



## Tips and Tricks to Get You Started on Westlaw

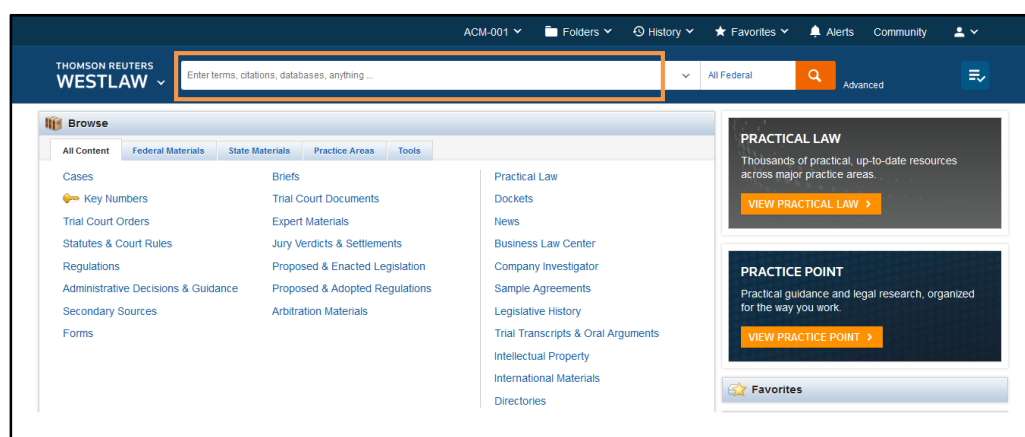
### The Search Engine

WestSearch™, a search engine designed specifically for law, is a big part of what separates Westlaw from all other legal research sites. It incorporates over 125 years of proprietary analysis of the law and exclusive tools like Key Numbers, KeyCite®, headnotes, notes of decisions, indexes, and secondary sources to find relevant documents – even if they use phrasing different from your query. WestSearch identifies which documents are most relevant by using search term matching, legal concepts, and document characteristics, then places those documents at the top of the results list.

### The Global Search Box

By entering your search query in the global search box on your Westlaw homepage (highlighted below), you are searching the core legal content on Westlaw in a single search.

This content includes cases, Key Numbers, trial court orders, statutes and court rules, regulations, administrative decisions, secondary sources, forms, briefs, trial court documents, expert materials, jury verdicts and settlements, proposed and enacted legislation, proposed and adopted regulations, and arbitration materials.



You may notice that all of the core legal content and more categories are listed separately on your homepage under five tabs (*All Content*, *Federal Materials*, *State Materials*, *Practice Areas*, and *Tools*). These tabs allow you to access specific content for those times that you prefer to run a search in one specific content type only (e.g. Florida Cases, or New York Forms). To do this simply click on the appropriate tab and category and run your search from the new content screen.



## Plain Language or Boolean Searching

In the global search box on Westlaw, you can search by using Plain Language or Boolean Terms and Connectors. Westlaw will recognize which type of a query you are using and perform the search you command.

## Results List

After you execute a search, your results will be aggregated on an Overview Page. From this page each Content Type is listed separately on the left hand side of the screen (highlighted below in orange). By clicking on the content type (i.e. Cases, Statutes, Forms...), you can access all of the results for that particular category.

The screenshot shows the Westlaw interface. At the top, there's a navigation bar with 'THOMSON REUTERS WESTLAW' and a search bar containing the query 'when can there be an equitable tolling for a habeas corpus petition'. Below the search bar, a 'VIEW:' sidebar on the left lists various content types with counts: Overview (14), Cases (5,217), Key Numbers (10), Trial Court Orders (20), Statutes (35), Regulations (50), Administrative Decisions & Guidance (10,000), Practical Law (0), Secondary Sources (261), Forms (0), Briefs (1,206), Trial Court Documents (114), Expert Materials (6,787), Jury Verdicts & Settlements (997), Proposed & Enacted Legislation (506), Proposed & Adopted Regulations (907), Arbitration Materials (5,604), and All Results (31,704). The main area is titled 'Overview (14)' and shows a list of cases. The first case is 'Valverde v. Stinson', United States Court of Appeals, Second Circuit, September 11, 2000, 224 F.3d 129, 2000 WL 1279632, 98-2404. The case text is partially visible, discussing habeas corpus and equitable tolling.

## Find a Document by Citation

To find a document by citation on Westlaw, whether it's a case, a statute, a regulation, or an article, simply type the citation into the global search box. It's as simple as that.

## Find a Case by Party Name

Begin typing the case name in the global search box and select the case you want from the drop-down list.

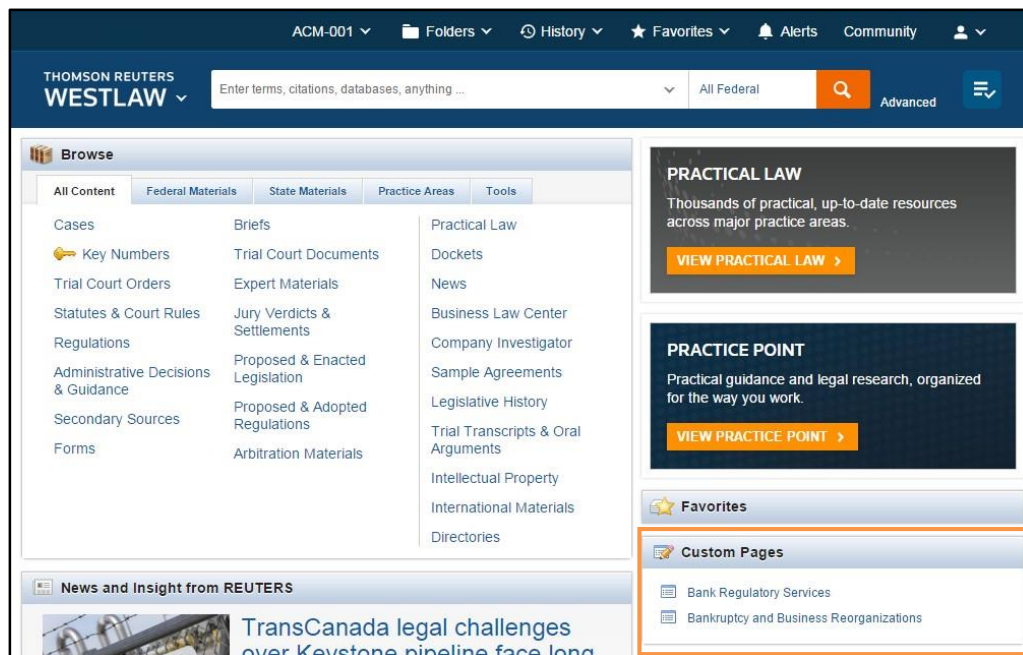
## KeyCite on Westlaw

At the top of a document on Westlaw KeyCite tabs allow you to access critical information about your document such as negative treatment, citing references, history, and a table of authorities.

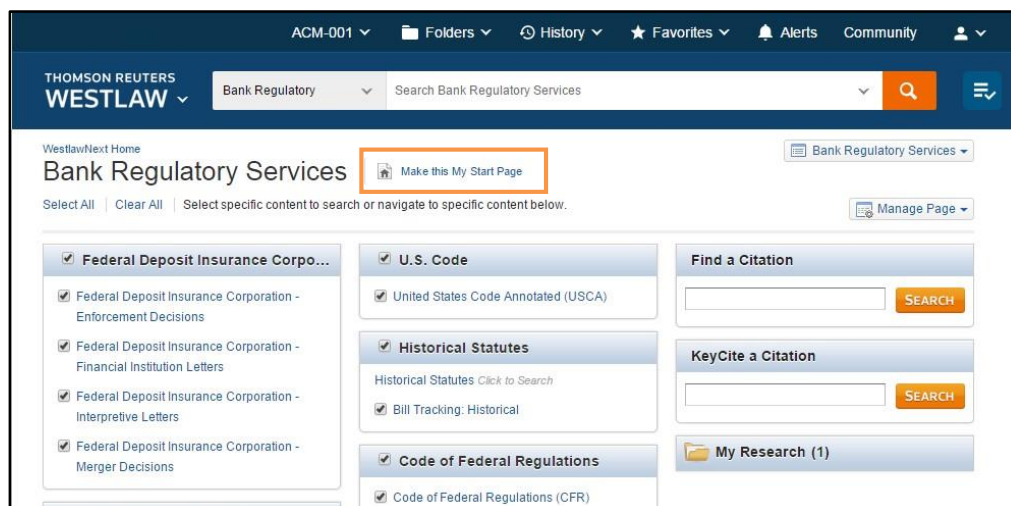
The screenshot shows the document page for 'Miranda v. Arizona', Supreme Court of the United States, June 13, 1966, 384 U.S. 436, 10 Ohio Misc. 9, 86 S.Ct. 1602. At the top, there's a navigation bar with 'Document', 'Filings (14)', 'Negative Treatment (221)', 'History (24)', 'Citing References (110,342)', and 'Table of Authorities'. Below the navigation bar, there's a 'Show KeyCite® Flags' button and a 'Go to' button.

## Custom Pages

Custom Pages organizes your favorite libraries into a single page. Access Custom Pages from the Home page (highlighted below).

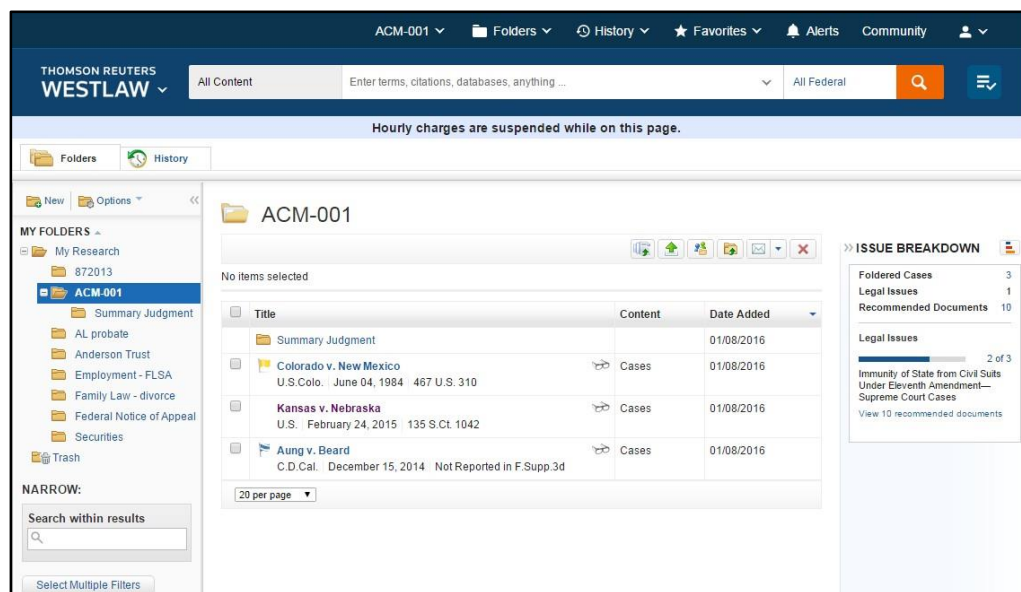


To create a Custom Page, hover over the blue heading and the *Create New* link will appear. Click on the **Create New** link and name your new Page. From here, you will manage the page with the dropdown features located under *Manage Page*. You can build this page from the ground up, adding whichever libraries or content sets you need. And like most pages in Westlaw, you can make your Custom Page your starting page for when you sign in. If you would like to make a Custom Page your start page, select the link **Make this My Start Page** (highlighted below).



## Folders on Westlaw


Folders allow you to save your research online and makes your research accessible anywhere that you can access Westlaw. And, folder sharing on Westlaw enables you to tap into previous research across department and organizational boundaries like never before. You'll save time with instant access to shared documents from any computer. No more reinventing the wheel.



To save your research into a folder click the **Save the Folder** icon found in the upper right side of your document, select the folder that you want to save into or create a new folder, and click **Save**.



You can also share a folder with other Westlaw users.

You can share this folder by clicking on the share icon (  ). Next, click **Contacts** to designate recipients. From here, click on each individual or group name that you would like to share the folder with, and click **Insert** to add them as a recipient. From here, click **Continue**.

Next, you will be able to designate how others can interact with your folder documents.

**Contributors** can add documents to the folder, whereas **Reviewers** will only be able to view the items within the folder. After you have finished selecting roles, click **Share** and the folder will be sent to the designated recipients.

### LOOKING FOR MORE INFORMATION?

Westlaw is available on the Web at [next.westlaw.com](http://next.westlaw.com).

For assistance using Westlaw, call 1-800-WESTLAW (1-800-937-8529).

For free reference materials, visit [legalsolutions.com/westlaw-support](http://legalsolutions.com/westlaw-support).

