

Using WestClip® on Westlaw

Use the WestClip clipping service on Westlaw to search thousands of news and business databases for legal, political, and business news; monitor settlements and verdicts relating to your practice area; and track new cases, legislation, regulations, and standards. WestClip runs Terms and Connectors searches automatically at intervals you select, e.g., daily or weekly, and delivers the result to your e-mail address, fax machine, or printer.

Accessing WestClip

You can access WestClip in one of two ways:

- Click **Alert Center** at the top of any page. At the Alert Center Directory page, click **Create** in the *WestClip* section. The WestClip: Create Entry page is displayed.
- While viewing a Terms and Connectors search result, click **Add Search to WestClip**, or choose **Add Search to WestClip** from the *Result Options* drop-down list on the Result List tab list while viewing a document. The database identifier and the Terms and Connectors search are automatically entered on the WestClip: Create Entry page.

Create a WestClip entry while viewing a search result by clicking **Add Search to WestClip**.

Create a WestClip entry anytime during your research session by clicking **Alert Center** at the top of any page.

The screenshot shows the Westlaw search interface. At the top, there is a navigation bar with links like 'FIND&PRINT', 'KEYCITE', 'DIRECTORY', 'KEYSEARCH', 'COURT DOCS', 'SITE MAP', 'HELP', and 'SIGN OFF'. Below this, there are tabs for 'Ohio', 'Westlaw', and 'Add/Remove Tabs'. The search bar contains the text 'bovine /3 spongiform /3 encephal' and 'da(last 30 da'. The database is set to 'allnews'. The search results are sorted by 'Date'. The first result is titled '1. Farmers brace for impact of foot-and-mouth outbreak' from the 'Guelph Mercury'. The second result is '2. Foot and mouth hits livestock ferry firms' from 'LLOYDS LIST'. The third result is '3. Govt eases relaxing U.S. beef rules' from 'Daily Yomiuri (Japan)'. The 'Alert Center' button is highlighted in the top navigation bar, and the 'Add Search to WestClip' button is highlighted in the search results area.

Accessing WestClip

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

For technical assistance, call West Customer Technical Support 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).

If you are a law student, call **1-800-850-WEST** (1-800-850-9378) for assistance.

Creating a WestClip Entry

After you access WestClip, the WestClip: Create Entry page is displayed. To create a WestClip entry, complete these steps:

1. Name Your WestClip Entry (Optional)

Type a name to identify your entry in the *Name of clip* text box, if desired. The name can be a maximum of 40 characters.

2. Specify the Databases to Monitor

Type up to 10 database identifiers* separated by commas in the *Database(s)* text box or click **Find a Database** to have a wizard help you enter the identifiers. (The identifiers are already entered for you if you accessed WestClip from a Terms and Connectors search result.)

3. Type a Terms and Connectors Query

Type a Terms and Connectors search in the *Query* text box. To view a list of connectors and field restrictions you can use in your search, click **Full Search Editor**. (The search is already entered for you if you accessed WestClip from a Terms and Connectors search result.)

4. Review the Delivery Settings

Review the delivery settings on the right side of the page. If you want to change the settings, such as the delivery destination and the result format, click **Edit** next to *Delivery Settings*. The WestClip: Edit Delivery Settings page is displayed. When you are finished making changes, click **Save** to save the delivery settings and return to the WestClip: Create Entry page. See “Delivery Settings” on the next page for more information about changing delivery settings.

5. Save Your WestClip Entry

When you finish setting up your entry, click **Save** at the WestClip: Create Entry page.

Click **Edit** to change the delivery settings for the entry.

Type a name for the entry, if desired, in the *Name of clip* text box.

Type up to 10 database identifiers separated by commas in the *Database(s)* text box.

Type a Terms and Connectors search in the *Query* text box.

Click **Save** to save your WestClip entry.

WestClip: Create Entry

Create Entry | Directory | Tips

Entry Details

Complete each item below:

Name of clip: Mad Cow

Client ID: RRH

Database(s): ALLNEWS [Find a Database](#)

Separate multiple databases with a comma (,)

Query: Terms and Connectors

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[Limit Your News Search using SmartTerms](#) ?

Delivery Settings [Edit](#)

Frequency: Daily

Destination: E-mail

Limits: Maximum lines per result: 2500

Result format: First Pages

Results: Inform me of no results

Date created: 08/07/2007

Last run date:

End date: No end date

Save Cancel

WestClip: Create Entry page

*Multiple-database searching is available for case law, statutes, court rules, administrative materials, legal texts and periodicals, and selected news and business information databases.

Delivery Settings

■ Frequency

Your WestClip entry will be run daily unless you choose a different frequency, e.g., **Weekdays/M-F** or **Weekly**.

■ Destination

Your WestClip results will be sent to your e-mail address unless you choose a different destination, e.g., **Westlaw Printer** or **Fax Machine**.

Click **Properties** to change the settings for the selected destination, e.g., the format of result documents delivered by e-mail, or to add e-mail addresses.

■ Result Format

If you select **Enhanced Cite List**, each document in the result list includes your search terms and surrounding text. Results sent in most e-mail formats (e.g., word-processing format, PDF) include hypertext links, which you can click to access Westlaw and view the full text of the document.

■ Duplicates

If you are monitoring a news database, you can select the **Identify duplicate documents** check box to identify retrieved documents dated within six weeks of each other that have nearly the same content.

Clear the **Inform me of no results** check box if you want to receive e-mails only when there are results.

Click **Save** to save your delivery settings and return to the WestClip: Create Entry page.

WestClip: Edit Delivery Settings page

Managing Entries in the WestClip Directory

To view your WestClip entries, click **Alert Center** at the top of any page and click **View All** in the *WestClip* section. To edit an entry, click its name or number. Expired entries remain in the directory until you delete them. To remove an entry, select its check box and click **Delete**.

Alert Center Directory

To select the alerting service you wish to access, click on the arrow to the left of the name. The most recently created alerts will be displayed. To view a complete list of entries for each service, click on the [view all...](#) link below the displayed entries.

[Alert Summary Report](#)

[Open All](#) | [Close All](#) [Save As Default Display](#) | [Alert Center Preferences](#)

WestClip		View All Create Tips		
Delete	Name	Database	Query	Next Run
<input type="checkbox"/>	1. Bridge	ALLNEWS	BRIDGE /S MINNEAPOLIS /S COLLAPS...	08/13/2007 Run
<input type="checkbox"/>	2. Medical	CA-JV-ALL	MISDIAGNOSI /S CANCER!	08/10/2007 Run
<input type="checkbox"/>	3. Barbaro	WIRES	BARBARO /S LAMINITIS	08/10/2007 Run
<input type="checkbox"/>	4. Habeas	SCT	HABEAS /S TERRORIS!	08/10/2007 Run
<input type="checkbox"/>	5. Mad cow	ALLNEWS	BOVINE /S SPONGIFORM /S ENCEPHAL...	SAVE Run

KeyCite Alert [View All](#) | [Create](#) | [Wizard](#) | [Tips](#)

To remove an entry from the directory, select its check box and click **Delete**.

To edit an entry, click its name or number.

To run an entry at any time, click **Run**.

WestClip Directory

Preferences

By setting your default options at the Preferences page, you don't have to set them for each WestClip entry you create. To view your WestClip options, complete these steps:

1. Click **Preferences** at the top of any page.
2. At the Preferences page, click **Alerts** in the left frame to display the Alerts Preferences page.
3. Click **WestClip** under *Alerts Preferences*.
4. Under *WestClip Defaults*, select **Enhanced Cite List** from the *Format* drop-down list. Each document in the result list includes your search terms and surrounding text. For e-mail delivery, type your e-mail address in the *E-mail address(es)* text box. To choose a different destination, select an option from the *Destination* drop-down list, e.g., **Westlaw Printer**. If you select **E-mail**, select an option from the *Email Format* drop-down list.
5. Click **Save Changes** to save your WestClip default settings.

The screenshot shows the Westlaw Alerts Preferences page. The left sidebar has 'Alerts' selected. The main content area shows 'Alerts Preferences' with 'WestClip' selected in the 'Alert Center Defaults' list. A 'WestClip Defaults' dialog box is open, showing settings for 'Max lines per result' (25000), 'Max docs per result' (25), 'Format' (Enhanced Cite List), 'Destination' (E-mail), 'E-mail address(es)' (firstnamelastname@yahoo.com), and 'Email Format' (HTML Inline). A 'Save Changes' button is highlighted at the bottom of the main page. Annotations include: 'Click Alerts to display the Alerts Preferences page.' pointing to the 'Alerts' link in the sidebar; 'Click Save Changes to save your changes.' pointing to the 'Save Changes' button; and a blue arrow pointing from the 'WestClip' link in the 'Alert Center Defaults' list to the 'WestClip Defaults' dialog box.

Alerts Preferences page