

i-law.com

# A user guide



# 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 <sup>1</sup> and enter your log in details where shown <sup>2</sup>. 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 having trouble logging in, please contact your account manager or contact client success**

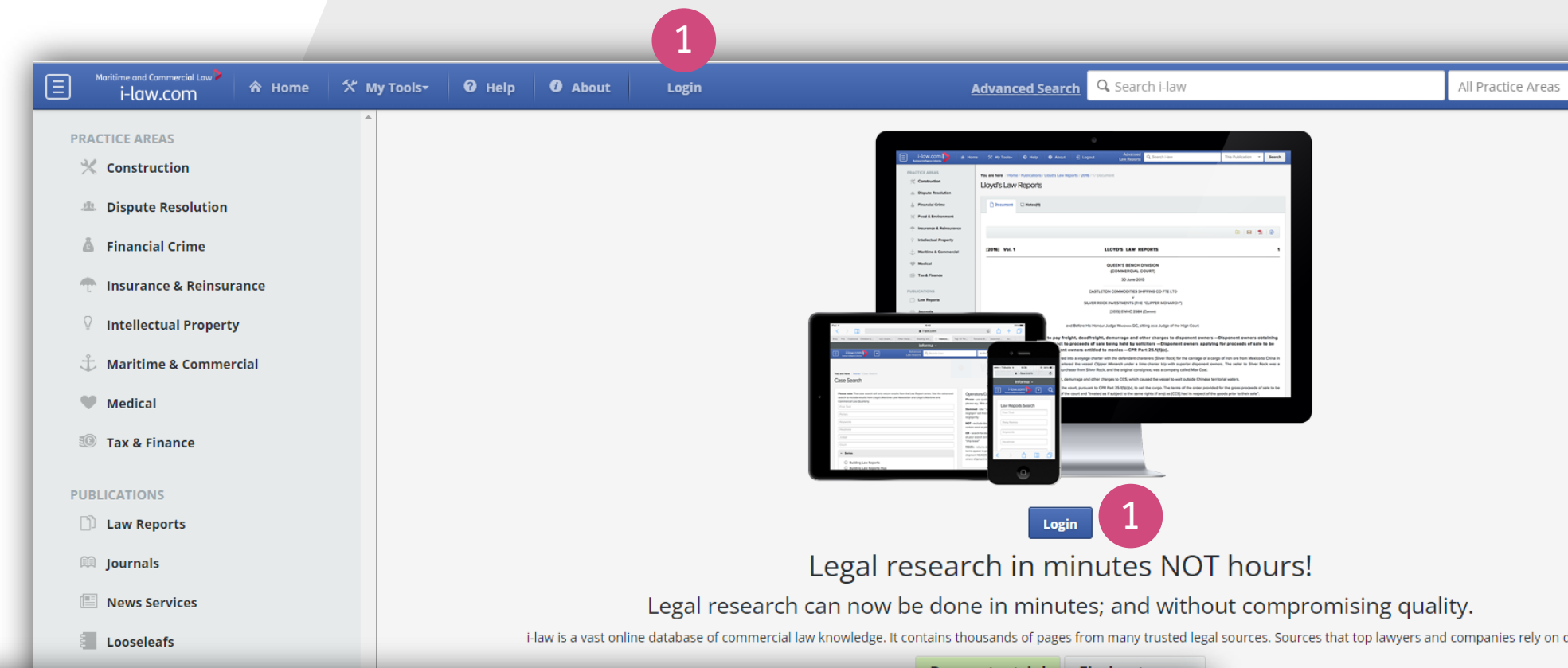
CustomerSuccess@LloydsListIntelligence.com

EMEA Tel: +44 (0)20 8052 0560

APJ Tel: +65 69733570

America Tel: +1 212 6003460

America Tel (toll free): +1 (0)800 549 8227



Legal research in minutes NOT hours!

Legal research can now be done in minutes; and without compromising quality.

i-law is a vast online database of commercial law knowledge. It contains thousands of pages from many trusted legal sources. Sources that top lawyers and companies rely on.

A screenshot of the i-law.com login page. The page has a white background with a blue header. The login form is centered and contains the following fields: 'Email Address/Username \*' with a red border and a red circle with the number '2' next to it, and 'Password \*' with a red border. Below these fields are checkboxes for 'Remember me' and 'Forgot Password' (with a right arrow). A blue 'Login' button with a right arrow is also present. Below the form, there is a link to 'Register here' for corporate accounts. The footer contains copyright information for Informa PLC and Lloyd's List Intelligence.



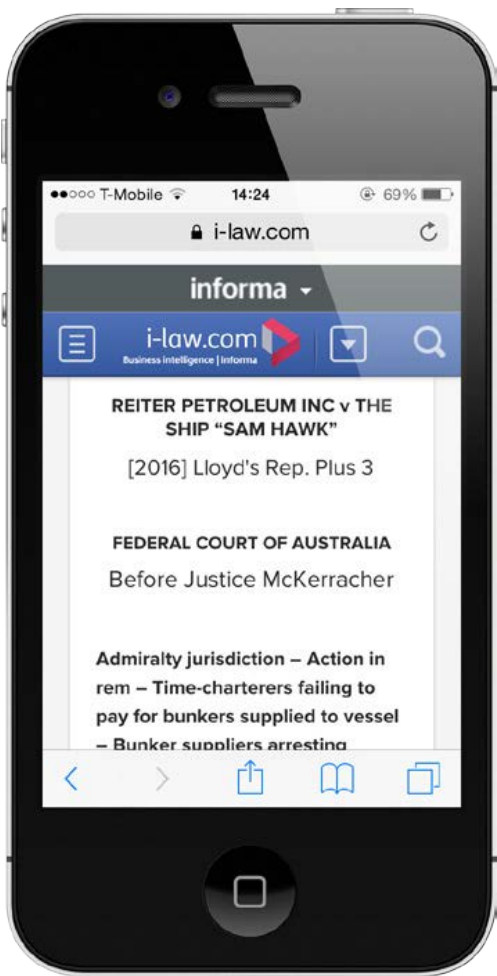
# Accessing your information

Subscriptions, alerts, recent searches, research trails and folders can all be accessed via 'My Tools' once you have logged in <sup>1</sup>


## Accessing the Practice Areas

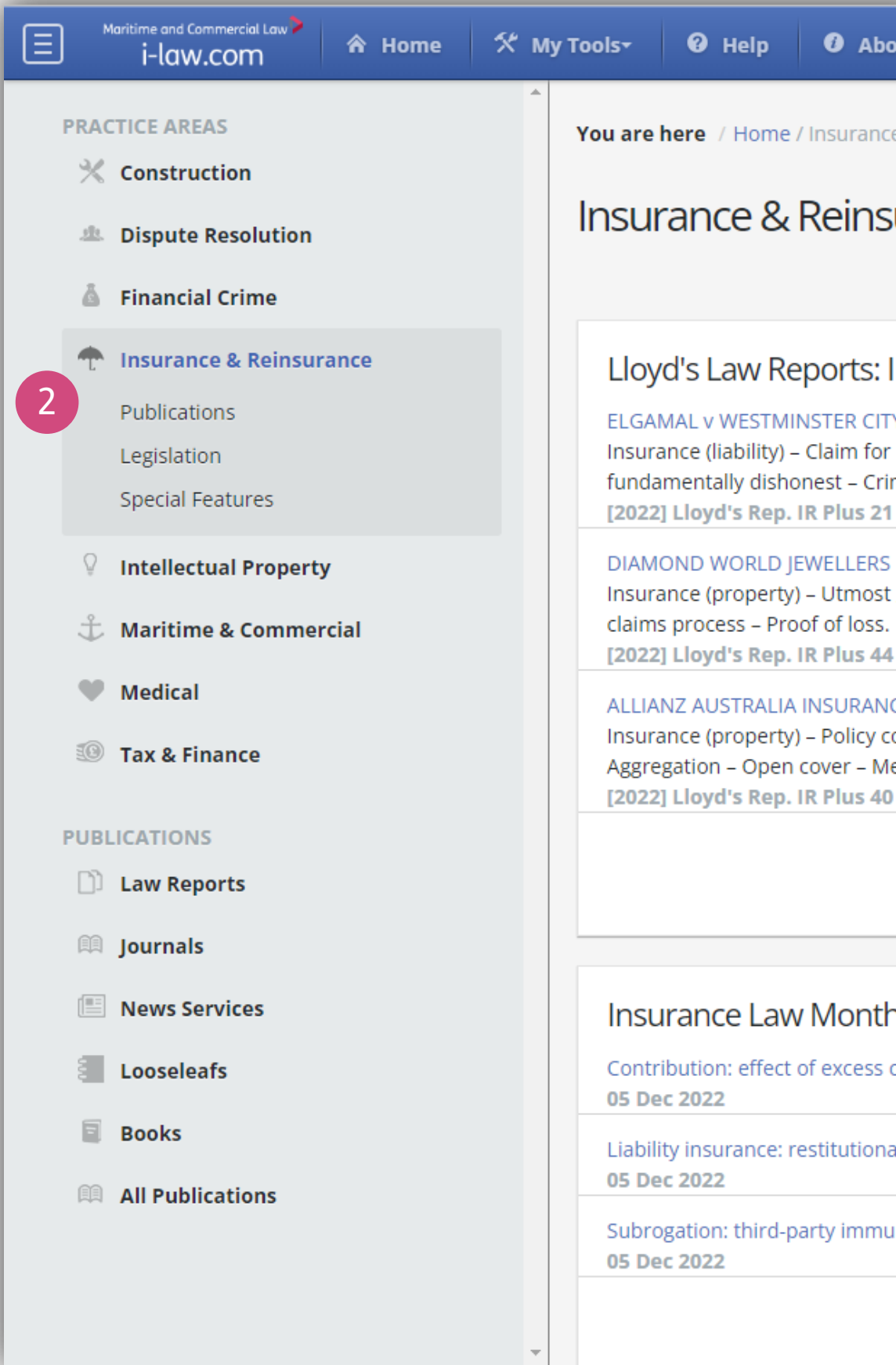
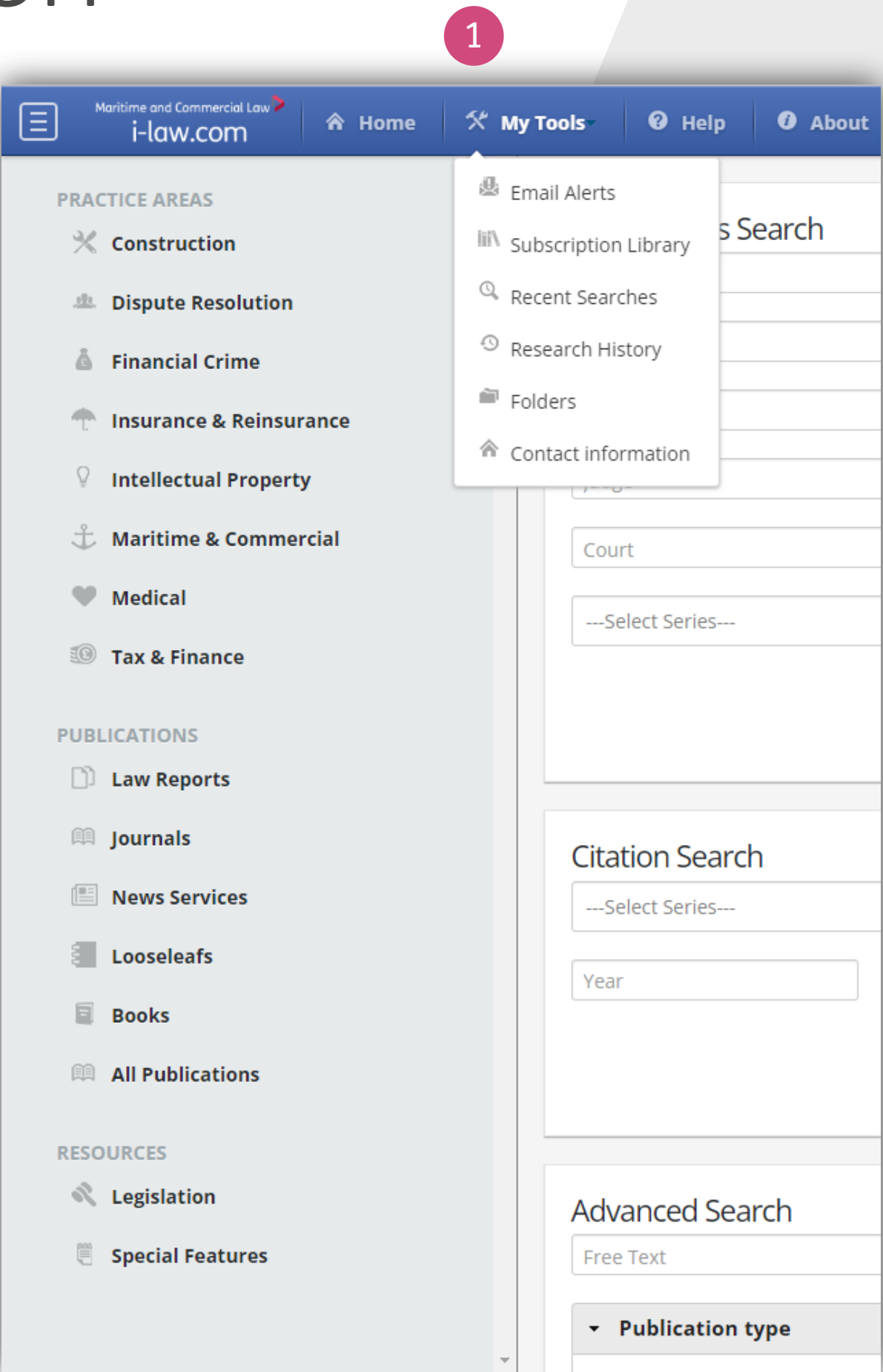
You can access the contents of each of our eight Practice Areas from the navigation menu on the left of your screen.

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



### Hint

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



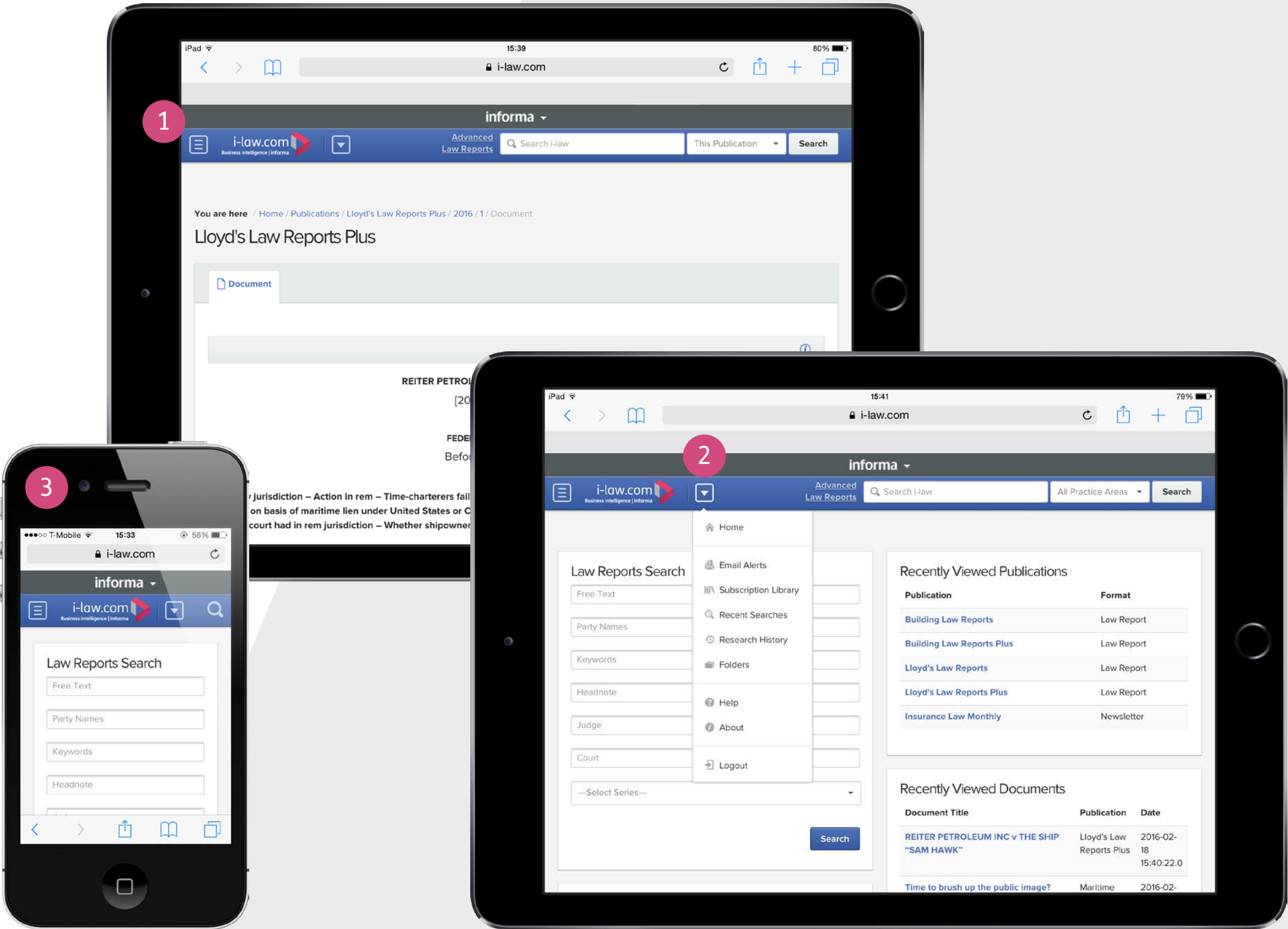
# Accessing i-law.com from mobile devices

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 2 to view your email alerts, subscription library, recent searches, recent history and folders

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

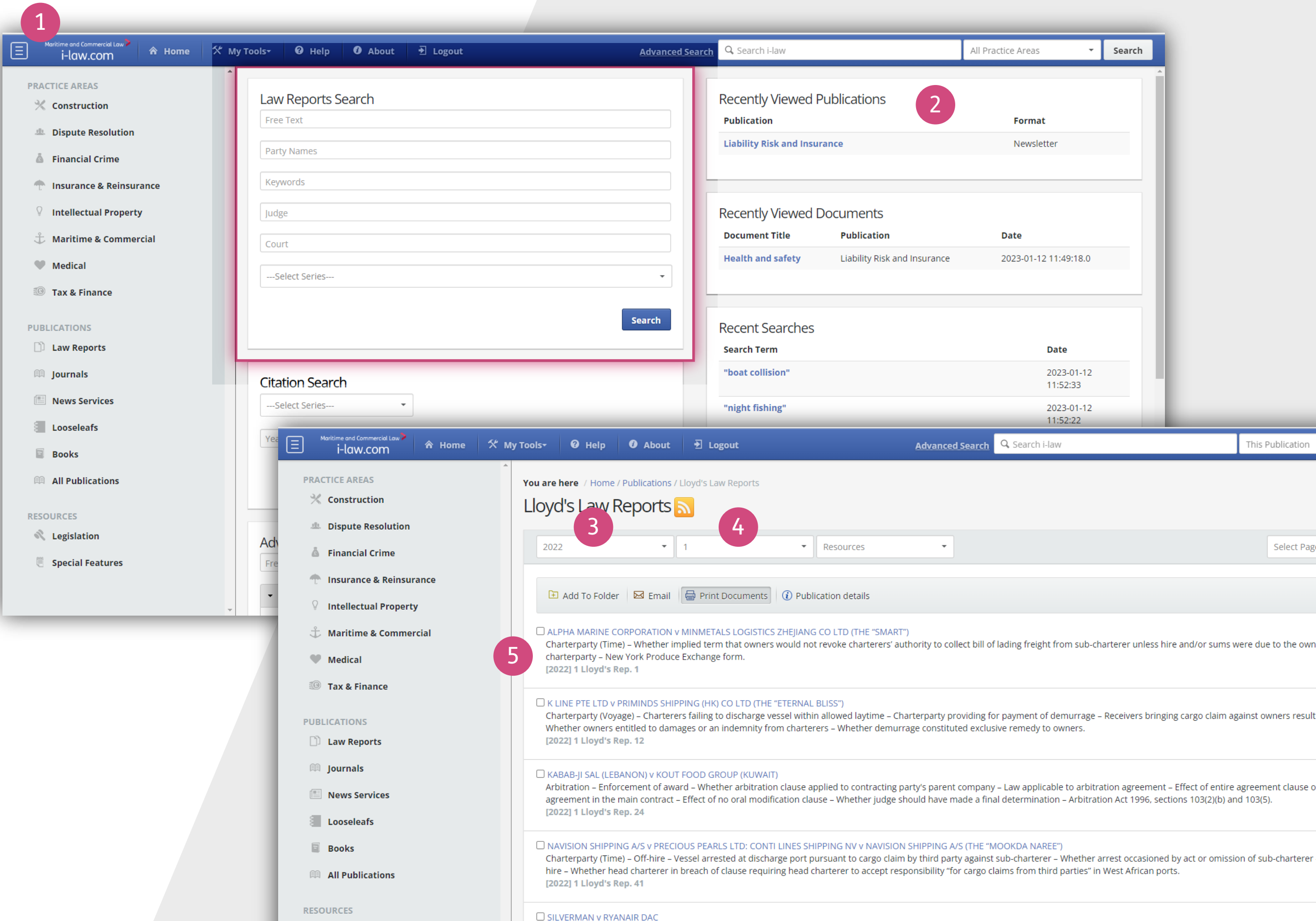
You can access our range of Law Reports by conducting a Law Reports or Citation Search from the i-law.com homepage. The homepage can be accessed from anywhere on the site, simply by clicking the i-law.com logo in the top left of your screen **1**

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.
- 4** 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.

Law Reports can also be searched directly from the advanced search. See page 10 for further information.



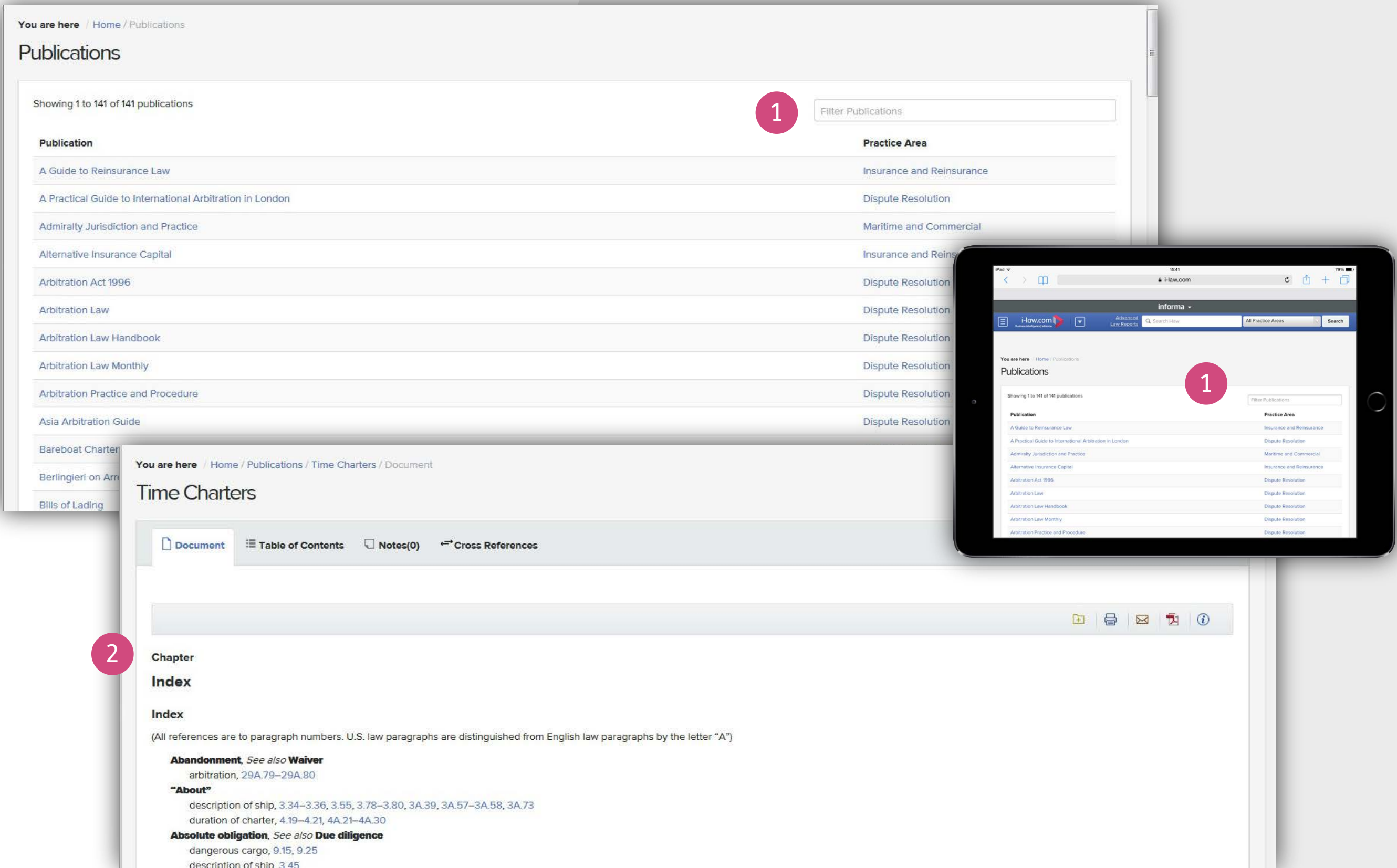
# Accessing other resources

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”?

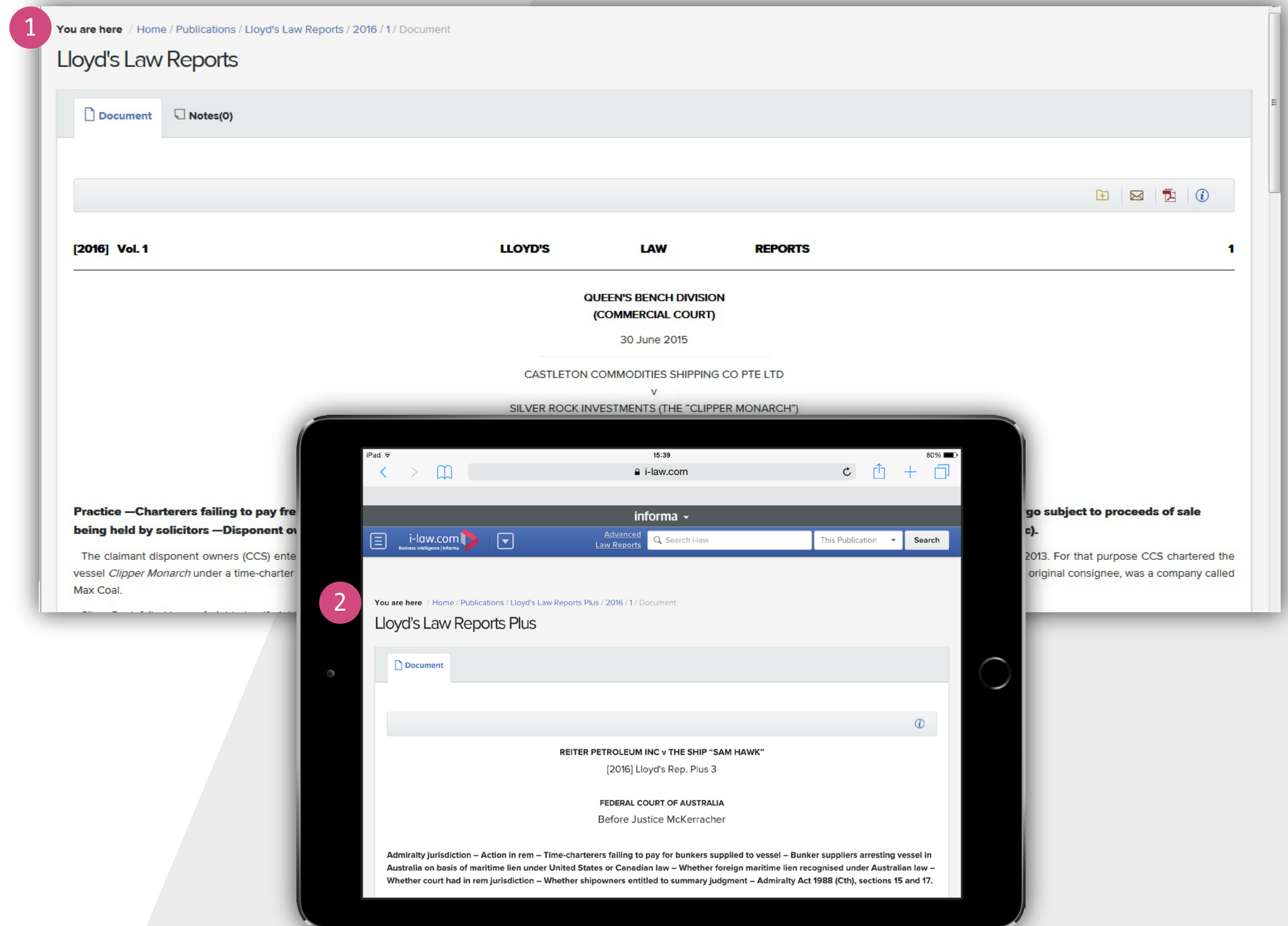
i-law.com features a “breadcrumb trail” in the top left of your screen **1**, underneath the main toolbar. These “breadcrumbs” instantly let you know where you are on the site, displaying, for example, the volume and the year of the resource you are viewing.

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

Types of searches are available on i-law.com:

- quick searches
- advanced searches

## 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 <sup>1</sup>

## Hint

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

The screenshot shows the i-law.com Advanced Search page. A blue header bar contains the i-law.com logo, a 'Maritime and Commercial Law' tag, a dropdown menu, and a search bar. The search bar has a magnifying glass icon, the text 'Search i-law', a dropdown menu labeled 'All Practice Areas...', and a 'Search' button. Two red circles with numbers are placed above the search bar: circle 1 is above the 'All Practice Areas...' dropdown, and circle 2 is above the search input field. The main content area is divided into three columns. The left column is a sidebar with 'PRACTICE AREAS' (Construction, Dispute Resolution, Financial Crime, Insurance & Reinsurance, Intellectual Property, Maritime & Commercial, Medical, Tax & Finance) and 'PUBLICATIONS' (Law Reports, Journals). The middle column is titled 'Law Reports Search' and contains five input fields: 'Free Text', 'Party Names', 'Keywords', 'Judge', and 'Court', followed by a dropdown menu labeled '---Select Series---' and a blue 'Search' button. Below this is a 'Citation Search' section. The right column contains two sections: 'Recently Viewed Publications' and 'Recently Viewed Documents'. The 'Recently Viewed Publications' section has a table with two columns: 'Publication' and 'Format'. It shows one entry: 'Liability Risk and Insurance' (Newsletter). The 'Recently Viewed Documents' section has a table with three columns: 'Document Title', 'Publication', and 'Date'. It shows one entry: 'Health and safety' (Liability Risk and Insurance, 2023-01-12 11:49:18.0). The 'Recent Searches' section at the bottom right has a table with two columns: 'Search Term' and 'Date'.

Publication	Format
Liability Risk and Insurance	Newsletter

Document Title	Publication	Date
Health and safety	Liability Risk and Insurance	2023-01-12 11:49:18.0

Search Term	Date
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# Conducting advanced searches

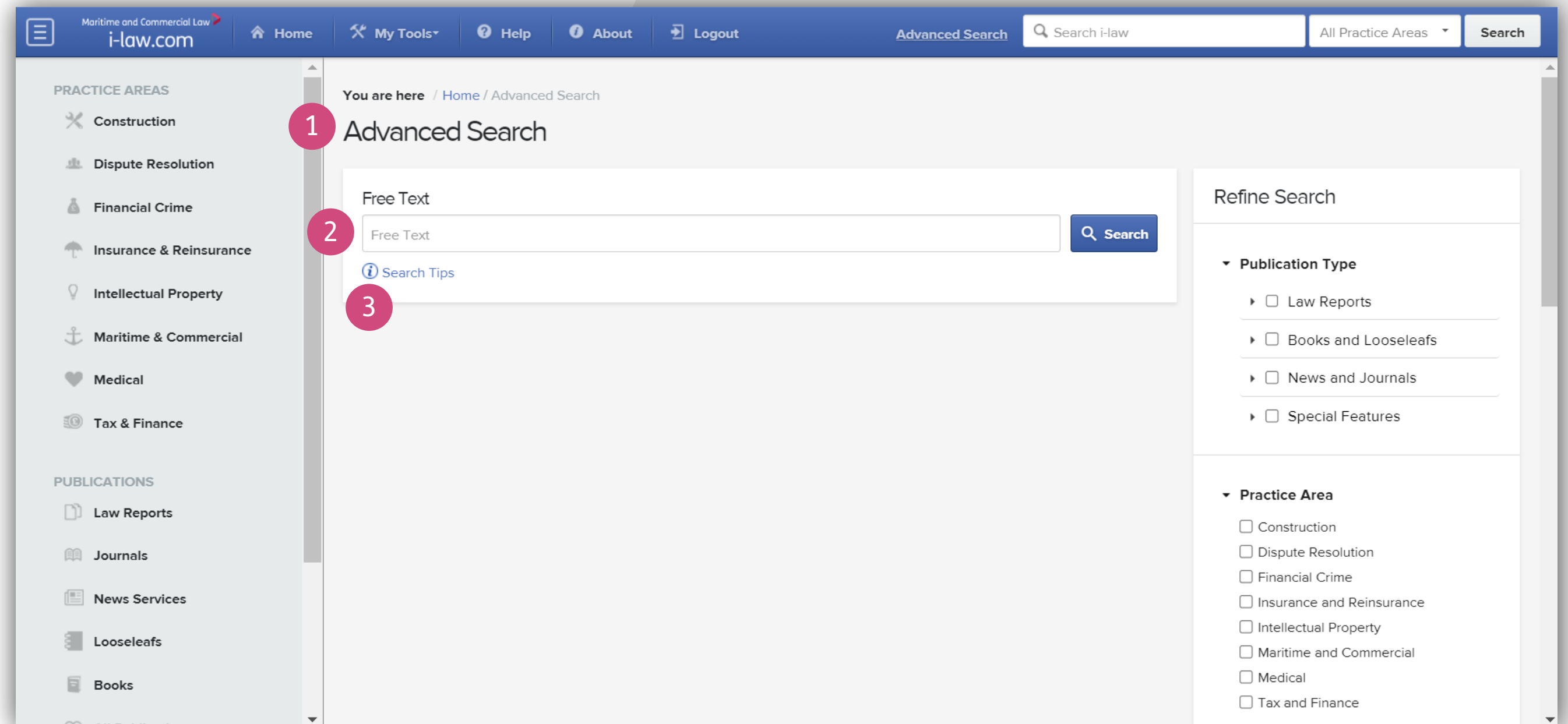
Advanced searches can help you find specific information quickly, narrowing your search to seek out specific cases, topics, rulings and more.

Click “Advanced” on the main toolbar and you will be taken to a new screen <sup>1</sup>

## Conducting Free Text searches

To conduct an advanced search, enter the information you want to search for in the free text field which will return results with your search term in any section of the document <sup>2</sup>

Please consult our “Search Tips” icon underneath the “Free Text” box for more information on the Boolean connectors and special search characters you can use to refine your search <sup>3</sup>



# Refining your search results

You can quickly refine your search using these filters: publication type, practice area, publication title and date.

You can either search across multiple practice areas by ticking the boxes, **1**, or if you wish to do a deep dive of one content type e.g. Law Reports, you can use the filters for that content type e.g. "Citation". The results will change immediately as you add a new filter.

**2** The Law Report filters are: party names, keywords, judge, court or Law Report series. Citation searches are also available. Search by series, year, volume and page number.

## 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.

## Hint

Any filters you select are visible as chips which you can easily remove to alter your search as you wish.

The screenshot displays the i-law.com Advanced Search interface. The top navigation bar includes the i-law.com logo, a search bar with the text "Search i-law", and a dropdown for "All Practice Areas". The main content area is titled "Advanced Search" and shows the search results for the query "vessel AND collision". The results are displayed as a list of items, with the first item being "1. FIRES THE MOST EXPENSIVE CAUSE OF MARINE LOSSES: AGCS". The interface includes a sidebar on the left for "PRACTICE AREAS" (Construction, Dispute Resolution, Financial Crime) and a right-hand panel for "Refine Search" (Publication Type, Practice Area). The "Refine Search" panel is highlighted with a red circle and the number 1. The "Publication Type" section shows filters for Law Reports (3882), Books and Looseleafs (570), News and Journals (1219), and Special Features (8). The "Practice Area" section shows filters for Construction (24) and Dispute Resolution (13). The "Refine Search" panel also includes a section for "Law Reports" with filters for Citation, Year, Volume, Page, Parties, Vessel Name, Keywords, Judge, and Court. This section is highlighted with a red circle and the number 2. The main search area includes a "Free Text" search bar with the query "vessel AND collision", a "Search" button, and a "Clear All" button. Below the search bar, there are icons for a bell, email, print, and download. The results section shows "Your search has returned 5679 results" and "Showing page 1 of 114".



# Viewing search result documents

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

The document title, publication date, practice area, publication type and citation (for Law Reports only) are visible in the search results.

Search results are numbered and there are 50 results per page. Simply click on a document title to read. You can scroll through your search results and there is a helpful back to the top arrow to save scrolling back up.

Once you have opened a document you are able to make notes on the article or see other articles that refer to your document **2**

You can also 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.

The top screenshot shows the 'Advanced Search' interface on i-law.com. The search query 'vessel AND collision' is entered in the 'Free Text' field. The results show 5679 results, with the first result being '1. FIRES THE MOST EXPENSIVE CAUSE OF MARINE LOSSES: AGCS'. A red circle with the number '1' highlights the toolbar at the top of the results list, which includes options like 'Save as Alert', 'Email', 'Print', and 'Download'.

The bottom screenshot shows the full text of a document titled 'The Modern Law of Marine Insurance'. The document is displayed on page 77 of 858. A red circle with the number '2' highlights the 'Document' tab in the top navigation bar, and a red circle with the number '3' highlights the toolbar at the bottom of the document, which includes options like 'Back to Search Results', 'Remove Highlight', and 'Highlighted term'.

# Recent searches, research history and my folders

You can access recent searches, research history and your folders from the top tool bar **1**

## Recent Searches

From this screen you can see your last 10 searches **2**

## 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 **3**, or you can use the calendar to view your research history for a past date **4**

## 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 **5**

**1** Top navigation bar: Home, My Tools, Help. My Tools dropdown menu includes: Email Alerts, Subscription Library, Recent Searches, Research History, Folders, Contact information.

**2** Search History page: Showing 1 to 10 of 10 search history. Filter Search History.

Date/Time	Term	Format	Practice Area	Publication
2016-01-21 15:45:34.0	longchamp		Maritime and Commercial	
2016-01-21 15:47:46.0	erin schulte		Maritime and Commercial	
2016-01-21 15:49:14.0	channel ranger		Maritime and Commercial	
2016-01-21 15:51:58.0	the adventure		Maritime and Commercial	
2016-01-21 15:52:02.0	the adventure	Law Report	Maritime and Commercial	
2016-01-21 15:52:12.0	"the adventure"		Maritime and Commercial	
2016-01-26 12:39:07.0	spar shipping			Lloyd's Law Reports
2016-01-26 12:40:45.0	Anstalt			Lloyd's Law Reports
2016-01-26 12:40:45.0	Anstalt			Lloyd's Law Reports

**3** Research History page: Activity for 17 February. Showing 1 to 6 of 6 research history. Filter Research History.

Action type	Document title / Search Query	Date/Time
<input checked="" type="checkbox"/> View	Time to brush up the public image?	2016-02-17 16:34:59
<input type="checkbox"/> Search	costa concordia	2016-02-17 16:33:57
<input checked="" type="checkbox"/> View	CASTLETON COMMODITIES SHIPPING CO PTE LTD v SILVER ROCK INVESTMENTS (THE "CLIPPER MONARCH")	2016-02-17 16:28:18
<input checked="" type="checkbox"/> View	Index	2016-02-17 16:27:22

**4** Choose activity date: January, February calendar view.

**5** Folders: Folder Options. Folder Functions: Create, Rename, Delete. Document Functions: Delete, Email, Print.



# 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”.

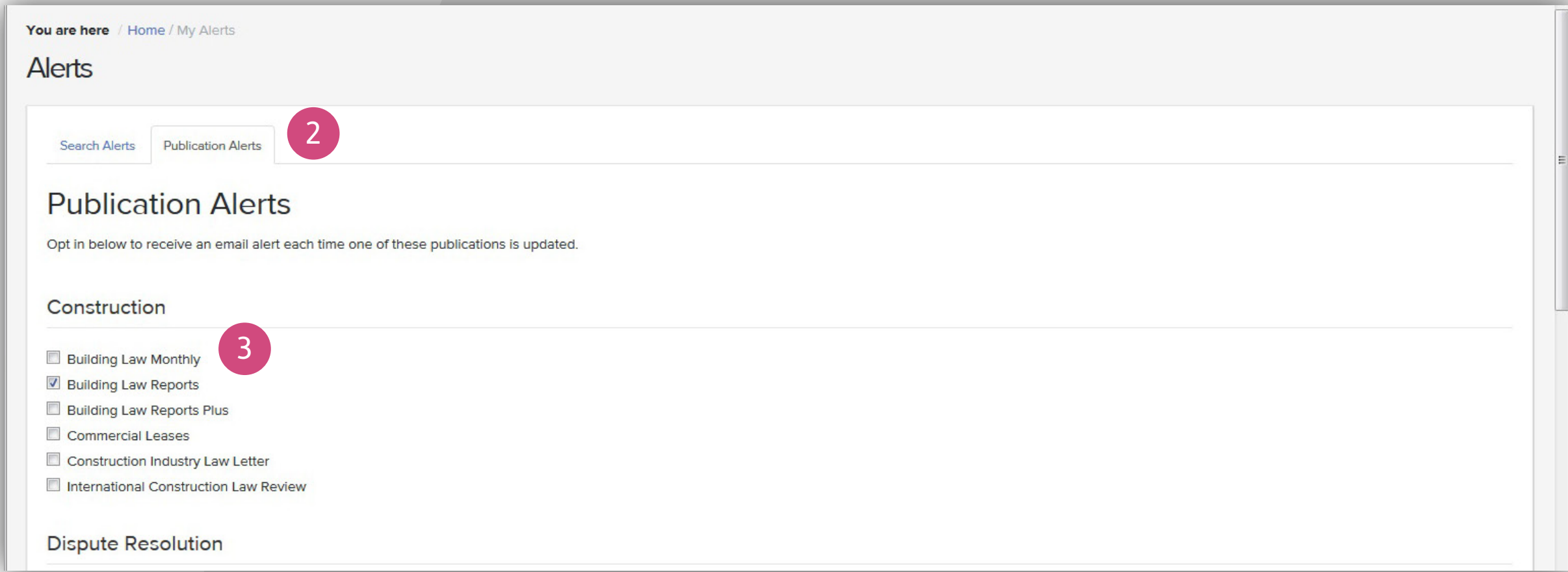
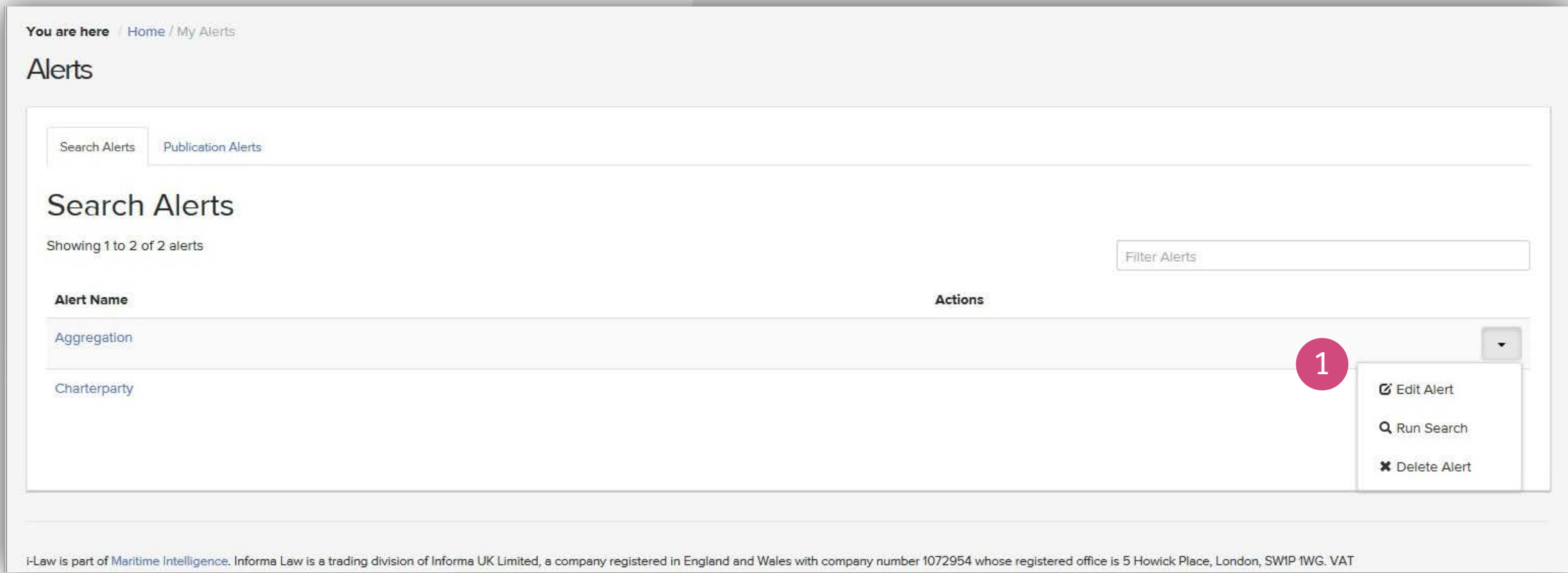
If you wish, narrow your alert to a particular sector or type of publication using the drop down menus **1**

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.




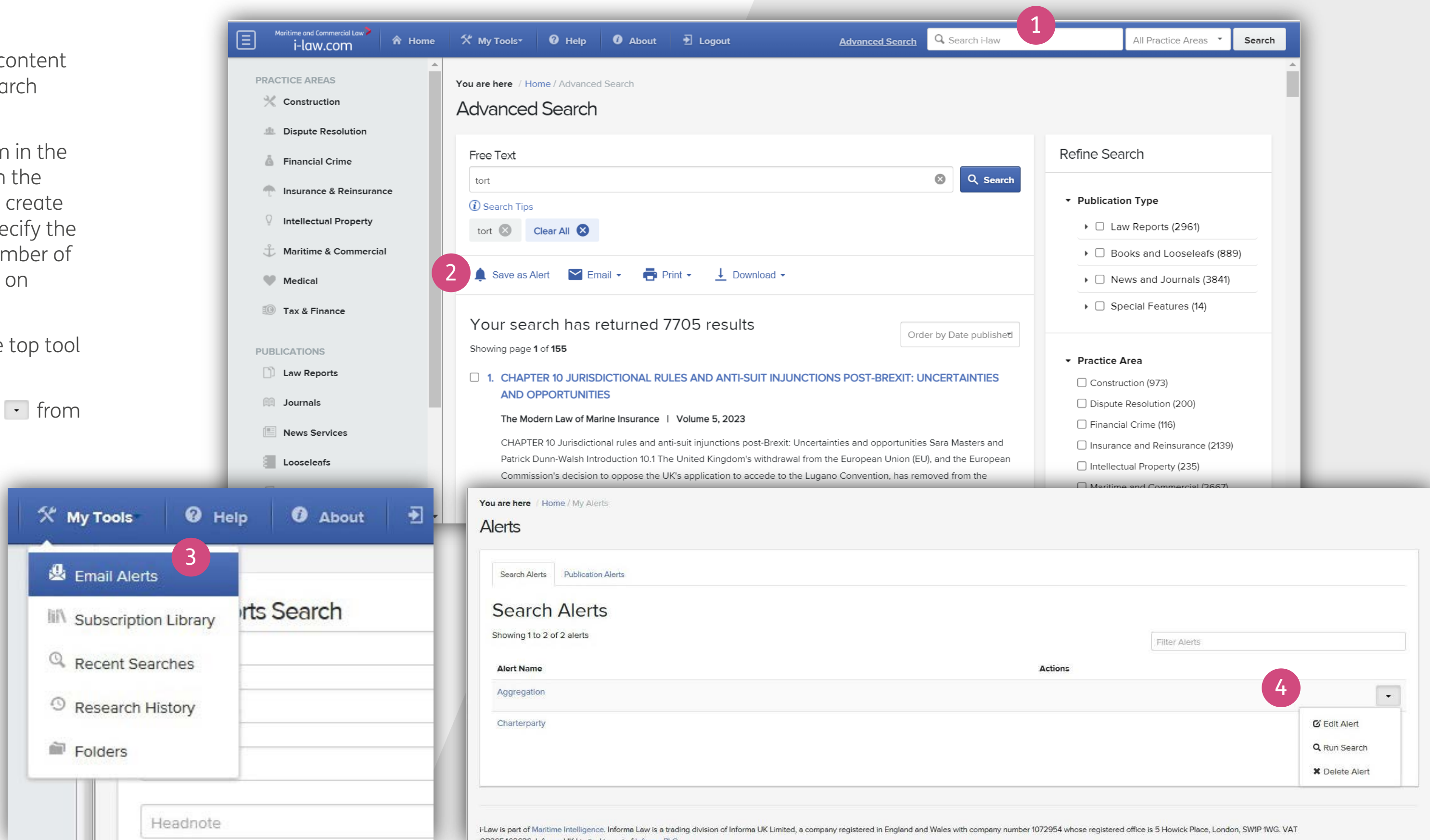
# Creating search alerts

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  from the drop down menu **4**





# Maritime and Commercial Law

**i-law.com**

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

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