

RAS, ERF, and Graphics

Working with graphics in the Rule Authoring Software and the Electronic Rule Filing Website

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A. Using graphics (also known as Figures, Pictures or Images)

(Note: Graphics are often referred to as Figures, Pictures, or Images. In this document, the term "graphic" will be used)

The Rule Authoring Software (RAS3) provides the ability for users to insert graphics into a RAS3 document. In RAS3, this is referred to as "Inserting a Graphic."

Graphics should be used only when absolutely necessary.

Below is an example of a legitimate use of a graphic in a rule:

(d) Additional requirements for roof ladders only -- roof hook test.

- (i) The ladder shall be positioned for testing and tested as shown in figure 2 of this rule. The ladder shall be hung solely by the roof hooks, with the hooks supported only by the points of the hooks, in a vertical position from a fixture capable of supporting the entire test load and weight of the ladder. The ladder shall be secured in such a manner to retain the ladder in the test position to prevent injury to test personnel, if the hooks fail during the test.

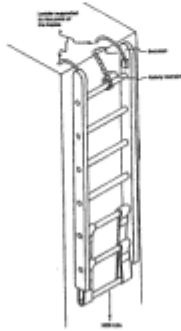


Figure 2 Roof ladder positioned for roof hook test.

B. Requirements

1. Graphics must be .GIF or .JPG File Format

When graphics are inserted into a RAS3 file, they must be one of the following two file formats:

GIF - Graphics Interchange Format (.gif)

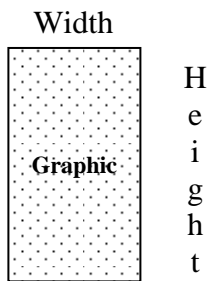
JPG - Joint Photographic Experts Group (.jpg)

Please note: in RAS3, when you click Insert → Graphic, the resulting list of files you can choose from will automatically show only jpg and gif files.

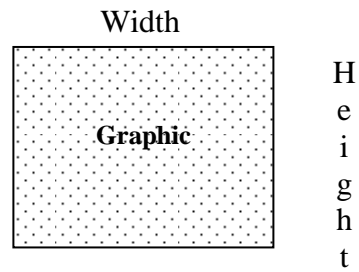
Do NOT use bitmap (.bmp) or portable network graphics (.png) format. If you have questions about turning a .bmp or .png file into a .jpg or .gif, please contact the ERF Help Desk.

2. The width of the graphic must be greater than the height.

Bad...

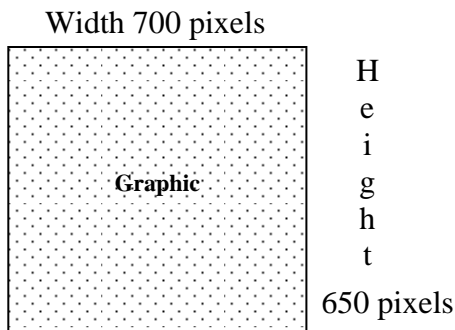


Good!

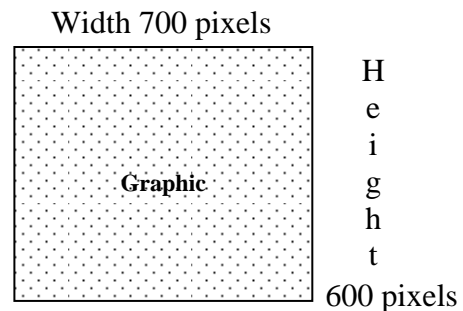


3. The height of the graphic must not exceed 600 pixels.

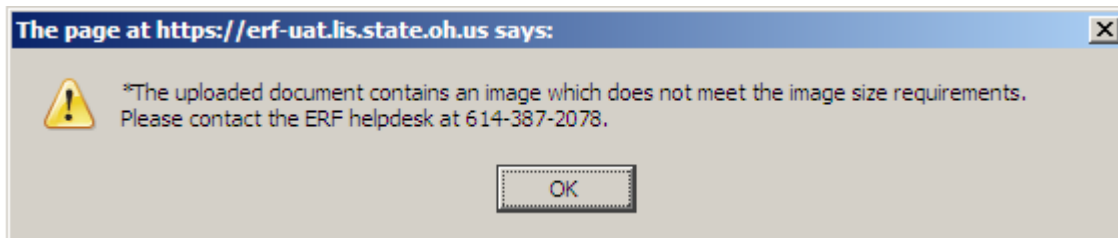
Bad....



Good!



4. If the graphic fails to meet requirements #2 and #3, you'll see this error message when uploading the .zip file to your package:



5. On rare occasions, a table will be prepared as a graphic for insertion into the rule. In these situations, it's recommended the text in the original document, such as Word, be shown in a larger font. This will help to make the characters more readable in the resulting graphic.

6. Be aware: regardless of the steps taken to prepare the graphic, when the rule is print/viewed as a .pdf, there will most likely be some loss in quality of the image. This is due to the processing done to the image while rendering the .pdf.

C. Changing the size of a graphic using Microsoft "Paint"

1. Start the Paint program by selecting **Start → All Programs → Accessories** and click on **Paint**.
2. In Paint, open the image you want to resize.
3. Select **Image → Resize**
4. In the Resize section, click Percentage not Pixels. Reduce the Horizontal and Vertical percentage values, for example from 100% to 55% (to ensure the image remains proportionate, click Maintain aspect ratio).
5. Click on **OK**.

NOTE: To confirm the dimensions of the graphic, select **Main Menu dropdown list → Properties**. In the Units section, be sure to click on the **Inches** radio button to view the graphic dimensions in inches.

D. Saving and naming a graphic (using Microsoft "Paint")

1. In Paint, select **Main Menu dropdown list → Save as**.
2. Enter a name for the graphic. (Recommend saving with a different name to keep the original file unchanged.)
3. When naming the graphic, **do not use decimals, parentheses, or blank spaces** in the name.

Good name: **Ladder1A.jpg**

Bad name: **Ladder.1 (A) .jpg**

4. Select File Type **JPEG .jpg** or **GIF.gif**.

5. Save the graphic to a folder on your C: (Local) drive.

E. Inserting a graphic into the rule body

1. Open RAS3 (the Rule Authoring Software).
2. If you have already created the rule, or the rule already exists, and need to insert a graphic, open the rule.
3. If you are creating a new rule that will contain graphics, create it just like you would any other rule in RAS3 (File → New RAS Document).
4. If you have already inserted a graphic into a rule and need to work on the rule again, open the rule. (see section G: "Editing or re-opening a rule with graphics")
5. Place your cursor where the graphic needs to be inserted.
6. Select **Insert → Graphic** from the menu or click on the **Insert a Graphic** button on the toolbar.
7. In the dialog box, locate and select the graphic file you want to insert. (By default, RAS3 will only show .jpg or .gif files.)
8. Click on **Open** or double click the graphic.
9. The graphic will be inserted and will be center-aligned (you cannot change the alignment).
10. After inserting the graphic, save the rule as a ZIP file (following the steps outlined in the next section).

F. Saving a rule with graphics (ZIP format)

When rules with graphics are saved in RAS3, they are automatically **saved in ZIP format**.

To save a rule with a graphic

1. Select File → Save As.
 - Select the folder location on your c: drive where you want to save the rule.
 - Select Save.
 - The rule will be saved as a ZIP file.

To save in the default RAS3 file folder, select File → Save.

2. **The ERF Website will only accept ZIP files created in RAS3.** Do not use WINZIP or other software to create a rule ZIP file.

G. Editing or re-opening a rule with graphics

1. Select **File → Open Rule** (or click the rule number in the Navigator).
2. Locate and select the rule document **ZIP** file.
3. After locating the .zip file, select Open.
4. When the rule opens, **check for the graphics**. If they are not visible, contact the ERF Help Desk.

H. Existing (previously filed) rules with graphics

Downloading a rule with graphics: When you request that LSC prepare a rule for download from the Rule Filers Website and the existing rule contains graphics, the prepared rule will be sent directly to you by the ERF Help Desk and won't be placed on the Rule Download website.

Requesting a rule with graphics that was previously filed as a .pdf: In rare cases, LSC will authorize an agency to prepare their rule as a .pdf rather than using RAS3. In the event the agency wants to prepare the previously filed .pdf in RAS3 for a subsequent filing, please contact the ERF Help Desk before working on the rule in RAS3 or requesting it on the Rule Download website. Special steps will be needed to ensure you have both the codified text of the last filing as well as the images available for use in RAS3.

I. Removing or striking a graphic from a rule

1. To REMOVE a "new" (blue, outlined) graphic:
 - Click in the center of the graphic you want to remove.
 - Press the **[Delete]** key.
 - The graphic will disappear.
2. To STRIKE an existing graphic in an existing rule:
 - Click in the center of the graphic you want to strike.
 - Press the **[Delete]** key
 - A red **X** should appear throughout the graphic.

J. ERF Website: Uploading a rule with graphics

In order to upload a rule with graphics to your package on the ERF Website, the rule must be in the .ZIP file format.

1. **Only RAS3-created ZIP Files are to be used with the ERF Website.** Do **not** use the WINZIP software or other ZIP-creation software programs to create a ZIP file.
2. After uploading the ZIP file to the ERF Website, **print/view the document to make sure the graphics are present.**