

Westlaw Patron Access allows government law libraries to provide on-site library patrons with quick and easy access to legal information from Westlaw, including

- Case headnotes and synopses—West’s exclusive editorial enhancements that identify and summarize the legal issues and facts within a case to help you retrieve relevant cases you might otherwise miss.
- Table of Contents (TOC) service—Allows you to browse the table of contents for a publication, view a document in the context of the sections surrounding it, and quickly retrieve related sections.
- KeyCite®—Use West’s citation research service to trace the history of a case and retrieve all citing references on Westlaw.
- West Key Number System®—Trace the links between cases to find related cases using West’s key numbers and KeyCite.
- KeySearch®—Identify the key numbers and terms related to your legal issue and create a query.

## Accessing Westlaw Patron Access

To access Westlaw Patron Access, click the **Westlaw Patron Access** icon on your desktop. A license agreement page is displayed. Read the agreement; if you agree to the terms, click **I Agree** at the bottom of the page, then click **GO**. The tabbed Westlaw Patron Access page is displayed, as shown below.

You can now begin your research session; no further registration or password is required.

The Westlaw page announces recent court decisions and legal, financial, or other news events. To return to this page during your research session, click **Welcome** on the toolbar.

Click **Directory** to view the databases included in your library's subscription and select a database to search.

The Research Trail lists previous research tasks from the current research session.

Click **Sign Off** when you are finished with your research, then close the browser window.

The screenshot shows the Westlaw interface with a blue header containing 'Westlaw', 'Research Trail', 'Help @', and 'Sign Off'. Below the header is a navigation bar with 'Welcome', 'Find', 'KeyCite', 'Directory', 'Table of Contents', and 'KeySearch'. The main content area includes search fields for 'Find this document by citation', 'KeyCite this citation', and 'Search these databases'. There are also sections for 'Standard Edition--Welcome to Westlaw', 'In Westlaw Highlights', and 'DATABASE ANNOUNCEMENTS'. A 'Welcome' button is visible in the bottom left corner of the interface.

The tabbed Westlaw Patron Access page

## Signing Off

At the end of your research session, click **Sign Off** and close the browser window to prevent subsequent researchers from viewing your research information (via the Research Trail).

For Westlaw Patron Access assistance, consult your law librarian.

## Available Databases

Westlaw Patron Access allows you to perform legal research in any database included within the library's subscription. Access is blocked to databases outside the library's subscription (as well as to other ancillary services), so you will not accidentally accrue charges for searching outside your library's plan.

To view the databases included in your library's subscription, click **Directory** on the toolbar, then click the folders to browse all levels of the directory.

## Beginning Your Research

Use the toolbar or one of the following text boxes or links in the left frame to begin your research:

- To find a document when you know the citation, type the citation in the *Find this document by citation* text box and click **GO**. To print the document immediately after it is retrieved, select the **and Print** check box.
- To check a case or statute in KeyCite, type a citation in the *KeyCite this citation* text box and click **GO**.
- To access a Westlaw database, type up to 10 database identifiers separated by commas or semicolons in the *Search these databases* text box and click **GO**. The Search page is displayed, allowing you to enter your search. For more information, see "Searching with Natural Language or Terms and Connectors" below.
- To view the entire list of Westlaw databases available for searching, click **View Westlaw Directory**.
- To use a wizard to find relevant databases for your search, click **Find a Database Wizard**.

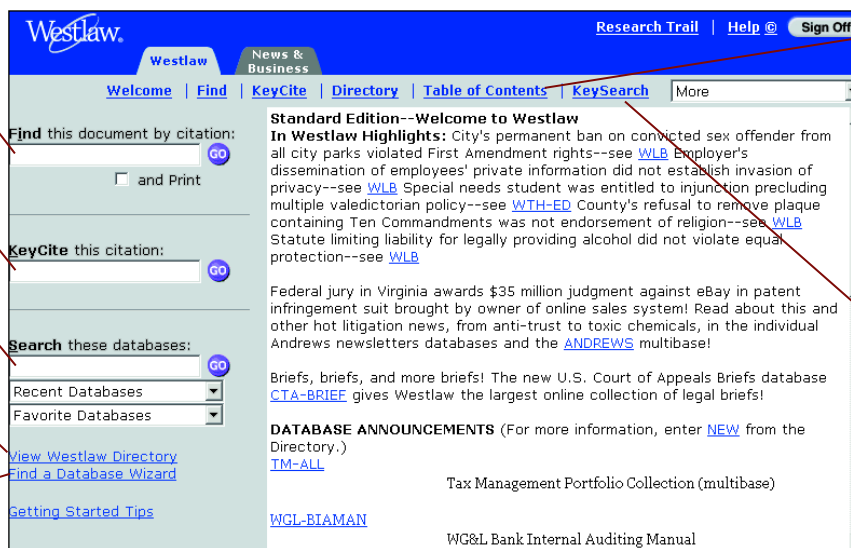
Type a citation and click **GO** to retrieve a document.

Type a citation and click **GO** to check a document in KeyCite. KeyCite helps you determine whether a case or statute is good law and retrieves citing references.

To access a database, type all or part of a database name or a description of a database, or type up to 10 database identifiers separated by commas or semicolons, then click **GO**.

Click **View Westlaw Directory** to view the entire list of Westlaw databases you can search.

Click **Find a Database Wizard** to use a wizard to find relevant databases for your search.



Click **Table of Contents** to view a document in the context of the sections surrounding it and retrieve related sections.

Click **KeySearch** to identify the key numbers and terms most relevant to your issue and create a query based on those terms.

The tabbed Westlaw Patron Access page

## Searching with Natural Language or Terms and Connectors


Westlaw provides two search methods, Natural Language and Terms and Connectors, so you can search the way that is most effective for you. Natural Language allows you to use plain English to retrieve relevant documents. For example,

**does willful misconduct disqualify an employee from unemployment compensation**

Terms and Connectors searching allows you to enter a query that consists of key terms from your issue and connectors specifying the relationship between those terms. For example, you can specify that your terms appear in the same sentence (/s) or in the same paragraph (/p). To retrieve variations of terms, use the root expander (!) and the universal character (\*). To retrieve a phrase, place quotation marks ("") around the phrase. For example,

**willful! /s misconduct /s disqualif! /p "unemployment compensation"**

## Checking Citations in KeyCite

You can use KeyCite, the citation research service from West, to help you determine whether a case, statute, administrative decision, or regulation is good law and to retrieve citing references. A KeyCite status flag (  ) indicates that information for a document is available in KeyCite.

- **Red flags**—In cases and administrative decisions, a red flag warns that the case or administrative decision is no longer good law for at least one of the points of law it contains. In statutes and regulations, a red flag warns that the statute or regulation has been amended by a recent session law or rule, repealed, superseded, or held unconstitutional or preempted in whole or in part.
- **Yellow flags**—In cases and administrative decisions, a yellow flag warns that the case or administrative decision has some negative history, but has not been reversed or overruled. In statutes and regulations, a yellow flag warns that a statute has been renumbered or transferred by a recent session law; that an uncodified session law or pending legislation affecting the statute is available (statutes merely referenced, i.e., mentioned, are marked with a green C); that the regulation has been reinstated, corrected or confirmed; or that the statute or regulation was limited on constitutional or preemption grounds or its validity was otherwise called into doubt, or that a prior version of the statute or regulation received negative treatment from a court.
- **Blue H**—A blue H indicates that the case or administrative decision has some history.
- **Green C**—A green C indicates that the case or administrative decision has citing references but no direct or negative indirect history.

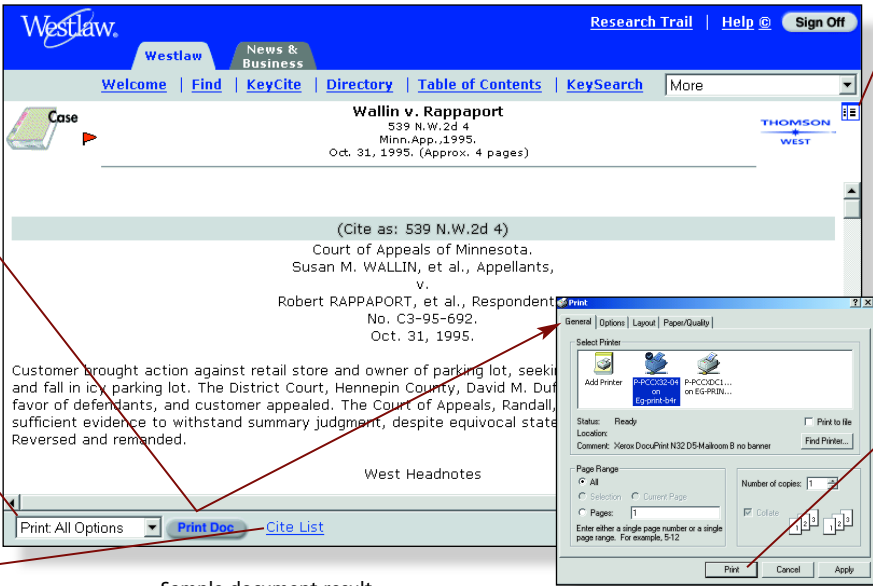
## Printing

### Printing an Entire Document

Once you have retrieved a document, you can easily print it by completing the following steps:

1. Click **Print Doc** in the lower-left corner of a document result page. The Print dialog box is displayed.
2. On the General tab, which is displayed by default, verify that the correct printer is selected, then click **Print**.

The document is delivered to your chosen print destination.



**1** Click **Print Doc**. A Print dialog box is displayed.

**Note:** For additional printing options, select **Current Document** from the *Print: All Options* drop-down list. For example, you can specify that your document print in full-width (dual-column printing is the default option) or that KeyCite flags are included within your print result.

Click **Cite List** to view and print a citations list.

**2** On the General tab, verify that the correct printer is selected, then click **Print**.

You can click this icon to have your search results displayed in split-page view, where all the information relating to your document is available on the same page.

Sample document result

Print dialog box

### Printing a Citations List

1. From a citations list, select **Cite List** from the *Print: All Options* drop-down list. The Print/Download dialog box is displayed.

**Note:** You can modify print options (e.g., delivery format) from this page by selecting the appropriate options.

2. Click **Send Request**. Your request is formatted and the Print dialog box (above) is displayed.
3. Click **Print**.

## Printing Selected Fields Within a Document

You can print selected fields of a document to limit your print request. Once you have retrieved the document that you want to print, complete the following steps to print selected fields within a document:

1. Choose **Fields** from the drop-down list at the bottom of the right frame, then click **GO**. A list of fields, which vary according to the type of document retrieved, is displayed.
2. Select or clear the check boxes next to the fields you want to display or hide.

**Note:** Selecting **Substantive-doc** (if available) will display four fields: *Prelim*, *Caption*, *Text*, and *Credit*. These are the most common fields that researchers typically choose to print.

3. Click **OK**, then follow the steps provided in "Printing an Entire Document" on the previous page to print the selected fields.

## Copying and Printing Text with the Document Reference

You can automatically copy a document's citation when you select text from a document and copy it into a word-processing or text file. From a document result page, complete the following steps:

1. Select the text you want to copy from your document and choose **Copy With Ref** from the drop-down list at the bottom right-side of the page.
2. Click **GO**. The text is displayed in a new browser window.
3. Click **Copy**, then paste this text into your word-processing or text document. The citation reference is displayed after the copied text. You can now print this document using your word-processor's Print command or add additional Westlaw references to the document.

The screenshot illustrates the process of copying text with a citation reference. It shows the Westlaw interface with a case document for *Wallin v. Rappaport*. A dialog box titled "Copy with Reference - Web Page Dialog" is open, showing the selected text and a "Copy With Ref" button. A second dialog box titled "Copy with Reference dialog box" is also shown, with a "Copy" button. A Microsoft Word document is open, showing the copied text and the citation reference: *Wallin v. Rappaport*, 539 N.W.2d 4 (Minn.App.,1995).

1 Select the text you want to copy and choose **Copy With Ref**.

2 Click **GO**. The text and citation reference are displayed in a new window, the Copy with Reference dialog box.

3 Click **Copy**, then open your word-processing program and paste the text.

Word-processing document showing sample text with document reference