**Instruction List for Processing Documents**

1. **Page Layout for Word File:**
   * Set the orientation to **Portrait Mode**.
   * If there are multiple columns, reduce them to **a single column**.
   * Remove any **page borders**.
   * Set the **margins to 1 inch** on all sides.
2. **Content Restrictions:**
   * **Remove** any publisher or author contact details.
   * **No URL links** or addresses should be included.
   * Do not include names of distributors other than **Rokomari**.
   * **Remove price-related lines**.
3. **Header and Footer:**
   * Delete all **headers and footers**.
4. **Table Setup:**
   * Ensure tables fit within **3 inches** of the page margin.
   * If not, convert the table into an **image**.
5. **Image Processing:**
   * Copy all images and paste them as **Picture (U)** format.
   * Align all images to **center alignment**.
6. **Text Box Handling:**
   * Retain the text content but **remove the text boxes**.
7. **Alignment:**
   * Ensure all text and elements are properly **aligned**.
8. **Watermark:**
   * Ensure **no watermark** is present in the document.
9. **Font Checking and Fixing:**
   * For mixed-language files (Bengali, English, Arabic):
     + Check for broken fonts, especially for English and Arabic.
     + Use the following fonts:
       - Bengali: **SutonnyMJ**.
       - English: **Times New Roman**.
       - Arabic: **Al Majeed Quranic**.
     + If the main file uses **Nirmala UI**, use:
       - Bengali & English: **Kalpurus**.
   * For Arabic paragraphs:
     + Align to **center** if standalone.
     + If within other text, follow the main paragraph alignment.
   * Fix any broken conjunct Bengali characters.
10. **Headings:**
    * Apply **Heading 1** to sections as per the Table of Contents.
    * **Delete** any headings outside the Table of Contents.
11. **Font Size and Style:**
    * Title:
      + Font size **36/48**, **Bold**.
    * Paragraphs:
      + Font size **16**, color **Black**.
    * Headings:
      + Font size **20/22**, **Bold**.
    * Line spacing: **1.15**.
12. **Final Saving:**
    * Save the file in **.docx** format.