Westlaw UK: Delivery & Folders

Delivery Options

When viewing a document, all your delivery options are displayed on the right-hand side of the screen.

You can email, print or download results by clicking the relevant icon.

The Basic tab enables you to specify information such as email addresses, subject line and format (so you could choose to send a PDF version, or just send a link to the document).

The Advanced tab enables you to specify formatting options such as font size and spacing.

The Content to Append tab enables you to choose which content you want to deliver – the full text document and/or any sections from the Analysis document.

You can also deliver multiple documents from a list (Topic lists or search results). Use the check-boxes to the left of each document to select the documents you wish to deliver and then click the relevant icon.

Folders

You can create and save documents into Folders to easily access frequently used materials or to collate your research together.

Just click the Folder icon which appears with the other Delivery options.

You can choose to save your document(s) into an existing Folder or create a New Folder.

Saving a document to a Folder creates a quick link to that document so you will always be taken to the latest version of that document (unless you have specifically saved a historic version of legislation).

You can access your Folders at any time by clicking the Folders link at the top of the screen.

Your Folder structure – you can access, create new, edit and manage Folders using the New/Options links at the top.

Delivery options to send and share documents from your Folders.
Westlaw UK: Favourites & History

Favourites

You can save pages on Westlaw UK as Favourites for quick access or you can set a page to be your default Homepage.

If you have set this as your Home page it will be the first page you see next time you sign on to Westlaw UK.

You can access your new Home Page or your Favourites by clicking the links along the top of the screen.

On the Favourites page you can organise your Favourite pages into groups and organise them by clicking the Organise button then clicking and dragging your pages into the relevant groups. You will see any Favourite pages from Practical Law and Books as well.

You can remove any page from Favourites or as your Home Page by unselecting the icon (star or house) on the relevant page, or by going to your Favourites page, click Organise and then deleting the relevant pages.

History

All your activity on Westlaw UK is tracked so that you can revisit any aspect of your research or pick up where you left off.

Clicking History along the top toolbar will display a list of all searches run and documents viewed.

By default, the last 30 days is shown but you can extend this up to the last 12 months by using the date filter on the left-hand side of the screen.

You can click on any link in the list to go back to any document viewed or re-run any search.

It will include entries for any filters applied and any “search within results”.

On the left-hand side of your History you can filter by date, type of event and search your History.