VIRGINIA
REGISTER OF REGULATIONS

PRINTING REGULATION TEXT

Use the "Create Report" feature:

1. The Create Report feature allows the user to gather all requested documents into an html or Word document for review as follows:

   a. Select **"Sections"** from the dropdown menu and then click on Create Report. This creates a document with all of the sections in the project rolled into one document for review in a single-spaced format.

   b. Select **"Sections (Double spaced)"** and click on Create Report for a document with all of the sections in the project in a double-spaced format and with the Certification Statement appended to the end. Print this document as is for hard copy submission to the Registrar's Office. The statement should be filled out and signed for Final and Fast-Track regulations and left blank for other actions.

   c. Select **"Sections (Resolved)"** and click on Create Report. This creates a document with all of the sections in the project rolled into one document with the text that is stricken removed and text that is underscored changed to plain text. This is how the text will appear when the project becomes final. In essence, this is the equivalent of "Accept all changes" when using the Track Changes feature of Microsoft Word.

   d. Select **"Sections (With notes)"** and click on Create Report. This creates a document with all of the sections in the project rolled into one document with the Statutory Authority and Historical Notes appended to each section.

2. Choose the **"Open in Word" link** in the top right corner of the page to open a Word document that can be saved to your hard drive and printed. Format changes like margins, headers, and page numbers can be made as desired for internal review or board approval purposes. Remember that any changes made in the Word document will not be part of the official data fields so desired changes will have to be made in the individual VAC sections of the RIS project.