

[Saving documents and procedures – transcript]

Let's take a look at how to save and manage items on EUR-Lex. An item is either a document or a procedure.

First of all, go to my EUR-Lex at the top right-hand corner of any page, and sign in. In the drop-down menu in 'My EUR-Lex', the number in brackets shows how many saved items you have. To access your saved items, click on 'My items'.

Before going through the features of this page, let's look at how to add an item to your personal space on EUR-Lex.

You can add items either from the list of search results or from the item itself.

In the search result list, select one or more items by ticking the box to the left of the title. Then click 'Save to My items' in the 'Search criteria' tab.

When you are on a document or procedure page, just click 'Save to My items' in the left-hand menu.

In both cases, a window opens asking which folder you want to save the item in. You can choose between:

- the default folder;
- an existing folder; or
- 'Create new folder'.

Note that the folder name cannot be the same as a name used for an existing folder.

You can also enter a comment in the corresponding field.

Click on 'Save' to confirm. The item is added to your list of items.

To access your saved items, click on your profile at the top right-hand corner of any page and then on 'My items'. EUR-Lex displays all the folders that you have created and indicates the number of saved items in each folder.

Click on a folder to see the list of documents.

You can save up to 100 items in 'My EUR Lex'. When you reach this limit, you will need to delete some items to make space for new ones. You can delete specific items in a folder, or entire folders with their content. Tick the box next to the items of the folders you want to delete. If you want to delete all the items in a folder or all your folders, click 'Select all'. Then click 'Delete selected'. Confirm your choice by clicking 'Delete'.

If JavaScript is not enabled in your browser, you will not be able to delete multiple items or folders using checkboxes.

You can email links to the items saved in your folders. Select the items you want to send by ticking the corresponding boxes. Click on 'Send selected by email'. A new email opens with links to the items you have selected.

You can also share your items by clicking 'share' at the top of the page and selecting how you would like to share.

You can export your items in PDF, CSV, TSV, Excel or XML. Select the items you want to export by ticking the corresponding boxes. Click the 'Export' button and then choose 'Export selection'. If you want to export all your items, click the 'Export' button and then choose 'Export all'. Select the metadata you wish to have displayed and the export format. Click the 'Export' button. The export file will appear in the downloads file of your browser.

For any saved item, you can print the text and the metadata. Click the 'Print' icon next to the item you want to print. Then, select the metadata you wish to have displayed in your printout, and the print format. This can be HTML or PDF. Click the 'Print' button to confirm your choices. A print-ready text is displayed. You can print it by using your browser menu.

You can create a search for any of your saved items. Click the 'Create search for folder' icon, which looks like a magnifying glass. Specify a unique name for the search. You can also add a comment here if you like. Click 'Save' and a new search is added to the list in 'My Searches/My saved searches'.

This feature is useful when you need to delete a set of items but might need to refer to this set in the future. Once you have saved the set of items as a search, you can relaunch the search and recover the items at any time. It can save you precious time.

The search will return the items that were in the folder at the time you created the search. If you add items to the folder later on, they will not be added to this search.

You can edit the name of your folders and make or change comments about them. Click the 'Edit folder information' icon next to the folder you want to edit. Type any changes in the 'Name' or 'Comment' fields and click 'Save'.