

## **1. INTRODUCTION TO VOLUME II**

### **1.1 Organization of this Manual**

This volume is divided into chapters and appendices. The paragraphs and subparagraphs are numbered for easy reference (e.g., 1.2, 5.6.1).

The chapters of this volume primarily refer to the preparation of EDGAR submissions. When we reference EDGARLink Online, we are referencing the online application used to assemble EDGAR submissions online through EDGAR Filing Website.

The following outline shows you where to find information in this volume. An index is also provided at the end of this document.

#### **CHAPTER 1 – Introduction**

#### **CHAPTER 2 – Quick Guide to EDGAR Filing**

#### **CHAPTER 3 – Index to Forms**

#### **CHAPTER 4 – Filing Fee Information**

#### **CHAPTER 5 – Constructing Attached Documents and Document Types**

#### **CHAPTER 6 – Interactive Data**

#### **CHAPTER 7 – Preparing and Transmitting EDGARLink Online Submissions**

#### **CHAPTER 8 – Preparing and Transmitting Online Submissions**

#### **CHAPTER 9 – Filer-Constructed XML Submissions**

#### **CHAPTER 10 – Determining the Status of your Filing**

#### **APPENDICES:**

##### **A Messages Reported by EDGAR**

This appendix provides information on acceptance, suspension, and EDGAR error messages, including all HTML/PDF error messages.

##### **B Frequently Asked Questions**

Answers to some of the questions asked most frequently by EDGAR filers.

##### **C EDGAR Submission Types**

This appendix provides a list of submission templates and the submission types within each submission template. It also contains sample submission template information.

##### **D Paper Forms**

Form SE Form for Submission of Paper Format Exhibits by Electronic Filers

Form TH Notification of Reliance on Temporary Hardship Exemption

##### **E Automated Conformance Rules for EDGAR Data Fields**

EDGAR recognizes specific values for certain fields in each submission template. This appendix lists the values you must provide in the specified format.

## F Glossary of Commonly Used Terms, Acronyms, and Abbreviations

This glossary contains terms, acronyms, and abbreviations used in the Filer Manual.

### 1.1.1 Conventions Used in the Filer Manual

As you read in this volume you should notice attributes assigned to certain types of text:

- Instructions to press a key on a keyboard or click a button or tab on the screen appear in square brackets and in title case:
  - Press [Enter]
  - Click [Module/Segment]
- Titles of check, dialog, and list boxes, fields, functions, options, processes, queries, reports, pages, tables, and windows appear in title case:
  - Submission Type list box
  - Name field
  - Company Information query
  - Return Copy check box
- Menus, menu options, radio buttons, and statuses appear in title case and have double quotation marks around them:
  - “Test Filing” radio button
  - From the “Edit” menu, select “Copy”
  - “Busy” status
- Directories and file names appear in bold text:
  - The **C:\temp** directory
  - **r10q-630.txt** (the file saved in ASCII)
- Keystroke combinations appear between less-than and greater-than brackets and in upper case:
  - <ALT-TAB>
  - <CTRL-C>
- Internet Hyperlinks appear underlined and italicized:
  - *<https://www.portal.edgarfiling.sec.gov>*