Workiva Confidential and Proprietary Information

RNS from Workiva

Workiva Platform

Export to XHTML
Save as

XHTML>Advanced>CSS Editable

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 second line - the HTML parameter
"xmlns="http://www.w3.org/1999/xhtml" "

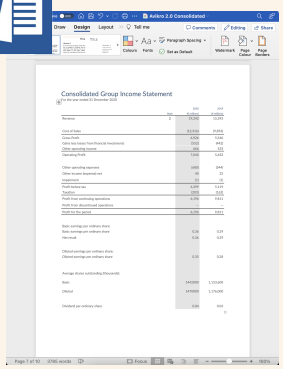
6

Important!

Save as **UTF-8 with BOM (Byte Order Mark)**

7

Open document in Word



8

Take care of background colours in Word

9

Address any formatting issues

10

Save and submit to RNS
Test and check

workiva