COMMONLY-CONSULTED DOCUMENTS – GUIDE

The *Commonly-consulted documents* module contains a selection of pre-programmed searches permitting the easy retrieval of some of the most commonly consulted WTO documents. These searches are divided into five broad categories.

Commonly-consulted documents can be accessed via this url:
https://docs.wto.org/dol2fe/Pages/FE_Browse/FE_B_001.aspx

Official Records (WTO Bodies and Committees)

This section contains pre-programmed searches permitting the retrieval of the minutes and reports of meetings of the Councils, Committees, Working and Negotiating Groups and other official bodies of the WTO, as well as other regularly produced reports, decisions and documents. Documents are arranged by broad type of body and then alphabetically by name within each type.

JOBS (informal restricted documents)

Pre-programmed searches permitting the easy retrieval of informal restricted documents produced by WTO bodies and circulated with a *JOB* symbol. Jobs are basically the same as any other official document except that they remain permanently restricted and are accessible only by Members and Secretariat staff. This section is not publicly available in *Documents online* on the Internet Web site of the World Trade Organization.

JOBS are organized into two sections:
• all jobs by **year**: click on a time frame to retrieve the documents;
• all jobs by **topic** (broad topic or WTO Body): click on a topic to retrieve the documents.

> Note: The Secretariat issues other informal restricted documents for paper distribution in WTO meetings or for dispatch to Delegations; these documents are also referred to as (internal) jobs and they bear an INT/ symbol; they are not distributed electronically via *Documents Online*. Members requiring an electronic copy of such documents should contact the responsible division directly.

Background Papers

This section offers pre-programmed searches for quick access to selected WTO documents that provide a basic introduction to key topics monitored by the Secretariat. Documents are arranged by broad topic and then alphabetically within each topic.

Sessions of the Ministerial Conference

This section comprises pre-programmed searches of preparatory, formal and informal documents produced for the WTO Ministerial Conferences. Documents are arranged in ascending chronological order by Ministerial Session and then by type of information produced.

> Note: the website Ministerial Conferences contains additional information on this subject.
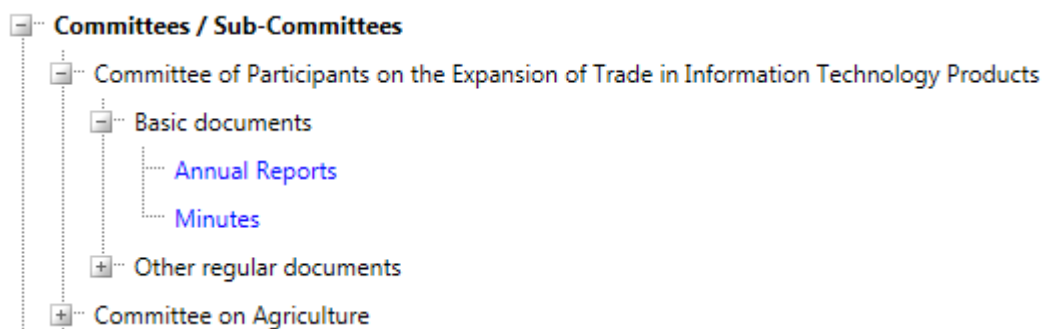
Meeting Agendas and Daily Bulletin

This section contains pre-programmed searches permitting the easy retrieval of WTO official airgrams (WTO/AIR/…) in which draft agendas for meetings of WTO official bodies are circulated. The Daily Bulletin, produced in English only by the Secretariat, contains summary reports of these meetings. This section is not publicly available in *Documents Online* on the Internet Web site of the World Trade Organization.

Launching a search in *Commonly-consulted documents*

1. Open a category (e.g. Official Records (WTO Bodies and Committees)

       ☐ Official Records (WTO Bodies and Committees)
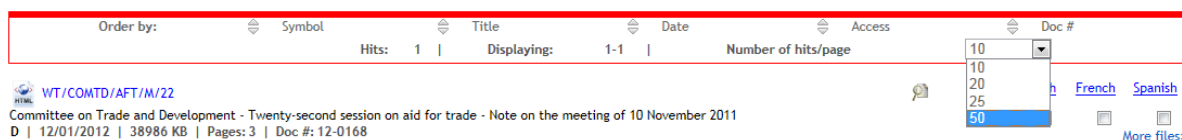
2. Click on ⊞ to drill down to a lower level

⊟ **Committees / Sub-Committees**
    ⊟ Committee of Participants on the Expansion of Trade in Information Technology Products
        ⊟ Basic documents
               Annual Reports
               Minutes
        ⊞ Other regular documents
    ⊞ Committee on Agriculture

3. Select Minutes to run the pre-programmed search and view the documents.

Viewing the results list

After clicking on a text link*,* documents matching the search criteria will be displayed.

Sort order
The documents are ordered in the standard *Documents Online* display with the most recent documents appearing at the top of the list. The results list allows you to reorder the documents by simply clicking ⇕ , which sorts the hits in ascending/descending order. Additionally, the number of hits per page can be increased from the default 10 to 50.

Order by:	Symbol	Title	Date	Access	Doc #
	Hits: 1 |	Displaying: 1-1 |	Number of hits/page	10 ▾	

10
20
25
50

WT/COMTD/AFT/M/22   French Spanish
Committee on Trade and Development - Twenty-second session on aid for trade - Note on the meeting of 10 November 2011
D | 12/01/2012 | 38986 KB | Pages: 3 | Doc #: 12-0168   More files>>

Left display

The left panel display provides a means of filtering the returned search results. The default filter in the *Commonly-consulted documents* module is *By Type*.
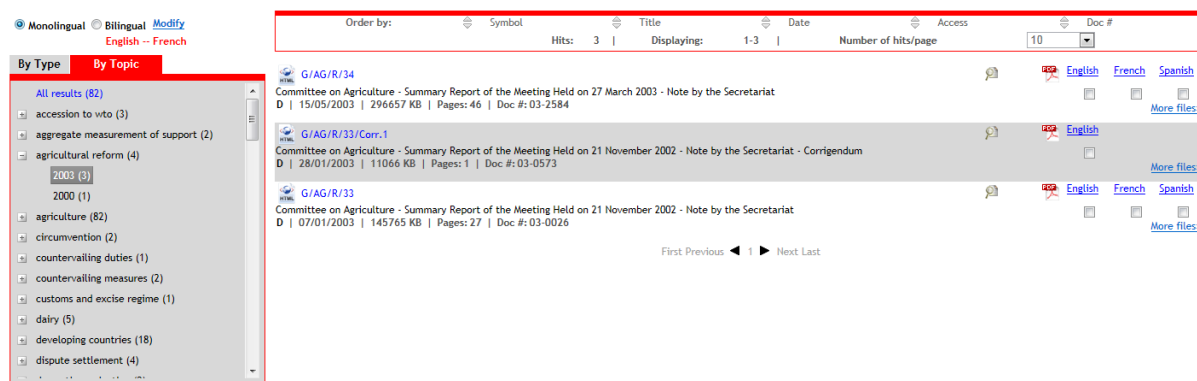
1. Click on [+] to open the hierarchy (e.g. *Minutes*)
2. Click on 2012 (6)

The search results will refresh and only show the six documents with the type *Minutes* for 2012.

A second option is to filter the original results list *By Topic*

1. Click on the **By Topic** tab
2. Click on [+] to open the hierarchy (e.g. *agricultural reform*)
3. Click on 2003 (3)

The search results will refresh and only show the three documents with the topic *agricultural reform* and the document date *2003*.
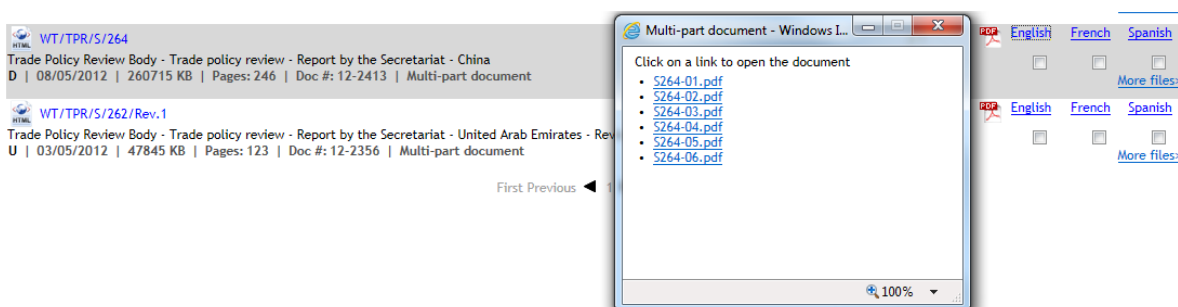
Viewing documents

Once you have run the search, there are several options for viewing the documents.
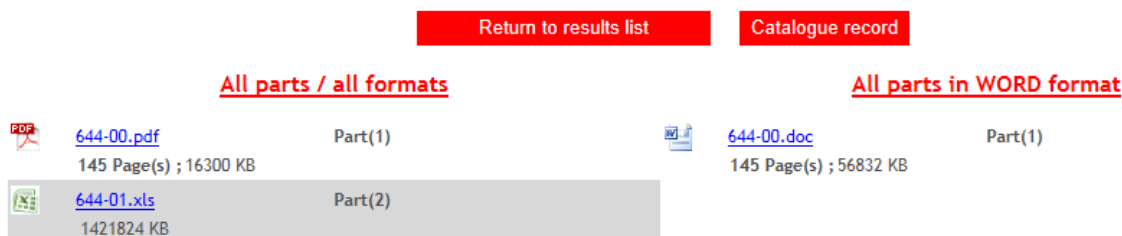
File preview

Click on **English** to open the PDF file(s) in English. The system will prompt you to either open or save the file.

Do you want to open or save **AFTM22.pdf** from **192.168.11.170**?   Open   Save ▼   Cancel   ×

An additional step is necessary for multi-part documents. You will need to first select a document part to be opened/saved before you can proceed to the above step.

WT/TPR/S/264
Trade Policy Review Body - Trade policy review - Report by the Secretariat - China
D | 08/05/2012 | 260715 KB | Pages: 246 | Doc #: 12-2413 | Multi-part document

Multi-part document - Windows I...
Click on a link to open the document
• S264-01.pdf
• S264-02.pdf
• S264-03.pdf
• S264-04.pdf
• S264-05.pdf
• S264-06.pdf

PDF English French Spanish
☐   ☐   ☐
More files>>

WT/TPR/S/262/Rev.1
Trade Policy Review Body - Trade policy review - Report by the Secretariat - United Arab Emirates - Rev
U | 03/05/2012 | 47845 KB | Pages: 123 | Doc #: 12-2356 | Multi-part document

PDF English French Spanish
☐   ☐   ☐
More files>>

First Previous ◄ 1

🔍 100% ▼

All available parts and file types (PDF, XLS, MDB or WORD) of a document are available when you click on **More files>>**.

Return to results list   Catalogue record

All parts / all formats   **All parts in WORD format**

PDF 644-00.pdf   Part(1)   W 644-00.doc   Part(1)
145 Page(s) ; 16300 KB   145 Page(s) ; 56832 KB

XLS 644-01.xls   Part(2)
1421824 KB

Note: On the results list it is only possible to view the PDF files. All other file types are only available after clicking on *More files*.

HTML preview

In *Documents Online* it is also possible to view a document in HTML format by clicking on the symbol 🌐 WT/TPR/S/264 . Special features are available in the HTML preview:

• Open other WTO documents cited in the document that you are viewing by clicking on the highlighted symbol (e.g. WT/TPR/G/264).

Document WT/TPR/G/264 contains the policy statement submitted by China.

- Print the HTML version of the document by clicking on 🖨
- Navigate through the various parts of a document by using the drop-down menu

Part(s) | Part 1 ▼
Part 1
Part 2
Part 3
Part 4
Part 5
Part 6
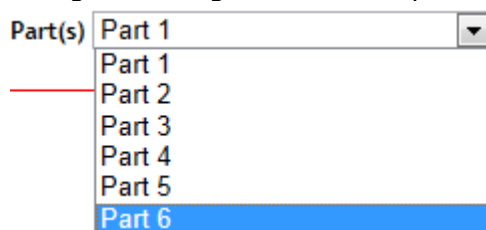
- Navigate between documents from the results list by using the up/down arrows

⬇ ⬆
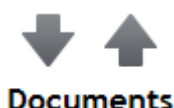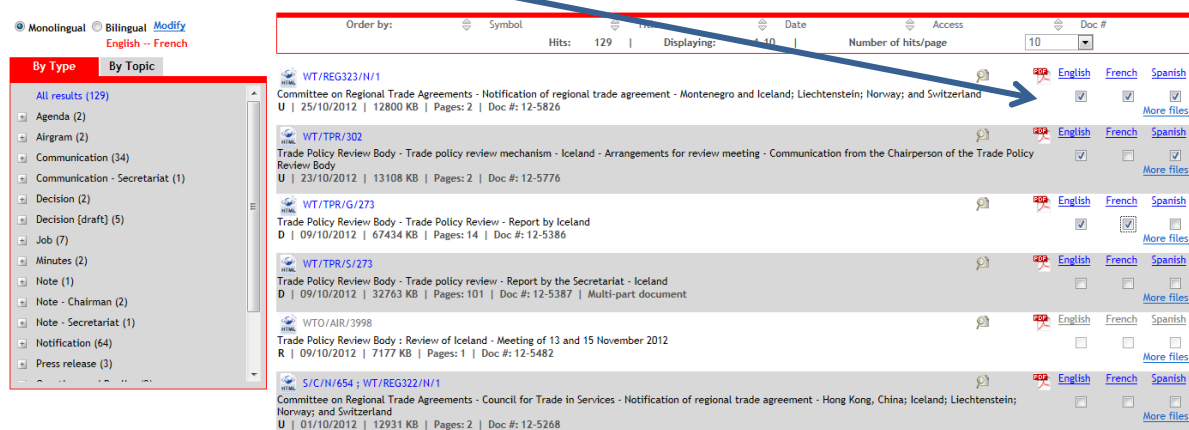
Documents

> Note: Occasionally documents do not exist in the language of the interface (e.g. English). In this case, it is only the available language versions of a document that are returned in the results list.

Downloading documents

Once you have undertaken a search, you can download the documents from the results list.

Example 1: Downloading a selection of documents

1. Select the documents and language versions you would like to download by ticking the relevant box(es) in the results list

2. Click on ![Download documents] in the top-left hand corner of the screen.
3. A download menu will open with the option All parts in all formats automatically selected in the top right-hand corner. This option allows you to download the PDF as well as associated Excel and Access files. If you want to download Word files and Notification attachments, you should select them individually.

Click the "Download" button to transfer the documents to your computer.

If you wish to modify your selection you can choose ALL
documents in the results list as follows

☐ All English   ☐ All French   ☐ All Spanish

If you wish you may also make a new selection from your search results.
Selecting the Complete document option will allow you to download the PDF as well as associated Excel and
Access files. It excludes Word files and all Notification Attachments.

☑ Complete document
☐ PDF
☐ All parts in WORD format
☐ Notification Attachments

Download

4. Click on **Download**. The selected documents will be automatically compressed in a zip file.
5. Either open or save the zip file to your computer.

Do you want to open or save **WTODOCS_2012Jul12-103318.zip** (61.5 KB) from **192.168.11.170**?   Open | Save ▾ | Cancel | ✕

6. Click on **Extract all files**

Organize ▾   Extract all files

Name	Type
⭐ Favorites	
🖥 Desktop	
📥 Downloads	📁 ENGLISH	File folder
📷 Recent Places	📁 FRENCH	File folder
📁 DOL2 HelpFiles	📁 SPANISH	File folder
	index_2014311_122749.htm	HTML Document

7. Select the location to which the files should be extracted and click on *Extract.*
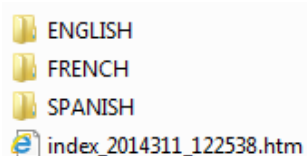
Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:
L:\Common\#lsdd\   Browse...

☑ Show extracted files when complete

Extract | Cancel

6

The compressed file contains the selected document files with one directory for each language plus an index file providing summary details.

Note: In the index file, the hyperlinks to the copy of the document that you have downloaded only become active after the files have been extracted.

Example 2: Downloading all documents

Instead of downloading a selection of documents, it is also possible to download all documents in the results list.

1. Click on **Download documents** in the top-left hand corner of the screen.
2. Select ☑ **All English**
3. Click on **Download**
4. The selected documents will be automatically compressed in a zip file.
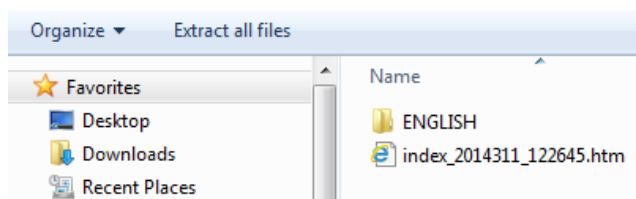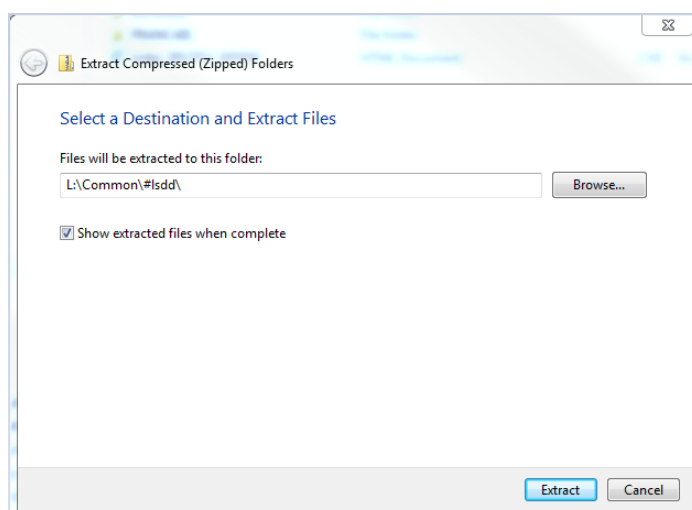5. Either open or save the zip file.

6. Click on **Extract all files**

7. Select the location to which the files should be extracted and click on *Extract*

Note: The all documents download option is limited to the number of documents appearing on the displayed page of the results list. This number can be increased by changing the default hits per page from 10 to 50.

7