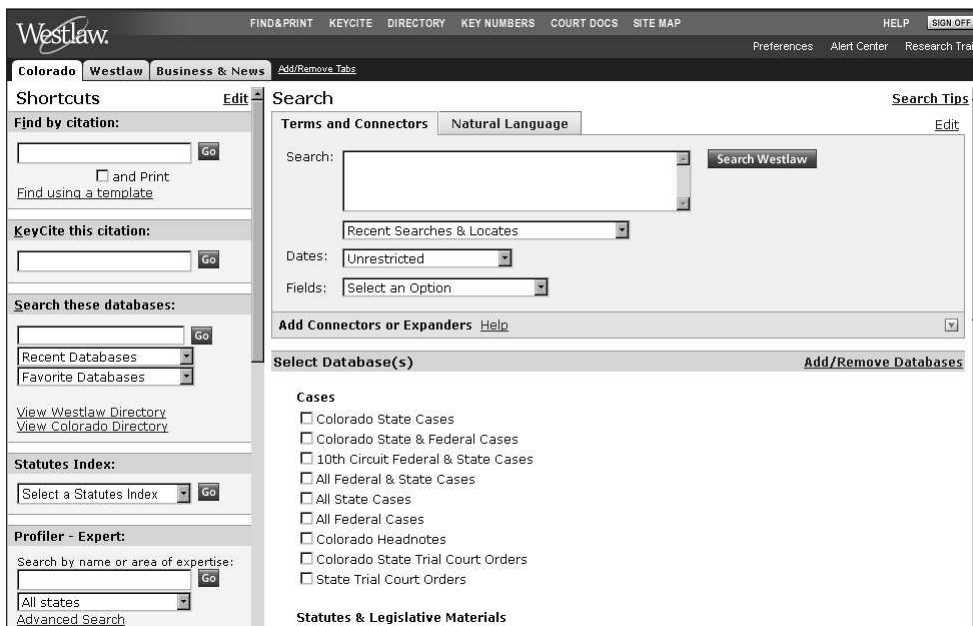


# Customizing Your Westlaw Research

## Signing On to Westlaw

When you sign on to Westlaw the first time, a page may be displayed that says *Please select a pricing method for this session*. If you simply click **Transactional** or **Hourly**, this page is displayed each time you sign on to Westlaw. If you select the check box next to *Set this as my default pricing method and don't show me this screen again* and then click **Transactional** or **Hourly**, this page will not be displayed again. If you have questions, you can call the West Reference Attorneys free of charge, 24 hours a day, seven days a week, at 1-800-REF-ATTY (1-800-733-2889).



Tabbed Colorado page

## Selecting Your Tabbed Pages

When you access Westlaw, you'll see the tabbed pages for Westlaw and your state tabbed page. You can select other tabbed pages to suit your specific research needs. For instance, pages are available for general areas (such as public records or legislative history), jurisdictional areas (such as your state), and topical areas (such as tax or environmental law)

To select the tabbed page to be displayed first each time you sign on to Westlaw, complete these steps:

1. Click **Add/Remove Tabs** at the top of any page.
2. At the Manage Tabs page, select the check box next to any page you want to add to your Westlaw interface, such as the **Colorado** check box under *Jurisdictional–State*. You can select up to six pages. To preview a page before you select it, click the page name.
3. Click **Next** at the top or bottom of the page. A list of the tabbed pages you selected is displayed.
4. Select the tabbed page to be displayed first when you sign on to Westlaw and click **Save**.

Westlaw is available on the Web at [www.westlaw.com](http://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).

## Adding and Removing Shortcuts Options

The *Shortcuts* section of most tabbed pages lets you quickly find a document, check a document in KeyCite®, and access the Table of Contents service. To make your online research time more efficient, you can add to this section the databases and services that you use most often. You can also remove the databases or services that you use infrequently. To personalize the *Shortcuts* section, complete these steps:

1. Click **Edit**. The Edit: Shortcuts page is displayed.
2. To add an option, select its check box; to remove an option, clear its check box.

To see the choices available for a specific option, click its hypertext link. A second Edit page is displayed from which you can add and remove options. Click **Save** to save your changes and return to the Edit: Shortcuts page.

For example, click **Finding Tools** (see below) to view these five choices: *Find a Case by Party Name*, *Find a Person*, *Find a Brief by Party Name*, *Find a Company*, and *Find a Database*. Clear the **Find a Database** check box and click **Save**.

3. When you finish making all your selections, click **Save** at the Edit: Shortcuts page. The *Shortcuts* section now includes all of your changes.

The image shows two screenshots from the Westlaw interface. The left screenshot is titled "Edit: Shortcuts" and shows a list of collections with checkboxes. Under "Finding Tools", the "Finding Tools" link is highlighted with a blue arrow. The right screenshot is a zoomed-in view of the "Edit: Finding Tools" page, showing five options with checked checkboxes: "Find a Case by Party Name", "Find a Brief by Party Name", "Find a Person", "Find a Company", and "Find a Database".

**Edit: Shortcuts page**

**Edit: Finding Tools page**

Edit: Shortcuts page

Edit: Finding Tools page

## Adding and Removing Search Options

The *Search* section\* of a tabbed page includes a variety of databases. Personalizing this section allows you to add databases you use frequently and remove databases you use infrequently. You can personalize the *Search* section as follows:

- Select a search method by clicking the appropriate tab, then click **Edit**. The Edit: Search For page is displayed. To add an option, select its check box; to remove an option, clear its check box. For example, click the **Natural Language** tab to select the Natural Language search method, then click **Edit**. At the Edit: Search for page, select the **Thesaurus** check box and click **Save**.
- Click **Add/Remove Databases** next to *Select Database(s)*. The Edit: Quick Search page is displayed from which you can add and remove database collections. To add a collection, e.g., *Bankruptcy*, select its check box; to remove a collection, clear its check box.

To see all the databases available for a specific collection, e.g., *Cases*, click its hypertext link. A second Edit page is displayed from which you can add and remove databases. To add a database, e.g., *Colorado Family Law Cases*, to the collection, select its check box. Click **Save** to save your changes and return to the Edit: Quick Search page.

Click **Cases** to display the Edit: Cases page. Select the check boxes next to the databases, e.g., *Colorado Family Law Cases*, you want to add to the collection. Then click **Save**.

**Edit: Quick Search page**

**Edit: Cases page**

- Click **Change Order** to move the collections of databases you use most frequently to the top of the page. Then click **Save**.

Click **Change Order** to display the Edit: Quick Search Order page. Select a collection of databases you use frequently, e.g., **Court Rules and Orders**, and then click the up arrow to move the collection closer to the top of the list under *Select Database(s)*.

**Edit: Quick Search Order page**

When you finish making your changes, click **Save** at the Edit: Quick Search page. The *Search* section now reflects all of your changes.

\*Some tabbed pages have a *Resources* section instead of a *Search* section.

## Westlaw Preferences

Westlaw allows you to customize many aspects of your research environment, such as pricing options for searching and printing, page view, search method, and other Westlaw features and services. To view your options, click **Preferences** in the upper-right corner of any page.

### Cost-Effective Printing and Searching

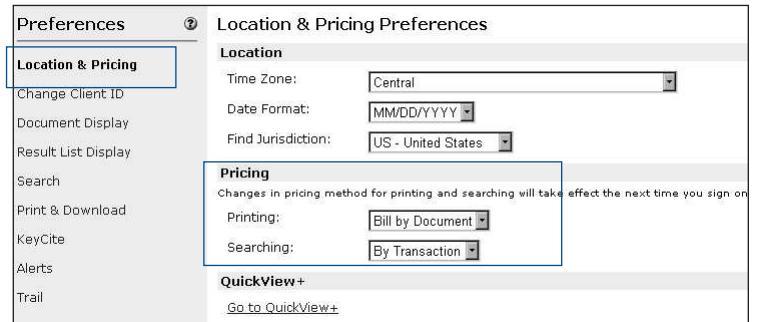
When you need to retrieve a case or run a search, you want to select pricing for printing and searching so that your research is cost-effective. Select the pricing methods for printing and searching at the Preferences–Location and Pricing page.

#### Printing

Paying a set fee per document is more cost-effective when you are printing a document unless you are printing a very short document (three to four pages). Select **Bill by Document** from the *Printing* drop-down list.

#### Searching

The most cost-effective pricing method for retrieving a document by citation may be different from the most cost-effective method for running a search in a database. If you primarily retrieve documents by citation, you may want to select **By Transaction** from the *Searching* drop-down list so that you pay a set fee for each document regardless of the amount of time you spend reading the document online. You can also select **Ask at Sign On** if you want to choose your pricing method each time you sign on to Westlaw. When you change your pricing preferences, changes do not take effect until the next time you sign on to Westlaw.



Preferences–Location and Pricing page

### Document Display Options

Click **Document Display** to display the Preferences–Document Display page. If you prefer to have information displayed across the full width of each page, select **Full Screen** from the *Page view* drop-down list.

Select the **Display Westlaw Directory at Sign-On** check box if you prefer to see the Westlaw Directory when you first sign on to Westlaw.

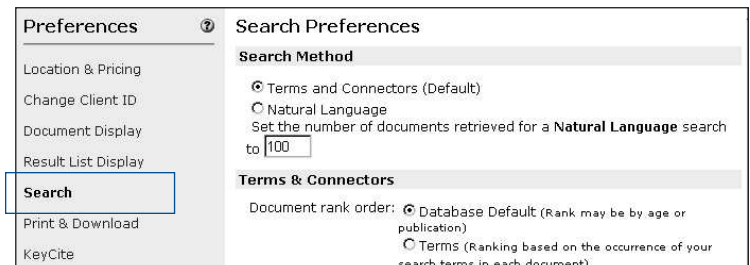
Clear the **Display Link Viewer** check box if you prefer to have cited documents displayed in the right frame or across the full width of the page rather than having them first displayed in a dialog box. Then click **Save**.



Preferences–Document Display page

### Search Options

Click **Search** to display the Preferences–Search page. Select **Natural Language** if you prefer Natural Language instead of Terms and Connectors as your default search method. Click **Save**. Click a tab at any time to return to that tabbed page.



Preferences–Search page