

## **Technical Instructions for IMAGE to DOC Conversion**

It is to be noted that since the primary objective of the data entry operator should be to convert the file in such a way that the following matching criteria should be observed –

### **General Layout of the IMAGE and Word file**

- 1) Paper size should be A4 Size & paper margin will be left, right, top, bottom 0. **(No need to set)**
- 2) All fonts will be **Times New Roman** and Font style will be **Regular**.
- 3) The size of content should be respectively-
  - **Headings (header)** size should be **8**
  - **All content** size should be in **6**
  - **Sub-headings (Footer)** size should be **7**
- 4) Header and footer (**Subject or Story name**) will be set with the help of **space bar** as located in image File.
- 5) **Bold, Italics and underline** should be done as in the **IMAGE files**.
- 6) Use **Enter** at the end of **every line** & **Double enter** at the end of **paragraph** (Page).
- 7) Every line should match with the corresponding line in the IMAGE; Hence the pages shall automatically match with the IMAGE file pages.
- 8) **Paragraph spacing** should be done by **Hard enter**, only if done in the **IMAGE files**. **(Auto spacing should not be used)**.
- 9) **Justification** is **not required** if it is done in the IMAGE file.
- 10) If you found any word **Cuts or Wrong or Spell error** in the IMAGE file, then the same should be done in word file. If a line ends in IMAGE file then the same should be done in word file. If does not end then reduce the font size. **(After Informing or asking us only)**
- 11) If you found any Border or design. Ignore it, There is **no need to set** Border or Any Alignment.
- 12) **Line Spacing** should be used with **space bar** as given in the IMAGE file. Although most of the files shall have single space. Other options during the Typing should **not be used**.
- 13) Headers and Footers should **not be used**. **Type it manually**.
- 14) Colour (**if any in the IMAGE file**) should be given in **black colour only**.

### **Usage of fonts –**

1. Font should always be in **“Times New Roman”**
2. Font size should be kept as round figure and **not in decimals**.
3. Only **first and last line** should be used for the **Header and Footer** (if visible in the IMAGE file).

## Images –

1. If you found any **picture or photo** in Image files have to be **ignored** and hence **not to be copied** in the word document.
2. The header or footer of the image has to be typed in.

## Restricted Usage of the tools -

1. Any Conversion Software, any other application or software, Textboxes, M.S. Word, Word Art, Drawing Tools, Frames should **not be used at all**. **(Only Business Infotech Software can be used for whole work)**

## File Saving, Exporting and Naming Criteria-

1. The name of the converted document **(Exported from Software)** should be exactly same as that of the corresponding IMAGE file. **(Rename as same as Image name)**
2. The file should be **exported after saving the file instantly**, you are not allowed to **export file later**.
3. 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 **07:00 PM**. **After 07:00 PM the files will be rejected**.
4. If Delayed or not received by us, No excuses will be considered here after **(internet problems, or any personal problems)**
5. Please do confirm by **phone or Email** that your file is received by us or not, if we didn't received your call while submitting the work, **we'll not responsible for delayed or error in your work submission**.

## Rejection Criteria

The converted file shall be completely rejected under the following parameters –

1. If file name of the Exported word file does not match with the corresponding IMAGE file name.
2. Incomplete data in word file or incomplete no. of pages.
3. Any extra spaces found in the file shall result in the rejection of the file.
4. If we found any symbol or colour in the exported word document.
5. If files received are less or more than the files delivered to you.
6. If the Header, Footer or paragraph alignment is not proper.
7. Text is in other than **“Times New Roman ”** font.
8. If there is any extra Tabs, extra Enters, extra Words or extra Alphabets.
9. If the file is not zipped, and any other files are found in the zip file except the word document.
10. If File not received on date given by us (Mentioned in mail you received while getting work)