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About This Guide
The screen shots and step-by-step instructions are based on accessing Westlaw at www.westlaw.com.hk via the Internet. Interface may look different when accessing via alternative URLs. There may be changes to the Westlaw interface, features and functionality subsequent to the printing of this guide and are not reflected in this guide.

Information in this guide is current through August 2007.

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Currently the Number 1 legal research platform in the United States.
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Introduction

This guide illustrates how Westlaw, West's award-winning computer assisted research service, can quickly and efficiently retrieve information you need.

Current and Up-to-date Information
Westlaw allows you to retrieve the most up-to-date information. For example, latest judgments from the Courts of the Hong Kong SAR are added to the Westlaw Hong Kong Case Law databases expeditiously and in most cases before they are posted on the Hong Kong Judiciary Website.

Comprehensive Databases
Westlaw provides you with instant access to more than 31,000 databases. Databases are categorized by topic and / or jurisdiction for easy access. These databases include legal materials of cases, legislations, journals and law reviews and non-legal materials of news and business covering banking and finance, economics, social sciences, science and technology, intellectual property, and medicine.

Exclusive Search Tools and Features
Westlaw offers you –
• personalization of the Westlaw computer generated password into an easy-to-remember Username and Password
• personalization of the Westlaw interface by adding or removing tabbed pages, databases and features to the interface
• standard Web browser interface and functionality
• hypertext links that allow you to jump from one location to another, and enable fast and easy retrieval of relevant documents
• downloading and printing in book-style format
• KeyCite, Westlaw's powerful citation research service that provides history and lists citing references for cases / statutes and you can tell at a glance that whether the cases / statutes in concern are still good law
• Graphical KeyCite shows history of cases / statutes in a flow chart that makes it easy to follow the proceedings and development of the cases / statutes
• access to different Alert services including the WestClip clipping service.
Sign-On to Westlaw

You can access Westlaw International from your Web browser at the following URL: www.westlaw.com.hk

Sign-on to Westlaw by:
1. Entering the Westlaw password (computer generated 11 numeric-alphabetical characters password).
2. Entering the Client ID (free text input).
3. Clicking to proceed OR
4. Switch to sign on using your own Username and Password.

5. Before you can use your own Username and Password to sign on, you need to register your Username and Password first by clicking the Register link.
Westlaw General Layout

Tabs representing the subscribed jurisdictional or topical materials are set up for the users. Usually there is at least a Hong Kong Tab for the local subscribers and users can themselves add or remove tabs according to their preference and subscriptions. Each password might set up a maximum of 6 tabs consisting of various jurisdictions and / or practice areas.

Appropriate selection of tabs will facilitate your routine researches on particular jurisdictions and practice areas.

Westlaw HK has three search interfaces:

Hong Kong Legal Search Interface

Hong Kong Legal Search Interface is the default Hong Kong interface. There are four templates on screen for simple search of Case Law; Civil Procedure; Legislation; and Journals. There is another link to call out interface for Current Awareness materials.
Hong Kong Current Awareness interface allows you:

1. To formulate a search on all current awareness materials
2. To browse By Date to retrieve the latest documents
3. To browse by Document type
4. To browse by Legal Subject

To browse documents by their legal subject by clicking the subject in concern will automatically retrieve the documents of that subject in the last 7 days.
Search Multiple HK Materials Interface allows you to use the Terms & Connectors or Natural Language to build an advanced query and run the query on one or more (maximum 10) databases simultaneously.
Using the Appropriate Database for Your Research

It is important to perform your search only in those databases that might contain the materials you want, therefore you need to know how to find and access the appropriate database(s) for your research. Westlaw provides you a number of ways to find and access the database(s) that might contain the materials you want.

Knowing the Databases

A Database Name and its Database Identifier may not always sufficiently indicate to you whether it contains the materials for your search, i.e. All HK Materials. Westlaw allows you to view the database content and scope before actually performing a search on it.

You can always check the content and scope of a database by clicking its information button ． You can also find in it other useful information such as the fields available for restricting and filtering your search.

Quick Access to Databases

Westlaw allows you to access databases quickly by the following methods:

Database Displayed on the Interface

You can always select the database directly for the search where the database appears on the interface.

Database Not Displayed on the Interface

If you know the Database Identifier of a database and even if the database is not displayed on the interface, you can quickly access and perform a search on that database by typing the Database Identifier in the Search these databases text box and call out its Standard Search interface, for example, ALLFEDS for the database of Federal Cases of the United States.
Searching for Database(s)

You need to search for the database(s) for your research when
- you do not know which database(s) might contain the materials you want; or
- the database is not displayed on the interface and you do not know the Database Identifier

Westlaw provides you with a number of ways to look up the appropriate database for your research.

Browse or Scan the Westlaw Directory

You can access Westlaw Directory by clicking Directory on the top tool bar and look for the required database(s) by browsing the appropriate jurisdictional / topical directory or simply input the likely name of the materials / database in the Search the Westlaw Directory text box and click the Search button to proceed with the search for database(s). You will then be prompted with a filtered list of databases for your further selection.
Using Search These Databases
You can search for the required database(s) by inputting the likely name of the materials/database in the **Search these databases** text box and click to proceed with the search for database(s). A filtered list of databases will then be shown for your selection.

Alternatively, if you want to have more information to consider the selection of database(s) for your search, you can input **IDEN** in the **Search these databases** text box and call up the **Westlaw Database List Search** interface and input the likely name of the database.
A Result List together with corresponding content description of the databases will be displayed for your consideration and selection. Select the appropriate database for the search by clicking the hypertext linked **Database Identifier**.
USING THE FIND SERVICE

Using the Find Service

Using Find

If you are not sure whether the document in concern can be found by using its citation or you are not sure about the citation format of the document, you can browse and search a complete alphabetical list of publications and abbreviations that can be used with Find. Access the Publications List by clicking Find at the top tool bar to assess the Find interface and then the Publications List.

Browse the list or simply input the likely name of the material/database in the text box, for example, Bullen for Bullen & Leake, and click Search to look up the publication and when the publication is shown, click the publication name or abbreviation to display a citation template.
Find a Document Using Its Citation

Westlaw allows you to find a document by its citation. The find service on Westlaw is flexible and forgiving. In most cases, you need not include brackets or use exact spacing, capital letters or punctuation. You can use either of the following methods for the find by citation function:

1. At any page where there is a find by citation text box, simply type the citation of the document you want to retrieve in the find by citation text box, select the publication country of the document from the Publication Country Pull Down Menu, and click to proceed.

2. Click find on the top toolbar and the find a document page will appear. Type the citation of the document you want to retrieve in the enter citation text box and select the corresponding publication country of the document from the Publication Country Pull Down Menu and click to proceed.
## Sample Citations

<table>
<thead>
<tr>
<th>To retrieve</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Case Law</strong></td>
<td></td>
</tr>
<tr>
<td>Reporter citation</td>
<td>2007 2 hklrd 18</td>
</tr>
<tr>
<td>Westlaw citation</td>
<td>2007 wl 320696</td>
</tr>
<tr>
<td>Electronic citation</td>
<td>2007 hkec 541</td>
</tr>
<tr>
<td><strong>Civil Procedure</strong></td>
<td></td>
</tr>
<tr>
<td>Rules of High Court, Order 14</td>
<td>hkcprhc014</td>
</tr>
<tr>
<td>Rules of District Court, Order 18</td>
<td>hkcprd018</td>
</tr>
<tr>
<td>High Court Ordinance, Section 48</td>
<td>hkcphco48</td>
</tr>
<tr>
<td>Probate and Administration Ordinance, Section 4</td>
<td>hkcppao4</td>
</tr>
<tr>
<td>Writ of Fieri Facias</td>
<td>hkcphcfma53</td>
</tr>
<tr>
<td>Practice Directions – Long Cases</td>
<td>hkcprhcppd25.1</td>
</tr>
<tr>
<td><strong>Legislation</strong></td>
<td></td>
</tr>
<tr>
<td>Companies Ordinance, Section 1</td>
<td>hko cap 32 s168</td>
</tr>
<tr>
<td>Companies (Winding-up) Rules, Rule 18</td>
<td>hko cap 32h r18</td>
</tr>
<tr>
<td>Companies Ordinance Schedule 7</td>
<td>hko cap 32 sch 7</td>
</tr>
<tr>
<td><strong>Journals</strong></td>
<td></td>
</tr>
<tr>
<td>Hong Kong Law Journal</td>
<td>36 hklj 1</td>
</tr>
<tr>
<td>Journal of Chinese and Comparative Law</td>
<td>6 jchincl 125</td>
</tr>
</tbody>
</table>
Using the Table of Contents

Westlaw allows you to browse the Table of Contents of legislations and reference books without incurring additional charges notwithstanding the legislations / reference books are not part of the materials that the users have subscribed. However, clicking the hypertext link to retrieve the context of a part, chapter or section, might incur additional charge if the materials to be retrieved are not within the subscription of the users.

In addition to browsing the legislations / reference books, Westlaw UK has selected topical law reports and journals which users can use the Table of Contents to browse through.

From Site Map
You can access the TOC by the Site Map

1. Select SITE MAP from the top tool bar and then click Table of Contents in the SITE MAP page.

2. Table of Contents page appears and it shows a no. of jurisdictions that contain legislations and reference books.

3. Click the + sign and expand the tree until the legislations / reference books appear.
4. Click the hypertext link representing the part, chapter or section to retrieve the context which will then be shown in a separate window.

5. After viewing the document click the [Cancel] button and continue browsing the legislations / reference books.

6. You can also access the Table of Contents in the Standard Search interface of the database.
Searching with Templates

You can easily search the HK databases by inputting one or more items of the required information in the template.

Advanced Search

If you want to formulate a query with information other than those restricted by the template, you can call up the Standard Search interface by clicking the corresponding Advanced Search link and input your query accordingly in the Standard Search interface.
Search Multiple HK Materials

If you want to perform a search on multiple HK materials, you can switch to the Search Multiple HK Materials interface by clicking **Search Multiple HK Materials** link in the left frame and then select one or more (maximum 10) databases from the lists in the right frame. You can also personalize this interface by adding to or removing from it databases or collections of databases by clicking **Add/Remove Databases**.
Searching with Terms and Connectors

The Terms and Connectors search method is Westlaw's default input method and it searches the database in a more precise manner - it allows you to enter key terms you want to search and use connectors to specify the relationship between the terms. For example, you can specify that your terms must appear in the same sentence (/s) or in the same paragraph (/p).

To search for documents using Terms and Connectors, select Terms and Connectors as the search method by clicking on Terms and Connectors (if not already selected) and follow these steps:

1. Input terms significant to your research and consider alternative terms, such as synonyms and antonyms. To retrieve variation of terms, use the root expander (!) and the universal character (*). Decide which connectors to place between your search terms and also consider whether you want to restrict your search by field(s).
2. Select the database(s) you want to search
3. Click **Search**
SEARCHING WITH TERMS AND CONNECTORS

Tips:
• Click to show or hide the Connectors / Expanders Reference List and click Help to view samples of use
• Click to access respective database’s information, i.e. scope, coverage and fields available for searching
• In research on databases other than news databases, inputs are case insensitive
• Westlaw also retrieves the plural form of a singular term but not vice versa
• To retrieve only those cases in which your search terms are significant, restrict your search to the Key-words (kw) field
• If a search term is a compound word, for example trademark, use its hyphenated form to retrieve all variations – trademark, trade-mark and trade mark
• If a search term is an abbreviation, for example WTO, input the term using periods without spaces to retrieve all variations – W.T.O., W. T. O. and WTO

Documents that satisfy the criteria of the query are listed in a reverse chronological order under the Result List Tab in the left frame and context of the first document is automatically displayed in the right frame. To view context of other documents in the result list, click the serial number of the respective document. Researching with Terms and Connectors can retrieve up to a maximum of 10,000 documents.

Terms in your query are highlighted in yellow. Term buttons will take you to the previous or next term in the same document and if terms are exhausted in the current document, to the previous or next document. Doc buttons will take you to the previous or next document.
**Terms and Connectors Research Reference**

Connectors are symbols you place between search terms to specify the relationship between them. You can also use the root expander and the universal character to ensure that your search retrieves different forms of your search terms.

<table>
<thead>
<tr>
<th>Connector</th>
<th>Symbol</th>
<th>Retrieves</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td>&amp;</td>
<td>Search terms in the same document: mergers &amp; acquisitions</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>(space)</td>
<td>Either search term or both: car automobile</td>
</tr>
<tr>
<td><strong>Phrase</strong></td>
<td>“ “</td>
<td>Search terms appearing in the same order as in the quotation marks: “personal injury”</td>
</tr>
<tr>
<td><strong>Grammatical Connectors</strong></td>
<td>/s</td>
<td>Search terms in the same sentence: breach /s fundamental</td>
</tr>
<tr>
<td></td>
<td>/p</td>
<td>Search terms in the same paragraph: hearsay /p utterance</td>
</tr>
<tr>
<td></td>
<td>/+s</td>
<td>The first term preceding the second within the same sentence: disclose +s interest</td>
</tr>
<tr>
<td></td>
<td>/+p</td>
<td>The first term preceding the second within the same paragraph: ti(mikkelson +p mikkelson)</td>
</tr>
</tbody>
</table>

**Note:** When you want to specify that the same term appears at least twice in a sentence or paragraph, use the +s or +p connector. For example, the query ti(mikkelson +p mikkelson) retrieves documents in which the name Mikkelson occurs twice in the title field.

| 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): res +2 loquitur |

**BUT NOT**

| % | Documents not containing the term or terms following the % symbol: kw (“conspiracy to defraud”) % crim! |

**Root Expander**

To retrieve words with variant endings, use the root expander (!). When you place an exclamation point (!) at the end of a root term, you retrieve all possible endings of that root. For example, obey! retrieves obey, obeys, obeyed and obeying.

**Universal Character**

The universal character (*) represents one character. You can place the universal character within or at the end of a term. When you place the universal character within a term, it requires that a character appear in that position. For example, fea*t retrieves feast but not feat.

When you place the universal character at the end of a term, you specify the maximum length of that term. For example, object*** retrieves object, objects, objected, objective, objection and objecting but not objectionable.
Turning Off Plurals and Equivalents
Westlaw automatically retrieves plurals when you enter the singular form of a term. You can turn off plurals of a particular term by placing the # symbol in front of the term. To retrieve damage but not damages, type #damage. Placing the # symbol in front of a term also turns off the automatic retrieval of equivalencies. To retrieve perm but not permanent, type #perm.

Confining and Filtering Research with Fields
Westlaw systematically divides each document into fields / segments. By defining and identifying each field or segment in a document, research is far more precise and accurate.

Diagram Showing Distribution of Fields in a Case
However, even databases of the same category, i.e. cases, might not have identical field names for identical / similar segments and they vary from database to database. Clicking the \( \text{ ji } \) to check for the available fields and field names before performing a search with field(s) restriction is a good practice.

**Table Listing Commonly Used Fields**

Some fields of the All Cases from Hong Kong database are:

- **CI**, **CITATION**: Unique references for citing to a specific document.
- **CO**, **COURT**: An abbreviation for the court of decision.
- **PA**, **PANEL**: List of judges participating in the decision, when it is provided by the court.
- **YE**, **YEAR**: All date information for the decision, including both hearing / argument dates and final judgment dates.
- **PR**, **PRELIM**: Includes docket numbers assigned to the case (DOCKET-NUMBER), all date information (YEAR), the full court name, and the PANEL field.
- **DN**, **DOCKET-NUMBER**: Docket or indexing number(s) assigned to the case.
- **TI**, **TITLE**: Formal name or Short-title of the case, decision or judgment.
- **KW**, **KEY-WORDS**: A summary of the legal issues addressed, prepared by the publisher.
- **SU**, **SUMMARY**: A summary of the case prepared by Sweet & Maxwell, another publisher, or the court.
- **RC**, **REFERENCES-CITED**: All cases and legislation referred to in the document.
- **REP**, **REPRESENTATION**: Names of counsel, solicitors, or barristers.
- **OP**, **OPINION(S)**: Opinions and the names of the judges.
- **JU**, **JUDGE**: Name of the judge writing the principal opinion.
Sample Fields Input:

<table>
<thead>
<tr>
<th>To retrieve</th>
<th>Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court of Final Appeal or Court of Appeal cases</td>
<td>co (cfa ca)</td>
</tr>
<tr>
<td>Cases to which the Director of Lands is a party</td>
<td>ti (&quot;director of lands&quot;)</td>
</tr>
<tr>
<td>Personal Injuries cases</td>
<td>kw (&quot;personal injury&quot;)</td>
</tr>
<tr>
<td>Cases where an alibi was mentioned in the summary of facts</td>
<td>su (alibi)</td>
</tr>
<tr>
<td>Cases to which a party was represented by Sir John Swaine SC</td>
<td>rep (&quot;john swaine&quot;)</td>
</tr>
<tr>
<td>Cases after a certain day</td>
<td>da (aft dd/mm/yyyy)</td>
</tr>
<tr>
<td>Cases of a certain year</td>
<td>ye (yyyy)</td>
</tr>
</tbody>
</table>

Searching with Natural Language

The Natural Language search method allows you to describe your research issue in plain English. It can be especially effective when you are dealing with complex legal issues. Documents are retrieved according to how closely they match the concepts in your description.

1. Type a description of your issue in the text box.
2. Select the database(s) you want to search.
3. Click **Search**.
Documents are listed under the **Result List Tab** in the left frame according to their relevancy to your description and by default a maximum number of 100 documents will be retrieved. Context of the first document is automatically displayed in the right frame. To view context of other documents in the result list, click the serial number of the respective document.

The best part of each document is shown in red (available only in search using Natural Language) and terms in your query are highlighted in yellow. **Term** buttons allows you to jump to the previous or next term in the same document and if terms are exhausted in the current document, to the previous or next document. **Best** buttons will lead you to the best part of the previous or next document. **Doc** buttons will take you to the previous or next document.
Browsing Your Search Result

Split Screen / Full Screen View
If you have not changed the default Split Screen view to the Full Screen view, all the information relating to your search result is displayed on the same page. The text of the document is displayed in the right frame. The titles and citations for the search result are displayed under the Result List Tab in the left frame. Further information about the document currently shown in the right frame is available under the Related Info Tab.

Result List Tab
The Result List Tab lists the citations and titles of the documents that matched the criteria of the query searched with Terms and Connectors in a reverse chronological order and where research is on case law, documents are also ranked according to the court levels as well as dates.

Related Info Tab
Further information on KeyCite (see KeyCite section for details), History (the direct and indirect history of the case) and Citing References (List of cases which cited the document currently displayed in the right frame) are available under the Related Info Tab in the left frame.
Research Tools
There are plenty of on screen research tools available for you to browse, retrieve, modify, refine and manage your research.

Hypertext Link
Wherever other Westlaw documents are cited, referred or used in a document, Westlaw provides hypertext links for you to retrieve the relevant materials (subject to subscription) easily by clicking the hypertext link.

Print Doc
See Print & Download section for details of the use of

Term
See the Searching with Terms and Connectors section for details of the use of

Best
See the Searching with Natural Language section for details of the use of

Doc
See the Searching with Terms and Connectors section for details of the use of

Edit Search
Click Edit Search to amend your original query and run a new search or run a new search using the same query but in a different database.
Locate in Result

Locate in Result allows you to browse the documents in your Result List or the document in the Link Viewer for particular terms, whether or not the terms were part of your original query.

To locate terms in your result, follow these steps:

- Click the Locate in Result under the Result List tab or Locate button in the Link Viewer to display the Locate Query text box
- Formulate a query as you would in a Terms and Connectors query
- Click Locate to proceed

Documents that satisfy the criteria in the Locate Search Terms query will be displayed, and because Locate is a search within search function, the documents retain their serial numbers from the result of the initial search. The terms used in the Locate search are highlighted in yellow instead.
BROWSING YOUR SEARCH RESULT

Edit Locate
It allows you to revise the Locate Search Terms and refine your Locate query.

Cancel Locate
It cancels the Locate query and returns to the initial search result.

Result Options
Westlaw provides various Result Options to facilitate your management of the search result

Add Search to WestClip
It affords an easy way to create a WestClip entry (see WestClip section for details).

View Search Summary
To display a summary consisting of: database(s); search term(s); number of documents; search method; and citation of current document of the search.
Go To Specific List Item
It allows you to specify the document serial number in the Result List and jump to that document without browsing through pages of the Result List.

Tools
The bottom right-hand Tools Pull Down Menu provides additional tools:
Copy With Reference
It allows you to copy contents of the displayed materials and paste it in your own document.

Go to Star Page
It allows you to jump to the specific page of the document (Star Page is the original pagination of the document in the printed source and it appears on Westlaw like this *635*)

Limit Display by Fields
It allows you to restrict display of each and every document to the selected fields.
Print & Download

When you have performed a search and the result is displayed, you can click one of the five icons at the top right corner to retrieve the document(s) in a permanent form.

Quick Print

This allows user to print the document currently displayed on screen immediately to the attached printer. The standard Microsoft Print box will appear instead of the Westlaw Print Dialog popup and user can proceed to print the Westlaw document as if they were printing from MS Word.

Print

This opens the traditional Westlaw Print Dialog window that allows user the options:
• to change document format
• to select the document(s) to be printed
• to select page options
• and more

After selection, user can proceed to print the document by clicking the Print button.
Email

This opens the traditional Westlaw Print Dialog window with email selected automatically. User can proceed to input the email address, select format, documents, page options accordingly and then click the Send button.

Download

This allows user to download the documents and save it to his computer or to Westlaw. User can click the Save button to complete the process after selecting format, documents, page options.
This allows user to Save the documents on Westlaw as in the Download button. User can retrieve the documents Save on Westlaw in the Print Delivery Manager.
KeyCite

KeyCite is Westlaw's powerful citation research service that provides history and citing references for cases / statutes, its unique distinctive status flags alert you of any direct or indirect history and you can tell at a glance from the unique distinctive status flags whether the cases / statues in question are still good law (Hong Kong has KeyCite feature in cases but not in statutes).

Using KeyCite This Citation

You can use KeyCite to check the status of cases by the following steps:

1. Input the citation in the KeyCite this citation text box in the left frame.
2. Click to proceed.
3. Check whether there are any KeyCite status flags and descriptive text.
4. Research relevant materials further by clicking their respective hypertext links.

You can access further information about KeyCite including a table listing all the KeyCite status flags from the KeyCite link at the top tool bar.
Using Related Info Tab

It is not necessary to perform a separate KeyCite search to check the status of a case. During any search, you can always watch out for the KeyCite status flags in the cases and look up the additional information in the **History** and **CitingReferences** under the **Related Info Tab** in the left frame.
WestClip

WestClip is one of the alert services on Westlaw. It is an automatic clipping service that allows you to monitor development of topics, i.e. legal, business and news, of your concern. Once you have created a WestClip, you can sit back and allow Westlaw to keep you informed of the progress and development of the subject matter in your WestClip query. You can create as many clips as necessary to keep track of developments in subject matters of your concern.

Creating a Clip by Adding a Search to WestClip

You can create a clip directly from the result of a search by following these steps:

1. Browse the documents to ensure that your query produced the intended results.
2. Select Add Search to WestClip from the Result Options Pull Down Menu.
3. Input the name of the clip.
4. Click Edit to change the Delivery Settings or click Save to save the clip and return to the WestClip Directory page.
5. Change or enter the settings accordingly and in particular specify the **Destination** (delivery method) and the **Result Format**.

6. Click **Save** to exit from the Delivery Settings page and back to the Create Entry page.

7. Click **Save** to save the clip and return to the WestClip Directory.

Creating a Clip from the Tool Bar

You can create a clip directly from the Tool Bar by following these steps:

1. From the Right Top Tool Bar, click **Alert Centre** to access the Alert Centre Interface.

2. Click **Create Entry** under the WestClip to enter the Create Entry page.
3. Input the name of the clip in the Name of clip text box.
4. Change Client ID (if the clip is for another client).
5. Input the database identifier in the Database(s) text box.
6. Input the search criteria to the Query text box.
7. Click Edit to change / enter the Delivery Settings or click Save to save the clip and return to WestClip Directory page.
8. Change or enter the settings accordingly and in particular specify the Destination (delivery method) and the Result Format.
9. Click Save to exit from the Delivery Settings page and back to the Create Entry page.
10. Click Save to save the clip and return to the WestClip Directory.
Research Trail

Click on Research Trail to access the research record and a list of current research events will be shown. Westlaw also allows you to access research events marked with • at no additional charge for the rest of the day. You can also download or email the research event shown on screen.

Click the List of All Research Trails to view the research trails for the last 14 days. Westlaw allows you to reset the 14-day counter in order to keep a particular research event for a longer period. You can also click the New Research Trail to enter another Client ID and start researching for another client without the need of re-sign on with another Client ID.
Conclusion

This guide illustrates Westlaw search techniques and a number of the tools and enhancements you can find only on Westlaw.

Please feel free to contact us anytime anywhere if you want additional assistance. Research tips booklets, database guides, and quick reference cards are available in a variety of specific practice areas, including insurance, intellectual property, labour and employment, pension and retirement benefits, securities, and taxation. To order free documentation, please email to smahk.csd@thomson.com.

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