



## Instructions for Saving Rules Template

The Word file titled “Rules Template” provides a sample of the required formatting of rules promulgated by a state agency or board. The following instructions will guide you through adding the list format to your locally installed copy of Word (instructions may vary depending on version of software).

1. Save the Word file titled “Rules\_Template.doc” to your local machine or local network.
2. Open Word.
3. Open the Rules List Levels document which you just saved.
4. Once opened, go to Paragraph Formatting, Lists in the toolbar.
5. In the section titled "Lists in Current Document" you should see a list formatted as per the Rules on Rules.
6. Right-mouse click on that list and select Save in List Library.

The rules list level formatting will now be available to you in the List category in Word. To use the list, simply create a new document and, at the point of beginning the list, select the Multilevel List option on your toolbar, and select the list illustrating the formatting for rules (first level of the list begins with the word “Section.”).