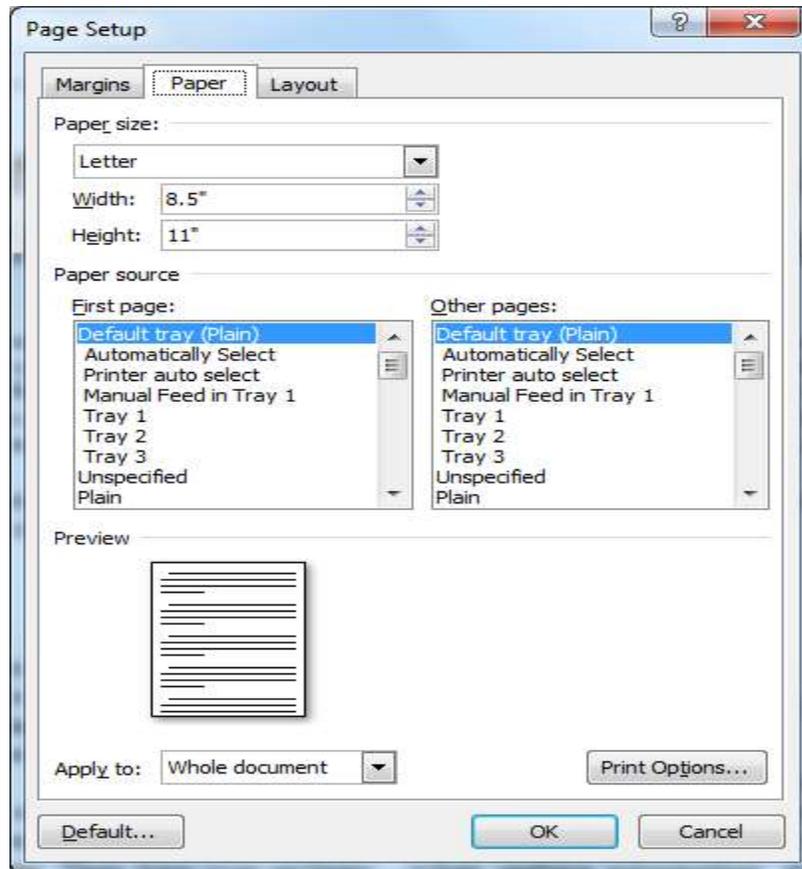
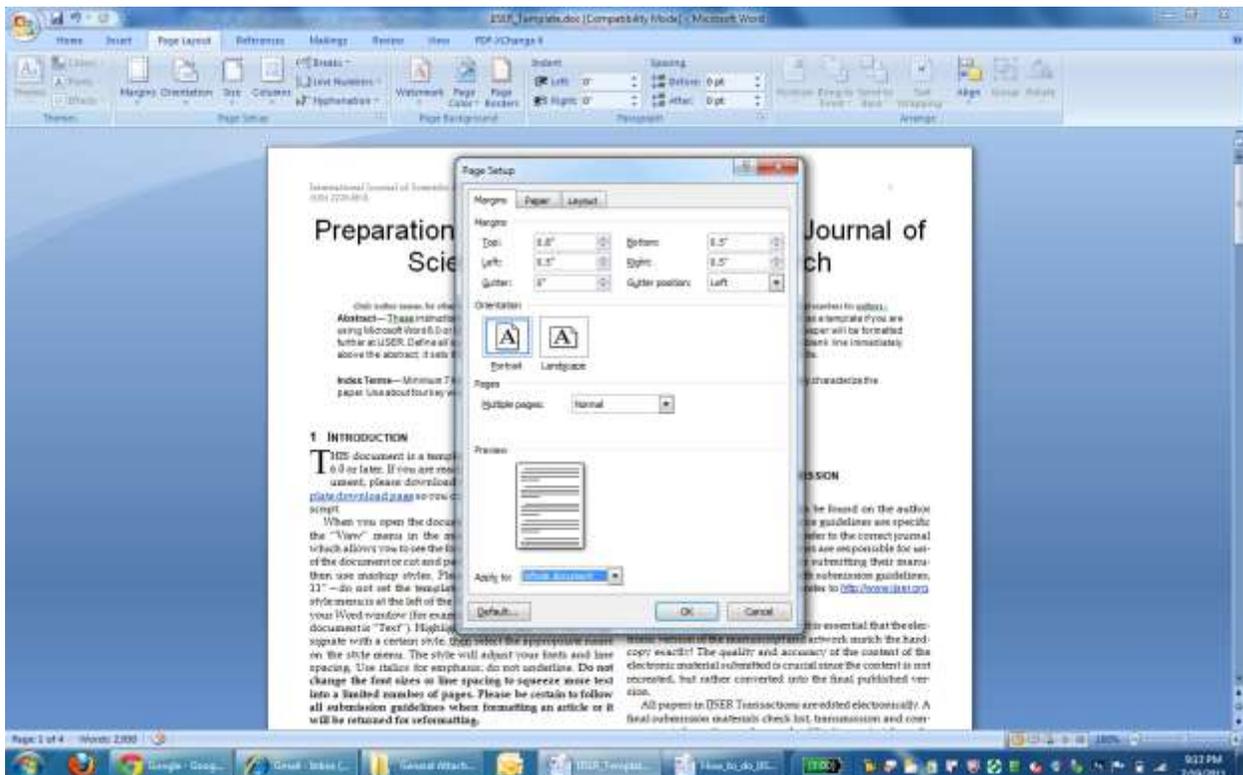


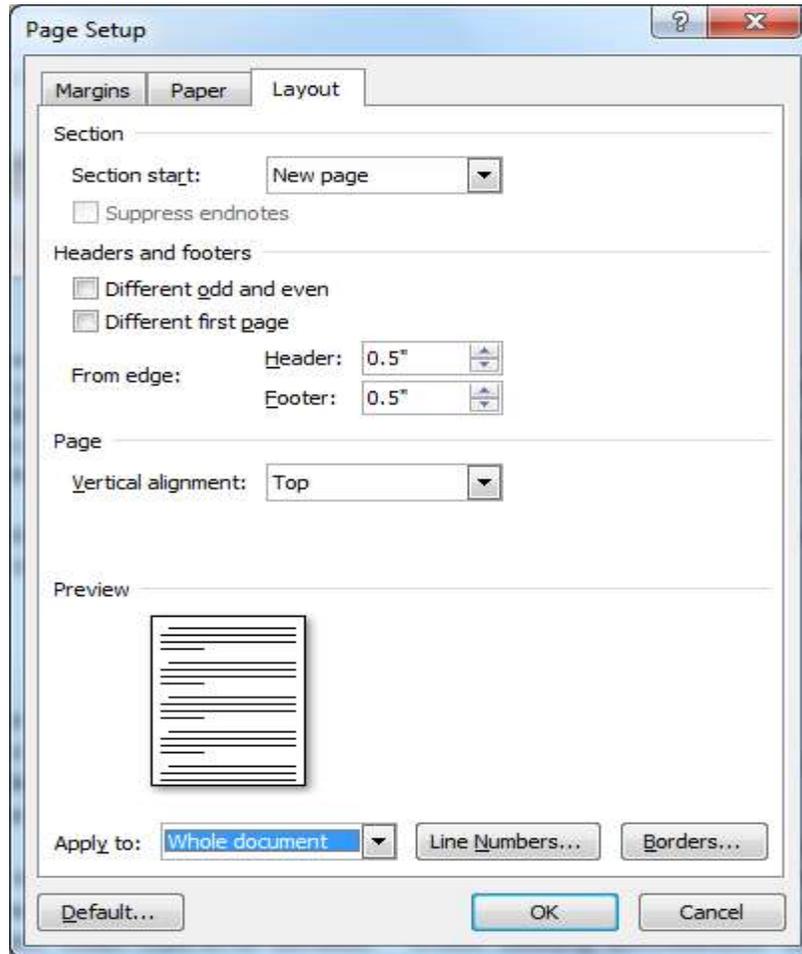
1. Before Start Formatting the paper, set the page layout for Whole document. Set the paper type for the whole document.



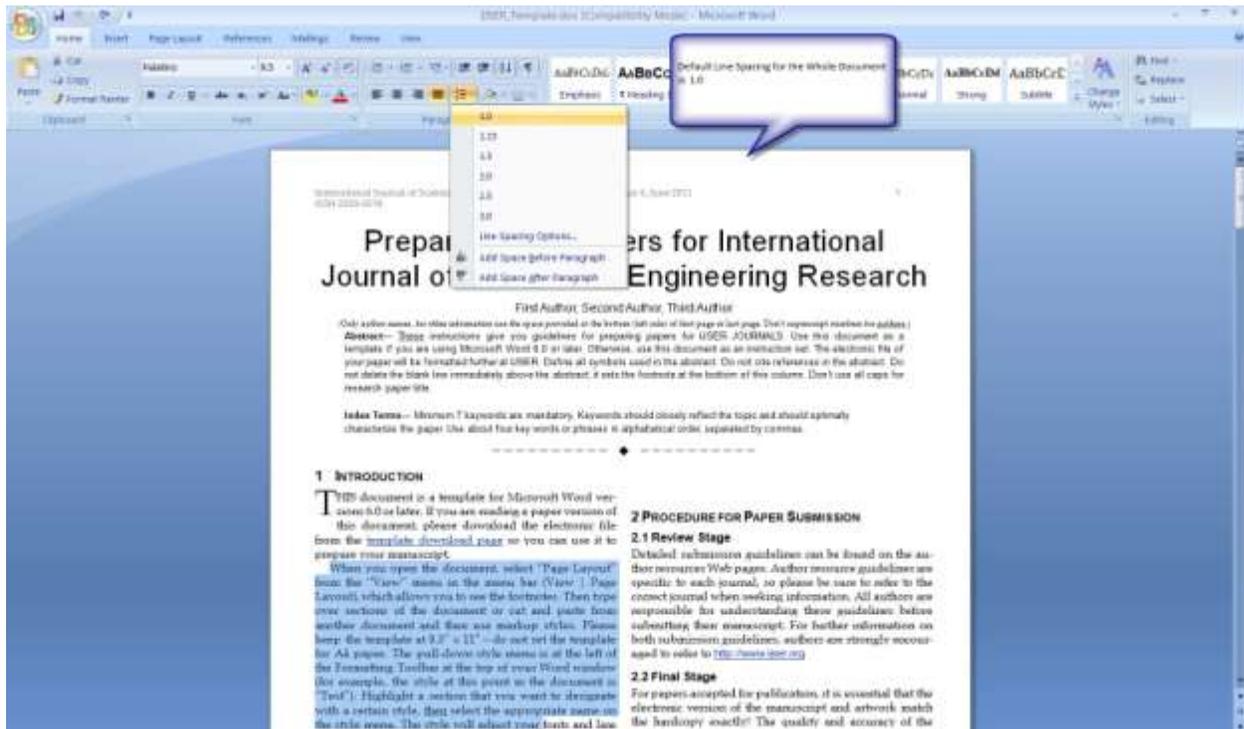
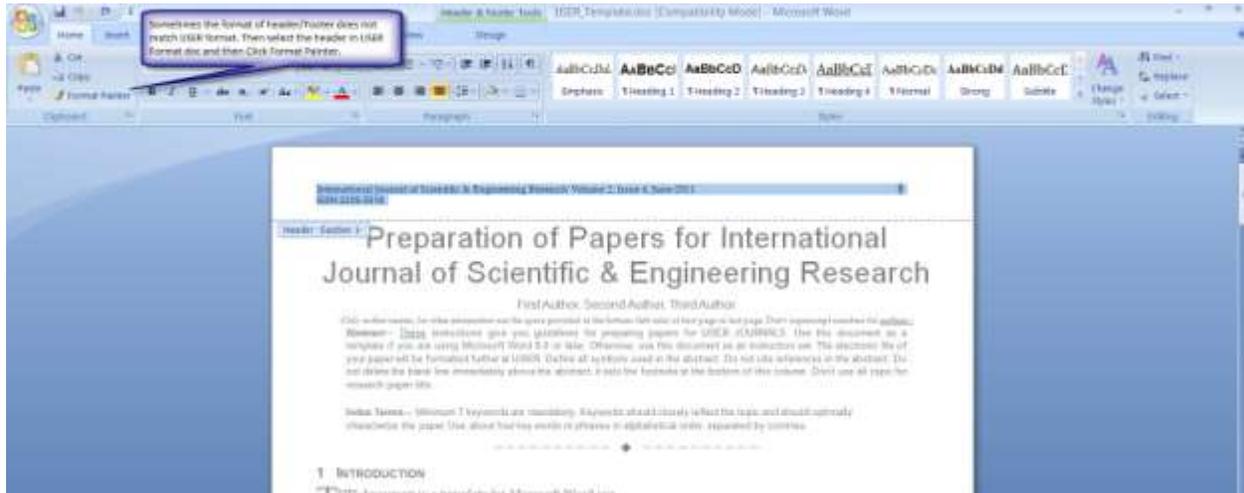
2. Set the Paper Margins for the whole document.



3. Set Header/ Footer for the whole document.



Then go to your Research Paper and then select the Header Area Text to Re-format it.



How To Set Font Style

Always Use Format Painter to Set the Font Style.

1. Select the text in IJER format template document.
2. Click Format Painter. (The cursor will change to brush type.)
3. Then goto Your document select the text you want to format.

Manually Use can set the Font Style as stated below:

Title - Helvetica / 24

Author Names- Helvetica / 9.5

Abstract/Keywords/Index Terms Title - Helvetica / 8 / Bold

Abstract/Keyword/Index Terms Contents - Helvetica / 8

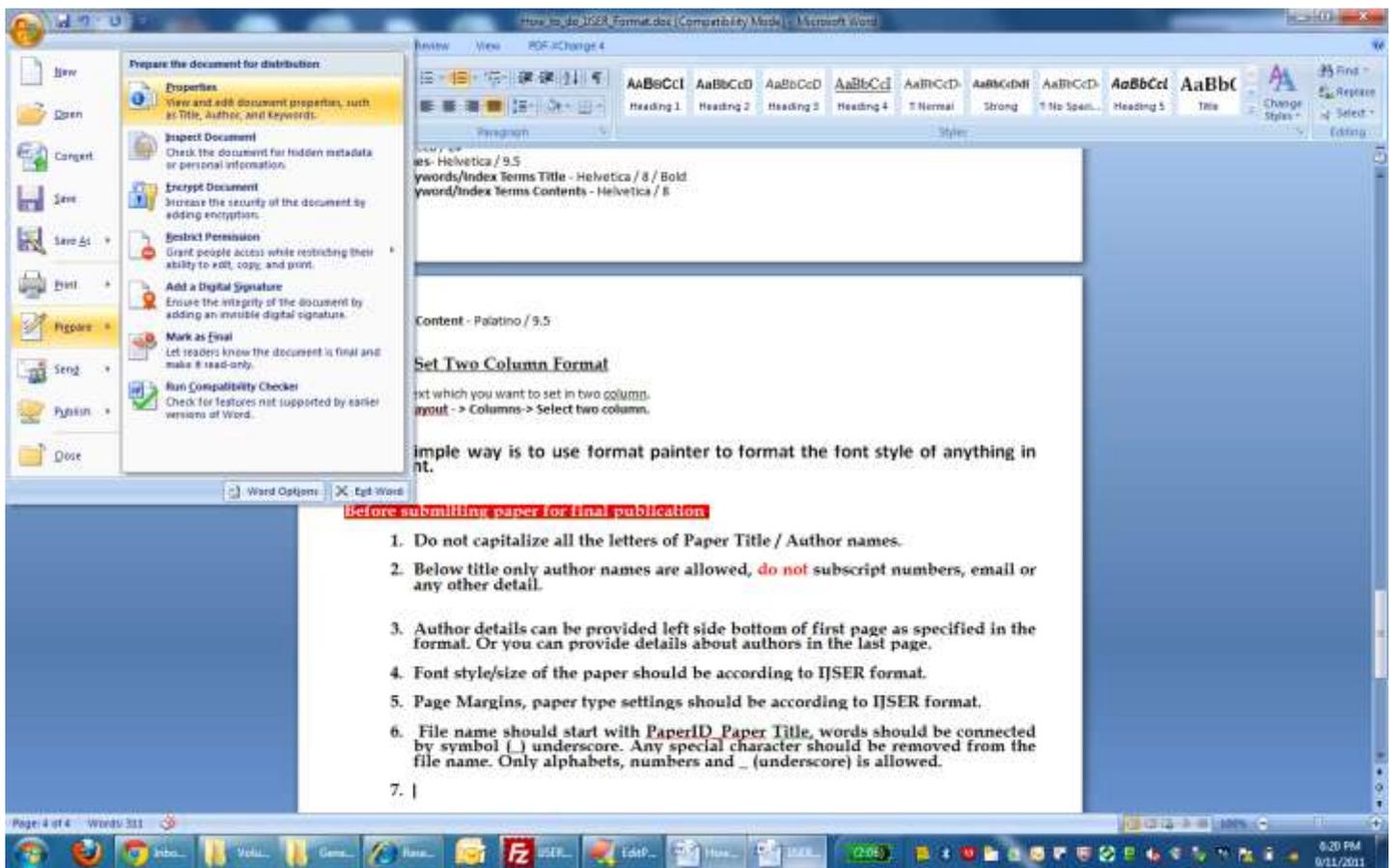
How To Set Two Column Format

Select the text which you want to set in two column.
Go to PageLayout - > Columns-> Select two column.

Note:- Simple way is to use format painter to format the font style of anything in document.

Before submitting paper for final publication.

1. Do not capitalize all the letters of Paper Title / Author names.
2. Below title only author names are allowed, **do not** subscript numbers, email or any other detail.
3. Author details can be provided left side bottom of first page as specified in the format. Or you can provide details about authors in the last page.
4. Font style/size of the paper should be according to IJRCT format.
5. Page Margins, paper type settings should be according to IJRCT format.
6. File name should start with PaperID_Paper Title, words should be connected by symbol () underscore. Any special character should be removed from the file name. Only alphabets, numbers and _ (underscore) is allowed.
7. Set the document properties as shown below.



Click Properties then the following window will appear. Then set author name, Paper title, Subject (IJRCT Volume , Issue, edition), Keywords, Category (Set "IJRCT Research paper), Status (<http://www.ijrct.org>) and in Comments (copy & paste Abstract of paper)

