

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.

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

APPENDICES:

A Messages Reported by EDGAR

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

B Reserved

Reserved

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 Reference Copies of Forms

This appendix provides information on <https://www.sec.gov/submit-filings/forms-index> where reference copies of forms can be viewed, downloaded, and printed.

E Automated Conformance Rules for EDGAR Data Fields

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

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
- 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:
 - [EDGAR Portal \(sec.gov\)](#)