Run searches in plain language or Terms and Connectors

You may use plain language or Terms and Connectors (e.g., \texttt{liab! /p employ! /s scope}) to search on Thomson Reuters Westlaw Edge™. From the results page, each content type is listed separately on the left side of the screen. By clicking on the content type (i.e., Cases, Statutes, Forms...) you can access all of the results for that particular category. When viewing the results page, you can also search within your results and filter by jurisdiction, Key Number, and more.

Searching with WestSearch® Plus

The search bar is located at the top of every page. To search with WestSearch Plus, enter your plain language query and this AI-enhanced search technology will deliver links to relevant documents, content pages, and search queries – and potentially to issues that you haven’t yet considered. It also provides responsive text to thousands of legal questions, helping you get to your answer quickly and confidently.
Quick tips for getting started

3 Return to prior research and favorite searches
From the search bar, you can see your 5 most recent searches, as well as up to 10 searches you’ve saved to your Favorites. Simply click the star next to one of your recent searches to add it to your Favorites.

4 Using the West Key Number System®
Using the Key Number System will enable you to quickly find relevant cases that address your legal issue. You can access the Key Number System on the home page by clicking on Key Numbers.

Once you are on the West Key Number System page, you can use the search bar at the top or browse the page to find topics and key numbers related to your issue. By clicking on a Key Number, you will see its details, and by clicking on a topic heading, you will see results relevant to your selected jurisdiction.
5 Find a document by citation

Type the Find command (find or fi), followed by a citation, in the search box at the top of any page. The format is flexible and not sensitive to spaces or case.

To find multiple citations, type find or fi followed by up to 30 citations, separated by semicolons, in the search box.

6 Check a citation in KeyCite®

Type the KeyCite command (keycite or kc), followed by a citation, in the search box.

Note: For a reminder of what the flags mean, click the Powered by KeyCite button at the top of a document.
Quick tips for getting started

Creating alerts

Quickly access relevant and current information by creating alerts to help you track the latest regulatory and legislative developments, case updates, and information on legal developments and trends. Create and update a variety of alerts from the notification center.

Use folders to organize, analyze, and share research

You can use folders to store and organize your research, create notes on documents, and share your research with colleagues. KeyCite flags automatically update in a document saved to a folder so you’re always accessing the most current information.

You can also create a Research Report to send a professional report summarizing the research in your folder, making it quick and easy to share your research and annotations with others.

Folder Analysis identifies the legal issues present in a folder and makes suggestions for additional relevant cases and statutes to help you expand your research.
9 Print or deliver a document

To deliver a document, click the arrow next to the delivery icon in the upper right-hand corner of the toolbar and choose Email, Print, Download, Dropbox, or Kindle from the menu.

10 See what’s new on Westlaw Edge

Stay up to date with new features added to Westlaw Edge by expanding the What’s new section at the top of the home page.

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