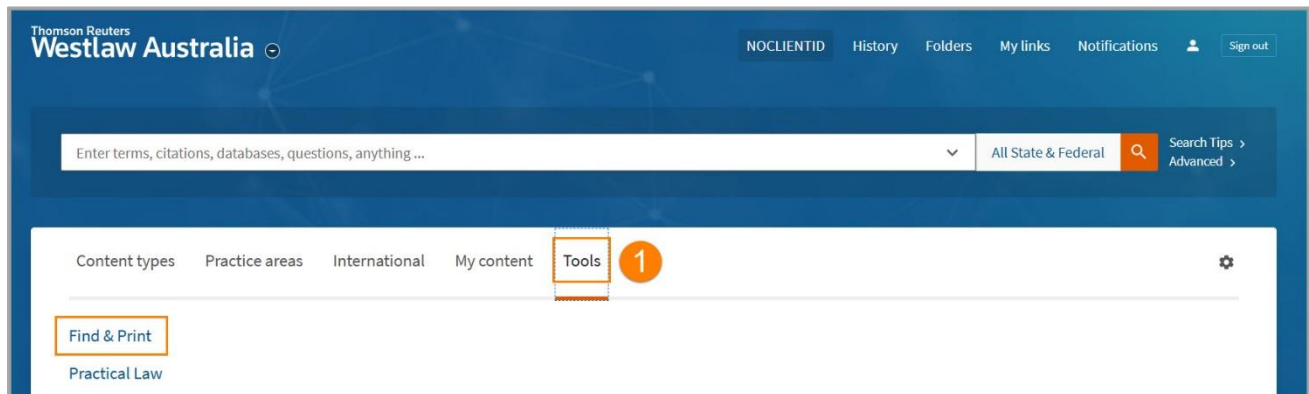# Find and Print tool

Using the Find and Print tool, you can download up to 100 court-ready law reports or unreported judgments from a list of authorities in minutes.

1. On the Westlaw homepage, click the Tools tab, and select Find & Print.
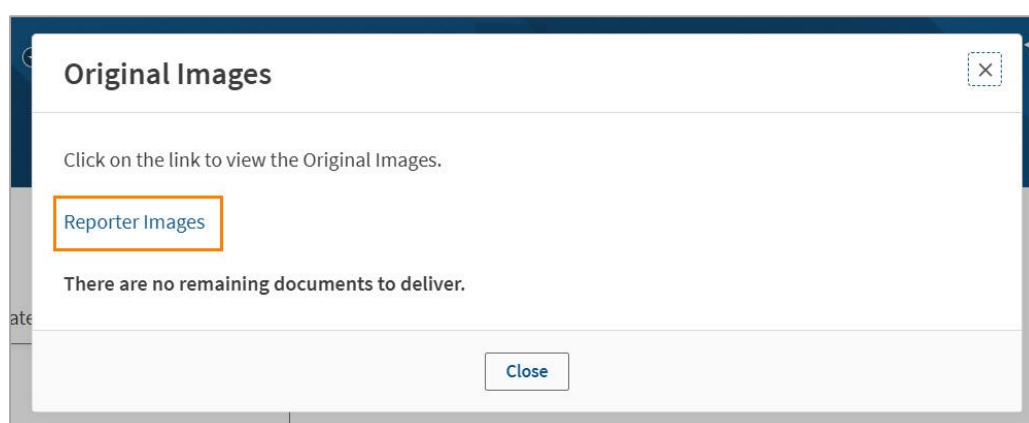

2. Type or copy and paste your citations in the Enter Citations box. You can add up to 100 citations, separated by a semicolon or on separate lines.

3. Result Options: select the options below to download into a zip folder:

- Tick Full text documents check box.
- Tick Substitute with original images when available (RTF/PDF). If no court-ready versions are available, 'on screen' format versions are downloaded.
- Tick Create a single folder for reporter images to download files to a Zip folder.

4. KeyCite: complete ONLY if you want to download KeyCite records

- Tick List of all History Treatments to deliver KeyCite history for your documents.
- Tick List of All Negative Treatments to limit KeyCite history results to negative history.
- Tick List of the first 500 Citing References to deliver KeyCite citing references.

5. **Delivery Options**, select the Download option.

    a.   Format: Select PDF

    b.   Format type: Select Multiple files (ZIP)

    c.   Click Submit button

Click on the reporter images link to download files into a zip folder. The folder will be in your Downloads folder on your computer.

Looking for more information?

To sign into Westlaw Australia, visit https://aulaw.thomsonreuters.com

For assistance using Westlaw Australia, call 1800 020 548

To request training, click https://support.thomsonreuters.com.au/request-training

For additional training materials, visit https://support.thomsonreuters.com.au/