

WestlawNext®

Comparing Westlaw Classic and WestlawNext

Interface • Features • Functionality

When you move from Westlaw® Classic to WestlawNext®, you won't have to relearn research skills. And, while you'll find similar features and services on WestlawNext, you'll also gain the advanced search technology of WestSearch®, a search engine designed for law that incorporates over 125 years of proprietary analysis of the law and is available only on WestlawNext. You'll also find tools to help you organize, manage, and share your research and mobile access when you need research on the go.

The list below includes common Westlaw Classic tasks and features and their WestlawNext equivalents. In addition, you will find information about features that only appear on WestlawNext. So, start using WestlawNext today and complete your research up to three times faster, as studies have shown.*

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Signing On		
OnePass username and password	OnePass username and password	WestlawNext requires a OnePass username and password. Type your username and password in the text boxes at the sign-on page. You can use the same OnePass username and password for both Westlaw Classic and WestlawNext.
Client ID	Client ID	At the Welcome page, type a client identifier in the text box or click the drop-down arrow next to the <i>Client ID</i> text box to choose a previously used identifier.
Select a pricing method	Select a billing method	Select a billing method at the Welcome page, unless you or your administrator previously selected a default billing method.
Return to last research trail	Return to your recent research	You can choose to return to one of your last five research events, which are listed at the Welcome page.

WestlawNext is available on the Web at next.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).

For free reference materials, visit legalsolutions.com/westlaw-support.

* Study: [WestlawNext Is Faster Than Westlaw](#)



Westlaw Classic**WestlawNext****Description of WestlawNext Interface, Feature, or Functionality**

Mobile Access

Not available	iPad® app	Access WestlawNext via your iPad.
Not available	Android™ app	Access WestlawNext via your Android device.
Not available	Mobile browsers	Access WestlawNext on your smartphone or tablet.

Finding Documents

Find a document by citation	Retrieve a document by citation	Type a citation in the search box at the top of the page and click Search .
Find a statute by citation	Retrieve a statute by citation	You can retrieve a statute by entering the citation in the search box. No find command is necessary. WestSearch recognizes that the text entered is a citation and returns the correct document, as opposed to running a search. You can also retrieve a statute using a Find Template. The template provides the text of the statute citation; simply fill in the box with the section number.
Find a case by party name	Retrieve a case by party name	Begin typing the case name in the search box and select the case you want from the drop-down list.
Find and print multiple documents by citation	Find and print multiple documents by citation	Retrieve the full text of up to 100 documents. Click the Tools tab and select Find & Print . Enter your citations, select your delivery method, and customize how you want the results to look.

Selecting Content to Search

Databases	Content sets	Content is organized by category. There is no need to access a database. You can type a plain language or terms and connectors search in the search box at the top of the home page and click Search to automatically run a search of all core legal content available on WestlawNext. See page 10 for a list of all core legal content categories.
Westlaw Directory	Browse content	You can choose specific content to search by clicking category links in the <i>Browse</i> section of the home page (e.g., <i>Cases</i> or <i>Secondary Sources</i>). See Figure 1 on page 12 for a view of the home page.
Database identifiers	Category pages	Each category page has relevant content sets organized on its page. When you click a category link in the <i>Browse</i> section of the home page, a corresponding tabbed search box is displayed at the top of the category page. Type your search in this box and click Search to search all content listed on the page.
Search for a database	Category page suggestions	As you begin to type a database identifier (e.g., ca-cs) or content category (e.g., california cases) in the search box at the top of the page, WestlawNext will suggest a corresponding category page by asking <i>Looking for this?</i> (e.g., the California State and Federal Cases page).

Selecting Content to Search (continued)

Scope	Content descriptions	Short content descriptions are provided on the category pages. If available, click the information icon (i) to display additional information.
Favorite Databases list	Favorites	Category pages you have saved as favorites are listed on the home page under <i>Favorites</i> . To add a page to Favorites, click the Add to Favorites star icon (★) at the top of a category page.
Recent Databases list	Frequently Used Items	Category pages you frequently access are automatically listed on the home page under <i>Favorites</i> .
Tabs	Custom Pages	<p>Besides state and practice area specific category pages you can create a custom page for your specialized research needs.</p> <p>To create a Custom Page click Create New in the Custom Page widget on the homepage of WestlawNext. Then add frequently searched content sets to the page. Once you have your particular set of core legal content sets type your search in the tabbed search box at the top of the page to run a search.</p> <p>You can also add tools like “Find a Citation,” “KeyCite a Citation,” Favorites, and Alerts. You can even make your Custom Page your start page when you log onto WestlawNext.</p>

Searching for Information

Natural Language	Descriptive terms	<p>Type descriptive terms that describe the legal issue you are researching, e.g., what constitutes retaliation against a whistleblower, in the search box at the top of the page, then choose a jurisdiction. 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 exclusive secondary sources, to deliver relevant documents, even if they use phrasing differently than your query. WestSearch identifies which documents are most relevant by using term matching, legal concepts, and document characteristics, then places those documents at the top of the result list. For more information about WestSearch, see page 11.</p>
------------------	-------------------	--

Searching for Information (continued)

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Terms and Connectors	Terms and Connectors	Type a Terms and Connectors query, e.g., burden +s proof prov! , in the search box at the top of the page. WestSearch will retrieve documents that contain your terms in the specified relationships, with the most relevant documents listed at the top of the result page. For more information about WestSearch, see page 11. WestlawNext processes a search containing the terms <i>and</i> , <i>&</i> , and <i>or</i> , without other Boolean syntax, as a descriptive terms search. This ensures more thorough research and means that WestSearch will include search results with concepts related to your terms. When this happens, a link will be displayed above the search result to allow you to modify the result by running the search as Boolean Terms and Connectors. You can also direct WestlawNext to run a search using these terms as Boolean Terms and Connectors operators by doing any of the following: <ul style="list-style-type: none"> • Add a proximity connector, expander, or field restriction to your search. • Enter your search using the Advanced Search feature, described below. • Click Preferences on the home page, click the Search tab, and choose to always run searches containing <i>and</i>, <i>&</i>, and <i>or</i> as Boolean Terms and Connectors.
	Advanced Search	The Advanced Search feature allows you to craft a Boolean Terms and Connectors search by using a template. To access the Advanced Search template, click advanced next to the Search button. Then type your terms in the appropriate text boxes.
Smart Tools*	Suggestions	WestlawNext suggests spelling corrections (e.g., <i>Did you mean ...</i>), category pages (e.g., <i>Looking for this?</i>), and documents.
Require/Exclude Terms	Require/Exclude Terms	To require that a term (or phrase within quotation marks) be contained in every document retrieved, add a plus symbol (+) immediately before the term. To exclude documents that contain a term (or phrase within quotation marks), add a minus symbol (-) immediately before the term.
	Advanced Search	You can also use the Advanced Search feature to specify terms that must or must not appear in documents in your result.
Field searching	Terms and Connectors	You can add field restrictions to the Boolean Terms and Connectors query you type in the search box.
	Advanced Search	Fields are also available on the Advanced Search template. Fields vary depending on the content type.
	Filters	Instead of including a field in your search, you can narrow a search result by choosing a filter under <i>Narrow</i> in the left column of the result page. Filters vary by document type. For example, the filters available for cases include jurisdiction, date, reported status, topic, judge, attorney, law firm, key number, party, and docket number.

Westlaw Classic	WestlawNext	Description of WestlawNext Interface, Feature, or Functionality
Searching for Information (continued)		
Table of Contents	Table of Contents	When you browse category pages for specific statutory codes, court rules, administrative codes, texts and treatises, and other publications, a table of contents for the publication is displayed. While viewing a document, you can also click Table of Contents on the document toolbar to access the table of contents.
Statutes index	Statutes index	To view the index for the statutes of a particular jurisdiction, click Statutes Index in the right column of the category page for the statutes.
West Key Number Digest (Custom Digest)	West Key Number System®	Click Key Numbers on the homepage to access the complete topic and key number outline. You can also click a key number in a case law, statutory, or secondary source document to retrieve a list of headnotes that are classified under that topic and key number. Or click Cases that cite this headnote to retrieve a list of citing references that discuss the legal issue summarized in the headnote.
Accessing Current Awareness Information		
Alerts	Alerts	Click Alerts at the top of any page. Your alerts are listed in the left column. Click a tab at the top of the page to create an alert, view alert history, or create a customized newsletter.
<i>Not available</i>	Practitioner Insights	You can access practice area-specific legal news and analysis, alerts, recently filed legal documents, and related content on WestlawNext. Click the Practice Areas tab at the home page and then click one of the following topics to display the Practitioner Insights page for the topic: antitrust, bankruptcy, capital markets, corporate counsel, corporate governance, energy and environment, employment, finance and banking, health law, immigration, intellectual property, mergers and acquisitions, products liability, or securities enforcement and litigation. Practitioner Insights pages are also available for New York and National News. Practitioner Insights are available exclusively on WestlawNext.
Viewing Results		
Result list	Result page	The result page contains three columns (see Figure 2 on page 12): The left column lists the core content categories, as well as available filters. The center column lists document previews, with KeyCite flags displayed on cases, statutes, regulations, and administrative decisions. The right column lists related documents such as secondary sources; briefs; and pleadings, motions, and memoranda in your search result.
Document rank order (reverse chronological or occurrence of terms)	Relevancy ranking	WestlawNext ranks documents on the result page by relevancy (see page 10). To change this default ranking, choose an option from the <i>Sort by</i> drop-down list at the top of the result page; for example, you can choose Relevance , Date , Most Cited , or Most Used for cases.

Westlaw Classic**WestlawNext****Description of WestlawNext Interface, Feature, or Functionality**

Viewing Results (continued)

Result list preferences	Result page options	Click the View Detail icon () at the result page to choose from three levels of detail. Details varies by document type and may include the title and citation, search terms in context, and a document summary.
ResultsPlus® for search results	Related Documents	ResultsPlus technology is integrated into WestSearch, which finds and delivers related information. A sampling of the most relevant secondary sources, briefs, and trial court documents is listed under <i>Related Documents</i> in the right column of the result page.
Locate in Result	Search Within Results	Type a Boolean Terms and Connectors query in the <i>Search within results</i> text box in the left column of the result page and click Search . Your original search terms are highlighted in yellow in the document and the terms used to narrow your result are highlighted in purple . Note: You can browse the documents in your search result by your original search terms, by the terms used to narrow your result, or by both.

Viewing Documents

Browsing by search term	Previous/next term	Click the Search term arrows on the document toolbar to view the portions of each document that contain your search terms.
Locate in Result	Search text in this document	Click the Search text in this document icon () on the document toolbar, type a Terms and Connectors query in the displayed search box, and click Search . Your search terms are highlighted in green .
Previous/next section	Previous/next section	Click the arrow to the right of the section symbol (§) on the document toolbar to view the next section of a statute, regulation, or treatise. Click the arrow to the left of the section symbol to view the previous section.
Go to Star Page	Go to Star Page	Click Go to on the document toolbar, then type a page number in the Page # text box and click Go .
Copy with Reference	Copy with Reference	Select the text you want to copy, then choose Copy with Reference from the menu. Paste the copied text, which includes its citation, into your word-processing document. Note: <i>Standard</i> citation format is the default; click the arrow next to Copy with Reference to choose over 30 other available formats.
Links tab	Related information tabs	The tabs at the top of a document contain related information (e.g., KeyCite®, annotations, history, table of authorities, citing references, and court filings). To return to the full text of the document, click the Document tab.
Prior versions of statutes and regulations	History tab	Click the History tab and choose Versions from the menu to view a list of prior versions of the statute or federal regulation.

Westlaw Classic**WestlawNext****Description of WestlawNext Interface, Feature, or Functionality**

Viewing Documents (continued)

Statute annotations	Statute annotations	Statute annotations, except for credits, are not part of the full-text document on WestlawNext. They are included on the related information tabs for the statute.
<ul style="list-style-type: none">• Notes of Decisions• References• Historical and Statutory Notes	<ul style="list-style-type: none">• Notes of Decisions• Context and Analysis• History	<ul style="list-style-type: none">• Click the Notes of Decisions tab to view all notes of decisions, or click a topic under Notes of Decisions in the right column to view notes of decisions indexed under the topic.• Click the Context and Analysis tab to view references.• Click the History tab to view a graphical statute map, KeyCite information, prior versions of the statute, editor's and revisor's notes, bill drafts, and legislative history materials
ResultsPlus for documents	Selected Topics	Legal issues discussed in the document being viewed are listed under <i>Selected Topics</i> in the right column. Click a link in the right column to retrieve additional documents relevant to your issue.
<i>Not available</i>	Inline KeyCite	Available for cases and briefs, inline KeyCite populates the citations in your case with KeyCite flags. Click Show KeyCite Flags () to display KeyCite flags. Hover over a KeyCite flag to show the most negative treatment.

Organizing and Sharing Research

<i>Not available</i>	Folders	<p>Folder sharing on WestlawNext enables you to tap into previous research across department and organizational boundaries. To access folders, do one of the following:</p> <ul style="list-style-type: none">• Click Folders at the top of a page to display the My Folders page.• Hover over Folders at the top of a page and choose a folder from the drop-down menu.• Click the Project Folder icon () at the top of the page to display its contents. <p>To save a displayed document or snippet of text, click the Save to folder icon () on the document toolbar. Select the folder in which you want to save the document or snippet and click Save.</p> <p>To save documents in a result list, select the check boxes next to the documents you want to save and click the Save to Folder icon. Select the folder in which you want to save the documents and click Save.</p> <p>You can access a document or snippet of text in a folder for no additional charge for 12 months after the first time it is viewed. WestlawNext automatically updates the KeyCite information for the cases, statutes, regulations, and administrative decisions in your folders, as well as in any folders you share.</p>
<i>Not available</i>	Sharing research folders	To share folders within your organization or another organization, access the folders page and click the Share icon () on the toolbar or click Options in the left column and choose Share from the drop-down list. Then type in an email address or browse Contacts to find a colleague or group with whom you want to share the folder.

Checking Citations

KeyCite <i>this citation</i> box	KeyCite command and KeyCite <i>this citation</i> box	Type keycite or kc followed by a citation in the search box at the top of the page (e.g., kc 118 sct 219) and click Search . You can also add a <i>KeyCite this citation</i> box to a Custom Page.
KeyCite links on the Links tab	KeyCite tabs	Click the Negative Treatment tab to view the negative direct history and negative citing references for a case. Click the History tab to view the direct history of a case or the full history of a statute. Click the Citing References tab to view all citing references. Click the Filings tab to view court documents (e.g., briefs or pleadings) that cite a case.
KeyCite status flags	KeyCite status flags and descriptions	KeyCite flags warn you of negative treatment; updated flag descriptions tell you why. The most negative treatment affecting the document is also displayed at the top of every case (e.g., <i>Reversed by Hat v. Depositors Ins. Co. 9th Cir. (Cal.), July 30, 2009</i>). The most negative document is also marked with a red "Most Negative" banner (MOST NEGATIVE) in the Negative Direct History display. KeyCite flags are displayed on individual documents and next to document titles in a result list, folder, or History display.
		A red flag indicates a case is no longer good law for at least one point of law it contains or that a statute has been amended, repealed, superseded, held unconstitutional, or preempted.
		A yellow flag indicates a case has some negative history or that a statute has been renumbered, proposed legislation affecting it is available, or its validity has been called into doubt by a court.
	History tab	Click the History tab to view the history of the document.
	Citing References tab	Click the Citing References tab to view all citing references.
Depth of treatment stars	Depth of treatment bar 	The depth of treatment bar indicates the extent to which the citing case, administrative decision, or brief discusses the cited case. The bars correspond with how much the cited case is discussed.
KeyCite quotation marks	KeyCite quotation marks 	Quotation marks in a KeyCite result indicate that the citing case, administrative decision, or brief directly quotes the cited case.
Direct History (Graphical View)	History (Graphical View)	Click the History tab. Direct appellate history for the case is displayed in a graphical display. Cases and related references are listed in the left column.
Limit KeyCite History Display	History views	On the History tab, choose a view (e.g., Negative Direct History) from the <i>View</i> drop-down list on the toolbar.

Checking Citations (continued)

Citing References: Limit KeyCite Display	Citing References: filters	<p>Click the Citing References tab to view all citing references. Click a content type in the left column under <i>View</i> to limit the citing references by content type (e.g., <i>Cases</i> or <i>Secondary Sources</i>). Then, further narrow your citing references by selecting a filter under <i>Narrow</i> in the left column (e.g., <i>Jurisdiction</i>, <i>Date</i>, <i>Depth of Treatment</i>, <i>Headnote Topics</i>, <i>Treatment Status</i>, and <i>Reported Status</i> for cases).</p> <p>To search for specific terms within the citing references, type a Terms and Connectors query in the <i>Search within results</i> text box in the left column and click Search.</p>
Table of Authorities	Table of Authorities	Click the Table of Authorities tab on a document to see a list of the cases relied upon in the document. KeyCite flags are included so you can see at a glance if the citation has negative treatment.

Delivering Information

		Note: The delivery icon displayed on the document toolbar depends on the last delivery method selected. If you want to use this delivery method, simply click the icon.
Quick Print	Print	Click the Print icon or click the arrow next to the delivery icon and choose Print from the menu.
Print Document	Print	Click the Print icon or click the arrow next to the delivery icon and choose Print from the menu.
E-Mail Document	E-Mail	Click the Email icon or click the arrow next to the delivery icon and choose Email from the menu.
Download Document	Download	Click the Download icon or click the arrow next to the delivery icon and choose Download from the menu.
<i>Not available</i>	Kindle®	Click the Kindle icon or click the arrow next to the delivery icon and choose Kindle from the menu.
Print/Delivery Manager	Delivery queue	Print and download requests are saved in the delivery queue in the lower-right corner of the page until midnight of the current day and can be printed or downloaded at any time prior to expiration. To display the items in the delivery queue, click the View delivery queue icon. Click an item to print or download it.
Copy with Reference	Copy with Reference	Select the text you want to copy, then choose Copy with Reference from the pop-up menu. Paste the copied text, which includes its citation, into your word-processing document. Note: <i>Standard</i> citation format is the default; click the arrow next to Copy with Reference to choose from over 30 available formats.

Other Interface Items, Features, or Functionality

Help	Help	Click Help at the bottom of any page, then click Documentation to view comprehensive Help articles providing assistance to WestlawNext users.
Preferences	Preferences	Click Preferences at the bottom of any page to set your options for billing, search, delivery, citations, and public records.
Research Trail	Research History	Your research history will display your searches and document views from the past year. Click History at the top of any page, then use the filters, which include date, search within results, client id, and event (document, search, KeyCite, and related information) to narrow the results.
Subscriber	Subscriber Pricing Guide	Click the Tools tab at the home page and then click Subscriber Pricing Guide to view standard hourly and transactional pricing information for specific content categories.

More on Content

Content Organized by Categories

WestlawNext content is organized by category. Content categories are listed on tabs in the *Browse* section of the home page:

- All Content: The core legal content categories, plus dockets, news, public records, Business Law Center, Company Investigator, sample agreements, legislative history, trial transcripts and oral arguments, intellectual property, international materials, and directories
- Federal Materials: Content categories for federal jurisdictions (e.g., judicial circuits)
- State Materials: Content categories for each state, the District of Columbia, Guam and the Northern Mariana Islands, Puerto Rico, and the Virgin Islands
- Practice Areas: Content categories for practice areas, such as bankruptcy, family law, antitrust, energy and environment, finance and banking, health law, intellectual property, labor and employment, products liability, securities, and tax
- Tools: Research tools, such as the West Key Number System, General Counsel Resources, Subscriber, Find & Print, My Content, Business Information, and more.

When you click a content category link (e.g., **Illinois** on the State Materials tab), a corresponding tabbed search box is displayed at the top of the page. Type your search in the box to search all content listed on the page you are viewing.

Content on WestlawNext

WestlawNext includes 15 core legal content categories, plus public records and PeopleMap; Business Law Center; Company Investigator; dockets; news; legislative history; sample agreements; intellectual property; directories; international materials; and more. The 15 core content categories are:

- Cases
- Key Numbers
- Trial Court Orders
- Statutes and Court Rules
- Regulations
- Administrative Decisions and Guidance
- Secondary Sources
- Forms
- Briefs
- Trial Court Documents
- Expert Materials
- Jury Verdicts and Settlements
- Proposed and Enacted Legislation
- Proposed and Adopted Regulations
- Arbitration Materials

When you run a search from the homepage, you automatically search all core content for the jurisdiction you choose.

More on Searching

WestSearch

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 documents relevant to your search query.

WestSearch addresses the legal research challenges of language variety and language commonality. WestSearch will deliver relevant documents even when the legal term of art that is used to describe the particular legal concept, fact pattern, or issue in a jurisdiction is not known (language variety). WestSearch also helps researchers get relevant results even when the search contains common language (language commonality) by identifying legal issues, following connections between documents, and returning highly relevant documents – even if they use phrasing different from your query. This is something no other search engine can do.

The WestlawNext Difference

With WestlawNext, you get:

- Authoritative content, including the National Reporter System®, USCA®, the largest collection of premier and leading analytical titles that are cited most often in court, and an unmatched collection of litigation materials, trial court documents, and forms.
- Attorney-editor enhancements, like the West Key Number System, headnotes, Notes of Decisions, proprietary indexes for all 50 states, and KeyCite, to help you find, interpret, and validate the law.
- Industry-defining technology, including an award-winning iPad app and WestSearch, a search engine designed specifically for law.
- Best-in-class legal expertise, built upon a long history of leadership and award-winning innovation in the legal industry. WestlawNext is consistently preferred over all other legal research providers year after year, so you can be confident knowing you're using the gold standard of legal research.

Figure 1. WestlawNext homepage

Start your research on the homepage, enter your search terms and pick your jurisdiction to search all core legal content.

Core content categories

Figure 2. WestlawNext result page