

Westlaw® Canada

Quick Reference Card

How to Print

Overview

You may print (e-mail, download or fax):

- The full text of the **Current Document** displayed in the right frame.
- The full text of **All Documents** that have been retrieved by your search.
- The full text of **Selected Documents** on the Result List or Citing References page.
- The **Result List** itself.

Quick Print

To print the current document using your default format preferences:

1. Click **QUICK PRINT** located in the upper right corner of the right frame.



Figure 1

2. Click **Print** in the Print dialog box.



To determine what your default format preferences are:

1. Click **Preferences** located on the Navigation bar in the upper right corner of the Westlaw Canada screen.
2. Click **Print & Download** located on the left side. The Print & Download preferences page appears in the right frame. You may change any of the preferences listed. Click **Save Changes** at the bottom of the frame to save your new defaults.

Print

To print the current document along with other related information, or all documents, selected documents or the Result List:

1. Click **PRINT** located in the upper right corner of the right frame.



Figure 2

The Print dialog box appears.

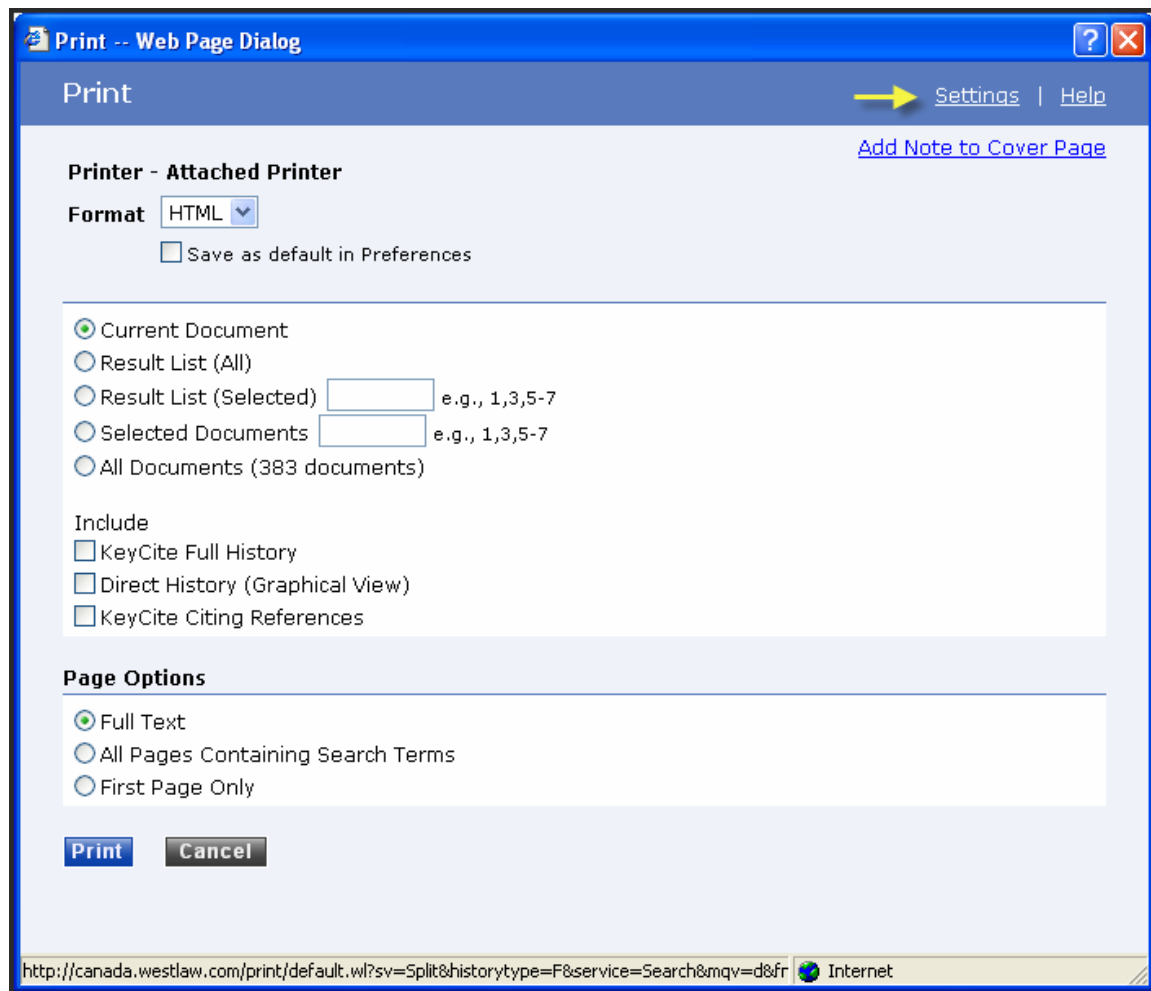


Figure 3 – Searching Cases

2. A variety of print options appear. Note that the Print dialog box is context-sensitive. The available options will vary depending on the type of document you are printing (example: case vs. statute vs. commentary).

Some options include:

- **Format:** Depending on the type of document, select HTML, PDF or Word or WordPerfect format.
- **Current Document:** Print the full text of the current document in the right frame.
- **Result List (All):** Print the Result List (name, citation, summary)
- **Result List (Selected):** Print selected items by using the checkboxes provided on the Result List. (name, citation, summary)
- **Selected Documents:** Print the full text of selected documents by using the checkboxes provided on the Result List.
- **All Documents:** Print the full text of all documents on the Result List.

When printing cases, you may also include:

- **KeyCite Full History:** The direct history along with negative and cautionary case citing references.
- **Direct History (Graphical View):** The history shown graphically.
- **KeyCite Citing References:** The list of all cases citing your case.



Click **Setting** in the upper right corner to retrieve the Print Setting dialog box. Any changes made to this dialog box can be saved as your new defaults. Simply click the **Save as default in Preferences** checkbox and then click **Done**.

Figure 4 – Print Settings dialog box

3. Click **Print** in the Print dialog box.



To print part of a document, highlight the desired text; then using your browser, open the **File** menu and select **Print**. In the print window, choose the **Selection** radio button and then click **Print**.

Find & Print

Find & Print provides you with an easy way to retrieve and print, email or download multiple documents on Westlaw Canada. You can enter up to 20 citations at one time.

1. Click **FIND & PRINT** on the Navigation bar at the top of the Westlaw Canada screen.

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2007 scc 37; 22 cpr (4th) 1

Send Request

You can enter up to 20 citations separated with a semicolon or a hard return.

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Figure 5

2. Enter up to 20 citations, separated by semicolons, into the **Enter Citation(s)** box.
3. Select your **Result Options** and ensure **Attached Printer** is selected in the **Select Delivery Options** section.
4. Click **Send Request**.