

DOCUMENTS BY TOPIC - GUIDE


The *Documents by topic* module provides the possibility of browsing for WTO documents by topic, offering a useful starting point to anyone unfamiliar with WTO subject-matter and the structure of WTO documentation.

Documents by topic can be accessed via this url:

https://docs.wto.org/dol2fe/Pages/FE_Browse/FE_B_009.aspx














Browsing by topic

Browsing by broad theme or topic offers a quick way to retrieve documents without having to construct complex searches yourself.

1. Click on  to expand the data tree for a specific topics (e.g. *Import Licensing*)

Detailed Trade Topics

Expand

	General Council	WT/GC/
	Accession to the WTO	WT/ACC/ ; WT/ACC/SPEC/
	Agriculture	G/AG/
	Aid for Trade	WT/AFT/ ; WT/COMTD/AFT/
	Anti-dumping	G/ADP/
	Appeals - Dispute Settlement	WT/AB/
	Balance-of-Payments	WT/BOP/
	Budget, Finance and Administration	WT/BFA/
	Customs Valuation	G/VAL/
	Dispute Settlement	WT/AB/ ; WT/DS/ ; WT/DSB/
	Government Procurement	GPA/ ; WT/WGTGP/
	Import Licensing	G/LIC/
	Information Technology	G/IT/

- Click on any hyperlinked element (e.g. [Minutes](#)) to run the corresponding pre-programmed search.




Note: If you would like to view all topics in a hierarchical display, click on

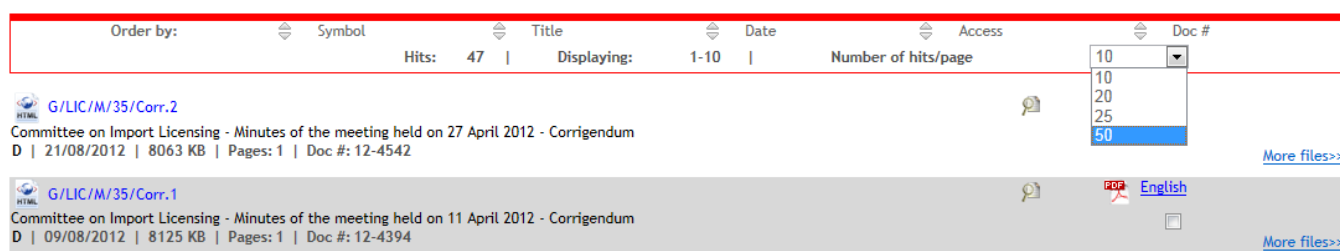
Expand.

Viewing the results list

After the pre-programmed search has run, documents matching the search criteria will be presented in the standard *Documents Online* display.


Sort order

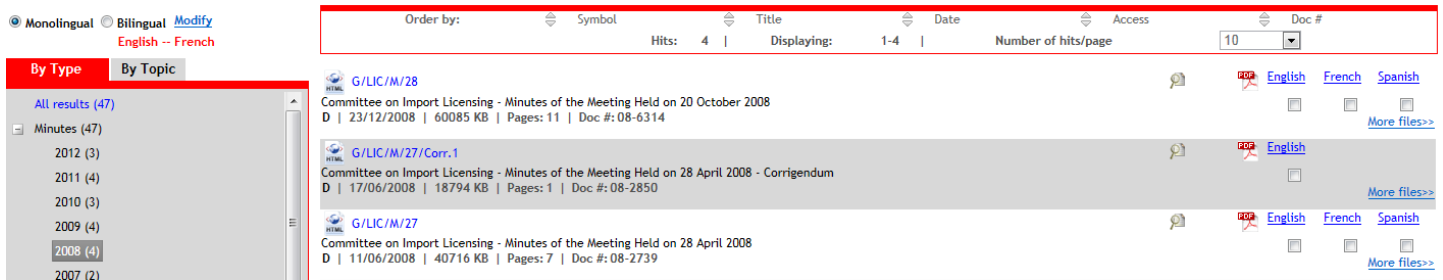
The documents are ordered in the standard *Documents Online* display with the most recent documents appearing at the top of the list. The results list allows you to reorder the documents by simply clicking , which sorts the hits in ascending/descending order. Additionally, the number of hits per page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



Left display


The left panel display provides a means of filtering the returned search results. The default filter in the standard *Documents Online* display is *By Type*.

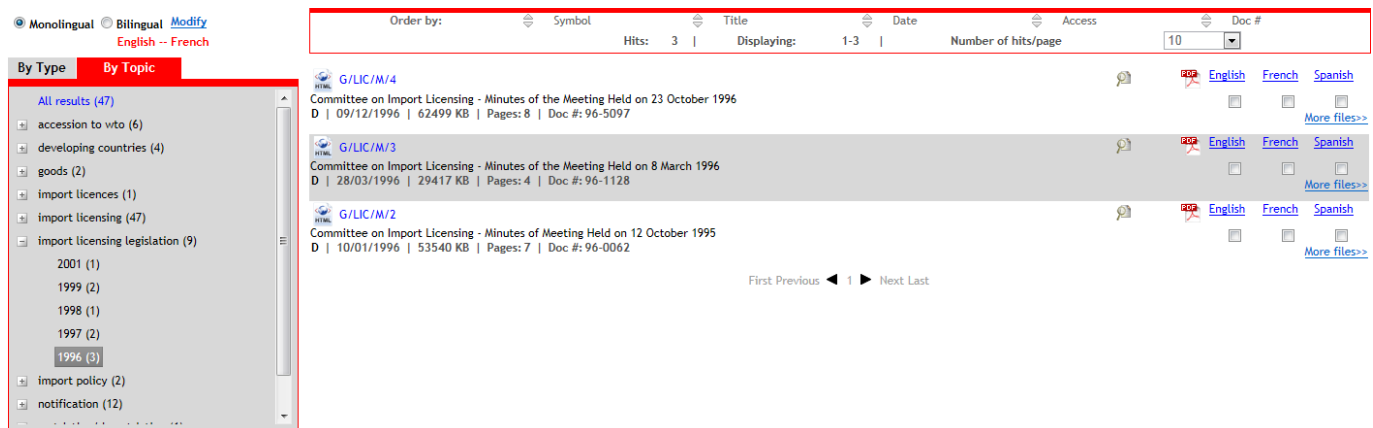
1. Click on  to open the hierarchy (e.g. *Minutes*)
2. Click on **2008 (3)**



The search results will refresh and only show the three documents with the type *Minutes* that correspond to the year *2008*.

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

1. Press the **By Topic** tab
2. Click on  to open the hierarchy (e.g. *import licensing legislation*)
3. Click on **1996 (3)**



The search results will refresh and only show the three documents with the topic *import licensing legislation* and the document date *1996*.

Viewing documents

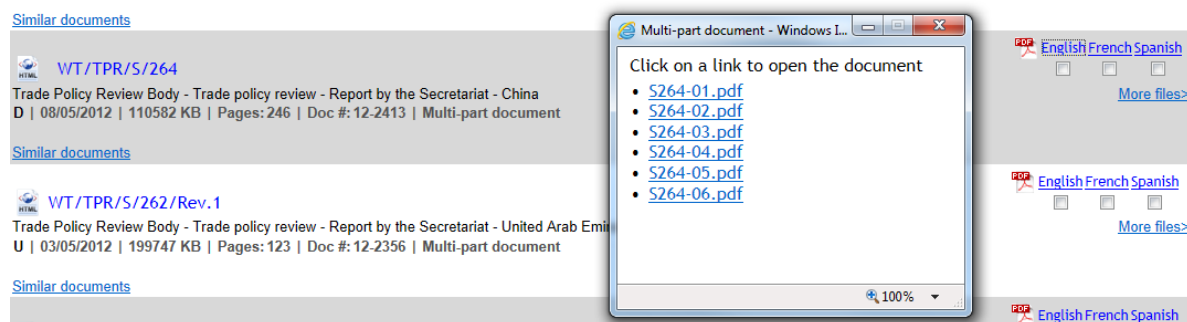
Once you have run the search, there are several options for viewing the documents.

File preview

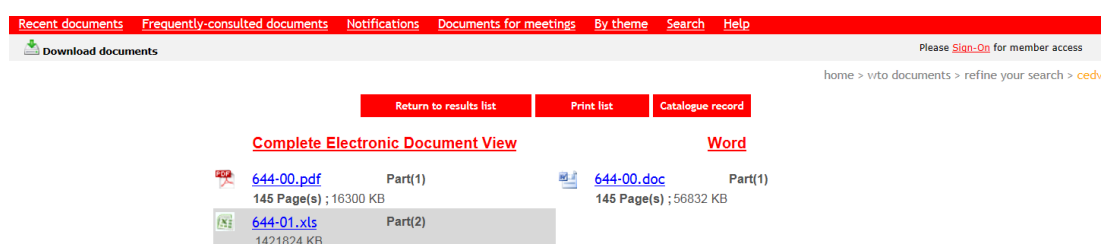
Click on [English](#) to open the PDF file(s) in English. The system will prompt you to either open or save the file.



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



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




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

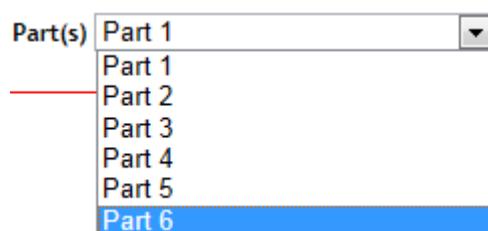
HTML preview

In *Documents Online* it is also possible to view a document in HTML format by clicking on the symbol [G/LIC/M/27](#). Special features are available in the HTML preview:

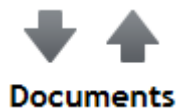
- Open other WTO documents cited in the current document by clicking on the highlighted symbol (e.g. [G/LIC/N/3/CHN/6](#))

The delegate of [Canada](#) referred to China's notification contained in document [G/LIC/N/3/CHN/6](#).

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



- Navigate between documents in the results list by using the up/down arrows



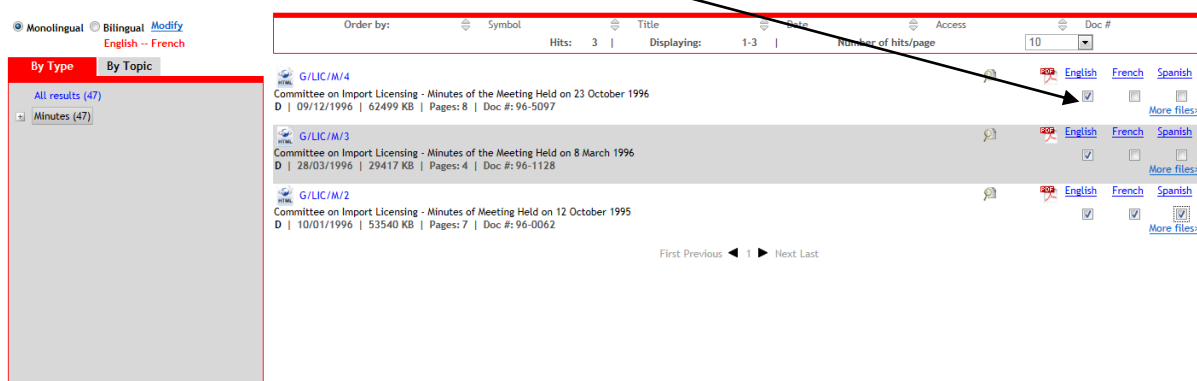
Note: Occasionally documents do not exist in the language of the interface (e.g. English). In this case, it is only the available language versions of a document that are returned in the results list.


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, it is necessary to 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

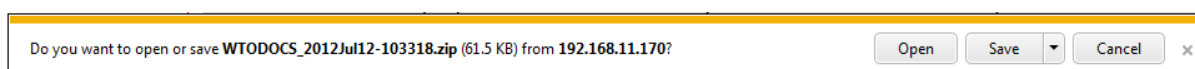
If you wish you may also make a new selection from your search results.

☒ All parts all formats
☐ PDF
☐ All parts in WORD format
☐ Notification Attachments

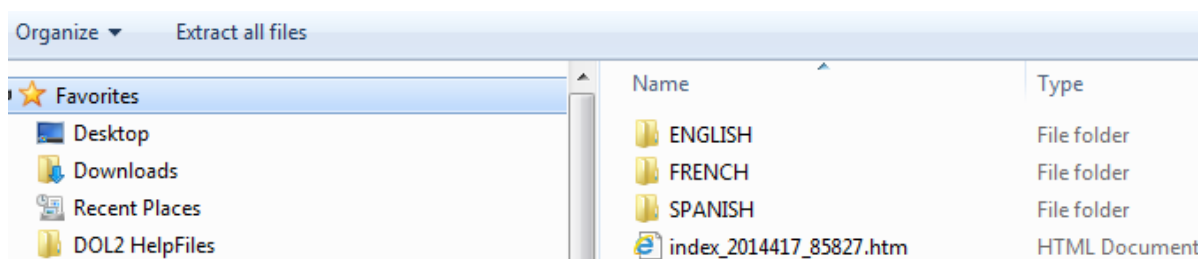
Selecting the *All parts all formats* option will allow you to download the PDF as well as associated Excel and Access files. It excludes Word files and all Notification Attachments.

Download

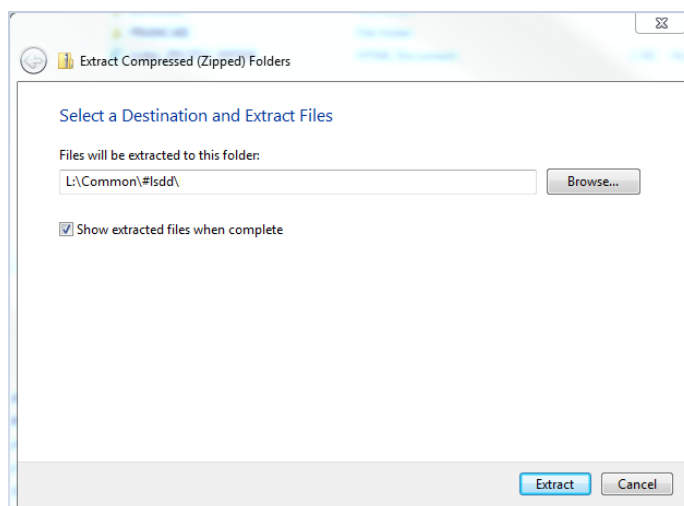
4. Click on **Download**. The selected documents will be automatically compressed in a zip file.
5. Either open or save the zip file to your computer.



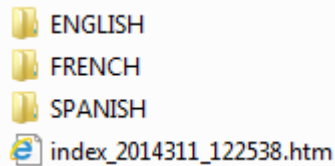
6. Click on **Extract all files**



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





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



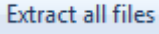
Note: In the index file, the hyperlinks to the copy of the document that you have downloaded only become active after the files have been extracted.

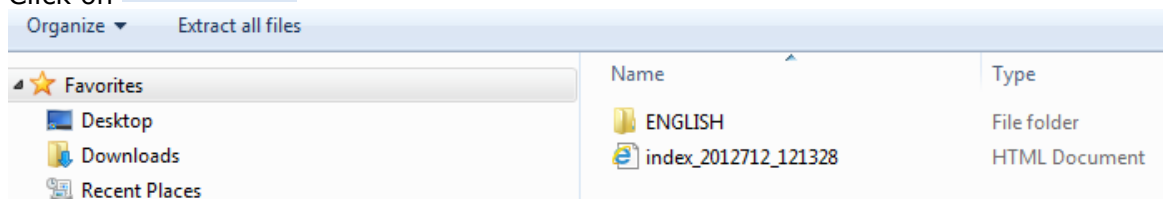
Example 2: Downloading all documents

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

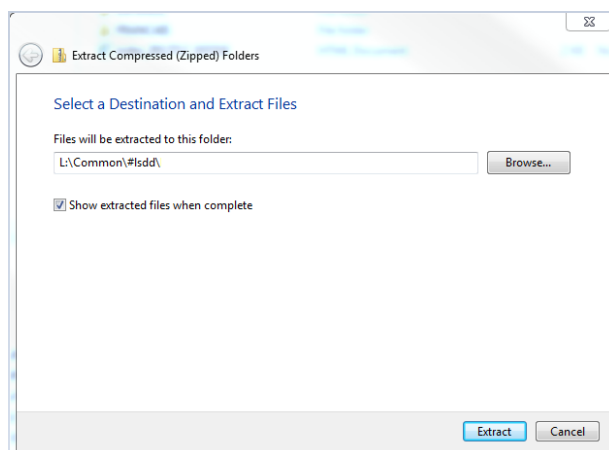
1. Click on  **Download documents** in the top-left hand corner of the screen.
2. Select ☒ **All English**
3. Click on 
4. The selected documents will be automatically compressed in a zip file.
5. Either open or save the zip file to your computer.



6. Click on 



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. If you have multiple pages of results and wish to download all documents, you must repeat the download operation on each page of results.