

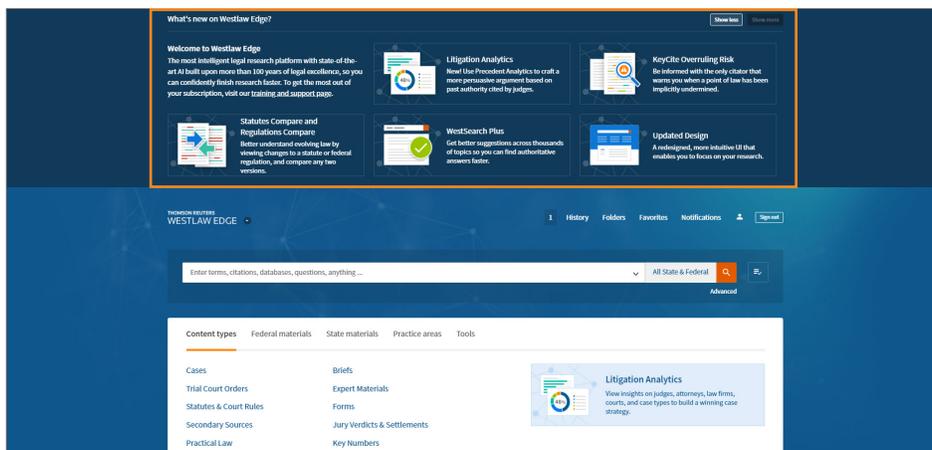
Quick tips for getting started on Westlaw Edge



Research with confidence on Westlaw Edge with these 10 quick tips for getting started

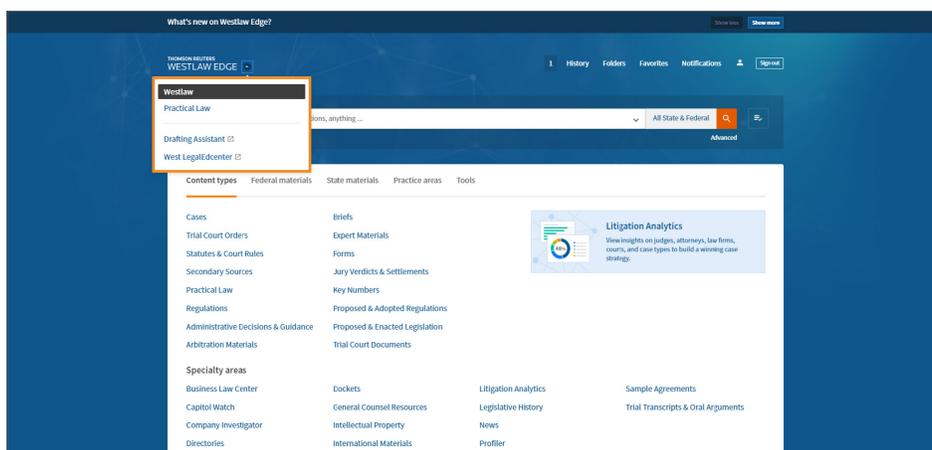
1 'What's new' drop down tray

Stay up to date with new features added to Westlaw Edge by expanding the **What's new** tray at the top of the homepage.



2 Toggle between products icon on the homepage

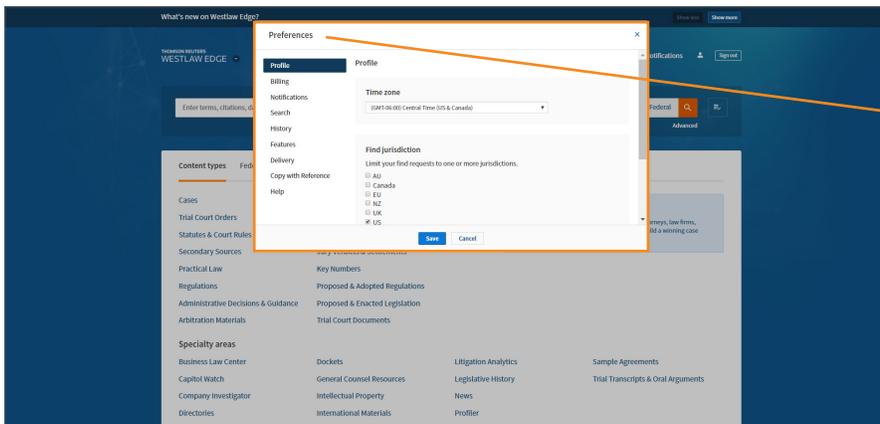
From the Thomson Reuters Westlaw Edge logo on the homepage, you can click on the dropdown to view all products tied to your OnePass and quickly access all of your Thomson Reuters tools.



3 Customizing preferences

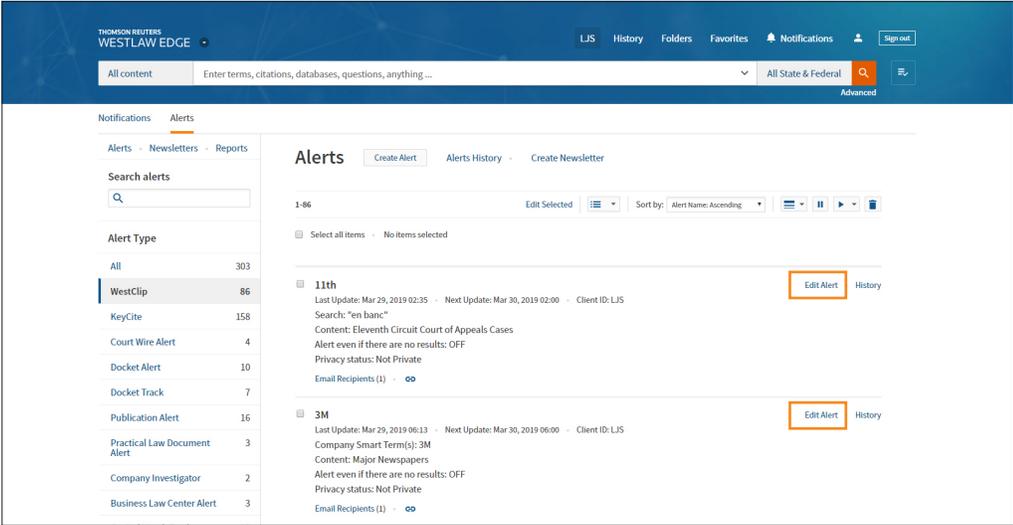
There are two ways to access your preferences, from the notification center or from the profile icon. Once you are on the preferences page, you can customize many aspects of your Westlaw Edge research session.

- The **Profile** tab allows you to set your time zone, jurisdiction, and change whether or not you see news or legal documents at the bottom of the Westlaw Edge homepage.
- **Billing** allows you to choose session and delivery options. You can choose hourly or transactional if there is a chance you would incur any ancillary charges outside of your subscription.
- The **Notification** tab allows you to customize the notifications in your notification center, as well as the pop ups you will receive for those notifications.
- **Search** lets you choose how your searches run, and when terms and connectors are used.
- The **History** tab allows you to automatically email yourself or others a detailed session summary, and choose the attachment format.
- **Features** is where you can:
 - Enable or disable best portion text
 - Choose to hide annotations
 - Choose if you want to view links to Federal Tax Daily updates on checkpoint
 - Enable or disable Predictive Law Summaries
 - Choose if you want to view Litigation Analytics visualizations
 - Choose to receive Research Recommendations
- **Delivery** allows you to preemptively set up your preferred delivery options – the formatting, layout of cases or footnotes, font sizing, and options of what to include and what not to include when delivering certain documents.
- **Copy with Reference** gives you formatting options as well. You can choose the preferred method for certain jurisdictions, style, and your preference for citation options.
- **Help** allows you to turn on and off guided tours and keyboard instructions.



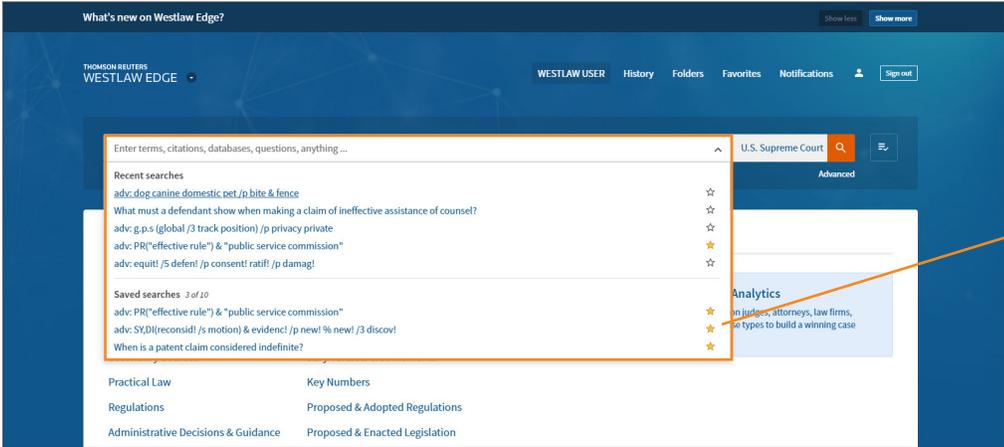
4 Updating Alerts

Update your alerts in the notification center on Westlaw Edge. Within an alert that you previously set up, you will find an option to edit your alerts. This is where you can change any of your preferences or delivery options for your alerts.



5 Return to prior research and favorite searches

Right from the global search box, see your 5 most recent searches, as well as up to 10 favorited searches. Simply click the star next to one of your recent searches to add it to your favorites.

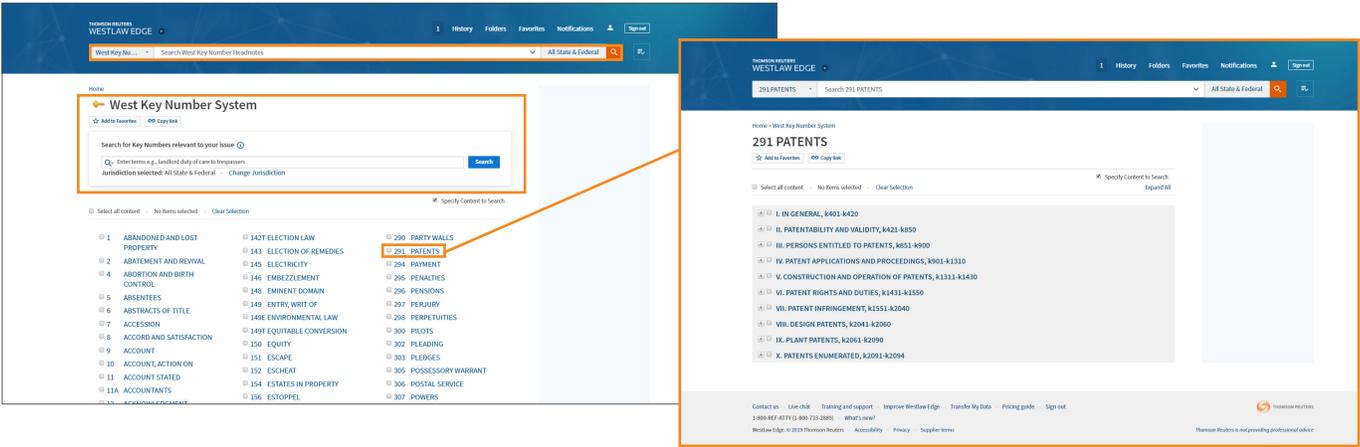


6 West Key Number System

If you have a relevant topic or Key Number, or you know which legal terms and concepts courts have used when discussing your issue, you can conduct a comprehensive search in the **West Key Number System** for published opinions discussing points of law touching on your issue.

You can access the West Key Number System under the browse section by clicking on Key Numbers.

Once you are on the West Key Number System page, you can use the search box at the top to search for Key Numbers relevant to your issue. Or, you can browse for relevant topics and Key Numbers. By clicking on a Key Number, you will see its details, and by clicking on a topic heading, you will see results relevant to your selected jurisdiction.

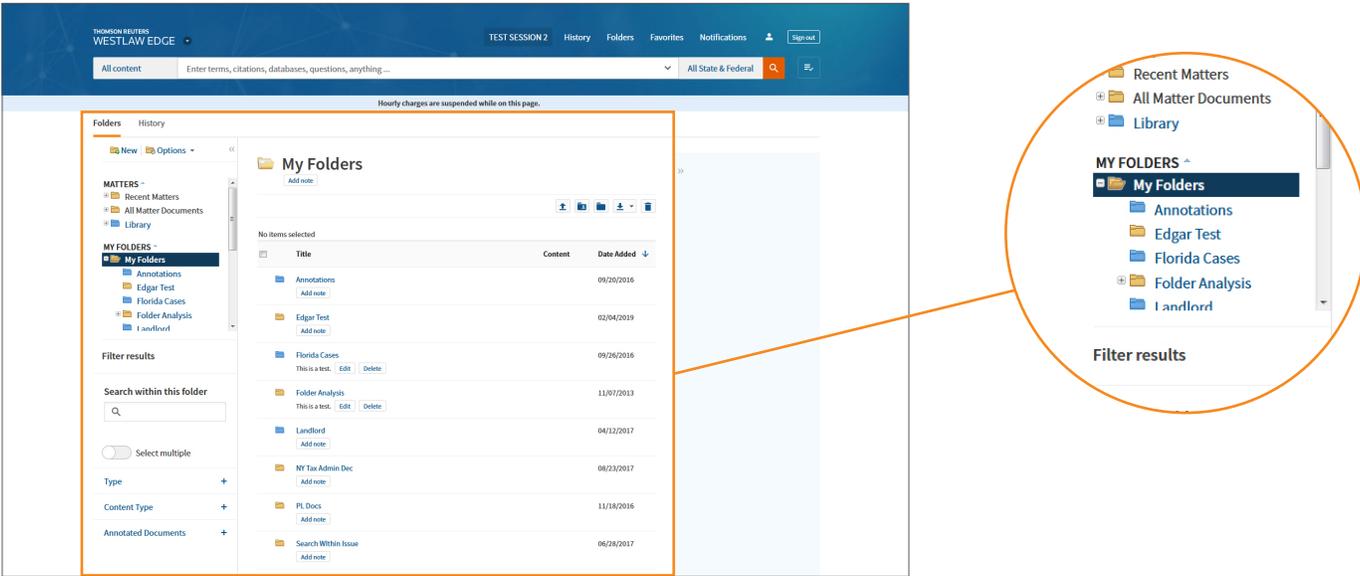


7 Use folders to organize, analyze, and share research

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.

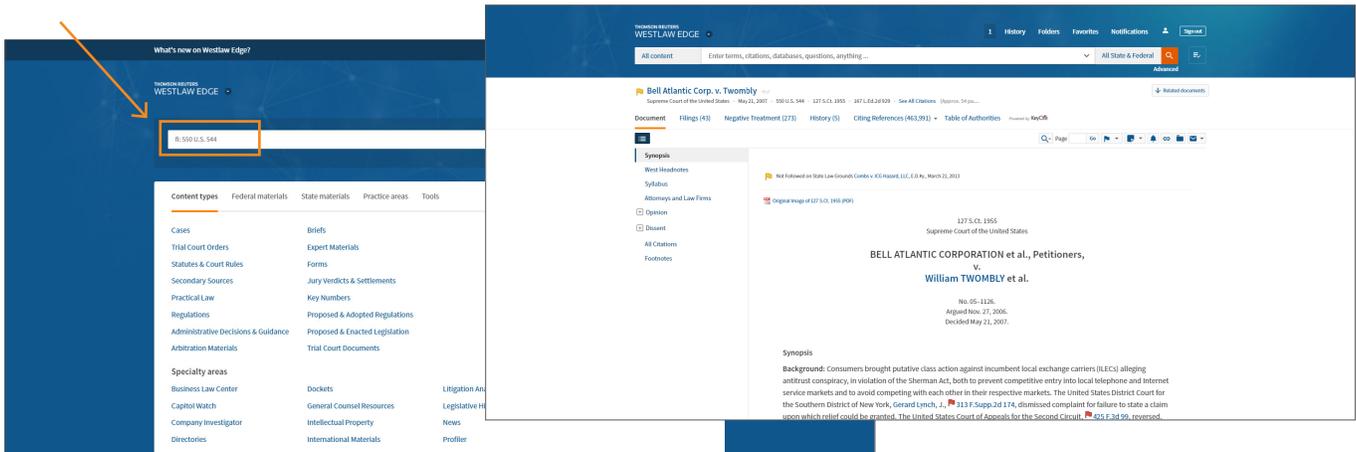
Folder Analysis identifies the legal issues present in a folder, and makes suggestions for additional relevant cases and statutes.



8 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.

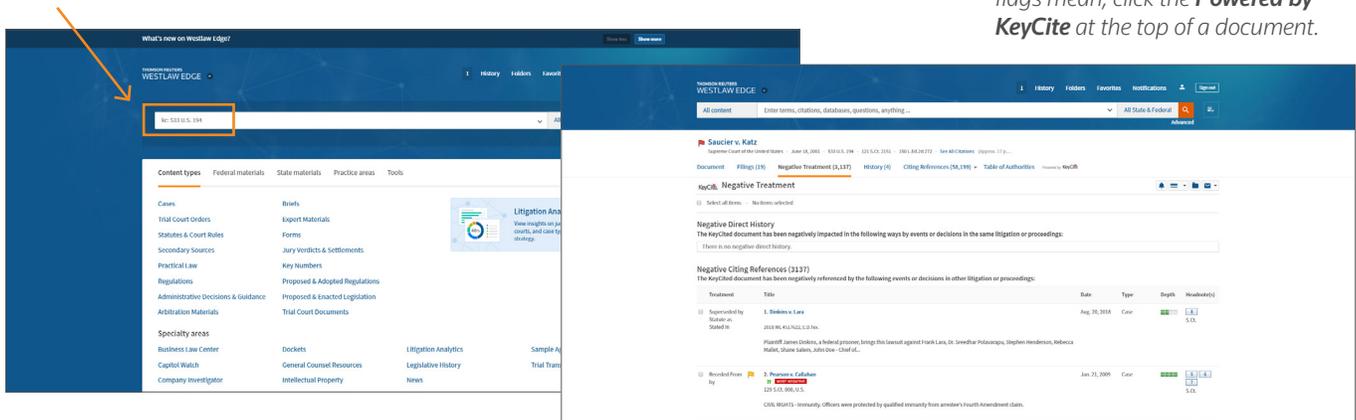
To find multiple citations, type find: or fi: followed by up to 30 citations, separated by semicolons or hard returns, in the search box.



9 Check a citation in KeyCite

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.*



10 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.

Looking for more information?

Westlaw Edge is available on the web at westlaw.com/edge.

For assistance using Westlaw Edge, call the Insight Attorneys at **+1 800 REF ATTY** (+1 800 733 2889).

For free reference materials, visit legalsolutions.com/edge-training.

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