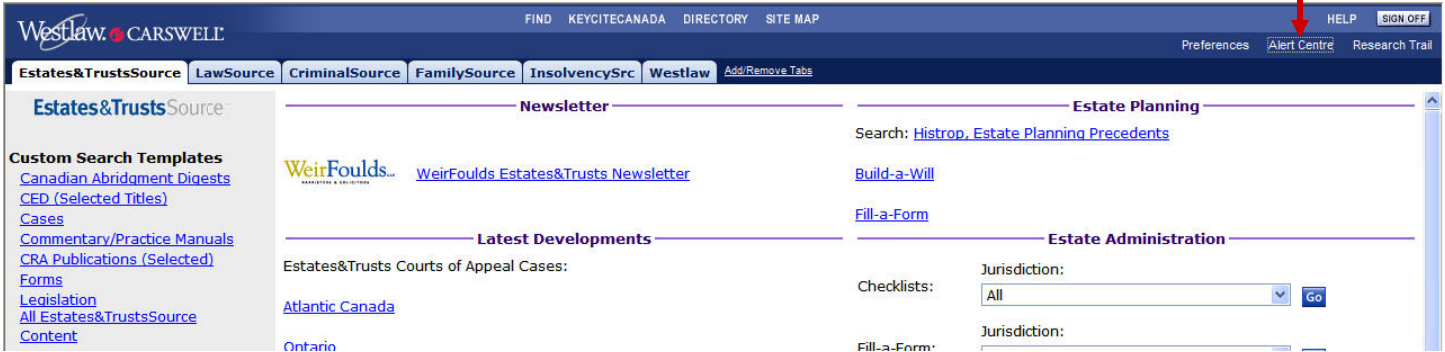


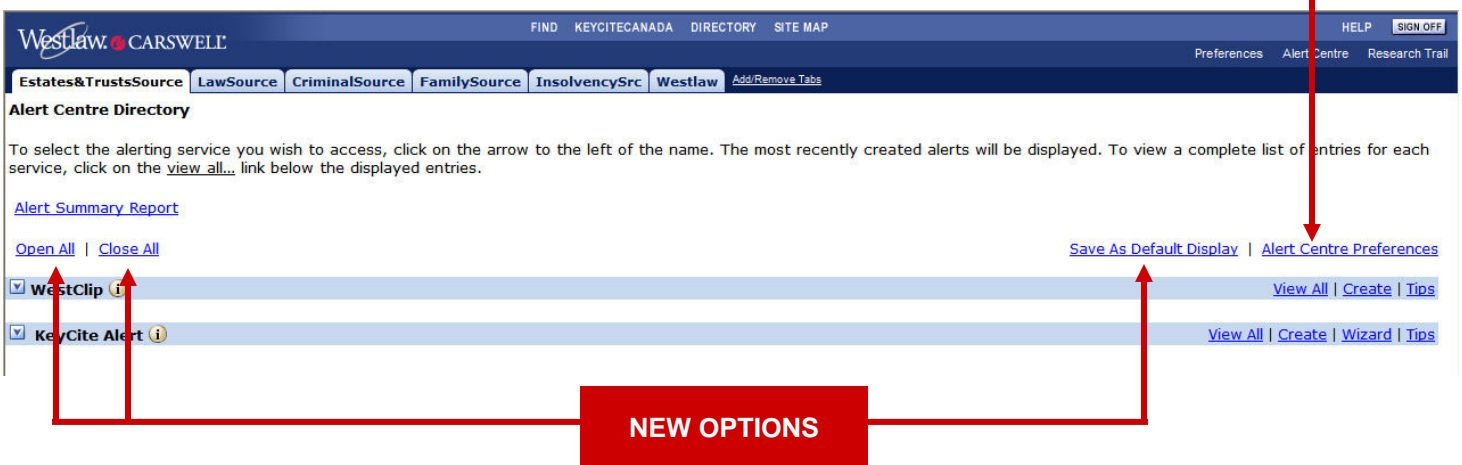
Customizing the Alert Centre Settings

You can customize your Alert Centre settings by choosing from a variety of options.

1. Access the Alert Centre from the global navigation bar:



2. Click [Alert Centre Preferences](#)



3. Choose your settings (see next page)

Westlaw. CARSWELL FIND KEYCITECANADA DIRECTORY SITE MAP HELP SIGN OFF

Preferences Alert Centre Research Trail

Estates&TrustsSource LawSource CriminalSource FamilySource InsolvencySrc Westlaw Add/Remove Tabs

Alerts Preferences

[Alert Centre](#) | [WestClip](#) | [KeyCite Alert](#)

Alert Centre Defaults

To change the order of the Alert Centre services, select an item below and then click **↑** or **↓** to move the selected item within the list.

WestClip
KeyCite Alert

Change the order

Selecting a service below will display your entries as the default view when accessing the Alert Centre:

WestClip KeyCite Alert

Display up to **5** Alerts at a time.

Choose default view

WestClip Defaults

Max lines per result:

Max docs per result:

Format:

Destination:

E-mail address(es):

Separate multiple addresses with semi-colon. e.g., jane@home.com; john@home.com

Email Format:

Choose WestClip® defaults

KeyCite Alert Defaults

History: Full History Negative Treatment Only No History

Frequency:

Destination:

Include citing references in result

Attach full text of new docs - Max:
Each full text document may be billed separately according to your price plan.

Inform me of no results

Choose KeyCite Alert defaults

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Save Changes