

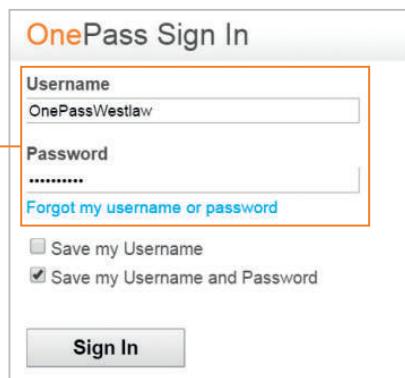
# DRAFTING ASSISTANT ESSENTIAL TOA BUILDER

## QUICK START GUIDE

### STEP 1

Make sure that your brief is complete and that you will not make any further changes to it.

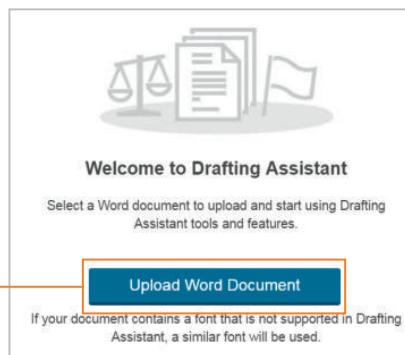
If you want to put your cover, tables, and the rest of your brief in one document, make sure that you insert section breaks and set page 1 of your brief properly in Word before inserting a TOA.



The image shows the 'OnePass Sign In' screen. It has fields for 'Username' (OnePassWestlaw) and 'Password' (redacted). Below the password field is a link 'Forgot my username or password?'. There are two checkboxes: 'Save my Username' (unchecked) and 'Save my Username and Password' (checked). At the bottom is a 'Sign In' button.

### STEP 2

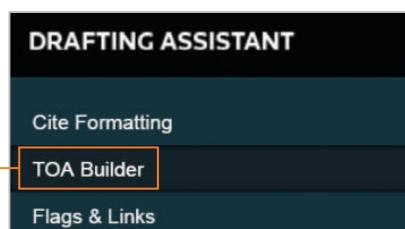
Go to [drafting.westlaw.com](http://drafting.westlaw.com) and sign in with your usual OnePass.



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 is the text 'Welcome to Drafting Assistant' and 'Select a Word document to upload and start using Drafting Assistant tools and features.' At the bottom is a large blue 'Upload Word Document' button. Below the button, a note says: 'If your document contains a font that is not supported in Drafting Assistant, a similar font will be used.'

### STEP 3

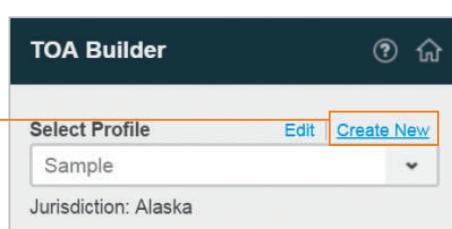
Select **Upload Word Document** and choose the document that you would like to work with.



The image shows the 'DRAFTING ASSISTANT' navigation bar. It has three items: 'Cite Formatting', 'TOA Builder' (which is highlighted with an orange box), and 'Flags & Links'.

### STEP 4

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



The image shows the 'TOA Builder' screen. At the top is a navigation bar with a question mark icon, a home icon, and a 'Create New' button. Below is a 'Select Profile' dropdown menu with 'Sample' selected. A note below says 'Jurisdiction: Alaska'.

### STEP 5

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

- a. Name the profile
- b. Choose your default jurisdiction
- c. Under Table of Authorities Builder, adjust your settings to comply with your local appellate rules

**STEP 6**

Click **Save**.

**STEP 7**

Click **Run TOA Builder**.



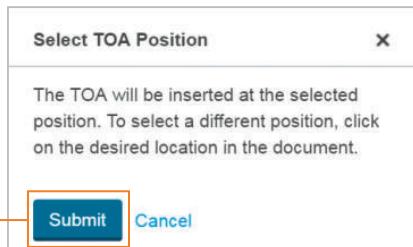
**STEP 8**

Select where you would like the TOA to be placed and click **Insert TOA**.



**STEP 9**

Click **Submit**.



**STEP 10**

Click **Finish**.



**STEP 11**

Click **Download document** and you are all set.



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