Code of Colorado Regulations
Administrative 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 Colorado Register and the Code of Colorado Regulations (CCR) as required by the State Administrative Procedure Act, 24-4-103 C.R.S. et seq.

All aspects of rule filing are submitted electronically using the Secretary of State's eFiling system. Agencies use the eFiling system to file notices of proposed rulemaking and adopted rules with the Secretary of State. The Attorney General's office issues rule opinions and the Office of Legislative Legal Services receives adopted rule filings through the eFiling system. Agencies also must file notices of proposed rulemaking separately with the Office of Policy, Research and Regulatory Reform at the Department of Regulatory Agencies.

Because the CCR is the official version of state administrative rules, it is imperative that state agencies submit rules using a uniform format, for readability, integrity, and accessibility purposes. Properly formatted submissions help to achieve timely publication of rules on or before their effective dates.

Agencies should download the CCR template to use in drafting a brand-new rule, as it contains the formatting "styles" necessary to give rules uniformity when published online. Agencies amending existing rules should download the latest version from the eFiling system to mark up for the proposed rules to be presented at the rulemaking hearing. Documents downloaded from the Secretary of State's system will be formatted correctly using the CCR template styles. It is important to maintain the formatting as you make changes to your rule.

Styles are a set of formatting characteristics such as font, indentation, and line spacing that can be quickly applied to text to achieve a uniform appearance. Using the CCR template allows your rule to display cleanly online. It also saves time and minimizes the frustration of aligning paragraph indentations in rule text. The headache of constantly hitting "enter", "tab," "delete," and "space," when preparing rule text can be avoided by using the CCR template.

When creating a new rule section, such as for a new program, contact the Administrative Rules Program staff for assistance in selecting a new CCR number. Do not re-use a CCR number from a repealed rule, as it will make it difficult to search the repealed rule's history.

Finally, it is very important to proofread your documents before submitting to the eFiling system. This avoids rules being published with misspellings or numbering errors. The Secretary of State's office is not authorized to correct typographical errors to rule text, unless an agency files a correction request in accordance with section 24-4-103(11)(d), C.R.S.

Guidelines and Tips

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

- Email or call the Administrative Rules Program staff to request a login for the eFiling system and for guidance in using the system to file rulemaking activity.

- Documents downloaded from the eFiling system will already be correctly formatted.

- Use only the styles in the CCR template. After saving the CCR template, note that there are a few custom styles in the Style gallery at the top of the home tab.

- The standard font for rule text is Arial size 11.

- To view examples of what the text looks like when the various styles are applied, see the "Examples of Styles in the CCR Template" at the end of this manual.

- When you copy and paste text from an existing document, to avoid introducing additional styles select "Paste Special" from the "Edit" menu, then select "Unformatted Text" (Note, this will remove bold, italics, and underlining, which are not encouraged in rule text.)

- To review the title structure, click "View" at the top of the document. Then, select the check box for "Navigation Pane."

- Use the Heading 1 style for the department name at the start of the rule., and use Heading 2 and 3 for rule number headings. Only use 'Heading 1' once.

- No matter what "Heading" level the text of the rule falls under (e.g., 'Heading 2', 'Heading 3'), always start the text of the rule using the 'Normal' style.

- For tables in a rule to be searchable, create simple tables in Microsoft Word. Do not merge cells together, unless they are part of the table's header rows.

Dos and Don'ts

Please pay particular attention to the following:

- Adopted rules files must be submitted in either ".doc" or ".docx" format.

- All other documents attached to a tracking number may be .doc, .docx, or .pdf files.

- Adopted rules must be clean text, free of typos and errors, ready for publication.
Apply styles to all rule text.

- Use track changes or strikethrough and small caps to indicate amendments in proposed rules and redline documents only. Remove these from the final clean adopted rules.

- Do not number rules and insert bullets manually. Use Microsoft's built-in bullets or multilevel lists.

- Insert tabs between the rule number and the text of the title or paragraph for proper alignment and use the Heading 2 or heading 3 styles.

- Use the Normal or List Paragraph styles to indent paragraphs; do not tab or space for indentation.

- Do not insert an additional "enter" after a title or a paragraph as the template styles automatically insert a line space when starting a new title or paragraph.

- Use the Word's Insert Footnote feature, under the References tab.

- Publication notes in brackets or a different color font are welcomed and helpful. To make your publication note accessible, please start and end the note with square brackets and start the note with "Publication Note"

CCR Template and MS Word Settings

Download the CCR template

Use the template to create new documents or new rule text, as it contains all the CCR styles.

Go to https://www.coloradosos.gov/pubs/CCR/styling.html and right click on the link for "CCR Template (blank)". "Save link as" to a local drive or desktop. Open the blank template, add the rule text, and "Save As" a .doc or .docx file type.

How to display style area in the document window

To quickly identify what style has been applied to each title or paragraph, display the "style area pane" to the left of the document.

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

In the Display section, change the "Style area pane width in Draft and Outline views" to 1 inch and click "OK" at the bottom of the "Word Options" window. Click the "Draft View" icon in the "View" menu at the top of the screen to view the styles in the document.
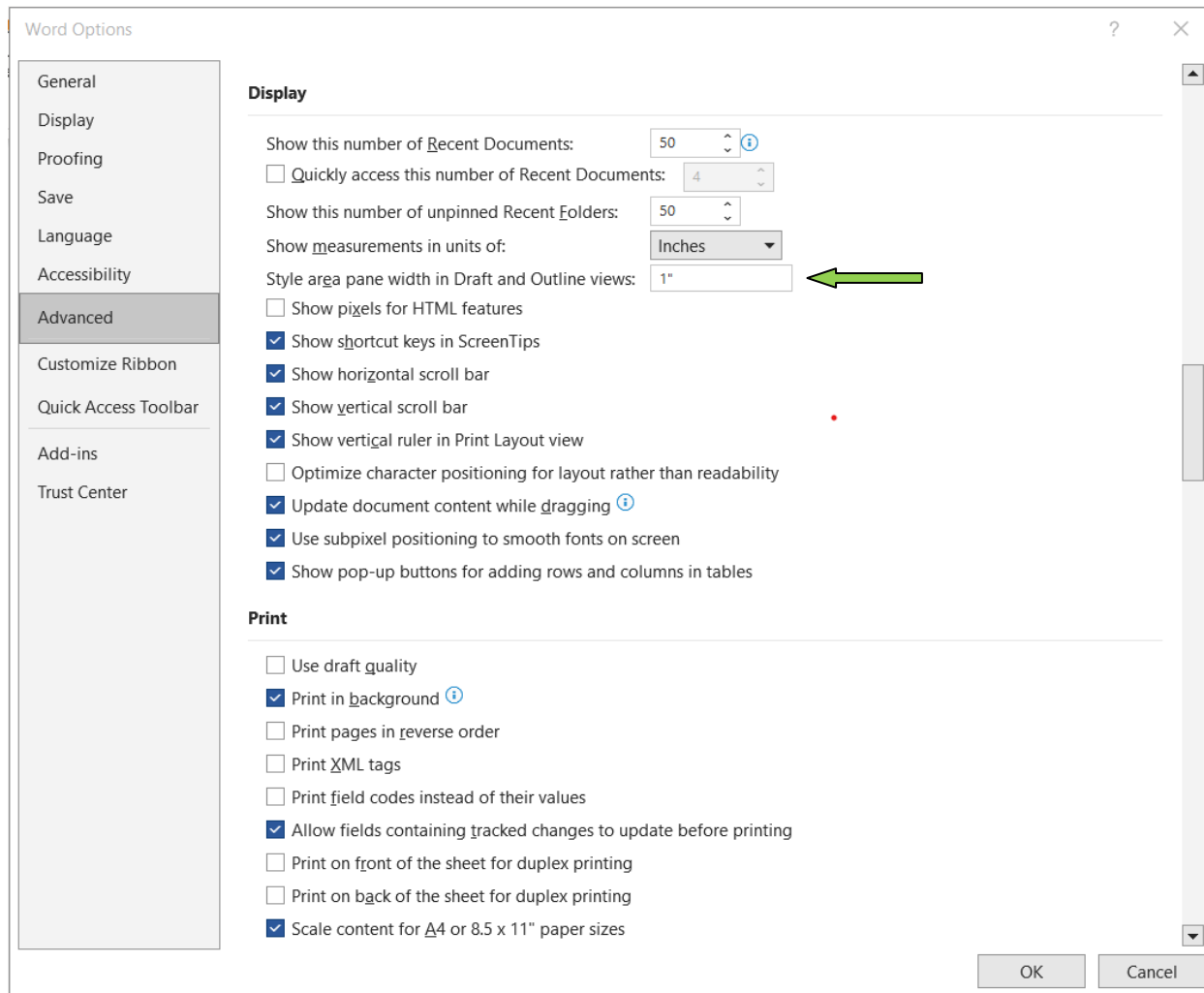
Display Styles pane

Use the "Styles" pane to help format rule text. To display the "Styles" pane, click on the small arrow at the bottom right corner of the "Styles" block of the ribbon that appears when selecting the "Home" tab. The "Styles" pane will open on the right of the document. If it appears as a pop- up, drag it to the right margin of the document and double click on the word "Styles". It can also be opened with the keyboard shortcut Ctrl+ Alt+Shift+S.
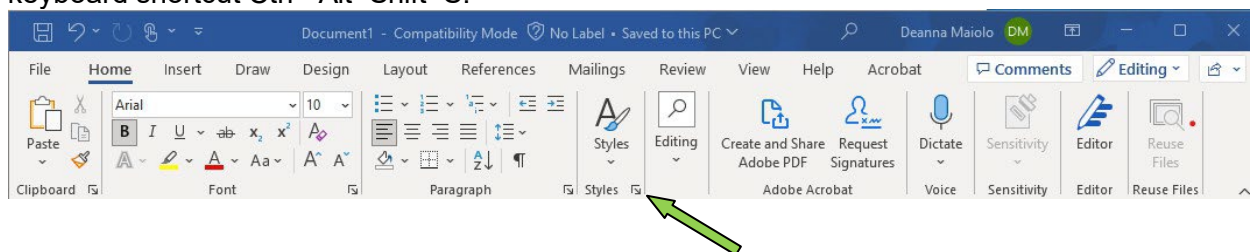
Example of a document with style area width set to 1" and styles pane displayed
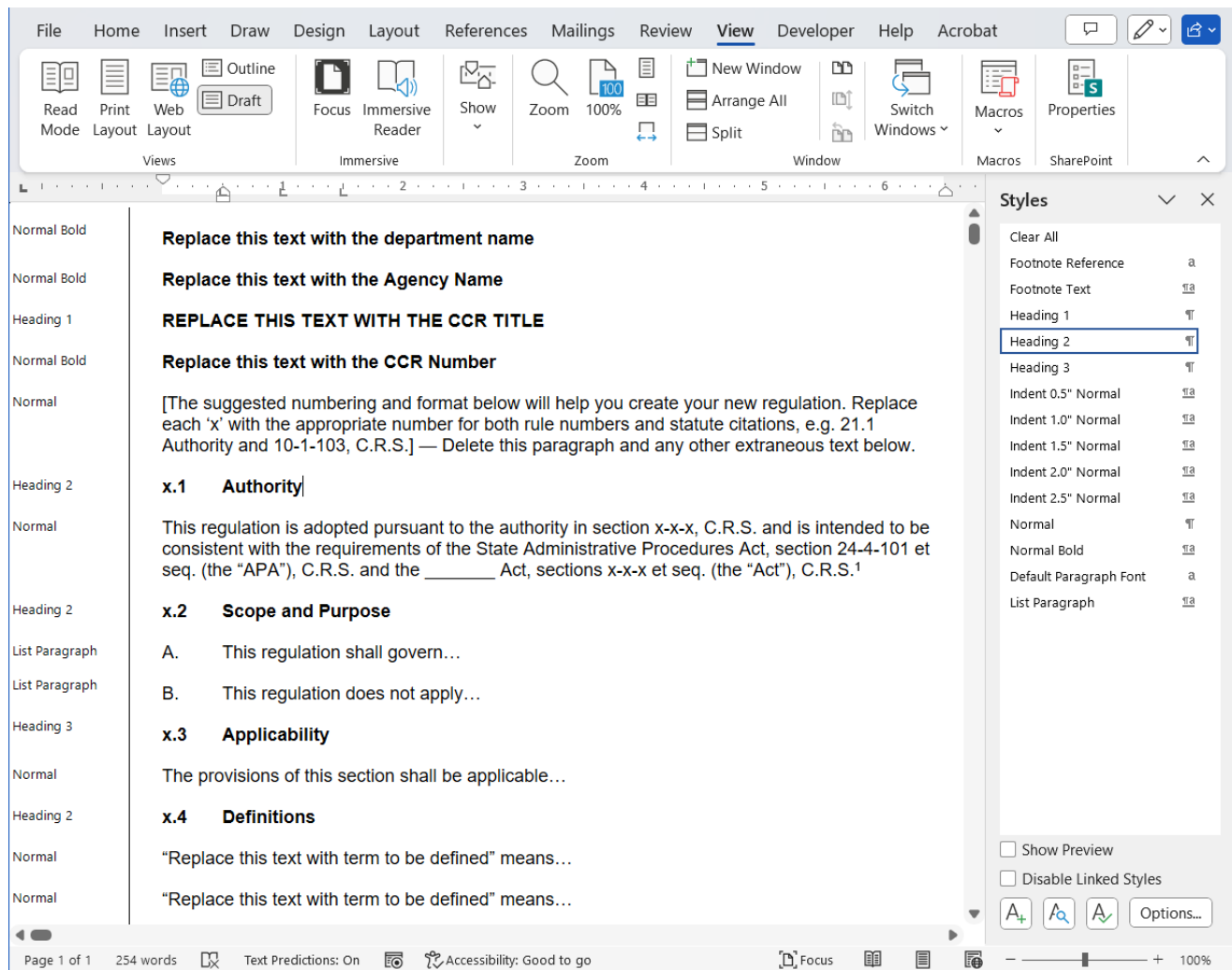
Download Rules and Use the CCR Template

How to download the CCR section to be amended

Log in to the Secretary of State's eFiling system from the following link:
https://www.coloradosos.gov/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:

3. **Click on the CCR Title.** This will open up a Word .doc document of the latest published version of the rule selected, which can be saved to a local file directory. In the "Save As" type list, choose Word 97-2003 Document (*.doc) or as Word Document type (*.docx).

   • To obtain a version of a rule prior to the latest version, contact the Administrative Rules Program staff for assistance. Electronic versions are available from 2006 or later.

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How to add new rule text into an existing rule in the CCR template or a new template

1. Open the rules document that was downloaded from the eFiling system. Save to a local file directory as a .doc or .docx file type.

2. Begin to type new text or copy and paste text from an existing document as "Keep Text Only" using Word's Paste tool, then apply the CCR template styles. Portions of the rule that are not being amended in this rulemaking may be deleted unless needed for context and placement.

3. For a brand-new rule, navigate to the CCR template saved on a local drive and open it. Begin to draft the text or paste from another file into the new document and "Save As" a .doc or .docx file with a new name. Apply the CCR template styles to the rule text.

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 from the eFiling system, there may be spaces after paragraph numbers instead of tabs. Use the "Replace" feature on the "Home" tab ribbon to reinsert the tabs. This will 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, the Track Changes feature in Word may be used. Track Changes can be found on the "Review" tab ribbon. After completing the changes, save the document as a .pdf, .doc or .docx file. A proposed rules draft saved as a .pdf file may be more accessible than a Word document with Track Changes to some users, depending on their system's settings.

Manual Method

Some agencies prefer not to use Track Changes and to manually create a 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 this method may allow easier cleanup when creating a final adopted rules document.

<u>Adopted rules document</u>

Track Changes Method

After the rulemaking hearing, create an "Adopted Rules" document as a clean copy of the rule text, ready for publication. If Track Changes were used, accept the changes and review the document to make sure all the changes appear correctly. Review and proof your document for accuracy, checking for words run together and numbering errors.

Save the document as a .doc or .docx file. A proposed rules document may be used for the redlined document but may need to be updated after the hearing.

Manual Method

For a manually created proposed rules document, use the "Replace" feature found on the "Home" tab ribbon to remove strikethrough and small caps formatting. After opening the "Replace" window, place the 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 any inadvertent errors. Save the file as a .doc or .docx file.

<u>Applying styles to text</u>

Styles can be applied by displaying the "Style Area Width" to the left side and the "Styles" pane to the right of the document. See instructions on pages 4 and 5 for displaying these tools.

To apply styles, use one of the following two methods:

Select a style and insert new text

Choose a style to use and type the text or insert unformatted text or formatted text 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 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 selection of more than one paragraph.

REMEMBER: No matter what Heading the text of the rule falls under, always start the text of the rule using the 'Normal' style.

<u>NOTE:</u> <u>Please use the styles included in the CCR template.</u>

Numbered or bulleted paragraphs

For numbered paragraphs, select a list style from the numbered list menu. Add your rule text, and press Enter to add the next number, and use Tab to indent the list and create a sub list. The CCR template has a numbered list style created in the multilevel list section. A custom multilevel list can be created if needed.

For bulleted paragraphs, use the bulleted list menu to insert bullets. select the appropriate 'par' style, Insert a bullet, then type or paste in the text of the bulleted paragraph.

Use the List Paragraph style in the CCR template to fix any spacing issues, and reapply the numbering, bulleting, or multilevel list.

Creating a custom multilevel list

Custom multilevel list formats are useful for fine-tuning numbering orders and indentation. Below is a quick overview of this feature, but you can find Microsoft's support article on custom lists here: Define new bullets, numbers, and multilevel lists

To create a custom list, select the multilevel list button from the Paragraph section of tool ribbon. Select "Define new multilevel list" to open the multilevel list dialog box.
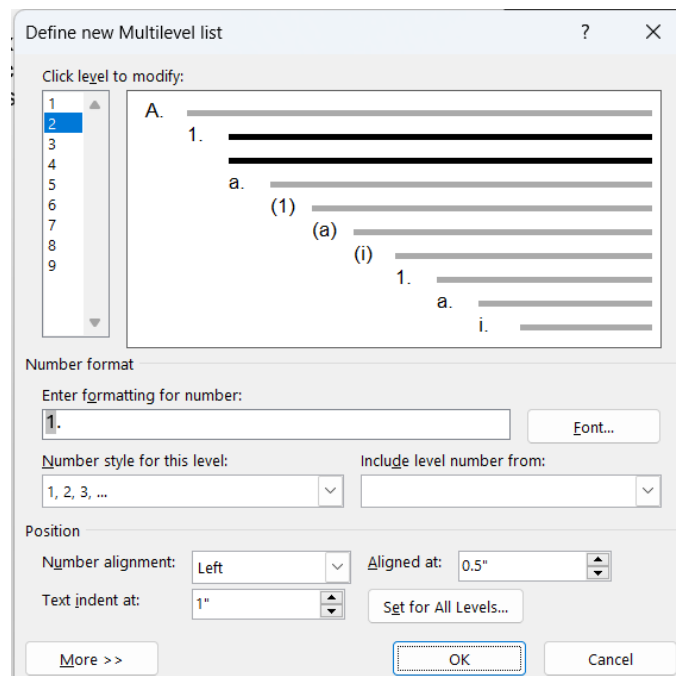
Then, select the level you want to edit and change the number style and formatting (such as adding periods or parentheses). Be sure to set the 'Text indent' at 1" and the 'Aligned at' at 0.5" for proper indentation. Press 'Set for All Levels' to apply the indentation to the whole list.

Adding additional paragraphs within the same numbered item is discouraged. If necessary, use the "Indent 0.5" Normal" and other Indent styles to align the paragraph with the numbered item. Alternatively, placing your cursor at the end of a numbered item, then pressing Enter and backspacing until the new list number is removed can achieve the same effect.

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REMEMBER: Using auto-bullets or auto-multilevel lists makes a document more accessible.
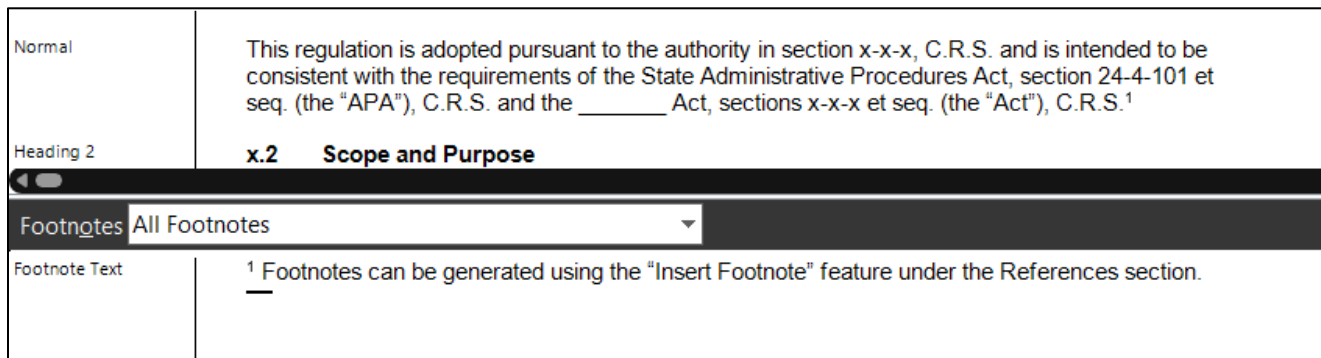
Hyperlinks and URLs

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

Create a footnote

Use Word's Insert Footnote feature to create footnotes.

1.   Place your cursor where you'd like to have the footnote's reference number in the body of text.

2.   Under the References tab, click "Insert Footnote" and type your footnote.

NOTE: Microsoft's Draft view does not show footnotes by default. To view them, select Draft from the 'View' tab, then go to the 'References' tab. Select Show Notes.

Normal	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.[1]
Heading 2	**x.2 Scope and Purpose**
Footnotes	All Footnotes ▼
Footnote Text	[1] Footnotes can be generated using the "Insert Footnote" feature under the References section.

Style a table in Word

Create tables using Word's Table feature found on the "Insert" tab. Merged cells should be avoided, however they may be used in the header row(s) of a table. Additionally, all cells should contain information. Delete empty rows and columns, and fill empty cells using "0", "-", "n/a", or other applicable verbiage.

REMEMBER: Using tables to format text is not accessible. Instead, try using multilevel lists or separating ideas using dashes, commas, semicolons or other appropriate punctuation.

Graphics

When filing documents with the Secretary of State, maps and figures may be submitted within rules documents or attached as separate files with a publication note to direct the Administrative Rules Program staff where to insert them within the rules text.

Graphics and large tables can be presented in landscape view for better appearance and usability. Charts should be accompanied by a table with any data points used in the chart. Additionally, charts and graphics should contain alt text to describe the visual.

Troubleshooting Formatting Problems

Occasionally, the text may appear to have lost the styles that were 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 to a local file directory and open it. Next, paste the text (Ctrl+V) into the new document and "Save As" a .doc or .docx file with a new name.

Examples of Styles in the CCR Template

Style	Text
Heading 1	**REPLACE THIS TEXT WITH THE DEPARTMENT NAME**
Normal	**Replace this text with the Agency Name**
Normal	**Replace this text with the CCR Title**
Normal	**Replace this text with the CCR Number**
Normal	[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.
Heading 2	**x.1 Authority**
Normal	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.[1]
Heading 2	**x.2 Scope and Purpose**
List Paragraph	A. This regulation shall govern…
List Paragraph	B. This regulation does not apply…
Heading 3	**x.3 Applicability**
Normal	The provisions of this section shall be applicable…
Heading 2	**x.4 Definitions**
Normal	"Replace this text with term to be defined" means…
Normal	"Replace this text with term to be defined" means…
Normal	"Replace this text with term to be defined" means…
Heading 2	**x.5 Replace This Text with a Heading (Heading 2)**
Heading 3	**x.5.1 Replace This Text with a Subheading (Heading 3 – this heading level is optional)**
List Paragraph	A. Use a list to format this text (Multi-tiered list, List Styles)
List Paragraph	1. Use a list to format this text (Multi-tiered list, List Styles)
List Paragraph	a. Use a list to format this text (Multi-tiered list, List Styles)
List Paragraph	(1) Use a list to format this text (Multi-tiered list, List Styles)
List Paragraph	(a) Use a list to format this text (Multi-tiered list, List Styles)

Footnotes [All Footnotes ▾]

Footnote Text	[1] Footnotes can be generated using the "Insert Footnote" feature under the References section.