



## Using Terms and Connectors on Westlaw

A Boolean Terms and Connectors search allows you to create a query using keywords and connectors that specify the relationship between those words.

### Searching using Terms and Connectors

1. When you type a query into the Global search bar that contains a field restriction, proximity connector, or expander (+, %, !), your search will automatically process as a Boolean Terms and Connectors query. The default search term when you leave a space between words is an OR, meaning this will expand your search results.
2. A list of the connectors and expanders can be found by selecting **Search Tips** from the homepage.
3. A list of the connectors and expanders will also be displayed on the right of the **Advanced Search Template**.

### Boolean Search Terms and Connectors

AND (&)	Results displayed will be documents where all those words exist, in any order, and not necessarily together <b>e.g., trade &amp; mark &amp; registration.</b>
OR	Or is the default search setting in Westlaw. The “or” operator is always processed before the others (even if it isn’t the first search operator you’ve entered) <b>e.g., For example: car vehicle automobile conveyance</b>
Root expander (!)	To search for words with multiple endings, use the root expander also known as a Multiple Character Wildcard. Use this to search for terms with multiple endings. Insert the exclamation mark where the word begins to change. <b>e.g., object! will retrieve object, objects, objected, objection, objecting, objector....</b>
Universal character (*)	To search for words with variable characters, use the universal character (*), <b>e.g., type withdr*w to retrieve withdraw and withdrew.</b>

<p>Phrase (" ")</p>	<p>Phrase search terms appear in the exact order as in the quotation marks, and plurals will automatically also be found, <b>e.g., "fiduciary duty" will deliver fiduciary duties.</b></p> <p>If you prefer to search only for the exact term you have entered, place a hash symbol at the beginning of the term, <b>e.g., "fiduciary #duty"</b></p>
<p>Grammatical connectors</p> <p>/s</p> <p>+s</p> <p>/p</p> <p>+p</p>	<p>In addition to choosing terms for your query, you must also choose proximity connectors to specify the relationships between your search terms.</p> <p>/s the search terms must appear in the same sentence, <b>e.g., drone /s privacy finds drone within the same sentence as privacy, in any order</b></p> <p>+s the first search term must precede the second term in the same sentence, <b>e.g., drone +s privacy finds drone within the same sentence as privacy, in the same order</b></p> <p>/p the search terms must appear in the same paragraph, <b>e.g., drone /p privacy finds drone within the same paragraph, in any order</b></p> <p>+p the first search term must be found in the same paragraph in the order they are written, <b>e.g., drone +p privacy – finds drone with the same paragraph as privacy in the same order</b></p>
<p>Numerical connectors</p> <p>/n</p> <p>+n</p>	<p>/n the search terms must appear within n terms of each other, where n is a number from 1 to 255, <b>e.g., drone /15 privacy finds drone within 15 words of privacy, in any order)</b></p> <p>+n the first search term must precede the second term by n terms, where n is a number from 1 to 255, <b>e.g., drone +20 privacy – finds drone within 20 words of privacy, in same order</b></p>
<p>BUT NOT connector (%)</p>	<p>Westlaw excludes everything that follows the BUT NOT (%) connector in your search</p> <p><b>e.g., "king salmon" % "marlborough sounds" otago</b></p> <p><b>Will retrieve documents having the phrase “King Salmon” but exclude any documents having the words Marlborough sounds, or Otago</b></p>

Prefix to turn off plurals and equivalents  (#)	To search for a word exactly as you typed it, use the hash symbol (#)  Turns off automatic equivalents <b>e.g., type #damage to retrieve damage but not damages.</b>  Turns off plurals <b>eg “probable #consequence” – will find “probable consequence” but not “probable consequences”</b>
Automatic Equivalents	Judgment = judgement  2nd = second  Sat = Saturday  Wed = Wednesday
Noise Words	Words that are too common to be searched (as, an, that..) are not usually included. If you wish to include it, use # or quotes or a hyphen
Hyphenated Words	Hyphenate a word to find the word as one word, two words or hyphenated, good-will will retrieve goodwill, good will or good-will
Order of Processing	( ) “ ” OR +N /N +S /S +P /P & %

## Looking for more information?

To sign into Westlaw New Zealand, visit <https://nzlaw.thomsonreuters.com/>

For technical assistance, call the help desk on 0800 10 60 25

For assistance using Westlaw New Zealand, email [NZTrainers@thomsonreuters.com](mailto:NZTrainers@thomsonreuters.com)

To request training, click <https://support.thomsonreuters.co.nz/request-training>

For additional training materials, visit <https://support.thomsonreuters.co.nz/product/new-westlaw-new-zealand>