

EIN TRAINING GUIDE

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The screenshot shows the top navigation bar of the EIN website. It includes a user account section with 'User Account & Bundles' and 'EIN User, EIN, 365 days left'. A search bar is located on the right. The main header features the EIN logo and the text 'electronic immigration network'. Below this are navigation tabs for 'About Us', 'News', 'Blog', 'Best Practice Guide', 'Experts', 'Jobs', and 'Events'. A secondary navigation bar lists 'Search', 'Case law', 'Country reports', 'Legislation', and 'Resources'. The main banner area features a large image of a Gothic cathedral with a text overlay: 'The UK's largest specialist provider of information on immigration and asylum case law'. At the bottom of the banner, there are three sections: 'Public site' with a 'Latest News' button, 'Members site - key resources' with a 'Latest case law' button, and 'Also available on EIN' with a blue button.

This training guide provides practical, easy-to-follow guidance to help you better understand and use two key areas of the EIN website:

- 1) **Searching:** Learn how to find relevant cases and reports using the exceptionally fast search engine
- 2) **Bundles:** Learn how to save cases and reports and optionally create a paginated bundle in seconds

EIN values your feedback so that we can improve the website. Please email support@ein.org.uk if you have any problems or queries or if you have any requests or suggestions for additional features or functionality.

TABLE OF CONTENTS

1. Searching the EIN website.....	3
1.1. Choosing the correct search engine	3
1.2. Sorting search results	5
1.3. Understanding and using the 'Relevance bias' function.....	5
1.4. Using the 'Published within' option.....	7
1.5. The dedicated 'Court level' and 'Country' options	8
1.6. Using the advanced search options	8
1.7. Using advanced search syntax.....	11

1.7.1. Quotation marks to find a phrase	12
1.7.2. Using '+' to require a word and '-' to exclude	13
1.7.3. Boolean operators 'AND', 'OR' and 'NOT'	13
1.7.4. Grouping your query into clauses	14
1.7.5. Proximity search to find words near each other	14
1.7.6. Boosting a word.....	15
1.7.7. Using wildcards	16
1.8. Using the search filters	17
2. Creating bundles.....	19
2.1. Creating and saving content bundles on the EIN website	19
2.1.1. Create a new content bundle.....	20
2.1.2. Adding items to a content bundle	21
2.1.3 Editing a content bundle, including deleting and cloning.....	22
2.1.4. Switching between content bundles	23
2.1.5. Exporting a content bundle.....	23
2.1.6. Using the 'My bundles' page.....	24
2.1.7. Creating and adding excerpts to a content bundle	25
2.2. Creating a paginated legal bundle in Microsoft Word	27
2.2.1. Running the Bundle-Maker in Word.....	28
2.2.2. Undoing a bundle in Word.....	29
2.2.3. Highlighting key passages	30
2.2.4. Re-ordering the items in a Word bundle	31
2.2.5. Adding your own material to a Word bundle	31
2.2.6. Compiling a PDF format bundle.....	33

1. SEARCHING THE EIN WEBSITE

The search engine is central to using EIN effectively. We've tried to strike a balance between having a search that is easy to use (like a familiar Google search) whilst also offering the ability to build advanced queries. This section of the guide will take you through how to search EIN, including how to use advanced options and advanced syntax.

NOTE: For a lot of your searches on EIN, you'll be fine just entering your search terms and clicking search, as you would with a familiar Google search. Using the advanced options and advanced syntax is optional – it will help you construct better searches, but the EIN search engine is intelligent enough to handle simple queries very well and return very relevant results.

- EIN doesn't always require an exact match of every word in your search query. At present, we've set it so that if your search query has **five or fewer words** then every word must be found, but for **six or more words**, 15% of your search words don't necessarily have to be found. We do this so that you are less likely to get no results. You'll learn in this guide how you can override this if you want all words to be found or if you want to make individual words required.
- Searches on EIN are **case insensitive**. Your query doesn't need to match case to return results.

TIP: Unless you are searching for a phrase, it's best to avoid very common words like 'the', 'is', 'that', 'and', 'of', etc., among your search terms. They won't improve your search and may hinder relevance.

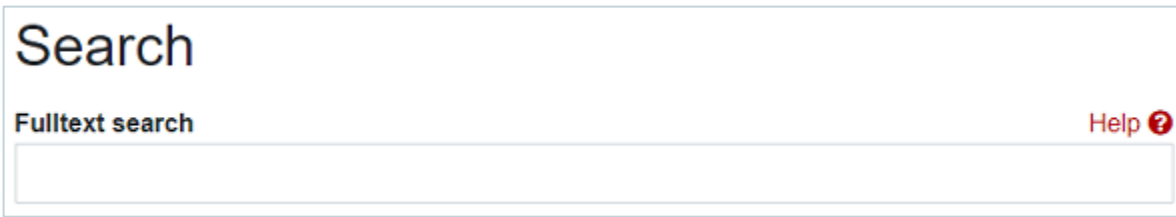
1.1. CHOOSING THE CORRECT SEARCH ENGINE

- The search menu is always prominently available on every page when you log in to EIN.
- Click 'Search' to expand the menu and then click to go to the search page you require.



- You can choose to search the entire EIN website (the 'everywhere' option) or each of the four main databases separately (case law, country reports, legislation, resources).

- The 'Fulltext search' box at the top of each search page is where you enter your search words.



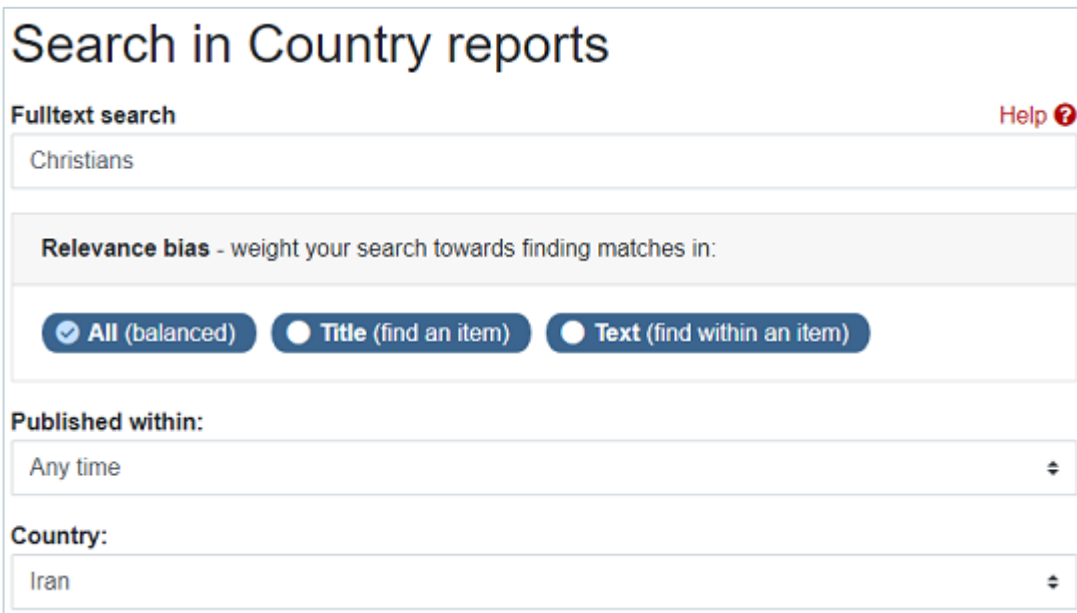
A search box with the title "Search" in large blue font. Below the title is the text "Fulltext search" in a smaller blue font. To the right of the text is a red "Help" icon with a question mark. Below the text is a white input field with a thin grey border.

- You'll also see a separate global search box at the top right corner of every page on EIN. This searches the whole EIN website (the same as the 'everywhere' search page).



A dark blue search box with a white input field containing the placeholder text "Search the site" in blue. To the right of the input field is a white magnifying glass icon on a dark blue background.

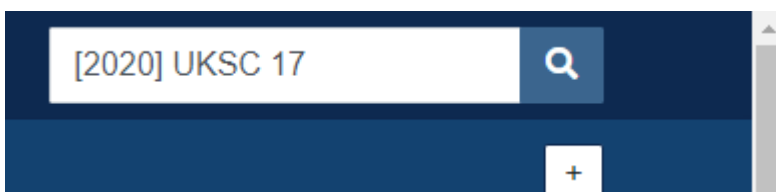
- It's best to use the appropriate search page as you'll get better results and dedicated search options. For example, you might be tempted to try a search for **Iran Christians** in the global search box, but if you are looking for country information reports on this subject, it would better to go to the 'Search in Country reports' page, select 'Iran' from the list of countries and search for **Christians**.



A search page titled "Search in Country reports" in large blue font. Below the title is the text "Fulltext search" in a smaller blue font. To the right of the text is a red "Help" icon with a question mark. Below the text is a white input field containing the text "Christians". Below the input field is a grey box with the text "Relevance bias - weight your search towards finding matches in:". Below this box are three blue buttons with white text: "All (balanced)" (selected), "Title (find an item)", and "Text (find within an item)". Below the buttons is a white box with the text "Published within:" and a dropdown menu showing "Any time". Below the dropdown menu is a white box with the text "Country:" and a dropdown menu showing "Iran".

- The search box at the top right corner of every page provides a quick way to search the entire EIN website. It's useful, for example, if you quickly need to find an item, especially if you are using unique or specific search terms (such as a neutral citation number).

PRACTICAL EXAMPLE: Enter **[2020] UKSC 17** in the search box at the top right corner of the page and search. Notice how quickly we've found the Supreme Court case of *AM Zimbabwe*.



A dark blue search box with a white input field containing the text "[2020] UKSC 17" in blue. To the right of the input field is a white magnifying glass icon on a dark blue background. Below the input field is a white box with a blue plus sign.

If we try the search again with **AM Zimbabwe** as our search query, you'll notice the case is still very near the top, but the results might not be quite as good because our terms aren't as unique (a search in the dedicated 'Case law' search would have been better).

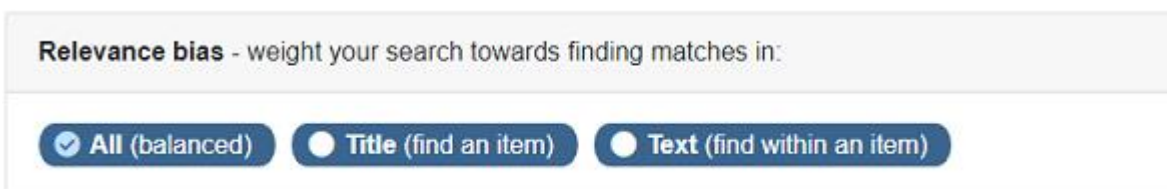
1.2. SORTING SEARCH RESULTS

- Search results on EIN can be sorted by **relevance** or by **date**. By default, results will be sorted by relevance.
- You can change the sort order using the 'Sort results by' block on the right-hand side of the page. Click again on an option to switch between descending and ascending (denoted by a down arrow and an up arrow).



1.3. UNDERSTANDING AND USING THE 'RELEVANCE BIAS' FUNCTION

- The prominent 'Relevance bias' is available for all searches on EIN. This innovative function provides a simple way of being able to usefully tune a search to improve the relevance of your results without the need to use advanced search options or learn complex syntax.



- 'Relevance bias' will help you more easily distinguish between two of the most common search tasks on EIN: 1) Finding an item (such as finding a case); 2) Finding information on a topic.
- The 'Title' option will help you more quickly find an item. The 'Text' option will help you find information on a topic, and it's particularly helpful to **avoid the title overly influencing your results**. The default 'All' option provides a good balance between the two for most searches.

Some practical examples will help you better understand how it works.

PRACTICAL EXAMPLE: Go to the 'Search in Case law' page and enter **HJ Iran** as your search terms. For this search, we will try to find this case, so set the 'Relevance bias' option to 'Title' and then click to search.

Search in Case law

Fulltext search

Help ?

HJ Iran

Relevance bias - weight your search towards finding matches in:

All (balanced)

Title (find an item)

Text (find within an item)

As you'll see, all the top results have 'HJ' and 'Iran' in the title.

In contrast, if we are interested in finding out about *HJ Iran* as a topic, we can use the 'Text' option. Set the 'Relevance bias' to 'Text' and search again for **HJ Iran**.

Relevance bias - weight your search towards finding matches in:

All (balanced)

Title (find an item)

Text (find within an item)

You will see how the results have changed. The top result is now a case that discusses the Supreme Court case of *HJ Iran* in detail (at the time of writing this guide, *LC Albania* is the top result).

TIP: Use the 'Text' setting if you find your results are being overly influenced by your search terms being found in the title. Being able to switch to 'Text' bias in a situation like is one of the most valuable uses of the 'Relevance bias' function. It only takes a second to switch the 'Relevance bias' to 'Text' and search again to see if you get better results.

PRACTICAL EXAMPLE: A search from an EIN user that helped inspire the 'Relevance bias' function was for the topic of '*Home Office delay*'. Go to the 'Search in Case law' page, enter **Home Office delay** as your search terms and leave 'Relevance bias' set to the default 'All' option. Click to search.

We can see that the default 'All' options tends to rank results with '*... v Home Office*' in the title quite highly. A search engine has no concept of what '*Home Office delay*' might mean so it assumes that having two of our three words appear in the title makes these cases especially relevant.

Fulltext search

Help ?

Home Office delay

Relevance bias - weight your search towards finding matches in:

All (balanced)

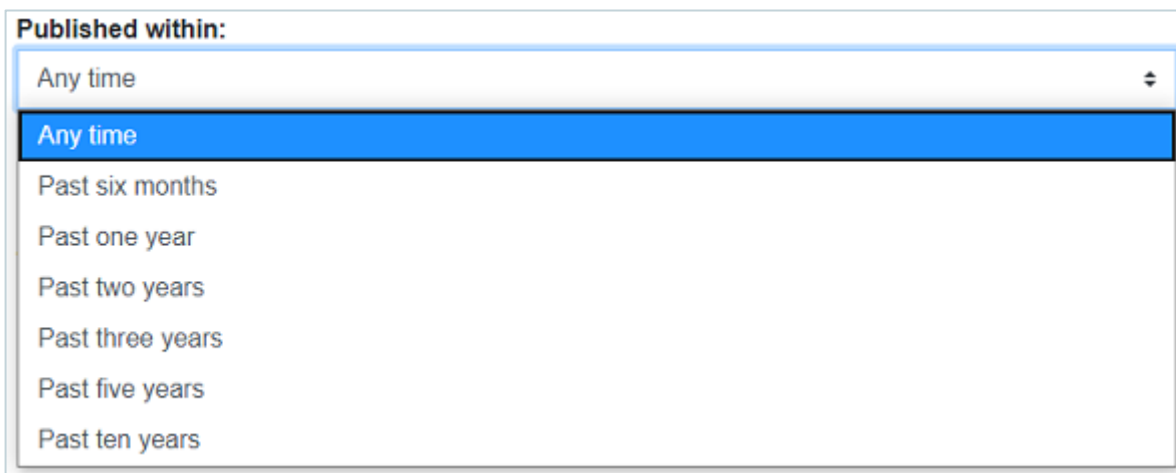
Title (find an item)

Text (find within an item)

Now set 'Relevance bias' to 'Text' and search again: we now get results that are a lot more relevant to 'Home Office delay' as a topic. We can see how one simple extra click to change the bias has improved our results by focusing our search within the text of cases.

1.4. USING THE 'PUBLISHED WITHIN' OPTION

- The 'Published within' option is available for all searches and lets you quickly and easily limit your search to more recently published items (note that for case law, the date of publication is the promulgation date). A range of options allows you to search items from the past six months to the past ten years. The default 'Any time' option searches all items from all years.



The image shows a dropdown menu titled "Published within:". The menu is open, showing a list of options: "Any time", "Past six months", "Past one year", "Past two years", "Past three years", "Past five years", and "Past ten years". The "Any time" option is currently selected and highlighted in blue.

- The advantage of using the 'Published within' option (instead of sorting results by date) is that you can **favour the most recent items while still being able to sort by relevance**, meaning you still have the most relevant items appear at the top of your search results.

PRACTICAL EXAMPLE: Go to the 'Search in Country reports' page and enter **Kabul Taliban** as your search terms, select 'Afghanistan' from the 'Country' list and click to search. You'll see that this search finds a lot of results and some may be too old to be of much use. Now set the 'Published within:' to 'Past one year' and search again.



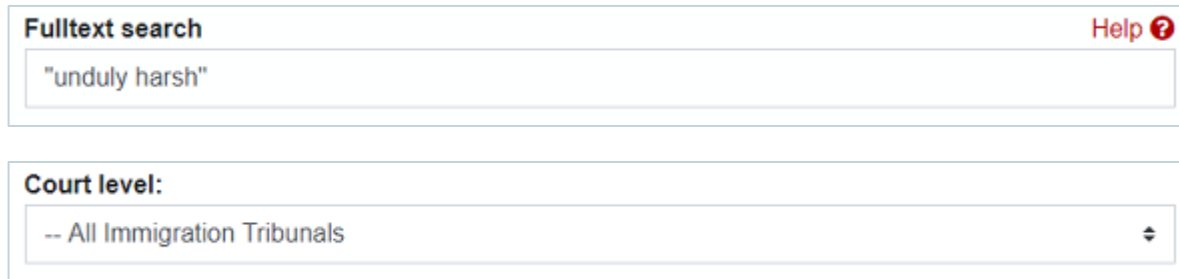
The image shows a search interface with three main sections: "Fulltext search", "Published within:", and "Country:". The "Fulltext search" field contains the text "Kabul Taliban" and has a "Help" icon to its right. The "Published within:" dropdown menu is set to "Past one year". The "Country:" dropdown menu is set to "Afghanistan".

You'll see how we've greatly narrowed down the results to only the most recent reports from the past year while keeping the most relevant items at the top of our results.

1.5. THE DEDICATED ‘COURT LEVEL’ AND ‘COUNTRY’ OPTIONS

- The two most important search pages on EIN – case law and country reports – also include two dedicated options to narrow your search by ‘Court level’ and ‘Country’ respectively.
- If you are searching for country reports on an individual country, you’ll find that it’s almost always best to set the ‘Country’ option to your required country. All country reports are carefully categorised by country and the ‘Country’ option will ensure you only search relevant reports.
- The ‘Court level’ option allows you to restrict your search to individual courts. There are also some options that combine courts. For example, the ‘-- All Immigration Tribunals’ option will search the Upper Tribunal (Immigration and Asylum Chamber) and its previous incarnations, the Asylum & Immigration Tribunal and the Immigration Appeal Tribunal.

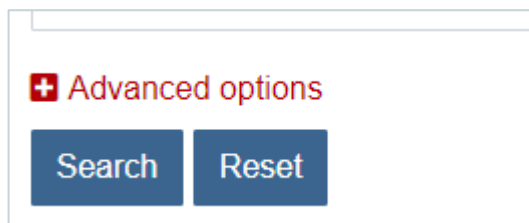
PRACTICAL EXAMPLE: Go to the ‘Search in Case law’ page and enter **"unduly harsh"** as your search term (as we will see later in this guide, quotation marks are used to find a phrase) and search all Immigration Tribunal cases by selecting ‘-- All Immigration Tribunals’ from the ‘Court level’ list.



The screenshot shows a search interface with two main components. The top component is a search box labeled 'Fulltext search' with a 'Help' icon. The search term entered is '"unduly harsh"'. The bottom component is a dropdown menu labeled 'Court level:' with the selected option being '-- All Immigration Tribunals'.

1.6. USING THE ADVANCED SEARCH OPTIONS

- The ‘Advanced options’ are hidden by default as we think you are unlikely to need them for most searches. They can be shown by clicking on the ‘+ Advanced options’ link. Click again to hide them.



The screenshot shows a section titled 'Advanced options' with a red plus sign icon. Below the title are two blue buttons: 'Search' and 'Reset'.

- The options will vary depending on the database you are searching. For example, if searching case law, you will see advanced options to search ‘Neutral Citation/Appeal Number’, ‘Appellant’, ‘Respondent’, etc, while for country reports, you’ll see ‘Organisation’.

TIP: If you change any ‘Advanced options’, note that they will remain changed so long as you remain on the same search page. To remove any and all options before a new search, click the ‘Reset’ button. You only need to perform a reset if you remain on the search page: if you leave and then revisit a search page, any advanced options won’t be remembered and will automatically be cleared.

- All search pages with advanced options have a 'Title' field which will enable you to restrict your search to just the title of items.

PRACTICAL EXAMPLE: To quickly find the 2002 Tribunal case of *Devaseelan*, click to expand '+ Advanced options' and enter **Devaseelan 2002** in the 'Title' field and click to search. We get just one result – the exact case we wanted to find.

Advanced options

Title:

Devaseelan 2002

If we just search **Devaseelan** in the 'Title' field, we'll also find other cases with *Devaseelan* in the title. Note that a search using just an advanced search field will be sorted in date order, with the newest result first.

TIP: The advanced 'Title' field is a useful way to find a specific item. You don't need an exact match of the title, though the more words you enter, the more likely you are to quickly find the exact item.

- A circular icon on the right of an advanced field means it's an 'autocomplete' field. The search will suggest available options as you type (the number in brackets at the end is the number of results). If the exact option you require is suggested, you can select the option and then search, but you can also ignore the suggestions and **search for your own text without selecting a suggested option.**

Neutral Citation/Appeal Number:

[2020] uks

[2020] UKSC 10 (1)

[2020] UKSC 17 (1)

[2020] UKSC 4 (1)

[2020] UKSC 7 (1)

[2020] UKSC 9 (1)

NOTE: Square brackets have a special meaning for the search engine so there's a slight anomaly if you use the autocomplete 'Neutral Citation/Appeal Number' advanced field: it might not suggest the correct available options when you start typing '[', but it will recover when you type the closing ']' bracket.

- You can combine advanced options with the standard 'Fulltext search' field.

PRACTICAL EXAMPLE: We may want to find the Danish Immigration Service's country reports on national service in Eritrea. To do that, go to the 'Search in Country reports' page, click to expand the '+ Advanced options' and enter **Danish Immigration** in the organisation field (we don't need a full match here, so we don't need the full organisation name). Then select 'Eritrea' in the country list, enter **national service** in the 'Fulltext search' field and click to search.

Fulltext search
Help ?

national service

Country:
 Eritrea

+ Advanced options
▼

Title:
 (empty)

Organisation:
 Danish Immigration

NOTE: Advanced fields use a partial match. You don't need an exact match. This means, for example, that any query you enter doesn't have to fully match a specific 'Title' or 'Chair' or 'EIN index term'. For example, if searching the 'Chairs' field, you can just enter the surname of the required judge.

PRACTICAL EXAMPLE: The 'Chairs' field allows you to search for cases before a **particular judge** (or judges). To search cases before Upper Tribunal Judge Ockelton, go to the 'Search in Case law' page, click to expand the '+ Advanced options' and enter **ockelton** in the 'Chairs' field.

Chairs:

ockelton|

Mr C M G **Ockelton** (Deputy President) (151)

Mr C M G **Ockelton** (140)

You can ignore the 'autocomplete' options that will be suggested as you type. By only entering and searching for **ockelton**, we will find all variations.

TIP: EIN 'Index terms' are manually added to certain cases to classify them by topic. If you perform a standard search using the 'Fulltext search' box, it will automatically consider any index terms when searching. You can also search index terms using the 'EIN index terms' advanced option.

PRACTICAL EXAMPLE: Go to the 'Search in Case law' page, click to expand the '+ Advanced options' and begin typing **deportation** in the 'EIN index terms' field.

EIN index terms:

deport|

DEPORTATION (549)

DEPORTATION ORDER (173)

The search will suggest matching index terms as you type. Click on 'DEPORTATION' to select the term and then click to search. Remember that advanced fields accept a partial match so your search finds all cases that have an index term with the word 'DEPORTATION' in.

If you are searching for a multi-word index term, you can wrap it in quotation marks to find it as a phrase. For example, begin typing and then select **medical treatment overseas**. Type quotation marks around it before searching.

EIN index terms:

MEDICAL TREATMENT OVERSEAS (163)

To search multiple index terms, type a comma after selecting your first term. You can then begin typing again and the search will continue to suggest matching index terms. Repeat as necessary. For example, after typing and selecting **medical treatment overseas**, type a comma and begin typing **echr art 3**. Select it and search to find both terms.

EIN index terms:

ECHR ART 8 (1236)
ECHR ART 3 (601)
ECHR ART 5 (235)
ECHR ART 3 BREACH OF (189)

1.7. USING ADVANCED SEARCH SYNTAX

- Advanced syntax will help you search more effectively and precisely. Using advanced syntax is optional: we appreciate that some users may find they never use most of it, but you should be aware of its considerable value.
- A handy 'Help' popup is available to remind you of the advanced syntax. You'll find it on the right-hand side of the 'Fulltext search' field. Click 'Help' to open.

Fulltext search Help ?

TIP: Don't expect to be able to memorise all the advanced syntax on EIN - use the 'Help' popup to remind yourself of the syntax when you need to use it.

We'll now look at some specific examples of search syntax.

1.7.1. QUOTATION MARKS TO FIND A PHRASE

- Wrap your search query in quotation marks **"like this"** to find it as an exact phrase. This is widely used by many search engines and is one of the most useful examples of search syntax.

PRACTICAL EXAMPLE: A search for **conductive to the public good** in the 'Search in Case law' page merely finds those separate words anywhere in a case, whereas a search for **"conductive to the public good"** only finds cases with that exact phrase. Your search query can combine phrases together with non-phrases and/or with other phrases. For example, a single search query of **"conductive to the public good" "Immigration Rules"** requires both phrases to be found.

Search in Case law

Fulltext search

Help ?

"conductive to the public good" "Immigration Rules"

TIP: If you are searching for common terms that form a phrase, you will always get much better results by searching for them as a phrase wrapped in quotation marks.

PRACTICAL EXAMPLE: You can see a good example of the value of a phrase search if you go to the 'Search in Case law' page and compare the number of results you get if you search **Tier 4** and then search for the phrase **"Tier 4"**. Lots of cases will contain the word 'Tier' and the number '4'. Far fewer will have the phrase 'Tier 4'.

TIP: A phrase search will also be very useful if you are searching for a specific neutral citation number or a legislation paragraph number.

PRACTICAL EXAMPLE: Go the 'Search in Case law' page, search for **[2003] EWCA Civ 31** and note the number of results. The search is intelligent enough to rank that case of *Kugathas* as the top result, but if we wanted to find cases that cite *Kugathas*, we'll get much better results by searching for **[2003] EWCA Civ 31** as a phrase. Change your query to **"[2003] EWCA Civ 31"** and search again. Note how we've greatly narrowed down the number of results. (A handy tip is to sort the search results by date so that we can see the most recent cases that have cited this case.)

Fulltext search

Help ?

"[2003] EWCA Civ 31"

Try also a search in case law for the phrase **"276ADE(1)(vi)"** compared to **276ADE(1)(vi)**. The search handles such alphanumeric terms intelligently to try and cover variations in how you may enter them or how they may be expressed in cases. For example, the search can handle "276ADE (1)(vi)", "276 ADE(1)(vi)", "276 ADE 1 vi" and even "276ADE1vi" to return similar results. Searching for a term such as **"276ADE(1)(vi)"** or **"117D"** as a phrase will help narrow your results.

1.7.2. USING '+' TO REQUIRE A WORD AND '-' TO EXCLUDE

- The search doesn't always require an exact match of every word in your search query. At present, we set it so that searches of 5 or fewer words require every word to be found, while for queries of 6 or more words, a small part of your search (15%) can be skipped. We do this so that you are less likely to receive no results. You can, however, override this with advanced syntax.
- If you want to tell the search that a word **MUST** be found, you can use the + plus character directly before the word. You can use the – minus character directly before a word to tell the search that a word **MUST NOT** be found.

PRACTICAL EXAMPLE: We can see the value of the simple addition of the + character if we go to the 'Search in Country reports' page and search for **Jamaica: Background information, including actors of protection, and internal relocation**. Don't select a country; just search the entire country reports database. Anyone working in the field of immigration or asylum will, of course, instantly spot that we're most likely interested in information on the country of Jamaica, but to the search engine, *Jamaica* is just another string of characters.

While the top result is the report with this title, the other top results tend to be similarly titled Home Office reports for other countries. If we tell the search engine that *Jamaica* must be found by using a + and search again for **+Jamaica: Background information, including actors of protection, and internal relocation** then every result **MUST** contain Jamaica.

You can see how the simple addition of just one character has made a big difference to the relevance of our results.

1.7.3. BOOLEAN OPERATORS 'AND', 'OR' AND 'NOT'

- The search engine supports the well-known Boolean operators **AND**, **OR** and **NOT**. Make sure you always **type them in UPPERCASE** so that the search knows they are to be treated as Boolean operators.
- The **AND** operator narrows your search to results containing both words that are joined by this operator. The **NOT** operator excludes the word that follows this operator. For example, a search for **Pakistan AND Taliban NOT Afghanistan** will find items that contain both the words 'Pakistan' and 'Taliban' but do not contain the word 'Afghanistan'.
- You'll probably find the **OR** operator be most useful Boolean operator. It will allow you to widen your searches and it's particularly useful if you are searching for a term that can be expressed in several different ways.

PRACTICAL EXAMPLE: Go to the 'Search in Case law' page and enter **ISIS OR "Islamic State" OR ISIL OR Daesh** in the 'Fulltext search' field and click to search (note that we've used quotation marks so that we find Islamic State as a phrase). Using OR allows us to search for several different possibilities with a single search. It will find considerably more cases compared to searching for just a single term such as **ISIS**. It also more convenient than performing separate searches.

Search in Case law

Fulltext search

Help ?

ISIS OR "Islamic State" OR ISIL OR Daesh

We could also use OR to search for a case by name or by neutral citation to broaden a search. For example, **"NA (Pakistan)" OR "[2016] EWCA Civ 662"**.

1.7.4. GROUPING YOUR QUERY INTO CLAUSES

- You can use parentheses/round brackets together with the Boolean operators outlined above to group your search into separate clauses. This enables you to build more complex queries.
- Grouping also avoids ambiguity if you are using different Boolean operators in a single search. For example, the query **one AND two OR three** is not entirely clear. We can make it clear by grouping it to either **one AND (two OR three)** or to **(one AND two) OR three**. Each bracketed clause is processed separately.
- If you are using grouping and multiple Boolean operators, make sure that all the terms in your query are joined by a Boolean operator. For example, don't enter **one (two OR three)**, specify it clearly as **one AND (two OR three)**.

PRACTICAL EXAMPLE: Go to the 'Search in Case law' page and enter **("276B" OR "276A") AND "lawful residence"** as your query and search.

Fulltext search

Help ?

("276B" OR "276A") AND "lawful residence"

The bracketed clause is handled separately. In effect, the search first finds any cases with either '276B' or '276A' and it then searches only those cases to find 'lawful residence'.

1.7.5. PROXIMITY SEARCH TO FIND WORDS NEAR EACH OTHER

- Proximity searches enable you to find the words near each other.
- To perform a proximity search, wrap you search terms in quotation marks and add the ~ tilde character directly after the closing quotation mark and then a numerical proximity value directly after the tilde character **"like this"~5**. The numerical proximity value specifies within how many words we want to find our search terms.
- Proximity searches may initially seem complex, but they are only slightly more advanced than a normal phrase search and they can be very useful. A proximity search is helpful, for example, if you are searching for something that can be expressed in different ways.

PRACTICAL EXAMPLE: Here are a few examples of terms used in different cases to refer the same document: 'guidance document entitled *Adults at Risk in Immigration Detention*', 'Guidance on adults at risk in immigration detention', 'Adults at Risk guidance'. We can find all of these with just one proximity search by looking for the relevant words near each other.

Go to the 'Search in Case law' page and enter **"adults risk guidance"~10** as your search term and click to search. By looking for the key words within 10 words of each other, we should find most references to the guidance we are searching for.

Search in Case law

Fulltext search Help ?

We could also use the Boolean OR operator to find references to either 'guidance' or 'policy' by searching for **"adults risk guidance"~10 OR "adults risk policy"~10**. We could widen the proximity to within 20 words to get more results that might be relevant by simply changing the numerical value and searching for **"adults risk guidance"~20**.

TIP: A proximity search can help increase the recall of results compared to a phrase search as it will also find near matches rather than only exact matches.

PRACTICAL EXAMPLE: We will get more results if we go to the 'Search in Case law' page and search for **"sham marriage"~8** compared to searching for the exact phrase **"sham marriage"**. The proximity search will also pick up relevant matches such as 'the marriage was a sham'.

- Note that word order does matter when calculating the required proximity value, though it can be somewhat hard to understand. For example, **"conductive to the public good"~1** will work because the words are within one word of each other, but **"to the public good conductive"~1** gets no results. We would need **"to the public good conductive"~5** to get all results because the order is calculated from left to right and we need an additional 5 steps to move 'conductive' to the start. Don't worry if that is not immediately understandable: you can experiment with increasing or decreasing the proximity value if you find your search isn't returning the expected number of results.

1.7.6. BOOSTING A WORD

- You can boost a search word by use the caret symbol ^ followed by a numerical boost factor directly after the word to be boosted **like this^2**. This tells the search that a word is more important and should be given more weight so that results particularly relevant to this term will be ranked higher in your results.
- A numerical value of 2 will be enough to boost a word, but you can experiment with higher values as needed. Try up to 10 for a moderate boost, try 20, 30 or more for a bigger boost.

PRACTICAL EXAMPLE: If we return to the example of ‘*Home Office delay*’ (as used in section 1.3. of this guide), we can see how boosting a word affects our results. Go to the ‘Search in Case law’ page, enter **Home Office delay** as your search terms and click to search. Note a few of the top results.

Search in Case law

Fulltext search

Help ?

home office delay^5

Now boost the word ‘*delay*’ by a factor of 5 by changing your query to **Home Office delay^5** and search again. Note how the top results change to become especially relevant to ‘*delay*’. (We could also combine this search with the example in section 1.3. and set ‘Relevance bias to ‘Text’.)

- You can also apply a boost to any phrases within a query. Type the ^ character and the boost value directly after the closing quotation mark of the phrase you want to boost.

PRACTICAL EXAMPLE: Go to the ‘Search in Case law’ page, enter **"new matter" "grounds of appeal"** as your search terms and search. Note a few of the top results. Then boost the phrase ‘*new matter*’ by changing your search to **"new matter"^10 "grounds of appeal"**. Note how the top results change to reflect the extra weight given to ‘*new matter*’.

1.7.7. USING WILDCARDS

- You can use a question mark ? and an asterisk * as wildcards. The ? wildcard matches a single character. The * wildcard matches zero or more sequential characters.
- Wildcards cannot be used within quotation marks. This means wildcards cannot be used within a phrase or within a proximity search.
- You should note that wildcards do not undergo analysis for relevance. This means that if your search query contains only a single term with a wildcard (or only all terms with wildcards), your search results will be sorted by the order in which the search has stored them. You will find it preferable to sort any such searches by date to get the results in an understandable order. If your query also includes other terms without wildcards, results will be correctly sorted by relevance.

TIP: The ? wildcard is useful for alternate spellings or if you are unsure of spelling.

PRACTICAL EXAMPLE: Go to the ‘Search in Country reports’ page, select ‘Afghanistan’ as your country, enter **Tal?ban** as your query and search.

Fulltext search

Help ?

Tal?ban

This finds both 'Taliban' and 'Taleban'. As explained above, as we are performing a pure wildcard search without any additional terms, the results will be sorted by the order in which the search has stored them. To improve the sorting, we can click to sort this search by 'Date of Publication'.

TIP: The * wildcard can be useful to use a suffix to broaden a search term. For example, *brutal** will find *brutal*, *brutality*, *brutalised*, *brutalising*, *brutalities*, etc. Like most search engines, EIN uses a stemming algorithm to help broaden searches by stemming some words to a common root word (e.g., 'deported', 'departing' are stemmed to 'depart'), but you will usually not know if a term you are searching for has or has not been stemmed.

PRACTICAL EXAMPLE: Go to the 'Search in Country reports' page, select 'Kenya' as your country, enter **police AND (violen* OR brutal*)** as your query and search.

Search in Country reports

Fulltext search

Help ?

police AND (violen* OR brutal*)

By using wildcards, we are broadening the number of relevant words in our results. We have also used a Boolean query with grouping to further broaden the search.

As we also have a non-wildcard term in this search, our results are sorted by relevance as normal.

NOTE: If you ever find any search on EIN that is returning unexpected results or is not functioning as you would expect, we'd welcome if you could sent a report to support@ein.org.uk. We will investigate to see if there is something that needs adjusting or improving.

1.8. USING THE SEARCH FILTERS

- The search filters are displayed on the right-hand side of each search page, underneath the sort block. The available filters will change depending upon which search you are using.
- You use filters after you have performed a search to narrow down your results. The number in brackets on the right of a filter shows how many results selecting that filter will find. Click on a filter option to select it and apply the filter.

▼ Filter by date of publication

(-) 2020 (52)

2019 (136)

2018 (152)

- When a filter option is selected, you will see a (-) to the left of that option denoting that it is selected.
- The 'search summary' block will also show which filter options you have selected.



Case law search summary

58 results found

[Reset filters](#)

[\(-\) Court of Appeal](#)

[\(-\) Upper Tribunal \(Immigration and Asylum Chamber\)](#)

- Search filters on EIN are inclusive: if you select two different filters, your search results will contain items with either filter rather than only items with both.
- You can click on any selected filter to deselect and remove it. The 'search summary' block also includes an option to 'Reset filters' which will remove all applied filters.

2. CREATING BUNDLES

This section of the guide will take you through the process of creating bundles.

It's best to think of 'bundles' on EIN as being two separate and distinct stages involving two different types of bundles:

Stage 1) Create and save **content bundles of documents** on the EIN website in a similar way to saving favourites in your browser or files in a folder on your computer.

Stage 2) Use the downloadable Bundle-Maker to create a **paginated and indexed court bundle** in Microsoft Word for Windows

While the two work together seamlessly, please note that **you don't need one to use the other**. This may not be entirely clear now, but you'll understand it as you learn how to use the bundle functions.

The help guide available on EIN at <https://www.ein.org.uk/help/bundle-help-index> covers bundles in more detail. This training guide will take you through the process of creating a bundle, as we think this is the best way to quickly learn.

TIP: Refer to the bundle help guides on the EIN website to get more in-depth help on bundles.

2.1. CREATING AND SAVING CONTENT BUNDLES ON THE EIN WEBSITE

- Content bundles as created and saved on the EIN website act like favourites in your browser or folders on your computer.
- You can create as many content bundles as you like. They are saved on the EIN website and are personal to your account. You can access them on any device whenever you log in to EIN. You can edit and delete bundles as required. If you don't delete a content bundle, it will remain on EIN for as long as you are a member of EIN.
- As we will see later, you can also export these content bundles to turn them into paginated and indexed Word or PDF format court bundles, but content bundles on the EIN website are very useful even if you don't need to create court bundles.


TIP: You can use content bundles on the EIN website as a way of saving information for future reference, even if you don't need to create court bundles. For example, you could create a content bundle on 'Article 8' where you save relevant and useful case law on this topic. You can add new cases and delete old cases as required.

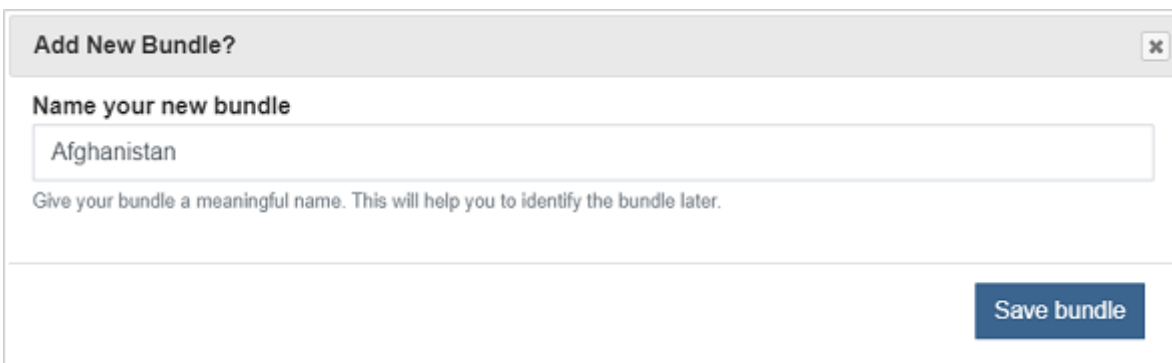
We will now go through the process of creating a content bundle and saving items to it.

2.1.1. CREATE A NEW CONTENT BUNDLE

- The first step is to create a new content bundle. Again, you can think of this as like creating a new folder on your computer.
- There's a couple of ways to create a new content bundle, but we'll use the 'Content bundles' block that appears on the right of the page when you are viewing any case law, country reports, legislation or resources. In order to follow this guide, you should visit any case or a country report on EIN.



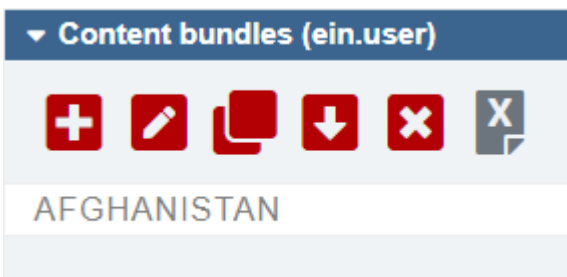
- If you haven't previously created any content bundles, you'll only have one command on the toolbar to create a new bundle. Click on the  'Add new bundle' button and enter a name for your bundle in the popup that appears and click to 'Save'.

A screenshot of a dialog box titled "Add New Bundle?". The dialog has a light gray background and a close button (an 'x' in a square) in the top right corner. Below the title, there is a section labeled "Name your new bundle" with a text input field containing the word "Afghanistan". Below the input field, there is a small line of text: "Give your bundle a meaningful name. This will help you to identify the bundle later." At the bottom right of the dialog, there is a dark blue button with the text "Save bundle".


For this guide, we'll just create a generic content bundle on 'Afghanistan' and we'll use that as the name.

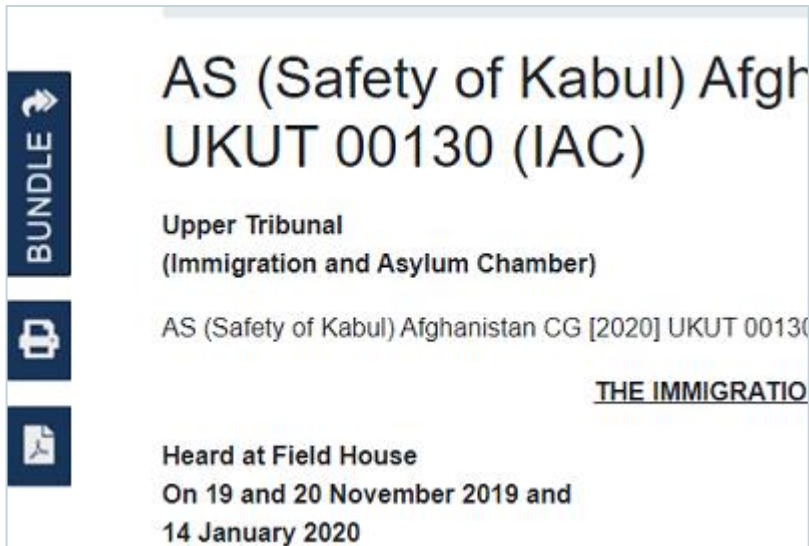
TIP: You could end up creating dozens or even hundreds of bundles so pick a name that will best help you identify your bundle (e.g., the topic or the client/appellant name). You can edit bundle names later if required.

- When you create a content bundle, the toolbar expands with new buttons. If you hover your cursor over a button, a tooltip will appear to let you know what the button does.

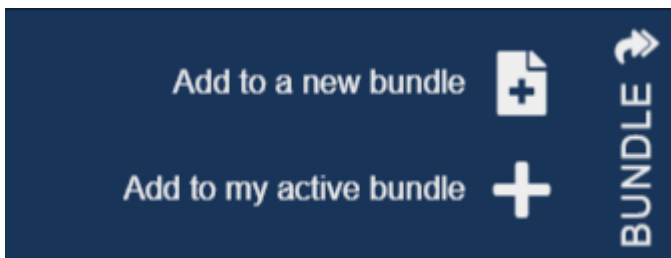


2.1.2. ADDING ITEMS TO A CONTENT BUNDLE

- Once you've created a bundle, you can add items to it.
- When you are viewing an item that can be added to a bundle (which means case law, country reports, legislation and resources), you'll see a prominent **BUNDLE**  'BUNDLE' command displayed vertically on the far left of the page.



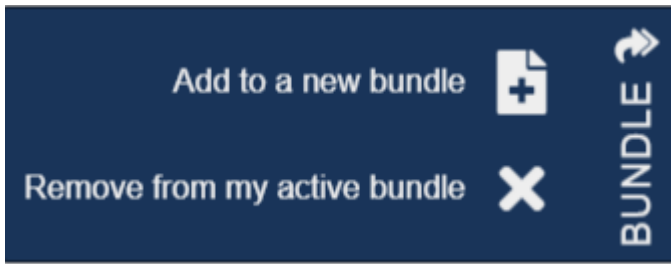
- Click on the 'BUNDLE' command and it will expand to show two new commands: 'Add to my active bundle' and 'Add to a new bundle'. The 'Add to my active bundle' command will add the item to our current bundle so that is the one we will use.



- Click the 'Add to my active bundle' command. The item you add will appear in your 'Content bundles' block.




- The list of items in your bundle in the 'Content bundles' block are links to the original document on EIN, allowing you to easily revisit any item in your bundle.
- When you revisit an item that is in your current active bundle, you'll notice that the command to 'Add to my active bundle' has changed to 'Remove from my active bundle'.



This allows you to easily remove unwanted items from a bundle. You can also click the red **X** on the right of the item in the 'Content bundles' block to remove an item from your bundle.

- After adding your first item, repeat as necessary to add further items to your bundle.

2.1.3 EDITING A CONTENT BUNDLE, INCLUDING DELETING AND CLONING

- To **edit** a content bundle, click the  'Edit active bundle' button in the 'Content bundles' block to visit the edit page.
- You can edit the title of your bundle and you can drag and drop items to reorder them in the order you require. You can also click on the red table headings to sort items by that heading. Click again on the heading to switch between descending and ascending (denoted by a down arrow and an up arrow).


Edit bundle Afghanistan


Title

Afghanistan

Give your bundle a meaningful title

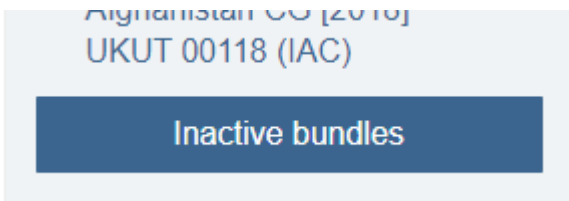
Title	Date of Publication	Content type [▲]
AS (Safety of Kabul) Afghanistan CG [2020] UKUT 00130 (IAC)	01 May 2020	Case Law
A.S.N. and Others v. The Netherlands (App nos. 68377/17 and 530/18)	25 February 2020	Case Law
KA (Afghanistan) v Secretary of State for the Home Department [2019] EWCA Civ 914	06 June 2019	Case Law
ST (Afghanistan) v Secretary of State for the Home Department [2018] EWCA Civ 2382	31 October 2018	Case Law
AS (Safety of Kabul) Afghanistan CG [2018] UKUT 00118 (IAC)	23 March 2018	Case Law
Country Policy and Information Note - Afghanistan: security and humanitarian situation (May 2020)	18 May 2020	Country Report
Afghanistan: Security Situation in Kabul City (April 2020 Update)	20 April 2020	Country Report

- Always remember to click the 'Save' button to save your changes.
- To **delete** a bundle, click the  'Delete active bundle' button in the 'Content bundles' block. You'll be prompted to make sure you want to go ahead (once a bundle is deleted, there's no way to get it back).

- To **clone** a bundle, click the  'Clone active bundle' button in the 'Content bundles' block. This creates an identical copy of your bundle. You'll find cloning useful if you have a bundle that you want to build upon whilst also keeping the original bundle intact. You'll be prompted to give your cloned bundle a name, but you can keep the default 'Clone of ...' name if you want. Then click the 'Save' button to create your cloned bundle.

2.1.4. SWITCHING BETWEEN CONTENT BUNDLES

- When you create a new content bundle, note that it will become your new active bundle. This means that if you have any previously created bundles, they will become inactive. You can only have one active bundle at one time.
- You can easily switch between your content bundles to make whichever one you want your active bundle. To do this, you can use the 'Content bundles' block. Scroll to the end and you'll see the 'Inactive bundles' command.




- Click on 'Inactive bundles' to expand and show the list of your bundles. You then simply click on the title of the required inactive bundle to make it your active bundle.

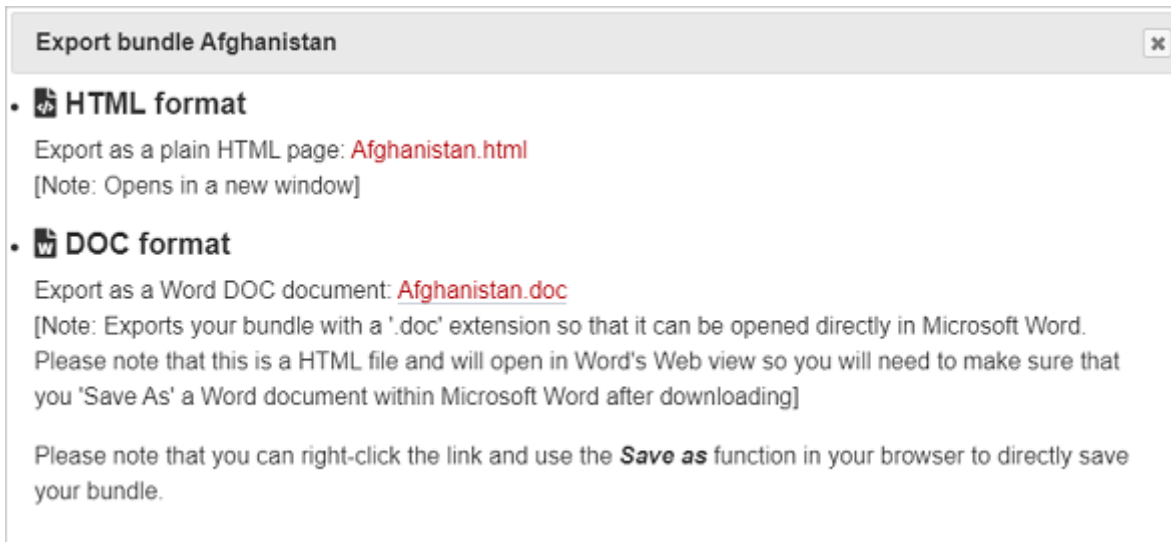


- You can also use the 'My bundles' page to switch between your content bundles and to perform several other actions on your content bundles (as detailed in section 2.1.6. below).

2.1.5. EXPORTING A CONTENT BUNDLE

- Exporting a content bundle turns it from a collection of links into a single document containing the full text of all the items in your content bundle. (Or if you created any excerpts in your bundle, the exported bundle will export these excerpts – see section 2.1.7. below for excerpts.)

- The main reason for exporting a content bundle is if you want to turn it into a paginated and indexed legal bundle using the Bundle-Maker add-in for Microsoft Word (which we will cover in section 2.2. of this guide).
- To export your bundle, click the  'Export active bundle' button in the 'Content bundles' block. A popup will open offering you the choice of exporting to HTML format (which open in your browser) or DOC format (which will be downloaded locally to your computer and will open in Microsoft Word).

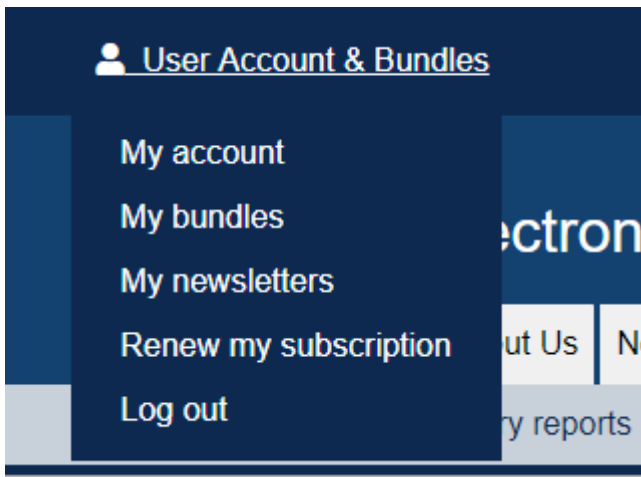


- If you are exporting your content bundle in order to create a paginated and indexed legal bundle in Microsoft Word, we recommend exporting to DOC format.

NOTE: As noted on the export popup, the DOC format export is a HTML page with a '.doc' extension rather than a proper '.doc' document. We do this as it's the fastest and most accurate way we've yet found of getting content from the EIN website into Microsoft Word (your content bundle will open perfectly in Word, with all formatting preserved). Please make sure you save your content bundle as a proper Word document (.docx or .doc) in Microsoft Word after exporting it.

2.1.6. USING THE 'MY BUNDLES' PAGE

- The 'My bundles' page allows you to manage your content bundles.
- You can search your content bundles, sort your content bundles by date or by title, and you can switch between your bundles. You can also edit, export, clone and delete your content bundles from here too.
- Once you have created several bundles, you'll probably find the 'My bundles' page is easier to use to manage your bundles than the 'Content bundles' block we've previously been using in this guide.
- To go to the 'My bundles' page, click the 'User Account & Bundles' menu, which you'll find on the top left of every page on EIN. The menu will expand and reveal the 'My bundles' link.



- Click on the 'My bundles' link to open the 'My content bundles' page. We use text rather than icons for the commands on this page so you should find it straightforward to perform the required action.

My content bundles

This is a listing of all your current content bundles. You can click on any item in a bundle to go to that item. Click [here](#) to create a new bundle.

Filter by word(s) in bundle name:

Sort by:

Title: A to Z ▾

[Apply](#) [Reset](#)

Afghanistan

[Make this my active bundle](#) | [Edit](#) | [Export](#) | [Clone](#) | [Delete](#)

Contents

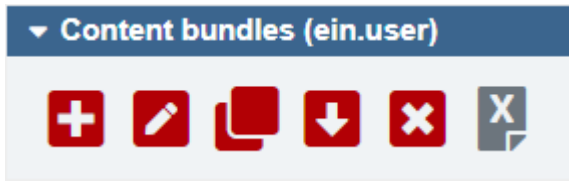
1. [AS \(Safety of Kabul\) Afghanistan CG \[2020\] UKUT 00130 \(IAC\)](#)
2. [A.S.N. and Others v. The Netherlands \(App nos. 68377/17 and 530/18\)](#)

TIP: Once you have mastered creating content bundles and built-up a collection of bundles, the 'My bundles' page is the easiest way to manage and switch between your bundles.

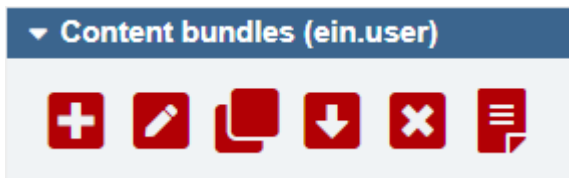
2.1.7. CREATING AND ADDING EXCERPTS TO A CONTENT BUNDLE

- You can select and add excerpts from items on EIN to a content bundle rather than adding the whole text of an item. It's useful, for example, if a case or a country report is very long and only a portion of it is relevant for your bundle.
- The first thing to note is that there is an 'Excerpt mode' on the EIN website and it can be set to either **on** or **off**. You need it to be set to **on** to create excerpts.

- When 'Excerpt mode' is **off**, the final button on the 'Content bundles' block toolbar will be grey with an 'x' off icon. Click it to switch 'Excerpt mode' **on**.

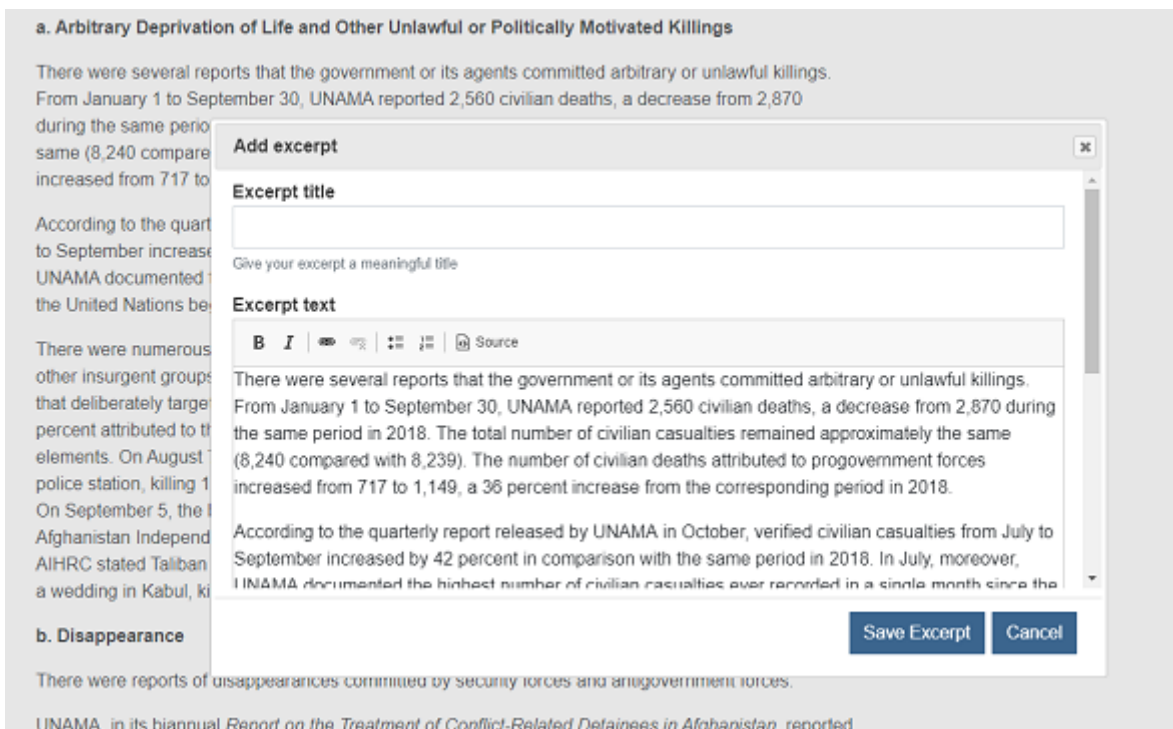


- When 'Excerpt mode' is **on**, the button is red with a three-line text excerpt icon. Click it to switch 'Excerpt mode' **off**.



NOTE: We have an **on/off** setting for 'Excerpt mode' so that you can choose not to have the excerpt function interfere with selecting text on a page. As you will see below, when 'Excerpt mode' is **on** a popup will appear whenever you select text from a case or a country report on the EIN website. You can simply click the button on the 'Content bundles' block to turn 'Excerpt mode' **off** to stop this happening.

- With 'Excerpt mode' set to **on**, select some text from a case or a country report. A popup will open with the text you've selected (sometimes there might be a slight delay in the popup appearing). If required, you can choose to give your excerpt a title. If you choose not to give your excerpt a title, a generic title will be used (in the format [untitled excerpt 0], [untitled excerpt 1], etc).





- Check the excerpt text is correct. If so, click 'Save Excerpt'. If incorrect, 'Cancel' and try again.



- If you scroll up, you will see the excerpt(s) will appear at the top of the page, above the title (in an expandable block which you click to open and close).

▼ My excerpts from 2019 Country Reports on Human Rights Practices: Afghanistan

Excerpt one

There were several reports that the government or its agents committed arbitrary or unlawful killings. From January 1 to September 30, UNAMA reported 2,560 civilian deaths, a decrease from 2,870 during the same period in 2018. The total number of civilian casualties remained approximately the same (8,240 compared with 8,239). The number of civilian deaths attributed to progovernment forces increased from 717 to 1,149, a 36 percent increase from the corresponding period in 2018.

- Under each individual excerpt, there are buttons to  edit and  delete each excerpt.
- An excerpt icon appears on the left of an item in your ‘Content bundles’ block to denote that it contains an excerpt.

▼ Content bundles (ein.user)

AFGHANISTAN

 2019 Country Reports on Human Rights Practices: Afghanistan 

- Excerpts is probably the trickiest aspect of content bundles so you may need to practice creating excerpts a few times to successfully master it.

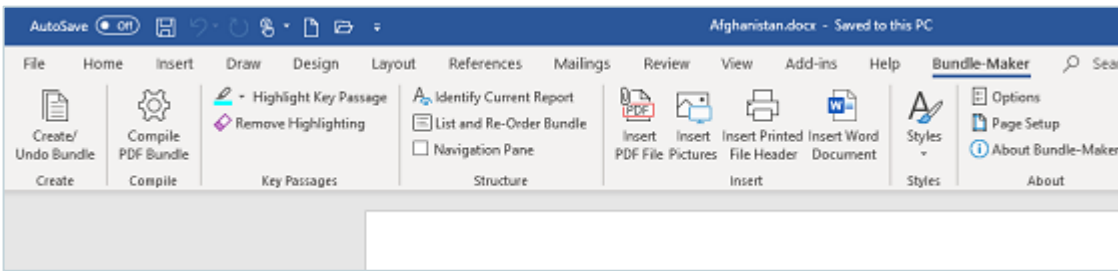
TIP: If there’s any new content bundle features that you think would be helpful, please drop us an email at support@ein.org.uk. Your feedback helps us improve the website.

2.2. CREATING A PAGINATED LEGAL BUNDLE IN MICROSOFT WORD

The second stage of bundles is creating a paginated and indexed court bundle in Microsoft Word for Windows.

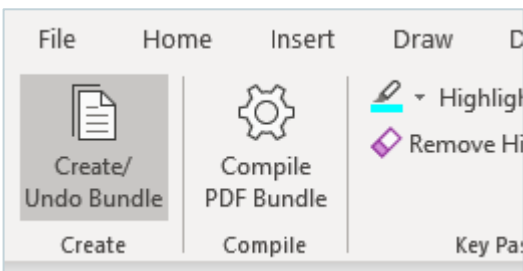
- You work in the familiar environment of Microsoft Word for this stage and you work with files that are locally on your computer – once you’ve exported your bundle (see section 2.1.5. above) there’s no connection with the EIN website.

- The bundle you create will be a normal Word document that you can save and edit like any other Word document.
- Make sure you have downloaded the latest Bundle-Maker from the EIN website and installed it. When installed, you'll see a 'Bundle-Maker' tab in your Word menu ribbon.

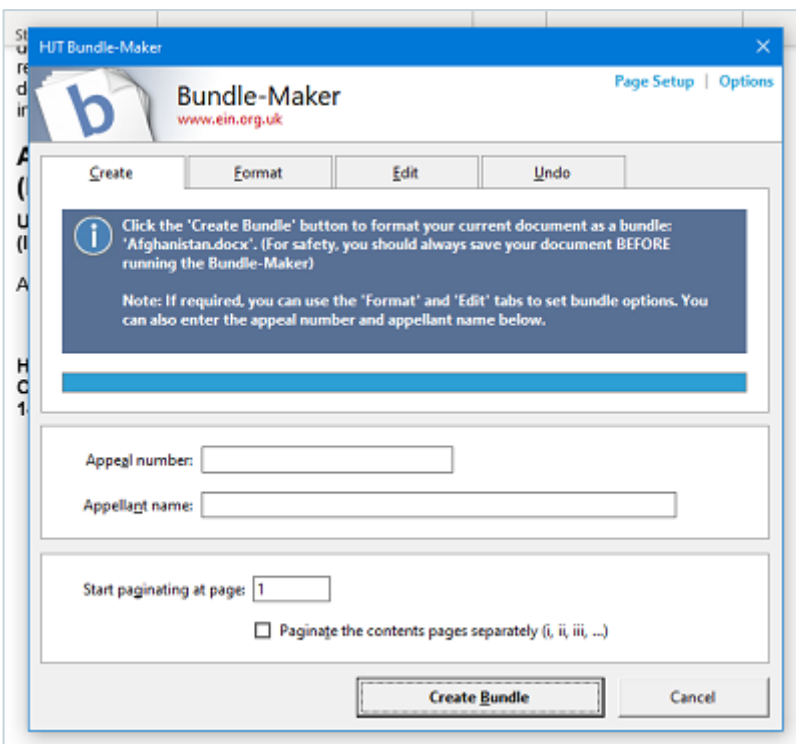


2.2.1. RUNNING THE BUNDLE-MAKER IN WORD

- After exporting your content from the EIN website and opening it in Microsoft Word, you can run the Bundle-Maker to create a paginated and indexed court bundle.
- Click on the 'Create/Undo Bundle' command on the Bundle-Maker ribbon.



- The Bundle-Maker will open.



- Click the 'Create Bundle' button. The Bundle-Maker will do its work and a few seconds later, you'll have a fully paginated and indexed bundle, complete with a First-Tier Tribunal cover page.

APPEAL NUMBER: 12345

**IN THE FIRST-TIER TRIBUNAL
(IMMIGRATION AND ASYLUM CHAMBER)**

BETWEEN:

A NAME
Appellant

and

SECRETARY OF STATE FOR THE HOME DEPARTMENT
Respondent

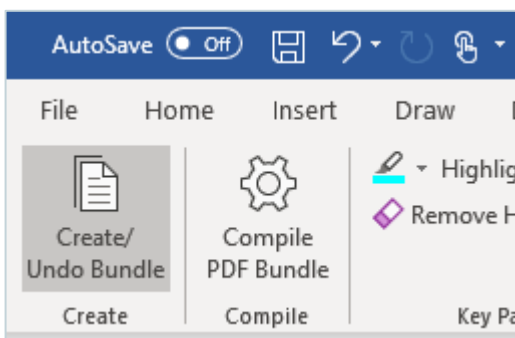
APPELLANT'S BUNDLE

No.	Description	Page
1.	AS (Safety of Kabul) Afghanistan CG [2020] UKUT 00130 (IAC)	2
2.	A.S.N. and Others v. The Netherlands (App nos. 68377/17 and 530/18)	74
3.	UK Home Office, Country Policy and Information Note - Afghanistan: security and humanitarian situation (Mss: 2020). 18 Mss: 2020	111

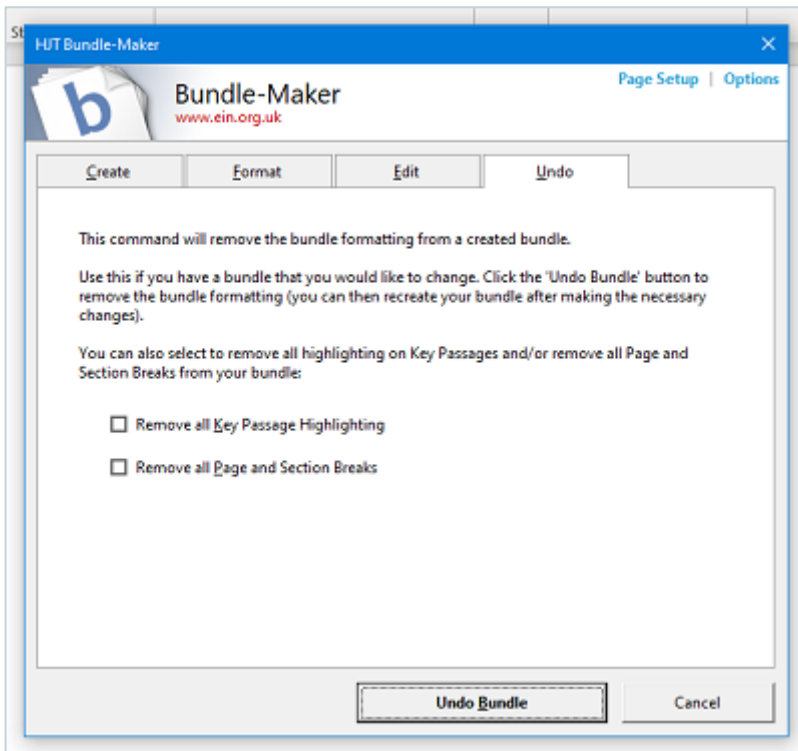
- Remember that this is a normal Word document and you can type on it and edit it as required.
- One thing to watch out for if your bundle begins on page 1 and you edit the contents page(s), is to make sure you don't upset the main bundle pagination by pushing the end of the table of contents onto another page. Note that if you set the option on the Bundle-Maker to 'Paginate the contents pages separately (i, ii, iii, ...)' then you can edit the cover page as much as needed and you don't need to worry about upsetting the main bundle pagination.

2.2.2. UNDOING A BUNDLE IN WORD

- The Bundle-Maker includes a useful command to 'undo' a bundle. This quickly removes the formatting of a bundle (the table of contents and, if there is one, the key passage index). It allows you to change or edit a bundle that you have all already created.
- Click on the 'Create/Undo Bundle' command on the Bundle-Maker ribbon to open the Bundle-Maker.



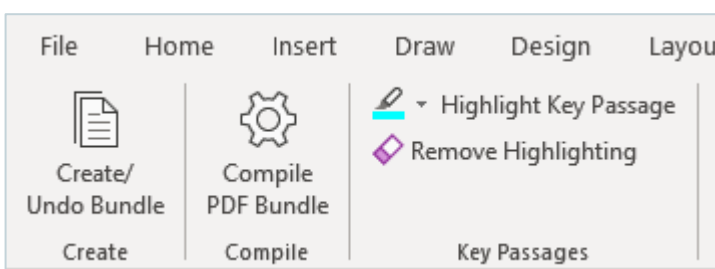
- Click on the 'Undo' tab and click the 'Undo Bundle' button. You can also select additional options to remove all key passage highlighting and/or all page breaks when undoing a bundle.



- After undoing, you can edit your bundle and then simply create it again. You can undo and recreate a bundle as many times as you require.

2.2.3. HIGHLIGHTING KEY PASSAGES

- You can highlight what you consider to be the key passages in your bundle to create a **schedule of essential reading**. The key passages will be appended to a specially created appendix at the end of your bundle (or you can use the Bundle-Maker 'Options' to have it at the start of your bundle).
- There should be no practical limit on the number of key passages you highlight (e.g., you can have hundreds, if required).
- Highlight your key passages before you run the Bundle-Maker.
- To highlight a key passage, you simply select the passage of text within your Word bundle and highlight it. You can either use the 'Highlight Key Passage' command on the Bundle-Maker ribbon (which will highlight in yellow) or you can use Word's own highlighter, including via the Bundle-Maker ribbon. Using Word's highlighter will allow you to choose your own highlight colour.



- The key passage index will be created when you run the Bundle-Maker to create your bundle. The index will show which document the key passage is from and it will show on which page the passage appears in your bundle.

Key Passage Index

From: UK Home Office, Country Policy and Information Note - Afghanistan: security and humanitarian situation (May 2020), 18 May 2020

Reference: Page Number 119

2.4.20 In the country guidance case [AS \(Safety of Kabul\) Afghanistan \(CG\) \[2020\] UKUT 130 \(IAC\)](#) (1 May 2020), the Upper Tribunal, which considered evidence up to January 2020, held that 'There is widespread and persistent conflict-related violence in Kabul. However, the proportion of the population affected by indiscriminate violence is small and not at a level where a returnee, even one with no family or other network and who has no experience living in Kabul, would face a serious and individual threat to their life or person by reason of indiscriminate violence [paragraph 253(ii)].'

Reference: Page Number 120

2.4.21 The Upper Tribunal found 'the level of indiscriminate violence in Kabul is not sufficient to meet the threshold in Article 15(c) QD [paragraph 255].' The Upper Tribunal held that the country guidance in [AK](#), in relation to Article 15(c) of the Qualification Directive, remained unaffected by its decision in [AS \[2020\] UKUT 130 \(IAC\)](#) (paragraph 253(vi)).

2.4.22 Following this assessment, if it is concluded that there is no general Article 15(c) risk, the decision maker must go on to consider whether there are particular factors relevant to the

TIP: The 'Identify Current Report' command on the Bundle-Maker ribbon is useful if you are working your way through a large bundle to highlight key passages and you need to check which report you are currently in. Click your cursor at the current position, click 'Identify Current Report' and a message will appear telling you the full title of the current item.

- To remove a key passage that you no longer need, you can simply select it and remove the highlighting. You can either use the 'Remove Highlighting' command on the Bundle-Maker ribbon or you can use Word's own highlight command and select 'No Color'.

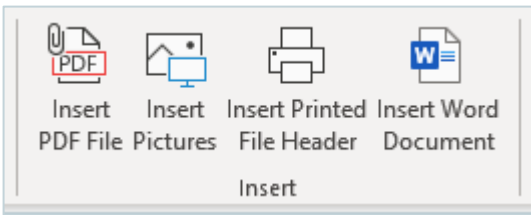
2.2.4. RE-ORDERING THE ITEMS IN A WORD BUNDLE

- You can re-order the items in your bundle using Word's 'Outline View'.
- Click 'List and Re-Order Bundle' on the Bundle-Maker ribbon to switch to Outline View and show only items in Heading 1 style (the Bundle-Maker uses Heading 1 style to identify individual items within a bundle). Drag and drop or use the Outline Tools to rearrange the items in your bundle.

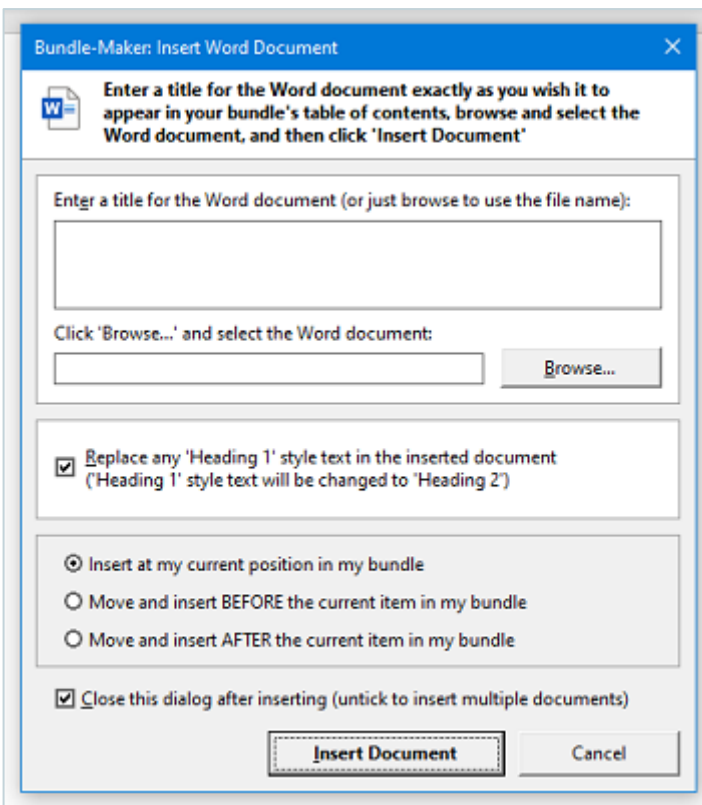
2.2.5. ADDING YOUR OWN MATERIAL TO A WORD BUNDLE

- You will probably want to add your own material to add to a bundle. The Bundle-Maker makes it easy to do this and has inbuilt commands to add images, PDF files and Word documents. There's even a command that lets you easily insert a printed document that only exists in hard copy and not electronically (it inserts a gap in your bundle so that you can later insert the printed document, though you will, of course, need to manually paginate the printed document).

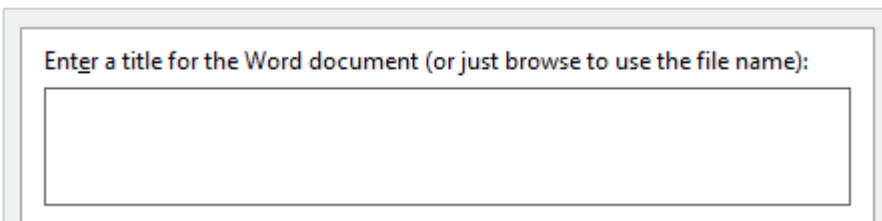
- Click whichever command you require on the 'Insert' section of the Bundle-Maker ribbon.



- This relevant dialog box will open. All four dialog boxes are similar in look and operation, but the commands vary slightly depending on what is to be inserted. Follow the instructions on the dialog when inserting.
- The 'Insert Word Document' dialog, for example, requires you to browse and select your Word document.



- On all insert dialogs, you will need to enter a title for the item you are inserting. The text you enter here will be used in your bundle's table of contents. The Word and PDF dialogs will use the name of the file inserted if you leave it empty before browsing and selecting your file.



- Make sure you insert items in the correct position in your bundle: this means directly before or directly after another item and not in the middle of another item.

- All insert dialogs offer the option of inserting the item at the current cursor position in your Word bundle or moving the cursor to insert the item before or after the current item in your bundle. The latter two options will ensure that you don't make a mistake by wrongly inserting an item in the middle of another item.

- Insert at my current position in my bundle
- Move and insert BEFORE the current item in my bundle
- Move and insert AFTER the current item in my bundle

TIP: Use Word's 'Navigation Pane' to navigate through a long document. The Bundle-Maker ribbon includes a 'Navigation Pane' command for easy access.

- If you are inserting a 'Printed File Header' or inserting a 'PDF File', a gap of the correct number of pages will be added to your bundle when you run the Bundle-Maker. For 'Printed File Headers', you later insert the pages after printing off your bundle. For 'PDF Files', you need to compile a PDF format bundle – this is covered in section 2.2.6 directly below.
- You can also add your own text directly to your Word document bundle – use Word's 'Heading 1' style for your title and don't use it elsewhere in your text. The Bundle-Maker uses 'Heading 1' style when creating the table of contents. No other styles are used.

2.2.6. COMPILING A PDF FORMAT BUNDLE

- PDF files cannot be directly inserted into a Word document. Whilst you could try converting a PDF file to Word format, this can often be difficult. Many PDFs will lose formatting and the resulting conversion may prove unacceptable.
- To get around the problem of converting a PDF to Word, the Bundle-Maker instead inserts a reference to a PDF file in your bundle and adds a gap of the correct number of pages to your Word bundle.

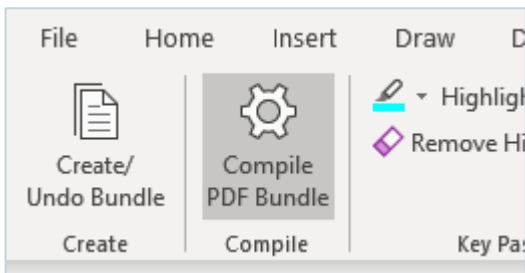
My PDF File, 12 June 2020#pdf=D:\My Files\my_pdf_file.pdf##bundle=15#

File 'D:\My Files\my_pdf_file.pdf' will be inserted here when you compile your finished bundle. **Please do not move or delete the file until you have compiled your bundle. Please do not alter the text within the hash tags above.**

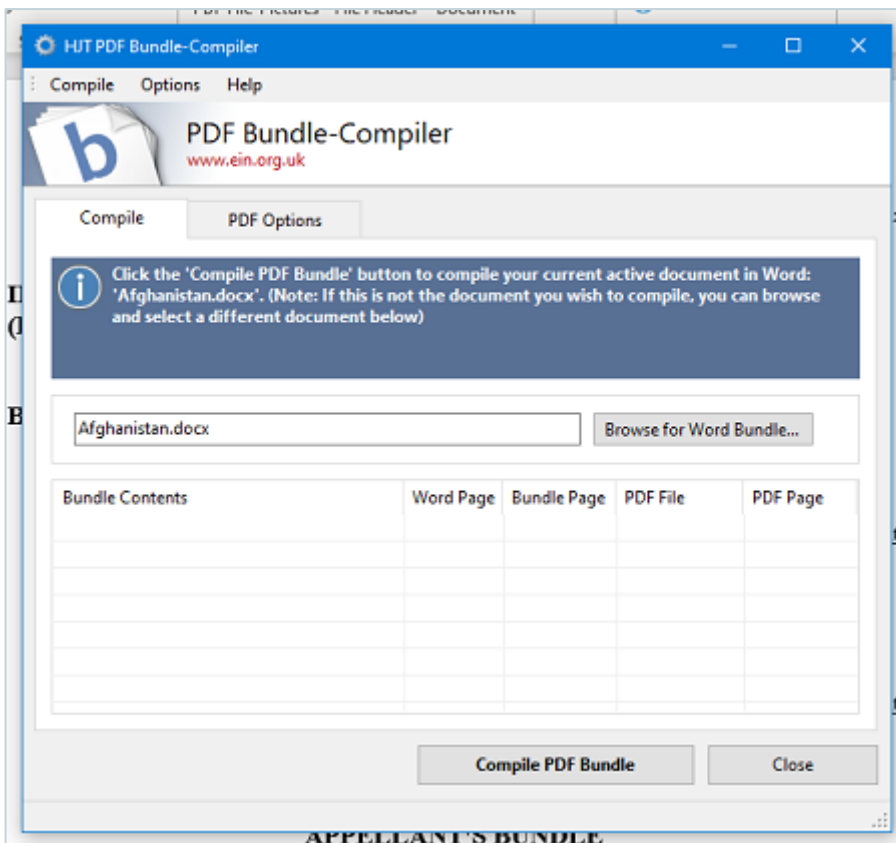
Instructions: Create your bundle as normal using the Bundle-Maker. When your bundle is finished and ready to print, click 'Compile PDF Bundle' on the Bundle-Maker ribbon and run the PDF Bundle-Compiler. The compiler will paginate and insert the PDF file(s) into your bundle, and output your bundle as a single, fully paginated PDF file for easy electronic distribution and/or printing.

- After running the Bundle-Maker to create your bundle, you then need to perform a final step of compiling a PDF format bundle using the PDF Bundle-Compiler.

- Don't move or delete any PDF files added to your bundle until you have compiled it.
- To compile a PDF bundle, click 'Compile PDF Bundle' on the Bundle-Maker ribbon.



- The PDF Bundle-Compiler will open.



- You should note that unlike the Bundle-Maker, this is a separate application and it does not open within Microsoft Word. It will, however, detect your current Word document and will assume this is the document you wish to compile. If it is not, you can browse to select the correct document.
- Click the 'Compile PDF Bundle' button. The PDF Bundle-Compiler will convert your Word bundle to PDF format, find any PDF files inserted as references within your bundle and physically insert the files into the correct place within your bundle. The inserted PDF files will also be paginated.
- When the process is complete, you will be prompted to save your compiled PDF bundle. Save it and it will open in your default PDF viewer (e.g., Adobe Acrobat Reader).
- Your bundle is now a single, fully paginated PDF file. It includes PDF bookmarks with the full title and page range of every item in your bundle.

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APPELLA

No.	Description
1.	AM and BM (Trafficked women) Alb
2.	VD (Trafficking) Albania CG [2004]
3.	SP (Albania) v Secretary of State for
4.	UK Home Office, Country Information (2014), 17 July 2014
5.	US Department of State, Trafficking
6.	European Commission, Albania 2019 Political Criteria and Rule of Law Ch
7.	UK Home Office, Country Policy and (December 2018), 14 December 2018
8.	US Department of State, Trafficking [Excerpt(s)]
9.	Council of Europe Group of Experts (GRETA). Report concerning the im

Bookmarks

- Table of Contents
- 1. AM and BM (Trafficked women) Albania CG [2010] UKUT 80 (IAC) (pages 3-60)
- 2. VD (Trafficking) Albania CG [2004] UKIAT 00115 (pages 61-70)
- 3. SP (Albania) v Secretary of State for the Home Department [2019] EWCA Civ 951 (pages 71-77)
- 4. UK Home Office, Country Information and Guidance - Albania: Trafficking (July 2014), 17 July 2014 (pages 78-95)
- 5. US Department of State, Trafficking in Persons Report 2019: Albania, 20 June 2019 (pages 96-100)
- 6. European Commission, Albania 2019 Report [1. Introduction; 2. Fundamentals First: Political Criteria and Rule of Law Chapters], 29 May 2019 [Excerpt(s)] (page 101)
- 7. UK Home Office, Country Policy and