



ADVANCED SEARCH

**Visual Quickstart Guide
11/2006**



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Lesson 1

Before you begin

IN THIS LESSON

Using a single, multi-functional screen

Exploring the search screen

1.1 WHAT DOES THE ADVANCED SEARCH OFFER YOU?

The EUR-Lex Advanced Search provides a powerful search tool for accessing European Union legal texts in a direct, flexible and efficient manner. It was developed for the needs of information professionals, especially those working in legal, academic and EU information dissemination environments. The 'Visual Quickstart Guide' provides expert, as well as first time users with a concise introduction to the fundamentals of the advanced searching.

Key features of the EUR-Lex Advanced Search interface

- Browse search fields, view indexed headings, enter queries and more from a single, multi-functional, search screen.
- Create, name and save custom search and display profiles.

1.2 EXPLORING THE SEARCH SCREEN

A single search screen provides access to all the tools and actions that are needed to enter a query. These include language options, a list of search fields, scroll-boxes for browsing indexed headings and action buttons. The search screen is composed of four principal zones, each with its own specific functions.

These zones are:

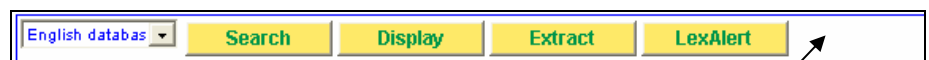
- the **screen header**;
- the **query text box**;
- the **list of search fields**;
- the **search toolbox**.

1.2.1 The screen header

A language choice scroll box is in the left hand corner of the screen header indicating the language version of EUR-Lex that is currently active. Immediately to the right are the Search, the Display, the Extract and the LexAlert buttons. To enter or send a query and receive the number of hits, click the Search button. To immediately view search results, click the Display button. To use a query for the extraction of results, click on Extract. Finally to export a query to the LexAlert notification service, click the LexAlert button.

Content language versus search language

Use the scroll box shown in the search screen header to select another language version of EUR-Lex content.



The screen header.

Number of results is displayed here.



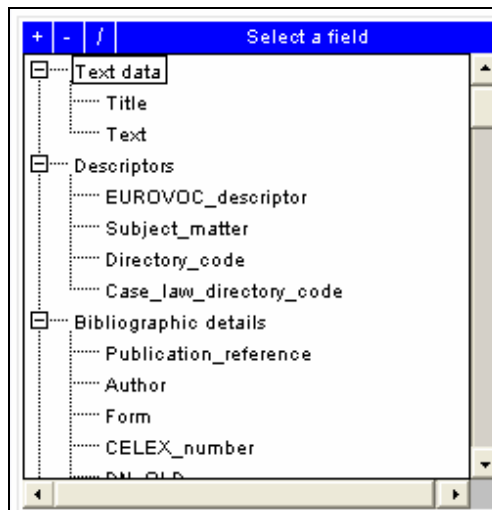
1.2.2 The query text box

Just below the screen header is an empty zone, called the query text box. This space fills when you begin to construct your query. Select a field name from the list and it is displayed here. Type a search term and it appears here. Select operators or other aids from the toolbox and they are inserted or added to your query depending on the location of the cursor.

Title = pollution AND

1.2.3 The list of search fields

To use the Advanced Search interface efficiently, it helps to understand how legal documents are analysed and prepared for loading in EUR-Lex. Each and every document is indexed according to its subject matter, its legal form, its publication, validity, entry into force and more. A list of these indexed search fields is displayed on the screen. Select a field name by clicking it. Alternatively, you can key in the name of a field either in its abbreviated or full form. For more information on field headings and their content, see the *EUR-Lex Reference Manual*.

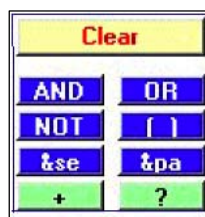


The list of search fields.

Reserved words and special characters

When creating a query one should avoid to use the Boolean operators ('AND', 'OR', 'NOT') as search terms, as they will be ignored. The brackets form an exception: they might be needed to search for certain CELEX numbers, like split documents or corrigenda (e.g. '32001R1049R(01)'). Within the query, the brackets have to be replaced by the truncation symbol ('?'), which results in a 'DN=32001R1049R?01?' when searching the above example by CELEX_number (or 'DN').

1.2.4 The search toolbox — truncating and linking terms



You may want to use wildcards to truncate a search term or separate multiple keywords with 'AND', 'OR' and 'NOT' (unless you are searching for a phrase or string of words). Operators, wildcards and other tools are grouped together in a **search toolbox** and are inserted into your query when clicked.



To clear the content of the query text box.



To introduce a Boolean 'AND', 'NOT', 'OR'



To introduce brackets for grouping the query



To introduce a proximity operator for terms to appear in the same sentence, respectively the same paragraph.



To introduce truncation for 0-n characters.



To introduce truncation for 0 or 1 character.

Lesson 2

Constructing a simple search

IN THIS LESSON

Building a query in three easy steps

Refining a query by linking search terms

Using truncation

2.1 BUILDING A QUERY IN THREE EASY STEPS

In this lesson, we will explore how to build a basic search in three easy steps.

- Select a field from the field list.
- Type in search terms.
- Send the query by clicking on the search button.

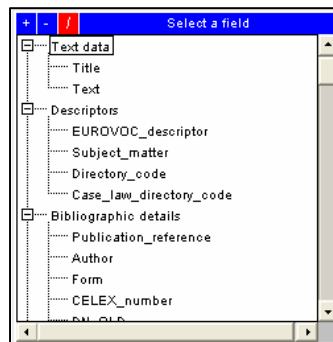
We will then modify this query by using the toolbox options and note how our results differ depending on how we formulate the query.

```
Title =  
TI =  
TI , TE =
```

Examples: full field name; equivalent abbreviated form; multiple fields.

2.1.1 Select Title from the list of fields

In this exercise, we are looking to retrieve legislation dealing with genetically modified organisms. Genetically modified organisms will be used as our search terms, and rather than search the full text of documents, we will limit our search to titles. Click on **Title** in the list of fields and note how it is displayed in the query box.



Abbreviated forms of field names are displayed by clicking on the slash (/) in the field box header.

These remain the same in all language versions of EUR-Lex and may be substituted for the full field name at any time.

2.1.2 Enter a string of search terms

Now use your keyboard to type the search terms next to the field name. Always check the position of your cursor before entering data.

```
Title = genetically modified organism
```



2.1.3 Send your query and view the number of results

Your query is now complete and you can enter it by clicking on **Search**. The number of results, or hits, is displayed in the header to the right of the search and display buttons.

2.2 REFINING A QUERY BY LINKING SEARCH TERMS

Using the same search terms we will do a similar search but instead of searching on a string of words, we will link the individual terms with the 'AND' operator found in the toolbox. Position your cursor between 'genetically' and 'modified' and click on **AND**. Repeat this insertion between the remaining two terms of your search which should now look like this:

```
Ti t l e = g e n e t i c a l l y  A N D  m o d i f i e d  A N D
o r g a n i s m
```

Compare the number of results.

Click on **Search** and wait for the number of results to be posted in the header. Reformulating the query in this way changes the number of retrieved documents.

2.3 USING TRUNCATION AND ADDING AN ADDITIONAL SEARCH TERM

We can further modify this query by broadening our terms to encompass genetically modified organisms as well as genetically modified foodstuffs.

```
Ti t l e = g e n e t i c a l l y  A N D  m o d i f i e d  A N D
(o r g a n i s m +  O R  f o o d s t u f f + )
```

Position your cursor over the 's' at the end of organisms and click on + in the toolbox, or type in the '+' from the keyboard if you prefer.

Compare results

This query retrieves 171 documents (at the time of writing), but if you forget to use the parentheses, the number of results is 2045!

Troubleshooting — multiple operators

If constructing searches using parentheses and multiple operators is giving you trouble, remember that the system evaluates operators in the following order: **NOT**, **AND**, **OR**. If in doubt, do not hesitate to insert parentheses to clearly structure your query.

Lesson 3

Displaying search results

IN THIS LESSON

Displaying the summary list and a single document

Using the menus

Principal display icons

Using cross-reference links

Forget the function of one of the icons?

The display feature of EUR-Lex offers numerous possibilities for navigating within query results and for accessing other available file formats of a particular document. Clicking on one of the arrows or document icons activates these options. If you forget the function of an icon, place your cursor over it and view the handy alternative text that displays on the screen.

3.1 DISPLAYING THE SUMMARY LIST AND A SINGLE DOCUMENT

After entering a query and obtaining a result you will probably want to view these results. You may wish to scan the titles quickly to see if the documents are pertinent or to zoom in on highlighted search terms. You may wish to view or print the full text of the document. Perhaps you will use the document links to navigate to modifying acts or other related legal acts. You may use the EUR-Lex default view options or alternatively you may decide exactly which fields you want displayed and create one or more of your own custom display profiles.

3.1.1 Display results in ‘summary’ view

The summary list is designed to fulfil two important functions.

- Firstly, it allows you to scan quickly through the list of results to determine pertinence.
- Secondly, it is a departure point for the full display of any selected document.

Results are sorted by reverse chronological order and 10 are displayed per page. By default, each document entry shows the CELEX document number, the title, the publication reference and a selection of display options for the full text. Creating custom display profiles is discussed in Lesson 6.



Summary list.

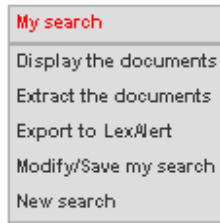
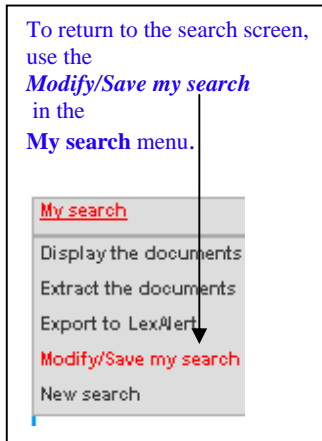
3.1.2 Go to ‘document’ view

To go to the full “document view”, which by default is an analytical view, click on the CELEX number. This view includes the document number, its title, descriptors, a selection of bibliographic data, dates and full cross-referencing data. These default settings may be changed. For example, you may wish to include the text of the document in your display profile. How to change default display settings is covered in Lesson 6 of this guide.

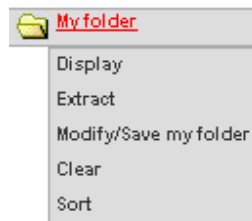


3.2 USING THE DIFFERENT MENUS

The result screen offers different menus to select from the full variety of available options. The menus unfold when placing the cursor over the respective heading:

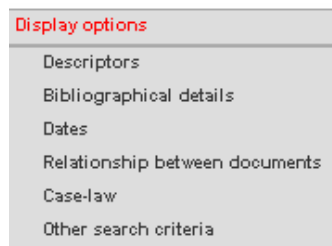


The **My search** menu allows for the return to the display of your search results, the extraction of documents from the result list or for the export to the notification service LexAlert. To go back to the search screen showing your query click the **Modify/Save my search**, or choose **New Search** to get an empty search screen.



The **My folder** menu provides the options to **Display**, **Extract** or **Modify/Save my folder**.

In addition one can **Sort** the content of the folder by several criteria in an ascending or descending order, or **Clear** its content.



The **Display options** menu lists groups of analysis data that can be selected (and then de-selected) for display.

This function complements the option to create an individualised display format by selecting single fields for display in the **Display models** from the search screen.

3.3 PRINCIPAL DISPLAY ICONS



To return to the summary list.



To display the summary list in table form.



To display the summary list in XML format.



To print that page of the result list.



To go to the HTML version of the document.



To see the bibliographical details of the document.



To go to the PDF version of the document.



Do you want to know more about CELEX document numbers?

Go to Lesson 5 of this guide.

3.4 USING CROSS-REFERENCE LINKS

When displaying results in single document view or when displaying any of the cross-reference fields, you can navigate to related documents by using any of the cross-reference links. In the example below, a Council directive is displayed. Go directly to a related document where references to national measures can be found by clicking on **Display the national implementing measures**.

You can also view earlier acts, subsequent modifications or even the legal basis of the act by using the appropriate CELEX document number links found in the cross-reference fields.

31976L0160
Council Directive 76/160/EEC of 8 December 1975 concerning the quality of **bathing water**

- [Display the national implementing measures](#)
- [Select all documents mentioning this document](#)
- [Select all documents based on this document](#)

Legal basis:
157E100
157E235

Authentic language(s):
THE OFFICIAL LANGUAGES

Amendments:
AMENDED BY... 1798N01/13... AMENDMENT, ART. 11.2 FR. 1/1/81
AMENDED BY... 1831N01/10... AMENDMENT, ART. 11.2 FR. 1/1/88
AMENDED BY... 1948N01/08/A... AMENDMENT, ART. 11.2 FR. 1/1/95
DEROGATION IN... 390L0656... TL. 31/1/93
AMENDED BY... 391L0692... REPLACEMENT ART. 13 FR. 23/12/91

Court's judgments affecting the instrument:
ART. 04... 2... 696J0092
ART. 03... 2... 690J0056
DOC... 2... 681J0096
DOC... 2... 681J0072

Cross-reference document links.

Lesson 4

Building multi-criteria queries

IN THIS LESSON

Combining multiple search criteria

Using search-field assistants

Using the date calendars to enter a date query

Consulting a lexicon

Understanding sectors

EUR-Lex comprises eight main sectors or data sets.

- 1 Treaties
- 2 External relations
- 3 Secondary legislation
- 4 Supplementary legislation
- 5 Preparatory documents
- 6 Case law
- 7 National implementing measures
- 9 Parliamentary questions

You can easily restrict your search to one or several of these sectors by searching the **Type_Sector** field. Use the search-field assistant for easy selection.

EUR-Lex comprises also three more sectors:

- E** EFTA documents
- 0** Consolidated versions
- C** Other documents published in the OJ series C

4.1 COMBINING MULTIPLE CRITERIA WITHIN A SINGLE QUERY

The expert search interface allows you to precisely target your search by combining multiple criteria within a single query. For example, you can search for keywords in the title of a document while limiting the search to a specific period of time and to a particular type of legal document, all in a single query.

In this example, we begin with a simple keyword search on the title field. We will exclude Parliamentary questions from the search, and further filter the search by specifying date criteria.

Searching on 'Title'

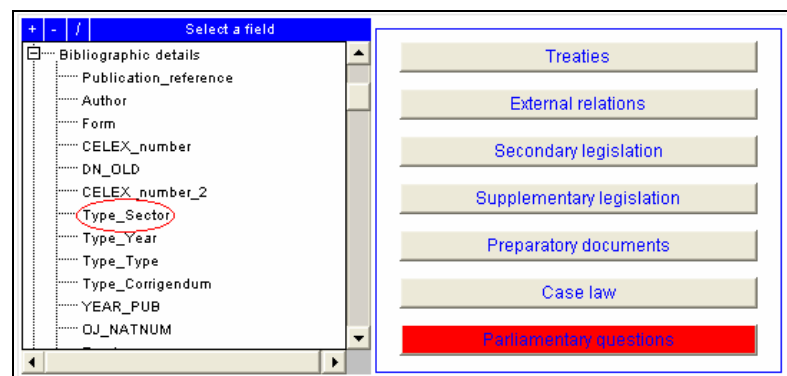
Select **Title** from the list of search fields. Key in the phrase 'equal treatment'. We want the search to focus on racial or ethnic issues rather than gender, so click on **NOT** in the toolbox and key in 'women'. You may choose to replace the 'e' in women with a wildcard, as we have done in the example below, to account for both 'woman' and 'women' as search terms.

```
Title = equal treatment NOT wom?n
```

➡ **Title** is a global search option allowing you to search across all data sets or sectors of the database.

4.2 LIMITING THE QUERY BY USING A SEARCH FIELD ASSISTANT

To exclude all documents of Parliamentary questions file from the results, return to the list of search fields and click on **Type_Sector** found in the bibliographic group. 'Type_Sector =' is now inserted into the query. An assistant for this search field is also displayed immediately to the right, making it easy to select search terms by simply clicking.



The Type sector search-field assistant.

Click on Parliamentary questions in the list. The search should now look like this:

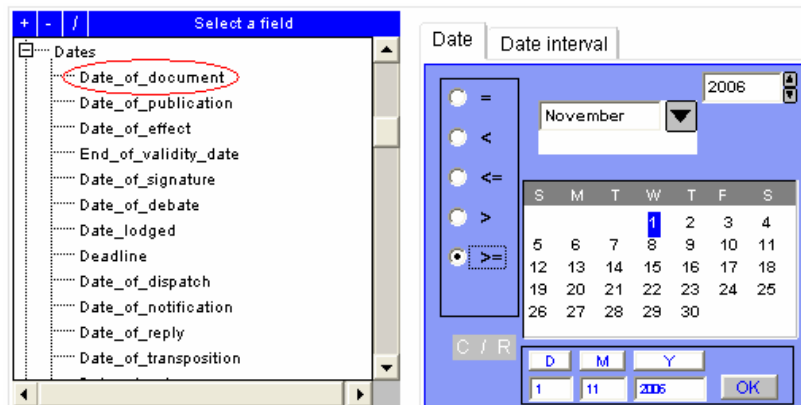
```
Title = equal treatment NOT wom?n NOT  
Type_Sector = 9
```



4.3 SEARCHING ON DATES USING THE DATE ASSISTANT

EUR-Lex offers numerous date search fields. Most documents are indexed according to several date criteria. When using date criteria to limit a search, a search-field assistant is displayed to guide you. It offers two calendar options

Date and **Date interval**. As a general rule, you should use **Date** for searches covering a single day, a single month or a full year. **Date interval** searches require both a beginning and an ending date, allowing you to define any period of time.



Want only documents that are still in force?

You may wish to restrict your results to documents that are currently in force. Select the field **End_validity** and the equal to/more than operator, =>. Select the current date using the calendar. This will ensure that all retrieved documents are still in force.

In many documents 99/99/9999 has been entered in the End_validity field. This indicates that the document's end of validity date is undetermined.

The search assistant simplifies selecting and entering dates.

Select the => (equal to or more than) and use the calendar to enter 1 November 2006. Search results will be limited to documents issued on 1 November or later.

```
Title = equal treatment NOT wom?n NOT
Type_Sector = 9 AND Date_of_document >=
2006/11/01
```

Add parentheses to clarify syntax

Parentheses establish relationships among search terms so that the search engine is able to interpret how to respond. To add parentheses to a query you can highlight terms and click on () in the toolbox, or you can position your cursor within the query and type them in.

```
(Title = equal treatment NOT wom?n) NOT
Type_Sector = 9 AND Date_of_document >=
006/11/01
```

Need to know which descriptor best suits your needs?

Celex documents may be indexed under three separate classification indexes. None of these however ensures a full global search across all sectors.

➤ **EUROVOC_descriptors**
cover all sectors except 1 and 6, but were only introduced in 1995. Coverage is not exhaustive, but generally includes all documents in force on 1 January 1995.

➤ **Subject_matter**
refers to a list of about 220 controlled terms.

➤ **Directory_code**
refers to the numerical classification used in the 'Directory of legislation in force' and is used to index secondary legislation and preparatory acts.

4.4 CONSULTING THE LEXICON OF A DESCRIPTOR

You have already seen how useful search field assistants are when constructing a query. They guide the user and help to ensure that correct syntax is used. Making lists of terms viewable on the search screen is a practical, timesaving feature when selecting controlled terms or descriptors.

Clear your query text box by clicking on **Clear** in the toolbox.

The space is empty and you now can begin a new search. Select **Subject_matter** from the 'descriptors group' in the search-field list. Type in the first few letters of a descriptor in the 'Consult the index' assistant, like **citiz** for **citizenship** in our example, and click **OK**.

You may now consult the list of descriptors neighbouring the letter combination entered, and select as many as you like.



We will select several descriptors and link them using **AND** from the toolbox.

```
Subject_matter = ci ti zenshi p AND European  
AND human AND rights
```

Lesson 5

Understanding document numbers

IN THIS LESSON

Reviewing sectors and document types

Constructing document numbers

Entering a query based on a document number

Two or four digits?

There exist two fields for searching the document number, one for two digit years (CELEX_number_2) and another for four-digit years (CELEX_number).

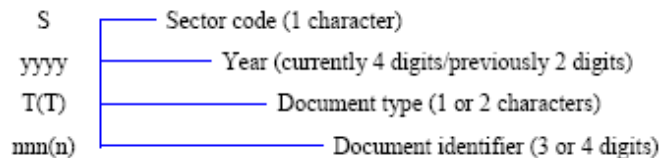
➤ 399I0024

➤ 31999I0024

5.1 REVIEWING SECTORS AND DOCUMENT TYPES

A unique number identifies every document in EUR-Lex. We recommend that you become familiar with the structure of CELEX document numbers. Knowing how to construct a document number can facilitate many single document searches. As these numbers are also used for cross-referencing related acts, the more you know about their structure, the easier it will be for you to exploit much of the added value of the database.

The CELEX number is a string of alphanumeric characters composed of the following:



5.1.1 Sector code

These are the principal data sets of EUR-Lex:

- Sector 1 — Treaties
- Sector 2 — External relations
- Sector 3 — Secondary legislation
- Sector 4 — Supplementary legislation
- Sector 5 — Preparatory documents
- Sector 6 — Case law
- Sector 7 — National implementing measures
- Sector 9 — Parliamentary questions

Other data sets are:

- Sector E — EFTA documents
- Sector C — Other documents published in the OJ series C
- Sector 0 — Consolidated versions

5.1.2 Year

Prior to the year 2000, only the last two digits of the year were used in the document number. This has changed and documents are indexed with the full four digits of the year. However, when searching on a document number, you can use either form.



5.1.3 Document type

This is a one or two-character letter code representing the legal form or category of the document. A full list of letter codes is found at the end of this lesson.

5.1.4. Document identifier

This is the identifying number of the document. It may be a sequential number attributed as part of the legislative process or the number of an article of a treaty. In some cases, zeros are added before the number to create a four-digit string. In Sector 1, the document identifier is limited to a three-digit number.

5.2 CONSTRUCTING DOCUMENT NUMBERS

Directive 2000/41/EEC was adopted in 2000. Its identifier is 41. The document type letter code for directives is L and they are in the secondary legislation data set — Sector 3. Its CELEX number is:

➡ 32000L0041

The Judgment of the Court of 15 June 2000, Case C-470/98 is found in Sector 6 and the case was brought in 1998. It is document type J and its identifying number is 470. Its CELEX number is:

➡ 61998J0470

Decision 2006/672/EC was adopted in 2006. Its identifier is 672. The document type letter code for acts of bodies created by international agreement is D, and it forms part of the international agreements data set — Sector 2. Its CELEX number is:

➡ 22006D0672

Decision 2006/667/EC, Euratom was adopted in 2006. Its identifier is 667. The document type letter code for this decision is D and as a decision of the representatives of the governments of the Member States, it is in the complementary legislation data set — Sector 4. Its CELEX number is:

➡ 42006D0667

Written Question No 1819/99 is found in Sector 9 and was asked in 1999. It is document type E in Sector 9. Its identifying number is 1819. Its document number is:

➡ 91999E1819



Article 86 of the *Treaty of Rome*, adopted in 1957, is also of document type E, but belongs to sector 1 in EUR-Lex. With its identifying number being 086, the document number is:

➡ 11957E086

Article 86 of the consolidated version of the *Treaty of Rome (1992)* published following the adoption of the *Treaty of Maastricht* is:

➡ 11992E086

Article 82 of the consolidated version of the *Treaty of Rome (1997)* published following adoption of the *Treaty of Amsterdam* is:

➡ 11992E082

Article 82 of the consolidated version of the *Treaty of Rome (2002)* published following adoption of the *Treaty of Nice* is:

➡ 12002E082

N.B.: be aware of the re-numbering of Treaty articles introduced by the Treaty of Amsterdam!

5.3 ENTERING A QUERY BASED ON A DOCUMENT NUMBER

In the following example, we use a CELEX document number as the basis for a query. Note that the list of search fields offers two field options for the CELEX document number. Select **CELEX_number** from the list of fields to display the field name in the query text box and then key in the number of Directive 2000/41/EEC.

The query will look like this:

CELEX_number = 32000L0041

or

CELEX_number_2 = 300L0041

➡ Please find below a table of all documents types per sector, in alphabetical order of descriptors within each sector.



List of EUR-Lex sectors and document type codes

Sector 1

*Treaties establishing the
European Communities*

Treaty on European Union

Amending or accession treaties

T R E A T I E S	
A	EURATOM Treaty 1957
B	Accession Treaty 1972 (Denmark, Ireland, Norway, UK)
C	Treaty of Nice 2000
D	Treaty of Amsterdam 1997
E	EEC Treaty 1957; EC Treaty consolidated versions 1992, 1997, 2002
F	Merger Treaty 1965 and Treaty amending certain budgetary provisions 1970
G	Greenland Treaty 1985
H	Accession Treaty 1979 (Greece)
I	Accession Treaty 1985 (Spain, Portugal)
K	ECSC Treaty 1951
M	Treaty on European Union, Maastricht, 1992; consolidated versions 1997, 2002
N	Accession Treaty 1994 (Norway, Austria, Finland, Sweden)
R	Treaty amending certain financial provisions 1975
S	Act concerning the conditions of accession of the Republic of Bulgaria and Romania 2005
T	Accession Treaty 2003 (Czech Republic, Estonia, Cyprus, Latvia, Lithuania, Hungary, Malta, Poland, Slovenia, Slovakia)
U	Single European Act 1986
V	Treaty establishing a Constitution for Europe 2004
E X T E R N A L R E L A T I O N S	
A	Agreements with non-member countries or international organisations
D	Instruments of bodies established by international agreement
P	Acts of parliamentary bodies created by international agreements
X	Other acts

Sector 2

*Legal instruments resulting from
the external relations of the
European Communities*



Sector 3

Secondary legislation

SECONDARY LEGISLATION	
A	Opinion
B	Budgetary procedures
C	Declaration
D	Decision (except ECSC general decisions)
E	CFSP: common position; joint action; common strategie
F	Police and Judicial co-operation in Criminal Matters
H	Recommendation
J	Joint venture decision
K	ECSC recommendation
L	EEC/EURATOM directive
M	Merger decision
O	ECB guideline
Q	Institutional arrangement: Rules of procedure; interinstitutional agreement
R	EEC/ EURATOM regulation
S	ECSC general decision
X	Other instrument published in the OJ L series (or in the single OJ prior to 1967)
Y	Other instrument published in the OJ C series
COMPLEMENTARY LEGISLATION	
A	Agreement between the Member States
D	Decision of the representatives of the governments of Member States meeting within the Council
X	Other instrument published in the OJ L series
Y	Other instrument published in the OJ C series

Sector 4

Complementary legislation



Sector 5 
Preparatory works

PREPARATORY WORKS	
AA	Court of Auditors: Opinion
AB	European Central Bank: Opinion
AC	Economic and Social Committee: Opinion
AE	Economic and Social Committee: Opinion on consultation
AG	Council common position
AK	European Coal and Steel Community: Consultative committee opinion
AP	European Parliament: Legislative resolution
AR	Committee of Regions: Opinion on consultation
BP	European Parliament: Budget
DC	Other COM document
DP	European Parliament: Internal decision
EC	European Commission: Proposal for a codified version of a regulation
FC	European Commission: Proposals for a codified version of a directive
GC	European Commission: Proposals for a codified version of a decision
HB	European Central Bank: Recommendation
IE	Economic and Social Committee: Other opinion
IG	Member States: Initiative
IP	European Parliament: Other resolution
IR	Committee of Regions: Other opinion
KG	Council Assent European Coal and Steel Community
PC	European Commission: COM document, legislative proposal
SA	Court of Auditors: Special report
SC	European Commission: SEC document
TA	Court of Auditors: Report
XA	Court of Auditors: Other act
XB	European Central Bank: Other act
XC	European Commission: Other act
XE	Economic and Social Committee: Other act
XG	Council: Other act
XK	European Coal and Steel Community: Consultative committee: other act
XP	European Parliament: Other act
XR	Committee of Regions: Other act
XX	Other bodies: Other act

**Sector 6** ➡➡➡

*Case law of the Court of Justice and
the Court of First Instance of
the European Communities*

COURT OF JUSTICE	
C	Opinion of the Advocate General
J	Court of Justice: Judgment
O	Court of Justice: Order
P	Court of Justice: Case report
S	Court of Justice: Seizure
T	Court of Justice: Third party proceeding
V	Court of Justice: Opinion
X	Court of Justice: Ruling
COURT OF FIRST INSTANCE	
A	Court of First Instance: Judgment
B	Court of First Instance: Order
D	Court of First Instance: Third-party proceeding
F	Court of First Instance: Opinion
H	Court of First Instance: Case report
CIVIL SERVICE TRIBUNAL	
K	Civil Service Tribunal: Order
W	Civil Service Tribunal: Judgement
NATIONAL IMPLEMENTING MEASURES	
L	National measures for implementing directives
PARLIAMENTARY QUESTIONS	
E	Written questions
O	Questions asked during question time
H	Oral questions
EFTA DOCUMENTS	
A	International agreement
C	Act of the EFTA Surveillance Authority
G	Act of the EFTA Standing Committee
J	Decision, order, consultative opinion of the EFTA Court
P	Pending case of the EFTA Court
X	Information and communications
O	Other act

Sector 7 ➡➡➡

National implementing measures

Sector 9 ➡➡➡

Parliamentary questions

Sector E ➡➡➡

*European Free Trade Association
(EFTA) documents*

Lesson 6

More advanced techniques

IN THIS LESSON

Recording the current search session in 'My search statements'

Creating, saving and using custom display models

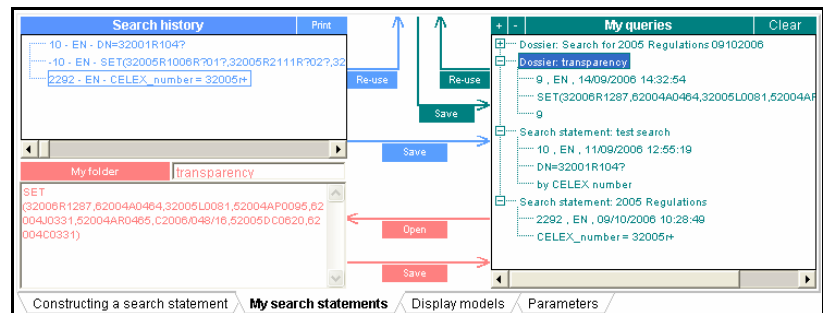
Saving and re-using queries

To save a query for future use, simple highlight it and click the **Save** button. You will be asked to give it a name and you can also enter a description.

To re-use a saved query, highlight it and click **Re-use**.

6.1 RECORDING THE CURRENT SEARCH SESSION IN 'MY SEARCH STATEMENTS'

Click on the tab **My search statements** to display your search portfolio folders. Note that there are two sections, the 'Search history' and 'My queries'.



Searches made during the current search session are stored in the blue 'Search history' folder. Each time you exit EUR-Lex, this folder is cleared. However, when you save a query as a **Search statement** in the green 'My queries' folder, it is stored until you delete it from the folder. Saving queries can save you time and eliminate the need to key in long searches that are used more than once.

The session queries temporarily stored in the 'Search history' folder can be used in several ways.

- You can **Print** the list of queries.
- You can **Re-use** any of the queries.
- You can **Save** any of the queries for future use.

In analogy to the session queries, you can put together your own collection of documents using the 'My folder' option. To do so you can select from your result lists either individual hits

Folder 

or a whole result page

 **Add this page to folder**

 **Delete this page from my folder**

and add them to the folder of your current session. Like the **Search statements**, you can name and save your personal document collection in a **Dossier** for later re-use.

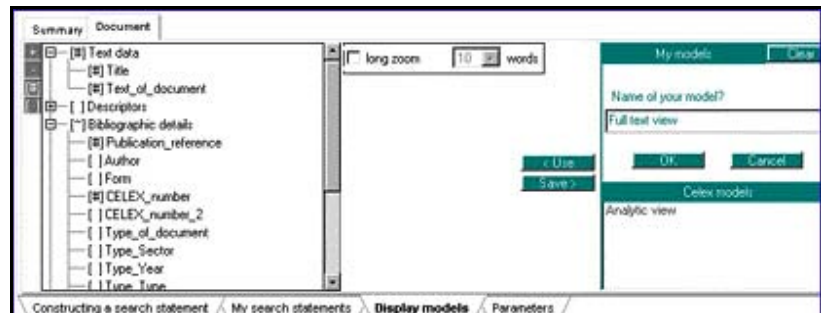


Display models give users control over how they view their query results.

6.2 CREATING, SAVING AND USING CUSTOM DISPLAY MODELS

The Advanced Search further assists professional users by ensuring that their results are easy to exploit and can be adapted to the user's specific requirements.

The **Display models** parameter allows you to define custom display profiles for both summary display lists and for single-document display. Your personal profiles can be stored and activated whenever you choose giving you full control over what you view on the screen.



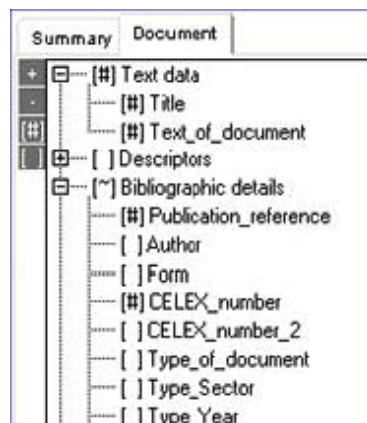
The *Display models* screen.

If you have not previously defined a profile or if you are connecting for the first time to the Advanced Search, the standard display models will be activated by default.

6.2.1 To define a profile

- Click on the **Display models** tab at the bottom of the screen.
- Use the list of fields to specify the fields you want to include in the new profile.
- Click on the **Save** button and name the profile. If you want it to be your default profile, give it the name '0'.

To create a default custom default profile, remember to name it **0** (the digit zero).



Use the list's tree structure to select individual or whole groups of fields. A field name marked by '#' indicates that the field or group of fields is selected. A '~' within the brackets of a group name indicates that some, but not all, of the fields within the group are selected.

6.2.2 To activate a stored profile

- Go to Display models.
- Highlight the model that you want to use.
- Click on the Use button.

Lesson 7

Special parameters

IN THIS LESSON

Change the formatting of highlighted text

Define settings for the data extraction

The parameters screen is accessed by clicking on the Parameters tab at the bottom of the search screen.

Options that allow you to customise certain display features, such as the 'Highlighting style' of search terms, or settings relevant to the extraction function ('Formatting of data in XML', 'Extraction') are located here.

7.1 CHANGE THE FORMATTING OF HIGHLIGHTED TEXT

There are two styles affecting the display of highlighting text that may be changed:

- the character style;
- the colour.

Both of these can be changed from upper left part of the parameters screen.

The screenshot shows the 'Parameters' tab in a software interface. It is divided into two main sections: 'Highlighting style' and 'Extraction'.
The 'Highlighting style' section includes:

- A dropdown menu for 'Highlighting style' set to 'Bold'.
- A dropdown menu for 'Colour' set to 'Red'.
- A section titled 'Formatting of data in XML' with three radio button options:
 - no XSL style sheet (pure XML)
 - default XSL style sheet
 - other XSL, URL: [text input field]

The 'Extraction' section includes:

- A dropdown menu for 'Mail format' set to 'Text (page by page)'.
- An 'E-mail address' text input field containing 'email@address.com'.
- 'Use' and 'Save' buttons below the email address field.
- A preview area showing 'Adresse électronique' and 'email@address.com' with a 'Clear' button.
- An 'OK' button at the bottom right.

At the bottom of the window, a breadcrumb trail shows: 'Constructing a search statement > My search statements > Display models > Parameters'.

The parameters screen

7.2 DEFINE SETTINGS FOR A DATA EXTRACTION

Options affecting the **Formatting of data in XML** for the display and extraction function can be set underneath the **Highlighting style** section of the **Parameters**.

Relevant settings for the extraction of data, like the mail format and the email address, can be defined and saved for future use on the right side of the parameters screen.



Annex Additional resources

[Additional material for
EUR-Lex users](#)

[Seeking assistance:
the help-desk](#)

[The EUR-Lex newsletter](#)

I. ADDITIONAL MATERIAL FOR EUR-LEX USERS

In addition to this guide, the EUR-Lex documentation includes a comprehensive reference manual. Due to major software enhancements and the recent merging of the two predecessor systems, the reference manual is currently being revised and updated.

But EUR-Lex offers also several other sources of further information: An introduction for the [First-time user](#) is complemented by [Simple search quick start guide](#) (Last updated: 14/09/2006). The [Frequently Asked Questions](#) are of interest for both, first-time users and experts. To allow for the correct reference to the documents and collections in EUR-Lex, some instructions on [How to create links to documents on EUR-Lex](#) are also available.

Remember to frequently consult the online news section of EUR-Lex for information about updated user documentation to be published.

II. SEEKING ASSISTANCE: THE HELP-DESK

If you still have questions about using EUR-Lex, we provide multilingual e-mail help-desk assistance.

Contact the public help-desk by e-mail:

eurllex-helpdesk-online@publications.europa.eu

Help-desk for EU staff:

eurllex-helpdesk@publications.europa.eu

III. THE EUR-LEX NEWSLETTER

To ensure that our community of users, of the Simple as well as of the Advanced Search, is kept up to date on the latest features and developments of the database, the EUR-Lex web site features a newsletter, which is maintained directly by EUR-Lex production and development. Remember to frequently consult the latest issue.