



Markup Redline™ User Guide

Support for using the app in browser and in Microsoft Teams

Markup Redline™

Compare. Connect. Collaborate.

Throughout the world, the way elected officials draft and amend laws has not changed much for hundreds of years. Until now.

Markup Redline™ enables fast and accurate side-by-side comparison of pending legislation, revealing connections between existing statutes and regulatory code to create efficiency and avoid mistakes; and allowing policymakers and staff to draft changes to amendments or bills and collaborate with colleagues in real-time using Microsoft Teams.

User Guide

This User Guide will show you how to:

- 1 Get started with Markup Redline™ on your browser or Microsoft Teams.
- 2 Search for bills and resolutions.
- 3 Download bills and resolutions to Microsoft Word.
- 4 View side-by-side any two bills or resolutions.
- 5 Redline changes between any two bills or resolutions.
- 6 Download redlines to Microsoft Word.
- 7 Find statutes in the U.S. Code.
- 8 Connect statutes in the U.S. Code to regulations in the CFR.
- 9 Find regulations in the CFR.
- 10 Connect regulations in the CFR to statutes in the U.S. Code.
- 11 Collaborate with team members inside Microsoft Teams.

For questions, contact help@markuplabs.com

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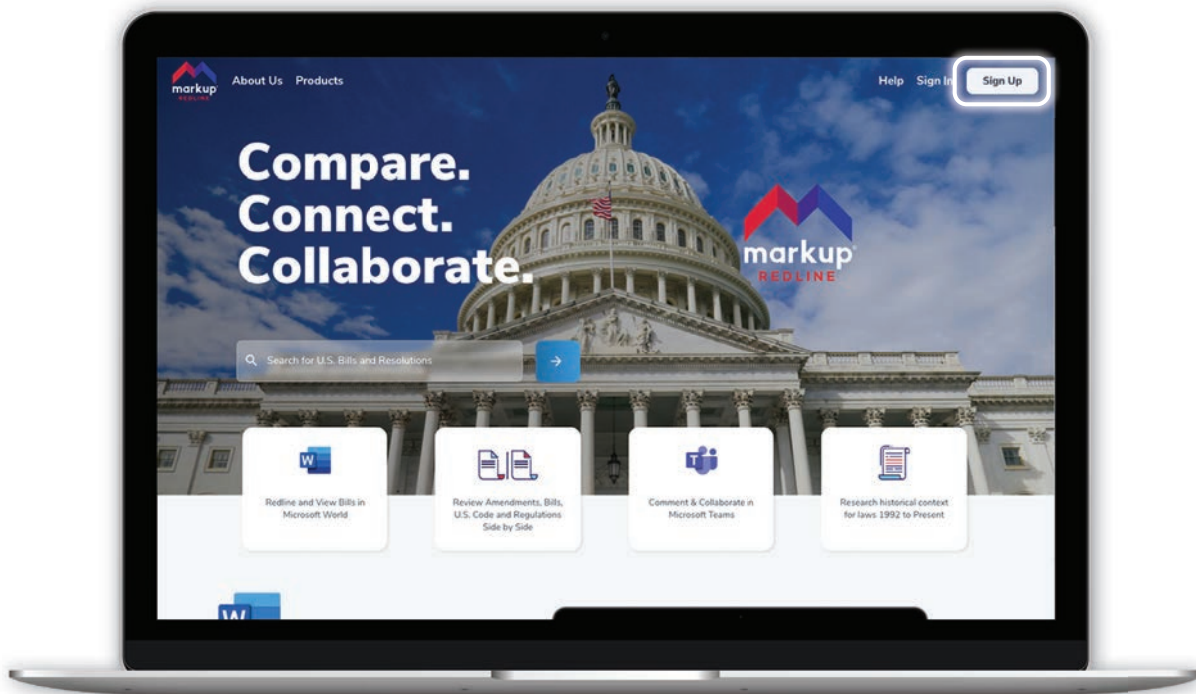


Using Markup Redline™ in your browser



BROWSER Getting started

- 1 Open a browser and go to redline.markuplabs.com. Click **Sign Up** in the upper right corner.



- 2 Create an account by entering your name, email address, and a secure password.
- 3 Check your email for a verification and click the link in your email to activate your account.



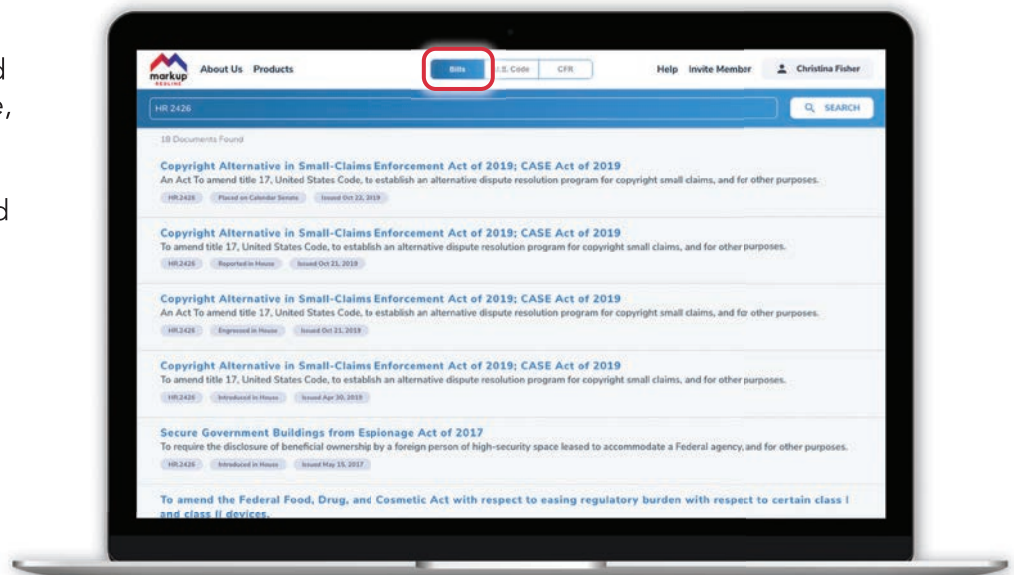
BROWSER Search for bills & resolutions

From the homepage, use the **search bar** to search for U.S. Bills and Resolutions.



Alternatively, if you have already navigated beyond the homepage, select **Bills** and then use the search bar to search for U.S. Bills and Resolutions.

Click **Search**.

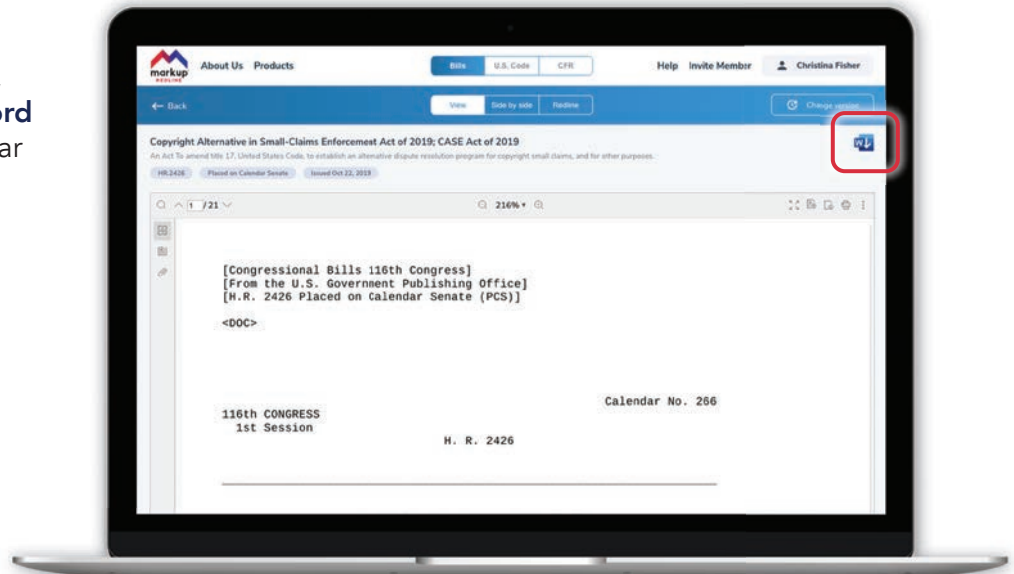




BROWSER Download bills & resolutions to Microsoft Word

While viewing the bill or resolution you want, click the **Microsoft Word logo** under the View Bar on the right side.

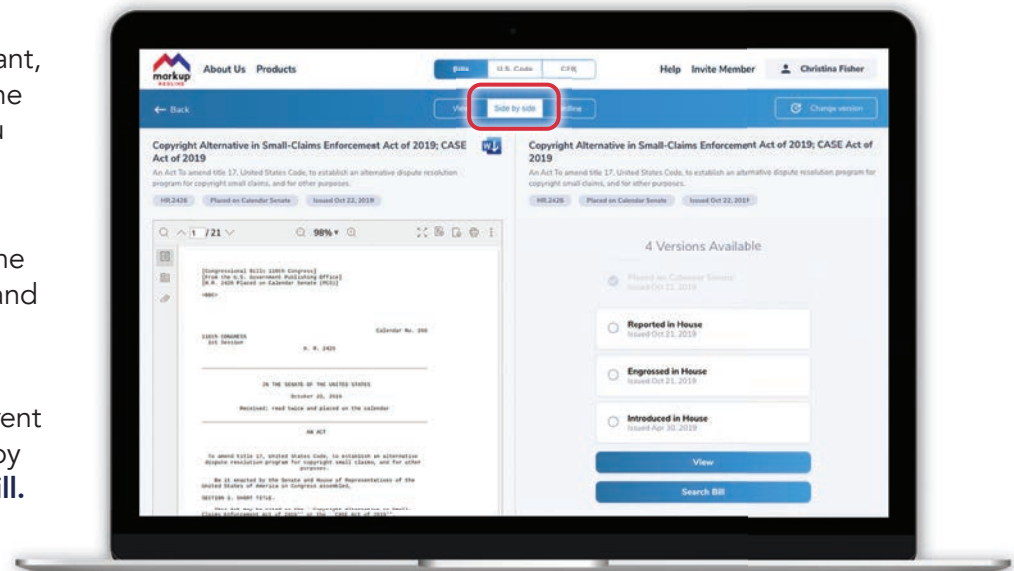
Retrieve the Word document from your browser's **Downloads** location.



BROWSER View any two bills or resolutions side-by-side

Once you have the first bill or resolution you want, click **Side by Side**. In the right-hand window, you can either:

- 1 Select a different version of the same bill or resolution and click **View**
or
- 2 Search for a different bill or resolution by clicking **Search Bill**.





BROWSER

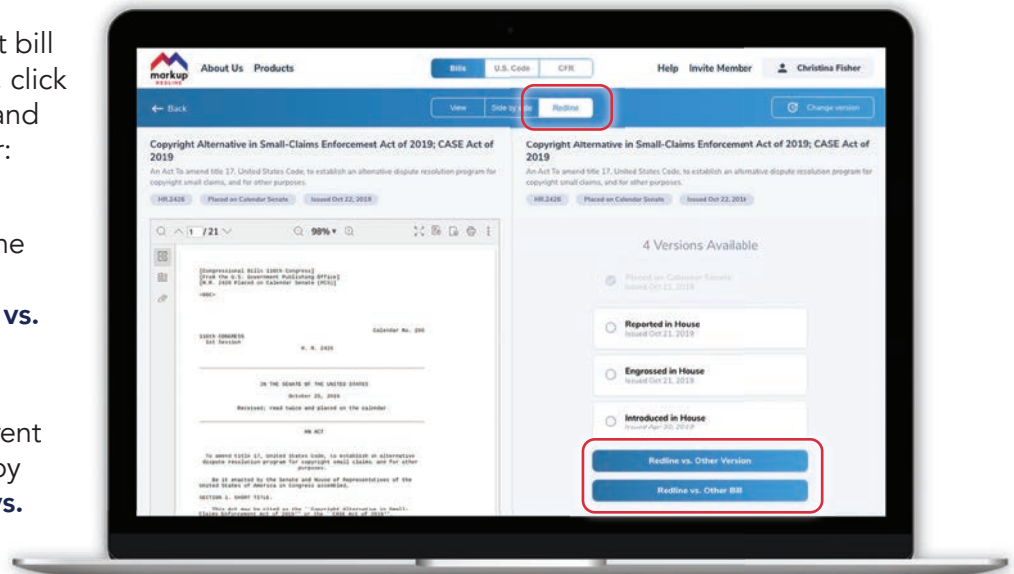
Redline changes between any two bills or resolutions.

Once you have the first bill or resolution you want, click **Redline**. In the right-hand window, you can either:

1 Select a different version of the same bill or resolution, and click **Redline vs. Other Version**

or

2 Search for a different bill or resolution by clicking **Redline vs. Other Bill**.

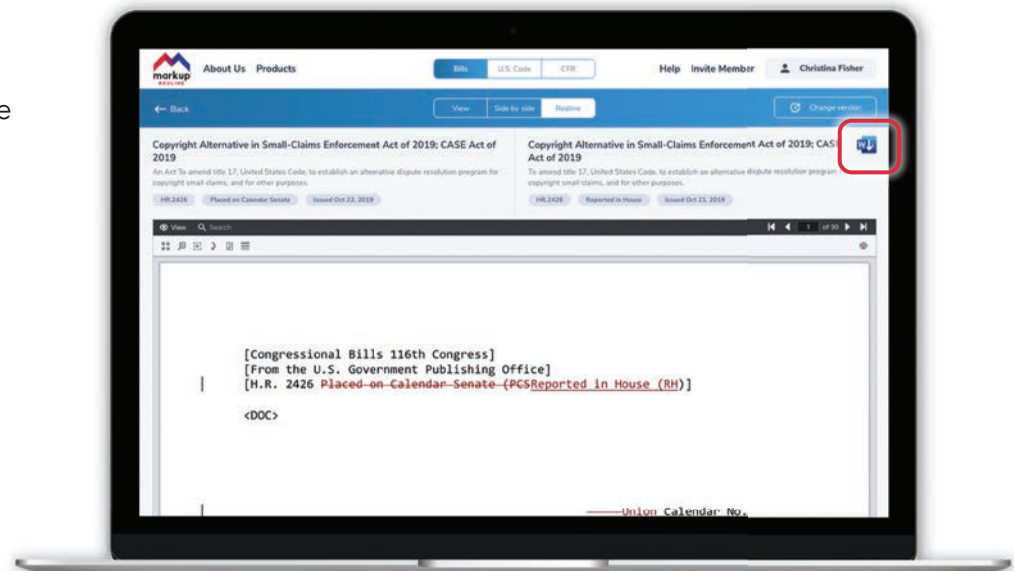


BROWSER

Download redlines to Microsoft Word.

Once you have a redline inside the viewer window, click the **Microsoft Word** logo.

Retrieve the Word document from your browser's **Downloads** location.

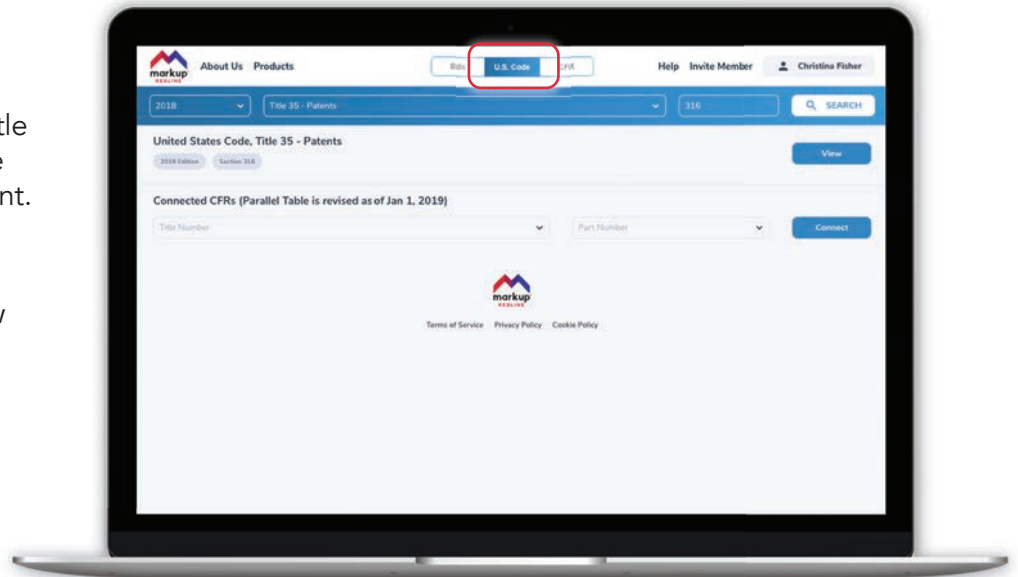




BROWSER

Find statutes in the U.S. Code.

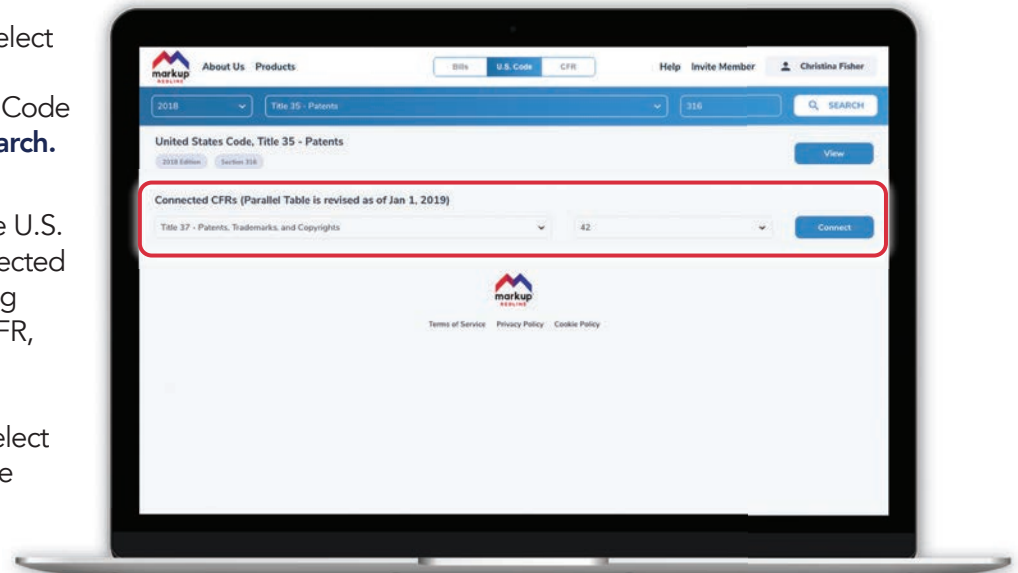
- 1 Click **U.S. Code**.
- 2 Select the Year, Title and Section of the U.S. Code you want. Click **Search**.
- 3 Click **View** to view the statute.



BROWSER

Connect statutes in the U.S. Code to regulations in the CFR.

- 1 Click **U.S. Code**. Select the Year, Title and Section of the U.S. Code you want. Click **Search**.
- 2 If the Section of the U.S. Code you have selected has a corresponding regulation in the CFR, then you will see a **Connected CFRs** appear below it. Select the regulation's Title and Part from the pull-down options, and click **Connect**.

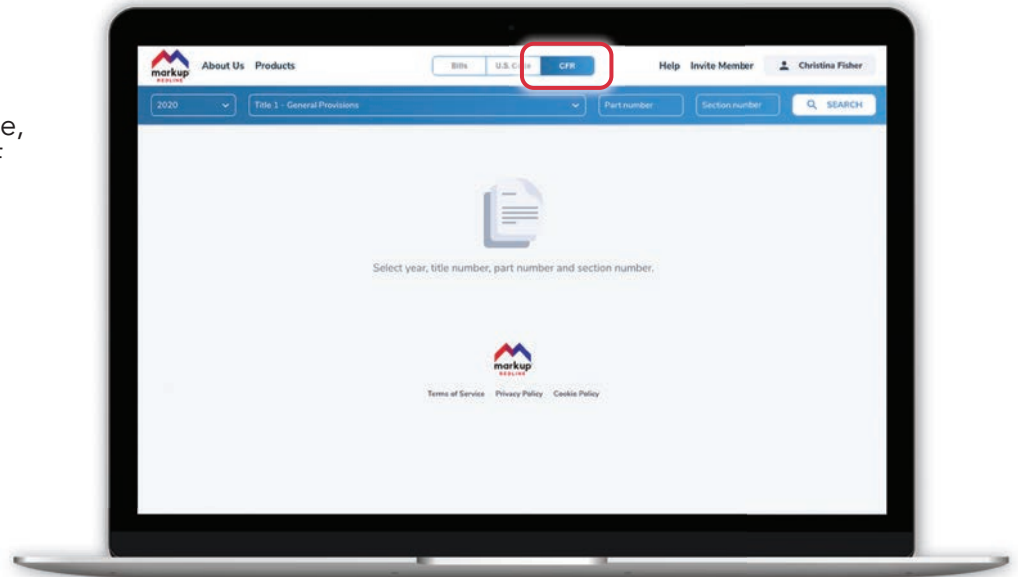




BROWSER

Find regulations in the CFR.

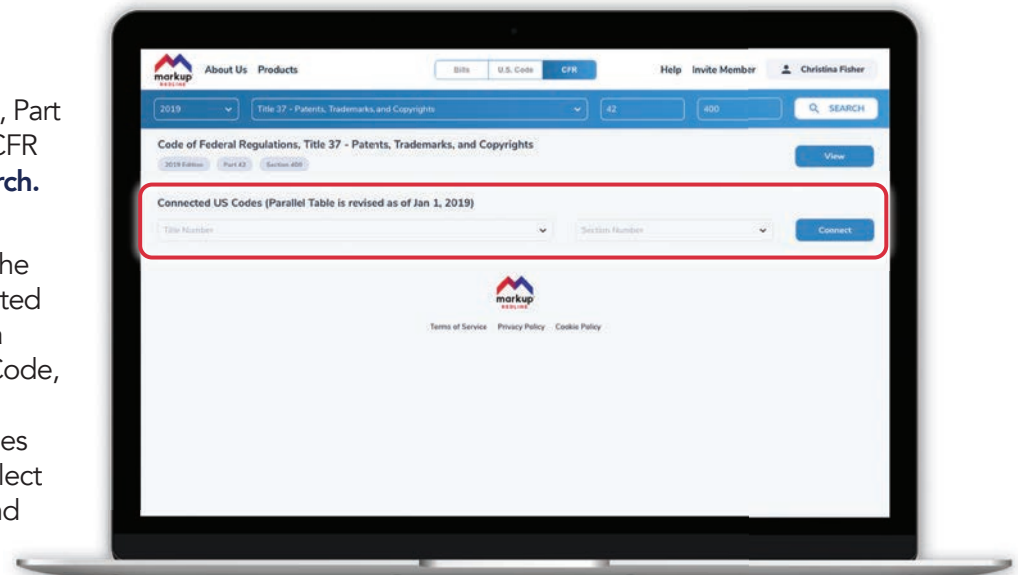
- 1 Click **CFR**.
- 2 Select the Year, Title, Part and Section of the CFR you want. Click **Search**.
- 3 Click **View** to view the regulation.



BROWSER

Connect regulations in the CFR to statutes in the U.S. Code.

- 1 Click **CFR**.
- 2 Select the Year, Title, Part and Section of the CFR you want. Click **Search**.
- 3 If the regulation in the CFR you have selected was authorized by a statute in the U.S. Code, then you will see a Connected US Codes appear below it. Select the statute's Title and Section from the pull-down options, and click **Connect**.





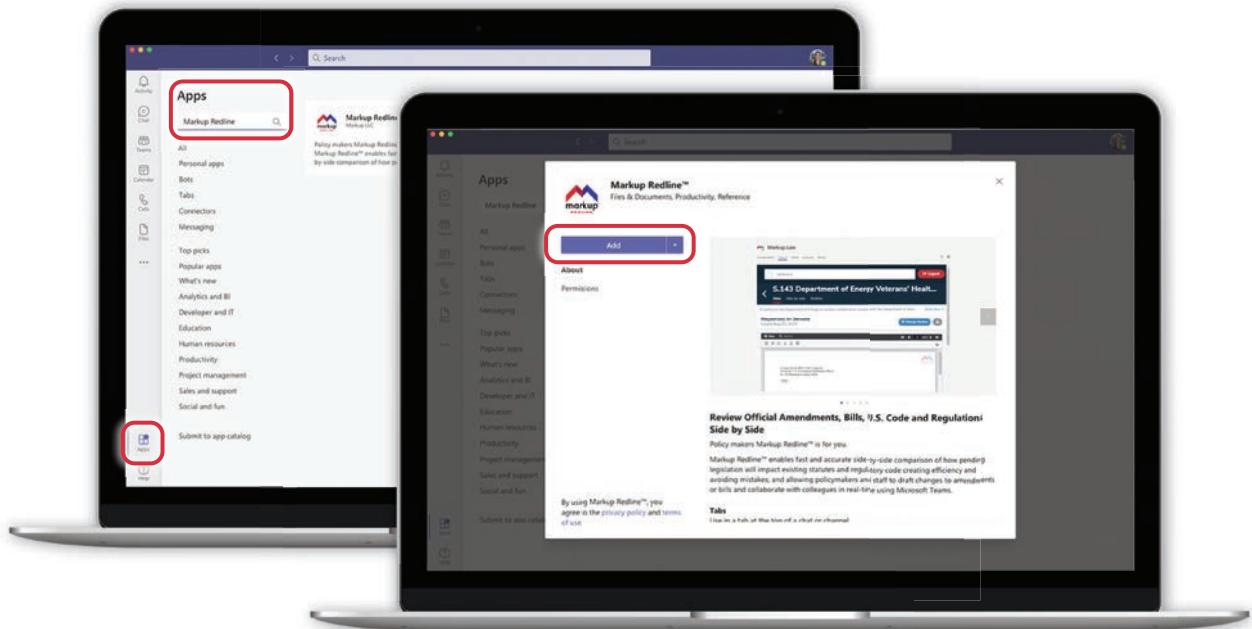
Using Markup Redline™ inside Microsoft Teams



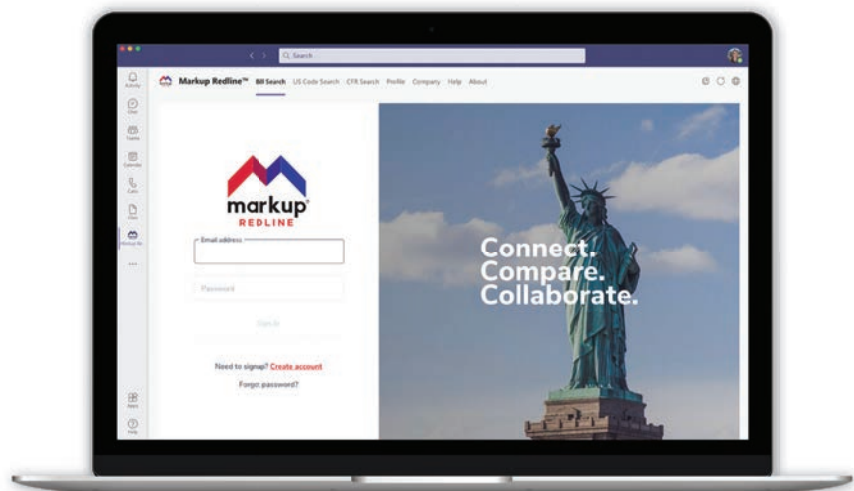
MICROSOFT TEAMS

Getting started

- 1 Open **Microsoft Teams**. Click **Apps** in the lower left corner. Type **Markup Redline** into the search bar and click on the app tile in the results. Click **Add** to add Markup Redline™ to your personal apps.



- 2 Create an account by entering your name and email address, and a secure password.
- 3 Check your email for a verification and click the link in your email to activate your account.



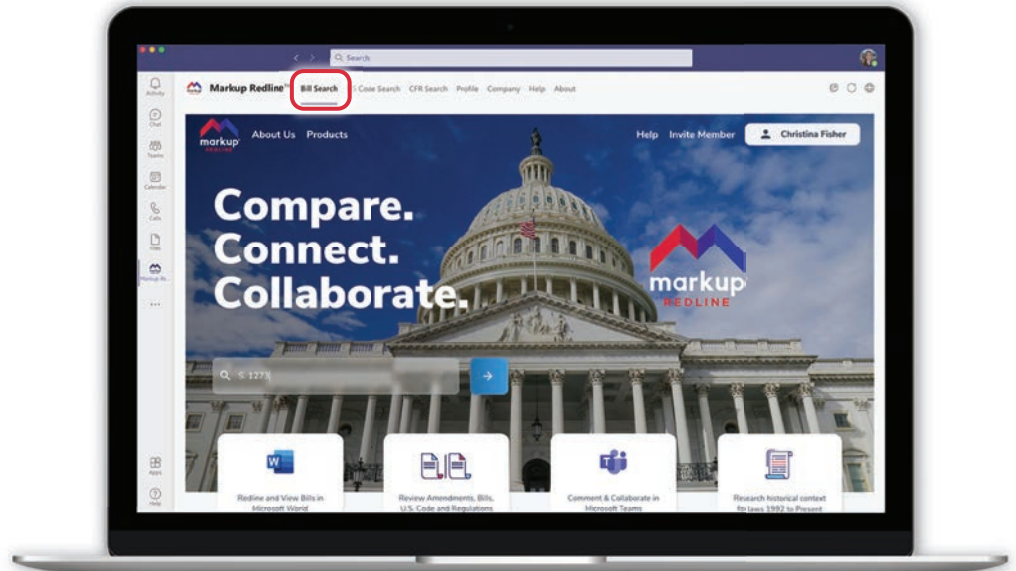


MICROSOFT TEAMS

Search for bills & resolutions

Click **Bill Search** and then use the search bar to search for U.S. Bills and Resolutions.

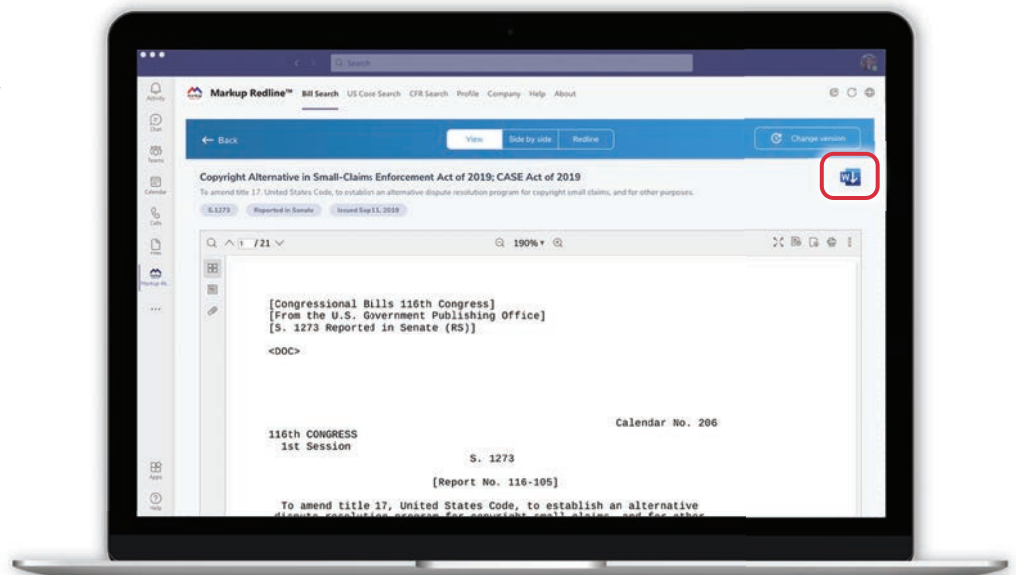
Click **Search**.



MICROSOFT TEAMS

Download bills & resolutions to Microsoft Word

While viewing the bill or resolution you want, click the **Microsoft Word logo**. Retrieve the Word document from your local drive's Downloads folder.



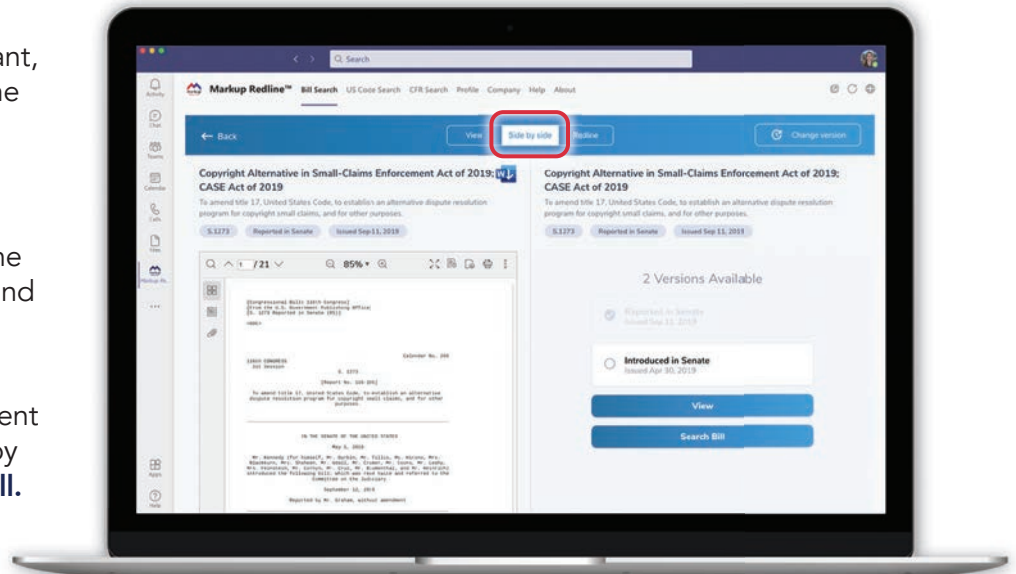


MICROSOFT TEAMS

View any two bills or resolutions side-by-side

Once you have the first bill or resolution you want, click **Side by Side**. In the right-hand window, you can either:

- 1 Select a different version of the same bill or resolution and click **View**
or
- 2 Search for a different bill or resolution by clicking **Search Bill**.

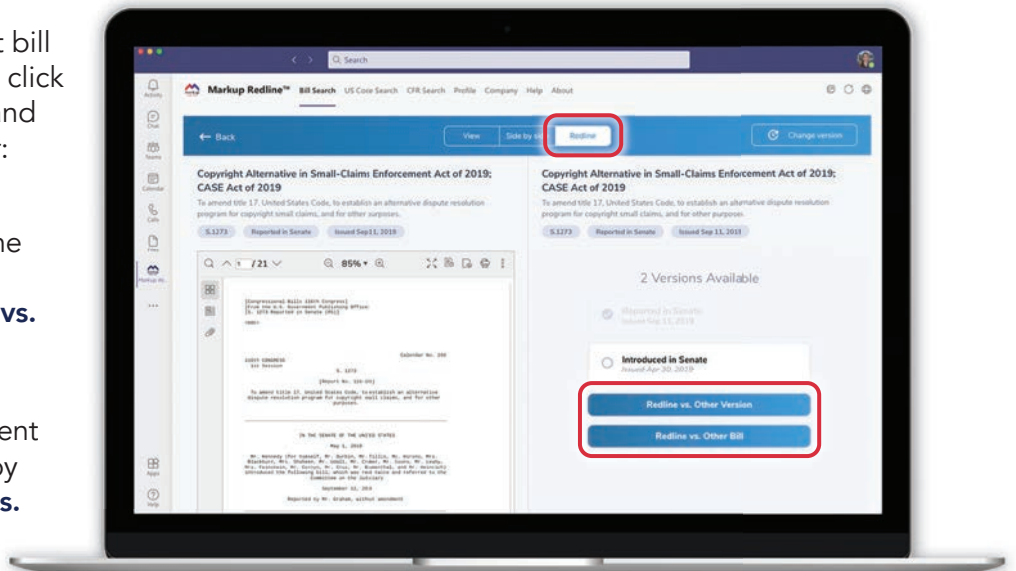


MICROSOFT TEAMS

Redline changes between any two bills or resolutions.

Once you have the first bill or resolution you want, click **Redline**. In the right-hand window, you can either:

- 1 Select a different version of the same bill or resolution, and click **Redline vs. Other Version**
or
- 2 Search for a different bill or resolution by clicking **Redline vs. Other Bill**.



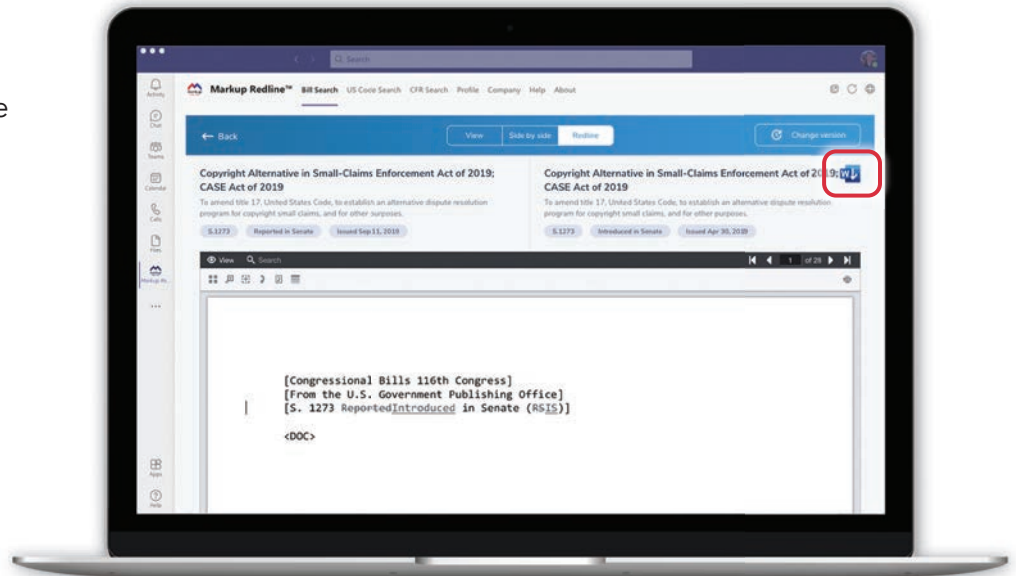


MICROSOFT TEAMS

Download redlines to Microsoft Word.

Once you have a redline inside the viewer window, click the **Microsoft Word** logo.

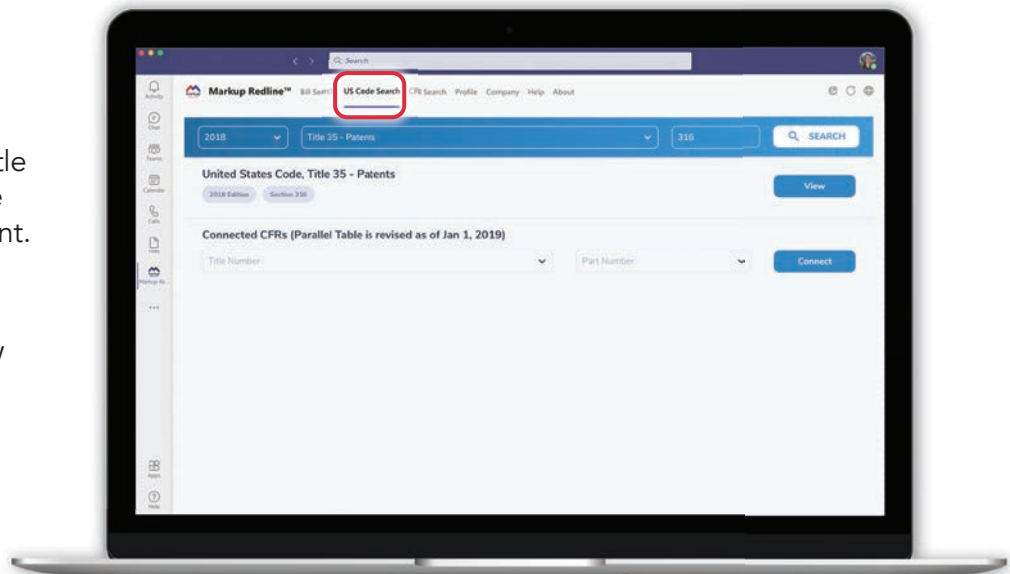
Retrieve the Word document from your browser's **Downloads** location.



MICROSOFT TEAMS

Find statutes in the U.S. Code.

- 1 Click **U.S. Code Search**.
- 2 Select the Year, Title and Section of the U.S. Code you want. Click **Search**.
- 3 Click **View** to view the statute.



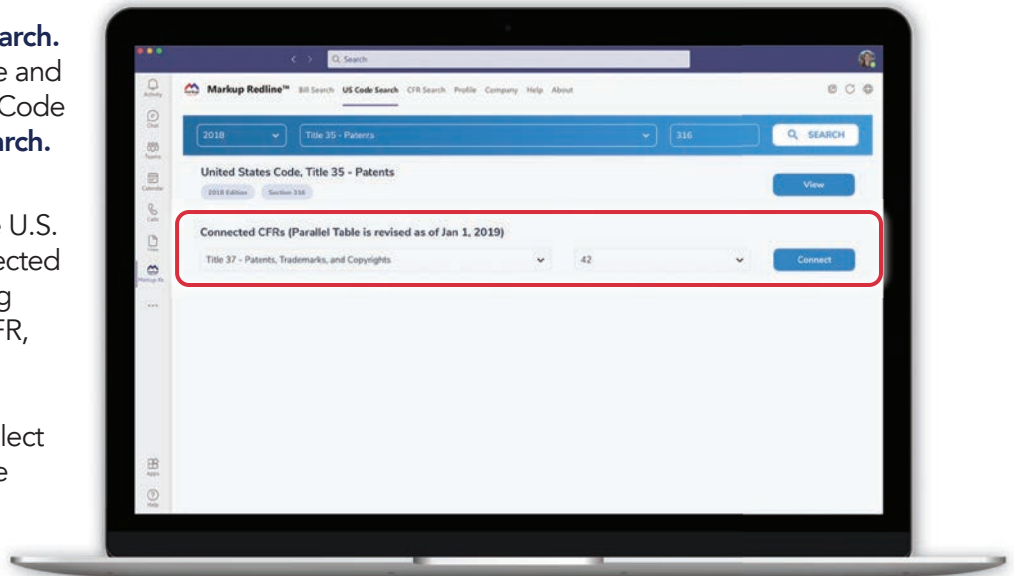


MICROSOFT TEAMS

Connect statutes in the U.S. Code to regulations in the CFR.

1 Click **U.S. Code Search**.
Select the Year, Title and Section of the U.S. Code you want. Click **Search**.

2 If the Section of the U.S. Code you have selected has a corresponding regulation in the CFR, then you will see a **Connected CFRs** appear below it. Select the regulation's Title and Part from the pull-down options, and click **Connect**.



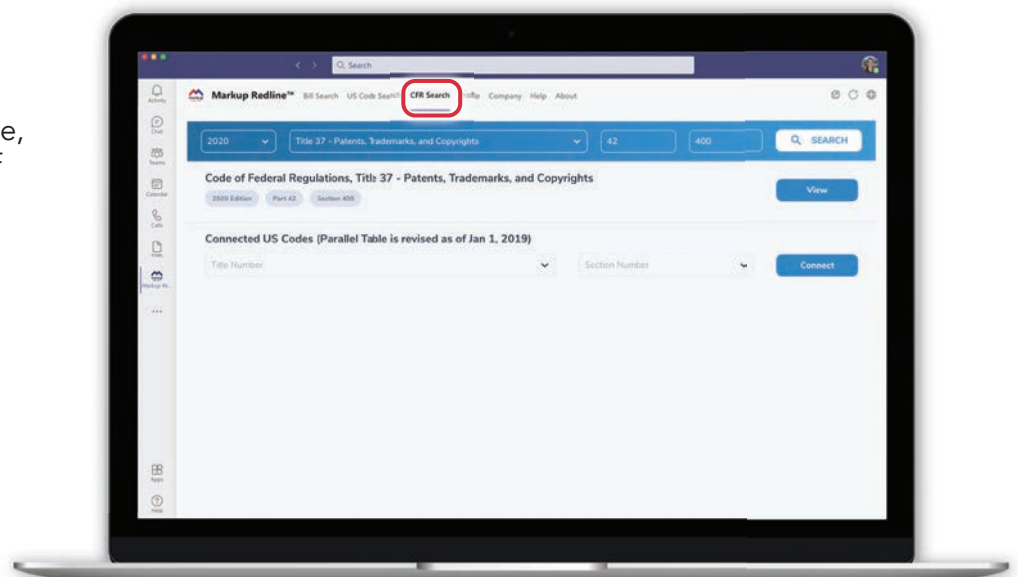
MICROSOFT TEAMS

Find regulations in the CFR.

1 Click **CFR Search**.

2 Select the Year, Title, Part and Section of the CFR you want. Click **Search**.

3 Click **View** to view the regulation.

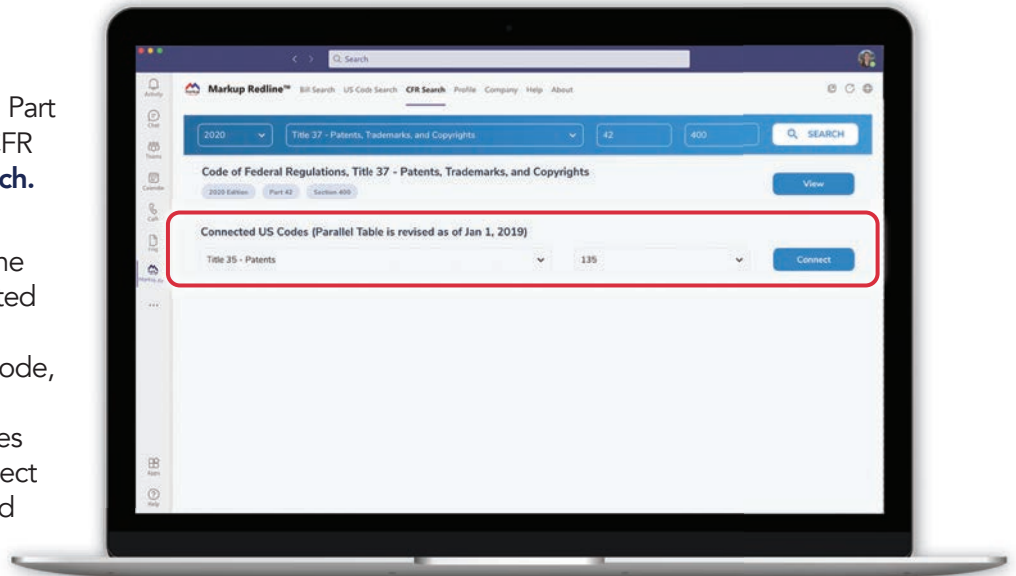




MICROSOFT TEAMS

Connect regulations in the CFR to statutes in the U.S. Code.

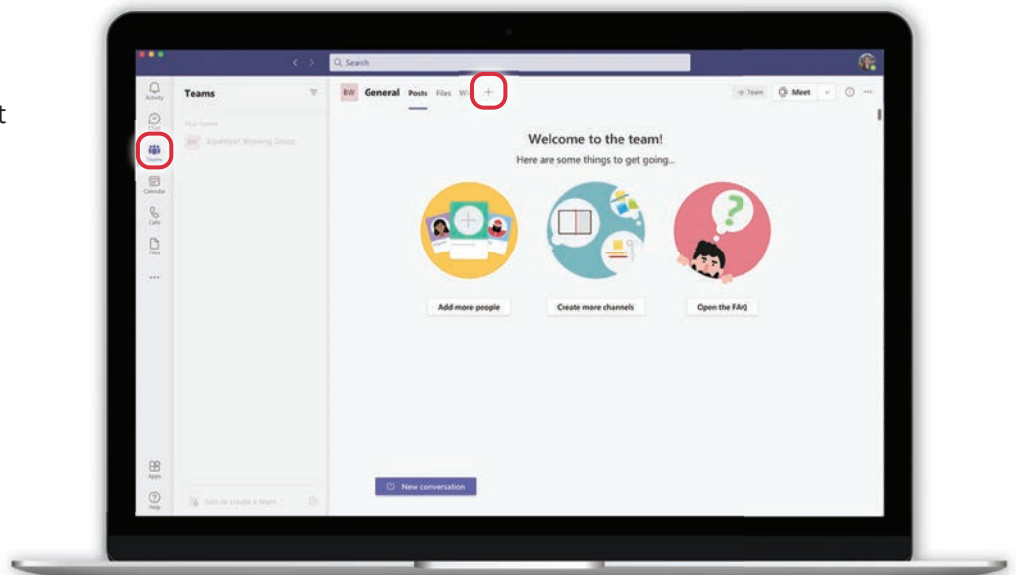
- 1 Click **CFR Search**.
- 2 Select the Year, Title, Part and Section of the CFR you want. Click **Search**.
- 3 If the regulation in the CFR you have selected was authorized by a statute in the U.S. Code, then you will see a Connected US Codes appear below it. Select the statute's Title and Section from the pull-down options, and click **Connect**.



MICROSOFT TEAMS

Collaborate with team members inside Microsoft Teams

- 1 Select a channel inside one of your teams (if you don't have a team yet, create a team). Click the **+** to add a Tab to the channel.



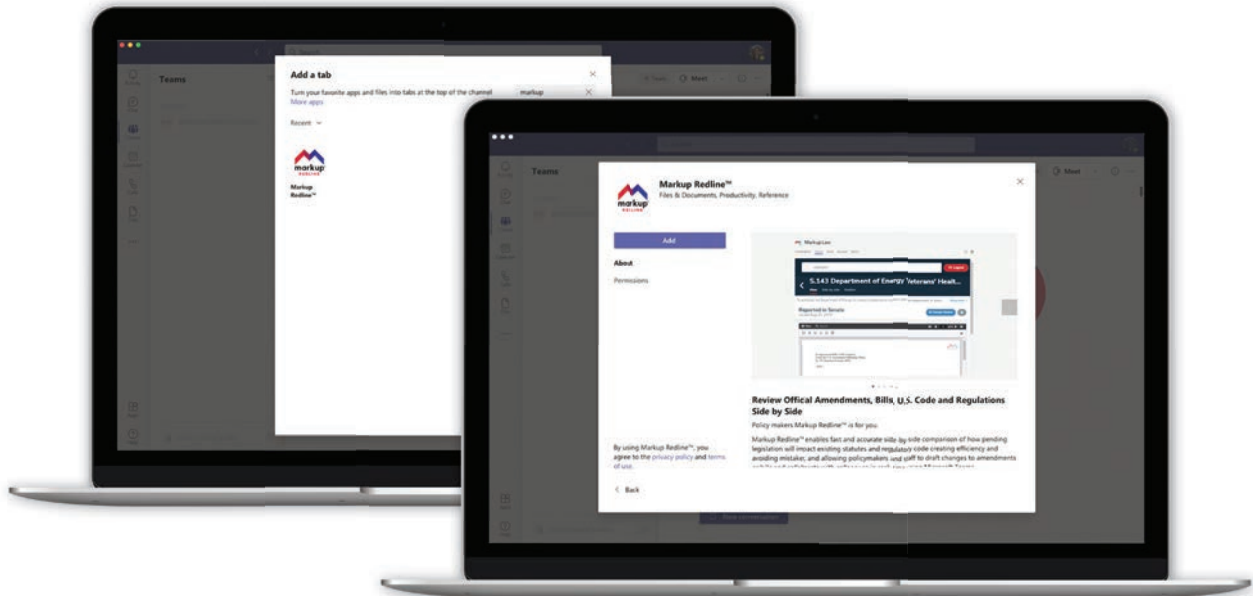


MICROSOFT TEAMS

Collaborate with team members inside Microsoft Teams (continued)

2

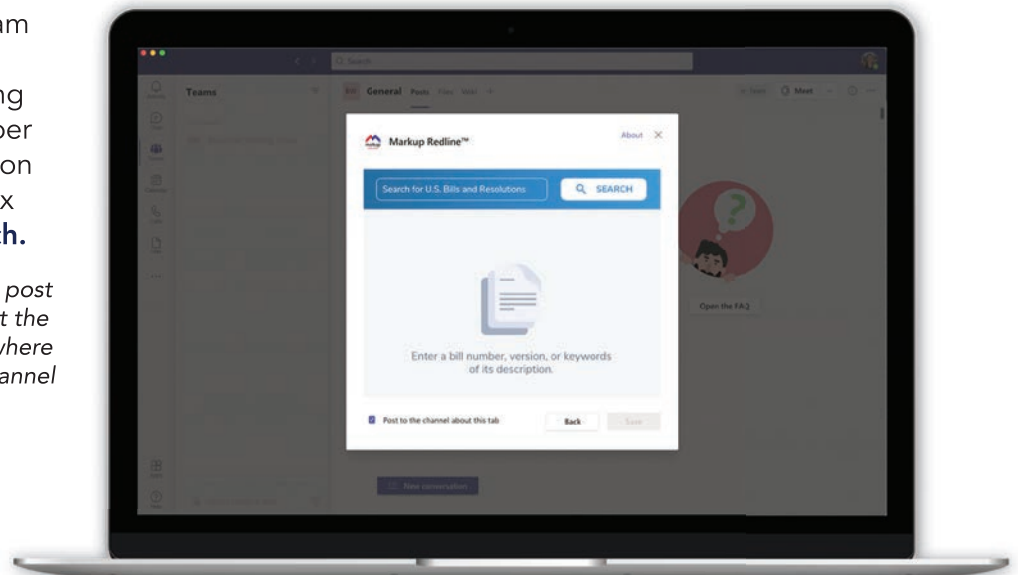
Find the Markup Redline™ app by typing **Markup Redline** into the search box, and then clicking on the app.



3

Begin a work stream around a bill or resolution by typing the name or number of a bill or resolution into the search box and clicking **Search**.

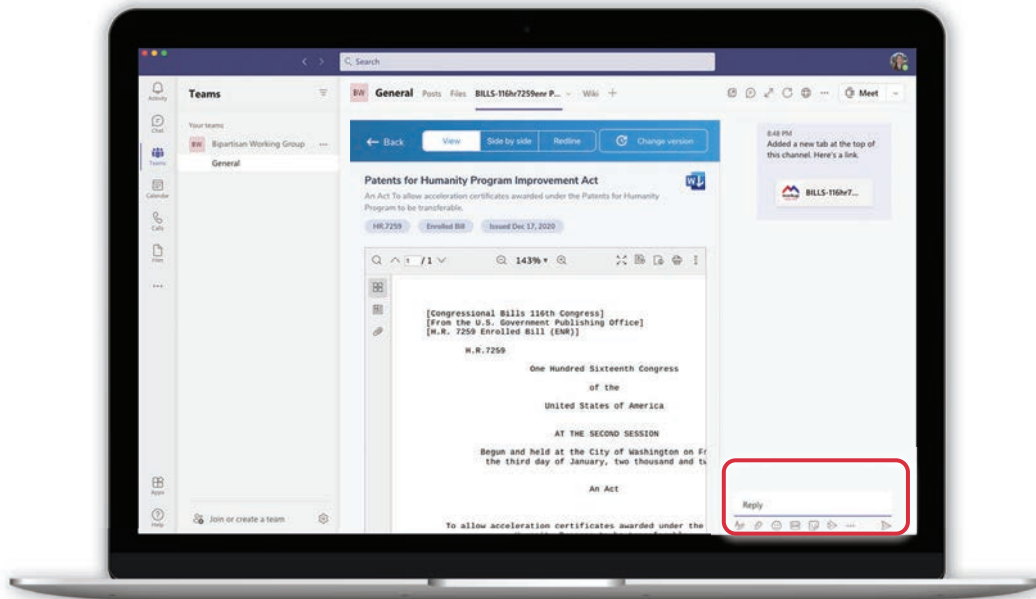
This will automatically post the bill as a new tab at the top of your channel, where all members of the channel can see it and begin collaborating on it.





MICROSOFT TEAMS

Collaborate with team members inside Microsoft Teams (*continued*)



4

Start a chat thread about the bill or resolution by clicking in the **Reply box**, adding your thoughts, and clicking **Send**. Share documents with members of your channel by saving the documents to **Files** or by attaching them to your chat message.