THOMSON REUTERS

WESTLAW™

USING WESTLAW FIND & PRINT

Westlaw Find & Print™ provides an efficient way to retrieve up to 100 full text documents on Westlaw and send them to a printer or email address, or download it to a file. To access this feature, click on **Tools** in the Browse pane and select **Find & Print**. Enter your queries to have full-text documents or KeyCite® results automatically emailed, printed, or downloaded. You can also request a PDF image of a case exactly as it appears in a West Reporter. Additionally, all Find & Print document requests are changed according to your Westlaw subscription plan.

Retrieving Documents

To use Find & Print, complete the following steps:

1. ENTER CITATIONS

Type your citations in the *Enter Citations* text box. You can also copy a list of citations from a document and paste it in the text box.

You can enter up to 100 citations. Separate multiple citations with a semicolon or hard return. For example, type *98sct2733; 17usca114; 100sct1*.

When you enter citations, spacing and punctuation are generally optional. Depending on the document type, the citation format will vary slightly. This table shows some sample citations:	

Document Type	Find Example
Caselaw	118 sct 1261
Slip opinion or unreported decision	2008 wl 5787472
United States Code Annotated® section	13 usca 23
U.S. public law	us pl 111-13
State statute	mi st s 37.1504
	ca elec s 20007
	me st t 24-a s 229
Code of Federal Regulations section	26 cfr 403.2
IRS private letter ruling	plr 200811023
Law review article	121 harv l rev 469

2. SELECT RESULT AND DELIVERY OPTIONS

Result Options

Under *Result Options*, select one or more check boxes to indicate the contents you want delivered.

Documents

• Select the *Full text documents* check box to deliver the full text of your documents. You can also select *Case opinion only* to deliver case opinions without editorial enhancements and *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*.

Delivery Options

Under *Delivery Options*, select the destination to which you want your results sent.

• Select *Email* to send your results to an email address. Choose a document format (Microsoft® Word, WordPerfect®, Word Processor (RTF), or PDF) from the corresponding drop-down list. Type one or more email addresses in the *To* box. You can choose to deliver your documents as a single merged file or as a merged zip file.

• Select *Print* to deliver the documents to your printer.

• Select *Download* to save your results to a file. Choose a document format (Microsoft Word, WordPerfect, Word Processor (RTF), or PDF) from the corresponding drop-down list. You can choose to deliver your documents as a single merged file or as a merged zip file.

3. GET DELIVERY NOTIFICATION

Click **Submit**. A message is displayed when your documents have been delivered. If you selected *Download*, the *Ready for Download* window is displayed, which prompts you to complete the download process. Click **Download** to display the *File Download* window, which prompts you to open or save the file. Click **Open** to automatically open your documents in the format you selected. Click **Save** to save the file, then specify a name and location for the file in the *Save As* window and click **Save**.

Retrieving Results as West Reporter Images

Westlaw Find & Print allows you to retrieve a case exactly as it appears in the West Reporter, including the same text, formatting, page numbers, fonts, bolding, italicization, hyphenation, and Key Number symbols. The document is delivered as a PDF image, so Adobe® Reader® must be installed on your computer in order to view it.

To retrieve West Reporter images, complete the following steps:

1. ENTER CITATIONS

Type one or more caselaw citations, e.g., *98sct2733; 100sct1* (spaces, periods, and capitalization are optional), in the *Enter Citations* text box. You can enter up to 100 citations per request; separate multiple citations with a semicolon or a hard return.

2. SELECT RESULT AND DELIVERY OPTIONS

Result Options

Under *Result Options*, select the *Substitute with reporter images when available* check box. To receive multiple images in one PDF document, select the *Create a single merged file for reporter images* check box.

Note: Reporter images are delivered through Adobe or other PDF image readers. If you receive separate PDFs, you will need to open and save each PDF individually.
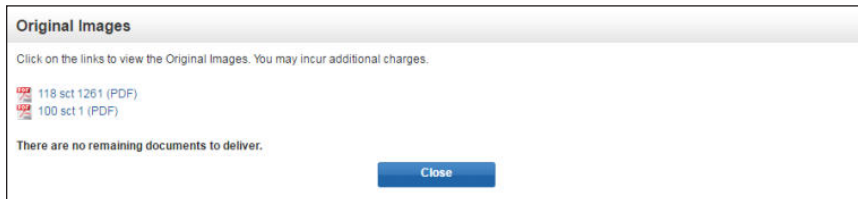

Delivery Options

Although your image is always delivered in PDF, if a document you request does not have a West Reporter image, the full-text document will be delivered in the format currently specified for the destination, e.g., *Download: Word.*

3. SAVE OR OPEN RETRIEVED IMAGES

When your images have been retrieved, click an image's citation. If you requested one PDF for all images, click **Reporter Images**. Then click **Open** or **Save**.

- If you click **Open**, your document is displayed as a PDF image in Adobe Reader. To print the PDF image from Adobe Reader, click the **Print** icon on the toolbar, or choose **Print** from the File menu. To save the PDF image, click the **Save** icon on the toolbar, or choose **Save** from the File menu. Specify a name and location for the image in the displayed window and click **Save**.

- If you click **Save**, specify a name and location for the image in the *Save As* window and click **Save**.

If you did not request one PDF for all images, repeat this step for each image.

Original Images

Click on the links to view the Original Images. You may incur additional charges.

📄 118 sct 1261 (PDF)
📄 100 sct 1 (PDF)

There are no remaining documents to deliver.

[Close]

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