



EPSILLION

EPSILLION PUBLISHER

USER GUIDE

November 2017

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OVERVIEW

Epsillion Publisher is software that does for writing what Excel did for graph paper. This is an easy, how-to guide to using Epsillion Publisher.

SIGN IN

You can sign into Epsillion Publisher two ways: corporate single sign on or Google sign in.

SIGN IN AUTOMATICALLY WITH CORPORATE CREDENTIALS

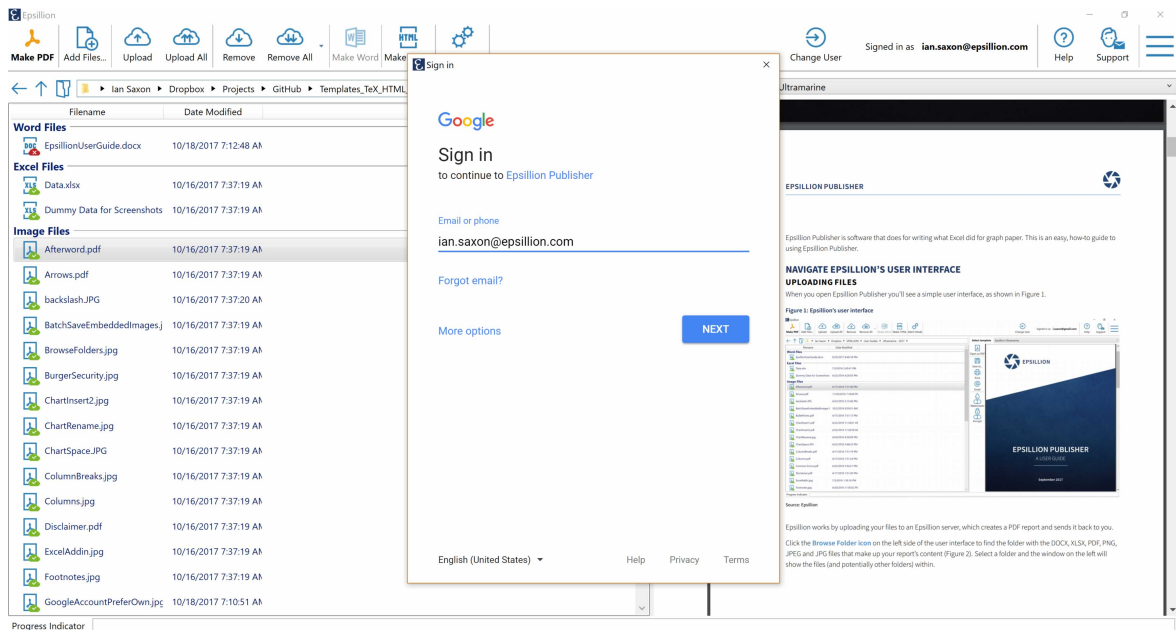
If your company has single sign on (SSO) enabled with us, you will be automatically signed in to Epsillion Publisher using your corporate credentials.

SIGN IN WITH YOUR GMAIL OR GOOGLE ACCOUNT

You can sign in with any Gmail or Google account. This is handy if your company has not enabled single sign on with us, or if you aren't currently connected to your corporate network.



Figure 1: Sign in to Epsilon Publisher with your Gmail or Google account

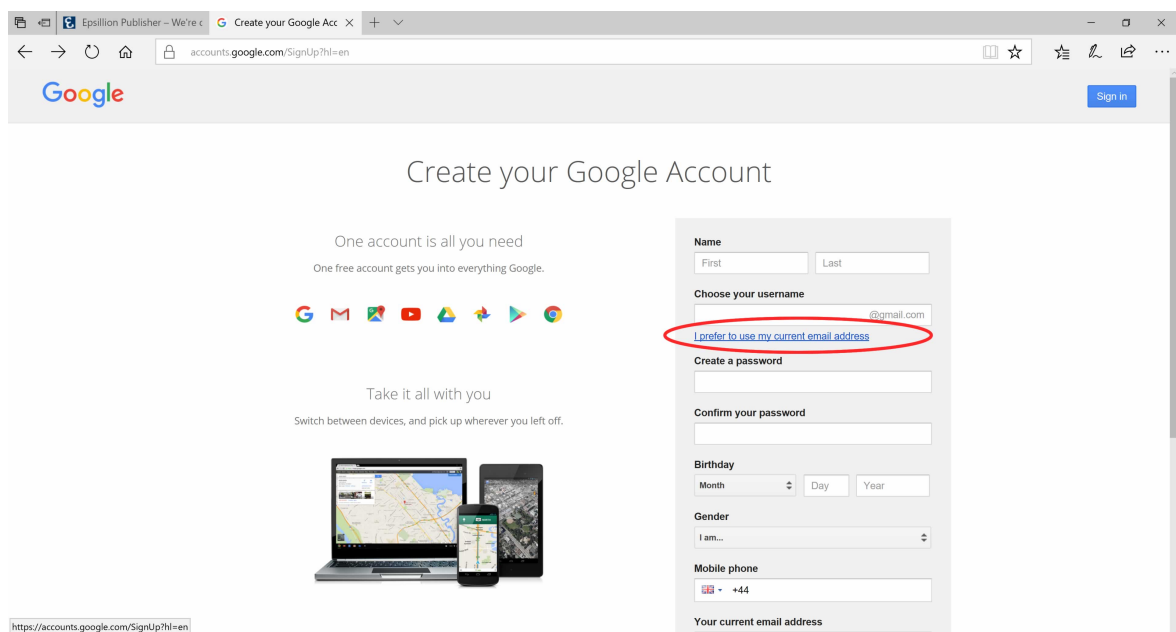


Source: Epsilon

IF YOU DO NOT HAVE A GOOGLE ACCOUNT

You can create a free Google account with [any email address](#). Go to <https://accounts.google.com/SignUp?hl=en>. If you have an existing email account you want to use—like ian.saxon@hotmail.com—then click “I prefer to use my current email address”. Enter your details and create your Google account!

Figure 2: If you don't have a Gmail account, create a free Google account



Source: Google

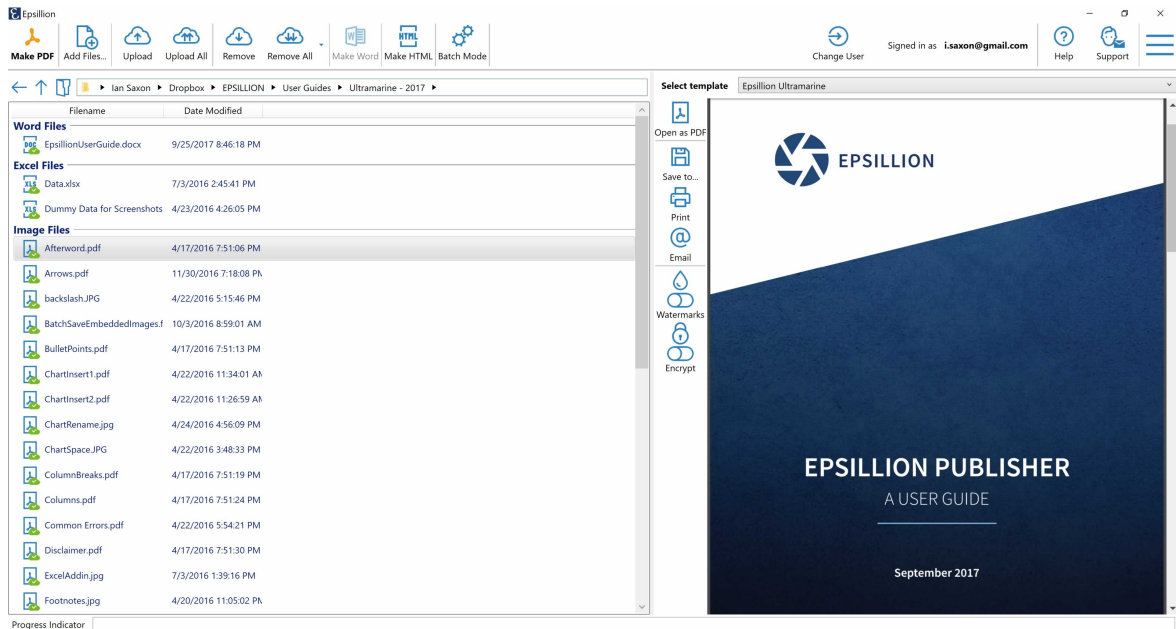


NAVIGATE EPSILLION'S USER INTERFACE

UPLOADING FILES

When you open Epsilon Publisher you'll see a simple user interface, as shown in Figure 3.

Figure 3: Epsilon's user interface



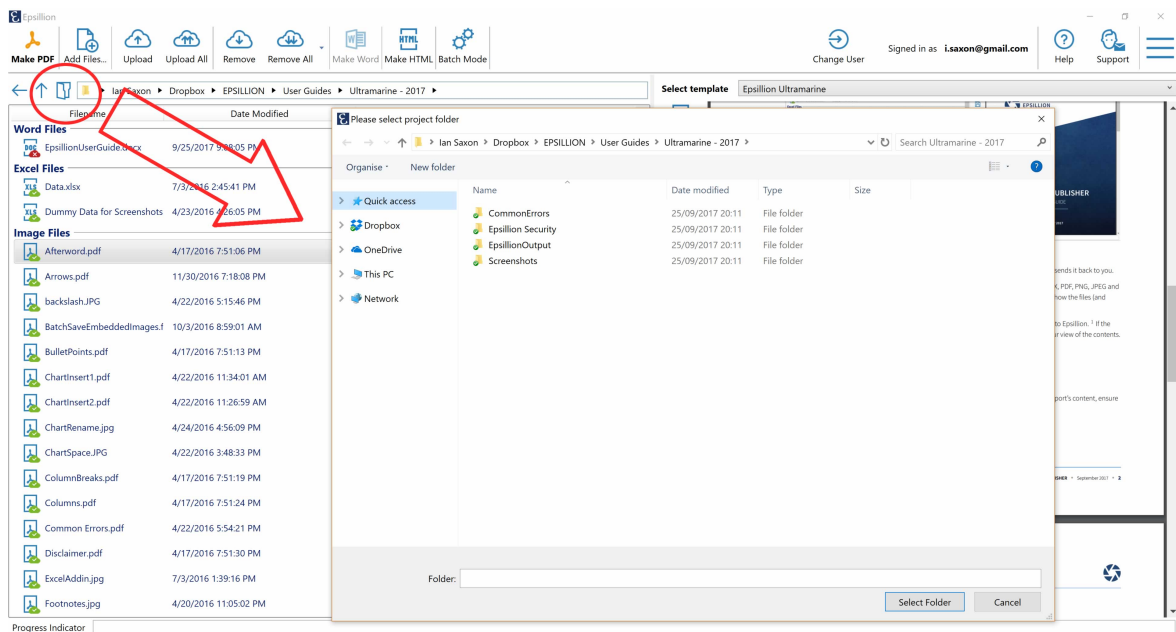
Source: Epsilon

Epsilon works by uploading your files to an Epsilon server, which creates a PDF report and sends it back to you.

Click the **Browse Folder icon** on the left side of the user interface to find the folder with the DOCX, XLSX, PDF, PNG, JPEG and JPG files that make up your report's content (Figure 4). Select a folder and the window on the left will show the files (and potentially other folders) within.



Figure 4: Browse folders on your computer



Source: Epsilon

When you find a file you want to upload, click on it and press the **Upload** or **Upload All** button. This will upload your files to Epsilon.¹

REMOVE FILES FROM EPSILLION

Select the file from the **left hand window**. Click the **Remove** button.

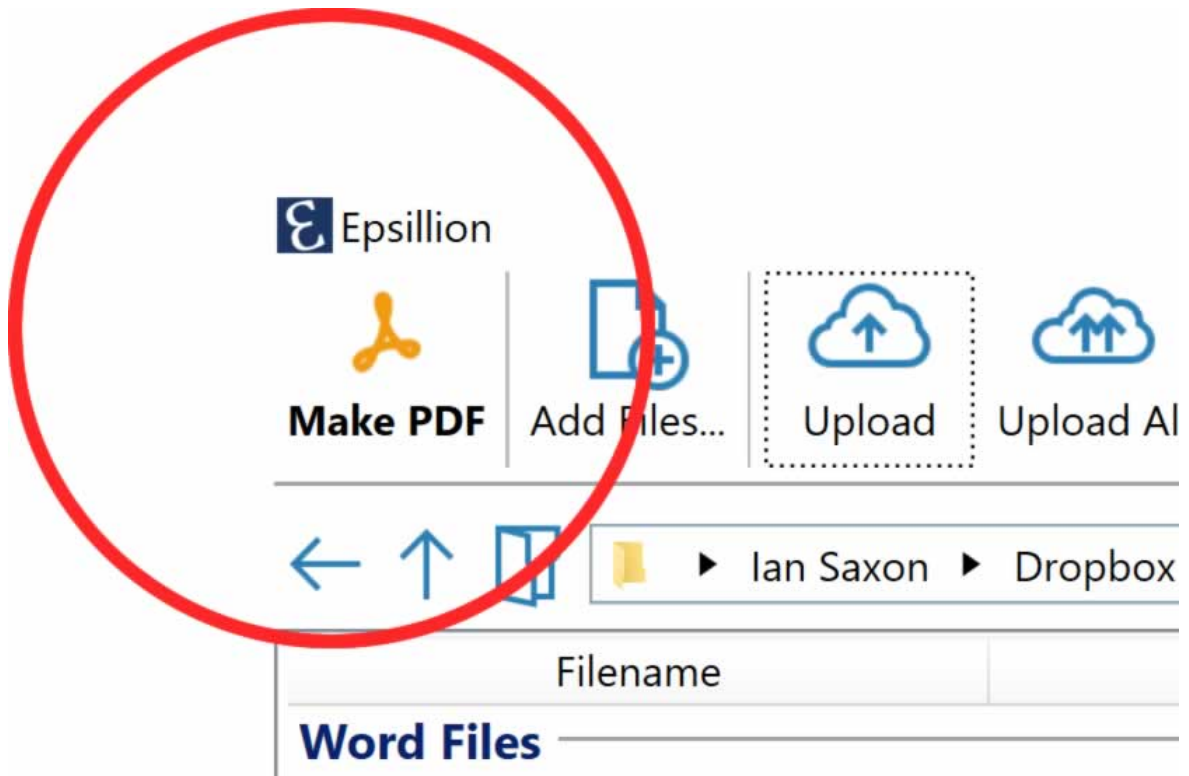
MAKE YOUR PDF

Once you have uploaded the DOCX, XLSX, PDF, PNG, JPEG and JPG files that make up your report's content, press **Make PDF** in the user interface.

¹If you upload a file with the same name as an existing uploaded file, the original will be overwritten.



Figure 5: Press ‘Make PDF’ in the user interface to make your PDF



Source: Epsilon

The PDF will be saved in the ‘EpsilonOutput’ folder that will appear in your project folder (whatever folder contains your working files).

MAKE AN HTML VERSION

You can also get an HTML version of your report by clicking “Make HTML” in Epsilon Publisher. This is great for putting online or in emails. To prepare your HTML file for an email, visit <http://premailer.dialect.ca/>. This will put all style rules “inline” in the code (trust us, that’s useful for emails!).

MAKE A WORD VERSION

You can also get a Word version of your report by pressing “Make Word”. This may be useful if you want to use Word’s track changes and commenting features during the editing stage.

Technically, the result is encoded as a “Rich Text File”, which is viewable and editable with Microsoft Word and almost all other word processors. Please note that this can never perfectly replicate your PDF’s formatting, but it usually gets close!

THE ‘BURGER MENU’: SECURITY, PERMISSIONS, AND SIGN IN METHOD

By clicking on the ‘burger’ menu and selecting ‘Options’, you can:

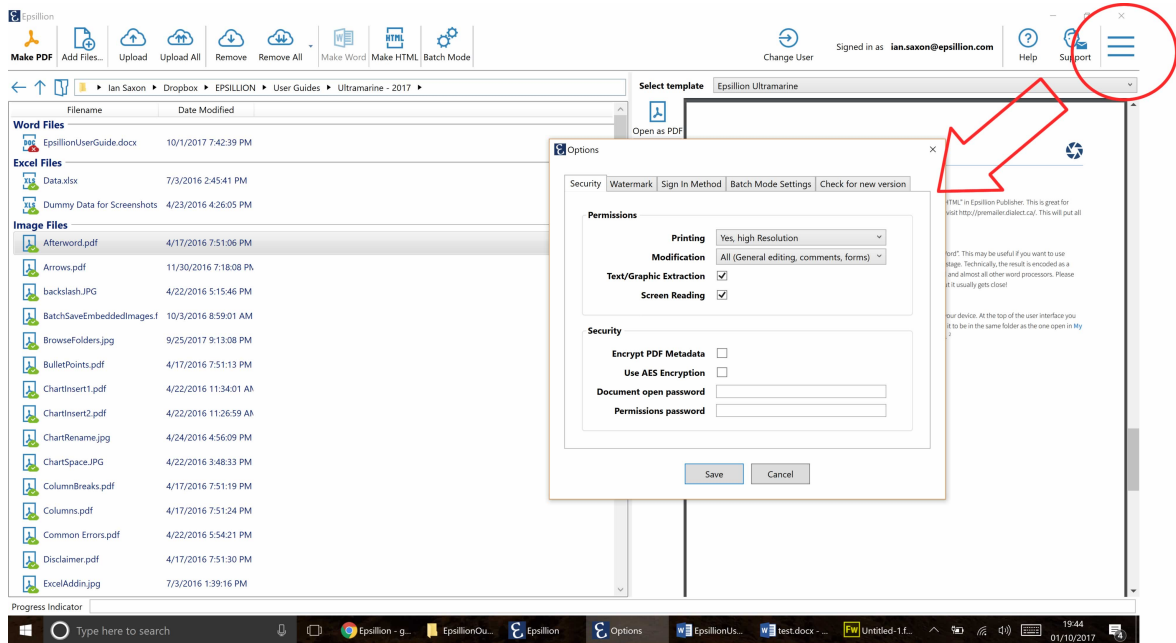
- 1 Control whether people can print or modify your PDFs, extract text and images, or read the PDF using assisted reading technology (which is helpful for blind people).
- 2 Put a password on your PDF. A ‘permissions password’ allows others to change what can be done with a PDF



(print or modify, etc.).

- 3 Put a watermark on your PDF (to notify readers that the document is a 'working draft', for example).
- 4 Change your sign in method to either Google or corporate ADFS single sign on.
- 5 Set up a batch mode job to produce several PDFs (or HTML files) at once.
- 6 Allow or disallow auto-update.

Figure 6: The 'burger' menu



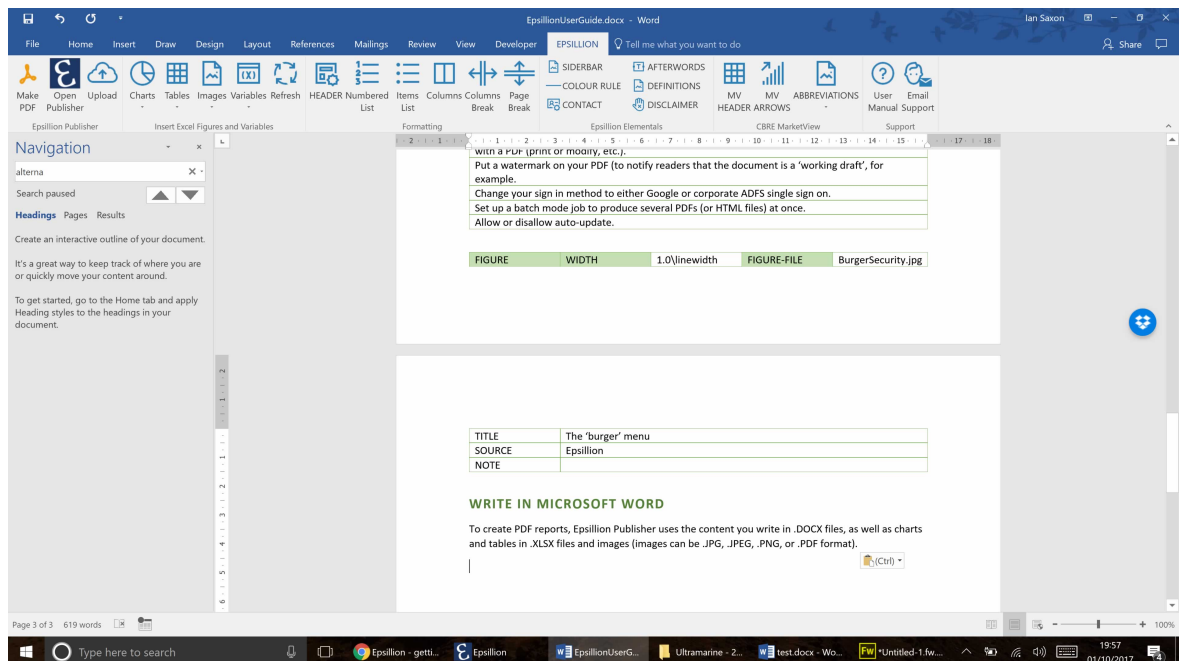
Source: Epsilon

WRITE IN MICROSOFT WORD

To create PDF reports, Epsilon Publisher uses the content you write in .DOCX files, as well as charts and tables in .XLSX files and images (images can be .JPG, .JPEG, .PNG, or .PDF format).



Figure 7: Write your content in Microsoft Word



Source: Epsilon

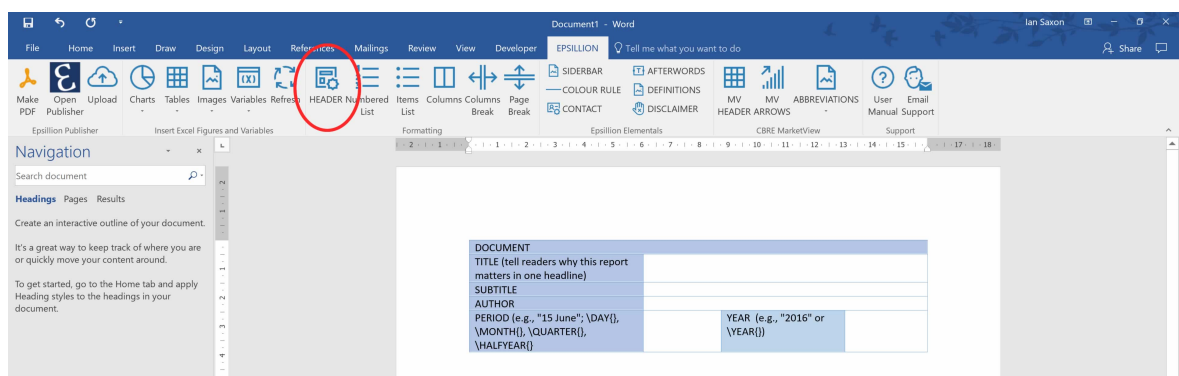
You will write the words you want in the .DOCX file. You can also reference any assets you want to include from your .XLSX files or a folder. Only upload one .DOCX file at a time—Epsilon only reads the first .DOCX it sees.

BEGIN A NEW REPORT

To begin a **new report**:

Open a blank Word document ->Go to Epsilon tab ->Formatting ->Header²

Figure 8: Insert a header to start your document



Source: Epsilon

FORMAT YOUR TEXT

To format your text go to Home tab ->Use Style selection on the right

²All new reports must have a Header to function properly.

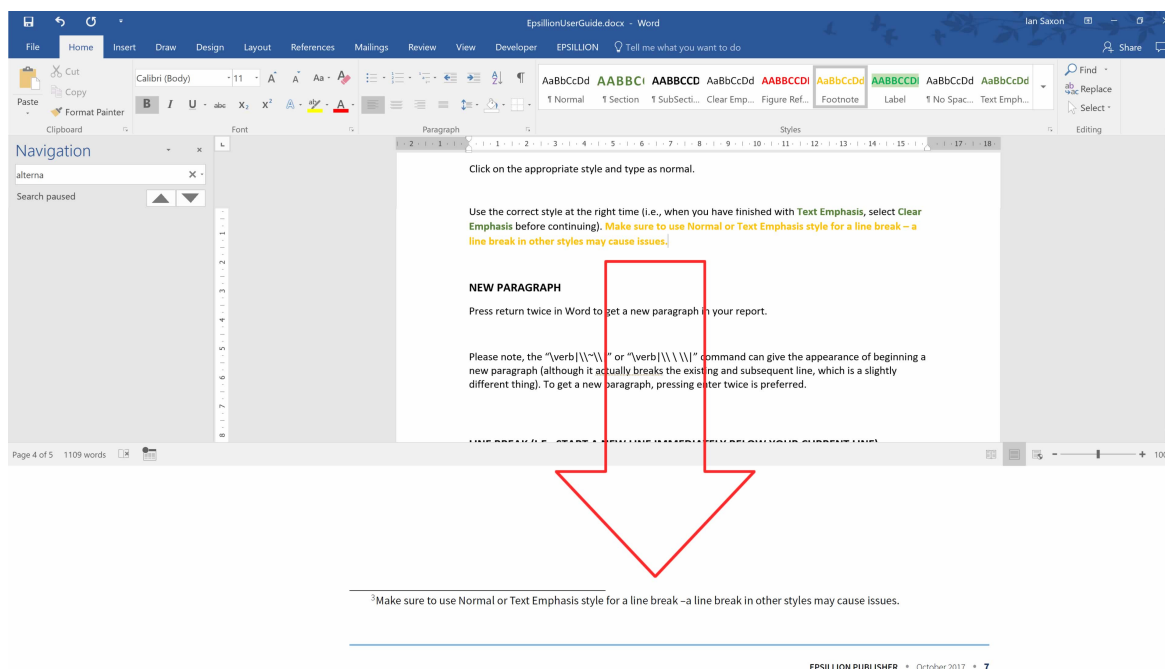


Epsilon has a range of styles built in: **Section**, **Subsection**, **Figure Ref**, **Footnote**, **Label**, **Text Emphasis**, **Variable** and **Clear Emphasis**.

Click on the appropriate style and type as normal.

Use the correct style at the right time (i.e., when you have finished with **Text Emphasis**, select **Clear Emphasis** before continuing).³

Figure 9: Insert a footnote



Source: Epsilon

NEW PARAGRAPH

Press return twice in Word to get a new paragraph in your report.

Please note, the “\\~\\” or “\\ \ \” command can give the appearance of beginning a new paragraph (although it actually breaks the existing and subsequent line, which is a slightly different thing). To get a new paragraph, pressing enter twice is preferred.

LINE BREAK (I.E., START A NEW LINE IMMEDIATELY BELOW YOUR CURRENT LINE)

The “\\” command starts a new line immediately under the current line. It can be useful when writing addresses, for example.

To get two line breaks (instead of just one), enter “\\[2\\baselineskip]”.

VERTICAL SPACE

The “\\space*{5mm}” command can provide additional vertical spacing before or after figures. You can change the amount of space (e.g., “\\space*{10mm}”), and even make it negative (e.g., “\\space*{-5mm}”).

³Make sure to use Normal or Text Emphasis style for a line break – a line break in other styles may cause issues.



ARROW INDICATORS

If the template you bought supports arrows, you can [create arrow indicators](#) in your report. Go to Epsilon tab
->MV Arrows

This will insert a new arrows container to your report. By default, Epsilon will insert a container for 4 arrows. If you need more, just add the necessary number of rows. Any number of arrows is supported. Fill TITLE, AMOUNT, CHANGE and UNITS fields with appropriate values or type variable names from your Excel sheet. In the CHANGE column you also can directly type “up”, “down” or “stable”.



Figure 10: Insert Arrows into your report

ARROWS			
CAPTION	*Arrows indicate change from previous month		
TITLE	AMOUNT (Enter a number or an Excel variable)	CHANGE (Enter "up", "down", or "stable" or create an Excel variable with one of those values)	UNITS
Take-up	TAKEUP	TAKEUPCHANGE	m sq ft
Availability	AVAILABILITY	AVAILABILITYCHANGE	m sq ft
Under Offers	UNDEROFFER	UNDEROFFERCHANGE	m sq ft
Vacancy Rate	VACANCYRATE	VACANCYRATECHANGE	%
Take-up	TAKEUP	TAKEUPCHANGE	m sq ft
Availability	AVAILABILITY	AVAILABILITYCHANGE	m sq ft
Under Offers	UNDEROFFER	UNDEROFFERCHANGE	m sq ft
Vacancy Rate	VACANCYRATE	VACANCYRATECHANGE	%
Take-up	TAKEUP	TAKEUPCHANGE	m sq ft
Availability	AVAILABILITY	AVAILABILITYCHANGE	m sq ft



Take-up 0.5m sq ft	Availability 13.7m sq ft	Under Offers 3.3m sq ft	Vacancy Rate 3.8%
Take-up 0.5m sq ft	Availability 13.7m sq ft	Under Offers 3.3m sq ft	Vacancy Rate 3.8%
Take-up 0.5m sq ft	Availability 13.7m sq ft		

*Arrows indicate change from previous month

Source: Epsilon

FOOTNOTES

To insert a footnote to your report: Place your cursor where you want a footnote. Go to Home tab -> In the Style section on the right select Footnote. Type your footnote –the text will be yellow. When you have finished typing your footnote, click the Normal Style to continue. See Figure 9.



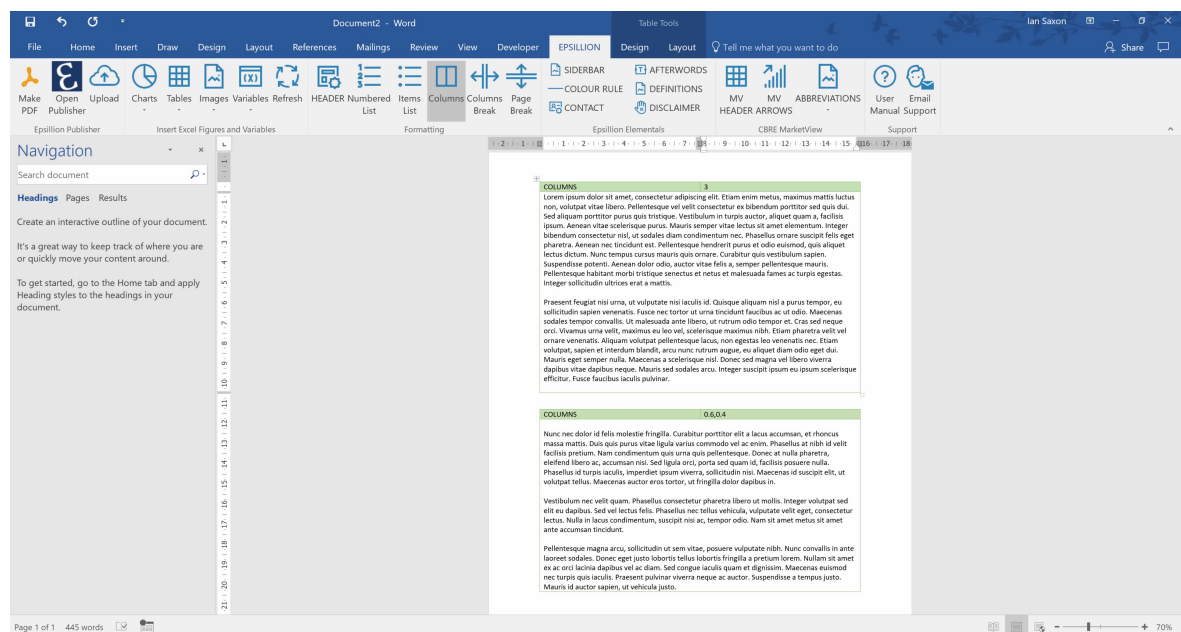
COLUMNS

To **create columns** in your report, go to Epsilon tab ->Formatting ->ColumnPlaceholder

This will insert a new table to your report. By default, Epsilon will put your text in 2 columns. To change this just change the “2” at the top of the table to your desired number of columns.

Write your content in the box –Epsilon will convert this into columns when creating the PDF. See Figure 11 for an example. In the upper example the user wants their text in 3 columns. In the lower example, the user wants text in two columns, one that takes 60% of the space and the other that takes 40% of the space. Note that **manual inserting of column breaks is required** when using variable width columns.

Figure 11: Insert a columns container



Source: Epsilon

If you want your text to have a **Column Break** and start again on the next column:

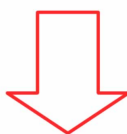
Go to Epsilon tab ->Formatting ->ColumnBreak



Figure 12: Insert a column break

Go to Epsilon tab -> Formatting -> [ColumnBreak](#)

COLUMNS	2
<p>Nunc nec dolor id felis molestie fringilla. Curabitur porttitor elit a lacus accumsan, et rhoncus massa mattis. Duis quis purus vitae ligula varius commodo vel ac enim. Phasellus at nibh id velit facilisis pretium. Nam condimentum quis urna quis pellentesque.</p>	
<p>Donec at nulla pharetra, eleifend libero ac, accumsan nisi. Sed ligula orci, porta sed quam id, facilisis posuere nulla. Phasellus id turpis iaculis, imperdiet ipsum viverra, sollicitudin nisi. Maecenas id suscipit elit, ut volutpat tellus. Maecenas auctor eros tortor, ut fringilla dolor dapibus in.</p>	
<p>Vestibulum nec velit quam. Phasellus consectetur pharetra libero ut mollis. Integer volutpat sed elit eu dapibus. Sed vel lectus felis. Phasellus nec tellus vehicula, vulputate velit eget, consectetur lectus. Nulla in lacus condimentum, suscipit nisi ac, tempor odio. Nam sit amet metus sit amet ante accumsan tincidunt.</p>	



If you want your text to have a [Column Break](#) and start again on the next column:

Go to Epsilon tab -> Formatting -> ColumnBreak

Nunc nec dolor id felis molestie fringilla. Curabitur porttitor elit a lacus accumsan, et rhoncus massa mattis. Duis quis purus vitae ligula varius commodo vel ac enim. Phasellus at nibh id velit facilisis pretium. Nam condimentum quis urna quis pellentesque.

Donec at nulla pharetra, eleifend libero ac, accumsan nisi. Sed ligula orci, porta sed quam id, facilisis posuere nulla. Phasellus id turpis iaculis, imperdiet ipsum viverra, sollicitudin nisi. Maecenas id suscipit elit, ut volutpat tellus. Maecenas auctor eros tortor, ut fringilla dolor dapibus in.

Vestibulum nec velit quam. Phasellus consectetur pharetra libero ut mollis. Integer volutpat sed elit eu dapibus. Sed vel lectus felis. Phasellus nec tellus vehicula, vulputate velit eget, consectetur lectus. Nulla in lacus condimentum, suscipit nisi ac, tempor odio. Nam sit amet metus sit amet ante accumsan tincidunt.

Source: Epsilon

PAGE BREAK

To tell Epsilon you want a [page break](#):

Go to Epsilon tab -> Formatting -> PageBreak

A red line is inserted –this tells Epsilon to insert a page break and continue on the next page.

BULLET POINTS

To insert a bullet pointed list:

Epsilon tab -> Formatting -> Bullets

This will insert a table to your report called “ITEMS-LIST”. Simply type in the table with your list, separating each bullet point in another row. There’s no need to put the bullet points in, Epsilon will do that for you.

You can create as long a list as you want –just add more rows to the table to include more bullets. If it is less than 3 items long, just delete any empty rows.



NUMBERED LISTS

To insert a numbered list, go to Epsilon tab ->Formatting ->Numbered list

The table is very similar to when inserting a bullet point list; now there is a number in the orange box at the top. By default Epsilon will number your list 1, 2, 3 etc. You can change this to “a” to have a list counting a, b, c etc. or to “A” to have a list counting A, B, C etc.

As with bullet pointed lists, just add more rows to increase the list and delete any empty rows left over. ⁴

THE END OF YOUR REPORT

At the end of your report you can insert an [Afterword](#) and/or [Disclaimer](#). Please note these tools are designed exclusively to be used at the end of reports.

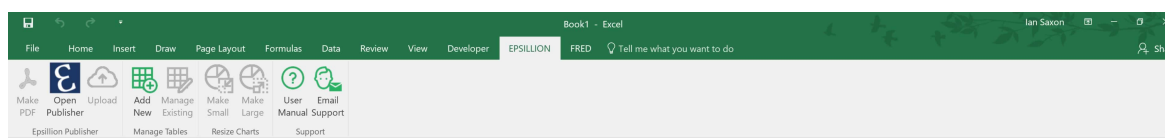
To insert [Afterword](#) go to Epsilon tab ->Afterword

To Insert [Disclaimer](#), go to Epsilon tab ->Disclaimer

ANALYSE IN MISCOSOFT EXCEL

Excel's [Epsilon tab](#) allows you to prepare data for your reports.

Figure 13: The Epsilon Excel Addin



Source: Epsilon

There are three ways Epsilon puts data into reports – [Tables](#), [Charts](#) and [individual cell variables](#).

TABLES

Make a table as normal. Don't worry about the font, line borders or colours –Epsilon takes care of that for you.

Select the table ->Epsilon tab ->In the Tables section click Add New.

In the dialogue name your table. This is just a reference name for you, it won't appear on the final report. Table names must begin with a letter and cannot contain any spaces. For multi-word names, use CamelCase (e.g., ThisIsOneVeryLongCamelCaseTableName).

Your table is ready to be used in reports. See [Use Excel Assets in Your PDF](#).

You can [change the name](#) or [delete](#) your tables:

Go to Epsilon tab ->In the Tables section click Manage Existing. Click Change to rename the table.

Click Delete to delete the table. This is only delete it from Epsilon –the Excel spreadsheet will remain untouched.

If you need to [change the range](#) of your table:

Go to Formulas tab ->In the Defined Names section click Name Manager. Find the name of your table and change the cell reference.

⁴ Lists must start at 1, A or a.



CHARTS

To create charts for your report, make a chart as normal.

We recommend that charts are created within existing worksheets, rather than in a separate new worksheet. This allows Epsilon to resize and format charts with better precision.

Epsilon will help you format your charts—there's no need to worry about the chart colours or text colours. Epsilon will resize labels to fit.

Epsilon helps you with the size of your chart. There are two pre-set chart sizes built into Epsilon –Small and Large.

To **resize** your chart: Select the chart ->Go to Epsilon tab ->Large or Small

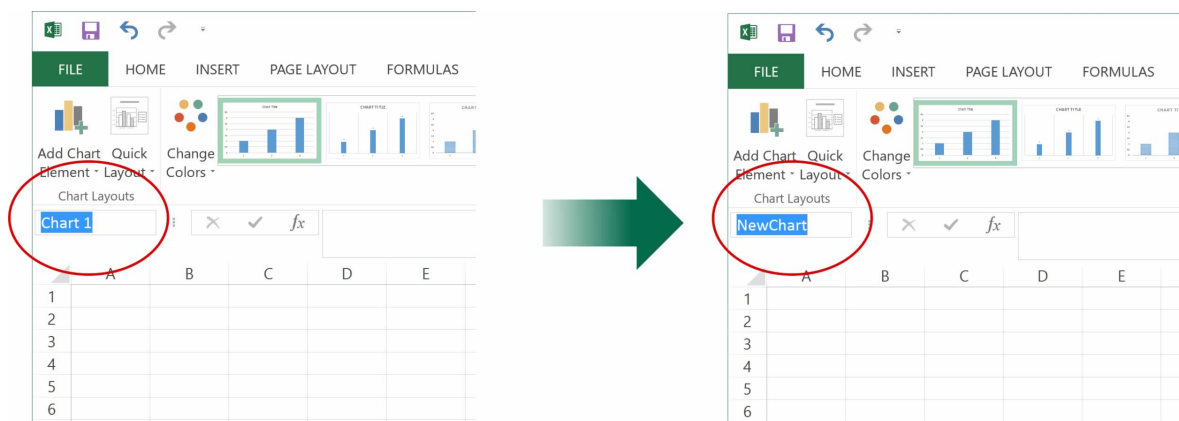
This will automatically change the size of you chart. Note that resizing to Small often causes y-axis labels to overlap the y-axis title and some of the legend may become hidden. Unfortunately Epsilon is unable to resolve this at the moment—users must change this manually.⁵

NAME YOUR CHART

Once you have created your chart, **rename** it using only letters and no spaces. If you need to use a multi-word name, use CamelCase (e.g., ThisIsOneVeryLongCamelcaseChartName).

Select you chart. On the top left, next to the Formula Bar is the name of the chart. By default Excel names your chart “Chart 1”. Delete this and rename it. See Figure 14.

Figure 14: Name your chart. Don't use spaces



Source: Epsilon

Your chart is ready to go into reports. See [Use Excel Assets in Your PDF](#).

VARIABLES

Epsilon allows you to insert any variable in your Excel workbook as text within a sentence. Epsilon can use any number or text from your sheet.

Within your Excel workbook, create a new worksheet (click the + sign at the bottom next to existing tabs). Right click the tab and rename it VARIABLES.

Put variable NAMES in Column B. Put variable VALUES in Column A.

⁵Size changes to charts cannot be undone. Save a copy of your workbook before resizing.



Type a unique name for the variable. This is the name you will see in the Variables drop down menu in the Epsilon Word ribbon. If you want a multi-word variable name, use CamelCase (e.g., ThisIsOneLongCamelCaseVariableName). Variable names must contain only letters, and cannot have spaces.

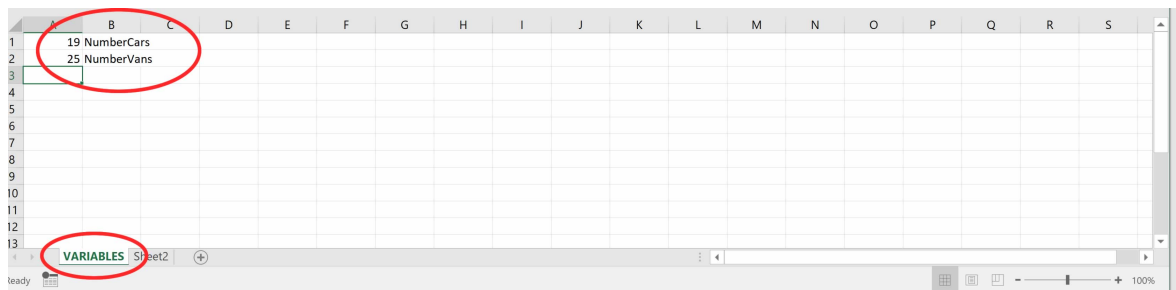
Type variable values directly into the sheet, perform a calculation, or link to another cell. The variable can be text or a number. Format your variable value as a number if it is a number; text if it is text. To do this:

Select the cell ->Go to Home tab ->In the Number section, in the dropdown menu select Number or Text.

Format the variable as you want—Epsilon will show the value as it appears in Excel, with the same decimal places and capitalized letters.

See Figure 15 for an example of some variables that are ready to go into a report.

Figure 15: Create variables in Excel that you can later use in Word



Source: Epsilon

Your variables are ready to be used to reports. See [Use Excel Assets in Your PDF](#).

You can also use Day, Month, Quarter, Half-Year, and Year variables in Epsilon. For the current date, enter \DAY{}, \MONTH{}, \QUARTER{}, HALFYEAR{}, \YEAR{}.

For the previous date, enter \DAY{-1}, \MONTH{-2}, \QUARTER{-3}, HALFYEAR{-1}, \YEAR{-5}.

For future dates, enter \DAY{1}, \MONTH{2}, \QUARTER{3}, HALFYEAR{1}, \YEAR{5}.

USE EXCEL ASSETS IN YOUR PDF

Now that you've created a selection of charts, tables and variables, you can include them in your report. First, you must upload the XLSX files you want to include in your report to the Epsilon platform. See [Navigating Epsilon User Interface ->Uploading Files](#). If you subsequently make changes to the workbook, you can either:

- 1) Press "Make PDF" in Excel
- 2) Press "Upload" then "Make PDF" in the Epsilon Publisher graphical user interface.

INSERTING CHARTS INTO YOUR REPORT

On your .DOCX:

Go to the Epsilon tab ->Refresh.

This will refresh the Charts drop down menu in your Microsoft Word Add-in. If Epsilon finds any charts in .XLSX files you have uploaded, they will become available to insert in your report. To insert a chart:

Go to the Epsilon tab ->Charts ->choose your chart.



A table will be inserted to the document. This tells Epsilon to insert the chart from your Excel file.

Give your chart a title and state the source, if applicable. There is no need to include a figure number in the title because Epsilon does that for you.

Figure 16: Insert a chart using the Word ribbon

The screenshot shows the Epsilon Publisher Word ribbon with the 'Charts' tab selected. A red circle highlights the 'Charts' tab, and a red arrow points to a table in the document. The table is as follows:

FIGURE	WIDTH	FIGURE-FILE
TITLE	1.0\linewidth	ChartInsert2.pdf
SOURCE	Epsilon	
NOTE		

Below the table, a red arrow points to a sample report layout. The layout includes a header 'THE BEST REPORT AUTOMATION SOFTWARE IN THE WORLD', a section 'EQUITIES OVERVIEW OF 2016', and a chart titled 'Figure 2: Growth of gross domestic product and the S&P 500 index, 2007-2017'. The chart is a dual-axis chart showing % change for GDP (left axis) and S&P 500 (right axis) from 2007 to 2017.

Source: Epsilon

By default Epsilon will size your chart to 1.0\linewidth i.e. your chart will fill to the width of the line, be that the whole page or the column it is inserted in to. Epsilon recommends maintaining 1.0\linewidth. You can change this number should you want a different size.

INSERTING TABLES INTO YOUR REPORT

On your .DOCX:

Go to the Epsilon tab ->Refresh.

This will refresh the options in the Microsoft Word Add-in. If you have defined any tables in the .XLSX files you have uploaded, they will become available to insert to the report. To insert a table:

Go to the Epsilon tab ->Table->table required.

A table will be inserted in the document. This tells Epsilon to insert your table from your Excel file at this point.

Give your table a Title and state the source, if applicable. There is no need to include a figure number in the title because Epsilon does that for you.

By default Epsilon will size your table to 1.0\linewidth i.e., your chart will fill to the width of the line, be that the whole page or the column it is inserted in to. Epsilon recommends maintaining 1.0\linewidth. You can change this number should you want a different size.



INSERTING A VARIABLE TO YOUR REPORT

On your .DOCX:

Go to the Epsilon tab ->Refresh.

This will refresh the options in the Microsoft Word Add-in. If you have defined any variables in the .XLSX files you have uploaded, they will become available to insert to the report. To insert a variable:

Go to the Epsilon tab ->Variable ->variable required.

Epsilon will insert the name of the variable into your Word document in bold, blue text. You can reference the same variable as many times as you want. Remember that the formatting of the variable in the PDF will be identical to that shown in your workbook—including the number of decimal places and capital letters.

DATE VARIABLES

You can use Day, Month, Quarter, Half-Year, and Year variables in Epsilon. For the current date, enter \DAY{}, \MONTH{}, \QUARTER{}, \HALFYEAR{}, \YEAR{}.

For the previous date, enter \DAY{-1}, \MONTH{-2}, \QUARTER{-3}, \HALFYEAR{-1}, \YEAR{-5}.

For future dates, enter \DAY{1}, \MONTH{2}, \QUARTER{3}, \HALFYEAR{1}, \YEAR{5}.

REFERENCING OBJECTS IN YOUR REPORT

You may want to make reference to figures such as tables, charts and images within your text, such as “See Figure 1”. Epsilon can help you do this and makes sure the correct figure number is referenced, even if you move the item around the report.

Begin by finding the object you want to reference within your report. On the far right of the table is an object File name (it will be the name you gave to your chart/table/figure file followed by, e.g., .pdf or .jpg).

Select and copy this text ->Paste it where you would like to make reference to it ->Select the pasted text ->Go to Home tab ->In the Style section on the right select Figure Reference. You can reference any object as many times as you like in your report.

PUT IMAGES IN YOUR PDF

You may want to include some images in your report. Epsilon supports .JPG, .JPEG, .PNG, and .PDF format.

Simply upload the file to the platform (See [Epsilon user interface](#) ->[Uploading files](#)). Return to your .DOCX ->Go to Epsilon tab ->Refresh ->Images ->Select the image from the list.

A table will be put into your document. Provide a title and source, if applicable. Epsilon will do the rest for you.

By default Epsilon will size your table to 1.0\linewidth (i.e., your chart will fill to the width of the line, be that the whole page or the column it is inserted in to). Epsilon recommends maintaining 1.0\linewidth. You can change this number should you want a different size.

DOWNLOAD TABLES AND GRAPHS FROM YOUR REPORT AS IMAGES

You can download Excel-created graphs and images from your PDF as high-quality .EMF files. You can use these files in other Word and PowerPoint documents.

To download the .EMF files, click on the paperclip icon to the left in Adobe Reader, select one or more .EMF files, then click the Save icon.



Figure 17: Download tables and charts



Source: Epsilon

COMMON PROBLEMS

This section will show some examples of common problems you might face, and how to fix them.

THE REPORT DOESN'T HAVE ANY CONTENT

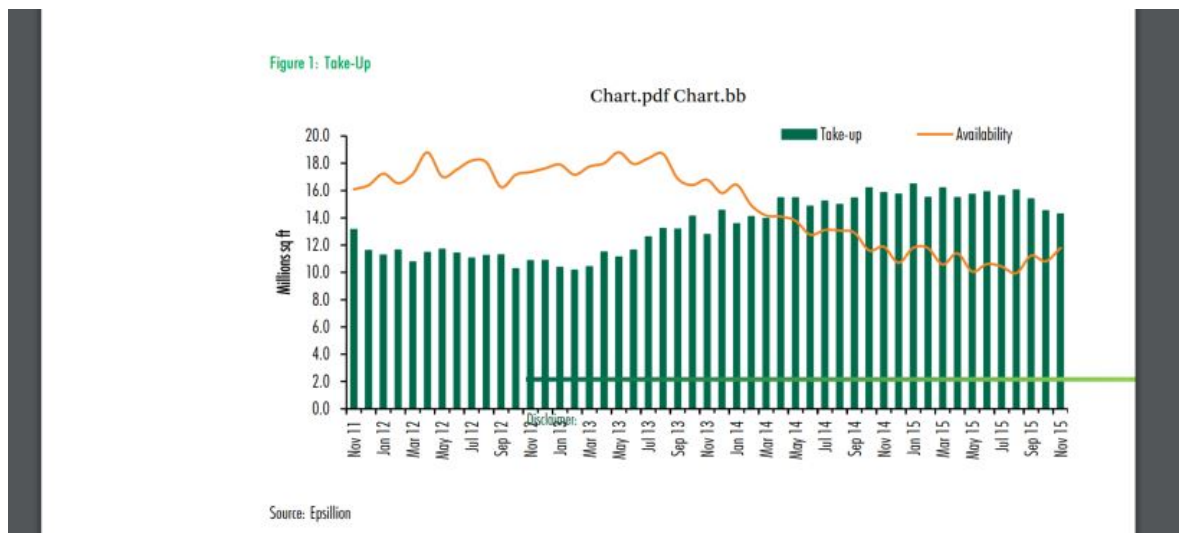
Your report has no content.

Solution: The .DOCX does not begin with a header. Insert a header at the beginning of your document.

ABOVE MY CHART IT SAYS ``CHART.PDF CHART.BB''

Your report looks like this:

Figure 18: Issue: text above chart



Source: Epsilon

Solution: The chart name has a space in it. Rename the chart in the .XLSX, upload to the platform and re-insert to the .DOCX

MY REPORT HEADER AND FOOTER HAVE GONE WRONG

Your report has wonky headers and footers.



Solution: You may have used a backslash (“\”) in your report. The backslash is a special character in Epsilon. Please insert “\textbackslash” instead. Alternatively, you may have forgotten to upload an image that you reference in the report (or the uploaded image’s name is slightly different from what is specified in the Word document). Look in all the places you expect an image to appear—if there is one location where an image should appear but doesn’t, ensure you uploaded an image with the same name as that referenced in the table.

MY REFERENCES TO CHARTS/TABLES SHOW “??”

Your report has references to charts or tables that say “??”.

Solution 1: You didn’t give your chart/table a Title. In the .DOCX ensure all tables and charts have a FIGURE-TITLE.

Solution 2: You have some text with the Figure Reference style applied by accident. Change Style to Normal.

MY TEXT RUNS CONTINUOUSLY, IGNORING NEW LINES.

Solution: Epsilon requires two paragraph returns in Word to create a new paragraph in the report. Go back through your .DOCX and add double paragraph returns (press Enter twice) where you would like your PDF to show a new paragraph.

MY REPORT HAS EXTRA FOOTNOTES

Your report has extra footnotes than you didn’t mean to be there, probably with single words. **Solution:** After a Yellow footnote, you put a line break while still in Footnote style. Ensure only the actual yellow text wanted is Footnote style and all content before and after is Normal.

NUMBERED LISTS NOT WORKING

Your report has a list but all the numbers are the same. Your report looks like this:

Figure 19: Issue: numbered list not working



Source: Epsilon

Solution: Lists must start with 1, A or a. In your .DOCX find the list and change the orange box to one of these.

VARIABLES DON’T LOOK RIGHT IN MY REPORT

Your report shows the right variables, but they aren’t how you want them to look. **Solution:** Variables show exactly as they do in your .XLSX file, with the same text/number formatting. Therefore ensure capitalisation and number of decimal places etc. are as you wish them to appear in your report. Then ensure you upload your changes to Epsilon platform.

Ensure formatting of variables are set to Number or Text as appropriate. To do this:

Select the cell ->Go to Home tab ->In the Number section, in the dropdown menu select Number or Text

VARIABLES AREN’T SHOWING IN THE WORD ADD-IN

In the .DOCX the variables you have in your .XLSX aren’t showing in the drop-down menu



Solution 1: In your .XLSX make sure to click Upload in the Epsilon tab after you make a change. Then in your .DOCX make sure you click Refresh to pull through any new data.

Solution 2: In your .XLSX make sure variables are in a tab called VARIABLES, the variables you want in your report are all in Column A and their names are in Column B.

MY TABLES AREN'T SHOWING IN THE WORD ADD-IN

Solution 1: In your .XLSX make sure to click Upload in the Epsilon tab after adding a table. Then in your .DOCX make sure you click Refresh to pull through any new tables.

Solution 2: In your .XLSX make sure you use the Epsilon tab to define New Table.

I CAN'T TURN OFF THE TEXT EMPHASIS STYLE

Solution: When you have finished with the Text Emphasis style, click Clear Emphasis style. Continue typing as normal.

I CAN'T INSERT MY IMAGES WITH THE WORD ADD-IN

Solution 1: Make sure you have uploaded the image file to the Epsilon platform. Then press Refresh in the Word Plug-In

Solution 2: Epsilon only supports .JPG, .JPEG, .PNG, or .PDF format. If your image is not in one of these formats, convert to one of these and upload again.

THE SIDEBAR APPEARS ON THE SECOND PAGE INSTEAD OF THE FIRST PAGE

Even though the sidebar fits on the second page, it is too long to fit on the first page because of hidden code on the first page.

Solution 1: Put `\vspace*{-5mm}` before the sidebar in Word. You may need to experiment with the amount of negative vertical space.

Solution 2: Include less text in the sidebar.

