

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 options, choose **Options** from the *More* drop-down list on the toolbar. Then make your selections at the displayed Options–Location and Pricing 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, transactional pricing is more cost-effective.

For a low set fee you can spend as much time as you like reading a document online.

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, check a variety of citations in KeyCite, or retrieve many documents using Find but will not spend a lot of time reading documents online.

Contacting the West Reference Attorneys is always a good idea before you search a database outside your plan. The West Reference Attorneys are available 24 hours a day, seven days a week, to assist you at no charge.

Printing

Printing by document rather than by line is more cost-effective unless you are printing a very short document (3–4 pages).

■ Use SUBSCRIBER

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.

■ Use Find

Use Find to retrieve a document when you know its citation. Under transactional pricing you pay a low set fee, and you save time because you don't need to access a database or formulate a query. (Finding a case by title 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 so that you can simply fill in a blank. If not, access Find and type the publication name or abbreviation, e.g., **florida statutes** or **fl st**, **ohio court rules** or **oh rules**, to display a fill-in-the-blank template.

■ Use West Key Numbers

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

■ Use the Table of Contents Service

Use the Table of Contents service to browse the tables of contents for statutes, regulations, rules, and treatises and practice guides. To view a specific section, click its hypertext link. (You can also search a table of contents.) Under transactional pricing, there is no charge to browse a table of contents until you click a hypertext link.

Westlaw is available on the Web at www.westlaw.com.

For technical assistance, call West Customer Technical Support at **1-800-WESTLAW** (1-800-937-8529).

For search assistance, call the West Reference Attorneys at **1-800-REF-ATTY** (1-800-733-2889).

If you are a law student, call **1-800-850-WEST** (1-800-850-9378) for assistance.

■ Use the Westlaw Directory

Access the Westlaw Directory by clicking **Directory** on the toolbar. Click a link in the left frame (e.g., **My Databases** or **All Databases**), then click the links in the right frame to browse the directory. Under transactional pricing, there is no charge to browse the Westlaw Directory. You can also access the directory free of charge at the westlaw.com sign on-page; click **Westlaw Database List** in the upper right corner.

To search for a particular database, type a description in the *Search these databases* text box, i.e., **Colorado insurance cases**, at the Westlaw Directory page or any of your tabbed pages. A list of database names and their identifiers is displayed. Under transactional pricing, there is no charge to run these searches.

■ Use Scope ⓘ

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 search method may be more cost-effective to use when you know details about a specific document that you want to retrieve or when you want to retrieve all documents that meet specific criteria.

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.

■ Use ResultsPlus™

When you run searches in case law or statutes databases, ResultsPlus automatically displays related content in *American Law Reports (ALR®)*, *American Jurisprudence 2d (Am Jur®2d)*, and selected treatises, and law reviews, along with relevant key numbers. Under transactional pricing, you can link to any ALR, Am Jur 2d, treatise, or law review citation for a low flat fee.

■ Use KeyCite

KeyCite is West's citation research service that allows you to track the history of a document and retrieve all citing references on Westlaw. KeyCite is as current as Westlaw.

■ Use Copy with Reference

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 on Westlaw.

■ Use WestClip®

Use the WestClip clipping service to stay up-to-date on legal issues. A WestClip entry can be set up in multiple databases to automatically run your Terms and Connectors queries and deliver the results (e.g., list of citations, first page of documents) to an e-mail address. There is no charge for non-continuous clipping (e.g., every weekday, daily, or weekly) 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.

■ Use the Research Trail

Under transactional pricing, you can use the Research Trail to return to previous research until 2:00 a.m. the following day at no additional charge.