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Conseil de l'Europe



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EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW

CODICES-E
(English testing version 1.4 beta)

USER GUIDE

Note by the Secretariat

A. Introduction

The diskettes you have received contain an English version of CODICES (CODICES-E) for testing. Your observations on them or other suggestions for improving CODICES-E will be welcome.

CODICES-E contains summaries of decisions (précis) in Bulletins 1-3/93, 1-3/94 and 1-3/95, together with version 8 of the systematic thesaurus and the full text of about 160 decisions. Of course, it is practically impossible to include the full texts of all the available decisions on diskette, owing to the amount of storage space required. A complete set of full texts could only be stored on a CD-ROM.

In the case of Poland and Lithuania, problems are still caused by special characters, such as š, _ and _ . These are not correctly converted. These problems will be resolved in the final version.

Together with the database – Folio calls its databases "infobases" – the diskettes contain the programme needed 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 the user to create a new infobase. However, you can make annotations which are saved in a so-called "shadow" file (see the appended *Folio Views 3.1 - User's Guide*).

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

B. Objectives

You are kindly requested to test this preliminary English version of CODICES-E with a view to identifying:

- a) Any errors in or possible improvements to the presentation of the infobase;
- b) Possible improvements to the summaries and full texts of decisions of your courts. The précis of all the Bulletins have been indexed by the Secretariat according to version 8 of the Thesaurus. The new zones *non-official publications*, *cross-references* and *languages* have been added.

C. Contents of CODICES-E

This preliminary version of CODICES-E consists of six parts:

1. Introduction (follows the introduction to the Bulletin)
2. Précis
3. Thesaurus
4. Full texts in English
5. Full texts in French
6. Full texts in other languages

1. Précis

CODICES-E contains the précis published in the *Bulletin on Constitutional Case-Law*. Older Bulletins have been modified to bring them into line with version 8 of the Thesaurus and the current guidelines for the presentation of contributions. CODICES-E includes fields which correspond to the zones and sub-zones of the *Bulletin*. The following fields are available for searches (queries):

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

In addition, because older Bulletins did not separate the "headnotes" and "summary zones", a field *Text* has been included. This field comprises these two zones. A query in field "text" will activate simultaneous searches in "headnotes" and "summaries".

2. The Thesaurus

The Thesaurus in CODICES-E consists of two types of links. In order to follow the tree structure of the Thesaurus, non-underlined green lines are linked to the next hierarchical level of a keyword string within the Thesaurus. If a blue keyword is underlined, this line is a query link searching in the "thesaurus" field of the précis part of CODICES-E. Such a query link will yield all decisions which include the keyword string.



Query links are activated by clicking twice on the line, when mouse pointer changes into a small hand. The query link leads to the first summary decision containing the string of key words. The text "Hit: 1/xx" appears at the bottom of the window, "xx" representing the number of précis containing this string of keywords. To move from one précis to the next, click on the "Next" button on the "toolbelt" located at the left of the screen. The "Previous" button gives access to the preceding précis. To return to the Systematic Thesaurus, click once on the "Backtrack" button.

The Thesaurus numbers have been added to the précis to facilitate searches. Numbers that are sought in queries are highlighted. At the bottom of the window, to the right of the word *Query*, you see the syntax for this keyword. This syntax varies according to whether the link seeks a specific keyword chain with the full number (eg. [Field Thesaurus: 5.2.3.1.2.1]) or incorporates an asterisk to identify a "tree" within the hierarchy (eg. "5.2*", which finds all keyword chains beginning with *Human Rights - Civil and Political Rights*).

3. Full texts of decisions

For each full text, there is a corresponding "précis" link in green and underlined. A double click on this line will bring up the précis. Similarly, précis for which there is also a full text have a line "full text" and the link "French", "English" or "other language" offering access to the full text. Searches in the full text use the button "Template 2", described below.

D. Operating method

When CODICES-E is opened, you have a brief glimpse of the lion of Venice, followed by a blue screen with the base's title and then a lion and the Council of Europe symbol. After you have scrolled down using the next page key or the vertical scroll bar, the welcome message is displayed, followed by the main menu (see reproduction of screen in appendix 1). Click twice on one of the following symbols:

- Introduction (lion)
- Précis (open book)
- Thesaurus (open book)
- French full texts (open book)
- English full texts (open book)
- Full texts in other languages (open book),

which will take you directly to the corresponding section of CODICES-E.

E. Queries

Three buttons on the toolbelt, on the left of the screen, permit CODICES-E searches other than via the tree structure of the systematic thesaurus:

1. "Template 1", which allows simplified searches in the (précis) and the Thesaurus;
2. "Template 2", which allows simplified searches in the full texts;

3. "Query", which can be used for any type of search or to refine searches using the tree structure of the systematic thesaurus.



1. *Template 1*

The "Template 1" button offers access to a facility designed specially for CODICES-E users. It allows you to make separate searches, or queries, in the body of the précis and in the Thesaurus.

It comprises the following elements:

- a box entitled "Word" in which you can see all the words being used in the current search;
- the "*Records with hits*" result box which tells you the number of "hits" (successful searches) your query has elicited,
- a box entitled "Identification". When the query template is opened, the cursor automatically moves to this box and the box "Word" shows the précis available. You can either enter an identification using the keyboard or double-click on one of the identifications shown in the box "Word".

Wildcards, which replace one or more characters, can be used to search for several decisions, for example:

"BEL*" searches for all Belgian decisions

"*95-2*" searches for all the decisions published in Bulletin 95/2

- a box entitled "Country". If you move the cursor to this box, using the Tab key or the mouse, the "Word" box displays all words occurring in the "Country" field, such as "Belgium" or "Hungary", as well as *United* or *Republic* (as in United States of America or Czech Republic). This field can be used to search for all the decisions relating to a specific country.
- "Number": this box can be used to search for decisions by their number. All the spaces in a number must be recorded exactly as in the summary texts. If you are not sure where to place spaces, enter only part of the number. For example "B 133/92" will not be found if "B133/92" is entered, so only "133/92" should be used for the search.
- "Date": This should be entered using the dd/mm/yyyy format, with "/" separating days, months and years.

Such searches will result in all the decisions relating to that particular date.

- "After": Use the same format - dd/mm/yyyy - as for "Date" to enter a date which is the start of the period sought, eg "1/1/1994" for all précis on or after 1 January 1994.

- "Before": Enter a date marking the end of a search period, eg "31/12/1994" for all précis before that date.

Combining the "After" and "Before" boxes enables you to search for a specified period, eg After "1/1/1994" and Before "31/12/1994" will result in all the decisions relating to 1994.

- "Others": This box enables you to search in all the fields of the précis. Using the query "[Field <name>: <query>]", you can consult all the fields shown in section C above, eg Chamber, Title, Publications, Index, etc. The string "[Field Title: Balladur]", for example, will initiate a search for all the précis containing the word "Balladur" in the title (there is one). You can avoid typing "[Field" by pressing the button with this text at the bottom of the query template. Each query that starts with "[" must end with "]". A corresponding button is equally at the bottom of the template.
- The Query within Thesaurus box enables you to search for a word in the Thesaurus, with a view to initiating a Thesaurus query (see section C. 2 above).

This box cannot be combined with the others because the latter search in the précis part of CODICES-E whereas this box searches in the Thesaurus part. Combining those boxes therefore has no effect (zero hits).



2. "Template 2"

- This template facilitates searches in the full texts. Like Template 1, it includes the boxes "Word" and "Records with hits".
- The box Identification in "Template 2", initiates searches for both précis and full texts. Do not enter identification numbers manually into this box but double-click on the relevant identification in the words box. The result will always be at least 1, representing the précis. If the result is more than 1, there is a full text of this decision. The figure given (eg 88) simply represents the number of paragraphs in the decision and is of no importance.
- The boxes "English full texts, French full texts" and "Other full texts" search for paragraphs of the full text containing the text you have entered in the relevant box. The vast quantity of full texts makes it impossible to print all the decisions which are the result of your query together. To print a full text, it is necessary to enter a query for a decision using the *Identification* box in the Template and to follow the instructions to print it (see section G).

3. "Query" button



To make the previous search more precise or adapt it, use the "Query" button, which will display the last search in the "Query For Box". This allows you to add further parameters to your query. When you click on this button, the most recent query will be displayed and can be modified¹. For the search possibilities and the syntax to be used, see page 5 of the appended user's guide.

F. Table of contents

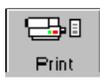


The "Table of contents" button on the Toolbelt on the left of the screen enables you to switch between the text of CODICES-E and a view of its hierarchical structure, the database's table of contents. Clicking once on the button enables you to see the titles of the principal parts of CODICES-E (précis, thesaurus and full texts). The buttons numbered "1" to "9" at the top of the screen enable you to select the level you want to be displayed. The "All" button displays all the levels. Clicking once on button "2" will display the names of the countries in level 2. Button 3 offers access to the identifications of all the summary decisions and full texts. Levels 4 to 9 are only used for the systematic thesaurus.

To gain rapid access to précis or full texts, click on button "2". Proceed to the name of the country sought and double-click on it. The screen will immediately change from the table of contents to the normal text display. To return to normal display, you can also click once more on the "Table of contents" button.

Note that in the contents window after each query the number of hits by level is displayed to the left of the relevant titles. For example, in the case of seven hits concerning Polish summary decisions, the screen will display "7 + Poland", the "+" indicating that below level 2 there is a further level, the précis.

G. Printing the results



To print out the results of a query (done with the aid of the tree-structured thesaurus or the buttons "Template 1", "Template 2" or "Query"), you must first restrict the display to the hits (result of the query) using the "Hits" button by which you toggle between the view of all records or only those with hits. Then click on the button "Print" and in the window which opens, click onto the box "View" and then the button "OK". The result of the query is then printed.

¹ This feature only works if the box "Open contents after query" is ticked in "File", "Preferences". This is the CODICES-E default setting.

Other features of the infobase are not specific to CODICES. You will find a general introduction to Folio Views 3.1 in the appended extracts from the "User's Guide". This is a printout of a help-infobase which is also on the diskettes. Full on-line help is also included on the diskettes and is automatically installed. You can press the F1 button on your keyboard in order to get help on Folio Views.

H. System requirements

- Minimum configuration: IBM 80386 or compatible with hard disk and 8 Mo of RAM.
- Display: VGA
- MS DOS 3.1 or later and Microsoft Windows 3.1 or Windows 95
- 20 Mo of free hard disk space (the final version will be consultable on CD-ROM and will not require much hard disk space).

I. Installation

1. Insert the diskette into the disk drive.
2. From *Program Manager*, select *File* and *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-E installed. The default is C:\CODICESE.
4. The setup program creates a program manager group called CODICES-E. In this, you will find the icon "*Folio Bound Views*" with the word CODICES-E. Double click on this icon in order to start CODICES-E.

