

RNS Good Formatting Guide

INTRODUCTION

This guide provides you with advice on the creation of HTML documents enabling fast and accurate conversion by RNS and facilitates dissemination of your announcements to the investment community.

While the results of conversion to HTML may vary depending on which package or wordprocessor version you use, the following guide should enable you to achieve consistency in presentation.

ESSENTIAL ADVICE

Always create tables using standard table formatting and without using tabs.

Using standard formatting ensures that a document will convert in a satisfactory format both from Word to HTML and from HTML to ASCII in a format suitable for information vendors.

At the 'Review Announcement' stage of submission, ensure you are completely satisfied with the announcement formatting and content. This is how the announcement will be received by RNS and we cannot alter the format of your announcement after this point.

GOOD FORMATTING - 7 EASY STEPS

While HTML supports a variety of formatting requirements, to ensure that announcements can be quickly and accurately processed in a format suitable for use by information vendors you should adhere to the following:

Step	Advice	Action
1	Keep it standard	Create and save your announcement in Word or Excel using standard formatting e.g. always align information consistently, create tables as tables and use Word's default margins.
2	Avoid using Tabs	If your document contains text only, and there is no tabbed formatting, it should format well in HTML, enabling us to quickly convert it for onward transmission to information vendors. If there is tabbed information this should be converted to tables before saving as HTML. You should view the HTML version in your webbrowser as this provides an accurate representation of announcement formatting.
3	Excel Tables	If you wish to import Excel spreadsheets into Word to create a single announcement, such as in a Results announcement : <ul style="list-style-type: none">• delete all empty columns and rows from the spreadsheet• cut and paste the spreadsheet into Word• save the resulting Word document as HTML

4	Aiding Speedy Release	While we undertake to convert all HTML announcements received to a format acceptable to information vendors (e.g. width restriction for them is still 80 characters), you can assist RNS in achieving efficient release times by limiting table widths where possible to 5-6 columns. Wider tables may be split by RNS staff using your HTML announcement version as a presentational guide.
5	Presentational Quality	To ensure presentational quality, tables should be consistently formatted and aligned. Also to assist in efficient conversion you should use standard keyboard functions and bullet formatting rather than symbols.
6	Always review it	Once you have created and attached your announcement, use the Review Text stage to ensure that you are happy with the format in which we receive your announcement. Remember the HTML version is read-only to RNS.
7	For your records	If you wish to retain a hardcopy version of your announcement as received, you should set up your page to print as landscape from the Browser.

FORMATTING ISSUES ANALYSED

Following the above steps should ensure satisfactory presentation of your announcement and facilitate efficient processing and speedy release of this information to the market. However upon analysis of your announcement you may identify the following issues:

No	Issue	Solution
1	When clicking on the ¶ icon you identify tabbed information by the symbol ◇	<ol style="list-style-type: none"> 1. Remove the tabs by highlighting the relevant text and <ol style="list-style-type: none"> i. press Ctrl & Q simultaneously or ii. click on 'Format - Paragraph - Tabs - Clear All' toolbar options. 2. Tabulate the information by selecting 'Table - Convert Text to Table' options from the toolbar. Then select the required numbers of rows and columns. 3. The information should now be in an appropriate table format.
2	Right aligning figures	To ensure that figures remain right aligned, open your HTML document in Word, highlight the columns containing figures then click on the 'Align Right' icon on the toolbar.
3	Unwanted gridlines appearing in the HTML version.	Highlight the table and select the 'Table - Borders - None' option from your toolbar. The gridlines should now disappear.
4	Tables moving on the page when saving as HTML.	Highlight the entire table and click on the 'Align Left' icon on the toolbar.

5	Formula figures created in Word disappear in HTML.	Word 97 and earlier versions do not adequately support HTML conversion of table formulas created in that package. As such formulas created in Word should be replaced by typed figures.
6	Brackets lead to misaligned figures.	Place your cursor at the end of each unbracketed figure and press Shift + Ctrl and Space bar simultaneously. This will move those figure one space in, to line it up with the figures in brackets.
7	My tables contain empty columns and cells.	As well as affecting the presentational quality, empty cells increase the chance of figures wrapping upon conversion from HTML to ASCII. You should delete them at source either within the Excel spreadsheet or from the Word document.
8	Saving as HTML directly from Excel.	All macros should be disabled and blank columns and rows should be removed. Then highlight the cells containing the required information and proceed to Step 4 of the 'Save As' process at which stage you will be prompted by the 'Internet Assistant Wizard' to save the document into a specific file.
9	Images & Objects are not appearing at the 'Review Text' stage	RNS's primary focus is on disseminating announcements speedily and accurately to investors. Images and objects are not supported as they would dramatically increase the size and complexity of information we carry.
10	Bullets appearing as unusual characters.	Bullets should be created using standard functionality and not using symbols.
11	Paragraph spacing increases when you 'Save as HTML'.	Highlight the relevant section and choose 'Format - Paragraph' then set spacing to 0 and line spacing to single. This should ensure that paragraph spacing does not vary.
12	Page breaks, headers and footers.	HTML format is represented as one complete page and as such page breaks, headers and footers are not supported. Page breaks should be removed from the original document and any required information contained in the header and footer sections should be transferred to an appropriate position in the body of the text.
13	Using Track Changes.	If you use 'Track Changes' you should 'Accept All' changes. This ensures that your submitted announcement accurately reflects the final version you create. You can do this by clicking on the "Accept Changes" icon in the Word version of your document, before saving as HTML.

OTHER IMPORTANT ISSUES

On-line help - the RNS Input Website has been designed to be user friendly and intuitive, with clear logical directions throughout. Should you require further assistance on any particular area, click on the 'HELP' function which is available in the top left-hand corner of every page within the RNS Input Website.

Slow in transmitting your announcement? - to reduce transmission time when attaching a file in the RNS Input Website you can compress the file using a utility such as WINZIP or PKZIP. You may find this helpful if you want to attach a particularly large file or have a slow connection. The compressed file should only contain a single HTML file.

Linking investors to your website - you can direct investors to your Corporate Website by inserting a hyperlinked URL address into the text of announcements by using the 'Insert - Hyperlink' option from your Word toolbar.

Browser settings - the presentation of your HTML announcement, particularly font sizes and settings may vary depending on your individual browser settings. To ensure consistency we recommend that you utilise your default browser settings when viewing your announcement.

Hours of Operation - using the RNS input Website you can submit your announcements to us 24 hours per day. We release announcements, in accordance with your instructions, between the hours of 7:00am and 6:30pm from Monday to Friday. We are staffed on business days between 6:00am and 7:00pm and are here to provide full assistance in the submission and release of your announcements in a timely and orderly manner.

RELATIONSHIP BETWEEN THE PARTIES

This guide in no way creates a legal relationship between you and the Exchange and is simply a guide to assist in the speed and ease of creation of appropriately formatted HTML documents. Your contractual relationship with us is set out in the RNS Input Website User Registration Form (please refer to this form for the full Terms and Conditions of Service of the RNS Input Website).

FURTHER ASSISTANCE

Should you have any questions in relation to the formatting issues addressed above or about the RNS service in general please call our RNS Customer Services Team on **020 7797 4400**.