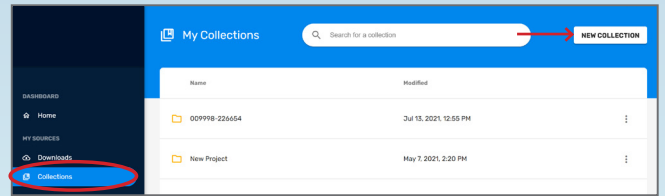



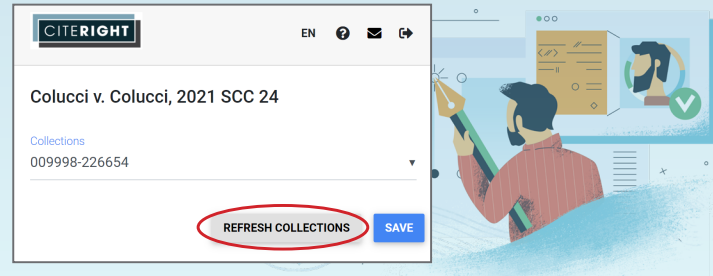
CITERIGHT WEB APPLICATION

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 . 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.



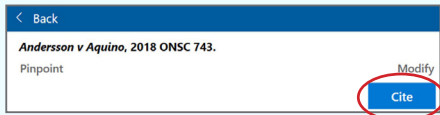
CITERIGHT IN WORD

VIEWING A CASE

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

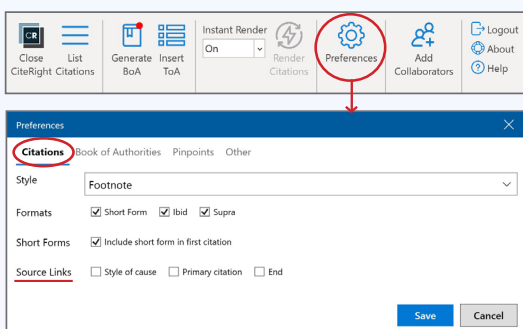


STYLE & FORMAT

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.

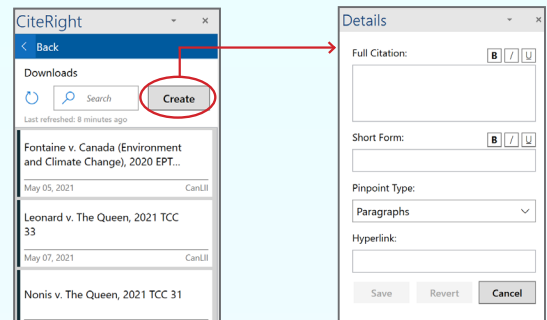
HYPERLINKING

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.



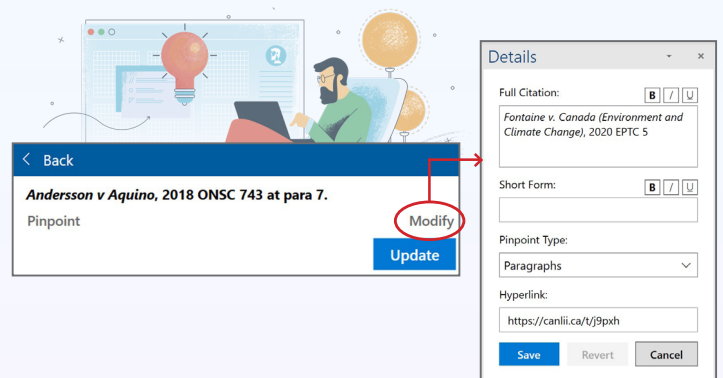
CUSTOM REFERENCES

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.



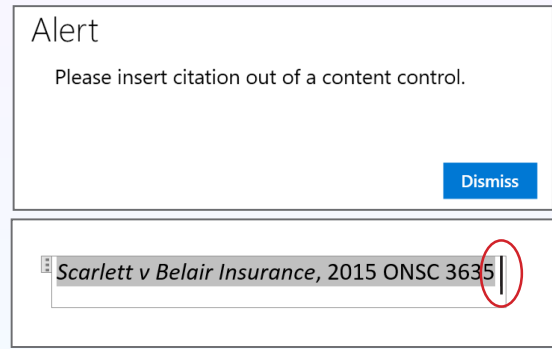
MODIFYING A CASE

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.




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 [helpdesk](#).




CREATING A BOOK OF AUTHORITIES (BOA)

SETTING UP YOUR BOOK OF AUTHORITIES

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

GENERATE A BOOK OF AUTHORITIES

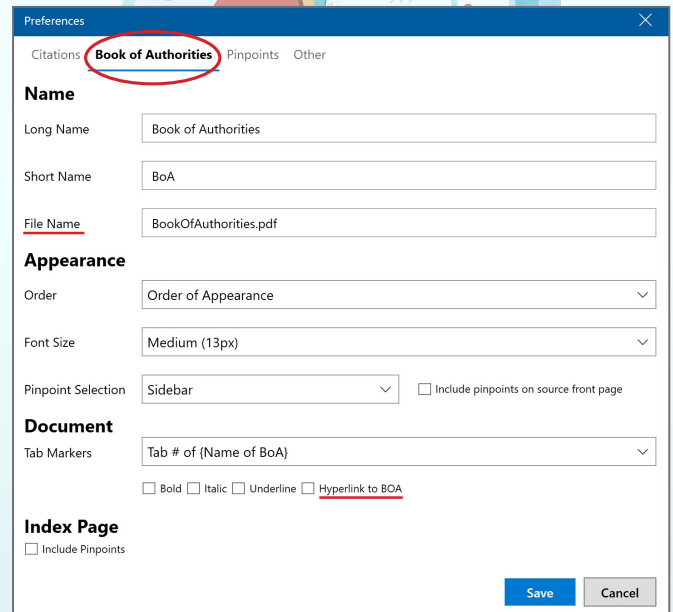
Click . Select which references you want to include and click **Generate**.

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.

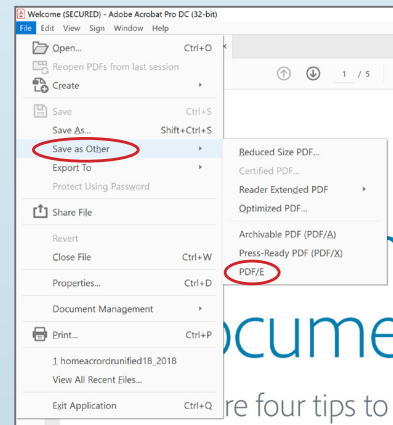
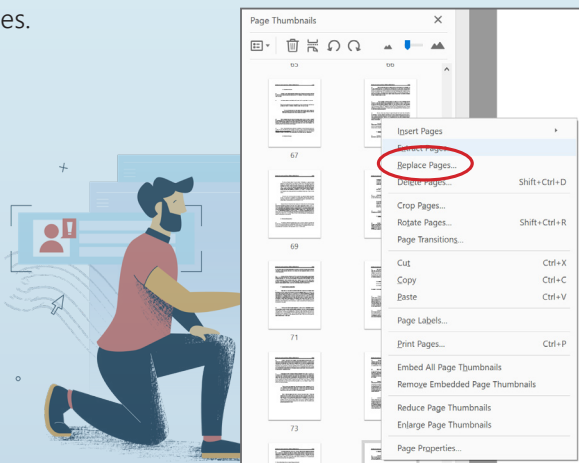


FINALIZING YOUR BOA

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 pages.

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.