Updated January 27, 2025

FastTrack/InDesign Setup 101





Overview

With FastTrack, our ParsePort Platform is capable of merging annual reports in ePub format with the Excel Tagging Template. The ePub file is exported from InDesign, which is where the annual report is created.

FastTrack enables issuers to block tag notes using InDesign, in combination with ParsePort's TextSearch technology. The use of FastTrack has several advantages. It allows for:

- ePub & native HTML support to maintain pixel-perfect reports
- Table tagging support for meaningful HTML and compliant reporting
- Tagging (and ability to change tags) at any point in the reporting process

This document intends to provide an overview of the settings needed to properly prepare InDesign files and to subsequently export ePub for conversions.

To ensure a proper ePub, two essential tasks must be performed.

- 1. Verify that the layers in InDesign adhere to the correct reading order.
- 2. Specify the parts of the text that have to be tagged.

Without these basic assumptions, the order of the text won't be correct, and TextSearch cannot work properly.

Goals

- 1. Understand the steps needed to use FastTrack.
- 2. Learn the settings to apply for correct ePub exports.
- 3. Learn how to work with related InDesign functions.



Steps

I.Opening the InDesign file

Start by opening the InDesign file. This file will most likely be located within a '.zip' folder. Inside, you will find two more folders; one is called 'MACOSX' and is reserved for Mac users; the other (regardless of the name) is the file you will need to use.

Name	Date modified	Туре	Size
MACOSX	11/8/2023 1:29 PM	File folder	
DEMO v1.7.3	11/8/2023 1:29 PM	File folder	

Inside this one the kind and number of files may vary, but you will have to look for an **InDesign document**.

Please note that the InDesign document is different from the InDesign Markup Document (.idml); this file should not be opened. The InDesign document can be recognized by its file extension (.indd). This is the file that contains all the data used to create the report.

Name	Date modified	Туре	Size
Document fonts	11/8/2023 1:29 PM	File folder	
Links	11/8/2023 1:29 PM	File folder	
Vert-Hydro Solutions 2022 report_CONDENSED_en	11/8/2023 12:26 PM	Microsoft Excel Worksheet	235 KB
📄 Vert-Hydro Solutions 2022 report_en	11/8/2023 12:26 PM	Microsoft Excel Worksheet	241 KB
📕 Vert-Hydro-Solutions-Annual-Report-v1.7.3	11/8/2023 12:26 PM	InDesign Markup Document	607 KB
Vert-Hydro-Solutions-Annual-Report-v1.7.3	11/8/2023 12:26 PM	InDesign Document	16,016 KB
Vert-Hydro-Solutions-Annual-Report-v1.7.3	11/8/2023 12:26 PM	Adobe Acrobat Document	25,227 KB
Vert-Hydro-Solutions-Annual-Report-v1.7.3_condensed	11/8/2023 12:26 PM	Adobe Acrobat Document	2,074 KB

Once you have found it, you can open it either by double-clicking or through the InDesign menu (File > Open).

II.Prepare your InDesign workspace

Next, you will need to prepare your workspace correctly. One of the key assumptions for FastTrack is that the layers are in the correct order; therefore, you must access the layer panel and reorder the layers accordingly.

Accessing the Layers panel

To access the panel displaying the layers on a specific page, follow these steps: Click on the 'Window' option in the top bar, then select 'Layers'. This will open the panel on the right side, allowing you to view the layers present on the page.

For easy access, make sure to pin the Layer panel to your right sidebar.





Ensuring proper table output

Besides prepping your InDesign workspace, you must also ensure that your tables in your InDesign file are prepped. Our solution, FastTrack, offers a block note tagging feature that enables you to present tables as actual tables in the HTML output. This aligns with the new ESMA requirement known as 'meaningful HTML,' which mandates that tables in the 'Notes to the Financial Statements' be displayed as properly structured tables. FastTrack has the capability to meet this requirement.

To ensure compliance, it is important <u>for designers</u> to create tables using the dedicated table functionality in InDesign rather than using regular text boxes. By inserting proper tables, the desired outcome can be achieved seamlessly.

III.Ordering the layers

Now that you are able to see the layers, you can start checking the order and, where needed, rearrange the layers or sublayers. The following paragraph explains how the layers and their sublayers need to be ordered.

Determining the correct layer order

When exporting an InDesign file to a native HTML format like ePub, it's important to note that the layer order is reversed.

For instance, a sublayer that appears at *the top* of the Layer panel in <u>InDesign</u> is at *the bottom* of the <u>HTML file</u>. Therefore, the order must be reversed. When the order is reversed, our Platform can read the file in the correct order.

Reordering layers manually

To visually identify where the layer is located and what it contains, click on the eye icon that is next to the layer or sublayer. As for ordering, you can simply drag and drop the layer to move its position.

The section or (sub)layer that should be read first must be at the bottom, and the section that should be read last needs to be at the top (see screenshot).

The order of layers becomes irrelevant when they are not going to be tagged.

Troubleshooting problems when ordering layers manually

Ordering layers manually can be challenging when dealing with nested items and groups. In some cases, (sub)layers within groups cannot be moved manually, depending on how the groups are structured.



To overcome this, it is recommended to ungroup the group first and then move the individual (sub)layers. If you have merged or nested groups (i.e., groups in groups), it is advisable to ungroup all groups.

In such situations, using a script can be the most efficient approach. Please refer to section IV.



IV.Using a script to order the layers

The layers can be reordered automatically using a custom ParsePort script.

The script will reorder all containers based on their top left position and all layers from top to bottom, left to right. This should be correct in almost all traditional layouts with one or more columns.

The script will reorder all layers present in the document, not just a specific page or section.

When to combine script and manual layer reordering – Creative layouts

It could be that certain pages are laid out in such a way that they require manual reordering.

An example of this would be when containers such as text boxes and images are placed on top of each other, and/or do not follow your typical reading order (top to bottom or left to right). Therefore, before using this option, it is important to verify whether there are any pages that require manual reordering.

Example 1

The screenshot below details such a case. This section contains two text boxes on a dark background and should be read left to right, but if the script would reorder these layers, the reading order would be column 1, followed by column 3 and then column 2.

To ensure that the ParsePort Platform reads this ePub correctly, we would have to use the script first, and manually reorder layers 1 and 2.





If there are, it is recommended to use the script *first* and then manually reorder the specific pages that need it. For guidance on reordering layers manually, refer to Section III.

Example 2

The second example details another case where manual alterations from the designer are needed.

In this example, the text boxes are incorrectly stacked on top of each other, causing improper ordering when converted on the Platform.

This page contains several Containers and Text Boxes:

- 1. The general text is placed in Text Box 1 (from "The Group" to "(see Note 5.1.)")
- 2. The headers are NOT included in Text Box 1 (green), and are instead placed in separate text boxes ON TOP of Text Box 1. See Group 2 (light blue) and 3 (dark blue).
 - The header groups contain three elements:
 - Header text (i.e. Strategic capital management)
 - Number (i.e. 32)
 - Filled in frame (i.e. red box)

If we utilize the script to automatically reorder the content, the order of the HTML output would look like this: TextBox 1, Group 2, and Group 3.

In the HTML output, the headers do not follow the order as they visually appear in the InDesign file, because the Text Boxes/Containers are stacked on top of each other.

This is <u>NOT</u> what we want. The headers should be included within the text, and should not be read after Text Box 1.





There are two solutions.

- 1. Add your headers within the general text box (in this case 'Text Box 1'). Do <u>not</u> separate or place headers on top of general text both but add headers within the box.
- If you use specific styling for your section numbers (in this case 'number 32 and 31 on a dark background'), make sure that style is defined as a bullet list style. This way, your section number and header title are one, and can be included within the general text (in this case 'Text Box 1')
 - If you do not have specific section numbers like the example above, you will still need to perform Solution 1.



How to install the ParsePort script

Windows

- Please request the script file from ParsePort Support. Place the file under:
- C:\Users\[username]\AppData\Roaming\Adobe\InDesign\Version 18.0\en_US\Scripts\Scripts Panel.
- After that, you will be able to activate it by double clicking its name under Window > Utilities > Scripts > User
- To uninstall the script: Remove it from the Scripts within your C:/ folder.

Mac

- Please request the script file from ParsePort Support.
- Open your 'Applications' folder > Open the 'InDesign application' folder > Open the 'Scripts' folder > Drag in the ParsePort script > Relaunch InDesign
- After that, you will be able to activate it by double clicking its name under Window > Utilities > Scripts > User
- To uninstall the script: Remove it from the Scripts folder with the application folder.

How to revert the script reordering process

In case you want to undo the script reordering process, you can use the undo button in InDesign.

Alternatively, you can use the keyboard shortcut for undoing an action. On Mac, press CMD+Z, and on Windows, press CTRL+Z.

V.Defining which part of the report to tag

Now that you have ordered the layers in the correct reading order, the last thing to do is to define which part of the text needs to be tagged. If this is not defined, our engine will assume all text requires tagging.

With TextSearch, this identification was done by creating hyperlinks within your PDF containing 'area://text'. With FastTrack, you will need to add the epub:type attribute to containers.

What is an epub:type?

An epub:type is an attribute that is often used to enhance the user experience in EPUB reading systems. In this case, the epub:type attribute is used to instruct our engine what to tag.

Defining what to tag - Selecting containers

A container typically encompasses all the text within a column, page, or table. You can select a container by either clicking directly on it or hovering your mouse over a specific

page (ensure you are using this tool). Additionally, you have the option to select multiple containers simultaneously by holding down the shift key.

Unfortunately, due to the limitations of InDesign, you <u>cannot</u> select all containers from all pages at the same time.

When selecting containers, you might notice that some containers have different colored borders. Each color corresponds to a different layer within your document.



Notes to the Financial Statements

	_			
 3. New or revised Standards or Interpretations 3.1 New Standards adopted as at 01. January 2027 The Group has adopted the new accounting pronouncements which have become effective this year, and are as follows: IFRS16 'Leases' The Group has adopted the new accounting pronouncements which have become effective this year, and are as follows:IFRS 16 'Leases'IFRS 16 'Leases' replaces IAS 17 'Leases' along with three Interpretations (IFRIC 4 'Determining whether an Arrangement contains a Lease', SIC 15 'Operating Leases-Incentives' and SIC 27 'Evaluating the Substance of Transactions Involving the Legal Form of a Lease'). The adoption of this new Standard has resulted in the Group recognising a right-of-use asset and related lease liability in connection with all former operating leases except for those identified as low-value or having a remaining lease term of less than 12 months from the date of initial application The new Standard has been applied using the modified retrospective approach, with the cumulative effect of adopting IFRS 16 being recognised in equity as an adjustment to the opening balance of retained earnings for the current period. Prior periods have not been restated. For contracts in place at the date of initial application, the Group has elected to apply the definition of a lease from IAS 17 and IFRIC 4 and has not applied IFRS 16 to arrangements that were previously not identified as lease under IAS 17 	and IFRIC 4. T direct costs in operating leas of IFRS 16, bei also elected to equal to the k lease paymen of performing assets at the o on its historic immediately b On transition, leases with a i and for leases the optional e but to accoun over the rema classified as fi liability are m same amount of initial appli average incre recognised ur from the use when conside The following line items from	he Group has el the measureme ses in existence ing 1 January 20 o measure the ri pase liability adjuts that existed a can impairment date of initial ap assessment as in before the date of for leases previ- remaining lease conflow-value as exemptions to not thor the lease en- ining lease term nance leases, the easured at the of s as under IAS 1 cation. On transi- mental borrowin- ider IFRS 16 was of hindsight for- ring options to of is the reconcilia m IAS17 to IFRS1	ected not to inc ent of the right- at the date of in 27. At this date, ight-of-use asse- usted for any pi th the date of tri- review on the i- plication, the G to whether leas of initial applica- to whether leas of initial applica- to whether leas of initial applica- to state of the sets the Group of recognise rig xpense on a str n.For those leas is re right-of-use a late of initial ap 7 immediately tion to IFRS 16 ng rate applied s X%.The Group determining the extend and terr tion of the final 16 at 1st Januar;	Iude initial of-use asset for nitial application , the Group has its at an amount repaid or accrued ansition. Instead right-of-use roup has relied as were onerous ition of IFRS 16. d for as operating an 12 months has applied ht-of-use assets raight-line basis as previously asset and lease uplication at the before the date the weighted to lease liabilities o has benefited e lease term minate leases. ncial statement y 2027:
	ing Associated Stat			100014 Carping Amount
Carry	Dec 2026	Re class	Remeasurement	1st January 2027
Fixed Assets (PPE, IT Equip)	1857.7	-154.8	743.1	2445.9
Lease Liabilities	-154.8		-/43.1	-897.9
Deterred Gain on Sale and Leaseback (Current)	-116.1	116.1		0.0
Deterred Gain on Sales and Leaseback (non current)	-38.7	38.7		0.0
IOTAI	1548.1	0.0	0.0	1548.1
3.2 Standards, amendments and Interpretations to exist not been adopted early by the Group	sting Standard	ls that are no	t yet effectiv	e and have

In the example above, you can see 4 containers, all selected using 'Shift'.

Adding the epub:type attribute to containers

After you have selected the containers that are related to the section/pages you want to tag, right-click on them and select 'Object Export Options'.

Select the tab 'EPUB and HTML' and write 'bodymatter' in the epub:type box:

ф

-		-
	Object Export Options	x
firect costs in 1		t or c
perating lease	Alt Text Tagged PDF EPUB and HTML	ctive
of IFRS 16, beir		l, as a
lso elected to	epub:type bodymatter	
qual to the lea		up at diaris
ase payment	Preserve Appearance From Layout: Default	trollin
r performing a		5.
n its historic a	Format: JPEG	
mmediately be	Palette: Adaptive (no dither) ->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	ness
	Tetedore United Breeker	up ap
on transition, 1	interior Metrior Baseline	o obt
and for leases	🗌 Custom Layout: Alignment And Spacing 🛛 🗸	the ac
he optional ex		s incu
out to account		which
over the remai	Dispert Dags Brooks, Briter Trans	rom a
lassified as fir	insert Page break. Before image	ion co
iability are me	Size: Default ~	cquir
of initial applic		ed at
werage incren		
ecognised uno		sume ents i
rom the use o	Done	J z the
vhen consider	are rounded to the pagest million, event for earnings per	
he following is	the reconciliation of the financial statement share.	ne carrying
ine items from	Verifies the verifiest of the verifiest	ntures is in
	4.2. Basis of consolidation	are of the p
	The Group's financial statements consolidate those of the	nsure consis
	parent company and all of its subsidiaries as of 31. December	

Repeat this process for each page/section that has to be tagged, **including the consolidated statements**. Again, due to the limitations of InDesign, you <u>cannot</u> select all containers from all pages at the same time, meaning that this process must be repeated.



VI.Using a script to apply the ePub:type

Similar to our layer ordering process, we can use a script to speed up this process. This script installs a <u>shortcut</u> that you can use to apply the epub:type attribute (bodymatter) to all containers within a page.

Please note that it does not apply the attribute to all containers within the entire document. Only on the ones you select within a page/spread. The script provides a shortcut to automate the application of the epub:type attribute to the container. But you must still repeat this process for each page/spread.

How to install the ParsePort script

Windows

- Please request the script file from ParsePort Support. Place the file under:
- C:\Users\[username]\AppData\Roaming\Adobe\InDesign\Version 18.0\en_US\Scripts\Scripts Panel
- Relaunch InDesign if necessary.
- To uninstall the script: Remove it from the Scripts within your C:/ folder.

Mac

- Please request the script file from ParsePort Support.
- Open your 'Applications' folder > Open the 'InDesign application' folder > Open the 'Scripts' folder > Drag in the ParsePort script > Relaunch InDesign
- To uninstall the script: Remove it from the Scripts folder with the application folder.

Using the Script to automatically add the epub:type attribute to containers

- 1. Go to 'Edit' in the top menu and select 'Keyboard Shortcuts.'
- 2. In the Keyboard Shortcuts dialog box, choose the product area 'Scripts.'

		Keyboard Shortcuts	
Set: [Default]		or Al Ps	ОК
Product Area: Commands: Application Application: Indi Application: Sam Application: Sam Application: Sam Application: Sam	Scripts Application Menu File Menu Edit Menu Layout Menu Type Menu Object Menu Table Menu View Menu Window Menu Window Menu	~	Cancel New Set Delete Set Save Show Set
Current Shortc	Help Menu Object Editing		
	Panel Menus Plug-Ins Menu ✓ Scripts		
New Shortcut:	Structure Menu Structure Navigation Text and Tables Tools Views, Navigation		

- 3. Locate the 'BodyMatter' script and click on it.
- 4. In the bottom left corner of the dialog box, enter your desired shortcut.

You can choose any shortcut that you prefer, as long as it doesn't conflict with other shortcuts. Tip: Ctrl+Spacebar is not assigned to anything by default.

After setting a desired shortcut for this action, select all containers on every page and use the shortcut to apply the epub:type attribute (bodymatter) to containers.

Repeat for each page/spread.

VII.Exporting the ePub file

Finally, when the order is set correctly and the taggable areas are determined, the InDesign file can be exported to ePub.

This can be done via File > Export. You must save it as 'EPUB (Fixed Layout)'.

After this, you have the option to change certain settings. Generally speaking, there is no need to make any changes, and you can simply click 'OK' to initiate the export process. Just be sure that the option 'All pages' is selected (unless you want to export specific pages only).



Export						×
← → ~ ↑ 🔒 «	ParsePort Dropbox >	Customers > z_FastTrack Testing > Orphazyme	~	ē	🔎 Search Orphazyme	
Organize 🔻 🛛 New f	folder					- (?)
Quick access Desktop Downloads Downloads Documents Documents Documents Customers NEDAP-0000-Jaa Creative Cloud Fill Customers Customers Customers Dubba Creative Cloud Fill Customers Dubba Creative Cloud Fill Customers Dubba Creative Cloud Fill D	Name Orphazyme Orphazyme Orphazyme Orphazyme Orphazyme	^ 825_AR2021_regnskab_Unlink Folder 825_AR2021_regnskab_Unlink (Method 3 first page - Layers orede 825_AR2021_regnskab_Unlink ORIGINAL.epub 825_AR2021_regnskab_Unlink V4 TESTING Method 2 (note 2.5 to r 825_AR2021_regnskab_Unlink V4 TESTING Method 3 (note 2.5 to	red).epub iote 3).epub iote 3).epub		Date modified 11/3/2023 3:21 PM 11/1/2023 4:03 PM 11/1/2023 3:50 PM 11/1/2023 3:32 PM 11/3/2023 3:20 PM	Type File fo EPUB EPUB EPUB
dronbox cache	v <					
File name: V Save as type: Ef	(ert-Hydro-Solutions-An PUB (Fixed Layout) Use InDesign Document Name as	nual-Report-v1.7				~
 Hide Folders 	the Output Filename				Save C.	ancel

i	EPUB - Fixed Lavout Export Opt	ions
	, , ,	
	General	General
I	Conversion Settings CSS	Version: EPUB 3.0
e th	JavaScript Metadata	Preview this document using EPUB Interactivity Preview panel (Window > Interactive > EPUB Interactivity Preview).
n n s	Viewing Apps	Export Range All Pages Range 1,30-39
ar at IS: efi		Cover Rasterize First Page
o an of		Navigation TOC None
ni Ial BS		Options Spread Control: Based On Document Setup
ne de f I		
51		OK Cancel
	Ne class Remeasurement Section and	0/1/28



VIII.Troubleshooting issues

Please take note of certain limitations that may exist with ePUB files. While we have identified potential solutions for all the issues, it's important to consider that their effectiveness will vary depending on the specific circumstances of each case.

1. Kerning and font embedding issues

Adobe has noted a limitation regarding kerning and ePUB exports:

"Kerning is not supported on an individual glyph and is distributed as letter spacing across all the letters of a word." See the original source <u>here</u>.

Often, designers use kerning on a single letter or word. Sometimes this does not translate well to ePUB.

Possible solutions

To address the problem, we recommend considering the following suggestions:

- 1. Ensure that you apply kerning to the entire word or sentence.
- 2. Include the kerning settings within the paragraph or character style, rather than adding a separate style on top. Instead, combine the two styles.
- **3.** To check if a piece of text has an additional style applied, open the Paragraph Style window and click on the 'Style Override Highlighter' button. The presence of a '+' symbol next to the Paragraph Style name also indicates when additional style overrides have been applied.



4. It is possible that the issue could be related to font embedding. This occurs because font embedding in EPUB files is typically not included in standard font End User License Agreements (EULAs). As a result, obtaining the appropriate license may require additional steps.

In this case, please check with your font foundry to obtain an ePUB font license.

2. Exporting Fractions to ePUB

HTML, the format of an ePUB, does not support OpenType formatting, which includes fractions. Therefore, it is not possible to use fractions in ePUB.

The image below showcases an example of the use of Fractions, and where the OpenType formatting options are (click on the text container or select text > Hamburger menu on the left > OpenType > Fractions).



Possible solutions

To address this limitation, you can remove the fractions formatting from your content. Alternatively, you can reformat the fractions manually using traditional methods.

This involves using superscript and subscript <u>or</u> adjusting the font size of the left and right numbers.

1. Using super/subscript

Select the number > a box appears with super/subscript options > click the desired option.





2. Manually adjusting the font size

Select the number > adjust the font size.





3. White spaces are not visible in ePUB

When exporting reflowable ePUB files, it's important to note that tabs and blank spaces may not be preserved.

Generally, this should **not** be an issue when using FastTrack, as tabs and blank spaces are preserved in the ePUB Fixed Layout format.

However, to maintain the desired spacing between paragraphs, it is always recommended to use the Non-breaking space feature (found under Menu Type > Insert White Space > Non-breaking space) in conjunction with the paragraph character.

Please note that other White Space functions (eg. Em/En spaces) may not be preserved on ePUB files.

4. Multiply effect is not supported in ePUB

Certain effects, such as the multiply blending mode, are not compatible with ePUB.

Possible solution

In order to ensure that certain effects are functional in an ePub, it is necessary to rasterize them.

All elements that have the multiply effect applied should be grouped together.

Once grouped, select the entire group and access the Object Export Options (use the selection tool to select the grouped container > right click > click Object Export Options). Apply the following settings:



			Object Export Options		
	Alt T	ext	Tagged PDF EPUE	3 and HTML	
epub:type					
Preserve App	pearance From Layout:	Raste	erize Container]
Format:	PNG		Resolution (ppi):	300 ~	
Palette:	Adaptive (no dither)		Quality:	High ~	
			Method:	Baseline ~	
🗌 Custom L	ayout: Alignment And	Spaci	ing ~		
			🗘 0 Pixels		
🗌 Inser	t Page Break: Before Ir	nage			
Size: Defaul	t ~				
					Done

This will generate a rasterized version that includes the multiply effect. It's important to note that objects affected by a blend mode must be grouped together for this method to work.

5. Multiple effect not supported in ePUB

Certain effects, such as the gradients, are not compatible with ePUB.

Possible solution

To ensure that gradient fill and strokes, like linear and radial gradients, are compatible with ePUB, you can convert the affected elements into graphics.

This can be achieved by rasterizing the containers where the gradients are applied. By doing so, you can ensure that the elements will display correctly in an ePUB format.

All elements that have the gradient effect applied should be grouped together.

Once grouped, select the entire group and access the Object Export Options (use the selection tool to select the grouped container > right click > click Object Export Options). Apply the following settings:



			Object Export Options		
	Alt T	ext	Tagged PDF EPUE	and HTML	
epub:type					
Preserve App	earance From Layout:	Rast	erize Container		~
Format:	PNG	~	Resolution (ppi):	300	~
Palette:	Adaptive (no dither)		Quality:	High	~
	Interlace		Method:	Baseline	~
🗌 Custom L	ayout: Alignment And	Spac	ing ~		
			♀ 0 Pixels		
🗌 Inser	t Page Break: Before Ir	nage			
Size: Defaul	t ~				
					Done

6. Vertical text in tables becomes unreadable

Unfortunately, ePUB does not support vertical text (text rotated 90 degrees) in fixed format, which is the required format for your ePUB file conversion. Therefore, vertical text in tables will not convert properly, resulting in unreadable text (see the example below).

An example of text rotated 90 degrees in a table (1) and its appearance in XHTML (2):



	1	Lorem ipsum dolor sit amet	Ultrices neque ornare autenan euismod. Lectus arcu bibendum at varius	Diam vei quam elementum pulvinar etiam non quam.	Felis imperdiet proin fermentum leo vel orci porta non.	Mauris utrices eros in cursus turpis massa tincidunt dut.	Ullamcorper sit amet risus nullam eget felis eget nunc lobortis.	Quam vulputate dignissim suspendisse in est ante in.
Cash flows from operating activities:								
Profit before taxes		567,353	434,169	434,169	434,169	434,169	434,169	434,169
Amortisation and depreciation		247,717	274,757	274,757	274,757	274,757	274,757	274,757
Provision accruals		82,418	50,873	50,873	50,873	50,873	50,873	50,873
Result from investments		(3,066)	_	_	_	_	_	_
Other non-cash expenses (income)		(30,291)	36,230	36,230	36,230	36,230	36,230	36,230
Gains from disposal of property		(2,652)	(6,964)	(6,964)	(6,964)	(6,964)	(6,964)	(6,964)
Change in trade receivables		(88,847)	15,693	15,693	15,693	15,693	15,693	15,693
Change in trade payables		106,163	(45,792)	(45,792)	(45,792)	(45,792)	(45,792)	(45,792)
Change in receivables from financing activities		404,568	120,902	120,902	120,902	120,902	120,902	120,902
Change in other operating assets and liabilities		7,149	(24,698)	(24,698)	(24,698)	(24,698)	(24,698)	(24,698)
Income tax paid		(252,026)	(145,017)	(145,017)	(145,017)	(145,017)	(145,017)	(145,017)
Total	1	1,038,486	710,153	710,153	710,153	710,153	710,153	710,153
Cash flows used in investing activities:								
Investments in property plant and equipment		(175,647)	(184,910)	(184,910)	(184,910)	(184,910)	(184,910)	(184,910)
Investments in intangible assets		(166,340)	(171,033)	(171,033)	(171,033)	(171,033)	(171,033)	(171,033)
Change in other financial assets		_	377	377	377	377	377	377
Cash acquired on acquisition		-	38,751	38,751	38,751	38,751	38,751	38,751
Proceeds from the sale of property and equipment		2,931	1,370	1,370	1,370	1,370	1,370	1,370
Proceeds from disposals investment properties		-	37,130	37,130	37,130	37,130	37,130	37,130
Total		(339,056)	(278,315)	(278,315)	(278,315)	(278,315)	(278,315)	(278,315)
Cash flows used in financing activities:								
Change in other current borrowings		(211,832)	(498)	(498)	(498)	(498)	(498)	(498)
Cash proceeds from interest-bearing debt		4,627	4,235	4,235	4,235	4,235	4,235	4,235
Proceeds from bond		490,729	234	234	234	234	234	234
Acquisition of non-controlling interest		-	(8,500)	(8,500)	(8,500)	(8,500)	(8,500)	(8,500)
Increase in share capital		_	6,566	6,566	6,566	6,566	6,566	6,566
Disposal (purchase) of own shares - Net		1,384	(9,348)	(9,348)	(9,348)	(9,348)	(9,348)	(9,348)

	2						
	Lositaip	etim dolorUlterenelsilapai	id inne tutsvanti u:D i anteomining	unmpqluinar Felfelmepint	dited-people Matericander	idan yidan toʻulla in yoʻngal	kanit ögletetti kisQ udiginistip
Cash flows from operating activities:							
Profit before taxes	567,353	434,169	434,169	434,169	434,169	434,169	434,169
Amortisation and depreciation	247,717	274,757	274,757	274,757	274,757	274,757	274,757
Provision accruals	82,418	50,873	50,873	50,873	50,873	50,873	50,873
Result from investments	(3,066)	-	-	-	-	-	-
Other non-cash expenses (income)	(30,291)	36,230	36,230	36,230	36,230	36,230	36,230
Gains from disposal of property	(2,652)	(6,964)	(6,964)	(6,964)	(6,964)	(6,964)	(6,964)
Change in trade receivables	(88,847)	15,693	15,693	15,693	15,693	15,693	15,693
Change in trade payables	106,163	(45,792)	(45,792)	(45,792)	(45,792)	(45,792)	(45,792)
Change in receivables from financing activities	404,568	120,902	120,902	120,902	120,902	120,902	120,902
Change in other operating assets and liabilities	7,149	(24,698)	(24,698)	(24,698)	(24,698)	(24,698)	(24,698)
Income tax paid	(252,026)	(145,017)	(145,017)	(145,017)	(145,017)	(145,017)	(145,017)
Total	1,038,486	710,153	710,153	710,153	710,153	710,153	710,153
Cash flows used in investing activities:							
Investments in property plant and equipment	(175,647)	(184,910)	(184,910)	(184,910)	(184,910)	(184,910)	(184,910)
Investments in intangible assets	(166,340)	(171,033)	(171,033)	(171,033)	(171,033)	(171,033)	(171,033)
Change in other financial assets	-	377	377	377	377	377	377
Cash acquired on acquisition	-	38,751	38,751	38,751	38,751	38,751	38,751
Proceeds from the sale of property and equipment	2,931	1,370	1,370	1,370	1,370	1,370	1,370
Proceeds from disposals investment properties	-	37,130	37,130	37,130	37,130	37,130	37,130
Total	(339,056)	(278,315)	(278,315)	(278,315)	(278,315)	(278,315)	(278,315)
Cash flows used in financing activities:							
Change in other current borrowings	(211,832)	(498)	(498)	(498)	(498)	(498)	(498)
Cash proceeds from interest-bearing debt	4,627	4,235	4,235	4,235	4,235	4,235	4,235
Proceeds from bond	490,729	234	234	234	234	234	234
Acquisition of non-controlling interest	-	(8,500)	(8,500)	(8,500)	(8,500)	(8,500)	(8,500)
Increase in share capital	-	6,566	6,566	6,566	6,566	6,566	6,566
Disposal (purchase) of own shares - Net	1,384	(9,348)	(9,348)	(9,348)	(9,348)	(9,348)	(9,348)

Possible solution

Presently, there are no immediate solutions available to rectify this issue, as vertical text is not a supported feature of ePUB.

Our recommendation is to align the text horizontally within your tables. This adjustment may necessitate altering the table design to accommodate horizontally aligned text.

7. Splitting tables – One table appearing as two separate tables

It's possible that a single table has been styled to appear as two separate tables. Below, we have provided an illustration of this setup.

Visually, it gives the impression of two distinct tables, with a line of text (C) dividing what appears to be the first (A) and second table (B). However, technically, it is created as a single table where the line of text (C) has been styled differently.

One table					
Operating activities: A		2028 (€ thousand)	2027 (€ thousand)		
Profit before taxes		567,353	434,169		
Amortisation and depreciation		247,717	274,757		
Other non-cash expenses (income)		(30,291)	36,230		
Gains from disposal of property, plant and equipment and intangible assets		(2,652)	(6,964)		
Change in trade receivables	4.	(88,847)	15,693		
Income tax paid		(252,026)	(145,017)		
Total		441,218	608,868		
Still the same table C Financing activities: B		2028 (€ thousand)	2027		
			(€ thousand)		
Change in other current borrowings		(211,832)	(€ thousand) (498)		
Change in other current borrowings Cash proceeds from interest-bearing debt		(211,832) 4,627	(€ thousand) (498) 4,235		
Change in other current borrowings Cash proceeds from interest-bearing debt Proceeds from bond		(211,832) 4,627 490,729	(€ thousand) (498) 4,235 234		
Change in other current borrowings Cash proceeds from interest-bearing debt Proceeds from bond Disposal (purchase) of own shares - Net		(211,832) 4,627 490,729 1,384	(€ thousand) (498) 4,235 234 (9,348)		
Change in other current borrowings Cash proceeds from interest-bearing debt Proceeds from bond Disposal (purchase) of own shares - Net Distribution of dividend		(211,832) 4,627 490,729 1,384 (86,905)	(€ thousand) (498) 4,235 234 (9,348) (34)		
Change in other current borrowings Cash proceeds from interest-bearing debt Proceeds from bond Disposal (purchase) of own shares - Net Distribution of dividend Dividends paid to non-controlling interest		(211,832) 4,627 490,729 1,384 (86,905) (17,207)	(€ thousand) (498) 4,235 234 (9,348) (34) (53,942)		

Our Platform is unable to split this table during conversion and thus cannot tag both tables separately.

Possible solution

To address this issue, the table needs to be manually split and transformed into two independent tables.

Failure to do so may result in a similar output in the rendered HTML as shown below. Here both tables are tagged as one.

Two seperate tables				
Operating activities:		2028 (€ thousand)	2027 (€ thousand)	
Profit before taxes		567,353	434,169	
Amortisation and depreciation		247,717	274,757	
Other non-cash expenses (income)		(30,291)	36,230	
Gains from disposal of property, plant and equipment and intangible assets		(2,652)	(6,964)	
Change in trade receivables	4.	(88,847)	15,693	
Income tax paid		(252,026)	(145,017)	
Total		441,218	608,868	

Not the same table

Financing activities:	2028 (€ thousand)	2027 (€ thousand)
Change in other current borrowings	(211,832)	(498)
Cash proceeds from interest-bearing debt	4,627	4,235
Proceeds from bond	490,729	234
Disposal (purchase) of own shares - Net	1,384	(9,348)
Distribution of dividend	(86,905)	(34)
Dividends paid to non-controlling interest	(17,207)	(53,942)
Total	180,796	(59,353)

8. How to create report with different layouts (Vertical and Horizontal)

To create a report that contains both vertical and horizontal layouts, you need to export two (or more) separate ePub files that will be subsequently merged on our Platform. In fact, even if the tall and wide pages appear correct when combined in InDesign, exporting to ePub will use the "master" page size, defined in "Document Setup", taking over the other. If these steps are not followed the final report will have cut pages and missing text.

Possible solution

You can navigate through the "Document Setup" menu and select portrait or horizontal orientation, this will be applied to the whole document. After that, export to ePUB only the pages related to the selected layout (e.g. one file with horizontal layout and another with portrait orientation). Note that you can easily select multiple pages to export under the field 'Export Range'.



Document Setup

Tabaatu Dalat	
Number of Pages: 118	
Page Size: [Custom]	
Width: ¹ 373 mm Orientation: ¹ I Height: ¹ 210 mm	
Margins Top: 0 15 mm Bottom: 0 10 mm & Left: 0 15 mm Right: 0 15 mm	
> Bleed and Slug	
(i) Adjust page elements to document changes (Adjust Layout)	
Preview OK Cancel	

After the export, to define the merging order of these files you will need to add *'underscore'* followed by sequential numbering (starting by 1) to any text used for naming the files. So for example if you have 4 files to merge this would be the correct naming convention:

- (any text)_1
- (any text)_2
- (any text)_3
- (any text)_4

Once done, you can just upload these files on our Platform and they will be merged accordingly.

9. How to combine multiple reports in one single document

If your annual report is being designed in two or more different InDesign documents, it is possible to gather these in one collective document with the Book feature in InDesign.

Possible solution

1. Open InDesign and open one of the documents you want to combine with other components.

2. Click file, then click new, and proceed to click the 'book' option in the menu. See screenshot below:



3. Save the book in the folder of your choice. It is important that the 'Save as type' is set to Book.

4. Add documents to your newly created Book. This is done by clicking '+' and choosing the InDesign documents you want to be part of the collective document. See screenshot below:



Continue adding until you have all components included in the Book.



5. Click the Burger menu in the top right corner of the Book feature box and subsequently click 'Export Book to EPUB'. Remember to save the ePUB as a 'EPUB (Fixed Layout).



8. Please note that all future changes in the separate documents should be carried over automatically to the Book, so you do not have to create a new book every time changes are made to the original InDesign documents. If you are unsure that the changes are carried over to the book automatically, you can use the 'Update All Cross-References', available in the same Burger menu as mentioned above.

