Using Westlaw Watch®

Creating a Single Source Monitor

Current articles from newspapers and business magazines, recent state and federal cases, and more are readily available with Westlaw Watch.

Single source monitors deliver recent headlines from a single publication. You can receive summaries of the most recent case law opinions from states and federal jurisdictions along with West's Topical Highlights and view results in your preferred format and link directly to the full text on Westlaw.

Access **watch.westlaw.com** and enter your Westlaw password to create a single source monitor.

For assistance with Westlaw Watch, call **1-800-REF-ATTY** (1-800-733-2889), extension 43243.

For free reference materials, visit **store.westlaw.com /support/user-guide /westlaw**.

Creating a Single Source Monitor

Choose **Single Source Monitor** from the Create menu on the Entry Manager page.

The Create Single Source Monitor—Select Sources page is displayed as shown in Figure 1.

STEP 1. SELECT SOURCES

Use the Select Sources step to select the sources or content you want to monitor.

Click **Next** to continue.

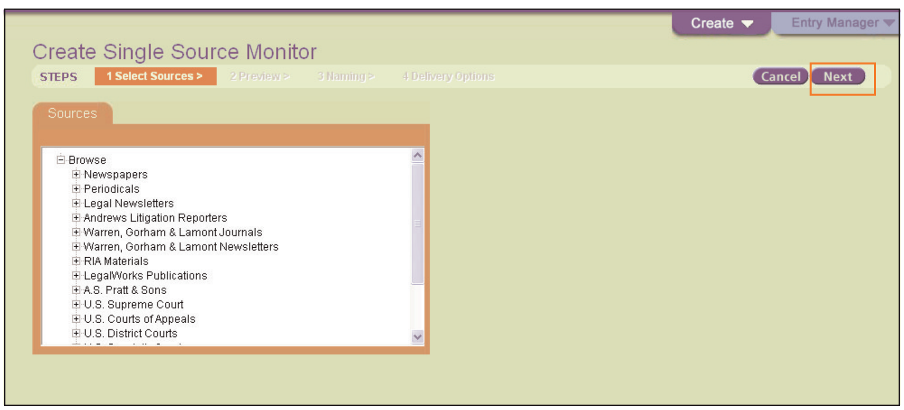

Figure 1. Create Single Source Monitor—Select Sources page

STEP 2. PREVIEW

Use the Preview step, as shown in Figure 2, to view results for the sources you selected.

Click **Next** to continue.

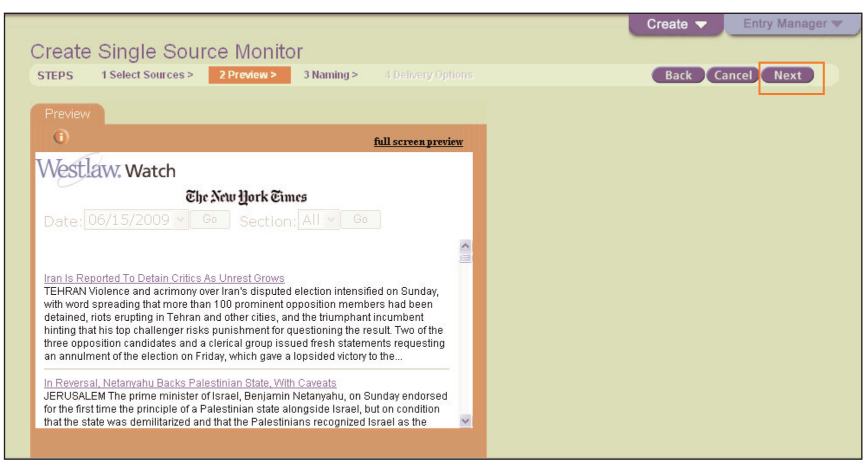

Figure 2. Create Single Source Monitor—Preview page

STEP 3. NAMING

Use the Naming step to name your single source monitor.

Type a name for the single source monitor in the text box. To add a note, type it in the *Notes* text box. You can view notes by clicking **View Details** in the Entry Manager.

Click **Next** to continue.

STEP 4. DELIVERY OPTIONS

Use the Delivery Options step to set up delivery of your single source monitor.

The Delivery Options page, as shown in Figure 3, includes the following tabs: Delivery, Style, and Access.

Click **Advanced Web Options** to display search result options for your Web delivery. Then select one of the advanced Web options for your results.

Click **Advanced E-mail Options** to display search result options for your e-mail delivery. Then select one of the advanced e-mail options for your results.

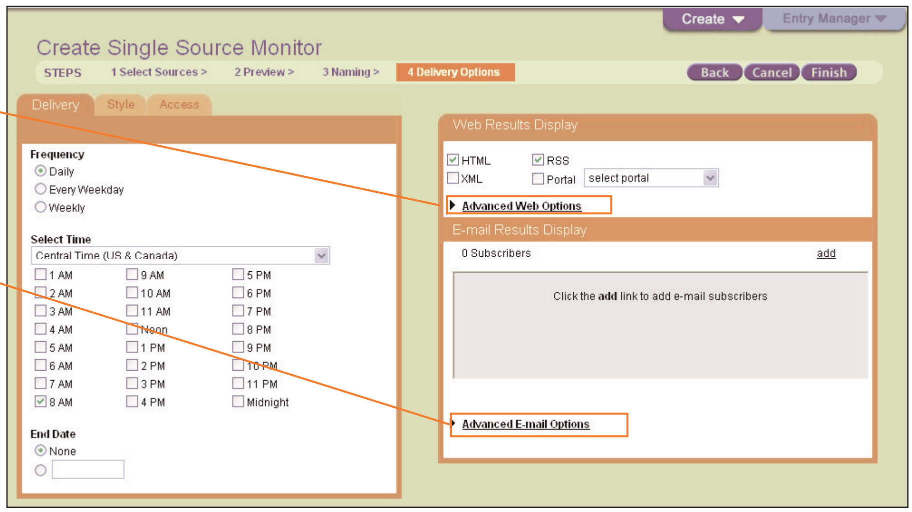

Figure 3. Create Clip—Delivery Options page

Delivery tab

Use the Delivery tab, as shown in Figure 3, to set up delivery of your single source monitor.

- In the *Frequency* section, select **Daily**, **Every Weekday**, or **Weekly** to indicate how often you want the single source monitor to run.
- From the *Select Time* drop-down list, choose the time zone for your clip. Select the check box preceding the time you want the clip to run.
- Under *End Date*, select **None** if you do not want to specify an end date, or select the blank check box, and type the date on which you want the single source monitor to become inactive or click the **Calendar** icon to choose a date.

Web Results Display box

- Select the **HTML** check box to display data in a graphical format compatible with Web browsers and most e-mail clients.
- Select the **RSS** check box to add feeds and display results in XML format on an RSS Reader that can reside on a desktop, a Web page, an intranet, or a portal.
- Select the **XML** check box to display data in a markup language whose context can be reused in other formats and shared across different systems.
- Select the **Portal** check box for browser-based access to internal software applications and information. Then select a portal.

Style tab

Use the Style tab, as shown in Figure 4, to customize the look of your single source monitor.

Choose **Background**, **Text**, or **Custom** from the *Modify Colors/Fonts* drop-down list.

A sample of your style choices is displayed in the Preview Sample box.

Figure 4. Delivery Options—Style tab page

Choose **Background**, **Text** or **Custom** from the *Modify Colors/Fonts* drop-down list.

- Choose **Background** to select a color for the header and the body of your entry.
- Choose **Text** to customize color and size of fonts.
- Choose **Custom** to apply a CSS (custom style sheet) and add a custom logo. If you manage large numbers of clips, a CSS file may be helpful to simultaneously apply style changes across all clips.

A sample of your style choices is displayed in the Preview Sample box.

Access tab

Use the Access tab, as shown in Figure 5, to set up transparent authentication and client ID settings.

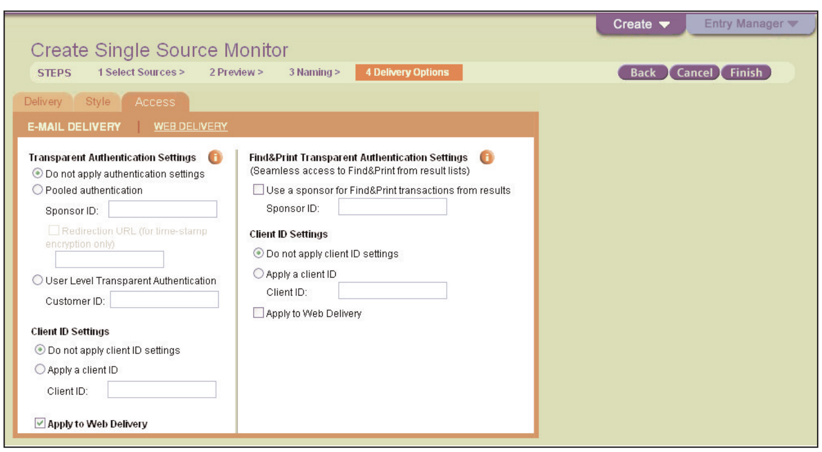

Figure 5. Delivery Options—Access tab page

Transparent Authentication Settings

The following options are available for transparent authentication settings:

- Select **Do not apply authentication settings** (default) if you do not want to automatically apply authentication settings. If you click a link in the result list, you will have to enter a Westlaw password and client ID to view the full text of the document.
- Select **Pooled authentication** and enter a sponsor ID in the text box to apply a pooled authentication sponsor ID, which allows you to access Westlaw without entering a Westlaw password. Your organization must be set up for this functionality.
- Select **User Level Transparent Authentication** and enter a customer ID in the text box to set up user level access authentication with a customer ID. Your organization must be set up for this functionality.

Client ID Settings

A client ID is required to sign on to Westlaw and is used to identify Westlaw sessions.

- Select **Do not apply client ID settings** (default) if you do not want to apply client ID settings.
- Select **Apply a client ID** and enter a client ID if you want to enter a client ID when you access Westlaw.

Select the **Apply to Web Delivery** or **Apply to E-mail Delivery** check box to have changes applied to Web or e-mail delivery.

Find & Print Transparent Authentication Settings

Transparent authentication is available to simplify access to WestFind&Print® from the result list in Westlaw and can be applied using all delivery methods.

Select the **Use a sponsor for Find&Print transactions from results** check box to apply a pooled sponsor ID, which allows users to access Westlaw without entering a Westlaw password. Your organization must be set up for this functionality.

Client ID Settings

A client ID is required to sign on to Westlaw and is used to identify Westlaw sessions.

- Select **Do not apply client ID settings** (default) if you do not want to apply client ID settings.
- Select **Apply a client ID** and enter a client ID if you want to enter a client ID when you access Westlaw.

Select the **Apply to Web Delivery** or **Apply to E-mail Delivery** check box to have changes applied to Web or e-mail delivery.

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