WestlawNext

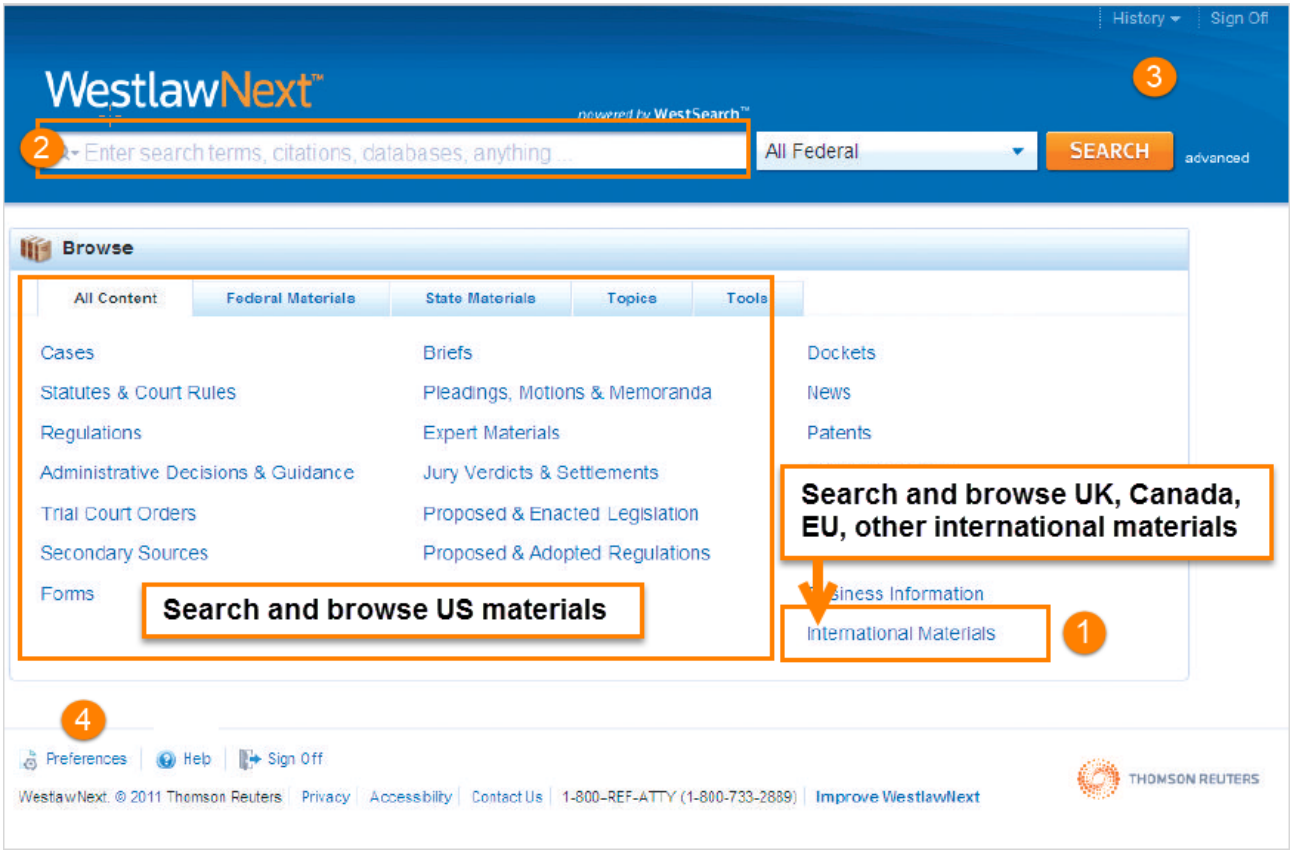
TIPS AND TRICKS TO GET YOU STARTED

WestlawNext Content

WestlawNext contains over 8,000 databases of easy-to-search commonwealth cases, legislation, world journals and law reviews from the United Kingdom, Canada, Hong Kong, European Union and other jurisdictions, and comprehensive US content. WestlawNext sits alongside local platforms such as WestlawNZ.

WestlawNext Home Page

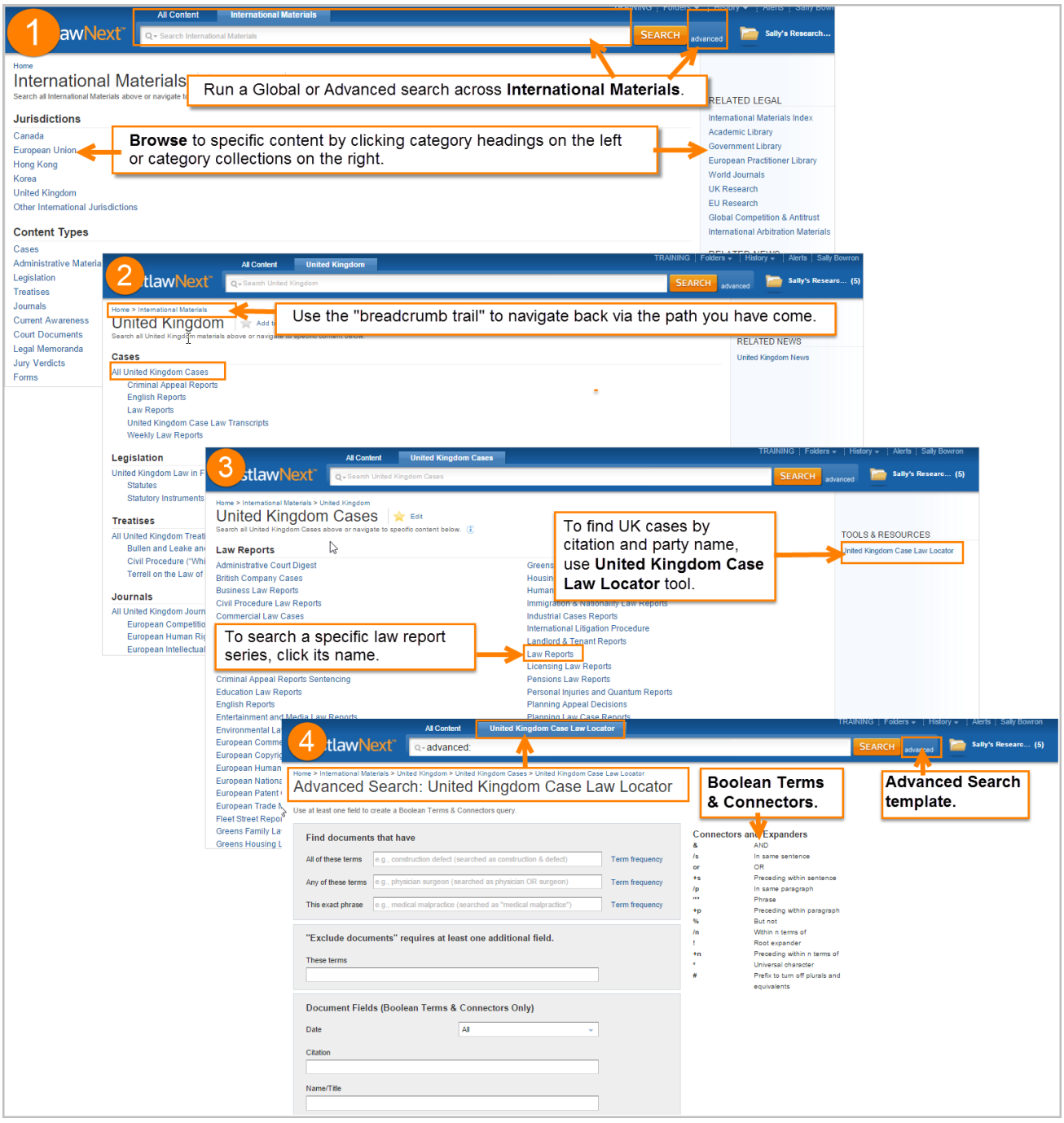
Click the WestlawNext logo in the top left corner to return to the Home Page at any stage.



1. To search materials from the United Kingdom, Canada, European Union, Hong Kong and other international jurisdictions, click **International Materials** on the right side of the grey dividing line.
2. When entering your search query in the multi-function Global Search box from the Home Page, you are searching the core US legal content.
3. **History** gives you quick access to your previous work during the session and can be emailed at the end of your session before it is wiped clean. Please click **Sign Off** at the end of your research session.
4. Preferences can be changed for an individual session, but return to default settings after each user signs off. Select UK, EU, and Canada when using mainly international (non-US) materials.

Browsing International Materials

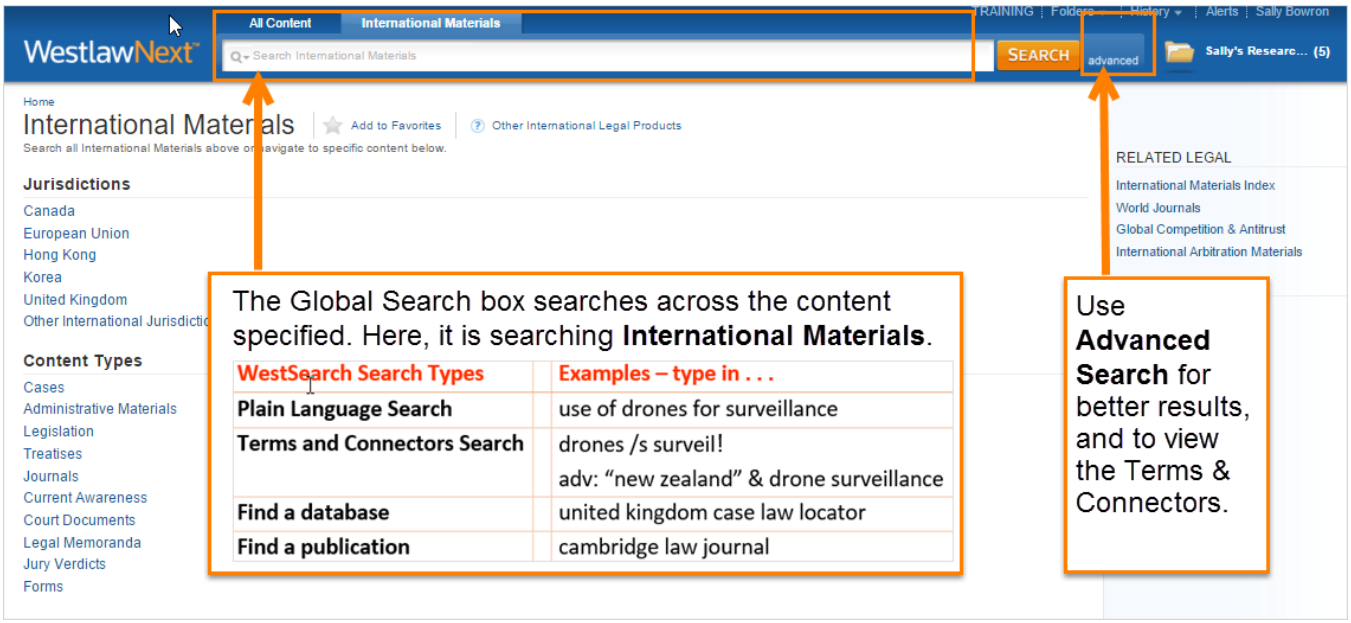
You can search or browse to the content set you need to research.



1. To find a specific law report, journal or treatise, you can run a Global Search (and click the suggested options) or you can browse by clicking the content categories on the left.
2. As you click and browse to more specific content, a breadcrumb trail appears near the top left corner to navigate back along. Notice that your search scope narrows to match the content set selected.
3. WestlawNext content is sourced from various publishers who develop specialised tools and resources to help use their content. For example, use UK Case Law Locator to find UK and EU cases by citation.
4. Case law browsing ends at an Advanced Search template. Journal browsing ends at the 10 most recent articles and treatises end at a specific document. Click Advanced Search to search a journal or treatise.

Search Methods on WestlawNext

When you have located the content you want to search, you can use either the Global Search box or Advanced Search.



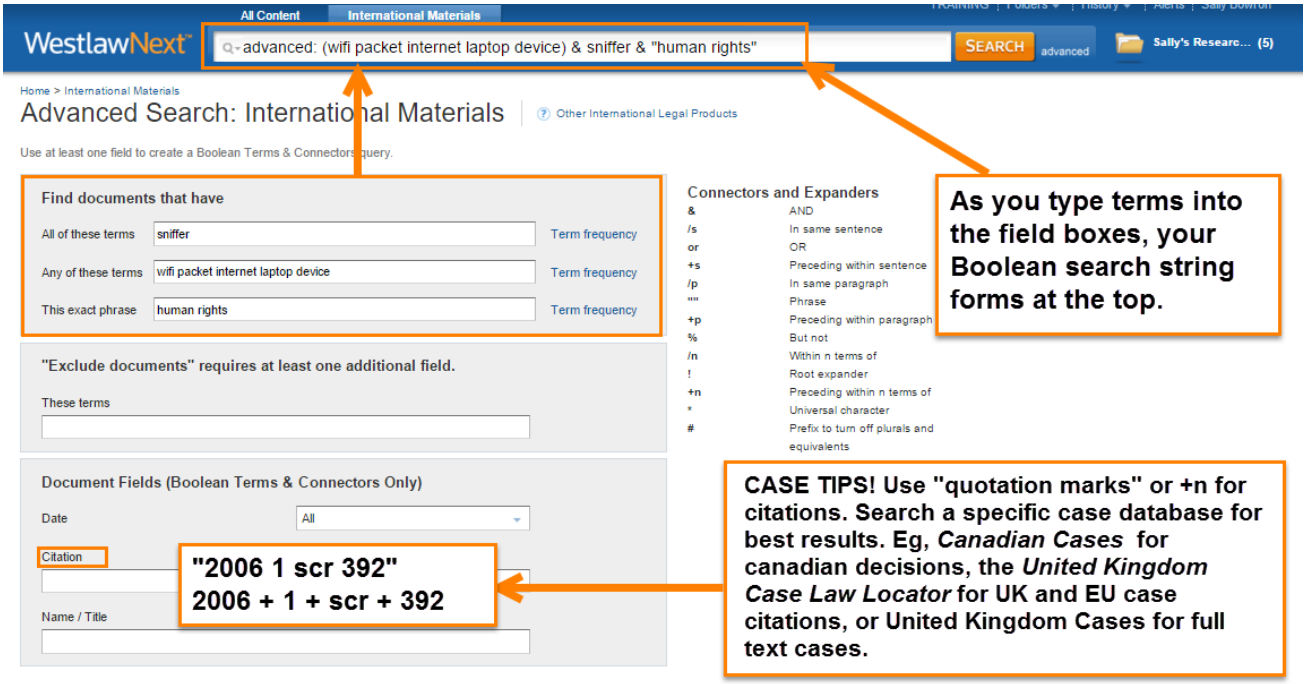
The Global Search box can run a terms and connectors search or a plain language search. A search containing the AND operator, the OR operator, or quotation marks, without other Boolean syntax, is processed as a plain language search (similar to a Google search). This means that your results will include ones with concepts related to your terms, not just precise matches.

To direct WestlawNext to run a search using AND, OR and phrase marks as a precise match Boolean Terms and Connectors query, do one of the following:

1. **Use Advanced Search templates**. Click **Advanced** next to the Search button to access advanced search templates. Recommended!
2. **Add Boolean syntax**. Add a proximity connector, expander, or field restriction to your search. For example, **burden /s proof prov!** (Advanced Search templates list the Terms and Connectors.)
3. **Use Advanced Search command**. Type ADV: or ADVANCED: into the search box. For example, **ADV: picketing and (mall "shopping centre")**
4. **After running your search**, click the link in the message displayed at the top of your search result to modify the result.

Advanced Search

The Advanced Search template provides document fields to make it easy, for example, to find a case by citation or party name or Judge. Field searching runs as a terms and connectors search and, as you start typing in the field boxes, you will see the search string forming in the Global Search box across the top of the page. You can edit the search string in the Global Search box or in the appropriate field box.



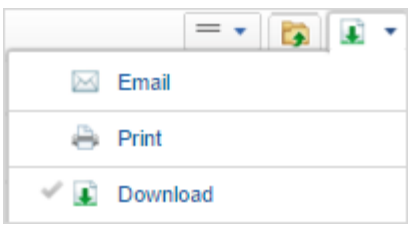
Viewing Results

Your results are organised based on the content sets you searched. Your content sets are shown on the left side of the page with the number of results next to each category. Click to an individual content set to see more results. To refine your search result you can:

- **Sort results**. Sort your results by relevance or date.
- **Display Most Detail**. Use the View Detail drop-down to choose the amount of information to display on the result list.
- **Filter Results**. Choose one of or more filters to narrow the search result. Filters depend on the content being viewed.
- **Search within results**. Narrow a search result by searching for terms within the result.

History – Returning to Prior Research

Click **History** at the top of the page to view a list of the five most recent documents you have viewed and searches you have run. Your History is available until you sign out.

Printing or Delivering Documents

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