

Using WestFind&Print®

Finding and Delivering Documents on Westlaw

WestFind&Print provides an efficient way to retrieve the full text of documents on Westlaw. To use WestFind&Print, all you need is a Westlaw password. Go to findprint.westlaw.com and enter your citations, select result and delivery options, and sign on to Westlaw to have full-text documents or KeyCite® results automatically delivered. You can also request a PDF image of a case, exactly as it appears in a West reporter. If you request a document that is not included in your subscription plan, a message is displayed that gives you the option to retrieve the document for an additional charge.

Retrieving Results As Text

To retrieve the text of up to 99 documents simultaneously and send the text to a printer or e-mail address or download it to a file, complete the following steps:

1. ENTER CITATIONS

Type your citations in the *Enter Citations* text box (Figure 1). You can also copy a list of citations from a word-processing file and paste it in the text box.

You can enter up to 99 citations. Separate multiple citations with a semicolon or a hard return. For example, type **98sct2733;17usca114;100sct1**. Click **Publications List** to view citation formats for specific publications.

Note To retrieve up to 20 West reporter images, see “Retrieving Results As West Reporter Images” on page 3.

For assistance using Westlaw, call **1-800-WESTLAW** (1-800-937-8529).

For free reference materials, visit west.thomson.com/westlaw/guides.

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
Case law	118 sct 1261
Slip opinion or unreported decision	2008 wl 5787472
<i>United States Code Annotated</i> ® 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
<i>Code of Federal Regulations</i> section	26 cfr 403.2
IRS private letter ruling	plr 200811023
Law review article	121 harv l rev 469

Table 1. Citation examples

Figure 1. Entering citations in WestFind&Print

2. SELECT RESULT AND DELIVERY OPTIONS

Result Options

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

- Select the **Full Text Documents** check box to print the full text of your documents. You can also select the **Print case opinion only** check box to print case opinions without editorial enhancements and the **Print statutory text only** check box to print statutes documents without annotations.
- Select the **KeyCite Citing References** check box to print KeyCite citing references for your documents.
- Select the **KeyCite History** check box to print KeyCite history for your documents. You can also select the **Exclude court documents from KeyCite History** check box to exclude court documents (e.g., briefs and trial motions and filings) from the KeyCite history result or select the **KeyCite Negative Treatment Only** check box to limit the KeyCite history result to show only negative history.

Delivery Options

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

- Select **Attached Printer** if you have a printer that is directly connected to your computer. Choose a document format (**PDF** or **HTML**) from the corresponding drop-down list.
- Select **Download** to save your results to a file. Choose a document format (**Word**, **WordPerfect**, **HTML**, **Plain Text**, or **PDF**) from the corresponding drop-down list.
- Select **Westlaw Printer** if you use a printer that is configured to print Westlaw materials exclusively.
- Select **E-mail** to send your results to an e-mail address or a wireless device. Choose a document format (**Word Attachment**, **WordPerfect Attachment**, **HTML Attachment**, **PDF Attachment**, **Plain Text Attachment**, or **Plain Text Inline**) from the corresponding drop-down list. (If results will be sent to a wireless device, choose **Plain Text Inline**.) Then type one or more e-mail addresses in the *Addresses* text box, separated by semicolons.

Select Result and Delivery Options

Result Options

- Full Text Documents
- Print case opinion only (excludes Synopsis/Digest)
- Print statutory text only
- KeyCite Citing References
- KeyCite History
- Exclude court documents from KeyCite History
- KeyCite Negative Treatment Only

Substitute with Reporter Images when available

Create one PDF for all Reporter Images

Text and KeyCite Delivery Options

Attached Printer

Download:

Westlaw Printer

E-mail: Addresses:

Send all documents in one email

(Separate multiple e-mail addresses with semicolons.)

Figure 2. Specifying result and delivery options for documents

3. ENTER WESTLAW INFORMATION

Under *Submit Request*, type your Westlaw password and a client identifier in the text boxes (Figure 3). Then click **Submit** to sign on to Westlaw.

Figure 3. Submitting a WestFind&Print request

4. GET DELIVERY NOTIFICATION

A message is displayed when your documents have been delivered. If you selected *Download*, the Download Confirmation dialog box is displayed, which prompts you to complete the download process. Click **Complete Download** to display the File Download dialog box, 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* dialog box and click **Save**.

Retrieving Results As West Reporter Images

WestFind&Print allows you to print 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 print West reporter images, complete the following steps:

1. ENTER CITATIONS

Type one or more case law citations, e.g., **98sct2733;100sct1** (spaces, periods, and capitalization are optional), in the *Enter Citations* text box. You can enter up to 20 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 one PDF for all Reporter Images** check box (Figure 4).

Note If you receive separate PDFs, you will need to open and save each PDF individually.

Figure 4. Specifying result and delivery options for West reporter images

Delivery Options

Under *Text and KeyCite Delivery Options*, select a delivery destination. 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. ENTER WESTLAW INFORMATION

Under *Submit Request*, type your Westlaw password and a client identifier in the text boxes. Then click **Submit** to sign on to Westlaw.

4. SAVE OR OPEN RETRIEVED IMAGES

When your images have been retrieved, click an image's citation (Figure 5). 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, then specify a name and location for the image in the displayed dialog box and click **Save**.
- If you click **Save**, specify a name and location for the image in the Save As dialog box and click **Save**.

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

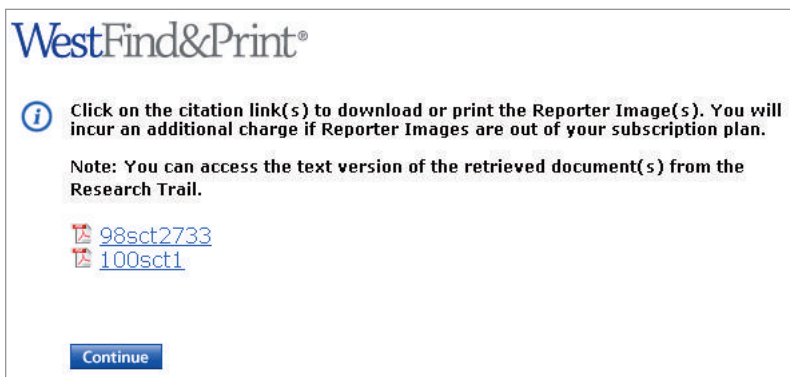


Figure 5. List of retrieved PDF images