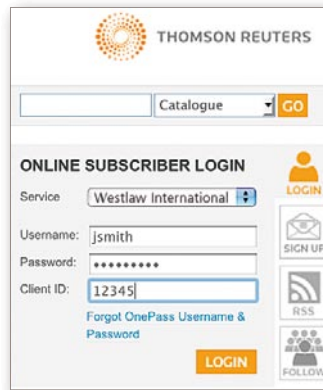


# WESTLAW INTERNATIONAL Quick Guide

This Quick Guide contains step-by-step explanations and screen shots to help you use the Westlaw service. It provides an overview and introduces key features that can make research fast and easy. Should you require assistance at any time, please call **1800 110 009** or email your query to **askwestlaw@thomsonreuters.com**

## 1. LOGGING IN TO WESTLAW

- Step 1:** Open your Internet browser and go to **www.thomsonreuters.com.au**
- Step 2:** Select Westlaw International from the Service list
- Step 3:** Enter Username, Password and Client ID
- Step 4:** Click **LOGIN**.

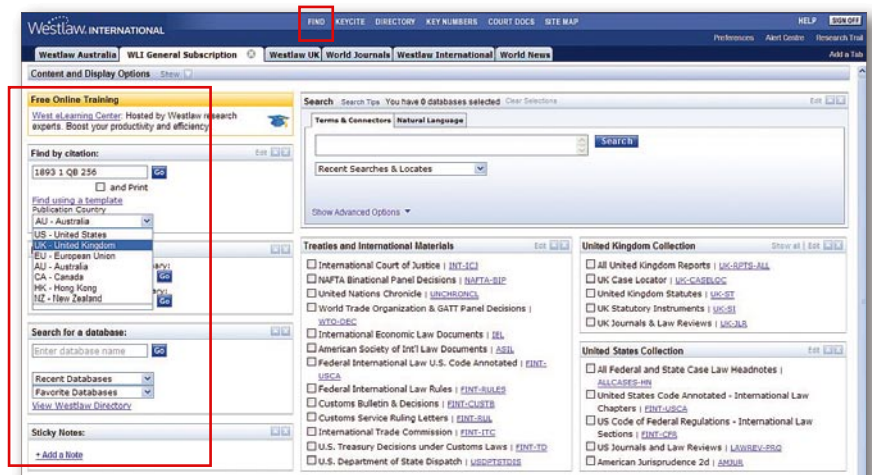


## 2. FIND BY CITATION

Use the Find by citation search box to quickly retrieve a specific document when you know the citation.

### To Retrieve a Case or Article by Citation

- Step 1:** Type in a document citation into the **Find by citation** text box eg. 1893 1 QB 256
- Step 2:** Select a jurisdiction from the **Publication Country** drop-down menu eg. UK – United Kingdom
- Step 3:** Click **Go**.

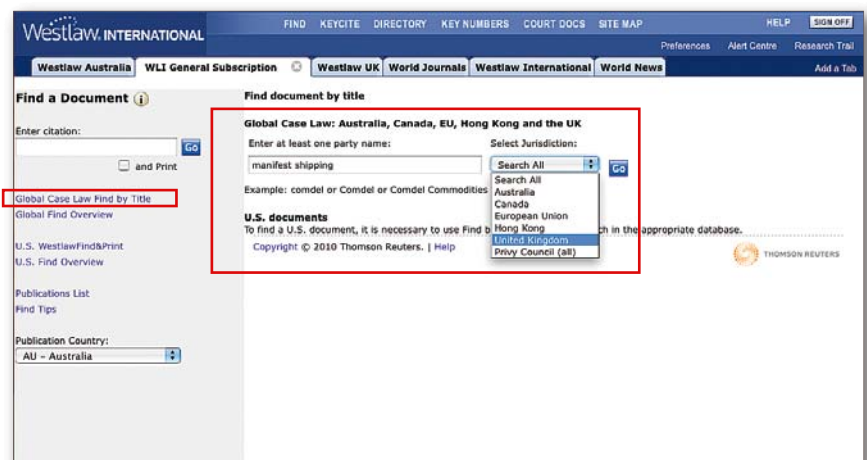


## 3. FIND BY TITLE

You can quickly retrieve a case when you know one or more parties' names by using the Global Case Law Find by Title search.

### To Retrieve a Case

- Step 1:** Click **FIND** on the blue toolbar then **Global Case Law Find by Title** in the left frame of the Find a Document page
- Step 2:** Type one or more parties' names in the text box eg. Manifest Shipping
- Step 3:** Select the jurisdiction from the Select Jurisdiction drop-down menu eg. United Kingdom
- Step 4:** Click **Go**.



**Tip:** To find a US case by party name you will need to search within a US database. See section 4 Locating a Database.



## 4. LOCATING A DATABASE

There are over 40,000 databases on Westlaw. With thousands of databases to choose from finding the right one can be crucial. There are several different tools to assist you:

### 1. CUSTOMISED TABS

Use the Tabs located along the top of the screen to access different database lists. Users with their own passwords can choose from over 50 different Tabs via the **Add Tab** link at the top of the page. IP Users can access alternative Tabs via the **Site Map**.

### 2. SEARCHING THE DIRECTORY

**Step 1:** With the directory page displayed enter the database name into the **Search the Westlaw Directory** text box, eg. Fleet Street Reports, and click **Search**

**Step 2:** A list of databases containing all or some of your search terms will be displayed. Click on the database name to take you to the **Search Screen**.

Westlaw INTERNATIONAL FIND KEYWORDS DIRECTORY KEY NUMBERS COURT DOCS SITE MAP HELP SIGN OFF

Westlaw Australia WLI General Subscription Westlaw UK World Journals Westlaw International World News Add a Tab

**Westlaw Directory**

Search the Westlaw Directory:  
fleet street reports Search

**Westlaw International Subscriptions**  
General, Regional, Topical, News, ...

**Australian Materials**  
Cases, Topical, ...

**Canadian Materials**  
Cases, Legislation, ...

**European Union Materials**  
Cases, Legislation, ...

**United Kingdom Materials**  
Cases, Legislation, Topical, ...

**Hong Kong**  
Civil Procedure (Hong Kong White Book), Cases, Legislation, ...

**U.S. Federal Materials**  
Cases, Statutes, Admin. Mat'l, Rules, ALR International, ...

**International/Worldwide Materials**  
N. America, EU, UK, Asia Pacific, ...

**Law Reviews and Journals**  
World Journals and Law Reviews, ...

**International Practice Areas**  
International Commercial Arbitration, ...

**Business & News**  
News, Companies, People, Industries, ...

**Search for a database:**  
washington university law review Go

Recent Databases  
Favorite Databases

To access a database, type all or part of a database name or identifier in the *Search for a database* text box.

To access multiple databases, type up to 10 database identifiers separated by commas or semicolons in the *Search for a database* text box.

Westlaw Directory Tips

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THOMSON REUTERS

### 3. BROWSING THE DIRECTORY

You can browse the directory list to locate a database for searching.

**Step 1:** Click on the **Directory** link

**Step 2:** Select **International Directory**

**Step 3:** Click on the hyperlinks to expand and drill down through the directory structure to locate a database eg. UK Materials - Legislation

**Step 4:** Click on the database name to take you to the **Search Screen**.

### 4. SEARCH FOR A DATABASE

Use the search for a database text box to locate a specific database eg. Washington University Law Review. The Search for a database text box is available on most pages.

**Step 1:** Type in Washington University Law Review into the **Search for a database** text box

**Step 2:** Click **Go**

**Step 3:** Click a database identifier to take you to the Search screen.

**Tip:** If you choose to access a database(s) outside your subscription, you will incur additional charges. A warning screen will appear advising you that the database is outside your subscription and asking you if you wish to proceed and incur the additional charge.



## 5. SEARCHING WESTLAW

Once you have found a database the next task is to type in your query. Westlaw provides two search methods, **Natural Language** and **Terms and Connectors**, so you can select the search method that is most effective for you.

### NATURAL LANGUAGE

A simplified search mode allowing you to enter your query as a statement, question or a collection of terms in plain English to retrieve documents.

Retrieves a total of 100 result documents.

Ranks results by frequency, concentration and uniqueness.

Features a "best section" in the part of the document with the highest concentration of terms.

### TERMS AND CONNECTORS

This is the more exact search mode, using Boolean operators to specify the relationship between search terms, see table below.

Retrieves up to 10,000 result documents.

Ranks the results in reverse date order.

CONNECTOR	SYMBOL	RETRIEVES
And	&	Search terms in the same document eg. <b>narcotics &amp; warrant</b>
Or	(space)	Either search term or both eg. <b>director manager</b>
Phrase	" "	Search terms appear exactly as in the quotation marks eg. <b>"mens rea"</b>
In the same sentence	/s	Search terms in the same sentence eg. <b>"unfair dismissal" /s damages</b>
In the same paragraph	/p	Search terms in the same paragraph eg. <b>interest /p deduction</b>
Root expander	!	Retrieves words with variant endings eg. <b>Deduct!</b> Retrieves deduct, deducts, deducting, deduction, deductible

### TAB SEARCHING

Once you log on to Westlaw you will be taken to a Search screen based on the selected customised tab eg. WLI General Subscription. This screen will vary between jurisdictions and will allow you to run a Quick Search.

**Step 1:** Select **Natural Language** or **Terms and Connectors** tab

**Step 2:** Type your search query into the Search box eg. freedom of speech public interest

**Step 3:** If required select a date restriction from the drop-down menu

**Step 4:** Check one or more databases available on the screen eg. UK Journals & Law Reviews

**Step 5:** Click **Search**.

Search Tabs

Select up to 10 databases

Add Connectors and Expanders Arrow

**Tip:** To display a list of Connectors and Expanders click on the Show Advanced Options link.





## 6. NAVIGATING THE RESULTS

After you have run a search on Westlaw your results are displayed in split-page view. The **left frame** displays the number of documents retrieved and the citations for each within the **Results List tab**, as well as a **Related Info tab**. The text of the **document** is displayed in the **right frame**.

**Note:** The results below represent a natural language search for the terms freedom of speech public interest.

Use the navigation tools located at the bottom of the page to move through the result documents.

Click on the **number** beside the citation to view the document.

Click the **Related Info** tab to link to Analysis of citing cases, related briefs, secondary materials and KeyCite citator materials relating to the result document displayed in the right frame.

Highlighted Search Terms

Click to display Full Screen View

The screenshot shows the Westlaw International interface. At the top, there are navigation tabs for 'Westlaw Australia', 'WLI General Subscription', 'Westlaw UK', 'World Journals', 'Westlaw International', and 'World News'. Below this is a search bar and a 'Sign Off' button. The main content area is split into two frames. The left frame, titled 'Result List', shows a list of 100 documents. The first document is highlighted in yellow and has its citation '1. I.C.L.Q. 1996, 45(2), 253-270' and title 'International & Comparative Law Quarterly Freedom of speech: is it the primary right?' displayed. The right frame shows the text of the selected document, which is 'Freedom of speech: is it the primary right?' by Sydney Kentridge. The text is highlighted in yellow to show search results. At the bottom of the page, there are navigation tools including 'Term', 'Best', and 'Doc' arrows, and a 'Tools' menu.

Click on the **Term** arrows to display the next or previous occurrence of the search term.

The **Best** arrows only appear in Natural Language searching. Click to display the section of the documents with the best concentration of your search terms (highlighted in red).

Click on the **Doc** arrows to display the next or previous document in the result list.

Tools Menu

## 7. PRINTING, EMAILING AND DOWNLOADING

You can choose to send documents retrieved in Westlaw to a printer, an e-mail address or you can download documents to a word-processing file.

**Step 1:** Click one of the desired icons from the top of the result document

**Step 2:** Verify or change the selection from the options provided eg. Current Document, Result List (All), Result List (Selected), Selected Documents or All Documents

**Step 3:** Click **Print**, **Send** or **Save** to print, e-mail or download the document.

The diagram shows five icons in a row: 'QUICK PRINT', 'PRINT', 'EMAIL', 'DOWNLOAD', and 'OTHER'. Below each icon is a red arrow pointing to a text box describing its function: 'Prints current document', 'Displays a selection of print options', 'Displays a selection of email options', 'Displays a selection of save options', and 'Displays a selection of other delivery options'.



## 8. REFINING A SEARCH

### EDIT SEARCH

To return to your original search to modify the entire query use the **Edit Search** option.

**Step 1:** Click **Edit Search**

**Step 2:** Add or remove search terms and/or limit the number of databases selected

**Step 3:** Click **Search**.

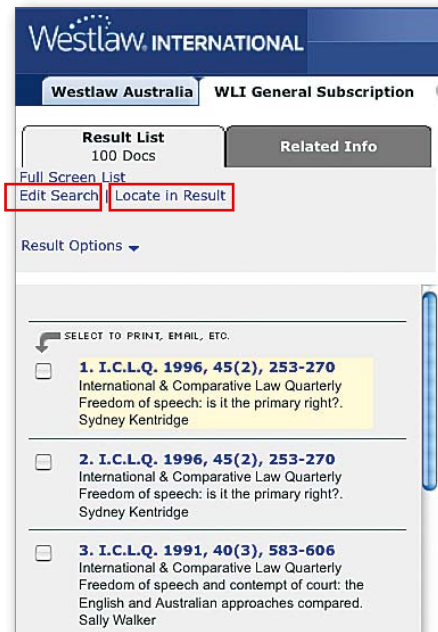
### LOCATE IN RESULT

When a search retrieves too many documents use Locate in Result to search within the results.

**Step 1:** Click **Locate in Result**

**Step 2:** Add the additional terms in the Query box using connectors and expanders eg. “conflicting rights” and click **Locate**

**Step 3:** To edit or cancel your Locate, select **Edit Locate** or **Cancel Locate** to retrieve your original search results.



## 9. FIELD SEARCHING

Almost all documents on Westlaw are composed of several parts called Fields. In a journal document for example, the title, citation, publication, body text and author are each considered a separate field. Rather than searching the entire document, you can restrict your search to one or more of these fields. Doing so saves time and is an effective method for refining a search.

To locate articles where copyright appears in the Title (TI) Field in the UK – Journals and Law Reviews database complete the following steps:

**Step 1:** Locate the UK-JLR database using one of the methods outlined in section 4 of this guide

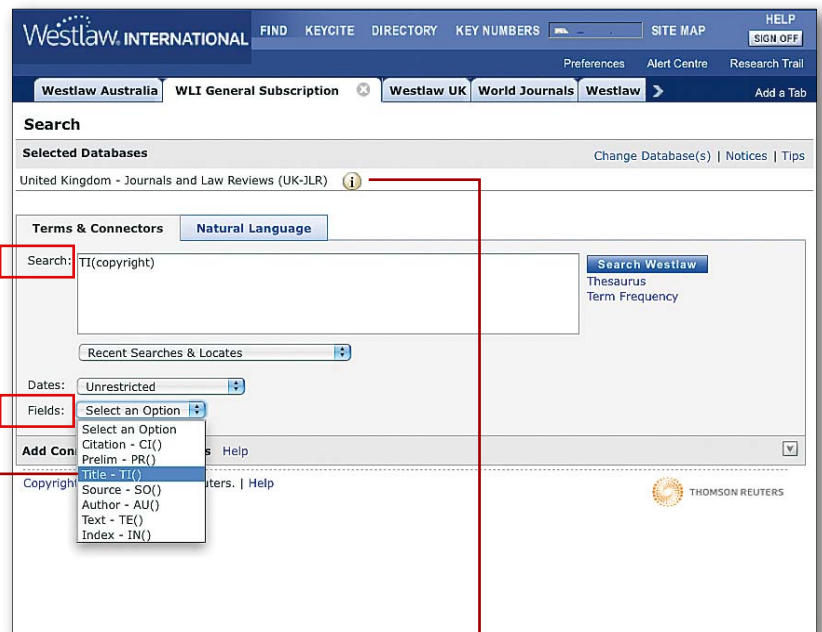
**Step 2:** Select Title - TI() from the Fields drop-down menu

**Step 3:** Type TI(copyright) into the Search box

**Step 4:** If required select a date restriction from the Dates drop-down menu

**Step 5:** Click **Search Westlaw**.

The **Fields** drop-down list displays all available fields for the selected database – double clicking will insert that field into the Search box.



Scope Button

**Tip:** To identify what fields are available in a database click on the Scope button and go to the Searching & Fields section.



## 10. TOOLS MENU

Once a document is displayed on the screen you can select an option from the Tools menu to:

- Copy the document text along with the citation reference.
- Go to a specific page of a print publication.
- Limit display to specific fields in a document.

### Copy with Reference

**Step 1:** From within a document select the text you want to copy

**Step 2:** Click on the **Tools** link and select **Copy with Reference** then click **GO**. The text will be displayed in a new browser window.

**Step 3:** Click **Copy**

**Step 4:** Paste the text into your word-processing document. The text will appear in the document along with the citation reference.

The screenshot shows a document titled 'Conflict of laws - foreign copyright jurisdiction'. A red box highlights a paragraph of text. A red arrow points from this text to the label 'Selected Text'. Another red arrow points from the 'Tools' menu in the bottom right corner to the label 'Tools Menu'. The Tools menu is open, showing options like 'Copy with Reference', 'Go to Page', and 'Tools'.

## 11. BROWSING THE TABLE OF CONTENTS

The Table of Contents service allows you to browse **selected databases** available in Westlaw. It contains the table of contents for legislation, treatises and commentaries from various jurisdictions.

To browse the Table of Contents to locate the UK Gambling Act 2005 complete the following steps:

**Step 1:** Click **SITE MAP** located in the blue toolbar and select Table of Contents (Legislation & Treatises)

**Step 2:** Select a jurisdiction eg. United Kingdom then Statutes, then Acts of the UK Parliament

**Step 3:** Select G then locate the Gambling Act 2005 CHAPTER 19 to display a list of Parts

**Step 4:** Select Part 2 The Gambling Commission, then click on S 20 to display the section in a Link Viewer window, click Maximize for full screen view.

The screenshot shows the 'Table of Contents' page for 'UK Gambling Act 2005'. A red box highlights the 'SITE MAP' button in the top right. Another red box highlights the 'UK 2005 C 19 Pt 3 & 33' section. A red arrow points from this section to the label 'Section in Link Viewer'. At the bottom of the page, a red box highlights the 'Retrieve & Print' link, with a red arrow pointing to the label 'Retrieve, Print and Search links'.

**Tip:** To Search or Retrieve & Print from the Table of Contents place a check in the corresponding box and select one of the links at the bottom of the page.

## 12. HELP & ASSISTANCE

**Technical Support** Call Digital Support **1800 110 009** or email [askwestlaw@thomsonreuters.com](mailto:askwestlaw@thomsonreuters.com)

**Training Support** Call **1800 020 548** or email [LRA.Trainers@thomsonreuters.com](mailto:LRA.Trainers@thomsonreuters.com)

**Customer Support** Call **1300 304 195** for account inquiries.

