CODED SYSTEMS
Codification & Supplementation Services

Quick Tips

Viewing Requirements

Please read the *Welcome Page.*

Two formats are offered - Java or HTML.

Java format is preferred for machines that are Java enabled.
To check settings, in Control Panel see Internet Settings, under the Advanced Tab see that Java is checked. A free download is available at *www.java.com*

HTML format is offered for all other browser users.

Getting Started

OPEN FOLDERS in the left frame. Click on the plus (+) sign to view the Table of Contents and open chapters and sections.

LOCATE TEXT and click desired titles in the left frame. The corresponding text will appear in the right frame. Full chapters open from the table of contents. This allows for scrolling through the complete chapter for full readability.

VIEW OPTIONS are available to choose all frames, document text only, hit list or table of contents.

EXPLORER TOOLBAR items are functional. **Hint**: On the Internet Explorer toolbar, under VIEW, choose the standard buttons toolbar to use the browser back and forward "arrow" buttons.

A Quill Icon indicates an attached document, diagram or map. Click on the icon to open file. These files are attached as Tiff files. Download a free Tiff reader at www.alternatiff.com if needed.

Search and Expert Search

The Search tool in the top frame offers a basic word search.
Hint: for specific results, ex: "Municipal Clerk", use quotation marks in the search.

Use Expert Search to search specific chapters and exact words and phrases. In the Table of Contents frame, select the chapters to be searched by putting a check mark in the box. Insert words and parameters.

Other Features

Copy Text: All text can be selected and copied to any word processing file for further use.

Print Text: All text can be printed by using the printer icon or Explorer print icon.
Hint: To print only desired text, highlight section and choose Print Selection.
Hint: Page Preview displays what will be printed. Change view in Page Preview window.