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7 Everyday Useful Westlaw Tips. Plus, Bonus Trick List!

Aamir S. Abdullah

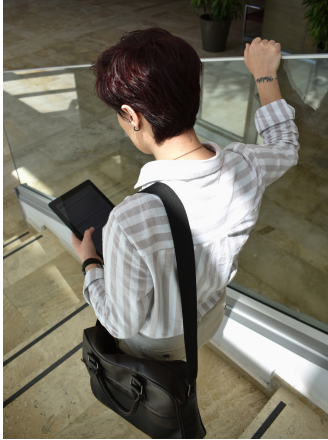
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7 Everyday Useful Westlaw Tips.

Plus, Bonus Trick List!

Adjunct/new law faculty straddle a unique line within a law school. In exchange for sharing their expertise and comprehension of a given topic, adjunct faculty often receive minimal pay and hopefully, full access to the resources of the law school's law library. This includes access to various legal research platforms – e.g. Westlaw Edge and the suite of other offerings by Thomson Reuter's West Publishing.

In my capacity as law librarian, I think it important to stay abreast of all the ins-and-outs of the various legal research platforms that students and other faculty use, including Westlaw Edge. As instructional service librarian, it is part of my role to share knowledge and research tools with students and other faculty. I'm excited to have the opportunity to share these tips with the reader, also.

In this article I will share 7 useful tips adjunct faculty can utilize when using Westlaw Edge. At the end I will also share 3 extra short tricks to help adjunct faculty get reacquainted with everyday useful features on Westlaw Edge.

Amir Abdallah

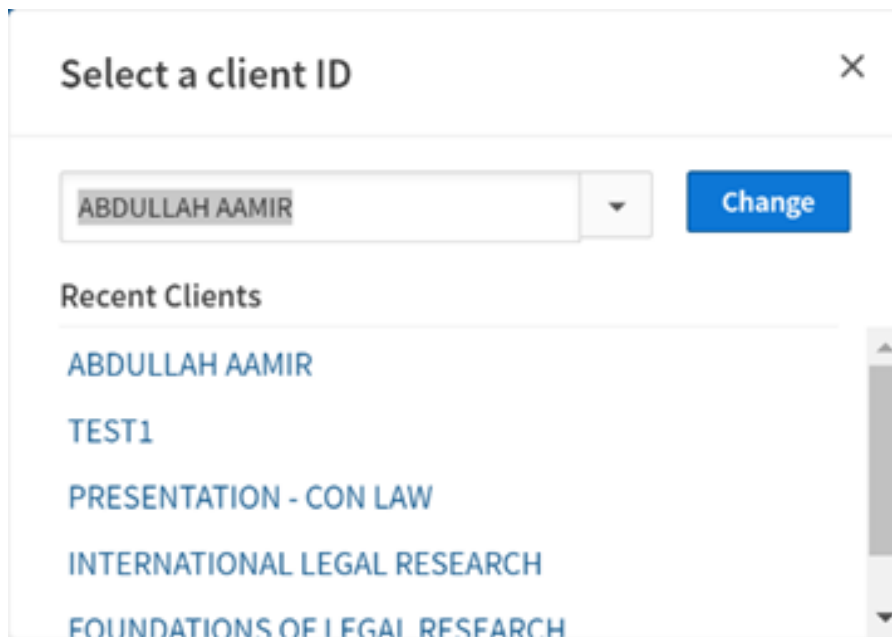
Instructional Services & Research Law Librarian
University of Colorado Law School

#1

Client IDs

Your Client IDs may be used to identify current Westlaw sessions. Users may utilize, change, and create various Client IDs for each course being taught. E.g. if an adjunct professor teaches Oil and Gas and Trial Advocacy, then that adjunct professor can create 2 Client IDs to separate their class research, notes, and the like.

One should notice that when they sign on to Westlaw Edge, they must select a Client ID. But, once the user is on the [Westlaw Edge homepage](#), the user can change the Client ID. Simply click the current Client ID and choose one of the 5 options available. Alternatively, the user can create a new Client ID.



The screenshot displays a modal window titled "Select a client ID" with a close button (X) in the top right corner. Below the title bar, there is a text input field containing "ABDULLAH AAMIR" and a small downward arrow icon to its right. To the right of the input field is a blue button labeled "Change". Below this section, the heading "Recent Clients" is followed by a list of five client IDs: "ABDULLAH AAMIR", "TEST1", "PRESENTATION - CON LAW", "INTERNATIONAL LEGAL RESEARCH", and "FOUNDATIONS OF LEGAL RESEARCH". A vertical scrollbar is visible on the right side of the list.

#2

Folders



Organize with Folders

Folders are a wonderful tool that Westlaw Edge makes even better. Folders may be used to organize, manage, and share research. Stored documents and snippets of text in folders are shareable across multiple departments and organizations. The Folders act like shared drives, and can be accessed from any device when you are logged in.

Two other neat aspects of Westlaw Edge folders are:

- Within the folder webpage, users can pin up to 5 important folders, documents, or snippets; and
- Westlaw Edge provides Folder Analysis on current material placed within the folder to suggest recommendations.

#3

Favorites

Westlaw Edge allows users to save category pages, content types, and other resources to a user's Favorites section. This is a simple task. Simply select the star icon to "add to Favorites."

To locate a user's Favorite's page, follow these steps:

1. On Westlaw Edge's homepage, select "My Content,"
2. Next, select the tab entitled "Favorites," then
3. Finally, select "View all favorites."

This is a fantastic tool to keep content that is frequently used.

Favorites

Modify, rename, and delete your favorites. Select individual favorites and use the global search to search across those topics.

Select all

Class 6

Code of Federal Regulations - Historical

Code of Federal Regulations Index

My Favorites

American Jurisprudence 2d

U.S. Code Congressional & Administrative News

United States Code Annotated Popular Name Table

Corpus Juris Secundum

American Jurisprudence Legal Forms 2d

Jurisdictional Surveys Page

Colorado Statutes Annotated - Historical

COVID-19 Legal Materials & News

Secondary Sources | Colorado Practice Series

O'Connor's Codes & Rules, Commentaries, & Forms

Harvard Law Review

Transactional

Business Organizations

#4

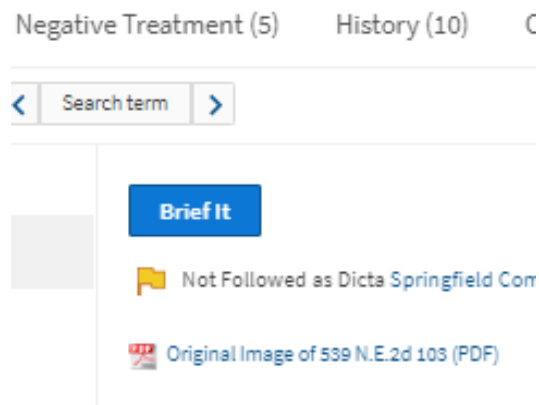
Brief It

This is a relatively new tool. When reviewing a case, Westlaw Edge allows users to select the “Brief It” button. By selecting the button, users are provided key information for that case.

Generally, this includes:

- A link to download a PDF of the case,
- The case heading,
- Party names,
- Important dates,
- Synopsis,
- West Headnotes,
- Citations, and
- Related documents.

This fantastic tool is great for a faculty member who needs to be reminded of the key points of a particular case. By limiting the amount of information that the user needs to examine, the Brief It button allows the user to focus on the most important aspects of a case. As always, this tool should not be a replacement for reading the whole case, but it is definitely a useful little tool for adjunct faculty.



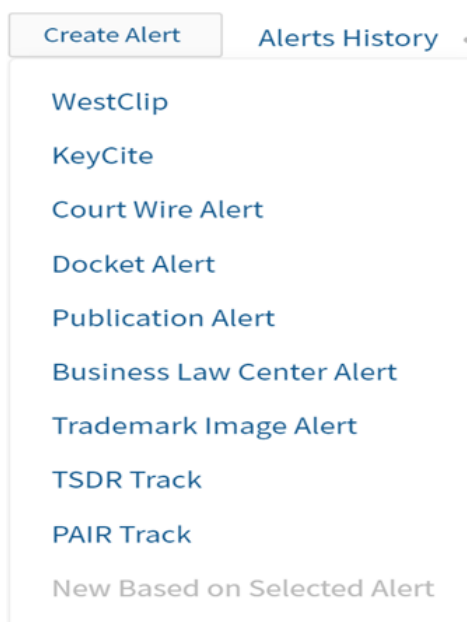
#5

Alerts

Working a full-time job and then going over to campus to teach can leave little time for course preparation. Thankfully Westlaw Edge allows users to set up Alerts. There are multiple Alert types that can be set up.

See the image to the right for a complete list. Some interesting Alerts that adjunct faculty may want to set up are: WestClip & KeyCite.

- WestClip alerts can be used as a catch-all. These alerts allow the user to create and automatically run a query. The results from the query are e-mailed to the user at a scheduled day and time.
- KeyCite alerts utilize Westlaw's powerful KeyCite software. Users can set up alerts to examine the status of administrative decisions, cases, patents, regulations, statutes, or trademarks. For courses being taught on issues that are heavily litigated or ever evolving, KeyCite alerts appears to be a useful tool.



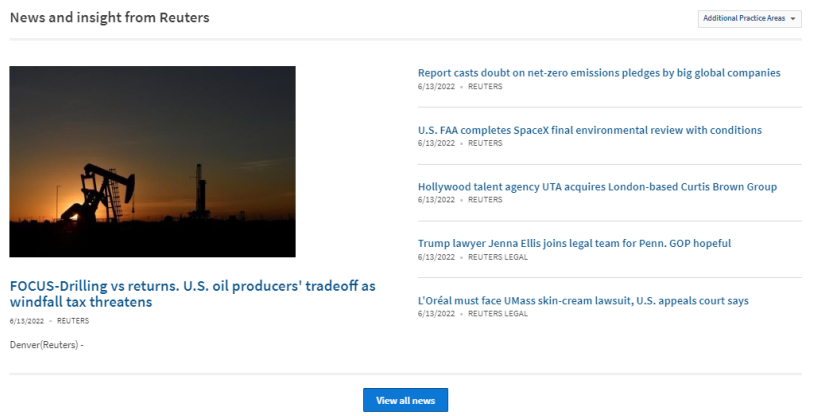
#6

Westlaw Today

Westlaw Today is essentially a powerful legal news provider. Westlaw Edge users benefit from being provided timely and comprehensive news and exclusive analysis right on their homepage.

Simply log-on to your Westlaw Edge account, scroll down on the homepage, and you are provided "News and Insight From Reuters." Within the section, users can select "Additional Practice Area" to receive news on a list of given topics. At the bottom of the section, users may also select "View all news." Selecting from the drop-down menu or by clicking the "View all news" button, users will be taken to the main page for Westlaw Today.

Note, Westlaw Edge users may also go directly to Westlaw Today from anywhere on the website. Simply go to the top of any webpage within Westlaw Edge. Then look to the upper left corner. Users should see "Thomson Reuters WESTLAW EDGE." Next to it appears to be a down arrow. Click the down arrow. Finally, select Westlaw Today. Users will then be taken to the Westlaw Today homepage.



The screenshot displays the "News and insight from Reuters" section on the Westlaw Today homepage. At the top right, there is a dropdown menu labeled "Additional Practice Area". The main content area features a large image of an oil pumpjack at sunset, with the headline "FOCUS-Drilling vs returns. U.S. oil producers' tradeoff as windfall tax threatens" and a sub-headline "Denver(Reuters)". To the right of the image is a list of five news items, each with a date and source:

- Report casts doubt on net-zero emissions pledges by big global companies (6/13/2022 - REUTERS)
- U.S. FAA completes SpaceX final environmental review with conditions (6/13/2022 - REUTERS)
- Hollywood talent agency UTA acquires London-based Curtis Brown Group (6/13/2022 - REUTERS)
- Trump lawyer Jenna Ellis joins legal team for Penn. GOP hopeful (6/13/2022 - REUTERS LEGAL)
- L'Oréal must face UMass skin-cream lawsuit, U.S. appeals court says (6/13/2022 - REUTERS LEGAL)

At the bottom center of the news list, there is a blue button labeled "View all news".

#7

ProView

E-Books

Access to ProView allows Westlaw users to read Thomson Reuters e-books. These e-books may be downloaded for offline use, may be highlighted and annotated, and may be accessible via the ProView app. Needless to say, ProView provides great value for users who read in multiple locations or on multiple devices.

Many law schools purchase access to ProView (disclaimer: check with your library to see if you have access). This means that adjunct faculty can utilize these resources in their class, and everyone should be able to get the material relatively easily.

To enter ProView, users will have to go to their Thomson Reuters law school webpage – lawschool.thomsonreuters.com. From there look to the topmost portion of the webpage. Users should see two drop dropdown menus that looks like the image below.

Select “Westlaw, TWEN, Practical Law...”. In the above image it is the highlighted section. From there select ProView. Users will be taken to another website.

A user’s OnePass credentials should allow the user to access ProView. If the webpage notifies a user that there is an issue, it is best to contact your law school’s law library to ask for help.

Bonus

Trick List

Beyond the 7 tips provided above, Westlaw Edge users can utilize various tricks to help more smoothly navigate the user interface. These tricks are just lesser-known tools that may seem hidden to some users. Below are 2 tricks that should help adjunct faculty who are not used to Westlaw Edge.

Copy Citation

When looking at a document that needs to be cited, simply do the following:

1. Once on the "Document" tab of the webpage, click drop-down arrow icon that looks like this ,
2. From the drop down menu, select "Copy citation."



Copy Link

This is another useful tool when looking at a document that should be added to a syllabus or on-line classroom. Simply:

1. From within the "Document" select this icon ,
2. From the drop down menu click on "Copy link"
3. Paste the link anywhere you deem it necessary.
(And, don't forget about using "Ctrl+K" within Microsoft products to embed the link.)

Quick Check

Again, when looking at the "Document" tab in Westlaw Edge, users can utilize the "Quick Check" tool. It is located on the right-hand side of the webpage, and it looks like this:



The tool is tied to the "Quick Check" tool is tied to Westlaw Edge's Quick Check feature. However, this Quick Check may be used within the Document a user is currently viewing.

To use it:

1. Select text within a Document,
2. A small menu should appear, &
3. Select the "Submit to Quick Check."
 - a. The Quick Check recommendations pane should then extend, taking up more space within the web browser.

Within the Quick Check pane, users are provided a wealth of information, including: 1) a hyperlink to a case with similar language to the language selected by the user, 2) the similar language located within the hyperlinked case, and 3) the ability to "See full report"