



Quick Reference Guide

How to Create an HTML Document



These instructions have been written to help filers prepare and submit electronic filings. The instructions are intended to serve as a general guidance and should not be relied on as definitive or as a substitute for the EDGAR Filer Manual (<http://sec.gov/info/edgar/edmanuals.htm>).

EDGAR requires that official documents be attached to electronically submitted filings formatted as American Standard Code for Information Interchange (ASCII) or HTML or in some cases, when specific criteria are met, a Portable Document Format (PDF). The following is a step by step guide to creating a simple HTML document that can be attached to filings submitted in EDGAR.

Step 1

Create the document in Microsoft Word that you wish to convert to HTML

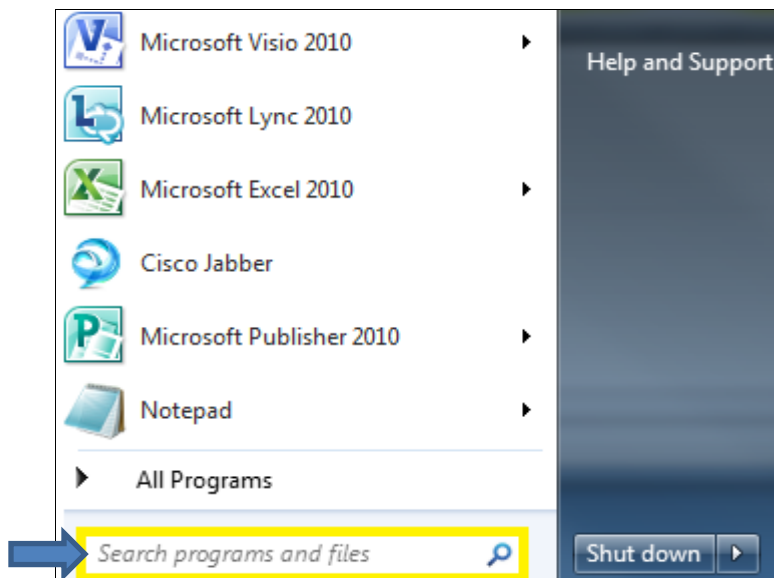
Step 2

Open Notepad

If using a Windows operating system select “Start” from the Task Bar (typically located in the lower left corner of the screen)



Enter “Notepad” in the “Search programs and files” field and the Notepad program should be displayed. Select Notepad to open the program.





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Step 3

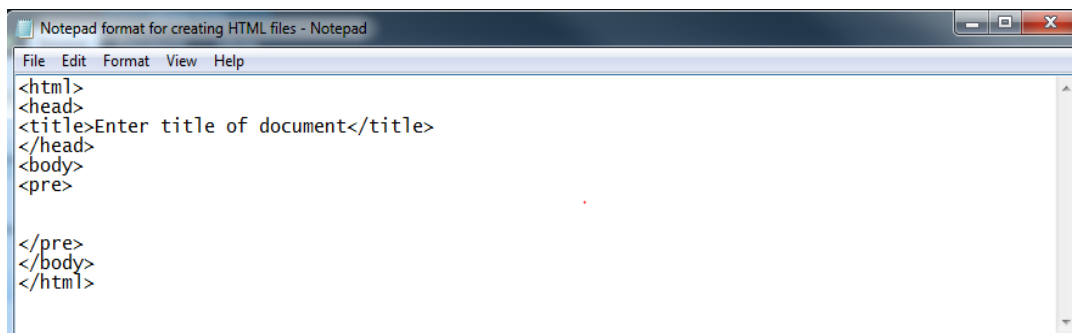
Create a template in Notepad to convert the Word document to HTML

Type the following tags in Notepad exactly as they appear in the example below (please note that you should enter your own title of the document in the Title section)

```
<html>
<head>
<title>Enter title of document</title>
</head>
<body>
<pre>

</pre>
</body>
</html>
```

Your screen should look like this:



```
Notepad format for creating HTML files - Notepad
File Edit Format View Help
<html>
<head>
<title>Enter title of document</title>
</head>
<body>
<pre>

</pre>
</body>
</html>
```



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Step 4

Copy and paste the contents of the Word document into the Notepad document between the `<pre>` tag and the `</pre>` tags.

Note: This method retains a table's content however the table structure is not preserved. Additionally, all images within the Word document will not be preserved in the HTML file.

The image shows two screenshots of a Notepad window titled "Notepad format for creating HTML files - Notepad". The top screenshot shows the HTML boilerplate code with the `<pre>` tag highlighted in yellow. The bottom screenshot shows the same code, but the `<pre>` tag now contains the text of a legal document, also with the `<pre>` tag highlighted in yellow.

```
<html>
<head>
<title>Enter title of document</title>
</head>
<body>
<pre>
</pre>
</body>
</html>
```

```
<html>
<head>
<title>Enter title of document</title>
</head>
<body>
<pre>
LIMITED POWER OF ATTORNEY
(ATTORNEY-IN-FACT TO EXECUTE SEC FORMS 3, 4 & 5 FILINGS)

KNOW ALL MEN BY THESE PRESENTS:
The undersigned individual, as an officer of ABC, LLC, the general partner of ABC, LP, the general partner of ABC, LP, a Delaware limited partnership, is required pursuant to the provisions of Section 16 of the Securities Exchange Act of 1934 (the "Act") to make certain reports to the Securities and Exchange Commission, including the filing of a Form ID, and reports on Form 3 Initial Statement of Beneficial Ownership, Form 4 Statements of Changes in Beneficial Ownership, and Form 5 Annual Statements of Changes in Beneficial Ownership, or any successor reporting forms, and does hereby make, constitute and appoint Jane A. Sample, John B. Sample and/or Jennifer C. Sample, all of whom may act individually, as his true and lawful attorney, for him, and in his name, place and stead, to sign on his behalf, such Form ID, Form 3, Form 4 or Form 5 reports, giving and granting to said attorney full power and authority to do and perform all and every act and thing whatsoever requisite, necessary and proper to be done in the premises, as fully, to all intents and purposes, as he might or could do, hereby ratifying and confirming all that his attorney shall lawfully do or cause to be done, by virtue hereof.

The power of attorney granted herein shall expire on the earlier of the date on which the undersigned individual ceases to be subject to the reporting requirements of Section 16 of the Act or until revoked.
IN WITNESS WHEREOF, the undersigned has subscribed his name hereto this 7th day of July, 2015.

/s/ Joseph Sample
Joseph Sample

STATE OF Virginia )
County of Anywhere ) ss.

Before me, the undersigned, a Notary Public in and for said County, on this 7th day of July, 2015, personally appeared Joseph Sample, to me known to be the identical person who subscribed his name to the foregoing Limited Power of Attorney, and he acknowledged to me that he executed the same as his free and voluntary act and deed, and as the free and voluntary act and deed, for the uses and purposes therein set forth.

Given under my hand and seal of office the day and year last above written.

[SEAL] /s/ Joanne Sample
Notary Public

My Commission Expires: December 31, 2016
</pre>
</body>
</html>
```



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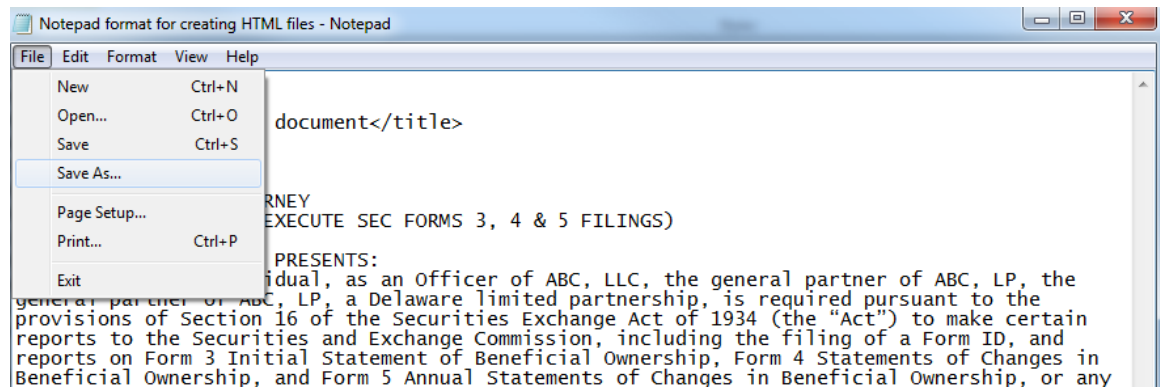
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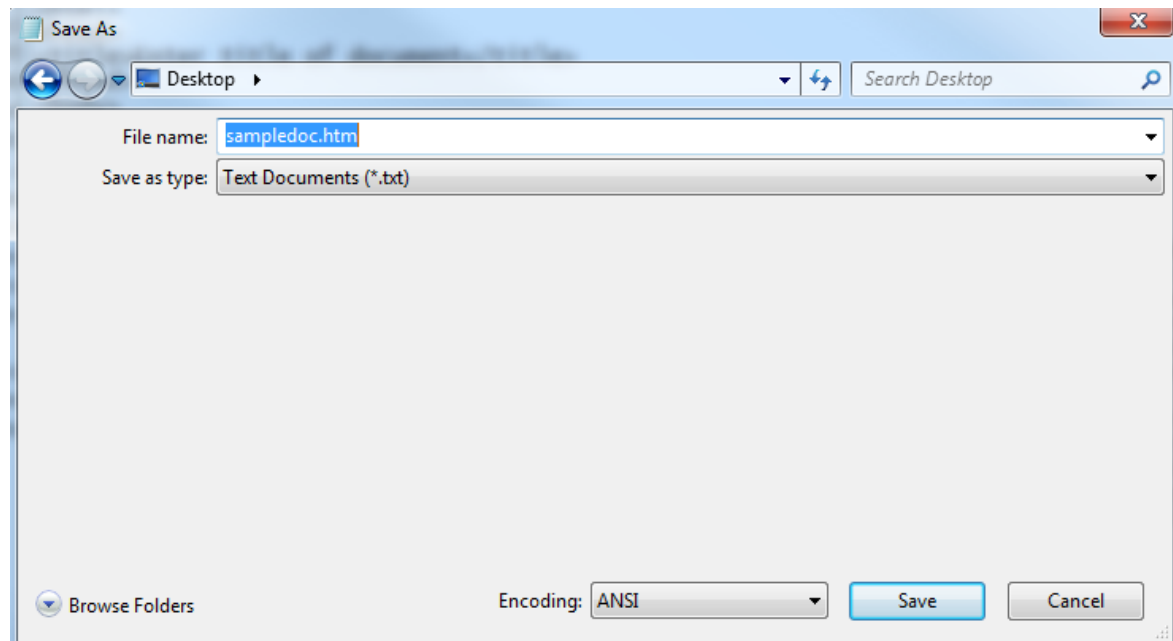
Step 5

Save the file as an HTML document

Select File, Select Save As...



In the File Name field, type the name of the file with an .htm extension and select "Save" being careful that the file name conforms to EDGAR file name standards.



The .htm document is now ready to be attached to your filing for submission.