

# Using westlaw.com<sup>®</sup>

Westlaw<sup>®</sup> Research Guide

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Westlaw<sup>®</sup>

## Viewing and Downloading Your Research Trails

The Research Trail feature makes it easy to keep track of your research and return to previous work.

### Viewing the Current Research Trail

To view the research trail for the current Westlaw session, click **Research Trail** at the top of any page. Information about the tasks you've completed is displayed, including the citations of documents you retrieved and the Westlaw databases and services you used.

Click **E-Mail Trail** to send the current research trail to an e-mail address, or click **Download Trail** to download it as an HTML file and view it in your browser or word-processing program.

Begin a new research trail with a new client identifier by clicking **New Research Trail**.

Research Trail [List of All Research Trails](#) | [New Research Trail](#)

Current Research Trail: 08/04/2004 11:35AM for Client SS [Download Trail](#) | [E-Mail Trail](#)

| Research Event  | Database or Citation | Date               | Notes                    |
|---|----------------------|--------------------|--------------------------|
| Viewed Document - Buckaloo v. State   | 1999 WL 88779        | 08/04/2004 12:10PM | <a href="#">Add Note</a> |
| Search - TI(BUCKALOQ)   | ALLCASES             | 08/04/2004 12:10PM | <a href="#">Add Note</a> |
| Viewed Document - Goodman v. Com., Unemployment Compensation Bd. of Review              | 476 A.2d 510         | 08/04/2004 11:53AM | <a href="#">Add Note</a> |
| Viewed Document - Schappe v. Com., Unemployment Compensation Bd. of Review              | 392 A.2d 353         | 08/04/2004 11:38AM | <a href="#">Add Note</a> |
| do accidents caused by negligence disqualify an employee from unemployment compensation | mib-cs               | 08/04/2004 11:37AM | <a href="#">Add Note</a> |
| Open Trail - SS   | Client ID            | 08/04/2004 11:35AM | <a href="#">Add Note</a> |

Return to a previous result by clicking its hypertext link.

Click **Add Note** to add notes about a particular task. Once you add a note, click **View Note** to modify or delete it.

### Keeping Track of Your Research Trails

To view all research trails associated with your Westlaw password from the last 14 days, click **List of All Research Trails** at the Research Trail page.

Research Trail [Current Research Trail](#) | [New Research Trail](#)

List of All Research Trails

| Research Trail   | Client ID | Date Last Accessed | Expiration (Days) | Notes  |
|--|-----------|--------------------|-------------------|--|
| 08/04/2004 10:44AM <a href="#">Rename</a> <a href="#">Delete</a> | JJ        | 08/04/2004 10:44AM | 14                | <a href="#">Reset</a> <a href="#">Add Note</a> |
| 07/29/2004 03:27PM <a href="#">Rename</a> <a href="#">Delete</a> | JJ        | 07/29/2004 03:27PM | 8                 | <a href="#">Reset</a> <a href="#">Add Note</a> |
| 07/29/2004 03:04PM <a href="#">Rename</a> <a href="#">Delete</a> | JJ        | 07/29/2004 03:04PM | 8                 | <a href="#">Reset</a> <a href="#">Add Note</a> |
| 07/29/2004 02:29PM <a href="#">Rename</a> <a href="#">Delete</a> | DD        | 07/29/2004 02:29PM | 8                 | <a href="#">Reset</a> <a href="#">Add Note</a> |
| 07/29/2004 01:46PM <a href="#">Rename</a> <a href="#">Delete</a> | DD        | 07/29/2004 01:46PM | 8                 | <a href="#">Reset</a> <a href="#">Add Note</a> |
| 08/04/2004 12:25PM <a href="#">Rename</a> <a href="#">Delete</a> | JJ        | 08/04/2004 12:25PM | 14                | <a href="#">Reset</a> <a href="#">Add Note</a> |

The default name for a research trail is the date and time it was started. To change its name, click **Rename**.

Click **Delete** to delete a research trail.

If you do not return to a research trail within 14 days, it is removed from the list. To save a research trail for an additional 14 days, click **Reset**.

## Specifying Delivery Settings for Your WestClip Entry

If you want to modify the settings or specify additional settings for your WestClip entry, including how often the entry should be run and the format of the results, click **Edit** at the WestClip: Create Entry page.

Select an option from the *Frequency* drop-down list to create an entry that is run continuously, daily, every weekday, weekly, biweekly, monthly, or on a specified date (upon request). You can also create an entry that is not run automatically by selecting the **Save** frequency. Frequency options vary by database.

Select a destination for your results from the *Destination* drop-down list. To modify the destination settings, e.g., the e-mail address for the *E-mail* destination, click **Properties**.

If you are monitoring a business and news database, select the **Identify Duplicate Documents** check box to identify retrieved documents dated within six weeks of each other that have nearly the same content.

Select the order in which retrieved documents are displayed. *Database default* displays retrieved documents in reverse chronological order or the order in which they were published, depending on the database. *Terms* displays retrieved documents according to the number of concepts or search terms in each document, from the document with the most terms or concepts to the document with the fewest.

To narrow the size of your search results, type the maximum number of documents (or lines, depending on your default settings) to be retrieved.

You can add a date restriction to the Terms and Connectors query. Limit results to documents whose publication date is no older than a specific number of days or to documents that have been added to Westlaw after the date you specify.

The next run date is automatically determined by the frequency you select and can be manually changed by clicking the calendar icon.

Click the calendar icon to select an expiration date for the entry. You will be notified when the end date is approaching. Expired entries remain in the WestClip Directory but are no longer run automatically. To delete an expired entry, click **Delete** next to the entry in the WestClip Directory.

## Keeping Track of Your WestClip Entries

WestClip entries are saved in the WestClip Directory. To access the directory, choose **WestClip** from the *More* drop-down list on the toolbar. The WestClip Directory lists entries in the order you saved them. Entries remain in the WestClip Directory until you delete them.

- To edit a WestClip entry, click the name of the entry.
- To run the Terms and Connectors search for an entry at any time, click **Run** next to the entry.
- To remove an entry from the directory, click **Delete** next to the entry.

Click **Create Entry** to create a new entry.

A blue arrow indicates that WestClip results are available for the entry.

Click an entry name or number to change one or more settings.

In addition to the scheduled date on which your query will be run, you can run it at any time by clicking **Run** next to the entry.

Remove an entry from the WestClip Directory by clicking **Delete** next to the entry.