

UKTO USER GUIDE

Homepage “letterbox” search

UK Treaties Online (UKTO) provides an official record of the United Kingdom's treaty obligations under international law, and is provided by Treaty Section at the Foreign & Commonwealth Office. UKTO gives access to information on over 14,000 treaties to which the United Kingdom is, or has been a party, including the texts of Command Papers published in the United Kingdom Treaty Series from 1892.



[Advanced Search](#)

[Help](#)

Contact:

The Treaty Enquiries Service is available between 0900 and 1700, Monday to Friday.

Terms entered in the box will search both the treaty metadata (details about the treaty) and within the PDFs of treaty texts. Type your terms then click the magnifying glass or press “enter” key.

The default search type is “pattern” (see below).

Advanced search

a) Letterbox

Multiple search types are available within this version of the letterbox:



i) Boolean Search

Accepts queries made with Boolean logic.

Stemmed query terms are used to produce broader results, for example, searching “territorial” will include hits with the base term (or stem) “territ” like “territories” or “territory”.

The default “operator” (words used as conjunctions to combine or exclude) between query terms is **AND**. See box of operators below.

| Operator | Description | Syntax |
|------------------------|---|-----------------------------------|
| AND && | match terms on both sides of the operator | term1 AND term2 term1 && term2 |
| OR | match one or both terms on either side of the operator | term1 OR term2 term1 term2 |
| + | term1 must be present in the result | +term1 |
| NOT - | match term1, but do not match term2 | term1 NOT term2 term1 -term2 |
| (logical expression) | treat the logical expression between the parens as one unit | term1 NOT (term2 OR term3) |

ii) Concept Search

Allows plain English queries without Boolean operators.

An expanded meaning is automatically performed on all query words. For example, using the query term “territory” could find documents containing the term “district”. Documents that contain all of the query terms (in either their original form or their expanded form) will be returned in the results.

Since this search type doesn’t recognize Boolean operators searching for “territory AND legislative” could return results containing all three of those words and any expanded versions of them.

iii) Pattern Search

Allows plain English queries and a degree of spelling differences/mistakes in either the body of the text or the queries.

Example: searching for “promotion” will yield results including “proportion”.

iv) Exact Match Search

No expansion of query terms. Boolean logic can be used. The default operator between query terms is again **AND**.

A search for territorial will match **ONLY** the word territorial. Thus, a search for “territorial legislature” would find documents containing those two exact terms. Some of the results may coincidentally also contain stemmed versions of these terms, but those would not be considered matched terms, and would not be highlighted.

To find all documents that contain the exact terms “territorial legislature” but not “legislative territory”, use “territorial legislature -legislative -territory”. Note: the order of the query terms does not matter.

Wildcard Characters

These allow you to search for multiple terms at once or to find words with unknown or incorrect spelling. Use wildcard characters to substitute for the part of the query term.

Wildcards are most effective with the Exact Search type. They are ignored in the Pattern Search.

They can be used in both the letterbox and left sided search boxes, with multiple words, and even multiple times for one word.

| Wildcards | Description | Example |
|-----------|--|--|
| * | match anything or nothing | comput* |
| ? | match exactly one character | wom?n |
| ^ | match any character except the next character | /199[^7]/ |
| [] | search expression; can include a hyphen to indicate a range of letters or numbers; will match only one character within the brackets | /199[1-5]/ |
| < | used to express a lower value | < 200 |
| > | used to express a higher value | > 200 |
| " " | find terms in the order given. | "chief executive officer" |
| ~ | find terms near each other | chief officer of any type: "chief officer"~3 |
| [* TO *] | search expression; range query. | [100 TO 200] [100 TO *] [NOW TO *] [2013-11-04T10:05:00Z TO NOW-1DAY] [ape TO apple] |

b) Left sided search

These boxes purely search against the metadata and not within the PDFs.

Wildcard and Boolean search operators are usable and of particular value in the title field.

NOTE: Combining search terms in the left side boxes with the letterbox to the right will provide hits only where those terms appear in **both** the metadata and PDFs. If the terms appear in just one then no hits will show. The common terms are often restricted to the treaty title.

Filters tab

These are the headings (or boxes) under which searches are conducted. More filters can be added via the Fields tab.

Useful wildcards here include TO: e.g in Date of signature "01/01/2000 TO 31/12/2010" will keep the search within that period.

Fields tab

Clicking this activates the Results and Search sub tabs:

i) Results tab: Placing a check mark in the box next to any of the options (fields) then selecting update will make them available within the results list.

ii) Search tab: Placing a check mark in the box next to any of the options (fields) then selecting update will make them available as a filter.

You can re-arrange the order of the fields in either the search or results tab by dragging and dropping, then select "Update".

Re-ordering in the results tab is particularly effective as it will alter the order of the columns in the results list.

Search results: viewing options

Choose either column or row style, the latter being the default.

Toggle between the two by selecting the appropriate icon, the left is for column, the right is row:

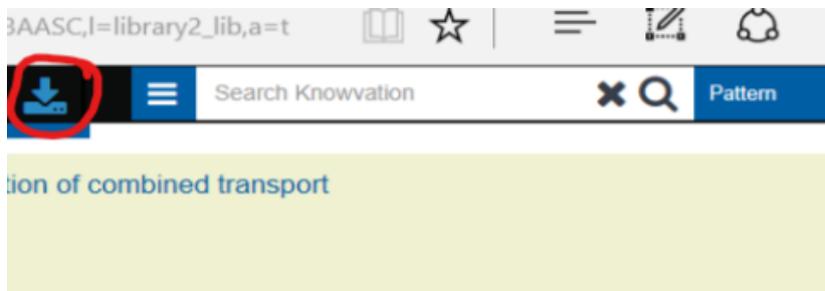


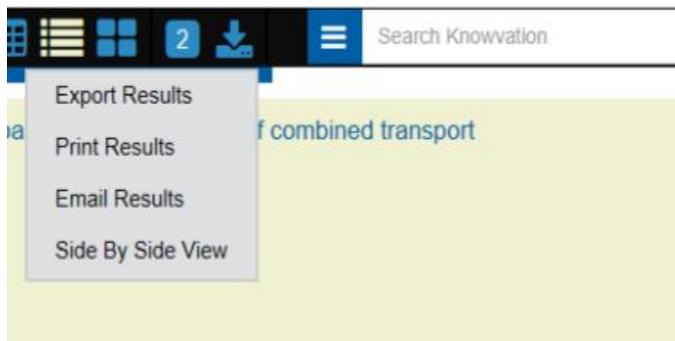
Within column view you can re-order the data by selecting the up or down chevrons next to each heading:

| Title | Date Of Signature | Def EIF Effective Date | Place Of Signature | Treaty Type |
|--|-------------------|------------------------|--------------------|-------------|
| Agreement between the Government of the United K | 12/08/1987 | - | London | BI |
| Agreement between the Government of the United K | 11/06/2002 | - | Belgrade | BI |
| Agreement between the Government of the United K | 04/03/1978 | - | London | BI |
| Exchange of Notes extending the Agreement betwee | 07/08/2000 | - | Jakarta | BI |

Search results actions icon (downward arrow)

Enable various options:



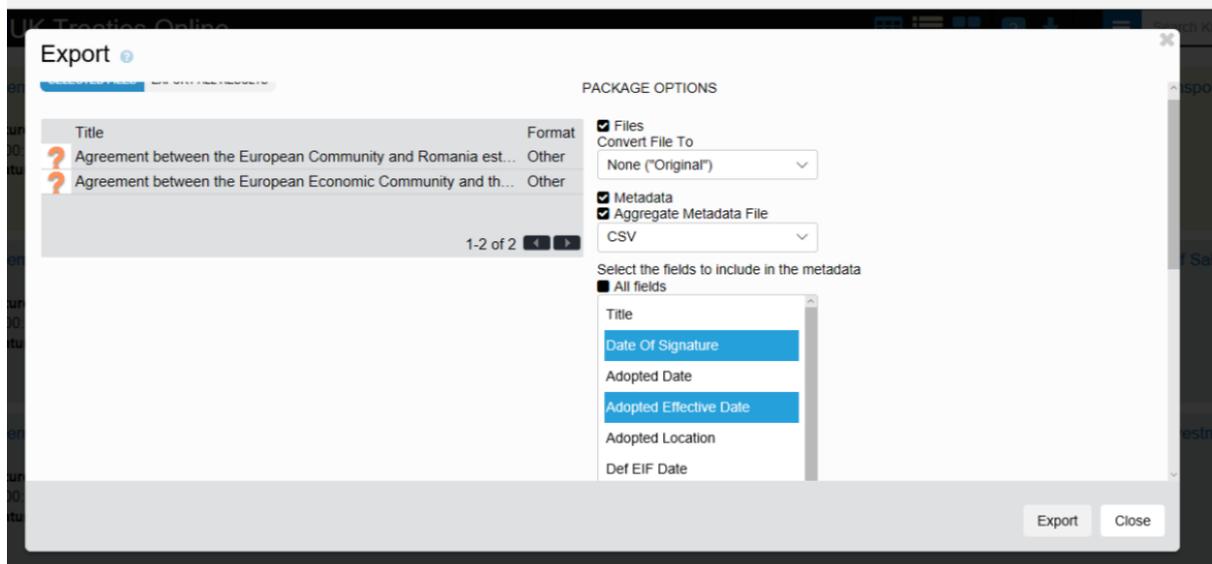


NOTE: To make use of any of these options, first select the treaties of interest by placing a tick in the box next to the appropriate treaty results (highlighted in pink below):



a) Export results

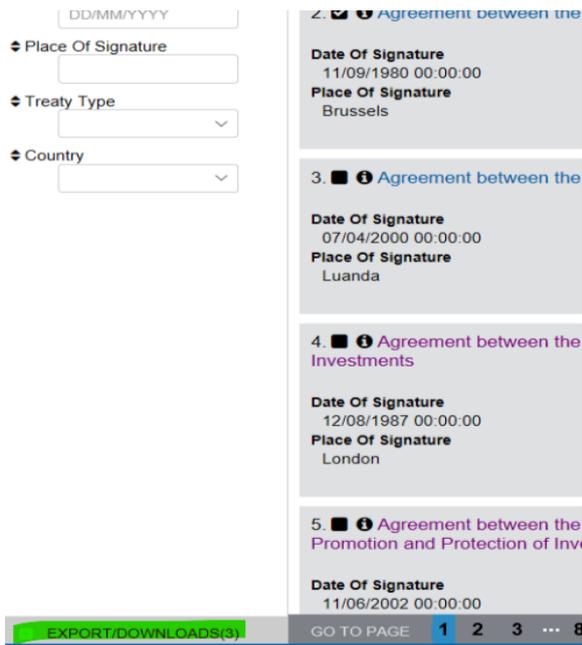
Allows the selected files to be downloaded within Knowvaton:



The default option of CSV provides Excel file types.

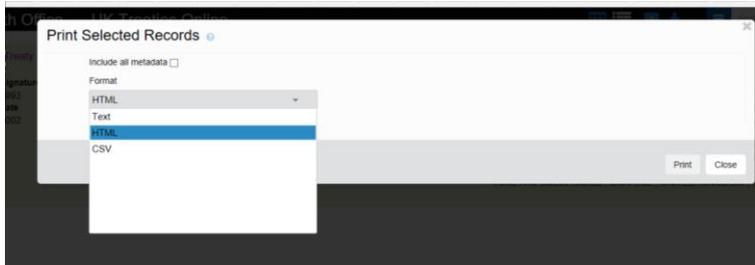
You can decide which fields you wish to download by holding the Ctrl key and clicking the ones you want or just check "All fields".

Click "Export" (bottom right) to begin the downloading. They will appear at the bottom left of the main page and clicking opens them:



b) Print results

We recommend using HTML as the most comprehensive of the three formats for printing:



c) Email results

Use this to receive the contents of results in the style they appear in the row view but in one of Text, HTML or CSV format:

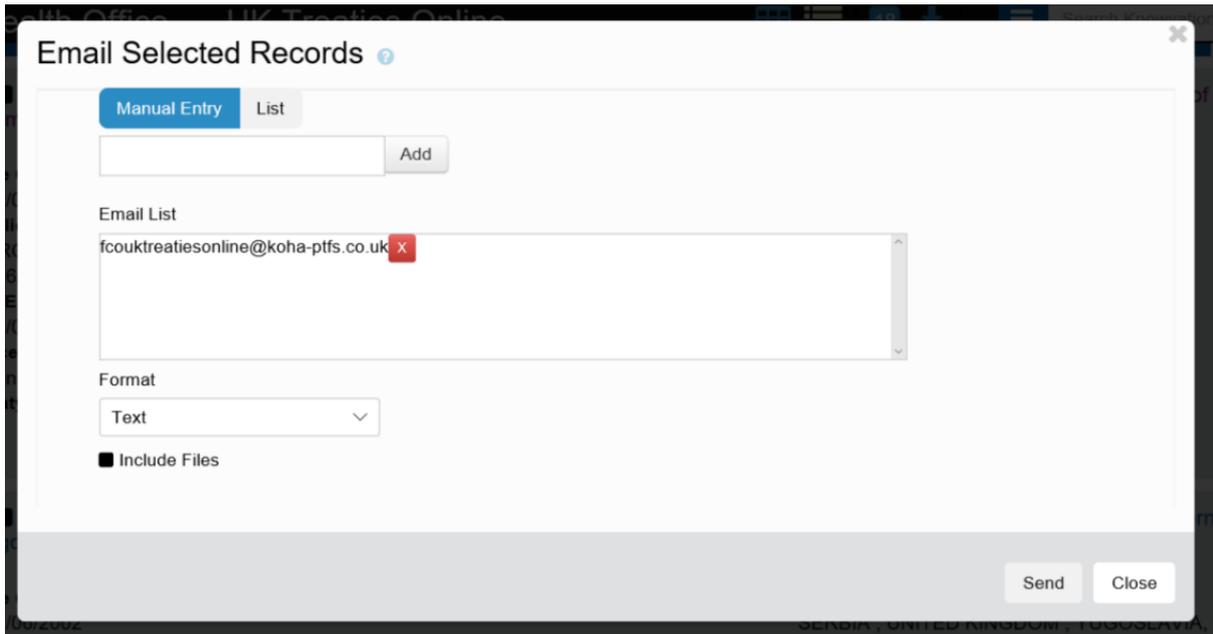
```

1. Title: Agreement between the Governments of the United Kingdom, the United States of America and the Union of Soviet
Date Of Signature: 04/07/1945
Def EIF Effective Date:
Place Of Signature: London
Treaty Type: MULTI
Subject: DEFENCE

2. Title: Agreement between the European Atomic Energy Community (EURATOM) and the Government of the United States of Ar
Date Of Signature: 29/05/1958
Def EIF Effective Date:
Place Of Signature: Brussels/Washington
Treaty Type: BI
Subject: ATOMIC ENERGY

```

Again, select treaties of interest by checking their boxes, then the downward arrow icon. Click the "Email Results" option.



Enter your email address, click “Add” then “Send”.

You will see fcouktreatiesonline@koha-ptfs.co.uk already appears in the Email List box. That is the address from which the email will be sent to you.

Checking the “Include Files” box will send whatever is contained on the left side of the full record screen of the selected results. In effect that would be either the status list of the treaties or the full PDFs. See “Limitations” (iv) within *UKTO Hints and search examples* for more detail.

d) Side by side view

You can select as many treaties as you wish and compare any two at a time.

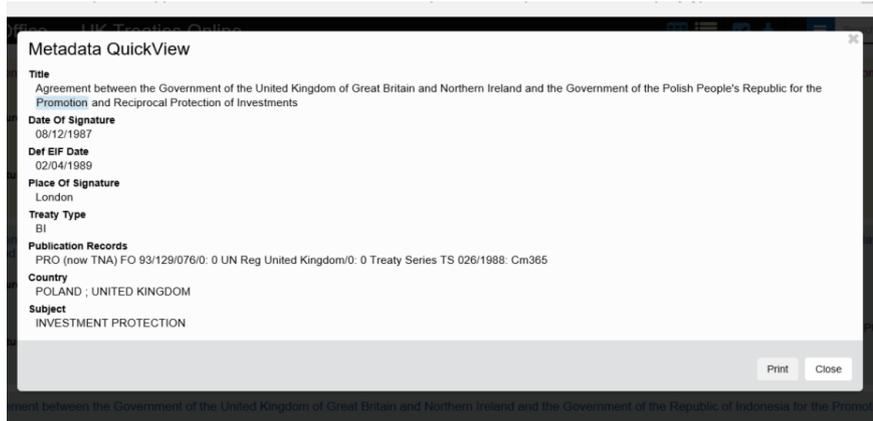
Printing/exporting results for a single treaty

a) Printing

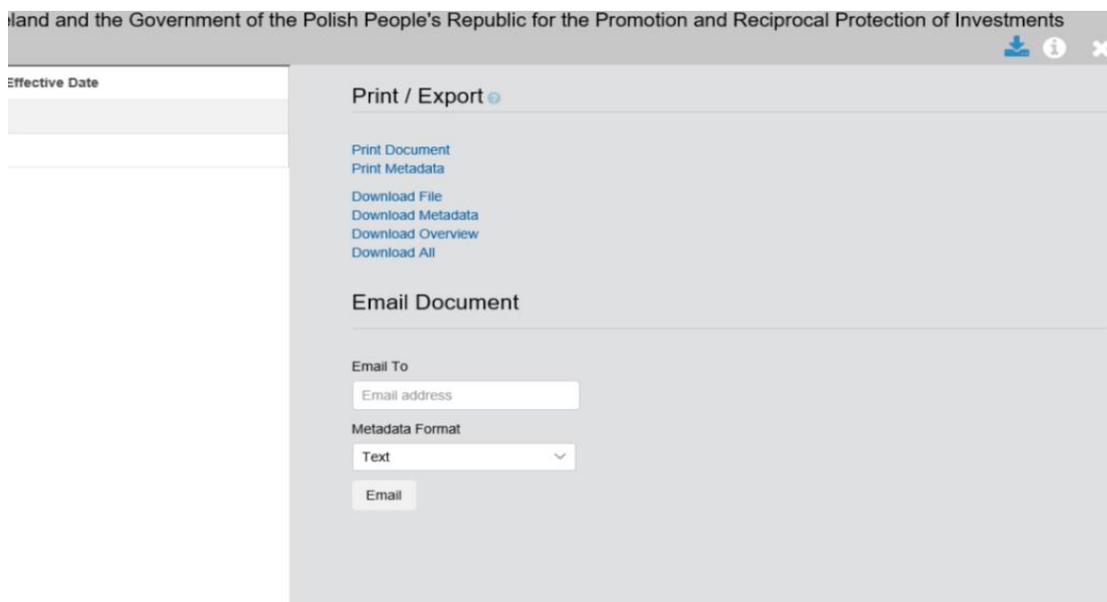
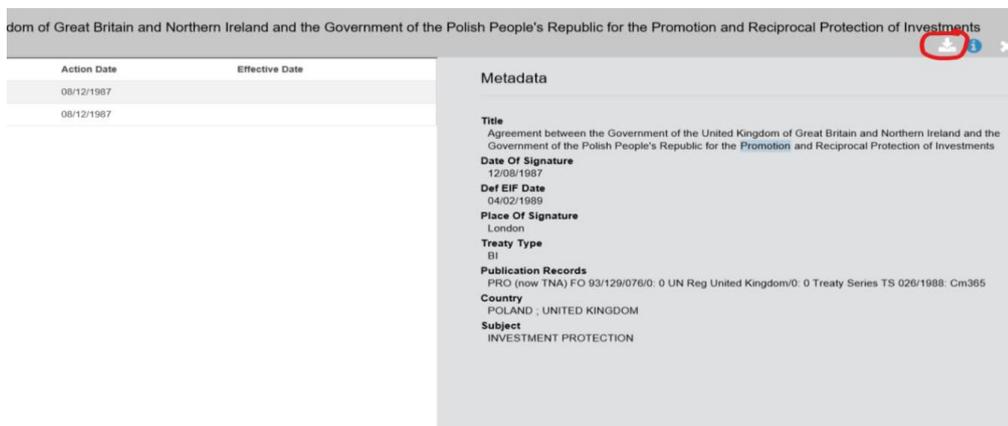
You have multiple options from the results list.

- i) Click “i” then print from the next screen:





ii) Or click the name of the treaty then the downward arrow:



“Print metadata” gives the fullest result.

b) Exporting

i) Email

See “email document” in the screenshot above. You can choose to receive in text (Notepad), html or CSV (Excel) formats.

ii) Download

- file: in html
- metadata: in xml format
- overview: html
- all: both html and xml