

# New Municode Website Instructions

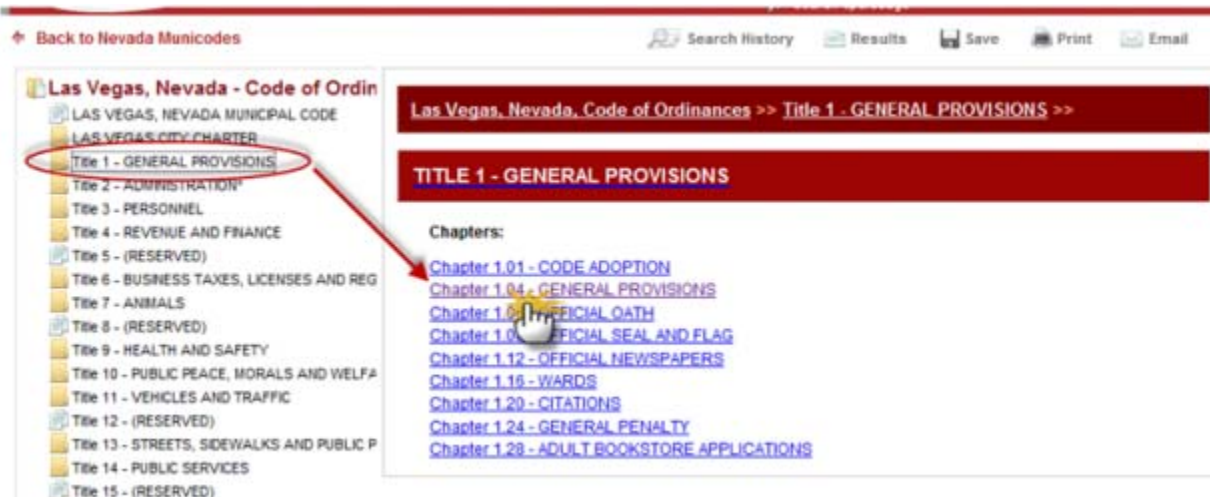
## DOCUMENT SUMMARY:

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.

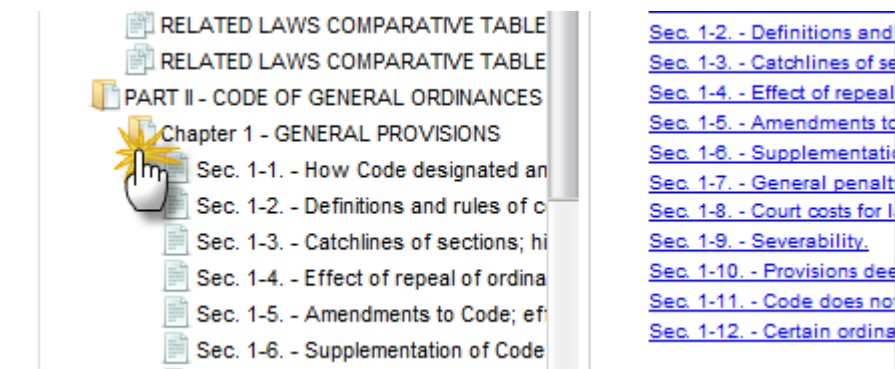
## NAVIGATION

### 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:

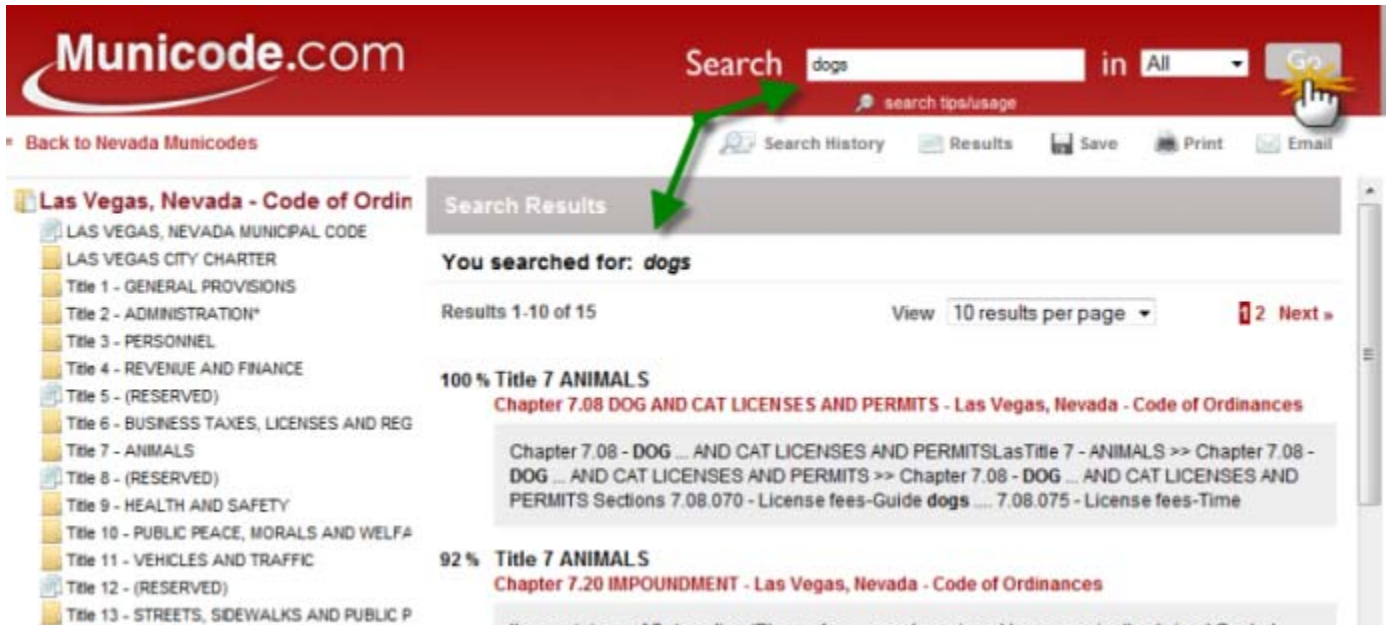


# New Municode Website Instructions

## SEARCH

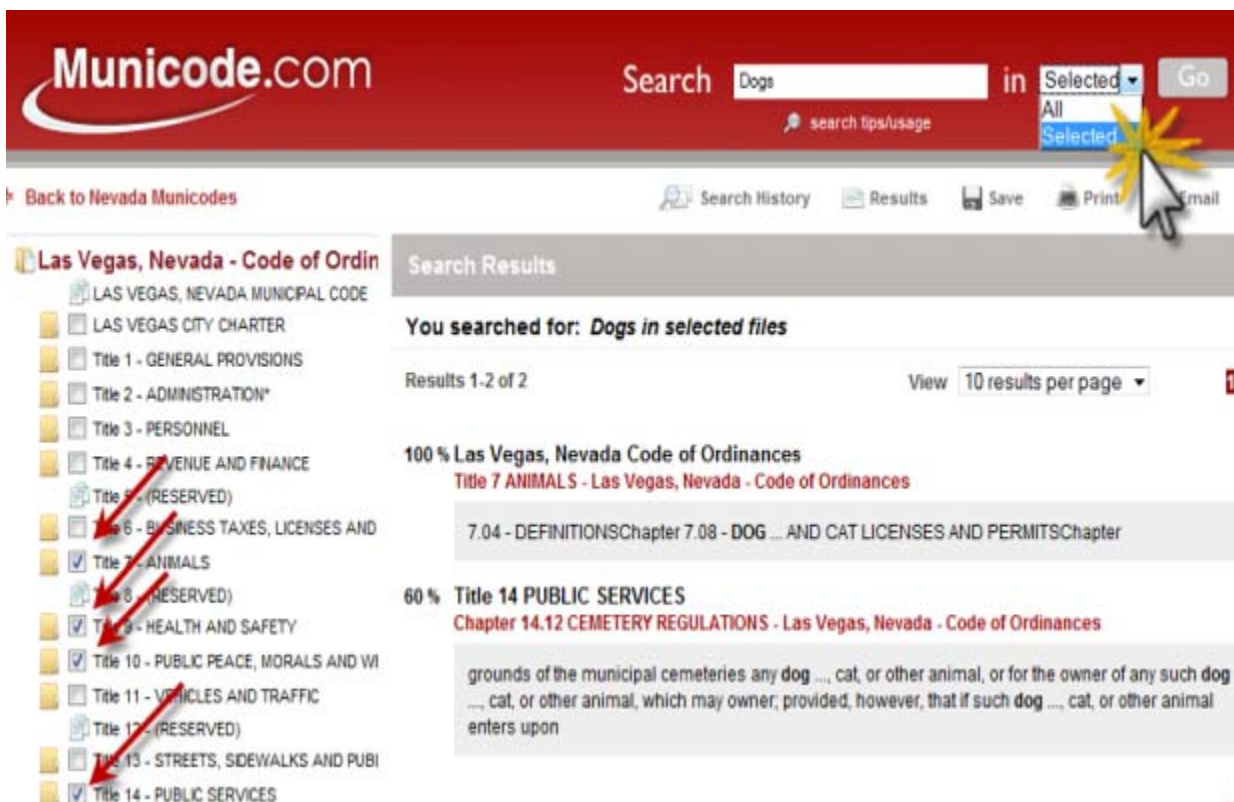
### Entering the search criteria:

- 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:

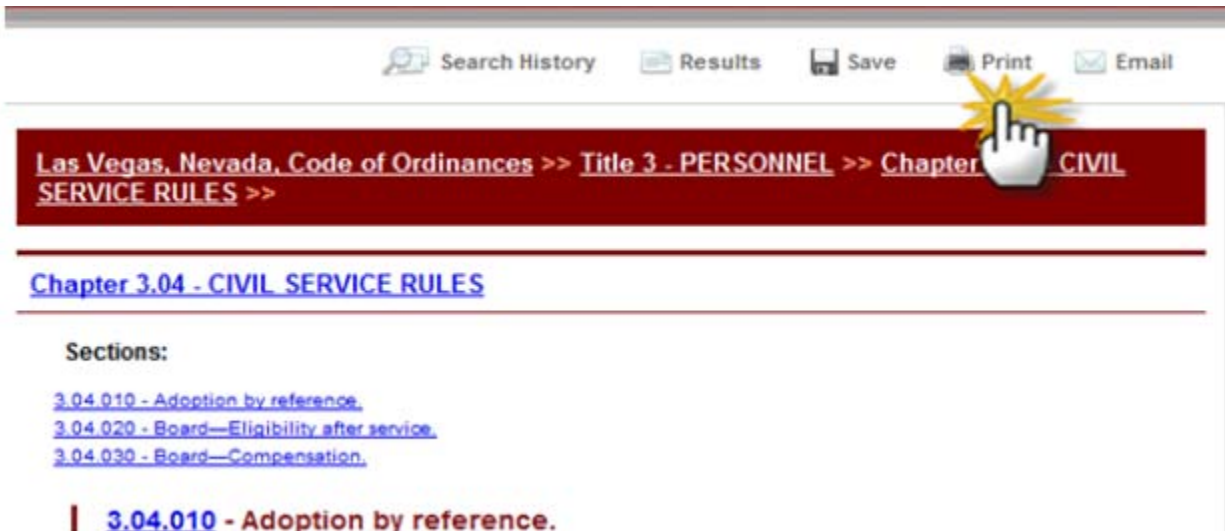
- Choose "Selected" in the drop down box before the GO button
- Select the folders you want to search in by putting a check in the box next to the folder.
- Click the "GO" button.



## PRINTING

### Printing a portion of the online code:

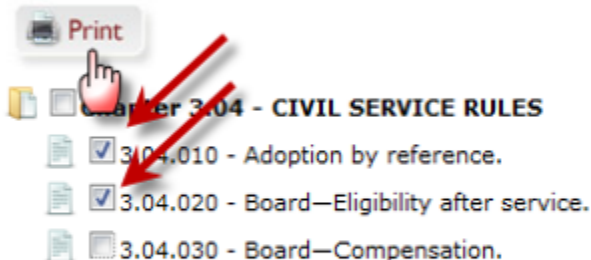
- Navigate to the chapter you want to print from and click the print button in the upper right side.



The screenshot shows the top navigation bar with icons for Search History, Results, Save, Print, and Email. Below this is a breadcrumb trail: [Las Vegas, Nevada, Code of Ordinances](#) >> [Title 3 - PERSONNEL](#) >> [Chapter 3.04 - CIVIL SERVICE RULES](#) >>. A hand cursor icon is pointing at the 'Print' button in the top bar. Below the breadcrumb trail is the title [Chapter 3.04 - CIVIL SERVICE RULES](#). Underneath, there is a 'Sections:' heading followed by three links: [3.04.010 - Adoption by reference.](#), [3.04.020 - Board—Eligibility after service.](#), and [3.04.030 - Board—Compensation.](#) The first link is highlighted with a vertical bar.

- 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.

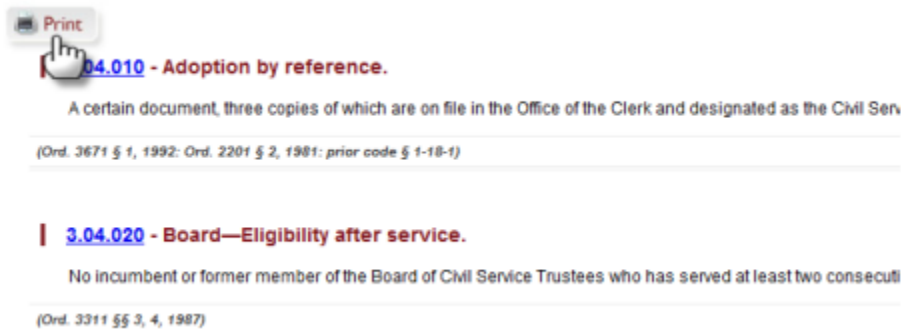
Select the documents you wish to print.  
Your current document has been pre-selected for you.



This screenshot shows a 'Print' button at the top left. Below it is a list of documents with checkboxes:  Chapter 3.04 - CIVIL SERVICE RULES,  3.04.010 - Adoption by reference.,  3.04.020 - Board—Eligibility after service., and  3.04.030 - Board—Compensation. A hand cursor icon is pointing at the 'Print' button, and a red arrow points from the 'Print' button to the first document in the list.

Note: You must remove pop-up blocking to view Printer Friendly version.

- 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.



The screenshot shows a 'Print' button at the top left. Below it is the text: **3.04.010 - Adoption by reference.** followed by a paragraph: "A certain document, three copies of which are on file in the Office of the Clerk and designated as the Civil Serv" and a citation: "(Ord. 3671 § 1, 1992; Ord. 2201 § 2, 1981; prior code § 1-10-1)". Below this is another section: **3.04.020 - Board—Eligibility after service.** followed by a paragraph: "No incumbent or former member of the Board of Civil Service Trustees who has served at least two consecuti" and a citation: "(Ord. 3311 §§ 3, 4, 1987)".

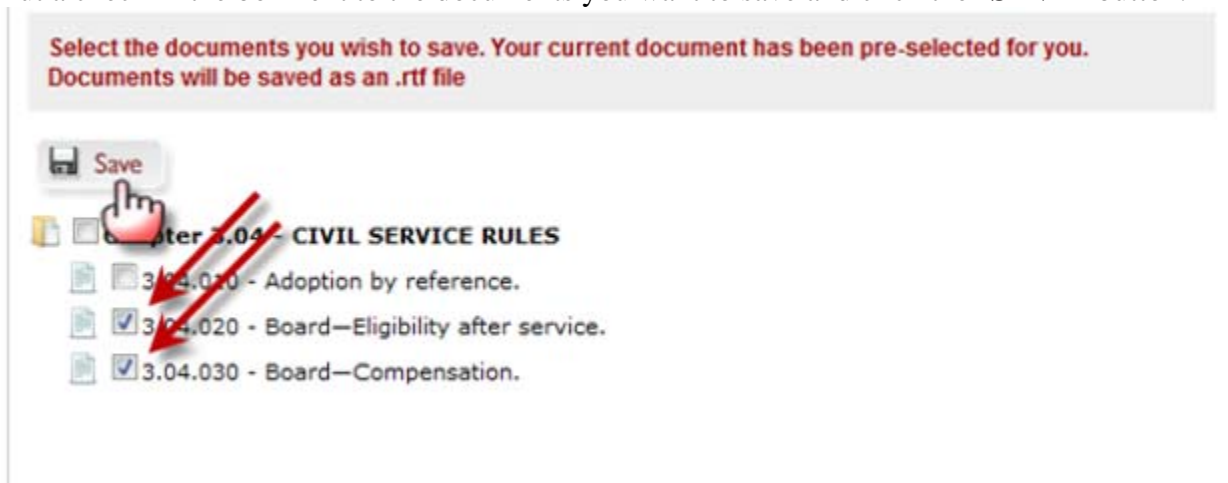
## SAVING

### Saving a portion of the online code:

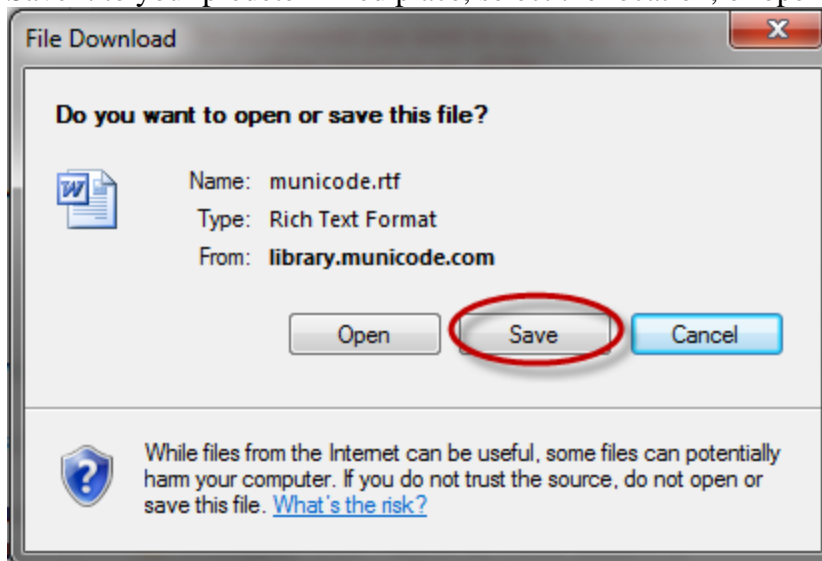
- Navigate to the chapter you want to save from and click the save button in the upper right side.



- 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.

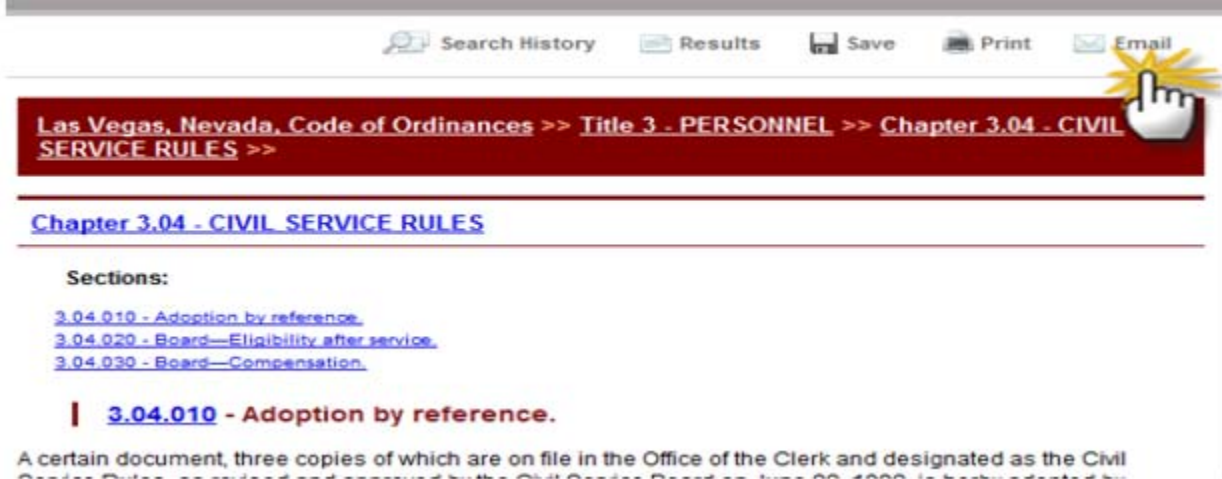




## EMAILING

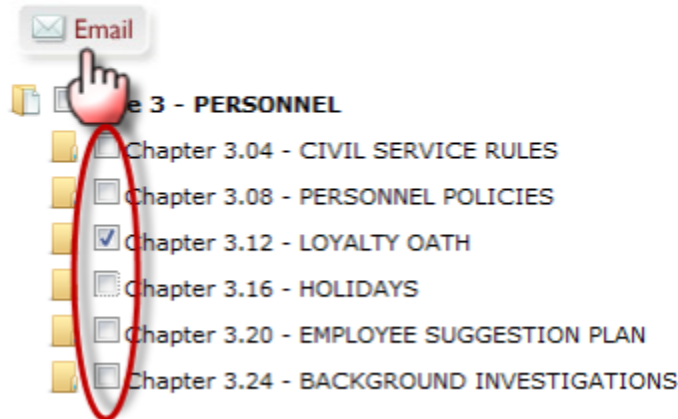
### Emailing a portion of the online code:

- 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.

Select the documents you wish to email. Your current document has been pre-selected for you. Documents will be attached to your email as an .rtf file



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

### Email Document

A screenshot of the 'Email Document' form. It contains the following fields: 'From\*' with a red error message 'From address required', 'To\*' with a red error message 'To address required', and 'Subject'. Below these fields is a 'Message' text area. A note above the message area reads: 'Note: Your selected document will be attached to this email as an RTF file.' At the bottom of the form are 'Send' and 'Cancel' buttons. A hand cursor icon is pointing to the 'Send' button. In the bottom right corner, there is a text label '\*Required fields'.

## LINKING

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.

**Chapter 20.04 - FLOOD CONTROL CHANNELS MASTER PLAN**

Sections:

- [20.04.010 - Purpose.](#)
- [20.04.020 - Title and relation to master plan.](#)
- [20.04.030 - Official Master Plan of Flood Control Channels adopted.](#)
- [20.04.040 - Content.](#)
- [20.04.050 - Building prohibited.](#)
- [20.04.080 - Amendments.](#)

**| 20.04.010 - Purpose.**

The Master Plan of Flood Control Channels of Las Vegas has been prepared by the Department of Public Works and approved by the City Planning Commission to promote the ordinary development of a system of flood control measures and to reserve areas to be used for stormwater drainage channels.

(Ord. 1124 § 1, 1964; prior code § 2-2-3.1)

**| 20.04.020 - Title and relation to master plan.**

This plan has been prepared as an amendment to the General Master Plan for the city and shall be designated as a Master Plan of Flood Control Channels for Las Vegas.

- 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.

Las Vegas, Nevada, Code of Ordinances >> Title 20 - FLOOD CONTROL >> Chapter 20.04 - FLOOD CONTROL CHANNELS MASTER PLAN >>

**MUNICODE.COM**

Please copy the URL below to create a static link to the referenced location within this document:

[http://library.municode.com/HTML/16257/level2/T20\\_C20.04.html](http://library.municode.com/HTML/16257/level2/T20_C20.04.html)

**CLOSE**

**| 20.04.010 - Purpose.**