

Westlaw FAQ

The material in Westlaw is organized into two separate collections:

- **All Content:** American content
- **International material:** International material

The two collections' search functions do not completely overlap. When searching in Westlaw, always begin by considering which collection might hold the material you are looking for. To search all Westlaw content, use *Academic library* in the right-hand column.

1. How do I find an overview of the content?

Click the *Thomson Reuters Westlaw* logo in the upper left corner.

2. How do I return to the start page for international material?

Click the *Thomson Reuters Westlaw* logo in the upper left corner and select *International material*, located far down in the right-hand column. Alternatively, you can use the breadcrumb trail under the topmost search field to navigate back.

3. Where do I find information about search strategies in Westlaw?

Click *advanced* next to the search field. Here you will find listed the characters and operators you can use in your search as well as more search fields you can use to construct more advanced searches. The search fields can vary depending on the collection you are searching in.

4. How do I print a document?

In the upper right corner there is a button with an arrow symbol. Click in the blank area to the right of this button to open a menu of options for printing, downloading, and sharing the document.

5. How do I find a specific legal case from the UK if I have the reference to it?

In *International material* choose *UK* and in the upper search field search for the parties' names or the reference. Your search hits will be displayed under the *Cases* heading. Alternatively, enter *advanced search* and, under the *Citation* heading, perform a search using quotation marks around your reference. If the case is in Westlaw, it should be the only result listed.

6. How do I search for a specific (UK) legal case if I don't know where it was published?

In *International material*, choose *UK*, then *Cases*, then *All United Kingdom Cases*. Under the *Tools & Resources* heading, choose *United Kingdom Case Law Locator*. Enter the parties' names in the upper search field. The search result gives a list with brief descriptions of cases, information about where they are published, and links to the fulltext cases if available in Westlaw.

7. How do I find a specific legal case from the US?

Choose *All content* in the upper left search field and search for the parties' names or the reference, preferably adding quotation marks around your reference term. In the resulting list of categorized hits, look under the *Cases* heading.

8. How do I find a specific legal case from Australia, Canada, or Hong Kong?

Choose *International material* and the country in question, then the collection *All [XX] cases*. In the upper search field, search for the parties' names, reference, or other information you have about the case.

9. How do I find American law?

Click *Westlaw* for a content overview, choose *Statutes and Court Rules* and, for example, *USCA* for the annotated United States Code.

10. How do I find UK law?

In *International material*, choose *UK*, then choose *United Kingdom Law in Force* to see current UK law.

11. How do I access a specific non-American article?

In *International material*, search for the title, adding quotation marks around the full title.

12. How do I access a specific American article?

In *All Content*, use the upper search field and search for the title, adding quotation marks around the full title.

13. How do I search for articles in a specific American journal?

In *All Content*, search for the title of the journal and select the correct one from the list. Then enter your search terms in the upper search field.

Alternatively, in *All Content*, enter your search terms in the upper search field and narrow the results by selecting the correct journal using the *select a publication name* option.

14. How do I search for articles in a specific non-American journal?

In *International Material*, search for the title of the journal and select the correct one from the list. Then enter your search terms in the upper search field.

Alternatively, in *International Material*, select *World journals*, enter your search terms in the upper search field, and narrow the results by selecting the correct journal using the *select a publication name* option.

15. How do I find articles on a specific topic?

Use *Academic library* – choose *Academic library treaties & journals* and search using free text search terms.

16. How do I browse the content index of a journal?

Unfortunately the indexes are not available in Westlaw, but in American journals you can search articles within a set time period. Search for the title of a journal, select the journal and then select *Advanced search*. At the center of the page, select an appropriate timeframe and click *search*.