

Searching Analytical Publications on Westlaw

Texts, Treatises, and Forms Databases

Many Litigator library subscription plans include analytical publication databases, i.e., texts, treatises, and forms compilations. This guide reviews search methods that can help you search these databases effectively. The search methods described include the use of the Table of Contents service for browsing and the use of Natural Language and Terms and Connectors for word searches. The databases used in this guide for instructional purposes may not be included in your particular subscription plan.

The Table of Contents Service

Many analytical publication databases offer the Table of Contents service. Use the Table of Contents to:

- browse a publication's table of contents and display a listed section.
- retrieve all the sections that fall under a heading or limit the sections retrieved to those that contain specified key terms.

Accessing the Table of Contents

To access the table of contents for a selected publication, go to the database Search page and click **Table of Contents**.

Click the plus symbol (+) to display the sections that fall under the main heading.

Accessing the table of contents for the Federal Trial Handbook: Civil database (FEDTRHB-CIV)

To view a list of publications for which a table of contents is available, click **Site Map** at the top of any page, then click **Table of Contents** under the *Browse Westlaw* heading.

For technical assistance, call West Customer Technical Support at **1-800-WESTLAW** (1-800-937-8529).

For search assistance, call the West Reference Attorneys at **1-800-REF-ATTY** (1-800-733-2889).

If you are a law student, call **1-800-850-WEST** (1-800-850-9378) for assistance.

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Browsing the Table of Contents and Retrieving a Section

Browse a table of contents by clicking the plus (+) and minus (-) symbols that are displayed next to headings.

- To display all sections that fall under a heading without having to expand each subheading, select the check box next to the heading. Then, click **Expand Selections** at the bottom of the page.
- To collapse all expanded headings and restore the table of contents to its original format, click **Collapse All** at the bottom of the page.

Sections are Linked

Individual sections are listed as hypertext links. Click the section title to display the section.

The screenshot shows a web interface for a database titled "Federal Jury Practice and Instructions". The "Table of Contents" is displayed, listing sections under "Part I. Federal Jury Practice", "Chapter 1. Trial By Jury", "Chapter 2. Fair Trial--Free Press", and "Chapter 3. Selection Of Federal Jury Panels". Each section has a checkbox and a plus/minus symbol. At the bottom, there are buttons for "Expand Selection(s)", "Collapse All", and "Clear".

Select a check box and click **Expand Selections** to display all sections that fall under the heading.

Click a **section title** to display a section.

The *Expand Selections* and *Collapse All* commands are located at the bottom of the page.

An expanded table of contents

Retrieving Multiple Sections

- To retrieve multiple selected sections, select the check box next to each section you want to retrieve, or to retrieve all the sections that fall under a heading, select the check box next to the heading. Click **Search** at the bottom of the page to display the Table of Contents Search page, then click **Search** again.

To retrieve multiple sections limited by key terms

- To retrieve multiple sections limited by key terms, begin by selecting the check box next to each section you want to search or select the check box next to a heading. Click **Search** at the bottom of the page to display the Table of Contents Search page. Type key terms in the *Add search terms and connectors* text box, then click **Search**. Use Terms and Connectors search formatting when you enter key terms.

To retrieve multiple sections and send your results to your print destination in one step

- Browse the table of contents and select the check box next to individual sections or headings you want to print. Click **Retrieve & Print** at the bottom of the page.

Retrieving Multiple Sections—Search Example

Suppose you have been browsing the table of contents for *Federal Practice and Procedure—Wright and Miller* and you want to retrieve sections 2144, 2145, 2150, and 2151 from *Chapter 6, Depositions and Discovery, Rule 32. Use of Depositions in Court Proceedings*. Follow the steps as outlined below.

Step 1. Select the check box for each section you want to retrieve. To retrieve all the sections that fall under a heading, select the check box next to the heading.

Selection(s): [Retrieve & Print](#) [Search](#) [Expand Selection\(s\)](#) | [Collapse All](#) | [Clear](#)

Step 2. Click **Search** to proceed to the Table of Contents Search page. Or, to immediately print the selected sections, click **Retrieve & Print**.

A Table of Contents page

Step 3. At the Table of Contents Search page, you can delete a selection or add key terms to limit your search. Click **Search** to retrieve your selections.

Table of Contents Search page

Step 4. Review the search results. Links in the left frame provide access to pages that enable you to view a full screen result list, edit your search, or locate terms in your search result.

Table of Contents result list

The Natural Language Search Method

The Natural Language search method is available in most Westlaw databases, including text, treatise, and forms databases. Natural Language allows you to search databases by typing a description of your topic or issue in plain English. A single term or phrase may be adequate to retrieve relevant documents or you can add additional concepts to focus your results. The documents retrieved by your search are listed according to how closely they match the concepts in your description, with the document most closely matching listed first.

Tip: Westlaw recognizes phrases that are common legal terms. However, to assure that terms are processed by Natural Language as a phrase, place them in quotation marks (“ ”).

Search Examples

To search the American Jurisprudence 2d database (AMJUR) for information about proximate cause, follow these steps:

1. Access the AMJUR database.
2. Click **Natural Language** to select the Natural Language search method.
3. Type “**proximate cause**” in the text box.
4. Click **Search**.

To search the Illinois Legal & Business Forms–Real Property database (IL-RPLF) for a quitclaim deed form, follow these steps:

1. Access the IL-RPLF database.
2. Click **Natural Language** to select the Natural Language search method.
3. Type “**quitclaim deed**” in the text box.
4. Click **Search**.

To search the Search and Seizure: A Treatise on the Fourth Amendment database (SEARCHSZR) for discussion of the good faith exception to the exclusionary rule, follow these steps:

1. Access the SEARCHSZR database.
2. Click **Natural Language** to select the Natural Language search method.
3. Type “**exclusionary rule**” “**good faith exception**” in the text box.
4. Click **Search**.

The Terms and Connectors Search Method

The Terms and Connectors search method allows you to enter key terms from your issue and use connectors to specify the relationship between the terms. For example, you can specify that your terms appear in the same sentence or the same paragraph. A Terms and Connectors search retrieves every document in the database that includes your search terms in the specified relationship.

Follow these steps to search with Terms and Connectors:

1. Choose search terms significant to your issue. In choosing your terms, consider alternatives, such as synonyms and antonyms. To retrieve variations of terms, use the root expander (!) and the universal character (*). To retrieve a phrase, place quotation marks (“ ”) around the phrase.
2. Decide which connectors to place between your search terms. (See the chart below.)
3. Access a database. The Search page is displayed. If not already selected, click **Terms and Connectors** above the text box to select Terms and Connectors as your search method.
4. Type your query in the text box and click **Search**.

Connector	Type	To retrieve documents that contain	Example
AND	&	both search terms	fraud & disgorgement
OR	a space	either search term or both search terms	stock bond
Grammatical Connectors	/p	search terms in the same paragraph	proxy /p compensation
	/s	search terms in the same sentence	damages /s excessive
	+s	the first term preceding the second within the same sentence	shareholder +s meeting
Numerical Connectors	/n	search terms within <i>n</i> terms of each other (where <i>n</i> is a number from 1 to 255)	abuse /3 discretion
	+n	the first term preceding the second by <i>n</i> terms (where <i>n</i> is a number from 1 to 255)	initial +5 offering
Phrase	“ ”	terms appearing in the same order as in the quotation marks	“annual report”
But not	%	to exclude documents that contain the terms following the percent symbol	stock! % stockade

Search Examples

To search the AMJUR database for sections that discuss excessive or disproportionate liquidated damages, follow these steps:

1. Access the AMJUR database.
2. Type “**liquidated damages**” /s excess! disproportion! in the text box.
3. Click **Search**.

Westlaw will retrieve documents that include *liquidated damages* in the same sentence as a word with the root *excess* or *disproportion*.

To search the Civil Actions Against the United States, Its Agencies, Officers and Employees database (USCIVAC) for sections that discuss the use of a writ of mandamus to compel agency or administrative action, follow these steps:

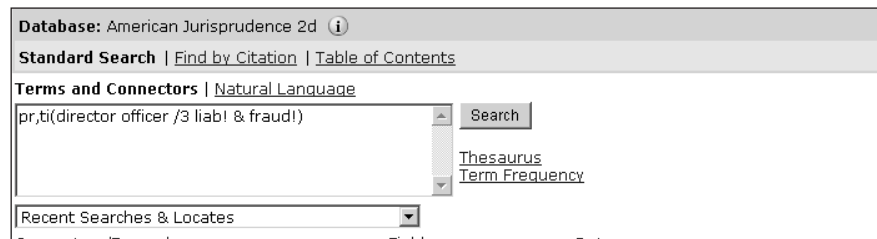
1. Access the USCIVAC database.
2. Type **mandamus /p compel! /p agency** in the text box.
3. Click **Search**.

Westlaw will retrieve all sections that include *mandamus* and *agency* in the same paragraph as a word with the root *compel*.

Field Restrictions

Documents on Westlaw are composed of searchable components called *fields*. Each field contains a specific type of information. Rather than searching the entire document, you can restrict your search to one or more fields. Doing so saves searching and browsing time and makes your search more efficient. To field search, type the field name or abbreviation followed by your search terms enclosed in parentheses. In analytical publication databases, a field restriction to the prelim field (pr) and title field (ti) is often very helpful. The prelim field includes text in superior headings, e.g., chapter, subchapter, or part information. The title field contains the title of a specific section.

For example, the search **pr,ti(director officer /3 liab! & fraud!)** requires that all the search terms appear in the heading or section title. *Director* or *officer* must appear within three terms of a word with the root *liab*, and a word with the root *fraud* must also be present.



A Terms and Connectors search restricted to the prelim (pr) and title (ti) fields

As another example, the search **pr,ti("habeas corpus") & exhaust! /3 remedy** requires *habeas corpus* to appear in the heading or section title. In the body of the document, a word with the root *exhaust* must appear within three terms of *remedy*.

Browsing Search Results

After your search, use the following browsing features to review your search results.

- Use the *Term* arrows at the bottom of a document to display each occurrence of your search terms as you move forward or backwards through your search results.
- Use the *Doc* arrows at the bottom of a document to move forward or backwards through the documents retrieved by your search, displaying the first page of each document.
- In a Natural Language search result, use the *Best* arrows to move forward or backwards through your search results, displaying the portion that most closely matches the concepts in your description.
- Use the *Next Section* and *Previous Section* links that are displayed at the top of a document to view the publication sections that precede or follow the displayed document, even if they were not retrieved by the search.

Click **Previous Section** or **Next Section** to browse surrounding publication sections. In Previous or Next Section mode, click **Original Results** to return to your search results.

Click **Table of Contents** to view the table of contents for the displayed document.

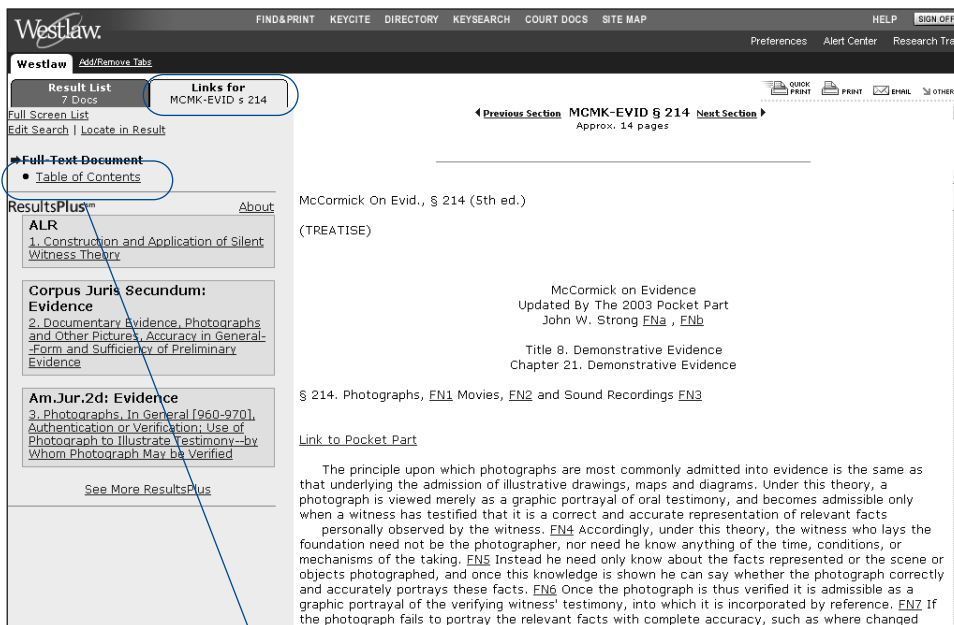
Use the Term, Doc, and (in a Natural Language result) Best arrows to navigate the documents retrieved by your search.

A search result illustrating browsing features

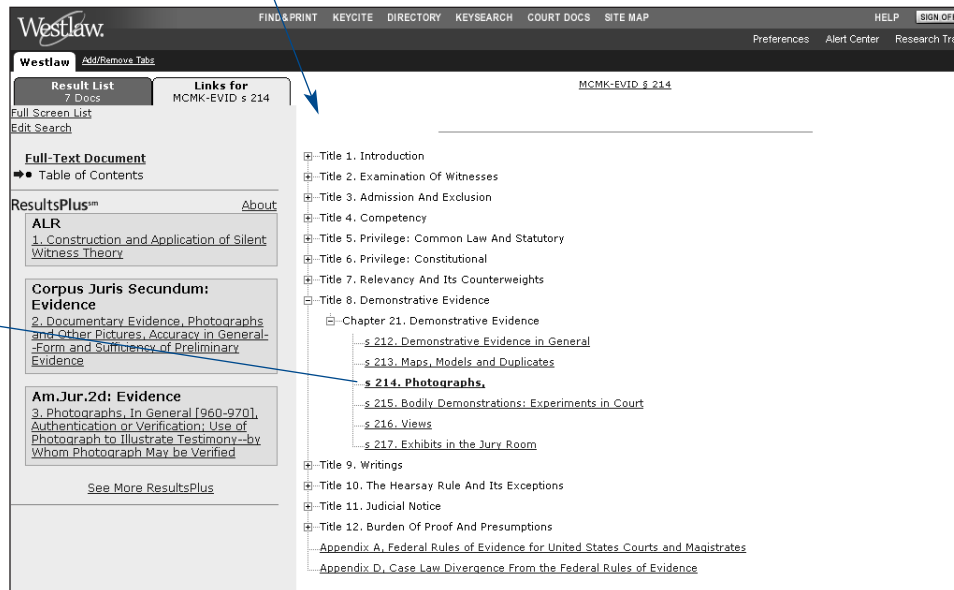
Accessing the Table of Contents After a Search

Suppose you are browsing your search results, find a section that is helpful, and want to review surrounding publication sections, even if the surrounding sections are not included in your search result. One option is to use the *Next Section* and *Previous Section* links discussed on page six and illustrated on page seven. Another option is to access the Table of Contents service by selecting the **Links** for tab in the left frame (if not already displayed) and clicking **Table of Contents**. Use the methods described on pages two and three to browse and search the table of contents.

Click **Table of Contents** in the left frame to display the portion of the table of contents that lists the section displayed in the right frame.



The listing for the section from which you accessed the table of contents is highlighted.



The table of contents for the McCormick on Evidence database (MCMK-EVID)