

# **Municode Website - User's Guide**

Listed below are examples of the improved features within the Municode website as well as how-to instructions on using them. Click on a link below to navigate to that specific feature. Or, scroll down through to read the entire document.

## **Navigation**

- [Viewing a portion of the code from the table of contents](#)
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## **Sending codes by e-mail**

- [E-mailing a portion of the online code](#)

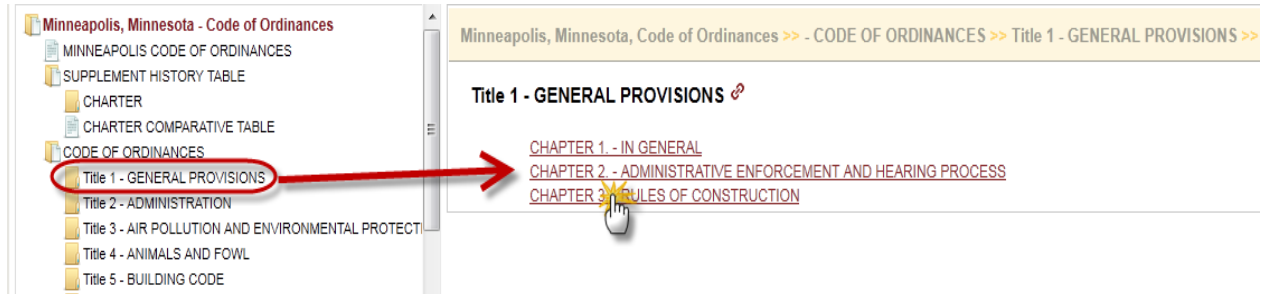
## **Linking to the code**

- [Creating a static URL link to any heading level within the online code](#)

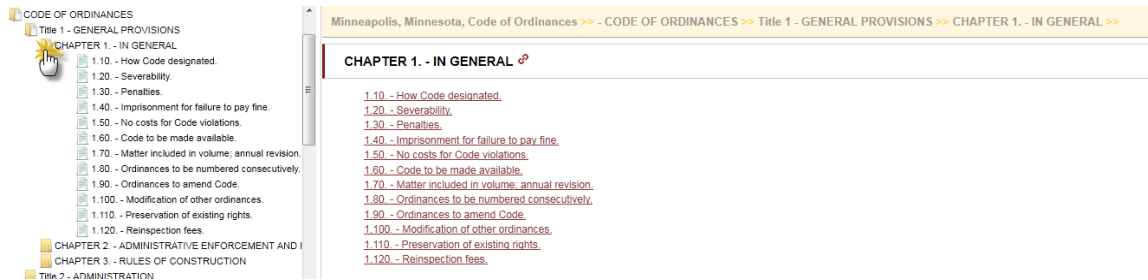
## Navigation

### Two ways to navigate through the Table of Contents (TOC):

- Linking through the levels is the first way. Click the title of a folder from the TOC to view the information contained within. Then, click on the link for the next level, and so on. Until you reach the last level in the hierarchy, the Section level.

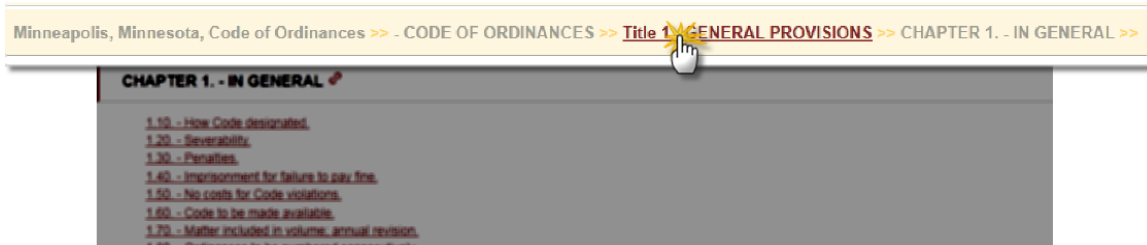


- Expanding the levels within the TOC is the second. Clicking the folder icon will expand the folder to show its contents within the left side Table of Contents (TOC). You can continue expanding until you reach the last level, the Section level. Clicking on any item will open it in the right side content frame.



### TIPS:

- You can navigate back to a previous point by using the “**Bread Crumb Trail**” located at the top of the content pane on the right side.



- The **Hide TOC** button allows you to temporarily remove the left-side Table Of Contents frame as well as expand the right-side content frame.

The screenshot shows the Municode website interface. At the top, there is a navigation bar with a 'Hide TOC' button circled in red. Below the navigation bar, there is a sidebar on the left with a tree view of the Code of Ordinances, including sections like 'MINNEAPOLIS CODE OF ORDINANCES', 'CHARTER', and 'CODE OF ORDINANCES'. The main content area on the right displays 'CHAPTER 139. - IN GENERAL' with a list of sub-sections such as '139.10 - Findings, declaration of policy and purpose, effective date', '139.20 - Definitions', etc.

- To bring the TOC back, click **Show TOC** button:

This screenshot shows the Municode website with the 'Show TOC' button circled in red. The page content is more detailed, showing 'CHAPTER 139. - IN GENERAL' and a list of sub-sections. Below the list, there is a detailed view of '139.10. - Findings, declaration of policy and purpose, effective date.' with a sub-section '(a) Findings. The council finds that discrimination in employment, labor union membership, housing accommodation, sex, including sexual harassment, sexual orientation, gender identity, disability, age, marital status, or status of practices degrade individuals, foster intolerance and hate, and create and intensify unemployment, substantial'.

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## Search

### How to enter search criteria to find an ordinance(s):

- Enter a word, phrase, or section number in the search box at the top of the page (see illustration) and click **GO**.
- The search results list will display in the body of the content frame on the right.

This screenshot shows the Municode website with a search bar at the top containing the word 'emergency'. A green arrow points from the search bar to the search results. The search results are displayed in a list on the right side of the page. The first result is 'CHAPTER 128. EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances' with a 100% match. Other results include 'ARTICLE IX. SNOW EMERGENCY REGULATIONS - Minneapolis, Minnesota - Code of Ordinances' (34%), 'ARTICLE IX. SNOW EMERGENCY REGULATIONS - Minneapolis, Minnesota - Code of Ordinances' (30%), 'ARTICLE II. ENFORCEMENT - Minneapolis, Minnesota - Code of Ordinances' (22%), and 'Title 6 EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances' (21%). A green arrow also points from the search bar to the first result.

## Narrowing your search range:

- Choose **'Selected'** in the drop down menu next to the **Go** button.
- Select the specific heading(s) you'd like to search within by placing a check mark to the left of your choice(s).
- Click **Go for search results related only to the areas you selected.**

The screenshot shows the Municode website interface. At the top right, there is a search bar with the text 'emergency' and a dropdown menu set to 'Selected'. A green circle highlights the 'Selected' dropdown. Below the search bar, there are navigation options: 'RESULTS', 'HISTORY', 'ORD. BANK', 'Save', 'Print', and 'Email'. The main content area displays search results for 'emergency in selected files', showing 11 results. The first result is 'CHAPTER 128. EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances' with a 100% match. Other results include 'Title 6 EMERGENCY PREPAREDNESS AND MANAGEMENT' (21%), 'ARTICLE I. PERMITS FOR THE STORAGE, USE AND HANDLING OF HAZARDOUS MATERIALS' (5%), 'ARTICLE I. GENERALLY' (4%), and 'CHAPTER 176. BURGLAR AND HOLDUP ALARM SYSTEMS' (3%). A green arrow points to the 'RESULTS' button in the navigation bar.

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## The Results button:

- The Results button will take you back to the list of results from your most recent search. (note: this is a session-based feature; your results will be lost after exiting a city's online municipal code).

This close-up screenshot focuses on the navigation bar and the top of the search results. The 'RESULTS' button is highlighted with a green circle and a green arrow. Below it, the search results for 'emergency in selected files' are visible, showing the same top results as the previous screenshot: 'CHAPTER 128. EMERGENCY PREPAREDNESS AND MANAGEMENT' (100%) and 'Title 6 EMERGENCY PREPAREDNESS AND MANAGEMENT' (21%).

## The History button:

- The History button lets you pull up the search result list from a previous search by selecting it from a list. The History also gives you some information regarding your past searches for the current browsing session (as shown below). Once you exit the website, the history is cleared.

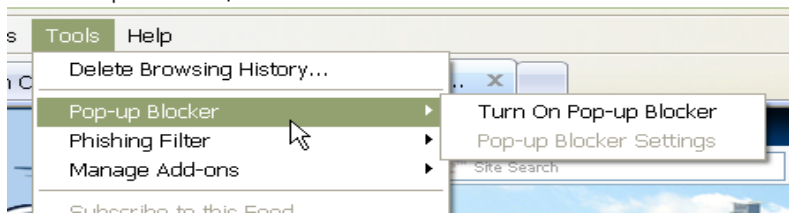
| Order Searches Were Ran | Term Used For That Search | Which Parts Searched (if search was narrowed) | Total Results Listed |
|-------------------------|---------------------------|---|----------------------|
| <b>Search History</b>   |                           |   |                      |
| Search                  | Terms                     | Search Scope                                  | Results              |
| #2                      | Emergency                 | All Files                                     | 105                  |
| #1                      | Dog                       | All Files                                     | 16                   |

**NOTE:** Search History will be cleared after close of session.

The Search History will clear when you close out the web site each time.

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**Internet Explorer:** To disable the pop-up blocker while on the site, open the Tools menu, select the Pop-up Blocker option, and select the Turn Off Pop-up Blocker option (as shown below):



## Printing

### Printing a portion of the online Code:

- Navigate to the part of the code you wish to print and click on the **Print** icon from the menu at the top, middle of each page. (see graphic below).



- Select the item(s) you wish to print by placing a check mark in the box to the left of the title.  
**Hint:** Unchecking the box at the top of the list will remove ALL of the checks, allowing you to select individual items more quickly.
- Click on the **second Print** button located just above the check box menu (see graphic below).

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

- A new tab, or window will open with a 'print preview' page showing what you are about to print. Click on the **third** and final **Print** button (see graphic below). Now you can complete the request using your computer's printing options.

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## Saving

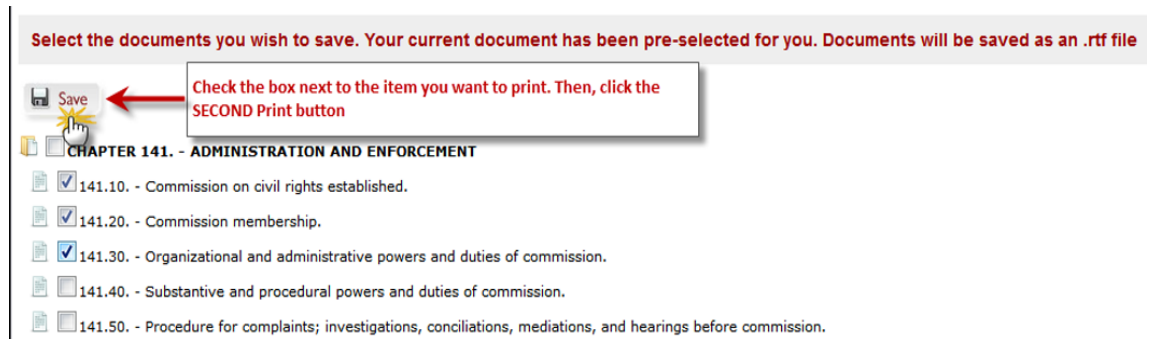
### To save a portion of the online Code:

- Navigate to the part of the code you wish to save and click on the **Save** icon from the menu at the top, middle of each page. (see graphic below).

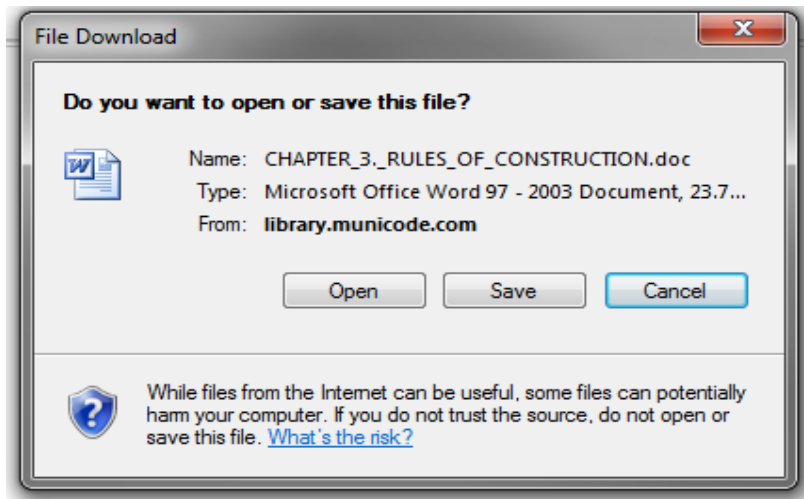
- Select the items you wish to save by placing a check in the box before the title.  
**Hint:** Unchecking the box at the top of the list will remove ALL of the checks, allowing you to select individual items more quickly.



- After making your selection, click on the **second Save** button located just above the check boxes (see graphic below).



- Save documents to your computer by clicking the **Save** option and then selecting the location when prompted. Also, you're able to select **Open**, to view it immediately. (see graphic below)

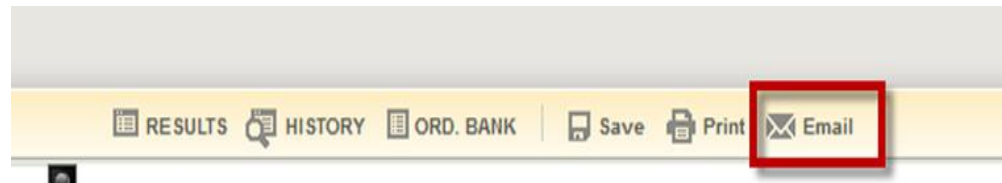


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## E-mail From the Online Code

### To e-mail a portion of the online Code:

- Navigate to the part of the code you wish to e-mail, then click on the email icon from the options at the top of each code page.



- Place a check mark in the boxes next to the document(s) you wish to e-mail. Then click the **second 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

CHAPTER 141. - ADMINISTRATION AND ENFORCEMENT

- 141.10. - Commission on civil rights established.
- 141.20. - Commission membership.
- 141.30. - Organizational and administrative powers and duties of commission.
- 141.40. - Substantive and procedural powers and duties of commission.
- 141.50. - Procedure for complaints; investigations, conciliations, mediations, and hearings before commission.
- 141.60. - Civil action: judicial review and enforcement

- Fill out the required **To** field with the destination email address – subject and message body are optional.
- Click **Send**.

## Email Document

**To\***

Tip: Separate multiple email addresses with semicolons.

Subject

Note: Your selected document will be attached to this email as an RTF file.

Message


The only required field is the To field where you input the email address of where you wish to send it. You can leave the other fields blank if you prefer.

\*Required fields

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## Linking

**You can create a static URL link to any heading within the online Code:**


- Navigate to the desired Title, Chapter, Division, Article, or Section you wish to create a static web link to. Click on the linking icon  located at the end of each heading title (see below).



Minneapolis, Minnesota, Code of Ordinances >> - CODE OF ORDINANCES

**CHAPTER 1. - IN GENERAL** 


[1.10 - How Code designated.](#)  
[1.20 - Severability.](#)  
[1.30 - Penalties.](#)  
[1.40 - Imprisonment for failure to pay fine.](#)  
[1.50 - No costs for Code violations.](#)  
[1.60 - Code to be made available.](#)  
[1.70 - Matter included in volume; annual revision.](#)  
[1.80 - Ordinances to be numbered consecutively.](#)  
[1.90 - Ordinances to amend Code.](#)  
[1.100 - Modification of other ordinances.](#)  
[1.110 - Preservation of existing rights.](#)  
[1.120 - Reinspection fees.](#)

**1.10. - How Code designated.** 


The ordinances embraced in this and the following titles and sections shall Code of Ordinances will be sometimes referred to as "this Code," and any clearly requires some other meaning. (Code 1960, As Amend., §§ 1.010, 1

*Charter reference— Authority to provide for ordinance compilation and public*  
*Cross reference— Park Board Code of Ordinances, § PB1-1 et seq.*  
*State law reference— General authority to codify ordinances, M.S. § 415.021.*

**Special law reference—**Special act granting specific authority to C comprehensive ordinance, Laws 1959, [Ch. 234](#)

**1.20. - Severability.** 

If any chapter, section, sentence, clause or other part of the Minneapolis C affect the validity of any of the other portions of the Code. (Code 1960, AS

**1.30. - Penalties.** 

(a) *Generally.* Every person convicted of a violation of any provisions of th be punished by a fine of not to exceed seven hundred dollars (\$700.00) or constitute a separate offense.

- A box will pop out presenting you with the URL/link ID, already highlighted, for that specific part of the online code (see below).

**CHAPTER 1. - IN GENERAL** 

[Close](#)

Please copy the preselected perma-link text.

[http://library.municode.com/HTML/11490/level3/COOR\\_TIT1GEPR\\_CH1INGE.html#TOPTITLE](http://library.municode.com/HTML/11490/level3/COOR_TIT1GEPR_CH1INGE.html#TOPTITLE)

[1.10](#)  
[1.20](#)  
[1.30](#)  
[1.40](#)  
[1.50](#)

- To **Copy** it to your computer's clipboard, right click then select **Copy**. Pressing the **Ctrl** and **C** keys at the same time will also copy the text.
- Now you are ready to paste the link wherever you want. To create the link to that part of the code, you can right-click and select **Paste**. Pressing your **Ctrl** and **V** keys simultaneously will also paste the link (note: the link will be pasted exactly where you place your cursor in the destination document).
- To remove the perma-link display, click the **Close** button in the upper right corner of the box.

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