

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](#)
- [Expanding folders within the table of contents](#)
- [Navigate using the bread crumb trail](#)
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- [The Results Button](#)
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Print

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

Saving

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

Sending codes by e-mail

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

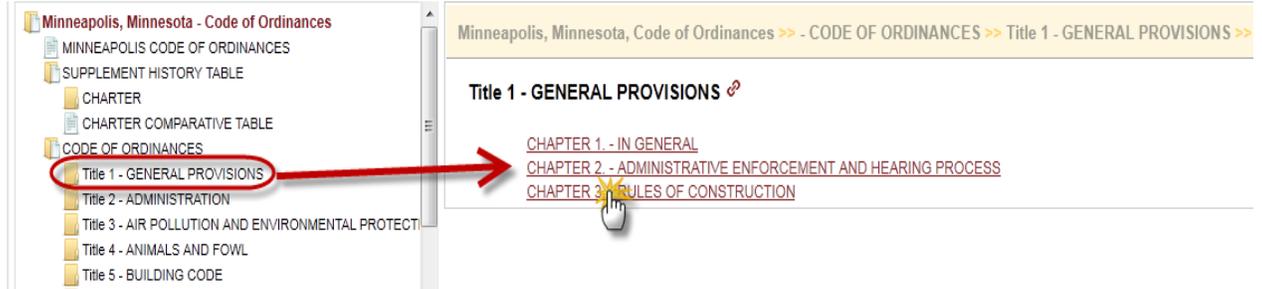
Linking to the code

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

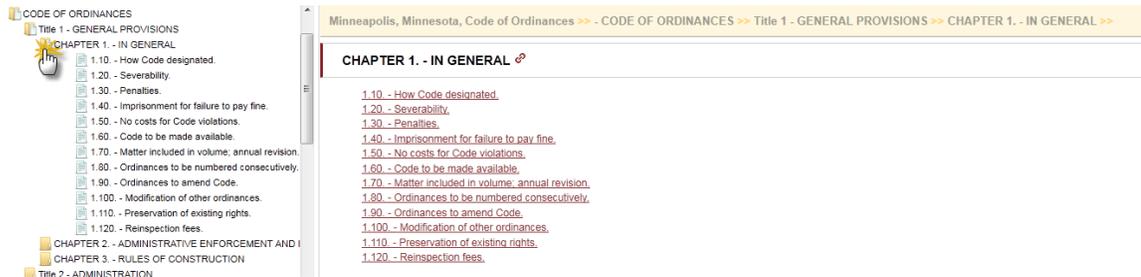
Navigation

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.

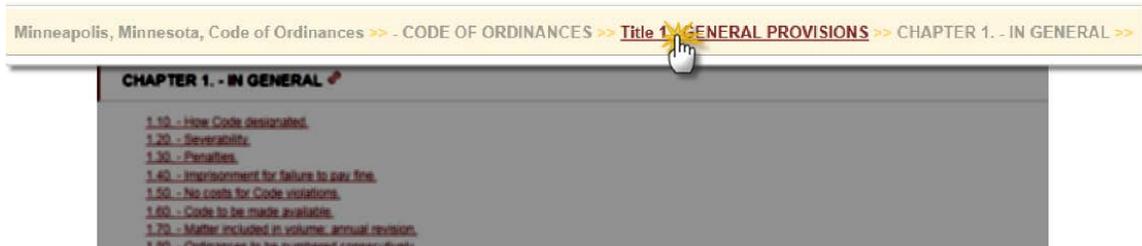


- Expanding the levels within the TOC is the second. Clicking the folder icon will expand the folder to show its contents within the left side Table of Contents (TOC). You can continue expanding until you reach the last level, the Section level. Clicking on any item will open it in the right side content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

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

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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.

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 search interface. At the top, 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 is a navigation menu with options like 'RESULTS', 'HISTORY', 'ORD. BANK', 'Save', 'Print', and 'Email'. The main content area displays search results for 'emergency in selected files'. The results are listed with percentages and headings, such as 'CHAPTER 128. EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances' and 'Title 6 EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances'. A green circle highlights the search results header.

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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 is a close-up screenshot of the Municode search interface. The 'RESULTS' button in the navigation menu is highlighted with a green circle. Below the navigation menu, the search results are displayed. The results are listed with percentages and headings, such as 'CHAPTER 128. EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances' and 'Title 6 EMERGENCY PREPAREDNESS AND MANAGEMENT - Minneapolis, Minnesota - Code of Ordinances'. A green circle highlights the 'RESULTS' button.

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.

The screenshot shows a table titled "Search History" with four columns: "Order Searches Were Ran", "Term Used For That Search", "Which Parts Searched (if search was narrowed)", and "Total Results Listed". The table contains two rows of search history. A callout box points to the "Emergency" term with the text "Click on the search term to link to that result list". Another callout box points to a note below the table: "NOTE: Search History will be cleared after close of session." A third callout box points to a note below that: "The Search History will clear when you close out the web site each time."

Order Searches Were Ran	Term Used For That Search	Which Parts Searched (if search was narrowed)	Total Results Listed
#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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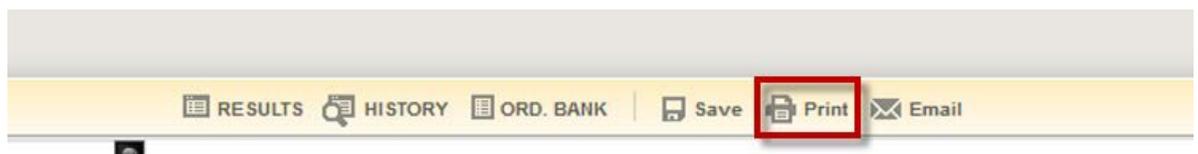
Internet Explorer: To disable the pop-up blocker while on the site, open the Tools menu, select the Pop-up Blocker option, and select the Turn Off Pop-up Blocker option (as shown below):



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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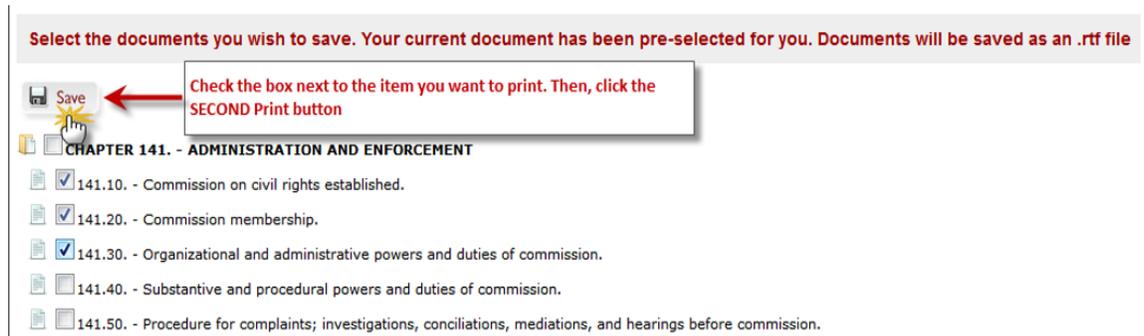
Saving

To save a portion of the online Code:

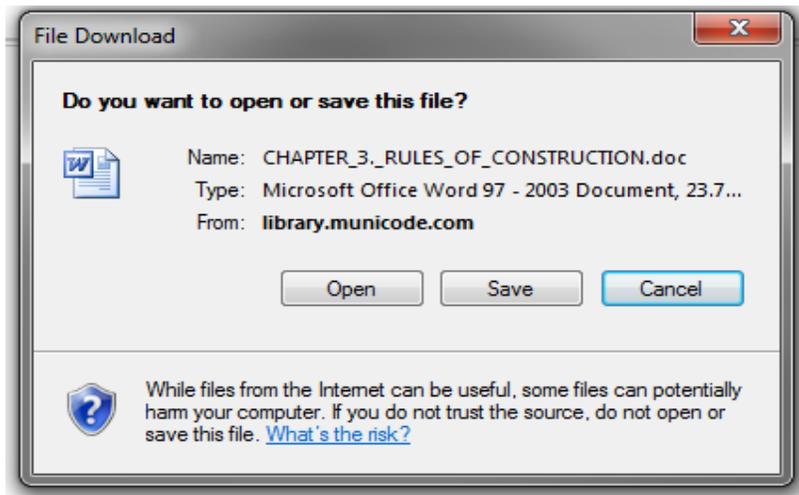
- Navigate to the part of the code you wish to save and click on the **Save** icon from the menu at the top, middle of each page. (see graphic below).

- 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)

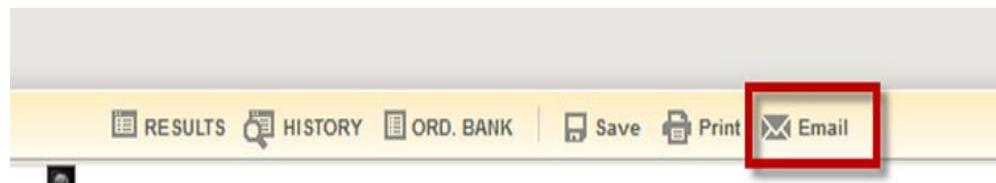


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E-mail From the Online Code

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).

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

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

Please copy the preselected perma-link text.

http://library.municode.com/HTML/11490/level3/COOR_TIT1GEPR_CH1INGE.html#TOPTITLE

[Close](#)

- 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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