PRESS RELEASES DATABASE

USER MANUAL
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1 INTRODUCTION

The Press releases database is an information dissemination services run by the directorate-general for Communication of the European Commission.

The database contains all the Press Releases of the Commission, the great majority of them in at least three languages. It also contains Press Releases of some of the other European institutions. Press releases of the Commission are available in at least English, French and German (the working languages of the Commission Press Room), while many of the Press Releases are available in all EU languages.

The main goal of the database service is to provide users with the most flexible way of searching and retrieving the documents in different formats. All documents within the database are publicly available without using a personal username. However, users may obtain and use a personal username in order to personalize their working environment within the Press releases database, e.g. save their search criteria, subscribe to Press Releases and receive notifications via email. For further information, please see the confidentiality notice on this website.

This document provides the comprehensive description of the Press releases database functionality, from the usage point of view. Each of functionality is described in detail, using a step-by-step approach.
2 USER MANUAL

The main task of the Press releases database is to provide the content of the database to the Internet audience, through a user-friendly, web application. It is responsible for delivering the enhanced information to the public through a powerful and easy to use website, allowing full text search, subscription for notifications, personalized views, etc. More specifically, the Press releases database implements the following functionality:

- searching through the database for Press Releases, using pre-defined queries (Daily News, recent Press Releases, topic Press Releases) and user-defined queries;
- displaying and downloading of Press Releases;
- registering of users to the Press releases database service, in order to personalize their working environment;
- delivering press releases daily, defined using search queries, to the Subscribed Users or through email;

2.1 Search options

This option allows searching for Press Releases and retrieving their content.

1. Specify search criteria:

a. Search by text or reference:
   i. Enter the text to be searched in the field Text.
   ii. Select the text matching criterion using the radio buttons (All of these words, At least one word or Exact phrase).
      By default, "All of these words" selected
   iii. Select searching for Title only by checking the related box.

b. Search by date: Select date: Today, This week, Anytime, Choose an exact date, Choose a period with the calendar tool.
   By default, search is done on Anytime

c. Search by policy area
   i. Choose a policy area in the drop-down list or
   ii. Choose a commissioner
   iii. Those 2 search criteria cannot be combined.

d. Search by Institution or type of document
Figure 2-1: Search Page
2.2 Results page

- On the search results page select the number of elements to display per page. You can choose 5, 10, 20 or 50 elements.
  → By default, it is 10 results per page

- Click on "Press releases database" at the top of the page to go back to the main Search screen or use the short menu "New Search" on the right to start a new search.

- Sort/order the results per DATE (choose the chronological order by clicking on the arrow) or click on "Refine your search" to go back to the main Search screen.

- Browse through Press Releases using links to particular pages 11 12 13 14 15 16 17 18 19 20, as well as, buttons Next >, Skip Next >>, Previous < and Skip Previous <<

- Share your search with the "Share" button
2.3 Export results

a. Choose the format in which to export press release. Available formats are DOC and PDF

By default, "all formats" is selected

b. Select one or more Press Releases by checking the check box located on the left of the Press Release. By default, "Selected entries" is selected.

c. Select the language in which you want to export the documents

d. The File Download Window is displayed (Figure 2-4: Download option). The zip file contains the linguistic versions (according to the language preferences) of selected Press Releases in the selected format.

Be aware that if one of the documents selected does not exist in the chosen linguistic version, it will not be included in another linguistic version in the zip file.
2.4 Display A SINGLE Press Release.

1. In the results page, click on the title of a press release.
2. The press release is displayed in a single view page … with some features (Figure 2-5: Press release single view)
   a. When available, you can change the press release language version by checking on the right language
   b. On the right top side, you can also
      - Increase or reduce text size (A+A-) or choose the contrast version 
      - Share information in the social networks (Share)
European Commission: building blocks towards economic growth
European Commission - MEMO/12/457 - 27/06/2012

On 28th and 29th June, EU leaders will come together at the European Council to agree on a comprehensive package of measures to boost growth and jobs in the European Union, a "Compact for Growth And Jobs".

This package builds on significant measures taken by the European Commission in recent years. Since the launch of the Europe 2020 Strategy two years ago, the Commission has introduced a number of initiatives to help overcome the crisis, kick-start growth and create more and better jobs in the EU. At this defining moment for European integration, it is time to step up a gear in creating a smart, sustainable and inclusive EU economy.

This note gives an overview of the initiatives that the Commission has tabled and that are expected to get full support from the European Council through the adoption of the Compact for Growth and Jobs.

Some of these initiatives are outlined below:

Figure 2-5: Press release single view

3. Additional information is available at the bottom of the text.

Figure 2-6: Additional information on a press release single view
2.5 Display the LATEST UPDATES

1. Daily News

This option allows to display the latest Daily News document and to browse through the history of the Daily News documents.

- Click the link European Commission Daily News in the right column menu of any RAPID page.
- Display the previous available Daily News by clicking the link Previous Edition.
- Display the next available Daily News by clicking the link Next Edition.
- Display any available Daily News:
  - Click Choose a Date.

![Latest Updates Search Menu](image)

Figure 2-7: Latest Updates Search Menu
2. Display Recent Press Releases

This option allows displaying the Press Releases from the last 7 days.

- Click the link **Recent Press Releases** in the right column menu of any page.
- The latest documents are sorted in descending order (Figure 2-7: Latest Updates Search Menu).
  - Browse through Press Releases using links to particular pages 11 12 13 14 15 16 17 18 19 20, as well as, buttons Next >, Skip Next >>, Previous < and Skip Previous <<.
2.6 **Change GUI Language**
This option allows selecting the GUI (Graphical User Interface) language, between English and French.

Select the GUI language topic using the drop-down list **GUI Language** located at the top right of the window.

2.7 **Display Information About this site**
This option allows accessing the about information on the press releases database.

Click the link **About this site** at the top of the window. This option allows accessing the documentation.
2.8 My account
This option allows users to register to the free EC disseminated database, including the Press releases database service.

Why register?
The Press releases database provides advanced features for registered users.

1. Create and reuse custom searches.
2. Create scheduled email notifications based on customised search criteria.
3. Sort languages to quickly access press releases in your preferred languages.

How to Register
Registration for Rapid is done via the secured system ECAS: (Figure 2-10: Europa Register Page)

ECAS is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission information systems, using a single username and password.

You will receive a confirmation by email. If you have any problem with the created user account, please contact directly DIGIT-DROITS-ACCES@ec.europa.eu

In addition, a specific legal notice is published on the registration page about the protection of individuals with regard to the processing of personal data by the Community institutions

How to unsubscribe from the Press releases database
To unsubscribe from Rapid, click the "unregister". Upon confirmation, your account and profile will be deleted from Rapid, including personalised searches and email notifications.

Figure 2-10: Europa Register Page
2.9 Login

Registered users can log in to the Press releases database Web site to use personalised searches, to subscribe to Press Releases and receive notifications via email or SMS, etc.

1. Click the link **Login** on the right column menu. The Login Page is presented (Figure 2-11: Login Page).

![Figure 2-11: Login Page](image)

2. If required, change your connection domain (e.g. European Commission, external, etc)
3. Enter the username in the field **Username**.
4. Enter the password in the field **Password**.
5. Also you can add "**More options**"
6. Click **Login**. In case of successful login the Search Page with menu for logged-in user is presented (Figure 2-11: Login Page)
   a. The "Login" button in the menu becomes "Logout"
   b. The right side (right column) displays your account with links to manage your searches, emails notifications, language preferences.
2.10 Logged in "My account" – Functionalities

Once connected, you have access to more options and functionalities to create and manage your searches and notifications (Figure 2-12: My account page)

- You can create and save your queries
- You can chose language preferences: Languages are sorted in order of preference from top left to bottom right. To change the order, please select a language and then either drag it to the desired location or click on the arrows (Figure 2-13: Language preferences).
- You can also subscribe to the email notifications and specify the options you need
- A saved query/notification is visible on the right side. From there you can load the query and get results, edit the criteria or delete the query (Figure 2-12: My account page)
Figure 2-13: Language preferences

Figure 2-14: Save the queries and subscribe to email notifications
2.11 Remove my account

At any time, you can choose to remove your account from the Press releases database. To unsubscribe, click the "unregister".
Upon confirmation, your account and profile will be deleted from the database, including personalised searches and email notifications.

NB: note that your account will still exist in ECAS system. Only external users can delete their account completely from ECAS system. You must login here into ECAS and follow steps.

![Figure 2-15: remove my account from the Press releases database](image)

2.12 Logout

This option allows to logout from the Press releases database Web site.

Click Logout inside the menu of any Press releases database page. You will be redirected to the Search Page with menu for anonymous user.
2.13 Page RSS (SYNDICATION)

Web syndication provides web content or summaries of web content together with links to the full versions of the content, and other metadata. RSS, in particular, delivers this information as an XML file called an RSS feed, webfeed, RSS stream, or RSS channel. In addition to facilitating syndication, web feeds allow a website's frequent readers to track updates on the site using an aggregator. The Press releases database RSS feeds let you automatically import press releases directly into your website or news reader.

Click on the RSS link on the top right of the window

(Figure 3-16) displays different links for RSS and XML feeds of the content of the database. It is structured and ordered by topic

For each topic it is possible to:
- select the language of the feed
- choose the format to display by selecting the icon RSS or XML
Figure 2-17: RSS page
3 CONTACT INFORMATION

Please do not hesitate to contact Press RAPID Database press-rapid-database@ec.europa.eu for problems concerning Press Releases or availability.