New Municode Website Instructions
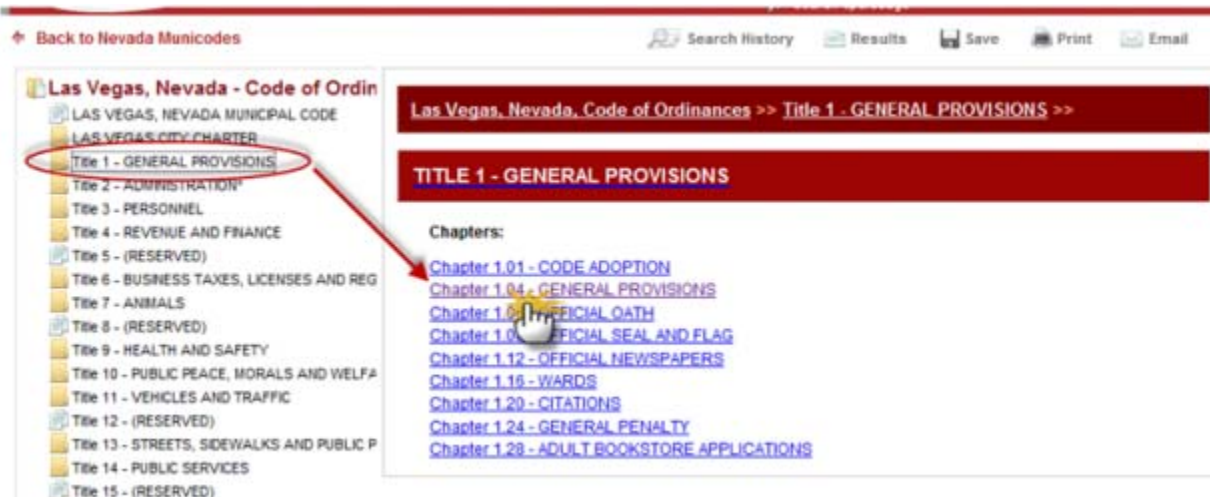
DOCUMENT SUMMARY:

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Type:	Instructional Steps For Navigation, Searching, and Features.
Author:	Brendan Lawson
Date Created:	11/1/2010
Purpose:	End User Instructions - how to use Municode's new website platform.

NAVIGATION

Viewing Information from the Table of Contents:

- Click the title of a folder to view the information contained within that folder:

- Either double clicking the folder title **OR** single clicking the folder icon will expand the folder to show its contents within the left side Table Of Contents:
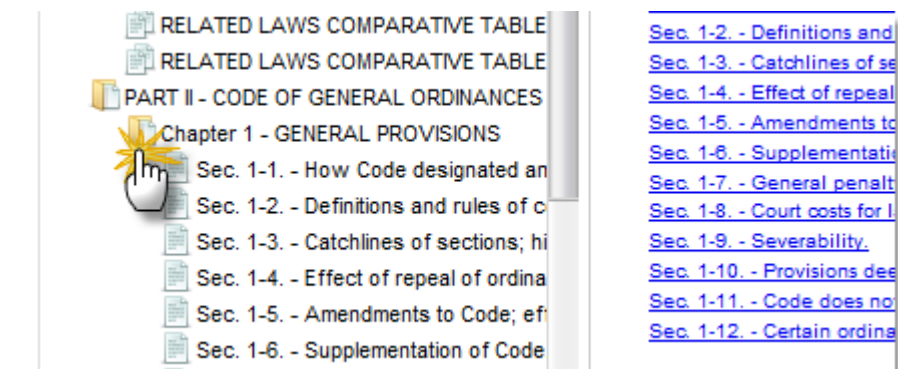
- You can navigate back to a previous point of the code by using the "Bread Crumb Trail" located at the top of the navigation pane on the right side:
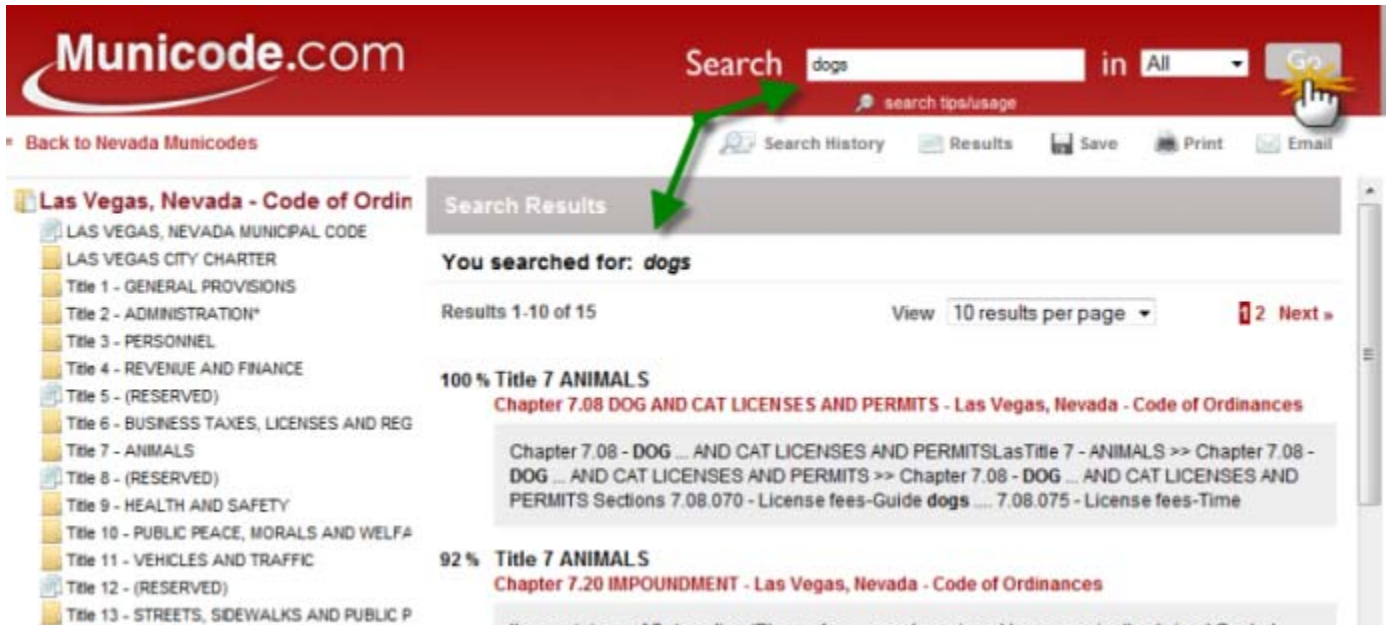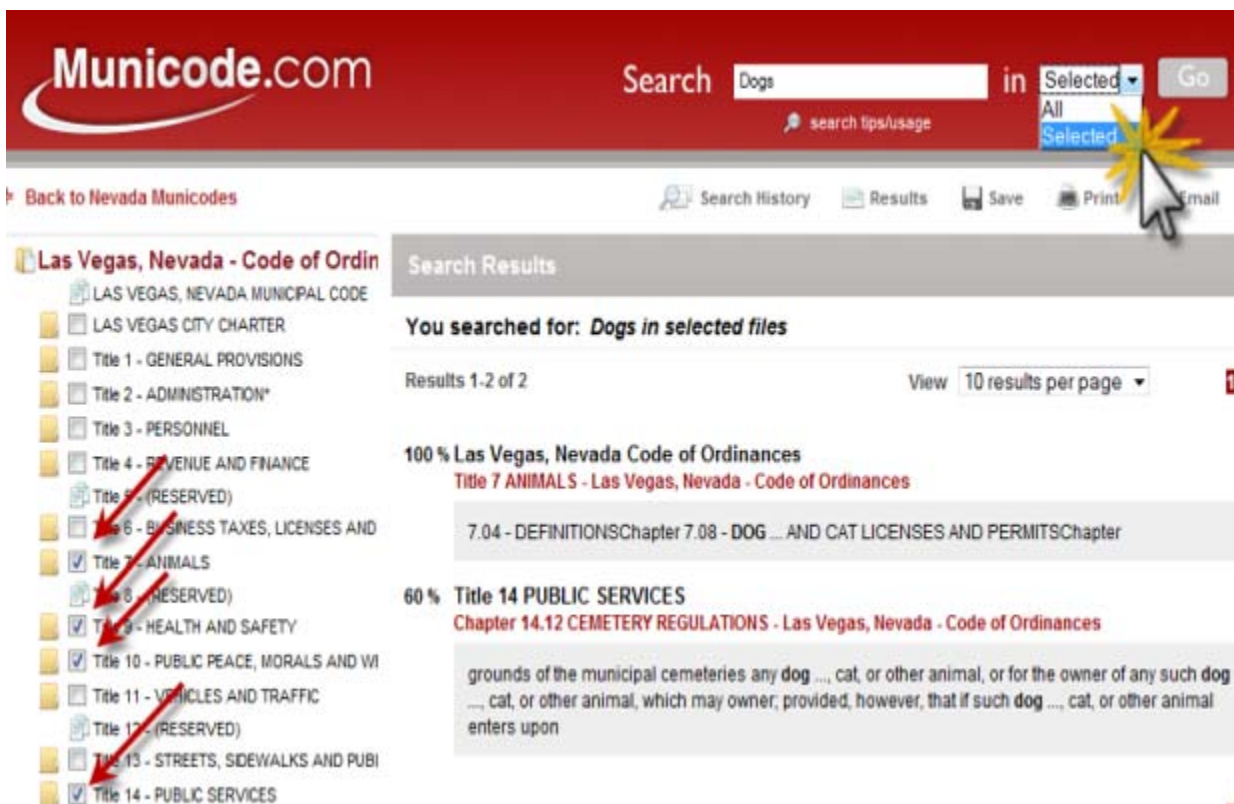
SEARCH

Entering the search criteria:

- Enter a word, phrase, or section number in the search box at the top of the page then click GO.
- Your hit list will display in the body of the page.

Narrow down the search range:

- Choose "**Selected**" in the drop down box before the **GO** button
- Select the folders you want to search in by putting a check in the box next to the folder.
- Click the "**GO**" button.

Printing a portion of the online code:

- Navigate to the chapter you want to print from and click the print button in the upper right side.

- Put a check in the box next to the part of the code you want to print.
- Make sure you have removed pop-up blocking for this page from your browser tools.
- Click the second **"Print"** button located just above the check boxes.

- A new tab will open with a print preview page showing you what you are about to print. Click on the third and final "Print" button. Now you can complete the request with your computer's printing options.
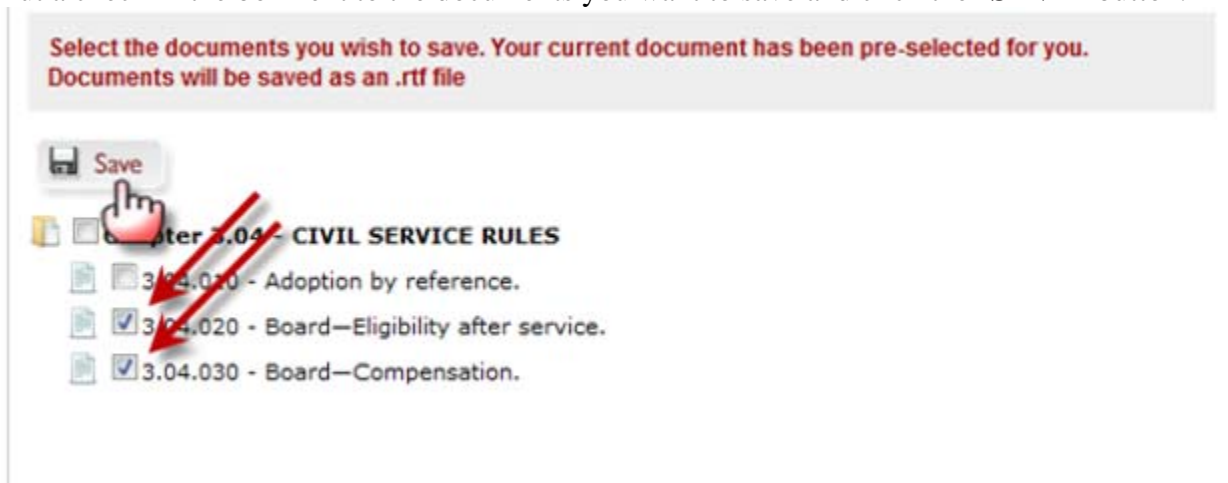
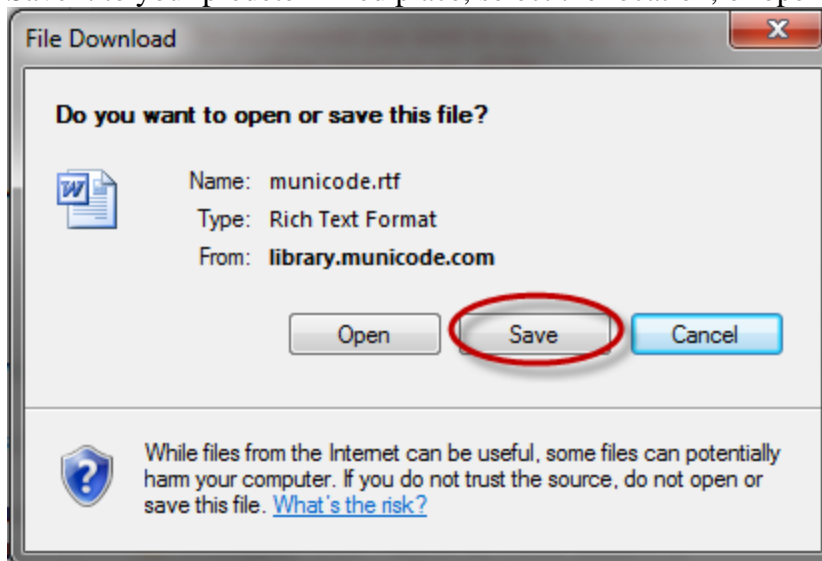## SAVING

Saving a portion of the online code:

- Navigate to the chapter you want to save from and click the save button in the upper right side.

- Put a check in the box next to the documents you want to save and click the "**SAVE**" button.
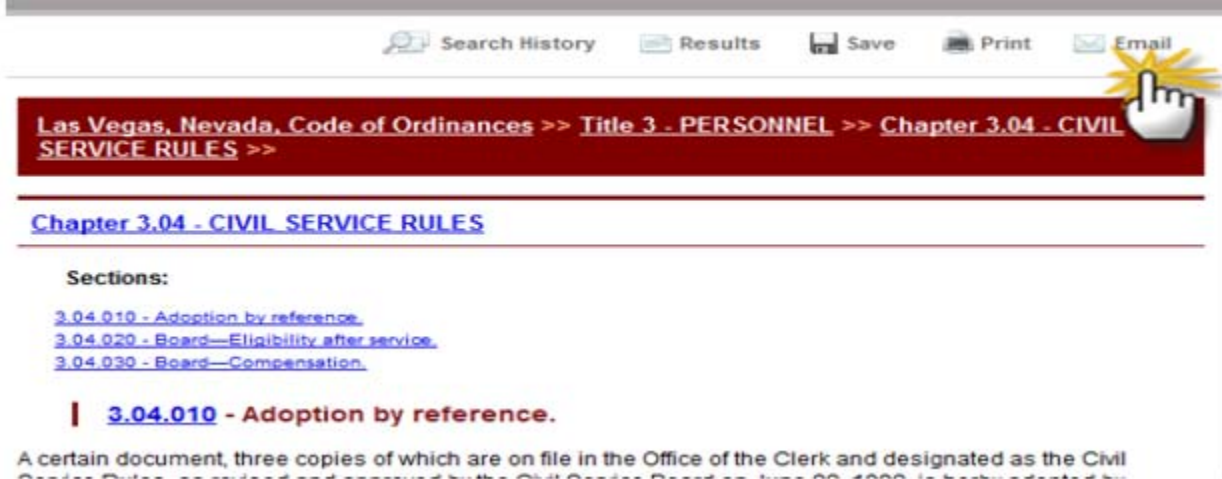
- Save it to your predetermined place, select the location, or open it from here.
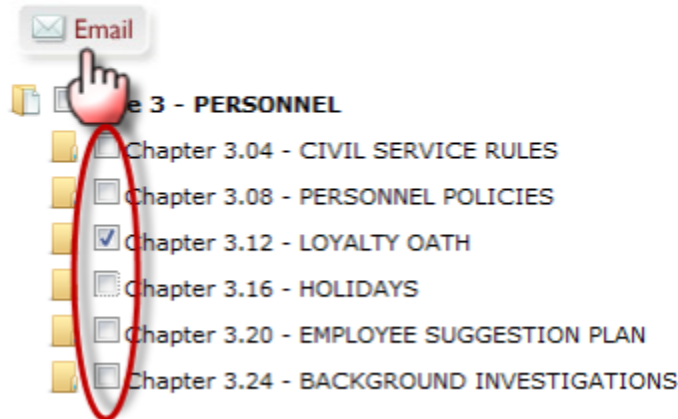
EMAILING

Emailing a portion of the online code:

- Navigate to the chapter you want to email from and click the Email button in the upper right side.

- Put a check next in the boxes next to the documents you want to Email and click the "**Email**" button.

- Fill out the required fields, subject and message body are optional.
- Click "**Send**".

Creating a static URL link to any heading level of the online code:

- Click on the desired Title, Chapter, Division, Article, or Section number. It will be highlighted blue like a hyperlink.

- A box will pop up with the URL for that part of the code.
- Highlight the URL and right click, then select copy.
- Past the URL wherever you wish to create the static link.