

### How do I view the code?

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.

### How do I search the codes?

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:

A small search box with the text "Quick Search:" above it. It contains a text input field and a "Search" button to its right.

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.

When you have finished a search, or if you wish to start a new search, either click the **Start Over** icon or clear your search using the **Clear Search** option under the Results page.

### Can I search all the codes in ONE state?

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.

### Can I save frequently used 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:

A form with the text "Save search as:" followed by a text input field and a "save" button.

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.

## How does the Table of Contents work?

The Table of Contents can be expanded/collapsed open by clicking the “plus” or “minus” icon. By default, most Table of Contents display only the Titles or Chapters of a code initially.

## What’s the best way to browse through the code?

In most cases, the codes of ordinances are now displayed an entire chapter at a time, so you can browse through the code chapter-by-chapter using the following buttons:



**Prev Doc/Next Doc** advances you through the code one chapter or document at a time.

**Prev Match/Next Match** advances you to each hit from an active search. Hits are highlighted in blue.

**Start Over** returns you to the beginning of the code document.

## How do I 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/program's 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 do I save material?

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 do I email material?

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.

## How do I bookmark a code into my browser’s favorite list?

You can set a bookmark or obtain a URL for a specific code location whenever you see this symbol (🔖). Simply click the bookmark icon and a small pop-up window will appear with the option to Bookmark. If pop-ups are blocked by your browser this window may not appear. Pop-ups need to be enabled for this feature to work properly.

## What if I have a problem with my browser?

If our web site does not seem to function properly, please check for these potential problems before contacting our technical support staff.

- **Clear out your computer's temporary memory.** We recommend that you regularly clear out your temporary Internet files and your cookies. Here are instructions for doing this in Internet Explorer: (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.***
- **Browser type.** Keep in mind that each browser may interpret and display web sites in slightly different ways. In some cases, this may result in aesthetic or functional differences when viewing or using our web site. Regardless of which type of browser you use, it is wise to keep your browser current by making sure you install the latest updates from the manufacturer's web site. The older your browser is, the more likely you are to experience problems with our site (and other web sites).

## Who can I contact if I have a technical question or problem?

If you have further questions about this site, please contact American Legal Publishing's technical support staff by email ([techsupport@amlegal.com](mailto: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.