



# Books User Guide

Introducing the new and redesigned home for commentary on Westlaw UK





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# Accessing books: homepage & update information

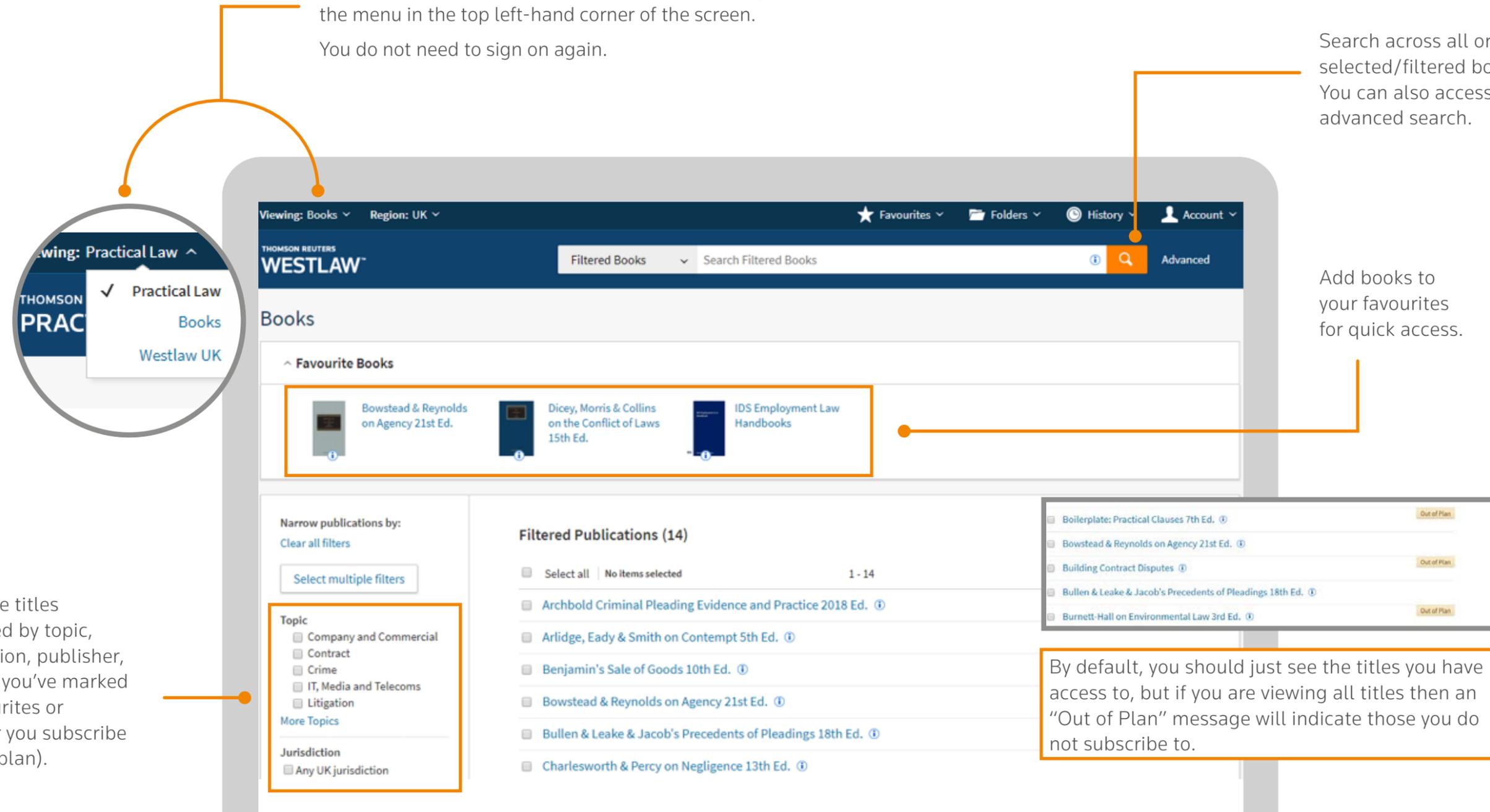
You can switch between Books content and other subscriptions (Practical Law and Westlaw UK) using the menu in the top left-hand corner of the screen. You do not need to sign on again.

Search across all or selected/filtered books. You can also access the advanced search.

Add books to your favourites for quick access.

Filter the titles displayed by topic, jurisdiction, publisher, content you've marked as favourites or whether you subscribe to it (in plan).

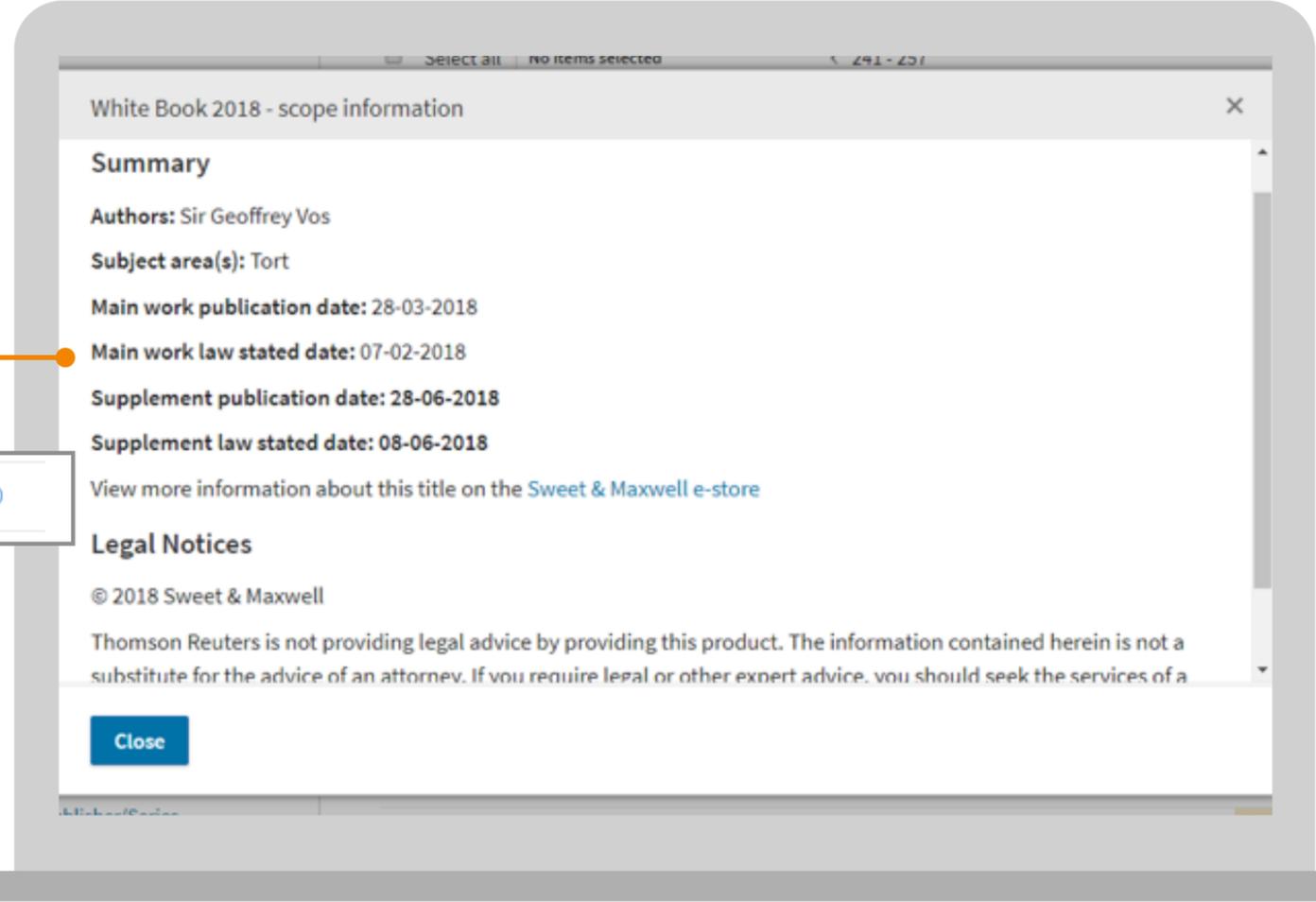
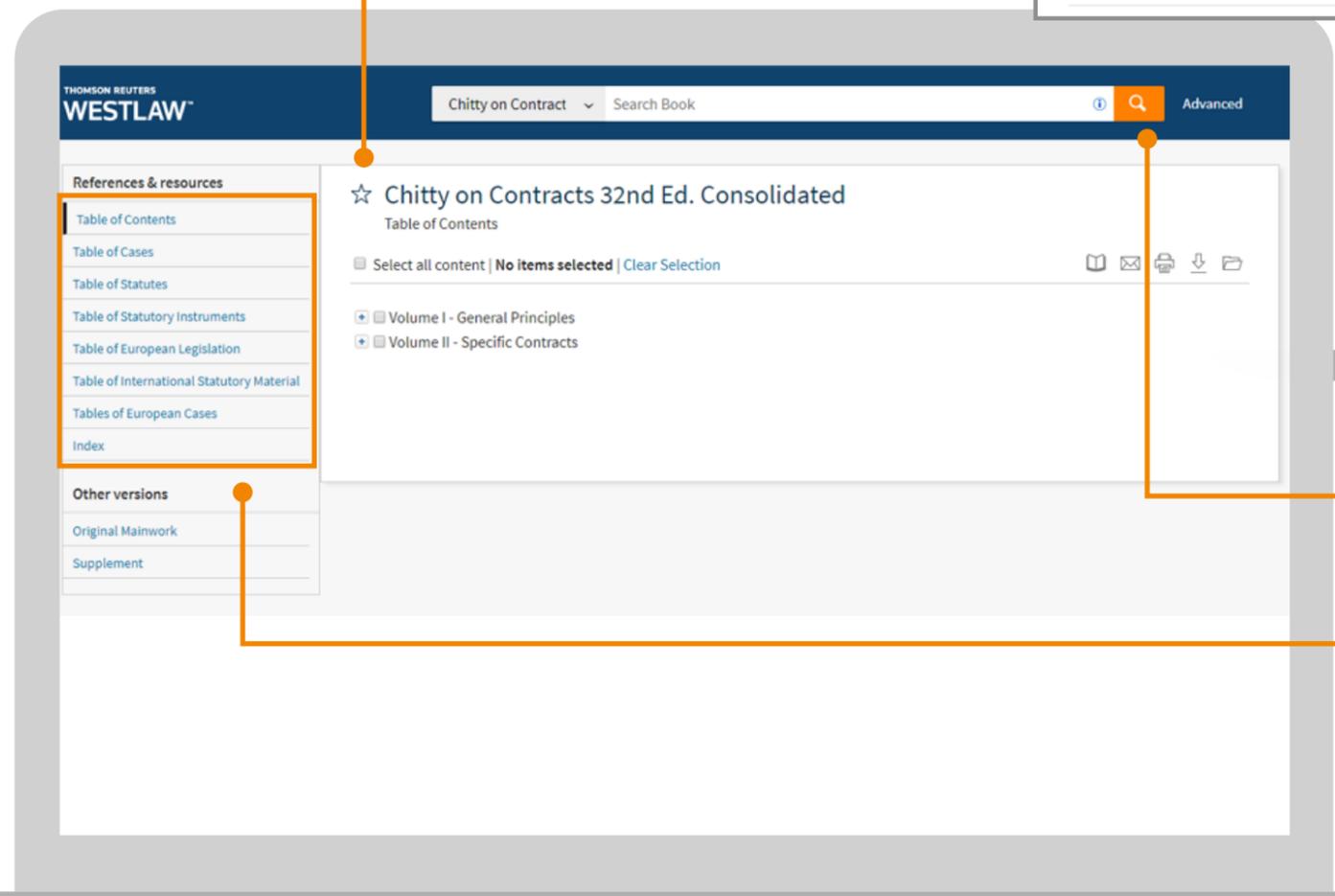
By default, you should just see the titles you have access to, but if you are viewing all titles then an "Out of Plan" message will indicate those you do not subscribe to.





Click the star icon to save a title as a favourite. You can then quickly access it again from the library page.

Next to each title in your list is an i button – click this button to access key bibliographic information.



You can search within your book.

Tables and browsing options.



## Browsing through a book

Use the + button to the left of each volume/part/chapter to expand the content.

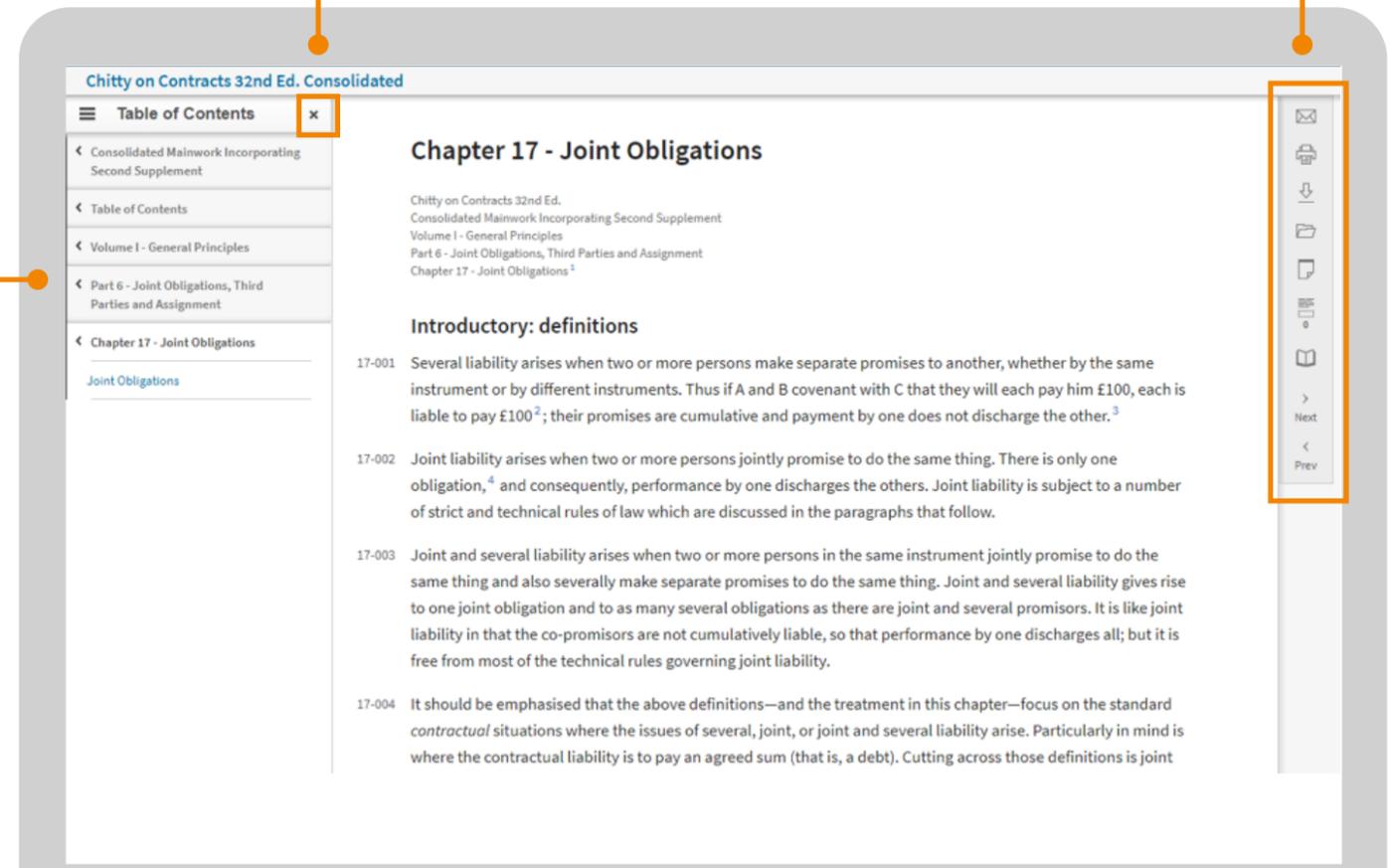
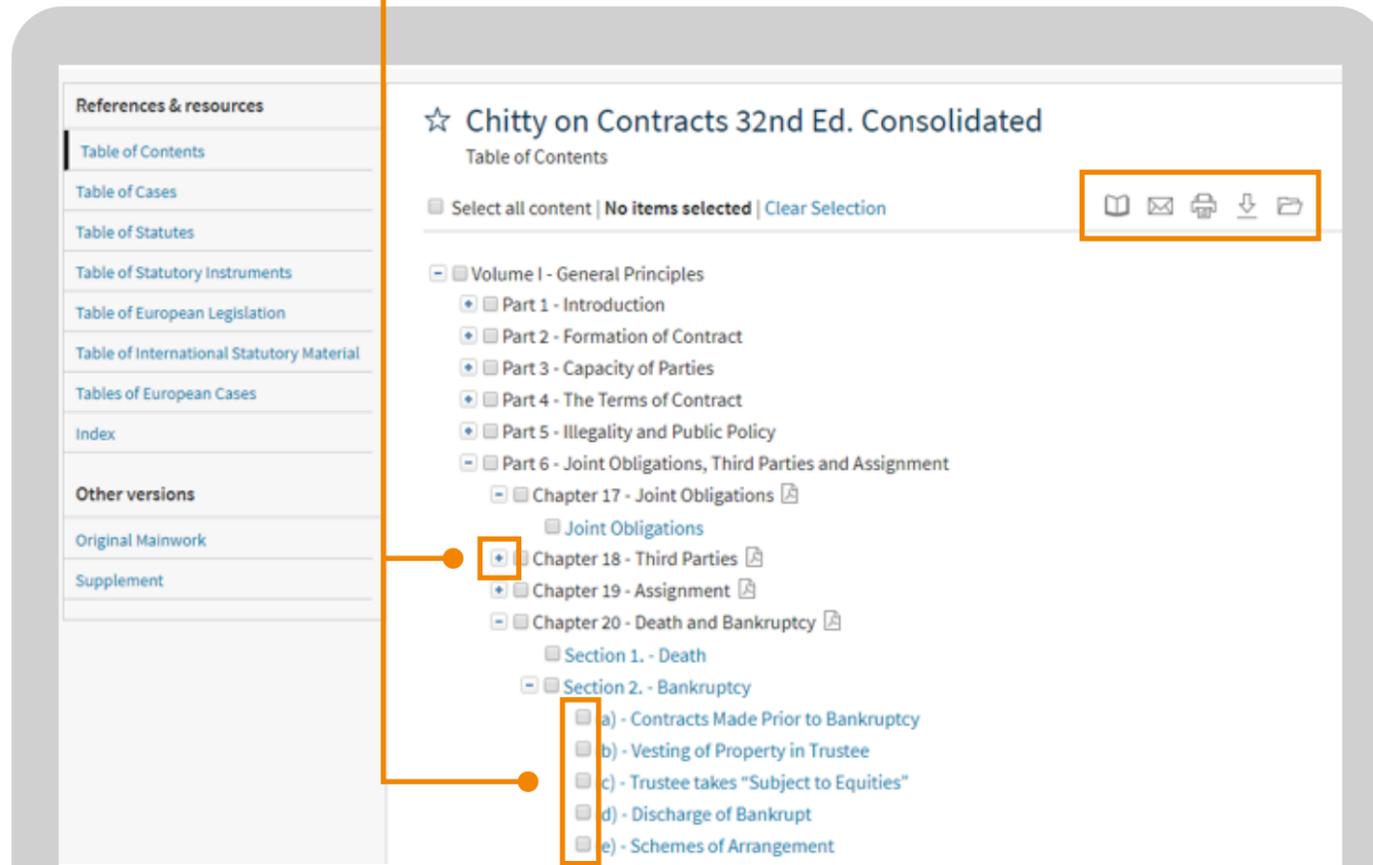
You can use the checkboxes to the left to select multiple sections or paragraphs for delivery (see icons above), or to search across.

Click on a blue link to view that text.

You can close/hide the table of contents to read the text full screen by clicking on this x.

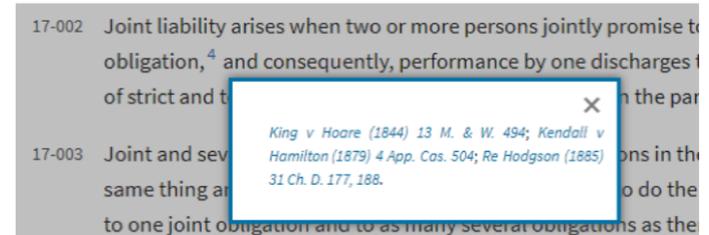
On the right are delivery options, annotations options and reading mode. You can also access the next/previous page.

A dynamic table of contents remains on the left, so you can quickly access another part/chapter/section.



Footnotes are linked within the text and pop-up for easy reference. They also appear at the bottom of the page.

Click the x to close the pop-up footnote.





## Annotations & saving text to folders

You can save sections and paragraphs into your folders – for quick access or as you collate research on a topic.

Select which folder to save the text into or create a new folder. Then click save.

You can also annotate or use extracts from the text you are viewing. If you click and drag to highlight text then a pop-up will appear.

**TIP** Save to “Your” Research – this will save the extract/highlighted text into your main folder.

**TIP** Add a note – this will highlight the text and enable you to add a note (just choose your colour and enter your note).

**TIP** Highlight – this will highlight the text (just choose your colour).

**TIP** Copy without reference – this will copy the text to your clipboard, so that you can paste it into another document.

**TIP** Copy with reference – this will copy the text to your clipboard but also include the book title and section/paragraph number your extract is taken from.

You can also add a note/annotation at the top of any document by selecting the annotation icon from the right-hand side of the screen.

The screenshot shows a 'Save 1 Item To:' dialog box with a list of folders under 'MY FOLDERS': Jessica's Research, Climate change, Cyberattack, Training Exam, and Videos. A 'New Folder' button is at the bottom. A 'Save' button is highlighted. A text document is open in the background with a highlighted paragraph. A context menu is open over the highlighted text, showing options: 'Save to Jessica's Research', 'Add a note' (with color swatches), 'Highlight' (with color swatches), 'Copy without reference', and 'Copy with reference'. A circular callout on the right highlights the annotation icons (download, folder, document) on the right-hand side of the document viewer.

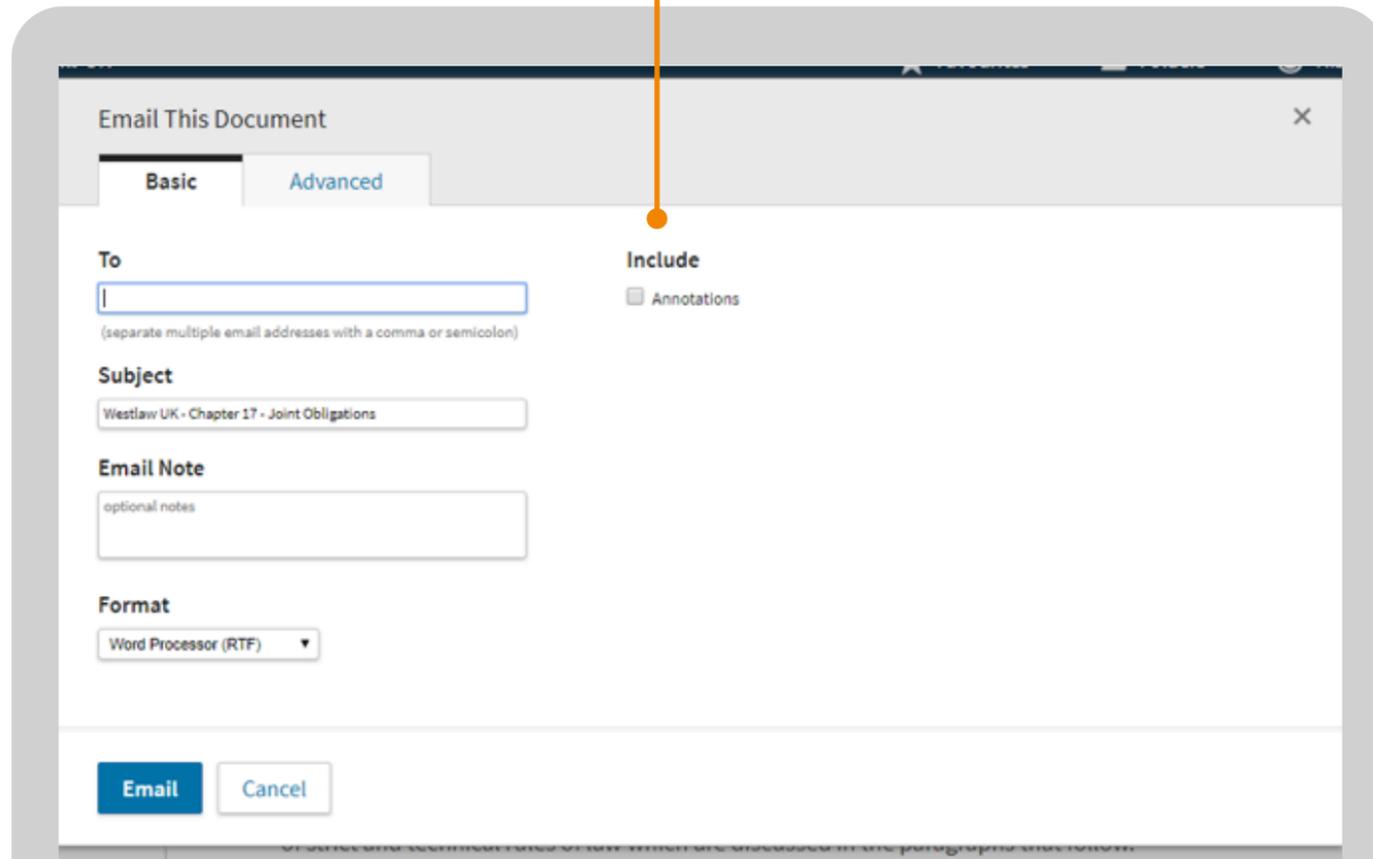


## Working with annotated documents

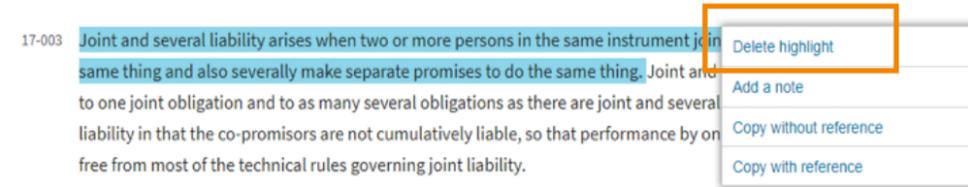
When viewing a document you have annotated, you can see how many annotations there are by looking at the icon on the right (here there are 2). You can click this icon to show/hide your annotations.



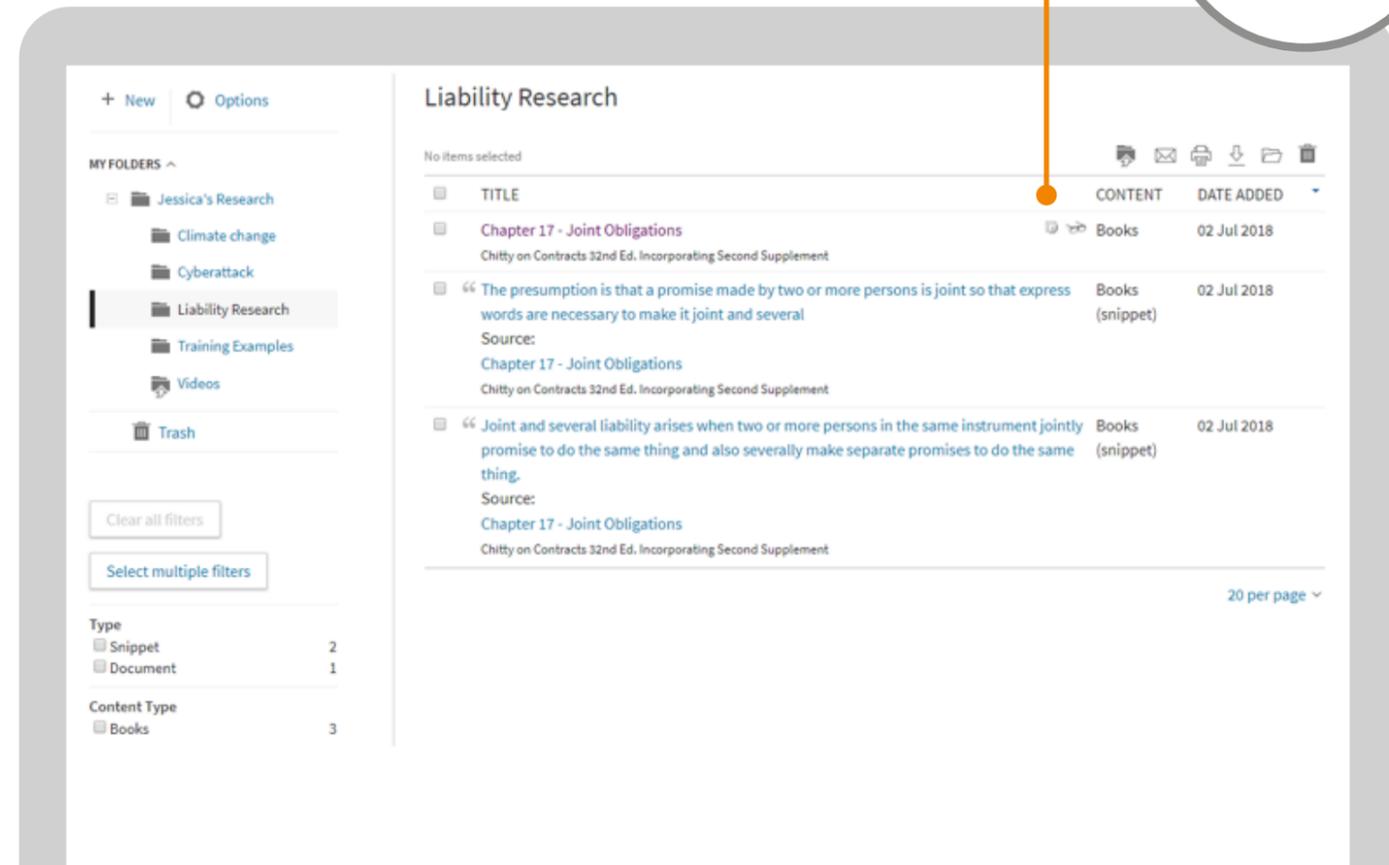
You can also deliver documents with or without annotations. When you click the relevant icon for each delivery method (print, email or download), you will see a checkbox to include annotations.



To remove an annotation, just click on the highlighted text and choose "delete highlight".



When you access your folders, you can see any documents or extracts ("snippets") you have saved. You will also see icons if you have annotated any documents.

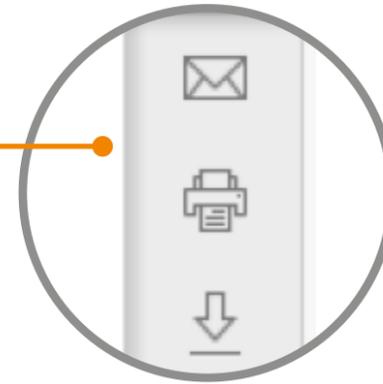




## Delivering documents

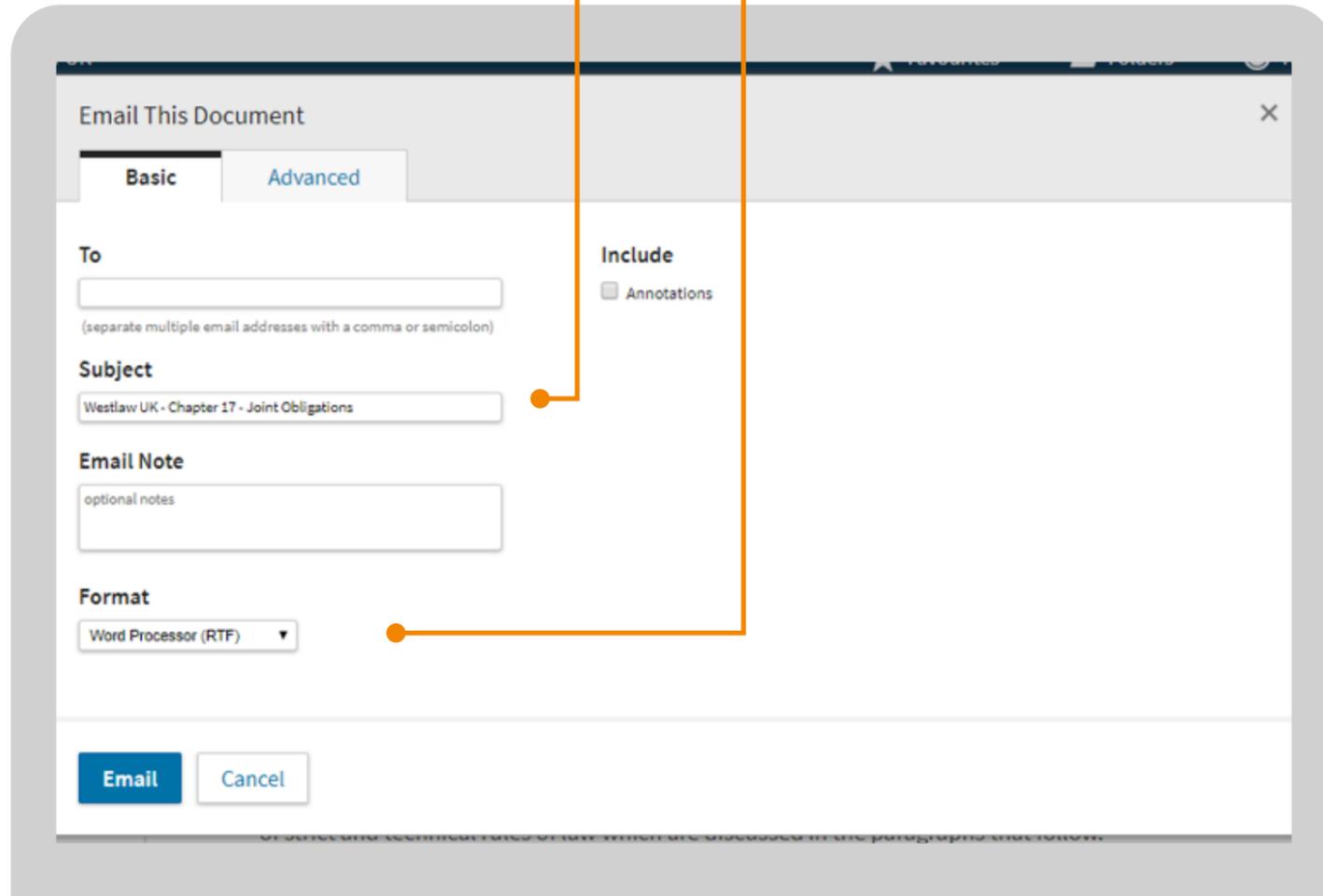
As well as saving documents into folders, you can also email, print or download sections or paragraphs.

The delivery icons appear on the right when viewing a document, or above the browse options (if you want to deliver multiple sections).

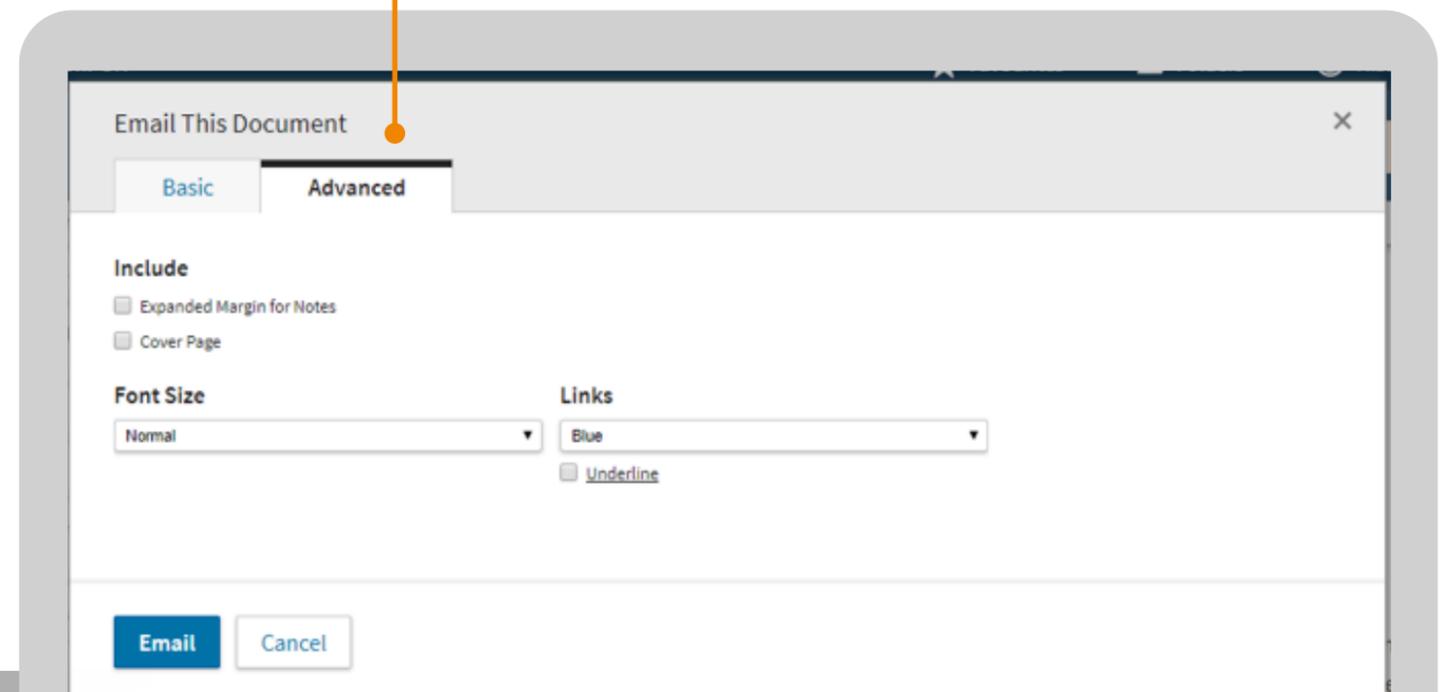


You can enter in the recipient, subject line and a message for the email.

You can also choose the format of the document (Word, PDF or just a link to the document).



The advanced tab enables you to change the formatting – font size, link colour and expanded margin.





# Reading mode

As well as being able to navigate between pages using the table of contents on the left and the next/previous page links on the right, you can now also scroll through the text from one page to another.

When viewing a document, click the reading mode icon on the right. Your view will change slightly.



As you scroll down through the text, when you reach the end of the page, the next page will automatically load so that you can keep scrolling.

The table of contents on the left-hand side will always indicate where you are in the book.

To turn off reading mode (if you want to deliver documents or annotate them) then simply click the icon on the right.

You can also create your own reading list from the table of contents. Simply use the check-boxes to select the chapters, parts or sections you want to read through and then click the reading mode icon.



# Searching

You can use the search bar at the top of the screen to search through all books, filtered/selected books or a specific book (by clicking on the book name first).

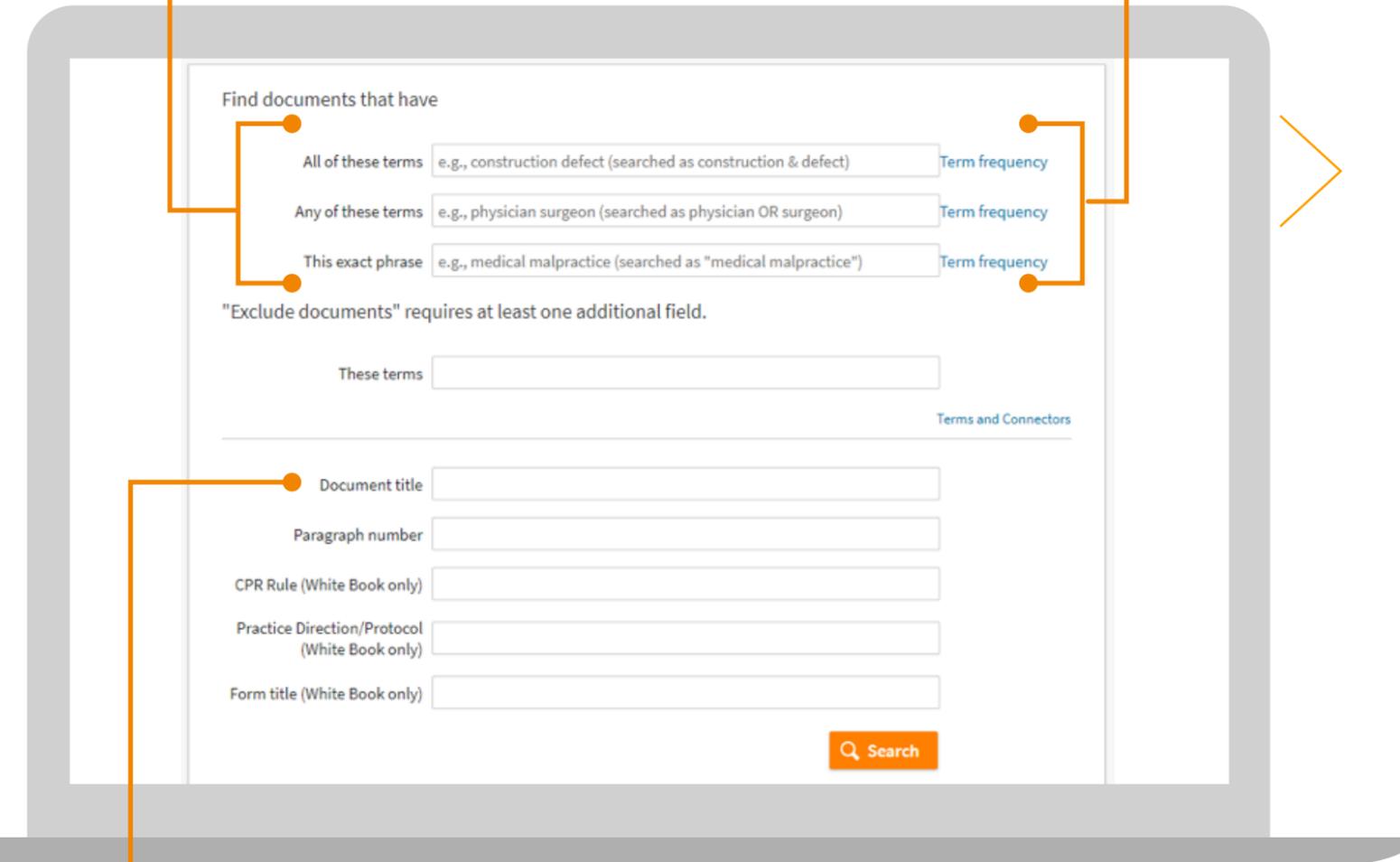
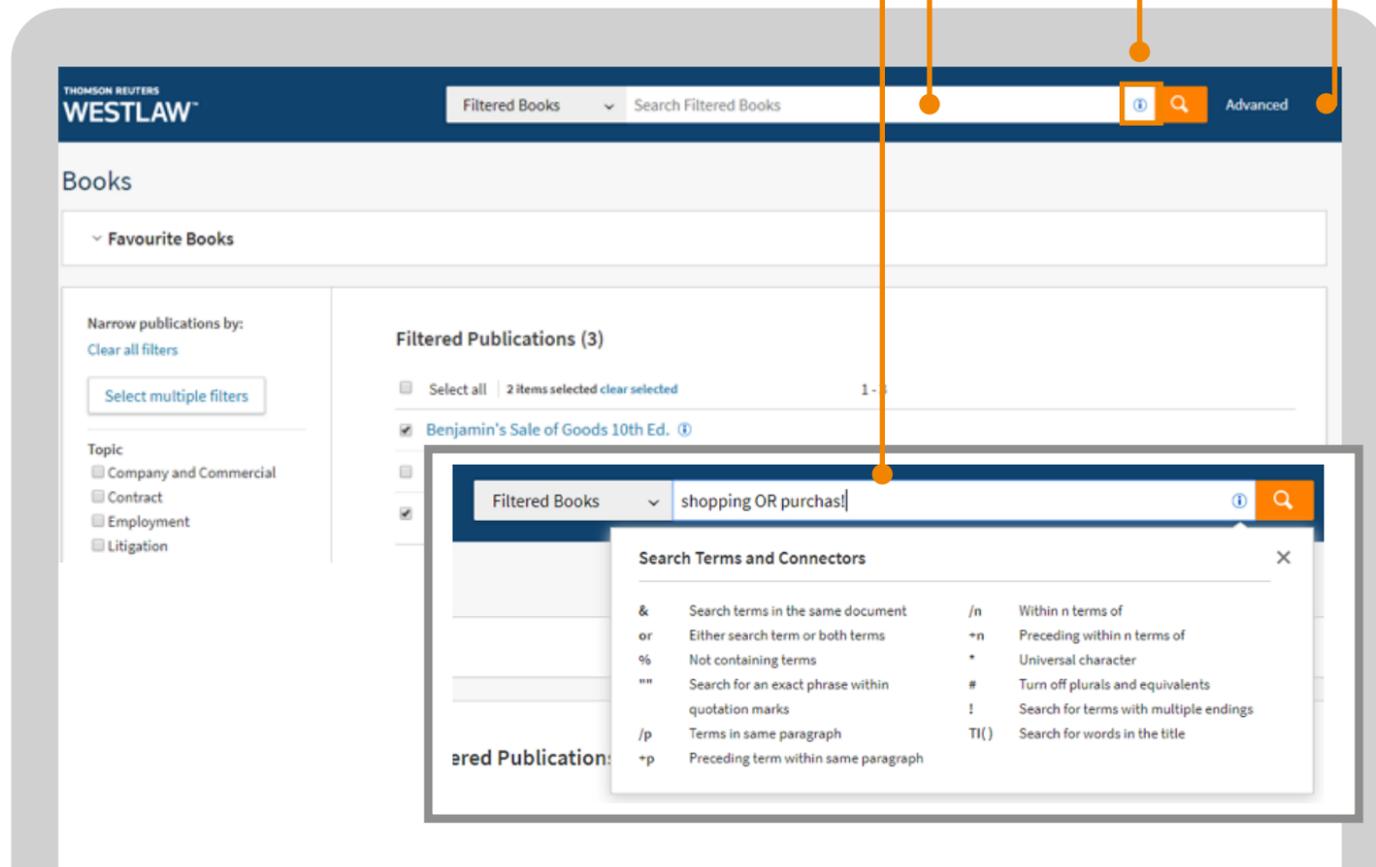
You can search for single terms, multiple terms, phrases (by enclosing your terms in "speech marks") or use Boolean terms and connectors.

Clicking the i button to the right of the search bar will display a list of connectors which can be used on the site.

Alternatively, you can open a search template by clicking the advanced link to the right of the search box.

You can input multiple terms, alternative terms (OR) or terms to search as a phrase.

Click the term frequency link to specify how many times your terms must appear in the document.



You can also search by title or paragraph number as well as having specific White Book search fields.



Hover your mouse over the i icon to remind yourself which books you have searched.

Use the left-hand side to search within your results for an additional term/phrase. You can also filter your results (including just showing results from a specific book).

Re-sort your results by title order/relevance and show more/less detail.

Changing the less detail link to more or most will enable you to see how your search terms are used in the context of each result.

When you view a search result, your terms will be highlighted in yellow.

The table of contents on the left will show you where you are within the book.

Use these arrows to navigate through your search terms. Uncheck the box to remove the yellow highlighting.

The screenshot displays the 'Filtered Books (87)' search results page. On the left, there is a sidebar with filters for 'Publication Name', 'Viewed in the last 30 days', 'Documents in Folders', and 'Annotated Documents'. The main area shows a list of search results, with the first result selected. A 'Relevance' and 'Less detail' dropdown menu is open, showing options for 'Less detail', 'More detail' (checked), and 'Most detail'. Below the search results, a detailed view of the selected book is shown, including a 'Table of Contents' on the left and the main text of the chapter '(d) - Defamation'. The text in the main view has yellow highlighting around the search term 'limitation period'. A search bar at the top of the detailed view shows the search term 'adv: "limitation period"'. Navigation arrows are visible at the bottom right of the detailed view.



## Index searching

As well as searching across the text of the book, you can also browse and search the index of a title (if available).

You can quickly access the index from the references & resources section of a title's home page.

You can search for words or phrases in the keyword finder (please enclose your phrase in speech marks).

Simply click the green highlighted terms within the keyword finder pop-up to be taken straight to that entry in the index.

**References & resources**

- Table of Contents
- Table of Cases
- Table of Cases before the ECJ and CFI
- Table of Cases before the ECtHR and ECOMMHR
- Table of Statutes
- Table of Statutory Instruments
- Table of CPRS
- Table of EC Legislation
- Table of Foreign Legislation
- Table of International Conventions
- Index**

**Other versions**

- Original Mainwork
- Supplement

extinction of title 26-F21  
interpleader 26-F20  
jus tertii 26-F19  
**liens**  
defence 26-F28  
introduction 26-F8  
limitation of action 26-F27  
miscellaneous 26-07  
mitigation by improvement 26-F31  
nature 26-02  
**precedents**  
claims 26-F1-26-F11  
defences based on loss of title 26-F22-26-F29

**Keyword Finder**

"limitation of action"

1 of 3

- ... limitation of action 26-F27
- ... limitation of actions 13-11
- ... limitation of actions 67-20

**Bullen & Leake & Jacob's Precedents of Pleadings 18th Ed Sup**

**Table of Contents**

- Preliminary Materials
- Consolidated Mainwork Incorporating First Supplement
- Original Mainwork
- Supplement
- Index

**Index**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**ABATEMENT**  
purchase price, of 25-F23

**ABSOLUTE PRIVILEGE**  
defences 37-J12–37-J13  
generally 37-37  
pleading 37-38

**ABUSE OF DOMINANT POSITION**  
claim for breach of Art.102 TFEU 29-G3  
defence to claim for breach of Art.102 TFEU 29-G4  
generally 28-03

**ABUSE OF PROCESS**  
generally 5-16–5-17

**ACCELERATION CLAUSES**  
defence 20-F9

You can either click on a letter to see those entries or use the keyword finder to search for a specific term.



# Specific features – the White Book

Browse forms, see what's new and browse rules by procedural stage.

Forms are available in both Word and PDF format.

## Rule 7.2 - How to start proceedings

White Book 2018 | Commentary last updated October 1, 2015  
 Volume 1  
 Section A - Civil Procedure Rules 1998 and Practice Directions  
 Part 7 - How to Start Proceedings—The Claim Form  
 How to Start Proceedings—The Claim Form

**Related Practice Directions**  
**Related Forms**

**Rule 7.2**

7.2— How to start proceedings<sup>1</sup>

7.2 (1) Proceedings are started when the court issues a claim form at the request of the claimant.  
 (2) A claim form is issued on the date entered on the form by the court.

(A person who seeks a remedy from the court before proceedings are started or in relation to proceedings which are taking place, or will take place, in another jurisdiction must make an application under Part 23.)

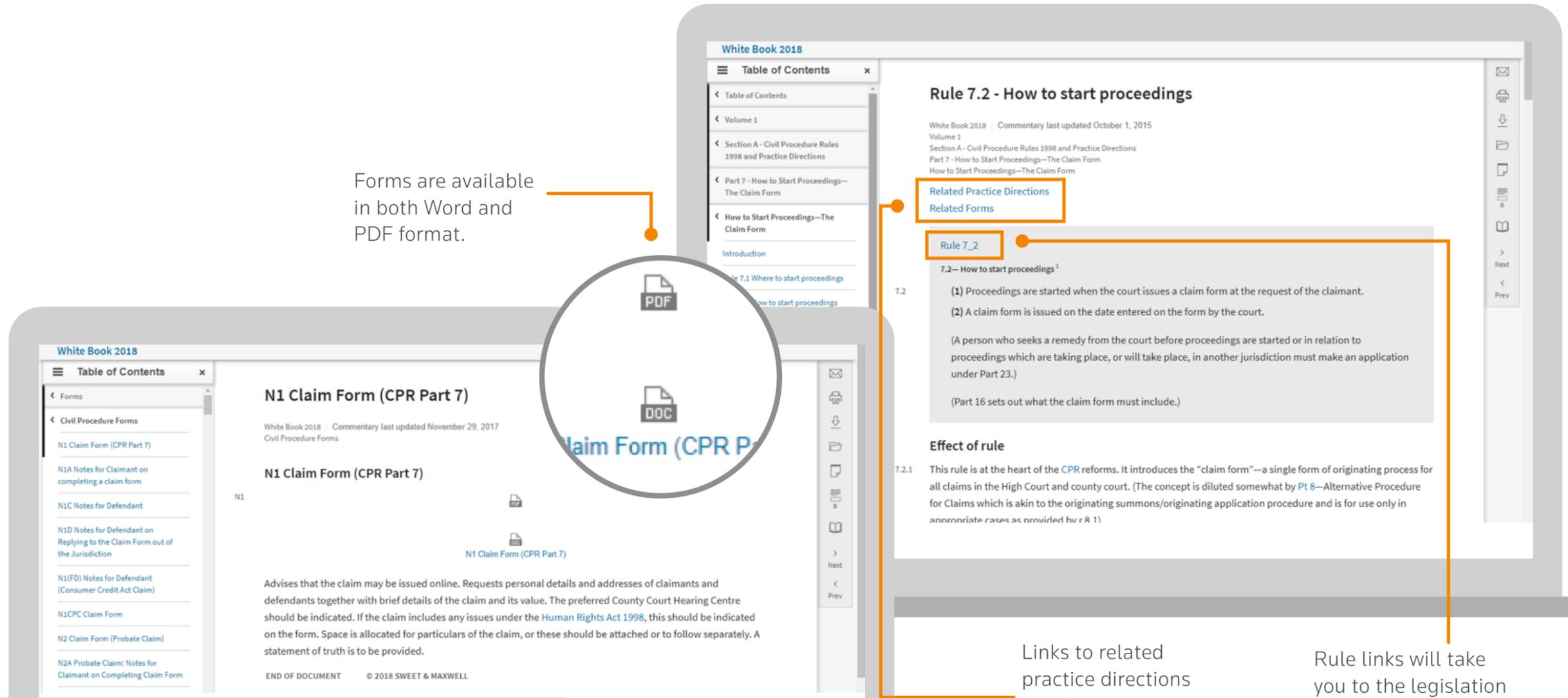
(Part 16 sets out what the claim form must include.)

**Effect of rule**

7.2.1 This rule is at the heart of the CPR reforms. It introduces the “claim form”—a single form of originating process for all claims in the High Court and county court. (The concept is diluted somewhat by Pt 8—Alternative Procedure for Claims which is akin to the originating summons/originating application procedure and is for use only in appropriate cases as provided by r 8.1)

Links to related practice directions and forms, appear at the top of the page.

Rule links will take you to the legislation from Westlaw UK (updated daily).



CPR Rule (White Book only)   
 Practice Direction/Protocol (White Book only)   
 Form title (White Book only)

Within the advanced search, there are fields to search for specific content within the White Book.

THOMSON REUTERS  
**WESTLAW**

White Book 2018 Search Book Advanced

References & resources

- Table of Contents
- Table of Cases
- Table of Statutes
- Table of Statutory Instruments
- Table of International and European Legislation, Treaties and Conventions
- Forms**
- Index
- What's new
- Procedural Stages

☆ White Book 2018

Select all content | No items selected | Clear Selection

Costs & Funding following the Civil Justice Reforms: Questions & Answers (4th ed)

First Supplement to the 2018 Edition (8 June 2018)

- Volume 1
- Volume 2



# Specific features – the Common Law Library

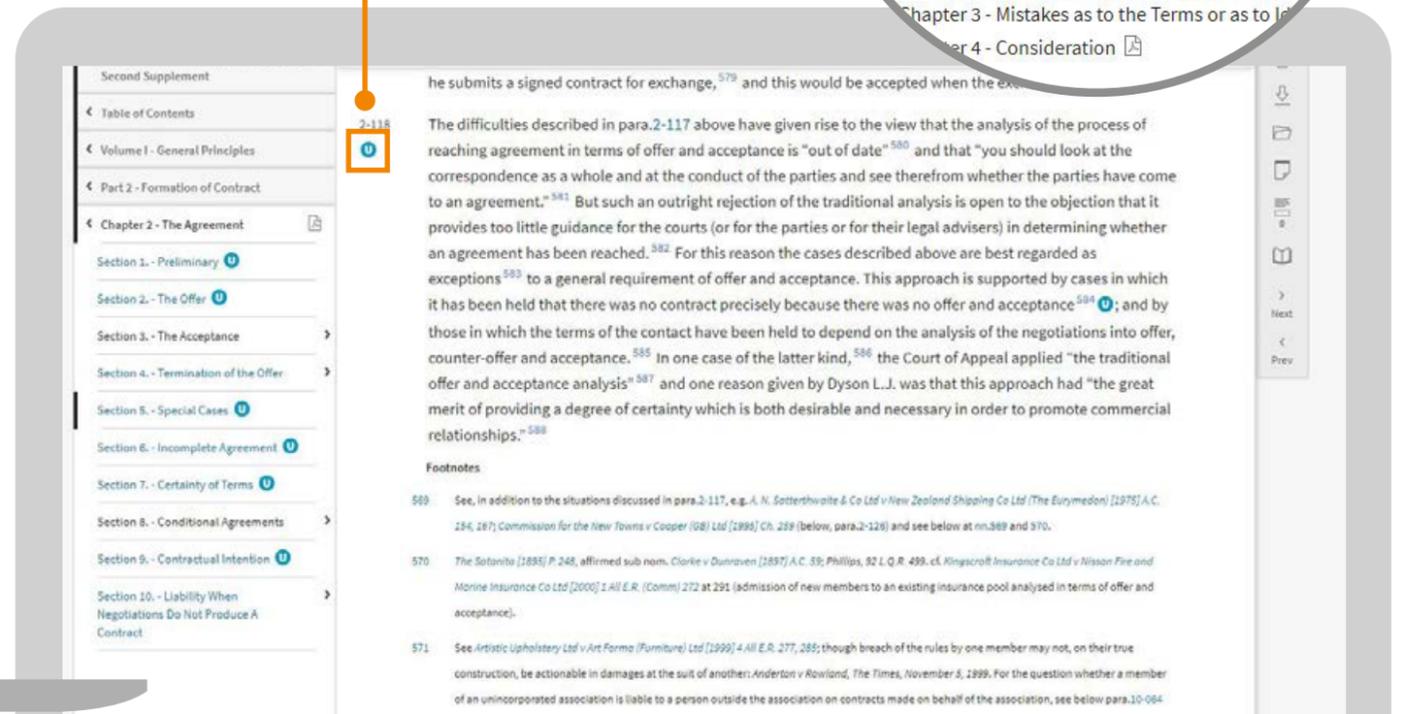
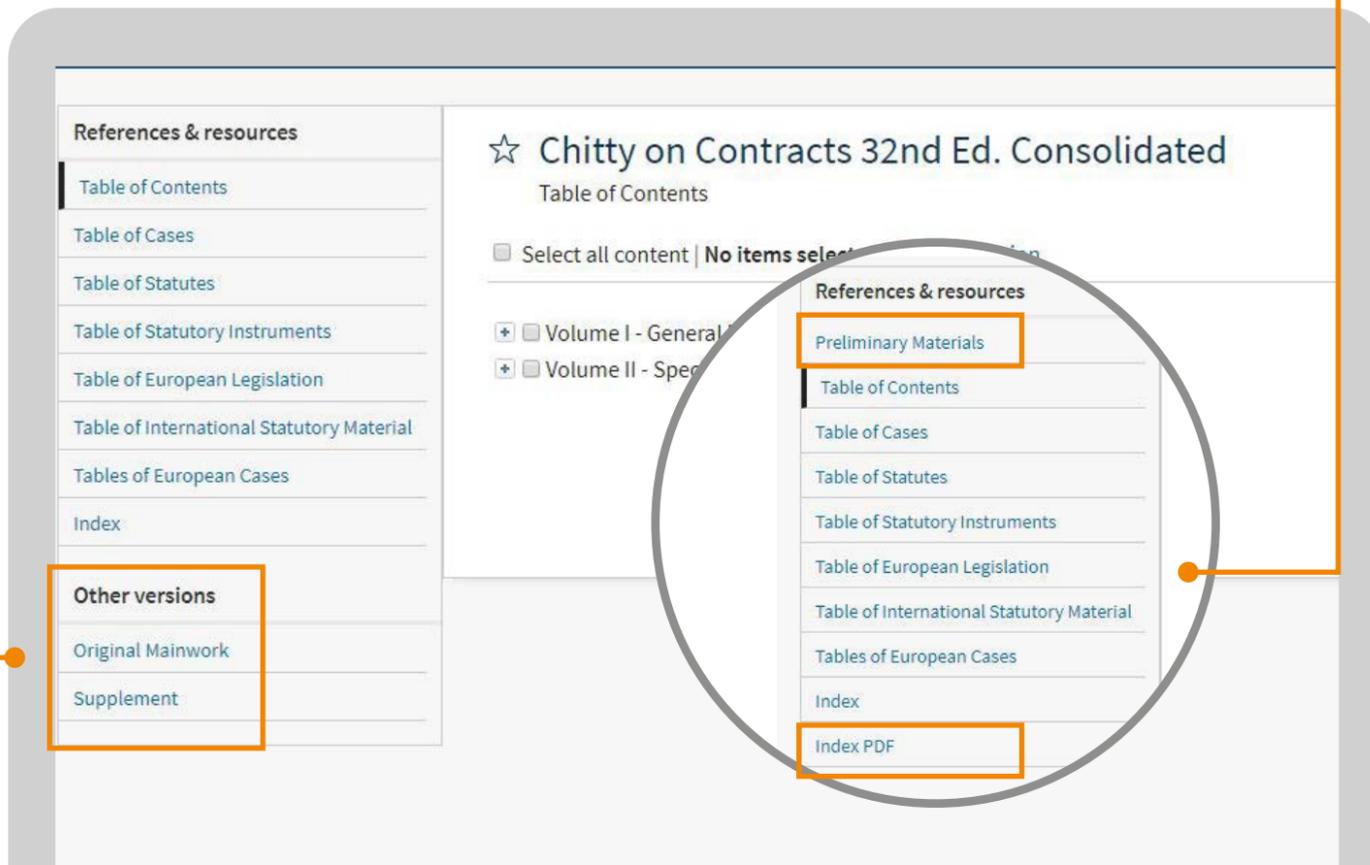
If a supplement has been released then you will see two versions of the book – a consolidated version and the original mainwork.

By default, you will be searching/ browsing the consolidated version.

The original mainwork version will include the preliminary materials and a PDF of the index.

If you are viewing the consolidated version, blue U icons in the table of contents will indicate where text has been updated by a supplement.

You will see a blue U when browsing the table of contents, and it will also appear next to the paragraph and location where the update has occurred.



569. See, in addition to the situations discussed in para.2-117, e.g., *N. Satterthwaite & Co Ltd v New Zealand Shipping Co Ltd (The Eurymedon)* [1975] A.C. 284, 287; *Commission for the New Towns v Cooper (GB) Ltd* [1995] Ch. 289 (below, para.2-126) and see below at nn.569 and 570.

570. *The Sotavita* [1995] P. 248, affirmed sub nom. *Clarke v Dunraven* [1897] A.C. 59; *Phillips*, 92 L.Q.R. 499. cf. *Kingscroft Insurance Co Ltd v Misson Fire and Marine Insurance Co Ltd* [2000] 1 All E.R. (Comm) 272 at 291 (admission of new members to an existing insurance pool analysed in terms of offer and acceptance).

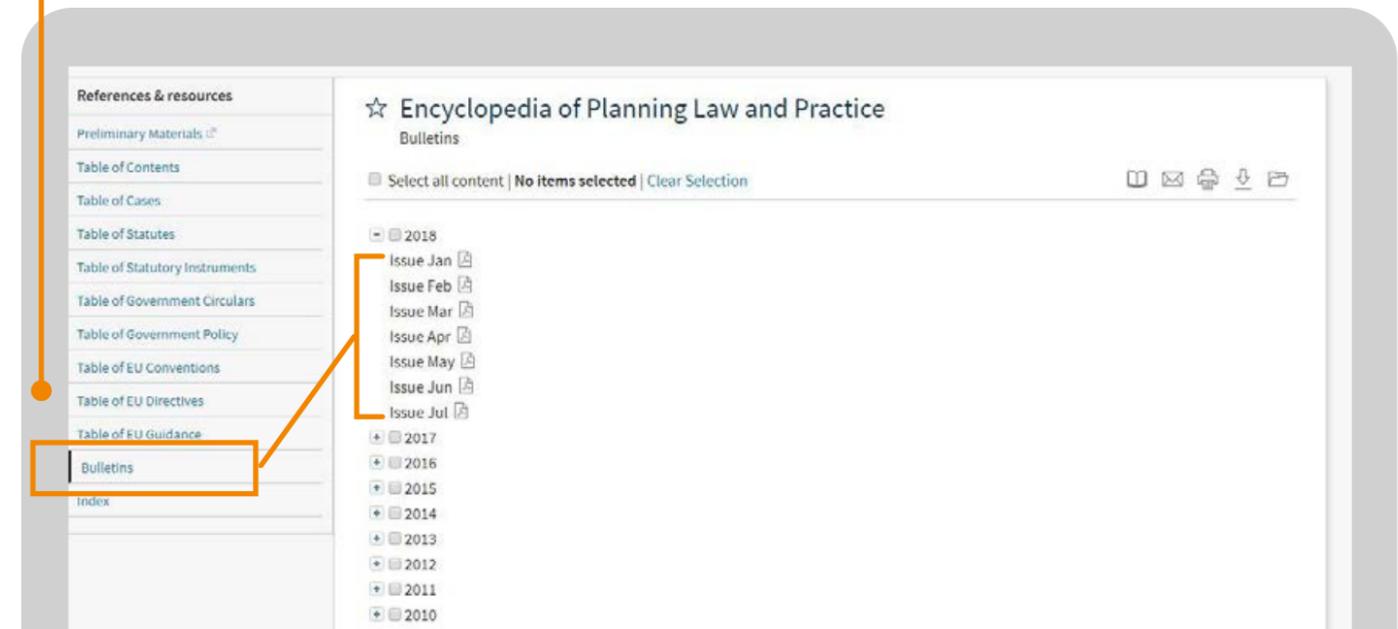
571. See *Artistic Upholstery Ltd v Art Form (Furniture) Ltd* [1992] 4 All E.R. 277, 285; though breach of the rules by one member may not, on their true construction, be actionable in damages at the suit of another: *Anderson v Rowland*, *The Times*, November 5, 1999. For the question whether a member of an unincorporated association is liable to a person outside the association on contracts made on behalf of the association, see below para.10-064.



## Specific features – looseleaf encyclopaedias

When viewing looseleaf titles, the release bulletin appears at the top of the contents list.

If applicable, you can also access bulletins from the left-hand side of the screen.





## Contact Us

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