GETTING STARTED

LOGGING IN
- Go to www.westlaw.co.uk and click the LOG IN TO YOUR SERVICE and Westlaw UK
- Enter your Username and Password
- Enter your Client ID – this can be any characters of your choice to identify the research you are doing and allow you to track/label/save/email your research trail

HOME PAGE
Search for insight, case law, legislation, journal articles, current awareness and EU information.

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

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 within a firm, in-house legal department or chambers, 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 call Customer Support on: 0800 028 2200 or email: customer.service@westlaw.co.uk
# 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

<table>
<thead>
<tr>
<th>CONNECTOR</th>
<th>SYMBOL</th>
<th>RETRIEVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>&amp; (or a space)</td>
<td>Search terms in the same document: trademark &amp; registration</td>
</tr>
<tr>
<td>OR</td>
<td>Or</td>
<td>Either search term or both: car or automobile</td>
</tr>
<tr>
<td>Phrase</td>
<td>&quot; &quot;</td>
<td>Search terms appearing in the same order as in the quotation marks: “fiduciary duty”</td>
</tr>
<tr>
<td>Numerical Connectors</td>
<td>/n</td>
<td>Search terms within “n” terms of each other (where n is a number): person /3 jurisdiction</td>
</tr>
<tr>
<td></td>
<td>+n</td>
<td>The first term preceding the second by n terms (where n is a number): capital +3 punishment</td>
</tr>
<tr>
<td>Grammatical Connectors</td>
<td>/s</td>
<td>Search terms in the same sentence: nuisance /s smell</td>
</tr>
<tr>
<td></td>
<td>/p</td>
<td>Search terms in the same paragraph: hearsay /p admissibility</td>
</tr>
<tr>
<td></td>
<td>+s</td>
<td>The first term preceding the second within the same sentence: burden +s proof</td>
</tr>
<tr>
<td></td>
<td>+p</td>
<td>The first term preceding the second within the same paragraph: right +p counsel</td>
</tr>
<tr>
<td>BUT NOT</td>
<td>%</td>
<td>Documents not containing the term or terms following the % symbol: taxation % income</td>
</tr>
<tr>
<td>Root Expander</td>
<td>!</td>
<td>Additional suffixed endings to words searched: contract! retrieves contracted, contractual, contracting</td>
</tr>
</tbody>
</table>

# 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
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.

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

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.
SEARCH RESULTS

Search results are delivered with the most relevant results displayed at the top. You also have the 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.
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
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.
BREADCRUMB TRAIL

Our breadcrumb trail in the top left hand corner of your 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.
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.
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.
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.

SEAMLESS LINKING

Created specifically for online, Westlaw UK Insight is designed to be relevant, comprehensive and yet concise.

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

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.

For more information or guidance call Customer Support on: 0800 028 2200 or email: customer.service@westlaw.co.uk
WATCHED TOPICS

Simply click the icon at the top right hand corner of your screen and the article will be added to your bookmarked 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 bookmarked topic.

You can also set up alerts to be emailed when an article is updated or build updates into your Outlook, Lotus Notes or intranet via RSS feeds.
FOLDER, DOWNLOAD, EMAIL & PRINT

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

1. More specific lower-level articles deal with the subject in more detail: see, in particular:
   - Copyright
   - Passing off
   - Patents
   - Trade marks

2. The following key texts are available on Westlaw UK:
   - CIPA Guide to the Patents Acts 7th Ed.
   - Copinger and Skone James on Copyright 10th Ed.
   - Kersly's Law of Trade Marks and Trade Names 15th Ed.

Print
Download
Email
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.

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.
FINDING CASE LAW

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.

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.

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

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 Citing
- Journal Articles
- Books

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.
CASE ANALYSIS DOCUMENT

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

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
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.

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.
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.
STATUS ICONS

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

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

**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.
ANALYSING LEGISLATION

ANNOTATED STATUTES*

In your search results 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.

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.

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

BASIC SEARCH
Select the Journals link from the top of the screen. Retrieve Journals by entering terms into the Free Text, Subject/Keyword, Article Title, Author or Term Defined fields. You can combine any of these fields for a more refined search.

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.
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.

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.
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.

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.
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.

Graduate's Pounds-and-tributes government work scheme in toto: Court backs Cattelly's claim, with judge ruling that work and pension secretary acted unlawfully over unpaid work.

Mike Walk
Quashed, February 23, 2010 (Index edition)

Subject: Family/Social Welfare - Social security (Other related subjects): Human rights

Keywords: Employment schemes, Forced labour, Unemployment benefits

Abstract: The Court of Appeal has ruled that almost all of the Government's work-for-your-benefits schemes are unlawful due to a lack of basic information given to the unemployed. In the case of Cattelly and Lawrence, judges ruled that the insecurity of state for work and benefits had acted unlawfully by not giving information about the penalties faced and rights of appeal. The Government was refused leave to appeal but said it would take the matter to the Supreme Court.


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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.

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.
BOOKS & LOOSELEAFS

BASIC SEARCH
Select the Books link from the top of the screen.

This page contains all the books and looseleafs 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.
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 call Customer Support on: 0800 028 2200 or email: customer.service@westlaw.co.uk
NEWS

BASIC SEARCH
Select the News link from the top of the screen. You can search across news information using the Free Text field.

ADVANCED SEARCH
Enables you to refine your search by selecting to search by headlines, a subject area, from a specific publication or author and within a date restriction.

BROWSING
Browse to find a particular publication or group of publications to search (e.g. broadsheets or regional press).

CONTENT
Includes over 1,000 news and business information databases.

Coverage includes:
- Daily Telegraph (from January 2001)
- Independent (from January 2000)
- Independent on Sunday (from January 2000)
- Sunday Telegraph (from January 2001)
- The Guardian (from December 2009)
- The Observer (from December 2009)
If you access Westlaw UK through IP authentication (i.e. without logging in) or 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.
MANAGING YOUR RESEARCH

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.

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).
MANAGING YOUR RESEARCH

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.
MANAGING YOUR RESEARCH

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.
MANAGING YOUR RESEARCH

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

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

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

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

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

For more information or guidance call Customer Support on: 0800 028 2200 or email: customer.service@westlaw.co.uk
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.
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.
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.