WestlawNext Canada Newsletter

July 2017

WHAT'S NEW

Getting Started with WestlawNext Canada e-Learning module

This interactive, online e-Learning module covers basic functionality from navigating the home page to finding a statute and case by name to performing a basic keyword search. Learn how to find other cases on the same legal issue and how to print and email documents. Test your knowledge by completing the quiz questions. You can find this module in our Customer Learning Centre (www.carswell.com/learning).

OnePass has a new look, more intuitive design

Based on customer feedback, we have completely redesigned OnePass. The streamlined registration process is intuitive and easier to use, sporting a fresh new look, all while maintaining security.

Additional enhancements include:

1. Reduced number of security questions from 3 to 1

Users with existing OnePass profiles will see this change when they update their profile settings. They will have the option to reduce the number of security questions tied to their profile by selecting "No Question Selected" from the drop-down menu for questions they wish to remove.

2. Easier way to add a registration key

Users can add registration keys to their profiles without having to sign in to the registration pages. A new link to "Add a Registration Key" will be added to sign-in pages.

Users who only need to add a registration key can click the link, enter the registration key, and the primary email address associated with their OnePass profile. If a matching OnePass profile is found, the registration key will be added.

3. Expanded language support

All text has been translated for supported languages.

See for yourself.

For more information about OnePass, please visit www.carswell.com/learning/onepass.

Technical Support: Call 1-800-387-5164, option 2, or email us for help with any technical issues you may experience.

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THOMSON REUTERS

COMING SOON

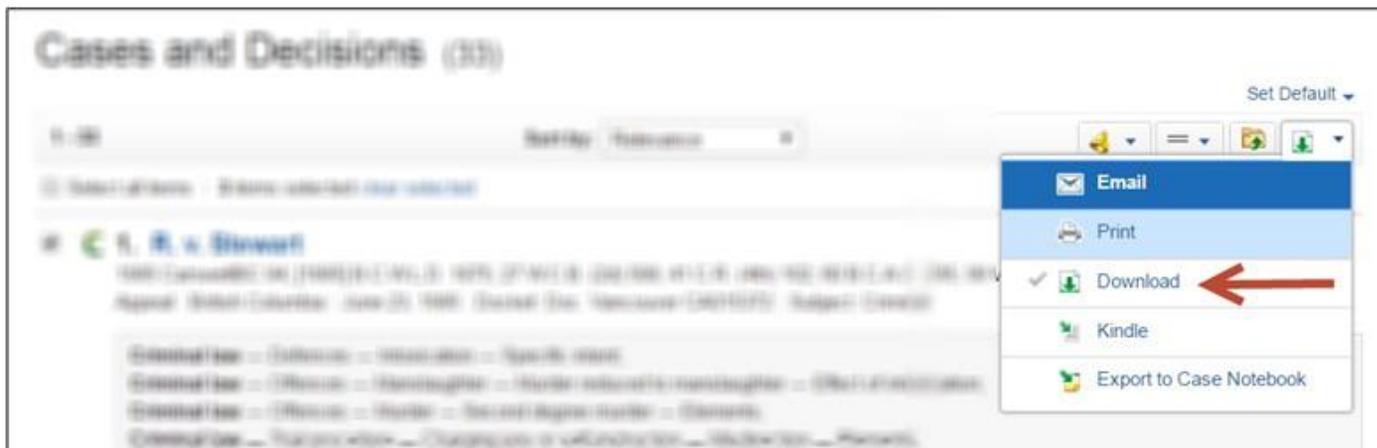### WestlawNext Canada Enhanced Texts and Annotations Page for Authored Commentary

A new enhanced Texts and Annotations page will allow you to intuitively browse and search both WestlawNext Canada texts and annotations, as well as Thomson Reuters Canada's collection of eLooseleafs on ProView – all this is integrated and displayed on one page! A "Favourite Publications" feature will let you prominently display those texts and annotations you use most frequently, so that you have easy access to that content at your fingertips. The new Texts and Annotations page will also allow you to narrow or refine your selection of titles by using filters, so you can quickly navigate to texts and annotations on WestlawNext Canada and link to the eLooseleaf/ProView titles to which you subscribe.

RESEARCH TIPS

Downloading Multiple Files

Did you know that you CAN print multiple cases while starting each new case on a new page? You can do this by downloading cases as multiple files within a ZIP file—then printing.

1. Once you have decided on the cases you would like to print, select your output method on the right hand of the screen to "Download".

2. On the download pop up dialog box under the "Basics" tab the default format is MS Word, under the "As" drop down menu select "Multiple Files (zip)".

3. Select "Download". Your different cases should be downloaded into 1 zip file with each file within it. Each file represents a different case:

4. You can take each of these Word documents and print them as their own separate document.

LawSource pdf resources are fully searchable documents

WestlawNext Canada LawSource pdf resources (such as LawSource Tribunal Coverage pdf) are fully searchable documents, allowing you to quickly find the information you are looking for, without the need of scrolling down throughout multiple pages. These enhanced pdf documents have been converted from scanned images into usable pdf files, allowing you to search through the text in that file using the standard Ctrl + F functionality. Navigation arrows allow you to quickly jump from one instance of the term to another, increasing the efficiency of your search.

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