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EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW

CODICES - Data Input Mask V 1.1

User Guide

1 Introduction

Version 1.1 of the input mask which you have received on diskette is to help you draft your contributions (précis) for the Bulletin on Constitutional Case-Law. It avoids the need for you to enter the various zone titles of your précis. The following checks/default values are provided by the input mask:

1. Country (after selecting the country, the name of the country appears automatically in zone "a)" of the mask).
2. Court: depending on the country chosen, the court zone "b)" is filled in. Only in cases where two courts are available (e.g. Sweden, Finland, Court of Justice of the European Communities/Tribunal of First Instance) do you need to delete the text concerning the other non-appropriate court.
3. Languages are filled in automatically. For jurisdictions which use several languages alternatively (e.g. Switzerland) you should delete the non-appropriate languages.

Furthermore, you are assisted in filling in the following fields:

1. c) Chambers
2. g) Official publications
3. h) Non-official publications
4. Alphabetical Index
5. Systematic Thesaurus

Value lists for these fields are available through clicking once on the small downward arrows near the respective boxes.

2 New features in comparison to version 1.0

1. Assistance in filling in the zone "c) Chamber"
2. Assistance in filling in the zones "g) Official publications" and "h) Non-official publications"
3. Update function for systematic thesaurus, Alphabetical Index and both official and non-official publications
4. Possibility to amend published précis with new data (e.g. references to new publications of the decision)
5. Input mask for statistical data
6. Better visibility of keyword chains of the Systematic Thesaurus on the screen (no cutting of the last keyword of the chain)

3 Use of the input mask

After having chosen your preferred working language (English or French) in the welcome window, the main window of the CODICES input mask asks you to enter the country, year and number of the Bulletin for which you are drafting the précis. Click with your mouse on the small downward arrow to the right of the appropriate input boxes. Boxes containing the codes of participating countries, years (1993-2002) and numbers of the Bulletin (1-3) will open. Choose the appropriate entries with the mouse. You need only choose the country code the very first time you use the input mask. It will be remembered for future use, so be careful to choose the right code.

The main window gives you the following choices:

1. Input of new précis
2. Input of statistical data
3. Saving data on diskette (or for e-mailing)
4. Input of additional information (related to précis already published)
5. Updating the input mask
6. Deleting ALL précis
7. Exit

3.1 Input of new précis

After choosing the country code, the year and the number of the Bulletin, click the button "Input of new précis" on the main window. The précis mask will open.

In the upper part of it you will see a provisional identification number for the précis which is automatically generated. This identification number will be changed for later publication of the Bulletin. The digits "00" before the year indicate that this is a new précis. The digits "19" indicate that you are referring to a précis which has already been published (see point 4 below) The boxes in "a) Country", "b) Court" and at the very bottom of the last sub-mask "Languages" are already filled in.

Proceed with the "TAB" key (usually left of the "Q" key for QWERTY keyboards, "A" for AZERTY keyboards) from one box to the next. With "SHIFT" + "TAB" you can go back one box and fill in the required text.

You will see that the input mask is divided into four sub-masks containing the following boxes:

Mask 1/4	a) Country b) Court c) Chamber d) Date e) Number f) Title g) Official publications h) Non-official publications
Mask 2/4	Systematic Thesaurus Alphabetical Index
Mask 3/4	Headnotes Summary
Mask 4/4	Supplementary information Cross-references Languages

3.1.1 Switching between sub-masks

The four sub-masks are switched automatically when you arrive at the last box of a sub-mask and go to the next box using the "TAB" key or if you are in the first box of a sub-mask and go back using the "SHIFT+TAB" keys.

If you want to switch between sub-masks you can also press the "Next Page" key for the following sub-mask or "Previous Page" for previous sub-masks.

Most boxes enable you to enter any text. If you arrive at the bottom of a box, the text in the box scrolls up. You can move within the box using the scroll-bar to the right of each box.

3.1.2 Boxes with special features

3.1.2.1 *"c) Chamber" box*

You can enter the name of the chamber which has taken the decision in the "c) Chamber" box directly. However, a click on the small downward arrow on the right of the box shows you a list of chambers which have already been used in your contributions to the Bulletin in the past. You can choose one of these chambers by clicking on the corresponding line of the list. If no chamber has been reported by you so far, this list will be empty.

3.1.2.2 *"g) Official" and "h) Non-official publications" boxes*

You can enter the references to the publications in the two large boxes directly. A click on the small downward arrow on the right of the small boxes to the left of the large boxes brings up a list of publications which have already been used in your contributions to the Bulletin. You can choose one of these publications by clicking on the corresponding line of the list. If no publications have been reported by you so far, these lists will be empty.

3.1.2.3 *The "Systematic Thesaurus" box*

To add a keyword click on the small downward arrow to the right of the "Add" box. A list of all existing keyword chains of the Systematic Thesaurus (abridged in order to match the size of the screen) opens. Select the appropriate keyword by using the scroll bar on the right of the list. You can also type in a number in order to quickly accede to a corresponding chapter of the thesaurus (e.g. 5 for Fundamental rights). Click on the keyword which will then automatically be displayed in the large box showing the current content of keyword chains.

Normally when you click on the small arrow to the right of the "Add" box you have a choice of all keyword chains of the Thesaurus. However, if you enter a word or part of a word in the "Search" box, only those keyword chains containing this word will be displayed. In order to display the full range of keyword chains again, simply click into the "Search" box again. The previous contents of it will be erased automatically. Proceed to click on the small arrow to the right of the "Add" box to have a choice of all keyword chains again.

To remove a keyword chain click on the small downward arrow to the right of the box entitled "Delete". A window containing all keyword chains of this précis will open. This is a copy of the keyword chains in the large box. Select with the mouse the keyword chain you want to remove and the removal will be effectuated in the big box.

3.1.2.4 *Alphabetical Index box*

The box for the Alphabetical Keywords is a normal text box where you can enter the keywords directly. There are, however, two additional boxes which can help you in this task. The "Add (+RETURN)" box is a normal text input box as well. Keywords which you enter there and terminate with the RETURN key are copied to the large box below and slashes "/" are automatically added in order to separate keywords. A click on the small downward arrow of the "Add" box at the right shows you a cumulative list of all keywords used in Bulletins 1993/1 to 1996/2 . Click on the keyword which will then automatically be displayed in the large box showing the current content of keyword chains. You can quickly proceed to a keyword by typing its first and/or second letter. This list then will show keywords which start with these letters.

The removal and editing of keywords of the alphabetical index can be done directly in the large box showing all keywords

3.1.3 Creating new précis / Deleting précis

Upon entering for the first time, the précis mask will be empty and you have to create a new précis by clicking on the "New précis" button on the top of the mask.

Again, when you have finished entering the data input for this précis and any one thereafter you can create a new précis by clicking on the "New précis" button at the top of the mask. A new identification number showing 00 before the year is automatically assigned to this précis and the fields "a) Country", "b) Court" and "Languages" will be filled in automatically.

To delete a précis you must click on the "Delete précis" button. (After deleting the last decision, the input mask will be empty and no boxes will appear).

3.1.4 Editing previously entered précis

If you want to edit a previously entered précis click on the "<" button corner on the lower left bottom of the précis mask until the précis you want to edit is shown. Now you can make all necessary changes.

3.2 Statistical Data

A click on the "Statistical Data" button of the main window brings up a form for the input of statistical data in respect of the reference period which you have indicated by choosing the year and the number of the Bulletin in the main window. Here you can enter and edit any text you wish. Two lines "Statistical Data" and "Reference period:" are already filled in. You can leave this mask with the "Exit" button.

3.3 Saving previously entered data on diskette / for e-mailing

In order to save the précis and the statistical data on diskette for mailing or e-mailing to the Secretariat in Strasbourg, use the "Save data on diskette" button of the main window. You will be asked to specify the drive on which you want to save the data. The default is "A:" for a diskette. If you want to send the data file as an attachment to an e-mail, you may specify another directory. If the drive you choose is "A:" you will be asked to enter a diskette into the drive. By pressing the "OK" button the saving process starts.

Note: When sending the data file you should make sure that your e-mail program uses MIME-encoding. The data file is in ANSI format. If you do not MIME-encode the file, non-ASCII characters like French accents or German Umlaute will be lost. You should always send the data file as an attachment and not in the main part of the e-mail message because some e-mail programs add unsolicited line breaks in the main part of the message. Attachments, however, keep their original form.

3.4 Input of additional information (relating to précis already published)

The button "Additional information" allows for the input of additional data in respect of précis which have already been published in the Bulletin. Usually this information will concern references to publications which were not known prior to the drafting of the précis.

After choosing the year and the number of the Bulletin for which you want to provide the additional information in the main window, click the button "Additional Information" and you will be asked to enter the sequence number of the précis as it has been published in the Bulletin. e.g., for précis ITA-96-1-005 you should enter "5". Then the full number ITA-1996-1-005 will be shown for confirmation. If you confirm this identification number, you will enter the précis mask as described above in 3.1. You will notice that the identification number contains "19" instead of "00" as is the case for new précis. Now enter the additional information you want to communicate to the Secretariat. Do not retype the whole précis but enter just the information which should be added. The mask will, of course, remain mostly empty but this is normal. You can leave the mask with the "Exit" button.

3.5 Updating the input mask

This button allows you to update the Systematic Thesaurus once a new version has been adopted, as well as the cumulative list of alphabetical keywords and the publications list. You will receive an update diskette from the Secretariat which will contain all the necessary files. The update option is useful only once you have received this diskette.

3.6 Deleting ALL précis

This button allows you to delete ALL the précis together with the statistical data entered so far. You should use this option only when starting data input for a new Bulletin and when you are sure that the previous contribution has arrived at the Secretariat in Strasbourg.

3.7 Exit

A click on the "Exit" button in the main menu will terminate the input mask. All data which has been entered is saved and will be available for future use (amending, editing or saving on diskette).

4 Tips and tricks

If a box is too small to show the contents use, you can press the SHIFT+F2 keys in order to bring up a zoom-box which is larger.

Always make sure that you do not run the CODICES input mask together with other Windows programs which could consume scarce resources. The percentage of system resources available which can be controlled with the command "Help", "About Program Manager" in the Program Manager should always be superior to 70% before you start the input mask. If it is lower than this value, quit and re-enter Windows.

Special characters which are not part of the ANSI character set will have to be translated according to the character translation list in the appendix. The idea is to convert these characters to their nearest ANSI equivalent preceded by one or more underline characters (e.g. "š" becomes "_s"). Thus the text remains legible but the underscore indicates that this character represents a special character.

Texts can be copied from word processing (Word, WordPerfect) to the input mask running in a parallel window by selecting the relevant text in word processing, copying it with CTRL+C, switching to the template with ALT+TAB and inserting the text in the relevant box with CTRL+V. This way, spell checks can be done in word processing.

5 System requirements

- Minimum configuration: IBM 80486 or compatible
- 8 MB RAM
- Screen: VGA
- MS-DOS 3.1 or later and Microsoft Windows 3.1 or Microsoft Windows 95
- 8 MB hard disk space

6 Installation

Insert the diskette into the drive and enter the command "A:Setup" in the command "File", "Run", of the Program Manager in Windows 3.1 (replace A: by the appropriate letter if A: is not your diskette drive). Follow the instructions of the Setup program.

APPENDIX

Conversion table for non-ANSI characters
used in Bulletin/CODICES

1 Underline	2 Underlines	3 Underlines
'_a'	'_c'	'_e'
'_A'	'_C'	'_E'
'_c'	'_e'	'_z'
'_C'	'_z'	'_Z'
'_d'	'_Z'	'_s'
'_D'	'_a'	'_S'
'_e'	'_A'	'_u'
'_I'	'_t'	
'_L'	'_T'	
'_l'	'_u'	
'_n'		
'_N'		
'_œ'		
'_Œ'		
'_ó'		
'_Ó'		
'_r'		
'_s'		
'_t'		
'_T'		
'_u'		
'_z'		
'_Z'		