

# Managing LexisNexis and Westlaw Documents

There are three primary options to keep LexisNexis or Westlaw document for later use.

## Save to a Folder

In both Westlaw and LexisNexis, you can save a document of interest in a **Folder** provided by the research service. It's like bookmarking the item for easy reference later. You can create multiple folders to keep your documents organized. There is no charge associated with saving documents to folders (even in the "real world".) When you save a document to a folder inside LexisNexis or Westlaw, you have not saved a copy on your own computer. The content still resides inside the research system and you must log in to view it.


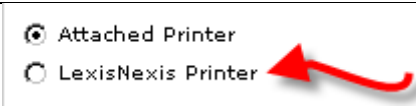
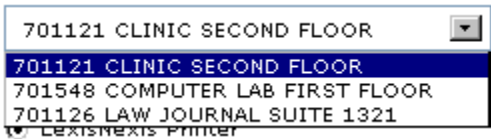

## Download

If you prefer to save a copy of a document to your own computer or to your flash drive, you may do so at no charge in both research systems. Downloading creates a copy of the document that you can access quickly, without logging in to LexisNexis or Westlaw. The copy you download is not tied to your law school access credentials; you still have the document after graduation. Downloading takes more time and mouse clicks to complete than foldering.

## Print

### *LexisNexis*

All documents printed from Lexis Advance should be sent to the LexisNexis printers located in the Clinic, in the Computer Lab on the lower floor of the Library, or in the Journals Suite. There is no charge associated with printing to the LexisNexis printers. You cannot print to the LexisNexis printers from Lexis.com.

In Lexis Advance, click the <b>Print</b> icon in the upper left part of the screen	
When the print dialog box opens, select the radio button next to <b>LexisNexis Printer</b>	
Select one of the three LexisNexis printers on the drop-down list	
Click the blue <b>Print</b> button	

If your LexisNexis document does not print:

- Check the status of the LexisNexis printer – it should say **Ready**
- Visit the Law Library Reference Desk or call 277-0935
- Call 1-800-45LEXIS (455-3947) for LexisNexis Customer Support

*Westlaw*

If you wish to print documents from Westlaw, the pages will be charged against your law school print account or PawPrints, depending on which option you choose. There is no longer a “free” option for printing cases from Westlaw.