineshouldbeleftalignment
11. Nocolor,Nobackground,Nopagebreak,Nounderline,Noshadow
12. Ignoreallthespellingandgrammaticalmistakestoremovethegreenandredlinesindic atingerrorsbeforesubmissionofthefinaloutputdocument.
13. Replicatetextappearingassuperscript,subscript,strikethrough,doublestrikethroug h,smallcapsandallcapsaspertheinputpdforimagefile.
14. Inyour wordfiles, youhavetotypethemattersofthepdffilescontinuouslywithoutgivinganyblanklin espaceseventhoughthereareanylinespacesbetweentwodifferentparagraphs/line s.
15. Whenyoutypethemattersofthepdffiles,youhavetotypecontinuouslyirrespective ofdifferentpagesofpdffiles.

SymbolsandSpecialCharacters

SymbolsandSpecialCharactersappearingthroughouttheinputpdforimagefilesincludi ngbulletsmustbereplicatedaspertheinputpdforimagefile.**Toinsertasymbol:**
1. Fromthe**Insert**menu,select**Symbol**.The**Symbol**dialogboxappears.
2. Select**TimesNewRoman**astheFont.
3. Selecttherequired**Subset**.
4. Locatethesymbolyouwanttoinsert.
5. Click**Insert**.
Note: If anysymbolisnotavailablefor TimesNewRomanfont,youcanuseanyoftheavailablefonts.

Toinsertaspecialcharacter:
1. Fromthe**Insert**menu,select**Symbol**.The**Symbol**dialogboxappears.
2. Clickthe**SpecialCharacters**tab.
3. Locatethespecialcharacteryouwanttoinsert.
4. Click**Insert**.
Note: If anysymbol/specialcharacterisnotavailableinthesymboltableyoucanuse< w>inplaceofthatsymboloffth epdffile.

FileSaving Conventions

Eachpdffileoftheassignmentmustbesavedasseparatedwordfilehavingthesamefilenameast hatofpdffile.

Note:Theoutputdocumentsmustbestoredusing thesamefolder structureastheinputpdforimagefiles.

ERRORPARAMETERS

Qualitycheckwillbedoneineitherorallofthreelayersgivenbelow:QCLayer-A:Fullthroughcheckingwillbedoneonallgiveninstructionintechnicalspeci ficationonfilesandfolderssubmittedontime.QCLayer–B:Qualitycheckwillbedoneonlyonthefolderspickeduprandomlysubmitte d bytheContractor. RandomQC;Fileswillbepickeduprandomlyineachfolder andQualityCheckwillbedoneasmentionbelow. Itisherebyinstructedtofolloweach andeveryinstructiongivenintechnicalspecification,anydivergenceinthiswillleadto errorwhichinturnwill resultindroppingoftheaccuracylevel. Makesureofeachandeverypointbelowforyourinformation

	NOOCRISACCEPTED	
	Formatting	**0.50%**
	Heading1	”
	Sub-heading	”
	NormalFont	”
	Alignment	”
Text		**"Thesecalculationaremadeon**
	Margins	” **onemistake**
	Column	”
	Images	”
	FileName	**0.50%**
	Specialcharacters	**0.50%**
	Fontface&size	”
	Numbers	”
	Spacing	”
	Line	”
	Paragraph	”
	Pagebreaks	**0.50%**
	Sentences	
	Grammar	**0.50%**
	Punctuations	”
	Fullstop	”
	Comma	”
	Hyphen	”
	Quotes	**0.50%**
	Spelling	”

ImagesCopy
&Paste

Textalignmentbelowtheimages Fontfac
eand sizebelowthelinage ifany

0.50%

Alignment;location	,,
Flowchat,Graph,Tables	,,
Bordersformatting,Textalignment	,,
Fontfaceand size	,,