

Using West CiteAdvisor

Server Version

West CiteAdvisor identifies citations in your legal document and suggests the correct citation format if necessary. CiteAdvisor follows *Bluebook* format, *ALWD Citation Manual* format, and state or local rules. CiteAdvisor will also insert a table of authorities (TOA) in your document. Access CiteAdvisor at citeadvisor.westlaw.com.

1. Set the options. The current option is listed. To change your options, click **Change current options**. See *Setting CiteAdvisor Options* on page 2 for more information.
2. Specify the services you want to run. Select the **Citation Format Advisor** check box to run CiteAdvisor and select the **Table of Authorities Builder** check box to create a table of authorities. See *Using the Citation Format Advisor* below and *Using the Table of Authorities Builder* on page 2 for more information.

Figure 1. CiteAdvisor home page

3. Select the document you want to check by clicking **Browse**. Select the file and click **Open**.
4. Click **Process Request**. Follow steps 3 and 4 in *Using the Citation Format Advisor* below.

Your results are displayed. Citations highlighted in blue were not changed. Citations highlighted in green were instances in which CiteAdvisor made a suggestion and you accepted it.

5. If you selected the **Table of Authorities Builder** check box, click **Select TOA Point of Insertion**. After you select an insertion point, click **Build TOA**.
6. Click the **Print highlighted html version of document** link to print an HTML version of the document with the highlighted text. An HTML version of your document and a Print dialog box is displayed. Select the desired printer and click **Print**. Or, click **Download Document**.

Using the Citation Format Advisor

1. At the home page, select the **Citation Format Advisor** check box.
2. Select the document containing the citations you want CiteAdvisor to review.
3. Click **Process Request**. The first citation that is recognized is highlighted in yellow in the text box at the top of the page. The citation is also displayed in the *Citation* text box. If it's not correctly displayed in the *Citation* text box, click **Edit Citation Range** to make corrections to the boundaries of the citation. Highlight the desired text and click **Accept Change**.

Note You can only edit the citation range if you accept the suggestion.

Figure 2. Suggestion page

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

For free reference materials, visit west.thomson.com/westlaw/guides.

- The CiteAdvisor suggestion is displayed in the *Suggestion* text box. If you want to accept the suggestion, click **Accept**. If there are multiple suggestions, first select the desired suggestion, then click **Accept**. Or, click **Ignore Suggestion** to ignore the suggestion and move on to the next suggestion. If the citation is not valid, click **Not a Citation** to move to the next suggestion. This will ensure that the citation will not be included in the table of authorities if you chose to create one.
- Click **Cancel Process** to quit or to check a new document.

Note Billing starts at the first suggestion.

Using the Table of Authorities Builder

- At the home page, select the **Table of Authorities Builder** check box.
- Select the document containing the citations you want CiteAdvisor to review.
- Click **Process Request**. A page is displayed on which you can specify the TOA insertion point.
- Specify the desired TOA insertion point by clicking **Insert TOA here** at the desired point of insertion. If you don't specify an insertion point, the TOA will be inserted at the top of the document.
- Click **Build TOA**.

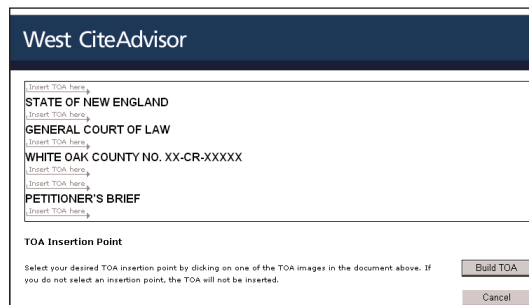


Figure 3. TOA Insertion Point page

- Note** Billing starts after you click **Build TOA**.
- A message is displayed informing you that all citations have been processed. Click **Download Document** to download the document to your computer.

Setting CiteAdvisor Options

To edit the options, click **Change current options** at the home page.

To edit or delete an option, select it in the list and then click **Edit** or **Delete**.

- To create a new option set (e.g., Bankruptcy court), click **Create**. The West CiteAdvisor Option Details page is displayed.
- Type a name for the option settings in the text box.
- Select a default jurisdiction from the *Default Jurisdiction* drop-down list to help identify citations.
- Select the check box preceding one or more types of coverage: **Caselaw**, **Statutes**, **Administrative Decisions**, **Regulations**, **Court Rules**, and **Law Reviews and Bar Journals**.
- Set the Citation Format Advisor options and the Table of Authorities Builder options. See online Help for more information.
- Click **Save**.