

Using WestClip® on Westlaw

Use the WestClip clipping service on Westlaw to search thousands of news and business databases for legal, political, and business news; monitor settlements and verdicts relating to your practice area; and track new cases, legislation, regulations, and standards. WestClip runs Terms and Connectors searches automatically at intervals you select, e.g., daily or weekly, and delivers the result to your e-mail address, fax machine, or printer.

Accessing WestClip

You can access WestClip in one of two ways:

- Click **Alert Center** at the top of any page. At the Alert Center Directory page, click **Create** in the *WestClip* section. The WestClip: Create Entry page is displayed.
- While viewing a Terms and Connectors search result, click **Add Search to WestClip** (Figure 1), or choose **Add Search to WestClip** from the *Result Options* drop-down list on the Result List tab list while viewing a document and click **Go**. The database identifier and the Terms and Connectors search are automatically entered on the WestClip: Create Entry page (Figure 2).

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

For free reference materials, visit west.thomson.com/westlaw/guides.

The screenshot shows the Westlaw interface with a search bar containing the query 'flu /s pandemic /s vaccine & da(last 30 days)'. The database is set to 'allnews'. The search results are sorted by date and show 515 documents. The first result is '1. BIO Visitors Bring Viral Preparedness to Atlanta', a Medical Letter on the CDC & FDA. A red box highlights the 'Add Search to WestClip' button next to this result. The second result is '2. Osmetech Submits Swine Flu Test to the FDA' and the third is '3. New vaccine strategy might offer protection against pandemic influenza strains'.

Figure 1. Accessing WestClip

Creating a WestClip Entry

After you access WestClip, the WestClip: Create Entry page is displayed (Figure 2). To create a WestClip entry, complete these steps:

1. **Name your WestClip entry (optional).**

Type a name to identify your entry in the *Name of clip* text box, if desired. The name can be a maximum of 40 characters.

2. **Specify the databases to monitor.**

Type up to 10 database identifiers* separated by commas in the *Database(s)* text box or click **Find a Database** to have a wizard help you enter the identifiers. (The identifiers are already entered for you if you accessed WestClip from a Terms and Connectors search result.)

3. **Type a Terms and Connectors query.**

Type a Terms and Connectors search in the *Query* text box. To view a list of connectors and field restrictions you can use in your search, click **Full Search Editor**. (The search is already entered for you if you accessed WestClip from a Terms and Connectors search result.)

4. **Review the delivery settings.**

Review the delivery settings on the right side of the page. If you want to change the settings, such as the delivery destination and the result format, click **Edit** next to *Delivery Settings*. The WestClip: Edit Delivery Settings page is displayed (Figure 3). When you are finished making changes, click **Save** to save the delivery settings and return to the WestClip: Create Entry page. See "Delivery Settings" on the next page for more information about changing delivery settings.

5. **Save your WestClip entry.**

When you finish setting up your entry, click **Save** at the WestClip: Create Entry page.

WestClip: Create Entry

Create Entry | Directory | Tips

Entry Details

Complete each item below:

Name of clip:

Client ID:

Database(s): [Find a Database](#)

Separate multiple databases with a comma (,)

Query: [Full Search Editor](#)

[Limit Your News Search using SmartTerms](#)

Delivery Settings

Frequency: Daily

Destination: Notify at sign on

Limits: Maximum documents per result: 25

Result format: List of All Citations

Results: Inform me of no results

Date created: 06/02/2009

Last run date:

End date: No end date

Figure 2. WestClip: Create Entry page

* Multiple-database searching is available for case law, statutes, court rules, administrative materials, legal texts and periodicals, and selected news and business information databases.

Delivery Settings

- **Frequency**
Your WestClip entry will be run daily unless you choose a different frequency, e.g., **Weekdays/M-F** or **Weekly**.
- **Destination**
Your WestClip result will be sent to your e-mail address unless you choose a different destination, e.g., **Westlaw Printer** or **Fax Machine**. Click **Properties** to change the settings for the selected destination, e.g., the format of result documents delivered by e-mail, or to add e-mail addresses.
- **Result Format**
If you choose **Enhanced Cite List**, each document in the result list includes your search terms and surrounding text. Results sent in most e-mail formats (e.g., word-processing format, PDF) include hypertext links, which you can click to access Westlaw and view the full text of the documents.
- **Duplicates**
If you are monitoring a news database, you can select the **Identify duplicate documents** check box to identify retrieved documents dated within six weeks of each other that have nearly the same content.

WestClip: Edit Delivery Settings Create Entry | Directory | Tips

Frequency: Weekly

Destination: E-mail

Result Format: Enhanced Cite List

Duplicates: Identify duplicate documents

Notes:

Retrieve only these documents:
No older than Days

Size of Results:
 Inform me of no results
Maximum documents:

Ranking Order:
 Database Default
 Terms

Created Date:

Last Run Date:

Next Run Date:

End By:

Clear the **Inform me of no results** check box if you want to be notified only when there are results.

Click **Save** to save your delivery settings and return to the WestClip: Create Entry page.

Figure 3. WestClip: Edit Delivery Settings page

Managing Entries in the WestClip Directory

To view recent WestClip entries, click **Alert Center** at the top of any page and click the arrow to the left of *WestClip* (Figure 4). To view a complete list of entries, click **View All** in the *WestClip* section. To edit an entry, click its name or number. Entries remain in the directory until you delete them. To remove an entry, select its check box and click **Delete**.

Alert Center Directory

To select the alerting service you wish to access, click on the arrow to the left of the name. The most recently created alerts will be displayed. To view a complete list of entries for each service, click on the [view all...](#) link below the displayed entries.

[Alert Summary Report](#)

[Open All](#) | [Close All](#) [Save As Default Display](#) | [Alert Center Preferences](#)

WestClip

Delete	Name	Database	Query	Next Run	
<input type="checkbox"/>	1. Flu pandemic	ALLNEWS	FLU /S PANDEMIC /S VACCINE & DA(...	06/09/2009	<input type="button" value="Run"/>
<input type="checkbox"/>	2. HHSQ#1	HHSPRIV	ADDRESSEE(COMMISSIONER SSA "SOCI...	SAVE	<input type="button" value="Run"/>
<input type="checkbox"/>	3. HHSQ#2	HHSPRIV	RGNDIV(SSD "SOCIAL SECURITY") % ...	SAVE	<input type="button" value="Run"/>
<input type="checkbox"/>	4. HHSQ#3	HHSPRIV	RGNDIV(SSD "SOCIAL SECURITY") % ...	SAVE	<input type="button" value="Run"/>

KeyCite Alert

To run an entry at any time, click **Run**.

Figure 4. WestClip Directory

Preferences

By setting your default options at the Preferences page, you don't have to set them for each WestClip entry you create. To view your WestClip options, complete these steps:

1. Click **Preferences** at the top of any page.
2. At the Preferences page, click **Alerts** in the left frame to display the Alerts Preferences page (Figure 5).
3. Click **WestClip** under *Alerts Preferences*.
4. Under *WestClip Defaults*, choose **Enhanced Cite List** from the *Format* drop-down list. When you select this format, each document in the result list includes your search terms and surrounding text. To choose a different destination, choose an option from the *Destination* drop-down list, e.g., **Westlaw Printer**.
5. Click **Save Changes** to save your WestClip default settings.

The screenshot displays the Westlaw Alerts Preferences page. The top navigation bar includes 'Westlaw', 'California', and 'Alerts Preferences'. The left sidebar lists various preference categories, with 'Alerts' selected. The main content area is titled 'Alerts Preferences' and includes a sub-section for 'Alert Center Defaults'. Below this, there are checkboxes for various alert services: WestClip, KeyCite Alert, Docket Alerts and Tracks, Agency Tracker, Profiler Alert, and D&B Alert. The 'WestClip Defaults' section contains fields for 'Max lines per result' (5000), 'Max docs per result' (25), 'Format' (set to 'Enhanced Cite List'), and 'Destination' (set to 'E-mail'). A 'Save Changes' button is located at the bottom of the page. A red box highlights the 'WestClip' link in the top navigation bar, and a red arrow points from it to the 'WestClip Defaults' section.

Figure 5. Alerts Preferences page