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# Can I create custom templates for proofs?

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Yes. In GoFiler's installation directory, the templates that GoFiler will use to create proofs can be stored in the Templates sub-folder. If no custom templates are found, GoFiler will use internal templates.

The names of the template files and their corresponding proofs are as follows. Note that proofing templates are used for both the specified submission type as well as its amendment.

Template Name	Corresponding Proof(s)
Form3Viz	Form 3
Form4Viz	Form 4
Form5Viz	Form 5
Form13FViz	Form 13F-HR and Form 13F-CTR
Form13HViz	Form 13H and its derivatives
Form17AViz	Form X-17A-5
Form17HViz	Form 17HACON and Form 17HQCON
Form24F2Viz	Form 24F-2NT
Form144Viz	Form 144
FormATSViz	Form ATS-N and its derivatives
FormCViz	Form C and its derivatives
FormDViz	Form D
FormMAIViz	Form MA-I
FormMAViz	Form MA
FormMFP1Viz	Form N-MFP1
FormMFPViz	Form N-MFP (legacy)
FormNPTRefViz	Used to render the portion of the Form NPORT proof for reference instruments that are derivatives
FormNPTViz	Form NPORT-P
FormNPXViz	Form N-PX
FormSDRViz	Form SDR
FormTA1Viz	Form TA-1
FormTA2Viz	Form TA-2
FormTAWViz	Form TA-W
HeaderFooterList	Page header and footer templates (multiple templates are included in one file)
ProofCoverPage	Cover page (visible when option to include a cover is checked)
ProofFileHeader	File header (visible at the beginning of the file)

Template Name	Corresponding Proof(s)
ProofPageHeader	Page header (visible at the beginning of each page)
RegulationAKViz	Form 1-K
RegulationAViz	Form 1-A, Form 1-A POS and Form DOS
RegulationAZViz	Form 1-Z
XBRLViz	XBRL report
XFDLSummary	XFDL summary page

To create your own custom proofing template files:

1. Download a copy of the **template files**.
2. Extract the template files into the software's installation directory into the Templates sub-folder. This location is usually C:\Program Files (x86)\GoFiler Complete\Templates for GoFiler Complete (or you can replace "GoFiler Complete" in this path with the name of your installed software).
3. Open the desired proofing template in an HTML editor. You can use GoFiler to edit these templates. Keep in mind when editing these templates in software that renders the HTML code, some rendering may appear incorrect due to the processing that is run as part of the proof functions. You may need to view the templates in a browser to see how they will render accurately.
4. Edit the template to match the style of your organization.
5. Save the template file when editing is complete.

In the templates, keywords are replaced with the data supplied by GoFiler. Keywords are located within braces and vary from file to file. For most XML forms, keywords will use the XML tag that corresponds to the data being displayed. For example, {rptOwnerName} is the keyword to display the Name of the Reporting Owner for a Section 16 filing. **Additional generic keywords that are used by the software can be found here** .

HTML comments are used to identify portions of the proof. Comments typically identify blocks of repeatable information. When editing proof files, leave these comment sections alone, otherwise the proof may fail to display properly.

Comment	Denotes the ...
<!-- TABLE -->	Beginning of a table
<!-- EOTABLE -->	End of a table
<!-- BLOCK -->	Beginning of a repeatable section
<!-- EOBLOCK -->	End of a repeatable section
<!-- SECTIONHEADER -->	Section header
<!-- SECTIONFOOTER -->	Section footer
<!-- FOOTER -->	Document footer

#### Helpful Hints:

- Users can change any portion of any proofing templates but keep in mind that the text on the proofing templates is derived from the SEC rendering of the specific form, and the default templates are modeled after the SEC's version of the forms.
- To revert a proof back to the default template, you can remove the modified file from the Templates directory.

