

Westlaw at a Glance

The Essential Tasks

Your Tabbed State Page

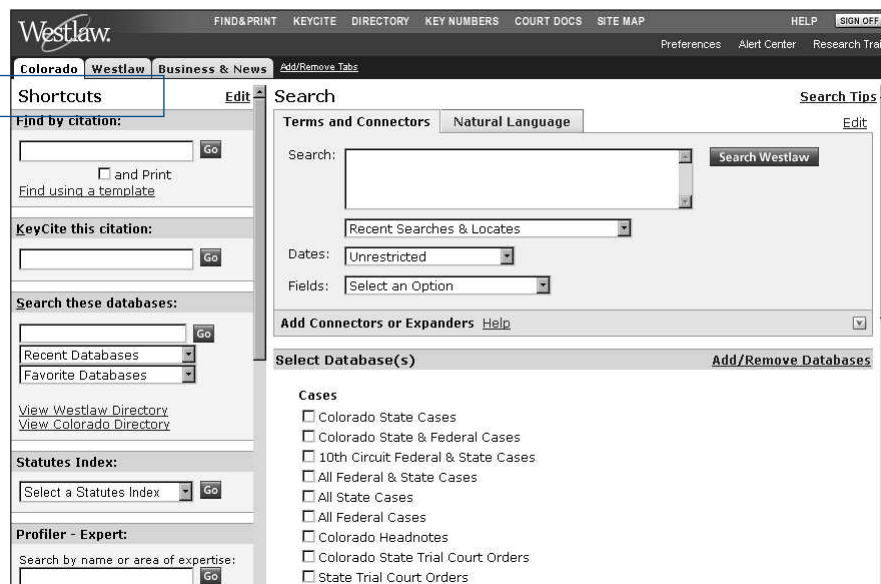
Using a tabbed page, such as your tabbed state page, makes it easy to access the Westlaw features and content you frequently use. In addition, you can personalize a tabbed page to accommodate the research tasks you frequently perform and the databases you frequently search. You can also remove databases or services that you use infrequently.

Selecting Your Tabbed Pages

After you sign on to Westlaw, follow these steps to make a tabbed page other than the Westlaw page your default page:

1. Click **Add/Remove Tabs** at the top of any page.
2. At the Manage Tabs page, select your state check box under *Jurisdictional–State* if it is not already selected. Select the check boxes for any other pages that you want to add, e.g., the *Public Records* page or a topical page. Click **Next** at the top or bottom of the page. A list of the tabbed pages you have chosen is displayed.
3. Select the page you want to be displayed first each time you sign on to Westlaw and click **Save**.

Most tabbed pages have a *Shortcuts* section in the left frame that lets you quickly retrieve a document when you know its citation and perform other tasks.



Tabbed Colorado page

Accessing Databases on Westlaw

The Westlaw Directory lists all the databases on Westlaw. Click **Directory** at the top of the page to display the Westlaw Directory. To browse the Westlaw Directory, click the hypertext links in the right frame. Click a database name to access a database Search page.

You can also search the Westlaw Directory by typing a database description, e.g., **colorado statutes**, in the *Search the Westlaw Directory* text box and clicking **Search**. Then click the link for the database you want.

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).

Retrieving a Document by Citation

You can quickly retrieve a specific document when you know its citation by using the Find service at any tabbed page. Type the citation in the *Find by citation* text box in the left frame and click **Go**. To print the document immediately after it is retrieved, select the **and Print** check box before you click **Go**. If you want to find and print multiple citations, click **Find&Print** at the top of the page.

You can retrieve many types of documents with Find, including the following:

To retrieve	Type a citation such as
a case in a reporter	119 sct 1906
a Westlaw citation	2005 wl 645182
a federal rule of civil procedure	frcp 56
a state statute	co st 42-4-1301
an <i>American Law Reports</i> (ALR®) annotation	68 alr 5th 549

Retrieving a Document Using a Template

You can use Find templates to retrieve federal and state statutes and regulations when you are not sure of the correct citation format. At any tabbed page, type the publication abbreviation in the *Find by citation* text box and click **Go**. A fill-in-the-blank template is displayed.

To display a Find template for	Type
<i>United States Code Annotated</i> ® (USCA®)	usca
<i>Code of Federal Regulations</i> (CFR)	cfr
<i>Federal Register</i>	fr
state statutes*	xx st
state administrative code*	xx adc
state court rules* and state court orders*	xx rules and xx orders

* where xx is a state's two-letter postal abbreviation

Find templates are also available for U.S. public laws (**us pl**), federal rules (**fed rule**), U.S. House bills (**house bill**) and U.S. Senate bills (**senate bill**), and U.S. House reports (**house report**) and U.S. Senate reports (**senate report**).

Retrieving a Case by Party Name

To retrieve a specific case when you know one or more parties' names, complete these steps:

1. Click **Find&Print** at the top of the page. The Find a Document page is displayed. Click **Find a Case by Party Name** in the left frame. (If you have added the *Find a Case by Party Name* link to the *Shortcuts* section of your state page, click that link instead.)
2. Type one or both parties' names in the text boxes in the right frame.
3. Select the jurisdiction in which the case was heard or the reporter in which it was published and click **Go**.

For example, to retrieve *Palmer v. A.H. Robins Co.*, 684 P.2d 187 (Colo. 1984), type **palmer** and **robins** in the text boxes. Select **State Courts**, then select **Colorado** from the corresponding drop-down list and click **Go**.

The Convenience of Using the Table of Contents Service

The Table of Contents service allows you to browse the table of contents for many publications. At your tabbed state page, use the *Tables of Contents* drop-down list in the left frame to display the tables of contents for your state's statutes, regulations, forms, and treatises, or use the *Local Rules Finder* drop-down list to display the tables of contents for a variety of local court rules. To access a table of contents, choose a publication from the drop-down list and click **Go**. To browse the table of contents, click the plus (+) and minus (–) symbols. To view a specific section, click its hypertext link. Click **Previous Section** and **Next Section** at the top of the document to view consecutive documents.

To view a list of all the publications for which there is a table of contents, click **Site Map** at the top of any page, then click **Table of Contents** under *Browse Westlaw*.

Retrieving Documents by Issue

You can retrieve documents by issue by running a search in one or more databases. You can access databases from most tabbed pages. In addition, you can type a database description, e.g., **colorado cases**, in the *Search these databases* text box in the *Shortcuts* section of a tabbed page, click **Go**, and then select a database from the list that is displayed.

You can use either the Terms and Connectors or the Natural Language search method to search for documents by issue. In the *Search* section of your tabbed state page, select Terms and Connectors or Natural Language by clicking the appropriate tab, type your search, select the check box next to each database you want to search, and click **Search Westlaw**.

Natural Language Searching

Natural Language is a search method that allows you to use plain English to retrieve relevant documents. Enter a description of your issue using terms that describe its main concepts, e.g., **viewpoint discrimination by the government in a public forum**. If you want, select a date restriction from the *Dates* drop-down list. Your search will retrieve the documents that most closely match the terms in your description.

Terms and Connectors Searching

The Terms and Connectors search method allows you to run a more precise search. Enter a query that consists of key terms from your issue and connectors specifying the relationship between the terms, e.g., **“americans with disabilities act” a.d.a. /p protect! /s class group**. To further focus your search, select a field restriction from the *Fields* drop-down list.

Use ResultsPlus® References to Access Additional Resources

When you search a case law, statutes, regulations, or analytical database, Westlaw automatically creates a ResultsPlus list—a list of additional documents and West topic and key numbers that have a high statistical likelihood of matching the concepts in your search. ResultsPlus may display references to ALR, *American Jurisprudence 2d* (Am Jur® 2d), selected law reviews and treatises, and West topic and key numbers. To view the full text of a document, click its title in the ResultsPlus list.

Delivering Documents

To print, e-mail, download, fax, or save your documents on Westlaw, click a delivery icon in the upper-right corner of a retrieved document or result list. Click the **Quick Print** icon to print the document directly on an attached printer in HTML format.

1. To use another delivery method, click one of the following icons:
 - Click the **Print** icon to review options before printing on an attached or stand-alone printer.
 - Click the **Email** icon to send the document to one or more e-mail addresses.
 - Click the **Download** icon to save the document on your computer.
 - Click the **Other** icon to display a menu of additional delivery options.
2. A dialog box is displayed. Specify if you want to deliver documents or the result list and whether you want to include KeyCite® history and citing references.
3. In the *Page Options* section, specify which documents you want to deliver (e.g., all pages, first page only).
4. Click **Settings** at the top of the dialog box to display a Settings dialog box for the delivery method you selected. In the *Content Options* section, specify whether you want to include features such as KeyCite flags, highlighted search terms, and images in your delivered documents. In the *Format* section, specify the format of your delivered documents, such as font size and number of columns. Click **Done** when you have finished selecting your settings.
5. Click **Print**, **Send**, or **Save** depending on the delivery destination you selected.

The screenshot shows the 'Search' interface with the 'Natural Language' tab active. The search input field is empty. The 'Dates' dropdown is set to 'Unrestricted' and the 'Fields' dropdown is set to 'Select an Option'. The 'Select Database(s)' section is expanded, showing a list of cases with checkboxes: 'Colorado State Cases', 'Colorado State & Federal Cases', '10th Circuit Federal & State Cases', 'All Federal & State Cases', and 'All State Cases'. All checkboxes are currently unchecked.

Search section of the Colorado page

Copying and Pasting Text with the Citation

The Copy with Reference feature automatically inserts the correct citation and page number when you copy and paste text from a case, statute, regulation, treatise, or law review into a brief or other legal document. To use Copy with Reference, select the text you want to copy, click **Tools** at the bottom of the page, and then choose **Copy with Reference** from the menu that is displayed. When the Copy with Reference dialog box is displayed, containing the text you selected and the citation for the document containing the text, click **Copy**. Paste the copied text, which includes the citation, into your document.

Checking the Status of a Document in KeyCite

KeyCite, West's citation research service, allows you to determine whether a case, statute, regulation, or administrative decision is good law. KeyCite also retrieves citing references to the document including cases, administrative materials, secondary sources, and briefs and other court documents. Click **KeyCite** at the top of any page to display a detailed explanation of the KeyCite status flags and depth of treatment stars.

KeyCite for Cases

Click the KeyCite status flag or **Full History** on the Links tab to view the history of a displayed case. The case history is displayed in the right frame. To view the direct history of the case in an easy-to-read graphical view, click **Direct History (Graphical View)**. To view a list of cases, administrative materials, secondary sources, and briefs and other court documents that cite your case, click **Citing References**. Negative citing cases are listed first; the remaining cases are listed according to the depth of treatment they give your case. Secondary sources, such as ALR annotations, law review articles, and briefs and other court documents, are listed last.

Result List Links for 684 P.2d 187

KeyCite citation: [input] Go

Some negative history but not overruled

Full History

Direct History (Graphical View)

Citing References

Monitor With KeyCite Alert

Full-Text Document

- Case Outline

ResultsPlus™ About

Corpus Juris Secundum: Products Liability

1. Actions, Admissibility, Weight, and Sufficiency of Evidence, Admissibility

Corpus Juris Secundum: Evidence

2. Circumstantial Evidence, Statements Constituent of Legal Results, Notice, Demand, or Refusal

Palmer v. A.H. Robins Co., Inc.
684 P.2d 187
Colo. 1984
June 04, 1984

FOR EDUCATIONAL USE ONLY

Citing References
(Showing 665 documents)

SELECT TO PRINT, EMAIL, ETC.

Distinguished by

- 1 Owens-Corning Fiberglas Corp. v. Malone, 972 S.W.2d 35, 50+, Prod.Liab.Rep. (CCH) P 15,274, 15274+, 41 Tex. Sup. Ct. J. 877, 877+ (Tex. Jun 05, 1998) (NO. 96-0287, 96-0512) ★ ★ HN: 56 (P.2d)
- 2 Wisconsin Truck Center, Inc. v. Volvo White Truck Corp., 692 F.Supp. 1010, 1018 (W.D.Wis. Aug 19, 1988) (NO. 87-C-824-S) ★ ★ HN: 62 (P.2d)
- 3 Cooley v. Big Horn Harvestore Systems, Inc., 767 P.2d 740, 743+, 7 UCC Rep.Serv.2d 1051, 1051+ (Colo.App. Jun 16, 1998) (NO. 84CA1415) ★ ★ ★ HN: 22 (P.2d)

Positive Cases (U.S.A.)

★ ★ ★ ★ Examined

- 4 Cooley v. Big Horn Harvestore Systems, Inc., 813 P.2d 736, 740+, 14 UCC Rep.Serv.2d 977, 977+ (Colo. Jun 24, 1991) (NO. 88SC420) ★ ★ ★ HN: 18,19,22 (P.2d)

To deliver the full text of citing documents, select the check box next to each document you want to deliver and click a delivery icon.

Citing references for a case

KeyCite for Statutes

Click the KeyCite status flag or **History** to view the history of a displayed statute. Statute history includes citations to cases affecting the validity of the statute, recent session laws that amend or repeal the section, proposed legislation, bill drafts, credits, and historical and statutory notes. Click **Graphical Statutes**, if available, to view legislative changes and to link to related documents in an easy-to-read graphical display. Click **Citing References** to view a list of documents that cite your document in the following order: cases that have affected the validity of a section, cases from the USCA and state statute notes of decisions, cases on Westlaw that do not appear in notes of decisions, administrative decisions, *Federal Register* documents, secondary sources, briefs and other court documents, statutes and court rules, and administrative codes.

