

Using WestFind&Print™

The most convenient and simple way to find and deliver documents on Westlaw®.

To use WestFind&Print, all you need is Internet access* and a Westlaw password†. Just enter your citations, select a destination, and sign on to Westlaw to have the full-text documents, KeyCite® results, or Table of Authorities results automatically delivered. It's that easy!

So what are you waiting for? Get started today.

Access www.findprint.westlaw.com and complete these steps to use WestFind&Print.

1. Enter citations

Type your citations, e.g., **98sct2733** or **17usca114**, in the text box. 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 hard return.

The screenshot shows the WestFind&Print web interface with three numbered steps:

- 1 Enter citation(s):** A text box for entering citations, with instructions to separate multiple citations with a semicolon or hard return. Below the text box are links for "Publications List" and "Find by Title", and a "Clear Form" button.
- 2 Select result options:** A section for choosing content and delivery options. Content options include "Full-text document(s)" (checked), "Entire KeyCite result", "KeyCite History only", and "Table of Authorities". Delivery options include "Attached Printer:", "Download:", "E-mail:", "Wireless:", and "Westlaw stand-alone printer". Each delivery option has a "Choose format" dropdown menu. Instructions for separating multiple addresses with a semicolon are provided for the E-mail and Wireless options.
- 3 Enter Westlaw information:** A "SIGN ON" section with fields for "Westlaw password" and "Client ID", a "GO" button, and a "Save this password" checkbox. Below this is an "OR" section for "Create Username and Password" with fields for "My username", "My password", and "Client ID", another "GO" button, and a "Save this username and password" checkbox. A "Secure sign-on site" link is also present.

Citation Examples

When you enter citations, spacing and punctuation are generally optional. Depending on your document type, the citation format will vary slightly. The chart below shows sample requests:

Document Type	Example
Case law	118 sct 1261
Law review article	106 harv 1 rev 741
State statute	mn st s 609.378
	ca elec s 20007
	me st t 24-a s 229
United States Code Annotated® section	13 usca 23
U.S. public law	us pl 106-578
Code of Federal Regulations section	26 cfr s 403.2
IRS private letter ruling	plr 200052005
Slip opinions and unreported decisions	2001 wl 23099

* WestFind&Print requires Netscape® 4.06 or later or Microsoft® Internet Explorer® 4.01 or later for Windows® or Netscape 4.5 or later or Internet Explorer 4.5 or later for Macintosh®.

† Charges for document retrievals are determined by your Westlaw pricing plan.

Westlaw is available on the Web at www.westlaw.com.

For technical assistance, call West Group Customer & Technical Services at **1-800-WESTLAW** (1-800-937-8529).

For search assistance, call the West Group Reference Attorneys at **1-800-REF-ATTY** (1-800-733-2889).

2. Select result options

Select one or more *Content* check boxes to indicate which results you want delivered:

- The **Full-text document(s)** check box is selected by default. Clear the check box if you do not want to print the full text of the documents; then select another print option.
- Select the **Entire KeyCite result** check box to print KeyCite history, citing references, and citation counts for your cases or statutes.
- Select the **KeyCite History only** check box to print only the KeyCite history for your cases or statutes.
- Select the **Table of Authorities** check box to print the Table of Authorities result for your cases.

The screenshot shows the 'WestFind&Print' web interface. It is divided into three main sections: 1. Enter citation(s):, 2. Select result options:, and 3. Enter Westlaw information:. In section 2, under 'Content', the 'Full-text document(s)' checkbox is checked. Under 'Print or deliver to:', the 'Attached Printer' radio button is selected. In section 3, the 'SIGN ON' section has fields for 'Westlaw password' and 'Client ID', with 'GO' buttons next to them. There are also options to 'Save this password' or 'Create Username and Password'.

Next, 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. Select a document format (word-processing, PDF, HTML, or ASCII) from the *Choose format* drop-down list.
- Select **Download** to save your results to a file. Select a document format (word-processing, PDF, HTML, or ASCII) from the *Choose format* drop-down list.
- Select **E-mail** to deliver your results to an e-mail address. Select a document format (word-processing, PDF, HTML, or ASCII) from the *Choose format* drop-down list, then type one or more e-mail addresses in the text box, separated by semicolons.
- Select **Wireless** to deliver your results to a wireless device (e.g., cell phone, Palm, BlackBerry™). Type one or more wireless e-mail addresses in the text box, separated by semicolons.
- Select **Westlaw stand-alone printer** if you use a printer, often supplied by West Group, that is configured to print Westlaw materials exclusively.

3. Enter Westlaw information

Sign on to Westlaw by typing your Westlaw password and a client identifier. Alternatively, type your personalized username and password and a client identifier. Then click **GO**.

If you selected *Download* as the destination, complete these steps:

- Right-click the **Download** link (*Macintosh users*: click the **Download** link) and choose the **Save** or **Download** option from the pop-up menu to display a Save As dialog box.
- Specify the name and location of the file to be downloaded and click **Save**.

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