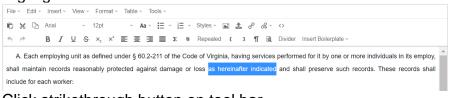
CORRECTLY AMENDING (STRIKING & UNDERLINING) TEXT

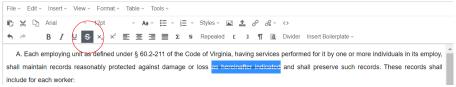
Amendments to regulation must show all changes to the text. Those changes are shown by applying strike-through to text being removed/deleted and by underlining text being added. If an entire regulation (chapter) is new, all the text will be underlined.

1. Removing text (striking):

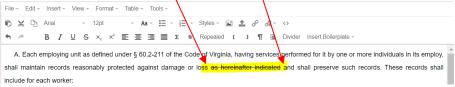




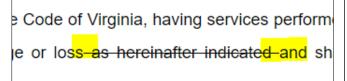
Click strikethrough button on tool bar.



Notice that the spaces on either side of the stricken text is **NOT** formatted.



This is NOT correct:



This IS correct:

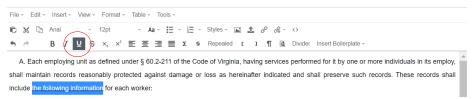
e or loss as hereinafter indicated and s

2. Adding text (underlining):

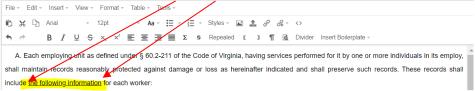
Highlight the text.



Click underline button on tool bar.



Notice that the spaces on either side of the stricken text is **NOT** formatted.



This is NOT correct:

ll maintain records reasonably protec ud<mark>e th</mark>e following information for each v

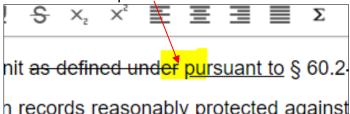
This IS correct:

maintain records reasonably proted de the following information for each

3. When replacing language, strike text THEN add new underlined replacement text.



Notice that the space between stricken and underlined text is **NOT** formatted.



Always completely strike a word to change it:

This is NOT correct:

it by one or more individ<mark>uals in its</mark> ch records. These records shall ind

This IS correct:

one or more individuals individual in serve such records. These records sl

Group strikes and underlines and place stricken text BEFORE underlined text: This is NOT correct: This IS correct:

state or states in which where his the employee's services inia not incidental to the services within the Commonwealth

or states in which his where the employee's sen of incidental to the services within the Commonw

4. When relabeling subsections or subdivisions, strike label AND punctuation and add new label AND punctuation.

This is NOT correct:

1. A full legal name;

21. A social security account number;

32. The state or states in which his services ar

This IS correct:

1. A full legal name;

2. 1. A social security account number;

3. 2. The state or states in which his se