



LexisNexis Printing

Take advantage of free printing services offered by LexisNexis, follow these steps after logging into www.lexisnexis.com/lawschool.


The screenshot shows the LexisNexis search interface. At the top, there are search fields for Citation, Legal Dictionary, and Navigation. Below that is the search bar with the term 'condo association' and a search button. The results show a list of documents, with the first one highlighted. A toolbar on the right side of the page contains several icons, including a printer icon, which is highlighted with a red box.



You can print your LexisNexis document to the photocopy room (Library Room 175, level 1) at no charge to your school account. Just click the second Print button on your toolbar.

The screenshot shows the 'Print Documents' dialog box in Microsoft Internet Explorer. The 'Printer' dropdown menu is set to '701323 PHOTOCOPY RM 1ST FL', which is circled in red. Below the printer selection, there are options for 'Document View' and 'Document Range'. The 'Page Options' section includes checkboxes for 'Cover Page', 'End Page', 'Each Doc New Page', and 'Break Pages at Document Page Breaks'. The 'Formatting Options' section includes 'Font Type' (Times New Roman), 'Font Size' (10), and 'Line Spacing' (Single). There are 'Print' and 'Cancel' buttons at the bottom of the dialog.

Then select the Lexis printer listed (701323 – PHOTOCOPY RM 1ST FL or 701448 PHOTOCOPY RM 1ST FL)

NOTE: The Fast Print () menu option is for attached printing. Your print account may be charged if you send Lexis print outs to Fast Print while on the school network. There are no charges to your account for email or downloads.

Once you have set your printer preferences, hit "Print" and then you will return to your original document.