

# Statutory Instrument Practice

## Circular No.1 (08)

Date of Issue: 26 February 2008

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### 1. SI/SR TEMPLATE VERSION 6.0

- 1.1 This circular announces the release of version 6.0 of the template. This release may be downloaded from the SI Template Download Site at [www.opsi.gov.uk/si/template](http://www.opsi.gov.uk/si/template). The User name and password remain unchanged as follows:

User name: sitemplate  
Password: carr3t

- 1.2 This release of the template contains a number of bug fixes and significant improvements to the Contents tool and inclusion of Rules style numbering. In addition, some changes have been made affecting the Northern Ireland and Welsh variations of the template. All changes are backwardly compatible, and although it is recommended that all users should upgrade to the new version it is only necessary to upgrade if you wish to take advantage of the new features. Full details of the changes are detailed in the release notes on the following pages.

- 1.3 For instruction on how to install and upgrade to the latest version, please read the Frequently Asked Questions (FAQs):

'Replacing your old Word template with the new release'; and  
'Transfer an SI-SR to a new document'

which can be found on the download site.

- 1.4 For Word 2007 users, a separate template and user manual will be made available in the coming weeks.
- 1.5 Instructions on how to use the new functionality can be found in the updated version (1.6) of the SI/SR template user manual, highlighted with the number '6'.

### 2. ENQUIRIES

- 2.1 Any enquiries regarding the content of this circular should be addressed to the SI Registrar (email: [siregistrar@opsi.x.gsi.gov.uk](mailto:siregistrar@opsi.x.gsi.gov.uk)).

## **New or changed functionality**

- **Table of Contents**

When inserting a Table of Contents, the template will detect where multiple regulations are present within a Heading, and will list the range in the Contents list. For example:

3. – 4.      Amendment of conduct

In addition, if the regulation number exceeds 99, the allowed space is increased to accommodate the large range. For example:

100. – 104.      Allowable number of dependents

- **Long Quote Table of Contents**

Long Quote styles have been included for Table of Contents styles, to allow for quoted Tables of Contents.

- **Symbols**

The symbol functionality remains the same, but all symbols have been included in the SI menu, in addition to the SI toolbar.

- **Rules numbering**

An additional toolbar and menu called Rules has been added, providing N1Legal styles as an alternative to N1 styles. These styles should not be used in conjunction with standard N1 styles, but all other numbered styles will remain unaffected.

The different buttons enable the user to increment the first or second digit of the number.

- **Numbered and Lettered Lists**

Options for Lettered and Numbered Lists have been included to the Settings feature.

- **Introductory Heading to Schedules**

A new style called Schedules has been included to allow an introductory style to a set of Schedules.

- **Made, Laid, Coming dates**

The user is now prompted for a date if the feature is selected and the style has been omitted from the document.

- **Correction Headnote**

The Correction Headnote text is now centrally aligned.

- **Footnote tab**

The footnote tab has been increased to allow for the space for (aa) footnotes.

## Bug fixes

- **Image/Formula description**  
The error affecting Word 2003 users, attempting to insert an image or formula without a description has been corrected.
- **Insert Symbol**  
The error caused by attempting to use Word's Insert>Sybol feature has been corrected.
- **Coming Regulation with Date**  
The incorrect Pre style inserted when selecting Start>Coming>Regulations with Date has been removed.
- **Footnote Continuation**  
The error caused by selecting Special>Footnote Continuation has been corrected.
- **Title**  
The default text for the Title style has been corrected to upper and lower case.
- **Earlier Order table**  
The default styles have been corrected to match the standard tables styles.

## Northern Ireland

- **Affirmative**  
Two new options of 'Subject to Approval' and 'Approved' have been added to the Affirmative toolbar.
- **Negative**  
Autotext inserted by the Negative function has been changed to 'To be laid before Parliament'.
- **Legal Seal**  
The Legal Seal text has been modified to '(L.S.)'

## Wales

- **Welsh accented characters**  
The Welsh toolbar has been modified to include all required Welsh accented characters. Upper Case characters are available by holding the shift key.
- **Override autonumbering**  
An Override feature has been added to the Welsh toolbar allowing easy overriding of Word's automatic numbering.

**Default text**

The default text (English and Welsh) has been amended for the following:

- X\_Header (removed)
- Made
- Laid
- Banner
- Signature signatories