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