

# LexisNexis™ Get & Print

LexisNexis™ Get & Print is a fast and easy way to retrieve and deliver multiple full-text documents or multiple *Shepard's*® Citations Service reports. One citation or many, Get & Print makes it easy with one search from one screen. Get & Print ... and go!

Deliver *Shepard's* report(s) or the full-text of legal documents directly to your LexisNexis printer or to your browser\*. Whenever you have a list of citations for cases, law reviews, IRS materials, or Federal Register documents, you can submit them all at once.

## Get & Print ... and go!

- **Enter multiple citations** all at once.
- **Full text and *Shepard's***. Get the full text of your citations and/or *Shepardize*® them all at once.
- **All-in-one form**. Enter your session and client names, your list of citations, and select report format, *Shepard's* report preferences, and delivery options from one form.

Save steps and save time with the easy-to-use, Get & Print form for one or many citations. See opposite side for example and instructions.

\*in Microsoft Word, WordPerfect, Rich Text, PDF, or HTML format (which allows you to print to your network printer or the printer attached to your PC)

Enter [www.lexis.com/getandprint/](http://www.lexis.com/getandprint/) and bookmark this site for easy reference.  
 You will be asked to enter your LexisNexis ID and password.

Identify the research session and the client for whom you are doing research.

Then:

- 1 Type one or multiple citations in the box. Use the Enter key to create hard returns or use semicolons to separate citations.
- 2 Select a Report Format
  - Full text of citations
  - *Shepard's* Full or KWIC reports
  - *Shepard's* Restrictions- Unrestricted, Negative, Positive, or Any.
- 3 Select a delivery method: LexisNexis Printer, Deliver to Browser, attached Printer, Download.
- 4 Click Advanced Options to customize your documents.
- 5 Click "Get" to process the Get & Print request.

You can also access Get & Print through [www.lexis.com/research](http://www.lexis.com/research):

1. Click *Get a Document*.
2. Click *Get & Print*.  
 (You will be asked to enter an ID and password.)
3. Follow steps 1-5 above.

The screenshot shows the 'Define Your Job' form. Callout 1 points to the 'Session' input field containing 'GF010307'. Callout 2 points to the 'Client' input field containing '545856 P99K6Q BY M. JACKSON'. Callout 3 points to the '1. Enter your citations' section, which includes a large text area and a 'Citation Formats...' link. Callout 4 points to the '3. Select delivery method' section, which has radio buttons for 'Deliver to Browser', 'Attached Printer \*', and 'Download \*'. Callout 5 points to the 'Get' button at the bottom right. The form also includes sections for '2. Select report format' with checkboxes for 'Retrieve the full text of these citations' and 'Show Annotations for Statutes', and 'Shepardize these citations' with dropdowns for 'Report Format' (set to 'Full') and 'Restrictions' (set to 'Unrestricted').

The screenshot shows the 'Advanced Options' form. It is divided into several sections: 'Full Text' with checkboxes for 'Show Case Summary', 'Show LexisNexis™ Headnotes', and 'Show Core Terms'; 'Reports' with checkboxes for 'Generate reports in service order' and 'Show hyperlinks to lexis.com'; 'Session History/Session in Progress' with radio buttons for 'Auto-Refresh (every 15 sec.)' and 'Manual Refresh'; 'Country Codes' with a dropdown set to 'United States (01)'; 'Browser' with a dropdown for 'Default delivery format' set to '.RTF'; 'Attached Printer \*' with a dropdown for 'Default printer format' set to '.RTF' and radio buttons for 'Use default print settings' and 'Display print dialog for every print job'; and 'Download \*' with a dropdown for 'Default download file type' set to '.RTF', a checkbox for 'Use session name as default file name', and a 'Default download location' field with a 'Browse...' button. A 'Save' button and a 'Cancel' button are at the bottom right. A note at the bottom left states: '\* Install utility for streamlined printing and downloading. (estimated download time < 2 minutes via 28.8 modem connection)'. A note at the bottom right states: 'Click here to download Adobe Acrobat reader for .pdf documents.'