



Westlaw UK - quick guide

Ross McClure and Janet MacKay, June 2020

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, select Books+ from the drop down menu and click **Go!** This will open a **Primo** results page. 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. 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 to set up **Alerts**, save and email documents and create **Folders** and **Favourites** lists.

Westlaw UK Home page

The first screen which appears is the 'Westlaw Edge 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 '**All content**' 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 ("").

The screenshot shows the Westlaw Edge UK interface. At the top, there is a navigation bar with the following items: History, Folders, Favourites, Alerts, and Sign out. Below this is a secondary navigation bar with the following items: Cases, Legislation, Journals, Current Awareness, Index of Legal Terms, EU, and Westlaw Books. A search box is located below the navigation bar, with a dropdown menu set to 'All content'. The 'Browse by Topic' section is highlighted with a red box and lists the following categories: Commercial, Finance, Personal injury, Companies and partnerships, Health and social welfare, Planning and construction, Contract, Insolvency, Public and constitutional law, Crime, Intellectual property, Social regulation, Data and communications, International, Tax, Employment and work, Land, Torts, Environment, Legal system, Transport and shipping, Equality and human rights, Litigation and dispute resolution, Trusts and personal property, Family, and Local government. To the right of the 'Browse by Topic' section is a 'More resources' section with links to Brexit, Coronavirus, Scots Law, News, Westlaw International, and Westlaw US.

Collections navigation bar

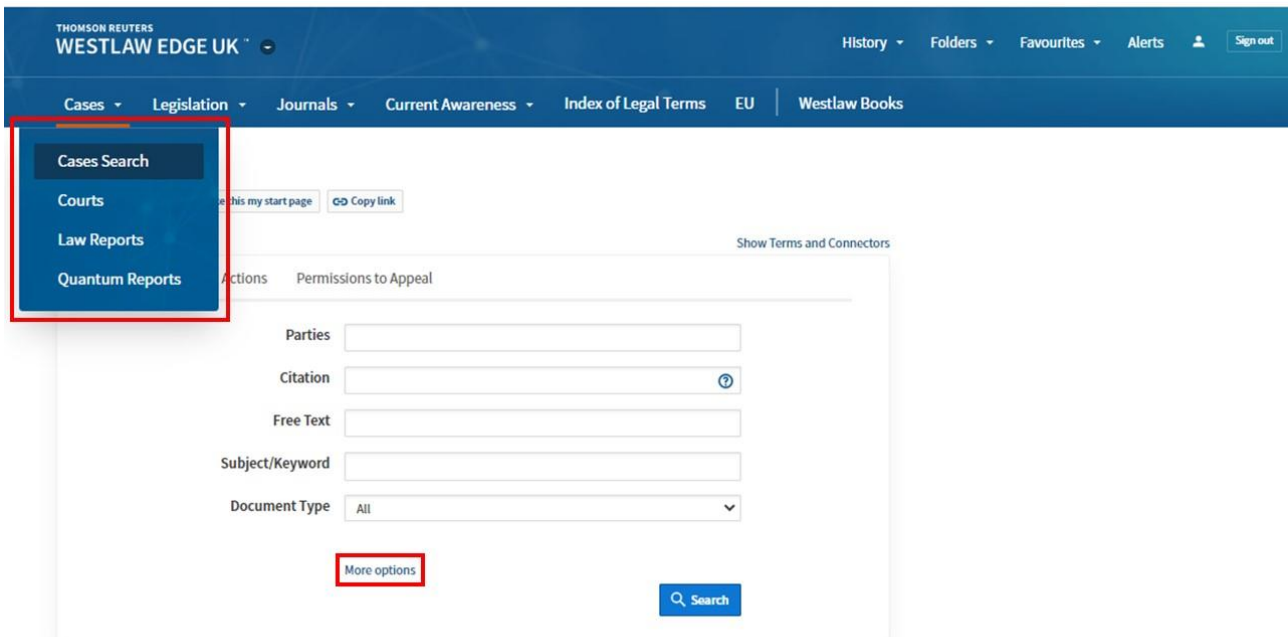
The collections navigation bar appears at the top of the welcome page and allows you to search by type of material: **Cases**, **Legislation**, **Journals**, **Current Awareness**, **Index of Legal Terms**, **EU** and **Westlaw Books**.

Search

The basic search screens allow you to input keywords to search all of Westlaw UK. Selecting an option from the collections navigation 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






Hovering over any of the first four tabs in the collections navigation bar will open a drop-down menu with further options. For example, hovering over **Cases** will display four options: **Cases Search, Courts, Law Reports and Quantum 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.



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:

	A case has received positive or neutral judicial consideration
	A case that has received mixed or mildly negative judicial consideration will be indicated by an exclamation mark
	A case in which at least one point of law has been overruled or reversed on appeal. This is an immediate notification that the case is no longer good law
	This icon shows that the case has an appeal outstanding . This icon can be used in conjunction with any of the others
	No substantial judicial treatment

Legislation

Westlaw UK provides access to all legislation from the UK, Scotland, Wales and Northern Ireland. Use the basic search platform (**Legislation Search**) 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:

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

To access **international legislation**, click on **Thomson Reuters Westlaw Edge UK** in the top left of the screen. This will take you to the welcome page, where there is a link to **Westlaw International in the More Resources section**. From here you can access sections on EU legislation and treaties.

For legislation and treaties

1. From the 'International Materials' page, click on **International Materials Index** 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 [QG 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 click on **Thomson Reuters Westlaw Edge UK** in the top left of the screen. 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 [QG 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 The **Westlaw Books** at the top of the homepage. 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: **History Folders and Favourites**. To make the most of the personalisation tools, you can access Westlaw UK user guides by clicking on **Product support** in the grey Footer at the bottom of **Westlaw UK** and click Personalisation 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 comprehensive help pages click **Product support** 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/>