LEGAL KNOWLEDGE WITHOUT BOUNDARIES

Westlaw Asia℠ — Quick Start Guide

THOMSON REUTERS™

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GETTING STARTED

LOGGING IN

1. Go to http://www.westlawasia.com or http://login.westlawasia.com
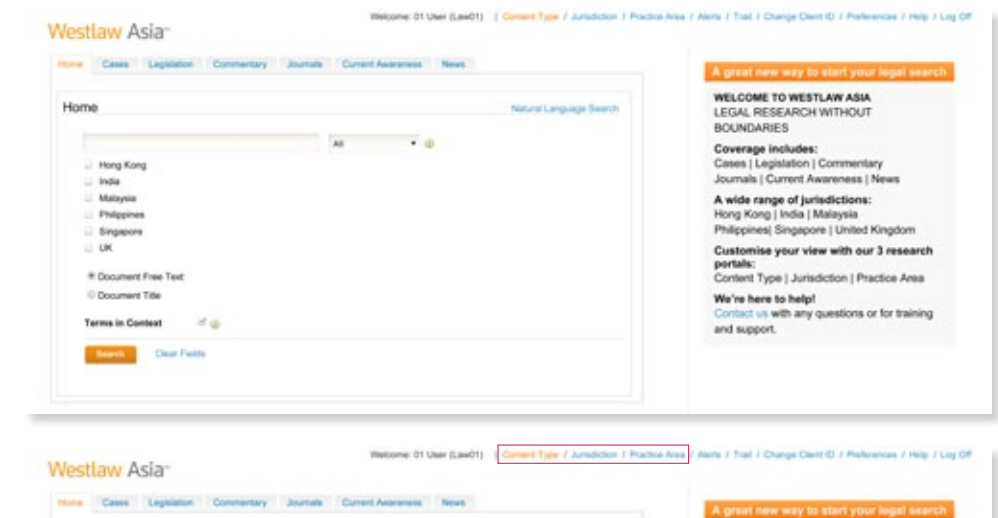
2. Enter your username and password

3. Enter your Cient ID – this can be any characters of your choice to identify the research you are doing or can be used to record billable time against a client file, matter or department

HOMEPAGE

You can search in three different views: **Content Type**, **Jurisdiction** or **Practice Area**. Select your view at the top corner of the screen at the static toolbar:

- **CONTENT TYPE**: Enter your terms in the search box on the homepage and, tick one or more of the jurisdiction boxes and click **Search**. Alternatively, you can browse by content type using the tabs at the top located at the navigation bar.

- **JURISDICTION**: Enter your keywords and pre- select one or more types of content to search. You can specifically browse each jurisdiction by clicking one of the tabs.

- **PRACTICE AREA**: Search by practice area such as **Personal Injury** or **Company law.**

SEARCH METHODS

1. BASIC SEARCH

You can enter your terms into the search box, with or without connectors.

The search box supports a "terms and connectors" functionality feature. If you enter words using no connectors, Westlaw Asia will automatically connect the words using the **AND** connector and will

return documents where ALL of your terms appear.

To search for documents using Terms and Connectors, follow these steps:

1. Formulate your query by choosing search terms significant to your issue.
2. Decide which connectors to place between your terms. Consider using alternative terms such as synonyms and antonyms.
3. To retrieve variations of terms, use the root expander (!) and the universal character (*) or to retrieve a phrase, place quotation marks (" ") around the phrase.
4. Access a database or multiple databases. The Search page is displayed.

Westlaw Asia supports the use of a number different terms and connectors. The most commonly used connectors and their symbols are listed below:

Connector	Symbol	Retrieves
AND	& (or a space)	Search terms in the same document: trade & mark & registration
OR	or	Either search term or both: car or automobile
Phrase	" "	Search terms appearing in the same order as in the quotation marks: "fiduciary duty"
Grammatical Connectors	/s	Search terms in the same sentence: nuisance /s smell
	/p	Search terms in the same paragraph: hearsay /p admissibility
	+s	The first term preceding the second within the same sentence: burden +s proof
	+p	The first term preceding the second within the same paragraph: right +p counsel
Numerical Connectors	/n	Search terms within "n" terms of each other (where "n" is a number): person /3 jurisdiction
	+n	The first term preceding the second by "n" terms (where "n" is a number): capital +3 punishment
BUT NOT	%	Documents not containing the term or terms following the % symbol: Documents taxation % income Use the % connector with caution; it may cause relevant documents to be excluded from your search result.
ROOT EXPANDER	!	To search for words with multiple endings use the ! character.. For example, object! will retrieve object, objected, objection, objecting, objectionable.
UNIVERSAL CHARACTER	*	To search for words with variable characters, use the * character. When you place the universal character within a term, it requires that a character appear in that position. For example, withdr*w will return withdraw and withdrew.

2. NATURAL LANGUAGE

The **Natural Language Search** facility does not use "terms and connectors", but allows you to describe your issue in plain English. There is no need to use grammatically correct complete sentences. For example the phrase, *are cloud computing service providers liable for data theft.*

Westlaw Asia automatically identifies legal phrases, removes common words, generates variations of terms in your description and searches for the concepts in your description. Concepts may include significant terms, phrases and legal citations.
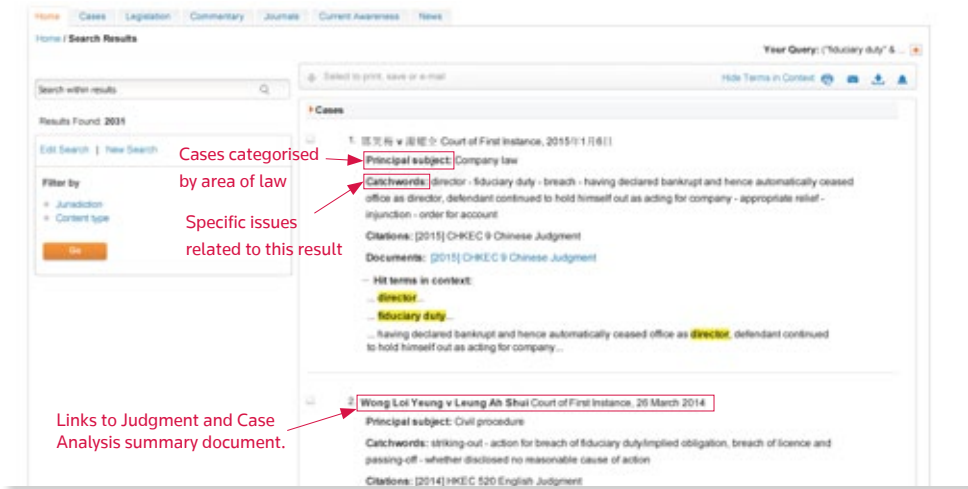
To conduct a natural language search, simply click **Natural Language Search** above the search bar. When you use Natural Language Search, you retrieve a maximum of 100 results. When your search is complete, the documents are returned in order of relevance.
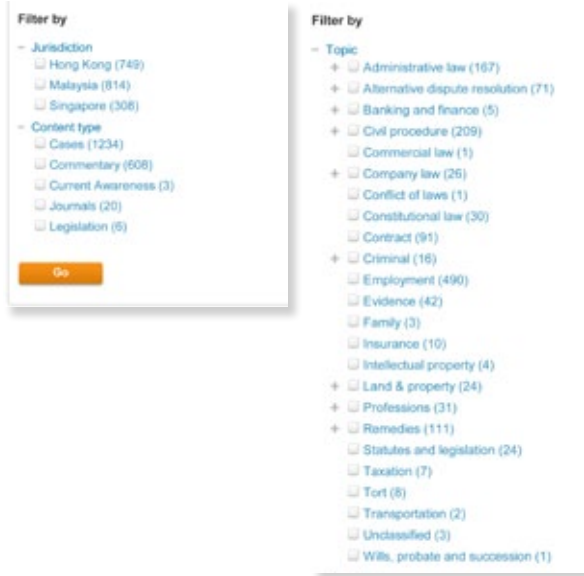

SEARCH RESULTS

You can refine / filter your search result list. Your search terms will be highlighted in yellow in the list. **Hide terms in context** link at the top right corner to hide the explanation of the documents.
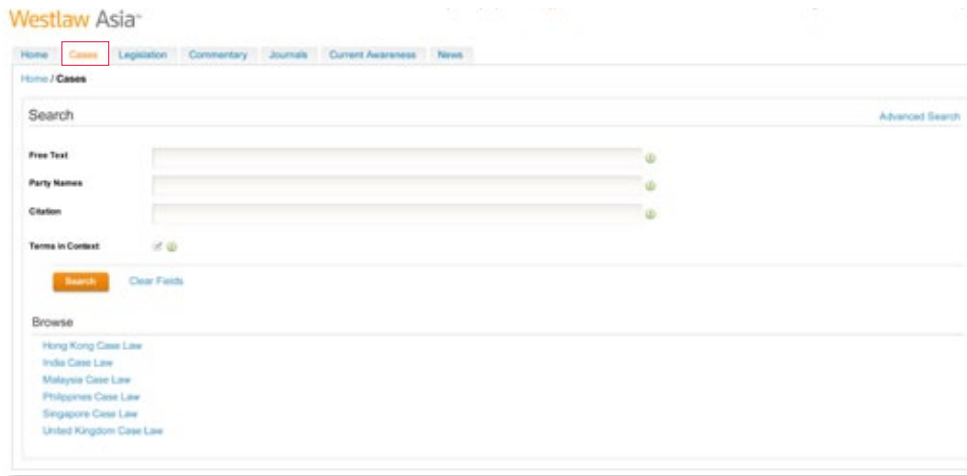
- **NAVIGATING SEARCH RESULTS**: You can narrow your search result by inputting additional keywords in **Search within results** and clicking the **Go** button. Click on **Edit Search** to return to your initial search terms on the Home page if you wish to amend the terms entered. The **New Search** function will allow you to restart your search afresh by returning you to the Homepage.

Cases categorised by area of law

Specific issues related to this result

Links to Judgment and Case Analysis summary document.

- **RESULT FILTERING**: The **Filter by** function is located on the left-hand side of the search list. Expand each category (Topic, Subject and Jurisdiction) to filter down your search for your specific areas of interest and click the **Go** button.

CASES

SEARCH

- **CONTENT TYPE VIEW**: Enter your search term, choose from the dropdown menu **Cases**, select any or all jurisdictions and click **Search**. Or select **Cases** tab at the top to retrieve cases by entering free text, party name(s) or a citation in the appropriate field. Select **Advanced Search** at the top right to further refine your search by court, judge, date and/or subject area, legislation, as well as cases cited.

- **JURISDICTION VIEW** Tick **Cases** and insert your search term. Search case by each jurisdiction by using the tab at the top.

- **BROWSE:** Select to browse the case law of different jurisdiction. They are sub-categorised into Full Text Reports, Digests, Unreported Judgments and Law Reports, then categorised by year or by subject (where applicable).

- **CASE ANALYSIS DOCUMENTS**: Each document includes a digest of the case with hyperlinks to the most relevant cited cases, legislation and relevant journal articles, together with details of any history relating to the case. In some documents, status icons appear at the top of the case document so you can instantly note whether the case has received negative, positive or mixed judicial treatment.

- **STATUS ICONS FOR CASES**: Status Icons in Westlaw Asia indicate the current status of the cases. These icons signal whether a case has been judicially considered or not. Furthermore, the icons can show if the case has received negative treatment or has been overruled. (Available in certain instances)

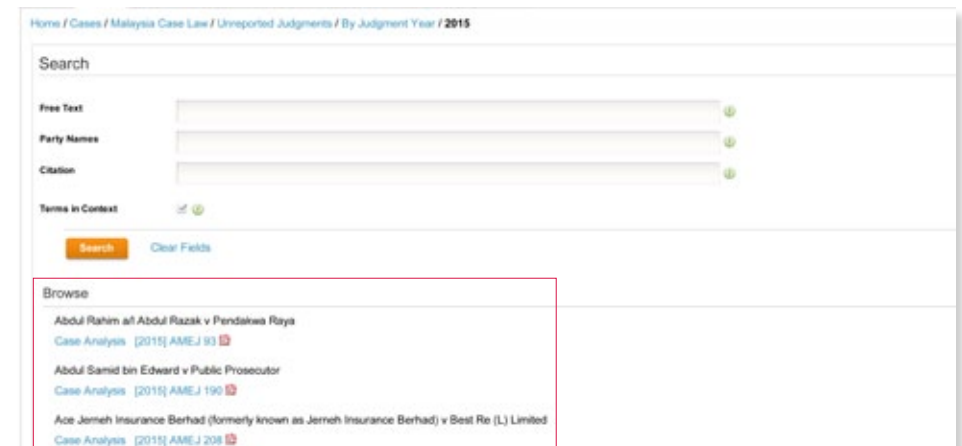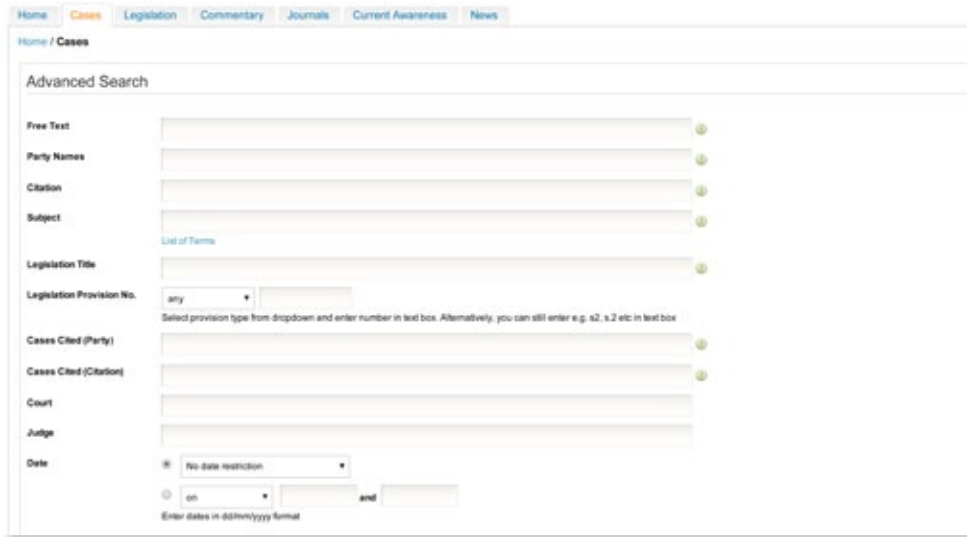|	
	Decision received positive/neutral judicial consideration. Good law.
	One point of law overruled/reversed. No longer good law.
	Mixed or Mildly negative judicial treatment.

- **FULL TEXT CASE REPORTS**: When there is a full text Case Report available on Westlaw Asia, you can either access it from within a search result by clicking on the citation, or from a browse result.

ADVANCED SEARCH

Enables you to further refine your search to court, judge, date and/or subject area. Also, the title of legislation as well as party names or citations of cases cited can be entered to filter your results. To access the advanced search facility, select **Advanced Search** at the top right of the basic search page.

LEGISLATION

SEARCH

- **CONTENT TYPE VIEW**: Comprehensive international legislation covering multiple jurisdictions can be accessed. Enter your search term(s), choose Legislation from the dropdown menu, select one, some or all of the available jurisdictions and then click Search. Or click the Legislation tab to search using Free Text, Legislation Title or Provision Number fields.

- **JURISDICTION VIEW**: Select Legislation by clicking the box, enter your query within the search bar and press Search. You can search legislation by each jurisdiction by using the tab above.

- **BROWSE**: You can browse for legislation by title, by number or by year. Links will take you into specific sections of the legislation. Simply click on the categorised list of contents highlighted in blue to narrow your search.
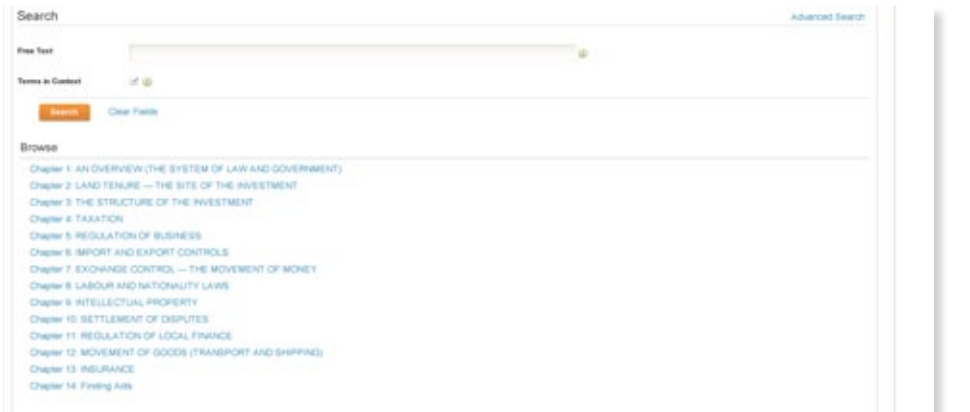
ADVANCED SEARCH

This feature allows you to further pinpoint your search by returning exact results related to the information you have inputted such as a particular date in time or subject. To access the advanced search facility (where available), select **Advanced Search** at the top right hand side of a jurisdiction's basic search page.

COMMENTARY

SEARCH

- **CONTENT TYPE VIEW**: Enter any keyword, choose Commentary from the dropdown menu, tick your jurisdictions of choice and click Search. You can also select the Commentary tab from the Homepage where the title libraries for Hong Kong, Malaysia, Singapore, Philippines, United Kingdom and Offshore content are available. The **Advanced Search** option at the top right corner can further refine your search**.**

- **JURISDICTION VIEW**: Tick the box beside **Commentary** and insert your keywords in the Search Box.

- **BROWSE**: Select a Commentary title to see the content page for that text and then select to browse via chapter or part or through the table of contents.

JOURNALS

SEARCH

- **CONTENT TYPE VIEW:** Select the **Journals** tab from the Homepage. Retrieve journal articles by searching **Free Text, Article Title**, or for a specific **Author**. The **Advanced Search** option enables you to refine your search by inserting **Journal Title** and/or **Publication Yea**r.

- **JURISDICTION VIEW:** Tick on **Journal** and insert a keyword in the Search Box. Alternatively, search for journals in specific jurisdictions by clicking into the respective tabs.

- **BROWSE:** Select a journal title and then a year of publication to browse. View all articles published in that year alphabetically by article title or browse by issue. Journals can also be accessed by linking into the Jurisdiction page.

CURRENT AWARENESS

- **SEARCHING:** Access the latest legal developments in either **Content Type** view or **Jurisdiction** view by simply entering a search term. The **Current Awareness** tab is also available on the Homepage to input your search terms using **Free Text** and filter content either for **Last 90 days** or by **Archive**.

- **ADVANCED SEARCH:** You can enter additional information to further refine your search, such as by **Cases Cited** or **Legislation Title**. You can also add a date restriction to further refine your search.

- **BROWSING:** Browse instead of using the search function to look at all available content. Click on either **Last 90 Days** or **Archive**. The content can be viewed by selecting the Most **Recently Added** or **By Document Type** or **By Subject**. Coverage includes bills, enacted legislation, consultation papers, subsidiary legislation, official publications, press releases and others.

NEWS

To search for News, access from the Homepage by clicking on the **News** tab. Content includes Hong Kong, China, ASEAN and international news sources.

Use the **Advanced Search** function to refine your research. There is an ability to input specific keywords in the search bars for **Headline, News Subject, Publication/Source, Industry** type, **Author** and **Date**.

PRACTICE AREA

If you would like to conduct a specific practice area search such as **Personal Injury** or **Company law**, you can use the **Practice Area** view at the top of the screen. Within the Company Law tab, you can search or browse company law content for Hong Kong, Malaysia and Singapore. Similarly, you can search or browse personal injury law content in Malaysia within the Personal Injury tab.
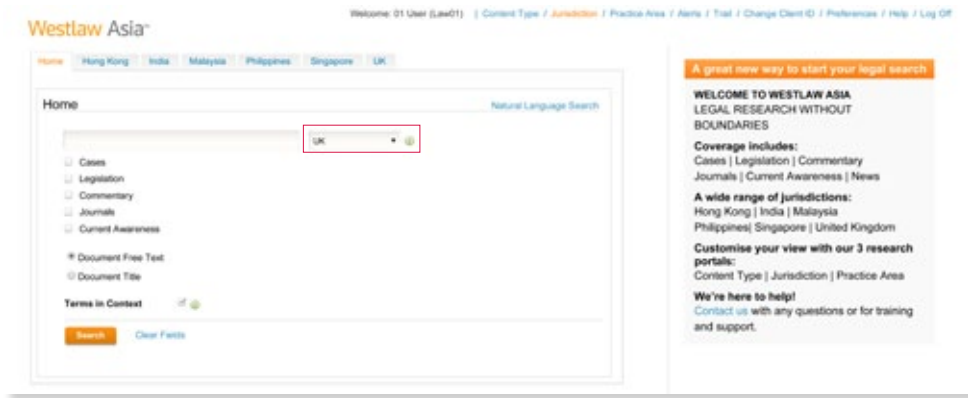

UNITED KINGDOM

GENERAL SEARCH, BROWSE AND DOCUMENT DISPLAY

Most features for UK content are identical to the other jurisdictions on Westlaw Asia content. For general guidance please refer to the earlier sections of this guide.

Here we outline UK specific differences.

ACCESSING UK CONTENT

Select the **UK** tab at the top of the screen. From the Homepage you can also access UK materials by clicking on the **Content** type section and the **Jurisdiction** section.

From the UK tab you can search or browse all UK content. However we recommend clicking into a particular content type (eg. Legislation) and then commencing a more targeted and effective search using specific search fields.

UK CASES

- **STATUS ICONS** : These appear within your case search results list and at the top of the case document, indicating the status of a case.
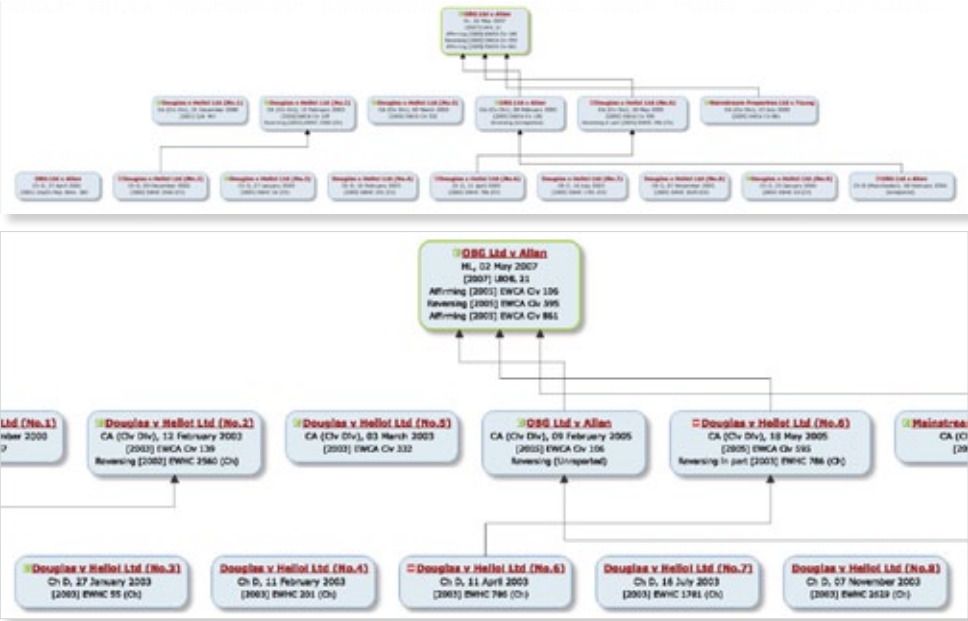
C	Indicates that the decision has received positive or neutral judicial consideration and is good law	⊖	Indicates that at least one point of law has been overruled or reversed. This is an immediate notification that the case is no longer good law
!	Indicates that the decision has been judicially considered and has received mixed or mildly negative judicial treatment	A	Indicates that an appeal is outstanding to the Court of Appeal (Civil Division) or Supreme Court, or an application for permission to appeal is outstanding to the Supreme Court

- **UK CASE ANALYSIS**: The best place to start when looking for relevant case law. They set a case in its wider context offering links to connected cases, legislation, journals and commentary titles.

  Each Case Analysis Document contains the following information (where applicable) with links to the relevant documents:

- **LIST, GRAPHICAL AND TABULAR VIEWS**: Westlaw Asia provides UK case history in list, tabular and graphical views to enable you to clearly understand the case history in whichever way you find simplest.

Graphical history is a pictorial representation of the appellate history.

Cases are displayed top to bottom in reverse order of court level and left to right in chronological order.

For an alternative display of the Analysis Document, click on the **Tabular View** option. This will display all the analytical information (including cases cited, key cases, related journals and books) in easy-to-read tables.

UK LEGISLATION

- **BROWSING**: You can browse legislation from the UK, Scotland, Wales, or Northern Ireland, and then by year or title.

  From the list of legislation, just click on any title to access the Arrangement Document, or click to open a PDF version of it. All the provisions within a piece of legislation are listed, enabling you to link directly to any section, paragraph, etc.

- **BASIC SEARCH**: Select the Legislation link from the top of the screen and click on the link United Kingdom legislation listed at the bottom. Retrieve either an entire **Act/SI**, a specific **Provision Number**, or enter terms in the **Free Text** field.

- **STATUTORY DEFINITIONS**: Enables you to find legislative definitions in Acts and Statutory Instruments. You can search for a definition across all legislation or in conjunction with the **Free Text** and **Act/ SI Title** fields.

- **ADVANCED SEARCH:** You can choose whether to restrict your search to current legislation or expand it to include legislation that is no longer in force or yet to come into force. Searching **Point in Time** allows you to search for the full text of a provision as it stood, or will stand, on a particular date and selecting the **Since** option will retrieve all versions of a provision from the date specified onwards.

UK legislation includes the following unique features:

- **PROSPECTIVE LAW**: With this key new enhancement to our legislation you will be able to see how Acts and SIs will look in the future without the need to cross-reference amending provisions.

- **STATUS ICONS** These status icons help you quickly identify the status of a provision. They appear next to search results, in the text of legislation, in the Arrangement of Provisions, in PDFs of Acts and SIs and in your alerts.

✅	indicates the provision is current law in force	N	indicates the provision is not yet in force
P	indicates the provision is partially in force	R	indicates the provision has been repealed
P	indicates the provision has been partially repealed	⛔	indicates the provision has been super-seded
⚠	indicates the provision has amendments pending	➡	indicates the provision is a prospective version

- **LEGISLATIVE ANALYSIS:** This extended analysis provides links to all materials related to a provision available from the left hand side of the screen. Legislation applying, no longer applying or referring to the provision, cases and books citing it, journal articles referring to it, SIs made under the provision and the enabling Act or SI are all included.

The Overview Document provides information and links to all material important to a piece of legislation to include Prospective law, Commencement, Modifications, Citator, SI's made under an Act, Definitions, Related Legislation, Cases Citing, Journal Articles and definitions.

A **Table of Amendments** displays the life story of a provision with all previous (dating back to 1991 for Acts and 1948 for SIs), current and future versions presented, eliminating the need for cross-referencing.

UK COMMENTARY

Westlaw Asia includes a broad collection of authoritative UK books including the Common Law Library and other major works. To access these you need to browse to the Commentary section of the UK tab under Jurisdiction. Here you can select which books to search or browse. Tick boxes allow you to search across multiple *titles at once.

Subject to the selection of titles within your subscription.

UK Books on Westlaw Asia are extensively referenced from UK Case Analysis documents and wherever they are cited in Westlaw Asia a link to the book is present.

PRINT, EMAIL AND DOWNLOAD

Open any document on Westlaw Asia and you will have the option to print, save or email. Select your chosen option by clicking the relevant link located at the top right-hand corner of the screen.

All documents or parts of documents can be emailed or saved in different file formats.

You can print individual sections of Provisions by selecting the relevant boxes located at the left of each section and click print.

Once you have run a search, use the checkboxes next to the results to select the documents you wish to print, download or email. Now click the appropriate icon at the top right-hand corner.

ALERTS

You can create an Alert in two ways to stay up to date with news and legal developments.

Firstly, after a search result list has been returned, click the **Add to Alerts** link toward the top of the results screen

Secondly, you can be kept updated on your chosen subject area as follows:

- Select the **Alerts** link at the tool bar at the top of the screen.
- Click the **Create Alert** button.
- Select the type of content to receive updates
- Click on the option box next to the search box to select the areas of law you wish to receive alerts.
- A pop up box will appear. Once select the subject areas. Close the pop box by clicking the cancel button **(x)** at the top right corner.
- Click **Next** at the bottom of the screen to be taken through to the **Manage this Alert** screen.
- Enter your Alert name, choose the frequency and select the format

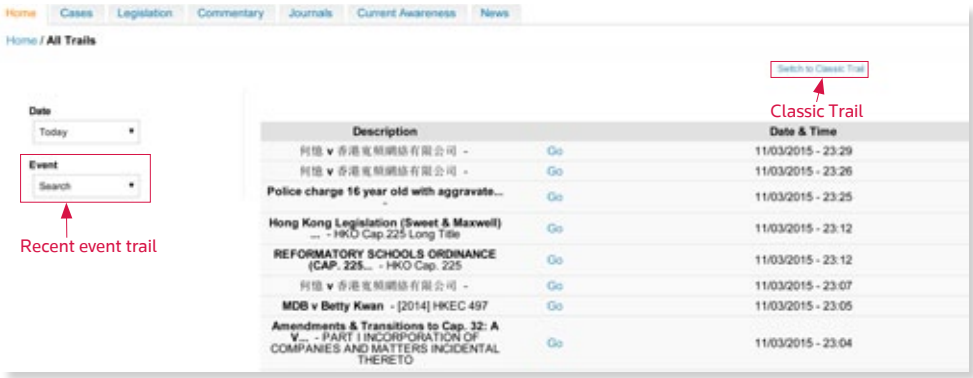Click here to access the pop-up box containing a list of practice areas

There is also an alert directory which is a repository of all the alerts that you have created. You can see the properties for each alert, including **Alert Name**, **Date Created** and **Frequency**. You can also choose to edit, manage, suspend and delete an alert from this screen.

TRAIL

You can easily check your search history in **Trail** located at the top of the screen. By default, you are on **Recent Events** trail view where you can check your recent search or document view.

You can alternatively chose to see the Westlaw Asia session history in terms of name, Client ID, last access and more by clicking on the **Switch to Classic Trail** view.

The trail history is normally kept for 15 days. You can delete or rename a particular session in **Classic Trail** view.

PREFERENCES

On the Preferences screen, you can specify default settings for the following:

• Time zone

• Results per page

• Terms in context – choice to view highlighted search terms

• Email Address – for document delivery

• Delivery Options – specify the format (PDF/word and page size) of the document, include live links to other sources and include a summary page.

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