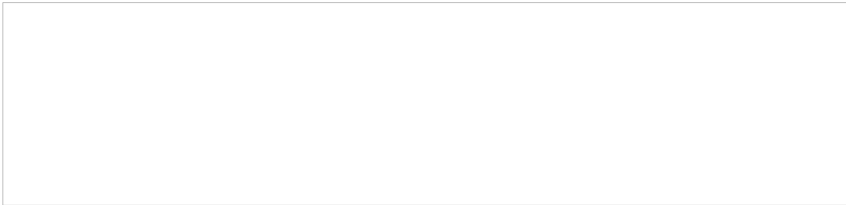


EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW
(VENICE COMMISSION)

SIMPLIFIED USERS GUIDE

CODICES 4.1 2001/1



1. MINIMUM SYSTEM REQUIREMENTS

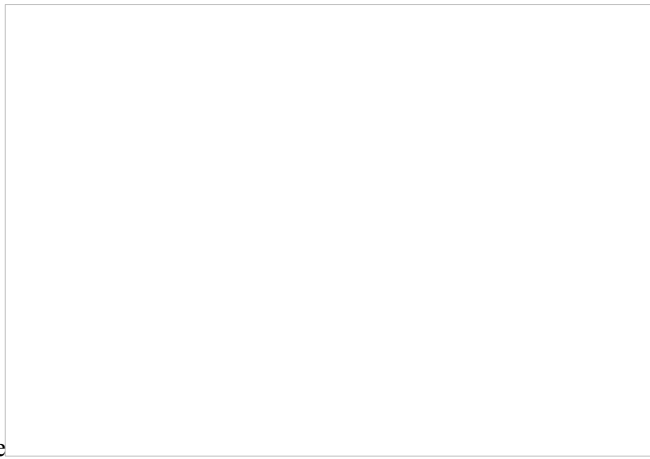
- . Minimum configuration: Pentium or compatible and 32 MB RAM
- . Display: VGA or XGA
- . Windows95, 98, 2000, or NT
- . 35 MB of free hard disk space (if the infobase remains on the CD-ROM and only the infobase viewer Folio Views is loaded to the hard disk)
- . 271 MB if you load the whole infobase

2. INSTALLATION OF CODICES

- . Quit all other applications running
- . Insert the CD-ROM into the drive and the CODICES master setup will automatically start. If not, 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 Return key.
- . Time of installation: 5 minutes

For installation of the English version of CODICES, click on

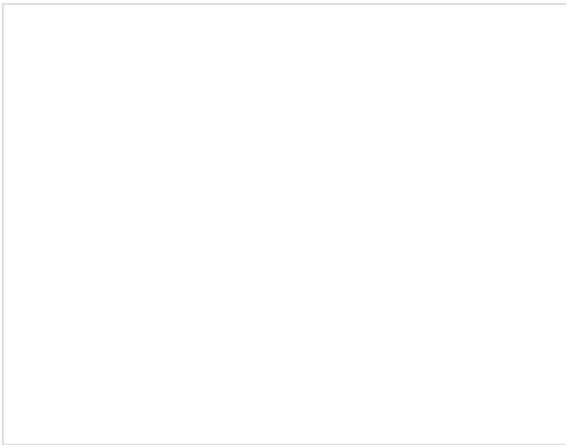




See picture

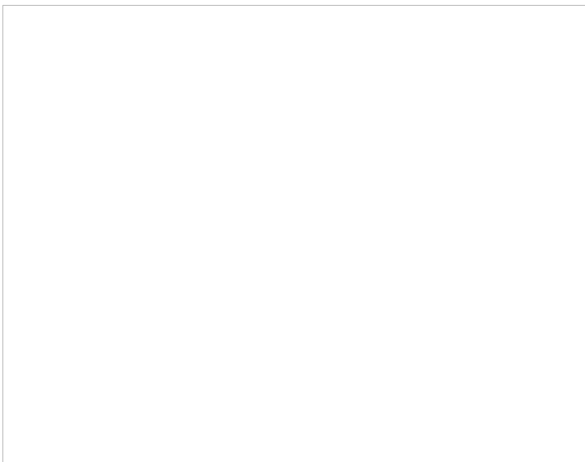
On the Welcome display, click:

See picture below:



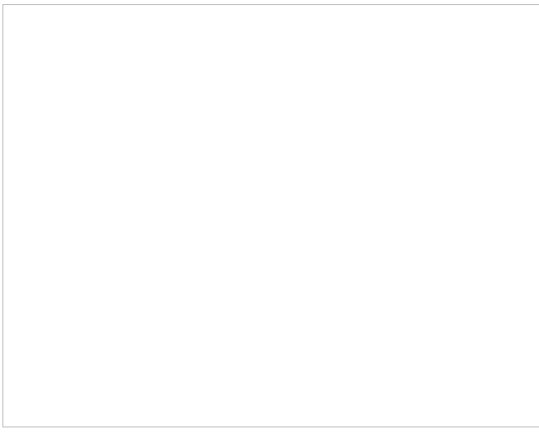
On the display License Agreement, click

See picture below:



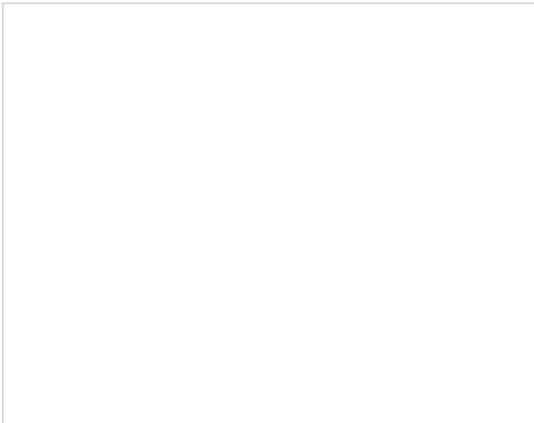
The setup program asks you which type of installation you want to do. Click the appropriate option and the button.

See picture below:



You will be asked to specify the installation path. It is recommended to accept the suggested path if you have enough disk space on the corresponding disk drive. If not, click on the button Browse and check the space availability on the selected disk drive.

See picture below:



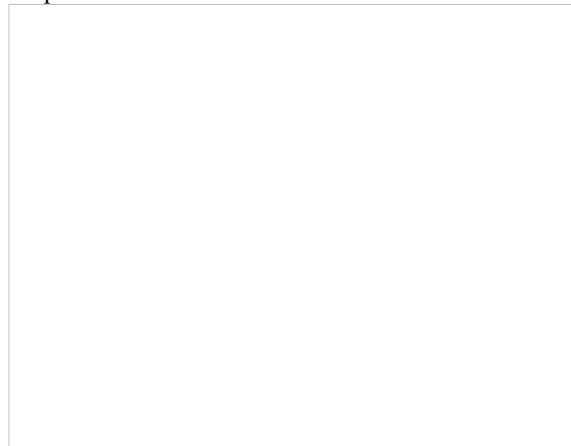
Click

On the display screen ***you will be asked to specify the shortcut folder (which helps you to recognise the data base CODICES among the programs of your computer). It is recommended to accept the suggested folder CODICES.

Then click the button.

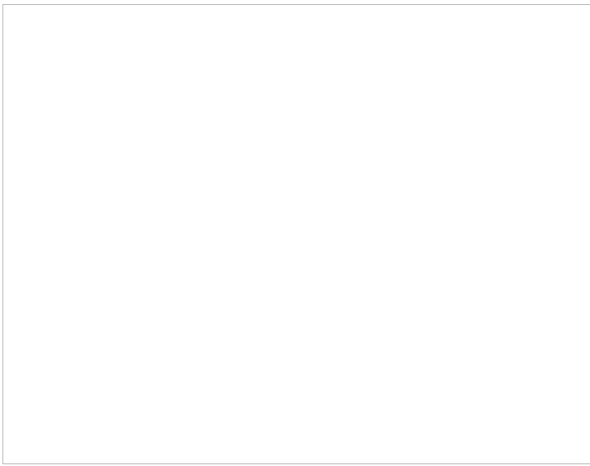
Confirm the installation on the next display screen Ready to install by clicking .

See picture below:



Upon the message from the « Registry Editor » click on

See picture below:



To finish the installation click .

3. SHORT INTRODUCTION TO THE CD-ROM CODICES:

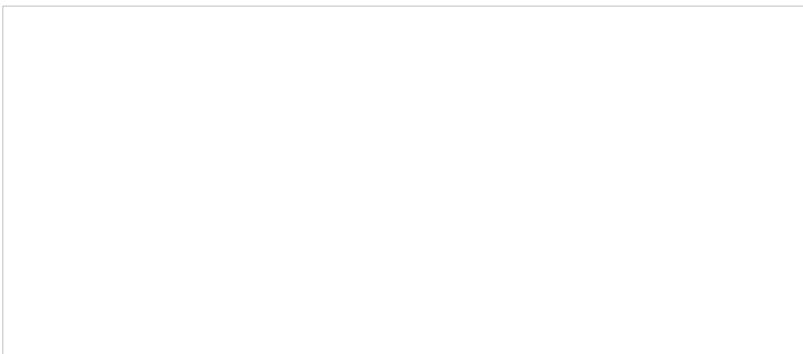
Besides the infobase (corresponding to appreciatively 50 000 text pages) the CD-ROM contains the program needed to view the database, which is called Folio Views. Folio Views will enable you to perform any search in the database.

Folio Views contains the datas one after the other, as is it were a long roll of 50000 text pages that constitute the datas of CODICES today.

Know this: if you use the lift scroll on the left of your screen in order to move within the database or to do any search, you might easily get lost. The texts, indeed, are in line in an order, which cannot correspond to your search. Therefore, use the lift scroll only for moving within a definite frame.

THE WELCOME SCREEN OF CODICES 2001/

The screen as below is divided in two parts (click on), the left side presents the contents, and you can expand it by clicking on .



: contains all précis, which have been published in the Bulletin on Constitutional case law. Précis are filed in a descending chorological order.

Each précis is presented in an identical manner.

An identification number:

I

Information on: a) country, b) court, c) chamber, d) date, e) number, f) title, g) official publication where the decision can be found, h) other publications (non official).

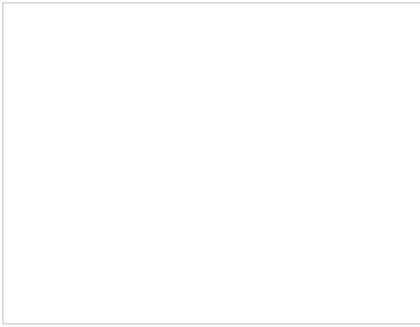


The précis is always indexed under the Systematic thesaurus; it contains an alphabetical index, a summary of the legal issues and a summary of the facts. If necessary, supplementary information and cross references

: Set up by the Venice Commission, 5 chapters (Constitutional justice Sources of constitutional law General principles

Institutions Fundamental Rights) subdivides into sub chapters, a number corresponds to each keyword of the thesaurus.

Green underlined keywords expand the chapters, see picture below:



If you click on the blue underlined keyword of the Thesaurus, you'll start a query (search) on this keyword, either in the or in the .

: Alphabetical index of the précis, it enables you to get to all précis, which have been indexed under a similar keyword, each keyword being a link. For example: if you click on , CODICES will select all decisions, which have been indexed with this keyword.

If the keyword is already recorded in the Thesaurus, the index refers automatically to the corresponding keyword of the Thesaurus, for example:

.

: CODICES contains many full texts of decisions, which have been published as précis. There is an identification number for these texts, which is identical to the one used for the précis, if the full text is available it is mentioned under point h) of the identification number, as

following:



Other full texts in CODICES for which there is no précis have identification numbers containing a X (e.g. SLO-X-002).

Cyrillic letters: in order to see correctly Cyrillic letters in full texts in the Russian language, you must have installed the font ER Bukinist 1251 on your PC. This font cannot be provided by the Venice Commission because of copyrights.

: The courts collaborating with the Venice Commission sent a presentation of their courts according to the following scheme: Introduction - Basic texts Composition and organisation Powers Nature and effects of judgments Bibliography.

: CODICES contains complete texts of constitutions or extracts of constitutions of the countries collaborating with the Venice Commission. Available are also the Convention for the protection of human rights and fundamental freedoms and its Protocols, the International covenant on civil and political rights, the Universal Human Rights declaration.

: CODICES contains laws or extract of laws on Constitutional Courts. The texts are available in French and in English.

To go back to the Welcome display: Alt Gr + Home

THE TOOLBELT



* = The screen is divided in four parts: on the left side the contents, top right the title of the document, in the middle the text of the infobase, on the bottom the hit list of your research.

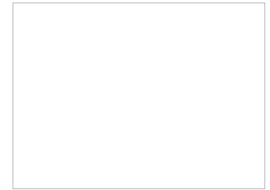
= The screen is divided in two parts: the text of the infobase, and the hit list of your query.

= The screen is divided in two parts: the text of the infobase and the contents.

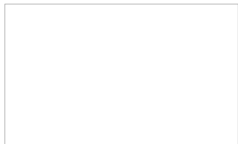
= Displays the text of the infobase

= Displays the table of contents of the infobase. To expand the contents click on .

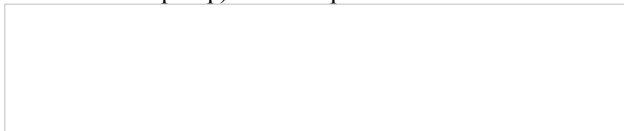
The Contents pane is also very useful to locate the hits corresponding to a query; the number is displayed next to the titles concerned.



The is also useful to limit the view or to restrict the search into specific documents, by ticking the box:



= displays query results once a search is performed. Shows the heading paths to the hits and shows 5 words around each hit (the number of words can be put up). See example:



SEARCH BUTTONS



= This query template facilitates searches in the précis of CODICES.

= This query template facilitates searches in the full texts, in the thesaurus, or in the alphabetical index of CODICES.

= This query template facilitates searches in the court descriptions, the constitutions, or laws on constitutional courts.

* = This template allows for searching in any book of CODICES. Template 4, 5, 6 should nevertheless be sufficient.

* = This button removes the previous query and its search hits. It is recommended to get used to clicking on this button before starting any search.

* = View all records. The whole database is divided into records. Un record is a kind of location point in the infobase. Usually a record is a paragraph. The 2001/1 version contains 1 105 081 records. See on the bottom of your screen:

* = View records with hits. To visualise the parts of the database which result to the query. For example the paragraph containing the searched word. When printing the hits of a search, this button restricts the display to the hits, which is also mandatory for a successful print.

* = View partition with hits. A partition is a set of records that points a part of the database; so you can see, for instance the whole article of the constitution, which contains the searched word. When printing the hits of a search, this button restricts the display to the hits, which is also mandatory for a successful print.

= To move one hit to the next/ to the previous.

= To move one partition with hits to the next/ previous.

SEARCH AND FIND WITH THE QUERY TEMPLATES:

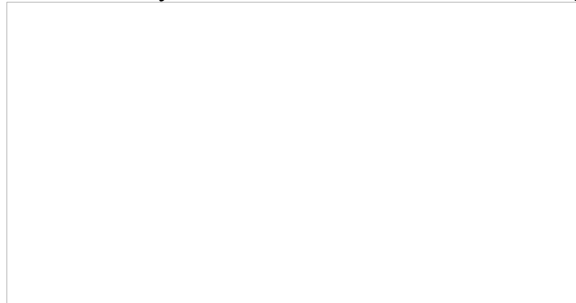
Query template N° 4

Specific for searching in précis of CODICES, it helps you finding the decisions you are interested in.

* = Click on this button in order to remove any previous query and search hits.

The Word box helps you to fill in the following search fields, , , , etc..

Click in the box you want to fill in and then the word box will give you the possible words, see picture



to fill in the word, double click on it.

= this box facilitates the access to a decision you know the identification number as given by the Bulletin.

= allows to get access to or to search in all précis concerning a specific country but also an international organisation (for instance:).

= restricts the search on a group of countries: the ACCPUF group together the constitutional courts of countries member of the ACCPUF (using the French language); AFR selects the African continent; AME the constitutional case-law of the American continent; ASI the Asian continent, EUR the constitutional case-law of the European continent; SADC group together the constitutional courts of the South African Development Community; VENICE groups together the countries which cooperate to the Bulletin on constitutional case law.

= allows to find a decision by its number. The number of the decision can be found under the point e) of the identification number.

= allows to find a decision by its title. Title as recorded under point e) of the identification.

= this should be entered using the dd-mm-yyyy format.

= enter a date marking the beginning and the end of a search period. This should be entered using the dd-mm-yyyy format.

= allows to find decisions which have been indexed according to a keyword of the Thesaurus. For example, right to health is under point 5.4.17, you can also get to it by the other box if you don't know the number corresponding to this keyword

.

= Search for decisions which have been indexed according to a word.

= This box facilitates the search for a word in all précis of CODICES.

Watch out! : if this box is ticked, the search will be made only within the previous selected parts of the infobase.

To select specific decisions and make a search only on those selected, you can also restrict the scope of the search through the Contents pane



and then open the query template and make a search in the selected parts of the infobase.

Query template n° 5

facilitates searches in full texts (full texts of decisions of constitutional courts or court of equivalent jurisdiction); in the Thesaurus, or in

the alphabetical index.

* = Click on this button in order to remove any previous query and search hits.

1. Searching in full texts:

Searches can be made through the identification number, the number of the decision, countries (double click first in the country box in order to have the countries available in the word box and then specify the language) or through group. For example, see picture below how to find all full texts containing the word *richterin* in Germany.

See below another example: search in full texts of decisions of the European continent containing the word « *richterin* »:

= this box influences how a query is performed in the book. When the box is ticked the element of your search will be selected in a wider scope than just a record.

Watch out! : if this box is ticked, the search will be made only within the previous selected parts of the infobase.

2. Searching in and through the Thesaurus:

Enter your query; if this keyword exists in the thesaurus, you will get directly to this keyword in the thesaurus

and you will be able to make a search either in the Constitutions or in the decisions.

Watch out! : if this box is ticked, the search will be made only within the previous selected parts of the infobase.

3. Searching in and through the alphabetical index:

Enter your query; if this word exists in the alphabetical index, you will get directly to the index and by clicking on the word you will get all *précis*, which have been indexed, with this word.

Watch out! : if this box is ticked, the search will be made only within the previous selected parts of the infobase.

QUERY TEMPLATE 6

1. Searching in Constitutional court or courts of equivalent jurisdiction descriptions:

* = Click on this button in order to remove any previous query and search hits.

Watch out! : if this box is ticked, the search will be made only within the previous selected parts of the infobase.

2. Searching in constitutions:

= this box influences how a query is performed in the book. When the box is ticked the element of your search will be selected in a wider scope then just a record.

Watch out! : if this box is ticked, the search will be made only within the previous selected parts of the infobase.

3. Searching in laws on constitutional courts or court of equivalent jurisdiction:

= this box influences how a query is performed in the book. When the box is ticked the element of your search will be selected in a wider scope then just a record.

Watch out! : if this box is ticked, the search will be made only within the previous selected parts of the infobase.

4. To limit a search to one country within laws, court descriptions or constitutions:

Double click in the Language box to choose the language of your search, then the country. The search will be restricted to the country you have indicated.

Watch out! : if this box is ticked, the search will be made only within the previous selected parts of the infobase.

= this box influences how a query is performed in the book. When the box is ticked the element of your search will be selected in a wider scope then just a record.

Advanced query template

= *Click on this button in order to remove any previous query and search hits.*

This query template is one of Folios Views, and therefore not especially adapted to CODICES; it requires more sophisticated search techniques. The on-line help will help you to use correctly the syntax to be used for your searches.

Easy search: the blue query links

= *Click on this button in order to remove any previous query and search hits.*

Various types of embedded links have been integrated; they start automatically a search within the précis, or trough the thesaurus also within the constitutions.

You can start a search trough the Thesaurus (starting from the Book Thesaurus or from a précis), through the alphabetical index (starting from the Book Alphabetical index or from a précis).

1. Trough the Book Thesaurus on the Welcome display, each keyword of the Systematic Thesaurus is a query link.
Example:

A click on the blue underlined word will start a query either in the Précis or in the Constitutions.

2. Through the Thesaurus in a précis:

One click on the keyword and the query will select all précis, which have been indexed with this keyword. For example:

3. Through the alphabetical index, in the book on the Welcome display,

4. Through the keywords of the Alphabetical index of a précis

HOW READING QUERY HITS

Example, you have opened the query template , you have looked for confirmed with .

You are now located within the Thesaurus, on the keyword which corresponds to your query:

To start a query on all précis indexed accordingly to this keyword, click on .

The first hit of your query is the picture as below (the screen is divided in two parts with the option)

See picture

You are located at the first précis, in an alphabetical and chronological order, which answers your query, the title of the decision appears on

the top of the screen:

On the bottom of the screen, the box Record indicates the location point in the infobase of this first decision, that is: the 113° record among the 1105 081 of the infobase:

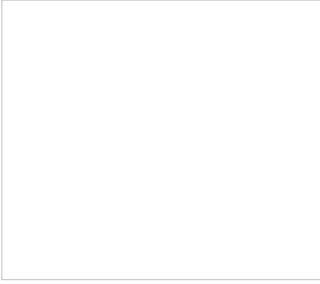
: indicates the total number of hits, 50 in this case.

Useful reflex: click on in order to keep only those parts of the infobase, which correspond to your query.

The box Record and the box Hit on the bottom of the screen will then correspond:

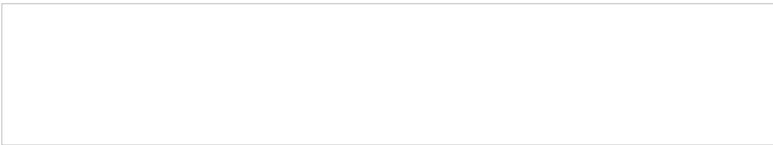
To move from one hit to another, click on .

The Contents pane allows locating in the infobase the hits of a query.



To get access to the hits click on .

The button gives you a summary of information concerning the results of the query: the titles and words around the hit are displayed.



To put up the number of words around the hit, go to Tools



Then Options , open , and then put up the number of words around hits accordingly to your wishes:



Confirm with .

PRINTING

1. Printing the hits of a query:

You must restrict the view to the hits of the query by clicking either on (View records with hits) or on the button (View partition with hits).

= Partition with hits allows widening the printing to a larger part of the infobase, which contains the searched word than a simple record, like an article of a constitution, for example.

In order to check that the printing has been properly restricted, the number of records shown on the bottom of the screen must correspond to the number of hits, for instance .

Click then on the button in order to print.

Select All in the print dialog box:

Confirm with .

Selecting wont start the printing of the whole infobase as such provided you have restricted the print scope to the hits with or .

2. Printing a constitution, a law, a specific text:

Having selected the wished text, by ticking in the Contents, for example:

Then go to , tick Records and confirm with .

In order to print the title of the text as it is displayed on your screen, you need to modify some parameters.

To modify the printing parameters:

Go to Tools, , then open Options,

 , open , tick Header confirm with .

3. Printing the contents:

The contents show the locations of query hits.

Go to , then select Print contents , click on and confirm with .

4. Printing the hit list:

Go to , then select Print Hit list , click on and confirm with .