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**EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW**

**CODICES**

**(English testing version 1.2 beta)**

**USER GUIDE**

**Note by the Secretariat**

## A. Introduction

The diskettes you have received/will receive contain an English version of CODICES for testing. This is no final version, therefore some inconveniences ("bugs") might be contained. Your observations on any of these or other suggestions as to the improvement of CODICES are welcome.

Due to the lack of time, it was not possible to provide you also with a French version of CODICES but this will be done as soon as possible.

CODICES contains summaries of decisions of the Bulletins 1-3/93, 1-3/94 and 1/95, together with version 7 of the systematic thesaurus and the full text of two decisions. These two decisions have been added in order to show you the possibility of the inclusion of full texts of decisions. Of course, distributing full texts on diskette is nearly impossible due to the amount of storage space required. Full texts could only be included on a CD-ROM.

The two full texts contained show also the problem of special characters. Although the text is in English, names contain special characters that were not properly converted.

Together with the database – Folio calls its databases "infobases" – the diskettes contain the programme that is necessary in order to view the database which is called Folio Bound Views. The term "Bound" means that you do not have a full version of Folio Views but just a viewing programme that does not allow for creating an infobase. You can, however, make annotations which are saved in a so-called "shadow" file (see *Folio Views 3.1 The Tour* annexed).

For your information, the Venice Commission has to pay royalties to Folio Corporation of either 5% of its revenues of infobase sales or a minimum of US \$1 if the infobase is given for free. This method avoids having to pay FF 2550 (plus V.A.T.) for a full licence of the Folio Views Infobase Manager.

## B. Objectives

You are kindly requested to test this preliminary version of CODICES with a view to find

- a) Errors or possible improvements as to the presentation of the infobase.
- b) Possible improvements of the summaries of decisions of your jurisdictions. The summaries of all the Bulletins have been reindexed by the Secretariat according to the version 7 of the Thesaurus. The new zones **non-official publications - h**), **Cross-references** and **Languages** have been added.

## C. Contents of CODICES

The preliminary testing version of CODICES consists of three parts:

- Summaries of decisions
- Thesaurus
- Full text examples

### 1. Summaries of decisions

CODICES contains the contribution (summaries of decisions) as they have been published in the *Bulletin of Constitutional Case-Law*. Older *Bulletins* have been modified in order to comply with version 7 of the Thesaurus and the new guidelines for the presentation of contributions. CODICES includes fields which correspond to the zones and sub-zones of the *Bulletin*.

The following zones are available for searching (query):

1. "Country"
2. "Court"
3. "Chamber"
4. "Date"
5. "Number" (decision number as opposed to identification number attributed by the Secretariat)
6. "Title"
7. "Publications" (official)
8. "Other Publications"
9. "Systematic" (thesaurus)
10. "Alphabetical" (index)
11. "Headnotes"
12. "Summary"
13. "Supplementary" (information)
14. "Cross-references"
15. "Languages"

In addition, due to the fact that in older *Bulletins* the zones Headnotes and Summary have not been separated, a field "Text" has been included. This field comprises these two zones. A query in field text will search in Headnotes and Summaries.

### 2. Systematic Thesaurus

The Thesaurus in CODICES consists of two types of query (search) links. In order to follow the tree structure of the Thesaurus, green lines which are not underlined link to the next hierarchical level of a keyword chain within the Thesaurus. If a blue keyword is underlined and followed by a point, this line is a query link searching in the field "Systematic" of the contributions part of CODICES. Such a query link will yield all decisions which include the keyword chain.

To follow such a query link, you have to double clic on the keyword. If there are no decision with that keyword chain, you will get the message "STOP - Unable to follow query link. Invalid query string!" In fact, the query string is not invalid but there are simply no decisions with this keyword chain in CODICES. This message is to be replaced with a more appropriate one in a future version of CODICES.

### 3. Full texts examples

This section has been included only to show the possibility of adding full texts to the database. The two decisions have been chosen because they were available in English.

#### **D. Installation**

1. Insert diskette 1 into the disk drive.
2. From Program Manager, select File, Run and then type: "A:SETUP" (where A: is the drive letter of your disk drive) followed by Return.
3. The setup program will prompt you for the location on the hard-disk where you want CODICES to be installed. The default is C:\CODICES.
4. The setup program creates a program manager group called CODICES. In there, you will find the icon "*Folio Bound Views*" with the text CODICES. Double clic on this icon in order to start CODICESE, the English version of CODICES.

#### **E. Instructions for use of CODICES**

After opening CODICES you see the title page. Scrolling down, you come to a welcome message with three buttons labelled "Decisions", "Thesaurus" and "Full text". You can directly jump to these parts of the infobase by double clicking on one of the boutons.

For searching in CODICES, two buttons are available:

1. The command "CODICES query template" enables simplified queries in the contributions (summaries of decisions) and the Thesaurus, and
2. The button "Query" which can be used for all types of queries (searches) and to refine a query that has been done using the hierarchical Systematic Thesaurus.

## 1. The command "CODICES query template"

The command "CODICES query template" of the menu "Search" of Folio Bound Views gives you access to a query mask specifically designed for use with CODICES. It allows for separate queries (searches) in the body of summaries of decisions and in the thesaurus.

It contains the following elements:

- a box labelled "Word" in which you can see all the words that are available at your current search scope,
- the "Records with hits" result box which tells you the number of hits (search results) for your query,
- a box labelled "Enter your Query in Decisions" which you would normally use in order to make a query in the text of the summaries of decisions,
- a box labelled "Enter your Query in Thesaurus" which you can use in order to search for a specific keyword of the systematic thesaurus.

As a second step, you may wish to search all summaries of decisions that contain this keyword. You start such a search (a query link) by a double clicking on the text of the keyword itself.

In order to start the query press the button "OK".

## 2. The Button "Query"

If you want to refine a previous query (e.g. one that has been done with "Template1") use the button "Query" which shows the last search in the box "Query for". In this box you can add additional elements to your search. After clicking on this button that last search that has been made is shown and can be modified.<sup>1</sup>

Other features of the infobase are not specific to CODICES. You will find a general introduction to Folio Views 3.1 in the extracts of "The Tour" and "User's Guide", which are annexed. These are printouts of a help-infobases which are also on the diskettes. Full on line help is included on the diskettes as well. You may press the F1 button on your keyboard in order to get help on Folio Views.

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<sup>1</sup> This feature works only if the box "Open Contents After Query" is ticked in "File", "Preferences". This is the default setting of CODICES.