



VIRGINIA

REGISTER OF REGULATIONS

Instructions for Installing the RIS Toolbar

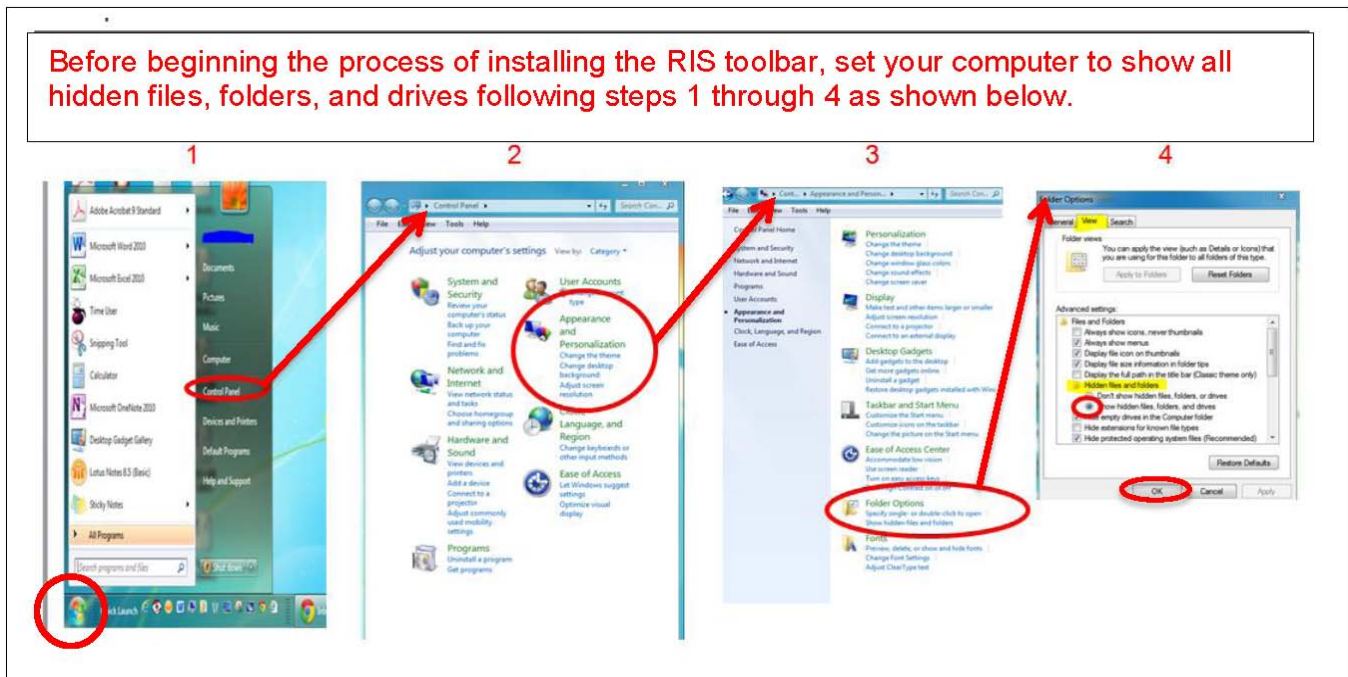
The Regulation Information System (RIS) toolbar is a MS Word "add-in" that enables editing of text in a RIS project. When installed correctly, the RIS toolbar appears as an additional tab on one end of the MS Word ribbon with the name **Add-Ins** (Figure 1-1). When opened, the **Add-Ins** tab reveals the RIS group of commands, including a section symbol, "RIS Update" that saves changes, strike-through and underline commands, and commands to insert "(Repealed,)" open bracket, and close bracket.



(Figure 1-1)

PART I: INSTALLING THE RIS TOOLBAR

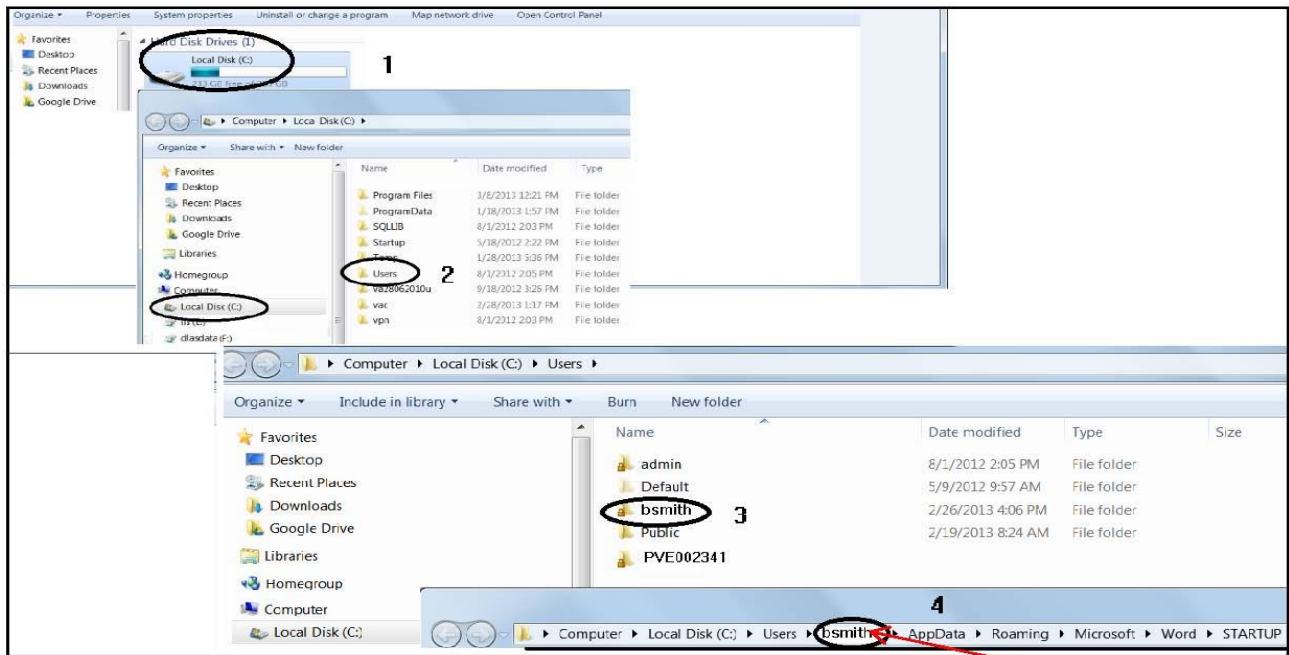
Before beginning the process of installing the RIS toolbar, set your computer to show all hidden files, folders, and drives following steps 1 through 4 as shown below.



A. Locating your Users Directory.

Your computer has a **Users** folder on the (C :) drive with a name unique to you. Locate that uniquely named folder. This information will be needed in order to insert the folder's path when prompted during the RIS toolbar installation process.

1. Click the **MS Office Icon**> **Computer** (or **My Computer**)> **Local Disk (C :) drive**.
2. Locate and open the **Users** folder. Locate the folder with your unique username. The name may contain your first initial and last name (e.g., "bsmith" or "bsmith.DLAS"), your email address, or it could be a string of alphanumeric characters such as PVE001234T. (Figure A2-1)



(Figure A2-1)

4. From your username folder, select **AppData> Roaming> Microsoft> Word> Startup**. This will create the path **C:\Users\your username\AppData\Roaming\Microsoft\Word\Startup** shown in the address bar as step 4. Right click on the address bar and select copy. (Or you can manually write down the path)

You will enter the entire path when the installation macro asks for your **User Directory Name** in step 6 of section **B: Downloading the RIS toolbar**

**Note: If the Setup folder is not in the Word folder you must manually create it. To create the folder, right click anywhere in the folder. Select New Folder. When the system generates the folder, name it "Startup" then press enter.*

B. Downloading the RIS toolbar.

Warning: You may need administrator rights to complete this download process. If so, you will either need administrator login credentials or need to have someone with those credentials available.

1. Close all windows except for the Internet Explorer window where you are logged into RIS.
2. Click on your agency. (Figure B2-1) The system will display the agency project list page.

(Figure B2-1)

3. On the agency **project list page**, click **Tools** in the RIS header to access the self-extracting executable (i.e., macro) feature. This macro must be run on each computer you use for RIS (i.e., work, home, laptop, etc.). (Figure B3-1)



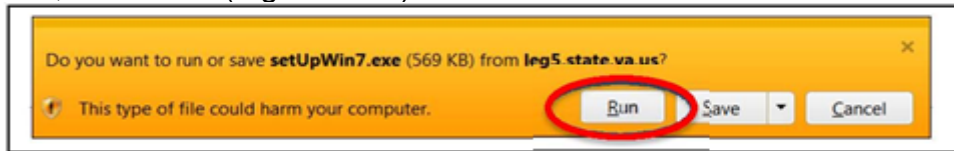
(Figure B3-1)

4. Select **Click here** for Windows 7.0 Users to download the macro. (Figure B4-1)



(Figure B4-1)

5. When prompted, click **Run**. (Figure B5-1)



(Figure B5-1)

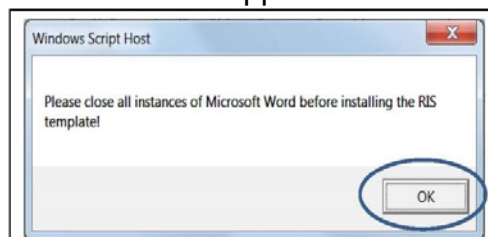
*Note: At this point you may be prompted to log in as an administrator. If this occurs there are 2 solutions. (1.) Contact your IT department or (2.) Save the file to your desktop then right click on the file and select "Run as administrator".

The system generates a verification window. Click **Run** (Figure B5-2)



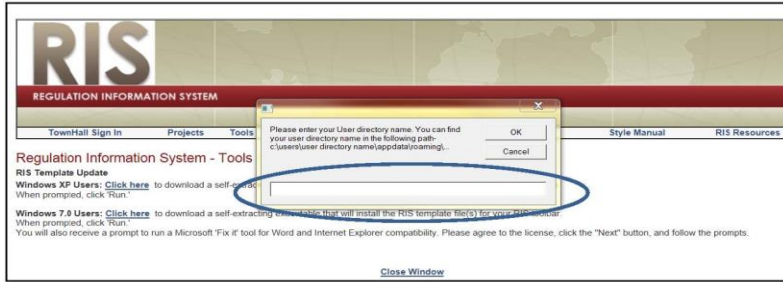
(Figure B5-2)

You will be reminded to close all instances of Microsoft Word. Click **OK**. (Figure B5-3)
(Close all open MS Word documents. This box appears even if no MS Word document is open.)



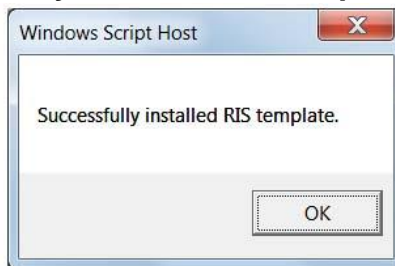
(Figure B5-3)

6. Enter the entire User Directory path (including your unique user name) that was copied in Section A, step 4 by right clicking and pasting it into the data field. You can also manually type the path into the field. (Figure B6-1)



(Figure B6-1)

7. When the dialogue box **Successfully installed RIS template** appears, click **OK**. (Figure B7-1)



(Figure B7-1)

8. The system will then begin a program called MS Fix it. Click **OK**. (Figure B8-1) This process will conclude the installation of the RIS toolbar.



(Figure B8-1)

C. Adding the Document Template file to the Startup folder.

1. Click the **MS Office Icon**> **Computer** (or **My Computer**)> **Local Disk (C :)** drive.
2. Open the **VAC** folder and locate the file **LisUpdate.dot**. (Figure C2-1)



(Figure C2-1)

3. Copy the LisUpdate.dot file and paste it into the Startup folder using the following path.
C:\Users\your username\AppData\Roaming\Microsoft\Word\Startup.

D. Check to make sure the RIS toolbar installed correctly.

1. Open MS Word in RIS to see if the toolbar is there. [Click here](#) if you need instructions for logging into RIS, opening a project, or opening the MS Word version of a VAC section in an RIS project.

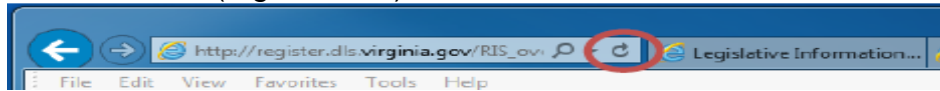
2. When Word opens, click **Add-Ins** on your ribbon to show the RIS group of commands (Figure D2-1)



(Figure D2-1)

3. Make a test change to the document you've opened and click the **RIS Update** button. MS Word will close and you will revert back to the html screen.

If you don't see your test change, refresh the screen by using F5 or the refresh button on the Internet Explorer address bar. (Figure D3-1)



(Figure D3-1)

4. If refreshing the screen does not populate the changes, check the internet options by using the steps in Part II: Troubleshooting RIS Toolbar.

PART II: TROUBLESHOOTING RIS TOOLBAR

A. Change the Enable Protected Mode.

1. Open Internet Explorer. **Click on Tools> Internet Options.**
2. Click the Security Tab.

*Note: Enable Protected Mode checkboxes have to be selected in two places on the **Security** tab:

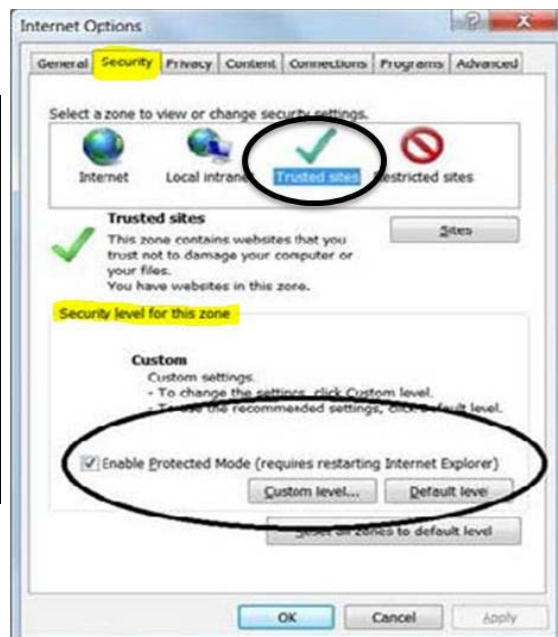
Trusted Sites: (Figure A2-1)

Make sure **Trusted sites** is the selected zone.

In the area labeled **Security level for this zone**, find the checkbox to set the control for the **Enable Protected Mode**.

If that checkbox is unchecked, check it. If it is checked, uncheck it, and then recheck it.

Click **Apply**.



(Figure A2-1)

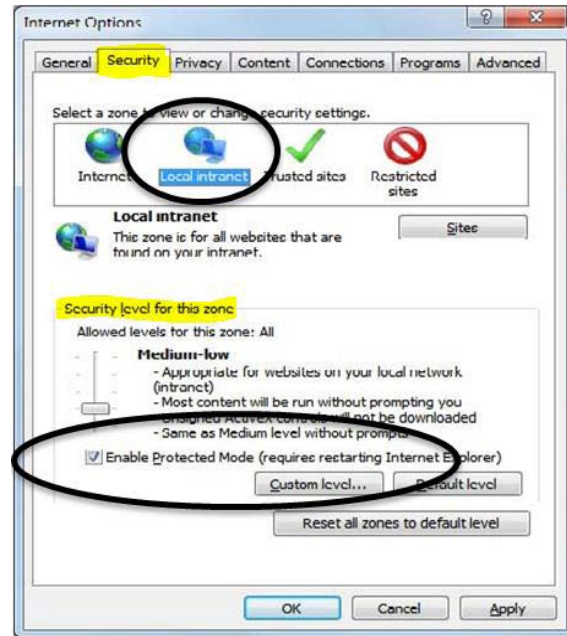
Local intranet: (Figure A2-2)

Click **Local intranet** to select it as the highlighted zone.

In the area labeled **Security level for this zone**, find the checkbox to set the control for the **Enable Protected Mode**.

If that checkbox is unchecked, check it. If it is checked, uncheck it, and then recheck it.

Click **Apply**.



(Figure A2-2)

3. Click OK and close out of the **Internet Options** dialogue box.
4. Close Internet Explorer.
5. Open a fresh Internet Explorer session and login to RIS.

Still Need help?

If complications, problems, or questions persist, contact:

Anne Bloomsburg via email abloomsburg@dls.virginia.gov or telephone 804-698-1884

Shay Capers via email scapers@dls.virginia.gov or telephone 804-698-1826

Alexandra Stewart-Jonte via email astewart@dls.virginia.gov or telephone 804-698-1885

Help is also available on the [Register website](#), specifically: [RIS Frequently Asked Questions](#), and from the DLAS Help Desk via email helpdesk@dlas.virginia.gov or telephone 804-786-9631. For technical issues, contact Diane Seaborn, DLAS, email dseaborn@dlas.virginia.gov or telephone 804-786-0927.