Creating a Capitol Watch Newsletter

Overview
The Alerts feature on Thomson Reuters Westlaw™ lets you quickly access relevant and current information. It not only provides a single, integrated location for all alerts, it also lets you create professional-looking newsletters that aggregate results from multiple alerts and reduce the number of emails you need to manage.

You can use Alerts newsletters to notify colleagues in your practice group of important new legislation, quickly circulate the latest regulatory developments to in-house counsel, follow specific industry news as part of client development efforts, or stay current with trends in a particular practice area.

Begin by Accessing Capitol Watch Alerts
At the Westlaw® homepage, click Alerts in the upper-right corner (Figure 1).

The Alerts page is displayed (Figure 2).
Creating a Newsletter

To create a newsletter, simply complete these steps:

1. Click **Create Newsletter** at the top of the Alerts page (Figure 2). The Alert Newsletter page is displayed (Figure 3).

2. In the **Basics** section, enter a name for the newsletter. If desired, enter a description or add categories to the newsletter. Click **Continue**.

3. In the **Select Alerts** section, click on the **Alert Groups** tab and select the Alert Group you want to include in the newsletter by clicking **Add** next to the Alert Group (Figure 4). Your newsletter will include all Alerts and Capitol Watch Tracks assigned to that Alert Group. You can include one Alert Group in a single newsletter. The selected Alert Group is listed under **Your Selections** in the right column. Click **Continue**.

An alternative way to select the individual alerts and/or tracks you want to include in the newsletter is by clicking **Add** next to each alert or track (Figure 5). You can include up to 100 alerts in a single newsletter. The selected alerts are listed under **Your Selections** in the right column. Click **Continue**.
4. In the **Customize Delivery** section, customize your newsletter delivery (Figure 6). You can use **My Contacts** to select your recipients, verify the email **Subject** line, and add a note if you wish. Select a format for your newsletter from the **Format** drop-down list. If desired, click the **Layouts and Limits** tab, select font size and link color, and choose whether to include a cover page. Click **Continue**. 

**Note:** Newsletter results are delivered in a list with links to available full-text documents.

![Figure 6. Customize Delivery section](image)

5. In the **Schedule Newsletter** section (Figure 7), set the frequency for the newsletter, select the time zone and time of day the alert will run, and choose whether you want to be notified when there are no results. By default, you will no longer receive results for individual alerts or tracks included in a newsletter. If you wish to continue receiving results for individual alerts or tracks included in a newsletter, check the box for **Continue separate email delivery of alerts included in Newsletter**.

![Figure 7. Schedule Newsletter section](image)
6. Click **Save Newsletter**. A confirmation message is displayed at the top of the Alerts page (Figure 8).

![Figure 8. Confirmation message on Alerts page](image)

7. To view or manage your newsletters, click **Newsletters** at the top of the left column on the Alerts page (Figure 8). The Newsletters page is displayed (Figure 9). You can also create a newsletter at this page.

![Figure 9. Newsletters page](image)

**LOOKING FOR MORE INFORMATION?**

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

For assistance using Westlaw, call 1-800-WESTLAW (1-800-937-8529).

For free reference materials, visit [legalsolutions.com/westlaw-support](http://legalsolutions.com/westlaw-support).

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