

# Getting Started with the Development Control Practice CD

## INSTALLATION...

In order to reset the expiry date each new issue of the DCP CD **must** be fully installed before first use. Please note that you only have to install your new DCP CD once per issue. There is a runtime on each new release, however, a client with a current subscription to the CD should never experience the expiry of a CD as an updated CD is sent out approximately every 60 days. This release of DCP will only work on Windows 2000 and above computers running Internet Explorer 5.5+.. Should you experience any difficulties during installation open the Troubleshooting file on the root of the CD.

### To Install

- **The CD-ROM:** The CD will Autorun but should you have problems with this click START/RUN/D:\setup.exe (where D is your CD-ROM drive).
- **The network CD:** Look for Network ReadMe which is in the root of the CD. If you experience problems installing or running DCP on a Users machine please ensure you have given them the correct Rights to the Network share (see NetworkReadMe.txt file in the root of the CD).

### To Uninstall

START/SETTINGS/CONTROL PANEL/ADD/REMOVE PROGRAMS/ and select Development Control Practice – The CD-ROM should be OUT of the drive when you Uninstall.

## Tricks and tips...

- You will notice that your screen is split with the Index on the left and the Contents of DCP on the right. If you do not wish to have this split click on the **Browser** or **Table of Contents** icon at the bottom left of the screen.
- A click on any Heading in the index will take you to the correct place in DCP.
- Sub sections can be reached by clicking the + or – button next to the section headings in the index.
- To increase/decrease this expansion click on one of the numbered icons just above the index.
- You will also notice a Toolbar of Buttons and Menu items. All Buttons are included in the Menus. For more information on the Menu items please read **Help**. To continue reading the next page click on the **Next Page** button while the **Prev Page** button takes you back a page. **Home** takes you back to the beginning of DCP.
- The **Getting Started** icon allows users new to DCP to familiarise themselves with the layout and features contained within the manual.
- The blue numbers within each section's text are all links to other related sections. To return to the place from which you jumped click on the **Go Back** button. To return to the place you originally jumped to hit **Go Forward**.

## Printing...

- Hitting **Print** will print everything in a particular chapter.
- You are more likely to want to print a paragraph or two of text. This can be done by highlighting the text you want to print, then hit the **Print** icon, tick **Selection** and click **OK**.

## Searching...

- To do a Search on the entire contents of DCP click on the **Search** button, key in the words you are looking for and hit search. The number of times those words appear within a particular section is indicated by the number in brackets. A click on the list will take you to the section and the **Next Hit** will take you to the next result. Similarly the **Previous Hit** button will take you back. Ticking **Search Within Results** allows you to refine your previous search by adding extra words. Ticking **Exact Phrase** allows you to locate two or more words which directly follow each other in a sentence e.g. Green Belt. Ticking **All Words** allows you to search for words that do not necessarily follow one another. Ticking **Any Words** will search for sections where either word is located. Full instructions for Boolean searching is in the Help file.
- A **Quick Search** can be carried out by entering the keyword(s) in the white box at the bottom right hand corner of the screen. Next to this is a green **Results** button which lets you see your search results at the same time as reading a particular sections text. The **Recent Search** button enables you to review your recent search requests. The **R** button next to this allows you to view the results of your last search. Clicking on the contents of DCP and then pressing **Ctrl + F** will allow you to search for text on a particular page.

*It is advised that people new to DCP should read the User Guide in chapter 1 to understand the aims and structure of the manual. A consultancy/planning aid directory can be found in chapter 32 whilst a local authority index and gazetteer is at chapter 33. A court case and general index are located in chapters 36 and 37 respectively. An appendix can be found after chapter 37. The appendix contains the actual text of planning legislation, guidance and circulars.*