

# 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](http://west.thomson.com/westlaw/guides).

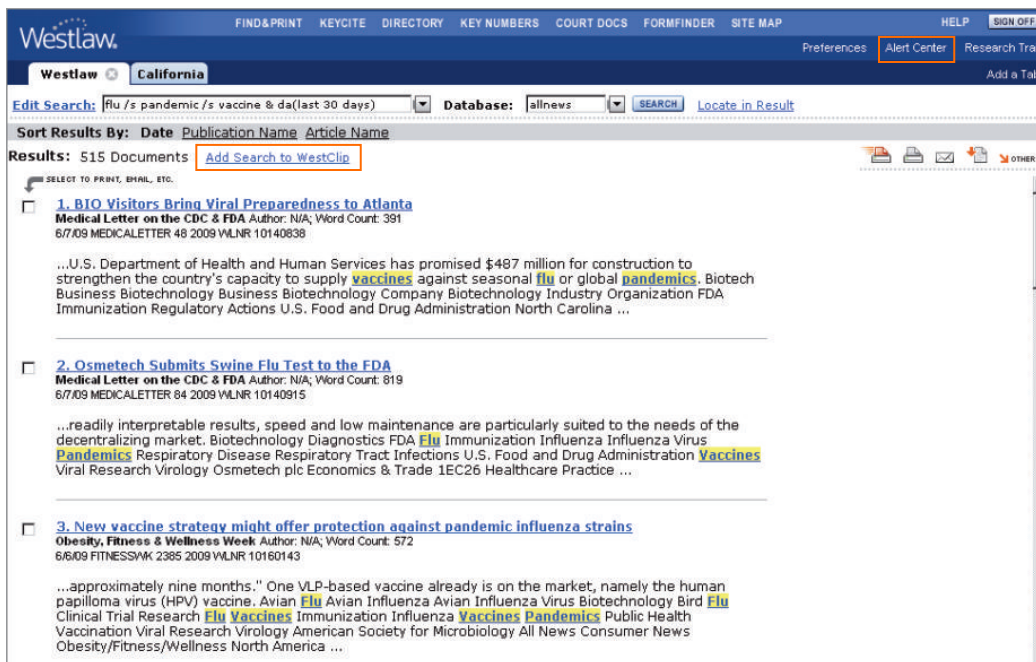


Figure 1. Accessing WestClip

## 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: Terms and Connectors

[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.

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**.

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

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 shows the Westlaw Alerts Preferences page. The top navigation bar includes 'Westlaw', 'California', and 'Preferences'. The left sidebar has 'Alerts' highlighted. The main content area is titled 'Alerts Preferences' and includes a list of services: WestClip, KeyCite Alert, KeyRules, Docket Alerts and Tracks, Agency Tracker, Profiler Alert, and D&B Alert. Below this is a section for 'WestClip Defaults' with fields for 'Max lines per result' (5000), 'Max docs per result' (25), 'Format' (Enhanced Cite List), and 'Destination' (E-mail). A 'Save Changes' button is at the bottom. A callout box highlights the 'WestClip Defaults' section, showing the 'Format' dropdown set to 'Enhanced Cite List' and the 'Destination' dropdown set to 'E-mail'.

Figure 5. Alerts Preferences page