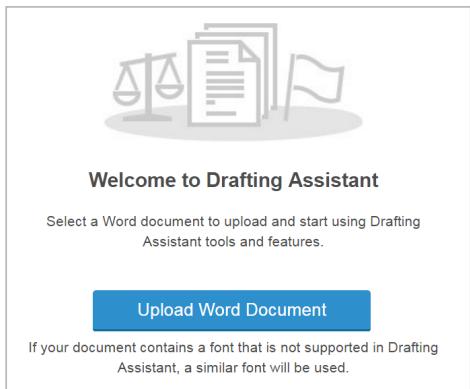


HOW TO BUILD A TABLE OF AUTHORITIES

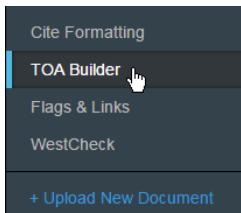
1. Make sure that your brief is complete and that you will not make any further changes to it.
2. Go to drafting.westlaw.com and sign in with your usual username and password.
3. If prompted with a Client ID box, put anything in the box and click **Continue**.
4. Click on **Upload Word Document**, select your document and then click **OK**.



NOTE: You might see an exclamation mark. Don't panic. Wait a few seconds and it will go away.

FONT: Some fonts might not be supported. Don't worry. Hit **Continue** and the closest match will be used.

5. Click **TOA Builder** in the left navigation.



6. Click on **Create New** for Select Profile.

- Name the profile.
- Choose your default jurisdiction.
- Under Table of Authorities Builder, adjust your settings to fit your local appellate rules.



7. Click **Save**.
8. Click **Run TOA Builder**.

Run TOA Builder

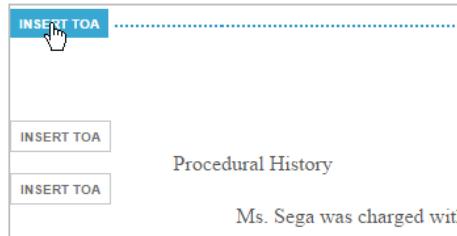


9. Click **Insert TOA**.

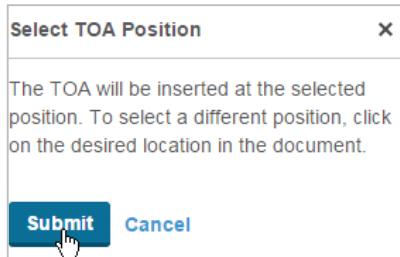
Insert TOA



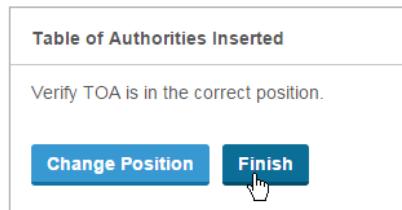
10. Select where you would like to place your TOA.



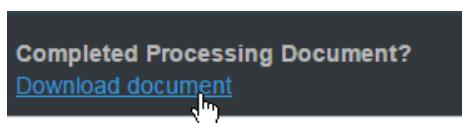
11. Click on **Submit**.



12. Click on **Finish**.



13. Click on **Download document** and you are all set!



HAVING TROUBLE? Check out [this guide](#) on inserting section breaks in your brief and changing your page numbers or the [Drafting Assistant User Guide](#).

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