



DIRECT SERVICES USER MANUAL

GENERIC

June 2000 EDITION

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1. BUTTERWORTHS DIRECT

1.1 About Butterworths Direct

Butterworths Direct legal/tax Internet products provide you with daily updating services plus extensive archives of relevant materials to help save you hours of research time. The services have the expert annotations and opinions to the high standard that you have grown to expect from Butterworths Tolley.

Finding information is made easy, due to Butterworths simple to use searching facilities.

The Butterworths Direct functions are designed to be consistent, so you can quickly and easily move between services without having to relearn how to use them. The nature of some of the services means that additional databases and functions have been added to ensure that the product meets your needs. For this reason, the generic user guide should cover everything you need to know about Butterworths Direct services but for very specific functions you should refer to the individual product user guide supplied for this purpose.

Additional copies of all manuals can be printed direct from the Butterworths website www.butterworths.co.uk .

Throughout this manual the Internet browser used has been Internet Explorer 4, all other browsers can be used but very slight differences are noticed.

2. TECHNICAL SUPPORT/INFORMATION

2.1 Technical Support

Technical support on the telephone is available during normal working hours (8h30 – 17h45GMT).

Tel: (44) 01932 334800 Fax: (44) 020 8686 3155

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling:

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or a stand alone PC?
- If you are working on a network what type is it? (I.e. Novell NT etc.)
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

Support for our on-line services is also available 7.00am – Midnight Monday to Friday and 8am to Midnight Saturday and Sunday by Email at

online.support@butterworths.com

WWW:<http://www.butterworths.co.uk/content/support/techsupport.htm>

2.2 Training

To find out more or to reserve a place on a Butterworths training course for any of our products

Tel: (44) 01932 334836 Fax: (44) 01932 336206

E-mail: training@butterworths.com

2.3 Contact Numbers

For a more in-depth explanation of the facilities available with NETbos™ please refer to the on-line help or contact the Electronic Enquiry Desk:

Tel: 01932 334800 which is open 8.30am to 5.45pm

Fax 01932 334819

E-Mail: electronic.support@butterworths.com

For Butterworths or Tolley products:

To request a price list

Arrange a free demonstration by an area manager

Place an order

General enquiries - Call Customer Service

2.4 Customer Services

Butterworths Direct Helpline

Tel: 0845 608 1188 Available from Monday to Friday 8am – 6pm

For calls from outside the United Kingdom (44) 0207 400 2977

2.5 Butterworths Websites

Do not forget to visit our Websites for:

Product information

Company information

Legal news,

and other on-line services

<http://www.butterworths.com/> <http://www.tolley.co.uk/>

Support for our on-line services is available 7.00am – Midnight

Tel: 01932 334803 Fax: 0208 686 3155

E-Mail online.support@butterworths.com

3. GETTING STARTED

3.1 The Cursor

As the cursor moves around the screen it changes shape.



The arrow shows where on the screen you are.



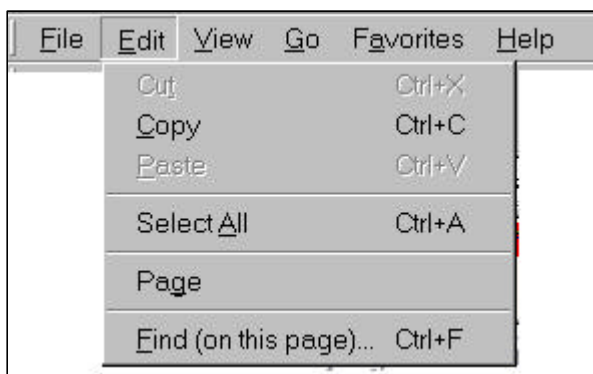
The vertical line enables work within the screen (i.e. when highlighting a section to print or copy)



The hand means that a click on the mouse button will make the command.

3.2 Menu Bar

The menu bar runs across the top of the screen. It works in the same way as the menu bar in any other program.



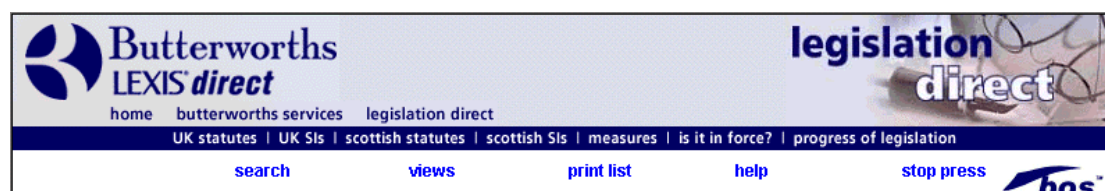
Click on any of the items (or using the keyboard press 'ALT' and the appropriate letter) and a drop down menu appears giving you a range of functions to choose from. Some functions such as in the 'Edit' menu work with NETbos™ whilst others are for use with the Internet.

N.B. The Help on the menu bar is for the Internet browser you have and not for NETbos™.

3.3 Default Icons

Underneath the service 'banner' is the menu bar for Netbos. They vary in number from three to six according to service.

Dragging the cursor over one of the items will produce a menu, highlight the item required and click once with the left-hand mouse button.



VIEWS – From this you can choose to view the screen in normal view, text view and tree view.

- **Normal view** - This is the default screen, but clicking from anywhere the screen reverts back to the front page of the current book showing both tree and text view.

- **Text View** - By clicking on text view the window showing the text is expanded to full width. All the facilities are still available, but the tree view is hidden. Once a specific paragraph is retrieved a further horizontal division of the screen enables you to view the original volume material in the top half and updating material (where appropriate) in the lower. The screen sizes may be enlarged or reduced by clicking and dragging the mouse on the lower edge of the screen.
- **Tree View** - Click on the tree view icon to view the hierarchical contents display only.

SEARCH – Choose from the search options available

- **Normal** – This is the normal search for information on this please click here.
- **Search Guide** – Available in the All England Law Reports for instructions please see the appropriate user guide.
- **Navigator** – This is available in Legislation only, for instructions please see the appropriate user guide.

PRINT LIST - This will show sections required for printing to the list in preparation for a print run.

HELP - Click on this icon to view the help

4. INTERNET BROWSERS

4.1 The Internet Explorer 4 Browser

N.B. Shown here is the Internet Explorer 4 browser, If using an earlier version check on the Microsoft homepage for details www.microsoft.com

Features that appear on the Internet Explorer 4 browser toolbar are used in conjunction with the Direct services.

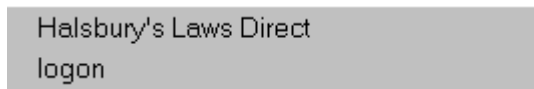
They are:



Takes you back to your home page. (you may set up the Butterworths Home page as the default).



Takes you back a page/screen. Click on the adjacent down arrow and a drop down box will appear giving you details of where the service has been viewed.



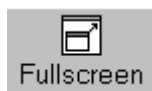
The forward icon takes you on a page when clicked. This icon is only available when the back arrow has been used. The drop down box will show what screens have been viewed after the screen currently onscreen.



Sets the screen back to the opening page of the current book.



Gives a history of the excursions onto the Internet. The history stays on until you click on the history button again to switch it off.



Switches the screen to occupy the whole screen. The screen will stay at full screen until you click the miniature icon at the top of the screen.



Prints out the text or tree or results list, whichever is on the current screen.



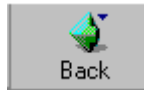
Will stop what ever is in progress. Click on any of the browser icons or the default icons to begin again. (N.B. if you stop a search use the 'Back' icon on the browser tool bar or the search icon. The search command cannot be resumed, as the Stop button is

not toggle on/off.)

4.2 Netscape 4.5 Browser

The browser shown here is Netscape 4.5. If using an earlier version check on the Netscape home page for details on www.netscape.com

The browser icons used are:



This takes you back a page/screen.



Takes you forward a page/screen. This will only be highlighted if you have used the back button.



This will reload the screen.



This will take you back to your 'Home' page. You may set up Butterworths Home Page as the default.



This will print the currently selected page. (Ensure that Netscape is set up to print.)



This will stop the search at any time. To begin again click on the search icon and reload the search criteria.

There are other small differences when using Netscape, e.g. clicking on the title will change to red not grey as in Internet Explorer 4.

5. ACCESSING AND NAVIGATING AROUND

5.1 Home Page/Exit

The 'Butterworths Home page' is the entry screen into any of the NETbos™ products. To return to this screen simply click on home. There are three home buttons for you to use



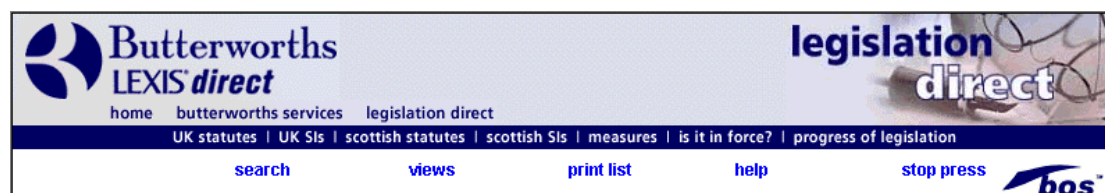
OR

Click on the word 'home' on the list usually shown at the bottom of the page.

[company searches](#) | [ec brief](#) | [feedback](#) | [in context](#) | [is it in force?](#) | [law directory](#) | [practice directions service](#) | [progress of legislation](#) | [transcript ordering service](#) | [home](#)

5.2 Viewing Text/Hierarchical Display

There are several ways to view the information on screen, with the normal view being the default. Change this by clicking on 'views' on the menu and highlighting and clicking once with the left-hand mouse button.



VIEWS – From this you can choose to view the screen in normal view, text view and tree view.

- **Normal view** - This is the default screen, but clicking from anywhere the screen reverts back to the front page of the current book showing both tree and text view.
- **Text View** - By clicking on text view the window showing the text is expanded to full width. All the facilities are still available, but the tree view is hidden. Once a specific paragraph is retrieved a further horizontal division of the screen enables you to view the original volume material in the top half and updating material (where appropriate) in the lower. The screen sizes may be enlarged or reduced by clicking and dragging the mouse on the lower edge of the screen.
- **Tree View** - Click on the tree view icon to view the hierarchical contents display only.

5.3 Hypertext Links

What is hypertext? It is the facility to allow you to click on to a cross-reference within the text and for that reference to be displayed.

Regional Hospital Board [\[1958\] 1 All ER 322](#), [1958] 1 WLR 181, with *Palmer v Inverness Hospitals Board of Management* 1963 SC 311.

¹⁵ Eg that of a registered dock labourer: see *Vine v National Dock Labour Board* [1957] AC 488, [\[1956\] 3 All ER 939](#), HL.

¹⁶ *Ridge v Baldwin* [1964] AC 40, [\[1963\] 2 All ER 66](#), HL; *Cooper v Wilson* [1937] 2 KB 309, [\[1937\] 2 All ER 726](#), CA (police officers). Such cases would now have to be brought by way of an application for judicial review: [see para 157](#) ante (especially note 7); and, eg *R v Secretary of State for the Home Department, ex p Benwell* [1985] QB 554, [\[1984\] 3 All ER 854](#).

¹⁷ *Hulton v Hulton* [1916] 2 KB 642; affd [1917] 1 KB 813, CA.

¹⁸ RSC Ord 5 rr 1, 4; see [PRACTICE AND PROCEDURE](#).

Hypertext is always shown in blue and some are within the dataset you are working with and some are external. To access the reference point the cursor onto the link until it changes to a hand, then click. The link will turn grey and very shortly the cross-reference text will appear in the text view screen.

N.B. The message “NETbos™ – Access denied. The User ID and password provided did not pass authentication” is shown when a hypertext link from, for example, Halsbury’s Laws to a case in All England, is attempted but you do not have a subscription to All England.

5.4 Hierarchical Contents Display

The hierarchical content display is a powerful graphical tool that is designed to:

- Allow quick and easy navigation through a book using its content structure
- Show where in the hierarchy of the book, the text in the currently selected window is located.

The three levels are

First level indicated by a plus sign - A selection of text that has sub levels and **can** be expanded

Second level indicated by a plus sign but has been indented - A section of text that has sub levels and **has** been expanded

A page - A selection of text that has no further sub levels.

To expand an item/open a book

First select the required item by placing the cursor on the book of the topic you wish to expand and click the mouse button once, you can do this as many times as necessary to get to the required page.

When the desired ‘page’ is located place the cursor on the title and click once. The title will change colour to grey and very shortly the page will open on the adjacent window.

To collapse the display

Place the cursor on the minus sign adjacent and click once. Placing the cursor on the main plus sign (ie. will close all the books in one.

5.5 Scrolling

Text can be scrolled up or down, or if necessary, from side to side. Use the arrows on the scroll bar or if the cursor is in the window use the arrow keys on the keyboard.

Clicking on the icons 'page up' and 'page down' will also move the user to the section/page before or after.

5.6 Additional Information

On some occasions there is a small icon at the top of the selected information. This informs that there is some extra information that might be useful. Point the cursor onto the icon and wait until it changes to a hand then click.

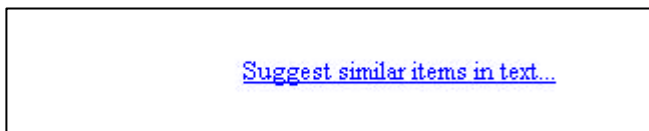


The screen will display a list of other information and to view the text click on the title.

Additional Information	
	Applied, Hall v Avon Area Health Authority (Teaching) [1980] 1 All ER 516
	Dicta applied, Prescott v Bulldog Tools Ltd [1981] 3 All ER 869
	Dictum applied, Aspinall v Sterling Mansell Ltd [1981] 3 All ER 866

N.B. To go back to the list of additional information click on the back button on the browser toolbar. Click on the back button again to return to the original reference.

5.7 Similar Items In Text



On some occasions there are other references that are similar in text to the text currently on screen. This is denoted by blue text at the top and end of the text. Point the cursor to the 'suggest similar items

in text and click.

This will display a list of suggestions in order of their similarity (shown by percentages the highest first).

To view the text from the list click point the cursor at the blue title and when the cursor has

changed to a hand click once with the mouse button.

5.8 Navigating Search Results

After carrying out a search the results are displayed according to the search criteria entered. A basic search through one book will display the results as a list telling where they are in the hierarchy of the book.

If the search is through more than one book the results screen will display the list as a 'summary of books with search matches' and to view the list from each book point the cursor at the title, wait till it changes to a hand and click once. This will take you to the list of hits from that book as shown.

N.B.

- The search results may be printed. (See chapter on Printing)
- The results list will always take you back to the first results screen.
- The search results icons stay on screen and active until you press end search

5.9 Search Results Screens

When a search has been conducted through more than one book, the first search results screen that is shown gives the number of hits in each of the book. (The example shown below is a search for 'Acts' in Legislation direct)

search results (11126 total hits)			
search text	acts	search type	Words are adjacent
search location	Legislation Direct	searching through	All Text

Click on one of the books to view the hits found in more detail. The example shown shows part of the Legislation direct hits.

search text	acts	search type	Words are adjacent
search location	Legislation Direct	searching through	All Text
Legislation Direct (11126 hits in this database)			
Legislation Direct [1 hit]			
UK Statutes [1 hit]			
Abandonment of Animals Act 1960 (1960 c 43)			
1 Penalties for abandonment of animals [1 hit]			
2 Interpretation [2 hits]			
3 Short title, citation and extent [1 hit]			
Access to Justice Act 1999 (1999 c 22)			
100 Assistant justices' clerks: immunity from action [1 hit]			
SCHEDULE 10 COMMISSION AREAS AND PETTY SESSIONS AREAS [3 hits]			

Click on one of the blue underlined hyperlinks to view the document.

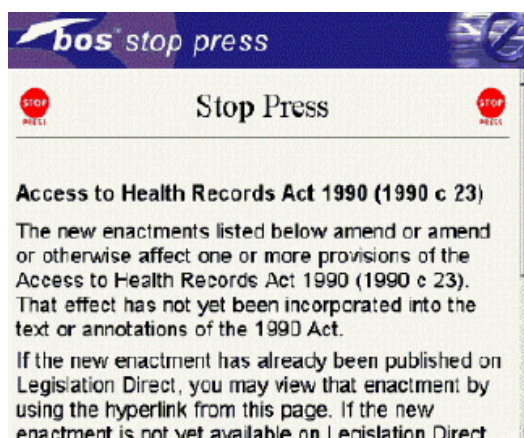
5.10 Stop Press

The Stop Press information can be accessed either from the Legislation Direct home page or from within the full text database. The text within the Stop Press box can be out.

If accessed from the Legislation Direct home page, the Stop Press consists of two modules:

- New Enactments — which consists of a list of enactments received by our editors but which, due to time constraints, have not yet been included in full text in Legislation Direct. Entries are removed from the list as soon as the enactment is available in full text.
- Recent Changes — this details enactments which have been affected (by way of amendment or commencement) by recent legislation, where there has not yet been time to incorporate the effect of the new enactment into the text or annotations of the older enactment within the full text database.

If accessed from within the full text database, the Stop Press contains information as to any outstanding amendments or commencements which relate to the full text enactment being viewed.



If there are no outstanding amendments or commencements then a message to that effect is given.



There is no *Stop Press* information for the current location

The Stop Press can be accessed from within the full text database in one of two ways

- from the Stop Press button located on the toolbar
- from Stop Press which appears next to the 'previous item' at the top of the text view screen.



This icon only appears if there is Stop Press information relating to the enactment in question.

6. SEARCHING

Some titles in the Direct Service series have additional searching facilities. Descriptions and explanations of these are available in the appropriate Product Guide.

6.1 Browse Or Search

Most of the books have the facility to browse or search through the all the data within the book.

Browsing means that by opening and closing the hierarchical contents display (tree view screen) you can view the titles of the book, section or page and open the text as required.

The tree view will always follow the text view (and vice versa) so if you choose to jump to a reference within another segment the tree view will show the location of the text within the book.

6.2 Overview

Searching gives the facility to search for any word, phrase or number (or a combination of any) throughout a segment, book or the complete library. Advance features include Boolean searches and the use of wildcards.

The Search screens allow you to choose one or more of the following:

Search words

How to search

Where to search

Which segments of a book to search

Following simple question and answer screens you can build up complex search criteria. Once a search has been completed, a full graphical list of search results is displayed.

6.3 Search Result Icons

Click on one of the blue hyperlinks from the Search Results screen and the normal view with the chosen 'hit' is onscreen. The 'search' changes to 'results' and the drop down menu icons for results is now available. These four are to help you navigate around your search results..

They are:

RESULTS LIST- This will take you back to your results list

PREVIOUS HIT - Clicking on this icon allows a jump in both text and tree view to the previous item on the results list.

NEXT HIT - Clicking on this icon will allow a jump in both text and tree view to the next item on the results list.

CLEAR SEARCH - This will end the search. All the search icons are inactive until another search is made.

6.4 Importance Of Correct Search Criteria

It is important that the search criteria cover the required elements ensuring that the results are as complete and useful as possible.

For example

searching for **'accident at work'** will give a results list of 12

'accidents at work' will give a results list of 15 but searching using the wildcard ?

'accident? at work' will give you the complete list of 28.

Searching for **'RSI'** will give a result of 1 but inputting in full

'repetitive strain injury' will give a results list of 39.

6.5 Entering Search Words

Click the search icon and the search screen will be displayed. Enter the word or phrases required and answer any other questions that are displayed:

Search how

Search where

Search through

Click on the **Go** icon next to entry box and searching will begin and the results will be shown onscreen. You may then view the results or print them.

N.B. To clear the search screen to begin again press the **'clear'** icon.

Points to remember about your search words:

1. It can only search for what is asked for, choose search criteria carefully.
2. Searching is not case sensitive, do not worry about upper or lower case.
3. The text box where the required word or phrase is entered is fully scrollable beyond the amount of text displayed.
4. Examples may be shown in bold; there is no necessity to type your search words in bold.

Punctuation

- ★ If you use punctuation in your search phrase only exact matches of the phrase, including the punctuation will be found.
- ★ If you omit the punctuation, all occurrences of the search phrase will be found whether it contains the punctuation or not.

Searching for	Will find
Take-over	Take-over (exact match only)
Take over	Take over and take-over

6.6 Selecting How To Search For Word Or Phrase

Click on the appropriate radio button to select how to carry out the search for your words or phrase.

Search How

- Words next to each other in order
- Words in any order in the same paragraph
case

Words next to each other – this option will carry out a search of words or phrases exactly as you typed.

(N.B. punctuation)

Words appearing in any order in the same paragraph – this option will search for words in the same paragraph but not necessarily together.

N.B. In some cases a drop down box will be in place of the word **paragraph**. This is to make the choice of the words appearing in the paragraph or in a case.

- Words in any order in the same paragraph
case

Click on the radio button and highlight the required choice.

6.7 Selecting Where To Search

On some of the search screens there is a choice of where to search. **(N.B.** this is appropriate when the service has one or more books included.)

Search where

Current Database

Selected parts of current database

Databases selected in the list

All databases in this group ^{r3}

Current database - searches through the database currently selected (the one on the text view screen)

Selected parts of the current database – Allows the choice of parts within a database. The drop down box allows a choice of sections of the current database. By holding down the **shift** key and clicking with the mouse you can highlight more than one if required.

Database selected on list – click on the radio button and select from the list. By holding down the **shift** key and clicking with the mouse you can highlight more than one if required.

All databases – Searches through all databases available.

6.8 Selecting Which Segments To Search

A segment is the name given to a hierarchical grouping within a book. In some instances there is a choice on the search screen to choose a segment of the book to search through.

Search Through

Everything The selected segments

All segments available within the selected books are displayed in a scrollable list. The segments contained within this list change dynamically according to the books that have been selected to search through.

Everything – searches through everything in the selected databases.

The selected segments - Click on the radio button and select from the list. By holding the **shift** key and clicking with the mouse you can if required highlight more than one.

6.9 Wildcards

6.9.1 What Are Wildcards

Wildcard characters are special characters that can be appended to a word to represent any
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character.

The two wildcards that are supported are:

- the asterisk
- ? the question mark

6.9.2 *The Asterisk*

This represents any character or amount of characters. Typing in **tax *** will find any word beginning with 'tax', for example

taxable, taxis, taxicab, taxiways, taxman, taxpayer, and so on.

N.B.

1. The asterisk can only be at the end of the word
2. You need not use bold characters for a search.

6.9.3 *The Question Mark*

This represents any character, but the number of question marks determines the number of additional characters. Typing in **tax??** will find any word beginning with tax with any two more letters added, for example

Tax, taxi taxes..... **but not** taxation as this exceeds the number of additional characters (questions marks) added to your search word.

N.B. You need not use bold characters in your search.

6.10 **Boolean Searching**

6.10.1 *What Is A Boolean Search*

Boolean operators are words you can use to separate two or more words or phrases. They are used to compress the scope of your search to produce more precise results. The Boolean operators that are supported are:

- ✓ AND
- ✓ OR
- ✓ NOT
- ✓ IN

The way the Boolean operators are recognised is by entering them in upper case. If you enter them in lower case the word itself will be looked for.

N.B. You need not enter the Boolean search word in bold.

6.10.2 *Examples Of Boolean Searching*

Search phrase	Will find
Income tax AND allowance	Sections (or paragraphs) containing the words <i>income tax</i> and <i>allowance</i>
Income tax OR allowance	Sections (or paragraphs) containing the words <i>income tax</i> or <i>allowance</i>
Income tax NOT allowance	Sections (or paragraphs) containing the words <i>income tax</i> provided that it does not contain the word <i>allowance</i>
<u>Denning</u> IN judges	All occurrences of the word <u>Denning</u> contained in the JUDGES segment

Parentheses (brackets) can be used to group complex phrases e.g.

Search phrase	Will find
Income tax AND (allowance OR deduction)	Sections (or paragraphs) containing the words <i>income tax</i> provided that <i>allowance</i> or <i>deduction</i> also appears in that section.
Income tax NOT (allowance OR deduction)	Sections (or paragraphs) containing the word <i>income tax</i> provided that they do not contain the words <i>allowance</i> or <i>deduction</i>
<u>Denning</u> IN judges AND (1989 OR 1990 IN DATES)	The word <u>Denning</u> contained in the JUDGES segment in either 1989 or 1990.

7. PRINTING

Some titles in the Direct Service series have additional print facilities. Descriptions and explanations of these are available in the appropriate Product Guide.

7.1 Printing Search Results

It is possible to print out search results. The searches through more than one book may be printed as the summary list.

Highlight one of the sections, when the cursor changes to a hand, click once with the mouse to display the full list from that book. Print out the list using one of the methods shown.



- click on the print icon on the browser toolbar
- from the menu click on 'File' then 'Print'
- using the keyboard **ALT + F, P**

7.2 Printing Text

Any text from any book can be printed straight from the service. If preferred you can copy to the clipboard or Word processor and print from there.

With the cursor in the text window use one of the three methods:



- click on the print icon on the browser toolbar.
- from the Menu click on 'File' then 'Print'.
- using the keyboard **ALT + F,P**

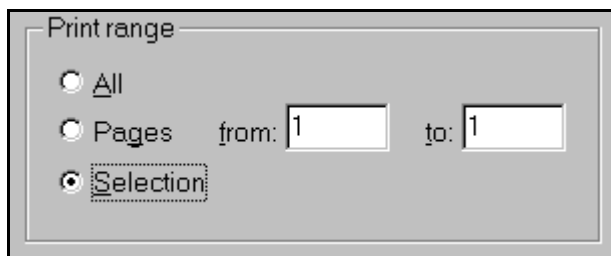
N.B. When the text screen is horizontally divided only the text in the current window is printed.

7.3 Printing Selected Areas Of Text

Select the part of the text you wish to print by pointing the cursor at the beginning of the required text, hold down the left hand mouse button and drag the mouse until you reach the end of the section highlighting the selected portion of text.

In 1969 a construction company built 160 houses on a sloping site that required levelling and filling. In 1970 the plaintiff purchased one of a pair of semi-detached houses which had been constructed on the site on a concrete raft foundation to prevent damage from differential settlement. When the raft was designed an error was made in the calculations of the load to be imposed on it, with the result that the amount of steel reinforcing required was considerably underestimated. The foundation plans and calculations were submitted to the local authority for approval. The local authority, which employed a firm of consulting engineers to check all designs which were supported by calculations, referred the plans and calculations for the raft to the consulting engineers. The consulting engineers failed to notice the error in the calculations, and on their recommendation the council approved the design under s 64^a of the Public Health Act 1936, which required it to pass plans for building works

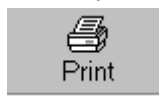
From the **'Menu'** click on **'File'** then **'Print'**. When the print dialogue box appears choose **'Selection'** in the **'Print Range'** box as shown. Click on **'OK'**.



N.B. When the text screen is horizontally divided only the text in the window where the cursor is printed.

7.4 Printing Tree View

You may print out the tree view screen if required. Ensure that the cursor is the tree view screen and print by any one of the three methods shown:

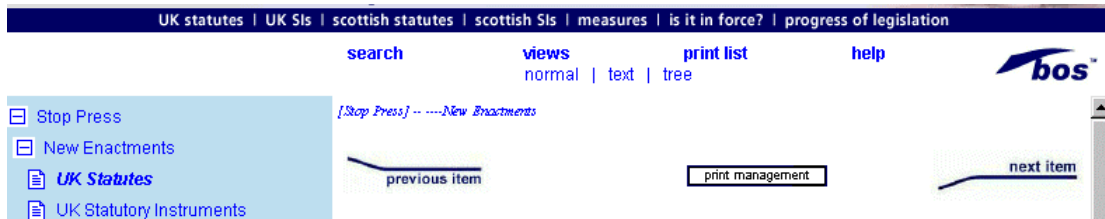


- click on the print icon on the browser toolbar.
- from the Menu click on **'File'** then **'Print'**.
- using the keyboard **ALT + F,P**.

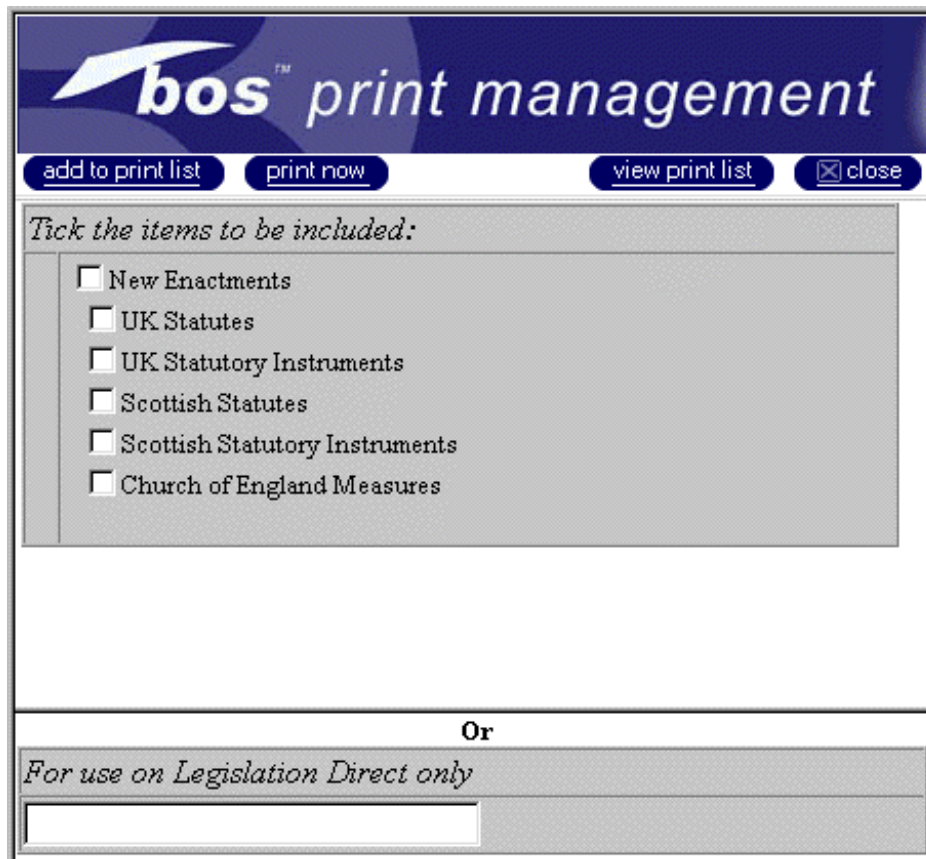
7.5 Print Management

Whole enactments, or specific sections of, can be selected and collated for immediate or later printing.

Click on 'print manager' at the top of the text frame, next to the 'next item' icon.



The Print Management window will list all the relevant printable sections and schedules from your current location.



Selecting:

The whole enactment – check the box at the top of the list to the left of the full title

Sections of the enactment – check the box to the left of each required section

Manually selecting larger quantities of information – In the Type section(s), etc box a hyphen can be used to indicate a range of sections eg. 6–24 or Schedules can be selected by entering Sch 1. Type All and the whole enactment will be selected. (More details on specific conventions for entering details can be found in the about pages on the service itself)

- Once the required sections have been chosen click Add to print list; the print management window will show the selected enactment and/or provisions
- Click remove to remove everything selected from that particular enactment
- Click edit to select or deselect specific sections or schedules

- Click clear print list to remove all entries
- Click close to return and continue using Legislation Direct
- To view your current print list, click on the print management button, then click view print list.
- Click print now to print the selected text. Note that a new browser window will be opened. Click on the printer icon in the browser bar or use the file/print option

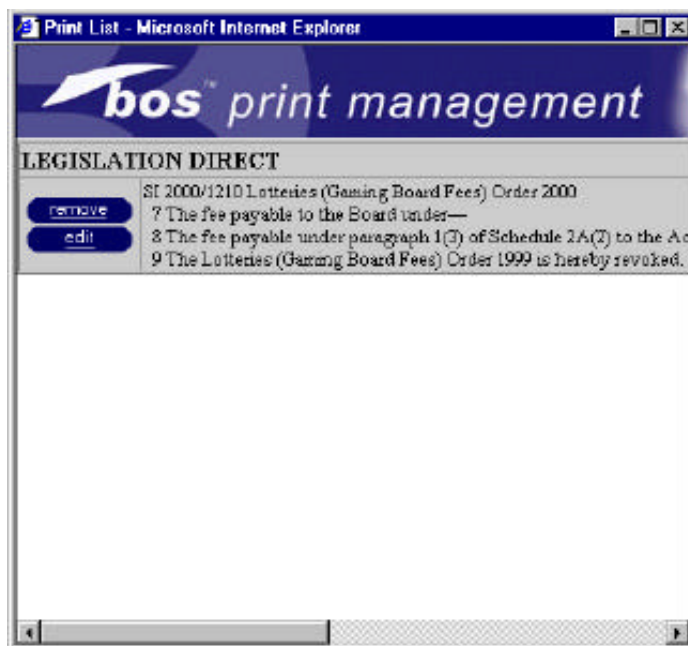
Note that the title and the commencement of the enactment will be printed at the top of each entry.

Once selection has been made add this to the print list, or if desired print the selection immediately by clicking on the 'print now' icon.

7.5.1 Add To Print List

Once a selection has been made, it is possible to print out immediately, by clicking on the 'print now' icon or if the section required to be printed can be added to the print list to print at a later stage (during the visit to the site).

Ensure that the tick box has been activated against the required sections to add to the print list and then click on the 'add to print list' icon at the top of the print manager dialogue box.



7.5.2 VIEW PRINT LIST

It is possible to view the print list by clicking on the 'view print list' at the top of the print manager dialogue box, or if this box is not open click on the 'print list' in the tools menu.

8. COPY AND PASTE

8.1 Copy And Paste Text

The facility is there to copy all or a selected part of the text in a specific page or case.

To copy all

Click on '**Edit**' then '**Select all**' from the menu bar. When the text has been selected (gone to white on blue) click on '**Edit**' then '**Copy**'.

OR

Using the keyboard **ALT E, A** then **ALT E, C**

The text has been copied to the clipboard or if you open a Word processor you can paste the text directly in.

8.2 Copy And Paste Selected Text

In 1969 a construction company built 160 houses on a sloping site that required levelling and filling. In 1970 the plaintiff purchased one of a pair of semi-detached houses which had been constructed on the site on a concrete raft foundation to prevent damage from differential settlement. When the raft was designed an error was made in the calculations of the load to be imposed on it, with the result that the amount of steel reinforcing required was considerably underestimated. The foundation plans and calculations were submitted to the local authority for approval. The local authority, which employed a firm of consulting engineers to check all designs which were supported by calculations, referred the plans and calculations for the raft to the consulting engineers. The consulting engineers failed to notice the error in the calculations, and on their recommendation the council approved the design under s 64^a of the Public Health Act 1936, which required it to pass plans for building works

Select the part of the text you wish to copy by pointing the cursor at the beginning of the required text, hold down the left-hand mouse button and drag the mouse until you reach the end of the section. This will highlight the selected portion of text

Click on '**Edit**' from the menu bar then '**Copy**'

OR

On the keyboard **ALT E, C**.