



Code of Colorado Regulations Rules Styling Manual

**Colorado Secretary of State
Administrative Rules Program**

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Introduction

The Secretary of State publishes the official version of all state administrative rules in the Code of Colorado Regulations (CCR) as required by the State Administrative Procedure Act, 24-4-103 C.R.S. et seq. New rules and amendments to existing rules are published in the Colorado Register and then later incorporated into the CCR. The official version of both publications is the online version found on the Secretary of State's website. An unofficial version is published in print by LexisNexis.

All aspects of rule filing are now electronic and executed online using the Secretary of State's eFiling system. Agencies use eFiling to file notices of proposed rulemaking and adopted rules with the Secretary of State. The Attorney General's office issues rule opinions through the eFiling system and the Office of Legislative Legal Services receives rule filings through their customized eFiling interface.

eFiling allows existing CCR sections to be downloaded as Microsoft Word 97-2003 .doc files. These files are already in the format required by the Secretary of State and can be used to create new rulemaking documents to be filed online. The CCR Template should be downloaded to use in creating new rules documents as it contains the "styles" necessary to give rules documents a uniform look when published online. Styles are a set of formatting characteristics such as font, indentation, and line spacing that can be quickly applied to text to change the appearance. When the Secretary of State's Administrative Rules Staff updates the CCR, the Word styles allow your rules to display properly online. That's why it is important to apply the appropriate CCR styles to all text in rules documents.

By using documents downloaded from eFiling, you will primarily be working with documents that are already formatted correctly. With little effort, you will be able to maintain the styles and style new text as you make changes to your rules. When creating a new rule, contact the Administrative Rules Program for assistance in selecting a new CCR number. Re-using a CCR number from a repealed rule is discouraged, as it could result in difficulty for users who are searching for the repealed rule's history.

Guidelines and Tips

Below are some guidelines and tips to help you create documents and apply styles using the template:

- Call the Administrative Rules staff if you need help creating documents or with eFiling.
- Documents downloaded from the electronic CCR will already be “styled”. When you add new text to these documents, only the new text will need to be styled.
- Use only the CCR-specific styles. After installing the CCR Template, you may see additional styles in the drop-down list of styles, styles that Word has automatically generated. Those additional styles do not affect the documents you create, but remember, use only the CCR specific styles.
- The standard font to use for rules documents is Arial size 10.
- To view examples of what the text looks like when the various styles are applied, see the *Examples of Styles in the CCR Template*, found at the end of this manual.
- When you copy and paste text from an existing document, you can avoid introducing additional styles by selecting “Paste Special” from the “Edit” menu, and then select “Unformatted Text”, but this option will also remove bold, italics and underlining.
- No matter what “Title” level (heading level) the text of the rule falls under, whether the text is under a Title 1 or a Title 4, always start the text of the rule using either the ‘par1’ or ‘upar1’ style depending on whether it is a numbered or an unnumbered paragraph.
- You can review your Title structure by clicking “View” at the top of the document, then selecting the check box for “Navigation Pane”.
- If you want the tables in your document to be searchable, create simple tables that can appear within the rule text.

Dos and Don'ts

Please pay particular attention to the following:

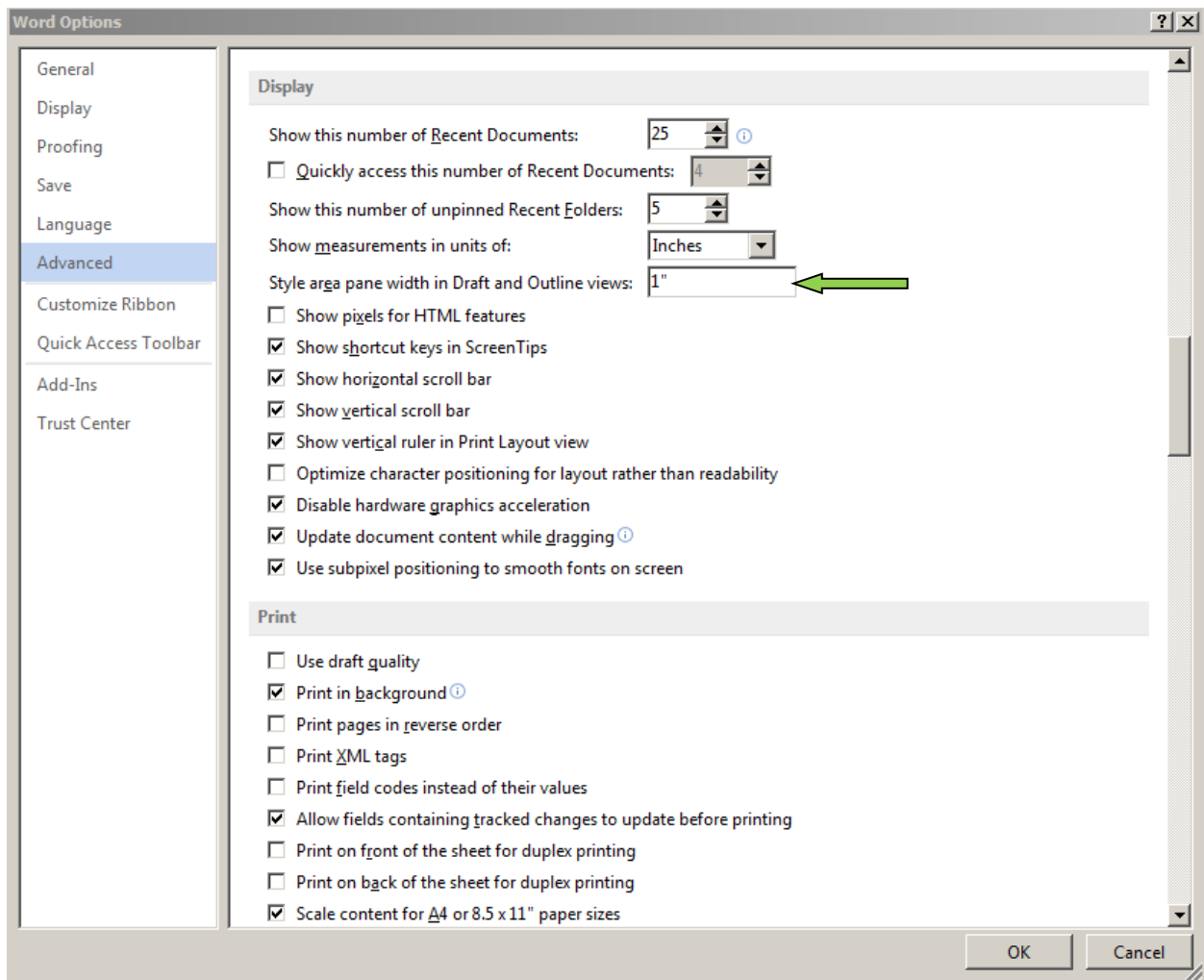
- Adopted rules files must be saved in either “.rtf” or “.doc” format; however, other rulemaking documents may be saved as .rtf, .doc or .pdf files.
- Be sure to apply CCR styles to all text.
- Use track changes or strike-out and small caps to indicate amendments in proposed rules and redline documents.
- Number rules and insert bullets manually. Turn off automatic numbering and bullets.
- Tabs need to be inserted between the rule number and the text of the title or paragraph for proper alignment. You may insert an extra space for the tab to display correctly.
- Use the paragraph styles to indent your paragraphs; do not use tabs for indentation.
- Do not insert an additional hard return after a heading or a paragraph as the template automatically inserts a line space when you start a new heading or paragraph.
- Use the footnote style in the CCR Template, not Word’s footnote feature. Insert the footnote immediately after the paragraph or table that contains the footnote reference.

CCR Template and MS Word Settings

Download the CCR Template

Download the CCR Template and save it on your local drive. The CCR Template contains all the CCR styles necessary to format your document correctly. It can also be used to create new documents. Go to <https://www.sos.state.co.us/pubs/CCR/styling.html> and select “CCR Template (blank)”. Save the CCR Template to your local drive or desktop.

Display Style Area in the Document Window



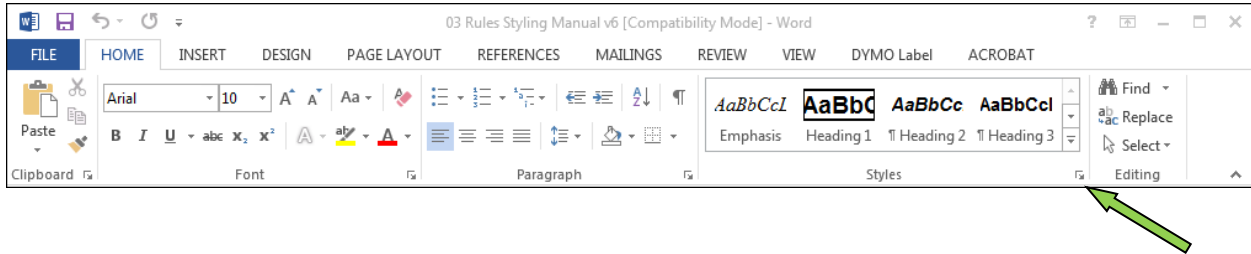
You can quickly verify what style has been applied to each heading or paragraph by displaying the “style area pane” to the left of your document.

In Word 2010 and later click File > Options > Advanced.

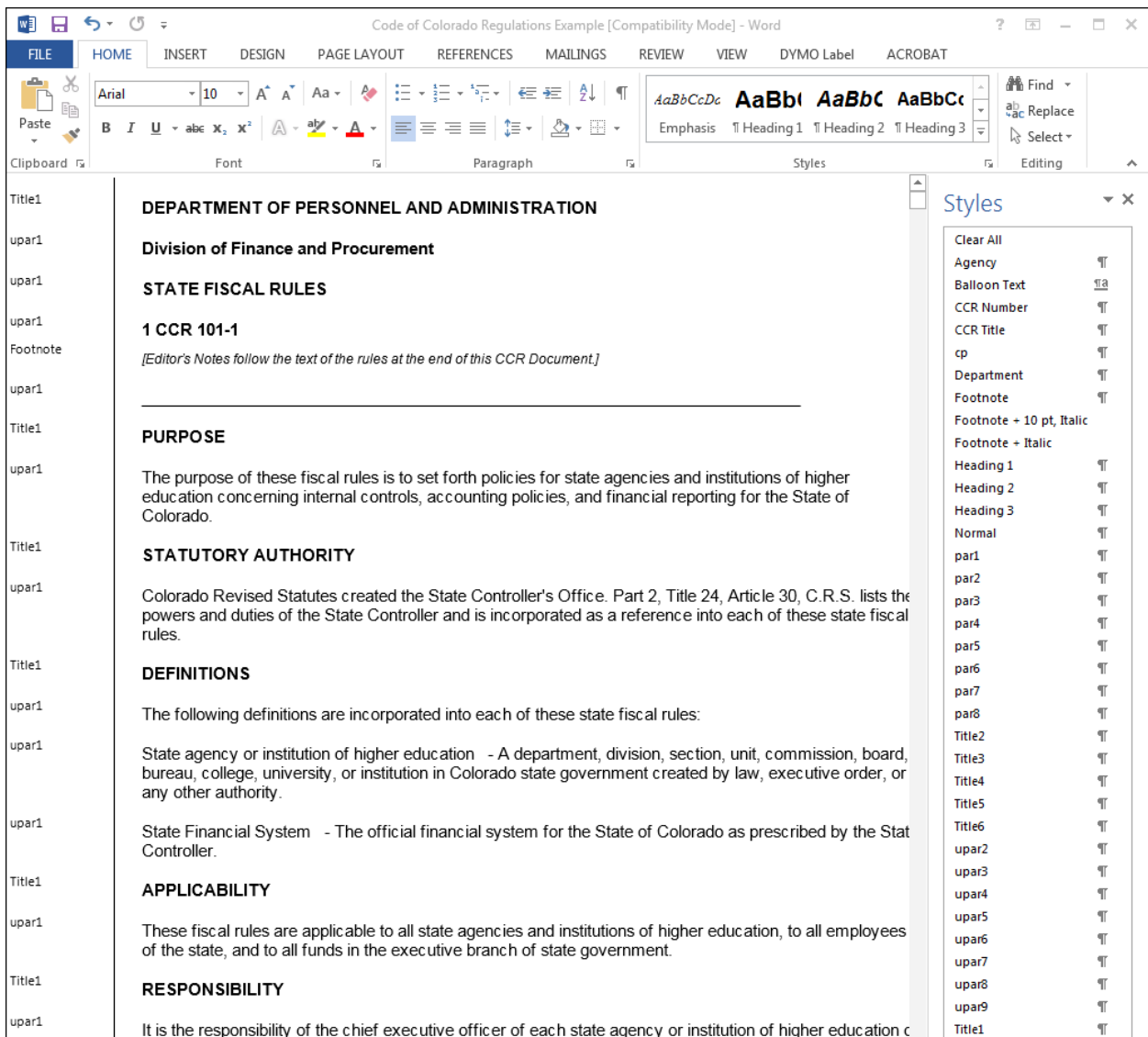
In the Display section of Advanced Word Options, change the “Style area width” to 1 inch and click OK at the bottom of the “Word Options” window. You can change views at any time by clicking the “Draft View” icon in the “View” menu at the top of the screen.

Display Styles Window

Styles can also be applied from the “Styles” window. To display the Styles window, click on the small arrow at the bottom right corner of the “Styles” block of the ribbon that displays when you select the “Home” tab. The “Styles” window will open to the right of your document.



Example of a Document with Style Area Width set to 1” and Styles Window Displayed



Turn off Auto Numbers and Auto Bullets

You may want to turn off auto-numbers and auto-bullets as both need to be manually keyed in rules documents. In Word 2010 and later click File > Options > Proofing > AutoCorrect Options > AutoFormat As You Type. Deselect “Automatic bulleted lists” and “Automatic numbered lists”.

Download Rules and Paste into CCR Template

Download the CCR Section to be Amended

Log in to the Secretary of State’s eFiling system from the following link:

<https://www.sos.state.co.us/CCR/auth/login.do>

1. On the Agency Rulemaking Home Page, click on:
“**Download the latest version of a rule**”.
2. This will bring up a list of your agency’s rules. See example below:

The screenshot shows the 'Agency Rulemaking Home' page. On the left is a sidebar with links for 'eDocket', 'Log out', and 'Change password'. The main content area is titled 'Download the Latest Version of a Rule'. It shows the following information:

Department: 100,800 Department of Personnel and Administration
 Agency: 101 Division of Finance and Procurement

CCR #	CCR Title (DOC)
1 CCR 101-1	STATE FISCAL RULES
1 CCR 101-2	RECOVERY AUDITS [Repealed eff. 10/01/2011]
1 CCR 101-6	ACCOUNTS RECEIVABLE COLLECTIONS
1 CCR 101-7	STATE EMPLOYEES AND OFFICIALS GROUP INSURANCE RULES [Repealed eff. 12/01/2008]
1 CCR 101-9	PROCUREMENT RULES

At the bottom of the table area is a 'Back' button. At the very bottom of the page is a footer with the text 'Terms & conditions | Browser compatibility'.

3. **Click on the CCR Title.** This will open up a Word .doc document of the latest version of the rule selected, which you can save to your local drive. In the Save as type box, choose Rich Text Format (*.rtf) or as a Word 97-2003 Document (*.doc). Do not save as Word Document type (*.docx).

If, for any reason, you should need a version of a rule prior to the latest version, contact the Administrative Rules staff for assistance.

Paste Rule Text into the CCR Template

1. Open your rules document that was downloaded from eFiling. Select all the text (ctrl + A) and copy (ctrl+C). Close the document.
2. Then, navigate to the CCR Template saved on your local drive and open it. Next, paste your text (ctrl+V) into the new document and Save As an .rtf or .doc file with a new name.
3. You can now begin to type new text, or copy and paste text from an existing document, and then apply the CCR Template styles.

Working with Downloaded Documents – Optional Tab Replacement**Replace Tabs in Titles and Numbered Paragraphs**

When a rule that has not been amended recently is downloaded, the first line of numbered paragraphs may not align properly with the rest of the paragraph. If spaces appear after the rule number instead of a tab, you may use the “Replace” feature on the “Home” tab ribbon to reinsert the tabs; this will then allow the paragraphs to be properly “blocked”. In the “Find what” field, use the space bar to enter two or more spaces (which will not show). Next, click on the “More” button and move your cursor to the “Replace with” field. Click on the “Special” button and select Tab Character. To complete, click on “Replace All”.

Creating Rules Documents and Styling Text**Proposed Rules Document*****Track Changes Method***

To create a “Proposed Rules” document, you can use the Track Changes feature in Word or “strike-out” and “small caps”. Track Changes can be found on the “Review” tab ribbon. Select it to turn it on. After completing the changes save your document as an .rtf or a .doc file. Before filing the notice of proposed rulemaking, you may want to save your proposed rules document as a .pdf as users accessing the document online may not be able to see the amendments properly due to the Track Changes setting selected on their system.

Manual Method

Some agencies prefer not to use Track Changes and to manually create a redline (proposed rules) document. To manually strike out text, select it and then click on the bottom right corner of the “Font” block of the “Home” tab ribbon. When the window opens, click the “Strikethrough” check-box and close the window. Before typing new text to be inserted, open the “Font” window, click the check-box next to “Small Caps” and close the window. It may seem laborious to use small caps instead of using caps lock, but if you use this method, both the stricken text and caps can be removed in minutes when you are ready to create your final adopted rules document. To make this process simpler, keyboard shortcuts or toolbar buttons can be set up.

Adopted Rules Documents

Track Changes Method

After your hearing, you will need to create an “Adopted Rules” document, which is the clean copy of the rule text with strikeouts and caps removed. If you used Track Changes, accept the changes and review the document to make sure all the changes appear correctly. Save your document as an .rtf or a .doc file. The proposed rules document may be used for your redline document, but may need to be modified after the hearing.

Manual Method

If you manually created your Proposed Rules document, use the “Replace” feature found on the “Home” tab ribbon to remove stricken language. After opening the Replace window, place your cursor in the “Find what” field, select the “More” button and then select “Format” and “Font”. When the “Font” window opens, select “Strikethrough” and click “OK”. Complete the process by selecting “Replace All” and close the window. All stricken text should now be removed. To change the “Small caps” to normal font, select all text (Ctrl + A), select “Font” under the “Edit” drop-down and deselect “Small caps” and close the window. All the text should now be changed to normal font. Review and proof your document for accuracy and save the file as an .rtf or a .doc file.

Applying Styles to Text

Styles can be applied by displaying the Style Area Width to the left side and the Styles Window to the right of your document. *See diagram and instructions above for displaying these tools.*

To apply styles use one of the following two methods:

Select a style and insert new text

Choose a style you would like to use, and type your text or insert Unformatted Text or Formatted Text (RTF) from another document using “Paste Special”. The style chosen applies to all text inserted from that point and forward.

REMEMBER: Pasting as Unformatted Text” will remove all bold, italics and underlines.

Apply a style to existing text

Click anywhere in a paragraph or heading, or highlight (select) the text to be styled, then click on the style you would like to apply. The style chosen applies to all text in the paragraph or heading up to the point of the first hard return, or all highlighted or selected text, which allows you to select more than one paragraph.

REMEMBER: No matter what “Title” level (heading level) the text of the rule falls under, whether the text is under a Title 1 or a Title 4, always start the text of the rule using either the ‘par1’ or ‘upar1’ style depending on whether it is a numbered or an unnumbered paragraph.

NOTE: Certain styles included in the CCR Template are Word’s default styles, such as Body Text and Headings 1-3, and should not be used.

Numbered or Bulleted Paragraphs

For numbered paragraphs, select the ‘par’ style you would like to use, depending on what level the paragraph is. You will need to manually number paragraphs. Type the rule number, insert a tab after the rule number, and then type or insert the text of the paragraph.

For bulleted paragraphs, select the ‘par’ style you would like to use, depending on what level the paragraph is. Insert a bullet and then type or paste in the text of the bulleted paragraph.

REMEMBER: Do not use Auto-Numbering or Auto-Bullets created in Word. All numbers or bullets must be inserted manually.

Hyperlinks and URLs

Hyperlinks and URLs included in rules text will be displayed as underlined text but disabled for publication in the CCR.

Example of numbered and bulleted paragraphs:

rule1	2.0	Definitions
par1	2.01	"Advisory Board" means the online learning Advisory Board created in the Department of Education pursuant to section § 22-30.7-104 C.R.S.
par1	2.02	"Authorizer" means an entity that authorizes an online program. "Authorizer" shall include a school district, any group of two or more school districts, a board of cooperative services created pursuant to § 22-5-104 C.R.S. , or the state Charter School Institute established pursuant to § 22-30.5-503, C.R.S.
par2	-	"Complete Educational Program" means for the purposes of § 22-32-109(2) C.R.S. , only, a sequential k-12 program of instruction, managed and operated by a local school district, for the education of a child.
par2	-	For purposes of § 22-32-109(2) C.R.S. , the term "Complete Educational Program" shall exclude an online education program as defined by rule 2.10 and which is not delivered in a Learning Center as defined in rule 2.06.

Create a Footnote

Do not use the Word feature to create footnotes. Instead, insert them manually.

1. Type a number or symbol to the right of the text that the footnote pertains to. To make the number or symbol superscript, highlight it, then on the “Format” menu, click “Font”, and select the “Superscript” check box, then click OK.
2. Type the actual footnote directly beneath the paragraph or table to which it pertains. First, select the “Footnote” style and type the footnote number or symbol, but do not apply superscript as the number/symbol will be too tiny to read. Then, insert a tab and type or paste the text of the footnote.

Example of footnotes

par1	2.04	"Course Completion Requirements," for the purposes of transcript recording and statistical enrollment reporting, means the student completion of a course ¹ based on meeting the Authorizer’s approved academic content work ² and testing requirements.
Footnote	1	The course may be counted as having been completed when academic content work, as based upon authorizer accreditation curriculum standards, has been completed.
Footnote	2	Any student counted as an enrollment for the October 1st count date must be included in the course completion rate data.

Style a Table in Word

Create tables using Word’s Table feature found on the “Insert” tab. If possible, avoid using partial borders. You can apply bold, underlining, and italics. You can also use merged cells and shading in your tables.

Example of a simple table created in Word:

Short-Term Rating Category	Examples	Risk Weight (%)
Highest investment grade	<i>A-1, P-1</i>	20
Second highest investment grade	<i>A-2, P-2</i>	50
Lowest investment grade	<i>A-3, P-3</i>	100

Graphics

When filing documents with the Secretary of State you may leave maps and figures embedded in your rules documents or attach them as separate files and the Administrative Rules Staff will scan them and embed them within the rules text.

Graphics and large tables can be presented in landscape view, for better appearance and usability.

Troubleshooting Formatting Problems
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Occasionally, when you open a document, the text may appear to have lost the styles you have applied. If that happens, try ***Copying and Pasting into a new Template Document:***

First select all the text (ctrl + A) and copy it (ctrl+C). Close the document. Then, navigate to the CCR Template saved on your local drive and open it. Next, paste your text (ctrl+V) into the new document and “Save As” an .rtf or .doc file with a new name.

Examples of Styles in the CCR Template

Title1	REPLACE THIS TEXT WITH THE DEPARTMENT NAME
upar1	Replace this text with the Agency Name
upar1	Replace this text with the CCR Number
upar1	Replace this text with the CCR Title
upar1	[The suggested numbering and format below will help you create your new regulation. Replace each 'x' with the appropriate number for both rule numbers and statute citations, e.g. 21.1 Authority and 10-1-103, C.R.S.] — Delete this paragraph and any other extraneous text below.]
Title1	x.1 Authority
upar1	This regulation is adopted pursuant to the authority in section x-x-x, C.R.S. and is intended to be consistent with the requirements of the State Administrative Procedures Act, section 24-4-101 et seq. (the "APA"), C.R.S. and the _____ Act, sections x-x-x et seq. (the "Act"), C.R.S.
Title1	x.2 Scope and Purpose
par1	A. This regulation shall govern . . .
par1	B. This regulation does not apply . . .
Title1	x.3 Applicability
upar1	The provisions of this section shall be applicable . . .
Title1	x.4 Definitions
upar1	"Replace this text with term to be defined" means . . .
upar1	"Replace this text with term to be defined" means . . .
upar1	"Replace this text with term to be defined" means . . .
Title1	x.5 Replace This Text with a Heading (Title 1)
Title2	x.5.1 Replace This Text with a Subheading (Title 2 – this heading level is optional)
par1	A. Replace this text with Paragraph 1 – use the following subsections as appropriate
par2	1. Replace this text with Paragraph 2 (subsection of Paragraph 1)
par3	a. Replace this text with Paragraph 3 (subsection of Paragraph 2)
par4	(1) Replace this text with Paragraph 4 (subsection of Paragraph 3)
par5	(a) Replace this text with Paragraph 5 (subsection of Paragraph 4)