

# Westlaw<sup>®</sup> Canada Quick Reference Card WestClip<sup>®</sup>

WestClip is a current awareness service to help keep you abreast of legal developments in specific practice areas, or automatically update you on any new results for a search you have done. It does this by running your Custom Template or Terms and Connectors search on a regular basis, at a frequency you select, and delivering the results to you in the format you choose. Entries remain in WestClip until you delete them. The maximum number of WestClip entries you may have is 99.

## Accessing WestClip

Access WestClip by using one of the following methods:

- In your current search, on the Result List tab, click the Result Options drop-down list and select **Add Search to WestClip**. **Note:** This is the preferred method for creating a WestClip.
- At any time, click Alert Centre on the Navigation bar, to create your WestClip from scratch.



Figure 1

## Creating a WestClip Entry

On the Entry Details page, complete these steps:

### 1. Name Your WestClip Entry.

Enter a name to identify your entry in the **Name of Clip** field to a maximum of 40 characters.

### 2. Specify the Database to Monitor and a Query to Run.

You may enter up to 10 database identifiers separated by commas in the **Database(s)** field and enter your search terms in the **Query** box. (**Note:** This information is entered automatically when you click **Add Search to WestClip** from a search result.)

The screenshot shows the 'WestClip: Create Entry' form. It is divided into two main sections: 'Entry Details' and 'Delivery Settings'. The 'Entry Details' section includes fields for 'Name of clip' (containing 'Employer Criminal Liability'), 'Client ID' (containing 'TRAIN'), 'Database(s)' (containing 'CAN-ALLCASES'), and 'Query' (containing 'Terms and Connectors' and 'employer /p "criminal liability"'). There are also links for 'Find a Database' and 'Full Search Editor'. The 'Delivery Settings' section includes fields for 'Frequency' (Daily), 'Destination' (E-mail), 'Limits' (Maximum documents per result: 500), 'Result format' (List of All Citations), 'Results' (Inform me of no results), 'Date created' (01/09/2012), 'Last run date', and 'End date' (No end date). An 'Edit' link is visible in the top right of the 'Delivery Settings' section. Three orange callout boxes point to specific elements: 'Name of Clip' points to the 'Name of clip' field; 'Database(s) and Query' points to the 'Database(s)' and 'Query' fields; and 'Click Edit to change the delivery settings' points to the 'Edit' link.

Figure 2

### 3. Change the Delivery Settings.

If you want to change to delivery setting for your WestClip entry, such as the delivery destination and the result format, click **Edit** on the **Delivery Setting** title bar (Figure 2). When you have finalized your changes, click **Save** to save the delivery settings and return to the Entry Details page.

The screenshot shows the 'WestClip: Edit Delivery Settings' form. It includes fields for 'Frequency' (Daily), 'Destination' (E-mail), 'Result Format' (List of All Citations), and 'Notes'. There is a 'Properties' link next to the 'Destination' field. The 'Retrieve only these documents' section includes 'No older than' (0 Days), 'Size of Results' (Maximum documents: 500), and 'Ranking Order' (Database Default selected). The 'Created Date' is 01/09/2012, 'Last Run Date' is mm/dd/yyyy, 'Next Run Date' is 01/10/2012, and 'End By' is mm/dd/yyyy. There are 'Save' and 'Cancel' buttons at the bottom. Three orange callout boxes provide instructions: 'Click Properties to change the settings for the selected destination' points to the 'Properties' link; 'Click Save to save your delivery settings and return to the Entry Details page' points to the 'Save' button; and 'Uncheck to receive notification when there are new results only' points to the 'Inform me of no results' checkbox.

Figure 3

#### 4. Save Your WestClip Entry.

When you are finished setting up your entry, click **Save** on the Entry Details page.

### Managing Your WestClip Entries

To view your WestClip entries, click **Alert Centre** on the Westlaw Canada Navigation bar.



Figure 4

Open the WestClip section, if necessary, to view your entries. (Click the down arrow next to the WestClip heading.)

A screenshot of the 'Alert Centre Directory' page. At the top, there is a heading 'Alert Centre Directory' and a paragraph of instructions. Below this are links for 'Alert Summary Report', 'Open All', 'Close All', 'Save As Default Display', and 'Alert Centre Preferences'. The main content is a table with a heading 'WestClip' and a sub-heading 'Delete'. The table has columns for 'Name', 'Database', 'Query', and 'Next Run'. There is one entry with the name '1. Employer Criminal Liability', database 'CAN-ALLCASES', query 'EMPLOYER /P "CRIMINAL LIABILITY"', and next run date '01/10/2012'. There is a checkbox in the 'Delete' column for this entry. Below the table is a section for 'KeyCite Alert' with a message that the directory contains no entries and a 'Create Entry' link. An orange box on the left side of the screenshot contains the text 'Click arrow to open/close section' with a line pointing to a small down arrow next to the 'WestClip' heading in the table.

Figure 5

If you wish to edit an entry, simply click its name to return to the Create Entry page.

A blue arrow next to the entry name indicates new results are available. Click the arrow or click Run to run the search and retrieve the documents.

Expired entries remain in the directory until you delete them. To delete an entry, use the checkbox to select it and then click Delete.