

## [Interacting with a document – transcript]

In this video we will look at the main features of the 'Text' tab of the document page. This page displays the text of the document and offers a set of useful information about the document and features. Let's discover them.

At the top of the page, you can see basic information about the document:

- the CELEX number of the document, which is a unique identifier;
- the full title of the document;
- the Parliament reference, if there is one;
- the Official Journal reference, with the available languages and formats;
- an indicator that shows whether the text is currently in force, not yet in force or no longer in force;
- a link to the current consolidated version, where applicable;
- and the European Legislation Identifier link, another unique identifier.

In the box below click on the relevant icon to get:

- the HTML version of the document,
- the PDF version,
- and the complete edition of the Official Journal that contains the document,

in all the linguistic versions that are available for this document.

If you want to compare several linguistic versions of your document, use the multilingual display. Select up to three languages and click on the 'Display' button.

To get information about the document in the three languages click 'Display information about this document'. You can also easily change one, two or all three languages.

Finally, to go back to the display with only one language, click on the button 'Go to unilingual display'.

Next on the page, you have the full text of your document.

To facilitate your navigation, click on 'Table of contents'.

This will open a box with links to the chapters, sections, and annexes of the document.

Instead of scrolling, you can use the arrow button to get back to the top of the page. This is particularly handy for long pages.

Now, let's have a look at the left-hand side of the page.

The tabs allow you navigate within the subsections of the document page. The number of tabs will depend on the document you are consulting. In addition to the 'Text' view, you may access:

- 'Document information',
- 'Procedure',
- 'Document summary', and
- 'National transposition'.

To make the most out of these pages, please watch our dedicated videos.

'Up-to-date link' displays a link in your browser that will always direct you to the up-to-date version of the document and any pending modifiers such as amending acts or corrigenda.

'Permanent link' displays a link in your browser that will always direct you to the version of the document you are currently viewing.

'Download notice' allows you to download the notice of the document with its metadata in xml format.

'Save to my items' allows registered users to save documents or procedures in their personal space.

'Create an email alert' allows registered users to receive emails whenever a specified act or procedure is updated.

'Create an RSS alert' allows registered users to create a specific RSS feed that will provide all the updates of the document.

We have already seen that the table of contents lets you navigate easily within the different parts of a document. You can also use it to save or copy a link to a specific section of it. To do so, open the table of contents, hover over the link that you want to save or copy and right-click. In the pop-up box, click on 'Save link as' or 'Copy link'.

Finally, clicking on the button 'All consolidated versions' opens a box with all the consolidated versions of a document. They are in chronological order, from the most recent one on top of the list to the initial basic act at the bottom. To go to a specific consolidated version, just click on its date.

That's all for the 'Text' tab of the document page.