

Cost-Effective Research Tips

A simple way to reduce your Westlaw research bill is to make the time you spend on Westlaw more efficient. Here are some tips to make your online research more cost-effective.

Choose Pricing Options for Searching and Printing

To help you make the most cost-effective use of your research time, Westlaw offers pricing options for searching and printing. (If you have a WestlawPRO® plan you incur no additional charges as long as you stay within the databases in your plan.) To select your preferences, click **Preferences** at the top of any page. Then make your selections at the displayed Location and Pricing Preferences page.

TRANSACTIONAL PRICING

With transactional pricing, you incur a charge for each transaction that you complete. Transactions include running a search in a database, retrieving a document using Find or a hypertext link, or using KeyCite®. If you occasionally retrieve a document outside your plan using Find or a hypertext link and read it online, transactional pricing is more cost-effective.

HOURLY PRICING

With hourly pricing, you pay charges based on the time that you spend searching or browsing a database. You may want to use hourly pricing if you plan to run multiple searches in a database, check a variety of citations in KeyCite, or retrieve many documents using Find but will not spend a lot of time reading documents online.

The West Reference Attorneys are available 24 hours a day, seven days a week, to assist you, especially if you want to search a database outside your plan. There is no charge for their services.

PRINTING

Printing by document rather than by line is more cost-effective unless you are printing a very short document (three to four pages).

Use SUBSCRIBER for Database Costs

To determine hourly database rates and transactional prices that apply to your subscription (or databases outside your plan if you have a WestlawPRO plan), access the Subscriber Information database (SUBSCRIBER). You incur no hourly database or transactional charges when you use SUBSCRIBER.

Retrieve Documents with Find

Use Find to retrieve a document when you know its citation. Under transactional pricing you pay a flat fee, and you save time because you don't need to access a database or formulate a query. (Finding a case or brief by party name does access a database.) Simply access Find and type the citation. Most tabbed pages have a link to a Find template that displays a variety of citation formats. If not, access Find and type a description of the publication you want, e.g., **florida statutes**, to display a fill-in-the-blank template.

Search with West Key Numbers

To identify relevant key numbers, read headnotes in cases from West reporters and consult the online West Key Number Digest, which contains an outline of all West topics and key numbers. Under transactional pricing, there is no charge to view the West Key Number Digest. Quickly retrieve other cases with headnotes classified under the same topic and key number by running a topic and key number search.

Use the Table of Contents Service

Use the Table of Contents service to browse the tables of contents for a variety of publications. Under transactional pricing, there is no charge to browse a table of contents until you click a hypertext link.

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

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

Access the Westlaw Directory

Access the Westlaw Directory by clicking **Directory** at the top of any page. Click the links in the right frame to browse the directory. (If you have a WestlawPRO plan, the databases in your plan are displayed in the right frame.) Under transactional pricing, there is no charge to browse the Westlaw Directory. You can also access the directory free of charge at the Westlaw sign-on page; click **Database Directory** under *Resources*.

To search for a particular database, type a description of it, e.g., **colorado insurance cases**, in the *Search for a database* text box in the left frame of the Westlaw Directory page. Under transactional pricing, there is no charge to run this search.

Use Scope for Database Information

Scope tells you what materials or information a database covers and gives you helpful search tips. Under transactional pricing, there is no charge to view Scope information.

Choose the Appropriate Search Method

Westlaw offers the following search methods:

TERMS AND CONNECTORS SEARCHING

When you use the Terms and Connectors search method, you enter a query that consists of key terms from your issue and connectors showing the relationship between those terms. This method may be more cost-effective to use when you want to retrieve all documents that contain specific terms.

NATURAL LANGUAGE SEARCHING

Natural Language searching allows you to enter a description of your research issue in plain English. This search method may be more cost-effective to use when you are researching a complex legal issue.

Use Locate to Narrow Your Search

Once you retrieve a search result, click **Locate in Result** to browse for specific terms within your search result. Under transactional pricing, there is no charge to use Locate. Run one broad Terms and Connectors search, for example, and then use Locate as many times as you want, at no charge, to narrow your result.

Apply ResultsPlus® to Access Additional Resources

When you search a case law, statutes, regulations, or secondary sources databases, ResultsPlus automatically displays links to additional relevant documents and West topic and key numbers. Under transactional pricing, you can link to any document in the ResultsPlus list for a flat fee.

Check Citations in KeyCite®

KeyCite, West's citation research service, allows you to view the history of a case, statute, administrative decision, or regulation to determine whether it is good law and to retrieve citing references.

Copy and Paste Text with the Citation

You can copy text from any document on Westlaw and paste it into a word-processing document. The Copy with Reference feature automatically adds the citation and page number when you copy and paste text from a case, statute, regulation, treatise, or law review article.

Use WestClip® to Stay Current

WestClip is a clipping service that runs your Terms and Connectors searches on a regular basis and delivers the results to you by e-mail so you can stay up-to-date on news and legal developments. There is no charge for non-continual clipping, e.g., daily, in any database. You are charged only when you link to a document. (If you have a WestlawPRO plan, there is no charge to link to a document in your plan).

Search in the Smallest Database

Use the smallest database that contains the information you need. Using a database that contains material from only one jurisdiction or one practice area is generally less expensive than searching databases containing material from all jurisdictions or practice areas.

Repeat Searches at the Research Trail

Under transactional pricing, you can use the Research Trail feature to return to the current day's research until 2 a.m. the following day at no additional charge.