

# Westlaw: quick start guide

Westlaw contains law reports, legislation, journals and some commentary material. It covers some law reports which are not in Lexis, and is particularly useful for searching for journal articles. Not all articles are available in full text, but many can be accessed through Search@Library.

## Getting started

1. Go to the Library homepage at <http://library.leeds.ac.uk>.
2. Type **Westlaw** into the Search@Library search box.
3. Select **Westlaw-UK** from the Database recommendations list at the top of the screen. Enter your University username and password if prompted.
4. You should now see the main search screen in Westlaw.

## Searching Westlaw

Select an option from the toolbar to search for specific materials e.g. cases, legislation, or journal articles.

For US and international content, select Services, then Westlaw International

The screenshot shows the Westlaw UK search interface. At the top, there is a navigation bar with the Westlaw UK logo and a menu with options: Insight, Cases, Legislation, Journals, Current Awareness, EU, Books, and News. Below this is a search bar with a search button. To the left of the search bar is a list of search filters with checkboxes: Insight, Cases, Legislation, Journals, Current Awareness, European Union, Document Free Text, Document Title, and Terms in Context. To the right of the search bar is a sidebar with two sections: 'Two great ways to start your legal research' and 'Index of Legal Terms'. The 'Index of Legal Terms' section has a red box around it with an arrow pointing to it from a text box below. At the bottom of the page, there is a footer with contact information and a Thomson Reuters logo.

Search across different types of material by entering free text or the title of a document here. Tick or untick boxes to include or exclude types of material.

Click here to search legal dictionaries for definitions of legal terms.

## Search tips

Use the **&** symbol to find more than one term in the same document, e.g. *EU & citizenship*.

Use **or** to search for either or both of two terms, e.g. *company or business*.

Use **quotation marks** to search for a phrase, e.g. *"maritime law"*.

Further tips are available from the main Westlaw search screen under List of Connectors.

## Understanding your results

Text in blue is a link to the full text (if available) or other background information.

1. **Osborne v Chocqueel** Queen's Bench Division, 21 May 1896  
**Subject:** Animals; Civil evidence  
**Keywords:** Causes of action; Damages; Dangerous dogs; Standard of proof; Tortious liability  
**Where Reported:** [1896] 2 Q.B. 109  
**Documents:** Case Analysis [1896] 2 Q.B. 109

For cases, select Case Analysis for background information (e.g. other cases cited in this one), or click on the citation for the full text of the case.

For journal articles, you will see a link that says Full Text Available, or a link to the abstract.

**Note:** If you can't get the full text in Westlaw, try typing the journal title into the library catalogue. If the library has the journal, check that the year/volume you need is available. If it is, enter the online version of the journal and search for the article title. Alternatively, find the print journal on the shelf.

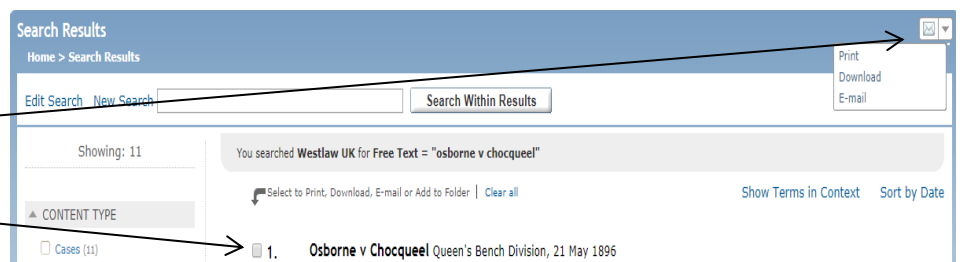
## Refining your results

On the search results screen, there is a search box to search within your existing results (e.g. in a search for dangerous dogs, you could search within the results for Rottweiler).

You can also click Sort by Date to display the results with the most recent first.

## Saving, printing and emailing records

Tick the box next to your chosen results. Then click the envelope icon and select whether to print, download or email the results.



## Getting help

1. Click on Training Tutorial or Help in the blue menu bar on the Westlaw search screen.
2. Contact Library enquiries: <http://library.leeds.ac.uk/enquiries>