

Document Verification Guidelines

I. Which documents require validation?

1. Document Format

- **PDF Documents:** Manual validation is required.
- **.docx/.md Documents:** Manual validation is optional.

2. Document Content

- **Headings:** All levels of headings should be validated.
- **Tables:** If the document contains tables, especially complex ones, manual validation is necessary.

II. Which documents require validation?

Unstructured text content, such as flowcharts, charts, images, and formulas.

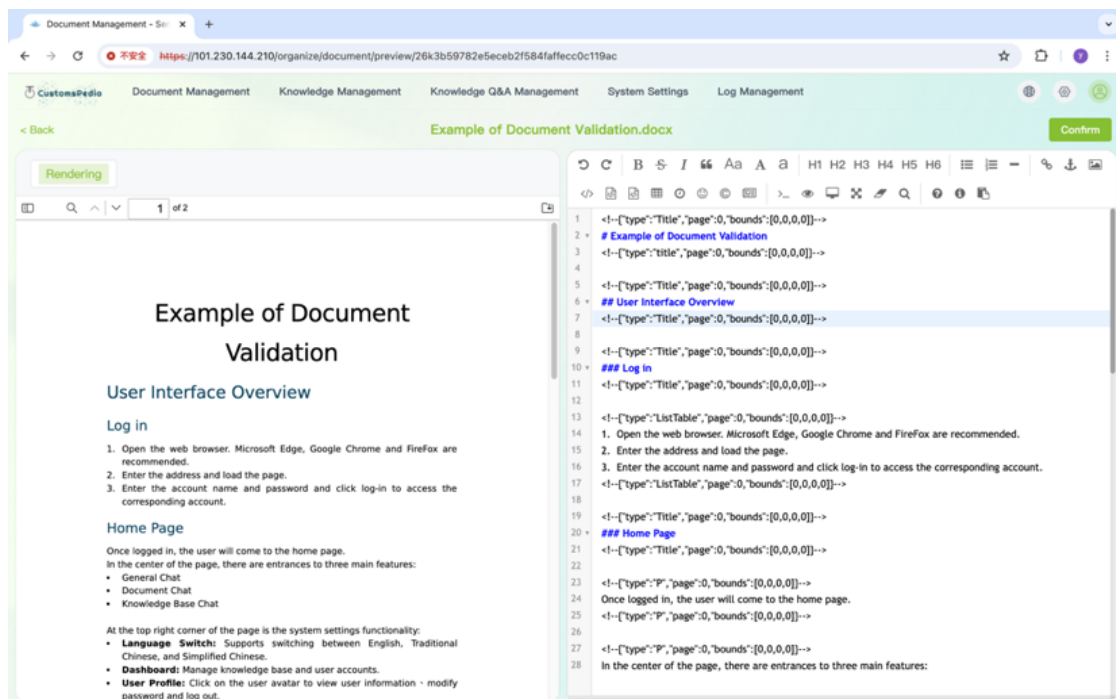
III. How to Validate a Document

1. Key Areas to Check

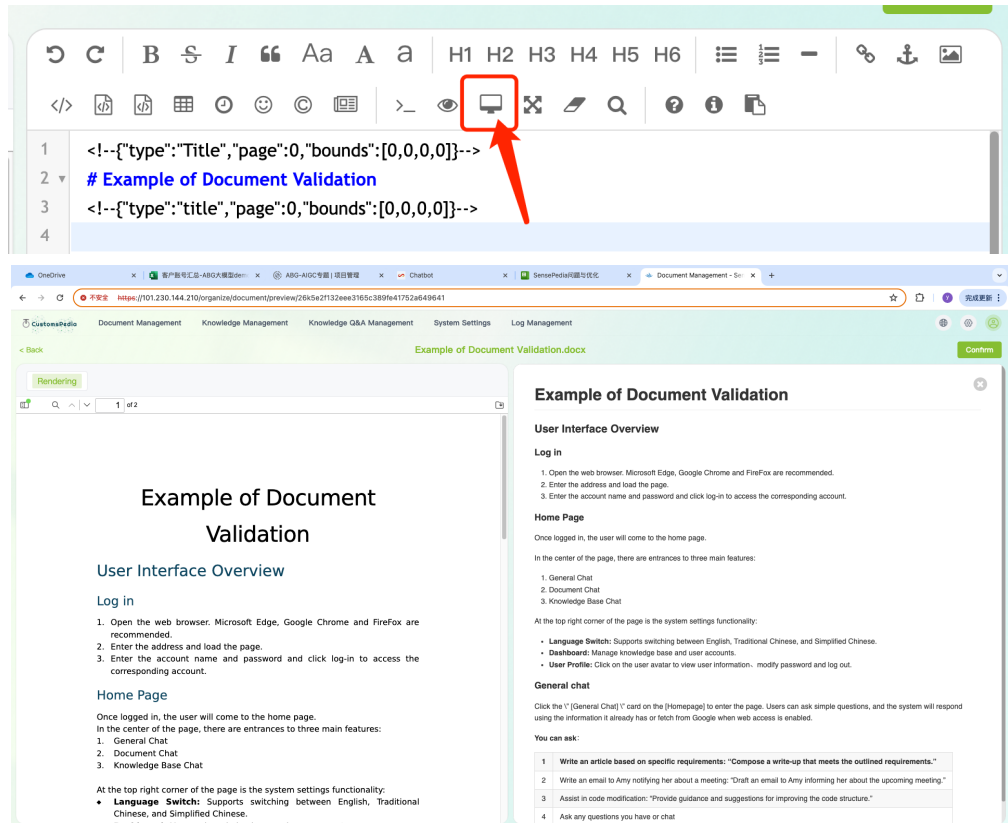
- **Headings:** Ensure that headings are correctly identified, with a maximum of 6 levels.
- **Tables:** Verify that tables are correctly recognized and that the content within the tables is accurate.

2. Function Description

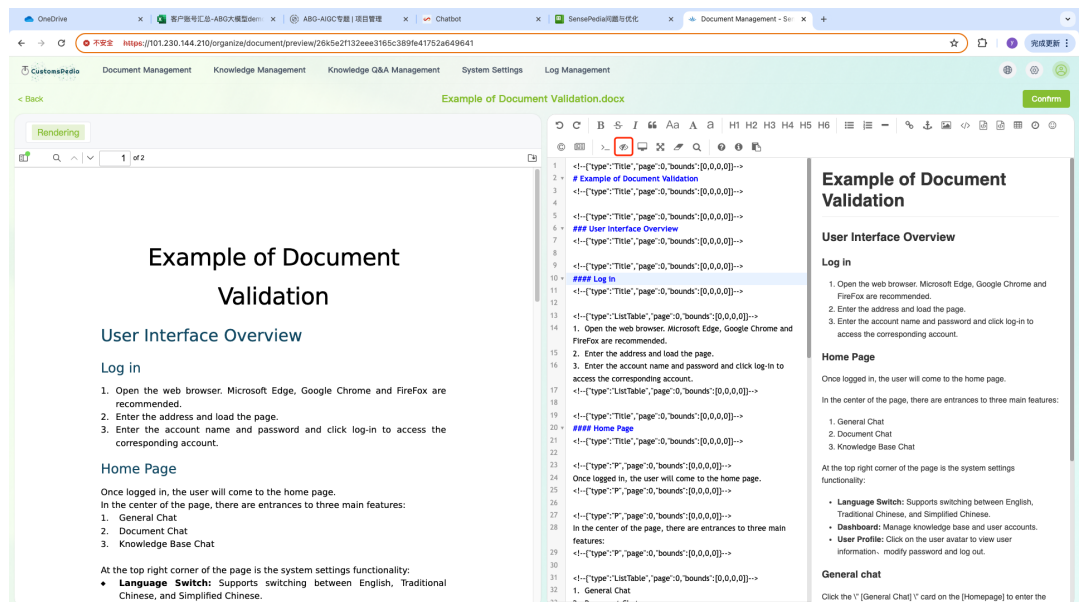
- **Left Side:** Displays a preview of the original document.
- **Right Side:** Shows the system's parsed version of the document, which is editable.



- Click the "🖨️" icon on the right side to preview the markdown rendering effect.



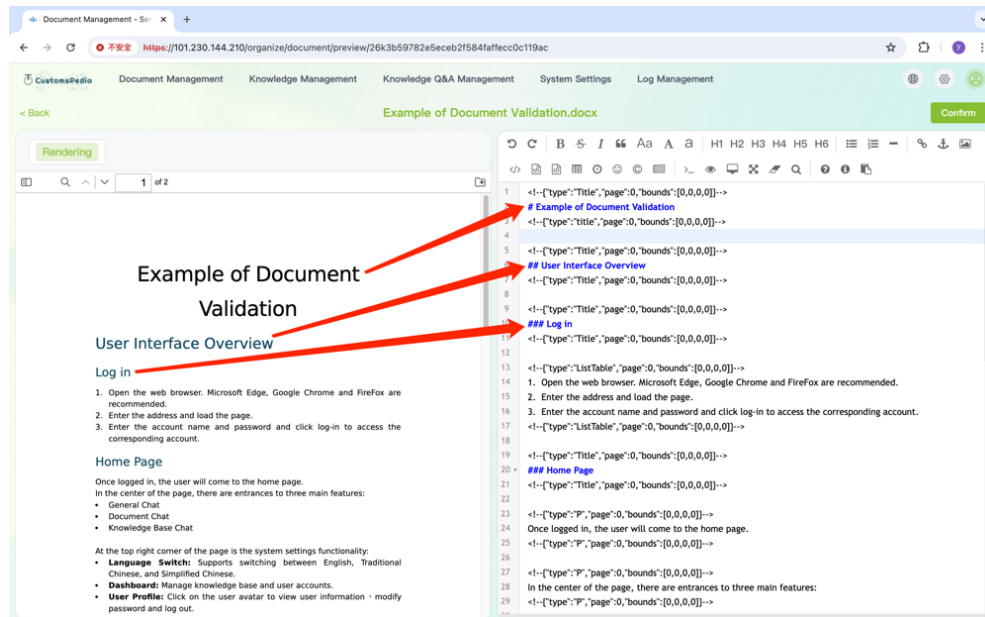
- If there are rendering errors, close the preview and make corrections to the markdown content.
- Click the "👁️" button to simultaneously view the results while making modifications.



- After the user has verified the content, click "Confirm" to complete the validation.

3. How to Validate

1) Headings



a) Validation Content

- Check whether the document correctly identifies each level of heading.
- The system defaults to setting the document name as a Level 1 heading, using "#".
- Within the document, use "#" for Level 1 headings, "##" for Level 2 headings, and so on.
- There should be a space after each "#".
- Leave at least one blank line before and after each heading.

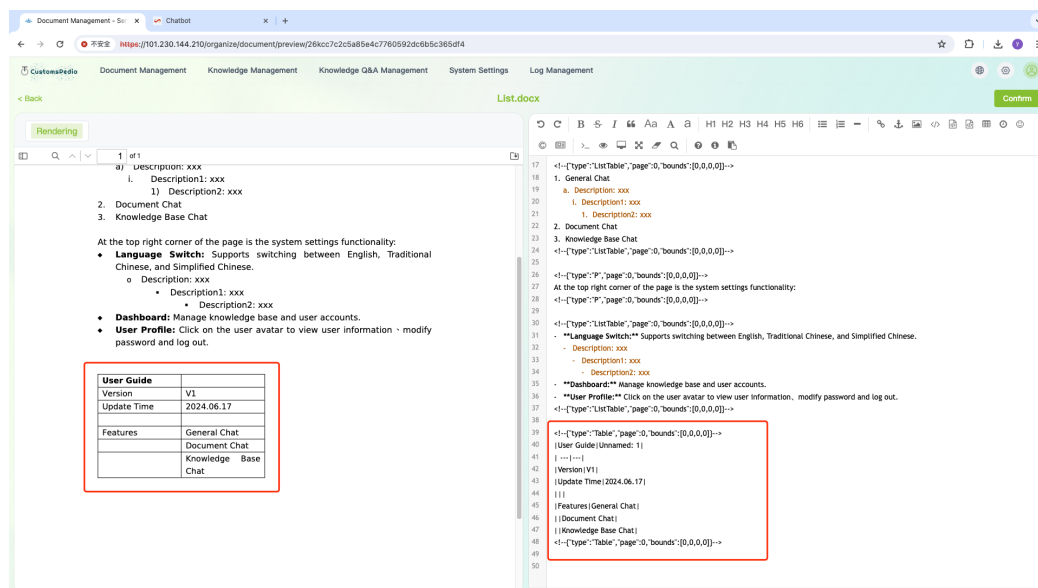
b) Text Format

{text}




{text}

{text}

2) Tables




a) Validation Content

- i. Check if the rows and columns of the table are aligned. Adjust the number/position of '|' to correct the column count.
- ii. Merged cells: Split the cells and fill each split cell with the content of the merged cell.
- iii. Use the toolbar  or  buttons to check if the number of rows and columns is accurate.
- iv. If the table is not correctly recognized, write the content into the table in text format, or click "  " to create an empty table and then fill in the content.

b) Text Format

```
|Table_Header|Table_Header|Table_Header|
|---|---|---|
|{text}|{text}|{text}|
|{text}|{text}|{text}|
```

c) Splitting and Modifying

- i. Modify Table: Adjust the table according to the splitting rules.
- ii. Add New Table: Write the content into the table in text format, or click "  " to create an empty table and then fill in the content.