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### EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW

(VENICE COMMISSION)

# CODICES

# Data Input Mask V 1.5 (Access 2000 version)

**User's Guide** 

## 1 <u>Introduction</u>

Version 1.5 of the input mask which you receive on CD-ROM 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. "a) Country" (after selecting the country, the name of the country appears automatically in zone "a)" of the mask).
- 2. "b) 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) Chamber
- 2. d) Date
- 3. g) Official publications
- 4. h) Non-official publications
- 5. Systematic Thesaurus
- 6. Alphabetical Index

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

#### 2 <u>New features compared to version 1.1</u>

- 1. Date field has been changed to avoid problems with various date formats thus introducing the single dd.mm.yyyy format (see point 3.1.2.2 below).
- 2. The Alphabetical Index has been changed from a simple text field to a tabular field which supports cross-references within the Alphabetical Index and from there to the Systematic Thesaurus (see point 3.1.2.5 below).
- 3. The Save Data for Shipment option has been changed to save all précis from all periods in order to avoid problems when précis from several reference periods are being entered at the same time (e.g. for heading cases, see point 3.3 below)

## 3 <u>Use of the input mask</u>

After having chosen your preferred working language (English or French) in the welcome window

CODICES input mask / masque de saisie V1.5 (Access 2000 version)
Welcome to the CODICES data input mask ! Please choose your working language by clicking on the appropriate button
Bienvenue sur le masque de saisie de CODICES ! S.v.p., choisissez votre langue de travail en cliquant sur le bouton approprié

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.

CODICES input mask - main wi	indow				
Please enter the following information:					
Ca	Country:				
Ye	ear:	1983 💌			
Nu	umber of Bulletin:	1 _			
Then clic	k on one of the b	uttons below	r.		
Input of new précis	Editing pro	écis	Statistical data		
Updating the input mask	Save data for Delete ALL		Delete ALL		
	Exit				
<u> </u>					

Click with your mouse on the small downward arrow to the right of the appropriate input boxes. Boxes containing the codes and names of participating countries, years (2000 - 2004), but you can type in any other year, e.g. for leading cases) and numbers of the Bulletin (1-3) will open. Choose the appropriate entries with the mouse. You need only choose the country the very first time you use the input mask. It will be remembered for future use. Be careful to choose the correct country.

The main window gives you the following choices:

- 1. Input of new précis
- 2. Input of statistical data
- 3. Saving data for shipping (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.

Input of new précis
AUT-0083-1-001 d) This screen contains 4 pages. Switch to other pages with Page Up and Page Down keys New précis Delete Exit
a) Country: Austria d) Date (dd.mm.yyyy):
b) Court: Constitutional Court e) Number:
c) Chamber: 💌
f) Title:
g) Official publications:
h) Non-official publications:
Zoom of boxes with SHIFT+F2; Go to next page with Page Down key 1/4 Record: II I I I I I I I I I I I I I I I I I

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" or "20" indicate that you are referring to additional information for a précis which has already been published - see point 3.4 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.

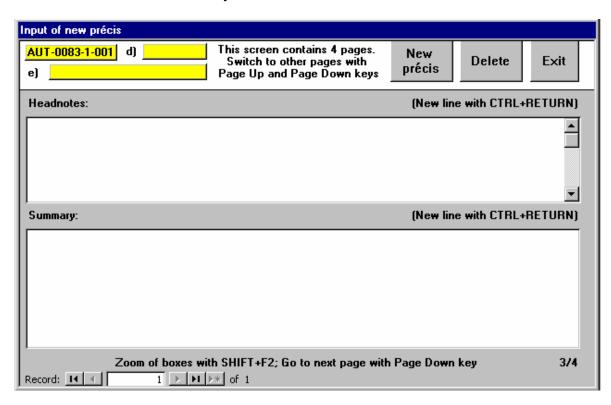
You will see that the input mask is divided into four sub-masks containing the following boxes:

Sub-mask 1/4 a) Country b) Court c) Chamber d) Date e) Number f) Title g) Official publications h) Non-official publications

# Sub-mask 2/4 Systematic Thesaurus Alphabetical Index

Input of new précis				
AUT-0083-1-001 d) e)	This screen contains 4 pages. Switch to other pages with Page Up and Page Down keys	New précis	Delete	Exit
Systematic thesaurus : Select:	3.16 Search:		Dele	ete: 🔽
3.16   General Princ Weighing of     5.3.20   Fundamental R Civil and p     5.3.30   Fundamental R Civil and p		nd reputation		^
Alphabetical index: Mor	ve keyword up: 🔽 Move keyv	vord down: 🟹	Delete key	vword: 🔽
Type/select:	▼ Sea	rch in selectior	n: 📃	
Libel against state official Media, censorship				
Record: II I I I I	o to next page with Page Down k	ey		2/4

Sub-mask 3/4 Headnotes, Summary



#### Mask 4/4 Supplementary information, Cross-references, Languages

Input of new précis	
AUT-0083-1-001 d) This screen contains 4 pages. Switch to other pages with Page Up and Page Down keys	New Delete Exit
Supplementary information:	(New line with CTRL+RETURN)
Cross-references:	(New line with CTRL+RETURN)
Languages:	
German	
Zoom of boxes with SHIFT+F2; Last page: go to first page: go to fi	age with Page Down key 4/4

#### 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 move 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 left 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.

Input of new précis
GER-0083-1-003 d)  This screen contains 4 pages. Switch to other pages with Page Up and Page Down keys New précis Delete Exit
a) Country: Germany d) Date (dd.mm.yyyy):
b) Court: Federal Constitutional Court e) Number:
c) Chamber: 💌
f) Title: Third Chamber of the First Panel Second Panel
g) Official Second Chamber of the Second Panel Third Chamber of the Second Panel
h) Non-official publications:
Zoom of boxes with SHIFT+F2; Go to next page with Page Down key 1/4 Record: 14 4 3 > >1 >* of 3

#### *3.1.2.2* "d) Date" box

You should enter the date in the format "dd.mm.yyyy" which is indicated to the left of the box. Please enter the date in the correct form because there will be no check from the mask. This feature

has been removed in version 1.5 of the mask because it created problems when Windows<sup>TM</sup> regional settings used different date formats.

#### 3.1.2.3 "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.

Input of new précis	
AUT-0083-1-001 d) e)	This screen contains 4 pages. Switch to other pages with Page Up and Page Down keys Delete Exit
a) Country: Austria	d) Date (dd.mm.yyyy):
b) Court: Constitution	e) Number:
c) Chamber: 💌	
f) Title:	
g) Official publications:	
h) Non-official publications:	
<it+>Ecolex<it< td=""><th>nische Steuerzeitung<it-> -&gt; nisches Recht der Wirtschaft<it-></it-></it-></th></it<></it+>	nische Steuerzeitung <it-> -&gt; nisches Recht der Wirtschaft<it-></it-></it->

#### 3.1.2.4 The "Systematic Thesaurus" box

To add a keyword click on the small downward arrow to the right of the "Select" 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.

Input of n	new précis		
<mark>AUT-008</mark> e)	83-1-001 d)	Switc	reen contains 4 pages. h to other pages with p and Page Down keys Précis Delete Exit
Systema	atic thesaurus :	Select: 3.16	▼ Search: Delete: ▼
3.16	General Princ., -1	Weighing of in 3.16	General Princ Weighing of interests
5.3.20	Fundamental R	Chillen J = 1 3.17	General Princ General interest
5.3.30	Fundamental R	0.10	General Princ Margin of appreciation
		- Livil and pol. 3.19 3.20	General Princ Reasonableness
		3.20	General Princ., - Equality General Princ., - Prohibition of arbitrariness
		3.22	General Princ Equity
			General Princ Equily General Princ Loyalty to the State
Alphabe	etical index:	Моче 3.23 3.24	General Princ Market economy
Type/se	alact	3.25	General Princ., - Principles of Community law
		3.25.1	General Princ Principles of Fundamental principles of the Commo
	inst state official	3.25.2	General Princ., - Principles of., - Direct effect
Media, ce	ensorship	3.25.3	General Princ Principles of Genuine co-operation between the in
		4	Institutions
		4.1	Institutions Constituent assembly or equivalent body
		4.1.1	Institutions Constituent a Procedure
		4.1.2	Institutions Constituent a Limitations on powers
		4.2	Institutions State Symbols
		4.2.1	Institutions State Symbols Flag
		<b>Go</b> 4.2.2	Institutions State Symbols National holiday
Record:		. ▶ ▶ ▶ ▶ * of 1	

Normally when you click on the small arrow to the right of the Select: 3.16 show you have a choice of all keyword chains of the Thesaurus. However, if you enter a word or part of a word in the Select: 3.16 show, 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: Search

To remove a keyword chain click on the small downward arrow to the right of the button. 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.

Input	of new	/ précis							
<mark>AUT</mark> e)	-0083-	<mark>1-001</mark> d) _		This screen co Switch to ot Page Up and	her pages wit	h	New précis	Delete	Exit
Syst	tematic	thesaurus :	Select:	3.16 💌	Searc				lete: 🔽
3.16 5.3.2 5.3.3	20	General Princ Fundamental R Fundamental R	Civil and po	nterests I., - Freedom of e I., - Right to respe	3.16 5.3.20 5.3.30 Scrior one s non	Funda	mental R., - Ci mental R., - Ci		ests Freedom of expre Right to respect f
Aloh	abatia	al index:	Mau	a komuard up:		L	-d d	Delete ke	
•	e/selec		MUY	e keyword up:	MOVe T		rd down: 💽 h in selectio	·	syword. 💽
		state official							<b></b>
Medi	ia, cens	orship							
Recor	rd: 🔳	<	Go 1 D D D	to next page	with Page Do	wn key	1		2/4

#### 3.1.2.5 Alphabetical Index box

To add a keyword of the Alphabetical Index, select it in the box by clicking on the little downward arrow box, or type a new keyword to the right of the box if it does not yet exist in the list. You can search within the list entering a search word in the **Search in selection**: residence box. Then click twice (two separate clicks) on the small downward arrow right to the **Type/select**: **box**:

out of new pro AN-0000-2-0			This screer Switch to Page Up ar	other page	es with	New précis	Delete	Exit
ystematic the	esaurus :	Select:	<b>_</b>	ſ	Search:		De	lete: 🔽
			,	-				
lah ah atia al ir	- dow	Mau					T. Dalata ka	
lphabetical i	ndex:	Mov	e keyword u	up: 🔽	Move key	word down: 💽	Delete ke	eyword: 🚽
lphabetical in ype/select:	ndex:	Mov	e keyword u	ир: 🔽		word down: 🔽 rch in selection	-	
•	ndex: 		-	nb: 🛋		-	-	
•	1	e of reside:	-	ıb: 🔳		-	-	
•	Abode=>>Plac	e of reside	nce	ıb: 🔳		-	-	
•	Abode=>>Plac	e of reside nce ence, regis	nce	ib: 🔳		-	-	
•	Abode=>>Plac Place of reside Places of reside	e of reside nce ence, regis	nce	up: 🔽		-	-	
•	Abode=>>Place Place of reside Places of reside Prohibition, res Residence	e of reside nce ence, regis idence, in	nce	ир: 🔽		-	-	
••••••	Abode=>>Plac Place of reside Places of resid Prohibition, res Residence Residence per	e of reside ince ience, regis idence, in mit	nce stration certain areas	ир: 🔽		-	-	
••••••	Abode=>>Plac Place of reside Places of resid Prohibition, res Residence Residence per Residence per	e of reside ence, regis idence, in mit mit, extens	nce stration certain areas			-	-	
••••••	Abode=>>Plac Place of reside Places of resid Prohibition, res Residence Residence per Residence per Residence per	e of reside ence, regis idence, in mit mit, extens mit, human	nce stration certain areas			-	-	
••••••	Abode=>>Plac Place of reside Places of resid Prohibition, res Residence Residence per Residence per	e of reside ence, regis idence, in mit mit, extens mit, human mpulsory	nce stration certain areas			-	-	

The buttons Move keyword up: 🔽 and Move keyword down: 🔽 al	low you to change the order of
the keywords if there are more than one entered. The button Delete	<b>keyword</b> : allows you to delete
previously entered keywords. If you select a keyword for which	an obligatory or optional cross-
	Abode=>>Place of residence
	Abuse->>Misuse
reference is available marked by =>> or ->> respectively in the lis	t Act->>Law / Legislation , a new

window will come up and give you the choice to select the respective other keyword(s) of the Alphabetical Index or the Systematic Thesaurus.

Obligatory cross-reference within the Alphabetical Index:

Cross-reference
Obligatory cross-refrence(s) from keyword:
Abode
to keyword(s):
Place of residence
Please tick the keyword(s) which you wish to use and click the OK button.
OK

Optional cross-reference within the Alphabetical Index

Cross-reference		
Optional cross-refrence(s) from keyword:		
Act		
to keyword(s):		
🗹 (Law		
Legislation		
Please tick the keyword(s) click the OK button.	which you wish to use and	
	ок	

Obligatory cross-reference from the Alphabetical Index to the Systematic Thesaurus:

Cross-reference	
Obligatory cross-refrence(s) from keyword:	
Access to courts	
to keyword(s):	
5.3.13.2	
Please tick the keyword(s) which you wish t click the OK button.	o use and
ОК	

#### 3.1.3 Creating new précis / Deleting précis

When you have finished entering the data input for a précis and any one thereafter you can create a

new précis by clicking on the **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 \_\_\_\_\_\_ 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

#### Statistical data

A click on the \_\_\_\_\_\_ 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.

Input of statistical data	
Input of statistical data for: <u>AUT-83-1</u>	Exit
Enter the statistical data for the reference period (new line with CTRL+RETURN).	
	<u>^</u>
	•
Record: II I I I I I I I I I I I I I I I I I	

Here you can enter and edit the statistical text you wish. You can leave this mask with the button.

#### 3.3 Saving previously entered data for shipping (diskette or for e-mail)

In order to save the précis and the statistical data on diskette for mailing or e-mailing to the Save data for

Secretariat in Strasbourg, use the **shipping** 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.

All précis saved in the mask will be saved in the file regardless whether they belong to the reference period (year and Bulletin number) selected in the main window or not. In order not to resend précis from previous Bulletins, please delete all previous précis (see point 3.6 below) before you enter the new ones once you are sure that the last contribution has safely arrived a the Secretariat.

Note: When sending the data file you should make sure that your e-mail program uses MIMEencoding. 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** Updating the input mask

#### Updating the input

The button **mask** 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 could 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.

Note: It will probably not be necessary to use this option because you will receive a new mask with each CODICES CD-ROM.

#### 3.5 Deleting ALL précis

#### Delete ALL

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

#### 3.6 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 **<u>Tips and tricks</u>**

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

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(s) indicate(s) 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 "Edit", "Copy" (or CTRL+C), switching to the template with ALT+TAB and inserting the text in the relevant box with "Edit", "Paste" (or CTRL+V). This way, spell checks can be done in word processing.

#### 5 System requirements

- Minimum configuration: IBM Pentium or compatible
- 32 MB RAM
- Screen: VGA or higher (XGA)
- Microsoft Windows 95, 98, NT, 2000

• 300 MB hard disk space (including Microsoft Access<sup>TM</sup> runtime)

## 6 Installation

Start the file SETUP.EXE in the Package sub-directory of the CD-ROM, wait some seconds and follow the steps suggested for the setup procedure.

1	CODICES entry / saisie Setup	×	
	Welcome to the CODICES entry / saisie installation program.		
	Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running.		
-	OK E <u>x</u> it Setup		

🛃 CODICES entry	/ saisie Setup		×
Begin the installation	on by clicking the button below.		
	Click this button to install CODICES entry / sai destination directory.	sie software to the specified	
Directory:			1
D:\Program Files\m	askv1_5\	Change Directory	
	E <u>x</u> it Setup		_

🕼 CODICES entry / saisie - Choose Program Group	X
Setup will add items to the group shown in the Program Group box. You can enter a new group name or select one from the Existing Groups list.	
Program Group: CODICES	
Existing Groups: Accessories Adaptec EZ-SCSI Standard Edition 5.0 Adobe	
CODICES Internet Explorer Microsoft Hardware ScreenMates Startup Timex Data Link	
WebTrends Log Analyzer	,
CODICES entry / saisie Setup	

CODICES entry / saisie Setup was completed successfully.

OK

## A P P E N D I X

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

One Underline	Two Underlines	Three Underlines
. "" " " " " " " " " " " " " " " " " "	ĆC Će żz żz ăa ĂA ţt Ţt ųu	P   E   ź   Z   ź   S   Ś   U

<TB>

Tab

<IN> Indent

<IT+>text<IT-> Italic