# **Document Remediation Checklist**

## 1. General Formatting

Ensure every page uses Times New Roman font in 10 pt size.

Verify that the content in the PDF matches the Word document, including spellings, structure, and layout.

## 2. Handling Images

Use Lightshot or a similar tool to capture screenshots from the PDF.

Tips: Zoom in before taking the screenshot to ensure better clarity.

All images should be inline with text and center-aligned.

### 3. Page Numbering and Headings

Add page numbers at the start of the page (not at the end).

Use Heading Level 6 for the page number heading.

Assign Heading Level 2 for any content that appears to be a header.

### 4. Page Breaks

Insert a page break in the Word document at the end of each PDF page.

### 5. Equations

Open the equation editor by pressing Alt + =.

Recreate all equations in the Word document using the equation editor.

For unfamiliar symbols in equations, search on Google to find and correctly include them.

### 6. Spacing Rules

Eliminate extra spaces and line breaks to maintain proper structure.

Follow these spacing rules:

After a comma ( , ): Add a space.

Before a comma ( , ): Do not add a space.

Before an open bracket ( ( ): Add a space.

After an open bracket ( ( ): Do not add a space.

Before a close bracket ( ) ): Do not add a space.

After a close bracket ( ) ): Add a space.

Before and after a hyphen (-): Add spaces.

### 7. Lists

Convert list items to proper numbered or bulleted lists:

Go to Home > Paragraph > Bullet or Numbering to format lists.

Do not use plain text numbers or symbols.

### 8. Text Styling

Make all italicized content in the PDF italic in the Word document.

### 9. Tables

Convert all tables into proper Word tables with appropriate formatting.

### 10. Captions

Add proper captions for figures and tables:

Right-click the image/table > Insert Caption > Provide a descriptive caption.

### 11. Abbreviations

Write abbreviations meaningfully for screen reader users:

Example: Keep "UNESCO" as is, but write "US" as "U S" for better accessibility.

### 12. Accessibility Check

Perform an Accessibility Check in Word to ensure the document is fully accessible.

**Document Remediation – Points to Remember**

1. Copy page by page to word
2. Use Paste special. Select Unformatted Unicode Text option
3. Keep the paragraph marker on.
4. For headings use a hyphen(-) after the number e.g 1.2 – Sets 1.2.1 - Adjoint of a Square Matrix
5. Remove extra spaces and tabs.
6. No space between quotes and text
7. Eg “ This is a ..”
8. “This is a”,
9. No space before comma

## Leave space between abbreviation which have to be read letter by letter e.g NCERT should be N C E R T

1. Do not leave spaces for abbreviations which have to be read as a single word e.g. UNESCO
2. No spaces for formula e.g. it should be H2O
3. Lists should use Roman numerals
4. Use indent and not spaces
5. Page break should be aligned to the nearest full stop
6. Page number should be on top left . Heading level 6 should be used.
7. If there is a question-and-answer type of text, give a line break.
8. Use Mathpix software for copying equations.
9. After editing the equation use the professional option to convert it.
10. Check the Unicode name before inserting the symbol
11. Remove spaces between symbols abd convert into equation
12. Use Office 365
13. For pages given as .jpg etc use mathpix and get the text.
14. Use Alt Text AI for alt text generation
15. Use Insert Caption option for figure Names.
16. 1.Arun
17. 2.Arun
18. 3.Sathis