

STANDARD OPERATING PROCEDURE

PDF CLEANING & OPTIMIZATION

Document Title	PDF Cleaning SOP
Version	1.0
Effective Date	April 2026 Onwards
Prepared By	Operations Team

1. Purpose

- Standardize PDF cleaning process
- Improve readability and quality
- Prepare for OCR and archiving

2. Scope

- Scanned books
- Bulk digitization

3. Tools Required

- ABBYY Finereader 11 & Adobe acrobat DC

4. Process Workflow

Step 1	File Preparation
Step 2	Orientation Correction
Step 3	Deskew
Step 4	Cropping
Step 5	Noise Removal
Step 6	Contrast Adjustment
Step 7	Dewarping (Correct Trapeziod Distortion)
Step 8	Remove Blank Pages
Step 9	Recompile PDF
Step 10	OCR Processing (Only For English Page)
Step 11	Compression
Step 12	Quality Check
Step 13	Upload Drive and Send to Qc Team

5. Common Issues & Fixes

Skew Issue	Re-run deskew
Text Cut	Adjust margins
Large File	Compress PDF
OCR Error	Enhance image quality

Watch Demo work video