



## Westlaw UK - Quick Guide

Zita Szabo, June 2022

QG LAW014 [https://www.abdn.ac.uk/library/documents/guides/qglaw014.pdf]

[Westlaw UK](#) is an online legal information 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

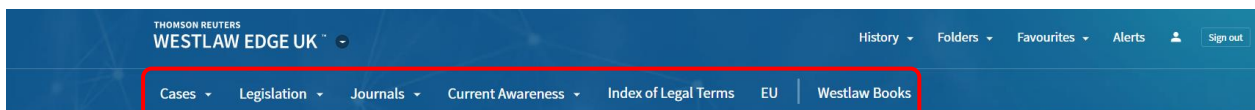
Please, follow the link to [Westlaw UK](#). On the Primo result page, click on the title of the database in the 'View Online' section, and when prompted, log in with your university IT username and password. The first time you access Westlaw UK, you will see the 'OnePass First Time Registration Page' requesting your name and email address. Once you provide your details, you will be set up to use Westlaw UK's personalisation tools, such as **History, Folders, Favourites** and **Alerts**.

### Westlaw UK Home page

The first screen that appears is the 'Westlaw Edge UK' home page. It offers a search facility covering all sections of the site.

### Collections Navigation Bar

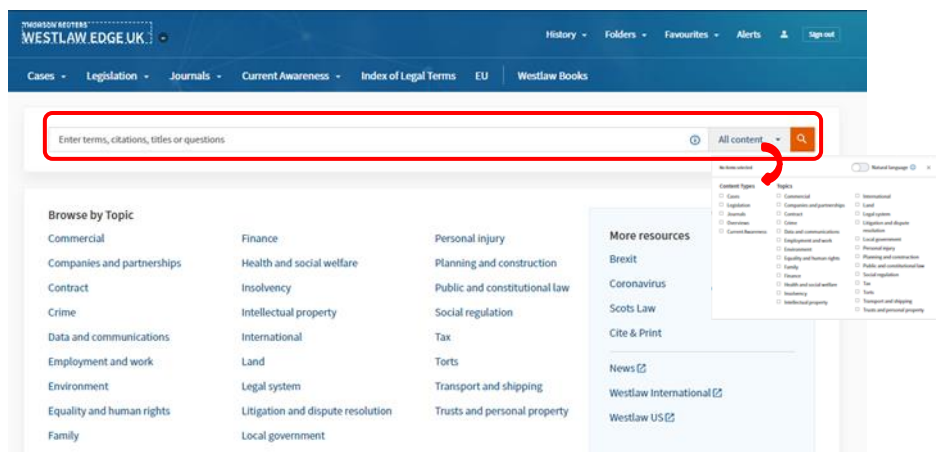
The navigation bar appears at the top of the home page and allows you to search by type of material: **Cases, Legislation, Journals, Current Awareness, Index of Legal Terms, EU, and Westlaw Books**.



### Searching

Enter your keywords into the **search box** and leave the default setting (**All content**) to search across all of Westlaw UK. In case you want to search a specific collection, click on **All content**, and select a *Content Type* and/or a *Topic*, as the image shows on the right.

An alternative way to search is to hover your cursor over the first four tabs of the Collections Navigation Bar and select the first option from the drop-down menu (i.e., **Cases Search, Legislation Search, Journals Search** and **Current Awareness Search**). This action calls up a customised template which allows you to look at that section in more details. Click on **More Options** for a collection-specific *advanced search* facility.



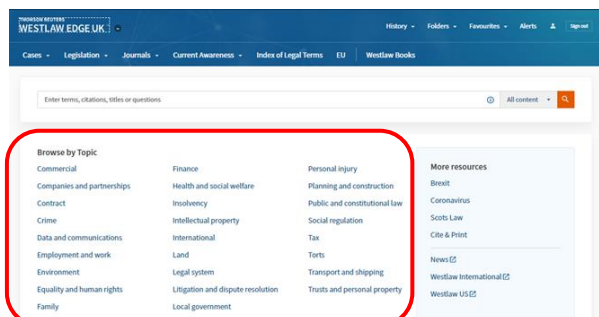
### Search tips

Click on the **i** button in the Search box to see a list of search terms and connectors used on Westlaw searches. Commonly used connectors are **&** (search terms in the same document) and **or** (either search term or both terms). By default, if you enter multiple terms with no connectors, Westlaw UK will automatically insert the **AND** connector between them. For exact phrases, put double quotation marks around multiple keywords (e.g., "professional negligence").

## Browsing

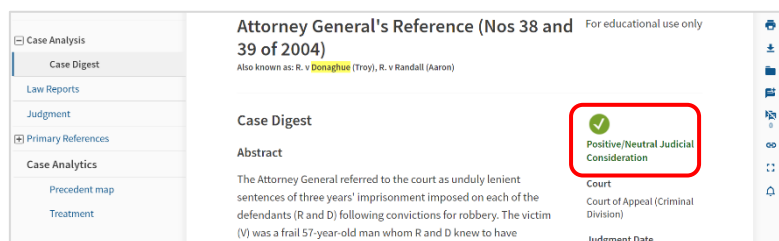
The easiest way to start browsing is to select a topic from the **Browse by Topic** section of the 'Westlaw Edge UK' home page.

Alternatively, you can hover over any of the first four tabs in the Collections Navigation Bar and find further options in the drop-down menu. For example, hovering over **Cases** will display five options: Cases Search, Courts, Dockets, Law Reports, Quantum Reports and Cite & Print. To browse cases, you can click on either **Courts** or **Law Reports**. Selecting Courts will display further options, e.g., **Jurisdiction** (UK, England & Wales, and Scotland), **Court Updates**, **Selected Resources**, etc., while clicking on Law Reports presents an alphabetical list of all report series available through Westlaw UK.



## Cases

After performing your search and selecting a case, the result page will display a range of information. (See image on the right). Our separate library guide on [Westlaw UK – Cases](#) will give you detailed explanation about the features of the result page.



One of the major features of the result page is the status icon (see image above). You need to be aware of the meaning of the different icons.

- The icon shows that the case has received **positive** or **neutral** judicial consideration.
- The case has received **mixed** judicial consideration (descriptors used can be Disapproved, Doubted, Not applied or Not followed).
- Case has received **negative** judicial consideration – it has been overruled, reversed, or superseded in full or in part and should no longer be considered 'good law'.
- **Appeal Outstanding** – the icon shows that there is currently an appeal pending or an appeal has been requested. This icon can appear in addition to any of the above.
- **No Substantial Judicial Treatment**.

## Legislation

Westlaw UK provides access to all legislation from the UK, Scotland, Wales, and Northern Ireland. Select the **Legislation** tab from the Collections Navigation Bar to start searching or browsing this collection. Please see our library guide on [Westlaw UK – Legislation](#) for more information.

Legislation pages, just like cases, use status icons which indicate that a provision:

<b>is the law in force</b>	<b>is not yet in force</b>	<b>is partially in force or has been partially repealed</b>	<b>has pending amendments</b>	<b>has prospective amendments</b>	<b>has been repealed or superseded</b>	<b>Indicates a Bill or proposed Bill version</b>	<b>is an Act as enacted - historical, not-updated</b>

## Journals

Westlaw UK Journals contain thousands of full-text articles and abstracts published by high profile publishers, like Sweet & Maxwell, Oxford University Press, Bloomsbury Publishing and more. Select **Journals** along the top toolbar to search or browse through the current and archived titles.

For more information follow the guidance of our library guide [Westlaw UK – UK and International Journals](#).

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## Current Awareness

This service is accessible from the Collections Navigation Bar and enables you to search or browse the latest developments and stay up to date. You can browse by *Document Type* or by *Topic*. The *Key Dates* calendar can be found on the bottom right of the page. The calendar highlights dates for key legal developments.

## EU content

EU information is available from the **EU** tab along the top toolbar. Please remember, EU information is not included when searching from the homepage. Westlaw UK's EU pages contain primary and secondary legislation, case law, preparatory acts, treaties, information and notices in the Official Journals C Series and national measures.

## Books

To browse the alphabetical list of books available through Westlaw, click on the **Westlaw Books** tab in the Collections Navigation Bar. Titles include all the major legal publications, such as Anton's Private International Law, Renton and Brown's Criminal Procedure and Palmer's Company Law, etc.

To find a specific section in a publication, click on the title and select the section from the Table of Contents. 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 every Westlaw UK page, there are some features that allow you to personalise your research experience, such as **History**, **Folders**, **Favourites** and **Alerts**. Personalisation tools can help you: organise your documents into Folders, save pages as your Favourites for quick access, and display a list of all searches you run and documents you viewed in History. You can also set up Alerts for specific topics.

## 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.

## Signing out

When you finished your work, to end your Westlaw UK session, click on **Sign out** at the top right of the screen.

## Help & Contacts

For comprehensive help, please follow the link to [Westlaw UK User Guides](#). If you have any problems using this database or require further assistance, please contact:

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

**Nicola Will**, Site Services Team Lead  
Tel: 01224 - 273166  
Email: [n.will@abdn.ac.uk](mailto:n.will@abdn.ac.uk)

### Taylor Library Staff

Tel: 01224 - 272601  
Email: [lawlib@abdn.ac.uk](mailto:lawlib@abdn.ac.uk)

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

Address: The Sir Duncan Rice Library – Ground Floor  
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](mailto:servicedesk@abdn.ac.uk)  
Log a problem via your MyIT portal at <https://myit.abdn.ac.uk/>