

A photograph of two rowers in a boat on a body of water at sunset. The sun is low on the horizon, creating a shimmering reflection on the water. The rowers are silhouetted against the bright light.

# WESTLAW UK AND WESTLAW INTERNATIONAL USER GUIDE

JUNE 2013

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# GETTING STARTED

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WESTLAW UK AND  
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USER GUIDE

June 2013

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## LOGGING IN

- Go to **www.westlaw.co.uk** and click the LOG IN TO YOUR SERVICE and Westlaw UK
- Enter your Username and Password
- Enter your Client ID – this can be any characters of your choice to identify the research you are doing and allow you to identify the research you are doing and allow you to track/label/save/email your research trail

## HOME PAGE

Search for insight, case law, legislation, journal articles, current awareness and EU information.

Click the Westlaw UK  
logo at any time  
to return to the  
Home page

Links to access content search pages

The screenshot shows the Westlaw UK homepage. At the top, there is a navigation bar with links: My Folders, Services, RSS Feeds, Alerts, Settings & Tools, Training Tutorial, Help, and Log Out. Below this is a secondary navigation bar with links: Insight, Cases, Legislation, Journals, Current Awareness, EU, Books, and News. The main content area is titled 'Search Westlaw UK' and features a search bar with a 'Search' button. Below the search bar are two columns of checkboxes for search filters: Insight, Cases, Legislation, Journals, Current Awareness, and European Union on the left; and Document Free Text, Document Title, and Terms in Context on the right. At the bottom of the search area are links for 'Natural Language', 'Search Tips', and 'List of Connectors'. To the right of the search area, there are two sections: 'Two great ways to start your legal research' and 'Index of Legal Terms', each with a brief description and links to 'Start searching' and 'More information'. At the bottom of the page, there is a footer with contact information for 24-hour customer support and a Thomson Reuters logo.

Static toolbar  
contains links to  
useful features  
and tools

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## INDEX OF LEGAL TERMS

Search for legal definitions across the online dictionaries:

- *Jowitt's Dictionary of English Law*
- *Stroud's Judicial Dictionary of Words and Phrases*
- *Osborn's Concise Law Dictionary*

You can also include definitions from cases, legislation and journals in your search. Keep up to date on any changes to documents by setting up Alerts or RSS feeds on searches.

## SEARCH METHODS

Every search box supports "terms and connectors" functionality. This means that each search term you enter is treated as a separate word. If you enter words using no connectors Westlaw UK will automatically connect the words using an 'AND' connector and return all documents where your terms appear.

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SEARCH CONNECTORS		
CONNECTOR	SYMBOL	RETRIEVES
AND	& (or a space)	Search terms in the same document:
OR	Or	Either search term or both: <b>car or automobile</b>
Phrase	" "	Search terms appearing in the same order as in the quotation marks: <b>"fiduciary duty"</b>
Grammatical Connectors	/n	Search terms within "n" terms of each other (where n is a number): <b>person /3 jurisdiction</b>
	+n	The first term preceding the second by n terms (where n is a number): <b>capital +3 punishment</b>
Numercial Connectors	/s	Search terms in the same sentence: nuisance /s smell
	/p	Search terms in the same paragraph: hearsay /p admissibility
	+s	The first term preceding the second within the same sentence: burden +s proof
	+p	The first term preceding the second within the same paragraph: right +p counsel
BUT NOT	%	Documents not containing the term or terms following the % symbol: <b>taxation % income</b>
		Use the % connector with caution; it may cause relevant documents to be excluded from your search result.
BUT NOT	!	Additional suffixed endings to words searched: contract! retrieves contracted, contractual, contracting

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## SEARCHING

Search across material types by using free text terms or the title of a document.

- Type your term(s) into the search field with or without connectors
- Select the content you wish to search
- Choose whether to search every word in the document (free text) or just the title
- Choose whether to display **Terms in Context** within your results list
- Click **Search**

\*Please note this content is available as an add-on to a Westlaw UK subscription

## NATURAL LANGUAGE

This search facility does not use terms and connectors but allows you to describe your issue in plain English, for **example**:  
*must a manufacturer disclose the side effects of a drug.*

When you use Natural Language, you retrieve a maximum of 100 results. When your search is complete, the documents are returned in order of relevance.

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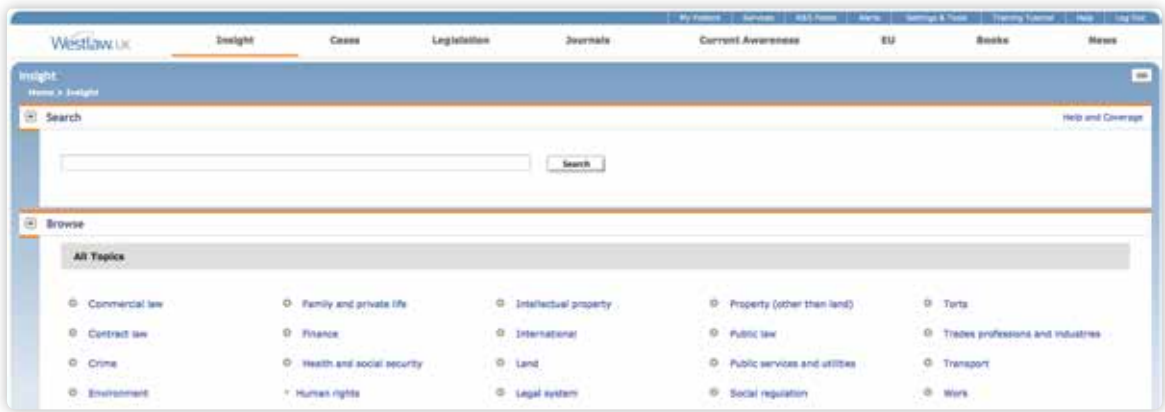
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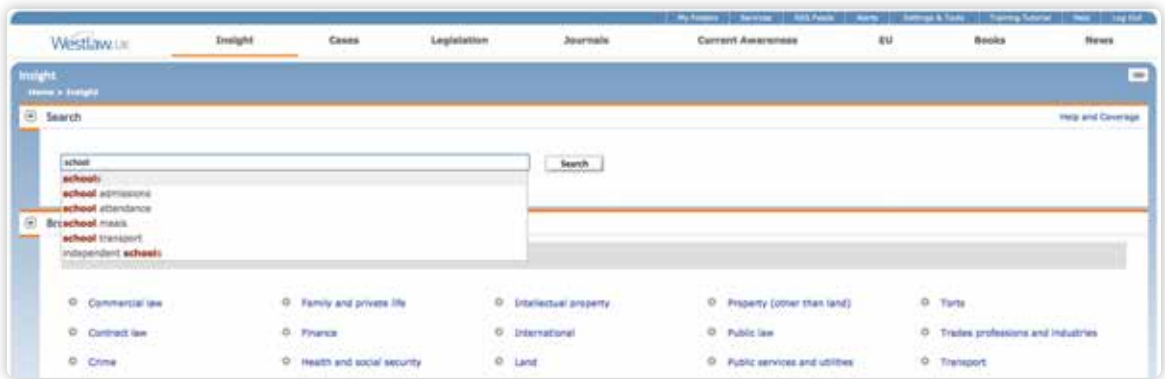
Westlaw UK **Insight** can be found on the first tab of the main navigation bar on Westlaw UK.



**SEARCHING**

Westlaw UK Insight includes intuitive searching via our suggested terms dropdown box.

Suggested terms can help you identify a legal concept or term quickly as well as find terms that match your search criteria, or related terms that you may need to know about.



Once you have entered your search, results will display a simple and clear set of topic results.

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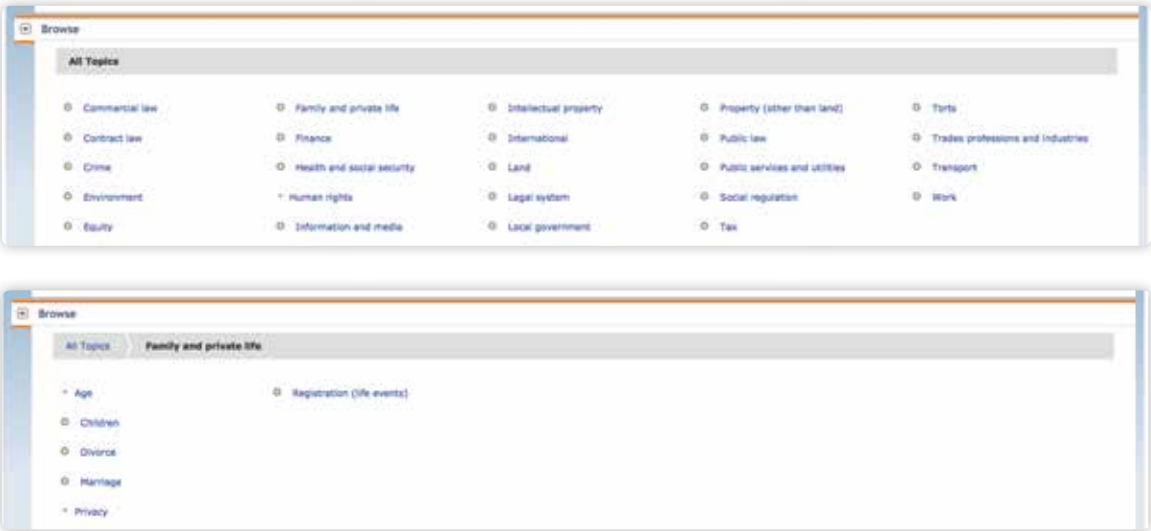
You have the options to Show Terms in Context, allowing you to see how your search applies to each topic

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Westlaw UK Insight search results are returned with the most relevant result at the top, but you can also sort all results by A to Z.

BROWSING

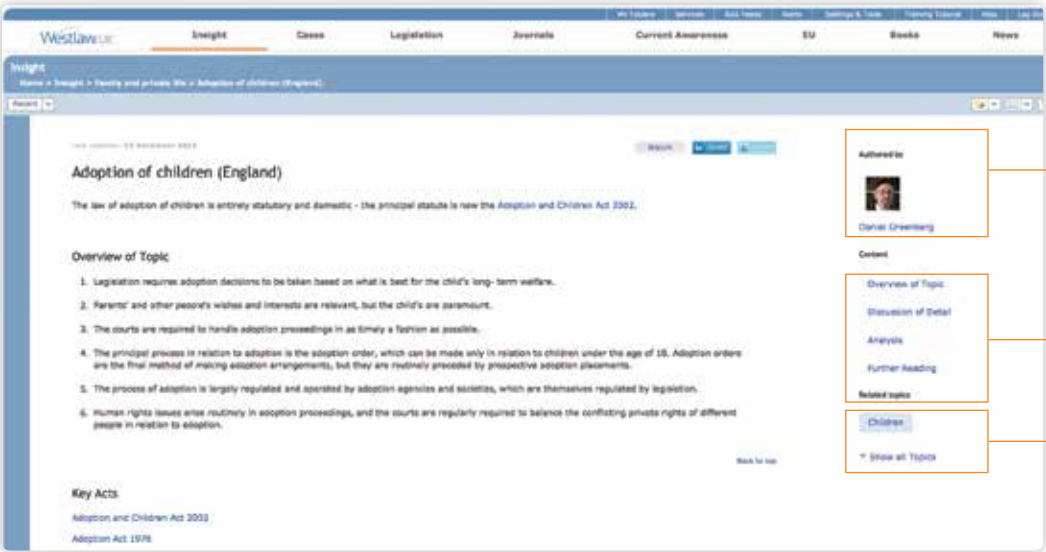
The Insight home page displays 24 top-level fields which broadly cover the main areas of law in the UK. Click on the + icon next to these top-level topics to browse down into more specific areas of law.



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ARTICLE OVERVIEW

Articles are structured in a way that allows you to quickly read and absorb the facts, then link directly to related materials to read further around the subject.



See author  
information  
clearly and link  
to the profile

Jump straight to  
a section within  
the article

Link to related  
topics to read  
further around  
the subject

SEAMLESS LINKING

Created specifically for online, Westlaw UK Insight is designed to be relevant, comprehensive and yet concise.



Links throughout each topic direct you  
quickly and clearly to essential case law,  
statutory material, key concepts and  
areas of complexity/change

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AUTHOR PROFILES

Each article also has a link through to the Author’s Biography, so that you can find out about the authority behind that article, as well as link to their blogs and websites where applicable.

All Insight topics are written by experts in their field – barristers, solicitors and academics.



SOCIAL MEDIA



Westlaw UK Insight is integrated with social media. This means you can share any article via LinkedIn or Twitter using the buttons at the top of the page



The Westlaw UK Twitter feed is also built into Insight, and we'll be tweeting when articles are updated to ensure that our followers are kept updated on changes to the law

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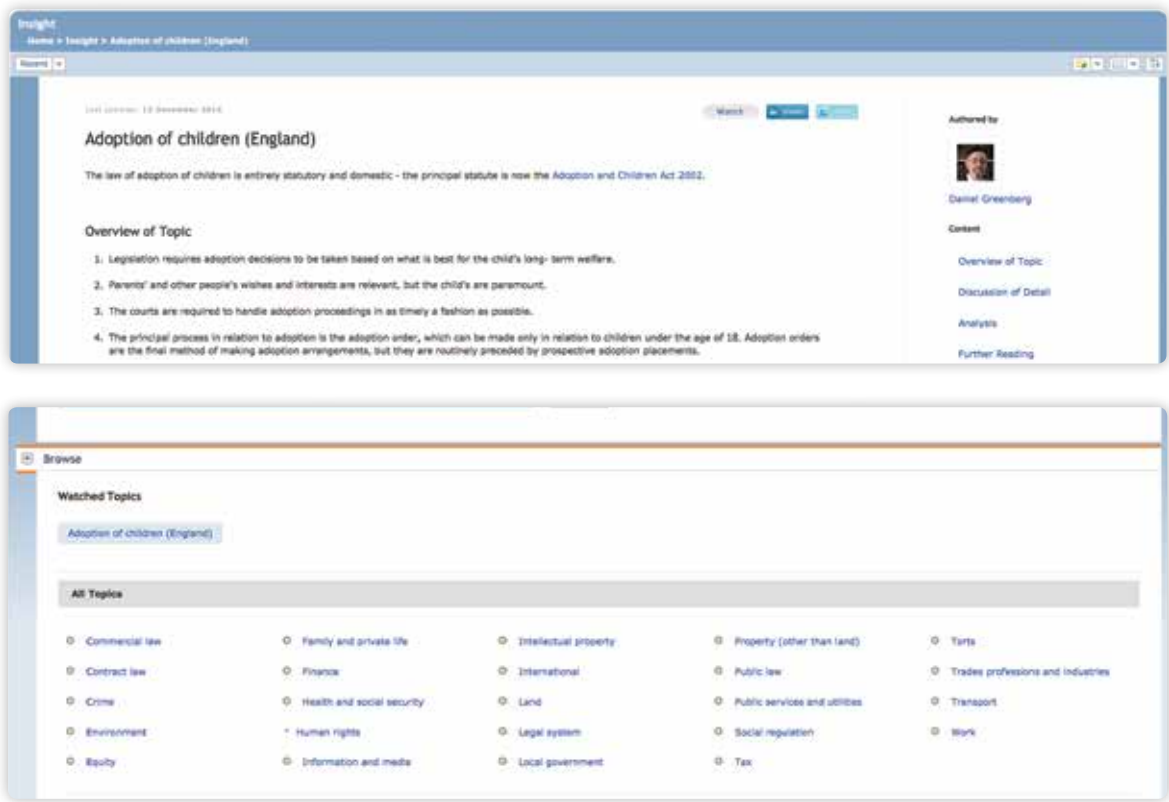
**WATCHED TOPICS**

Simply click the 'Watch' button at the top of an article and it will be added to a Watched Topics section on your Insight homepage.

Next time you log in you'll know when an article has been updated by the icon next to the topic button.

You can also set up alerts to be emailed when an article is updated or build updates into your Outlook, Lotus Notes or intranet via RSS feeds.

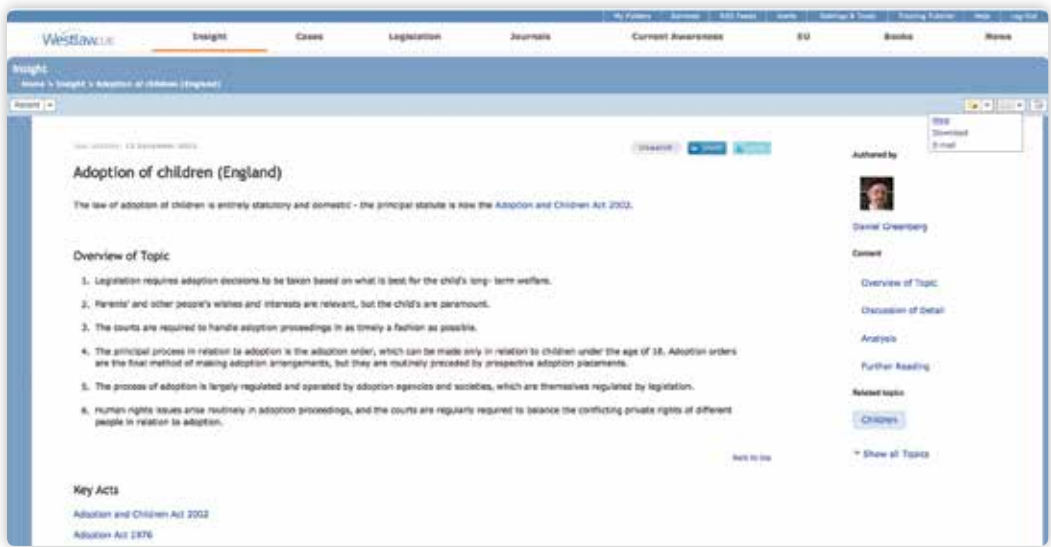
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FOLDER, DOWNLOAD, EMAIL & PRINT

You can add any article to your folders and there are the usual options to download, email and print.



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## FINDING CASE LAW

### BASIC SEARCH

Select the **Cases** link from the top of the screen.

Retrieve cases by entering terms into the Free Text, Party Names or Citation fields.

You can combine any of these fields for a more refined search.



### CASE DEFINITIONS

Use the Term Defined field to find legal definitions in Cases. You can search for a definition across all Cases or in conjunction with the Free Text, Party Names and Citation fields.

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### ADVANCED SEARCH

You can further refine your search by entering additional information such as the court, subject area, judge and date restrictions.

### BROWSING

You can choose to browse Case Analysis Documents or Law Reports and Transcripts. Case Analysis Documents are available for UK case law dating back to 1865.

Once you have selected a report series you will be taken to a list of years or volumes. Select a year/volume to view an alphabetical list of cases.

#### By Year:

1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2010, 2011

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# FINDING CASE LAW

## STATUS ICONS

These appear within your search results list and at the top of the case document, so you can instantly tell the status of a case.

 Indicates that the decision has received positive or neutral judicial consideration and is good law	 Indicates that at least one point of law has been overruled or reversed. This is an immediate notification that the case is no longer good law
 Indicates that the decision has been judicially considered and has received mixed or mildly negative judicial treatment	 Indicates that this case has an appeal outstanding to the Court of Appeal, Civil Division or the Supreme Court












## CASES IN PDF

All law reports published by the ICLR, as well as the English Law Reports, are available in full text and in PDF. Joint subscribers to Westlaw UK and Lawtel will also be able to access PDFs of Official Transcripts. Where PDFs are available you will see  next to your search results. There will also be an option in the top right of the case document.

## SWEET & MAXWELL LAW REPORTS PDFs

All 24 of the law reports series published by Sweet & Maxwell are available to download in PDF.

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CASE ANALYSIS DOCUMENT

Descriptive analysis documents are available for UK, Scottish and EU case law decisions (dating back to 1220 for UK and 1954 for EU). They set a case in its wider context offering links to connected cases, legislation, journals and commentary titles.

Each Case Analysis Document contains the following information (where applicable) with links to the relevant documents on Westlaw UK:

- Summary of the case
- Where Reported
- Case Digest
- Appellate History & Status
- Related Cases
- Significant Cases Cited
- Books
- All Cases Cited†
- Key Cases Citing
- All Cases Citing†
- All Legislation Cited
- Significant Legislation Cited
- Journal Articles



†These sections can be sorted in various ways, including alphabetically and by Court.

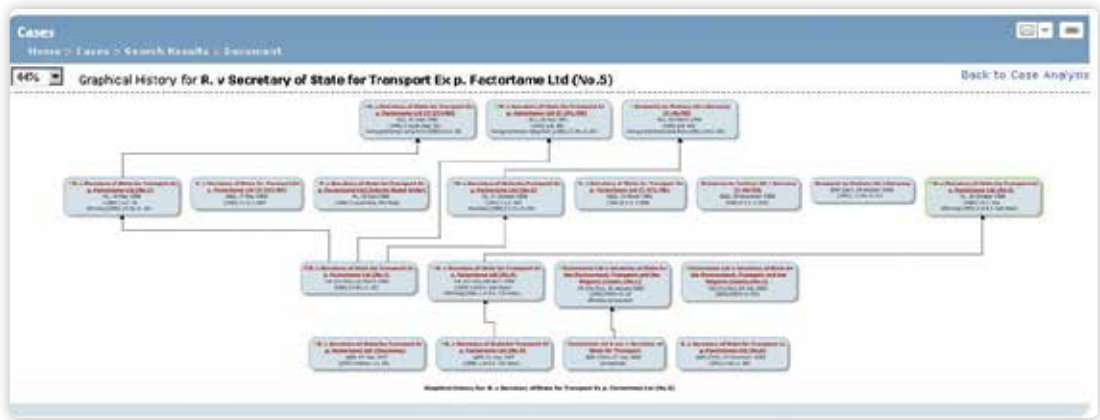
- For an alternative display of the Analysis Document, click on the **Tabular View** option. This will open a new document displaying all the analytical information in easy-to-read tables.

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All Cases Cited		
Case Name	Court	Year
Attorney v TSB	CA 10th	1976/1977
Attorney v TSB	CA 10th	1976/1977
Attorney v TSB	CA 10th	1976/1977
Attorney v TSB	CA 10th	1976/1977
Attorney v TSB	CA 10th	1976/1977
Attorney v TSB	CA 10th	1976/1977
Attorney v TSB	CA 10th	1976/1977
Attorney v TSB	CA 10th	1976/1977
Attorney v TSB	CA 10th	1976/1977
Attorney v TSB	CA 10th	1976/1977

You can view the appellate history and related cases in a graphical display by clicking on **Graphical History**. Cases are displayed top to bottom in reverse order of court level and left to right in chronological order.



You also have the option of saving this graphic display as a PDF file.

CASE ALERTS

- You can set up alerts relating to the case you are interested in by clicking on Create **Case Alert** icon at the top right of the screen. You can choose to be notified when any of the following happen:
- The case has changed status (e.g. had neutral judicial treatment but now has some negative treatment)
- The appeal status of the case has changed (e.g. an appeal has been heard, or an application for permission to appeal has been made, granted or refused)
- Another case has been heard between the same parties on a different point of law
- The case has been cited by another case
- The case has been referenced in a journal article

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# FINDING LEGISLATION

## BASIC SEARCH

Select the **Legislation** link from the top of the screen.

Retrieve either an entire Act/SI, a specific provision, or enter terms in the Free Text field. All legislation documents are updated on a daily basis, Monday to Friday.



## STATUTORY DEFINITIONS

Enables you to find legislative definitions in Acts and Statutory Instruments. You can search for a definition across all legislation or in conjunction with the Free Text and Title fields.

## ADVANCED SEARCH

You can choose whether to restrict your search to current legislation or expand it to include legislation that is no longer in force or yet to come into force.

Selecting Point in Time allows you to search for the full text of a provision as it stood, or will stand, on a particular date and selecting the Since option will retrieve all versions of a provision from the date specified onwards.

Select

☐ All versions including

☒ Law in Force

☐ Historic Law

☐ Prospective Law

☒ Point in Time (dd/mm/yyyy)

☐ Since (dd/mm/yyyy)

Acts: Historic versions back to 1991  
SIs: Historic versions back to 1948

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## BROWSING

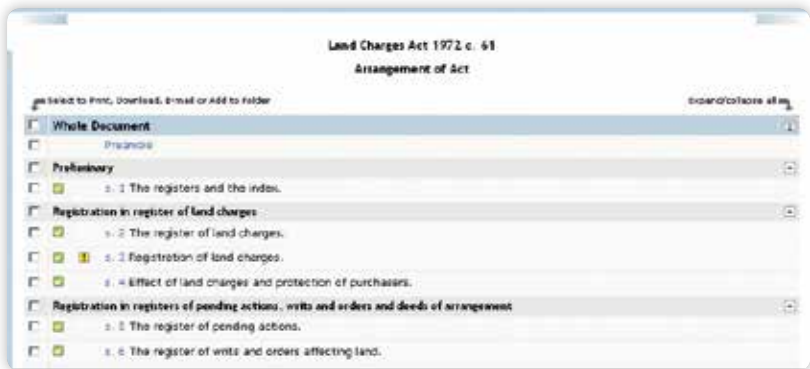
You can choose to browse Public Acts, Local Acts, Church Measures or SIs.

Browse by Year, Title or Jurisdiction. When you get to a list of Acts/SIs you can choose to click the title to access the Arrangement of that Act/SI, or click  to download a PDF version of it. Legislation PDF documents include commencement and amendment details for each provision as well as a status icon and bookmarks, allowing you to jump to any section with minimal clicks.



## ARRANGEMENT OF ACT/SI








All the provisions within a piece of legislation are listed, enabling you to link directly to any section, paragraph, etc.



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### STATUS ICONS

-  Indicates the provision is a prospective version of the law
-  Indicates the provision is not yet in force
-  Indicates the provision is partially in force
-  Indicates the provision is current law in force
-  Indicates the provision has amendments pending
-  Indicates the provision has been repealed
-  Indicates the provision has been superseded

Once in the provision document, use the navigation arrows to browse through versions of amended, repealed or prospective versions of that provision.

Status:  Superseded

**Land Charges Act 1972 c. 61**

**Preliminary**

This version in force from: **July 1, 1991** to **September 30, 1997**

  (version 2 of 3)  

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Westlaw UK provides in-depth analysis at both Act/SI level and provision level.

The **Overview Document** and **General Materials** provide information and links to all material important to a piece of legislation, such as commencement dates, SIs made under the Act and definitions.

A **Prospective Law** table allows you to quickly see all the prospective applied amendments to an Act or SI as well as any amendments pending.

Income Tax (Earnings and Pensions) Act 2003 c. 1

Overview Document

Prospective Law

Commencement

Modifications

Statute

SI Made Under Act

Definition

General Materials

Provision	Amendment notes	Effective date
<a href="#">Pt 1 s. 1(1)(a)</a>	word substituted by Finance Act 2011 c. 11 Sch. 2 para. 9	July 19, 2011
<a href="#">Pt 2 s. 1 s. 3(1)</a>	words inserted by Finance Act 2011 c. 11 Sch. 2 para. 4(2)	July 19, 2011
<a href="#">Pt 2 s. 1 s. 3(2)</a>	word substituted by Finance Act 2011 c. 11 Sch. 2 para. 4(3)	July 19, 2011
<a href="#">Pt 2 s. 2 s. 100(3)</a>	s. 100(3)(a) substituted for word by Finance Act 2011 c. 11 Sch. 2 para. 8	July 19, 2011
<a href="#">Pt 2 s. 2 s. 100(3)</a>	words substituted by Finance Act 2011 c. 11 Sch. 2 para. 8(2)	July 19, 2011
<a href="#">Pt 2 s. 2 s. 100(3)</a>	added by Finance Act 2011 c. 11 Sch. 2 para. 8(3)	July 19, 2011
<a href="#">Pt 2 s. 2 s. 100(3)</a>	words substituted by Finance Act 2011 c. 11 Sch. 2 para. 10(2)	July 19, 2011
<a href="#">Pt 2 s. 2 s. 100(3)(4C)</a>	added by Finance Act 2011 c. 11 Sch. 2 para. 11(1)	July 19, 2011

LEGISLATION ANALYSIS DOCUMENT

This provides links to all materials related to a provision. Legislation applying, disapplying or referring to the provision, cases citing it, journal articles referring to it, SIs made under the provision and the enabling Act or SI are all included.

A **Table of Amendments** displays the life story of a provision with all previous (dating back to 1991 for Acts and 1948 for SIs), current and future versions presented, eliminating the need for cross-referencing.

Table of Amendments			
Version	Provision	Amendment notes	Effective date
 4	Pt 1 c. 7 s. 99	words substituted by Health and Social Care (Community Health and Standards) Act 2008 c. 43, Sch. 9 para. 32	date to be appointed
 3	Pt 1 c. 7 s. 99	words substituted by Education and Inspections Act 2006 c. 40, Sch. 14 para. 76	April 1, 2007
 2	Pt 1 c. 7 s. 99	words substituted by Health and Social Care (Community Health and Standards) Act 2008 c. 43, Sch. 9 para. 32	December 30, 2005: substitution came into force April 1, 2004 as SI 2004/759 but could not take until the commencement of 2002 c.38 s.99 on December 30, 2005
 1			see commencement below

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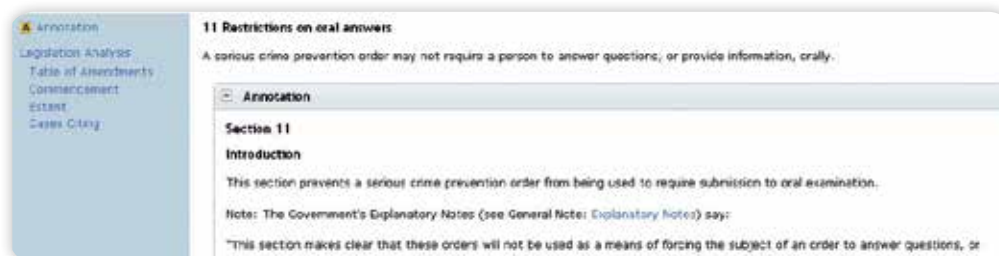


## ANNOTATED STATUTES

In your search results  indicates that a piece of legislation has been annotated by our team of 40 experts.

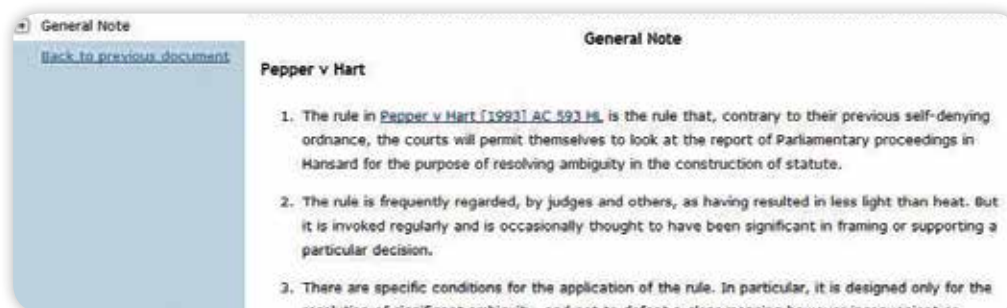
## THE ANNOTATION WINDOW

Beneath the text of a legislative provision, the annotation window is displayed containing guidance notes pertaining to that provision.



Where annotations are available this is indicated in the left-hand navigation panel. Selecting this link takes you directly to the navigation window, which can be expanded or closed.

Where appropriate, the annotations will link to concepts located in the **General Notes** Library where more detailed commentary can be found.



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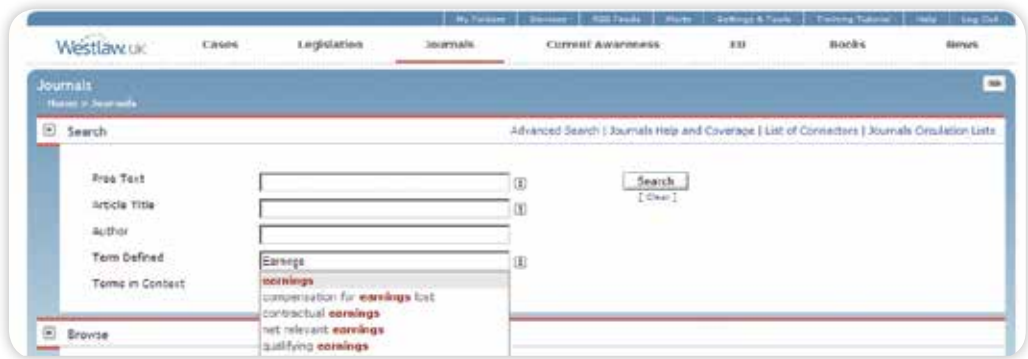
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 **MANAGING YOUR RESEARCH**

BASIC SEARCH

Select the **Journals** link from the top of the screen.



ADVANCED SEARCH

Enables you to enter additional information to further refine your search such as journal title, year, and case or legislation cited.

BROWSING

Browse Full Text Articles or the Legal Journals Index of abstracted articles. Select a journal and then a year to browse. View all articles published in that year alphabetically or continue browsing by issue.



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## CONTENT

Westlaw UK features the most comprehensive collection of full-text journals available anywhere online.

The service includes thousands of articles in over 100 journals, from publishers including Sweet & Maxwell, Oxford University Press, Bloomsbury Professional, Cambridge University Press, Emerald Insight and several others.

## JOURNALS PDF LIBRARY AND CIRCULATION LISTS\*

All issues of over 40 specialist journals are available in PDF format. Archive dates back to 2003.

Journals Circulation Lists enable you to deliver PDFs of the latest journal issues direct to recipients' inboxes.

## LEGAL JOURNALS INDEX

All journals are indexed in the Legal Journals Index (LJI) - an extremely popular service totally unique to Westlaw UK



The LJI abstract enables you to see at a glance the key points of an article along with direct links to relevant case law and legislation, plus links to the full text where available.

You can link straight through to publishers information by clicking the title of the journal.

\*Please note this content is available as an add-on to a Westlaw UK subscription

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## BASIC SEARCH

Select the **Current Awareness** link from the top of the screen.

Retrieve Current Awareness abstracts using the Free Text field or by Subject.

You can select to search Last 90 Days or Archive material.



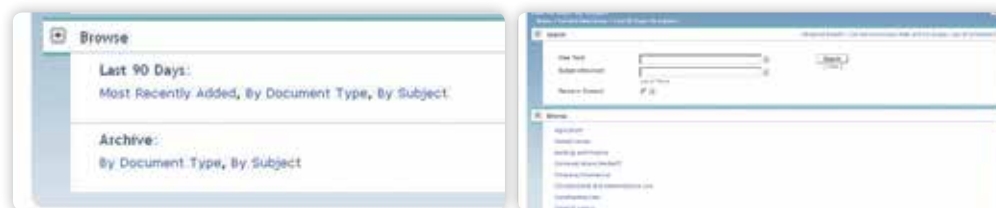
Links to access  
Advanced Search,  
content information  
and search tips

## ADVANCED SEARCH

Enables you to enter additional information to further refine your search, such as by case or legislation cited. You can also add a date restriction.

## BROWSING

Select whether to browse through Last 90 Days or Archive. You can browse by date, document type or subject area.



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Includes cases, legislation and legal developments contained in or represented by official publications, press releases and legal news.

The service is updated every 15 minutes with over 1,000 sources of information monitored.

CURRENT AWARENESS ABSTRACT

Provides more information about the development including an abstract, subject and keywords, reference information and links out to other publications where relevant.



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## BASIC SEARCH

Select the **EU** link from the top of the screen.

Retrieve EU cases, legislation, treaties and background information by searching Free Text, Parties or Title, Case Number or Reference.

Links to access  
Advanced Search,  
content information  
and search tips

## ADVANCED SEARCH

Enables you to refine your search by selecting specific content to search and by specifying the exact document type you are looking for.

## BROWSING

Select the content type to browse through. You can then browse further into that content, for example Cases by Court, Legislation by Type, etc.

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Provided by Ellis and EUR-Lex (the official database of the EU). The information is divided into the following content types:

- Case Law
- Treaties
- Secondary Legislation
- Preparatory Documents
- Parliamentary Questions
- Information and notices published in the Official Journal C Series

## EU LEGISLATION

EU Cases and Legislation are provided in electronic format and as an official PDF (from 1995).



The blue menu on the left-hand side includes links to navigate to specific parts of the document including implementing National Measures.



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## BASIC SEARCH

Select the **Books** link from the top of the screen.

Titles are separated according to whether or not they are included in your subscription.

Tick boxes allow you to search across multiple titles at once.



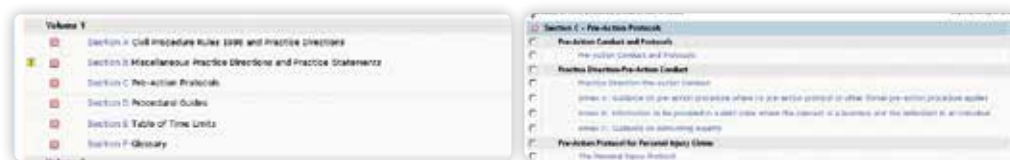
Links to access  
Advanced Search,  
content information  
and search tips

## ADVANCED SEARCH

Enables you to refine your search by entering a paragraph number or a form name.

## BROWSING

Select a title to see the contents page for that book and then, depending on the title, choose to browse by contents, cases, legislation or the index.



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**FUNCTIONALITY**

To make searching the content as easy as possible, Books & Looseleafs on Westlaw UK have a range of functionality such as:

**BOOKS FUNCTIONALITY****ENHANCED CONTENTS PAGE**

- Find what you're looking for with ease, with content displayed clearly in easy-to-read tables
- Print, save or email entire chapters or sections using tick boxes by content sets
- Choose the way you view content sets with collapsible and expandable sections

**LINKS TO PRIMARY LAW**

- Jump directly to the authority you need with links to cases, legislation and journals

**PRINT/DOWNLOAD/EMAIL**

- Print, download and email your documents quickly, for use offline or to share with colleagues

**CHAPTER PDFS**

- Download chapters as they appear in print, ready for presentation in court

**SUPPLEMENT PDFS**

- Download whole supplements to a main work in PDF, ready for court

**PDF SUPPLEMENT NAVIGATION**

- Browse PDFs with ease using navigational aids and links within the document

**A-Z INDEX**

- Browse directly to the letter you wish to search, without having to navigate long documents

**TABLES**

- View tables of cases and legislation referred to in the text sorted alphabetically, and link directly to them

**POP-UP FOOTNOTE**

- View footnotes alongside the text and avoid the need to refer to the end of documents

**LOOSELEAFS FUNCTIONALITY****AUTOMATIC FILING**

- Save time on freelance resource costs by never again having to file looseleaf updates manually
- Rely on the updates being filed by our experts
- Available online immediately upon publication

**FIRM-WIDE AVAILABILITY**

- Everyone has access, at all times

**ONLINE RELEASE BULLETINS**

- Quick browse of latest updates in the Release Bulletin
- Search also covers the Release Bulletin
- Direct links from Release Bulletin to updated content

**SEARCH BY INDEX TERM**

- Helpful word wheel displays available index terms as you type
- All instances of the search term from across the index grouped and displayed, with a contextual filter for speedy navigation

**ARRANGEMENT OF COMMENTARY**

- Browser-friendly table of contents by chapter, section and paragraph
- Quick-select print, save, email and folder options

**TABLES**

- See the context of a case, legislation or index term with hover over guidance notes and save time browsing to locate relevant content

**POP-UP FOOTNOTE**

- View footnote references alongside the associated main text, speeding up the research process

**LINKS TO PRIMARY LAW**

- Jump directly to the authority you need with links to cases, legislation and journals

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\*Functionality  
differs across the  
titles and the above  
is not available for  
every book on  
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## BASIC SEARCH

Select the **News** link from the top of the screen.

You can search across News information using the Free Text field.



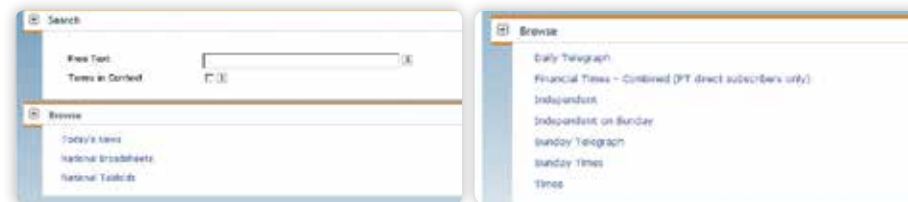
Links to access  
Advanced Search,  
content information  
and search tips

## ADVANCED SEARCH

Enables you to refine your search by selecting to search by headlines, a subject area, from a specific publication or author and within a date restriction.

## BROWSING

Browse to find a particular publication or group of publications to search (e.g. broadsheets or regional press).



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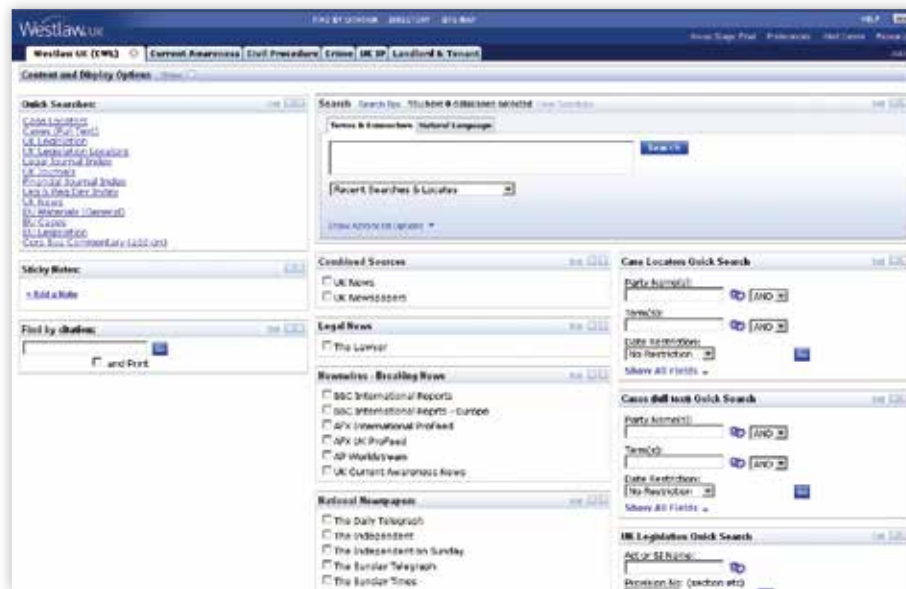
June 2013

To access US and International materials

Select the Services link from the top toolbar and select Westlaw International



A new window will open containing search tools for international content.



You can either use the box at the top of the screen to search across the Directory or browse through the various content types.

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### SEARCHING BY DOCUMENT CITATION

Type the citation you have into the **Find by Citation** box on the left-hand side of the screen.

### SEARCHING BY PUBLICATION OR DATABASE

- Either type in your search terms in the **Search the Westlaw Directory** box or
- browse the content listed below, eg U.S. Federal Materials
- You can also type the name, or part of the name of the publication into the **Search these Databases** box on the left-hand side of the screen, eg Harvard Law Review

### WHEN YOU WISH TO SEARCH ACROSS A SPECIFIC TOPIC OR JURISDICTION

Click on the white Add/Remove tabs link in the top left-hand corner of the screen. There are over 100 tabs that group together all the content that you need to search across:

- a particular topic, e.g. Criminal Practice
- a specific jurisdiction, e.g. Canadian Law



### BROWSE THE DIRECTORY

The Westlaw International Directory is a list of all of the different databases and content available on Westlaw International. You can access the Directory by using the link right at the top of the screen.

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## BROWSE THE DIRECTORY

The Westlaw International Directory is a list of all of the different databases and content available on Westlaw International. You can access the Directory by using the link right at the top of the screen.

## NATURAL LANGUAGE

Natural Language is an alternative to Terms & Connectors searching and enables you to simply type in exactly what you are researching in plain English. Switch between search methods by using the tabs above the search box.

For example you could type in must a manufacturer disclose the side effects of a drug? Or can you trademark a smell? You don't have to phrase your search as a question.

Natural Language will return you the 100 best results which match your search rather than every document.

## USE NATURAL LANGUAGE WHEN YOU ARE:

- Searching for broad concepts
- Searching databases containing large documents and you want to retrieve a small number of documents
- A new or infrequent Westlaw International user of you are unfamiliar with Terms or Connectors searching
- Not retrieving the information you are looking for by using a Terms & Connectors search

## USE TERMS AND CONNECTORS WHEN YOU ARE:

- Searching for particular terms
- Searching for a particular document
- Searching for all documents containing specific information, such as all opinions written by particular judge or cases involving a particular company
- Searching a database for which Natural Language searching is not available

## SEARCH TIPS

CONNECTOR	TYPE THIS	TO RETRIEVE DOCUMENTS THAT CONTAIN
AND	&	Both search terms: <b>drug &amp; warrant</b>
OR	a space	Either search term or both terms: <b>car vehicle</b>
Grammatical Connectors	/p	Search terms in the same paragraph: hearsay /p evidence
	/s	Search terms in the same sentence: <b>design /s defect</b>
	+s	The first term preceding the second within the same sentence: <b>tax +s relief</b>
	+p	The first term preceding the second within the same paragraph: <b>aggravated +p crime</b>
Numercial	/n	Search terms within n terms of each other (where n is a number from 1-255): <b>personal /3 jurisdiction</b>
	+n	The first search term preceding the second by n terms (where n is a number from 1-255): <b>interest +5 tax</b>
Phrase	" "	Search terms appearing in the same order as in the quotation marks: <b>"violent crime"</b>
BUT NOT	%	None of the terms following the percent symbol: <b>pension % exemption</b>

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### OTHER USEFUL SEARCH TIPS

To retrieve words with variant endings, use the root expander (!). When you place an exclamation mark (!) at the end of a root term, you retrieve all possible endings of that root. For example, obey! retrieves obey, obeys, obeyed and obeying.

Westlaw will automatically search for plurals. For example if you type in child Westlaw will automatically search for children. However if you type in children Westlaw will not also look for child.

Abbreviations may include or exclude the periods. To ensure you retrieve all forms of an abbreviation ensure to include the periods. For example searching for N.A.T.O. will automatically search for both NATO and N.A.T.O.

A compound word may appear as one word, as a hyphenated word or as two separate words. If your search term is a compound word, search for it using the hyphenated form to retrieve all variants. For example searching for trade-mark will automatically search for trade mark, trademark and trade-mark.

Searching for a figure will automatically search for the word and vice versa. For example if you type in 4, Westlaw will automatically search for 4 and four.

### LEGISLATION TIPS

If you know what you are looking for within legislation, then rather than typing in free text terms, it may be easier to use of the legislation tools available in the top-right hand corner of the search box.

- Find by Citation – if you know the citation of the section you are after then you can just type it in.
- Table of Contents – browse through the Code and its Titles to get to where you need.
- Statutes Index – an Index to the Code, browse through the points of law and it will take you straight to the relevant section.
- Popular Name Table – if you know the common name for an Act then search for it here.

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## CASE LAW TIPS

From the front screen you can search for a case by Party Name or Citation (left-hand side) and if you do have a citation you could also Find using a Template (left-hand side). Alternatively you can select a case law database and search using free text terms or Natural Language.



Citation information: Full Citation history, Graphical case history, All Documents citing this case, Monitor citations with an alert  
**ResultsPlus** gives you paragraphs from text books and treatises relating to the case or point of law you are researching US cases include headnotes which each distil a point of law from the case. The number of headnotes will depend upon the complexity of the case.

To find a case on a particular topic or point of law then you can use the key numbering system. Select Key Numbers from the top of the screen and then you can choose to search across or browse through the topics to help pinpoint the most relevant cases.

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## PRINT, SAVE AND E-MAIL

Open any document on Westlaw UK and you will have the option to print, save or e-mail. Select your chosen option by clicking the Delivery icon located in the top right-hand corner of the screen.



Select your chosen option by clicking the relevant link located in the top right-hand corner of the screen

### PRINT

- Select **Print** from the dropdown menu
- Select your preferred **Print Options** and **Output Option(s)**
- Click **Submit**

### DOWNLOAD

- Click **Download** in the top right-hand corner
- Choose either **PDF** or **Word RTF** (rich text format)
- Select your preferred **Output Option(s)**
- Click **Submit**



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### E-MAIL

- Select **E-mail** in the top right-hand corner
- Enter the e-mail address of the recipient(s)
- Choose either **PDF** or **Word RTF** (rich text format)
- Select your preferred **Output Option(s)**
- Click **Send**



### PRINT FULL TEXT LEGISLATION PDFs

There are two options available:

- From the Legislation browse list click the **PDF** icon, or
- Click the **PDF of entire Act** link in the top right-hand corner of any legislation document

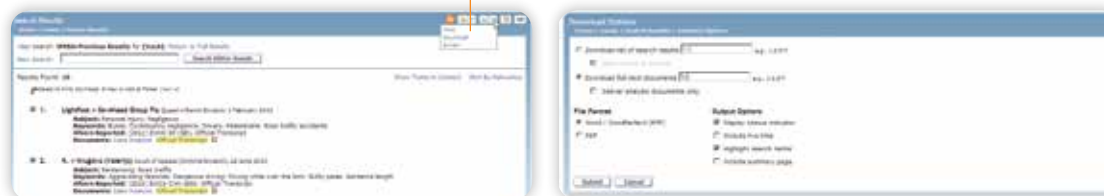
### PRINTING SECTIONS FROM THE ARRANGEMENT OF ACT

You can print individual sections of an Act or the whole Act by selecting the relevant boxes on the left-hand side and clicking print.

### PRINT, SAVE OR E-MAIL SELECTED RESULTS

Once you have run a search, use the checkboxes next to the results to select the documents you wish to print, save or e-mail. Now click the appropriate icon in the top right-hand corner.

You can choose to print, save or email either just the information displayed in the results list, the full text of the case, or just the analysis / abstract.



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ALERTS

There are two ways to create alerts on Westlaw UK:

CREATE A NEW ALERT

The **Create a New Alert** feature allows you to create alerts which monitor Cases, Journals, Current Awareness and Legislation, for selected legal subjects.

To create a new alert, click on the **Alerts** link at the top of the Westlaw UK screen.



From the Alerts List page, click on the **Create a New Alert** button at the top left. You can now select the type of content and subject areas on which you wish to receive updates.



Once selected, click **Next**. You will be taken to the **Manage this Alert** page where you will be required to name your alert, enter a client ID, select how often you wish to receive the alert, etc. You can also add IP authentication to an alert by entering your sponsor code on this screen.

Click **Save Alert** at the bottom of the page to complete the alert set up.

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### CREATE AN ALERT FROM A SEARCH RESULT

Run your search and from your results click on the Save as Alert link in the top right-hand corner of the screen.



You can also set up alerts for specific cases in which you are interested by clicking **Create Case** Alert from within the case document.

You can select to save the search terms as a **Saved Search** as opposed to being notified via e-mail.

### MODIFY ALERTS

To edit your alerts, click on the **Alerts** link at the top of the Westlaw UK page to display your alerts list. From this page you can edit the content and subject of the alert. To change delivery options or update email addresses click **Manage**.

### RSS FEEDS

Westlaw UK RSS allows you to easily publish the latest Westlaw UK content on your intranet site or have live links delivered straight to your RSS compatible browser or reader.

As with alerts, RSS feeds can be created as new (click on the **RSS Feeds** link at the top of the Westlaw UK screen), or from search results (click on **Save as RSS Feed** at the top right-hand corner of the results list).

You can also create a feed from a full text journal or case report series. Simply browse to the relevant series and click on the **RSS Feed** link in the top right-hand corner.

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