

Hyperlink Legal and Insert Legal Buttons

INSTRUCTIONS

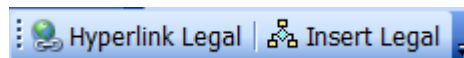
NOTE: These instructions explain how to install the “Hyperlinkbills.dot” template onto a personal computer running Microsoft Word 2003 or Microsoft Word 2010. This template contains macros that allow the user to insert text and hyperlinks within Word documents to Iowa bills and amendments, the Iowa Code, and the Iowa Administrative Code. The template is provided “**AS IS**” and without warranties as to performance. The template was developed for use with Microsoft Word 2003 and Microsoft Word 2010.

**When downloading the Word template through Internet Explorer, change the document extension from .doc to .dot*

1. Exit Microsoft Word.
2. Download the Hyperlinkbills.dot file from the Iowa General Assembly website and save it to the Microsoft Office Startup folder (e.g., C:\Program Files\Microsoft Office\Office11\Startup, C:\Program Files\Microsoft Office\Office14\Startup, etc.).
3. Start Microsoft Word.
4. In Word 2003, select the **View | Toolbars** dropdown menu, and check on the **Hyperlink and Insert Legal** option. Then select the **Tools | Macro | Security** dropdown menu, and check the **Low** button from the **Security Level** tab. Also, check on the **Trust all installed add-ins and templates** and **Trust access to Visual Basic Project** checkboxes from the **Trusted Publishers** tab.

In Word 2010, select **File | Options | Trust Center | Trust Center Settings**, and check on the **Enable all macros** option.

5. The following 2 buttons should now be visible from the **Hyperlink and Insert Legal** toolbar in Word 2003 or the **Add-Ins** tab in Word 2010:



The **Insert Legal** button will insert Iowa Code, Iowa Administrative Code, and Iowa bill/amendment text into the Microsoft Word document. The **Hyperlink Legal** button will hyperlink existing Iowa Code, Iowa Administrative Code, Iowa Court Rules, and Iowa bill/amendment text within the document. Examples of the types of text strings that will hyperlink are displayed below.

HYPERLINKED TEXT EXAMPLES

Note: Bill numbers (#) may contain 1-4 digits.

The following may be in all uppercase or all lowercase only

S.F. # (tab before number)	H.F. # (tab before number)
S.F. #	H.F. #
S.R. #	H.R. #
S.C.R. #	H.C.R. #
S.J.R. #	H.J.R. #
S.S.B. #	H.S.B. #

The following may be all uppercase, all lowercase, or sentence case

Senate File #
Senate Resolution #
Senate Concurrent Resolution #
Senate Joint Resolution #
Senate Study Bill #
House File #
House Resolution #
House Concurrent Resolution #
House Joint Resolution #
House Study Bill #

The following may be all uppercase, all lowercase, or mixed case

ssb #, hsb #, scr #, hcr #, sjr #, hjr #, ssb#, hsb#, scr#, hcr#,
sjr#, hjr#, sr #, hr #, sf #, hf #, sr#, hr#, sf#, hf#

Amendments must contain 4 digits and may be in uppercase or lowercase

S-#### (hyphen before number)
S-#### (en dash before number)
H-#### (hyphen before number)
H-#### (en dash before number)

Iowa Administrative Code references must be in these formats:

441 IAC 79.1 (rule reference)
441 IAC 79 (chapter reference)

Iowa Code references must be in these formats:

Iowa Code chapter #
Iowa Code Supplement chapter #
Iowa Code chapters # and #
Iowa Code Supplement chapters # and #
Iowa Code section #.#
Iowa Code Supplement section #.#
Iowa Code sections #.# and #.#
Iowa Code Supplement sections #.# and #.#

Iowa Court Rules references must be in these formats:

Iowa Court Rule #.#

Iowa Court Rules #.#

Rule #.# of the Iowa Rules of ...

Iowa R. Crim. P. #.#

Iowa R. Civ. P. #.#

Iowa R. App. P. #.#

Iowa R. Juv. P. #.#

Iowa R. Evid. #.#

Iowa Ct. R. #.#

Iowa Ct.R. #.#

Iowa R. C. P. #.#

Iowa Rules of Civil Procedure #.#

Iowa Rules of Criminal Procedure #.#

Iowa Rule of Civil Procedure #.#

Iowa Rule of Criminal Procedure #.#

Note: Chapter 32 rules only must include a colon (e.g., Iowa Court Rule 32:1.1)