USING WESTLAW CHINA

Starting a Westlaw China Session

Complete these steps to sign on to Westlaw China:
1. Access **www.westlawchina.com**, the Westlaw China sign-on page is displayed.
2. Type your username and password in the text boxes.

- Select the **Remember Me** check box if you want your Westlaw China username and password automatically entered each time you sign on to Westlaw China.
- Type a client ID if you want to assign your Westlaw China session to a particular client.

3. Click **Login**. The Westlaw China English home page is displayed (Figure 1).

Using the Home Page

At the Westlaw China English home page, you can run a search in the left frame, or you can click a link in the right frame to view a summary of a Current Awareness document. You can also click the **Laws and Regulations, Legal Topics**, and **Current Awareness** tabs to browse or search for Laws and Regulations, Legal Topics, and Current Awareness documents, respectively.

At the top of the home page, you'll find navigation links to useful services:

- To view a description of Westlaw China content available in English, click **Scope**.
- To create an alert entry, click **Alerts**.
- To view searches you have saved, click **Saved Searches**.
- To view a list of your research trails from the past 14 days that are associated with your Westlaw China password, click **Settings and Tools** and then choose **Trails**.
- To view search and delivery options, click **Settings and Tools** and then choose **Options**.

Figure 1: Westlaw China English Homepage

Running a Search at the Home Page

Searching on Westlaw China requires you to use the Terms and Connectors method. In Terms and Connectors searching, you must place connectors between your search terms. You should also consider the various forms that your search terms might take.

USING CONNECTORS

Refer to the chart below for help with choosing connectors.

Connector	Type	To search for documents that contain	Example
AND	&	both search terms	**investment & credit**
Grammatical Connectors	/p +p	search terms in the same paragraph the first search term preceding the second in the same paragraph	**infringe /p copyright import +p tax**
Numerical Connectors	/n +n	search terms within *n* terms of each other (where *n* is a number from 1 to 255) he first term preceding the second by *n* terms (where *n* is a number from 1 to 255)	**foreign /3 currency** **peoples +2 republic**
Phrase	" "	search terms appearing in the same order as in the quotation marks	**"trademark law"**

Connector	Type	To exclude documents that contain	Example
BUT NOT	%	the terms following the percent symbol	**r.i.c.o. % "puerto rico"**

USING VARIATIONS OF WORD FORMATS

To search for	Type	Westlaw China retrieves documents that contain
compound words such good-will	**good-will**	*goodwill, good-will, good will*
abbreviations such as *SOE*	**s.o.e**	*S.O.E., S. O. E., SOE, S O E*
words with multiple endings, such as *object*	**object!**	*object, objected, objecting, objection, objective*
words with variable characters, such as *withdraw* and *jury*	**withdr*w** **jur****	*withdraw, withdrew* *jury, juror* (but not *jurisdiction*)

For more information on searching with Terms and Connectors, click **Search Tips** or **List of connectors** at the home page.

RUNNING A SEARCH

Type your search, e.g., **"trademark law",** in the text box at the top of the left frame; select one or more categories to search, e.g., Laws and Regulations; specify whether you want your search terms to appear in the text or the title of documents; and click **Search**.

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Viewing the Result List

After your search has run, the result list is displayed. The result list includes the titles of documents retrieved by your search (Figure 2). It also includes your highlighted search terms and surrounding text for each document. To hide the search terms and surrounding text, click **Hide Terms in Context**. Click a document's title to view the full text of the document.

If you ran your search from the home page, the number of documents in each category (Laws and Regulations, Legal Topics, and Current Awareness) is displayed above the result list. To view the documents in a particular category, click the category name. To edit your search, click **Edit Search**. To save your search so you can run it at another time, click **Save This Search**.

You can also print, save, or e-mail the result list or selected documents.

Figure 2: Result List

LOCATING SPECIFIC TERMS WITHIN YOUR RESULT

The Search Within Results feature allows you to search the documents in your result for a particular term or terms, whether or not the terms appeared in your original search. Type the term or terms you want to locate in the text box at the top of the result list (formulated as a Terms and Connectors query) and click **Search Within Results**. Your result list is automatically restricted to those documents that contain your search terms; the terms are highlighted in the document text. To return to the result list, click **Return to Full Results**.

Browsing Documents in a Result

Laws and Regulations documents contain information such as the promulgating institution and promulgating date at the top of the page. Legal Topics documents provide content information in the left frame.

NAVIGATION FEATURES

- To display the next or previous document in your search result, click the **Result** arrows.
- To view the next or previous occurrence of the search terms in your search result, click the **Term** arrows.
- To return to the result list, click **Search Results**.
- To view a document in Chinese or in Chinese and English side-by-side, click **Chinese** or **Chinese-English**, if available, in the upper-right corner of the document.

Laws and Regulations

BROWSING LAWS AND REGULATIONS

To browse laws and regulations, click the **Laws and Regulations** tab at the top of any page. The Law and Regulations page is displayed. A list of the types of laws and regulations is displayed in the *Browse* section. Click the links next to the folder icons (📁) to browse the list, and click the link next to a document icon (📄) to display the full text of a document (Figure 3). To view the document in Chinese and English side-by-side, click **Chinese-English**, if available, in the upper-right corner of the document. You can print, save, or e-mail the document. To return to the list, click a link at the top of the page.

Figure 3: Browsing laws and regulations

RUNNING A SEARCH

You can run a quick search or an advanced search at the Laws and Regulations page. To run a quick search, type a Terms and Connectors query in the *Title* or *Text* text box, select the **Valid Only** check box, if it is not already selected, if you want to search only valid laws, and click **Search**.

To run an advanced search, click **Advanced Search** to display the Advanced Search template (Figure 4). An advanced search allows you to enter a document number, promulgating date, or effective date and choose the validity status of the documents you are searching.

Note You can limit your search to a specific type of law or regulation by clicking a link in the *Browse* section before running the search.

Figure 4. Advanced Search Template

At the result page, a list of the types of laws and regulations retrieved by your search is displayed in the left frame and the result list is displayed in the right frame (Figure 5). To narrow the result list to a particular type of law or regulation, click a link in the left frame. Click a document's title to display the full text of the document.

You can edit your search, run a new search, save the search, search within the result, or sort the result list by date.

Figure 5. Result page

KEYCITE® STATUS FLAGS FOR LAWS AND REGULATIONS

A red flag indicates the provision has been repealed.

A yellow flag indicates the provision has been revised.

Using Westlaw China

Legal Topics

BROWSING LEGAL TOPICS

To browse legal topics, click the **Legal Topics** tab at the top of any page. The Legal Topics page is displayed. A list of legal topics is displayed in the *Browse* section. Click the links next to the folder icons to browse the list, and click the link next to a document icon (Figure 6) to display the full text of a document (Figure 7). Click a link in the left frame under *Related Information* to jump to a particular section of the document. To return to the original topic, click its link at the top of the page.
To view a document in Chinese, click **Chinese**, if available, in the upper-right corner of the document. You can also print, save, or e-mail the document.
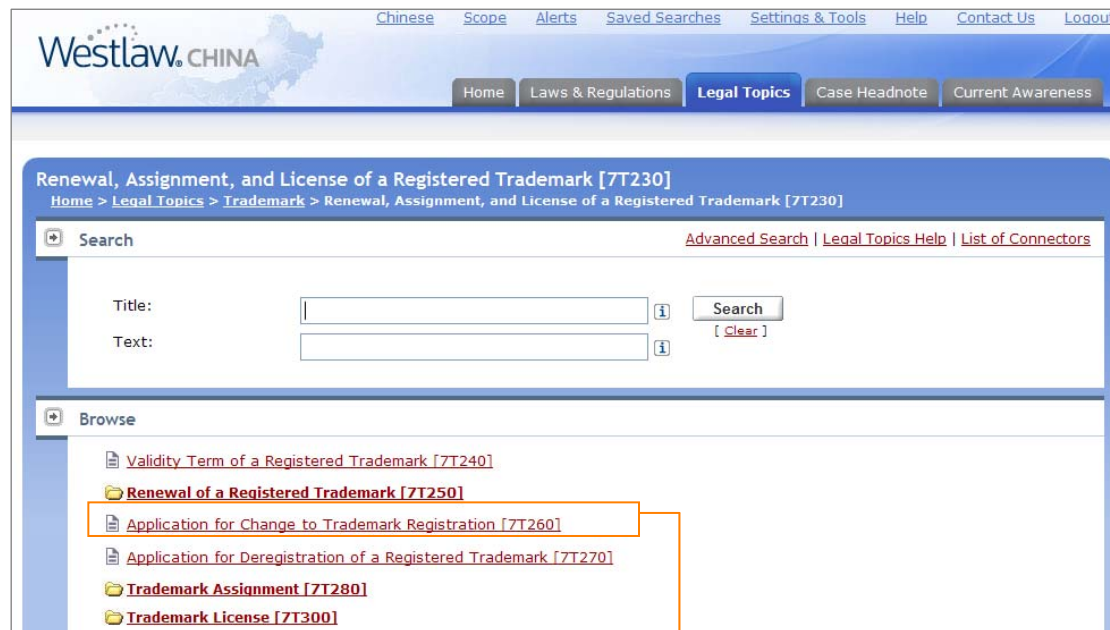

Figure 6. Legal Topics Page

Figure 7. Full-Text document

RUNNING A SEARCH

You can run a quick search or an advanced search at the Legal Topics page. To run a quick search, type a Terms and Connectors query in the *Title* or *Text* text box and click **Search**. The result list is displayed (Figure 8). If you have a key number, a code that is assigned to a given legal issue, you can click **Advanced Search** and type the number in the *Key Number* text box.

Note   You can limit your search to a specific legal topic by clicking a link in the *Browse* section before running the search.

Figure 8. Result List

Current Awareness

BROWSING CURRENT AWARENESS DOCUMENTS

Current Awareness documents include recently adopted legislation, information about courts and cases, proposed legislation, government policies, and news. Current Awareness documents are updated five times a day. More than 100 sources of information are monitored.

The Westlaw China home page contains a list of the most recent current awareness documents in the right frame. Click a document's title to display a summary of the document. To browse additional Current Awareness documents, click **More** at the end of the list or click the **Current Awareness** tab at the top of any page.

At the Current Awareness page, click **Last 90 Days** or **Archive** in the *Browse* section. You can browse the most recently added documents or browse documents by category or by subject. When a list of documents is displayed (Figure 9), click a document's title to display a summary of the document. To return to the document list, click **Search Results** at the top of the page. While viewing the document list, you can click **Hide Terms in Context** to view just the titles of the documents or click **Sort by Relevance** to list the documents by relevance instead of by date. You can also use the Search Within Results feature, where available, to search the documents in the list for a term or terms.

Figure 9. List of Current Awareness documents

Delivering Documents

To print, save, or e-mail a document, click the appropriate delivery icon at the top of the page (Figure 8).

- Click the **Print** icon to print the document on an attached printer.
- Click the **Save** icon to save the document on your computer in a Microsoft® Word or Corel® WordPerfect® format or in PDF.
- Click the **E-mail** icon to send an e-mail containing the document (in Word or WordPerfect format or in PDF) to one or more e-mail addresses.

Creating an Alert Entry

You can use the Alerts feature to easily track current events by e-mail. Click **Alerts** at the top of any page, then click **Create a New Alert**. At the Create Alert page, select **Current Awareness–English** or **Current Awareness–Chinese**, then choose the subject areas you want to track and click Next. At the Save Alert page, type a name for your entry and a client identifier in the text boxes; choose a frequency, e.g., **Daily**; and choose a notification method. Type one or more e-mail addresses in the *E-mail Address* text box and choose your file format. Click **Save Alert**.

Your alert entry will be listed at the Alerts List page. You can easily manage your alert entries at this page:

- To modify an entry, click the entry's name; to delete an entry, click **Delete** next to the entry.
- To temporarily stop delivery of an alert entry, click **Suspend**. At the Suspend This Alert page, choose how long you want to stop delivery, then click **Save**. At the Alerts List page, click **Reactivate** to have your entry run again.
- To view instructions for setting up an entry, click **Alerts Tips**.