

Westlaw AU

Using Annotations to Maximise Productivity and Personalise your Westlaw AU Research


Westlaw AU enables you to annotate a document to maximise productivity and personalise your research. You can choose to add inline or document notes as well as highlight text within a document. This guide explains the different types of annotations available.

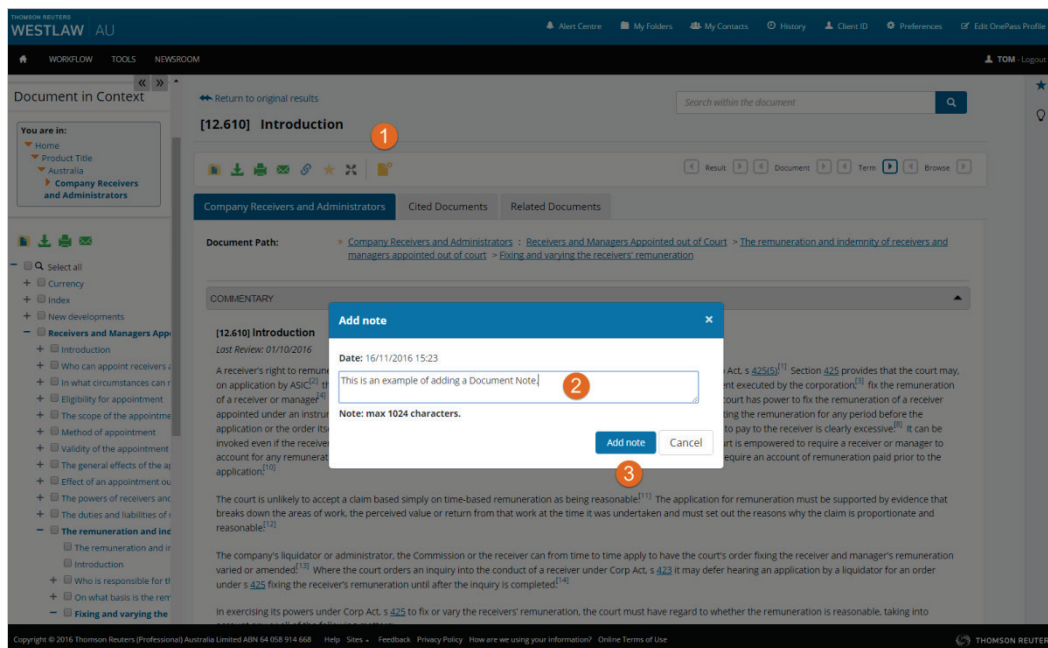
1. **Document Note** – add a general note that applies to the overall document.
2. **Inline Note** – add a note to a selected section of a document.
3. **Highlight** - apply a highlight to selected text in a document.

Document Note

You can create a general note that applies to the overall document. Once you create a document note it will appear at the top of the document.

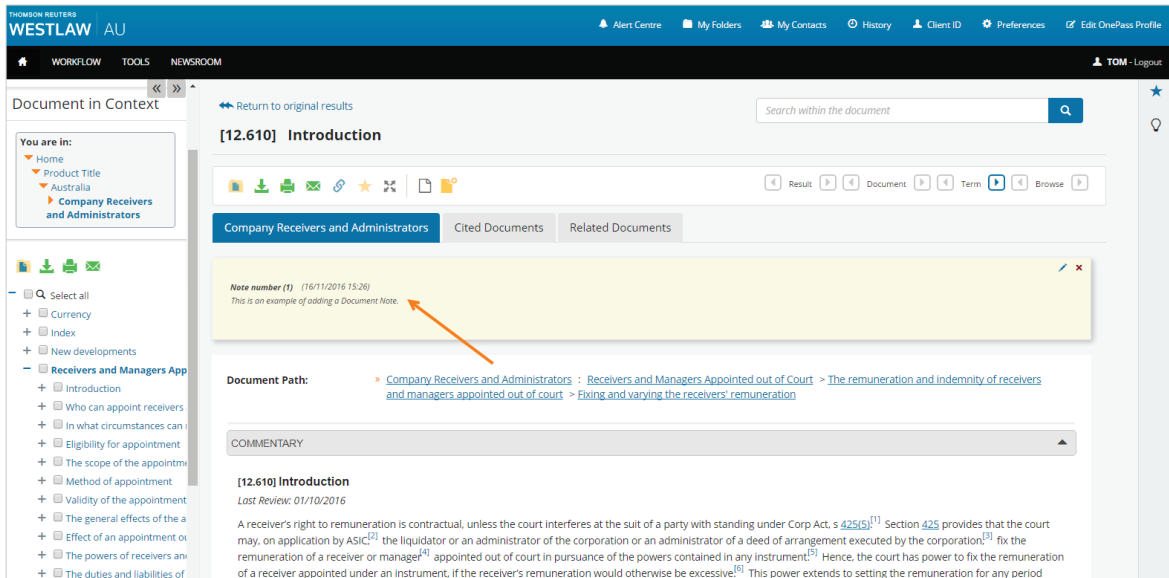
Add a New Note

1. From the document display page click the **Add Note** icon  from the document tool bar.
2. Type in your note into the **Add note** box.
3. Click the **ADD NOTE** button to save and display the note at the top of the document.



4. At this point Westlaw AU will prompt you to save the document to your folders, assuming because you have annotated the document it is important to you. Follow the prompts to save to a folder or click No.

- The note is added at the top of the document.



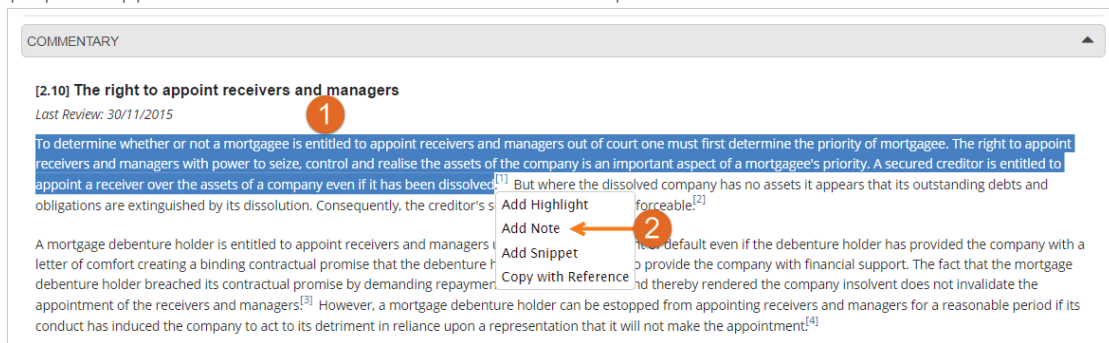
Note: To add further notes repeat steps 1-3.

Inline Notes

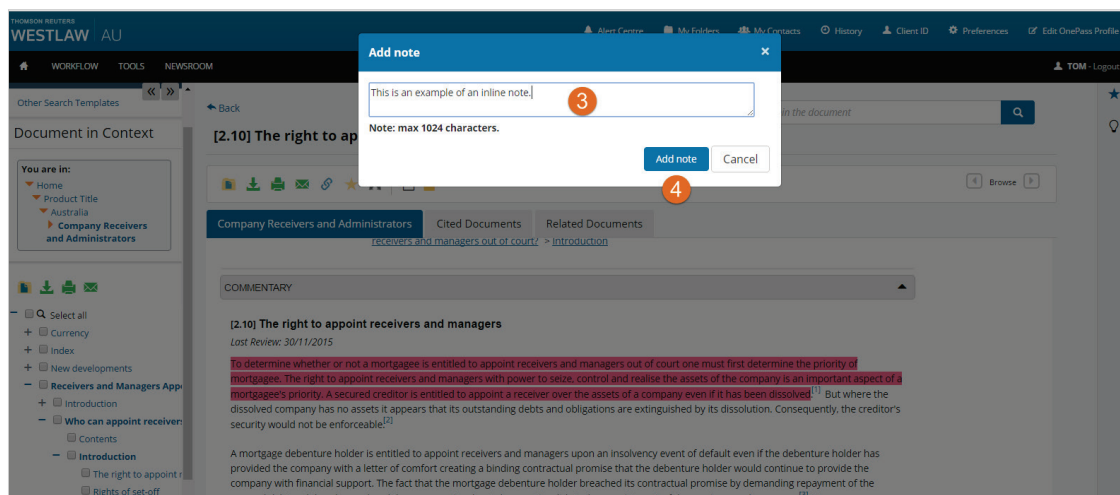
An Inline note is associated with selected text in a document and can be found directly next to the selected text.

Add an Inline Note

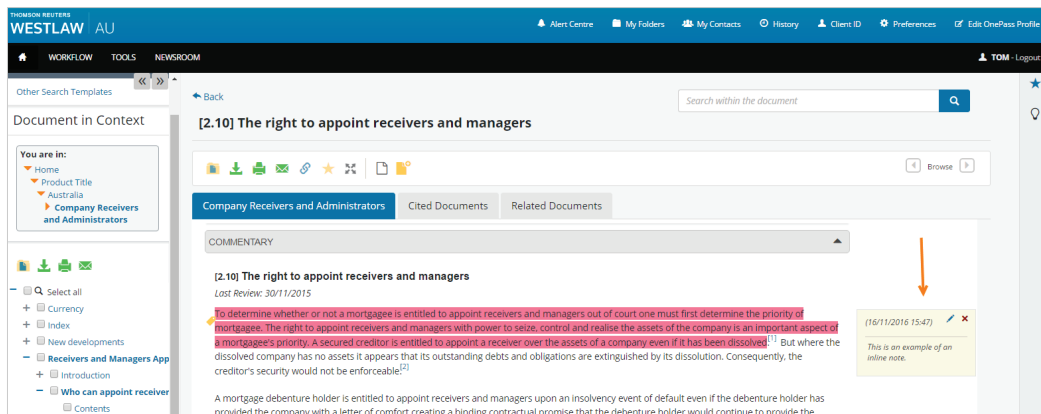
- Select the text where you want to insert the inline note.
- A pop up will appear. Choose **Add Note** from the available options.



- Type your note into the **Add Note** window and click the **ADD NOTE** button.



The text will be highlighted and a note will appear on the right margin of the document.



- At this point Westlaw AU will prompt you to save the document, assuming as you have annotated the document it is important to you. Follow the prompts to save to a folder or click No.

Tip: You can move notes within a document by clicking and dragging the note to a new position. This is only a temporary change and will only be retained for that session.

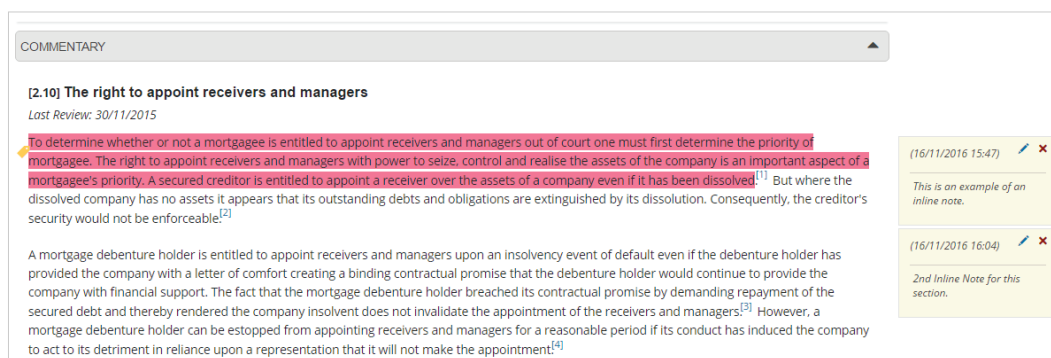
Multiple Inline Notes

You can add multiple notes to a single section of text.


To add additional notes;

- Click on the highlighted section of text and select **Add Note**
- Enter your text into the **Add Note** window
- Click **Add Note**

The new note will appear directly below the first note.



Edit Notes

- To edit highlights, click on the **Pencil icon**  against the note.
- Edit your note in the **Add Note** window.
- Click the **Confirm** button to save your changes.

Delete Notes

- To delete notes, click the delete icon  against the document or inline note.

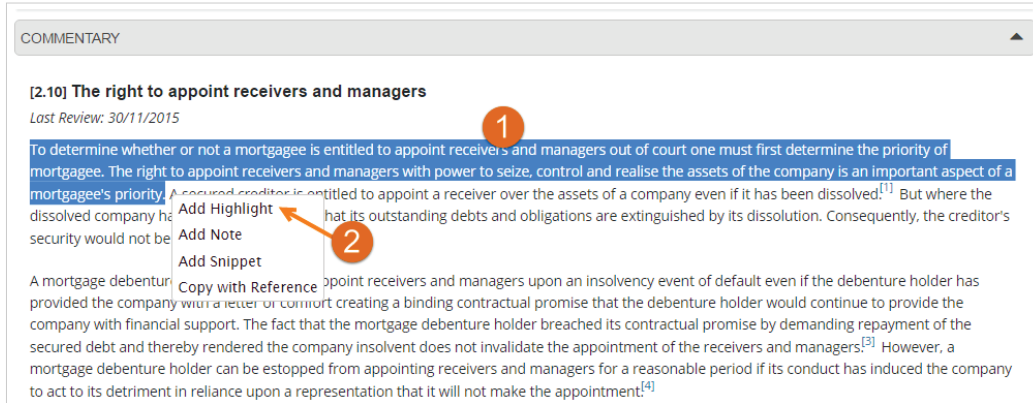
Tip: To delete all notes associated to a highlighted section of text click the highlighted text and select **Delete Highlight** from the menu.

Highlighting Text

You can apply a highlight to specific text in a document.

Add a Highlight

1. Select the text to apply a highlight.
2. Choose **Add Highlight** from the menu.



3. Click OK.

Delete Highlights

1. Click the section of highlighted text.
2. Choose **Delete Highlight** from the menu then click **Delete**.
3. The highlight will be deleted from this section of text.

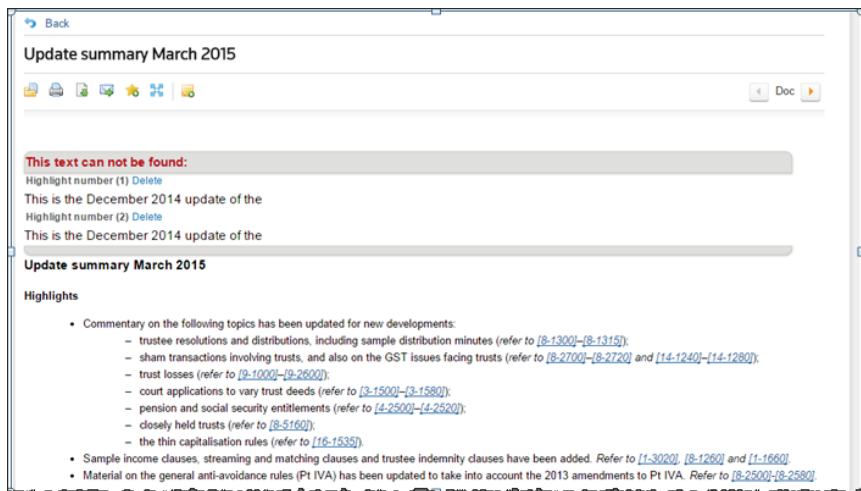
Note: When deleting highlights any associated notes will also be deleted.

Show/Hide Annotations

All notes and highlights added to a document will be visible by default. You can choose to show or hide all annotations by clicking the Show /Hide Annotations icon located in the document toolbar.

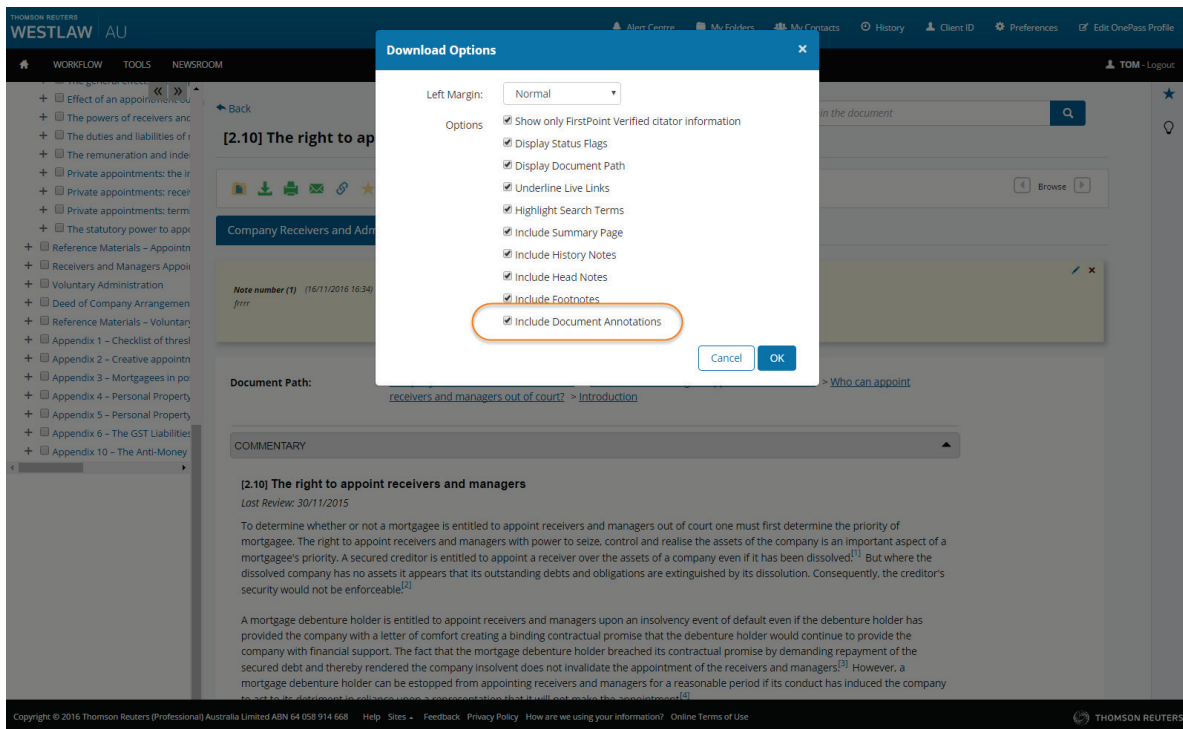
Document Changes

When updates are made to products there can be changes to text which may affect your notes. You will be alerted as per the below example when the text you have annotated not longer exists in the document.



Delivery Options

When delivering annotated documents you have the option to include or exclude your annotations.



Note: Annotations will be displayed at the end of the delivered document.