

Westlaw NZ

How to Download and Print



Download and print options are available to you in any view on Westlaw NZ. You can stay on the homepage and select one or more documents to download and print, or you can do the same from your list of search results, or after you have browsed away from the homepage and into a database or document.

On the homepage, the print and download buttons are located in the middle of the screen, above your list of databases.



Select documents for print and download straight from the homepage

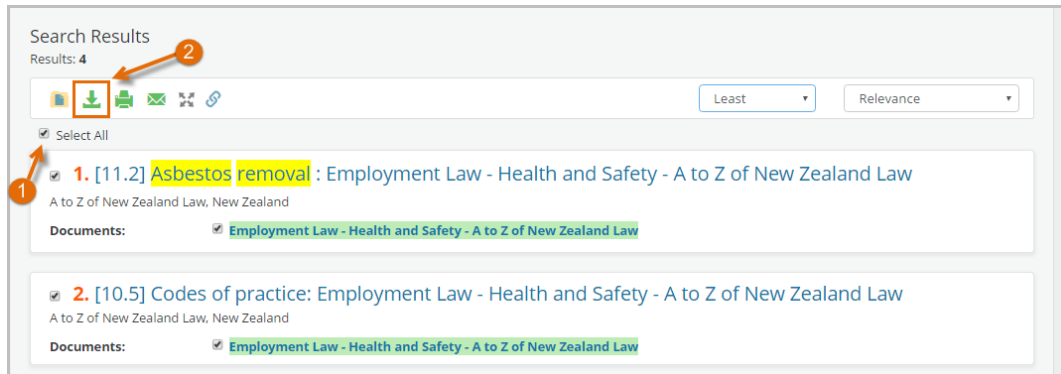
You can simply browse into a database, tick the boxes next to one or more documents, and then select the download and/or print buttons for document delivery.

1. In this example the *browse by box* to the right was set to *Practice Area* and then the + signs were used to expand the database *Adams on Criminal Law* all the way down to the Crimes Act 1961. The boxes next to section 3 and part 1 were ticked.
2. Clicking the print  or download  button will now deliver those two documents.



Collating search results for download or print

1. From your list of search results you can choose to select all or just a few documents for download and/or printing - simply place a tick beside the items you need. The option *Select all* will include all information for all items on the current results page.
2. Click the print or download buttons.



Printing Section(s) and Commentary

1. Find the section you want.
2. From the pane on the left side of the screen, tick the box(es) immediately to the left of the section you want to print



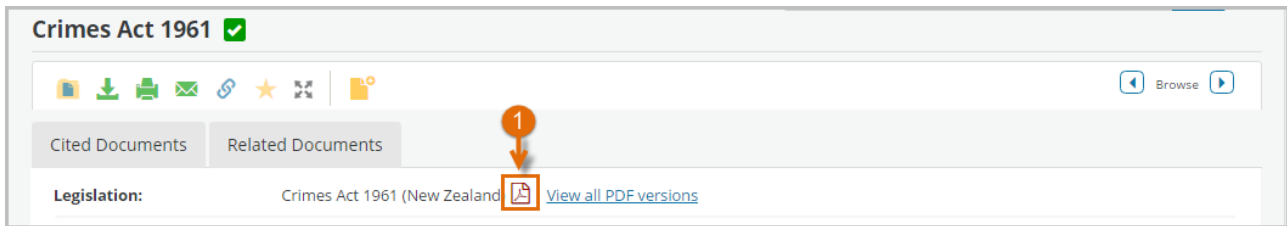
3. Scroll up the left side of the screen until you see the following icons:



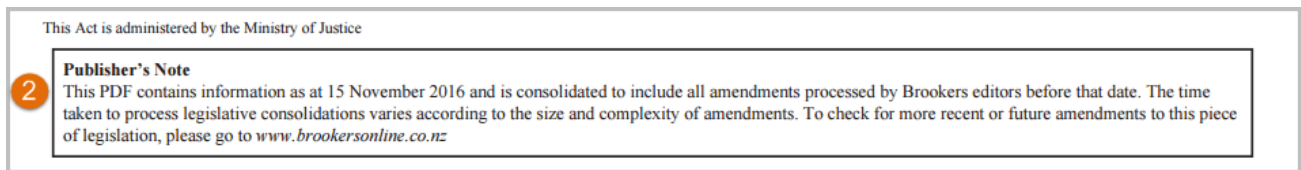
4. Click the Download or Print icons
 - Download makes a Word or PDF document
 - Print just goes straight to print
5. Depending on which version of Word you are using, the document may open directly, or a Word icon may appear at the bottom left corner of your screen which you can click on and then print.

Downloading an entire Act or Regulation

1. If you wish to print an Act or Regulation, you can quickly access the PDF version of it. A PDF icon appears at the beginning of all Acts and Regulations, and also at the beginning of each section. Simply click on the PDF icon to print the whole document.

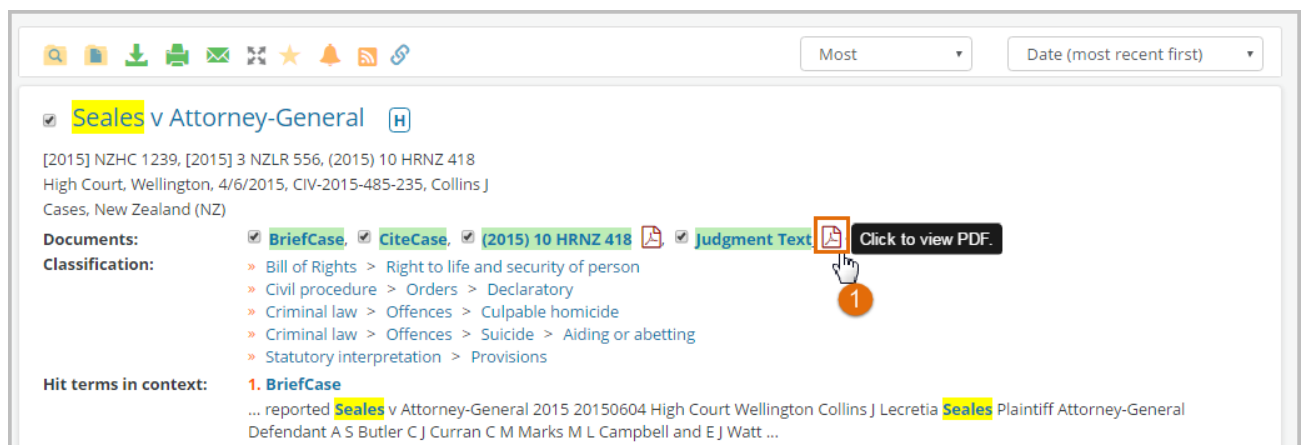


2. At the foot of the PDF will be a publisher's note indicating to what point this piece of legislation was amended.



Downloading a Case directly

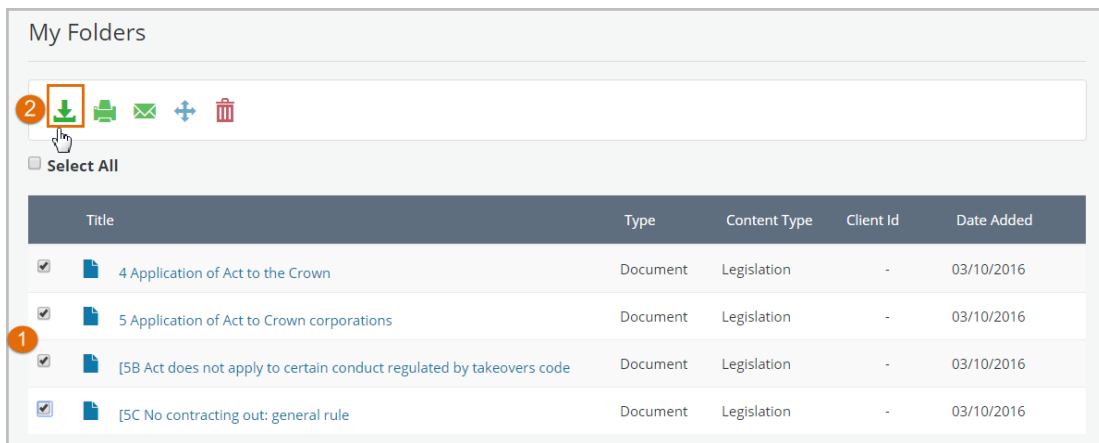
If you subscribe to PDF judgement text versions for cases, you can print a PDF directly from your search result list. All you need to do is click the PDF icon next to the judgement text link.



Printing from My Folders

Please note that this option is available only if you have a username and password for Westlaw NZ. To use this feature, go to the **My Folders** area in the top navigation bar.

1. Go to **My Folders** and select a folder. From your folders, select the items you wish to print by placing a tick in the box beside them (or choose **Select All** if you want all items from a folder). You may also select items from other folders if you wish. Click the download or print button, and then click OK.
2. Select the required delivery option to Download or Print.



Download and print options

1. You are presented with various options when you use the print or download buttons. For example, you can choose whether you wish to download in PDF or Word format, choose your preferred margin and decide whether to include or exclude additional information in your document delivery.
2. If you have a username and password, or if you have access to *Preferences* on Westlaw NZ, you can alter certain print options permanently. Within the *Preferences* menu scroll down to find the Delivery Options settings. Make the changes you require and click *Update Preferences*.

