# MS Word Tags in DOCX-HTML and DOCX-EPUB Conversion

|  |  |  |
| --- | --- | --- |
| **Tag** | **Usage** | **Examples** |
| **Figcaption Begin: ¶**…**Figcaption End.¶** | Tags must surround the figure caption text on each page and must be on their own lines... These tags can be used around figure caption text that is **BEFORE OR AFTER** an image. | **Figcaption Begin:** **¶**This is figure caption text that identifies a figure / image.**Figcaption End.** **¶** |
| **Figfooter Begin: ¶**…**Figfooter End.¶** | Tags must surround the figure footer text and must be on their own lines... These tags must be used **after the image.** If there is an extended description, these tags must be used **after the Description Begin...Description End tags.** | [IMAGE]**Figfooter Begin:** **¶**This is figure footer text that gives more information about a figure / image but is not the caption.**Figfooter End.** **¶** |
| **Code Begin:¶**…**Code End.¶** | Tags must surround the multiline code blocks and must be on their own lines. | **Code Begin:** **¶**This is an example code block.**Code End.** **¶** |
| **Caption Begin:¶**…**Caption End. ¶** | Tags must surround the table caption text on each page and must be on their own lines. These tags must be used **BEFORE** the table. | **Caption Begin:** **¶**This is table caption text that identifies a table.**Caption End.** **¶** |
| **Transcriber Summary Begin:¶**…**Transcriber Summary End. ¶** | Tags must surround the transcriber’s summary and must be on their own lines... There must be only **ONE** transcriber’s summary in the MS Word document and it can be placed anywhere except before Heading 1. The script will move the transcriber’s summary to the start of the document. | **Transcriber Summary Begin:** **¶**This is a transcriber’s summary of notes.**Transcriber Summary End.** **¶** |
| **Transcriber Note Begin:¶**…**Transcriber Note End. ¶** | Tags must surround the transcriber’s note on each page and must be on their own lines. There can be only **ONE** transcriber’s note per page. | **Transcriber Note Begin:** **¶**This is a transcriber’s note**Transcriber Note End.** **¶** |
| **Secondary Text Begin:¶**…**Secondary Text End. ¶** | Tags must surround the secondary text on each page and must be on their own lines. Secondary areas MAY include images if the images are tangential. | **Secondary Text Begin:** **¶**This is secondary text that is not a footnote, caption, or figure. **Secondary Text End.** **¶** |
| **Footnote Begin:¶**…**Footnote End.¶** | Tags must surround the footnote text on each page and must be on their own lines. | **Footnote Text Begin:** **¶**This is a footnote.**Footnote Text End. ¶** |
| **Description Begin: ¶**…**Description End.¶** | Tags must surround the extended description text on each page and must be on their own lines.Note: The line above **Description Begin: ¶** should be either an image or **Figure:** tag  | Figure: This is a description of this figure.**Description Begin:** **¶**This is the extended description of the figure. **Description Text End. ¶** |
| Quote (Quote Style)**Citation Begin:¶**…**Citation End. ¶** | Use **Citation Begin: ¶** … **Citation End.** **¶** for text that comes after a pull quote and that gives information about the author OR the source of the quote. Tags must be on their lines  and the text between the tags must have the Quote style applied to them. Note: These tags must have Normal style applied to them. | “This is a quote from some source.” (Quote Style)**Citation Begin:**  (Normal Style)Author of quote, source, etc. (Quote Style)**Citation End.**  (Normal Style) |
| **Quote Begin:¶**…**Quote End. ¶** | Use **Quote Begin: ¶** … **Quote End.** **¶** around quotes **when there are two or more quotes next to each other**. Tags must be on their lines.**Note**:  When you use the **Quote Begin: ¶** … **Quote End.¶** tags, you must use the Normal style for the quote (and the citation, if it is there). | **Quote Begin:**“This is a quote from some source.” (Normal Style)**Quote End. ¶****Quote Begin:**“This is a quote from some source.” (Normal Style)**Quote End. ¶** |
| **Footer Begin:¶****[0-9]%**…**Footer End. ¶** | Use **Footer Begin: ¶** … **Footer End.¶** for text that belongs in a table but is not a part of the data represented in the table. These tags must be on their own lines and **Footer Begin: ¶** must be on the line immediately **AFTER** a table. Enter the number of columns in the table followed by a **%** on the 1st line after **Footer Begin: ¶** See the example at the end of this doc. | [End of Table]**Footer Begin:****[0-9]%**This is more information on the data, such as sources, etc. **Footer End.** |
| **@@@** | When the language changes at the **beginning** of a text unit and **continues to the end** of that unit ( e.g., whole paragraphs).Note: Do NOT use **@@@** when marking language text that is on the same line as line numbers (poetry). Use **###**...**%%%**... | This is the end of an English paragraph. ¶**@@@**Hablo italiano a casa….[Italian text continues until the end of the paragraph ¶ |
| **###**...**%%%** | When the language changes **in the** **middle** of a text unit | This is the middle of English text. **###**Hablo italiano a casa.**%%%** This is more English text. |
| **$$$**....**%%%** | dotted line text | **The man at the door is $$$dangerous%%%** |
| **^^^**....**%%%** | dashed line text | The man at the door is ^^^dangerous%%% |
| **+++**....**%%%** | double underlined text | The man at the door is +++dangerous%%% |
| **~~~**….**\*\*\*** | highlighted text | The man at the door is ~~~dangerous*** |
| **???**....**!!!** | double strikethrough text | The man at the door is ???dangerous!!! |
|  **\_\_** | Fill in the blank textNote: Use one space before **and** after the two underscores. This tag is used for ALL fill in the blank content (word, phrase, or sentence | Since **\_\_** , I said I would **\_\_** . |
| **```** | answer bubbleNote: Use one space after the three backticks. | **```** True**```** False |
| **===** | answer checkboxNote: Use one space after the three equal signs. | **===** True**===** False |
| **<<<**...**>>>** | inline code text | Enter the **<<<**head()**>>>** command into the terminal |

## Tags for DOCX-EPUB Only

|  |  |  |
| --- | --- | --- |
| **Tag** | **Usage** | **Examples** |
| **##****###****####****#####** | These tags are used for headings that appear within a secondary text area or an extended description area in  EPUBS only... Place these hashtags **on the same line** as the heading text.  **Enter one space between the tag and the text**. | **## Heading 2¶****### Heading 3¶****#### Heading 4¶****##### Heading 5¶** |

## Multiple Inline Formatting Options

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Highlight** | **Language** | **Dotted** | **Dashed** | **DoubleUnderlined** |
| **Highlight** | **N/A** | **~~#testo**%** | **~~$text**%** | **~~^text**%** | **~~+text**%** |
| **Language** | **~~#testo**%** | **N/A** | **##$testo%%%** | **##^testo%%%** | **##+testo%%%** |
| **Dotted** | **~~$text**%** | **##$text%%%** | **N/A** | **N/A** | **N/A** |
| **Dashed** | **~~^text**%** | **##^testo%%%** | **N/A** | **N/A** | **N/A** |
| **DoubleUnderlined** | **~~+text**%** | **##+text%%%** | **N/A** | **N/A** | **N/A** |
| **Language + Highlight** | **N/A** | **N/A** | **#~$testo**%** | **#~^testo**%** | **#~+testo**%** |

## HTML Output in DOCX-HTML Conversion

|  |  |  |  |
| --- | --- | --- | --- |
| **Tag** | **MS WORD** | **HTML** | **Visual****Check** |
| **Figcaption Begin:¶**…**Figcaption End.¶** | **Figcaption Begin:¶**This is a description of a figure. ¶**Figcaption End.¶**[Image]                                                 **OR**[Image]**Figcaption Begin:¶**This is a description of a figure. ¶**Figcaption End.¶** | **<figure>****<figcaption>**This is the description of a figure.**</figcaption>**<img [Image path]>**</figure>** | *Italicized**text above the image* |
| **Figfooter Begin: ¶**…**Figfooter End.¶** | [Image]**Figfooter Begin:¶**This is text that goes in a footer for a figure… ¶**Figfooter End.¶** | **<figure>****<figcaption>**This is the description of a figure.**</figcaption>**<img [Image path]>**<aside role=”note” aria-label=”figure footer text””>**This is text that goes in a footer for a figure..**.</aside>****</figure>** | Textbelow the image |
| **Code Begin:¶**…**Code End.¶** | **Code Begin:** **¶**This is an example code block.**Code End.** **¶** | **<pre>**<code>This is a code block</code>**</pre>** | Orange border on the left |
| **Caption Begin:¶**…**Caption End. ¶** | **Caption Begin:** **¶**This is a table caption.¶**Caption End.¶**[Table] | <table>**<caption>**This is a table caption.**</caption>**[Table markup. (th, td tags etc.)]</table> | *centered**text**at the top of the**table* |
| **Secondary Text Begin:¶**…**Secondary Text End.¶** | **Secondary Text Begin:** **¶**This is secondary text that is not a footnote, caption, or figure.**Secondary Text End.** **¶** | **<aside role="complementary">**<p>This is secondary text that is not a footnote, caption, or figure.</p>**</aside>** |  |
| **Footnote Begin:¶**…**Footnote End.¶** | **Footnote Text Begin:** **¶**This is a footnote.**Footnote Text End. ¶** | **<aside role="doc-footnote">**<p>This is a footnote.</p>**</aside>** |  |
| **Description Begin:¶**…**Description End.¶** | **Description Begin:** **¶**This is the extended description of the figure.**Description Text End. ¶** | **<details>**This is the extended description of the figure. [link to end of document]**</details>** | ExtendedDescriptionLink below the image |
| **Citation Begin:¶**…**Citation End. ¶** | “This is a quote from some source.”**Citation Begin:**Author of quote, source, etc.**Citation End. ¶** | **<blockquote>**<p>“This is a quote from some source.”</p>**<footer>**Author of quote, source, etc.**</footer>****</blockquote>** | Blockquotehas gray left borderFooter is in a gray box |
| **Quote Begin:¶**…**Quote End. ¶** | **Quote Begin:**“This is a quote from some source.”**Quote End. ¶****Quote Begin:**“This is a quote from some source.”**Quote End. ¶** | **<blockquote>**<p>“This is a quote from some source.”</p>**</blockquote>****<blockquote>**<p>“This is a quote from some source.”</p>**</blockquote>** | Blockquotehas gray left borderFooter is in a gray box |
| **Footer Begin:¶**…**Footer End. ¶** | [End of Table]**Footer Begin:**This is more information on the data, such as sources, etc.**Footer End.** | **</tbody>****<tfoot>**<p>This is more information on the data, such as sources, etc.</p>**</tfoot>** | Text located Inside Table border |
| **@@@** | This is the end of an English paragraph. ¶**@@@**Hablo italiano a casa…. | ….this is the end of an English paragraph</p><p **xml:lang="es" lang="es"**>Hablo italiano a casa….</p> |  |
| **###**...**%%%** | This is the middle of English text. **###**Hablo italiano a casa.**%%%** This is more English text. | <p>…English text. **<span** **xml:lang="es" lang="es"**>  Hablo italiano a casa.**</span>** More English text….</p> |  |
| **$$$**....**%%%** | **The man at the door is $$$dangerous%%%** | …the door is **<span class="dotted">**dangerous.**</span>** | Text (dotted underline) |
| **^^^**....**%%%** | The man at the door is ^^^dangerous%%% | …the door is **<span class="dashed">**dangerous.**</span>** | Text (dashed underline) |
| **+++**....**%%%** | The man at the door is +++dangerous%%% | **<span class="doubleunderline">**dangerous.**</span>** | **Text (double underline)** |
| **~~~**….**\*\*\*** | The man at the door is ~~~dangerous*** | …the door is **<mark>**dangerous.**</mark>** | Text (highlighted) |
| **???**....**!!!** | The man at the door is ???dangerous!!! | **<del style="text-decoration-style: double;">**dangerous**</del>** | **~~Text (double strikethrough)~~** |
|  **\_\_** | Since **\_\_** , I said I would **\_\_** . | **<span role="math" aria-label="fill in the blank"> \_\_\_\_\_ </span>** | underscore |
| **```** | **```** True**```** False | **<span role="math" aria-label="fill in the answer bubble">\&#9675\; <\/span>** | ○ |
| **===** | **===** True**===** False | **<span role="math" aria-label="fill in the answer checkbox">\&#9633\; <\/span>** | □ |

## Fancy Formatting -HTML Output

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Highlight** | **Language** | **Dotted** | **Dashed** | **DoubleUnderlined** |
| **Highlight** | **N/A** | **<mark><span** **xml:lang="es" lang="es"**>…**</span></mark>**   | **<mark><span** **class="dotted">**…**</span></mark>**   | **<mark><span** **class="dashed">**…**</span></mark>**   | **<mark><span** **class="doubleunderline">**…**</span></mark>**   |
| **Language** | **<mark><span** **xml:lang="es" lang=“es“**>…**</span></mark>**   | **N/A** | **<span** **xml:lang="es" lang="es" class="dotted"**>…**</span>** | **<span** **xml:lang="es" lang="es" class="dashed"**>…**</span>** | **<span** **xml:lang="es" lang="es" class="doubleunderline">**>…**</span>** |
| **Dotted** | **<mark><span** **class="dotted">**…**</span></mark>**   | **<span** **xml:lang="es" lang=“es“ class="dotted"**>…**</span>** | **N/A** | **N/A** | **N/A** |
| **Dashed** | **<mark><span** **class="dashed">**…**</span></mark>**   | **<span** **xml:lang="es" lang="es" class="dashed"**>…**</span>** | **N/A** | **N/A** | **N/A** |
| **Double****Underlined** | **<mark><span** **class="doubleunderline">**…**</span></mark>**   | **<span** **xml:lang="es" lang="es" class="doubleunderline">**>…**</span>** | **N/A** | **N/A** | **N/A** |
| **Language + Highlight** | **N/A** | **N/A** | **<mark><span** **xml:lang="es" lang="es" class="dotted"**>…**</span></mark>**   | **<mark><span** **xml:lang="es" lang="es" class="dashed"**>…**</span></mark>**   | **<mark><span** **xml:lang="es" lang="es" class="doubleunderline"**>…**</span></mark>**   |

## Font Properties and Pandoc

The table below shows Pandoc’s ability to export font properties in a DOCX to HTML:

|  |  |
| --- | --- |
| DOCX | HTML OUTPUT |
| **bold** | <strong>bold</strong> |
| *Italics* | <em>italics</em> |
| underline | <span class="underline">underline</span> |
| ~~strikethrough~~ | <del>strikethrough</del> |
| ~~Double strikethrough~~ | NOT SUPPORTED |
| highlight | NOT SUPPORTED |
| superscript | <sup>Superscript</sup> |
| subscript | <sub>Subscript</sub> |
| ALL CAPS | NOT SUPPORTED |
| SMALL CAPS | <span class="smallcaps">small caps</span> |

Note: Do NOT use the All Caps font property in the DOCX. Instead, text in all caps should just be capital letters.

## Tables with Footers

Example: Table with Table Footer

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Color | Number | Size |
| Joseph | Green | 11 | Large |
| Brett | Blue | 15 | Medium |
| John | Yellow | 7 | Small |

**Footer Begin:**

**4%**This is text in a table footer.

This is more text in a table footer

**Footer End.**

Explanation:

1. This table has a footer so we use the tag **Footer Begin:** immediately after the table.
2. This table has four columns, so we enter **4** followed by a **%** to indicate the number of columns that the footer spans in the table.
3. The **Footer End.** tag is immediately after the last line of the table footer text.
4. Notice that since this is a *simple* table, no other tags are needed in the table to produce the correct HTML. The first column and the first row will have table header (<th>) markup added automatically by the script.

## Complex Table Markup in DOCX-HTML Conversion

Example: Table with Header for Multiple Columns

|  |  |  |
| --- | --- | --- |
| **2^@122** | **2$** Mars | **2$** Venus |
| **$** Produced | **$** Sold | **$** Produced  | **$** Sold |
| Teddy Bears | 50,000 | 30,000 | 100,000 | 80,000 |
| Board Games | 10,000 | 5,000 | 12,000 | 9,000 |

Explanation:

1. Since the table has header cells that span multiple columns, the first row is NOT marked as a header cell in MS Word

2. In the first cell, we use **2** and a **^** to indicate that this cell is a **row header that spans two rows**.

3. In the first cell, we use **@** to indicate that this table has headers that **span multiple columns.**

4. After the **@** symbol, we use **122** to indicate that **the first column spans one column**, **the second column spans two columns** and **the third column spans two columns**

5.In the Mars cell, we use a **2** and a **$** to indicate that this cell is a **column header that spans two columns.**

6.In the Mars cell, we use a **2** and a **$** to indicate that this cell is a **column header that spans two columns.**

7. In the Produced and Sold cells, we use a **$** to indicate that the cells are **column headers**.

Example: Table with Header for Multiple Row Headers

|  |  |  |
| --- | --- | --- |
| **1$@113**Poster name | **1$** Color | **3$** Sizes Available |
| **3^** Zodiac | **^** Full Color | A2 | A3 | A4 |
| **^** Black and White | A1 | A2 | A3 |
| **^** Sepia | A3 | A4 | A5 |
| **2^** Angels | **^** Black and White | A1 | A3 | A4 |
| **^** Sepia | A2 | A3 | A5 |

Explanation:

1. Since the table has header cells that span multiple columns, the first row is NOT marked as a header cell in MS Word

2. In the first cell, we use **1** and a **$** to indicate that this cell is a **column header that spans one row**.

3. In the first cell, we use **@** to indicate that this table has headers that **span multiple columns.**

4. After the **@** symbol, we use **113** to indicate that **the first column spans one column**, **the second column spans one column** and **the third column spans three columns.** Note there is NO space between **113** and the text ‘Poster’.

5.In the Color cell, we use **1** and a **$** to indicate that this cell is a **column header that spans one column.**

6.In the Mars cell, we use **3** and a **$** to indicate that this cell is a **column header that spans three columns.**

7. In the Zodiac cell, we use **3** and **^** to indicate that this cell is a **row header that spans three rows.**

8. In the Angels cell, we use **2** and **^** to indicate that this cell is a **row header that spans two rows.**

9. In the Full Color, Black and White, and Sepia cells, we use a **^** in each cell to indicate that these cells are **row headers**.

Example: Table with multiple column header and first cell is empty ( not a column or row header)

|  |  |  |  |
| --- | --- | --- | --- |
| **0$@1132** |  **0$** | **3$ Clothes** | **2$ Accessories** |
| **0$** | **0$** | **$ Trousers** | **$ Skirts** | **$ Dresses** | **$ Bracelets** | **$ Rings** |
| **3^ Belgium** | **^ Antwerp** | 56 | 22 | 43 | 72 | 23 |
| **^ Gent** | 46 | 18 | 50 | 61 | 15 |
| **^ Brussels*** **My favorite$**
 | 51 | 27 | 38 | 69 | 28 |
| **2^ The Netherlands** | **^ Amsterdam** | 89 | 34 | 69 | 85 | 38 |
| **^ Utrecht** | 80 | 12 | 43 | 36 | 19 |

Explanation:

1. Since the table has header cells that span multiple columns, the first row is NOT marked as a header cell in MS Word

2. In the first cell, we use **0** and a **$** to indicate that this cell is a **NOT a header.**..

3. In the first cell, we use **@** to indicate that this table has headers that **span multiple columns.**

4. After the **@** symbol, we use **1132** to indicate that **the first column spans one column**, **the second column spans one column**, **the third column spans three columns and the fourth column spans two columns.**

5. In the second cell we use **0** and **$** to indicate this cell is not header and should be treated as a <td> cell

6. In the fifth row down, there is a header cell that has multiple paragraphs. We use a **$** tag at the end of the cell to designate the end of the multiple paragraph text. This tag makes it easier for the script to recognize where to put the closing </th> tag (for table header cells) for this cell. Note: This tag is only necessary when there are *multiple* row headers and the tag is used for the *second* row header (after **^** without with any numbers).

## Tables with No Row Headers

Example: Table with no row headers

|  |  |
| --- | --- |
| Verbs | Nouns |
| **0^** produce | production |
| **0^** reduce | reduction |
| **0^** seduct | seduction |

Explanation:

1.  This table presents examples of items that are introduced in the first row (verbs and nouns). Therefore, the first cell in each row is not a row header (‘produce’ is an example of a verb, which is the column header,  and is not the row header for ‘production’, which is in the adjacent cell in the row). As a result, use **0^** at the beginning of each of the rows in the body of this table.

## Tables with Row Headers but No Column Headers

Example: Table with Row Headers but No Column Headers

|  |  |
| --- | --- |
| Participated in Organized Activity on behalf of individuals with disabilities. | 17% |
| Engaged in political activity on a disability issue. | 10% |
| In the past year took action against a private organization. | 9% |
| Either of the above two in past year | 15% |

Explanation:

1.  This table does not have a header row, so we leave Header Row unchecked in MS Word.

2. The script automatically will add row header markup for the first cell in each column so we do not need to add any other tags.

Example: Table with Multiple Column Headers and No Row Headers

|  |  |  |
| --- | --- | --- |
| **4$@444**All Countries | **4$** Low-income countries | **4$** High-income countries |
| **0^** **2$** Women | **2$** Men | **2$** Women | **2$** Men | **2$** Women | **2$** Men |
| **0^** **$** Disability | **$** No Disability | **$** Disability | **$** No Disability | **$** Disability | **$** No Disability | **$** Disability | **$** No Disability | **$** Disability | **$** No Disability | **$** Disability | $ No Disability |
| **0^ tbody**20.0% | 30.0% | 53.0% | 65.0% | 20.0% | 30.0% | 55.0% | 70.0% | 20.0% | 28.0% | 36.0% | 54.0% |

Explanation:

1.  This table has two rows with column header cells that span more than one column.

2. The first cell in rows 2-4 are not row header cells. The first cell in row two is also a column header cell.

3. The column header cells that span more than one column each have a number (to indicate how many columns are spanned by the header) and a **$** symbol to indicate that it is a column header. In the first row for example, the column header cells span four columns (**4$**); in the second row, the column header cells span 2 columns (**2$**). **Note: Use a space between #$ and the text to its right.**

3. In the first cell of the table, after the **@** symbol, we use **444** to indicate that the first column spans four columns, the second column spans four columns and the third column spans four columns.  **Note: Do not use a space between @### and the text to its right.**

4. In rows 2-4, the first cell begins with **0^** because these cells are not row header cells - they are not parent cells for their respective rows. Note: In rows 2-3, the first cells are column header cells so they have **0^** followed by **2$** and **$**, respectively. **Note: Use a space between 0^ and $. Also use a space between $ and the text to its right.**

5. Row 4 is the first row that does not have column header cells. As a result, the first cell in this row has **0^** followed by **tbody.** The **tbody** tag makes it easier for the script to determine where the table header (<thead>) ends and the table body (<tbody>) begins. **Note: Use a space between 0^ and tbody. Do not use a space between tbody and the text to its right.**

## Tables with Cells that contain No Content

|  |  |  |
| --- | --- | --- |
| 2^@122 | 2$ 1998-2000 | 2$ 2008 |
| $ Disability | $ No Disability | $ Disability | $ No Disability |
| Contacted a public official | 31% | 41% | 11% | 11% |
| Worked with others on community problem | 22% | 29% | **EMPTY** | **EMPTY** |
| Contributed money to organization trying to influence government policy or laws | 17% | 24% | **EMPTY** | **EMPTY** |
| Attended political meeting or rally | 13% | 17% | 9% | 11% |
| Contributed money to political party or candidate | 13% | 17% | **EMPTY** | **EMPTY** |
| Wrote letter to newspaper | 8% | 8% | **EMPTY** | **EMPTY** |
| Otherwise worked with groups or on one's own to change government laws or policies | 15% | 19% | **EMPTY** | **EMPTY** |
| Participated in protest or march | 4% | 5% | **EMPTY** | **EMPTY** |
| Worked on or contributed to political campaign | **EMPTY** | **EMPTY** | 14% | 16% |
| Took part in march, rally, protest, or demonstration | **EMPTY** | **EMPTY** | 2% | 3% |

Explanation:

If there are cells that do not contain any content within the table body, write the word EMPTY (all caps) without any spaces on either side.

## Markup for Complex Tables - Summary

### Headers for Multiple Columns or Rows

Headers with multiple columns = **NUMBER$**

Headers with multiple rows = **NUMBER^**

Colgroup formula = **@NUMBER NUMBER**

Blank cells in a header row that are not headers = **0$**

### Headers for Inner Cells

Column Header = **$**

Row Header = **^**

### EMPTY Cells

Empty Column Header cells= **0$**

Empty Data Cells= **EMPTY**

### Notes on Usage:

1. These tags must appear at the leftmost edge of the cell and have **no spaces between their units.**

2. When a table has a header with multiple columns, do **NOT** apply a table header row in MS Word.

3. For tables that have multiple column headers, you must use the **@NUMBERNUMBERNUMBER** formula in the first cell in the table.

4. The script can account for complex tables with **up to four parent column cells**. Use an HTML editor for more complex tables.

5. Inner cells refer to any cells that do not appear in the topmost row or the leftmost column.

6. Use **EMPTY** in empty cells