


QUICK GUIDE

LOG ON

- Go to www.ellis.thomson.com. Click OJ OnlinePlus from the **log on** box.
- Enter your user id and password. We recommend that users who have created a personal account log on directly in the format: personal user id@company user id and personal password, e.g. **john@ellis** and **2103**. Personal accounts allow you to save frequently used searches and to define email alerts. You can create a personal account from the opening screen.
- Customers with IP recognition will be taken directly to the opening screen of OJ OnlinePlus where they can open a previously created personal account using their own user id and password, e.g. **harry** and **4378**.
- OJ OnlinePlus, updated every day, is an easy and intuitive service to EU law and related information. It is structured into two main sections:
 - **EU Law Library** – comprehensive coverage of all official EU legal materials plus documents collected daily from over 20 EU Institutions and Agencies
 - **EU Web Directory** – a unique and growing collection of over 2000 searchable EU web pages

EU LAW LIBRARY

- Use **Search all** to access all documents in the EU Law Library. **Advanced search** contains a wide selection of changeable search fields for expert searching plus EU Wordnet, a multilingual search utility.
- Select a sector-specific search form from the left-hand menu for focused searching. These templates contain helpful tips and features plus an **Advanced search** form to assist searching a particular part of the database.
- Click  to read about sources per section and main features.

fast delivery of all the latest documents

guided access to broad information from EU Institutions & Agencies

create a personal account for saving search profiles and email alerts

quick links to the Courts' diary, directives by nickname and Treaties in pdf format

TIP:

Use **log off** to exit OJOnlinePlus otherwise your session will remain active until the 30-minute automatic log off.

SEARCH TIPS

- Refer to the examples on the search forms on how to enter document numbers, publication references and dates.
- You can drag and drop or copy and paste your search terms in the search forms.
- OJ OnlinePlus searches for terms next to each other and in the order they are entered onto the search form, e.g. **hazardous waste**.
- You can refine your search by using Boolean operators, e.g. transport and hazardous waste.
- To search for a phrase containing a Boolean operator you must place the operator between quotes, e.g. **health "and" safety regulations**.
- Proximity searching allows you to search for a search term within a set number of words from another term, e.g. **water.3.pollution**.
- Search fields are linked by the Boolean operator AND. In the Advanced search forms there is an option to switch operators to OR / NOT from the pull down menu.
- Use **nicknames** for quick access to directives by their familiar name.
- Download main treaties in pdf format from the link in **Search all** and **Treaties** search forms.
- Court decisions interpreting a legislative act can be retrieved from Concerns search field in **Case Law – Advanced Search**, e.g. **89/05**.
- Use EU Wordnet multi-lingual utility from **Search all – Advanced search** to identify legal terms in another language and then select which language to actually search the database.

TIP:

Use the **Help** for detailed information on sources, types of documents, search field descriptions and creating a personal account.


Boolean operators, wildcards & truncation

AND	&	water and pollution – documents contain both words but not necessarily next to each other
OR	,	water or pollution – documents contain either water or pollution or both
NOT	\	water not pollution – documents contain water but not pollution
WITH	/	water with pollution – documents contain both words in the same paragraph but not necessarily next to each other
	()	(car or vehicle or motor).10.(hire or rental) – documents contain the words car or vehicle or motor within 10 words of hire or rental
	*	build* – for builder, building
	?	wom?n – for women and woman
	~	2001-01-30~2001-02-04
	>	>2001-01-30
	<	<2001-01-30


TIP:

Change the **Text display** to **Full analytical** for bibliographical information and links to related documents.

SEARCH RESULTS

- Retrieved records are displayed in a summary list.
- Click the sort toggle switch to change the order by Year, Type or Title (more options are available from the sort icon).
- Repealed legislation and superseded judgments are indicated by a red flag , modified legislation by a yellow flag.
- Click the title of a document to view the full text.
- Click the Pdf or Word icon to open or save a document in English in its original format.
- Pdfs in other EU languages are listed in the full text display if available.
- Records can be selected for print, download or email.

FULL TEXT DISPLAY

- The full text is filled with links to referenced documents.
- Repealed legislation and superseded judgments are indicated by a red flag , modified legislation by a yellow flag.
- Use the first hit on page button to jump to highlighted search terms.
- Tabs are activated when additional information is available – modifications (modifies or modified by), consolidated text, national implementing measures or court decisions.

flag alert for repealed & modified legislation

pdf documents in all EU languages

open tabs to view additional related information

links to related documents

mouse-over footnotes

The screenshot shows the Thomson OJ OnlinePlus interface. On the left is a navigation menu with links for 'Top of document', 'Article 1', 'Article 2', 'Article 3', 'Article 4', 'Article 5', 'Annex I', and 'Annex II'. The main content area displays 'Record 1 of 1' with search filters and a dropdown menu. The title of the document is 'Commission Directive 2005/38/EC of 6 June 2005 laying down the sampling methods and the methods of analysis for the official control of the levels of Fusarium toxins in foodstuffs (Text with EEA relevance)'. Below the title are language selection buttons for various EU countries. The text of the directive is displayed, including the preamble and the 'Whereas' section with footnotes. A mouse-over tooltip is visible over a footnote, showing additional information.

TIP:

For further assistance please don't hesitate to contact us:
ellis.info@thomson.com

EU WEB DIRECTORY

This section contains a unique and growing collection of over 2000 useful EU web sites.

- Use **Search all** to retrieve a specific term or phrase across the whole directory or restrict the search to a particular section.
- You can browse the links by category and subject, e.g. Webzines – Environment.
- Use the alphabet links to navigate the list or use your browser's search function [Ctrl+F] to jump to a search term.
- Some items have a brief description of the website.
- Click a title or open the link to visit a website.
- Close the website to return to OJ OnlinePlus (don't forget that you will be logged out off OJ OnlinePlus after 30 minutes).

TIP:

Use **Search all** to find all links containing your search term in a particular category or across the whole EU Web Directory.

Note: The software searches homepage titles and keywords of all the websites in the EU Web Directory.

The screenshot displays the OJ OnlinePlus interface. On the left is a navigation menu with categories like 'EU Law Library' and 'EU Web Directory'. The main content area shows a 'WEBPAGES' section with an alphabetical navigation bar (A-Z) and a list of links under the letter 'A'. A 'SEARCH ALL' dialog box is open in the foreground, showing a search term 'Court of First Instance' and various filters for document types. A blue arrow points from the text 'use the alphabet to navigate the list or use Ctrl+F search functionality to find a term or phrase' to the alphabetical navigation bar in the screenshot.