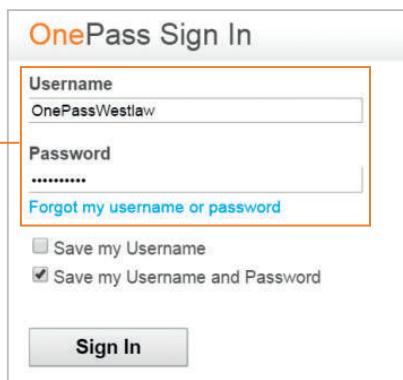


DRAFTING ASSISTANT ESSENTIAL FLAGS & LINKS FEATURE

QUICK START GUIDE

STEP 1

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



The image shows the 'OnePass Sign In' interface. It features a 'Username' field containing 'OnePassWestlaw', a 'Password' field with masked text, and a 'Forgot my username or password' link. Below these are two checkboxes: 'Save my Username' (unchecked) and 'Save my Username and Password' (checked). A 'Sign In' button is at the bottom.

STEP 2

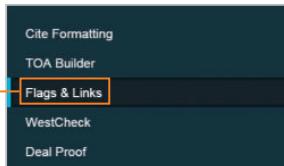
Select **Upload Word Document** and select the document that you would like to work with.



The image shows the 'Welcome to Drafting Assistant' screen. It features a central icon of a scale, a document, and a flag. Below the icon, the text 'Welcome to Drafting Assistant' and 'Select a Word document to upload and start using Drafting Assistant tools and features.' are displayed. A 'Upload Word Document' button is highlighted with a blue box. A note below the button states: 'If your document contains a font that is not supported in Drafting Assistant, a similar font will be used.'

STEP 3

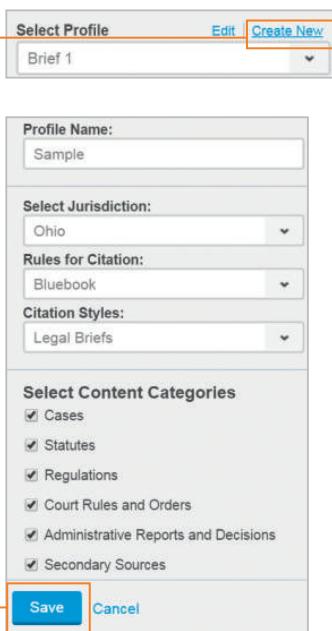
Select **Flags & Links** from the left navigation bar.



The image shows a dark-themed left navigation bar. The 'Flags & Links' option is highlighted with a blue box.

STEP 4

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



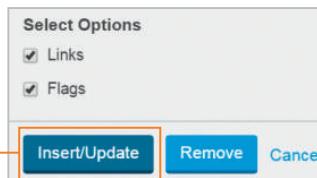
The image shows the 'Create New Profile' screen. It includes a 'Select Profile' dropdown with 'Brief 1' selected, an 'Edit' button, and a 'Create New' button highlighted with a blue box. Below this is a 'Profile Name:' field with 'Sample' entered. The 'Select Jurisdiction:' dropdown is set to 'Ohio'. Under 'Rules for Citation:', 'Bluebook' is selected. Under 'Citation Styles:', 'Legal Briefs' is selected. A '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, adjust your desired link content types, and click **Save**.

STEP 6

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



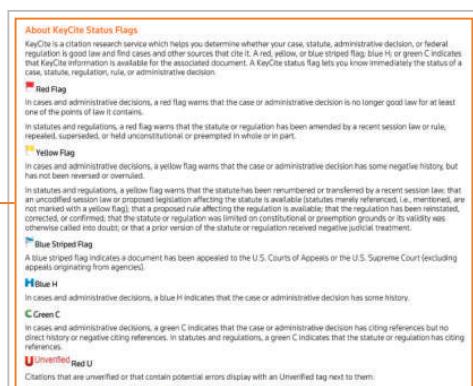
STEP 7

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



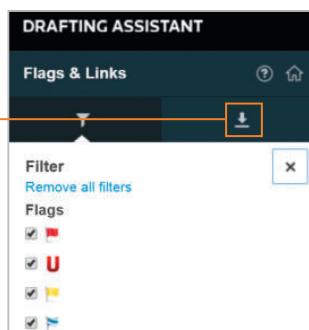
STEP 8

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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