

### Should I use the “Frames” or “No Frames” version?

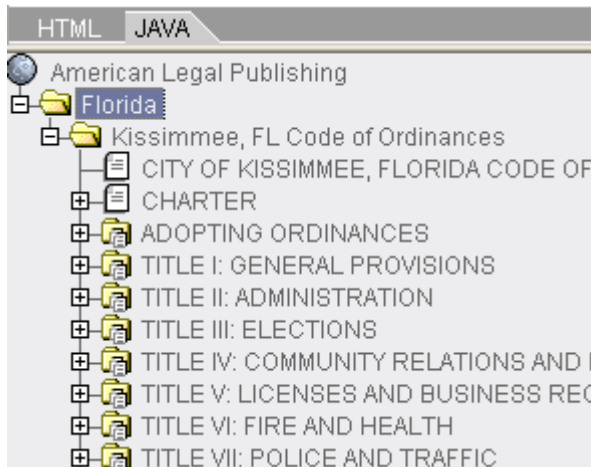
There are two ways to view the content of the codes – using either the “Frames” or “No Frames” interface. In most cases, we recommend using the “Frames” version, as we believe it offers the most flexibility and ease of use. The “No Frames” version is for those with slower Internet connections.

- **Frames.** In this version, the browser window is divided into multiple “frames” that function together to provide you with the ability to access all the browsing, searching and other features simultaneously. In this version, you will be able to view the document, its table of contents, and even your search results without switching between multiple windows.
- **No Frames.** This version provides you with the same features and functionality as the **Frames** 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. If you have a slow Internet connection or you are using a Netscape browser, the **No Frames** version will provide faster and more consistent operation.

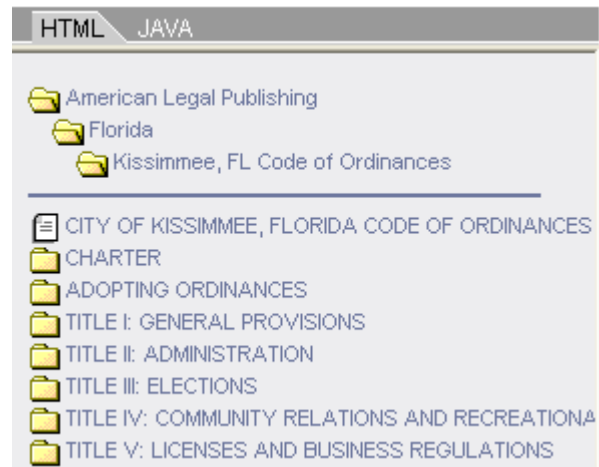
### What’s the difference between the JAVA and HTML tabs on the table of contents?

In some cases, users with older browsers or Netscape users may not be able to use the JAVA table of contents because their browsers lack the ability to read javascript.

To make sure that users can access the table of contents no matter which browser they are using, they can use the JAVA tab (which uses javascript to display the table of contents) or use the HTML tab (which uses html to display the table of contents). They both display the same information, but in a different way. Here’s a sample of each:



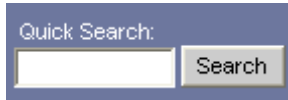
Using the JAVA table of contents, you can use the plus (+) and minus (-) signs next to the folder icons to expand and collapse the table contents and find the information you need.



Using the HTML table of contents, you can click on the folder icons to expand and collapse the table contents and find the information you need.

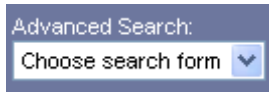
## How do I search the codes?

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:



Quick Search:

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.



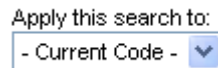
Advanced Search:  
Choose search form

For more searching options, choose one of the 2 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.

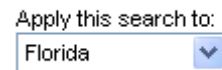
## Can I search all the codes in ONE state?

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?

Yes, you can now save your often-used searches. Once you perform a search, you can save it easily so that the search results are easy to access again in the future.

Here’s how to save and manage your saved searches:

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 following box:

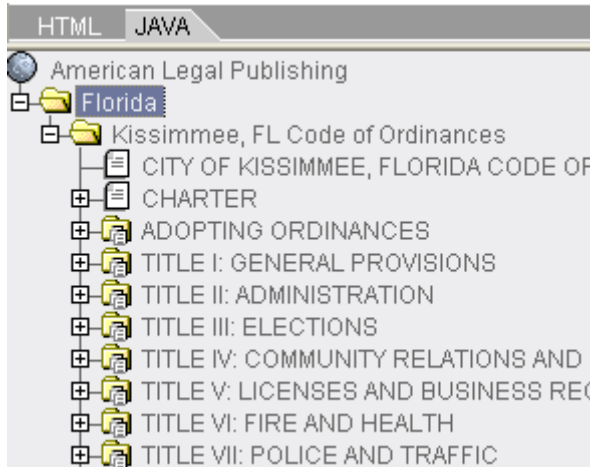


Save search as:

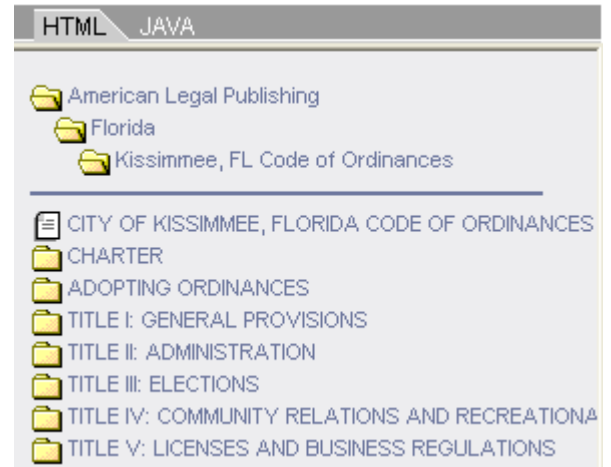
Once you save your search, you'll always be able to access it from any of the 3 search forms. You can save as many searches as you'd like, but if you ever want to rename or delete a search, simply choose the "Manage Saved Searches" feature from any search form or search results list and make the appropriate change.

[Manage Saved Searches](#)

## How does the Table of Contents work?







Using the JAVA table of contents, you can use the plus (+) and minus (-) signs next to the folder icons to expand and collapse the table contents and find the information you need.



Using the HTML table of contents, you can click on the folder icons to expand and collapse the table contents and find the information you need.

## 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:

- |   |   |
|---|---|
|  <b>Previous Chapter</b> | Click to view the previous chapter of the code                            |
|  <b>Next Chapter</b>     | Click to view the next chapter of the code                                |
|  <b>Sync TOC</b>         | Click to synchronize the Table of Contents with your location in the code |
|  <b>Start Over</b>       | Reset the website and start over from the code home page                  |

## What is the Tools menu?



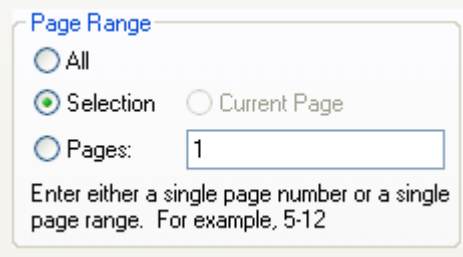
The Tools menu gives you easy access to more features of the site:

- Print this Chapter -- save time by printing a chapter at a time!
- Download this Chapter – save code chapters to your computer
- Bookmark this Chapter -- make the code easier to access in the future.

## What are my printing options?

American Legal Publishing's Online Library gives you more printing options than ever before.

1. **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.



Page Range

All

Selection  Current Page

Pages:

Enter either a single page number or a single page range. For example, 5-12


OR

2. If the code is displayed by chapter, you can **print an entire chapter** by selecting the "Print this Chapter" feature from the Tools menu or using your browser's "Print" button. **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.
3. If the code is displayed by section, you will be limited to **printing individual sections** from the code. Use the "Print this Section" feature from the Tools menu or your browser's "Print" button.

## How do I bookmark information so I can access more easily in the future?

The Online Library now allows you to bookmark a chapter in a code to make information easier to access again in the future.

Here's how to bookmark a chapter of a code:



Tools:

Choose tool

- **Using Microsoft Internet Explorer.** Simply choose the "Bookmark this Chapter" feature from the Tools menu on the top of the screen, and the Chapter will be listed as on IE's "Favorite" list for you to access in the future.
- **Using Netscape.** Netscape doesn't support the automatic adding of bookmarks, so choose the "Bookmark this Chapter" feature from the Tools Menu on the top of the screen. When the new browser window opens up, manually press CTL+D (shortcut key for bookmarking) on that page and the bookmark will be set.

## Can I download information from the site?

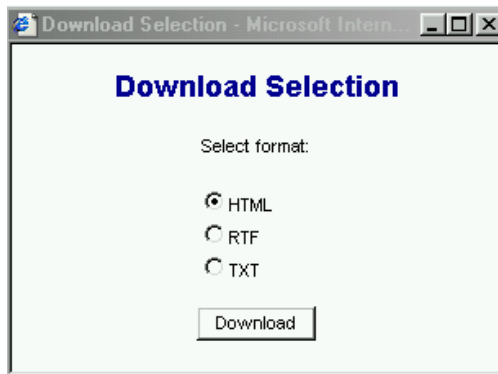
Yes. One of the most exciting features of the site is the ability to download complete chapters from any of the codes in the Online Library. You even have a choice of three (3) file formats -- .html, .rtf, or .txt!

To download the text of a chapter, simply follow these steps:

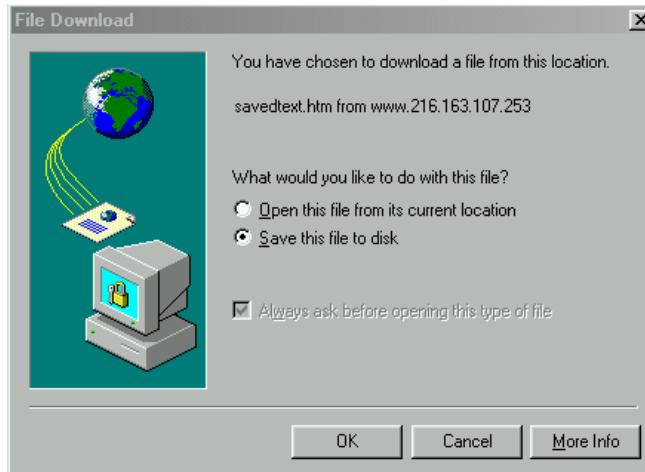
1. Choose the “Download this Chapter” or “Download this Section” feature from the **Tools** menu on the top of the screen.



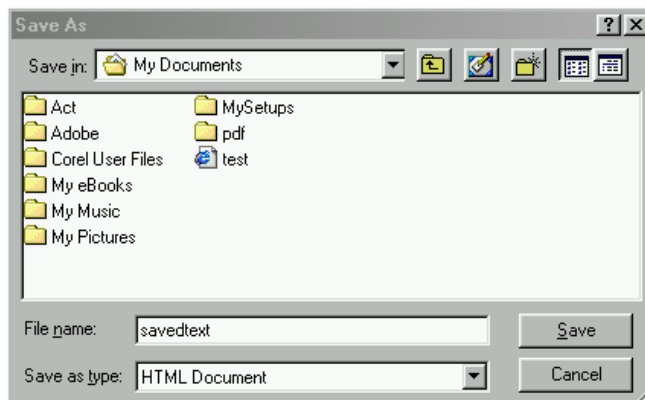
2. Make your file format selection and click “Download”.



3. Choose “Save this file to disk”, click “OK”.



4. Specify name and location for the file on your computer.



## 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.

1. **Browser type.** The site is optimized for use with Microsoft Internet Explorer 6.0 and later versions. While it functions with Netscape and other browsers, 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.
2. **Older browser versions.** 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).
3. **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: (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.

## Is the website Mac-compatible?

This site supports the following Mac browsers: Mozilla Firefox v. 1.07 and Safari v. 2.03 (both tested on Mac OS 10.4.6). However, our server software is not 100% compatible with other Mac browsers and can result in some errors. In testing, we have found that Mac users using Internet Explorer have no problems when using the site if they turn off the javascript function in their browser settings and use the HTML tab of the table of contents (rather than the JAVA tab). If that fails, please email our technical support staff ([techsupport@amlegal.com](mailto:techsupport@amlegal.com)) and let us know the city code you are trying to access and which chapter/section numbers or topics you are interested in. We will have our staff provide those documents to you in a usable format via email (usually as a text file).

## 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.

May 8, 2006