

# Using West BriefTools 2.3

BriefTools is a legal research product from West that allows you to instantly view the status of cited cases, statutes, rules, regulations, and administrative decisions; link to the full-text documents on Westlaw®; and monitor the status of citations within your documents.

BriefTools 2.3, the latest version, installs into the West Solutions Framework, in Microsoft® Word or Corel® WordPerfect®, and is integrated with West km® for West km users. Download the latest version of BriefTools at <http://west.thomson.com/software/brieftools/default.aspx>.

## Getting Started

Open your legal document in Word or WordPerfect and then choose **West BriefTools** from the West Solutions *Select Product* drop-down list.

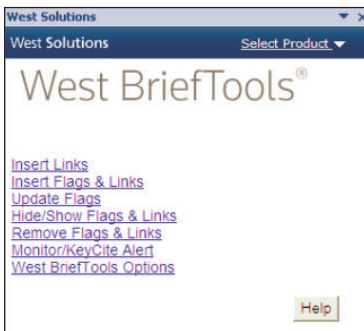


Figure 1. BriefTools home page

## Interactive Citation-Checking Features

### INSERTING LINKS

While viewing a document in Word or WordPerfect, click **Insert Links** on the West BriefTools home page in the left frame or click the **Insert Links** button on the toolbar. Links are added to the citations in your document. Click a link to display the full-text document on Westlaw.

### INSERTING FLAGS AND LINKS

While viewing a document in Word or WordPerfect, click **Insert Flags & Links** on the West BriefTools home page or click the **Insert**

**Flags & Links** button on the toolbar. KeyCite® flags and links are added to the citations in your document. Click a KeyCite flag or link to display the KeyCite result or full-text document on Westlaw.

### UPDATING FLAGS

Click **Update Flags** on the West BriefTools home page or click the **Update Flags** button on the toolbar to see whether the status of the documents cited in your document has changed. If the status of a cited document has changed, its citation will be highlighted in yellow.

### HIDING/SHOWING FLAGS AND LINKS

Click **Hide/Show Flags & Links** on the West BriefTools home page or click the **Hide/Show Flags & Links** button on the toolbar to toggle between hiding and showing the KeyCite status flags and links in the document.

### REMOVING FLAGS AND LINKS

Click **Remove Flags & Links** on the West BriefTools home page or click the **Remove Flags & Links** button on the toolbar to delete all KeyCite status flags and links in your document.

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

For free reference materials, visit [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).

## Monitoring Citations with KeyCite Alert

The Monitor/KeyCite Alert feature allows you to monitor the status of documents cited by your document.

1. Open your legal document in Word or WordPerfect.
2. Click **Monitor/KeyCite Alert** on the West BriefTools home page or click the **Monitor/KeyCite Alert** button on the toolbar.

The Monitor Citations with KeyCite window is displayed.

3. Select the check box next to the citation of each document you want to monitor.  
Click **Deselect statute check boxes** if you do not want to include statutes in your request.
4. Select KeyCite options from the *For cases* drop-down list, the *For statutes* drop-down list, or both drop-down lists.

Click **Limit Citing Refs** to limit citing references. The Limit Citing References window is displayed, as shown below. Select your options and click **OK**.

Document Type		
<b>Cases</b>	<b>Secondary Sources</b>	<b>Administrative Materials</b>
<input checked="" type="checkbox"/> Highest Courts	<input checked="" type="checkbox"/> ALR's	<input checked="" type="checkbox"/> Include Administrative Decisions
<input checked="" type="checkbox"/> Other Courts	<input checked="" type="checkbox"/> Law Reviews	<input checked="" type="checkbox"/> Include Federal Register
	<input checked="" type="checkbox"/> Others	
Court Documents		
<input checked="" type="checkbox"/> Verdict & Settlement Summaries	<input checked="" type="checkbox"/> Appellate Petitions, Motions & Filings	<input checked="" type="checkbox"/> Appellate Briefs
<input checked="" type="checkbox"/> Joint Appendices	<input checked="" type="checkbox"/> Oral Arguments	<input checked="" type="checkbox"/> Trial Pleadings
<input checked="" type="checkbox"/> Trial Depositions & Discovery	<input checked="" type="checkbox"/> Trial Motions, Memoranda & Affidavits	<input checked="" type="checkbox"/> Trial Transcripts
<input checked="" type="checkbox"/> Trial Filings	<input checked="" type="checkbox"/> Jury Instructions	<input checked="" type="checkbox"/> Proposed Orders, Agreements & Settlements
<input checked="" type="checkbox"/> Verdicts, Agreements & Settlements		
Depth of Treatment		
<input checked="" type="checkbox"/> ★★★★★		
<input checked="" type="checkbox"/> ★★★★		
<input checked="" type="checkbox"/> ★★★		
<input checked="" type="checkbox"/> ★★		
<input checked="" type="checkbox"/> ★		

The Locate feature enables you to search the text of citing references and limit your KeyCite result to those documents that contain specific terms.

Type your Locate terms in the *Locate Query* text box as you would a Terms and Connectors query.

Figure 2. Limit Citing References window

5. Leave the delivery settings as they are or change them by clicking **Edit**. Click **Save** after you finish making your changes.
6. Complete the entry details.
  - Type a name for the entry in the *Alert Name* text box.
  - Type a client identifier in the *Client ID* text box.
  - Type any notes in the *Notes* text box.
7. Click **Go**.

## Creating a Report

You can create an online report with KeyCite status flags and links to the full-text documents on Westlaw using WestCheck®. For more information, see the *WestCheck User Manual* on [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).