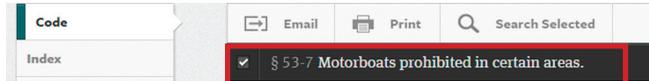


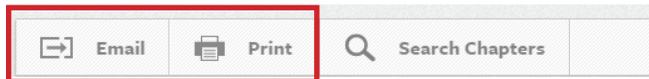
Email, Print & Copy

Accessing Email and Print Tools

1. Select Section, Article or Chapter(s) you want to email or print by checking box next to selection



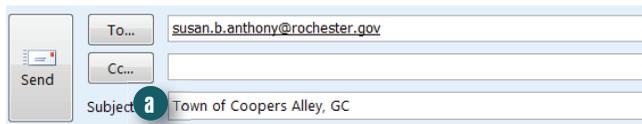
2. On Toolbar click **Email** or **Print**



Emailing a Link

Clicking **Email** will open a new email in your default client (Outlook, Mail, or Gmail, for example) with the following information:

- Code Name
- Chapter Number and Title
- Section Number and Title (if applicable)
- Link to that piece of the Code in eCode360

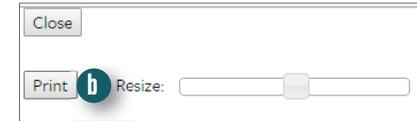
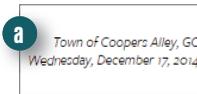


- Chapter 11A: DEFENSE AND INDEMNIFICATION OF MUNICIPAL OFFI
- § 11A-1 Civil actions.
- <http://ecode360.com/XX0010-7669177>
-

Printing From Your Code

Clicking **Print** will open a new tab with your selected text print-ready, with:

- Code Name and Print Date in upper right corner
- Slider to adjust text size



Copy & Paste*

- Complete Steps above for *“Printing From Your Code”*
- In print tab hit **Ctrl+A** on your keyboard to select all
- Hit **Ctrl+C** to Copy
- In an open document hit **Ctrl+V** to paste text into document

CAN'T SEE THE TOOL BAR?

- Make sure you have selected a section or chapter.
- In search result, hover over search result pane and click on the wrench icon.

*Municipal and Admin Users can access Download to Word to get Code content into Word Document. (See Download to Word QRC)