



# WESTLAW GULF USER GUIDE

**JULY 2011**

Westlaw Gulf™



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## GETTING STARTED

# LOGGING IN

Go to [www.westlawgulf.com](http://www.westlawgulf.com) and click the **Log in** button

- Enter your Username and Password
- You can also enter a Client ID (optional), this can be any characters of your choice to identify and track the research you are doing for a particular client or project

Westlaw Gulf

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CLIENT ID

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# GETTING STARTED

## THE HOMEPAGE

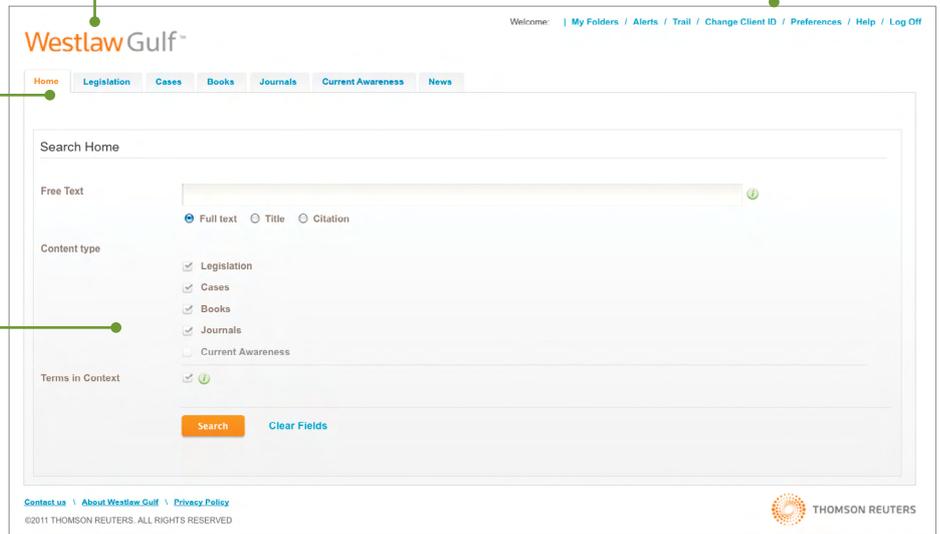
Search across legislation, cases, books, journal articles and current awareness.

Click the Westlaw Gulf icon at any time to return to the Homepage.

Static toolbar contains links to useful features and tools.

Tabs to access content search pages.

Search across all or selected content by free text, title or citation.



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## SEARCHING

Search across all or selected material types by using free text terms, the title, or citation of a document.

- Type your term(s) or phrase(s) into the search field with or without connectors
- Select whether you want to search every word in each document (free text) or just the title or citation
- Select the content you wish to search
- Choose whether to display **Terms in Context** with your results list
- Click **Search**

### TERMS IN CONTEXT

**Terms in Context** enables you to see at a glance how your search terms are used in the context of each result document – assisting you in pinpointing relevant results without having to click to view each document.

### CONNECTORS YOU CAN USE ON WESTLAW GULF

SYMBOL	RETRIEVES
AND/& or no connector entered	Will retrieve documents where all of your terms appear
OR	Will retrieve documents where any of your terms appear
""	Will search for an exact phrase, e.g. "disability discrimination"
/s	Will search for terms in the same sentence, e.g. patent /s infringement
/p	Will search for terms in the same paragraph
/n	Will search for terms within n words of each other, e.g. company /n filing
!	Will search for any ending of a word, e.g. invest! will search for invest, invests, invested, investing, and investment
% (BUT NOT)	Will search for one term but not another, e.g. tax % VAT

### SEARCH METHODS

Every search box supports terms and connectors functionality. This means that each term you enter is treated as a separate word. If you enter words using no connectors, Westlaw Gulf will automatically connect the words using an 'AND' connector and will retrieve all documents in which all of your terms appear.

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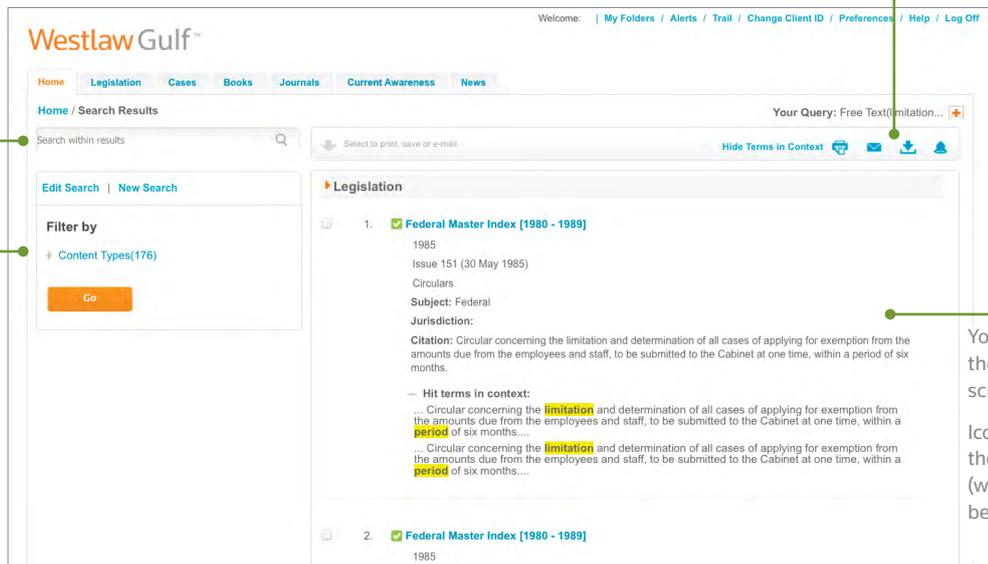
# INTERPRETING YOUR RESULTS

## RESULTS SCREEN

You can enter additional terms or phrases to refine your results.

You can filter the results shown to ensure that only results specific to your area of interest are displayed.

Icons above your results enable you to print, email or download your results and also set up alerts.



Your results are listed on the right-hand side of the screen within content sets.

Icons immediately indicate the status of the law (whether it is in force, or has been repealed/overruled).

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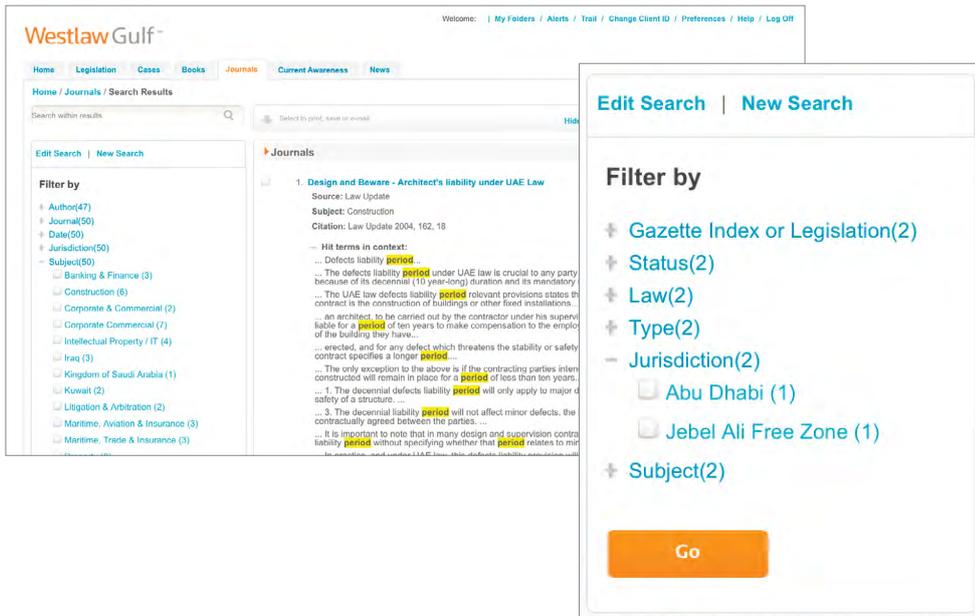
### FILTERING RESULTS

The left-hand side of the results screen enables you to **Filter** your results. Simply click the link to apply the filter, or use the check boxes to apply more than one filter.

When you are viewing a single content type, e.g. 'Legislation', the filtering categories become relevant to legislation.

Click the + sign next to a filter to expand the options

If you have used the check boxes to select more than one filter, click **Go** to apply your selected filters and narrow down your search.



Example of filter by Legislation

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### DOCUMENT VIEW

The icons in the top right-hand corner enable you to:

- View the document full screen
- Add the document you are viewing to an online folder
- Increase/decrease the size of the font
- Print the document you are viewing/selected documents
- Email the document you are viewing/selected documents
- Download document you are viewing/selected documents

When viewing an Article, Law or Case you can use the links on the left-hand side of the screen to access analytical information and download as a PDF.

The **Analysis** provides a list of, and links to all of the documents (Laws, Cases, Articles and secondary sources) which the document cites, and which have cited the document.

Expand/collapse  
analysis panel

Add to  
folders

Reduce/increase  
font size

Breadcrumb trail allows  
you to retrace your steps.

The screenshot displays the Westlaw Gulf interface. At the top right, there are icons for expanding/collapsing the analysis panel, adding to folders, and adjusting font size. Below these are icons for Print, Email, and Download. A breadcrumb trail is visible at the top of the document page, showing the path: Home > Legislation > UAE Laws > Dubai Laws > Dubai Civil Aviation > Document. The main content area shows the document text, including a section for 'Dubai Airports Corporation Establishment (Dubai Law 23 of 2007) - Article 5'. The left-hand side of the screen shows a sidebar with 'Legislation Analysis' and 'Article Analysis' sections.

Simply click the + sign to expand each list.

All related content is hyper-linked for ease of access.

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# FINDING LEGISLATION

## BASIC SEARCH

Select the **Legislation** tab from the top of the screen.

Find legislation by entering in terms or phrases in the free text search boxes. Alternatively you can add in the law number.

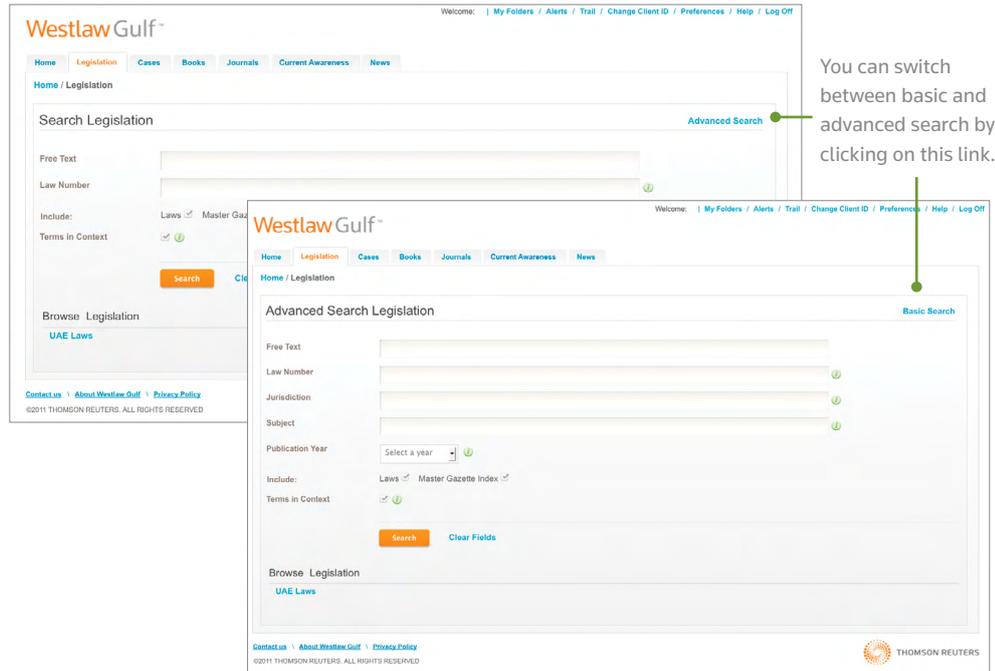
You can choose to restrict your search to just the laws, or the Master Gazette Index.

## ADVANCED SEARCH

You can further refine your search by opening the **Advanced Search** screen using the link in the top right-hand corner.

The **Advanced Search** enables you to restrict your search by jurisdiction, subject area and/or select a publication year.

You can combine any of these search options to refine your search further.



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# LEGISLATION

## BROWSING

Instead of searching, you can choose to browse through legislation.

Click the content links below the free search area to start browsing.

You can then continue browsing by jurisdiction, then subject and date.

Browsing enables you to perform a more targeted search and also suggests search paths, perfect for when you want to know everything about an area but don't know where to start.

For example, if you browse Federal Laws and then Aviation, when you use the free text search boxes, this will search within the subject area 'Aviation' only.

The screenshot shows the Westlaw Gulf website interface. At the top right, there is a navigation menu: Welcome: | My Folders / Alerts / Trail / Change Client ID / Preferences / Help / Log Off. Below this is a main navigation bar with tabs: Home, Legislation (selected), Cases, Books, Journals, Current Awareness, and News. The breadcrumb trail reads: Home / Legislation / UAE Laws / Federal Laws / Aviation. The main content area is titled 'Search Aviation' and includes an 'Advanced Search' link. There are two search input fields: 'Free Text' and 'Law Number'. Below these are checkboxes for 'Include: Laws' (checked), 'Master Gazette Index' (checked), and 'Terms in Context' (checked). There are 'Search' and 'Clear Fields' buttons. A 'Browse Aviation' section lists several links: General Civil Aviation Authority Amendment [Fed. Law 20 of 2001], General Civil Aviation Authority [Fed. Law 4 of 1996] AS AMENDED, General Civil Aviation Authority Capital Increase [Fed. Dec 12 of 2001], Appointing the Director-General of the Civil Aviation Authority [Min Res 102 of 1997], General Civil Aviation Authority Fees [Cab. Dec. 25 of 2008], and Civil Aviation Act [Fed. Law 20 of 1991]. On the right side, a sidebar titled 'Browse UAE Laws' contains a list of links: Master Gazette Index of UAE Laws, Federal Laws, Abu Dhabi Laws, Dubai Laws, Sharjah Laws, Ajman Laws, Umm Al Quwain Laws, Ras Al Khaimah Laws, Fujairah Laws, and Free Zone Laws. At the bottom left of the page, there is a footer with links: Contact us | About Westlaw Gulf | Privacy Policy and a copyright notice: ©2011 THOMSON REUTERS. ALL RIGHTS RESERVED.

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## LEGISLATION

### VIEWING LEGISLATION

When viewing a Law, you can use the links to view individual Articles, or use the check boxes to select Articles that you want to email, download or save to folders hosted on Westlaw Gulf.

When viewing an Article, you can use the links on the left-hand side of the screen to access analytical information about the Law or Article and download the Law as a PDF.

References to other Articles/Laws will be shown as [links in blue](#)

[Links in green](#) indicate that this term has been defined by the Law, click to read the definition.

Access Legislation Analysis and Article Analysis here.

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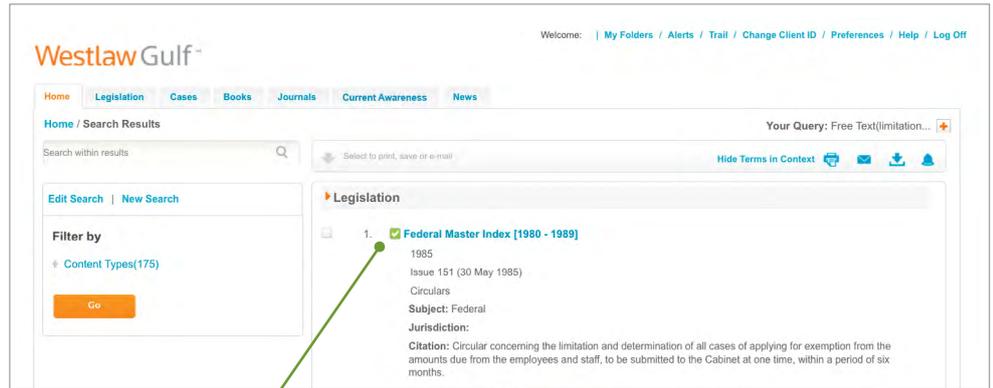
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## STATUS ICONS

At the top of the Legislation document you will see a **status icon** which tells you whether the Article you are viewing is a “Law in force”, an “Amending law” an “Original law” or a “Repealed law.”

- When a law is first published it has the status of “Law in force”
- If an amending law is published, changing the original law then;
  - The amending law has the status “Amending law” – this remains constant
  - The original or unamended law has its status changed from “Current law” to “Original law”
  - A consolidated law is created with the amendments to the original law implemented and a status of “Law in force”
- When a law is repealed its status is changed to “Repealed”



-  Original (with amendments)
-  Repealed
-  Amending laws
-  Law in force (consolidated)

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### LEGISLATION ANALYSIS

The **Legislation Analysis** provides a list of, and links to all of the documents (laws, cases and secondary sources) which have cited or referenced the Law you are viewing.

### ARTICLE ANALYSIS

The **Article Analysis** provides links to related documents which have amended, have cited or been cited by the Article you are viewing.

Simply click the + sign to expand each list.

All related content is hyper-linked for ease of access.

**Legislation Analysis**

– Cited By

**Legislation**

- [Court of Cassation Assets AS AMENDED - Article \(1\)](#)  
Dubai Law 4 of 1988 - Article (1)  
Courts - Legislation
- [Court of Cassation Assets AS AMENDED - Article \(28\)](#)  
Dubai Law 4 of 1988 - Article (28)  
Courts - Legislation
- [Court of Cassation Assets Amendment - Article \(3\)](#)  
Dubai Law 4 of 1992 - Article (3)  
Courts - Legislation
- [Court of Cassation Assets Amendment - Article \(2\)](#)  
Dubai Law 4 of 1992 - Article (2)  
Courts - Legislation
- [Court of Cassation Assets Amendment - Article \(2\)](#)  
Dubai Law 4 of 1992 - Article (2)  
Courts - Legislation
- [Court of Cassation Assets Amendment - Law No. \(4\) For the Year 1992 On Amending the Law No. \(4\) For the Year 1988](#)  
Dubai Law 4 of 1992 - Law No. (4) For the Year 1992 On Amending the Law No. (4) For the Year 1988  
Courts - Legislation

**Article Analysis**

– Citing

- [Activities in Jebel Ali Free Zone - Article 10](#)  
Dubai Law 2 of 1986 - Article 10  
Jebel Ali Free Zone - Legislation
- [Activities in Jebel Ali Free Zone - Article 8](#)  
Dubai Law 2 of 1986 - Article 8  
Jebel Ali Free Zone - Legislation

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# FINDING CASES

## SEARCHING

Select the **Cases** tab from the top of the screen.

Find cases by entering in terms or phrases in the free text search box. Alternatively you can add in the case number.

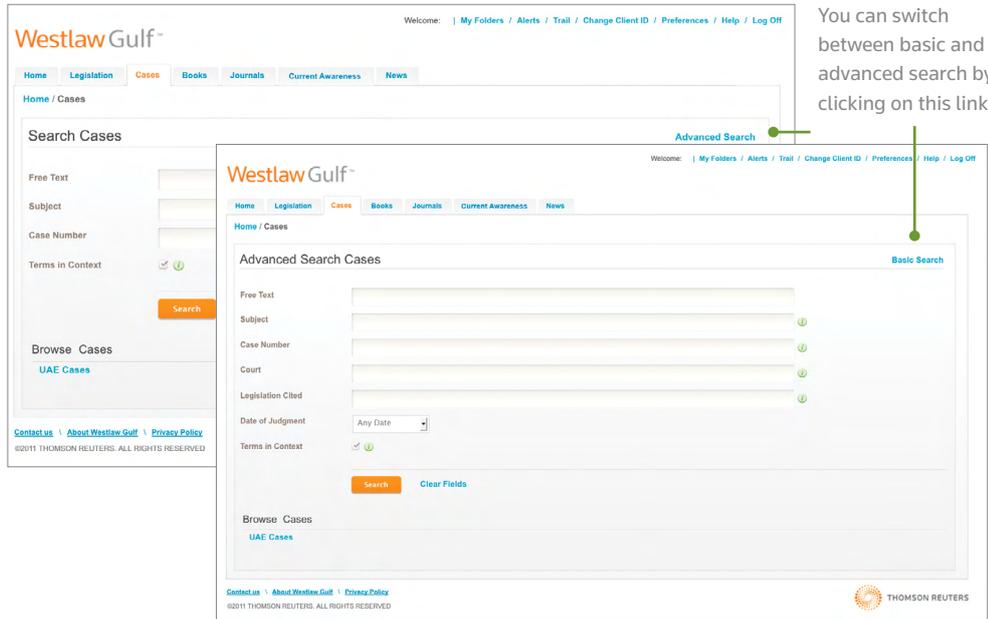
You can also choose to restrict your search to a specific subject area.

Further refine your search by opening the **Advanced Search** screen using the link in the top right-hand corner.

The **Advanced Search** enables you to restrict your search by court, legislation cited and by the date of the judgment.

You can combine any of these search options to refine your search further.

You can switch between basic and advanced search by clicking on this link.



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## CASES

### BROWSING

Instead of searching, you can choose to browse through cases.

Click the content links below the free text search area to start browsing.

You can then continue browsing by court, then subject or date.

Browsing also enables you to carry out a more targeted search by limiting the amount of content you look through.

For example if you browse the Dubai Court of Cassation and then into the subject area 'Banks' when you use the free text search boxes, you will only be searching cases from that court pertaining to banks.

You can always return to a previous screen by clicking a link on the breadcrumb trail.

Breadcrumb trail

The screenshot displays the Westlaw Gulf interface. At the top, there is a navigation bar with links: Home, Legislation, Cases, Books, Journals, Current Awareness, and News. Below this, a breadcrumb trail is visible: Home / Cases / UAE Cases / By Court / DIFC Court of First Instance / By Year / 2007 / Jan / Document. The main content area shows a case document titled "[2006-09] DIFC. C.L.R. 3 FORSYTH PARTNERS GLOBAL DISTRIBUTORS LTD AND OTHERS CFI 5, 6 and 7/2007". The document includes the date "Honour Justice Michael Hwang 30 January 2007" and a section for "Keywords" and "Application for directions". The footer contains contact information and the Thomson Reuters logo.

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## CASES

### VIEWING CASES

When viewing a case, you can use the link on the left-hand side of the screen to access analytical information about this case.

References to Articles/Laws will be shown as [links in blue](#).

The **Case Analysis** provides a list of, and links to, all of the documents (laws, cases and secondary sources) which this case cites, and which have cited this case.

Simply click the + sign to expand each list.

All related content is hyper-linked for ease of access.

The screenshot displays the Westlaw Gulf interface for a case analysis. At the top, there are navigation tabs: Home, Legislation, Cases, Books, Journals, Current Awareness, and News. Below these, a search bar shows the results for 'Case / Search Results / Document'. The main content area is titled 'Analysis' and contains the following text:

**[2006] DIFC. C.L.R. 1 DUTCH EQUITY PARTNERS LTD v DAMM REAL ESTATE CAPITAL PARTNERS CFI 1/2006**  
CFI 1/2006  
Honour Justice Michael Hwang 24 July 2007  
[2006] DIFC. C.L.R. 1

**Keywords:**  
Applicable law: Law on the Application of Civil and Commercial Laws in the DIFC (DIFC Law No. 3 of 2004); application of English law as default rule; company law; shareholders' meetings; irregularities as to notice and provision of information; voting procedure; requirement of show of hands; absence of positive affirmative vote needed as post-special resolution; possibility of regulating irregularities under art.157 of 2006 Companies Law (Law No. 3 of 2006); defect of notice not an afflicting meeting in absence of substantial injustice; exercise of discretion by court to regulate resolutions; locus standi; company as proper plaintiff in action concerned with irregularities in its internal management; role as First v Harbottle; purpose of derivative action; action for wrong to company where no other remedy available; inapplicable where majority of shareholders standing or conducting wrong done or where minority shareholder having ulterior motive; inapplicability of ultra vires doctrine; lack of standing of minority shareholder.

**Action for declarations. Application under art.157 of 2006 Companies Law to regularise procedural irregularities**  
G, the managing director of DAM, a Bermuda company, invited B to support him in making a bid for land in the DIFC. DAM, acting on behalf of itself and a limited group of investors, was successful in that bid in 2004. It was agreed in principle with G that B and an associate would provide development management for the project, but the project development agreement was never officially signed. The defendant company, RECAP, was incorporated to act as an investment vehicle to finance the development project. In June 2004 DAM issued a Private Placement Memorandum (PPM) to prospective investors in RECAP. The PPM referred to a Management Agreement (the Management Agreement) that was to be entered into between RECAP and DAM. On September 27, 2004, RECAP was incorporated as a private company limited by shares under DIFC Companies Law No. 2 of 2004 (the 2004 Companies Law). On incorporation, the Articles of Association adopted by RECAP were in the prescribed statutory form (the Incorporation Articles). At the time of its incorporation, there were only two directors of RECAP: G and S, both of whom had declared interests in DAM. In October 2004 RECAP entered into the Management Agreement with DAM, under which DAM was given very wide powers as manager of RECAP. The Management Agreement was signed by G on behalf of DAM and by S on behalf of RECAP. On or about December 30, 2004, the claimant acquired a 5 per cent shareholding in RECAP. B was a director of the claimant. On March 15, 2005, a notice was sent to all shareholders calling for a shareholders' General Meeting (AGM) to be held on April 5, 2005 (the April 5, 2005 meeting). The meeting included a special resolution to adopt new articles of association (the new articles), although the notice did not make that clear. Furthermore, the terms of the new articles was not included with the notice, although RECAP alleged that a copy of the new articles was included in a file distributed to shareholders at the meeting. Minutes of the meeting stated that the new articles were adopted by a vote on a show of hands, but that was disputed by B who attended the meeting. An amendment to the new articles by written resolution was signed by B on May 3, 2005. After September 2005, when the project development management arrangements between B and his associate and DAM terminated, B began to demonstrate concern about the relationship between DAM and RECAP. B disputed that the PPM was an adequate summary of the manager's rights, as compared to the actual rights given in the Management Agreement, which gave significantly greater control to the manager. The discrepancies between the PPM and the Management Agreement became part of the wider ranging dispute between B and DAM. As a result, on May 25, 2006, the claimant commenced proceedings against RECAP to (A) rescind the Management Agreement (as later amended) so that the Articles of Association of RECAP issued on May 3, 2005 were those contained in the agreed documents dated September 27, 2004 and which were lodged with the Registry of Companies of the DIFC; (B) subject only to the amendments contained in the written resolutions signed by B on behalf of the claimant dated May 3, 2005 (the first declarations); and (C) that the proportion owned by RECAP into a Management Agreement with DAM, as an on or about October 9, 2004 was, instead, the second declaration. Between the date of commencement of proceedings and until RECAP filed a further AGM and an Extraordinary General Meeting (EGM) of its shareholders, the new articles and the AGM adopted a further set of articles of association (the current articles). The defendant made an

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# FINDING BOOKS

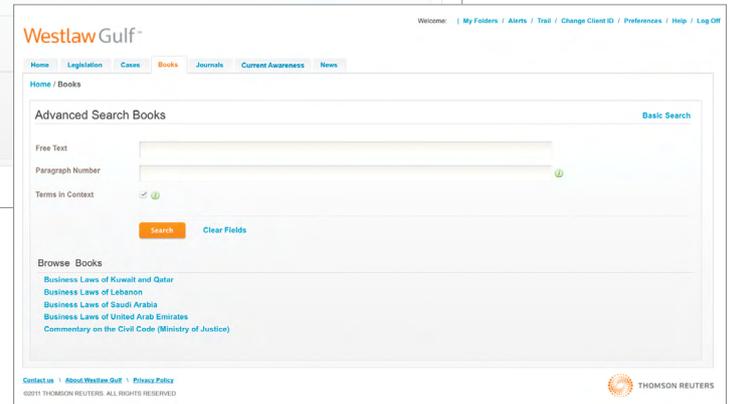
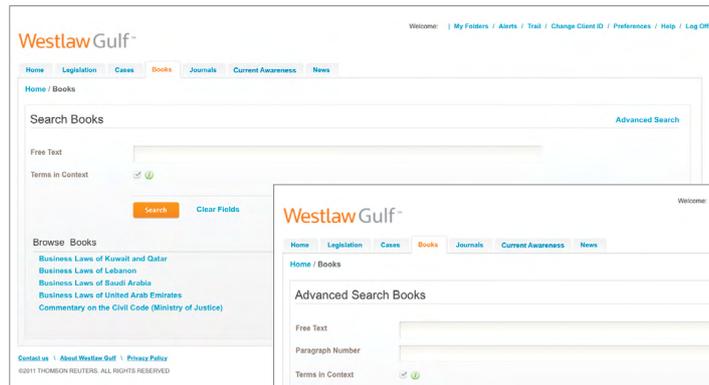
## SEARCHING

Select the **Books** tab from the top of the screen.

Find the relevant sections in our books by entering terms or phrases in the free text search box.

You can further refine your search by opening the **Advanced Search** screen using the link in the top right-hand corner.

The **Advanced Search** enables you to specify the exact paragraph of a book you wish to look at.



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## BOOKS

### BROWSING

Instead of searching, you can choose to browse through our books.

Simply select the book you wish to view from the list below the free text search area to start browsing.

You can then continue browsing via the contents page or the index.

From the contents page you can link directly to specific sections or chapters. Check boxes enable you to select multiple sections to print, email, download or save to folders hosted on Westlaw Gulf.

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[Home](#) | [Legislation](#) | [Cases](#) | **Books** | [Journals](#) | [Current Awareness](#) | [News](#)

[Home](#) / [Books](#) / [Commentary on the Civil Code \(Ministry of Justice\)](#) / [Table of Contents](#) / [Document](#) RECENT ▾

**BOOK ONE OBLIGATIONS OR PERSONAL RIGHTS**

- CHAPTER 1 SOURCES OF OBLIGATION OR PERSONAL RIGHTS
- Part 1 Contracts**
- SECTION 1 GENERAL PROVISIONS
- SECTION 2 THE ELEMENTS, VALIDITY AND EFFECT OF THE CONTRACT, AND OPTIONS
- SECTION 3 THE EFFECTS OF THE CONTRACT
- SECTION 4 THE CONSTRUCTION OF CONTRACTS
- SECTION 5 THE DISSOLUTION (REVOCAION) OF A CONTRACT
- Part 2 Unilateral dispositions
- Part 3 Acts causing harm

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# FINDING JOURNALS

## SEARCHING

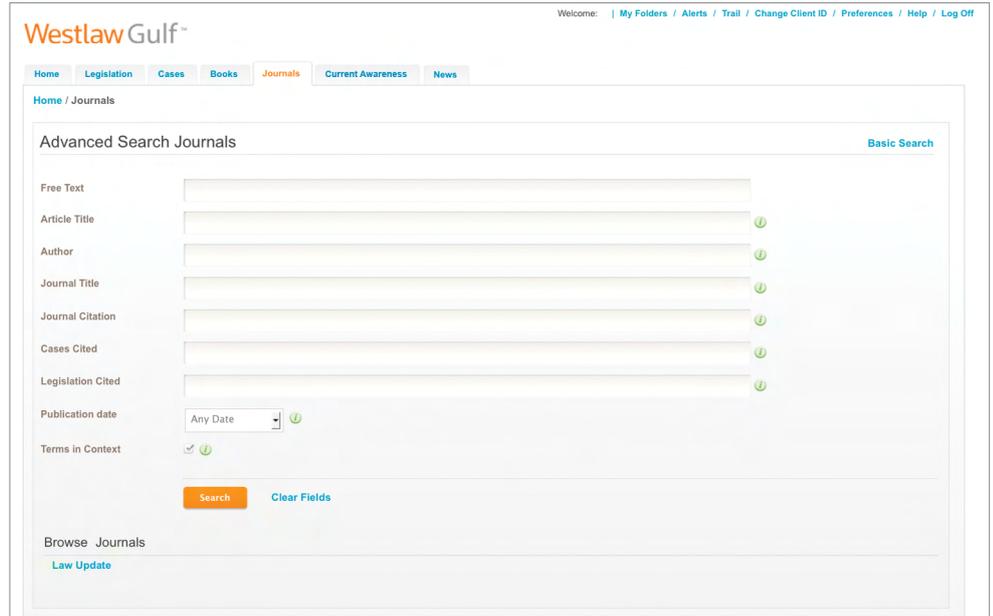
Select the **Journals** tab from the top of the screen.

Find relevant articles by entering terms or phrases in the free text search box. Alternatively you can search by the title of the Article and/or the author.

You can further refine your search by opening the **Advanced Search** screen using the link in the top right-hand corner.

The **Advanced Search** enables you to narrow your results, allowing you to search by journal title, case or legislation cited, citation and/or publication date.

You can combine any of these search options to refine your search further.



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## JOURNALS

### BROWSING

Instead of searching, you can choose to browse through our **Journals**.

Simply select the journal you wish to view from the list below the free text search area to start browsing.

You can then continue browsing by year and then by section or issue.

The screenshot shows the Westlaw Gulf interface. At the top, there's a navigation bar with 'Home', 'Legislation', 'Cases', 'Books', 'Journals', 'Current Awareness', and 'News'. Below this, a breadcrumb trail reads 'Home / Journals / Law Update / By Year / 2010 / By Section / Intellectual Property / Document'. The main content area displays 'Law Update' for 'OCTOBER 1 2010'. The featured article is 'The Legal Issues Arising from Marketing Through Digital Media in the UAE' by Yvonne Pah. A search box is visible at the top right. A pop-up window titled 'Browse Intellectual Property' is overlaid on the left, listing several articles with blue hyperlinks.

**Browse Intellectual Property**

- [Judicial decision restricting broadcaster's ability to reschedule programming](#)
- [The Legal Issues Arising from Marketing Through Digital Media in the UAE](#)
- [Oman - Industrial Design Registrations are now available, ... finally](#)
- [Incentivising Innovation - Patents - Lubricating the wheels of commerce](#)
- [Enforcing IP Rights at Trade Fairs in Dubai](#)
- [Libya - Developments in the IP Law regime](#)
- [Jordan: Downward revision of official trade mark fees](#)
- [Reliance on Electronic Signatures and Secure Electronic Signatures under the UAE Law](#)
- [Working with Dubai Customs to fight the infringement of IP Rights](#)
- [New Plant Varieties Law in the United Arab Emirates](#)
- [New Electronic Marketing Consent Regime for the UAE](#)
- [Internet Scaremongering](#)

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# CURRENT AWARENESS ARTICLES

## SEARCHING

Our **Current Awareness** section allows you to search for legal developments and legal news from across the region. You can search for the very latest developments by limiting your search to the last 90 days, or you can search all legal developments in our archive.

Search for news and updates in your area of interest by entering in terms or phrases in the free text search box.

You can also choose to restrict your search to a specific subject area, or further refine your search by carrying out an advanced search.

## BROWSING

Instead of searching, you can choose to browse through the latest developments in **Current Awareness**.

You can browse the most recently added articles, by document type and subject area.

The screenshot shows the Westlaw Gulf website interface for the Current Awareness section. At the top right, there is a 'Welcome:' message with links for 'My Folders / Alerts / Trail / Change Client ID / Preferences / Help / Log Off'. Below this is a navigation menu with tabs for 'Home', 'Legislation', 'Cases', 'Books', 'Journals', 'Current Awareness', and 'News'. The 'Current Awareness' tab is selected. The main content area is titled 'Home / Current Awareness' and contains a search box labeled 'Search Current Awareness'. There are two radio buttons for '90 days' (selected) and 'Archive'. Below these are input fields for 'Free Text' and 'Subject'. A 'Terms in Context' checkbox is checked. At the bottom of the search area are 'Search' and 'Clear Fields' buttons. Below the search area is a 'Browse Current Awareness' section with links for 'Most Recently Added', 'By Document Type', and 'By Subject'. At the bottom of the page, there are links for 'Contact us', 'About Westlaw Gulf', and 'Privacy Policy', along with the Thomson Reuters logo and copyright notice: '©2011 THOMSON REUTERS. ALL RIGHTS RESERVED'.

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# MANAGING YOUR RESEARCH

## MY FOLDERS

Westlaw Gulf lets you create folders online where you can save your documents as you research.

Click the **My Folders** link at the top of the screen.

Here you can create folders, manage your documents and download results from selected folders.

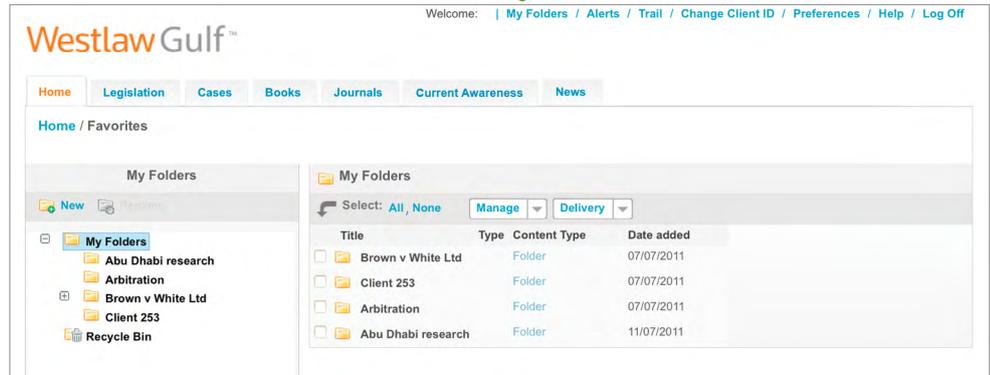
To create a new folder click the 'New' link from the left-hand side.

You can further organise your research by creating subfolders.

Simply click on the folder you want to rename or create a subfolder in, and click 'New' or 'Rename'.

When viewing the contents of a folder, tick boxes allow you to select which documents to deliver, delete or move to another folder.

Select the link at the top of the screen.



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## TRACKING, SAVING AND SENDING

### SAVING TO FOLDERS

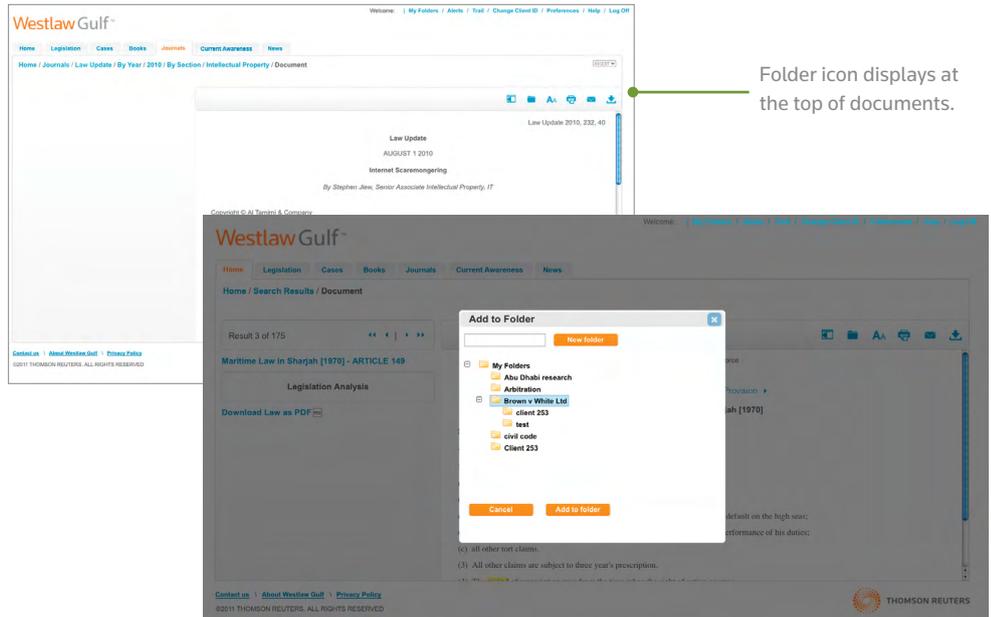
To save a document to a folder, simply click the **Add to Folder** icon when viewing the document.

You can then choose which folder to put the document in, or create a new one.

By default Westlaw Gulf will highlight your most recently accessed folder.

Choose where you want to save your document and click **Add to Folder**.

All folders can be renamed, deleted or downloaded as needed.



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## PRINTING/EMAILING/DOWNLOADING

You have the option to **print, email or download** any document or group of documents you view on Westlaw Gulf.

You can also **print, email or download** selected documents from any results list, selected Articles from any Law and selected sections from a book.

Simply click on the relevant icon.

Enter in your email address, subject and message (if emailing the results).

If emailing from a results list, you can choose whether to send the list of results or the full document for each selected result. You can also choose the format it is sent in (Word document or PDF).

The screenshot shows the Westlaw Gulf interface for email delivery. At the top right, there are three icons: a printer, an envelope, and a download arrow. Below these is a navigation bar with links for Home, Legislation, Cases, Books, Journals, Current Awareness, and News. The main content area is titled 'Home / Legislation / Search Results / Delivery'. It contains a form for email delivery with the following fields: Recipients (with a note 'Use ";" to separate different recipients' and the value 'rulersTest@thomson.com'), Subject (with the value 'Your document'), and Message (an empty text box). Below the message field is a note: 'Your document will be attached to the e-mail'. There are two radio buttons: 'Results' (selected) and 'Full document'. Below this is a 'Results range' field with a dropdown menu showing '1-51' and an example 'ex. 1,3,5-7'. There is a checkbox for 'Show terms in context' which is checked. Under 'Attachment File format', there are two radio buttons: 'RTF (Word)' and 'PDF' (selected). Under 'Output options', there are two checkboxes: 'Display status' and 'Include links', both of which are checked. At the bottom right of the form are 'Cancel' and 'OK' buttons. At the bottom of the page, there are links for 'Contact us', 'About Westlaw Gulf', and 'Privacy Policy', and a copyright notice: '©2011 THOMSON REUTERS. ALL RIGHTS RESERVED'. The Thomson Reuters logo is also present in the bottom right corner.

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## TRACKING, SAVING AND SENDING

### SETTING UP ALERTS

You can choose to set up **Alerts** so that you are notified as soon as any updates or changes happen in your areas of interest.

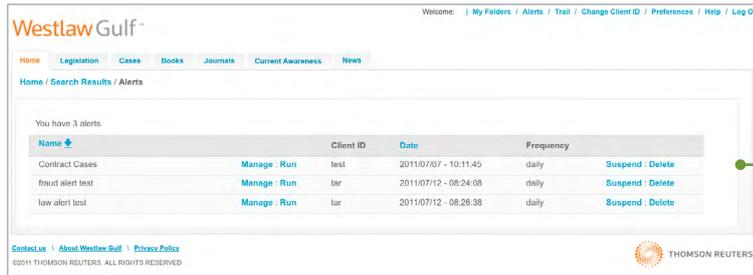
You can create an **Alert** from a selection of terms, search categories and practice areas. Just select the subject area and frequency of your alert e.g. IP Law alerts, frequency – daily. You can also choose to receive a notification or the full document and you can also choose what format the document comes in.

Alternatively you can create an **Alert** from your search results list using the tick boxes. This will notify you immediately of any changes to documents that you're interested in.

### MANAGING YOUR ALERTS

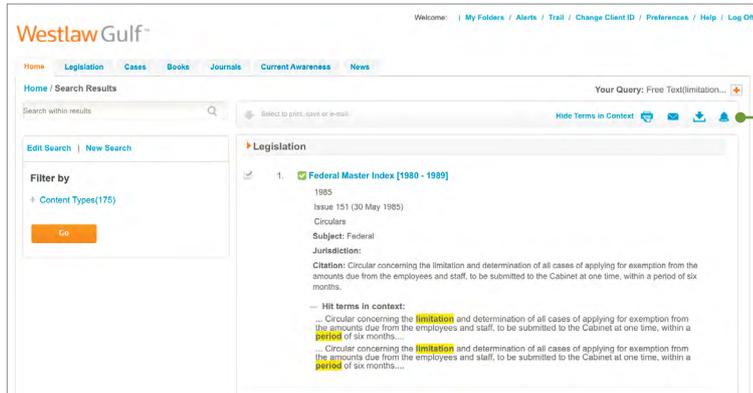
All of your **Alerts** can be accessed by selecting the **Alerts** link at the top of the screen.

From this area, you can **Manage** your alerts and change any delivery settings, **Run** the search to get immediate results, **Suspend** the alert, or **Delete** it.



The screenshot shows the Westlaw Gulf Alerts page. At the top, there is a navigation bar with links for Home, Legislation, Cases, Books, Journals, Current Awareness, and News. Below this, the page title is 'Home / Search Results / Alerts'. A message states 'You have 3 alerts'. A table lists the alerts with columns for Name, Client ID, Date, and Frequency. Each row includes 'Manage : Run' and 'Suspend : Delete' links. The table contains three rows: 'Contract Cases' (Client ID: test, Date: 2011/07/07 - 10:11:45, Frequency: daily), 'fraud alert test' (Client ID: tar, Date: 2011/07/12 - 08:24:08, Frequency: daily), and 'law alert test' (Client ID: lar, Date: 2011/07/12 - 08:28:38, Frequency: daily). At the bottom, there are links for Contact Us, About Westlaw Gulf, and Privacy Policy, along with the Thomson Reuters logo and copyright notice.

Select the Alerts link at the top of the screen.



The screenshot shows the Westlaw Gulf Search Results page. At the top, there is a navigation bar with links for Home, Legislation, Cases, Books, Journals, Current Awareness, and News. Below this, the page title is 'Home / Search Results'. A search bar contains the query 'Free Text(limitation...)' and a 'Go' button. A 'Filter by' section shows 'Content Types(175)' with a 'Go' button. The search results are displayed under the 'Legislation' tab. The first result is 'Federal Master Index [1980 - 1989]' with a checked checkbox. Below the result, there is a 'Hit terms in context:' section with two entries: 'Circular concerning the limitation and determination of all cases of applying for exemption from the amounts due from the employees and staff, to be submitted to the Cabinet at one time, within a period of six months...' and 'Circular concerning the limitation and determination of all cases of applying for exemption from the amounts due from the employees and staff, to be submitted to the Cabinet at one time, within a period of six months...'. At the bottom, there are links for Contact Us, About Westlaw Gulf, and Privacy Policy, along with the Thomson Reuters logo and copyright notice.

Create alert by clicking on the Alert icon.

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## TRACKING, SAVING AND SENDING

### YOUR RESEARCH TRAIL

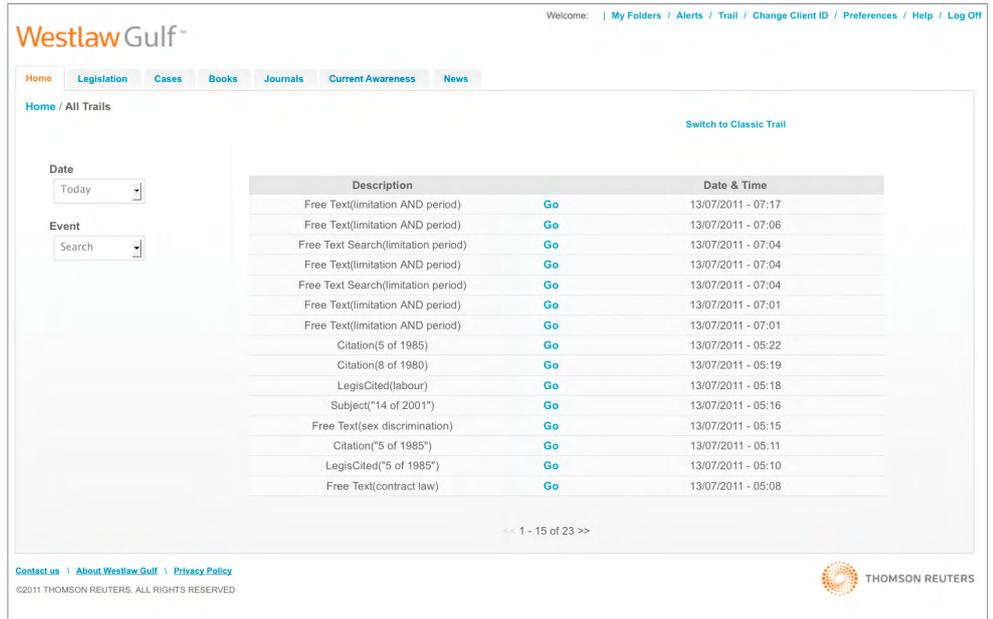
Your **Research Trail** tracks all of your research on Westlaw Gulf.

It will display all of your search queries and every document viewed during your time on Westlaw Gulf.

You can filter the list to show the searches and documents viewed today, or in the last 5, 10 or 15 days.

You can also filter the trail list so it only shows either searches or documents viewed.

You can open any previous search or document by selecting the 'Go' link.



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[Home](#) | [Legislation](#) | [Cases](#) | [Books](#) | [Journals](#) | [Current Awareness](#) | [News](#)

[Home](#) / All Trails [Switch to Classic Trail](#)

**Date**  
Today ▾

**Event**  
Search ▾

Description		Date & Time
Free Text(limitation AND period)	<a href="#">Go</a>	13/07/2011 - 07:17
Free Text(limitation AND period)	<a href="#">Go</a>	13/07/2011 - 07:06
Free Text Search(limitation period)	<a href="#">Go</a>	13/07/2011 - 07:04
Free Text(limitation AND period)	<a href="#">Go</a>	13/07/2011 - 07:04
Free Text Search(limitation period)	<a href="#">Go</a>	13/07/2011 - 07:04
Free Text(limitation AND period)	<a href="#">Go</a>	13/07/2011 - 07:01
Free Text(limitation AND period)	<a href="#">Go</a>	13/07/2011 - 07:01
Citation(5 of 1985)	<a href="#">Go</a>	13/07/2011 - 05:22
Citation(8 of 1980)	<a href="#">Go</a>	13/07/2011 - 05:19
LegisCited(labour)	<a href="#">Go</a>	13/07/2011 - 05:18
Subject("14 of 2001")	<a href="#">Go</a>	13/07/2011 - 05:16
Free Text(sex discrimination)	<a href="#">Go</a>	13/07/2011 - 05:15
Citation("5 of 1985")	<a href="#">Go</a>	13/07/2011 - 05:11
LegisCited("5 of 1985")	<a href="#">Go</a>	13/07/2011 - 05:10
Free Text(contract law)	<a href="#">Go</a>	13/07/2011 - 05:08

<< 1 - 15 of 23 >>

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