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Books User Guide

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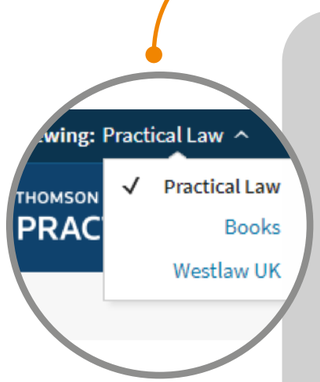
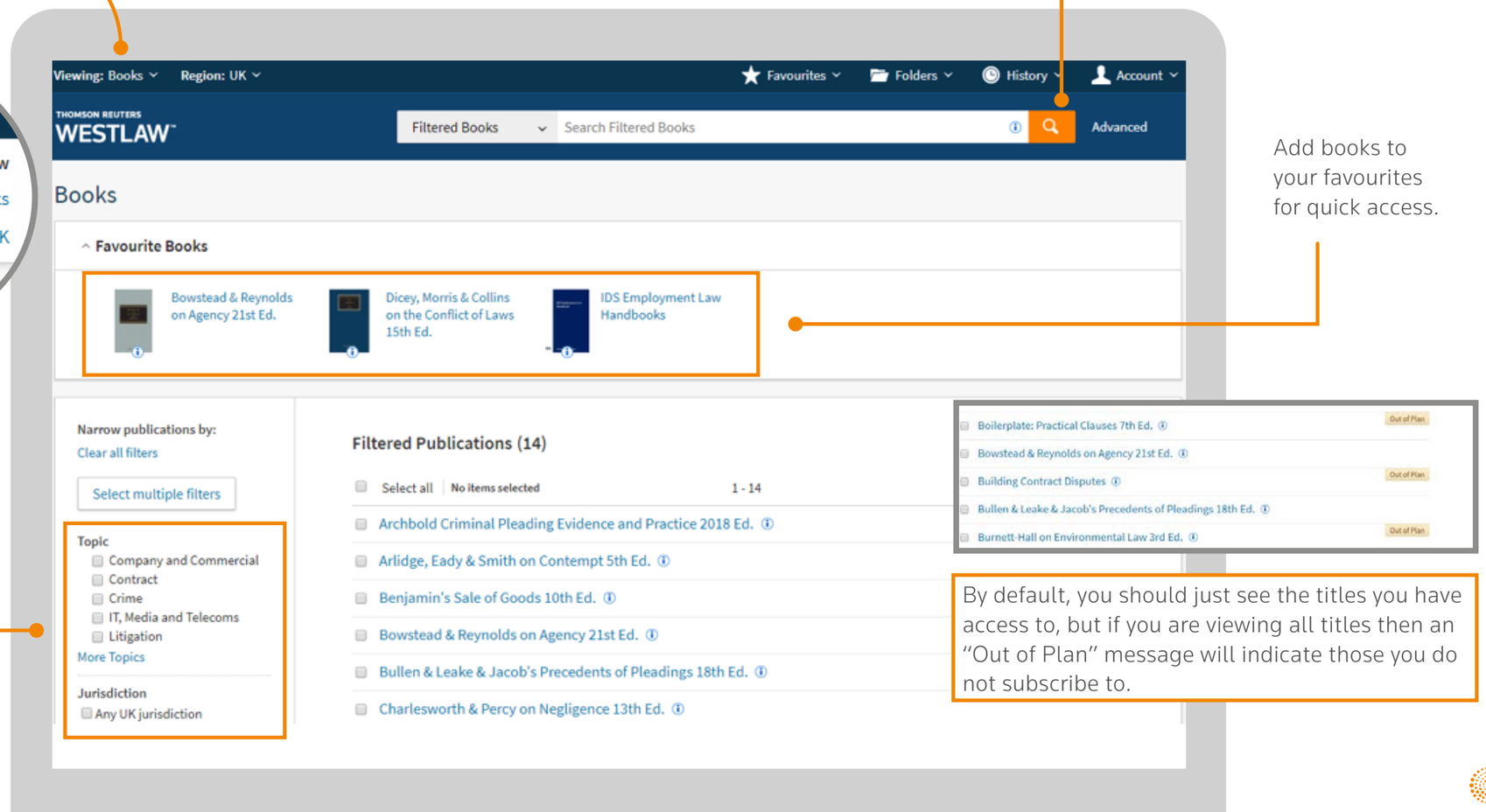
Accessing books: homepage & update information

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.

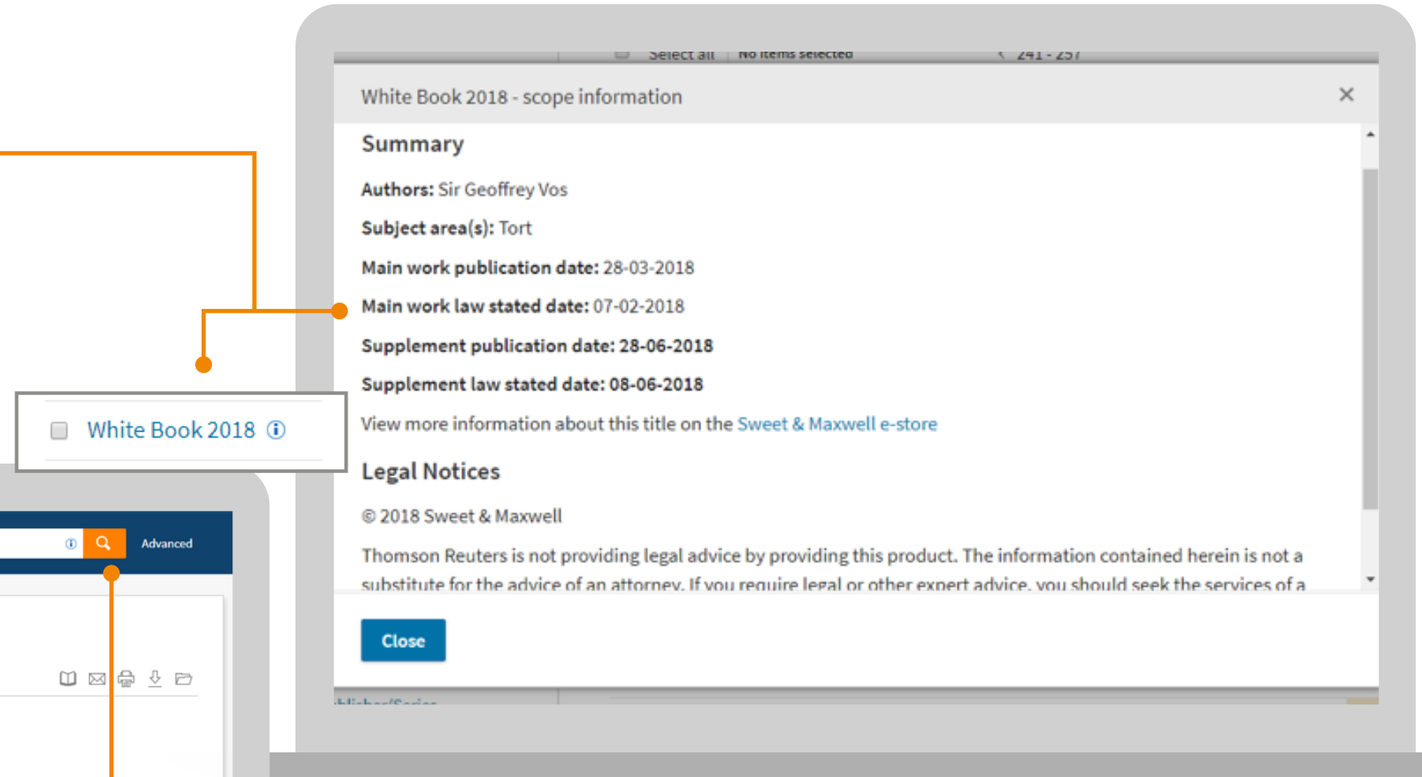
Add books to your favourites for quick access.

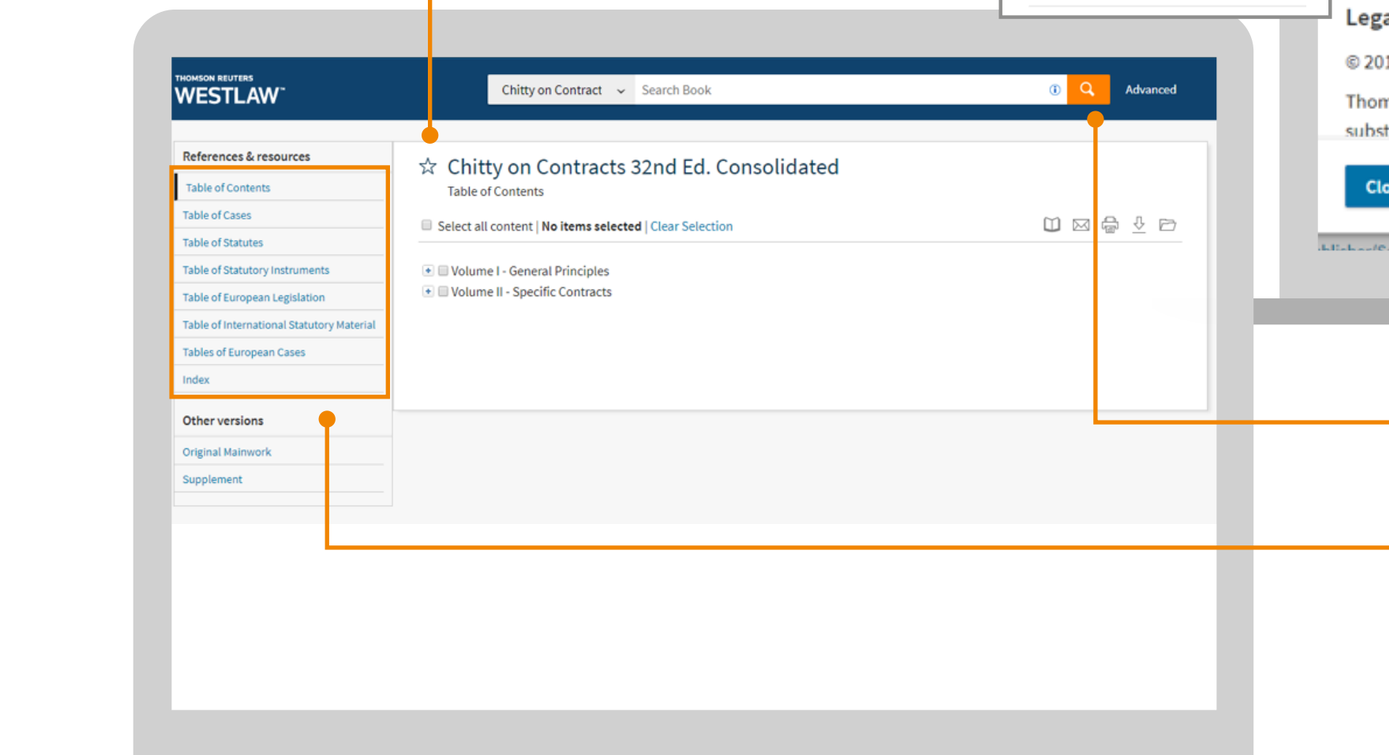
Filter the titles displayed by topic, jurisdiction, publisher, content you've marked as favourites or whether you subscribe to it (in plan).

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.

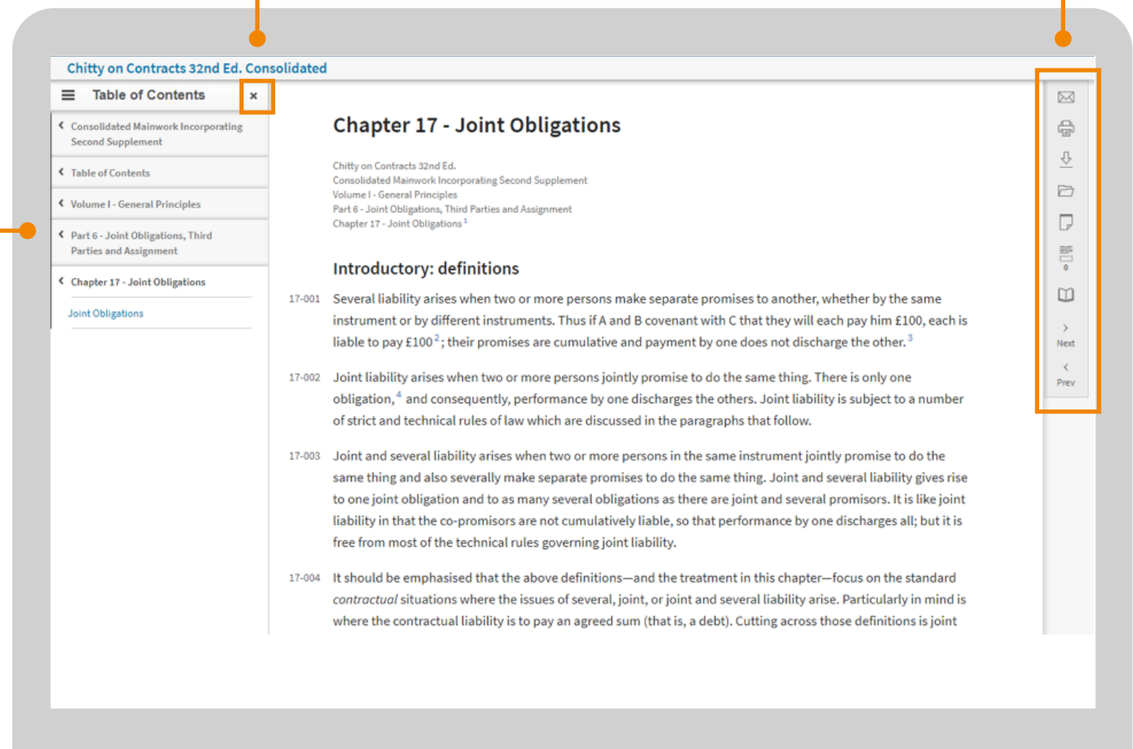
You can use the checkboxes to the left to select multiple sections or paragraphs for delivery (see icons above), or to search across.

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.

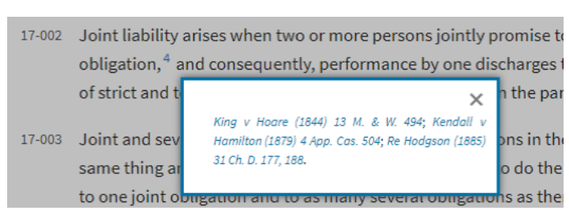
A dynamic table of contents remains on the left, so you can quickly access another part/ chapter/section.

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



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.



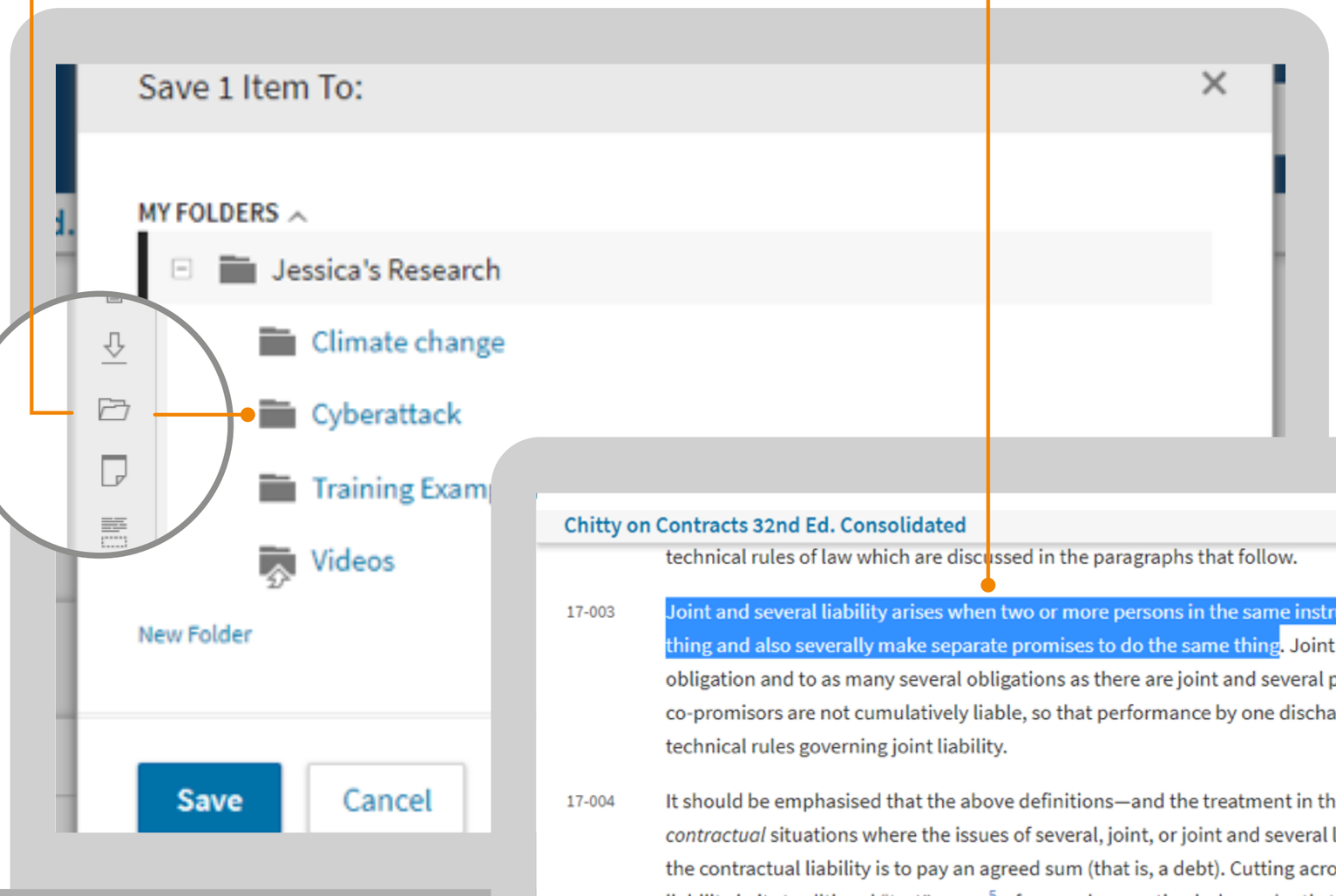
Annotations & saving text to folders

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.

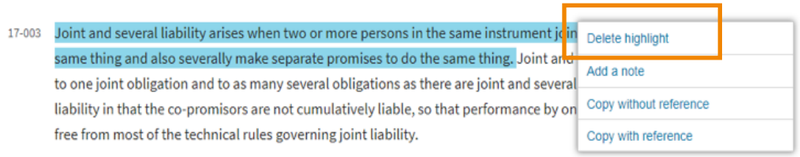
TIP Copy with reference – this will copy the text to your clipboard but also include the book title and section/paragraph number your extract is taken from.

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.

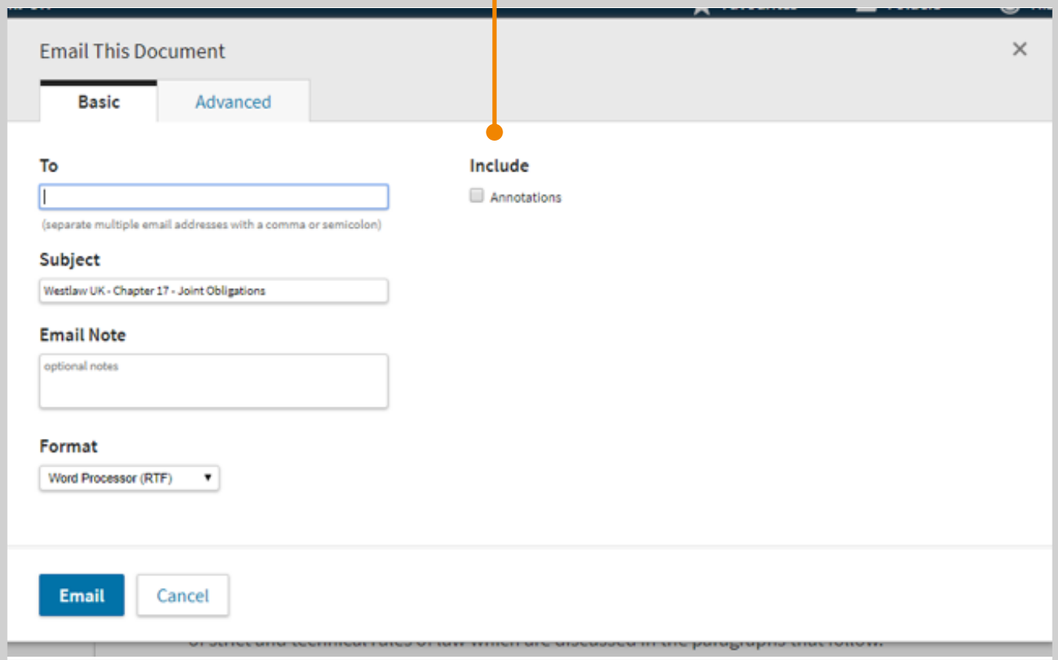
Working with annotated documents

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.

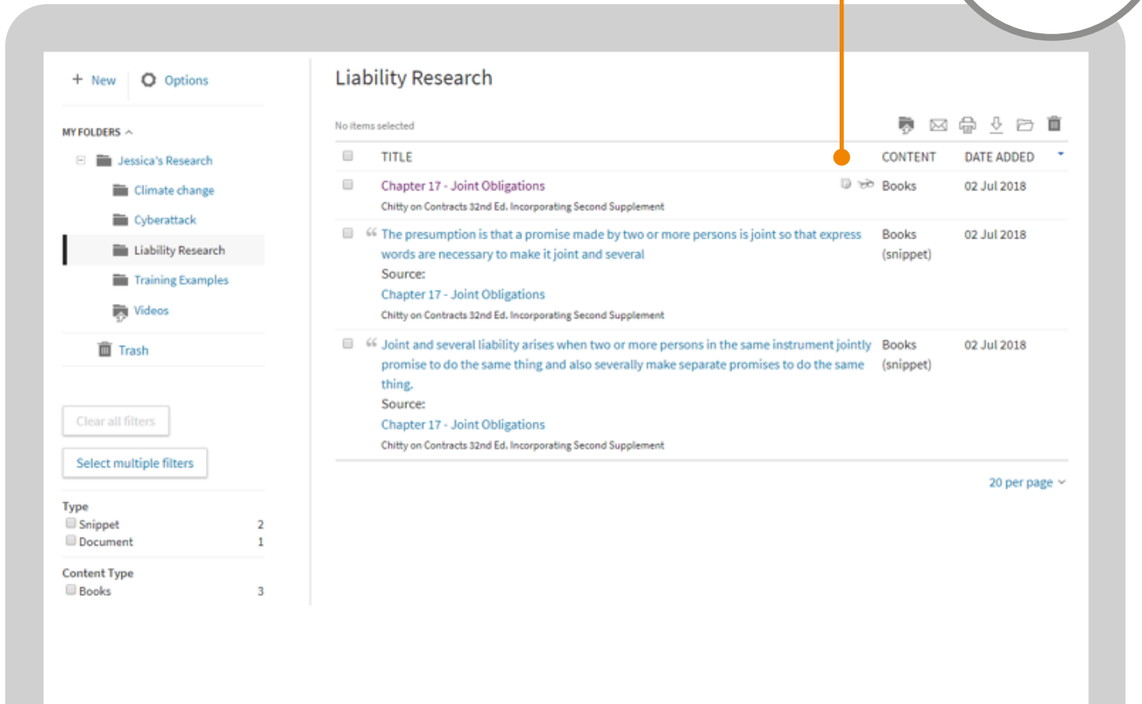
To remove an annotation, just click on the highlighted text and choose "delete highlight".



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.



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.



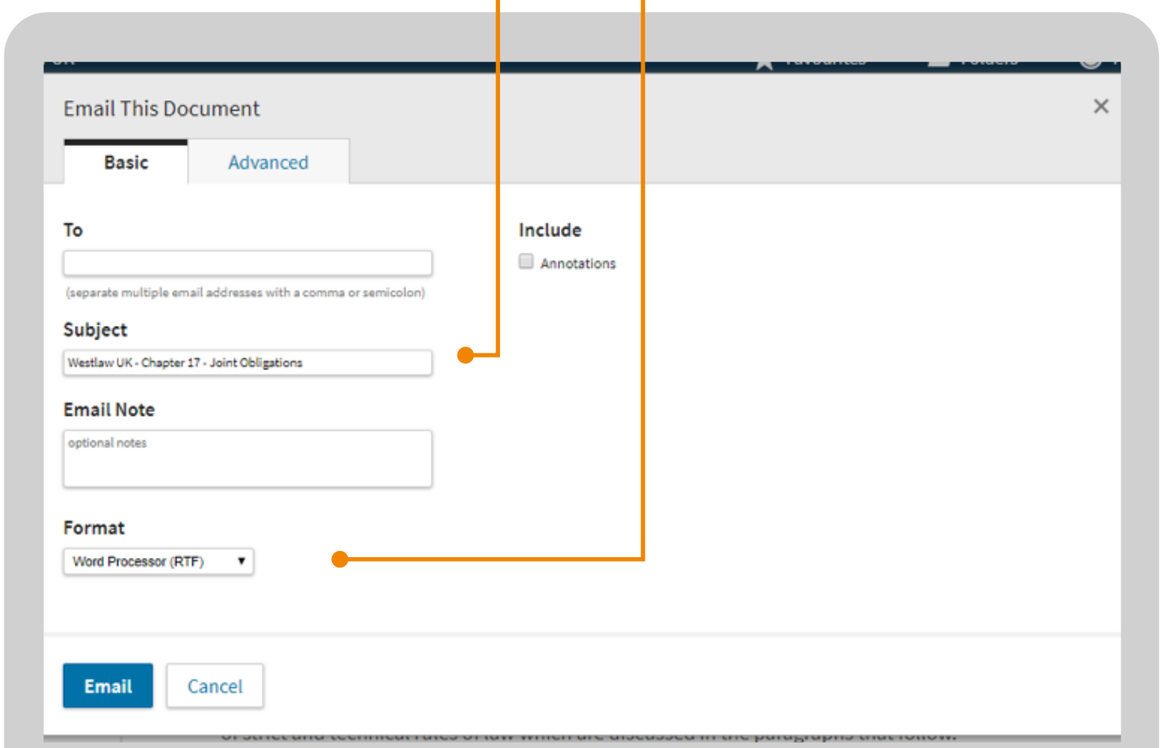
Delivering documents

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

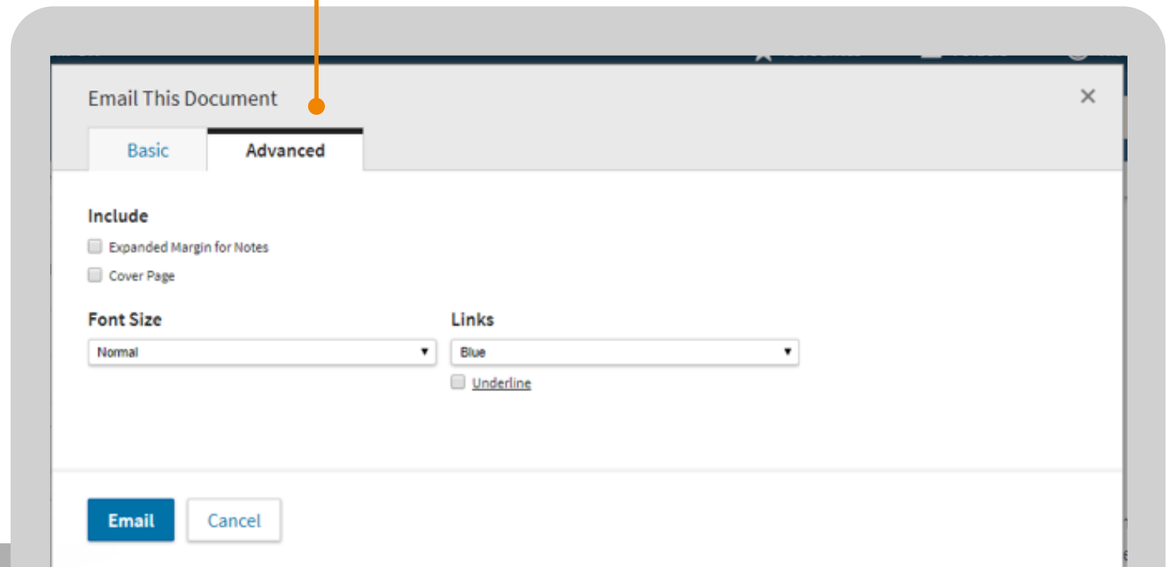
The delivery icons appear on the right when viewing a document, or above the browse options (if you want to deliver multiple sections).

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).



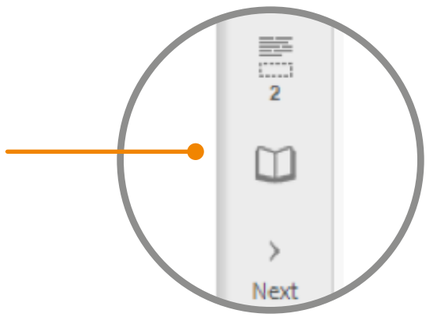
The advanced tab enables you to change the formatting – font size, link colour and expanded margin.



Reading mode

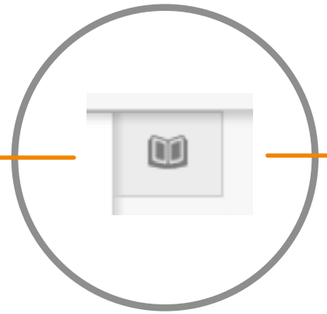
As well as being able to navigate between pages using the table of contents on the left and the next/previous page links on the right, you can now also scroll through the text from one page to another.

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



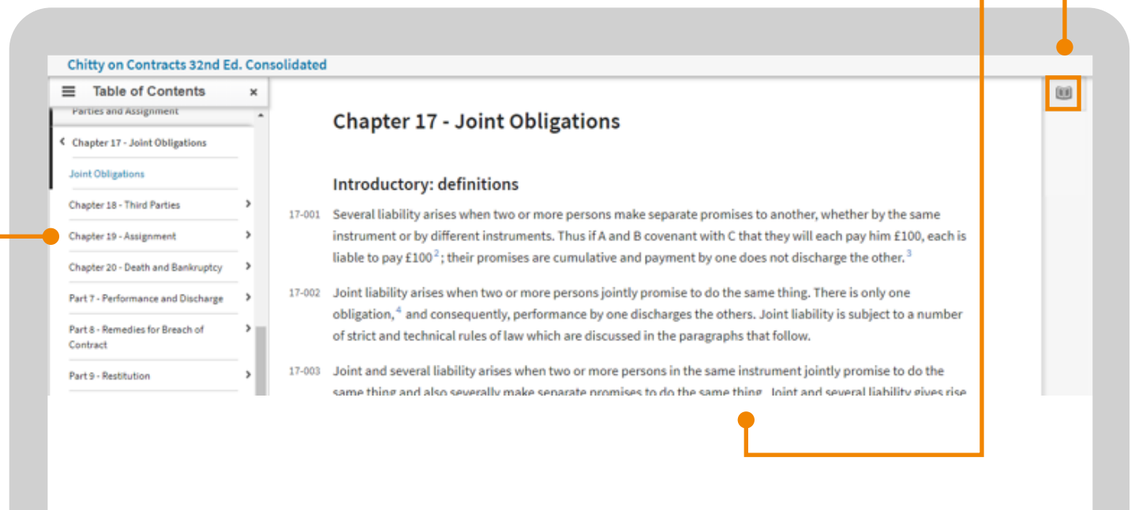
You can also create your own reading list from the table of contents. Simply use the check-boxes to select the chapters, parts or sections you want to read through and then click the reading mode icon.

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.



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

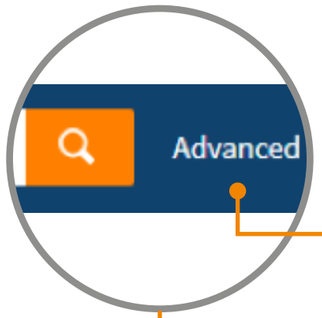
The table of contents on the left-hand side will always indicate where you are in the book.



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.

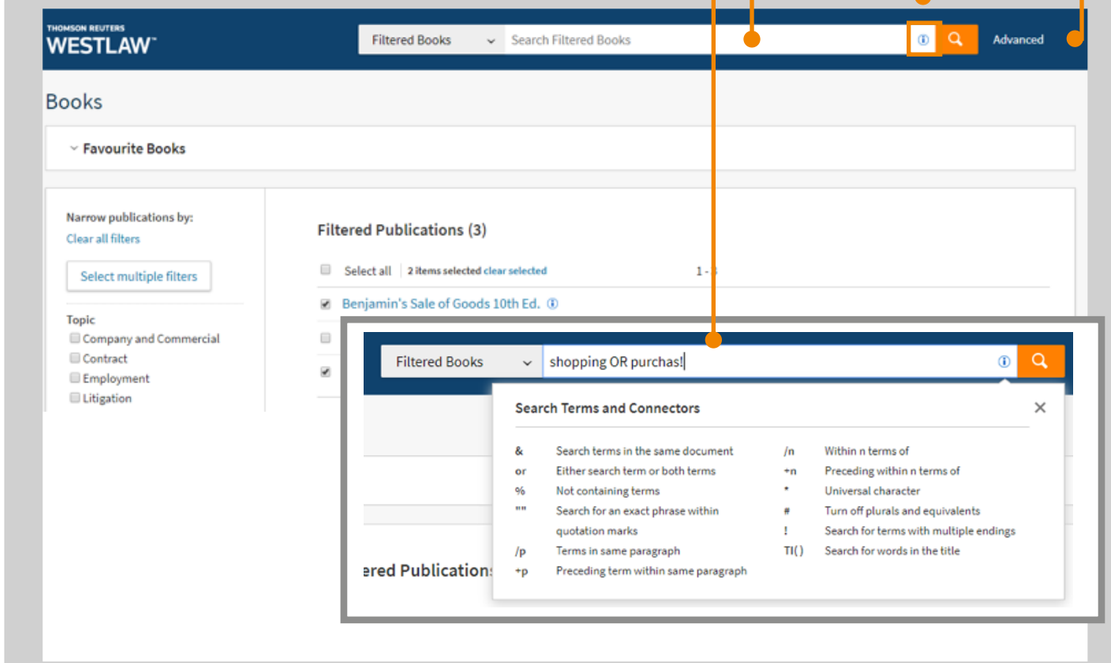


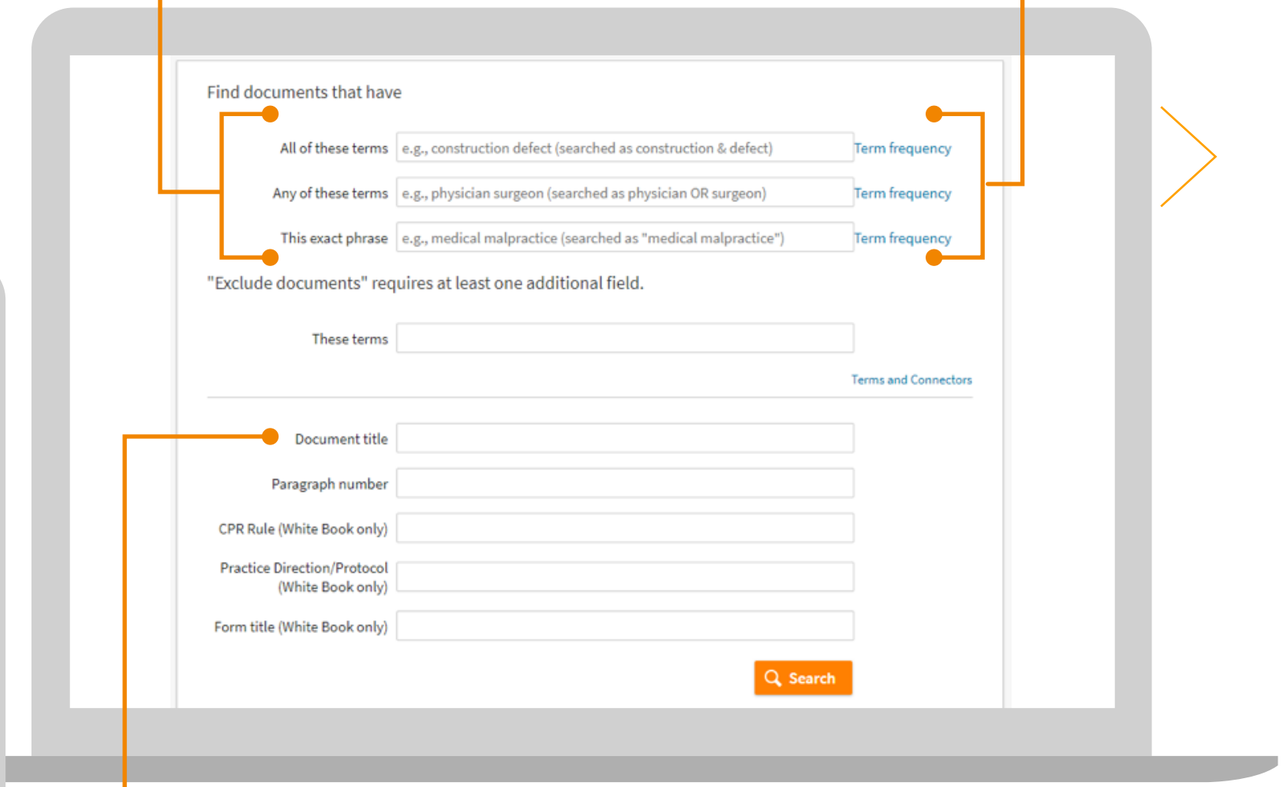
Alternatively, you can open a search template by clicking the advanced link to the right of the search box.

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

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).

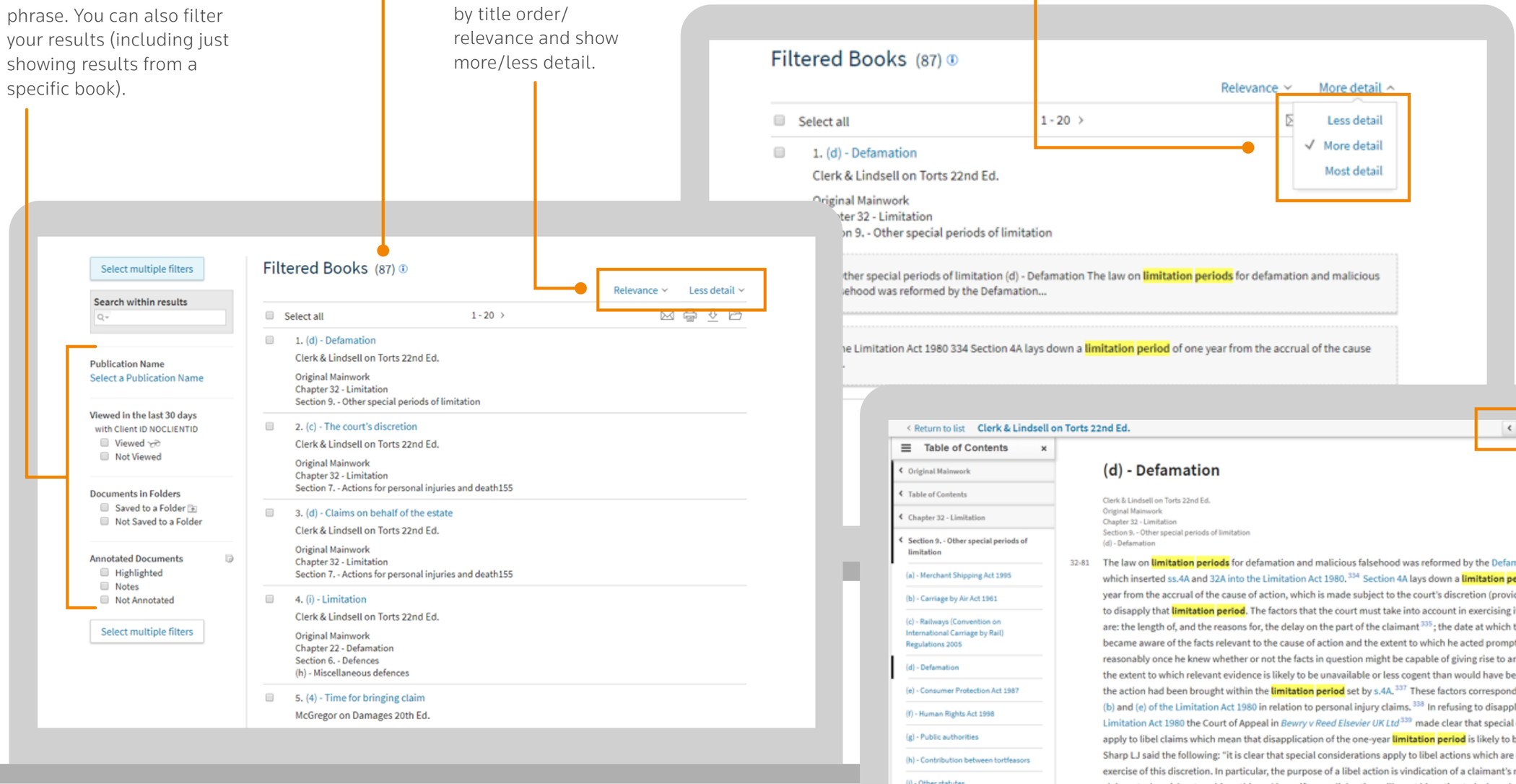
Re-sort your results by title order/ relevance and show more/less detail.

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.



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).

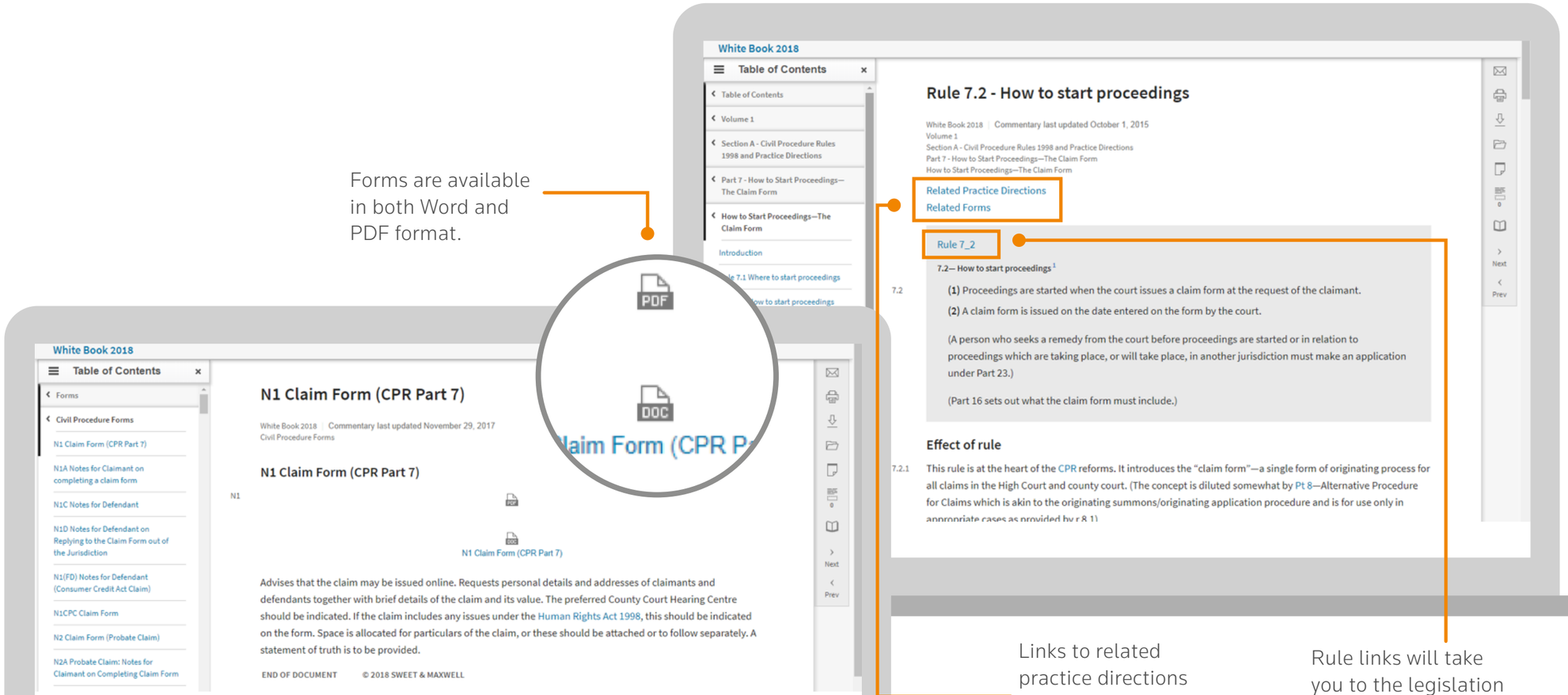
Simply click the green highlighted terms within the keyword finder pop-up to be taken straight to that entry in the index.

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

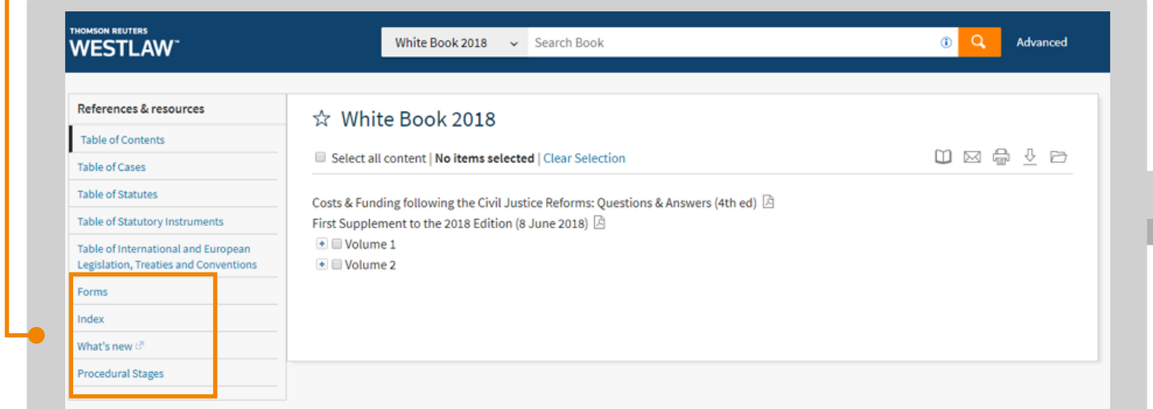
Forms are available in both Word and PDF format.

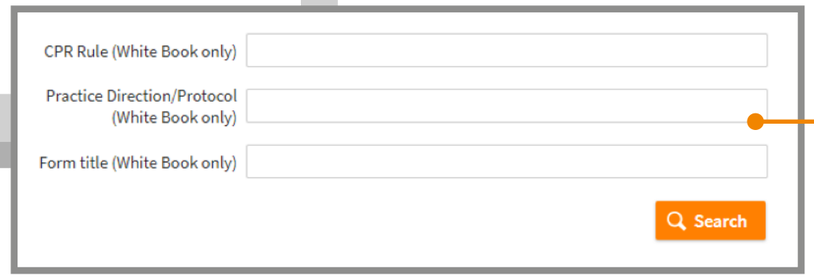
Browse forms, see what's new and browse rules by procedural stage.



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).





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

Specific features – the Common Law Library

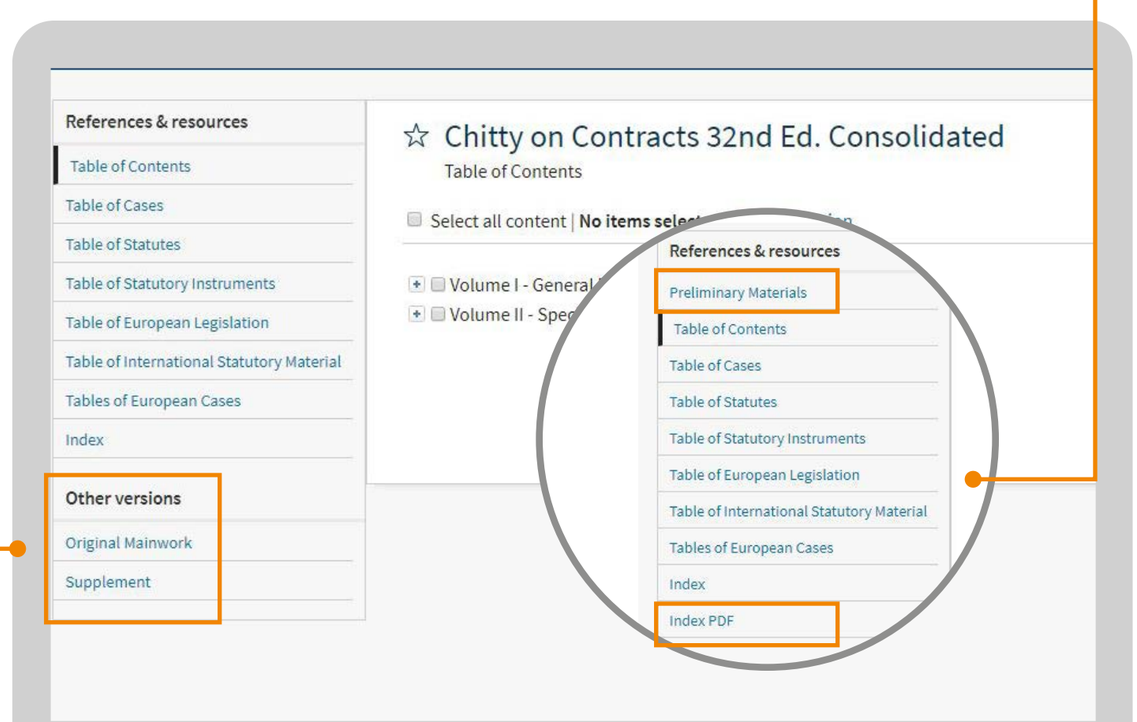
If a supplement has been released then you will see two versions of the book – a consolidated version and the original mainwork.

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.

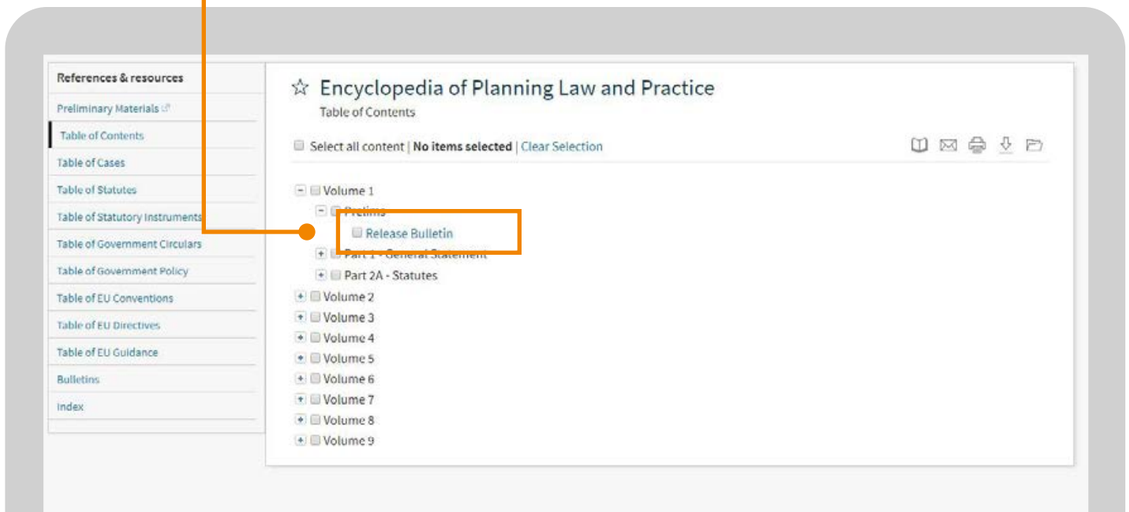
If you are viewing the consolidated version, blue U icons in the table of contents will indicate where text has been updated by a supplement.

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.



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.

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