

## Interface Description

There are two ways to view the content of the codes – using either the “Frames” or “No Frames” interface. We recommend using the “Frames” version for most users. The “No Frames” version is recommended for Netscape users and for those with slower Internet connections.

### Using the “Frames” Interface

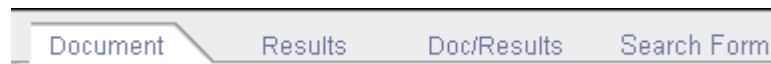
This interface is made up of three frames, or areas on the screen, where different information is displayed. Each is identified and described below:



#### 1. Document Frame

This is the frame that displays the content of the Code of Ordinances. In general, the document frame will display one entire code chapter at a time, though some codes are displayed by section. You can scroll through the sections of the chapter or click on any hyperlinks that appear in the text of the code.

By clicking on the appropriate tab within the document frame, you can choose to view the document, your search results, a split screen of the Document and your search results or the Advanced Search form:



#### 2. Table of Contents Frame

This frame displays the table of contents for the Code of Ordinances. In general, the table of contents will display the various headings, subheadings, and sections of the code. Please note that because each code is different, there is no single structure for the table of contents.

To make sure that you can access the table of contents no matter which browser you are using, there are two ways to view it – using the JAVA tab (which uses java to display the table of contents) or using the HTML tab (which uses html to display the table of contents). For more specific information about the table of contents, see “[Using the Table of Contents](#)”. You can resize the table of contents by dragging the bar between the table of contents and the document window. This will let you see as much, or as little, of the table of contents as you need.

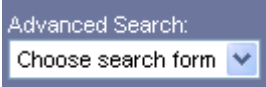
### 3. Search and Navigation Frame

The frame along the top edge of the screen is used to navigate and search the code. It gives easy access to all the site’s search features and navigation controls, such as:



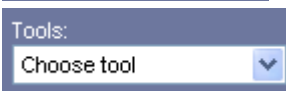
Quick Search:  
 Search

Use the [Quick Search](#) located on the top left-hand side of the screen for simple searches.



Advanced Search:  
Choose search form ▼

For more searching options, choose one of the easy-to-use search forms from the [Advanced Search](#) menu on the toolbar.



Tools:  
Choose tool ▼

The [Tools](#) menu lets you easily print and download text from the codes. You can even set bookmarks within the codes to make information easier to access in the future.



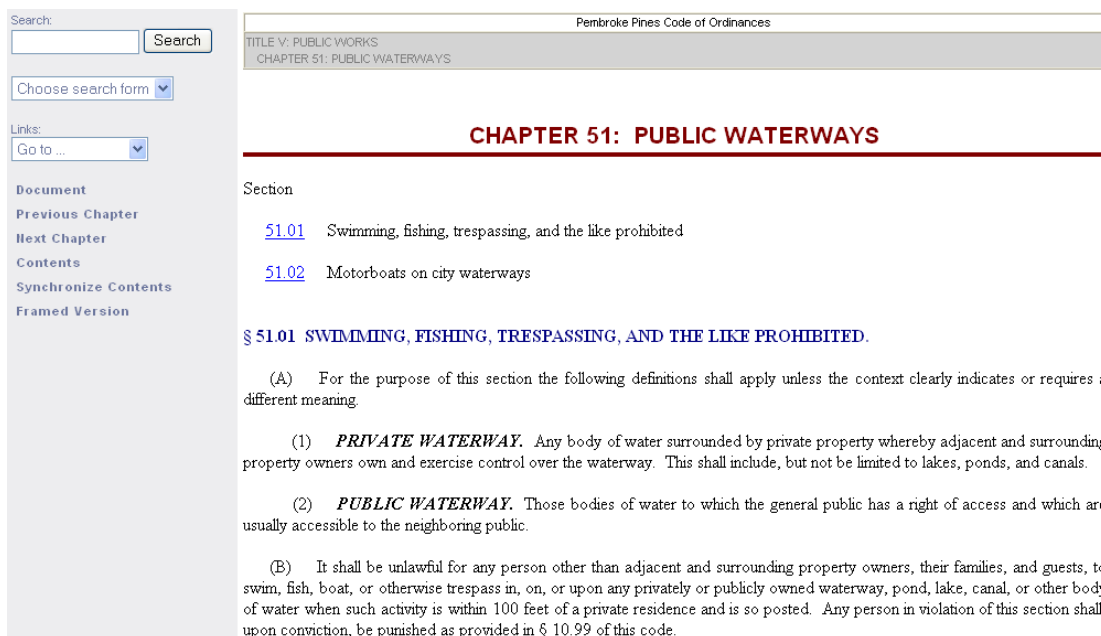
Links:  
Go to ... ▼

Use the [Links](#) menu to easily view other areas of the site or to contact American Legal Publishing’s technical support staff.

Use the “[Next Chapter](#)” and “[Previous Chapter](#)” (or “[Next Section](#)” and “[Previous Section](#)”) buttons to browse the code or click on “[Sync Contents](#)” to synchronize the Table of Contents with your location in the code to make it easier to find related information. Use the “[Start Over](#)” button to reset the website and start over from the code’s home page.

### Using the “No Frames” Interface

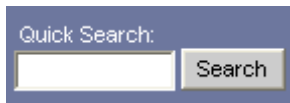
This option is recommended for Netscape users and for users with slower Internet connections. This interface works in the same way as the “Frames” interface but is simplified to display all code information within a single frame in the browser. The simplified design puts all navigation and searching on the left side of the screen.



The screenshot shows a web browser window with a search and navigation frame on the left and a main content area on the right. The search frame includes a 'Quick Search' field with a 'Search' button, an 'Advanced Search' dropdown menu, a 'Tools' dropdown menu, and a 'Links' dropdown menu. The main content area displays the title 'Pembroke Pines Code of Ordinances', followed by 'TITLE V: PUBLIC WORKS' and 'CHAPTER 51: PUBLIC WATERWAYS'. Below this is a large red heading for 'CHAPTER 51: PUBLIC WATERWAYS'. The content then lists sections: '51.01 Swimming, fishing, trespassing, and the like prohibited' and '51.02 Motorboats on city waterways'. The text continues with a section header '§ 51.01 SWIMMING, FISHING, TRESPASSING, AND THE LIKE PROHIBITED.' and several paragraphs of text, including sub-sections (A), (1), (2), and (B).

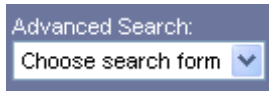
## Searching the code(s)

### What are the different ways to search the code?



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.

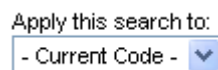


Advanced Search:  
Choose search form

For more searching options, choose one of the easy-to-use search forms from the **Advanced Search** menu on the toolbar.

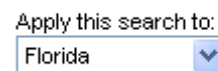
- Choose the **“Boolean Search Form”** if you are familiar with the Boolean searching syntax.
- Choose the **“Advanced Search Form”** to easily search for exact phrases, synonyms, and more. You can also use this search form to narrow your search to specific portions of the code by using the checkboxes that appear in the Table of Contents frame.

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.

### Understanding Your Search Results

The results of any search will appear in the document frame under the **“Results”** tab. Click on any of the search results to view the text of that “hit” or “match” in the document frame.



Document Results Doc/Results Search Form

1 - 8 of 8 results

Title	Location
1. CHAPTER 2-8: LIENS	Kissimmee, FL Code of Ordinances
2. CHAPTER 6-1: FIRE PREVENTION AND PROTECTION	Kissimmee, FL Code of Ordinances
3. CHAPTER 8-1: AVIATION	Kissimmee, FL Code of Ordinances
4. CHAPTER 9-3: NUISANCES; HEALTH AND SANITATION	Kissimmee, FL Code of Ordinances
5. TITLE X: UTILITIES AND SERVICES	Kissimmee, FL Code of Ordinances
6. CHAPTER 10-1: GARBAGE AND REFUSE	Kissimmee, FL Code of Ordinances
7. CHAPTER 10-5: SEWERS	Kissimmee, FL Code of Ordinances
8. CHAPTER 14-2: LAND DEVELOPMENT CODE	Kissimmee, FL Code of Ordinances

You can also choose to view your search results and the code text simultaneously by choosing the “Doc/Results” tab:

customers to hold household **garbage** or yard trash.

**GARBAGE** or **HOUSEHOLD GARBAGE**. Solid waste normally associated with the operation of a household, including food waste, paper goods, and other disposables not associated with yard maintenance.

**HAZARDOUS WASTE**. Any material which is restricted from disposal in a Class I landfill. These materials shall include but not be limited to batteries, motor oil, paint, insecticides, herbicides, tires, roofing materials, acids, caustics, solvents, and other similar materials. **HAZARDOUS WASTE** shall also include **HAZARDOUS MATERIALS** which are hazardous by reason of their pathological, explosive, radiological, or toxic characteristics.

1 - 8 of 8 results

Title	Location
1. CHAPTER 2-8: LIENS	Kissimmee, FL Code of Ordinances
2. CHAPTER 6-1: FIRE PREVENTION AND PROTECTION	Kissimmee, FL Code of Ordinances
3. CHAPTER 8-1: AVIATION	Kissimmee, FL Code of Ordinances
4. CHAPTER 9-3: NUISANCES; HEALTH AND SANITATION	Kissimmee, FL Code of Ordinances
5. TITLE X: UTILITIES AND SERVICES	Kissimmee, FL Code of Ordinances

Use either the “Prev Match” and “Next Match” buttons to scroll through your search results within a chapter or click on another search hit from the results list. Choose the “Clear Search” button to clear your active search and reset the search form.

Your search results are also reported in the table of contents as orange numbers next to the title, chapter or section headings. This may help you quickly identify which search “hits” or “matches” are most likely to be useful. You can use the table of contents to go directly to a specific result by clicking on the appropriate chapter.

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- (3) Florida
  - (3) Palm Bay Code of Ordinances
    - City of Palm Bay, Florida Code of Ordinances
    - ADOPTING ORDINANCE
    - CHARTER
    - TITLE I: GENERAL PROVISIONS
    - (1) TITLE III: ADMINISTRATION
    - (1) TITLE V: LEGISLATIVE
    - TITLE VII: TRAFFIC AND VEHICLES
    - TITLE IX: GENERAL REGULATIONS
    - TITLE XI: BUSINESS REGULATIONS
    - TITLE XIII: GENERAL OFFENSES
    - TITLE XV: SOLID WASTE MANAGEMENT
    - (1) TITLE XVII: LAND DEVELOPMENT CC
    - PARALLEL REFERENCES

## Saving your searches

Do you ever find that you often search for the same terms over and over again? If so, you'll be pleased to know that you can save your often-used searches. Once you perform a search, you can save it so the search results are easy to access again in the future. Here's how to save and manage your searches:

At the bottom of your search results list, simply name your search in the following box:

Save search as:

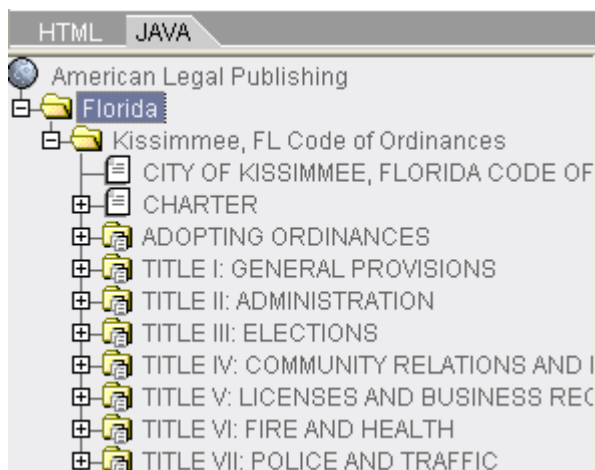
Once you save your search, you'll always be able to access it from either search form. If you ever want to rename or delete a search, simply choose the "[Manage Saved Searches](#)" feature from any search form or search results list and make the appropriate changes.

[Manage Saved Searches](#)

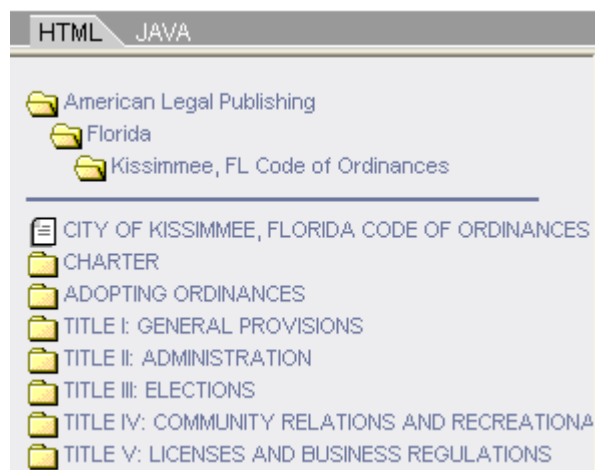
## Using the Table of Contents

Use the Table of Contents in the left frame to find the Title, Chapter or Section that you wish to view.

To make sure that users can access the table of contents no matter which browser is used, there are two ways to view it – using the JAVA tab (which uses java to display the table of contents) or using 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 of contents and find the information you need.

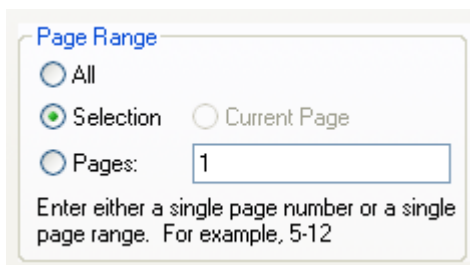
## Special note for Mac users.

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 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)). Let us know the city code you are trying to access and which chapter/section numbers or topics you are interested in and we will have our staff provide those documents to you in a usable format via email (usually as a text file).

## Printing information from the site

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.

## Using the "bookmark" feature

The Online Library allows you bookmark information within an online code to make information easier to access again in the future.

Here's how to set a bookmark within a code:



- **Using Microsoft Internet Explorer.** Simply choose the "Bookmark This Chapter" or "Bookmark This Section" feature from the **Tools** menu on the top of the screen, and the bookmark will be added to IE's "Favorites" 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" or "Bookmark This Section" feature from the **Tools** menu on the top of the screen. When the new browser window opens, manually press CTL+D (shortcut key for bookmarking) on that page and the bookmark will be set.

## Downloading files from the site

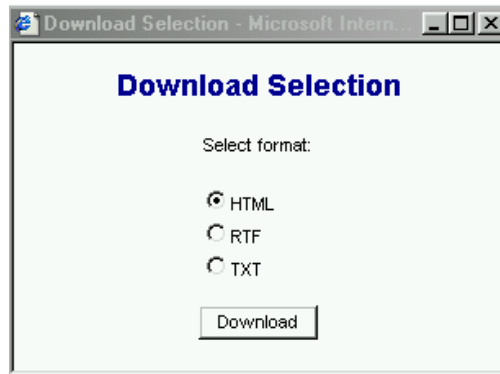
You can download text from the codes in our Online Library. You even have a choice of 3 file formats -- .html, .rtf, or .txt!

To download text, simply follow these steps:

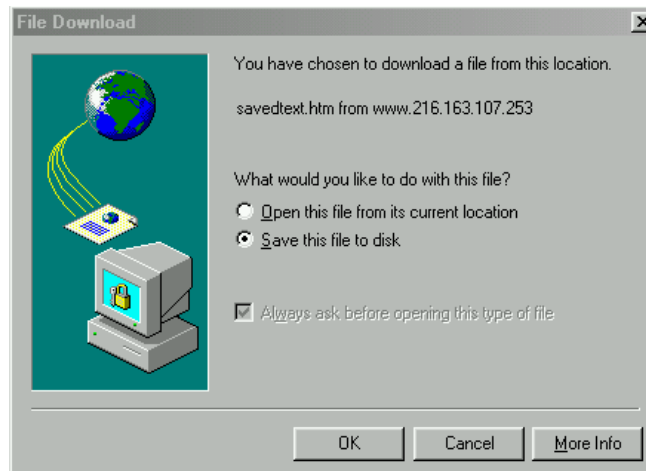
1. Choose the “Download This Chapter” or “Download This Section” feature from the **Tools** menu on the top of the screen.



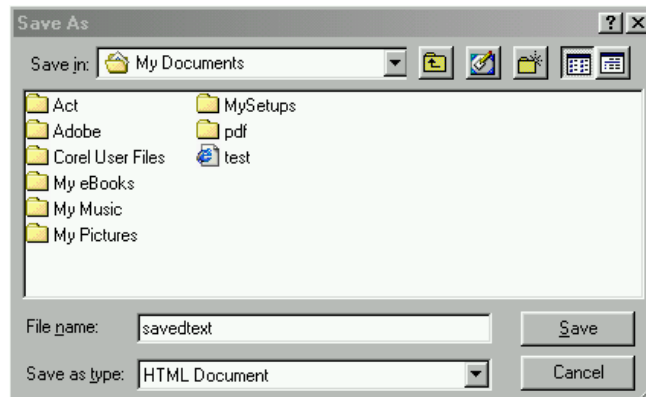
2. Make your file format selection and click “Download”.



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



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



## Troubleshooting Tips

- 1. Check your browser's privacy settings (under Tools, Internet Options in the IE browser).** Our web site requires the use of certain session-based cookies to function properly. If your privacy level is set too high, your browser will not accept cookies and our site cannot function correctly. The site will work when your browser's privacy setting is set anywhere from "Low" to "Medium High", but it will NOT work if set to "High" or above.
- 2. Clear out your computer's temporary memory.** Clear out your computer's temporary memory. Old cached files can occasionally cause problems when accessing the web 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 web site again.
- 3. Make sure your browser is up-to-date.** The codes and other documents available on this site are best viewed using the following Windows browsers: Internet Explorer 6.0, Internet Explorer 5.5, Netscape 7.1, Netscape 6.2.3, and Firefox. The web site also requires that java and cookie support are enabled on your browser. In order to view and search the codes most effectively, the site also requires that cookies, java and javascript are installed and enabled on your browser.
- 4. Are you a Mac user?** 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 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 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).

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