

## Help on using extended search on (draft) standards

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This **Extended search** on (draft) standards, allows you to extend your search to:

- enter a string of characters within the title and/or scope of a (draft) standard (in English, French or German);
- enter a string of characters within Standard reference of a (draft) standard;
- define the type of document;
- search by ICS, by progress status or by Committee;
- vary the search scope to include published standards or standards under development;
- select the sort order for displaying the results of your search (by WI number, by Standard reference or by Committee).

### [Search by title or scope](#)

If you enter more than one word, the search will default to the logical operator AND. For example, if you enter the words **water quality**, the search result will return those items containing both words, although not necessarily together as a phrase.

If you wish to search for items containing any one of a number of words, then you should insert **OR** between each word, e.g., **water OR quality** will return any item which contains either of the words water or quality or both.

If you wish to search for items containing an exact phrase or combination of words in a specific order, then you should enclose the phrase within quotation marks, e.g. **"water quality"**.

The search is not case-sensitive, i.e. a search on **Shipbuilding** will yield the same result as **shipbuilding** or **SHIPBUILDING**.

For example, **ship** will search for ships, shipbuilding, shipping, as well as other terms starting with "ship"), **land** will find inland, subland, landing, etc.

You can also restrict your search by the NOT operator. If the word **NOT** is placed before a keyword, it will cause the search program to find documents that do not contain that keyword, e.g., **ship NOT shipbuilding** will search for all terms starting with "ship" except shipbuilding.

### Search by Standard reference

The Standard reference field accepts alpha-numerical characters or logical operators.

### Search by Document type

By default the search looks for all standards-type documents. Select from the options given to restrict your search to a specific type of document, e.g. EN, TS, TR, etc.

### Search by ICS

You can search for standards and/or projects classified by subject in accordance with the International Classification for Standards (ICS). By default, the search looks for all the ICS codes. Select an ICS code in the drop down to restrict your search to a specific ICS.

### Search by Progress status

Allows a search for (draft) standards which have reached a particular stage in their development or life cycle. By default, the search looks at all the progress status. Select from the options given to restrict your search to a specific progress status (e.g. Under drafting, Under approval, etc).

### Search by Committee

Allows you to restrict your search to the standards and/or projects of a specific technical committee.

### Search scope

You can search on *published standards* (*Catalogue*) and/or *work items* (*Technical programme*) by checking the appropriate boxes in the search scope.

### Display of search results

You may display the results of your search by one of a choice of four options:

- *WI number* will give a listing sorted by WI number in ascending order. It is the default selection.
- *Standard reference* will give a listing sorted by Standard reference in ascending order.

- *Committee* will give a listing sorted by the CEN technical committee(s) responsible for the development of the standards/projects contained in the search result.

Last modified 2011-01-21