



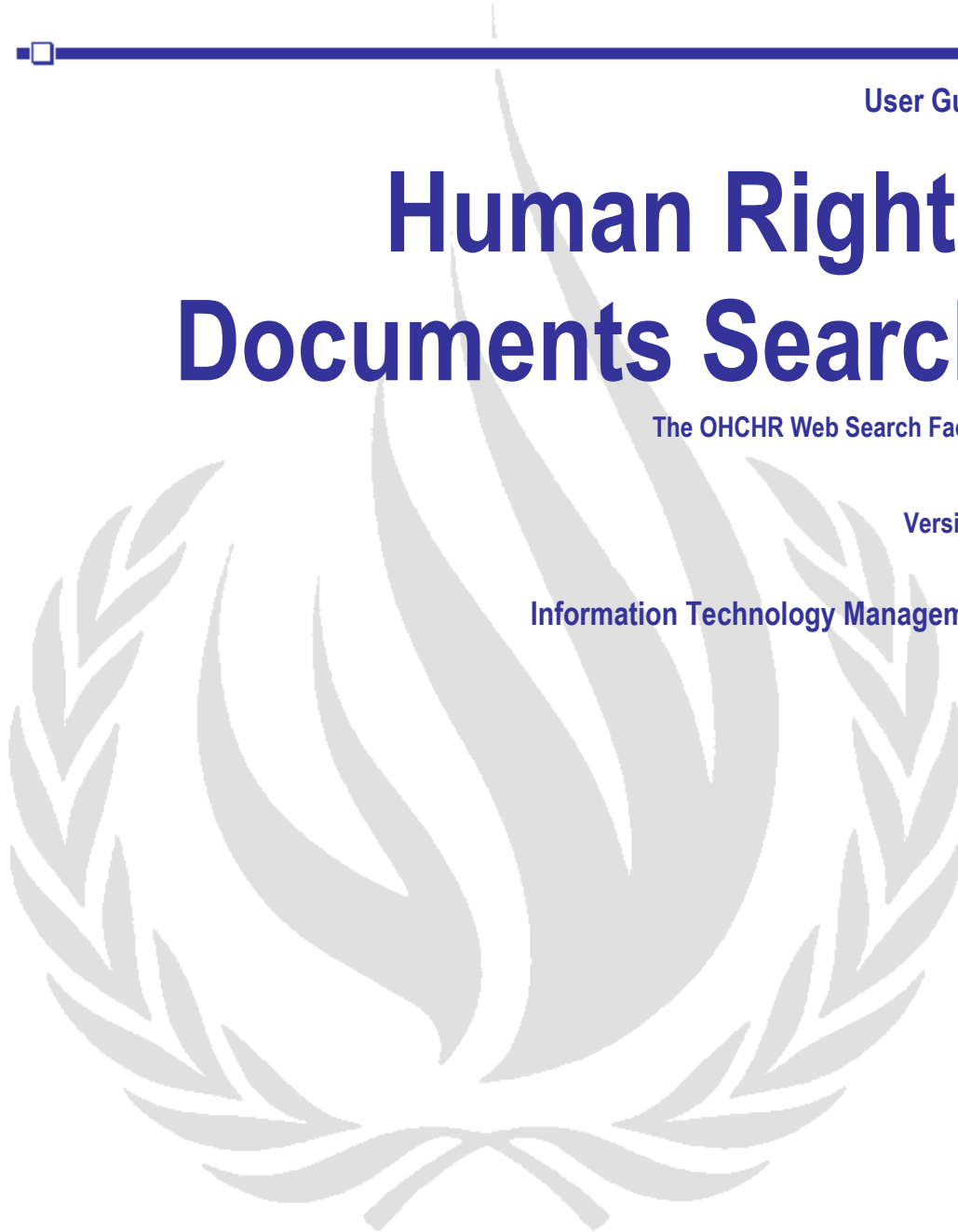
User Guide

Human Rights Documents Search

The OHCHR Web Search Facility

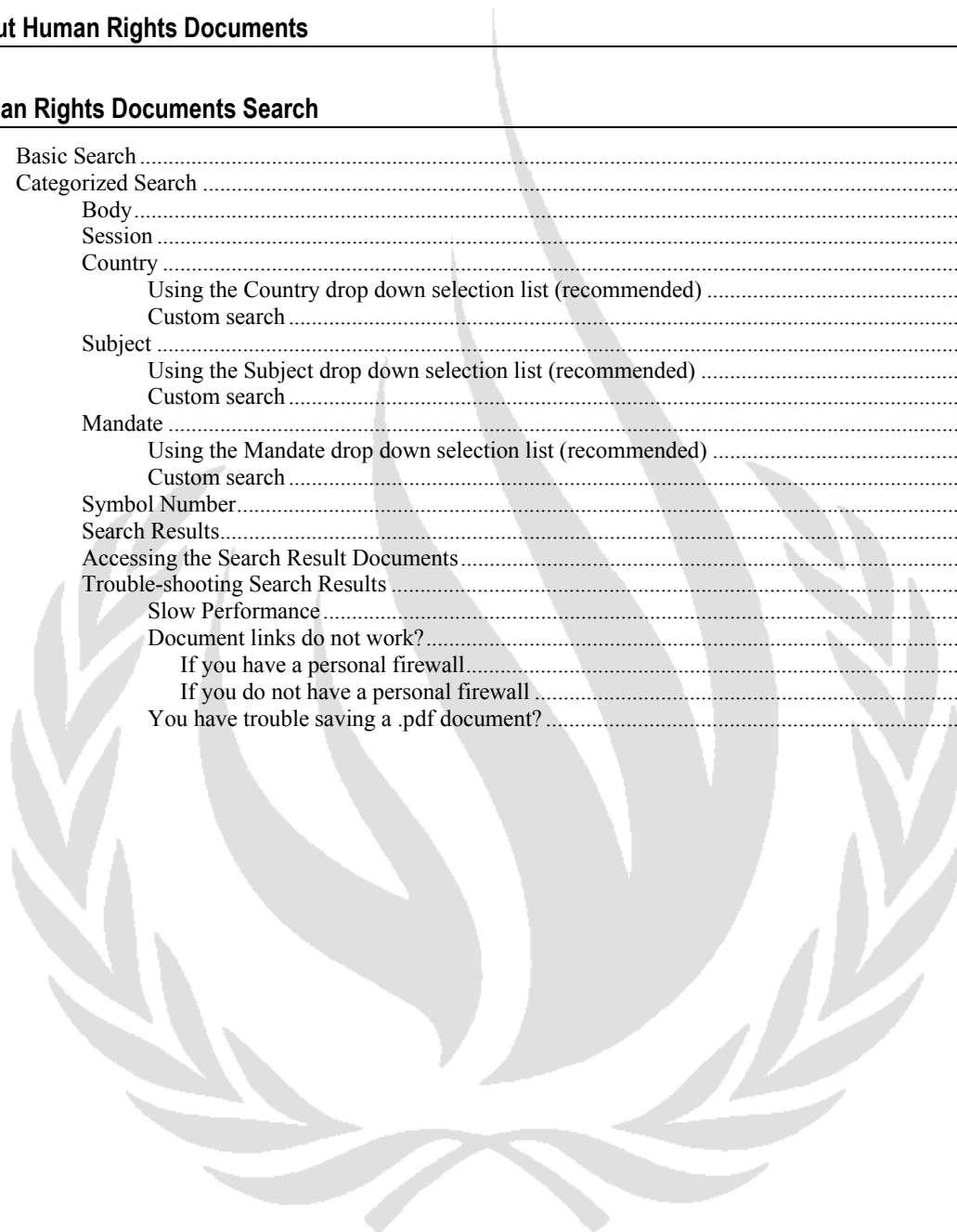
Version 1

Information Technology Management



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About Human Rights Documents



The Human Rights Documents web search facility is your gateway to all United Nations Human Rights official documents.

The United Nations has six official languages:

Arabic, Chinese, English, French, Russian and Spanish

Providing the document you are looking for exists in one or more of the United Nations official languages it will be available to you via the Human Rights Documents web search facility.

This User Guide will ease you through the steps necessary to locate a specific document, or to browse all documents on particular search criteria.



Human Rights Documents Search

Basic Search | Categorized Search

1

2

The Human Right Documents search facility has two search options:

- 1 **Basic Search**
- 2 **Categorized Search**

When you first connect to the site it opens with the **Basic Search** window open.

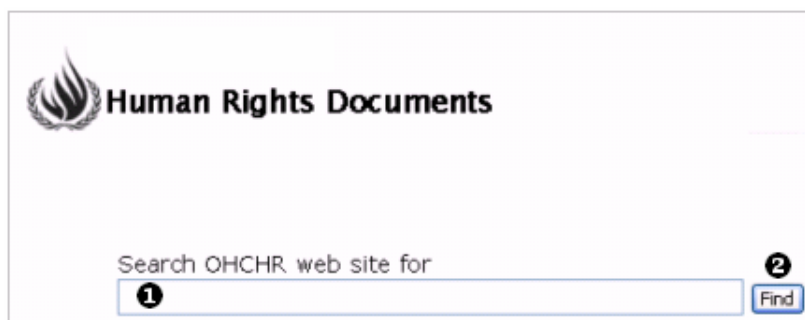
The use of each search facility is described in the following sections.

Basic Search

Basic Search

Use the **Basic Search** option when you know *exactly* what you want.

The search function operates in the same way as any of the major search engines found on the web.



- 1 Type your search criteria in the text box
- 2 Click on **Find**
 - The results of your search will be listed in the same way as any of the major search engines found on the web

Categorized Search

Categorized Search

Use the **Categorized Search** when you are not looking for a particular document but a *series of documents* for a particular category.

Categories available are **Body, Session, Country, Subject, Mandate, Symbol Number**.

Each of these categories is discussed in detail below.

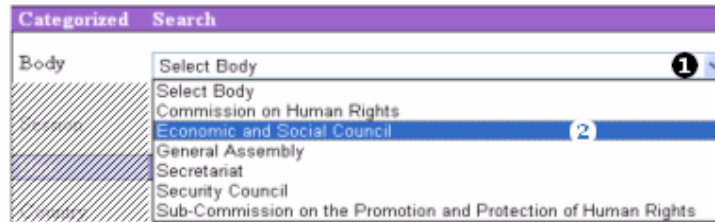
More is less!

You can use *one* of the categories under Categorized Search or a *combination* of two or more. The more precise you are the fewer “hits” you will get and the more applicable the results will be.

For example:

Search on:	Result:
Iraq (Country category)	18 pages
Iraq (Country category) + Arbitrary Detention (Subject category)	9 documents
Commission on Human Rights (Body category) + 60th Session (Session category)	50 pages
Commission on Human Rights (Body category) + 60th Session (Session category) + Iraq (Country category)	9 documents

Body



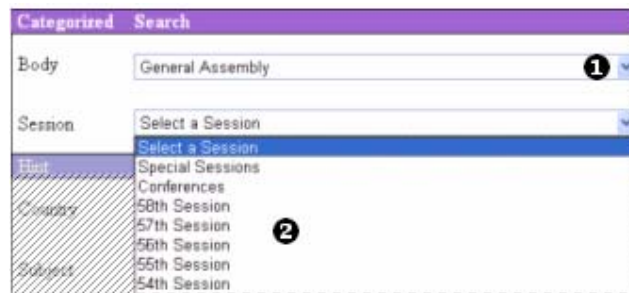
- 1 Click on the down arrow alongside **Select Body**
- 2 Click on the Body name to select it
 - Select a Session (see below)
 - If you do not select a Session you are likely to get more results than are useful

If your search criteria are too broad, you will always see the following message:

Note: The search resulted in more than 500 documents. Please refine your search.

- 3 Repeat steps 1 and 2 to add other bodies, if required
- 4 Make a selection from another category if applicable (see *Country*, *Subject* and *Mandate* below)
- 5 Click on the **Search** button
 - The results of your search will be displayed in table format (see *Search Results* on page 10)

Session



- 1 Click on the down arrow alongside **Select a Session**
- 2 Click on a Session to select it
- 3 Repeat steps 1 and 2 to add other sessions, if required
- 4 Make a selection from another category if applicable (see *Country*, *Subject* and *Mandate* below)
- 5 Click on the **Search** button
 - The results of your search will be displayed in table format (see *Search Results* on page 10)

Country

Using the Country drop down selection list (recommended)

Country 1

- 1 Click on the down arrow alongside **Country**
 - The Countries List window will open
 - By default it will open at **Countries – A**



- 2 Click on the letter of the country name required
- 3 Click on the blue link of the country name
 - The country name will be placed in the text box on the search screen
- 4 Repeat steps 2 and 3 to add other country names, if required
- 5 Make a selection from another category if applicable
- 6 Click on the **Search** button
 - The results of your search will be displayed in table format (see *Search Results* on page 10)

Custom search

- 1 Type the words that you wish to search for in the text box for *Country*

Country 1



- 2 Click inside either of the buttons **Any** or **All Words** under the **Refine Search** heading (see margin) depending on the result you require:
 - Any** will search the Human Rights Documents database and will find documents containing any of the words you have entered
 - All Words** will search the Human Rights Documents database and will find *only* those documents containing *all* the words you have entered
- 3 Click on the **Search** button
 - The results of your search will be displayed in table format (see *Search Results* on page 10)

Subject

Using the Subject drop down selection list (recommended)

Subject 1

- 1 Click on the down arrow alongside **Subject**
 - The Subject List window will open
 - By default it will open at **Subjects – A**



- 2 Click on the letter of the subject required
- 3 Click on the blue link of the subject name
 - The subject name will be placed in the text box on the search screen
- 4 Repeat steps 2 and 3 to add other subject names, if required
- 5 Make a selection from another category if applicable
- 6 Click on the **Search** button
 - The results of your search will be displayed in table format (see *Search Results* on page 10)

Custom search

- 1 Type the words that you wish to search for in the text box for *Subject*

Subject 1



- 2 Click inside either of the buttons **Any** or **All Words** under the **Refine**
- 3 **Search** heading (see margin) depending on the result you require:
 - Any** will search the Human Rights Documents database and will find documents containing any of the words you have entered
 - All Words** will search the Human Rights Documents database and will find *only* those documents containing *all* the words you have entered
- 4 Click on the **Search** button The results of your search will be displayed in table format (see *Search Results* on page 10)

Mandate

Using the Mandate drop down selection list (recommended)

Mandate 1

- 1 Click on the down arrow alongside **Mandate**
 - The Mandates List window will open
 - By default it will open at **Mandates – A**



- 2 Click on the letter of the mandate required
- 3 Click on the blue link of the mandate name
 - The mandate name will be placed in the text box on the search screen
- 4 Repeat steps 2 and 3 to add other mandates, if required
- 5 Make a selection from another category if applicable
- 6 Click on the **Search** button
 - The results of your search will be displayed in table format (see *Search Results* on page 10)

Custom search

- 1 Type the words that you wish to search for in the text box for *Mandate*

Mandate 1




- 2 Click inside either of the buttons **Any** or **All Words** under the **Refine Search** heading (see margin) depending on the result you require:

Any will search the Human Rights Documents database and will find documents containing any of the words you have entered

All Words will search the Human Rights Documents database and will find *only* those documents containing *all* the words you have entered
- 3 Click on the **Search** button
 - The results of your search will be displayed in table format (see *Search Results* on page 10)

Symbol Number

Symbol Number 

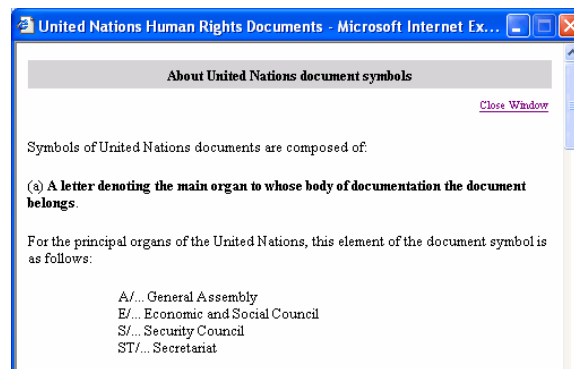
- 1 Type the document symbol number (or part of the document symbol number) in the text box, if known
- OR
- 2 For an explanation of United Nations document symbols, click on the down arrow alongside Symbol Number
 - the **About United Nations document symbols** window will open:



To print the *About United Nations document symbols* information:

Right click anywhere inside the *About United Nations document symbols* window

Choose **Print** from the pop-up menu



- 3 Click on the **Search** button
 - The search results list gives details of the **Body**, the **Session**, the **Date**, the UN official document **Symbol** and the document **Title**. The last column **Documents** will contain links to the document in all languages in which the document exists (see *Search Results* on page 10)

Search Results

						Page 1 of 1
Body	Session	Date	Symbol	Title	Documents	
CHR	57th	16/01/2001	E/CN.4/2001/42	Report of the Special Rapporteur on the situation of human rights in Iraq	E	E S A C B
GA	55th	14/08/2000	A/55/294	Situation of human rights in Iraq - Interim report of the Special Rapporteur	E	E S A C B
CHR	54th	03/11/1998	E/CN.4/1998/44/Add.1	Decisions and opinions of the Working Group on Arbitrary Detention	E	E S A C B
GA	51st	15/10/1996	A/51/496	Interim report of the Special Rapporteur on the situation of human rights in Iraq	E	E S A C B
CHR	52nd	31/10/1995	E/CN.4/1996/40/Add.1	Decisions adopted by the working group on arbitrary detention	E	E S A C B
GA	49th	13/03/1995	A/RES/49/203	Situation of human rights in Iraq	E	E S A C B
CHR	51st	22/06/1994	E/CN.4/1995/6, E/CN.4/Sub.2/1994/42	Note verbale from the Permanent Mission of the Republic of Iraq to the Centre for Human Rights	E	E S A C B
SUBCOM	46th	22/06/1994	E/CN.4/Sub.2/1994/42, E/CN.4/1995/6	Note verbale from the Permanent Mission of the Republic of Iraq to the Centre for Human Rights	E	E S A C B
CHR	47th	18/02/1991	E/CN.4/RES/1991/74	Situation of human rights in Iraq	E	1

<< first < previous next > last >>

Accessing the Search Result Documents

- 1 Click on the blue link of the relevant letter of the language under the **Documents** heading to see the document in that language:

E = English

F = French

S = Spanish

A = Arabic

C = Chinese

R = Russian

Links are only visible if a document is available in the applicable language

- A new browser window will open to display the document content *each time you click on a document link*

Trouble-shooting Search Results

Slow Performance

Is your computer responding slowly?

- 1 Look in the Task Bar to check that you do not have multiple document windows open
- 2 Click on each in turn to close the window

Document links do not work?

If you have a personal firewall

If the document links do not work, it may be due to the presence of a personal firewall on your computer that restricts third-party cookies. Depending on the brand of firewall, it is most likely that you can correct this problem as follows:

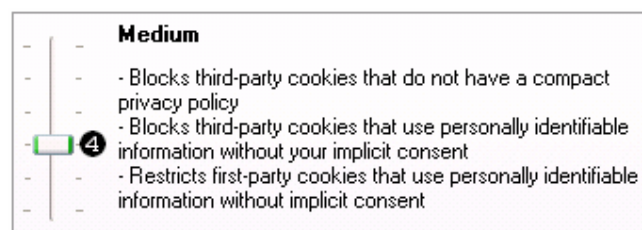
- 1 Click on **Privacy**
- 2 Click on **Cookie Control** option
- 3 Click on **3rd Party Cookies**
- 4 Click on **Disable** to accept third-party cookies
- 5 Remove **Private Header** information

The terminology and steps above may vary according to the brand of firewall you have installed. The procedures do not usually vary greatly between products. If you have trouble locating the options listed above, please use the help facility within your firewall product or contact your software vendor.

If you do not have a personal firewall

If you do not have a personal firewall and the document links do not work, you can correct the problem as follows:

- 1 Click on **Tools** in the Internet Explorer menu bar
- 2 Click on **Internet Options** in the Tools menu
- 3 Click on the **Privacy** tab
- 4 Click on the selector button and scroll down to set the Privacy level to **Medium**:



The above instructions assume you are using Microsoft Internet Explorer, if you are using another browser the steps and terminology may vary slightly. Please use the help facility of your browser program using **privacy** as your search criterion. You should see a link to a topic to change your privacy settings.

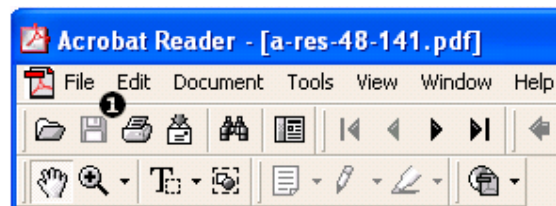
You have trouble saving a .pdf document?

The majority of the Human Rights documents available through the Search facility will be in Acrobat .pdf format. If you wish to save a document that opens in Acrobat Reader (see below) you will normally not be able to save it using the File menu.

- The **Save** and **Save As** options will normally be faded, meaning they are inaccessible

You may save a .pdf document as follows:

- 1 From within the Acrobat Reader window, click on the small diskette icon:



- 2 The **Save As** window will be displayed
- 3 Save the document as you would normally