

## What has improved?

The latest enhancements to RNS Submit now provides users with more consistent conversion of:

Text	Old Display	New Display
➤ Bullets	<ul style="list-style-type: none"> <li>• Bullets convert misaligned in the document margin and</li> <li>• All bullet shapes default to a black round disc</li> </ul>	<ul style="list-style-type: none"> <li>• Bullets convert according to their original word format.</li> </ul>
➤ Auto Numbering	<ul style="list-style-type: none"> <li>• Auto numbering often used in the Notes section of your file would convert as repeated figures.</li> </ul>	<ul style="list-style-type: none"> <li>• Auto Numbers convert with their correct numbering as per the original word file</li> </ul>
➤ Hanging Text	<ul style="list-style-type: none"> <li>• Multiple lines of text corresponding to one bullet would often have the first line indented correctly whilst the subsequent lines appear too far over into the page margin.</li> </ul>	<ul style="list-style-type: none"> <li>• These convert correctly according to their original indents setting from the word file.</li> </ul>
➤ Standard font styles	<ul style="list-style-type: none"> <li>• Whenever a document contains in-house font styles that are not defined in Microsoft Office's standard font style list, then these would convert to Times New Roman by default.</li> <li>• Inconsistent font styles can subsequently appear in the document conversion.</li> </ul>	<ul style="list-style-type: none"> <li>• Font styles are replicated ensuring that the announcements display is consistent throughout.</li> </ul>
➤ Standard text sizes	<ul style="list-style-type: none"> <li>• Non-standard font styles will often impact upon font sizes when converted from word to XHTML.</li> </ul>	<ul style="list-style-type: none"> <li>• Nonstandard font styles are supported thus converting font sizes the same as their original word size.</li> </ul>
➤ Line Spacing	<ul style="list-style-type: none"> <li>• Text can sometimes convert with double line spacing when in the original word it was set to a single line space.</li> </ul>	<ul style="list-style-type: none"> <li>• Line spacing now converts as defined in the original word file.</li> </ul>
➤ Justified Text	<ul style="list-style-type: none"> <li>• Justified text in word would generate blank</li> </ul>	<ul style="list-style-type: none"> <li>• Text is converted without</li> </ul>



➤ Superscript and Subscript	<p>white spaces in sections of text in the webpage view.</p> <ul style="list-style-type: none"> <li>• Rows containing Super/Subscript would cause the preceding or following rows to appear truncated as the script style causes the row height to increase and overlap neighbouring rows.</li> <li>• This often occurs when a document contains reference numbers to other sections of the file e.g. Table cells with referencing to Notes section.</li> </ul>	<p>unwanted white spaces in the announcement.</p> <ul style="list-style-type: none"> <li>• Super/Subscript convert without causing data to appear truncated in neighbouring rows</li> </ul>
<b>Tables</b>		
➤ Table Gridlines	<ul style="list-style-type: none"> <li>• Tables will sometimes convert with unwanted gridlines</li> </ul>	<ul style="list-style-type: none"> <li>• Tables convert without unwanted gridlines</li> <li>• Table styles convert as per the original word format.</li> </ul>
➤ Double Underlines	<ul style="list-style-type: none"> <li>• Double underlines will convert as single underline by default unless the line size was reset in Word</li> </ul>	<ul style="list-style-type: none"> <li>• Double underlines convert automatically without the need to reset them in Word</li> </ul>
➤ Tables containing decimal tabs	<ul style="list-style-type: none"> <li>• Document producers would sometimes use decimal tabs in their original word tables to align figures.</li> <li>• When converted these will often cause the figures to appear misaligned e.g. text shift to the left instead of the right.</li> </ul>	<ul style="list-style-type: none"> <li>• Table figures convert with the correct alignment.</li> </ul>
➤ Table Positioning	<ul style="list-style-type: none"> <li>• Tables will default to the left of the webpage screen even if in the original word they were set to centre align.</li> </ul>	<ul style="list-style-type: none"> <li>• Tables convert in the same position as the original word file.</li> </ul>
➤ Duplicate Table headers	<ul style="list-style-type: none"> <li>• Some documents are created so that if tables are split across pages, when they are printed off from word they will appear with the table headers will be repeated on the hard copy</li> </ul>	<ul style="list-style-type: none"> <li>• Table headers are no longer repeated.</li> </ul>



page for a table which breaks across two pages.

- When converted to a webpage these headers will appear as repeated titles over the original table.

**Other Areas**

➤ Macros

- Documents containing Macros will generate a validation failure message so that the file cannot be converted for submission.
- Users would then have to disable macros and re-upload to achieve a successful submission to RNS.

- Files containing macros will now convert successfully.

➤ Bookmarks

- Bookmarks are included as embedded links in files.
- If one is corrupted then it causes the file to fail validation and as a result the user is unable to submit the document to RNS until the links are removed in the original word.

- Files containing bookmarks convert successfully.

➤ URLs

- URL converts as ordinary text and it is not apparent that it is a clickable link from the webpage.

- URLs convert appearing as a hyperlink.

**\*\*\* With these improvements there is no longer a need to copy documents into WordPad prior to submission of your announcement to RNS. \*\*\***