

# KEY POINTS

## Let's Talk Printing

### Bulk Politics

"The justification of majority rule in politics is not to be found in its ethical superiority."

Walter Lippmann, American journalist

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One of the tasks you do most often on Westlaw® is to print documents, a result list, or a KeyCite® result. To have your print requests delivered in the format you prefer, start by specifying your individual default settings. These are the settings that most often fit your needs.\* You can change these settings at any time so don't be afraid to experiment. Default settings are tied to your password.

To specify your default settings for printing and downloading, click **Preferences** at the top of any page. Then, in the left frame, click **Print and Download**. The Print and Download Preferences page is displayed, at which you can do the following:

- Make your selections under *Content Options*. For example, select the *Include Cover Page* check box if you share a printer with other users or when you are working on several different research projects.\*\*
- Make your selections under *KeyCite Content Options*. For example, select the *Include KeyCite Full History* check box to include full history.
- Under *Time of Delivery*, select **Now** to deliver your print requests immediately or **At Sign Off** to deliver your print request when you sign off from Westlaw.
- Under *Attached Printer*, use the handy drop-down lists to specify whether you want to print in 10- or 12-point font size, with single or double line spacing, and in single- or dual-column format.

There are also defaults you can set for sending documents to an e-mail address or fax machine as well as for downloading documents.

When you've finished making your choices, click **Save Changes**. You can then select additional default settings by clicking another link under *Preferences* in the left frame or return to your research.

\* You can specify settings for specific print requests in the Print dialog box.

\*\* In the Print dialog box, click **Add Note to Cover Page** to add your comments to the cover page.

# How to Use the Find and Print Feature

When you use the Find and Print feature, you don't need to actually retrieve a document first in order to print it. The Find and Print feature is also handy when you want to retrieve and print multiple documents.

1 To retrieve and print from one to 20 documents, first sign on to Westlaw. Click **Find&Print** at the top of any Westlaw page. The Find a Document page is displayed. In the left frame, type a single citation in the Find this document by citation text box, select the **and Print** check box, and click **Go**. The Print dialog box is displayed. From the **Format** drop-down list, select **HTML** or **PDF**. Select your page options, if necessary,

and click **Print**. Or, in the right frame, type multiple citations separated by semicolons or hard returns in the *Enter Citation(s)* text box; use the check boxes, drop-down lists, and text boxes provided to select your result options and delivery options; and click **Send Request**. If you selected **Attached Printer** as your delivery option, the Windows Print dialog box is displayed. Click **Print**.

The screenshot displays the Westlaw 'Find a Document' interface. At the top, the 'Find&Print' button is circled. The main search area contains the text '333 n.w.2d 67' in the 'Find this document by citation' field, with the 'and Print' checkbox checked. Below this are sections for 'Select Result Options' (including 'KeyCite History' and 'Substitute with Reporter Images') and 'Select Delivery Options' (including 'Attached Printer', 'Westlaw Printer', 'Download', and 'Email'). A 'Print' dialog box is open in the foreground, showing 'Printer: Attached Printer', 'Format: HTML', and 'Page Options' such as 'Full Text' and 'First Page Only'. The dialog also shows the current document as '333 N.W.2d 67' and includes 'Print' and 'Cancel' buttons.

Find and Print feature on Westlaw

Print dialog box

② To retrieve and print up to 99 documents, at the Westlaw Sign-On page, click **WestFind&Print** under *Featured Tools*. Type your citations separated by semicolons in the *Enter Citations* text box, select

from the choices available under *Select Result and Delivery Options*, type your Westlaw password and a client ID (if appropriate) in the text boxes provided, and click **Submit**.

WestFind&Print®

**Editor's note:** While viewing a case on Westlaw, if you click **Reporter Image** in the upper-right corner, you can print the case exactly as it appears in the West reporter, using Adobe Acrobat Reader. If you click **Print**, the Print dialog box is displayed. You can then print in HTML or PDF.

## ADVANCED SEARCH TIP

### Download or Copy with Reference?

You can first download a document from Westlaw in a word-processing format, such as Corel® WordPerfect® or Microsoft® Word and then copy and paste. Or you can use the Copy with Reference feature on Westlaw to copy and paste text into a word-processing document while simultaneously adding citation information.

To use the Copy with Reference feature, select the text you want to copy while viewing the document on Westlaw. Select **Copy with Ref** from the *Tools* drop-down list at the bottom of the right frame and click **Go**.

A Copy with Reference dialog box is displayed, which contains the text you selected and the citation information for the document from which the text is taken.

- If you are using Microsoft Internet Explorer®, click **Copy** and paste the text into your word-processing document.
- If you are using Netscape®, copy the text in the dialog box and paste it into your documents.

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