

Use proper document style for headings and subheadings?

While authoring a document, topic headings should be created with appropriate document styles (e.g, heading 1, heading 2, Title, Subtitle etc.) Appropriate document style can serve as outline for extraction

Please use consistent font and size for topic headings?

All topics heading as same level should be formatted in same way. This will assist extraction engine separating topic heading from normal text. e.g: Topic, “Policy – Medical” and “Policy – Leave” is formatted with same style