



# State of Ohio Electronic Rule Filing (ERF)

## Rule Authoring Software: RAS3



## Training Manual

Manual Version: R3-0315





# Table of Contents

Introduction to RAS .....	3	The FILE Menu .....	79
ERF Resources .....	4	PDF Preview .....	80
Key Terms and Concepts.....	7	Export to RTF.....	83
Loading RAS3 onto your PC.....	12	The EDIT Menu.....	87
Check for and Install RAS3 Updates .....	18	Find and Replace .....	88
Getting Started .....	22	The INSERT Menu.....	90
RAS Screen Layout Panels .....	24	Inserting Symbols.....	91
Deleting files from Navigator Panel.....	34	The INSERT, PARAGRAPH Menu.....	94
Menu Bar and Standard Toolbar.....	37	The INSERT, LEVEL Menu.....	96
Keyboard Shortcuts .....	38	The TOOLS Menu.....	100
Context Bar .....	39	Edit Rule Number.....	101
First Steps .....	40	The TOOLS Menu Continued.....	103
1. Existing Rule - Requesting and		The TOOLS, MERGE Menu.....	104
Downloading Rules from the Rule Filers		The TOOLS, SPLIT Menu .....	105
Website.....	41	Transform to New.....	106
About Requesting Rules .....	42	Spell Checker.....	108
Modifying Previously Submitted Request.....	52	The TABLE Menu.....	110
Downloading Prepared Rules .....	56	Select Table Example.....	111
Open RAS .....	61	The TABLE, MERGE CELLS Menu.....	112
Opening a Rule .....	62	The HELP Menu.....	113
Opening a Folder.....	63	Right-Click Menu in Edit Panel.....	114
2. Creating a New Rule .....	65	Insert Intro Paragraph .....	115
Saving RAS Files .....	72	Insert Outro Paragraph .....	116
Overview of RAS Menu Commands.....	78	Right-Click Menu in Navigator Panel.....	117



# Table of Contents (con't.)

Creating an Outline Structure in RAS .....	119
Guidelines for using Promote and Demote ....	122
Copying and Pasting Text.....	124
Split New Text.....	130
Working with Text.....	135
Type of Text.....	136
Selecting Text, Paragraph, or Level.....	137
Inserting New Text.....	138
Editing and Removing Text .....	139
Striking Existing Text.....	140
Reinstating Stricken Text.....	141
Amending a Rule.....	142
File Management in RAS.....	145
Saving Files.....	147
Save As and Linked Files .....	148
Broken Link .....	149
File Formats .....	152
Inserting Graphics .....	153
Saving Inserted Graphics .....	159
Editing or Reopening a Rule with Graphics ...	160
Removing or Striking a Graphic.....	161
What Are The Next Steps?.....	164

## Appendix A

RAS Keyboard Shortcuts .....	166
------------------------------	-----

# Introduction to RAS



## **In this class you will learn...**

- Key terms and concepts.
- RAS basic skills for creating new rules and amending rules, saving RAS documents, and working with text and levels.
- The process of requesting and downloading rules from the Rule Filers Website.

# **ERF Resources**



**For any questions about  
Electronic Rule Filing,  
call the  
ERF Help Desk**

**614-387-2078**

Monday – Friday  
8:00 am – 5:00 pm

Email: [erfhelpdesk@lsc.state.oh.us](mailto:erfhelpdesk@lsc.state.oh.us)

# **ERF Resources**



This class does not cover \*procedures\* relating to the drafting and filing of rules (*in other words, you will learn “how” but not “why”*).

For procedural information, refer to the LSC and JCARR manuals, or contact those agencies directly.

***LSC Rule Drafting Manual:***

**[www.lsc.state.oh.us/rules/](http://www.lsc.state.oh.us/rules/)**

***JCARR Procedures Manual:***

**[www.jcarr.state.oh.us](http://www.jcarr.state.oh.us)**

# **ERF Resources**



## **Website Addresses**

Register of Ohio: [www.registerofohio.state.oh.us](http://www.registerofohio.state.oh.us)

- Link to the Rule Filers Website
- Link to the ERF Website
- Notices of upcoming public hearings on proposed rules
- Browse and search proposed and adopted rules
- Helpful information about rule making in Ohio

ERF Website: <https://erf.registerofohio.state.oh.us>

- Create packages and file rules

JCARR Dates Calculator: <http://www.jcarr.state.oh.us>

- Determine public hearing and effective dates based on a specified event date.

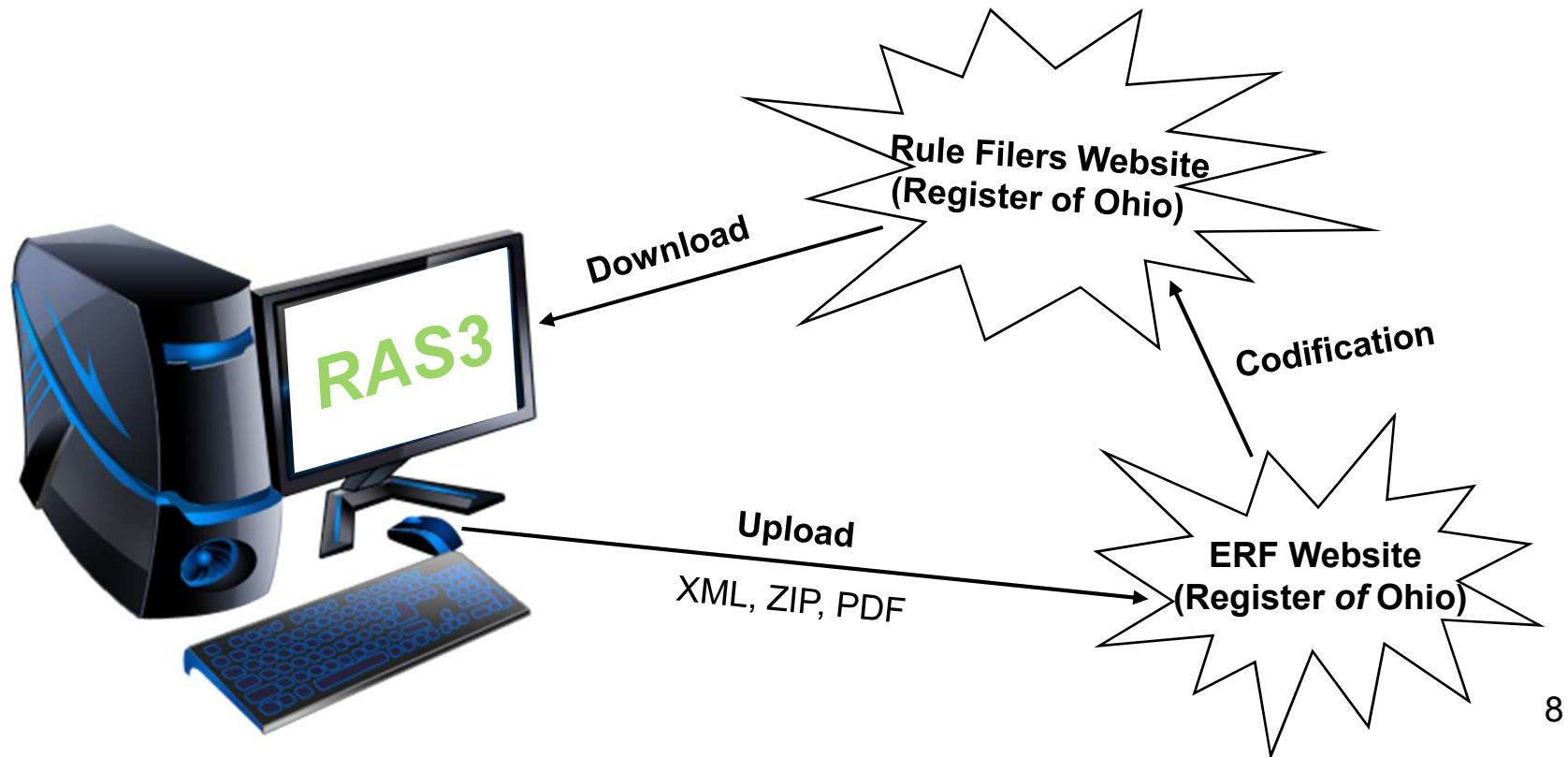


# Key Terms and Concepts



# 🔑 The Electronic Rule-Filing System Consists of:

- (1) **The Rule Filers Website** – Where you request and download prepared rules.
- (2) **The Rule Authoring Software: RAS3** - Software you use to create and edit rules.
- (3) **The ERF Website** – Where you create packages and file rules.



## ← Why RAS?

In order to make rules that were compatible with the Electronic Rule-Filing System, we needed a way to create rules that:

- 1) could be transmitted via the Internet and
- 2) adhered to the format described in the LSC Rule Drafting Manual

The solution was RAS: rule-drafting software in which a user can create and save rules in a file format called **XML**.

# ← What is XML?

**XML stands for *e*Xtensible Markup Language.**

XML is a universal language for sending and receiving documents via the Internet and for creating documents that must adhere to a specific structure (format).

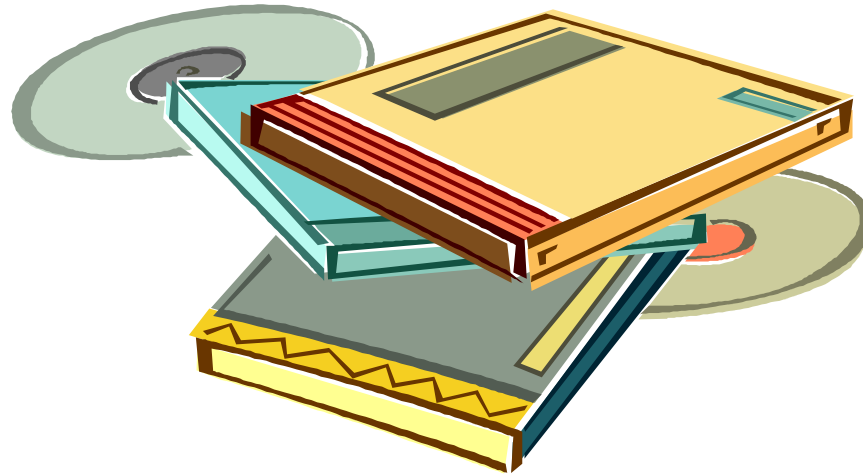
While other software programs, including newer versions of Microsoft Word, can create XML documents, ***only RAS-created XML files are compatible with the ERF Website.***

## ← How does RAS work?

- Functions such as outline numbering and outline formatting are included to support the LSC Rule Drafting Manual guidelines.
- When rules created in RAS are saved, they are saved as XML files and are compatible with the ERF Website.
- Conceptually, RAS is a rules processor, not a word processor. RAS takes control of all document, paragraph, and character formatting.
- Menu choices and toolbar buttons assist with rule drafting.
- Some RAS functions are available only when the cursor is in a specific location (“cursor position”).

***These and other topics will be discussed in more detail throughout the class.***

# Loading RAS3 onto your PC



# Installation Instructions

**\*\*\* It is recommended that a System Administrator or IT Personnel install the RAS3 software. \*\*\***

## **Minimum System Requirements:**

- Winzip or other .zip file extracting software
- Adobe Reader (for previewing rules as PDF)

## **Installation Instructions for RAS3 using Windows:**

1. User must have permission to install software.
2. Locate and delete any existing RAS3 folder from the user's home directory, if applicable. If a user has not previously installed RAS3, skip this step.

The RAS3 folder is located at:

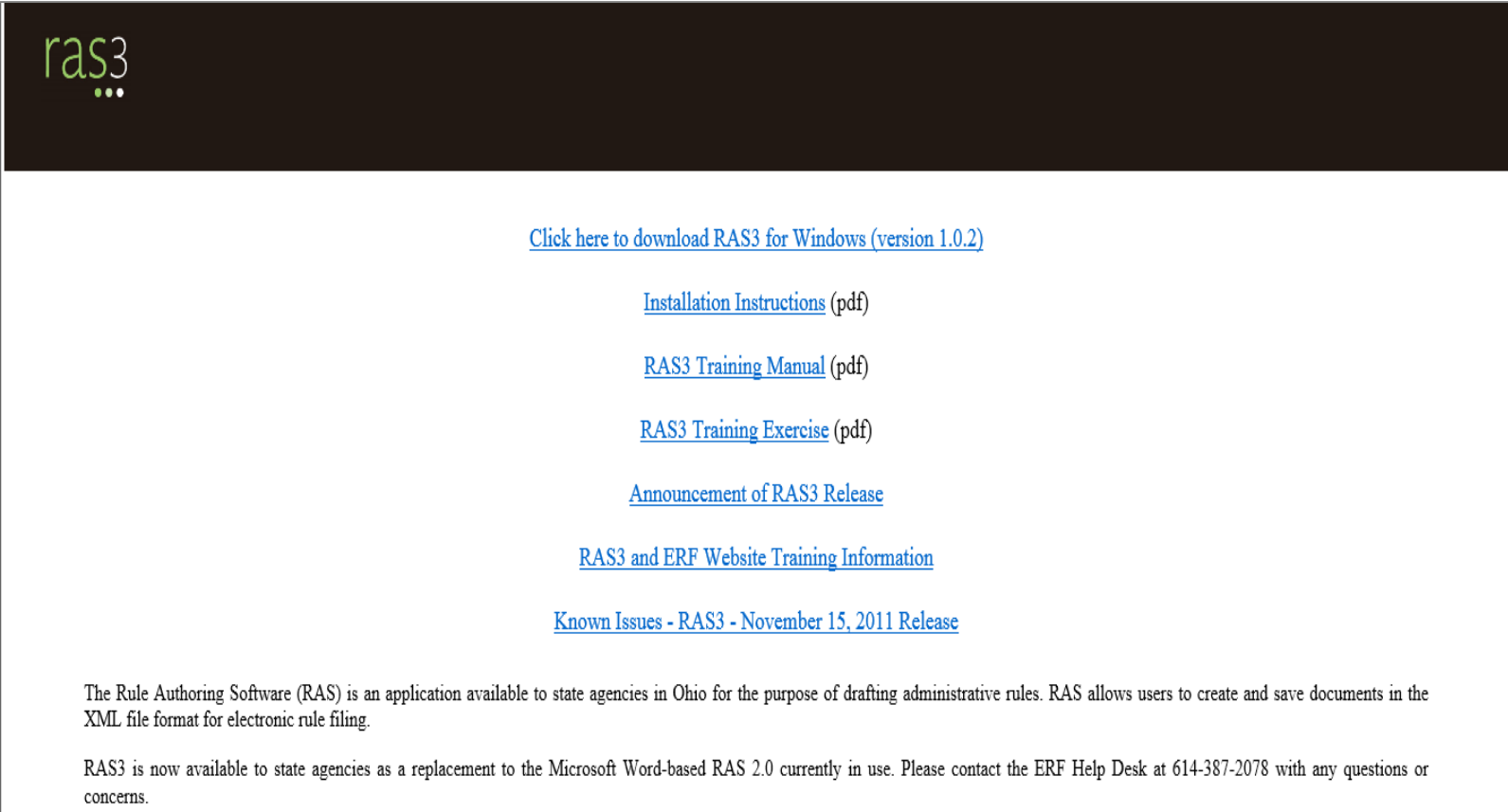
<root.\Documents and Settings\<>username>\ras3 for Microsoft Windows 2000, XP, and 2003 users

<root>\Users\<>username>\ras3 for Microsoft Windows Vista and 7 users

# Installation Instructions

3. Open a browser and go to the download site at: <http://ras.lis.state.oh.us/>. Download the RAS3 zip file by clicking the link and saving the file.

(If a user has previously installed RAS3, an error message may state that the zip file already exists, asking if it should be replaced. Select **Yes**.)



[Click here to download RAS3 for Windows \(version 1.0.2\)](#)

[Installation Instructions](#) (pdf)

[RAS3 Training Manual](#) (pdf)

[RAS3 Training Exercise](#) (pdf)

[Announcement of RAS3 Release](#)

[RAS3 and ERF Website Training Information](#)

[Known Issues - RAS3 - November 15, 2011 Release](#)

The Rule Authoring Software (RAS) is an application available to state agencies in Ohio for the purpose of drafting administrative rules. RAS allows users to create and save documents in the XML file format for electronic rule filing.

RAS3 is now available to state agencies as a replacement to the Microsoft Word-based RAS 2.0 currently in use. Please contact the ERF Help Desk at 614-387-2078 with any questions or concerns.



## Installation Instructions

4. Locate the downloaded zip file and use Winzip, or other zip extraction software, to extract the zip file into the user's home directory.

Example:

Microsoft Windows 2000, XP, and 2003:

<root>\Documents and Settings\<username>

Microsoft Windows Vista and 7:

<root>\Users\<username>

A RAS3 folder will be created in the user's home directory.

5. Locate the newly created RAS3 folder and double-click to open the folder. Locate the RAS.exe file; right-click and select "**Create Shortcut.**" Rename the shortcut to **RAS3** by right-clicking on the filename and then move it to the desktop.

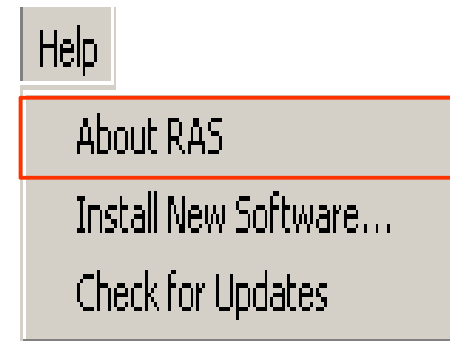
6. Launch the application by double-clicking on the RAS3 shortcut on the desktop.



If you get a prompt that reads: "The publisher could not be verified. Are you sure you want to run this software?" – **Uncheck** the checkbox that reads "**Always ask before opening this file**" and click **Run**.

## Installation Instructions

7. Once the RAS3 application has opened, you should see a panel titled “**Navigator**” in the lower right-hand corner. Double-click the 103\$0-3-01 rule filename. It will open the rule in the large edit panel in the middle of the screen.
8. If the rule opens, the installation was successful. You can close the download page and, if you wish, delete the downloaded zip file.
9. Now that RAS3 is successfully installed on your PC, it is important to check that the current version of RAS3 is also installed.
10. Check the current version of RAS3 by selecting the **Help** Tab and then the **About RAS** option from the drop-down menu.



## Installation Instructions

11. An **About RAS3** dialog box will appear.

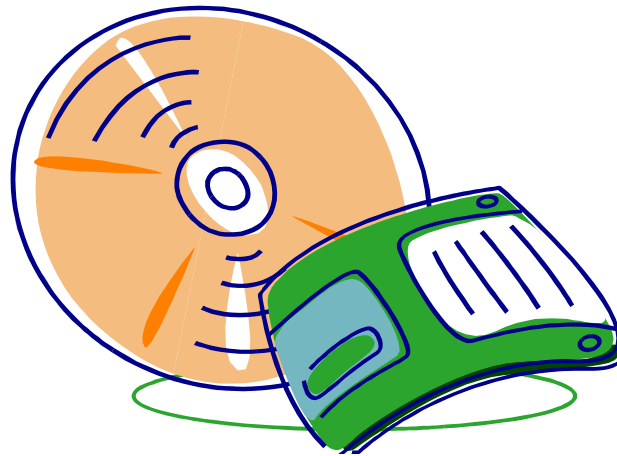


12. The version of RAS3 currently loaded on your PC will display.

**NOTE:** The current version of RAS3 should be **1.0.2**.

13. If **Version: 1.0.2** appears, the installation process is complete and the latest version of RAS3 is loaded on your PC. If a version number other than **1.0.2** appears, follow the instructions on slide 22 to install the latest version of RAS3.

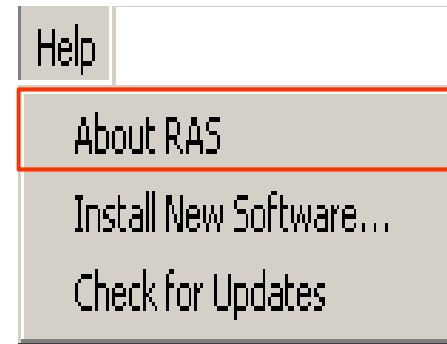
# Check for and Install RAS3 Updates



# Check the Current Version of RAS3

To display the current version of RAS installed on your computer:

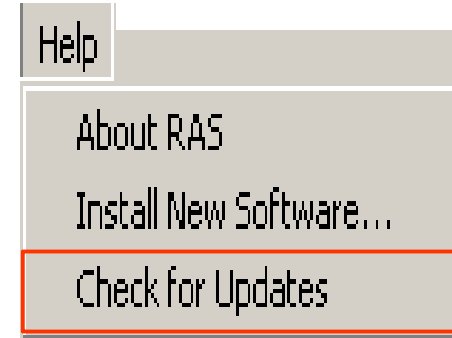
1. Select the **Help** Tab.
2. From the drop-down box, select the **About RAS** option.
3. The following box will appear displaying the version number:



# Check for and Install RAS3 Software Updates

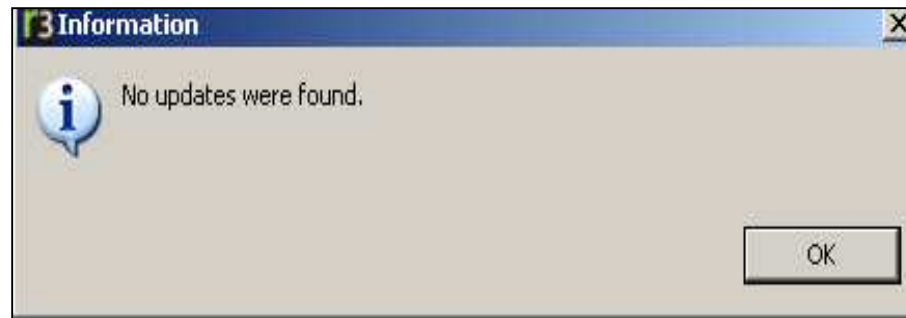
To check for new RAS3 software updates:

1. Select the **Help** Tab.
2. From the drop-down box, select the **Check For Updates** option.
3. If at least one new software update exists, a message “**New Update has been found**” will appear. (Follow steps 4. – 8.) If no updates are found, skip to step 9.
4. Click **Finish**.
5. A message asking “**...do you wish to continue**” will appear.
6. Click **OK**.
7. A message stating that you should restart RAS3 will appear.
8. Click **Restart**. RAS3 will shut down and restart at which time you will have the latest RAS3 software version loaded on your PC and you can begin using RAS to work on your rules.



## Check for RAS3 Software Updates

9. If no software updates are found, the message below will display:




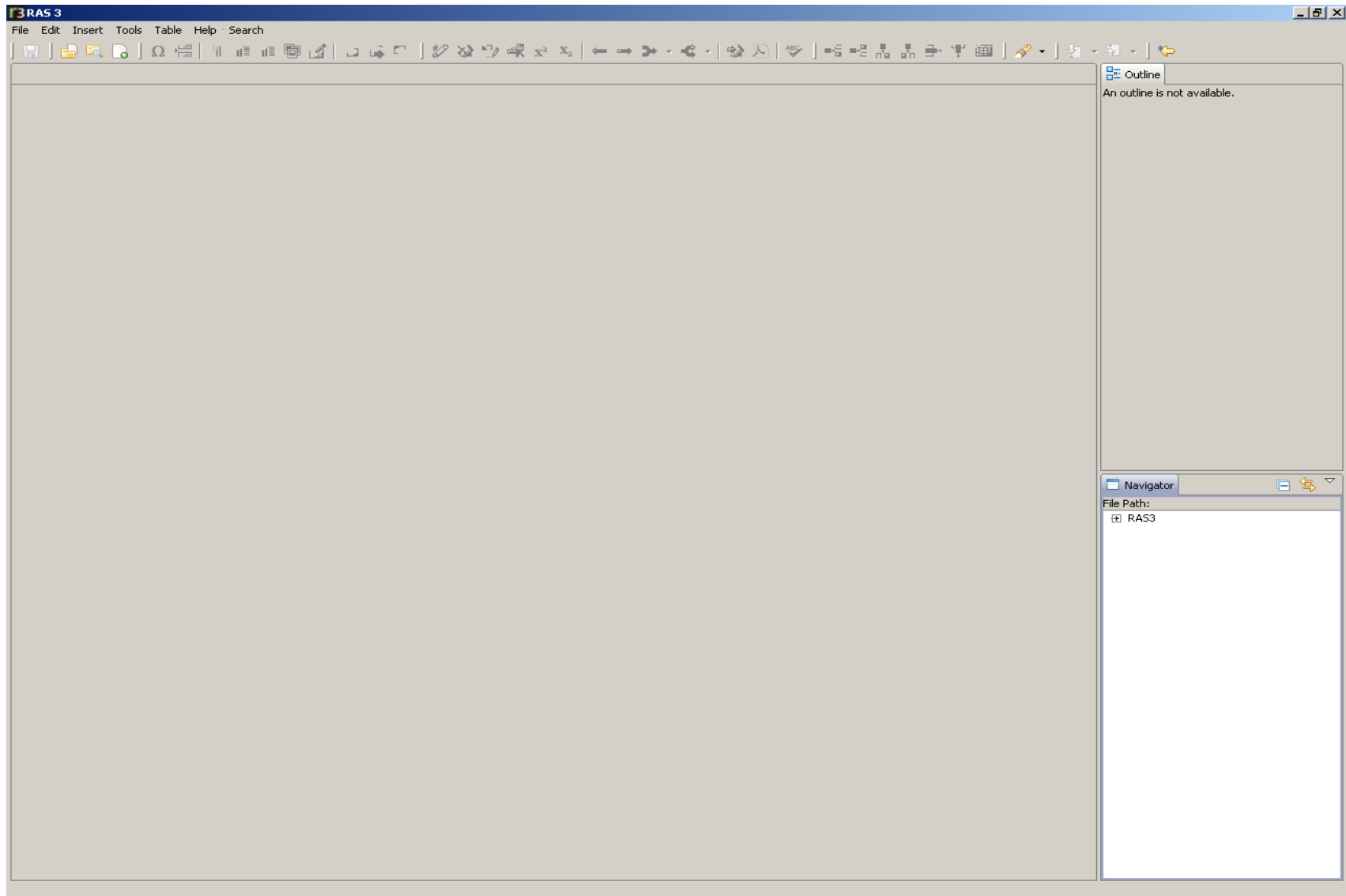
10. Click **OK**.

# Getting Started

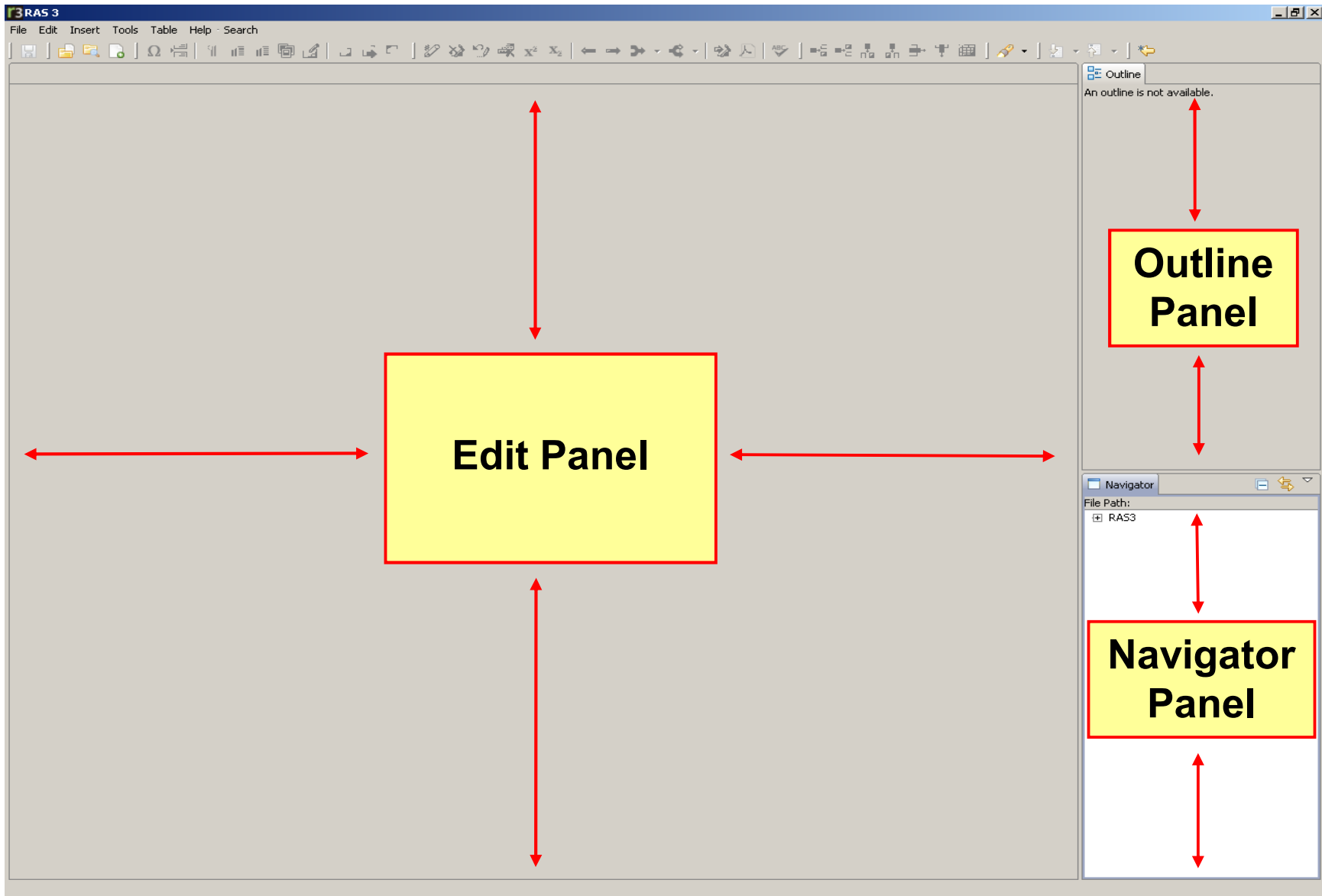




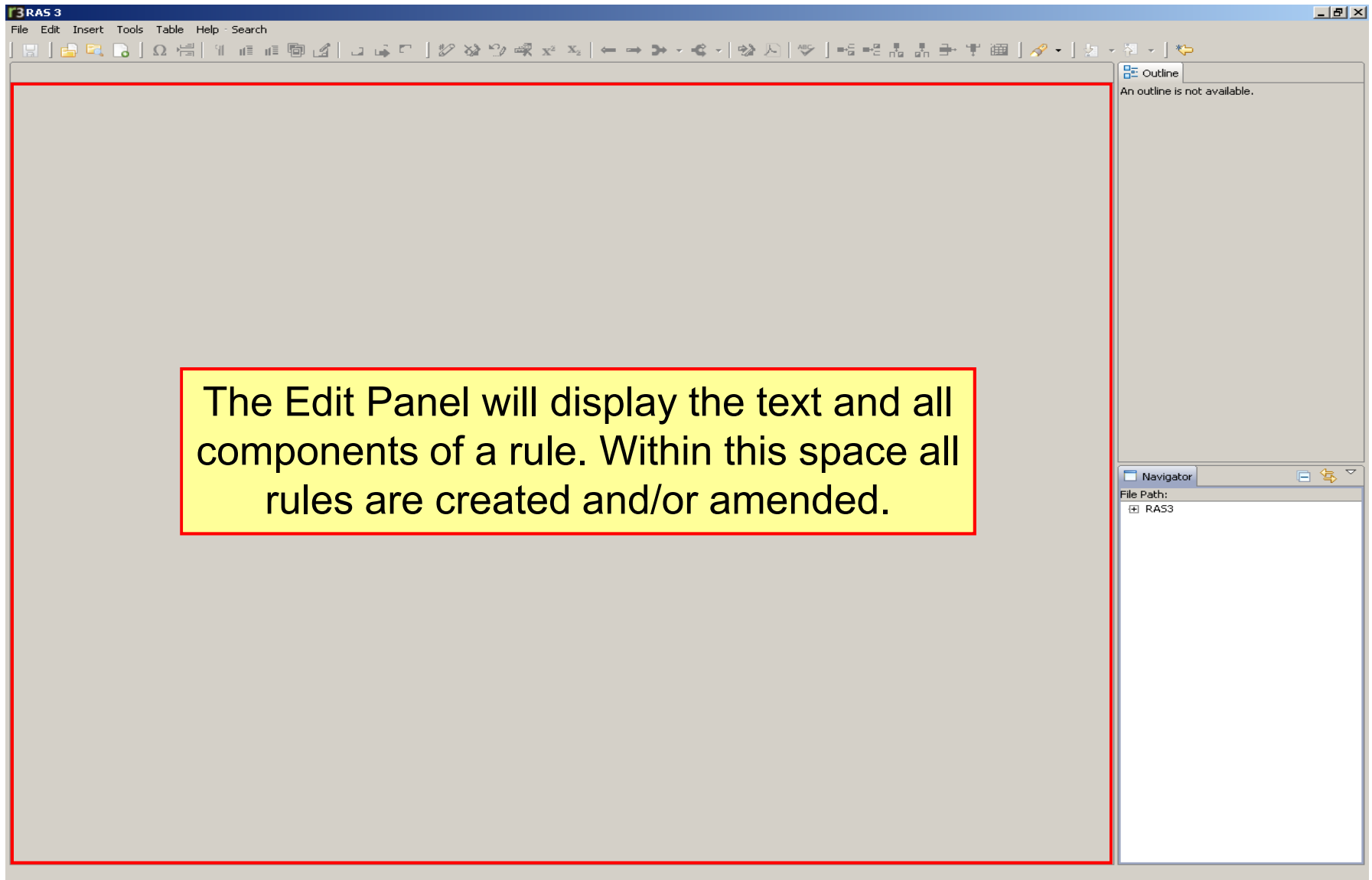
**To start RAS:** Double-click on the RAS icon on the desktop.  The following screen appears:



# RAS Screen Layout Panels

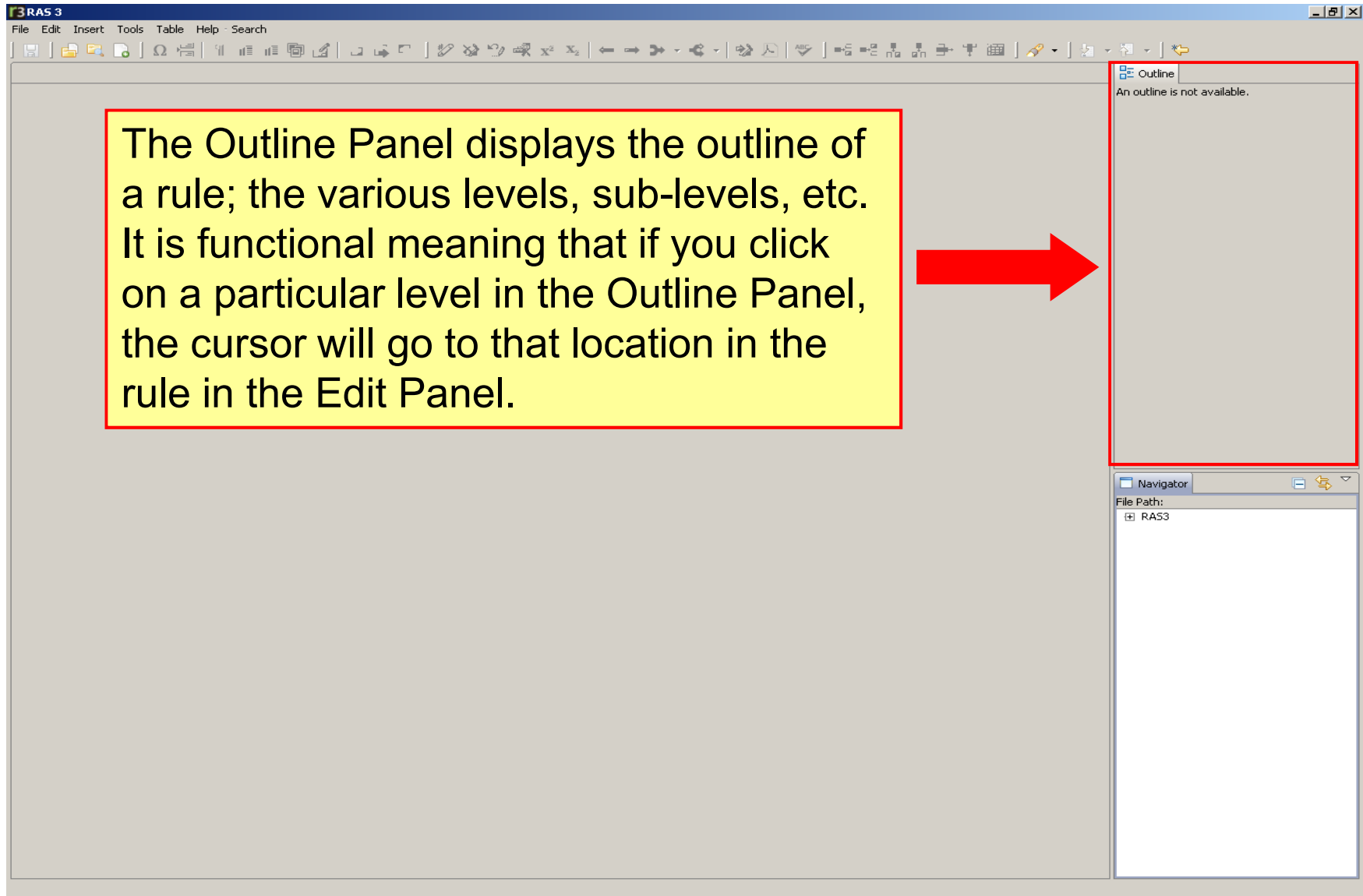


# Edit Panel

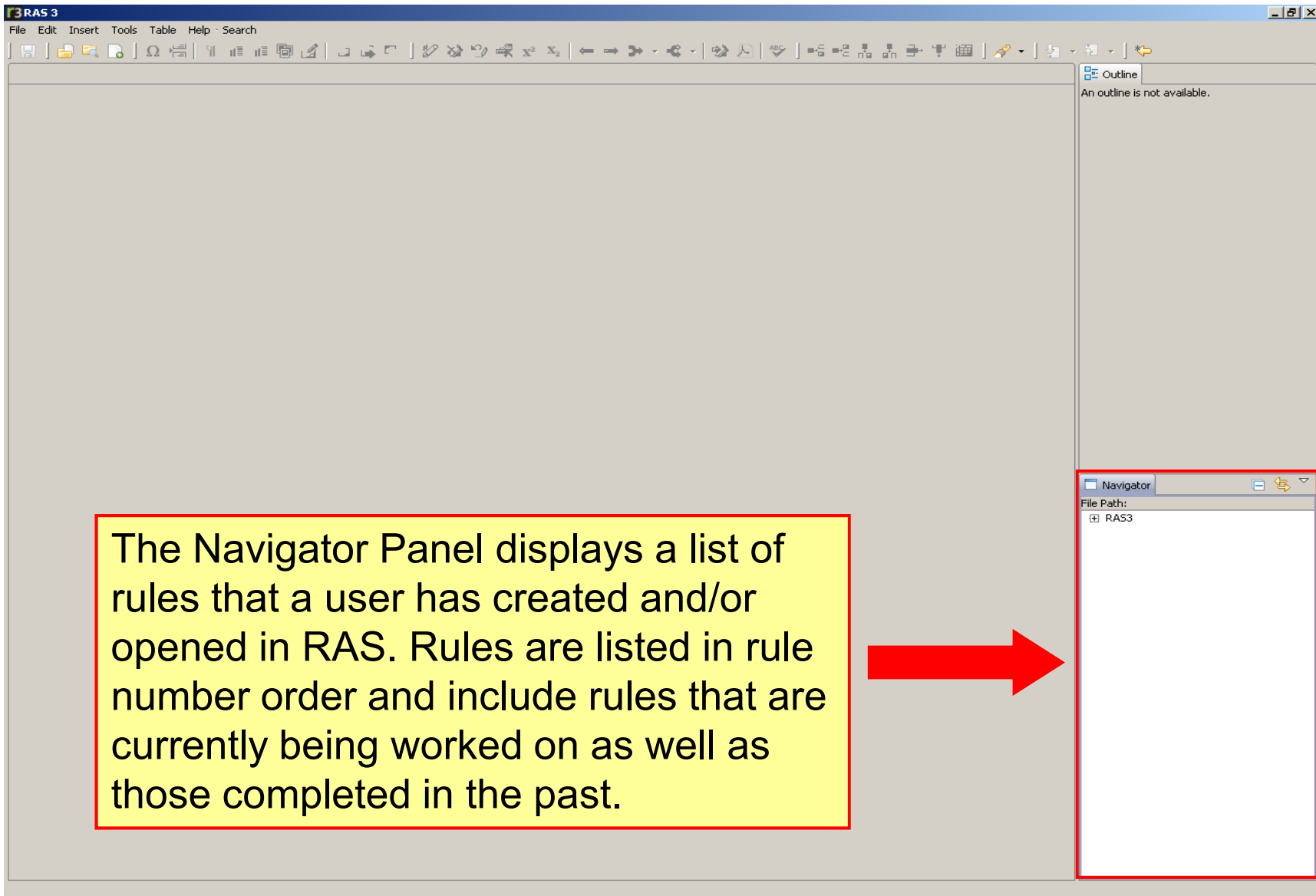


# Outline Panel

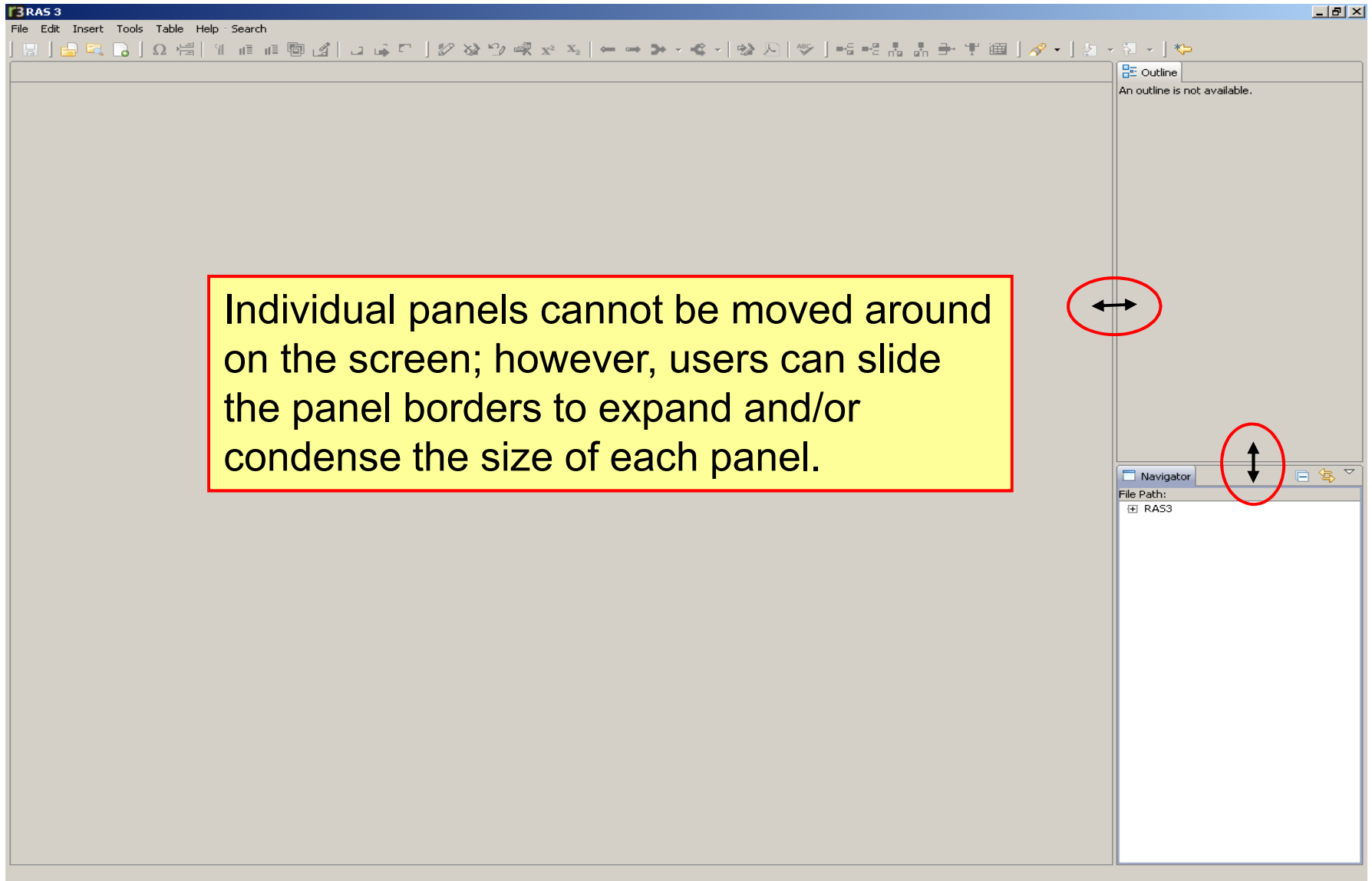
The Outline Panel displays the outline of a rule; the various levels, sub-levels, etc. It is functional meaning that if you click on a particular level in the Outline Panel, the cursor will go to that location in the rule in the Edit Panel.



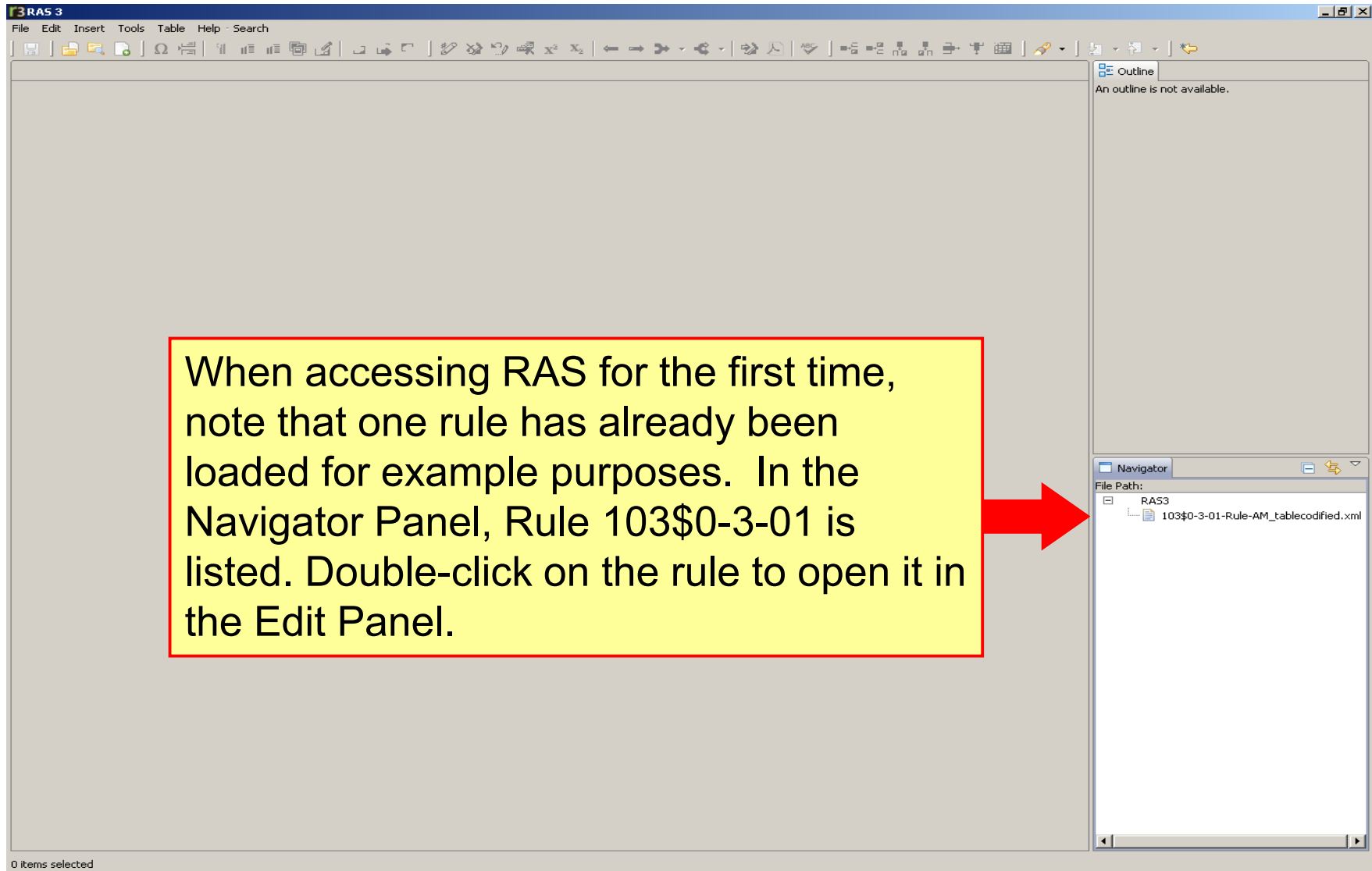
# Navigator Panel



# Moving Screen Layout Panels



# RAS has been pre-loaded with Rule 103-3-01.



When accessing RAS for the first time, note that one rule has already been loaded for example purposes. In the Navigator Panel, Rule 103-3-01 is listed. Double-click on the rule to open it in the Edit Panel.

# Rule 103-3-01 displays in the Edit Panel.

The screenshot shows the RAS3 software interface. The main window displays the text of Rule 103-3-01, which is titled "Duties of LSC director concerning codification of rules." The text describes the duties of the director of the legislative service commission regarding the codification of rules into the Administrative Code. The rule is structured as follows:

**103-3-01 Duties of LSC director concerning codification of rules.**

The director of the legislative service commission shall do all the following with respect to the codification of rules into the Administrative Code:

(A) Prepare and publish, and revise and publish, a rule drafting manual under rule 103-3-02 of the Administrative Code;

(1) Accept a rule that an agency files under section 111.15, 119.03, 119.04, 4141.14, or 5703.14 of the Revised Code for purposes of codification into the Administrative Code;

This is a table.	
This is table text.	This is table text.
This is table text.	This is table text.

(2) Examine each rule that is filed to determine whether the rule is numbered in conformity with the rule numbering system devised and explained in the rule drafting manual, and whether the rule complies with the standards stated in the rule drafting manual;

(B) Assign a number to, or correct the numbering of, a rule under the first paragraph of division (A) of section 103.05 of the Revised Code if the rule is not numbered in conformity with the rule numbering system devised and explained in the rule drafting manual;

(C) Balance application of the standards stated in the rule drafting manual against application of the principles of editorial restraint and, if application of the standards outweighs application of the principles of editorial restraint, issue a notice of noncompliance under the fourth paragraph of division (A) of section 103.05 of the Revised Code to an agency that filed a rule that does not comply with the standards stated in the rule drafting manual;

(1) Apply the standards enumerated in the third paragraph of division (A) of section 103.05 of the Revised Code in determining whether to include the full text of, or only a reference to, a rule in the Administrative Code;

(2) Approve as acceptable, publications of the Administrative Code that conform to division (B) of section 103.05 of the Revised Code; and

(3) Prepare and publish the Administrative Code if required to do so by divisions (C) and (D) of section 103.05 of the Revised Code, and, if it is necessary for the director to prepare and publish the Administrative Code, do so under divisions (B) and (C) of section 103.05 of the Revised Code.

The right side of the interface shows the Outline panel, which lists the rule and its divisions: "Rule: Duties of LSC director c...", "The director of the legislativ...", "(A): Prepare and publish, and revis...", "(B): Assign a number to, or correct...", and "(C): Balance application of the sta...". The Navigator panel shows the file path: "C:\Documents and Settings\rkuhn\workspace\RAS3\103-3-01-Rule-AM\_tablecodified.xml".



# The Outline Structure of the rule appears in the Outline Panel.

The screenshot displays the RAS3 application interface. The main window shows a rule document with a table of contents and a list of sections. A yellow callout box highlights the text: "Notice that the Outline Structure for the rule is currently collapsed. This is evident because there is a small **+** box beside several of the levels indicating that there is more information. Click on a box to expand the Outline Structure and reveal the additional levels for this rule." A red arrow points from this callout to the Outline Panel on the right. The Outline Panel shows a tree view of the rule structure, with the root node "Rule: Duties of LSC director c..." expanded to show its sub-sections: "The director of the legislativ...", "(A): Prepare and publish, and revis...", "(B): Assign a number to, or correct...", and "(C): Balance application of the sta...". The Navigator panel at the bottom right shows the file path "C:\Documents and Settings\rkuhn\workspace\RAS3\103\$0-3-01-Rule-AM\_tablecodified.xml".

103\$0-3-01-Rule-AM\_tablecodified.xml  
103-3-01

The director of the Administrative Code

(A) Prepare and publish, and revise the Administrative Code

(1) Accept the Administrative Code for publication for its purpose

This is table text
This is table text

(2) Examine the Administrative Code as devised in the rule drafting manual;

(B) Assign a number to the Administrative Code if the rule is not numbered in conformity with the rule numbering system devised and explained in the rule drafting manual;

(C) Balance application of the standards stated in the rule drafting manual against application of the principles of editorial restraint and, if application of the standards outweighs application of the principles of editorial restraint, issue a notice of noncompliance under the fourth paragraph of division (A) of section 103.05 of the Revised Code to an agency that filed a rule that does not comply with the standards stated in the rule drafting manual;

(1) Apply the standards enumerated in the third paragraph of division (A) of section 103.05 of the Revised Code in determining whether to include the full text of, or only a reference to, a rule in the Administrative Code;

(2) Approve as acceptable, publications of the Administrative Code that conform to division (B) of section 103.05 of the Revised Code; and

(3) Prepare and publish the Administrative Code if required to do so by divisions (C) and (D) of section 103.05 of the Revised Code, and, if it is necessary for the director to prepare and publish the Administrative Code, do so under divisions (B) and (C) of section 103.05 of the Revised Code.

Outline

- Rule: Duties of LSC director c...
- The director of the legislativ...
- (A): Prepare and publish, and revis...
- (B): Assign a number to, or correct...
- (C): Balance application of the sta...

Navigator

C:\Documents and Settings\rkuhn\workspace\RAS3\103\$0-3-01-Rule-AM\_tablecodified.xml

/rule/rule\_tagline

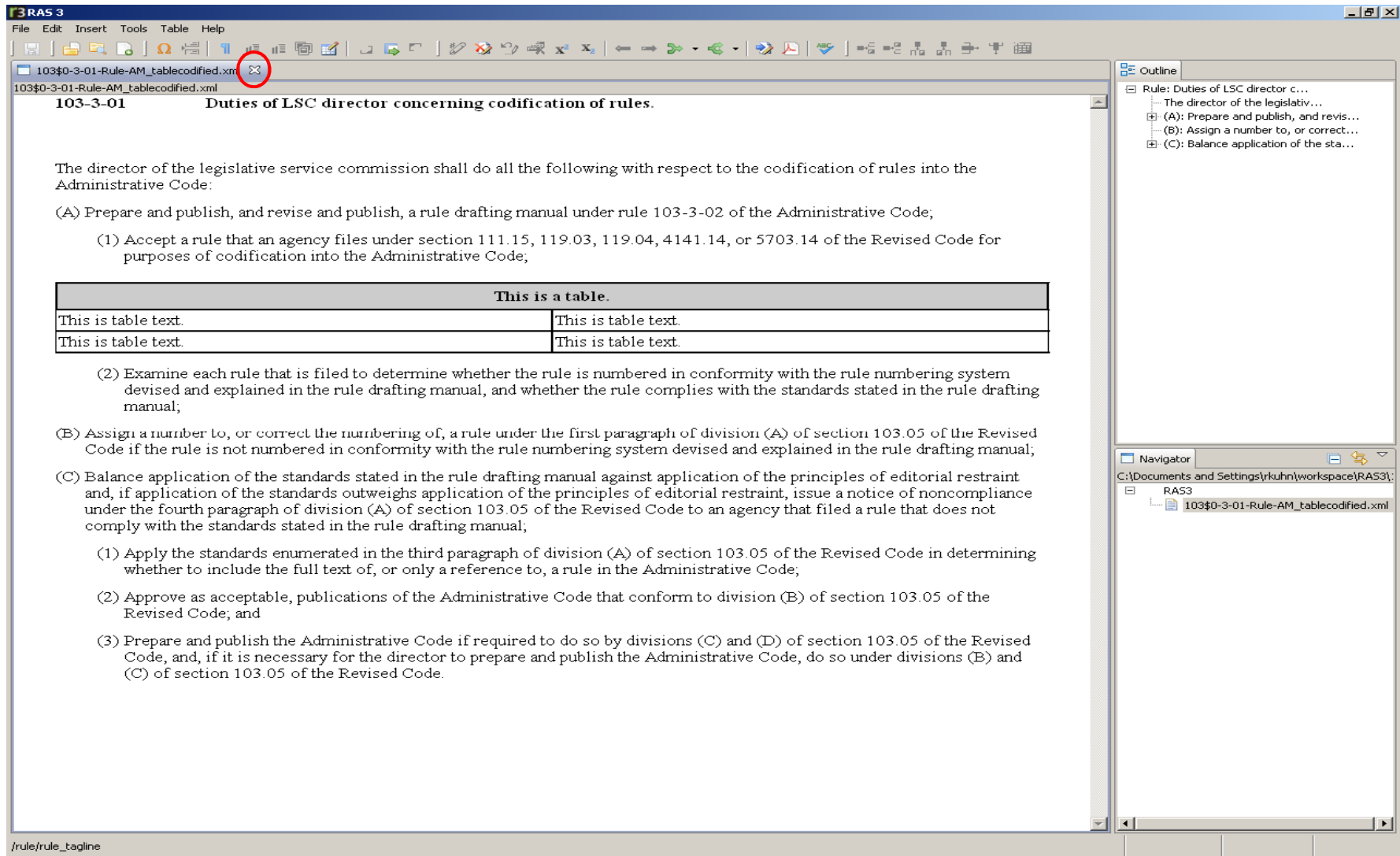
# In the Navigator Panel, notice that the file path for the rule file also displays.

The screenshot displays the RAS3 application interface. The main window shows a document titled "103-3-01 Duties of LSC director concerning codification of rules." The document content includes a paragraph about the director's duties, a list of sub-sections (A, B, C) with numbered items, and a table with the caption "This is a table." The table has two columns and two rows of text.

This is a table.	
This is table text.	This is table text.
This is table text.	This is table text.

The Navigator Panel on the right side of the window shows a tree view of the document structure. The file path for the rule file is highlighted with a red circle and a red arrow pointing to it. The path is: C:\Documents and Settings\rkuhn\workspace\RAS3\103-3-01-Rule-AM\_tablecodified.xml

To close the rule, click on the  within the blue Rule tab.  103\$0-3-01-Rule-AM\_tablecodified.xml  (The  turns pink.)



The screenshot displays the RAS3 application window. The main document area shows the text of rule 103-3-01, titled "Duties of LSC director concerning codification of rules." The text includes a paragraph and several numbered sub-sections (A, B, C) detailing the director's duties. A table is embedded in the text with the caption "This is a table." and two columns of text. The application interface includes a menu bar (File, Edit, Insert, Tools, Table, Help), a toolbar, and a right-hand pane with an "Outline" view showing the rule's structure. A "Navigator" pane at the bottom right shows the file path and the current document.

103-3-01 Duties of LSC director concerning codification of rules.

The director of the legislative service commission shall do all the following with respect to the codification of rules into the Administrative Code:

(A) Prepare and publish, and revise and publish, a rule drafting manual under rule 103-3-02 of the Administrative Code;

(1) Accept a rule that an agency files under section 111.15, 119.03, 119.04, 4141.14, or 5703.14 of the Revised Code for purposes of codification into the Administrative Code;

This is a table.	
This is table text.	This is table text.
This is table text.	This is table text.

(2) Examine each rule that is filed to determine whether the rule is numbered in conformity with the rule numbering system devised and explained in the rule drafting manual, and whether the rule complies with the standards stated in the rule drafting manual;

(B) Assign a number to, or correct the numbering of, a rule under the first paragraph of division (A) of section 103.05 of the Revised Code if the rule is not numbered in conformity with the rule numbering system devised and explained in the rule drafting manual;

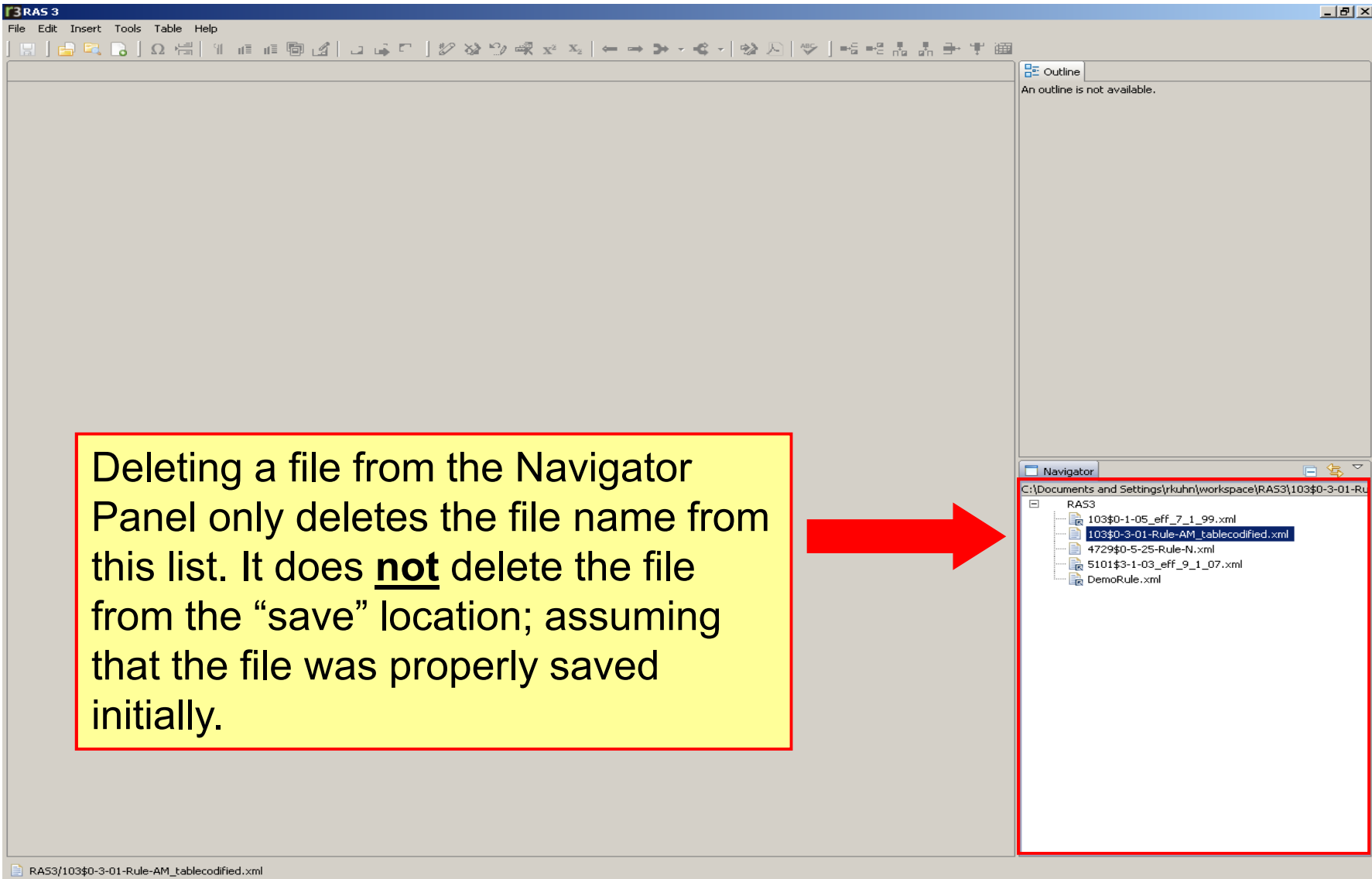
(C) Balance application of the standards stated in the rule drafting manual against application of the principles of editorial restraint and, if application of the standards outweighs application of the principles of editorial restraint, issue a notice of noncompliance under the fourth paragraph of division (A) of section 103.05 of the Revised Code to an agency that filed a rule that does not comply with the standards stated in the rule drafting manual;

(1) Apply the standards enumerated in the third paragraph of division (A) of section 103.05 of the Revised Code in determining whether to include the full text of, or only a reference to, a rule in the Administrative Code;

(2) Approve as acceptable, publications of the Administrative Code that conform to division (B) of section 103.05 of the Revised Code; and

(3) Prepare and publish the Administrative Code if required to do so by divisions (C) and (D) of section 103.05 of the Revised Code, and, if it is necessary for the director to prepare and publish the Administrative Code, do so under divisions (B) and (C) of section 103.05 of the Revised Code.

# Deleting files from Navigator Panel



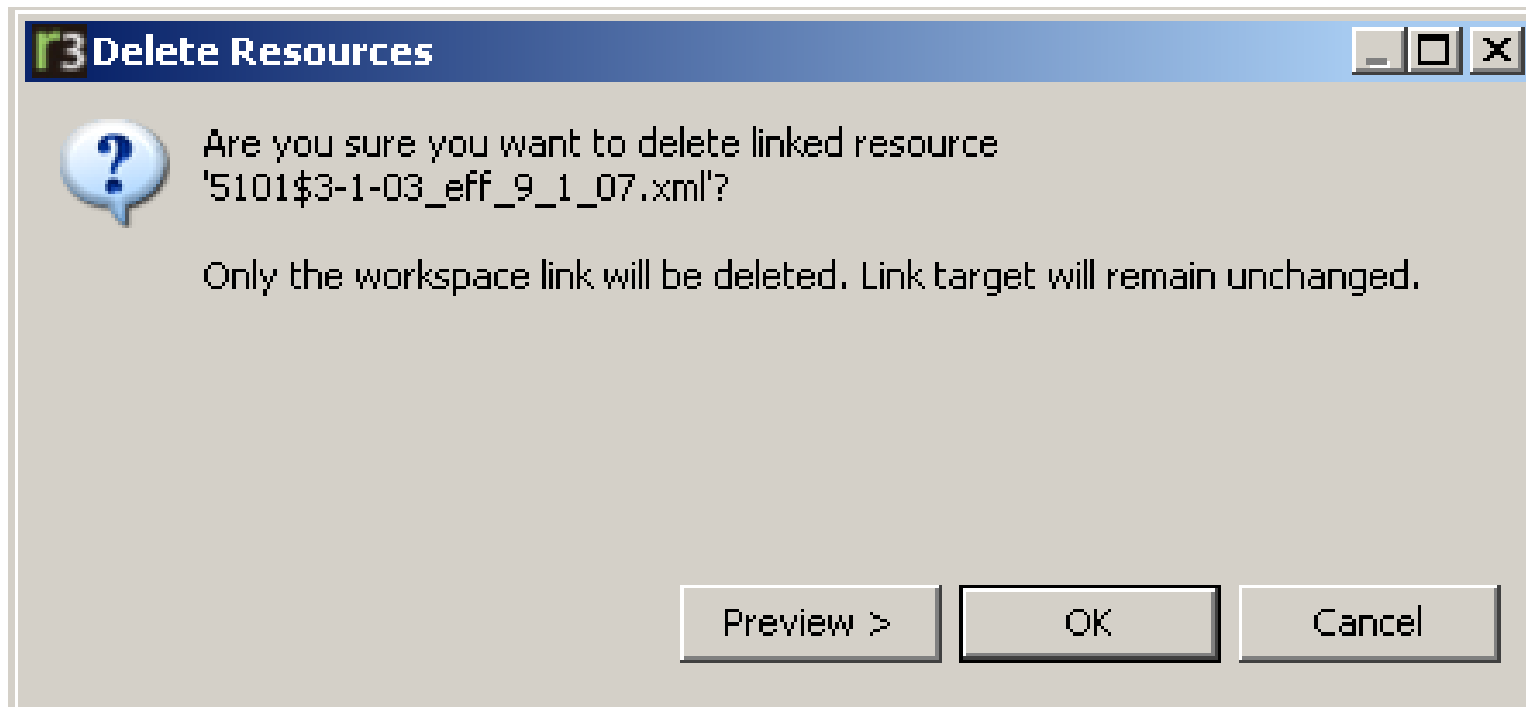
The screenshot shows the RAS3 application window. The main workspace is empty. On the right side, there is an Outline panel (top) and a Navigator panel (bottom). The Navigator panel displays a file tree for the path C:\Documents and Settings\rkuhn\workspace\RAS3\103#0-3-01-Ru. The file list includes: RAS3, 103#0-1-05\_eff\_7\_1\_99.xml, 103#0-3-01-Rule-AM\_tablecodified.xml (highlighted), 4729#0-5-25-Rule-N.xml, 5101#3-1-03\_eff\_9\_1\_07.xml, and DemoRule.xml. A red arrow points from a text box on the left to the Navigator panel.

Deleting a file from the Navigator Panel only deletes the file name from this list. It does **not** delete the file from the “save” location; assuming that the file was properly saved initially.

RAS3/103#0-3-01-Rule-AM\_tablecodified.xml

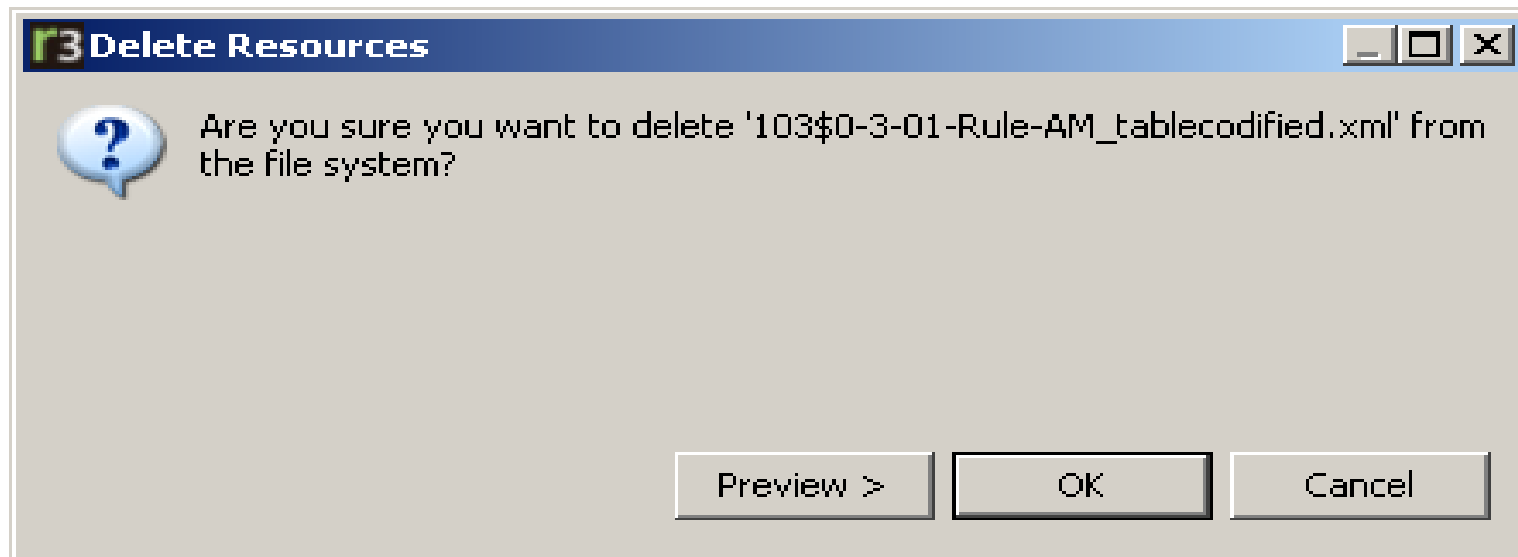
## Deleting files from Navigator Panel

Deleting a file from the Navigator Panel generates a confirmation message box asking the user to confirm the deletion by selecting **OK** or stop the deletion by selecting **Cancel**. (Users should disregard the **Preview >** option.)



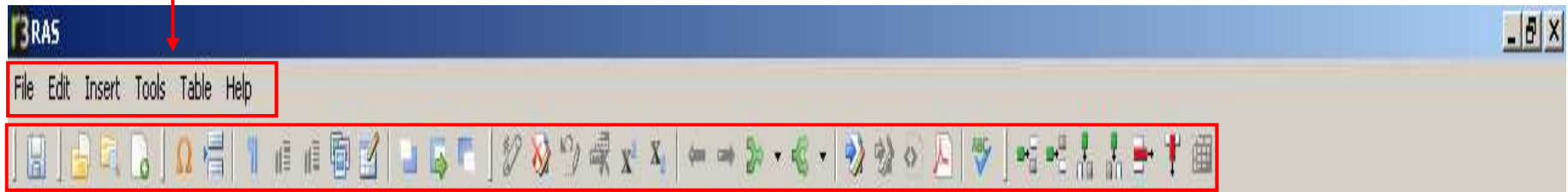
## Deleting files from Navigator Panel

If the user did not perform a **File, Save As** when creating a new rule document initially, and instead saved the file via **File, Save** or by selecting the **Save** icon from the Toolbar; and the rule file is selected from the Navigator Panel for deletion, the rule file **will be deleted from the save location**. The message below will display asking the user to confirm the deletion by selecting **OK** or to stop the deletion by selecting **Cancel**. (Users should disregard the **Preview >** option.)



# Menu Bar and Standard Toolbar

**Menu Bar** – Contains all tools for use with RAS.



**Standard Toolbar** – Contains shortcuts for standard RAS actions and tools.

**NOTE:** All icons in the Toolbar will reveal what they do when you place the cursor over the icon and wait. The function for almost every icon on the Toolbar can also be found in one of the Menus.

# Keyboard Shortcuts

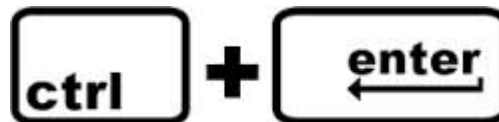
**[Enter] key** – Pressing the **Enter** key in a RAS document will insert a paragraph.



**[Delete] key** – The **Delete** key will strike highlighted text, remove new elements (i.e. graphics, page breaks, paragraphs, etc.), and remove new levels. The **Delete** key will delete single characters when new text is being typed into existing text.



**[Ctrl-Enter]** – Pressing the **Ctrl** key and the **Enter** key at the same time will insert a new level at the same rank relative to the current cursor location.





# Context Bar

The screenshot shows the RAS 3 application window. The main document area displays the following content:

**103-3-01 Duties of LSC director concerning codification of rules.**

The director of the legislative service commission shall do all the following with respect to the codification of rules into the Administrative Code:

- (A) Prepare and publish, and revise and publish, a rule drafting manual under rule 103-3-02 of the Administrative Code;
  - (1) Accept a rule that an agency files under section 111.15, 119.03, 119.04, 4141.14, or 5703.14 of the Revised Code for purposes of codification into the Administrative Code;

This is a table.	
This is table text.	This is table text.
This is table text.	This is table text.

- (2) Examine each rule that is filed to determine whether the rule is numbered in conformity with the rule numbering system devised and explained in the rule drafting manual, and whether the rule complies with the standards stated in the rule drafting manual;
- (B) Assign a number to, or correct the numbering of, a rule under the first paragraph of division (A) of section 103.05 of the Revised Code if the rule is not numbered in conformity with the rule numbering system devised and explained in the rule drafting manual;
- (C) Balance application of the standards stated in the rule drafting manual against application of the principles of editorial restraint and, if application of the standards under the fourth paragraph of section 103.05 of the Revised Code does not comply with the standards stated in the rule drafting manual,
  - (1) Apply the standards whether to include or exclude a rule from the Administrative Code;
  - (2) Approve as accepted a rule under the first paragraph of division (A) of section 103.05 of the Revised Code; and
  - (3) Prepare and publish a rule under the first paragraph of division (A) of section 103.05 of the Revised Code, and, if it is not numbered in conformity with the rule numbering system devised and explained in the rule drafting manual, assign a number to, or correct the numbering of, the rule.

At the bottom of the window, a context bar displays the path: `/rule/rule_tagline`. A red circle highlights this path, and a red arrow points from the text box to it.

**RAS creates and saves rules in an XML file format that also inserts **tags** “behind the scenes” to describe the data entered. A **Context Bar** appears at the bottom of the screen which provides information regarding the cursor position between these **tags** used by XML. There can be several tags listed separated by a bar (|). The tag name after the last bar is where the cursor is currently located.**

# First Step: What type of rule are you working with ???



## 1. Existing Rule

- To be Amended
- To be Rescinded
- No Change

## 2. New Rule

## 1. Existing Rule

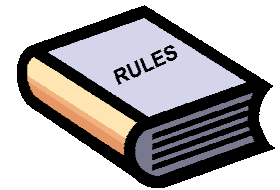
# The Process of Requesting and Downloading Rules from the Rule Filers Website

[www.registerofohio.state.oh.us](http://www.registerofohio.state.oh.us)





# ABOUT REQUESTING RULES



- Use the Rules Filers Website to request that LSC prepare the rule(s) you want to amend. (This process is also applicable for rescind and no change rules.)
- Allow at least 30 days for LSC to prepare your rules. Please plan your requests based on the date you need the rules for drafting, not on the anticipated filing date. For example, if you need the rules on August 1, and you need to download them on July 1 to begin drafting, you should request them no later than June 1.
- The rule you download will already be in the XML format.
- Open the rule in RAS, even if it is a rescind or no change rule, to verify its content.
- If you have previously requested the rule, the request can be modified.

**NOTE:** If the rule has been final filed in the last 60 days, please call the ERF Help Desk after entering the request to alert them the rule is being re-requested.

1. Go to [www.registerofohio.state.oh.us](http://www.registerofohio.state.oh.us)

2. Click on **Rule Filers Website**.

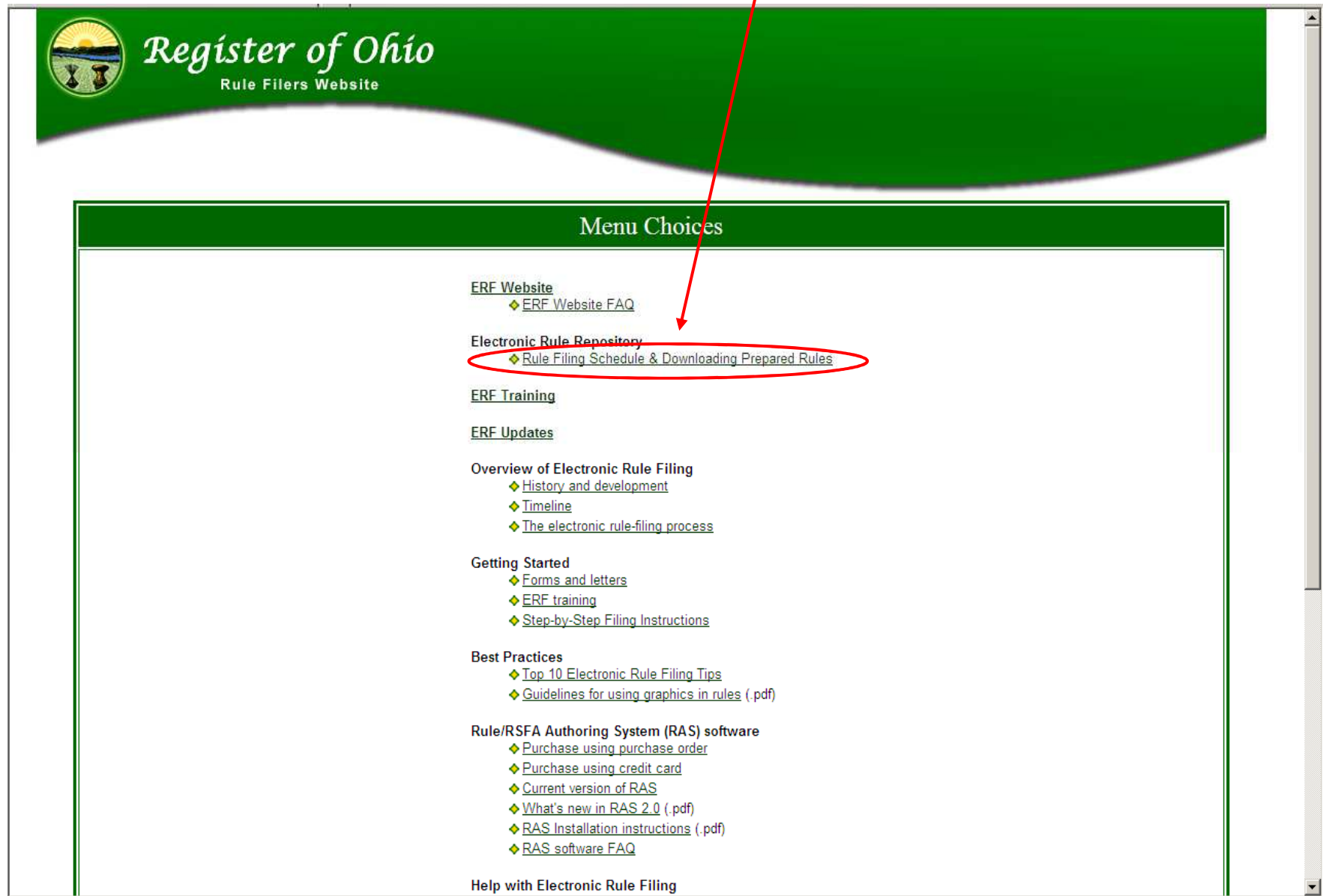
The screenshot shows the Register of Ohio website in a Windows Internet Explorer browser. The browser's address bar displays the URL <http://www.registerofohio.state.oh.us/>. The website header features the "REGISTER of OHIO" logo and the tagline "Providing Public Notice of State Agency Rule-Making".

The main content area is organized into a grid of sections:

- Public Notices:** Includes links for "Upcoming Hearings on Proposed Rules", "EPA Final Filing Notices", and "ODJFS Federal Medicaid Notices".
- Search Proposed and Recently Adopted Rules by:** Offers search criteria such as "Rule Number", "Keyword in Title", "Filing Agency and Keyword in Title", "Public Hearing Date and Filing Agency", and "File Date and Filing Agency".
- State Offices that Receive Rule Filings:** Lists "LSC", "JCARR", and "Secretary of State".
- Help:** Contains links for "About the Register", "An Overview of Administrative Rule Making in Ohio", "Publication and Purgation Schedules", "How You Can Participate in Rule-Making", and "Agency Rule-Making Guides Currently on File with LSC".
- Browse Proposed and Recently Adopted Rules by:** Provides filters for "Filing Agency", "Public Hearing Date", "File Date", and "No-Change Filings".
- For Rule Filers Only:** This section contains the link "Rule Filers Website", which is circled in red. A red arrow points from the instruction above to this link.
- Notices:** Includes "Notices and Disclaimers" and "Notice to Agencies Publishing Documents in the Register".

The browser's taskbar at the bottom shows the "Internet" icon and a 100% zoom level.

### 3. Click the **Rule Filing Schedule & Downloading Prepared Rules** option.

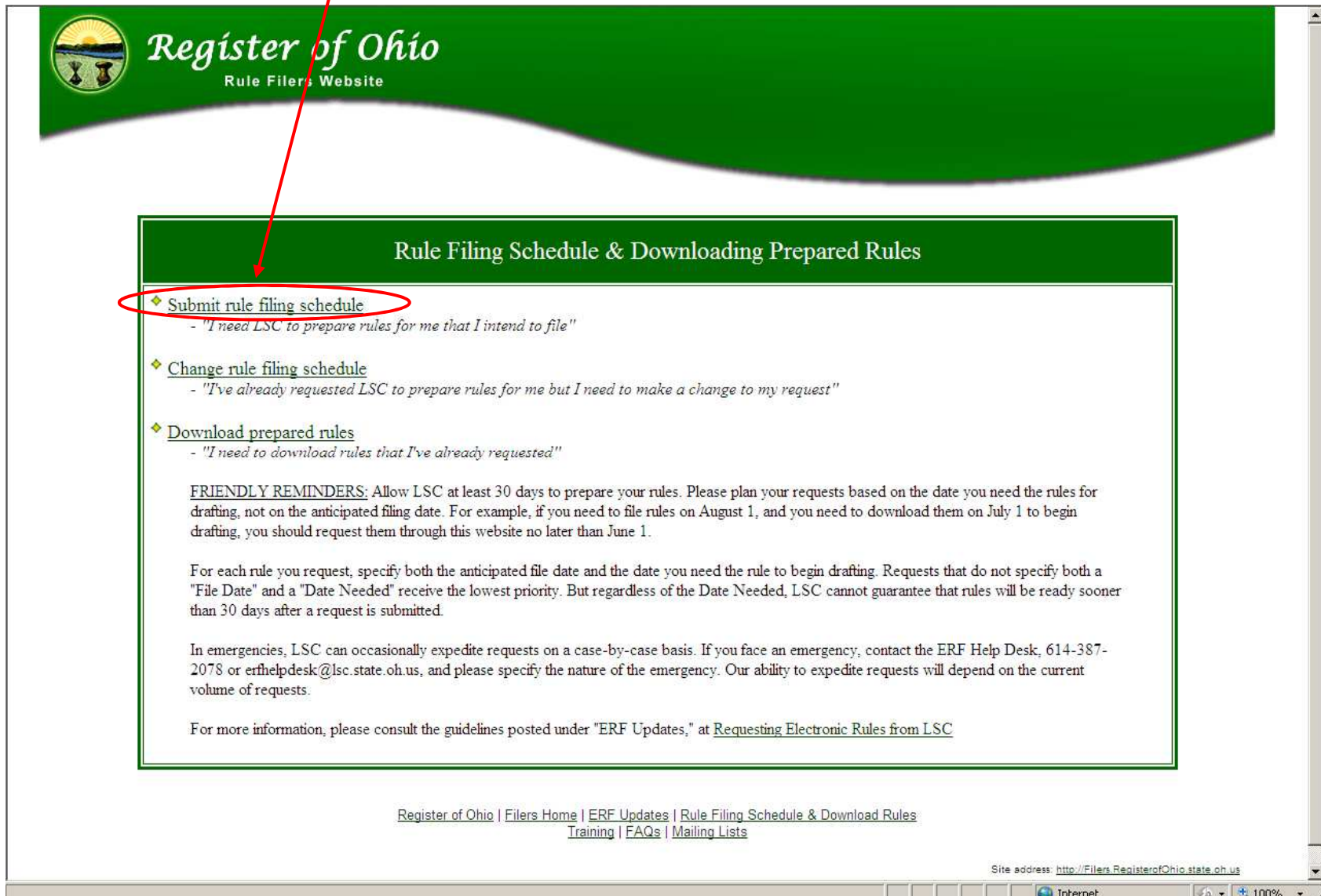


The screenshot shows the 'Register of Ohio Rule Filers Website' with a green header. Below the header is a 'Menu Choices' section. A red arrow points from the instruction above to the 'Rule Filing Schedule & Downloading Prepared Rules' link, which is circled in red. The menu items are as follows:

- ERF Website
  - ◆ [ERF Website FAQ](#)
- Electronic Rule Repository
  - ◆ [Rule Filing Schedule & Downloading Prepared Rules](#)
- ERF Training
- ERF Updates
- Overview of Electronic Rule Filing
  - ◆ [History and development](#)
  - ◆ [Timeline](#)
  - ◆ [The electronic rule-filing process](#)
- Getting Started
  - ◆ [Forms and letters](#)
  - ◆ [ERF training](#)
  - ◆ [Step-by-Step Filing Instructions](#)
- Best Practices
  - ◆ [Top 10 Electronic Rule Filing Tips](#)
  - ◆ [Guidelines for using graphics in rules \(.pdf\)](#)
- Rule/RSFA Authoring System (RAS) software
  - ◆ [Purchase using purchase order](#)
  - ◆ [Purchase using credit card](#)
  - ◆ [Current version of RAS](#)
  - ◆ [What's new in RAS 2.0 \(.pdf\)](#)
  - ◆ [RAS Installation instructions \(.pdf\)](#)
  - ◆ [RAS software FAQ](#)
- Help with Electronic Rule Filing

# In order to request LSC to prepare a rule(s) for download:

## 1. Click the **Submit rule filing schedule** option.



**Register of Ohio**  
Rule Filers Website

### Rule Filing Schedule & Downloading Prepared Rules

- ◆ **Submit rule filing schedule**  
- *"I need LSC to prepare rules for me that I intend to file"*
- ◆ **Change rule filing schedule**  
- *"I've already requested LSC to prepare rules for me but I need to make a change to my request"*
- ◆ **Download prepared rules**  
- *"I need to download rules that I've already requested"*

**FRIENDLY REMINDERS:** Allow LSC at least 30 days to prepare your rules. Please plan your requests based on the date you need the rules for drafting, not on the anticipated filing date. For example, if you need to file rules on August 1, and you need to download them on July 1 to begin drafting, you should request them through this website no later than June 1.

For each rule you request, specify both the anticipated file date and the date you need the rule to begin drafting. Requests that do not specify both a "File Date" and a "Date Needed" receive the lowest priority. But regardless of the Date Needed, LSC cannot guarantee that rules will be ready sooner than 30 days after a request is submitted.

In emergencies, LSC can occasionally expedite requests on a case-by-case basis. If you face an emergency, contact the ERF Help Desk, 614-387-2078 or [erfhelpdesk@lsc.state.oh.us](mailto:erfhelpdesk@lsc.state.oh.us), and please specify the nature of the emergency. Our ability to expedite requests will depend on the current volume of requests.

For more information, please consult the guidelines posted under "ERF Updates," at [Requesting Electronic Rules from LSC](#)

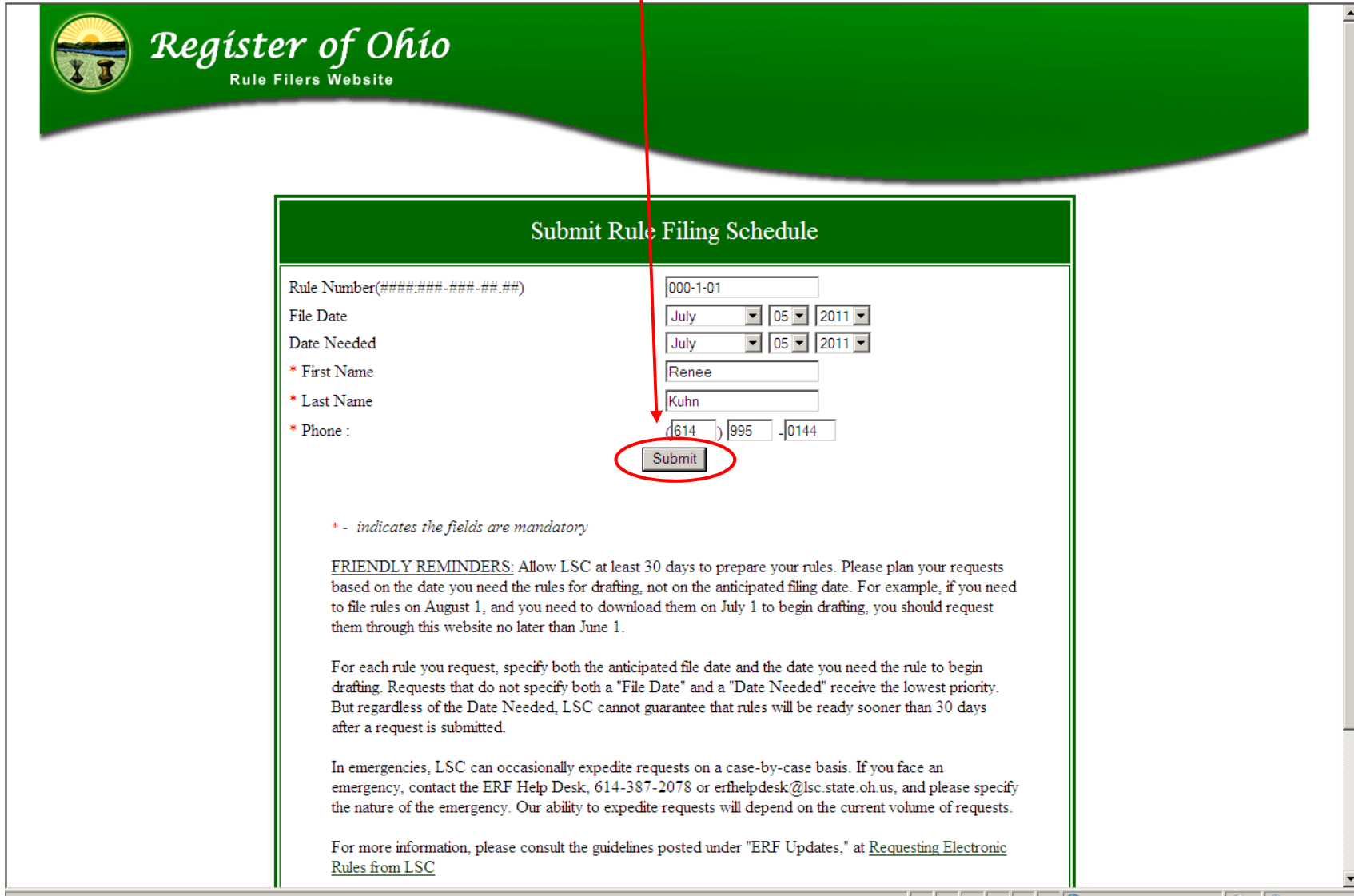
Register of Ohio | [Filers Home](#) | [ERF Updates](#) | [Rule Filing Schedule & Download Rules](#)  
[Training](#) | [FAQs](#) | [Mailing Lists](#)


Site address: <http://Filers.RegisterofOhio.state.oh.us>

Internet 100%



## 2. Complete the form and click **Submit**.



 **Register of Ohio**  
Rule Filers Website

### Submit Rule Filing Schedule

Rule Number(####.###.###.###.##)

File Date

Date Needed

\* First Name

\* Last Name

\* Phone :

\* - indicates the fields are mandatory

FRIENDLY REMINDERS: Allow LSC at least 30 days to prepare your rules. Please plan your requests based on the date you need the rules for drafting, not on the anticipated filing date. For example, if you need to file rules on August 1, and you need to download them on July 1 to begin drafting, you should request them through this website no later than June 1.

For each rule you request, specify both the anticipated file date and the date you need the rule to begin drafting. Requests that do not specify both a "File Date" and a "Date Needed" receive the lowest priority. But regardless of the Date Needed, LSC cannot guarantee that rules will be ready sooner than 30 days after a request is submitted.

In emergencies, LSC can occasionally expedite requests on a case-by-case basis. If you face an emergency, contact the ERF Help Desk, 614-387-2078 or [erfhelpdesk@lsc.state.oh.us](mailto:erfhelpdesk@lsc.state.oh.us), and please specify the nature of the emergency. Our ability to expedite requests will depend on the current volume of requests.

For more information, please consult the guidelines posted under "ERF Updates," at [Requesting Electronic Rules from LSC](#)

**NOTE:** When you click **SUBMIT**, one of three events may occur.



**Event #1:** The text at the top of the form reads “*Thanks for submitting the request.*” This means that (A) the request has been submitted to LSC for preparation, and (B) the rule number is not in the Website’s data file.

Another rule number may be entered for submission, if desired.

The screenshot shows a web browser window displaying the 'Register of Ohio Rule Filers Website'. The page features a green header with the site's logo and name. Below the header is a white box titled 'Submit Rule Filing Schedule'. Inside this box, a message reads: 'Thanks for submitting the request. Would you like to enter another request?'. The form contains several input fields: 'Rule Number(#####-###-##-##)' with the value '000-1-01'; 'File Date' with dropdowns for 'July', '05', and '2011'; 'Date Needed' with dropdowns for 'July', '05', and '2011'; '\* First Name' with the value 'Renee'; '\* Last Name' with the value 'Kuhn'; and '\* Phone :' with three input boxes containing '(614)', '995', and '-0144'. A 'Submit' button is located below the phone number fields. At the bottom of the form, a note states '\* - indicates the fields are mandatory' and a 'FRIENDLY REMINDERS' section advises to 'Allow LSC at least 30 days to prepare your rules.' The browser's taskbar at the bottom shows 'Done' and 'Internet'.

**Register of Ohio**  
Rule Filers Website

### Submit Rule Filing Schedule

Thanks for submitting the request.  
Would you like to enter another request ?

Rule Number(#####-###-##-##)

File Date

Date Needed

\* First Name

\* Last Name

\* Phone :

\* - indicates the fields are mandatory

FRIENDLY REMINDERS: Allow LSC at least 30 days to prepare your rules.

Done Internet

**Event #2:** The text at the top of the form reads “*Invalid Rule Number. Please enter again.*” This means the request **WAS NOT** submitted. This is caused by entering the principal rule number incorrectly, for example: 000-1-1 when it should be 000-1-01. Click the **BACK** button; complete the form properly, and then click **Submit**.

The screenshot shows a web browser window displaying the "Register of Ohio Rule Filers Website". The main heading is "Submit Rule Filing Schedule". Below this, an error message reads "Invalid Rule Number, Please enter again". The form contains the following fields:

- Rule Number(#####-###-##.##) : 000-1-01
- File Date : July 05 2011
- Date Needed : July 05 2011
- \* First Name : Renee
- \* Last Name : Kuhn
- \* Phone : (614) 995-0144

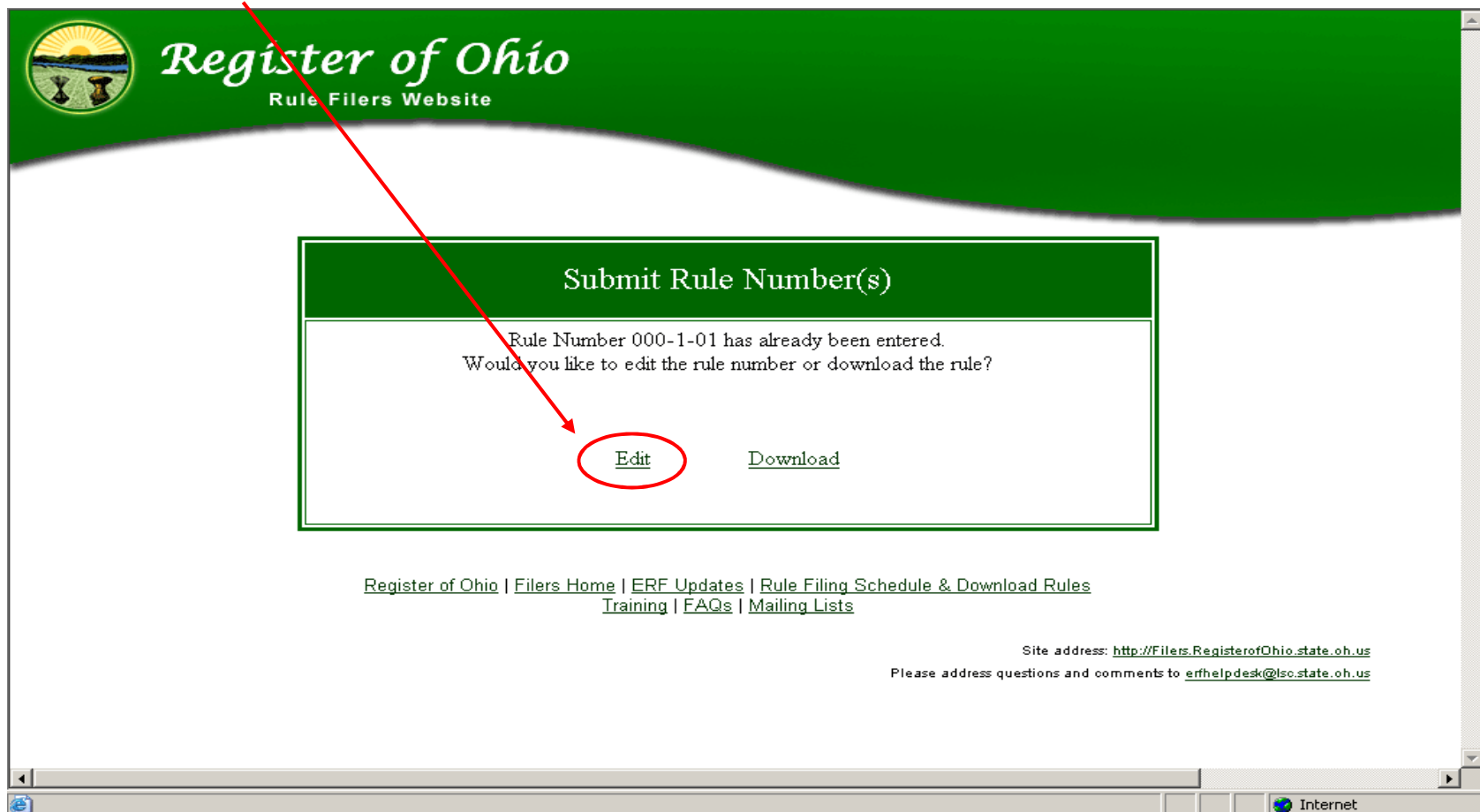
The "Submit" button is circled in red. Below the form, a note states: "\* - indicates the fields are mandatory". At the bottom, "FRIENDLY REMINDERS" are provided: "Allow LSC at least 30 days to prepare your rules. Please plan your requests based on the date you need the rules for drafting, not..."

**Event #3:** The text at the top of the form reads “*Rule Number...has already been entered. Would you like to edit the rule number or download the rule?*” This means the rule number is in the Website’s data file (usually due to a previous request).

**\*\*\*This is the Event you want to see.\*\*\***

To submit your request to LSC perform the following steps:

1. Click the **Edit** option.



2. Locate the rule number you want to submit and click the **Edit** option.

**Register of Ohio**  
Rule Filers Website

### Rule Filing Schedule

These are the rule numbers you have requested. Please review and make any necessary changes.

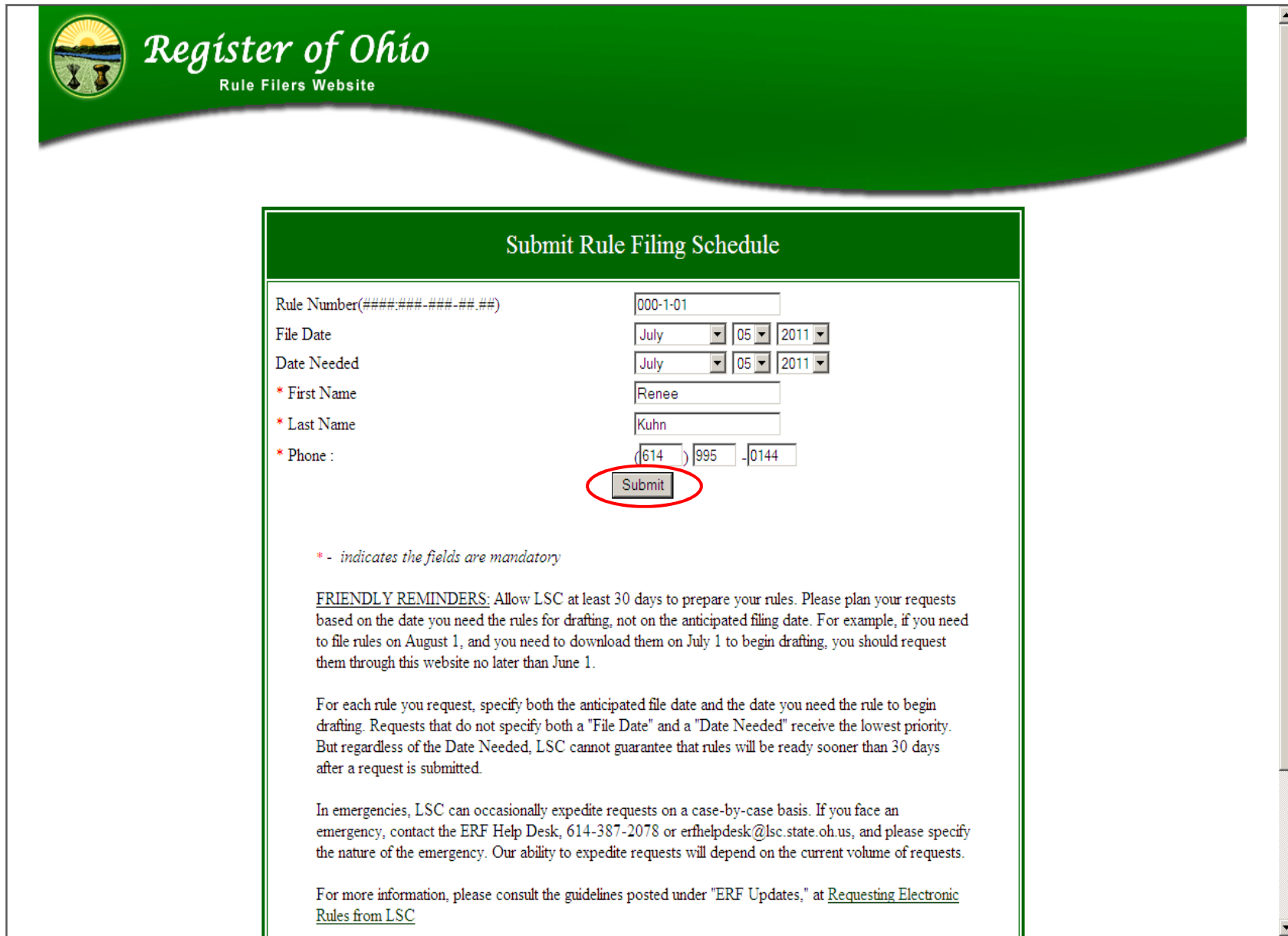
<u>Rule#</u>	<u>File Date</u>	<u>Date Needed</u>	<u>Edit?</u>	<u>Delete?</u>
000-1-01	02/20/2004	02/02/2004	<a href="#">Edit</a>	<a href="#">Delete</a>
000-1-03	11/15/2004	11/01/2004	<a href="#">Edit</a>	<a href="#">Delete</a>
000-1-10	11/15/2004	11/01/2004	<a href="#">Edit</a>	<a href="#">Delete</a>

[Register of Ohio](#) | [Filers Home](#) | [ERF Updates](#) | [Rule Filing Schedule & Download Rules](#)  
[Training](#) | [FAQs](#) | [Mailing Lists](#)

Site address: <http://Filers.RegisterofOhio.state.oh.us>  
Please address questions and comments to [erfhelpdesk@isc.state.oh.us](mailto:erfhelpdesk@isc.state.oh.us)

Done Internet

### 3. Complete the form and click **Submit** to send your request to LSC.



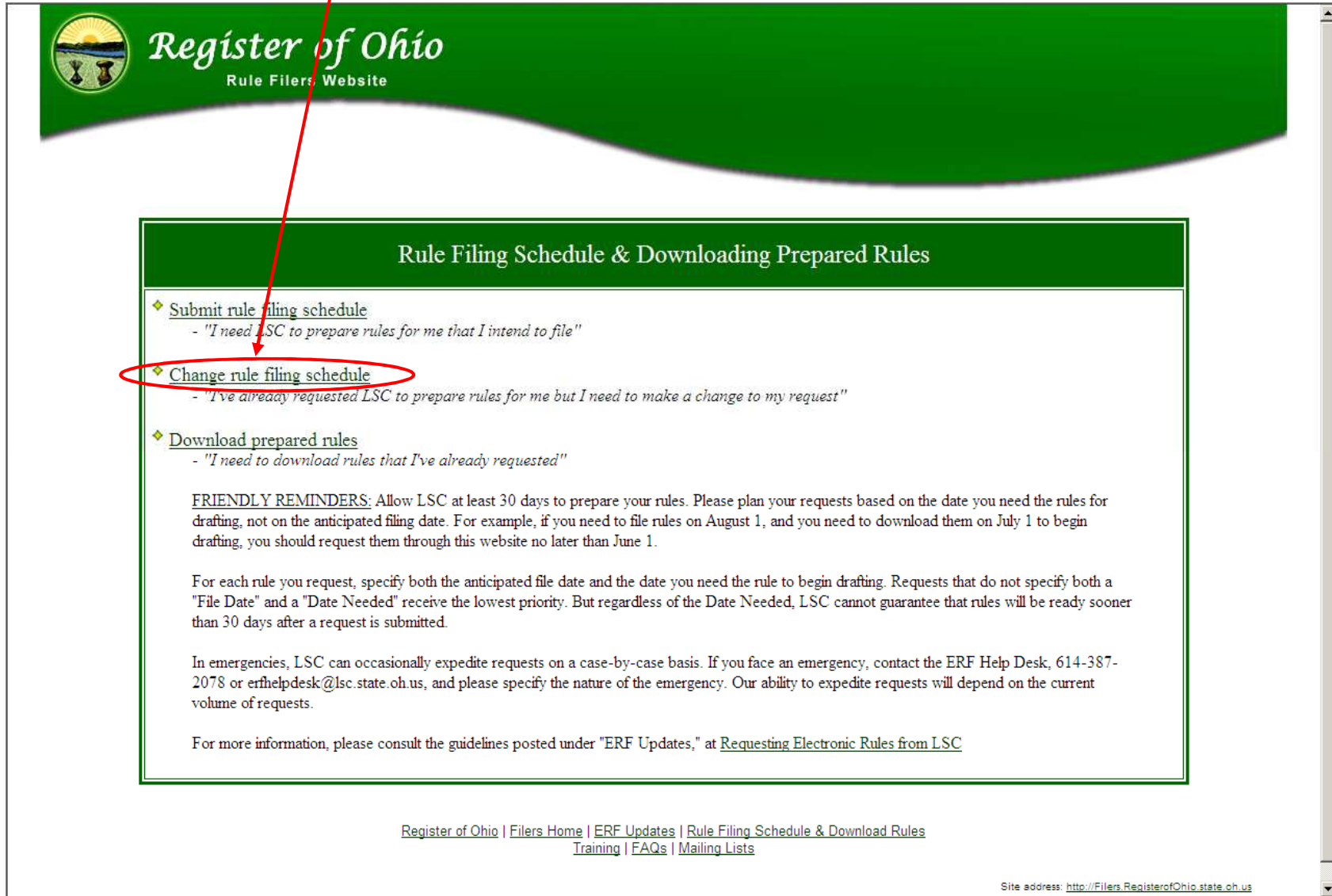
The screenshot shows the 'Register of Ohio Rule Filers Website' with a green header. Below the header is a form titled 'Submit Rule Filing Schedule'. The form contains the following fields and values:

Rule Number(#####.###-###-###.##)	000-1-01
File Date	July   05   2011
Date Needed	July   05   2011
* First Name	Renee
* Last Name	Kuhn
* Phone :	(614)   995   0144

The 'Submit' button is circled in red. Below the form, there is a note: '\* - indicates the fields are mandatory'. Further down, there are three paragraphs of text: 'FRIENDLY REMINDERS: Allow LSC at least 30 days to prepare your rules...', 'For each rule you request, specify both the anticipated file date and the date you need the rule to begin drafting...', and 'In emergencies, LSC can occasionally expedite requests on a case-by-case basis...'. At the bottom, there is a link: 'For more information, please consult the guidelines posted under "ERF Updates," at [Requesting Electronic Rules from LSC](#)'.

# Modifying a previously submitted request:

## 1. Click on the **Change rule filing schedule** option.



**Register of Ohio**  
Rule Filers Website

### Rule Filing Schedule & Downloading Prepared Rules

- ◆ [Submit rule filing schedule](#)  
- "I need LSC to prepare rules for me that I intend to file"
- ◆ [Change rule filing schedule](#)  
- "I've already requested LSC to prepare rules for me but I need to make a change to my request"
- ◆ [Download prepared rules](#)  
- "I need to download rules that I've already requested"

**FRIENDLY REMINDERS:** Allow LSC at least 30 days to prepare your rules. Please plan your requests based on the date you need the rules for drafting, not on the anticipated filing date. For example, if you need to file rules on August 1, and you need to download them on July 1 to begin drafting, you should request them through this website no later than June 1.

For each rule you request, specify both the anticipated file date and the date you need the rule to begin drafting. Requests that do not specify both a "File Date" and a "Date Needed" receive the lowest priority. But regardless of the Date Needed, LSC cannot guarantee that rules will be ready sooner than 30 days after a request is submitted.

In emergencies, LSC can occasionally expedite requests on a case-by-case basis. If you face an emergency, contact the ERF Help Desk, 614-387-2078 or [erfhelpdesk@lsc.state.oh.us](mailto:erfhelpdesk@lsc.state.oh.us), and please specify the nature of the emergency. Our ability to expedite requests will depend on the current volume of requests.

For more information, please consult the guidelines posted under "ERF Updates," at [Requesting Electronic Rules from LSC](#)

Register of Ohio | [Filers Home](#) | [ERF Updates](#) | [Rule Filing Schedule & Download Rules](#)  
[Training](#) | [FAQs](#) | [Mailing Lists](#)

Site address: <http://Filers.RegisterofOhio.state.oh.us>

2. Select **Agency Number** from the drop-down list.
3. If applicable, enter a **Division Number**; otherwise leave it blank.
4. Click **Submit**.



The screenshot shows the 'Register of Ohio Rule Filers Website' interface. At the top left is the logo featuring a sun, water, and two pillars, with the text 'Register of Ohio Rule Filers Website'. The main content area is titled 'Review Rule Filing Schedule' and contains a form with the following elements:

- An 'Agency Number' dropdown menu with '000-Erf Training Agency' selected.
- A 'Division Number' text input field.
- A 'Submit' button, which is circled in red.

At the bottom of the page, there is a navigation menu with links: [Register of Ohio](#) | [Filers Home](#) | [ERF Updates](#) | [Rule Filing Schedule & Download Rules](#) | [Training](#) | [FAQs](#) | [Mailing Lists](#). The site address is <http://filers.registerofohio.state.oh.us> and the contact email is [erfhelpdesk@lsc.state.oh.us](mailto:erfhelpdesk@lsc.state.oh.us).

5. To modify a request click the **Edit** link. To delete a request click the **Delete** link. Make sure you select the correct Rule# with either option.

Register of Ohio  
Rule Filers Website

### Rule Filing Schedule

These are the rule numbers you have requested. Please review and make any necessary changes.

<u>Rule#</u>	<u>File Date</u>	<u>Date Needed</u>	<u>Edit?</u>	<u>Delete?</u>
000-1-01	11/01/2010	10/15/2010	<a href="#">Edit</a>	<a href="#">Delete</a>
000-1-02	12/15/2010	10/15/2010	<a href="#">Edit</a>	<a href="#">Delete</a>
000-1-03	10/10/2010	11/01/2010	<a href="#">Edit</a>	<a href="#">Delete</a>
000-1-04	11/01/2010	10/15/2010	<a href="#">Edit</a>	<a href="#">Delete</a>
000-2-03	12/31/2010	09/18/2010	<a href="#">Edit</a>	<a href="#">Delete</a>
000-2-04	03/15/2007	03/01/2007	<a href="#">Edit</a>	<a href="#">Delete</a>
000-3-03	07/01/2007	06/01/2007	<a href="#">Edit</a>	<a href="#">Delete</a>
000-10-02	07/01/2007	06/02/2007	<a href="#">Edit</a>	<a href="#">Delete</a>


Register of Ohio | Filers Home | ERF Updates | Rule Filing Schedule & Download Rules  
Training | FAQs | Mailing Lists

Site address: <http://filers.registerofohio.state.oh.us>

**NOTE:** If you choose the **Edit?** option, you will need to complete the request form.



## 6. Complete the form and click **Submit** to send your request to LSC.



**Register of Ohio**  
Rule Filers Website

### Submit Rule Filing Schedule

Rule Number(####.###.###-##.##)	<input type="text" value="000-1-01"/>
File Date	<input type="text" value="July"/> <input type="text" value="05"/> <input type="text" value="2011"/>
Date Needed	<input type="text" value="July"/> <input type="text" value="05"/> <input type="text" value="2011"/>
* First Name	<input type="text" value="Renee"/>
* Last Name	<input type="text" value="Kuhn"/>
* Phone :	<input type="text" value="(614"/> <input type="text" value=") 995"/> <input type="text" value="-.0144"/>

*\* - indicates the fields are mandatory*

**FRIENDLY REMINDERS:** Allow LSC at least 30 days to prepare your rules. Please plan your requests based on the date you need the rules for drafting, not on the anticipated filing date. For example, if you need to file rules on August 1, and you need to download them on July 1 to begin drafting, you should request them through this website no later than June 1.

For each rule you request, specify both the anticipated file date and the date you need the rule to begin drafting. Requests that do not specify both a "File Date" and a "Date Needed" receive the lowest priority. But regardless of the Date Needed, LSC cannot guarantee that rules will be ready sooner than 30 days after a request is submitted.

In emergencies, LSC can occasionally expedite requests on a case-by-case basis. If you face an emergency, contact the ERF Help Desk, 614-387-2078 or [erhelpdesk@lsc.state.oh.us](mailto:erhelpdesk@lsc.state.oh.us), and please specify the nature of the emergency. Our ability to expedite requests will depend on the current volume of requests.

For more information, please consult the guidelines posted under "ERF Updates," at [Requesting Electronic Rules from LSC](#)

## Downloading prepared rules:

1. Click the **Download prepared rules** option.



 **Register of Ohio**  
Rule Filers Website

### Rule Filing Schedule & Downloading Prepared Rules

- ◆ Submit rule filing schedule  
- *"I need LSC to prepare rules for me that I intend to file"*
- ◆ Change rule filing schedule  
- *"I've already requested LSC to prepare rules for me but I need to make a change to my request"*
- ◆ Download prepared rules  
- *"I need to download rules that I've already requested"*

[Register of Ohio](#) | [Filers Home](#) | [ERF Updates](#) | [Rule Filing Schedule & Downloading Prepared Rules](#)  
[Surveys](#) | [FAQs](#) | [Mailing List](#)

Site address: <http://www.RegisterofOhio.state.oh.us/filers>  
Please address questions and comments to [webmaster@lsc.state.oh.us](mailto:webmaster@lsc.state.oh.us)

2. Select the **Agency Number** from the drop-down list.
3. If applicable, enter a **Division Number**; otherwise leave it blank.
4. Enter a **Chapter** and click **Submit**.

The screenshot shows the 'Register of Ohio Rule Filers Website' interface. At the top left is the logo featuring a sun, water, and two figures. The main heading is 'Register of Ohio Rule Filers Website'. Below this is a search box titled 'Search for a Prepared Rule to Download'. The search form contains three input fields: 'Agency Number' with a dropdown menu showing '000-Erf Training Agency', 'Division Number' with an empty text box, and 'Chapter' with a text box containing '1'. A 'Submit' button is located below these fields and is circled in red. Below the search form, the rule number '5101:6-04-12.1' is displayed with lines connecting it to its components: 'Agency-level designation number' (5101), 'Division-level designation number' (6), 'Chapter number' (04), 'Rule number' (12), and 'Supplemental rule number' (1).

5. Locate the rule to download and click on the link.



The screenshot shows the "Register of Ohio Rule Filers Website" interface. At the top left is a logo with a sun and two hourglasses. The main heading is "Register of Ohio" with the subtitle "Rule Filers Website". A central green box contains the text "Download Prepared Rule(s)". Below this, it says "Rules for **Erf Training Agency** and Chapter Number 1. Click on rule number to download." A list of four rules is shown, with the first one circled in red: "Rule# 000-1-01 eff 10 1 02". The other rules are "Rule# 000-1-02 eff 3 21 98", "Rule# 000-1-03 eff 4 16 01", and "Rule# 000-1-04 eff 12 9 01". At the bottom, there are navigation links: "Register of Ohio | Filers Home | [ERF Updates](#) | [Rule Filing Schedule & Download Rules](#) | [Training](#) | [FAQs](#) | [Mailing Lists](#)". The site address is "http://filers.registerofohio.state.oh.us" and the contact email is "erfhelpdesk@lsc.state.oh.us".

Register of Ohio  
Rule Filers Website

Download Prepared Rule(s)

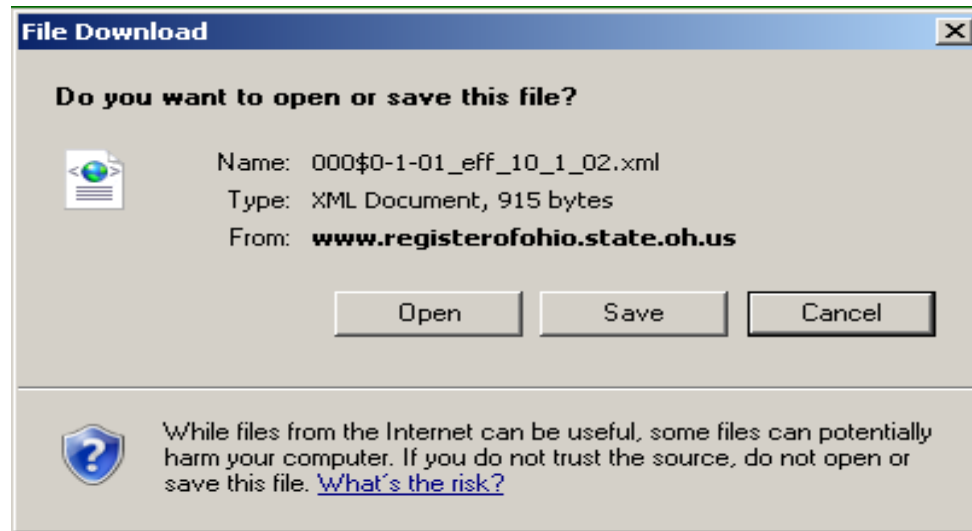
Rules for **Erf Training Agency** and Chapter Number 1.  
Click on rule number to download.

Rule# 000-1-01 eff 10 1 02  
Rule# 000-1-02 eff 3 21 98  
Rule# 000-1-03 eff 4 16 01  
Rule# 000-1-04 eff 12 9 01

[Register of Ohio](#) | [Filers Home](#) | [ERF Updates](#) | [Rule Filing Schedule & Download Rules](#)  
[Training](#) | [FAQs](#) | [Mailing Lists](#)

Site address: <http://filers.registerofohio.state.oh.us>  
Please address questions and comments to [erfhelpdesk@lsc.state.oh.us](mailto:erfhelpdesk@lsc.state.oh.us)

6. Click the **Save** button to save the file to your computer.



**Be aware!** If you click the **Open** button, the following error message will display:



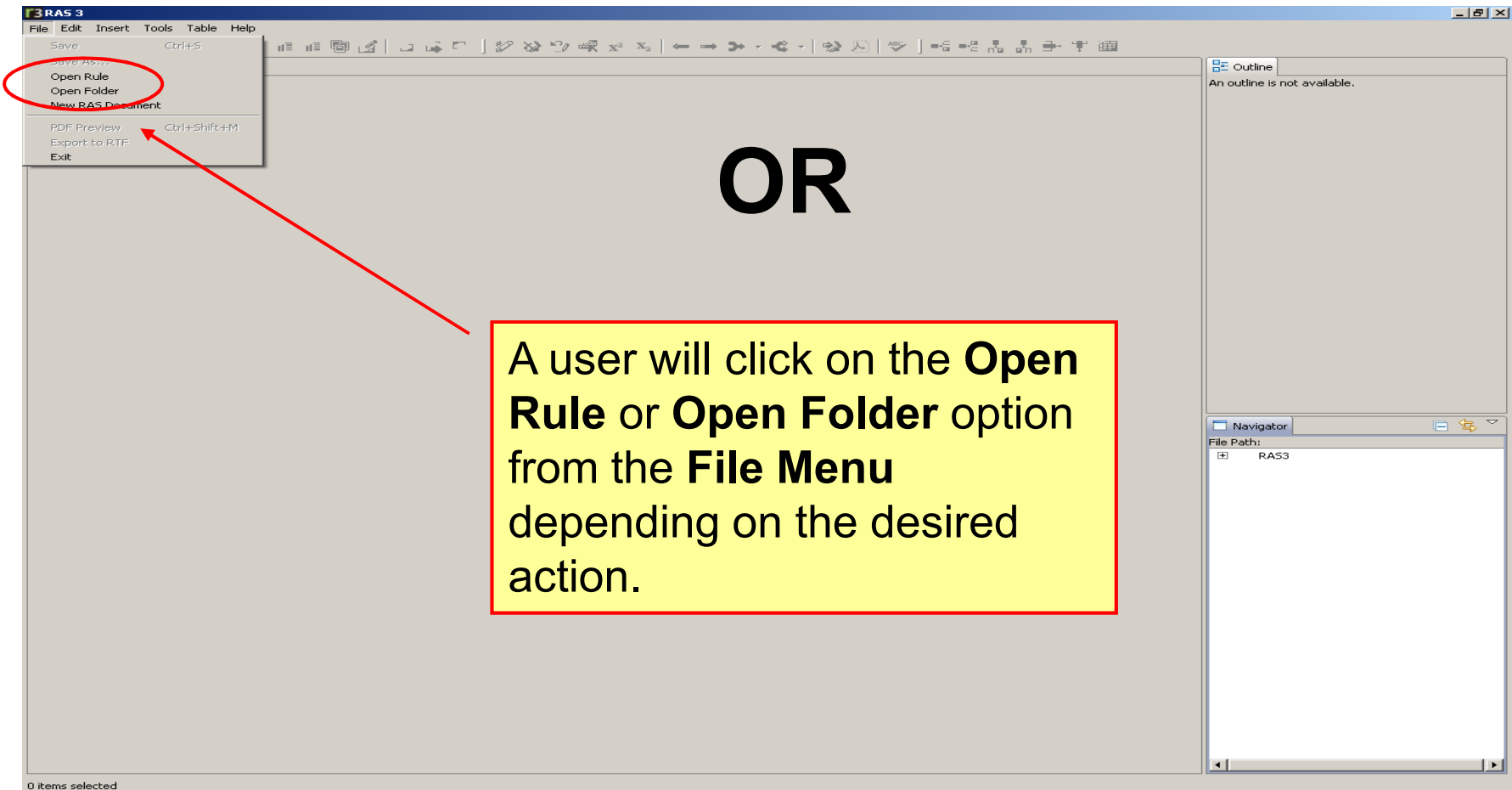
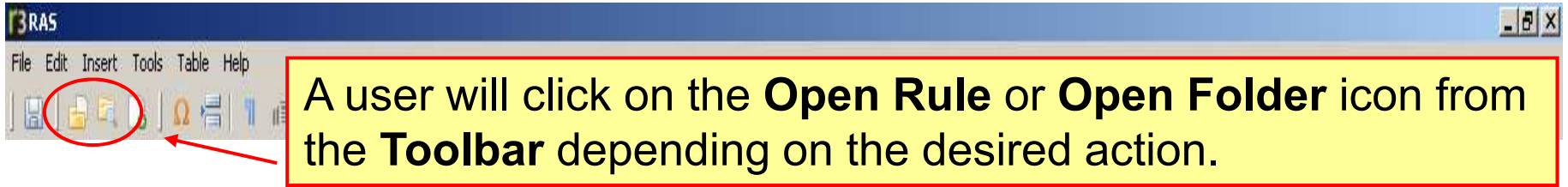
**Always use  
RAS to open  
XML files.**

# EXERCISE 1

## Downloading a Rule from the LSC Register of Ohio Website

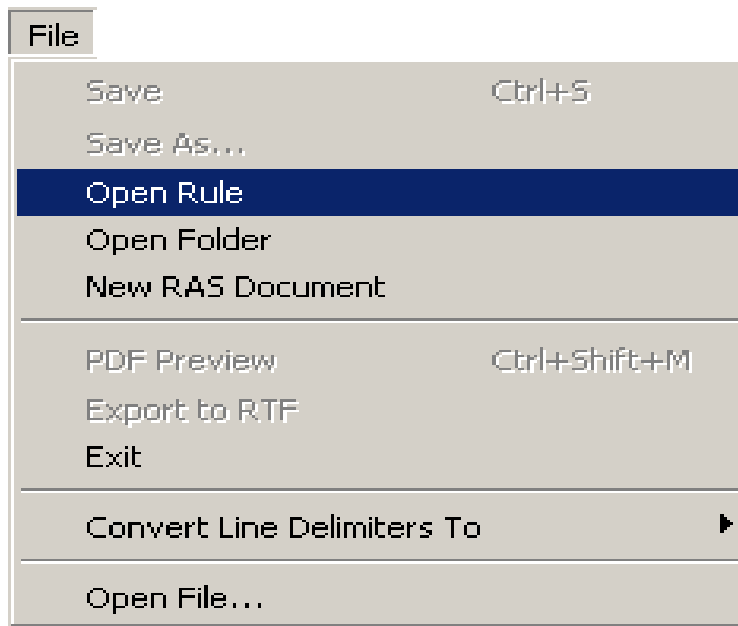


# Open RAS



# Opening a Rule

To open a rule for editing in RAS, a user can select **File, Open Rule** from the **File Menu**. A user can also click the **Open Rule** icon on the Toolbar. Either option will allow the user to browse to a folder on the file system and open the rule.



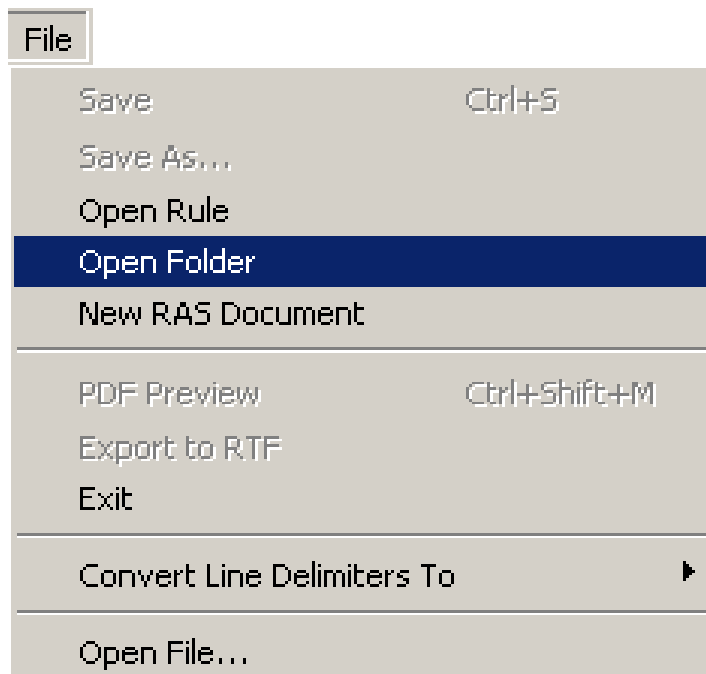
OR



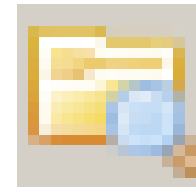


# Opening a Folder

To open a folder, a user can select **File, Open Folder** from the **File Menu**. A user can also click the **Open Folder** icon on the Toolbar. Either option allows the user to browse to a folder on the file system that contains multiple rules stored in one folder.

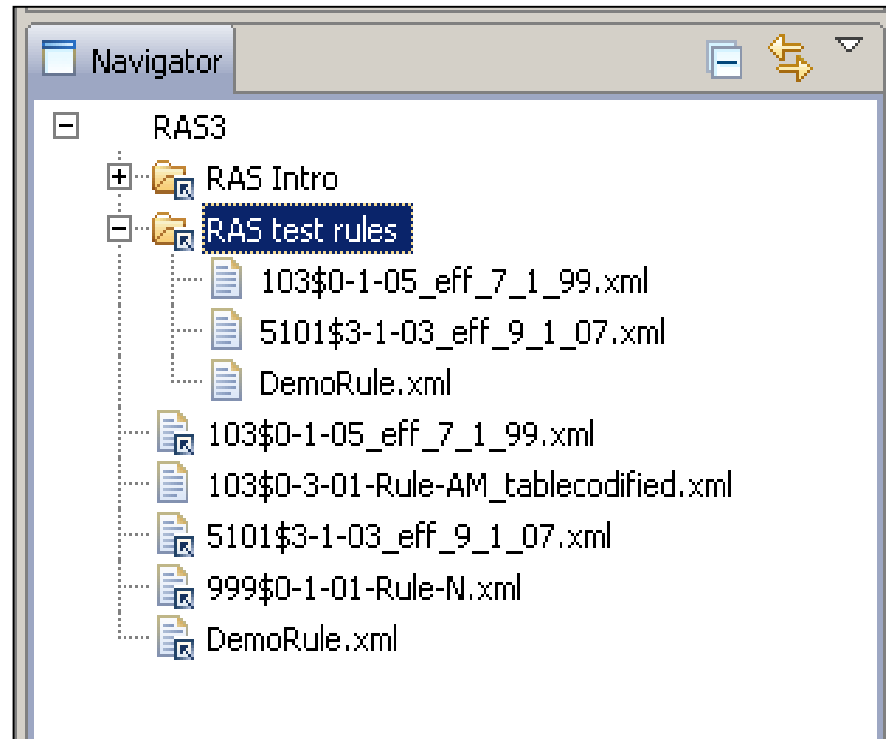


OR



## Opening a Folder Continued...

The **Open Folder** option allows a user to bring an entire folder, and consequently multiple rules, into the Navigator Panel at one time. See example:

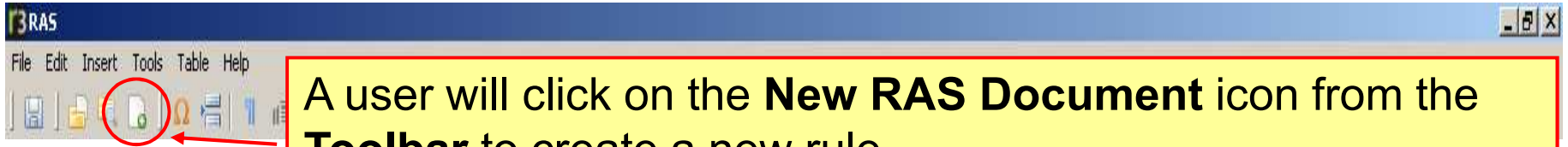


The folder structure must be created on your PC first. The folder structure cannot be created in RAS later through the Navigator Panel.

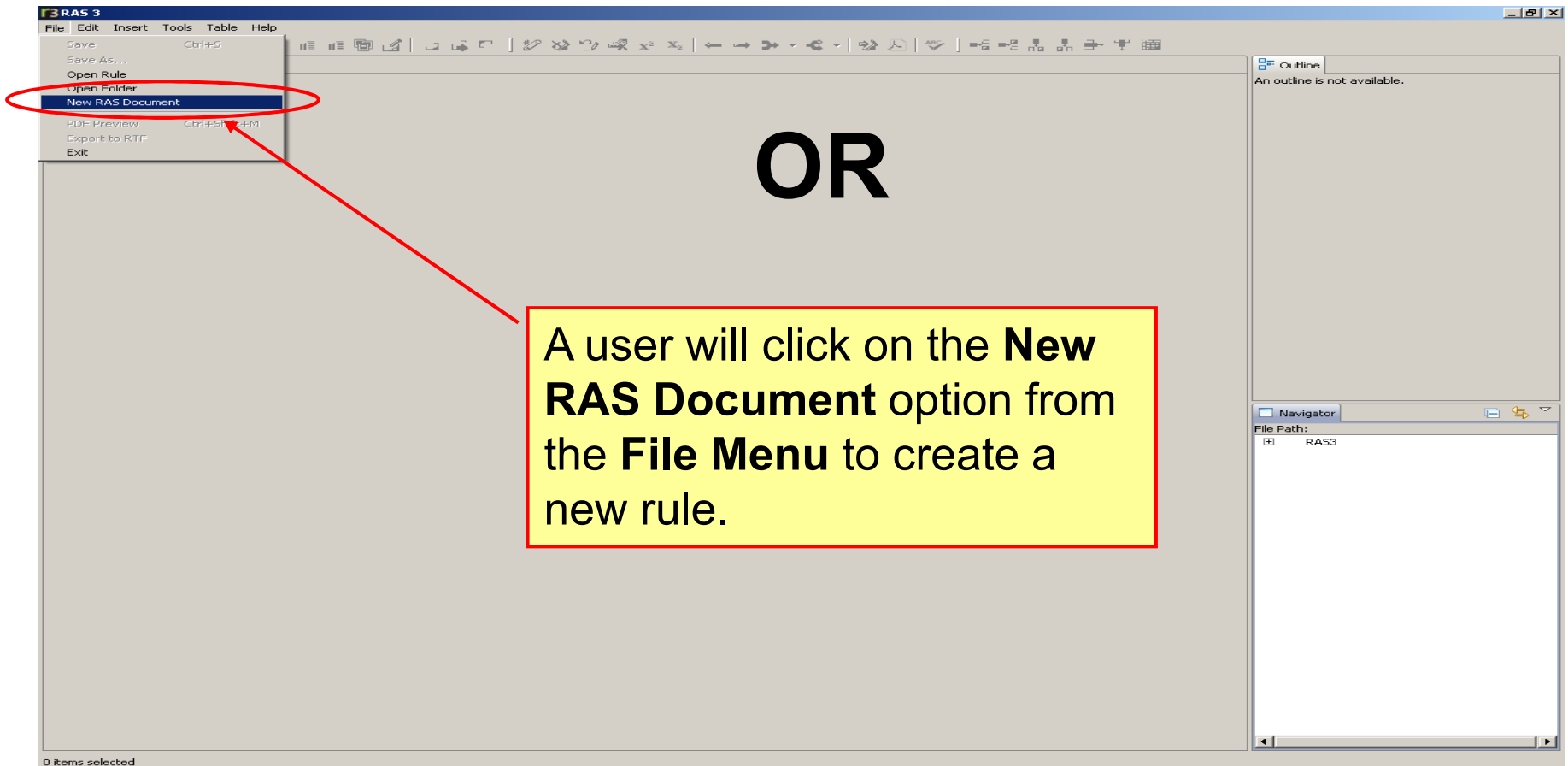
## 2. Creating a New Rule



# Creating a New Rule



A user will click on the **New RAS Document** icon from the **Toolbar** to create a new rule.



OR

A user will click on the **New RAS Document** option from the **File Menu** to create a new rule.

# Creating a New Rule

The New RAS Document box appears.

New RAS Document

Agency \*    Division    Chapter \*    Rule \*    Supplemental

Tagline:

To create a rule with an intro paragraph, a first level (A), and/or an outro paragraph already inserted, check the appropriate boxes below.

**000-1-01    This is the rule tagline.**

This is an intro paragraph.

(A) This is a first level. This is paragraph (A).  
(B) This is paragraph (B).

This is an outro paragraph.

\* Required field. All others are optional.

Finish    Cancel

When assigning a rule number, remember the **Agency, Chapter, and Rule** fields are required. Only add a **Division** and/or **Supplemental** number if applicable.

**NOTE:** Agency number is retained and automatically populated the next time a new rule is created.

# Creating a New Rule

New RAS Document

Agency \*    Division    Chapter \*    Rule \*    Supplemental

4729 :    - 5    - 25    .

Tagline:

To create a rule with a intro paragraph, a first level (A), and/or an outro paragraph already inserted, check the appropriate boxes below.

**000-1-01    This is the rule tagline.**

This is an intro paragraph.

(A) This is a first level. This is paragraph (A).  
(B) This is paragraph (B).

This is an outro paragraph.

\* Required field. All others are optional.

Finish    Cancel

The Tagline; also known as the rule's title, should be entered for the new rule. (This is a free-format field.)

RAS will automatically add a period at the end of the tagline. This is the only place RAS adds punctuation. (If the user also enters a period, RAS will delete one so that only one appears.)

# Creating a New Rule

New RAS Document

Agency \*    Division    Chapter \*    Rule \*    Supplemental

4729    :    - 5    - 25    .

Tagline:

Dispensing of drugs.

To create a rule with a intro paragraph, a first level (A), and/or an outro paragraph already inserted, check the appropriate boxes below.

**000-1-01    This is the rule tagline.**

This is an intro paragraph.

(A) This is a first level. This is paragraph (A).  
(B) This is paragraph (B).

This is an outro paragraph.

\* Required field. All others are optional.

Finish    Cancel

A user can create a rule with an intro; first level (A); and/or an outro paragraph already inserted by checking the box(es) that correspond to the desired option.

**NOTE:** Selections from the previous entry are retained and automatically populated the next time a new rule is created.

# Creating a New Rule

New RAS Document

Agency \*    Division    Chapter \*    Rule \*    Supplemental

4729 :    - 5    - 25    .

Tagline:    Dispensing of drugs

To create a rule with a intro paragraph, a first level (A), and/or an outro paragraph already inserted, check the appropriate boxes below.

**000-1-01    This is the rule tagline.**

This is an intro paragraph.

(A) This is a first level. This is paragraph (A).  
(B) This is paragraph (B).

This is an outro paragraph.

\* Required field. All others are optional.

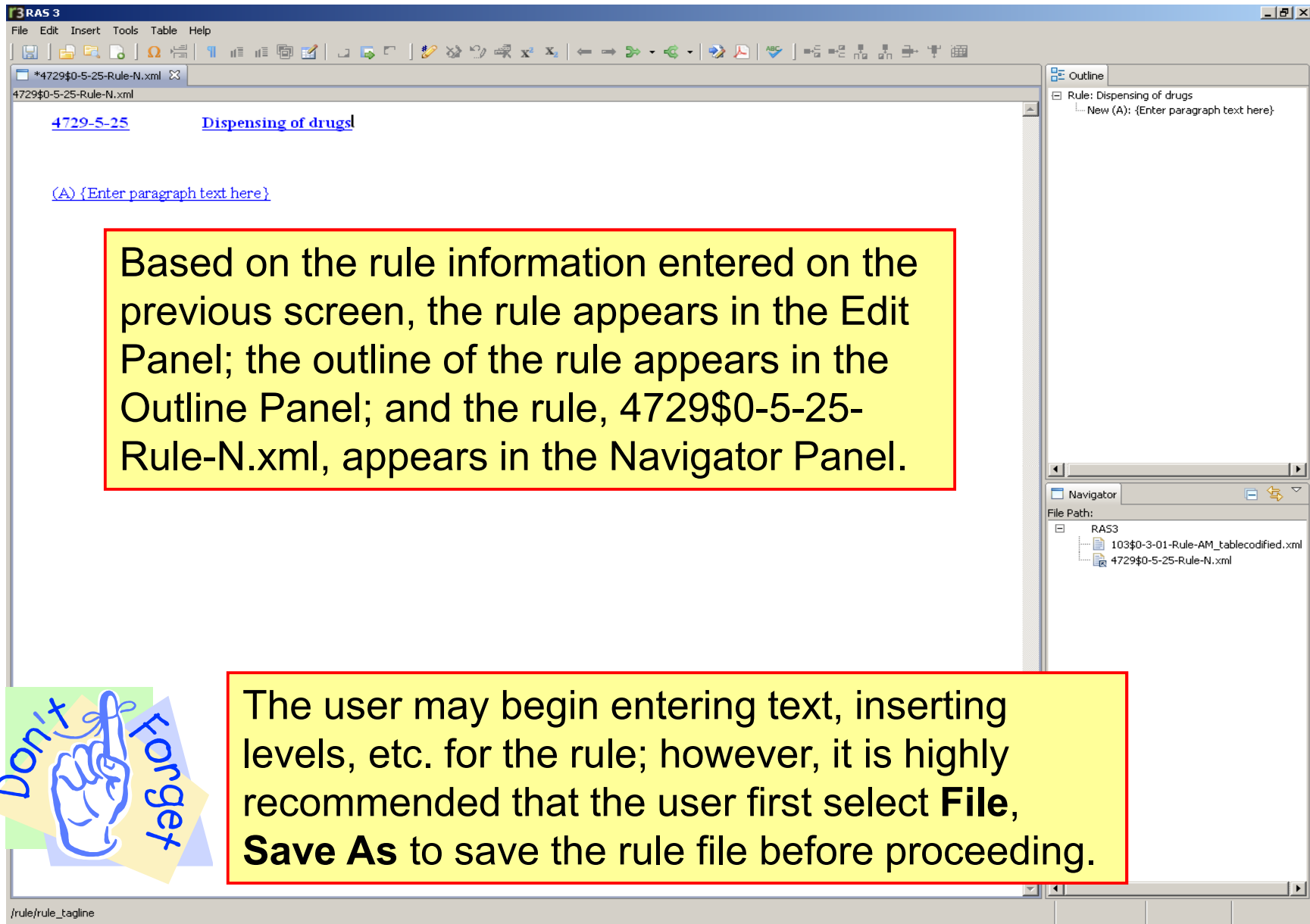
Finish    Cancel

If a user wishes to cancel the creation of the new rule, click the **Cancel** button.


When finished entering the information, click **Finish** to continue entering text for the new rule.



# Creating a New Rule



Based on the rule information entered on the previous screen, the rule appears in the Edit Panel; the outline of the rule appears in the Outline Panel; and the rule, 4729\$0-5-25-Rule-N.xml, appears in the Navigator Panel.

 The user may begin entering text, inserting levels, etc. for the rule; however, it is highly recommended that the user first select **File, Save As** to save the rule file before proceeding.

## Creating a New Rule

### Saving RAS Files

When creating a new RAS document, always perform the following steps:

1. Create the New RAS Document entering the appropriate rule related information in the **New RAS Document** box.
2. Click **Finish**.
3. Click **File, Save As** and save the rule file in the desired location.



# Creating a New Rule

The screenshot displays the RAS 3 application interface. The main window shows a document titled "4729\$0-5-25-Rule-N.xml" with the content "4729-5-25 Dispensing of drugs!" and a placeholder "(A) {Enter paragraph text here}". A "Save As" dialog box is open, showing the "RAS example" folder. The "File name" field contains "4729\$0-5-25-Rule-N" and the "Save as type" is set to "Rule XML File". A red arrow points from a text box to the "File name" field. To the right, a "Navigator" window shows a tree view with "RAS3" containing two files: "103\$0-3-01-Rule-AM\_tablecodified.xml" and "4729\$0-5-25-Rule-N.xml".

The **Save As** box appears with the **File name** created automatically by RAS. It is highly recommended that the user retain the **File name** assigned by RAS.

/rule/rule\_tagline

## Creating a New Rule

### Let RAS name your files

When you save a document as an XML, RAS automatically generates a file name based on the following information:

1. Rule number, 2. Type of document, and 3. State of the document

***Example of a RAS File Name: 4321\$0-4-26-Rule-N.xml***

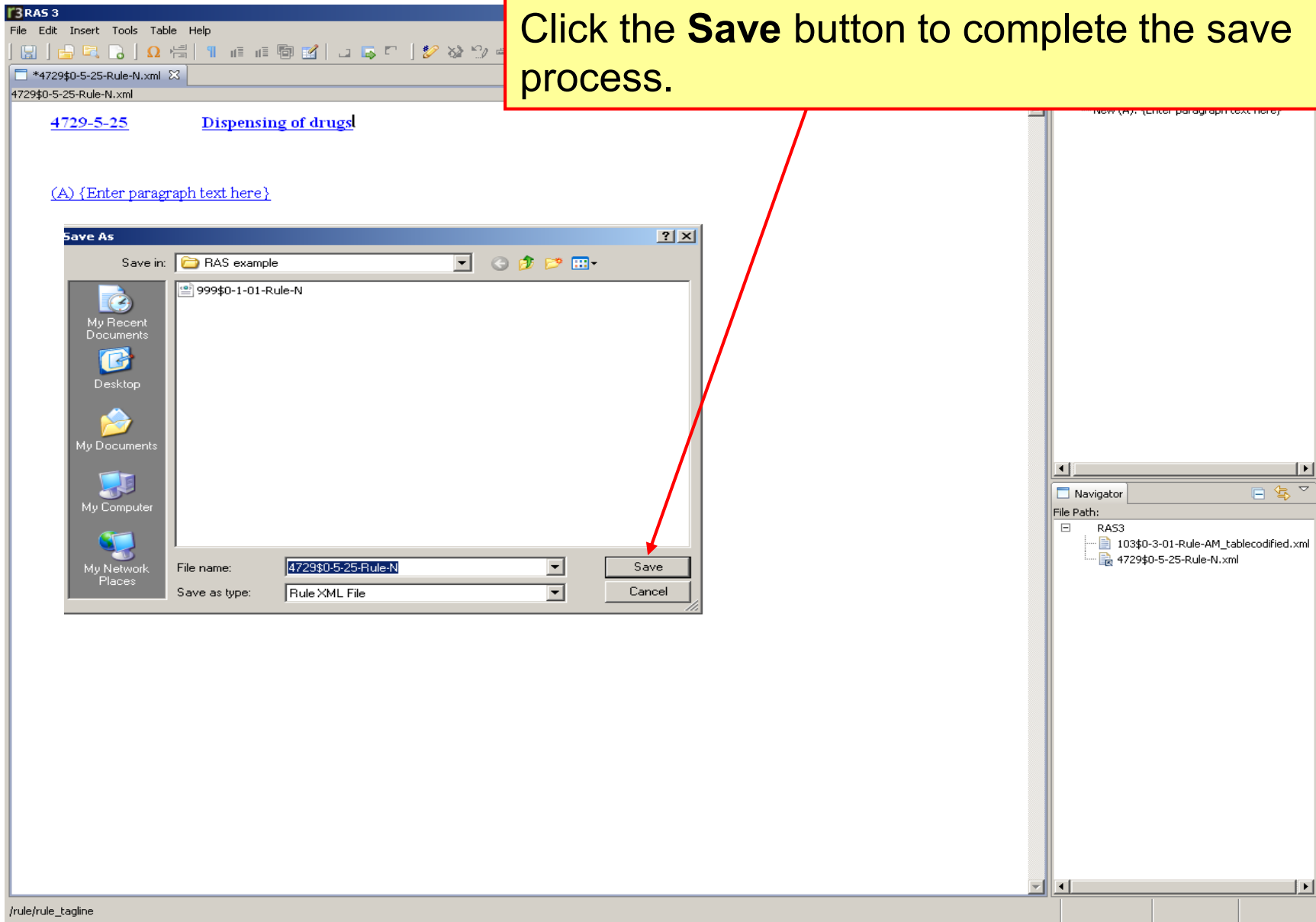
**4321\$0-4-26** The rule number. RAS inserts a \$ (dollar sign) between the agency and division numbers and inserts a 0 (zero) when there is no division;

**-Rule** indicates this document is a rule or rule body;

**-N** indicates this is a new rule

# Creating a New Rule

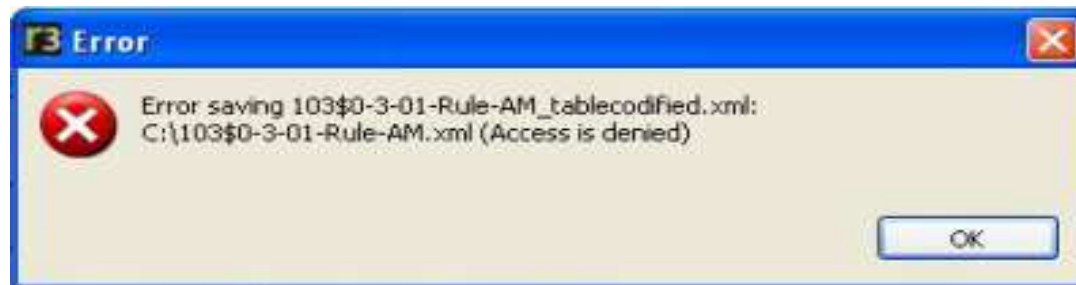
Click the **Save** button to complete the save process.



## Creating a New Rule

When attempting to save a RAS document, if an error message appears such as the one below, RAS is unable to save the document in the destination location specified. This is usually a permissions issue and can be resolved by contacting your System Administrator.

Choose another location to save the file and then contact an IT person regarding questions about saving files to specific locations.



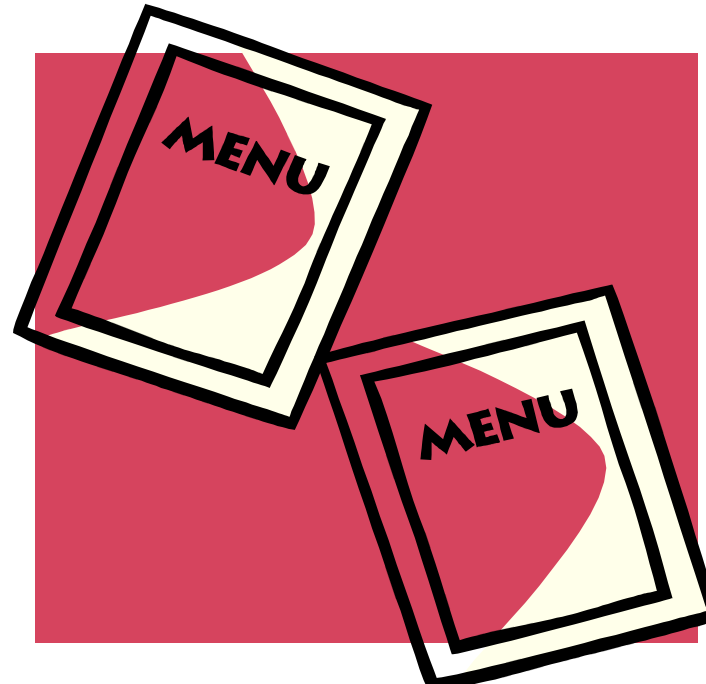
# EXERCISE 2

## Creating a New Rule



# Overview of RAS Menu Commands

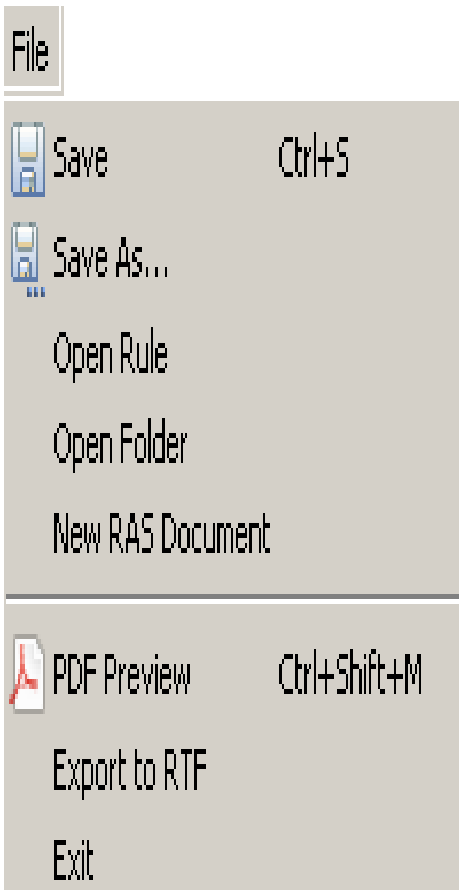
- FILE Menu
- EDIT Menu
- INSERT Menu
  - Paragraph Options
  - Level Options
- TOOLS Menu
  - Merge Options
  - Split Options
- TABLE Menu
  - Merge Cells Options
- HELP Menu
- Right-Click Menu in Edit Panel
- Right-Click Menu in Navigator Panel









**NOTE:** The options displayed for each menu are based on the location of the insertion point when a menu is accessed. Therefore, not all options are available at all times.




# Overview of RAS Menu Commands – The FILE Menu

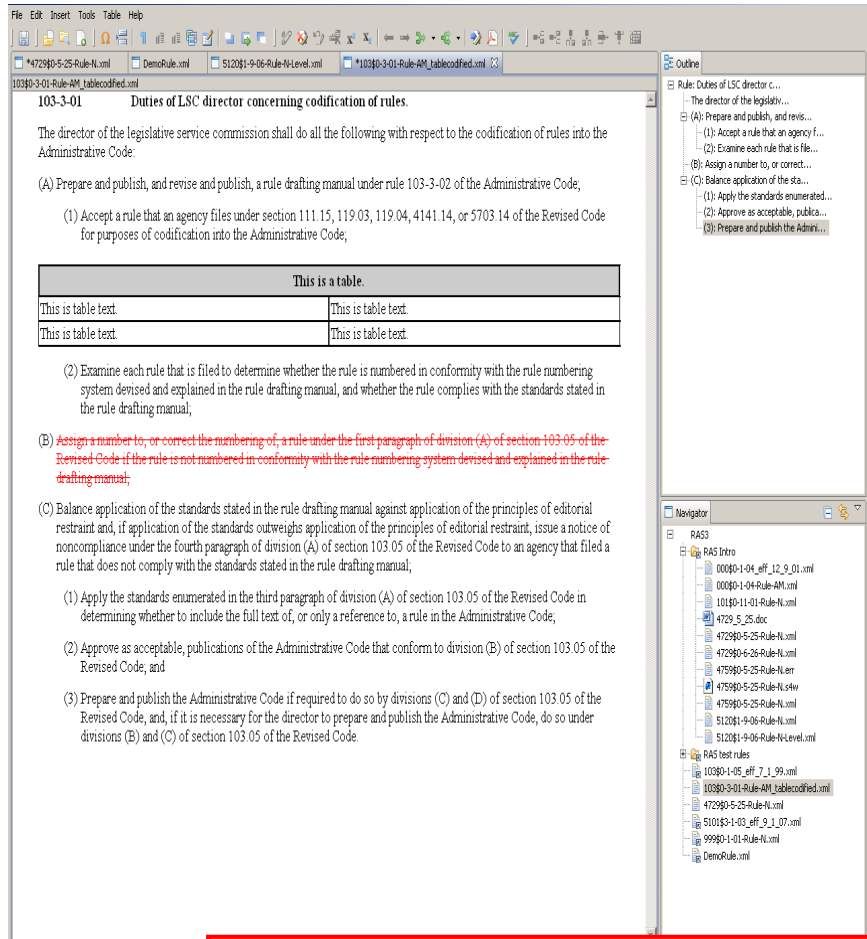


Save		Saves the file as an .xml document type.
Save As...		Saves a copy of the new RAS document; or creates a copy with a different name, and/or puts the file in a different location; and/or changes the file type; without overwriting the existing file.
Open Rule		Locate and select the rule file to open.
Open Folder		Locate and open multiple rules stored in one folder.
New RAS Document		Create a brand new RAS document.
PDF Preview		Renders a pdf of the rule exactly as the rule will appear when rendered and filed in ERF. This pdf can be saved and the filename can be altered to one that is useful to the user. The ***DRAFT – Not Yet Filed *** notation is inserted at the top.
Export to RTF		Saves a rule document as an RTF file. (RTF files can be opened in Microsoft Word.)
Exit		Closes the RAS application.

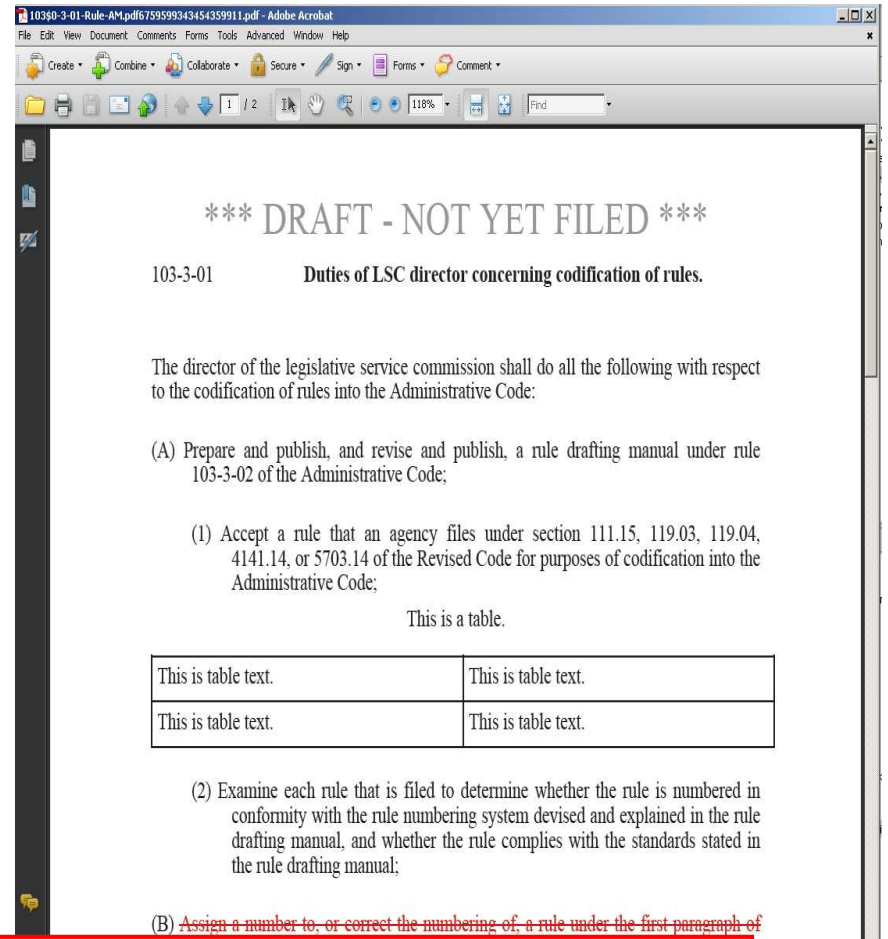
# PDF Preview

Select **File, PDF Preview** or click on the **PDF Preview** icon  on the toolbar.

**From this:**



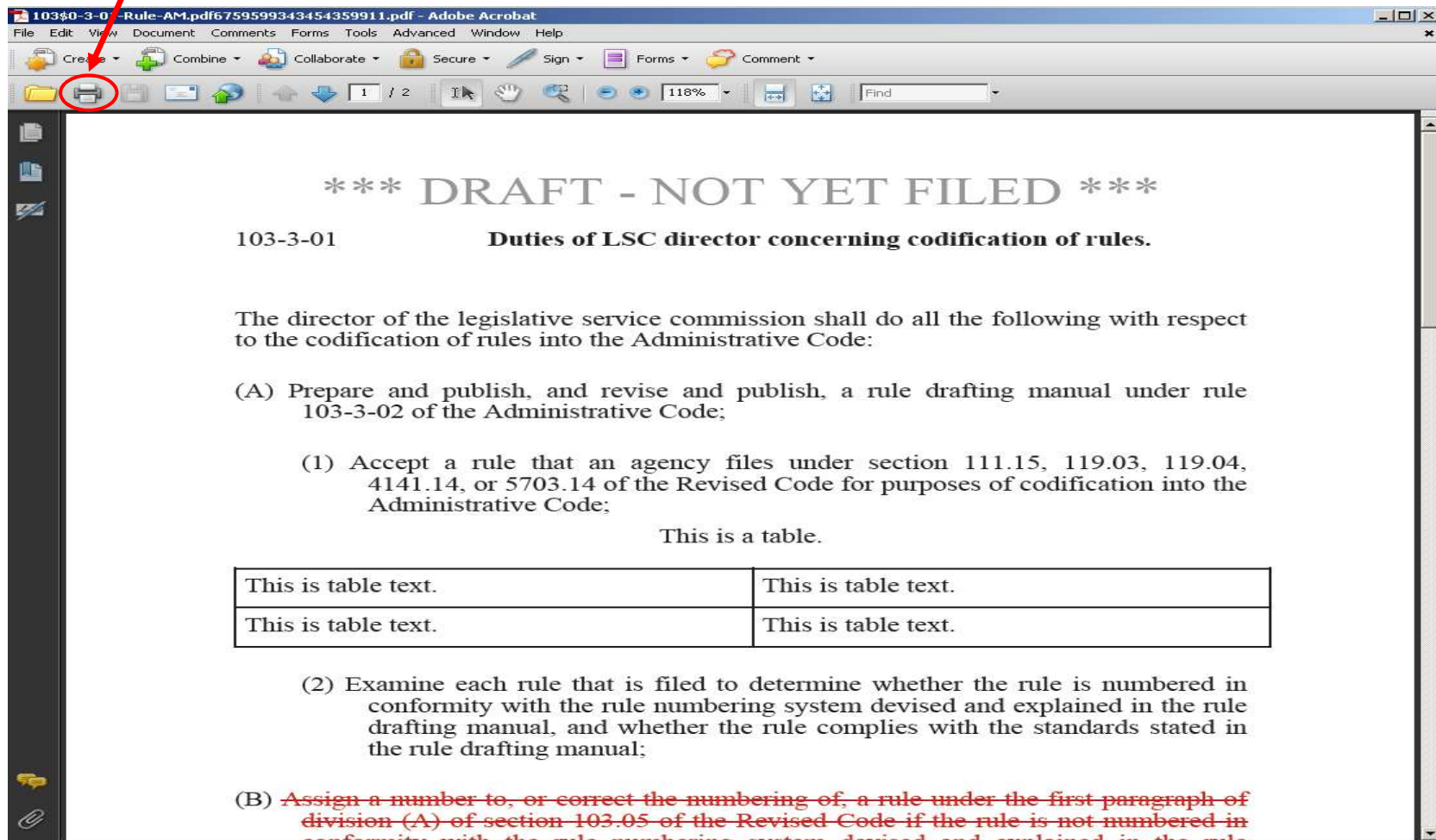
**To this:**



**NOTE: RAS is only compatible with Adobe PDF creation products.**

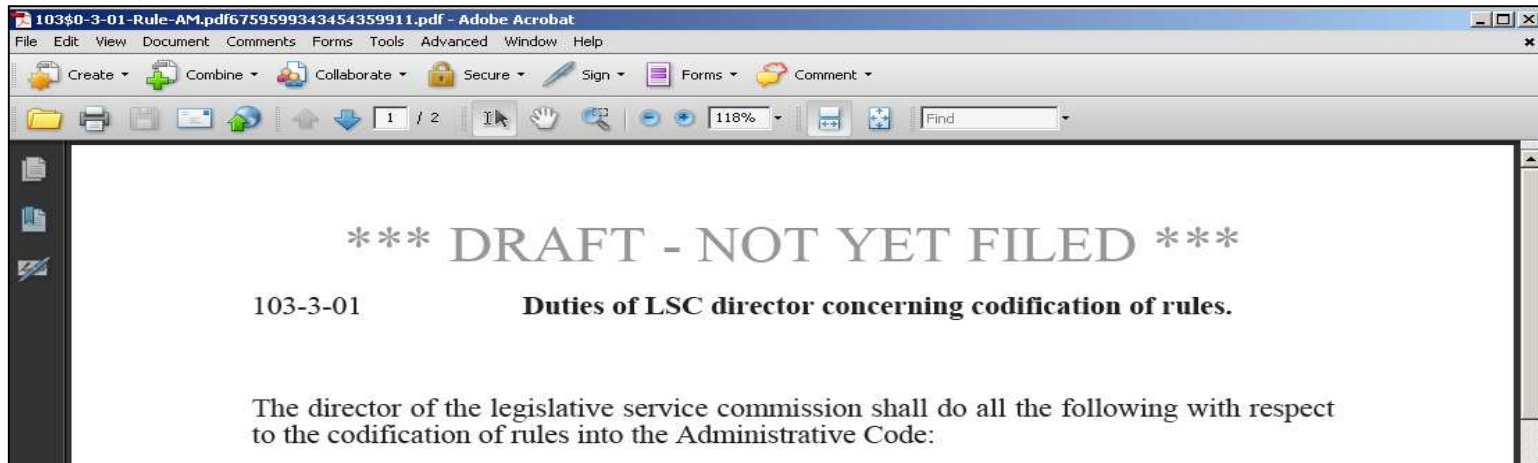
# PDF Preview

**PDF Preview** renders a pdf version of the rule exactly as it will appear in the ERF Website; in color to show changes/markup. From this view, a user can print the document by selecting **File, Print** or by clicking on the **Print** icon from the toolbar.



## PDF Preview

From this view, a user can also save the document by selecting **File, Save As**. (Note that the **Save** icon is not available from the toolbar at this time.)



When viewing a PDF Preview version of the rule document, note that a string of random numeric characters will automatically be added to the end of the filename as shown here in red:

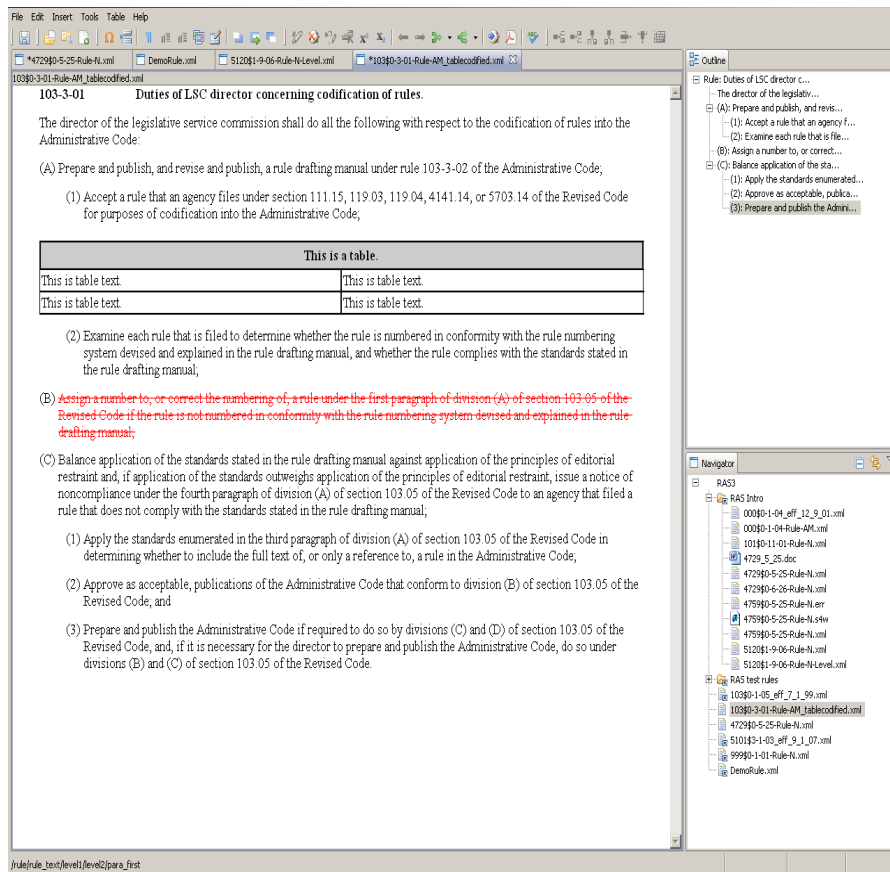


This automatic, random extension will change every time the rule document is viewed via PDF Preview. It is recommended that users remove all extra characters after the first .pdf when saving the file to avoid having multiple versions of the rule document saved.

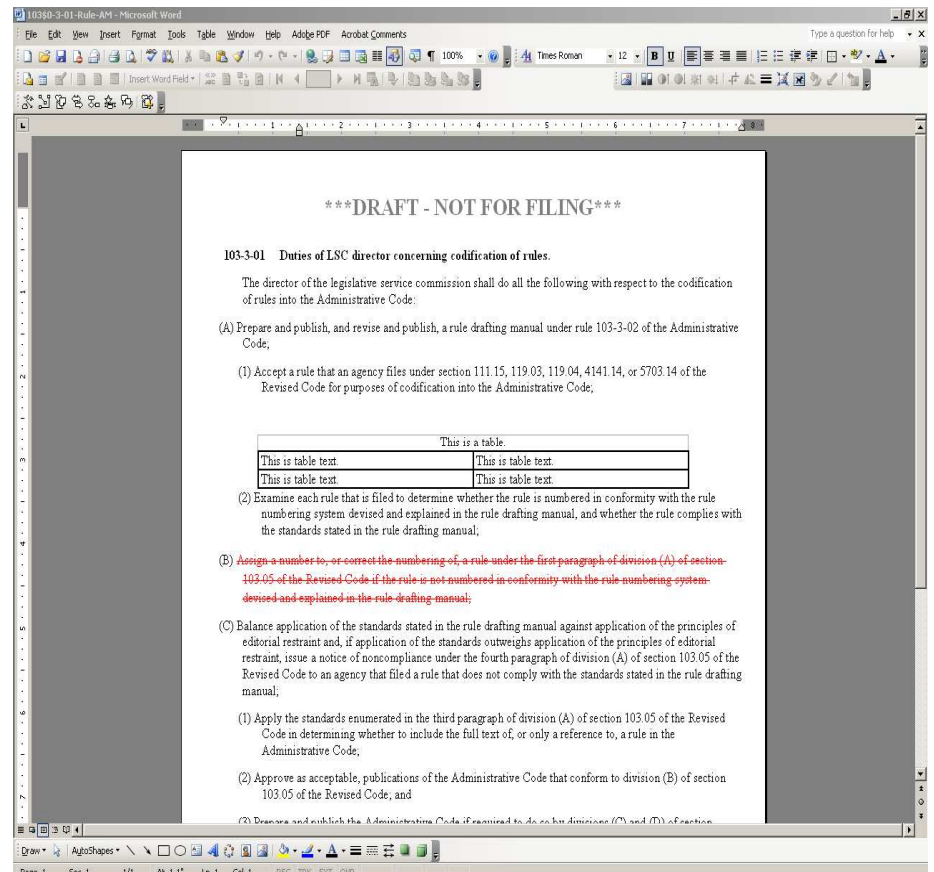
# Export to RTF

A user can use the **Export to RTF** functionality to save a rule document as an RTF file. RTF files can be opened in Microsoft Word and then saved and/or printed from this view. Have the rule file open, then select **File, Export to RTF**.

From this:

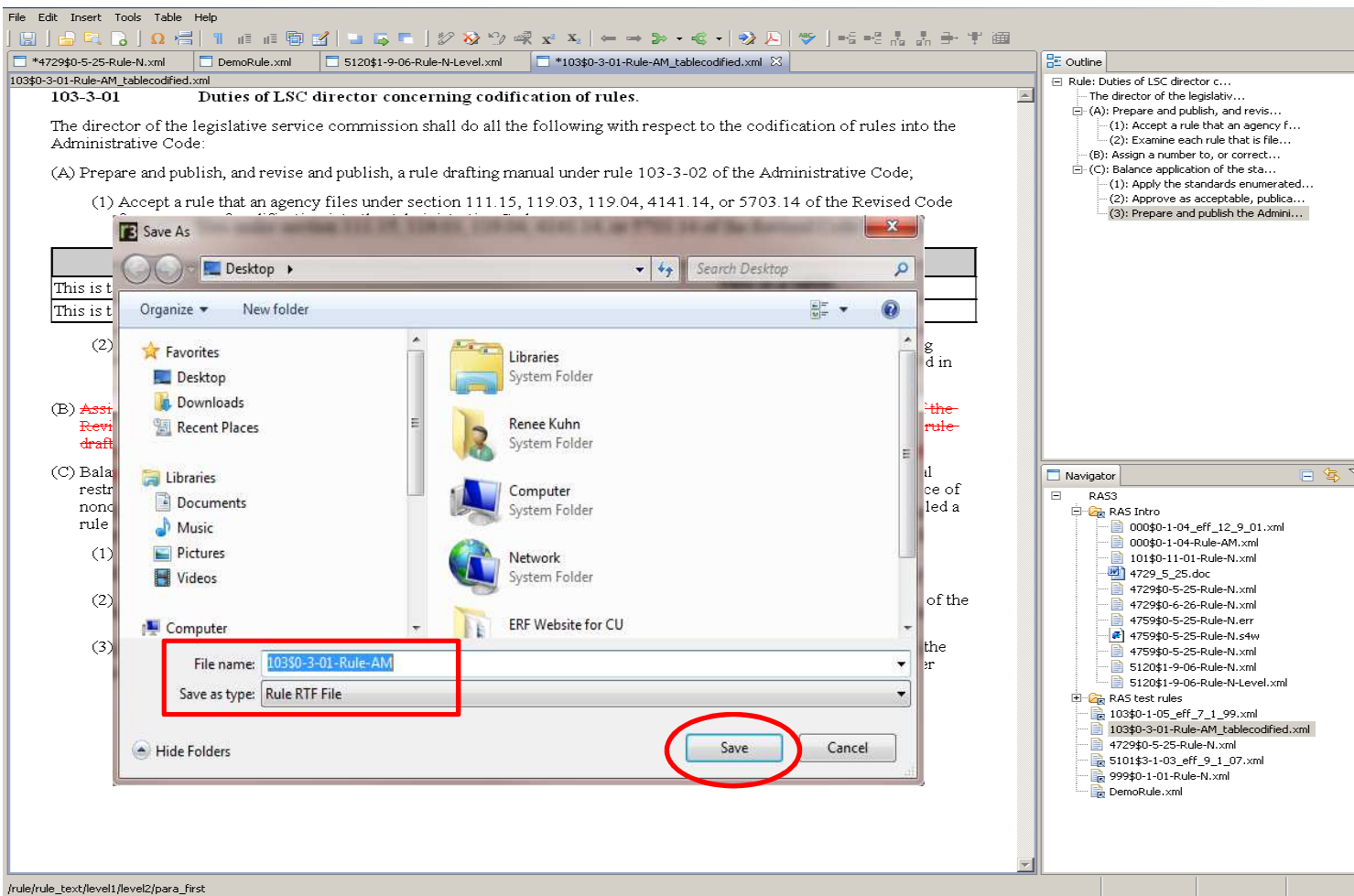


To this:



# Export to RTF

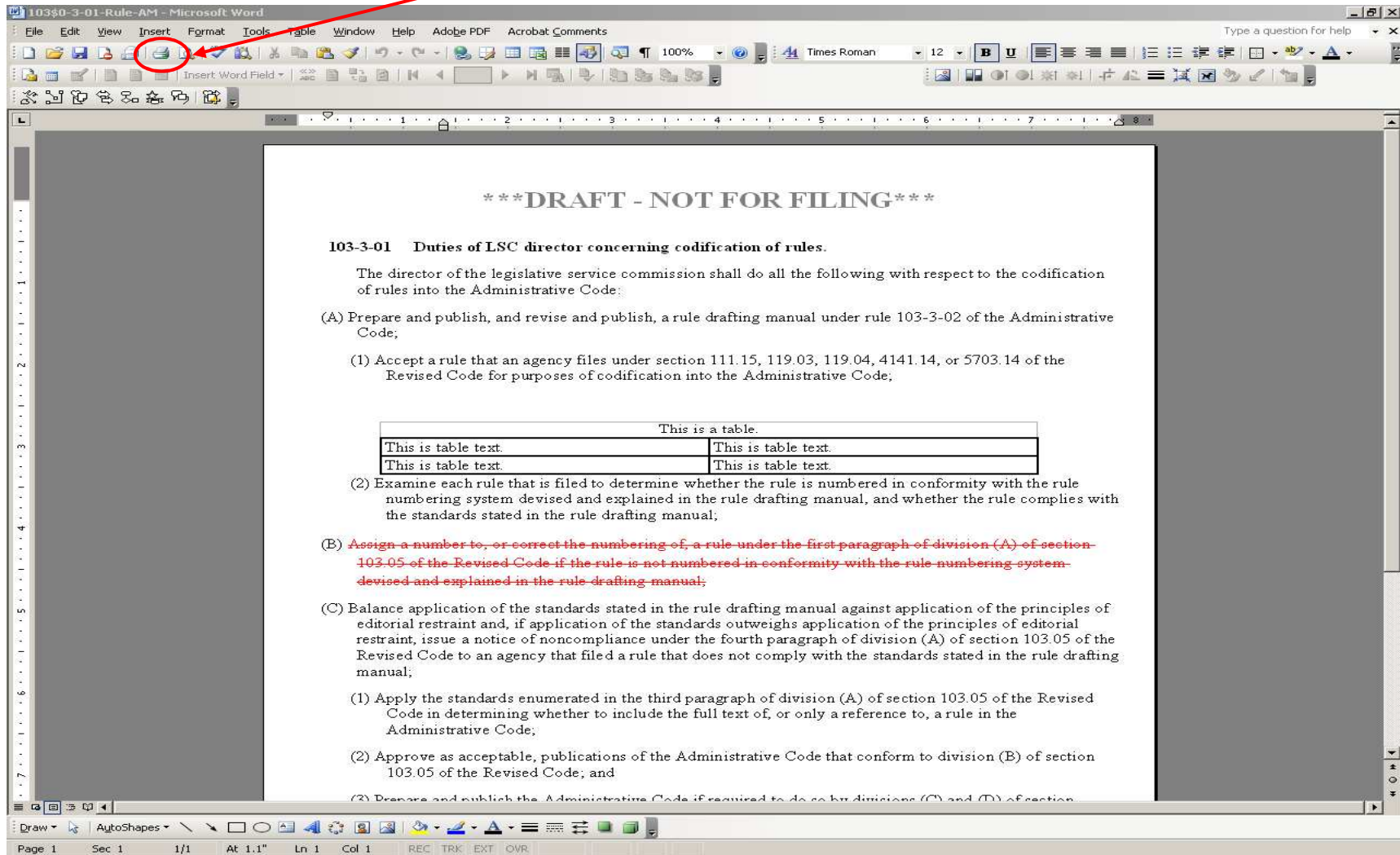
The **Save As** box will appear prompting the user to save the **.rtf** version of the rule file. The **File name:** field will already be populated with the rule number. Likewise, the **Save as type:** field will have the **Rule RTF File** type selected. The user simply needs to select the location where the **.rtf** rule file is to be saved and click **Save**.





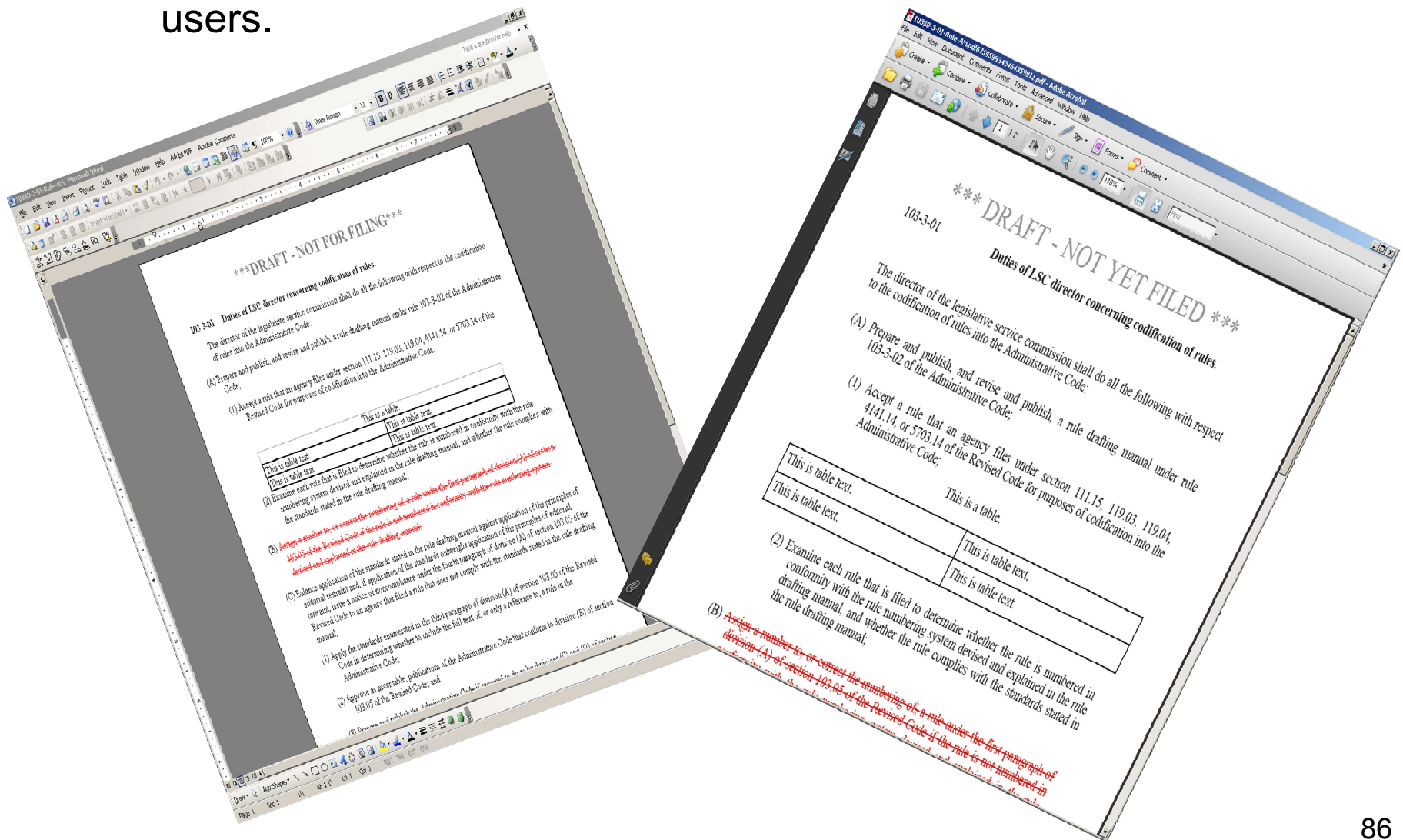
# Export to RTF

When the RTF version is opened using Word, it will be in color to show new text, stricken text, etc. From this view, a user can print the document by selecting **File, Print** or by clicking on the **Print** icon from the toolbar.



# Sharing RTF and PDF File Formats




**NOTE:** RTF and PDF file formats can be saved and shared with non-RAS users.





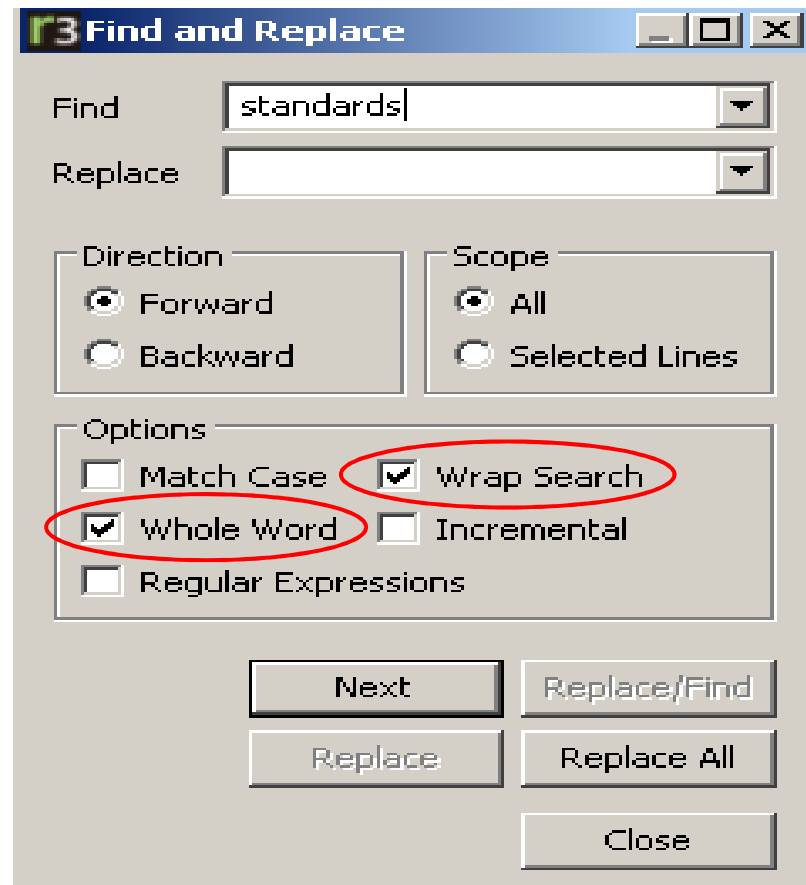
# Overview of RAS Menu Commands – The EDIT Menu

Edit		
	Undo	Ctrl+Z
	Redo	Ctrl+Y
	Find/Replace...	Ctrl+F
	Delete	Delete
	Cut	Ctrl+X
	Copy	Ctrl+C
	Paste	Ctrl+V

Undo		User can undo an action or series of actions, one at a time, in the order in which the actions were taken.
Redo		If an action has been undone, redo can be used to take the action again. <b>(This function is currently disabled.)</b>
Find/Replace		Find and/or replace what is specified in the dialog box.
Delete		User can strike highlighted text, remove new elements, and remove new levels. Also deletes single characters when new text is being typed into existing text.
Cut		User can only cut and paste new text, not existing or stricken text.
Copy		User can copy and paste new, existing, or stricken text.
Paste		User can copy and paste from a document where new text is allowed.

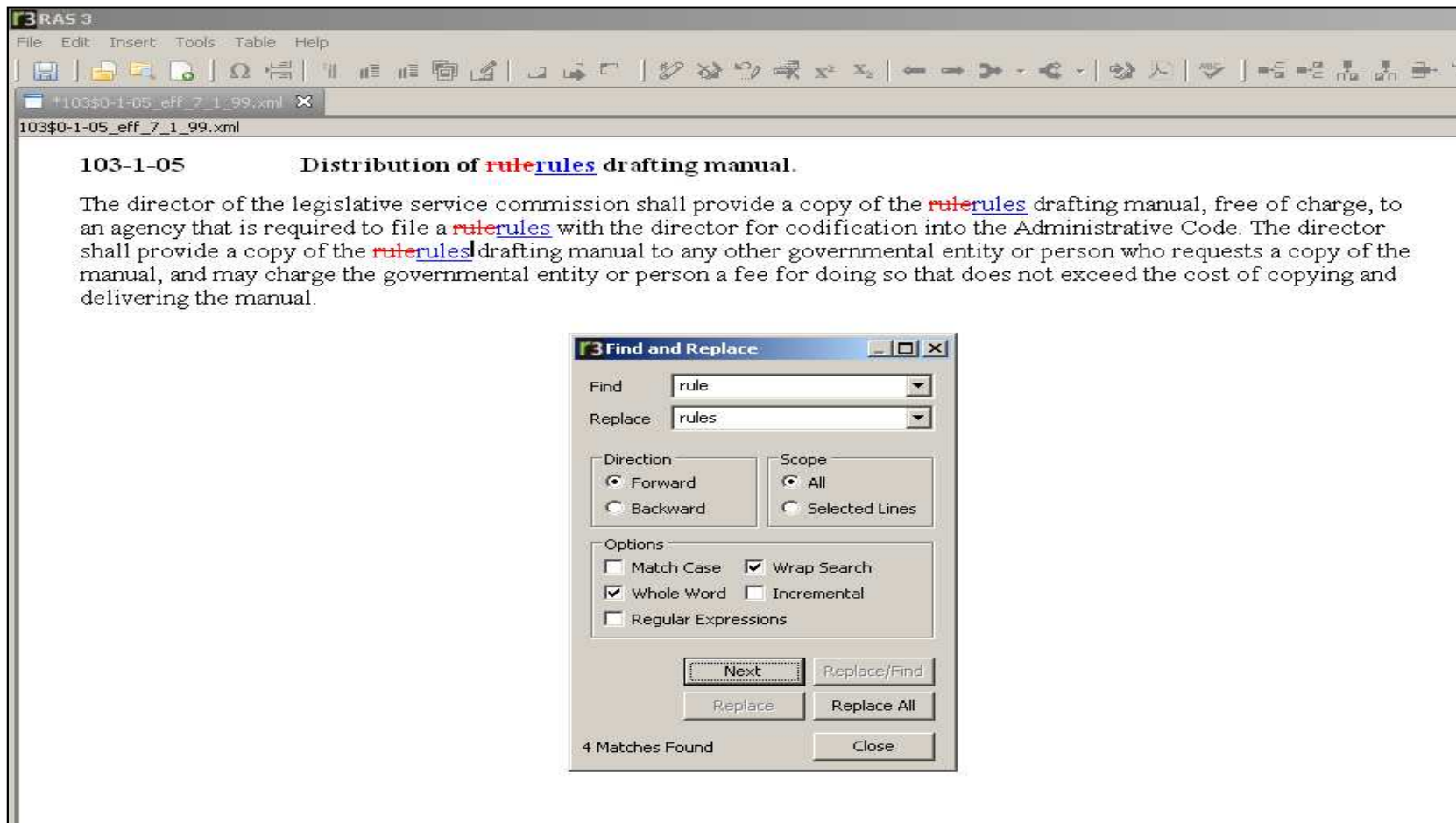
# Find and Replace

Functional in both new and existing text, a user may find and/or replace what is specified in the dialog box. When using this feature, make sure the **“Wrap search”** (to ensure the entire document is searched) and **“Whole Word”** options are checked.

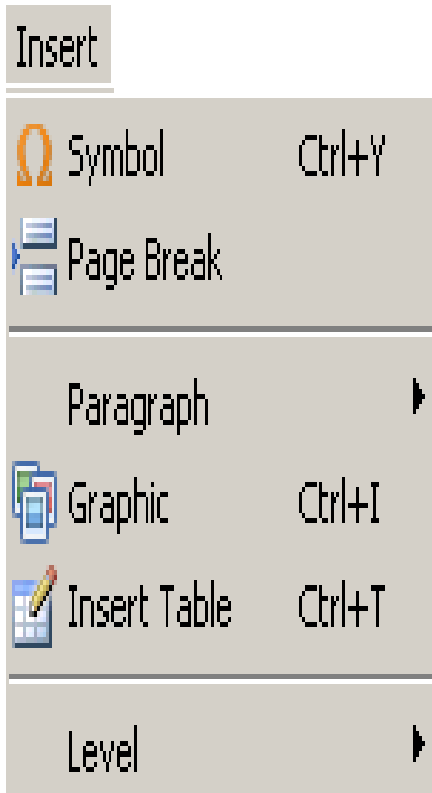







# Find and Replace

For example, if a user searches for the word “rule” and elects to replace it with the word “rules” in existing text, find and replace will strike the existing word and insert the replacement word as new text.




# Overview of RAS Menu Commands – The INSERT Menu

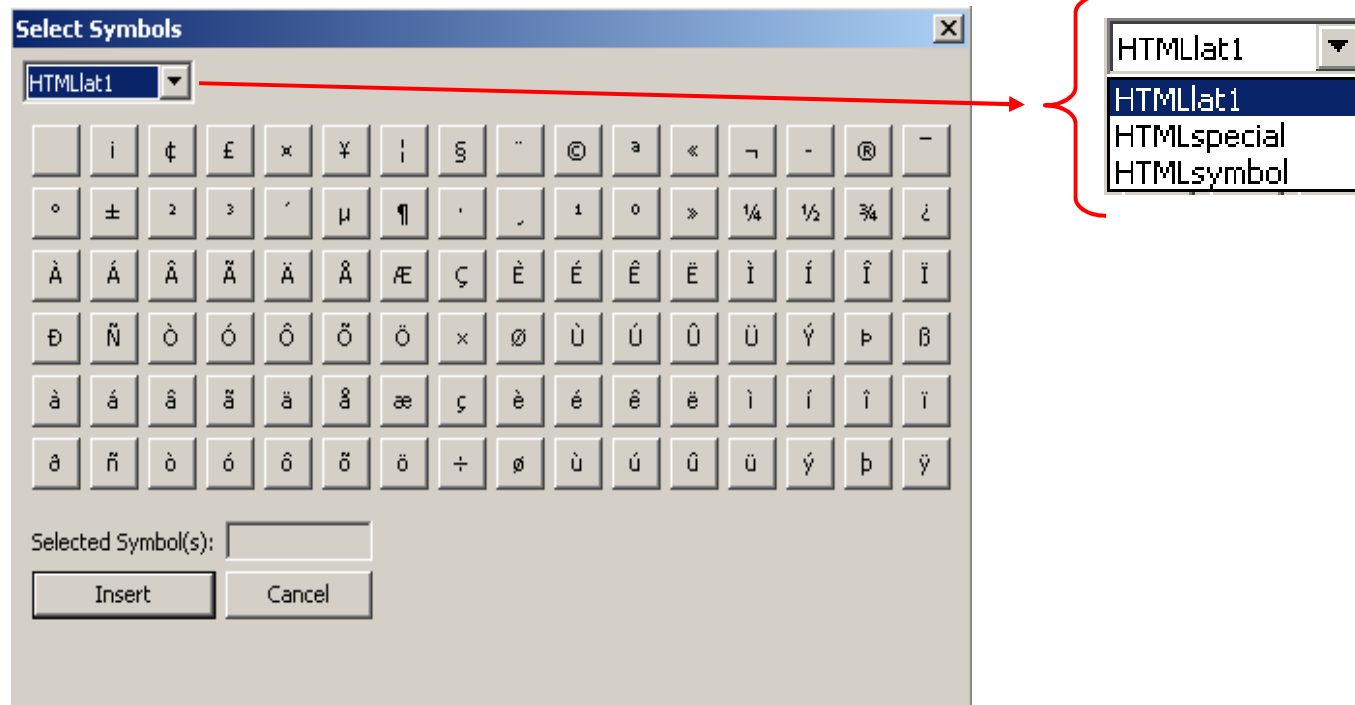


Symbol		Inserts an entity from another character set.
Page Break		Inserts a page break. The page break is displayed as an actual page break when viewing the document from the ERF Website. (Displays <b>-----PAGE BREAK-----</b> inside RAS.)
Paragraph		Inserts a new paragraph (not lettered or numbered).
Graphic		Inserts a graphic file into a RAS document (.jpg or .gif).
Insert Table		Creates and inserts a new table.
Level		Creates a lettered or numbered paragraph at a higher rank (Super), the same rank (Another) or a lower rank (Sub) relative to the location of the cursor.

# Inserting Symbols

Place the cursor in the text where you want to insert a special symbol. (**NOTE:** You cannot insert a symbol within existing text).

Select **Insert, Symbol** from the **Insert Menu** or click on the **Symbol**  icon from the **Toolbar**. A **Select Symbols** box appears. Notice there is a drop-down box with three options. Select an option from the drop-down list to reveal the symbol to insert and then click on the desired symbol.



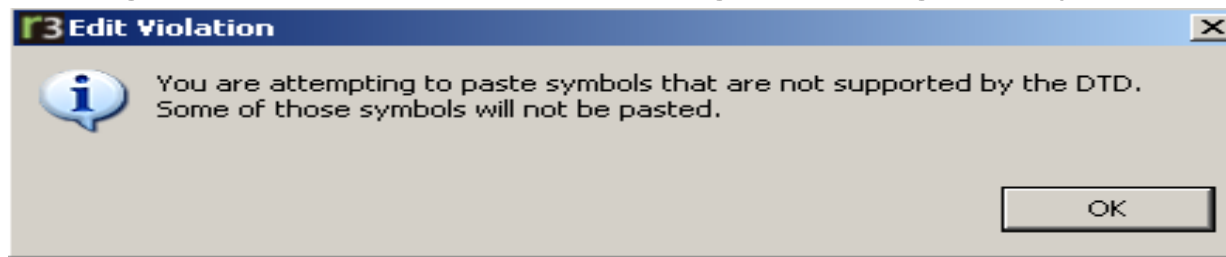
## Inserting Symbols

When a symbol has been selected, it appears in the **Selected Symbol(s):** box. Click **Insert** to be returned to the Edit Panel where the selected symbol is placed within the rule body. The symbol will appear in **orange**, underlined in **blue**. Example: TM

**NOTE:** If a user accidentally selects the wrong symbol, it cannot be removed from the **Selected Symbol(s):** box. The user would need to click **Cancel**, exiting the Select Symbols action, and start over to select the correct symbol.

## Copying Symbols from other documents

If you copy and paste text from a Word document that contains a symbol from a character set that RAS does not support; i.e. math symbols or auto-formatting characters; the following message may display:




**NOTE:** Nothing will display in place of the symbol that could not be pasted.

## Copying symbols from other documents



Review the information pasted into a RAS document to determine if any symbols were omitted. Omitted symbols can be re-entered using one of the following methods:

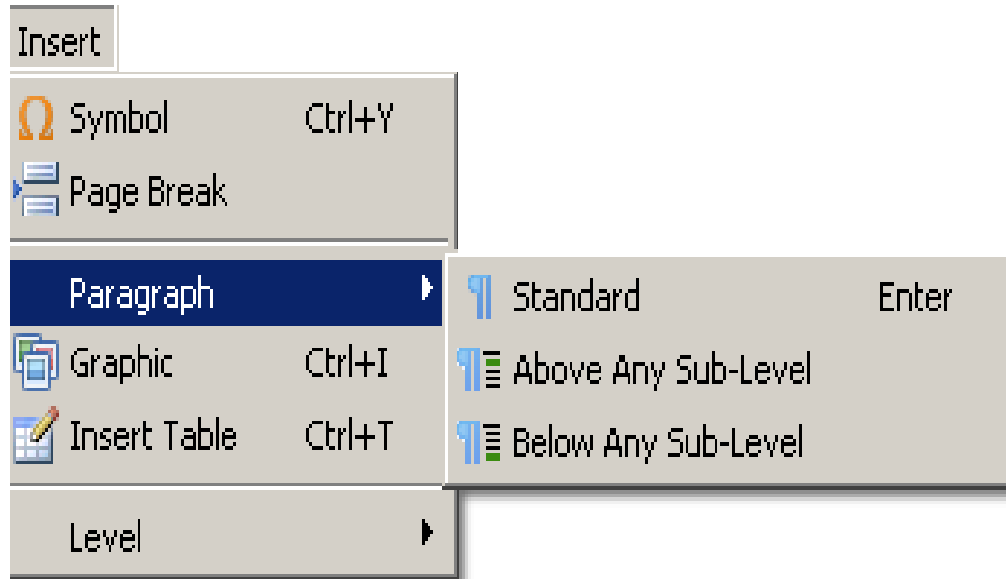
1. Enter the symbol in RAS by selecting **Insert, Symbol** from the **Insert Menu** or click the **Symbol**  icon from the Toolbar.
2. Re-enter it as a regular keyboard character.
3. If the symbol is not available in the RAS symbol selection, enter it as a verbal description such as “less than or equal to.”






If problems still persist or if the symbol does not display properly at the ERF Website, contact the ERF Help Desk.



# Overview of RAS Menu Commands – The INSERT, PARAGRAPH Menu



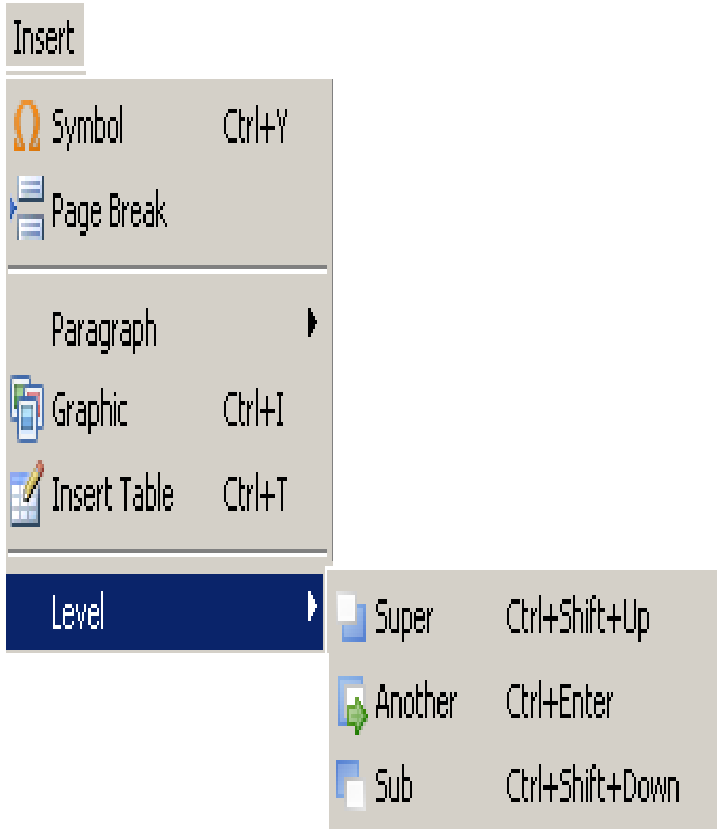
Standard		Inserts a new paragraph (not lettered or numbered).
Above Any Sub-Level		Inserts a new paragraph between the level and the first sub-level.
Below Any Sub-Level		Inserts a new paragraph after the last sub-level.






# The INSERT, PARAGRAPH Menu

Paragraph Type	Example
<b>Standard</b>	<p>(B) Assign a number to, or correct the numbering of, a rule under the first paragraph of division (A) of section 103.05 of the Revised Code if the rule is not numbered in conformity with the rule numbering system devised and explained in the rule drafting manual;</p> <p><a href="#">{Enter paragraph text here}</a></p>
<b>Above Any Sub-Level</b>	<p>(A) Prepare and publish, and revise and publish, a rule drafting manual under rule 103-3-02 of the Administrative Code;</p> <p><a href="#">{Enter paragraph text here}</a></p> <p>(1) Accept a rule that an agency files under section 111.15, 119.03, 119.04, 4141.14, or 5703.14 of the Revised Code for purposes of codification into the Administrative Code;</p>
<b>Below Any Sub-Level</b>	<p>(2) Where benefits are divided among family members, one warrant shall be issued to the spouse and one for each minor child.</p> <p>(a) A warrant issued for a child under eighteen years of age or for a disabled child shall be made payable to the parent or guardian.</p> <p>(b) A warrant issued to a student eighteen years of age or older may be made payable to the parent or the student, as the situation dictates.</p> <p><a href="#">{Enter paragraph text here}</a></p>

# Overview of RAS Menu Commands – The INSERT, LEVEL Menu



Super		Creates a lettered or numbered level at a higher rank relative to the location of the cursor.
Another		Creates a lettered or numbered level at the same rank relative to the location of the cursor.
Sub		Creates a lettered or numbered level at a lower rank relative to the location of the cursor.

## The INSERT, LEVEL Menu

Level	Example
<b>Super</b>	If the cursor is in level (A)(1)(a), inserting a <b>super</b> level will insert level (A)(2).
<b>Another</b>	If the cursor is in level (A)(1)(a), inserting <b>another</b> level will insert level (A)(1)(b).
<b>Sub</b>	If the cursor is in level (A)(1)(a), inserting a <b>sublevel</b> will insert level (A)(1)(a)(i).

# The INSERT, LEVEL Menu

Below is an example of having inserted Super, Another, and Sub Levels into a rule document:

007-7-07      Procedures for the division of redundancy department.

This rule discusses benefits from the public safety officers benefit fund. The official duties provided by the employer, including any duties arising out of agreements that the employer may have entered into for the performance.

(A) Subject to the terms of division (J) of section 742.63 of the Revised Code, benefits from the public safety officers benefit fund shall be paid only to eligible persons listed in section 742.63 of the Revised Code. Application and determination of benefits of H<sub>2</sub>O.

(1) Application for benefits shall be made on a form provided by the Ohio police and fire pension fund ("OP&F") office. Such application shall certainly include:

(a) An agreement by the applicant to be responsible for reporting any person in the family unit who becomes ineligible for benefits due to marriage or age limitations.

(i) THE CURSOR WAS IN PARAGRAPH (A)(1)(a) AND A SUBLEVEL WAS INSERTED.

(b) THE CURSOR WAS IN PARAGRAPH (A)(1)(a) AND ANOTHER LEVEL WAS INSERTED.

~~(c)~~ (c) In cases where a student between age eighteen and twenty-two is eligible,

~~(d)~~ (d) A statement agreeing to exercise the right to a monthly survivor benefit under division (A) or (B) of section 145.45 of the Revised Code, division (D), (E) or (F) of section 37 of the Revised Code, or division (A)(3), (A)(4), (A)(5), (A)(6), or (A)(7) of section 5505.17 of the Revised Code.

~~(e)~~ (e) 742.37 of the Revised Code, or division (A)(3), (A)(4), (A)(5), (A)(6), or (A)(7) of section 5505.17 of the Revised Code.

(2) THE CURSOR WAS IN PARAGRAPH (A)(1)(a) AND A SUPER LEVEL WAS INSERTED.













~~(3)~~ (3) Applications shall be made for the family unit by the surviving spouse. In cases where no eligible spouse exists, and only minor children are eligible, the application shall be filed by the legal guardian. In cases where a student between age eighteen and twenty-two is eligible, an application shall be filed by the student and countersigned by the parent.







# EXERCISE 3

## Working with Levels



# Overview of RAS Menu Commands – The TOOLS Menu

Tools	
 Edit Rule Number	Alt+Shift+E
 Strike	Alt+Shift+K
 Reinststate Strike or Move	Alt+Shift+Y
 Remove New Element	Ctrl+Shift+3
 Superscript	
 Subscript	
 Promote	Alt+Shift+P
 Demote	Alt+Shift+O
 Merge	▶
 Split	▶
 Transform To New	Ctrl+8
 Spell Checker	

Edit Rule Number		This option is only available for a new document. This menu command is the only method available for editing a rule number.
Strike		Used when amending a rule and working with existing text, paragraphs, levels, graphics, or tables.
Reinststate Strike or Move		Used to revert stricken text, paragraphs, levels, graphics or tables to the previous state. This command is also used to revert merged or split text to its previous state.
Remove New Element		Used to delete new text, paragraphs, levels, tables, and graphics.
Superscript		Used to start typing new text in the 'superscript' format.
Subscript		Used to start typing new text in the 'subscript' format.

**Continued...**

# Edit Rule Number

Editing the rule number is an option only available for **new** documents. This option is exercised anytime a user wishes to change the rule number from what was entered originally.

The user will open the new rule document in RAS and click on **Tools, Edit Rule Number**. The **Edit Rule Number** box appears with the original rule number information populated as seen on the right.

The user enters the rule number changes and clicks **Finish**. (The user can cancel this process at any time by clicking the **Cancel** button.)

**r3** Edit Rule Number  
Edit rule number below.

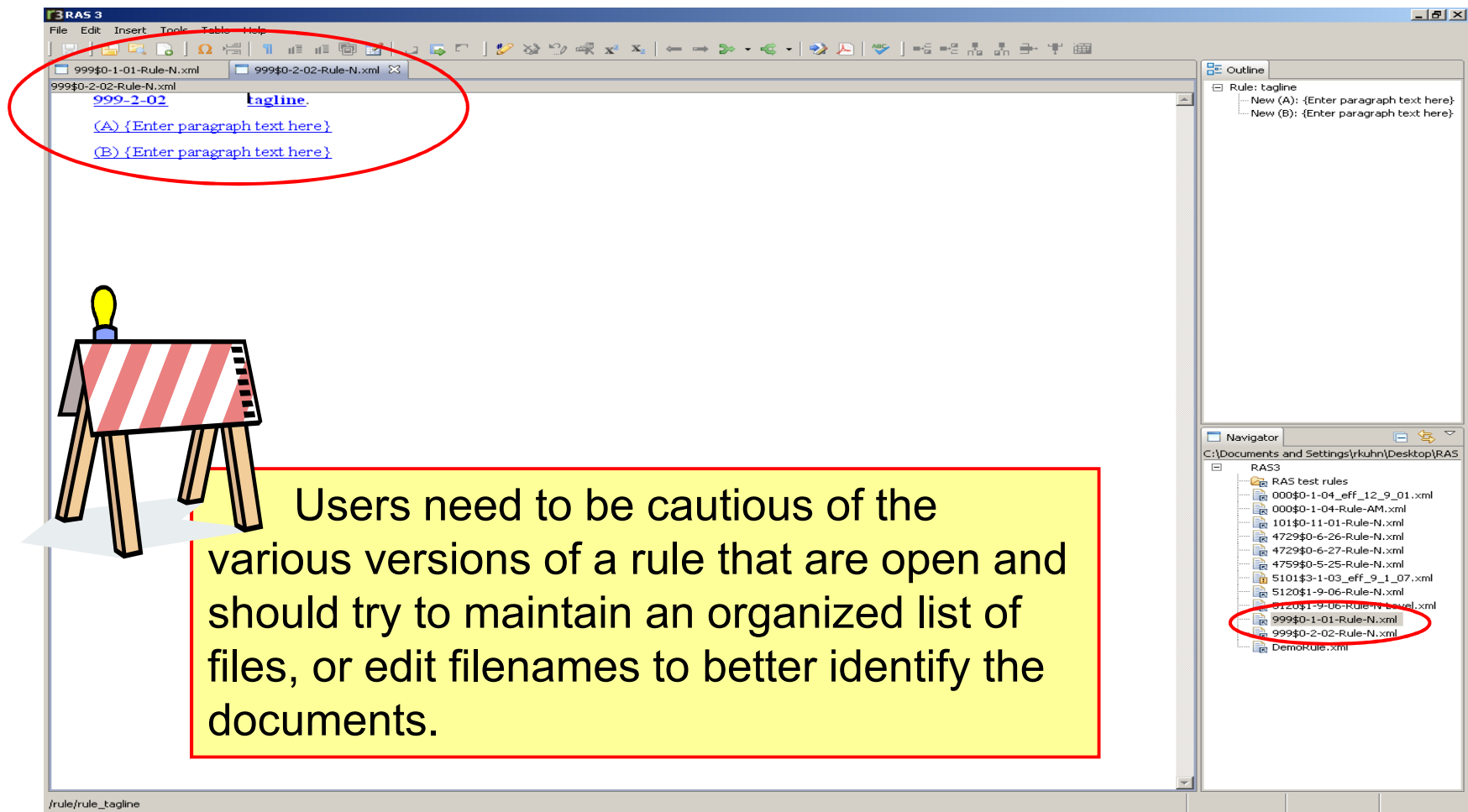
Agency *	Division	Chapter *	Rule *	Supplemental
999	:	- 1	- 01	,

\* Required field(s)

Finish Cancel

# Edit Rule Number

Once the user selects **Finish**, a new document is immediately created and opened in the Edit Panel. Notice that the original document file is still open and available. Both documents are also listed in the Navigator Panel.



The screenshot shows the RAS 3 application window. The main editing area contains two open files: '999\$0-1-01-Rule-N.xml' and '999\$0-2-02-Rule-N.xml'. The content of the second file is visible, showing a 'tagline.' followed by two paragraphs: '(A) {Enter paragraph text here}' and '(B) {Enter paragraph text here}'. A red oval highlights the file names in the top toolbar. On the right, the 'Outline' panel shows a tree view with 'Rule: tagline' and two sub-items: 'New (A): {Enter paragraph text here}' and 'New (B): {Enter paragraph text here}'. Below that, the 'Navigator' panel shows a file tree for 'C:\Documents and Settings\rkuhn\Desktop\RAS'. Under the 'RAS3' folder, several files are listed, including '999\$0-1-01-Rule-N.xml' and '999\$0-2-02-Rule-N.xml', both of which are circled in red. A yellow callout box with a red border and a construction barrier icon contains the text: 'Users need to be cautious of the various versions of a rule that are open and should try to maintain an organized list of files, or edit filenames to better identify the documents.'

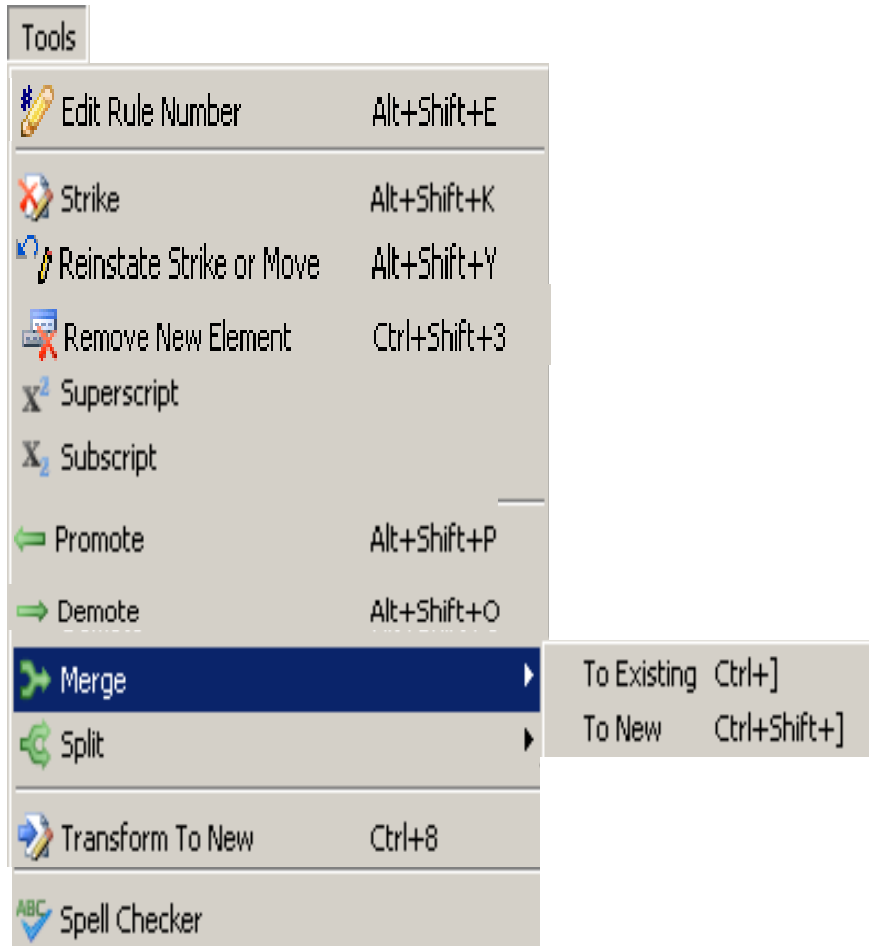


# Overview of RAS Menu Commands – The TOOLS Menu Continued

Tools	
Edit Rule Number	Alt+Shift+E
Strike	Alt+Shift+K
Reinstate Strike or Move	Alt+Shift+Y
Remove New Element	Ctrl+Shift+3
Superscript	
Subscript	
Promote	Alt+Shift+P
Demote	Alt+Shift+O
Merge	▶
Split	▶
Transform To New	Ctrl+8
Spell Checker	

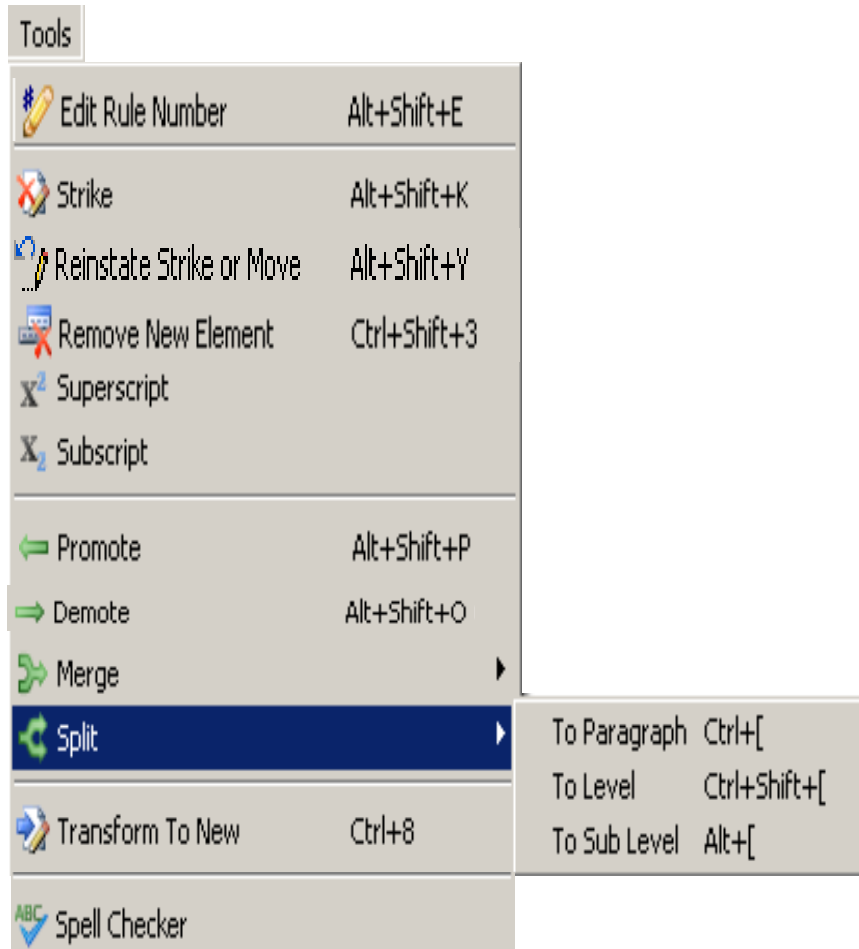
Promote		Increases the rank of the selected level. (RAS renumbers all subsequent levels.)
Demote		Decreases the rank of the selected level. (RAS renumbers all subsequent levels.) Can only demote when there is a supporting level above the current level.
Merge (move up)		Combines two existing levels or paragraphs into one by moving existing text to either a new paragraph above the current level or added above the current level to the end of an old paragraph, level, or super level.
Split (move down)		Divides one new or existing level or paragraph into two by moving the text below the current level to a new paragraph, level, or sub level.
Transform to New		Use this command when it is necessary to rescind and enter a new rule due to modifying more than 50% of the rule <i>and</i> adding a comparable amount of new text.
Spell Checker		Performs spell check on new and existing documents.

# Overview of RAS Menu Commands – The TOOLS, MERGE Menu



To Existing	Selecting this option will move existing text to an existing level, follow-on paragraph, or a super-level. One cannot merge to a sub-level of the level above that which you are merging from.
To New	Selecting this option will create a new paragraph that will appear as a follow-on paragraph from the above level.

# Overview of RAS Menu Commands – The TOOLS, SPLIT Menu




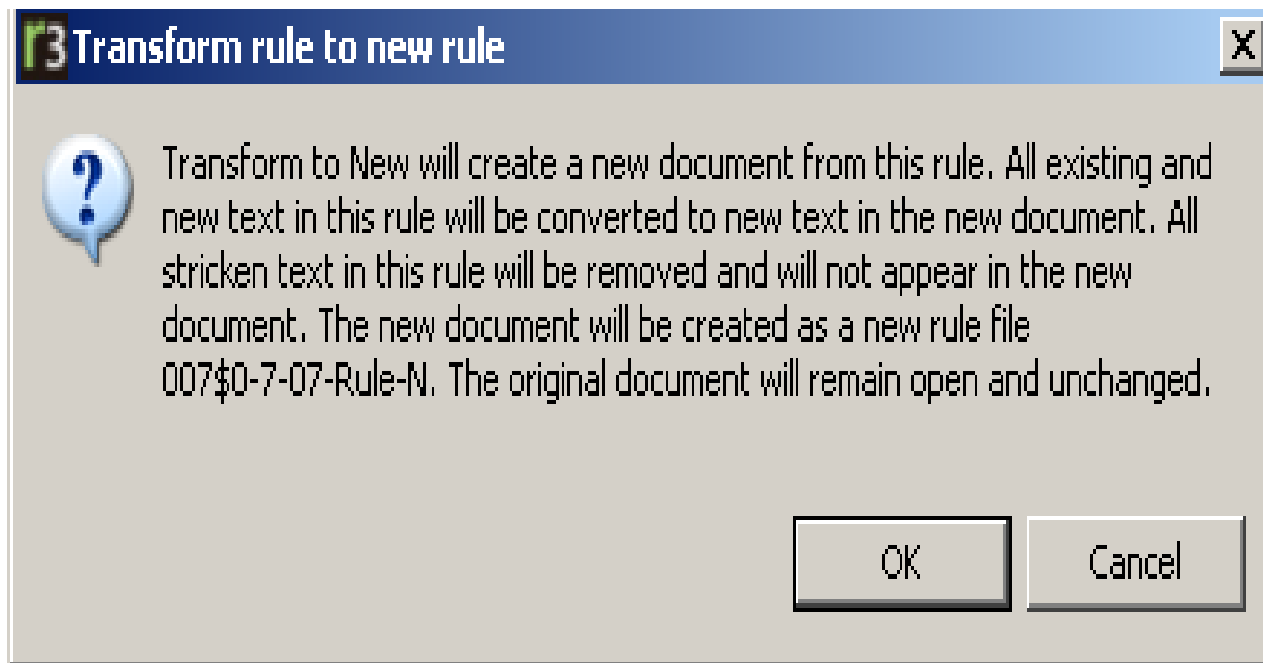
To Paragraph	Selecting this option will create a new follow-on paragraph and will capitalize the first word from the split.
To Level	Selecting this option will create a new level and will capitalize the first word from the split. This will also trigger the renumbering of paragraphs, if applicable.
To Sub Level	Selecting this option will create a new sub-level and will capitalize the first word from the split. This will also trigger renumbering of other sub-levels, if applicable.

**NOTE:** Existing text can only be split once. There is no limit to the number of times new text can be split.

# Transform to New

The **Transform to New** function in RAS should be used when it is necessary to file a rule as rescind and new due to striking 50% or more of the existing text *and* adding a comparable amount of new text.

A user will open the rule document in RAS and either select **Tools, Transform to New** or click on the **Transform to New** icon  from the Toolbar. The following dialogue box appears:



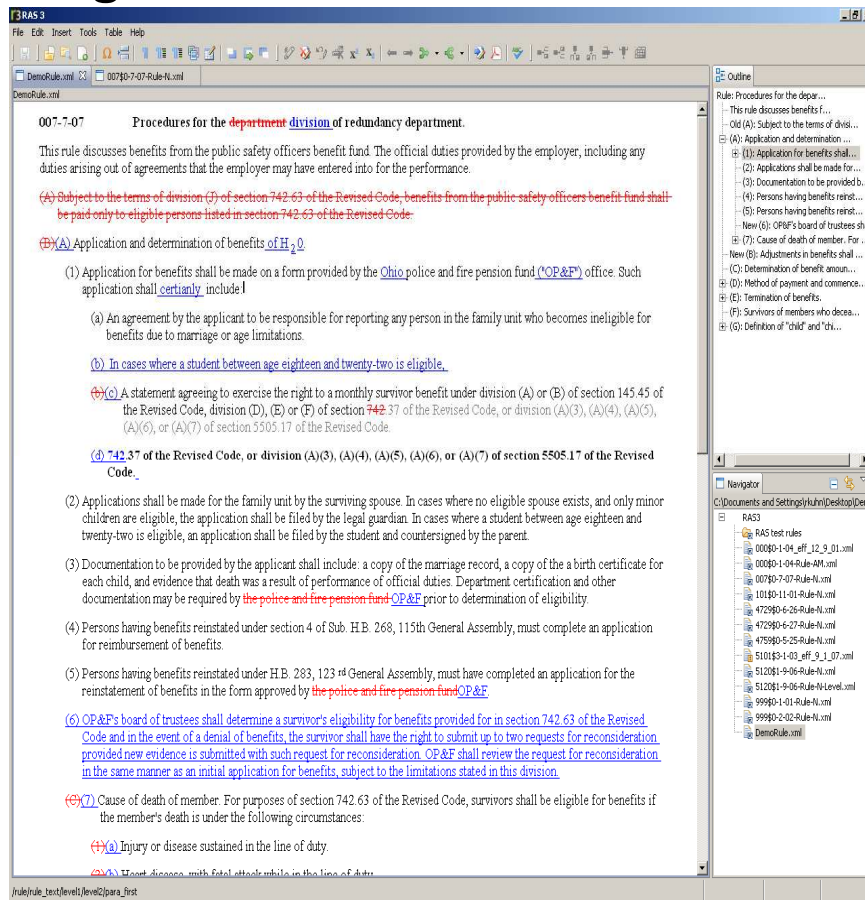
**NOTE:** Be sure to save changes to the amended document before using **Transform to New** as it will not prompt you to do so.

Click **OK** to proceed. Click **Cancel** to stop the rule transformation.

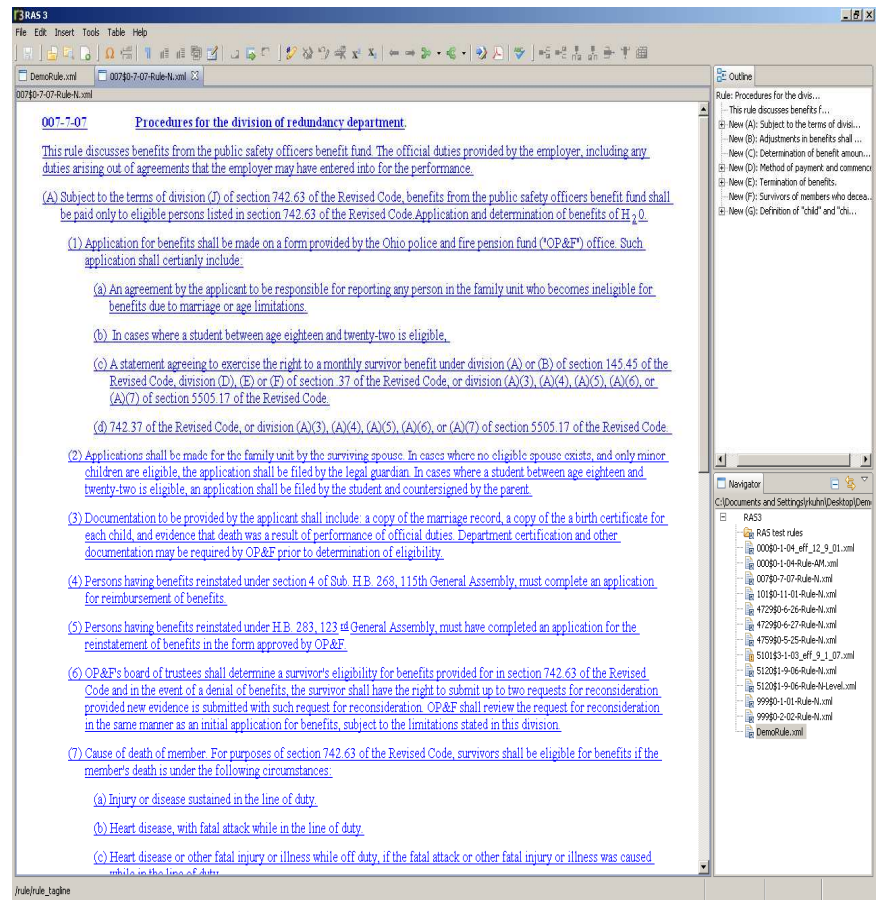
# Transform to New

**Transform to New** creates a new document and inserts all non-stricken text as new text. Any stricken text in the amended document is omitted from the new document. Now that multiple versions of the rule exist, users need to be cautious of what version is chosen from the Navigator Panel.


## Original Document:

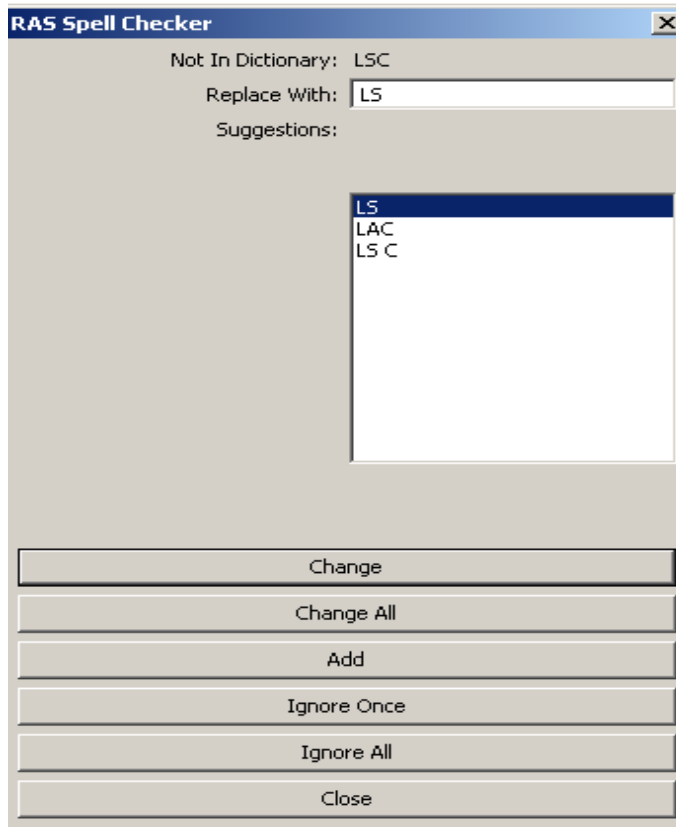


## New Document:



# Spell Checker

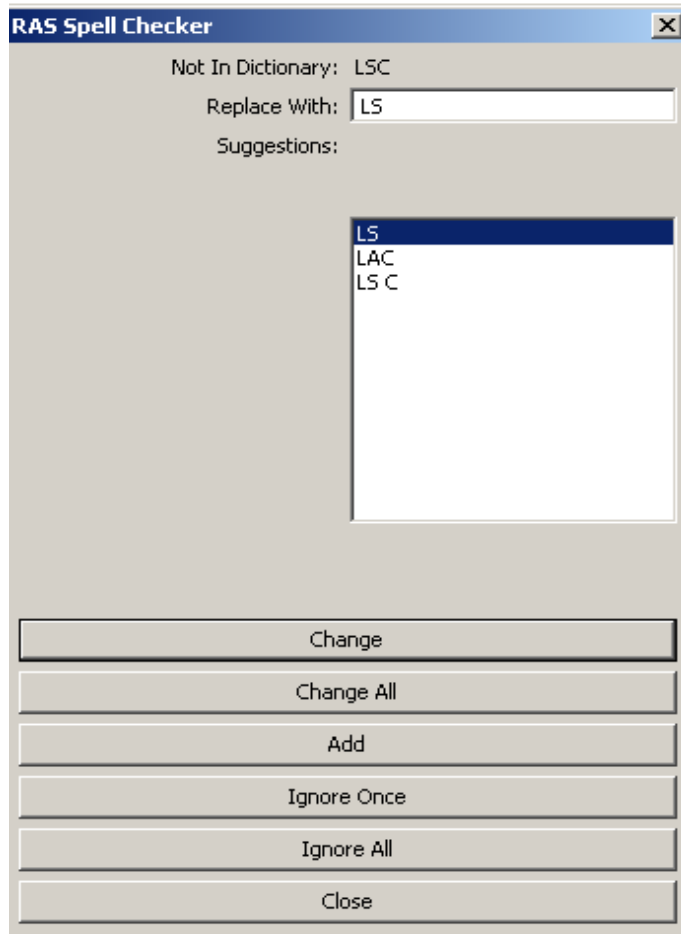
The **Spell Checker** function in RAS can be used at any time to check for proper spelling throughout a rule document. A user can either select **Tools, Spell Checker** or click on the **Spell Check** icon  from the Toolbar to initiate this action. When selected, the following dialogue box appears:



RAS Spell Checker identifies possible misspellings by comparing the text with a database of accepted spellings.

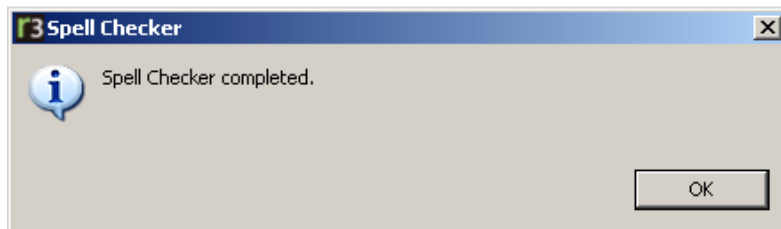
Any word(s) flagged by the RAS Spell Checker will display at the top, one-by-one for the user to “process.”

# Spell Checker











The user can type in the correct spelling in the **Replace With** box and then click **Change** or **Change All**; highlight one of the suggested options and click **Change** or **Change All**; click **Add** to add the word “as is” to the database of accepted spellings; click **Ignore Once** or **Ignore All** to accept the spelling and leave the word “as is” within the document; or **Close** to exit Spell Checker.









- ◆ If **Change All** or **Ignore All** options are selected, all instances of that specific misspelling will be changed or ignored throughout the entire rule document, depending on what was selected.
- ◆ By selecting **Add**, the misspelling in question will be added to the database of accepted spellings and will no longer be flagged by Spell Checker as a misspelling in this rule document or any other in the future.



Once all misspellings have been addressed, the **Spell Checker completed** message appears. Click **OK**. 109

# Overview of RAS Menu Commands – The TABLE Menu

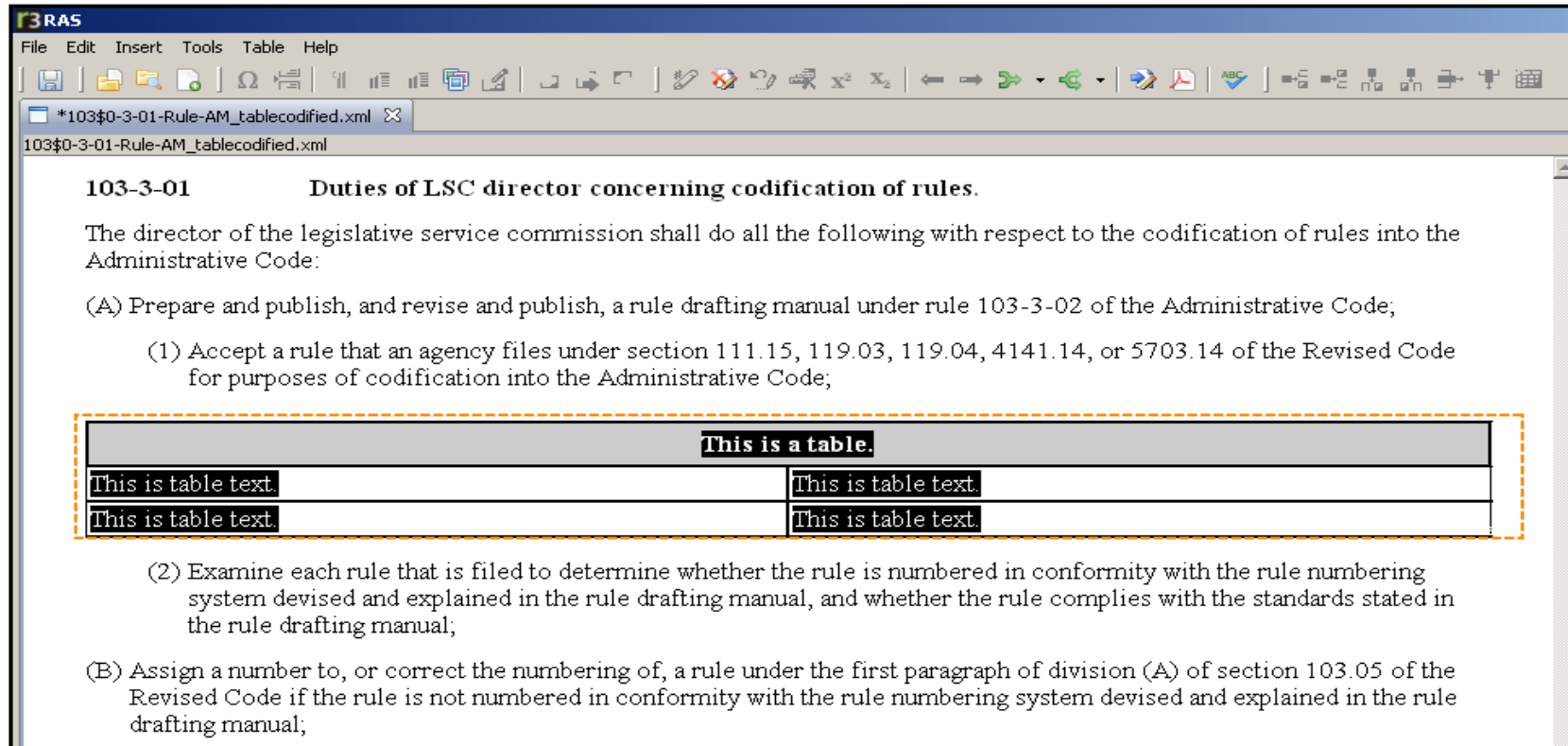
Table	
 Insert Table	Ctrl+T
Add Table Title	
Remove Table Title	
 Insert Row Above	Ctrl+1
 Insert Row Below	Ctrl+Shift+1
 Insert Column To The Left	Ctrl+2
 Insert Column To The Right	Ctrl+Shift+2
 Delete Row	Ctrl+4
 Delete Column	Ctrl+Shift+4
 Split Cells	Ctrl+6
Merge Cells	
Select Table	

Insert Table		Prompts user for the number of rows and columns in the table, and then will insert the new table into the document including the required XML tags.
Add Table Title		Inserts a row at the top of the table where a Table Title can be entered.
Remove Table Title		Deletes a previously added Table Title Row from the top of the table.
Insert Row Above		Insert a new row above the current position in the table.
Insert Row Below		Insert a new row below the current position in the table.
Insert Column To The Left		Insert a new column to the left of the current position.
Insert Column To The Right		Insert a new column to the right of the current position.
Delete Row		Delete the current row.
Delete Column		Delete the current column.
Split Cells		Split one cell that has previously been merged into two cells.
Merge Cells		Merge two or more cells into one cell.
Select Table		Selects (highlights) the entire table with a dotted orange line.



# Select Table Example

To select a table, place the cursor anywhere within the table. Either right-click and click **Select Table** or go to **Table Menu, Select Table**. The entire table is selected and surrounded with a dotted orange line.



Once highlighted, click the **Strike** icon or the **[Delete]** key to remove or strike the entire table, depending on the situation. Select **Edit, Undo** or right-click and select **Undo** to reinstate the table.

# Overview of RAS Menu Commands – The TABLE, MERGE CELLS Menu

Table

- ✎ Insert Table      Ctrl+T
- Add Table Title
- Remove Table Title
- ➡ Insert Row Above      Ctrl+1
- ➡ Insert Row Below      Ctrl+Shift+1
- ⬅ Insert Column To The Left      Ctrl+2
- ⬅ Insert Column To The Right      Ctrl+Shift+2
- ✂ Delete Row      Ctrl+4
- ✂ Delete Column      Ctrl+Shift+4
- ⚪ Split Cells      Ctrl+6
- Merge Cells

- Merge With Left
- Merge With Right
- Merge With Above
- Merge With Below

Merge With Left	Merge selected cell with cell to the left.
Merge With Right	Merge selected cell with cell to the right.
Merge With Above	Merge selected cell with cell directly above it.
Merge With Below	Merge selected cell with cell directly below it.

# Overview of RAS Menu Commands – The HELP Menu

## Help

About RAS

Install New Software...

Check for Updates

About RAS	Displays the version of RAS currently installed on your computer.
Install New Software...	Begins the process necessary to load new version(s) of RAS.
Check for Updates	Displays information regarding RAS software updates available for installation, if applicable. (If updates are listed, they should be installed.)

**NOTE:** Detailed instructions on how to perform the options available in the Help Menu begin on slide 18 within the **Check for and Install RAS3 Updates** section.

# Overview of RAS Menu Commands – Right-Click Menu in Edit Panel

Undo	Ctrl+Z
Save	Ctrl+S
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Delete
Strike	Alt+Shift+K
Reinstate Strike or Move	Alt+Shift+Y
Remove New Element	Ctrl+Shift+3
Insert Paragraph Standard	Enter
Insert Paragraph Above Any Sub-Level	
Insert Paragraph Below Any Sub-Level	
Insert Graphic	Ctrl+I
Insert Table	Ctrl+T
Insert Intro Paragraph	
Insert Outro Paragraph	
Insert Level Super	Ctrl+Shift+Up
Insert Level Another	Ctrl+Enter
Insert Level Sub	Ctrl+Shift+Down
Select Table	
Select Row	
Select Cell	
PDF Preview	Ctrl+Shift+M

The Right-Click Menu appears when the cursor is in the 'Edit Panel' of RAS and the user clicks the right button on the mouse.

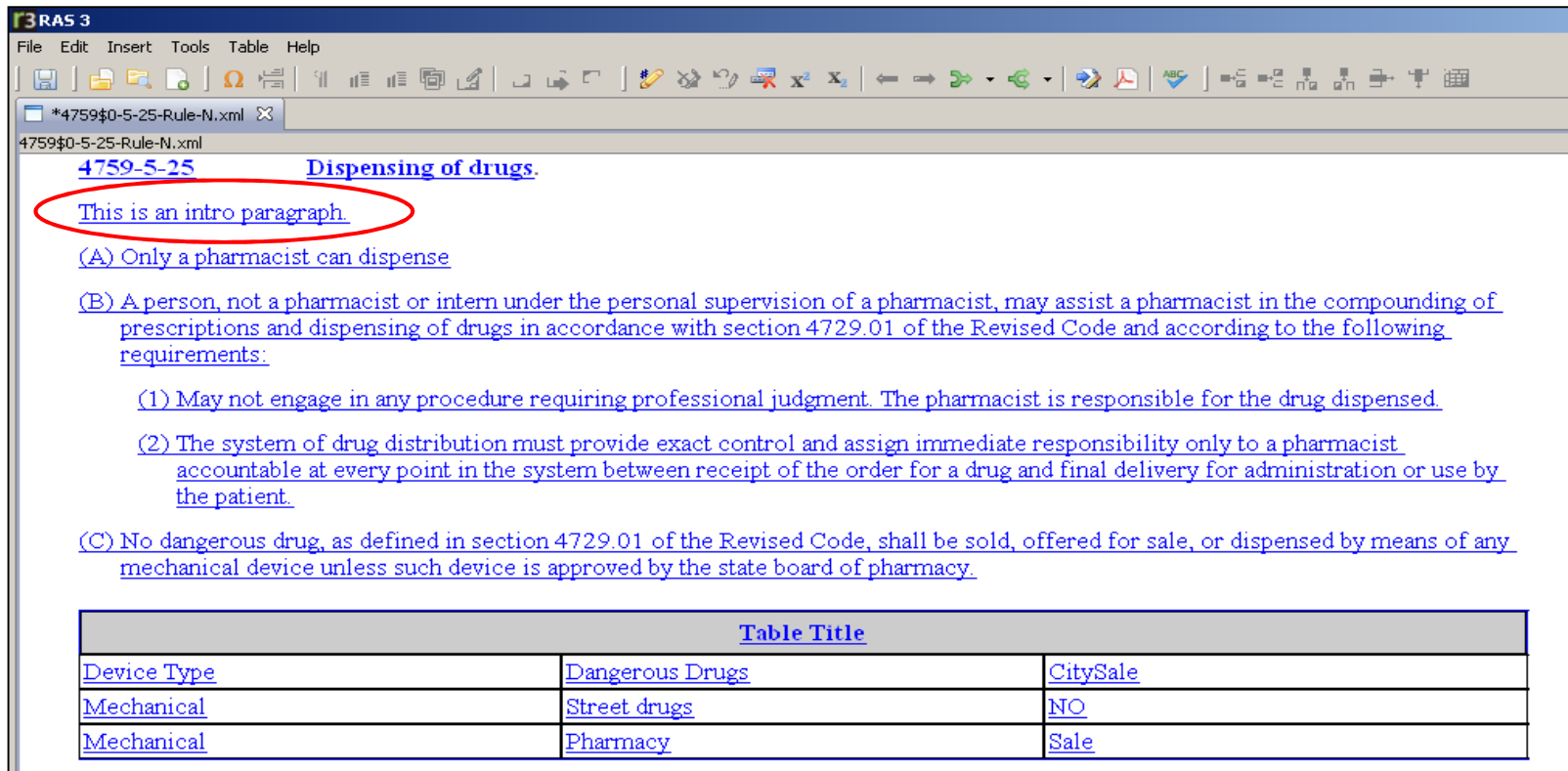
These same options have been defined in previous slides and are accessible from various Menu Bar options as well as the Standard Toolbar.

**NOTE:** The only options not previously defined are **Insert Intro Paragraph** and **Insert Outro Paragraph**. These two options are **ONLY** available from this menu.

# Insert Intro Paragraph

## Insert Intro Paragraph

An intro paragraph is always at the beginning of the rule and is not associated with any levels. From a cursor location anywhere in the rule, **Insert Intro Paragraph** is available in the **Right-Click Menu** and will insert a new Introductory paragraph as seen below.



The screenshot shows the RAS 3 software interface. The title bar reads "RAS 3". The menu bar includes "File", "Edit", "Insert", "Tools", "Table", and "Help". The toolbar contains various icons for file operations and editing. The main window displays a document titled "4759-5-25-Dispensing of drugs". The document content includes a section header "4759-5-25 Dispensing of drugs." followed by an introductory paragraph "This is an intro paragraph." which is circled in red. Below this are three sub-sections: (A) Only a pharmacist can dispense; (B) A person, not a pharmacist or intern under the personal supervision of a pharmacist, may assist a pharmacist in the compounding of prescriptions and dispensing of drugs in accordance with section 4729.01 of the Revised Code and according to the following requirements; and (C) No dangerous drug, as defined in section 4729.01 of the Revised Code, shall be sold, offered for sale, or dispensed by means of any mechanical device unless such device is approved by the state board of pharmacy. At the bottom of the document is a table with the following data:

Table Title		
Device Type	Dangerous Drugs	CitySale
Mechanical	Street drugs	NO
Mechanical	Pharmacy	Sale

# Insert Outro Paragraph



Insert Outro Paragraph

An outro paragraph is always at the end of the rule and is not associated with any levels. From a cursor location anywhere in the rule, **Insert Outro Paragraph** is available in the **Right-Click Menu** and will insert a new outro paragraph.

The screenshot shows the RAS 3 software interface. The document content is as follows:

**4759-5-25 Dispensing of drugs.**

This is an intro paragraph.

(A) Only a pharmacist can dispense

(B) A person, not a pharmacist or intern under the personal supervision of a pharmacist, may assist a pharmacist in the compounding of prescriptions and dispensing of drugs in accordance with section 4729.01 of the Revised Code and according to the following requirements:

(1) May not engage in any procedure requiring professional judgment. The pharmacist is responsible for the drug dispensed.

(2) The system of drug distribution must provide exact control and assign immediate responsibility only to a pharmacist accountable at every point in the system between receipt of the order for a drug and final delivery for administration or use by the patient.

(C) No dangerous drug, as defined in section 4729.01 of the Revised Code, shall be sold, offered for sale, or dispensed by means of any mechanical device unless such device is approved by the state board of pharmacy.

<u>Table Title</u>		
<u>Device Type</u>	<u>Dangerous Drugs</u>	<u>CitySale</u>
<u>Mechanical</u>	<u>Street drugs</u>	<u>NO</u>
<u>Mechanical</u>	<u>Pharmacy</u>	<u>Sale</u>

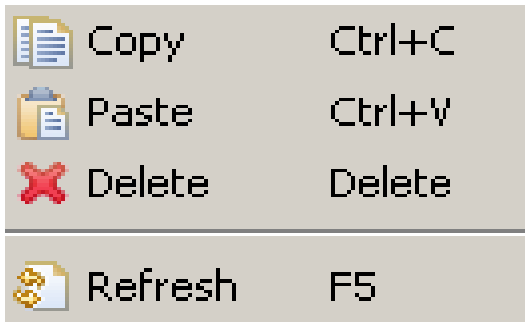
This is an outro paragraph!

## Overview of RAS Menu Commands – Right-Click Menu in Navigator Panel



When the cursor is in the 'Navigator Panel' of RAS and no documents are open, only the **Refresh** option Appears when the **Right-Click Menu** is used.

If a rule is not showing up in the Navigator Panel, the user can select **Refresh** and it will appear. The need for this will be rare if **File, Open Rule** is always used.



If the **Right-Click Menu** is used when the cursor is in the 'Navigator Panel' of RAS and a document is highlighted and/or open, the menu on the left appears.

# EXERCISE 4

## Removing New Levels, Creating a Table, Inserting Paragraphs

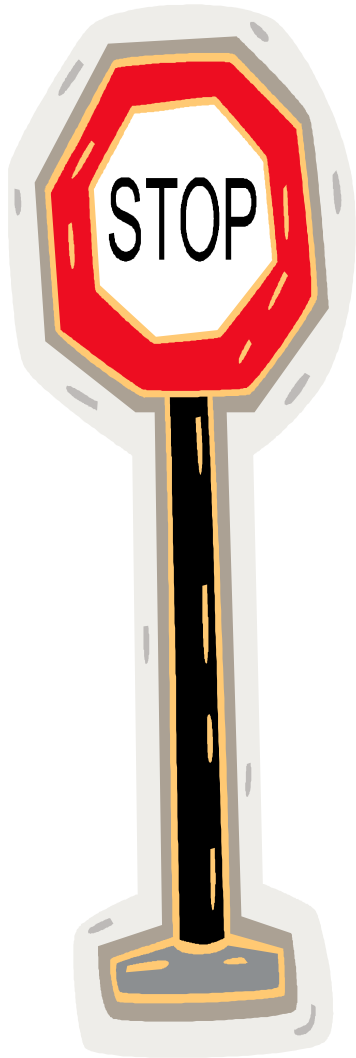




# Creating an Outline Structure in RAS



# Creating an Outline Structure in RAS



**NEVER** insert an un-numbered paragraph and type in your own numbering!

**ALWAYS** let RAS create and control the outline lettering and numbering.

# Creating an Outline Structure in RAS

When creating an outline structure in RAS, use one of the following two options to proceed:

- 1) Use **[Ctrl-Enter]** to add levels and then **Promote** and/or **Demote** the levels to create the desired outline structure.

4729-5-05      This is a test!

(A) {Enter paragraph text here}  
(B) {Enter paragraph text here} (Demote once.)  
(C) {Enter paragraph text here} (Demote once.)  
(D) {Enter paragraph text here} (Demote twice.)  
(E) {Enter paragraph text here} (Becomes (B) due to demotes)  
(F) {Enter paragraph text here} (Demote once.)  
(G) {Enter paragraph text here} (Demote twice.)  
(H) {Enter paragraph text here} (Demote twice.)

4729-5-05      This is a test.

(A) {Enter paragraph text here}  
→ (1) {Enter paragraph text here}  
→ (2) {Enter paragraph text here}  
→ (a) {Enter paragraph text here}  
→ (B) {Enter paragraph text here}  
→ (1) {Enter paragraph text here}  
→ (a) {Enter paragraph text here}  
→ (b) {Enter paragraph text here}

The **Promote** feature in RAS is the opposite of **Demote**, in that a user can move a level up from its current location.

4729-5-05      This is a test!

(A) {Enter paragraph text here}  
    (1) {Enter paragraph text here}  
    (2) {Enter paragraph text here}  
        (a) {Enter paragraph text here} (Highlight (a), Promote)  
(B) {Enter paragraph text here}  
    (1) {Enter paragraph text here} (Highlight (1), Promote)  
        (a) {Enter paragraph text here}  
        (b) {Enter paragraph text here}

(A) {Enter paragraph text here}

(1) {Enter paragraph text here}  
(2) {Enter paragraph text here}  
→ (3) {Enter paragraph text here}  
(B) {Enter paragraph text here}  
→ (C) {Enter paragraph text here}  
→ (1) {Enter paragraph text here}  
→ (2) {Enter paragraph text here}

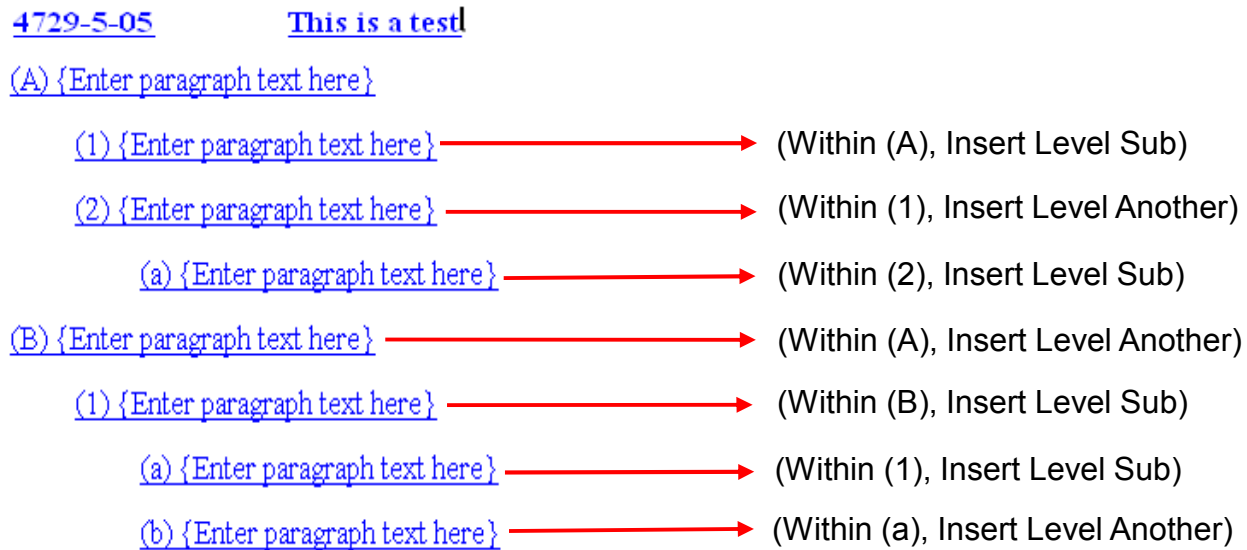
# Creating an Outline Structure in RAS

## Guidelines for using Promote and Demote:

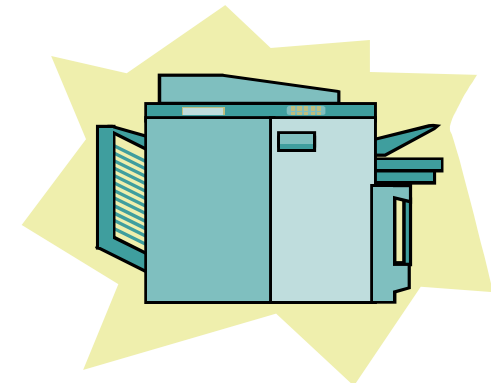
- ◆ Promote/Demote arrows in the toolbar are accessible (active) only when a promote or demote is allowed *AND*...
- ◆ When the level to be promoted or demoted is selected.
- ◆ Both New levels and Existing levels can be promoted or demoted.
- ◆ RAS automatically re-numbers the rule in response to a promote or demote.
- ◆ When a level is promoted or demoted, the sub-levels and paragraphs that are part of that level will move with the promote or demote.
- ◆ If, through a series of promotes and demotes, the intent of the rule is changed, contact LSC before proceeding. In other words, just because RAS allows text to be moved, that does not mean that it is the right thing to do.

# Creating an Outline Structure in RAS

- 2) Use the **Insert, Level** functionality to create the desired outline structure.



Once an outline structure has been created, the user can begin inserting text. This can be accomplished by 1) typing the information directly into the rule document **OR** 2) copying and pasting the information from a file created previously.



# Copying and Pasting Text into a RAS Document

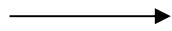


# Copying and Pasting Text

## Important Reminders!

1. The Rule Outline Structure should be entered first if copying and pasting text level by level or paragraph by paragraph, *otherwise...*
2. Pasting a large section/group of text all at once and then splitting the new text into various levels and/or paragraphs as applicable might be easier. (The 'Split New Text' feature will be discussed beginning on slide 130.)
3. Paragraphs can be copied and pasted into a RAS document; however levels (the outline structure) cannot.

**No!**



4729-5-25 Dispensing of drugs and compounding of prescriptions.

- (A) Only a pharmacist or “pharmacy” intern under the personal supervision of a pharmacist is permitted to engage in dispensing and compounding.
- (B) A person, not a pharmacist or intern under the personal supervision of a pharmacist, may assist a pharmacist in the compounding of prescriptions and dispensing of drugs in accordance with section 4729.01 of the Revised Code and according to the following requirements:
  - (1) May not engage in any procedure requiring professional judgment. The pharmacist is responsible for the drug dispensed.
  - (2) The system of drug distribution must provide exact control and assign immediate responsibility only to a pharmacist accountable at every point in the system between receipt of the order for a drug and final delivery for administration or use by the patient.
  - (3) May not engage in any procedure contrary to the intent of the statutes and rules regulating the dispensing of drugs and compounding of prescriptions.

## Copying and Pasting Text

### Important Reminders!

4. Copy and paste one paragraph at a time.
5. When text is pasted into RAS be sure to review the results and remove any unwanted characters.

¶  
(B) → A person, not a pharmacist or intern under the personal supervision of a pharmacist, may assist a pharmacist in the compounding of prescriptions and dispensing of drugs in accordance with section 4729.01 of the Revised Code and according to the following requirements: ¶

(A) (A) A person, not a pharmacist or intern under the personal supervision of a pharmacist, may assist a pharmacist in the compounding of prescriptions and dispensing of drugs in accordance with section 4729.01 of the Revised Code and according to the following requirements:

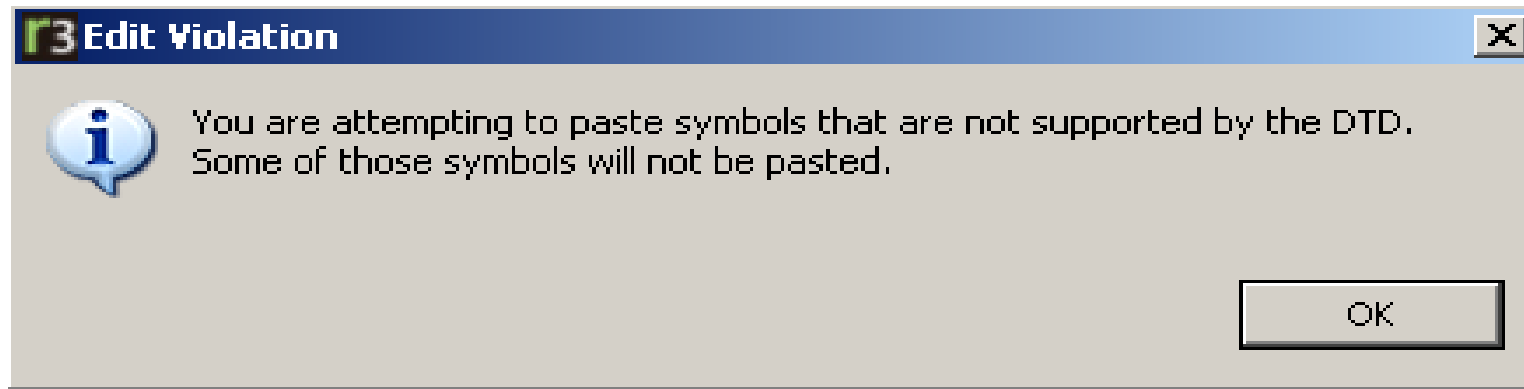
**NOTE:** In this example selecting the paragraph mark at the end of the text is what causes the **(A)** to be pasted in the RAS document.



## Copying and Pasting Text

### Important Reminders!

6. Be aware of copying auto format features such as copyright © or degree ° symbols. These types of features may cause problems when attempting to paste them into a RAS document, saving the file as an XML document, or uploading the file to the ERF Website. **Upon viewing the document at the ERF Website be sure to carefully inspect the document to ensure it converts properly.**



## Copying and Pasting Text

**NOTE:** Currently, RAS does not support the pasting of tables into a RAS document. While blank tables and even table titles can easily be incorporated into a RAS document, the information contained within the table will need to be manually entered or pasted cell by cell.

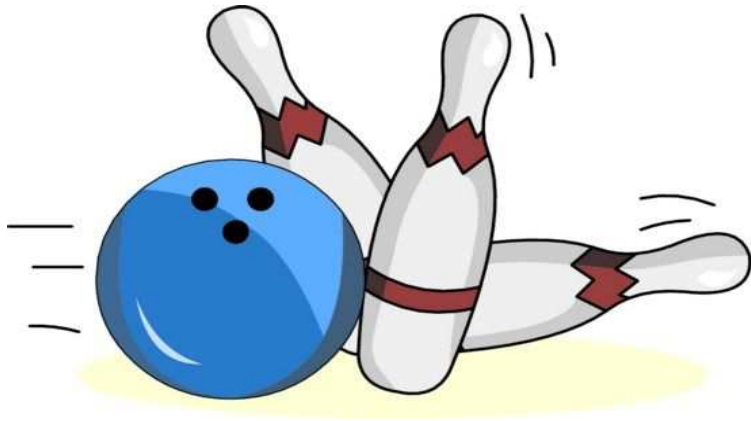


A future enhancement will enable users to copy and paste tables into RAS.

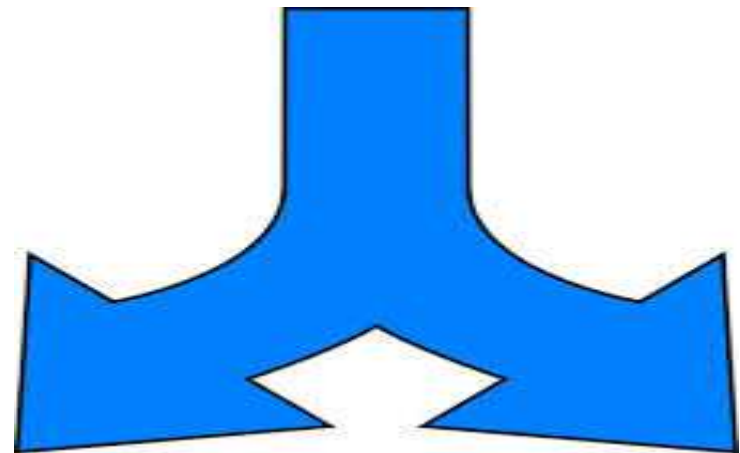
# EXERCISE 5

## Copying and Pasting Text, Using Promote and Demote Features





# Split New Text



# Split New Text

Splitting New Text is a feature that divides a paragraph of text by moving it below the current level to a new paragraph, level, or sub level. Whether text is typed into a rule document or pasted; it does not matter. Below is an example of new text entered for a rule:

(H) If prisoners are permitted to receive packages, the packages shall be thoroughly examined for contraband.

Incoming mail that presents no procedural problems will be processed and delivered within 24 hours of receipt, Monday through Friday, excluding legal holidays. Incoming mail will be opened, inspected, and may be read to ensure that it complies with this SOP, is not sexually explicit, does not violate the secure and orderly operation of the facility, and does not adversely affect the rehabilitative progress. If staff have a reasonable suspicion that a stamp, label, or sticker is being used to conceal contraband, such items may be removed before the mail is delivered.

(I) Each jail shall implement a written policy governing the withholding or reading of mail.


In order to split the new text into separate paragraphs, levels, or sub levels, place the cursor in the new text where the information is to be split. (The black line represents the blinking cursor placement.)

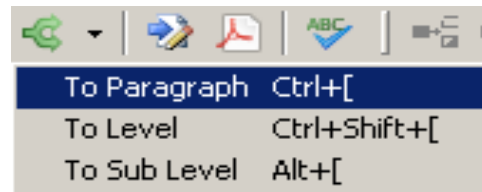
(H) If prisoners are permitted to receive packages, the packages shall be thoroughly examined for contraband.

Incoming mail that presents no procedural problems will be processed and delivered within 24 hours of receipt, Monday through Friday, excluding legal holidays. Incoming mail will be opened, inspected, and may be read to ensure that it complies with this SOP, is not sexually explicit, does not violate the secure and orderly operation of the facility, and does not adversely affect the rehabilitative progress. If staff have a reasonable suspicion that a stamp, label, or sticker is being used to conceal contraband, such items may be removed before the mail is delivered.

(I) Each jail shall implement a written policy governing the withholding or reading of mail.

## Split New Text

Select **Tools, Split, To Paragraph** OR click on the down arrow beside the **Split** icon on the toolbar  where the Split drop-down box will appear to select **To Paragraph**:



Here is the result:

(H) If prisoners are permitted to receive packages, the packages shall be thoroughly examined for contraband.

Incoming mail that presents no procedural problems will be processed and delivered within 24 hours of receipt, Monday through Friday, excluding legal holidays.

Incoming mail will be opened, inspected, and may be read to ensure that it complies with this SOP, is not sexually explicit, does not violate the secure and orderly operation of the facility, and does not adversely affect the rehabilitative progress. If staff have a reasonable suspicion that a stamp, label, or sticker is being used to conceal contraband, such items may be removed before the mail is delivered!

(I) Each jail shall implement a written policy governing the withholding or reading of mail.

Notice that the new text was split and a new paragraph now exists.

To split new text into a level, follow the same steps; except this time instead of selecting **To Paragraph**, select **To Level**.



## Split New Text

Again, the cursor is placed in the new text where the information is to be split. Select **Split, To Level** as mentioned previously.

(H) If prisoners are permitted to receive packages, the packages shall be thoroughly examined for contraband.

Incoming mail that presents no procedural problems will be processed and delivered within 24 hours of receipt, Monday through Friday, excluding legal holidays.

Incoming mail will be opened, inspected, and may be read to ensure that it complies with this SOP, is not sexually explicit, does not violate the secure and orderly operation of the facility, and does not adversely affect the rehabilitative progress. **I** If staff have a reasonable suspicion that a stamp, label, or sticker is being used to conceal contraband, such items may be removed before the mail is delivered.

(I) Each jail shall implement a written policy governing the withholding or reading of mail.

Here is the result:

(H) If prisoners are permitted to receive packages, the packages shall be thoroughly examined for contraband.

Incoming mail that presents no procedural problems will be processed and delivered within 24 hours of receipt, Monday through Friday, excluding legal holidays.

Incoming mail will be opened, inspected, and may be read to ensure that it complies with this SOP, is not sexually explicit, does not violate the secure and orderly operation of the facility, and does not adversely affect the rehabilitative progress.

**I** If staff have a reasonable suspicion that a stamp, label, or sticker is being used to conceal contraband, such items may be removed before the mail is delivered.

~~(I)~~ **J** Each jail shall implement a written policy governing the withholding or reading of mail.

Notice that a new level (I) was created from the split text and the existing level (I) was stricken and made level (J).

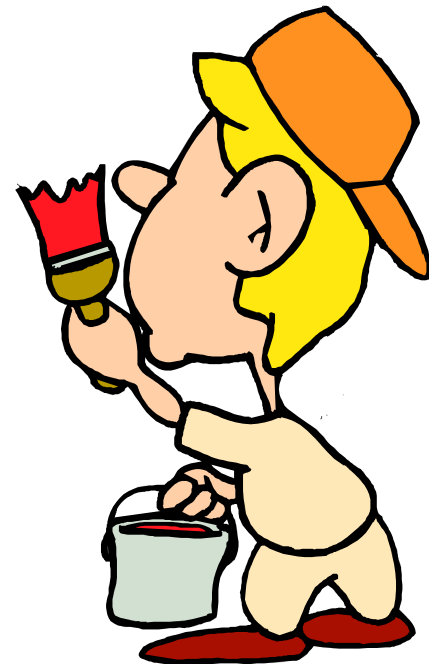
## Split New Text

Splitting new text gives the user a great deal of flexibility to move information within the rule document. With that flexibility comes some precautionary reminders for which users should be aware:

- ◆ RAS allows new text to be split even in the middle of a word or sentence. Make sure the cursor is in the correct location!
- ◆ Watch for extra characters, spaces, etc. to ensure that the document is correct.
- ◆ Be sure to fix punctuation.



# Working with ~~Words~~ Text





## What Type of Text is It?

Text Type	Color
New	<u>Blue font color and underlined.</u>
Existing	Regular font color.
Stricken	<del>Red font color and strikethrough.</del>
Entity (symbol)	Orange font color with <u>blue underline.</u>
Merge or Split	Gray font color represents where the text was removed from. <b>Bold font style represents where the text was moved to.</b>

# Selecting Text, a Paragraph, or a Level


Task	Process
Select a word(s)	Click and drag to highlight the word(s). <i>or</i> Double-click to select a word. (This action also selects the space following the word)
Select a paragraph or only the text in a level	Click and drag to highlight the paragraph. <b>NOTE: When working with paragraphs you can only select one paragraph at a time.</b>
Select a level	To select a level, click in the margin to the left of the level or click on the letter or number inside the parentheses of the level to be selected. Single click to select the level and any associated sublevels. <b>NOTE: When working with levels you can only select one level at a time.</b>

# Inserting New Text


Task	Process	Toolbar button (if available)
Insert a new word(s)	Place the insertion point where the new text is to display. Type the text.	
Insert a new paragraph	Select <b>Insert, Paragraph</b> <i>or</i> Press the <b>[Enter]</b> key.	
Insert a new level	Select <b>Insert, Level</b> and choose <b>Super</b> , <b>Another</b> or <b>Sub</b> from the fly-out menu.  Also, <b>[Ctrl-Enter]</b> has the same functionality as “Insert Level Another.”	 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <p>Super</p> <p>Another</p> <p>Sub</p> </div>

**!** When inserting a new paragraph or a new level, place the cursor in the paragraph or level that the new paragraph or level will follow. To insert an introductory paragraph in the rule, place the cursor in the tagline and hit **[Enter]**. **Intro** and **Outro** paragraphs can also be inserted by selecting one of those options from the **Right-Click Menu** discussed on slides 114 and 117.


# Editing and Removing New Text

Task	Process	Toolbar Button (if available)
Edit/Delete characters or words	<p>Use the <b>[Backspace]</b> or <b>[Delete]</b> keys.</p> <p><b>NOTE:</b> Use caution when pressing and holding down on the <b>[Backspace]</b> or <b>[Delete]</b> keys as this could cause new text to be removed and existing text to be stricken.</p>	
Delete a block of new text	<p>Highlight the text or place the insertion point anywhere in the new text. Select <b>Tools, Remove New Element</b>.</p>	
Delete a new paragraph	<p>Place the insertion point anywhere in the new paragraph. Select <b>Tools, Remove New Element</b>.</p>	
Delete a new level	<p>Select the level. Select <b>Tools, Remove New Element</b>.</p> <p><b>NOTE:</b> This action will also delete any associated sublevels.</p>	

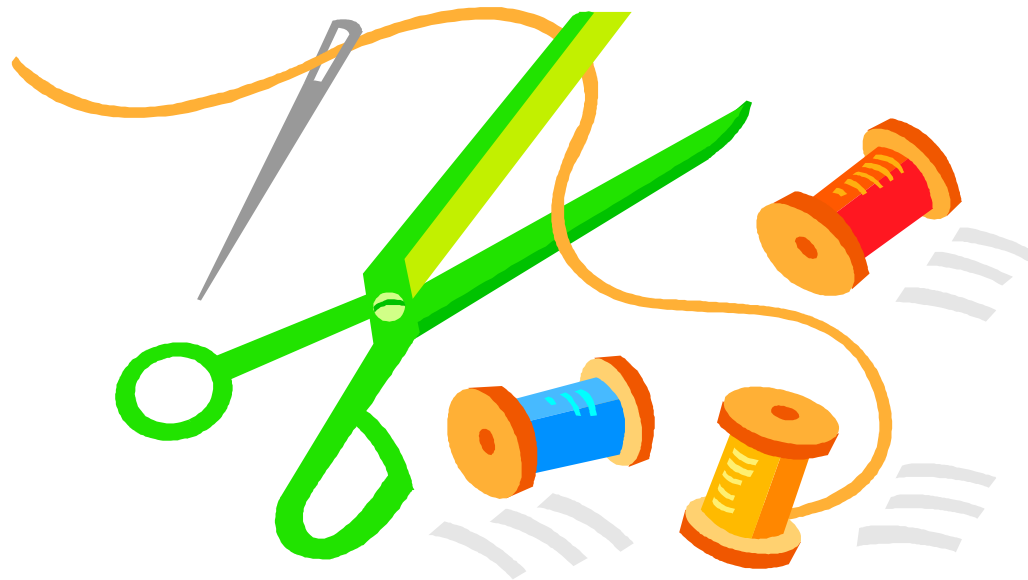
# Striking Existing Text

Task	Process	Toolbar button (if available)
Strike a word(s)	Highlight the text. Select <b>Tools, Strike.</b> <i>or</i> Press the <b>[DELETE]</b> key.	
Strike a paragraph	Click anywhere in the paragraph. Select <b>Tools, Strike.</b>	
Strike a level	Select the level you want to strike. Choose <b>Tools, Strike.</b> This action will also strike any associated sublevels.  To strike only the text in a level and not the level, click anywhere in the text and select <b>Tools, Strike.</b>	

# Reinstating Stricken Text

Task	Process	Toolbar button (if available)
Reinstate a word or words	Click in the stricken text. Select <b>Tools, Reinstate Strike or Move.</b>	
Reinstate a paragraph	Click in the stricken paragraph. Select <b>Tools, Reinstate Strike or Move.</b>	
Reinstate a single level (even if it has sublevels)	Click in the text of the stricken level you want to reinstate. Select <b>Tools, Reinstate Strike or Move.</b>	
Reinstate a level and associated sublevels	Select the level. Select <b>Tools, Reinstate Strike or Move.</b>	

# Amending a Rule





# Amending a Rule

## Important Reminders!

1. If you are unable to type new text following stricken text, it could be due to the location of your cursor. If the **Context Bar** displays “old” at the end, press the right arrow key on your keyboard until the word “old” no longer displays at the end of the Context Bar.

**Context Bar:**

```
/rule/rule_text/level1/para_first/old
```

2. RAS does not renumber internal cross-references if the referenced level has been renumbered due to inserting or striking levels.

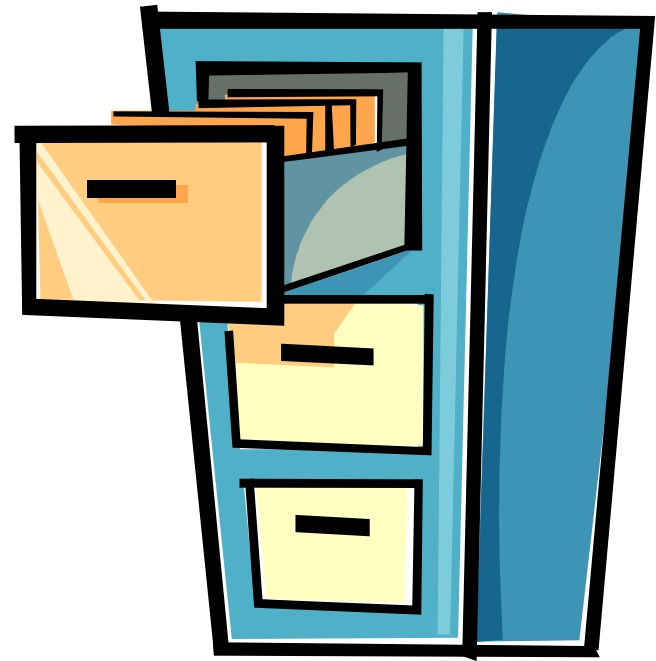
```
(C) Incoming correspondence shall not be withheld or read, except as provided in paragraph 45 of this rule.
```

# EXERCISE 6

## Amending a Rule



# File Management in RAS



## File Management in RAS

**Save Your Work**  
**Frequently!!!**



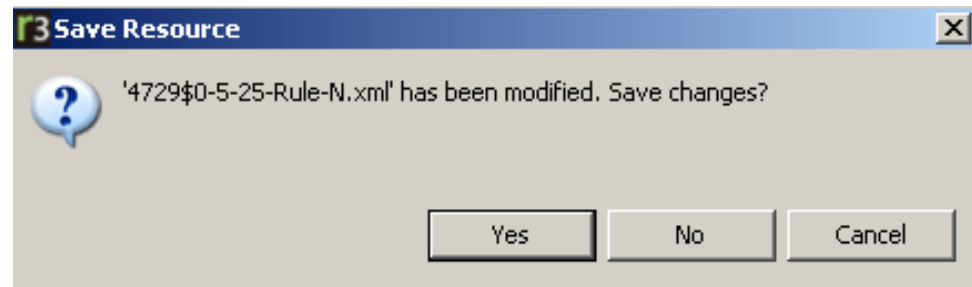
There is no auto-save feature in RAS, therefore if you are not saving your work, it is not being saved!!!

# File Management in RAS

## Saving Files

Be Aware of Prompts to Save Your Changes.

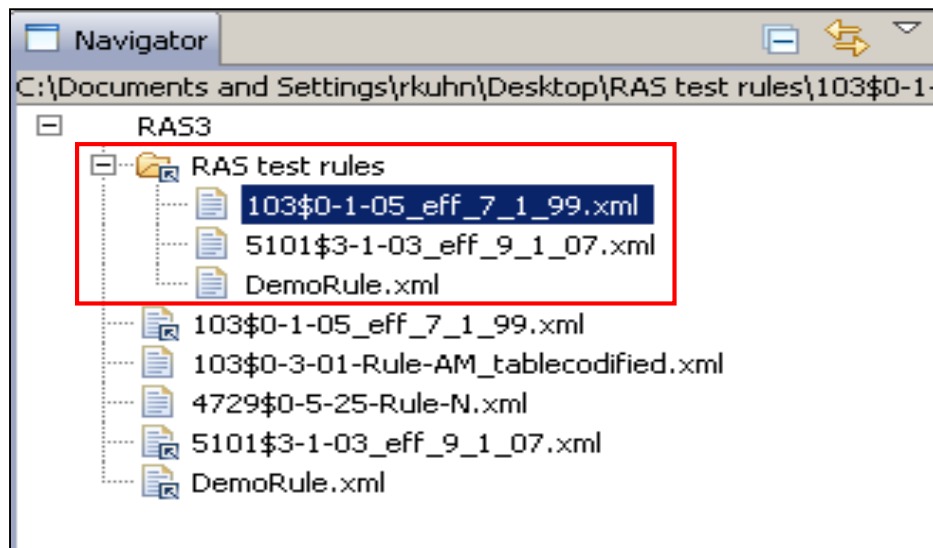
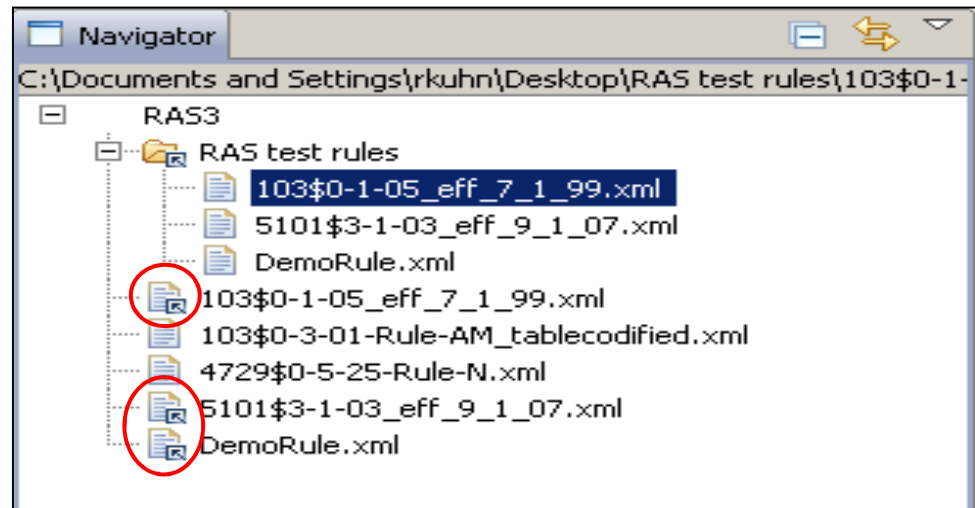
***When you close a document and changes have not been saved, RAS will notify you and provide the opportunity to save the changes.***



## File Management in RAS

# Save As and Linked Files

Using the “**Save As**” functionality in RAS creates a “linked file.” An arrow icon displays beside the rule in the Navigator Panel for each file that is linked. See examples:



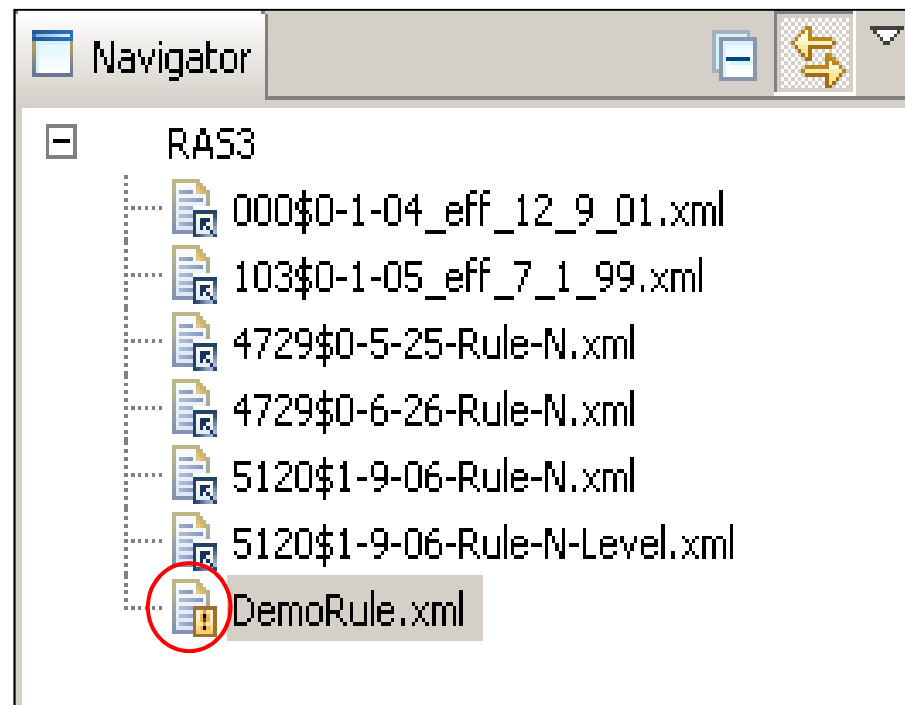
Notice the three files saved within the open folder. There is no visible indicator that those files are linked; however, the folder that they are in has an arrow icon indicating that it is linked. By default, files within a linked folder are linked files.

## File Management in RAS

### Broken Link

If the file that is linked to RAS is moved or deleted, a small yellow square with a black exclamation point appears next to the filename in the Navigator Pane.

See example:



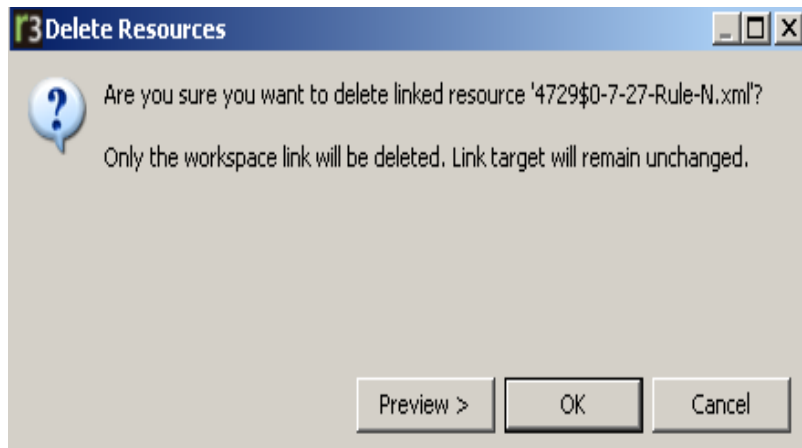
# File Management in RAS

## Broken Link Continued...

If this rule is opened, an error message appears in the **Edit Panel** advising the user to try opening the rule using **File, Open Rule**. If problems opening the rule continue, the user is advised to contact the ERF Help Desk.

You are attempting to open (4729\$0-07-07-Rule-N.xml) The error may be the result of a broken link, structurally invalid document or insufficient permissions. Try opening the rule using File --> Open rule. If you continue to experience problems opening the rule, please contact the ERF Help Desk at 614-387-2078.

The rule can be restored using **File, Open Rule** to open the rule from its new location if it had been moved; however, if the rule was deleted, the file **cannot** be restored. The user should delete the rule from the Navigator Panel so that it is no longer listed. Doing so will generate the message below.



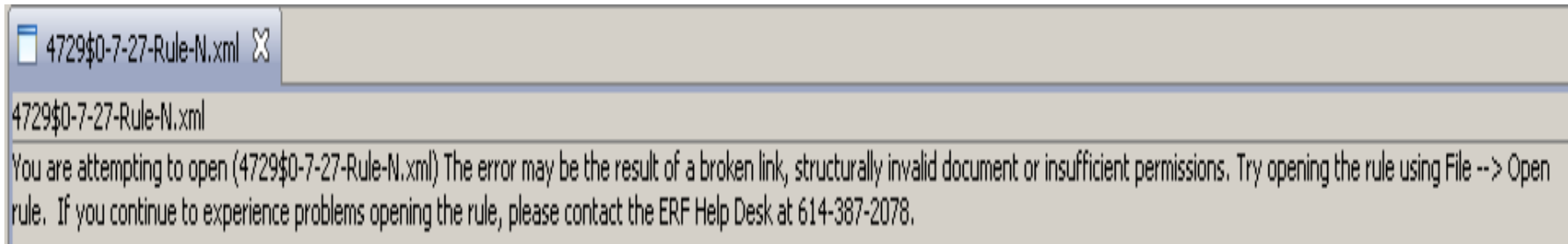
**NOTE:** This message will eventually be removed; however if you receive it, the scenario explained above is the reason why. Click **OK** to complete the deletion; **Cancel** to stop the deletion.



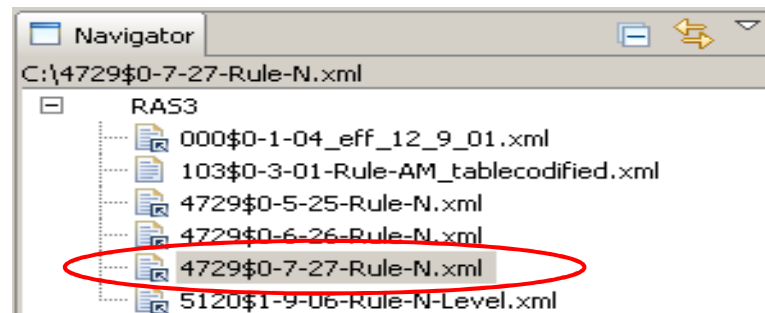
# File Management in RAS

## Broken Link Continued...

Another scenario...A file is opened in RAS and then RAS is closed with the file still open. The file is then moved; breaking the link in RAS. When RAS is re-opened, the following message will immediately appear at the top of the Edit Panel:



The user can restore the link using **File, Open Rule** to open the rule from its new location. This action restores the link to RAS and the rule file opens in the Edit Panel. The Navigator Panel also reflects that the rule file is linked again.



# File Management in RAS

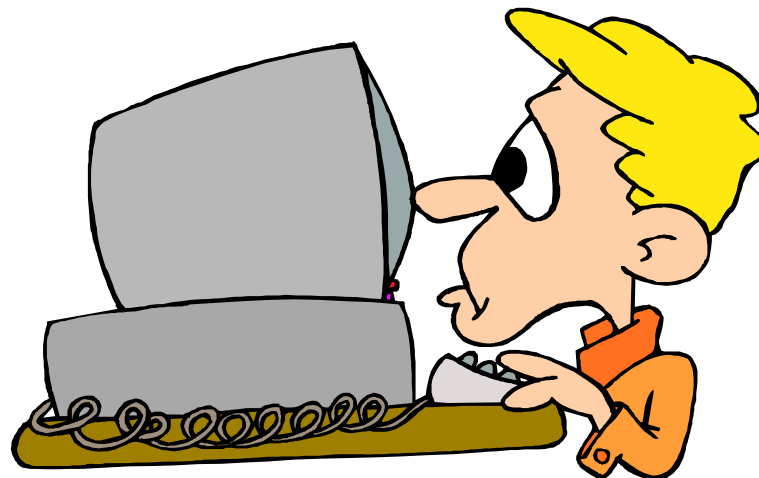
## File Formats

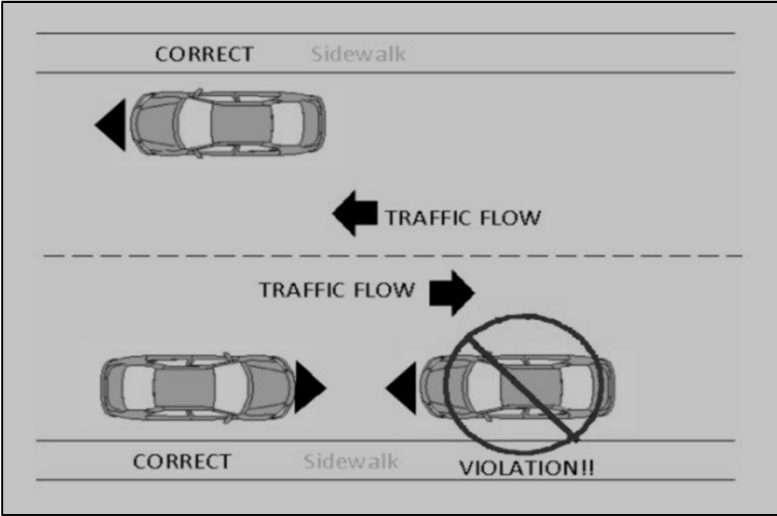
**xml** – A rule body that does not contain graphics is saved as an xml file.  
(Slide 10 has additional information.)

**zip** – A rule body that contains graphics is saved as a zip file.

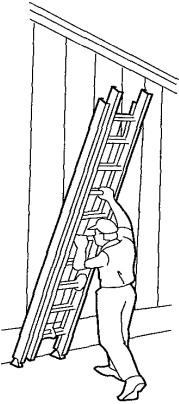
**rtf** – A rule body can be exported from RAS as an rtf file and can then be opened in Microsoft Word. The rtf can be printed and/or saved.

**pdf (preview)** – A rule can be rendered as a pdf exactly as it will be rendered by the ERF System when it is filed. The pdf file can be printed and/or saved.

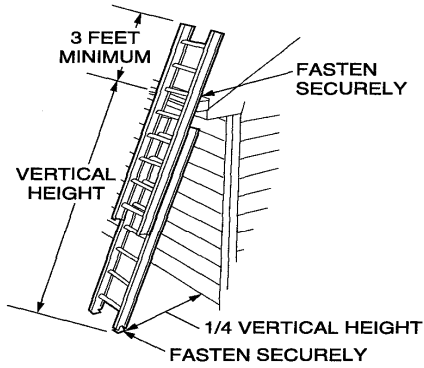




# Inserting Graphics



**RAISING**



**POSITIONING**

103F09.EPS

Figure 9. Raising And Positioning An Extension Ladder

# Inserting Graphics

In rare cases, a rule will need to include a graphic (also known as figures, pictures, or images).

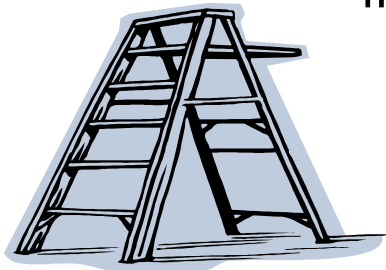
Graphics should be used only when necessary and must be one of the following two file formats:

**.gif** = Graphics Interchange Format

**.jpg** = Joint Photographic Experts Group

**DO NOT** use portable network graphics (.png) or bitmap (.bmp) formats as these format types are too large.

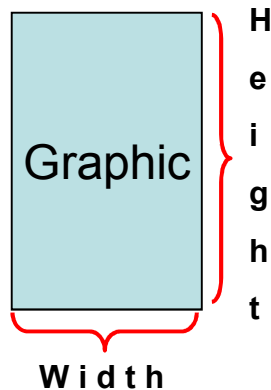
You also cannot use WINZIP or other software to create a rule ZIP file – only RAS. The **Electronic Rule Filing (ERF) Website** will only accept ZIP files created in RAS.



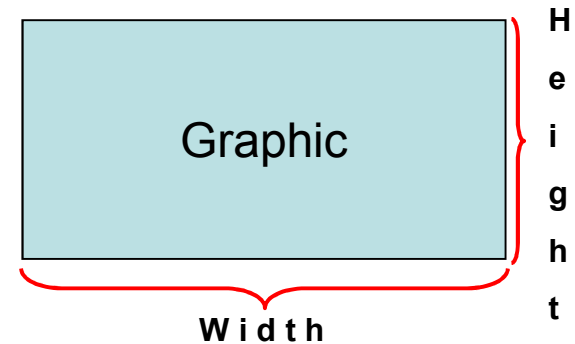
## Inserting Graphics

In RAS, the width of the graphic must be greater than the height **AND** the height of the graphic cannot exceed 600 pixels.

**Bad...** Graphic Width less than Height



**Good!** Graphic Width more than Height



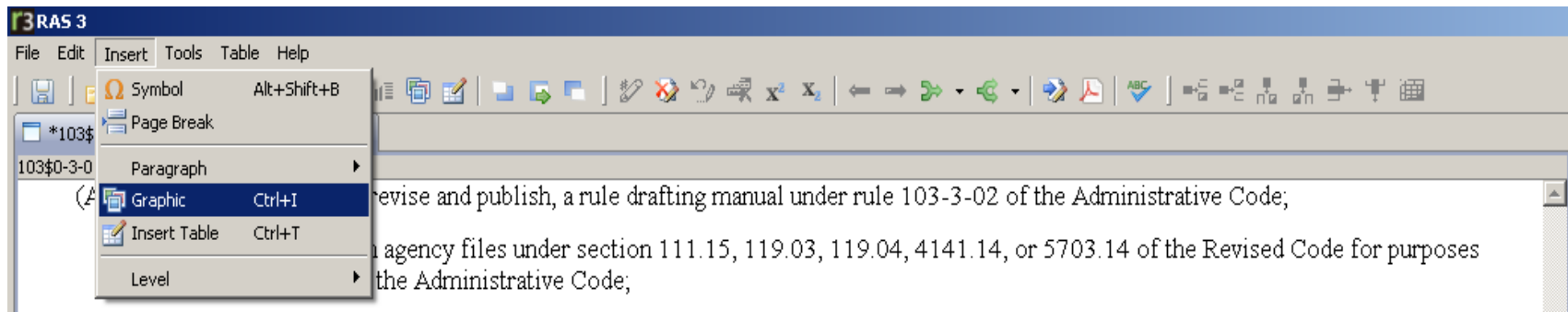
**NOTE:** When rules with graphics are saved in RAS, they are **saved in ZIP format**. If either size requirement is not met you will **not** be able to upload the .zip file to the ERF Website and the message below will appear.



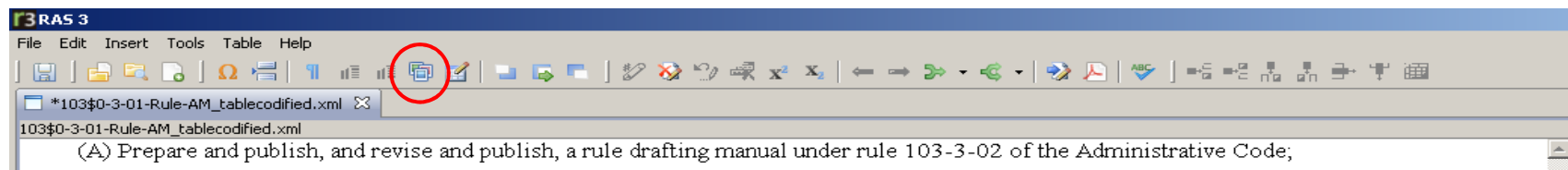
# Inserting Graphics

To insert a graphic into a rule body, the user must:

- 1) Open or create the rule document that will contain the graphic.
- 2) Determine where in the rule the graphic needs to be inserted.
- 3) Click the cursor in the text above that location as the graphic will be inserted in the next logical position beneath the location of the cursor.
- 4) Select **Insert, Graphic** *OR*

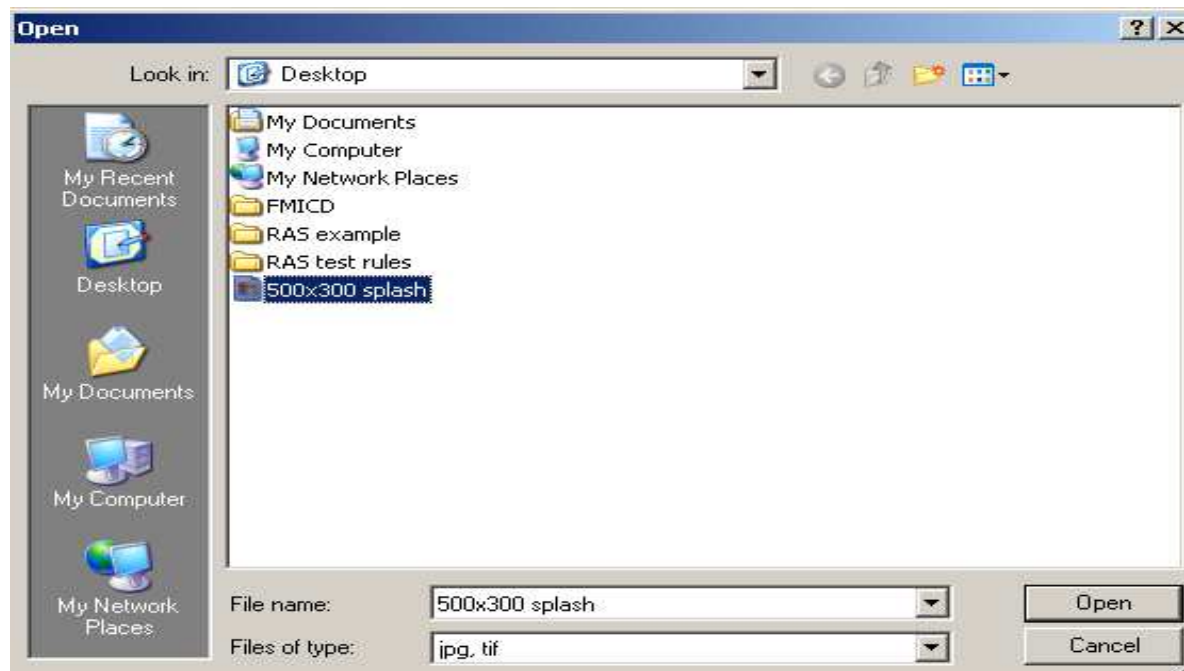


click on the **Insert Graphic** icon from the toolbar.



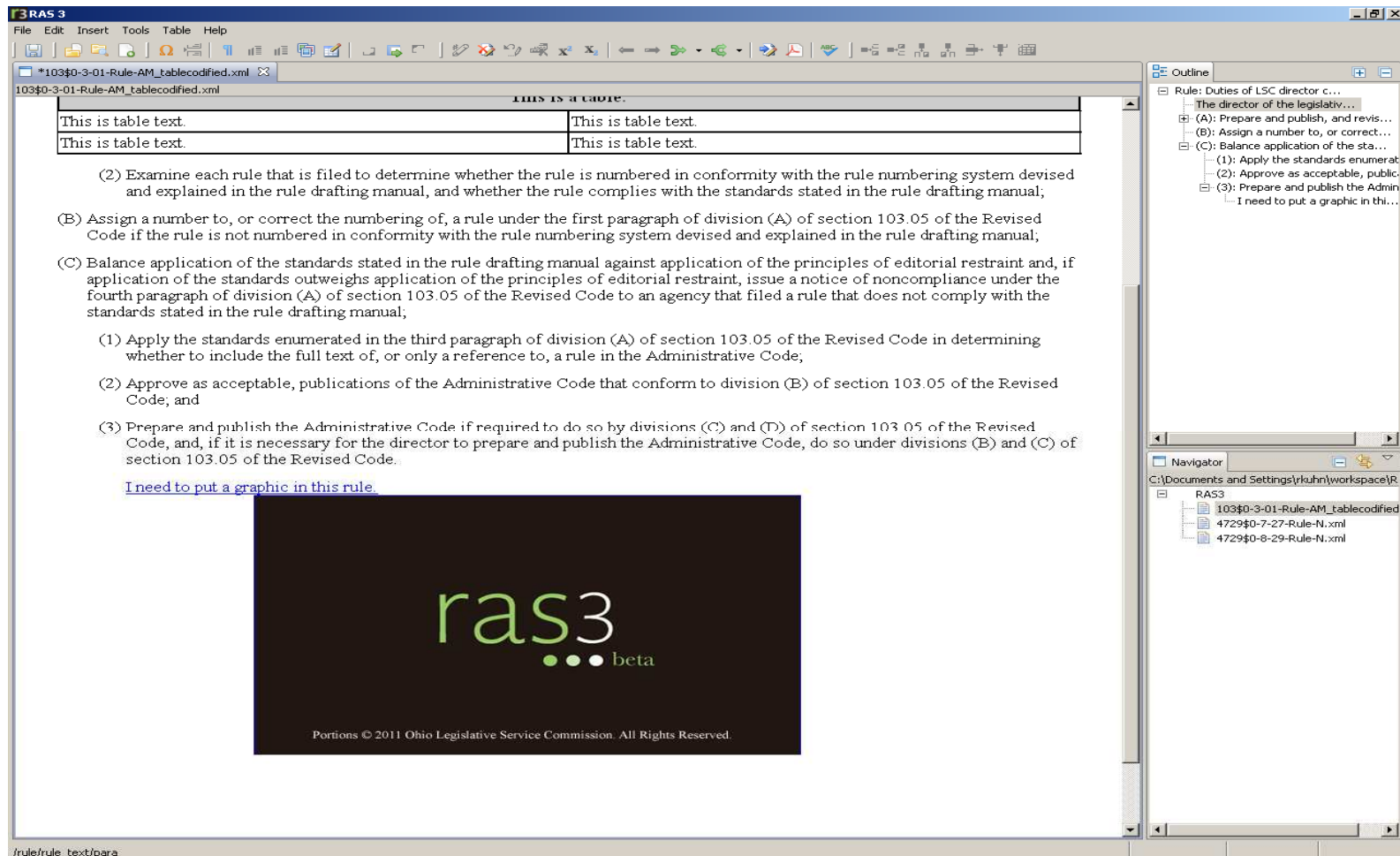
## Inserting Graphics

- 5) The “**Open**” dialog box will appear so that the graphic file can be located. Find the desired file and **select** the graphic to be inserted into the rule document. (Remember, the file must be a .jpg or .gif.)
- 6) Click **Open** or **Double-click** the graphic file.



# Inserting Graphics

The graphic will be inserted in the next logical position beneath the location of the cursor and it will be center-aligned within the rule document. **Neither the alignment nor the spacing can be changed.**

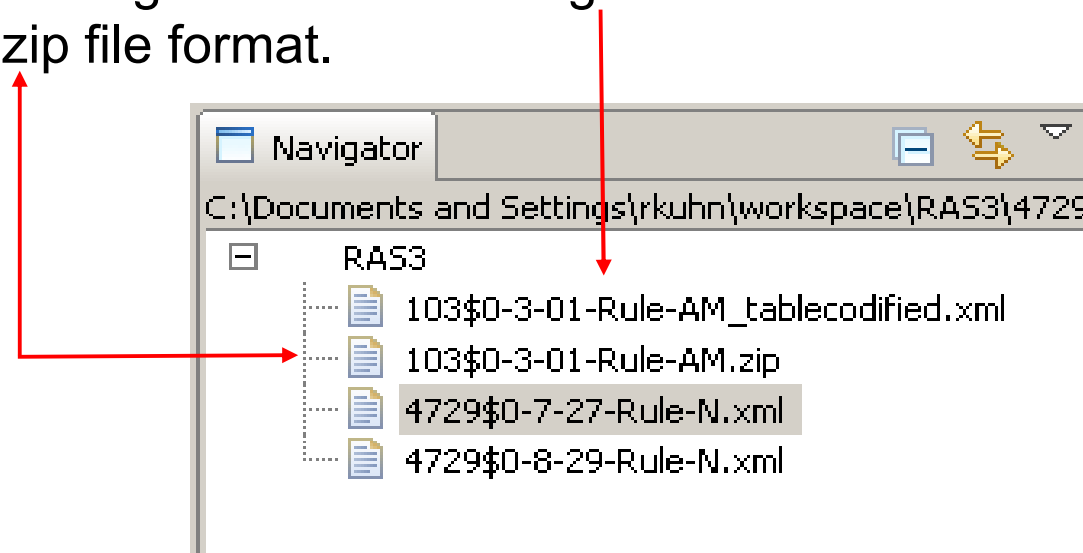




## Saving Inserted Graphics

As mentioned previously, when a rule containing a graphic is saved in RAS, the file is saved in ZIP format. Whether a user saves the rule document by selecting **File, Save As** or clicks on the **Save** icon on the toolbar, as soon as the **SAVE** action is taken, the .zip file is created.

Notice in the Navigator Panel the original .xml file format exists, as well as the new .zip file format.



The rule is now saved as a ZIP file type and also as an XML file type but only the .zip file contains the graphic.

## Editing or Re-opening a Rule with Graphics

If changes need to be made to the rule document after a graphic has been inserted, ALWAYS open and edit the .zip file version of the rule; not the .xml version. **Double-click** on the .zip file version of the rule from the Navigator Panel and modify the rule document as needed.


(When the rule opens, check for the graphic. If it is not visible, make sure the .zip version of the rule was selected. If the .zip file is open, contact the ERF Help Desk.)



**Save changes periodically!**

## Removing or Striking a New Graphic from a Rule


To **REMOVE** a “new” graphic (bordered by a blue box):

- Click in the center of the graphic you want to remove. A dotted orange box appears around the graphic.
- Press the **[Delete]** key or click on the **Remove New Element** icon  on the toolbar.
- The graphic will disappear.

If all new graphics are removed from a rule, when the rule is saved it will not be saved as a .zip file. It will instead be saved as an .xml file. Any text edits made before removing the graphic(s) will be saved in the .xml file.

# Removing or Striking an Existing Graphic from an Existing Rule

To **STRIKE** an existing graphic in an existing rule:

- Click in the center of the graphic you want to strike.
- Press the **[Delete]** key or click on the **Strike** icon  on the toolbar.
- A dotted orange box will appear around the graphic and a red “X” will appear through the center of the graphic. See example below:





## In this class you learned...

- Key terms and concepts.
- RAS basic skills for creating new rules and amending rules, saving RAS documents, and working with text and levels.
- The process of requesting and downloading rules from the Rule Filers Website.



# What are the next steps?



- Load the RAS3 Software.**
  
- Attend an ERF Website course!**



**For any questions about RAS or  
Electronic Rule Filing,  
call the**

**ERF Help Desk**

**614-387-2078**

Monday – Friday  
8:00 am – 5:00 pm

Email: [erfhelppdesk@lsc.state.oh.us](mailto:erfhelppdesk@lsc.state.oh.us)

# Appendix A

## RAS Keyboard Shortcuts





# RAS Keyboard Shortcuts

**Enter key** Pressing the **[ENTER]** key in a RAS document will insert a paragraph (except from the tagline).

**Delete key** The **[DELETE]** key will strike highlighted amended text, remove new elements (i.e. graphics, page breaks, follow on paragraphs, etc.), and remove new levels. In addition, pressing the **[DELETE]** key will remove single characters of new text.

**[Ctrl-Enter]** – Pressing the **[CTRL]** and **[ENTER]** keys at the same time will insert a new level at the same rank relative to the current cursor location.

## List of General Key Options for RAS

Close	Ctrl + W	Refresh	F5
Close All	Ctrl + Shift + W	Reinstate Strike or Move	Shift + Alt + Y
Copy	Ctrl + C	Remove New Element	Ctrl + Shift + 3
Cut	Ctrl + X	Save	Ctrl + S
Demote	Shift + Alt + O	Select All	Ctrl + A
Edit Rule Number	Shift + Alt + E	Split to Level	Ctrl + Shift + [
Find and Replace	Ctrl + F	Split to Paragraph	Ctrl + [
Merge to Existing	Ctrl + J	Split to Sublevel	Alt + [
Merge to New	Ctrl + Shift + ]	Strike	Shift + Alt + K
PDF Preview	Ctrl + Shift + M	Transform to New	Ctrl + 8
Paste	Ctrl + V	Undo	Ctrl + Z
Promote	Shift + Alt + P		
Redo	Ctrl + Y		

# RAS Keyboard Shortcuts

## List of Insert Key Options for RAS

---

Graphic	Ctrl + I
Level – Another	Ctrl + Enter
Level – Sub Level	Ctrl + Shift + Down
Level – Super Level	Ctrl + Shift + Up
Paragraph	Enter
Symbol	Shift + Alt + B
Table	Ctrl + T

## List of Table Key Options for RAS

---

Delete Column	Ctrl + Shift + 4
Delete Row	Ctrl + 4
Insert Column to Left	Ctrl + 2
Insert Column to Right	Ctrl + Shift + 2
Insert Row Above	Ctrl + 1 (the number 1)
Insert Row Below	Ctrl + Shift + 1 (number)
Insert Table	Ctrl + T
Move to Next Table Cell	Tab
Move to Previous Table Cell	Shift + Tab
Split Cells	Ctrl + 6