

EUROPRESSE

For public and educational libraries



Expert Guide

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EUROPRESSE
UNE SOLUTION DE CISION

Presentation

The Expert account was developed for library or CDI staff, as well as for professors and researchers. This is a single-session account requiring an email address and password to access. To access the Expert account, log in at the following address: <https://nouveau.europresse.com/Login/>

This account offers you:

- Four levels of document search: **simple search**, **advanced search**, **express search** and **biography search**,
- Access to printed versions from **PDF Publications**,
- The ability to set up automated monitoring (with or without email alerts) and create **Folders**,
- The ability to **share** folders with the User account.

We offer two versions of Europresse on the Expert account:

- The Classic version, whose features we will detail in this guide,
- The “web responsive” Mobile version (which adapts to the size of your screen and is primarily used for the User account).

As an Expert, you can easily switch between versions (see below).

The screenshot displays the top navigation bar of the Europresse Expert account. The header includes the text "Bienvenue sur votre compte Expert" and the Europresse logo with the tagline "UNE SOLUTION DE CISION". The main navigation menu contains "RECHERCHER", "DOSSIERS", "PUBLICATIONS PDF", and "Bibliothèque". Below the navigation bar, a search bar highlights "Recherche simple" as the selected option, with other options being "Recherche avancée", "Recherche express", "Recherche de biographies", and "Mes recherches". A dropdown menu is open under "Bibliothèque", listing "Préférences", "Version mobile" (highlighted with an orange box), "Pour nous joindre", and "Déconnexion".

Use the "Simple Search"

Bienvenue sur votre compte Expert

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RECHERCHER DOSSIERS PUBLICATIONS PDF Bibliothèque. ▾

Recherche simple | Recherche avancée | Recherche express | Recherche de biographies | Mes recherches

1

360°

2

3

culture

Depuis 7 jours ▾ Tout le contenu ▾

- Presse
- Télévision et radio
- Médias sociaux
- Études et rapports
- Répertoires et références
- Tous

The image shows a screenshot of the Europresse website's search interface. At the top, there is a dark blue navigation bar with the Europresse logo and the tagline 'UNE SOLUTION DE CISION'. Below this, a white search bar contains the word 'culture'. To the right of the search bar is a microphone icon and a search button. Below the search bar, there are two dropdown menus: 'Depuis 7 jours' and 'Tout le contenu'. A large '360°' logo is positioned above the search bar. A list of content types is shown in a dropdown menu, with 'Tous' selected. The interface is annotated with three numbered orange lines: '1' points to the search bar, '2' points to the filter dropdowns, and '3' points to the content type selection menu.

1. Enter your keywords.
2. Choose a time period and a group of sources.
3. Simply search by pre-selecting your content type:
 - Click on the colored banners to select or deselect a content type (press, television and radio, social media, studies and reports, directories and references).

Use the "Advanced Search"

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RECHERCHER DOSSIERS PUBLICATIONS PDF

Recherche simple | **Recherche avancée** | Recherche express | Recherche de biographies | Mes recherches

Mots clés dans tout le texte

culture et festiva

Ajouter un opérateur Ajouter une clé Effacer

Ajouter un critère

Recherche

Domaine de recherche

Tout le contenu
Réseaux sociaux
Groupe demonstration
Sources France

Personnels

Groupe demonstration
Sources France

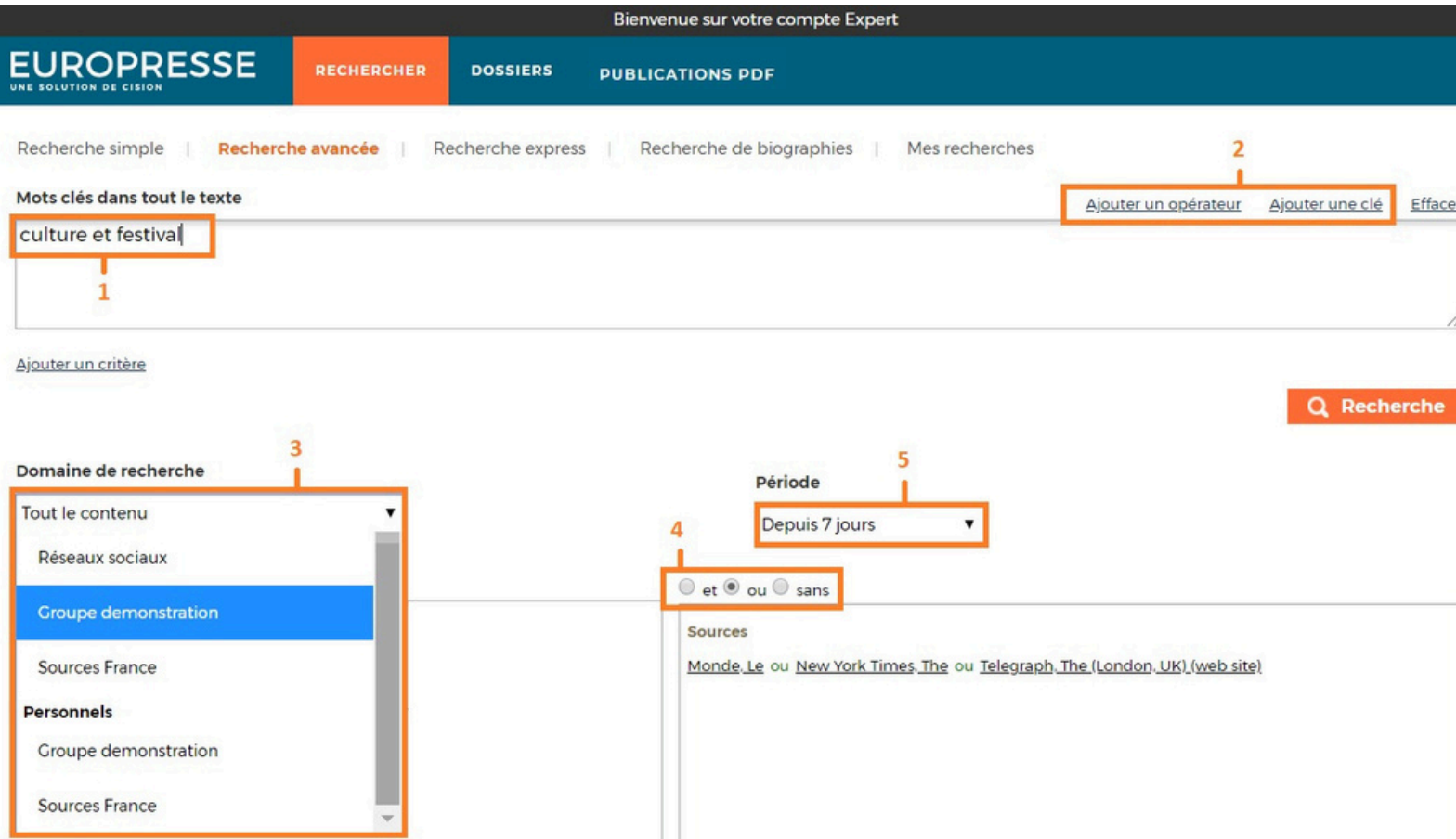
Période

Depuis 7 jours

et ou sans

Sources

Monde_Le ou New York Times_The ou Telegraph_The (London,UK) (web site)



1. Enter your keywords in the search field.
2. Create a complex search equation using:
 - Key elements (text, title, introduction...),
 - Operators (and, or, without...). See page 7.
3. Select a group of sources:
 - One of your "Personal" source groups,
 - A default group (created by your administrator),
4. Combine different characteristics of sources using the operators: and, or, without
5. Specify a period to help:
 - Periods predefined,
 - The calendar(s)

Use the "Express Search"

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RECHERCHER DOSSIERS PUBLICATIONS PDF

Recherche simple | Recherche avancée | **Recherche express** | Recherche de biographies | Mes recherches

1. Tout le contenu
2. Rapports
3. Sources en français
4. Sources en anglais
5. Sources en espagnol
6. Sources en allemand
7. Sources en portugais
8. Réseaux sociaux-Parlementaires(Canada)
9. Réseaux sociaux-Parlementaires(France)
10. Réseaux sociaux
11. Groupe demonstration
12. Sources France
13. Personnels
14. Groupe demonstration
15. Sources France

Mots clés dans tout le texte
rennes et ecologie
Ajouter un opérateur Ajouter une clé Effacer

Introduction (2 premiers paragraphes)

Titre

Auteur

Période
Préciser la période... 2020-01-31 à 2020-01-31

Recherche

1. Select a source group:
 - One of your personal source groups,
 - A default group (created by your administrator)
2. Enter your keywords in one of the four search fields provided:
 - Keywords (full text of the article),
 - Introduction (first 2 paragraphs, including title),
 - Title (title, subtitle, supertitle),
 - Author.
3. Specify a period using:
 - Predefined periods,
 - The calendar(s)
4. To refine the search, use:
 - Logical operators (and, or, without...),...
 - Search keywords (title, illustration, length...).

You will find the main operators and search keys on the next page.

Discover the search operators and keywords

An operator is a term that tells the system how to use the specified words for the search.

The default search operator used by Europresse is "and". Search keywords tell the system which part or specific section of the article to search. They are always placed before the searched keyword.

" " (exact phrase)

Quotation marks are used to group multiple words. Expressions enclosed in quotation marks are interpreted as **exact matches**.

Exemple : **"Assemblée Nationale"**

& (and)

The **"and"** operator allows you to extract documents that contain all of the specified words and phrases, regardless of their position in the text.

Exemple : **banque and prêt.**

| (or)

The **"or"** operator allows you to extract documents that contain at least one of the specified words or phrases, regardless of their position in the text.

Exemple : **banque or prêt.**

! (without)

The **"without"** operator allows you to exclude documents that contain the specified word or phrase.

Exemple : **banque without TEXT= prêt.**

* (troncature)

The truncation operator allows you to search for multiple words beginning with the entered string.

Exemple : **assur***

LG (longueur)

This filter searches for documents based on their length. Possible values are: "brief" (fewer than 100 words), "short" (100 to 299 words), "medium" (300 to 699 words), and "long" (more than 700 words).

Example: **TEXT = Tesla without LG=medium or long.**

Note: The Europresse search engine is not case-sensitive: capital letters and accents are ignored. You can enter the search Operators using natural language (AND, OR, WITHOUT) or in machine language (&, |, !). For more details on search operators and keywords, see our machine language guide.

Use the "Biography Search"

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RECHERCHER DOSSIERS PUBLICATIONS PDF

Recherche simple | Recherche avancée | Recherche express | **Recherche de biographies** | Mes recherches

SOURCES

Sources: Toutes les biographies

CRITÈRES DE RECHERCHE

Nom: macror

Fonction ou organisation:

Mots clés:

1

2

Toutes les biographies

Toutes les biographies

Biographies - L'AGEFI

Infocentre littéraire des écrivains - BiographiesEve - Biographies (archives)

Eve - Biographies (archives)

Acteurs Publics - Biographies (archives)

Q

Europresse offers you a dedicated interface for searching biographies.

1. Click on "Search for biographies". The form allows you to search the entire collection of biographies ("All biographies") or in a specific type of biography (Agefi, Acteurs Publics... etc).
2. To search within a specific type of biography, choose from the list of sources available in the "Sources" section. The search criteria adapt automatically to allow you to perform a precise search by name, function, organization or keywords.

View the list of results

The screenshot displays the EUROPRESSE search results page for the query "climat bretagne". The interface includes a top navigation bar with "EUROPRESSE" and "UNE SOLUTION DE CISION". Below the search bar, there are tabs for "Presse", "Télévision et radio", "Médias sociaux", "Études et rapports", and "Répertoires et références". A sidebar on the left allows for refining the search with various filters. The main content area shows a list of search results, including articles from "La Tribune (France)" and "Le Figaro". A dashboard overlay titled "Tableau de bord" provides a graphical analysis of the search results, showing the distribution of results by media type and sentiment.

Tableau de bord

MÉDIAS: 2,7K Presse

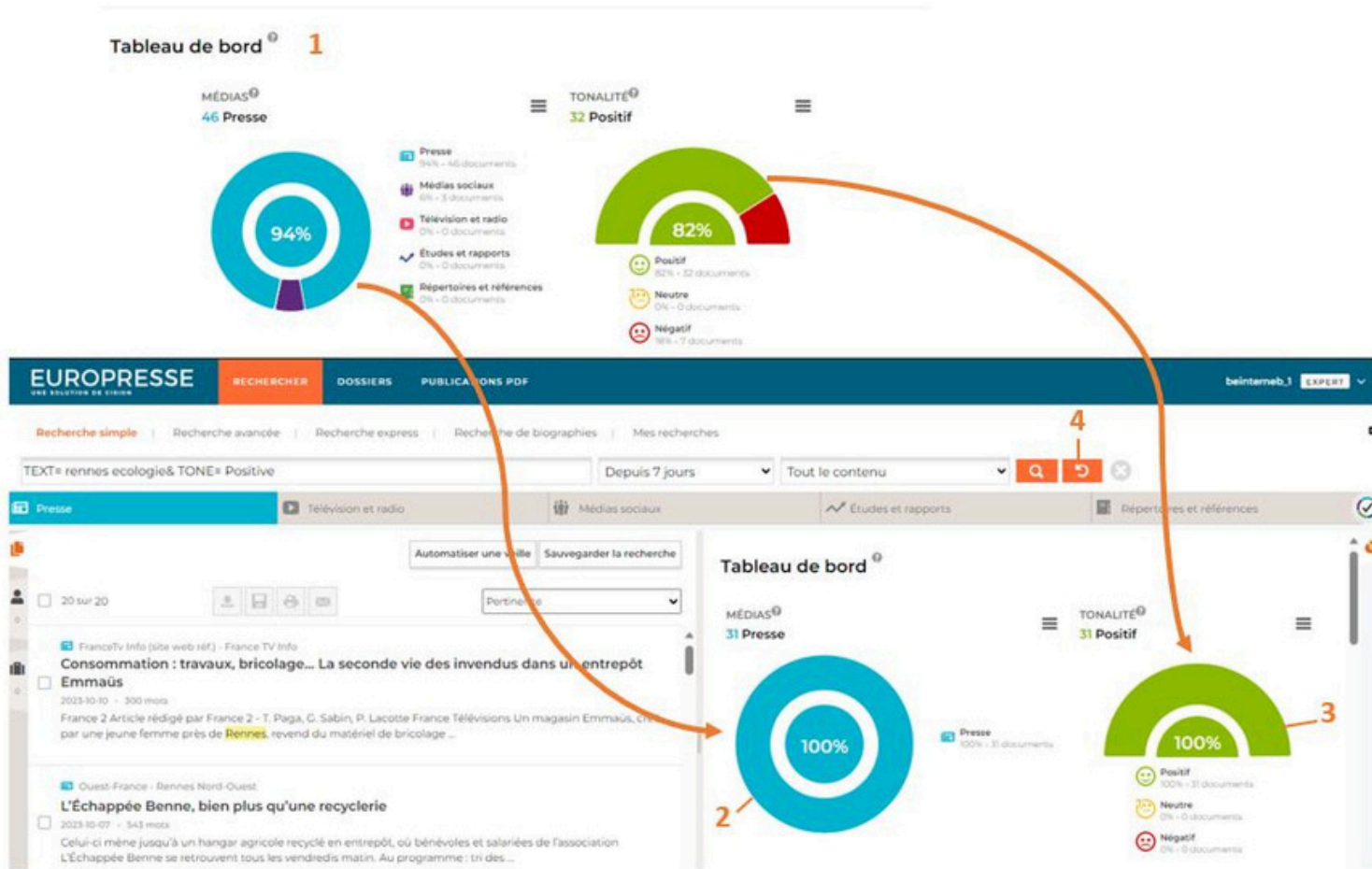
TONALITE: 1,6K Positif


Media Type	Percentage	Count
Presse	90%	2 678 documents
Médias sociaux	9%	273 documents
Répertoires et références	0%	0 documents
Études et rapports	0%	0 documents
Télévision et radio	0%	3 documents

Sentiment	Percentage	Count
Positif	58%	1 572 documents
Neutre	4%	101 documents
Négatif	38%	1 017 documents

- Once the search has started, you will arrive at the results page where 3 different types of results are offered:
 - Documents (newspaper articles, tv/radio clips, website/blog posts, studies and reports, etc.)
 - Biographical,
 - Company profiles.
- Use the results filters to narrow down your results.
- View the document by clicking on its title in the list of results.
- Sort your search results by relevance, date, or source name.
- Refine your results by clicking on the colored banner to select the types of sources you want.
- Navigate between the viewed document and the graphical analysis dashboard for search results can by clicking on .

Use the charts to filter your results





1. All graphs are clickable and allow you to filter your results using one or more sorting criteria.
2. Example: to view only press-related articles, click on the blue section of the media graph.
3. To apply the “positive sentiment” filter to your results, click on the “positive sentiment” in the sentiment graph.
4. To reset the filters, click on the arrow .


Work on a document


The screenshot shows the Europresse website interface. At the top, there is a navigation bar with 'RECHERCHER', 'DOSSIERS', and 'PUBLICATIONS PDF'. Below this, there are search filters for 'Depuis 6 mois' and 'Tout le contenu'. A toolbar contains icons for 'Télévision et radio', 'Médias sociaux', 'Études et rapports', and 'Répertoires et références'. A sidebar on the left offers options like 'Automatiser une veille' and 'Sauvegarder la recherche'. The main content area displays a news article from 'L'YONNE REPUBLICAINE' with the headline 'Un atelier ludique, participatif et créatif proposé à des élus'. A toolbar above the article provides actions: email (1), save (2), print, link, refresh, and translate (atx). A preview of the article's PDF version is shown below the text (3).


1. From a document (or from your search results list), you can perform several actions.


 Email the document's details (title, source, date and extract only).

 Save the document in a folder or in a file (in the format HTML or PDF).

 Print the document.

 Retrieve a deep link to the document (only for academic libraries – only works with local access).

 View the document in a new window of your browser.

 Translate the document (automatic translator).

2. View the details of the source (the «i» icon).
3. Access the PDF page of the printed version if available.

Set up a monitoring alert or save a search.

The screenshot shows the EURO PRESSE website interface. At the top, there's a navigation bar with 'EUROPRESSE' logo and 'UNE SOLUTION DE CISION'. Below it, there are tabs for 'RECHERCHER', 'DOSSIERS', and 'PUBLICATIONS PDF'. A search bar contains the text 'TEXT= biodiversite & ecologie'. Below the search bar, there are filters for 'Depuis 3 mois' and 'Tout le contenu'. The main content area shows search results for 'Climat : Macron se confronte aux ambit...' and 'Ecologie : Macron mise « beaucoup » sur...'. A dialog box titled 'Automatisation d'une veille' is open, showing options to 'Automatiser une veille' and 'Sauvegarder la recherche'. The dialog box contains fields for 'Saisissez les critères à utiliser pour la veille', 'Mots clés dans tout le texte' (with 'TEXT= biodiversite & ecologie' entered), 'Domaine de recherche' (set to 'Tout le contenu'), 'Type de source' (set to 'Tous'), and 'Sélectionnez le dossier où sauvegarder les critères de recherche et les documents.' (with 'Ecologie' selected). There is also a checkbox for 'Activer l'envoi d'alerte par email.' and a 'Jour' dropdown set to 'Du lundi au vendredi'. The dialog box has 'OK' and 'Annuler' buttons.

1. Confirm the relevance of your search by reviewing the list of results.
2. Click on "Automate a monitoring alert".
3. Configure the monitoring alert:
 - Check the keywords and source group,
 - Select or create a folder,
 - Enable or disable email alerts,
 - Define the frequency of the email alert.

Customize your alert settings by modifying your

"Preferences" (alerts tab):







- Email address for receiving alerts,
- Grouping folders into a single email (default), or one email per folder...

4. You can also Save your search criteria (keywords, sources, period).
 - By clicking on "Save search",
 - You will be able to name it and then find it in "My searches"

View your monitoring reports

The folders allow you to view the results of your monitoring and to keep your saved articles (tab "folders"). You can also share certain monitoring folders with the User account. See [page 13](#).

1. View the contents of your folders:
 - Select the archive depth for articles inserted into your folders,
 - Click on a folder name to view its contents.
 - Click on a folder group name to view all the folders in sequence.
2. Go to the page where you can manage your folders (see [page 13](#)).
3. Find the different statuses of the documents (watched, saved) by going through your cursor over "Total documents".
4. Work on one or more documents:

-  Export the document references in RIS format (bibliographic).
-  Save one or more documents.
-  Print one or more documents.
-  Send references.
-  Delete documents from a folder.
-  On an article, retrieve a deep link to the document (for academic libraries only – works only when logged in via local access).



The screenshot displays the EUROPRESSE user interface. At the top, a navigation bar includes 'EUROPRESSE', 'RECHERCHER', 'DOSSIERS', and 'PUBLICATIONS PDF'. Below this, a sidebar on the left shows 'MES FAVORIS' and 'MES DOSSIERS' with a list of folders like 'Réforme des retraites' and 'Emploi et recrutement'. The main content area shows a list of documents under the heading 'Réforme des retraites'. A document titled 'En pleine réforme des retraites, les enjeux de l'emploi des seniors' is highlighted. A tooltip above it shows document statistics: 'Total des documents (6)', 'Document(s) de veille (0)', and 'Document(s) sauvegardé(s) (6)'. A toolbar below the document list contains icons for download, save, print, email, delete, and refresh. An inset window shows a detailed view of a document from 'LE TEMPS' with a toolbar containing icons for download, save, print, email, delete, and a link icon.

Manage your monitoring files

Bienvenue sur votre compte Expert

EUROPRESSE RECHERCHER DOSSIERS PUBLICATIONS PDF

Gestion des dossiers | [Aller à la visualisation des dossiers](#) 2

Mes dossiers

Créer un dossier Créer un groupe de dossiers

Dossiers partagés avec le compte Usager (6)

	Veille automatisée	Alerte par email	Partage		
1	Réforme des retraites (3)	Automatiser une veille	Activer l'alerte par email	Désactiver le partage	
	Emploi et recrutement (3)	Automatiser une veille	Activer l'alerte par email 4	Désactiver le partage 5	
	Mes veilles (610)				
	Festival de Cannes (4)	Automatiser une veille	Activer l'alerte par email	Activer le partage	Désactiver le partage 6
	Ecologie (4)	Automatiser une veille	Activer l'alerte par email	Activer le partage	
	Brexit (602)	TIT_HEAD= brexit Domaine de recherche : France	Activer l'alerte par email	Désactiver le partage	3

1. View the list of your folder groups and folders
- Click on a folder name to access its contents.
2. Return to the folder content viewing page.
3. Restart/Modify an alert:
 - Restart manually the monitoring equation in the search interface,
 - Modify the keywords and the sources associated with each folder.
4. Activate/deactivate email or change the frequency,
5. Enable folder sharing with the User account:
- The shared folders and their contents will then be visible in the User account, under the "folders" tab.
6. Permanently delete the folder.

View the print editions of the newspapers in "PDF Publications"

The screenshot displays the EuroPresse website's 'Publications PDF' section. On the left, a search form titled 'Recherche de journaux PDF' is visible. It has three main sections: '1. Choisir la publication' with a dropdown menu where 'Challenges' is selected; '2. Choisir une date' with radio buttons for 'Dernière édition disponible au cours des 6 derniers jours', 'Date', and 'Du' (with date pickers for '31 janv. 2020' and '01 janv. 1940'); and '3. Choisir une page (facultatif)' with an empty input field. A 'Chercher' button is at the bottom. On the right, a browser window shows the search results for 'Challenge' on 'Jeudi 30 janvier 2020'. It features a list of pages from 'Page 1' to 'Page 14' and a large preview of the newspaper cover with the headline 'BYE-BYE LONDON' and the sub-headline 'Le double discours de Boris Johnson'. Orange boxes and numbers 1 through 5 are overlaid on the image to indicate the steps described in the list on the right.

1. Select the source you wish to view in its printed version.
2. Select a date or publication period for the source
3. It is also possible to search for a specific page in the source by entering its number.
4. Click on "search": a new window (pop-up) of your browser will open with the desired source.
5. Navigate through the pages of the source in its printed version.

Preferences

The screenshot shows the EUROPRESSE website interface. At the top, there is a dark blue header with the logo 'EUROPRESSE' and the tagline 'UNE SOLUTION DE CISION'. Below the logo, there are navigation tabs: 'RECHERCHER', 'DOSSIERS', and 'PUBLICATIONS PDF'. On the right side of the header, there is a user account menu labeled 'EXPERT' with a dropdown arrow. The dropdown menu is open, showing options: 'Changer de comptes', 'Préférences' (highlighted with an orange box and labeled '1'), 'Version mobile', 'Pour nous joindre' (highlighted with an orange box and labeled '2'), and 'Déconnexion'. Below the header, there is a search bar and navigation links: 'Recherche simple', 'Recherche avancée', 'Recherche express', 'Recherche de biographies', and 'Mes recherches'. In the center of the page, there is a dialog box titled 'Pour en savoir plus' with a close button (X) in the top right corner. The dialog box contains a list of links: 'Pour nous joindre', 'Politique de confidentialité (RGPD)', 'Notre contenu', 'Espaces sectoriels', 'Cision', 'Suggestion de contenu', and 'Grilles de consommation d'unités'. The 'Pour nous joindre' link is highlighted with an orange box. An orange arrow points from this box to the 'Pour nous joindre' option in the user account menu. At the bottom of the dialog box, there is an 'OK' button and a search icon.

1. Customize your account settings (password, email, display...) in the “preferences”.
2. Find more information under "Contact us":
 - the list of available content (under "Our Content")
 - a content suggestion form (to suggest adding a source)...

Preferences – manage keyword highlighting

The screenshot shows the 'Mots clés' (Keywords) settings page in the EUROPRESSE interface. The left sidebar contains a menu with 'Options d'affichage' highlighted. The main content area has a title 'Mots clés' and two settings:

- Surligner les mots clés dans les résultats de recherche
Surlignez ou non les mots clés de votre requête dans les résultats de recherche. L'activation du surlignage permettra d'afficher un extrait du document contenant les mots clés recherchés. Si non, les premiers mots du document seront affichés.
- Surligner les mots clés dans les fichiers
Surlignez les mots clés de votre requête dans les documents sauvegardés ou partagés. L'activation du surlignage mettra en évidence tous les mots clés dans le texte courant du document. Si non, le texte sera laissé tel quel.

At the bottom of the settings area is a button labeled 'Sauvegarder les modifications'.

You can control whether keywords are highlighted (whether to show them or not) by going to “Preferences” and then “Display Options”

By default, search terms are automatically highlighted in **search results**.

By default, search terms are no longer highlighted in **exported or saved files**.

You can change this default setting by checking or unchecking the corresponding boxes and then clicking "Save changes."

Customize your display with Facil'ITI

The image shows a desktop view of the Europresse website with a mobile app overlay. The app overlay is titled 'FACIL'ITI' and contains the following elements:

- 1:** A red crown icon in the top right corner of the app, which is highlighted by a red box on the website's navigation bar.
- 2:** A red button labeled 'filtre en 1 clic' (one-click filter).
- 3:** A dashed green box around the 'Dyslexie' filter section, which includes a toggle switch, a 'Personnaliser ce filtre' (customize this filter) button, and a text input field for 'saisir vos confusions et choisir un guide de lecture' (enter your confusions and choose a reading guide).
- 4:** A red button labeled 'filtre personnalisé' (custom filter).

The background website shows the 'EUROPRESSE' logo, navigation tabs for 'RECHERCHER', 'DOSSIERS', and 'PUBLICATIONS PDF', and search filters like 'Recherche simple', 'Recherche avancée', etc. A large '360°' graphic is visible in the main content area.

Facil'ITI is an in-app feature that allows you to adapt your display for a more comfortable reading and working comfort on Europresse.

1. Click the icon to open the display options.
2. Use the quick filters by activating a mode from the list.
3. Customize the quick filters.
4. Use custom filters to fine-tune your view.

Contact us

Europresse's Customer Support Team is available to answer any questions you may have about using the service Monday through Friday from 9 a.m. to 6 p.m.:

- By email: biblio.france@cision.com
- By phone: +33 1 44 82 66 41 For you

Register for the training sessions:

https://cision.zoom.us/webinar/register/WN_8S5o75f-QbSucwLpOoNHGA#/registration

Our help site: [Support section – Europresse](#)