

Advanced Search: Frequently Asked Questions

This article brings together all the frequently asked questions about the new Advanced Search form.

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I. Discovery the new version

What has changed in the new Advanced Search?

The page has been simplified to help you build your searches more quickly. It is now organized into three sections:

- **Date Range**, at the top of the page
- **Criteria**, where you enter your keywords
- **Search Scope**, where you select the sources to search within

Help is available throughout the page, including:

- ⓘ information tooltips
- Guidance text below input fields
- Detailed help in Expert Mode

Can I switch back to the previous version?

Yes. The previous version will remain available until the end of 2026. Use the **New Version** button in the upper-right corner of the page to switch between versions.

A confirmation message appears before switching because changing versions resets your current search.

What is the difference between Guided Search and Expert Mode?

Guided Search leads you through the process step by step. You select:

1. A criterion (Text, Title, Author, etc.)
2. How your keywords should be interpreted
3. The keywords themselves

This is the easiest option for most searches.

Expert Mode offers maximum flexibility. You can freely write your query using all available operators, parentheses, and truncation. It is particularly useful for complex searches.

II. Entering your search (guided search)

How do I add a criterion?

Click **And +** below the last row to add a new one. Then:

1. Select a criterion (Text, Title, Author, etc.)

2. Choose how the keywords should be interpreted
3. Enter your keywords

How do I enter multiple keywords?

Type a keyword and confirm it by pressing **Space** or **Enter**. It appears as a tag.

You can then enter additional keywords as needed.

The following reminder appears below the input fields:

Confirm with Space or Enter. Use quotation marks for an exact phrase.

The **Length** criterion works differently because its value is selected from a list.

How do I search for an exact phrase?

Enter the phrase in quotation marks, for example: "higher education".

Then press **Enter**.

The phrase will be searched exactly as entered, with the words in the specified order.

How do I edit a keyword I have already entered?

Click the **X** on the keyword tag to remove it, then enter the corrected keyword.

What do "Contains any of these terms", "Contains all of these terms", and "Does not contain these terms" mean?

This setting determines how the keywords within the same row are processed:

- **Contains any of these terms:** Returns documents that contain at least one of the entered keywords.
 - Example: *ecology, environment* → documents discussing either topic.
- **Contains all of these terms:** Returns documents that contain all entered keywords.
- **Does not contain these terms:** Excludes documents containing any of the entered keywords.

Why can't I choose AND or OR between rows?

In Guided Search, all rows are automatically combined with **AND**. A document must satisfy every row to appear in the results.

This approach makes searches easier to read and verify.

OR logic remains available within a single row using **Contains any of these terms**.

For example:

- Text contains any of these terms: *ecology, environment*
- Title contains all of these terms: *Europe*

This returns documents about ecology or environment that also contain "Europe" in the title.

To use **OR** between different criteria, such as searching a term in either the title or the text, use Expert Mode: TIT_HEAD=climate | TEXT=climate

How do I search for a term in the title OR the text?

This type of search is not available in Guided Search because rows are combined with **AND**.

Switch to Expert Mode and use: TIT_HEAD=climate | TEXT=climate

How can I find all variations of a word?

Expert Mode provides two operators:

- **Truncation:** market* finds words beginning with "market", such as *marketing* or *marketplace*.
- **Inflection:** eat+ finds grammatical forms of "eat", such as *eats, eating, or ate*.

Why can't I perform a search using only "Does not contain"?

A search must include at least one inclusion criterion.

Add:

1. A row indicating what you want to find.
2. A row indicating what you want to exclude.

What do the Text, Title, Introduction, and Section criteria cover?

Hover over a criterion in the list to see its description.

- *Text* searches in the entire document, including Titles, overlines, subtitles, infographic captions and authors.
- *Title* searches in overlines, Titles, subtitles, subsection names and folder names.
- *Author* searches documents attributed to a specific author. You can also search for News agencies or program hosts in broadcast transcripts.
- *Introduction* searches in document title, overline, subtitle subsection titles and names and the beginning of the document, from the first line to the end of the second paragraph containing more than 15 words.
- *Section* searches within a newspaper section or supplement.
- *Length* searches documents based on their word count.

III. Choosing a date range

Where do I set the date range for my search?

The **Date Range** field is located at the top of the page.

Choose a period from the list, such as **Last 30 Days**.

The selected period applies to the entire search, both in Guided Search and Expert Mode.

IV. Choosing your sources

How do I search within one or more specific sources?

In the **Search Scope** section, a **Source Name** criterion is available by default.

1. Click **Add one or more values**
2. Search for the desired publication
3. Select it

You can select multiple sources.

What is a search scope?

The search scope defines the boundaries of your search.

It combines:

- **Source criteria:** publication name, origin, language, type, frequency, etc.
- **Document criteria:** Topics and Industry Sectors, which relate to article content

By default, searches cover all available content.

What do “All Content” and “Custom Scope” mean?

All Content means the search applies to every available source.

As soon as you add a criterion to the Search Scope, the label changes to **Custom Scope**, indicating that your search is limited to the scope you have defined.

If all scope criteria are removed, it automatically reverts to **All Content**.

How can I save my criteria for future use?

After entering your criteria, click **Save** in the Search Scope section and assign a name to your scope.

You will be able to select it from the scope list in future searches.

Depending on your subscription, this feature may not be available.

How do I modify a saved search scope?

Select the scope from the list.

Its criteria are displayed and can be edited directly.

You can:

- Use it as is
- Modify it for the current search
- Save your changes

If you edit an Europresse-provided scope, your changes are saved as a new personal scope while the original remains unchanged.

To discard your changes, simply select the scope again from the list to reload its saved version.

A scope is selected by default when I open the page. How can I search in another source?

Your organization has configured a default search scope.

To search within a specific publication, select **All Content** from the scope list. The **Source Name** criterion will appear so you can add the sources of your choice.

Have the default Europresse scopes changed?

No. The default scopes available in the new version are the same as those in the previous version.

To view their content, select a scope and its criteria will be displayed in the Search Scope section.

v. Using Expert mode

How do I write a search in Expert Mode?

An expert query combines:

- **Keys**, which specify where to search
- **Operators**, which connect search terms

Example: TIT_HEAD=education & TEXT=("higher education" | university)

This finds articles containing "education" in the title and either "higher education" or "university" in the text.

Available keys

- TEXT= : anywhere in the document
- TIT_HEAD= : title, overline, or subtitle
- AUT_BY= : author or agency name
- LEAD= : title, overline, subtitle, subsection title, and beginning of the document
- LG= : document length (brief, short, medium, or long)
- SECT= : section or supplement
- PAGE= : a specific page

Click an operator or key below the input area to insert it directly into your query.

Where can I find help about operators and keys?

Expand the **Help** section below the query box.

It contains three tabs:

- **Operators**
- **Keys**
- **Examples**

The first two provide definitions and examples for each item.

The **Examples** tab contains complete search examples.

The **Expert Search Guide** provides detailed information on all available capabilities.

vi. After running a search

How do I edit my search after running it?

From the results page, click **[label to be confirmed]** to return to Advanced Search.

Your criteria are preserved and can be adjusted.

What do the different “Reset” buttons do?

- **Reset Criteria** clears the Criteria section.
- **Reset Scope** restores the default search scope.
- The **Reset** button at the bottom of the page clears the entire page, including the selected date range.

Can I use Advanced Search on a mobile device?

Yes.

The page is responsive and adapts to smartphone screens.

In Expert Mode, the **Help** button opens the list of operators, including a definition and example for each one.