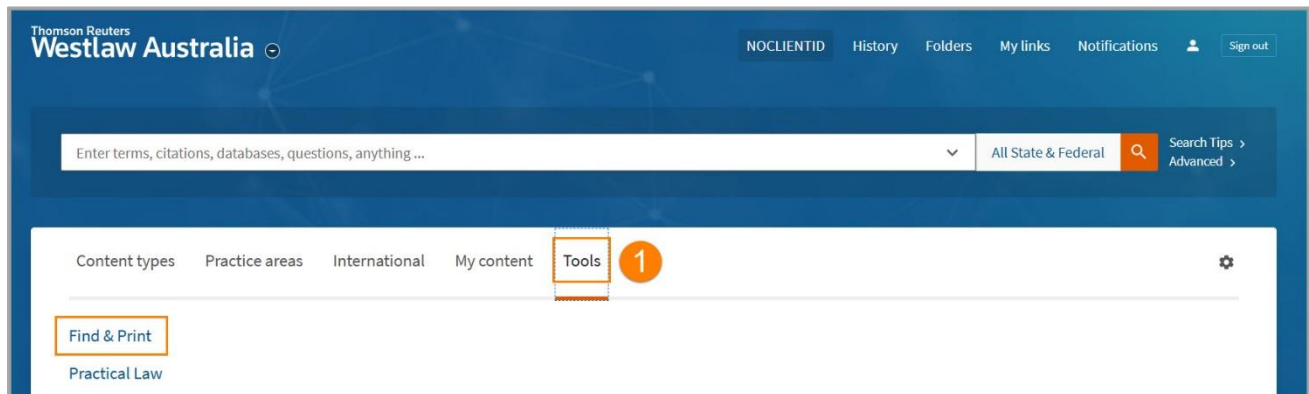


Find and Print tool

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.



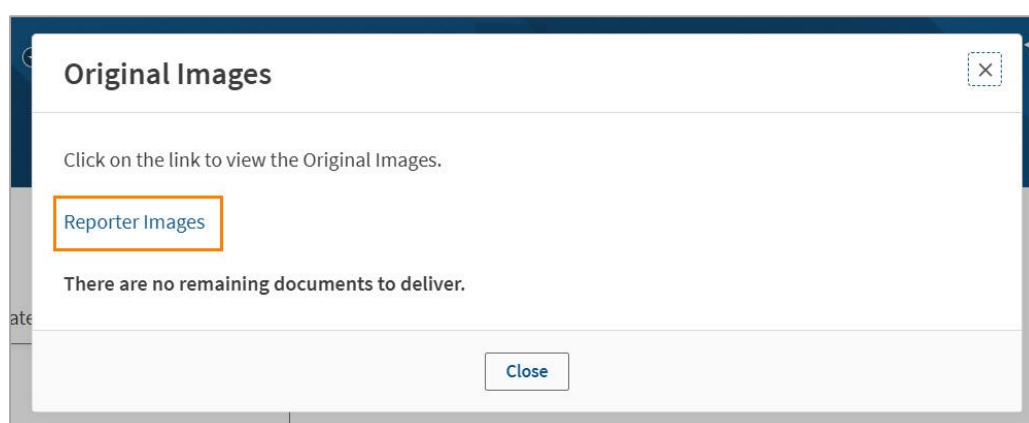
2. Type or copy and paste your citations in the Enter Citations box. You can add up to 100 citations, separated by a semicolon or on separate lines.
3. Result Options: select the options below to download into a zip folder:
 - Tick Full text documents check box.
 - Tick Substitute with original images 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.

A screenshot of the 'Find & Print' tool interface. The 'Enter Citations' section has a text box containing three citations: '2017 93 nswlr 611', '2005 227 clr 234', and '2009 239 clr 346'. A red circle with the number '2' is next to the text box. The 'Result Options' section has a heading 'Select the type of content that you would like to get delivered.' and two main sections: 'Documents' and 'KeyCite'. The 'Documents' section has a red circle with the number '3' and contains three checkboxes: 'Full text documents' (checked), 'Substitute with original images when available (PDF/RTF)' (checked), and 'Create a single folder for reporter images' (checked). The 'KeyCite' section has a red circle with the number '4' and contains three checkboxes: 'List of all History Treatments (excludes Negative Citing References)' (unchecked), 'List of all Negative Treatments' (unchecked), and 'List of the first 500 Citing References' (unchecked).

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.

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