

Navigating the Municipal Plans and Bylaws Database:

Finding Documents:

In the default view, uploaded documents are grouped under the name of the Municipality. To view the documents housed within each individual Municipality's folder click on the word **Municipality** next to the name of the desired Municipality and it will expand to show the contents. The name of the document,



Municipality : BARNET (2)		
Municipality : BARRE CITY (2)		
	BarreCity_Adopted_(zoning)Bylaws_August_2010	8/27/2010
	BarreCity_Adopted_MunicipalPlan_October_2005	10/18/2005
Municipality : BARRE TOWN (2)		
Municipality : BARTON (2)		

date of adoption, RPC (Regional Planning Commission), and date of public hearing are available for each document in this view. Click on the **Name** of the file to open and view the document.

Searching the Database:

To search through the entirety of the [Database](#) (every uploaded document) for a specific word



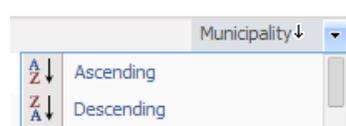
or series of words you may use the search bar located on the top right of the page. Enter a specific search term in the search bar and press **Enter**. The resulting page will list all of the documents which include, within the title or the body of the file, the term you designated. Click on the **Name** of a given file to open it and view its contents.

Searching a Document:

The uploaded files have been saved in the format of a searchable PDF (Portable Document Format). A viewer is able to highlight, copy, and search the text within individual documents. Searching the document for a specific word or phrase may be done by using either the function **Ctrl+F** or by saving the document and opening it in a PDF viewer, such as Adobe Acrobat. You may then select **Edit>Find** and type in the search box the desired word or series of words and press **Enter** to initiate the search.

Sorting Documents:

More options within the Database exist by which to sort and search through the available files. This is done by switching to another view. To change the view, select an option from the drop down menu in the right hand corner of the screen. To view all of the uploaded documents available for a given RPC select the **RPC View**. Similarly to the Municipality view, you may expand folders to view the contents by clicking on the word **RPC** next to the abbreviated name of the desired RPC.



To sort through the entirety of the Database you may switch to the **Plans & Bylaws home view** or **All Documents** view. To sort through the files (or expanded folder in other views) by a specific category (such as name, RPC, or adoption date) click on the blue arrow next to the category header at the top of the page. Click ascending or descending to sort the files as desired.

Finally, in the **Plans & Bylaws home view** or **All Documents** view hundreds of documents will be visible at once, thus the Database will take up several pages. The viewer may use the back and forward arrows on the top right side of the page to navigate through the pages.

