

Statutory Instrument Practice

Circular No.1 (07)

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1. SI/SR TEMPLATE VERSION 5.0

- 1.1 This circular announces the release of version 5.0 of the template. This release may be downloaded from the SI Template Download Site at 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 improvements to functionality and some additional user tools. All changes are backwardly compatible and, although it is recommended that everybody should upgrade to the new version, it is only necessary to upgrade if you wish to take advantage of the new features.

- 1.3 The launch coincides with the release of the 'Basic Check' option in validation (see below), though the template version and validation are not dependent upon each other.

- 1.4 The main new features in the template are:

- creation of a separate Symbols toolbar
- the functionality to include landscape forms
- addition of optional website information to aid accessibility
- fix correction highlighting
- options for the Legal Seal

- 1.5 For instruction on how to install and upgrade to the latest version, please read the FAQ 'Replacing your old Word template with the new release' and 'Transfer an SI-SR to a new document' both of which can be found on the FAQs from the SI template download pages.

- 1.6 Users are asked to read the Terms and Conditions of the SI template (found from the SI template start-up window), which have been changed to reflect the Basic Check option of the SI Validation Web Portal.

- **Footnote continuation paragraph**
The template includes a new style named 'Footnote cont' to allow the creation of follow-on paragraphs to footnotes.
- **TableNumber style**
The table insertion form now includes the option to include a table number (previously TableCaption was used to add a number).

- **Symbols Toolbar**
The current symbols have been moved from the Special toolbar to a new Symbols toolbar. In addition, accented characters and some new characters have been included.
- **Forms dialogue window and landscape insertion**
The insert forms function has been improved to include a preview of the form and also includes the ability to insert forms as landscape.
- **Page break**
To overcome the problems caused by Word's page break at validation, and when creating a Table of Contents, a template tool for inserting and deleting page breaks has been created.
- **Fix changes**
The Fix tool has been changed to:
 - switch off Tracked Changes if they are set
 - convert double spaces to single spaces
 - remove foreign language settings
 - Any changes made by the Fix tool are now shown using Word comments. These are best viewed in Word 2003.
- **Legal Seal**
Three size options are now provided for the Legal Seal.
- **Continue numbering**
This feature allows you to continue auto-numbering from the previous number (as an opposite to 'Restart numbering').
- **SR Preamble**
The Preamble has been changed in SRs to match the UK SI wording.
- **Welsh footnotes**
The footnote numbering for Welsh SIs has been changed to numeric.
- **Help Information**
Help text has been added to the SI menu to provide details for user resources.
- **Image and Formula description text**
The template provides a feature to optionally include descriptive text about an image or formula. This will be shown as an alt tag in the HTML version of the document.
- **Acronyms and Abbreviations**
The template enables a user to optionally add an expansion of an acronym or abbreviation to appear as an alt tag in the HTML version of the document.

1.7 Instructions on how to use the new functionality can be found in the SI/SR template user manual, highlighted with the number '5'.

2. SI/SR TEMPLATE BASIC CHECK VALIDATION

2.1 The SI Validation Web Portal has been amended to provide a basic check option, and includes improvements to the error reporting.

2.2 The web validation tool now provides 2 options for validation:

- **Basic Check**

The Basic Check reports back only on high risk errors - those most likely to affect the printing and electronic conversion of the SI or SR. Remaining issues will be corrected by TSO on the author's behalf and at the author's risk, with changes affecting layout returned to the author for advice.

- **Full Validation**

This level of validation reports all errors found in the document, and allows the author to submit a camera ready copy for publication.

Regardless of the level of validation selected, the SI or SR is considered valid if no Basic Check errors are present.

Improvements to error reporting

2.3 The SI Validation Web Portal has improved the error reporting as agreed with the SI Subgroup. These improvements are:

- Rephrasing of error messages to a more user-friendly style;
- Global messages are reported on an additional page at the start of the error report, instead of against the first element in the document. This page also includes information about the validation submission.
- 'Warning only' is included to distinguish all warning messages;
- A unique reference number (e.g. e00024) is included against each error message, cross-referenced against the 'error message user guide' and the 'error report summary' to help locate the error description.

2.4 Instruction on how to use the new functionality can be found at <https://sivalidation.opsi.gov.uk> by clicking on the 'Help' menu item.

3. ENQUIRIES

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