

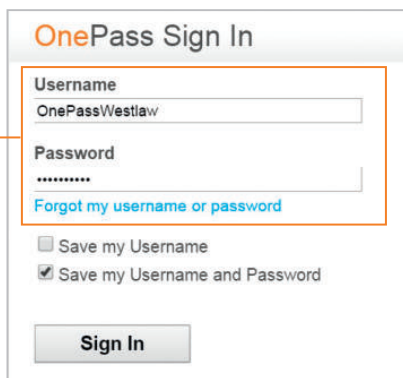
DRAFTING ASSISTANT ESSENTIAL

WESTCHECK FEATURE

QUICK START GUIDE

STEP 1

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



OnePass Sign In

Username
OnePassWestlaw

Password

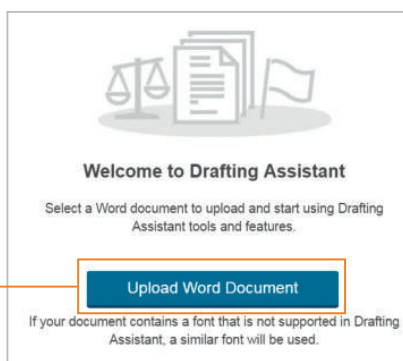
[Forgot my username or password](#)

☐ 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

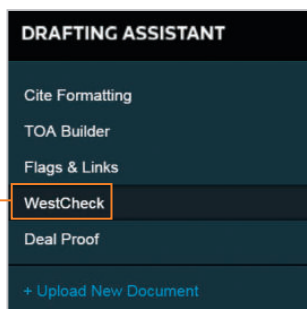
Select a Word document to upload and start using Drafting Assistant tools and features.

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 **WestCheck®** from the left navigation bar.



DRAFTING ASSISTANT

Cite Formatting

TOA Builder

Flags & Links

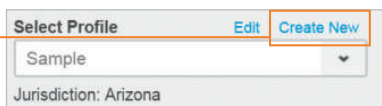
WestCheck

Deal Proof

+ Upload New Document

STEP 4

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



Select Profile Edit Create New

Sample

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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