


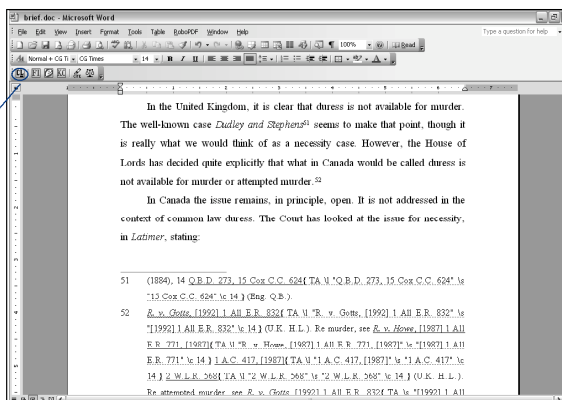
Using CiteLinkCanada

Open a factum or memorandum, click a button, and you have instant access to the full text of each cited case and a table of authorities—complete with hypertext links from each listed document to its reference in your brief. CiteLinkCanada does all this and more, right from your Microsoft® Word or Corel® WordPerfect® document.

Create Links to Your Research Sources

CiteLinkCanada uses a revolutionary pattern-recognition technology to find the legal citations in your word-processing documents. Simply click the **Auto-Mark Citations** button  on the toolbar to start the process.


After CiteLinkCanada finds the legal citations in your document, it creates links to the full text of each document on WestlaweCARSWELL. Click a citation to view the full text of the cited document in your Web browser.




Tip

You can save a copy of your document before running CiteLinkCanada with the Copy Before Scan feature. Choose CiteLinkCanada, Options from the Tools menu, then select the Copy Before Scan check box.


Find a Specific Document on WestlaweCARSWELL

Retrieve the full text of a document on WestlaweCARSWELL using Find. Just click the **Find WestlaweCARSWELL Document** button  on the toolbar and enter the citation in the displayed dialog box. Or, highlight the citation in the document and then click the **Find WestlaweCARSWELL Document** button.

Check Your Citations in KeyCiteCanada™

Verify your research without leaving your word-processing document by checking your citations in KeyCiteCanada. If you have already run Auto-Mark Citations, simply highlight the citation you want to check, then click the **KeyCiteCanada** button  on the toolbar. You can also highlight the citation and choose CiteLinkCanada, KeyCiteCanada from the Tools menu.

Search WestlaweCARSWELL

Run a WestlaweCARSWELL search directly from your word-processing document by clicking the **Search WestlaweCARSWELL** button  on the toolbar or by choosing CiteLinkCanada, Search WestlaweCARSWELL from the Tools menu. Enter a database identifier and either a Terms and Connectors query or a Natural Language description in the Query text box and click OK.

WestlaweCARSWELL is available on the Web at www.westlawecarswell.com


For technical assistance, call Carswell Technical Support at **1-800-387-5164**.

For search assistance, call Carswell Reference Support at **1-800-387-5164**.

If you are a law student, send an e-mail message to carswell.lawschool@thomson.com for assistance.

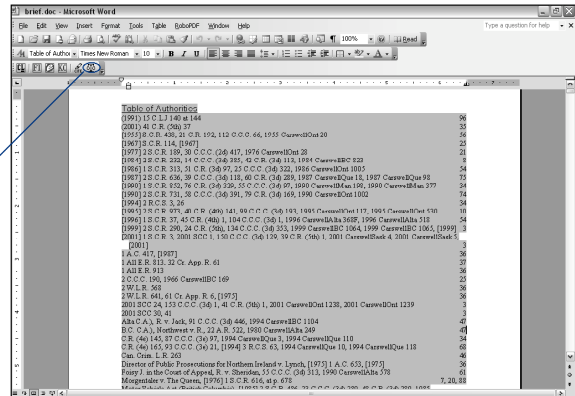
Generate a Table of Authorities Automatically

CiteLinkCanada can automatically create a table of authorities in your word-processing document that lists the cases and other documents you have cited, plus the page numbers in your document on which they're cited. You can also include internal links from each document listed in the table of authorities to its reference in your document, making navigation quick and easy.

Click the **Build Table of Authorities** button  on the toolbar or choose **CiteLinkCanada, Build Table of Authorities** from the Tools menu.

Tip

Choose **CiteLinkCanada, Options** from the Tools menu, then click **TOA Appearance** to choose your display options.



Create Links to WestlaweCARSWELL Searches, KeyCiteCanada Results, or Specific Documents

You can insert links in your word-processing document to WestlaweCARSWELL searches, KeyCiteCanada results, or specific documents that you might want to retrieve again. Simply highlight the text for the link in your document, then choose **CiteLinkCanada, Insert** from the Tools menu to open a submenu containing these options:

- **FindLink** inserts a link to a specific document on WestlaweCARSWELL.
- **SearchLink** inserts a link to a WestlaweCARSWELL search.
- **KeyCiteCanadaLink** inserts a link to a KeyCiteCanada result.

Clicking one of the links you create in your word-processing document will retrieve the document on WestlaweCARSWELL, run the WestlaweCARSWELL search, or retrieve the KeyCiteCanada result.

Process Multiple Documents Simultaneously

You can run CiteLinkCanada to automatically mark citations and generate a table of authorities in multiple documents at the same time.

You can also generate a report detailing how many documents were processed, how many citations were found in each document, whether a table of authorities was generated, and how long the process took.

The easy-to-use Batch CiteLinkCanada Wizard guides you through the process of selecting your documents, selecting your link destination, adding a sponsorship value and redirection page URL, and building a table of authorities. To access the Batch CiteLinkCanada Wizard, choose **Programs, eCarswell Applications, Batch CiteLinkCanada Wizard** from the Start menu.

Add a Redirection Domain

You can rest assured with the added security the Redirection Domain feature gives your firm or organization. Validate your users by adding a URL to your own Web server with an application service provider (ASP) page that will verify your users before redirecting them to WestlaweCARSWELL.

You can access the Redirection Domain feature by choosing **CiteLinkCanada, Options** from the Tools menu, then clicking **Authentication**. Select the **Use Redirection Page** check box, then type the URL for your redirection page in the *http://* text box.

Include a Sponsorship Parameter

A sponsorship parameter allows you and your users to seamlessly access WestlaweCARSWELL from CiteLinkCanada without entering a WestlaweCARSWELL password. For firms or organizations with intranets, seamless WestlaweCARSWELL access is available through a contract with Carswell. To find out how to set up a sponsorship parameter, contact your Carswell sales or technical representative.