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Getting started

Logging in:

• Go to next.westlaw.com to sign in with your OnePass username and password
• Enter your Client ID
Getting started

• Access International Materials on Westlaw (non US):
• Select ‘International Materials’ in ‘All Content’.
Finding resources

By entering your search query in the International Materials search box on your homepage (highlighted here). You can search the core legal content on Westlaw in a single search.

This content includes cases, administrative materials, legislation, treatises, journals, current awareness, court documents, legal memoranda, jury verdicts and forms. You can refine your search by jurisdiction and content type.

You can search using Natural Language and/or Terms & Connectors. You can also use it to search for additional resources and databases.
Finding resources

You can also drill down into the Westlaw content by browsing all content and selecting the fields you want to refine your search by: Jurisdictions and Content Types.
Select from the list of Resources to find secondary sources of content including Cases, Judgements, Treatises, Law Reports, Journals and Topics.
Finding resources

Return to prior research

Your research history is saved for one year and you can access this by hovering over History at the top of any page to see the five most recent documents and five most recent searches. Click History to view the full history of document views and searches.
Advanced Search

Use the advanced search function to create a Boolean Terms & Connectors query.
Connectors and Expanders

a  AND
is  In same sentence
or  OR
+s  Preceding within sentence
/p  In same paragraph
  Phrase
+p  Preceding within paragraph
\%  But not
\n  Within n terms of
\  Root expander
+n  Preceding within n terms of
\  Universal character
\f  Prefix to turn off plurals and equivalents
Document Display

View the full document and quickly jump to relevant related content.
You can print, download and email the document to your contacts.
Personalisation

Folders
Create your own folders so you can find the content you need faster.

You can share your folders by clicking on the Share Icon. Next, click Contacts to designate recipients. From here, click on each individual or group name that you would like to share the folder with, and click Insert to add them as a recipient. From here, click Continue.

Next, you will be able to designate how others can interact with your folder documents. Contributors can add documents to the folder, whereas reviewers will only be able to view the items within the folder. After you have finished selecting roles, click Share and the folder will be sent to the designated recipients.

Personalisation features only apply to users with an individual username and password.
Add your annotations to specific text
Add your notes and annotations to specific text using the notes and annotations icon.

Use your mouse to highlight a selection of text within a document and use the popup box to save the snippet to your folders, add a note or highlight the text, embed document content into internal know-how with reference back to the document automatically included.
Personalisation

Share highlights with your contacts
Sharing works in the same way as Sharing Folders. Once shared, a dotted line appears round the highlight to indicate that it is being shared.

When you share your highlights with a contact and they open the same document, they will see this highlighting.
Sharing can be stopped by clicking the highlight and selecting the option to “Stop Sharing Highlight”. This feature is only available for highlighting, not notes.
Personalisation

Access, delete and organise your favorites from anywhere on the site by selecting the favorites link in the top right-hand corner of the screen.

Make this your start page

Want to browse International Materials information when you login to Westlaw?

By setting a start page you can jump to the content you need quicker.
Personalisation
## Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Where would I see it?</th>
<th>What does it mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="icons/person.png" alt="Person" /></td>
<td>Always visible in the top right-hand corner of the screen</td>
<td>Change the Client ID for your research, edit your profile/preferences and Sign Out</td>
</tr>
<tr>
<td><img src="icons/star.png" alt="Star" /></td>
<td>To the right of a Practice Area/Topic page</td>
<td>Add this page to your favourites for quick and easy access</td>
</tr>
<tr>
<td><img src="icons/glasses.png" alt="Glasses" /></td>
<td>To the right of individual results having run a search</td>
<td>You have viewed this document in the last 30 days with the same Client ID</td>
</tr>
<tr>
<td><img src="icons/home.png" alt="Home" /></td>
<td>To the right of your Practice Area/Topic page</td>
<td>To make this my start page</td>
</tr>
<tr>
<td><img src="icons/search.png" alt="Search" /></td>
<td>On the righthand toolbar</td>
<td>Search text within your document</td>
</tr>
<tr>
<td><img src="icons/aa.png" alt="AA" /></td>
<td>On the right hand side of toolbar</td>
<td>Customise your display option</td>
</tr>
<tr>
<td>Icon</td>
<td>Where would I see it?</td>
<td>What does it mean?</td>
</tr>
<tr>
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<td>-----------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>📝</td>
<td>On the right hand side of toolbar</td>
<td>Add note/view annotations</td>
</tr>
<tr>
<td>📂</td>
<td>On the right hand side of toolbar</td>
<td>Save to your folder</td>
</tr>
<tr>
<td>💌</td>
<td>On the right hand side of toolbar</td>
<td>Email, Print, download and send to your Kindle</td>
</tr>
<tr>
<td>⌊⌋</td>
<td>On the right hand side of toolbar</td>
<td>View in full screen mode</td>
</tr>
<tr>
<td>🛠</td>
<td>Homepage underneath the All Content tab</td>
<td>Key Numbers search</td>
</tr>
</tbody>
</table>
Here to help

We’re only a phone call or email away. We understand that from time to time you may have questions about using Westlaw International. If you have research or technical queries we are available 24 hours a day, 7 days a week to help you find a solution. There’s no need to struggle. Give us a call, or send us an email and we’ll be more than willing to help.

Call 0800 028 2200 (UK) | +44 207 449 1110 (International)

Training

Reap the benefits from your subscription with free training. To ensure that you’re getting the most from your service, we advise that you organise some training. Free training is included as part of your subscription. We can do this face-to-face, via WebEx or over the telephone at whatever time is convenient for you.

Contact us for more information:

Call 0800 028 2200 (UK) | +44 207 449 1110 (International)
Email customer.service@westlaw.co.uk
Visit westlawinternational.com