> Getting started
> Finding resources
> Search
> Document Display
> Personalisation
> Icons
Getting started

Logging in:

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

- Access your folders, recent history, favorites and alerts
- Update your personal settings
- Access your custom pages from the home page
- Browse all content, federal materials, state materials, practice area and access tools
- Search across 28,000 databases with the Global Search Box
The Global Search Box:

By entering your search query in the global search box on your Westlaw International Materials 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.

You may notice that all of the core legal content and more categories are listed separately on your homepage under five tabs (All Content, Federal Materials, State Materials, Practice Areas and Tools). These tabs allow you to access specific content for times you prefer to run a search in one specific content type only (e.g. Florida Cases, or New York Forms). To do this simply click on the appropriate tab and category and run your search from the new content screen.

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

Once you have entered your search, results will display in a simple and clear set of topic results.
You can also drill down into the Westlaw US content by browsing all content and selecting the fields you want to refine your search by: Federal, State, Territories and by Topic.

Select from the list of Tools & Resources to find secondary sources of content.

Choose filters to show Less Detail, More Detail and Most Detail:
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.
Search and Filter

WestSearch identifies which documents are most relevant by using term matching, legal concepts, and document characteristics, then places those documents at the top of the result list.

Key Number search

Each specific point of law is assigned a unique number, called a Key Number. When you click a Key Number link, you will retrieve the case headnotes classified to that particular Key number.
Search for Key Numbers relevant to your issue. Search here to retrieve links to the most relevant points of law represented by your search terms. Boolean queries will be translated to plain language search terms.
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
- in: Within n terms of
- !: Root expander
- +n: Preceding within n terms of
- *: Universal character
- #: 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. Add your annotations and notes here.
Personalisation

Custom pages

If you used Westlaw Classic you are probably familiar with Tabs. Westlaw Custom Pages organises your favourite libraries into a single page. Access Custom Pages from the Home Page (highlighted below).

Click on the Create New link in Custom Pages and name your new page. From here you will manage the page with the dropdown features located under Manage Page. You can build this page from the ground up, adding whichever libraries or content sets you need. And like most pages in Westlaw, you can make your Custom Page your starting page for when you sign in. If you would like to make a Custom Page your start page, select the link ‘Make this My Start Page’.
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 annotations to specific text
Add your notes and annotations to specific text using the notes and annotations icon.
Choose to view and share your notes and annotations with your colleagues.

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 favourites from anywhere on the site by selecting the favorites link in the top right-hand corner of the screen.
Set your homepage

Customise your homepage by selecting ‘Edit home page’ and choose the features you want to include.
<table>
<thead>
<tr>
<th>Icon</th>
<th>Where would I see it?</th>
<th>What does it mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>🌐</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>✨</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>🕵️</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>🏡</td>
<td>To the right of your Practice Area/Topic page</td>
<td>To make this my start page</td>
</tr>
<tr>
<td>🔍</td>
<td>On the righthand toolbar</td>
<td>Search text within your document</td>
</tr>
<tr>
<td>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>
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<tr>
<td>------</td>
<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)

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