

# Using WestCiteLink®

Open a brief, click a button, and you have instant access to the full text of each cited case and a table of authorities—complete with hypertext links from each listed document to its reference on Westlaw via westlaw.com®, Westlaw by Credit Card, or lawschool.westlaw.com. WestCiteLink does all this and more, right from your Microsoft® Word or Corel® WordPerfect® document, HTML document, or Web page.

## Browser Requirements


- Microsoft Internet Explorer® 5.0 or later

## Compatible Word Processors

WestCiteLink 3.08 is compatible with the following word processors:

- Microsoft Word 2007, 2003, 2002, or 97
- Corel WordPerfect Office X3 or WordPerfect 12, 11, 10, 9, or 8

## Create Links to Your Research Sources


WestCiteLink uses a revolutionary pattern-recognition technology to find the legal citations in your word-processing documents, Web pages viewed with Internet Explorer®, or HTML (Hypertext Markup Language) files. Simply click the **Auto-Mark Citations** button  on the toolbar to start the process.

After WestCiteLink finds the legal citations in your document, it creates links to each document on Westlaw. Simply click a citation to view the full text of the cited document.



### Tip

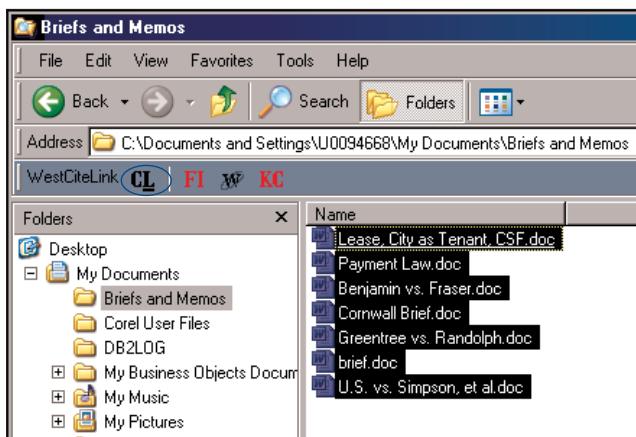
You can save a copy of your document before running WestCiteLink with the Copy Before Scan feature. Choose **WestCiteLink, Options** from the Tools menu, then select the **Copy Before Scan** check box. If you are using Microsoft Word 2007, click the **Add-Ins** tab on the toolbar, and then click **WestCiteLink** on the Ribbon. Choose **Options** and then select the **Copy Before Scan** check box.

## Mark Citations in Your HTML Files

WestCiteLink finds and marks citations in your HTML files from Windows® Explorer. Highlight the HTML files to which you want to add links, then click the **Auto-Mark Citations** button . With a single click, you can add links to your entire brief bank!

## Find a Specific Document on Westlaw

Retrieve the full text of any document on Westlaw using Find. Just click the **Find Westlaw Document** button  on the toolbar and enter the citation in the displayed dialog box. Or, highlight the citation in the document and then click the **Find Westlaw Document** button. If you are using Microsoft Word 2007, click the **Add-Ins** tab on the toolbar, click **WestCiteLink** on the Ribbon, and choose **Find Westlaw Document**. Or, highlight the citation in the document and then click the **Find Westlaw Document** button  on the Ribbon.



WestCiteLink in Windows Explorer



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).

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

## Check Your Citations in KeyCite®



Verify your research without leaving your word-processing document by checking your citations in KeyCite. If you have already run Auto-Mark Citations, simply highlight the citation you want to check, then click the **KeyCite** button  on the toolbar. You can also highlight the citation and choose **WestCiteLink**, **KeyCite** from the Tools menu. If you are using Microsoft Word 2007, click the **Add-Ins** tab on the toolbar, click **WestCiteLink** on the Ribbon and then choose **KeyCite**. Or, highlight the citation in the document and then click the **KeyCite** button  on the Ribbon.

## Search Westlaw

Run a Westlaw search directly from your word-processing document by clicking the **Search Westlaw** button  on the toolbar or by choosing **WestCiteLink**, **Search Westlaw** from the Tools menu. If you are using Microsoft Word 2007, click the **Add-Ins** tab on the toolbar, click **WestCiteLink** on the Ribbon, and then choose **Search Westlaw**. Or, click the **Search Westlaw** button  on the Ribbon. Enter a database identifier and either a Terms and Connectors query or a Natural Language description in the *Query* text box and click **OK**. Your search is run on Westlaw.

## Generate a Table of Authorities Automatically

WestCiteLink can automatically create a table of authorities in your word-processing document that lists the cases and other documents you have cited, plus the page numbers in your document on which they're cited. You can also include internal links from each document listed in the table of authorities to its reference in your document, making navigation quick and easy.

Click the **Build Table of Authorities** button  on the toolbar or choose **WestCiteLink**, **Build Table of Authorities** from the Tools menu. If you are using Microsoft Word 2007, click the **Add-Ins** tab on the toolbar, click **WestCiteLink** on the Ribbon, and then click **Build Table of Authorities**. Or, click the **Table of Authorities** button  on the Ribbon.

### Tip

Choose **WestCiteLink**, **Options** from the Tools menu, then click **TOA Appearance** to choose your display options. If you are using Microsoft Word 2007, click the **Add-Ins** tab on the toolbar, click **WestCiteLink** on the Ribbon, choose **Options**, and then click **TOA Appearance**.

## Create Links to Westlaw Searches, KeyCite Results, or Specific Documents

You can insert links in your word-processing document to Westlaw searches, KeyCite results, or specific Westlaw documents that you might want to retrieve again. Simply highlight the text and then choose **WestCiteLink**, **Insert** from the Tools menu to open a submenu containing the following three options:

- **FindLink** inserts a link to a specific Westlaw document.
- **SearchLink** inserts a link to a Westlaw search.
- **KeyCiteLink** inserts a link to a KeyCite result.

If you are using Microsoft Word 2007, click the **Add-Ins** tab on the toolbar, click **WestCiteLink** on the ribbon, and then click **Insert** to display the Submenu.

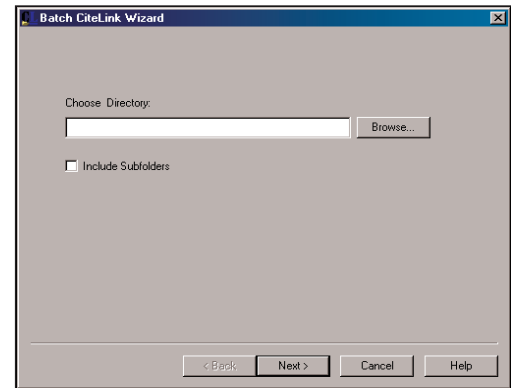
Clicking one of the links you create in your word-processing document will retrieve the Westlaw document, run the Westlaw search, or retrieve the KeyCite result on Westlaw.

## Process Multiple Documents Simultaneously

You can run WestCiteLink to automatically mark citations and generate a table of authorities in multiple documents at the same time.

You can also generate a report detailing how many documents were processed, how many citations were found in each document, whether a table of authorities was generated, and how long the process took.

The easy-to-use Batch CiteLink wizard guides you through the process of selecting your documents, selecting your link destination, adding a sponsorship value and redirection page URL, and building a table of authorities. To access the Batch CiteLink wizard, choose **Programs** from the Start menu, then choose **West Applications, Batch CiteLink Wizard**.



Batch CiteLink Wizard

## Add a Redirection Domain

You can rest assured with the added security the Redirection Domain feature gives your firm or organization. By adding a URL to your Web server, an Active Server Page (ASP) verifies your users before redirecting them to Westlaw.

You can access the Redirection Domain feature by choosing **WestCiteLink, Options** from the Tools menu, and then clicking **Authentication**. Select the **Use Redirection Page** check box, then type the URL for your redirection page in the *http://* text box. If you are using Microsoft Word 2007, click the **Add-Ins** tab on the toolbar, click **WestCiteLink** on the Ribbon, and then choose **Options**. Click the **Authentication** button, select the **Use Redirection Page** check box, then type the URL for you redirection page in the *http://* text box.

## Include a Sponsorship Parameter

A sponsorship parameter allows you and your users to access Westlaw from WestCiteLink without entering a Westlaw password. For firms or organizations with intranets, seamless Westlaw access is available through a special contract with West. To find out how to set up a sponsorship parameter, contact your West sales or technical representative.

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For free reference materials, visit [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).