Westlaw UK: how to use the Linkbuilder tool
Eleni Borompoka and Ross McClure, May 2018

The Linkbuilder tool on Westlaw UK allows you to create a direct link to content, eliminating the need to upload a document and its accompanying copyright record scanning sheet to MyAberdeen. Simply supply a link on a reading list or MyAberdeen and it will link back to a specific document, results list or search template on Westlaw UK. Authentication is embedded in the link which protects the contents of Westlaw UK from access by unauthorised users.

How to set up the Linkbuilder tool
Navigate to Westlaw UK via Prime and login using your university computer username and password when prompted.

Step 1: Create a My Westlaw UK Profile
a. If you haven’t already got a My Westlaw UK Profile you need to open and complete the Create Profile form available from a pop-up window which appears when you first land on the Westlaw UK home page, or by opening the My Westlaw UK tab located at the top right hand side of the page.
b. Once you have registered a profile the Linkbuilder tool can be enabled on an individual user basis.

Step 2: Request access to the Linkbuilder tool
a. To have Linkbuilder enabled contact the Westlaw UK Customer Support Team on 0800 028 2200 or email customer.service@westlaw.co.uk
b. Once you have the Linkbuilder tool enabled you will see the Build Link icon on the right hand side of the blue bar above the results list or an open document.

How to create a new link
1. Navigate to the document, search result or search page you wish to link to and click the Build Link icon on the top right hand corner of the screen.
2. A Linkbuilder window opens where you choose your method of authentication. For the University of Aberdeen authentication is via the entityID URL.
3. Tick the radio button for entityID URL and enter the following into the box: https://shibserv.abdn.ac.uk/shibboleth
4. Highlight the web address and copy it to your document, then Close the Linkbuilder tool window.

Share the link

The link address generated is very long, so you may wish to ‘hide’ it under the citation or title of the document you wish to link to. Here is how to do that in Microsoft Word:

1. Select the address, right click on it and Copy.

2. Highlight the citation with your cursor.

3. Right click on it and select Hyperlink from the drop-down menu.

4. Enter the link into the Address box.

The citation can then be pasted into an email, a document or onto a MyAberdeen page and it will look like this: E.C.L. Review 2015, 11(3), 458-481

For more information contact Eleni Borompoka (E: eleni.boro@abdn.ac.uk; T: 01224 - 273848) or Ross McClure (E: r.mcclure@abdn.ac.uk; T: 01224 - 272601)