Strasbourg, 25 April 2001
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Or. Engl.

EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW

(VENICE COMMISSION)

CODICES

Data Input Mask V 1.5 (Access 2000 version)

User's Guide

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1 Introduction

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 New features compared to version 1.1

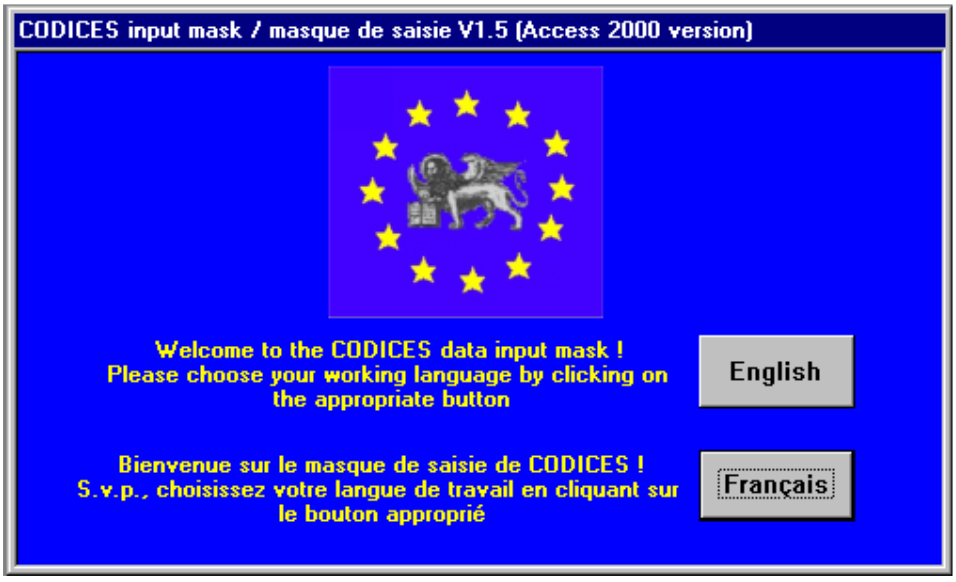
1. Date field has been changed to avoid problems with various date formats thus introducing the single dd.mm.yyyy format (see point 3.1.2.2 below).

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).

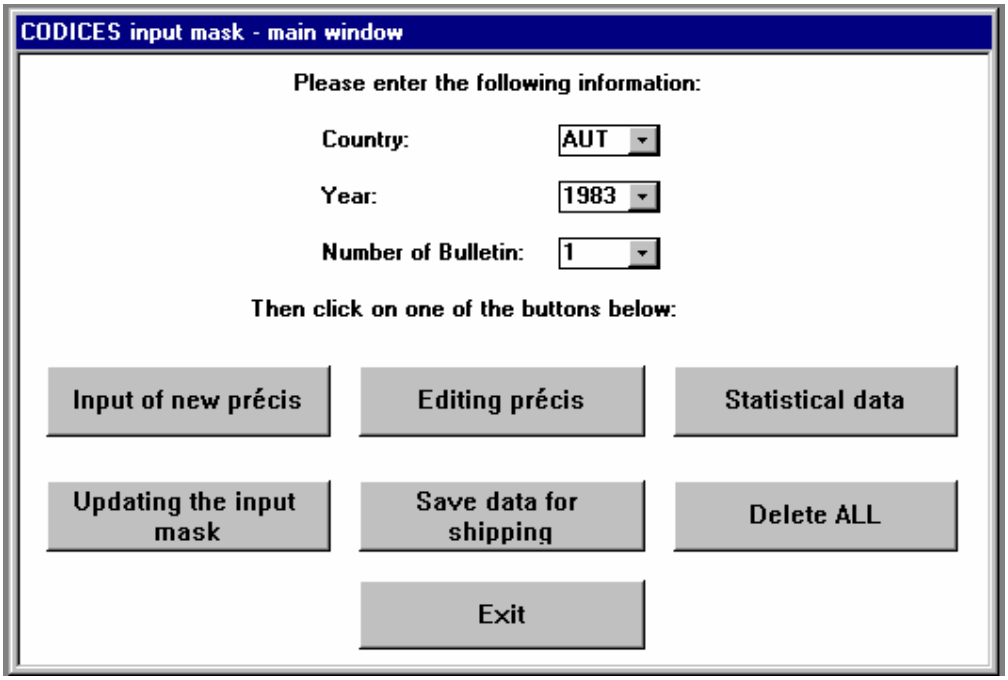
3. The Save Data for Shipment option has been changed to save all précis from all periods in order to avoid problems when précis from several reference periods are being entered at the same time (e.g. for heading cases, see point 3.3 below)

3 Use of the input mask

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



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.

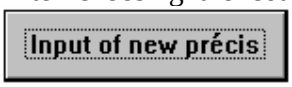


Click with your mouse on the small downward arrow to the right of the appropriate input boxes. Boxes containing the codes and names of participating countries, years (2000 – 2004, but you can type in any other year, e.g. for leading cases) and numbers of the Bulletin (1-3) will open. Choose the appropriate 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.

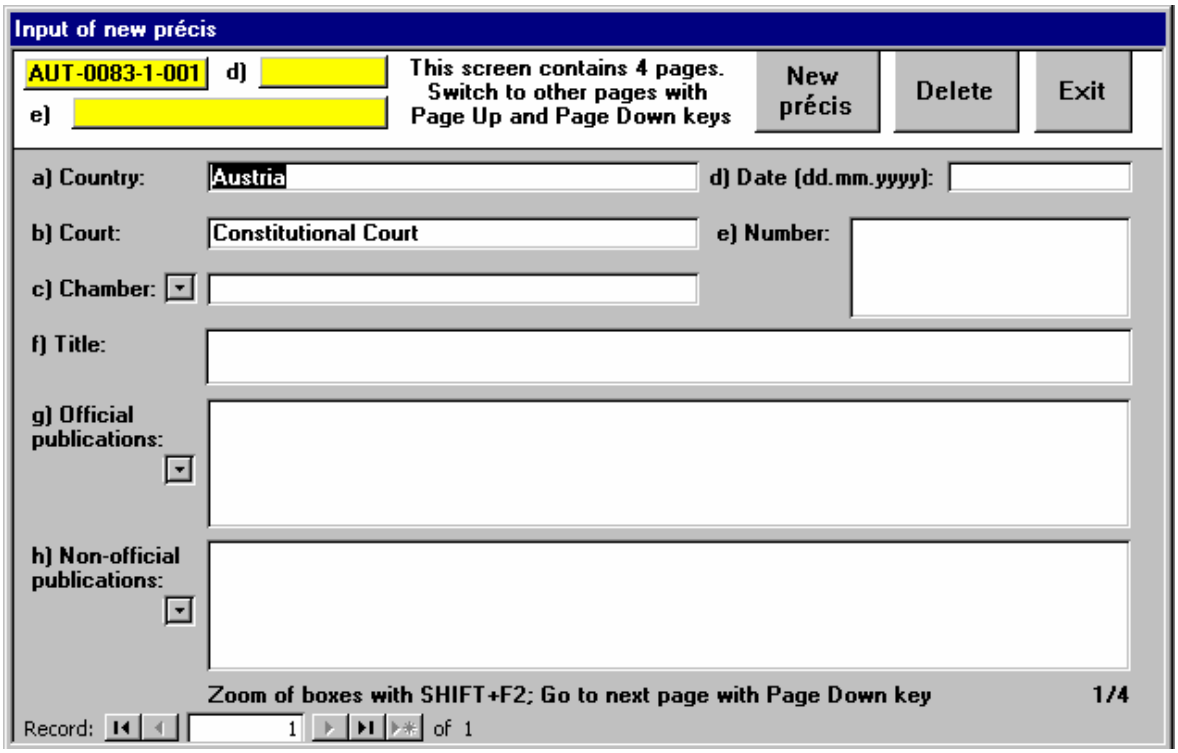
The main window gives you the following choices:

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 

on the main window. The précis mask will open.



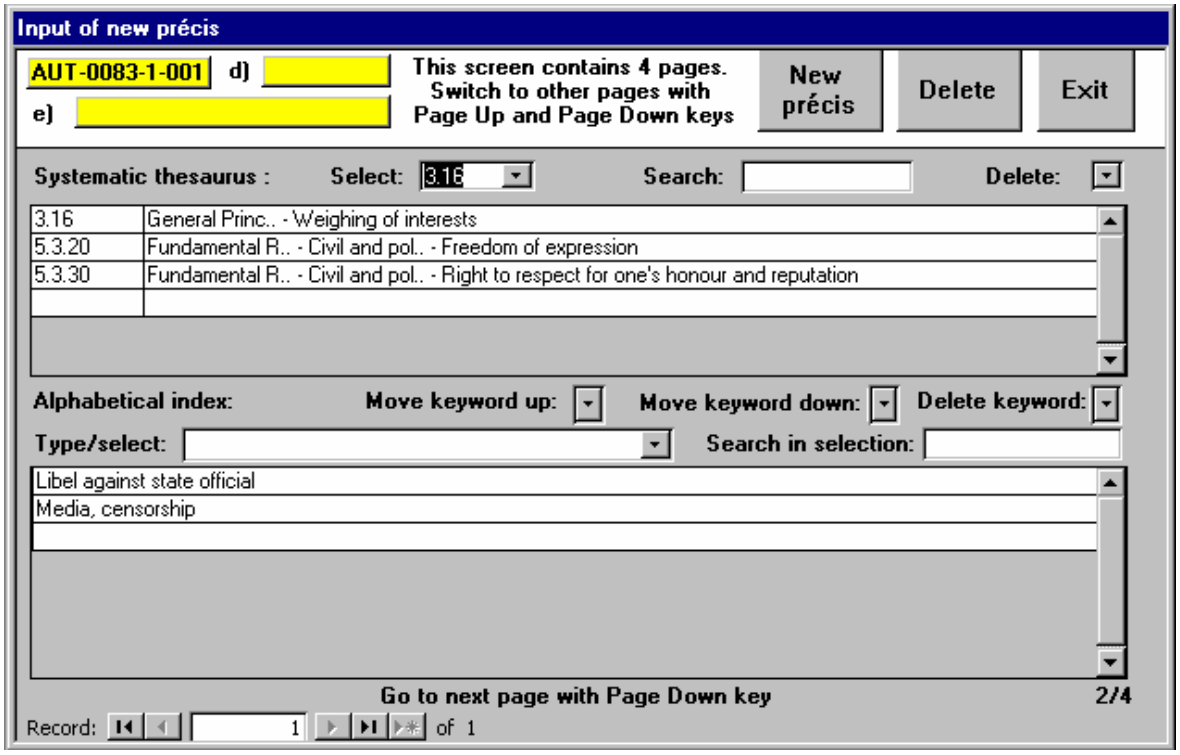
In the upper part of it you will see a provisional identification number for the précis which is automatically generated. This identification number will be changed for later publication of the Bulletin. The digits "00" before the year indicate that this is a new précis. (The digits "19" or "20" indicate 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.

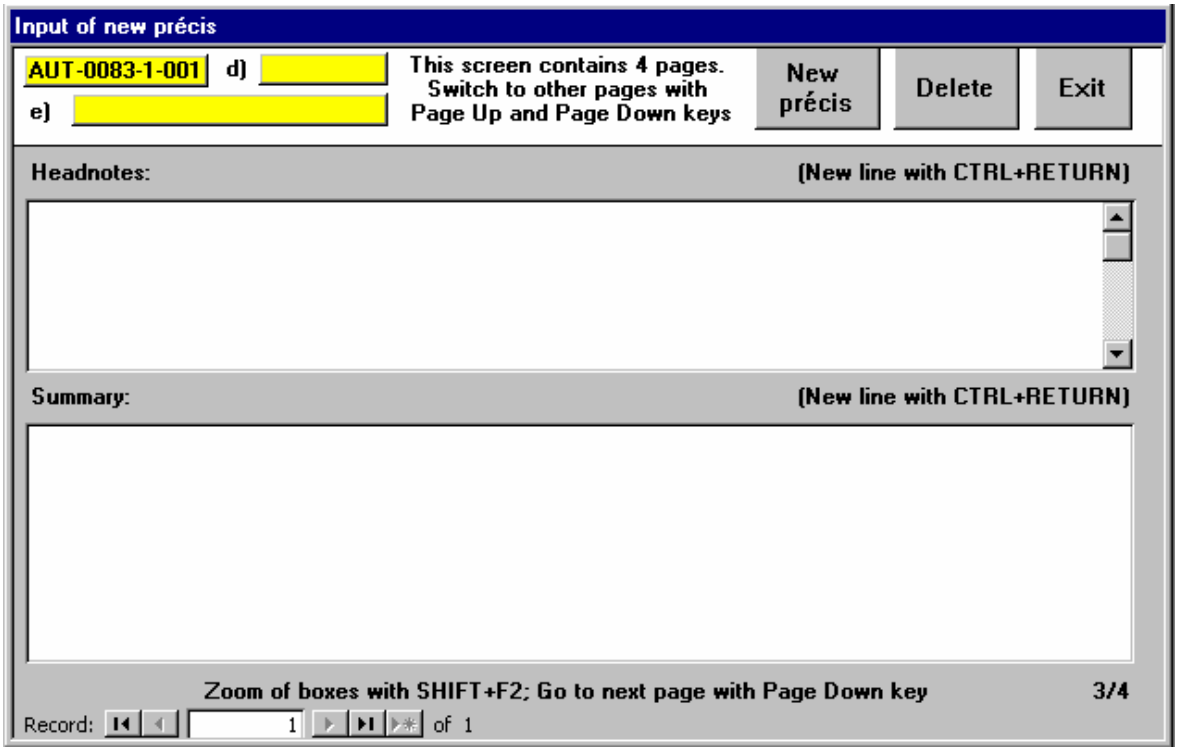
You will see that the input mask is divided into four sub-masks containing the following boxes:

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

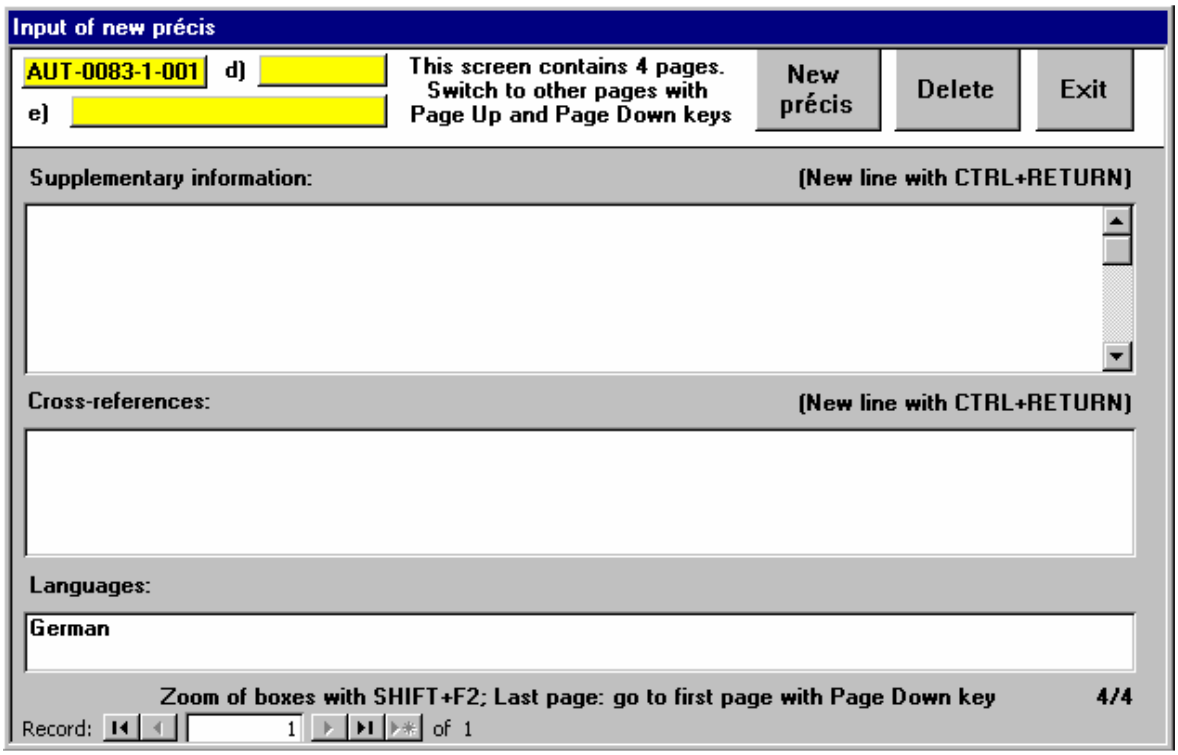
Sub-mask 2/4 Systematic Thesaurus
Alphabetical Index



Sub-mask 3/4 Headnotes, Summary



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



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.

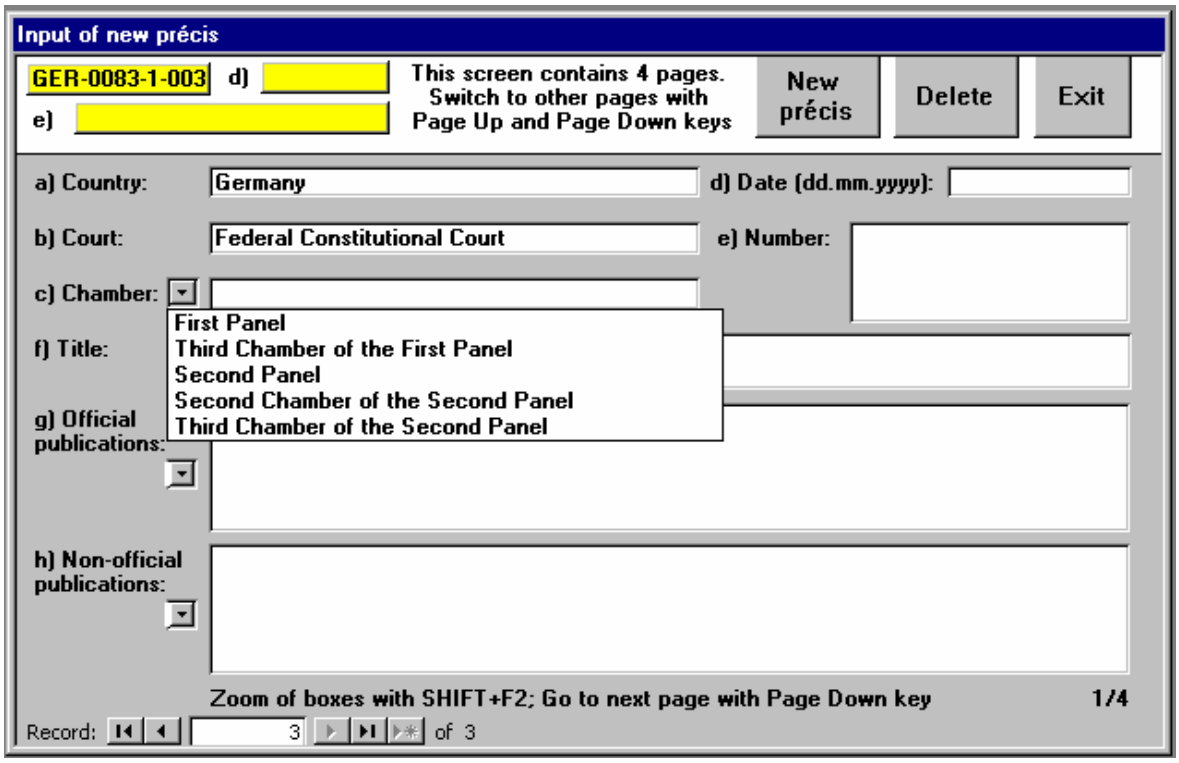
If you want to switch between sub-masks you can also press the "Next Page" key for the following sub-mask or "Previous Page" for previous sub-masks.

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.



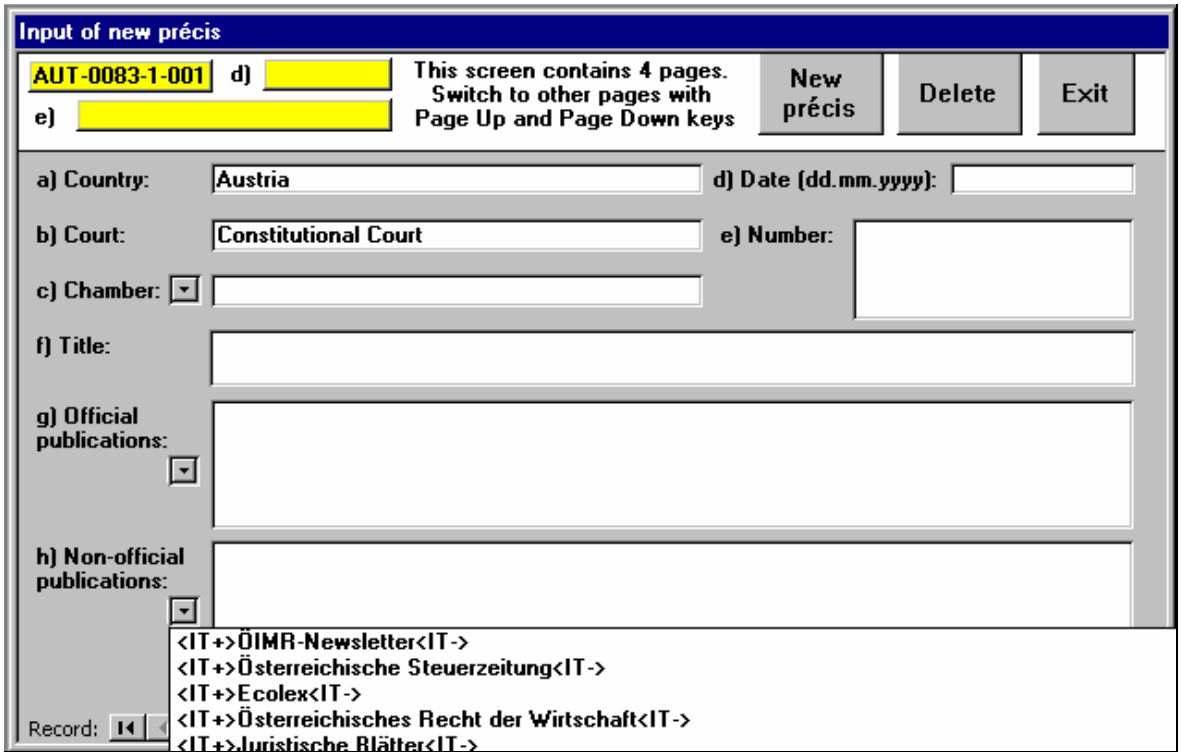
3.1.2.2 "d) Date" box

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™ regional settings used different date formats.

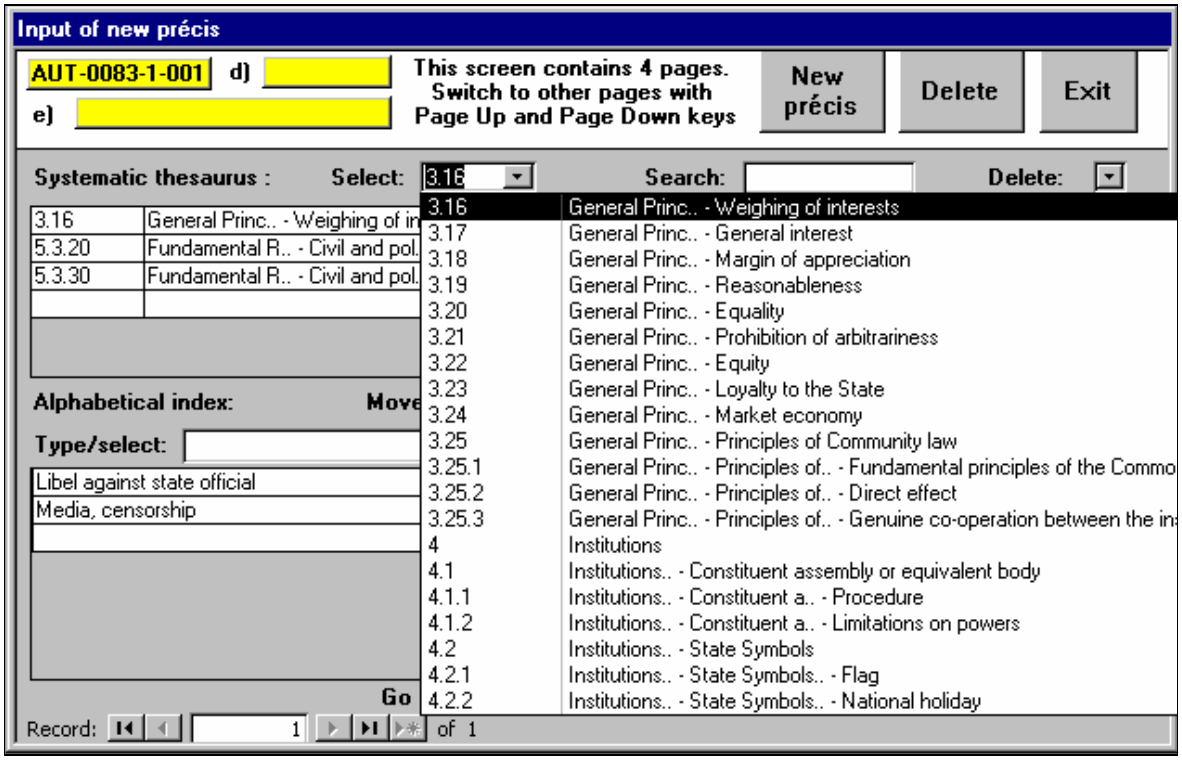
3.1.2.3 "g) Official" and "h) Non-official publications" boxes

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.

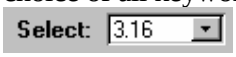


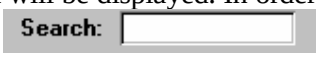
3.1.2.4 The "Systematic Thesaurus" box

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.



Normally when you click on the small arrow to the right of the

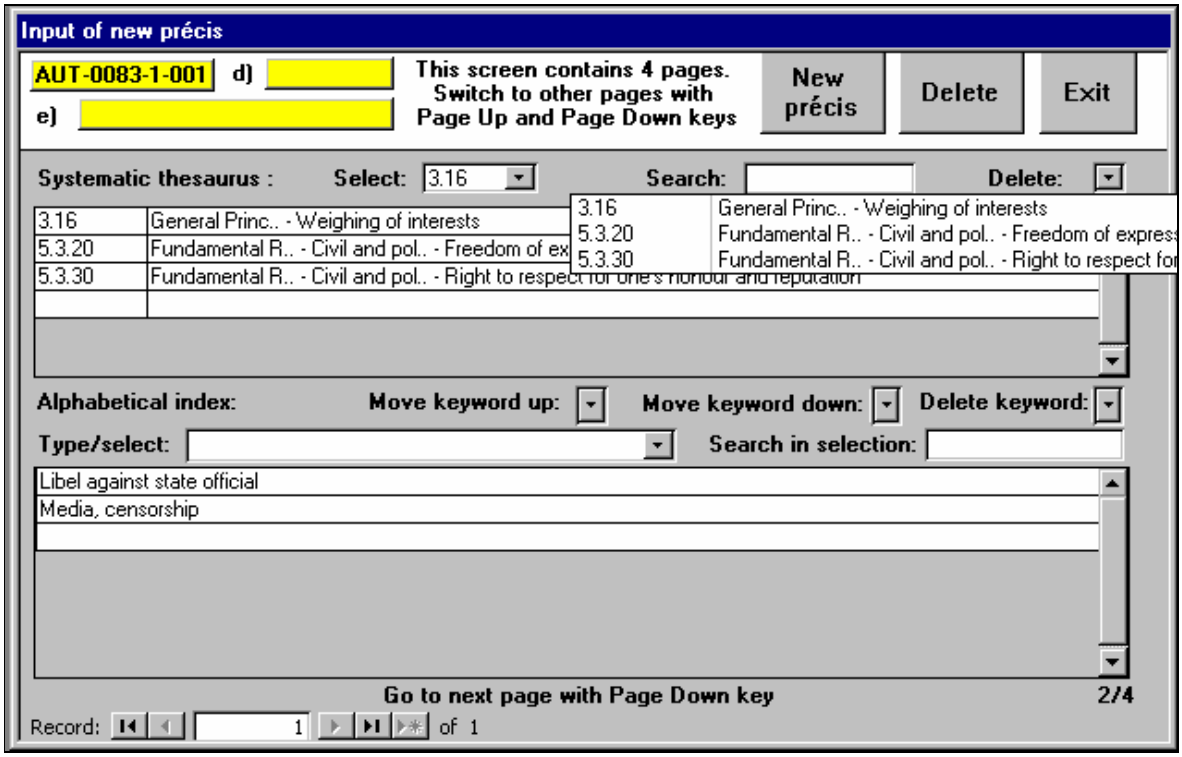
box you have a choice of all keyword chains of the Thesaurus. However, if you enter a word or part of a word in the 

box, 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 

box again. The previous contents of it will be erased automatically. Proceed to click on the small arrow to the right of the "Select" box to have a choice of all keyword chains again.

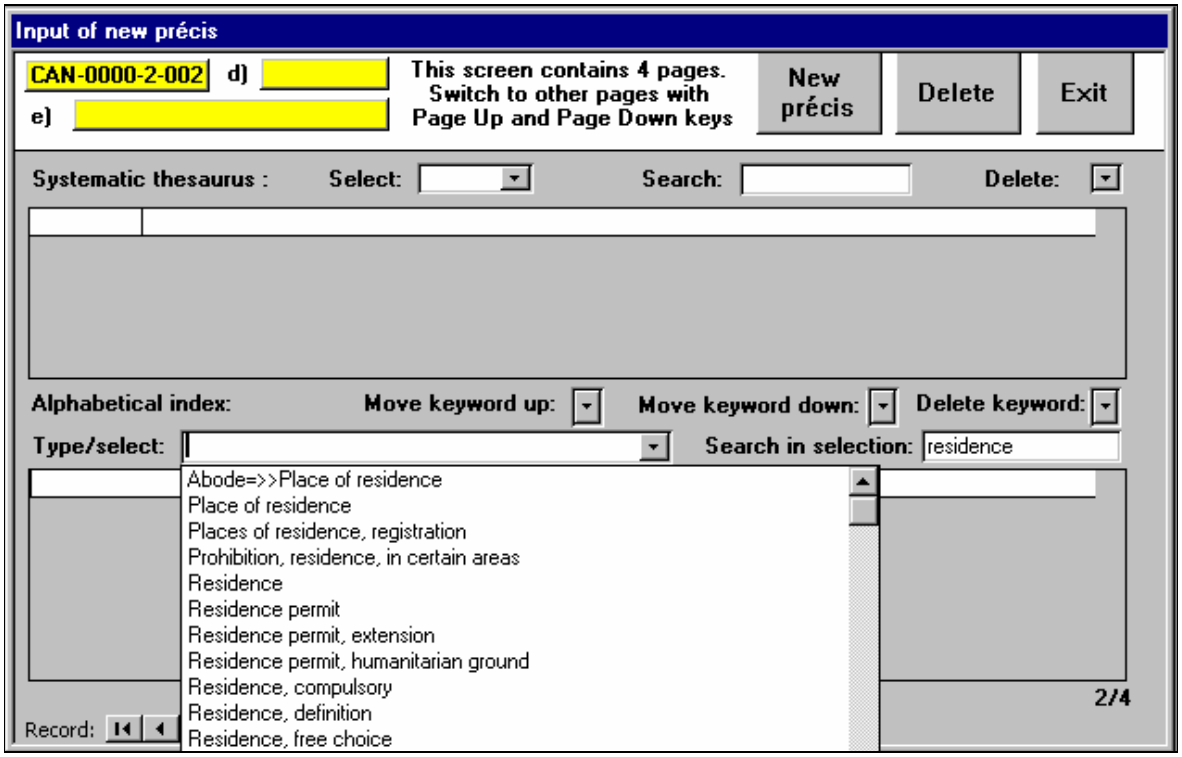
To remove a keyword chain click on the small downward arrow to the right of the

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.

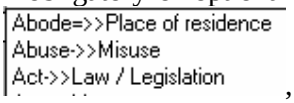


3.1.2.5 Alphabetical Index box

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:

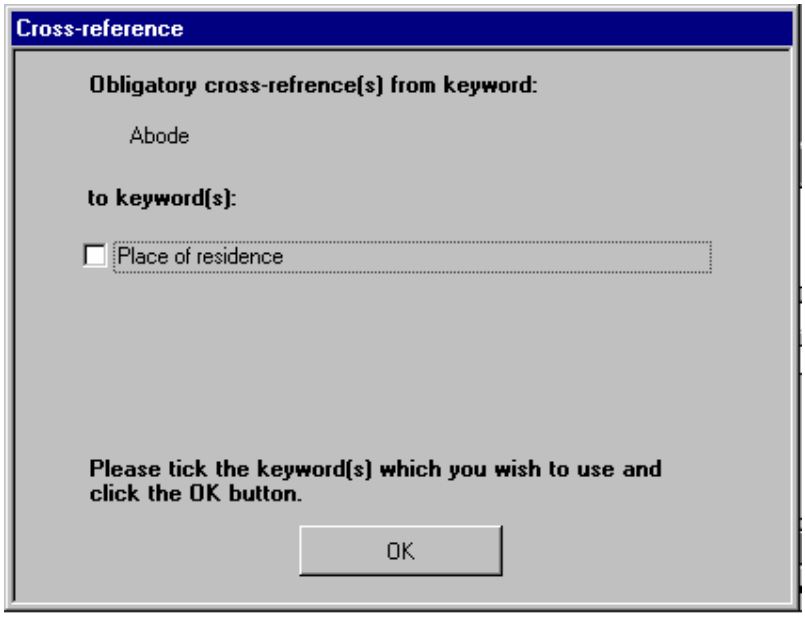


The buttons **Move keyword up:** and **Move keyword down:** allow you to change the order of the keywords if there are more than one entered. The button **Delete keyword:** allows you to delete previously entered keywords. If you select a keyword for which an obligatory or optional cross-reference is available marked by =>> or –>> respectively in the list

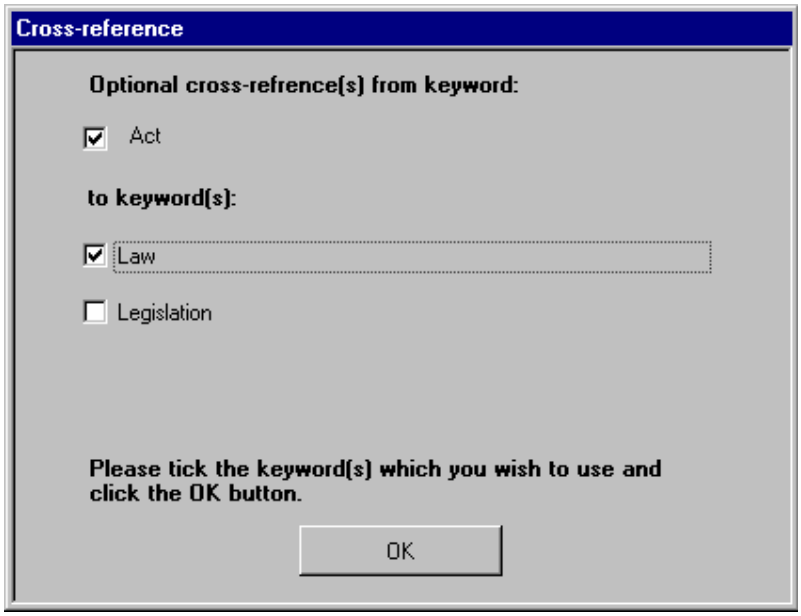


, a new window will come up and give you the choice to select the respective other keyword(s) of the Alphabetical Index or the Systematic Thesaurus.

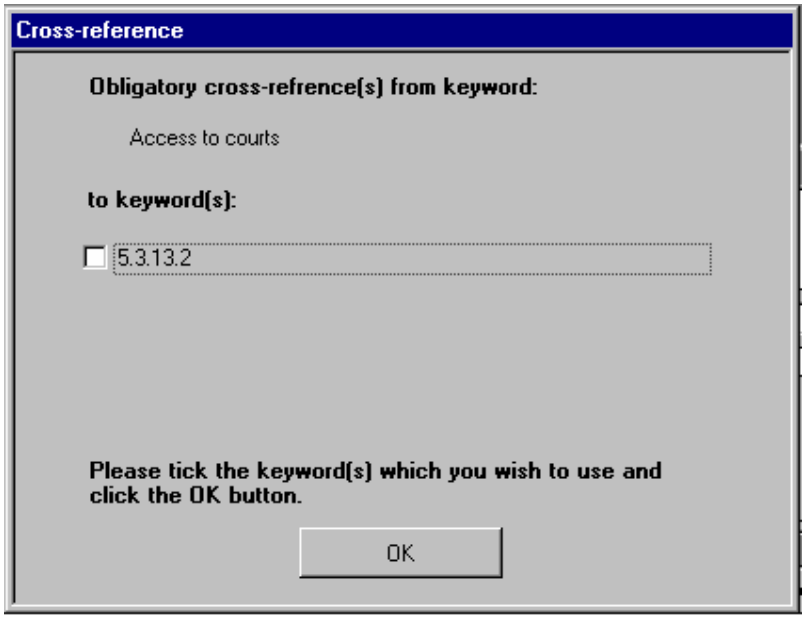
Obligatory cross-reference within the Alphabetical Index:



Optional cross-reference within the Alphabetical Index



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



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 New 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.

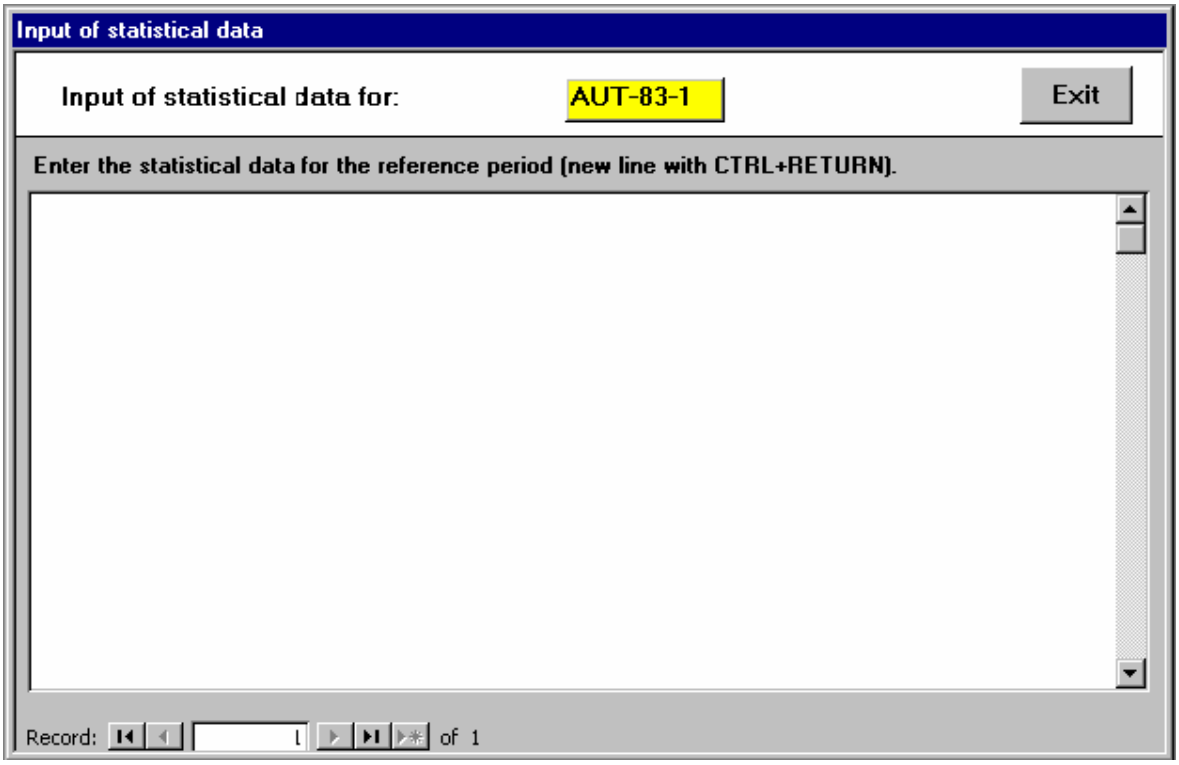
To delete a précis you must click on the Delete button. After deleting the last decision, the input mask will be empty and no boxes will appear.

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

A click on the Statistical data 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.



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

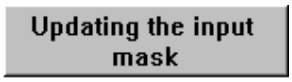
3.3 Saving previously entered data for shipping (diskette or for e-mail)

In order to save the précis and the statistical data on diskette for mailing or e-mailing to the Secretariat in Strasbourg, use the Save data for 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 MIME-encoding. 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

The button 

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

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

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 Tips and tricks

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.

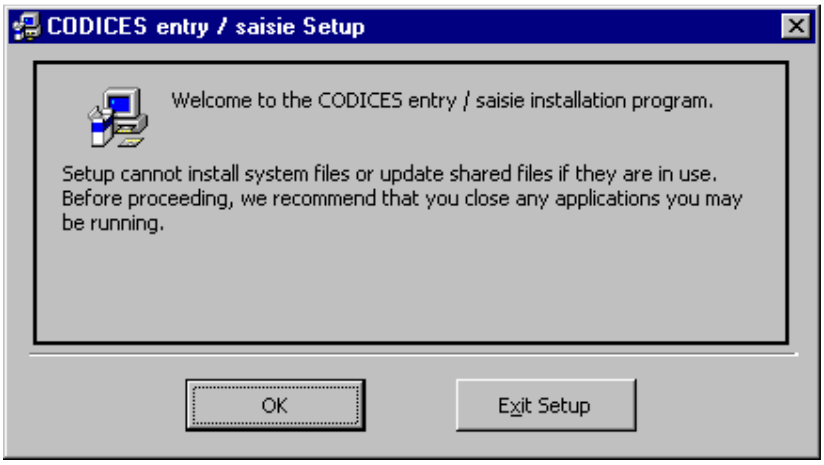
5 System requirements

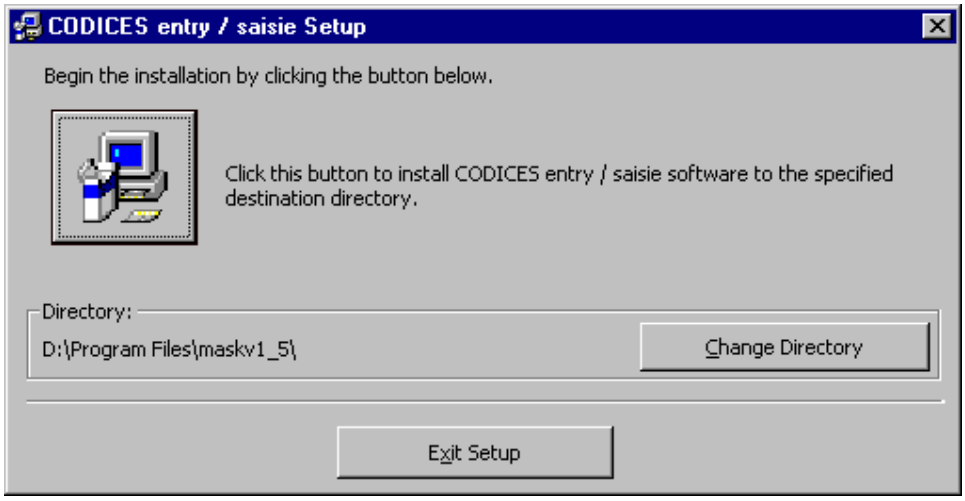
- Minimum configuration: IBM Pentium or compatible
- 32 MB RAM
- Screen: VGA or higher (XGA)
- Microsoft Windows 95, 98, NT, 2000

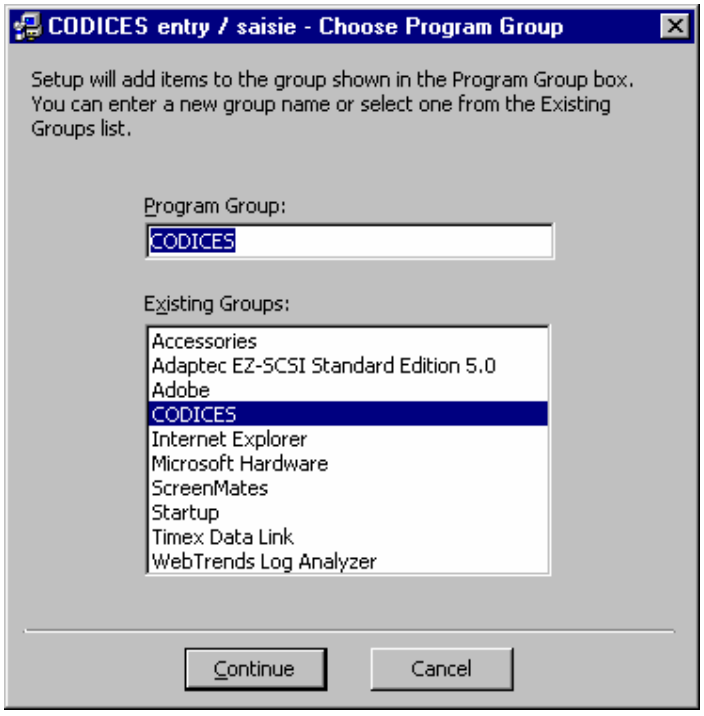
- 300 MB hard disk space (including Microsoft Access™ runtime)

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.






CODICES entry / saisie - Choose Program Group
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
Continue
Cancel

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	
ą	_a	ć	__c	ę	___e
Ą	_A	Ć	__C	Ę	___E
č	_c	ě	__e	ź	___z
Č	_C	ż	__z	Ź	___Z
đ	_d	Ż	__Z	ş	___s
Đ	_D	ă	__a	Ş	___S
ė	_e	Ă	__A	ū	___u
Į	_I	ţ	__t		
Ł	_L	Ţ	__T		
ł	_l	ų	__u		
ń	_n				
Ń	_N				
œ	_oe				
Œ	_Oe				
ò	_o				
Ò	_O				
ř	_r				
š	_s				
Š	_S				
ś	_s				
Ś	_S				
ť	_t				
Ť	_T				
ů	_u				
ž	_z				
Ž	_Z				

<TB> Tab
<IN> Indent
<IT+>*text*<IT-> Italic