Dear Professors,

Westlaw no longer offers free printing to students. If your TWEN courses and/or documents within your TWEN courses (such as your syllabus) link to Westlaw or WestlawNext, students who want to then print these documents will have to pay the standard Widener printing charges if they are printing on campus. However, Lexis still offers free printing to students via LexisAdvance. If you want your students to be able to take advantage of the free Lexis printing, there are THREE things you can do:

1. **Add a link to the LexisAdvance web site in the Left Navigation of your TWEN course page:**
   - Log into your TWEN course.
   - Click on **Modify Course** on the bottom left navigation.

   ![Modify Course Image]

   - Under TWEN | Course Elements, click on **Create/Modify Web Links**

   ![Create/Modify Web Links Image]

   - Under Step 1, check **Display the web links in the left navigation**
Under Step 2, add the **name** and **URL** (see below.)

<table>
<thead>
<tr>
<th>Name of Link</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LexisAdvance</td>
<td><a href="http://www.lexis.com/lawschool">http://www.lexis.com/lawschool</a></td>
</tr>
</tbody>
</table>

Click **Submit Web Link Changes** on the bottom.

You will now see LexisAdvance displayed in the left navigation. (If you click on Manage Links, you can check the link order, etc.)

2. Add LexisAdvance links to cases cited in your syllabus or other course document:
   - Create a Syllabus or a Course Document with citations.
   - Email the Syllabus or Course Document to our Lexis rep, **Tim Broms** at timothy.broms@lexisnexis.com
   - Tim will link the citations to LexisAdvance (using a tool that Lexis has created.)
   - Tim will then e-mail the document back to you along with instructions for posting the updated document on your TWEN course.
3. Add links to cases from LexisAdvance to your TWEN course site.
   - Log into LexisAdvance
   - Find the case and open it.
   - Click on "Copy Citation"
   - Right click on the citation and select "Copy Shortcut"
   - Log into your TWEN course.
   - Click on Course Materials in the left navigation.
   - Click on Add a Link from the Add drop-down menu.
   - Add a Link Title and paste the link url to the case (from LexisAdvance) in the Link URL space.
   - Click Save.
Students will be able to print this case for FREE.

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