

How to print, email, and share my research

Content on Thomson Reuters Westlaw™ can be delivered by email, print, download, Kindle or Dropbox.

Delivering Research

- From a document or any other deliverable page, click the delivery icon in the upper-right corner of the page. From the drop-down list, select the option that best suits your needs: **Email, Print, Download, Dropbox, or Kindle.**
- The system is dynamic and will provide you with the correct options for the delivery method you choose. For example, if you choose email, you'll be able to enter the email address(es) to which you'd like the information sent, edit the subject line of the email, and add a note to the body of the email.
- With the **Email, Print, or Download** options, you can use the **Layouts and Limits** tab to customize formatting, including changing the color of the hyperlinks from blue to black text and including or excluding KeyCite® flags on documents. You may also choose from a variety of formats, including Microsoft® Word and PDF.
- The **Content to Append** tab allows you to include relevant KeyCite and related document information.
- When you're ready, select the blue delivery method button to finish. In the example below, you would select **Email.**

The screenshot displays the Thomson Reuters Westlaw interface for the document 'Helling v. McKinney'. The document title and citation (113 S.Ct. 2475) are visible at the top. A dropdown menu in the upper right corner is open, showing options for 'Email', 'Print', 'Download', 'Dropbox', and 'Kindle'. The 'Email' option is highlighted. Below this, the 'Email This Document' dialog box is open, showing fields for 'Recipients' (westlaw.user@example.com), 'Subject' (Helling v. McKinney), and 'Email Note' (optional notes). The 'What to Deliver' section is set to 'Document' and the 'Format' is set to 'Word Processor (RTF)'. The 'Email' button is highlighted in blue.

Using Find & Print

If you have a list of citations you'd like to retrieve and deliver from Westlaw, you may use Find & Print to retrieve up to 100 full text documents and print, email, or download the documents all at once.

NOTE: All Find & Print document requests are charged according to your Westlaw subscription plan.

1. From the home page, select the **Tools** tab, then click **Find & Print**.
2. In the search box, enter the citations you'd like to search for. You can also copy a list of citations from a document or email and paste it in the text box. You can enter up to 100 citations at one time. Separate multiple citations with a semicolon. For example, type *98sct2733; 17usca114; 100sct1*. When you enter citations, spacing and punctuation within the citation are generally optional.
3. Under **Results Options**, you can customize the format and delivery options for your batch:

Documents: Select the **Full text documents** check box to deliver the full text of your documents. You can also select **Statutory text only** to deliver statutes without annotations.

KeyCite:

- Select the **List of all History Treatments** check box to deliver KeyCite history for your documents. You can also select the **Exclude Related Filings (for Cases)** check box to exclude court documents (e.g., briefs and trial court documents) from the KeyCite history result or select the **List of all Negative Treatments** check box to limit the KeyCite history results to show only negative history.
 - Select the **List of the first 500 Citing References** check box to deliver KeyCite citing references for your documents, or check the box **Exclude Pleadings, Briefs, and Other Documents**.
4. Under **Delivery Options**, select the destination to which you want your results sent: Email, Print, or Download.
 5. Once you have set your preferences, click **Submit**. A message is displayed when your documents have been delivered.

The screenshot shows the Westlaw 'Find & Print' interface. At the top, it says 'THOMSON REUTERS WESTLAW'. Below that is the 'Find & Print' title and an 'Enter Citations' section with a text input box and a note: 'You can enter up to 100 citations. Separate multiple citations by semi-colons or enter them on separate lines.' The 'Result Options' section is titled 'Select the type of content that you would like to get delivered.' It has three main categories: 'Documents' with a checked 'Full text documents' option; 'Cases' with 'Full text documents' selected and options for 'Substitute with reporter images when available (PDF)' and 'Create a single folder for reporter images'; and 'Statutes & Court Rules' with 'Statutory text only' selected. There is also a 'Patents' section with 'Full text documents' selected and an option to 'Replace with PDF images when available'. A note states: 'Note: All other document types will be delivered in full text.' The 'KeyCite' section at the bottom has three unchecked options: 'List of all History Treatments (excludes Negative Citing References)', 'List of all Negative Treatments', and 'List of the first 500 Citing References'.

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