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**EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW**

(VENICE COMMISSION)

**CODICES-E USER'S GUIDE**

**ENGLISH VERSION 4.2**

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# CODICES-E User's Guide

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## User's Guide English Version 4.2

The CODICES User's Guide consists of the following parts:

- 1 Introduction
- 2 Contents of CODICES
- 3 Browsing CODICES
- 4 Searching in CODICES
- 5 Personalising CODICES
- 6 Printing
- 7 Tips and Tricks
- 8 On-line help
- 9 Short-cut keyboard commands
- 10 Minimum System requirements
- 11 Installation of CODICES-E

For information which you do not find in the CODICES User's Guide, please consult the more detailed on-line Folio Views User's Guide. You can press the F1 button on your keyboard in order to get help on CODICES / Folio Views.

## **1 Introduction**

CODICES - CODICES-E being its English version - is a publication of the European Commission for Democracy through Law, also known as Venice Commission. Like its printed counterpart, the Bulletin on Constitutional Case-Law, it regularly reports on the case-law of Constitutional Courts and courts of equivalent jurisdiction in Europe but also in other parts of the world together with case-law of the European Court of Human Rights, hereafter referred to as "Courts". Together with summaries of decisions (called 'précis'), CODICES contains a systematic thesaurus for easy access to the précis, full texts of decisions which are made available to the Venice Commission, descriptions of participating Courts, laws on the Courts as well as complete texts and extracts of constitutions including the Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR).

Besides the database - the exact term being "infobase" - the CD-ROM contains the program needed to view the database, which is called Folio Views. Although you cannot create a new infobase with Folio Views, you can make annotations to CODICES-E which are saved in a

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so-called "shadow file" on your hard disk. Upon consultation, these annotations will seem to be incorporated into the infobase itself although the infobase on the CD-ROM remains unchanged.

## 2 Contents of CODICES

CODICES consists of eight parts called 'books':

### Book Contents

- |   |  |
|---|--|
| 1 | Introduction   |
| 2 | Précis (summaries of decisions)  |
| 3 | Systematic Thesaurus   |
| 4 | Alphabetical Index   |
| 5 | Available full texts of decisions  |
| 6 | Descriptions of participating Courts   |
| 7 | Constitutions (complete texts and extracts) including the Convention for the Protection of Human Rights and Fundamental Freedoms with its protocols (ECHR) |
| 8 | Laws governing the work of the Courts  |

In CODICES, these books are structured according to the following 13 levels in their hierarchical order:

- A (book)
- B (language - English or French)
- C (country)
- D (decision)
- Levels "1" to "8"
- Article

Each book uses only some of these levels (see description of books below).

### 2.1 Précis

CODICES contains all précis which have been published in the Bulletin on Constitutional Case-Law of the Venice Commission. Some of the older précis have been re-edited for CODICES.

CODICES précis include fields which correspond to the zones and sub-zones of the Bulletin. The following fields are available for searches (queries) in English:

1. "E\_Identification" identification number of the précis, (e.g. ITA-1998-1-003)
  2. a) "E\_Country"
  3. b) "E\_Court"
  4. c) "E\_Chamber"
  5. d) "E\_Date"
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6. e) "E\_Number" (decision number as opposed to identification number)
7. f) "E\_Title"
8. g) "E\_Publications" (official)
9. h) "E\_Other-publications" (unofficial)
10. "E\_(numbers of the Systematic Thesaurus)"
11. "E\_Thesaurus-text"
12. "E\_Alphabetical Index"
13. "E\_Headnotes"
14. "E\_Summary"
15. "E\_Text" (contents of both "Headnotes" and "Summary")
16. "E\_Supplementary information"
17. "E\_Cross-references"
18. "E\_Languages"

The field "Text" has been included, because older Bulletins (before 1995) did not separate the "Headnotes" and "Summary" zones. The field "Text" comprises these two zones. A query in field "Text" will activate simultaneous searches in "Headnotes" and "Summary".

In the "E\_Systematic Thesaurus" zone, the numbers of the Thesaurus are links (blue and underlined). When you click on them, you will start a query (search) for all other précis which are indexed according to the same keyword chain.

In the zone "E\_Alphabetical Index", many keywords are links as well (blue and underlined). If you click on them, they will start a query for the main part of this keyword in all other précis. The main part of a keyword is the part before the first comma, e.g. in the keyword "Time limit, extension", the main part is "Time limit". Therefore, the query link will find "Time limit, reduction" as well because the query searched for all the keywords of the index beginning with "Time limit".

## **2.2 The Systematic Thesaurus**

The Systematic Thesaurus has two functions in CODICES: it searches both in the précis for a decision which has been indexed according to a given keyword of the Systematic Thesaurus and in the constitutions for articles which have been indexed according to a keyword of the Thesaurus.

Please note that the indexing of the constitutions is an ongoing project and only part of the constitutions contained in CODICES have been indexed. You can verify whether a constitution has been indexed by moving the cursor to an article of the constitution and doing the command "View", "Hidden". If the constitution has been indexed you will see codes like "th13\_05.03.20;" appear in the empty line between the title of the article and its text. Do not forget to hide this coding again with the command "View", "Hidden".

In order to follow the tree structure of the Thesaurus, non-underlined green lines in capitals are linked to the next hierarchical level of a keyword string within the Thesaurus.

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For information on how to activate links and on how to move from one decision to the next see section 4.5 below.

After having activated a thesaurus query, at the bottom of the window, to the right of the word "Query", you can see the query syntax that has been activated by the query template for this keyword. This syntax varies according to whether the link seeks a specific keyword chain with the full number (eg. [Field Thesaurus:5.2.1.2.1] for the précis or [Field const\_thes:5.2.1.2.1] for the constitutions) or incorporates an asterisk to identify a "tree" within the hierarchy (eg. "5.2\*", which finds all keyword chains starting with Human Rights - Equality).

### **2.3 The Alphabetical Index**

The Alphabetical Index is composed of a list of keywords that are complementary to the Systematic Thesaurus and cross-references, both within this list and towards the Systematic Thesaurus.

The book "Alphabetical Index" contains the following levels: A (book), B (language), C (initial letter of keyword).

The keywords of the Alphabetical index are arranged in alphabetical order. Keywords underlined in blue are query links, which search for all the occurrences of these keywords in the précis.

There are two types of cross-reference: a keyword of the index may be a cross-reference to another keyword of the index (e.g. "AIDS see HIV (AIDS)") or to a keyword of the systematic thesaurus (e.g. "Equality see mainly 5.2"). The phrase "see mainly" serves as a reminder that précis are principally indexed using the systematic thesaurus and that the alphabetical index is simply a complement to the thesaurus. The user's approach to CODICES should therefore be to conduct searches using the systematic thesaurus, which includes the constitutional concepts in its legal context. The alphabetical index is used for indexing legal fields other than constitutional law (criminal law, civil law) or factual elements.

### **2.4 Full texts of decisions**

CODICES contains many full texts, in the original language or in translation, of decisions that have been published as précis in the Bulletin. There is an identification number for these texts, which is identical to the one used for the précis. The words "précis" and "décision abrégée", underlined and in green, are links to precis in English (précis) and French (décision abrégée). A click on these identification numbers will bring up the précis. Similarly, those précis for which there is a full text available include, in zone h) of the Identification section, the word "CODICES" followed (in brackets) by the list of languages in which the full text is available. The name of the language is a link to the full text of the decision in that language. (E.g. "h) CODICES (Czech, English)"; the word "Czech" is a link to the corresponding full text of the decision in Czech, and the "English", to the full text in English.)

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Other full texts in CODICES for which there is no précis have identification numbers containing an "X" (e.g. "SLO-1995-X-002"). Consequently, there are no links to a précis and the précis cannot be found via a thesaurus search, since the thesaurus is used to index the précis but not the full texts. These "X" full texts do contain, however, the fields "T\_Identification", "T\_NUM" and "T\_Date" (of the decision), which can be used to carry out searches. As the "Full Texts" book includes texts not only in English and French but also in other languages, the relevant fields begin with the letter "T\_".

You can access the full texts via the Contents Pane ( Contents, section 3.2) or you can search within them using "Template 5" (see section 4.2 below). There, you can search for the identification number, number and date of the decision, or any word in the text itself.

**Note:** In order to display Cyrillic letters correctly in full texts in the Russian language, you must have installed the font "ER Bukinist 1251" or another compatible font on your PC. This font cannot be provided by the Venice Commission because of copyrights.

## **2.5 Descriptions of participating courts**

The court descriptions are taken from the Special Bulletin 1994. They include all or some of the following chapters: Introduction, Basic Texts, Composition and organisation, Powers, Nature and effects of judgments, Conclusion, Bibliography.

You can access the descriptions via the Contents Pane ( Contents, section 3.2) or you can search within them using "Template 6" (see section 4.3 below)

## **2.6 Constitutions (complete texts and extracts) including the Convention for the Protection of Human Rights and Fundamental Freedoms (ECHR)**

This book contains constitutions (or extracts concerning the constitutional court) in English and/or in French.

In the "Précis" book, links lead from references to articles of the constitutions in the précis to the corresponding text of the articles. In the "Constitutions" book, query links in the title of the article (e.g. "Article 17") search for all the précis in which the article has been cited. This function allows the case-law concerning a given article of a constitution to be found.

You can access the "Constitutions" book via the Contents Pane ( Contents, section 3.2) or you can search within them using "Template 6" (see section 4.3 below).

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The book "Constitutions" contains the following levels: A (book), B (languages - English and French), C (country), "1" to "6" and "Article". Level "1" holds the title of the constitution. Levels "2" to "6" follow the hierarchical structure of chapters, sub-chapters, etc. Each article has been assigned to the level "Article". Therefore, it is easy to find your way within a constitution using the Contents Pane (section 3.2). There, button "9" will show the structure of chapters, whereas the command "View", "Expand all Branches" will also show the titles of the articles of the constitution.

## 2.7 Laws on the Courts

The laws governing the work of the courts have been published in the Special Bulletins on "Basic Texts", issues 1 to 6.

You can access the descriptions via the Contents Pane ( Contents, section 3.2) or you can search within them using "Template 3" (see section 4.3 below)

Levels "1" to "8" and "Article" are used in the same way as in the book "Constitutions" (see section 2.6 above)

## 3 Browsing CODICES

When CODICES-E is opened, you have a brief glimpse of the title page with the emblem of the Council of Europe and the lion of St Mark, the symbol both of the city of Venice and of the Venice Commission. After a few seconds, you will see a welcome message together with the main menu. To accede to the different parts, called 'books', of CODICES, click on one of the following symbols (opened books) which will take you directly to the corresponding book:

1. Introduction
2. Précis
3. Systematic Thesaurus
4. Alphabetical Index
5. Full texts
6. Court descriptions
7. Constitutions
8. Laws

Links in the left-hand column lead to the English part of CODICES; those in the right-hand column lead to the French part.

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### 3.1 The Document Pane

Upon entering CODICES, your cursor will be in the Document Pane, which shows the text of the different books constituting CODICES. You can choose the Document Pane using the  **Document** tab (or CTRL+SHIFT+D).

The Document pane displays the text of the infobase. Within the document pane, you may read the infobase, follow links, or add highlighters. The Document Pane is the primary pane for working with an infobase; all other panes provide navigational assistance or display other ancillary information.

Attached to the Document pane is the Reference pane. The Reference Window updates itself as you move through the infobase, and provides a summary of your location in the infobase based on the headings above your current location. Double-clicking on a heading in the Reference window takes you to that location in the Document pane.

### 3.2 The Contents Pane

The "Contents" tab  **Contents** (CTRL+SHIFT+C) gives you a view of the hierarchical structure of CODICES in the Contents pane. The Contents pane displays the table of contents for the infobase. The table of contents may be expanded or collapsed by double-clicking on the plus and minus signs to the left of the headings in the table of contents. Double-clicking on a heading in the table of contents takes you to that location in the Document pane.

In the Contents pane you can see the titles of the books of CODICES-E (Précis, Systematic Thesaurus, Alphabetical Index, Full Texts, Court Descriptions, Constitutions and Laws). You can hit the keys 1 to 9 on the keypad to access to the different levels. The command "View", "Expand to Level..." command gives you this access as well.

To gain rapid access to précis or full texts, hit key "3". Proceed to the name of the country sought and double-click on it. The screen will change from the table of contents to the normal text display of the "Document Pane".

Use the Command "View", "Checked Branches" to limit the view of the infobase to the branches selected in the Contents pane. When this option is selected, only the selected sections in the Contents pane are displayed in the Document pane.

Note that in the Contents Pane 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 précis, the screen will display "7 ➤ Poland".

The plus (➤) symbol to the left of a heading indicates that there are other levels below the one at which you are currently looking. These levels can be accessed either by clicking on the buttons 1 to 9 or by hitting the number keys 1 to 9, or, if you wish to expand a specific

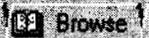
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branch of the contents list, by clicking on the plus (+) symbol. Double clicking the text of a heading rather than the plus or minus symbol beside it gives direct access to that part of CODICES in the Document Window. To return to the Contents Pane simply click once on the "Contents" tab .

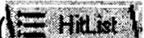
When you are in the Document pane, you may synchronize the Contents pane to your current location by choosing "Synchronize Contents" from the "View" menu. Doing so expands the appropriate branches in the Contents pane to indicate where you are situated in relation to the rest of the infobase.

When conducting a search using the query template (see point 4 below), you can use the command "View", "Checked Branches" to limit the view of the infobase to the branches selected in the Contents pane. When this option is selected, only the selected sections in the Contents pane are displayed in the Document pane.

### 3.3 The Browse Pane

The Browse Tab  will give you access to the Browse Pane, which is a combination of the Contents Pane in the left part of the screen and the Document Pane on the right. Using this pane is strongly recommended, as it gives a clear overview of the infobase.

### 3.4 The Hit List Pane

The Hit List pane ( or CTRL+SHIFT+H) displays query results once a search is performed. If the search is a ranked search, then the hits are listed in order of relevance. Otherwise, the hits are listed in the order in which they appear in the infobase.

The Hit List shows the heading paths to the hits and may be set to show a number of words around each hit. By scanning the headings and words around hits, you can quickly locate the information you need. Double-clicking on a heading in the Hit List takes you to that location in the Document pane. Clicking a column in the Hit List Column Header changes how the Hit List is sorted.

## 4 Searching in CODICES

Five ways exist of searching - i.e. initiating a query - in CODICES.

- 1) The "Template 4" button  on the Toolbelt (or CTRL+4) gives you access to a specific template for searching the précis).
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- 2) The "Template 5" button  (or CTRL+5) gives you access to a specific query template for the full texts, the Systematic Thesaurus and the alphabetical index.
- 3) The "Template 6" button  (or CTRL+6) gives you access to a specific query template for the court descriptions, constitutions and laws.
- 4) The Advanced Query button  (or F2 key). This activates the standard Query dialogue which is not specifically adapted to CODICES.
- 5) Embedded links.

Please note that templates 1 to 3 are designed for the French part of CODICES.

#### 4.1 Template 4

"Template 4"  allows you to make searches, or queries, in the body of the précis .

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 identification numbers of the précis available. You can either enter an identification number 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 précis, for example:

"BEL\*" searches for all Belgian précis;

"\*1995-2\*" searches for all the précis published in Bulletin 1995/2 (this query takes some time).

- 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", "Hungary" or "Czech Republic". This field can be used to search for all the decisions relating to a specific country or international organisation.
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- "Group": this box allows you to limit your search to a given continent (EUR-Europe, ASI-Asia, AME-The Americas, AFR-Africa), or to the Courts that co-operate directly with the Venice Commission (VENICE) or that co-operate through an international organisation (ACCPUF, SADC).
  - "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 précis. 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 query.
  - "Title": this box allows you to search for words in the title of a decision.
  - "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 "31-12-1997" for all précis before and including 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 the year 1994. Note, however, that date searches take more time than searches for particular words.

- "Word in précis": This box enables you to search in all the fields of the précis. Using the query syntax "[Field <fieldname>:<search word>]", you can consult all the fields shown in section 2.1 above, eg E\_Chamber, E\_Title, E\_Publications, etc. The string "[Field E\_Title:Balladur]", for example, will initiate a search for all the précis containing the word "Balladur" in the title (one does exist). Each query that starts with an opened bracket "[" must end with a closed bracket "]". A corresponding button is available at the bottom of the template.
- The Checked Branches tick-box  Checked Branches allows you to do searches only within the parts of the infobase which you have selected beforehand in the Contents Pane.

Be careful not to leave the Checked branches box  Checked Branches ticked accidentally because this would restrict the scope of your search and lead to unexpected query results.

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- "Thesaurus No.": allows you to search for all précis indexed using a given number of a keyword of the systematic thesaurus (e.g. "5.2\*" will retrieve all the précis indexed using any of the chains under chapter 5.2 - Fundamental Rights - Equality).
- "Thesaurus text" can be used to search by word for all précis indexed using the keyword chains of the thesaurus containing that word (e.g. "equality" will find all the précis indexed using the chain "3.20 General principles - Equality " and all the chains in chapter 5.2 Fundamental Rights - Equality).
- Alphabetical index: allows you to search by word for all the précis indexed using keywords of the alphabetical index containing that word (e.g. "deportation" will find all the précis indexed using keywords of the alphabetical index containing this word, such as "Deportation, impediment" and "Deportation, detention pending").

## 4.2 Template 5

The "Template 5" button  facilitates searches in the books 'Full texts', 'Systematic Thesaurus' and 'Alphabetical Index'.

Template 5 includes the following boxes:

- 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.

### Book: "Full Texts"

- The "Identification" box in "Template 5" initiates searches for full texts with a given identification number. You can double-click on the relevant identification number in the Words box.
  - "Number": this box can be used to search for full texts of decisions by their number. All the spaces in the number must be typed in exactly as they appear in the "Word" box.
  - "Date" of full text of decisions: This should be entered using the dd-mm-yyyy format, with "-" separating days, months and years.
  - The "Country" box allows you to specify a country to which you wish to limit your search. The names of countries are listed together in English and French in the "Word" box. This is because full texts are included in all the available languages and not only in English or French. The "Full texts" book is therefore not divided into separate English and French sections as are the other books in the infobase, which provide separate lists of countries in English or French. For the "Full texts" book, the
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structure is inverted and a bilingual list of countries (e.g. Belgium Belgique) is followed, at the level immediately below, by a separation according to the available languages for that country (e.g. Dutch-néerlandais / French-français / German-allemand). The bilingual list of countries and languages is arranged in alphabetical order in English, as is the general Council of Europe style.

- The "Language" box is used to specify in which language of the full texts or constitutions, respectively, you wish to search. Some full texts are available in more than one language; e.g. some decisions from the Belgian Court of Arbitration exist in Dutch, French and German. Others are available only in one language. Thus, before choosing a language, you must choose the relevant country, as the languages available depend on the country chosen.
- The "Word" box is used to enter the word(s) you search for in the full texts containing these words.
- The "Partition"  Partition check box influences how a query is performed in the "Full Texts" book. When the box is not ticked, the query will find all records where the elements of your search are to be found. Usually a record is equivalent to a paragraph (with the exception of the précis which are one record each). If your search should yield not only these paragraphs but a wider scope, tick the Partition box. In the "Full Texts" book, the query will then result in the full texts of decisions as a whole and not only the paragraphs concerned. Moving from hit to hit with the Next Hit button  will then, however, no longer work the same way as before (you will simply move from paragraph to paragraph whether it is a hit or not). You can move from partition to partition with the Next Partition Hit button . Especially as concerns full texts of decisions, it is therefore recommended to first do a query in the Full Texts without ticking the partition box, then to verify whether the results are convenient and only then, to do the query again with the Partition box ticked in order to print the complete full texts concerned at once.

#### "Systematic Thesaurus" book

- The "Thesaurus" box enables you to search for a word in the Thesaurus, with a view to initiating a Thesaurus query (see section 4.4 below).

#### "Alphabetical Index" book

- The "Alphabetical Index" box allows you to search for a word in the index so that you can then initiate a query or follow a cross-reference from the keyword found.

Note: Do not combine searches using boxes belonging to different "books". Such combinations have no effect (zero search results or hits).

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### 4.3 Template 6

The "Template 6" button  facilitates searches in the 'Court descriptions', 'Constitutions' and 'Laws' books.

Template 6 includes the following boxes:

- 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.
- The "Court descriptions", "Constitutions" and "Laws" boxes are used to enter the word(s) you are searching for in the corresponding book of CODICES. Searches by field cannot be carried out in these books.
- The "Partition"  Partition check box influences how a query is performed in the "Constitutions" and "Laws" books. When the box is not ticked, the query will find all records where the elements of your search are to be found. Usually a record is equivalent to a paragraph (with the exception of the précis which are one record each). If your search should yield not only these paragraphs but a wider scope, tick the Partition box. In the "Constitutions" and "Laws" books the partition query will result in the whole Article concerned, even if it contains several paragraphs and the hit appears in only one of these paragraphs. Moving from hit to hit with the Next Hit button  will then, however, no longer work the same way as before (you will simply move from paragraph to paragraph whether it is a hit or not). You can move from partition to partition with the Next Partition Hit button . Especially as concerns full texts of decisions, it is therefore recommended to first do a query in the Full Texts without ticking the partition box, then to verify whether the results are convenient and only then, to do the query again with the Partition box ticked in order to print the complete full texts concerned at once.

Note: Do not combine searches using boxes belonging to different "books". Such combinations have no effect (zero search results or hits).

### 4.4 Advanced Query

In addition to the three templates you can use the "Advanced Query" template . The Advanced Query template box will search in all books unless you use the "Contents" syntax to search in a specific book.

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The three query templates avoid having to use the query syntax of Folio Views; Advanced Query allows you, however, to use more sophisticated search techniques. In most cases the possibilities of the templates will be sufficient, though.

Before using the Advanced Query button, consult the on-line help available for the syntax of searches or copy (CTRL+C, CTRL+V) and refine query links from the "Query tool"



Note: It is advisable not to type an advanced query straight into the query tool, as this applies a ranking order that is not always desirable.

#### 4.5 Embedded links

Embedded jump links bring the cursor to a specific point within the CODICES InfoBase. Jump links are activated by clicking on green underlined text when the mouse pointer changes from an arrow to a small hand.

Embedded query links are queries (searches) which have been integrated into the text of the CODICES InfoBase in order to facilitate standard searches. They are activated by clicking on blue underlined text when the mouse pointer changes from an arrow to a small hand. They bring up the first record (for précis) or partition (for full texts and articles of constitutions) which is the result of the query. The other results can be shown using the "Next hit"  or "Next partition hit"  buttons (see point 4.6 below).

Note: It is possible to refine or combine query links. You can do this - after having activated a query link - by copying (CTRL+C) the syntax of the query link from the "Query tool"  button and pasting it (CTRL+V) into the advanced query mask (see point 4.3 above). There, you can change the query syntax and adapt it to your personal search needs.

##### 4.5.1 Query links in the Systematic Thesaurus (search for précis and articles of constitutions)

In the Systematic Thesaurus you will find for each keyword the words "Précis" and "Constitutions", the number of the keyword of the Systematic Thesaurus and the text of the keyword. The keywords are arranged in order to reflect the tree structure of the Thesaurus: first the five main chapters are displayed; from there, green underlined jump links from keywords in capitals lead further down in the hierarchy of the Thesaurus.

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A click on the blue underlined word "Précis" in the first column will search for all précis which have been indexed according to the corresponding keyword. A click on the blue underlined word "Constitutions" in the second column will search for all articles of constitutions which have been indexed according to this keyword. When the words "Précis" or "Constitutions" are in black, they are not designed as query links because the corresponding keyword has not yet been used for indexing a précis or an article of a constitution.

Query links on the words "Précis" or "Constitutions" to the left of keywords which are also chapter headings (green underlined keywords) will search for the whole sub-tree within the Systematic Thesaurus (e.g. "Fundamental rights - Equality" and all its subdivisions). If you follow the green underlined query link on the keyword you will find the same keyword again further below but in black and not underlined. The query links on the words "Précis" or "Constitutions" to the left of this keyword will search only for the explicit use of this keyword. You will notice that the difference in the query syntax (which you can see in the "Query Tool"



) is an asterisk before the closed bracket for a search within the sub-tree (e.g. [Field Thesaurus:5.2\*] as opposed to [Field Thesaurus:5.2]).

If you wish to do a combined search for two or more keywords, activate the query link for the first keyword, copy the query syntax from the Query Tool to the "Advanced Query" template and type the second thesaurus number, (e.g. copy [Field E\_thesaurus: 5.2\*] and then add "or 3.20" before closing square bracket, thus: [Field E\_thesaurus: 5.2\* or 3.20]). Click on "OK" and you will have the combined search result for the two keywords 5.2\* and 3.20.

Note: In CODICES only a part of the constitutions have already been indexed. Any embedded query for "Constitutions" in the book 'Systematic Thesaurus' will search only within the articles of these constitutions. The number of constitutions indexed is increasing with each new edition of CODICES.

#### 4.5.2 Query links searching the full text of a decision

Within the zone h) of the identification part of the précis, query links lead to the corresponding full texts of the decisions when they are available. The word "CODICES" is followed by the language(s) in which a full text is available. Such a query link will have all paragraphs (records) of the full text as a result. Consequently, In order to print the full text, the "View" can be reduced to "Records with hits" before printing (see point 6.1 below).

#### 4.5.3 Query links from keywords of the Thesaurus within a précis

The numbers to the left of each keyword chain within the précis are query links as well (blue and underlined). Clicking on them on them will search for all other précis with the same keyword.

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#### 4.5.4 Query links from keywords of the Alphabetical Index

A click on query links on keywords of the alphabetical index or parts thereof starts a search for all other précis which have been indexed using this keyword. If the keyword is composed of several elements, separated by commas, the query link searches for the element before the first comma in order to generate more hits.

Example: the simple keyword "Treaty", is a link to all précis to which this keywords has been attributed.; within the keyword "Treaty, ratification" only the part before the comma i.e. "Treaty" is a query link. Again, it will search for all précis which have been indexed using this keyword.

#### 4.5.5 Jump links from words of the alphabetical index in the "Alphabetical Index" book

These links search for précis containing the whole keyword (not just the part before the first comma).

The "Alphabetical Index" book also contains cross reference from one alphabetical index keyword to another and from alphabetical index keywords to keywords of the systematic thesaurus.

#### 4.5.6 Jump links to Articles of constitutions and the ECHR

References to articles of constitutions and the ECHR are jump links to the corresponding articles, e.g. the reference to "Articles 5, 6 and 14 ECHR" within a précis contains 3 jump links. "Article 5" leads to Article 5 ECHR, "6" leads to Article 6 ECHR and "14 ECHR" leads to Article 14 ECHR, which are located in the book 'Constitutions'.

Note: Jump links have been established to articles of constitutions which are available in full in CODICES. For some countries only extracts of the constitutions concerning the constitutional court or equivalent body are available. Also some full constitutions are available only in one language. In such cases, a link from an English précis may lead to the French text of the corresponding article.

#### 4.5.7 Query links from articles of the constitutions and the ECHR to the précis in which they are referred to

Within the "Constitutions" book, articles which have been referred to in the "Précis" book are query links searching for all précis in which this article has been referred to. For example, the title of Article 6 ECHR, "Article 6", is a query link which will search for all précis which refer to this article. This allows you to search for the case-law on a particular article of a constitution or the ECHR.

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#### 4.5.8 Jump links to other précis which are referred to in a given précis

When a précis cites another - prior - decision, a jump link leads from the later précis to the earlier précis. For example, in précis RSA-2000-1-005, précis RSA-1996-1-001 is cited. This reference is a jump link to précis RSA-1996-1-001.

#### 4.5.9 Query links from cited précis to all later précis which refer to the given précis

Query links have been established from précis which have been cited in later précis to all these citations. In such a case, the very first line of the précis which contains the identification number is a blue underlined query link, e.g. the identification number of précis RSA-1996-1-001 is a query link which searches for all later précis in which RSA-1996-1-001 has been referred to - in this case to RSA-2000-1-005 but also other précis (see the example in 4.5.8 above).

### 4.6 Locating query hits in the document window

After a successful query, the search words are highlighted in the Document Window. In the status bar at the bottom of the window, the text "Hit: 1/xx" appears, where "xx" represents the number of hits for your query, a hit being a record (précis or paragraph, depending on the book).

To move from one hit to the next, click on the "Next hit" button  on the "toolbelt" (or press the F4 key). The "Previous hit" button  (or Shift-F4) gives access to the preceding hit. To return to where you started your query from, click once on the "Go Back" button  or press the F6 key. In the "Précis" book, query results usually refer to level D, which means that if you search, for example, the words "libel" and "dignity", you will find them even if they are within several paragraphs of each other in a précis. If you have done a search by partition and you do not want to move from one occurrence of the search word to the next, but rather from one heading of a decision to the next, you can use the "Next Partition Hit" button  (or the F5 key). To move back to the heading of the last précis or decision, use the "Previous Partition Hit" button  (or the SHIFT-F5 key).

Once you have finished your search you may click on to the "Clear Query" button  on the Toolbelt to remove the query and its search hits.

### 4.7 Wildcard searching

If a paragraph contains the word "constitutionally" rather than the word "constitutional", a search for "constitutional" alone would miss the relevant paragraph. You can use an asterisk (\*) immediately after the word "constitutional" (make sure not to leave any spaces). The Word List will be reduced to only those words in the infobase which have the stem "constitutional".

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The asterisk (\*) is called a wildcard. It can represent one, many or no letters in a query. In this example it instructs CODICES to search for all words which start with the letters "constitutional" together with one, many or even no other letters. By using the wildcard to search for all words with the same stem, you are more likely to retrieve all the relevant records. On the other hand, wildcard searching gives CODICES more work to do and so the search procedure takes longer. Therefore, you should avoid using "\*" at the beginning of a search word. Another wildcard is "?". It replaces exactly one character.

Examples:

? Single character "wom?n" (finds "woman" and "women")  
\* Multiple character "constitution\*" (finds "constitution", "constitutions", "constitutionality", "constitutional", "constitutionally")

## 4.8 Scope of searching

CODICES searches for information by looking for records containing the search words. Précis are contained in a single record, whereas in the full texts, court descriptions, constitutions and laws, a record consists of one paragraph of text. In a few older full texts one record consists of one line of text.

## 4.9 Frequently used search operators

Search words may be entered, separated by the search operators AND, OR, NOT to specify when occurrences of the search words in a record should be treated as a hit by CODICES.

AND, & "President and Parliament", "President & Parliament", "President Parliament"  
(only records containing **both** terms will be treated as a hit)  
OR, | President or Parliament, President|Parliament (records containing **either**  
term will be treated as hits)  
NOT, ^ President not Parliament, President ^ Parliament (only records containing  
"President" but **not** the word "Parliament" will be treated as hits)

### 4.9.1 Search Operator Defaults

Words typed directly into a query box without any (AND/OR/NOT) search operators separating them, are treated as having an AND between them. On the other hand, words selected by double clicking several entries from the Word List of a Query Dialogue are automatically separated by the OR operator, "|".

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## 5 Personalising CODICES

In order to be able to personalise CODICES you have to create a shadow file, which is an overlay for an infobase. When you add notes, highlighters, or bookmarks to the shadow file, they do not appear in the original infobase (the master). When you add or remove records from the shadow file, the changes do not appear in the master. Any change you make to the shadow file only appears in the shadow file. Changes that are made to the master infobase, however, are displayed in the shadow file. This allows you to view updated information while maintaining your personal annotations. In order to create the shadow file use the command "File", "New" and enter the name of the shadow file. Make sure that the file type is "Folio Shadow File" and that you create the shadow file on a hard disk where it can be modified (when you have done a CD-ROM installation without copying the infobase to you hard-disk you must be careful not to try to create the shadow file on the CD-ROM as well). When you use CODICES at another session, open the shadow file together with the infobase using the "File", "Open" command.

### 5.1 Applying and Removing Highlighters

You can use the predefined "red" highlighter to mark important information in your infobase, just as you might highlight text in a book with a highlighting pen. Highlighters are searchable (see 5.3 below).

Let's suppose you want to highlight the "Headnotes" of the précis ITA-1995-1-003. Use the Contents Window to browse to this précis. Then select the "Headnotes" paragraph. To select text with the mouse, you position the insertion point at one end of the area you wish to select. Click and hold the mouse button. Drag the mouse to the opposite end of the area you wish to select. As you drag the mouse, the selected text will be shown in another colour. Release the mouse button, and the text area will be selected. Then click on the "Highlighter" button  in the "Special" menu (or CTRL+H). Select the "red" highlighter and then choose "Apply".

Highlighters can be removed from text, simply by selecting the area containing the highlighter, then selecting in the "Highlighter" command from the "Customize" menu. Select "None" and choose "Apply".

### 5.2 Using and Removing Notes

You can use notes to annotate the infobase with your comments. Notes appear as a yellow note icon to the left of the paragraph where you create the note (each record, i.e. précis or paragraph of the full texts may have only one note).

Place the insertion point (cursor) in the paragraph where you want to place the note. Click

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on the Note button  (or CTRL+N). Type the text that you would like to appear on the note. Press ESC to close the note and save the changes when prompted. You can open the note at any time by double-clicking the Note icon. Notes can be removed by choosing "Remove Note" from the "Customize" menu. Place the insertion point in the paragraph which contains the note you wish to remove when you want to invoke this command.

### 5.3 Searching for Highlighters and Notes

Click on the Query button on the Toolbelt and enter "[Highlighter:" or "[Note:". Type in the word or words that you wish to search for or choose them from the "Word" list. To execute the search enter "]" to close the open bracket from the query, and select OK.

### 5.4 Bookmarks

Use bookmarks to hold your place or to mark important information in CODICES. To create a bookmark, place the insertion point at the location where you want to place the bookmark.

Click on the "Bookmark" button  (or CTRL+M). Type in a name chosen by you for the bookmark, and then click the OK button.

### 5.5 Saving personalised information

At the end of your session, if you have used any of the personalisation features (highlighters, notes, or bookmarks) or entered new text, the message "Do you want to save changes to CODICES-E?" will appear. You must select yes or no, depending whether you wish to save the changes made during your session.

You should only save the annotations if you have opened a shadow file. CODICES itself remains unchangeable.

## 6 Printing

### 6.1 Printing the results

To print out the results of a query (done with the aid of one of the three query masks ,  or , "Advanced Query"  or a query link), you must first restrict the display to the hits (result of the query) using the "View Records with Hits" button  or with the "View Partitions with Hits"  button. (The difference between them is that "Records with Hit" will print only those paragraphs of full texts containing the words you searched for, whereas "Partitions with Hits" will print the full texts which contain these words in their entirety).

Then click on the button "Print"  and in the window which opens, click onto the option

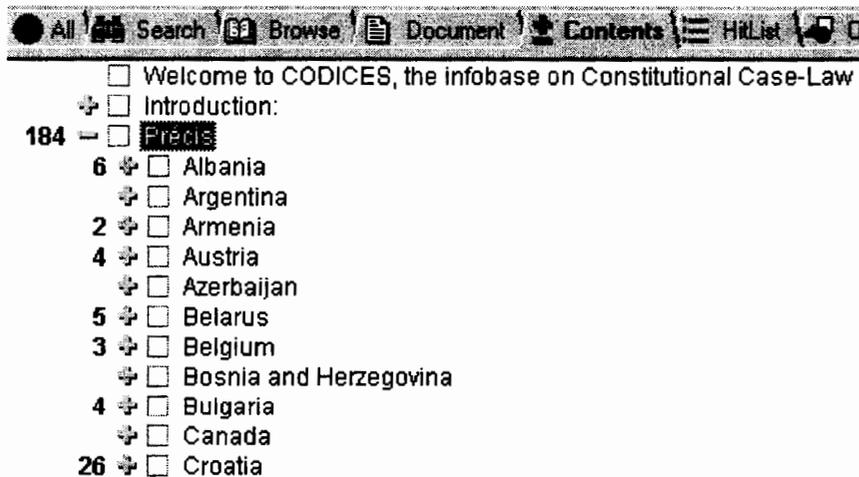
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"All" and then on the button "OK". The result of the query is then printed out. **Make sure that you really have restricted the view before with the "View Records with Hits" or "View Partitions with Hits" buttons** (the number of records in the lower left corner of the screen is reduced to the number of hits). **Otherwise, you would print thousands of pages of the full infobase.** In order to 'widen' your view again having reduced it to the hits, use the "View All Records" button" .

If you want to select records manually for printing (either after restricting your view following a query -   - or in the "All Records" view - ) you can do so with the "Tag Records" button  (or CTRL+T). When you wish to print having tagged some records, the option "Tagged Records" will be available in the print menu. If you choose this option, only the records you have tagged previously will be printed. To delete all tags, click on the "Clear All Tags" button .

## 6.2 Printing the contents pane

Printing the table of contents is of most interest after having done a query. Then, the table of contents shows the number of hits of the query to the left of each entry in the table as shown below, for example:



In order to print the contents pane, expand a branch to the level which is of interest for you in such a way that it contains your query results. See section 3.2 on how to expand the contents pane. **Make sure that you do not expand the table too far, otherwise you might print hundreds of pages of paper.** Then click on the Print icon  and choose the "Print contents" tab. Select the "All" option and click on "OK". The contents pane will then be printed if your printer is ready.

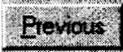
## 7 Tips and Tricks

Only one click is necessary for any button and query link.

To return to the main menu of CODICES, press CTRL+HOME.

When typing a query, if you see the word you are searching for appear in the Word List, double click on it to include it in your query.

The Clear Query button  on the Toolbelt will remove the previous query. The full contents list in the Contents Pane will be restored and the coloured background will be removed from the hits in the Document Pane.

To recall your previous search criteria (whether from the Query Templates, the Thesaurus Query or the main Query), use the  button in the "Template 4" , "Template 5" , "Template 6"  or the "Advanced Query" .

By pressing the F1 or help in a dialogue box to receive context sensitive help, a supplementary version of Views opens up containing the Help infobase. This may be useful, as you then may switch between the two versions of Views using the ALT+TAB keys. Make sure you exit the Help Views with the "File", "Exit" command if you are short of computer memory (RAM).

## 8 On-line help

On-line help is available at any time using the F1 key. You can also use the "Help" command of Folio Bound Views. The Help Infobase consists of this text together with the standard on-line help concerning Folio Views.

## 9 Short-cut keyboard commands

### 9.1 Navigating in the document window - key-function

CTRL+  (Home)	Home	takes you to the start of the infobase
CTRL+End	End	takes you to the end of the infobase
CTRL-4	Query Template 4	opens query template 4
CTRL-5	Query Template 5	opens query template 5

CTRL-6	Query Template 6	opens query template 6
CTRL+ G	Go to	takes you directly to a jump destination or a specified record number
F2	Advanced Query	
F4	Next Hit	takes you to the next hit
F5	Next Partition Hit	
SHIFT+F4	Previous Hit	takes you to the previous hit
SHIFT+F5	Previous Partition Hit	
F6	Go Back	takes you back up through all the searches you have activated, or links you have followed, to your previous starting point
CTRL+T	Tag Record	

## 9.2 Contents Window - key-function

+	Expand Branch	expand branch one level
*	Expand All	expand entire branch
1-9	Expand Branch to a Certain Level	expand all branches to a specific level
-	Collapse branch	

## 9.3 General - key-function

F1	Help	opens on-line Users Guide to give help on CODICES functions
F7	Next View	toggles between Panes
ALT+TAB	Next Application	toggles between open applications

## 10. Minimum System requirements

- \* Minimum configuration: Pentium or compatible and 32 MB RAM.
- \* Display: VGA
- \* Windows 95, 98, NT, 2000 or XP

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- \* 35 MB of free hard disk space (if the infobase remains on the CD-ROM and only the infobase viewer "Folio Views" is loaded to the hard disk)
  - \* 240 MB if you load the whole infobase (recommended).

## 11. Installation of CODICES-E

1. Insert the CD-ROM into the drive and the CODICES master setup will automatically start (if you have disactivated the automatic start-up of CD-ROMs click on the Start button of Windows and select "Run" and then type: "d:\AUTORUN" (where d: is the drive letter of your CD-ROM drive) followed by the Return key.)
  2. The master setup programme will first give you the choice between the English and the French installations; click on the option "CODICES-E 32bit" for the installation of the English version of CODICES (if you are connected to the Internet, the other options will lead you to the Internet home-page of the Venice Commission - <http://venice.coe.int> - or allow you to send an e-mail to its Secretariat - [venice@coe.int](mailto:venice@coe.int)).
  3. After quitting all other applications running under Windows, click on the "Next" button on the welcome screen.
  4. Click on the "I agree to accept the terms of the licence agreement above" box and then click on the "Next" button.
  5. The setup programme asks you whether you want to do a complete hard drive install or install only the infobase browser ("Folio Views") onto your hard disk. A hard drive install is recommended for performance reasons but uses up to 180 MB of disk space. In any case you should not install both language versions (English / French) together in one directory. Click the appropriate option and then the "Next" button.
  6. You will be asked to specify the installation path. It is recommended to accept the suggested path (usually c:\program files\CodicesE) if you have enough disk space on the corresponding disk drive. Then click the "Next" button.
  7. You will be asked to specify the shortcut folder. It is recommended to accept the suggested folder CODICES. Then click the "Next" button.
  8. Click the "Finish" button which will start the installation. Should you get the message "the following file is in use and cannot be updated: ... msvcr40.dll [or ... msvcr20.dll]", click on the Cancel button.
  9. Upon the message "Setup is complete...", click the "Finish" button and upon the message "Information ... successfully entered into the registry.", click on the "OK" button.
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10. When the setup programme suggests to restart the system, do so by clicking on the "OK" button.
11. The setup programme creates a shortcut folder group called CODICES. Click on the "Start" button of Windows, choose "Programs" and "CODICES". Here, you will find the shortcut "CODICES-E V4.2 200x\_x". Click on it to start CODICES-E.
12. Please fill in the Product registration form and return it to the Secretariat of the Venice Commission.

In order to maintain the integrity of CODICES-E, some functions of "Folio Views", like changing the structure of the infobase have been disabled. If you try to activate such functions, the message "You do not have edit privileges for this infobase" will be displayed. In this case, simply click the OK button.

**CODICES-E expires 270 days after installation.** A new, up-dated CD-ROM will be available to subscribers before the end of this period.

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