

Westlaw[®] Canada Quick Reference Card Setting up your Preferences

Click Preferences located in the upper right corner of the Navigation bar to customize many of your Westlaw Canada features.



Figure 1

Time Zone and Date Format

Click Location & Reporting on the left side, if necessary.

Select the **Time Zone** and **Date Format** you wish by using the drop-down lists and then click **Save Changes**.

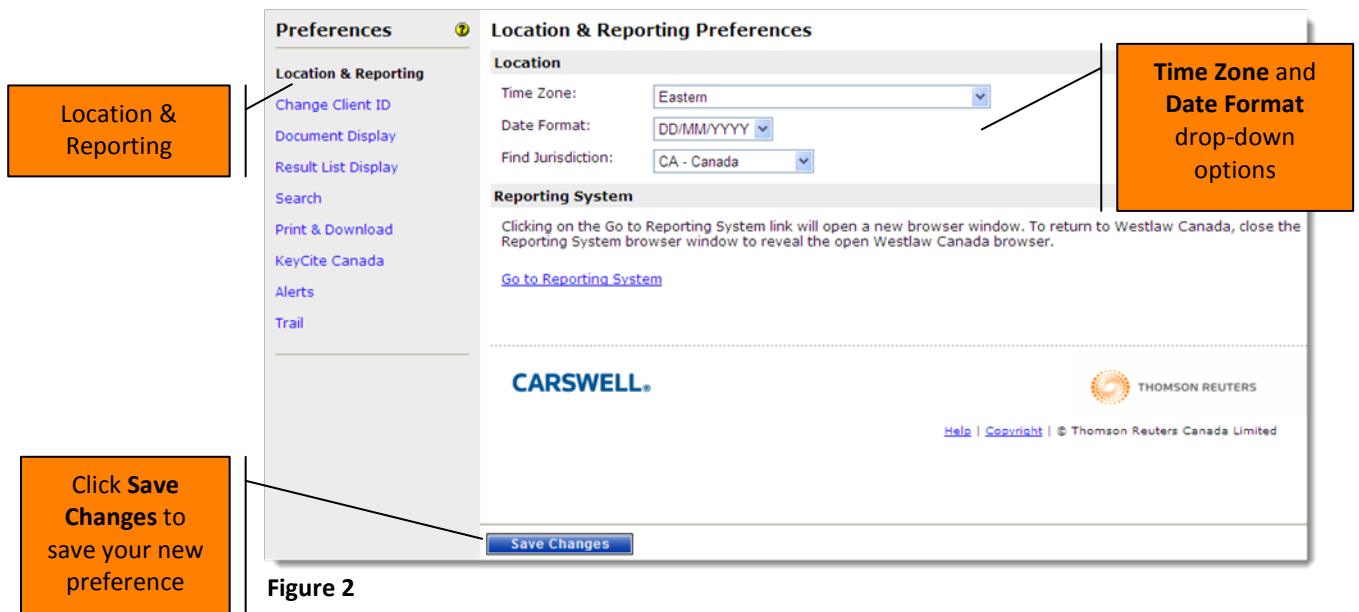


Figure 2

Number of Documents Displayed in your Search Result List

Click [Result List Display](#) located on the left side.

Select the number of citations to display on your result list by using the drop-down list provided and then click **Save Changes**.

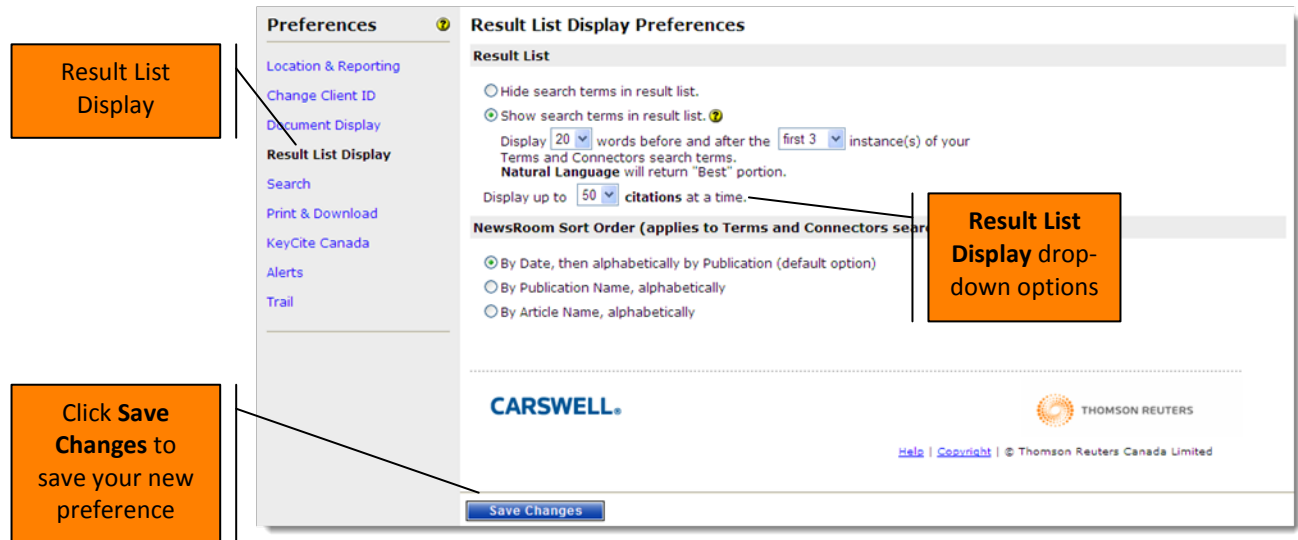


Figure 3

Change Print Format and Exclude Printing Cover Page

Click [Print & Download](#) located on the left side.

Un-check **Include Cover Page**, in the Content Options section. Scroll down the page and select **PDF** from the Format drop-down list in the Print section and then click **Save Changes**.

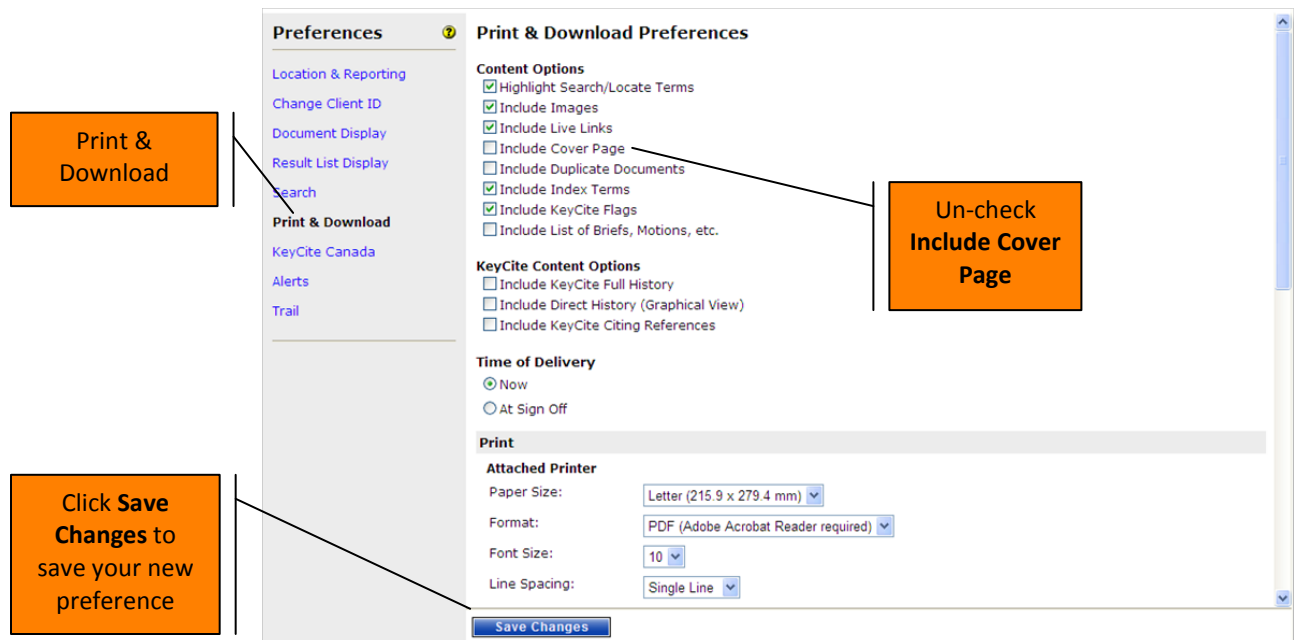


Figure 4

Your Email Address and Download Formats

Click [Print & Download](#) located on the left side.

Scroll down to the Email section. Enter your email address into the **E-mail Address** field. Select a format using the Email Format drop-down list. Scroll down to the Download section and select a format from the Download Format drop-down list and then click **Save Changes**.

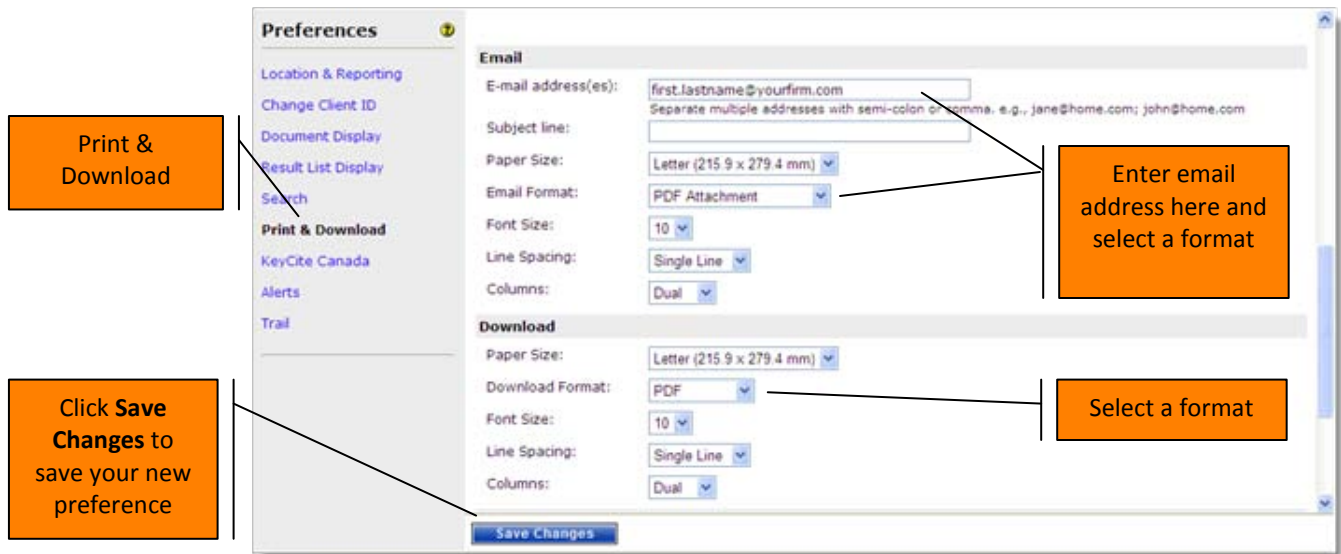


Figure 5

Automatically Email Research Trail at Sign Off

Click [Trail](#) located on the left side.

Enter your email address into the **E-mail Address** field. Select **E-Mail my last Trail at sign off** and then click **Save Changes**.

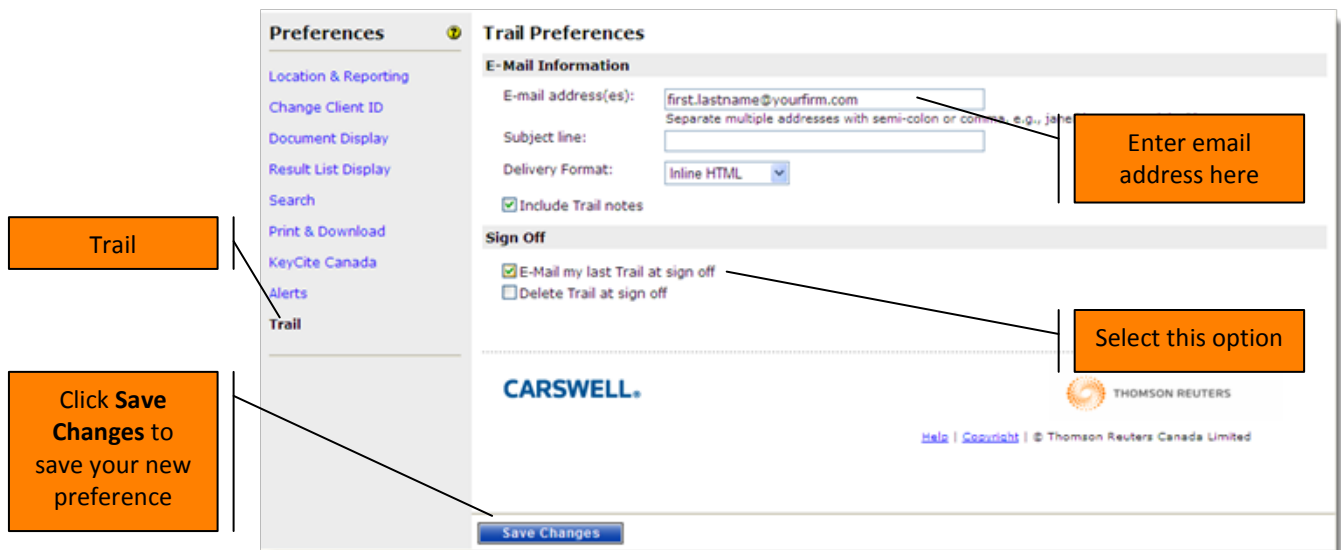


Figure 6