Creating an Account to Activate the Advance Features

For an Overview of the Functions of West Academic Study Aids –
https://law.ucdavis.edu/library/research-guides/study-aid-resources.html

To activate the more advance features (e.g. note taking etc.) a West Academic account must be created first. This account is **NOT** the same as the WestlawNext account.

To create an account it is best to be at the law school and use a UC Davis law email account. After a West Academic account is created, it can be accessed from anywhere.

**Changing to View to eReader Mode for Advance Features**

1) Once a resource has been selected, scroll to the top of the page and click on the “Sign In”.
2) Then click on the section you wish to view.
3) The default view is to position the page at the start of the text - **not** the top of the page.

4) **Scroll to the top of the page to view the “Takes Notes or Highlights…” to change the text to eReader mode.**

5) The view of the text will change to the eReader mode.
From the “Tools” tab:

Text & Comments

Select Text = Use this feature to place text on a clipboard where the text can be transferred to other format such as a Word.

N.B. Images cannot be directly cut and pasted. None of the highlighting or comments can be transferred using this tool

Add Highlight = The default color is the same as the select text - the color can only be changed after the text is selected

Add Comment = To save a comment click on “Add”

Once a comment has been added, simply, hover over the icon to read the comment.
Using the To

From the “My Markup” tab:
The way to get an overview all the markups within a single resource.

Click on the plus sign to get a limited view of the text, and the text of the comment cannot be edited from this view.

To find the resource where comments have been added:

A list must be created or a resource add to “My Favorites”.

There is no master area where all the “My Markups” are stored across resources.

To add a resource be sure to return to the web view of the study aid and click on “My Favorites”
Using the “Tools” tab:

**Print Tools**

**Print** = From the pop menu select “Pages” as the best way to keep within the printing quota and avoid the application freezing.

“My MarkNotes” when included, are printed as separate pages - not along side the text.
Using the To

**From the “Notes” tab:**

Notes are **NOT** the same as comments. Notes can only be a 1,000 characters, and this is shorter than “My Markups”.

The “Notes” are only displayed on the side panel, where they can also be edited.

A master list of the “Notes” must be created separately. A master list is *not created automatically*, unlike “My Markups”.

They are included in printing with “My Markups/Notes” but they cannot be printed as just the “Notes”.

The “My Markups” will always be included when included for printing, and are printed as separate pages - not along side the text.
Navigating Through a Resource

Once a study aid is selected (from the “Browse Book” tab)

Use “Expand All” to view in details the table of contents

Or

Select from the list to be taken to the start of a chapter.

Browsing and Searching for Resources

Using the Drop Down Menus at the top of the page

West Academic has created automatic searches which allow the browsing of materials by class and then subject for example 1L > Property

The automatic searches will search for the topics and by series.

Resource are sometimes referred to by their series name e.g. a nutshell on the Federal Rules, or a Gilbert on LRW

How create better searches

The large box at the top can search for more than keyword use the “Search Tips” for a complete list; searches can also use Boolean operators.