eCodes Premium
Guide to New Features

People Helping People Build a Safer World™
To begin your online experience visit www.ecodes.biz and purchase the code, standard or commentary that you wish to add to your online library. You can view the available selections by selecting the category in the left-hand navigation bar. Choose from International Codes, State Codes, Legacy Codes and Standards. Once you choose an individual title, select eCodes Premium as the format type to purchase.

After your purchase, you can enter your library each time by selecting the Returning User button to enter the login page for eCodes Premium site from www.eCodes.biz.

How To: From Annotation Editor, you can delete annotations, change sharing options and run an Annotations Report, where you can review personal, assigned or shared annotations.

Possible uses for the annotation box include, but are not limited to:
- Local amendments
- Company policies on the section
- Hyperlinks to ES-Reports on products that will meet the requirements of the section
- Hyperlinks to third-party specification sheets on products
- Pictures and diagrams that will meet the requirements

From the black toolbar select Annotation Editor to allow you to print a report of all annotations. You can drill down to the code that you wish to see or print the annotations. Once you have narrowed your selection to the area that you wish to view or print. Select the Annotation Report button. This will provide you with a list of annotations that meet your scope of search.

 Would you like to see the differences between two editions of the same code? The Document Comparison tool allows you to compare any two documents in the library.

How To: Once you open the Document Comparison tool, select the two documents you wish to compare and click Compare Documents the two documents will display.

If you would like to see a side-by-side comparison, click the checkbox just above the Compare Documents button.

The opening screen could look different than the example shown depending on the purchases you have made. Notice the category links in the black tool bar and the center of the screen:

- International Code - This displays the various edition years of the International Code that you have purchased (e.g., 2003, 2006 or 2009).
- State Codes - This shows the state codes that you have purchased.
- ICC Documents - These are the Legacy codes and other ICC documents in your library.
- My Portal - This takes you to your third-party standards and other information.

You now have an online library of references for your utilization.
How to: Navigation is an important part of using the site. One key item to remember is that **blue** words are hyperlinks and can be used to move around the site.

Several methods of navigations are available for your convenience. The first method is by using the black toolbar. Here you will see the list of categories that you have purchased. Each title is a hyperlink that will carry you directly to that information.

A second method is by clicking on the category link located in the center of the main page. These titles are also hyperlinks.

Inside the document hyperlinks are shown in **blue text**. These blue words will link you to that section or information. When you see **blue text** included in brackets, this is a link to the Table of Contents page.

- **Erase all formatting** – remove all of the formatting that has been added into the annotation box, such as bold or strikethrough
- **Spell check** – allows you to spell check what has been typed in the annotation box
- **Create table** – insert a new table into the annotation box
- **Table Functions** – allows you to insert rows and columns
  - **Font color** – highlight the text and click on the drop-down arrow to choose a new color
  - **Cut** – highlight the text you wish to cut and click on the cut icon
  - **Copy** – highlight the text you wish to copy and click on the copy icon
  - **Paste** – position your cursor within the annotation box or within a different annotation box to paste the information that was cut or copied
  - **Undo** – remove any text or formatting that was just applied within the annotation box
  - **Redo** – re-insert the text that was just removed from the annotation box
  - **Attach File** – attach a Word document containing text or a table to the annotation box. You can also attach a graphic file in a tiff, gif or jpeg format
  - **Hyperlink** – link to a separate web site that you would like others to view
Need to make a comment? To add an annotation, click on the image in front of the section you wish to edit. You will see the drop-down menu shown at left. Click on Add annotation to this paragraph to start.

The annotation box will appear above the paragraph. The yellow box is the annotation box and this is where you will type your comment or change.

The blue toolbar helps format your annotation. This toolbar consists of items similar to those found in a standard word processor.

The toolbar options include:

- **Bold** – highlight the text and then click on the bold icon
- **Italic** – highlight the text then click on the italicize icon
- **Underline** – highlight the text then click on the underline icon
- **Strikethrough** – highlight the text then click on the Strikethrough icon
- **Superscript** – highlight the appropriate number, letter or word and then click on the superscript icon
- **Subscript** – highlight the appropriate number, letter or word and then click on the subscript icon

Your search will offer you the chapters and the number of hits per chapter or reference document. You will notice that the results are color highlighted with navigation arrows that can link to the previous and next instances. At the top of the result page is a hyperlink Jump to First Word Match.

From the black tool bar you can select **Keyword Search**. This search condition allows you to search for a string of text and exclude words from your search; search the exact phrase; and search for all words or any words.

The **Search Results** option allows the results to be viewed hierarchically or by overall rank of search.

You can narrow your **Search Scope** down to a specific book. If in the course of your work you find yourself doing the same search multiple times, you can store your search criteria and even retrieve a stored search.
With the Highlighting Search Tool you can conduct an automatic word search on the document you are viewing to get specific information quickly. This search is by any word or by an exact phrase only. You can highlight only the first page where information is found or throughout the document. The web site can remember your Highlighting Search so that no matter what document you are in, the highlighting will stay on until you turn it off.

How To: Click on the Highlighting Search Tool, type in your keyword(s) or phrase and then set your desired options. The Highlighting Search Tool will remember your settings and will stay on until you turn it off.

Keywords are highlighted in a color of your choice and navigation links surround the highlighted words. Use these links to navigate from one occurrence to the next, either forward or backward.

My Bookmarks replaces your browser’s “Favorites” with greater functionality. You can use My Bookmarks to save links to important documents and pages, down to the paragraph level. With My Bookmarks, you can save links to menus and documents, arrange them in any order and provide detailed descriptions. My Bookmarks will store your links and provide an easy interface to recall them quickly. Mark any documents, sections or paragraphs that you access regularly with My Bookmarks.

Everyone has that one web page they refer to over and over again. That is why Quick Link is available. For your most frequently visited page, establish your Quick Link so that you can recall it with a single click.

How To: In a document that you want to bookmark, click on My Bookmarks. Then follow the easy instructions to add links, edit the description or delete your bookmarks. Use the arrows to organize your bookmarks by relevance.

How To: Use the My Bookmarks control panel to establish your Quick Link page. To get to your Quick Link document, just click on the icon in the toolbar.
With the Highlighting Search Tool you can conduct an automatic word search on the document you are viewing to get specific information quickly. This search is by any word or by an exact phrase only. You can highlight only the first page where information is found or throughout the document. The web site can remember your Highlighting Search so that no matter what document you are in, the highlighting will stay on until you turn it off.

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The Options link located on the black toolbar allows you to customize your toolbar and the settings for your portal.

The green toolbar also has several features to help in navigation. An explanation of these features follows.

My Bookmarks replaces your browser’s “Favorites” with greater functionality. You can use My Bookmarks to save links to important documents and pages, down to the paragraph level. With My Bookmarks, you can save links to menus and documents, arrange them in any order and provide detailed descriptions. My Bookmarks will store your links and provide an easy interface to recall them quickly. Mark any documents, sections or paragraphs that you access regularly with My Bookmarks.

Everyone has that one web page they refer to over and over again. That is why Quick Link is available. For your most frequently visited page, establish your Quick Link so that you can recall it with a single click.

How To: In a document that you want to bookmark, click on My Bookmarks. Then follow the easy instructions to add links, edit the description or delete your bookmarks. Use the arrows to organize your bookmarks by relevance.

How To: Use the My Bookmarks control panel to establish your Quick Link page. To get to your Quick Link document, just click on the icon in the toolbar.

My Bookmarks will store your links and provide an easy interface to recall them quickly. Mark any documents, sections or paragraphs that you access regularly with My Bookmarks.
If you want to revisit a page you viewed in the past but cannot remember its location, **My Site Log** can help. Each time you connect, the pages that you visit are saved. When you visit **My Site Log**, you can view a list of recent pages or sessions, or those within a range of dates that you specify. You can also limit the display to only documents, ignoring menus that you have visited along the way.

**How To:** Click on **My Site Log** and select your options. You can navigate your activity by page, session or within a specific date range.

Need to make a comment? To add an annotation, click on the image in front of the section you wish to edit. You will see the drop-down menu shown at left. Click on **Add annotation to this paragraph** to start.

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You can narrow your **Search Scope** down to a specific book. If in the course of your work you find yourself doing the same search multiple times, you can store your search criteria and even retrieve a stored search.
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After your purchase, you can enter your library each time by selecting the Returning User button to enter the login page for eCodes Premium site from www.eCodes.biz.

Login is easy. Enter the username and password that you created when you made your first purchase.

Your premium resource library will then become available for you.

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Other standards and reference documents

Increase your online library by purchasing other references used in the code and on the construction site. Items purchased through your portal will become part of your library.

How To: Just click on the blue hyperlink to be carried to a location for the purchase of that reference document. Once purchased the title will be added to your online library automatically.

If you have any questions or concerns, please contact the ICC Electronic Media Support Group by e-mail at support@ecodes.biz or by phone at 1-888-422-7233 x 33822.

To purchase additional products, please visit www.ecodes.biz.
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