PREPARING REGULATIONS FOR ELF (REVISED by ORPC 10/2013)
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: — (em dash) = F12   /   § (section sign) = F3
- Set font: Times New Roman 12 pt and *italicize* all new text - (Effective 10/2013: <u>Discontinue</u> use of "ALL NEW"/ "END NEW" to show entire sections of new text - Use *italics* only)
- Set Paragraph/ Spacing: Before: 0 pt; After 0 pt.; Line: double space;
- **Bold** regulation number and taglines: **.05 General Provisions**

AMENDMENTS:
- Use COMAR On-Line, select entire regulation 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 - no spaces before or after em dash: A.—C. (text unchanged)

EMERGENCY TEXT:
- COMAR On-Line text **<u>includes</u>** emergency language that is currently in effect
- Amendments can only be made to PERMANENT text
- If the on-line version reflects emergency text, call ORPC to obtain original permanent text

FINAL ACTION AMENDMENTS:
- Use text from <u>Maryland Register</u> for amendments at the time of Notice of Final Action
- ORPC emails the <u>Maryland Register</u> text to Proposing Unit after Proposal is published.
- Select text of Md.R. and "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: *<u>new text</u>*
- 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 ***<u>bold/italic/underline</u>*** to indicate new text: ***<u>new text added</u>***
- 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**.