

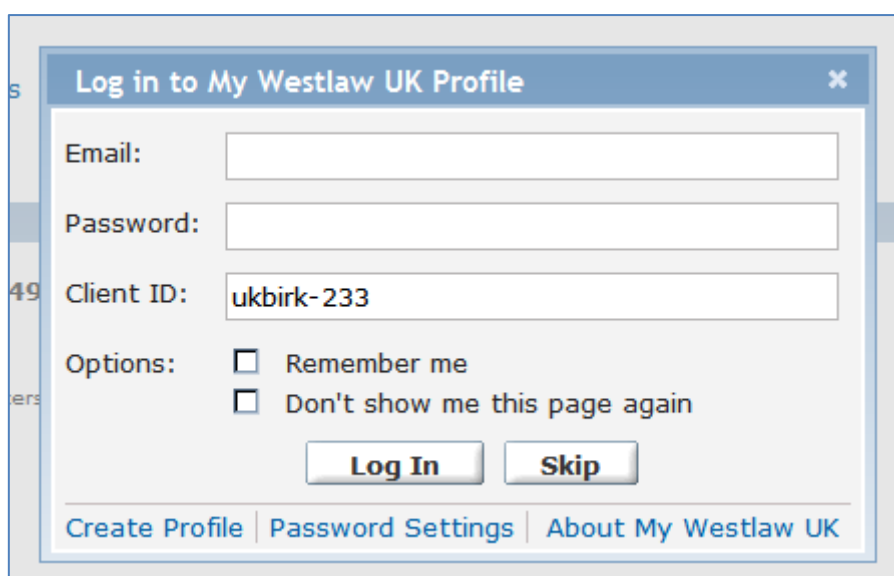
eLibrary Guide: My Westlaw

This quick guide will take you through setting up your personal account, and look at how to add content to Folders and create email alerts.

Creating an account

When you login to Westlaw, the following pop up screen appears.

If you do not wish to use the **My Westlaw** feature then you can either ask not to be shown the box again, or skip registration on this occasion.



Log in to My Westlaw UK Profile

Email:

Password:

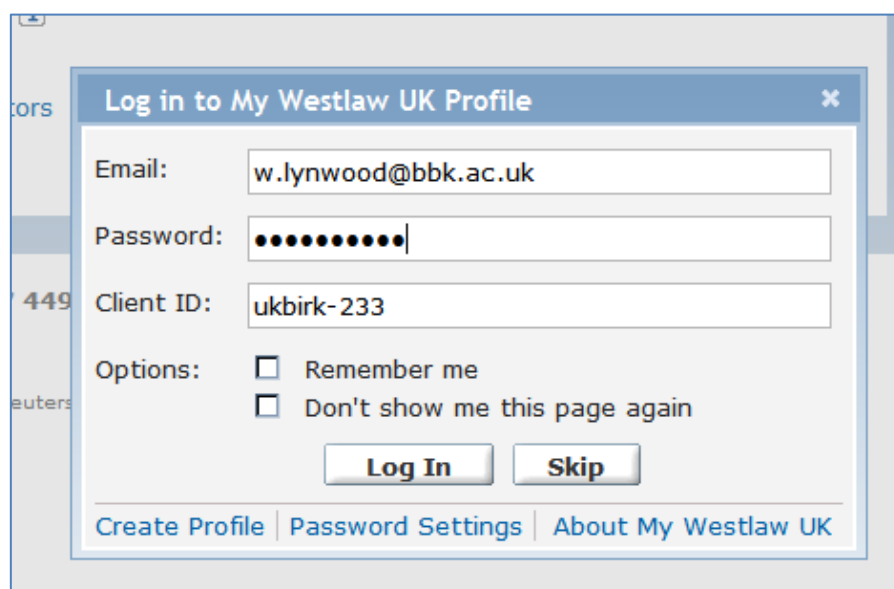
Client ID:

Options: ☐ Remember me ☐ Don't show me this page again

[Create Profile](#) [Password Settings](#) [About My Westlaw UK](#)

If you wish to register, select **Create Profile**, enter your name and email address as prompted and click on **Create**.

You will be emailed a temporary password with which to login. Return to Westlaw and enter your email address and temporary password.



Log in to My Westlaw UK Profile

Email:

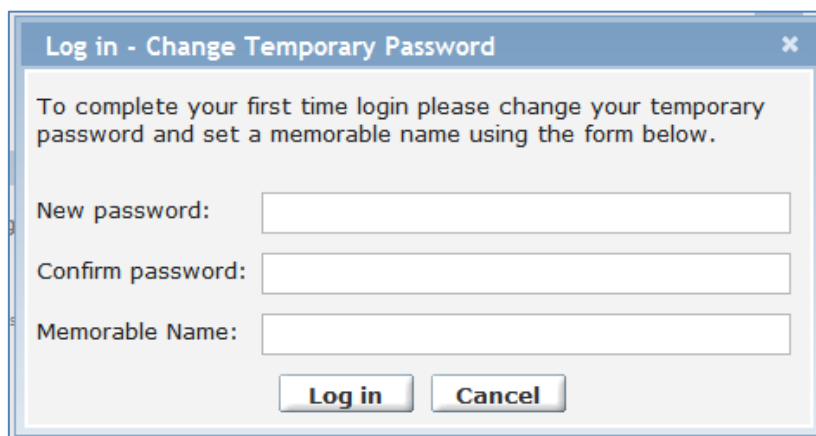
Password:

Client ID:

Options: ☐ Remember me ☐ Don't show me this page again

[Create Profile](#) [Password Settings](#) [About My Westlaw UK](#)

You will then be asked to create a permanent password.



A dialog box titled "Log in - Change Temporary Password" with a close button (X) in the top right corner. The text inside reads: "To complete your first time login please change your temporary password and set a memorable name using the form below." Below the text are three input fields: "New password:", "Confirm password:", and "Memorable Name:". At the bottom of the dialog are two buttons: "Log in" and "Cancel".

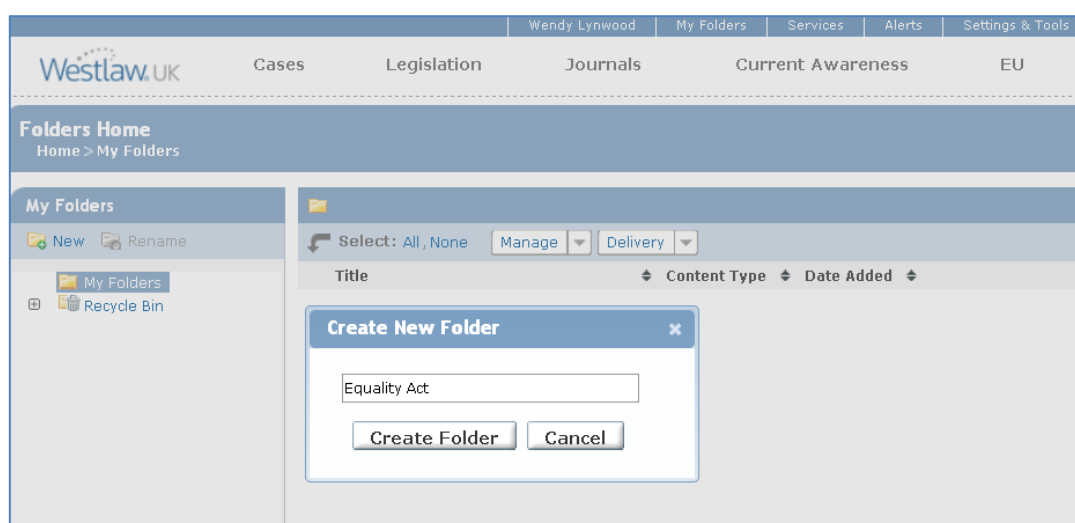
Once you have done this, your name will appear at the top of the search screen (see example below).

When you search, you will be given the option to save documents to your Folders. You can also set up email alerts on particular subjects so that when something new is added to Westlaw you are informed about it.



The header of the Westlaw UK search screen. It features a top navigation bar with the user's name "Wendy Lynwood" and links for "My Folders", "Services", "Alerts", and "Settings & Tools". Below this is a secondary navigation bar with the Westlaw UK logo and links for "Cases", "Legislation", "Journals", "Current Awareness", and "EU". At the bottom of the header is a large blue search bar with the text "Search Westlaw UK".

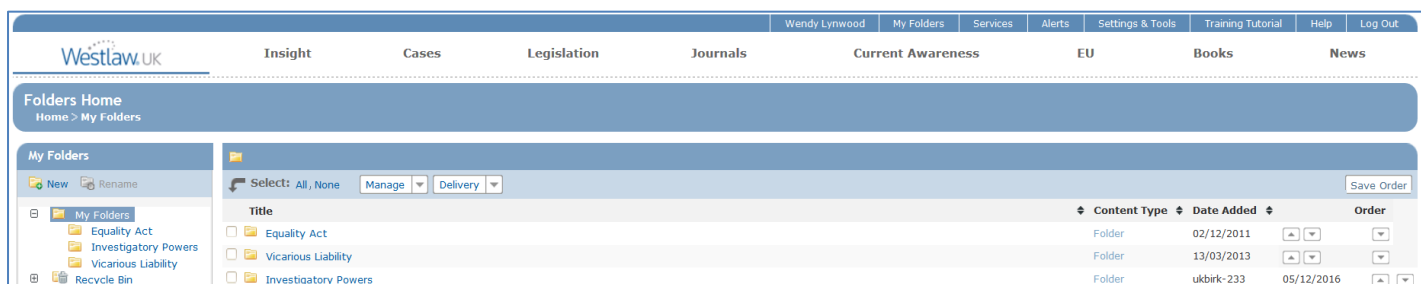
Creating and adding content to My Folders



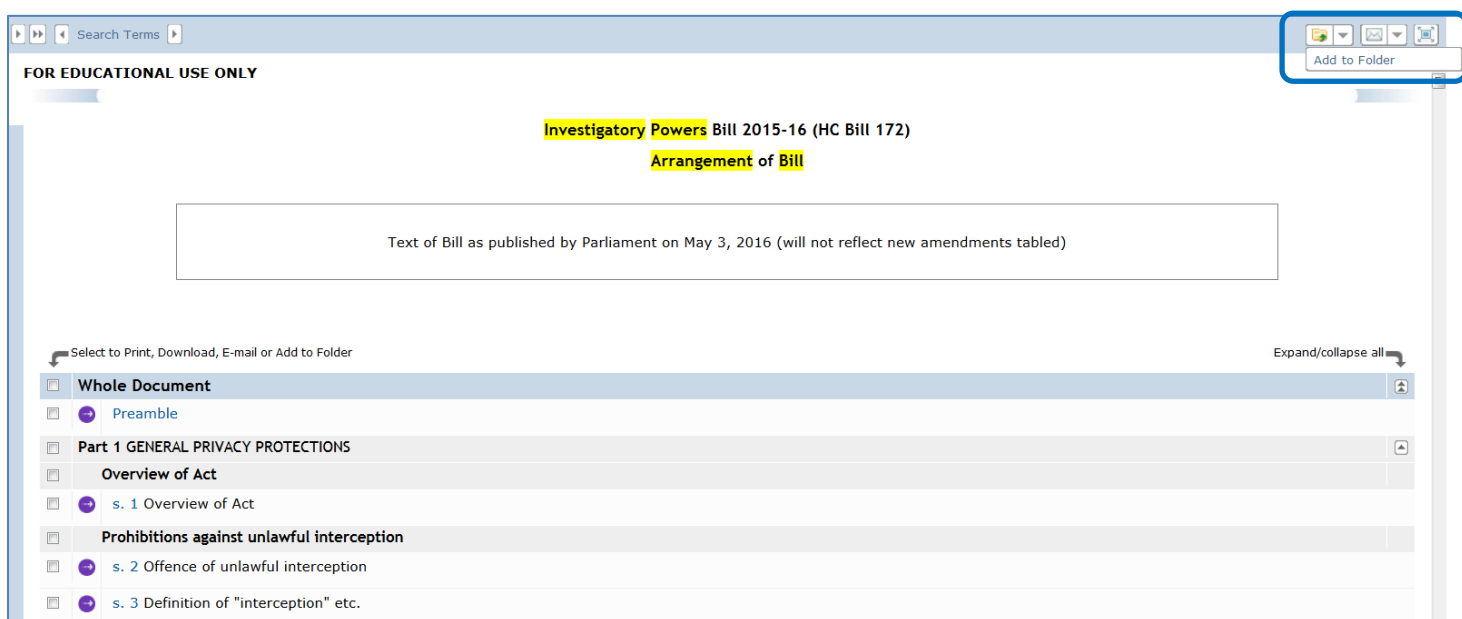
The "My Folders" section of the Westlaw UK interface. On the left, there is a sidebar with "My Folders" and "Recycle Bin" options. The main area shows a list of folders with columns for "Title", "Content Type", and "Date Added". A "Create New Folder" dialog box is open, showing the text "Equality Act" in the input field and "Create Folder" and "Cancel" buttons.

When you have logged in, select **My Folders**. To create a new folder click on **New** on the left hand side of the screen, give the folder a name and click on **Create Folder**.

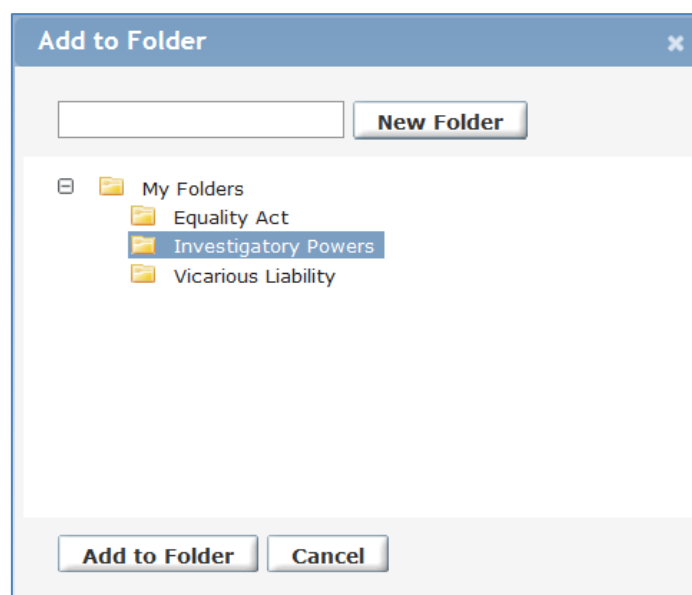
The folder will appear in the main section of the screen.



When you carry out a search within Westlaw, in addition to the usual print/download/email options, you can choose to add your results / document to your folders to revisit later. Click on **Add to Folder** (see below) – this will bring up a list of any folders you have created.



From the pop up box, select the folder you wish to add your document to and click on **Add to Folder** again.



Below is the Investigatory Powers folder after a few more resources have been added to it.

Folders Home
Home > My Folders > Investigatory Powers

My Folders

New
Rename

My Folders

- Equality Act
- Investigatory Powers**
- Vicarious Liability

Recycle Bin

Select: All, None
Manage
Delivery

Title	Content Type	Date Added	Order
Investigatory Powers Bill 2015-16 (HC Bill 172) Arrangement of Bill	Legislation	05/12/2016	▲ ▼
Update Full Text	Journals	05/12/2016	▲ ▼
Brexit and the peculiar case of the telecommunications sector Full Text	Journals	05/12/2016	▲ ▼
Investigatory Powers Act 2016 (c.25)	Current Awareness	05/12/2016	▲ ▼
Investigatory Powers Bill receives royal assent	Current Awareness	05/12/2016	▲ ▼

Creating email alerts

When you have logged in, select **Alerts** from the toolbar at the top. The screen below appears. Click on **Create a New Alert**.

Wendy Lynwood
My Folders
Services
Alerts
Settings & Tools
Training Tutorial
Help
Log Out

Westlaw UK
Cases
Legislation
Journals
Current Awareness
EU
Books
News

Alerts List
Home > Alerts

Create a New Alert
You have 0 alerts

Alert Name	Client ID	Date Set	Frequency
Westlaw UK Alerts			
Westlaw UK Crime Alerts (Switch to the Westlaw UK Crime Service)			
Westlaw UK Scots Law Alerts (Switch to the Westlaw UK Scots Law Service)			

You can then choose which content type and subject areas you wish your alert to cover.

Tick the boxes below to choose the content and subject area(s) you would like to include in this Alert

Content	<input checked="" type="checkbox"/> Cases	
	<input checked="" type="checkbox"/> Journals	
	<input checked="" type="checkbox"/> Current Awareness	
	<input checked="" type="checkbox"/> Legislation	
Subject Areas	<input type="checkbox"/> Accountancy	<input type="checkbox"/> Insurance
	<input type="checkbox"/> Administration of justice	<input type="checkbox"/> Intellectual property
	<input type="checkbox"/> Administrative law	<input type="checkbox"/> International law
	<input type="checkbox"/> Agency	<input type="checkbox"/> International trade
	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Jurisprudence
	<input type="checkbox"/> Animals	<input type="checkbox"/> Landlord and tenant
	<input type="checkbox"/> Arbitration	<input type="checkbox"/> Legal advice and funding
	<input type="checkbox"/> Armed forces	<input type="checkbox"/> Legal methodology
	<input type="checkbox"/> Arts and culture	<input type="checkbox"/> Legal profession
	<input type="checkbox"/> Aviation	<input type="checkbox"/> Legal systems
	<input type="checkbox"/> Banking and finance	<input type="checkbox"/> Legislation
	<input type="checkbox"/> Charities	<input checked="" type="checkbox"/> Libraries
	<input type="checkbox"/> Civil evidence	<input type="checkbox"/> Licensing

Scroll down to the bottom of the screen and click on **Next**.

Give the alert a name, choose the notification method as well as how often and to which email address you would like it delivered.

Save Alert

Home > Alerts > Create Alert > Save Alert

Complete the steps below to receive regular updates on new material matching your search criteria.
Your Search: **Cases, Journals, Current Awareness and Legislation** for **Subject ("Libraries")**

Manage this Alert

Items marked with an * are required.

1. Name this Alert

Libraries *

☐ Replace existing Alert -- Select Alert --

2. Add a Client ID

ukbirk-233 *

3. Choose a Notification Method

Email - Search Results

Choose a Frequency

Weekly

E-mail Address

w.lynwood@bbk.ac.uk *

Separate multiple addresses with semicolons.

File Format

RTF

Notify of No Results?

☐ Yes ☒ No

Add IP Authentication

Enables users to access links without entering a username and password.
Please enter your sponsor code. To check your sponsor code, contact
Customer Support on 0800 0282200 or email customer.service@westlaw.co.uk

Save Alert Cancel

You can also choose to set up an alert based on a particular search you have carried out so that when new items are added to Westlaw you will be notified.

Below is the Results list retrieved from a search for Journal articles which have mentioned Brexit and the Supreme Court. Click on the alarm clock on the far right hand side of the screen.

Search Results

Home > Journals > Search Results

Edit Search New Search Search Within Results

Showing: 41

You searched Journals for Free Text = brexit & "supreme court"

Select to Print, Download, E-mail or Add to Folder Clear all

Show Terms in Context Sort by Date

TOPICS

☐ Commercial law (11)
☐ Contract law (3)
☐ Crime (2)
☐ Environment (6)
☐ Family and private life (7)
☐ Finance (3)
☐ Human rights (13)
☐ Information and media (10)
☐ Intellectual property (2)

1. Lady Hale will not recuse herself from Miller appeal
Citation: S.J. 2016, 160(44), 9
Subject: Administration of justice; Constitutional law; European Union
Keywords: Bias; Brexit; Judges; Recusal; Separation of powers; Supreme Court
Documents: [Legal Journals Index Abstract](#)

2. Brexit in court
Citation: N.L.J. 2016, 166(7720), 13-14
Subject: Constitutional law; European Union
Keywords: Brexit; Parliamentary procedure; Royal prerogative
Documents: [Legal Journals Index Abstract](#)

The **Save Alert** screen appears, so give the alert a name and customise the other settings as required.

Save Alert

Home > Journals > Search Results > Save Alert

Complete the steps below to receive regular updates on new material matching your search criteria.
Your Search: **Journals** for **Free Text (brexit & "supreme court")**

Manage this Alert

Items marked with an * are required.

1. Name this Alert

Brexit and Supreme Court *

☐ Replace existing Alert -- Select Alert --

2. Add a Client ID

ukbirk-233 *

3. Choose a Notification Method

Email - Search Results

Choose a Frequency

Monthly

E-mail Address

w.lywood@bbk.ac.uk *

Separate multiple addresses with semicolons.

File Format

RTF

Notify of No Results?

☐ Yes ☒ No

Add IP Authentication

Enables users to access links without entering a username and password.
Please enter your sponsor code. To check your sponsor code, contact
Customer Support on 0800 0282200 or email customer.service@westlaw.co.uk

Save Alert Cancel

Whenever you login to Westlaw UK, clicking on the **Alerts** tab at the top of the screen will list your current choices and give you the chance to suspend / delete them as well as add new content.

Alerts List						Alerts Tips
Home > Alerts						
Create a New Alert You have 2 alerts						
Alert Name		Client ID	Date Set	Frequency		
Westlaw UK Alerts						
Brexit and Supreme Court	Edit : Manage : Run Search	ukbirk-233	05/12/2016	monthly	Suspend : Delete	
Libraries	Edit : Manage : Run Search	ukbirk-233	05/12/2016	daily	Suspend : Delete	
Westlaw UK Crime Alerts						
(Switch to the Westlaw UK Crime Service)						
Westlaw UK Scots Law Alerts						
(Switch to the Westlaw UK Scots Law Service)						

WL, December 2016