

# The Walter H. Drane Company

## Website Upgrade – Quick Start - FAQ

### **Q. How do I search the site?**

A. Use the "quick search" feature (top right corner); click or tap in the search box that reads "Search..." and type in words or phrases to search. Alternatively, if you need something more advanced, try a custom search form (top left corner). Use the dropdown box labeled "Choose search form..." and select the Advanced Search, the Boolean Search, or the Cite Locator.

### **Q. How do I find a specific code section?**

A. If you know the section number you are looking for, use the "Cite Locator" search form and type in the section number. If you do not know the specific section number, use the Table of Contents (to the left) to drill down to the particular Part or Chapter (or Article for West Virginia Codes) you are looking for.

### **Q. Can I print more than just one section at a time?**

A. Yes. Click or tap on the toolbar button labeled "Print." (Do not use your browser's Print feature – it cannot print multiple sections at a time.) Once you have launched the custom Print feature, you can print the current document, or select multiple documents to print. If you choose the option to select multiple documents, checkboxes appear for you in the Table of Contents (on the left). You can select any number of documents to print. For example, you can print an entire Chapter (or Article for West Virginia Codes) by selecting the checkbox by the chapter/article heading or, you can print selected sections from multiple chapters/articles by marking the checkboxes by each section.

### **Q. Can I download a document?**

A. Yes. Click or tap on the toolbar button labeled "Save". You can either download the current document, or you can select multiple documents to download. If you choose the option to select multiple documents, checkboxes appear for you in the Table of Contents (on the left). You can select any number of documents to download as HTML, RTF (Microsoft's Rich Text Format), or plain text. Alternately, you can click or tap on the toolbar button labeled "Email", select your documents, and send them to yourself or an associate.

### **Q. Can I create a bookmark?**

A. You can bookmark a specific section of the code. Once the document you wish to bookmark is displayed, click or tap on the toolbar button labeled "Add BM" above, and give the bookmark a memorable name. To retrieve your document, click or tap on the toolbar button labeled "Bookmarks" and select your document.

### **Q. Can I save my search?**

A. Yes! Bookmark your results page! When you retrieve this bookmark, the query will run again.

### **Q. Can I access this site from my tablet or phone?**

A. Yes! This site supports both iOS and Android devices.

**Q. I don't have a Table of Contents. What did I do?**

A. Click or tap on the toolbar button labeled "Contents". It toggles the Table of Contents on and off.

**Q. Can I search multiple codes from multiple cities at the same time?**

A. Yes. Click or tap on the toolbar button labeled "Home". Click or tap the button which reads "Make another selection". Now, at the top of the list of cities is a button to "SEARCH ALL CODES." This takes you to a view of this site where all codes are searchable at once. If you wish to limit your search to selected codes, first select a search form (top left), and then check the relevant cities in the search form's table of contents.

**Q. My question isn't on this list. Who can I contact?**

A. Contact Conway Greene Co. at 216-619-8091 or toll-free 800-977-2665.