



Laws of Scotland Online

January 2003 Edition

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1. THE SERVICE

Since first appearing in 1987 *The Laws of Scotland: Stair Memorial Encyclopaedia* has been the only comprehensive, authoritative and updated narrative treatment of the Law of Scotland. It is the undisputed cornerstone of the Scot's lawyer's library.

Laws of Scotland Online

Laws of Scotland Online is a powerful legal research tool incorporating the features described below, which are intended to save time and enhance research.

The user is able to retrieve information from *Laws of Scotland Online* by:

- Selecting to go directly to a specific part of a title by navigating through a nested menu structure.
- Searching across the whole dataset at one time by keyword searching (for a specific word, phrase or name).

Other features of *Laws of Scotland Online* include:

- Embedded hypertext references which enable the user to jump directly to relevant sections of *Scottish Legislation Direct* and *Legislation Direct*, which offer the full amended legislation of the Westminster Parliament.
- Embedded hypertext links to *Butterworths Scottish Case Digests Online*, which enable the user to jump directly to case digests of selected decisions of the House of Lords, Privy Council, Court of Session, High Court of Justiciary and sheriff courts and from there to the full opinions of those courts.
- Embedded hypertext links to *Scottish Civil Law Reports* and *Scottish Criminal Case Reports* references which enable the user to jump directly to relevant cases cited.
- Embedded hypertext links to *Butterworths Scottish Case Digests Online*, which enable the user to jump directly to case digests or selected decisions of the House of Lords, Privy Council, Court of Session, High Court of Justiciary, and sheriff courts and from there to the full opinion of those courts.
- Embedded hypertext links to All England Reports and The Law Reports references, which enable the user to jump directly to relevant cases cited.

Note

Full cumulative updating: the texts of the annual Cumulative Supplement and the noters-up are merged regularly. The updating is linked to the paragraph that the user is viewing and is presented on the screen simultaneously.

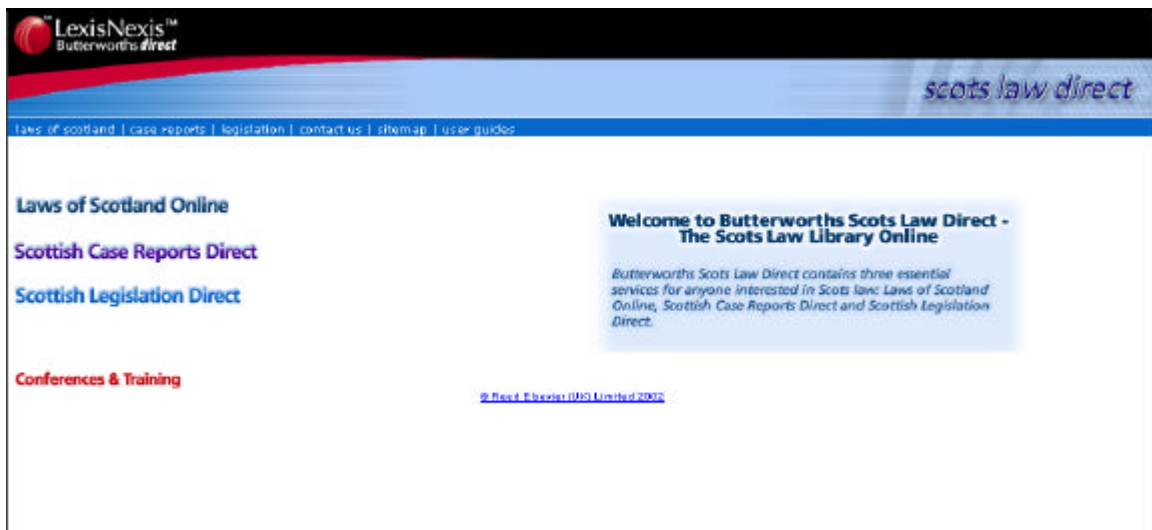
1.2 CONTENTS

- Current Titles from Volumes 1 to 25 of The Laws of Scotland: Stair Memorial Encyclopaedia.
- Reissued Titles of *The Laws of Scotland: Stair Memorial Encyclopaedia*.
- The full text of the most recent Cumulative Supplement.
- The latest noter-up issue combined
- List of titles and contributors, updated each time a new Reissue Title is published
- Laws of Scotland Archive
- The Standard Scale
- Articles (list of articles relevant to each case)

2. OPENING LAWS OF SCOTLAND ONLINE

Laws of Scotland Online can be accessed from the Butterworths Lexis Direct home page www.butterworths.com (main site) or from LexisNexis Butterworths Scotland's home page at www.butterworthsscotland.com (Scottish site).

To access Laws of Scotland Online from the main site, select 'butterworths services' (single click) and then select Scots Law Direct (single click). To access it from the Scottish site select Scots Law Direct from the home page (single click). In both cases then left click the 'Laws of Scotland Online' button, pictured below. Future access can be accelerated by adding Scots Law Direct and/or Laws of Scotland online homepages to your internet favourites.



Left click Laws of Scotland Online (shown below).

Laws of Scotland Online

Alternatively, left click 'laws of Scotland' on the navigation bar at the top of the screen.

The front page will appear.



2.2 Logging On

To access individual titles, left click 'Search Laws of Scotland' and enter your user name and password into the 'log on' screen that will appear. See further on **HOW TO USE LAWS OF SCOTLAND ONLINE** above.

The image shows a login form with a grey background. It contains two input fields: 'User name:' and 'Password:'. To the right of the 'Password:' field is a 'log on' button. Below the input fields is a checkbox labeled 'Remember my password'.

To access Laws of Scotland Archive or Articles left click 'Laws of Scotland Archive' or 'Articles' and enter your user name and password into the 'log on' screen that will appear.

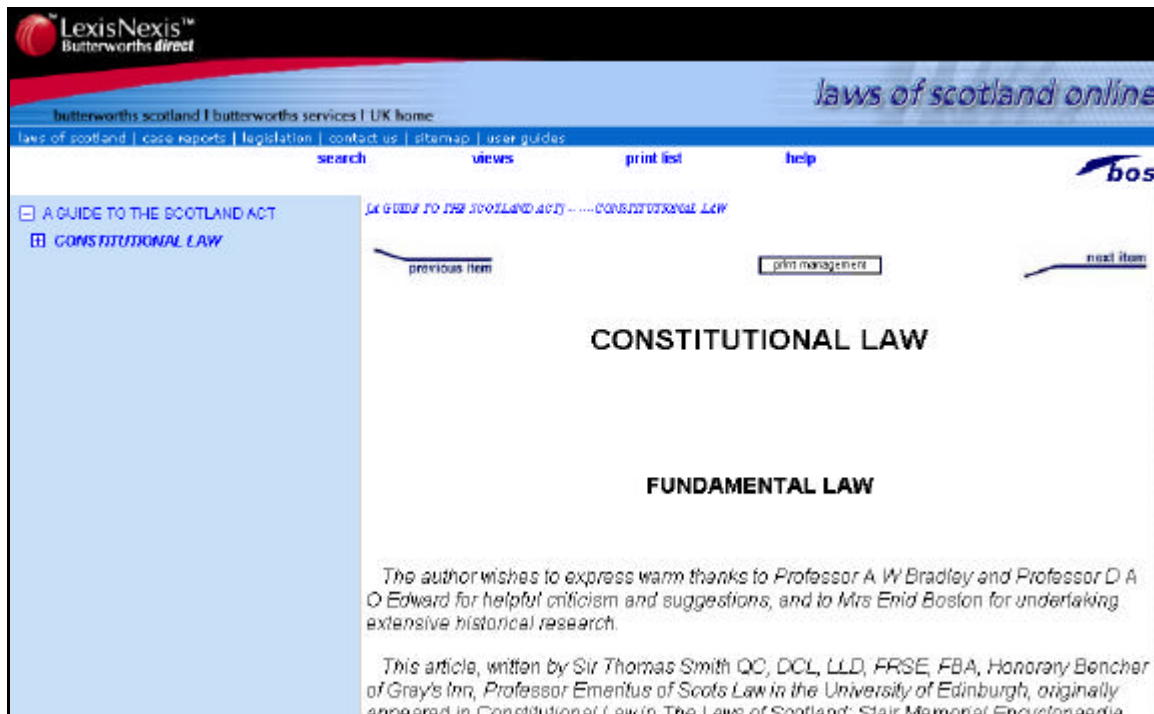
To access About Laws of Scotland or the Standard Scale, left click 'About Laws of Scotland' or the 'Standard Scale'.

3. UNIQUE FEATURES

3.1 Navigating

On the front page of Laws of Scotland Online the default view shows three sections:

- Sub-menu
- Text-Window
- Tree Window



The sub-menu contains four options, and is shown enlarged below.

[search](#) [views](#) [print list](#) [help](#)

The four options are:

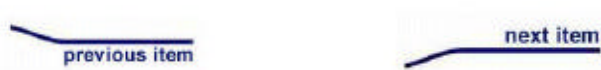
- **Search** – left click this once to access search utility
- **Views** – roll over this to bring up layout options
- **Print list** – left click this to view your print list
- **Help** – left click this to launch Help

In order to make a selection from the sub-menu, move the cursor over one of the four options listed above. At this point if further options are available they will appear below the relevant option. In the example pictured above, the cursor is positioned over the second option, views. Three options have appeared.

The further options under views are:

- **Normal** – The default layout, with both the tree window and text window, visible, as pictured above.
- **Text** – Select this option to view only the text window.
- **Tree** – Select this option to view only the tree window.

Within the text window, two navigation buttons are available, pictured below.



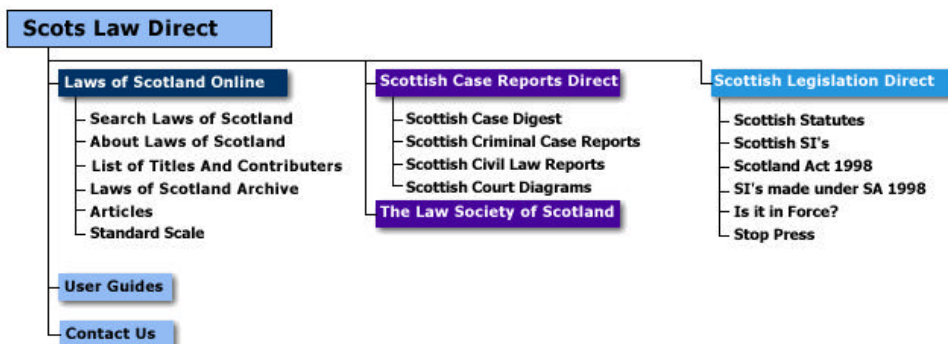
Left click the next item button pictured above to proceed to the following page of text.

Left click the previous item button pictured above to return to the previous page of text. Additionally, on certain text frames an additional information button may be available.

3.2 Sitemap

Users may also navigate Laws of Scotland Online by using the Scotland Direct sitemap. The sitemap can be accessed from the navigation bar.

The Scotland Direct sitemap is shown below. Areas can be accessed by left clicking on the required section.



4. HOW TO USE LAWS OF SCOTLAND ONLINE

4.1 The Navigation Bar

Once you have accessed *Laws of Scotland Online* you will see the navigation bar at the top of screen which will allow you access to other services within Scotland Direct by left clicking once on the relevant heading.

Left clicking once on 'home' in the upper navigation bar will link to the Butterworths.com Home Page. Left clicking once on 'butterworths services' will link to a list of all Butterworths online services. Left clicking on 'Scotland Direct' will return to the front page.



4.2 On the Laws of Scotland Page

To access individual Laws of Scotland titles click on the 'Search Laws of Scotland' button on the toolbar. You may have to click on 'normal' under the views button to see this arrangements.

Normal View

The titles are displayed in a list down the left-hand side of the screen. Clicking on the name of the title will take you to the beginning of the title. The titles are arranged alphabetically, and the information within them is presented in a hierarchical menu structure, i.e. a table of contents, in the same way as in each title.

Clicking on the book icon will expand the title to the next level down. Clicking again on that heading will take you a further level down; you can therefore go down as far as the paragraph level and then click on its name to get on that paragraph.

All retrieved material will be displayed in a default format; the left-hand side of the screen indicates where a particular paragraph is located within a title, by reference to the part where it belongs. The representation of material in a hierarchical expanded menu structure is called the 'tree view'. The right hand side of the screen will contain the specific paragraph retrieved.

To view only the hierarchical menu structure click on 'tree views' under the views button. To view only the retrieved paragraph click on the button named 'text view'. You can also read immediately preceding or subsequent paragraphs by clicking on the upward or downward icons which appear at both the beginning and end of each paragraph.

Once you have retrieved a specific paragraph, a further horizontal division of the screen enables you to view the original volume material in the top part and updating material (i.e. material that is published in the Cumulative Supplement and Noter-up), where appropriate in the bottom part.

5. KEY WORD SEARCHING

Keyword Searching allows you to search either for:

- individual words
- words occurring next to each other
- words which both occur (wherever) in the same paragraph.

Search results are returned in terms of discrete paragraphs which contain the search terms. Information is also provided as to where the retrieved results are located in a title e.g a search for 'hamesucken' will retrieve the following:

CRIMINAL LAW

7.ASSUALT AND RELATED OFFENSES

(2) ELEMENTS OF ASSUALT

(a) Actus Reus

225. Place of the offense (3 hits)

This illustrates that the search term appears in paragraph 225 of Criminal Law.

To retrieve the text click on the blue hypertext link. Once you open a paragraph the key word or key words will be highlighted in red.

It is possible to navigate your way through the search results by clicking on 'next' or 'previous' under the results button. To return to the results summary simply click on 'list' under the results button.

6 OTHER INFORMATION

6.1 EDITORIAL

If you have a query about the content of Scotland Law Online, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 608 1188 and they will connect you to the appropriate person to deal with your query. Alternatively, you can E-mail us with any editorial queries or comments by using the '[contact us](#)' links that appear on the home page. We welcome feedback from our customers about Scotland Law Online so please feel free to contact us.

6.2 TECHNICAL SUPPORT

Support for our on-line services available:

09.00 – 17.00 Monday to Friday

08.00 – Midnight Saturday and Sunday by e-mail at:

online.support@Butterworths.com

[Tel: \(44\) 0845 305 0500](tel:(44)08453050500) [Fax: \(44\) 01483 257 917](tel:(44)01483257917)

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email: electronic.helpdesk@lexisnexis.co.uk

To assist the helpline in resolving your problems as quickly as possible please have the following information to hand before calling:

What internet browser are you using?

What product do you subscribe to?

Do you have a network or a standalone PC?

If you are on a network what type is it? (ie. Novell NT etc)

Which version of Dos are you using

Which version of Windows are you using?

What was the sequence of events leading up to your problem?

6.3 CUSTOMER SUPPORT

Butterworths Direct Helpline is available from Monday to Friday 09.00 – 17.00

Tel: 0845 608 1188

For calls from outside the UK: (44) 207 400 2822

6.4 TRAINING

To find out more about our comprehensive training courses and to reserve a place.

Tel: (44) 0207 400 4639

E-mail: training@lexisnexis.co.uk