

Westlaw® Canada Quick Reference Card Newsletters: How to Receive Automatically

To automatically receive the latest version of a Westlaw Canada newsletter by email, follow these steps:

1. Click the newsletter link you want to receive from your Source service.



Figure 1 – Example: IPSource Newsletter – Dimock Stratton’s Intellectual Property Law

This retrieves the most recent issue into the right frame.

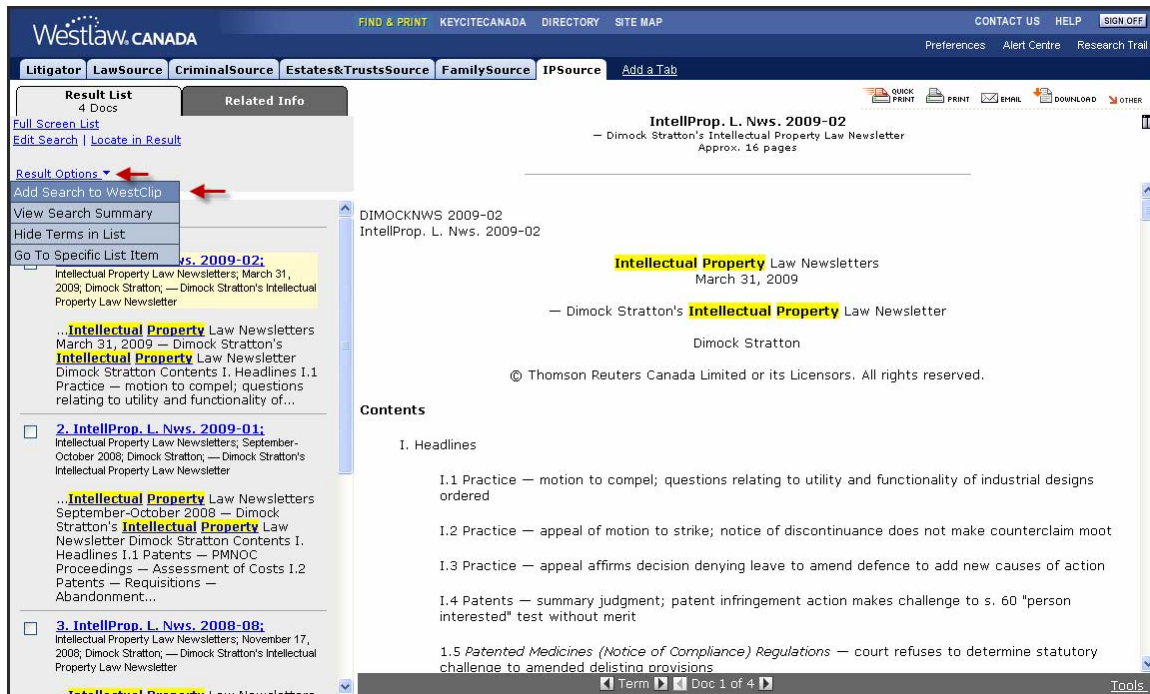


Figure 2

2. Click **Result Options** on the **Result List** tab in the left frame and click **Add Search to WestClip**.

The WestClip Create Entry page appears.

Figure 3

3. Enter a name for this clip into the **Name of clip** field.
4. Delete: **& DA(LAST 1 YEAR)** from the **Query** box.
5. Click **Edit** in the upper right corner in the **Delivery Settings** section to retrieve the **Edit Delivery Settings** page.

Figure 4

6. Select **Weekdays/M-F** from the **Frequency** drop-down list.
7. Select **E-mail** from the **Destination** drop-down list. Click **Properties** to retrieve the **Email Properties** page.

Figure 5

Enter your email address into the field provided; select the file format, column options and whether to highlight your search terms in the newsletter. Click **Save**.

8. Select **All Pages** from the **Result Format** drop-down list.
9. Uncheck **Inform me of no results** in the **Size of Results** section.
10. Click **Save**.

Note: The **End by:** date is defaulted to one year.

Your **WestClip Create Entry** page should look like this:

WestClip: Create Entry Create Entry | Directory | Tips

Entry Details → **Delivery Settings** [Edit](#)

Complete each item below:

Name of clip: ←

Client ID:

Database(s): [Find a Database](#)

Separate multiple databases with a comma (,)

Query: ← [Full Search Editor](#)

Figure 6

11. Click **Save**.

Your WestClip entry has now been saved.

Managing Your WestClip Entries

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

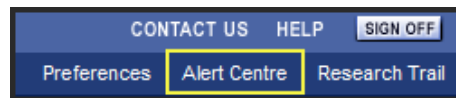


Figure 7

2. You may need to click the **Open Directory** (down arrow) on the **WestClip** title bar to view your entries.

Alert Centre Directory

To select the alerting service you wish to access, click on the arrow to the left of the name. The most recently created alerts will be displayed. To view a complete list of entries for each service, click on the [view all...](#) link below the displayed entries.

[Alert Summary Report](#)

[Open All](#) | [Close All](#) Open Directory arrow

[Save As Default Display](#) | [Alert Centre Preferences](#)

Delete	Name	Database	Query	Next Run	Run
<input type="checkbox"/>	1_IP Newsletter	DIMOCK-NEWS	PR(INTELLECTUAL & PROPERTY)	06/23/2009	Run

[KeyCite Alert](#) View All | Create | Wizard | Tips

Figure 8

3. To edit an entry, click its name or number hypertext link. A blue arrow (not shown in Figure 7) next to the name of an entry indicates that results are available; click the blue arrow or click **Run** to run the search. Expired entries remain in the directory until you delete them; to delete, select the entry by using the checkbox provided and click **Delete**.

You can create and run up to 99 WestClips.