

Creating a Proof

Last Modified on 10/11/2018 5:19 pm EDT

You can create proofs of your EDGAR filing or of a single document in your filing using the Print PDF function. This function creates a PDF document from your filing or document. If you print a PDF proof of a submission or project file, all of the documents and the form data for the submission will be included in the proof. If you create a proof for a document, only the contents of the document will be proofed.

To Create a PDF Proof of a Submission:

1. Open your submission file. For some form types, this will be your project file. For other form types that cannot have documents attached to them, this will be your form (XML) file.
2. Click **File > Print PDF**.
3. Choose the options for the proof. These options vary depending on the type of submission. All submissions will have options to include file and page headers as well as a cover page and summary page. Other options will pertain to the data contained within the documents of the proof. For example, you can opt to Hide CCCs on certain types of documents.
4. Click **OK**.

To Create a PDF Proof of a Document:

1. Open your document.
2. Click **File > Print PDF**.
3. Choose the options for the proof. These options vary depending on the type of document. All documents will have options to include file and page headers.
4. Click **OK**.

The PDF proof will open in your default application associated with PDF files. The PDF file will be downloaded automatically to your Windows Temp folder.

Helpful Hints:

- In the Virtual File Cloud, a file will be created in the folder from which you are proofing that contains the HTML version of your proof. For submissions, this file will be called cloud_proof.html. For single documents, this file will be called temp_view.html. This file will be overwritten each time you proof. Do not add this file to a project or submission.
- You will not be able to proof a document when its PDF proof is open on your computer from your Windows Temp folder. You can move or make a copy of the proof file. The moved or copied version of the proof can be open when proofing.

