CITERIGHT CHEAT SHEET

CITERIGHT WEB APPLICATION

Here's where you'll manage your cases and create your collections. Create your first collection using the NEW COLLECTION button. Now you're ready to save your first case!

CITERIGHT BROWSER EXTENSION

In your web browser, navigate to the case you'd like to save and click the CiteRight icon a. To save a case to a particular collection, choose one from the drop down list. If you don't see your collection, click **REFRESH COLLECTIONS**. Once the case is saved, you can access it in Microsoft Word and the web application.

CITERIGHT IN WORD

VIEWING A CASE

Click \square in Word and press \bigcirc to refresh the collection list. Then, click on the desired collection to start citing your cases.

CITING A CASE

Click on the case and press <u>cite</u> from the case preview window. To cite multiple cases in a single footnote, move your cursor to the end of the reference and click <u>cite</u> again on another case.

< Back	
Andersson v Aquino, 2018 ONSC 743.	
Pinpoint	Modify
	Cite

STYLE & FORMAT

Use the citation preferences to update the style (footnote or in-text citations), format (ibid, supra, and short form), and add hyperlinks to your references.

HYPERLINKING

In the preferences menu, you can choose to embed your hyperlinks (source links) directly into your reference or append them at the end of your reference. If you need to replace the actual hyperlink, you can do that through the Modify button from the case preview window.

Close List CiteRight Citatio	Generate Insert On Render Preferences Add	C Logout C About Help
Preferences	↓	×
Citations	ook of Authorities Pinpoints Other	
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Formats	Short Form 🖌 Ibid 🖌 Supra	
Short Forms	\boxed{arphi} Include short form in first citation	
Source Links	Style of cause Primary citation End	
	Save	Cancel





CUSTOM REFERENCES

Statutes, journals, books, and any other reference can be created using **Create**. Input the name, short form, pinpoint type, add a hyperlink, and click **Save**. Now you can cite it just like you'd cite your cases.

< Back		Full Citation:	
Downloads	Create		B /
Fontaine v. Canada (En and Climate Change), 2		Short Form:	B /
May 05, 2021	CanLII	Pinpoint Type:	
Leonard v. The Queen, 33	2021 TCC	Paragraphs Hyperlink:	
May 07, 2021	CanLII		
may 07, 2021			

MODIFYING A CASE

Your references can be modified directly in CiteRight. Click on Modify to make changes to the case name, add a short form, and swap out the hyperlink. Clicking Update will automatically apply any changes you made to that reference throughout your document.

	Details - × Full Citation: B / U Fontaine v. Canada (Environment and Climate Change), 2020 EPTC 5
< Back Andersson v Aquino, 2018 ONSC 743 at para 7.	Short Form: B 7 U
Pinpoint Modify Update	Pinpoint Type: Paragraphs V
	Hyperlink: https://canlii.ca/t/j9pxh Save Revert Cancel

TROUBLESHOOTING ERRORS IN THE WORD ADD-IN

To resolve content control errors, make sure your cursor is outside the content control. To do this, use your arrow keys on your keyboard to move right or left until you see the box disappear. Once you see the Update button turn to cite, the system is ready to cite another case. For more troubleshooting tips, visit the troubleshooting section of our <u>helpdesk</u>.

CREATING A BOOK OF AUTHORITIES (BOA)

SETTING UP YOUR BOOK OF AUTHORITIES

Click Order the "Book of Authorities" tab, select your preferred settings and click Save .

GENERATE A BOOK OF AUTHORITIES

Click Generate . Select which references you want to include and click Generate .

HYPERLINKED (CROSS-LINKED) BOAs

To create a hyperlinked BOA, go to the preferences menu and check the "Hyperlink to BOA" checkbox.

Remember! If you need to change the name of your BOA, make sure to do it in the BOA preferences section using the **File Name** field. Once your BOA is generated, the files that it produces must be saved in the **same folder**. Otherwise, the links between your document and BOA will not work.

Alert
Please insert citation out of a content control.
Dismiss
Scarlett v Belair Insurance, 2015 ONSC 3635
- Scarlett v Berair Insurance, 2015 Olivsc 5655

Preferences	
Citations Book o	f Authorities Pinpoints Other
Name	
Long Name	Book of Authorities
Short Name	ВоА
File Name	BookOfAuthorities.pdf
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Font Size	Medium (13px)
Pinpoint Selection	Sidebar \checkmark Include pinpoints on source front page
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	Bold Italic Underline Hyperlink to BOA
Index Page	
	Save

FINALIZING YOUR BOA

In the final stage of the BOA process, you'll need to insert all your custom references. You can do this by **replacing** (not deleting) the placeholder pages in the page view of your PDF editor. This ensures the bookmarks and hyperlinks still point to the replaced



CREATING A SINGLE PDF WITH YOUR FACTUM AND BOA

First, convert your factum into a PDF/E by going to File > Save as Other > PDF/E. Once it is converted, merge it with your BOA and create a bookmark to the first page of your factum.



Remember! Don't change the name of your BOA in the folder. A BOA can be renamed in the "Book of Authorities" section in the preferences menu in the Word Add-in.