

KEY POINTS

*** Correction ***

The January/February 2007 issue of *KeyPoints* published February 26, 2007, was unclear about the timing of the WestMate transition, which varies by agency.

Access to WestMate by the U.S. Department of Justice and Federal Judiciary accounts will end March 31, 2007. For all other accounts, access will end June 30, 2007.

Please use this corrected version of the January/February 2007 *KeyPoints* as your guide to navigating westlaw.com.

Your editor

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(corrected version)

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

A Timely Move to Westlaw® on the Web Is Easy

Government agencies are transitioning from WestMate®, West's proprietary software to Westlaw on the Web—westlaw.com®. To ensure WestMate users are ready for the transition, we are staggering the conversion over the next few months.

If you are a WestMate user, we want to make sure you know how to perform the basic Westlaw tasks in westlaw.com that you regularly performed on WestMate. We also want to introduce you to the many easy-to-use Westlaw features that are not available on WestMate but that you can use when you access Westlaw on the Web.

For starters, here's what you need to know.

There are many resources available to help you make the change. These resources include training options, such as an online tutorial *Moving from WestMate to westlaw.com*, which you can access via Westlaw Training on the Web at west.thomson.com/westlaw/training/online.

Some changes have been made for you automatically. For example, your WestClip® and other alert entries, if any, are already on westlaw.com.

For those of you who liked WestMate because it was simple to “get on, get it, print it, and get off,” you'll find that WestFind&Print® offers much the same ease of use. You can access WestFind&Print at the Westlaw sign-on page by clicking its link under *Featured Tools*. Everything you need to do can be accomplished on just one screen: Enter your citations (up to 99 documents) separated by semicolons, select your options under *Select Result and Delivery Options*, type your password in the Westlaw Password text box and a client identifier (where used) in the *Client ID* text box, and click **Submit**.

Check out the feature inside this issue of *KeyPoints*. It offers helpful tips on performing common research tasks in westlaw.com.

If you need personalized assistance with a research task, call the West Reference Attorneys at 1-800-REF-ATTY (1-800-733-2889). Tell the reference attorney assisting you that you're just changing over from WestMate.

From WestMate to the Web: Navigating in westlaw.com

Moving from WestMate to the Web doesn't mean you have to relearn how to do common Westlaw research tasks. The following table will help smooth the transition from using WestMate to accessing Westlaw via westlaw.com.

WestMate Features	How to do this in westlaw.com
Westlaw Basics	
Signing on to Westlaw	Type www.westlaw.com in your Web browser's <i>Address</i> bar and press Enter . The Westlaw sign-on page is displayed. Type your password and a client identifier (where used) and click Sign On .
Accessing Westlaw services	Click the appropriate link at the top of any page to access Westlaw services, such as KeyCite®, the Westlaw Directory, and KeySearch®. Or click Site Map to view a list of Westlaw services.
Choosing a database	<ul style="list-style-type: none"> • Type a database identifier in the <i>Search these databases</i> text box in the left frame of the tabbed Westlaw page (and most other tabbed pages) and click Go. (You can search up to 10 databases simultaneously by typing their database identifiers separated by semicolons.) • Select a database from the <i>Recent Databases</i> drop-down list under the <i>Search these databases</i> text box in the left frame. • Click Find a Database Wizard in the left frame of the tabbed Westlaw page (and most other tabbed pages). The Wizard will ask you questions to help you choose a database. • Click Directory at the top of any page.
KeyCite	
Accessing KeyCite	<ul style="list-style-type: none"> • Type a citation in the <i>KeyCite this citation</i> text box in the left frame of the tabbed Westlaw page (and most other tabbed pages) and click Go. • While viewing a document, click a link in the <i>KeyCite</i> section of the Links tab, e.g., History, Citing References. • Click the <i>KeyCite</i> flag in the document. • Click KeyCite at the top of any page. Then type a citation in the <i>KeyCite this citation</i> text box and click Go.
Accessing KeyCite Alert	<ul style="list-style-type: none"> • While viewing a document, click Monitor with KeyCite Alert in the <i>KeyCite</i> section of the Links tab. A wizard will walk you through creating a <i>KeyCite Alert</i> entry. • Click Alert Center at the top of any page. The Alert Center Directory page is displayed. Click Create Entry in the <i>KeyCite Alert</i> section, then follow the on-screen directions.
Retrieving Documents	
Using Find	<ul style="list-style-type: none"> • Type a citation in the <i>Find this document by citation</i> text box in the left frame of the tabbed Westlaw page (and most other tabbed pages) and click Go. • Click Find&Print at the top of any page. The Find a Document page is displayed. Type a citation in the <i>Find this document by citation</i> text box and click Go.
Searching using Terms and Connectors	At the Search page for a database, click the Terms and Connectors tab, if not already selected. Type your query in the <i>Search</i> text box. Use the <i>Dates</i> drop-down list to add a date restriction, if desired. Then click Search Westlaw .
Searching using Natural Language	At the Search page for a database, select the Natural Language tab, if it is not already selected. Type your search in the <i>Search</i> text box. Use the <i>Dates</i> drop-down list to add a date restriction, if desired. Then click Search Westlaw .

Retrieving Documents (continued)

Searching using a template	The Search page for some databases features a handy template, which allows you to simply fill in the blanks and click Search Westlaw . To view an example, access the U.S. Code Congressional and Administrative News®–Presidential Messages and Signing Statements database (USCCAN-MSG).
Editing a query	After you retrieve a search result, you may want to edit your search. Just click Edit Search at the top of the Result List tab or Links tab.

Browsing Online (When you have run a Westlaw search, a search result is displayed.)

To view a document in a search result	Click the hypertext link for the document.
To view the next occurrence or previous occurrence of your search terms	Click the appropriate Term arrow at the bottom of the document.
To view a previous or subsequent document	Click the appropriate Doc arrow at the bottom of the document.
To use Locate	Click Locate in Result at the top of the Links tab or Result List tab. The Locate Search Terms page is displayed. Type your Locate terms in the <i>Search</i> text box and click Locate .
Documents in Sequence (To view consecutive documents)	Documents in Sequence has been replaced in westlaw.com with <i>Previous Section</i> and <i>Next Section</i> links at the top of statutes, regulations, and some other types of documents. Simply click the appropriate link to view the previous or subsequent document whether or not it was retrieved by your search.

Printing and Downloading

To print	Click a print icon in the upper-right corner of your document.
To e-mail	Click the E-mail icon in the upper-right corner of your document.
To download	Click the Download icon in the upper-right corner of your document.
To fax or save	Click the Other icon in the upper-right corner of your document. Choose Fax or Save on Westlaw from the menu that is displayed.
To access the Offline Print Directory	Click the Other icon in the upper-right corner of your document. Choose Print Delivery Manager from the menu that is displayed.

WestClip

To create a WestClip entry	<ul style="list-style-type: none"> • Click Add Search to WestClip at the top of the result list while viewing a document in your search result, click Result Options on the Result List tab and choose Add Search to WestClip from the menu that is displayed. • Click Alert Center at the top of any page. The Alert Center Directory page is displayed. Click Create Entry in the <i>WestClip</i> section.
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Managing Your Research

To resume your previous research after signing off from Westlaw	At the Westlaw sign-on page, select the Return to Last Research Trail check box. Then type your password and client identifier as usual and click Sign On . (Research trails are automatically saved for 14 days.)
To view a log of your Westlaw research while online	Click Research Trail at the top of any page.

Special westlaw.com Features**How to do this in westlaw.com**

RegulationsPlus	Automatically displayed when you retrieve federal regulations.
Graphical Statutes	While viewing a section of the USCA, click Graphical Statutes on the Links tab. (Also available for selected states.)
PastStat Locator	While viewing a section of the USCA, click Versions on the Links tab. (Also available for selected states.)

ADVANCED SEARCH TIP

Signed and Sealed

You've read newspaper accounts of the President's signing statement connected to a specific piece of legislation. You want to retrieve the actual document.

How do you do that on Westlaw?

Just follow these easy steps:

1. Access the U.S. Code Congressional and Administrative News–Messages database (USCCAN-MSG).*

2. Click **Template** if it is not already selected.

3. Follow the easy onscreen directions.

For example, to retrieve President George W.

Bush's recent signing statement accompanying the Pension Protection Act of 2006, Pub. L. 109-280, type 109-280 in the appropriate text box.

4. Click **Search Westlaw**.

*Coverage for signing statements begins with 1986.

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