



# VIRGINIA

## REGISTER OF REGULATIONS

### Word 2007 and RIS

#### Q: What happened to my RIS toolbar?

A: Word 2007 has placed it under "Add-Ins." On your Word ribbon, look at the top row ("Home, Insert, Page Layout," etc.) for a tab called "Add-Ins." **Click on the Add-Ins tab**, and the toolbar should be displayed.



If not, run the RIS toolbar macro found in "Tools" in the RIS header. (see: [RIS Instructions for Users](#), Setting up Computer(s) for the First Time, "Download macro").

Check your Control Panel settings, also. (see "Make the change to Control Panel settings" in the RIS Instructions for Users listed above).

Finally, if you have upgraded to Internet Explorer 8, follow the instructions found in [Internet Explorer 8](#) on the Virginia Register of Regulations website.

If you still don't see the toolbar, contact Karen Perrine or Lilli Hausenfluck in the Registrar's Office at (804) 786-3591.

#### Q: When I clicked on "RIS update," I received the following error message that a style was not allowed:

*"List Paragraph is not allowed. Please do not use it in this document. RIS update will not be able to save this document."*

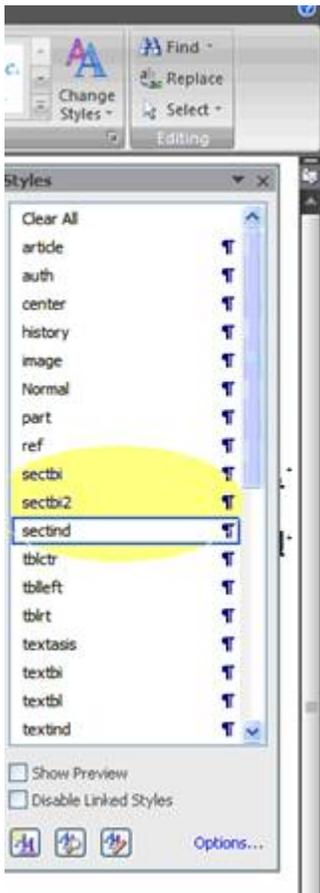
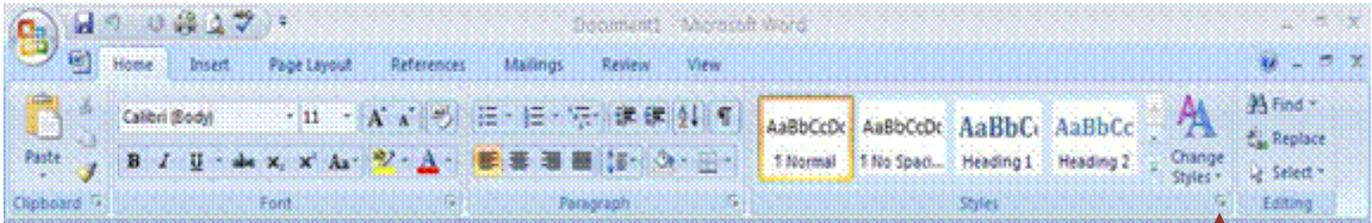
A: RIS will update only when RIS approved styles are used. Often, this error occurs when a document is created in Word 2007 using the Word 2007 default style and then the text is copied into RIS.

If you receive this message, check the text in RIS for the "List Paragraph" style (or whatever style name is in the error message). Change that style to the appropriate RIS style - e.g., sectind, sectbi, or sectbi2. (see the ["VAC Quick Style Sheet"](#) for RIS styles.)

If you are still unable to update, contact Karen Perrine or Lilli Hausenfluck in the Registrar's Office at (804) 786-3591.

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

A: On the "Home" tab of the ribbon, "Styles" group, in the "Styles List." To access the list, click on the tiny arrow in the corner of the Styles group box. Word 2007 calls this arrow the "Dialog Box Launcher."

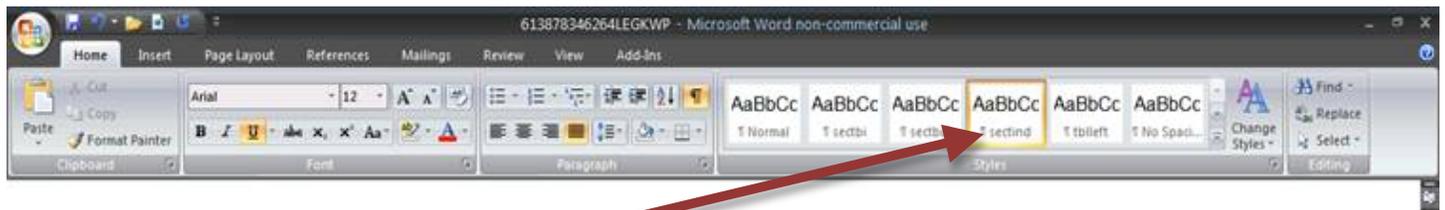
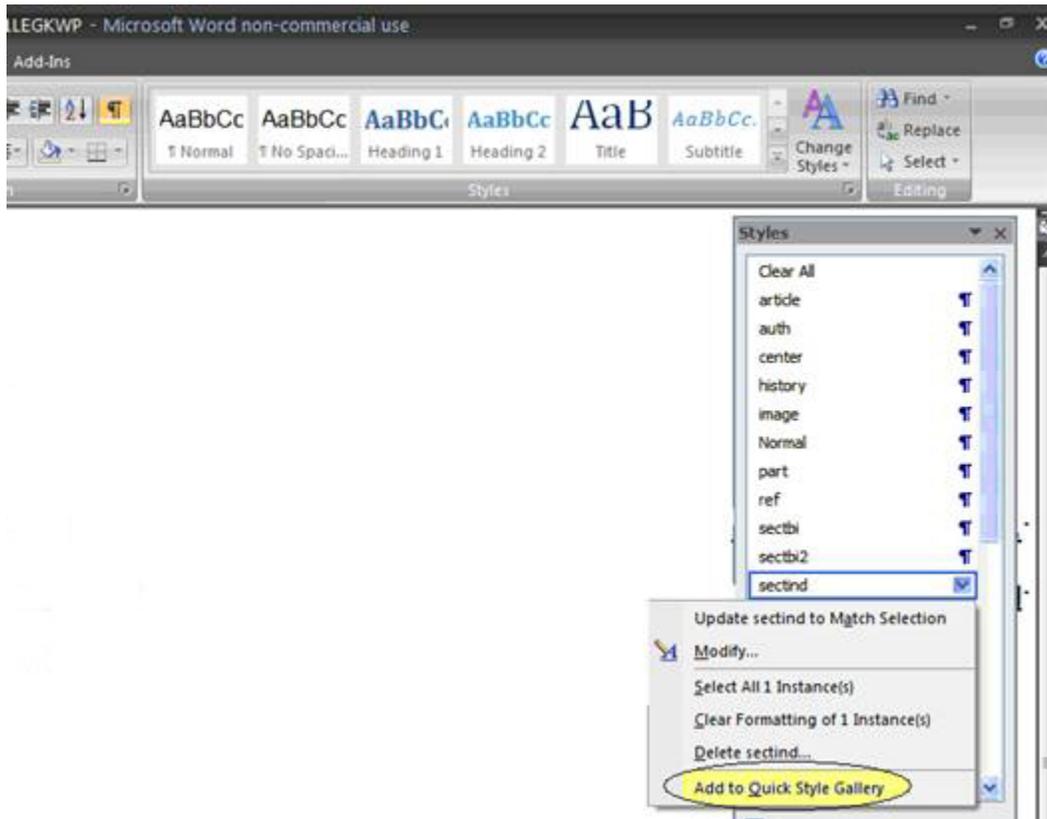


A list with the RIS styles will appear.

Click on the desired style to apply it.

Add the RIS styles to the "Quick Style Gallery" for easier access.

To add the RIS styles to the "Quick Style Gallery," place the pointer on the desired style and click on the drop down arrow. A list of options will appear. **Click on "Add to Quick Style Gallery"**



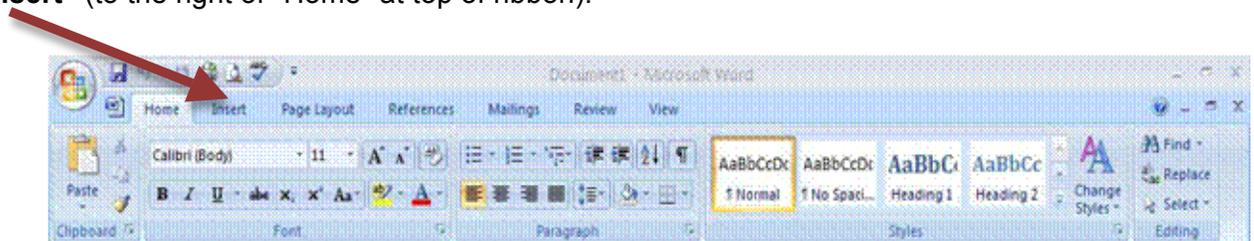
**This style should appear in the gallery**

Repeat this process to add additional RIS styles to the gallery

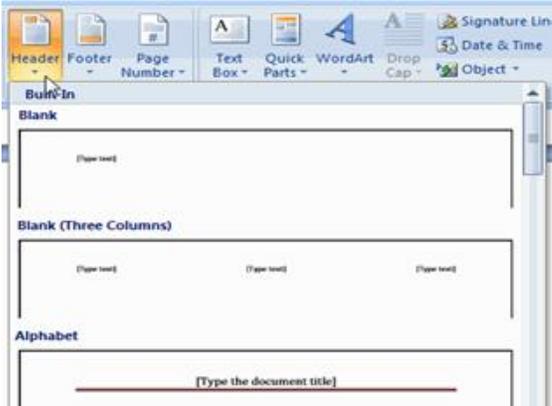
**Q: How do I add page numbers to an RIS report in Word 2007? I tried to use "Page Number" under "Insert" but it was grayed out.**

A: By using the **"Header & Footer Tools - Design"** ribbon to access the Page Number button.

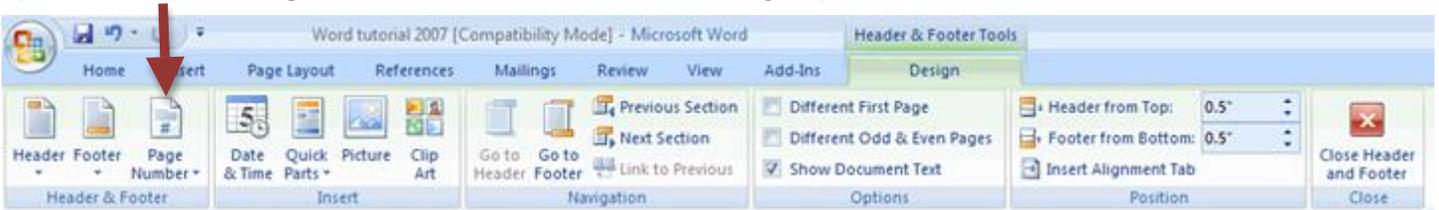
1. Create desired report in RIS and **click on "open in word"** (top right hand corner of your screen).
2. **Click on "Insert"** (to the right of "Home" at top of ribbon).



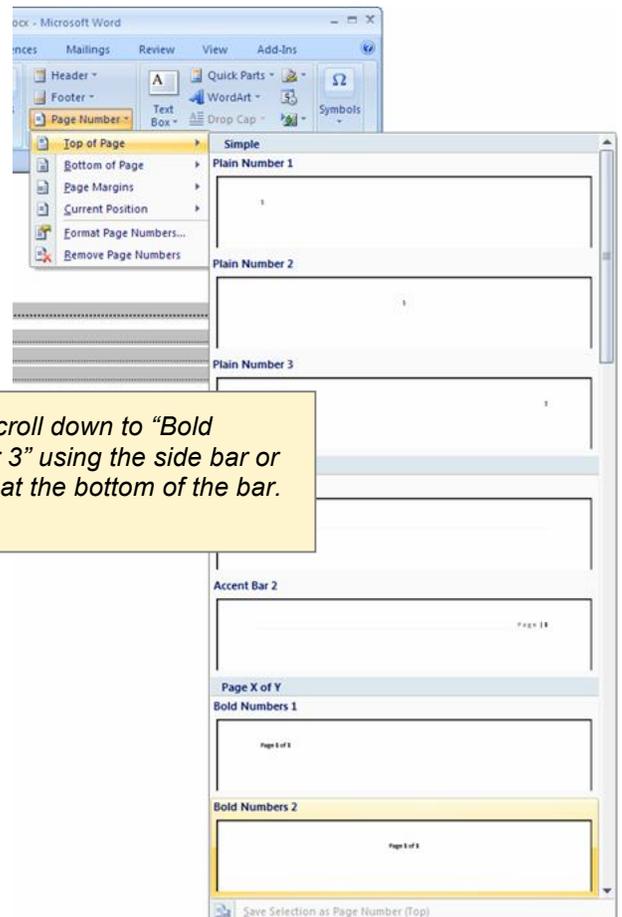
3. The options for the "Insert" group will be displayed. **Click on "Header"** in the Header & Footer group to insert numbers at the top of a page. Use Footer to insert numbers at the bottom of a page. A list of options will appear, as shown. **Click on "Blank"** (the first one).



4. A header will appear in your document. The ribbon changes to display the "Header & Footer Tools Design" options. **Click on "Page Number"** in the Header & Footer group at the left end of the ribbon:

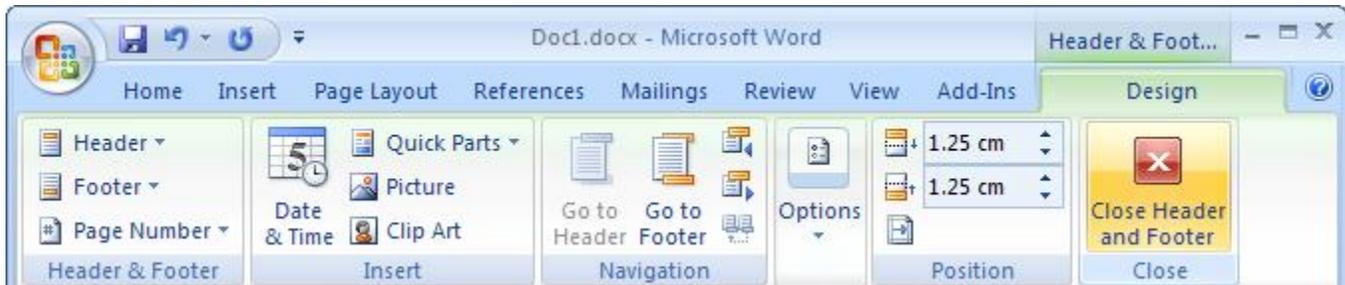


5. Put your pointer on "Top of Page" and a list of options will appear:



6. **Choose:** **Bold Numbers 1** for "page x of y" in top left corner of the page, **Bold Numbers 2** for "page x of y" in top center, or **Bold Numbers 3** for "page x of y" in top right hand corner.

7. **Click the "Close Header & Footer" button** at end of ribbon.



**Hint:** To see the page numbers on your screen, click on "View", then on "Print Layout" (which is the first option at the left end of ribbon).