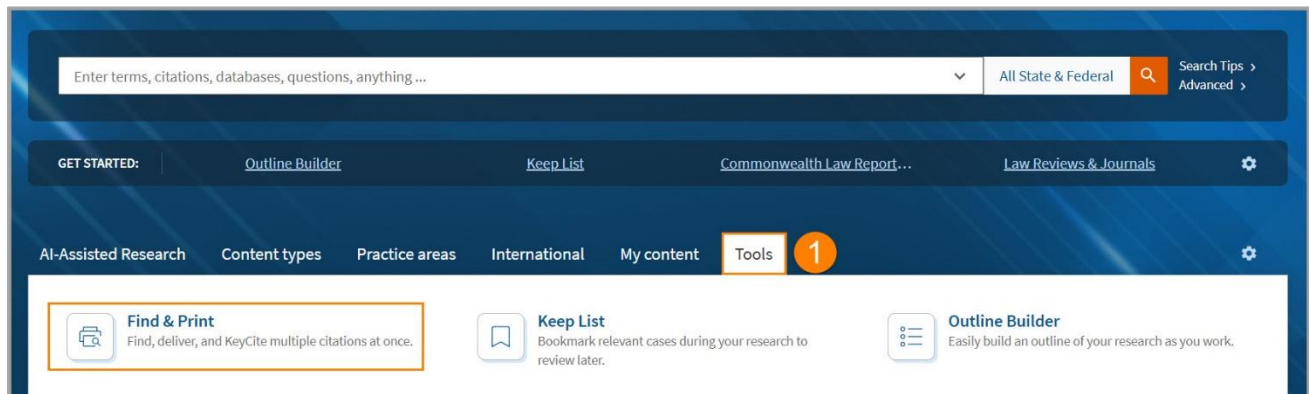


Find and Print tool

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.

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 nswlr 611
2005 227 clr 234
2009 239 clr 346

2

Result Options

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

Documents 3

☒ 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 4

☐ List of all **History Treatments** (excludes Negative Citing References)

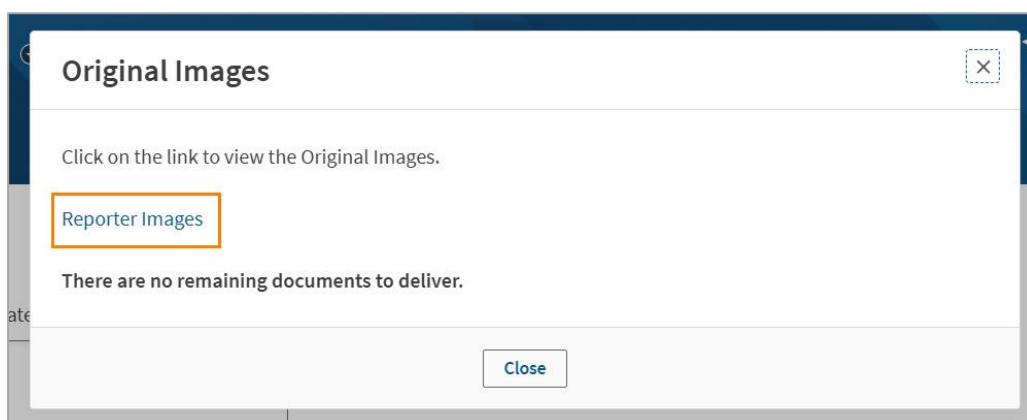
☐ List of all **Negative Treatments**

☐ List of the first 500 **Citing References**

5. Delivery Options, select the 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 Precision Australia, visit <https://aulaw.thomsonreuters.com>

For assistance using Westlaw Precision 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/>