

Using WestFind&Print™ 3.2

WestFind&Print 3.2 provides a quick and simple way to find and print documents on Westlaw® using their citations. With WestFind&Print you simply enter up to 12 citations and have the results sent to your printer. You can print the full text of documents, KeyCite and Table of Authorities results for cases or a combination of these options. To use WestFind&Print, follow the steps below:

1. Type your citation.

If you want to enter more than one citation, click **Enter Multiple Citations** and follow the instructions below under *Entering Multiple Citations*.

Select to retrieve the full text of the document(s) for the citation(s) entered.

Select to retrieve the Table of Authorities result(s) for the case citation(s) entered.

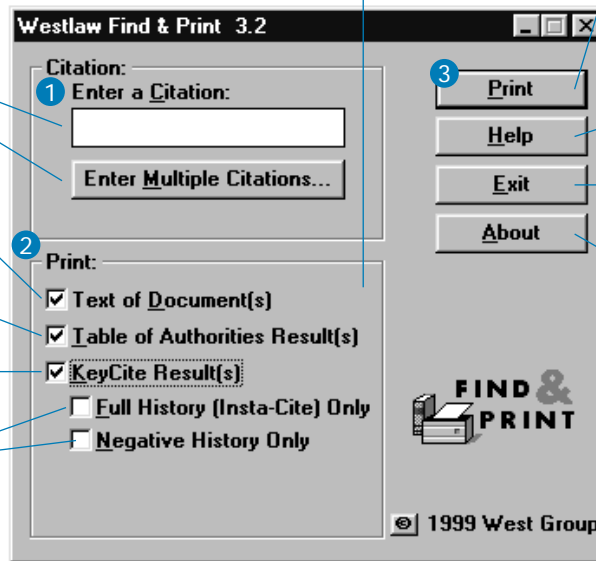
Select to retrieve the KeyCite result(s) for the case citation(s) entered.

Select to limit the KeyCite result(s) to either the full history or the negative history of the case(s).

2. Select the information you want to print.

3. Click **Print**.

You may be asked to enter your Westlaw password and client identifier. Your results will be sent to your printer.



1 Enter a Citation:

2 Print:

3 Print

Help

Exit

About



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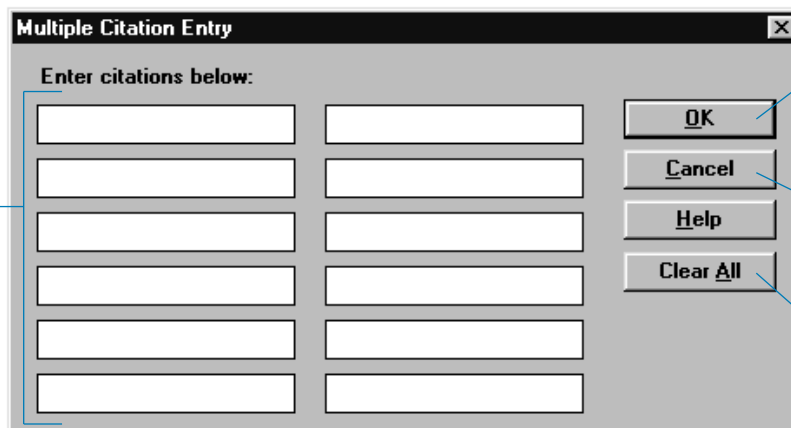
Click to access the Help files.

Click to exit WestFind&Print.

Click to retrieve more information about WestFind&Print.

Entering Multiple Citations

To enter more than one citation, click **Enter Multiple Citations**. The Multiple Citation Entry dialog box is displayed (shown below). Type up to 12 citations in the available text boxes and click **OK** to save the citations and return to the dialog box shown above. Continue with step 2 above.



Type your citations in the text boxes. Press **Tab** to move to the next box.

Click to save the citations and return to the dialog box shown above.

Click to return to the dialog box shown above without saving the citations.

Click to clear all citations from the text boxes.

Changing WestFind&Print Settings

WestFind&Print provides two print destinations. You can print to an attached printer (one that is directly connected to your computer) or to a stand-alone printer (an offline printer leased or purchased from West Group). You can also set up WestFind&Print to automatically enter your Westlaw password and client identifier when you click **Print** (step 3 on the reverse side of this card) by entering your Westlaw password and client identifier in the dialog box shown below. **CAUTION:** If you enter your password in this dialog box, anyone with access to your system can print results using your WestFind&Print application.

To change the print destination or other settings, complete the following steps:

Windows® 95

1. From the Windows 95 Start menu, choose **Programs, West Applications, Westlaw Find & Print Setup**.

A dialog box like the one shown below is displayed.

2. Type your Westlaw password and a client identifier, if desired, and select a default print destination, then click **OK**.

Windows 3.1

1. From the Windows Program Manager, double-click the **West Applications** icon.

2. From the West Applications window, double-click the **Westlaw Find & Print Setup** icon.

A dialog box like the one shown below is displayed.

3. Type your Westlaw password and a client identifier, if desired, and select a default print destination, then click **OK**.

Refer to the illustration below for additional information on setting up your WestFind&Print options.

Type your Westlaw password in the *Westlaw Password* text box. It will be automatically entered each time you print results from WestFind&Print.

Type a client identifier in the *Client Identifier* text box. It will be automatically entered when you print results from WestFind&Print.

Select the printer you want to use for your WestFind&Print results.

Westlaw Find & Print Setup

Optional Default Settings

Westlaw Password:

Client Identifier:

Default Print Destination

Attached Printer
Select Attached Printer if you wish to use a printer connected to your computer system.

Stand-Alone Printer
Select Stand-Alone Printer if your printer is an offline printer leased or purchased from West Group.

OK Cancel Help



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