Using Westlaw China

[Log in]

Access www.westlawchina.com using your Web browser,type in your user name and password and click the log-in button 登 录 . Please contact customer support or your account manager to get a password if needed. Customer support: (86-10) 5969 5100 westlawchina.support@thomsonreuters.com

The Client ID in the login page is used to identify the usage purpose, especially for those clients that need to record the billable time. Law firm users can enter the name of their client or case, while academic and government users can fill in the name of the project or course. We can supply the list upon your request. It is also fine to leave it empty if that is unnecessary

[Home page]

(Left to right)
English: Link to English home page
Scope: Scope of data included in Westlaw China.
Contact us: Email and phone information

Help: Access User guide and our customer support
Sign off: Log off the system
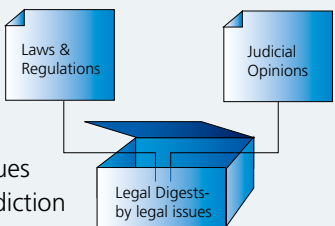

Same search function as Quick Search

Query by keywords: Quick search and Advanced search

Query by browse:
(from Left to right)
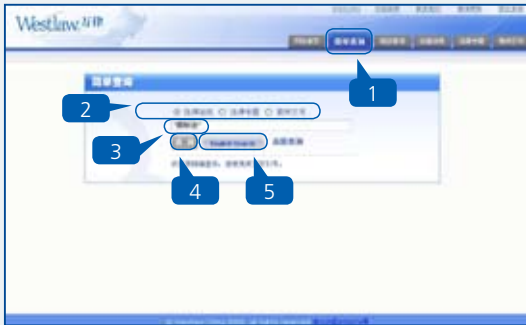Laws & Regulations: sorted by promulgating authority
Legal Digests: sorted by legal issues
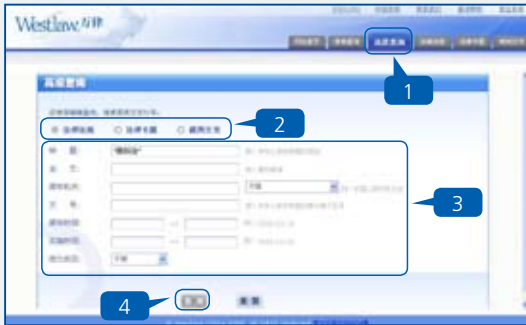Judicial Opinions: sorted by jurisdiction

Laws & Regulations

Judicial Opinions

Legal Digests- by legal issues

[Search and browse]

QuickSearch	
Use	**Steps**
Quickest way to get results when you know the keyword you're looking for	1. Select "Quick search" (or search function in home page) 2. Select the database you want to search in 3. Key in the word you want to search. Please use quotation marks if you want to limit search results to an exact string of characters (note: English quotation marks, not Chinese, for example "trademark law" not "trademark law") 4. Key in Chinese keyword, click the button" 查 询 (search)" and go 5. Or key in English keyword, Click the button" English Search "and go

Advanced Search	
Use	**Steps**
Allows a precise search by entering keywords into particular fields to restrict the scope of results	1. Select "Advanced search" 2. Select the database you want to search in 3. Type in criteria or use drop-down menus Please use quotation marks if you want to limit search results to an exact string of characters (note: English quotation marks, not Chinese, for example "trademark law" not "trademark law") 4. click the button " 查 询 (search)" and go (We are sorry that we can't provide search in English function at the moment) 5. Click left panel links to narrow results 6. Rank results by date or relevancy

Browse Laws & Regs, or Cases

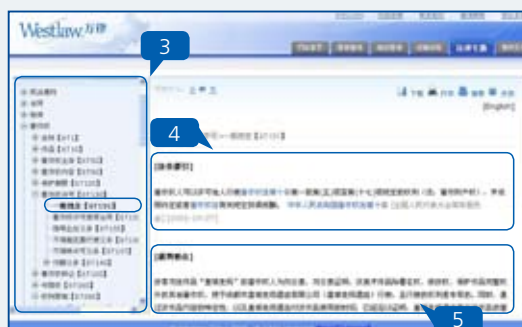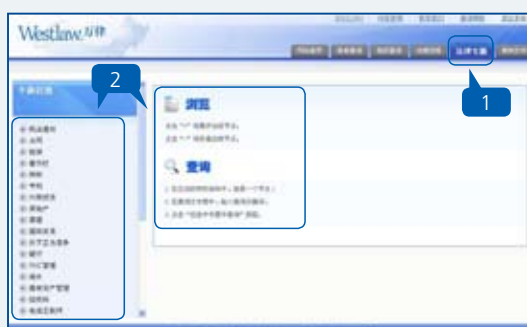| Use	Steps
Explore laws and regulations by jurisdiction – or judicial opinions by level of court. Search within the results	1. Select "Laws and Regulations" or "Cases" 2. On the left panel, there is a tree chart. Click the "plus" to get the next level of results, or "minus" to close that section. The right panel shows user tips 3. Click on an item and the result is shown on the right panel 4. Type in a keyword to search within a result 5. Relevant results are shown below Please use quotation marks if you want to limit search results to an exact string of characters (note: English quotation marks, not Chinese, for example "trademark law" not "trademark law")

Browse Digests

Use	Steps
Browse legal issues within individual legal topics. Each legal issue digest is a summary of the pertinent laws, cases and regulations for that issue	1. Select "Digest" 2. On the left panel, there is a tree chart to show the Legal topics. Click the "plus" to get to the issues within a legal topic, and more detailed issues under that. Click the "minus" to close that section. The right panel shows user tips 3. Select an item (example: "Copyright License" under copyright law), and the right panel shows the digest – the laws, regulations and cases related to that legal issue 4. Laws and regulations. Promulgating body is shown in grey font 5. Editors have selected the most relevant parts of cases. Click link to get the full text of that case. Docket number is highlighted in grey font

[Document printing & sharing options]

(Left to right)
Download: Directly save the result on your computer in Microsoft Word format
Print: Print from a new browser window with a printer-friendly format of the document
Recommend: Create a new email with your default mail software. (Note: Only recipients with a Westlaw China password will have access to view the link)
Close: Close the current webpage

[Document viewing & translation options]

1. Font size: You can choose the size of the font as "Big", "Middle" and "Small"
2. English: Link to English content, visible if English translation is available

[Tips]

1. Use quotation marks if you want to limit search results to an exact string of characters (note: English quotation marks, not Chinese, for example "trademark law" not "trademark law")
2. Westlaw China works best with Internet Explorer 6
3. The dividing line between the left and right panels can be moved. Put your mouse on that line till the symbol changes to ↔ , Then you can move it as needed (Example)

4. Search terminology

    The following connectors can be used while searching:

Connector	Usage	Function	Example
AND	Term1 & Term2 Can also use: +, AND, [space]	Contains both search terms	narcotic & warrant
OR	Term1 I Term2 Can also use: OR	Contains either search term or both terms	car I automobile
NOT	Term1 - Term2	Excludes the term after the minus	narcotic - warrant
W Numerical connectors	w/n[term1, term2]	Contains search terms within n terms of each other	/3[personal, jurisdiction]
A Numerical connectors	a/n[term1, term2]	First search term follows the second by n	a/5[personal, jurisdiction] (finds personal following jurisdiction)

[Contact]

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