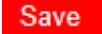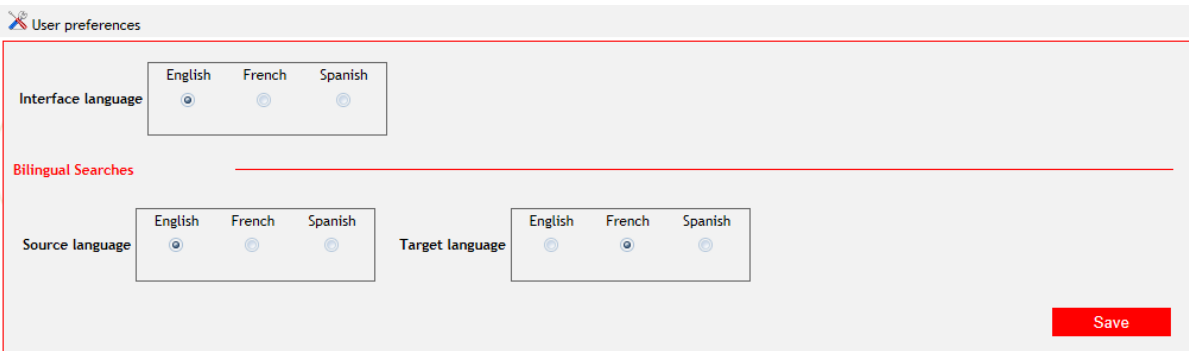# SEARCH – GUIDE

Through this guide you will learn how to use the *Search* module of *Documents Online* and its advanced searching capabilities to find official WTO documents.

The *Search* module can be accessed via this url:
https://docs.wto.org/dol2fe/Pages/FE_Search/FE_S_S001.aspx

## How to select the default interface language

1. Click **User preferences** at the top-left hand corner of the screen.

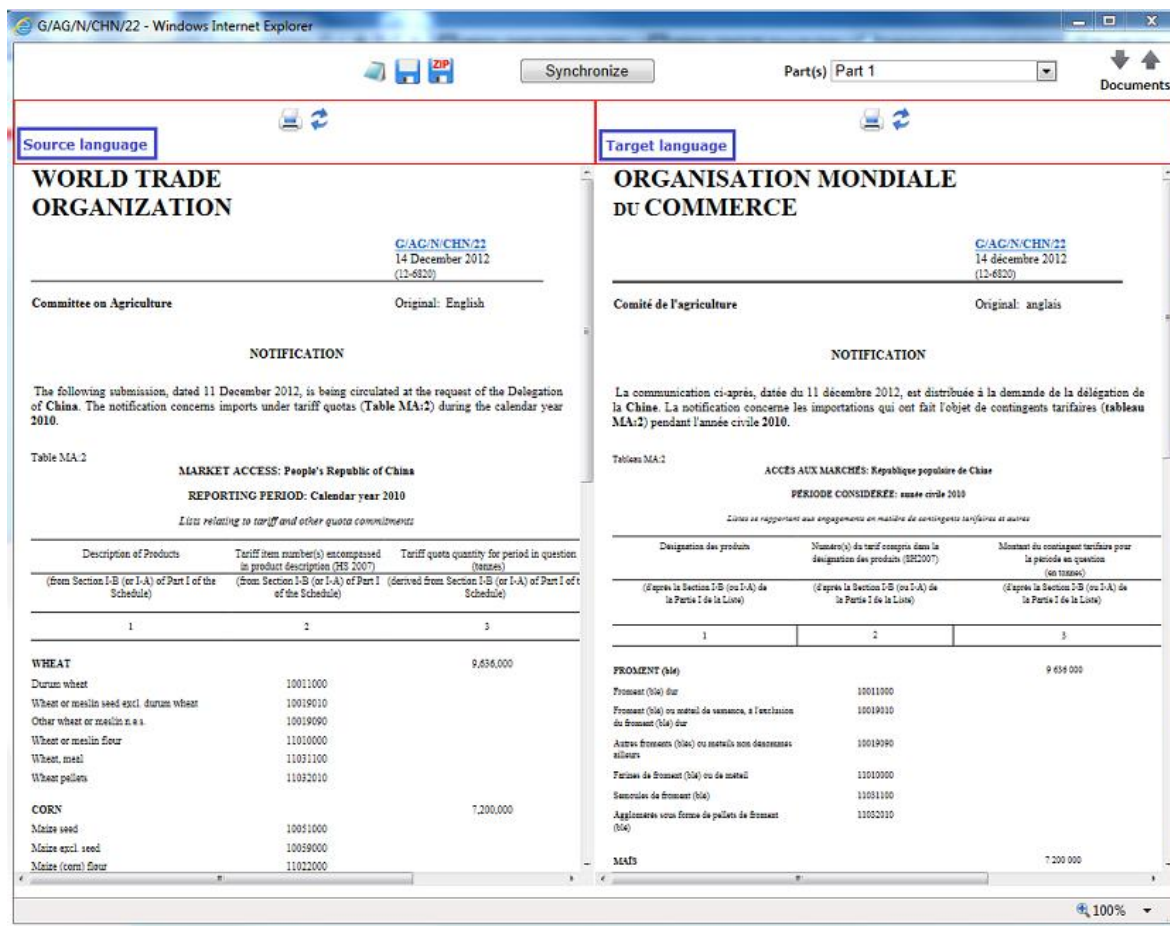2. Select the desired *Interface language*.

3. Press **Save**



It is also possible to save a default output language for the Side-by-side display in the results list. The *Source language* will be shown in the first window and the *Target language* will be displayed in the second window.

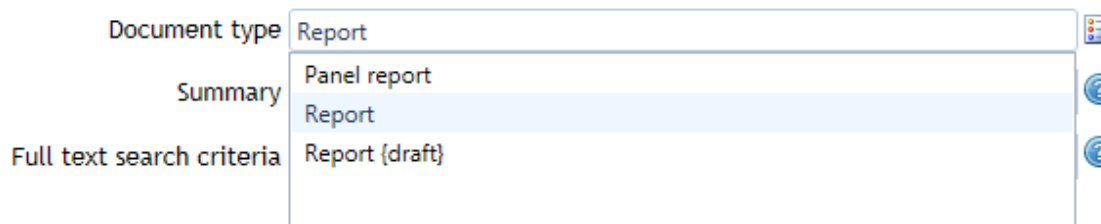## Example:

Source language= English
Target language= French

## Autocomplete

The *Search* interface provides an autocomplete feature for selected search fields.

1. Items are selected from the list by moving the mouse over the term until it is highlighted in blue



2. Click the left mouse key to enter the term into the search field. The term will automatically be enclosed in quotation marks " ".

## Different search possibilities in *Documents Online*

In *Documents Online*, two techniques exist which can be used in isolation or in combination to make a search more specific.

- *Metadata*: enables the searching on terms used to catalogue and index official documents such as symbol, title, country, document date or topic.

- *Full text*: permits the searching of words, expressions or exact phrases within the actual text of an official document.

> Search tips: A search can be made more specific by adding additional criteria, such as date range, document type, topic or product.

## Example 1: Searching by symbol

Searching by document symbol offers an easy way to retrieve a single document or a whole class of documents (series).

> Note: For more details on how WTO documentation is organized view the *Guide to Documentation*, available on the Documents Online Home Page.

## Searching on the full form of the document symbol

1. Type the document symbol (e.g. WT/TPR/S/47) into the document symbol field.

2. Then select from the autocomplete by clicking with the mouse.
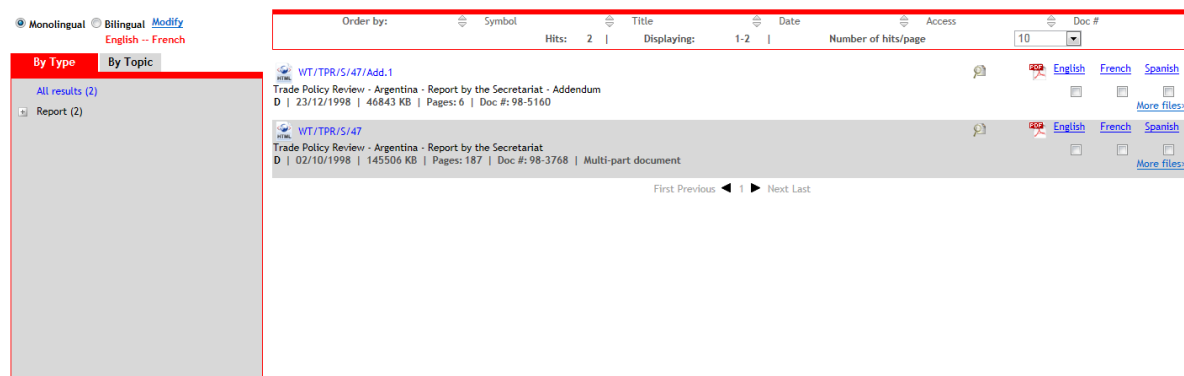
Document symbol | WT/TPR/S/47
WT/TPR/S/47
WT/TPR/S/47/Add.1

3. After clicking on WT/TPR/S/47, the application will automatically enter "WT/TPR/S/47" OR "WT/TPR/S/47/*" into the field.

Document symbol | "WT/TPR/S/47" OR "WT/TPR/S/47/*"

This ensures that the search will automatically return relevant corrigenda, addenda or revisions for that document that may otherwise have been overlooked.

4. Click **Search** to launch the search.

The search results list contains both documents WT/TPR/S/47 and
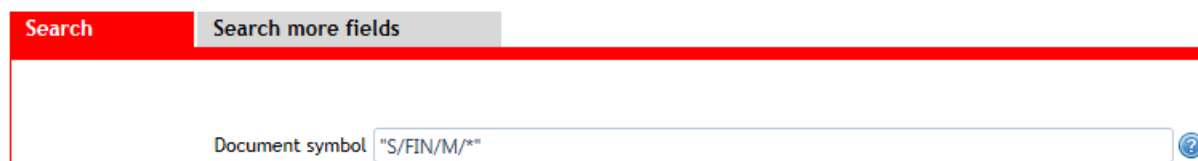WT/TPR/S/47/Add.1.



> Note: If you only wish to retrieve WT/TPR/S/47, manually delete OR "WT/TPR/S/47/*"
> from the document symbol field before launching the search.

## Searching on constituent parts of the document symbol

To find all documents in the "S/FIN/M*" series you need to use the wildcard

1. Type "S/FIN/M*" in the document symbol field



2. Click **Search** to launch the search.

---

## Example 2: Searching by country

Two country fields allow for searching by Members/Country:

- Country/territory concerned: This field is used to describe documents that are
  directly communicated by a specific country or that principally concern that
  country.

  For example:
    - An agricultural notification submitted by Australia will be indexed as
      "Australia".

- Country/territory mentioned: This field is used to describe documents in which a
  country is mentioned but is not the topic of the document.

For example:

- An agricultural notification submitted by Australia which concerns Switzerland will be indexed as "Switzerland".

- A meeting minute which contains interventions from the European Union, India, and Canada will be indexed as "European Union" ; "India" ; "Canada".

### Searching by *Country/territory concerned*

1. Type the first letters of the country name (e.g. *Aus* for Australia) in the field.

2. Then select from the autocomplete by clicking with the mouse.



*Documents online* will automatically add the selected term *Australia* to the search field and enclose it in quotation marks.



Option: Adding additional countries

3. Type the first letters of the new country name (e.g. *ice*)

4. Then select from the autocomplete by clicking with the mouse.



*Documents online* will automatically combine the terms *Australia* and *Iceland* with an OR statement.



5. Click [Search] to launch the search.

### Previous country names

Country names change over time. Therefore when selecting a country name from the autocomplete, previous versions of the name are automatically copied into the search form to enable the retrieval of all documents relevant to the country in question.

If you select Germany from the autocomplete, "Germany" OR "German Democratic Republic" will be entered into the *Country/territory concerned* field in the search form.



The same search principles apply to the *Country/territory mentioned* field.

## <u>Example 3: Searching by topic</u>

1. Enter a topic (e.g. air transport services).

2. Then select from the autocomplete by clicking with the mouse.

Topic | air transport services
air transport services

Topic | "air transport services"

3. Click on **Search**

Additional topics can be added to the search field.

4. Type a new topics name (e.g. *Aircraft industry).*

5. Then select from the autocomplete by clicking with the mouse.

Topic | "air transport services" aircraft industry
aircraft industry
civil aircraft industry

*Documents Online* will automatically combine the selected terms *Air transport services* and *aircraft industry* with an OR statement.

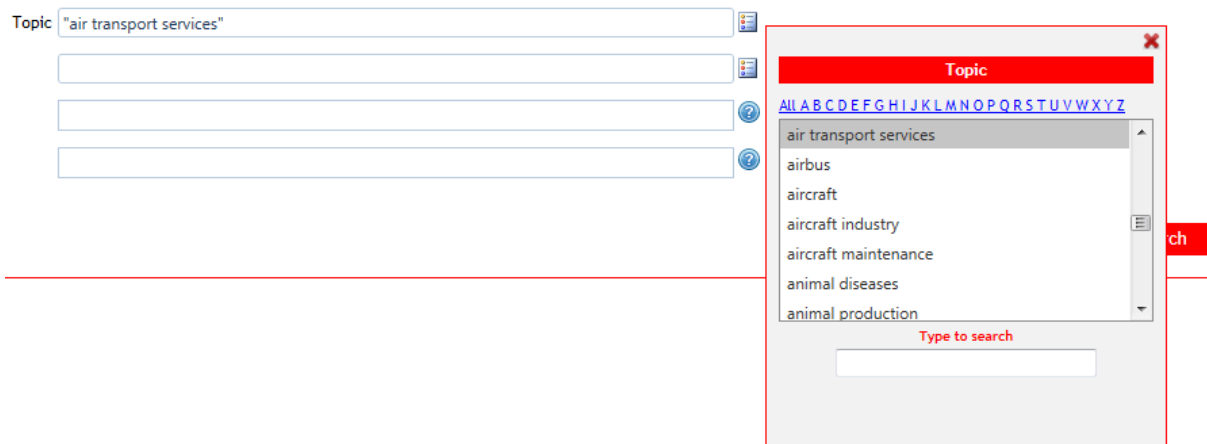Topic | "air transport services" OR "aircraft industry"

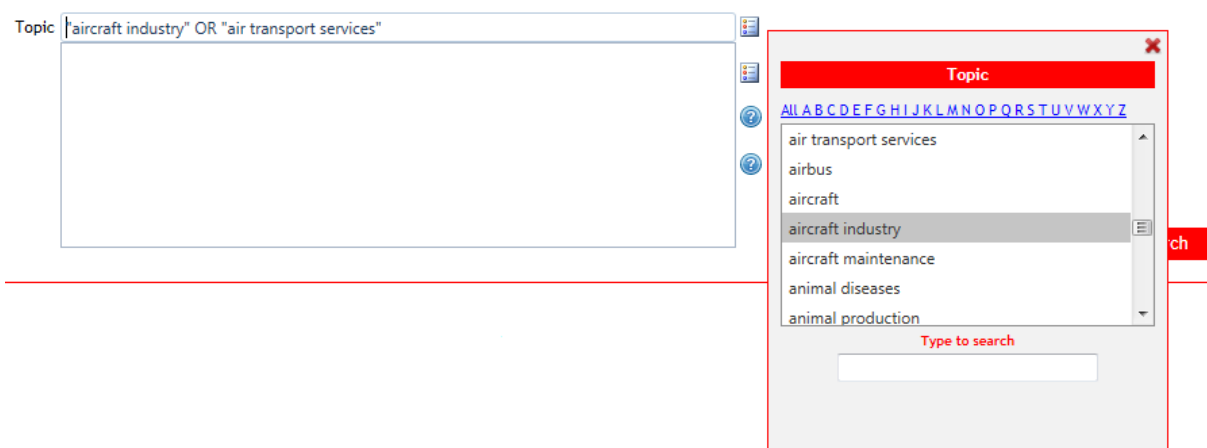6. Click on **Search**

## Alphabetical topic list

An alphabetical list of all topics is available by clicking on ▤ to the right of the *Topic* field in the search interface.

1. Open the alphabetical topic list by clicking on ▤ .

2. Then select a topic (e.g. air transport services) from the list by clicking with the mouse.

Additional topics can be added to the search field.

    3. Type a new topic name (e.g. *Aircraft industry*).

    4. Then select from the list by clicking with the mouse.



    5. Click on  **Search**

## Example 4: searching by date

1. Enter the start date (e.g. 25/07/2011) in the *Document date from* field.

2. Type the end date (e.g. 30/07/2011) in the *Document date to* field.



3. Click on **Search**

Note: The date format should be dd/mm/yyyy

Alternatively, the online calendars can be used to select dates.

1. Click on the 🗓 icon next to the *Document date from* field.

2. Select the date from the calendar.



3. Click on the 🗓 icon next to the *Document date to* field.

4. Select the date from the calendar.



5. Click on **Search**

---

## Example 5: Searching for specific terms within the full text of a document

The full text search option allows for the searching of words, expressions or exact phrases within the actual text of an official document. Boolean and proximity search operators, phrase searching, nesting and stemming can be used in the full text search field.

### Searching for specific words

1. Enter a search term (e.g. trade) in the *Full text search criteria* field.

2. Add a second term (e.g. environment) in the *Full text search criteria* field.



3. Click on **Search**

Note: The search will be performed on each individual word (i.e. *trade* **and** *environment*) if no quotation marks are used. In order to retrieve an exact phrase, it is necessary to enclose the term in quotation marks (" ").

Examples:
trade environment will retrieve *trade* and *environment*
"trade environment" will retrieve *trade environment*

Stemming is automatically applied by the search engine and allows for the retrieval of words that have a common stem.
Examples:
*fish* will retrieve *fish*, *fisher*, *fishing* etc.

## Viewing the results list

After clicking on *Search,* 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.
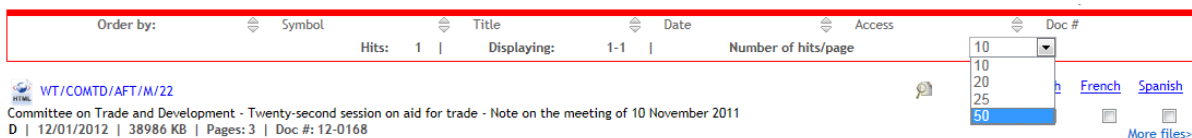


## Left display

The left panel display provides a means to filter the returned search results. The default filter in the *Search* module is *By Type*.

1. Click on ⊞ to open the hierarchy (e.g. *Communication*).

2. Click on  Communication (148) .
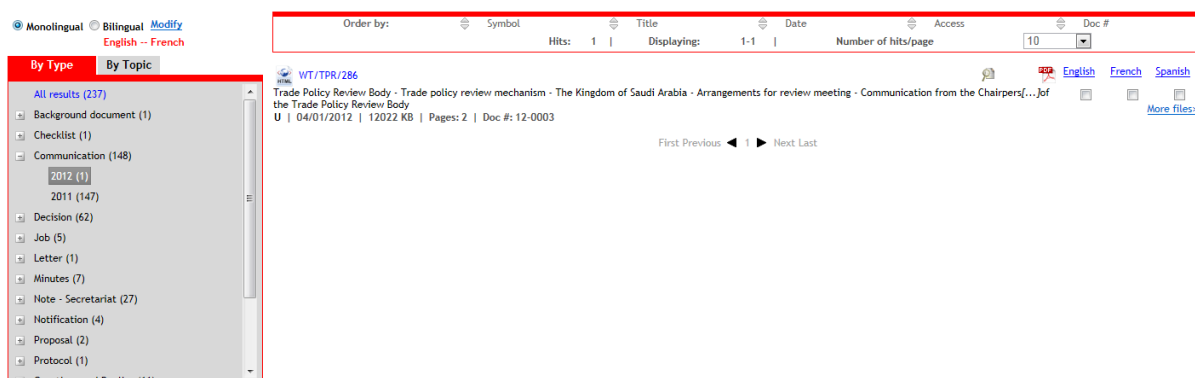
When you click on 2012, the search results will refresh and only show the one document with the type *Communication* for 2012.

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. *anti-dumping*)

3. Click on **2011 (6)**



The search results will refresh and only show the six documents with the topic *anti-dumping* for 2011.

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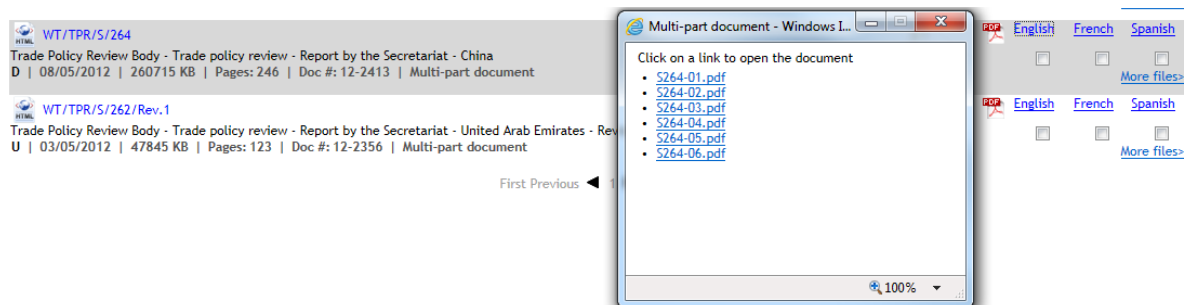
Once you have run the search, there are several options for viewing the documents.

### 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 a 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>> .

|  | Return to results list | Catalogue record |  |
|---|---|---|---|

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

| | 644-00.pdf | Part(1) | | 644-00.doc | Part(1) |
|---|---|---|---|---|---|
| | 145 Page(s) ; 16300 KB | | | 145 Page(s) ; 56832 KB | |
| | 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 when clicking on *More files*.

## HTML preview

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

- Open other WTO documents referred to in the current document by clicking on the highlighted symbol (e.g. WT/TPR/G/264).

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

- All occurrences of search terms found by means of a full-text search are automatically highlighted. Each occurrence within the document of the search criteria is numbered. This number appears at the top of the screen and the search criteria are highlighted in the body of the text. *Documents Online* automatically positions the cursor on the first occurrence of the search criteria. Click on a number to navigate between "hits" in the document.
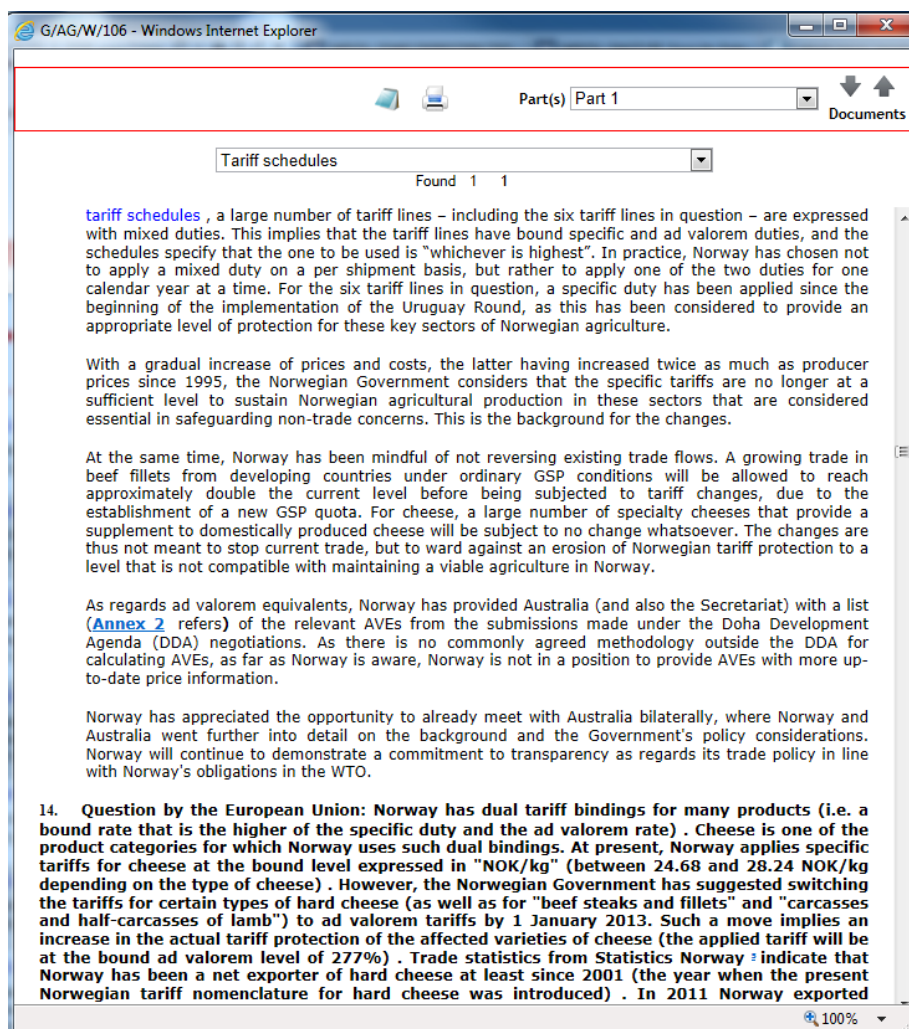
- Print the HTML version of the document by clicking on 🖨.

- Navigate through the various parts of a document by using the drop-down menu.
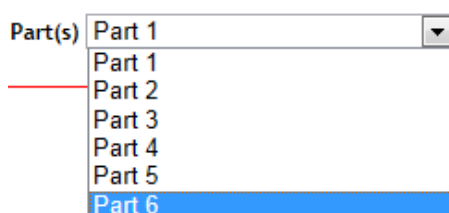


- Navigate directly from document to document in the results list by using the up/down arrows.
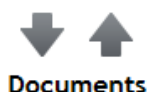


Note: Occasionally documents do not exist in the language of the interface (e.g. English). In this case, it is only the available language versions of a document that are returned in the results list.

## Restricted documents

Documents that have their symbol and PDF file links greyed-out indicate that the user does not have the necessary permission to view them.



## 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 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 must select them individually.

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 | | |
|---|---|---|
| ★ **Favorites** | Name ▲ | Type |
| 🖥 Desktop | 📁 ENGLISH | File folder |
| ⬇ Downloads | 📁 FRENCH | File folder |
| 📄 Recent Places | 📁 SPANISH | File folder |
| 📁 DOL2 HelpFiles | 🗎 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
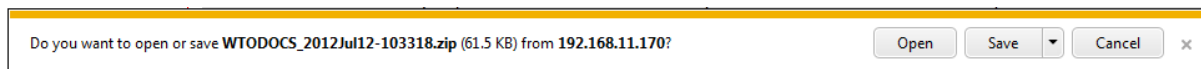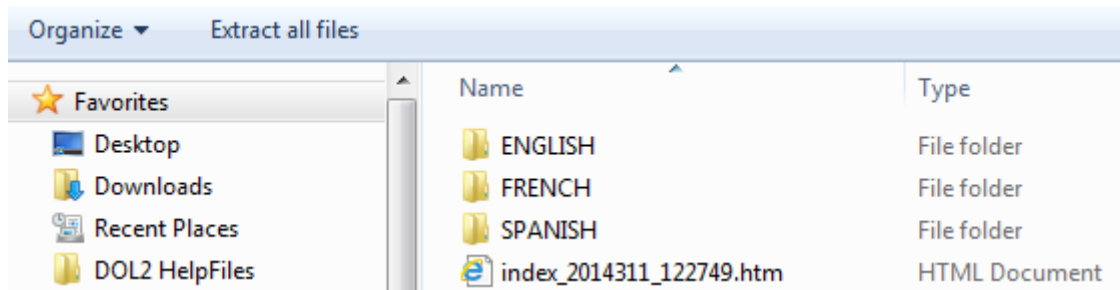
The compressed file contains the selected document files with one directory for each language plus an index file providing summary details of each document downloaded.

📁 ENGLISH
📁 FRENCH
📁 SPANISH
🗎 index_2014311_122538.htm
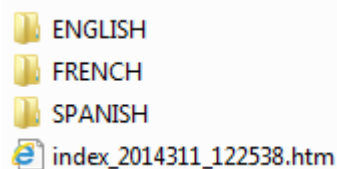
Note: In the index file, the hyperlinks to the copy of the document that you have downloaded only become active after the files have been extracted.

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## 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 to your computer.

Do you want to open or save **WTODOCS_2012Jul12-121328.zip** (89.4 KB) from **192.168.11.170**?    Open    Save ▼    Cancel    ✕

6. Click on **Extract all files**

| Organize ▼    Extract all files | | |
| --- | --- | --- |
| ▲ ⭐ Favorites | Name | Type |
| 🖥 Desktop | 📁 ENGLISH | File folder |
| 📥 Downloads | 🌐 index_2012712_121328 | HTML Document |
| 📋 Recent Places | | |

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**
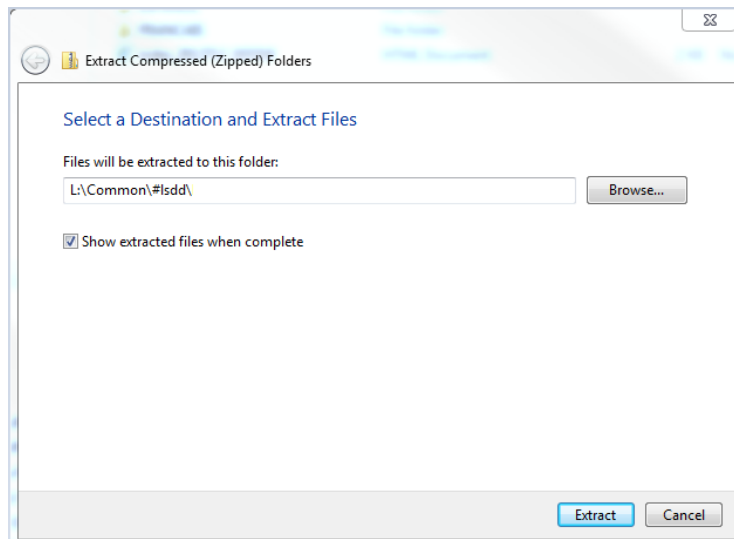
Files will be extracted to this folder:

L:\Common\#lsdd\    Browse...

☑ Show extracted files when complete

Extract    Cancel

---
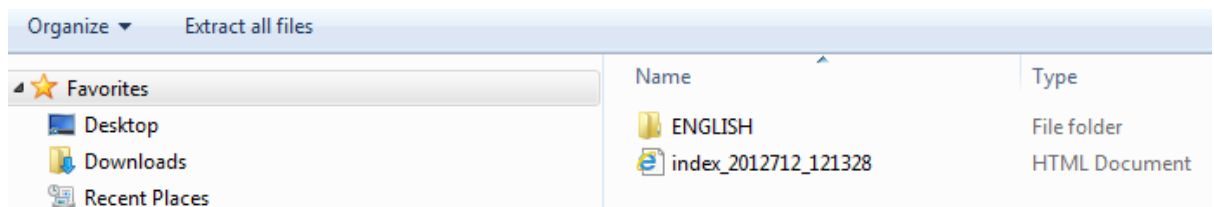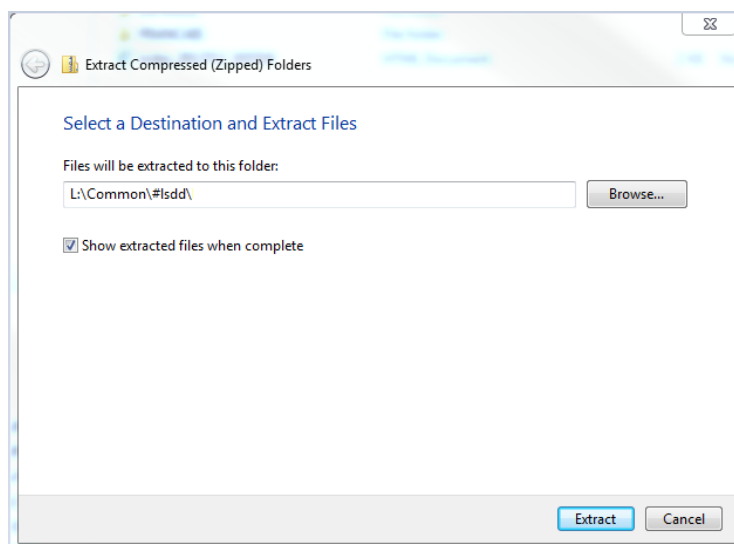
Note: The all documents download option is limited to the number of documents appearing on the current page of the results list. This number can be increased by changing the default hits per page from 10 to 50. If you have multiple pages of results and wish to download all documents, you must repeat the download operation on each page of results.

## Catalogue record

*Documents Online* provides a descriptive catalogue record for every document. The catalogue record is available for viewing by clicking on 🔎 in the search results list. The catalogue record for notifications consists of two main sections. The first section is the standard catalogue record which provides bibliographical data which has been used to describe all the different types of WTO documents.

### CATALOGUE RECORD

| | | | |
|---|---|---|---|
| Collection | G | Access level | Public |
| Symbol | G/TBT/N/CHN/257 | Status | Complete |
| Date | 07/05/2007 | Derestricted on | |
| Doc # | 07-1891 | | |

| | |
|---|---|
| English title | Committee on Technical Barriers to Trade - Notification - The People's Republic of China - Motor vehicle lamps |
| French title | Comité des obstacles techniques au commerce - Notification - République populaire de Chine - Lampes pour automobiles |
| Spanish title | Comité de Obstáculos Técnicos al Comercio - Notificación - República Popular China - Faros de vehículos automóviles |
| Contents | Objective: For the protection of human safety. Description of content: This standard specifies the photometric characteristics, test methods and inspection rules of Motor vehicle headlamps equipped with filament lamps and sealed beam headlamps. |
| Topics | technical barriers ; technical barriers -- China ; technical regulations ; technical regulations -- China |
| Country / territory mainly concerned | China |
| Other countries / territories mentioned | |
| Bodies | Committee on Technical Barriers to Trade - 1994 |
| Articles | TBT 1994 02.09.04 |
| Organizations | |
| Products | automotive parts ; lamps |
| References | |
| Pages English | 1 |
| Pages French | 2 |
| Pages Spanish | 1 |
| Document type | Notification |

The second section is the CRN Notification record. This part contains notification specific bibliographic data, such as notifying/affected countries or territories, requirements, trade coverage and attachment information.

**NOTIFICATION DATA**

Country/territory notifying (01) China
Country/territory affected (01)

**REQUIREMENT(S)**

Name (01)                          Agreement on Technical Barriers to Trade Art. 2.9
Short name (01)                    TBT Art. 2.9
Topics (01)                        Technical barriers to trade
Measure type (01)                  Technical regulations (TBT 2.9)
Periodicity (01)                   Ad hoc
Members req. to Notify (01) WTO Members

**TRADE COVERAGE**

HS            851220
Services
ICS           43.040.20
Environment

**ATTACHMENTS**


The appended numbers, for example (01), in the Notification Data and Requirement(s) sections indicate that all elements featuring this number relate to the same notification.

**NOTIFICATION DATA**

Country/territory notifying (01) China
Country/territory affected (01)

**REQUIREMENT(S)**

Name (01)                          Agreement on Technical Barriers to Trade Art. 2.9
Short name (01)                    TBT Art. 2.9
Topics (01)                        Technical barriers to trade
Measure type (01)                  Technical regulations (TBT 2.9)
Periodicity (01)                   Ad hoc
Members req. to Notify (01) WTO Members

**TRADE COVERAGE**

HS            851220
Services
ICS           43.040.20
Environment

**ATTACHMENTS**