

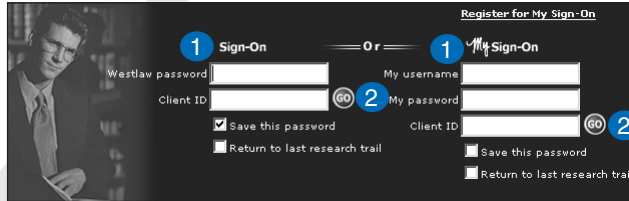
Researching with westlaw.com®

Starting a Westlaw® Session

Access www.westlaw.com in your Web browser. Then follow these steps to sign on to Westlaw:

1. Type your Westlaw password and a client identifier in the *Sign-On* section.

Alternatively, type your personalized username and password and a client identifier in the *My Sign-On* section. To create a personalized username and password, click **Register for My Sign-On**.



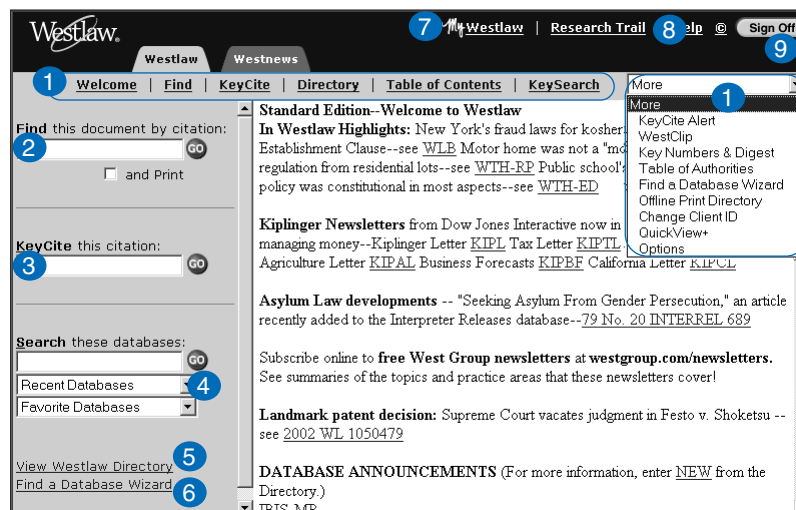
Signing on to Westlaw

2. Click **GO**. The tabbed Westlaw page is displayed, as shown below. You can select another page to be displayed first when you sign on. See “Using My Westlaw” on page 8.

Using Research Features on the Tabbed Westlaw Page

The following research features can be accessed from the tabbed Westlaw page:

1. Access frequently used Westlaw services from the toolbar and the *More* drop-down list.



Using research features in westlaw.com

2. To retrieve a document, type a citation and click **GO**. Select the **and Print** check box to print the document as soon as it is retrieved.
3. Check a document in KeyCite® by typing its citation and clicking **GO**.
4. To access a database
 - type all or part of a database name or a description of a database, or type up to 10 database identifiers separated by commas or semicolons, and click **GO**.
 - select a database from the *Recent Databases* drop-down list and click **GO**.
 - select a database from the *Favorite Databases* drop-down list and click **GO**.
5. Click **View Westlaw Directory** to view the entire list of Westlaw databases.
6. Click **Find a Database Wizard** to have a wizard help you select relevant databases for your search.
7. Click **My Westlaw** to select and personalize up to six tabbed custom pages from which you can start your research.
8. Click **Research Trail** to return to search results from the current or a previous research session.
9. Click **Sign Off** to sign off of Westlaw. Sign off before closing your browser to prevent others from accessing westlaw.com with your password.

Westlaw is available on the Web at www.westlaw.com.

For technical assistance, call West Customer & Technical Services at **1-800-WESTLAW** (1-800-937-8529).

For search assistance, call the West Reference Attorneys at **1-800-REF-ATTY** (1-800-733-2889).

Beginning Your Research with KeySearch™

KeySearch is a tool powered by the West Key Number System® that helps you find on-point documents, even if you're unfamiliar with the area of law you're researching. KeySearch identifies the key numbers and terms related to your legal issue and creates a query for you. KeySearch can retrieve both reported and unreported cases and secondary sources, such as law reviews and treatises.

To access KeySearch, click **KeySearch** on the toolbar. Then complete these steps to select a topic to search and let KeySearch construct a query for you:

1. Browse the list of topics and subtopics in the right frame by clicking the **Browse** icons (🔍).

You can also search the list of KeySearch topics and subtopics for specific terms; type the terms in the text box in the left frame and click **GO**.

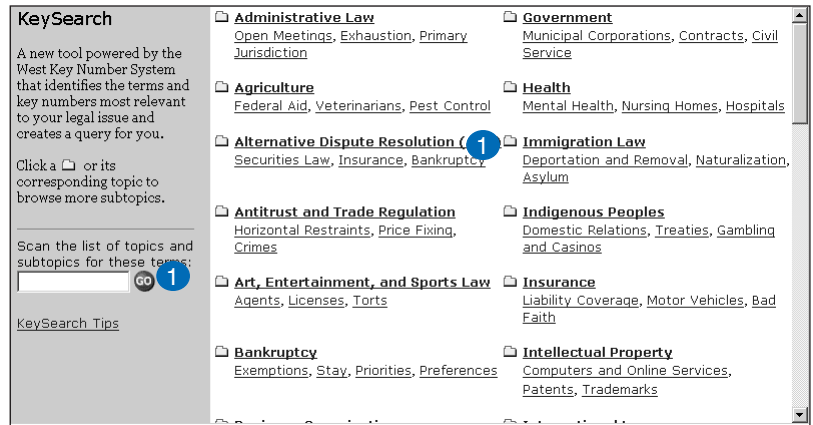
2. When you see a topic or subtopic related to your issue, select it by clicking the **Search all of ...** link at the top of the page or clicking the **Search** icon (🔍) next to it.

3. Choose the source you want to retrieve documents from and, if desired, type additional search terms in the *Add search terms* text box.

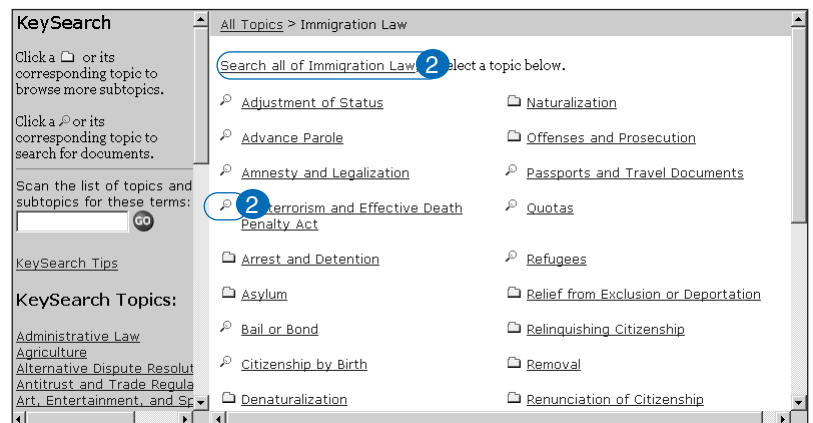
KeySearch constructs a query for you based on the topic or subtopic and source you selected and on any search terms you entered in the *Add search terms* text box.

4. Click **Search** to run the KeySearch query in the source you selected.

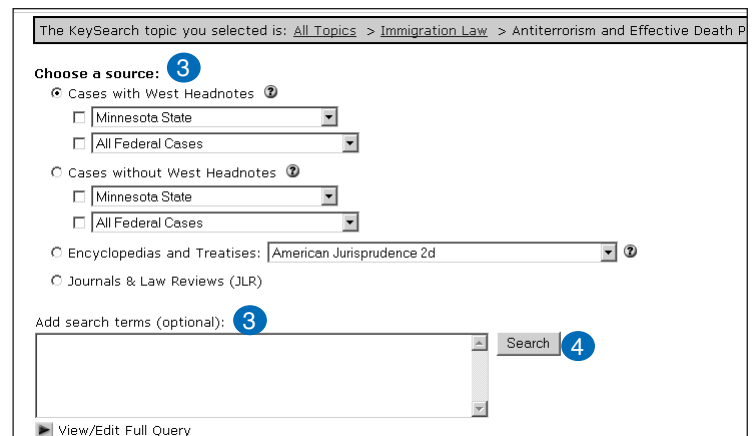
KeySearch results are ranked in reverse chronological order, with the search terms highlighted.



Browsing KeySearch topics and subtopics



Selecting a KeySearch topic or subtopic



Running a KeySearch query

Accessing a Database

To view a list of all databases on Westlaw, click **Directory** on the toolbar. The Westlaw Directory provides several methods for accessing databases:

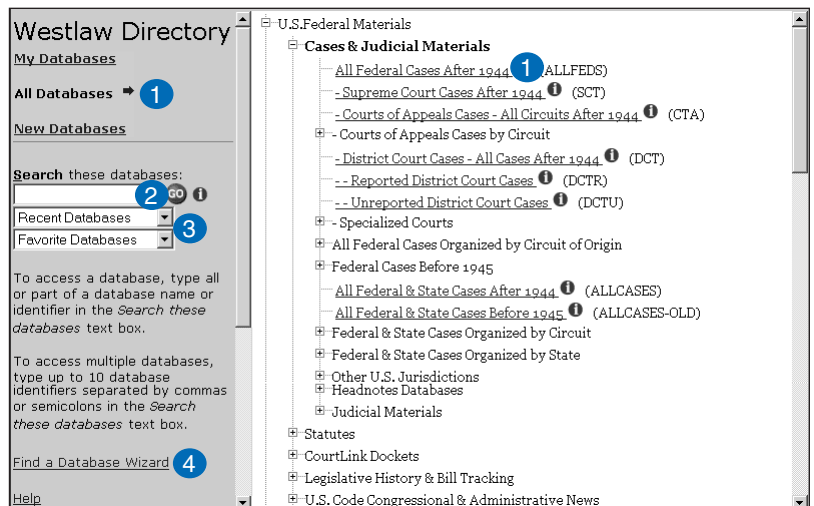
1. Click a link in the left frame, then browse the directory in the right frame by clicking the plus (+) and minus (-) symbols. Click a database name to access a database.
2. Type all or part of a database name or a description of the database in the *Search these databases* text box in the left frame and click **GO**.

Example: Type **texas insurance** or **insurance cases from texas** to access the Texas Insurance Cases database (TXIN-CS).

Or, type up to 10 databases identifiers, separated by commas or semicolons, in the *Search these databases* text box and click **GO**.

Example: Type **txin-adc,txin-cs** to access the Texas Insurance Administrative Code (TXIN-ADC) and Texas Insurance Cases (TXIN-CS) databases.

3. Select a database from the *Recent Databases* or *Favorite Databases* drop-down list in the left frame and click **GO**.
4. Click **Find a Database Wizard** to have a wizard help you select a database.

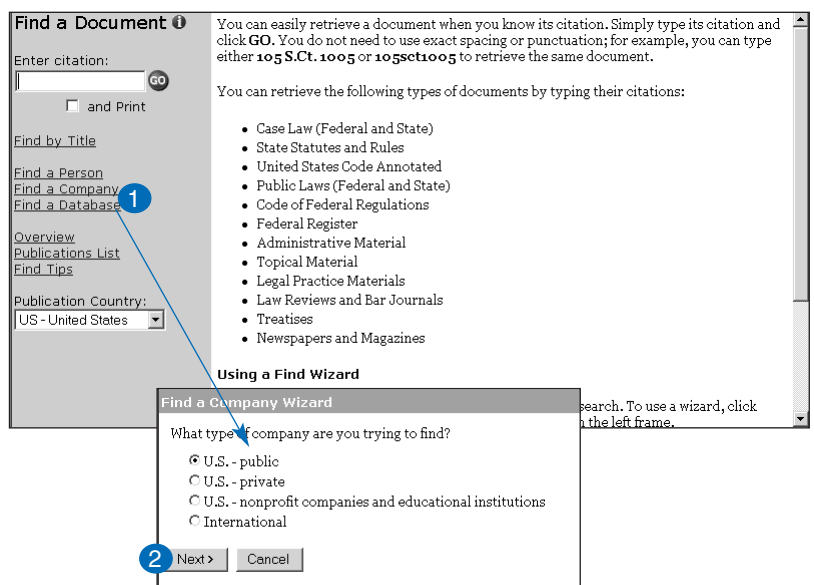


Accessing databases in the Westlaw Directory

Finding a Person, Company, or Database with a Find Wizard

The easiest way to find a database for your Westlaw research is to use a wizard. Click **Find** on the toolbar to display the Find a Document page.

1. Click **Find a Person**, **Find a Company**, or **Find a Database**, depending on the type of information you want to retrieve. You can also add Find wizards to your tabbed custom pages; see “Using My Westlaw” on page 8.
2. Click **Next** to move through the wizard; click **Finish** to run a search in the database you select.



Using a Find wizard

Searching Westlaw Using the Natural Language Search Method

WIN® (Westlaw Is Natural™) is a search method that allows you to use plain English, or Natural Language, to retrieve relevant documents. Natural Language searching is available in most Westlaw databases.

Once you've accessed a database, follow these steps to use the Natural Language search method:

1. Click **Natural Language** in the left frame.
2. Type a description of your issue in the *Natural Language description* text box using terms that describe the main concepts. Or, select a recent description from the *Recent Queries* drop-down list.
3. You can add a restriction, such as a court field or a date restriction, to your description. Click the **Field Restrictions** arrow and type the appropriate terms or dates in the text boxes.
4. Use the online thesaurus to select related concepts. Click the **Thesaurus** arrow after you type your description.
5. To specify which concepts in your description must be included in or excluded from retrieved documents, click the **Control Concepts** arrow.
6. Click **Search**.

The screenshot shows the Westlaw search interface for the Natural Language search method. The left sidebar has 'Natural Language' selected. The main search area has a 'Natural Language description' text box with the text 'does willful misconduct disqualify an employee from unemployment compensation'. A 'Search' button is to the right. Below the text box are 'Recent Queries', 'Field Restrictions', 'Thesaurus', and 'Control Concepts' buttons. At the bottom, there are 'Change database', 'Database(s)', and 'GO' buttons, along with 'Recent Databases' and 'Favorite Databases' dropdowns. A 'Maximum results' dropdown is set to 20.

Formulating a Natural Language search

Searching Westlaw Using the Terms and Connectors Search Method

Terms and Connectors searching allows you to enter a query that consists of key terms from your issue and connectors specifying the relationship between those terms. Terms and Connectors searching is available in all Westlaw databases.

Once you've accessed a database, follow these steps to use the Terms and Connectors search method:

1. Click **Terms and Connectors** in the left frame.
2. Type key terms from your issue separated by connectors in the *Terms and Connectors query* text box. Or, select a recent query from the *Recent Queries* drop-down list.
3. Click the **Connectors/Expanders Reference List** arrow to view descriptions of connectors you can place between search terms and descriptions of the root expander and universal character, which you can use to retrieve variations of terms.
4. You can restrict all or part of your query to a specific field, such as the title field, or to a specific date or range of dates. Click the **Field Restrictions** arrow and type the appropriate terms or dates in the text boxes.
5. Use the online thesaurus to select related terms. Click the **Thesaurus** arrow after you type your query.
6. Click **Search**.

The screenshot shows the Westlaw search interface for the Terms and Connectors search method. The left sidebar has 'Terms and Connectors' selected. The main search area has a 'Terms and Connectors query' text box with the text 'WILLFUL! /S MISCONDUCT /S DISQUALIF! /S "UNEMPLOYMENT COMPENSATION"'. A 'Search' button is to the right. Below the text box are 'Recent Queries', 'Connectors/Expanders Reference List', 'Field Restrictions', 'Thesaurus', and 'Preferred Terms' buttons. At the bottom, there are 'Change database', 'Database(s)', and 'GO' buttons, along with 'Recent Databases' and 'Favorite Databases' dropdowns. A 'Maximum results' dropdown is set to 20.

Formulating a Terms and Connectors search

Browsing a Search Result—Left Frame

Navigation features in westlaw.com allow you to easily browse and print your documents. First, let's look at the options in the left frame:

1. Click an Information Tab to view information in the left frame related to the document displayed in the right frame.
2. Click the **Full-Page View** icon to view the information currently displayed in the left frame across the entire page.
3. Click **Edit Query** to edit the current search or formulate a new search and run it in the same or a different database.
4. Choose an option from the drop-down list to select what you want to print, e.g., current document, all documents, selected documents, or the citations list.

Next let's examine two Information Tabs in more detail.

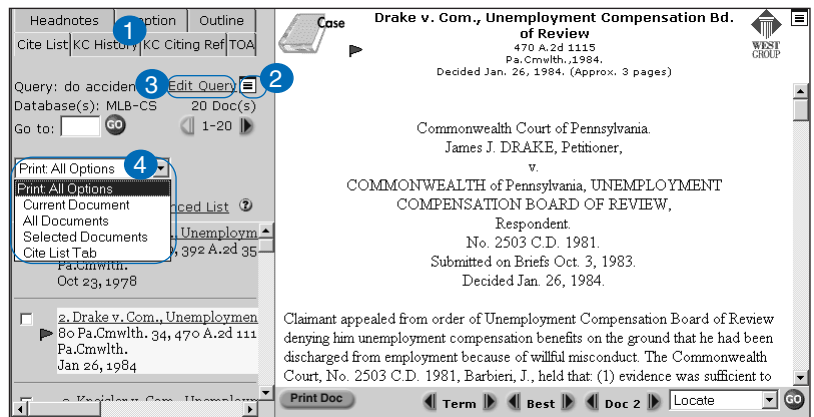
Outline Tab

1. Click the **Outline** tab to view links to selected portions of the document.
2. Click **Opinion(s)**, for example, to go directly to the judge's opinion.

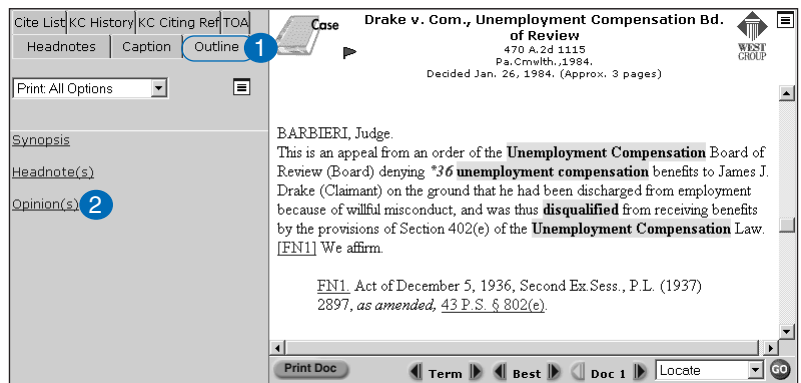
Cite List Tab

Click the **Cite List** tab to help you choose documents to display or print.

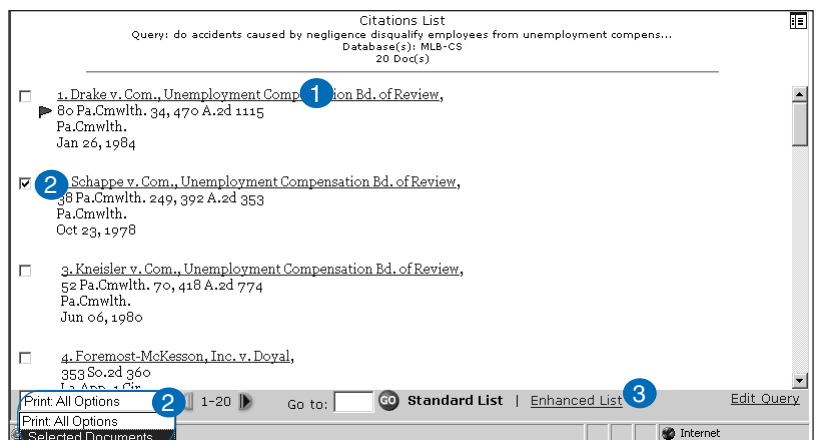
1. Click the name of a case to view its full text.
2. Print documents directly from the citations list: select the check box next to the documents you want to print, then choose **Selected Documents** from the *Print: All Options* drop-down list.
3. Click **Enhanced List** to view additional information in the citations list, such as your search terms in surrounding text or the best portion of a Natural Language search result.



Browsing a search result



Using the Outline tab



Viewing the Cite List tab in full-page view

Browsing a Search Result—Right Frame

Navigation features in the right frame provide many options for viewing the current search result:

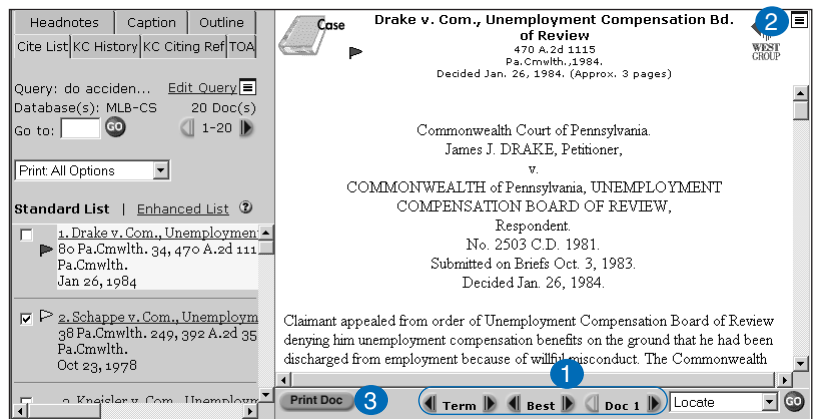
1. Click the **Term** arrows to view your search terms; click the **Best** arrows to view the portion of each document most closely matching the concepts in your Natural Language description; click the **Doc** arrows to display the next or previous document in your search result.
2. Click the **Full-Page View** icon to view the document currently displayed in the right frame across the entire page.
3. Click **Print Doc**, **E-Mail Doc**, **Fax Doc**, or **Save Doc** to send the document currently displayed in the right frame to your default destination.

With the document in full-page view, you can easily access related information:

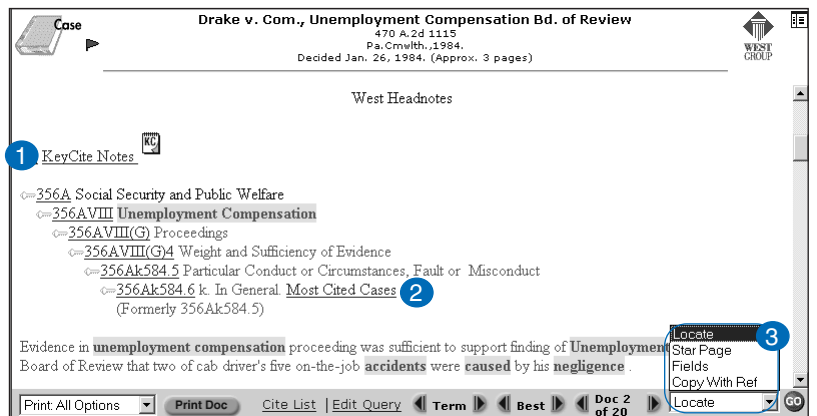
1. Click **KeyCite Notes™** to retrieve the KeyCite result for the case limited to citing references that discuss the legal issue dealt with in a specific headnote.
2. Click **Most Cited Cases™** to retrieve a list of cases most often cited for a particular point of law.
3. Select an option from the drop-down list and click **GO**. In this example you can choose to locate specific terms in the retrieved documents, go to a specific page of a print publication, restrict your document display to specific fields, or include the document's citation when you copy document text.

The Link Viewer allows you to preview cited documents:

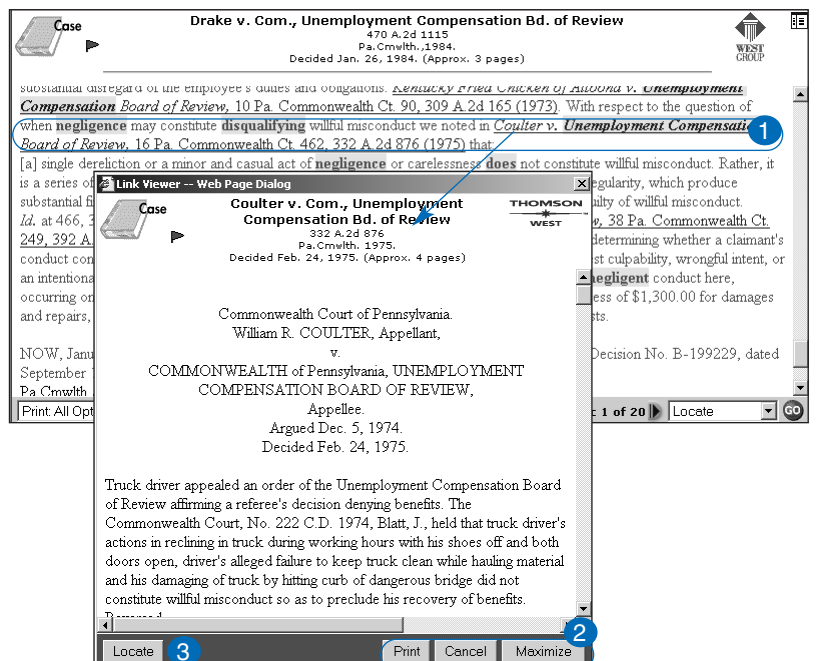
1. Click a hypertext link in the displayed document to preview the cited document in the Link Viewer.
2. Click **Print** to print or download the document in the Link Viewer; click **Cancel** to close the Link Viewer; click **Maximize** to display the document in the Link Viewer in the right frame.
3. Click **Locate** to search the document in the Link Viewer for specific terms.



Browsing a search result



Browsing a search result in full-page view

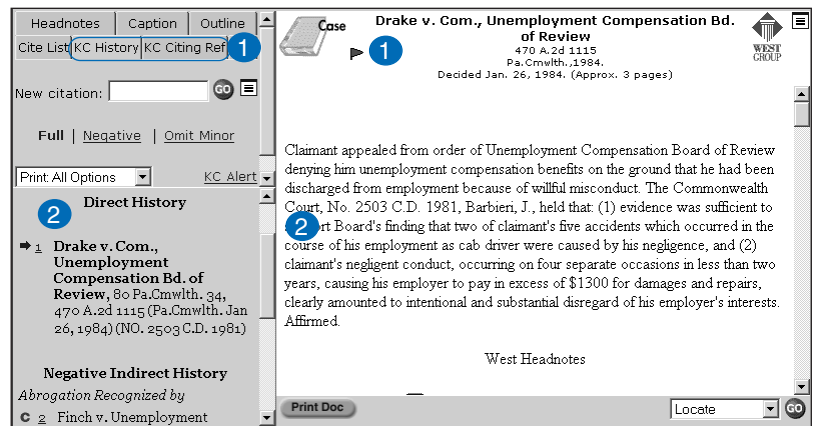


Previewing documents in the Link Viewer

Using KeyCite to Check Your Research

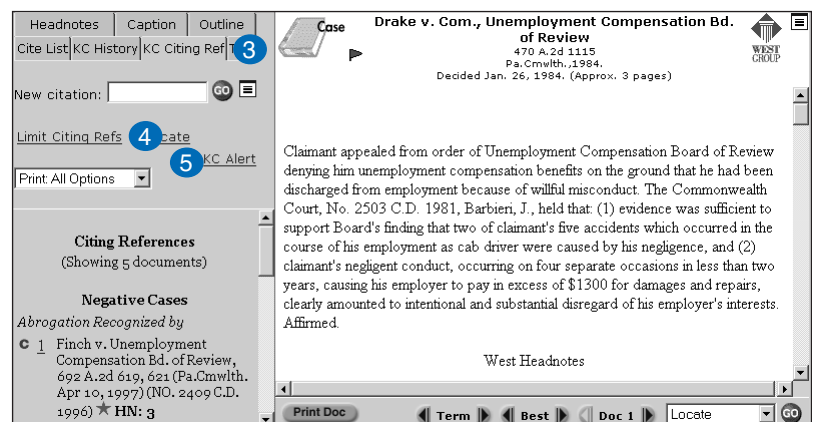
KeyCite, West's citation research service, covers every case in West's National Reporter System®, more than 1 million unpublished cases, selected administrative decisions, the *United States Code Annotated*® (USCA®), the *Code of Federal Regulations* (CFR), statutes from all 50 states, law review articles, and *American Law Reports* annotations.

1. To access KeyCite,
 - at the tabbed Westlaw page, type a citation in the *KeyCite this citation* text box and click **GO**.
 - click **KeyCite** on the toolbar to display the KeyCite page. Then type a citation in the *Enter citation* text box and click **GO**.
 - click the KeyCite status flag in a document header or next to a citation in a citations list or a KeyCite result.
 - click the **KC History** or the **KC Citing Ref** tab in the left frame of a search result page.



Using the KC History tab

2. The history of a displayed document is listed on the KC History tab in the left frame; the full text of the document is displayed in the right frame.
3. Documents that cite the document displayed in the right frame are listed on the KC Citing Ref tab.
4. Click **Limit Citing Refs** on the KC Citing Ref tab to display the KeyCite Limits page at which you can restrict the list of citing references.
5. KeyCite Alert is a service that automatically monitors the status of your documents and sends you updates when their KeyCite results change. Click **KC Alert** on the KC Citing Ref or KC History tab for step-by-step assistance with creating a KeyCite Alert entry.



Using the KC Citing Ref tab

KeyCite Status Flags

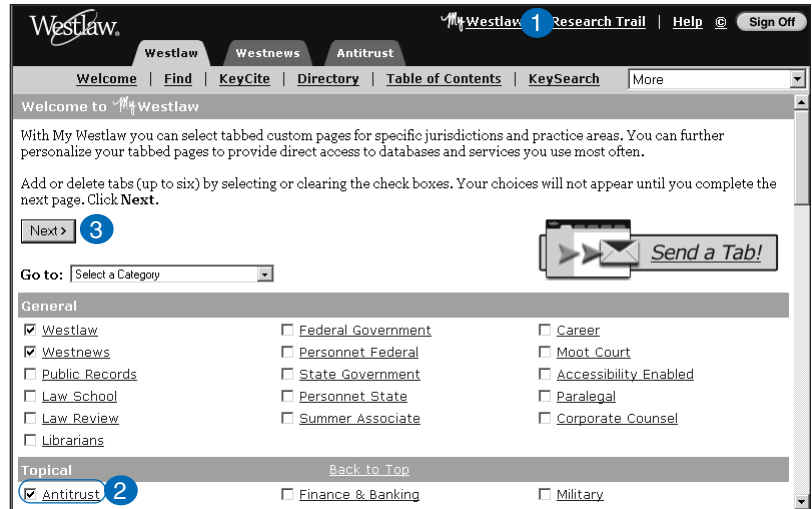
A KeyCite status flag lets you immediately know the status of a document.

- A **red flag** (🚩) indicates that the case or administrative decision is no longer good law for at least one of the points it contains or that the statute has been amended or repealed by a session law or declared unconstitutional or preempted.
- A **yellow flag** (🚩) indicates that the case or administrative decision has some negative history but hasn't been reversed or overruled, that pending legislation affecting the statute is available (statutes merely referenced, i.e., mentioned, are not marked with a yellow flag), or that the statute was limited on constitutional or preemption grounds or its validity was otherwise called into doubt.
- A **blue H (H)** indicates that the case or administrative decision has some history.
- A **green C (C)** indicates that the case or administrative decision has citing references but no direct or negative indirect history.

Using My Westlaw

With westlaw.com you have the ability to customize your research environment by adding and personalizing tabbed custom pages. To add a tabbed custom page, complete these steps:

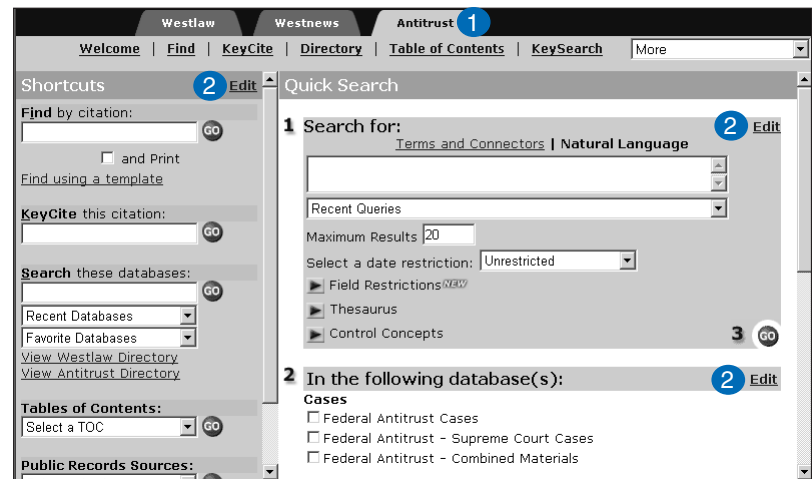
1. Click **My Westlaw** to display the available tabbed custom pages.
2. Select the check box next to each page you want as a tabbed custom page. You can select up to six pages.
3. Click **Next**. A list of the tabbed custom pages you've chosen is displayed; select the page to be displayed first each time you sign on to Westlaw and click **Save**.



Selecting tabbed custom pages

To personalize a tabbed custom page, complete these steps:

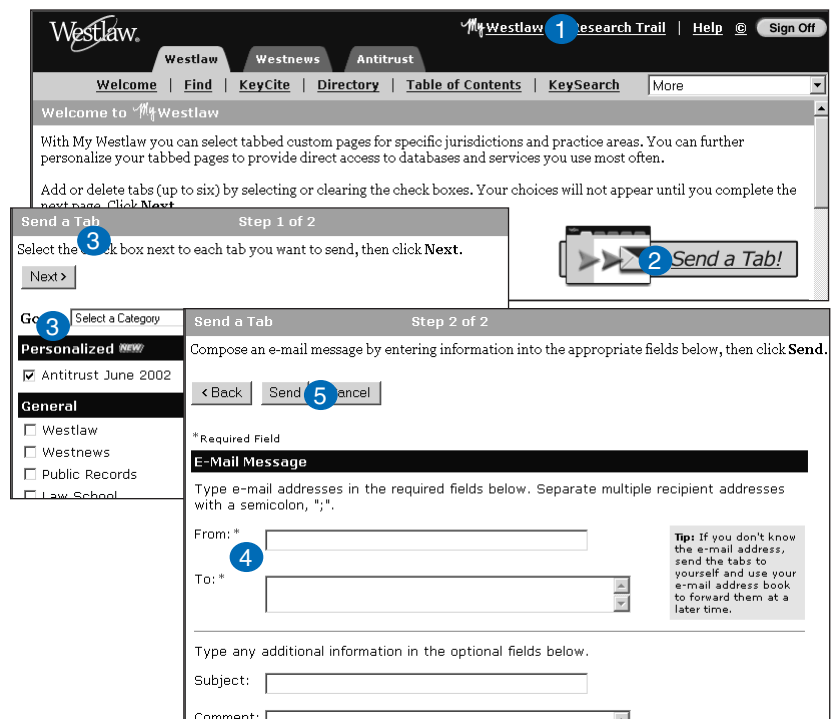
1. Click a tab to display its custom page.
2. Click the **Edit** links to add, delete, or change the order of items on the page (with the exception of the Westlaw and Westnews™ pages and a few other pages) based on the research tasks you frequently perform.



Personalizing tabbed custom pages

To e-mail a tabbed custom page to your colleagues, complete these steps:

1. Click **My Westlaw**.
2. Click **Send a Tab**.
3. Select the check box next to each page you want to e-mail and click **Next**.
4. Type your e-mail address in the *From* text box; then type one or more recipient e-mail addresses, separated by semicolons, in the *To* text box.
5. Click **Send**.

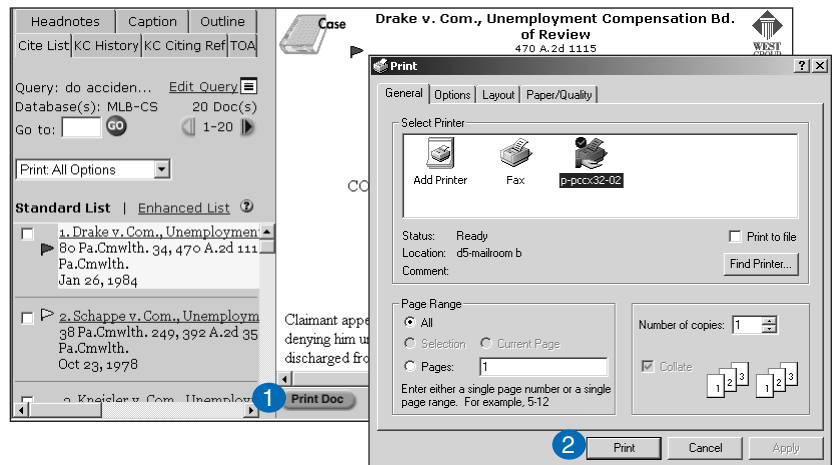


E-mailing tabbed custom pages

Printing Documents

To print the document you are viewing with two clicks of your mouse (requires Microsoft® Windows® and Internet Explorer® 5.5 or later), complete these steps:

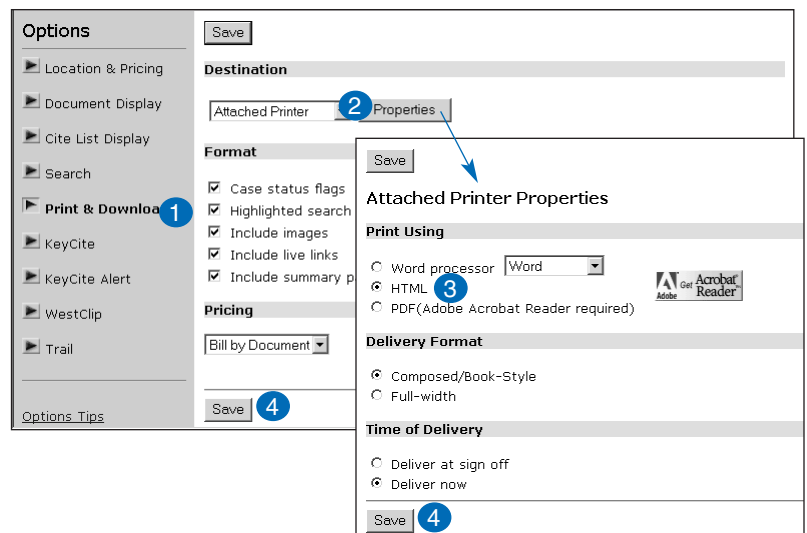
1. Depending on your default destination, click **Print Doc**, **E-Mail Doc**, or **Fax Doc** in the right frame.
2. Click **Print** or **Send Request** to send the document to your default destination and return to your result.



Printing in two clicks

You can select your default print settings at the Options–Print and Download page. For example, to take advantage of two-click printing on an attached printer in HTML (Hypertext Markup Language) dual-column format, complete these steps:

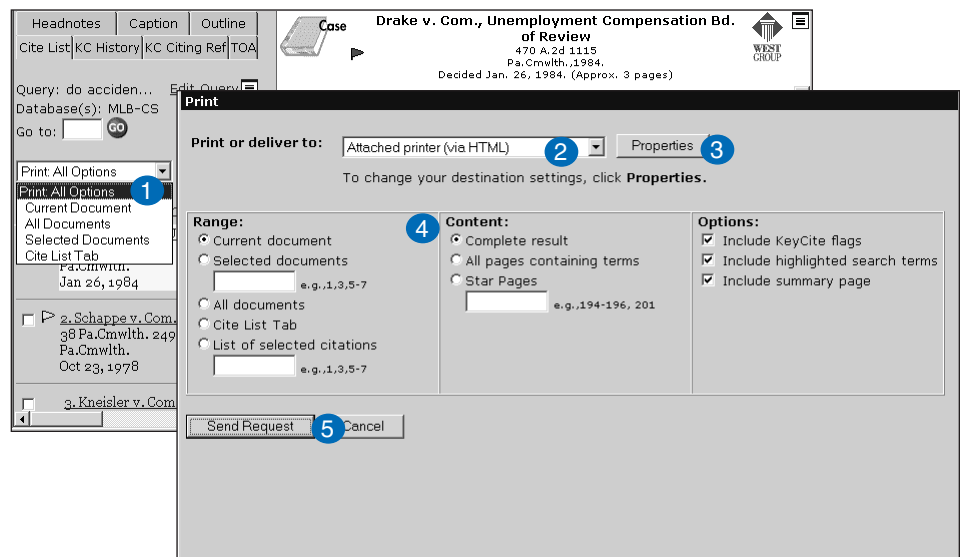
1. Choose **Options** from the *More* drop-down list on the toolbar, then click the **Print & Download** arrow in the left frame.
2. Select **Attached Printer** from the *Destination* drop-down list. Then click **Properties** to display the Attached Printer Properties page.
3. Select **HTML** under *Print Using*.
4. Click **Save** at each Options page to save your settings.



Selecting default print settings

To print or save documents in your current result, complete these steps:

1. While viewing your search result, choose an option (e.g., **All Documents**, **Selected Documents**) from the *Print: All Options* drop-down list in the left frame.
2. At the Print dialog box, verify the destination or select a new destination from the *Print or deliver to* drop-down list.
3. To modify the destination settings, e.g., your e-mail address, click **Properties**.
4. Verify or change the selections in the *Range*, *Content*, and *Options* boxes.
5. Click **Send Request** to print or save the document.



Printing documents

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