

The first step is to navigate to the **portion of code** to be printed

The screenshot shows the website interface for Hometown, FL. The top navigation bar includes a search box, 'NOTIFICATIONS', 'SIGN IN', 'HELP', and a language selector. The left sidebar contains a 'Code of Ordinances' menu with the following items: 'PART I - GENERAL ORDINANCES', 'PART II - LAND USE AND LAND DEVELOPMENT ORDINANCES', 'Chapter 101 - GENERAL AND ADMINISTRATIVE PROVISIONS', 'ARTICLE I. - IN GENERAL' (highlighted with a red box), 'ARTICLE II. - CITY PLANNING COMMISSION', 'ARTICLE III. - OFFICIAL MAP', 'Chapter 103 - BUILDINGS AND BUILDING REGULATIONS', 'Chapter 105 - FLOODPLAIN ZONING', 'Chapter 109 - MOBILE HOMES, MOBILE HOME PARKS, AND RECREATIONAL VEHICLES, RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS', 'Chapter 111 - SUBDIVISIONS', and 'Chapter 113 - ZONING'. The main content area displays 'Code of Ordinances Supplement 98' with a 'VIEW WHAT'S CHANGED' button and a public note section. Below this is a section titled 'Adopted Ordinances Not Yet Codified' listing ordinance numbers 12345, 68487, and 65748.

Select the **Print** button (blue and white printer icon) above the section to be printed

The screenshot shows the CivicPlus interface for Hometown, FL. The breadcrumb trail is: Hometown, Florida - Code of Ordinances / PART II - LAND USE AND LAND DEVELOPMENT ORDINANCES / Chapter 101 - GENERAL AND ADMINISTRATIVE PROVISIONS / ARTICLE I. - IN GENERAL. The left sidebar shows a tree view with 'ARTICLE I. - IN GENERAL' selected. The main content area displays 'ARTICLE I. - IN GENERAL' with a toolbar containing icons for share, print, download, email, and copy. The 'print' icon is highlighted with a red box and a tooltip labeled 'Print'. Below the toolbar, the text for 'Sec. 101-1. - Comprehensive plan of the city.' is visible, including a GIS map placeholder and a paragraph about the city's comprehensive plan. Further down, there is a section for 'ARTICLE II. - CITY PLANNING COMMISSION' with a 'Zoning access:' placeholder.

Ensure the checkboxes next to the desired **Articles** or **Sections** are checked. Note: Click the blue **+** and **-** buttons to expand or collapse the list of options, and check or uncheck articles and sections of code, as necessary.

The screenshot displays the CivicPlus interface for Hometown, FL. The main navigation pane on the left shows a tree view of the Code of Ordinances. The 'ARTICLE I. - IN GENERAL' section is selected and expanded. The main content area shows the details for 'ARTICLE I. - IN GENERAL', including 'Sec. 101-1. - Comprehensive plan of the city.' and 'Secs. 101-2—101-20. - Reserved.'. A red box highlights the 'Code of Ordinances' menu area, which is expanded to show a list of articles and sections with checkboxes. The 'PRINT' and 'PRINT WITH STRIKETHROUGH' buttons are visible at the bottom right.



Select **Print** or **Print with Strikethrough** Note: Print with Strikethrough will print the code with changes displayed as strikethrough text

The screenshot shows the CivicPlus interface for Hometown, FL. On the left is a navigation menu with a tree view. The main content area displays 'ARTICLE I. - IN GENERAL' and 'Sec. 101-1. - Comprehensive p'. On the right, a 'Print' dialog box is open, showing a tree view of the 'Code of Ordinances' with several items checked. At the bottom of the dialog, two buttons are highlighted with a red box: 'PRINT' and 'PRINT WITH STRIKETHROUGH'.

**Code of Ordinances**

- PART I - GENERAL ORDINANCES
- PART II - LAND USE AND LAND DEVELOPMENT ORDINANCES
  - Chapter 101 - GENERAL AND ADMINISTRATIVE PROVISIONS
    - ARTICLE I. - IN GENERAL
      - Sec. 101-1. - Comprehensive plan of the city.
      - Secs. 101-2—101-20. - Reserved.
    - ARTICLE II. - CITY PLANNING COMMISSION
    - ARTICLE III. - OFFICIAL MAP
  - Chapter 103 - BUILDINGS AND BUILDING REGULATIONS
  - Chapter 105 - FLOODPLAIN ZONING
  - Chapter 109 - MOBILE HOMES, MOBILE HOME PARKS, AND RECREATIONAL VEHICLES, RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS
  - Chapter 111 - SUBDIVISIONS
  - Chapter 113 - ZONING

**PRINT** **PRINT WITH STRIKETHROUGH**



That's it! **Continue through your browser or system print dialog.** You have just completed a practice tutorial, now go try it on your site!

The screenshot displays the CivicPlus interface for Hometown, FL. The main content area shows the 'Code of Ordinances' structure, with 'ARTICLE I. - IN GENERAL' selected. A print dialog is overlaid on the right side, listing the selected sections for printing. At the bottom of the print dialog, two buttons are highlighted with a red box: 'PRINT' and 'PRINT WITH STRIKETHROUGH'.

**Code of Ordinances**

- PART I - GENERAL ORDINANCES
- PART II - LAND USE AND LAND DEVELOPMENT ORDINANCES
  - Chapter 101 - GENERAL AND ADMINISTRATIVE PROVISIONS
    - ARTICLE I. - IN GENERAL
      - Sec. 101-1. - Comprehensive plan of the city.
      - Secs. 101-2—101-20. - Reserved.
    - ARTICLE II. - CITY PLANNING COMMISSION
    - ARTICLE III. - OFFICIAL MAP
  - Chapter 103 - BUILDINGS AND BUILDING REGULATIONS
  - Chapter 105 - FLOODPLAIN ZONING
  - Chapter 109 - MOBILE HOMES, MOBILE HOME PARKS, AND RECREATIONAL VEHICLES, RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS
  - Chapter 111 - SUBDIVISIONS
  - Chapter 113 - ZONING

**PRINT** **PRINT WITH STRIKETHROUGH**



Scan to go to the interactive player