

Westlaw NZ

Sharing Folders & Annotating Documents in Westlaw NZ - Course Outline

Session Objectives

This session is designed to get you up to speed using annotations to personalise documents as well as how to create and manage folders in Westlaw New Zealand

Learning Outcomes

At the end of this session you will be able to complete the following tasks in Westlaw New Zealand:-

- Add notes to a document or part of the text notes
- Highlight parts of the text of a document.
- Save Snippets from the text of a document
- Sharing Folders with others within your firm

Session Duration

Approximately 30 minutes.

Session Delivery Methods

Internet (Webex/Telephone) - This training method is ideal for individuals or groups who are based remotely or where face to face training is not possible.

Note: The Webex session allows the participant to view the trainer's computer screen as they demonstrate research strategies on Westlaw NZ. At no time does the trainer access your computer.

Training Specialist – Elizabeth Odom