

WestlawCarswell 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** in the Result List.
- 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 WestlawCarswell 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.

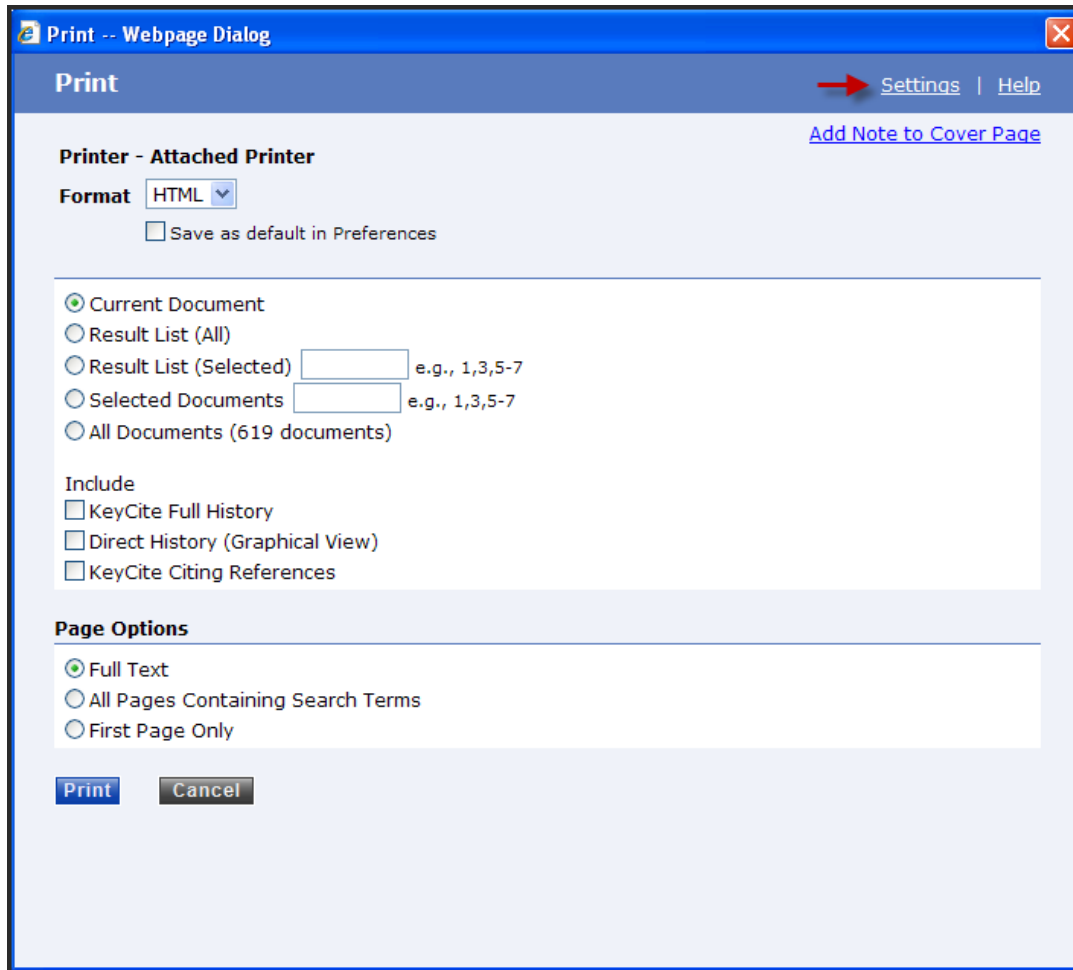


Figure 3 – Searching Cases

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**.

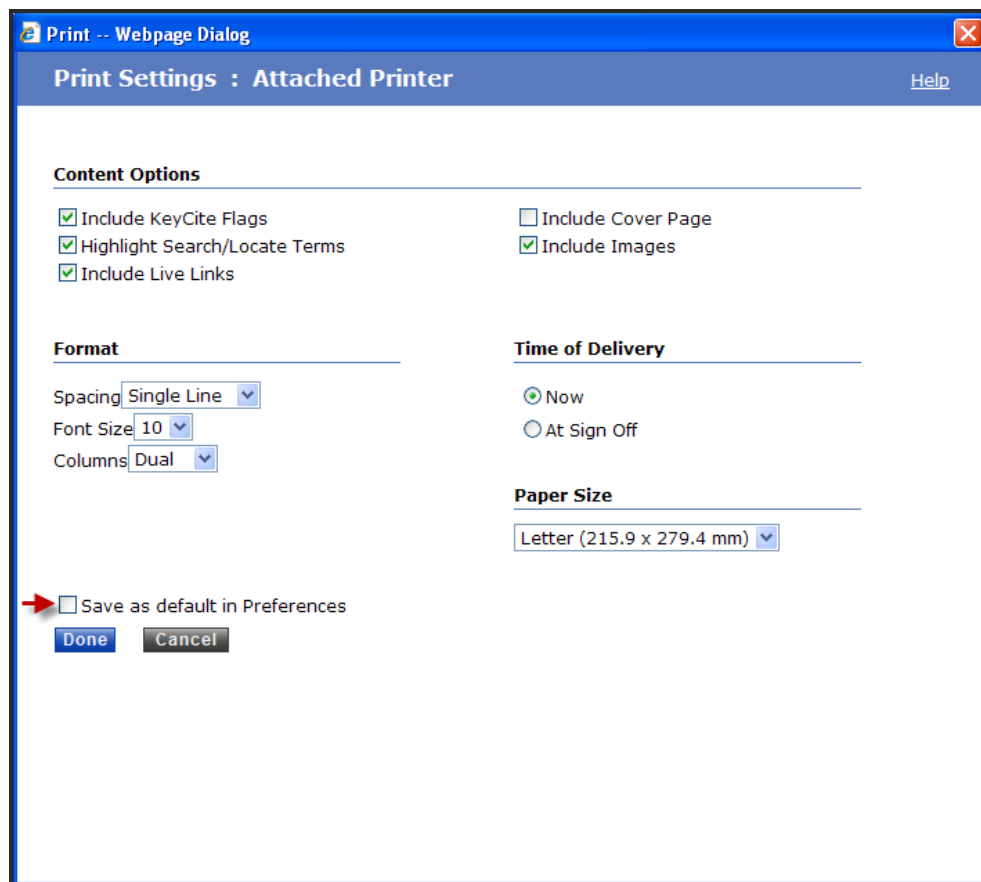


Figure 4 – Print Settings dialog box

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 WestlawCarswell. You can enter up to 20 citations at one time.

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

Westlaw CARSWELL

FIND&PRINT KEYCITECANADA DIRECTORY SITE MAP CONTACT US HELP SIGN OFF

Preferences Alert Centre Research Trail

LawSource FamilySource Estates&TrustsSource CriminalSource Litigator IPSource InsolvencySrc SecuritiesSrc Add a Tab

Find a Document

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Find&Print

Find and Print Multiple Citations

Enter Citation(s)

2007 scc 37; 2006 scc 43; 32 cpr (4th) 1

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

Select Result Options

Include:

KeyCite History
 KeyCite Citing References

There is an additional charge for any document that is not included in your subscription plan.

Select Delivery Options

Attached Printer
 Download
 Email
 Fax -

To:
Separate addresses with a semicolon.

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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**.