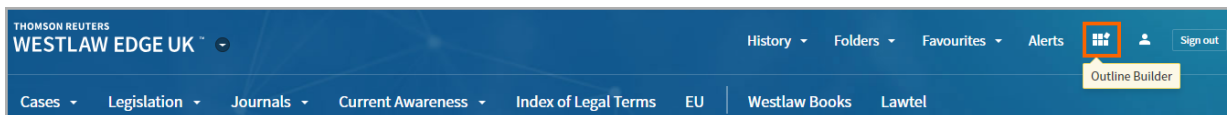


Westlaw Edge UK

Outline Builder

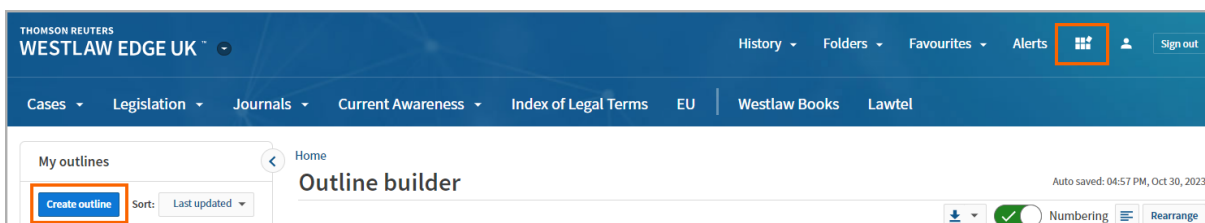
Outline Builder on Westlaw Edge UK enables you to collate your research together into one formatted Microsoft Word document within the platform.

Outline Builder can be accessed using the tools menu in the top right-hand corner of any screen.



Create a new Outline

A new outline can be created by navigating to the Outline Builder tool and selecting "Create Outline" on the left-hand side.



Alternatively, a new outline can be created when viewing a document by clicking the Outline Builder icon from the functionality toolbar on the right-hand side and selecting "Create Outline".



Arrange the Outline

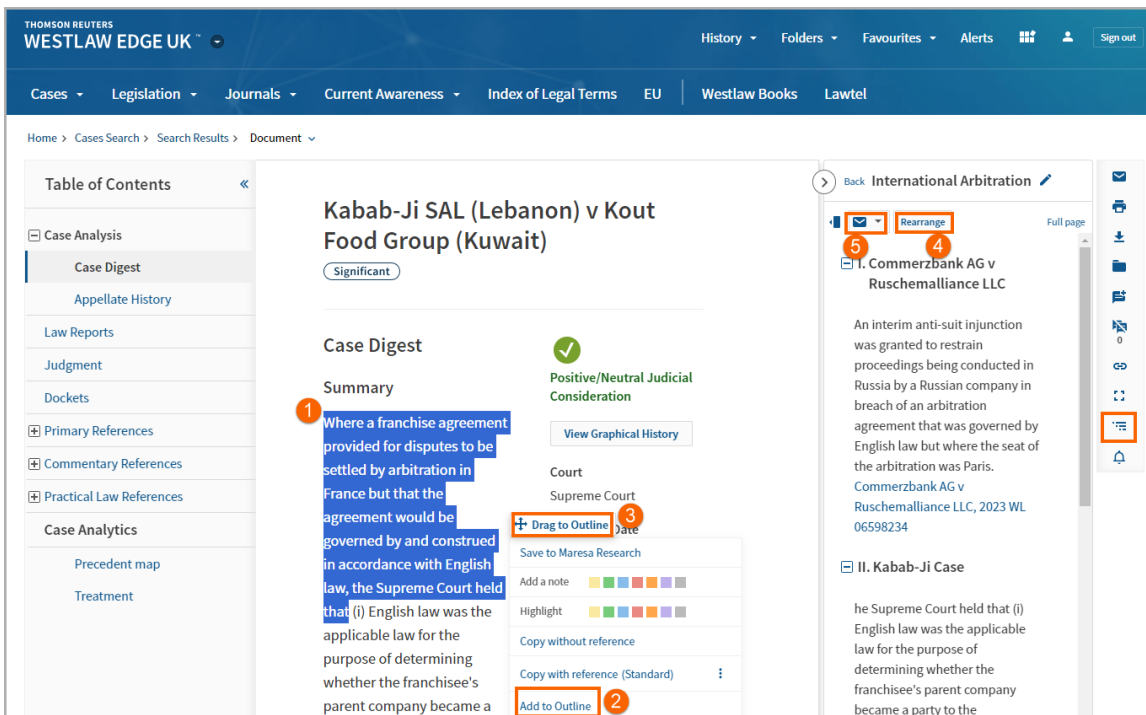
To arrange the Outline, select Add within the outline to add issue headings, sub-headings, or your own outline notes.



Adding content to your Outline

When viewing a document on Westlaw Edge UK, you can add extracts from that document, together with a link to the source document, into your Outline.

1. To add an extract from a document into your Outline, highlight the text you want to add. When you release your mouse, a pop-up will appear.
2. If you have not opened the Outline Builder first by clicking the Outline Builder icon, click "Add to Outline" to add this extract into your selected Outline.
3. If you have opened the Outline Builder first by clicking the Outline Builder icon, you also have the option to click "Drag to Outline" to add this extract into your selected Outline.
4. To rearrange content within the Outline Builder, click "Rearrange" and move the extract to where you want it to appear in the Outline.
5. After Saving the Outline Builder, you have the option to email or export it to Microsoft Word.



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For assistance using Westlaw UK, email SSA.MENATrainers@thomsonreuters.com

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