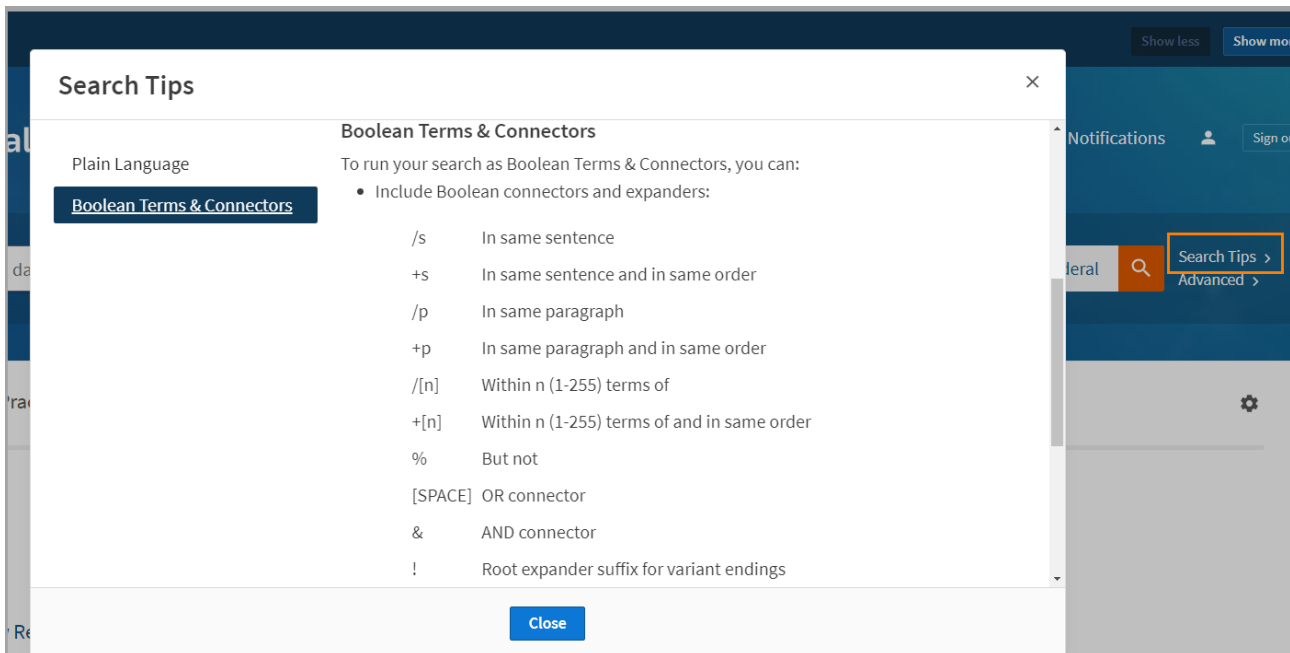# Finding cases using terms and connectors

For complex or specific search queries, you can search using terms and Boolean connectors.

Click on **Search tips** for a list of connectors you can use.

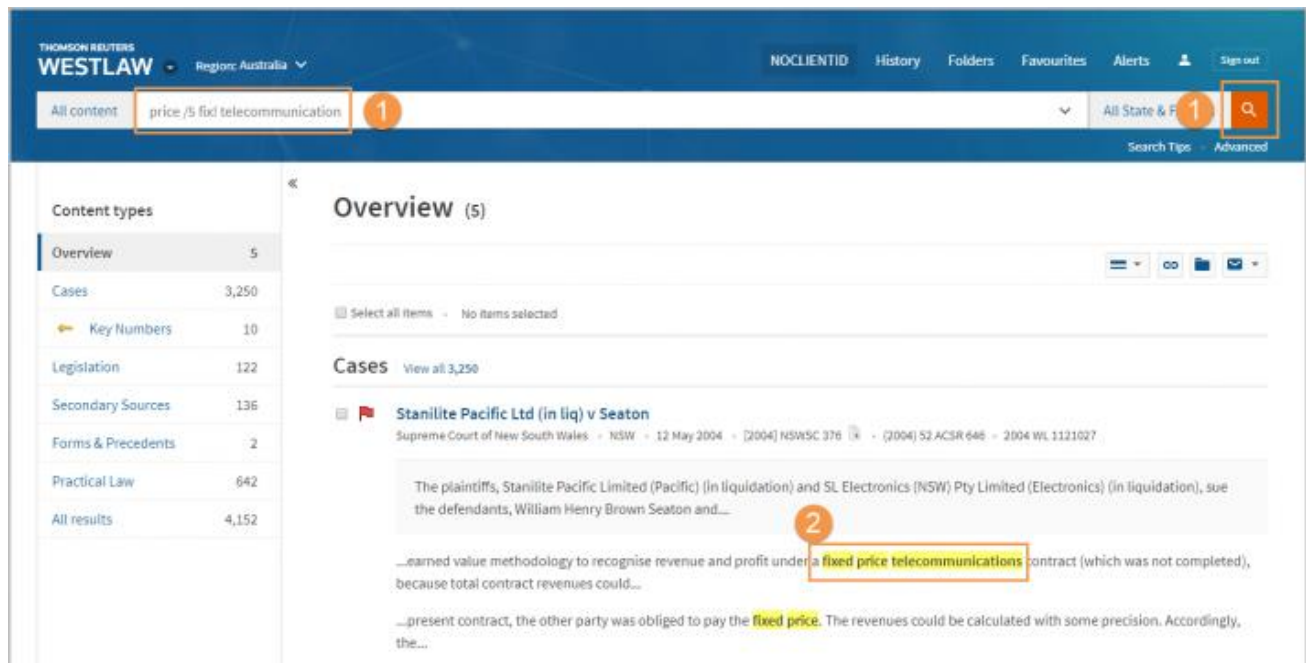| AND (&)	Finds documents containing all terms, in any order, and not necessarily together, e.g., *trade & mark & registration*.
OR	Or is the default search connector in Westlaw. Or is always processed before others, even if it isn't the first search operator you've entered.
BUT NOT (%)	Use BUT NOT (%) connector to exclude terms, e.g., *taxation % income* finds documents containing *taxation* but excludes documents containing *income*.
Root expander (!)	Finds terms with same beginning but different endings, e.g., *object!* finds *object, objects, objected, objection, objecting*.
Universal character (*)	Finds words with different characters, e.g., *withdr*w* finds *withdraw* and *withdrew*.
Turn off plurals (#)	Use the hash symbol (#), to find terms exactly as you typed them e.g., *#damage* to find *damage* but not *damages*.
Phrase (" ")	Quotation marks find singular and plurals e.g., *"fiduciary duty"* and *fiduciary duties*. To search for an exact term and not find plurals, type the hash symbol before the word, e.g., *"fiduciary #duty*.
Grammatical connectors /p and +p /s and +s	/p finds terms in the same paragraph, e.g., *hearsay /p evidence*. +p – first term must precede the second term and be in the same paragraph, e.g., *capital +p punishment*. /s – finds terms in the same sentence, e.g., *design /s defect*. +s – first term must precede the second in the same sentence, e.g., *capital +s gain*.
Numerical connectors /n +n	/n – search terms must appear within n words of each other, (n is a number from 1 to 255), e.g., *drone /15 privacy* finds *drone* within 15 words of *privacy*, in any order. +n – first search term must precede the second term by n terms, (n is a number from 1 to 255), e.g., business +5 sale finds business within 5 words of sale, in the same order.

Finding cases using terms and connectors using the global search bar

Use the global search bar to conduct your search and press Enter or click Search.

e.g., **price /5 fix! AND telecommunication**

In this example the search string looks for price within 5 words of fix and telecommunication. The exclamation mark finds words such as fixed, fixing, fixes.

1. The overview page displays all results with your search terms highlighted in yellow.

2. Click on the highlighted words to open the document to that specific sentence.

Finding cases using the Cases advanced search template

To use the Cases advanced search template, click on **ALL Cases**, and then **Advanced** next to the global search bar.

The **Find documents that have** section includes a set of fields that can be populated to build a search string, e.g.,

- All of these terms: **director**

- Any of these terms: **liability duty**

- This exact phrase: **false statement**

3. The results screen will list the cases relevant to your search.

4. Filter using the panel on the left side of the screen.

Connectors

AND (&)	Finds documents containing all terms, in any order, and not necessarily together, e.g., *trade & mark & registration*.
OR	Or is the default search connector in Westlaw. Or is always processed before others, even if it isn't the first search operator you've entered.
BUT NOT connector (%)	Use BUT NOT (%) connector to exclude terms, e.g., *taxation % income* finds documents containing *taxation* but excludes documents containing *income*.
Root expander (!)	Finds terms with same beginning but different endings, e.g., *object!* finds *object, objects, objected, objection, objecting*.
Universal character (*)	Finds words containing different characters, e.g., *withdr*w* finds *withdraw* and *withdrew*.
Turn off plurals and equivalents (#)	Use the hash symbol (#), to find terms exactly as you typed them e.g., *#damage* to find *damage* but not *damages*.
Phrase (" ")	Phrase search terms appear in the exact order, within quotation marks. Plurals are automatically found, e.g., *"fiduciary duty"* also finds *fiduciary duties*. If want to search for the exact term and not find plurals, type the hash symbol in front of the word, e.g., *"fiduciary #duty*.
Grammatical connectors /p +p /s +s	/p finds terms in the same paragraph, e.g., *hearsay /p evidence*. +p the first term must precede the second term in the same paragraph, e.g., *capital +p punishment*. /s finds terms in the same sentence, e.g., *design /s defect*. +s the first term must precede the second term in the same sentence, e.g., *capital +s gain*.
Numerical connectors /n +n	/n the search terms must appear within n words of each other, where n is a number from 1 to 255, e.g., *drone /15 privacy* finds *drone* within 15 words of *privacy*, in any order). +n the first search term must precede the second term by n terms, where n is a number from 1 to 255, e.g., capital +5 punishment finds capital within 5 words of punishment, in the order they are written.

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