Westlaw contains a wide variety of secondary sources such as legal encyclopedias, treatises, and law reviews and journals. Secondary sources provide a strong starting point for research in an unfamiliar area of law and can guide you to leading caselaw. Although they are not binding like judicial opinions and statutes, some Westlaw Secondary Sources are so widely respected they can be cited as persuasive authority.

You can retrieve secondary sources by running a search at the Westlaw home page or by using the Secondary Sources Library page.

Running a Search from the Home Page
When you run a search from the home page, you search all of the core legal content on Westlaw by default. To show only secondary sources, click Secondary Sources in the left column of the Result page after running a search.

Result Page
After you run a search, the Result page is displayed. The Result page lists the titles and citations of individual documents retrieved by your search and enables you to view your highlighted search terms in the context of surrounding terms.
Filtering Document Search Results
You can narrow a document search result by selecting a filter under NARROW in the left column. Filters vary by document type. For example, the filters available for law reviews and journals include Jurisdiction, Date, Publication Type, Publication Name, and Author. To undo all filters you have added, click Undo Filters under NARROW.

Searching Within Results
To narrow a search result by searching within the result, type your terms in the Search within results field under NARROW in the left column and click Search. Both your original terms and the terms used to narrow your result are highlighted in the documents. To undo a search within a result, click Undo search within in the left column.

Using the Secondary Sources Library Page
Click Secondary Sources on the All Content tab in the Browse section of the home page to access the Secondary Sources Library page. This page organizes all secondary source publications available on Westlaw. From this page you can easily browse and search for secondary sources most relevant to your needs.
USING SEARCH TO FIND A PUBLICATION
You can search for or across publications from the Secondary Sources Library in the following ways:

• **Type Ahead.** If there is a specific publication you are looking for, use the Type Ahead functionality within the *Global Search* box to go directly to the desired publication.

• **Search All Secondary Sources.** Search the entire collection of secondary source materials using the *Global Search* box.

• **Search a Subset of Secondary Sources.** Use filters, alone or in any combination, to narrow the publication list to search within those titles most relevant to your research needs.

• **Search Selected Publications.** Use the check boxes next to publication names to select specific publications to search at any time.

USING ADVANCED SEARCH IN SECONDARY SOURCES
When you want to retrieve a publication using a specific piece of information such as the author’s name or the article’s title, use the Advanced Search template. Click *Advanced* next to the *Search* box at the top of the Secondary Sources page. To search using specific fields, enter terms in the appropriate field under Document Fields using connectors to specify the relationship between the terms and click *Search*. For example, to retrieve articles written by Christine Jolls, type *christine & jolls* in the *Author* field. To retrieve the article titled “The Supreme Court as a Constitutional Court,” enter the article name in quotation marks in the *Title* field.
USING FILTERS TO FIND RELEVANT PUBLICATIONS

Publication filters allow you to narrow the complete list of all secondary sources by topic, jurisdiction, publication type, publication series, or subscription inclusion. These filters can be used independently or simultaneously in any combination that addresses your needs. The more filters that are applied, the more targeted the publication list will become.

For example, applying the Antitrust, Federal, and Text and Treatises filters will return all publications that specifically fit these criteria while excluding publications that do not, providing unmatched flexibility and control over the Secondary Source collection.

USING THE SCOPE SCREEN TO VIEW PUBLICATION DETAILS

To learn more about a publication, click the Scope icon located next to the publication’s title. The information presented will include a summary of the contents of the publication, a list of authors, coverage/currency information, and related references.

USING AND ADDING PUBLICATIONS TO THE FAVORITE PUBLICATIONS WIDGET

You can access your most frequently used publications directly from the Secondary Sources Library using the Favorite Publications widget. Secondary source publications that you have added as a Favorite will appear in the Favorites for quick and easy access. To add a publication to the widget, click the Add to Favorites link on the publication’s main page.
If you want to save a larger custom grouping of publications for browsing and searching (every Rutter California Practice Guide, for example), you can create a custom page on Westlaw that contains those publications. On the Home page on the Custom Pages pane, click Create New to get started.

Note: For more information on custom pages, see the “Westlaw Basics: Ten Quick Tips for Using Westlaw” user guide.

**Browsing Content from the Secondary Sources Library**

In addition to running a search, you can browse the Secondary Sources Library page to retrieve secondary sources.

**INDIVIDUAL PUBLICATION HOME PAGE**

From the list of publications on the Secondary Sources Library page, you can access an individual publication directly. Clicking the name of a publication will take you to that publication’s home page, which will commonly display in one of the following formats:

- The publication’s table of contents
- A list of the 10 most recent documents
- An advanced search template

**USING THE TABLE OF CONTENTS**

A Table of Contents is available for most texts and treatises, forms, 50-state surveys, jury instructions, Restatements, and KeyRules. The fully browsable Table of Contents displays all documents as links for easy navigation. Search across the full publication or use the Table of Contents check boxes to select specific portions of the publication to search. The interactive Table of Contents is available on both the publication’s landing page and, where available, while viewing a document.
The in-document Table of Contents appears adjacent to the document display and can be used to quickly understand the context of a single document within a larger publication. The current document is identified in the Table of Contents by a black bar indicator. That section of the Table of Contents hierarchy will expand by default to display any additional levels or documents within the section. Click to view different portions of the Table of Contents or click a linked document to be taken directly to that document on Westlaw. To return to the publication page, click View Full TOC. Click the arrow icon at the top right of the Table of Contents pane to hide the in-document Table of Contents display.

READING MODE
Reading mode aggregates multiple documents into a single, continuous display. Where available, this scrolling functionality creates a seamless experience that allows you to efficiently deepen your understanding by viewing additional documents within a display. To turn on Reading Mode, click the Reading Mode button in the toolbar. Additional documents will load as you scroll. To turn off Reading Mode, click the Reading Mode button in the toolbar again. You will be brought to the individual document display for the document you are viewing.

Note: Warnings appear for out-of-plan content and will require you to either select to accept charges for viewing each out-of-plan document or bypass the content. The same document billing rules apply as in standard document view.
RUTTER PINPOINT LINKING

Rutter authors frequently include cross references to other helpful sections in Rutter publications. Pinpoint linking is available for both national and California Rutter publications. Citations will direct you to the precise paragraph that was referenced in another Rutter document or publication.
LOOKING FOR MORE INFORMATION?

Westlaw is available on the Web at westlaw.com.

For assistance using Westlaw, call 1-800-WESTLAW (1-800-937-8529).

For free reference materials, visit legalsolutions.com/westlaw-support.