

## [Target your searches with an advanced search – transcript]

In this video we will look at the main features of the advanced search on EUR-Lex.

Usually, you will use the advanced search when you want to run a search based on specific criteria. The link to the advanced search page is available at the top of every EUR-Lex page, just under the quick search.

You can also reach the advanced search form from the left menu of the collection pages.

The advanced search form offers a variety of criteria to select before launching your search. Let's have a closer look.

To start, if you want to limit your search to specific types of documents like Treaties, legal acts, preparatory documents, etc., click the 'Collection' box and choose a category.

The search form will adapt to the selected category by displaying specific search criteria. When you press the search button, the system will only search documents that belong to the selected category of acts.

Let's look at an example. If we choose 'Treaties' in the 'Collection' box, the advanced search form will add a new 'Treaty' box with specific search options, the 'Documents related to a legislative procedure' box will be hidden, and some search options will change in the other boxes. For instance, here in the 'Theme' box, you will be able to choose a subject matter.

When you click the search button, the system will run the search within the Treaties category.

You can also choose to run a search within several categories of act. To do so, click 'Choose multiple collections' and make your selection. In this case, EUR-Lex displays the default advanced search form.

Finally, if you do not wish to choose a specific category of acts for your search, choose the option 'All documents'.

Now, let's look at a few features that may be useful for your advanced search.

First, on top of the page, you can limit your search by ticking one of the checkboxes. The options change with the collection you have chosen to search in. In this example, you can show complete texts of Treaties only or exclude the corrigenda.

If we choose another collection, the options change.

The 'Text search' box gives you a lot of possibilities as regards the keywords you want to search.

In the first field, type a word, a number or a sequence of words or numbers. By default, the two checkboxes 'in title' and 'in text' are ticked. This means that the system will search your keywords in both the titles and the texts of the documents. If you want to search only in the titles, then untick 'in text'. And if you want to search only in the texts of the documents and not in their titles then untick 'in title'.

To give you even more flexibility, EUR-Lex lets you fill in a second field and link it to the first one with the operators 'AND', 'OR' and 'NOT'.

For example, we can search for documents that have 'environment' in their title and 'transport' in their text.

Or we can look for documents that have 'environment' in their title, but not 'transport'.

As you can see, with these options you can easily fine tune your text search.

If you want a more detailed search, make sure you click the + buttons. This will give you many more options.

The 'Show only documents available in' box allows you to limit the search to documents published in one or several languages. For example, if you select 'Spanish', the system will search for all the documents that have been published in Spanish.

If you are using EUR-Lex in another language – in our case English – your search will return documents that have been published in Spanish, but you will see them in your language.

There are many more options available in the advanced form. They are simple to use, but if you are in any doubt you can hover over the question marks to get short explanations.

That's all for the advanced search.