


DRAFTING ASSISTANT ESSENTIAL

CITE FORMATTING FEATURE

QUICK START GUIDE

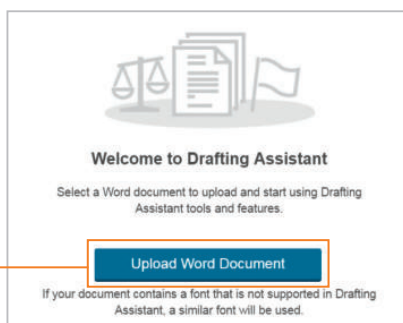
STEP 1

Go to **drafting.westlaw.com** and sign in with your usual OnePass.

A screenshot of the OnePass Sign In form. It has a title "OnePass Sign In". Below it are two input fields: "Username" with the text "OnePassWestlaw" and "Password" with masked characters. Below the password field is a link "Forgot my username or password". There are three checkboxes: "Save my Username", "Save my Username and Password", and "Remember Me on this Computer" with a help icon. At the bottom is a "Sign In" button. A red box highlights the Username and Password fields.

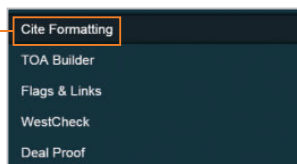
STEP 2

Select **Upload Word Document** and select the document that you would like to work with.

A screenshot of the "Welcome to Drafting Assistant" screen. It features an icon of a scale of justice and a document. The text says "Welcome to Drafting Assistant" and "Select a Word document to upload and start using Drafting Assistant tools and features." Below this is a blue button labeled "Upload Word Document". At the bottom, a note states: "If your document contains a font that is not supported in Drafting Assistant, a similar font will be used." A red box highlights the "Upload Word Document" button.

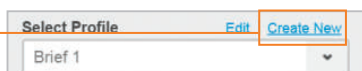
STEP 3

Select **Cite Formatting** from the left navigation bar.

A screenshot of the left navigation bar. It has a dark background with white text. The items are: "Cite Formatting" (highlighted with a red box), "TOA Builder", "Flags & Links", "WestCheck", and "Deal Proof".

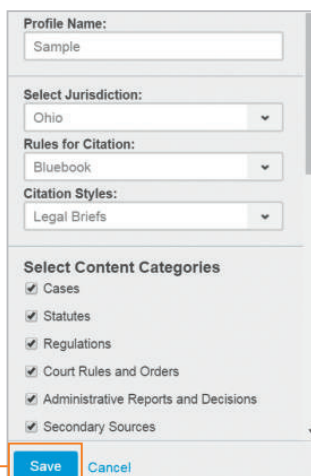
STEP 4

Select a profile. If this is your first time using Cite Formatting, click on **Create New**.

A screenshot of the "Select Profile" dropdown menu. It has a title "Select Profile" and a link "Create New" (highlighted with a red box). Below the title is a dropdown menu showing "Brief 1".

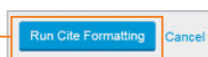
STEP 5

Name your profile; select your jurisdiction, citation rules, and citation style; adjust your desired content settings; and click **Save**.

A screenshot of the "Profile configuration" form. It has a title "Profile Name:" and a text input field with "Sample". Below it is "Select Jurisdiction:" with a dropdown menu showing "Ohio". Then "Rules for Citation:" with a dropdown menu showing "Bluebook". Then "Citation Styles:" with a dropdown menu showing "Legal Briefs". Below these is "Select Content Categories" with a list of checkboxes: "Cases", "Statutes", "Regulations", "Court Rules and Orders", "Administrative Reports and Decisions", and "Secondary Sources". At the bottom are "Save" and "Cancel" buttons. A red box highlights the "Save" button.

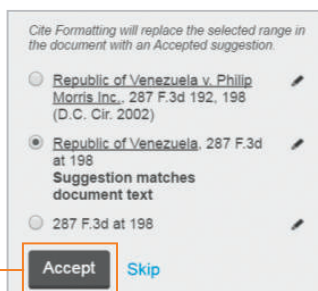
STEP 6

Select **Run Cite Formatting**.



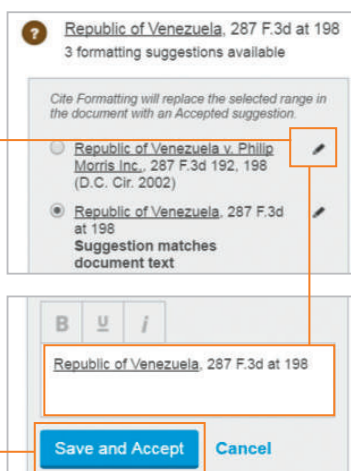
STEP 7

Use the left navigation bar to navigate through your citation list and view the suggested formatting for each of your citations. Select your desired format for each citation and click **Accept**.



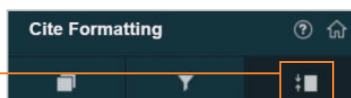
STEP 8

If you would like to edit a suggestion, click on the marker icon to edit, make your changes, and click **Save and Accept**.



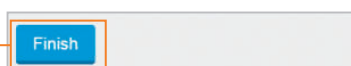
STEP 9

Click on the expand all selections icon to expand or collapse all of the suggested citations in your list at once.



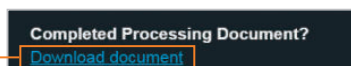
STEP 10

When you've looked through all of your citations and accepted the suggested formatting, click **Finish**.



STEP 11

Click on **Download document** to obtain a copy of your document with all of the correct citations inserted.



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