

Search and Browse Help

Table of Contents

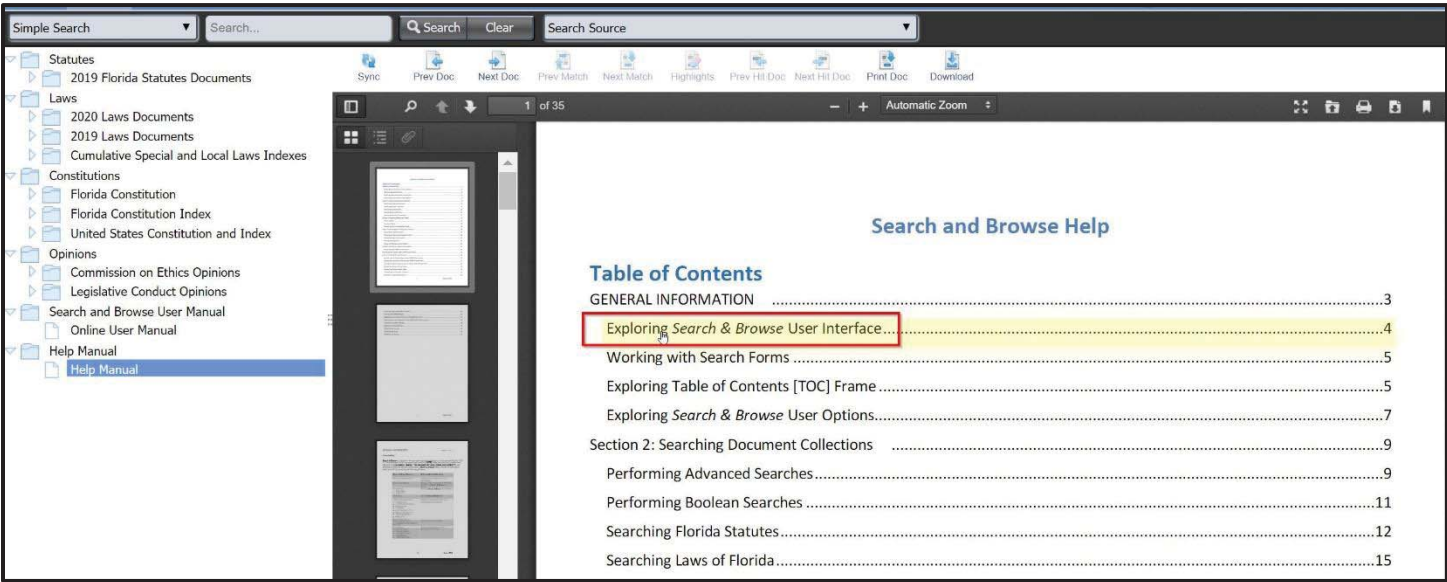
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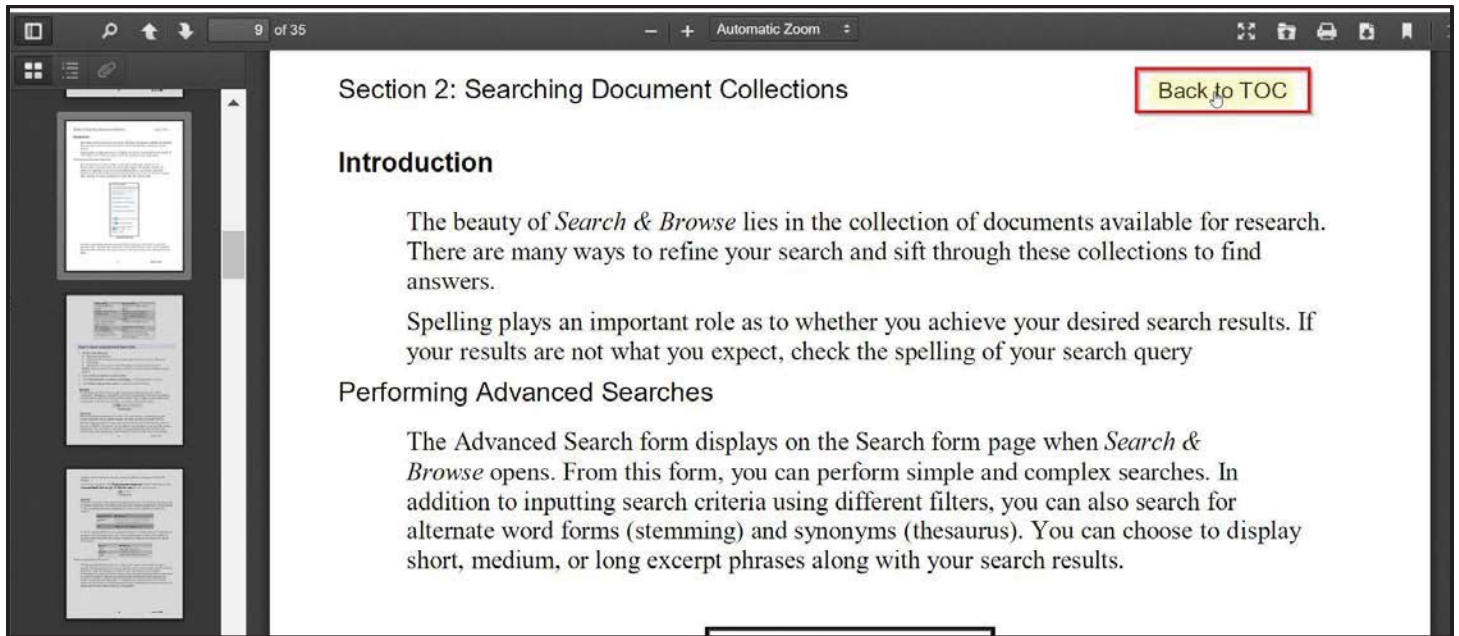
Using *Search & Browse* Help

The *Search & Browse* Help file is in PDF format.

You can link directly to a section by clicking on a table of contents section or topic appearing on page one and two of the document.

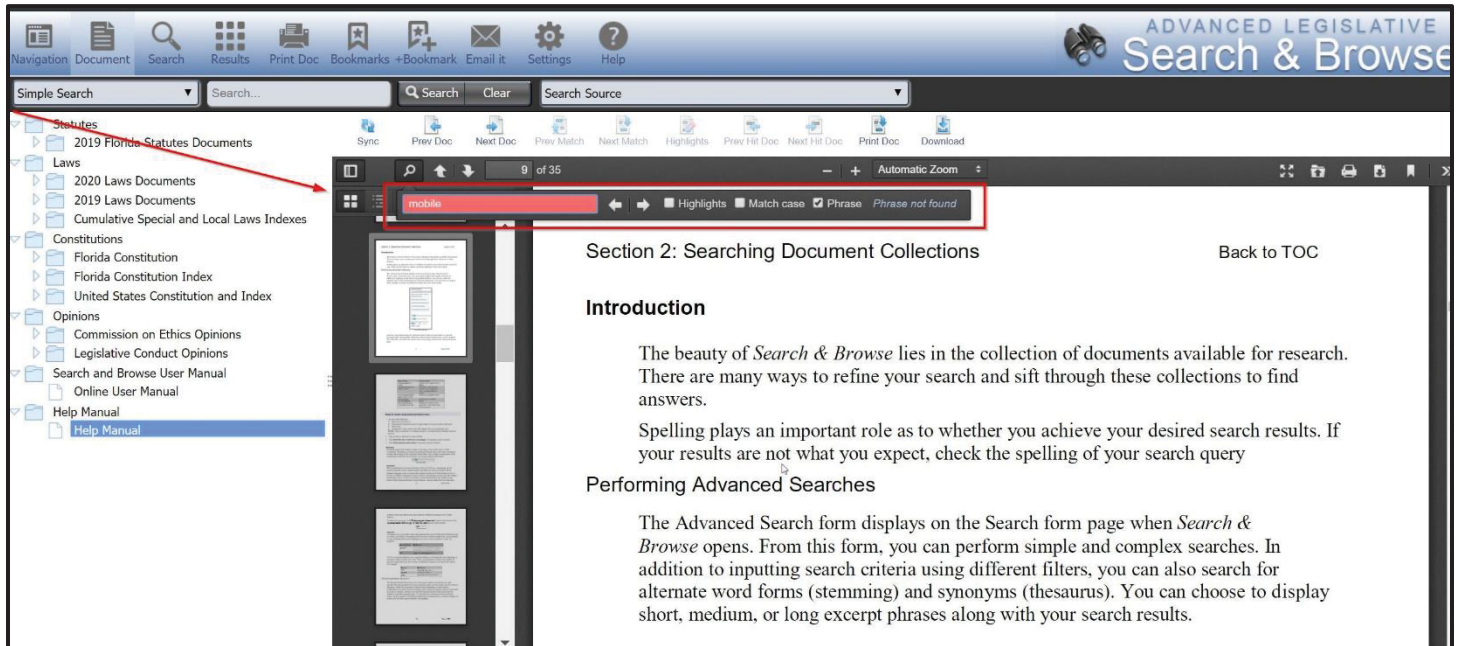


Main headings in the help pages have a **Back to TOC** hyperlink to link back to page one of the table of contents; and every page has a link at the bottom to go back to the table of contents.



The PDF help file also has page thumbnails in the left frame. You can navigate by clicking on a page icon to go that page.

You can search within the PDF help file by using the PDF document search functionality inside the document window of *Search & Browse*.



The help file can also be printed to use as a hard copy for reference.

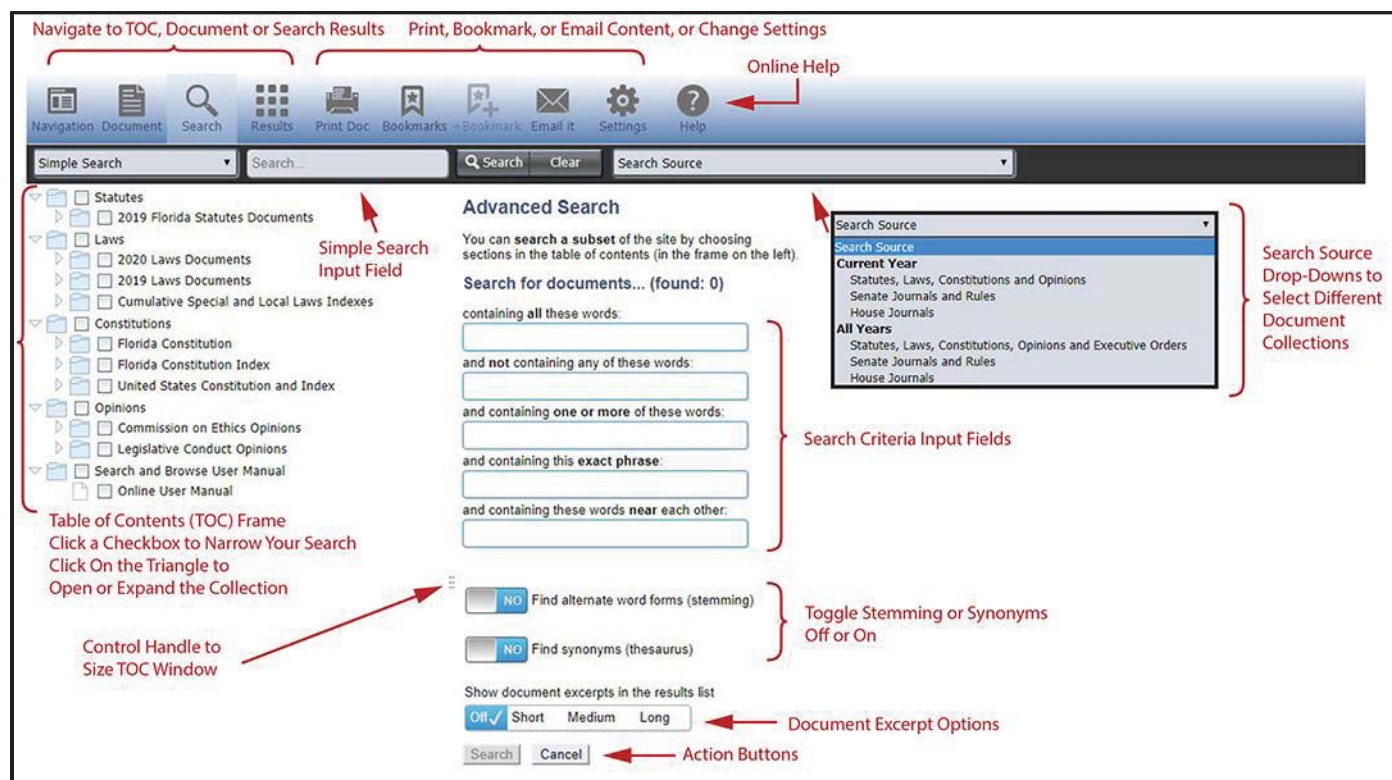
Introduction

Search & Browse is a dynamic, browser-based application that uses your browser and *Search & Browse* Search Engine for full-text search-and-retrieval. **NOTE:** Make sure that Java is enabled and that your computer accepts “cookies.” You can search for words, phrases, and numbers—or any information within the available publications. *Search & Browse* makes volumes of information easily accessible by providing the following features:

<i>Search & Browse</i> Features	Reference Section/Subsection
Multiple document searches	Working with Document Collections Search Source
Hit-to-hit highlighting	Exploring Table of Contents (TOC) Frame and Exploring <i>Search & Browse</i> User Options
View Options: • DOCUMENT • RESULTS	Exploring <i>Search & Browse</i> User Interface
Online Help	Exploring <i>Search & Browse</i> Help
Additional Search Features: • Stemming (%) • Customized Thesauruses - o Synonyms ("\$") • Wildcards - o Single Characters ("?") - o Multiple Characters ("*") • Proximity Searches - o Ordered ("/") - o Unordered ("@")	Performing Advanced Searches and Performing Boolean Searches
Natural language queries • Boolean Operators (And, Or, Not, X or)	Performing Boolean Searches
Field Searches	Searching Document Collections
Document navigation • Next/Prev Match • Next/Prev Doc Hits • Next/Prev Doc • Links (Hyperlinks)	Browsing Search Results

Exploring Search & Browse User Interface

Below is a view of the help graphic that appears in the initial Document view in *Search & Browse*.



Search & Browse User Interface

Search Form	Drop-down list consisting of document search forms.
Table of Contents (TOC) Frame	Adjustable frame that displays selected search source. Clicking [+] expands or [-] collapses a folder.
SEARCH FORM Page	Form allows you to enter search criteria. Page appearance is based on Search Form selection. The Advanced Search form displays the initial page. It also displays when Clear Search is clicked.
DOCUMENT Page	Displays selected search results document with search criteria highlighted.
RESULTS Page	Displays search results table. Hyperlinks allow you to open documents containing hits.
RESET DOMAIN	Resets TOC view and clears search criteria.
CLEAR SEARCH	Clears search criteria and results, and redisplay the Advanced Search form.
SETTINGS	Allows you to customize how the table of contents appears.
HELP	Provides access to <i>Search & Browse</i> Help Manual.

Working with Search Forms

Search forms are provided to allow you to initiate a search based on document type or specific parts of a document. Available search forms include Advanced (default), Simple, Laws of Florida, Florida Constitution, Florida Statutes and Boolean. Search forms will be discussed in more detail in later sections.



Steps to select a search form

1. Click Search Form down arrow at the upper right of the screen.



2. Select desired search form.

Exploring Table of Contents [TOC] Frame

The *Search & Browse* Table of Contents (TOC) frame identifies the current search source and provides access to select documents.



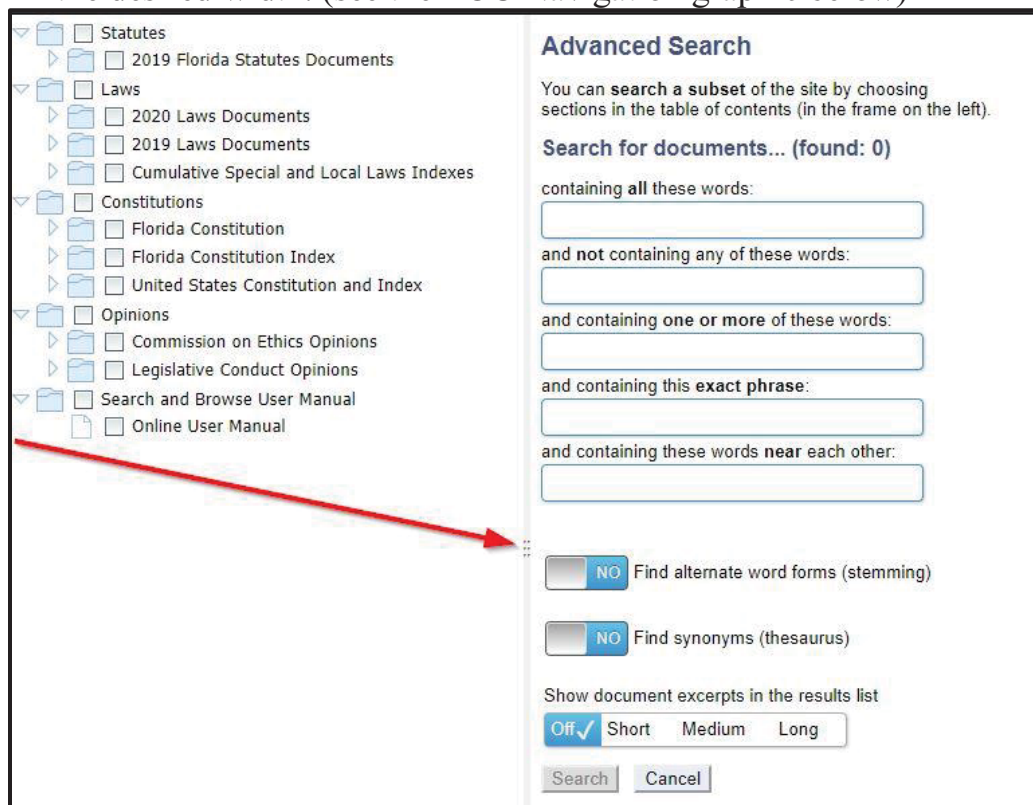
TOC Frame

Clicking Clear button clears search results displayed on the Results page, resets the TOC, and restores the check to the left of selected documents. When a search is initiated using Laws of Florida, or Florida Statutes search forms, you are returned to the Advanced Search form.



Steps to adjust TOC frame

1. Click and drag the double lines to the right of the TOC and drag the TOC window to the desired width. (see the TOC Navigation graphic below)



TOC Navigation

With *Search & Browse*, you can browse document collections as opposed to directly searching them. To browse documents, within the TOC frame, you can expand and collapse document folders to reveal sub-documents within a particular document collection. Double-click any sub-document you wish to see and it appears in the document frame (on the right) for your viewing. Once you have a sub-document to view in the document frame, use the **Prev Doc** and **Next Doc** buttons on the navigation bar to browse through sub-documents.



Steps to expand/collapse Document Folders

Click one of the following: (see example number 1 in the TOC Navigation graphic above)

- Right-facing diamond at left of document collection to expand, or
- Down-facing diamond at left of document collection to collapse

Exploring *Search & Browse* User Options

Search & Browse **Options** allow you to customize how the Table of Contents appears after performing a search. After clicking **Settings**, you can choose to hide or show (default) the number of hits (term(s) found by a search) displayed in the TOC, hide headings in the TOC that have no hits, and synchronize TOC with the current document. Clicking **Defaults** restores original *Search & Browse* defaults.

NXT 4 Options

This page allows you to customize NXT viewing options. Need to refresh the site to see changes.

Table of Contents

☒ YES Show hit numbers in the table of contents (after doing a search).

☐ NO Hide headings that have no hits (after doing a search).
Note: Until you clear any active search, you will only see table of contents titles that have hits in the hitlist.

☒ YES Automatically synchronize table of contents (to current document).

☐ NO Use non-hierarchical Table of Contents.

User Interface

☐ NO Always use my system PDF viewer.

View mode:

Tablet mode

Phone mode

Mixed mode

Auto-select depending on screen width ✓

Share Options

Default email subject:

Twitter username:

Search & Browse Options Box



Steps to hide/show hits in TOC

1. Click to **Settings** button to view the Options window.
2. Do one of the following:
 - Check Show hit numbers in the table of contents (after doing a search) to show TOC hits.
 - Uncheck Show hit numbers in the table of contents (after doing a search) to hide TOC hits.
3. Click **Save**.
4. Click **Search Form** drop-down.



Steps to hide/show headings with no hits

1. Click **Settings**.
2. Do one of the following:
 - Click **Hide headings that have no hits (after doing a search)** to hide headings.
 - Click again (it toggles to Off or On), **Hide headings that have no hits (after doing a search)** to show headings.
3. Click **Save**.
4. Click in Search form drop-down to select search form (e.g. **Advanced**).



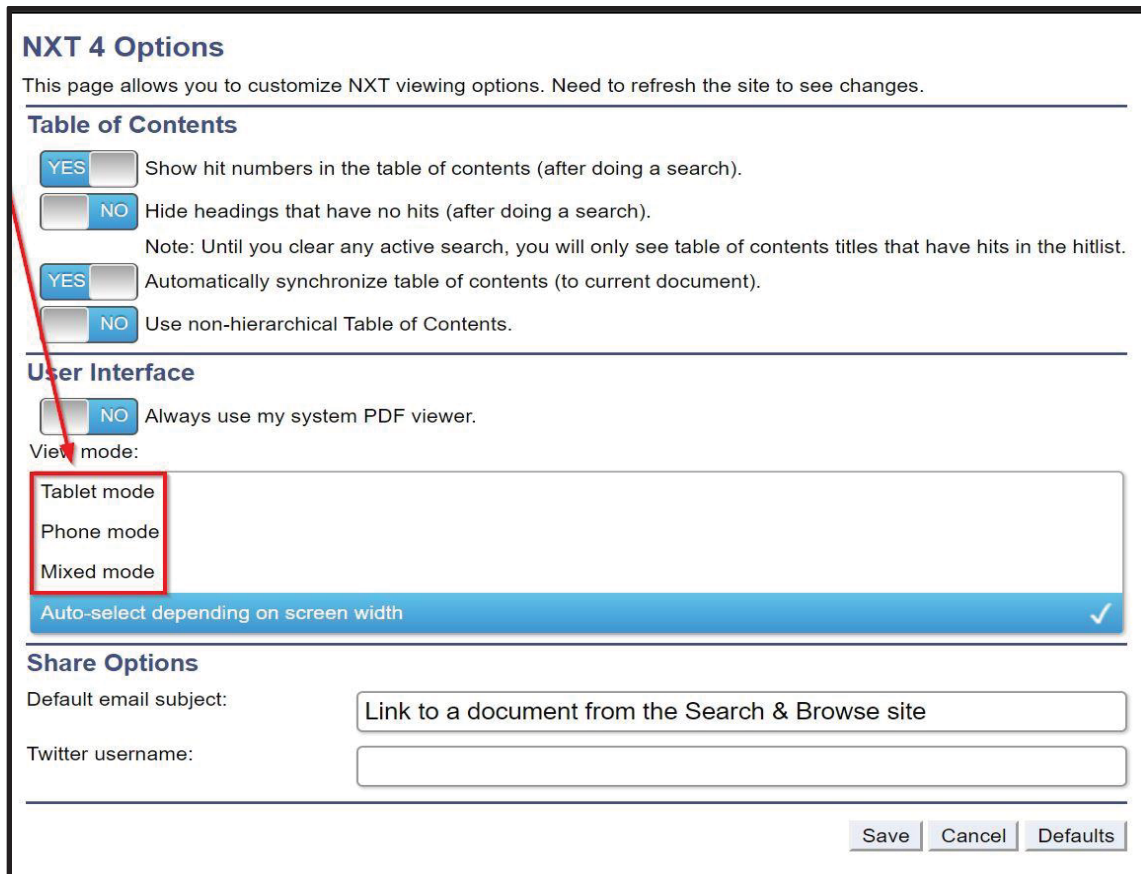
Steps to turn automatic synchronization on/off

1. Click **Settings**.
2. Do one of the following:
 - Click **Automatically synchronize table of contents (to current document)** to turn synchronization off. (It is on by default and it toggles from Off to On)
 - Click **Automatically synchronize table of contents (to current document)** to turn synchronization back on.
3. Click **Save**.
4. Click Search form drop down and select desired search form (e.g. **Advanced**).

Customizing Search & Browse for your device

You can optimize *Search & Browse* for the type of device that you are using. By default, *Search & Browse* detects the type of device that you are using and configures your interface automatically. If preferred, you can select the type of device you are using in settings.

1. Click **Settings**



NXT 4 Options

This page allows you to customize NXT viewing options. Need to refresh the site to see changes.

Table of Contents

☒ YES Show hit numbers in the table of contents (after doing a search).

☐ NO Hide headings that have no hits (after doing a search).

Note: Until you clear any active search, you will only see table of contents titles that have hits in the hittlist.

☒ YES Automatically synchronize table of contents (to current document).

☐ NO Use non-hierarchical Table of Contents.

User Interface

☐ NO Always use my system PDF viewer.

View mode:

Tablet mode

Phone mode

Mixed mode

Auto-select depending on screen width ✓

Share Options

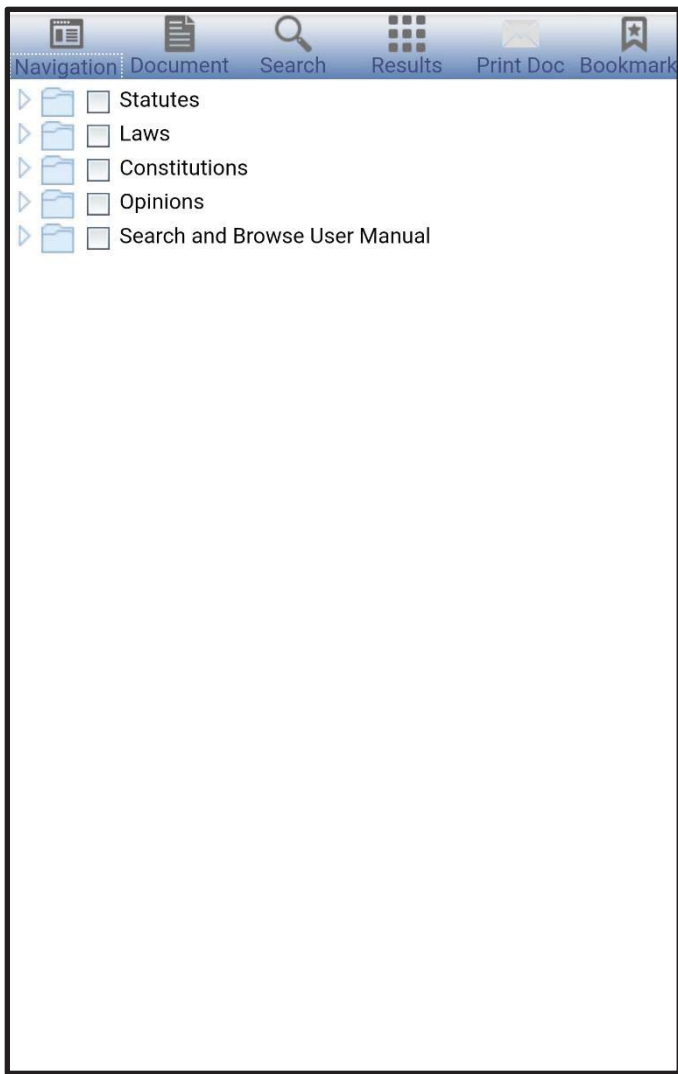
Default email subject:

Twitter username:

Settings Dialog to Customize Device/Browser3View Mode

2. Select one of the following:
 - Tablet mode
 - Phone mode
 - Mixed mode
 - Auto-select depending on screen-width
3. Click **Save**.

By default, the view is set to Auto-select, which will automatically detect and set the view for all devices.



Search & Browse Initial View on a Mobile Phone

Exploring the *Search & Browse* interface when accessing content from a mobile device.

Search & Browse detects when you are using a phone, tablet or mobile device and automatically changes the browser interface to optimize your user experience. The image to the left shows the default view when browsing using a mobile phone. The elements in the user interface such as icons and buttons have been sized down to optimize mobile browsing and using touch instead of a mouse.

Click on the **Navigation** button.

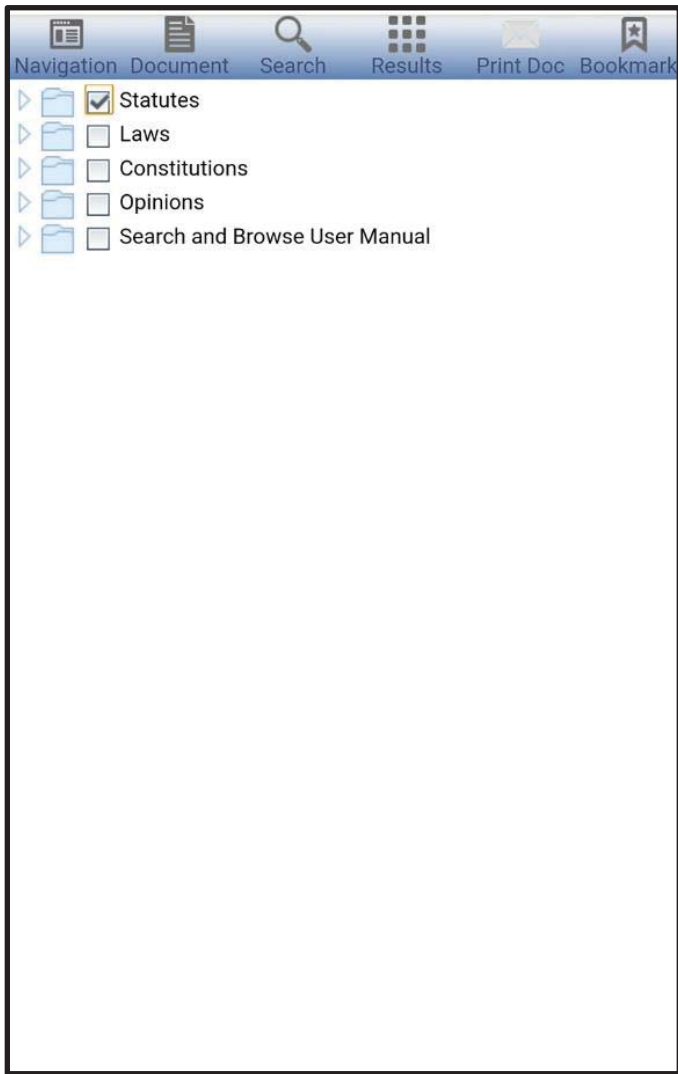


Table of Contents View,
After Clicking on Navigation Button

After clicking the **Navigation** button, you will see the available collections in the table of contents as seen in the graphic above.

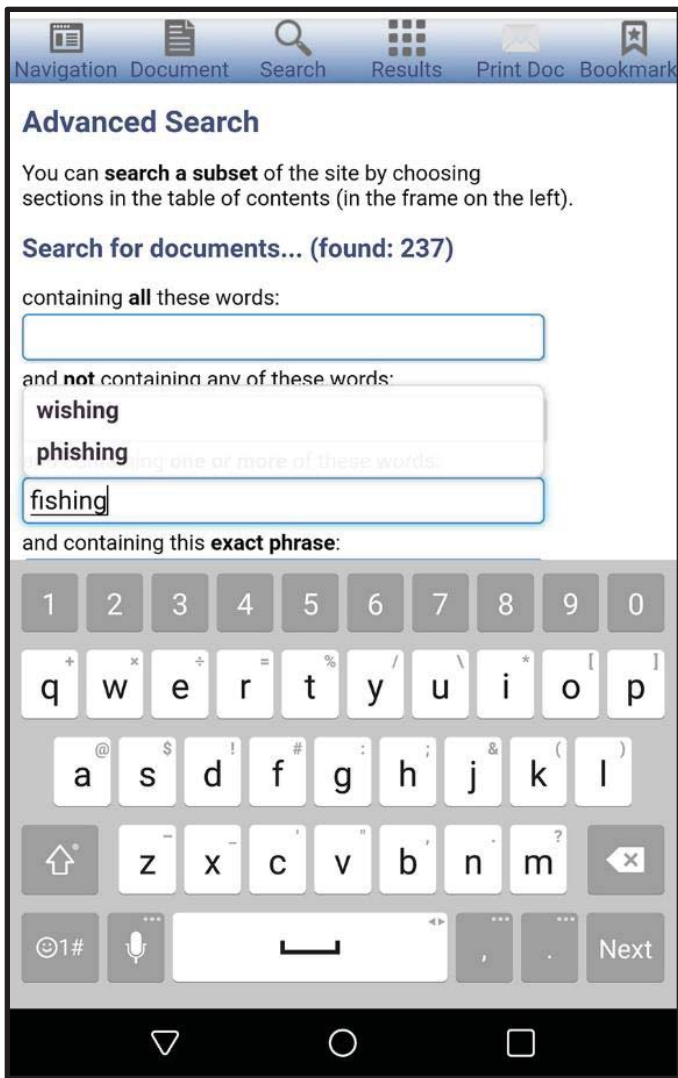
Select the documents to search in by clicking the check box.

The screenshot displays a mobile application interface for searching. At the top, there is a navigation bar with icons and labels for 'Navigation', 'Document', 'Search', 'Results', 'Print Doc', and 'Bookmark'. Below this, the 'Simple Search: (found: 0)' section contains a text input field labeled 'Search...' and three buttons: 'Search', 'Cancel', and 'Clear Search'. Underneath, the 'More searches:' section features a list of search options: 'Laws of Florida', 'Florida Constitution', 'Florida Statutes', 'Boolean', and 'Advanced'.

Click on the **Search** button and select the desired search form from the choices i.e. *Laws of Florida*, *Florida Constitution*, *Florida Statutes*, Boolean and Advanced; as seen in the screenshot on the right.

In this case, the default **Advanced** Search form is chosen from choices as seen on the left.

Mobile View - Search Form Selection Window



The image shows a mobile application interface for an advanced search. At the top is a navigation bar with icons and labels for 'Navigation', 'Document', 'Search', 'Results', 'Print Doc', and 'Bookmark'. Below this is the 'Advanced Search' section. It includes a brief explanation: 'You can search a subset of the site by choosing sections in the table of contents (in the frame on the left)'. The main search area is titled 'Search for documents... (found: 237)'. It contains several input fields: 'containing all these words:' with an empty text box; 'and not containing any of these words:' with two text boxes containing 'wishing' and 'phishing'; 'ing one or more of these words:' with a text box containing 'fishing'; and 'and containing this exact phrase:' with an empty text box. A virtual QWERTY keyboard is displayed at the bottom of the screen, with a 'Next' button to its right. The bottom of the screen shows the standard Android navigation bar with back, home, and recent apps icons.

Mobile View - Search Form Selection Window

The **Advanced** search form will appear.

Click in the search form field, and type the search term.

Click on your phone's **Next** button on the phone keyboard.

Click **Go**.

This will initiate the search.

Navigation Document Search Results Print Doc Bookmark

1 - 50 of 237 results Document Excerpts: Off

Title
 <u>20.331 Fish and Wildlife Conservation Commission.</u> Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 1 - 25 / CHAPTER 20 ORGANIZATIONAL STRUCTURE
 <u>120.81 Exceptions and special requirements; general areas.</u> Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 101 - 125 / CHAPTER 120 ADMINISTRATIVE PROCEDURE ACT
 <u>125.01 Powers and duties.</u> Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 101 - 125 / CHAPTER 125 COUNTY GOVERNMENT / PART I COUNTY COMMISSIONERS: POWERS AND DUTIES
 <u>125.0104 Tourist development tax; procedure for levying; authorized uses; referendum; enforcement.</u> Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 101 - 125 / CHAPTER 125 COUNTY GOVERNMENT / PART I COUNTY COMMISSIONERS: POWERS AND DUTIES
 <u>159.27 Definitions.</u> Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 153 - 175 / CHAPTER 159 BOND FINANCING / PART II FLORIDA INDUSTRIAL DEVELOPMENT FINANCING ACT
 <u>161.201 Preservation of common-law rights.</u> Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 153 - 175 / CHAPTER 161 BEACH AND SHORE PRESERVATION / PART I REGULATION OF CONSTRUCTION, RECONSTRUCTION, AND OTHER PHYSICAL ACTIVITY

Search Results Window

At the left, see the results as they are displayed.

Click on a document to view the content.

You can switch views by clicking on the navigation buttons.

Click on the **Navigation** button to switch to the table of contents.

Click on the **Results** to view results.

Click on the **Document** button to switch back to the document view.

Introduction

The beauty of *Search & Browse* lies in the collection of documents available for research. There are many ways to refine your search and sift through these collections to find answers.

Spelling plays an important role as to whether you achieve your desired search results. If your results are not what you expect, check the spelling of your search query

Performing Advanced Searches

The Advanced Search form displays on the Search form page when *Search & Browse* opens. From this form, you can perform simple and complex searches. In addition to inputting search criteria using different filters, you can also search for alternate word forms (stemming) and synonyms (thesaurus). You can choose to display short, medium, or long excerpt phrases along with your search results.

Advanced Search

You can search a subset of the site by choosing sections in the table of contents (in the frame on the left).

Search for documents... (found: 0)

containing all these words:

and not containing any of these words:

and containing one or more of these words:

and containing this exact phrase:

and containing these words near each other:

Find alternate word forms (stemming)

Find synonyms (thesaurus)

Show document excerpts in the results list

Off Short Medium Long

Search Cancel

Advanced Search Form

Searches you perform using the Advanced Search form are not limited to a specific document type. All document collections selected from Search Source can be searched. The table below describes the search action of each query field on the Advanced Search form.

Query Field	Search Action
containing all these words	Searches for a single word or phrase.
and not containing any of these words	Eliminates words from the search. Use in conjunction with “containing all these words.”
and containing one or more of these words	Searches for multiple words.
and containing this exact phrase	Searches for a complete phrase.
and containing these words near each other	Searches for words in close proximity to each other in the same document.



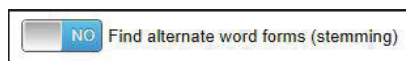
Steps to search using Advanced Search form

- Do one of the following:
 - Open *Search & Browse*.
 - Click Search Form down arrow at upper right of screen and select Advanced.
 - Click Clear
 - Alternately to clear, click in the URL address line select all and hit enter.

NOTE: Type an asterisk (*) or question mark (?), in search field, if wildcard search is desired.
- Type word(s) or phrase(s) in query field(s).
- Click **Find alternate word forms (stemming)**, if stemming search is desired.
- Click **Find synonyms (thesaurus)**, if synonym search is desired.

Stemming

Including any possible suffixes or other verb tenses to the search word is called “stemming.” Stemming is activated by clicking the **Find alternate word forms (stemming)** button, located at the bottom of the Advanced Search form. This is highly recommended when searching for words that can end with s, es, ed, ing, and have past tenses.



Stemming Option

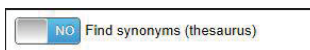
Synonyms

When searching the document collection in *Search & Browse*, terminology may be formal, politically correct, gender-neutral, and often, not what you think it will be.

Statutory language refers to words and/or phrases used in the Florida Statutes, Laws of Florida, or Florida Constitution. You do not have to brainstorm to come up with statutory terminology. *Search & Browse* provides a customized thesaurus that matches many

related words when performing a search function. Keep in mind, however, that many common words and phrases may have distinctly different meanings in the Florida Statutes.

To search for synonyms, click **Find synonyms (thesaurus)** located at the bottom of the Advanced Search form, or type “\$” after the word that you want to search.



Synonyms Option

Wildcards

Wildcards allow you to find words using patterns for a set of words and to find synonyms or various word forms. If stemming does not return a broad enough result, use an asterisk (*) as a wildcard at the end or beginning of a word, or for a portion of a word. For example:

Search Word	Hit Results
govern*	govern, governs, governed, governing, government, governmental, governor
ra*	range, rail, radiology, racial, ...

To fill in a missing character, use a question mark as a wildcard at the end, beginning, or anywhere within a portion of a word. This is a replacement wildcard. The number of question marks determines the number of additional characters included in the search. For example:

Search	Hit Results
fi??	firm, fide, five, file, ...
wom?n	woman or women
b??k	book, back, bank, bark, bulk, ...

Performing Boolean Searches

The Boolean Search form allows you to focus your search on terms that are more specific. Boolean operators allow you to specify words, exclude words, look for words in proximity, search for synonyms or similar words (stemming), or add complex combinations of words to be found during a query. Boolean operators may be represented by words or symbols. Searches you perform using the Boolean Search form are not limited to a specific document type. All document collections selected from Search Source can be searched. The Boolean Search form illustrated below contains examples of syntax used for these types of queries. (See graphic)

Boolean Search

You can search a subset of the site by choosing sections in the table of contents (in the frame on the left).

Query terms:

(found: 0)

Show document excerpts in the results list

☒ Off ☐ Short ☐ Medium ☐ Long

Search Syntax Summary

Operator	Example	Result
And	one two one & two one and two	Finds documents with both 'one' and 'two'.
Or	me you me or you	Finds documents with either 'me' or 'you'.
Not	^him not him	Finds documents that don't contain 'him'.
Exclusive or	apples ~ oranges apples xor oranges	Finds documents with either 'apples' or 'oranges', but not both.
Phrase	"to be or not"	Finds documents with the exact phrase 'to be or not'.
Single character wildcard	wom?n th??	Finds documents with 'woman', 'women', etc., or 'this', 'that', 'them', etc.
Multiple character wildcard	a*n work*	Finds documents with 'an', 'addition', 'assign', etc., or 'work', 'works', 'working', etc.
Ordered proximity	"corporate tax law"/10	Finds documents with 'corporate', 'tax' and 'law' within 10 words, in the order given.
Unordered proximity	"technical resource acquisition"@5	Finds documents with 'technical', 'resource' and 'acquisition' within 5 words, in any order.
Stemming (word form)	run%	Finds documents with 'run', 'ran', 'runs', and 'running'.
Synonym	alert\$	Finds documents with 'alert', 'active', 'aware', 'quick', etc.

Boolean Search Form



Steps to perform Boolean searches

1. Click Search Form down arrow.
2. Select Boolean.
3. Type words(s) and operators under Query terms.
4. Click Search.

Proximity Operators

Proximity operators allow you to specify how close (range) two or more words must be to each other in the same document to return a hit. When adding a range, keep in mind that if you reduce the range dramatically you may receive no matches. Words in proximity searches *must* be enclosed in quotation marks. Wildcards can be used with proximity searches.

Ordered proximity is used to specify the order in which words must appear within a given range to count as a hit. The ordered proximity operator is the forward slash [/].

Unordered proximity is used to specify a set of terms that must appear within a given range in any order. The unordered proximity operator is the "at" [@] symbol.

Searching Florida Statutes

The Florida Statutes are the permanent, compiled laws of the state. They are organized into Chapters, Parts, and Sections. The section is the basic unit of the statutes. Each

statute is identified with a decimal number. Digits at the left of the decimal point indicate the chapter number. Digits at the right of the decimal point indicate the section number.

The statutes are updated annually after each regular (or special, if there are any changes) session of the Legislature. Updates reflect changes made by legislation passed since the release of the previous year's statutes. Sections created by new legislation are integrated into the statutes. Changed sections appear as amended, repealed sections are deleted, and transferred sections appear in their new locations. All other sections carry forward unchanged from the previous year. In other words, the Florida Statutes contain the latest version of every statute section.

The Florida Statutes reflects the organization of the statutes into Chapters, Parts, and Sections. At the beginning of each chapter or part is a list of section numbers with catchlines (subjects) contained in that chapter or part, with a hyperlink to each section. The chapter and part lists are not searchable. Within section documents, cross-references to other statute sections are linked to those sections. Each superscript numeral within a section is linked to an editorial note at the end of the section to which it refers.

Florida Statutes Field Search Form

The Florida Statutes Field Search form allows you to search specific parts of a Statutes document. Word Wheels are also available to assist with selecting specific numeric values and words for your query. (See Word Wheel in next section)

Florida Statutes Field Search

Narrow your search to specific subdocument(s) by selecting the appropriate subdocument(s) in the TOC on the left.

Catchline:

Search Now

1

10

100

10,000

1009.78-1009.88

101.292-101.295

108

Section Body:

Search Now

☐

0

-0-

00

-00

.00

0.00

History:

Search Now

087

1

10

100

1000

1001

1002

Notes:

Search Now

0.01

0.02

0.08

0.8

1

10

100

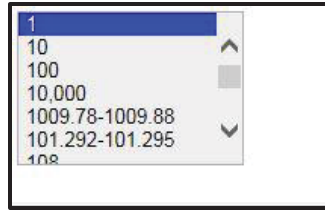
Florida Statutes Field Search Form

A Florida Statutes document has four searchable fields:

Document Field	Section Searched
Catchline	Section number and bolded text after section number
Section Body	Section's main body text
History	Section history
Notes	Editorial notes following the section

Word Wheel

A Word Wheel contains a list of every word in a field. The list is in alphabetical order, with numbers appearing first. For example, when you search the Catchline field of the Florida Statutes, the Word Wheel provides a list of section numbers in numerical order.



Word Wheel



Steps to search by Florida Statutes field

1. Click Search Form down arrow.
2. Select Florida Statutes.
3. Do one of the following:
 - Type portion of or complete number or word in a field (Catchline, Section Body, History, or Notes), or
 - Type portion of number or word in a field and select desired number or word from Word Wheel, or
 - Scroll through field Word Wheel and double-click desired number or word.
4. Click **Search Now**.

NOTE: Advanced Search, search form is displayed when Clear is clicked after displaying search results initiated from this form.

Searching Laws of Florida

The Laws of Florida are a compilation of all Chapter Laws, Resolutions, and Memorials passed during a legislative session. Only Chapter Laws and Joint Resolutions are included in Search and Browse. The Laws of Florida are divided into two broad categories—General Laws and Special and Local Laws. The Laws of Florida are published after each session of the Florida Legislature. They contain all laws passed during the regular session and at any special session since the previous year's publication.

Laws of Florida Field Search Form

The Laws of Florida Field Search form allows you to query specific parts of a Law document. The Word Wheels assist with selecting specific numeric values and words for your query.

Laws of Florida Field Search

Narrow your search to specific subdocument(s) by selecting the appropriate subdocument(s) in the TOC on the left.

Law Title: Search Now	1 10 1000.05 1000.21 1000.40 100.081 1001.02
Bill Number: Search Now	1000 1009 1020 1021 1024 1027 1033
Law Body: Search Now	☐ 0 00 0.01 0.02 0.03 0.04
Additions: Search Now	☐ 00 0.01 0.02 0.08 01 0.1
Deletions: Search Now	0.12 0.24 1 10 100 1,000 100,000

Laws of Florida Field Search Form

A Laws of Florida document has five searchable fields:

Document Field	Section Searched
Law Title	Title and Whereas clauses
Bill Number	House or Senate bill number that became law
Law Body	Body of the law below the enacting clause
Additions	Added text (represented by underlines)
Deletions	Deleted text (represented by overstrikes)

NOTE: The enacting clause of each law is not searchable.



Steps to search by Laws of Florida field

1. Click Search Form down arrow.
2. Select Laws of Florida.
3. Do one of the following:
 - Type beginning portion of number or word in a field (Law Title, Bill Number, Law Body, Additions, or Deletions).
 - Type portion of number or word in a field and select desired number or word from Word Wheel.
 - Scroll through Word Wheel. Double-click desired number or word.
4. Click Search Now.

NOTE: Advanced Search form is displayed when Clear is clicked after displaying search results initiated from this form.

Searching the Florida Constitution

The Constitution of the State of Florida defines the basic powers and structure of state government. The Florida Constitution is divided into articles and sections.

Florida Constitution Field Search Form

The Florida Constitution Field Search form allows you to query specific parts of the Constitution text. Word Wheels assist with selecting specific numeric values and words for your query. (See Word Wheel on previous page)

Florida Constitution Field Search

Narrow your search to specific subdocument(s) by selecting the appropriate subdocument(s) in the TOC on the left.

Catchline:

Search Now

1885

a

abatement

ability

about

abuse

access

Section Body:

Search Now

0

00

0.05

01

02

06

08

History:

Search Now

1

10

1009

1061

11

1157

1160

Notes:

Search Now

1

10

1,000

1011.77

1013.37

1046

106

Florida Constitution Field Search Form

The Florida Constitution has four searchable fields:

Document Field	Section Searched
Catchline	Section number and bolded text after section number
Section Body	Section's main body text
History	Section history
Notes	Editorial notes following the section



Steps to Search by Florida Constitution field

1. Click on search field drop-down arrow (Simple Search shows by default)
2. Select Florida Constitution.
3. Do one of the following
 - Type beginning portion of number or word in a field and select desired number or word from Word Wheel.

- Type portion of number or word in a field ` and select desired number or word from Word Wheel.
 - Scroll through Word Wheel. Double-click desired number or word.
4. Click Search Now

The subject index and tables documents can be viewed and/or searched. See Section 5 for a description of each.

- **Florida Statutes Index**
- **Laws of Florida Legislature Index**
- **Florida Constitution Index**
- **U.S. Constitution Index**
- **Definitions Index**
- **Florida Statutes Tracing Table Index**
- **Florida Statutes Repeal and Transfer Table**

Search Indexes

References following index entries are linked to the text that is referred to.

NOTE: For *Florida Statutes* and *Laws of Florida* document collections, prior editions may be selected using the Search Source drop down. Table and other indexes are limited to the current year.

Search Source Drop down

Other indexes and tables are limited to the current year.



Steps to search Florida Statutes Index

1. Do one of the following.
 - Check right-facing diamond at left of Statutes and click in all index open boxes to select all indexes.
 - Click right-facing diamond at left of Statutes and select desired index.
2. Do one of the following.
 - Click right-facing diamond at left of desired index and click diamonds to expand index to desired title hyperlink.
 - Verify Advanced Search form is displayed, type search term in desired query field, and click **Search**.



Steps to search Laws of Florida Index

1. Do one of the following:
 - Click right-facing diamond next to Laws Documents to expand TOC. Select Laws Index to select all indexes.
 - Click right-facing diamond next to Laws Documents to expand TOC. Select Laws Index diamond to expand indexes, and select desired indexes.
2. Do the following:
 - Click on right-facing diamond at left of desired index to expand index and click desired title hyperlink.
 - Verify Advanced Search form is displayed, type search term in desired query field, and click **Search**.



Steps to search Florida Constitution Index

1. Do one of the following:
 - Click check box next to Florida Constitution Index to select entire index.
 - Click right-facing diamond at left of Florida Constitution Index to expand the index.
2. Do the following:
 - Click check box of desired title hyperlink.
 - Verify Advanced Search form is displayed, type search term in desired query field, and click **Search**.



Steps to search the United States Constitution Index

1. Do one of the following:
 - Click check box next to United States Constitution Index to select entire index.
 - Click right-facing diamond at left of United States Constitution Index to expand the index.
2. Do the following:
 - Click check box of desired title hyperlink.
 - Verify Advanced Search form is displayed, type search term in desired query field, and click **Search**.



Steps to search Definitions Index

1. Do one of the following:

- Click check box next to Definitions Index to select entire index.
 - Click right-facing diamond at left of Definitions Index.
2. Do the following:
 - Click check box of desired title hyperlink.
 - Verify Advanced Search form is displayed, type search term in desired query field, and click **Search**.

Searching Tables

Florida Statutes Tracing Table

The Tracing Table traces provisions of the Laws of Florida into the Florida Statutes. This table lists each law, each section within the law, and the section or sections of the Florida Statutes that the law affected. Statute section numbers are linked to those sections in the Florida Statutes document collection. If a section number is not linked, that section no longer appears in the statutes. Law numbers are linked to those laws in the Laws of Florida document collection.

Law	Law Section	F.S. Section
2019-2	1	11.2421
	2	11.2422
	3	11.2424
	4	11.2425

Florida Statutes Tracing Table



Steps to Access Florida Statutes Tracing Table

1. Click the right-facing diamond at left of Tracing Table.
2. Click the diamond to expand the index and select the desired Tracing Table chapter law hyperlink.



Steps to search Florida Statutes Tracing Table

1. Click right-facing diamond at left of Tracing Table, if necessary.
2. Do one of the following:
 - Check the open check box on Tracing Table to select all chapters, or
 - Click the right-facing diamond at left of to expand TOC Tracing Table and check desired chapter.

3. Verify Advanced Search form is displayed.
4. Type search term in desired query field.
5. Do one of the following:
 - Click **Search**, or
 - Press [Enter].

Florida Statutes Table of Section Changes

Finding sections of the Florida Statutes that have been changed, the nature of the change, and which law made the change. If a section number is not linked, that section no longer appears in the statutes.

Statutes				Sync	Prev Doc	Next Doc	Prev Match	Next Match	Highlights	Prev Hit Doc	Next Hit Doc
2019 Florida Statutes Documents											
2019 Florida Statutes											
2019 Statutes Index											
2019 Definitions Index											
2019 Tracing Table											
2019 Table of Section Changes											
Key											
Chapters 1-99											
Chapters 100-199											
Chapters 200-299											
Chapters 300-399											
Chapters 400-499											
Chapters 500-599											
Chapters 600-699											
Chapters 700-799											
Chapters 800-899											
Chapters 900-999											
Chapters 1000-1013											
2019 Repealed and Transferred Sections Table											
2019 Statutes Cross References											
Laws											

Florida Statutes Table of Section Changes



Steps to access Florida Statutes Table of Section Changes chapters

1. Click right-facing diamond at left of Statutes Documents to display Table of Section Changes (if it is not already expanded).
2. Click right-facing diamond to select the desired Table of Section Changes Chapters hyperlink.



Steps to search Florida Statutes Table of Section Changes

1. Do the following:
 - Click right-facing diamond next to Florida Statutes Documents to expand the TOC (if it is not already expanded).

- Click check box next to Table of Section Changes to select all chapters.
 - Click right-facing diamond at left of Table of Section Changes to expand all chapters and check desired chapter.
2. Verify Advanced Search form is displayed.
 3. Type search term in desired query field.
 4. Do one of the following:
 - Click **Search**.
 - Press [Enter].

Repealed and Transferred Sections Table

Find Florida Statute section numbers that are no longer part of the statutes.

 Prev Doc  Next Doc  Prev Match  Next Match  Highlights  Prev Hit Doc  Next Hit Doc		
Section No. Statutes	Key	Chapter No.
200.01	T 192.052	69-55
200.02	T 197.015	69-55
200.021	T 193.034	69-55
200.03	R	69-101
200.04	T 193.041	69-55
200.05	T 193.261	69-55
200.06	R	69-101
200.0684	R	2004-305
200.07	T 193.121	69-55
200.08	T 193.211	69-55
200.085	R	87-239
200.09	T 193.241	69-55
200.10	T 194.041, 194.161	69-55
200.11	T 194.051	69-55
200.111	R	82-154
200.12	T 193.311	69-55
200.121	R	73-333
200.13	T 193.361	69-55
200.131	R	82-154
200.132	R	2000-355
200.14	T 193.371	69-55
200.15	T 196.021	69-55
200.16	T 193.161	69-55
200.161	R	82-154
200.17	T 193.291	69-55
200.18	T 193.301	69-55
200.185	R	2016-10
200.186	R	
200.19	T 193.392	69-55

Florida Statutes Repealed and Transferred Section Table



Steps to access Florida Statutes Repealed and Transferred Sections chapters

1. Click right-facing diamond at left of Statutes Documents to expand the TOC (if it is not already expanded).

2. Click on right-facing diamond next to expand Repealed and Transferred Sections Table (if it is not already expanded).
2. Click next to desired chapter Cross-references hyperlink.



Steps to search Florida Statutes Repealed and Transferred Sections Table

1. Do one of the following:
 - Click check box next to Repealed and Transferred Sections Table to select all chapters, or
 - Click right-facing diamond at left of Repealed and Transferred Sections Table and check desired chapter.
2. Verify Advanced Search form is displayed.
3. Type search term in desired query field.
4. Do one of the following:
 - Click **Search**, or
 - Press [Enter].

Florida Statutes Cross Reference Table

The *Cross Reference Table* contains a list of every internal cross reference to a statutes section or section subunit in the *Florida Statutes*, subdivided by statute chapter. The section and subunit that contain the reference appear alongside and are hyperlinked to the *Florida Statutes* document collection.

Sync
 Prev Doc
 Next Doc
 Prev Match
 Next Match
 Highlights
 Prev Hit Doc
 Next Hit Doc

Reference	Location
1.01	120.52 (14)
1.01	166.231 (5)
1.01	196.29
1.01	274.06
1.01	334.03 (19)
1.01	350.81 (1)(e)
1.01	381.885 (5)
1.01	394.47891
1.01	435.02 (6)
1.01	493.6107 (6)
1.01	493.6202 (4)
1.01	493.6302 (4)
1.01	493.6402 (4)
1.01	501.2077 (1)(c)2.
1.01	558.002 (6)
1.01	558.002 (7)
1.01	558.002 (10)
1.01	558.002 (11)
1.01	559.20
1.01	570.844

Florida Statutes Cross Reference Table



Steps to access Florida Statutes Cross Reference Table

1. Click right-facing diamond at left of Statutes Documents to show Cross Reference Table.
2. Click right-facing diamond to expand the Cross Reference Table and show Statutes chapter hyperlink.



Steps to search Florida Statutes Cross Reference Table

1. Click right-facing diamond at left of Cross Reference Table, if necessary.
2. Do one of the following:
 - Click check box next to Cross Reference Table to select all chapters, or
 - Click right-facing diamond at left of Cross Reference Table to expand it, and check desired chapter.
3. Verify Advanced Search form is displayed.

4. Type search term in desired query field.
5. Do one of the following:
 - Click **Search**, or
 - Press [Enter].

Introduction

You can browse document collections and search results.

Exploring the RESULTS PAGE

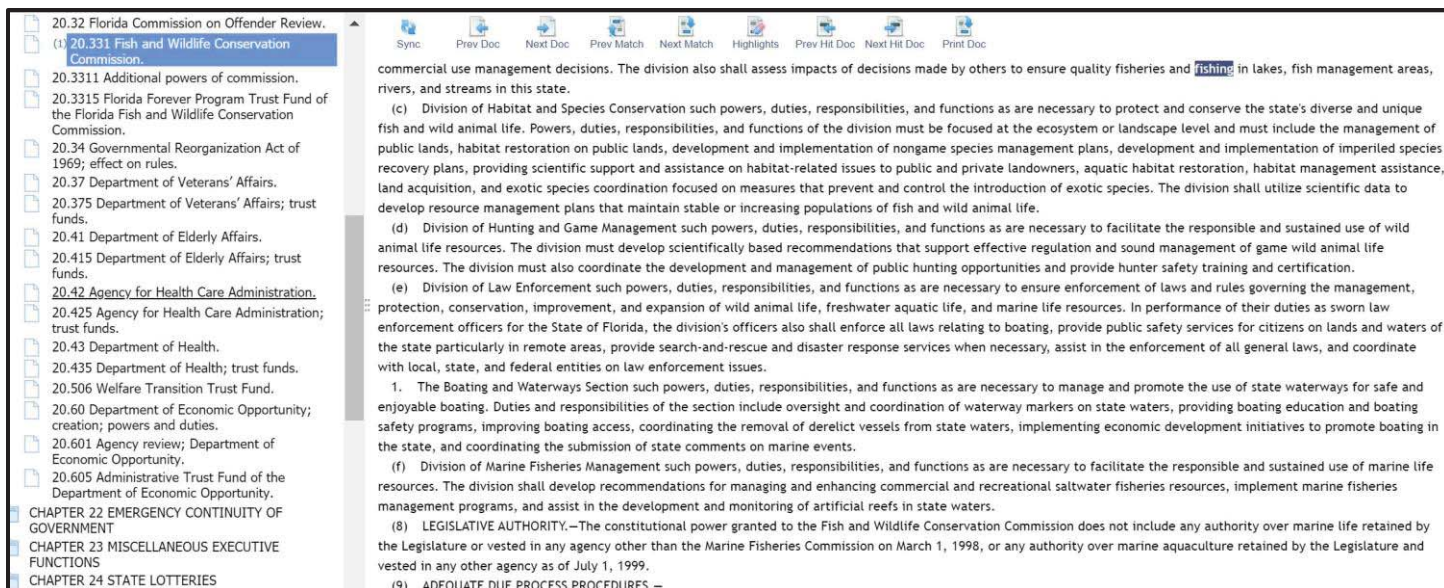
Search results display in table format on the RESULTS page. Links in the Title column allow you to open a returned document for browsing. The Location and Catchline columns identify each returned document. Document Excerpts allow you to show or hide document excerpts. This option displays five (Short), 10 (Medium), or 25 (Long) words before and after your query term.

1 - 50 of 237 results		Document Excerpts: Off
	Title	
1	20.331 Fish and Wildlife Conservation Commission.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 1 - 25 / CHAPTER 20 ORGANIZATIONAL STRUCTURE
2	120.81 Exceptions and special requirements; general areas.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 101 - 125 / CHAPTER 120 ADMINISTRATIVE PROCEDURE ACT
3	125.01 Powers and duties.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 101 - 125 / CHAPTER 125 COUNTY GOVERNMENT / PART I COUNTY COMMISSIONERS: POWERS AND DUTIES
4	125.0104 Tourist development tax; procedure for levying; authorized uses; referendum; enforcement.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 101 - 125 / CHAPTER 125 COUNTY GOVERNMENT / PART I COUNTY COMMISSIONERS: POWERS AND DUTIES
5	159.27 Definitions.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 153 - 175 / CHAPTER 159 BOND FINANCING / PART II FLORIDA INDUSTRIAL DEVELOPMENT FINANCING ACT
6	161.201 Preservation of common-law rights.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 153 - 175 / CHAPTER 161 BEACH AND SHORE PRESERVATION / PART I REGULATION OF CONSTRUCTION, RECONSTRUCTION, AND OTHER PHYSICAL ACTIVITY
7	161.58 Vehicular traffic on coastal beaches.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 153 - 175 / CHAPTER 161 BEACH AND SHORE PRESERVATION / PART III COASTAL ZONE PROTECTION
8	206.41 State taxes imposed on motor fuel.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 201 - 222 / CHAPTER 206 MOTOR AND OTHER FUEL TAXES / PART I MOTOR FUELS
9	206.63 Definitions; s. 206.64.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 201 - 222 / CHAPTER 206 MOTOR AND OTHER FUEL TAXES / PART I MOTOR FUELS
10	206.64 Refunds on fuel used for agricultural or commercial fishing purposes.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 201 - 222 / CHAPTER 206 MOTOR AND OTHER FUEL TAXES / PART I MOTOR FUELS
11	206.874 Exemptions.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 201 - 222 / CHAPTER 206 MOTOR AND OTHER FUEL TAXES / PART II DIESEL FUELS
12	212.04 Admissions tax; rate, procedure, enforcement.	Statutes / 2019 Florida Statutes Documents / 2019 Florida Statutes / Chapters 201 - 222 / CHAPTER 212 TAX ON SALES, USE, AND OTHER TRANSACTIONS

RESULTS Page

Working with Document Navigation Tools

The **Documents** page displays document content resulting from your search. Similarly, the **Results** page displays the search results frame.



DOCUMENT Page

The **Document** toolbar is located above the content. This toolbar allows you to browse documents, and synchronize document content with the TOC, clear highlighted hits, display current document references, and print a document. This toolbar is found only on the **Document** page.

Document navigation tools allow you to browse document content.

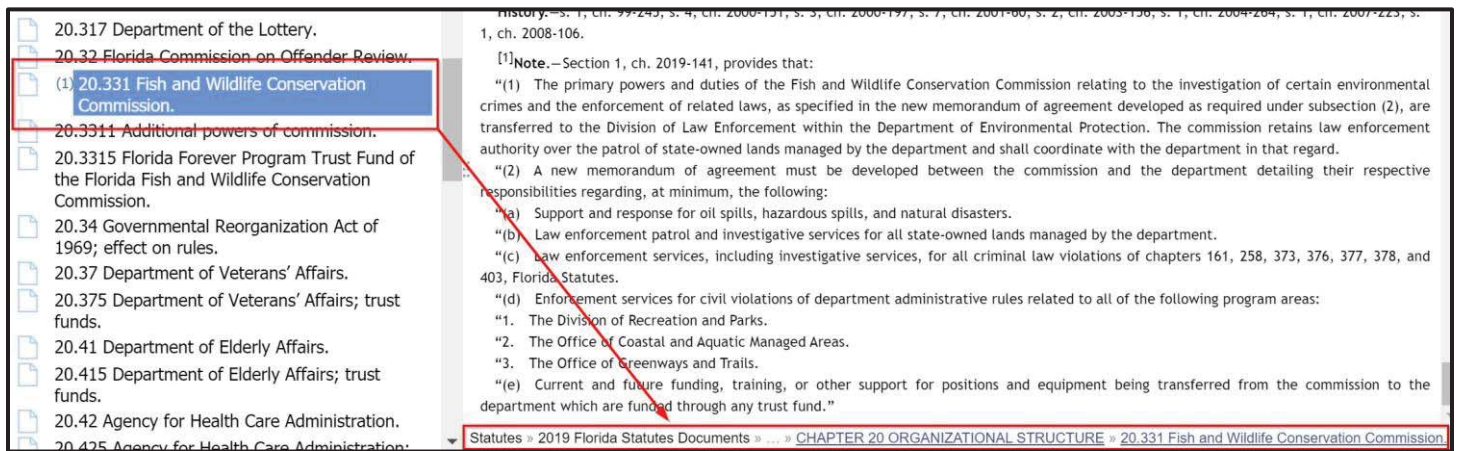
- **Prev Match** and **Next Match** — navigate back and forth through hits within the document you are currently browsing.
- **Prev Hit Doc** and **Next Hit Doc** — navigate back and forth through search source documents that contain hits.
- **Prev Doc** and **Next Doc** — navigate through all search source documents within the TOC, even if they do not contain a hit.



Document Toolbar

Viewing Reference Information

The Reference bar is at the bottom of the Document frame. This bar identifies the document you are currently browsing. You can also hyperlink back to other levels of the referred material/TOC.



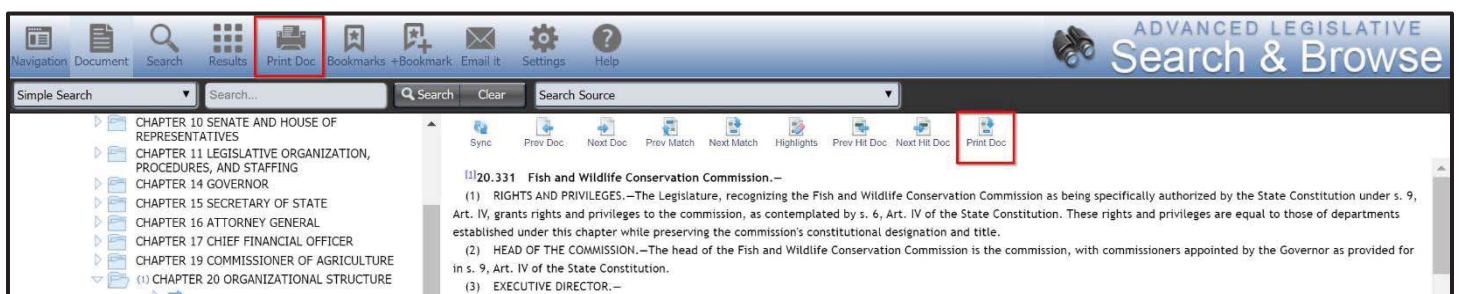
Reference Information Bar

Printing Search Results

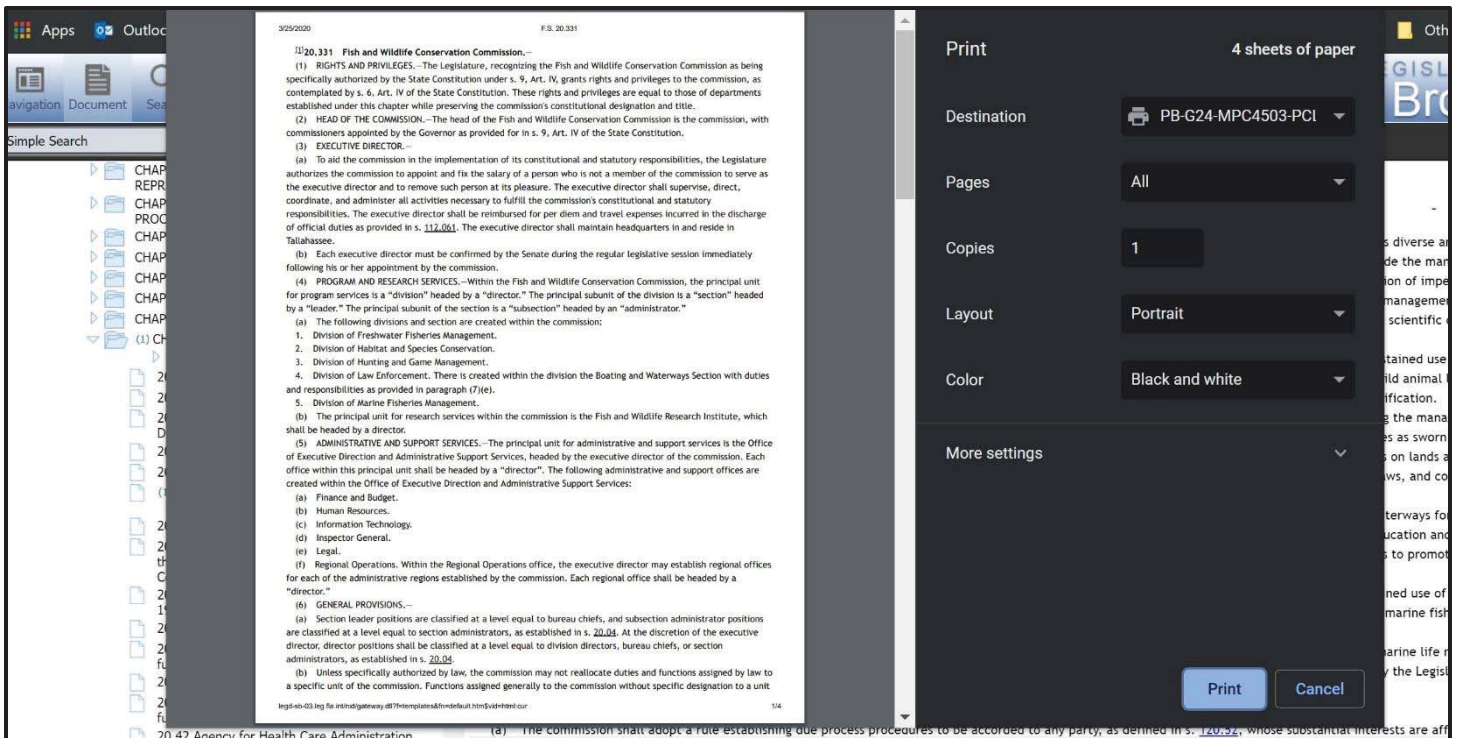
Printing may be done from the **Document** toolbar. *Search & Browse* uses your browser's print facility and therefore print function will vary depending on your browser and its print options. For example, Adobe Acrobat Professional users will be able to print or save results as **.pdf** files.

These instructions are for printing using Google Chrome. Click File, Print and the Print dialog box appears. If you are unsure about what will print, preview it before printing.

To print, you can click on the **Print Doc** button on the *Search & Browse* toolbar, or if there is a document open, you can click on the **Print Doc** button on the document navigation toolbar.



Print Button Location



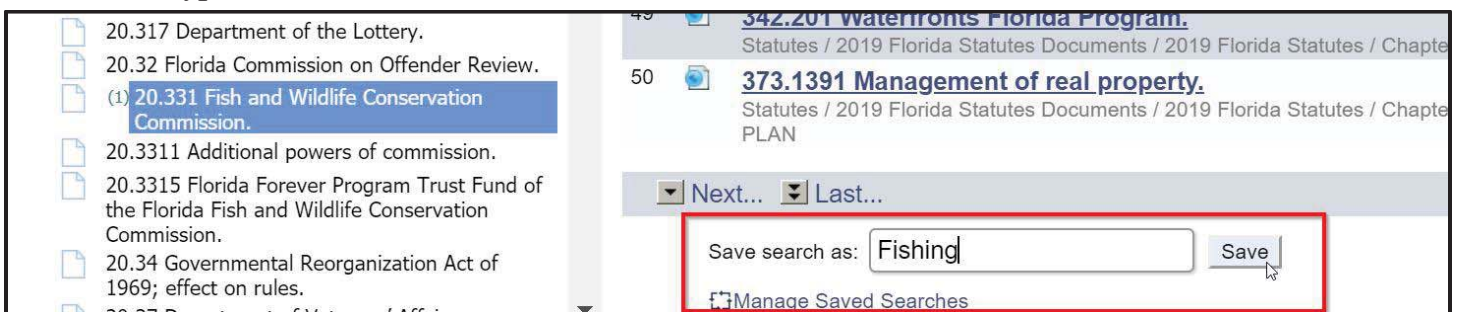
Print Dialog Box (Chrome)

Saving and Managing Search Results

Saving your search query results allows you to reuse common search syntax. If a specific search locates the information you need, saving the search makes it easier to find the same content the next time you need to search for the information. You can save as many search results as you want. *Search & Browse* stores saved search results as part of your user preferences. **NOTE:** Saved search results are saved on your local device as cookies; if you clear cookies, your saved searches results will be cleared as well.

Steps to save search results

1. Scroll to end of search results on the **Results** page.
2. Type desired name for search results in **Save search** as text box.



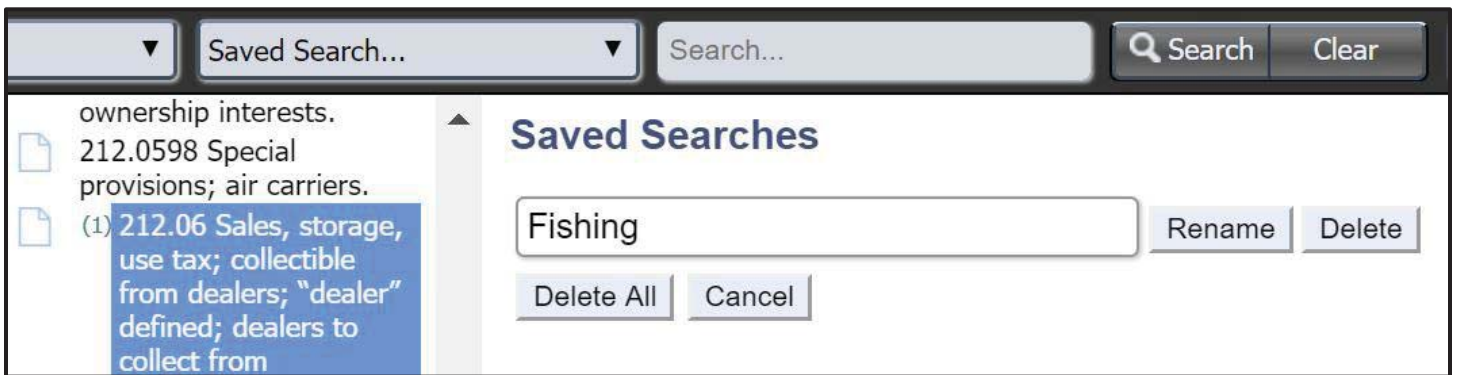
3. Click **Save**.
4. The **Saved Search** drop-down will be added in the upper left in the search area.



Saved Search Drop Down

Managing Search Results

Clicking the **Manage Saved Searches** link, located at the bottom of the **Results** page, opens the **Manage Saved Searches** window providing access to your saved searches. Buttons provided on this window allow you to rename a saved search.



Manage Saved Searches Window

Steps to rename or delete one saved search results

1. Do one of the following:
 - Click **Saved Search** down arrow at the upper right of the screen and select desired saved search, or
 - Select **Results** page.
2. Scroll to end of page.
3. Click **Manage Saved Searches**.
4. Select desired saved search.
5. Do one of the following:
 - Click **Delete**, or
 - Type another name for search and click **Rename**.
6. Click **Exit**.



Steps to delete all saved search results

1. Do one of the following:
 - Click **Saved Search** down arrow at the upper right of the screen and select desired saved search, or
 - Select **Results** page.
2. Scroll to end of page.
3. Click **Manage Saved Searches**.
4. Click **Delete All**.
5. Click **Exit**.

Florida Statutes (1998–Current Year)

The *Florida Statutes* are published in their entirety each year following the regular and special legislative sessions. Sections that were created or amended during each session appear in that year’s text. Sections that have been repealed are removed. Transferred sections appear at their new locations. All other sections are carried forward from the previous edition of the *Florida Statutes*.

The *Florida Statutes* are divided into chapters, parts, and individual sections. At the beginning of each chapter or part is an index of the section numbers contained in that chapter or part. Each section in that index is linked to its text. With sections, cross-references to other sections are linked to those sections. Superscripts are also linked to the footnotes to which they refer.

Use the “All Years” under the “Search Source” menu option to access previous editions of the *Florida Statutes*, going back to 1994.

Florida Statutes Subject Index (1999–Current Year)

The *Florida Statutes Subject Index* contains the alphabetic subject index to the *Florida Statutes*. It is divided into letters and main headings. Citations to Florida Statutes and Florida Constitution sections are linked to those sections in the *Florida Statutes* and *Florida Constitution* respectively. Internal cross-references are linked to main headings within the index.

Laws of Florida (1976–Current Year)

The *Laws of Florida* contain the laws, both general and special in nature, passed by the Legislature. As with the statutes, the *Laws of Florida* may be researched by year (and by session within a given year back to 1989 for general laws and to 1976 for special laws) using the “All Years” feature.

The *Laws of Florida* contain subdivisions for General Laws and Special and Local Laws passed at each session and for Joint Resolutions. Individual laws are divided into title and sections. Query results are reported on the law level, i.e., as the number of laws that contain hits.

Each law is divided into three fields. The “number” field includes the chapter and bill numbers at the beginning of each law; the “title” field contains the law's title and enacting clause; and the “law” field contains the body of the law below the enacting clause.

General Laws of Florida Subject Index (1999–Present Year)

The *General Laws of Florida Subject Index* contains the alphabetic subject index to the *General Laws of Florida*. It is divided into letters and main headings. Citations to laws are linked to laws in the General Laws portion of the *Laws of Florida*. Internal cross-references are linked to main headings within the index.

Special and Local Laws of Florida Index (2000–Present Year)

The *Special and Local Laws of Florida Index* contains references to laws in the Special and Local Laws portion of the *Laws of Florida*. It is organized by local government entities.

Cumulative Special and Local Laws of Florida Index (Present Year)

A cumulative index of all special and local laws from statehood to the present year. The index appears in two publications – the first index spanning the years 1845-1970 and the second index covering 1971 to the present year. These indexes are not searchable.

Florida Constitution (Present Year)

The *Florida Constitution* contains the text of the Florida Constitution, as amended in the last general election. The Constitution is divided into articles and sections within articles. Query results are reported on the section level, i.e., as the number of sections that contain hits.

Florida Constitution Subject Index

The *Florida Constitution Subject Index* contains the alphabetic subject index to the *Florida Constitution*. It is divided into letters and main headings. Citations to articles and sections are linked to the *Florida Constitution*. Internal cross-references are linked to main headings within the index.

United States Constitution and Index

The *United States Constitution* contains the text of the original 7 articles plus the 27 subsequent amendments to the Constitution. The *United States Constitution* is divided into articles and sections, with the amendments designated by numbers enclosed in brackets.

The *United States Constitution Index* is displayed by subject matter arranged alphabetically. Citations are linked to the relevant articles in the *United States Constitution*.

Definitions Index (2010–Present)

The *Definitions Index* lists all terms and phrases that are defined in the *Florida Statutes* and the *Florida Constitution*. Entries include all terms and phrases specifically stated to be definitions, as well as those considered to function as definitions in the context of a particular statute or constitution section. Citations are linked to the *Florida Statutes* and *Florida Constitution*.

Section Changes Table (2000–Present)

The *Section Changes Table* lists each Florida Statutes section affected by legislation passed at the latest regular session of the Legislature and any special sessions. For each statutes section listed, the type of transaction (creation, amendment, repeal, transfer, etc.); and the law or laws that affected the section are provided. The table is divided into sections, and query results are reported on the section level. Statutes section numbers are linked to those sections in the Florida Statutes. If a section number is not linked, that section no longer appears in the statutes. Law numbers are linked to those laws in the Laws of Florida.

Tracing Table (1999–Present)

The *Tracing Table* lists each law for the current publication year, each section within that law, and the Florida Statutes sections into which the law section was incorporated. An “omitted” entry indicates that language was not incorporated in the statutes either because of

the transaction type (e.g. a repeal or transfer) or because it was not of a general and permanent nature and therefore not subject to codification in the statutes. The table is divided into laws, and query results are reported on the law level. Statute section numbers are linked to those sections in the current year's Florida Statutes. If a section number is not linked, that section no longer appears in the statutes. Law numbers are linked to those laws in the Laws of Florida.

Repealed and Transferred Sections Table (2000–Present)

The *Repealed and Transferred Sections Table* is a cumulative table that lists all former Florida Statutes sections that are no longer part of the statutes. If a user is searching for a particular statute section, and that section is not in the current Florida Statutes, the user can look here to find whether the section was repealed, and if so by what law; or if transferred, by what law and to what new location in the statutes.

Florida Statutes Cross Reference Table (2000–2009, 2013–Present)

The *Florida Statutes Cross Reference Table* lists every internal reference to a statutes section that appears in another section. The left column of the table contains the sections referred to, including subunits if present. References to a range of sections appear as a hyphenated pair. The right column contains the sections and subunits in which the references appear. Hyperlinks allow the user to view the references in context. References are sorted in order of sections referred to, and any references to sections that do not appear in the current Florida Statutes are shown in gray.

Commission on Ethics Opinions

The *Commission on Ethics Opinions* are interpretations of the ethics laws by the Commission in response to questions from a public officer or public employee about the applicability of the law to himself or herself in a particular situation. Opinions are legally binding determinations of law unless overturned by a District Court of Appeals.

Legislative Conduct Opinions

The *Legislative Conduct Opinions* are divided into parts. There is a 658-page PDF document: *Legislative Conduct Opinions Published September 2006*, containing legislative conduct opinions from 1968 until 2006. There are also legislative conduct opinion collections received after September 2006. They are broken down into parts: *House Speaker Opinions (Received after September 2006)*, *House General Counsel (Received after September 2006)*, *OLS General Counsel Opinions (Received after September 2006)* and *Commission on Ethics – Selected Legislative Related Opinions (Received after September 2006)*.

Florida Senate Journals

The *Florida Senate Journals* are the official legal records of the proceedings of the Senate. Each day of session, the Senate publishes a journal. The Journal records only the formal action in the Legislature and committees. Its contents include titles of bills introduced and considered, a record of members' votes on issues, as well as motions and other business before the Legislature.

Florida Senate Rules

The *Florida Senate Rules* are the processes for conducting its business and rules that each house determines and adopts at the beginning of each legislative term.

Florida House Journals

The *Florida House Journals* are the official legal records of the proceedings of the House. Each day of session, the House publishes a journal. The Journal records only the formal action in the Legislature and committees. Its contents include titles of bills introduced and considered, a record of members' votes on issues, as well as motions and other business before the Legislature.

The *Florida House Journals* also include the official legal records of the Territorial Journals.