WestlawNext®
Getting Started Guide

THOMSON REUTERS™

Customer Service

WestlawNext Technical and Search Assistance (available 24 hours a day)

If you have general or technical questions about WestlawNext, call Customer Technical Support at **1-800-WESTLAW (1-800-937-8529)** or send an email message to **West.WLNextTech@ThomsonReuters.com**.

If you have search questions about WestlawNext, call the Reference Attorneys at **1-800-REF-ATTY** (1-800-733-2889) or email **West.WestlawNextResearch@ThomsonReuters.com**.

Billing and Account Assistance

For billing and account assistance, call Customer Service at **1-800-328-4880** or email **West.WestlawNextCustServ@ThomsonReuters.com**. Billing and account assistance is also available online at legalsolutions.thomsonreuters.com/support.

Accessibility Support

For information on Thomson Reuters accessibility policy, go to legalsolutions.thomsonreuters.com/accessibility.

Reference Materials

For free reference materials, go to legalsolutions.com/westlaw-support. WestlawNext also contains online Help.

Contents

Signing On to WestlawNext

Complete these steps to access WestlawNext:

① Go to www.Next.Westlaw.com.

② Type your username and password in the **OnePass Username** and **OnePass Password** boxes.

- Select the **Remember my Username** check box if you want your username automatically entered each time you sign on to WestlawNext.

- Select the **Remember my Username and Password** check box if you want your username and Password automatically entered each time you sign on to WestlawNext.

- Select the **Remember Me on this Computer** check box if you want to store sifn in information (on this device; for this browser only) and bypass the OnePass Sign In page. This feature may be disabled through any "Update My OnePass" link. Due to security restrictions, some users are not eligible for this feature.

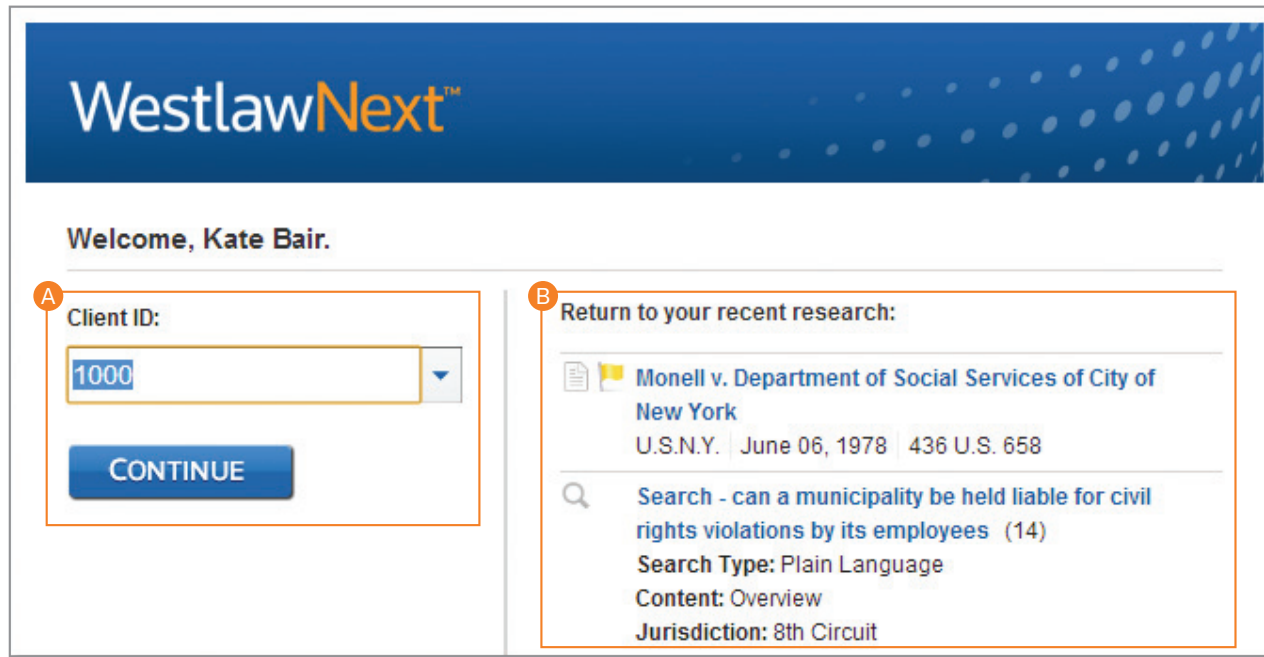**③** Click **Sign In**. The Welcome page is displayed (see page 2).

Select Client ID

After you sign on, create or assign a Client ID for your research session.

Ⓐ Type a client identifier in the **Client ID** text box or click a client identifier in the list, then click **Continue**.

Ⓑ Click a link under Return to Your Recent Research to return to a previous session.
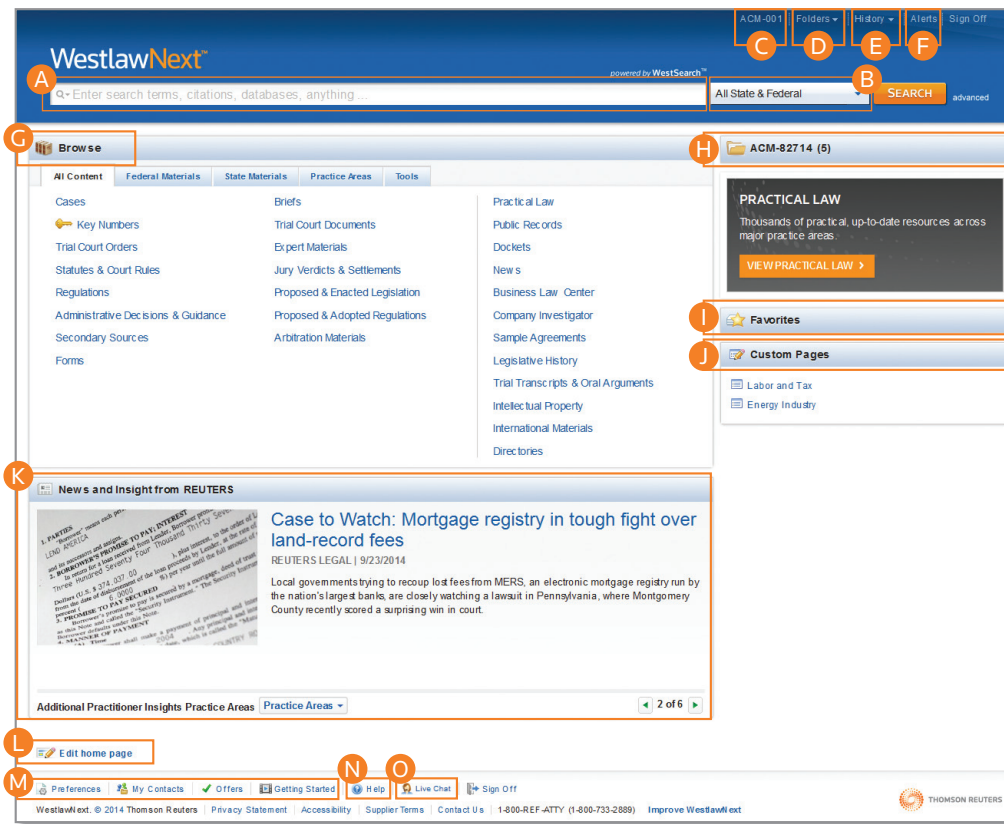
The WestlawNext home page is displayed (see page 3).

WestlawNext Home Page Overview

Whenever you start a WestlawNext research session, you start your research from the WestlawNext home page. At the home page, you can retrieve a document by citation or a case by party name or search for documents using the search box at the top of the page. (For more information, see "Perform All Research Tasks from the Global Search Box" on page 4). You can also browse content using the links in the Browse section. (For more information, see "Browsing Content: Cases" on page 9 and "Browsing Content: Statutes" on page 10.)

A **Search Box**
Type your issue in simple descriptive words or Terms and Connectors. Or type a citation. WestSearch recognizes your search format.

B **Jurisdiction Selector**
Choose up to 3 jurisdictions before running a search.

C **Client ID**
Allows you to track the time you spend on research projects.

D **Folders**
Access recently used folders from a list or click the link to view and organize all of your folders.

E **History**
Access recent documents and searches from the list or click the link to access your research history for up to a year.

F **Alerts**
Stay up-to-date on news, legal developments, and the status of your cases.

J **Custom Pages**
Create a page with all your frequently used content on one page, plus tools like KeyCite a Citation and Alerts.

K **News and Insight from REUTERS**
Rotating articles showcase insights and legal analysis from current news.

L **Edit Home Page**
Choose to show or hide select home page features.

M **Preferences, My Contacts, Offers, Getting Started**
- Set preferences for searching, delivery, citations, and more.
- Create groups with My Contacts.
- Watch the Getting Started video.

N **Help**
Access video tutorials and documentation in the Help Center.

O **Live Chat**
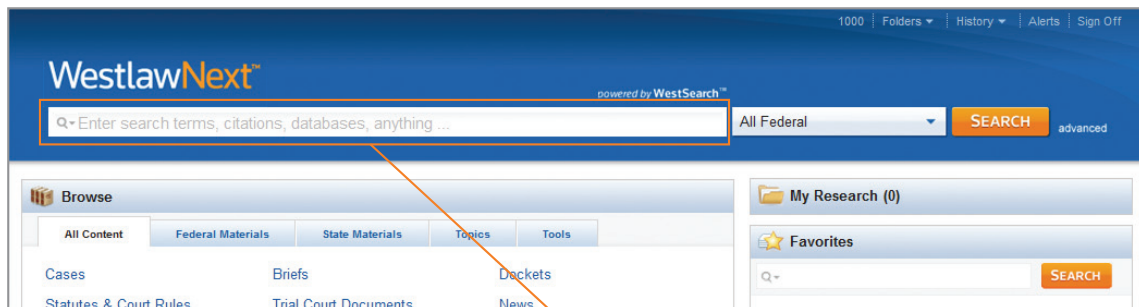Get live research help.

G **Browse**
Navigate to content from thousands of databases before searching.

H **Project Folder**
Add documents and snippets of text to your project folder from almost any page.

I **Favorites**
Add content pages to your Favorites for easy access from the home page.

Perform All Research Tasks from the Global Search Box

Use the search box at the top of every page to run different types of searches from a single location. For example, to retrieve documents by citation, type the citation, e.g., **127 sct 2162**, in the search box and click **Search**. To retrieve multiple documents by citation, type the citations, separated by semicolons, in the search box and click **Search**.

To retrieve a case by party name, begin typing the party name in the search box and select the case from the drop-down list.

WestSearch Search Types	Examples
Find by Citation	562fs263
Find Multiple Citations	562fs263; 97 sct 569; 42 u.s.c.1983
Find by Party Name	citizens united (select case from drop-down list)
KeyCite[1]	keycite 93 sct 1817 or kc: 93 sct 1817
Publication or Database	mn-st (Looking for this? will suggest Minnesota Statutes and Court Rules)
Boolean Terms and Connectors[2]	dedicate /s "private road" "public road"
Descriptive Terms	can a municipality be held liable for civil rights violations by its employees

[1] For more information, see "Checking Citations in KeyCite" on page 17.

[2] For more information, see "Searching Using Boolean Terms and Connectors" on page 7.

TIP You can run all these types of searches in the search box.

Researching a Legal Issue

When you run a search, you search all of the core legal content on WestlawNext by default. Core content comprises cases, Key Numbers, statutes and court rules; regulations; administrative decisions and guidance; trial court orders; 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 can search by simply typing descriptive terms that describe your legal issue or by using Boolean Terms and Connectors. (For further information, see "Searching Using Boolean Terms and Connectors" on page 7.)

Searching Using WestSearch, the WestlawNext Search Engine

WestSearch, a search engine designed for law, helps you deliver the best results quickly. Simply type the legal issue you are researching into the search box at the top of the page.

A WestSearch

A search engine designed for law, WestSearch incorporates 125 years of exclusive proprietary analysis of the law, and tools like Key Numbers, KeyCite, headnotes, notes of decisions, indexes, and secondary sources, to deliver relevant documents even if they use phrasing differently from your query.

B Sorting the Result List

By default, results are ranked by relevance and include on-point documents even if they do not reference the specific terms used in your search.

You can also sort your result list by

• date

• most cited

• most used

TIP
Click the magnifying glass icon in the search box to access up to 20 of your most recent searches.

West Key Number System

The West Key Number System® is the master classification system of U.S. law and widely regarded as the cornerstone of effective legal research. The West Key Number System is a proprietary component of the WestSearch legal search engine, which sets WestlawNext apart. Our attorney-editors create headnotes, which are classified to topics and key numbers from the West Key Number System. If you have a relevant topic or key number, or you know what legal terms and concepts courts have used when discussing your issue, you can conduct a comprehensive search in the West Key Number System for published opinions discussing points of law touching on your issue.

Access the West Key Number System

1 In the Browse section, click **Key Numbers**.

2 Or on the Tools tab, click **West Key Number System**.

West Key Number System Page

3 Use the search box on the top to Search for Key Numbers relevant to your issue.

4 Browse for relevant topics and key numbers.

5 Click a key number to its details. Then click a topic heading to view results relevant to your selected jurisdiction.

Global Search Results

West Key Numbers appear in global search results after running a plain language.

TIP Document headnotes also provide easy access to key number–specific results, relevant to the document's jurisdiction.

Searching Using Boolean Terms and Connectors

WestlawNext allows you to search using Boolean Terms and Connectors. When you search using Boolean Terms and Connectors, you enter a query consisting of key terms from your issue and connectors specifying the relationship between those terms. For example, you can require that your terms appear in the same sentence or the same paragraph.

Automatic Detection

Whenever you type a query that contains a field restriction, proximity connector, quotation marks, or expander (+, %, !), WestlawNext automatically processes your search as a Boolean Terms and Connectors query.

Some Connectors and Expanders

(For a complete list, see page 8.)

/s   in same sentence
/p   in same paragraph
/n   within *n* terms of

Examples:

- hazard! /s waste /s dispos!
- burden +s proof prov!
- past /p consideration
- wrongful! /5 terminat!

Advanced Search

Advanced search templates help you quickly build precise queries, making it easy to search for specific content within a jurisdiction or specific information within document fields.

1 Accessing Advanced Search
Click **advanced** next to the Search button to display the Advanced Search page.

2 Content-Specific Fields
The fields available in a template are specific to the content or document type you are viewing when you click **advanced**.

3 Boolean Connectors and Expanders
Use to create your Terms and Connectors query.
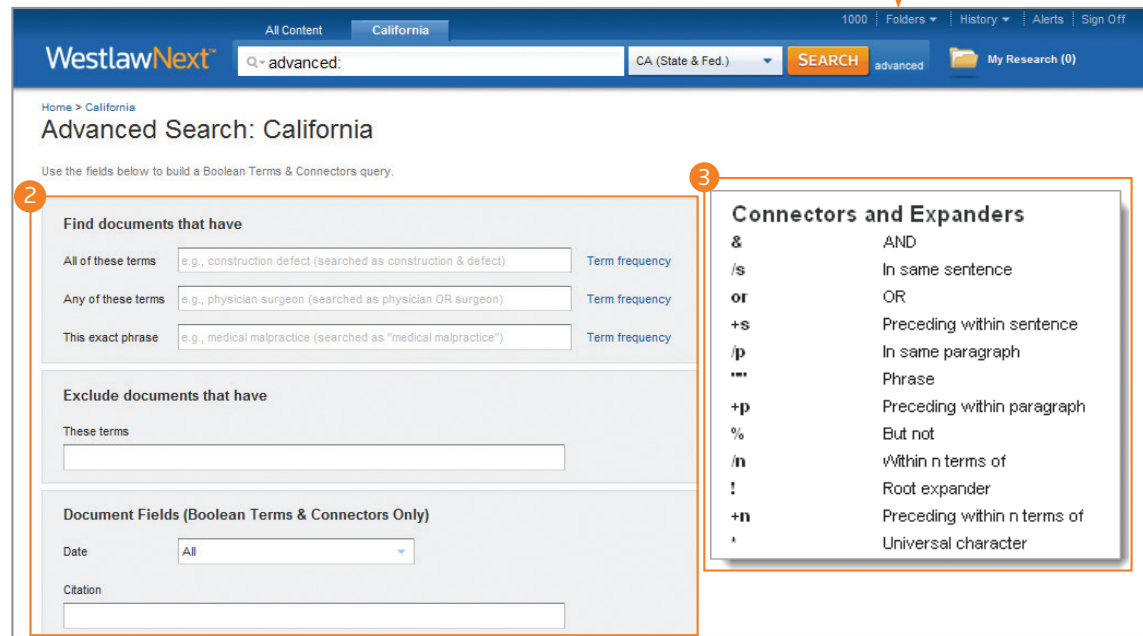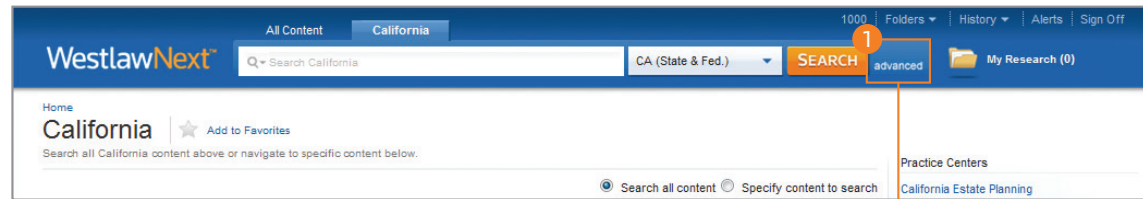
> **TIP**
> Individual content pages have Advanced Search templates tailored for their content. Browse to a individual (like California Cases) and click **Advanced Search** to see the options available for that content set.

> **TIP**
> **WestlawNext™**
>
> Return to the home page by clicking the WestlawNext logo at the top of any page.

Browsing Content: Cases

There are several ways you can retrieve cases in WestlawNext. Running a search from the WestlawNext home page will return results in the core content areas – including cases. Or, to search only cases, start from the Browse section, click the **All Content** tab, then click **Cases** to display the Cases page.

When you click a link for a specific court, such as **U.S. Supreme Court**, a list of the 10 most recent cases from that court is displayed. A corresponding tabbed search box is displayed at the top of the page. You can search all cases from the court by typing a search in the search box and clicking **Search**.

1 **Browse to cases under:**
- All Content
- Federal Materials
- State Materials

2 **Navigate Further**
Browse until you reach the jurisdiction you would like to search.

3 **Search Box**
Type your search terms at the top of the page.

TIP

Click the star icon (⭐) next to content to add the pages to your Favorites for quick access from the home page.

Browsing Content: Statutes

WestlawNext provides several ways to retrieve statutes. Running a search from the WestlawNext home page will return results in the core content areas – including statutes. Or, to search only statutes, start from the Browse section:

- Click the **All Content** tab, then click **Statutes and Court Rules** to display the Statutes and Court Rules page. Click **United States Code Annotated (USCA)** to display the table of contents for the *United States Code Annotated* (USCA), or click a state name to display the table of contents for that state's statutes and court rules.

- Click the **Federal Materials** tab, then click **United States Code Annotated (USCA)** to display the USCA table of contents.

- Click the **State Materials** tab to view a list of states. Click a state name, then click the link to that state's statutes under Statutes and Court Rules. The table of contents is displayed.

To browse a table of contents, click the links. To run a search, type your search in the corresponding tabbed search box at the top of the page and click **Search**. While viewing the text of a statute section, you can click the arrows next to the section symbol (◄ § ►) on the document toolbar to view the next and previous sections. To return to the table of contents, click **Table of Contents** on the document toolbar.

A Table of Contents
Click a link for statutes and court rules to display a table of contents.

B Select Content
Search all content from a page or specify content to search.

Search Result

Overview Page

After running a descriptive terms or Boolean Terms and Connectors search from the WestlawNext homepage, the search result Overview page is displayed, which lists the documents most relevant to your legal issue organized by content types.

Ⓐ Choose a Content Type
Click a content category in the left column to display the result page for that content.

Ⓑ Relevant Results by Content Type
The top results from each content type are included in the Overview.

Ⓒ Setting the Default Landing Page
You can set the default landing page for all of your searches. Click **Set Default** and click a content type in the list.

Content Type: Cases

From the Overview page, if you click **Cases** you will see that WestlawNext provides tools to help you further refine your search.

(A) Return to Home Page
Return to the home page by clicking the **WestlawNext** logo.

(B) Search Box
Type a new search at the top of any page.

(C) Project Folder
Save or access your documents at any time.

(D) Content List
Navigate to other content types.

(E) Sort By
Relevance, Date (reverse chronological), Most Cited, Most Used

(F) Create KeyCite Alert Entry
Create a WestClip Alert from your search.

(G) View Detail
Choose the level of detail you want to display for each result.

(H) Save Documents to a Folder
Keep documents for later use.

(I) Deliver
Email, print, or download the document. You can also send it to an Amazon Kindle.

(J) Related Documents
- Secondary Sources
- Briefs
- Pleadings, Motions, and Memoranda

(K) KeyCite Flag
Alerts you to when a point of law in a document has been negatively discussed ( ) or is no longer good law ( ).

(L) Document Title
Quickly scan the document title, court, date, and citation.

(M) Research Icons
Indicate previous document activity:

 Note Added

 Previously Viewed in the last 30 days

 Saved to Folder

(N) Editorial Summary
Case specific summaries provided by our attorney-editors.

(O) Search Terms in Context
Your search terms are highlighted in yellow.

(P) Snippets
Clicking a document snippet in a result list takes you directly to that section in the document.

(Q) Narrow with Filters
- Date
- Reported/Unreported
- Jurisdiction
- Search within Results
- and more.....

A WestlawNext™

powered by WestSearch™

B 🔍 fair use of performance under copyright

All State & Federal ▾ | **SEARCH** | advanced

C 📁 ACM-82714 (6)

Cases (371)

D VIEW: «

Overview	15
Cases	371
🔑 Key Numbers	10
Trial Court Orders	30
Statutes	74
Regulations	60
Administrative Decisions & Guidance	10,000
Secondary Sources	5,151
Forms	27
Briefs	474
Trial Court Documents	948
Expert Materials	2,477
Jury Verdicts & Settlements	3,683
Proposed & Enacted Legislation	10,000
Proposed & Adopted Regulations	1,447
Arbitration Materials	9,181
Public Records	🔍
All Results	43,923

Q NARROW:

[Select Multiple Filters]

Search within results

🔍

Jurisdiction

⊞ ☐ Federal   353

E 1 - 100 ▶   Sort by: Relevance ▾

F **G** **H** **I**

☐ Select all items | No items selected

K **L** ☐ 🚩 **1. Harper & Row Publishers, Inc. v. Nation Enterprises**
Supreme Court of the United States | May 20, 1985 | 471 U.S. 539 | 105 S.Ct. 2218 | 83-1632

M

N Copyright infringement action was brought arising out of magazine's unauthorized publication of verbatim quotes from President Ford's memoirs. The United States District Court, the Southern District of New York, 557 F.Supp. 1067, entered judgment in favor of copyright holders. The United States Court of Appeals for the Second...

O ... Section 107 provides that notwithstanding the provisions of § 106 giving a copyright owner the exclusive right to reproduce the copyrighted work and to prepare derivative works based on the copyrighted work, the fair use of a copyrighted work for purposes such as comment and news reporting is not an infringement of copyright...

P ...In view of the First Amendment protections already embodied in the Copyright Act's distinction between copyrightable expression and uncopyrightable facts and ideas, and the latitude for scholarship and comment traditionally afforded by fair use, we see no warrant for expanding the doctrine of fair use to create what amounts to a public figure exception to copyright...

... See Latman 7; Strauss, Protection of Unpublished Works (1957), reprinted as Study No. 29 in Copyright Law Revision Studies Nos. 29–31, prepared for the Senate Committee on the Judiciary, 86th Cong., 2d Sess., 4, n. 32 (1961) (citing cases); R. Shaw, Literary Property in the United States 67 (1950) ("[T]here can be no 'fair use' of unpublished material"); Ball 260, n. 5 ("[T]he doctrine of fair use does not apply to unpublished works"); A. Weil, American Copyright Law § 276, p. 115 (1917) (the author of an unpublished work...

...Although the Committee selected photocopying of classroom materials to illustrate fair use, it emphasized that "the same general standards of fair use are applicable to all kinds of uses of copyrighted material." ...

☐ 🚩 **2. Campbell v. Acuff-Rose Music, Inc.**
Supreme Court of the United States | March 07, 1994 | 510 U.S. 569 | 114 S.Ct. 1164 | 92-1292

Copyrights. Commercial character of song parody did not create presumption against fair use.

...For purposes of determining whether parody of copyrighted work is "fair use," the more "transformative" the new work is, the less significant are other factors, like commercialism, that might weigh against finding of fair use, even though transformative use is not absolutely necessary for finding of fair use; transformative works lie at heart of fair use doctrine's guarantee of breathing space within confines of copyright...

... In copyright cases brought under the Statute of Anne of 1710, 6 English courts held that in some instances "fair abridgements" would not infringe an author's rights, see W. Patry, The Fair Use Privilege in Copyright Law 6–17 (1985)

J » RELATED DOCUMENTS

Secondary Sources

UNBUNDLING FAIR USES

77 Fordham L. Rev. 2537
April, 2009
Fordham Law Review

...[FN565] While fair use certainly serves these purposes, each of these conceptions of fair use encompasses only some important aspects of fair use, especially those discussed in Parts I and II, not the whole of fair use....

WHAT IS TRANSFORMATIVE? AN EXPLANATORY SYNTHESIS OF THE CONVERGENCE OF TRANSFORMATION AND PREDOMINANT PURPOSE IN COPYRIGHT FAIR USE LAW

11 Chi.-Kent J. Intell. Prop. 260
Spring, 2012
Chicago-Kent Journal of Intellectual Property

...L.J. 1059 (2008) (how the definition of authors' rights including the Kantian definition of moral rights and transformative authorship should impact copyright law and policy in the United States and the United Kingdom especially with regard to the treatment of visual vs. literary works); Andrew S. Long, Comment: Mashed Up Videos and Broken Down Copyright:

Document Page

Overview

Once you view a case or any other document, you will find many features to help you with your research.

A Document Title
Quickly scan the title, court, date, and citations.

B Tabs Powered by KeyCite
Access additional content related to the document.

Cases
• Filings
• Negative Treatment
• History
• Citing References
• Table of Authorities

Statutes
• Notes of Decision
• History
• Citing References
• Context and Analysis

C Return to List
Click this button to get back to your search result.

D Previous and Next
Move through documents in your search result.

E Browse by Search Term
View the portions of each document that contain your search terms.

F Show KeyCite Flags
Display KeyCite flags for citations that appear inline with the text of the case.

G Go to
Jump to specific sections of the document.
• West Headnotes
• Attorneys and Law Firms
• Opinion
• Parallel Citations
• Page #

H Create KeyCite Alert Entry
Create a KeyCite Alert entry for this document.

I Search Document Text
Search text in this document.

J Display Options
Adjust the document font styles, sizes, and margins.

K Add Document Note
Add a note to the top of the document or hide notes you added previously.

L Save to Folder
Save the document to a folder.

M Deliver
Email, print, or download the document. You can also send it to an Amazon Kindle.

N Full Screen Mode
Expands the document view for easier reading.

NOTE
Some features of document pages are content specific.

Workflow Tools

The workflow tools found on all document pages are designed to make continuing your research easier. If you do not have the time to complete your research in one session, the workflow tools will help you pick up right where you left off. Research icons indicate whether you have already seen or saved this document. Selected topics suggest additional areas to investigate. Plus you can highlight text and add notes to the document.

(A) Research Icons
Indicate previous document activity:

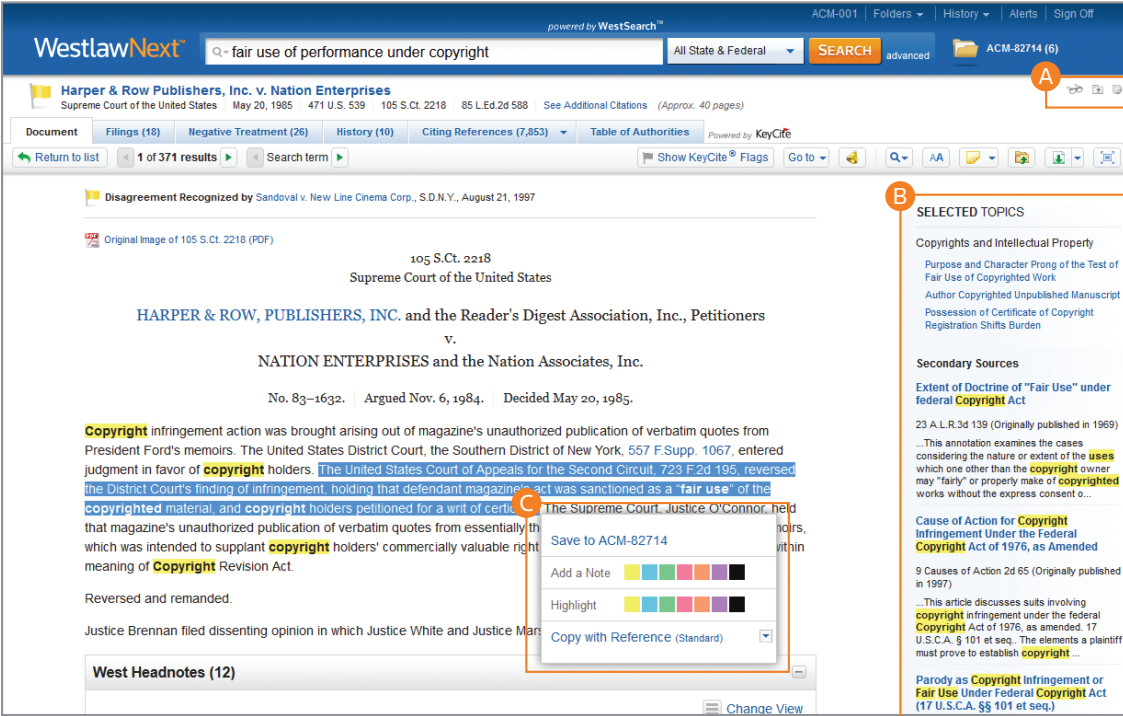Previously Viewed in the last 30 days

Saved to Folder

Note Added

(B) Selected Topics
Continue your research by exploring topics related to the document you are viewing.

(C) Selected Text Menu
When you select text in a document, WestlawNext provides the following features:

- **Save to**
  Allows you to save selected text to your project folder as a snippet. Clicking the snippet within the folder will return you to that place in the document.

- **Add a Note**
  Allows you to add a note anywhere in the document.

- **Highlight**
  Allows you to highlight text for later reference.

- **Copy with Reference**
  Allows you to insert the correct citation and page number when you paste the copied text into another document.

TIP

When you use the Copy with Reference feature, you can choose from over 30 state and national citation formats, including Standard and ALWD.

Checking Citations in KeyCite

KeyCite®, the industry's most complete, accurate, and up-to-date citation service, verifies whether a case, statute, regulation, or administrative decision is still good law. It's the only online citator to do so directly on the face of the document and on a result list.

(A) KeyCite Status Flags

Checking Cases in KeyCite

A red flag warns that the case is no longer good law for at least one of the points of law it contains.

A yellow flag warns that the case has some negative history but has not been reversed or overruled.

Checking Statutes in KeyCite

A red flag indicates that the statute has been amended by a recent session law, repealed, superseded, or held unconstitutional or preempted in whole or in part.

A yellow flag indicates that the statute has been renumbered or transferred by a recent session law; that an uncodified session law or proposed legislation affecting the statute is available; that the statute was limited on constitutional or preemption grounds or its validity was otherwise called into doubt; or that a prior version of the statute received negative treatment from a court.

(B) Negative Treatment

When applicable, a description and a link for the most negative treatment is available at the top of the document.

TIP

Accessing KeyCite

Type one of the following with a citation in the search box:

- keycite
- keycite:
- kc
- kc:

Example:

Viewing Citing References to a Case

KeyCite provides a list of cases, administrative materials, secondary sources, briefs, and other court documents that cite your case and ensures you are citing good law. And KeyCite also provides more citing references for more types of documents than any other citation service.

A Access Citing References
To view documents that cite your case, click the **Citing References** tab.

B Sort
To change the order in which the citing references are displayed, click an option in the **Sort By** list on the toolbar.

C Filter
To narrow the list of citing references, you can

- type terms in the **Search within results** box in the left column.

- click a document type in the left column, e.g., **Cases**. You can further narrow this list by selecting a filter under Narrow in the left column, such as **Jurisdiction** or **Headnote Topics**.

D KeyCite Depth of Treatment Bars
KeyCite depth of treatment bars indicate the extent to which a citing case, administrative decision, or brief discusses the cited case.

Examined	The citing case, administrative decision, or brief contains an extended discussion of the cited case, usually more than a printed page of text.
Discussed	The citing case, administrative decision, or brief contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.
Cited	The citing case, administrative decision, or brief contains some discussion of the cited case, usually less than a paragraph.
Mentioned	The citing case, administrative decision, or brief contains a brief reference to the cited case, usually in a string citation.

Document Delivery

If you decide that you need a copy of a document, WestlawNext offers multiple options for document delivery. Documents, snippets, and result lists can be emailed, printed, or downloaded from nearly every page in WestlawNext. Documents can also be sent directly to your Amazon Kindle, exported to Case Notebook, or saved to a project folder. (For more information, see "Project Folder" on page 20.)
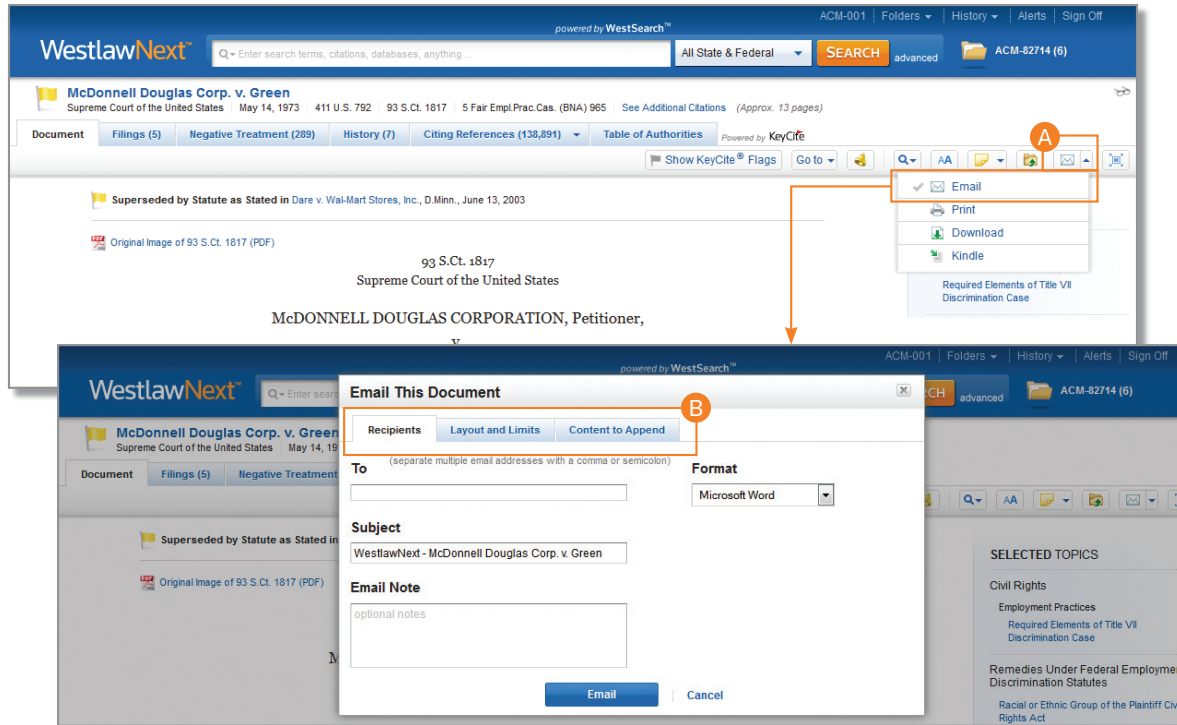
A **Delivery Icon**
The last delivery method you used is displayed. The default method is email.

B **Delivery Options**
Deliver full text documents, with or without notes and highlighting, or lists from a result page. Click a tab to modify the format of your delivered document. Options vary based on the documents you want to deliver and the delivery method you select.

TIP To set a default delivery format and other delivery options, click **Preferences** at the bottom of any page, then click the **Delivery** tab. (For further information, see "Preferences" on page 24.)

Project Folder

Saving your documents to a project folder helps you organize your research and makes it easy to return to prior research.
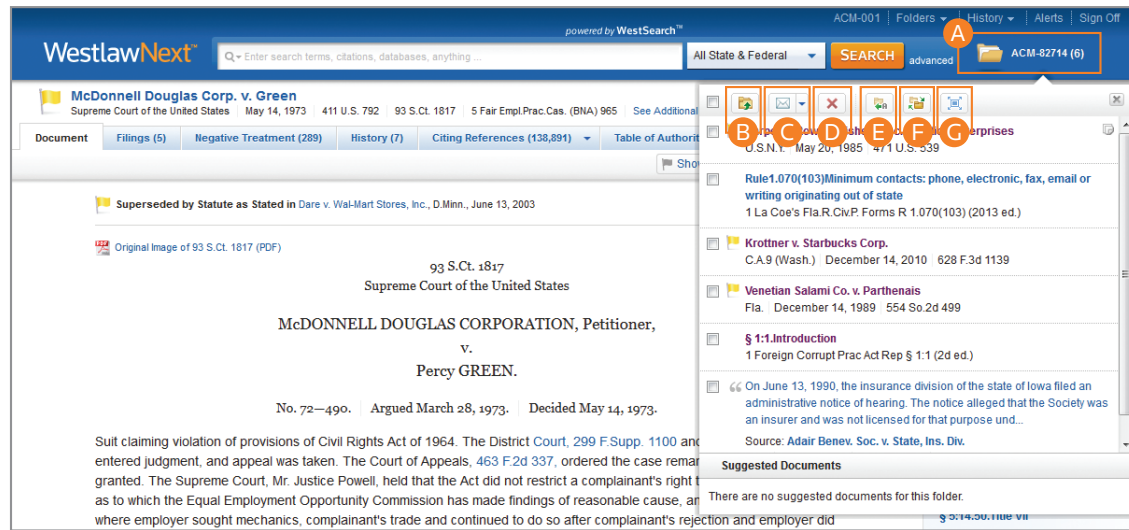
A **Project Folder**
You can access your project folder from any page.

B **Copy, Move**
Move or copy documents and snippets from your project folder to other folders.

C **Deliver**
Email, print, download, or send documents and snippets to your Amazon Kindle directly from the project folder.

D **Delete**
Delete documents and snippets from your project folder.

E **Rename**
Change the name of your project folder at any time.

F **Change Folder**
Quickly change your project folder to another folder.

G **Expand**
View the full contents of your project folder within the Folders page.

TIP
When starting your research, create a new project folder. Place documents and snippets in the folder as you go. When finished, select the items you want, then email, print, or download them all at once. You can also export the entire folder to your computer or share the contents with a colleague.

Folder Overview

Documents that you add to your folders are saved on WestlawNext for as long as you choose. Click **Folders** at the top of any page to display the Folders page.

A **My Folders**
Create, manage, and navigate your folders.

B **New**
You can create as many folders as you need.

C **Options**
Copy, move, rename, delete, export, send to Amazon Kindle, and share your folders.

D **Share Folder**
Share entire folders with others at your organization.

E **Copy or Move**
Copy or move contents of the folder.

F **Deliver**
Email, print, download, or send to Kindle.
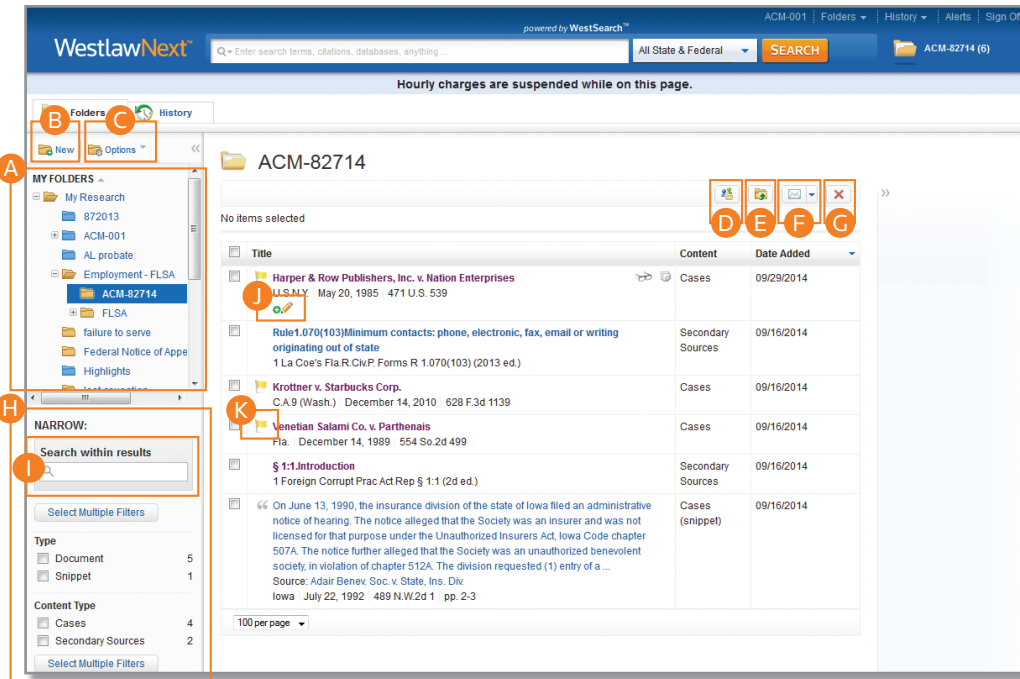
G **Delete**
Deleting items moves them to the Trash. Items are not completely deleted until you empty the Trash.

H **Narrow**
Sort and filter your folders to find what you are looking for quickly and easily.

I **Search within Results**
Search for documents and snippets within your folders.

J **Add a Description**
Point to a document in your folder, then click the pencil icon to add a description to the document.

K **Current KeyCite Information**
Documents that you save to folders are automatically updated by WestlawNext and, therefore, always reflect current law.

TIP You can access a document or snippet of text in a folder at no charge for an entire year after the first time it is viewed in the folder.

History

Return to previous research quickly and easily with History. Your research history on WestlawNext is automatically saved for one year, including all document views and searches.

(A) Recent Documents and Recent Searches
Hover over **History** to see your five most recent documents and five most recent searches.

(B) Complete History
Click **History** at the top of any page to view your complete history from the past 12 months.

(C) Search within Results
Search within your history or use filters to find specific documents.


TIP Clicking **History** is the quickest way to pick up where you left off during your previous WestlawNext session.

Alerts

Alerts help you keep current on recent developments. Alerts include:

- **KeyCite Alert** – automatically monitors the status of cases, statutes, and administrative materials and sends you updates when their KeyCite information changes.

- **WestClip** – runs your searches on a regular basis so you can stay up-to-date on news and legal developments.

- **Court Wire Alert** – same day reports of newly filed cases.

- **Docket Alert** – know when new cases are filed that meet your criteria for jurisdiction, case type, party, attorney, and more.

- **Docket Track** – receive prompt, automatic notification of additions and changes to dockets.

- **Publication Alert** – receive the latest documents from a particular publication as soon as they are published on WestlawNext.

- **Company Investigator** – track a company's business information, potential assets or potentially adverse information.

- **Business Law Center Alert** – flexible functionality to create alerts for transactional research.
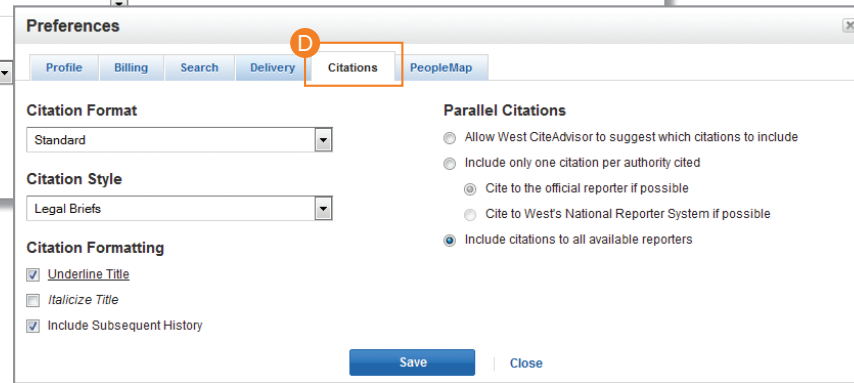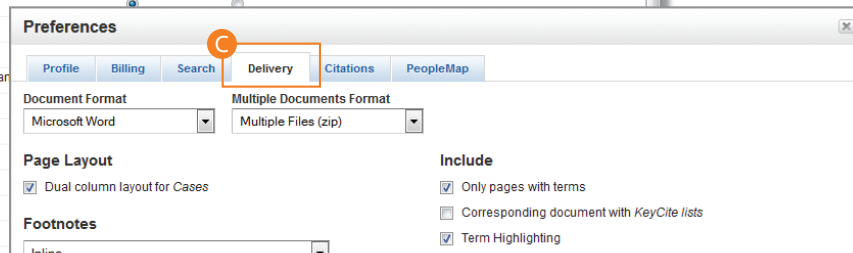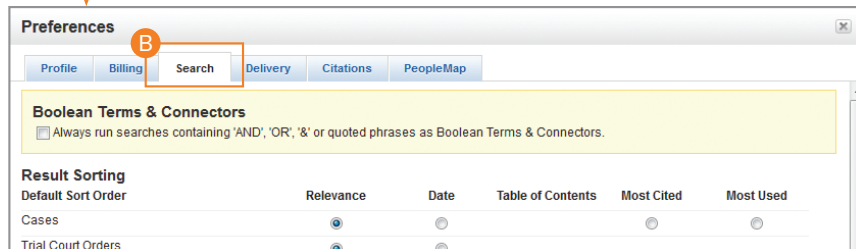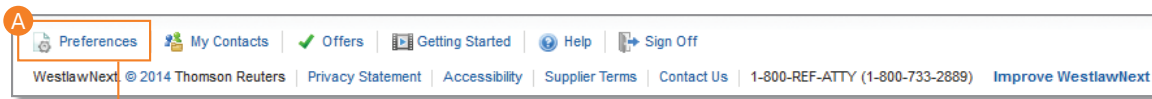
1 **Accessing the Alerts Page**
Click **Alerts** at the top of any page to display the Alerts page.

2 **Creating an Alert**
Click **Create Alert**, then click the type of alert you want to create on the menu.

3 **Viewing Your Alerts**
Click an alert type to view your alerts.
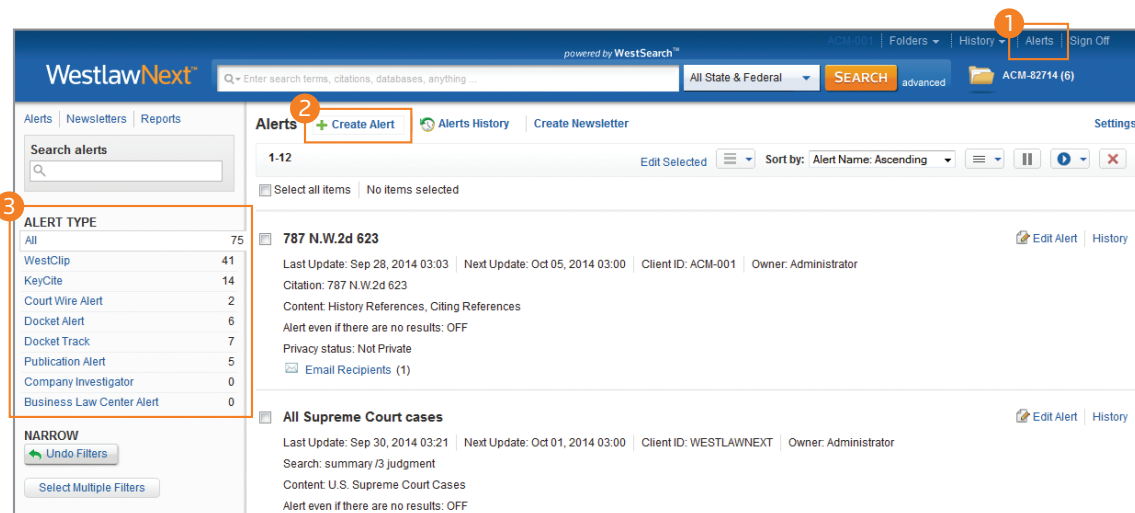
Preferences

You can customize many aspects of your WestlawNext research session using the Preferences page.

A **Accessing Preferences**
To access the Preferences page, click **Preferences** at the bottom of any page.

B **Search Preferences**
Set the default sort order of your search result by content type.
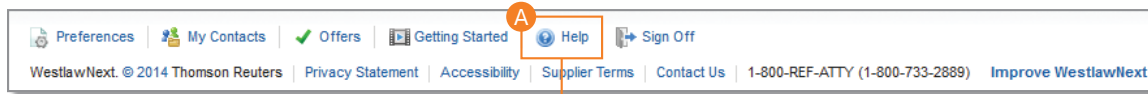
C **Delivery Preferences**
Set the default document format, file type, layout, and included content for the documents you email, print, download, or send to Amazon Kindle.

D **Citations Preferences**
• Set the default citation format and style for use in the Copy with Reference feature. Choose from over 30 citation formats.

• Choose how you would like to include parallel citations.

Help and Technical Support

If you have questions about using WestlawNext, or experience any technical issues, please contact us for help.

A   **Accessing Help**
Click **Help** at the bottom of any WestlawNext page to display the Help Center page.

B   **Reference Attorneys**
You can call a reference attorney at **1-800-REF-ATTY (1-800-733-2889)** or email **West.WestlawNextResearch @ThomsonReuters.com**.

C   **Technical Support**
Call **1-800-937-8529** or email **West.WestlawNextTech @ThomsonReuters.com**.

D   **Customer Service**
Call **1-800-328-4880** or email **West.WestlawNextCustServ @ThomsonReuters.com**.

E   **Documentation**
View and print user guides.

F   **Video Tutorials**
Watch short video demos and tutorials.

Use a Current Browser to Optimize Your Research Experience

To get the fastest, most reliable performance with WestlawNext, make sure your computer meets the system requirements and that you are using an updated browser.

System Requirements

You will need the following to operate WestlawNext:

Supported Operating Systems

- Windows 7, 8.1, or 10
- Windows Vista®
- Mac® OS 10.5 or later

Internet Browser

- Internet Explorer® 8 or later recommended (Windows only)
- Mozilla Firefox® current version or Extended Support Release version
- Safari 5.0 or later
- Chrome current version

Other Requirements

- JavaScript and cookies enabled in the browser
- 1024x768 or higher screen resolution recommended
- Adobe Acrobat Reader 9.0 or later
- Adobe Flash Player 10.0 or later

Using the WestlawNext iPad App

WestlawNext is available as an iPad app and is free for existing WestlawNext users. The app allows you to perform a wide range of tasks, including finding, viewing, and emailing documents, and organizing your research into folders. You can also use the offline capability of the app to view and save documents. The app is automatically synchronized with the WestlawNext website and WestlawNext Mobile, so research started on one device can easily be accessed and continued on another. Simply download the WestlawNext app from the Apple iTunes store.

THOMSON REUTERS™