RECENT DOCUMENTS – GUIDE

This module, available from the Home Page of *Documents Online*, allows you to quickly identify and consult online newly distributed official documents and to copy them to your computer.

Recent documents can be accessed via this url:
https://docs.wto.org/dol2fe/Pages/FE_Browse/FE_B_002.aspx

If you access *Recent documents* without entering your user ID and password for *Documents Online*, you will only have access to formal meetings and public documents; if, however, you log on with your password, you will have full access to all meetings and all documents, both public and restricted.

This module can be used to retrieve any document in English, French or Spanish recently distributed by the Secretariat, irrespective of the language of the interface that you are using.

Using *Recent documents*

- When you click on the link to *Recent documents* from the *Documents Online* Home Page, a search mask opens presenting you with a default time-frame for your search - last 1 day:

If you wish, you can extend your search to cover a number of days up to and including documents distributed in the last 1 month. You have the option of choosing a time-frame by either selecting it from the drop-down menu
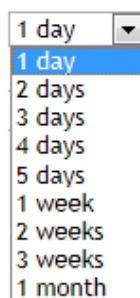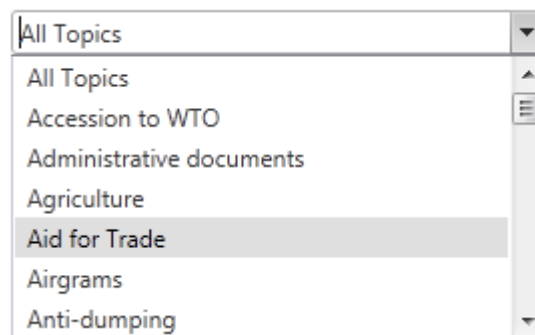
or by entering a date range.

From: 12/11/2013 ▦ To: 12/11/2013 ▦

The drop-down menu with the time-frame is automatically emptied when a date range is entered via the from…to fields. The maximum date range allowed is one month. Searching for a date range greater than one month will not be possible. Alternatively, changing the time-frame via the drop-down menu will automatically adjust the dates in the from…to fields.

Your search will cover **all topics** by default:

All Topics ▾

If you wish, you can make your search more specific by choosing a topic from the drop-down list:

All Topics ▾

All Topics
Accession to WTO
Administrative documents
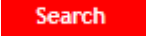Agriculture
Aid for Trade
Airgrams
Anti-dumping

Your search will include documents in all official languages - English, French and Spanish - since these are pre-selected by default:

English ☑   French ☑   Spanish ☑

If you wish, you can limit your search to documents in a single language by unchecking those that you do not want to retrieve:

English ☐   French ☐   Spanish ☑

- If you click now on Search all documents corresponding to your search criteria will be retrieved and posted in the standard *Documents Online* display, with the latest documents appearing first. Documents that are new and posted for the first time appear with a label indicating the language(s) in which they are new - New (E) , New (E, S), New (E, F, S), etc. This label remains visible for 24 hours only:

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Order by:		Symbol		Title		Date		Access		Doc #
		Hits:	11	Displaying:	1-10		Number of hits/page			10

G/AG/N/EU/10/Corr.1   English
Committee on Agriculture - Notification - European Union - Domestic support - Corrigendum
U | 18/12/2012 | 15 KB | Pages: 4 | Doc #: 12-6916 | New (E)
More files>>

G/AG/N/CHN/24   English
Committee on Agriculture - Notification - China - Export subsidy commitments
U | 17/12/2012 | 7 KB | Pages: 1 | Doc #: 12-6907 | New (E)
Trade coverage
HS: 1001 ; 1005 ; 1006 ; 1101 ; 1102 ; 1103 ; 1104 ; 1701 ; 5101 ; 5103 ; 5201 ; 5203
More files>>

G/AG/N/CHN/25   English
Committee on Agriculture - Notification - China - Tariff quotas
U | 17/12/2012 | 13 KB | Pages: 4 | Doc #: 12-6910 | New (E)
More files>>

You can view each document in html format by clicking on the symbol or alternatively, you may consult the PDF version of a document by clicking on **English** or **French** or **Spanish**.

- Documents can be checked individually for copying to your computer. First check the document(s) you want to copy:

Order by:		Symbol		Title		Date		Access		Doc #
		Hits:	123	Displaying:	1-10		Number of hits/page			10

G/SCM/N/253   English
Committee on Subsidies and Countervailing Measures - Subsidies - Notifications pursuant to article XVI:1 of the GATT 1994 and article 25 of the Agreement on[...] rvailing Measures
U | 23/01/2013 | 16 KB | Pages: 1 | Doc #: 13-0415
More files>>

G/SCM/Q2/TUR/26   English
Committee on Subsidies and Countervailing Measures - Subsidies - Questions from the European Union regarding the new and full notification of Turkey
U | 23/01/2013 | 42 KB | Pages: 1 | Doc #: 13-0449 | New (E)
More files>>

G/SPS/GEN/1213   English
Committee on Sanitary and Phytosanitary Measures - Responses to comments received following release of the Draft Biosecurity Bill and Inspector-General of Bi[...]-
Communication from Australia
U | 23/01/2013 | 39 KB | Pages: 6 | Doc #: 13-0440 | New (E)
More files>>

then click on Download documents in the top left corner of the screen :

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

The checked documents will be copied to your computer in a compressed file when you click on **Download**. Alternatively, click on **All English** and/or **All French** and/or **All Spanish** to override your selection and copy all documents retrieved by your search to your computer in a compressed file.

- Return to the search mask that appears when you open *Recent documents*:

It is also possible to copy immediately all documents found by a search to your computer without first displaying them on screen. Choose a time-frame, enter a topic if required and select the languages that you wish to receive:

Then click on **Download**. All documents corresponding to your search criteria will be retrieved and you will be prompted to copy them in a compressed file to your computer:

The compressed file contains the following:
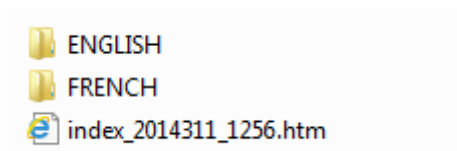
Since you requested both English and French in your search, two separate language directories are created to store the respective documents. An index file providing summary details of the files in this directory is also included:

Search results							
Submitted : 31 March 2014			The links in this document will only become active after you have extracted the compressed downloaded files				
Rec#	Doc #	Symbol	Title - HTML format	Date	Pages	Access	File
1 15 KB	14-1967	G/AG/N/HRV/17	Committee on Agriculture - Notification - Croatia - Export subsidy	31/03/2014	1	U	GAGNHRV17_E.pdf
2 28 KB	14-1795	TN/AG/27	Comité de l'agriculture - Session extraordinaire - Groupe de négociation sur l'agriculture - Rapport du Président, S.E. M. John Adank, au Conseil général - 14 mars 2014	21/03/2014	3	U	TNAG27_F.pdf
3 26 KB	14-1392	G/AG/N/CHN/26	Comité de l'agriculture - Notification - Chine - Contingents tarifaires	07/03/2014	4	U	GAGNCHN26_F.pdf
4 24 KB	14-1390	G/AG/N/CRI/47	Comité de l'agriculture - Notification - Costa Rica - Contingents tarifaires	07/03/2014	3	U	GAGNCRI47_F.pdf
5 99 KB	14-0581	G/AG/N/BRA/32	Comité de l'agriculture - Notification - Brésil - Soutien interne	03/02/2014	23	U	GAGNBRA32_F.pdf

The last letter of the file name indicates the language (_E = English, _F= French, _S= Spanish)

In the **File** column of this index on the right, there is a <u>hyperlink</u> to the copy of the document that has been transferred to your computer. The link will become active **only** when you have extracted these documents. To extract them, double click on the ENGLISH directory to open it and then click on the **Extract all files** option that appears at the top of the screen: