



# *Westlaw Campus*

## *OSU-Oklahoma City Library*

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### **TO ACCESS WESTLAW CAMPUS**

#### **IN LIBRARY**

<http://www.osuokc.edu/library/onlinedatabases.htm>

- Scroll down to Westlaw Campus
- Click on link

#### **OFF CAMPUS**

<http://www.osuokc.edu/library/onlinedatabases.htm>

- Click on Off-Campus Access link at top of page
- Follow login instructions
- Scroll down to Westlaw Campus
- Click on link

### **GETTING STARTED WITH WESTLAW CAMPUS**

- Scroll to the bottom the User Agreement page
- Click "I Agree"
- Click *Go*

Then chose the appropriate type of search, depending on the information you have:

### **SEARCHING BY THE NAMES OF THE PARTIES**

- Scroll down to *Find a Document*
- Enter the names of the parties (i.e. Garner, Tennessee)
- Click *Go*
- Scroll down the list to locate your case
- Click on the title for the full case decision

### **SEARCHING CASE NUMBER**

- Scroll down to *Find a Document*
- Enter the case number or Westlaw Reporter number exactly as given (i.e. 105 S.Ct. 1694)
- Click *Go*

### **SEARCHING BY KEYWORD**

- Type your term(s) into the Search Box (1) (Natural language search is best)
- Select the type of material desired (2) (i.e. United States Supreme Court cases, State statutes - be sure to select a **state** from the dropdown list, etc.)

- Click *Go* (3)

## **EMAILING AND PRINTING THE RESULTS**

### **EMAILING**

- Click *Print* (always at the bottom of the page)
- Click *Properties*
- Enter your email address
- Enter a subject line
- Select your format (inline in the body of the email and Word as probably your best choices)
- Click *Send Request*

### **PRINTING IN THE LIBRARY**

If you are using **Internet Explorer**:

- Have the case or statute on the screen
- Click *File* and then *Print Preview* from the browser's toolbar – you must use Print Preview
- Change “As laid out” to “All frames individually” using the dropdown menu
- Click *Print*

If you are using **Netscape** :

- Have the case or statute on the screen
- Click the Print button on the browser's toolbar

### **PRINTING OFF-CAMPUS**

If you are using **Internet Explorer**:

- Have the case or statute on the screen
- Check Print Preview for results – your Internet Explorer setting may allow for direct printing using the Print button
- If you do not see the full document in Print Preview, follow the instructions for Printing in the Library

If you are using **Netscape** :

- Have the case or statute on the screen
- Click the Print button on the browser's toolbar