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**EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW**

**CODICES - Template for data entry**

**User Guide**

### **A. Introduction**

The entry template 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 entry template:

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.

### **B. Use of the entry template**

The "Welcome window" of the entry template 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 entry boxes. Boxes containing the participating countries, years (1996-2002) and numbers of the Bulletin (1-3) will open. Choose the appropriate entries with the mouse.



After having made all three (!) choices, click the button "Data entry" on the bottom of the window. Another entry template 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 boxes in "a) country", "b) court" and at the very bottom of the last entry template "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. Fill in the required text.

You will see that the entry template 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

Most boxes enable you to simply 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.

### The "Systematic Thesaurus" and "Alphabetical Index" Boxes

These boxes require special treatment because they are not text boxes, but can only be changed using the small boxes entitled "Add keyword chain" and "Delete keyword chain" on top of the large boxes which show the current content of these zones.

#### a) Systematic Thesaurus

To add a keyword click on the small downward arrow to the right of the "Add keyword chain" 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. 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 box (Systematic Thesaurus) "Add" 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 return to the "Search" box. The previous contents of it will be erased automatically. Proceed to click again on the small arrow to the right of the "Add" box to have again a choice of all keyword chains.

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

#### b) Alphabetical Index

The adding of keywords to the alphabetical index works in the same way as for keyword chains of the Systematic Thesaurus above. The only difference is that if you enter a new alphabetical keyword, you are shown a list of all keywords used in the 1993-1995 Bulletins. You may use an existing keyword or simply add a new one by typing it on the keyboard.

The removal of keywords of the alphabetical index works exactly as described above for the Systematic Thesaurus.

### 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" and "TAB" keys.

If you want to switch between sub-masks you can do so by pressing the "Next Page" key for the next sub-mask (e.g. 2/4, 3/4, 4/4) or "Previous Page" for previous sub-masks (1/4, 2/4, 3/4).

Of course, it is not possible to switch to another sub-mask before sub-mask 1/4 or after 4/4.

### Creating new précis / Deleting précis



Upon entering the entry template for the first time a new précis will be created. When you have finished the data entry for this précis and any one thereafter you can create a new précis by clicking on the "+" button on the top of the template. A new identification number 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 simply click on the "X" button. (After having deleted the last decision the entry template will become empty and no boxes will appear).

### Editing previously entered data



Upon entering the sub-mask, a new précis is always opened. If you want to edit a previously entered précis click on the "<" button on the lower left bottom of the entry template until the précis you want to edit is shown. Now you can make all necessary changes.

### Saving previously entered data on diskette



In order to save the précis on diskette for mailing to the Secretariat in Strasbourg, leave the Sub-entry templates with the "exit" button and press the "save" button on the welcome entry template. You will be asked to specify the drive on which you want to save the précis. The default is "A:" for a diskette. If you want to send the 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.

## **C. 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. The entry template requires at least 8 MB of memory to run smoothly.