



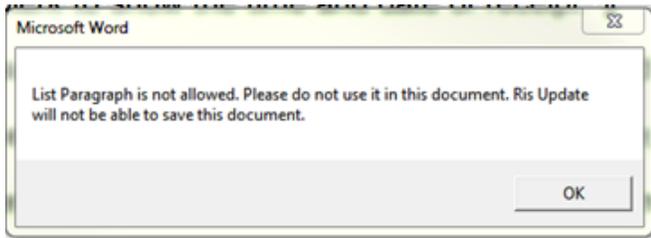
# VIRGINIA

## REGISTER OF REGULATIONS

### MS Word and RIS Styles

**Warning: Do not paste auto-formatted, auto-numbered, or track changes Word text into RIS. Do not use tabs or auto-number Word features in RIS.**

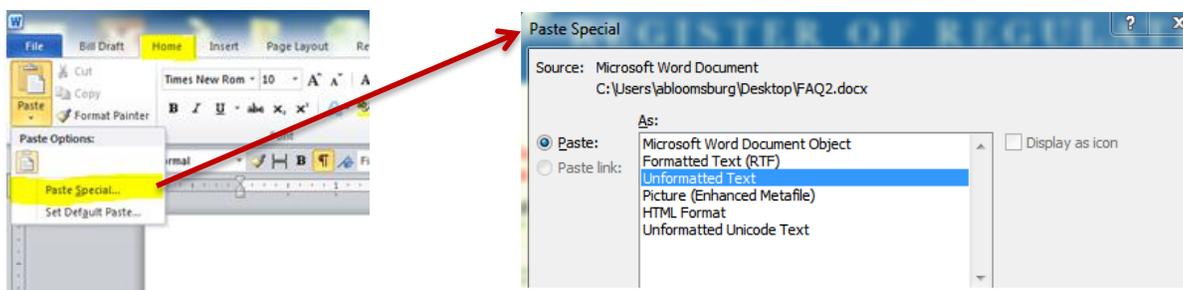
**Q: When I clicked on "RIS update," I received this error message:**



A: RIS will update only when RIS approved styles are used. Often, this "style not allowed" error occurs when a document is created in Word using a Word default style and then the text is copied into RIS. If you receive this message, check the text in the RIS project for the "List Paragraph" style (or whatever style name is in the error message--see how to find styles below). Highlight the text with the offending style then change that style to the appropriate RIS style (e.g., sectind, sectbi, or sectbi2). See the [VAC Quick Style Sheet](#) for instructions on applying RIS styles.

**Q: Can I paste text from an MS Word document into RIS?**

A: Yes, but if the text includes styles or formatting in the MS Word document that are not RIS styles, you must either (i) remove the non-RIS formatting from the text before copying it, **OR** (ii) use the "Paste special" feature in Word and choose to paste the text as "unformatted text" so that no non-RIS styles paste into RIS.

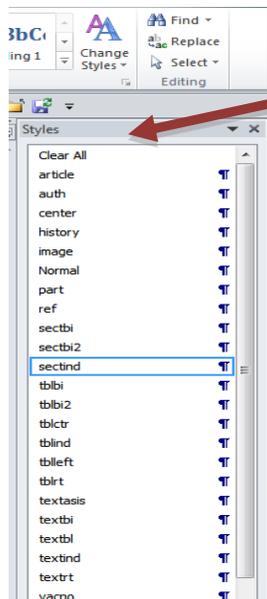
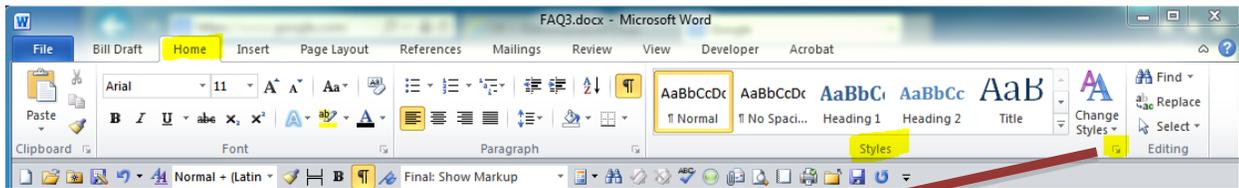


**Q: Should I use the "track changes" in Word when working in an RIS project?**

A: No. Use the strikethrough and underscore buttons on the RIS toolbar. Use these instructions to download the RIS toolbar: [RIS Toolbar Installation Instructions](#).

**Q: Where are the RIS styles located?**

A: On the **Home** tab, in the **Styles** command group, access the **Styles list** by clicking on the tiny arrow in the corner of the **Styles** box immediately below **Change Styles**.



A list with the RIS styles will appear. Click on the desired style to apply it. (In this example, "sectind," which is section indent, is selected.) See the [VAC Quick Style Sheet](#) for instructions on when to use each RIS style to correctly build the regulation outline form.

**Q: What if the document was generated from an RIS report or already has RIS styles in it?**

A: If the only styles in a document are RIS styles, the formatting can be pasted into RIS. **The style "Normal" is not an RIS style, although RIS will accept it. You must still apply the correct RIS style to text that shows "Normal" as its style.** (See the next question for instructions for creating a report in RIS.)

**Q: How do I create an RIS report?**

A: In the project details page of RIS (where the individual sections contained in a project are listed with VAC number and catchline), trigger the dropdown menu next to **Create Report**, select a type of report (the example chooses **Sections**), then click **Create Report**. The "report," which will be the text of every section in the project run together in numerical order into one document, will open in HTML, and you can choose to open it in Word (top, righthand corner). The report, if opened in Word, can be edited using Word commands, and those edits will not appear in the RIS project.

**Pertaining to the Taking of Striped Bass (Project 4227) (TH ID: )**

Chapter 252 PERTAINING TO THE TAKING OF STRIPED BASS

Search This Project Uploads\* **Create Report** Documents within Stage Within Stage

Del	Chapter	Edit Content	Description
X	49030 0252	<a href="#">4VAC20-252-50</a>	Concerning recreational fishing: general
X	0252	<a href="#">4VAC20-252-60</a>	Bay and Coastal Spring Trophy-size Striped Bass Recrea
X	49030 0252	<a href="#">4VAC20-252-70</a>	Potomac River tributaries spring trophy-size striped bass
X	0252	<a href="#">4VAC20-252-110</a>	Coastal striped bass recreational fishery
X	49030 0252	<a href="#">4VAC20-252-150</a>	Individual commercial harvest quota
X	0252	<a href="#">4VAC20-252-230</a>	Sanctions



**Title 9 Agency 15 - DEPARTMENT OF ENVIRONMENTAL QUALITY (Project 4227) (TH ID: )**  
 49040 Registrar's Office - style auth examples

Create Entry Search This Project Uploads **Create Report** Documents within Stage Within Stage

Sections	Delete	Chapter	Section	Description
X	20	9VAC15-20-10	Definitions	
X	20	9VAC15-20-20	Authority	
X	20	9VAC15-20-30	Purpose	
X	20	9VAC15-20-40	Applicability	
X	20	9VAC15-20-50	General information requirements	
X	40	9VAC15-40-9	afgdsafgfdg	

**Q: I submitted my project for publication in the Register and now the sections are grayed out. How do I look at the text of my RIS project?**

A: Once a project is submitted to the Registrar's Office for publication in the Register, a "read only" function is applied to that project so that no changes to the text of the sections can be made while the project is

being processed for publication. While the project is "grayed out" (shown in the above example), you cannot open the individual sections, however you can view the text of the project and see all changes the Registrar's Office staff is making by using the "Create Report" feature of RIS. **Note: You can still upload documents using the "Uploads" feature to RIS projects while the project is grayed out.**

**Q: Some of my text doesn't show up in Town Hall. What happened to it?**

A: Each part of a VAC section in VAC has a distinct style applied to it. The **Statutory Authority** and **Historical Notes** have the styles "auth" and "history" respectively. RIS uses the style of text to dictate what happens to that text. For example, text with the style "auth" or "history" will not be pulled into the "Create Report" function unless "Sections with notes" is the report chosen. And, text with the style "auth" or "history" does not upload to Town Hall. If you have inadvertently designated regulatory text as "auth" or "history" (e.g., the final paragraph of a section located immediately above the **Statutory Authority**) it will not transition to Town Hall, but it will be in the RIS project text.

Service of a pleading, brief, or other document filed with the commission required to be served on the parties to a proceeding or upon the commission staff, shall be effected by delivery of a true copy to the party or staff, or by deposit of a true copy into the United States mail or overnight express mail delivery service properly addressed and postage prepaid, or via hand-delivery, on or before the date of filing. Service on a party may be made by service on the party's counsel. Alternatively, electronic service shall be permitted on parties or staff in cases where all parties and staff have agreed to such service, or where the commission has provided for such service by order. At the foot of a formal pleading, brief, or other document required to be served, the party making service shall append a certificate of counsel of record that copies were mailed or delivered as required. Notices, findings of fact, opinions, decisions, orders, or other documents to be served by the commission may be served by United States mail. However, all writs, processes, and orders of the commission, when acting in conformity with § 12.1-27 of the Code of Virginia, shall be attested by the Clerk of the Commission and served in compliance with § 12.1-19.1 or 12.1-29 of the Code of Virginia.

**Statutory Authority**

§§ 12.1-13 and 12.1-25 of the Code of Virginia.

**Historical Notes**

Derived from Virginia Register Volume 17, Issue 18, eff. June 1, 2001, amended, Virginia Register Volume 24, Issue 1, eff. February 15, 2008; Volume 25, Issue 14, eff. March 11, 2009.

This text should be "sectind" style. If it is "auth" or "history" style, it won't transition to Town Hall.

This text should be "auth" style.

This text should be "history" style.