

Statutory Instrument Practice

Circular No.1 (04)

Date of Issue: 16 March 2004

SI TEMPLATE (VERSION 2.5)

1. Departments are advised that a new version of the SI template has now been released. This is available for downloading from the HMSO website at www.hmso.gov.uk/si/template. The User name and password remain unchanged as follows:

User name: sitemplate
Password: carr3t :

2. This release of the template includes some improvements to the standard functionality, in addition to a new toolbar and functionality to enable the accurate drafting of Statutory Rules of Northern Ireland. The User Guide and Reference Guide have also been updated and additionally the Training Manual is now available for download. The following notes provide details of the improvements that have been made:

- **Preamble footnote reference**
A bug fix to remove the incorrect bold formatting following the footnote reference within the Preamble.
- **Division Headings Reference justification**
The left hand occurrence of the Division references has been removed to reflect the published layout (NB. The Reference must be manually deleted within an Arrangement).

This change applies to the Division Headings:

- Part
 - Subpart
 - Section
 - Subsection
 - Schedule
- **Removal of dates in 'Made', 'Laid', and 'Coming'.**
The template now opens with the dates populated with the essential insertion text '***'.
 - **Long Quote mark style**
The Long Quote open and close marks have been changed to 13 pt bold, to aid in visual checking of a document.

- **Style following N1+N2**
The style set by pressing 'Enter' after entering a combine N1+N2 style has been changed to N2.
- **Validation – essential insertions**
All essential insertions have been changed to '***'. The validation reports on any occurrences of '***'.
- **Validation – Alphanumeric LQn**
The validation incorrectly reported an error on Long Quote numbered paragraphs starting with an alphanumeric reference (e.g. A12). This has been changed to allow alphanumeric references.
- **Northern Ireland Statutory Rules**
The functionality is set for a Northern Ireland Statutory Rule by setting the Language option to 'Northern Ireland Statutory Rule'. This setting affects the way some of the 'Start' toolbar features work, with further functionality applied through a new toolbar 'SI NIR'.

3. It is recommended that all users should replace their existing template with the newly released version and that this should be used in future. Completed and partially finished documents created using older versions of the template will function correctly with the new version. The website contains detailed instructions as to how to replace the existing template with the new release.

4. Queries regarding use of the SI template should be addressed to the SI Template Help Desk at: sisupport@theso.gsisup.co.uk.