

# DRAFTING ASSISTANT ESSENTIAL

## TOA BUILDER

### QUICK START GUIDE

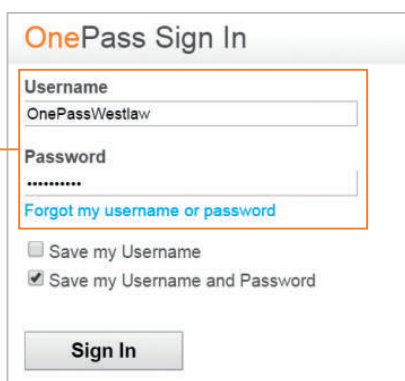
#### STEP 1

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.

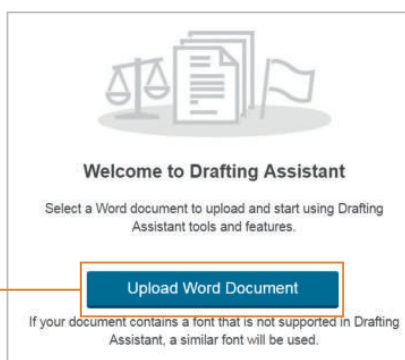
#### STEP 2

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" at the top. Below it are two input fields: "Username" with the text "OnePassWestlaw" and "Password" with masked characters "\*\*\*\*\*". There is a link "Forgot my username or password" below the password field. Below the fields are two checkboxes: "Save my Username" (unchecked) and "Save my Username and Password" (checked). At the bottom is a "Sign In" button. An orange box highlights the Username and Password fields and the "Forgot my username or password" link.

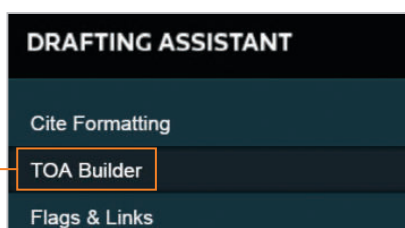
#### STEP 3

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

A screenshot of the "Welcome to Drafting Assistant" screen. It features a logo with scales 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, there is a note: "If your document contains a font that is not supported in Drafting Assistant, a similar font will be used." An orange box highlights the "Upload Word Document" button.

#### STEP 4

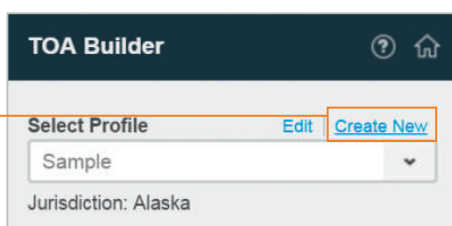
Click **TOA Builder** in the left navigation bar.

A screenshot of the "DRAFTING ASSISTANT" navigation bar. It has a dark background with white text. The items listed are "Cite Formatting", "TOA Builder", and "Flags & Links". An orange box highlights the "TOA Builder" item.

#### STEP 5

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

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

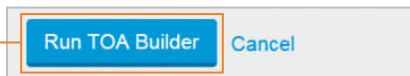
A screenshot of the "TOA Builder" "Select Profile" form. It has a title "TOA Builder" at the top. Below it is a "Select Profile" section with an "Edit" link and a "Create New" link. There is a dropdown menu showing "Sample" and a "Jurisdiction: Alaska" field. An orange box highlights the "Create New" link.

## STEP 6

Click **Save**.

## STEP 7

Click **Run TOA Builder**.



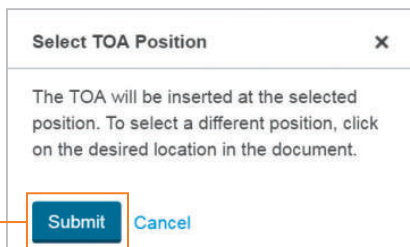
## STEP 8

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



## STEP 9

Click **Submit**.



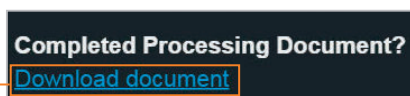
## STEP 10

Click **Finish**.



## STEP 11

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



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