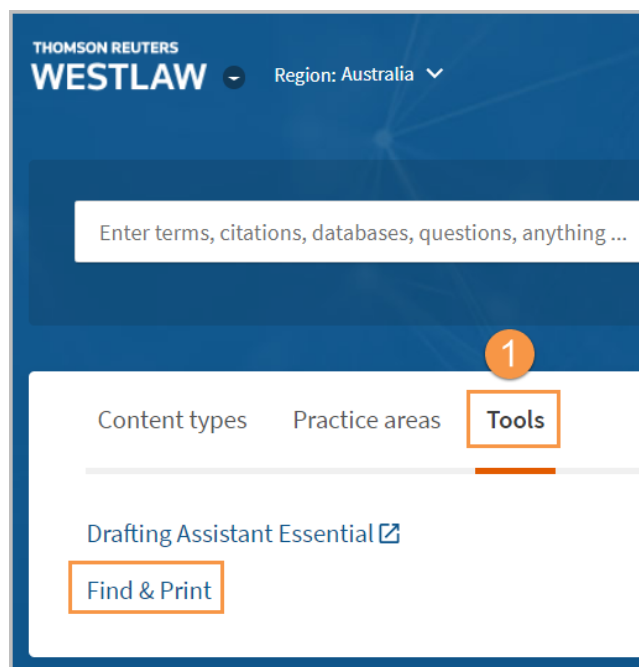




## Find and Print tool

Find & Print provides an efficient way to download or print up to 100 full-text case documents in court-ready format from Westlaw.

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



2. Type or copy and paste your citations in the Enter Citations field. You can enter up to 100 citations separated by a semicolon or on individual lines.
3. Result Options: select option you want for delivery.

If you want to print/download court ready versions of law reports/judgments

Select the Full text documents check box to deliver full text versions.

Tick Substitute with original images when available (RTF/PDF). If no court-ready versions are available, 'on screen' format versions are used.

Tick Create a single folder for reporter images to download files to a folder.

You can select Case opinion only to deliver case opinions without editorial enhancements and Statutory text only to deliver statutes without annotations.

4. KeyCite: complete ONLY if you want to download KeyCite records  
Select List of all History Treatments to deliver KeyCite history for your documents.  
Select List of All Negative Treatments to limit KeyCite history results to negative history.  
Select List of the first 500 Citing References to deliver KeyCite citing references.

### Find & Print

#### Enter Citations

You can enter up to 100 citations. Separate multiple citations by semi-colons or enter them on separate lines.

2017 93 nswlj 611  
 2005 227 clr 234  
 2009 239 clr 346

#### Result Options

Select the type of content that you would like to get delivered.

##### Documents

Full text documents

##### Cases

Full text documents

- Substitute with original images when available (PDF/RTF)
- Create a single folder for reporter images

Case opinion only (excludes Headnotes)

*Note: All other document types will be delivered in full text.*

##### KeyCite

- List of all **History Treatments** (excludes Negative Citing References)
- List of all **Negative Treatments**
- List of the first 500 **Citing References**

5. **Delivery Options**, select the destination you want your results sent.

- **Emailing** your results.
  - a. Type email addresses in the To field.
  - b. Format Choose PDF.
  - c. For individual files, select Multiple Files (ZIP).
  - d. Click on Submit button.

#### Delivery Options

Select how you would like the content delivered.

Email  Print  Download

**Recipients**    Layout and limits

---

To\*

mark.norman@tr.com

Subject\*

Find & Print Documents

Email note

Format    As    What to deliver

PDF    Multiple files (ZIP)

**Submit**

- Printing documents.
  - a. Click on Submit button.

### Delivery Options

Select how you would like the content delivered.

Email  Print  Download

**Layout and limits**

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Page Layout Include

Dual column layout for Cases  Cover page

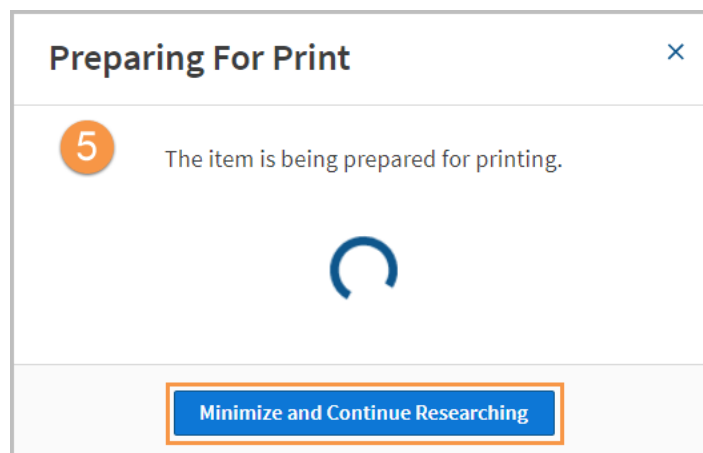
Footnotes

Links Font size

Underline

a

- You will see a message stating the items are being prepared for printing. Keep using Westlaw by selecting the **Minimize and Continue Researching** button.
- When your items are ready, click the Download button.



- Downloading documents.
  - a. Select PDF
  - b. Select Multiple Files (ZIP)
  - c. Click Submit button

**Delivery Options**  
Select how you would like the content delivered.

Email  Print  Download

Delivery Format    Layout and limits

---

What to deliver

**Format**

PDF a

**As**

Multiple files (ZIP) b

Submit c

- You will see a message stating the items are being prepared for download. Keep using Westlaw by selecting the **Minimise and Continue Researching** button.
- When your items are ready, click the Download button.

**Ready For Download** 6 X

The items are ready to download.

Download

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