

[Getting the most out of the results list – transcript]

In this video we will look at the main features of the results list you obtain when you run a search on EUR-Lex.

First, let's launch a quick search to see what the results list looks like.

At the top of the page, you can find your search criteria. Here there are just two, but if you run a more complex advanced or expert search, there may be more.

In the next box, you can see the number of results, sort them and navigate the results pages.

Below that are all the results that match your search. Each result comes with specific information, such as the author, the document date and whether or not the act is in force.

The terms you searched for are highlighted and, if relevant, there is a link to the current or the latest consolidated version of the act.

Click one of the two icons at the bottom of the box to go straight to the PDF or HTML view of the act as it was published in the *Official Journal of the European Union*.

You may wish to narrow your search results by using the filters on the left-hand side of the page. The filters are arranged by category. For each filter, the number of related results is displayed in brackets. In some categories, only the first few filters are displayed, but you can click 'See more' to expand the list.

For the 'year of document' category, the most recent years are displayed first. For other categories, the filters with the highest numbers of related results are displayed first.

Selecting more filters will lead to fewer and more targeted results.

When you click a filter:

the list of results is updated and shows only those results corresponding to the new criterion you have selected;

this new criterion is added to the 'Search criteria' box above the list of results;

all the filters you have selected are listed at the top of the filter list under the heading 'You have selected';

for registered users, if you save the search at this point, it will be saved in its new form, taking into account the filters you have selected.

To widen your search again, remove filters under the heading 'You have selected' by clicking the cross [(x)].

Some filters have sublevels. For example, when you click a year under 'By year of document', the next level (months) is displayed. 'By directory code' and 'By EuroVoc' work the same way.

Once you reach the lowest level of a filter, it disappears from the filter list. To go back up a level, remove the corresponding filter under the heading 'You have selected'.

The 'By keyword' text box at the top of the filters menu lets you refine your search results with specific terms in the title or in the text (or both). For example, let's keep only the results that have the word 'fisheries' in the title.

That's it for the filters. Now, let's have a look at the sort options.

You can modify your sort criteria in the 'Sort by' menu. By default, search results are sorted in descending order of relevance.

The sort criteria available vary with the type of search. If you run a quick search then the sort criteria are: Relevance, Document title, Document identifier and Document date. If you run an advanced search then you may also have Document type, Author and CELEX sector, depending on the collection you have chosen for your search.

'Relevance' is selected by default. It means that the documents are sorted according to their relevance from a legal perspective, the aim being to best meet user expectations.

Click the arrow to specify if you want the criteria to be applied in descending or ascending order.

EUR-Lex also lets you change the information displayed in the results list.

Click 'Customise shown information'.

Choose the information you want to display by selecting the corresponding check boxes. This information will also be added to the results when you print, save or export them. You can also change the number of results per page and choose whether to highlight the search terms in the results list.

If you are a registered user, you can create specific profiles and then select one of them.

Click 'Apply' at the bottom of the window. Your changes will not be saved if you click on the cross [(x)] at the top right or click outside of the window to return to the results list.

The new settings will apply to your entire session (or until you change them).

Finally, let's see how to export your search results.

You can export the entire list of results (up to a limit of 100, or, if you are signed in, up to 5 megabytes of data in CSV format). Click the 'Export' button and then 'Export all'.

Alternatively, you can export a selection. First, select the results you want to export by ticking the corresponding check boxes. You can select the results one by one or select all of the results displayed on the page. Remember, you can increase the number of results shown on the page in the 'Customise shown information' box. Click the 'Export' button and then 'Export selection'.

In the next window, select your export format and tick 'zip' if you want to receive a zip file. Then select the information (or metadata) you want to include in your export.

The 'Simple selection' tab contains a selection of the most common metadata.

The 'Advanced selection' tab allows you to choose from a wider range of available metadata.

Finally, click 'Export'. Depending on your operating system and browser, the file downloads automatically or opens. It displays the titles and the metadata of the exported results. If you export your results in a PDF file, titles are clickable and redirect you to the related documents on EUR-Lex.

That's all for the results list.