

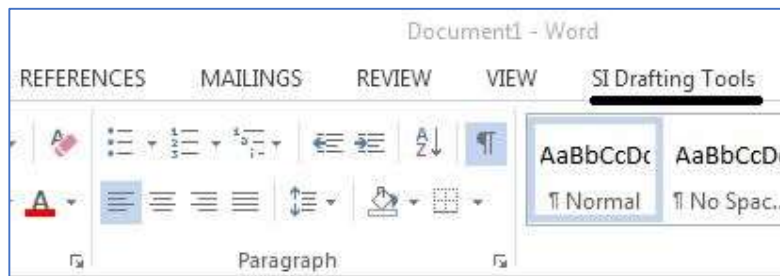
Installing and Using the SI Template

Important Notes

1. This version of the template is designed for versions of Word that have a ribbon interface. It will not work on Word versions earlier than 2010.
2. Older versions of the SI template must be removed before installing SI Template version 9.
3. The installation procedure is described fully in a separate document.

Using the template

1. Start Word



Installation adds a new ribbon “SI Drafting Tools”

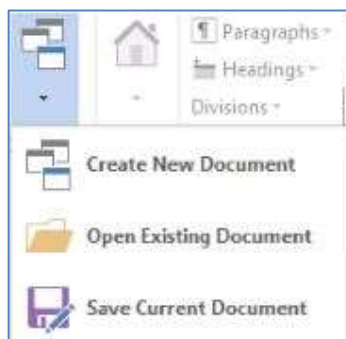
The new ribbon tab is permanently installed. All other ribbon tabs may be used for standard word processing in non-legislation work.

2. Select the SI Drafting Tools Ribbon



Far left end of the Ribbon has a Documents group

Note: content from documents created using older versions of the template must be copy/pasted to a new document created with the new template.



This group has options to Create, Open or Save an SI document