

THOMSON REUTERS

WESTLAW UK

ACADEMIC USER GUIDE

Logging on

Go to **westlawuk.thomsonreuters.co.uk** and login via OpenAthens or your academic institution.

Alternatively, please contact your library or Student Representative for help logging in to Westlaw UK

THOMSON REUTERS®

Westlaw UK

Sign in using OnePass

Username [Forgot username?](#)

Password [Forgot password?](#)

Save username

Save username and password

Remember me [?](#)

Sign in

[Add registration key](#) [Create OnePass profile](#)

[Update OnePass profile](#) [Learn about OnePass](#)

Access with single sign-on

Access through OpenAthens

Access through academic institution

If you access Westlaw UK using single sign-on or Academic sign in then please select the relevant option here

Viewing: Westlaw UK - Region: UK

WESTLAW

Cases Legislation Journals Current Awareness More

Search all Westlaw UK

Browse by Topic

- Commercial
- Companies and partnerships
- Contract
- Crime
- Data and communications
- Employment and work
- Environment
- Equality and human rights
- Family
- Finance
- Health and social welfare
- Insolvency
- Intellectual property
- International
- Land
- Legal system
- Litigation and dispute resolution
- Local government
- Personal injury
- Planning and construction
- Public and constitutional law
- Social regulation
- Tax
- Torts
- Transport and shipping
- Trusts and personal property

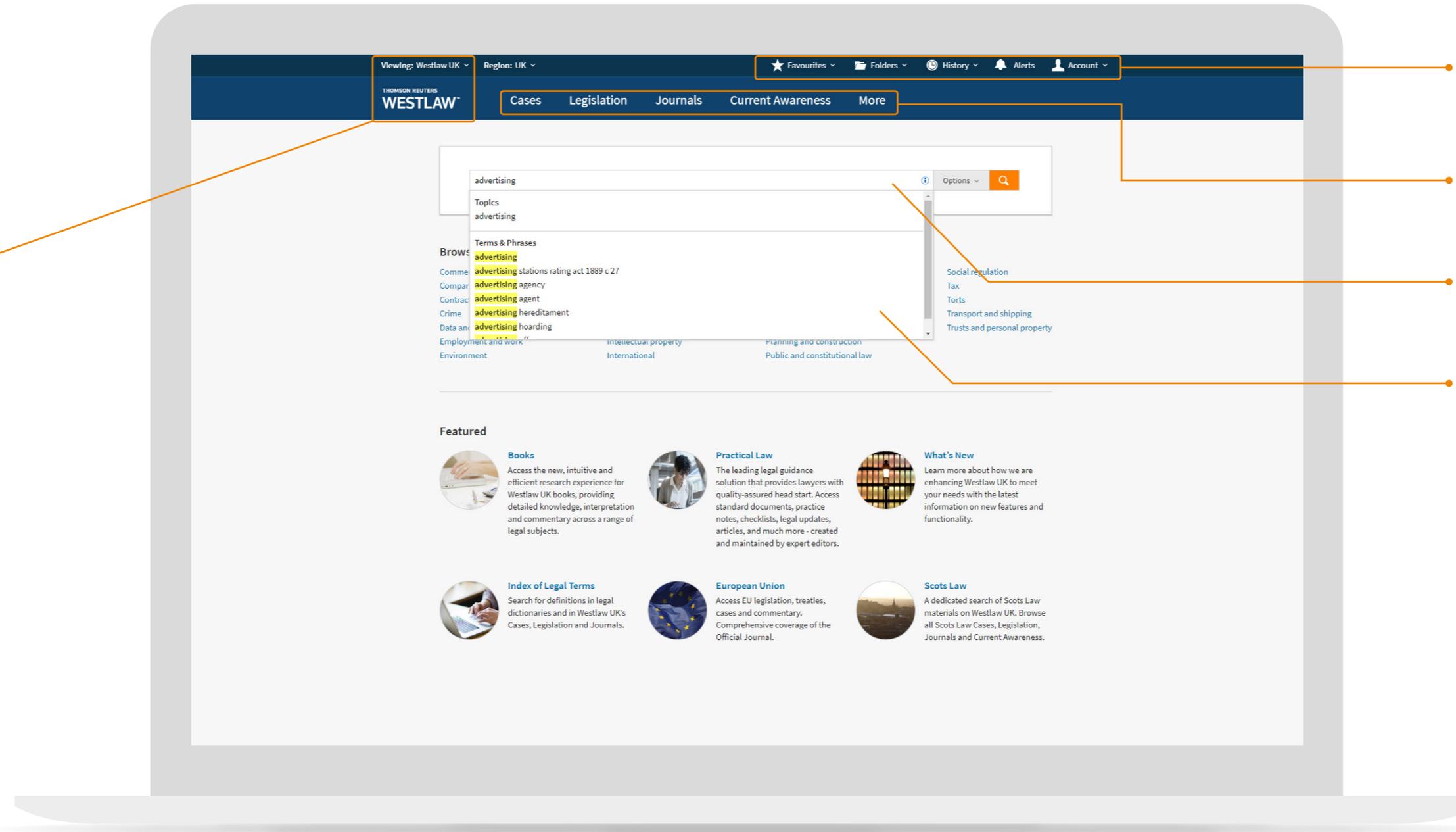
Featured

- Books**
Access the new, intuitive and efficient research experience for Westlaw UK books, providing detailed knowledge, interpretation and commentary across a range of legal subjects.
- Practical Law**
The leading legal guidance solution that provides lawyers with quality-assured head start. Access standard documents, practice notes, checklists, legal updates, articles, and much more - created and maintained by expert editors.
- What's New**
Learn more about how we are enhancing Westlaw UK to meet your needs with the latest information on new features and functionality.
- Index of Legal Terms**
Search for definitions in legal dictionaries and in Westlaw UK's Cases, Legislation and Journals.
- European Union**
Access EU legislation, treaties, cases and commentary. Comprehensive coverage of the Official Journal.
- Scots Law**
A dedicated search of Scots Law materials on Westlaw UK. Browse all Scots Law Cases, Legislation, Journals and Current Awareness.

Getting Started

When you sign on to Westlaw UK, you will see your new homepage:

Switch between Westlaw UK, Practical Law and Books. Click the Westlaw logo to return to this 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

Searching

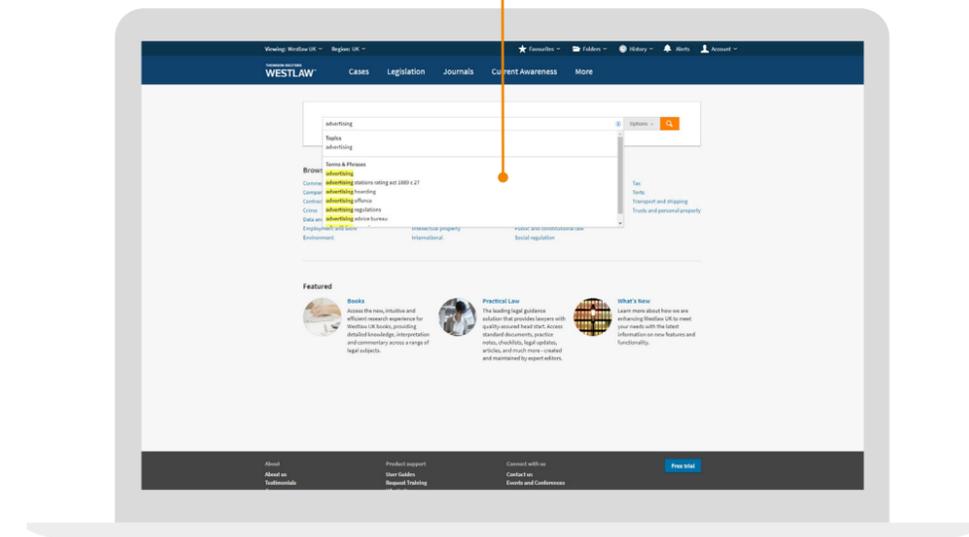
The search box on the home page enables you to search across all or selected content. You can use simple terms, suggested keywords and titles, or search connectors.

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

It will suggest:

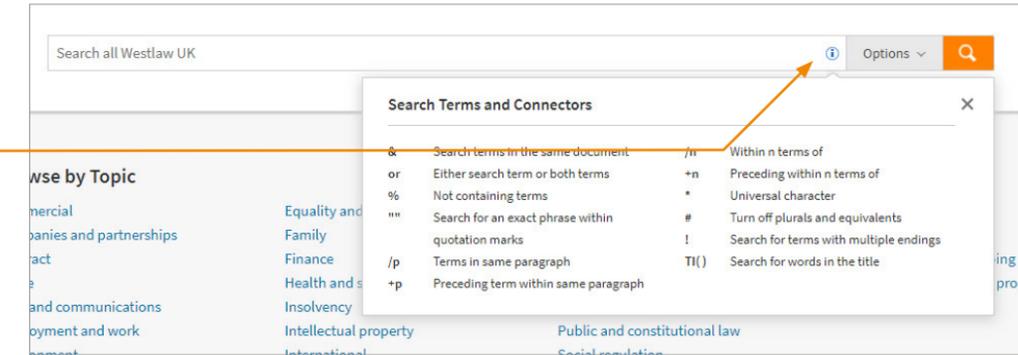
- Topics – these are pages containing key materials and articles about this subject area. Selecting this suggestion will take you straight to that Topic page
- Titles of documents – articles, cases and legislation
- Keywords and phrases

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



Search Connectors

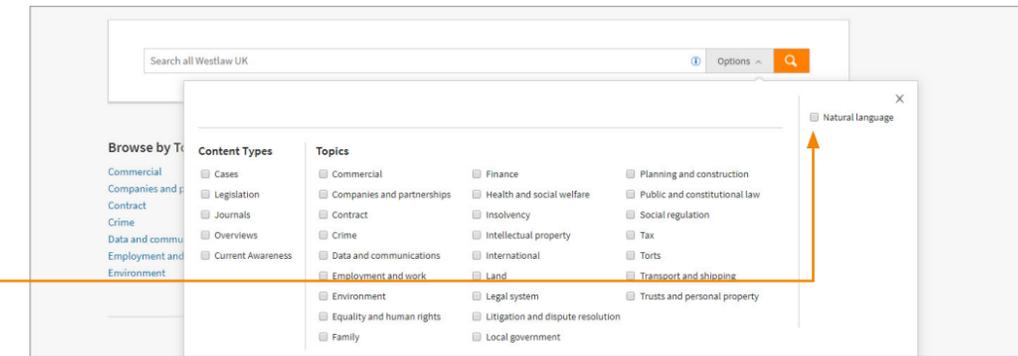
Alternatively, you can use search connectors. You can see which connectors are available to use on the site by clicking the i button to the right of the search bar.



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

Options

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.



Here you can also choose to run a natural language search which enables you to type in a plain English question. For example, *what is the role of an arbitrator?*

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



Then simply add your search terms and click the orange search button to run your search.

Searching

Your search results

A reminder of your search terms

Edit your existing search

You searched Westlaw UK for + Free Text: cyberstalking

Apply filters Cancel

Search within results

Content Type

- Cases 31
- Journals 49
- Current Awareness 5
- Overviews 4

Topic

- Commercial 1
- Contract 1
- Crime 60
- Data and communications 65
- Employment and work 2
- Equality and human rights 49
- Family 3
- Health and social welfare 2
- Intellectual property 3
- International 9
- Legal system 7
- Litigation and dispute resolution 5
- Local government 3
- Planning and construction 2
- Public and constitutional law 12
- Social regulation 3
- Torts 12
- Transport and shipping 2

Jurisdiction

- UK 64
- European 9
- International 3
- Other 28

Date

- All
- Last 6 months
- Last 12 months

All Westlaw UK (89)

Select all 1 - 89

- > 1. Internet trolling and cyberstalking
Author(s): Jonathan Bishop | Centre for Research into Online Communities and E-Learning Systems
- > 2. Stalking
Author(s): Westlaw UK
- > 3. Internet
Author(s): Westlaw UK
- > 4. McCuaig (Sean) v HM Advocate
High Court of Justiciary (Appeal) [2018] HCJAC 55 | 21 Sep 2018
 No Substantial Judicial Treatment
- > 5. Hewson v Commissioner of Police of the Metropolis
Queen's Bench Division (Administrative Court) [2018] EWHC 471 (Admin) | 9 Mar 2018
 No Substantial Judicial Treatment
- > 6. R. v Jury (Mark)
Court of Appeal (Criminal Division) [2016] EWCA Crim 1560 | 29 Sep 2016
 No Substantial Judicial Treatment
- > 7. Stéphane v Lewis
Queen's Bench Division District Registry (Swansea) [2015] EWHC 478 (QB) | 2 Feb 2015
 Positive/Neutral Judicial Consideration
- > 8. Google Spain SL v Agencia Espanola de Proteccion de Datos (AEPD) (C-131/12)
European Court of Justice (Grand Chamber) EU:C:2014:317 | 13 May 2014
 Positive/Neutral Judicial Consideration
- > 9. McEvoy v Michael
Queen's Bench Division District Registry (Cardiff) [2014] EWHC 701 (QB) | 18 Mar 2014
 No Substantial Judicial Treatment
- > 10. Craven v Bar Standards Board
Visitors to the Inns of Court [2014] 1 WLUK 747 | 30 Jan 2014

Relevance Less detail

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

- 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.

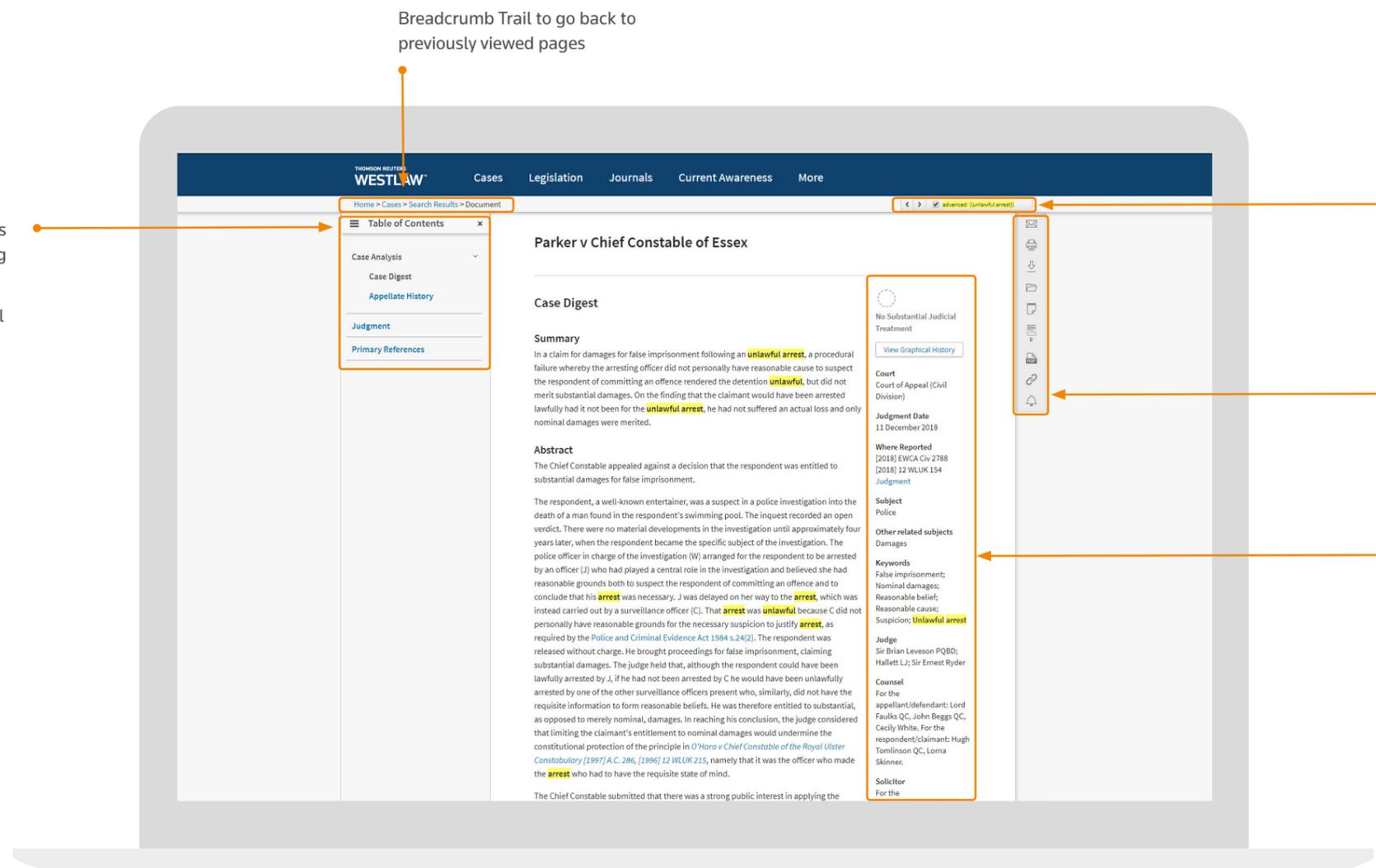
- > 3. Secretary of State for Work and Pensions v Carmichael
Court of Appeal (Civil Division) | [2018] EWCA Civ 548 | 20 Mar 2018
 Positive/Neutral Judicial Consideration | Significant
- > 4. (on the application of DA) v Secretary of State for Work and Pensions
Court of Appeal (Civil Division) | [2018] EWCA Civ 504 | 15 Mar 2018
 Appeal Outstanding
- > 5. Stevenson v Secretary of State for Work and Pensions
Court of Appeal (Civil Division) | [2017] EWCA Civ 2123 | 15 Dec 2017
 Mixed Judicial Consideration
- > 6. R. (on the application of DA) v Secretary of State for Work and Pensions
Queen's Bench Division (Administrative Court) | [2017] EWHC 1446 (Admin) | 22 Jun 2017
 Negative Judicial Consideration

You can either hover over the icon to see what it means, or click into the document for a full explanation.

Breadcrumb Trail to go back to previously viewed pages

Table of Contents – sections can be expanded by clicking on the headings. You can also hide this panel by clicking the x

Jump to your search terms by using the arrows or click the check box to remove the highlighting



Jump to your search terms by using the arrows or click the check box to remove the highlighting

Delivery and Annotation options (including PDF versions) Linkbuilder and Alert icon

When viewing Cases & Legislation, key information, tools and indexing are shown on the right. This includes the status icon, and tools such as historical versioning (for legislation) or graphical history (for cases)

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.



Delivery Options

When viewing a document, all your delivery options are displayed on the right-hand side of the screen



You can email, print or download results by clicking the relevant icon.

The Basic tab enables you to specify information such as email addresses, subject line and format (so you could choose to send a PDF version, or just send a link to the document).

The Advanced tab enables you to specify formatting options such as font size and spacing.

The Content to Append tab enables you to choose which content you want to deliver – the full text document and/or any sections from the Analysis document.

You can also deliver multiple documents from a list (Topic lists or search results).

Use the check-boxes to the left of each document to select the documents you wish to deliver and then click the relevant icon.

You can then choose whether to send the documents as a single file, or multiple documents within a zipped folder.

Personalisation

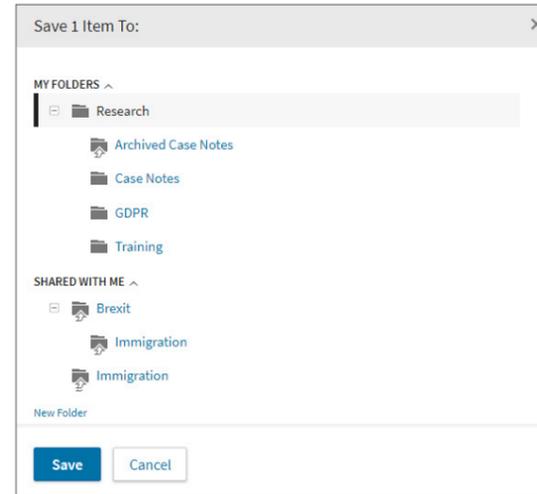
Folders

You can create and save documents into Folders to easily access frequently used materials or to collate your research together.

Just click the Folder icon which appears with the other Delivery options:



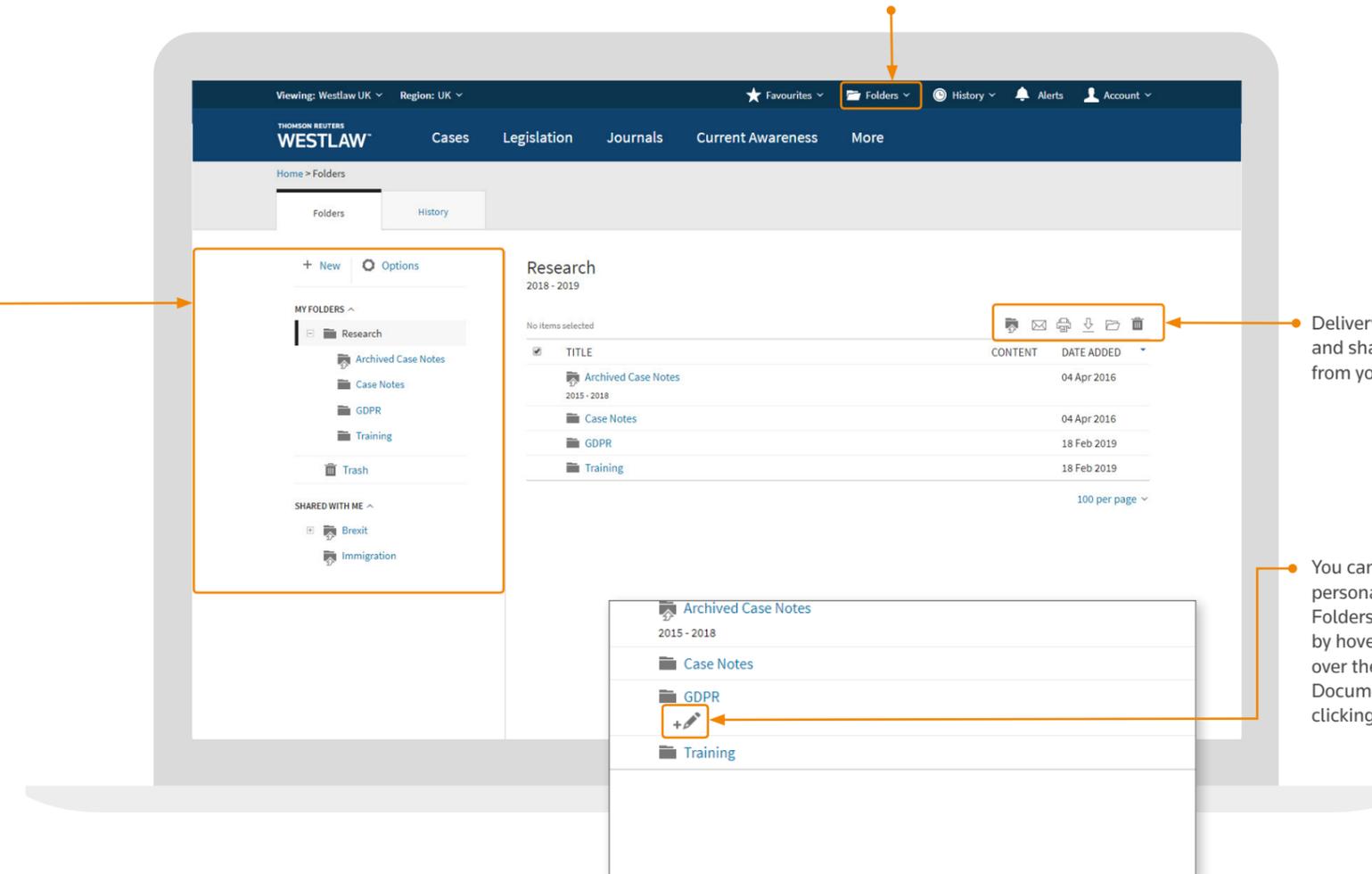
You can choose to save your document(s) into an existing Folder or create a New Folder.



Saving a document to a Folder creates a quick link to that document so you will always be taken to the latest version of that document (unless you have specifically saved a historic version of legislation).

You can access your Folders at any time by clicking the Folders link at the top of the screen.

Your Folder structure – you can access, create new, edit and manage Folders using the New/Options links at the top



Delivery options to send and share documents from your Folders

You can add any personal notes against Folders or documents by hovering your mouse over the Folder name/ Document and then clicking the pencil icon.

Personalisation

Favourite Pages and Homepage

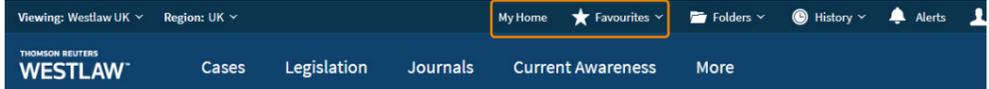
You can save pages on Westlaw UK as Favourites for quick access or you can set a page to be your default Homepage.



Click the star icon to add this page to your Favourites, or the House icon to set this page as your Home page

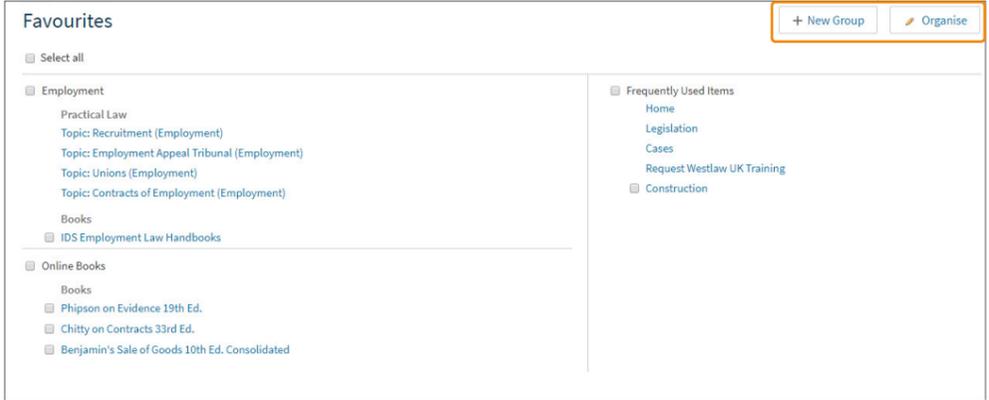
If you have set this as your Home page it will be the first page you see next time you sign on to Westlaw UK.

You can access your new Home Page or your Favourites by clicking the links along the top of the screen.



On the Favourites page you can organise your Favourite pages into groups and organise them by clicking the Organise button then clicking and dragging your pages into the relevant groups.

You will see any Favourite pages from Practical Law and Books as well.



Personalisation

History

All your activity on Westlaw UK is tracked so that you can revisit any aspect of your research or pick up where you left off.

Clicking History along the top toolbar will display a list of all searches run and documents viewed.

By default the last 30 days is shown but you can extend this up to the last 12 months by using the date filter on the left-hand side of the screen.

The screenshot shows the Westlaw UK interface. At the top, there is a navigation bar with 'History' and 'Alerts' icons. Below this, a sidebar on the left contains filters for 'Date' (set to 'Last 30 Days'), 'Client ID' (with checkboxes for 'NOCLIENTID' and 'PRACTICAL LAW'), and 'Event' (with checkboxes for 'Document View' and 'Search'). The main content area is titled 'History: All History' and contains a table of activity.

EVENT	DESCRIPTION	DATE/TIME	CLIENT ID
Document View	Aspects of family law Press Release Scottish Law Commission	01 Mar 2019 14:24	NOCLIENTID
Document View	High Court rules against right to rent scheme Article - Newspaper Amelia Hill and Diane Taylor	01 Mar 2019 14:22	NOCLIENTID
Document View	Canary Wharf (BP4) T1 Ltd v European Medicines Agency Chancery Division February 20, 2019 2019 WL 00691052	01 Mar 2019 14:02	NOCLIENTID
Document View	Jane v Westminster Magistrates' Court Case - Transcript	01 Mar 2019 13:57	NOCLIENTID
Document View	Hizballah banned in the UK Press Release Home Office	01 Mar 2019 13:56	NOCLIENTID
Document View	EU modernises consumer rights and improves their enforcement Official Publication - EU European Council	01 Mar 2019 13:55	NOCLIENTID
Document View	s. 3 General duties of OFCOM Communications Act 2003 c. 21	01 Mar 2019 13:55	NOCLIENTID
Search	advanced: (TI(communication) & JURIS(ANY) & ST(LF) & AD(Y)) (320) Search Type: Boolean T&C Content: WL Legislation	01 Mar 2019 13:55	NOCLIENTID

You can click on any link in the list to go back to any document viewed or re-run any search.

It will include entries for any filters applied and any "search within results".

On the left-hand side of your History you can filter by date, type of event and search your History.

EVENT	DESCRIPTION	DATE/TIME	CLIENT ID
Filter	advanced: (SUJ,KW("communication")) (26) Search Type: Boolean T&C Content: Advanced Search - UK Current Awareness Search within results: agency Topic: Intellectual property	05 Mar 2019 10:03	NOCLIENTID
Filter	advanced: (SUJ,KW("communication")) (677) Search Type: Boolean T&C Content: Advanced Search - UK Current Awareness Topic: Intellectual property	05 Mar 2019 10:03	NOCLIENTID
Search	advanced: (SUJ,KW("communication")) (10,000) Search Type: Boolean T&C Content: Advanced Search - UK Current Awareness	05 Mar 2019 10:03	NOCLIENTID
Search	communication (10,000) Search Type: Boolean T&C Content: Westlaw UK	05 Mar 2019 10:02	NOCLIENTID

Personalisation

Annotations

You can annotate all documents on Westlaw UK.

Header Annotations

You can add annotations at the top of any document. These annotations can only be viewed by you unless you choose to share them.

Click the Note icon on the right of the screen and then enter your note into the text box at the top. You can format your text and include live links.

If you have appropriate permissions, you can also choose to share annotations with individuals or groups of people within your organisation.

Inline Annotations

You can also highlight and add notes throughout the text of a document.

Simply click and drag to highlight text and then a pop-up will appear.

If you have annotated a document, the annotations icon on the right will indicate the number of annotations. You can click this icon to show or hide your annotations.

Here you can choose to save this "snippet" into a Folder, Highlight the text or add a note.

You can also copy this extract with or without its reference (citation and date of copying)

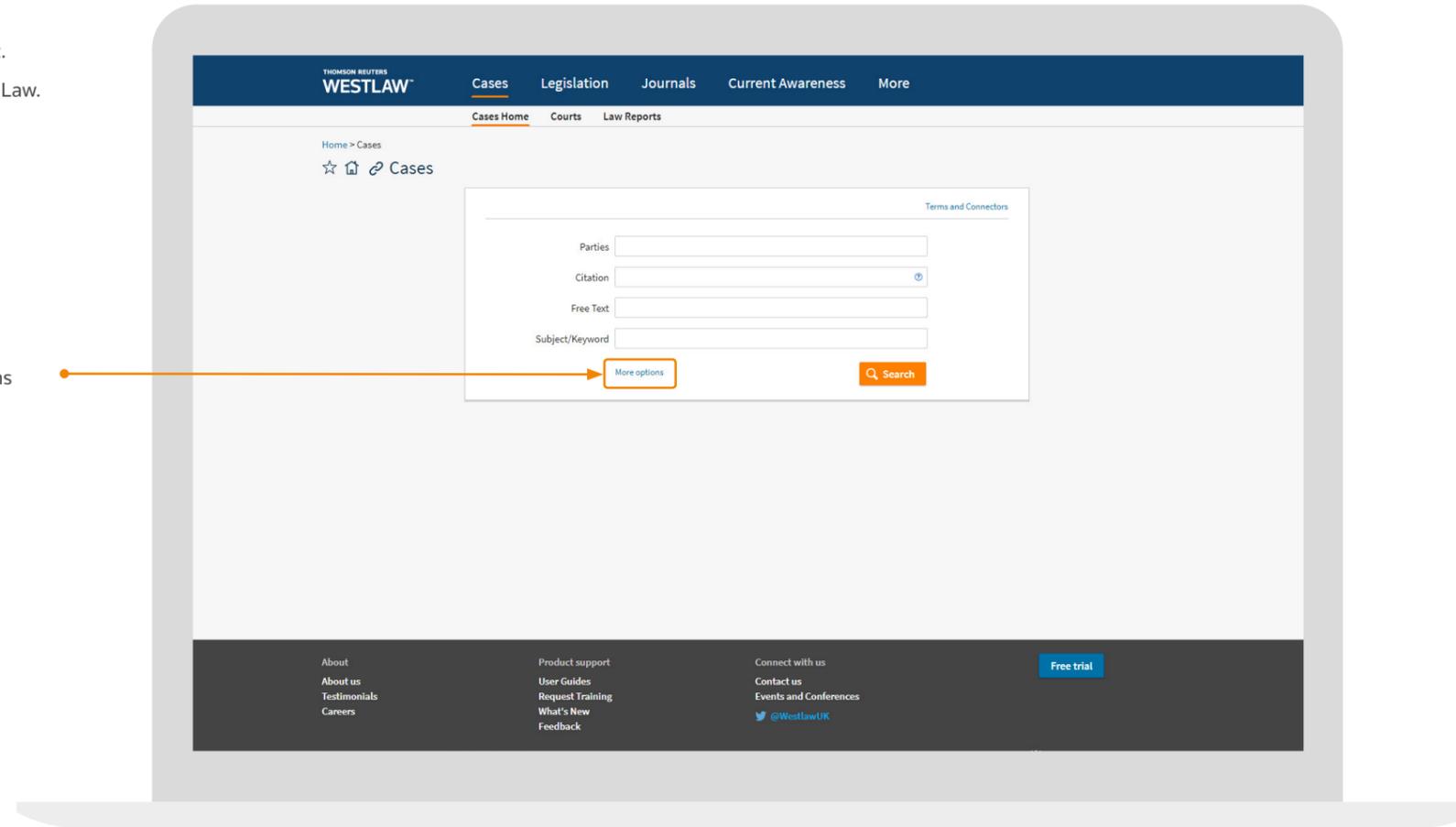
When you deliver this document, you can also choose whether to include your annotations or not.

Finding cases

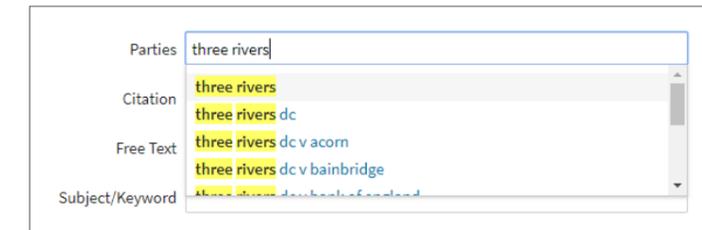
Clicking Cases along the top toolbar will enable you to search or browse across case law content.

You can use the template to search across Case Law.

You can click the More options link at the bottom to expand the template so that you can also search by additional fields including Court, Date, Judicial Definition and Case/ Legislation cited



As you start typing in to most of the template fields, Westlaw UK will suggest what you may be looking for.



Within each search field you can select a suggestion, type in single terms or phrases and use search connectors. You can see the available connectors by clicking the Terms and Connectors link in the top right-hand corner of the template.

You can also browse by Law Report content by using the links below Cases on the main toolbar.



Cases

When browsing Law Reports you can search for a specific Law Report series, or browse alphabetically and then by year or volume.

The screenshot shows the Westlaw UK interface for Law Reports. At the top, there are navigation tabs for 'Cases', 'Legislation', 'Journals', 'Current Awareness', and 'More'. Below this, there are sub-tabs for 'Cases Home', 'Courts', 'Law Reports', and 'Quantum Reports'. The main content area is titled 'Home > Law Reports' and 'Law Reports'. It features an alphabetical navigation bar with 'All' selected, and a search bar. A dropdown menu is open, showing options: 'All Law Reports', 'Full Text only', and 'Abstract only'. Below the navigation, a list of report series is shown under the letter 'A':

- Abridgment of Cases in Equity**: Eq. Cas. Abr. Abstract
- Acton's Prize Causes Reports**: Act. Abstract
- Adam's Justiciary Reports (Scotland)**: Adam Full Text

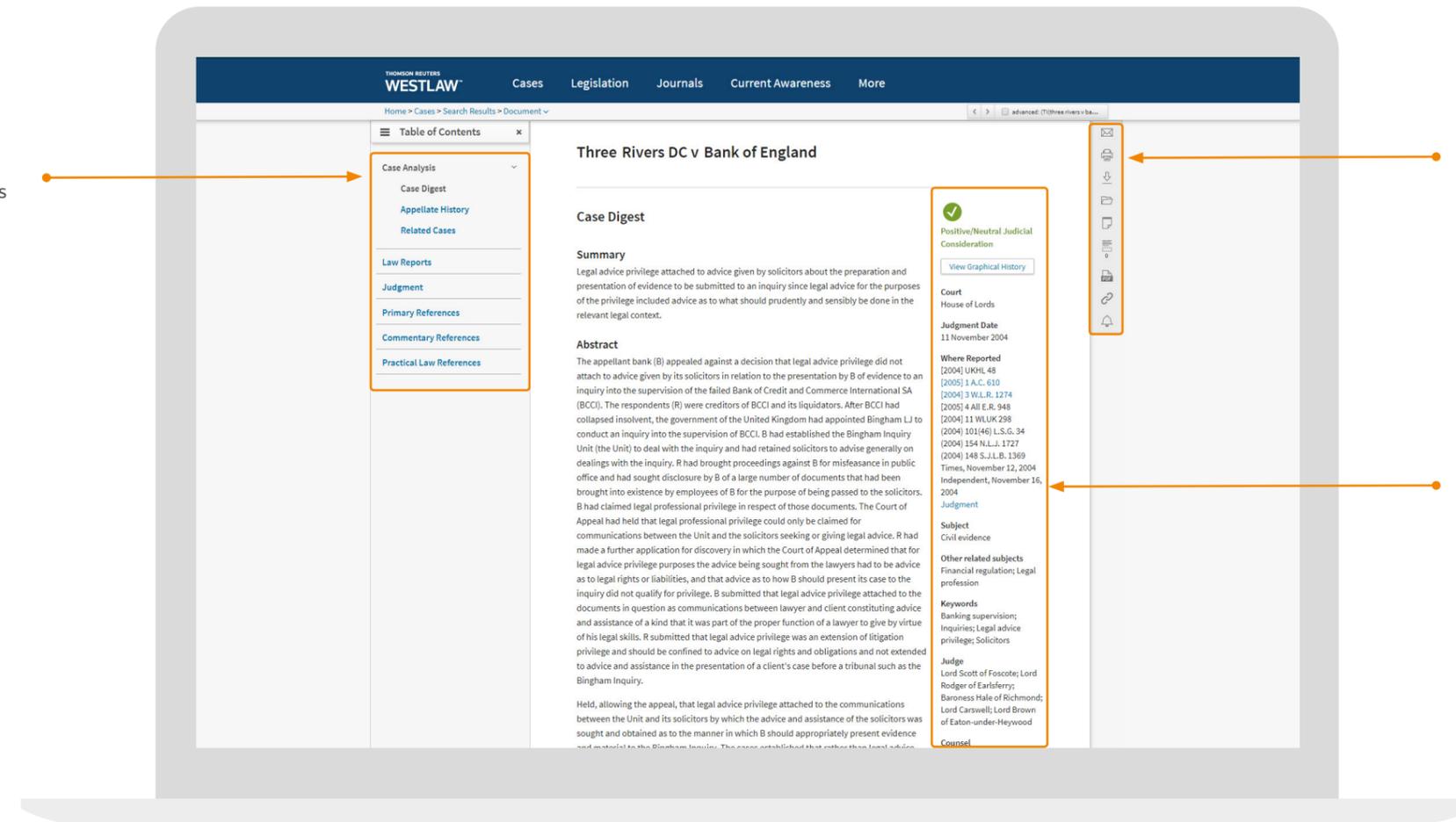
You can see whether a Report series is covered in Full Text or Abstract, and can filter using the drop-down above

When you select a specific Law Report series you can browse by year, show the summary of each case, re-sort cases by date or alphabetically and search for a specific case.

The screenshot shows the Westlaw UK interface for the Chancery Division Law Reports. At the top, there are navigation tabs for 'Cases', 'Legislation', 'Journals', 'Current Awareness', and 'More'. Below this, there are sub-tabs for 'Cases Home', 'Courts', and 'Law Reports'. The main content area is titled 'Home > Law Reports > Chancery Division' and 'Chancery Division'. It features a search bar, a 'Year' dropdown set to '2016', a 'Show case summaries' button, and an 'A-Z' dropdown. Below the navigation, there is a list of cases with checkboxes for selection and a '1 - 20' indicator. The cases listed are:

- Bagum v Hafiz**: Positive/Neutral Judicial Consideration. Court of Appeal (Civil Division) | [2015] EWCA Civ 801 | 22 Jul 2015. Case Analysis | [2015] EWCA Civ 801 | [2016] Ch. 241 | [2015] 3 W.L.R. 1495 | [2015] C.P. Rep. 44 | [2016] 2 F.L.R. 337 | [2015] W.T.L.R. 1303 | [2015] Fam. Law 1192 | [2015] 2 P. & C.R. DG21 | Times, September 7, 2015 | Judgment
- Bank of Beirut SAL v Prince El-Hashemite**: No Substantial Judicial Treatment. Chancery Division | [2015] EWHC 1451 (Ch) | 22 May 2015. Case Analysis | [2015] EWHC 1451 (Ch) | [2016] Ch. 1 | [2015] 3 W.L.R. 875 | [2015] 5 WLUK 680 | [2016] 1 B.C.L.C. 127 | Judgment
- Charity Commission for England and Wales v Mountstar (PTC) Ltd**: No Substantial Judicial Treatment. Chancery Division | [2016] EWHC 876 (Ch) | 21 Apr 2016. Case Analysis | [2016] EWHC 876 (Ch) | [2016] Ch. 612 | [2016] 3 W.L.R. 218 | [2016] 4 WLUK 481 | Judgment

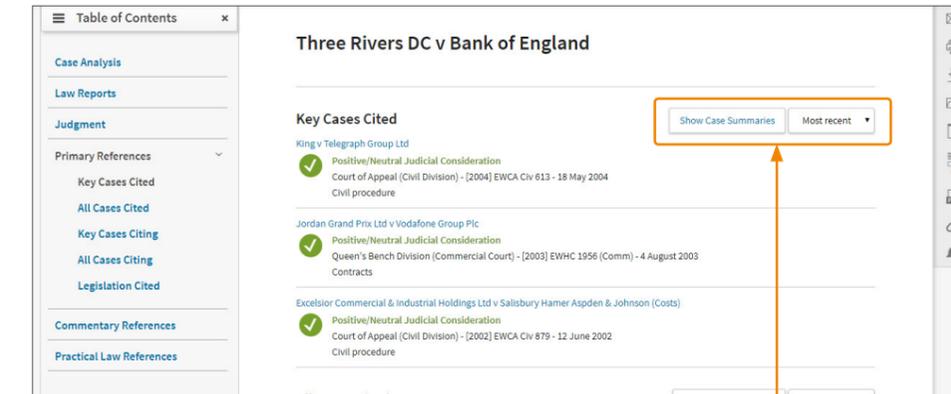
Viewing cases



Links to Full Text versions, Cited/Citing References, links to Journals and Books and links to relevant Practical Law materials

Delivery options, PDF version, Add to Folder, Annotations, Linkbuilder and Case Alert

Status icon, link to Graphical History and Key Reference information



When viewing lists of cited/citing references you can choose to re-sort the lists by date or treatment and show the summary of each case.

Significant & Guidance Cases

> 1. [Gallagher's Application for Judicial Review, Re](#)
 Supreme Court | [2019] UKSC 3 | 30 Jan 2019
 No Substantial Judicial Treatment **Guidance** **Significant**

> 2. [DPP v Ziegler](#)
 Divisional Court | [2019] EWHC 71 (Admin) | 22 Jan 2019
 No Substantial Judicial Treatment **Significant**

Significant

A case is deemed significant if it sets out new legal principles, extends the law, applies established principles to a new situation, overturns established legal authority, interprets or defines statutory and non-statutory words and phrases, or is stated by the judge to be of general public importance.

A case can be significant whatever level of court the judgment emanates from. It is not confined to Court of Appeal or Supreme Court cases. Likewise, not every Court of Appeal and Supreme Court case will be significant. Some may turn on their own facts or may be of less interest than others.

The significant badge is applied by our team of legally qualified editorial staff based on the details of each individual judgment.

For example the case of *Various Claimants v Wm Morrisons Supermarket Plc* is significant because it was the first group litigation data breach case to come before the courts.

Guidance

A case is regarded as a guidance case if it gives legal or procedural guidance, or reinforces or explains existing guidance.

A case can provide Guidance whatever level of court the judgment emanates from. It is not confined to Court of Appeal or Supreme Court case.

The Guidance badge is applied by our team of legally qualified editorial staff based on the details of each individual judgment.

For example the case of *Longridge on the Thames v Revenue and Customs Commissioners* is marked as providing guidance because in that case the court set out additional details for what would constitute an “economic activity” for VAT purposes.

Tracking Cases

You can set up an alert to track a Case on Westlaw UK – you can receive an email for a number of different triggers.

When viewing a case, click the bell icon on the right-hand side.

[View Graphical History](#)

the preparation and advice for the purposes sensibly be done in the Court House of Lords

Judgment Date

Westlaw UK Document Alert

Name this alert

Lord Chancellor v SVS Solicitors

I want to be alerted when:

- The status of this case has changed
- The appeal status of this case has changed
- The judgment for the case is available
- The case digest is available
- Another case has been heard between the same parties on a different point of law
- This case has been cited by another case
- This case has been referenced by another resource (Journals, Overviews & Practical Law Content)

Email address [My Contacts](#)

Save Alert Cancel Go to Alert Centre

You are then asked to give your Alert a name (by default it is the name of the case).

You can then specify which triggers you want to be alerted for.

Westlaw UK Document Alert

& Practical Law Content)

Email address [My Contacts](#)

legalsolutions.uki@thomsonreuters.com

Method

Email

File format

Inline HTML

Frequency

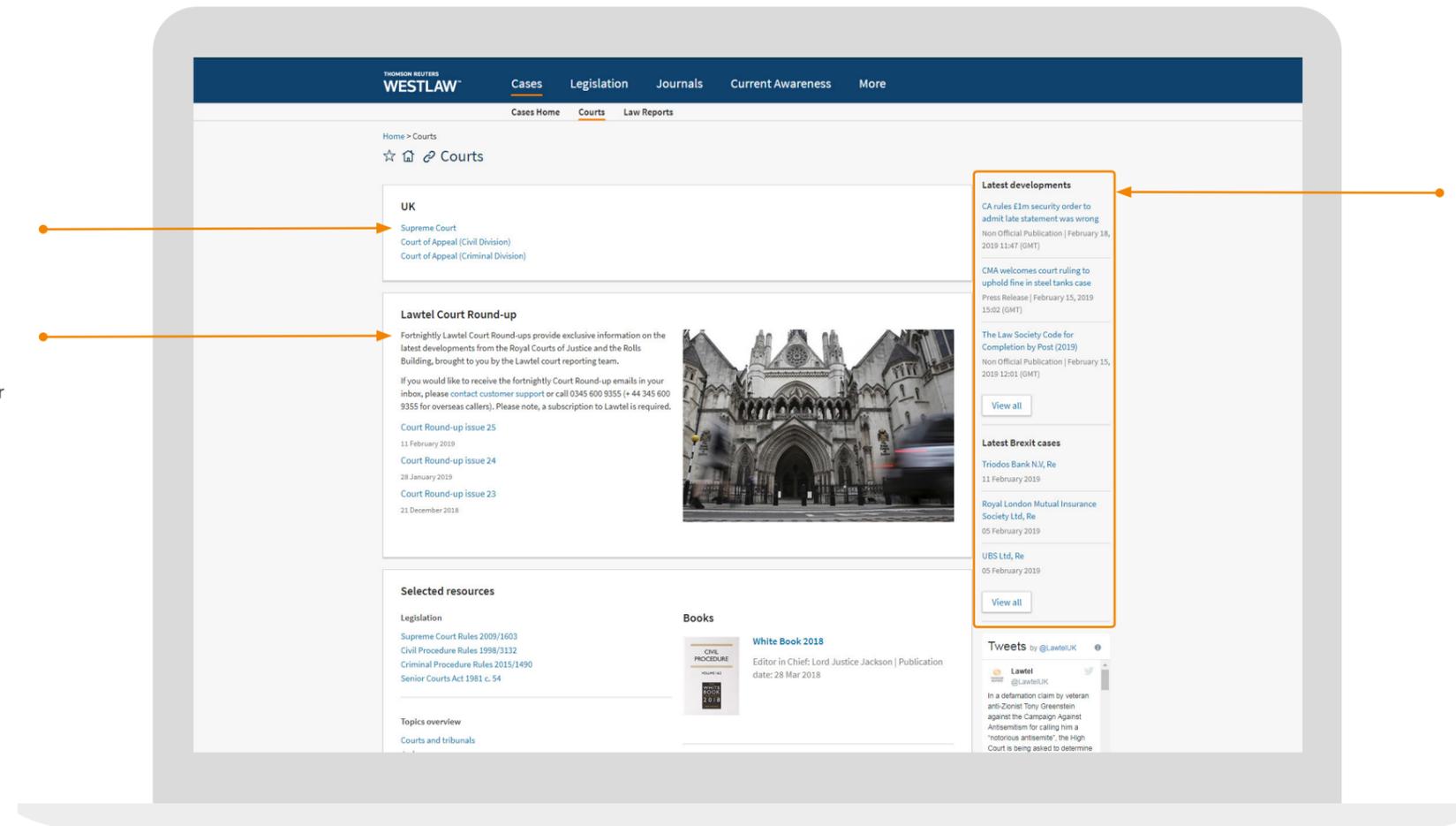
Weekdays (M-F)

Save Alert Cancel Go to Alert Centre

If you scroll down, you can then put in the email address(es) to send the alert to, the format of the email and how often to check for triggers.

Then click **Save Alert** – it will be saved into your Alert Centre.

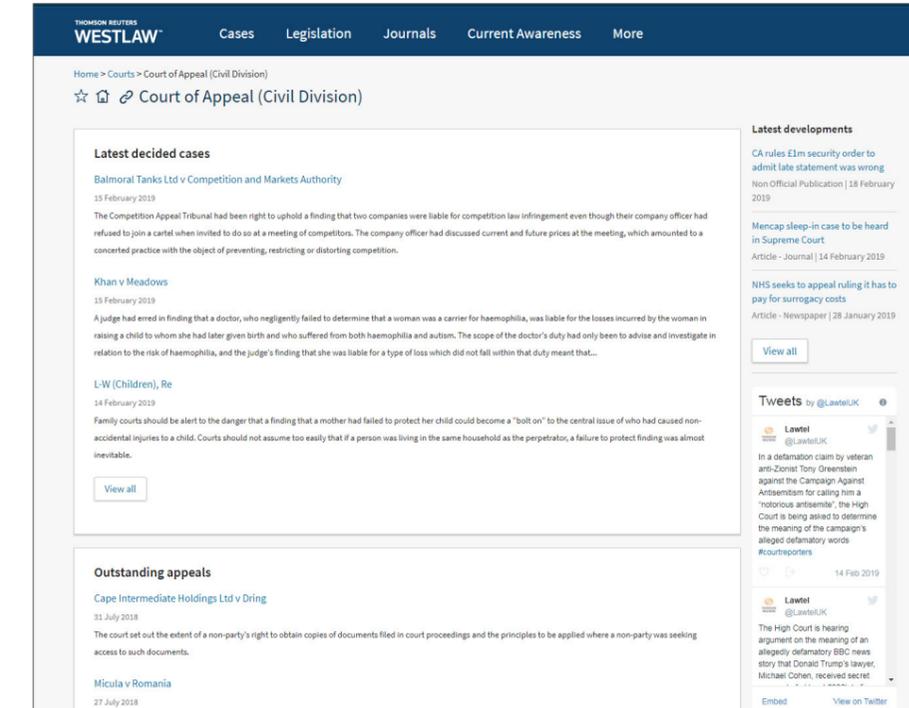
Court pages



Browse cases/materials relating to a specific court.

If you subscribe to Lawtel, you can access the latest Court Round-up newsletter

On the right-hand side of the screen are the latest developments and latest cases relating to Brexit.



If you click on a specific Court, you will see the latest decided cases, outstanding appeals and the ability to search cases by Judges in that Court.

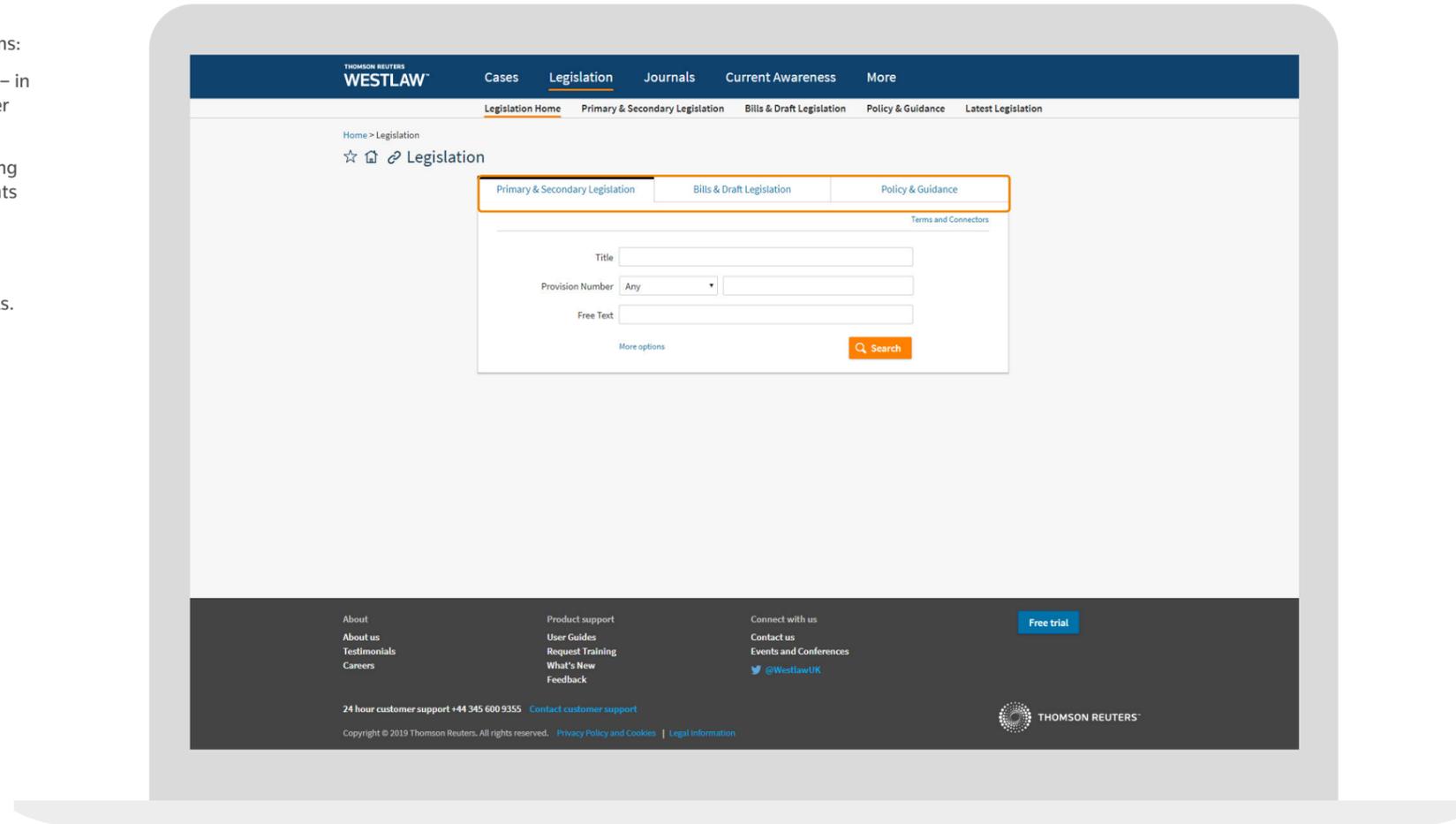
Legislation

Finding legislation

Clicking Legislation along the top toolbar will enable you to search or browse across our legislation and guidance materials.

This content is split into three sections:

- Primary & Secondary Legislation – in force legislation from Westminster and Devolved Parliaments.
- Bills & Draft Legislation – including content from Devolved Parliaments and Brexit content.
- Policy & Guidance materials – including Codes of Practice, Consultations and HMRC Manuals.



You can use the template to search across Legislation. Simply click the relevant tab from across the top of the template.

You can click the More options link at the bottom to expand the template so that you can search by additional options including Statutory Definitions, Jurisdiction and Point in Time searching.

As you start typing in to most of the template fields, Westlaw UK will suggest what you may be looking for. Within each search field you can select a suggestion, type in single terms or phrases and use search connectors. You can see the available connectors by clicking the Terms and Connectors link in the top right-hand corner of the template.



You can also browse through Legislation content by using the links below Legislation on the main toolbar.



You can browse Legislation by type, or the latest legislation published. You can search for a specific Act/SI/Rule, or browse alphabetically or by year.

Legislation

Viewing legislation

Every piece of legislation has an Arrangement document.

Delivery options, PDF version, Add to Folder and Annotations.

Links to Analysis including Commencement information, Extent, Definitions, SIs made under and citing/commentary references.

You can collapse/expand this arrangement and see the status of each provision.

You can hover your mouse over the status icon to see more information.

You can access historic, future and current versions using the links on the right-hand side.

Above these will be a link to versions proposed by a Draft SI or Bill currently going through Parliament.

Delivery options, PDF version, Add to Folder and Annotations.

Links to Notes, Provision detail, citing references and commentary references.

Status icon, links to historic/future/bill proposed versions and indexing.

Legislation

Legislation Compare

If you have the appropriate subscription, you can compare versions of legislation provisions.

The legislation compare tool enables you to compare two versions of a legislative provision - marking up the differences.

When viewing a provision with multiple versions (historic or prospective), you will now see a "Compare versions" button appearing on the right

Select two versions to compare:

VERSION	STATUS	FROM	TO
<input checked="" type="checkbox"/> 5	Prospective Law With Amendments Pending	date to be appointed	n/a
<input type="checkbox"/> 4	Law In Force With Amendments Pending	12 Sep 2014	present
<input checked="" type="checkbox"/> 3	Superseded	11 Sep 2014	11 Sep 2014
<input type="checkbox"/> 2	Superseded	3 Nov 2011	10 Sep 2014
<input type="checkbox"/> 1	Superseded	26 Nov 2008	2 Nov 2011

Selected:
Version 3: superseded from 11 Sep 2014 to 11 Sep 2014
Version 5: prospective law with amendments pending from date to be appointed to n/a

If you click this button you will then be able to select two versions to compare.

Once you have selected two, the other versions will be greyed out and you can click the "Compare versions" button

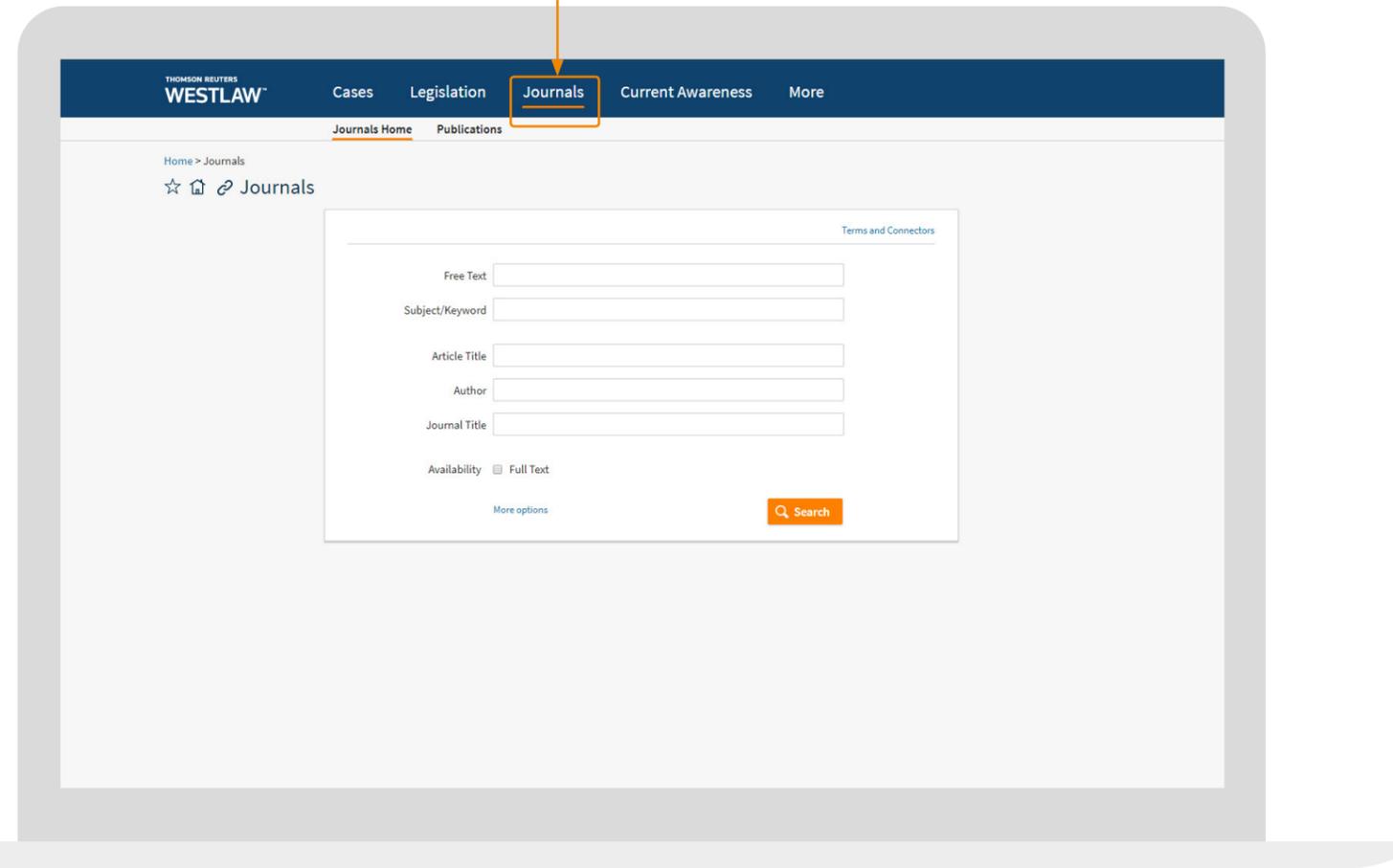
The tool will clearly show where text has been added (in green) or deleted (struck through in red)

(c) the jobholder is, and has always since that time been, entitled to become an active member of a **an occupational** defined benefits scheme or a defined benefits member of a **hybrid shared risk** scheme , and

Journals

Finding Journal Articles

Clicking Journals along the top toolbar will enable you to search or browse through our current and archived issues and journal articles.



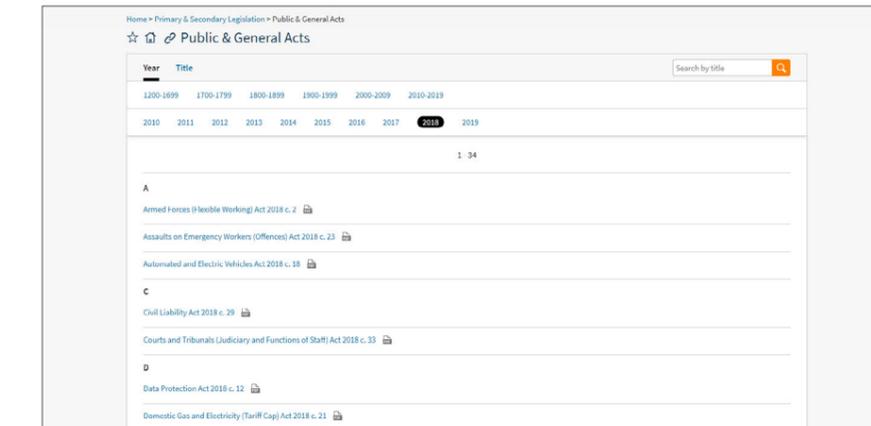
You can use the template to search across Journal Articles.

You can click the More options link at the bottom to expand the template so that you can also search by additional fields including Date, Case/Legislation cited, or Organisation cited.

Journal content includes abstracts and full text articles. You can limit your results to just Full Text articles by selecting the Availability box at the bottom of the template.

Within each search field you can select a suggestion, type in single terms or phrases and use search connectors. You can see the available connectors by clicking the Terms and Connectors link in the top right-hand corner of the template.

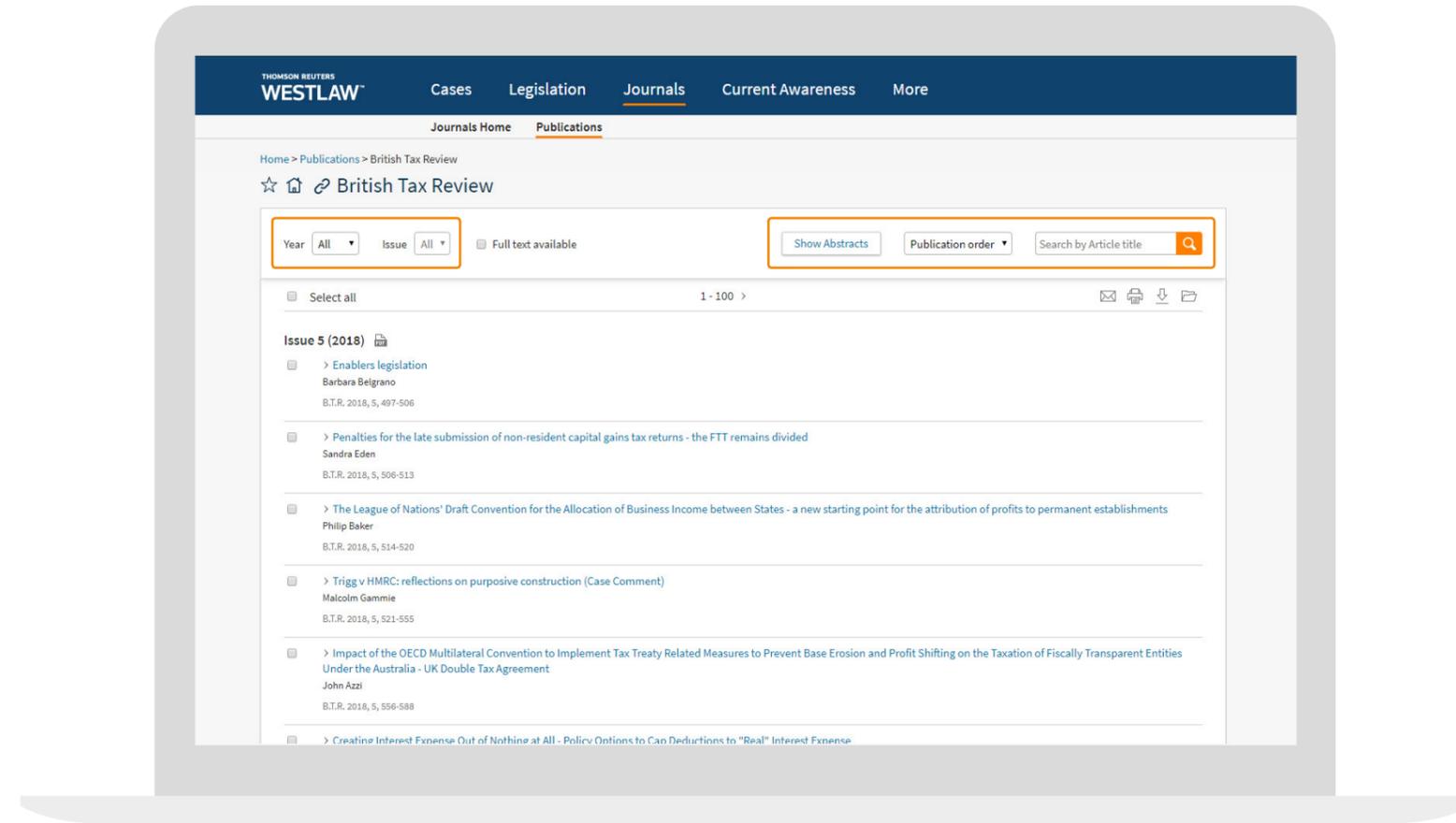
You can also browse through Journal content by using the links below Journals on the main toolbar.



You can browse Journals by Publication. You can search for a specific Publication, or browse alphabetically and then by issue. You can also limit your browsing to just Journals available in Full Text.

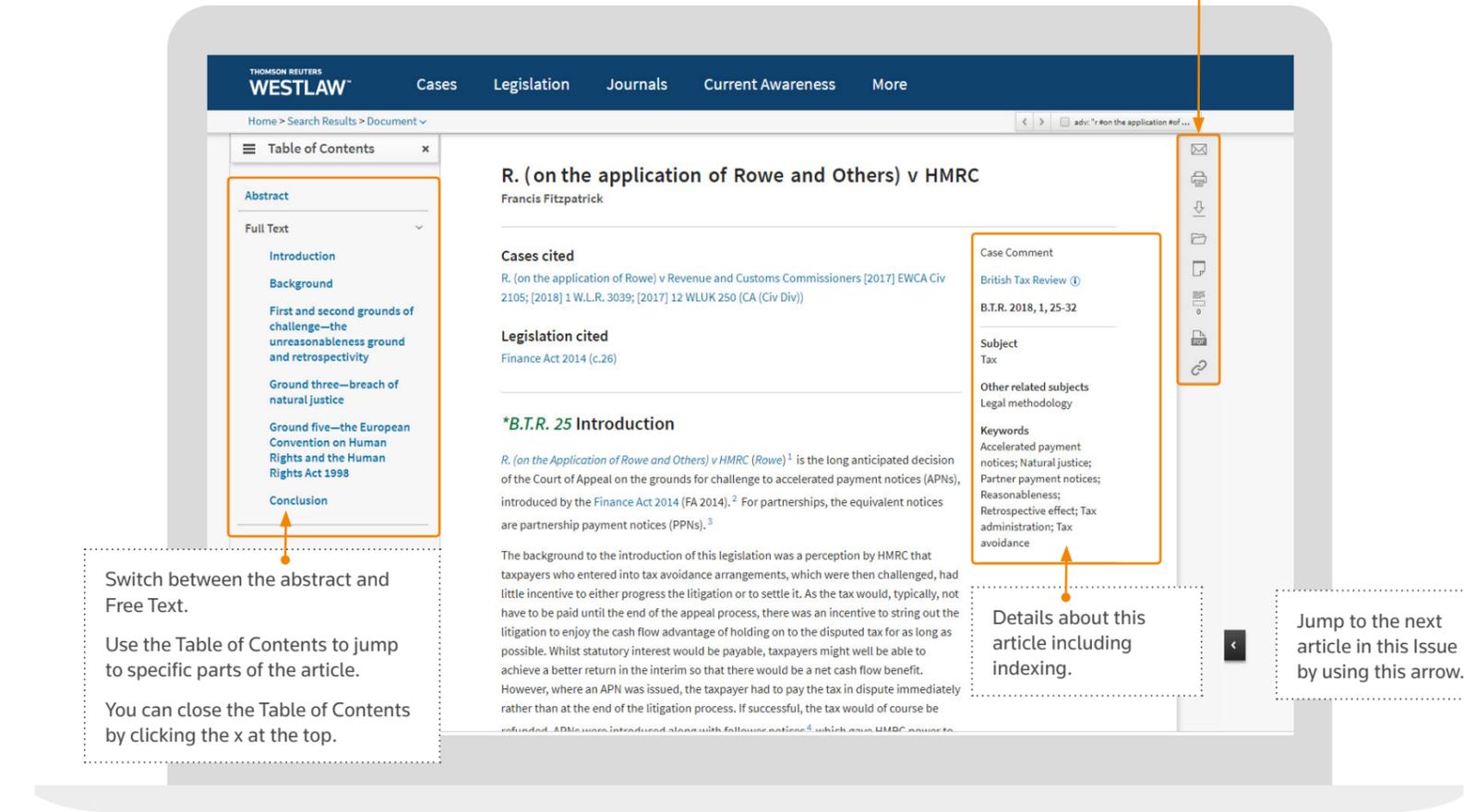
Journals

When you select a specific Journal you can browse by year/issue, show the abstract of each article, re-sort articles by publication order or alphabetically and search for a specific article.



Viewing Articles

Delivery options, PDF version, Add to Folder and Annotations.



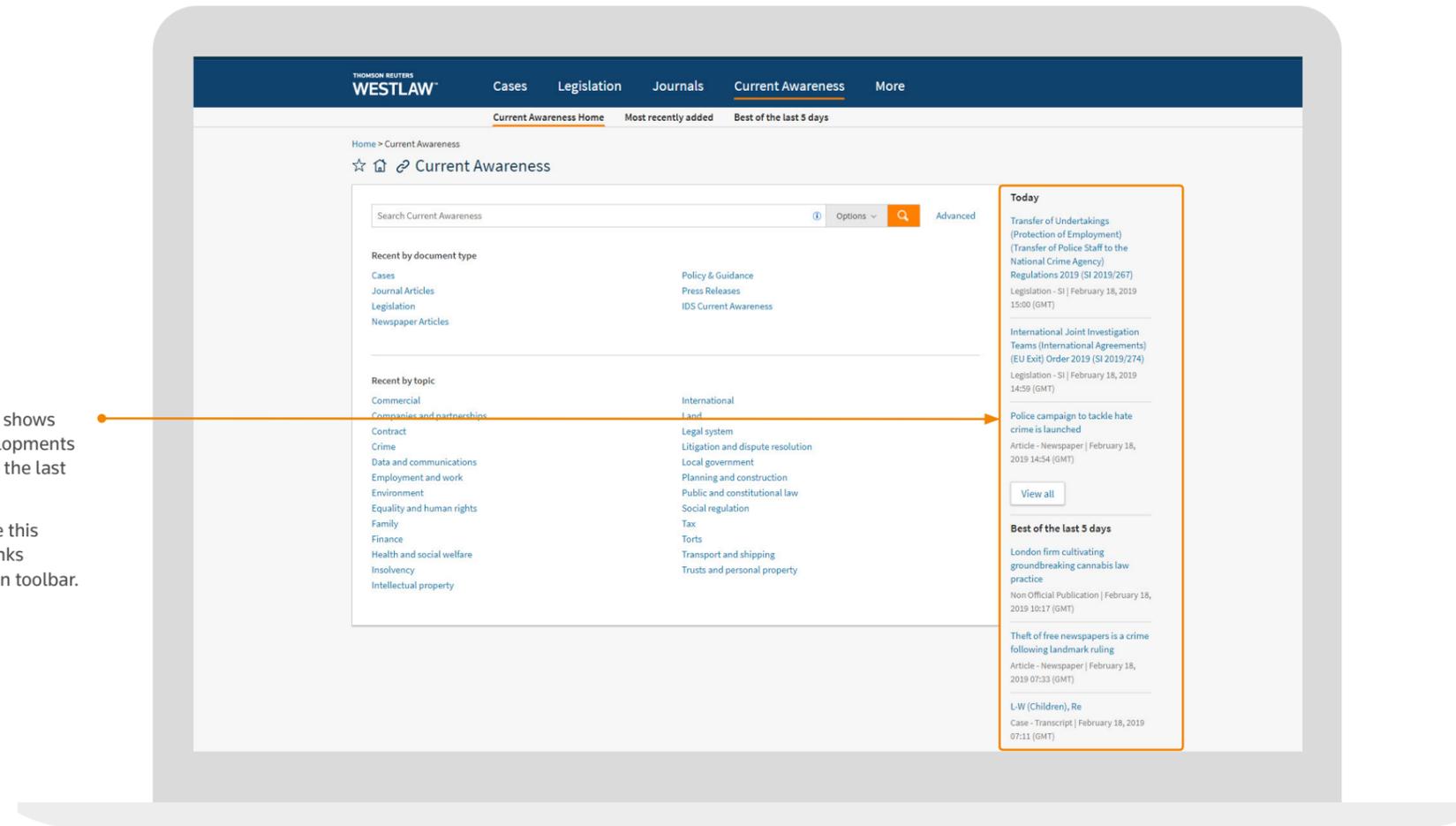
Current Awareness

Using Current Awareness

The Current Awareness page enables you to search and browse the latest developments. You can browse by document type or by Topic.

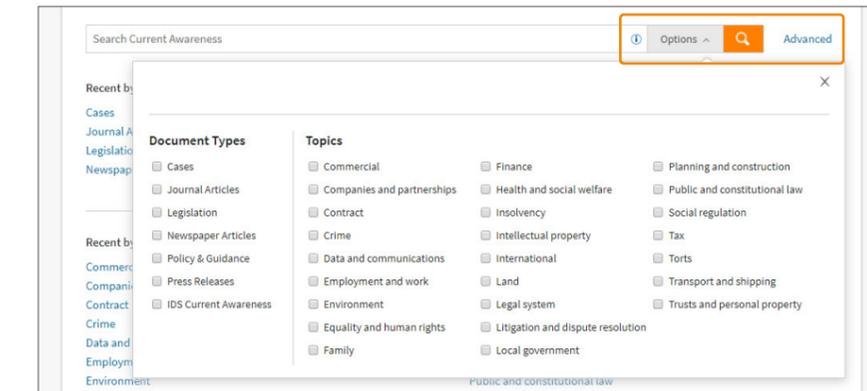
The right-hand side shows the very latest developments and highlights from the last 5 days.

You can also browse this content using the links underneath the main toolbar.



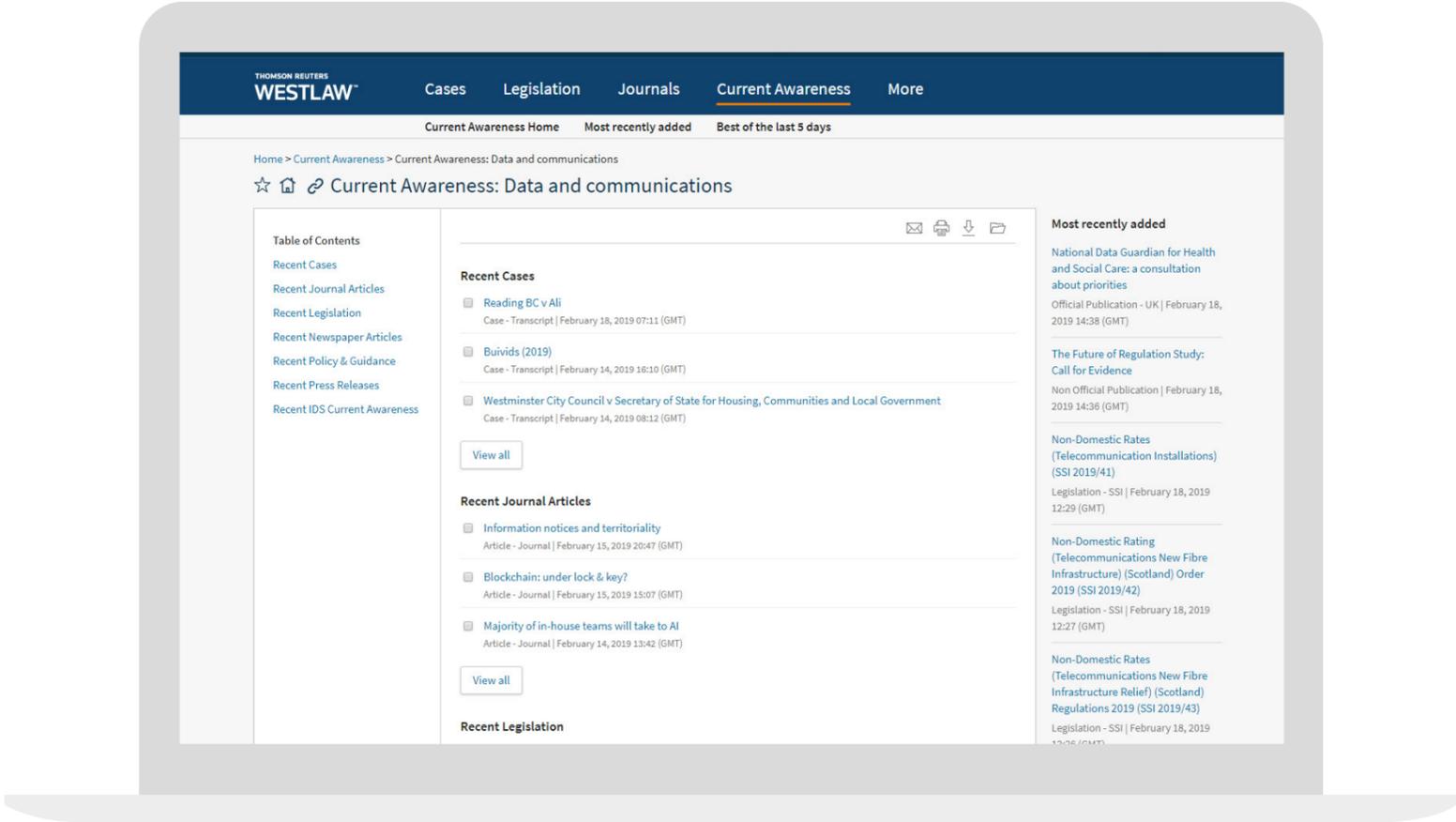
You can search across Current Awareness content using the search box above the browse options.

If you prefer to search using a template then you can click the Advanced link to the right of the search box. You can also filter your search by Document Type or Topic by using the Options drop-down menu.



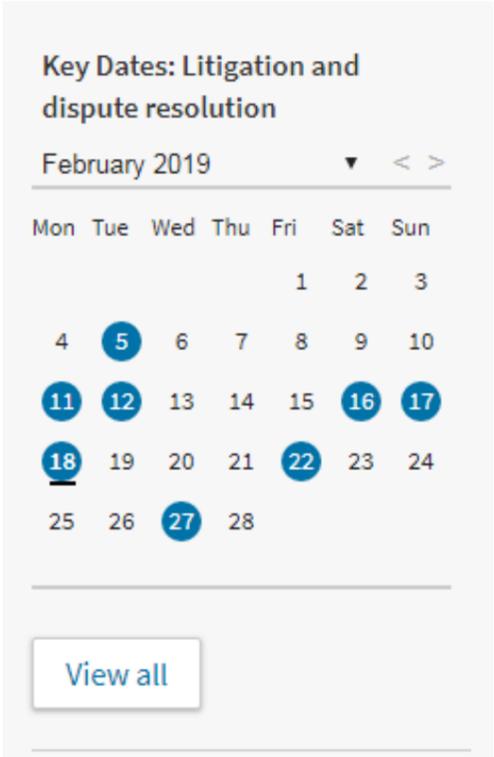
Current Awareness

When you browse into a Topic, you can see the different types of content on the left-hand side and view the latest developments on the right.

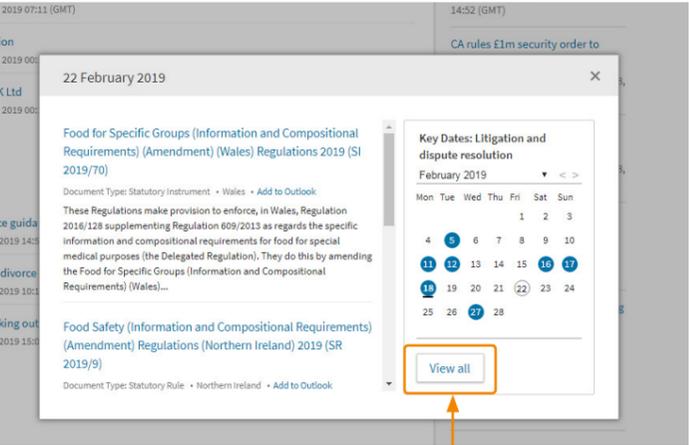


Key Dates Calendar

Every Topic (and sub-topic) page has a key dates calendar underneath the latest developments on the right-hand side. This calendar highlights dates for key legal developments.



When you click on a date you can see what is happening, and add this date into your Outlook calendar to be reminded.



Click View all to see a list of all dates so that you can browse up to 12 months ahead and filter by type of development.

Topics

Finding Content Using Topics

You can browse content by Topic to find useful introductions and key materials for areas of law.

You can find Topic pages by searching from the Home Page, or you can browse Topic content from the links on the home page.

Search across this Topic or browse sub-topics.

An Introduction to this Topic.

Browse key materials for this Topic.

Save this Topic page as a Favourite, set as your homepage, build a Link to this page or set up an alert for new content.

Latest developments for this Topic.

The screenshot shows the 'Employment and work' topic page on Westlaw. At the top, there are navigation links for 'Cases', 'Legislation', 'Journals', 'Current Awareness', and 'More'. Below the navigation is a search bar for 'Employment and work'. To the right of the search bar is a 'Latest developments' section with a list of recent articles and a 'View all' button. Below the search bar is a list of sub-topics such as 'Conditions of employment', 'Pensions', 'Termination of employment', 'Training and recruitment', 'Wages', 'Whistleblowing', and 'Working time'. Below the sub-topics is an 'Overview Article' section with a brief introduction to the topic. Below the overview article is a 'Selected Resources' section with links to 'Legislation', 'Law reports', and 'Journals'. At the bottom right, there is a 'Key Dates: Employment and work' section with a calendar view for February 2019.

Browse key dates and developments for this Topic.

The sub-Topic pages contain Overview articles providing an introduction/overview of this area of law (previously called Insight articles) as well as key and recent information.

The screenshot shows the 'Criminal appeals' sub-topic page on Westlaw. At the top, there are navigation links for 'Cases', 'Legislation', 'Journals', 'Current Awareness', and 'More'. Below the navigation is a search bar for 'Criminal appeals'. To the right of the search bar is a 'Latest developments' section with a list of recent articles and a 'View all' button. Below the search bar is a 'Table of Contents' section with links to 'Overview Article', 'Specific Article', 'Key Cases', 'Recent Cases', 'Key Legislation', and 'Recent Journal Articles'. Below the table of contents is an 'Overview Article' section with a brief introduction to the topic. Below the overview article is a 'Key Dates' section with a calendar view for March 2019.

You can also browse related topics using the links on the left-hand side.

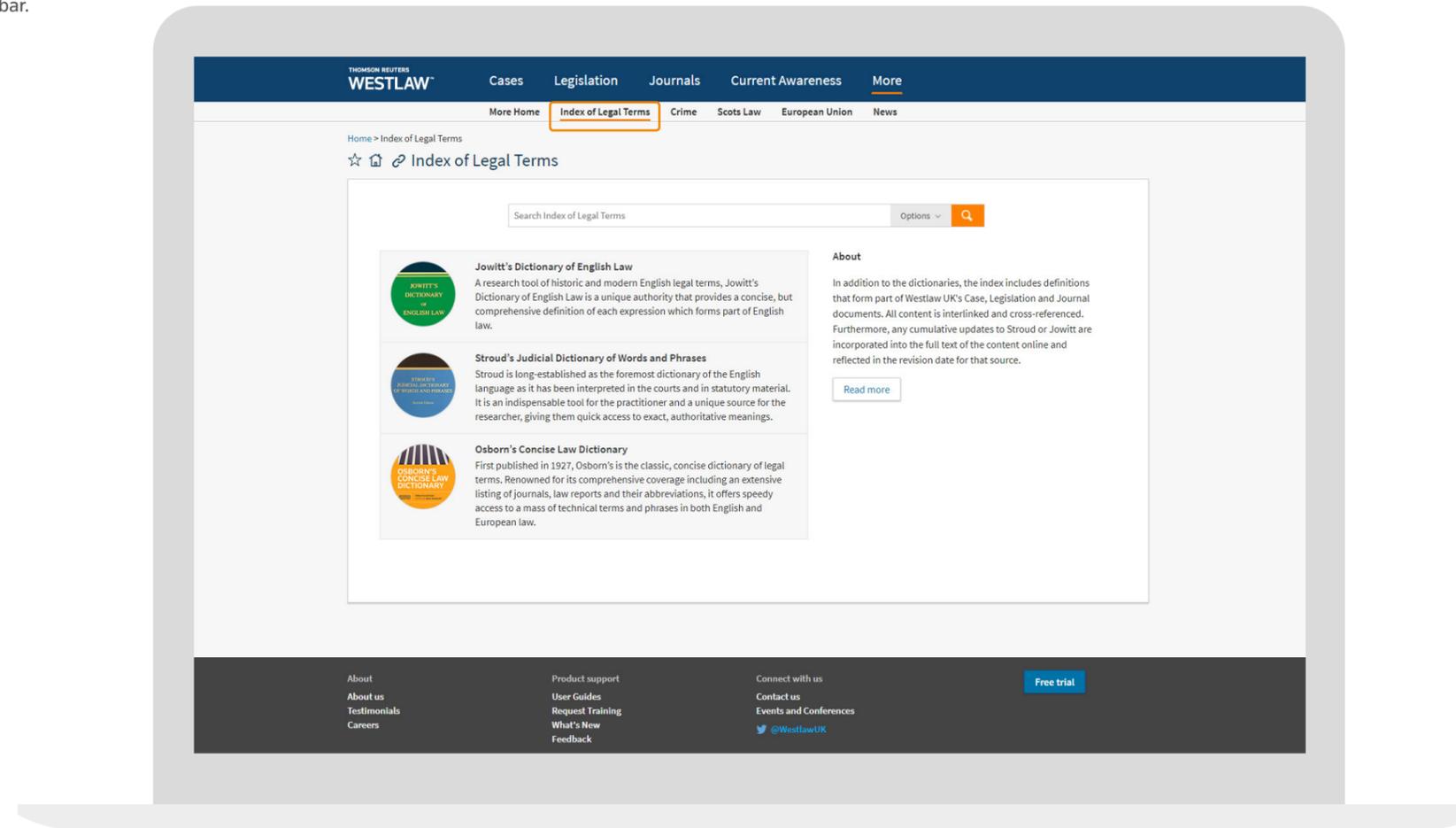
Overview articles are written by experts in the field to introduce and highlight key principles in this area. Articles can be used as a research starting point and can then provide links to further reading and primary law.

The screenshot shows the 'Unincorporated associations' sub-topic page on Westlaw. At the top, there are navigation links for 'Cases', 'Legislation', 'Journals', 'Current Awareness', and 'More'. Below the navigation is a search bar for 'Unincorporated associations'. To the right of the search bar is a 'Latest developments' section with a list of recent articles and a 'View all' button. Below the search bar is a 'Table of Contents' section with links to 'Overview of Topic', 'Legislation', 'Key Cases', and 'Reading'. Below the table of contents is an 'Overview Article' section with a brief introduction to the topic. Below the overview article is a 'Key Dates' section with a calendar view for February 2019.

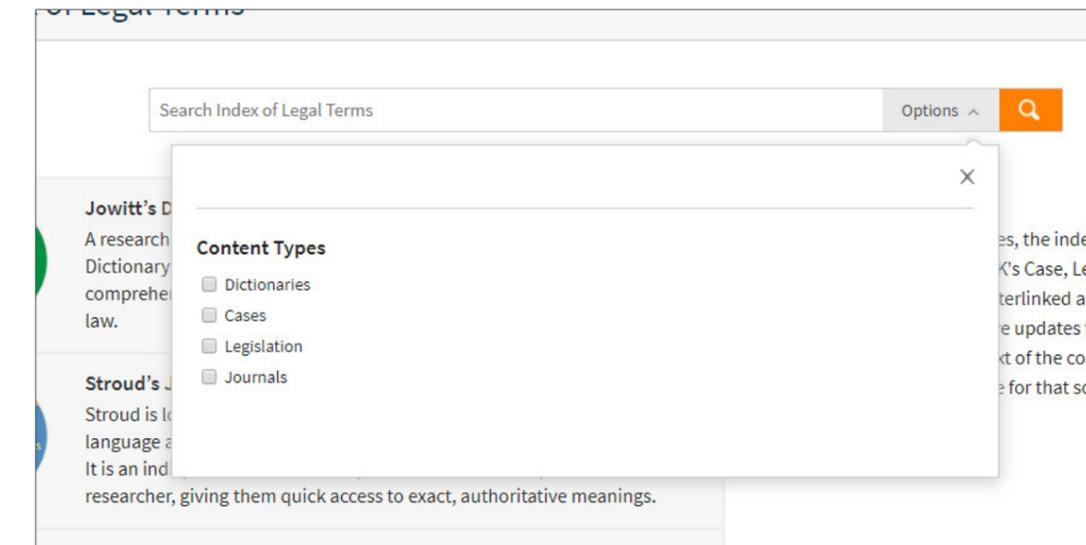
Index of Legal Terms

The Index of Legal Terms enables you to search for definitions across dictionaries, case law, legislation and/or journals.

You can access the Index of Legal Terms from the More menu on the top toolbar.



You can use the Options button on the toolbar to narrow down which content you want to search for.

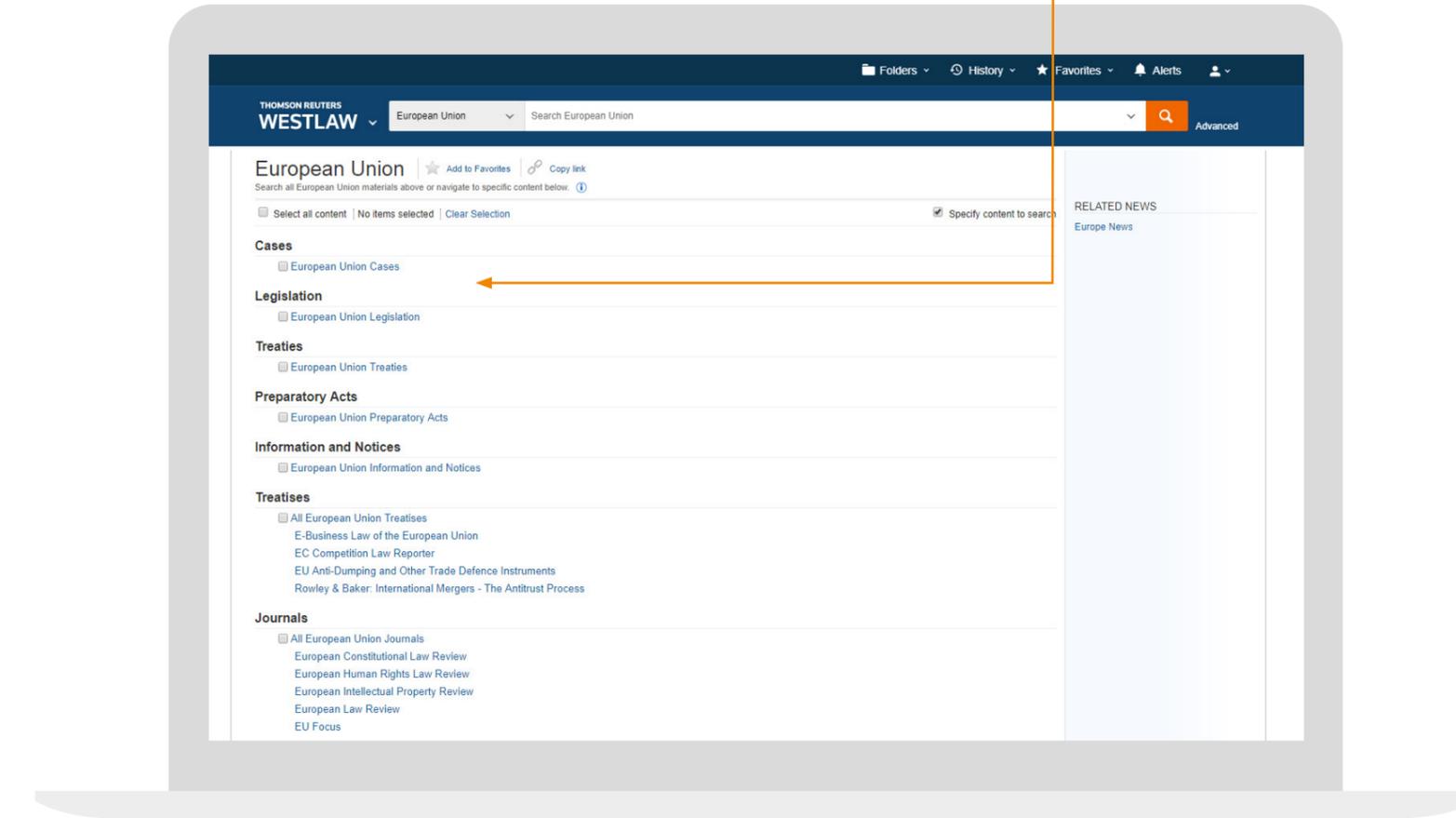
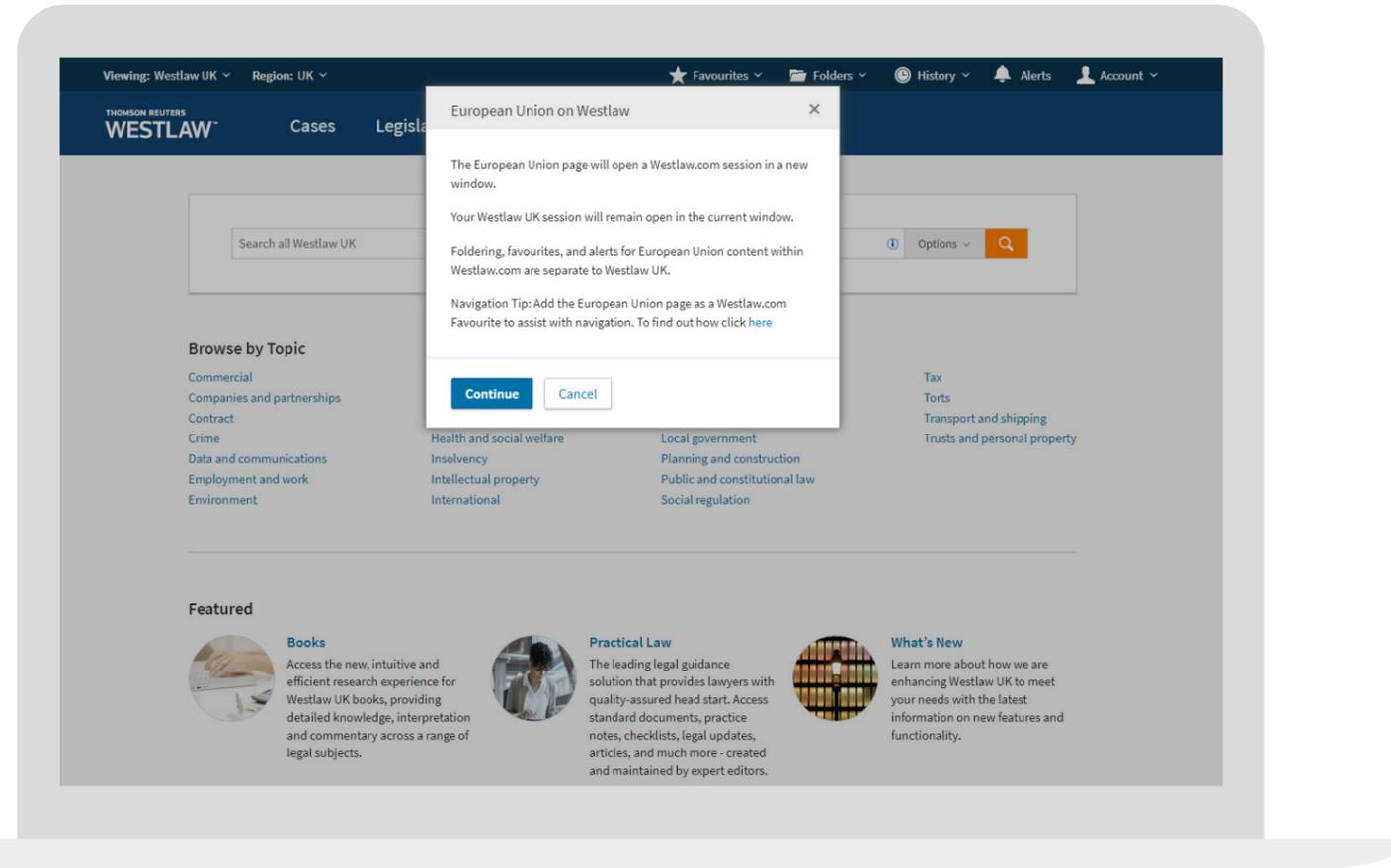


EU Content

When you click to view EU content from the More menu, it will open in a different tab as this content is available in our International materials section.

Please note that any personalisations (Favourites, Folders, Alerts) will only be viewable in this section, they will not be viewable within the main Westlaw UK pages.

Click to browse into specific EU content.



You can use this template to search for specific terms, exclude certain documents and search by citation or document title.

If you prefer searching using a template then click the Advanced link which appears to the right of the search box.

Find documents that have

All of these terms [Term frequency](#)

Any of these terms [Term frequency](#)

This exact phrase [Term frequency](#)

Connectors and Expanders

- & AND
- /s In same sentence
- OR OR
- +s Preceding within sentence
- /p In same paragraph
- Phrase Phrase
- +p Preceding within paragraph
- % But not
- /n Within n terms of
- ! Root expander
- +n Preceding within n terms of
- * Universal character
- # Prefix to turn off plurals and equivalents

Document Fields (Boolean Terms & Connectors Only)

Citation

Name / Title

Callout: You can use the Term Frequency link to specify how many times your terms must appear in each result document

Your Search Results

VIEW:

- Overview 3
- All European Union Cases 3
- All European Union Legislation 154
- All European Union Treatises 0
- All European Union Journals 2
- All results 159

European Union - Overview (3)

Select all items | No items selected

All European Union Cases [View all 3](#)

- Sedef v Freie und Hansestadt Hamburg**
Court of Justice | Celex No. 603CC0230

All European Union Legislation [View all 154](#)

- Communication from the Commission to the Council and the European Parliament on the train seafarers/ COM/2001/0188 final "**
Celex No. 52001DC0188

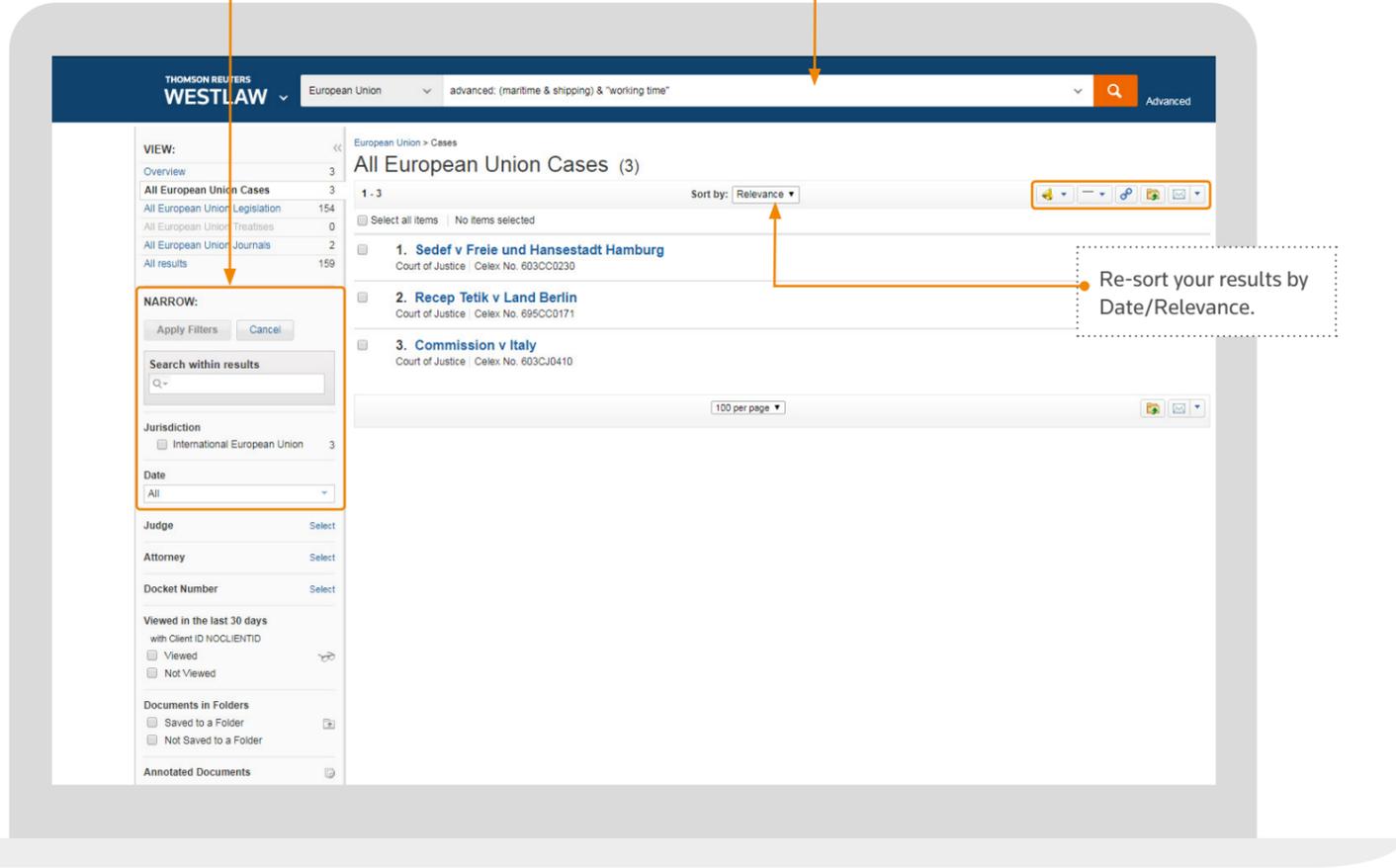
All European Union Journals [View all 2](#)

- Italy falls foul of EU rules concerning seafarers**
EU Focus | 2005 | EU Focus 2005, 166, 22-23 | EC Commission v Italy (Case C-410/03). Judgment of April 28, 2005.

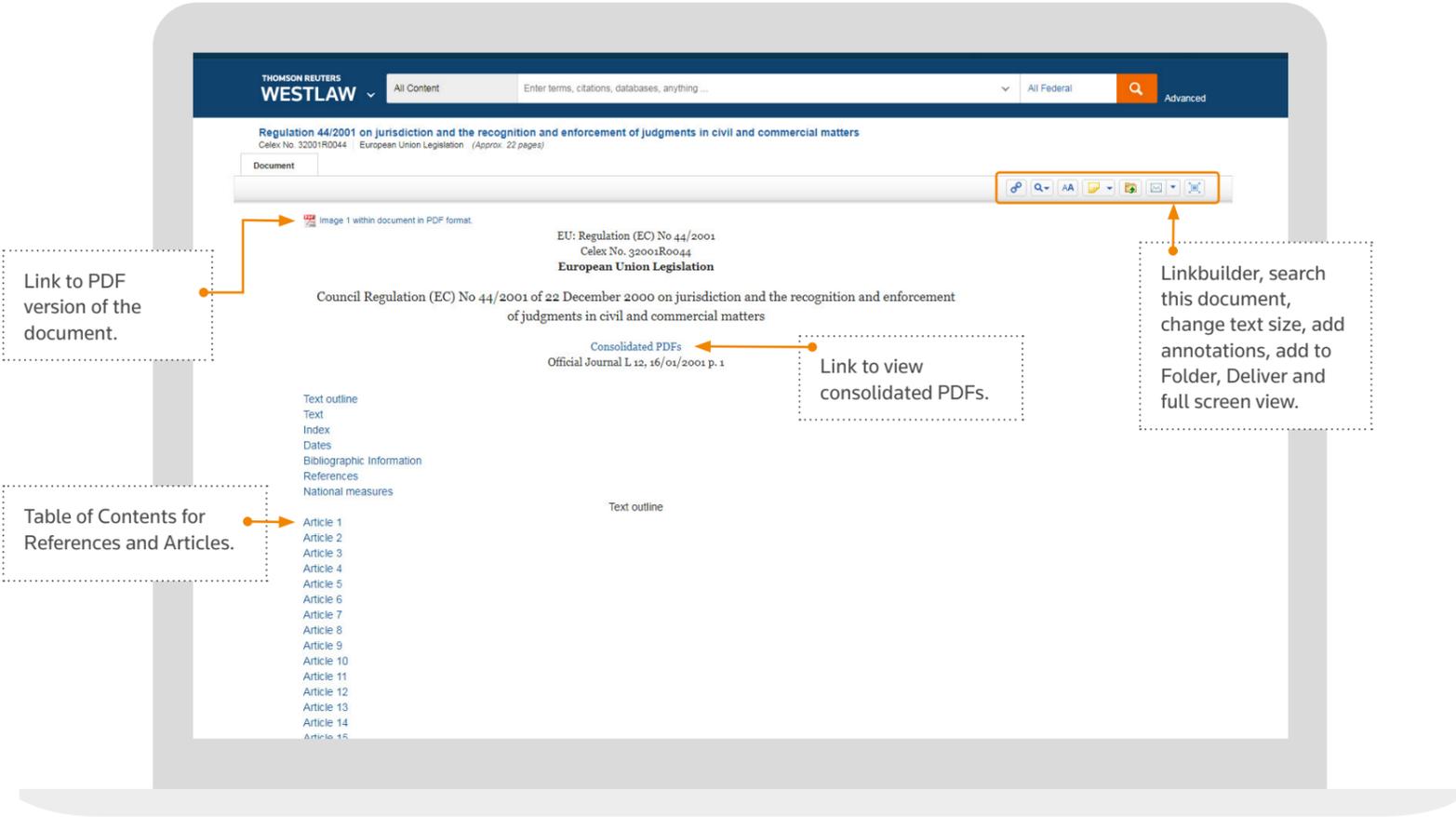
Callout: When you search across all content, the first page you will see is an Overview showing the top results from each content set. You can access all the results from each content type using the links on the left-hand side.

Filter your results by searching within results or adding a date filter.

You can edit your search by adding or removing terms from the search bar at the top of the screen.



Viewing EU Documents



EU Content

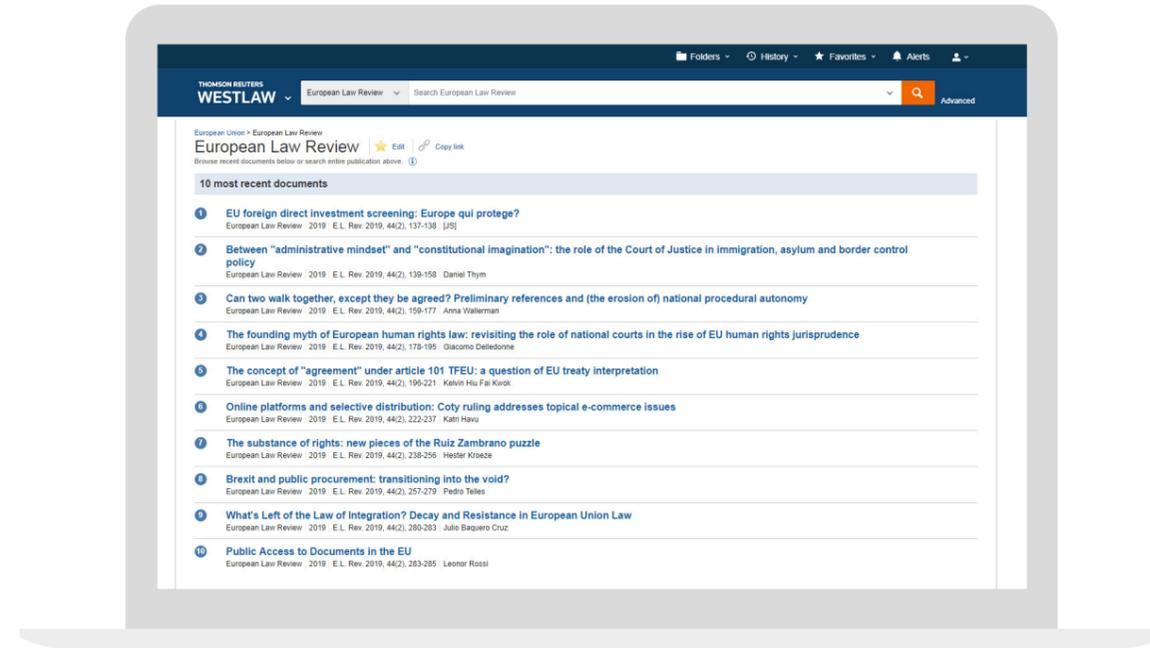
Finding and searching Favourites

Whenever you browse into EU content (general sources or individual publications), at every stage you can click the star icon at the top of the source to save this as a Favourite.

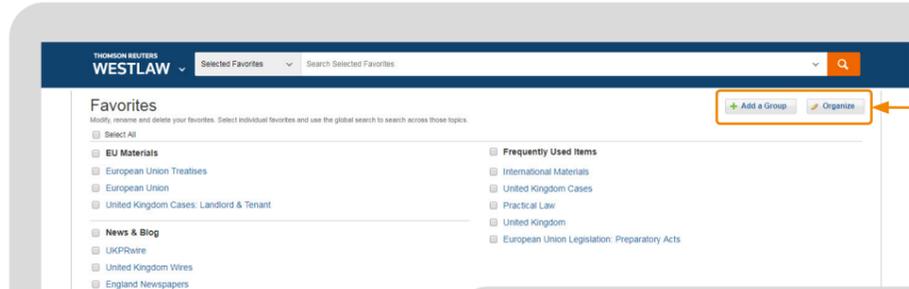


Once you have sources or publications saved as Favourite sources, you can quickly access them and search across them.

Next time you link through to this platform, you can access your Favourite sources using the links on the top toolbar:

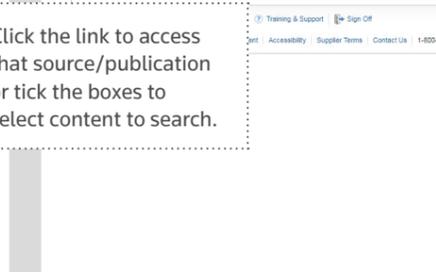


You can use the drop-down arrow to access frequently used items (up to 5), or click to the Favourites link to view all, and search across your Favourites.

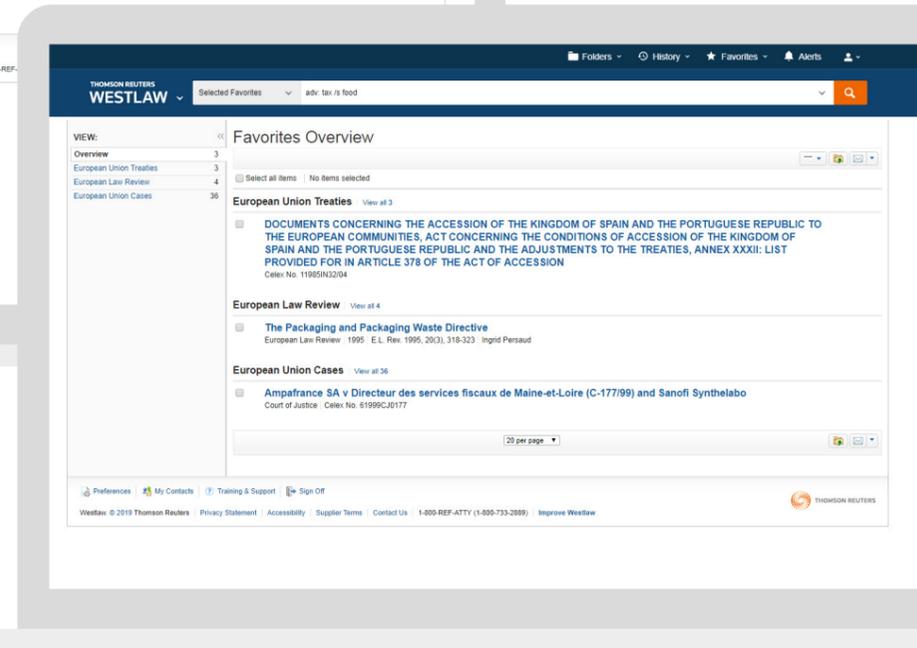


Add a Group, and Organise (drag and drop, delete or rename) Favourites.

Click the link to access that source/publication or tick the boxes to select content to search.



When you search across your Favourites you can see the number of results from each publication/source on the left and an overview of the top result from each on the right.



Alerts

On Westlaw UK you can set up alerts in a few ways:

- A Search and Topic Alert from a Topic page
- A Case Alert (see Tracking Cases in the Cases section)

You can also set up an alert from the Alert Centre.

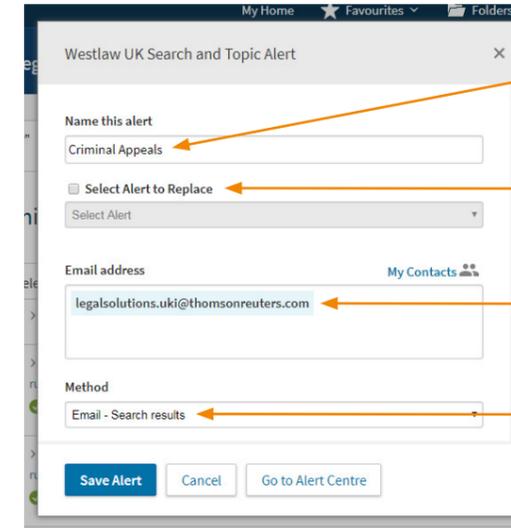
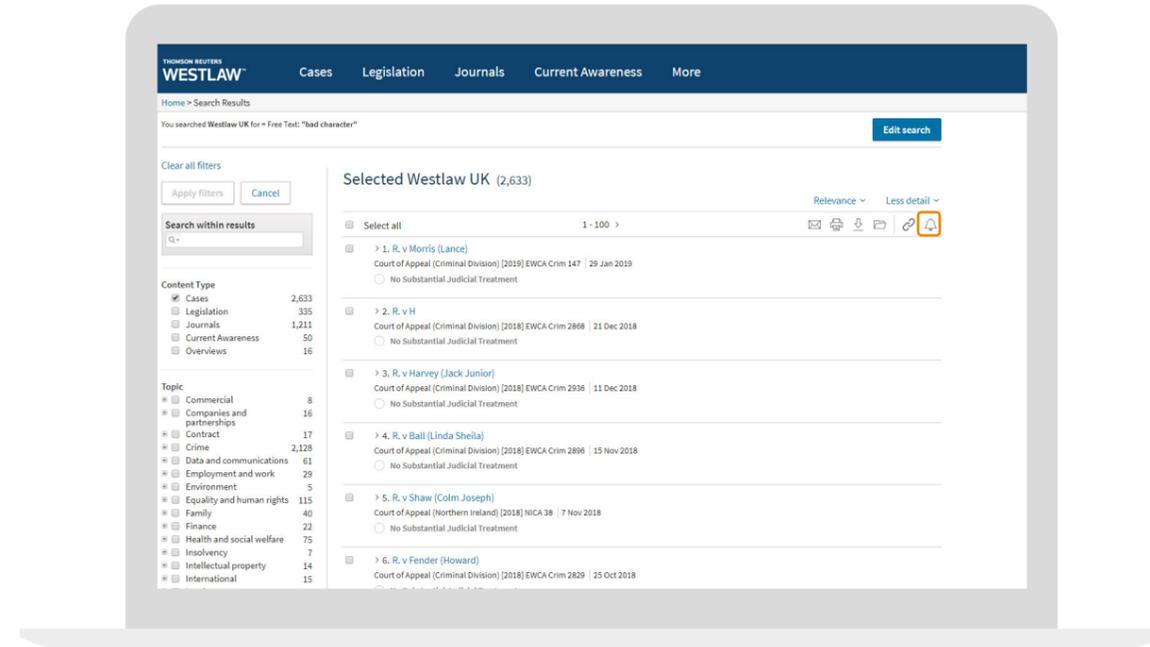
Topic Alerts

To receive an email with any new content added to a Topic or sub-Topic page click the bell icon next to the name of the page.



From a search

Having run a search and applied any filters, click the bell icon next to your delivery icons.



Give the Alert a name. By default this will be the name of the Topic page.

You can also replace an existing alert by checking the box and selecting the alert you want to replace.

Type in the email address of the recipient(s). You can type them in or select from My Contacts.

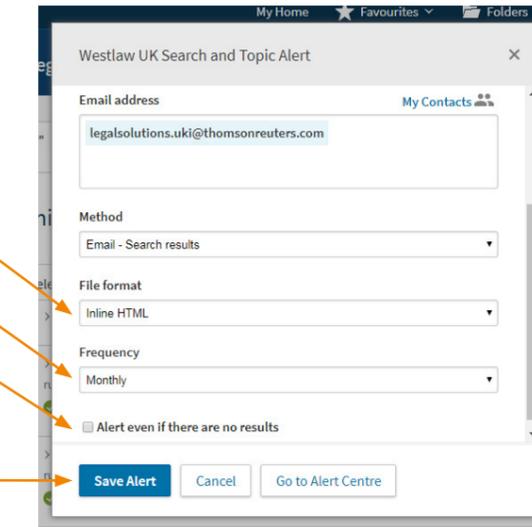
Method: You can receive just a list of results or the full text of content via email. You can also receive content via RSS or HTML.

File Format: you can choose from Word, RTF, PDF or CSV format, or receive an email with inline HTML (rather than an attachment).

Frequency: Choose to receive your alert daily, just on weekdays, weekly, fortnightly or monthly.

You can also choose to be notified by email even if there are no new documents by checking this box.

Once complete then click Save Alert to save and return to your Topic page. If you want to add more Advanced settings (e.g. change the time of delivery) then click Go to Alert Centre.



Alerts

Your Alert Centre

You can access your Alert Centre to edit and manage your alerts by clicking the Alerts link on the top toolbar.



Search for an Alert you have set up. (Annotation pointing to the search bar)

Filter your list of alerts by type, whether they are active, or who is receiving them. (Annotation pointing to the Alert Type sidebar)

Resort your list of alerts, view more/less information for each alert. (Annotation pointing to the sorting and view options)

Select alerts using the checkboxes to the left and then pause, resume or delete them. (Annotation pointing to the alert list checkboxes and action icons)

To add/Remove recipients for an alert: Click the Email recipients link underneath the alert name to edit the delivery settings.

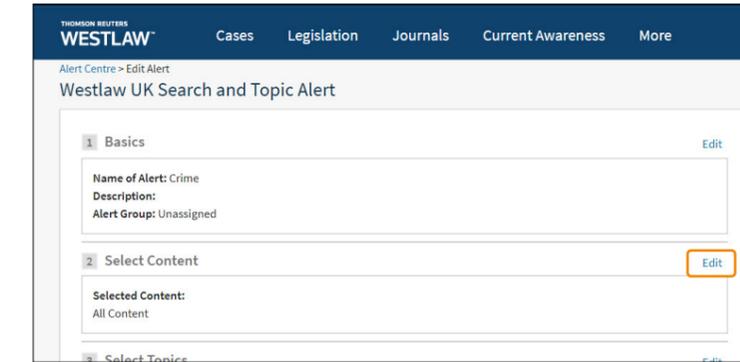
To edit other alert settings: click the Manage alert link to the right of the alert name.

To create an alert from the Alert Centre then click the Create Alert button at the top of the screen.

The name of Case Alerts and alerts created from a search are links. You can click on this link to go to the case or to rerun the search.

Creating/Managing an Alert

This is a 6 step process. If you are managing (editing) an alert then you can skip to the step you want to change by click the relevant Edit link.



1 The Basics

- Name:** Give the Alert a name
- Client ID:** Here you can specify an appropriate client ID/Matter Reference if required
- Description:** You can put in an optional description of the Alert
- Alert Group:** If you have a large number of Alerts then you can group them into categories for. You can assign this new Alert to an existing (or new Group)



2 Select Content

Here you can select the content you want to receive. Simply click Add next to the content set. If a content set can be further broken down (e.g. Legislation) then click on the links and any of the sub-content types.

3 Select Topics

Now you can select Topics to include in your Alert. Again, just click Add next to the Topic, or click the link to view any sub-Topics.

If you do not select any Topics then you will automatically be searching all Topics.

Alerts

4 Enter Search Terms

Here you enter in the search terms for your Alert.

If you left the previous Topics section blank (to search all Topics) then you must enter a search query. If you did select Topics then you can leave the search terms section blank to receive all new information for the Topics you have chosen.

If you want to check what kind of results you will be receiving from this alert, you can Preview results.

5 Customise Delivery

The Advanced tab enables you to increase the font size, have search terms highlighted, include a cover page and change the appearance of links

As well as the previous options mentioned, you can also specify the maximum number of documents sent, and how much detail is displayed if you choose to just send a list of results.

Specify Delivery methods. You can choose multiple methods for each alert, e.g. to send via email and RSS.

6 Schedule Alert

As well as the previous options mentioned, you can also specify an end date for the Alert and choose what time of day the Alert will run.

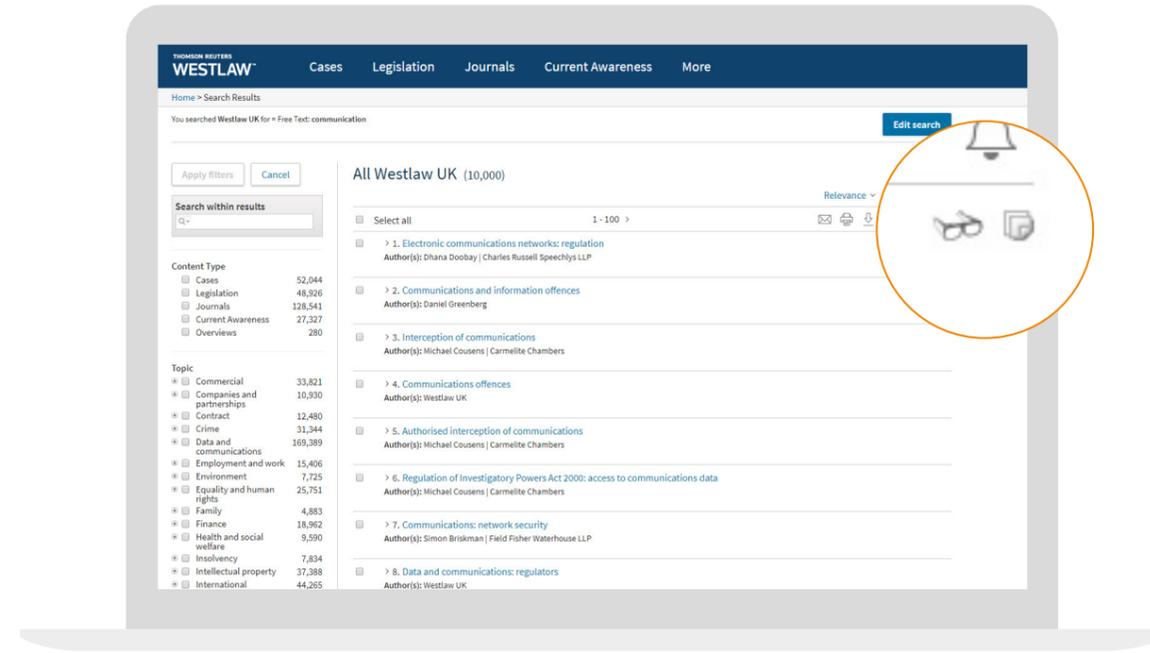
Alert History

The Alert History and History links enable you to track when the Alert was last run and how many documents were sent.

Top Tips

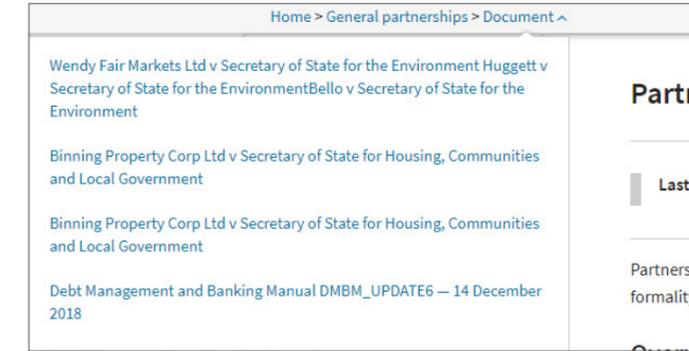
Track Previous Actions

When viewing lists of documents, icons on the right will indicate whether you have previously annotated this document, viewed it, or saved it into a Folder.



You can also use this trail to go back to any of the last 10 documents you have viewed.

Just click the arrow next to Document to see a list of recently viewed items.



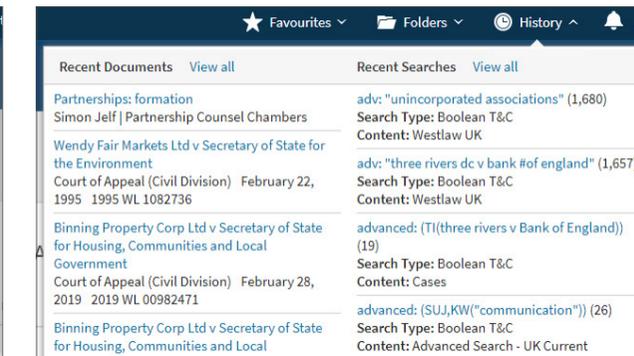
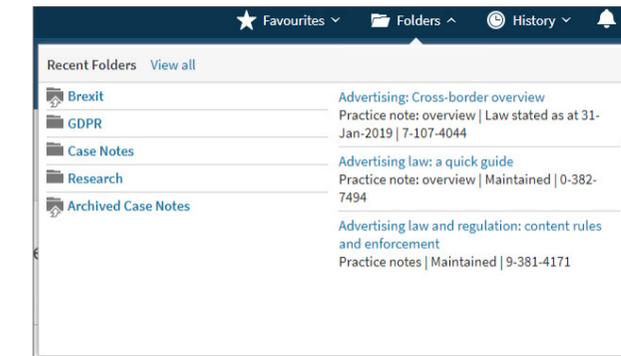
Quick Access Arrows

Your personalisation tools at the top of the screen have arrows next to them. You can use these arrows to quickly access your Favourites, documents from your Folders or documents/searches from your History



Back-tracking

You can go back to any level of browsing by using the breadcrumb trail in the top left-hand corner.



Icon Glossary

ICON	WHAT DOES IT MEAN?
	Add this page to your Favourites for quick and easy access.
	Make this page your default homepage
	Build a link to this page
	Set up an Alert
	You have viewed this document in the last 30 days with the same Client ID
	You have added this document into a Folder
	You have annotated this document
	Our Case Editors regard this case as significant.
	Our Case Editors regard this as a guidance case. It gives legal or procedural guidance, or reinforces or explains existing guidance.
	1) Email this document
	2) Print this document
	3) Add this document to a Folder
	4) Download this document

	1) Print this document
	2) Download this document
	3) Email this document
	4) Add this document to a Folder
	Add an Annotation (at the top of the document)
	Show/Hide all Annotations
	Open a PDF version of this document
	This content is not part of your subscription
	View Scope information (a description) of this content/source

CASE STATUS ICONS	
	Case has received positive consideration – a higher court has either affirmed the case, or it has been cited by another case in a positive way.
	Case has received mixed consideration – subsequent cases have provided mixed treatment (good and bad) although the case should technically still be considered ‘good law’
	Case has received negative consideration – this can has been overruled or reversed in full or in part and should no longer be considered ‘good law’
	Appeal Outstanding – there is currently an appeal going through or an appeal has been requested. This icon can appear in addition to any of the above.
	No Substantial Judicial Treatment

LEGISLATION STATUS ICONS	
	Provision is Not Yet in Force and shouldn't be used yet
	Provision is Fully in Force
	Provision is Partially in Force or has been has been Partially Repealed - it might be only some sub-sections are in force, its only in force for a specific jurisdiction (i.e. just in force in Wales but not England) or it might be in Force for a specific purpose. Users should check the Commencement section of the Analysis for details
	Provision has been fully Repealed or Superseded and should no longer be used
	Provision has Pending Amendments or Proposed Bill Amendments. This icon appears in addition to any of the above.
	Prospective law – you are viewing a future version of a provision (or a newly inserted provision)
	You are viewing a Bill or Bill proposed version.
	You are viewing an Act as enacted – this is a pure historical/non-updated document

Contact Us

General enquiries

Our Customer Support team is available 24 hours a day, 7 days a week.

C +44(0)345 600 9355

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Q1 2019

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