



WESTLAW INTERNATIONAL RESEARCH GUIDE



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WESTLAW INTERNATIONAL RESEARCH GUIDE

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About This Guide

In this guide, the graphics and step-by-step instructions are based on accessing Westlaw via the Internet. Because of the evolving nature of Internet technology, there may be recent changes to the interface and functionality that are not reflected in this documentation.

Country	Access Code	Toll-Free Number
Argentina		011 4378-4765*
Australia	0011	1800 110 009
Bahamas		1-8009378529
Belgium		0 800 9751
Brazil		000814-550-4199
Canada		800 937 8529
China		10 800 120 0157
Denmark	00	800 09378529
Finland		800 09378529
France	00	800 09378529
Germany	00	800 09378529
Greece		00800 12 5188
Hong Kong	001	800 09378529
Ireland		800 09378529
Israel		800 09378529
Italy		800 874-052
Japan	0041,0061,001	800 09378529
Malaysia		1-800-80-4982
Mexico	001	800 9378529
Netherlands		0 800 0220347
New Zealand		0800 493 785
Norway	00	800 09378529
Singapore		800 09378529
South Africa		080-09-93397
South Korea		800 09378529
Spain		800 09378529
Sweden		800 09378529
Taiwan		0080-13-7177
United Kingdom	00	44 207 449 1110* or 800 0028 2200

* Not a toll free number

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1 Introduction

Westlaw International combines a world of legal information with the convenience of Internet access to enable you to efficiently search and retrieve results tailored to your specific professional needs.

Westlaw International offers the following benefits to legal researchers:

- current, accurate, reliable content, editorially enhanced for easy retrieval of documents
- a predictable, subscription-based service with access to selected case law, legislation, treaties, law reviews, and legal directories organized in topical and regional libraries
- a user-friendly interface based on familiar Web technology

Starting a Westlaw International Session

To sign on to Westlaw International, go to **www.westlawinternational.com**, **www.westlaw.co.kr** or **www.westlaw.com.hk**, enter the appropriate information and click Sign-on. The Westlaw International sign-on page is displayed. Click OnePass Username and Password to sign on using your username and password.

If you have not created a username and password, click Register/Edit to display the Manage My OnePass Account page. Click Create Account, complete the registration form, and click Create Account when you are finished. You will receive a message confirming your registration.

If you already have created a username and password, type your username and password in the appropriate text boxes and a client identifier in the *Client ID* text box. (A client identifier should identify the research session to you. It is typically the name of a client or a file number.) After entering your username, password, and client identifier, click Sign On.

If you are accessing Westlaw International from within Westlaw HK click on the Westlaw International link at the top right hand side of the page.

Ending a Westlaw International Session

You should sign off Westlaw International before exiting your browser. Sign off by clicking Sign Off at the top of any page. Your time spent on Westlaw International and the number of your transactions will be displayed. Click Begin a New Westlaw International Research Session to sign on Westlaw International again.

Accessing Excluded Material

Westlaw International gives you access to legal information, public records, news, and business information from sources around the world. Some content may not be included in your subscription. If you attempt to access material that is not included in your subscription, you will receive a warning screen.

Using Tabbed Pages

Tabbed pages on Westlaw International are organizational tools that help you focus your research and save you time. To select one or more tabbed pages, follow these steps:

1. Click Add a Tab at the top of any page. At the next page, click Add Westlaw Tabs to display a list of available tabbed pages. To preview a page, click the page name.
2. Select the check box next to the name of each tabbed page you want to add, e.g., the European Union check box under *Westlaw International* and then click Add to My Tab Set.
3. A list of the pages you've selected is displayed under *In Tab Display*. One page is designated as your default page (the page that is displayed when you sign on to Westlaw). To select a different page as your default, click Set as Default next to the page.
4. To display a tabbed page, click its tab.

To delete a tabbed page, click Add a Tab, then select the check box next to the name of the page and click Delete.

As shown on the European Union page in Figure 1-1, the left frame contains useful shortcuts to common research tasks and the right frame contains related databases. You can customize each of these sections to increase your researching efficiency.

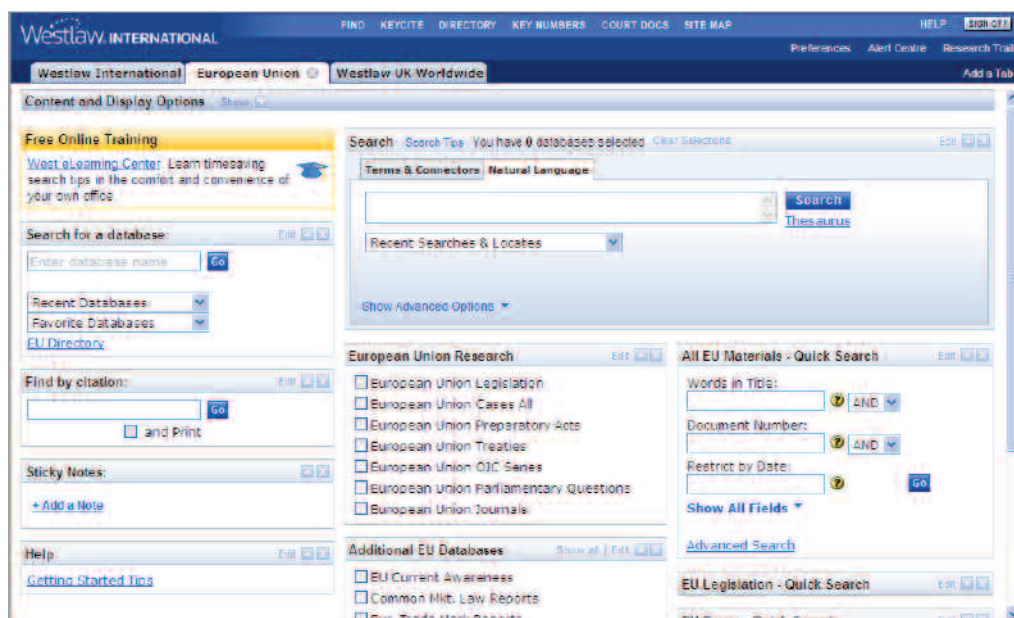


Figure 1-1. European Union page

Customizing Content and Display Options

To customize content and display options, click *Show* next to *Content and Display Options* at the top of the page. Three sets of options are displayed, as shown in Figure 1-2.

TAB OPTIONS

Use the options in the *Tab Options* section to rename a page, save a copy of a page, delete a page, or e-mail a page.

ADD CONTENT TO THIS TAB

Use the options in the *Add Content to this Tab* section to add individual databases and useful tools to your page.

- To add databases, click *All Databases*. Browse the Westlaw International Directory by clicking the links. Then select the check boxes next to the databases or collections of databases you want to add and click *Add*.
- To add an individual database when you know its name, click *Individual Databases and Folders*. Then click *Add a Database*, type the database name in the *Add a Database* text box, and click *Add*. In the displayed list of databases, select the check box for the database you want, then click *OK*.
- Click *Browse Common Tools* to display a list of tools you can add to your page. Select the check boxes next to the tools you want to add and then click *Add*. For example, to add a shortcut to Black's Law Dictionary, select the *Definitions* check box and click *Add*.

You can also use the content and display options to add database collections, add tools and other resources to any of your tabbed pages, and browse the Westlaw Directory by subscription plan.

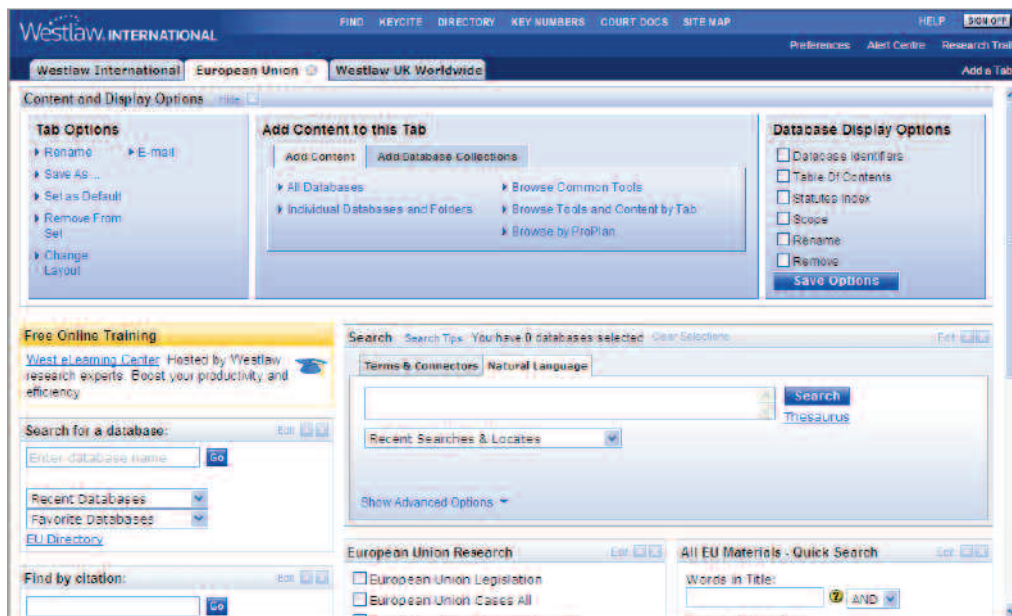


Figure 1-2. Content and Display Options section

-DATABASE DISPLAY OPTIONS

Use the options in the *Database Display Options* section to add options to your database display. Select the check box next to each option you want to display. For example, select the Table of Contents and Statutes Index check boxes to display links to the table of contents and statutes index for all the individual databases that contain these materials. Then click Save Options.

After you have selected content and display options, click Hide next to *Content and Display Options* to hide the options. Tools you added are displayed in the left frame and databases you added are displayed in the right frame under *Recently Added*.

Customizing Tools in the Left Frame

You can customize the tools in the left frame to display useful options. To edit a tool, click Edit, where available. For example, click Edit next to *Find by citation* to display a list of options you can add to this tool. To add an option, select its check box; to remove an option, clear its check box. Then click Save.

To hide a tool you use infrequently, click the Hide button (☐). Click the Show button (☑) to display a tool. Click the Close button (✕) to permanently delete a tool from the left frame. To move a tool in the left frame to another location on the page, hold your pointer next to the tool name, e.g., *Find by citation*, and then drag the pointer to move the tool.

Customizing the Search Section

You can customize the *Search* section to display search features you can use when searching on Westlaw International. Click Edit to display the available options. Select the check boxes next to the options you want to display; clear the check boxes next to the options you do not want to display. Then click Save.

Customizing Database Groups

You can customize database groups in the right frame in a variety of ways, as described below.

EDITING A DATABASE GROUP

You can easily make changes to one or more database groups. Click Edit next to a database group name, e.g., *Cases*, to display available options, including the following:

- To rename the database group, type the name in the *Rename* text box and click Rename.
- To add a database, type one or more database names or identifiers, separated by semicolons, in the *Add Database* text box and click Add.
- To change the number of databases displayed in the group, choose a number from the *Show* drop-down list and click Save.

DISPLAYING INDIVIDUAL DATABASE OPTIONS

You can also access options for individual databases within database groups. Hold your pointer over a database name and then click the Show button (▼) to display available options (Figure 1-3), including the following:

- To display the Search page for a database, click its database identifier, e.g., EU-LEG.
- To view detailed information about a database, click Scope.
- To delete a database from the group, click Remove from List.

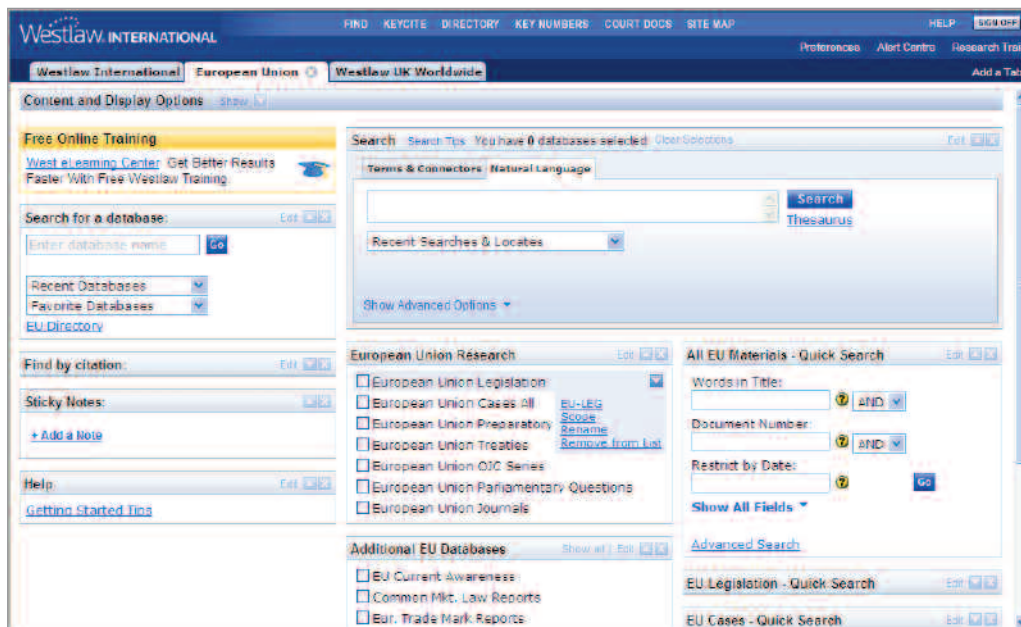


Figure 1-3. Individual database options

2 Retrieving Documents by Citation

Accessing the Find Service

The Find service is available for many types of documents, including case law, statutes, regulations, and articles from publications such as law reviews and treatises. You do not need to access a database to use Find. To retrieve a document when you know its citation, click Find at the top of any page. The Find a Document page is displayed. To view the full text of a document, type its citation in the *Enter citation* text box in the left frame, choose a publication country from the *Publication Country* drop-down list, and click Go.

Using a Find Template

Find templates are available for case law, statutes and legislative materials, court rules, and other materials. If you aren't sure of the correct citation format, simply type a publication abbreviation in the Enter citation text box and click **Go** to display a fill-in-the-blank template.

Selecting a Publication Country

When you want to use Find to retrieve information published in a country other than your default Find jurisdiction, you must specify the country of publication. To specify a country for a particular Find request or a series of Find requests, choose the appropriate country from the *Publication Country* drop-down list in the left frame of the Find a Document page (Figure 2-1). You can change your default country of publication by clicking Preferences at the top of any page, choosing a jurisdiction from the *Find Jurisdiction* drop-down list, and clicking Save Changes.

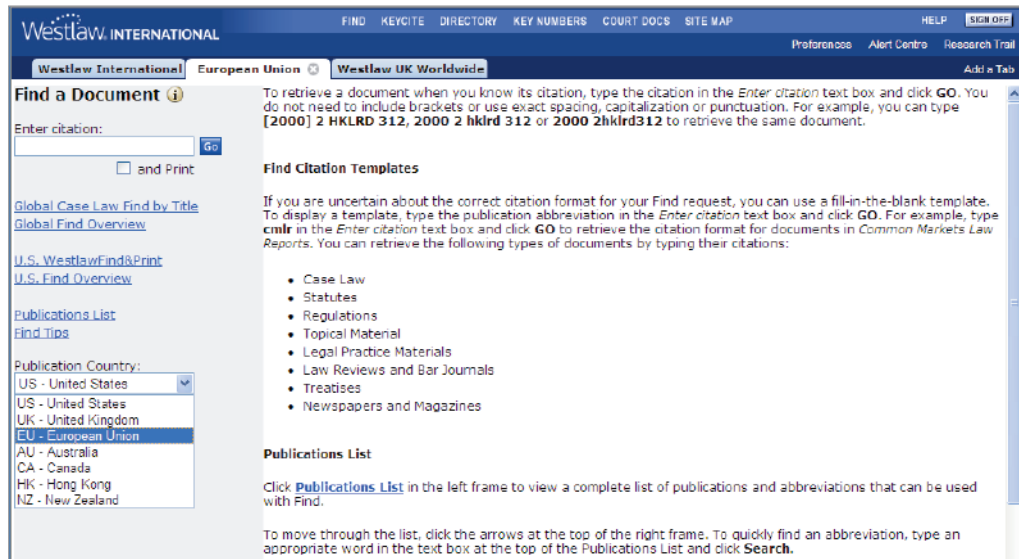


Figure 2-1. *Publication Country* drop-down list

Using the Publications List

The publications list is a complete list of publications and abbreviations that can be used with Find. To find a publication and its correct abbreviation, follow these steps:

1. At the Find a Document page, click Publications List in the left frame. The publications list is displayed.
2. Use the arrows at the top of the list to browse it, or use the Search feature to search the list for specific words or phrases. For example, to search for publications whose titles start with the phrase *European Union*, select Starts with and type european union in the text box. Then click Search. The first publication title that begins with the terms *European Union* is displayed at the top of the list (Figure 2-2).
3. When you have identified a publication that you want to use in a Find request, click the publication name or abbreviation. A Find template is displayed with the selected publication abbreviation automatically entered.

The screenshot shows the Westlaw International interface. At the top, there are navigation links: FIND, KEYCITE, DIRECTORY, KEY NUMBERS, COURT DOCS, SITE MAP, HELP, and SIGN OFF. Below this, there are tabs for 'Westlaw International', 'European Union', and 'Westlaw UK Worldwide'. The main search area is titled 'Find a Document' and includes a search box with 'european union' entered and a 'Search' button. There are radio buttons for 'Contains' and 'Starts with', with 'Starts with' selected. Below the search box, there is a 'Top' link and a pagination indicator showing 'Items 8000 - 8099 of 27554'. The search results are displayed in two columns. The left column lists various European Union-related terms, such as 'European Union: Accession Treaty', 'European Union: ACP-FU', 'European Union: Agreement', 'European Union: Amending Treaty', 'European Union: Amsterdam Treaty', 'European Union: Assent Number', 'European Union: Budget', 'European Union Business Law: Sourcebook 1995', 'European Union: Case Number', 'European Union: Celex Number', 'European Union Commission Decisions', 'European Union: Commission Proposal', 'European Union: Committee of the Regions', 'European Union: Common Position', 'European Union: Common Position (EC) Number', 'European Union: Decision', 'European Union: Declaration', 'European Union: Directive', 'European Union: EC Treaty', 'European Union: Economic and Social Committee', 'European Union: ECSC Decision', 'European Union: ECSC Recommendation', 'European Union: ECSC Treaty', 'European Union: EEC Treaty', 'European Union: EU Treaty', 'European Union: EURATOM Treaty', and 'European Union: European Parliament'. The right column lists corresponding abbreviations, such as 'EU: Accession Treaty', 'EU: ACP-FU', 'EU: Agreement', 'EU: Amending Treaty', 'EU: Amsterdam Treaty', 'EU: Assent', 'EU: Budget', 'EUBUSLAW', 'EU: Case', 'Celex No.', 'EU:COMP', 'EU: COM', 'EU: CdR', 'EU: Common Position', 'EU: Common Position (EC) No', 'EU: Decision', 'EU: Declaration', 'EU: Directive', 'EU: EC Treaty', 'EU: CES', 'EU: ECSC Decision', 'EU: ECSC Recommendation', 'EU: ECSC Treaty', 'EU: EEC Treaty', 'EU: EU Treaty', 'EU: EURATOM Treaty', and 'EU: EP'. On the left side of the page, there are several links: 'Global Case Law Find by Title', 'Global Find Overview', 'U.S. Westlaw Find & Print', 'U.S. Find Overview', 'Publications List', and 'Find Tips'. There is also a 'Publication Country' dropdown menu set to 'US - United States'.

Figure 2-2. Publications list

3 Using the Westlaw Directory

The Westlaw Directory (Figure 3-1) lists all databases on Westlaw, including news and business sources. To view the Westlaw Directory, click Directory at the top of any page. Directory information is displayed in a familiar Web layout. Four links in the left frame of the Westlaw Directory page—International Directory, My Databases, All Databases, and New Databases—let you determine how much of the directory is displayed.

- Click International Directory to display the Westlaw International Directory.
- Click My Databases (not shown) to display the databases available to you if you have a special Westlaw subscription plan.
- Click All Databases to display all Westlaw databases, including new databases.
- Click New Databases to display databases.

Browsing and Searching the Westlaw Directory

To browse the Westlaw Directory, click the links for the headings or subheadings in the right frame.

To search the Westlaw Directory, type a word or phrase in the *Search the Westlaw Directory* text box and click Search. A list of databases is displayed.

Accessing a Database from the Westlaw Directory

You can access a database from the Westlaw Directory by doing one of the following:

- Click a database name in the right frame.
- Type a database identifier in the *Search for a database* text box in the left frame and click Go.
- Choose a database from the *Recent Databases* drop-down list in the left frame.
- Choose a database from the *Favourite Databases* drop-down list in the left frame.



Figure 3-1. Westlaw Directory

Searching the Westlaw Database List (IDEN)

If you're not sure which database is right for your search, complete these steps to search IDEN for databases that contain the information you need:

1. Type *iden* in the *Search these databases* text box and click *Go*. The IDEN Search page is displayed.
2. Type a Natural Language description, such as executive biography, in the *Search* text box.
3. Click *Search Westlaw*. A list of databases most closely matching the concepts in your description is displayed. Click the number preceding a database identifier to view a description of the database. To display the Search page for the database, click the database identifier in the description.

Viewing Information About a Database in Scope

Scope is a Westlaw feature that provides detailed information about a database or service, including search tips. Links at the Scope page make it easy to identify the information of interest to you. There are several ways to access Scope:

- At the Westlaw Directory page, click the Scope icon next to the name of a database in the right frame (Figure 3-2). Alternatively, type a database identifier in the *Search for a database* text box and click the Scope icon next to the text box.
- At the top of a database Search page, click the Scope icon next to a database name or identifier.



Figure 3-2. Scope icons at the Westlaw Directory

4 Searching with Natural Language

The Natural Language search method allows you to use plain English to retrieve relevant documents. Enter a description of your issue and Westlaw will display the documents that best match the concepts in your description. Westlaw identifies legal phrases in your description (such as *standard of review* and *limited partnership*), removes common terms (such as *is* and *for*), and generates variations of terms (such as *crammed down* and *cramming down* for *cram-down*). Natural Language searching is available in most Westlaw databases.

To search for documents using Natural Language, follow these steps:

1. Formulate a description of your issue, using terms that describe its main concepts.
2. Access a database or multiple databases. The Search page is displayed.
3. At the Search page, click the Natural Language tab if it is not already selected.
4. Type a description of your issue in the *Search* text box, or choose a search from the *Recent Searches and Locates* drop-down list, and click Search Westlaw.

Creating Phrases

The Natural Language search method on Westlaw uses an editorially created phrase list to automatically recognize certain phrases in your description and put them inside quotation marks. You can also create phrases by manually enclosing terms in quotation marks. For example, if you would like to include the phrase *limited partnership* in your description, type "limited partnership".

Adding Related Terms

You can add related terms to your description using

- your own terms
- terms suggested by the Westlaw thesaurus

To add your own related terms to your Natural Language description, type them in your description immediately following the terms to which they relate and enclose them in parentheses, e.g., type tree branch (limb) crossing property line (border boundary)

To use the Westlaw thesaurus to add related terms to your description, follow these steps:

1. Type your description, e.g., tree branch crossing property line, in the *Search* text box and click Thesaurus.
2. From the *Terms in Search* list, select the term for which you want to see related terms.
3. To add a related term to your description, select the term in the *Related Terms* list and click the Add button. (You can select more than one related term by pressing the Ctrl or Shift key as you select each term.) The term is placed in parentheses and added to your description immediately following the term to which it relates. To remove a term from your description, select it in the *Related Terms* list and click the Remove button.
4. Repeat steps 2 and 3 as necessary. When you finish using the thesaurus, click OK to return to the Search page.
5. Click Search Westlaw to run your search.

Requiring and Excluding Terms

You can specify terms that must or must not appear in documents in your result by completing the following steps:

1. Type your Natural Language description in the *Search* text box and click Require/Exclude Terms.
2. To specify the terms in your description that must appear in every document in your result, select the appropriate check boxes under *Require Terms* and specify the number of times each term must appear.
3. To omit documents from your result that contain specific terms, type the terms in the *Exclude Terms* text box. If your terms constitute a phrase, place them in quotation marks.
4. When you finish requiring and excluding terms, click OK to return to the Search page.
5. Click Search Westlaw to run your search.

5 Searching with Terms and Connectors

To search for documents using Terms and Connectors, follow these steps:

1. Formulate your query by choosing search terms significant to your issue and deciding which connectors to place between your terms. Consider using alternative terms such as synonyms and antonyms. To retrieve variations of terms, use the root expander (!) and the universal character (*). To retrieve a phrase, place quotation marks (" ") around the phrase.
2. Access a database or multiple databases. The Search page is displayed.
3. At the Search page, click the Terms and Connectors tab if it is not already selected.
4. Type your query in the *Search* text box, or choose a search from the Recent Searches & Locates drop-down list, and click Search Westlaw.

Creating Phrases

To search for a phrase, place the phrase in quotation marks. Westlaw will retrieve documents that contain the search terms in the same order as they appear in the quotation marks. For example, to use the phrase *ordinary loss* in a search, type

"ordinary loss"

Phrase searching is most effectively used with the Terms and Connectors search method when the phrase is not likely to appear in alternative ways. For example, you might not want to use the phrase "rate of exchange" in your query because some documents could express that idea as *exchange rate*.

Searching for Common Terms

Some terms, such as *be* or *with*, are too common to be searched as single terms on Westlaw. If you enter such a term, Westlaw will display the term and the message *Your request contains term(s) too common to be searched*. If you receive this message, edit your query and leave out the common terms. Common terms can be included in your query when they appear as either the first or last term in a phrase or term of art that is either hyphenated or enclosed in quotation marks. (The only term that cannot be processed in this way is the term *the*.) For example, if you type *at-will*, Westlaw will process your request and retrieve documents that include this phrase.

If a common term is embedded within a phrase or hyphenated term, the common term will serve as a placeholder only and will not be searched. Therefore, the phrase "judgment with prejudice" will retrieve documents in which phrases such as *judgment without prejudice* and *judgment would prejudice* appear.

Using Alternative Terms

After selecting the main terms for your query, consider adding alternative terms. For example, if you are searching for *attorney*, you might also want to search for *barrister*, *counsel*, and *lawyer*. You should consider both synonyms and antonyms as alternative terms. If you are searching for *good faith*, you might also want to search for *bad faith*. If you are searching for *admissible*, you might also include *inadmissible*.

You also can use the Westlaw thesaurus to add alternative terms to your Terms and Connectors query. After you type your query in the text box, click Thesaurus. See "Adding Related Terms" on page 11 for more information.

Using Variations of Word Forms

When choosing search terms, consider the various forms they might take. When you search for the term *liable*, for example, you may also want to search for *liability*. If you do not search for all variations, you may miss relevant documents.

While Westlaw retrieves many word forms automatically, you can also retrieve other word forms by using special symbols.

TO SEARCH FOR	TYPE	WESTLAW RETRIEVES DOCUMENTS THAT CONTAIN
compound words such as <i>trademark</i>	trade-mark	<i>trademark, trade-mark, trade mark</i>
abbreviations such as <i>WTO</i>	w.t.o.	<i>W.T.O., W. T. O., WTO, WTO</i>
words with variant endings such as <i>object</i> , use the root expander (!)	object!	<i>object, objected, objection, objecting</i>
words with variable characters such as <i>withdraw</i> , use the universal character (*)	withdr*w	<i>withdraw, withdrew</i>

Note Plurals and possessive forms are automatically retrieved without a root expander (!) or universal character (*).

Choosing Connectors

In addition to choosing terms for your query, you must also choose connectors to specify relationships between your search terms. Click a connector in the *Add Connectors or Expanders* list at the bottom of a database Search page to add the connector to your query.

To view a list of connectors and brief explanations of their function in a search, click Help next to *Add Connectors or Expanders* at the bottom of the Search page. You can also refer to the following chart.

CONNECTOR	TYPE	TO SEARCH FOR DOCUMENTS THAT CONTAIN	EXAMPLE
AND	& (and)	both search terms	reorganization & modif!
OR	a space (or)	either search term or both terms	car automobile
Grammatical Connectors	/p	search terms in the same paragraph	interest /p deduct!
	/s	search terms in the same sentence	mortgage /s like-kind
	+s	the first search term preceding the second in the same sentence	capital +s gain
Numerical Connectors	/n	search terms within <i>n</i> terms of each other (where <i>n</i> is a number from 1 to 255)	forum /3 convenien!
	+n	the first search term preceding the second by <i>n</i> terms (where <i>n</i> is a number from 1 to 255)	tool +3 trade
Phrase	" "	search terms appearing in the same order as in the quotation marks	"ordinary loss"
CONNECTOR	TYPE	TO EXCLUDE DOCUMENTS THAT CONTAIN	EXAMPLE
BUT NOT	%	the terms following the percent symbol	r.i.c.o. % "puerto rico"

Retrieving Cases by Party Name

To retrieve a case when you know one or more parties' names, follow these steps:

1. Access a case law database and click the Terms and Connectors tab (if it is not already selected).
2. Type Title (ti) or Name (na) in the text box or choose Title or Name from the *Fields* drop-down list.
3. Type one or more parties' names within the parentheses. Separate each party name with & (and). Put quotation marks around party names consisting of more than one word.
4. Click Search Westlaw.

Restricting Your Search by Date

To restrict your search to documents decided or issued on, before, or after a certain date, or between a range of dates, add a date restriction (da) to your query.

There are several ways to add a date restriction to your query.

- To restrict your search to documents issued during a certain time period ending with the date of your current Westlaw research session, choose a date restriction from the *Dates* drop-down list at the Search page, (e.g., Last 30 days or Year to date). The restriction is automatically included in your query.
- You can also type da followed by a date or date range in parentheses in the text box at the Search page.

The year in a date restriction must be entered as a four-digit year, e.g., 2009. Many date restriction formats are acceptable:

da(3-1-2009)
da(bef 3/1/2009)
da(aft jan 1, 2009)
da(aft 1975 and bef 2009)
da(1999 2009)

Restricting Your Search by Field

Documents on Westlaw are composed of searchable components called *fields*. Each field contains a specific type of information. Rather than searching the entire document, you can restrict your search to one or more fields. Doing so saves searching and browsing time and makes your search more efficient. Many of the search examples in this guide include field restrictions.

To determine what fields are available for a database, check Scope for that database. To add a field restriction to your search, choose a field from the *Fields* drop-down list at a database Search page (Figure 3). For example, to search for Hong Kong ordinances that govern arbitration, access the Hong Kong International Commercial Arbitration–Legislation database (HKICA-LEG) and restrict your search to the prelim (pr) field:

pr(arbitrat!)

You can also type the field abbreviation followed by your search terms in parentheses in the *Search* text box.

FIELDS IN AUSTRALIAN CASES

FIELD NAME	FIELD ABBREVIATION	DESCRIPTION
Background	bg	text of summaries of arguments of counsel, transcripts of prior hearings, reproductions of the pleadings, type of matter being heard, or opinions issued in other matters or in a nonbinding advisory capacity
Citation	ci	unique references for citing a specific case
Court	co	an abbreviation for the court of decision
Docket-number	dn	docket number assigned to the case
Footnote	fn	footnotes in the case
Judge	ju	name of the judge, chair, or other author writing the lead opinion
Key-words	kw	summary of the legal issues addressed, prepared by the publisher
Nickname	nk	nickname or commonly used name of a case
Notes	no	editorial notes prepared by the publisher
Opinion	op	opinions and the names of the judges
Order	ord	text of the order for judgment
Origin-court	oc	lower court name, hearing dates, and summary of the case at the earlier hearing stage, when included by the court
Panel	pa	names of judges, chairs, rapporteurs, or others participating in the case, when provided by the court
Prelim	pr	docket number, year, court, and panel
References-cited	rc	cases, legislation, journals, and other references referred to in the document
Representation	rep	names of counsel, solicitors, and other parties' representatives
Short-title	sti	short title and informal name of the case
Synopsis	sy	summary of the facts, description of the issues, and holdings
Title	ti	formal name of the case, decision, or judgment
Words-phrases	wp	specific words defined or considered in this case, as determined by the editors
Year	ye	all date information for the decision, including both hearing/argument dates and final judgment dates

FIELDS IN CANADIAN CASES

FIELD NAME	FIELD ABBREVIATION	DESCRIPTION
Abridgment-class	abr	abridgment classification subject
Authorities-cited	ac	cases, legislation, and other authorities cited in the text of the opinion
Citation	ci	unique references for citing a specific case
Court	co	abbreviation for the court of decision
Counsel	csl	names of counsel, solicitors, attorneys, and other parties' representatives
Docket-number	dn	docket number assigned to the case
Judge	ju	name of the judge writing the lead opinion
Name	na	formal name of the case, decision, judgment, or ruling
Opinion	op	opinions and the names of the judges
Section-ref	srf	statutory section referenced in a Securities Commission ruling
Subject	su	one or more of 23 general subjects assigned to decisions by Carswell
Summary	su	summary of the facts and decision prepared by Carswell
Topic	to	all topic information for a case, including the subject (su) and abridgment-class (abr) fields
Year	ye	all date information for the decision, including both hearing/argument dates and final judgment dates

FIELDS IN HONG KONG CASES

FIELD NAME	FIELD ABBREVIATION	DESCRIPTION
Citation	ci	unique references for citing a specific case
Court	co	abbreviation for the court of decision
Docket-number	dn	docket number assigned to the case
Judge	ju	name of the judge writing the lead opinion
Key-words	kw	summary of the legal issues addressed, prepared by the publisher
Opinion	op	opinions and the names of the judges
Panel	pa	judges participating in the case, when provided by the court
Prelim	pr	docket number, year, court, and panel
References-cited	rc	all cases and legislation referred to in the document
Representation	rep	names of counsel, solicitors, and barristers
Summary	su	summary of the case prepared by Sweet & Maxwell, another publisher, or the court
Title	ti	formal name of the case, decision, or judgment
Year	ye	all date information for the decision, including both hearing/argument dates and final judgment dates

FIELDS IN U.K. CASES

FIELD NAME	FIELD ABBREVIATION	DESCRIPTION
Argument	arg	arguments of counsel, where included by the court
Advisory-opinion	adv	text of the advocate general opinion or other advisory opinion where included by the court
Background	bg	text of noneditorial, non-judgment material when it is included by the court, including the argument, prior/previous hearing, or advisory/advocate opinion
Citation	ci	unique references for citing a specific case
Court	co	abbreviation for the court of decision
Descriptive-text	dt	summary of the legal issues addressed, prepared by the publisher
Docket-number	dn	docket number assigned to the case
Judge	ju	name of the judge writing the lead opinion
Lead	le	text of lead opinions, which includes the majority opinion
Notes	no	editorial notes prepared by the publisher
Opinion	op	opinions and the names of the judges
Origin-court	oc	lower court name, hearing dates, and summary of the case at the earlier hearing stage, where included by the court
Panel	pa	list of judges participating in the case, when it is provided by the court
Prelim	pr	docket number, year, court, and panel
Prior-hearing	ph	opinion issued by the court below, where included by the reviewing court
References-cited	rc	all cases and legislation referred to in the document
Representation	rep	names of counsel
Short-title	sti	short title and informal name of the case
Separate-opinion	sop	text of separate concurrent opinions such as dissents and concurrences and the names of the judges who wrote the opinions
Summary	su	summary of the case prepared by Sweet & Maxwell, another publisher, or the court
Title	ti	formal name of the case, decision, or judgment
Year	ye	all date information for the decision, including both hearing/argument dates and final judgment dates

FIELDS IN CANADIAN LEGISLATION

FIELD NAME	FIELD ABBREVIATION	DESCRIPTION
Citation	ci	unique references for citing a specific document
Credit	cr	list of amendments to the section or to the entire act
Name	na	name of the set of rules
Notes	no	text of pending legislation with corresponding notes and references to the amending legislation
Section	sec	section number and margin notes
Text	te	text of the section

FIELDS IN E.U. LEGISLATION

FIELD NAME	FIELD ABBREVIATION	DESCRIPTION
Authoring-inst	ai	originating institution, body, country, or person
Bibliographic-information	bib	miscellaneous publication references, including docket number, Celex number, authoring institution, legal instrument, and document type
Celex-number	clx	unique number identifying the document assigned by Celex, the inter-institutional documentation system for E.U. law
Citation	ci	unique references for citing a specific document
Country	ctr	National implementing measures from the international nation states that make up the European Union
Court-decisions	cd	citations to case law that affects the document
Document-number	dn	legislation number in standard citation format
Document-type	dt	document type
Index	in	subject terms, register terms, descriptors, words, and phrases used to index the document
Legal-base	lb	legal base of the document (e.g., treaty)
Legal-instrument	lgi	legal form of the document
Modifications	mod	modifications affecting the document
Prelim	pr	publication heading preceding the title
References	re	cross-references and other citations related to the document, including documents that affect or are affected by the referencing document
Text	te	text of the section
Title	ti	official title of the document
Year	ye	all date information for the document, including date of publication, date of legislation, date of entry into force, and end of validity date

FIELDS IN HONG KONG LEGISLATION

FIELD NAME	FIELD ABBREVIATION	DESCRIPTION
Caption	ca	provision number and heading
Chapter	chap	ordinance or subsidiary legislation chapter number
Citation	ci	unique references for citing a specific document
Credit	cr	commencement date of the most recent amendments
Date	da	version of the section
Definition	df	terms defined in the provision
Document-type	dt	document type, e.g., ordinance or subsidiary legislation
Prelim	pr	publication name and short title of ordinance or subsidiary legislation
Provision	prov	ordinance or subsidiary legislation provision number
Remarks	rem	remarks as provided by the Hong Kong Special Administrative Region Department of Justice
Text	te	text of the section
Title	ti	short title of the ordinance or subsidiary legislation

FIELDS IN U.K. LEGISLATION

FIELD NAME	FIELD ABBREVIATION	DESCRIPTION
Caption	ca	paragraph, section, or subsection heading of a statute or statutory instrument
Citation	ci	unique references for citing a specific document
Legislative-footnote	lfn	credit, reference, annotation, note, or secondary jurisdiction variation
Prelim	pr	superior headings that precede the caption
Text	te	text of the section
Title	ti	superior headings that precede the caption
Year	ye	assent date

6 Using the Table of Contents Service

The Table of Contents service contains tables of contents for legislation, rules of procedure, commentary, and treatises from Australia, Canada, Hong Kong and the United Kingdom. It also contains tables of contents for U.S. publications such as the *United States Code Annotated* (USCA); *Code of Federal Regulations* (CFR); *Uniform Laws Annotated*; state statutory and administrative codes and court rules; municipal codes; and treatises and practice guides. The Table of Contents service allows you to view a document in the context of the sections surrounding it and to retrieve related sections and statutory instruments.

Accessing the Table of Contents Service

There are several ways to access the Table of Contents service:

- Click Site Map at the top of any page. At the Site Map page, click Table of Contents under *Browse Westlaw*. Click the plus (+) and minus (-) symbols to browse a list of publications for which the Table of Contents service is available. To view the table of contents for a publication in the list, click its hypertext link.
- While viewing a statute, click Table of Contents on the *Related Info* tab in the left frame.
- Access a database Search page and click Table of Contents (Figure 6-1).

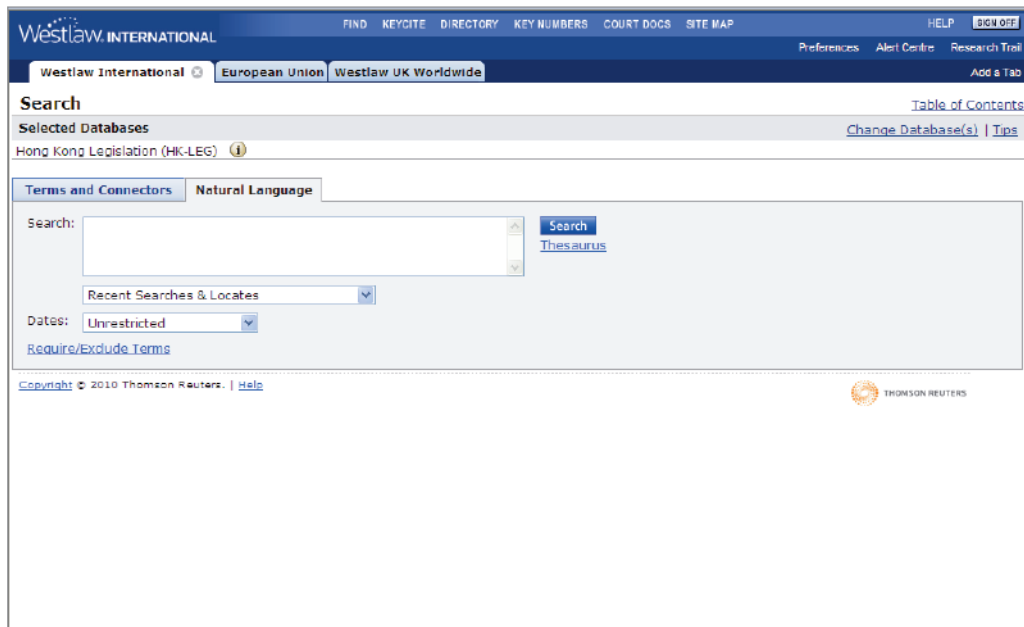


Figure 6-1. Link to table of contents from a database Search page

Browsing and Searching the Table of Contents for a Publication

Using the Table of Contents service, you can browse a chapter or title by clicking the plus and minus symbols to view individual sections (Figure 6-2). To retrieve a specific section, click its hypertext link. You can also search, retrieve, or print entire chapters, titles, parts, or subparts using the options at the bottom of the Table of Contents page.

- To quickly expand multiple selections at once, select one or more check boxes and click Expand Selection.
- To collapse the sections and return the screen to its original format, click Collapse All.
- To run a search through specific chapters or subchapters, select one or more check boxes and click Search.
- To immediately print your selections, select one or more check boxes and click Retrieve and Print.
- Click Clear to clear all the boxes.

To retrieve more than one section of a publication, or whole titles, chapters, or subchapters, follow these steps:

1. While viewing the table of contents for a publication, select the check boxes in front of the titles, chapters, subchapters, or sections you want to retrieve.
2. Click Search at the bottom of the page. A list of the sections you selected is displayed in the *TOC selection(s)* box.
3. If you want to retrieve only those sections that contain specific terms, type the terms in the *Add search terms and connectors* text box. Use connectors to specify the relationship between terms, as you would with a Terms and Connectors query.
4. Click Search to display your result.



Figure 6-2. Table of contents for the Hong Kong Legislation database (HK-LEG)

7 Browsing Your Search Result

Documents in a search result contain highlighted search terms for easy browsing and hypertext links to cited documents. Links on the Links tab in the left frame display additional references for the document.

Using Navigation Features at the Bottom of a Document

- Click the Term arrows to view the next or previous occurrence of search terms in your search result.
- In a Natural Language search result, click the Best arrows to view the portion of each document most closely matching the concepts in your description.
- Click the Doc arrows to display the next or previous document in your search result.
- Use the *Tools* drop-down list in the lower-right corner to go to a specific page of a print publication, restrict your display by field, or copy document text along with its citation. The available options vary depending on the type of document you are viewing.

Viewing Consecutive Sections

In legislation, court rules, and treatise databases, you can view consecutive documents even if they were not retrieved by your search or Find request. Click Previous or Next at the top of the document to view the document previous or subsequent to the document you are viewing (Figure 7-1). For example, if you are viewing section 4 of Chapter 155, click Next at the top of the document to view section 5. Continue to click these links to view other consecutive sections. To return to the document you originally retrieved, click Original Results at the top of the Result List tab.

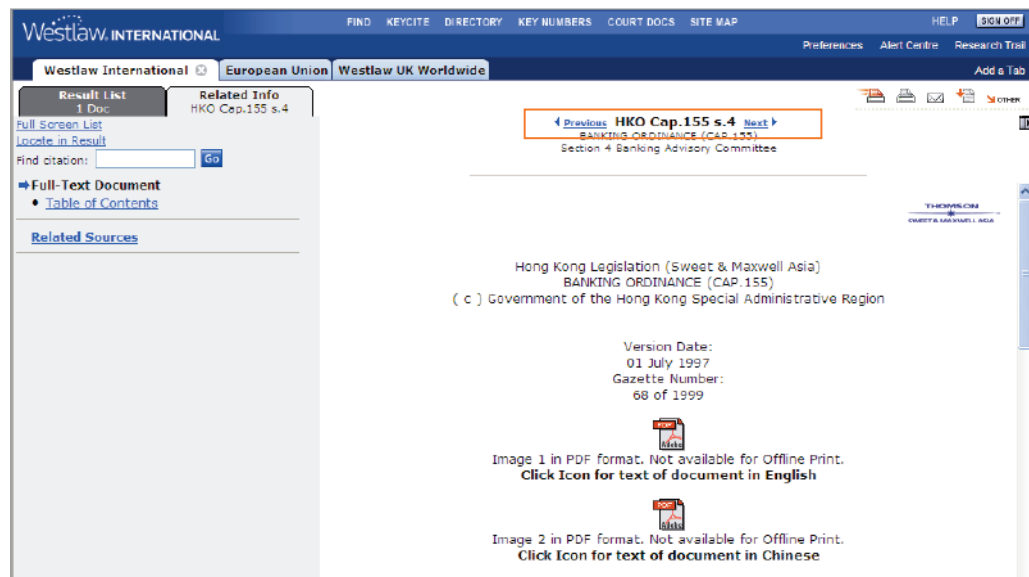


Figure 7-1. Hong Kong Legislation document

Using the Related Info Tab

The Related Info tab allows you to view information related to the document that is displayed in the right frame (Figure 7-2). For example, when a statute is displayed in the right frame, the Related Info tab allows you to view the table of contents for the statute and related sources. When a case is displayed in the right frame, the Related Info tab allows you to view the KeyCite result for the case.

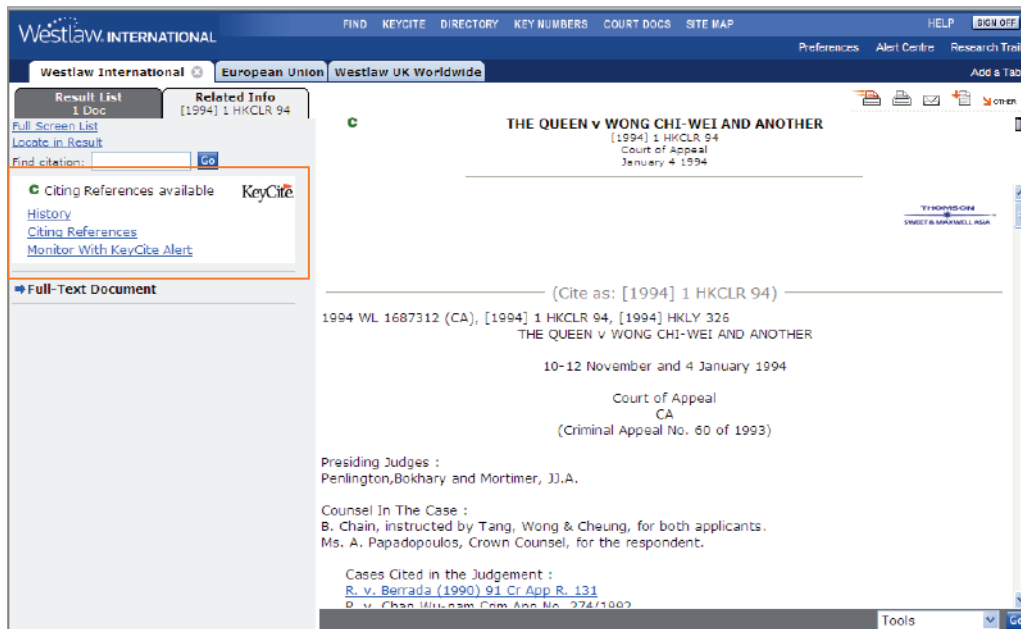


Figure 7-2. Related Info tab for Hong Kong case

8 Using the United Kingdom Case Law and Legislation Locator

Using the United Kingdom Case Law Locator

The United Kingdom Case Law Locator database (UK-CASELOC) is a unique citator service. UK-CASELOC provides summaries of important reported and unreported decisions from courts of the United Kingdom, the European Union, the Commonwealth, and individual European countries.

UK-CASELOC documents (Figure 8-1) also include citations to reporters in which a case is reported; lists of cases and legislation cited in the decision; a history of the case that includes direct history and negative citing references; citations to the case; and references to secondary sources, such as journals, law reviews, and newspapers.

UK-CASELOC documents contain hypertext links that allow you to retrieve the full text of documents.



The screenshot displays the Westlaw International interface for the UK-CASELOC database. The main content area shows the case summary for **Cadbury Schweppes Plc v Williams (Inspector of Taxes)**, 2006 WL 1232362, Court of Appeal (Civil Division), dated 24 May 2006. The summary includes the following sections:

- Where Reported:** [2006] EWCA Civ 657; [2007] S.T.C. 106; [2006] B.T.C. 440; [2006] S.T.I. 1572; Times, July 19, 2006; [Official Transcript](#)
- Case Digest:**
 - Subject:** Tax
 - Keywords:** Accrued income scheme; Capital; Income; Interest rates; Promissory notes; Tax avoidance; Tax planning
 - Summary:** tax planning; promissory notes; interest rates; variable interest rate taxation regime
 - Abstract:** The appellant taxpayer companies (C) appealed against the decision ([2005] EWHC 1610, [2006] S.T.C. 210, [2006] 1 C.L. 506) that receipts from the sale of securities with accrued interest were caught by the provisions of the [Income and Corporation Taxes Act 1988 s.717](#) because the securities carried interest at a variable rate. C had adopted the principles of a scheme that involved investing in a

Figure 8-1. Summary of a case in the UK-CASELOC database

Using the United Kingdom Legislation Locator

The United Kingdom Legislation Locator database (UK-LEGISLOC) is a unique tool for legislative research.

UK-LEGISLOC provides links to current, historical, and future versions of U.K. statutes and statutory instruments, along with corresponding references to citing case law and secondary sources. Statutes coverage begins in the year 1267. Statutory instruments coverage begins in the year 1948.

Hypertext links allow you to move quickly to the portion of the document that interests you. Other links enable you to view the full text of documents, such as the historic version of a statute.

- Click Analysis on the Related Info tab to display historical and statutory notes, citing cases, and other information (Figure 8-2).
- Click Commentary Citing on the Related Info tab to display a list of secondary sources that cite the statute.

The screenshot displays the Westlaw UK Worldwide interface. The top navigation bar includes 'Westlaw International', 'European Union', and 'Westlaw UK Worldwide'. The main content area shows the 'Related Info' tab selected, displaying 'UK ST 1949 c 88 s 1'. The 'Result Document' section is highlighted with an orange box and contains the following links: 'Table of Contents', 'Analysis', and 'Commentary Citing'. The 'Analysis' link is selected, showing a description: 'Tracks commencement, status and pending amendments; provides access to historical versions, and links to citing cases (editorially selected)'. The main content area displays the text of the 'REGISTERED DESIGNS ACT 1949 CHAPTER 88' and provides detailed 'Current Law in Force' information, including the 'Registered Designs Act 1949 c 88, s 1' and its amendments.

Figure 8-2. Analytical information about a statute in UK-LEGISLOC

9 Using KeyCite

Use KeyCite, the citation research service from West, to determine whether a case or statute is good law and to retrieve citing references. KeyCite covers case law from Australia, Canada, Hong Kong, and the United States. KeyCite also provides coverage for all U.S. state and federal statutes.

Accessing KeyCite

Access KeyCite using one of the following methods:

- Type a citation in the *KeyCite this citation* text box in the left frame of a tabbed page and click Go.
- Click KeyCite at the top of any page to display the KeyCite page. Then type a citation in the *KeyCite this citation* text box and click Go.
- Click the KeyCite status flag in a document header or next to a document's citation.
- Click History (or Full History) or Citing References on the Related Info tab in the left frame while viewing a document (Figure 9-1).

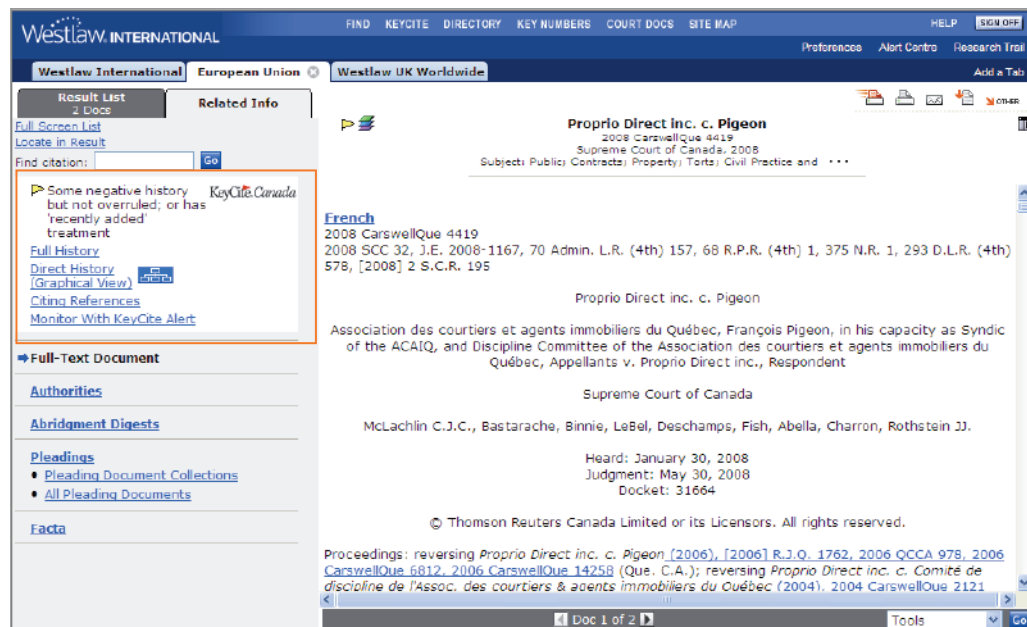


Figure 9-1. Accessing KeyCite at the Related info tab

KeyCite Status Flags



A red flag warns that the case is no longer good law for at least one of the points of law it contains.



A yellow flag warns that the case has some negative history but has not been reversed or overruled.



A blue H indicates that the case has some history.



A green C indicates that the case has citing references but no direct history or negative citing references or that the statute or regulation has citing references.

KeyCite Depth of Treatment Stars



Examined—The citing case contains an extended discussion of the cited case or administrative decision, usually more than a printed page of text.



Discussed—The citing case contains a substantial discussion of the cited case or administrative decision, usually more than a paragraph but less than a printed page.



Cited—The citing case contains some discussion of the cited case or administrative decision, usually less than a paragraph.



Mentioned—The citing case contains a brief reference to the cited case or administrative decision, usually in a string citation.

Restricting Citing References

To restrict the list of citing references, follow these steps:

1. Click Limit KeyCite Display at the bottom of the page. The KeyCite Limits page is displayed (Figure 9-2).
2. Use the check boxes, text boxes, and drop-down lists in the right frame to define your restrictions. Click the arrows in the left frame to move from one restriction to another.
3. Click Apply to display the KeyCite result with the restrictions you specify.

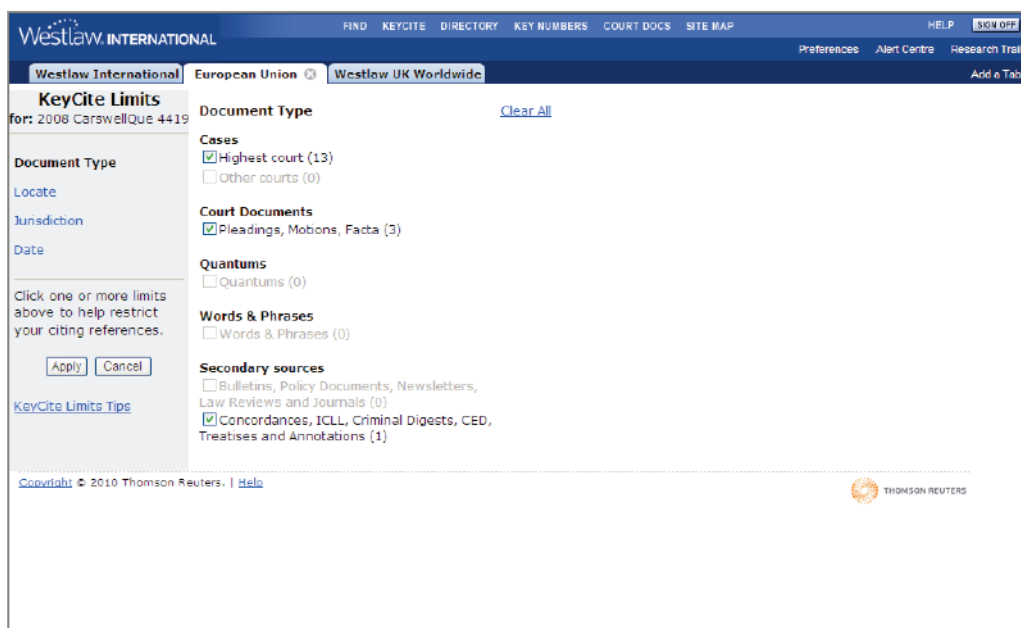


Figure 9-2. KeyCite Limits page

10 Using Alert Services

The Alert Centre is the central access point on Westlaw for WestClip, KeyCite Alert, KeyRules Alert, Docket Alert, Profiler Alert, and Agency Tracker. To access the Alert Centre, click Alert Centre at the top of any page. Then select an alert service based on your specific needs:

- WestClip runs your Terms and Connectors searches on a regular basis so you can stay up-to-date on news and legal developments.
- KeyCite Alert automatically monitors the status of your cases, statutes, administrative decisions, and regulations and sends you updates when their KeyCite results change.
- KeyRules Alert notifies you of any changes in rules governing common court procedures.
- Docket Alert provides you with up-to-date court docket information for civil and criminal cases from most federal courts across the United States and for selected state courts.
- Agency Tracker alerts you when specific agencies issue decisions or take action or when there are changes to the *Federal Register*.
- Profiler Alert monitors the profile of an attorney, judge, or expert witness and notifies you when new references are added to it.

Managing Your Alerts

The Alert Centre provides tools for you to easily manage your alerts:

- To create an entry, click Create or Wizard (when available).
- To view the most recent entries saved in the directory for an alert service, click the arrow to the left of that service.
- To view all entries in an alert service directory, click View All.
- To make changes to an entry, click an entry name.
- To delete an entry, select the check box next to the entry and click Delete.
- To retrieve instructions for setting up an entry, click Tips.

Creating a KeyCite Alert Entry

To create a KeyCite Alert entry, click Alert Centre in the upper-right corner of any page. At the Alert Centre Directory, you can do one of the following in the KeyCite Alert section:

- Click Entry Wizard and follow the step-by-step instructions to create your entry.
- Click Create, then type the citation of the document you want to monitor in the *Citation* text box and click Go. The KeyCite Alert: Create Entry page is displayed. Specify your KeyCite Alert settings under *Entry Details* on the left side of the page. To change the delivery settings listed on the right side of the page, click Edit. When you finish setting up your entry, click Save to save it in the KeyCite Alert Directory.

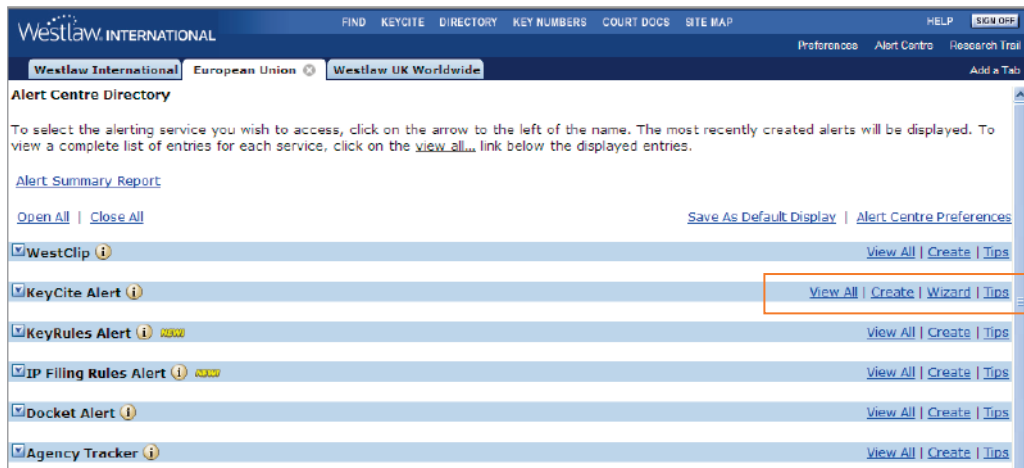


Figure 10-1. Alert Centre Directory

Creating a WestClip Entry

To create a WestClip entry, click Create in the WestClip section of the Alert Centre Directory. At the WestClip: Create Entry page, complete these steps:

1. Type a name for the entry (maximum of 10 characters) in the *Name of clip* text box.
2. The client identifier for the current research session is displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
3. Specify a database in which you want your search to be run by typing the database identifier in the *Database(s)* text box. (For help with selecting a database, click Find a Database.) If you accessed WestClip from a search result, the database identifier is entered for you.
4. Type a Terms and Connectors query in the *Query* text box. (For a list of connectors and field restrictions to use in your query, click Full Search Editor.) If you accessed WestClip from a search result, the query is entered for you.
5. To modify delivery settings for an entry, including how often the entry should be run and the destination to which your WestClip results should be sent, click Edit. When you finish specifying your settings, click Save to return to the WestClip: Create Entry page.
6. Click Save to save your entry in the WestClip Directory.

Westlaw INTERNATIONAL

FIND KEYCITE DIRECTORY KEY NUMBERS COURT DOCS SITE MAP HELP SIGN OFF

Westlaw International European Union Westlaw UK Worldwide

WestClip: Create Entry

Create Entry | Directory | Tips

Entry Details | **Delivery Settings** | Edit

Complete each item below:

Name of clip:

Client ID:

Database(s): [Find a Database](#)

Separate multiple databases with a comma (,)

Query: [Full Search Editor](#)

[Limit Your News Search using SmartTerms](#)

Copyright © 2010 Thomson Reuters. | [Help](#)

THOMSON REUTERS

Figure 10-2. WestClip: Create Entry page

11 Using the Research Trail

The Research Trail feature makes it easy to keep track of your Westlaw research and return to research tasks you completed previously.

A new research trail is automatically created each time you access Westlaw and automatically saved when you end your research session. Each research trail associated with your password is available for 14 days after it is saved. You can click an item in a research trail to return to that information.

You can download a research trail or send it to a colleague via e-mail. Links allow you to jump from the research trail to a document or search result on Westlaw.

Viewing a Research Trail

VIEWING THE CURRENT TRAIL

To view the research trail for the current Westlaw session, click Research Trail at the top of any page. Information about the tasks you've completed during the current session is displayed, including the citations of documents you retrieved and the Westlaw databases and services you used (Figure 11-1).

VIEWING A PREVIOUS TRAIL

To view all research trails associated with your Westlaw password from the last 14 days, click List of All Research Trails at the Research Trail page. If you do not return to a research trail within 14 days, it is removed from the list. To save a research trail for an additional 14 days, click Reset.

The screenshot shows the Westlaw International interface. At the top, there are navigation links: FIND, KEYCITE, DIRECTORY, KEY NUMBERS, COURT DOCS, SITE MAP, HELP, and SIGN OFF. Below this, there are tabs for 'Hong Kong' and 'Westlaw International'. The main heading is 'Research Trail' with links for 'List of All Research Trails' and 'New Research Trail'. A message states: 'Access Research Events with a [star icon] at no additional charge until 2:00 a.m.' Below this, it says 'Current Research Trail: 12/01/2009 12:29PM for Client RESEARCH' with links for 'Download Trail' and 'E-Mail Trail'. A table lists the research events:

Research Event	Database or Citation	Date	Notes
• Search - kw[employee & compensation & medical & exam] (4 Docs)	HK-CS-ALL	12/01/2009 12:45 PM	Add Note
• Viewed Document - HKCP ECO s.14	HKCP ECO s.14	12/01/2009 12:44 PM	Add Note
• Find - HKCP ECO s.15	HKCP ECO s.15	12/01/2009 12:44 PM	Add Note
• Find - THE QUEEN v WONG CHI-WEI AND ANOTHER	1994 1 HKCLR 94	12/01/2009 12:39 PM	Add Note
• Find - HKO Cap. 155 s.4	HKO Cap. 155 s.4	12/01/2009 12:37 PM	Add Note
Open Trail - RESEARCH	Client ID	12/01/2009 12:29 PM	Add Note

At the bottom, there is a note: '*Printing from Trail is charged according to your subscription.' and a copyright notice: 'Copyright © 2009 Thomson Reuters. | [Help](#)' with the Thomson Reuters logo.

Figure 11-1. Current research trail

Adding Notes to a Research Trail

You can add notes about a particular research trail or event. You can use these notes as a personal record or share your notes with others. To add a note, follow these steps:

1. While viewing a research trail or the list of all research trails, click Add Note next to the research event or research trail to which you want to add a note.
2. Type your note in the *Text* box and click Add Note to return to the Research Trail page. To view the note, click View Note in the *Notes* column.

Delivering a Research Trail

You can e-mail a research trail to one or more addresses or download it as an HTML file, then view it in your browser or word processor.

E-MAILING A RESEARCH TRAIL

To e-mail a research trail, complete these steps:

1. Do one of the following:
 - To e-mail the current research trail, click Current Research Trail, if necessary, at the Research Trail page. Then click E-Mail Trail.
 - To e-mail a previous research trail, click List of All Research Trails at the Research Trail page. Click the name of a research trail to open it, then click E-Mail Trail.
2. Type one or more e-mail addresses, separated by semicolons, in the *E-mail address(es)* text box.
3. Type the subject of the e-mail in the *Subject* text box. This text will be displayed in the subject line of the e-mail message.
4. Type a message to accompany the research trail in the *Notes* text box. This text will be displayed in the body of the e-mail message.
5. Select the Attach Trail Summary Notes check box to include trail notes in the e-mail, or clear the check box to exclude them.
6. From the Delivery Format drop-down list, select the format in which you want the research trail to be displayed in the e-mail message:
 - Inline HTML—delivers the research trail in HTML format within the e-mail message.
 - Attached HTML—delivers the research trail in HTML format as an attachment to the e-mail message.
 - Inline Text—delivers the research trail in ASCII (text only) format within the e-mail message.
 - Attached Text—delivers the research trail in ASCII format as an attachment to the e-mail message.
7. Click Send.

E-MAILING THE CURRENT RESEARCH TRAIL AT SIGN-OFF

To automatically e-mail your current research trail each time you sign off from Westlaw, complete these steps:

1. Click Preferences at the top of any page.
2. Click Trail in the left frame.
3. Type one or more addresses in the *E-mail address(es)* text box.
4. Select the E-Mail my last Trail at sign off check box.
5. Click Save Changes.

DOWNLOADING A RESEARCH TRAIL

You can download a research trail as an HTML file. When you view the trail in a browser or word processor, you can click the links in the trail to jump to a document or search result on Westlaw. To download a research trail, complete these steps:

1. Do one of the following:
 - To download the current research trail, click Current Research Trail, if necessary, at the Research Trail page. Then click Download Trail.
 - To download a previous research trail, click List of All Research Trails at the Research Trail page. Click the name of a research trail to open it, then click Download Trail.
2. Select the Attach Trail Summary Notes check box to include trail notes in the downloaded trail, or clear the check box to exclude them.
3. Click Download. A message instructing you to use your browser's Save As feature is displayed. Click OK. The trail is displayed in a new browser window.
4. In the new browser window, choose Save As from the *File* menu to download the trail.
5. Choose the location for the file, and type a file name with an HTML file extension for your downloaded trail, e.g., buckaloo.htm.
6. Click Save.

Renaming a Research Trail

To rename a research trail, click List of all Research Trails, then click Rename to display the *New Name* text box. Type a name for the trail in the text box and click Go.

Starting a New Research Trail During Your Westlaw Session

You can start a new research trail without signing off from Westlaw.

1. Click New Research Trail at the Research Trail page.
2. Type a client identifier to which to assign further research in the *Change Client ID to* text box.
3. If desired, type a name for the trail in the *Enter New Trail Name* text box.
4. Click Start New Trail.

Note You can also start a new research trail by clicking Preferences at the top of any page and clicking Change Client ID in the left frame.

Deleting the Current Research Trail at Sign-Off

To automatically delete your current research trail each time you sign off from Westlaw, follow these steps:

1. Click Preferences at the top of any page.
2. Click Trail in the left frame.
3. Select the *Delete Trail at sign off* check box.
4. Click Save Changes.

12 Choosing Your Research Preferences

You can customize many aspects of your research session using the Preferences pages. For example, you can designate either Terms and Connectors or Natural Language as your default search method; specify a pricing method; and tailor the display of your KeyCite, KeyCite Alert, Docket Alert, Profiler Alert, and WestClip results.

To access the Preferences pages, click Preferences at the top of any page. The Location and Pricing Preferences page is displayed in the right frame. For other preferences, click a Westlaw feature or service in the left frame, as shown below.

Use the drop-down lists, buttons, and check boxes to customize Westlaw for your research needs, then click Save Changes.

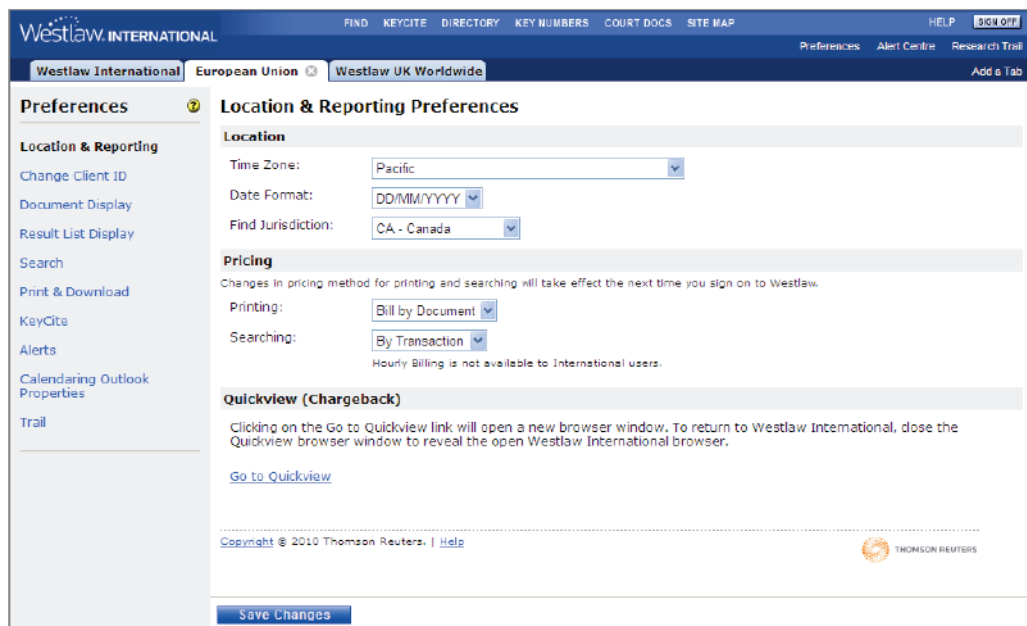


Figure 12-1. Preferences: Location and Reporting page

13 Printing and Delivering Documents

Westlaw International has the following features to help you print, e-mail, download, or save your documents:

- Delivery icons in the upper-right corner of your search results make it easy to select a print or delivery method.
- Quick Print lets you print the document or result list you are viewing in less time.
- Check boxes in your search and KeyCite results let you print selected documents.

The Print/Delivery Manager lets you save print or delivery requests for up to 30 days. You can also reprint documents and get additional copies of documents without having to re-create your search.

Printing Documents in Your Search Result

PRINTING THE DOCUMENT YOU ARE VIEWING

Using Internet Explorer 5.5 or later, you can print a Westlaw document on your attached printer with just two clicks of your mouse. Some types of documents, such as court opinions, can be printed in an easy-to-read, dual-column format. Word-processing software or additional software plug-ins are not required.

When you want to print the document you are viewing, click the Quick Print to Attached Printer icon in the upper-right corner of the page. When the Windows Print dialog box is displayed, click Print or Send Request to send the document to your attached printer.

PRINTING OR DELIVERING OTHER DOCUMENTS IN YOUR RESULT

To print or deliver other documents, follow these steps:

1. If desired, select the check box next to each document in a result list you want to print or deliver.
2. Click a delivery icon in the upper-right corner of a retrieved document or result list. A dialog box is displayed that allows you to choose print or delivery options.
 - Click the Print Document icon to print documents in your result.
 - Click the Email Document icon to send the documents in your result to one or more e-mail addresses. Documents can be delivered in the body of the e-mail message or as attachments.
 - Click the Download Document icon to save documents on your computer.
 - Click the Other icon and choose Fax from the menu to fax a document.

Note Some delivery methods may not be available. The delivery icons shown in the following example may differ from your Westlaw display.

3. Specify whether you want to print or deliver all documents, the current document, selected documents, or the result list. If you select Current Document, you can also specify whether you want to include KeyCite history and citing references.
4. In the *Page Options* section, specify which document pages you want to print or deliver (e.g., full text of documents, first pages only). To print or deliver specific pages from a print publication, select Star Pages and type the page numbers in the text box.
5. Click Settings to display a Settings dialog box for the print or delivery destination you selected. In the *Content Options* section, specify whether you want to include features such as KeyCite flags, highlighted search terms, and images in your printed or delivered documents. In the *Format* section, specify the format of your printed or delivered documents, such as font size and number of columns. Click Done when you finish selecting your settings.
6. Click Print, Send, or Save depending on the print or delivery destination you selected.

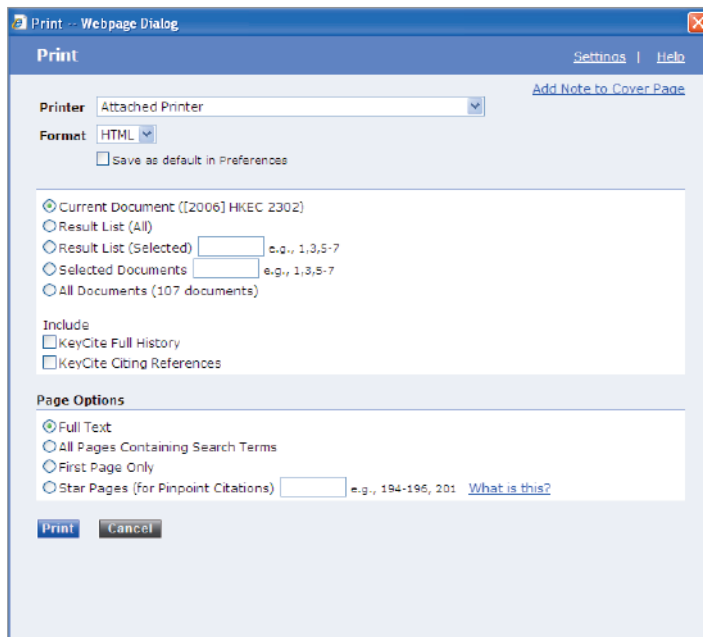


Figure 13-1. Print dialog box

Using the Print/Delivery Manager

The Print/Delivery Manager stores pending, failed, and delivered requests so you can easily reprint your documents. All requests that were printed or delivered in the last 48 hours are shown in the *Delivered Requests* section of the Print/Delivery Manager. Saved and failed requests are shown in the *Saved on Westlaw* section of the Print/Delivery Manager.

To view your requests, click the Other icon in the upper-right corner of a document or result list, then choose Print Delivery Manager from the menu. Alternatively, click Site Map at the top of any page and then click Print/Delivery Manager under *Manage your account preferences* or *Tools*. The Print/Delivery Manager page is displayed.

Each entry in the Print/Delivery Manager shows the

- status of the request
- database or service in which the request originated
- description, query, or citation used to retrieve the result
- approximate number of lines requested (rounded up to an increment of 5)
- number of documents requested
- destination to which you sent your request (Delivered Requests only)
- number of images included in the request (Saved on Westlaw only)
- date and time the request was created
- number of days until the request expires (Saved on Westlaw only)

PRINTING AN ENTRY IN THE PRINT/DELIVERY MANAGER

To print an entry in the Print/Delivery Manager, follow these steps:

1. Click Delivered Requests or Saved on Westlaw, if necessary.
2. In the *Status* column, select the check box next to each entry you want to deliver. You can deliver up to 10 entries.
3. Select the destination for your request by clicking the appropriate button, e.g., Email. In the displayed dialog box, enter the appropriate information, e.g., an e-mail address.
4. Click Send, Print, or Save depending on the delivery destination you selected.

DELETING AN ENTRY FROM THE PRINT/DELIVERY MANAGER

To delete an entry, select the check box next to the entry in the *Status* column. Then click Delete.

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