RNS from Workiva

Workiva Platform

Export to XHTML
Save as

XHTML>Advanced>CSS Editable

Do not select data IDs

1

2 ⚠️ Important!
Rename the document
from .xhtml to **.html**

3 Open the .html file in an
ASCII text editor like
Notepad++ (PC) or Sublime
(Mac). Both are free

4 🗑 Delete first line - the XML declaration
"<?xml version="1.0" encoding="UTF-8" standalone="yes"?>"

5 🗑 Delete the HTML parameter in the second line
"xmlns="http://www.w3.org/1999/xhtml" "

6 ⚠️ Important!
Save as **UTF-8 with BOM (Byte Order Mark)**

7 Open document in Word

8 W Take care of background colours in Word

9 W Address any formatting issues

10 W Save and submit to RNS Test and check

workiva