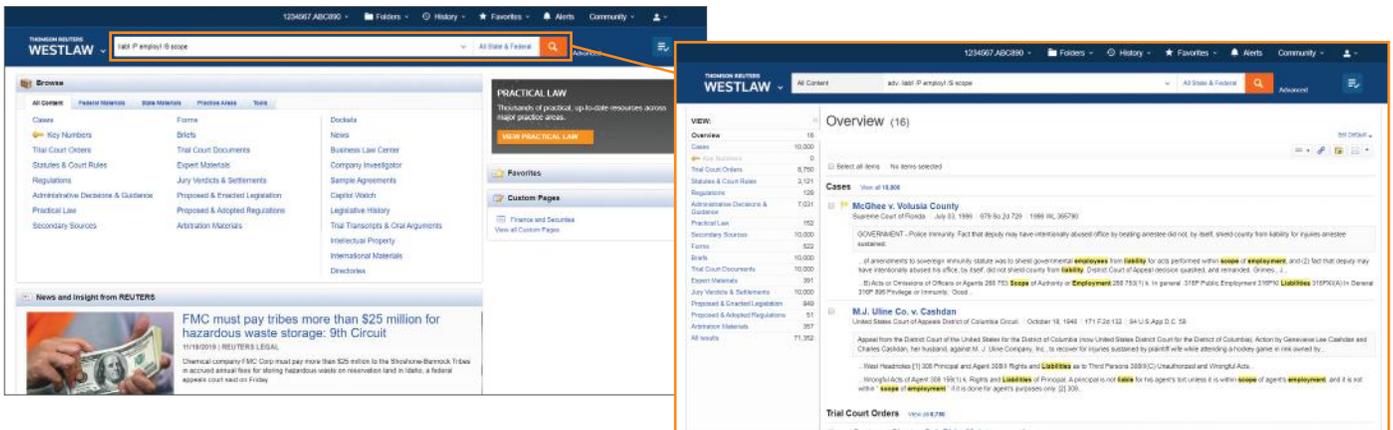


Quick tips for getting started

1 Run searches with WestSearch®

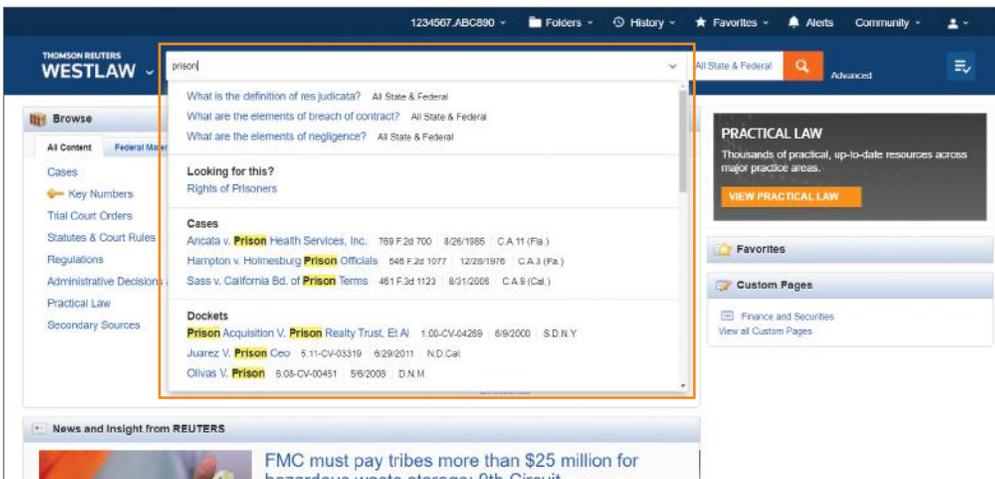
Run searches using keywords or Boolean Terms and Connectors (e.g., *liab!/P employ! /S scope*) to search on Thomson Reuters Westlaw™. After running your search, your results will be provided in an overview with options to filter the content on the left and preview the content on the right.

Your searches are powered by WestSearch, which combines market-leading content and Westlaw editorial enhancements (e.g. headnotes and Key Numbers) with advanced search technology to return the most relevant results.



2 Leverage autosuggest to quickly jump to a document

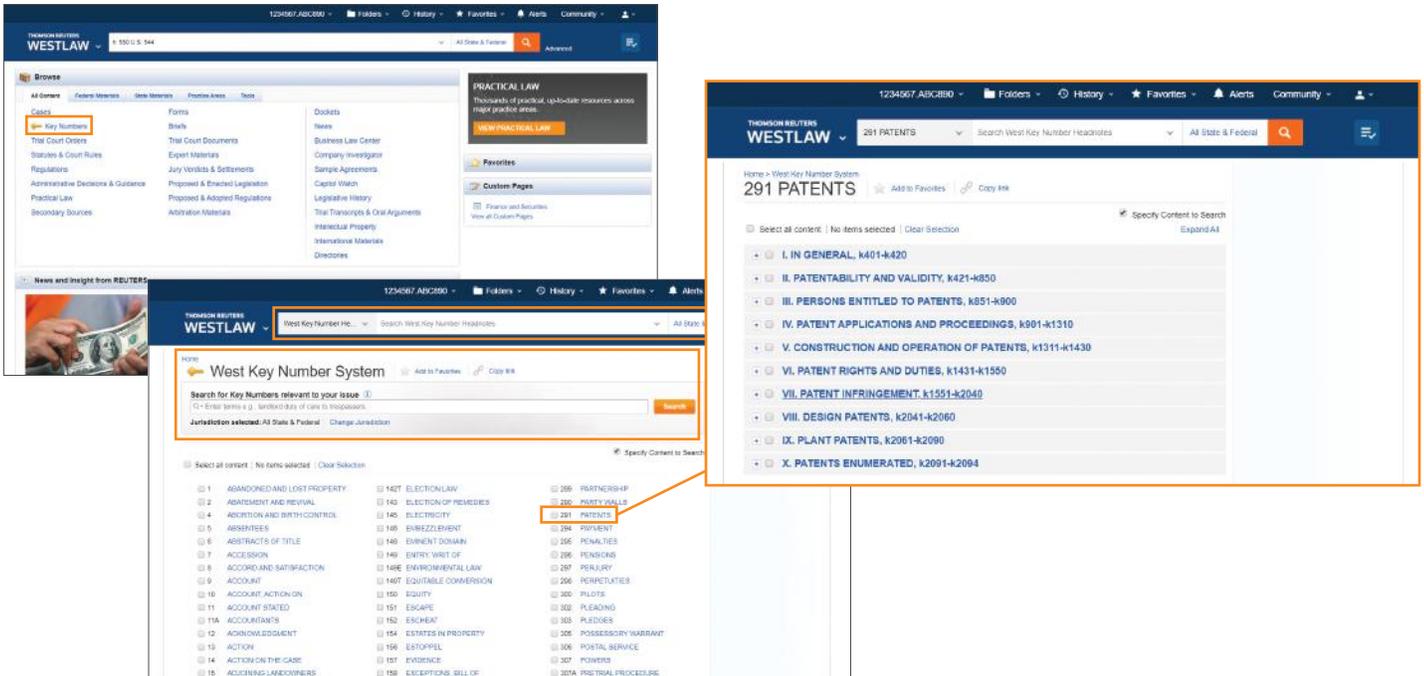
To find a case, specific publication, or content set, start typing what you are looking for in the search bar and select what you want from the drop-down list. You'll be taken either directly to a document or the database landing page.



3 Using the West Key Number System®

Using the Key Number System enables you to quickly find relevant cases that address your legal issue. You can access the Key Number System on the home page by clicking on **Key Numbers**.

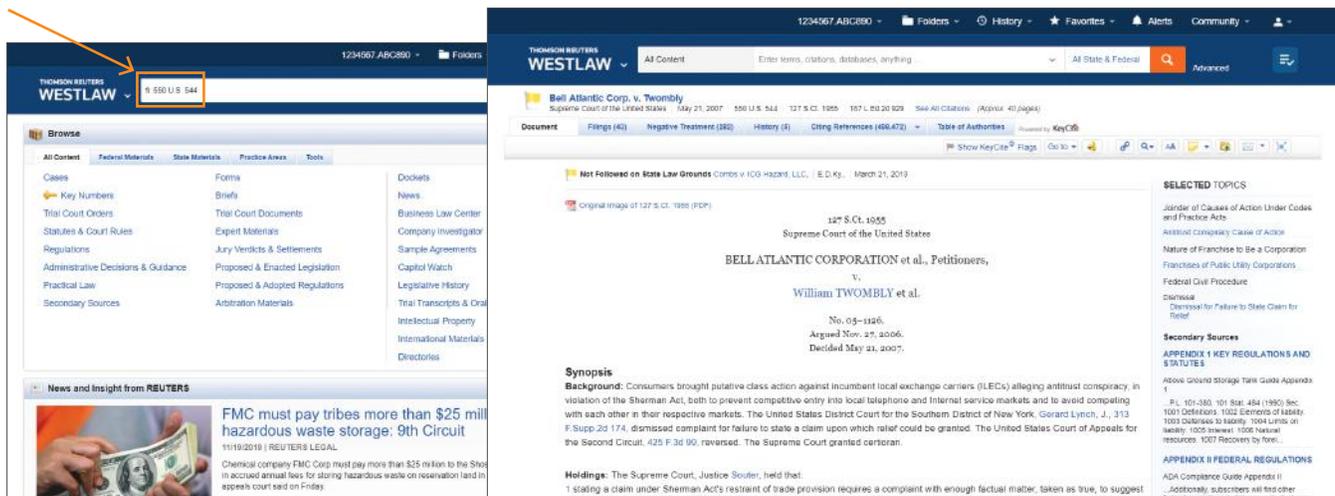
Once you are on the West Key Number System page, you can use the search bar at the top or browse the page to find topics and key numbers related to your issue. By clicking on a Key Number, you will see its details, and by clicking on a topic heading, you will see results relevant to your selected jurisdiction.



4 Find a document by citation

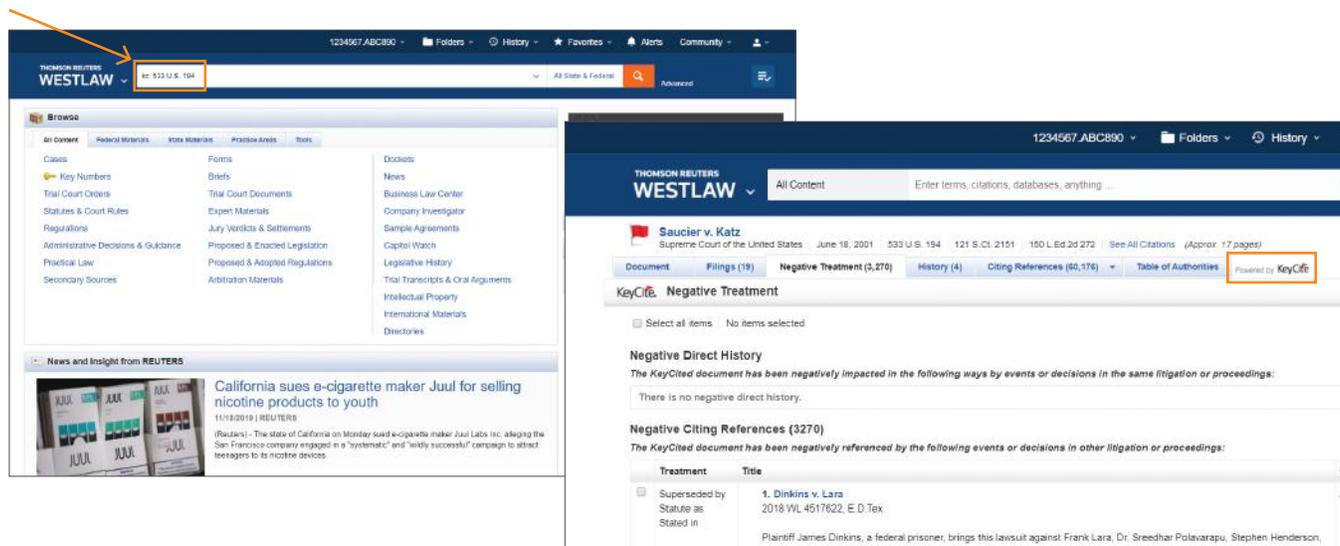
Type the Find command (*find* or *fi*), followed by a citation, in the search bar at the top of any page. The format is flexible and not sensitive to spaces or capitalization.

To find multiple citations, type *find* or *fi* followed by up to 30 citations, separated by semicolons, in the search bar.



5 Check a citation with KeyCite®

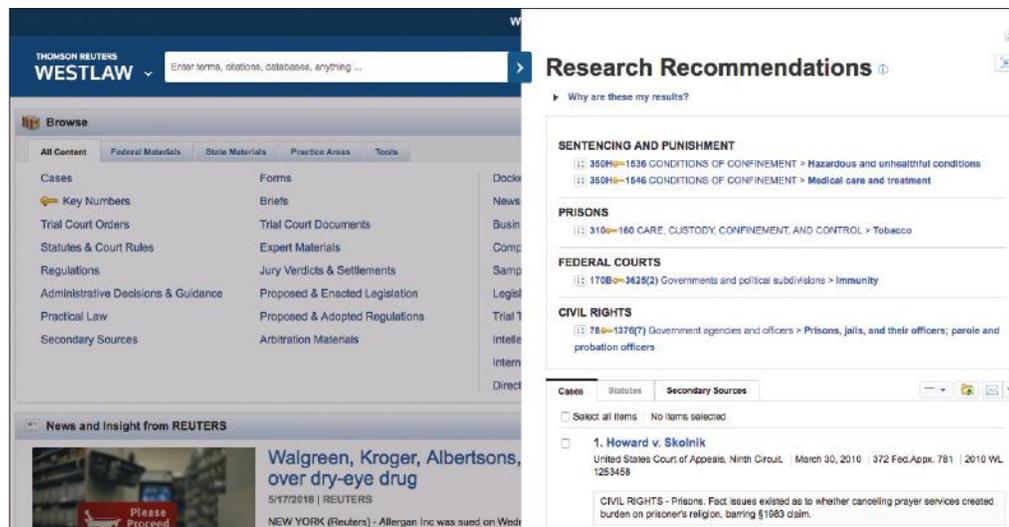
Type the KeyCite command (*keycite* or *kc*), followed by a citation, in the search bar.



Note: For a reminder of what the flags mean, click the Powered by KeyCite button at the top of a document.

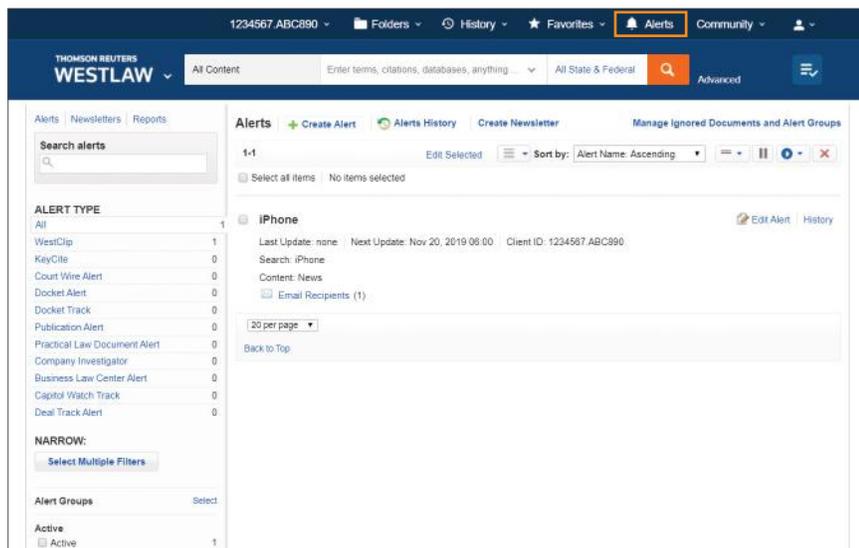
6 Using Research Recommendations

To help you find the most accurate and thorough results, Westlaw provides Research Recommendations based on your activity. As you research, you may notice an alert appear in the upper right corner of the screen. Clicking into the recommendations will reveal additional relevant documents, Key Numbers, and Secondary Sources that you may have missed. You can refer back to recommendations using the History tab.



7 Creating alerts

Quickly access relevant and current information by creating alerts to help you track the latest regulatory and legislative developments, case updates, and information on legal developments and trends. Create and update a variety of alerts from the notification center. Access Alerts by clicking on the bell icon in the top right corner of any page.

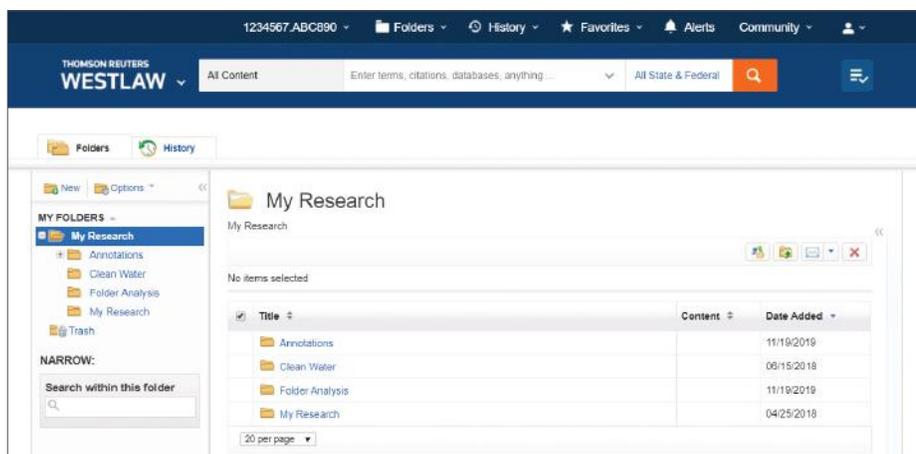


8 Use folders to organize, analyze, and share research

You can use folders to store and organize your research, create notes on documents, and share your research with colleagues. KeyCite flags automatically update in a document saved to a folder so you're always accessing the most current information.

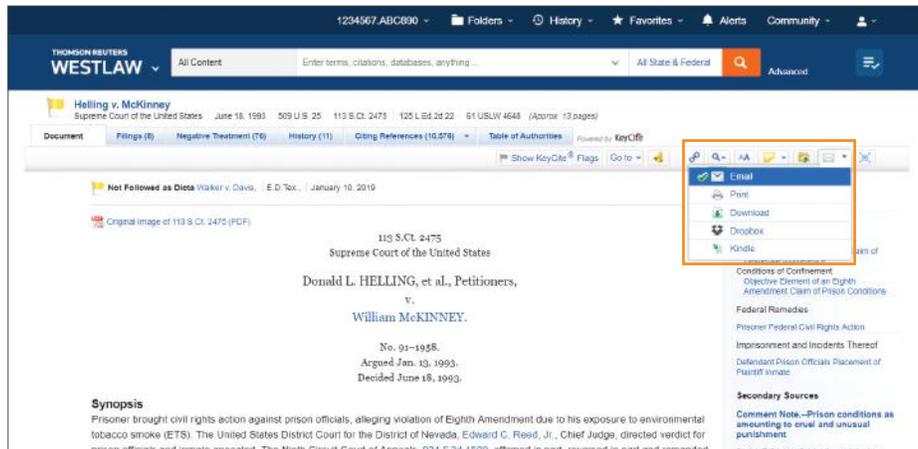
You can also create a **Research Report** to send a professional report summarizing the research in your folder, making it quick and easy to share your research and annotations with others.

Folder Analysis identifies the legal issues present in a folder and makes suggestions for additional relevant cases and statutes to help you expand your research.



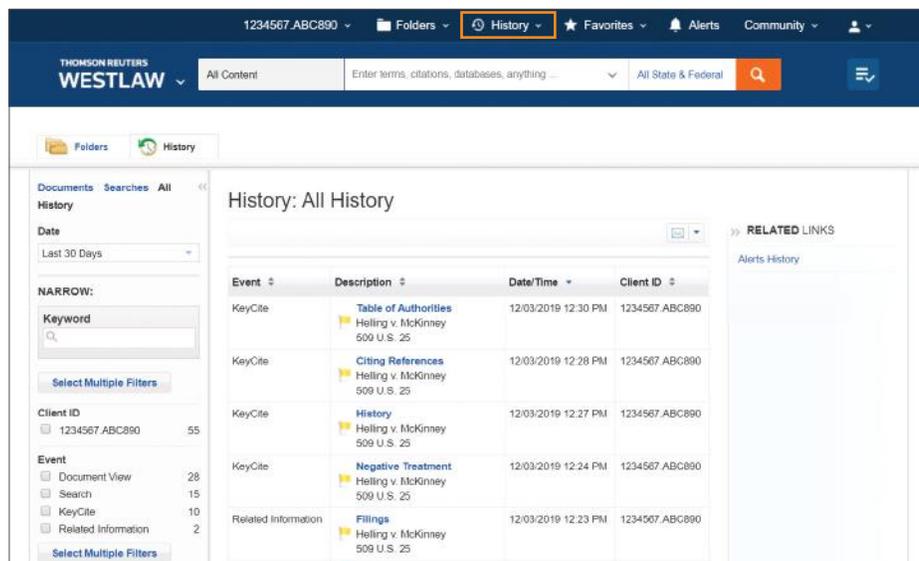
9 Print or deliver a document

To deliver a document, click the arrow next to the delivery icon in the upper right-hand corner of the toolbar and choose **Email, Print, Download, Dropbox, or Kindle** from the menu.



10 Using History to access previous research

To get back to a document or a recent search, click **History** at the top of any page. Your previous research is automatically saved for one year.



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