



User guide

### Contents

- 3 How do I log in to i-law.com?
- **4** Accessing my information
- **5** Accessing i-law.com from mobile devices
- **6** Accessing Law Reports
- **7** Accessing other resources
- 8 The "breadcrumb trail"
- **9** Quick searches

- **10** Law Report searches
- 11 Advanced searches
- **12** Narrowing searches
- 13 Viewing search result documents
- 14 Recent searches, history and my folders
- 15 Alerts
- **16** Creating search alerts

# How do I log in to i-law.com?

You can browse the resources on i-law.com, and access many of the site's features (for example, conduct searches) without logging in. However, if you wish to access the full text of any resource, you will need to log in.

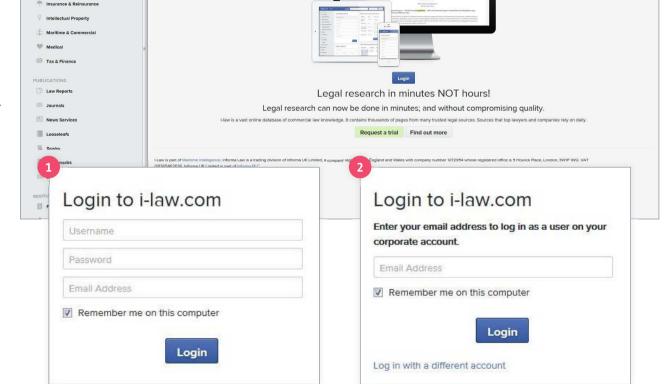
i-law.com will prompt you to log in when you attempt to access specific documents. Additionally, you are not able to access your folders, alerts or other personal information until you have logged in.

Click the "Login" button and enter your log in details where shown 1. Depending on the type of access you have, you may find your username and password entered for you. If not, enter them now along with your email address.

If you are a corporate user, when you login to your i-law.com account you simply have to enter your email address 2.

If you are having trouble logging in, please contact your account manager or contact client services:

clientservices@i-law.com EMEA: +44 20 3377 3996 APAC: Singapore +65 65082430



# Accessing your information

Subscriptions, alerts, recent searches, research trails and folders can all be accessed via the top toolbar once you have logged in 1.

#### **Accessing the Practice Areas**

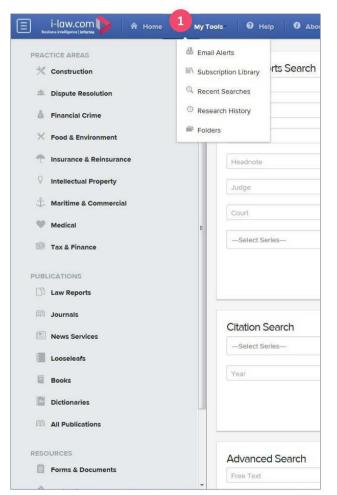
You can access the contents of each of our nine Practice Areas from the navigation menu on the left of your screen.

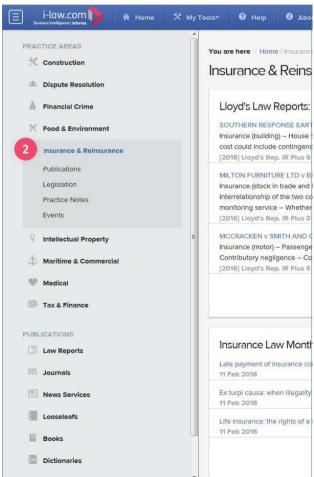
For example, clicking "Insurance & Reinsurance" will take you to the Insurance & Reinsurance on i-law.com homepage, shown here 2.



#### Hint

If you are visiting i-law.com from a smartphone or tablet the left hand navigation bar is collapsed automatically using the con, but can be expanded using the same icon.





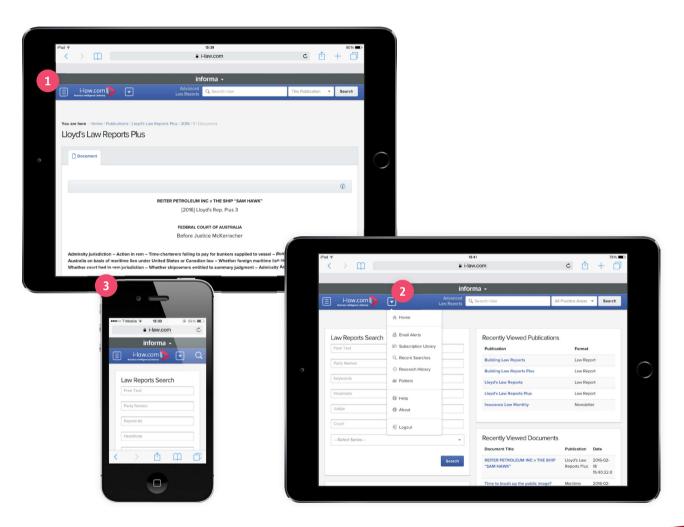
## Accessing i-law.com from mobile devices

With i-law.com you can work anywhere. The responsive design allows you convenient access from a smartphone or tablet.

The left hand menu will be hidden, but can be expanded at any time from the top left menu button 1.

You can also expand the to view your email alerts, subscription library, recent searches, recent history and folders 2.

When using i-law.com on a smart phone, the screen will automatically resize to allow you to view all content by scrolling down the page 3.



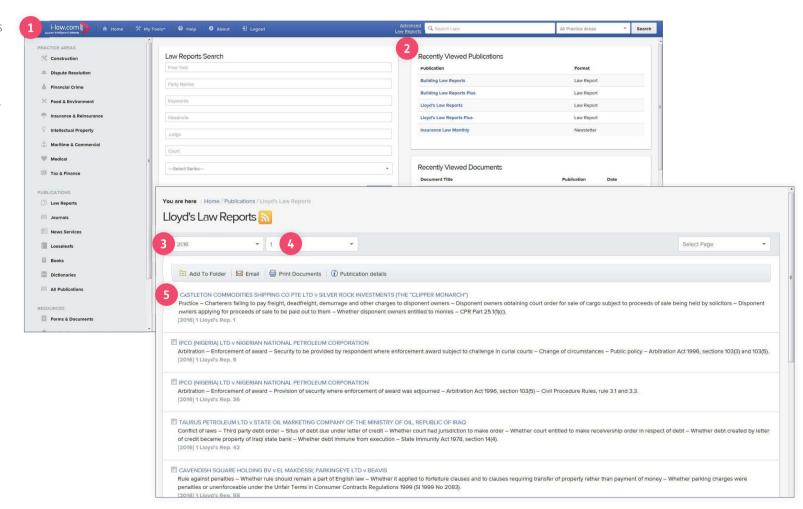
# Accessing Law Reports from the Homepage

You can access our range of Law Reports by conducting a Law Reports or Citiation Search from the i-law.com homepage. The homepage can be accessed from anywhere on the site, simply by clicking the i-law.com logo in the top left of your screen 1.

A selection of recently viewed publications are also displayed on the homepage 2.

### After clicking on a Law Report's title, you will be taken to its homepage.

- 3 Click on the year to view archived editions.
- Click on any of the volumes listed for that year and you will be presented with the cases contained in that volume.
- 5 Click on the title of the case you wish to read to view it



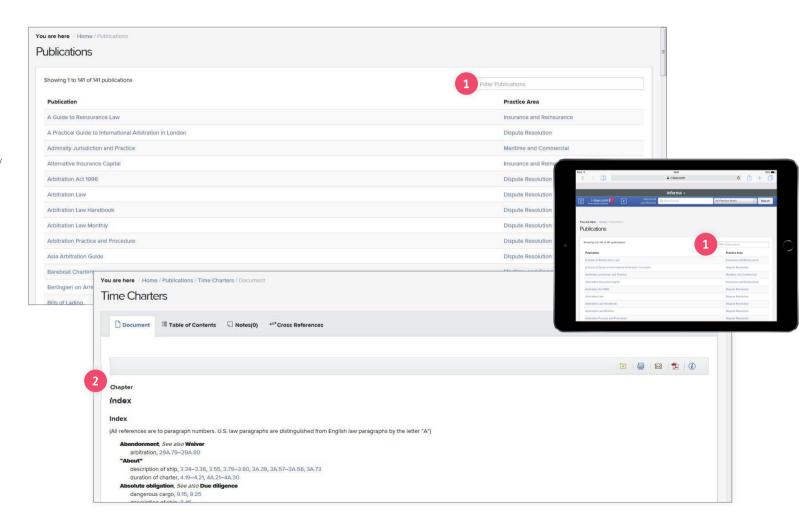
# Accessing other resources

Publication categories can be found on the left navigation bar. Simply click on the type of resource you would like to view and you will be taken to a list of what is available.

You can narrow the list of resources to cover a specific Practice Area, for example, Maritime and Commercial, by clicking in the "Filter Publication" box and typing in your required Practice Area 1.

#### Books on i-law.com

i-law.com contains selected books published in the maritime, insurance, construction and dispute resolution areas. Books published since 2013 have hyperlinked indexes, allowing you to jump straight to the topic you need 2.



## How do I navigate with the "breadcrumb trail"?

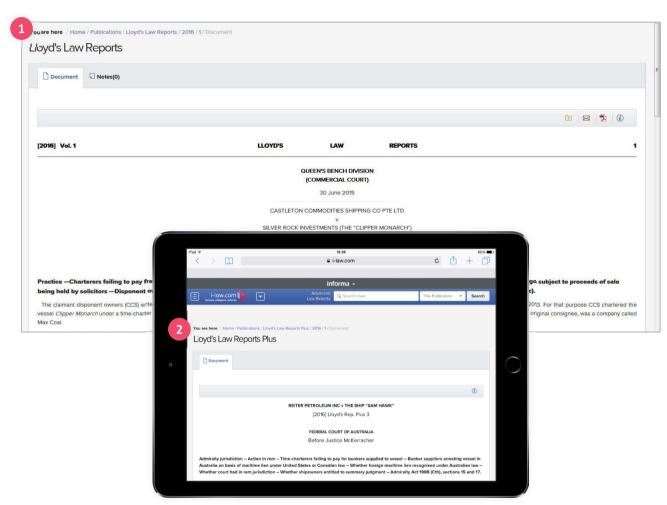
i-law.com features a "breadcrumb trail" in the top left of your screen 1, underneath the main toolbar. These "breadcrumbs" instantly let you know where you are on the site, displaying, for example, the volume and the year of the resource you are viewing.

You can click on any element of the breadcrumb trail to be taken to that area, for example:

Clicking "Home" in the breadcrumb trail will take you back to the i-law.com homepage

- Clicking "Publications" will take you to the list of publications available on i-law.com
- Clicking on "Lloyd's Law Reports" will take you to the homepage for this title
- Clicking on "22016013" will take you back to a list of all the volumes available for that year
- Clicking "2" will take you back to the contents for that volume

The breadcrumb trail is also available when accessing i-law.com from a portable device 2.



### Quick searches

Three types of searches are available on i-law.com:

- quick searches
- Law Report searches **FIND OUT MORE**
- advanced searches FIND OUT MORE

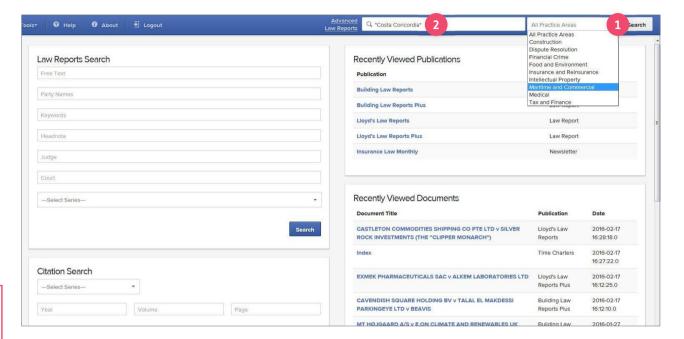
#### Quick search

You can conduct a "quick search" from any page on i-law.com using the "Search" box in the main toolbar.

Simply enter a search term in the box. You can choose to narrow your search by a particular Practice Area using the drop down menu on the right 1.

#### Hint

Enter quotation marks around two or more keywords in the Search box to search for that exact phrase 2. If you leave off the quotation marks, i-law.com will perform an "AND" search, seeking out both / all terms.



### Law Report searches

You can conduct a Law Report search from the i-law.com homepage 1 and also from the homepages of the following practice areas:

- Maritime & Commercial
- ► Insurance & Reinsurance
- Construction
- ► Financial Crime
- Medical

Complete a general Law Report search by using free text, party names, keywords, headnotes, judge, court or Law Report series.

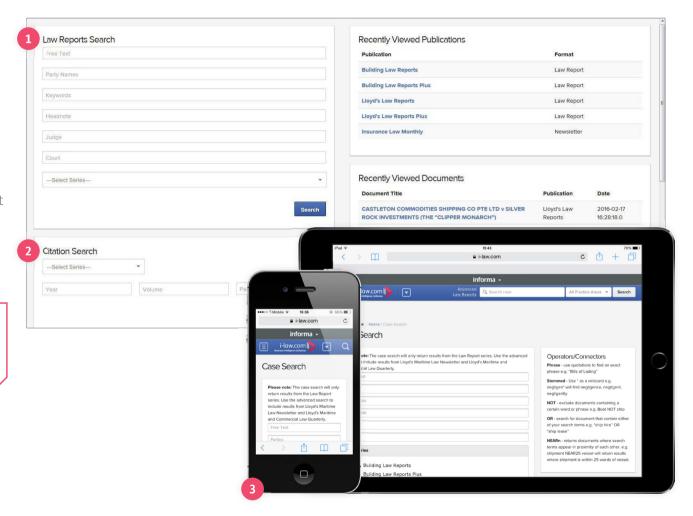
Citation searches are also available. Search by series, year, volume and page number 2.

#### Hint

When searching by date the results shown will be the date the case was covered/reported, rather than the date the case was heard in court.

You can access the Case Search function by clicking on the "Law Report" button in the top menu bar of any screen.

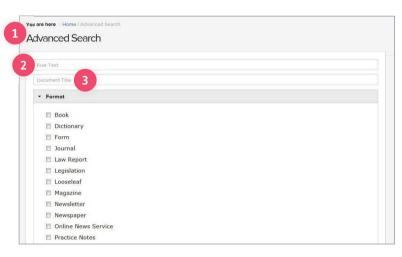
i-law.com's responsive design means that the case search screen will re-size to allow you to enter your search 3.



### Conducting advanced searches

Advanced searches can help you find specific information quickly, narrowing your search to seek out specific cases, topics, rulings and more.

Click "Advanced" on the main toolbar and you will be taken to a new screen 1.



#### **Conducting Free Text searches**

To conduct an advanced search, enter the information you want to search for in one of the following fields:

- Free Text returns results with your search term in any section of the document 2
- ▶ Document Title returns results with your search term in the document title ₃

Then further refine your search by selecting the 'Practice Area' Series', the 'format' of the publications, the 'Practice Area' you would like to restrict results to and/or the 'Date Range' you would like to search in.



#### **Using Operators/Connectors**

Operators/Connectors allow you to further refine your search by searching for an exact phrase, by excluding terms, searching for alternative wordings or for terms near each other and more 4.

To conduct a search using an operator/connector, first enter your search term in the relevant box then simply type in the operator/connector.

## Narrowing your search results

You can quickly refine your search using these filters:

#### **1** Narrow by Practice Area:

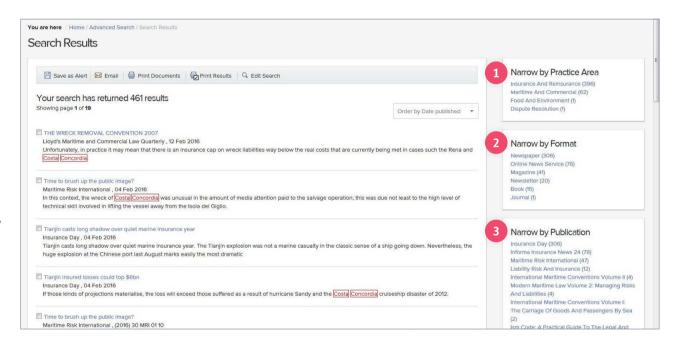
If you have not chosen to narrow your search by Practice Area, you can do so by clicking on one of those listed. The number of results contained in each Practice Area is listed in brackets.

#### Narrow by Format:

Narrow by format presents a range of formats (e.g. Law Report, newsletter) with the number of results listed in brackets. Click on the format to view those results.

#### **3** Narrow by Publication:

Narrow by publication allows you to narrow your search to show only those results found in a particular title, with the number of results in that title listed in brackets. Click on the publication to view those results.



#### Hint

If you have previously chosen to narrow your search by any of the above means, you are also able to expand your search to see all available results by clicking [Remove].

#### Hint

Where an article title is hyperlinked (i.e. in blue) you can hover over it with your mouse, right click and open the article in a new tab. This enables you to keep your search results and the article you are looking at separate.

## Viewing search result documents

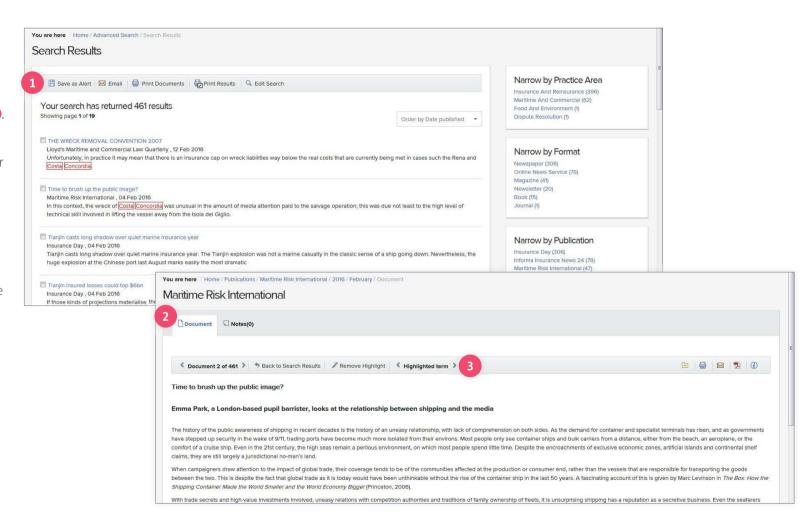
#### Search results

From the search results screen you can save this search term as an alert, add documents to your folder, email documents, print and edit your search 1.

From the document screen you are able to make notes on the article or see other articles that refer to your document 2.

You can scroll through your search results, go back to the search results screen, remove the highlighted search text or jump to the highlighted term within the document. This toolbar also stays on the page as you scroll down the document 3.

You can also add to your folder, email, convert the document to pdf or see the publication details.



# Recent searches, research history and my folders

You can access recent searches, research history and your folders from the top tool bar.

#### **Recent Searches**

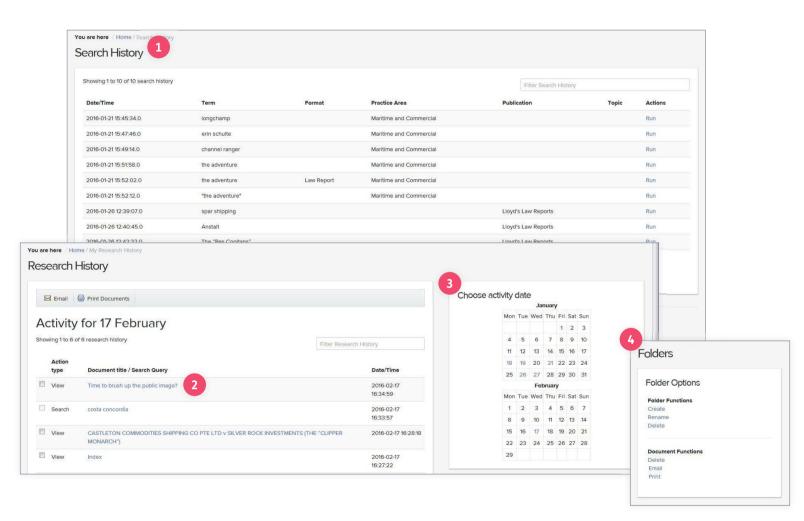
From this screen you can see your last 10 searches 1.

#### **Research history**

This screen records the cases and articles you have looked at in the last 30 days. You can go directly to cases from here by clicking on the title 2, or you can use the calendar to view your research history for a past date 3.

#### **My Folders**

You can create your own research folders, rename and delete them. You can also delete, print and email documents, allowing you to easily co-ordinate your research with colleagues 4.



### **Alerts**

With "My Search Alerts" you can modify alerts which notify you each time a topic that you are interested in has been updated on i-law.com.

Click on the top tool bar and select "Email Alerts"

Simply give your alert a meaningful, memorable name.

From here you can modify your search alerts or see the "search results".

If you wish, narrow your alert to a particular sector or type of publication using the drop down menus 1.

Click "Save" or click "Run" to run the alert now.

To create an alert for a publication, click the "Publication Alerts" tab at the top of the Email Alerts screen 2.

Here you will find a full list of publications. Check the boxes for any publication/s you wish to receive alerts for. Click "Update" 3.

You will now receive email alerts when new content is added to the publication.





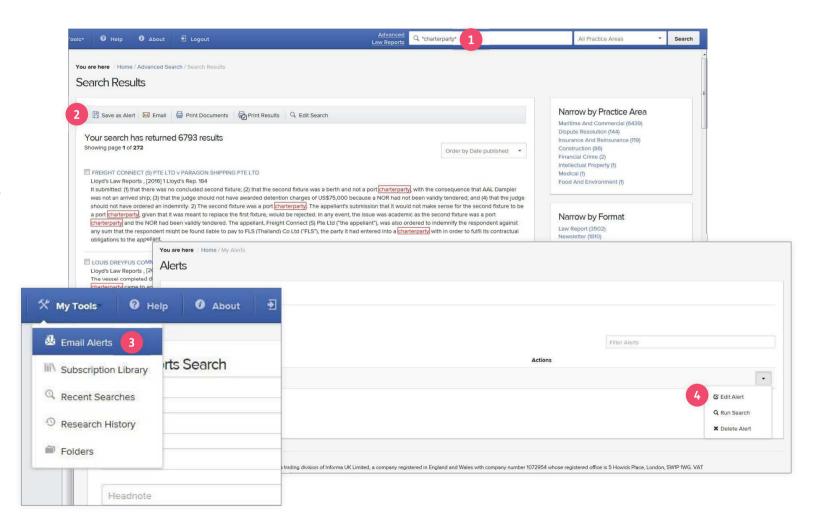
### Creating search alerts

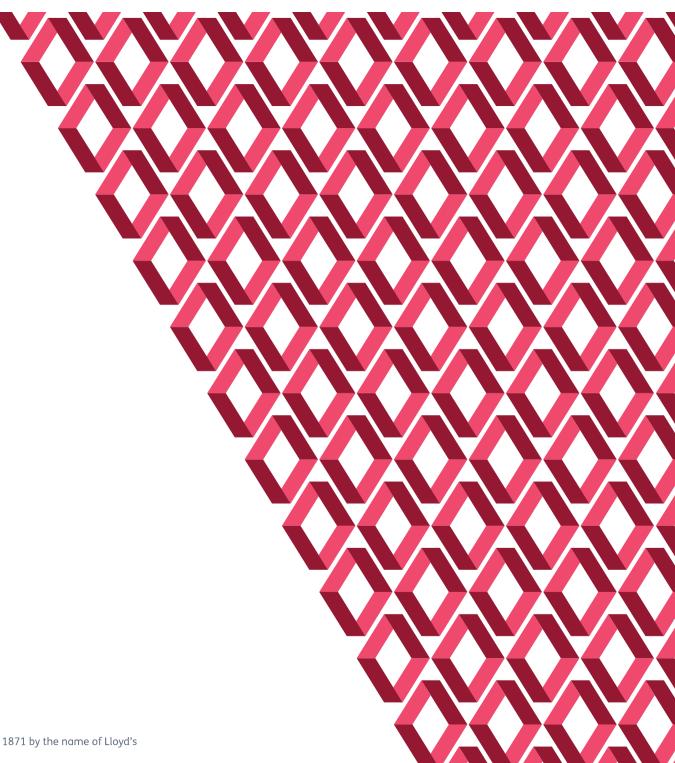
Search alerts will keep you updated with new content that is specifically relevant to your frequent search terms.

To create a search alert, enter your search term in the quick search box on the top menu bar 1. From the search results page click on the save button to create your alert. Simply enter the alert name and specify the alert type, practice area and the maximum number of documents your alert should contain and click on Save 2.

To access your saved search alerts, click on the top tool bar and select 'Email Alerts' 3.

To Edit, Run or Delete an alert, click and select rom the drop down menu 4.





# Need some help?

If you need some more help, please contact our team and we will be happy to assist.

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