

2 PDF Documents

The documents presented in session are available in the six official languages of the Organization (Arabic, Chinese, English, French, Russian and Spanish), on a PDF format.


The documentation for the Executive Board is available since its 101st session, and since the Fifty-first World Health Assembly.

From the WHO home page (www.who.int), click on Governance and then Executive Board and World Health Assembly Documentation.

You can then select the session of the Executive Board or the Health Assembly you are interested in, and then the document you want to search or print.

2.1 Searching

Within a PDF document you can search for a single word or an expression.

Clicking the binoculars on the toolbar will open a **Find** window where you can type your query. Only one result at a time will be displayed. Click the **Find again** icon  (next to the binoculars) to find the next result. Keep in mind that you will only be searching the document that is currently open.

2.2 Printing

To print, click the **Print** icon on the Acrobat Reader toolbar. This will print the entire document displayed on the screen.

WHO Official
Documentation
How do I...
...access it from the CyberCafé

During the Fifty-fourth World Health Assembly, the CyberCafé located at the Serpent Bar, will remain open from 9:00 to 18:00 (except Saturday 19 May when it will be open until 13:00).

Microcomputers are available, giving full access to the Internet, and in particular to the WHO web site. The CyberCafé also provides online and immediate access to the **Journal**, the documentation for the current and previous Health Assemblies and sessions of the Executive Board, and the WHO Policy information retrieval system. Documents are available electronically in the six official languages.

Please note that you can obtain a copy of the documents presented during this Health Assembly from the counter in the hall between doors 13 and 15 of the Palais des Nations.

1 WHO Policy system

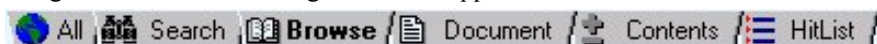
From the CyberCafé, the WHO Policy system can be accessed in two different ways: through the Internet (see section 1.1 below) and using the Folio Views software (see section 1.2). The WHO Policy system allows you to navigate and search “infobases”. These electronic repositories contain documents prepared for recent sessions of the Executive Board and Health Assemblies, resolutions and decisions from the very first Health Assembly and session of the Board, official records of the Board and the Health Assembly from the late 1980s, *Basic Documents*, regional committees’ reports and the programme budgets. The documents are available in English, French and Spanish. For other languages, please consult the PDF files (see section 2).

1 Internet version

The Internet version of the WHO Policy system is accessible from the home page of the WHO web site (www.who.int) under [Governance](#), [WHO Policy Documentation](#) and then [Search Infobases](#). You open an infobase by double-clicking its title.

1.1.1 Browsing an infobase

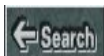
Once the infobase is open, you can select the way you review the information, by clicking on one of the following tabs which appear at the bottom of the screen:



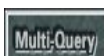
The **Browse** view is recommended, as it gives you the best access to the table of contents while maximizing the space allocated for the document itself. You can expand or collapse a branch on the table of contents frame by clicking the + and – signs next to a heading. Double-clicking a heading will display its contents in the document frame.

1.1.2 Searching

The WHO Policy system allows you to search multiple infobases as well as the currently open one.



To perform a search in the current infobase, simply type your query in the box to the left of the search button at the bottom of the screen and press **Enter**. The figures in front of each heading will give you the number of results (“hits”) for your query.



By clicking the **Multi-Query** icon and selecting the infobases you want to search you can interrogate more than one infobase at a time. A new window will open, showing the number of results for each selected infobase.



In order to perform a new search, or simply to read the rest of the text in the infobase, you can clear the results of the query by clicking the **Clear Query** icon at the bottom of the screen.



1.1.3 Printing

To print the text that is displayed in the document frame of the infobase, click the **Print** icon on your browser toolbar.

If you want to print the whole document, it is better to use the Folio Views version of the WHO Policy system or the PDF format (see below).

12 Folio Views version available at the CyberCafé

From the “Start Menu”, select *WHO Policy* from the Application list.




1.2.1 Browsing an infobase

Browsing an infobase with Folio Views is the same as with Internet version of the WHO Policy system (see section 1.1.1 above). The only visible difference is the check boxes you will use for searching and printing. Performing some actions might change the way you are looking at the information. Always come back to the **Browse** view.



1.2.2 Searching

To perform a search in the document you are reading, type your query in the text box at the bottom of the window, and press **Enter**. For a more complex search (e.g. using Boolean operators or the quotation marks for an expression), click on the binoculars and type in your query. You can browse through the results of your query by using the next and previous arrows  or by using the **HitList** view, and double-clicking on the chosen item. You can limit the search to a specific part of the infobase using the check boxes in front of each heading. To clear a query, click the **Clear Query** icon (binoculars with a red X superimposed).



1.2.3 Printing

Because of the large size of most of the infobases, printing an entire infobase is not recommended. As with searching, you can easily select the part(s) of the infobase you would like to print by ticking the check boxes. Then once on the print window, change the printing option from Record to Section, as shown in the picture, and press **OK**.

