FORT BEND COUNTY LIBRARIES

Basics of Westlaw

Opening WestlawNext

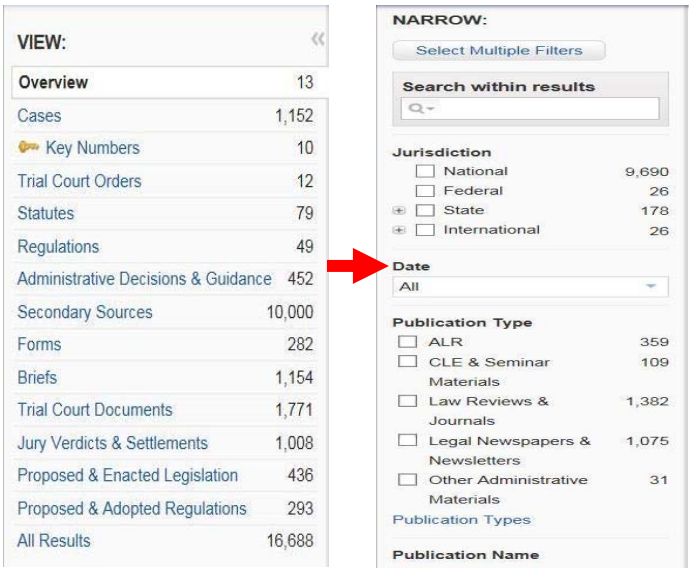
Double-click the "WestlawNext" Icon on the desktop.

Terms Page

Review the terms, and select "I Agree" and "Continue" if you agree.

Narrowing Results

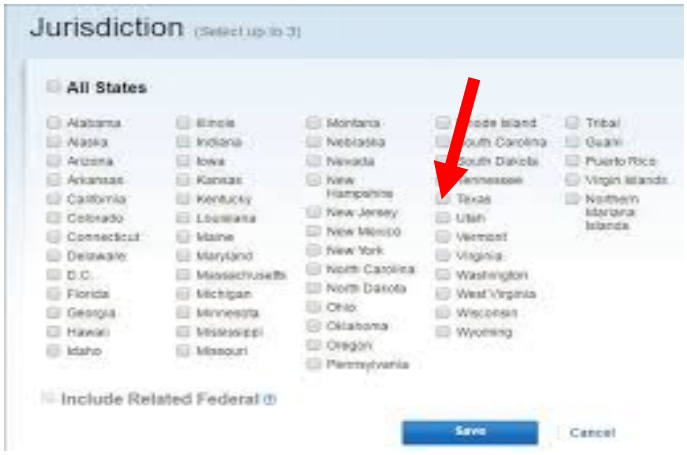
Narrow results on the left hand side by selecting the collection, then narrowing by jurisdiction, document type, or date. You can also search within the results.



Enter a Search

Type a citation, keywords, databases name or other query in search box.

Select the appropriate jurisdiction and single-click "Search."



Searching by Citation

Type case citation into the search box on the home screen and single-click "Search."

Type statute citation in appropriate format beginning with code, then section.

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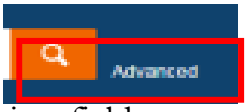
Advanced Searching and Document Retrieval

Advanced Searching

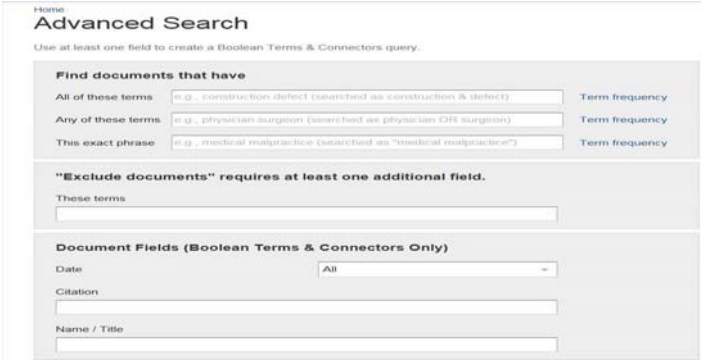
Access template

Single-click "advanced" link to the right of the "Search" button.



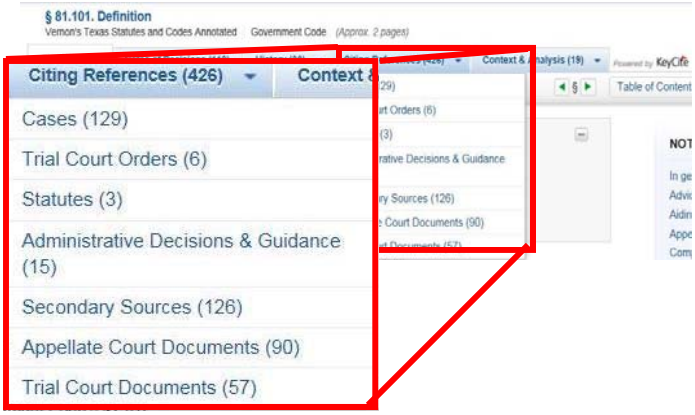
Enter fielded search

Type terms into appropriate field to search for all terms, any terms, and exact phrases.



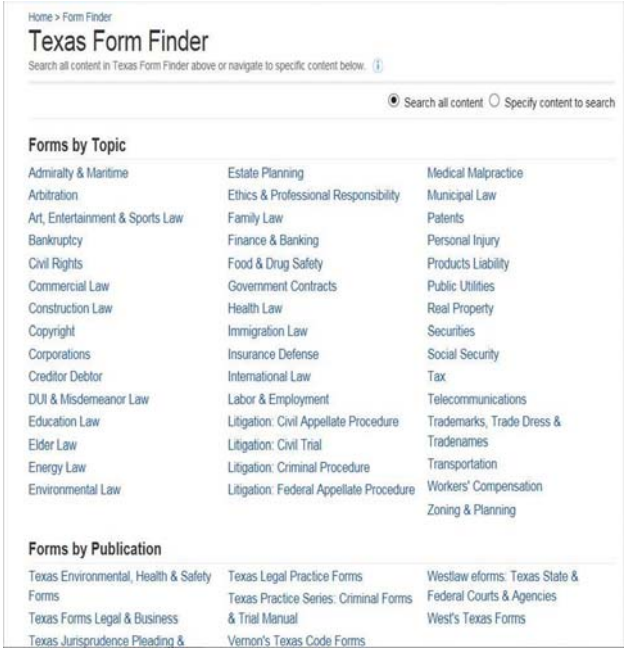
Using KeyCite

When looking at a case or statute, access KeyCite by choosing the tabbed options above the document. Notes, history, citing references, and analysis are available.



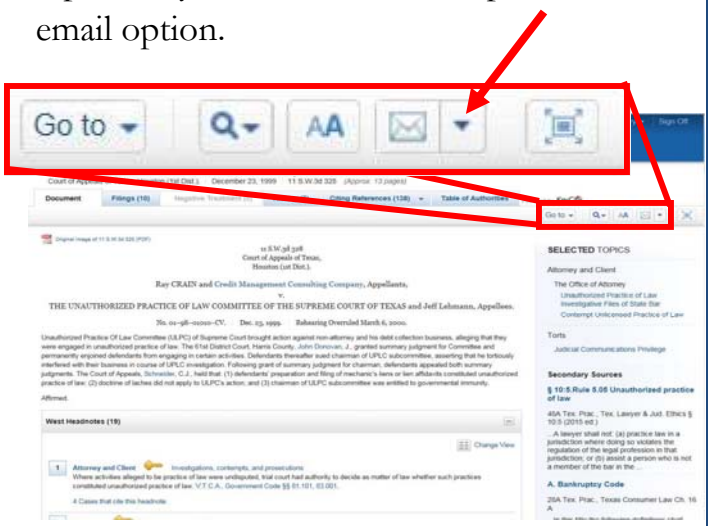
Searching the Form Finder

Search by selecting "Forms" on the front page, then select the jurisdiction. Forms can be searched by keyword, phrase, or title. They can also be selected by topic or browsed by publication.



Print/Save/Download a Document

Single-click the down arrow next to the envelope in any document to select print/save/email option.



Emailing and downloading documents are free of charge. Printing is $.10 cents a page. Documents can be emailed in Word, Word Perfect or PDF formats.