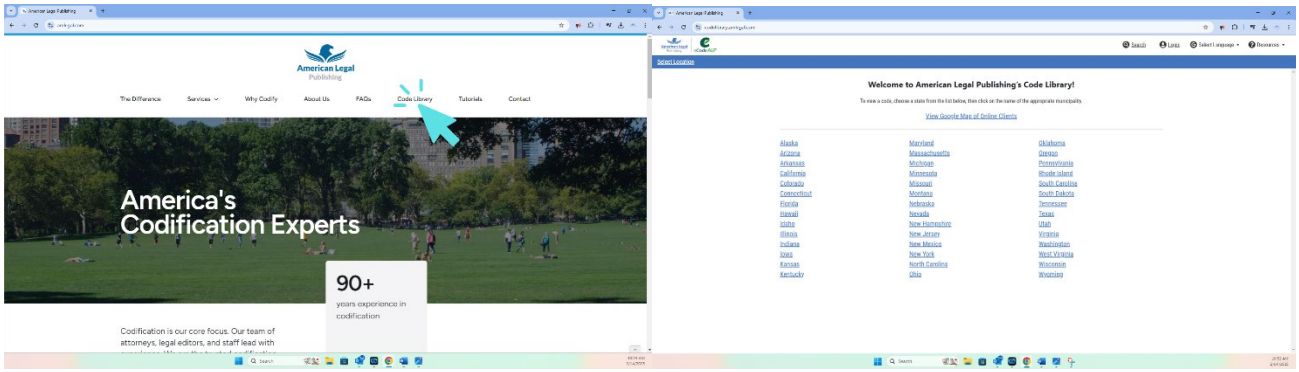
Using the eCode ALP Online Library

American Legal Publishing provides free access to view and search more than 2,700 municipal codes nationwide through the eCode ALP Online Library.

Getting Started

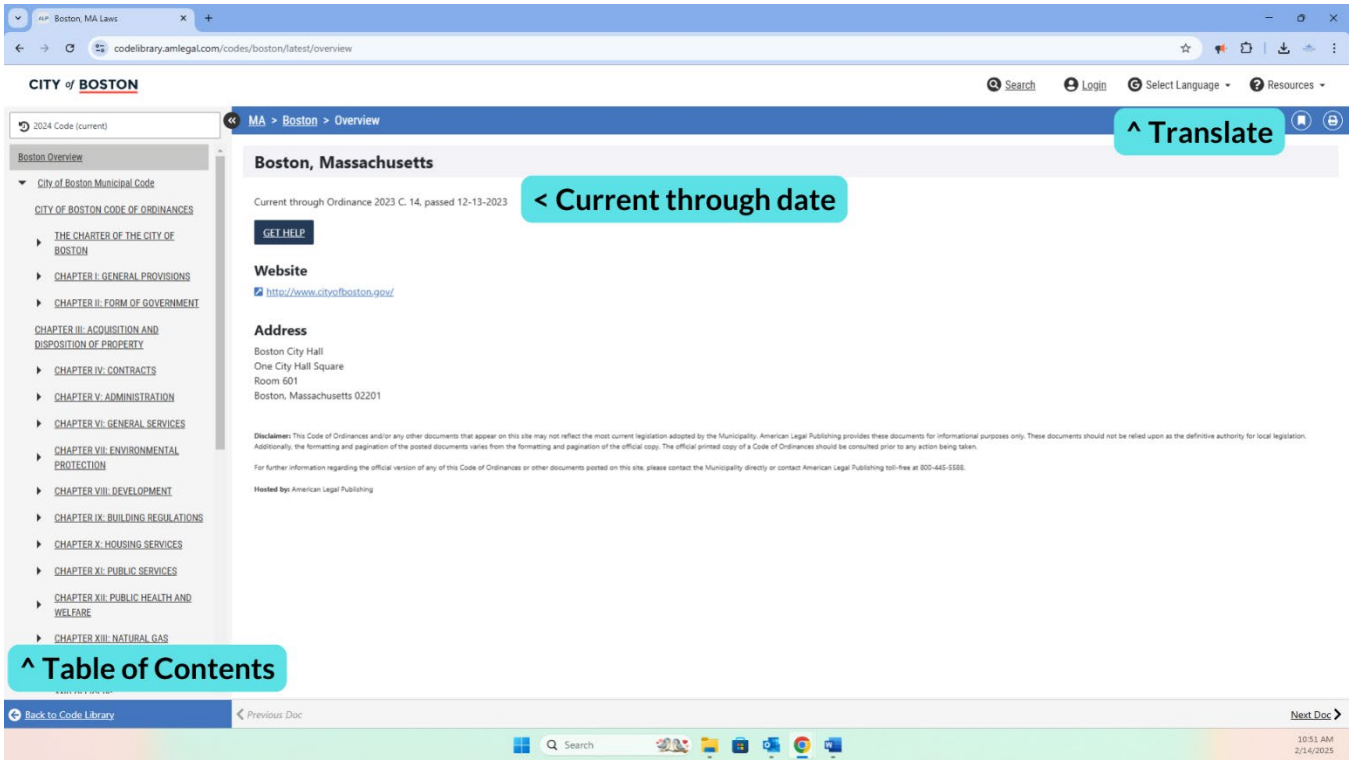
Access the eCodeALP online library from American Legal Publishing's home page (at the top right of the toolbar). On the main page of the eCodeALP online library, you'll find codes arranged by state. Select a state to see the municipalities within each state. Select the municipality from the listing to view the code.



Finding Content

Online code content is accessed through each municipality's overview page. Here you can view how current the code is, the Municipality's contact address, and a link to their website.

Code Overview Page



You can also:

- View the table of contents for the code.
- Select the language you desire (powered by Google Translate).
- View other information available for this municipality (such as meeting minutes or previous versions of code available online).

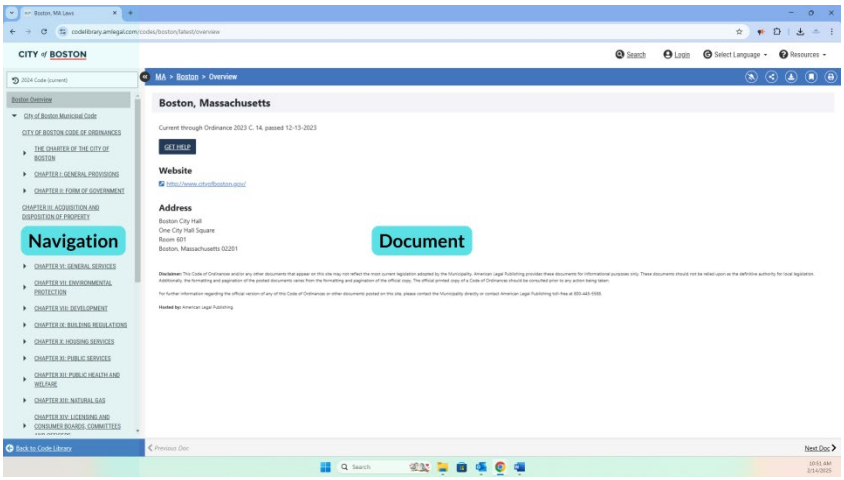
Standard View

Each code follows a standard view. The “standard view” shows two frames within the browser window with different information displayed in each frame. You can view the code, its table of contents, and even your search results without switching between multiple windows.

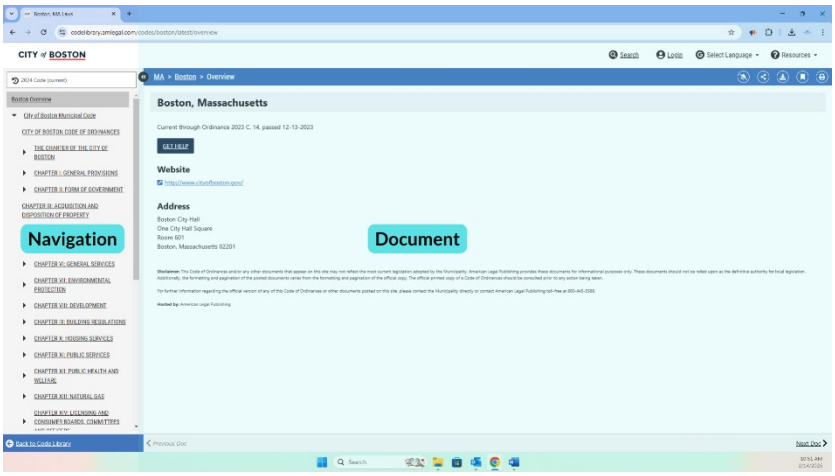
Navigation Frame

The navigation frame displays the table of contents for the Code of Ordinances. The Table of Contents has an expandable view.

Move quickly through the Table of Contents by clicking the arrows in the navigation frame to expand from the main divisions to the individual chapters and sections within the divisions. Clicking on the heading text moves directly to that chapter or section within the code.



Document Frame



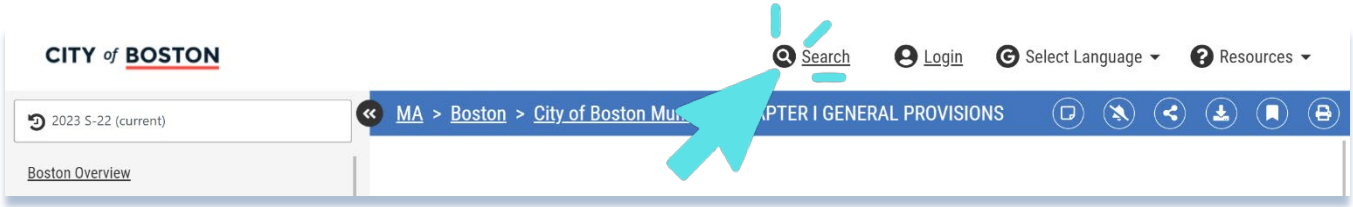
The document frame displays the text of the Code of Ordinances. The document frame typically displays one entire code chapter at a time.

You can scroll through the chapter sections or use the hyperlinks to navigate the code.

Search and Navigation

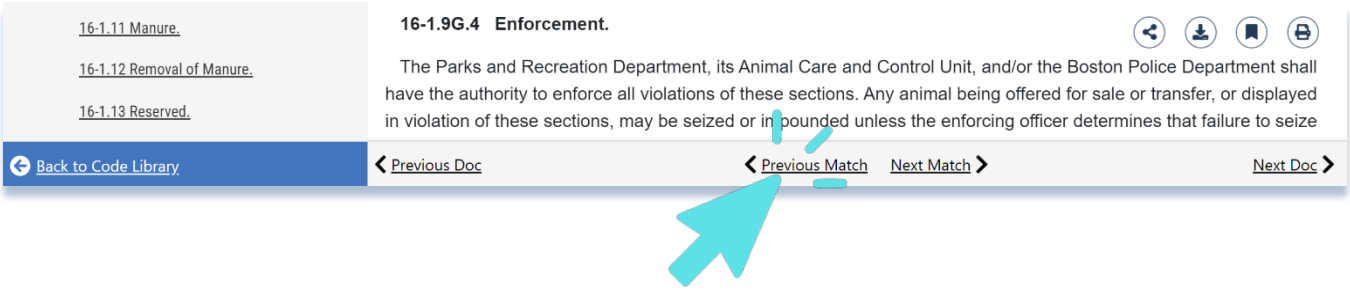
Search

You'll find the search option along the top edge of the screen.



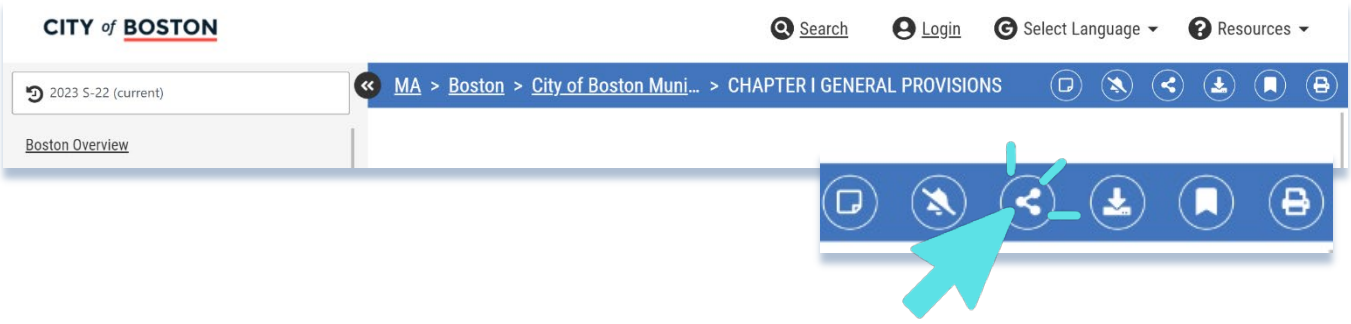
Navigation

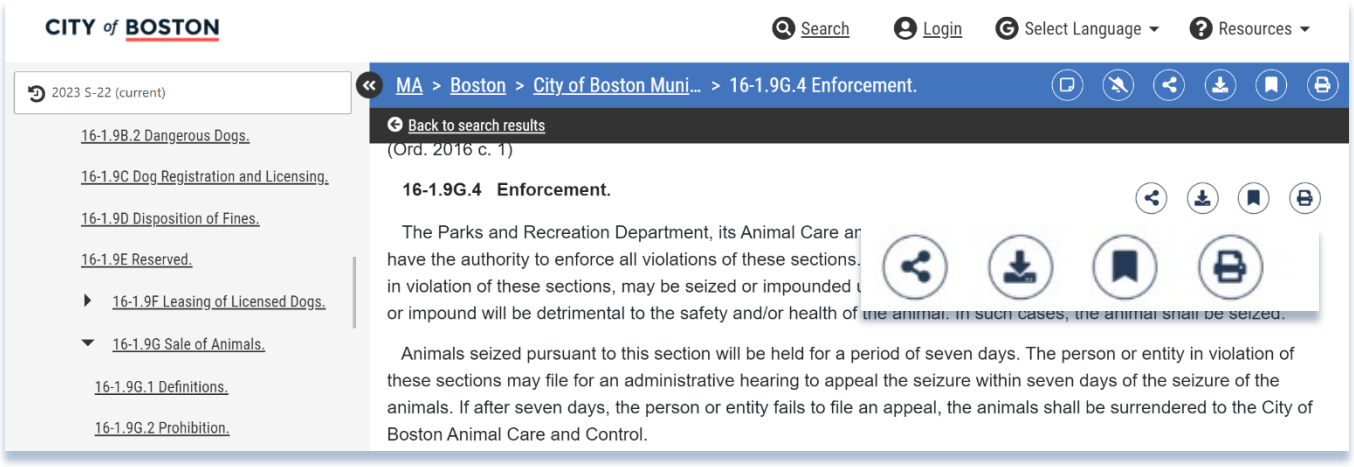
At the bottom of the screen use the "Prev Doc" and "Next Doc" and "Prev Match" and "Next Match" arrows to browse the code.



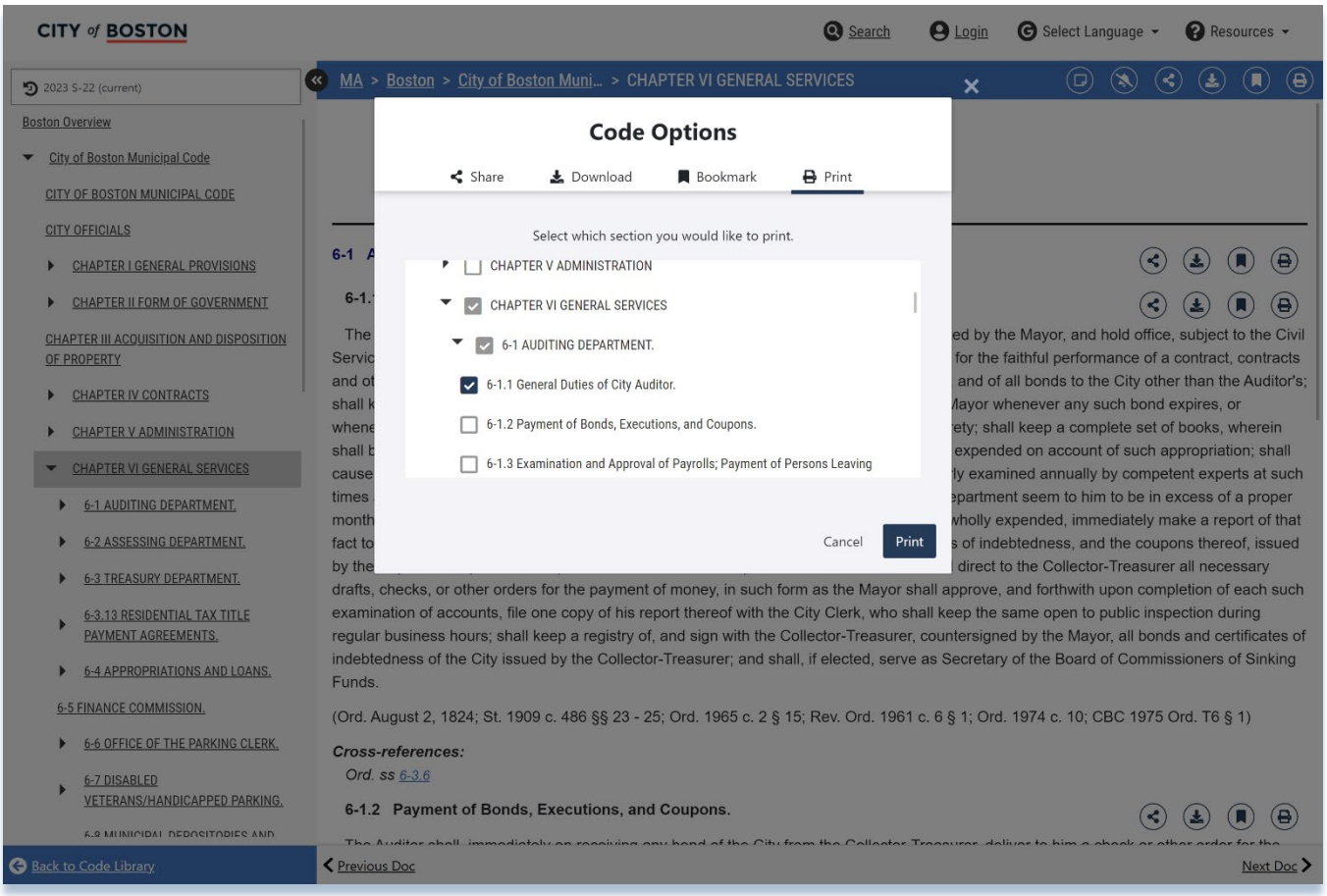
Options

Annotate, Notifications, Share, Download, Bookmark, and Print options are alongside the top navigation bar.





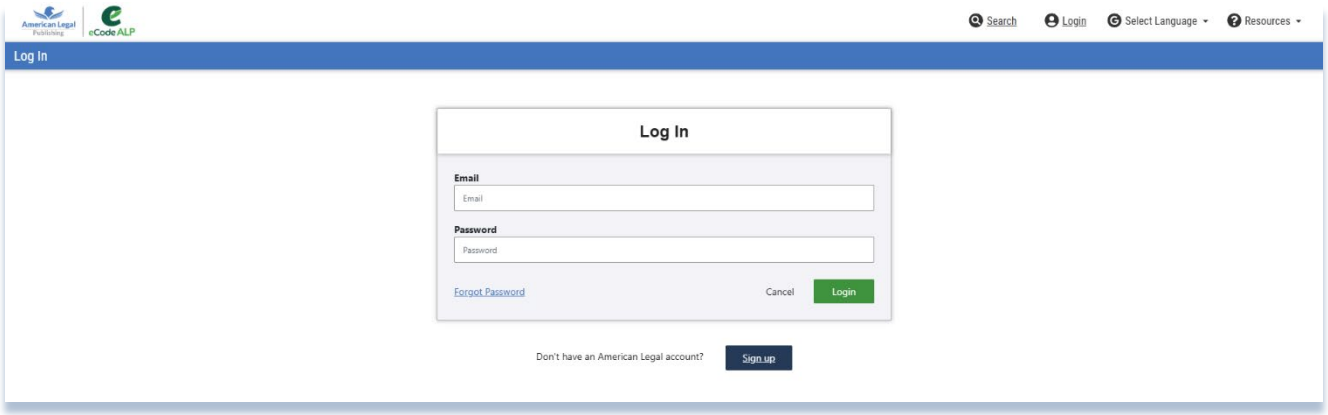
Share, Download, Bookmark, and Print options are also available to the far right of each code section.



- Use the top navigation bar to select text from the entire chapter.
- Use the icon alongside individual sections of text to select specific text.
- You can share, download, bookmark, or print your selection

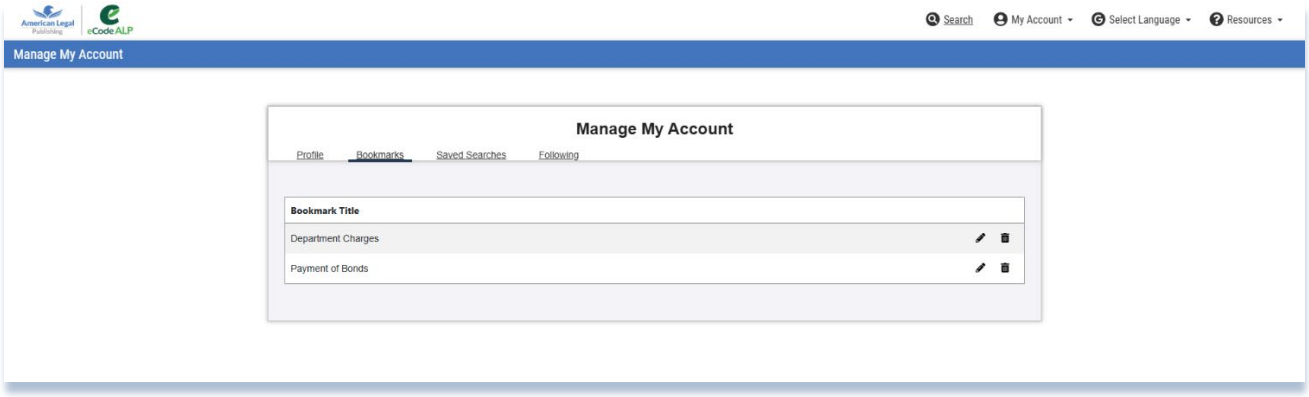
User Accounts

User Accounts are FREE. Registered users can save search results and queries, save and manage bookmarks, request email notifications, and create annotations throughout codes.



Registration is simple. Click the Log-In at the top of the screen to create an account and sign in. Note the blue sign-up button below the log-in box.

View of User Account Window



The User Account Window shows tabs for editing your profile information, bookmarks, saved searches, and notifications you are following.

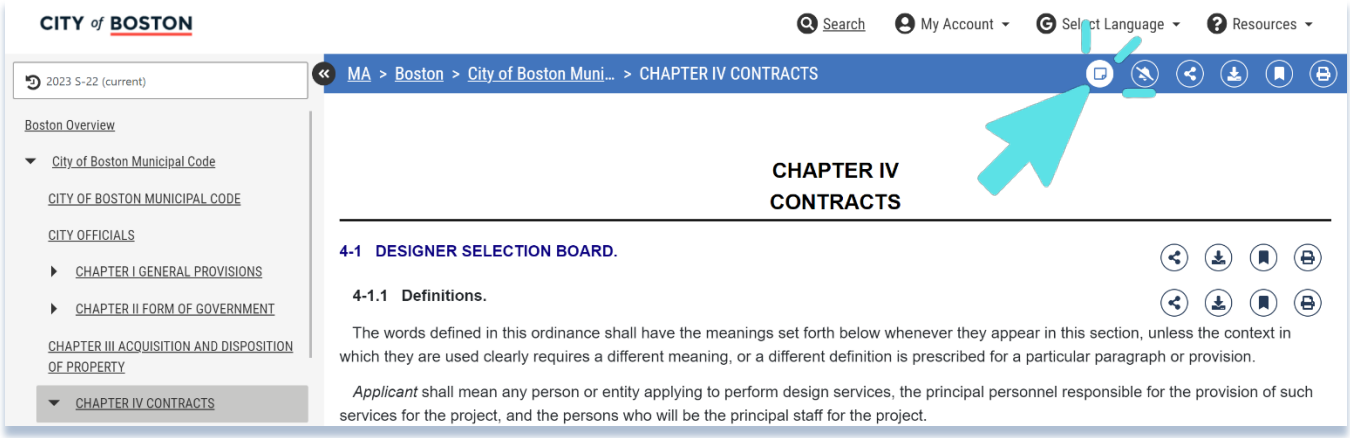
E-mail notifications

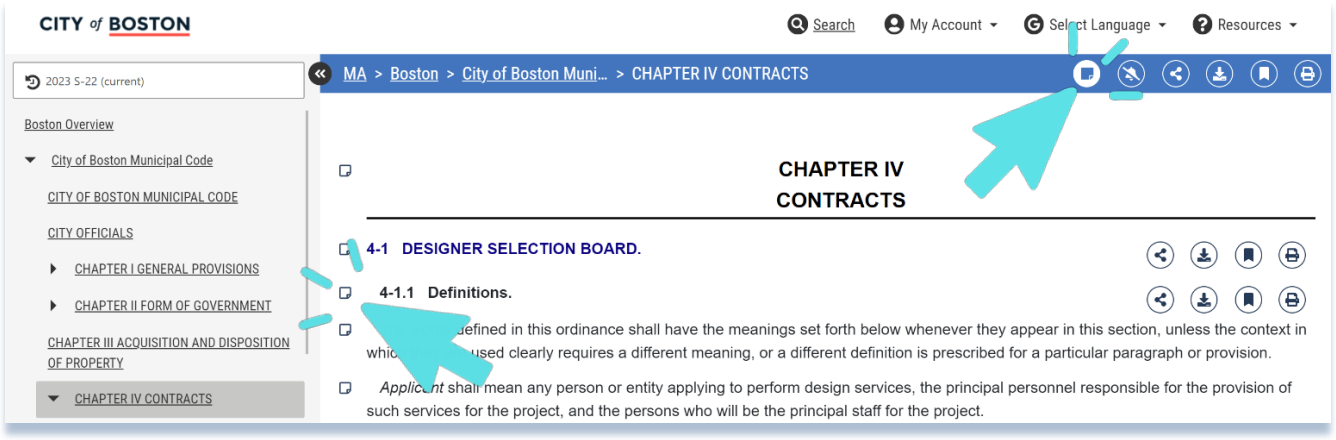
User accounts let you select codes to “follow” and set up email notifications to be alerted when material is updated online. Click the notification bell to follow a code.

You can see a list of accounts you follow in your account management box. You can quickly access your saved searches and bookmarks.

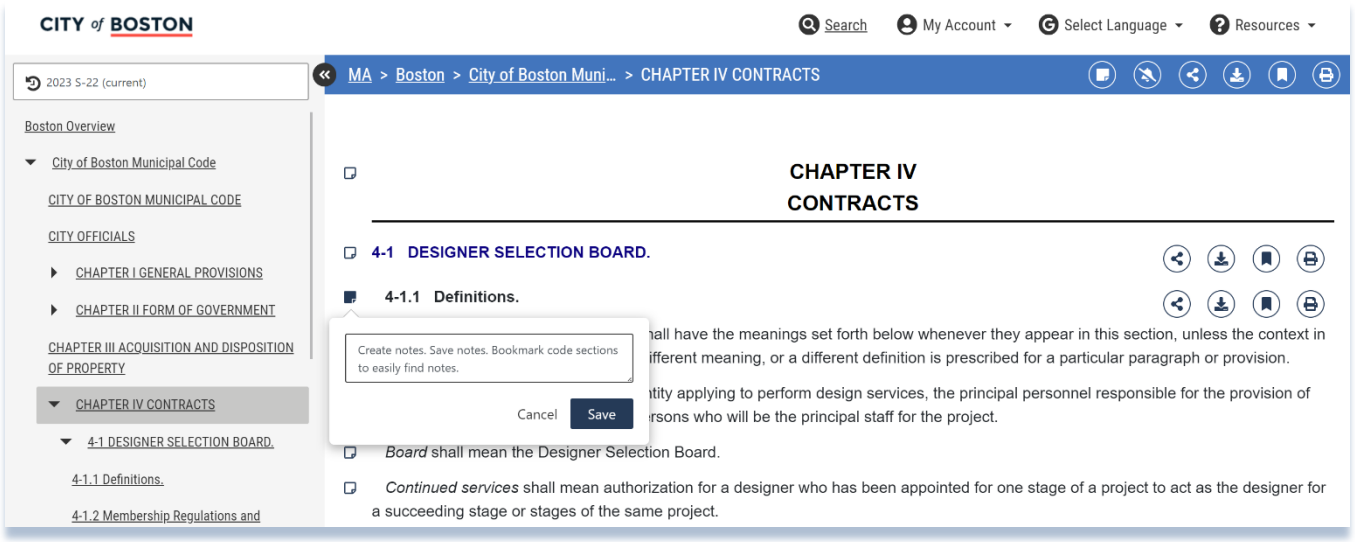
Annotations

With an account, users can create annotations unique to each code. The ability to toggle on and off only appears to logged-in users.





Click on the Annotation icon to activate annotations in a code. Annotation markers will then populate throughout the code. Click a marker to bring up the notation screen to add your notes.

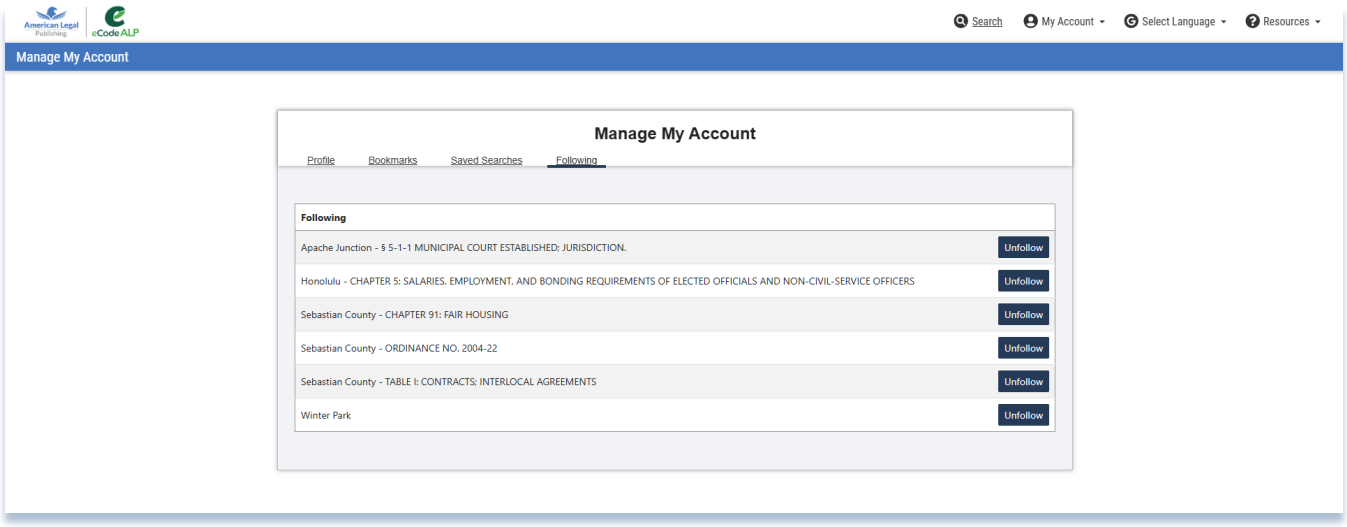


Notifications

Use the Notification icon to “follow” a code and receive email notifications on any code changes.

You can “unfollow” a code by clicking the notification icon again.

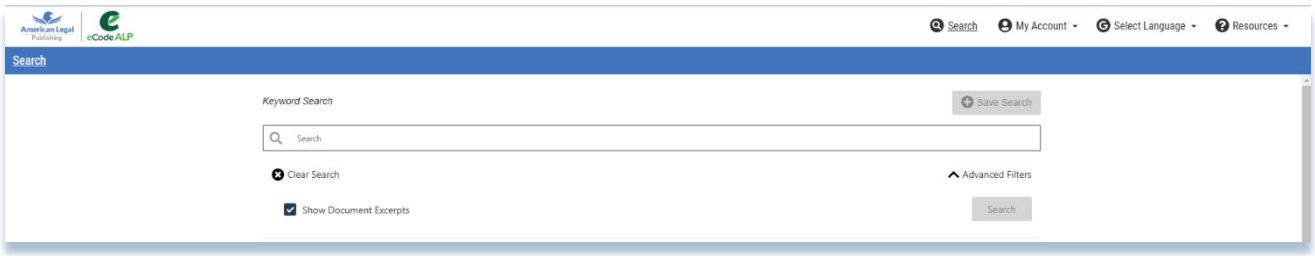
You can review the codes you are following or unfollow a code in the account management window.



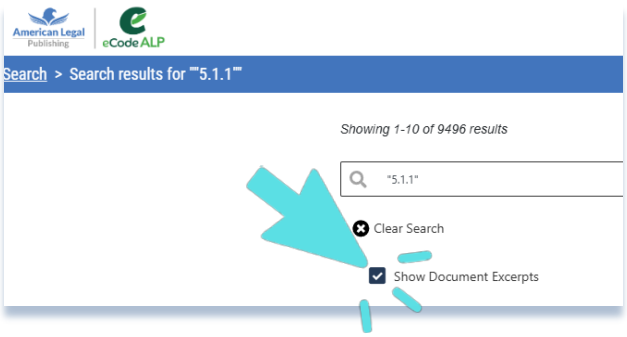
Searching eCodeALP

Basic Search Guidelines

You'll find your search option along the top edge of your screen. This will take you to the search page. The search page will open to a Keyword Search option.



You can use a Keyword Search or choose the Advanced Filters below.



- Keyword Searches are usually quick and simple searches using a keyword, phrase, or number. If searching for a hyphenated word or section numbering surrounding the search term in quotations, (example: "5.1-1")

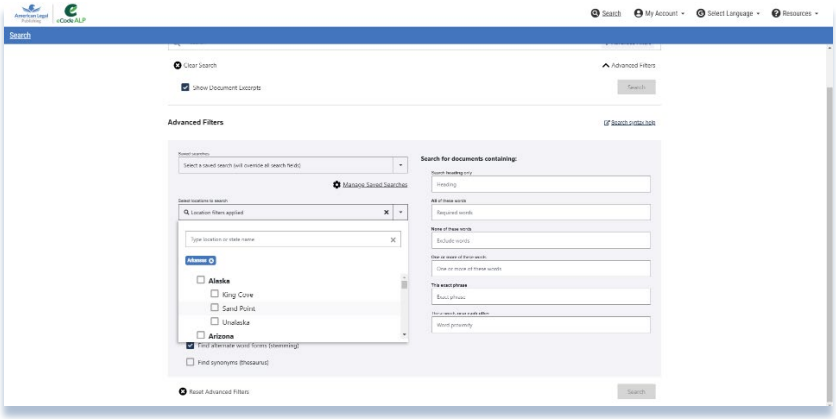
- Check the box to show text excerpts with your search results for additional information.

Advanced Filters

Use the Advanced Filters option to easily search for exact phrases, synonyms, word stems, and more. You can also use these filters to search the entire code or narrow your search to specific portions of the code by using the checkboxes that appear in the drop-down box. You can even refine searches to within a municipality to compare with other municipalities.
The Advanced Filters let you:

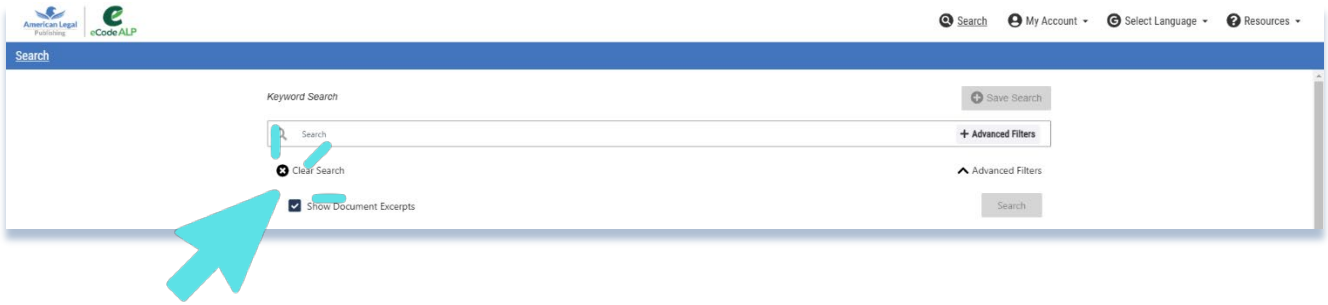
- Easily search for exact phrases, word combinations, synonyms, and more.
- Narrow your search to specific portions of the code by using the checkboxes that appear in the drop-down search menu.
-

You can select to search to ALL the codes in any state, even ALL the codes in eCodeALP. This can help you find similar provisions in other municipalities or find model provisions. To use this feature, type in your search terms and then use Advanced Filters to choose how to apply your search.



The above image shows the search drop-down menu with all municipalities in the state of Arkansas selected.

- You can type the name of the code you want in the search field for fast access.
- You can choose individual codes within a state.
- You can refine your search to certain passages in each municipality by clicking on the pencil icon. It will take you to that municipality and let you select specific sections to search.
- Use the Clear Search button to start a new search.



Saving Searches

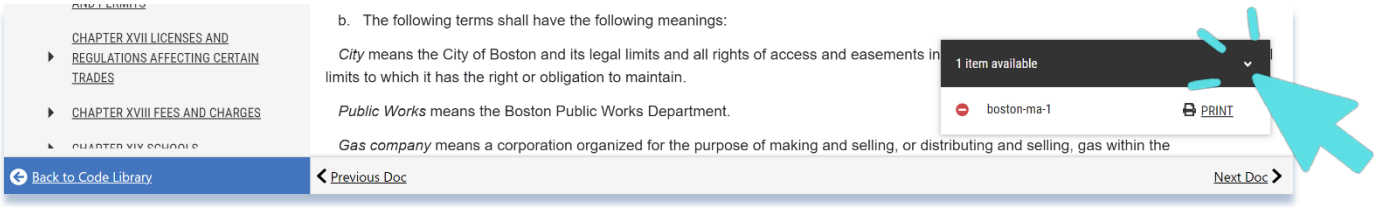
The FREE User Account allows you to save searches. If you search for the same terms frequently you can save them in the user account for easy retrieval.

Sharing Information

There are multiple options for sharing information. You can share a code or code section with a link, download and share a file, or print copies of a code to pass out.

Share	Share lets you copy the URL and save it in your browser. Or share the link to your email.
Download	Download information in several formats: HTML, RTF, Text, Mobi, Epub, and PDF. Choose the material you want to download from the drop-down box, select download, and then indicate the desired format.
Bookmark	You can set a bookmark or obtain a URL for a code. Click the icon and name your bookmark. You can add your bookmark to your user account for easy reference or copy the URL and save it in your browser.
Print	Print a chapter or a section using the Print icon on the screen. A The drop-down box will let you select the sections you wish to print. You can also print a selection of text by highlighting the appropriate text in the document frame and using your computer's print function. After highlighting the text to print, either select "Print" from the "File" menu or press "CTRL+P" to access the Print Dialog Box. Under "Print Range", choose "Selection" and the highlighted text will print.

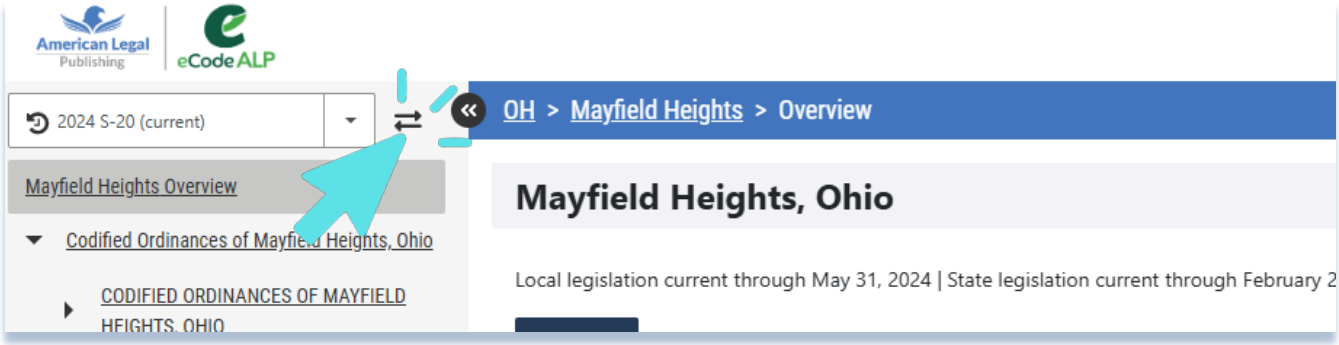
A pop-up menu at the bottom right of the screen identifies tasks and lets you clear and remove finished tasks before adding new ones. Click the arrow to expand or collapse the menu. Click the red minus sign to remove an item from the list.



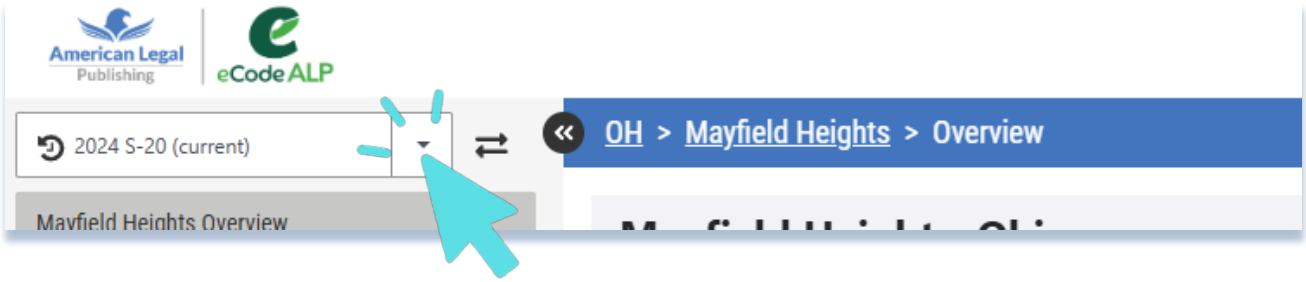
Additional Information Available

Some municipalities keep prior code versions in the library for quick, easy reference. Others may provide access to their meeting minutes online. Others may display resources such as links to new legislation. Additional information, if any, is displayed on the overview page for each code.

The default view is always the current code. When a toggle arrow icon ⇄ is present, it lets you know additional code version are available.

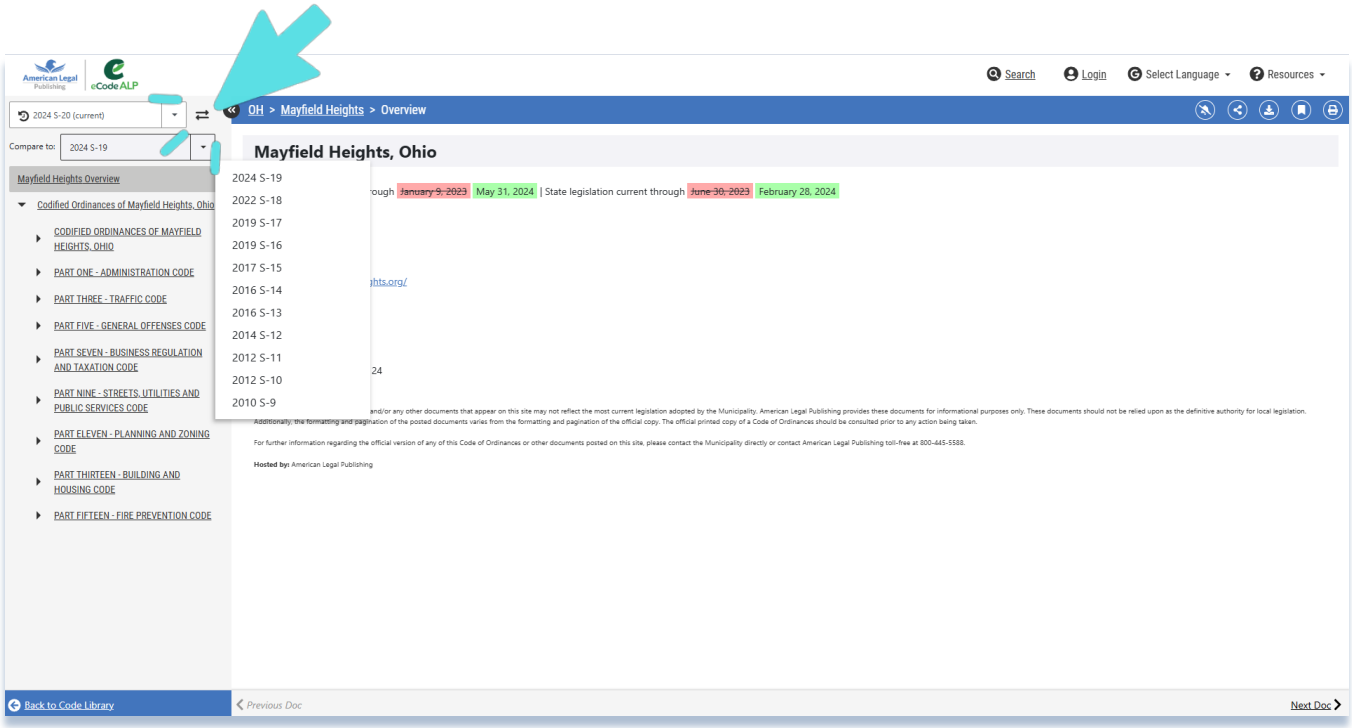


Clicking on the down arrow will display a drop-down list of available archived codes to view.



If a municipality has prior code versions available, users can compare code versions to see where/what changes were made by clicking on the toggle arrow icon. Clicking the toggle arrow icon enables you to select archived code versions for comparison. Changes between the two codes will be highlighted in the document frame throughout the code. Deleted information is highlighted in red. Added information is highlighted in green.

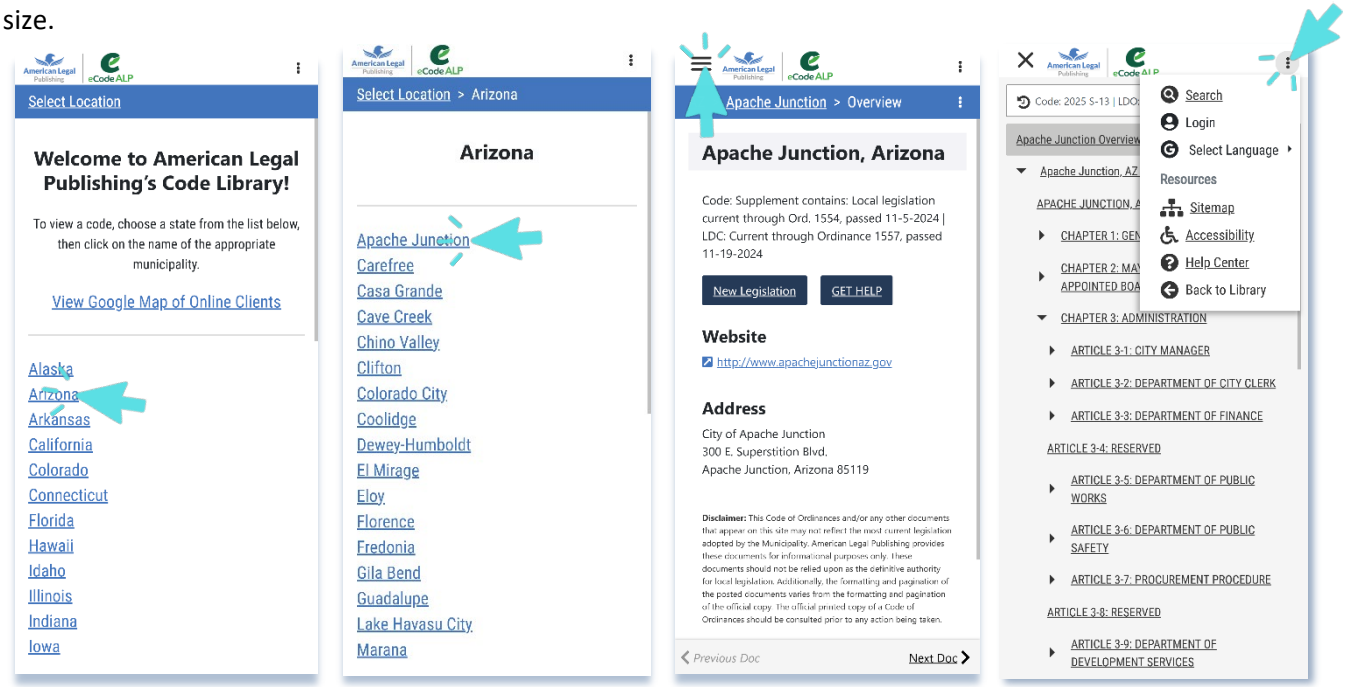
In the image below you can see that in the current code version, the previous date, “January 9, 2023”, highlighted in red, has been removed and the new date “May 31, 2024”, highlighted in green, has been added. You may see entire sections of code highlighted in green. This indicates they have been added to the code.



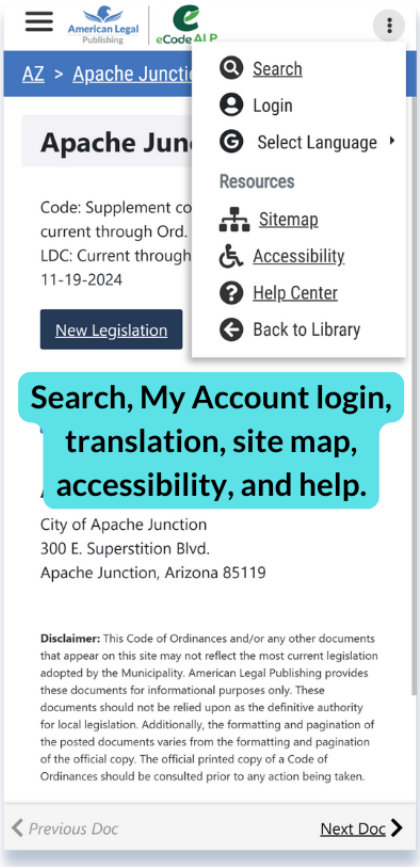
Using eCodeALP on Mobile Devices

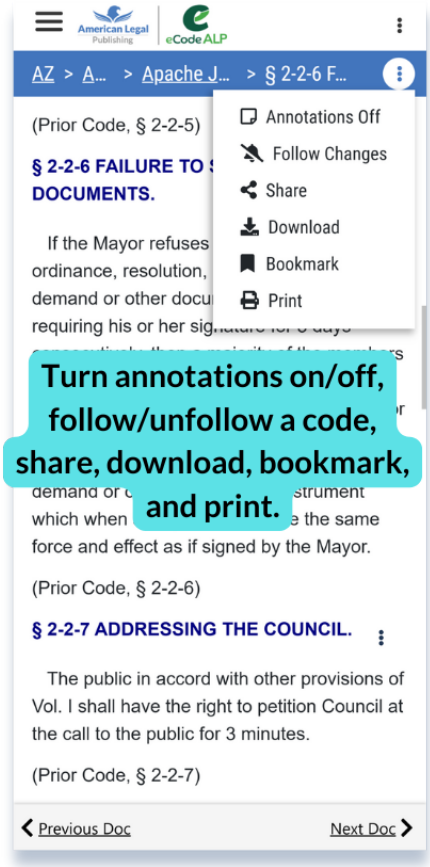
eCodeALP functions the same on mobile devices but looks slightly different.

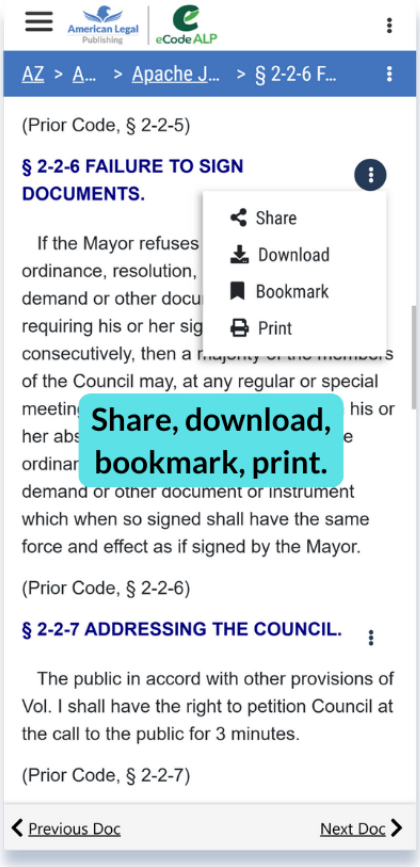
Scroll down to select your state and the code you want to view. The “Previous” and “Next” navigation buttons are at the bottom of the screen. The Table of Contents can be accessed from the hamburger menu icon in the upper left corner of the screen. The Table of Contents may fill the screen depending on your screen resolution size.



Search, Translation, and My Account features can be accessed from the kebab menu (three vertical dots) at the upper right of the screen. Below that menu is another kebab icon. Annotations and Follow Changes/Notification controls are here. The kebab icon appears again at the upper right of each code section with the options to share, download, bookmark, or print.







Setting a Shortcut to Your Code on Your Mobile Phone

If you'd like to set a shortcut/icon directly to your code on your phone, follow these instructions.

Android

1. Open the Chrome app.
2. Go to the website you want to add to your home screen.
3. Tap the menu icon (three dots in the upper right-hand corner).
4. Select "Add to home screen".
5. You can change the shortcut's name in the pop-up that appears, then tap "Add".

The shortcut will appear as another icon on your home screen. Click the shortcut to open the website in a new window.

iPhone

1. Open Safari and go to the website you want to save to your home screen.
2. Tap the Share icon at the bottom of the page.
3. Scroll down to the list of actions and tap Add to Home Screen.
4. Type in a name for your shortcut and then tap the Add button.

The shortcut will be added to your home screen on the last page. Hold down the icon and select "edit home screen" to enable editing mode.

Support

This brief overview of the eCodeALP Online Library should help you get started viewing and navigating the library. Additional information and help will be available on the TUTORIALS page at AmLegal.com: https://www.amlegal.com/tutorials

You may also visit our YouTube Tutorial playlist for video tutorials at: https://www.youtube.com/@americanlegalpublishing/playlists

Contact

Need help? Connect with us. Technical support staff can answer questions related to the operation of our online library. For questions about the code's content, directly contact the municipality for that information.

We are available weekdays, Monday through Friday, 8:30 am to 5:00 pm, EST.

techsupport@amlegal.com

(800) 445-5588

Thank you,

American Legal Publishing