


Delivering Documents

WestlawNext™ allows you to deliver documents in electronic and hard copy formats. Before you print a document, ask yourself whether you need a hard copy or whether storing the document in a WestlawNext folder or emailing it would work as well.

Use Folders



Saving Documents and Selected Text

- To save the document you are viewing, click the **Save to Folder** icon () on the document toolbar. Select the folder in which you want to save the document and click **Save**. If the document is successfully saved in the folder, a confirmation message is displayed.
- To save documents in a result list, select the check boxes next to the documents you want to save and click the **Save to Folder** icon. Select the folder in which you want to save the documents and click **Save**. If the documents are successfully saved in the folder, a confirmation message is displayed.
- To save selected document text in your active folder, select the text you want to save and choose **Save to ...** from the pop-up menu. A message is displayed confirming that the text has been saved.

Viewing Saved Documents and Text

To view the documents or text saved in your active folder, click the active folder. To view documents or text saved in other folders, click **Folders** at the top of the page. A list of your folders is displayed at the Folders page. Click the folder containing the items you want to view.

Use Alternate Delivery Methods

On WestlawNext you can deliver documents to an email address or to Amazon Kindle™. Click the **Email** icon () or **Kindle** icon () on the toolbar, or click the arrow next to the delivery icon and choose **Email** or **Kindle** from the menu (Figure 1).

WestlawNext is available on the Web at lawschool.westlaw.com.

For research assistance 24 hours a day, seven days a week, call the West Reference Attorneys at 1-800-850-WEST (1-800-850-9378).

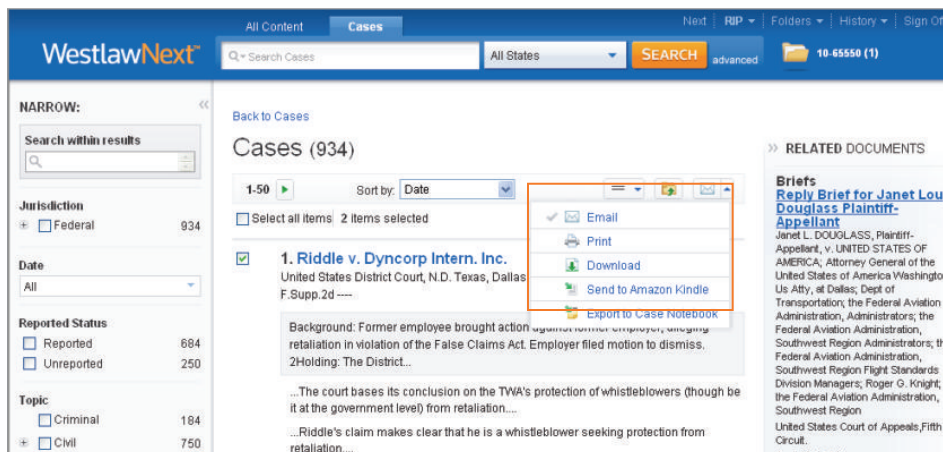


Figure 1. Delivery options on WestlawNext

Email

To deliver the document you are viewing to an email address, complete these steps:

1. Click the **Email** icon or choose **Email** from the menu. The *Email this Document* dialog box is displayed.
2. On the Recipients tab, type one or more email addresses in the *To* text box, then choose a document format.
3. Click the **Layout and Limits** tab. Select the check boxes for the elements you want to include in the document, such as expanded margins for adding notes.
4. Click the **Content to Append** tab. Select the check boxes for the content you want to append to the document, such as KeyCite® information.
5. Click **Email**.

Amazon Kindle

To deliver the document you are viewing to Amazon Kindle, complete these steps:

1. Click the **Kindle** icon or choose **Kindle** from the menu. The *Send to Amazon Kindle* dialog box is displayed.
2. On the Basics tab, type your Kindle email address in the text box.
3. Click the **Layout and Limits** tab. Select the check boxes for the elements you want to include in the document, such as a cover page.
4. Click **Send**.

Use Westlaw Find&Print

For times when you need hard copies of key documents and you know their citations, you can use Westlaw Find&Print™ on Westlaw® to quickly print them. Access Westlaw and click **Find&Print** at the top of any page. The Find a Document page is displayed (Figure 2). Type or copy and paste your citations in the *Enter Citation(s)* text box in the right frame. Select one or more check boxes under *Select Result Options* and select **Westlaw Printer** under *Select Delivery Options*. Then click **Send Request**.

Figure 2. Find a Document page on Westlaw

For assistance using WestlawNext, call 1-800-850-WEST (1-800-850-9378).

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