



# HOW TO VIEW MUNICIPAL CODES ON THE INTERNET

## OVERVIEW...

The municipal codes can be accessed at [www.walterdrane.com](http://www.walterdrane.com). Select **Quick Link** to view the online municipal ordinances codified and published by The Walter H. Drane Company.

The codified ordinance screen is divided into five sections...

- 1) **Top Left Frame** - Use the search box in the top left frame to search this document. Type words in the search box and select the **Go** button. For a more precise search use the **Expert Search** or **Advanced Search** link.
- 2) **Bottom Left Frame** - This frame displays an expandable table of contents. Select any underlined text to view. A plus sign to the left of the text indicates there are hidden subtopics - simply click to expand. You can tell where you are in the table of contents by pressing the **Reference** link in the top frame.
- 3) **Top Right Frame** - The top frame is used to navigate and search through the document. Use the **Prev Doc** and **Next Doc** buttons to cycle through the code.
- 4) **Middle Right Frame** - This is the main text of the municipal code and is where the document will be displayed. The scroll bar on the right will display more text.
- 5) **Bottom Right Frame** - Use this frame to display search results as links. Clicking on these links will take you to that document. The **Prev Hit Doc** and **Next Hit Doc** buttons cycle you to the previous or next document that a hit was found in. The **Clear Search** button clears your active search.



## GETTING STARTED...

There are two primary methods to navigate the codified ordinances...

### 1) SEARCH

Type your search (a word or phrase) in the search box located at the top-left corner of the screen and then select the **Go** button. You will likely find multiple documents when searching - use the **Prev Hit** and **Next Hit** buttons to scroll through your search results. **Prev Hit** - Moves backward to the previous search hit within a document. **Next Hit** - Moves forward to the next search hit within a document.

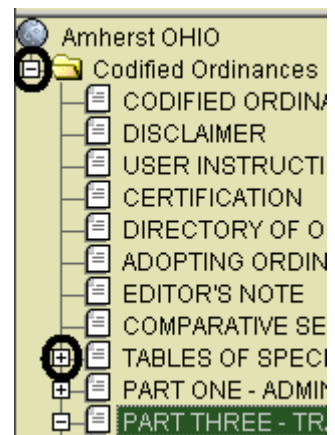


#### HINTS...

- **Question Marks** - Searches for one character. For example, **ca?** would find "cat" and "car."
- **Asterisks** - Searches for multiple characters. For example, **car\*** would find "car" and anything that begins with car (carpool, carp, carpet, etc.).
- **Phrases** - To find more than one word together, surround the phrase in quotation marks. For example, "traffic code" or "fire prevention."

### 2) BROWSE

Use the expandable **Table of Contents** on the left side of the screen. The Table of Contents section will expand to show all parts of the Code. Click on a **Plus Sign** next to each topic to view subtopics. Simply click on any title, chapter or section in the code to view in the right frame of the screen. Select a **Minus Sign** to collapse a subtopic.



There are Next Doc and Previous Doc buttons at the top. These may be used to scroll through the code section-by-section.

## PRINTING...

It is not possible to print an entire municipal code at once. You may only print the portion of the code that is in view in the middle right frame.

### TO PRINT...

- 1) Click anywhere in the frame of the section you want to print and highlight any word or phrase.
- 2) Select the **Print** button in your browser, or select **File and Print**.

## QUESTIONS...

If you have further questions, please contact Walter H. Drane at [www.walterdrane.com](http://www.walterdrane.com).