

WestlawNext Canada

How to automatically receive a WestlawNext Canada newsletter using WestClip alert

Welcome to this tutorial on how to automatically receive a WestlawNext Canada newsletter using WestClip alert.

To automatically receive a copy of a WestlawNext Canada newsletter, you will need to set up a WestClip alert. Select the Alerts link located in the upper right corner of any WestlawNext Canada page and then select Create Alert. Select WestClip from the drop-down list, to retrieve the WestClip template displaying five steps.

For the purposes of this tutorial, we will set up a clip to automatically email the latest issue of Epstein's This Week in Family Law.

In step 1 we enter the name for the clip and an optional description. Here you can also change the Client ID, if you wish. If you wish to make this a private alert and if this option has been enable by your administrator, you may enable this feature by selecting it here. Administrators will not be able to view or edit private alerts. Select Notify me of changes to this alert if you wish to be notified if an administrator makes a change to your alert. Select Assign to Alert Group if you wish to assign this alert to a specific group. Select an existing alert group from the list and then select Assign OR create a new alert group by selecting Create Group. Enter the name of your new alert group and then select Save and Assign. Select Continue to proceed to step 2.

Here is where we select the content to search. Select the Products tab and then select FamilySource. Scroll down the list to the Articles and Newsletters section and select Add next to Epstein's This Week in Family Law newsletter. A green checkmark appears next to the name and you can see that it has been placed into the Your Selections section to the right. Proceed to step 3.

Here we need to enter a Boolean query into the search box. For newsletters, any keyword that appears in the title of the newsletter will do. I will enter Epstein, and then select Continue.

In step 4, we select our delivery settings. There are a number of options to choose from including email, and HTML; with email being the default. Since we want to email the full text of the newsletter, we will retain the email delivery option. On the Recipients page, enter one or more recipients into the To box. Enter the first recipient and then hit tab on your keyboard to enter another, if you wish. Confirm the subject line for your email, add an optional email note, and choose the format you want from the drop-down list. Select the Documents radio button in the What to Deliver section. You also have the option to preview of your search, providing you with an opportunity to refine your alert parameters. Select the Layout and Limits tab to set other options such as font size and whether or not to highlight the search term. Continue to step 5.

In the last step we determine the frequency of our search. Let's choose weekly and on Tuesday mornings and then select Save Alert to save these settings.

At any point, if you wish to retrieve the alert to edit or delete it, access it by selecting the Alerts link and then the Alerts link at the top of the left frame. We hope that you have found this tutorial on how to automatically receive a WestlawNext Canada newsletter using WestClip helpful.

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