

DRAFTING ASSISTANT ESSENTIAL CITE FORMATTING FEATURE

QUICK START GUIDE

STEP 1

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



The OnePass Sign In screen shows a form with a blue border. It includes fields for 'Username' (OnePassWestlaw) and 'Password' (redacted). 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 [?]'.

Sign In

STEP 2

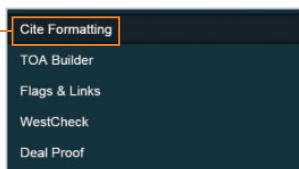
Select **Upload Word Document** and select the document that you would like to work with.



The Welcome to Drafting Assistant screen features a central icon of a scale, a document, and a flag. The text 'Welcome to Drafting Assistant' is at the top, followed by 'Select a Word document to upload and start using Drafting Assistant tools and features.' A large blue 'Upload Word Document' button is centered.

STEP 3

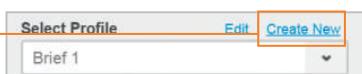
Select **Cite Formatting** from the left navigation bar.



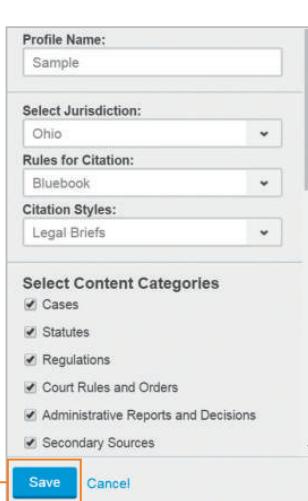
A dark blue navigation bar on the left side of the screen. The 'Cite Formatting' option is highlighted with a white border and a blue background. Other options include 'TOA Builder', 'Flags & Links', 'WestCheck', and 'Deal Proof'.

STEP 4

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



The Select Profile screen shows a dropdown menu with 'Brief 1' selected. There is a 'Create New' button to the right of the dropdown.



The Create New Profile screen contains several dropdown menus and checkboxes. The 'Profile Name:' field is set to 'Sample'. The 'Select Jurisdiction:' dropdown is set to 'Ohio'. The 'Rules for Citation:' dropdown is set to 'Bluebook'. The 'Citation Styles:' dropdown is set to 'Legal Briefs'. The 'Select Content Categories' section contains several checked checkboxes: 'Cases', 'Statutes', 'Regulations', 'Court Rules and Orders', 'Administrative Reports and Decisions', and 'Secondary Sources'. At the bottom are 'Save' and 'Cancel' buttons.

STEP 5

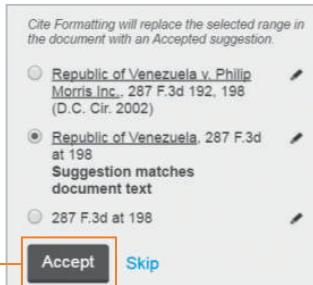
Name your profile; select your jurisdiction, citation rules, and citation style; adjust your desired content settings; and click **Save**.

STEP 6

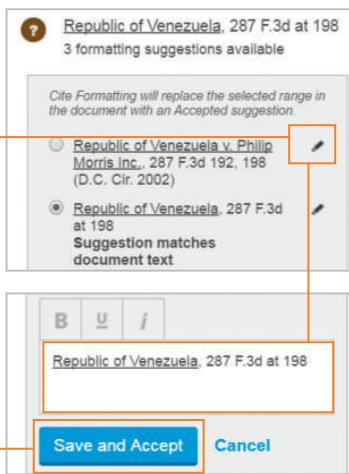
Select **Run Cite Formatting**.

**STEP 7**

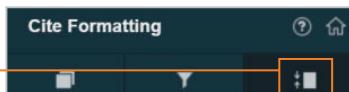
Use the left navigation bar to navigate through your citation list and view the suggested formatting for each of your citations. Select your desired format for each citation and click **Accept**.

**STEP 8**

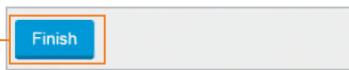
If you would like to edit a suggestion, click on the marker icon to edit, make your changes, and click **Save and Accept**.

**STEP 9**

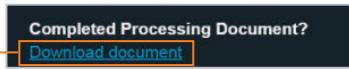
Click on the expand all selections icon to expand or collapse all of the suggested citations in your list at once.

**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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