

The webinar will start shortly

Prepare your documents for ESEF

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Agenda

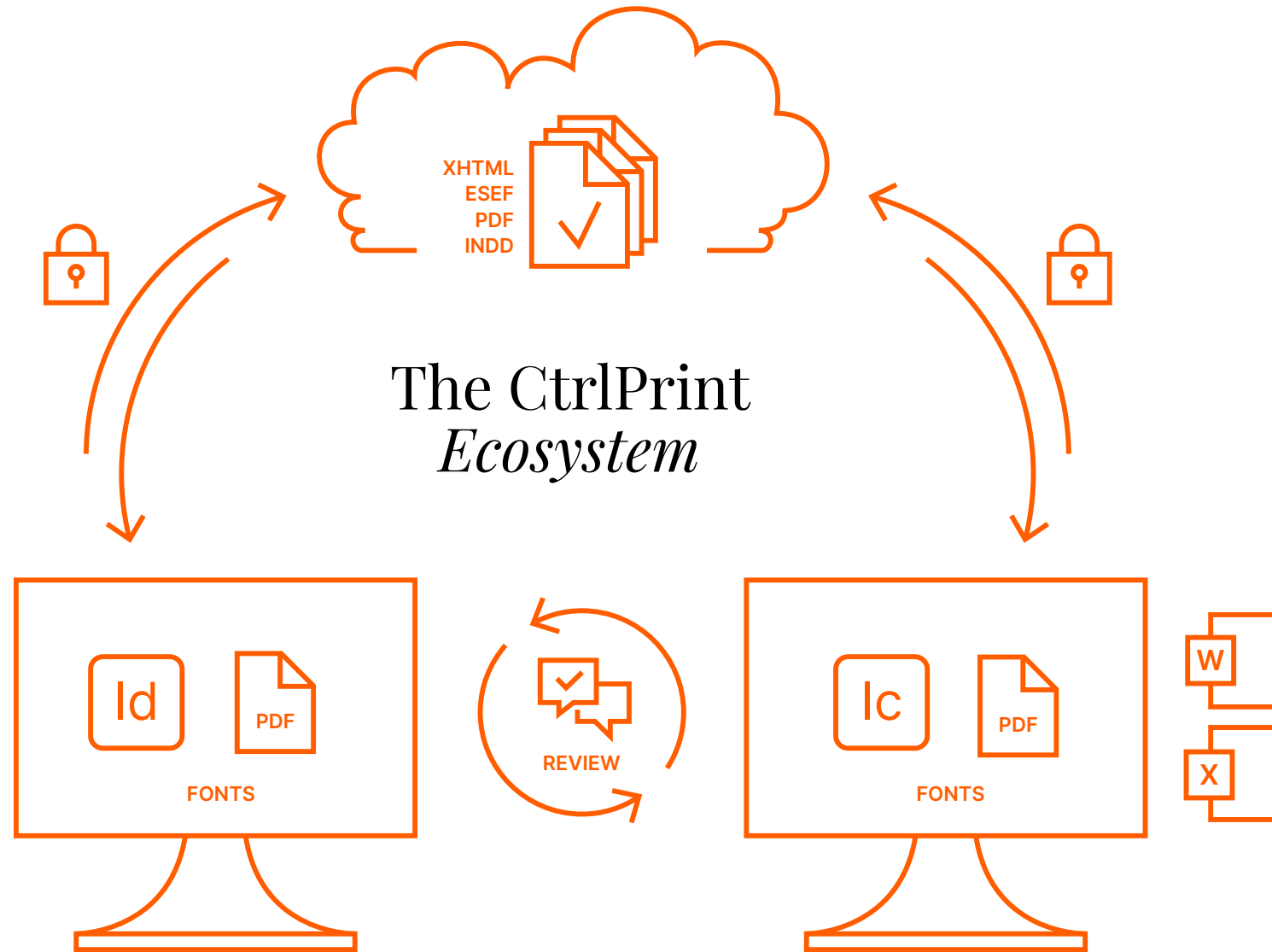
- What is CtrlPrint and how does it work?
- Fonts
- The ESEF process in CtrlPrint
- XHTML – What do you need to consider?
- What are Hidden facts?
- Recommended settings
- Text block tagging

News in CtrlPrint

- Duplicate Project
- Updated CtrlPrint Review
- New Visual identity
- Block tagging of the notes

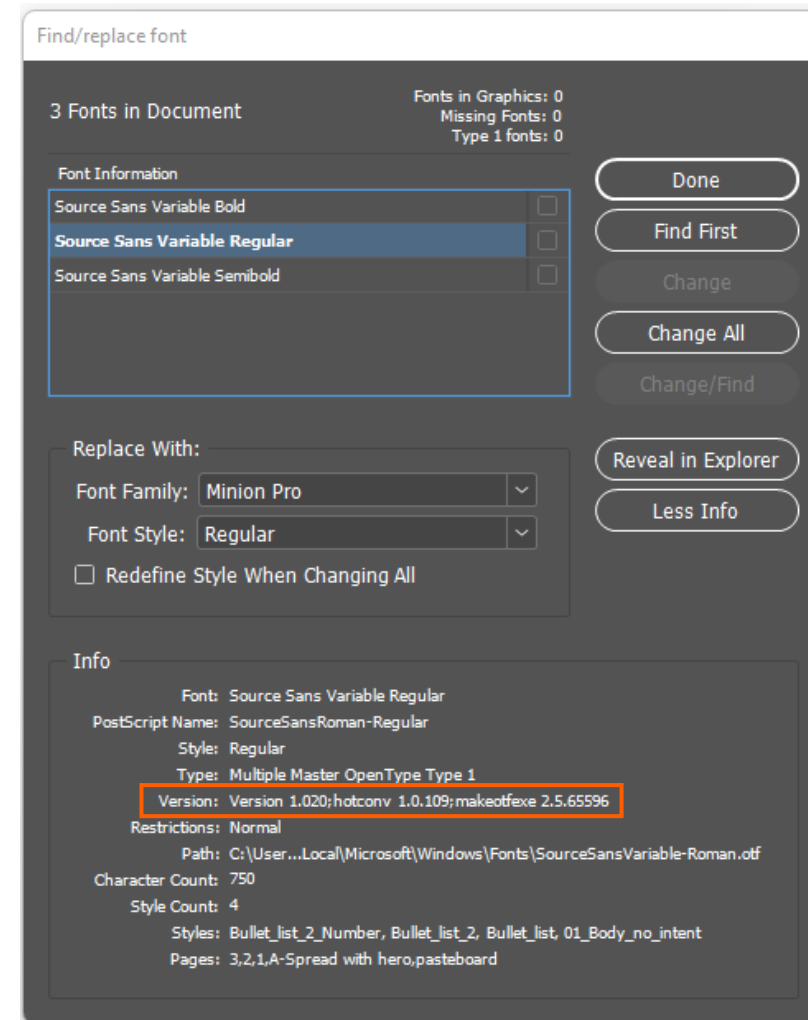
This is CtrlPrint

- Started in Stockholm, Sweden, 21 years ago
- Offices in Stockholm, London and Helsinki
- About 1,000 clients in the Nordics, UK & Worldwide
- Listed, private and public companies
- Annual/sustainability reports, interim reports, prospectuses, board materials, internal reports



Fonts

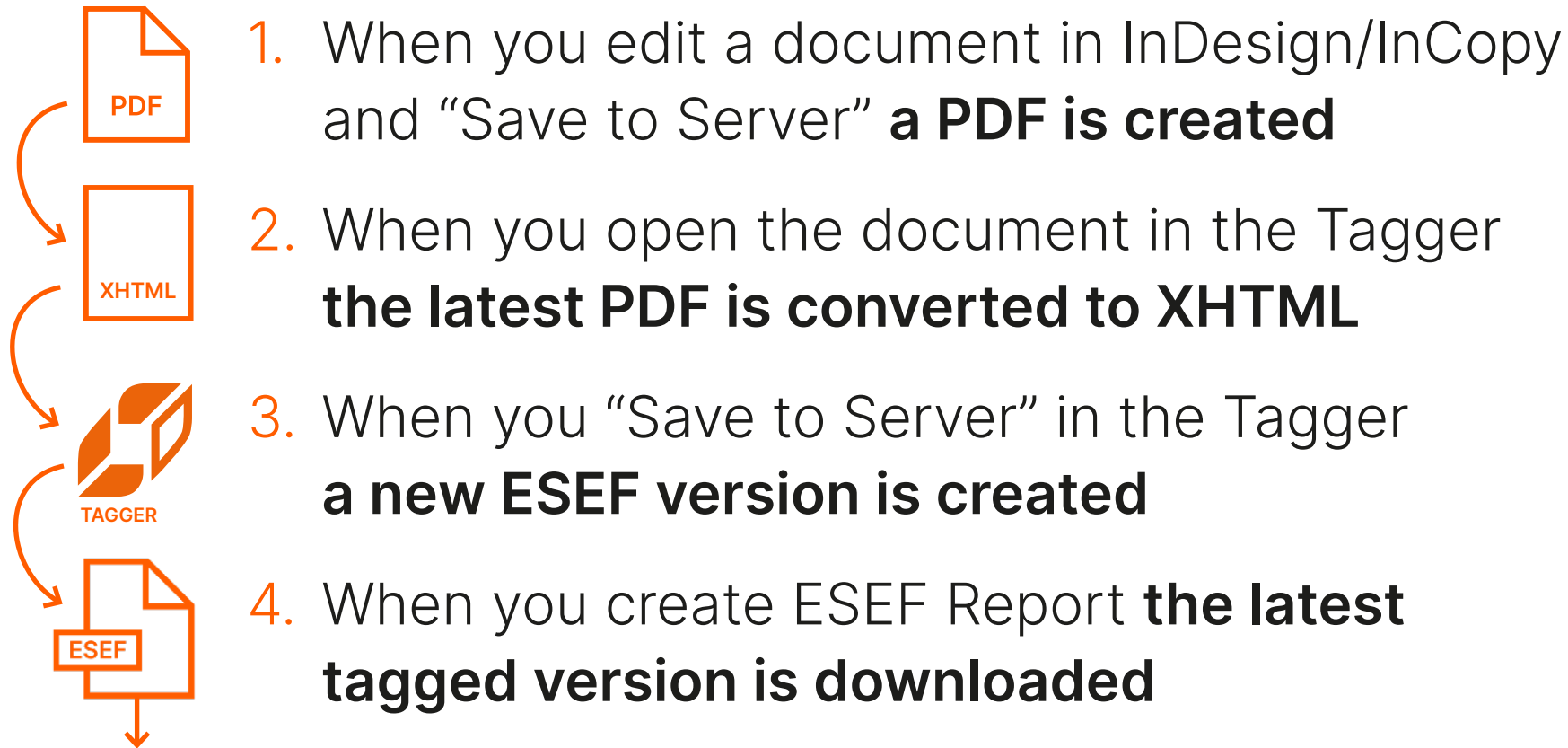
- Important that all users have the same font version
- Be aware of font collisions in the documents
- Use fonts from same source (Google, Adobe, Purchased)



European Single Electronic Format (*ESEF*)

- Affects issuers with securities listed in EU regulated markets
- The XBRL tagging is done in CtrlPrint
- XBRL – machine-readable markup language for digital reporting that allows automated data analysis
- The ESEF report is created in CtrlPrint
- A PDF is converted to XHTML

The ESEF process in CtrlPrint



XHTML – *What do you need to consider?*

- Text effects (opacity, multiply etc) in InDesign doesn't work in XHTML
- Text hidden behind an object in InDesign becomes visible in XHTML
- Possible font problems after conversion to XHTML
- Avoid Hidden facts
- Force or Ignore mode?

Example of font issues *in XHTML*

MSEK	Note	January–December	
		2020	2019
NET SALES	2	74,852	86,013
COST Of gOODS SOLD	5, 6	-57,863	-65,071
Gross profit		16,989	20,942
SELLINg ExpENSES	6	-9,732	-11,414
ADMINISTrATIvE ExpENSES	6	-521	-405
OTHEr OpErATING INcOME AND ExpENSES, NET	7	333	272
Operating profit		7,069	9,395
FINANcIAL INcOME AND ExpENSES, NET	8	-769	-926
Profit before taxes		6,300	8,469
INcOME TAx	9	-1,826	-2,677
Net profit		4,474	5,792
Net profit attributable to:			
SHArEHOLDErS Of		4,298	5,557
NON-cONTrOLLINg INTErESTS		176	235
BASlC EArNINGs pEr SHArE (SEK)	17	9.44	12.20
DILuTED EArNINGs pEr SHArE (SEK)	17	9.43	12.19

Hidden *facts*

- When converting and tagging a PDF report in the Tagger, some facts (tags) might become hidden. The reason for this is that the Inline XBRL Specification does not allow individually formatted numbers to be tagged. When the font requires special spacing between single characters by using HTML tags, the number is then no longer taggable. In order to preserve the spacing and formatting of the PDF in the XHTML report, the Tagger moves the tag to an unformatted hidden section of the document and includes a link to the visual original number.

Force or Ignore mode in CtrlPrint?

- Force mode
 - No Hidden facts
 - Could be font (glyphs) problems and the XHTML could look bad
- Ignore mode
 - Could be Hidden facts
 - The XHTML looks fine
- If your ESEF report from last year worked fine you can use the same settings this year

Recommended settings

- CtrlPrint settings
 - Ignore mode
 - Elimination Of Hidden Facts For PDF
- InDesign/InCopy settings
 - OpenType figure style: Default Figure Style (Tagged numbers)
 - 0 kerning (Tagged numbers)
- **support.ctrlprint.net** > Search for “font problems”



How to detect Hidden facts *in your report*

- Create an ESEF report in CtrlPrint and open the **Preview XHTML** file
 - **support.ctrlprint.net** > Search for “Detect Hidden facts”
- Create an ESEF report in CtrlPrint and view the **Validation Report**

Detect Hidden facts in the XHTML file

1. Download the ESEF report from CtrlPrint and open the file that ends with “**preview**”. Use browser Edge or Chrome.
2. Right click on a tagged number and choose “**Inspect**”
3. Use keyboard shortcut “**Ctrl+F**” (Find)
4. Type in “**-esef**” and the number of Hidden Facts will be visible to the right in the text box
5. Go through the Hidden Facts using the arrows on the right side of the Hidden fact number



Detect Hidden facts *in the Validation Report*

- Open the “**Validation Report**” under “**Notifications**”
- Open “**Validation results**” in the downloaded ESEF report

If you must have Tabular Lining

- Change to Force for the tagged document
- Open the Tagger and see if everything looks ok
- If the XHTML looks ok you can save to server
- Be aware that it may result in not stored mapping



ESEF report *Checklist*

- Create an ESEF report well in advance
- Look through the report to see if everything looks fine
- If you have Hidden facts or font issues in your report follow our recommended ESEF settings:
support.ctrlprint.net > Search for “**font problems**”
- Be aware that if you change the settings **it may result in not stored mapping**

Text block tagging *of the notes*

Text block tagging

- Text block tagging will be possible in CtrlPrint in **October**, on **October 18** we will offer a Tagger deep dive webinar
- All Group notes in the Annual Report shall be tagged
- There will be **no Hidden facts** in the Text block tagging
- Important to prepare the InDesign documents correctly
- For a successful workflow, try to prepare the notes as much as you can before you start tagging

Prepare the InDesign documents

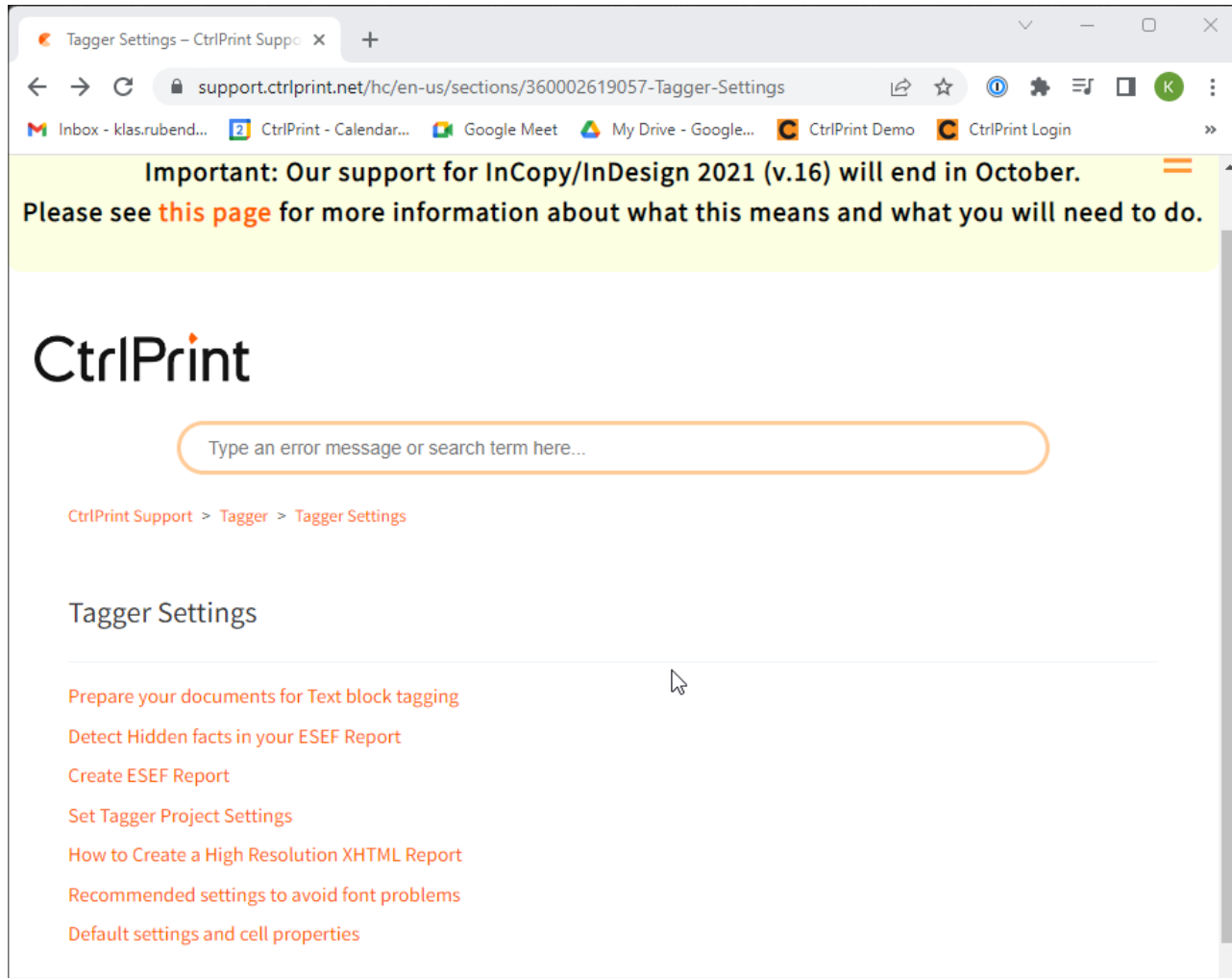
- Split up the notes in InDesign before you start tagging
- 1 story per note
 - A story is an individual text frame or set of threaded text frames within a document
 - It's possible to have several separate text frames in 1 note
 - You can't have 2 or more notes in the same story in InDesign
- Each text frame will automatically be given a unique ID and will be displayed in the Tagger in a separate layer
- **support.ctrlprint.net** > Search for “**text block tagging**”

Splitting up the Notes

- Use one set of threaded text frames per note if possible
 - If you have several separate text frames in a note you need to apply the Text block tag several times in the tagger
- No overlapping textframes
- No Grouped textframes
- Have at least 2 mm between tagged text frames
- A table should not be wider than the textframe
- Illustrations and graphs shall not be tagged



Useful *information*



The screenshot shows a web browser window with the following elements:

- Browser Tab:** Tagger Settings - CtrlPrint Support
- Address Bar:** support.ctrlprint.net/hc/en-us/sections/360002619057-Tagger-Settings
- Taskbar:** Includes icons for Gmail, CtrlPrint - Calendar, Google Meet, My Drive - Google, CtrlPrint Demo, and CtrlPrint Login.
- Alert Bar:** A yellow banner with the text: "Important: Our support for InCopy/InDesign 2021 (v.16) will end in October. Please see [this page](#) for more information about what this means and what you will need to do."
- Header:** The CtrlPrint logo.
- Search Bar:** A rounded rectangular input field with the placeholder text "Type an error message or search term here...".
- Breadcrumbs:** CtrlPrint Support > Tagger > Tagger Settings
- Section Title:** Tagger Settings
- Content List:** A vertical list of links:
 - [Prepare your documents for Text block tagging](#)
 - [Detect Hidden facts in your ESEF Report](#)
 - [Create ESEF Report](#)
 - [Set Tagger Project Settings](#)
 - [How to Create a High Resolution XHTML Report](#)
 - [Recommended settings to avoid font problems](#)
 - [Default settings and cell properties](#)

Some *final words*

- Prepare the InDesign documents for Text block tagging
- Start preparing yourself for Text block tagging
- When the Tagger is updated in CtrlPrint you can start Text block tagging

Many thanks for your
attention and good luck
with your project!

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