

# 2024 Handbook of Local Government Law

## Offline Edition

### Usage Notes, Installation, and Search Tips

If you have any problems accessing or using the 2024 Handbook, you should contact the Executive Director, Amy Sales at [amy.sales@easterassociates.com](mailto:amy.sales@easterassociates.com). Any questions or comments regarding content, typographical errors, or format should be addressed to the Editor, David Wagoner at 800-727-6574 or [dwagoner@nlrg.com](mailto:dwagoner@nlrg.com).

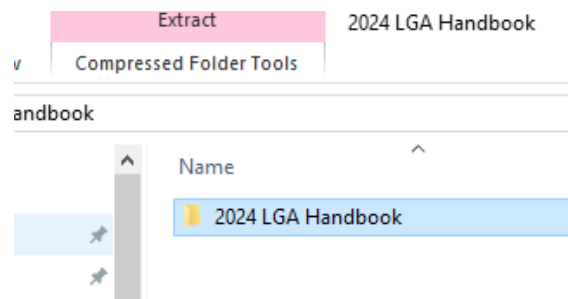
The 2024 LGA Handbook works best with **Adobe Products (Reader or Acrobat)** to view, search, or print. With other applications, such as Apple's Preview or a browser, links and search functions will not work.

The latest version of Adobe Reader can be downloaded **at no cost** from Adobe's [website](https://www.adobe.com/reader).

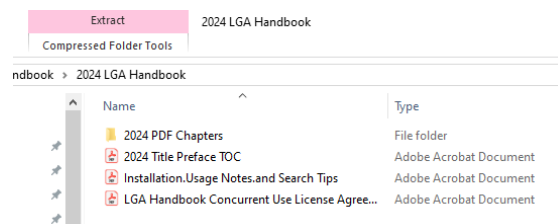
**Use Adobe Reader to view, search, or print the LGA Handbook.**

## INSTALLATION

**Download and extract the folder to your computer.** After you download the “2024 LGA Handbook”, you will see a listing similar to the following:

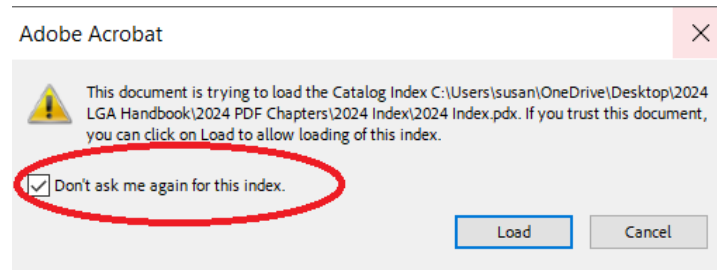


**You must extract the folder from the compressed (zipped) file. If you do not, the links and search functions will not work.** To begin using the Handbook, right click the file **2024 Title Preface TOC.pdf** and select open with Adobe. From the table of contents, you can click any chapter title to go to that chapter or you may go to the 2024 PDF Chapters folder and select any chapter.



**NOTE: Mac computers unzip automatically but you still must use Adobe for full search functionality.**

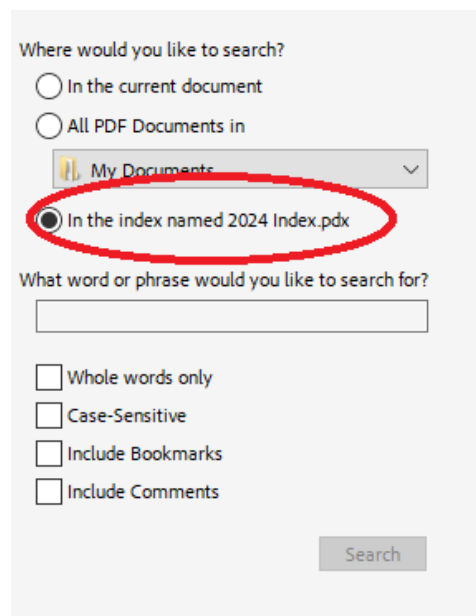
**NOTE:** Depending on which version of Adobe Reader you are using and which operating system is running on your computer **you may see a message similar to the following when you open the Handbook for the first time or when you try to search for the first time:**



If you see this message, **be sure to check the box circled in red above**, then click **Load**. This will ensure the proper search index is loaded every time, and you won't see the message again.

### Ensuring the LGA Handbook Search Index is Selected

The first time you **Advance Search** the Handbook, you will see the **Advance Search** window as shown below in Search Tips. Before entering your search terms, be sure to click the button next to the index named 2024 Index.pdx (if the button is not already selected). You will only have to do this once—the correct button will be selected by default on every subsequent search.

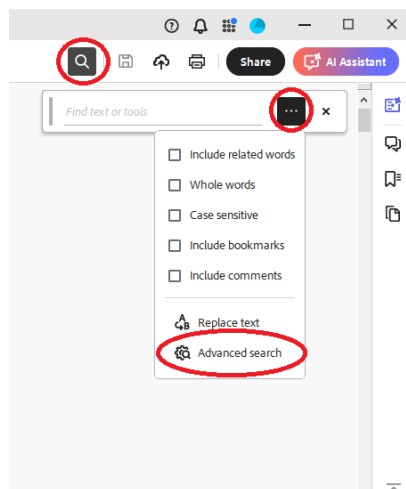


## SEARCH TIPS

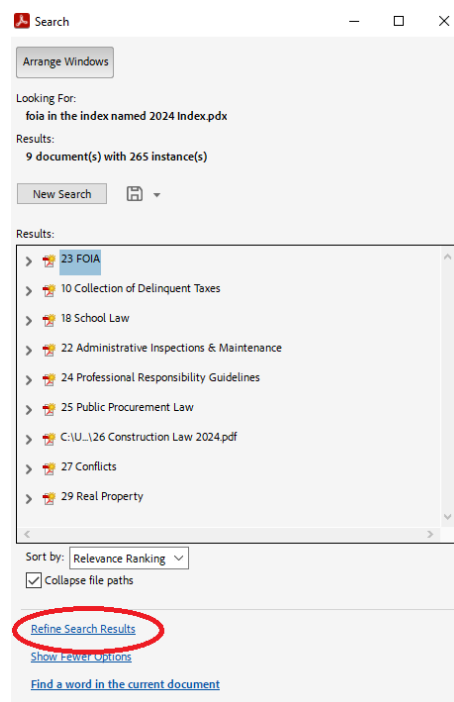
### Adobe Reader's Advance Search and Previous View/Next View Buttons

When searching and viewing the *Handbook*, there are two important tools in Adobe Reader:

The **Advanced Search button** is an option under the general search function. Click on the magnifying glass, the three dots, and then Advanced search. You should then have a menu for searching across all chapters.

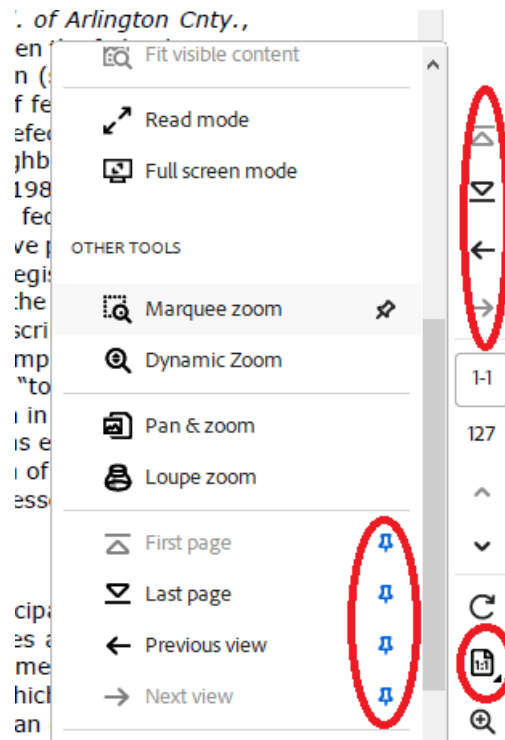


**Note:** this is for the newest version of Adobe Reader, which has a new interface. If you are using an older version, review the search tips instructions for the 2023 version [here](#).



You can do a more sophisticated search by selecting the circled refined search link.

The Previous and Next View Buttons are available under page navigation. They allow you to use the links in the document yet quickly get back to where you clicked on the link. To access them, click on the tiny arrow on the page icon, scroll down the menu, and then pin previous and next view.



The **Previous View** buttons takes you to the last page **viewed**...*not* the previous or next **pages** in the chapter.

So for example, if you are viewing **Chapter 1, page 12**...then follow a link to **page 16**...clicking the **Previous View** button will take you back to **page 12**.

If you follow a link to a different chapter, it will open in a new window. Either x-out of the new chapter or click on the tab for the original chapter to return to where you were.