



## SACRAMENTO COUNTY ONLINE MUNICIPAL CODE DEMO

### NAVIGATION OF THE WEBSITE AND CODE

- **Preface page** – At a glance, this tells the user how up-to-date the code is it displays the last codified ordinance and date.
- **Left-hand side frame** provides you with quick links including the Ordinance List and Disposition Table, and the Statutory References which can be used for cross reference and research.
- **Right-hand side frame** shows you the table of contents.
- **Navigating the code** – The code is arranged by Titles, Chapters and Sections.
- **Search feature** – Search results are displayed by code section including the section heading (for quick and easy reference) on the left-hand side frame. Search results also feature search-term highlighting, which can be turned off, if needed.
- **Links to Cross-References & California Government Code** – Where there are Chapters, Sections or Govt. Code references within the text, links are provided that connect the viewer to the text being referenced.
- **Statutory References** – Includes a direct “link” to appropriate California State Statutes.

### FEATURES

- **Viewing and Printing/Expand/Collapse** – The online code can be viewed or printed by either Chapter or Section with a simple click of the mouse on the “Expand/Collapse” button on the toolbar or the “show all” link that appears when a chapter is displayed on top right hand side of the screen.
- **Show All or Expand/Collapse Button** – These buttons allow you to expand an entire Article or Chapter quickly. No more having to go back to print or view a new section.
- **CodeAlert** – In between code updates, as ordinances are adopted by Council, the City Clerk e-mails ordinances, and they are then linked to the sections they affect. The affected sections are easily identified with a bright yellow exclamation mark , the icon appears at the beginning of the chapter, then the title and sections affected. This makes the on-line version of the code as up to date as possible until the ordinances can be codified.
- You can view an Ordinance which is posted on a .pdf format by clicking on the CodeAlert link that appears at the top of the frame; example shown below:

 **CodeAlert:** This item has been affected by [1403](#). Please refer to the [CodeAlert Ordinance List](#) for the most current provisions.

- **CodeAlert Ordinance List** – This list conveniently provides the user with a quick chronological listing of all ordinances passed, including Date, Subject and Action all at a glance, until the ordinances have been codified.

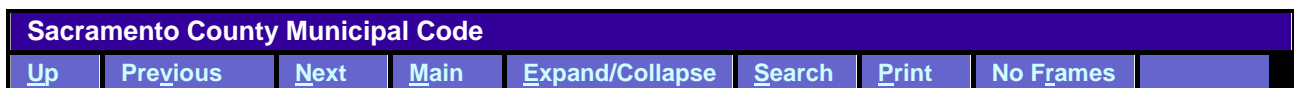
### TIPS AND TRICKS

- **Blocking and copying a section/chapter to a word document.** From the preface page or the home page, on the right-hand side frame, select the chapter/section you wish to print. Highlight the material you wish to copy and then paste it into your MS Word document. The HTML data is produced directly from Microsoft Word, so that as much formatting as possible is maintained

when copying from Internet to Word. This is particularly helpful when amending a Diagram, Table or Chart.

- **Key board shortcuts** You may also use CTRL + A (select all) and CTRL + C (copy) on your key board and then CTRL + V (Paste)
- **Blocking and printing.** On the right-hand side frame, select the chapter/section you wish to print. Highlight the material and click on print or if you do not want the main heading, click on File, Print, click "selection" and then print.
- **Saving as a favorite.** Saving specific titles, chapters or sections to "favorites" will allow you to click on them so they will actually open up to the saved title, chapter or section. Open up to the desired chapter and then click on favorites and then "add to favorites".
- **Sending a title, chapter or section via e-mail (these will send a link)**
  - **If you want to send a link to an entire title,** click on the Table of Contents on the left-hand side frame. You will now be viewing the Table of Contents on the right-hand frame. Place the curser on the right-hand side frame, highlight the title you wish to e-mail and then right click your mouse and click on "copy shortcut". Then paste this into your e-mail.
  - **If you want to send a link to a chapter.** Click on the title with the chapter you wish to e-mail. The entire title should now appear on the right-hand side frame. Highlight the chapter you wish to e-mail, right click the mouse and click on copy shortcut. Then paste this into your e-mail.
  - **If you send a link to the entire chapter and have all text viewable** you need to view just the chapter table of contents on the right-hand side of your screen. Then place your curser on the "expand" button, right click the mouse and "click on "copy shortcut". Now you can paste the link into your e-mail.
  - **If you just want to e-mail a section,** go to the chapter table of contents on the right-hand side frame and then you just highlight the sections you want to e-mail, right click on the mouse and click on "copy shortcut" and paste it into your e-mail.
- **Codes searchable through Google** – All codes on the Quality Code Publishing site (this includes over 75 cities and counties in California) are searchable through Google. Yahoo and MSN searches may also be possible in the near future.
  - For an example, go to Google and type in: Newsracks site:qcode.us/codes/  
This will bring up any Codes related to newracks hosted on the Quality Code website.

## FRAME TOOLBAR



- **UP** – This will take you to the "parent" topic (*ALT + U*)
- **Previous** – This will take you to the previous topic (*ALT + v*)
- **Next** – This will take you to the next topic (*ALT + N*)
- **Main** – This will take you to the main table of contents (*ALT + M*)
- **Expand/Collapse (only one will appear at a time depending on what part of the code you are in)**– Expand/collapse detail ( *expand ALT + E*) (*Collapse ALT + C*)
- **Search** – Shortcut for search feature (*ALT + S*)
- **Print** – (*ALT + P*)
- **No Frames** – This will remove frames (*ALT + R*)