

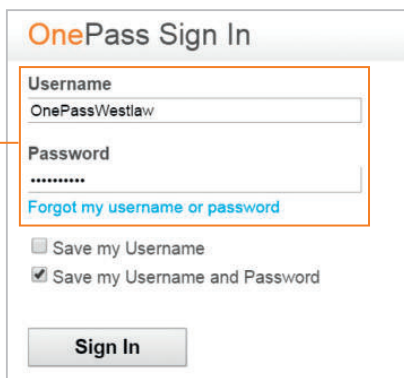
DRAFTING ASSISTANT ESSENTIAL

FLAGS & LINKS FEATURE

QUICK START GUIDE

STEP 1

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



OnePass Sign In

Username
OnePassWestlaw

Password

[Forgot my username or password](#)

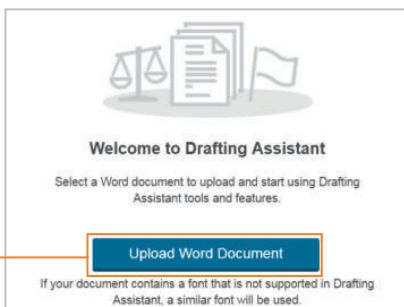
☐ Save my Username

☒ Save my Username and Password

Sign In

STEP 2

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



Welcome to Drafting Assistant

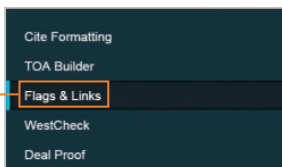
Select a Word document to upload and start using Drafting Assistant tools and features.

Upload Word Document

If your document contains a font that is not supported in Drafting Assistant, a similar font will be used.

STEP 3

Select **Flags & Links** from the left navigation bar.



Cite Formatting

TOA Builder

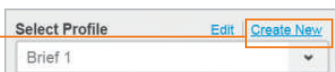
Flags & Links

WestCheck

Deal Proof

STEP 4

Select a profile. If this is your first time using Flags & Links, click on **Create New**.

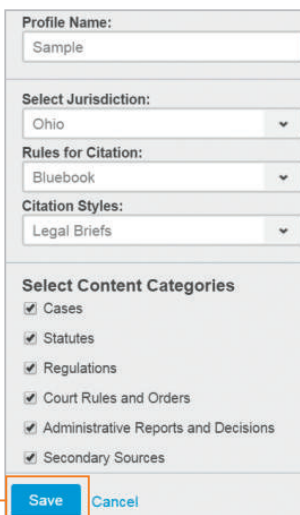


Select Profile [Edit](#) [Create New](#)

Brief 1

STEP 5

Name your profile, select your jurisdiction, adjust your desired link content types, and click **Save**.



Profile Name:
Sample

Select Jurisdiction:
Ohio

Rules for Citation:
Bluebook

Citation Styles:
Legal Briefs

Select Content Categories

☒ Cases

☒ Statutes

☒ Regulations

☒ Court Rules and Orders

☒ Administrative Reports and Decisions

☒ Secondary Sources

Save Cancel

STEP 6

Select whether you would like links, flags, or both and then click on **Insert/Update**.

STEP 7

Use the left navigation bar to navigate through your citation list and view additional instances of your citations.

STEP 8

You can filter by treatment.

STEP 9

Download citation list to obtain all your citations.

STEP 10

When you are happy with the links inserted into your document, click **Finish**.

STEP 11

Click on **Download document** to obtain your document with all of the Links and KeyCite flags inserted.

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