INTERNATIONAL MATERIALS ON THOMSON REUTERS WESTLAW: STUDENT USER GUIDE
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Getting started

• Through International Materials on Thomson Reuters Westlaw you can access a wealth of information from all over the world including material from United States, Australia, United Arab Emirates and Canada.

Logging in:
• Sign in to Westlaw UK via your University’s library services.
• Click on the Services Tab and select: International Materials.

TIP: Only use Thomson Reuters Westlaw if you're looking for legal information outside the United Kingdom and the European Union as you can easily access this through Westlaw UK.
Getting started

• All the content on Thomson Reuters Westlaw is split into US content and other International content – this is just because the sheer volume of content and tools available for US Materials.

• Whenever you begin a new research session, you will be taken through to the International Materials page on Thomson Reuters Westlaw by default, but if you’re looking for US materials then click on the Thomson Reuters Westlaw logo.

• All the functionality is the same for US and non-US materials but you can find help on the additional features of the US materials on page 14.

TIP: If you are unsure where to start, you can use the Related Legal tab, to browse into popular pages.

TIP: International Materials index is a catalogue where you can browse a list every resource available.

1. Type in a related query to search the core legal content across several international jurisdictions in a single search. This content includes cases, administrative materials, legislation, treaties, journals, current awareness, court documents and forms.

2. Click on a country to view content specific to that jurisdiction.

3. Browse by content type to conduct a global cross database search.

TIP: If you are unsure where to start, you can use the Related Legal tab, to browse into popular pages.

International Materials index is a catalogue where you can browse a list every resource available.
Basic Search

When you run a search in International Materials, you will search across all content apart from US materials. Don’t forget that the functionality is the same for US and non-US materials and you can find help on the additional features of the US materials on page 14.

Results page

After your search is run, an overview of the search results are displayed. (Note if you selected specific content to search, such as Cases, an overview is not displayed. The overview document is designed to give examples from each content.

You can then select a content type from the left column to view the full results:

A. Search bar
   Type your issue in simple descriptive words, Terms and Connectors or, type a citation. The search format will automatically be recognised.

B. Filters
   You can use narrow your results by choosing a relevant filter from the left column.

C. Sorting the Result List
   By default, results are ranked by relevance and include on-point documents even if they do not reference the specific terms used in your search. You can also sort your result list by date, most cited, or most used.

   **Tip:** Click the down arrow icon in the search box to access up to 20 of your most recent searches.
Browsing for content

You can also find content by simply browsing from the International Materials page. You will be able to browse into relevant materials by Jurisdiction or Content Type.

Simply select from the list of Resources to find secondary sources of content including Cases, Judgements, Treatises, Law Reports, Journals and Topics.
Viewing a document

Once you view a case or any other document, you will find many features to help you with your research. These workflow tools can be found on all document pages. They are designed to make your research easier.

A. Document Title
   Quickly scan the title, court, date and citations.

B. Tabs Powered by KeyCite
   Access additional content related to the document.
   
   - Cases
   - Filings
   - Negative Treatment
   - History
   - Citing References
   - Table of Authorities
   
   - Statutes
   - Notes of Decision
   - History
   - Citing References
   - Context and Analysis

C. Return to List
   Click this button to go back to your search results.

D. Previous and Next
   Move through documents in your search results.

E. Browse by Search Term
   View the portions of each document that contain your search terms.

F. Go To
   Jump to specific sections of the document.

G. Search Document Text
   Search text within this document.

H. Display Options
   Adjust the document font styles, sizes and margins.

I. Deliver
   Email, print or download the document.

J. Full Screen Mode
   Expands the document view for easier reading.

* N.B. Some features shown are not available for academic subscribers.
A. Selected Topics
Continue your research by exploring topics related to the document you are viewing.

B. KeyCite Information
Instantly check whether a case or statute is still good law. You can further information on page 16.

C. Selected Text Menu
When you select text in a document, Westlaw provides the following features:

- Copy with Reference
  Allows you to insert the correct citation and page number when you paste the copied text into another document.

* N.B. Some features that are shown are not available for academic subscribers.
Advanced searching

Advanced Search Template

Advanced Search templates help you quickly build precise queries, making it easy to search for specific content within a jurisdiction or specific information within document fields. You can also use this function to create a Boolean Terms and Connectors query.

Click Advanced next to the Search button to display the Advanced Search page.

Terms and Connectors

You can use Boolean Terms and Connectors, which allows you to be very specific with your search.

<table>
<thead>
<tr>
<th>CONNECTOR</th>
<th>SYMBOL</th>
<th>RETRIEVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>&amp;</td>
<td>Search terms in the same document: trademark &amp; registration</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>Search for words with variable characters: withdr*w retrieves withdrew and withdrawing</td>
</tr>
<tr>
<td>Universal Character</td>
<td>*</td>
<td>Search for words with variable characters: withdr*w retrieves withdrew and withdrawn</td>
</tr>
<tr>
<td>Phrase</td>
<td>&quot;</td>
<td>Search terms appearing in the same order as in the quotation marks: &quot;fiduciary duty&quot;</td>
</tr>
<tr>
<td>Root Expander</td>
<td>!</td>
<td>Additional suffixed endings to words searched: contracted, contractual, contracting</td>
</tr>
<tr>
<td>BUT NOT</td>
<td>%</td>
<td>Documents not containing the term or terms following the % symbol: tax% income</td>
</tr>
</tbody>
</table>

**TIP:** When used without connectors or fields, ampersands (&) and spaces are considered part of a descriptive terms search. Use Advanced Search or look for WestSearch’s suggestions to modify your results to documents that include these connectors after running your initial search.
US Materials

The Thomson Reuters Westlaw icon will always link to the homepage for US content.

At the home page, you can retrieve a document by citation, a case by party name, a specific publication or specific content, or search for documents using the search box at the top of the page. You can also browse content using the links in the Browse pane.

A. Search Box
   Type your issue in simple descriptive words, Terms and Connectors or type a citation. The search format will automatically be recognised.

B. Jurisdiction Selector
   Choose up to three jurisdictions before running a search.

C. History
   Access recent documents and searches from the list or click the link to access your research history for your session.

D. Browse
   Navigate content from a particular set or practice area before searching.

E. Help
   Access video tutorials and documentation on the Westlaw Training and Support Page.

F. Sign Off
   Sign out of Westlaw

*N.B. Some features that are shown are not available for academic subscribers.
Top tips

1. Find a document by citation
   Type the Find command (find: or fi:), followed by a citation, in the search box at the top of any page. The format is flexible and not sensitive to spaces or case.
   To find multiple citations, type find: or fi: followed by up to 30 citations, separated by semicolons, in the search box.

2. Use Autosuggest to find a case by party name, publication, content to search and more
   To search for a case, specific publication or content set, type a few letters of what you are looking for in the search box and select the content you want from the drop-down list.

3. Use Westlaw Answers for basic legal information
   Westlaw Answers gives you basic legal information for jurisdiction-specific common legal questions. Search for elements of a claim, statutes of limitations, and judicially defined terms. To search, type a question into the search bar.

4. Check the KeyCite Status Flags
   Checking Cases in KeyCite
   - A yellow flag indicates a document has some negative treatment.
   - A red flag indicates a document is no longer good law for at least one point of law.
   - A blue-striped flag indicates a document has been appealed to the U.S. Courts of Appeals or the U.S. Supreme Court.
   You can also check the status icons within the Citing References tab within a document:
     - Indicates where another case has directly quoted from the case you are viewing.
     - Indicates the depth of treatment of the viewed case by each citing case.
   Checking Statutes in KeyCite
   - A red flag indicates the statute has been recently amended, repealed, superseded, or held unconstitutional in whole or in part.
     - A yellow flag indicates negative treatment and when applicable, a description and a site for the most negative treatment is available at the top of the document.

5. Check a citation in KeyCite to determine whether your case or statute is still good law
   Type the KeyCite command (keycite: or kc:), followed by a citation, in the search box e.g. keycite: 124 Sct 2686

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6. Look out for Key Numbers
Each specific point of law is assigned a unique reference, called a Key Number. When you click a Key Number link, you will retrieve the case headnotes relating to that particular Key Number. Search for Key Numbers relevant to your issue. You can also search to retrieve links to the most relevant points of law represented by your search terms.

7. Use Related Content/Topics
Continue your research by exploring topics related to the document you are viewing.

8. View the Scope
You can find a description of the content you are viewing by clicking on the icon.

Here to help
We understand that from time to time you may have questions about using International Materials on Thomson Reuters Westlaw. If you have research queries why not contact your dedicated Westlaw Student Representative at your university. Otherwise our customer service team is available 24 hours a day, 7 days a week to help you find a solution. There’s no need to struggle.

Call 0800 028 2200 (UK)