Westlaw UK - quick guide
Ross McClure and Janet MacKay, August 2019
QG LAW014 [https://www.abdn.ac.uk/library/documents/guides/qglaw014.pdf]

Westlaw UK is an online legal service which provides full text access to UK case law, legislation, legal journals, commentary and current awareness alerts, as well as Scots Law and EU legal materials.

Accessing the database
On the Library home page, enter ‘Westlaw UK’ in the Search Our Collections box and click Go! This will open a Primo results page. Click on the ‘Books+’ tab to refine your results. Click on ‘Westlaw UK’ to link out to the resource. You will be taken to the Shibboleth screen to log in with your university username and password. Shibboleth allows you to access Westlaw UK on or off campus.

Westlaw UK Home page
The first screen which appears is the Westlaw UK home page. This page offers a search facility covering all sections of the site. Enter your keywords into the search box and specify the collections you wish to search by clicking on ‘Options’ and ticking the relevant boxes. Alternatively you can use the ‘Browse by Topic’ section to search within collections. Click on the i’ button for a list of search terms and connectors used on Westlaw searches. Commonly used connectors are ‘&’ and ‘or’. By default if you enter multiple terms with no connectors, Westlaw UK will automatically insert the ‘&’ connector between them. If you want to search for an exact phrase, enter it within quotation marks ("”).

Collections navigation bar
The collections navigation bar appears at the top of the welcome page and allows you to search by type of material: Cases, Legislation, Journals, Current Awareness and More. Clicking on ‘More’ will open several other collections such as Crime, Scots Law and European Union. There is also a ‘News’ section here, however we do not subscribe to this. UK national and regional newspapers are available through our Lexis®Library subscription.

Search
The basic search screens allow you to input keywords to search all of Westlaw UK. Selecting a heading on the bar calls up a customised form which allows you to look at that section in more detail. Click on More Options for a collection-specific advanced search facility.
**Browse**

Clicking on any of the tabs in the collections navigation bar will open additional tabs directly below. For example, clicking on Cases will open three tabs below: **Cases Home**, **Courts** and **Law Reports**. To Browse cases, you can click on Courts and select Supreme Court, Court of Appeal (Civil Division) or Court of Appeal (Criminal Division). Alternatively, click on Law Reports to browse through an alphabetical list of all report series available through Westlaw UK.

*Figure 2: Cases - search and browse options*

**Cases**

**Case Analysis Documents** provide direct and indirect history, legislation cited and details of relevant journal articles. The **Law Reports** link allows you to browse all series in which a case has been reported.

**Status Icons:**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>🏆</td>
<td>A case has received <strong>positive</strong> or <strong>neutral</strong> judicial consideration</td>
</tr>
<tr>
<td>📦</td>
<td>A case that has received <strong>mixed</strong> or <strong>mildly negative</strong> judicial consideration will be indicated by an exclamation mark</td>
</tr>
<tr>
<td>🗑️</td>
<td>A case in which at least one point of law has been <strong>overruled</strong> or <strong>reversed</strong> on appeal. This is an immediate notification that the case is no longer good law</td>
</tr>
<tr>
<td>🙅‍♀️</td>
<td>This icon shows that the case has an <strong>appeal outstanding</strong>. This icon can be used in conjunction with any of the others</td>
</tr>
<tr>
<td>🏭</td>
<td>No substantial judicial treatment</td>
</tr>
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Legislation

Westlaw UK provides access to all legislation from the UK, Scotland, Wales and Northern Ireland. Use the basic search platform (Legislation Home) to search for legislation by Title, Provision Number or Free Text. Clicking More Options allows you to further refine your search by jurisdiction and version. You can also expand your search to include historic and prospective law. Alternatively you can browse legislation by clicking on Primary and Secondary Legislation, Bills and Draft Legislation, Policy and Guidance or Latest Legislation.

Status Icons indicate that a provision:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
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<tbody>
<tr>
<td>☑</td>
<td>is the law in force</td>
</tr>
<tr>
<td>✗</td>
<td>is not yet in force</td>
</tr>
<tr>
<td>⚓</td>
<td>is partially in force or has been partially repealed</td>
</tr>
<tr>
<td>🔄</td>
<td>has pending amendments</td>
</tr>
<tr>
<td>🔄 görü ::</td>
<td>has prospective amendments</td>
</tr>
<tr>
<td>⚫</td>
<td>has been repealed or superseded</td>
</tr>
<tr>
<td>⚫</td>
<td>Indicates a Bill or proposed Bill version</td>
</tr>
<tr>
<td>🍊</td>
<td>is an Act as enacted - historical, non-updated</td>
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</tbody>
</table>

To access international legislation, select More from the collections navigation bar at the top of the screen and click on European Union. From here you can access sections on EU legislation and treaties. For the rest of the international materials on Westlaw, click ‘Home’ in the breadcrumb trail near the top of the page.

For legislation and treaties

1. Click on ‘International Materials’ within the Browse box. Go to the International Materials Index and click on International Legal Materials under ‘Related Legal’.
2. Within the collection enter search terms in quotation marks.
3. Search within results to narrow your search further.

To see all connectors and expanders click on Advanced next to the search box. This will bring up the advanced search form. For more information see guide OG LAW022 Westlaw UK – legislation.

Journals

- Search for journal articles by Free Text, Subject/Keyword, Article Title or Author.
- To browse, click on ‘Publications’ near the top of the page to access an alphabetical list of Journals. You can refine the page to display Abstracts and full text, or full text only.

To access US and international legal journals you must navigate to the European Union section under the More tab. From there, click ‘Home’ in the breadcrumb trail near the top of the page, then click on ‘International Materials’ in the Browse section.

1. Click on World Journals under ‘Related Legal’ to see titles of all journals. This will include US.
2. Click on a jurisdiction to see all journals listed for the country.

For more information follow the guidance in Library guide OG LAW023 Westlaw UK – UK and International Journals.

Current Awareness

This service, updated throughout the day, enables access to the latest case, legislation and legal developments. Approximately 1000 sources of information are monitored. You can browse through recently added documents or by document type and subject.

EU

EU information is provided by Ellis and EUR-Lex, the official legal database of the European Union. The headings within this section follow those found in EUR-Lex i.e. Cases, Legislation, Treaties, Preparatory Acts and Information and Notices published in the Official Journal C series.

Books

To browse the list of Books available through Westlaw – click on ‘Viewing: Westlaw UK’ in the top left corner and switch to ‘Books’. This section lists all the major legal publications included in Westlaw. Titles include Anton’s Private International Law, Renton and Brown’s Criminal Procedure and Palmer’s Company Law.

To find a specific section in a publication, click on the title and select the section from the table of contents in the browsing window. Many of the titles to which we do not subscribe are available in print editions in the Taylor Library and can be found on Primo.
Westlaw UK Personalisation Tools
At the top of the Westlaw UK interface there are some features that allow you to personalise your research experience, such as: **Favourites, Folders, History** and **Alerts**. To make the most of the personalisation tools click on User Guides in the grey Footer at the bottom of Westlaw UK and click Personalisations in the menu on the left side of the page for step by step instructions.

**Print, Download and E-mail**
When you open any document on Westlaw UK you will have the options to print, save to your computer, email it to yourself or a colleague or add to your Folders and Favourites.

**Help**
For help searching Journals click on **User Guides** in the grey footer at the bottom of the Westlaw UK screen, then click ‘Journals’ under **Quick Reference Guides**.
For comprehensive help pages click **User Guides** in the grey footer at the bottom of the Westlaw UK screen. Contextual help, for each of the collections is available under Quick Reference Guides.

**Signing out**
Click on **Account** and select ‘Sign out’ from the drop-down menu at the top right of the screen to end your Westlaw UK session.

**Contacts**
If you have any problems in using this database or require further assistance in finding relevant documents, please contact:

**Janet MacKay**, Information Consultant (Law)
Tel: 01224 - 272572, 01224 - 273892
Email: j.i.mackay@abdn.ac.uk

**Nicola Will**, Site Services Manager
Tel: 01224 - 273166
Email: n.will@abdn.ac.uk

**Taylor Library Staff**
Tel: 01224 - 272601
Email: lawlib@abdn.ac.uk

For access problems (including the *out-of-hours service*) contact the IT Service Desk:

Address: The Information Point on floor 1 of The Sir Duncan Rice Library.
Tel: 01224 - 273636* (for the *out-of-hours service* – call this number)

*The out-of-hours (OOH) helpline operates from 17:00 to 08:00 weekdays and provides 24-hour cover over weekends and public holidays. During these times, any telephone call you make to the IT Service Desk number is automatically transferred to the OOH Helpline.

Email: servicedesk@abdn.ac.uk
Log a problem via your MyIT portal at [https://myit.abdn.ac.uk/](https://myit.abdn.ac.uk/)