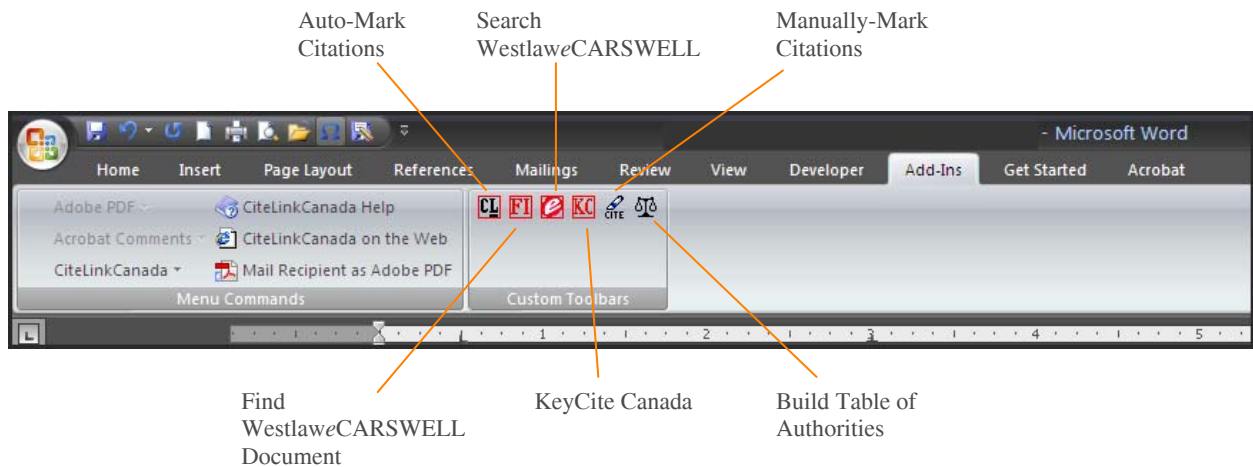


# Westlaw<sup>®</sup> Canada Quick Reference Card Using CiteLink Canada

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. CiteLink Canada does all this and more, right from your Microsoft<sup>®</sup> Word or Corel WordPerfect<sup>®</sup> document.

## Create Links to your Research Sources

CiteLink Canada uses a revolutionary pattern-recognition technology to find the legal citations in your word-processing documents. Simply click the **Auto-Mark Citations** button from the **Add-Ins** menu on the Toolbar to start the process.



After CiteLink Canada finds the legal citations in your document, it creates links to the full text of each document on Westlaw Canada. 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 CiteLink Canada with the Copy Before Scan feature. From the **Add-Ins** menu, select **CiteLink Canada, Options** and then select the **Copy Before Scan** checkbox.

## Find a Specific Document on Westlaw Canada

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

## Check your Citations in KeyCite Canada™

Verify your research without leaving your word-processing document by checking your citations in KeyCite Canada. If you have already run Auto-Marks Citations, simply highlight the citation you want to check then click the **KeyCite Canada** button on the Toolbar. Or, highlight the citation in the document and then click the **KeyCite Canada** button.

## Search Westlaw Canada

Run a Westlaw Canada search directly from your word-processing document by clicking the **Search WestlaweCARSWELL** button. Enter a database identifier and either a Terms and Connectors query or a Natural Language description in the **Query** text box and click **OK**. You can also highlight the text you want to search and then click the **Search WestlaweCARSWELL** button to run your Natural Language search.

## Generate a Table of Authorities Automatically

CiteLink Canada 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, from the Add-In menu, select **CiteLinkCanada, Build Table of Authorities**.

### Tip

From the **Add-Ins** menu, choose **CiteLinkCanada, Option** and then click **TOA Appearance** to choose your display options.

## Create Links to Westlaw Canada Searches, KeyCite Canada Results or Specific Documents

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

- **FindLink** inserts a link to a specific document on Westlaw Canada.
- **SearchLink** inserts a link to a Westlaw Canada search.
- **KeyCiteCanadaLink** inserts a link to a KeyCite Canada result.

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

## Process Multiple Documents Simultaneously

You can run CiteLink Canada 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 CiteLink Canada 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 CiteLink Canada 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 Westlaw Canada.

You can access the Redirection Domain feature by choosing **CiteLink Canada, Options**, from the **Add-In** menu, then clicking **Authentication**. Select the **User Redirection Page** checkbox, and then type the URL for your redirection page in the **http://** field box.

#### **Include a Sponsorship Parameter**

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