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WESTLAW™

Searching with Boolean Terms and Connectors

At the Westlaw™ home page, you can search for documents by typing a Boolean Terms and Connectors query or terms describing your issue in the text box at the top of the page. Westlaw recognizes whichever search format you use. The Boolean search method is very similar to the Terms and Connectors search method you use on Westlaw®; however, there are some differences.

Searching with Terms and Connectors

When you type a search in the text box at the top of the page, special rules govern which searches are processed as Boolean Terms and Connectors searches. A search is processed as a Terms and Connectors search if it includes a grammatical, numerical, or BUT NOT connector; a root expander or universal character; or a field restriction (see page 2, *Choosing Connectors*).

On the other hand, a search is processed as a descriptive terms search if it includes only AND or OR connectors or phrases in quotation marks, e.g., **“fraudulent transfer” & contract**. To process it as a Terms and Connectors search, include a grammatical, numerical, or BUT NOT connector, e.g., **fraudulent +1 transfer & contract**; a root expander or universal character; or a field restriction. Or use the Advanced Search page (see page 3, *Using the Advanced Search Page*).

Using Terms and Connectors on Westlaw

The Terms and Connectors search method allows you to enter a query that consists of key terms from your issue and connectors specifying the relationship between those terms. For example, you can specify that your terms appear in the same sentence (/s) or the same paragraph (/p). Type your query in the text box at the top of the home page, change the jurisdiction if necessary, and click **Search** (Figure 1).

Use the Terms and Connectors search method when you are searching for particular terms or when you want to retrieve all available documents containing your search terms.

For assistance using Westlaw, contact your local support contacts.

1800 020 548 - Australia

0800 10 60 25 - New Zealand

For free reference materials, visit west.thomson.com/westlaw/guides.

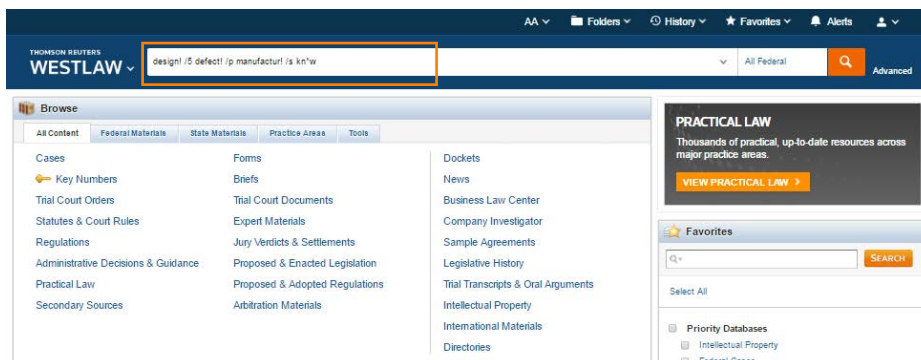


Figure 1. Terms and Connectors search at the home page



Choosing Search Terms

To run a Terms and Connectors search, choose terms significant to your issue. Consider the various forms the search terms might take. For example, when you search for the term *liable*, you may also want to search for *liability*. If you do not search for all variations, you may miss relevant documents.

Root Expander (!)

To search for words with multiple endings, use the root expander (!). For example, type **object!** to retrieve *object*, *objected*, *objection*, and *objecting*.

Universal Character (*)

To search for words with variable characters, use the universal character (*). For example, type **withdr*w** to retrieve *withdraw* and *withdrew*.

Search Exactly as Typed (#)

To search for a word exactly as you typed it, use the hash symbol (#). For example, type **#damage** to retrieve *damage* but not *damages*.

Note Use the Advanced Search page if you want to add alternative terms to your query or search for a phrase in Westlaw. See page 3, *Using the Advanced Search Page*.

Choosing Connectors

In addition to choosing terms for your query, you must also choose proximity connectors to specify the relationships between your search terms.

Grammatical Connectors

- /p** the search terms must appear in the same paragraph (**hearsay /p utterance**)
- +p** the first search term must precede the second term in the same paragraph (**ti(burke +p burke)**)
- /s** the search terms must appear in the same sentence (**design /s defect**)
- +s** the first search term must precede the second term in the same sentence (**attorney +s fee**)

Numerical Connectors

- /n** the search terms must appear within *n* terms of each other, where *n* is a number from 1 to 255 (**personal /3 jurisdiction**)
- +n** the first search term must precede the second term by *n* terms, where *n* is a number from 1 to 255 (**capital +3 gain**)

BUT NOT Connector (%)

You can exclude documents that contain certain terms by using the BUT NOT connector (%). Westlaw excludes everything that follows the BUT NOT connector in your search. For example, the query **taxation % income** retrieves any document that contains the terms *taxation*, *but excludes* documents where the term *income* also appears.

Note Use the Advanced Search page if you want to use an AND connector (&) or an OR connector (represented by a space) in Westlaw. See page 3, *Using the Advanced Search Page*.

Using Field Restrictions

Documents on Westlaw are composed of several parts called *fields*. For example, in case law documents, the names of the parties, the name of the judge, and the names of the attorneys are each contained in a separate field. Other fields contain exclusive West editorial enhancements, such as the

synopsis field, which contains the summary of a case, and the digest field, which contains the headnotes in a case. Rather than searching entire documents, you can use these fields to search for terms in specific parts of a document.

Note Fields are content sensitive and vary by type of content (e.g., fields in cases differ from fields in statutes). Content-specific, commonly used fields are listed on the Advanced Search page (see below).

Field restrictors can also be added directly by typing the field operator followed by the search term/s in brackets. i.e. TI("Bloomberg V Radich") = Title/Party Name Search for "Bloomberg V Radich"

Other common field restrictors include:

Cases

DA = Date
CI = Citation
TI = Title/Party Name
SY = Synopsis
DI = Digest
CO = Court
JU = Judge
AT = Attorney
PR = Court Name / Preliminary
DN = Docket Number
FT = Full Text
HE = Headnote
HG = Holding
LE = Lead
NO = Notes
OP = Opinions
WP = Words & Phrases

Journals

DA = Date
TI = Title
CI = Citation
AU = Author
PR = Preliminary
TE = Text

NewsRoom

DA = Date
TI = Title
HLD = Headline / Lead Paragraph
SO = Source / Publication Name
AU = Author
CI = Citation
PR = Preliminary
SU = Summary
TE = Text

* Note not all fields are available in all content sets. Check Advanced Search Forms to confirm available fields.

Using the Advanced Search Page

To search content using the Advanced Search page, complete these steps:

1. Click **advanced** next to *Search* at the top of any page.
2. At the Advanced Search page, type your terms in the appropriate text boxes.
3. Click the arrow under *Jurisdiction* if you want to change the jurisdiction.
4. Click **Advanced Search**.

While viewing the search result, you can edit your search in the text box at the top of the page or by clicking **advanced** again.

Find Documents that have

You can use the text boxes at the top of the page under *Find documents that have* to do any of the following:

- If you want all of the terms included in your retrieved documents, type them in the *All of these terms* text box. For example, type **narcotics warrant** to retrieve documents that contain both terms.
- If you want any of the terms included in your retrieved documents, type them in the *Any of these terms* text box. For example, type **attorney lawyer counsel** to retrieve documents that contain at least one of these terms.
- If you want an exact phrase included in your retrieved documents, type it in the *This exact phrase* text box. For example, type **res ipsa loquitur** to retrieve documents that contain the phrase *res ipsa loquitur*.

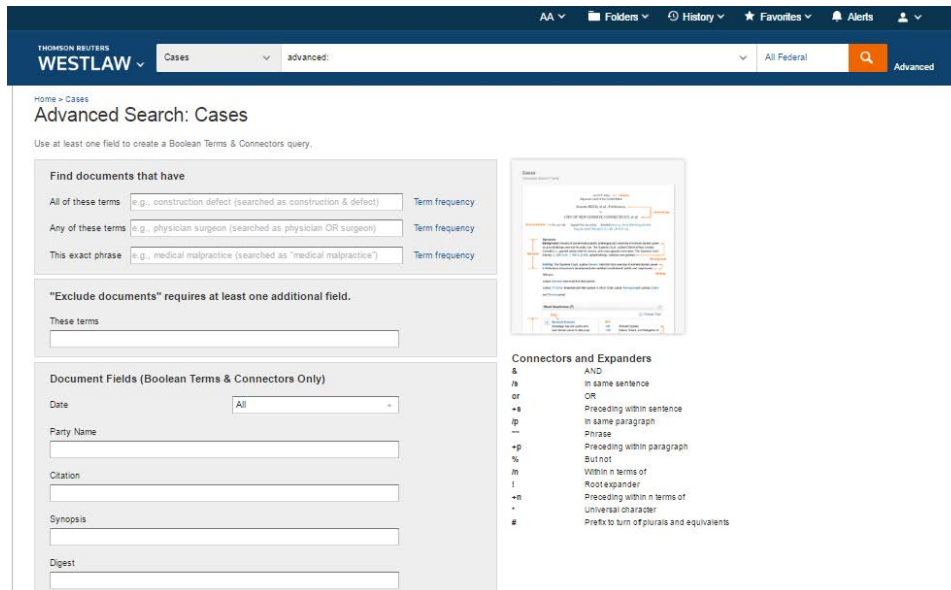


Figure 2. Advanced Search: Cases page

Exclude Documents that have

If you want to exclude documents that contain certain terms, type the terms in the *These terms* text box.

Document Fields

The Advanced Search page enables you to easily restrict your search to specific document fields. The fields displayed at an Advanced Search page vary by content category. For example, if you click **advanced** at the home page, the Advanced Search page displays a date, citation, and name/title field. If you click **advanced** at the Cases page, the Advanced Search: Cases page displays fields such as party name, synopsis, digest, judge, and attorney (Figure 3). If you click **advanced** at the Statutes and Court Rules page, the Advanced Search: Statutes and Court Rules page displays fields such as caption, statutory text, and annotations.

You can use multiple fields in a search.

Viewing a Search Result

After you run your Terms and Connectors search, the result page is displayed. If an overview of your search result is displayed, click a content category in the left column, e.g., **Cases**, to display the result page for that content category. By default, documents are ranked by relevance. To change the default ranking, choose an option, e.g., **Date**, from the *Sort by* drop-down list at the top of the center column. A link to additional relevant documents, e.g., *Additional Relevant WestSearch™ Cases*, may be displayed at the top of the result list. Click the link to view the additional documents, then click **Back to Boolean Terms and Connectors** to return to your search result.

Narrowing a Search Result

You can narrow your search result by typing terms in the *Search within results* text box under *Narrow* in the left column and clicking **Search**. You can use any connectors, including the AND or OR connectors.