10 Quick Tips for Using Westlaw

Westlaw contains many features that help you do efficient research. Here are 10 tips for common research tasks on Westlaw®. Many of these tasks can be done from a single location – the search box, powered by WestSearch®, at the top of every Westlaw page.

1. Find a document by citation
   Type the **Find** command (**find:** or **fi:**), followed by a citation, in the search box at the top of any page. The format is flexible and not sensitive to spaces or case.

   ![Search Box Example](image)

   To find multiple citations, type **find:** or **fi:** followed by up to 30 citations, separated by semicolons or hard returns, in the search box.

2. Use autosuggest to find a case by party name, publication, content to search and more
   To search for a case, specific publication or content set, type a few letters of what you are looking for in the search box and select the content you want from the drop-down list.

   ![Autosuggest Example](image)
3. Check a citation in KeyCite to determine whether your case, statute, administrative decision, or regulation is still good law

Type the KeyCite® command (keycite: or kc:), followed by a citation, in the search box.

Note: For a reminder of what the flags mean, click the Powered by KeyCite at the top of a document.

4. Run searches in plain language or Terms and Connectors

Use plain language or Terms and Connectors to search on Westlaw. WestSearch, a search engine designed specifically for law, incorporates over 125 years of proprietary analysis of the law and exclusive tools like Key Numbers, KeyCite, headnotes, notes of decisions, indexes, and secondary sources to deliver relevant results no matter what type of search you run.

After you execute a search, your results will be aggregated on an Overview page. From this page, each content type is listed separately on the left-hand side of the screen. By clicking on the content type (i.e., Cases, Statutes, Forms...) you can access all of the results for that particular category.

5. Use Westlaw Answers for basic legal information

Westlaw Answers gives you basic legal information for jurisdiction-specific common legal questions. Search for elements of a claim, statutes of limitations, and judicially defined terms. To search, type a question beginning with “What” into the search bar.
6. Quickly access summary information on legal professionals, companies, and select popular statutes

When you run a search, see a snapshot of information in the right-hand column for attorneys, judges, experts, companies, and select popular statutes. Click on the links to see more detailed information.

7. Return to prior research

Your research history is saved for one year. Hover over History at the top of any page to see your five most recent documents and five most recent searches. Click History to view your full history of document views, searches, and KeyCite.

8. Create a Custom Page

Custom Pages allow you to build a page designed around the way you think and work. Add frequently searched content and tools such as Find a Citation and KeyCite to create a page that is personalized for your specific research needs. Click Custom Pages on the Homepage to start.
9. Print or deliver a document

To deliver a document, click the arrow next to the delivery icon in the upper right-hand corner of the document and choose Email, Print, Download, Dropbox, or Kindle from the menu.

10. Use folders to organize, analyze, and share research

Store and organize your research in folders, create notes on documents, then share with coworkers or colleagues. Not only do KeyCite flags automatically update in a document saved to a folder, once you have viewed and saved a document to a folder, you can access it for a year at no charge.

Plus, you can use Research Report to send a professional report summarizing the research in your folder.

And, Folder Analysis identifies the legal issues present in a folder and makes suggestions for additional relevant cases and statutes.

For research assistance, call a Westlaw Reference Attorney at 1-800-733-2889, 24 hrs a day, 7 days a week.