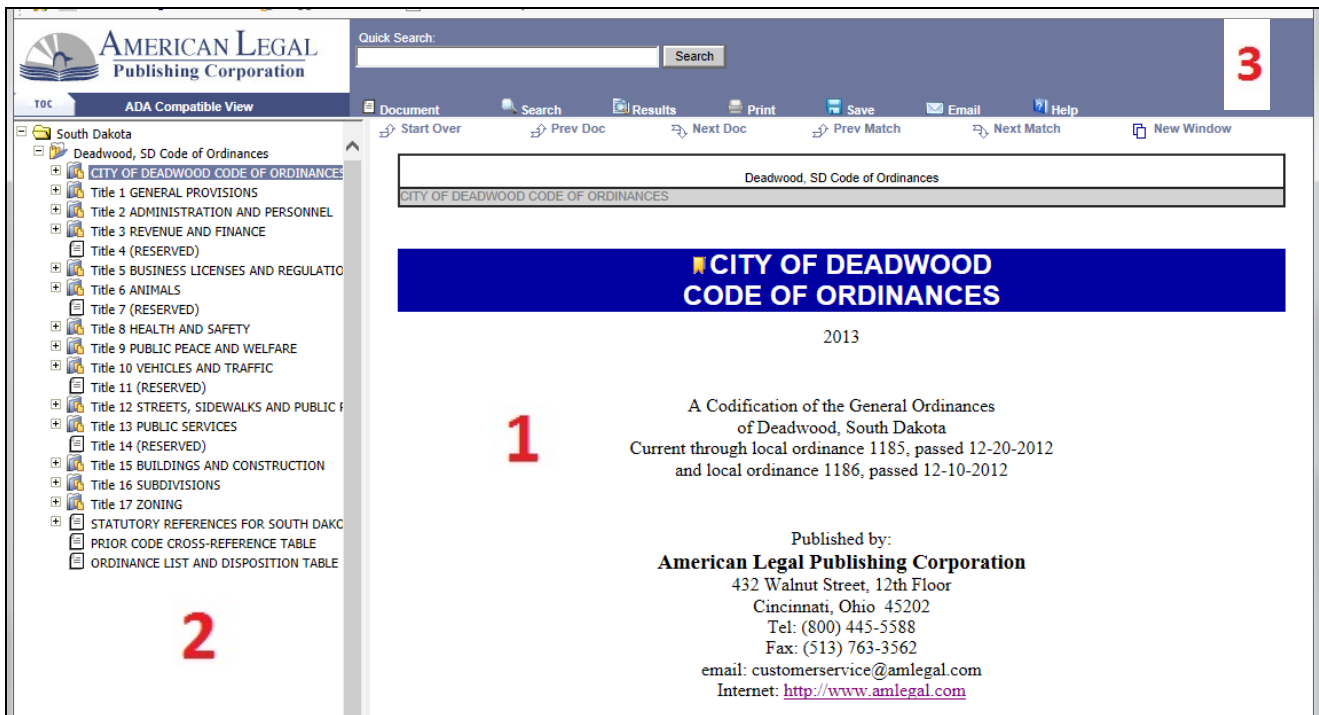## Interface Description

Online code content is accessed through each client's splash page. To view the online material, click on the blue "View Code" icon. Alternatively, for those who may be accessing the online content with a slow connection or those using device readers or other ADA software, use the ADA Compliant link located directly below the "View Code" icon.

Using the Standard Code view Interface

This interface is made up of three frames, or areas on the screen, where different information is displayed. You will be able to view the document, its table of contents, and even your search results without switching between multiple windows. Each is identified and described below:

1. Document Frame

This is the frame that displays the content of the Code of Ordinances. In general, the document frame will display one entire code chapter at a time, though some codes are displayed by section. You can scroll through the sections of the chapter or click on any hyperlinks that appear in the text of the code.

2. Table of Contents Frame

This frame displays the table of contents for the Code of Ordinances. In general, the table of contents will display the various headings, subheadings, and sections of the code. Please note that because each code is different, there is no single structure for the table of contents.

You can resize the table of contents by dragging the bar between the table of contents and the window. This will let you see as much, or as little, of the table of contents as you need.

3. Search and Navigation Frame

The frame along the top edge of the screen is used to navigate and search the code. It gives easy access to all the site's search features and navigation controls. This frame also allows you to print, save and email material.

- Use the **Quick Search** located on the top left-hand side of the screen for simple searches.
- Use the **Advanced Search** option to perform either Boolean-style searches or specific directed searches.
- Use the "**Prev Doc"** and "**Next Doc"** and "**Prev Match"** and "**Next Match"** buttons to browse the code. Use the "**Start Over**" button to reset the website and start over from the code's cover page.

### Using the ADA Compliant Interface

This version provides you with the same features and functionality as the *Standard Code* interface. The primary difference is that, because it uses a single frame, you can only view one piece of information at a time. For example, if you wish to view the Table of Contents, it will fill the entire browser window. Likewise, if you are browsing through the text of a code, you will not have direct access to the table of contents.
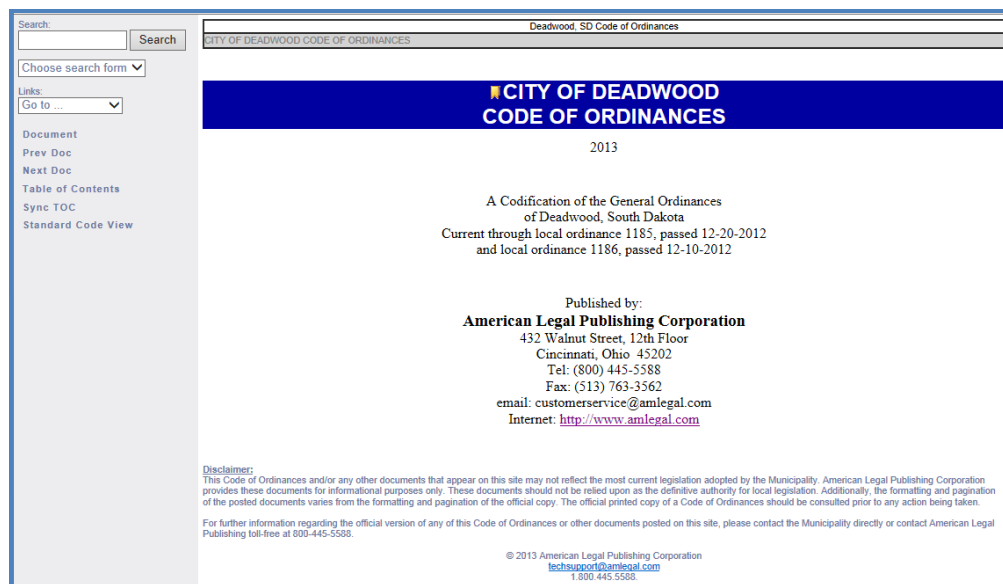
Searching the code

How can I search the code?

The site provides you with a number of different ways to search the code(s) in the Online Library. Choose the option that best fits your needs:
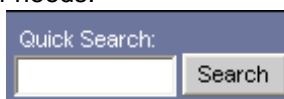
Use the Quick Search located on the top left-hand side of the screen for simple searches. This works best for single word searches, such as names, section numbers, etc.

- If searching for a hyphenated word or section numbering, surround the search term in " " (ex: "1-1-1")

For more searching options, choose one of the two easy-to-use search forms from the Advanced Search menu on the toolbar.

- Choose the "Boolean Search Form" if you are familiar with the Boolean searching syntax.
- Choose the "Advanced Search Form" to easily search for exact phrases, synonyms, and more. You can also use this search form to narrow your search to specific portions of the code by using the checkboxes that appear in the Table of Contents frame.

The "Advanced Search Form" and "Boolean Search Form" also let you apply searches to ALL the codes in any state. This can help you find similar provisions in other municipalities or find model provisions. To use this feature, open either search form, type in your search terms and then use the drop-down menu to choose how to apply your search:

Apply this search to:
- Current Code -

Use this option to simply search the code that you are viewing in the table of contents.

Apply this search to:
Florida

Choose a state from this list to apply your search to all the codes in our Online Library in a particular state. In this example, the search will be applied to all codes in the state of Florida.

Saving your searches

If you ever find that you search for the same terms frequently, you can save your search for easy retrieval. After you perform a search, you'll see the following box at the bottom of your search results list. Simply name your search in the box:

Save search as: [   ] save

Once you save your search, you'll always be able to access it from the search forms. If you ever want to rename or delete a search, simply choose the "Manage Saved Searches" feature from any search form or search results list and make the appropriate change.

Using the Table of Contents

Use the Table of Contents in the left frame to find the Title, Chapter or Section that you wish to view. You can click on the "plus" icon to expand and collapse the table contents as needed.

Printing, Saving and Emailing

How to print

- *Print a chapter or section* using the Print icon on the website. This option will display a series of boxes that can be checked to ensure you print only the material you want.

- *Print a selection of text* by highlighting the appropriate text in the document frame and using your web browser's print function. After highlighting the text you wish to print, either select "Print" from the "File" menu or press "CTRL+P" to access the Print Dialog Box. Under "Print Range", choose "Selection" and the highlighted text will print.

- *Copy/Paste text* into another document such as Word or Word Perfect. Text can be highlighted from the online codes and copy (CTRL + C or right-click and COPY) and pasted (CTRL + V or right-click and PASTE) into another document. Print using that document/programs print features.

Important Note: Be aware that some chapters can be quite large so before printing an entire chapter, we suggest using your browser's "Print Preview…" feature on the "File" menu to make sure that you are printing exactly what you want.

How to save

Documents can be saved a variety of formats: HTML, RTF, Text, Mobi, EPub and PDF options. Simply click the Save icon and use the boxes to select the material you wish to save.

How to email

Documents can be emailed in three formats: HTML, RTF, or Text by selecting the Email icon. Use the boxes to select the material you wish to email.

Bookmarking chapters and sections

You can set a bookmark or obtain a URL for a code whenever you see this symbol (🔖). Simply click the bookmark icon and a small pop-up window will appear with the option to Bookmark.

Troubleshooting Tips

1. Check your browser's privacy settings (under Tools, Internet Options in the IE browser). Our site requires the use of certain cookies to function properly. If your privacy level is set too high, your browser will not accept cookies so our site cannot function correctly. The site will work when the privacy setting is set anywhere from "Low" to "Medium High", but it will typically NOT work if set to "High" or above.

2. Clear out your computer's temporary memory. Old cached files can occasionally cause problems when accessing the site. We recommend that you regularly clear out your temporary internet files and your cookies. Here are instructions for doing this in Internet Explorer 6.0 and later: (1) Open the "Internet Options" from your browser's "Tools" menu. (2) Delete the "Cookies" and the "Temporary Internet Files" using the buttons. (3) Close and re-open your browser to try to access the site again. ***Please note: some later versions of IE have an option to "Preserve Favorites website data"; this may need to be UNCHECKED before cookies are deleted. Leaving this checked may result in other errors associated with the ALP website.***

3. Make sure your browser is up-to-date. In order to view and search the codes most effectively, the site also requires that cookies, java and javascript are installed and enabled on your browser.

If you have further questions about this site, please contact American Legal Publishing's technical support staff by email (techsupport@amlegal.com) or call 1-800-445-5588.

Please keep in mind that American Legal Publishing Corporation is a legal publishing company. The purpose of our technical support staff is to answer questions related to the operation of our web site. We are not qualified to perform research or answer questions dealing with the content of a particular municipality's code. If you have questions about a code's content, please contact the appropriate municipality directly for that information.