

## PREPARING REGULATIONS FOR ELF (REVISED by ORPC 5/10)

### USE WORD 2002 or later

#### ALL NEW TEXT:

- Disable automatic functions: Go to Tools / Autocorrect Options / Autoformat as You Type /
  - Under "Apply as you type" eliminate the check marks before "Automatic bulleted lists" and "Automatic numbered lists"
  - Under "Autocorrect" delete any entries from list that convert "(c)" to "©" and "(r)" to "®"
- Allow text to wrap- do not use return key
- Define Frequently Used Keys, for example: — (1em key) = F12 / § = F3
- Set font: Times New Roman 12 pt — Margins: 1" all around
- Set Paragraph/ Spacing: Before: 0 pt; After 0 pt.; Line: double space;
- **Bold** regulation number and taglines: **.05 General Provisions**
- Begin new text with phrase "ALL NEW" rather than italicizing every word

#### AMENDMENTS:

- Use COMAR On-Line, select "Edit" and "Select All"; select "Edit" again and "Copy"
- Open a new WORD document and select "Edit" and "Paste" – insert date downloaded next to COMAR cite – for example: 10.07.14.03 (February 16, 2006)
- Select "Edit" and "Select All" - Set font: Times New Roman 12 pt, double space
- Insert new text *in italics*
- Delete text using [single brackets] in **bold**.
- Show deletions FIRST – then insert new text
- For sections not amended use: (text unchanged)
- Use 1 em dash (—) to show multiple subsections: A.—C. (text unchanged)

#### EMERGENCY TEXT:

- COMAR On-Line text **includes** emergency language
- Amendments can only be made to PERMANENT text
- If the on-line version reflects emergency text, call ORPC or contact DSD directly to obtain original permanent text

#### FINAL ACTION AMENDMENTS:

- Use text from Maryland Register for amendments at the time of Notice of Final Action
- Download proposal when first published or call ORPC for copy of download proposal - ORPC will download ALL proposals when first published
- Select text of Md.R. and "Edit" "Copy" – Open new document and select "Edit" "Paste" to download. (DO NOT USE "Special Paste" because you will lose the *italics*!!)
- "Select All" and change font to Times New Roman 12 pt and double space
- KEEP TEXT IN EXISTING TEXT FORMAT- If deleted text was new and in italics, leave it in *italics*
- Delete text using [[double brackets]]. Do not show brackets in *italics* but do put them in **bold**.
- To insert new text use a single underline and italics: *new text*
- If an amendment, keep [single brackets] and all text between them
- Sections not changed use: (proposed text unchanged)

#### REPROPOSALS

- Download original text from on-line Md.R. (see notes under FINAL ACTION AMENDMENTS)
- For subdivisions with no changes use: (originally proposed text unchanged)
- Use ***bold/italic/underline*** to indicate new text: ***new text added***
- Use [[[triple brackets]]] in bold to repeal existing text or to delete proposed text – brackets should not be in *italics* but do put them in **bold**.