



THOMSON REUTERS™

WESTLAW UK USER GUIDE

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LEGAL SOLUTIONS FROM
THOMSON REUTERS



THOMSON REUTERS™

GETTING STARTED

LOGGING IN

- Go to uklawstudent.thomsonreuters.com and login via Athens or your Home Organisation
- For more help logging in to Westlaw UK, please contact your library

HOME PAGE

Search for Insight, Cases, Legislation, Journals, Current Awareness and EU information

For more information or guidance visit:
uklawstudent.thomsonreuters.com

Links to access content search pages

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

The screenshot shows the Westlaw UK homepage. At the top, there is a navigation bar with tabs for 'Insight', 'Cases', 'Legislation', 'Journals', 'Current Awareness', 'EU', 'Books', and 'News'. Below this is a search area with a search box and a 'Search' button. To the left of the search box are several checkboxes for search filters: Insight, Cases, Legislation, Journals, Current Awareness, and European Union. To the right of the search box are radio buttons for 'Document Free Text' and 'Document Title', and a checkbox for 'Terms in Context'. Below the search area, there is a section titled 'Two great ways to start your legal research' with two sub-sections: 'Westlaw UK Insight' and 'Index of Legal Terms'. At the bottom of the page, there is a footer with contact information for 24-hour customer support and the Thomson Reuters logo.

Static toolbar contains links to useful features and tools



GETTING STARTED

SEARCH WITH EASE

Westlaw UK was designed to be as simple as possible to use so that anyone, whether legally qualified or not, can dive into the system, find what they need and get out again with minimal effort.

From the simple search bar on the home page to the more advanced search features within each of the databases, you can choose to research in the way that's most natural to you. Intuitive functionality such as suggested search terms, plain English searching, highlighted search terms in results lists, a breadcrumb trail and legal term definition searching ensure that you get to the information you need as quickly as possible.



For more information or guidance visit:
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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. The table below outlines the connectors you can use on Westlaw UK.

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

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**

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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.

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.

SUGGESTED SEARCH TERMS

Search Westlaw UK for citations, party names, acts or legislation titles as well as statutory definitions and terms defined or simply search for general subject keywords.

1. When you begin searching, we begin suggesting, offering topics and content that we think are appropriate to your search.



For more information or guidance visit:
uklawstudent.thomsonreuters.com

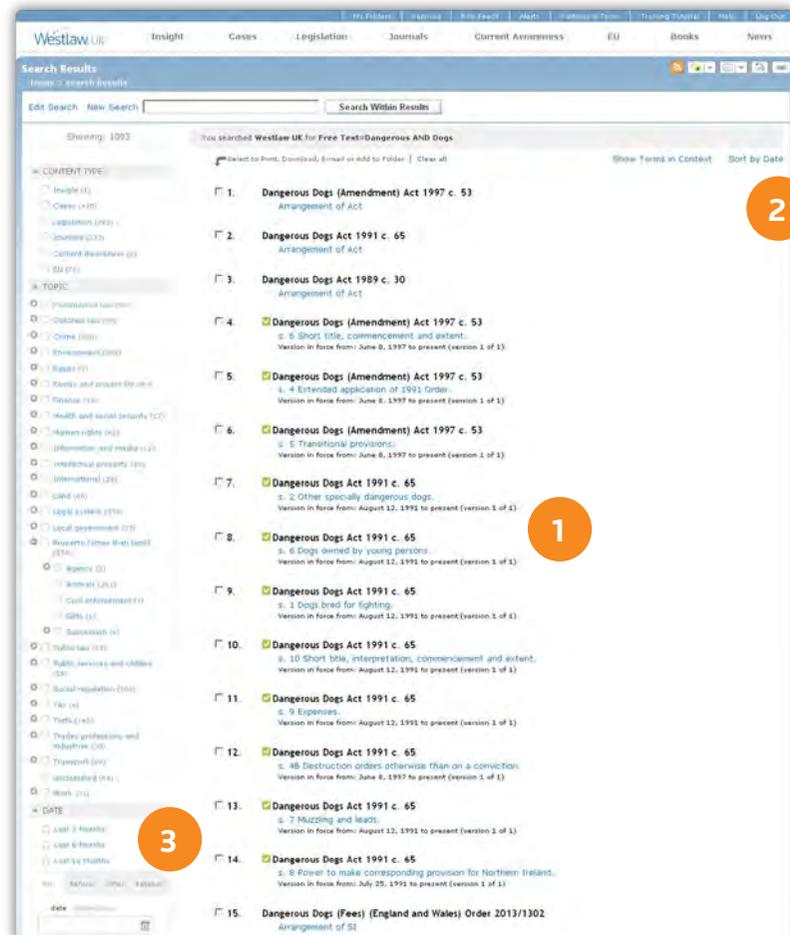


GETTING STARTED

SEARCH RESULTS

Search results are delivered with the most relevant results displayed at the top. You also have option to display search results ranked by relevance, date or in alphabetical order and the ability to view results by content type, such as cases, legislation or journals, you can save time trawling through irrelevant content.

And to really narrow down a results list to pinpoint the information you need, you can filter your search results using options such as content type, date, practice area and jurisdiction.



1. Once you've completed your search, you are provided with a ranked set of results
2. View results by date, relevance or in alphabetical order
3. Filter results by content type, date, practice area and jurisdiction

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GETTING STARTED

FILTER RESULTS

Filters are specific to the category you're searching in and differ across the home page, Insight, Cases, Legislation, Journals and Current Awareness. Depending on where you conduct your search; filters can include content type, topic, date, jurisdiction, court, status, availability and document type.

Homepage: Content Type, Topic and Date

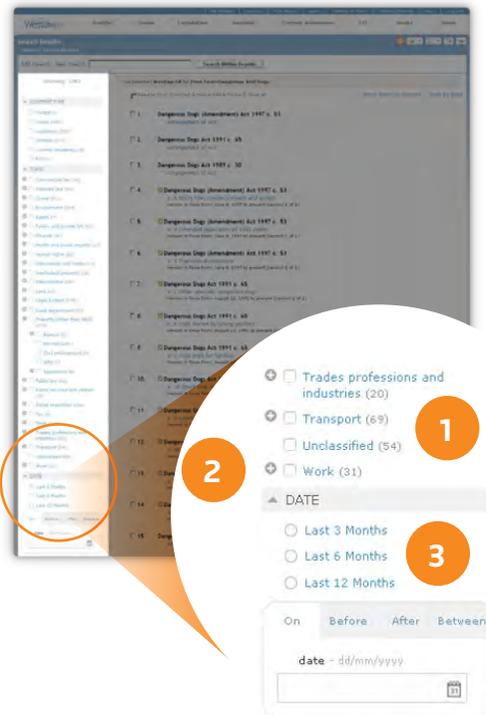
Insight: Topic and Date

Cases: Topic, Date, Jurisdiction, Courts and Status

Legislation: Topic, Date, Jurisdiction and Document type

Journals: Topic, Date, Jurisdiction, Availability and Document type

Current Awareness: Topic, Date, Jurisdiction and Document type



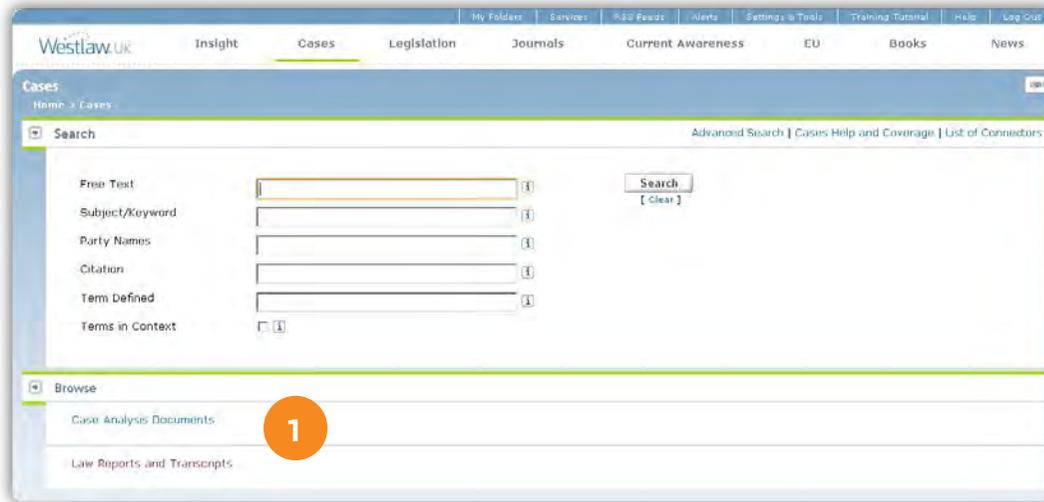
1. When filtering your search results, you can select as few or as many filter options as you like, to refine or expand your search results
2. Click on the + icon to drill down into more specific options
3. Filter by date, allowing you to specify certain time frames (before, after and between) in which you would like to conduct your search



GETTING STARTED

BROWSING

You also have the option to manually browse across all of Westlaw UK's Insight, Cases, Legislation, Journals, Current Awareness, EU, Books and News Page, by Document type, alphabetically and by year.



1. The browse option is placed in the lower half of your screen, below the search options

For more information or guidance visit:
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GETTING STARTED

BREADCRUMB TRAIL

Our breadcrumb trail in the top left hand corner of you page will always let you know where you are within Westlaw UK and what path you've taken to get there.

1. The breadcrumb trail allows you to see where you are at all times



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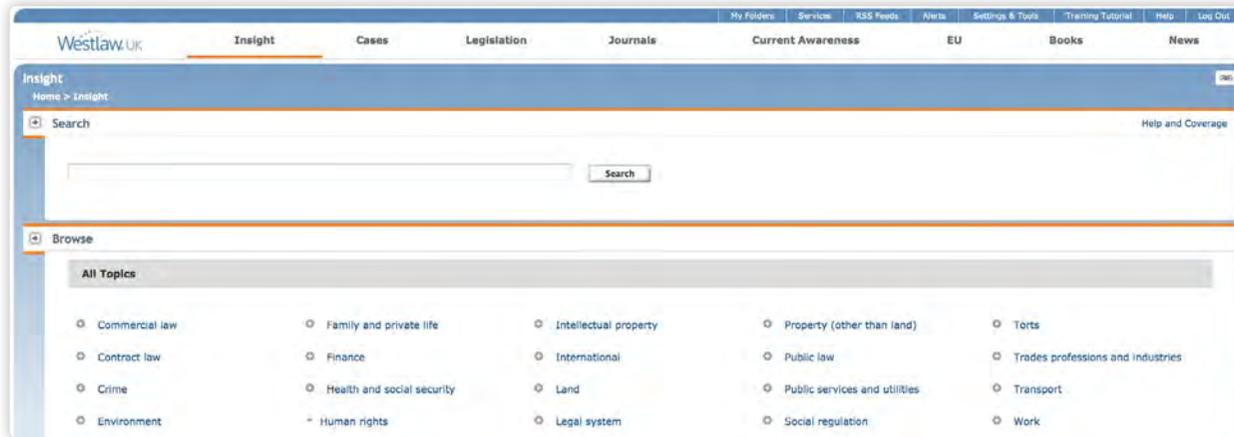
■ EU

■ BOOKS & LOOSELEAFS

■ MANAGING YOUR RESEARCH

INSIGHT

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.



For more information or guidance visit:
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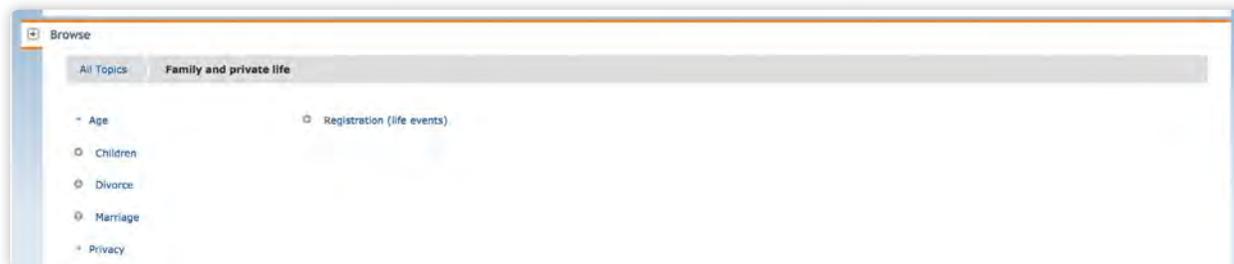
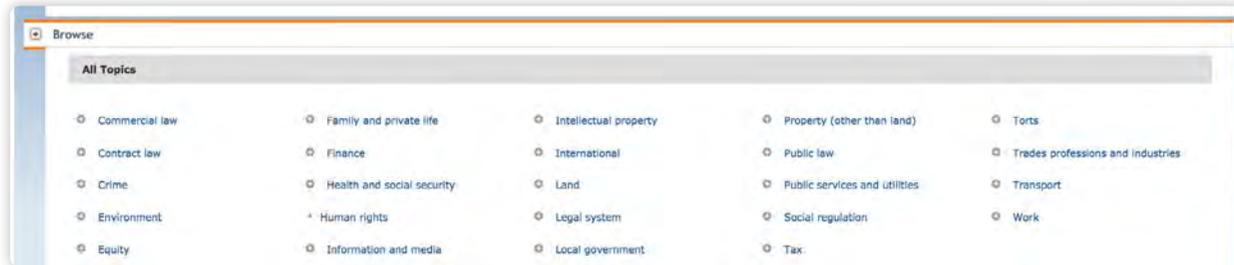


You have the options to Show Terms in Context, allowing you to see how your search applies to each topic

Westlaw UK Insight search results are returned with the most relevant results at the top, but you can also sort all results alphabetically.

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.



For more information or guidance visit: uklawstudent.thomsonreuters.com

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.



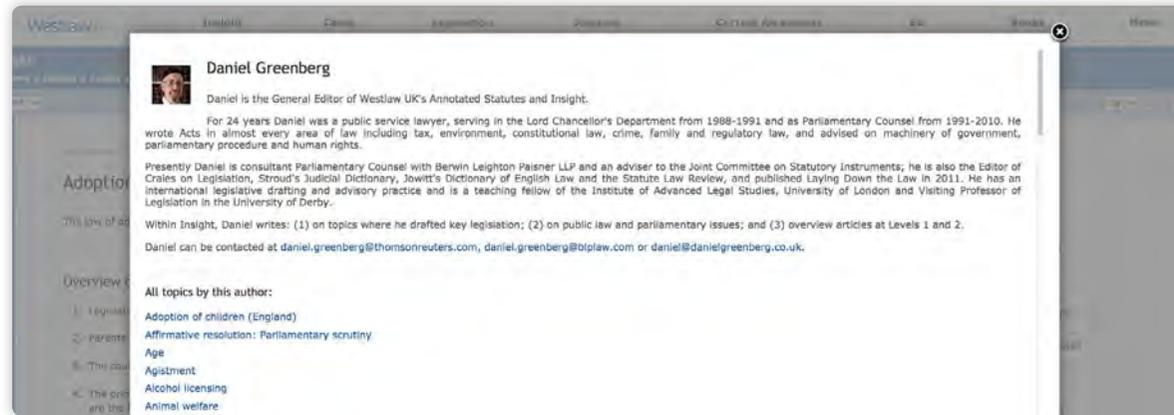
Links throughout each topic direct you quickly and clearly to essential case law, statutory material, key concepts and areas of complexity/change



AUTHOR PROFILES

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

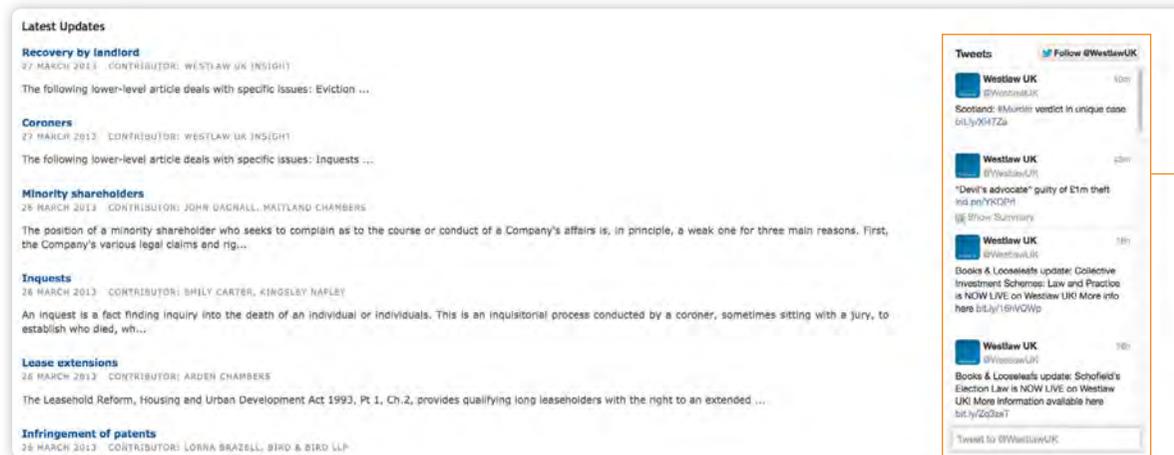
All Insight articles are written by experts in their field – barristers, solicitors and academics.



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 tweet when articles are updated to ensure that our followers are kept in the know on changes to the law

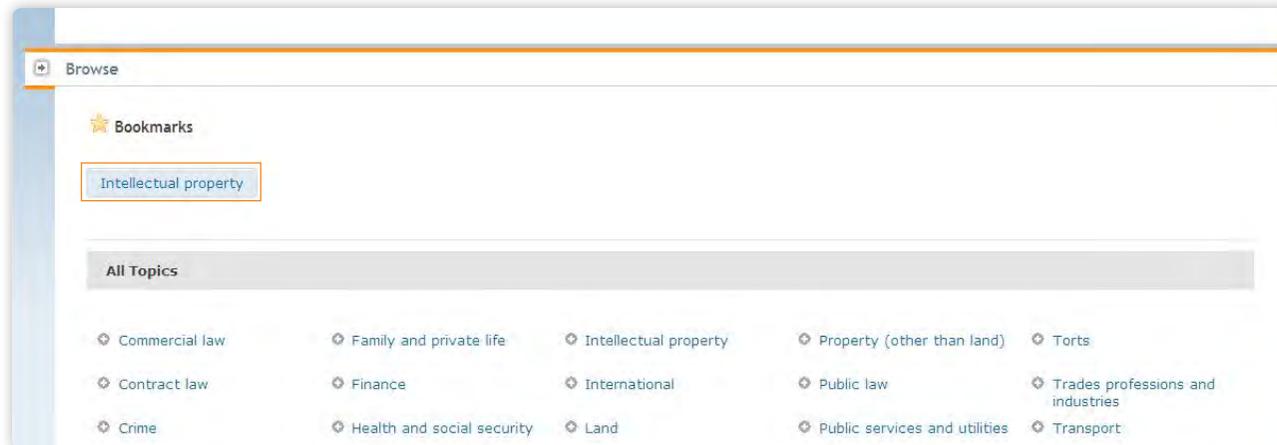
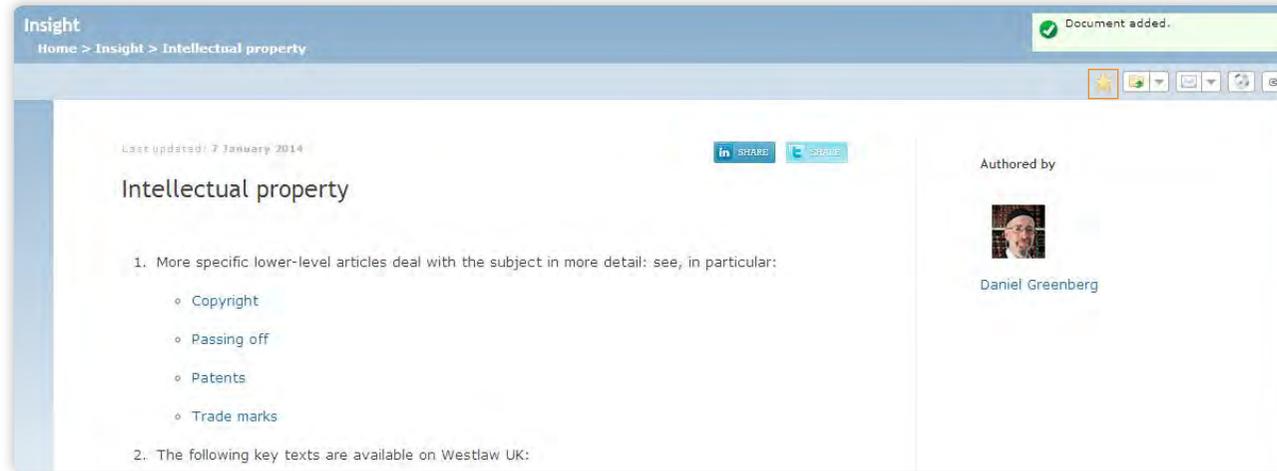


WATCHED TOPICS

If you use **My Westlaw UK**, you are able to use the **Watched Topics** feature. Simply click the  icon at the top right hand corner of your screen and the article will be added to your book marked 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 your book marked topic.

You can also set up alerts to be emailed when an article is updated or subscribe to RSS feeds.

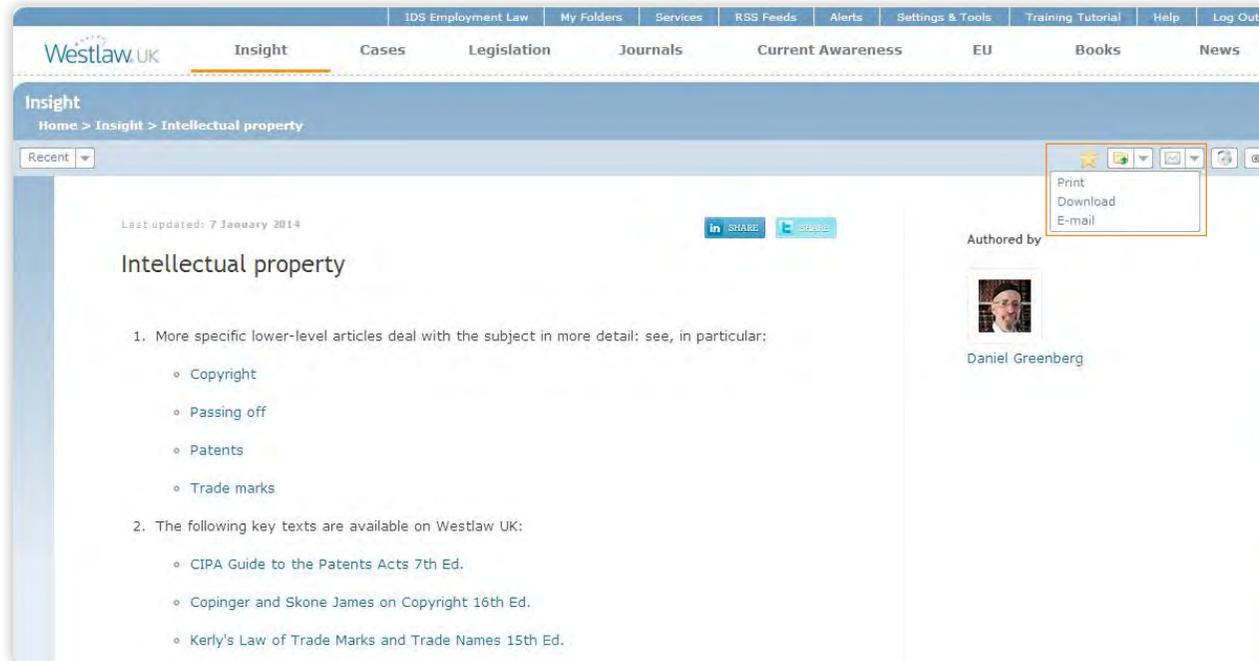


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FOLDER, DOWNLOAD, EMAIL & PRINT

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



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CASES

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.



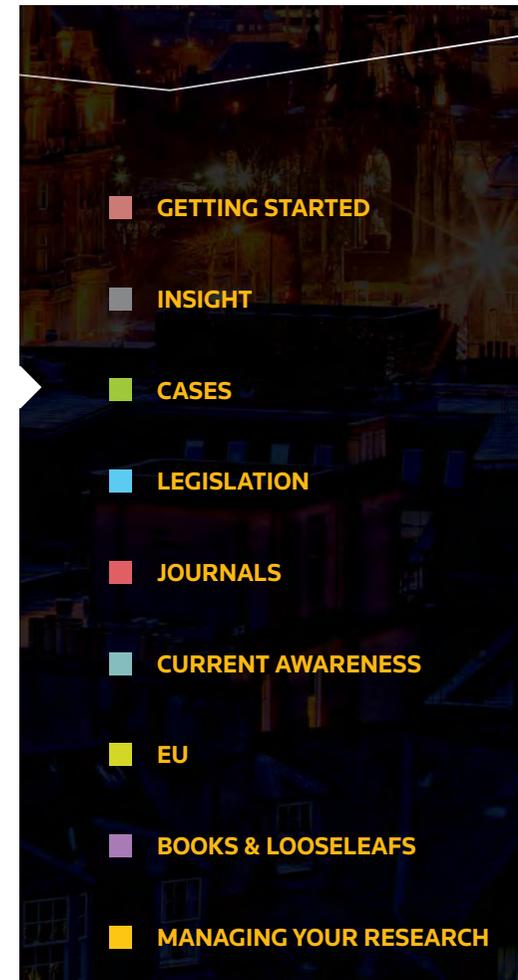
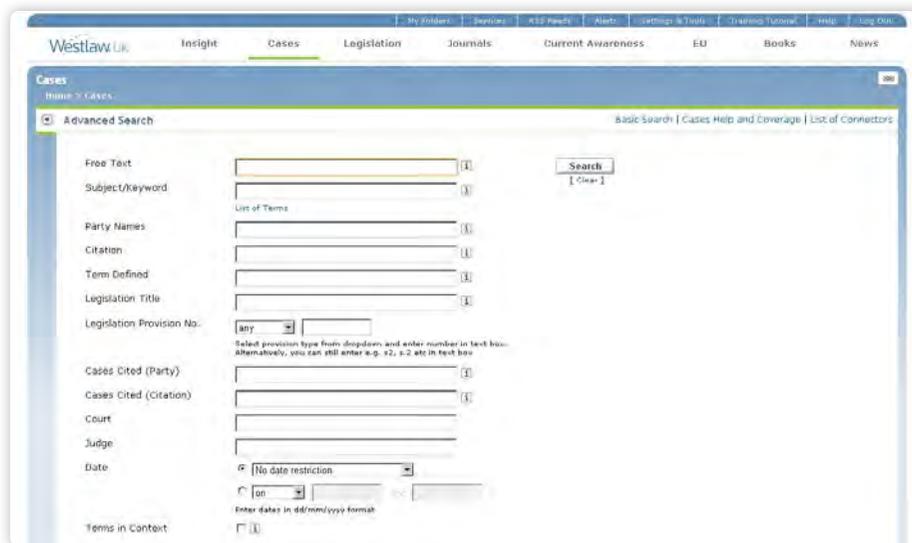
Links to access
Advanced Search,
coverage information
and search tips

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.

ADVANCED SEARCH

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



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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 1220.



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

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.

- | | |
|--|---|
| <p> Indicates that the decision has received positive or neutral judicial consideration and is good law</p> | <p> 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</p> |
| <p> Indicates that the decision has been judicially considered and has received mixed or mildly negative judicial treatment</p> | <p> Indicates that this case has an appeal outstanding to the Court of Appeal, Civil Division or the Supreme Court</p> |

CASES IN PDF

All law reports published by ICLR, as well as the English 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 of the law reports series published by Sweet & Maxwell are available to download in PDF.

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



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
- All Legislation Cited
- Related Cases
- Significant Legislation Cited
- Significant Cases Cited
- All Cases Cited†
- Key Cases Citing
- All Cases Citing†
- Journal Articles
- Books

The screenshot shows the Westlaw UK interface for a case analysis document. The case title is 'Abdulla v Birmingham City Council', also known as 'Birmingham City Council v Abdulla'. It is a Court of Appeal (Civil Division) decision from 29 November 2011. The document includes sections for 'Where Reported' (listing various law reports like EWCA Civ 1412, All E.R. 591, etc.), 'Case Digest' (with subject and keywords), and 'Case Analysis'.

†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.

The screenshot shows the 'Tabular View' of the case analysis document, displaying a table of 'All Cases Cited'.

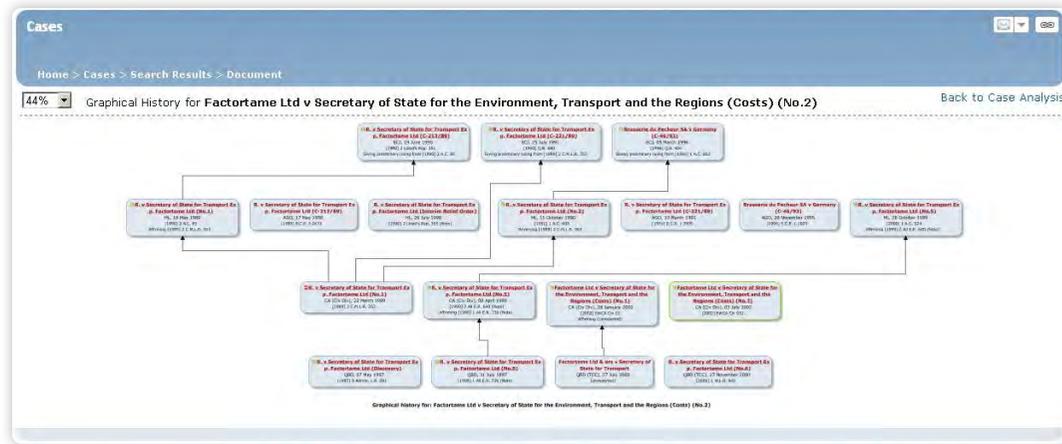
Treatment	Case Name	Court	Date	Citations
	Abdulla v Birmingham City Council	QBD	17/12/2010	[2010] EWHC 3303 (QB); [2011] I.R.L.R. 309; [2011] Eq. L.R. 140; Official Transcript
Affirmed	Abdulla v Birmingham City Council	CA (Civ Div)	29/11/2011	[2011] EWCA Civ 1412; [2012] 2 All E.R. 591; [2012] C.P. Rep. 9; [2012] I.C.R. 20; [2012] I.R.L.R. 116; [2012] Eq. L.R. 81; (2011) 161 N.L.J. 1707; (2011) 155(46) S.J.L.B. 31; Official Transcript
Affirmed	Abdulla v Birmingham City Council	SC	24/10/2012	[2012] UKSC 47; [2012] I.C.R. 1419; [2012] I.R.L.R. 38; [2012] Eq. L.R. 1147; (2012) 162 N.L.J. 1377; (2012) 156(41) S.J.L.B. 31; Times, November 5, 2012; Official Transcript

Case Name	Court	Date	Citations
Ashby v Birmingham City Council	QBD (Birmingham)	03/03/2011	[2011] EWHC 424 (QB); [2011] 4 All E.R. 180; [2011] I.R.L.R. 473; Times, March 18, 2011; Official Transcript
Wilson v Health and Safety Executive	CA (Civ Div)	20/10/2009	[2009] EWCA Civ 1074; [2010] 1 C.M.L.R. 24; [2010] I.C.R. 302; [2010] I.R.L.R. 59; (2009) 152(40) S.J.L.B. 26; Times, October 26, 2009; Official Transcript
Hartlepool BC v Llewellyn	EAT	24/06/2009	[2009] I.C.R. 1426; [2009] I.R.L.R. 796; Times, July 9, 2009; Official Transcript
North Cumbria Acute Hospitals NHS Trust v Potter	EAT	18/12/2008	[2009] I.R.L.R. 176; Official Transcript
Sodero Ltd v Gwinidge	EAT	31/07/2008	[2009] I.C.R. 70; [2008] I.R.L.R. 752; (2008) 152(34) S.J.L.B. 30; Official Transcript



CASE ANALYSIS DOCUMENT

You can view the appellate history and related cases in a graphical display by clicking on **Graphical History**.



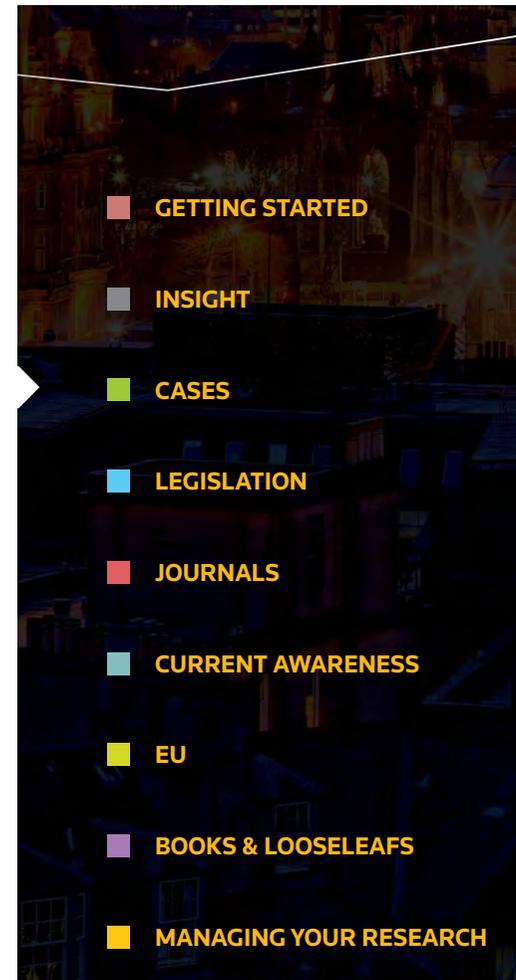
Cases are displayed top to bottom in reverse order of court level and left to right in chronological order

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 the **Create Case Alert** icon in 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

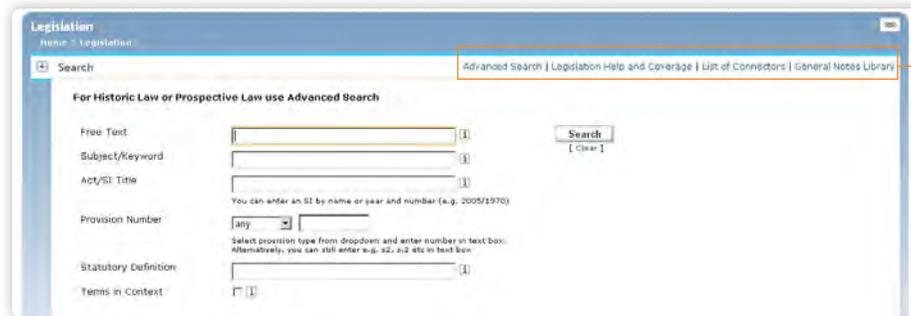


LEGISLATION

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.



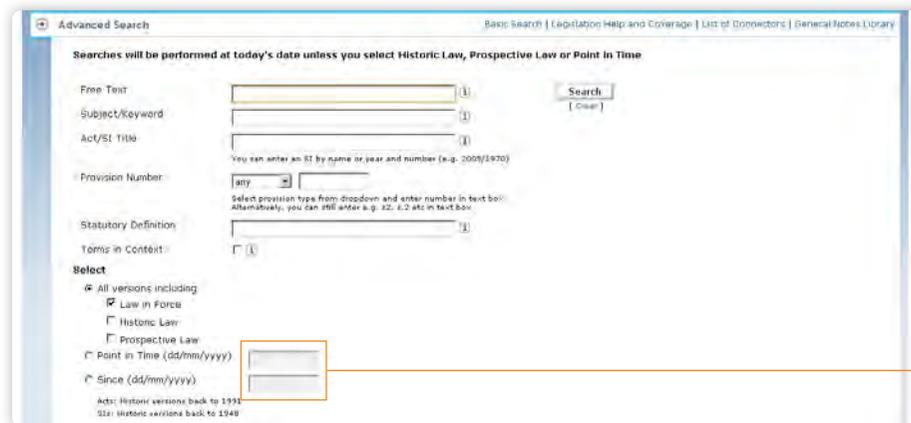
Links to access Advanced Search, coverage information, General Notes Library and search tips

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

For more information or guidance visit:
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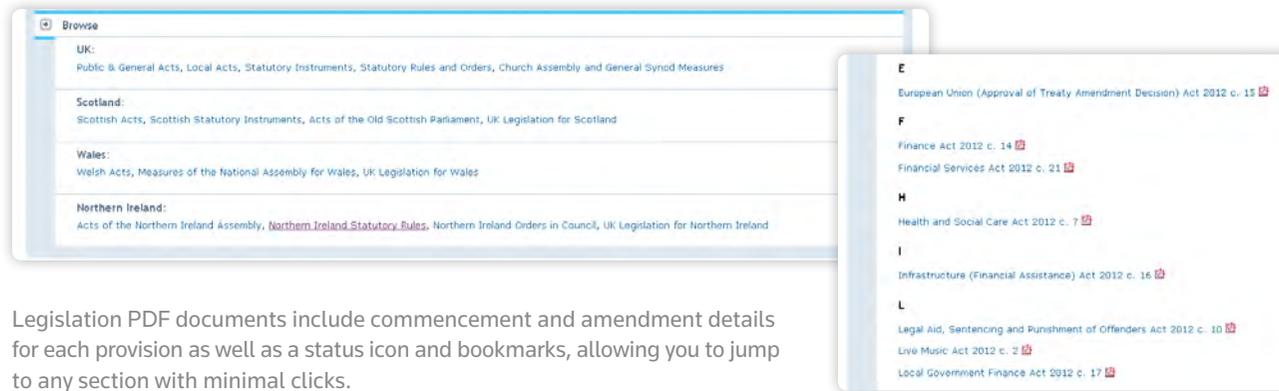
MANAGING YOUR RESEARCH

FINDING LEGISLATION

BROWSING

You can browse legislation from the UK, Scotland, Wales or Northern Ireland, and then by Year or Title.

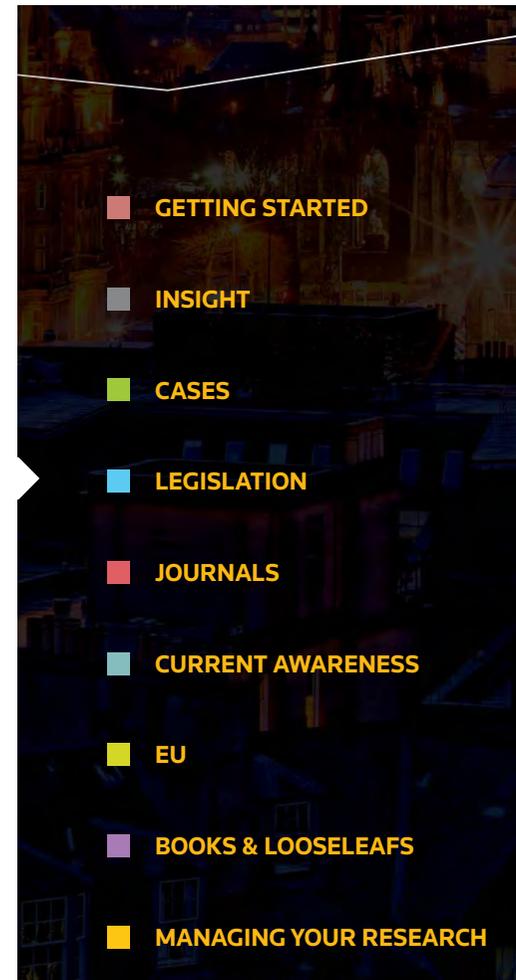
From the list of legislation, just click on any title to access the Arrangement Document, or click  to open a PDF version of it.



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 DOCUMENT

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

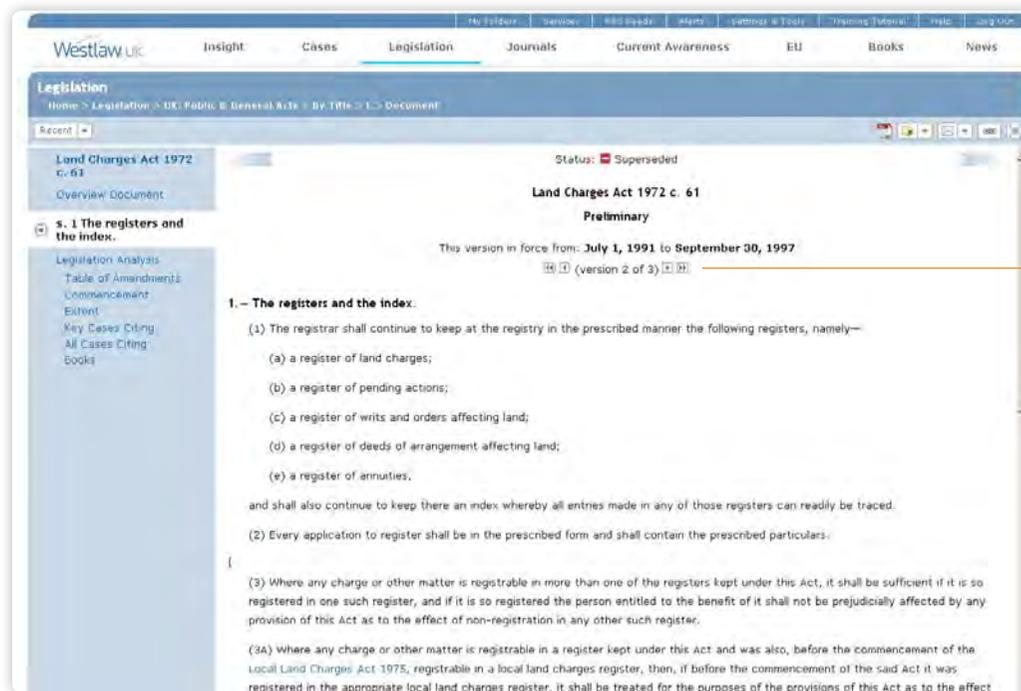


FINDING LEGISLATION

STATUS ICONS

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

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



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ANALYSING LEGISLATION

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

The **Overview Document** provides 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.

The screenshot shows the 'Prospective Law' table for the Income Tax (Earnings and Pensions) Act 2003 c. 1. The table lists amendments with their effective dates.

Provision	Amendment notes	Effective date
Pt 3 c. 4 s. 87(5)	repealed by Finance Act 2012 c. 14 Sch. 39(7) para. 50(2)(a)	April 6, 2013: repeal has effect for the tax year 2013-14 and subsequent tax years
Pt 3 c. 4 s. 89	repealed by Finance Act 2012 c. 14 Sch. 39(7) para. 50(1)	April 6, 2013: repeal has effect for the tax year 2013-14 and subsequent tax years
Pt 3 c. 6 s. 139(2)-(3)	substituted by Finance Act 2012 c. 14 Pt. 1 c. 2 s. 17(1)	April 6, 2014: substitution has effect for the tax year 2014-15 and subsequent tax years
Pt 3 c. 6 s. 139(5)	words substituted by Finance Act 2011 c. 11 Pt. 2 s. 51(1)	April 6, 2013: substitution has effect for the tax year 2013-14 and subsequent tax years
Pt 5 c. 2 s. 394(4)	figure substituted by Finance Act 2012 c. 14 Pt. 1 c. 1 s. 1(4)	April 6, 2013: substitution has effect for the tax year 2013-14 and subsequent tax years

LEGISLATION ANALYSIS DOCUMENT

This provides links to all materials related to a provision. Legislation applying, disapplying or referring to the provision, cases and books 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.

The screenshot shows the 'Table of Amendments' for the Public Health Act 1961 c. 64. The table lists different versions of the provision and their effective dates.

Version	Provision	Amendment notes	Effective date
2	Pt 1 s. 1(3)	repealed by Water Consolidation (Consequential Provisions) Act 1991 c. 20, Sch. 3(1) para. 1	December 1, 1991: represents law in force as at date shown
1		incorporates amendments made up to February 1, 1991	see commencement below

For more information or guidance visit:
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ANALYSING LEGISLATION

ANNOTATED STATUTES*

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

THE ANNOTATION WINDOW

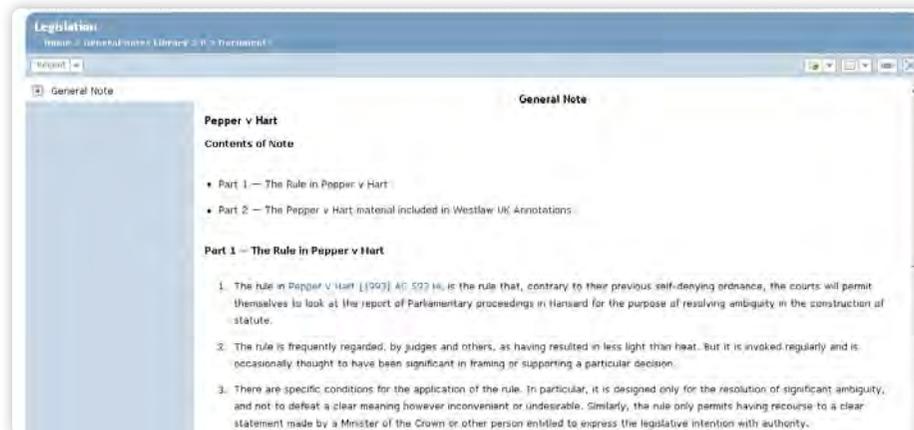
Beneath the text of a legislative provision, the annotation window is displayed containing guidance notes pertaining to that provision.



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

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.



JOURNALS

BASIC SEARCH

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



Links to access
Advanced Search,
content information
and search tips

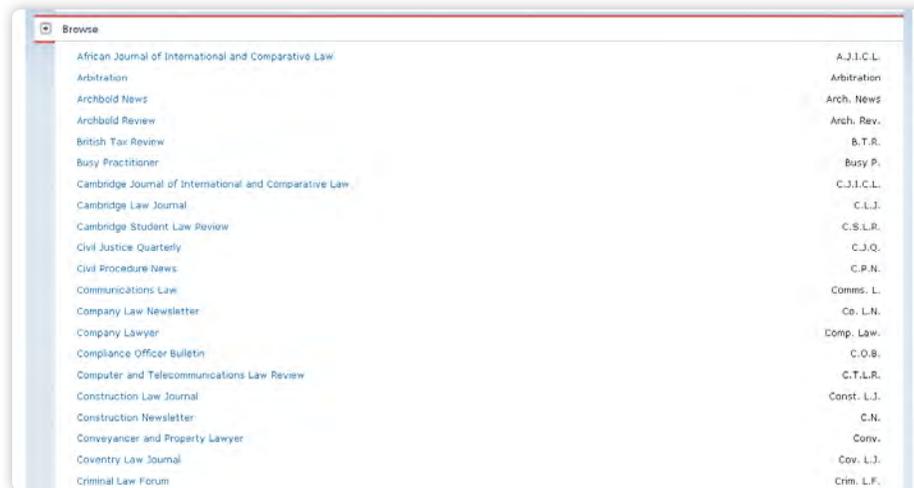
ADVANCED SEARCH

Enables you to enter additional information to further refine your search such as 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.

JOURNALS



CONTENT

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

The service includes thousands of articles in over 115 journals, from publishers including Sweet & Maxwell, Bloomsbury Professional, Cambridge University Press 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

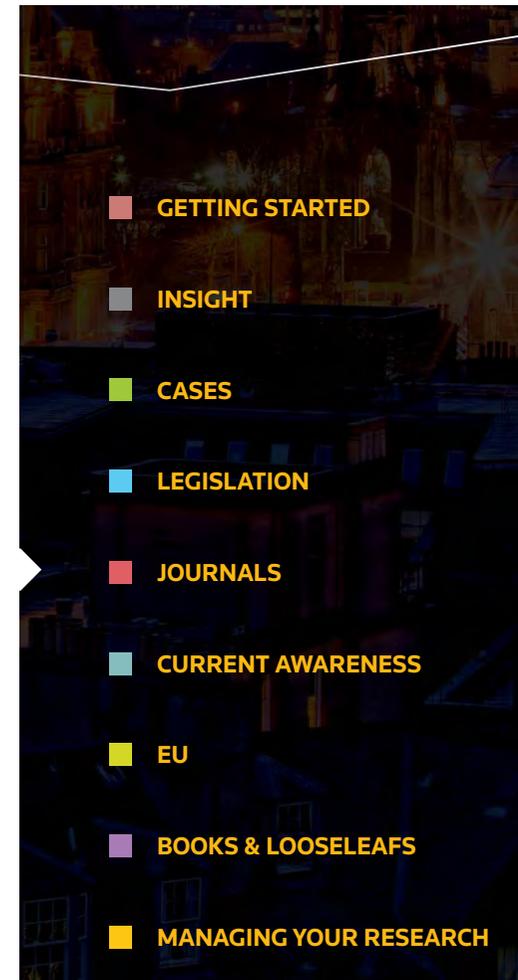
All English-language journals published in the UK and Europe are indexed in the Legal Journals Index (LJI) – an extremely popular service totally unique to Westlaw UK.



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

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 publisher's information by clicking the title of the journal.



CURRENT AWARENESS

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.



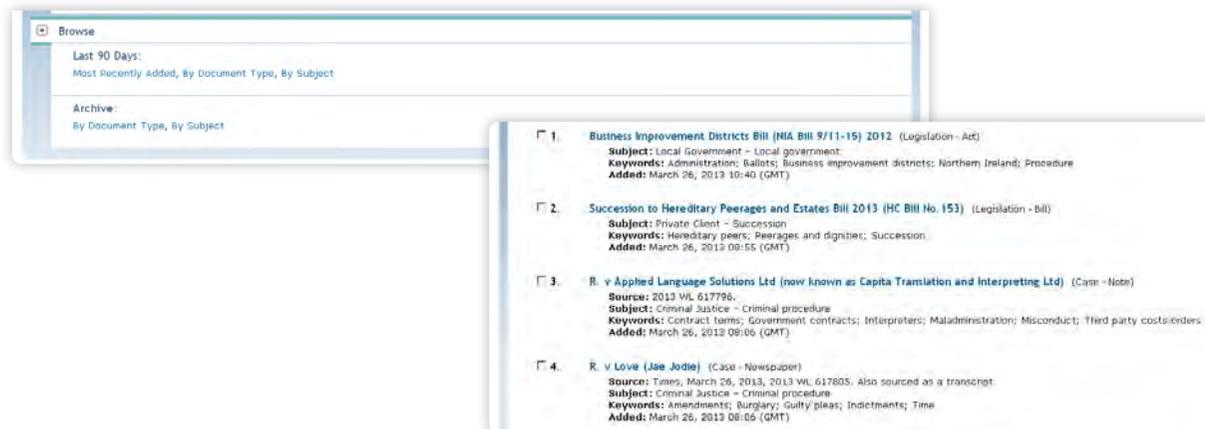
Links to access
Advanced Search,
content information
and search tips

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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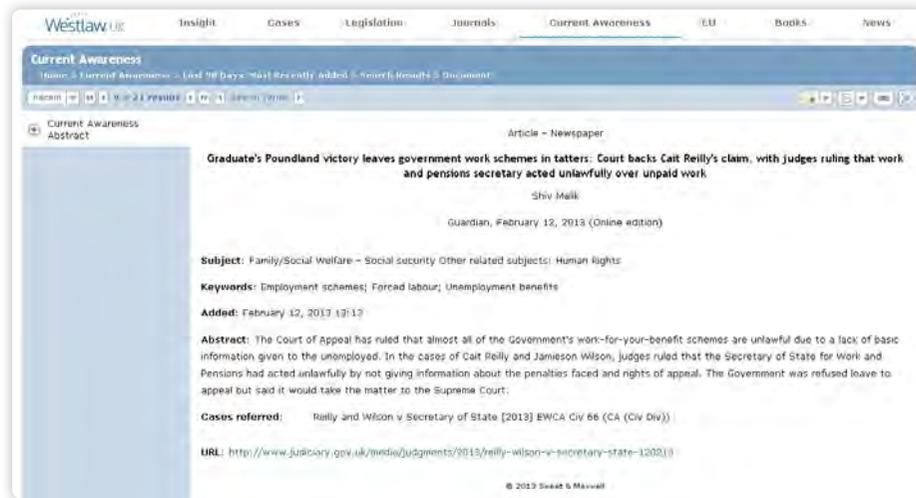
CURRENT AWARENESS

CONTENT

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.



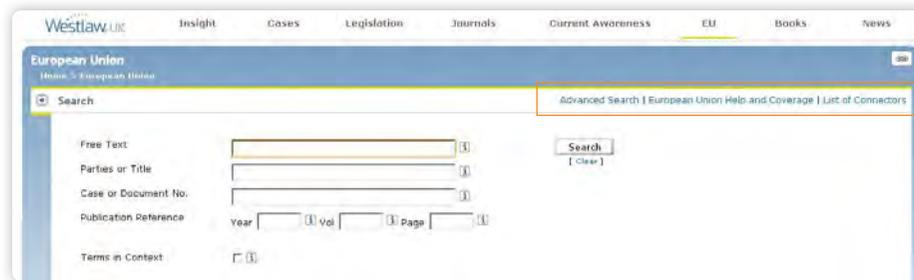
For more information or guidance visit:
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BASIC SEARCH

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 cases, legislation, treaties, preparatory acts, information and notices.



CONTENT

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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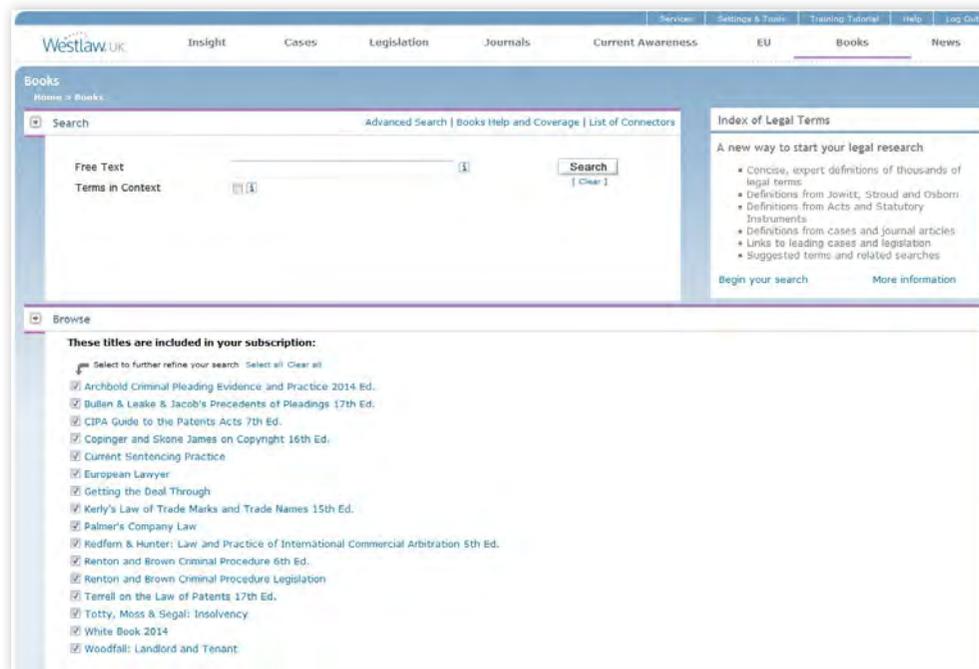
BOOKS & LOOSELEAFS

BASIC SEARCH

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

This page contains all the books and looseleaves available on Westlaw UK. 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.



ADVANCED SEARCH

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

BROWSING

Select a title to open the search page for that book or looseleaf 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, download or email entire chapters or sections using tick boxes by content sets
- Choose the way you view content sets with collapsible and expandable sections

FIRM-WIDE AVAILABILITY

- Everyone has access, at all times

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 mainwork 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

LINKS TO PRIMARY LAW

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

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 check 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

For more information or guidance visit:
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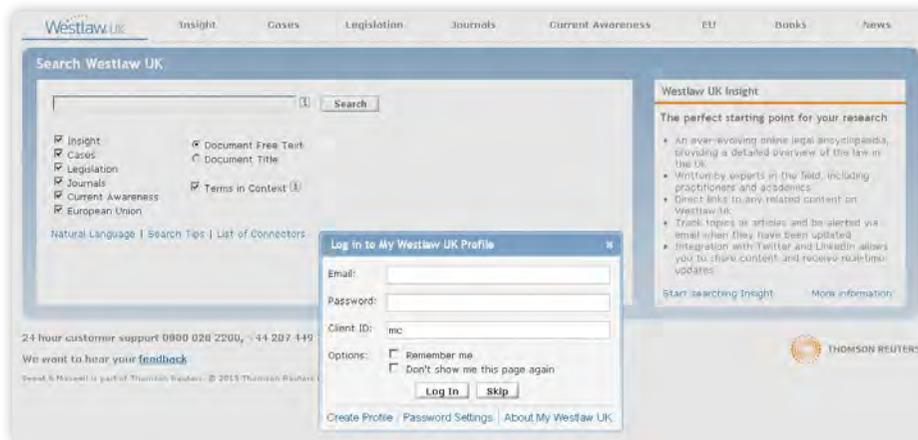
MANAGING YOUR RESEARCH

MY WESTLAW UK

If you access Westlaw UK without logging in, through **Athens** or **Shibboleth**, then you have the ability to create a personal profile on the service and get access to personalised features such as Alerts, RSS Feeds, the Research Trail and My Folders.

CREATING A PROFILE

If you have My Westlaw UK set up on your subscription, then you will see the screen below when you log in.



An email will then be sent to you with your login details and a temporary password. Click on the **Back to Login** button and fill in the details required to log in. The Client ID field gives you the option to enter information if you want to track the research you are doing and refer back to it at a later date.



Simply fill in the required details and click Create



MY WESTLAW UK

LOGGING IN

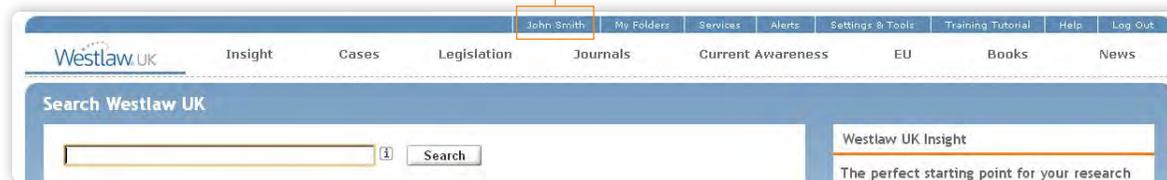
When you log in to **My Westlaw UK** for the first time, you'll be asked to change your password to something more memorable. It needs to be between 6 and 25 digits long. You'll also need to put in a memorable name in case you forget your password. Then click **Log in**.



If you select "Remember me" on the login page, then each time you access Westlaw UK, your details will be pre-populated in the boxes.



Selecting the "Don't show me this page again" box will mean that you will not be given the option to log in to your personal profile next time you access the service.



You will know you are logged in because your name will appear along the top of the screen

If you change your mind and wish to log in with a profile simply click on **My Westlaw UK**.

Once are you logged in you will see new options appear along the top of the screen such as Alerts and Trail (under Settings and Tools).

For more information or guidance visit:
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MY FOLDERS

MANAGING FOLDERS

Westlaw UK lets you create folders online where you can save your documents as you research.

Select the **My Folders** link at the top of the screen.



Here you can create folders, manage your documents and download results from selected folders.



To create a new folder, click the **New** link from the left-hand side.

You can further organise your research by creating subfolders. Simply click on the folder you want to rename or create a subfolder in, and click **New** or **Rename**.

When viewing the contents of a folder, tick boxes allow you to select which documents to deliver, delete or move to another folder. You can also sort by Content Type or Date Added, and change the order in which contents are displayed, using the sort options on the right hand side.



All contents of a folder (except PDFs) can be downloaded as one consolidated document, in the order that they appear within your folder.

For more information or guidance visit:
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MY FOLDERS

SAVING TO FOLDERS

To save a document to a folder, simply click the **Add to Folder** icon in the top right hand corner.



Where available, you have the option to save the document as you see it on screen or a PDF version.

By default Westlaw UK will highlight your most recently accessed folder.



Choose whether you want to save your document in a current folder or create a new one and then click **Add to Folder**. A notification will appear on screen confirming your document was saved successfully.

For more information or guidance visit:
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PRINT, DOWNLOAD AND EMAIL

Open any document on Westlaw UK and you will have the option to print, download or e-mail.



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

PRINT

- Click **Print** in the top right-hand corner
- Select your preferred Print Options and Output Option(s)
- Click **Submit**



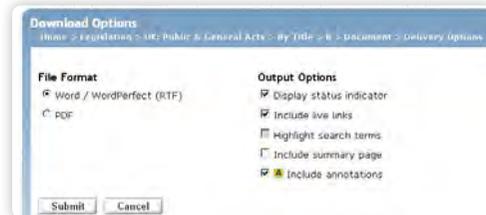
E-MAIL

- Click **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**



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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PRINT, DOWNLOAD AND EMAIL

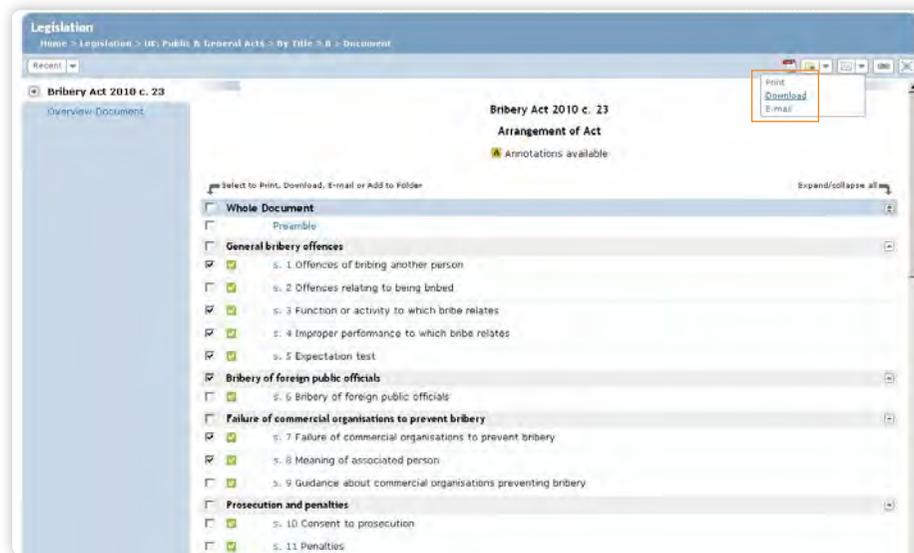
PRINT FULL TEXT LEGISLATION PDFS

There are two options available:

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

PRINTING SECTIONS OF AN ACT

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



PRINT, DOWNLOAD 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, download 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 AND RSS FEEDS

ALERTS

There are two ways to create alerts on Westlaw UK:

1. 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.

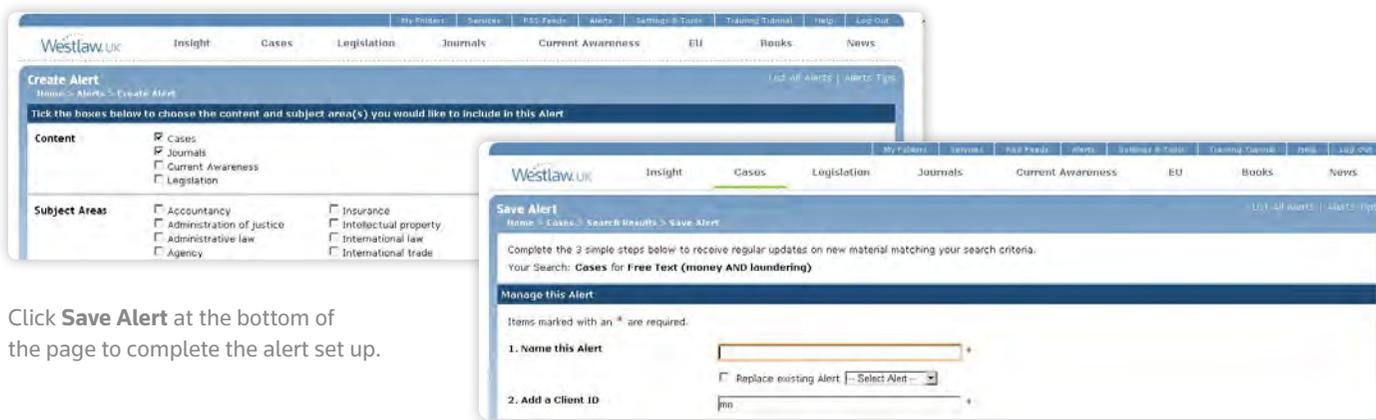
To create a new alert, click on the **Alerts** link at the top of the Westlaw UK screen.



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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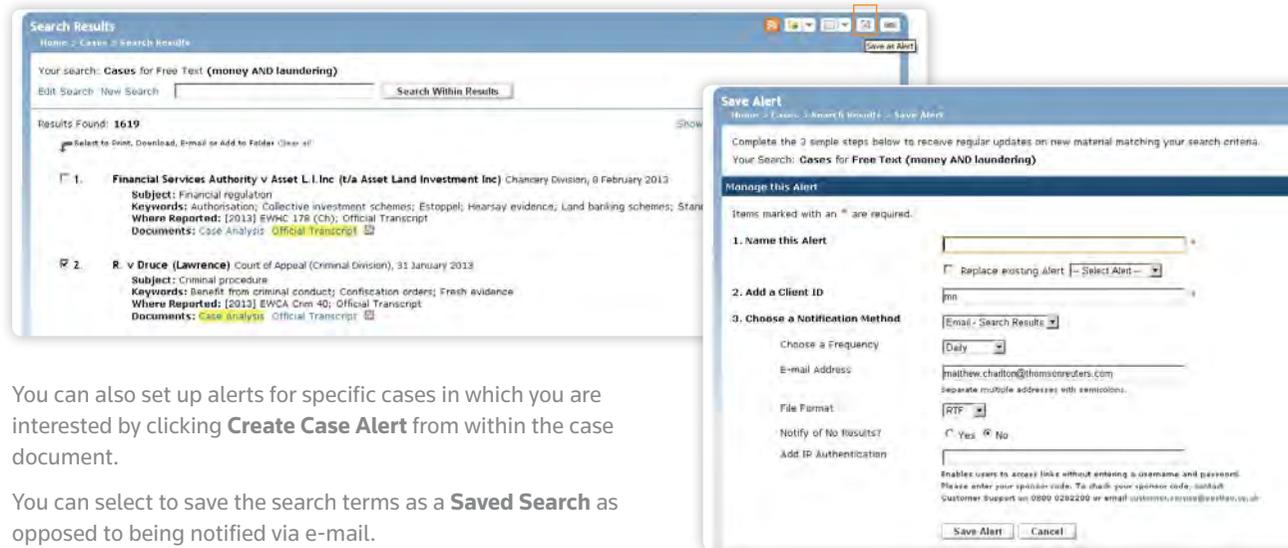
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ALERTS AND RSS FEEDS

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.

NEWS is available as an add-on to a Westlaw UK subscription

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