RAS3 TRAINING EXERCISE
Please contact the ERF Help Desk with questions.
614-387-2078 • erfhelpdesk@lsc.state.oh.us

The purpose of this RAS3 Training Exercise is to provide an overview of the new and modified functionality included in the new version of RAS. Prior to starting the exercise, you should review the RAS3 Training Manual to become familiar with the new software. Each step of the exercise includes a reference to the appropriate slide in the RAS3 Training Manual to assist in completion of the exercise.

Before beginning the exercise, please ensure that RAS3 has been properly installed. We recommend seeking the assistance of a System Administrator or IT Professional in your office to accomplish this task. We also recommend that you not immediately uninstall RAS 2.0. If you encounter a problem using RAS3, the rule can be opened in RAS 2.0 and editing can continue.

It is our hope that completing this exercise and reviewing the RAS3 Training Manual will be enough to familiarize current RAS 2.0 users with the new version of RAS. If, after completing the exercise and reading the RAS3 Training Manual, you feel as though you need additional guidance, please contact the ERF Help Desk to sign up for a RAS3 Overview/Q&A session.

If you have any questions about RAS3 or need to report an issue, please contact the ERF Help Desk at 614-387-2078 or erfhelpdesk@lsc.state.oh.us (when emailing, please include RAS3 in the subject line).

-LSC Rules Unit

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1. Open existing rule number 103-3-01 (filename 103$0-3-01-Rule-AM_tablecodified). (Slides 27–37, Getting Started)

Make the following edits to the rule:

2. Strike ", and revise and publish," in paragraph (A). (Slide 82, Striking Existing Text)

3. Insert " 119.032," into paragraph (A)(1), between 119.03 and 119.04. (Slide 78, Inserting New Text)

4. Select and strike the table following paragraph (A)(1). (Slides 68-69, Table Menu Commands – Select Table and Select Table Example)

5. Strike "complies" and replace it with "is in compliance" in paragraph (A)(2). (Slides 48 – 50, Edit Menu and Find and Replace)

6. Insert a 2x2 table with a Table Title after paragraph (A)(2) – enter text in this table that matches the text of the table you struck above. (Slide 51, Insert Menu – Insert Table; Slide 68, Table Menu; and Slide 48, Edit Menu – Copy, Paste)

7. Insert a new paragraph after paragraph (A)(2) that reads "This is a new paragraph that is being inserted above the new table." (Slides 55 – 56, Insert Menu, Paragraph Menu; Slide 78, Insert New Paragraph)

8. Insert a new level between (B) and (C). Enter the text "This is a new paragraph." (Slides 57 – 59, Insert, Level Menu; Slide 78, Inserting New Text)

9. Insert two sublevels in the new paragraph (C). Enter the text "This is a new paragraph." for each sublevel. (Slides 57 – 59, Insert, Level Menu; Slide 78, Inserting New Text)

10. Strike level (B). (Slide 82, Striking Existing Text - Strike a Paragraph)

11. Put the cursor in paragraph (C) – insert one paragraph above the sublevels and one paragraph below the sublevels. (Slides 55 – 56, Insert, Paragraph Menu; Slide 78, Inserting New Text – Insert New Paragraph)

12. With the cursor still in paragraph (C), use ctrl-enter five times to insert five new levels. (Slide 78, Inserting New Text – Insert a New Level)

13. Select level (E) and demote it. (Slide 61, Tools Menu; Slides 120 – 122, Creating an Outline Structure in RAS)

14. Select level (E) again and demote it twice. (Slide 61, Tools Menu; Slides 120 – 122, Creating an Outline Structure in RAS)

15. Select level (D)(1)(a) and promote it. (Slide 61, Tools Menu; Slides 120 – 122, Creating an Outline Structure in RAS)

16. Insert an outro paragraph. Enter the text "This is an outro prgrph." (***note the intentional misspelling***) (Slide 73, Right-Click Menu in Edit Panel; Slide 80, Insert Outro Paragraph)

17. Run spell check. Add "LSC", Ignore once "outro", and replace "prgrph" with "paragraph." (Slide 61, Tools Menu – Spell Checker; Slides 64 – 65, Spell Checker)

18. Use find and replace to find all instances of the word "rule" and replace them with the word "rules" – there should be 17 matches. (Slides 48 – 50 Edit Menu – Find and Replace)

19. Remove the table title from the new table added in step 6. (Slide 68, Table Menu – Remove Table Title)

20. Copy some text from another document and paste it into level (F). Use the split new text function to split the pasted text into two sublevels. (Slides 129 – 131, Copying and Pasting Text into a RAS Document; Slides 124 – 127, Splitting New Text; Slide 133, Splitting New Pasted Text)

21. Preview the rule so that you can see what it will look like when rendered by the ERF System. (Slides 139 – 141, PDF Preview)

22. Use transform to new to create a new rule. (Slide 61, Tools Menu; Slides 62 – 63, Transform to New; Slide 108, Miscellaneous – Transform to New)

23. Edit the rule number to be 103-45-06. (Slide 60, Tools Menu; Slides 117 – 118, Edit Rule Number)

The following two pages represent a similar version of what your rule document should look like at the completion of this exercise.

103-45-06   **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 a rules drafting manual under rules 103-3-02 of the Administrative Code;

(1) Accept a rules that an agency files under section 111.15, 119.03, 119.032, 119.04, 4141.14, or 5703.14 of the Revised Code for purposes of codification into the Administrative Code;

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

This is a new paragraph that is being inserted above the new table.

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

(B) This is a new paragraph.

(1) This is a new paragraph.

(2) This is a new paragraph.

(C) Balance application of the standards stated in the rules 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 rules that does not comply with the standards stated in the rules drafting manual;

{Enter paragraph text here}

(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 rules 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.

{Enter paragraph text here}

(D) {Enter paragraph text here}

(1) {Enter paragraph text here}

(2) {Enter paragraph text here}

(E) {Enter paragraph text here}

(F) SB2 was signed on March 4, 2011; eliminating the existing small business administrative rule review process and establishing a new process to evaluate whether administrative rules proposed by state agencies have an adverse impact on businesses and, if so, to reduce or eliminate that impact. The new business impact review procedure applies to the original filing and any revised or refiled filing of a rule.

(1) JCARR must reject a proposed rule if it is determined that the rule might have an adverse impact on businesses and that the Business Impact Analysis does not accompany the rule or if the analysis is not adequately prepared. When a proposed rule is rejected, it is as if the filing had not been made.

(2) The Act also requires certain documents created by the Common Sense Initiative Office to be published in the Register of Ohio.

This is an outro paragraph.