Westlaw UK: Getting Started

Your new Westlaw UK Home page:

- Save pages as Favourites, save documents to Folders, track your research History and go to your Alert Centre

- Select to search/browse a specific content type

- Search across all or selected content

- Click to browse content by Topic

The search box on the home page enables you to search across all or selected content. You can use simple terms, suggested keywords and titles, or search connectors.

As you start typing into the search box, Westlaw UK will start suggesting what you may be looking for:

- **Topics** – these are pages containing key materials and articles about this subject area. Selecting this suggestion will take you straight to that Topic page
- **Titles of documents** – articles, cases and legislation
- **Keywords and phrases**

If you select a Terms & Phrases suggestion, you can then select any other options and click the orange search button

Alternatively, you can use search connectors. You can see which connectors are available to use on the site by clicking the button to the right of the search bar.

This box remains on screen as you type in your search.

You can also pre-filter your search to a specific subject area or content type. Select the Options drop-down and tick all the Topics and/or Content Types you wish to see displayed in your results list.

If you have select Topics and/or Content Types then the Options button will turn dark grey:

Search terms and connectors:

- & - Search terms in the same document
- | - Within in terms of
- or - Either search term or both terms
- * - Preceding within n terms of
- ^ - Universal character
- a - Not containing terms
- ** - Search for an exact phrase within quotation marks
- # - Turn off plurals and equivalents
- ! - Search for terms with multiple endings
- /p - Terms in same paragraph
- * - Preceding term within same paragraph

Then simply add your search terms and click the orange search button to run your search.
Westlaw UK: Search Results & Documents

Your Search Results
- Search within your results for an additional term/phrase
- A reminder of your existing search
- Edit your existing search
- Re-sort your results by Relevance/Date, Show More or Less detail for each result.
- Delivery options. Use the check boxes next to each result to select them. Then Email, Print, Download or Add to Folder. You can also build a link to this results page or set up an alert based on your search
- Apply Content, Topic or Date filters. Anything you selected in Options on the previous page will already be applied

If you have many results, you can narrow them down by:
- Editing your search – amending or adding to your current search terms using the button in the top right.
- Search Within Results – search your results for those also containing an additional term or phrase
- Filtering – just show results from a specific content set, tagged as a specific Topic or by Date.

Status Icons and Highlighting
Within your results list, you may also see status icons appearing for Cases and Legislation. These enable you to see at a glance whether that result is “good law” or if there is something you need to be aware of such as a pending appeal or pending amendment.

Viewing Documents
- Breadcrumb Trail to go back to previously viewed pages
- Jump to your search terms by using the arrows or click the check box to remove the highlighting
- Table of Contents – sections can be expanded by clicking on the headings. You can also hide this panel by clicking the x

To navigate between results, you can either use the breadcrumb trail at the top of the screen to go back to your list of results, or you can use the black arrows on the left and right of the screen to go to the previous/next result.

As you hover your mouse over the arrow it will display the title of the document it will take you to.