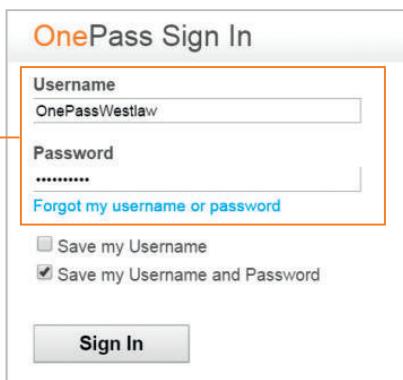


# DRAFTING ASSISTANT ESSENTIAL WESTCHECK FEATURE

## QUICK START GUIDE

### STEP 1

Go to [drafting.westlaw.com](http://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 input, and a 'Forgot my username or password' link. Below these are two checkboxes: 'Save my Username' (unchecked) and 'Save my Username and Password' (checked). At the bottom is a 'Sign In' button.

### STEP 2

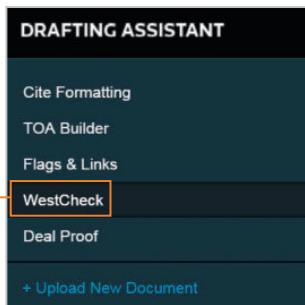
Select **Upload Word Document** and select the document that you would like to work with.



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 is the text 'Welcome to Drafting Assistant' and a sub-instruction '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. 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 **WestCheck®** from the left navigation bar.



The image shows the 'DRAFTING ASSISTANT' navigation bar. It includes links for 'Cite Formatting', 'TOA Builder', 'Flags & Links', 'WestCheck' (which is highlighted with a red box), 'Deal Proof', and '+ Upload New Document'.

### STEP 4

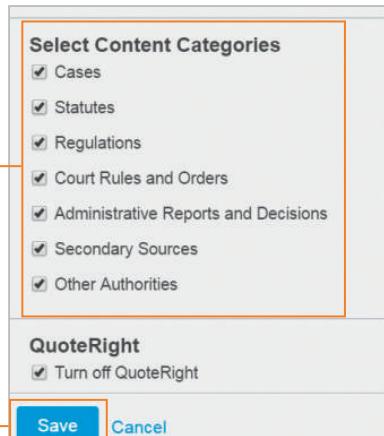
Select a profile. If this is your first time using WestCheck, click on **Create New**.



The image shows the 'Select Profile' interface. It features a 'Select Profile' dropdown menu with 'Sample' selected, an 'Edit' button, and a 'Create New' button (which is highlighted with a red box). Below the dropdown is the text 'Jurisdiction: Arizona'.

**STEP 5**

Select the content categories that you would like citations checked. By selecting **QuoteRight** you are also checking that your quoted items are accurate.

**STEP 6**

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

**STEP 7**

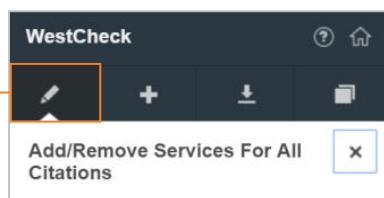
Select **Extract Citation List**.

**STEP 8**

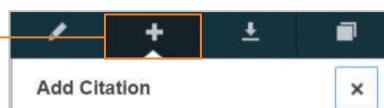
Use the left navigation bar to navigate through your citation list and select whether you would like to find, KeyCite®, check the quotation (QuoteRight), or obtain the table of authorities (Cited Decisions) for each of your citations.

**STEP 9**

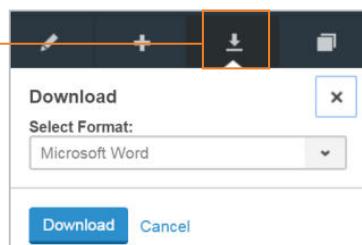
Click on the pencil icon to select a service for all your citations.

**STEP 10**

Click on the plus icon to add citations to your list.

**STEP 11**

Click on download citation list icon to get a list of all of your citations.



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